



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, April 26, 2022 at 6:30 PM

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, retaliation, 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

APPROVAL OF MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL MINUTES OF FEBRUARY 22, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF FEBRUARY 22, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF FEBRUARY 22, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF FEBRUARY 22, 2022

CITY COUNCIL MINUTES OF MARCH 8, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF MARCH 8, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF MARCH 8, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF MARCH 8, 2022

PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, APRIL 30, 2022, AS NORMAN MUSIC FESTIVAL DAY IN THE CITY OF NORMAN.
3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 15 THROUGH MAY 21, 2022, AS EMERGENCY MEDICAL SERVICES WEEK IN THE CITY OF NORMAN
4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-39: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 1 THROUGH MAY 7, 2022, AS NATIONAL TRAVEL AND TOURISM WEEK IN THE CITY OF NORMAN
5. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-39: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 1 THROUGH MAY 7, 2022, AS SMALL BUSINESS WEEK 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 6 through Item 22 be placed on the consent docket.

Appointments

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

REAPPORTIONMENT AD HOC COMMITTEE

ALLI PENNER, WARD 1

LISA SCHMIDT, WARD 2

WADE STEWART, WARD 3

SARA MCFALL, WARD 4

MARIA KENDALL, WARD 5

JOSHUA WHITTINGTON, WARD 6

ALISON BEHRENS BRALY, WARD 7

REBECCA OUBRE, WARD 8

CHRISTOPHER TALLBEAR, AT-LARGE

Reports/Communications

7. SUBMISSION AND ACKNOWLEDGING RECEIPT OF REPORT ENTITLED “THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2021,” AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF BKD, LLP, FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.
8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF MARCH 31, 2023, AND DIRECTING THE FILING THEREOF.
9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF MARCH, 2022.

Bids

10. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-58: FOR THE PURCHASE OF COPPER METER YOKES TO PIONEER SUPPLY, L.L.C.; HDPE METER BOXES WITH CAST IRON LIDS TO OKLAHOMA CONTRACTOR SUPPLY, L.L.C.; AND WATER LINE REPAIR CLAMPS TO PIONEER SUPPLY, L.L.C., OKLAHOMA CONTRACTORS SUPPLY, L.L.C., AND CORE AND MAIN LP, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Easement

11. CONSIDERATION OF APPROVAL, GRANTING, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-60: TO OKLAHOMA GAS AND ELECTRIC COMPANY (OG&E) FOR THE PURPOSE OF INSTALLING

UNDERGROUND ELECTRIC SERVICE IN REAVES PARK AS PART OF THE NORMAN FORWARD REAVES PARK RENOVATION PROJECT.

Certificate of Survey

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-11: FOR HENDERSON ESTATES AND EASEMENT E-2122-59. (LOCATED ON THE EAST SIDE OF 84TH AVENUE N.E., APPROXIMATELY ONE-HALF MILE NORTH OF TECUMSEH ROAD).

Final Plat

13. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR THE VILLAS AT ASHTON GROVE ADDITION, SECTION 1, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF \$44,543.40 FOR THE DEFERRAL OF SIDEWALK IMPROVEMENTS IN CONNECTION WITH 48TH AVENUE N.W. AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (GENERALLY LOCATED 490 FEET NORTH OF WEST ROCK CREEK ROAD ON THE EAST SIDE OF 48TH AVENUE NW.)

Contracts

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. SEVEN TO CONTRACT K-1617-114: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND P.D.G., L.L.C., D/B/A PLANNING DESIGN GROUP, INCREASING THE CONTRACT AMOUNT BY \$71,000 FOR A REVISED CONTRACT AMOUNT OF \$1,858,150 FOR PROFESSIONAL ARCHITECTURAL DESIGN SERVICES FOR THE GRIFFIN COMMUNITY PARK.
15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1819-132: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND FLINTCO, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$153,635.64 FOR A REVISED CONTRACT AMOUNT OF \$8,450,093.64 TO PROVIDE CONSTRUCTION OF THE NORMAN FORWARD YOUTH BASEBALL/SOFTBALL AND ADULT SOFTBALL IMPROVEMENTS PROJECTS AT REAVES PARK.
16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. FIVE TO CONTRACT K-2021-35: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND FLINTCO, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$81,184.41 FOR A REVISED CONTRACT AMOUNT OF \$9,064,937.37 AND ADDING 14 CALENDAR DAYS TO THE CONTRACT FOR THE NORTH BASE PROJECT, PHASE 1, TO MAKE VARIOUS CHANGES TO PROJECT DESIGN, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-121: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND BIOSTAR E LIGHT JV, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$125,848.80 FOR A REVISED CONTRACT AMOUNT OF \$4,900,848.80 TO COMPLETE SITE PREPARATION WORK FOR A SOLAR PHOTOVOLTAIC SYSTEM TO PROVIDE ENERGY SAVINGS AND PRODUCTION GUARANTY.
18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO ONE TO CONTRACT K-2122-89: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$16,227 FOR A REVISED CONTRACT AMOUNT OF \$332,090.50 FOR THE MCCULLOUGH STREET AND ALLEY RECONSTRUCTION PROJECT, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.
19. CONSIDERATION OF AWARDING, AUTHORIZATION, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122- 52 AND CONTRACT K-2122-92: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$2,782,000 FOR THE SANITATION OFFICE BUILDING PROJECT, PERFORMANCE BOND B-2122-65; STATUTORY BOND B-2122-66; AND MAINTENANCE BOND MB- 2122-48; THE UTILITIES DIRECTOR TO PURCHASE MATERIALS ON BEHALF OF THE CONTRACTOR; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT
20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-115: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$14,650 PLUS \$3,662 FOR EACH ADDITIONAL MONTH AFTER FOUR MONTHS FOR PHASE ONE OF CONSTRUCTION MANAGER AT RISK SERVICES FOR THE FIRST CONSTRUCTION PHASES OF THE NEW LINE MAINTENANCE FACILITY PROJECT AND THE UTILITIES DIRECTOR TO PURCHASE MATERIALS ON BEHALF OF THE CONTRACTOR.
21. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-116: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PLAYCORE D/B/A GAMETIME, IN THE AMOUNT OF \$362,599.30; PERFORMANCE BOND B-2122-79; STATUTORY BOND B-2122-80; AND MAINTENANCE BOND MB-2122-57 FOR THE ANDREWS PARK PLAYGROUND PROJECT, RESOLUTION R-2122-108 GRANTING TAX EXEMPT STATUS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Resolutions

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-112: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$892,007.28 FROM THE 2016 STREET

MAINTENANCE BOND FUND BALANCE TO BE USED TO PURCHASE ASPHALT AND MATERIALS FOR THE ALAMEDA STREET WIDENING PROJECT FROM 36TH AVENUE S.E. TO 48TH AVENUE S.E.

NON-CONSENT ITEMS

23. CONDUCTING AND CLOSING THE FIRST PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2023 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.
24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-94: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 HIGHLAND PARKWAY)
25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-37 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (621 HIGHLAND PARKWAY)
26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2122-95: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE HIGH DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1134 MCGEE DRIVE)
27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-38 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN

MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM DENSITY APARTMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1134 MCGEE DRIVE)

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-39 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD)

29. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR TAKE 5 ADDITION. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF CEDAR LANE ROAD AND CLASSEN BOULEVARD).

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-23 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR THE SOUTH 40 FEET OF THE EAST 140 FEET OF LOT TWENTY-FOUR (24) AND THE NORTH 8 FEET OF THE EAST 140 FEET OF LOT TWENTY-FIVE (25), IN BLOCK ONE (1) OF LARSH'S UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (796 ASP AVENUE)

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.

ADJOURNMENT

File Attachments for Item:

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL MINUTES OF FEBRUARY 22, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF FEBRUARY 22, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF FEBRUARY 22, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF FEBRUARY 22, 2022

CITY COUNCIL MINUTES OF MARCH 8, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF MARCH 8, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF MARCH 8, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF MARCH 8, 2022



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL MINUTES OF FEBRUARY 22, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF FEBRUARY 22, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF FEBRUARY 22, 2022

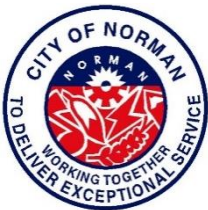
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF
FEBRUARY 22, 2022

CITY COUNCIL MINUTES OF MARCH 8, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF MARCH 8, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF MARCH 8, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF
MARCH 8, 2022



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, February 22, 2022 at 6:30 PM

MINUTES

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, retaliation, 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.

CALL TO ORDER

Mayor Clark called the Meeting to Order at 6:30 p.m.

ROLL CALL

PRESENT

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

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance.

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2121-23: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MARCH AS IRISH AMERICAN HERITAGE MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 5 Tortorello.

Item 1, continued:

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Cinthya Allen, Chief Diversity and Equity Officer
2. Proclamation P-2122-23

Participants in Discussion

1. Mr. Craig Abdon, Norman resident and member of the Oklahoma Celtic Society, and Clan O'Doyle accepted the proclamation and thanked the Council.
2. Mr. Jeff Stewart, owner of O'Connell's Irish Pub, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

* * * * *

COUNCIL ANNOUNCEMENTS

Thanks to Voters. Councilmember Schueler thanked Ward 2 voters for electing her to serve her first full term. She is very excited to continue the work on Council.

Councilmember Foreman thanked Ward 6 residents for electing her to a second term. She said she is very honored.

Councilmember Peacock extended his appreciation and gratitude to the voters in Ward 8 for allowing him to have the opportunity to serve a second term. He is very excited about what is coming up in the future.

*

Dutch Bros Coffee. Councilmember Schueler said she is continuing to work on issues regarding Dutch Bros Coffee. She has a meeting on Wednesday, February 23rd, to discuss potential solutions to alleviate some of the traffic concerns that residents in the area have.

*

Light Pole on 24th Avenue S.W. and Boyd Street. Councilmember Schueler said the power pole damaged on Christmas Day on 24th Avenue S.W. and Boyd Street has been addressed by Oklahoma Gas and Electric Company.

*

Ward Meetings/Town Hall Meetings. Councilmember Schuler said she and Councilmember Hall would be having a joint Ward Meeting on Thursday, March 24th, at 6:30 p.m. at Norman Central Library in the Red Bud Room to discuss the upcoming Water Rate Election on April 5th.

Council Announcements, continued:

Ward Meetings/Town Hall Meetings, continued. Councilmember Lynn said he will be having a Town Hall Meeting about the Water Rate Election and more information on that will be posted on Facebook.

Councilmember Tortorello announced that Wednesday, March 23rd, would be a Ward 5 Town Hall Meeting at CrossPointe Church located at 2601 24th Avenue S.E., at 7:00 p.m. He looks forward to sharing and hearing about the turnpike going through Cleveland County and affecting Ward 5. He hopes to have more information about the schedule and issues regarding eminent domain.

Councilmember Foreman said there is a Joint Ward 1/Ward 6 Town Hall meeting at the East Side Library on Wednesday, March 23rd, at 6:30 p.m. to discuss the Water Rate Election. She said Mr. Chris Mattingly, Director of Utilities, would be there to answer questions. She said she will send out reminders about the meeting.

Councilmember Holman said he and Councilmember Peacock are planning a Joint Ward 7/Ward 8 Town Hall Meeting at the Norman Central Library and then there will be an additional Ward 7 meeting which will probably be held at Cobblestone Creek Clubhouse. He said when he has more information about dates and times, he will post the information on the Ward 7 Facebook Page and on his City Council Page.

*

Center City Administrative Delay Ad Hoc Committee. Councilmember Hall reminded everyone that the fourth meeting of the Center City Administrative Delay Ad Hoc Committee will be on February 24th at 11:30 a.m.

*

New Social Worker at Norman Public Library. Councilmember Hall said Norman Public Library recently added a social worker to their staff that will be able to do referrals to assist with housing and food insecurity, mental health, substance abuse, and domestic violence, as well as assistance with benefit applications and renewals. She said this is an extremely valuable addition to the services available at the Library and hopes people will take advantage of this service.

*

Irish American Proclamation. Councilmember Foreman said she is a dual citizen because she is also a British citizen and there is Irish in her so she dressed in green tonight to honor the Irish American Proclamation.

*

Upcoming Surgery. Councilmember Foreman said she will be having surgery on March 25th and will be out approximately four weeks. She said she will miss two study sessions and asked the City Manager when the first Budget Public Hearing will be.

Mr. Darrel Pyle, City Manager, said the first public hearing for the budget is April 26th.

Councilmember Foreman said she would be able to attend that meeting.

*

Councilmember Announcements, continued:

New Transit/Utilities/Fleet Maintenance Facility. Councilmember Holman said he wanted to recognize and thank City Staff for the Ribbon Cutting Ceremony at the new Transit Maintenance, Utilities Maintenance, Park Maintenance, and Fleet Maintenance Facility. He said this is a major investment and the first of its kind in several decades.

*

Community Planning and Transportation Committee Meeting. Councilmember Holman said, weather permitting, the Community Planning and Transportation Committee Meeting will be held Thursday, February 24th, at 4:00 p.m. in the Executive Conference Room. He said they will resume the discussion about Electronic Scooters.

*

Crowns Tea. Mayor Clark said the Crowns Tea is returning to Norman Central Library on Sunday, February 24th, from 2:00-4:00 p.m. She said the format is a little bit different and the event will be spread throughout the library. She said it is one of her favorite events.

*

Congress of Mayors. Mayor Clark said she has been given the honor to participate in the Congress of Mayors, which is an event organized by the Oklahoma Municipal League. She said she was elected by her colleagues to serve as Speaker of the House and believes she is the first female mayor to have that role. She said the event had been moved to Thursday and Friday, March 3-4. She said it will be an honor to give the State of the City speech at this important annual event.

*

Common Grounds Coffee Festival. Mayor Clark said the Common Grounds Coffee Festival is a new event at the Cleveland County Fairgrounds benefitting Cleveland County Habitat for Humanity to be held Saturday, March 5th.

*

Shamrock Run. Mayor Clark said the Shamrock Run, a one-mile fun run or 5K run, sponsored by the Norman Parks and Recreation Department will be held on Saturday, March 5th, from 1:00-2:00 p.m.

*

Weather Report Update. Mr. Darrel Pyle, City Manager, said he received information that the University of Oklahoma and Norman Public Schools will be moving to virtual learning on Wednesday, February 23rd, and possibly Thursday, February 24th, due to inclement weather. The Public Works Department has begun winterizing efforts for most of the major thoroughfares and work crews will work throughout the evening to make sure the City of Norman is as mobile as possible. He said Public Transit and the Sanitation Department are anticipated to be in full operation although these services might be slower.

* * * * *

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 2 through Item 27 excluding Item 9 which has been withdrawn, be placed on the consent docket.

Motion made by Councilmember Ward 2 Schueler, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items 2 through 27, excluding Item 9, were placed on the Consent Docket.

* * * * *

Reports/Communications

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF JANUARY 31, 2022, AND DIRECTING THE FILING THEREOF.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Anthony Francisco, Director of Finance
2. Finance Director's Investment Report as of January 31, 2022

Receipt of the Report was Acknowledged.

* * * * *

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF JANUARY, 2022.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Item 3, continued:

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Stacey Parker, Executive Assistant
2. Monthly Departmental Report for the month of January, 2022

Receipt of the Report was Acknowledged.

* * * * *

4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN FORWARD FINANCIAL OVERSIGHT BOARD ANNUAL REPORT FROM OCTOBER 1, 2020, THROUGH DECEMBER 31, 2021.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Anthony Francisco, Director of Finance
2. The City of Norman/Norman Municipal Authority NORMAN FORWARD Citizen Financial Oversight Board Annual Report for the Period October 1, 2020, through December 31, 2021

Participants in discussion

1. Mr. Andy Rieger, Chairman of the NORMAN FORWARD Financial Oversight Board

Receipt of the Report was Acknowledged.

* * * * *

Special Claim

5. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2122-3: SUBMITTED BY BETHEL BAPTIST CHURCH IN THE AMOUNT OF \$13,937 FOR DAMAGE TO AN ENTRYWAY AWNING BY A CITY SANITATION TRUCK ON JANUARY 17, 2022, AT 1717 WEST LINDSEY STREET.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Anthony Purinton, Assistant City Attorney
2. Special Claim SC-2122-3 filed February 10, 2022, by John Henson, Financial Administrator, Bethel Baptist Church with attached description of accident
3. Estimate dated January 26, 2022, from Crosspointe Contractors, L.L.C., in the amount of \$13,937
4. Photographs of accident

The Special Claim was Approved.

* * * * *

Donation

6. CONSIDERATION OF THE ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION OF REIMAGINED MURAL ENTITLED "PROMISED LAND" TO BE PLACED ON THE RETAINING WALL ALONG 12TH AVENUE N.E. AND ROCK CREEK ROAD.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 6, continued:

Items submitted for the record

1. Staff Report dated February 22, 2022, from Veronica Tracy, Recreation Manager
2. Letter dated January 2, 2022, from Erinn Gavaghan, Executive Director, Norman Arts Council, to Jason Olsen, Director, Parks Department
3. Example of Mural

The Donation was Accepted.

* * * * *

Easement

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-13: A PERMANENT WATER LINE EASEMENT FROM HERMAN ROBERT USRY REVOCABLE TRUST IN THE AMOUNT OF \$8,500 FOR THE FLOOD AVENUE WATER LINE REPLACEMENT PROJECT.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Rachel Croft, Staff Engineer
2. Easement E-2122-13 with attached location map and legal description

The Donation was Accepted.

* * * * *

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2021-01: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GARNEY COMPANIES, INC., INCREASING THE CONTRACT AMOUNT BY \$59,043.05 FOR A REVISED CONTRACT AMOUNT OF \$2,070,994.85 AND ADDING 127 DAYS TO THE CONTRACT FOR THE ROBINSON WATER LINE REPLACEMENT PROJECT, PHASE III, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$177,882.27.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 6 Foreman, Seconded by Trustee Ward 2 Schueler.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Ken Giannone, P.E., Capital Projects Engineer
2. Change Order No. One to Contract K-2021-1
3. Letter dated January 11, 2022, from Christopher Ferguson, Senior Project Engineer, Plummer, to Mr. Chris Mattingly, Director, Norman
4. Application and Certificate for Payment dated January 17, 2022, from Garney Companies, Inc., in the amount of \$177,882.27

Change Order No. One to Contract K-2021-1 and Final Payment in the amount of \$177,882.27 were Approved and the Project was Accepted.

* * * * *

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY. INCREASING THE CONTRACT AMOUNT BY \$184,533.80 FOR A REVISED CONTRACT AMOUNT OF \$2,810,441.45 FOR VARIOUS CHANGES TO PROJECT DESIGN FOR STORMWATER REMEDIATION FOR THE PORTER AND ACRES INTERSECTION PROJECT, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Item 9 was withdrawn as requested by Staff.

* * * * *

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-68: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PM CONSTRUCTION & REHAB, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$16,426.17 FOR A REVISED CONTRACT AMOUNT OF \$1,094,204.17 FOR THE FYE-2021 STORMWATER PIPE REPLACEMENT PROJECT, VICKSBURG AVENUE/SAWGRASS DRIVE/BUCKHORN DRIVE, FINAL ACCEPTANCE OF THE PROJECT, FINAL PAYMENT IN THE AMOUNT \$88,619.67, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Jason Murphy, Stormwater Program Manager
2. Change Order No. One to Contract K-2021-68
3. Project location map

Change Order No. One to Contract K-2021-68 and Final Payment in the amount of \$88,619.67 were Approved and the Project was Accepted.

* * * * *

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND SOONER SIGHT UTILITY AND CONSTRUCTION DECREASING THE CONTRACT AMOUNT BY \$22,800 FOR A REVISED CONTRACT AMOUNT OF \$62,300 AND ADDING 64 CALENDAR DAYS TO THE CONTRACT FOR THE WATER DISTRIBUTION SYSTEM SAMPLING STATIONS PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$5,110.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 6 Foreman, Seconded by Trustee Ward 2 Schueler.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Item 11, continued:

Items submitted for the record

1. Staff Report dated February 22, 2022, from Rachel Croft, Staff Engineer
2. Change Order No. One to Contract K-2021-70
3. Application and Certificate of Payment dated February 4, 2022, from Sooner Site Utility and Construction in the amount of \$5,110

Change Order No. One to Contract K-2021-70 and Final Payment in the amount of \$5,110 were Approved and the Project was Accepted.

* * * * *

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-2021-97: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND GE JOHNSON CONSTRUCTION COMPANY INCREASING THE CONTRACT AMOUNT BY \$22,659,079 FOR A REVISED CONTRACT AMOUNT OF \$39,024,185 FOR CONSTRUCTION MANAGEMENT AT-RISK SERVICES FOR THE CONSTRUCTION OF THE YOUNG FAMILY ATHLETIC CENTER; APPROPRIATION OF NORMAN FORWARD SALES TAX FUND BALANCE; AND BUDGET TRANSFER, AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Municipal Authority

Motion made by Trustee Ward 6 Foreman, Seconded by Trustee Ward 2 Schueler.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Jason Olsen, Director of Parks and Recreation
2. Amendment No. Three to Contract K-2021-97
3. Amendment No. Three Recap dated February 14, 2022, from Randy N. Nance, DBIA, General Manager, GE Johnson Construction Company, Inc., to Jason Olsen, Director, Parks and Recreation with Exhibit A, List of Drawings, Specifications, and Addenda; Exhibit B, List of Allowances; Exhibit C, List of Assumptions and Clarifications; Exhibit D, Proposed Guaranteed Maximum Price (GMP); Exhibit E, Substantial Completion; and Exhibit F, Acceptance Period

Amendment No. Three to Contract K-2021-97, Budget Appropriation, and Budget Transfer were Approved

* * * * *

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-2021-115: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$2,758,145 FOR A REVISED CONTRACT AMOUNT OF \$4,804,873 FOR CONSTRUCTION OF THE NORMAN FORWARD SENIOR WELLNESS CENTER PROJECT.

Acting as the Norman Municipal Authority

Motion made by Trustee Ward 6 Foreman, Seconded by Trustee Ward 2 Schueler.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Jason Olsen, Director of Parks and Recreation
2. Letter dated February 11, 2022, from Aaron Stoops, Vice-President, Oklahoma City, Crossland Construction Company, Inc., to Brenda Hall, City Clerk
3. Amendment No. Two to Contract K-2021-115 with Exhibit A, Guaranteed Maximum Price (GMP) Amendment Recommendation Award Letter Bid Package #02, Letter #2; Exhibit B, List of Drawings and Specifications; Exhibit C, List of Allowances; Exhibit D, Assumptions; Exhibit E, GMP Summary and Bid Tab; Exhibit F, Substantial Completion; and Exhibit G, Acceptance Period

Amendment No. Two to Contract K-2021-115 was Approved

* * * * *

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND EMC SERVICES, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$16,016.13 FOR A REVISED CONTRACT AMOUNT OF \$891,264.13 FOR THE URBAN CONCRETE FYE 2022 LOCATIONS PROJECT, BID #1, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$44,563.21.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 14, continued:

Items submitted for the record

1. Staff Report dated February 22, 2022, from Joseph Hill, Streets Program Manager
2. Change Order No. Three to Contract K-2122-2
3. Project location map

Change Order No. Three to Contract K-2122-2 and Final Payment in the amount of \$44,563.21 were Approved and the Project was Accepted.

* * * * *

15. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-45, CONTRACT K-2122-48 BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CIMARRON CONSTRUCTION COMPANY, L.L.C. IN THE AMOUNT OF \$2,039,328; PERFORMANCE BOND B-2122-36; STATUTORY BOND B-2122-37, MAINTENANCE BOND MB-2122-28 FOR THE PORTER AVENUE WATER LINE REPLACEMENT PROJECT, PHASE II; AUTHORIZING THE UTILITIES DIRECTOR TO PURCHASE MATERIALS ON BEHALF OF THE CONTRACTOR; AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 6 Foreman, Seconded by Trustee Ward 2 Schueler.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Rachel Croft, Staff Engineer
2. Tabulation of Bids for the Porter Avenue Water Line Replacement Project, Phase II
3. Recommendation of Award dated February 16, 2022, from J. Bret Cabiness, P.E., Senior Project Manager, Garver, to Rachel Croft, P.E., Project Manager, Norman Utilities Authority
4. Contract K-2122-48
5. Performance Bond B-2122-36
6. Statutory Bond B-2122-37
7. Maintenance Bond MB-2122-28

Bid 2122-45 was Awarded to Cimarron Construction Company, L.L.C.; Contract, Bonds and Budget Transfer were Approved; and the Utilities Director was Authorized to Purchase Materials on Behalf of the Contractor

* * * * *

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN UTILITIES AUTHORITY, AND HASKELL LEMON CONSTRUCTION COMPANY INCREASING THE CONTRACT AMOUNT BY \$146,498, FOR A REVISED CONTRACT AMOUNT OF \$1,587,193 TO ADD UTILITY AND DRAINAGE STRUCTURE INSTALLATION TO THE IMHOFF BRIDGE EMERGENCY REPAIRS PROJECT AND BUDGET APPROPRIATION AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.

Acting as the City of Norman and Norman Utilities Authority

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Joseph Hill, Streets Program Manager
2. Change Order No. One to Contract K-2122-59
3. Project location map

Change Order No. One to Contract K-2021-59 and Budget Appropriation and Transfers were Approved.

* * * * *

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF AWARDING AMENDMENT NO. ONE TO CONTRACT K-2122-81: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY INC., INCREASING THE CONTRACT AMOUNT OF \$1,370,970 FOR A REVISED CONTRACT AMOUNT OF \$1,385,542 FOR THE NORMAN FORWARD GRIFFIN RENOVATION PROJECT, PHASE 5.

Acting as the City of Norman and Norman Municipal Authority

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Wade Thompson, Parks Manager
2. Amendment No. One to Contract K-2122-81 with Exhibit A, Guaranteed Maximum Price (GMP) Amendment Recommendation Award Letter Bid Package #01, Letter #1; Exhibit B, List of Drawings and Specifications/Addenda; Exhibit C, List of Allowances; Exhibit D, Assumptions; Exhibit E, GMP Summary, Bid Tab, and General Conditions; Exhibit F, Substantial Completion; and Exhibit G, Acceptance Period

Amendment No. One to Contract K-2122-81 was Approved.

* * * * *

18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-93: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KIMBERLY LOUISE BAXTER, 1/6 INTEREST; CLIFTON VAN BROWN, 1/6 INTEREST; DANIEL VAN BROWN, 1/6 INTEREST; RAYMOND JOSEPH SENDELBACH, REVOCABLE LIVING TRUST, 1/4 INTEREST; STANLEY RAY SENDELBACH, 1/8 INTEREST; AND SANDRA SENDELBACH LUNDMARK, 1/8 INTEREST; IN THE AMOUNT OF \$800,000 FOR THE PURCHASE OF REAL PROPERTY LOCATED AT 4020 E TECUMSEH ROAD, PLUS CLOSING COSTS TO BE DETERMINED PRIOR TO CLOSING, FOR THE GROUNDWATER TREATMENT SITE AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE ALL CLOSING DOCUMENTS.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 6 Foreman, Seconded by Trustee Ward 2 Schueler.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Nathan Madenwald, Utilities Engineer
2. Contract K-2122-93 with Schedule "A", Legal Description
3. Location map
4. Appraisal Report dated October 29, 2021, prepared by NPVAL, L.L.C., for 4020 East Tecumseh Road

Contract K-2122-92 was Approved

* * * * *

19. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-96: A REIMBURSEMENT AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, A MUNICIPAL CORPORATION, AND WESTERN FARMERS ELECTRIC COOPERATIVE IN THE AMOUNT OF \$446,469.13, AND PROVIDING FOR THE SHARING OF COSTS FOR TRANSMISSION LINE RELOCATION OCCASIONED BY THE 36TH AVENUE BOND PROJECT AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Elisabeth Muckala, Assistant City Attorney
2. Contract K-2122-96 with Appendix A, Services
3. Contract K-2021-126

Contract K-2122-96 and Budget Transfer were Approved.

* * * * *

20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR PROPOSAL RFP-2122-33, CONTRACT K-2122-97 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS, L.L.C., IN THE AMOUNT OF \$200,000, PERFORMANCE BOND B-2122-69; STATUTORY BOND B-2122-70; AND MAINTENANCE BOND MB-2122-51 FOR THE CHERRY CREEK PARK PLAYGROUND PROJECT; AND RESOLUTION R-2122-91 GRANTING TAX-EXEMPT STATUS.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from James Briggs, Park Development Manager
2. Request for Proposal RFP-2122-33, Option Two, Bid Proposal dated December 17, 2020, from Happy Playgrounds, L.L.C., in the amount of \$200,000 for Cherry Creek Park
3. Contract K-2122-97
4. Performance Bond B-2122-69
5. Statutory Bond B-2122-70
6. Maintenance Bond MB-2122-51
7. Resolution R-2122-91

Request for Proposal RFP-2122-33, Contract K-2122-97 and Associated Bonds were Approved and Resolution R-2122-91 was Adopted

* * * * *

21. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AWARING REQUEST FOR PROPOSAL RFP-2122-48, CONTRACT K-2122-98 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TRICORE GROUP, L.L.C., IN THE AMOUNT OF \$83,083.88, PERFORMANCE BOND B-2122-71; STATUTORY BOND B-2122-72, AND MAINTENANCE BOND MB-2122-52 FOR THE LIONS PARK RESTROOM REMODEL PROJECT; AND RESOLUTION R-2122-92 GRANTING TAX EXEMPT STATUS.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Jason Olsen, Director of Parks and Recreation
2. Tabulation of Bid Quotes dated February 16, 2022, for the Lions Park Restroom Remodel Project
3. Contract K-2122-98
4. Performance Bond B-2122-71
5. Statutory Bond B-2122-72
6. Maintenance Bond MB-2122-52
7. Resolution R-2122-92

Request for Proposal RFP-2122-48, Contract K-2122-98 and Associated Bonds were Approved and Resolution R-2122-92 was Adopted

* * * * *

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-99: A LETTER OF UNDERSTANDING BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SELECTRON TECHNOLOGIES, INC., IN THE AMOUNT OF \$40,000 TO PROVIDE SOFTWARE INSTALLATION, IMPLEMENTATION, AND THE FIRST YEAR HOSTING AND MAINTENANCE OF THE PERMITTING INTERACTIVE VOICE RESPONSE SYSTEM USED FOR INSPECTION RESULTS, MESSAGING, SCHEDULING, CANCELLATIONS, AND ALL RELATED PERMITTING PROCESSES FOR INSPECTORS AND CONTRACTORS.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Kari Madden, IT Manager, Business Systems and Development
2. Tabulation of Bid Quotes dated February 16, 2022, for the Lions Park Restroom Remodel Project
3. Contract K-2122-99 with Exhibit A, Scope of Work; Exhibit B, Maintenance and Technical Support; Exhibit C, Intentionally Left Blank; and Exhibit D, Selectron Technologies, Inc., End User Agreement

Contract K-2122-99 was Approved.

* * * * *

23. CONSIDERATION OF APPROVAL, REJECTION, POSTPONEMENT AND/OR AMENDMENT OF CONTRACT K-2122-108: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND NORMAN REGIONAL HOSPITAL AUTHORITY AFFIRMING THE VACATION OF CERTAIN EASEMENTS CONTAINED IN THE ORIGINAL PLAT WITH THE FILING OF THE REPLAT OF N.R.H. MEDICAL PARK WEST, SECTION 2.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Elisabeth Muckala, Assistant City Attorney
2. Contract K-2122-108 with Exhibit A, Final Plat and Final Site Development Plan for N.R.H. Medical Park West, Section 2, a Planned Unit Development; Exhibit B, Final Plat and Final Site Development Plan for a Replat of N.R.H. Medical Park West, Section 2, a Planned Unit Development

Contract K-2122-108 was Approved.

* * * * *

WCC Court Order

24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A COURT ORDER: CITY ATTORNEY'S RECOMMENDATION IN THE AMOUNT OF \$17,600 REGARDING SEAN LANDRUM VS. THE CITY OF NORMAN, OKLAHOMA WORKERS' COMPENSATION COMMISSION CASE NO. 2019-05618L.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Jeanne Snider, Assistant City Attorney
2. Workers' Compensation Commission File CM3-2019,056L, Sean Aron Landrum vs. the City of Norman, Order Awarding Permanent Partial Disability Benefits

The Court Order was Approved.

* * * * *

Resolutions

Item 1.

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-84: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXPANDING THE EXISTING EXCEPTIONS TO THE GENERAL PROHIBITION OF THE DISTRIBUTION OR SALE FOR PUBLIC CONSUMPTION OF ANY ALCOHOLIC BEVERAGES AT CERTAIN CITY PARKS TO INCLUDE RUBY GRANT PARK.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Jason Olsen, Director of Parks and Recreation
2. Resolution R-2122-84

Resolution R-2122-84 was Adopted.

* * * * *

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-96: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN APPROPRIATING \$183,039 FROM THE GENERAL FUND BALANCE TO BE DEPOSITED INTO THE NET REVENUE STABILIZATION FUND (RAINY DAY FUND).

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Anthony Francisco, Director of Finance
2. Resolution R-2122-96

Resolution R-2122-96 was Adopted.

* * * * *

27. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-97: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$350,000 FROM THE GENERAL FUND BALANCE TO UPDATE AND IMPROVE ANDREWS PARK PLAYGROUND TO BRING IT UP TO FULL AMERICANS WITH DISABILITIES (ADA) STANDARDS.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 22, 2022, from Cinthya Allen, Chief Diversity and Equity Officer and ADA Coordinator
2. Resolution R-2122-97

Resolution R-2122-97 was Adopted.

* * * * *

Approval of Consent Docket

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

This is the End of the Consent Docket. Items 2 through 27, excluding Item 9, which was withdrawn were Approved on the Consent Docket.

* * * * *

NON-CONSENT ITEMS

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-33 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS THIRTY-TWO (32), AND THIRTY-THREE (33), LESS THE EAST 25 FEET THEREOF, BLOCK THIRTEEN (13), OF M.C. RUNYAN SUBDIVISION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-3, INTENSIVE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (115 SOUTH PETERS AVENUE)

Councilmember Peacock asked that he be allowed to abstain from voting on Item 28 due to a conflict of interest.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 4 Hall

Voting Yea: Mayor Clark, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Abstain: Councilmember Ward 8 Peacock

Councilmember Ward 8 Peacock was Allowed to Abstain from Item 28.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Abstained: Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-33
3. Location map
4. Application for Simple Planned Unit Development revised December 21, 2021, for 115 South Peters Avenue with Exhibit A, Legal Description of the Property; Exhibit B, Site Development Plan; and Exhibit C, Permissible Uses
5. Planning Commission Staff Report dated January 13, 2022

Participants in discussion

1. Mr. Jim Adair, Adair and Associates Realtors, 111 North Peters Avenue, Suite 101, applicant

Item 28, continued:

Ordinance O-2122-33 was Adopted Upon Second Reading Section by Section.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 4 Hall.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Abstained: Councilmember Ward 8 Peacock

Ordinance O-2122-33 was Adopted Upon Final Reading as a Whole.

* * * * *

MISCELLANEOUS COMMENTS

Water Connection Fees. Ms. Cynthia Rogers said she is glad water rates are being discussed because water is our most important resource and while she agrees with the need to increase water rates to pay for operations and maintenance; she expressed concern that a balanced view of how expansions in the program are added. She said there was a City ordinance passed in November 2014 requiring City Council to review connection fees relative to their sufficiency to fund new capacity. She said in 2016 there was a study by Raftelis and the fees presented by Raftelis were substantially more than the City was charging. She said the fees have not been increased since the last water rate election and there was additional discussion in 2018 about the fees. She said the discussion focused on the desire to keep Norman's connection fees in line with the fees from other communities. She said the promise was made in 2014 that the fees would be discussed and that discussion has not happened until now. She estimated the number of new connections of homes since 2015 which amounts to approximately \$5 million that the City has been shorted.

* * * * *

29. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(3) TO DISCUSS THE ACQUISITION OF REAL PROPERTY LOCATED AT 1210 WEST ROBINSON STREET AND RIGHT-OF-WAY ACQUISITION IN CONNECTION WITH THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 5 Tortorello

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The City Council Meeting was Adjourned out of and an Executive Session was Convened in Order to Discuss the Acquisition of Real Property located at 1210 West Robinson Street and Right-of-Way Acquisition in Connection with the Porter Avenue Streetscape 2019 Bond Project.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 5 Tortorello

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The City Council Convened into Executive Session at 7:24 p.m. Mr. Darrel Pyle, City Manager; Ms. Kathryn Walker, City Attorney; Ms. Beth Muckala, Assistant City Attorney; and Mr. Shawn O’Leary, Director of Public Works were in Attendance at the Executive Session

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 5 Tortorello

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

**The Special Session was Reconvened at 8:37 p.m.
The Mayor Announced the Acquisition of Real Property located at 1210 West Robinson Street and Right-of-Way Acquisition in Connection with the Porter Avenue Streetscape 2019 Bond Project were Discussed in Executive Session.
No. Action was Taken and no Votes were Cast.**

* * * * *

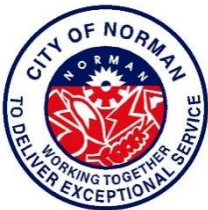
ADJOURNMENT

The Meeting Adjourned at 8:39 p.m.

* * * * *

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, March 08, 2022 at 6:30 PM

MINUTES

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

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, retaliation, 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.

CALL TO ORDER

Mayor Clark called the meeting to order at 6:30 p.m.

ROLL CALL

PRESENT

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

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance

APPROVAL OF MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL SPECIAL SESSION MINUTES OF NOVEMBER 9, 2021
 CITY COUNCIL SPECIAL SESSION MINUTES OF NOVEMBER 16, 2021
 CITY COUNCIL MINUTES OF JANUARY 25, 2022
 NORMAN UTILITIES AUTHORITY MINUTES OF JANUARY 25, 2022
 NORMAN MUNICIPAL AUTHORITY MINUTES OF JANUARY 25, 2022
 NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF JANUARY 25, 2022

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Brenda Hall, City Clerk
2. Proclamation P-2122-23
3. City Council Special Session minutes of November 9, 2021
4. City Council Special Session minutes of November 16, 2021
5. City Council minutes of January 25, 2022
6. Norman Utilities Authority minutes of January 25, 2022
7. Norman Municipal Authority minutes of January 25, 2022
8. Norman Tax Increment Finance Authority minutes of January 25, 2022

The Minutes were Approved.

* * * * *

AWARDS AND PRESENTATIONS

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-99: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE 2021 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 4 Hall.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 2, continued:

Items submitted for the record

1. Staff Report dated March 8, 2022, from Cinthya Allen, Diversity and Equity Officer
2. Resolution R-2122-99
3. 2021 Human Rights Award Nomination Form

Participants in discussion

1. Mr. Brent Smith, Chairman of the Norman Coalition for Refugees' Support, thanked the Council and accepted the Human Rights Award

Resolution R-2122-99, the Human Rights Award, was Adopted.

* * * * *

Report from Dr. Dale Bratzler

Dr. Dale Bratzler, Interim Dean of the University of Oklahoma Hudson College of Public Health, thanked Council for inviting him to provide an update about COVID-19 because most of the news is good at this point. He said cases have come down dramatically since the enormous surge of Omicron cases in January. He said in January in one day there were 15,000 new cases of COVID-19 or the Omicron virus and today the Health Department reported 1,600 cases in the past four days, averaging around 400 cases per day, which takes us down to 15 cases per 100,000 population per day. He said many people are vaccinated or have had the infection, which contributes to some protection from the virus. He said unless there is some new variant, he feels reasonably confident because although there will be still be patients being infected with COVID-19, the number has gone down. He said in Norman, the data is updated only once a week on Wednesdays and Norman was down to 18 cases a day in the city limits. He said hospitalizations have come down and the State Health Department has stopped doing Daily Information Reports. He provided a new Center for Disease Control (CDC) map which shows community levels of COVID transmission based on three data points, the number of new cases of COVID per day, how many hospital beds are full with COVID patients, and how many new COVID transmissions the hospital sees each day. He said the CDC now recommends that people can go without wearing masks routinely. One challenge is how we will protect those people who are the most vulnerable. He said a number of studies show that when certain people get COVID-19, they do not do very well, the elderly, those who are immuno-compromised or have certain medical conditions such diabetes, chronic lung disease, heart disease, etc. He asked people to be mindful of this and reminded people to do the courteous thing while in a crowd where there are people at risk and wear a mask.

* * * * *

PROCLAMATIONS

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-26: A PROCLAMATION OF THE MAYOR OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MARCH, 2022, AS WOMEN'S HISTORY MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 4 Hall.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Cinthya Allen, Diversity and Equity Officer
2. Proclamation P-2122-26

Participants in discussion

1. Ms. Caroline Dulworth, Associate Director of Pioneer Library System, thanked the Council and accepted the Proclamation

Receipt of Proclamation P-2122-26 was Acknowledged.

* * * * *

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-27: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MARCH AS AMERICAN RED CROSS MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Brenda Hall, City Clerk
2. Proclamation P-2122-27

Participants in discussion

Ms. Ms. Misti McClellan, Executive Director serving Central of the American Red Cross, thanked the Council and accepted the Proclamation

Receipt of Proclamation P-2122-26 was Acknowledged.

* * * * *

COUNCIL ANNOUNCEMENTS

Shamrock Jacket. Councilmember Studley thanked Mr. Jason Olsen, Director of Parks and Recreation for dressing up with a Shamrock jacket.

Councilmember Foreman said she always appreciates his humor.

*

National Dental Assistant Week. Councilmember Studley said it is National Dental Assistant Week and Sunday, March 12 was National Dentist Day. She expressed her appreciation to all dentists and recognized local dentists, Dr. Gabriel Bird, Dr. Thomas Basey, and Dr. Donna Galier.

*

We 4 the Kids Conversation. Councilmember Studley said there is a virtual community conversation scheduled Saturday, March 12 from 11:00 a.m. to 12:30 p.m. She said the invitation and details are on her City Council page. We 4 the Kids Conversation is a local advocacy organization creating a community of support for parents of Oklahoma public school students. She said she would be one of the speakers along with Representative Merleyn Bell and local mom and advocate, Adrienne Johnson. She would love everyone to join them.

*

Imhoff Bridge. Councilmember Schueler said Imhoff Bridge is the subject of a lot of chatter on the Ward Two Page. She said staff had been hopeful of an early completion date of March 15; however, she reminded everyone that the contract date specified the week of March 21st and the project is still on schedule for that date. She has asked City staff to update her with photographs as the project progresses.

*

Ward Meetings. Councilmember Schueler reminded everyone about the Joint Ward 2/Ward 4 Town Hall Meeting to be held Thursday, March 24th at 6:30 p.m. at the Norman Central Library to discuss the water rate increase. She says City staff will be there to answer any questions.

Councilmember Foreman said there will be a Joint Ward 1/Ward 6 Town Hall Meeting at the East Side Library on Wednesday, March 23, at 6:30 p.m. She said Mr. Chris Mattingly, Director of Utilities, will be at the meeting to answer questions.

Councilmember Holman announced a Joint Ward 7/Ward 8 Water Meeting on Thursday, March 21, at 6:00 p.m. at City Hall to discuss the Water Rate increase and City staff will be at the meeting to answer any questions. He invited everyone to attend. He is also willing to meet with residents one-on-one, if necessary. He said he would be unable to have a meeting at the Cobblestone Creek Clubhouse because there was water damage from sprinklers and the building is currently being renovated; however, he might just set up on Hole No. One at the golf course and anyone in the neighborhood can come by.

Councilmember Peacock urged Ward 8 constituents to attend the Ward meeting and those who cannot attend are welcome to contact him with questions and concerns and he will take those to the meeting and provide an answer.

*

Council Announcements, continued:

International Women's Day. Councilmember Schueler thanked Mayor Clark for mentioning International Women's Day, which is today, and said it has been an honor to serve with her four fellow female Councilmembers.

Councilmember Foreman wished all women, young and old, happy International Women's Day and said "Yes, we can".

*

Low Barrier Homeless Shelter. Councilmember Lynn said he has received many emails and notifications about the Low Barrier Homeless Shelter location close to the LeMonde French Immersion School. He recently toured the school and the location of the shelter building is next door to the school. He hopes to have more information on March 22nd and asked those who were concerned to be patient.

*

Second Friday Art Walk. Councilmember Hall announced the Second Friday Art Walk would be Friday, March 11th, at 6:00 p.m. in historic downtown Norman.

*

Oversight Committee Meeting. Councilmember Hall said on Thursday, March 10, is the City Council Oversight Committee meeting at 4:00 p.m. She said these meetings are open to the public and everyone is welcome to attend.

*

Upcoming Election. Councilmember Hall reminded everyone that the Special Election on April 5th is coming up. She said for those who have not registered to vote, the deadline is Friday, March 11th. She said voters can also request an absentee ballot through the deadline of Tuesday, March 21st.

Councilmember Holman said 5:00 p.m. is the deadline for registering to vote. He said there has not been a water rate increase in seven years. He said this election is also the runoff elections for Ward 4 and Mayor. He said there is also a School Board Run-off.

*

Acceptance of Grants. Councilmember Hall said the consent docket has several items accepting grant money. She said the City is accepting a lot of money to go towards priority projects. She congratulated City staff for working diligently to find every penny that the City can qualify for and we are seeing the results tonight. She wants residents to understand there is a lot of work that goes on behind the scenes to be in a position to accept those funds to move projects forward.

*

Council Announcements, continued:

Easements. Councilmember Hall said there are several easements on the consent docket necessary for the Porter Avenue Streetscape Project, which is a voter-approved project. She thanked those property owners that staff has been working with for their collaboration with staff to help move the project forward. She said it is a complicated process with all of the property owners to get everything in place to move forward.

*

Bicycle Lanes in Ward 4. Councilmember Hall said one of the goals of Council is creating a multi-modal community where the emphasis is not on cars, but instead people. She was excited to see the item to accept an Association of Central Oklahoma Governments (ACOG) grant to provide bicycle lanes in Ward 4, one on Webster Avenue between Daws Street and Duffy Street and University Boulevard between Apache Street and Boyd Street.

*

Turnpike. Councilmember Tortorello said there is a Turnpike coming to Norman that will affect Ward 5 and the entire City of Norman. He said this is a big deal and will affect a lot of people and it is potentially going to move people off their land and properties. He said he knows things are fluid and changes are coming but there are many online conversations happening right now. He asked everyone to keep in mind that people are afraid of the unknown, and there are a lot of unknowns. He said Council is meeting with State Representatives, the Oklahoma Department of Transportation, and the Oklahoma Turnpike Authority in order to collect as much information for the residents as possible. He said he is in awe of the work the community is doing by working together and sharing data. He said this is the way Norman does things and he is proud of what he is seeing so far. He said Thursday night, March 10th, he is scheduling Facebook Live on his Ward Page to share updates to keep everyone informed and will do so every week as we move forward. He thanked City Council for all the support for Ward 5. He said the Turnpike is going through Indian Hills Road so it is not just Ward 5.

Councilmember Holman said in the late 1990's, City Council passed a resolution stating their stance on a proposed Outer Loop. He said Council passed the resolution opposing any kind of construction of a highway loop around Norman, specifically east Norman. He encouraged City Council to consider adopting a similar resolution. He said the resolution is not legally binding and will not stop anything; however, it does help build a case for our residents who do want to fight this. It helps to know City government is aware and supports the residents. He said he would not be at the City Council Study Session on March 29th to hear from the Oklahoma Turnpike Authority because he will be in Washington DC.

Councilmember Peacock said there are many concerns from his constituents and he wants everyone to know that Council hears them and will do everything they can to make some kind of impact.

Councilmember Foreman said she will be having surgery on March 25 and will be out approximately four weeks. She said she will not be able to attend the Turnpike Meeting on March 29 but will reach out to her constituents to get any questions or concerns and asked City Councilmembers to get the answers for them.

*

Councilmember Announcements, continued:

Turnpike, continued

Mayor Clark said she spent an hour meeting with Tim Gatz, Secretary of Transportation, today; a meeting that should have occurred well before the Turnpike Plan was announced, unfortunately. She said she would be creating a post about the meeting and her thoughts. She said she is not giving up at this point and Norman residents should not either. She has asked Staff to put a resolution on the March 22 agenda. She said this issue has united City Council, Cleveland County and the State delegation. She said when people are told 50 years from now that the turnpike was the best thing that has happened to Norman, it is important that it be known that how it was rolled out was reprehensible. She said people are traumatized about this issue and she is very disappointed in how it was done because it is a life-changing project that will impact hundreds of residents. She looks forward to hearing residents' thoughts. She said she will be having turnpike talks and urged residents to jump on Facebook Live with her so they will continue to be "in the know." She said even though Council was left out of the loop, it is now up to Council to continue to educate our residents and Council is up for the challenge.

*

Community Planning and Transportation Committee Meeting. Councilmember Holman said, weather permitting, the Community Planning and Transportation Committee Meeting will be held Thursday, March 24, at 4:00 p.m. in the Executive Conference Room. He said last month discussion about Electric Scooters.

*

Wine Festival. Mayor Clark said the Common Grounds Coffee Festival at the Cleveland County Fairgrounds was on Saturday, March 5, and the County has upped their game because there is a Wine Festival on Saturday, March 12. She said the admission is free and there is an opportunity to get a picture taken with the Easter Bunny.

*

Poet Laureate Program. Mayor Clark said the City of Norman would be the first city in the state to have a City Poet Laureate Program. She said applications for nominations would begin soon because the City would like to have the program in place by Poetry Week, which starts on April 22.

*

Congress of Mayors. Mayor Clark thanked Oklahoma Municipal League for organizing a wonderful Congress of Mayors event at the State Capitol on Thursday and Friday, March 3-4. She said she was honored to be the first female Mayor elected by her colleagues to serve as Speaker of the House. She said she gave the State of the City speech and the whole experience was great. She said they amended, debated and passed resolutions including passing a resolution in support of the Ukraine.

*

Council Announcements, continued:

Spring Break/No Study Session. Mayor Clark said next week is Spring Break and urged people to make good choices and announced there will be no Study Session on Tuesday, April 5.

*

Medieval Fair. Mayor Clark said Medieval Fair returns Thursday, April 1st through Sunday, April 3, at Reaves Park.

*

Norman Music Festival. Mayor Clark said Norman Music Festival would be Thursday, April 28 through Saturday, April 30.

*

Knocking Doors. Mayor Clark said she has been knocking doors and loves meeting people who have just moved to Norman. She said these people are excited to get involved and love the City and she gets to tell them that they have not even seen the best part of Norman yet. She said she is very optimistic about the future and hopes everyone is.

*

Thanks to Dr. Bratzler. Mayor Clark thanked Dr. Dale Bratzler for the optimistic update on COVID-19.

* * * * *

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 29, excluding Item 28, be placed on the consent docket.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 4 Hall.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 5 through 29, excluding Item 28, were Placed on the Consent Docket.

* * * * *

5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-36 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR BAR, LOUNGE OR TAVERN, AND A SPECIAL USE FOR A MIXED BUILDING, IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR LOT THREE (3), BLOCK FOURTEEN (14), NORMAN ORIGINAL TOWNSITE, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (205 EAST MAIN STREET)

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-36
3. Site Plan
4. Location map
5. Planning Commission Staff Report dated February 10, 2022
6. City of Norman Predevelopment Summary PD22-01 dated January 27, 2022, for James L. Adair for property located at 205 East Main Street
7. Pertinent excerpts from Planning Commission minutes of February 10, 2022

Ordinance O-2122-36 was Adopted Upon First Reading by Title.

* * * * *

6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-40 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B) OF CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN INCREASING WATER LINE CONNECTION CHARGES; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Motion made by Councilmember Ward 3 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 6, continued:

Items submitted for the record

1. Staff Report dated March 8, 2022, from Chris Mattingly, Director of Utilities
2. Ordinance O-2122-40
3. Legislatively notated copy of Ordinance O-2122-40

Ordinance O-2122-40 was Adopted Upon First Reading by Title.

* * * * *

Easement

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-32: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM PLAZA INN, INC., IN THE AMOUNT OF \$32,404 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Easement E-2122-32 with attached location map and legal description
3. Easement Table
4. Project location map

Easement E-2122-32 was Accepted.

* * * * *

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-33: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM PLAZA INN, INC., IN THE AMOUNT OF \$533 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 8, continued:

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Easement E-2122-33 with attached location map and legal description
3. Easement Table
4. Project location map

Easement E-2122-33 was Accepted.

* * * * *

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-34: A TEMPORARY CONSTRUCTION EASEMENT FROM PLAZA INN, INC., IN THE AMOUNT OF \$5,068 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Temporary Easement E-2122-34 with attached location map and legal description
3. Easement Table
4. Project location map

Temporary Easement E-2122-34 was Accepted.

* * * * *

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-35: A TEMPORARY CONSTRUCTION EASEMENT DONATED BY EDO, L.L.C., FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 10, continued:

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Temporary Easement E-2122-35 with attached location map and legal description
3. Easement Table
4. Project location map
5. Affidavit of Managing Member dated February 22, 2022

Temporary Easement E-2122-35 was Accepted.

* * * * *

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-36: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM THE JESSIE M. VAUGHAN 2003 REVOCABLE TRUST IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Easement E-2122-36 with attached location map and legal description
3. Easement Table
4. Project location map
5. Trust Certification dated February 1, 2022
6. Memorandum of Trust Agreement filed February 20, 2019

Easement E-2122-36 was Accepted.

* * * * *

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-37: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM PHYSICIANS & SURGEONS MEDICAL, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$5,725 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Item 12, continued:

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Easement E-2122-37 with attached location map and legal description
3. Easement Table
4. Project location map
5. Affidavit of Managing Member dated February 8, 2022

Easement E-2122-37 was Accepted.

* * * * *

Certificate of Survey

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-9 AND A VARIANCE IN THE MINIMUM ACREAGE REQUIREMENT FOR TRACT 8 FOR OAK HILL RANCH AND EASEMENT E-2122-31. (LOCATED AT THE INTERSECTION OF 108TH AVENUE S.E. AND ETOWAH ROAD)

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Ken Danner, Subdivision Development Manager
2. Location map
3. Norman Rural Certificate of Survey COS-2122-9
4. Easement E-2122-31 with Exhibit A, Legal Description of WQPZ Easement
5. Oak Hill Ranch Certificate of Survey Variance Request
6. Greenbelt Commission Final Comments
7. Pertinent excerpts from Planning Commission minutes of January 13, 2022

Norman Rural Certificate of Survey COS-2122-9 was Approved and Easement E-2122-31 was Accepted.

* * * * *

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-18: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NELSON\NYGAARD CONSULTING ASSOCIATES, INC., INCREASING THE CONTRACT IN AN AMOUNT NOT-TO-EXCEED \$16,952 FOR A REVISED CONTRACT AMOUNT OF \$166,952 TO AMEND THE TRANSIT LONG RANGE PLAN (GO NORMAN TRANSIT PLAN) TO REFLECT THE PROPOSED LOCATION OF THE NEW TRANSIT CENTER AND CONDUCT ADDITIONAL ANALYSES RELATED TO TRANSIT CENTER OPERATIONS AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Taylor Johnson, Transit and Parking Program Manager
2. Amendment No. One to Contract K-2021-18
3. Memorandum dated February 7, 2022, from James Gamez and Peter Soderberg, Nelson/Nygaard, to Taylor Johnson, City of Norman, with attached Budget and Schedule

Amendment No. One to Contract K-2021-18 and Budget Appropriation were Approved.

* * * * *

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY INCREASING THE CONTRACT AMOUNT BY \$184,533.80 FOR A REVISED CONTRACT AMOUNT OF \$2,810,441.45 AND ADDING 203 CALENDAR DAYS TO THE CONTRACT TO ADD AN ADDITIONAL PROJECT FOR STORMWATER IMPROVEMENTS ON UNIVERSITY BOULEVARD TO THE PORTER AND ACRES INTERSECTION PROJECT AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 15, continued:

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Change Order No. Two to Contract K-2021-53
3. Project location map

Change Order No. Two to Contract K-2021-53 and Budget Transfer were Approved.

* * * * *

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-61: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CIMARRON CONSTRUCTION COMPANY, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$44,972.35 FOR A REVISED CONTRACT AMOUNT OF \$1,458,002.35 AND ADDING 30 CALENDAR DAYS TO THE CONTRACT FOR THE INTERSTATE DRIVE WATER LINE REPLACEMENT PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$76,834.07.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 4 Hall, Seconded by Trustee Ward 7 Holman.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Rachel Croft, Staff Engineer
2. Change Order No. One to Contract K-2021-61
3. Application and Certificate for Payment dated February 2, 2022, from Cimarron Construction Company in the amount of \$76,834.07
4. Letter dated February 15, 2022, from Josh Risley, P.E., Project Manager, Parkhill, to Ms. Rachel Croft, Utilities Staff Engineer

Change Order No. One to Contract K-2021-61 was Approved, Final Acceptance of the Project was Accepted; and Final Payment in the Amount of \$76,834.07 was Approved.

* * * * *

17. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-44 AND CONTRACT K-2122-86: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MATTHEWS TRENCHING COMPANY, INC., IN THE AMOUNT OF \$799,630, PERFORMANCE BOND B-2122-61, STATUTORY BOND B-2122-62, AND MAINTENANCE BOND MB-2122-46 FOR THE 36TH AVENUE N.W. PHASE 2 WATER LINE RELOCATION PROJECT, AND RESOLUTION R-2122-78 GRANTING TAX EXEMPT STATUS Item 1.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Tabulation of Quotes dated February 11, 2022, for the 36th Avenue N.W. Water Relocation Project, Phase I
3. Recommendation of Award dated February 11, 2022, from Michael J. Knapik, P.E., Project Manager, CP&Y, Inc., to Mr. Paul D'Andrea, P.E., City of Norman
4. Contract K-2122-86
5. Performance Bond B-2122-61
6. Statutory Bond B-2122-62
7. Maintenance Bond MB-2122-46
8. Resolution R-2122-78
9. Project location map

Bid 2122-44 was Awarded, Contract K-2122-86 and Associated Bonds were Approved, and Resolution R-2122-78 was Adopted.

* * * * *

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS AIR QUALITY SMALL GRANT PROGRAM FUNDING IN THE AMOUNT OF \$11,402 TO PROVIDE BICYCLE LANES ALONG WEBSTER AVENUE BETWEEN DAWES STREET AND DUFFY STREET AND UNIVERSITY BOULEVARD BETWEEN APACHE STREET AND BOYD STREET, CONTRACT K-2122-94, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from David Riesland, Transportation Engineer
2. Contract K-2122-94
3. Association of Central Oklahoma Governments Air Quality Small Grant Program, FY 2022 Scoring Worksheet
4. Recommendation of Award dated February 11, 2022, from Michael J. Knapik, P.E., Project Manager, CP&Y, Inc., to Mr. Paul D'Andrea, P.E., City of Norman
5. Air Quality Small Grant Program Application Guidebook Appendix 1, Oklahoma City Area Regional Transportation Study Boundary (OCARTS)
6. Aerial location maps
7. Cost Estimate of Webster Avenue Bike Lanes, Daws Street to Duffy Street, and University Boulevard Bike Lanes, Apache Street to Boyd Street

The Grant was Accepted and Contract K-2122-94 and the Budget Appropriation were Approved.

* * * * *

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-101: A CONTRACT BY AND BETWEEN THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS AND THE CITY OF NORMAN, OKLAHOMA, FOR A REIMBURSEMENT IN AN AMOUNT NOT-TO-EXCEED \$20,000 FOR THE COLLECTION OF TRAFFIC DATA AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from David Riesland, Transportation Engineer
2. Contract K-2122-101 with Exhibit A, Federal-Aid Eligibility Certification; Exhibit B, Addendum to Form FHWA-1273, Required Contract Provisions; Exhibit C, Nondiscrimination of Employees; Exhibit D, Oklahoma Department of Transportation Disadvantaged Business/Women's Business Enterprises Policy Statement; and Exhibit E, Certification for Federal-Aid Projects

The Grant was Accepted and Contract K-2122-101 and the Budget Appropriation were Approved.

* * * * *

20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A HAZARD MITIGATION ASSISTANCE GRANT FROM THE OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY IN THE AMOUNT OF \$150,000 TO BE USED FOR THE MIDWAY DRIVE STORMWATER PROJECT SCOPING, CONTRACT K-2122-102, AND BUDGET APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Jason Murphy, Stormwater Program Manager
2. Contract K-2122-102
3. Letter dated February 14, 2022, from Matthew Rollins, CFM, State Hazard Mitigation Officer, State of Oklahoma Department of Emergency Management and Homeland Security to the Honorable Breea Clark
4. Location map of Midway Drive Project Scoping Study Area

The Grant was Accepted and Contract K-2122-102 and the Budget Appropriations were Approved.

* * * * *

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A HAZARD MITIGATION ASSISTANCE GRANT FROM THE OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY IN THE AMOUNT OF \$100,000 TO BE USED FOR A FLOOD WARNING SYSTEM DEVELOPMENT PROJECT, CONTRACT K-2122-103, AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND AND THE CAPITAL FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 21, continued:

Items submitted for the record

1. Staff Report dated March 8, 2022, from Jason Murphy, Stormwater Program Manager
2. Contract K-2122-103
3. Letter dated February 14, 2022, from Matthew Rollins, CFM, State Hazard Mitigation Officer, State of Oklahoma Department of Emergency Management and Homeland Security to the Honorable Breea Clark

The Grant was Accepted and Contract K-2122-103 and the Budget Appropriations were Approved.

* * * * *

22. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A HAZARD MITIGATION ASSISTANCE GRANT FROM THE OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY IN THE AMOUNT OF \$893,590.45 TO BE USED FOR THE VINEYARD DRAINAGE IMPROVEMENT PROJECT, CONTRACT K-2122-104, AND BUDGET APPROPRIATION FROM THE SPECIAL GRANTS AND CAPITAL FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Jason Murphy, Stormwater Program Manager
2. Contract K-2122-104
3. Location map of Vineyards Detention Pond Project Area
4. Letter dated January 19, 2022, from Brianne Schmidtke, HMA Branch Chief, United States Department of Homeland Security, Federal Emergency Management Agency Region 6, to Mr. Mark Gower, Oklahoma Department of Emergency Management and Homeland Security

The Grant was Accepted and Contract K-2122-104 and the Budget Appropriation were Approved.

* * * * *

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-105: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND COWAN GROUP ENGINEERING IN THE AMOUNT OF \$80,000 TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN OF THE FYE 2023 URBAN RECONSTRUCTION PROJECTS ON FAIRFIELD DRIVE AND JUNIPER LANE AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Joseph Hill, Streets Program Manager
2. Contract K-2122-105 with Attachment A, Scope of Services; Attachment B, Project Schedule; Attachment C, Compensation; and Attachment D, Owner's Responsibilities
3. Location maps

Contract K-2122-105 and the Budget Appropriation were Approved.

* * * * *

24. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CONGESTION MITIGATION AIR QUALITY (CMAQ) SMALL GRANT IN THE AMOUNT OF \$186,000 FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TO BE USED TO BUILD TWO (2) ELECTRIC VEHICLE CHARGING STATIONS LOCATED AT CITY HALL, CONTRACT K-2122-107, AND BUDGET APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Michele Loudanback, Environmental and Sustainability Manager
2. Site plans
3. Contract K-2122-107

Contract K-2122-107 and the Budget Appropriations were Approved.

* * * * *

25. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A CONGESTION MITIGATION AIR QUALITY (CMAQ) SMALL GRANT FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) IN THE AMOUNT OF \$120,000 TO BE USED FOR AN ELIGIBLE TRANSIT IMPROVEMENT PROJECT CONSISTING OF NEW BUS STOPS ASSOCIATED WITH THE RECOMMENDED ROUTE NETWORK IN THE GO NORMAN TRANSIT PLAN; APPROVAL OF CONTRACT K-2122-109; AND BUDGET APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Taylor Johnson, Transit and Parking Program Manager
2. Contract K-2122-109

The Grant was Accepted and Contract K-2122-109 and the Budget Appropriations were Approved.

* * * * *

26. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-110: A LEASE BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND DISH WIRELESS L.L.C. (DISH) IN THE AMOUNT OF \$2,500 PER MONTH TO ALLOW ANTENNA SPACE ON BROOKHAVEN WATER TOWER FOR A PERIOD OF FIVE YEARS.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 4 Hall, Seconded by Trustee Ward 7 Holman.

Voting Yea: Chairman Clark, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Chris Mattingly, Director of Utilities
2. Contract K-2122-110 with Exhibit "A", Description of Property and location maps

Contract K-2122-110 was Approved.

* * * * *

27. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$10,000 FROM THE NATIONAL ASSOCIATION OF CITY AND COUNTY HEALTH OFFICIALS (NACCHO) TO SUPPORT THE EFFORTS OF THE EMERGENCY MANAGEMENT MEDICAL RESERVE CORPS VOLUNTEER PROGRAM FOR THE FIRE DEPARTMENT, CONTRACT K-2122-111; AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from David Grizzle, Emergency Management Coordinator
2. Contract K-2122-111
3. Email dated January 19, 2022, from NACCHO MRC to MRC Unit Leader
4. Letter dated January 19, 2022, from Kathy Deffer, Director, Preparedness, National Association of County and City Health Officials

The Grant was Accepted and Contract K-2122-111 and the Budget Transfers were Approved.

* * * * *

Resolutions

Item 28 was removed from the Consent Docket

* * * * *

29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-100: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY STACEY ERIN CLEMENT UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *STACEY ERIN CLEMENT V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE NO. 2020-04580 R; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

Item 29, continued:

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated March 8, 2022, from Jeanne Snider, Assistant City Attorney
2. Resolution R-2122-100
3. Settlement Costs

The Resolution was Adopted.

* * * * *

Approval of Consent Docket

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Clark, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

This is the End of the Consent Docket. Items 5 through 29, excluding Item 28, which was withdrawn, were Approved on the Consent Docket.

* * * * *

OFF CONSENT

28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-98: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$149,454 FROM THE CAPITAL FUND BALANCE TO COMPLETE THE PURCHASE OF FIVE (5) 3500 DODGE PROMASTER VANS FOR THE PUBLIC TRANSPORTATION FLEET THAT HAD BEEN PREVIOUSLY APPROVED BY CITY COUNCIL ON DECEMBER 14, 2021.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 6 Foreman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Voting Nay: Councilmember Ward 3 Lynn

Items submitted for the record

1. Staff Report dated March 8, 2022, from Taylor Johnson, Transit and Parking Program Manager
2. State of Oklahoma Contract SW0797C, FY 2022, Lone Star Promaster 3500 ADA Vans in the amount of \$116,933 each
3. Resolution R-2122-98

The Resolution was Adopted.

* * * * *

30. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-101: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY, MORE PARTICULARLY HEREINAFTER DESCRIBED, ALL WITHIN THE CITY OF NORMAN, COUNTY OF CLEVELAND, STATE OF OKLAHOMA, FOR THE PURPOSE OF THE PORTER STREETScape 2019 BOND PROJECT IN THE CITY OF NORMAN; AND DECLARING THE NECESSITY FOR ACQUIRING SAID PROPERTY FOR ROADWAY IMPROVEMENTS INCLUDING SIDEWALK, UTILITY AND DRAINAGE PURPOSES, AND AUTHORIZING INITIATION OF EMINENT DOMAIN PROCEEDINGS FOR THAT PURPOSE.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 4 Hall.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 4 Hall, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Voting Nay: Councilmember Ward 3 Lynn, Councilmember Ward 5 Tortorello

Items submitted for the record

1. Staff Report dated March 8, 2022, from Elisabeth E. Muckala, Assistant City Attorney
2. Resolution R-2122-101 with Exhibit A, Parcel 1 legal description; Exhibit B, Parcel 3 legal description; Exhibit C, Parcel 5 legal description; Exhibit D, Parcel 7 legal description; Exhibit E, Parcel 8 legal description; Exhibit F, Parcel 11 legal description; Exhibit G, Parcel 16 legal description; Exhibit H, Parcel 18 legal description; Exhibit I, Parcel 19 legal description; Exhibit J, Parcel 21 legal description
3. Project location map

Participants in discussion

1. Mr. Shawn O'Leary, Director of Public Works
2. Ms. Kathryn Walker, City Attorney

The Resolution was Adopted.

* * * * *

MISCELLANEOUS COMMENTS

Crisis Intervention Team Training. Mr. Dan Munson, Ward 6, said it is common knowledge that recruiting for police officers has been challenging, not only for Norman Police Department, but throughout the country. He said record sign on bonuses of \$20,000 for new officers and \$50,000 for veteran officers are being offered in Oakland, California. He said base pay is going up. He said the Chicago Police Union was offering 20% increase in base pay including \$377 million in back pay. He believes these challenges can be overcome with highly desired training for police officers in Crisis Intervention Team Training (CIT) and he thinks Norman could become a center of excellence for CIT training. He said CIT training for not only police, but also, fire personnel, emergency medical services, and dispatch. He said what if the City of Norman collaborated with other entities in the community to develop a world class CIT Training Facility. He said police officers from other communities could come to Norman for a week of training and find out that they liked our community. He said because the slots for CIT Training are so limited, this could potentially be a profit center for the City generating much needed hotel and sales tax revenue for the visitors who are attending the training.

ADJOURNMENT

The Meeting Adjourned at 7:39 p.m.

City Clerk

Mayor

File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, APRIL 30, 2022, AS NORMAN MUSIC FESTIVAL DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

Item 2

MEETING DATE: 04/26/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, APRIL 30, 2022, AS NORMAN MUSIC FESTIVAL DAY IN THE CITY OF NORMAN.

P-2122-34

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING SATURDAY,
APRIL 30, 2022, AS NORMAN MUSIC FESTIVAL DAY
IN THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman has a strong sense of community, a high quality of life and affordability, and appreciation for diversity, the arts, and culture; and
- § 2. WHEREAS, arts and culture flourish alongside academia and sports within the City of Norman; and
- § 3. WHEREAS, Norman is currently involved in a downtown revitalization project that includes many diverse downtown events throughout the year for residents and visitors; and
- § 4. WHEREAS, the City of Norman is known as a City of Festivals by the State of Oklahoma; and
- § 5. WHEREAS, the City of Norman was the first city in the State of Oklahoma to offer a free independent music festival for all ages to enjoy; and.
- § 6. WHEREAS, the Annual Norman Music Festival will be held downtown from Thursday, April 28th through Saturday, April 30th; and

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

- § 7. Do hereby proclaim Saturday, April 30, 2022, as Norman Music Festival Day in the City of Norman and urge all citizens of Norman to consider attending this festival with friends and family and help grow the tourism and economy in the City of Norman.

PASSED AND APPROVED this 26th day of April, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 15 THROUGH MAY 21, 2022, AS EMERGENCY MEDICAL SERVICES WEEK IN THE CITY OF NORMAN



CITY OF NORMAN, OK STAFF REPORT

Item 2

MEETING DATE: 04/26/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 15 THROUGH MAY 21, 2022, AS EMERGENCY MEDICAL SERVICES WEEK IN THE CITY OF NORMAN

P-2122-35

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF
MAY 15 THROUGH 21, 2022, AS EMERGENCY
MEDICAL SERVICES WEEK IN THE CITY OF NORMAN.

- § 1. WHEREAS, emergency medical services are a vital public service as members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
- § 2. WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
- § 3. WHEREAS, emergency medical services teams consist of emergency medical technicians, emergency physicians, emergency nurses, paramedics, firefighters, educators, and administrators who engage in hours of specialized training and continuing education to enhance their lifesaving skills; and
- § 4. WHEREAS, the citizens of Norman benefit daily from the knowledge and skills of these highly trained individuals and value the accomplishments of emergency medical services providers; and
- § 5. WHEREAS, injury prevention and the appropriate use of the emergency medical services system will help reduce national health care costs.

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

- § 6. Do hereby proclaim the week of May 15 through 21, 2022, as Emergency Medical Services Week in the City of Norman.

PASSED AND APPROVED this 11th day of May, 2021.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-39: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 1 THROUGH MAY 7, 2022, AS NATIONAL TRAVEL AND TOURISM WEEK IN THE CITY OF NORMAN



CITY OF NORMAN, OK STAFF REPORT

Item 2

MEETING DATE: 04/26/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-39: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 1 THROUGH MAY 7, 2022, AS NATIONAL TRAVEL AND TOURISM WEEK IN THE CITY OF NORMAN

P-2122-38

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF
MAY 1 THROUGH 7, 2022, AS NATIONAL TRAVEL AND
TOURISM WEEK IN THE CITY OF NORMAN.

- § 1. WHEREAS, travel has a positive effect on the City of Norman, the State of Oklahoma; the nation's economic prosperity and image abroad; business productivity; and to individual travelers' well-being; and
- § 2. WHEREAS, travel to and within the United States provides significant economic benefits for the nation, generating more than \$2.6 trillion in economic input in 2019, with nearly \$1.2 trillion spent directly by travelers; and
- § 2. WHEREAS, travel has been the foundation of a healthy workplace, serving as one of the largest private-sector employees in the United States, supporting 17 million jobs prior to the pandemic in other industries; and
- § 4. WHEREAS, travel and tourism in Norman produces \$253 million in travel spending, \$9.2 million in tax receipts and 3,000 tourism industry employees; and
- § 5. WHEREAS, the travel industry cannot recover without the full return of in-person meetings and events, by both domestic and international visitors; and
- § 6. WHEREAS, the rebound of travel will drive the rebuilding of the U.S. economy and American workforce since, prior to the pandemic, 60 percent of leisure and hospitality employment was small business; and
- § 7. WHEREAS, the Future of Travel will prioritize diversity, equity and inclusion initiatives, powering a future that values all cultures, embraces new perspectives and reflects the faces and ideas of the full American society and will foster a faster recovery, create a more sustainable, seamless and secure traveler experience and rebuild NORMAN's workforce, driving us toward a more prosperous future.

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

- § 8. Do hereby proclaim the week of May 1 through 7, 2022, as National Travel and Tourism Week in the City of Norman and urge the citizens of the City of Norman to join City Council in this special observance with appropriate events and commemorations.

PASSED AND APPROVED this 26th day of April, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-39: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 1 THROUGH MAY 7, 2022, AS SMALL BUSINESS WEEK IN THE CITY OF NORMAN



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-39: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 1 THROUGH MAY 7, 2022, AS SMALL BUSINESS WEEK IN THE CITY OF NORMAN

P-2122-40

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF
MAY 1 THROUGH MAY 7, 2022, AS SMALL BUSINESS
WEEK IN THE CITY OF NORMAN.

- § 1. WHEREAS, America's strongest economic growth in almost 40 years has been driven by the resilience of our small businesses who, despite a world-wide pandemic, continue to pioneer innovative solutions to our country's greatest challenges and create opportunities for families and workers; and
- § 2. WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge to the small manufacturers driving our competitiveness on the global stage, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and
- § 3. WHEREAS, local small business owners and Main Street businesses have energy and a passion for what they do; and
- § 4. WHEREAS, when we support small business, jobs are created and our community preserves its unique culture; and
- § 5. WHEREAS, because this country's 32.5 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and
- § 6. WHEREAS, the President of the United State has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the Small Business Administration and other government agencies; and
- § 7. WHEREAS, the City of Norman supports and joins in this national effort to help America's and Norman's small businesses do what they do best – grow their businesses, create jobs, and ensure that our community remains as vibrant tomorrow as it is today.

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

- § 8. Do hereby proclaim the week of May 1 through May 7, 2022, as Small Business Week in the City of Norman, Oklahoma, and encourage all Norman citizens to support small businesses and merchants in Norman throughout the year.

PASSED AND APPROVED this 26th day of April, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

REAPPORTIONMENT AD HOC COMMITTEE

ALLI PENNER, WARD 1

LISA SCHMIDT, WARD 2

WADE STEWART, WARD 3

SARA MCFALL, WARD 4

MARIA KENDALL, WARD 5

JOSHUA WHITTINGTON, WARD 6

ALISON BEHRENS BRALY, WARD 7

REBECCA OUBRE, WARD 8

CHRISTOPHER TALLBEAR, AT-LARGE



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

REAPPORTIONMENT AD HOC COMMITTEE

ALLI PENNER, WARD 1

LISA SCHMIDT, WARD 2

WADE STEWART, WARD 3

SARA MCFALL, WARD 4

MARIA KENDALL, WARD 5

JOSHUA WHITTINGTON, WARD 6

ALISON BEHRENS BRALY, WARD 7

REBECCA OUBRE, WARD 8

CHRISTOPHER TALLBEAR, AT-LARGE

Article XX, Section 1, of the City Charter sets out guidelines and requirements for appointments to the Reapportionment Ad Hoc Committee, as follows:

Section 1. - Reapportionment Ad Hoc Committee.

There shall be a Reapportionment Ad Hoc Committee, which shall consist of nine voting members appointed by the Council on nomination by the Mayor. All members of the Reapportionment Ad Hoc Committee shall be registered voters of the City and shall hold no other office or position of employment in the City government.

There shall be a Reapportionment Ad Hoc Committee, which shall consist of nine voting members appointed by the Council on nomination by the Mayor. All members of the Reapportionment Ad Hoc Committee shall be registered voters of the City and shall hold no other office or position of employment in the City government.

Section 2. - Appointment and meetings of the Reapportionment Ad Hoc Committee.

The Reapportionment Ad Hoc Committee shall meet to review and make recommendations on ward boundaries as follows:

- a. When the City proposes to annex or de-annex property; or
- b. During the last quarter of the calendar year prior to the release of the Federal Decennial Census and continuing through the release of the final Census; or
- c. Upon the unanimous recommendation of City Council.

In the case of proposed annexation or de-annexation, members of the Reapportionment Ad Hoc Committee shall be appointed within ninety (90) days of adoption of any such proposal. For purposes of reviewing the Federal Decennial Census, members of the Reapportionment Committee shall be appointed six (6) months prior to the year of the issuance of such census. The Reapportionment Ad Hoc Committee's members shall be residents and registered voters of the City's wards, (one at-large and one from each ward).

Section 3. - Criteria for ward boundaries.

No later than one hundred and eighty (180) days after the appointment of the Reapportionment Ad Hoc Committee pursuant to Section 2(a) or 2(c) herein, or after the issuance of the Federal Decennial Census when the Committee is appointed pursuant to Section 2(b) herein, the Committee shall pass and refer to the City Council a resolution to retain or readjust the wards and their boundaries to comply with the standards set out herein. Wards should be formed so as to equalize, as nearly as practicable, the population of the several wards. In addition, each ward should be formed of compact, contiguous territory with boundaries drawn to reflect and respond to communities of common interest, ethnic background, and physical boundaries, to the extent reasonably possible. Ward lines shall not create artificial corridors, which in effect separates voters from the ward to which they most naturally belong.

Section 4. - Public hearing on proposed boundaries; votes required for passage.

At least ten (10) days before voting on the resolution, the Reapportionment Ad Hoc Committee shall hold a public hearing thereon. At least five (5) votes shall be required for passage of the resolution, and the vote on passage shall be by roll call and shall be entered in the minutes of the Committee. A map showing the wards and their boundaries shall be appended to the resolution.

Section 5. - Council shall have final authority.

The resolution shall then be referred to the City Council, which shall, within thirty (30) days, conduct a public hearing on the proposed resolution and adopt the resolution without modification, reject the resolution, or adopt the resolution with such modification, as the Council deems necessary. If any changes in ward boundaries are adopted by City Council, such changes shall also be adopted by ordinance and codified in the Code of the City of Norman. In any alteration or amendment of the resolution as proposed by the Reapportionment Ad Hoc Committee, the City Council shall use the same criteria for ward

boundaries as hereinabove adopted for the use of the Reapportionment Ad Hoc Committee.

Thereupon, the new wards and boundaries shall supersede the previous wards and boundaries for purposes of the next primary and general election and for all other purposes on the day on which the terms of the Councilmembers elected that year begin.

Section 6. - Annexed territory; reapportionment between census report.

When territory is annexed to the City, the Reapportionment Ad Hoc Committee, by resolution in the manner provided hereinabove shall incorporate it into the adjacent ward or wards or shall readjust the wards and boundaries in the manner provided hereinabove, as it deems appropriate.

File Attachments for Item:

7. SUBMISSION AND ACKNOWLEDGING RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2021," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF BKD, LLP, FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Clint Mercer

PRESENTER: Clint Mercer, Chief Accountant

ITEM TITLE: SUBMISSION AND ACKNOWLEDGING RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2021," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF BKD, LLP, FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

BACKGROUND:

Many of the federal and state grants that the City receives require an audit report to be reviewed by independent accountants, as directed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award. The "Single Audit" report is included to meet those requirements.

On May 8, 2018, the Council accepted the proposal of BKD, LLP, (RFP 1718-55), to provide independent auditing services for the City of Norman, the Norman Municipal Authority, Norman Utilities Authority, Norman Tax Increment Finance Authority and related entities for a period of three fiscal years with an option to extend the services for an additional two fiscal years.

DISCUSSION:

The audited financial statements of both the City and its Trusts were received by City Council on December 14, 2021. The Single Audit was not complete at that time due to a delay by the Federal Government in issuing auditing standards for ARPA funding.

The City received an unmodified ("clean") opinion from BKD, LLP that the Single Audit fairly represents the City's grant operations as of June 30, 2021, in all material respects.

Under separate cover, the Council Audit/Finance Committee may receive a "management letter" from the City's external auditor. The management letter may discuss findings during the audit review that are not considered material to the overall operations of the City, future audit and accounting standards to be considered, or other items that would impact on the fair representation of the City's financial position.

RECOMMENDATION:

It is recommended that the Fiscal Year 2020-2021 Single Audit Report be accepted. All documents are available for review in the City Clerk's Office

City of Norman, Oklahoma

Single Audit Reports

June 30, 2021

City of Norman, Oklahoma

June 30, 2021

Contents

Schedule of Expenditures of Federal Awards.....	1
Notes to Schedule of Expenditures of Federal Awards.....	3
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards – Independent Auditor’s Report	4
Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance – Independent Auditor’s Report	6
Schedule of Findings and Questioned Costs.....	9
Summary Schedule of Prior Audit Findings	11

City of Norman, Oklahoma

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Grant or Other Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
U.S. Department of Housing and Urban Development					
<i>CDBG – Entitlement Cluster</i>					
Community Development Block Grants/Entitlement Grants	14.218	None	#B-16 MC-40-0002	\$ -	\$ 36,040
Community Development Block Grants/Entitlement Grants		None	#B-17 MC-40-0002	-	14,186
Community Development Block Grants/Entitlement Grants		None	#B-18 MC-40-0002	-	76,392
Community Development Block Grants/Entitlement Grants		None	#B-19 MC-40-0002	-	24,620
Community Development Block Grants/Entitlement Grants		None	#B-20 MC-40-0002	-	533,760
COVID-19 – Entitlement Grants		None	#B-20 MW-40-0002 (CARES)	-	616,100
<i>Total CDBG – Entitlement Cluster</i>				-	<u>1,301,098</u>
HOME Investment Partnerships Program	14.239	None	#M-14 MC-40-0204	-	35
HOME Investment Partnerships Program		None	#M-17 MC-40-0204	-	216,585
HOME Investment Partnerships Program		None	#M-18 MC-40-0204	-	194,569
HOME Investment Partnerships Program		None	#M-19 MC-40-0204	-	110,047
HOME Investment Partnerships Program		None	#M-20 MC-40-0204	-	76,886
<i>Total CFDA 14.239</i>				-	<u>598,122</u>
Pass-Through City of Oklahoma City Continuum of Care (CoC) Program	14.267	OK0156L6I041900	None	-	12,587
Pass-Through Oklahoma Department of Commerce Emergency Solutions Grant – ESG-CR	14.231	17924 EGCR 20	None	-	186,547
Emergency Solutions Grant		18083 ESG 20	None	-	25,657
<i>Total CFDA 14.231</i>				-	<u>212,204</u>
Total U.S. Department of Housing and Urban Development				-	<u>2,124,011</u>
U.S. Department of Interior					
Cooperative Watershed Management – Lake Thunderbird	15.554	R19AP00241	None	-	74,523
Pass-Through Oklahoma State Historic Preservation Office Historic Preservation Fund Grants-in-Aid	15.904	19-612	None	-	505
Historic Preservation Fund Grants-in-Aid		20-612	None	-	23,484
<i>Total CFDA 15.904</i>				-	<u>23,989</u>
Total U.S. Department of Interior				-	<u>98,512</u>
U.S. Department of Justice					
COVID-19 – Coronavirus Emergency Supplemental Funding Program	16.034	None	2020-VD-BX-0127	-	22,929
Edward Byrne Memorial Justice Assistance Grant (JAG)	16.738	None	2019-DJ-BX-0786	-	4,956
Total U.S. Department of Justice				-	<u>27,885</u>
U.S. Department of Transportation					
<i>Highway Planning and Construction Cluster</i>					
Association of Central Oklahoma Governments/ Highway Planning and Construction	20.205	J/P 11767(35)	None	-	10,400
<i>Total Highway Planning and Construction Cluster</i>				-	<u>10,400</u>
<i>Highway Safety Cluster</i>					
Oklahoma State Highway Safety Office/ State and Community Highway Safety	20.600	PT-20-03-06-12	None	-	16,720
State and Community Highway Safety		PT-21-03-19-13	None	-	41,413
<i>Total CFDA 20.600</i>				-	<u>58,133</u>
<i>Federal Transit Cluster</i>					
Federal Transit – Formula Grants	20.507	None	OK-2020-005-00	-	898
Federal Transit – Formula Grants			OK-2020-026-00	-	1,861,857
COVID-19 – Federal Transit – Formula Grants			OK-2020-031-00	-	1,811,402
<i>Total Federal Transit Cluster</i>				-	<u>3,674,157</u>
Total U.S. Department of Transportation				-	<u>3,742,690</u>
Environmental Protection Agency					
<i>Drinking Water State Revolving Funds Cluster</i>					
Oklahoma Water Resources Board/Capitalization Grants for Drinking Water State Revolving Fund	66.468	ORF-17-0005-DW	None	-	1,778,573
Total Environmental Protection Agency				-	<u>1,778,573</u>

The accompanying notes are an integral part of this Schedule.

City of Norman, Oklahoma
Schedule of Expenditures of Federal Awards, continued
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Grant or Other Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
U.S. Department of Homeland Security					
Oklahoma Office of Homeland Security/ Homeland Security Grant Program	97.067	1060.013	None	\$ -	\$ 43,692
Total U.S. Department of Homeland Security				-	43,692
U.S. Department of Treasury					
Oklahoma Office of Management & Enterprise Services COVID-19 – Coronavirus Relief Fund	21.019	SA-0095	None	-	8,868,909
Oklahoma Department of Human Services COVID-19 – Coronavirus Relief Fund		21003841	None	-	233,781
Oklahoma Department of Emergency Management COVID-19 – Coronavirus Relief Fund		SUP-EMPG EMT-2020-EP-00009-S01	None	-	13,888
Total U.S. Department of Treasury				-	9,116,578
U.S. Department of Health and Human Services					
National Association of County and City Health Officials/ Medical Reserve Corps Small Grant Program	93.008	MRC 21-0333	None	-	5,000
Total U.S. Department of Health and Human Services				-	5,000
Total Expenditures of Federal Awards				<u>\$ -</u>	<u>\$ 16,936,941</u>

City of Norman, Oklahoma
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Notes to Schedule

1. The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Norman, Oklahoma (the City) under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.
2. Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance or other regulatory requirements, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The City has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.
3. Federal Assistance Listing Number 21.019 includes \$7,376,628 of expenditures incurred during the year ended June 30, 2020. However, because the financial assistance was not awarded to the City until fiscal year ended June 30, 2021, the expenditures are included in the current year schedule of expenditures of federal awards.

**Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of
Financial Statements Performed in Accordance with
Government Auditing Standards**

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norman, Oklahoma (the City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which comprise the City's basic financial statements, and have issued our report thereon dated December 9, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Honorable Mayor and City Council
City of Norman, Oklahoma

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BKD, LLP

Oklahoma City, Oklahoma
December 9, 2021

**Report on Compliance for Each Major Federal Program;
Report on Internal Control over Compliance; and Report
on Schedule of Expenditures of Federal Awards Required
by the Uniform Guidance**

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

Report on Compliance for Each Major Federal Program

We have audited the City of Norman, Oklahoma's (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Honorable Mayor and City Council
City of Norman, Oklahoma

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon dated December 9, 2021, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such

Honorable Mayor and City Council
City of Norman, Oklahoma

information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BKD, LLP

Oklahoma City, Oklahoma
April 4, 2022

City of Norman, Oklahoma
Schedule of Findings and Questioned Costs
Year Ended June 30, 2021

Summary of Auditor's Results

Financial Statements

1. The type of report the auditor issued on whether the financial statements audited were prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) was:
☒ Unmodified ☐ Qualified ☐ Adverse ☐ Disclaimer
2. The independent auditor's report on internal control over financial reporting disclosed:
 Significant deficiencies? ☐ Yes ☒ None reported
 Material weaknesses? ☐ Yes ☒ No
3. Noncompliance considered material to the financial statements was disclosed by the audit? ☐ Yes ☒ No

Federal Awards

4. The independent auditor's report on internal control over compliance for major federal awards programs disclosed:
 Significant deficiencies? ☐ Yes ☒ None reported
 Material weaknesses? ☐ Yes ☒ No
5. The opinions expressed in the independent auditor's report on compliance for major federal awards programs were:
☒ Unmodified ☐ Qualified ☐ Adverse ☐ Disclaimer
6. The audit disclosed findings required to be reported by 2 CFR 200.516(a)? ☐ Yes ☒ No
7. The City's major programs were:

Cluster/Program	Federal Assistance Listing Number
COVID-19 – Coronavirus Relief Fund	21.019
Federal Transit Cluster	20.507

8. The threshold used to distinguish between Type A and Type B programs was \$750,000.
9. The City qualified as a low-risk auditee? ☒ Yes ☐ No

City of Norman, Oklahoma
Schedule of Findings and Questioned Costs, continued
Year Ended June 30, 2021

Findings Required to be Reported by *Government Auditing Standards*

Reference Number	Finding
---------------------	---------

No matters are reportable.

Findings Required to be Reported by the Uniform Guidance

Reference Number	Finding
---------------------	---------

No matters are reportable.

City of Norman, Oklahoma
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2021

Reference Number	Summary of Finding	Status
2020-001	Federal Program – Federal Transit Cluster: Federal Transit – Formula Grants CFDA #20.507 Criteria or Specific Requirement – Cash Management – 2 CFR §215.22.	Resolved

File Attachments for Item:

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF MARCH 31, 2023, AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

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, 2023, AND DIRECTING THE FILING THEREOF.

DATE: April 6, 2022
 TO: City Council
 FROM: Anthony Francisco, Director of Finance
 REVIEWED BY: Clint Mercer, Chief Accountant
 PREPARED BY: Debbie Whitaker, Municipal Accountant III
 SUBJECT: Breakdown of Interest Earnings by Fund

FUND	MONTHLY COMPARISON						ANNUAL COMPARISON			
	MONTHLY BUDGETED INTEREST EARNINGS FYE22	MONTHLY INTEREST EARNINGS March 2022	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE March 2022	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE22-YTD	INTEREST EARNINGS YTD FYE22	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	\$15,476	\$5,431	-64.91%	7.62%	12,666,449	4.28%	\$136,553	\$27,276	-80.03%	5.57%
NET REVENUE STABILIZATION	\$4,167	\$1,550	-82.80%	2.18%	4,195,142	1.42%	\$37,500	\$11,389	-69.63%	2.32%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$681	-84.13%	0.93%	9,480,448	3.20%	\$37,500	\$2,869	-92.35%	0.56%
HOUSING	N/A	\$9	100.00%	0.01%	4,289,380	1.45%	N/A	\$27	100.00%	0.01%
SPECIAL GRANTS FUND	N/A	\$286	100.00%	0.40%	14,053,323	4.75%	N/A	\$3,710	100.00%	0.76%
ROOM TAX FUND	\$208	\$18	-91.15%	0.03%	454,356	0.15%	\$1,875	\$915	-51.18%	0.19%
SEIZURES	\$42	\$481	1053.56%	0.87%	1,389,954	0.47%	\$375	\$3,026	708.83%	0.62%
CLEET FUND	N/A	\$0	100.00%	0.00%	(2,367)	0.00%	N/A	\$0	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$1,557	0.00%	2.18%	4,481,908	1.51%	\$0	\$2,611	0.00%	0.53%
ART IN PUBLIC PLACES FUND	N/A	\$0	100.00%	0.00%	1,366	0.00%	N/A	\$5	100.00%	0.00%
WESTWOOD FUND	\$625	\$858	37.31%	1.20%	1,055,118	0.36%	\$5,625	\$2,590	-53.96%	0.53%
WATER FUND	\$10,000	\$12,619	26.19%	17.71%	39,359,780	13.30%	\$90,000	\$109,212	21.35%	22.29%
WASTEWATER FUND	\$4,167	\$3,597	-13.67%	5.05%	10,902,658	3.68%	\$37,500	\$27,191	-27.49%	5.55%
SEWER MAINTENANCE FUND	N/A	\$4,752	100.00%	6.67%	12,850,474	4.34%	N/A	\$34,059	100.00%	6.95%
DEVELOPMENT EXCISE	\$5,833	\$2,409	-58.70%	3.38%	7,477,017	2.53%	\$52,500	\$18,893	-64.01%	3.86%
SANITATION FUND	\$25,000	\$5,617	-77.53%	7.88%	15,189,441	5.13%	\$225,000	\$45,984	-79.56%	9.39%
RISK MANAGEMENT FUND	N/A	\$749	100.00%	1.05%	1,946,400	0.66%	N/A	\$7,421	100.00%	1.51%
CAPITAL PROJECTS FUND	\$58,333	\$11,168	-80.85%	15.67%	61,884,390	20.91%	\$300,000	\$77,559	-74.15%	15.83%
NORMAN FORWARD SALES TAX	\$1,250	\$13,283	962.67%	18.64%	66,667,882	22.53%	\$11,250	\$87,862	680.98%	17.93%
PARKLAND FUND	\$833	\$293	-64.80%	0.41%	794,852	0.27%	\$7,500	\$2,411	-67.85%	0.48%
UNP TAX INCREMENT DISTRICT	\$2,000	\$103	-94.66%	0.14%	10,814,790	3.65%	\$380,000	\$855	100.00%	0.17%
CENTER CITY TAX INCREMENT DIST	N/A	\$218	0.00%	0.31%	649,842	0.22%	N/A	\$1,389	100.00%	0.28%
SINKING FUND	\$2,083	\$5,240	151.53%	7.35%	14,342,200	4.85%	\$18,750	\$19,949	6.40%	4.07%
SITE IMPROVEMENT FUND	N/A	\$19	100.00%	0.03%	50,338	0.02%	N/A	\$142	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	\$4	100.00%	0.01%	8,698	0.00%	N/A	\$27	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	\$339	100.00%	0.48%	917,477	0.31%	N/A	\$2,559	100.00%	0.52%
	\$134,184	\$71,260	-46.89%	100.00%	295,922,311	100.00%	\$1,321,928	\$489,926	-62.94%	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 \$295.92 million as of 03/31/22 are represented by working capital cash balances of all City funds of approximately \$92.71 million, outstanding encumbrances of \$94.58 million, General Obligation Bond proceeds of \$44 million, NUA revenue bond proceeds of \$8.3 million, NMA bond proceeds of \$44.2 million, and UNP TIF reserve amounts of \$12.13 million.

INVESTMENT BY TYPE

March 31, 2022					EARNED		
LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP			0.23%	\$9,791.06	\$55,101,730.82	\$55,101,730.82
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$1,684,023.50)	(\$1,684,023.50)
BANK OF OKLAHOMA	PAYROLL					(\$4,544,930.28)	(\$4,544,930.28)
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$157,694.97	\$157,694.97
BANK OF OKLAHOMA	INSURANCE CLAIMS					\$364,237.07	\$364,237.07
BANK OF OKLAHOMA	LOCK BOX					\$1,713,555.58	\$1,713,555.58
BANK OF OKLAHOMA	RETURN CHECKS					(\$3,992.77)	(\$3,992.77)
BANK OF OKLAHOMA	PARKS					\$0.00	\$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					\$8,190.71	\$8,190.71
BANK OF OKLAHOMA	CDBG-CV			0.03%	\$8.73	\$201,047.09	\$201,047.09
**Subtotal					\$9,799.81	\$51,313,509.69	\$51,313,509.69
**Money Market							
BANCFIRST-NUA	MONEY MKT.			0.37%	\$3.21	\$1,127,411.63	\$1,127,411.63
BANCFIRST-NMA Room Tax	MONEY MKT.			0.06%	\$18.44	\$3,837,519.28	\$3,837,519.28
BANCFIRST-NUA Water	MONEY MKT.			0.37%	\$28.63	\$6,280,078.25	\$6,280,078.25
BANCFIRST-NUA Clean Water	MONEY MKT.			0.06%	\$2.84	\$927,020.79	\$927,020.79
BANCFIRST-NMA PSST	MONEY MKT.			0.37%	\$41.34	\$8,103,682.71	\$8,103,682.71
BANCFIRST-NMA Norman Forward	MONEY MKT.			0.37%	\$145.92	\$30,700,800.99	\$30,700,800.99
BANCFIRST-NMA ERP Financing	MONEY MKT.			0.37%	\$6.38	\$1,564,541.21	\$1,564,541.21
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			0.01%	\$102.82	\$12,131,466.30	\$12,131,466.30
BANK OF OKLAHOMA ARPA	MONEY MKT.			0.03%	\$279.79	\$10,981,116.57	\$10,981,116.57
BANK OF OKLAHOMA-Westwood	MONEY MKT.			0.23%	\$858.18	\$0.00	\$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			0.23%	\$2.37	\$12,427.64	\$12,427.64
BANK OF OKLAHOMA	MONEY MKT.			0.23%	\$6.28	\$32,987.48	\$32,987.48
BANK OF OKLAHOMA	MONEY MKT.			0.23%	\$31.13	\$163,600.77	\$163,600.77
BANK OF OKLAHOMA-SW	MONEY MKT.			0.23%	\$0.00	\$6.77	\$6.77
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			0.03%	\$15.16	\$595,113.95	\$595,113.95
BANK OF OKLAHOMA-2015	MONEY MKT.			0.23%	\$361.35	\$1,897,651.10	\$1,897,651.10
BANK OF OKLAHOMA-2019A	MONEY MKT.			0.23%	\$1,068.91	\$5,670,960.62	\$5,670,960.62
BANK OF OKLAHOMA-2019B	MONEY MKT.			0.23%	\$2,913.01	\$15,240,797.51	\$15,240,797.51
BANK OF OKLAHOMA-2020A	MONEY MKT.			0.03%	\$192.12	\$7,534,496.35	\$7,534,496.35
BANK OF OKLAHOMA-2021	MONEY MKT.			0.03%	\$347.83	\$13,651,591.93	\$13,651,591.93
**Subtotal					\$6,425.71	\$120,453,271.85	\$120,453,271.85
**Sweep/Overnight							
BANK OF OKLAHOMA	ICS ACCT			0.03%	\$822.53	\$32,325,654.84	\$32,325,654.84
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			0.01%	\$70.29	\$4,984,874.81	\$4,984,874.81
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/21	09/30/22	0.45%	\$31.25	\$250,000.00	\$250,000.00
GREAT NATIONS BANK	CD	09/30/21	09/30/22	0.45%	\$114.58	\$250,000.00	\$250,000.00
VALLIANCE BANK	CD	11/30/21	11/30/22	0.15%	\$31.25	\$250,000.00	\$250,000.00
FIRST NATIONAL BANK	CD	12/28/21	12/28/22	0.25%	\$52.08	\$250,000.00	\$250,000.00
**Subtotal					\$229.16	\$1,000,000.00	\$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
FFCB	3133EMNU2	01/29/21	04/27/22	0.06%	521.90	7,500,000.00	\$7,496,250.00
US T-Note	91282XR6	05/31/19	05/31/22	2.04%	5,077.68	3,000,000.00	\$3,006,690.00
FHLB	313381BR5	12/31/19	12/09/22	1.61%	10,879.27	8,100,000.00	\$8,127,297.00
FFCB	3133EMKU5	01/29/21	12/14/22	0.11%	453.10	5,005,000.00	\$4,970,765.80
FHLMC	3134GXGQ1	01/29/21	12/15/22	0.06%	897.61	8,000,000.00	\$7,926,880.00
FNMA	3135G05T6	11/30/21	08/18/23	0.48%	2,632.95	6,500,000.00	\$6,353,555.00
US T-Note	9128284X5	06/29/21	08/31/23	2.75%	1,492.47	8,500,000.00	\$8,579,900.00
FHLB	3130A3VC5	12/31/19	12/08/23	1.62%	8,824.50	6,500,000.00	\$6,499,610.00
US T-Note	91282CBN0	06/30/21	12/28/23	0.13%	1,367.70	9,000,000.00	\$8,879,490.00
FFCB	3133ENLF5	01/28/22	01/18/24	1.17%	7,327.41	7,500,000.00	\$7,339,650.00
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	3,570.16	6,240,000.00	\$6,161,563.20
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	7,908.58	7,500,000.00	\$7,144,050.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	2,959.10	2,500,000.00	\$2,519,450.00
**Subtotal					53,912.43	85,845,000.00	\$85,005,151.00
**TOTAL **					71,259.93	295,922,311.19	\$262,756,807.35

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:

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF MARCH, 2022.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF MARCH, 2022.

City of Norman



Monthly Departmental Report

March 2022

MONTHLY PROGRESS

TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS

Item 9.

City Clerk	1
City Manager	2
NORMAN FORWARD	2A
Finance	3
Accounting	3A
City Revenue Reports	3B
Utility	3C
Fire	4
Human Resources	5
Information Technology	6
Legal	7
Municipal Court	8
Parks	9
Westwood/Norman Municipal Authority	9A
Facility Maintenance	9B
Planning and community Development	10
Police	11
Animal Control	11A
Public Works	12
Utilities	13

CITY CLERK 1

CITY CLERK**MONTHLY PROGRESS REPORT****March 2022**

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	11	46	0	19
Bus Service	0	3	0	0
CDBG	3	69	3	21
City Clerk	81	617	8	69
City Manager/Mayor	4	46	5	35
City Wide Garage Sale	0	205	0	6
Code Enforcement	23	319	8	41
Finance	8	121	1	5
Fire/Civil Defense	0	14	0	3
Human Resources	5	29	1	1
I.T.	9	66	3	4
Legal	8	43	3	11
Line Maintenance	3	95	2	11
Municipal Court	4	38	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	15	134	6	22
Permits/Inspections	34	313	1	16
Planning	15	117	1	7
Police/Parking	2	148	13	100
Public Works	22	109	1	14
Recycling	0	0	0	0
Sanitation	49	342	9	37
Sidewalks	0	5	0	3
Storm Debris	0	0	0	0
Storm Water	19	70	10	23
Streets	31	181	2	26
Street Lights	0	40	0	0
Traffic	21	139	2	9
Utilities	80	299	8	30
WC Questions	0	0	0	0
WC Violations	0	0	0	0
March Total: 534	447	3608	87	513

LICENSES

One hundred One New licenses and Eight Hundred Sixty Two 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	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	4	4	Retail Beer	56	62
Brewer	4	4	Retail Spirits Store	13	27
Coin-Operated Devices	145	147	Retail Wine	45	51
Distiller	0	0	Salvage Yard	1	1
Food	331	365	Sidewalk Dining	9	9
Game Machines	170	8	Solicitor/Peddler (30 day)	0	8
Impoundment Yard	4	4	Solicitor/Peddler (60 day)	2	16
Kennel	11	11	Solicitor/Peddler (one day)	0	2
Medical Marijuana Dispensary	22	32	Special Event	1	4
Medical Marijuana Grower	32	55	Strong Beer & Wine/Winemaker	12	13
Medical Marijuana Processor	4	8	Taxi/Motorbus/Limousine	6	9
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	48	49	Temp Food (one day)	3	11
Mixed Beverage/Caterer	28	33	Temp Food (30 day)	4	16
Pawnbroker	3	3	Temp Food (180 day)	4	18
Pedicab	0	0	Transient Amusement	1	1
YTD License Total: 1128	806	893		157	235

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Old School Bagel Café	710 W. Main Street (New Owner)	Food Service
Planet Fitness #605	1000 Alameda St. ROLOF 101	Food Service
Surf Bar	2180 24 th Ave NW	Food Service
WU'S Panda Garden	1000 Alameda St 118 (New Owner)	Food Service
Chuck E. Cheese's #893	2201 Interstate Dr.	Game Machines/Pool Tables
High Society	2596 W. Tecumseh Rd 108	Medical Marijuana Dispensary
Kush Kure	1045 N. Flood Ave	Medical Marijuana Dispensary
Medie-Jugz	1430 W. Lindsey St	Medical Marijuana Dispensary
Superb Herb Luv	1260 24 th Ave SW	Medical Marijuana Dispensary
Clear Creek Crops	11700 E. Post Oak Rd	Medical Marijuana Grower
FloriBundas Cannabis	2525 Cabin Road	Medical Marijuana Grower
Gladiator Cannabis	712 Research Park Blvd 100	Medical Marijuana Grower
CirQue Entertainment	999 Outside of City (3/31-4/03)	Special Event
U.S. Postal Service Housing FA	2801 E. State Hwy 9 Hotel	Taxi Cab/Limo/ Motorbus
CirQue Entertainment	999 Outside of City (03/31-04/03)	Transient Tent Show License

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
777 Roofing & Construction		
Sooner Bloomers		

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Big Lenny's BBQ	Cappuvvino	B's Smokehouse
C & C Catering	Flavor Mailbox, The	Oklahoma Kettle Korn
Donut Man II	Just Between Us	Wandering Pig, The
Taqueria San Tadeo	Riko's Tacos	

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
03-01-22	Ellison Feed and Seed	Alleges that gun fire in the alley at 115 S. Porter Ave. from Police officer shooting at a suspect busted their window and shot a hole in AC unit	\$6,510.14
03-04-22	Tammy Mast	Alleges that new construction on West Robinson did not have proper signage. She was traveling westbound on Robinson drove over median, allegedly causing tire and rim damage, under carriage damage and broken windshield. She asks for damages to be reimbursed.	\$1,452.38
03-10-22	Anatole at Norman	Alleges that a City worker hit their carport as he was driving to empty the last trash receptacle. This caused damage to three panels and two trim pieces.	\$1,383.40
03-23-22	Estate of Clay Allan Randall (deceased)	Alleges that Officers from Norman Police Department failed to recognize the deceased's medical emergency upon encountering him on March 29, 2021. The deceased's estate claims that by allegedly failing to recognize the deceased's serious medical needs and failing to monitor him and not acquiring appropriate medical attention, Randall suffered physical and mental pain and ultimately died.	In Excess of \$5,000,000.00
03-28-22	David VanBuskirk	Alleges that the City Utilities Department failed to mark water lines, which caused AT&T Fiber to damage his waterline due to this inaction, it caused their waterline to rupture and flooded inside their home, outside, and into the foundation of their home.	\$3,144.62 plus other cost TBD
03-29-22	Canadian River Company LLC	Allegedly, City of Norman trash truck ran into the brick fence around the parking lot and damaged the brick fence.	\$6,400.00

STUDY SESSION

On March 1, 2022, City Council met in Study Session and was presented with an over view of Access Oklahoma Turnpike Plan. Discussed American Rescue Plan Act of 2021 (ARPA) funds for economic development. Discussed potential buyer for 718 North Porter Avenue, additionally discussed relocation of the warming shelter and the University Boulevard drainage improvements.

On March 29, 2022, City Council met in Study Session for discussion with the Oklahoma Turnpike Authority regarding the Access Oklahoma Turnpike Plan as well as the relocation of the warming shelter.

SPECIAL SESSION

On March 8, 2022, City Council met in Special Session to discuss The Poet Laureate Program; adjourned into Executive Session to discuss the acquisition of right-of-way in connection with the Porter Avenue Streetscape 2019 Bond Project.

FINANCE COMMITTEE

On March 17, 2022, the Finance Committee met to discuss monthly revenue and expenditures reports as well as the Open Positions Report.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On March 3, 2022, the Business and Community Affairs Committee met and continued discussion regarding Streeteries in Downtown Norman and the Poet Laureate Program.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On March 24, 2022, the Community Planning & Transportation Committee met for Public Transit update. Discussion regarding Micro Transit and potential establishment of one-way alleys in the Center City Form Based Code Area.

OVERSIGHT COMMITTEE

On March 10, 2022, the Oversight Committee met and discussed creating a program for Landlord Mitigation Funds and/or Landlord Incentive Program as identified in the Home Base final report.

CITY MANAGER 2

NORMAN FORWARD 2A



Memorandum

To: Jason Olsen, The City of Norman Parks and Recreation

From: Randy Hill, ADG

ADG Project Number: 16-003

ADG Project Name: Norman FORWARD

Date: 03.31.2022

Re: March 2022 Monthly Report

REPORT PERIOD: March 1 through March 31, 2022

WORK THIS MONTH

1. Tuesday, March 1, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
2. Tuesday, March 1, 2022 | 2:00 p.m. | Norman ECOC – Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
3. Tuesday, March 1, 2022 | 2:30 p.m. | Development Center Furniture meeting
 - a. Meeting with Jason Olsen to review Parks furniture
4. Wednesday, March 2, 2022 | 10:00 a.m. | Municipal Complex Development Center OAC Mtg
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
5. Wednesday, March 2, 2022 | 2:30 p.m. | Heating Problems in Park & Fleet
 - a. Met with mechanical engineer to discuss solutions resulting in mixing fan proposal
6. Thursday, March 3, 2022 | 1:00 p.m. | YFAC - OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
7. Thursday, March 3, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
 - a. Discussion of project schedule, budgets, and critical issues
8. Friday, March 4, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
9. Monday, March 7, 2022 | 10:30 a.m. | Norman ECOC FF&E Kick Off Meeting
 - a. Meeting with ADG interiors to review FF&E process and schedule
10. Monday, March 7, 2022 | 11:30 a.m. | ECOC Updates and Timeline Discussion
 - a. Meeting with City stakeholders to provide update on project and schedule
11. Monday, March 7, 2022 | 1:00 p.m. | Norman Municipal Complex City Hall – Punch Phase 1 & 2
 - a. Punch work for Phase 1 & 2 of project
12. Tuesday March 8, 2022 | 10:00 a.m. | FSB/ADG YFAC Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
13. Wednesday, March 9, 2022 | 8:00 a.m. | North Base Landscaping & Irrigation Punch Walk
 - a. Punch walk to review landscape and irrigation system
14. Wednesday, March 9, 2022 | 8:00 a.m. | Reaves North Lot Punch Walk
 - a. Punch walk examining light poles, sodding, and Jenkins tie-in
15. Wednesday, March 9, 2022 | 9:30 a.m. | Development Center Furniture Package
 - a. Review of furniture budget and options

16. Thursday, March 10, 2022 | 2:30 p.m. | Senior Wellness Center Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the Senior Wellness Center Project
17. Thursday, March 10, 2022 | 3:30 p.m. | VE Estimate for Senior Center
 - a. Discussion to bring Senior Center back into budget
18. Friday, March 11, 2022 | 8:00 a.m. | Norman ECOC Consultants Coordination Meeting
 - a. ADG FL led video call updating consultants on project status and reviewing coordination items
19. Friday, March 11, 2022 | 2:00 p.m. | Norman Forward Senior Center Public Improvements
 - a. Group meeting to discuss initial presentation of public improvements planned for project
20. Monday, March 14, 2022 | 10:00 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
21. Tuesday, March 15, 2022 | 9:00 a.m. | Norman ECOC Preferred Building Systems
 - a. ADG FL met with CON to discuss preferred systems and manufacturers
22. Tuesday, March 15, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
23. Tuesday, March 15, 2022 | 10:40 a.m. | ADG-GE Johnson Budget Coordination Meeting
 - a. Held to confirm budget prior to discussion with CON
24. Tuesday, March 15, 2022 | 2:00 p.m. | Norman ECOC Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
25. Wednesday, March 16, 2022 | 3:30 p.m. | YFAC Storm Sewer Next Steps
 - a. Review of progress on storm sewer solutions
26. Thursday, March 17, 2022 | 1:00 p.m. | YFAC OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
27. Thursday, March 17, 2022 | 1:30 p.m. | ECOC Finance Update Discussion
 - a. Review of project budget with CON staff
28. Thursday, March 17, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
 - a. Discussion of programming issues on Griffin Park
29. Friday, March 18, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
30. Monday, March 21, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
31. Thursday, March 24, 2022 | 10:00 a.m. | Municipal Courts Furniture
 - a. Review furniture overview, schedule, and coordination items
32. Thursday, March 24, 2022 | 2:10 p.m. | YFAC BP #4.1 Bid Opening
 - a. Bid opening for BP #4 – remainder of project
33. Monday, March 28, 2022 | 2:00 p.m. | Norman ECOC Structural Coordination Meeting
 - a. ADG FL led coordination meeting with structural subconsultant
34. Monday, March 28, 2022 | 3:00 p.m. | North Base Fleet Concrete
 - a. Meeting with CON owner group regarding concrete concerns on project
35. Monday, March 28, 2022 | 3:00 p.m. | Norman ECOC Building Security and Access Control
 - a. ADG FL led coordination meeting examining access control and IT needs room by room
36. Tuesday, March 29, 2022 | 10:00 a.m. | Norman ECOC In-take Air Coordination
 - a. ADG FL led meeting with mechanical subconsultant to discuss HVAC
37. Tuesday, March 29, 2022 | 11:30 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
38. Tuesday, March 29, 2022 | 2:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
39. Tuesday, March 29, 2022 | 3:30 p.m. | CFOB Meeting
 - a. Presented graphic report to CFOB
40. Wednesday, March 30, 2022 | 9:00 a.m. | North Base Fleet Problems
 - a. Owner, Architect, and Contractor meeting to discuss outstanding issues on closeout

41. Wednesday, March 30, 2022 | 10:00 a.m. | Norman Development Center – OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
42. Thursday, March 31, 2022 | 10:00 a.m. | YFAC and Senior Center FF&E Procurement Meeting
 - a. Discussed procurement options for both projects to keep in line with previous procurement processes
43. Thursday, March 31, 2022 | 1:00 p.m. | YFAC OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
44. Thursday, March 31, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
 - a. Discussion of programming issues on Griffin Park
45. Thursday, March 31, 2022 | 3:10 p.m. | YFAC BP #4.2 Bid Opening
 - a. Bid opening for BP #4 – outstanding items not accepted on 3.24.22 bid date

Construction Observation Site Visits:

- a. Griffin, Phase 5: 6
- b. Municipal Complex, City Hall: 6
- c. Municipal Complex, Development Center: 2
- d. North Base: 4
- e. Young Family Athletic Center: 7
- f. Reaves Park: 7
- g. Senior Center: 3

WORK ANTICIPATED THE UPCOMING MONTH (April 2022)

- Griffin Park
 - Phase 5: Construction underway
 - Phase 6: Design ongoing
- Reaves Park
 - Construction in progress
- North Base Complex
 - Final reports for Davis Bacon compliance and deliverables
 - Finalizing amended punch list effort
 - Completion of outstanding work due to delays
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - GMP #4 to be issued
 - Recurring weekly OAC meetings
 - Finalization of storm water and water line items
- Senior Wellness Center
 - Schedule coordination based on construction budget alignment
 - Recurring bi-weekly OAC meetings
 - Opening of bids for final GMP
 - Budget presentation to City Council
- Municipal Complex
 - Development Center: Asbestos abatement completion
 - Municipal Courts: CD's underway, beginning to reengage as Development Center remobilizes
 - Building 201: Construction underway
 - FF&E inventory, selection, and layout underway
- Emergency Communications and Operations Center
 - Design development ongoing
 - Recurring bi-weekly programming meetings
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

PROJECT STATUS

- Norman ECOC
 - a. Schedule: Design development in progress
 - b. Budget: In Budget
 - c. Issues: No known issues
- Griffin Park
 - a. Schedule: Phase V in construction, Phase VI in design
 - b. Budget: Alignment still in progress
 - a. Issues: No known issues
- Reaves Park
 - a. Schedule: Construction ongoing
 - b. Budget: Contingency exhausted, examining additional funding source
 - c. Issues: No known issues
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - a. Schedule: GMP #4
 - b. Budget: Budget alignment in progress
 - c. Issues: Site utilities (stormwater and water line)
- Senior Wellness Center
 - a. Schedule: Final bidding process and GMP #4 scheduled for 4.19.22 Council
 - b. Budget: Budget alignment in progress, awaiting return of bids
 - c. Issues: Construction cost exceeds budget. Land closing and Notice to Proceed.
- Ruby Grant
 - a. Schedule: Final acceptance by City Council on 1.18.22
 - b. Budget: In budget
 - c. In operation
- Westwood Indoor Tennis Facility
 - a. Schedule: Opening Celebration on May 24, 2019
 - b. Budget: Within budget
 - c. In operation: Court paint warranty extended another 12 months from 9.22.2022
- East Library
 - a. Schedule: Opening Celebration on July 20, 2018
 - b. Budget: Within budget
 - c. In operation
- Central Library
 - a. Schedule: Opening Celebration on November 4, 2019
 - b. Budget: Within budget
 - c. In operation
- Westwood Family Aquatic Center
 - a. Schedule: Opening Celebration on May 26, 2018
 - b. Budget: Final Pay App approved on July 24, 2018
 - c. In operation
- Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Revised/Updated January 30, 2019
 - d. Issues: None

SUBMITTED BY: ADG – Randy W. Hill

FINANCE 3

CITY OF NORMAN

Department of Finance Monthly Report – March 2022

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 42,568 payments in person and over the phone, an increase of 10% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 12,126 payments in March, an increase of 18% from last month.

Utility Services Division:

The Meter Reading Division read 42,011 meters. Out of 77 meter reading routes, 36 (47%) were read within the targeted 30-day reading cycle. 59 routes (77%) were read by the 32nd day, and all routes were read by the 35th day. Twenty-one routes were estimated in March.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are above target for the month of March by 6.5%. Revenues from the City's largest single source of revenue, sales tax, are above target by 18.6% for the year to date and 21.6% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 22 Budget To Date	FYE 22 Actual To Date	FYE 21 Actual To Date	FYE 20 Actual To Date
Sales Tax Revenue	\$34,618,281	\$41,054,789	\$33,772,689	\$30,973,061
General Fund Revenue	\$66,627,941	\$70,945,921	\$71,820,712	\$58,277,730
General Fund Expenses	\$69,731,404	\$63,781,569	\$70,909,469	\$63,454,144

Administration Division

	FYE 22		FYE 21	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,040.00	480.00	3,200.00
Total Comp Time Available	9.00	81.00	10.75	28.25
Total Overtime Hours	0.00	0.50	0.00	2.00
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	 329.00	 3,121.50	 490.75	 3,230.25
Benefit Hours Taken	34.75	520.75	80.50	681.50
 TOTAL ACCOUNTABLE STAFF HOURS	 294.25	 2,600.75	 410.25	 2,548.75
 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

ACCOUNTING 3A

Accounting Division

	FYE 22		FYE 21	
	March	YTD	March	YTD
Total Regular Hours Available	1,120.00	9,832.00	1,440.00	9,600.00
Total Comp Time Available	1.25	28.75	23.00	44.75
Total Overtime Hours	15.00	145.00	25.25	209.75
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	 1,136.25	 10,005.75	 1,488.25	 9,854.50
Benefit Hours Taken	124.00	1,608.50	367.50	1,591.00
 TOTAL ACCOUNTABLE STAFF HOURS	 1,012.25	 8,397.25	 1,120.75	 8,263.50
 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 REPORTS

3B

City Revenue Report

	FYE 22 March	FYE 22 February	
Total Revenue Received (\$)	\$5,517,876	\$3,991,100	\$1,526,776
Utility Payments - Office (#)	42,568	38,716	3,852
Utility Payments - Office (\$)	\$4,739,908	\$3,697,391	\$1,042,517
Lockbox (#)	12,757	11,834	923
Lockbox (\$)	\$1,200,502	\$1,073,743	\$126,759
IVR Credit Card (#)	0	0	0
IVR Credit Card (\$)	\$0	\$0	\$0
Click to Gov (#)	0	0	0
Click to Gov (\$)	\$0	\$0	\$0
Paymentus (#)	\$12,126	\$10,283	\$1,843
Paymentus (\$)	\$1,422,546	\$1,196,671	\$225,875
UT Credit Card Payments (#)	0	0	0
UT Credit Card Payments (\$)	\$0	\$0	\$0
Art Donations (#)	0	0	0
Art Donations (\$)	\$0	\$0	\$0
Bank Draft Payments (#)	15,175	14,170	1,005
Bank Draft Payments (\$)	\$1,299,488	\$1,206,885	92,603
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	98	87	11
Processed Return Checks (\$)	(\$7,872)	(\$10,497)	\$2,625
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$551,830	\$144,412	\$407,418
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$144,229	\$103,975	\$40,254
Municipal Court - Credit Card (#)	361	292	69
Municipal Court - Credit Card (\$)	\$84,300	\$59,347	\$24,953
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$409,947	\$190,690	\$219,257
Building Permits Credit Card (#)	418	266	152
Building Permits Credit Card (\$)	\$307,587	\$130,930	\$176,657
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$30,788	\$1,492	\$29,296
Occupational License - Bldg Insp. CC (#)	105	16	89
Occupational License - Bldg Insp. CC (\$)	\$7,678	\$1,267	\$6,411
Business License - City Clerk (\$)	\$220,190	\$2,305	\$217,885
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	0	0	0
Convenience Fees - All Payments (\$)	\$0	\$0	\$0
Bank Drafts Billed (#)	0	0	0
Bank Drafts Billed (\$)	\$0	\$0	\$0
Interdepartmental Billing (#)	0	0	0
Interdepartmental Billing (\$)	\$0	\$0	\$0
Accounts Receivable Billed (\$)	\$835,813	\$170,633	\$665,180

Budget Services Division

	FYE 22		FYE 21	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,039.50	480.00	3,200.00
Total Comp Time Available	1.75	8.00	2.50	6.50
Total Overtime Hours	0.00	1.00	0.00	1.00
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	 321.75	 3,048.50	 482.50	 3,207.50
Benefit Hours Taken	9.75	529.25	93.75	457.00
 TOTAL ACCOUNTABLE STAFF HOURS	 312.00	 2,519.25	 388.75	 2,750.50
 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

Treasury Division

	FYE 22		FYE 21	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	7,168.25	1,200.00	8,000.00
Total Comp Time Available	0.50	92.25	11.75	159.25
Total Overtime Hours	41.50	365.75	50.25	260.00
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	 842.00	 7,626.25	 1,262.00	 8,419.25
Benefit Hours Taken	74.75	1,179.75	390.50	1,600.50
 TOTAL ACCOUNTABLE STAFF HOURS	 767.25	 6,446.50	 871.50	 6,818.75
 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

UTILITY 3C

Utility Division

	FYE 22		FYE 21	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,566.25	22,518.25	3,954.00	26,231.00
Total Comp Time Available	37.50	232.25	89.50	273.75
Total Overtime Hours	211.00	1,009.00	405.25	2,202.50
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	2,814.75	23,759.50	4,448.75	28,707.25
Benefit Hours Taken	229.25	3,810.00	619.00	4,861.00
TOTAL ACCOUNTABLE STAFF HOURS	2,585.50	19,949.50	3,829.75	23,846.25
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

Office Services

	FYE 22		FYE 21	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,037.75	384.00	2,784.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	28.00	285.00	70.75	314.00
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	 348.00	 3,322.75	 454.75	 3,098.00
Benefit Hours Taken	29.75	475.50	25.25	468.50
 TOTAL ACCOUNTABLE STAFF HOURS	 318.25	 2,847.25	 429.50	 2,629.50
 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

Drive-up Window and Mail Payments

	FYE 22 February	FYE 22 March
Mail Payments - Lockbox	13,894	16,055
Mail Payments - Office	75	135
Mail Payments - Subtotal	13,969	16,190
Night Deposit	242	189
Click-to-Gov Payments	0	0
Paymentus Payments	11,834	12,757
IVR Payments	0	0
Without assistance payments - Subtotal	12,076	12,946
Drive-up window & inside counter	2,163	2,423
Credit Card machine payments (swipe)	0	0
Credit Card machine payments (phone)	0	0
With assistance payments - Subtotal	2,163	2,423
Total Payments Processed - Subtotal	28,208	31,559
Bank Draft (ACH) Payments	10,559	11,246
Total Payments (Utility)	38,767	42,805
Total Convenience Fees - all Payments	0	0
Grand Total Payments	38,767	42,805

Traffic Counter at Drive-up Facility

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

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

Meter Reading Division

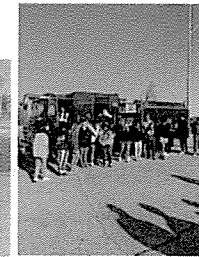
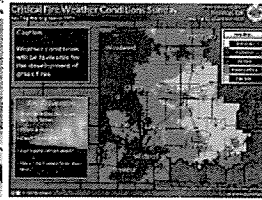
	FYE 22		FYE 21	
	March	YTD	March	YTD
Number of Meters Read	38,567	347,888	38,063	301,550
New Service	599	6,328	637	6,124
Request for Termination	591	6,267	678	6,060
Delinquent On(s)	222	1,935	383	2,052
Delinquent Offs	231	2,026	397	2,331
Collect Deposit Tags Hung	0	0	0	60
Collect Deposit Cut Offs	0	0	0	12
Blue Tags	0	0	18	105
Number of Meters Re-read	1,710	11,494	1,096	5,787
Meters Cleaned	45	133	6	305
Customer Assists	0	0	0	277
Meters Pulled	0	7	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	46	354	40	520
TOTAL	42,011	376,432	41,318	325,183

Utility Division Activity Report

	FYE 22		FYE 21	
	March	YTD	March	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,525	396,895	44,061	394,091
New Ons	646	6,474	680	7,657
Final Accounts Billed	630	5,408	649	5,889
TOTAL ACCOUNTS BILLED	46,801	408,777	45,390	407,637

FIRE DEPARTMENT

4



NFD Monthly Progress Report March 2022

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	45	2.89%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.06%
3 - Rescue & emergency	970	62.30%
4 - Hazardous Conditions (No Fire)	32	2.06%
5 - Service Call	127	8.16%
6 - Good Intent Call	295	18.95%
7 - False Alarm & False Call	76	4.88%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.13%
Incomplete Reports	9	0.58%
Total Incident Count (Unique Calls)	1557	100.00%
Number of Total Unit Responses	2063	

Total Fire Loss \$612,705.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	283	280	0:04:40
Station #2	211	345	0:05:45
Station #3	284	361	0:06:01
Station #4	187	324	0:05:24
Station #5	49	558	0:09:18
Station #6	71	562	0:09:22
Station #7	164	403	0:06:43
Station #8	111	360	0:06:00
Station #9	189	381	0:06:21

Community Outreach

Tours and Special Events	8	Ride Alongs, Community Events and Tours
--------------------------	---	---

Burn Permits

Burn Permits Issued	0	Conditions were not safe for burning at all in March
---------------------	---	--

Training

Total Personnel Training Hours	1982	Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, etc.
--------------------------------	------	---

NFD Monthly Progress Report

March 2022

Item 9.

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
Chief 301	22	6	2	2	2	0	0	3	4	3
Chief 302	21	6	2	4	2	0	1	3	1	2
Chief 303	17	2	1	1	2	0	3	5	1	2
Chief 304	5	1	0	1	1	0	1	0	0	1
Chief 401	12	4	0	1	0	3	0	0	0	4
Chief 402	19	1	2	3	2	1	7	1	0	2
Chief 403	10	1	0	1	1	1	4	0	0	2
Chief 404	7	0	0	0	1	0	2	2	0	2
Engine 1	316	282	0	12	1	0	5	8	0	8
Brush 1	24	17	0	1	0	0	4	0	0	2
Ladder 1	15	4	0	4	2	0	0	2	0	3
Engine 2	233	3	208	5	8	0	0	6	1	2
Brush 2	7	0	1	1	3	0	0	1	0	1
Ladder 2	20	4	5	4	2	0	0	2	0	3
Engine 3	303	4	3	286	1	1	1	1	0	6
Brush 3	10	4	0	5	0	0	1	0	0	0
Engine 4	195	2	1	1	186	0	0	1	4	0
Brush 4	7	0	1	1	4	0	0	0	1	0
Engine 5	24	0	0	0	0	17	5	0	0	2
Brush 5	61	0	0	0	0	53	6	0	0	2
Engine 6	43	1	0	1	0	3	31	0	0	7
Brush 6	86	1	0	1	0	5	71	0	0	8
Rescue 7	1	0	0	0	0	0	0	1	0	0
Squad 7	194	8	4	6	5	0	0	163	4	4
Brush 7	6	2	0	0	0	0	0	3	0	1
Engine 8	116	0	1	0	2	0	0	4	109	0
Brush 8	3	0	1	0	0	0	0	0	2	0
Tanker 8	4	1	0	1	0	1	1	0	0	0
Engine 9	224	13	0	10	0	2	11	1	0	187
Brush 9	27	7	0	2	0	1	8	0	0	9
Tanker 9	20	2	0	1	0	2	10	0	0	5
EMS1	4	0	0	0	0	0	0	0	0	4
Fire Marshal 1	4	2	0	1	0	0	0	0	0	1
Fire Marshal 5	1	0	0	0	0	0	0	0	0	1
Fire Marshal 6	2	0	0	0	0	0	2	0	0	0
	2063	378	232	356	225	90	174	207	127	274

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
March 2022**

Fire Review Coordinator Activities

Activites	Notes	Number	Staff Hours
Building Permits/Development Review Team		36	62
Inspections/Re-inspections		21	25
Special Events	St Patrick's Day, Medievel Fair	2	7
Citizen Calls for Information		10	6
Training - EMT		2	4
Meetings - Fire Insp & Planning Officer Hiring	Assessment Board for Moore FD	4	31
Fire Investigation	Reports & Research	6	10
Totals		81	145

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
March 2022**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		32	66
Re-Inspections		10	10
Total Inspections		42	76

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries		4	2.5
Smoke Detectors Installed		10	7

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)			
Fire Education Classes			

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)		4	11
Code Violation Complaints		2	2
Investigations		6	14
Investigative Activities		1	4
Miscellaneous/Special			




EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

Comments: March 2022

Regular Monthly Scheduled Activities	Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK
Each morning at 7:00 am, a silent test of the outdoor warning system is conducted	The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly
Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather.	This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather.
Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, www.w5nor.org) at the Fire Training Center (South Canadian Amateur Radio Society)	The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations
Each Wednesday Morning 9:15 am	Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State office and to other jurisdictions.
Each first Thursday evening of the month is amateur radio testing night at 6:00 pm	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 April 19, 2022
	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.

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	
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 (normally at the Norman Regional hospital on Porter) 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
Other Emergency Management Activities	
Local Response	
Red Cross Coordination for burn outs. In March there was one fire (March 8) responded to in order to assist families with immediate needs.	With the robust 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.
Youth Camp	
Planning of the 2022 Youth Preparedness Camp to be held at Northeastern University in Tahlequah, OK is underway. Dates are July 16-22, 2022. In January 2022, active recruitment will begin for students and volunteer adults.	In 2019, the first youth preparedness camp was held at NSU in Tahlequah. 35 students from around the state participated and supported by 25 adults. This program trained students in two primary areas. 1: The Citizens Emergency Response Training

<p>The initial walk through and planning meeting was conducted on Feb 4, 2022. Now the administrative process is ready to formally announce the camp. Facebook and Twitter link is below.</p> <p><u>Oklahoma City Office of Emergency Management Facebook</u></p> <p><u>(19) OKC Office of Emergency Management (OKC OEM) on Twitter: "SAVE THE DATE for the Oklahoma Youth Preparedness Camp at @NSURiverHawks, 07/17-22. The free overnight camp is open to students grades 9-12. Have fun & learn community action planning, basic emergency response & leadership skills. Register by 06/01 at https://t.co/S0payvOrdb https://t.co/33nL1slZ6B" / Twitter</u></p>	<p>program and 2: A course of Community Preparedness Training. Students and staff were housed in the dorms and logistic support was provided by NSU emergency Management. The course was very robust and kept the students and staff highly engaged in training and learning hands on skills critical in disaster operations. The FEMA Region 6 representative indicated the camp was the best he had seen so far. The camp was nationally recognized by Bill Bischof, FEMA Region 6, National Preparedness Division</p>
<div data-bbox="315 846 380 911"></div> <p>OKYPC Brochure.pdf</p> <div data-bbox="526 846 591 911"></div> <p>OKYPC Poster.pdf</p>	<div data-bbox="883 846 948 911"></div> <p>OKYPC Sponsor Letter 2022.pdf</p>
<p>For the Youth Camp, The American Legion Post 20, Fort Gibson has offered to be the primary sponsor for the camp.</p>	<p>A presentation is planned to the Post leadership for April 30, 2022</p>
<p>The Norman Art Walk conducted each second Friday.</p>	<p>Response Volunteers mingle with the crowd on various dates and provide information regarding preparedness tips and weather tips</p>
<p>Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response.</p>	<p>The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.</p>
<p>The Emergency Management Association of Southwest Oklahoma conducted an annual workshop on March 9-11, in El Reno</p>	<p>This workshop highlighted the active shooter movie of Run Hide Fight (2019) starring Elizabeth May of 1883 fame. The</p>

Oklahoma.	film showed a twist to the normal way it is anticipated for an active shooter to attack a school.
The annual Oklahoma Emergency Management Association conference	This year it was held at the Grand Casino in Durant Oklahoma. It is noted this is the first year in the association history that OEMA funded the entire conference.
GRANTS STATUS	
Norman Safe Room Grant	Completed
National Association of City/County Health Officials	
2020 Operational Readiness Award	GF 0024 \$7,500 Active
2021 Operational Readiness Award	GF 0025 \$10,000 Active
2022 Operational Readiness Award	GF 0026 \$10,000 Active
RESPOND, INNOVATE, SUSTAIN, EQUIP Award	GF TBD \$75,000 Pending Council Item
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.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The federal portion of \$3,878,113.68 was paid to the City of Feb 8, 2022. The Federal Government has passed a resolution to pay Cities 90% instead of the normal 75%. This adjustment is to be paid automatically as the government works out the details. This will result in an additional \$776, 044 in payment to the City. This would also affect the State down to \$258,564.34
Disaster 4587 February 2021	FEMA determined the expenses from this disaster. Cleveland County Was approved only for emergency protective measures. Removal of snow and ice was not approved for reimbursement.
Mitigation Grant Status	
Norman Safe Room grant program	This program was closed and final payments

	made to the City. The COVID response delayed processing the additional payments to participants. As of the end of March 2022, all supplemental payments except one has been completed. Effort is being taken to find the last resident. \$2992.91 was paid in supplement payments.
FEMA has announced an increase of mitigation money to 90% from the DR-4575 and 4587 disasters.	Norman EM Division previously was approved to apply for mitigation money to increase the number of outdoor warning sirens. That effort was placed on hold due to the I-35 construction. With this opportunity the program will be revitalized and updated for submission to the State Hazard Mitigation Office. It is anticipated that up to 6 additional sirens are needed.
Severe Weather Issues	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)
Seasonal Webinars are being conducted in preparation of the upcoming year	Check the Norman NWS website for details when webinars are being conducted.

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
March 2022

Item 9.

ADMINISTRATION

A. Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Tracked Employee Recognition gifts & delivered
- Assisted Chief Negotiator with updated FOP articles for FYE 22 Settlement Package

BENEFITS

- Conducted six (6) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Continued education of plan documents
- Worked with Healthy Merits and EHealth Biometrics to maintain success in scheduling wellness screenings on site. This year's onsite clinics were successfully concluded having seen between 80 and 100 employees per day.
- Continued communications regarding evolving status of OTC COVID-19 Test Reimbursement Mandate
- Finalized Form 1095-C mail out
- Continued necessary maintenance on Form 1095-C File prior to electronic filing in March.

PERSONNEL ACTIONS

New Hires – 20

Dept./Div.	Position	Number of Employees
Human Resources	Director of Human Resources	1
Public Works/Transit	Public Works Supervisor	1
Utilities/Water Treatment	Plant Operator D	1
Utilities/Water Line Maintenance	Administrative Technician III	1
Utilities/Sewer Line Maintenance	Utility Collection Worker I	1
Police/Animal Welfare	Animal Welfare Center Manager	1
Fire/Administration	Administrative Technician II (PPT)	1
Parks/Westwood Pool	PT Pool Personnel (PT)	13

Separations – 8

Dept./Div.	Position	Number of Employees
Finance/Utilities	Utility Billing Service Rep.	1
Municipal Court	Municipal Court Officer	1
Public Works/Fleet	Mechanic II	1
Public Works/Transit	Public Works Supervisor	1
Police/Patrol	Police Sergeant	3
Utilities/Water Treatment	Maintenance Worker I	1

Dept./Div.	Position	Number of Employees
Utilities/Water Line Maintenance	Utility Distribution Worker II	1
Utilities/Water Line Maintenance	Heavy Equipment Operator	1
Utilities/Sewer Line Maintenance	Utility Collection Worker I	1
Fire/Prevention	Fire Marshal	1

SURVEYS

- Compiled compensation/benefit survey information from 23 local/comparable cities for Police and Fire.

RECRUITMENT**Accepted applications for the following positions:**

Department/Division	Position
Fire Department	Fire Inspector
Fire/Suppression	Firefighter Recruit
Finance/Utility Billing Services	Utility Billing Services Rep
Parks & Recreation/Admin	Park Planner
Parks & Recreation/Admin	Urban Forester
Parks & Recreation/Park Maintenance	Maintenance Worker I
Parks & Recreation/Recreation	Food & Beverage Tech I (PT)
Parks & Recreation/Recreation	Food & Beverage Tech II (PT)
Parks & Recreation/Recreation	Recreation Center Supv.-Whittier
Parks & Recreation/Recreation-12 th Ave	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Irving	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Little Axe	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Family Aquatic Center	Admissions Clerk I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Admissions Clerk II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Assistant Aquatic Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Facility Maintenance I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Facility Maintenance II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Cashier I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Cashier II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Head Lifeguard (PT)
Parks & Recreation/Westwood Family Aquatic Center	Lifeguard (PT)
Parks & Recreation/Westwood Family Aquatic Center	Office Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Slide And Gate Attendant (PT)
Parks & Recreation/Westwood Family Aquatic Center	Swim Instructor (PT)
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)
Parks & Recreation/Westwood Tennis Center	Tennis Shop Attendant (PT)
Planning/CDBG	Emergency Shelter Case Manager (PT)
Planning/Code	Code Compliance Inspector
Police/Animal Welfare	Animal Welfare Technician
Police/Animal Welfare	Shelter Veterinarian

Police Department	Police Officer
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Police/Emergency Communications Bureau	Communications Officer III
Police/Staff Services	Parking Service Officer
Police/Staff Services	Police Records Clerk
Public Works/Engineering	Engineering Assistant
Public Works/Fleet	EVT Mechanic II
Public Works/Fleet	Mechanic II – Light Duty
Public Works/Fleet	Fleet Service Technician
Public Works/Fleet	Public Works Supervisor-Transit
Public Works/Streets	Maintenance Worker I
Utilities/Sanitation	Sanitation Worker I
Utilities/Sanitation	Sanitation Worker II
Utilities/Sanitation	Utilities Supervisor
Utilities/Sewer Line Maintenance	Utility Collection Worker I
Utilities/Sewer Line Maintenance	Utility Collection Worker II
Utilities/Water Line Maintenance	Utility Distribution Worker I
Utilities/Water Line Maintenance	Utility Distribution Worker II
Utilities/Water Reclamation Facility	Custodian (PPT)
Utilities/Water Treatment Plant	Laboratory Technician
Utilities/Water Treatment Plant	Maintenance Worker I
Utilities/Water Treatment Plant	Plant Operator D
Utilities/Water Treatment Plant	Temporary Laborer (PT)

Recruitment & Hiring Statistics:

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	70	Advertisements Placed	31
Pre-Employment Drug Screens	59	Applications Received	1,210
Pre-Employment Physicals	42	Job Announcements Emailed	64
Pre-Employment OSBI	35	Job Announcements to CON Depts.	585

Contacts/Inquiries		Selection Process Elements	
In Person	410	Written Exams	3
Phone	505	Practical Testing/Assessment Ctr	3
Mail	350	Panel Board Interviews	7
Email	275	Promotions	5
Total Subscribers on E-mail Vacancy List	1,525	Oral Interviews	50
Total Page Views for HR Website	7,507	Hiring/Promotion Board	2

TRAINING AND DEVELOPMENT

Item 9.

Conducted training for six (6) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social Media policies.

Provided Advanced Supervisory Academy Session 6 on the topic of Supervisory Management Part 1 for 34 employees in management, supervisory, lead and crew chief roles from various departments. The course covered the basic tenets of managing others in the role of supervisor.

The Computer Training Lab was the site for Law Enforcement Records Management System Training for Police Department Supervisor and Clerks.

SAFETY

- Safety material documents were sent to divisions each week
- Conducted three (3) Return to Work Meetings (Water Treatment (2)/Streets (1))
- Conducted five (5) new employee orientations

Recordable Injuries – 2

Dept./Division	Nature of the Injury	Activity	Prognosis
Police/Patrol	Strained right thumb	Altercation with student	Work restrictions
Police/Patrol	Strained left wrist & right knee	Altercation with suspect	Work restrictions

Recordable Injuries per calendar year. CY 2021 is current year to date:

2022	2021	2020	2019	2018	2017
14	64	57	65	71	59

Vehicle Collisions: 1

Division	Description of Collision	Status
Sanitation	Driver was servicing poly carts & forgot to lock forks back into position. As the truck moved forward, the forks hit a car's back bumper.	"AT FAULT"

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

2022	2021	2020	2019	2018	2017
1	10	3	8	5	17

INFORMATION TECHNOLOGY 6

CITY OF NORMANInformation Technology Department
Monthly Report – March 2021.

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.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, Advanced Utilities for utility billing, Tyler EAM for Work Orders, as well as Intellitime for Time and Attendance. Munis for HR Module has completed. CityView for Planning and Permits began May 2021.
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.	Ongoing: New core switching has been implemented and speed enhanced at main 201 W Gray campus. IT Network staff are in implementation and testing of networking and security appliances.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilities 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 in case of lost service from the main connection.	Awaiting Approval possible launch in FYE23
New Building construction 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
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centracs	In Progress
IT Security training efforts for all network and email users at the City of Norman.	Increase the knowledge and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who uses the network and email.	Ongoing
Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress

Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q1 or Q2 2019
Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

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 2022.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 17 emails from the groups shown were sent from city servers using city resources – of those 23,912 were delivered to outside mailboxes for the month of March 2022. The city servers generated mass communications to Norman citizens of 23,912 messages from only 17 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 310,256 attempted incoming and 107,647 outgoing messages for the month of March 2022. Incoming messages totaling 123,095 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 40% of our inbound mail. This percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from countries with known malicious attackers that constantly try to impact 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:

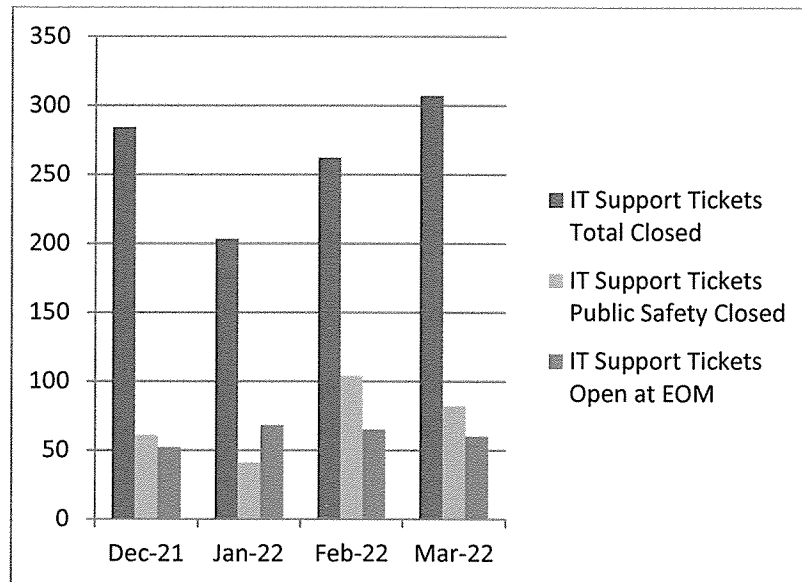
The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of March 2022, the City of Norman's web site had 106,907 individual web sessions access the web site for 225,554 total page views. Of those sessions, 59,370 were identified as New Users to view content 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 reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

ERP Project Implementation Progress:

The chart below shows the current progress of the ERP Implementation Project. The project began in January of 2018 and is expected to run through FYE22. The City Council has approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced automated services and web services for our citizen base as well as the employees who use and track their daily work with these business systems. The IT Department has

completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), and Payroll (Munis). Human Resource Management (HRM), and EAM for Work Orders is our focus for the Months of Feb through July/August 2021. Daily work continues on these systems as well as additional training and configuration on the Utility Billing software. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to be completed by the end of FYE22 or the start of FYE23.

		2018												2019												2020												2021											
Community / Phase	Legacy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
City of Norman Implementation Plan																																																	
Parks & Rec: Vermont	Manual																																																
Municipal Court: Tyler Incode	Custom																																																
Phase 1: Financial Management	HTE																																																
Utility Billing: Advanced Utilities	HTE																																																
Phase 2: EAM: Facilities, Line Maint, Storm water	HTE																																																
Planning and Community Dev.: Cityview	HTE																																																
Phase 3: Human Resource Management	HTE																																																
Time & Attendance: IntelliTime	Manual																																																
Website Re-Design	Custom																																																
Phase Months:		0	1	2	2	1	3	3	3	2	2	2	2	2	3	2	2	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4

Table 1**Table 2**

March 2022 LIST SERVER REPORT			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	16	4	64
Job Posting	1534	4	6136
Norman News	1968	9	17712
Totals	3518	17	23912



SECURE EMAIL GATEWAY

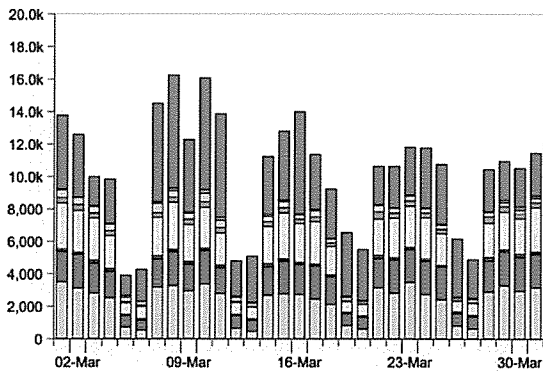
Executive Summary

ironport.example.com

01 Mar 2022 00:00 to 31 Mar 2022 23:59 (GMT -05:00)

Data in time range: 100.0 % complete

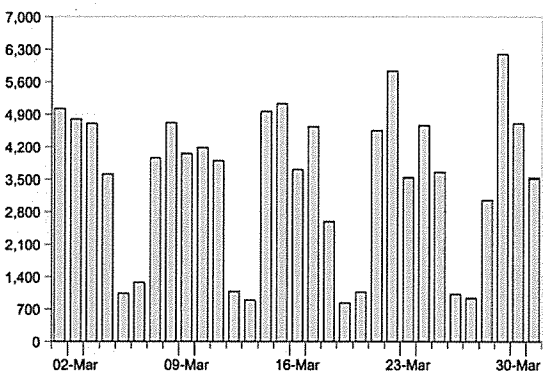
Incoming Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	35.5%	110,292
Stopped by Domain Reputation Filtering	0.9%	2,871
Stopped as Invalid Recipients	0.0%	10
Spam Detected	3.1%	9,663
Virus Detected	0.0%	90
Detected by Advanced Malware Protection	0.0%	37
Messages with Malicious URLs	0.0%	29
Stopped by Content Filter	0.0%	103
Stopped by DMARC	2.5%	7,711
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	39.7%	123,095
Marketing Messages	19.5%	60,546
Social Networking Messages	1.5%	4,515
Bulk Messages	15.9%	49,347
Total Graymails:	36.9%	114,408
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	23.4%	72,753
Total Attempted Messages:		310,256

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	0.1%	78
Stopped by DLP	0.0%	0
Clean Messages	99.9%	107,683
Total Messages Processed:		107,761

Message Delivery	%	Messages
Hard Bounces	2.1%	2,224
Delivered	97.9%	105,423
Total Messages Delivered:		107,647

ironport.example.com - 01 Apr 2022 01:00 (GMT -05:00)

Copyright © 2003-2021 Cisco Systems, Inc. All rights reserved.

Site Traffic

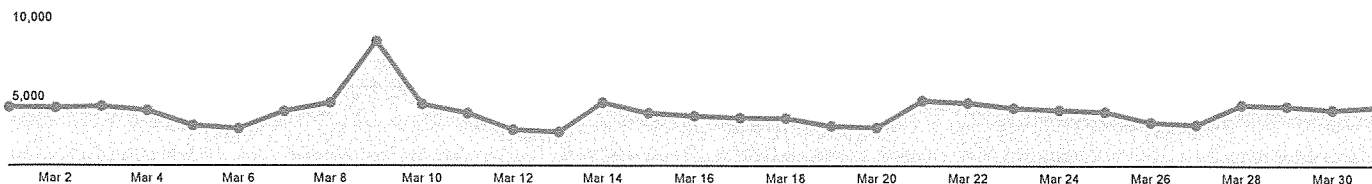
Item 9.

Mar 1, 2022 - Mar 31, 2022

All Users
100.00% Sessions

Report Tab

Sessions



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	106,907 % of Total: 100.00% (106,907)	2.11 Avg for View: 2.11 (0.00%)	225,554 % of Total: 100.00% (225,554)	68,725 % of Total: 100.00% (68,725)	59,370 % of Total: 100.04% (59,348)	44.02% Avg for View: 44.02% (0.00%)	00:01:40 Avg for View: 00:01:40 (0.00%)
1. 09	7,869 (7.36%)	1.61	12,705 (5.63%)	6,786 (7.34%)	5,325 (8.97%)	69.23%	00:01:58
2. 21	4,123 (3.86%)	2.07	8,537 (3.78%)	3,623 (3.92%)	2,478 (4.17%)	37.16%	00:01:52
3. 14	4,002 (3.74%)	2.15	8,587 (3.81%)	3,512 (3.80%)	2,191 (3.69%)	48.10%	00:01:36
4. 22	3,982 (3.72%)	2.19	8,725 (3.87%)	3,370 (3.64%)	2,223 (3.74%)	36.92%	00:01:45
5. 08	3,975 (3.72%)	2.02	8,048 (3.57%)	3,495 (3.78%)	2,404 (4.05%)	49.16%	00:01:48
6. 10	3,889 (3.64%)	2.03	7,901 (3.50%)	3,382 (3.66%)	2,122 (3.57%)	48.80%	00:01:38
7. 28	3,863 (3.61%)	2.20	8,515 (3.78%)	3,330 (3.60%)	2,120 (3.57%)	42.92%	00:01:40
8. 29	3,774 (3.53%)	2.29	8,649 (3.83%)	3,222 (3.48%)	2,036 (3.43%)	40.57%	00:01:44
9. 03	3,752 (3.51%)	2.22	8,316 (3.69%)	3,232 (3.49%)	2,014 (3.39%)	38.94%	00:01:41
10. 31	3,716 (3.48%)	2.20	8,168 (3.62%)	3,197 (3.46%)	1,922 (3.24%)	39.91%	00:01:37

Rows 1 - 10 of 31

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
March 2022 Report
(Submitted April 7 2022)

MONTHLY HIGHLIGHTS:

Alyssa Mann v. State of Oklahoma, CV-2020-188; SD-118,751 (K)

The City was not an active party to this appeal. However, on February 18, 2022, the Oklahoma Court of Civil Appeals held that the Petitioner was not entitled to an expungement while her deferred sentence in another matter was pending. The Petitioner did not request review by the Supreme Court, and thus the mandate terminating this case was filed on March 23, 2022. Consequently, this case will no longer appear on the Monthly Report.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Harmon et al. v. City of Norman et al., CIV-18-0688; 18-6187; 22-6019 (K)

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

Doughty v. CentralSquare Technologies LLC, et al., CJ-2020-451; CIV-2020-500 (K)

Thompson v. City of Norman, et al., CJ-2019-71; CIV-19-13 (K)

Shaw, Austin, et al. v. City of Norman, et al., CIV-21-1124-J

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

AMF Development v. City of Norman, et al, CJ-2018-1134; SD 119,677 (K)

Fleske Holding Company LLC v. City of Norman, CV-2018-956; SD 119,649

Kevin Easley v. City of Norman, CV-2012-346; DF-115811 & SD-119536

Golden Tribe LLC v. City of Norman, CV-2018-1142, DF-119107

Magnum Energy, Inc. v. Board of Adjustment for the City of Norman, SD-117912 (M): On March 22, 2022 a decree was entered by the Supreme Court of Oklahoma which vacated the opinion of the Oklahoma Court of Civil Appeals and affirmed the judgment of the trial court in favor of Plaintiff/Appellant Magnum Energy, Inc.

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT**A. General Lawsuits**

Arce, Geoffrey v. Board of County Commissioners for Cleveland County, and District #2 Commissioner, Darry Stacy in his capacity as County Commissioner and a master of its employee and agent Zachary Paulk in the course of employment, and Norman Fire Department, CJ-2022-204 (K)

This case was filed on March 2, 2022. It arises out of Mr. Arce's arrest by a game warden for a variety of offenses. Mr. Arce's claims include a claim against the Norman Fire Department for "negligent in treatment of OC spray by spraying Plaintiff's head with water which caused full body chemical burns." A hearing on the City's Motion to Dismiss is set for May 9, 2022, before Judge Walkley.

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)

City v. Stachmus, Aaron & Anglin, Bryson, CJ-2021-445

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 Florez v. City of Norman & John Doe, CJ-2021-1051

Caleb Fulton v. Loyal Reich, Reich Dozer Services, LLC, City of Norman, Board of County Commissioners of Cleveland County, State of Oklahoma, CJ-2020-797 (K)

Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)

Henderson, et al. v. City of Norman, et al., Case No. CJ-2016-610 (K)

City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)

This action was filed in Cleveland County District Court on March 30, 2022 and the City is awaiting confirmation that the defendant has been served with process. The action seeks a declaratory ruling and injunctive relief for flood hazard and permitting violations.

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)

Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)

Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)

Walling v. Norman Regional Health System, et al, CJ-2014-874 (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. Tietz 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. Ronald A. Ashley, et al., CJ-2021-337 (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)
In re: Replat of Fuzzell's Second Addition, CV-2021-4350 (M) The decree vacating the public alley in accordance with the City's ordinance approving the requested closure was entered by the court on March 4, 2022. The matter is now concluded.

D. *Municipal Court Appeals*
None

E. *Small Claims Court*

Almost Home Investment, et al. v. City of Norman, SC-2014-3027 (K)

F. *Board of Adjustment Appeals*
None

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 21-05 – (Brooks & Stephens)
AFSCME Grievance FYE 21-06 – (Parks HEOs and MWIIs)
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 22-08 – (Sherri Cole – Negative Evaluation)
AFSCME Grievance FYE 22-09 – (Sherri Cole – Harassment)
This grievance alleges that Ms. Cole is being harassed because her supervisor will not allow her to install curtains in a temporary building.
AFSCME Grievance FYE 22-10 – (Danny Millsap – Working Environment)
This grievance arises out of Ms. Millsap's allegation that he was treated in an unprofessional manner by a co-worker.

IAFF Grievance FYE 21 – (Carl Smith – Improper Compensation)
IAFF Grievance FYE 22 – (Battalion Chief)
IAFF Grievance FYE 22 – (Clymer Promotion)
IAFF Grievance FYE 22 – (Fire Training Officer)

IAFF Grievance FYE 22 – (Source Documents)
IAFF Grievance FYE 22 – (Chris Beirne)
IAFF Grievance FYE 22 – (Chris Beirne)
IAFF Grievance FYE 22 – (Fire Marshal Grievance)
IAFF Grievance FYE 22 – (Fire Inspector Grievance)

FOP Arbitration FYE 22 (FOP - 2022 Agreement)

B. *Equal Employment Opportunity Commission (EEOC)*

Candice Smith, 564-2022-00673 (Discrimination)

C. *Contested Unemployment Claims (OESC)*

None

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through March 2022. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
Month	FYE 20	FYE 21	FYE 22	FYE 20	FYE 21	FYE 22	FYE 20	FYE 21	FYE 22
JULY	640	545	*275	35	23	11	15	16	7
AUG	683	444	236	10	11	9	15	14	5
SEPT	497	520	263	17	10	9	14	13	5
OCT	581	325	269	23	4	12	18	7	6
NOV	390	259	228	9	0	2	11	6	6
DEC	444	279	162	25	6	1	12	7	3
JAN	522	134	185	32	3	9	15	0	6
FEB	597	178	787	22	1	8	13	0	8
MAR	420	270	282	22	6	13	7	5	9
APR	104	420		0	6		0	13	
MAY	137	507		2	10		0	13	
JUNE	528	422		25	0		9	11	
TOTALS / YTD	5,543	4,303	2,687	222	80	74	129	105	55

* Correction

WORKERS' COMPENSATION COURT

The total number cases pending as of March 2022 are 17. One settlement was approved by Council on March 8, 2022. There were no new workers compensation cases filed during the month of March. 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 22 CASES	FYE21 CASES	FYE20 CASES	FYE19 CASES
Fire	Suppression	3	1	2	2	4
Parks/Rec.	Park Maintenance	1				1
Parks/Rec	Westwood Pool	1	1			
Planning	Development Services					
Police	Animal Welfare	2		2	1	
Police	Patrol	7	3	1	2	1
Police	Administration	2	2			
Public Works	Street Maintenance	1		1	1	3
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance				1	
Utilities	Sanitation					
TOTALS		17	7	6	7	9

List of Pending Cases

Adams, Malia Jessie v. City of Norman, CM-2020-01069 Q

(Police, Animal Welfare, Animal Welfare Officer, R. Hip, Low Back with Radicular Symptoms, Mid-Back Consequential; + Thoracic Spine)

Adams, Malia Jessie v. City of Norman, CM-2021-02000 A

(Police, Animal Welfare, Animal Welfare Officer, R. Ankle, Mid/Low Back)

Amason, Amber v. City of Norman, WCC 2012-12306 K

(Police, Patrol, MPO, Intestinal/Parasite/Infection)

Clement, Stacey v. City of Norman, CM-2020-04580 R

(Police, Investigations/Captain, Head, Face, Neck, Back, Both Shoulders, Arms, Hands, Legs)

A settlement in the above case was approved by Council March 8, 2022 and will no longer appear on the monthly report.

Crews, William "Will" Bryan v. City of Norman, CM-2021-04764 A

(Police, Patrol, Sergeant, Neck, L Shldr., L. Arm, L. Hand)

Crews, William "Will" Bryan v. City of Norman, CM-2021-04762 Q

(Police, Patrol, Sergeant, Back, Neck, L. Shldr, L. Arm, L. Hand)

Crews, William "Will" Bryan v. City of Norman, CM-2021-04763 X

(Police, Patrol, Sergeant, Back, Neck, Both Shldrs., Both Arms, Both Hands)

Ericksen, Tammy L. v City of Norman, CM-2021-06871 E

(Police/Emergency Communications/Communications Supervisor, R. Hip, R. Knee, R. Shoulder, Back)

Ericksen, Tammy L. v City of Norman, WCC-2022-15003 K
 (Police/Emergency Communications/Communications Supervisor, Both Ears)
Harris, Reagan v. City of Norman, CM-04817 K
 (P&R, Westwood Pool, Life Guard, L. Wrist)
Kizzia, Derrald v. City of Norman, WCC 2014-06995 K
 (Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)
Koscinski, Christopher v. City of Norman, CM-2020-06955 J
 (Fire, Suppression, Firefighter, R. Shoulder, R. Arm)
Koscinski, Christopher v. City of Norman, CM-2021-04927 L
 (Fire, Suppression, Firefighter, Back)
Mosley, Kent v. City of Norman, CM-2020-00585 X
 (Police, Patrol, Sergeant (Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks + Neck, Headaches + Consequential Erectile Dysfunction) + Disfigurement to Stomach
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)
Wilkins, Levi v. City of Norman, CM-2019-05323 X
 (Fire, Suppression, Fire Driver Engineer, BAW, Cancer)
Younts, Jerry Wayne v. City of Norman, CM-2020-06911 F
 (Public Works/Street Maintenance/HEO, L Shoulder, Neck)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through March 2022.

DEPARTMENT	FYE 22 Month	FYE 22 YTD	FYE 21	FYE 20	FYE 19
Animal Control		1	1		
Finance – IT			1		
Fire		1	1	4	
Legal			2		
Other		3	11	10	9
Parks		1	4	6	6
Planning		2			
Police	2	8	3	5	10
Public Works – other		2	2	3	
Public Works – Stormwater		1		2	
Public Works – Engineering			1	2	
Public Works – Streets	1	8	9	11	6
Utilities – Water	1	6	11	11	12
Utilities – Sanitation	2	3	12	12	10
Utilities – Sewer		1	5	5	3
TOTAL CLAIMS	6	37	63	71	56

CURRENT CLAIM STATUS	FYE 22 TO DATE	FYE 21	FYE 20	FYE 19
Claims Filed	37	63	71	56
Claims Open and Under Consideration	9	0	0	0
Claims Not Accepted Under Statute/Other	3	10	11	8
Claims Paid Administratively	7	11	13	10
Claims Paid Through Council Approval	2	7	14	12
Claims Resulting in a Lawsuit for FY	1	3	1	4
Claims Barred by Statute (No Further Action Allowed)	0	32	32	22
Claims in Denied Status (Still Subject to Lawsuit)	15	0	0	0

MUNICIPAL COURT 8

**MUNICIPAL COURT
MONTHLY REPORT
MARCH - FY '22**

CASES FILED

	<u>MARCH</u>	<u>FY22</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY21</u>	<u>Y-T-D</u>
Traffic	514		3015	1208		6691
Non-Traffic	235		1732	201		1913
SUB TOTAL	749		4,747	1,409		8,604
Parking	471		4977	735		4136
GRAND TOTAL	1,220		9,724	2,144		12,740

CASES DISPOSED

	<u>MARCH</u>	<u>FY22</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY21</u>	<u>Y-T-D</u>
Traffic	270		3365	864		7044
Non-Traffic	219		2146	226		1832
SUB TOTAL	489		5,511	1,090		8,876
Parking	476		5836	380		2667
GRAND TOTAL	965		11,347	1,470		11,543

REVENUE

	<u>MARCH</u>	<u>FY22</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY21</u>	<u>Y-T-D</u>
Traffic	\$ 44,166.29		\$ 360,025.56	\$ 95,907.03		\$ 720,364.41
Non-Traffic	\$ 20,585.01		\$ 174,148.06	\$ 33,038.74		\$ 207,322.33
SUB TOTAL	\$ 64,751.30		\$ 534,173.62	\$ 128,945.77		\$ 927,686.74
Parking	\$ 18,760.00		\$ 196,339.26	\$ 10,915.00		\$ 69,214.00
GRAND TOTAL	\$ 83,511.30		\$ 730,512.88	\$ 139,860.77		\$ 996,900.74

PARKS AND RECREATION 9

Park Planning Activities

NORMAN FORWARD Reaves Park:



Demolition of our old Park Maintenance Facility continued to make way for the new T-Ball 4-plex in that area of the park. Work continues on the construction of the new interior park road, parking lots and youth baseball fields in the middle and south parts of the park. We also have contractors and city crews working to get foul ball netting, concession stands, dugouts, bleachers, lights and other associated facilities opened and operational for the baseball/softball leagues—including United Turf being on-site making field improvements on the existing softball fields and the “flex field” on the east end of the park for use this season.

As the youth baseball/softball seasons started on March 21, Flintco completed several punch-list items so that the City could take ownership of the north lot improvements and re-open that area for use during this season. Also prior to the beginning of ball season, we opened the new park road entry off Jenkins at the intersection of Wadsack Drive, with a stop sign for those entering traffic on Jenkins from the park. We also continued to meet with the executive director of the Medieval Fair, to make sure we were in good shape and had all of our safety/park access/site utility issues addressed prior to the event in its usual location in the southwest part of the park on the weekend of April 1-3.

Forestry:

The new City Forester started working in March. Colin Zink began by inspecting several public tree planting projects and planning for their late winter/early spring maintenance prior to breaking dormancy. We are also scheduling some new tree plantings of the “survivor elms” we received on the 20th anniversary of the Murrah Building bombing, which are being planted in various location in memory of those who lost their lives from that tragic event. He is also working with other staff to plan the annual Earth Day activities coming in April to Andrews Park. Colin will be busy catching up with all forestry-related issues as he re-establishes this division of the parks and recreation department that has been un-staffed since October. He previously worked as a contract forester for OG&E.

Landscape Projects:

We are working with a local nursery to plan for the re-planting of several areas of the Central Library where the native plantings had gotten overgrown and were causing maintenance and visibility/safety issues at the driveways and crosswalks. The new plantings will still be made up of native species, but will include far less seed planting, in favor of container-grown plant material and fewer species which will make it easier to maintain, while still attracting wildlife and providing pollinator habitat. The renovation of the landscape has been planned since last winter; and park maintenance crews have spent the winter preparing the areas to be replanted by removing weed species and improving the soil in those areas.

MARCH 2022 PARK MAINTENANCE DIVISION

Park Maintenance crews performed routine trash removal & leaf clean-up in City Parks as well as restroom/shelter cleaning & landscape maintenance in City Parks. Crews also moved out of the old facility building into the new facility.

SAFETY REPORT	FYE-22MTD	FYE-22YTD		FYE-21MTD	FYE-21YTD
On-The-Job Injuries	0	0		1	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours YEAR-TO-DATE		Total Man	Hours YEAR-TO-DATE
Mowing	48.00	508.00		0.00	358.00
Trim Mowing	242.00	3005.50		12.00	2923.50
Chemical Spraying	101.00	392.00		0.00	261.00
Fertilization	48.00	64.00		0.00	12.00
Tree Planting	0.00	0.00		0.00	1.00
Tree & Stump Removal	66.00	135.00		9.00	45.00
Tree Trimming/Limb Pick-Up	428.00	798.00		248.00	3207.00
Restroom/Trash Maintenance	10.00	50.00		112.00	1075.50
Play Equipment Maintenance	58.75	319.75		41.00	183.50
Sprinkler Maintenance	101.00	516.00		48.00	177.00
Grounds/Building Maintenance	295.00	375.00		0.00	191.00
Planning Design	0.00	571.00		102.00	260.50
Park Development	0.00	104.00		0.00	0.00
Special Projects	240.80	278.80		24.00	292.50
Nursery Maintenance	48.00	60.00		0.00	0.00
Flower/Shrub Bed Maintenance	48.00	606.25		151.00	893.75
Seeding/Sodding	0.00	63.27		16.00	52.25
Ballfield Maintenance/Marking	278.00	282.00		354.00	404.00
Fence Repairs	25.00	65.00		0.00	454.50
Equipment Repairs/Maintenance	56.00	209.00		0.00	834.75
Material Pick-Up	0.00	0.00		16.00	62.50
Miscellaneous	0.00	0.00		0.00	461.00
Shop Time	0.00	278.00		0.00	111.00
Snow/Ice Removal	0.00	619.00		268.00	470.50
Christmas Lights	0.00	350.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	589.00		197.00	500.00
Graffiti Clean-Up	0.00	552.75		81.00	444.00
Water Fountains	190.00	346.00		24.00	86.25
Inground Trash	129.25	129.25		0.00	0.00
Vector Control	70.50	226.50		0.00	144.00

MARCH 2022
RECREATION DIVISION
MONTHLY REPORT

Item 9.

Norman Senior Center: The Norman Senior Center saw a monthly attendance of 914. AARP hosted their tax aide service on Tuesdays, Wednesdays, and Thursdays. On Thursday, March 24, the Norman Senior Center hosted the Educational Seminar “Feed Your Brain”, sponsored by Natural Grocers and lead by Ryan Atkins. On Wednesday, March 30, Cigna hosted Bingo.

Little Axe Community Center: The Head Start program currently has 11 children enrolled and the after school program has six students enrolled. The after school program continues to have increase in attendance.. The Library usage continues to increase as well as the Center activities to include a Senior Citizens Pizza Party, Arts and Crafts for Children and a coat drive where 63 coats were given away. Meals on Wheels Is available citizens in the Little Axe Community and Norman Regional Hospital prepares the meals daily.

12th Avenue Recreation Center: The 12th Avenue Recreation Center held open gym from 12:00 PM – 6:00 PM throughout spring break. 12th Avenue staff members took shifts at the Irving and Whittier recreation centers helping with the teen and elementary level spring break camps. The 12th Avenue Recreation Center averaged 27 students per day in the afterschool program. The summer camp program has reached its maximum enrollment with 37 registered camps and a waiting list of two potential campers. The center held many instructional classes, including Aikido, Tae Kwon Do, American Karate, Kung Fu, Square Dancing, and Momleta, a mother fitness program. The center held multiple rentals throughout March for birthday parties and basketball practices.

Irving Recreation Center: The Irving Recreation Center had 3 facility rentals this month. The Junior Jammer Basketball season concluded this month with playoff and championship games taking place at Irving and Whittier Recreation Centers. The second session of free Teen Art Classes, led by the Captivating my Creative Culture (CCC) organization, continued this month at Irving. Classes averaged around 10 teens each week. Irving hosted Norman Parks & Recreation's first Teen Spring Break Camp! The camp was well received with 15 teens enrolled overall. Camp was open to teens in grades 6th-8th. Daily they participated in fun activities such as art instruction with Heart Studios, STEM activities with Bricks 4 Kidz and daily field trips to places such as: Get Air Trampoline Park, Warren Theater, Sooner Bowling Alley, Skate Moore Skate Center, Summit Climbing Gym and Altitude 1291.

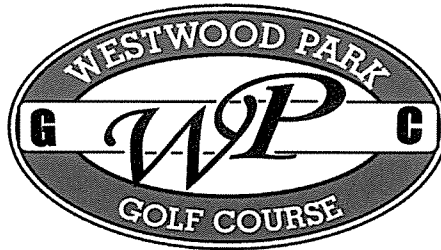
Whittier Recreation Center: Winter Jr Jammer basketball ended on the 25th of March. Spring break camp was maxed out at 35 kids each day for the full 6 days of camp (\$3165.00 in total) As the first time running a camp with everyone's help I would say it went very well and parents got updates daily at pickup with the activities or their child and anything extra to mention. We have had a total of 3 kids unenrolled for after school, we filled those spots and took on a total of 4 kids and two more to start next week in April. Spring 2022 Jr jammer Volleyball was scheduled to start the last week of March but has been pushed to the beginning of April. Even though it is a smaller number than I have been told usually enrolls, the kids and parents at practice seem very excited about the season to start.

FACILITY ATTENDANCE:

	Month	Year to Date
Norman Senior Center	914	6,092
Little Axe Community Center	1,434	5,277
12th Avenue Recreation Center	1,543	13,347
Irving Recreation Center	3,,395	16,089
Whittier Recreation Center	2,215	18,405
Reaves Center	300	2,700
Tennis Center	3,079	26,708

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Senior	925	873	785	759	713		623	500	914				6092
Axe	75	69	95	768	622	432	597	1,185	1,434				5,277
twelveth	1,024	868	1,067	1,512	2,089	1,512	1,840	1,377	1,543				13,347
Irving	628	634	851	2,727	2,307	1,243	1,040	3,264	3,395				16,089
Whittier	500	255	1,320	1,730	2,185	2,335	2,310	5,555	2,215				18,405
Reaves	300	300	300	300	300	300	300	300	300				2,700
Tennis	3,844	3,038	3,570	3,280	2,844	2,129	2,552	2,372	3,079				26,708

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



MARCH 2022

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	MAR FYE'22	MAR FYE'21
Regular Green Fees	528	589
Senior Green Fees	332	284
Junior Fees	450	469
School Fees (high school golf team players)	11	31
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	648	577
Employee Comp Rounds	292	293
Golf Passport Rounds	0	0
9-Hole Green Fee	107	104
2:00 Fees	88	115
4:00 Fees	183	226
Dusk Fees or 6:00 Fees	93	112
PGA Comp Rounds	0	1
*Rainchecks (not counted in total round count)	17	17
Misc Promo Fees (birthday, players cards, OU student)	325	554
Green Fee Adjustments (fee difference on rainchecks)	11	9
Total Rounds (*not included in total round count)	3068	3364
% change from FY '20	-8.80%	
Range Tokens	3295	4313
% change from FY '20	-23.60%	
18 - Hole Carts	179	190
9 - Hole Carts	77	137
½ / 18 - Hole Carts	884	1030
½ / 9 - Hole Carts	251	233
Total Carts	1391	1590
% change from FY '20	-12.52%	
18 - Hole Trail Fees	1	1
9 - Hole Trail Fees	2	0
18 - Hole Senior Trail Fees	4	1
9-Hole Senior Trail Fees	3	3
Total Trail Fees	10	5
% change from FY '20	100.00%	
TOTAL REVENUE	\$97,754.89	\$110,557.83
% change from FY '20	-11.58%	

MARCH 2022
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

Item 9.

SAFETY REPORT	FY 2022	FY 2022	FY 2021 MTD	FY 2021 YTD
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	2
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FYE 2022	FYE 2022	FY 2021	FYE 2022
	MTD	YTD	MTD	YTD
Green Fees	\$45,757.62	\$393,613.53	\$53,175.44	\$410,969.71
Driving Range	\$12,918.39	\$93,172.10	\$16,404.90	\$107,943.91
Cart Rental	\$26,179.55	\$222,901.83	\$29,895.72	\$233,718.23
Restaurant	\$12,041.15	\$126,569.39	\$10,996.10	\$104,057.47
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$158.91
Interest Earnings	\$858.18	\$2,590.02	\$85.67	\$1,320.85
TOTAL INCOME	\$97,754.89	\$838,846.87	\$110,557.83	\$858,169.08
Expenditures	\$101,919.87	\$961,147.86	\$82,549.43	\$704,736.62
Income vs Expenditures	(\$4,164.98)	(\$122,300.99)	\$28,008.40	\$153,432.46
Rounds of Golf	3068	26272	3364	26962

The following is a list of tasks and goals that the Staff has completed or presently working toward completion.

Golf course accessories, sanding and painting is completed and are being returned to the golf course.

Staff began the Sand Bunker renovation and completed #10 greenside bunker. The #1 greenside bunker is now under construction.

We trenched and installed 720' of piping from Irrigation Well #11, to re-routed and distribute the water directly into the our irrigation pond.

Greens are starting to grow and we applied the first application of topdressing.

Pre-emergent herbicide and post-emergent herbicide applications have been made to all turf areas on the golf course. (crabgrass, goosegrass, poa annua and broadleaf weeds)

MARCH 2022
WESTWOOD POOL
MONTHLY REPORT

Item 9.

FINANCIAL INFORMATION

	FY2022 MTD	FY2022 YTD	FY21-22 TOTAL
Swim Pool Passes	\$14,535.00	\$22,209.50	\$191,747.00
Swim Pool Gate Admission	\$0.00	\$382,084.00	\$284,993.00
Swim Lesson Fees	\$9,885.00	\$18,272.00	\$33,547.50
Pool Rental	\$0.00	\$41,812.00	\$28,128.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$3,540.00	\$6,500.00	\$6,495.22
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$213,671.52	\$127,066.89
TOTAL INCOME	\$27,960.00	\$684,549.02	\$671,977.61
Expenditures	\$12,550.22	\$790,953.84	\$624,044.12
Income verses Expenditures	\$15,409.78	(\$106,404.82)	\$84,856.65

ATTENDANCE INFORMATION

	Season to Date Mar FYE 2022	2021 YTD May 2020 - Oct 2020	2020 YTD May 2019-Oct 2019
a. Pool Attendance	0	43,187	68,202
b. Adult Lap Swim Morning/Night	0	581	282
c. Water Walkers	0	2,990	1,607
d. Toddler Time	0	2,723	2,314
e. Water Fitness	0		
f. Swim Team	0	1,221	3,167
g. Scuba Rentals	0		
h. Scuba Participants	0		
i. Swim Lessons	0	579	1,214
j. Private Swim Lessons	0		
g. Movie Night/Special Events	0	0	3,391
h. Party / Rentals	0	91	323
TOTAL ATTENDANCE	0	51,372	80,500

FACILITY MAINTENANCE

9B

**City of Norman Facility Maintenance
March 2022 Monthly Hourly Materials Cost Report**

Item 9.

Location	Labor Hrs	Labor Cost	Materials Cost	Total
Misc				
Facility Maint	75.50	\$2,447.44	\$685.89	\$3,133.33
City Hall	7.00	\$219.55	\$0.00	\$219.55
Bldg A	1.00	\$33.47	\$0.00	\$33.47
Bldg B	4.00	\$133.88	\$0.00	\$133.88
Bldg C	5.00	\$167.35	\$0.00	\$167.35
Library	78.00	\$2,512.34	\$81.56	\$2,593.90
PD Auxillary	4.00	\$133.88	\$0.00	\$133.88
Fire Stations	4.50	\$147.54	\$0.00	\$147.54
Rec Centers	6.00	\$190.57	\$36,216.83	\$36,407.40
Senior Center	1.00	\$33.47	\$0.00	\$33.47
WW Golf	1.00	\$33.47	\$0.00	\$33.47
WW Pool	4.00	\$100.41	\$0.00	\$100.41
Fleet	1.00	\$33.47	\$0.00	\$33.47
Sanitation	4.00	\$100.41	\$0.00	\$100.41
Total	196.00	\$6,287.25	\$36,984.28	\$43,271.53
Electrical				
Facility Maint	1.00	\$32.70	\$85.41	\$118.11
City Hall	10.00	\$332.39	\$874.64	\$1,207.03
Bldg A	4.00	\$133.88	\$138.06	\$271.94
Bldg B	10.00	\$329.31	\$241.29	\$570.60
Bldg C	5.50	\$183.32	\$0.00	\$183.32
Library	5.00	\$165.04	\$89.90	\$254.94
Animal Welfare	1.00	\$32.70	\$0.00	\$32.70
NIC	1.00	\$33.47	\$272.55	\$306.02
PD Auxillary	6.00	\$200.82	\$0.00	\$200.82
Fire Admin	2.00	\$65.40	\$0.00	\$65.40
Fire Stations	21.00	\$688.24	\$1,064.08	\$1,752.32
Parks	72.00	\$2,405.22	\$446.05	\$2,851.27

**City of Norman Facility Maintenance
March 2022 Monthly Hourly Materials Cost Report**

Item 9.

Parks Maint	4.50	\$150.62	\$0.00	\$150.62
Rec Centers	3.50	\$115.99	\$0.00	\$115.99
WW Tennis	10.50	\$351.43	\$120.00	\$471.43
Streets	0.00	\$0.00	\$73.50	\$73.50
Fleet	111.50	\$3,650.29	\$14.48	\$3,664.77
Sanitation	5.00	\$165.81	\$18.37	\$184.18
WTP	3.00	\$100.41	\$76.16	\$176.57
WRF	16.00	\$523.20	\$71.49	\$594.69
Total	292.50	\$9,660.24	\$3,585.98	\$13,246.22

HVAC

Facility Maint	8.50	\$263.24	\$0.00	\$263.24
City Hall	29.00	\$921.58	\$0.00	\$921.58
Bldg A	20.00	\$636.70	\$0.00	\$636.70
Bldg B	15.50	\$518.79	\$0.00	\$518.79
Bldg C	18.00	\$563.22	\$23.66	\$586.88
Library	14.00	\$455.50	\$1,500.50	\$1,956.00
Animal Welfare	0.00	\$0.00	\$295.00	\$295.00
Shooting Range	5.00	\$160.81	\$0.00	\$160.81
NIC	23.50	\$742.40	\$292.43	\$1,034.83
Special Ops	2.00	\$66.94	\$0.00	\$66.94
PD Auxillary	4.00	\$133.88	\$0.00	\$133.88
Fire Admin	4.50	\$142.44	\$0.00	\$142.44
Fire Stations	39.50	\$1,276.29	\$96.70	\$1,372.99
Parks	9.50	\$299.98	\$0.00	\$299.98
Rec Centers	33.00	\$1,042.38	\$245.19	\$1,287.57
Senior Center	10.00	\$321.62	\$0.00	\$321.62
Sooner Theater	8.00	\$241.60	\$76.55	\$318.15
Firehouse Art	4.00	\$133.88	\$39.35	\$173.23
Historical House	2.00	\$60.40	\$23.54	\$83.94

**City of Norman Facility Maintenance
March 2022 Monthly Hourly Materials Cost Report**

Item 9.

WW Golf	5.50	\$172.64	\$29.28	\$201.92
WW Tennis	11.00	\$345.28	\$0.00	\$345.28
WW Pool	2.00	\$66.94	\$9.86	\$76.80
Traffic	3.00	\$90.60	\$0.00	\$90.60
Streets	5.50	\$166.10	\$0.00	\$166.10
Stormwater	5.50	\$166.10	\$0.00	\$166.10
Fleet	9.00	\$271.80	\$0.00	\$271.80
Line Maint	3.00	\$90.60	\$0.00	\$90.60
Sanitation	9.50	\$293.44	\$0.00	\$293.44
WTP	12.00	\$362.40	\$106.74	\$469.14
WRF	7.00	\$227.75	\$59.86	\$287.61
Total	323.00	\$10,235.30	\$2,798.66	\$13,033.96
Plumbing				
Facility Maint	36.00	\$1,204.92	\$46.21	\$1,251.13
City Hall	1.00	\$31.42	\$0.00	\$31.42
Bldg A	8.00	\$257.51	\$0.00	\$257.51
Bldg B	17.00	\$552.59	\$16.61	\$569.20
Bldg C	6.00	\$190.57	\$47.98	\$238.55
Library	19.50	\$612.69	\$209.34	\$822.03
Animal Welfare	1.00	\$31.42	\$0.00	\$31.42
NIC	1.00	\$31.42	\$0.00	\$31.42
Fire Admin	2.00	\$62.84	\$16.00	\$78.84
Fire Stations	32.50	\$719.25	\$862.77	\$1,582.02
Parks	75.50	\$2,480.86	\$1,975.76	\$4,456.62
Rec Centers	14.00	\$462.43	\$0.00	\$462.43
Senior Center	18.50	\$581.27	\$0.00	\$581.27
Sooner Theater	3.50	\$112.02	\$32.15	\$144.17
WW Golf	3.00	\$100.41	\$25.33	\$125.74
WW Tennis	1.00	\$33.47	\$0.00	\$33.47
WW Pool	24.00	\$803.28	\$346.77	\$1,150.05
Streets	1.00	\$31.42	\$0.00	\$31.42

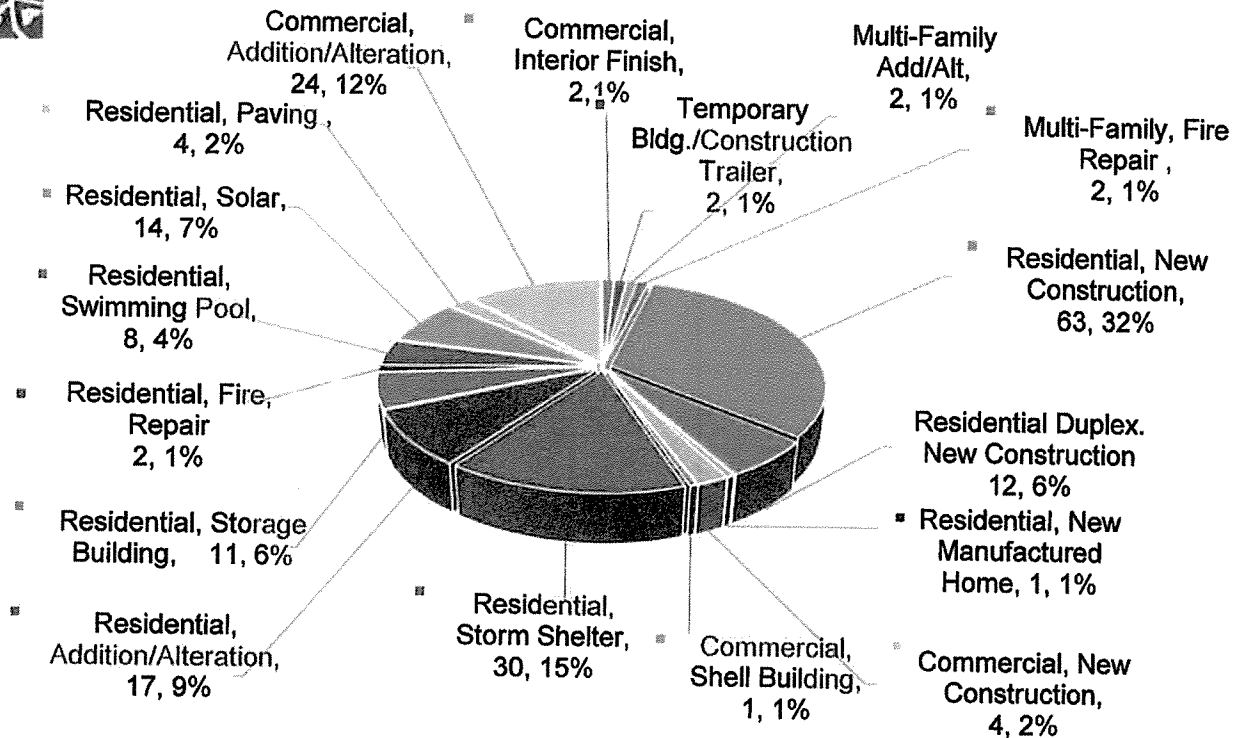
City of Norman Facility Maintenance
March 2022 Monthly Hourly Materials Cost Report

Item 9.

Fleet	13.00	\$410.51	\$74.34	\$484.85
Line Maint	2.00	\$66.94	\$0.00	\$66.94
Sanitation	4.00	\$127.73	\$150.00	\$277.73
WTP	1.00	\$33.47	\$0.00	\$33.47
WRF	1.00	\$31.42	\$0.00	\$31.42
Total	285.50	\$8,969.86	\$3,803.26	\$12,773.12
Custodial				
City Hall	167.00	\$2,636.66	\$876.19	\$3,512.85
Bldg A	167.00	\$2,636.66	\$876.19	\$3,512.85
Bldg B	253.00	\$3,932.06	\$876.19	\$4,808.25
Bldg C	167.00	\$2,636.66	\$876.19	\$3,512.85
Fire Stations	16.00	\$407.68	\$622.45	\$1,030.13
Library	8.00	\$203.84	\$578.00	\$781.84
Total	778.00	\$12,453.56	\$4,705.21	\$17,158.77
Total	1875.00	\$47,606.21	\$51,877.39	\$99,483.60

PLANNING AND COMMUNITY DEVELOPMENT 10

CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2022 REPORT



Permit Type	Count		Valuation
Residential, New Construction	63		\$ 19,005,262
Residential Duplex, New Construction	12		\$ 2,220,000
Residential, New Manufactured Home	1		\$ 155,000
Commercial, New Construction	4		\$ 2,296,084
Commercial, Parking Lot	0		\$ -
Commercial, Shell Building	1		\$ 795,000
Residential, Storm Shelter	30		\$ 116,282
Residential, Addition/Alteration	17		\$ 1,239,240
Residential, Carport	0		\$ -
Residential, Storage Building	11		\$ 1,381,063
Residential, Fire Repair	2		\$ 70,000
Residential, Swimming Pool	8		\$ 738,920
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	14		\$ 465,346
Residential, Paving	4		\$ 124,923
Commercial, Addition/Alteration	24		\$ 13,433,308
Commercial, Interior Finish	2		\$ 160,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	0		\$ -
Temporary Bldg./Construction Trailer	2		\$ 3,500
Multi-Family, New	0		\$ -
Multi-Family, Addition/Alteration	2		\$ 17,540
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	2		\$ 66,450
Group Quarters	0		\$ -
	199		\$ 42,287,916

CITY OF NORMAN
Building Permit Activity-MARCH 2022

	DESCRIPTION	2022 YEAR TO-DATE	VALUATION	2021 TOTALS	2021 TOTAL VALUATION
	Residential, New Construction.....	138	\$ 40,530,106	559	\$ 171,447,259
	Residential, New Dwelling Unit Attached.....	0	\$ -	0	\$ -
	Residential, New Manufactured Home.....	3	\$ 299,604	2	\$ 65,000
	Residential, New Non Dwelling Unit.....	0	\$ -	0	\$ -
	Residential Duplex, New Construction.....	12	\$ 2,220,000	2	\$ 400,000
	Residential, Garage Apartment.....	0	\$ -	0	\$ -
	Multi-Family, New Construction 3-4 DU.....	0	\$ -	1	\$ 750,000
	Multi-Family, New Construction 5+ DU.....	0	\$ -	9	\$ 22,230,000
	Multi-Family, Fire Repair.....	19	\$ 164,450	13	\$ 284,798
	Multi-Family, Foundation.....	0	\$ -	3	\$ 170,000
	Multi-Family, Addition/Alteration.....	2	\$ 17,540	2	\$ 16,000
	Residential, Addition/Alteration.....	30	\$ 1,698,169	185	\$ 11,219,201
	Residential, Carport.....	1	\$ 1,795	4	\$ 73,710
	Residential, Storm Shelter.....	75	\$ 294,234	307	\$ 1,174,221
	Residential, Storage Building.....	24	\$ 1,835,040	141	\$ 4,708,996
	Residential, Fire Repair.....	4	\$ 90,500	31	\$ 1,558,116
	Residential, Swimming Pool.....	25	\$ 1,962,455	145	\$ 9,332,054
	Residential, Manufactured Home Replacement	2	\$ 178,535	7	\$ 582,151
	Residential, Solar.....	28	\$ 957,217	16	\$ 461,303
	Residential, Paving.....	25	\$ 519,191	111	\$ 1,737,557
	Group Quarters.....			0	\$ -
	TOTAL	388	\$ 50,768,836	1538	\$ 226,210,366
NON-RESIDENTIAL	Commercial, New Construction.....	8	\$ 8,103,084	51	\$ 263,453,985
	Commercial, New Shell Building.....	3	\$ 2,195,000	11	\$ 9,242,000
	Commercial, Addition/Alteration.....	58	\$ 66,163,997	143	\$ 45,783,076
	Commercial, Interior Finish.....	11	\$ 3,104,600	40	\$ 3,374,700
	Commercial, New Foundation.....	2	\$ 208,200	7	\$ 10,740,000
	Commercial, Fire Repair.....	0	\$ -	8	\$ 888,000
	Commercial, Parking Lot.....	0	\$ -	7	\$ 682,640
	Commercial, Temporary Bldg./Const Trailer....	5	\$ 27,500	29	\$ 351,391
	TOTAL	87	\$ 79,802,381		\$ 334,515,792
OTHER ACTIVITY	Electrical Permits.....	421		1663	
	Heat/Air/Refrigeration Permits.....	363		1405	
	Plumbing and Gas Permits.....	438		1891	
	Sign Permits.....	99		475	
	Water Well Permits.....	4		44	
	Garage Sale Permits.....	50		782	
	Structure Moving Permits.....	8		16	
	Demo-Residential Permits.....	6		31	
	Demo-Non-Residential Permits.....	3		10	
	Temp. Const. Bldgs. & Roll-off Permits.....	32		173	
	Lot Line Adjustments Filed.....	3		25	
	Certificate of Occupancy (CO).....	219		1070	
	All Field Inspections.....	6563		27583	
	Net Residential Demos & Removals.....	-6		-28	
	TOTAL VALUATION		\$ 130,571,217		\$ 560,726,158

Development Services Division | 201-A West Gray Street | Norman, OK 73069 | (405) 366-5339

City of Norman
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS
Issued March 2022- Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	GE JOHNSON CONSTRUCTION	CLEVELAND COUNTY DETENTION CENTER	184	3/16/2022	1650	W	TECUMSEH	RD	13	3W	COUNTY PROPERTY	I1	\$ 10,717,880	16975
COMMERCIAL, ADD/ALT	OWNER	EVERGREEN PARADISE GROW	433	3/21/2022	10600	E	INDIAN HILLS	RD	3	1W	NOT SUBDIVIDED	A2	\$ 15,000	2775
COMMERCIAL, ADD/ALT	AERIAL TOWER, LLC.	DISH WIRELESS ANTENNAS	491	3/10/2022	4151	W	ROBINSON	ST	22	3W	CITY PROPERTY	R1	\$ 30,000	150
COMMERCIAL, ADD/ALT	LIPPERT BROTHERS, INC.	TRINITY BAPTIST CHURCH ELEVATOR	536	3/1/2022	801	N	PETERS	AVE	A	6	J A JONES ADDITION	R3	\$ 250,000	50
COMMERCIAL, ADD/ALT	RAINIER UTC ACQUISITIONS, LLC	MILAN LASER HAIR REMOVAL	634	3/8/2022	1420		24TH	AVE	5	1	UNIVERSITY NORTH PARK SEC 1	PUD	\$ 235,000	2300
COMMERCIAL, ADD/ALT	CHANEY MECHANICAL	12 BLOCKS HIGH MEDICAL MARIJUANA GROW BUILDING #1	656	3/10/2022	13628		CRYSTAL BROOK	CIR	6	1	PRIDE #005	A2	\$ 13,000	4800
COMMERCIAL, ADD/ALT	CHANEY MECHANICAL	12 BLOCKS HIGH MEDICAL MARIJUANA GROW BUILDING #2	657	3/10/2022	13628		CRYSTAL BROOK	CIR	6	1	PRIDE #005	A2	\$ 13,000	5000
COMMERCIAL, ADD/ALT	CAVINS CONSTRUCTION, LLC.	ORTHOPEDICS SPORTS AND MEDICINE CENTER	715	3/2/2022	825	E	ROBINSON	ST	1	1	MEDICAL ARTS ADD	CO	\$ 80,000	670
COMMERCIAL, ADD/ALT	TRICORE GROUP, LLC	CITY OF NORMAN - LIONS PARK RESTROOMS	717	3/25/2022	450	S	FLOOD	AVE	36	3W	DOLL'S PARK	PL	\$ 83,000	492
COMMERCIAL, ADD/ALT	NEXIUS	AT&T ANTENNA REPLACEMENT	737	3/2/2022	2404		CLASSEN	BLVD	6	1	HIGHWAY HEIGHTS	C2	\$ 20,000	28
COMMERCIAL, ADD/ALT	RED SUN CONTRACTORS, LLC.	HIDEAWAY PIZZA	764	3/21/2022	1353		24TH	AVE	1	1	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 600,000	6025
COMMERCIAL, ADD/ALT	LEE, CATHERINE W.	STGL889 MEDICAL MARIJUANA GROW #108	771	3/21/2022	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PARK	I1	\$ 2,500	2484
COMMERCIAL, ADD/ALT	OWNER	STGL889 MEDICAL MARIJUANA GROW #112	772	3/21/2022	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PARK	I1	\$ 2,500	2540
COMMERCIAL, ADD/ALT	NEXIUS	AT&T REPLACEMENT	856	3/8/2022	598		24TH	AVE	33	2W	NOT SUBDIVIDED	A2	\$ 49,500	100
COMMERCIAL, ADD/ALT	FINE LINE FINISHES OKLAHOMA	YELLOW DOG COFFEE COMPANY	903	3/14/2022	222	S	PORTER	AVE	17	24	NORMAN, ORIGINAL TOWNSHIP	PUD	\$ 35,000	4274
COMMERCIAL, ADD/ALT	SBA COMMUNICATIONS CORPORATION	T-MOBILE ANTENNA REPLACEMENT	924	3/14/2022	1498	E	MAIN	ST	28	2W	NOT SUBDIVIDED	A2	\$ 25,000	50
COMMERCIAL, ADD/ALT	SWEET, MONICA BAYLEE	THERISMOS MEDICAL MARIJUANA PROCESSING	968	3/22/2022	3920		CLASSEN	BLVD	16	2W	NOT SUBDIVIDED	I1	\$ 15,000	1500
COMMERCIAL, ADD/ALT	NEXIUS	AT&T ANTENNA REPLACEMENT	1022	3/25/2022	3997	N	PORTER	AVE	8	2W	NOT SUBDIVIDED	A2	\$ 11,500	30
COMMERCIAL, ADD/ALT	VELEX	AT&T ANTENNA REPLACEMENT	1178	3/29/2022	1496	E	MAIN	ST	28	2W	NOT SUBDIVIDED	A2	\$ 10,000	105
COMMERCIAL, ADD/ALT	OBSSIDIAN SERVICES, LLC	TARAHUMARAS PATIO ROOF EXPANSION	3791	3/7/2022	702	N	PORTER	AVE	13	3	J A JONES ADDITION	C2	\$ 42,000	1041
COMMERCIAL, ADD/ALT	OWNER	LEGENDARY BUOZ MEDICAL MARIJUANA PROCESSING	4206	3/10/2022	708		RESEARCH PARK	BLVD	37	3	NORMAN RESEARCH PARK	I1	\$ 50,000	1250
COMMERCIAL, ADD/ALT	CROSSLAND CONSTRUCTION CO, INC	TARGET REMODEL	4832	3/16/2022	1400		24TH	AVE	5	1	UNP SEC. 1	PUD	\$ 953,428	17159
COMMERCIAL, ADD/ALT	KNOEBEL CONSTRUCTION, INC.	CAVA RESTAURANT REMODEL	4990	3/2/2022	1651		24TH	AVE	2C	2	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 165,000	3023
COMMERCIAL, ADD/ALT	QUALTEK WIRELESS, LLC	VERIZON NEW ANTENNAS	5193	3/22/2022	4580	W	FRANKLIN	RD	10	3W	NOT SUBDIVIDED	A2	\$ 15,000	1927
COMMERCIAL, INTERIOR FINISH	OWNER	BRIO BOWLS	815	3/8/2022	1915		CLASSEN	BLVD	1	1	CLASSEN LANDING ADDITION	C2	\$ 50,000	1500
COMMERCIAL, INTERIOR FINISH	FINION CONSTRUCTION	FILED NAILS SPA AND BEAUTY	4618	3/7/2022	3403		36TH	AVE	2	1	JOLLEY ADDN (REPLT OF OLIVET)	C1	\$ 110,000	3716
COMMERCIAL, NEW CONSTRUCTION	HOLLAND CONSTRUCTION	NORMAN REGIONAL HOSPITAL CARPENTRY SHOP	529	3/23/2022	3300		HEALTHPLEX	PKY	29A	2	NRH MEDICAL PARK WEST #2	PUD	\$ 400,000	1200
COMMERCIAL, NEW CONSTRUCTION	E LIGHT ELECTRIC SERVICES, INC	CITY OF NORMAN WATER TREATMENT PLANT SOLAR	811	3/9/2022	3000	E	ROBINSON	ST	27	2W	CITY PROPERTY	A2	\$ 1,269,566	33081
COMMERCIAL, NEW CONSTRUCTION	FLINTCO, INC	CITY OF NORMAN REAVES PARK CONCESSIONS BUILDING	4014	3/8/2022	215	E	CONSTITUTION	ST	2		NATTC	A2	\$ 350,000	1594
COMMERCIAL, NEW CONSTRUCTION	PMH CONSTRUCTION, LLC	VICTORY CHURCH PAVILION	5730	3/28/2022	4343	N	FLOOD	AVE	1	1A	VICTORY FAMILY CHURCH ADDITION	I1	\$ 276,518	324
COMMERCIAL, NEW SHELL BLDG	ASHTON GRAY, LLC.	AG CLASSEN RETAIL SHELL	482	3/16/2022	3075		CLASSEN	BLVD	1C	1	SOUTH LAKE ADD #11	C3	\$ 795,000	6525
TEMPORARY BLDG/CONST	LOWE, TIM	SOONER BLOOMERS TENT	878	3/11/2022	3299	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 2,500	1500
TEMPORARY BLDG/CONST	CIRQUE ENTERTAINMENT II, LLC.	CIRQUE ITALIA TENT	932	3/22/2022	3301	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 1,000	19601

TOTAL PERMITS

33

AVERAGE VALUATION

\$505,694

AVERAGE PROJECT AREA

4,366

TOTAL VALUATION

\$16,687,892

TOTAL PROJECT AREA

144,073

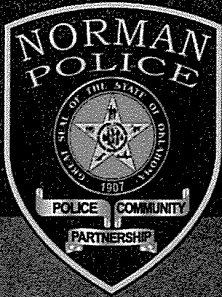
Permit Type	Permit Counts	Valuation	New Construction Business Information (New Construction and New Shell Building)	
COMMERCIAL, ADD/ALT	24	\$ 13,433,308	Building Size (SF)	Use/Classification Business
COMMERCIAL, FOUNDATION PERMIT	0	\$ -	1,200	INSTITUTIONAL NORMAN REGIONAL HOSPITAL CARPENTRY SHOP
COMMERCIAL, FIRE REPAIR	0	\$ -	33,081	INSTITUTIONAL CITY OF NORMAN WATER TREATMENT PLANT SOLAR
COMMERCIAL, INTERIOR FINISH	2	\$ 160,000	1,594	INSTITUTIONAL CITY OF NORMAN REAVES PARK CONCESSIONS BUILDING
COMMERCIAL, NEW CONSTRUCTION	4	\$ 2,296,084		
COMMERCIAL, NEW SHELL BLDG	1	\$ 795,000		
COMMERCIAL, PARKING LOT	0	\$ -		
TEMPORARY BLDG/CONST TRAILER	2	\$ 3,500		
TOTAL	33	\$ 16,687,892		

City of Norman BUILDING PERMITS AND INSPECTIONS														RESIDENTIAL BUILDING PERMITS Issued March 2022 - Sorted by Permit Type			
Permit Type	Contractor	Permit #	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW						
1 & 2 FAMILY STORM SHELTER	IDEAL HOMES OF NORMAN	1001	3/21/2022	902	E	EAGLE ROCK LN	18	1	GREENLEAF TRAILS ADD 6	PUD	\$	3,850	16				
1 & 2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	625	3/4/2022	13100		IMHOFF RD	12	1W	WHISPERING OAKS (SURVEY)	A2	\$	6,600	63				
1 & 2 FAMILY STORM SHELTER	IDEAL HOMES OF NORMAN	704	3/3/2022	3003		WISTER RD	13	3	GREENLEAF TRAILS ADD 11	PUD	\$	3,200	21				
1 & 2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	738	3/1/2022	2801		BLACK LOCUST CT	4	1	CEDAR LAKE ESTATES	PUD	\$	4,500	48				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	759	3/1/2022	320		MAYBURY DR	12	1	LITTLE RIVER TRAILS SEC #3	PUD	\$	2,500	21				
1 & 2 FAMILY STORM SHELTER	LANDMARK FINE HOMES, LP	788	3/7/2022	214		ALAMOSA RD	1	2	LITTLE RIVER TRAILS SEC #3	PUD	\$	3,800	24				
1 & 2 FAMILY STORM SHELTER	LANDMARK FINE HOMES, LP	789	3/7/2022	923		VILLAVARDE DR	3	1	MCINTOSH RIDGE SEC. #2	PUD	\$	3,800	24				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	792	3/2/2022	3013		HIGHLAND GLEN	4	1	HIGHLAND VILLAGE ADD SEC 1	R1	\$	2,695	28				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	802	3/2/2022	306		COLONY DR	7	7	HERITAGE PLACE II ADD	NA	\$	3,500	24				
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	833	3/3/2022	2117		NATCHEZ DR	13	4	COLONIAL EST # 9	R1	\$	3,500	28				
1 & 2 FAMILY STORM SHELTER	STORM SAFE	838	3/7/2022	3908		BLACK MESA RD	19	1	RED CANYON RANCH SEC 7	PUD	\$	2,500	21				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	872	3/15/2022	2720		POPLAR LN	21	8	FOREST HILLS ADD	R1	\$	2,595	39				
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	873	3/7/2022	3701		BARWICK DR	7	4	BROOKHAVEN #22	R1	\$	4,400	80				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	884	3/8/2022	213		HALIFAX WAY	10	1	HAWTHORNE PLACE ADD	R1	\$	3,500	24				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	907	3/8/2022	2234		RAVENWOOD LN	8	2	HALL PARK	R1	\$	3,995	42				
1 & 2 FAMILY STORM SHELTER	GROUND SAFE SHELTERS, INC.	936	3/14/2022	230		BULVERDE DR	6	1	LITTLE RIVER TRAILS SEC #3	PUD	\$	2,500	21				
1 & 2 FAMILY STORM SHELTER	OZ SAFEROOMS	939	3/15/2022	4304		BROWNWOOD LN	1	4	CARRINGTON PLACE ADD #3	R1	\$	9,292	25				
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	940	3/14/2022	1899		SADDELBACK BLVD	0013	4	ROCK CREEK POLO CLUB (REPLAT)	PUD	\$	3,085	24				
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	967	3/16/2022	3001		SOUTHAMPTON DR	9	4	ST JAMES PARK ADD 6	R1	\$	3,300	38				
1 & 2 FAMILY STORM SHELTER	EF5 TORNADO SHELTERS	972	3/15/2022	600		GOSHAWK DR	6	2	EAGLE CLIFF ADD #6	NA	\$	4,595	21				
1 & 2 FAMILY STORM SHELTER	SPRAGUE'S BACKHOE	984	3/21/2022	110	E	ACRES ST	20	1	NORMAN, ORIGINAL TOWNSHIP	NA	\$	3,650	48				
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	1003	3/16/2022	2228		DIANA DR	45A	1	ALAMEDA PARK ADD #3	R1	\$	2,900	24				
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	1005	3/16/2022	2805		CEDARCREST ST	5	1	SHADOWLAKE ADD	R1	\$	5,300	32				
1 & 2 FAMILY STORM SHELTER	EF5 TORNADO SHELTERS	1019	3/17/2022	1008		TRISHA LN	12	4	ARBOR LAKE ADD #5	R1	\$	5,575	35				
1 & 2 FAMILY STORM SHELTER	STORM SAFE	1039	3/21/2022	3814		BLACK MESA RD	23	1	RED CANYON RANCH SEC 7	PUD	\$	2,500	21				
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	1053	3/18/2022	3021		KETTLE RD	5	5	GREENLEAF TRAILS ADD 10	PUD	\$	3,500	18				
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	1059	3/21/2022	2212		NORWOOD DR	13	6	BELLATONA SEC. #2	R1	\$	3,700	35				
1 & 2 FAMILY STORM SHELTER	FAMILYSAFE SAFE ROOMS	1071	3/25/2022	115		SONORA LN	8	3	LITTLE RIVER TRAILS SEC #1	PUD	\$	5,500	20				
1 & 2 FAMILY STORM SHELTER	STORM SAFE	1101	3/23/2022	1701		DAISY LN	5	3	SUTTON PLACE ADD #5	R1	\$	2,450	21				
1 & 2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	1103	3/28/2022	13231		TIMBER VALLEY RD	2	1	TIMBERLAKE ESTATES	RE	\$	3,500	48				
1 & 2 FAMILY, ADD OR ALTER	HERITAGE PERGOLAS & PATIOS LLC	401	3/21/2022	218	E	HIMES ST	9	9	HIGHLAND ADDITION	R2	\$	12,000	120				
1 & 2 FAMILY, ADD OR ALTER	WANNER WORKS REMODEL	441	3/31/2022	1717		GREENSBRIAR DR	4	1	SMOKING OAK #1-REPLAT	R1	\$	150,000	1300				
1 & 2 FAMILY, ADD OR ALTER	OWNER	777	3/3/2022	425		KENSINGTON RD	2	1	QUAILBROOK ADD #1	NA	\$	40,000	124				
1 & 2 FAMILY, ADD OR ALTER	S.H. VAUGHN CONSTRUCTION	786	3/3/2022	4202		BROOKVIEW	12	5	BROOKHAVEN #03	R1	\$	120,000	100				
1 & 2 FAMILY, ADD OR ALTER	LA RUE LEGACY HOMES, LLC	902	3/17/2022	221	W	HIMES ST	23	24	HIGHLAND ADDITION	R2	\$	50,000	600				
1 & 2 FAMILY, ADD OR ALTER	OWNER	915	3/16/2022	6508		81ST AVE	1	2	OAKCREST ADD	RE	\$	15,000	330				
1 & 2 FAMILY, ADD OR ALTER	FRY CUSTOM HOMES	917	3/22/2022	610	N	CRAWFORD AVE	5	7	J A JONES ADDITION	R3	\$	80,000	672				
1 & 2 FAMILY, ADD OR ALTER	OWNER	923	3/15/2022	7201		NUTMEG DR	1	1	CINNAMON RUN	RE	\$	4,000	625				
1 & 2 FAMILY, ADD OR ALTER	CCT CONSTRUCTION	946	3/18/2022	3966		WAWERLY DR	17	14	BROOKHAVEN #02	R1	\$	4,000	168				
1 & 2 FAMILY, ADD OR ALTER	MITCHCO RR CONSTRUCTION, INC.	979	3/25/2022	2225		BUD WILKINSON DR	38	3	PEARSON EST #1	R1	\$	54,000	500				
1 & 2 FAMILY, ADD OR ALTER	BLOOM GC LLC	1024	3/25/2022	820		COLLEGE AVE	8	2	CAMPUS ADD	R2	\$	25,000	252				
1 & 2 FAMILY, ADD OR ALTER	TAYLOR MADE RENOVATIONS	1057	3/30/2022	1100		ROBINHOOD LN	2	2	SHERWOOD FOREST #2	R1	\$	56,000	589				
1 & 2 FAMILY, ADD OR ALTER	MIGHTY MOUNTAIN RENOVATION	1087	3/23/2022	4701		HIGHLAND LAKE DR	2	1	HIGHLAND HILLS #3	RE	\$	21,240	180				
1 & 2 FAMILY, ADD OR ALTER	OWNER	1113	3/30/2022	506	S	LAHOMA AVE	10	3	ROSS ADDITION	RE	\$	575,000	1033				
1 & 2 FAMILY, ADD OR ALTER	OWNER	1121	3/28/2022	603	N	STEWART AVE	6	4	ELLIOTT ADD	R1	\$	3,000	222				
1 & 2 FAMILY, ADD OR ALTER	GOAT CONTRACTING LLC	1145	3/30/2022	504		FOREMAN AVE	1	3	TOWN & COUNTRY ESTATES #2	NA	\$	4,000	25				
1 & 2 FAMILY, ADD OR ALTER	HERITAGE PERGOLAS & PATIOS LLC	1154	3/30/2022	2831		CHELSEA DR	9	3	BERKELEY ADD #6	R1	\$	28,000	594				
1 & 2 FAMILY, FIRE REPAIR	OWNER	983	3/15/2022	600		168TH AVE	31	1W	NOT SUBDIVIDED	A2	\$	60,000	637				
1 & 2 FAMILY, FIRE REPAIR	OWNER	1232	3/30/2022	336		OVERTON DR	18	5	LAKEVIEW TERRACE	R1	\$	10,000	100				
1 & 2 FAMILY, PAVING	A & L CONCRETE	938	3/17/2022	4406		NORTHBRIDGE RD	4	6	BROOKHAVEN #08	R1	\$	16,384	1065				
1 & 2 FAMILY, PAVING	A2 Z REMODELING	1016	3/22/2022	1013		CARACARA DR	4	1	EAGLE CLIFF SOUTH ADD #3	R1	\$	2,975	300				
1 & 2 FAMILY, PAVING	OWNER	1112	3/30/2022	506	S	LAHOMA AVE	10	3	ROSS ADDITION	R1	\$	100,000	572				
1 & 2 FAMILY, PAVING	REVIVAL LANDSCAPE & DESIGN	1122	3/28/2022	2324		NORWOOD DR	3	6	BELLATONA SEC. #2	R1	\$	5,564	175				
1 & 2 FAMILY, SOLAR	PROLECTRIC CONTRACTORS LLC	233	3/9/2022	1210		MCGEE DR	DR	A	HILLTOP ADD	C2	\$	93,754	38				
1 & 2 FAMILY, SOLAR	MY ROOF	469	3/11/2022	2504		DEER CHASE DR	9	2	DEERFIELD ADD SEC 4	R1	\$	10,000	5				
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION, LLC	812	3/7/2022	510		MIDLAND DR	DR	3	WESTERN VIEW #2	NA	\$	21,328	3				
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA (FORMER)	857	3/7/2022	2919		TRAILWOOD DR	1	3	TRAILWOODS SEC 8	PUD	\$	12,800	4				
1 & 2 FAMILY, SOLAR	OWNER	863	3/10/2022	7601		STARDUST LN	17	1W	ACERAGE	A2	\$	750	7				
1 & 2 FAMILY, SOLAR	ARROWPOINT ENERGY, LLC DBA ARRO	945	3/22/2022	4408		12TH AVE	3	4	WILDWOOD HILLS ESTATES	RE	\$	55,000	19				
1 & 2 FAMILY, SOLAR	ARROWPOINT ENERGY, LLC DBA ARRO	1033	3/22/2022	6650		120TH AVE	35	1W	POWELL ACRES	A2	\$	50,600	9				
1 & 2 FAMILY, SOLAR	ARROWPOINT ENERGY, LLC DBA ARRO	1044	3/22/2022	1007		RIVER VIEW DR	4	3	WILDWOOD HILLS ESTATES	RE	\$	22,950	18				
1 & 2 FAMILY, SOLAR	PAIC SOLAR	1066	3/23/2022	16105	E	IMHOFF RD	4	1E	SEVEN OAKS COS	A2	\$	79,218	18				
1 & 2 FAMILY, SOLAR	PAIC SOLAR	1088	3/25/2022	2805		CEDARCREST ST	5	1	SHADOWLAKE ADD	R1	\$	40,358	8				
1 & 2 FAMILY, SOLAR	ASTRAWATT SOLAR	1123	3/25/2022	1707		SHEFFIELD CIR	2	3	SHILOH HEIGHTS	NA	\$	31,424	7				
1 & 2 FAMILY, SOLAR	SHINE SOLAR DBA SHINE AIR	1146	3/28/2022	1214	E	BOYD ST	4	2	SUNRISE HEIGHTS #1	R1	\$	27,324	5				
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA (FORMER)	1150	3/28/2022	1725		HAZELWOOD DR	7	2	WOODCREEK ADD	R1	\$	13,900	5				
1 & 2 FAMILY, SOLAR	ASTRAWATT SOLAR	1159	3/29/2022	221		MERKLE DR	2	2	WESTWOOD ESTATES	R1	\$	15,939	8				
1 & 2 FAMILY, STORAGE BLDG	OWNER	693	3/2/2022	4160		PIONEER CIR	11	4	MARLATT ADD	R1	\$	50,000	1500				
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED	755	3/1/2022	3309		VALLEY HOLLOW	19	2	SUMMIT VALLEY	R1	\$	4,500	120				
1 & 2 FAMILY, STORAGE BLDG	DABNEY STEEL FRAMED CONST.LLC	778	3/9/2022	17800	E	INDIAN HILLS RD	3	1E	INDIAN HILLS ACRES	A2	\$	30,470	2175				
1 & 2 FAMILY, STORAGE BLDG	A&W CONSTRUCTION	822	3/14/2022	7720	E	STATE HWY 9	8	1W	NOT SUBDIVIDED	A2	\$	50,000	2000				
1 & 2 FAMILY, STORAGE BLDG	DABNEY STEEL FRAMED CONST.LLC	1															

1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PATIO	293	3/14/2022	3014	ISABELLA	RD	4A	2	LAS COLINAS SEC. #1	R1	\$	195,000	2610
1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PATIO	438	3/31/2022	5505	RAWHIDE	RD	2	5	GLENRIDGE SEC. #2	PUD	\$	70,000	1144
1 & 2 FAMILY, SWIMMING POOL	FOX POOLS OF CENTRAL OK	539	3/4/2022	4316	RAVENS COURT	LN	1A	3	CARRINGTON PLACE ADD #13	R1	\$	77,000	1081
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	847	3/8/2022	4402	ESCALON	DR	8	4	LAS COLINAS SEC. #1	R1	\$	70,000	880
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	894	3/10/2022	4209	LAS COLINAS	LN	8	3	LAS COLINAS SEC. #2	R1	\$	90,000	1520
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	908	3/14/2022	4507	FOUNTAIN VIEW	DR	4	1	FOUNTAIN VIEW SEC. #1	R1	\$	107,000	1200
1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PATIO	958	3/18/2022	421	MAYBURY	DR	11	3	LITTLE RIVER TRAILS SEC #3	PUD	\$	75,000	832
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	985	3/21/2022	1715	SMOKING OAK	CT	3	1	SMOKING OAK #2	R1	\$	54,820	834
1 FAMILY, MANUFACTURED HOME	OWNER	901	3/10/2022	2500	120TH	AVE	11	1W	NOT SUBDIVDED	A2	\$	155,000	1834
1 FAMILY, NEW CONSTRUCTION	OWNER	131	3/29/2022	501	E BROOKS	ST	37	10	SOUTHRIDGE ADD	R1	\$	178,000	2454
1 FAMILY, NEW CONSTRUCTION	HOMESTEAD CUSTOM HOMES & CON	285	3/10/2022	2016	PROVIDENCE	DR	21	4	HALLBROOKE ADD #8	R1	\$	315,000	3730
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	562	3/3/2022	2717	GULLIVER	ST	12	4	TRAILWOODS SEC 12	PUD	\$	160,650	1785
1 FAMILY, NEW CONSTRUCTION	J. HOWELL CONSTRUCTION, INC.	571	3/2/2022	6813	E ROCK CREEK	RD	18	1W	NOT SUBDIVDED	A2	\$	490,000	4190
1 FAMILY, NEW CONSTRUCTION	AMERICAN STANDARD HOMES	605	3/30/2022	1109	SIENA SPRINGS	DR	5	2	SIENA SPRINGS ADD #1	PUD	\$	369,750	2862
1 FAMILY, NEW CONSTRUCTION	HILLS LAND & CONSTRUCTION	608	3/2/2022	15925	E IMHOFF	RD	4	1E	SEVEN OAKS COS	A2	\$	471,000	4294
1 FAMILY, NEW CONSTRUCTION	FLORIDA CONSTRUCTION	611	3/30/2022	1149	SIENA SPRINGS	DR	1	2	SIENA SPRINGS ADD #1	PUD	\$	369,750	3449
1 FAMILY, NEW CONSTRUCTION	FLORIDA CONSTRUCTION	613	3/30/2022	1119	SIENA SPRINGS	DR	4	2	SIENA SPRINGS ADD #1	R1	\$	369,750	3449
1 FAMILY, NEW CONSTRUCTION	FLORIDA CONSTRUCTION	620	3/30/2022	1100	SIENA SPRINGS	DR	10	1	SIENA SPRINGS ADD #1	PUD	\$	369,750	3449
1 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	669	3/7/2022	1224	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1860
1 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	690	3/7/2022	1230	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1860
1 FAMILY, NEW CONSTRUCTION	OWNER	790	3/9/2022	3201	SCOTT'S BLUFF	DR	12	2	WILLOWBEND SEC 3	R1	\$	225,000	3562
1 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	803	3/7/2022	4311	DUSTY	TR	8	3	GLENRIDGE SEC. #3	PUD	\$	272,401	3499
1 FAMILY, NEW CONSTRUCTION	RIVERSTONE HOMES	860	3/11/2022	2008	DONDORE	DR	31	1	BROOKHAVEN PLACE	PUD	\$	375,950	2656
1 FAMILY, NEW CONSTRUCTION	STONEWALL HOMES, LLC.	925	3/14/2022	3704	VINTAGE CREEK	DR	8	1	VINTAGE CREEK ADDITION	PUD	\$	650,000	4944
1 FAMILY, NEW CONSTRUCTION	STONEWALL HOMES, LLC.	933	3/18/2022	320	GREENS	PKY	2	2	HIGHLAND VILLAGE ADD SEC 9	R1	\$	470,000	3934
1 FAMILY, NEW CONSTRUCTION	STONEWALL HOMES, LLC.	934	3/22/2022	3628	LEGACY	DR	14	4	VINTAGE CREEK ADDITION	PUD	\$	470,000	3802
1 FAMILY, NEW CONSTRUCTION	HOMESTEAD CUSTOM HOMES & CON	937	3/25/2022	1921	PROVIDENCE	DR	6	3	HALLBROOKE ADD #8	R1	\$	282,000	3743
1 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	1031	3/23/2022	4216	WINDSTONE	DR	13	3	GLENRIDGE SEC. #3	PUD	\$	338,368	3601
1 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	1032	3/23/2022	712	TIMBER	LN	2	7	VINTAGE CREEK ADDITION	PUD	\$	226,499	3201
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	636	3/1/2022	3300	BLACKBIRD	RD	25	2	FROST CREEK ADD.	R1	\$	760,000	5915
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	701	3/3/2022	3003	WISTER	ST	13	3	GREENLEAF TRAILS ADD 11	PUD	\$	160,800	2588
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	703	3/3/2022	2809	GULLIVER	ST	8	4	TRAILWOODS SEC 12	PUD	\$	129,200	1849
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	721	3/3/2022	1016	MOUNT IRVING	WAY	1	2	RED CANYON RANCH SEC 7	PUD	\$	265,320	2948
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	760	3/7/2022	3019	WISTER	RD	9	3	GREENLEAF TRAILS ADD 11	PUD	\$	156,200	2359
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	762	3/10/2022	3904	BLACK MESA	RD	20	1	RED CANYON RANCH SEC 7	PUD	\$	297,090	3301
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	763	3/7/2022	1009	MOUNT IRVING	WAY	4	1	RED CANYON RANCH SEC 7	PUD	\$	299,700	3330
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	765	3/7/2022	3900	BLACK MESA	RD	21	1	RED CANYON RANCH SEC 7	PUD	\$	283,770	3153
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	769	3/10/2022	919	MOUNT IRVING	WAY	6	1	RED CANYON RANCH SEC 7	PUD	\$	291,420	3238
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	780	3/7/2022	923	VILLAVERT	DR	3	1	MONTEREY RIDGE SEC. #2	PUD	\$	660,000	5207
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	784	3/7/2022	608	CHILLMARK	DR	2	12	VINEYARD PHASE III	R1	\$	500,000	3901
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	785	3/7/2022	214	ALABAMA	DR	1	2	LITTLE RIVER TRAILS SEC #3	PUD	\$	480,000	3593
1 FAMILY, NEW CONSTRUCTION	HOME CREATIONS, INC.	805	3/16/2022	2221	ARCADY	AVE	8	2	BELLATONA SEC. #3	R1	\$	180,000	2245
1 FAMILY, NEW CONSTRUCTION	COLONY HOMES	824	3/14/2022	2910	CARETTA	CT	7	3	TURTLE CROSSING	PUD	\$	140,119	1718
1 FAMILY, NEW CONSTRUCTION	COLONY FINE HOMES, LLC.	825	3/16/2022	2906	CARETTA	CT	6	3	TURTLE CROSSING	PUD	\$	145,614	1814
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	834	3/10/2022	3011	WISTER	RD	11	3	GREENLEAF TRAILS ADD 11	PUD	\$	158,300	2274
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	835	3/10/2022	3035	WISTER	RD	5	3	GREENLEAF TRAILS ADD 11	PUD	\$	160,800	2676
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	836	3/14/2022	3149	WISTER	RD	10	3	GREENLEAF TRAILS ADD 11	PUD	\$	165,700	2439
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	837	3/10/2022	3015	WISTER	RD	10	3	GREENLEAF TRAILS ADD 11	PUD	\$	140,800	2244
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	843	3/10/2022	3908	BLACK MESA	RD	19	1	RED CANYON RANCH SEC 7	PUD	\$	276,750	3075
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	844	3/10/2022	813	MOUNT IRVING	WAY	13	1	RED CANYON RANCH SEC 7	PUD	\$	330,030	3525
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	845	3/10/2022	1020	MOUNT IRVING	WAY	2	2	RED CANYON RANCH SEC 7	PUD	\$	240,120	2688
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	846	3/10/2022	1013	MOUNT IRVING	WAY	3	1	RED CANYON RANCH SEC 7	PUD	\$	239,580	2682
1 FAMILY, NEW CONSTRUCTION	HALOKA HOMES, LLC.	852	3/10/2022	3911	CATALINA	CT	6	1	MONTEREY ADD. #2	R1	\$	198,430	2644
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	875	3/14/2022	801	MOUNT IRVING	WAY	16	1	RED CANYON RANCH SEC 7	PUD	\$	302,490	3361
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	876	3/14/2022	817	MOUNT IRVING	WAY	12	1	RED CANYON RANCH SEC 7	PUD	\$	290,430	3227
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	877	3/14/2022	3912	BLACK MESA	RD	10	1	RED CANYON RANCH SEC 7	PUD	\$	312,480	3472
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	879	3/14/2022	1105	PIPER	ST	8	1	TRAILWOODS SEC 12	PUD	\$	180,000	2204
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	882	3/14/2022	1101	PIPER	ST	9	1	TRAILWOODS SEC 12	PUD	\$	180,000	1905
1 FAMILY, NEW CONSTRUCTION	HOME CREATIONS, INC.	895	3/14/2022	2220	ARCADY	AVE	8	5	BELLATONA SEC. #3	R1	\$	167,000	2058
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	935	3/17/2022	2907	GULLIVER	ST	4	4	TRAILWOODS SEC 12	PUD	\$	174,240	1936
1 FAMILY, NEW CONSTRUCTION	HALOKA HOMES, LLC.	996	3/22/2022	3910	CATALINA	CT	11	1	MONTEREY ADD. #2	R1	\$	198,430	2644
1 FAMILY, NEW CONSTRUCTION	HALOKA HOMES, LLC.	1001	3/22/2022	3908	CATALINA	CT	10	1	MONTEREY ADD. #2	R1	\$	283,613	3391
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC.	1017	3/24/2022	2800	ASTOR	DR	1	4	BERKELEY ADD #3	R1	\$	180,000	2493
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1036	3/24/2022	3914	BLACK MESA	RD	23	1	RED CANYON RANCH SEC 7	PUD	\$	297,900	3310
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1038	3/24/2022	2911	GULLIVER	ST	3	4	TRAILWOODS SEC 12	PUD	\$	198,390	2204
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1067	3/28/2022	3131	WISTER	RD	7	1	GREENLEAF TRAILS ADD 11	PUD	\$	185,800	2593
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1069	3/28/2022	3039	WISTER	RD	4	3	GREENLEAF TRAILS ADD 11	PUD	\$	149,200	1963
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1118	3/31/2022	1114	ZARA	ST	7	2	TRAILWOODS SEC 12	PUD	\$	274,620	2114
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1119	3/31/2022	3805	BLACK MESA	RD	18	3	RED CANYON RANCH SEC 7	PUD	\$	280,890	3121
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC.	720	3/8/2022	4516	BELLINGHAM	LN	5	2	CARRINGTON PLACE ADD #14	R1	\$	1,024,000	6190
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC.	739	3/8/2022	4204	MIDDLEFIELD	CT	8	1	BROOKHAVEN #39	R1	\$	482,000	3690
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC.	743	3/8/2022	3336	CHARDONNAY	LN	2	4	CHARDONNAY AT THE VINEYARD PH1	PUD	\$	403,000	2870
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	675	3/7/2022	1222	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	676	3/7/2022	1204	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	677	3/7/2022	1212	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	678	3/7/2022	1208	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	679	3/7/2022	1220	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	681	3/7/2022	1200	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	682	3/7/2022	1214	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	683	3/7/2022	1216	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	685	3/7/2022	1218	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	686	3/7/2022	1226	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	687	3/7/2022	1209	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858
2 FAMILY, NEW CONSTRUCTION	BLUE JAY CONSTRUCTION, LLC.	688	3/7/2022	1210	KINGSTON	RD	1	1	KINGSTON HILLS SEC 3	RM2	\$	185,000	1858

3+ FAMILY, ADD OR ALTER	ALFARO PROPERITES	991	3/21/2022	401		12TH	AVE	290		TRIAD #2	RMB	\$	8,770	750	
3+ FAMILY, ADD OR ALTER	ALFARO PROPERITES	992	3/21/2022	401		12TH	AVE	102		TRIAD #2	RMB	\$	8,770	750	
3+ FAMILY, FIRE REPAIR	TPI CONSTRUCTION&PAINTING, INC.	741	3/1/2022	3700		12TH	AVE	2	1	EAGLE CLIFF ADD #13	RMB	\$	51,450	1085	
3+ FAMILY, FIRE REPAIR	INTERSTATE RESTORATION, LLC.	823	3/4/2022	401	E	BOYD	ST	17	23	CLASSEN-MILLER ADDITION	C2	\$	15,000	1000	
TEMPORARY ROLL-OFF, OTHER	TUSCAN VILLAGE SJC TIC, LLC.	801	3/2/2022	300		HAL MULBROW	DR	12	2	PEARSON EST #1	RMB	\$	-	0	
TEMPORARY ROLL-OFF, OTHER	MILLER, HOLLY	1202	3/29/2022	1060		RAMBLING OAKS	DR	1	1	SPRING BROOK #14	RMB	\$	-	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	WAGNER, GENEVIEVE	848	3/4/2022	422		NEBRASKA	ST	11	12	NORMAN HEIGHTS ADDITION	R1	\$	-	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	THORNTON, RODNEY D	868	3/7/2022	1060		RAMBLING OAKS	DR	1	1	SPRING BROOK #14	RMB	\$	-	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	U S A	906	3/9/2022	1000		CLEAR BAY	AVE	31	1E	STATE PROPERTY	UNC	\$	-	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	GRIFFITH, JOE C	1099	3/23/2022	600		66TH	AVE	31	1W	NOT SUBDIVIDED	A2	\$	-	0	
TOTAL PERMITS (EXCLUDING TEMP ROLL-OFF)		166	AVERAGE VALUATION		\$	25,600,026		AVERAGE PROJECT AREA		256,306					
			TOTAL VALUATION		\$	154,217		TOTAL PROJECT AREA		1,548					
Permit Type		Permit Counts		Unit Count		Valuation				Permit Type		Permit Counts			
1 & 2 FAMILY, STORM SHELTER		30				\$		116,282		RESIDENTIAL STORAGE CONTAINER		0			
1 & 2 FAMILY, ADD OR ALT		17				\$		1,239,240		TEMPORARY ROLL-OFF, RESIDENTIAL		4			
1 & 2 FAMILY, CARPORT		0				\$		-		TEMPERARY ROLL-OFF, OTHER		2			
1 & 2 FAMILY, FIRE REPAIR		2				\$		70,000		SEASONAL STORAGE CONTAINER		0			
1 & 2 FAMILY, PAVING		4				\$		124,923							
1 & 2 FAMILY, SOLAR		14				\$		465,346							
1 & 2 FAMILY, STORAGE BLDG		11				\$		1,381,093							
1 & 2 FAMILY, SWIMMING POOL		8				\$		738,920							
1 FAMILY, MANUFACTURED HOME REPLACEMENT		0				\$		-		DEMOS-RESIDENTIAL		NET # DU			
1 FAMILY, MANUFACTURED HOME NEW		1				\$		155,000		719 DEANS ROW AVE		-1			
2-FAMILY, NEW CONSTRUCTION		63				\$		19,005,262		721 DEANS ROW AVE		-1			
3-FAMILY, NEW CONSTRUCTION		12				\$		2,220,000		1901 W. BHOFF RD.		-1			
3-FAMILY, NEW CONSTRUCTION		0				\$		-							
3-FAMILY, FIRE REPAIR		2				\$		66,450							
3-FAMILY, FOUNDATION		0				\$		-							
3-FAMILY, ADD/ALT		2				\$		17,540							
GROUP QUARTERS		0				\$		-							
GROUP QUARTERS		0				\$		-							
GROUP QUARTERS		0				\$		-							
TOTAL		166				\$		25,800,026		TOTAL DEMO-NET DWELLING UNITS		-3			

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



MARCH | 2022

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2022	5-YEAR AVERAGE	2021
MURDER	0	0	0
SEXUAL ASSAULTS	13	20	20
ROBBERY	4	4	4
AGGRAVATED ASSAULTS	26	15	21
BURGLARY OF BUILDING	34	56	48
LARCENY/THEFT	229	231	249
MOTOR VEHICLE THEFT	45	32	41
ARSON	0	1	1
KIDNAPPING	2	2	5
FRAUD/FORGERY	75	76	80
DUI/APC	23	38	29
PUBLIC INTOXICATION	38	48	34
RUNAWAYS	16	29	21
DRUG VIOLATIONS	59	89	32
THREATS/HARASSMENT	41	29	48
VANDALISM	83	90	73
OTHER	525	482	493
TOTAL REPORTED CRIME	904	912	923
TOTAL ARRESTS:	521	570	399
PROTECTIVE CUSTODY:	84	98	64
TOTAL CASE REPORTS*	1,047	1,099	1,024
COLLISIONS	183	182	183
FATALITY	0	1	0
INJURY	50	53	58
NON- INJURY	133	129	125
NUMBER OF PEOPLE INJURED	64	77	96
CITATIONS & WARNINGS	1,874	4,269	3,179
TRAFFIC CITATIONS	501	1,427	1,179
TRAFFIC WARNINGS	916	1,861	1,273
PARKING CITATIONS & WARNINGS	457	982	727

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 6,146

NON-EMERGENCY CALLS TAKEN: 16,838

TOTAL INCOMING CALLS: 25,096

TOTAL CALLS FOR SERVICE GENERATED: 10,632

POLICE CALLS FOR SERVICE: 7,104

OFFICER INITIATED: 2,092

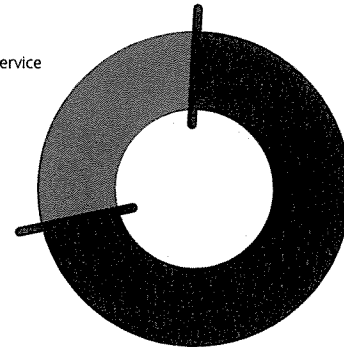
CITIZEN INITIATED: 4,996

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,556

EMSSTAT: 1,948

Officer Initiated Calls for Service
2,092



Citizen Initiated Calls for Service
4,996

INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 332

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 84

CASES CLOSED DURING REPORTING PERIOD: 628

CLEARED BY ARREST / WARRANT: 22

CLEARED BY EXCEPTION: 54

COP FOLLOW-UP: 20

DEACTIVATED: 510

DEACTIVATED DUE TO STAFFING: 20

UNFOUNDED: 2

ANIMAL WELFARE

INTAKES: 269

LIVE RELEASES: 232

LIVE OUTCOME RATE: 96.7%

ANIMALS FOSTERED: 34

ANIMALS LICENSED: 70

VOLUNTEER HOURS: 245

RECORDS

CUSTOMER SERVICE CONTACTS: 1,531

IN-PERSON CONTACTS: 781

PHONE CONTACTS: 750

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 171

CURRENT COMMISSIONED OFFICERS: 163 (8 VACANCIES)

OFFICERS AVAILABLE FOR ASSIGNMENT: 145

18 ARE UNAVAILABLE DUE TO OJI, LONGTERM MEDICAL; MILITARY LEAVE; FIELD TRAINING/POLICE ACADEMY

AUTHORIZED NON-COMMISSIONED POSITIONS: 71

CURRENT NON-COMMISSIONED POSITIONS: 63 (8 VACANCIES)

DEPARTMENT SPOTLIGHT | PACE (PROACTIVE CRIME ENFORCEMENT)

A FUNCTION OF THE NEW COMMUNITY AND STAFF SERVICES BUREAU -- **PACE** (PROACTIVE CRIME ENFORCEMENT) WORKS TO ADDRESS THE COMMUNITY'S MOST IMMINENT AREAS OF CONCERN. THE UNIT WORKS IN PARTNERSHIP WITH THE COMMUNITY AND OTHER DIVISIONS OF THE POLICE DEPARTMENT TO DEVELOP SHORT AND LONGTERM SOLUTIONS FOR CRIMINAL ACTIVITY AND SOCIAL HARMS.

PACE BEGAN WORKING IN THE COMMUNITY IN LATE FEBRUARY AND IS CURRENTLY STAFFED WITH TWO POLICE OFFICERS. TO DATE, **PACE** HAS ALREADY WORKED IN PARTNERSHIP TO YIELD POSITIVE SOLUTIONS THROUGH THE FOLLOWING INCIDENTS.

- LOCATED AND ARRESTED AN INDIVIDUAL WANTED FOR MULTIPLE INCIDENTS OF STALKING AND HARRASSING FEMALE EMPLOYEES OF NORMAN BUSINESSES
- OBTAINED ARREST WARRANTS FOR AN INDIVIDUAL IN POSSESSION OF A FIREARM WHO WAS INVOLVED IN MULTIPLE RESIDENTIAL BURGLARIES, VEHICLE THEFTS AND THE FRAUDULENT USE OF CREDIT CARDS ACROSS NORMAN
- LOCATED AND ARRESTED AN INDIVIDUAL WANTED FOR AGGRAVATED ASSAULT



ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report March 2022



IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	36	21	57	71	22	93	36	63%
Ending	38	16	54	73	49	122	68	126%

ANIMAL INTAKES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	83	33	116	143	56	199	83	72%
Owner Relinquish	39	26	65	16	44	60	(5)	-8%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
Transfer In	0	1	1	0	0	0	(1)	-100%
Other Intakes*	8	2	10	2	0	2	(8)	-80%
Returned Animal	10	2	12	6	2	8	(4)	-33%
TOTAL LIVE INTAKES	141	64	205	167	102	269	64	31%

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

OTHER STATISTICS

	2021		2022		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	4	4	3	3	(1)	-25%
Dog Collected (DOA)	0	0	1	1	1	#DIV/0!
Cat Collected (DOA)	2	2	0	0	(2)	-100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	1	1	0	0	(1)	-100%
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	0	0	2	2	2	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	1	1	2	2	1	100%
TOTAL OTHER ITEMS	8	8	8	8	0	0%

LENGTH OF STAY (DAYS)

	2021	2022
Dog	14.4	20.5
Puppy	4.1	11.7
Cat	7	11.1
Kitten	2.6	1.5

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	139	7	0	146

Norman Animal Welfare Monthly Statistical Report March 2022



LIVE ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	67	35	102	81	47	128	26	25%
Return To Owner	38	3	41	51	5	56	15	37%
Transferred Out	32	26	58	29	14	43	(15)	-26%
Returned to Field	0	1	1	0	5	5	4	400%
Other Outcome	0	0	0	0	0	0	0	0%
TOTAL LIVE OUTCOMES	137	65	202	161	71	232	30	15%

OTHER ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	2	0	2	2	100%
Lost in Care	0	0	0	0	0	0	0	0%
Shelter Euth	2	4	6	2	4	6	0	0%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
TOTAL OTHER OUTCOMES	3	4	7	4	4	8	1	14%

TOTAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	137	65	202	161	71	232	30	15%
Total Other Outcomes	3	4	7	4	4	8	1	14%
TOTAL OUTCOMES	140	69	209	165	75	240	31	15%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	0	3	0	3	50%
Medical - Injured	1	1	0	2	33%
Behavior - Aggressive	0	0	0	0	0%
Behavior - Other	1	0	0	1	17%
TOTAL EUTHANASIA	2	4	0	6	

MONTHLY LIVE RELEASE RATE

2021	2022
97.1%	96.7%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS **12**

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
March 2022

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed two (2) Final Plats to the Development Committee; two (2) Rural Certificate of Survey, one (1) Short form Plat and one (1) Preliminary Plat for Planning Commission and one (1) Rural Certificate of Survey and two (2) Final Plats to City Council. The Development Engineer reviewed 31 sets of construction plans and 4 punch lists. There were 204 permits reviewed and/or issued. Fees were collected in the amount of \$10,754.99.

CAPITAL PROJECTS:

Robinson Street West of I-35 Widening Project:

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on November 19, 2020, for the Robinson Street West of I-35 Project, located from I-35 to west of Rambling Oaks Drive/Cross Roads Boulevard intersection. The low bidder was Redlands Contracting, L.L.C. of Warr Acres, Oklahoma in the amount of \$5,025,867.62. ODOT awarded this project at the December 7, 2020, Transportation Commission Meeting. Redlands started construction on Monday, April 5, 2021. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates a mid-April 2022 completion. ODOT is administering the construction of this project because federal transportation funds are being used.

The project involves the following items:

- Widen Robinson Street for the addition of right turn and left turn lanes
- Relocate & reconfigure Interstate Drive/Robinson Street intersection east of current location
- Intersection improvements to Crossroads Boulevard/Rambling Oaks Drive/Robinson Street intersection
- New street lights, traffic signals, street signs and traffic signal interconnect along the project
- Interstate 35 on and off ramp reconstruction south of Robinson Street
- Continuous sidewalks and accessibility
- Stormwater improvements

The contractor's activities this month were as follows:

- Completed storm pipeline and inlet installations on Phase 3, the north leg of Crossroads Boulevard and area in front of 7-Eleven convenience store.
- Completed concrete pavement installations on Phase 3.
- Started sidewalk installations on Phase 3
- Started traffic signal installations at Crossroads Boulevard/Robinson Street intersection.

Porter Avenue and Acres Street Intersection 2019 Bond Project:

The City of Norman conducted a bid opening on October 1, 2020, for the Porter Avenue and Acres Street Intersection 2019 Bond Project. The low bidder was Rudy Construction Co. of Oklahoma City, Oklahoma in the amount of \$2,600,996.65. The Norman City Council awarded the project at the October 27, 2020 City Council Meeting. A pre-construction meeting occurred November 12, 2020 and construction began on November 17, 2020. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates a December 2021 completion. The City of Norman Public Works Department is administering the construction of this project with the aid of inspectors from the Norman Utilities Authority.

The project involves the following items:

- Revised geometry of the intersection to enhance traffic operations and pedestrian safety
- New traffic signals with ADA compliant ramps and crossings.
- New storm water structures meeting current City of Norman codes and ordinances
- Dedicated left turn lanes to enhance traffic operations
- Reconfigured Daws Street to accommodate intersection improvements at Porter and Acres
- Waterline utility relocations as needed to accommodate intersection improvements
- New ADA compliant pedestrian sidewalks adjacent to the roadway
- Streetscape elements including decorative sidewalks, lighting, and landscaping

The contractor's activities this month were as follows:

- *Project Complete with exception of bases for signal poles*
- *Prepared final As-built quantities for Change Order No. 3*

*Monthly Progress Report
Public Works (March 2022)*

STREET MAINTENANCE BOND PROJECTS:

2022 Urban Concrete

Bid 2

During the month of March, A-Tech Paving reached substantial completion of their project.

Imhoff Bridge Emergency Repairs Project

On Thursday, July 29, 2021, City Staff were made aware of the failure of the southeast wing wall attached to the West Imhoff Road Bridge, NBI No. 18958. Upon initial inspections performed by City Staff, the condition of the bridge was found to be severe enough to warrant immediate closure.

On August 10, 2021, Haskell Lemon Construction Co., mobilized to the West Imhoff Road Bridge to begin removing the debris from the channel that was restricting the flow of Imhoff Creek which was part of the original scope of work listed in the FYE 2022 Bridge Maintenance Program contract. On August 11, 2021, Haskell Lemon Construction Co., investigated spalling on the northwest wing wall that was also identified in the FYE 2022 Bridge Maintenance Program contract scope. During their investigations a large portion of concrete came loose exposing the joint between the wing wall and the bridge structure. The wing wall was found to have approximately 1.5" of separation from the bridge structure with no reinforcing tie-ins. This wing wall has three (3) utility lines routed through it: a sanitary sewer line, a 4" gas line, and a potable water line. The wing wall is in danger of a full-scale failure, which failure would affect these three utilities as well as the structure's stability.

On August 14, 2021, City Council declared the situation at the Bridge to be an emergency.

On March 22, 2022, City Council approved Change Order No. 1 to Contract K-2122-59 which added the removal and installation of a potable water and sanitary sewer line to the scope of the project.

During the month of March, Haskell Lemon Construction Co. completed all construction in the channel including new wing installation on the north side of the structure, new concrete apron on the north side of the structure, regraded slopes, added rip rap, and completed the installation of a potable water and sanitary sewer lines on the north side of the structure.

FYE 2022 Street Maintenance Bond – Urban Road Reconstruction – Grover Lane

Bids were opened October 14, 2021 with seven (7) bids received. The low bidder was Parathon Construction LLC. The contract was awarded in the amount of \$205,225 with a January 3, 2022, start date. Parathon chose not mobilize until February 1, 2022, but anticipates completing the project within the 120-day contract period.

This street reconstruction project includes new concrete pavement with curb and gutter over a compacted aggregate base.

During the month of March, the contractor completed 1,073 square yards of concrete pavement, 53 square yards of drive approaches, and 395 feet of curb. Construction is complete west of Hall Avenue and completion of the short section east of Hall is anticipated in April.

Sidewalk Programs:

FYE 2022 Annual Sidewalk Program. Bids were received on June 3, 2021. City Council awarded the contract to Nash Construction Co. in the amount of \$313,109.00, on July 13, 2021. Change Order #1 increasing the Citywide contract amount of \$56,665.00 by \$45,000.00 was approved by City Council on September 28, 2021. Construction began August 10, 2021. The Schools and Arterials, Sidewalks & Trails, Sidewalk Accessibility and Downtown Sidewalk and Curbs projects are complete. To date, we've expended an estimated \$103,529.04 on 51 Citywide projects, which includes the "50/50 program," and have another 14 projects in queue at an estimated cost of \$24,529.51. Proposed Change Order #2 adding an additional \$80,000.00 to the Citywide program is projected to meet City Council on January 18, 2022. If approved, this will extend the program until the end of FYE 2022, or until funds are depleted.

*Monthly Progress Report
Public Works (March 2022)*

Citywide Sidewalk Reconstruction				
FYE 22 Projects Completed	FYE 22 Citizen Contributions	Total Open Projects	Open Projects Estimate	Open Projects Scheduled: City Responsibility/Resident Participation
51	\$22,558.06	18	\$33,767.46	3

FYE 2022 Capital Improvement Project – 24th Avenue NW. Bids were received on August 5, 2021 and the project was awarded to Parathon Construction by City Council on September 14, 2021. This project addresses a significant portion of the City of Norman's 2018 Americans with Disabilities Act Transition Plan. The 24th Avenue project area is large and is broken down into four phases. This construction addresses Phase I and includes significant repairs along a 1.1-mile sidewalk corridor on 24th Avenue NW, from Main Street to Robinson Street (east side) and comprises 1365 square yards of sidewalk repairs, 800 square yards of driveway approach reconstruction and 216 square yards of ramps and curb cuts. The project began November 8, 2021 and is currently 90% complete. Change Order #1 was approved by Council on December 14, 2021, which increased the contract amount by \$120,066.00 enabling a continuation into Phase II of the project. Phase II consists of the same stretch as Phase I, but along the west side of 24th Avenue NW and is projected to begin March 1, 2022. Phase III and IV, which continues along the east and west sides of 24th Avenue SW, from Main Street to Lindsey Street will be programmed for future years.

During the month of March, the contractor completed 155 square yards of sidewalk and 53 square yards of driveways.

Parathon Construction will continue with operations on the west side of 24th Ave. from Robinson St. to Hemphill Dr.

PUBLIC TRANSIT

Public Transit Response to COVID-19 (coronavirus)

Below are actions that have continued to be taken by City and EMBARK staff altering transit service in response to COVID-19.

- Enhanced cleaning of vehicles.
- Suspended operations of route 144-Social Security.
- Limited capacity on fixed route and paratransit busses ended on March 13, 2022.
- Mandatory face coverings while using transit services, a federal requirement on public transit (expiration date extended from *March 18, 2022* to *April 18, 2022*).

Battery Electric Bus Purchases

The City is currently in the process of purchasing 2 battery electric busses. A group of transit staff members visited the manufacture's facility at the beginning of November to perform a pre-production meeting. Staff anticipates receiving these vehicles in August/September 2022. Below is background information on both battery electric bus projects:

- An authorization to purchase the City's first battery electric vehicle, a transit bus, was approved at Council's May 25, 2021 meeting. A purchase order was issued on May 27, 2021 to the manufacturer. Approximately 50% of the vehicle purchase price will be reimbursed through a grant received from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund.
- An authorization to purchase the City's second battery electric transit bus was approved at Council's August 10, 2021 meeting. A purchase order was issued on August 13, 2021 to the manufacturer. Approximately 70% of the vehicle purchase price will be reimbursed through a grant received from the FTA's 2021 Low- or No-Emission Vehicle Program. The City's project was 1 of 49 projects selected in the nation.
- Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.

*Monthly Progress Report
Public Works (March 2022)*

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

- The Go Norman Transit Plan was approved by resolution by Council at its June 22nd, 2021 meeting. Staff are continuing exploratory work on the next steps as recommended in the plan. Work this past month includes:
 - The acquisition of property downtown, 318-320 Comanche Street, to be used as a transit center, which Council approved the purchase sale agreement on January 18. The City and the seller finalized the sale process on March 4, 2022. The City will begin working with consultants to design the site into a new, City transit center.
 - On October 1, 2021 ACOG announced the grant cycle for their Air Quality Small Grant Program was open. This program seeks to improve air quality in Central Oklahoma by reducing reliance on single-occupancy vehicle trips. Small transportation infrastructure projects and transit improvements as well as projects focused on congestion relief efforts are all eligible. Staff submitted an application on November 19, 2021 requesting funding to install 80 new bus stops associated with the recommended route changes in the Go Norman Transit Plan. Council supported this application by approving a programming resolution on November 30, 2021 for the project. On January 13, 2022 the ACOG MPO Technical Committee recommended a list of projects be approved for funding, of which the City's was one of them. Then the ACOG MPO Policy Committee reviewed the list of projects on January 27, 2022 and approved them for funding. City staff have worked with ACOG on a contract agreement for the project which was brought to the March 8th Council meeting and approved.
 - Staff have worked with Nelson/Nygaard, the consultant that worked with the City to create the Go Norman Transit Plan, on an amendment to their contract which was approved by Council on March 8. This amendment will make minor changes to the Go Norman Transit Plan to reflect the property at 318-320 Comanche Street to be used as a Transit Center, rather than The Depot.

AngelTrax Public Transportation Onboard Surveillance System Installation

- On November 9, 2021 City Council approved contract K-2122-43 with AngelTrax to provide a public transportation onboard surveillance system for the City of Norman public transportation fleet.
- This contract provides:
 - Sufficient camera coverage both inside and outside the vehicle
 - Sufficient storage on each vehicle to be able to download video up to 240 hours in the past.
 - An automatic system that would download tagged video wirelessly when the vehicle comes in range of the public transit fleet yard.
 - A computer software solution that enables both EMBARK and City of Norman employees to tag/request video be downloaded and viewed.
- Vendor arrived and began installation last month. The equipment was installed, calibrated, and tested for quality verification. In addition, training materials were provided to staff regarding operation. The installation was completed in the last week of March. Staff will spend the next few weeks monitoring the system to ensure everything is working properly.

Transit Monthly Performance Report

Attached is the transit performance report for February 2022.

STREETS DIVISION

CAPITAL PROJECTS:

TOWN AND COUNTRY ESTATES-NORTH WESTCHESTER AVENUE TO NORTH SHERRY AVENUE

Streets crews replaced damaged concrete panels on Town and Country Estates-North Westchester Avenue to North Sherry Avenue. This repair required 17.50 cubic yards of concrete and resulted in over 46 square yards repaired.

CRUCE STREET-WYLIE ROAD TO MCGEE

Streets crews replaced damaged concrete panels on Cruce Street-Wylie Road to McGee. This repair required 88.50 cubic yards of concrete and resulted in over 424 square yards repaired.

*Monthly Progress Report
Public Works (March 2022)*

TECUMSEH ROAD: 156TH AVENUE NE TO 180TH AVENUE NE – DEEP PATCH

Streets crews worked a deep patch at Tecumseh Road: 156th Avenue NE to 180th Avenue NE and required 515.10 tons of asphalt for the repair.

ROCK CREEK ROAD: 156TH AVENUE NE TO 168TH AVENUE NE – DEEP PATCH

Streets crews worked a deep patch at Rock Creek Road: 156th Avenue NE to 168th Avenue NE and required 60 tons of asphalt for the repair.

ASPHALT:

BELLATONA BOULEVARD AND WATERBROOK DRIVE – DEEP PATCH

Streets crews worked a deep patch at Bellatona Boulevard and Waterbrook Drive and required 30.49 tons of asphalt for the repair.

CONCRETE OPERATIONS:

801 HAWKESBURY PARK

Streets crews replaced concrete panels on 801 Hawkesbury Park. This repair required 29.00 cubic yards of concrete and resulted in over 84 square yards repaired.

2701 SHORERIDGE AVENUE

Streets crews replaced concrete panels on 2701 Shoreridge Avenue. This repair required 41.50 cubic yards of concrete and resulted in over 118 square yards repaired.

2129 CRESTMONT STREET

Streets crews replaced concrete panels on 2129 Crestmont Street. This repair required 62 cubic yards of concrete and resulted in over 248 square yards repaired.

OTHER:

SNOW AND ICE OPERATIONS

Spread 118.75 tons of sand and salt mix and 10,000 gallons of brine mixture during snow and ice operations. 123.6 lane miles of salt and sand.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 18 work order requests and closed 17 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew filled a sinkhole at 4700 Foxborough and turned the project over to engineering. The Infrastructure Maintenance crew helped the Parks Department by finish installing a drainage pipe under a walkway path in Sutton Wilderness Park. The Infrastructure Maintenance Crew dye tested a sinkhole at 4309 Lynn Wood Lane and found no leaks in the stormwater pipe. The crew started a washout repair at Highland Village park. The crew also did a bank stabilization project at 819 Terrace Place. They placed 135 tons of select fill, 45 tons of topsoil, and 2000 sqft of sod to help with the bank stabilization. The Infrastructure Maintenance crew checked 1725 inlets and cleaned 581 inlets totaling 2.75 tons of debris removed from street inlets.

CHANNEL MAINTENANCE

The Channel Maintenance crew removed debris from Hollywood flume, Merkle Channel, Bishop Channel, Imhoff creek and Oakhurst flume, which resulted in 713 tons of debris removed. The Channel Maintenance Crew removed 30 tons of debris at 935 Mocking bird Lane. The Channel Maintenance crew also removed 1.5 tons of trash and debris on Vicksburg Drive at Yorktown Circle. The crew painted graffiti on the stormwater head walls at Sequoyah Trail park. The Maintenance crew removed two aquatic rodent dams from Havenbrook bridge and I-35 and Brooks resulting in 311 tons of debris. The crew checked 42 inlets and cleaned 9 inlets totaling .25 tons of debris removed from street inlets.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 533 lane miles were swept in March resulting in the removal of approximately 304.01 tons of debris from various curb lined streets throughout the city. The sweeping crew helped camera and find a major blockage on Jenkins Avenue that was causing massive flooding. The crew performed an inlet blitz on Elm Street and College Street. The crew checked 294 inlets and cleaned 132 inlets totaling 2 tons of debris removed.

*Monthly Progress Report
Public Works (March 2022)*

STORMWATER OKIE LOCATES

During the month of March, 3202 Call 811 Okie Spots were received. Of those requests, 140 were stormwater pipe locates, 69 were marked, and 455 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 161 inspections of 107 active sites.

Issued 0 citations and 9 NOV to active sites.

Issued 3 Earth Change Permits to new projects.

MS4 OPERATIONS

Received and responded to 22 citizen calls.

Conducted 5 outfall inspections.

Conducted 47 detention/retention pond inspections.

On March 1-3, Ms. Chao and Mr. Murphy attended the International Erosion Control Association's virtual conference.

On March 5, Ms. Chao and Ms. Boteler facilitated a watershed clean-up event at Ruby Grant Park where 200 lb. of trash was removed from the watershed.

On March 7, Ms. Chao met with Bob Nairn to discuss water quality and stream restoration efforts within the Brookhaven Creek watershed.

On March 9, Ms. Chao attended the monthly ECAB meeting as a stormwater representative.

On March 9, 10, and 14, Ms. Chao attended the CityView internal planning sessions to ensure stormwater quality permitting and licensing processes will be appropriately addressed. Mr. Murphy attended the March 10 meeting.

On March 15, Ms. Chao attended the quarterly COSWA meeting as the City of Norman representative.

On March 15, Ms. Chao attended the Garver webinar titled "Impacted Waters of the United States".

On March 16, Ms. Chao and Ms. Boteler facilitated a watershed clean-up event, in partnership with Hitachi, at Griffin Dog Park where 96 lb. of trash were removed from the watershed.

On March 16, Mr. Murphy attended APWA luncheon and heard Scott Sturtz give talk on City of Norman engineering projects.

On March 18, Mr. Murphy, Hans Osgood, Luis Rangel, Allen Shelton, Jerry Jennings, and Adam Sheets attended a class on stream bank erosion control methods.

On March 19, Ms. Chao and Ms. Boteler facilitated a watershed clean-up event, in partnership with Norman Environmental Services, at the Household Hazardous Waste Facility where 85 lb. of trash were removed from the watershed.

On March 24, Ms. Chao attended the monthly OCASA meeting where plans to highlight International Compost Awareness Week and potential keynote speakers for the annual OK Compost Conference were discussed.

On March 26, Ms. Chao and Ms. Boteler facilitated a watershed clean-up event at Saxon Park where 115 lb. of trash were removed from the watershed.

*Monthly Progress Report
Public Works (March 2022)*

On March 28, Ms. Chao and Mr. Murphy attended the Lake Thunderbird Watershed Alliance meeting where members discussed efforts to reach out to, and partner with, OTA on the upcoming Access OK project in the Lake Thunderbird watershed.

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 2022
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2022 Associated Fees

Planning Commission/Dev Comm Review:

This Month

Last Month

FY Total

*Norman Rural Cert of Survey... 2
 *Final Plats..... 2
 *Preliminary Plats..... 1
 *Short Form Plat..... 1
 *Center City Form Based Code.. 0
 *Concurrent Constr. Request..... 0

City Council Review:

Certificate of Survey..... 1
 Preliminary Plat..... 0
 Final Plats 2
 Certificate of Plat Correction..... 0
 Encroachment..... 0
 Easements..... 0
 Closure..... 0
 Release of Deferral..... 0

\$ 2,755.00

Development Committee:

Final Plats..... 2

Fee-In-Lieu of Detention..... 0

\$0.00

Subtotal:

\$2,755.00

\$3,000.00

\$54,695.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 55
 ***Commercial..... 5
 Multi-Family..... 0
 Addition/Alteration..... 47
 House Moving..... 3
 Paving Only..... 3
 Storage Building..... 16
 Swimming Pool..... 12
 Storm Shelters..... 28
 Public Improvements..... 2
 Temporary Encroachments..... 1
 Fire Line Pits/Misc..... 0
 Franchise Utilities 30
 Other revenue..... 0
 Flood Plain (@\$100.00 each)..... 0

Total Permits.....**Grand Total.....*******Construction Plan Review Occurrences********Punch Lists Prepared.....**

\$0.00	\$0.00	
\$0.00	\$0.00	\$1,200.00
\$7,999.99	\$1,921.59	\$46,801.95
\$10,754.99	\$4,921.59	\$102,806.95
31	21	210
4	3	41

* 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 2022

**DEVELOPMENT COORDINATION,
ENGINEERING, AND PERMIT REVIEW**

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	4	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	55	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	5	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	31	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%



PERFORMANCE REPORT

Summary of Services Table: February 2022

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.

EMBARC Norman Service Summary	ADP Feb FY22	FY22 YTD	FY21 YTD		Service Profile	Feb FY22	Feb FY21	Jan FY22
Fixed Routes (M-F)	735	146,405	125,320		Weekdays	20	20	21
Fixed Routes (Sat)	340	11,901	9,004		Saturdays	4	4	3
PLUS (M-F)	66	12,847	9,930		Gamedays	0	0	0
-Zone 1*	53	10,183	7,860		Holidays	0	0	1
-Zone 2**	12	2,664	2,070		Weather	4	7	0
PLUS (Sat)***	14	473	317		Fiscal YTD Days	202	198	178
					Cal. YTD Days	48	49	24

* Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 22 YTD	FY 22 Targets	
# of Norman fixed-route passenger trips provided	158,306	265,054	●
# of Norman paratransit trips provided	13,320	19,000	▲
% of on-time Norman paratransit pick-ups	98.43%	95.00%	●
# of Norman bus passengers per service hour, cumulative	12.57	13.14	▲
# of Norman bus passengers per day, average	783	N/A*	N/A*
% of Norman required paratransit pick-ups denied due to capacity	0.02%	N/A*	N/A*

*These LFR targets are unavailable for this fiscal year. We hope to have them for FY23.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

Item 9.

STREET DIVISION					
	FYE 2022 March 2022	FYE 2022 March 2022	Year to Date	Year to Date	FYE 2022
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)	-		54.50		
Overlay/pave 10 miles per year.	-	0%	12.25	123%	100%
Replace 2,000 square yards of concrete pavement panels	390.00	20%	2,708.00	135%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	-	0%	99.50	24%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	12,839,148.50	101%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,064.00	240%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	0%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	0%	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 - Complete all selected projects for the bond year within the same fiscal year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

Item 9.

STORMWATER DIVISION					
	FYE 2022 March, 2022	FYE 2022 March, 2022	Year to Date	Year to Date	FYE 2022
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)	533.00	107%	3,874.00	65%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	1,946.00	19%	8,474.00	85%	70%
Mow 2,271,548 sq. feet of open drainage ways, six times per year	-	0%	3,999,444.00	29%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Permit all earth disturbing operations over 1 acre in size.	3.00	95%	22.00		95%
Permit all floodplain activities as appropriate.	2.00	2%	15.00		100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines. (1)	-	0%	1.00		100%
Perform erosion control inspections of permitted sites within 30 days.	161.00	150%	921.00		100%
Respond to stormwater complaints within 24 hours of the time reported	22.00	100%	159.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	1.00		50%
Inspect stormwater outfalls.	5.00	8%	10.00		100%

PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

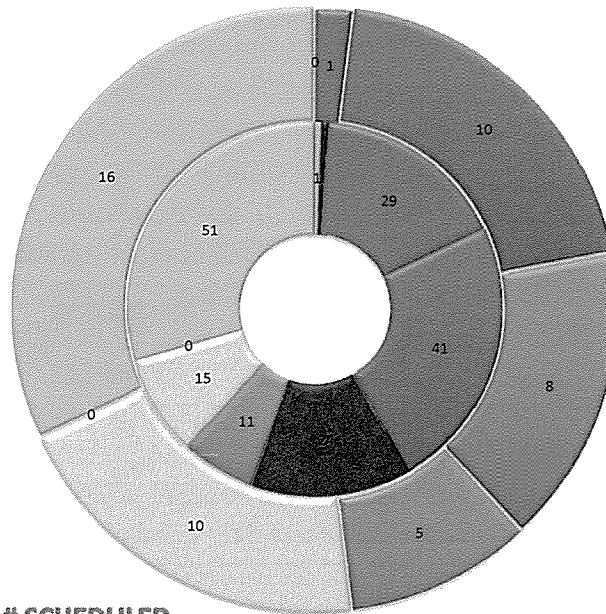
March FYE 2022

Item 9.

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
POLICE										
1040T	2001 TM Trailer	Staff Services	4/1/2022	2/8/2022	-52	days	2/3/2022	Light Repair	PM-A	2/8/2021
1141	2017 Ford Interceptor	Patrol	63571	63036	-535	miles	3/7/2022	Light Repair	PM-D	10/15/2019
1141	2017 Ford Interceptor	Patrol	63571	63036	-535	miles	3/7/2022	Light Repair	PM-G	10/15/2019
FIRE										
0001	2018 Ford F150	Prevention	44001	43434	-567	miles	3/21/2022	Light Repair	PM-C	10/4/2021
UTILITIES										
0557	2017 John Deere Gator	Water Treatment	4/1/2022	3/15/2022	-17	Days	3/22/2022	Light Repair	PM-C	9/15/2021
SANITATION										
281T	2019 Holt Trailer	Commercial	4/1/2022	1/28/2021	-428	hours	3/19/2021	Heavy Repair	PM-A	1/27/2020
0282	2014 Ford F350	Residential	130551	129417	-1134	hours	3/4/2022	Heavy Repair	PM-C	9/30/2021
0282	2014 Ford F350	Residential	6/7/2257	12/19/2242	-5284	days	3/4/2022	Heavy Repair	PM-N	4/8/2020
0281	2020 ford F150	Residential	11971	10132	-1839	miles	3/7/2022	Heavy Repair	PM-C	9/10/2021
PARK MAINTENANCE										
441BU	2020 Patriot Crane	Park Maintenance	4/1/2022	1/1/2022	-90	days	2/1/2022	Light Repair	PM-C	1/1/2021
434S	2012 Henderson Spreader	Park Maintenance	4/1/2022	3/17/2022	-15	days	3/22/2022	Light Repair	PM-B	9/17/2022
21444	2021 Ford F250	Park Maintenance	5696	4000	-1696	miles	2/16/2022	Light Repair	PM-C	N/A

**PM Compliance Report
January FYE 2022**



**INNER RING - MONTHLY # SCHEDULED
OUTER RING - MONTHLY # MISSED/LATE**

- Finance
- Planning
- Public Works
- Police
- Fire
- Parks & Rec.
- PSST
- Human Resources
- Utilities

Department	Scheduled	Missed/Late	% Late
Finance	1	0	0.0%
Planning	1	0	0.0%
Public Works	29	1	3.4%
Police	41	10	24.4%
Fire	24	8	33.3%
Parks & Rec.	11	5	45.5%
PSST	15	10	66.7%
Human Resources	0	0	0.0%
Utilities	51	16	31.4%
Citywide Total	173	50	28.9%

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

March FYE 2022

Industry Standard Compliance: Not To Exceed 5%

Item 9.

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	YearTo Date Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT	1	1			0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	67%
					0%	0%
FINANCE						
METER SERVICES	1	1			0%	0%
PLANNING						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
PUBLIC WORKS						
ENGINEERING	2	2			0%	20%
STREETS	7	6	1		0%	43%
STORMWATER					0%	0%
TRAFFIC	5	5			0%	20%
STORMWATER QUALITY	1	1			0%	0%
FLEET	11	11			0%	0%
TRANSIT	3	3			0%	200%
POLICE						
ANIMAL CONTROL					0%	400%
POLICE ADMINISTRATION					0%	0%
POLICE STAFF SERVICES	3	2		1	33%	133%
POLICE CRIMINAL INVESTIGATIONS	4	4			0%	38%
POLICE PATROL	16	7	7	2	13%	81%
POLICE SPECIAL INVESTIGATIONS	1	1			0%	0%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	160%
FIRE TRAINING					0%	29%
FIRE PREVENTION	6		5	1	17%	27%
FIRE SUPPRESSION	5	3	2		0%	40%
FIRE DISASTER PREPAREDNESS	1	1			0%	1100%
PARKS & RECREATION						
PARK MAINTENANCE	9	4	4	1	11%	22%
PARKS & RECREATION					0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE	2	2			0%	122%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	14	4	10		0%	71%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	0%
PSST FIRE SUPPRESSION	1	1			0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	3	2	1	0	0%	33%
WATER PLANT					0%	0%
WATER PLANT WELLS	1	1			0%	1500%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	2	2			0%	0%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	1		1		0%	100%
WRF OPERATIONS	1	1			0%	0%
SEWER LINE MAINTENANCE	5	3	2		0%	40%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	17	10	4	3	18%	118%
SANITATION COMMERCIAL	12	9	2	1	8%	67%
SANITATION TRANSFER	4	1	3		0%	300%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE	1	1			0%	0%
SANITATION YARD WASTE	4	2	2	1	25%	75%
CITYWIDE TOTAL	145	92	44	10	7%	19%

**FLEET MANAGEMENT
INVENTORY
March 2022**

FUEL

WESTWOOD GOLF	862.7	gallons	DIESEL	@	2.830	\$ 2,441.44
WESTWOOD GOLF	797.5	gallons	UNLEADED	@	2.790	\$ 2,225.03
NORTH BASE	4,534.6	gallons	UNLEADED	@	3.090	\$ 14,011.91
NORTH BASE	4,468.5	gallons	DIESEL	@	3.660	\$ 16,354.71
FIRE STATION #5	457.5	gallons	UNLEADED	@	3.260	\$ 1,491.45
FIRE STATION #5	286.4	gallons	DIESEL	@	3.760	\$ 1,076.86
FIRE STATION #6	349.6	gallons	DIESEL	@	3.760	\$ 1,314.50
FIRE STATION #6	536.3	gallons	UNLEADED	@	3.260	\$ 1,748.34
BULK TANKS	1,200.0	gallons	DIESEL	@	3.660	\$ 4,392.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	6,325.9	\$ 19,476.73
DIESEL	7,167.2	\$ 25,579.51

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

Item 9.

March 2022

IN GALLONS		FYE 2022		FUEL REPORT	
		<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps		20,938.00	21,903.00	21,943.46	
Outside - sublet		1,800.00	875.00	6,055.06	
TOTAL		22,738.00	22,778.00	27,998.52	
		<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption		20,229.60	20,421.78	27,813.57	6,055.06

FYE 2022 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	188,785.49	188,055.50	282,024.37	45,028.52

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.30	Low	\$2.85	UNLEADED	High	\$3.26	Low	\$3.07
DIESEL	High	\$3.83	Low	\$2.91	DIESEL	High	\$3.76	Low	\$3.24
CNG	High	\$0.84	Low	\$0.84	CNG	High	\$1.49	Low	\$1.49

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$69,103.72	Month Total Public CNG Sales	\$9,006
BATTERIES	\$698.15	FYE 2022 To Date Public Sales	\$60,655
OILS/FLUIDS	\$10,105.82	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
TIRES	\$12,693.16	Total Sold Gallons Life To Date	1,004,593
SUBLET REPAIRS	\$33,757.15	Total Gross Sales Life To Date	\$1,442,261
TOTAL SPENT ALL parts/sublet	\$126,358.00	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station	2,775,655

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	2	5	50
EMERGENCY ROAD CALLS	2	5	3	57
PM SERVICES	73	75	90	1,003
INCLEMENT WEATHER	0	3	0	26
WORK ORDERS	241	215	238	2,792
SCHEDULED REPAIRS	80	90	100	1,136
NON SCHEDULED REPAIRS	100	72	70	836

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	7	9	5	81
EMERGENCY ROAD CALLS	28	7	21	208
PM SERVICES	44	30	47	464
INCLEMENT WEATHER	2	30	1	64
WORK ORDERS	200	196	214	2,560
SCHEDULED REPAIRS	44	34	47	591
NON SCHEDULED REPAIRS	113	106	140	1,468

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	1	1	24
EMERGENCY ROAD CALLS	3	2	0	8
PM SERVICES	11	5	9	108
INCLEMENT WEATHER	0	2	0	6
WORK ORDERS	66	71	61	777
SCHEDULED REPAIRS	11	5	9	97
NON SCHEDULED REPAIRS	53	43	42	570

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	4	3	15
EMERGENCY ROAD CALLS	3	1	2	7
PM SERVICES	6	9	3	27
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	22	21	19	83
SCHEDULED REPAIRS	13	9	7	38
NON SCHEDULED REPAIRS	3	7	6	13

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	14	16	14	161
EMERGENCY ROAD CALLS	36	15	26	270
PM SERVICES	137	119	150	1599
INCLEMENT WEATHER	2	35	1	97
WORK ORDERS	545	514	546	6355
SCHEDULED REPAIRS	151	139	164	1882
NON SCHEDULED REPAIRS	275	231	265	2948

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2022

March 2022

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY	INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE
# 001	105.33	72%	70.5%	-1.5%
# 002	88.06	72%	58.9%	-13.1%
# 003	199.34	72%	133.3%	61.3%
# 004	86.55	72%	57.9%	-14.1%
# 006	126.03	72%	84.3%	12.3%
# 007	140.78	72%	94.2%	22.2%
# 008	128.90	72%	86.2%	14.2%
# 009	124.23	72%	83.1%	11.1%
# 010	95.78	72%	64.1%	-7.9%
# 011	135.59	72%	90.7%	18.7%
# 012	159.08	72%	106.4%	34.4%
# 013	149.44	72%	100.0%	28.0%
# 018	115.36	72%	77.2%	5.2%
# 021	120.45	72%	80.6%	8.6%
# 028	151.56	72%	101.4%	29.4%
# 031	81.21	72%	54.3%	-17.7%
# 037	6.63	72%	18.5%	-53.5%

DIRECT LABOR HOURS		2014.32
TOTAL AVAILABLE HOURS		2613.00
PRODUCTIVITY GOAL		72.0%
ACTUAL PRODUCTIVITY		77.1%

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

MARCH 2022	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%	112	112	100%	693	693	100%
Provide information requested by citizens within 7 days	95%	112	112	100%	693	693	100%
Complete traffic engineering studies within 45 days.	99%	6	6	100%	24	24	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	27	27	100%	380	380	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		22	39	1.77	1688	599.75	0.36
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
		0.56	4	7.14	2.97	18	6.06
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
		12	12	100%	117	117	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
		35	35	100%	185	185	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	18	18	100%	63	63	100%
Lower Priority all other signs within one day	90%	90	90	100%	357	357	100%
Street Name Signs within two weeks	90%	59	59	100%	195	195	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
		3680	0	0.00	29480	16	0.00

UTILITIES 13

March 2022

LINE MAINTENANCE:Waterline Capital Projects

- Beaumont Drive – 0%
- 1357 12th NE Avenue – 0%
- Crest Court – In Progress
- Barb Court – 100%

Barb Court: WA0358: - Staff replaced 445 feet of six-inch Ductile Iron with 6" C-900 PVC on Barb Court from Morren Drive to Crestland Drive. Staff completed concrete and asphalt repair. Crest Court project is now underway.

Water Line Breaks – 15 in MarchSewer Line Data

- Total obstruction service requests - 28
- Private Plumbing: 28
- City Infrastructure: 0
- Sanitary Sewer Overflows: 1 on private side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.163 MGD
- Total Monthly flow: 36.05 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 49 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. The same contractor for the Emergency Command and Operations Center will be used for this project.

Solar Arrays at WRF and WTP: Project will utilize areas in the vicinity of the Water Reclamation Facility and the Water Treatment Plant to install new solar arrays that will offset electrical use from the grid. This project moves the Utilities Department forward and closer to meeting the *Mayors Climate Protection Agreement* and the *Ready for 100* initiatives. This performance guaranty contract has requirements such that the City will be reimbursed if sufficient energy is not generated.

Design and permitting work is currently ongoing for the project. The Special Use Zoning was recommended for approval by Planning Commission. Floodplain permits were also obtained for both site locations. Council approved the zoning in November 2021. The next step is to complete the interconnection agreements with the utility companies. The required paperwork for the interconnections will be submitted after Council approval of items on January 18, 2022. Building permits have been approved for both sites and work has begun at the WTP.

WASTEWATER PROJECTS:

Sewer Maintenance Project FYE17 (WW0307): Annual project will replace 28,500 feet of deteriorated sewer lines with high density polyethylene (HDPE) pipe and rehabilitate or replace 161 manholes. Area is bounded by Cavecreek Street and Pinecrest Street to the north, Sequoyah Trail and Woodcrest Creek Drive to the west, Rock Creek Road to the south and 12th Avenue NE to the east. Change Order No. 1 was a no-cost change order approved with the contract award. Change Order No. 2 was approved and added approximately 1,000 feet of 12-inch pipe replacement along Chautauqua Avenue from Symmes Street north to just south of Main Street. Change Order No. 3 was added to the project to address unforeseen storm sewer conflicts along Chautauqua and to also eliminate cleanouts for sewer service lines. The contractor has replaced approximately 23,000 feet of line. All work has been completed except for two services to be installed.

Engineer: Staff with assistance from Lemke Surveying

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.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by W Lindsey St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress.

Engineer: Staff with assistance from local surveyor

12th Avenue NE Manhole Replacements (WW0330): This project will replace the existing 36 manholes on the existing 24-inch sanitary sewer line generally running along 12th Avenue NE from Alameda Street to north of Robinson Street. Due to the high hydrogen sulfide concentrations, rehabilitation was deemed to not be feasible for the project. The existing manholes have deteriorated such that replacement is warranted. Material delivery challenges have delayed the start of the project. The initial manhole deliveries were received on November 8, 2021. Manhole replacements began in December once all materials were received and fifteen manholes have been replaced to-date.

WRF Reuse Pilot Study (WW0317) – Project is considering treatment alternatives to produce highly treated effluent at the WRF suitable for discharge in 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, recommend best treatment technologies to allow reuse to be implemented. In July 2020, NUA approved Amendment No. 1 to Garver's contract which fully consolidated all pilot study tasks including procurement/rental of treatment equipment for alternative treatment trains, temporary installation 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 consists of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. During June 2021, WRF staff was able to commence operating both trains as intended and commenced full sampling and testing regimen as per Garver's pilot testing protocol. As of November 2021, the Phase II temporary skids for advanced tertiary treatment had been installed, tested, and placed into service. Phase I and Phase II of the study are currently running and sampling is ongoing. The skid with the final advanced tertiary treatment process, Phase III of the study, was delivered to the WRF in early January 2022, and will be placed into service in February 2022. Phases I, II, and III will then run concurrently with sampling ongoing on all three phases until at least June 2022. Garver's final report is expected to be submitted no later than December 2022.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 to assist in funding project. Grant contract was fully executed during September 2021. In early 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 a future reuse program. This grant includes \$209,824 in funds for 2022 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 initial work (mostly research at this point) is ongoing.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Current centrifuges are approaching the end of their useful lives, and thus require excessive maintenance and repairs, and, due to poor service provided by manufacturer, often require extended downtime before necessary repairs can be completed to keep them operational. NUA approved a Contract with Garver, LLC on December 8, 2020, and design for this project commenced immediately thereafter. During the first half of 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff. WRF and NUA Engineering staff also made several site visits at plants in the region to observe other manufacturers/technologies in operation. These demonstrations and observations generally showed that the various screw press technologies could not meet the minimum requirement of consistently producing 20% solids sludge. In response, one manufacturer, PW Tech using their Volute Dewatering Press performed a followup demonstration with a new mixing technology that was supposed to increase percent solids and reduce polymer demand. However, the demonstration failed to show either. Based on these results, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During December 2021 and early January 2022, Garver and NUA met with several reputable centrifuge manufactures to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, four (4) manufacturers have been approved for inclusion in the project specifications.

Based on feedback from the meetings with centrifuge manufacturers, it appears that the current lead time on centrifuge manufacture is approximately 7 months (1.5 months to produce shop drawings + 0.5 months to review and approve shop drawings + 5 months to manufacture). Based on this long lead time and its likely impact on a traditional design-bid-build construction schedule, various alternative project delivery methods have been considered, and early procurement of the centrifuge equipment has been deemed the most practical means to expedite delivery of the project. Early procurement will allow the shop drawing preparation and review to be completed followed by commencement of the fabrication process simultaneously with Garver completing final design (using details and input furnished by the selected manufacturer) and with the bid phase of the project. This should allow delivery of the equipment to be well-synchronized with the Award of the construction contract and completion of preliminary construction work by the contractor to accommodate the new equipment upon delivery. Under this schedule, procurement of centrifuges should commence in April 2022 and a manufacturer should be selected in May 2022. Shop drawings should then be approved and final design completed/construction project advertised in June 2022. Award of the construction contract and Notice to Proceed would then follow in July 2022. The first centrifuge should then be delivered and installed in the Autumn of 2022, and all construction should be complete in Spring 2023.

Engineer: Garver LLC (Michael "Cole" Niblett)

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 expects to bring a contract forward to NUA in August, 2021.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors 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.

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. Design is progressing based on field investigations and 90% plans were submitted in November. Staff has reviewed the plans and there are constructability concerns regarding the proposed alignment. Staff have reviewed the alternative alignment on the east side of 12th Avenue NE and this corridor appears to be more constructible due to reduced utility conflicts. Staff is working with the consultant for an amendment to the contract to complete this work.

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 be 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.

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.

Engineer: Olsson, Inc. (Kevin Rood)

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, either traditional design/bid/build or Construction Manager at Risk (CMaR) project so they will be covered as a single project here. Due to recent plant improvements projects, space formerly used for spare part storage has been incorporated into plant operations space, leaving a shortage of viable storage 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 as well as the main laboratory have not been replaced 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.

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. 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 decided 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 over the next few months but with the bid process deferred until Spring of 2023 with Notice to Proceed with construction occurring on or near July 1, 2023. Construction is then expected to take one calendar year.

Engineer: Greely and Hansen LLC (Ana Staggs)

WATER PROJECTS:

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. ODOT required I-35 crossing at Briggs Street to be deepened to 28 feet below grade; construction costs will increase approximately \$450,000. Project advertised 04/29/14 and three bids were opened 05/22/14; Matthews Trenching was the low bidder at \$997,875. NUA approved contract on 06/10/14; work began 06/11/14. \$840,780 has been previously reimbursed by ODOT for this project. Staff requested reimbursement for the rest of the construction portion in December 2021 and received payment in the amount of \$215,320 from ODOT in February 2021. Staff received Audit Reports from ODOT in April 2021 for reimbursements in the amount of \$36,300 and \$8,700 for design agreements. A rebuttal letter with invoices were sent to ODOT on April 21, 2021 in order to receive reimbursement. However, after review, ODOT explained that they need the invoices to show how much of each invoice went towards each agreement. None of the invoices were broken up showing this distinction, so staff reached out to Benham (who took over SAIC) on June 9, 2021 so that they could provide us with that information. Staff has followed up with Benham and they are still in the process of getting the information needed.

Waterline Replacement: Interstate Drive (WA0245): Project will replace approximately 8,600 feet of failing ductile iron water lines with PVC pipe to reduce service disruptions to customers and damage to driveways and streets. The project is located along North Interstate Drive from Sooner Fashion Mall north to Northwest Boulevard and along Copperfield Drive from Northwest Blvd. to Interstate Drive with an extension west into Springbrook Addition. New piping will include about 8,600 feet of 6, 8, and 12-inch PVC pipe. The project was advertised and bids were opened on December 3, 2020. Cimarron Construction Co. was the lowest, responsible bidder and the contract was awarded on January 12, 2021. Public Notice letters were sent to home and business owners on February 24, 2021 and the contract started on March 3, 2021. Contractors started mobilization on March 10, 2021. The change order and final pay claim were approved by Council on March 8, 2022. Final payment was made this month.

Engineer: Cardinal Engineering/Parkhill Engineering

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project has installed approximately 6,800 feet of 30-inch PVC C900 along the north side of Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line replaced the existing 16-inch line. This project also replaced approximately 3,000 feet of 12-inch water line on the south side of Robinson in the same vicinity. The project was bid and the contract was awarded to Garney Companies, Inc. (Garney) in the amount of \$1,978,875.00 on July 14, 2020. As of the end of May 2021, all 12" and 30" water line was installed, tested, and placed into service with only restoration work remaining. On July 22, 2021, a final inspection convened with representatives from Garney,

City of Norman and OU Grounds staff in attendance, and a preliminary punchlist was generated. On October 8, 2021, final punchlist was forwarded to Garney, and all work was deemed complete on November 2, 2021. Project was final accepted by City Council at February 22, 2022 Council Meeting. Item 9.

Engineer: Alan Plummer and Associates, Inc. (Chris Ferguson)

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. Contractors started on the north section of James Garner, south of Robinson, this month. They are working to complete this section in the next couple months so Public Works can start their streetscape work. In addition, the amendment to the BNSF permit was approved by Council this month. Staff has contacted BNSF and the bore at Lexington Street is set to begin sometime in April.

Engineer: CP&Y, Inc. (John Levitt/John Gjendem/Richard Taylor)

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. Staff are currently reviewing the draft report prior to finalizing the report. The procurement phase, specifically the generation of the Request for Proposal, will begin in November. With the failure of the rate increase proposition, staff is re-evaluating this project and its implementation.

Consultant: E Source (Alyssa Pourciau)

FYE15 Water Wells and Supply Lines: Staff issued RFP 08/18/15 for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. 14 proposals were received 09/14/15; staff selected several consultants and followed with contract negotiations. On 02/09/16 the NUA approved APAI contract K-1516-85 to update of our city wide water model; NUA approved contract with Cowan to perform water right permitting through the OWRB on 02/26/16 and approved contract with Carollo to perform well field design, and test/production well design on 06/14/16. On 2/14/17 NUA approved contract with Garver to study pros and cons for utilizing horizontal well technologies for one of our wells. Each project is broken out below.

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 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 (NHCL₂) 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

Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep monitor well failed and was re-drilled in September. Well house construction is complete and all wells are ready for pumping. Contractor finalized disinfection on well house lines and are in the final clean up stages. Project is substantially complete and final payment will be made upon final re-development of Park Well.

Engineer: Carollo Engineers (Rebecca Poole)

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. Staff anticipates having an agreement established by December 2021.

Water Metering / Billing Audit Project – This project began in March 2018. Staff is working along with a meter consultant to randomly check approximately 130 domestic meters for accuracy. Meters were sent April 10, 2018 to a third party testing facility that will be used to verify accuracy of measurements. The consultant will compile findings within a report for staff review. Report was received October 2018 and after reviewing results, the ROI was not favorable on the meter inaccuracies alone but staff has contracted with E Source to lead Norman through the best path of obtaining Advanced Metering Infrastructure (AMI). This is the last report for this project and all reporting will be covered under the AMI project.

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 24th Ave NE to 12th Ave 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 for NUA review, and, during March 2021, several Zoom calls convened to review NUA comments and address questions that arose from the comments. Based on these discussions and further review of existing conditions, Jacobs proposed a fairly substantial revision to the alignment, which includes an open cut crossing of 12th Ave N.E. and relocating approximately 900 LF of the line into the traffic lanes of Robinson. NUA staff and Norman Public Works staff have reviewed the alignment and deemed it acceptable with some minor conditions. NUA has compiled list of these conditions and forwarded to Jacobs, and Jacobs has commenced detailed design and easement acquisition.

Two large property owners with whom easement agreements must be negotiated, J.D. McCarty and U.S. Department of Veterans Affairs, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both concurrently and to incorporate master meter installation for both into this project. Assuming no major delays in easement acquisition, project should be ready for bidding in June 2022 with Contract Award in July 2022 and construction starting immediately thereafter. Project completion would then be anticipated in July 2023.

Engineer: Jacobs Engineering (Arun Srinivasan)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC 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, and 2022, Phase II was delayed until Spring of 2021, 2022 and 2023, respectively. Assuming the project is not deferred again for budgetary reasons, it is now scheduled to advertise during the early Spring of 2023 in order for the Low Bidder to start ordering long-lead materials in April 2023 (to offset potential supply chain-related delays), ensuring that Contractor can start pipe installation work promptly when Notice to Proceed is issued immediately upon the end of OU's spring 2023 semester in mid-May 2023. Assuming this schedule is maintained, it is anticipated that construction would continue through summer and major work would be completed before the start of the fall semester in August 2023.

Water Wells Water Line: 108th & Tecumseh – Cardinal Engineering was selected as the consultant for one of the well water line projects, and NUA approved their contract November 12, 2019. Project design was completed during the first half of 2020, and project was advertised for bid on July 23 and July 30, 2020. Bids were opened August 13, 2020 and Hammer Construction was deemed lowest and best bidder. NUA approved Contract K-2021-11 with Hammer on September 8, 2020. Notice to Proceed with construction was issued on October 10, 2020. On October 6, 2021, a final inspection convened and all pipe, appurtenances and restoration on the project were deemed complete except for final testing of pipelines, which was ongoing as of the inspection date. The final pipeline section was successfully bacteriologically-tested on November 30, 2021 and all project work has been deemed complete as of that date. A final change order has since been negotiated and Hammer has submitted their final payment request. Project will be final accepted by City Council on April 12, 2022.

Engineer: Cardinal Engineering (Josh Risley)

Water Wells Water Line: 60th and Franklin – Garver Engineers were selected as the consultant for one of the well water line projects, and NUA approved their contract November 26, 2019. Design was completed during the first half of 2020, and project was advertised for bid on July 16 and July 23, 2020. Bids were opened August 6, 2020, and SMC Utility Construction was deemed lowest and best bidder at \$1,082,550. NUA approved Contract K-2021-12 with SMC on August 25, 2020, and Notice to Proceed with construction was issued on September 10, 2020. As of June 18, 2021, all 12" diameter well water lines had been installed, tested and were ready for service when needed by NUA. During June and July 2021, SMC worked on restoration of the project. Informal punchlist inspections were made in July 2021 and November 2021, with partial inspections regularly occurring in between.

Engineer: Garver Engineers (Jeff Chavez)

Lindsey Water Tower Rehabilitation and Non-Potable Water Expansion Study - Lindsey Tower was decommissioned several years ago because it is not high enough to act as viable potable water system storage at current system operating pressures. Recently the coatings on the tower have begun 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 will 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 proposed scope and fee to analyze the possibility of extending a non-potable reuse 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 the new reuse system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. A kickoff meeting convened on January 6, 2022 and Plummer has commenced work on the study. The study should be completed by April 2022.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be immediately submitted to Council in April 2022. Bidding Documents would then be completed and project advertised in May 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in June 2022. Rehabilitation work would then proceed through summer (which, given the tank's proximity to OU's campus, is the recommended time frame for the work). Project would then be complete by September 2022.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank will be further evaluated to determine if it can be recommissioned and viably used for potable water storage. Depending on the outcome of this

final evaluation, there is a range of possibilities for the future of Lindsey Tank. If no viable use can be found for Lindsey Tower at this point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster station) could make Lindsey Tower viable as potable water storage for the Norman system again, it could be part of a future project that combines rehabilitation of Lindsey Tower with construction of the identified new infrastructure that would see the rehabilitated tower returned to service upon completion of construction.

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

Water Treatment Plant Filter Effluent Pipe Improvements – During construction of the Phase II improvements at the Water Treatment Plant, staff discovered that the existing filter effluent line at the plant did not include an isolation valve, and, as a result, any future inspections or repair work on the 60+ year old line would require shutting down the entire treatment plant. To address this, a valve and inspection port will be cut into the existing filter effluent line that would allow portions of the plant to remain in service even if filter effluent line must be inspected and/or repaired in the future. NUA approved a Contract with Carollo Engineers on November 24, 2020. Bids were opened on December 18, 2020, and Contract was awarded to W.E.B. Construction (W.E.B.) on January 12, 2021. Notice to Proceed was issued on January 25, 2021 and W.E.B. mobilized to the project site in February 2021. Final inspection convened on July 14, 2021 with representatives from W.E.B., Carollo and NUA in attendance, and all parties agreed work was complete. Water Treatment Filter Effluent Pipe Improvements project is complete and was final accepted by NUA on August 24, 2021.

Engineer: Carollo Engineers (Tom Crowley)

Water Distribution System Sampling Stations (WA0350): Project will install 43 sampling stations throughout the water distribution system in order to meet federal and state requirements of the Revised Total Coliform Rule. The number of sites and location of each site is approved by the Oklahoma Department of Environmental Quality (ODEQ). These stations will allow staff to collect samples representing the entire distribution system at all times, rather than staff collecting samples from homes and businesses which may not be accessible at certain times of the year. In addition, each station will be tapped directly into a main water line, which will give us a better representation of the water supplied by the City. Each station will be constructed of stainless steel, surrounded by a cover with Norman logo and cyber lock, with a concrete pad. NUA will purchase stations directly from vendor, who will send the stations directly to the approved contractor for storage and installation. Staff obtained 4 quotes for stations and Ferguson Waterworks was the low bidder. Invitation to bid was published on March 4 and March 11, 2021. Staff received 8 bids that ranged from \$85,100 – \$264,400; the low bidder being Sooner Sight Utility & Construction. City Council approved the contract with Sooner Sight Utility on April 27, 2021. The contract transmittal was sent on May 27, 2021 with a start date of June 29, 2021. Contractors started work on August 4, 2021. Final payment was made this month. GIS staff is finalizing the map that will be used for monthly sampling.

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 staff are currently reviewing the deliverable.

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36th Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high

pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24th Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. Staff received final plans on March 24, 2022. Staff will review and make any final edits.

Engineer: Freese and Nichols, Inc. (Clay Herndon)

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 master 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. Engineers are waiting for the roadway plans to be finished before sending 50% plans for this project so that the roadway and waterlines don't conflict with each other.

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 will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. Staff will send Notice-to-Proceed to the Engineers once the roadway funding is determined.

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 Cabiness 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 will be 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. Contractors have started on the south end of the project and are working their way north. Contractors caused some displacement to the existing asphalt and concrete between

Alameda and Apache due to their HDD bore. They will be required to fix anything they changed before the project is completed. In addition, hot soil was found on the NE corner of Porter and Eufaula. Contractors are disposing of this soil in a lined area and a sample has been taken. Contractors will need to use different fittings for the waterline in this area to accommodate the soil.

Engineer: Garver Engineering (Bret Cabbusiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement Tank (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. The purchase authorization was approved by Council on January 18, 2022. Submittals for this project were received this month. Staff are reviewing these submittals before final approval. Once approved, Tomco will put an order in for the tank. It's expected that the tank will be received in June or July.

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. Staff held a kick-off meeting with Engineers to discuss edits to the 65% plans on February 16, 2022. 95% plans will be received in April.

Engineer: SRB (Bryan Mitchell)

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. Staff received preliminary budget estimates and life cycle cost analyses of three scenarios for rehabbing these clarifiers, which ranged from \$3-4 million for both clarifiers. Engineers are going to adjust these values with alternates that could potentially lower the base budget amount needed. Staff will determine which rehabilitation scenario fits the needs of the division once the technical memo is obtained.

SANITATION CAPITAL PROJECTS:

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 discussions regarding 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. Minor items of work still remain but should be completed in June.

Architect: Studio Architects, LLC (George Winters)

New Sanitation Office Building: The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow for renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022.

Project was advertised on February 10 and 17, 2022 and bids will be opened on March 3, 2022. TCS Construction was the apparent low bidder, but a review of their bid package revealed several flaws including an inability to meet experience requirements and a failure to provide an irrevocable guarantee from their surety. For these reasons, NUA has deemed the second low bidder, Crossland Construction, to be Lowest and Best Bidder in accordance with City of Norman regulations and the State of Oklahoma Competitive Bidding Act. Contract Award is scheduled for April 26, 2022 with Notice to Proceed to follow in May 2022. Construction should be complete in Spring 2023.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

Compost Facility Scale House (SA0019):

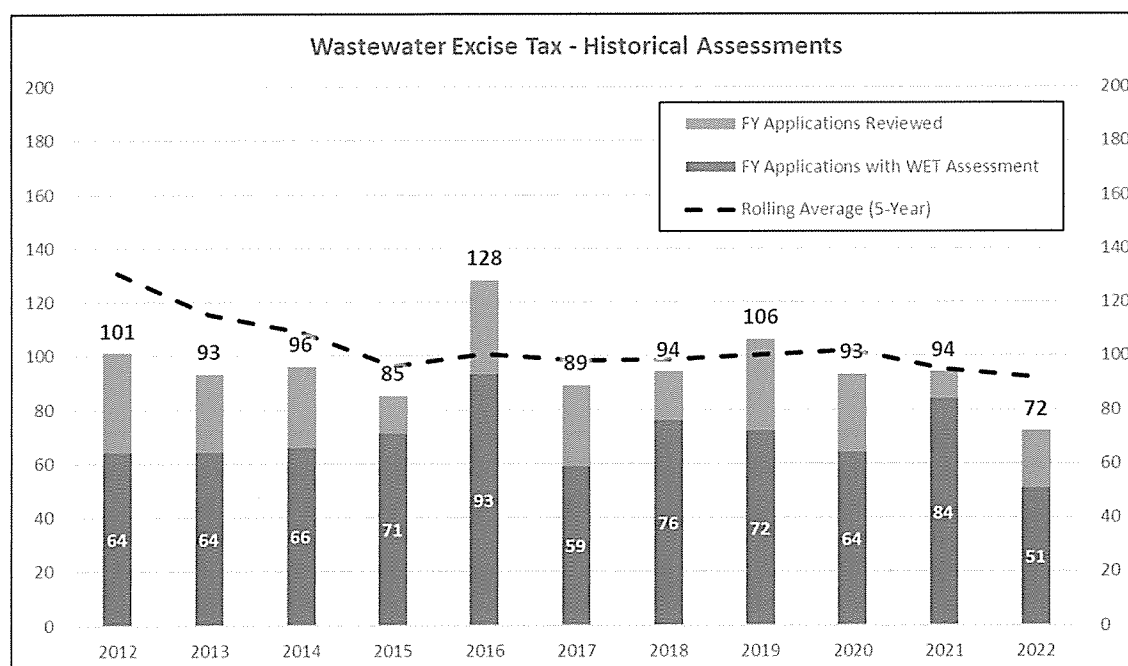
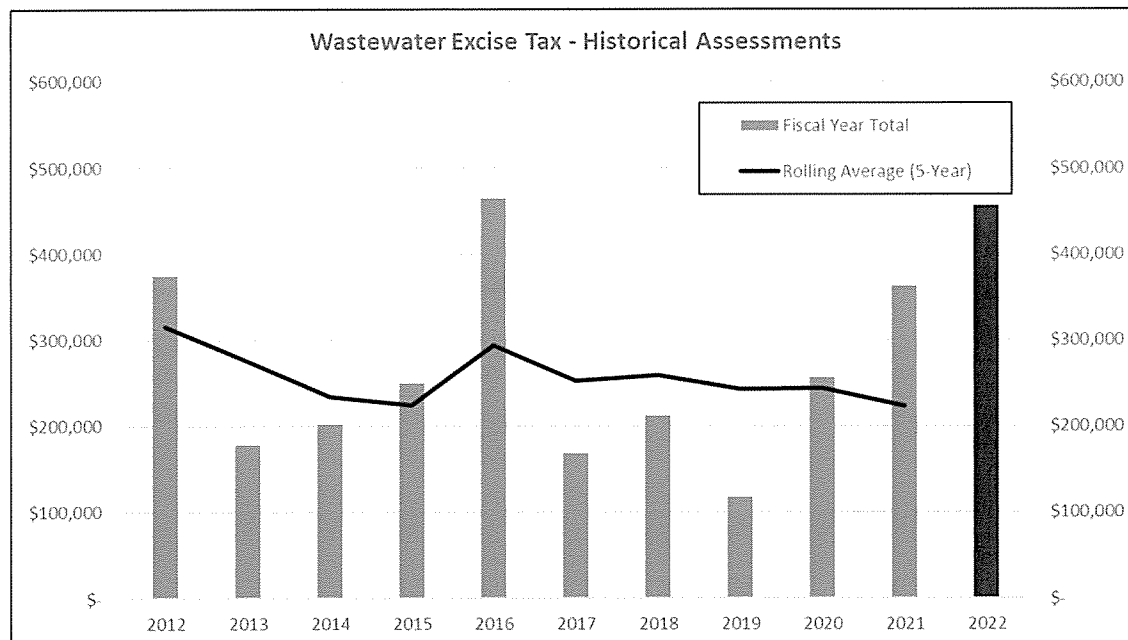
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water 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. 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 will

need to obtain an architect for the design of the building. Once an architect is subcontracted, an updated schedule will be made for the project. An amendment to the contract for architectural services is set to be approved by Council on April 12, 2022.

Engineer: TriCore Group, LLC (Greg Vance)

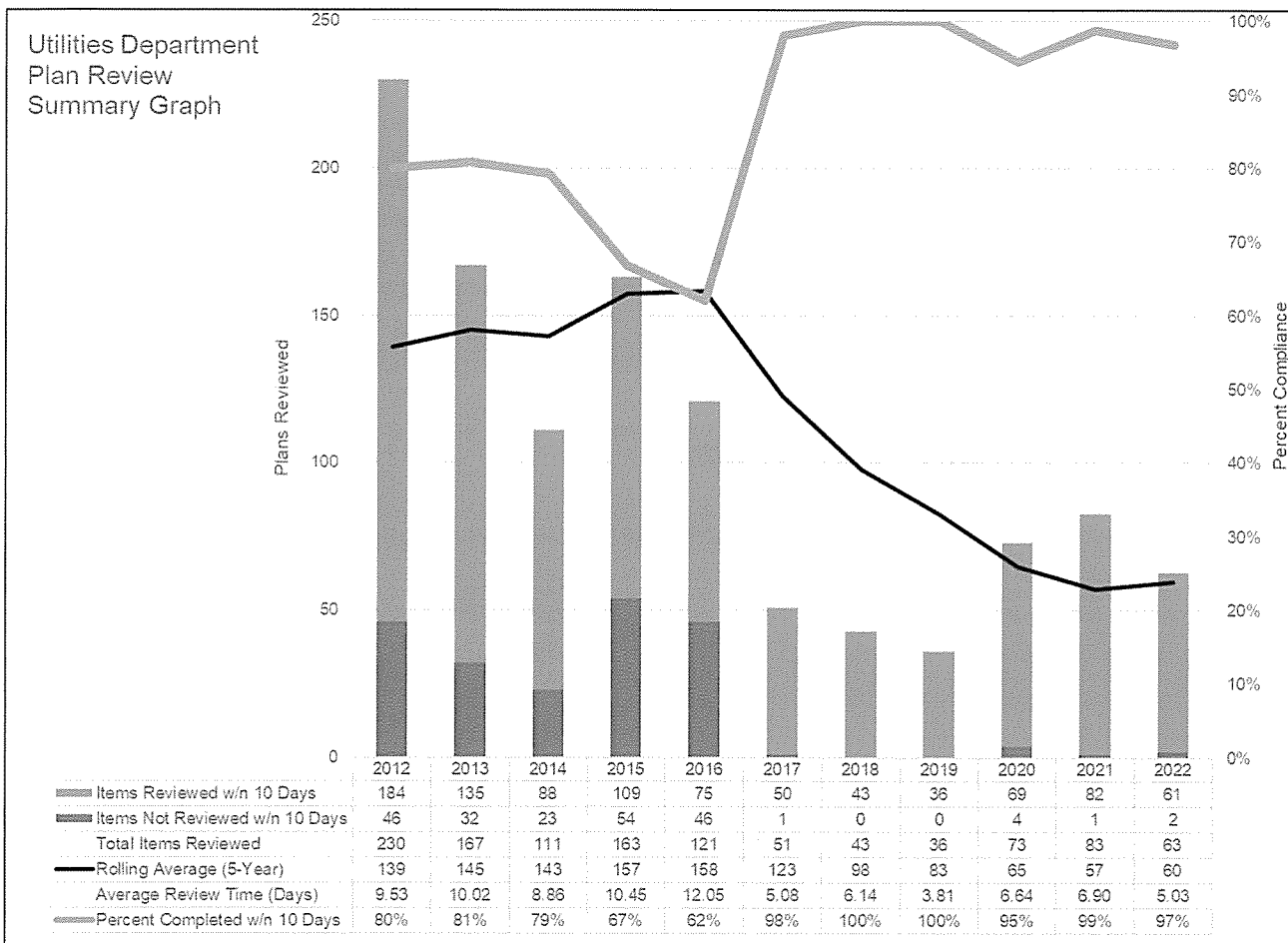
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 10 commercial entities last month. Of the 10 applications, 7 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. Through March, 71 commercial properties were reviewed and a total of \$455,600.40 was assessed to the 50 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



PLAN REVIEW:

Twelve plan sets were reviewed during March. Staff have reviewed 63 plans for FYE2022 with an average review time of 5.03 days and with 97 percent of plans reviewed within 10 days.

**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 improvements 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

0 Water Well Permits were issued for the month of March.

March 2022
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT

INSPECTIONS

	March	Year to date
Fats, oil and grease (FOG) program	34	68
Food license approval	2	2
Significant Industrial Users	5	26
Total inspections	41	96

ROUTINE ACTIVITIES

	March	Year to date
Significant Industrial User sites sampled	4	26
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	100%
HHWF: cars served	77	108
Pounds of Material Collected	9306 lbs	11862

REVENUE

	March	Year to date
FOG Program	\$2,100.00	\$27,850.00
Surcharge	\$9,875.92	\$76,486.30
Lab Analysis Recovery	\$39.07	\$2,776.30
Industrial Discharge Permit	\$0.00	\$500.00
Total revenue	\$12,014.99	\$107,612.60

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

- 1 Provided staff liaison support including agenda setting, meeting attendance, minutes preparation, and issue research.
- 2 Hosting Cleanup event with OU for Big Event
- 3 Facilitating Yard by Yard Program
- 4 ECAB will have educational stations during the installation of Artful Inlets and have ordered hackey sacks
- 5 Created the ECAB James O. Harp Environmental Recognition Award and awarded it to James Harp posthumously; Council Proclamation on Ma
- 6 Judged Waters Worth It Poster Contest.
- 6 Created questionnaire over landscape spraying and sent it to relevant Depts./groups

MISCELLANEOUS ACTIVITIES

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
- 4 Hosted HHWF Open House, Styrofoam Collection and Clean-up Event on March 19
- 5 Hosted Cleanup Event at Saxon Park on March 26
- 6 Pretreatment Audit with no Findings on March 30 and 31.
- 7 Acts as President of LTWA providing support including agenda setting, issue research and collaboration

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2022		FYE 2021	
March 2022	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	10	5	19
Property Owner Responsibility	28	162	15	205
TOTAL	28	172	20	224
Number of Feet of Sewer Cleaned:				
Cleaned	100,185	927,661	157,647	768,775
Rodded	2,260	25,462	11,635	42,758
Foamed	0	74,476	0	81,695
SL-RAT	1,186	22,830	0	112,739
TOTAL	103,631	1,050,429	169,282	1,005,967
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	4	1	5
Private	1	9	1	6
Other (Lift Station, Line Break, etc.)	0	0	0	1
Total Overflows	1	13	2	12
Feet of Sewer Lines Televised	17,462	175,663	36,248	183,863
Locates Completed	447	2,589	305	2,359
Manholes:				
Inspected	1,293	9,078	1,404	9,454
New	0	2	0	0
Rebuilt	0	0	0	0
Repaired	7	32	0	0
Feet of Sewer Lines Replaced/Repaired	4.00	51.00	27	69
Hours Worked at Lift Station	115.65	832.92	82	1,316
Hours Worked for Other Departments	2.12	232.37	6.01	451.95
OJI's	1	2	0	0
Square Feet of Concrete	0	0	0	324
Average Response Time (Hours)	0.42	0.43	0.37	0.41
Number of Claims	0.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2022		FYE 2021	
March 2022	MONTH	YTD	MONTH	YTD
New Meter Sets:	43	400	62	445
Number Short Sets	37	386	62	443
Number Long Sets	6	14	0	2
Average Meter Set Time	5.95	4.11	4.33	4.67
Number of Work Orders:				
Service Calls	489	3,887	559	4,135
Meter Resets	1	3	4	9
Meter Removals	3	23	4	21
Meter Changes	46	329	90	540
Locates Completed	395	7,388	1,345	5,128
Number of Water Main Breaks	15	129	24	154
Average Time Water Off	121.33	15.83	2.01	2.00
Fire Hydrants:				
New	0	2	0	2
Replaced	2	5	0	7
Maintained	75	1,093	119	822
Number of Valves Exercised	197	1,583	276	1,724
Feet of Main Construction	0	912	0	1,839
Hours of Main Construction	475	1,782	0	1,989
Meter Changeovers	3	10	0	32
OJI's	0	1	0	1
Hours Flushing/Testing New Mains	970.00	1,652	52	487
Hours Worked Outside of Division	198.75	425.83	11	598

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
March 1-31, 2022

Flow Statistics

	FYE 2022		FYE 2021	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	331.0	2938.8	384.2	3102.6
Total Effluent Flow (M.G.)	305.8	2741.2	381.4	3048.7
Influent Peak Flow (MGD)	16.7	25.5	20.3	20.3
Effluent Peak Flow (MGD)	16.1	25.5	20.3	20.3
Daily Avg. Influent Flow (MGD)	10.7	10.9	12.4	11.3
Daily Avg. Effluent Flow (MGD)	9.9	10.0	12.3	11.1
Precipitation (inches)	2.0	12.1	2.7	18.3

Discharge Monitoring Report Stats

5 day BOD:	EPA minimum percentage removal 85%			
	Avg.		Avg.	
Influent Total (mg/l)	239.0		171.0	
Effluent Carbonaceous Total	2.0		3.0	
Percent Removal	99.2		98.3	
Total Suspended Solids:				
Influent (mg/L)	297.0		259.0	
Effluent (mg/L)	5.0		6.0	
Percent Removal	98.3		97.7	
Dissolved Oxygen:				
Influent (min)	1.2		0.5	
Effluent (min)	6.3		6.5	
pH				
Influent (Low)	6.8		6.9	
(High)	7.7		7.4	
Effluent (Low)	6.9		6.8	
(High)	7.1		7.1	
Ammonia Nitrogen				
Influent (mg/L)	30.8		23.8	
Effluent (mg/L)	0.1		2.0	
Percent Removal	99.7		91.6	

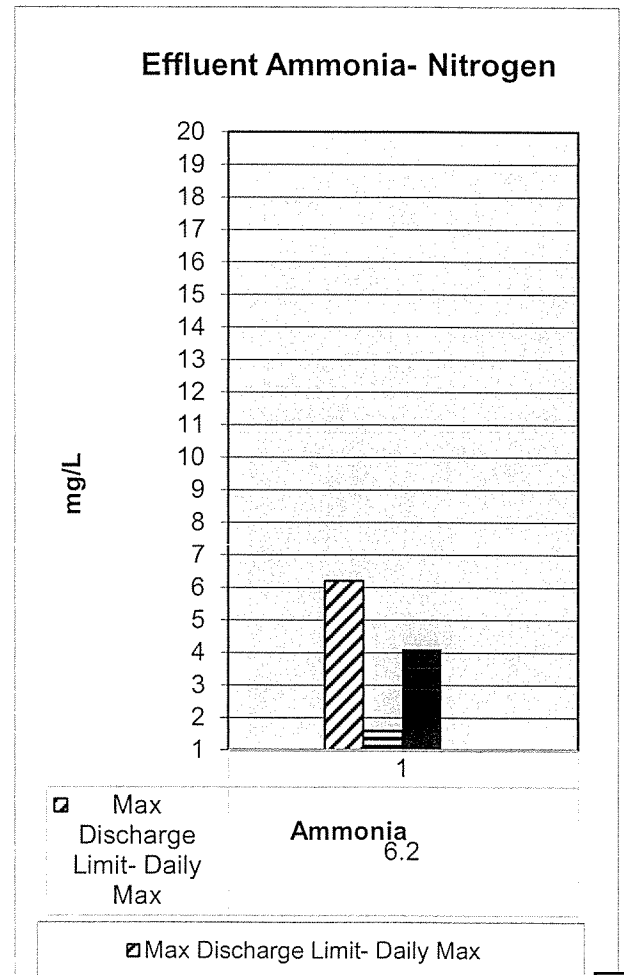
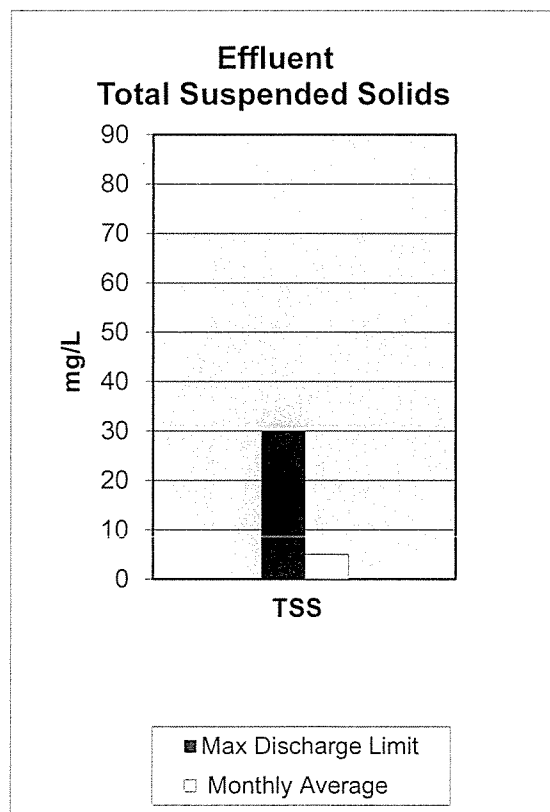
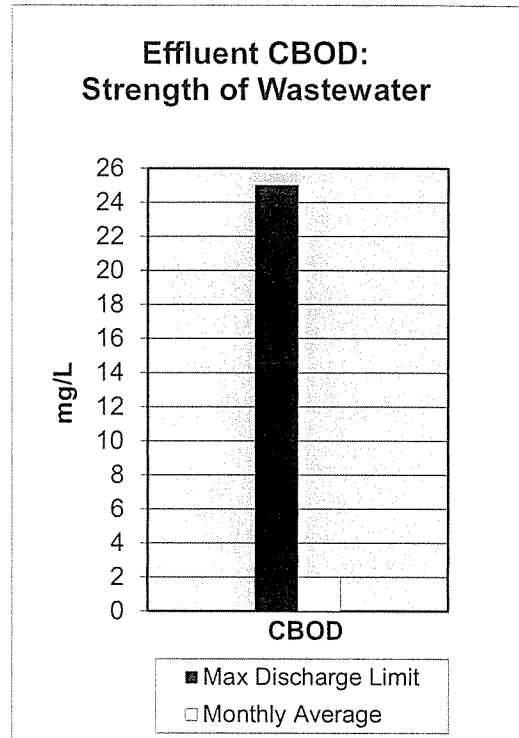
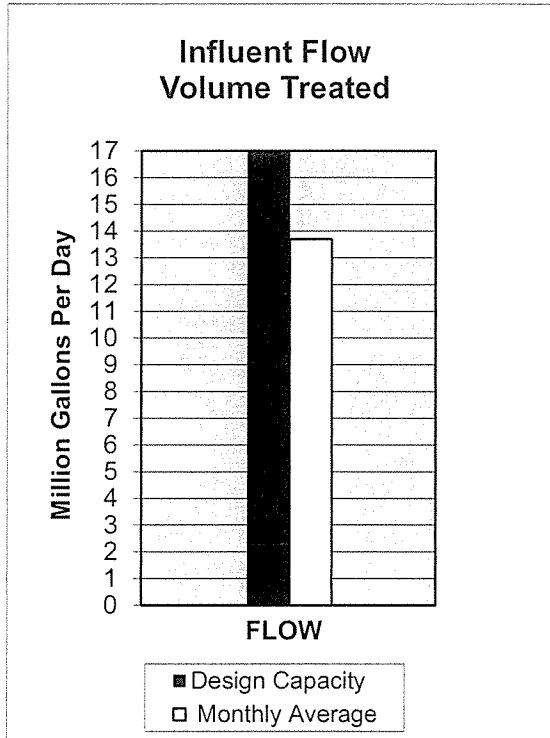
Utilities

Electrical				
Total kWh Used (Plant wide)	625,941	4,994,261	524,100	4,551,680
Aeration Blowers	216,000	2,135,640	196,500	1,602,000
UV Facility	31,400	506,100	29,600	481,800
Natural Gas				
Total cubic feet/day (plant wide)	630,000	3,994,000	599,000	4,593,000
Public Education (Tours)	0	0	0	0
Total Attendees for FYE 22		58		34
Reclaimed Water System (MG)		0.0		0.0
OU Golf Course	0.6	50.8	2.9	46.6
E. coli average for March 2022	42 MPN (Limit is 630)			

**CITY OF NORMAN
WATER RECLAMATION FACILITY**

March 2022

Item 9.



Comments here

**CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES
MONTHLY PROGRESS REPORT**

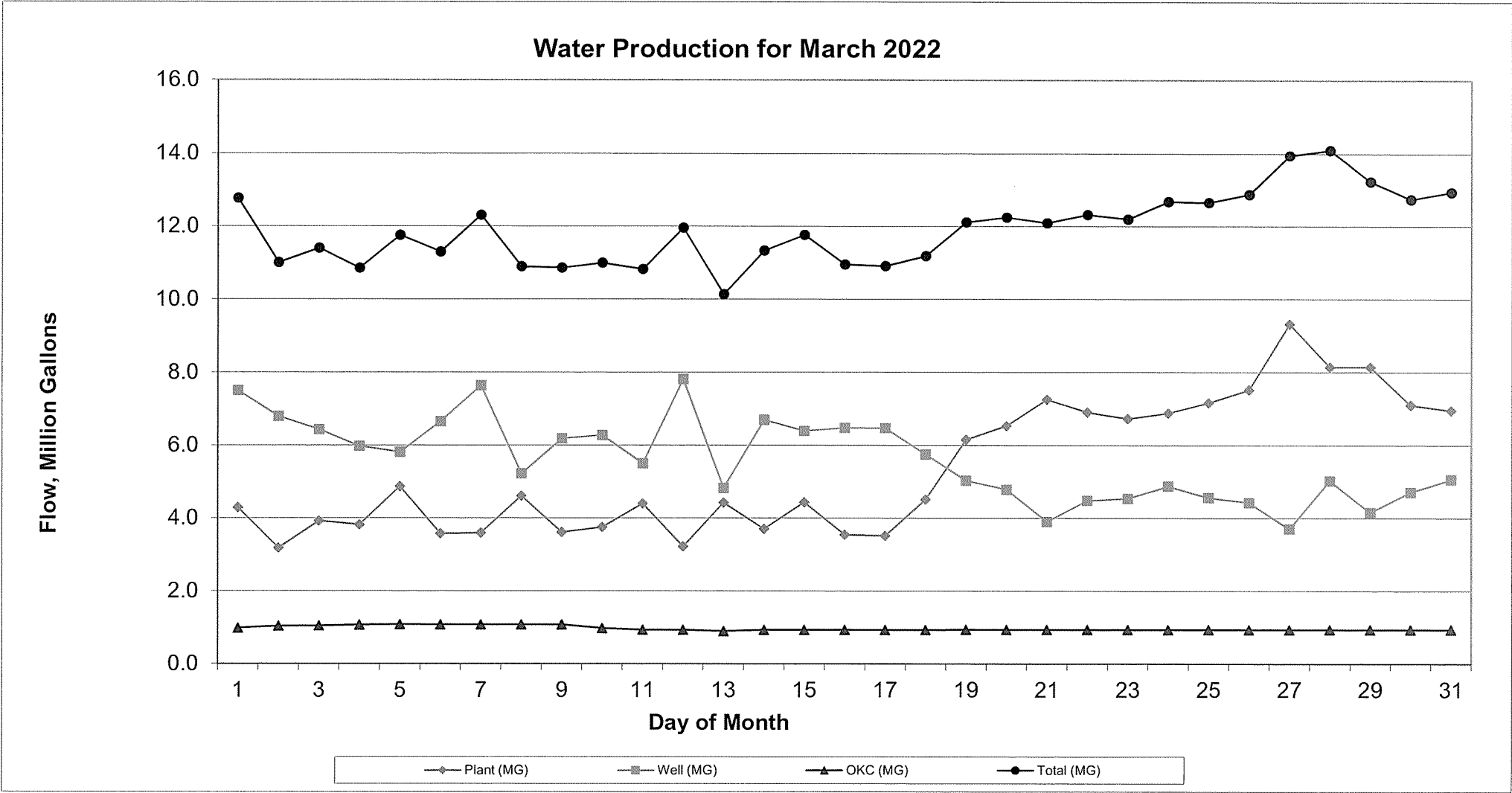
WATER TREATMENT DIVISION

MONTH: March-2022

	<u>FYE 2022</u>		<u>FYE 2021</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	165.66	2635.50	280.89	2846.04
Well Production (MG)	174.89	972.14	57.18	712.65
Oklahoma City Water Used (MG)	30.00	278.22	32.19	276.23
Total Water Produced (MG)	370.56	3885.86	370.25	3834.92
Average Daily Production	11.95	14.18	11.94	14.00
Peak Day Demand				
Million Gallons	15.43	26.00	13.08	26.00
Date	03/02/2022	8/23/2020	3/29/2021	8/23/2020
System Capacity (see note 1)	25.78	25.78	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.22	0.00	2.65
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$639,071.35	\$6,042,910.29	\$822,933.31	\$6,683,419.96
Wells	\$243,091.15	\$2,042,797.16	\$240,051.24	\$1,951,871.02
OKC	\$76,205.22	\$721,347.41	\$94,335.68	\$754,392.46
Total	\$958,367.72	\$8,807,054.86	\$1,157,320.23	\$9,389,683.44
Cost per Million Gallons				
Plant	\$3,857.64	\$2,292.89	\$2,929.77	\$2,348.32
Wells	\$1,389.96	\$2,101.35	\$4,198.02	\$2,738.90
OKC	\$2,539.84	\$2,592.70	\$2,931.04	\$2,731.04
Total	\$2,586.28	\$2,266.44	\$3,125.75	\$2,448.47
Water Quality				
Total Number of Bacterial Samples	94	856	90	802
Bacterial Samples out of Compliance	2	12	0	2
Total number of inquiries (Note 2)	4	29	1	25
Total number of complaints (Note 2)	6	33	1	34
Number of complaints per 1000 service connections	0.15	0.82	0.02	0.84
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	0	3	0	1
Public Education				
Number of tours conducted	1	13	0	0
Number of people on tours	10	173	0	0

Notes:

Well 38 motor failed and is being replace. Staff working on Tier II report
Staff replace PRV on Ferric Day tank. Upgraded Antero software to version 7
Universal roofing evaluated admin bldg roof. Restarted Ozone system.



MONTHLY TRANSFER STATION REPORT

March 2022

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	285.16	\$14,388.01
STANDARD TONS	2,348.74	\$134,951.43
CASH TONS:	438.54	\$17,901.80
TOTALS:	3,072.44	\$167,241.24

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	521.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	10097.00
--	----------

# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	2.00
--	------

# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	740.00
---	--------

TOTAL LOADS BROUGHT TO LANDFILLS:	523.00
GRAND TOTAL TONS TO LANDFILLS	10,837.00

DISPOSAL COST PER TON (OKC)	\$21.47
TIPPING FEE'S FOR DUMPING AT OKC:	\$232,670.39
GRAND TOTAL TIPPING FEE'S	\$232,670.39

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	775.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	4105.91
---	---------

# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	449.00
---	--------

# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2823.98
--	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1224.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	6929.89
---	---------

MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	236.46
---	--------

TOTAL TONS RECEIVED AT TRANSFER STATION	21075.79
---	----------

Drop Center Report MARCH 2022

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,780.00	\$0.00		6380	3.19	3%	\$21.47	\$2,454.24
PLASTICS:	\$15.00	\$0.00		\$	319.00			
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$55.00	\$0.00						
CARDBOARD:	\$140.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer					
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net	
ALUMINUM:	0.41	0.3	0.72	0.11	1.54	\$0.00	\$2,741.20	\$2,741.20	
PLASTICS:	2.26	1.67	4.53	0.21	8.67	\$0.00	\$130.05	\$130.05	
STEEL CANS:	0.45	0.18	0.53	0.1	1.26	\$0.00	\$0.00	\$0.00	
MIXED OFFICE PAPER:	3.39	0	13.86	0	17.25	\$0.00	\$948.75	\$948.75	
CARDBOARD:	15.83	10.21	29.16	0.95	56.15	\$0.00	\$7,861.00	\$7,861.00	
RECYCLING CENTER TOTALS:	22.34	12.36	48.8	1.37	84.87	\$0.00	\$11,681.00	\$11,681.00	

Other Cardboard Containers		Compactors		Wood		Glass		Metal	
TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues
59.67	\$8,353.80	6.21	\$869.40	0	\$0.00	48.44	\$0.00	3.18	\$381.60
								Cost	\$170.00
								Profit	\$211.60

Expenses	Average hrly+ benefits					
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total	
Hours	48	215.75	6	14	283.75	
Labor \$	\$1,285.44	\$5,777.79	\$160.68	\$374.92	\$7,598.83	
Vehicle cost	\$3,684.31	\$3,093.81	\$460.50	\$1,074.50	\$8,313.12	

Revenue	Income	Expense	Net	Customer Revenue
	\$32,941.63	\$16,230.95	\$16,710.69	\$11,825.83

Total All Recycle and Cardboard	
Tons	Revenues
202.37	\$21,115.80

Total Recycle Only	
Tons	Revenues
80.34	\$4,031.60

Total Cardboard	
Tons	Revenues
122.03	\$17,084.20

CURBSIDE MONTHLY RECYCLING REPORT**MARCH****PROGRAM STATISTICS**

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	12.75
POUNDS PER HOME:	23.43

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.96%	7.5
#1 PET	4.08%	15.61
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	38.53
MIX PAPER	29.67%	113.51
PLASTIC FILM	0.60%	2.3
#2 NATURAL	1.11%	4.25
#2 COLOR	1.66%	6.35
#3-#7	0.00%	0
METAL	0.30%	1.15
RIGIDS	0.26%	0.99
TIN-STEEL SCRAP	2.14%	8.19
TRASH	27.91%	106.78
OCC	20.24%	77.44
TOTAL	100.00%	382.60

	MONTH
SERVICE CALLS (MISSES)	60
HOUSESIDE	7
REMINDER	2
SCATTERED	0
MISC.	0
REPAIR	27
NEW	44
ADD	5
MISSING	16
EXCHANGE	0
REPLACE	7
PICK UP	10
TOTAL CALLS	178.00

	MONTH
LANDFILL COST AVOIDANCE	\$7,556.35

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2022

	FYE 21		FYE 22	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	5	2	10
<u>On The Job Injuries</u>	0	8	0	5
<u>Bulk Pickups</u>	36	256	38	291
<u>Refuse Complaints</u>	120	890	130	930
<u>New Polycarts Requests</u>	83	631	57	501
<u>Polycarts Exchanges</u>	15	77	7	88
<u>Additional Polycart Requests</u>	117	630	103	803
<u>Replaced Stolen Polycarts</u>	4	172	25	225
<u>Replaced Damaged Polycarts</u>	105	784	77	702
<u>Polycarts Repaired</u>	55	342	35	370

COMPOST MONTHLY REPORT

MARCH

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	227.45
LANDFILL TIPPING FEE'S	\$ 21.47
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 4,883.35
TONS BROUGHT IN BY PUBLIC:	615.00
TONS BROUGHT IN BY CONTRACTORS :	1,680.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	65.00
LANDFILL TIPPING FEE'S	\$ 21.47
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 50,669.20
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 55,552.55
REVENUE COLLECTED FROM COMPOST SALES:	\$2,220.00
REVENUE COLLECTED FROM GATE SALES:	\$21,130.00
TOTAL TONS COLLECTED	2,587.45
TOTAL REVENUE COLLECTED	\$23,350.00

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	40	
DRYING BEDS	1,800	
COMPOST SOLD BY CUBIC YARDS		606
MULCH SOLD BY CUBIC YARDS	2,840	
TOTAL:	4,680	606

File Attachments for Item:

10. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-58: FOR THE PURCHASE OF COPPER METER YOKES TO PIONEER SUPPLY, L.L.C.; HDPE METER BOXES WITH CAST IRON LIDS TO OKLAHOMA CONTRACTOR SUPPLY, L.L.C.; AND WATER LINE REPAIR CLAMPS TO PIONEER SUPPLY, L.L.C., OKLAHOMA CONTRACTORS SUPPLY, L.L.C., AND CORE AND MAIN LP, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Scott Aynes, Utilities Manager

PRESENTER: Scott Aynes, Utilities Manager

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-58: FOR THE PURCHASE OF COPPER METER YOKES TO PIONEER SUPPLY, L.L.C.; HDPE METER BOXES WITH CAST IRON LIDS TO OKLAHOMA CONTRACTOR SUPPLY, L.L.C.; AND WATER LINE REPAIR CLAMPS TO PIONEER SUPPLY, L.L.C., OKLAHOMA CONTRACTORS SUPPLY, L.L.C., AND CORE AND MAIN LP, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Water Line Maintenance Division has over 41,000 water meters to maintain and over 600 miles of water distribution lines to keep operational. Copper meter yokes are used in connecting the water meter and residential service lines to the City water main. The high density polyethylene (HDPE) meter boxes with cast iron lids are used to cover the water meter when installing a new meter service. Each year, funds are allocated in the amount of \$178,859 for Meter Sets-Repairs (account 31955251-43218), \$59,540 for repair clamps in Water and Sewer Supplies (account 31955251-43216), \$6,695 for Rock/Sand (account 31955251-43303), and \$1,500 for sod in Vegetative Cover (account 3195251-43225) to use for installation and repair of water meters, repairing of water line breaks, and ground restoration after the repair.

DISCUSSION:

The material needed to make repairs on the older water lines and to set new water meters has increased in cost from 28% to 40% over the year. This includes the meters, meter yokes, meter boxes, no-lead brass fittings, and poly pipe. Additionally, sand is used for bedding around the pipe and crushed gravel is used to backfill for compaction around the repaired lines to make the ground stable for asphalt and or concrete to be re-installed as needed. All funds appropriated for installation and repair of these meters will have been expended prior to the end of FYE 2022 and additional funds are needed for the rest of the fiscal year to purchase material for installs, repairs, and restorations.

Materials for these products were recently re-bid on March 24, 2022 and staff has been closely tracking material cost and lead times for parts delivery. Three suppliers submitted bids and it was determined that the best, responsible bidders were Pioneer Supply, LLC, for the Copper

Meter Yokes at \$151.40 per meter yoke and Oklahoma Contractors Supply, LLC, for the HDPE boxes with cast iron lids at \$98 per box and lid. In addition, Pioneer Supply, LLC, Oklahoma Contractors Supply, LLC, and Core and Main LP will be used for the purchase of repair clamps (categories 1-46 of the bid tabulation).

Staff has estimated an additional \$55,000 will be needed to complete the necessary installation and repairs on the water lines and meter sets for the current fiscal year, and an additional \$15,000 for rock and sand as well as \$5,000 for sod and vegetation cover is estimated for restoration of these repair sites. In order to pay for the increase in installation and repairs, staff proposes to appropriate \$75,000 from the Water Fund balance to the Line Maintenance Water Division Fund, with \$55,000 going into the Maintenance Supplies Meter Set – Repairs account (3195521-43218), \$15,000 going into the Construction Materials Rock & Sand account (31955251-43303), and \$5,000 going into the Maintenance Supplies Sod – Vegetation Cover account (3195521-43225).

RECOMMENDATION:

Staff recommends awarding Bid 2122-58 to Pioneer Supply LLC. for meter yokes, Oklahoma Contractors Supply, LLC, for HDPE meter boxes and cast iron lids, and Pioneer Supply, LLC, Oklahoma Contractors Supply, LLC, and Core and Main LP for repair clamps. Staff further recommends the appropriation of \$75,000 from the Water Fund balance (31-29000) to Maintenance Supplies Meter Set – Repairs account (3195521-43218), Construction Materials Rock & Sand (31955251-43303), and Sod–Vegetation Cover (3195521-43225) accounts to pay for meter sets, repairs, and restorations.

LINE MAINTENANCE DIVISION – TABULATION OF BIDS
 COPPER METER YOKES FOR METERS, HDPE METER BOXES WITH CAST IRON LIDS, AND WATER LINE REPAIR CLAMPS
 BID NO. 2122-58– MARCH 24, 2022

REPAIR CLAMPS	OKLAHOMA CONTRACTORS SUPPLY LLC OKLAHOMA CITY, OK	PIONEER SUPPLY LLC OKLAHOMA CITY, OK	CORE AND MAIN LP OKLAHOMA CITY, OK
Section I Copper Meter Yokes	164.00	151.40	158.05
Section I HDPE Meter Boxes	98.00	--	123.83
SECTION 1 Category I 2 INCH X 6 INCH	46.15	43.80	59.47
Category II 4 INCH X 6 INCH	56.85	56.15	78.46
Category III 4 INCH X 8 INCH	56.85	56.15	78.46
Category IV 4 INCH X 12 INCH	90.30	86.15	101.25
Category V 6 INCH X 8 INCH	68.05	65.45	89.33
Category VI 6 INCH X 12 INCH	108.60	104.90	115.59
Category VII 6 INCH X 15 INCH	119.75	115.50	138.79
Category VIII 6 INCH X 20 INCH	180.65	181.45	210.53
Category IX 6 INCH X 24 INCH	209.40	226.80	253.65
Category X 6 INCH X 30 INCH	272.65	259.40	307.87
Category XI 8 INCH X 8 INCH	77.60	76.55	102.93
Category XII 8 INCH X 12 INCH	124.55	122.25	135.93
Category XIII 8 INCH X 15 INCH	142.30	140.55	155.37
Category XIV 8 INCH X 20 INCH	201.60	203.90	240.93
Category XV 8 INCH X 30 INCH	330.95	301.50	381.95
Category XVI 12 INCH X 15 INCH	212.60	214.00	278.77

LINE MAINTENANCE DIVISION – TABULATION OF BIDS
 COPPER METER YOKES FOR METERS, HDPE METER BOXES WITH CAST IRON LIDS, AND WATER LINE REPAIR CLAMPS
 BID NO. 2122-58– MARCH 24, 2022

REPAIR CLAMPS	OKLAHOMA CONTRACTORS SUPPLY LLC OKLAHOMA CITY, OK	PIONEER SUPPLY LLC OKLAHOMA CITY, OK	CORE AND MAIN LP OKLAHOMA CITY, OK
Category XVII 12 INCH X 20 INCH	295.25	293.00	341.93
Category XVIII 12 INCH X 24 INCH	343.80	--	460.22
Category XIX 12 INCH X 30 INCH	500.55	--	522.10
Category XX 14 INCH X 20 INCH	531.60	--	454.77
Category XXI 16 INCH X 20 INCH	667.95	--	807.49
Category XXII 16 INCH X 30 INCH	1,030.15	--	807.49
Category XXIII 24 INCH X 24 INCH	1,347.20	--	1526.33
Category XXIV 30 INCH X 36 INCH	2,441.15	--	2,311.76
Category XXV 36 INCH X 30 INCH	2,383.85	--	3,185.55
Category XXVI 36 INCH X 36 INCH	2,804.30	--	3,185.55
Category XXVII 42 INCH X 36 INCH	3,378.65	--	3,821.18
Category XXVIII 42 INCH X 42 INCH	3,974.95	--	6,377.81
Category XXIX 2 INCH X 6 INCH	71.20	--	109.06
Category XXX 2 INCH X 12 INCH	101.00	--	109.06
Category XXXI 2 INCH X 6 INCH	71.20	65.80	109.06
Category XXXII 2 INCH X 12 INCH	101.00	94.90	109.06
Category XXXIII 4 INCH X 8 INCH	80.80	78.15*	113.16
Category XXXIV 4 INCH X 12 INCH	112.80	108.15	113.56
Category XXXV 4 INCH X 8 INCH	80.80	78.15*	113.16
Category XXXVI 4 INCH X 12 INCH	112.80	108.15	113.56

LINE MAINTENANCE DIVISION – TABULATION OF BIDS
COPPER METER YOKES FOR METERS, HDPE METER BOXES WITH CAST IRON LIDS, AND WATER LINE REPAIR CLAMPS
BID NO. 2122-58– MARCH 24, 2022

REPAIR CLAMPS	OKLAHOMA CONTRACTORS SUPPLY LLC OKLAHOMA CITY, OK	PIONEER SUPPLY LLC OKLAHOMA CITY, OK	CORE AND MAIN LP OKLAHOMA CITY, OK
Category XXXVII 6 INCH X 8 INCH	91.60	65.45*	105.75
Category XXXVIII 6 INCH X 15 INCH	142.95	137.50	161.27
Category XXXIX 6 INCH X 8 INCH	91.60	65.45*	105.75
Category XL 6 INCH X 15 INCH	142.95	137.50	161.27
Category XLI 8 INCH X 8 INCH	103.00	98.55*	188.82
Category XLII 8 INCH X 15 INCH	168.65	162.55	188.82
Category XLIII 8 INCH X 8 INCH	103.00	98.55*	188.82
Category XLIV 8 INCH X 15 INCH	168.65	162.55	188.82
Category XLV 12 INCH X 15 INCH	238.90	236.80	273.47
Category XLVI 12 INCH X 15 INCH	238.90	236.80	273.47
		*Item bid did not meet contract specifications	

RECOMMENDATION: That RFP #2122-58 for Copper Meter Yokes for Meters, HDPE Meter Boxes with Cast Iron Lids, and Water Line Repair Clamps be awarded as follows: Pioneer Supply LLC for Copper Meter Yokes; Oklahoma Contractors Supply LLC for HDPE Meter Boxes; and to the following for Water Line Repair Clamps: Oklahoma Contractors Supply LLC for Categories 8, 9, 14, 16, 18, 19, 21, 23, 25, 26, 27, 28, 29, 30, 33, 35, 37, 39, 41, and 43; to Pioneer Supply LLC for Categories 1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 13, 15, 17, 31, 32, 34, 36, 38, 40, 42, 44, 45, 46; and to Core and Main LP for Categories 20, 22 and 24. The contracts are effective through April 30, 2023, or for an additional one-year period up to four years, if agreeable by the parties.

Forwarded by: Scott Aynes, Line Maintenance Manager

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, GRANTING, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-60: TO OKLAHOMA GAS AND ELECTRIC COMPANY (OG&E) FOR THE PURPOSE OF INSTALLING UNDERGROUND ELECTRIC SERVICE IN REAVES PARK AS PART OF THE NORMAN FORWARD REAVES PARK RENOVATION PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/18/2022

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Heather Poole, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, GRANTING, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-60: TO OKLAHOMA GAS AND ELECTRIC COMPANY (OG&E) FOR THE PURPOSE OF INSTALLING UNDERGROUND ELECTRIC SERVICE IN REAVES PARK AS PART OF THE NORMAN FORWARD REAVES PARK RENOVATION PROJECT.

BACKGROUND:

In October 2015, Norman citizens passed the NORMAN FORWARD initiative, funding various quality of life projects through a ½% sales tax increase over 15 years. The NORMAN FORWARD Initiative included authorization for a project to renovate Reaves Park to remove the city's Park Maintenance operation and construct new youth baseball fields and make Reaves Park the home to all youth baseball and softball activities. This project is part of a multi-park plan that will also result in Griffin Park being able to add several more soccer fields once the baseball and softball operations have moved to Reaves. Both the Reaves and Griffin Projects are well underway now that the new Park Maintenance facility has been constructed at the North Base land, next to the new Bus Maintenance facility.

On February 9, 2019, City Council approved Contract K-1819-132 with Flintco Construction to provide construction manager at-risk (CMaR) services for the Reaves Park Renovation Project, along with the Griffin Park Phase 3 Construction Project. Since that time, the Griffin Phase 3 project has been completed; and the Reaves Park Renovation project was bid for construction and is in progress, with expected completion in winter 2022-23.

DISCUSSION:

As part of the Reaves Park project, the old overhead electric service lines for the old Park Maintenance facility were removed and replaced with new underground electric service for the new youth baseball/softball fields restroom and concession building and lights. The new underground service will also feed the power rack for the vendor power outlets in the middle of the park by the rental pavilions. Many events and festivals utilize this service for their vendors. The recent Medieval Fair used the power in the middle of the park, as they do each year. The following events in the park will be the Juneteenth event, followed by the July 4th Fest—which both utilize the vendor power pedestals during their celebrations.

The relocation of the electric service to be underground requires an easement from the City of Norman to OG&E. The City of Norman owns the entire park where the service will be installed, and OG&E has engineered an alignment and prepared an easement request (attached) to allow them to proceed immediately with the work in this time between major city-sponsored events. They have been working with the City of Norman and Flintco to coordinate this work at this time to minimize disruption to the annual events in the park. The nightly baseball/softball activity in the park will not be affected by this conversion of overhead power to underground, as other service lines serve them on the north and southeast ends of the park.

RECOMMENDATION:

City Council grant the easement to OG&E in order to provide underground electric service to the areas of Reaves park identified herein as part of the NORMAN FORWARD Reaves Park Renovation Project. The alignment of the easement is specified in the attached easement, located entirely within the bounds of Reaves Park.

AFTER RECORDING RETURN TO:
 OGE ELECTRIC SERVICES
 TIMOTHY J. BAILEY-M/C WNM-12
 PO BOX 321
 OKLAHOMA CITY OK 73101-0321

EASEMENT

Work Order #7704805

KNOW ALL MEN BY THESE PRESENTS: THAT THE **CITY OF NORMAN, a Municipal Corporation**, Grantor, in consideration of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto **OKLAHOMA GAS AND ELECTRIC COMPANY**, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, operate, maintain, and reconstruct underground and/or above ground a system of conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, upon and across the following real property and premises, situated in Cleveland County, State of Oklahoma, to wit:

A part of **BLOCK 2, OF THE FORMER NAVAL AIR TECHNICAL TRAINING CENTER**, in Norman, Oklahoma, being part of tract of land recorded in a deed in Book 269, Pages 225-238, as described in Exhibit "A" and shown on Exhibit "B", attached hereto and hereby made a part of this easement.

Grantor further covenants and agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, so as to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (2011) Section 142.1, et. seq. (One-call statute).

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Approved this _____ day of _____, 2022, by the City of Norman.

City Seal

CITY OF NORMAN, a Municipal Corporation

By: _____
 Brea Clark, Mayor

CITY ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS;

Before me, the undersigned, a Notary Public, in and for said County and State, on this _____ day of _____, 2022, personally appeared Brea Clark, of the City of Norman, a Municipal Corporation, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Mayor, and acknowledged to me that she executed the same as her free and voluntary act and deed of such duty, for the uses and purposes therein set forth.

My Commission Expires: _____

Commission # _____

 Notary Public

EXHIBIT "A"

To that certain easement from the City of Norman, a Municipal Corporation, to Oklahoma Gas and Electric Company.

An easement in **BLOCK TWO (2) OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER**, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474, on April 13, 2022. Bearings are Based on plat bearings of said plat as described above and as shown on attached Easement Sketch, said easement further described as: being Ten (10) feet in width, Five (5.00) feet each side of a centerline described as follows:

COMMENCING at the Southwest corner of said Block 2;

Thence S89°55'20"E, on the South Line of said Block 2 for a distance of 987.03 feet, to the **POINT OF BEGINNING**;

Thence N06°02'33"W, on said centerline for a distance of 163.20 feet;

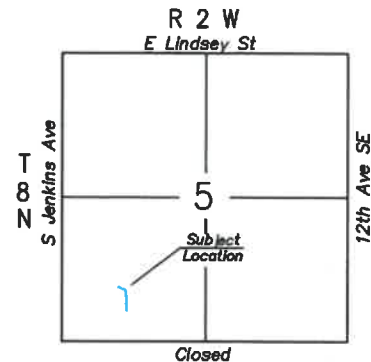
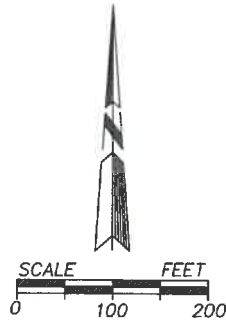
Thence N00°19'57"E, on said centerline for a distance of 223.78 feet;

Thence N05°50'39"W, on said centerline for a distance of 348.79 feet;

Thence N68°01'21"W, on said centerline for a distance of 251.78 feet, to the **POINT OF TERMINATION**.

EXHIBIT "B"

EASEMENT SKETCH



LOCATION MAP

FORMER NAVAL AIR TECHNICAL TRAINING CENTER
BLOCK 2

Note: Bearings Are Based On Plat Bearings Of
Former Naval Air Technical Training Center.

(●) – Indicates Existing 1/2" Iron Pin Or
Monument as Noted.

I, Timothy G. Pollard, a Professional Land
Surveyor, hereby certify that the attached
drawing is a true and accurate representation
of the attached easement description and is
subject to all notes and qualifying statements.

Timothy G. Pollard

Timothy G. Pollard, PLS 1474

Dated: April 13, 2022

SW Cor.
Block 2

987.03'
S89°55'20"E

(POT)

N68°01'21"W
251.78'

N05°50'39"W
348.79'

223.78'
N00°19'57"E

163.20'
N06°02'33"W

(POB)

OKLAHOMA GAS AND ELECTRIC COMPANY

POLLARD & WHITED SURVEYING INC.
2514 TEE DRIVE, NORMAN, OKLAHOMA 73069
CA#2380 EXP 06-30-23 405-366-0001

OG&E EASEMENT SKETCH WO# 7708346
BLOCK 2, FORMER NAVAL AIR TECHNICAL TRAINING CENTER
CLEVELAND COUNTY, OKLAHOMA

REVISIONS:

DRAWN BY: J. THOMAS DATE: April 13, 2022

FILE #: FNATTC.ASC

DATE: March 17, 2022

SCALE: 1" = 200'

APPROVED BY: D. MEEKS DATE: April 13, 2022

DRWG #: FNATTC.DGN

DATE: April 13, 2022

SHEET 1 OF 1

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-11: FOR HENDERSON ESTATES AND EASEMENT E-2122-59. (LOCATED ON THE EAST SIDE OF 84TH AVENUE N.E., APPROXIMATELY ONE-HALF MILE NORTH OF TECUMSEH ROAD).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-11: FOR HENDERSON ESTATES AND EASEMENT E-2122-59. (LOCATED ON THE EAST SIDE OF 84TH AVENUE N.E., APPROXIMATELY ONE-HALF MILE NORTH OF TECUMSEH ROAD).

BACKGROUND:

This item is Norman Rural Certificate of Survey COS-2122-11 for Henderson Estates generally located on the east side of 84th Avenue N.E. approximately one-half mile north of Tecumseh Road. Norman Rural Certificate of Survey COS-2122-11 for Henderson Estates was approved by Planning Commission at its meeting of March 10, 2022.

DISCUSSION:

This property consists of 20.008 acres. Tract 1 consists of 10.004 acres and Tract 2 consists of 10.004 acres.

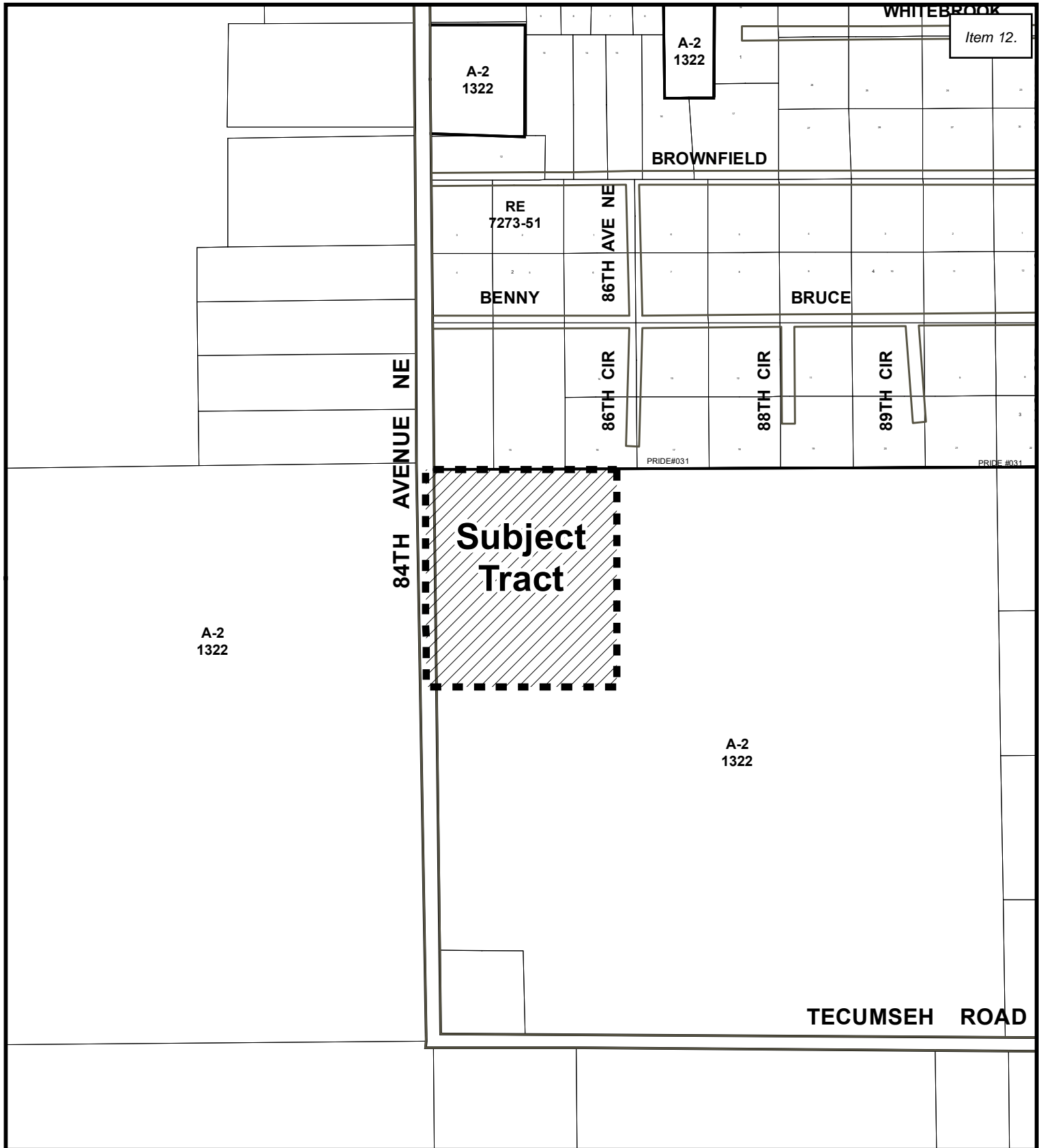
This certificate of survey, if approved, will allow one single family structure on each tract. Private individual sanitary sewer systems and water wells will be installed in accordance with the Oklahoma Department of Environmental Quality (ODEQ) standards for each tract.

Fire protection will be provided by the City of Norman pumper/tanker trucks.

Tract 1 contains Water Quality Protection Zone (WQPZ) a part of the Little River Arm within the Lake Thunderbird watershed. However, there is sufficient area to construct a single-family residence outside of the WQPZ including sanitary sewer system and water well. The required covenants protecting the WQPZ have been reviewed by the City Legal Department and will be filed of record with the certificate of survey. A drainage easement has been submitted to address the WQPZ.

RECOMMENDATION:

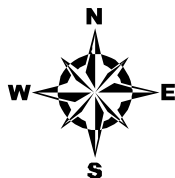
Based upon the above information, staff recommends approval of Norman Rural Certificate of Survey COS-2122-11 for Henderson Estates including Easement E-2122-59.



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.



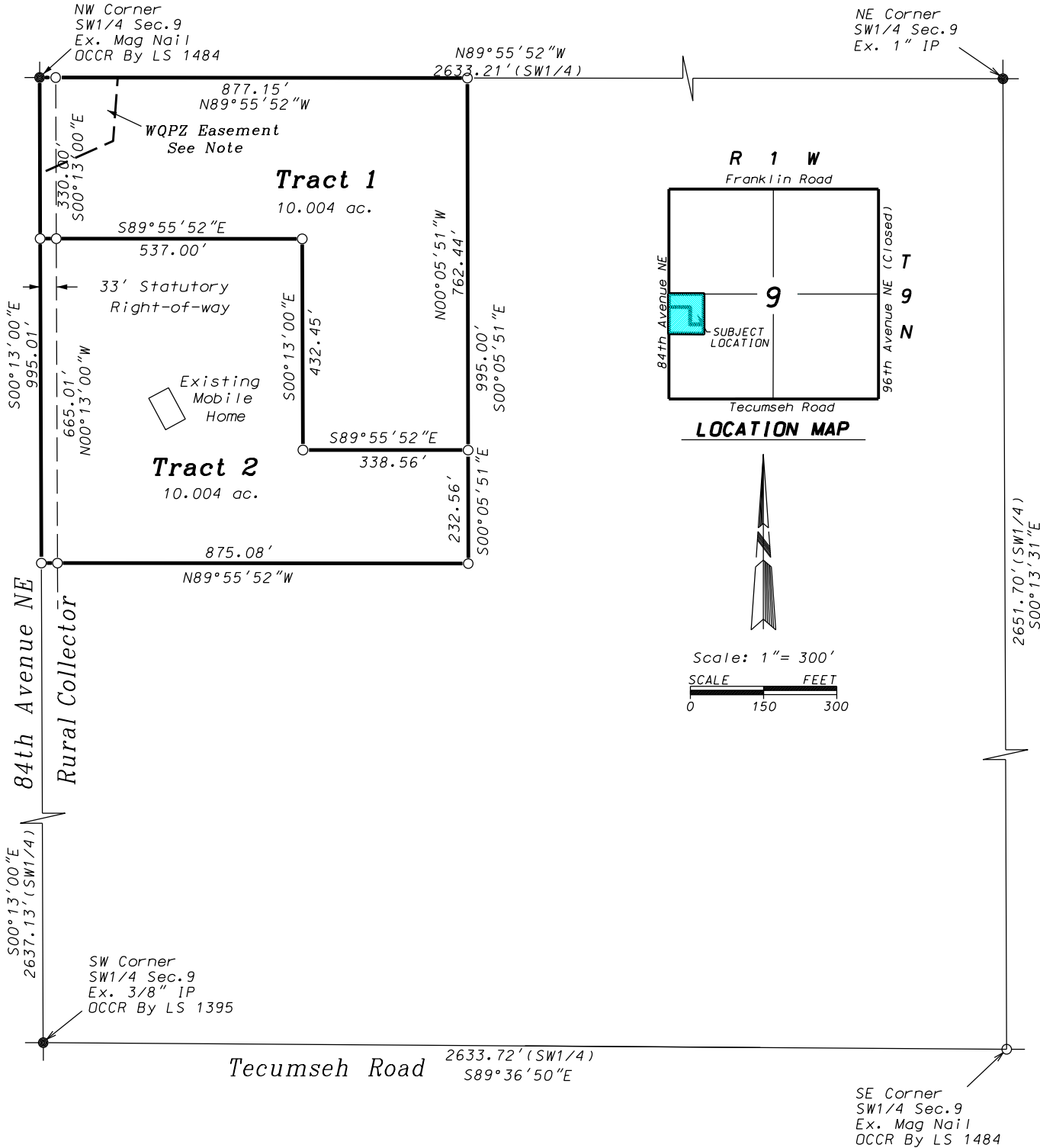
February 8, 2022

0 300 600 Ft.

 Subject Tract

 Zoning

HENDERSON ESTATES
A NORMAN RURAL CERTIFICATE
OF SURVEY SUBDIVISION
PART OF THE SW1/4 OF SECTION 9, T9N, R1W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA
COS 2122-11



NOTE:

Bearings shown are based on a Bearing of S89°36'50"E between existing monuments on the South line of the SW1/4 of Section 9, T9N, R1W, I.M. Norman, Cleveland County, Oklahoma.

(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted Hereon.

(○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked " Pollard PLS 1474" Or Set PK Nail With Shiner Marked " P&W Surveying CA 2380".

(OCCR) - Indicates Oklahoma Certified Corner Record on File With The Oklahoma Department of Libraries, Archives Division.

(WQPZ) -Indicates the Water Quality Protective Zone. There shall be no clearing, grading, construction or disturbance of vegetation in this area except as permitted by the Director of Public Works, unless such disturbance is done in accordance with 19-514(E) of the Norman City Code. The WQPZ is subject to protective covenants that may be found in the Land Records and that may restrict disturbance and use of these areas.

POLLARD & WHITED SURVEYING, INC.

2514 Tee Drive Norman, OK 73069
405-366-0001 Off.

CA 2380 exp.6-30-23 405-443-8100 Cell timepwsurveying.com

Troy Henderson	
Norman Certificate of Survey Subdivision	
Part of the SW1/4 of Section 9, T9N, R1W, IM	
Norman, Cleveland County, Oklahoma	
February 22, 2022	Drawn By: T. Pollard
9-9n1w.dgn	Sheet 1 of 7

E-2122-59
GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that Troy Mike and Michelle Leigh Henderson, do hereby grant,

bargain, sell and convey unto the **City Of Norman**, a municipal corporation, a **public drainage easement**, over, across the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

(WQPZ AREA)

An easement in the Southwest Quarter (SW1/4) of Section Nine (9), Township Nine (9) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated January 28, 2022 using an Arbitrary bearing of S89°36'50"E between existing monuments on the South line of said SW1/4 as a Basis of Bearing, said tract further described as:

BEGINNING at the Northwest Corner of said SW1/4;

Thence S00°13'00"E, on the West line of said SW1/4, for a distance of 197.23 feet;

Thence N65°49'38"E for a distance of 164.24 feet;

Thence N04°15'54"E for a distance of 130.14 feet to the North line of said SW1/4;

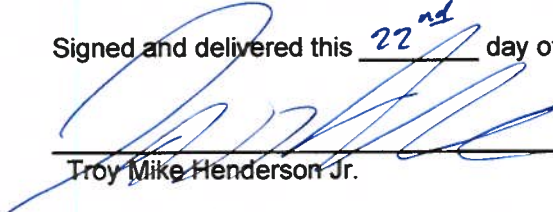
Thence N89°55'52"W, on said North line, for a distance of 160.26 feet to the **POINT OF BEGINNING**, containing 0.578 acres more or less

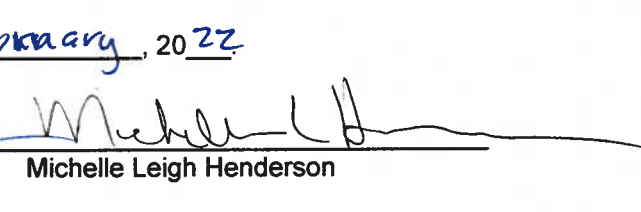
With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

Drainage and other rights for a Water Quality Protection Zone (WQPZ)

To have and to hold the same unto said City, it's successors and assigns forever.

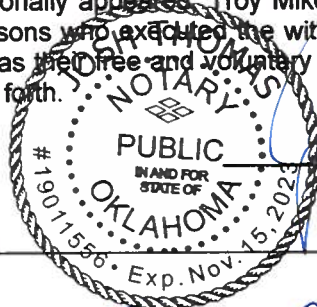
Signed and delivered this 22nd day of February, 2022.


 Troy Mike Henderson Jr.


 Michelle Leigh Henderson

STATE OF OKLAHOMA)
 COUNTY OF CLEVELAND) SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 22nd day of February, 2022, personally appeared Troy Mike Henderson Jr. and Michelle Leigh Henderson, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed and as the free and voluntary act for the uses and purposes herein set forth.




 Notary Public

CITY ATTORNEY

Approved as to form and legality this 8 day of April, 2022


 Elisabeth Lockala
 City Attorney

NORMAN CITY COUNCIL

Accepted by the City of Norman, Oklahoma, City Council on this ____ day of _____, 20____.

ATTEST: _____
 City Clerk

 Mayor

GBC 22-02

APPLICANT	Troy M. Henderson Jr.
LOCATION	North side of Tecumseh Road approx. ½ mile east of 84th Avenue N.E. and ½ mile south of Franklin Road
PROPOSAL	Henderson Estates Certificate of Survey; Divide approximately 20 acres into 2 tracts of 10-acres each for residential development
NORMAN 2025 LAND USE	Current: Country Residential
LAND USE	Current: Single-family residential Proposed: Single-family residential

Greenbelt Commission Final Comments - GBC 22-02

Greenbelt forwards this item with no additional comments.

Planning Commission Agenda
March 10, 2022

CERTIFICATE OF SURVEY
COS-2122-11

ITEM NO. 2

STAFF REPORT

ITEM: Consideration of **NORMAN CERTIFICATE OF SURVEY NO. COS-2122-11 FOR HENDERSON ESTATES.**

LOCATION: Generally located on the east side of 84th Avenue N.E. and one-half mile north of Tecumseh Road.

INFORMATION:

1. Owners. Troy Henderson.
2. Developer. Troy Henderson.
3. Surveyor. Pollard & Whited Surveying, Inc.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1312 annexing this property into the Norman Corporate City Limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.

IMPROVEMENT PROGRAM:

1. Fire Protection. The Norman Fire Department will provide fire protection.
2. Sanitary Sewer. Individual septic systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.
3. Water. Individual water wells will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.
4. Street. Eighty-fourth Avenue N.E. is classified as a rural collector street. An easement is not required. A drainage easement covering the WQPZ will be required.

5. Acreage. This property consists of 20.008 acres. Tract 1 consists of 10.004 acres and Tract 2 consists of 10.004 acres.
7. WQPZ. Water Quality Protection Zone (WQPZ) is located within Tract 1. The owners will be required to protect these areas. There is sufficient area for each tract to allow proposed structures and private sanitary sewer system without encroaching into the WQPZ.
8. Covenants. Covenants addressing the WQPZ are being reviewed as to form by City Legal staff.

SUPPLEMENTAL MATERIAL: Copies of a location map and Norman Rural Certificate of Survey No. COS-2122-11 are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: Staff recommends approval of Certificate of Survey No. COS-2122-11 for Henderson Estates.

ACTION NEEDED: Recommend approval or disapproval of Certificate of Survey No. COS-2122-11 for Henderson Estates to City Council.

ACTION TAKEN: _____

File Attachments for Item:

13. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR THE VILLAS AT ASHTON GROVE ADDITION, SECTION 1, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF \$44,543.40 FOR THE DEFERRAL OF SIDEWALK IMPROVEMENTS IN CONNECTION WITH 48TH AVENUE N.W. AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (GENERALLY LOCATED 490 FEET NORTH OF WEST ROCK CREEK ROAD ON THE EAST SIDE OF 48TH AVENUE NW.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR THE VILLAS AT ASHTON GROVE ADDITION, SECTION 1, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF \$44,543.40 FOR THE DEFERRAL OF SIDEWALK IMPROVEMENTS IN CONNECTION WITH 48TH AVENUE N.W. AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (GENERALLY LOCATED 490 FEET NORTH OF WEST ROCK CREEK ROAD ON THE EAST SIDE OF 48TH AVENUE NW.)

BACKGROUND:

This item is a final plat for Villas at Ashton Grove Addition, Section 1, a Planned Unit Development and is generally located 490-feet north of West Rock Creek Road on the east side of 48th Avenue N.W.

City Council on January 13, 1998, adopted Ordinance O-9798-23, placing this property in the PUD, Planned Unit Development, and removing it from A-2, Rural Agricultural District. The property consist of 16.76 acres with 36 residential lots and 3 common areas.

The Norman Development Committee on August 13, 2020 approved the preliminary plat for Ashton Grove Addition for an additional five (5) years. The Norman Development Committee, at its meeting of April 7, 2022, reviewed and approved the program of improvements, final site development plan/final plat for Villas at Ashton Grove Addition, Section 1, a Planned Unit Development and recommended that the final site development plan and/final plat be submitted to City Council for consideration. The Development Committee recommended deferral of sidewalk improvements in connection with 48th Avenue N.W.

DISCUSSION:

Construction plans have been reviewed by staff for the required public improvements for this property. Approximately 1,588-feet of sidewalks in connection with 48th Avenue N.W. are required. 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 situations: (a) where incompatible grades exist; (b) where there are inadequate or a lack of connecting facilities; (c) where

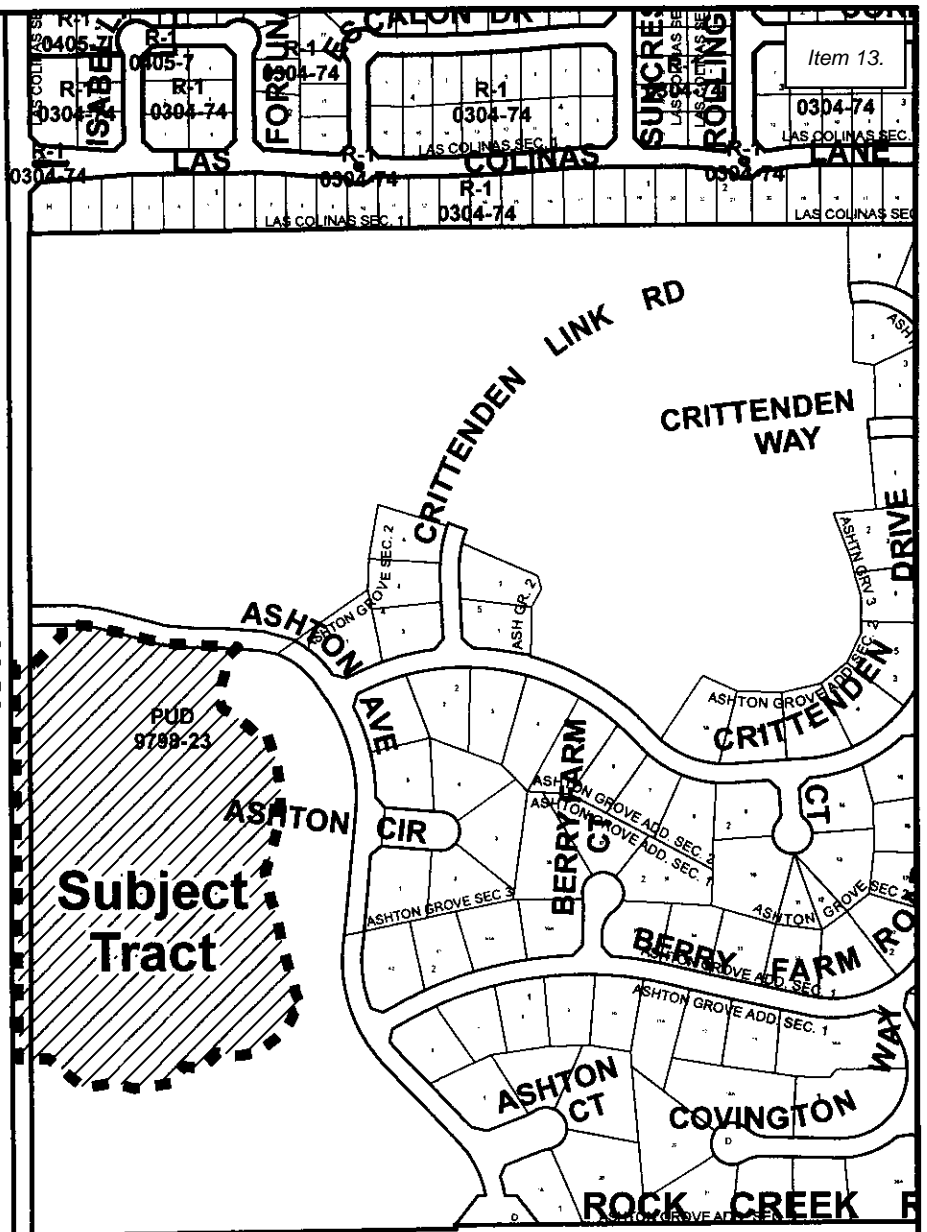
construction of the improvement would not immediately function for its intended use; or (d) where such improvement would be replaced by a planned future project. The developer is required to post a certificate of deposit with the City in a special account to be used with a future paving and sidewalk project or at such time as development occurs adjacent to the property. This section of 48th Avenue NW is included in the 2019 Transportation Bond Program. These deferral funds will be applied to this project.

RECOMMENDATION:

The final plat is consistent with the preliminary plat. Based upon the above information, staff recommends approval of the final site development plan/final plat and the filing of the plat subject to receipt of \$44,543.40 for the deferral of sidewalk improvements in connection with 48th Avenue N.W. and completion and acceptance of all required public improvements and authorize the Mayor to sign the final plat.

A-2
1339

48TH AVENUE NW



Subject Tract

A-2
1339

A-1
8384-122

RE
1857

GRAND VIEW WEST

HILLSIDE

GRAND VIEW EAST

PEBBLES

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.



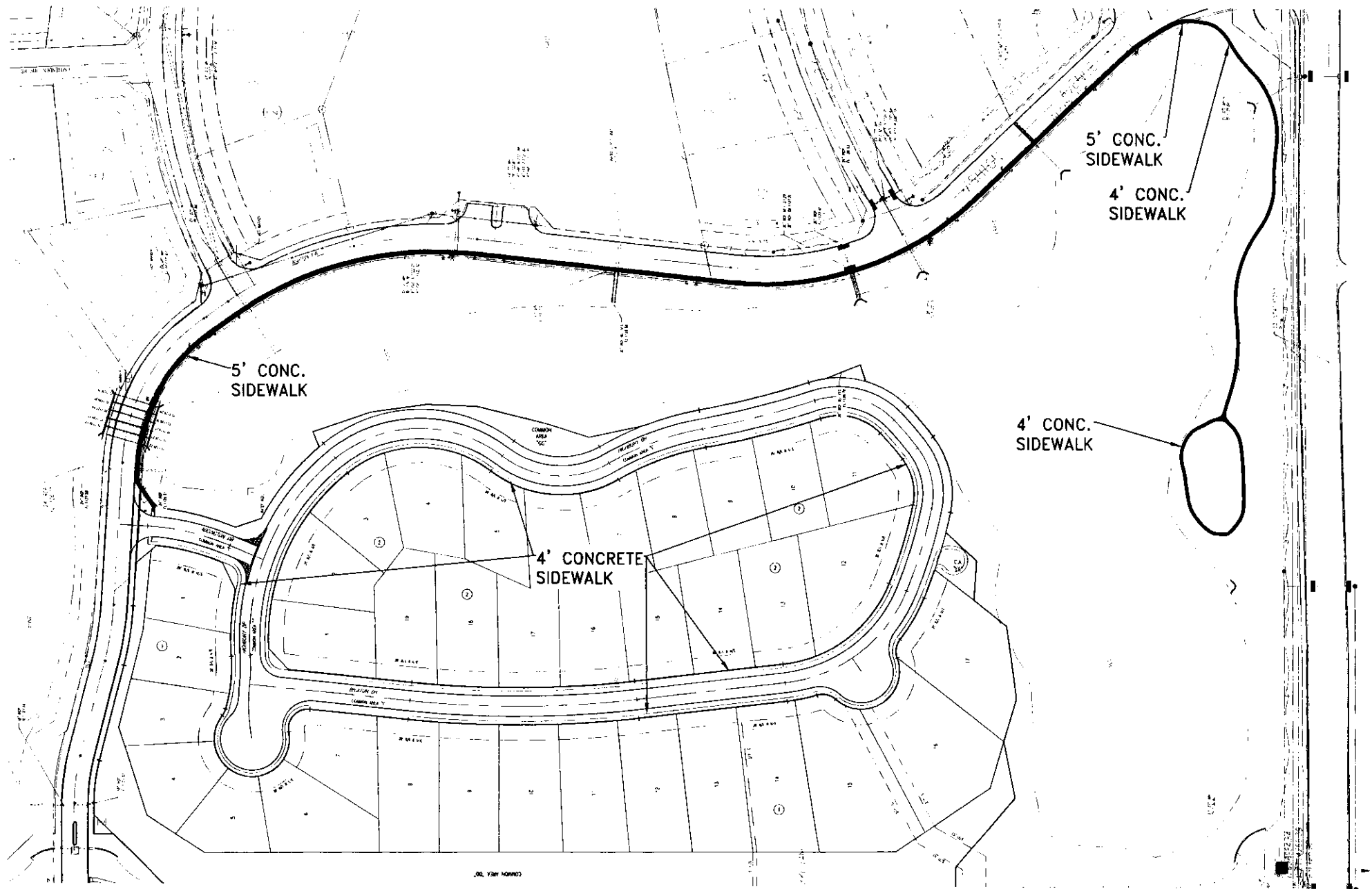
April 6, 2022

0 250 500 Ft.

 Subject Tract
 Zoning

LEGAL DESCRIPTION

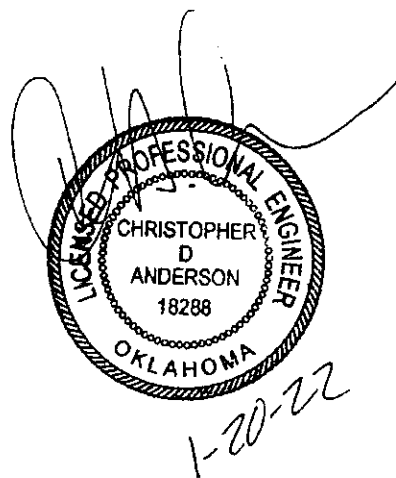
261



Villas at Ashton Grove, Section 1
Sidewalk along 48th Ave. N.W.
Norman, Oklahoma
January 20, 2022

Sidewalk					
Item	Description	Quantity	Unit	Unit Price	Cost
1	5' Concrete Sidewalk	1,588	LF	\$28.05	\$44,543.40

OK
2-22-22
JMM



FINAL PLAT
FP-2122-11

DATE:
April 8, 2022

STAFF REPORT

ITEM: Consideration of a Final Plat for VILLAS AT ASHTON GROVE ADDITION, SECTION 1, A PLANNED UNIT DEVELOPMENT.

LOCATION: Generally located 490-feet north of West Rock Creek Road on the east of 48th Avenue N.W.

INFORMATION:

1. Owners. Ashton Grove Development Company, L.L.C.
2. Developer. Ashton Grove Development Company, L.L.C.
3. Engineer. SMC Consulting Engineers, P.C.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1320 annexing this property into the Corporate City Limits.
2. January 23, 1962. City Council adopted Ordinance No. 1339 placing this property in the A-2, Rural Agricultural District.
3. November 6, 1997. The Norman Board of Park Commissioners, on a vote of 6-0, recommended approval of a private park to satisfy park land requirements.
4. November 13, 1997. Planning Commission, on a vote of 4-4, made no recommendation to City Council to place this property in the Planned Unit Development (PUD) and remove it from A-2, Rural Agricultural District.
5. November 13, 1997. Planning Commission, on a vote of 4-4, made no recommendation for the preliminary plat for Ashton Grove Addition.
6. January 13, 1998. City Council adopted Ordinance No. 0-9798-23, placing this property in the Planned Unit Development (PUD) and removing it from A-2, Rural Agricultural District and approved the preliminary plat/preliminary site development plan as part of the PUD proposal.
7. January 13, 2003. Approvals of the preliminary plat for Ashton Grove Addition became null and void.
8. September 8, 2005. Planning Commission, on a vote of 7-0, postponed the preliminary plat for Ashton Grove Addition for one month.

9. October 13, 2005. Planning Commission, on a vote of 5-0-1, recommended to City Council that the preliminary plat for Ashton Grove Addition, a Planned Unit Development be approved.
10. December 13, 2005. City Council approved the preliminary plat for Ashton Grove Addition, a Planned Unit Development with amendments.
11. December 13, 2008. Approvals of the preliminary plat for Ashton Grove Addition, a Planned Unit Development became null and void.
12. July 11, 2013. Planning Commission, on a vote of 5-0, recommended to City Council that the preliminary plat for Ashton Grove Addition, a Planned Unit Development be approved.
13. August 13, 2013. City Council approved the preliminary plat for Ashton Grove Addition, a Planned Unit Development.
14. August 13, 2020. The Norman Development Committee approved the preliminary plat for Ashton Grove Addition, a Planned Unit Development

IMPROVEMENT PROGRAM:

1. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations have been approved by the Fire Department.
2. Permanent Markers. Permanent markers will be installed prior to City acceptances of street improvements.
3. Sanitary Sewers. Sanitary sewer mains will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards.
4. Sidewalks. Sidewalks will be constructed adjacent to the residential lots. In addition, a sidewalk will be constructed within the open space property connecting the Villas with Ashton Grove Estate lots. A sidewalk adjacent to 48th Avenue N.W. is recommended to be deferred until such time as a paving project for 48th Avenue N.W. takes place.
5. Storm Sewers. This property will utilize an existing detention facility to convey storm water runoff.
6. Streets. Streets will be constructed in accordance with approved plans and City paving standards. However, the streets are privately maintained by the Home Owners Association.
7. Water Mains. Water mains will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards.

PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way are private and are to be maintained by the Home Owners Association.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat and final plat are attached.

DEVELOPMENT COMMITTEE COMMENTS: The final plat is consistent with the approved preliminary plat. This final plat consists of 16.75 acres and thirty-six (36) single-family lots. The proposal is the construction of villa lots.

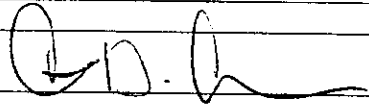
Based on the fact there are no sidewalks to connect to adjacent to 48th Avenue N.W., staff is recommending deferral of sidewalks until a 48th Avenue Paving Project comes to fruition. The of providing a certificate of deposit in the amount of \$44,543.40.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: 04/06/22

Part I: To be Completed by Applicant:

1. Applicant(s):
Ashton Grove Development Company, LLC

Signature of Applicant(s):
Christopher D. Anderson, PE (as agent for applicant) 

Telephone Number and Address:
SMC Consulting Engineers, PC
815 W. Main Street
Oklahoma City, OK 73106 405.232.7715

2. Project Name and Legal Description:
Villas at Ashton Grove Section 1

3. Action Request of Development Committee:
Request Development Committee approve the final plat and program of public improvements
and submit the final plat to City Council for consideration.

Part II: To Be Completed by Development Committee:

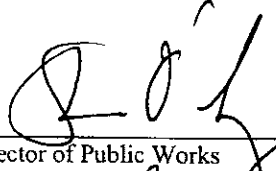


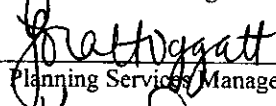
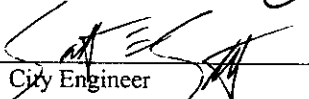

Development Committee Met on: April 7, 2022

Development Committee Findings:

The engineer for the developer has requested the Development Committee
approve the program of public improvements and final site development plan/
final plat and submit to City Council for consideration. Public improvements
consist of sanitary sewer, water with fire hydrants, drainage and sidewalks

Development Committee Recommendations:

Recommend City Council consider the final site development plan/final plat.

		Record of Acceptance:			
	Yes	No		Yes	No
 Director of Public Works	<input type="checkbox"/>	<input type="checkbox"/>	 Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Subdivision Development Manager	<input type="checkbox"/>	<input type="checkbox"/>

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. SEVEN TO CONTRACT K-1617-114: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND P.D.G., L.L.C., D/B/A PLANNING DESIGN GROUP, INCREASING THE CONTRACT AMOUNT BY \$71,000 FOR A REVISED CONTRACT AMOUNT OF \$1,858,150 FOR PROFESSIONAL ARCHITECTURAL DESIGN SERVICES FOR THE GRIFFIN COMMUNITY PARK.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Wade Thompson, Parks and Facility Manager

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. SEVEN TO CONTRACT K-1617-114: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND P.D.G., L.L.C., D/B/A PLANNING DESIGN GROUP, INCREASING THE CONTRACT AMOUNT BY \$71,000 FOR A REVISED CONTRACT AMOUNT OF \$1,858,150 FOR PROFESSIONAL ARCHITECTURAL DESIGN SERVICES FOR THE GRIFFIN COMMUNITY PARK.

BACKGROUND:

In October of 2015, Norman citizens passed the Norman Forward Initiative, which will fund various projects through a ½ % sales tax increase over 15 years. The Norman Forward Initiative is an upgrade of the Griffin Park Soccer Complex. Eventually, all of the Griffin Park sports fields will be converted to soccer and include the creation of 22 youth fields. The Griffin Park fields were built originally with a crown, or curved surface, which was the preferred construction. The Norman Youth Soccer Association approached the City of Norman, requesting a more current soccer field design that calls for a flat playing surface. A flat surface enhances the flow and speed of the game. Changing the grade and resurfacing, as well as removing the old drainage areas and addition of A.D.A. accessibility between the fields, will enhance the visibility and overall experience for fans and players.

The City selected the Planning Design Group (P.D.G.), a Tulsa design firm specializing in Landscape Architecture Services, to redesign Griffin Community Park into a majority Soccer Sports Complex. P.D.G. was also then selected in the summer of 2019 as the lead designer for both the Park Maintenance and Transit/Fire Maintenance facilities to be located at North Base near other City maintenance facilities.

On March 14, 2017, the Norman Municipal Authority approved Contract K-1617-114 with P.D.G., L.L.C., in the amount of \$761,000 for architectural design services for the Griffin Park Sports Complex.

On August 27, 2019, the Norman Municipal Authority approved Amendment No. 1 to Contract K-1617-114 with P.D.G., L.L.C., in the amount of \$430,280 for additional architectural design services to add the Park Maintenance Facility and Transit/Fire Maintenance Facility to the existing contract for the Griffin Park Community Park.

On November 12, 2019, the Norman Municipal Authority approved Amendment No. 2 to Contract K-1617-114 in the amount of \$120,000 for additional architectural design services to add bidding services and construction administration services for Griffin Park to the contract for work at the Griffin Park Sports Complex.

On April 14, 2020, the Norman Municipal Authority approved Amendment No. 3 to Contract K-1617-114 in the amount of \$316,370 to provide an increased project scope and to add bidding services and construction administration services for the Park Maintenance Facility and Transit/Fire Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On June 9, 2020, the N.M.A./Council approved Amendment No. 4 to Contract K-1617-114 in the amount of \$70,000 for additional architectural design services for the Griffin Community Park project, including schematic design documents for a +/- 100,000 square foot Indoor Soccer facility with offices, training areas, restrooms, concession areas, storage space, and associated items.

On September 8, 2020, the N.M.A./Council approved Amendment No. 5 to Contract K-1617-114 in the amount of \$49,500 for design services associated with the proposed Parks and Transit/Public Safety Maintenance Facility, including proposed building and parking revisions, project phasing, renderings, and inclusion of federal third-party contracting requirements needed for F.T.A. Grant funding.

On May 25, 2021, the N.M.A./Council approved Amendment No. 6 to Contract K-1617-114 in the amount of \$40,000 for the design services associated with the proposed Parks and Transit/Public Safety Maintenance Facility for additional scope of work for the addition of a full-length, manual wash bay on the east side of the proposed automated wash facility.

DISCUSSION:

As construction phases move forward for the Griffin Community Park project, it is now appropriate to add additional scope to the P.D.G. contract not covered in the original work.

P.D.G. has proposed additional design fees of \$71,000 (see Contract Amendment No. 7) to provide additional services for the Griffin Park Community project. The current design contract with P.D.G. is in the amount of \$1,787,150. If approved, the revised design contract amount will be \$1,858,150.

A summarized Scope of Services from Amendment No. 7 includes schematic design documents for renovations and widening Robinson Street and a new park road connecting to High Meadows Drive. The project will consist of the widening of Robinson Street for a stretch of roughly 1,200 Linear Feet east of State Drive, Signalization at the intersection of Robinson Street and State Drive, and a Park Road with Creek Crossing within Griffin Community Park. All work to be done in accordance with the City of Norman standards for streets, signalization, etc.

This will include submittals at 65% and 95% C.D.s, along with an estimate for construction costs. This additional scope is as directed by the Owner. This work does not include construction.

Funds are available in Norman Forward Fund, Griffin Park Sports Complex, Design (account 51796639-46201; project NFB001) to cover Amendment No. 7 of the design contract.

RECOMMENDATION:

Staff recommends approval of Amendment No. 7 for Contract K-1617-114, between the Norman Municipal Authority and P.D.G., L.L.C. d/b/a Planning Design Group in the amount of \$71,000 for Professional Architectural Design Services for road projects for entrance and exit into the Griffin Community Park.

AMENDMENT NO. 7 TO CONTRACT FOR DESIGN CONSULTANT SERVICES

This Amendment made and entered into this ____ day of _____, 2022, by and between the Norman Municipal Authority, a Public Trust having the City of Norman as it's Beneficiary ("Authority"), and its successors in interest, and PDG, LLC. d.b.a. Planning Design Group ("Design Consultant").

WITNESSETH:

WHEREAS, the City and the Design Consultant entered into a contract on March 14, 2017 entitled:

DEVELOPMENT AND CONSTRUCTION OF THE GRIFFIN PARK SPORTS COMPLEX

WHEREAS, additional funding was made available to provide for additional work by the Design Consultant team as outlined hereinto develop construction drawings for renovations and widening of Robinson Street and a new park road connecting to High Meadows Drive based on the results of the Master Planning process; and

WHEREAS, these improvements include additional services as requested by the City of Norman including but not limited to the additional scope of work to complete construction documents for the widening of Robinson Street for a length of roughly 1,200 Linear Feet, Signalization at Robinson Street and State Drive, and a Park Road with Creek Crossing. Services included in the project are:

Civil Engineering Services for Robinson Street

- Roadway Widening Plan
- Storm Sewer Plan
- Striping Plan
- Erosion Control Plan and SWPPP Documentation

Civil Engineering Services for Robinson Street/State Drive Signalization

- Traffic Signal Plan
- Sequencing & Traffic Control Plan
- Striping Plan

Civil Engineering Services for the Park Road and Creek Crossing

- Site Dimensional Plan
- Paving and Grading Plan
- Storm Sewer Plan & Drainage Report
- Erosion Control Plan and SWPPP Documentation

This additional scope is as directed by the Owner; and

WHEREAS, the original contract must be amended to incorporate the Design Consultant's work as described herein and associated fees; and

WHEREAS, the total compensation to be paid to the Design Consultant for this Contract and Amendment shall be as follows:

For the original Contract:

Not to exceed \$761,000 for Design Consultant services

For Amendment No. 1:

Not to exceed \$430,280 for Design Consultant services

For Amendment No. 2:

Not to exceed \$120,000 for Design Consultant services

For Amendment No. 3:

Not to exceed \$316,370 for Design Consultant services

For Amendment No. 4:

Not to exceed \$70,000 for Design Consultant services

For Amendment No. 5:

Not to exceed \$49,500 for Design Consultant services

For Amendment No. 6:

Not to exceed \$40,000 for Design Consultant services

For Amendment No. 7:

Not to exceed \$71,000 for Design Consultant services

Total Amended Contract:

Not to exceed \$1,858,150 (an increase of \$71,000) for all services.

NOW, THEREFORE, the parties agree to amend the Contract as follows:

- I. Amend Paragraph 2. **Basic Services.** to read as follows:

Basic Services. The Design Consultant is hereby engaged and employed by the City to perform in accordance with good Design Consultant practices and in the best interest of the City all of the work as set out in the Original Contract and herein as outlined in item III, amended Exhibit A – Scope of Work, incorporated as a part of this Contract:

- II. Amend Paragraph 4. **Compensation.** to read as follows:

Compensation. The aggregate total compensation for all Design Consultant services under this Contract shall not exceed a total fee of \$1,858,150 (an increase of \$71,000) for Basic Services as specifically set forth Exhibit B, attached hereto and incorporated herein.

III. **Amend EXHIBIT A – SCOPE OF WORK** by adding the following section:

ADDITIONAL SCOPE OF SERVICES – STREET & PARK ROAD PHASE – Scope of Work:

TASK 1 CONSTRUCTION DOCUMENTS SERVICES FOR ROBINSON STREET, SIGNALIZATION AND THE PARK ROAD WITH CREEK CROSSING

- 1.1 The project will include the widening of Robinson Street for a stretch of roughly 1,200 Linear Feet east of State Drive, Signalization at the intersection of Robinson Street and State Drive, and a Park Road with Creek Crossing within Griffin Park. All work will be done in accordance with the City of Norman Standards for Streets, Signalization, Etc. This will include submittals at 65% and 95% CD's, along with an estimate for construction costs. This additional scope is as directed by the Owner. This work does not include Construction
- 1.2 Construction Administration is not included in this scope of work. This can be added to the contract by amendment at a later date, or billed hourly.

IV. **AMEND EXHIBIT B – COMPENSATION** as attached herein:

**EXHIBIT B
COMPENSATION
DEVELOPMENT AND CONSTRUCTION OF THE GRIFFIN PARK SPORTS COMPLEX
TRANSIT/FIRE AND PARKS MAINTENANCE FACILITIES
PAGE 1**

Under the terms of this Contact, the Landscape Architect agrees to perform the work and services described in this Contract. The City agrees, in accordance with the limitations and conditions set forth in the Contract, to pay an amount not to exceed \$1,858,150 (an increase of \$71,000.00) for Basic Services as specifically set forth in this Exhibit B.

B.I. Basic Work and Services

Compensation for basic services may not exceed \$1,858,150 (an increase of \$71,000.00), and in no event may the Design Consultant receive compensation in excess of the amount listed for each task for performance of its basic services.

The Landscape Architect may receive up to the following amounts of the not to exceed amounts for services rendered upon the completion of the following tasks. Partial payments of the not to exceed amounts for each task may be invoiced for incremental work completed. Not to exceed amounts below are accumulative for successive tasks.

A. FEE BREAKDOWN BY TASKS

Task 1 an additional amount not to exceed:
\$71,000.00

Prepare and submit Construction Drawings and Specifications for Robinson Street, Signalization, and Park Road with Creek Crossing.

IT IS UNDERSTOOD AND AGREED BY AND BETWEEN, the City and the Design Consultant that, as amended by this Instrument, all terms and conditions of the original Contract shall remain in full force and effect and the provisions of this Instrument shall become a part of the original Contract as if fully written herein.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals the day and year first written above.

“LANDSCAPE ARCHITECT”

**PDG, LLC. d.b.a.
PLANNING DESIGN GROUP**

ATTEST:

By: _____

Subscribed and Sworn to me this ____ day of _____ 2022

Notary Public _____

Commission # / Expiration: _____

By: _____
James Crosby, PLA, ASLA, President

Date: _____

“OWNER”

**THE NORMAN MUNICIPAL AUTHORITY,
A Public Trust having the City of
Norman as its Beneficiary**

Date: _____

By: _____

Authority Chairperson

This contract was approved by the Authority on ____ day of _____ 2022

ATTEST:

Authority Secretary

APPROVED:

General Council

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1819-132: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND FLINTCO, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$153,635.64 FOR A REVISED CONTRACT AMOUNT OF \$8,450,093.64 TO PROVIDE CONSTRUCTION OF THE NORMAN FORWARD YOUTH BASEBALL/SOFTBALL AND ADULT SOFTBALL IMPROVEMENTS PROJECTS AT REAVES PARK.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/18/2022

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1819-132: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND FLINTCO, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$153,635.64 FOR A REVISED CONTRACT AMOUNT OF \$8,450,093.64 TO PROVIDE CONSTRUCTION OF THE NORMAN FORWARD YOUTH BASEBALL/SOFTBALL AND ADULT SOFTBALL IMPROVEMENTS PROJECTS AT REAVES PARK.

BACKGROUND:

In October of 2015, Norman residents passed the Norman Forward initiative, funding various projects through a ½% sales tax increase over 15 years. In the Norman Forward initiative was a project to renovate Reaves Park to be the home for all youth baseball and softball leagues in Norman. Also included was a project to build new adult softball fields and youth football fields at a new “Community Sports Park” on land to be purchased by the City.

On February 9, 2019, City Council approved Contract K-1819-132 with Flintco, L.L.C. (Flintco) to provide construction management at-risk (CMaR) services for the Reaves Park Renovation and Griffin Park Phase III projects. The initial contract amount of \$55,000 was approved to provide pre-construction services for both projects, including plan review, design assistance, bidding services, and value engineering. Subsequently, Amendment Number 1 to Contract K-1819-132 was awarded to Flintco on July 23, 2019, in the amount of \$789,352 for the Griffin Park Phase III Construction. That work has been completed.

The Community Sports Park project was set up with a total budget of \$2.5 million, which is inadequate to deliver the stand-alone project initially envisioned for the adult softball and youth football programs. Additional funding was proposed in a General Obligation Bond issue considered on August 25, 2020, which was unsuccessful. As a result, the citizen Ad Hoc committees for the Community Sports Park, Ruby Grant Park, and Reaves Park Complexes determined that the adult softball improvements could be incorporated as part of the Reaves Park project. Further, the Ad-Hoc committees recommended that youth football improvements could be included as part of the Ruby Grant Park project. The Ruby Grant youth football has been completed, as designed and funded from a portion of the Community Sports Park project.

The design firm for Reaves Park (Halff Associates) worked to make design changes to the park plan to include modifications to the existing six softball fields in Reaves to be utilized by both the adult and the youth softball programs. Once the redesign was completed, the Parks Department worked with Flintco and Halff to develop a cost estimate to determine how much of the funding initially proposed for the Adult Softball portion of the New Community Sports Park project would need to be used for the improvements at Reaves Park to allow youth and adult softball leagues to co-exist at the park.

On September 28, 2021, City Council approved Amendment Number 2 to Contract 1819-132; and awarded \$7,452,086 to Flintco for the Reaves Park Renovation Project Construction. That cost included all demolition work (including demolition of the existing park maintenance facilities), earthwork, utilities, construction of a new 4-plex of youth ballfields including a concession and restroom building, all concrete and asphalt work for the new walkways, park road, and parking lots, lighting, tree planting, fencing, and site amenities, as shown in the attached plan. Several add-alternates were included in that award for vendor power pedestals (for Medieval Fair and other events), concrete header curbs along the main park road, trees, and irrigation. Also included was the park road and construction of an additional “west parking lot,” as shown on the park masterplan. Also included in the bid were all project requirements and general conditions, contractor fees, insurance costs, bonding, and a 3% contingency for the project as described in the GMP Budget that was provided at that time. The work is ongoing, with an anticipated completion before the spring of 2023, baseball/softball seasons start practicing in February 2023.

DISCUSSION:

Once the project started, we have had bi-weekly meetings with the Owner, Architect, and Contractor (OAC) to discuss project status and review all project constraints and potential contingency changes, as is common practice with all of the NORMAN FORWARD Projects. To keep the project on schedule, there have been several items of work approved to be paid for from the built-in contingency awarded with the GMP for Reaves Park. However, some of the work items that have been identified thus far should more accurately be identified as “additional work” requested by City staff during the project.

Specifically, there have been five costs identified since construction began that are currently shown in the “contingency” ledger of the OAC notes. Those items are: 1) costs associated with changes in the Civil Engineering-related earthwork, as required by a more detailed review of the drainage report once construction had been awarded (\$18,365.96); 2) additional cost for work by a utility sub-contractor to change construction methods, at City’s request (\$30,480); 3) Construction of a redesigned sidewalk and drainage structure tie-in at Jenkins Avenue/Wadsack Drive intersection as a partial solution for that intersection that will be completed during the Jenkins Avenue widening project that was not part of the original design for Reaves Park (\$20,198.96); 4) Addition of handrails at two headwalls close to the new park road, as per suggestion of city inspection during construction (\$6,370.32); and, 5) several costs associated with changes to the construction details for the new ballfields, restroom/concession building, bleacher shade covers, sidewalks, park furnishings and fixtures that were recommended and/or requested as part of the building permit review of the plans, that was completed after the GMP work had begun in September, 2021, (all items being changed were reviewed at the OAC

meetings, while demolition and initial site grading and drainage work was happening) (\$78,220.40).

These items amount to \$153,635.64, which is being proposed here to be paid for from the remaining balance in the project budget. Those funds not initially awarded to Flintco for the original GMP are being utilized as needed to hire additional contractors at Reaves Park to do further work on park fencing, paving, existing ballfield building improvements, and other smaller projects that are outside of Flintco's and Halff Associates' scope of work. We will continue to do other small improvement projects to the Reaves athletic fields with the remaining budget as they are identified during the playing season by our staff or our league operator (Ballclubs of Norman).

Our Program Managers from ADG have participated in developing the revised Reaves Park Youth and Adult fields plan and agree with the proposed GMP Amendment Number 3. Further, the amendment documents have been reviewed and approved by the City Attorney's office.

Adequate funds are available for this contract in the Norman Forward Sales Tax Fund, New Community Sports Park project; Construction (account 51794442 - 46101; project NFB005).

RECOMMENDATION:

It is recommended that City Council approve Amendment #3 to CMaR Contract K-1819-132 with Flintco Construction Company in the amount of \$153,635.64 for all material, labor, associated costs, fees, and all other expenses described herein for the Reaves Park Improvements project for the Parks and Recreation Department.

Contract No. K-1819-132
Amendment No. 3

**AMENDMENT NO. 3 TO
CONSTRUCTION MANAGER AT RISK AGREEMENT
BETWEEN
THE NORMAN MUNICIPAL AUTHORITY AND FLINTCO, LLC.**

THIS AMENDMENT NO. 3 TO CONSTRUCTION MANAGER AT RISK AGREEMENT (this "Third Amendment") is made as of April 19, 2022, between the Norman Municipal Authority, a public trust having as its sole beneficiary, the City of Norman, Oklahoma ("NMA") and FLINTCO, LLC, an Oklahoma corporation (the "Construction Manager").

RECITALS:

A. NMA and the Construction Manager entered into that certain Construction Manager at Risk Agreement (Contract No. K-1819-132), dated April 9, 2019 (the "Agreement"), for design phase review and complete construction services related to improvements to Reaves Park Sports Complex, located at 2501 Jenkins Ave, Norman, Oklahoma. Unless otherwise set forth herein, all capitalized terms used in this Third Amendment shall have the meanings ascribed to them in the Agreement.

B. The Construction Manager has submitted the Proposal in the amount of \$153,635.64 based on the current Contingency Log's use of owner requested changes.

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. Contingency Proposal. Reaves Park additional contingency funding proposal for the Work inclusive of any owner directed, design or unforeseen changes required to complete the previously agreed upon contractual scope of work, is hereby agreed to be \$153,635.64. The added amount is the total compensation from the City to the Construction Manager less fee, insurances, extended GC costs and markups for any change order work required to complete the project in accordance with Contract Documents and pursuant to any of the following documents, as applicable:

A. Basis for Contingency Proposal. Refer to Paragraph 1 of the Contingency Amendment 3 to Paragraph 1, C.

B. Allowances. There are no allowances associated with this contract or amendment proposed herein.

Reaves Park Sports Complex

Flintco, LLC
2302 S Prospect
Oklahoma City, OK 73129
(405) 670-6307

C. Proposed Contingency. Refer to **Exhibit 1** for the proposed amount, including a statement of the estimated cost organized by the project's current change order log, itemized by City requested changes, is attached hereto as Exhibit 1 and incorporated herein by reference.

D. Substantial Completion. Refer to **Exhibit 2** for the Substantial Completion date based upon the construction schedule attached hereto as Exhibit 2 and incorporated herein by reference.

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 Third 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 Third 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 Third Amendment are forever waived.

[SIGNATURES ON FOLLOWING PAGES]

Contract No. K-1819-132
Amendment No. 3

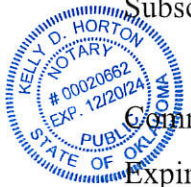
IN WITNESS WHEREOF, the Parties have executed this THIRD AMENDMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the Chairperson of the Norman Municipal Authority.

CONSTRUCTION MANAGER (FLINTCO, LLC)

By: [Signature]
Name: Kirk Mammert
Title: VICE PRESIDENT / APRA MGR
Date: 4/19/2022

ATTEST:
By: [Signature]

Subscribed and Sworn to me this 19 day of Apr., 2021. 2022



Commission Number: 00020662
Expiration Date: 12/20/24

NORMAN MUNICIPAL AUTHORITY

Reviewed and approved for form and legality on the ____ day of _____, 2021.

General Counsel

Approved by the Norman Municipal Authority on ____ day of _____, 2021.

By: _____
Name: Breea Clark
Title: Chairperson
Date: _____

ATTEST:

Brenda Hall, Secretary

Reaves Park Sports Complex

Flintco, LLC
2302 S Prospect
Oklahoma City, OK 73129
(405) 670-6307

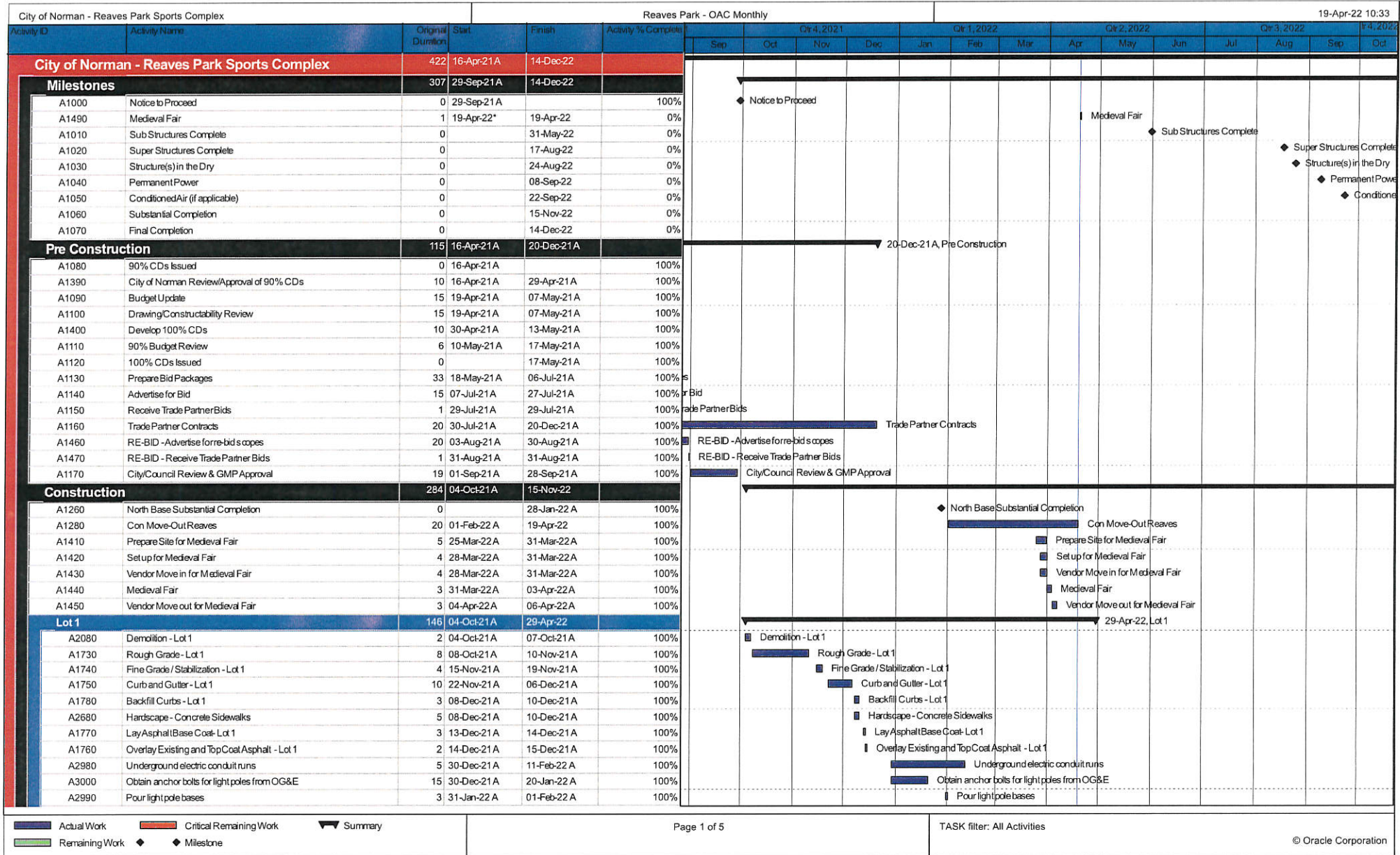
Reaves Park Sports Complex
CONTINGENCY/CHANGE LOG
Project No. 20011

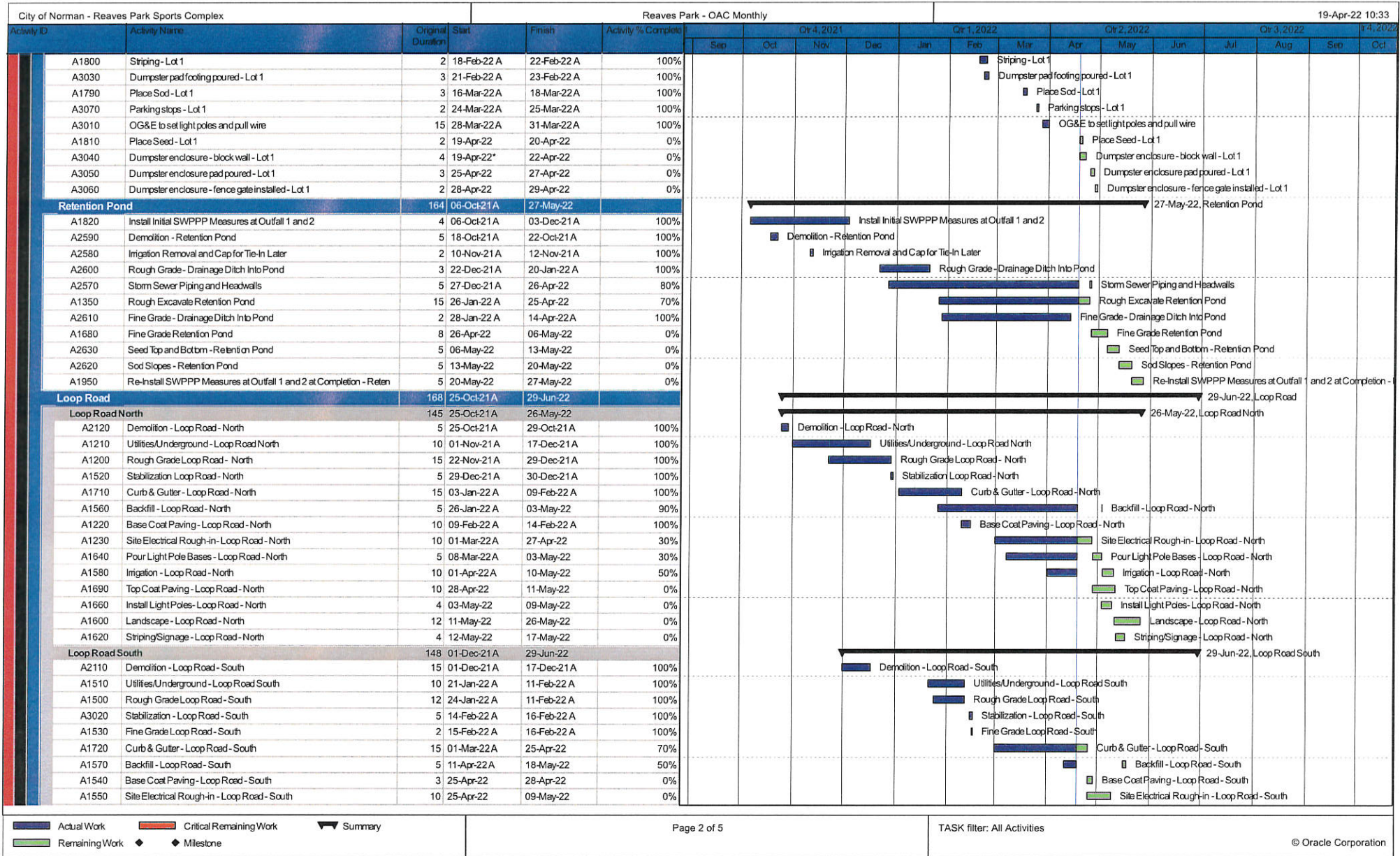
Approved
In Review
Pricing

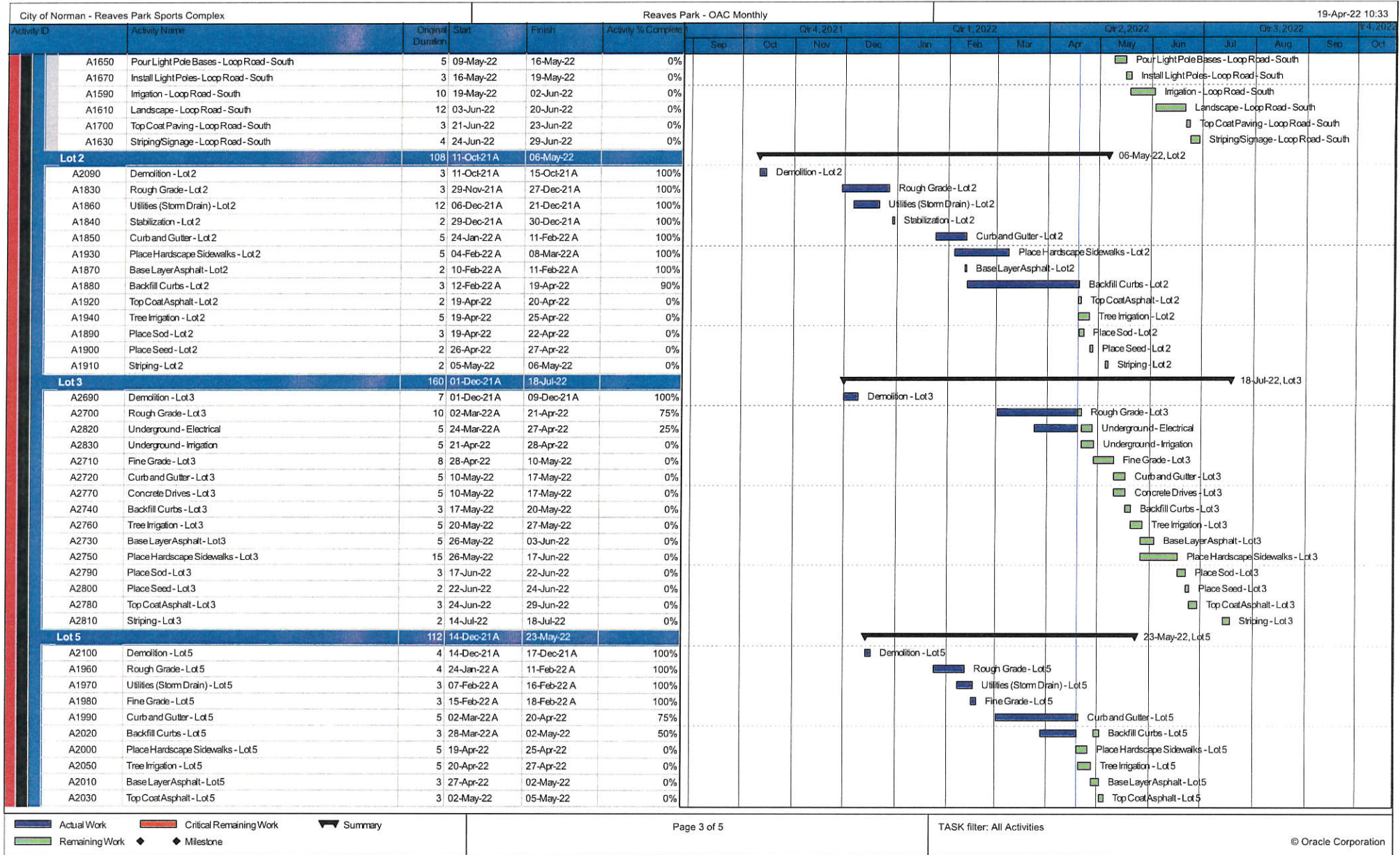


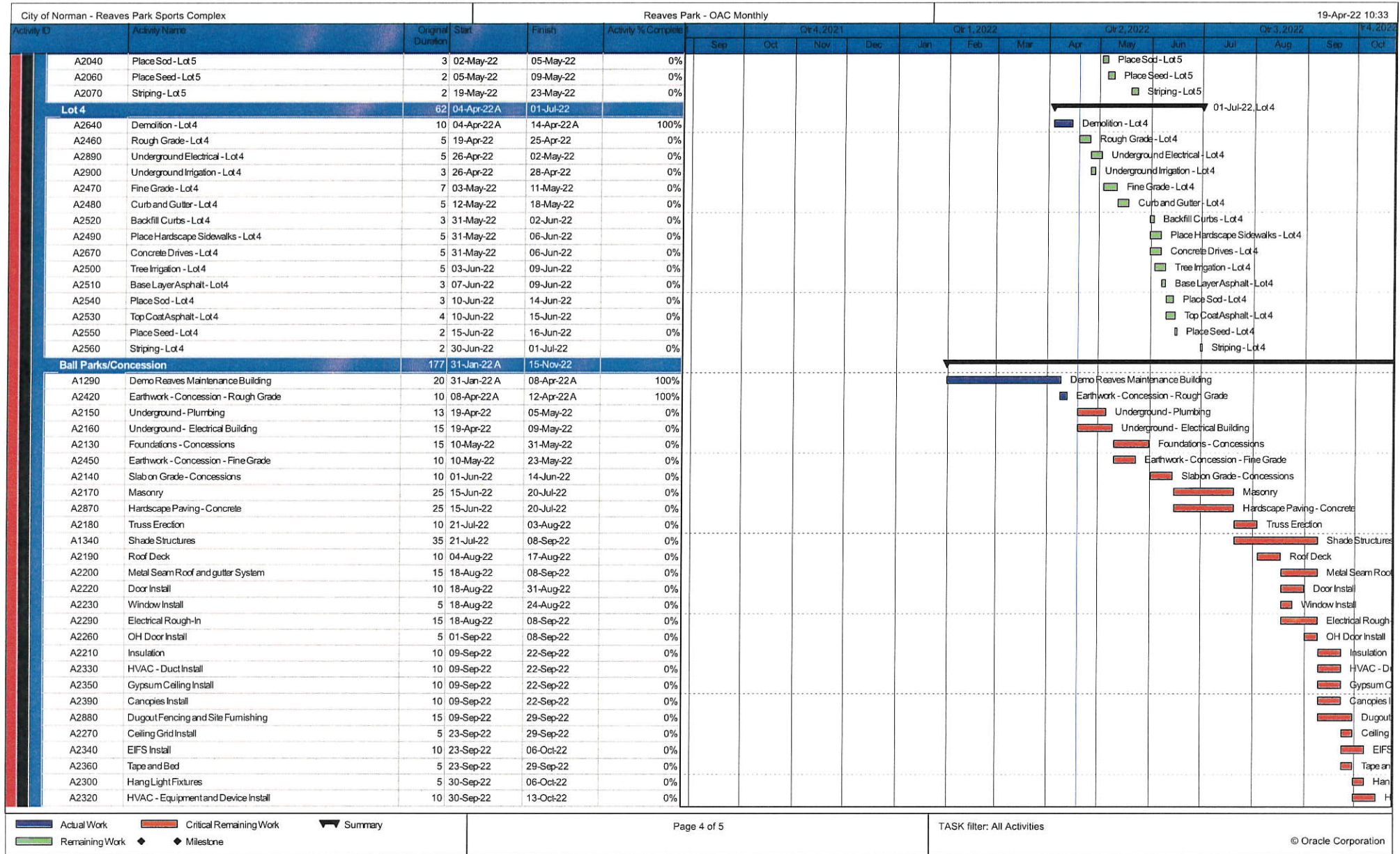
RUN Item 15. 22

PCO #	Issuing Doc	Description of Change	Work Proceeding	Budget	STATUS	BIC	ROM	Actual Cost	Days Delays	Date Submitted	Owner Approval Needed By	Date Approved By Architect	Date Approved By Owner	Finalized Cost	Notes / Remarks
1	ASI #2	Cost associated with any Civil changes impacted by ASI	Yes	Owner Cont.	Approved				7	11/12/21		11/23/21	11/19/21	\$16,365.96	APPROVED
2	Bid Day Recommendation	H&H bid day recommendation cost.	Yes	Owner Cont.	Approved				0	11/12/21		11/23/21	11/19/21	\$30,486.00	APPROVED
8	RFI #10 - Jenkins Tie-In	Jenkin's tie-in drainage pipe and sidewalk changes	Yes	Owner Cont.	Approved				0	1/12/22		1/28/22	2/1/22	\$20,198.96	APPROVED
11	Handrails at Headwalls	Cost associated with adding handrails at headwall locations	No	Owner Cont.	Pending				0	2/21/22		2/24/22	2/26/22	\$6,370.32	APPROVED
12	ASI #6 / Permit Changes	Cost associate with building permit changes	No	Owner Cont.	Pending				0	3/31/22		4/1/22	4/7/22	\$78,220.40	APPROVED
Owner Directed CO's								\$153,635.64							









City of Norman - Reaves Park Sports Complex				Reaves Park - OAC Monthly												19-Apr-22 10:33			
Activity ID	Activity Name	Original Duration	Start	Finish	Activity % Complete	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
A2370	Interior Paint and caulking	10	30-Sep-22	13-Oct-22	0%														
A2310	Electrical Trim Out	10	07-Oct-22	20-Oct-22	0%														
A2380	Exterior Paint	10	14-Oct-22	27-Oct-22	0%														
A2400	Epoxy and Wall Base	10	14-Oct-22	27-Oct-22	0%														
A2250	Partition and Accessorie Install	7	28-Oct-22	07-Nov-22	0%														
A2410	Sealed Concrete	5	28-Oct-22	03-Nov-22	0%														
A2430	Weather Proofing and Anti-Graffiti	5	28-Oct-22	03-Nov-22	0%														
A2280	Ceiling Tile Install	5	08-Nov-22	15-Nov-22	0%														
A2440	Metal Shelving and Counter Tops	5	08-Nov-22	15-Nov-22	0%														
Ball Fields		143	12-Apr-22 A	09-Nov-22															
A1300	Earthwork - Fields	20	12-Apr-22 A	09-May-22	25%														
A1310	Utilities/Underground New Fields	15	10-May-22	31-May-22	0%														
A2660	Fencing - New Fields	20	10-May-22	07-Jun-22	0%														
A2650	Electrical - Light Poles Fields and Scoreboard	20	01-Jun-22	28-Jun-22	0%														
A2840	Field Irrigation Underground	20	01-Jun-22	28-Jun-22	0%														
A2850	Field Fine Grading	20	29-Jun-22	27-Jul-22	0%														
A2860	Sod New Fields	20	28-Jul-22	24-Aug-22	0%														
A2910	Field Equipment and Stripping	20	25-Aug-22	22-Sep-22	0%														
Cleveland Field		74	28-Jul-22	09-Nov-22															
A1320	Demo NE Lot 4	10	28-Jul-22	10-Aug-22	0%														
A1330	Earthwork - Cleveland Field	10	11-Aug-22	24-Aug-22	0%														
A2240	Utilities / Underground - Cleveland Field	15	25-Aug-22	15-Sep-22	0%														
A2940	Field Irrigation Underground - Cleveland Field	15	25-Aug-22	15-Sep-22	0%														
A2920	Fencing - Cleveland Field	10	16-Sep-22	29-Sep-22	0%														
A2950	Field Fine Grading - Cleveland Field	15	16-Sep-22	06-Oct-22	0%														
A2930	Electrical - Light poles and scoreboard - Cleveland Field	10	30-Sep-22	13-Oct-22	0%														
A2960	Sod Cleveland Field	10	07-Oct-22	20-Oct-22	0%														
A2970	Field Equipment and Stripping	14	21-Oct-22	09-Nov-22	0%														
Project Close Out		20	15-Nov-22	14-Dec-22															
A1360	Substantial Completion	0		15-Nov-22	0%														
A1370	Closeout	20	16-Nov-22	14-Dec-22	0%														
A1380	Final Completion	0		14-Dec-22	0%														

Actual Work

Remaining Work

Critical Remaining Work

Milestone

Summary

Page 5 of 5

TASK filter: All Activities

© Oracle Corporation

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. FIVE TO CONTRACT K-2021-35: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND FLINTCO, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$81,184.41 FOR A REVISED CONTRACT AMOUNT OF \$9,064,937.37 AND ADDING 14 CALENDAR DAYS TO THE CONTRACT FOR THE NORTH BASE PROJECT, PHASE 1, TO MAKE VARIOUS CHANGES TO PROJECT DESIGN, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 4/26/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. FIVE TO CONTRACT K-2021-35: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND FLINTCO, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$81,184.41 FOR A REVISED CONTRACT AMOUNT OF \$9,064,937.37 AND ADDING 14 CALENDAR DAYS TO THE CONTRACT FOR THE NORTH BASE PROJECT, PHASE 1, TO MAKE VARIOUS CHANGES TO PROJECT DESIGN, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Parks Maintenance Facility: On October 13, 2015, the citizens of Norman voted to fund the Norman Forward Program with a limited term ½ percent sales tax increase for 15 years. This initiative included a number of high-priority projects outlined in the 2014 Library Master Plan Update, the 2009 Norman Parks and Recreation Master Plan and additional projects designed to provide recreational opportunities for Norman residents. One such project was the construction of the Griffin Park Sports Complex.

The Norman Forward Program includes a Maintenance Facility for the City of Norman Parks and Recreation Department. This facility was originally to be relocated from Reaves Park to Griffin Park; however, the City constructed the new Parks and City Transit/Public Safety Maintenance Facility adjacent to the City's current Fleet Maintenance Facility at the North Base Complex, located at 1301 Da Vinci Street near Max Westheimer Airport. The multi-departmental facility provides maintenance for City Parks and Recreation vehicles and equipment, City Transit System buses, and Public Safety vehicles and equipment.

Transit Maintenance Facility: In August of 2018, University of Oklahoma officials advised City of Norman staff of their desire to transfer non-campus bus services in Norman to another operator by the end of the 2019 fiscal year. On July 1, 2019, operation of non-campus bus services in Norman was transferred from the University to the City.

On July 30, 2019, City Council approved Contract K-1920-32 leasing a portion of University-owned property located at 510 Chesapeake, commonly referred to as the OU Transportation Operations Center, for office space, maintenance bays, and fleet storage. That lease was extended until the Transit and Public Safety Vehicle Maintenance Facility opened in early 2022.

North Base Complex Design: On March 14, 2017, City Council approved Contract K-1617-114 with PDG, LLC d.b.a. Planning Design Group, in the amount of \$761,000 for Professional Architectural Design Services for the Griffin Park Sports Complex.

Because PDG, LLC was performing the professional architectural design services for the Griffin Park Sports Complex, City staff recommended amending their contract to include design of the new Parks Maintenance Facility. These services were over and above those included in contract K-1617-114. Due to the desire to co-locate the Parks, City Transit and Public Safety Maintenance Facilities at the North Base Campus, staff further recommended including master planning and design of the City Transit and Public Safety Maintenance Facilities in the amended contract.

On August 27, 2019, City Council approved Amendment No. 1 to Contract K-1617-114 with PDG, LLC d.b.a. Planning Design Group, in the amount of \$430,280 for additional Architectural Design Services to add the City Park Maintenance Facility and Transit/Public Safety Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On April 14, 2020, City Council approved Amendment No. 3 to Contract K-1617-114 with PDG, LLC d.b.a. Planning Design Group, in the amount of \$316,370 for additional Architectural Design Services to provide an increased project scope and to add bidding services and construction administration services for the City Park Maintenance Facility and Transit/Public Safety Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On September 8, 2020, City Council approved Amendment No. 5 to Contract K-1617-114 with PDG, LLC d.b.a. Planning Design Group, in the amount of \$49,500 for additional architectural design services for the proposed City Parks and Transit/Public Safety Maintenance Facility to include proposed building and parking revisions, project phasing, renderings, and inclusion of federal third party contracting requirements needed for FTA Grant funding.

On May 25, 2021, City Council approved Amendment No. 6 to the contract to provide additional architectural design services for the Transit/Public Safety Maintenance Facility.

On September 8, 2020, City Council approved Amendment No. 4 to Contract K-1516-110 between the City of Norman, Oklahoma, The Norman Municipal Authority, and ADG, P.C., in the amount of \$157,180 adding Construction Phase Services for the North Base Complex, Phase 1 Project to the scope of projects receiving program management services.

On October 13, 2020, the City Council approved contract K-2021-35 with Flintco LLC, in the amount of \$8,648,000 for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On March 9, 2021, City Council approved Change Order No. 1 to Contract K-2021-35 with Flintco LLC, in the amount of \$64,737.65 and 20 Calendar Days for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On July 13, 2021, City Council approved Change Order No. 2 to Contract K-2021-35 with Flintco LLC, in the amount of \$76,156.98 and 39 Calendar Days for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On October 12, 2021, City Council approved Change Order No. 3 to Contract K-2021-35 with Flintco LLC, in the amount of \$102,609.21 and 58 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On January 25, 2022, City Council approved Change Order No. 4 to Contract K-2021-35 with Flintco LLC, in the amount of \$93,249.12 and 41 Calendar Days for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

DISCUSSION:

As construction progressed on the North Base Phase 1 project, design revisions were submitted to the contractor to cover elements of the design and conditions of the project not originally accounted for in the bid documents, but which were required for the successful completion of the project scope and to avoid structural or equipment conflicts. Furthermore, the city requested several changes to the original design to provide for better use of the finished facility. Finally, supply chain issues have caused delays outside of the contractor's control, prompting the need to amend the contract completion date. These changes include the following items:

- Additional base boards not included in original design plans
- Addition of bollards to protect site equipment
- Revised and additional signage
- Adjustments to IR heaters to avoid conflicts
- Changes to location of irrigation equipment
- Additional door hardware to prevent and repair wind damage
- Adjustment of vehicle lift equipment due to error in manufacturer drawings
- Safety paint on light pole bases
- Drainage improvements north of Da Vinci to relieve ponding at new entrance
- Automatic drain for waste oil system
- Miscellaneous work due to change in flooring in Parks Building admin area
- Addition of dams for cleaning bay to prevent water from escaping
- Addition of one fire extinguisher cabinet
- Cost associated to test the addition of air blender to one MAU as a solution to the unbalanced air heating issue.
- Additional delay days for supply issues outside of the contractor's control.

These changes result in an increase of the lump sum contract amount of \$81,184.41 or 0.93% of the original contract amount. Of that amount, \$51,189.75 would apply to the Base Bid (Transit/Public Safety Maintenance Facility), and \$29,994.66 would apply to Bid Alternate No. 1

(Parks Maintenance Facility). If approved, the overall contract amount will have increased from \$8,648,000 to \$9,064,937.37 for an overall project increase to date of 4.82%.

In addition to the cost increase, an additional 14 construction days are required to account for the supply chain delays. The additional days address the substantial completion date of January 21, 2022.

The change order will require a budget appropriation from the Capital Fund Balance (50-29000) to the Transit/Fire Maintenance Facility, Construction account (50193365-46201; Project BG0252), to cover these additional costs.

RECOMMENDATION:

Staff recommends the following:

1. Approval of Change Order No. 5 for the North Base Complex, Phase 1, Contract K-2021-35 with Flintco, LLC in the amount of \$81,184.41 plus 14 additional calendar days for the Base Bid and Bid Alternate No. 1.
2. Approval of a budget appropriation in the amount of \$24,000 from the Capital Balance Fund (50-29000), to the Transit/Fire Maintenance Facility, Construction Project Construction (50193365-46201; Project BG0252).

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 005DATE: April 26, 2022CONTRACT NO.: K-2021-35SUBMITTED BY: Paul D'AndreaPROJECT: North Base Complex, Phase 1

CONTRACTOR: Flintco, LLC
2302 S. Prospect
Oklahoma City, Oklahoma 73129

Original Completion Date: July 30, 2021Previous Completion Date: January 7, 2022 ORIGINAL CONTRACT AMOUNT \$8,648,000.00(Increase) this change order 14 Calendar daysNew Completion Date: January 21, 2022 PRESENT CONTRACT AMOUNT \$ 8,983,752.96

DESCRIPTION	DECREASE	INCREASE
Change in Pay Quantities	\$0.00	\$81,184.41

NET CHANGE \$81,184.41REVISED CONTRACT AMOUNT \$9,064,937.37

See Detailed Quantity Change Summary on Page 2 of 2.

[illegible]

Totals	\$81,184.41	\$0.00
Difference	\$81,184.41	

CONTRACTOR: John Doe

ENGINEER: Van O. T. Williams

CITY ATTORNEY: _____

ACCEPTED BY: _____

(Mayor)

DATE: 4/18/2022

DATE: 4-18-22

DATE: _____

DATE: _____



Owner Change Order

Change Order Number: 005

City of Norman - North Base Complex Phase 1

1310-1380 DA Vinci Street
Norman, Oklahoma 73069

Flintco LLC (40-000)

Project # 20136

Date: 3/18/2022

To Owner:

City of Norman
201-C West Gray
Norman, Oklahoma 73069

Contract Number: K-2021-35

Contract Date: 10/13/2020

The Contract is hereby revised by the following items:

Details

Includes Cost for the Following:

- RFIs Nos. 119, 122, 123, 125 & 126
- Revised Signage for Restroom M117
- Replacement Hinges
- M200AA & M138A Door Hardware Changes
- Saw Cut & Install Plates for Saw Cut Trench at Vehicle Lifts
- Paint (3) Light Pole Bases
- Regrade Area North of DaVinci & Add Grate to Junction Box
- Automatic Drain for Waste Oil
- Dams for Wash Bay
- Additional Door Hardware for Exterior Doors
- Addition of Expansion Joint at North Wall of Fleet Work Bays
- Additional Fire Extinguisher Cabinet
- Flooring Replacement at Parks Admin Area
- Unbalanced Airflow Issues (Hot & Cold) from MAUs - Test Air Blender
- Delays Days***

Items with *** have no cost impact.

PCO #005 - CE #065 - Change Order No. 05

CE #	Detail Description	Amount
065	Main Job	\$51,189.75
065	Alternate	\$29,994.66
PCO Total:		\$81,184.41

The original Contract Value	\$8,648,000.00
Sum of changes by prior Prime Contract Change Orders	\$335,752.96
The Contract Value prior to this Prime Contract Change Order	\$8,983,752.96
The Contract Value will be changed by this Prime Contract Change Order in the amount of	\$81,184.41
The new Contract Value including this Prime Contract Change Order will be	\$9,064,937.37
The Contract duration will be changed by	14 days
The revised Substantial Completion date as of this Prime Contract Change Order	1/21/2022

Flintco, LLC

CONTRACTOR

2302 S. Prospect
Oklahoma City, Oklahoma 73129

Address

By

SIGNATURE

DATE

City of Norman

OWNER

201-C West Gray
Norman, Oklahoma 73069

Address

By

SIGNATURE

DATE

GSB, Inc. Architects & Planners

ARCHITECT

3555 NW 58TH Street, Suite 700W
Oklahoma City, OK 73112

Address

By

SIGNATURE

DATE

PROPOSED CHANGE ORDER SUMMARY--- CONSTRUCTION MANAGER**Construction Manager:**

Flintco, LLC

THE CITY OF NORMAN

Proj Name/ #: Norman North Base - Phase 1 / 20136

PCO No.: #005

PCO Title: Owner Change Order No. 5

PCO Date: 4/5/2022

1.	Subcontractors' Work (enter amounts from Subcontractor Summary Sheets)		
DIV 09	Apex: RFI #119 - Additional Rubber Base	\$	742.50
DIV 32/5/9	Turning Point/K&E/Naff: RFI #122 - Additional Bollards at Exterior MEP Equipment	\$	11,590.50
DIV 10	Felix: Revised Signage for Restroom M117 & RFI #123 - Address Signage	\$	399.50
DIV 5	K&E: RFI #125 - IR Heater Corrections per City Inspector Comments	\$	2,196.00
DIV 08	Convergint: Replacement Hinges (No Markup Included)	\$	506.91
DIV 08	Felix: M200AA & M138A Door Hardware Changes	\$	778.00
DIV 5	K&E: Plates for Saw Cut Trench at Vehicle Lifts	\$	786.10
DIV 9	Naff: Paint (3) Light Pole Bases	\$	280.00
DIV 26/32	DSE/Greenshade: RFI 126: Backflow & Irrigation Controller Location	\$	9,193.60
DIV 32	H&H/Greenshade: Regrade Area North of DaVinci & Add Grate to Junction Box	\$	3,739.38
	Ram Products: Automatic Drain for Waste Oil	\$	611.84
	Garady: Dams for Wash Bay (Material Only)	\$	739.75
DIV 10	Felix: Additional Door Hardware for Exterior Doors	\$	1,530.74
DIV 9	Wiljo/Naff: Addition of Expansion Joint at North Wall of Fleet Work Bays	\$	1,000.00
	Subtotal for Subcontractors' Work	\$	34,094.82
2.	Itemized Direct Project Management Cost Increases (if any)		
	Field Engineer (Layout): 0 Days @ \$70/HR	\$	-
	Labor Foreman: 0 Days @ \$65/HR	\$	-
	Burden Rate (58% DPM Costs)	\$	-
	Subtotal for Direct Project Management Cost Increases (if any)	\$	-
	Subtotal 1. + 2.	\$	34,094.82
3.	Construction Manager's Self Performed Work		
	RFI #125 - IR Heater Corrections per City Inspector Comments	\$	5,649.72
	Saw Cut & Install Plates for Saw Cut Trench at Vehicle Lift	\$	2,961.48
	Labor Cost: 23 Hours @ \$45/HR (Incl. Burden Rate @ 58%)	\$	1,635.30
	Note: Labor Cost To Install Signage, Additional Door Hardware & Dams at Wash Bay		
	Subtotal for Construction Manager's Self Perfrom Work	\$	10,246.50
	Subtotal, Cost of Work and Direct Proj Mgmt Cost	\$	44,341.32
4.	Construction Manager Fee (Percent of Subtotal 1. and 2. above)	10.00%	\$ 3,358.79
5.	Construction Manager Overhead (Percent of Subtotal 1. and 2. above)	5.00%	\$ 1,679.40
6.	CM's Liability Insurance	0.65%	\$ 320.97
7.	Subcontractor Default Insurance, if authorized (% of Subcontractor Subtotal)	1.60%	\$ 795.21
8.	CM's Builders Risk Insurance	0.55%	\$ 277.73
9.	Project Bonds	0.82%	\$ 416.34
Total Cost of Change		\$	51,189.75

Approved for Construction -- Any cost component may be adjusted in accordance with the Agreement for At-Risk Construction Management Services.

Construction Manager

Architect/Engineer

Owner

PROPOSED CHANGE ORDER SUMMARY--- CONSTRUCTION MANAGER**Construction Manager:**

Flintco, LLC

THE CITY OF NORMAN

Proj Name/ #: Norman North Base - Phase 1 / 20146
 PCO No.: #005
 PCO Title: Owner Change Order No. 5
 PCO Date: 4/5/2022

1.	Subcontractors' Work (enter amounts from Subcontractor Summary Sheets)		
DIV 9/21/23/24/26	Alpine/DSE/Orcutt/Wiljo/Naff: RFI #118 - Added Ceiling in Riser Room	\$	3,740.00
DIV 09	Apex: RFI #119 - Additional Rubber Base	\$	247.50
DIV 10	Felix: RFI #123 - Address Signage	\$	226.50
DIV 22	Orcutt: RFI #125 - IR Heater Corrections per City Inspector Comments	\$	9,566.00
DIV 10	Automic Fire Control: Additional Fire Extinguisher Cabinet (No Markup Included)	\$	282.90
DIV 09	Apex: Flooring Replacement Parks Admin	\$	2,428.00
DIV 10	Felix: Additional Door Hardware for Exterior Doors	\$	1,113.26
DIV 23	Orcutt: RFI #128 - Unbalanced Airflow Issues (Hot & Cold) from MAUs	\$	6,541.65
	Note: Cost for RFI #128 is the Mechanical Costs for the Test Air Blender Only. Electrical, Additional Mechanical and Additional Overhead Cost for Additional Air Blenders to be included in a separate CO #006.		
	Subtotal for Subcontractors' Work	\$	24,145.81
2.	Itemized Direct Project Management Cost Increases (if any)		
	Field Engineer (Layout): 0 Days @ \$70/HR	\$	-
	Labor Foreman: 0 Days @ \$65/HR	\$	-
	Burden Rate (58% DPM Costs)	\$	-
	Subtotal for Direct Project Management Cost Increases (if any)	\$	-
	Subtotal 1. + 2.	\$	24,145.81
3.	Construction Manager's Self Performed Work		
	Labor Cost: 17 Hours @ \$45/HR (Incl. Burden Rate @ 58%)	\$	1,208.70
	Note: Labor Cost To Install Signage, Additional Door Hardware & Additional FE Cabinet		
	Subtotal for Construction Manager's Self Perfrom Work	\$	1,208.70
	Subtotal, Cost of Work and Direct Proj Mgmt Cost	\$	25,354.51
4.	Construction Manager Fee (Percent of Subtotal 1. and 2. above)	10.00%	\$ 2,386.29
5.	Construction Manager Overhead (Percent of Subtotal 1. and 2. above)	5.00%	\$ 1,193.15
6.	CM's Liability Insurance	0.65%	\$ 188.07
7.	Subcontractor Default Insurance, if authorized (% of Subcontractor Subtotal)	1.60%	\$ 465.95
8.	CM's Builders Risk Insurance	0.55%	\$ 162.73
9.	Project Bonds	0.82%	\$ 243.96
Total Cost of Change			\$ 29,994.66

Approved for Construction -- Any cost component may be adjusted in accordance with the Agreement for At-Risk Construction Management Services.

Construction Manager

Architect/Engineer

Owner

Current Delay Days Requested:

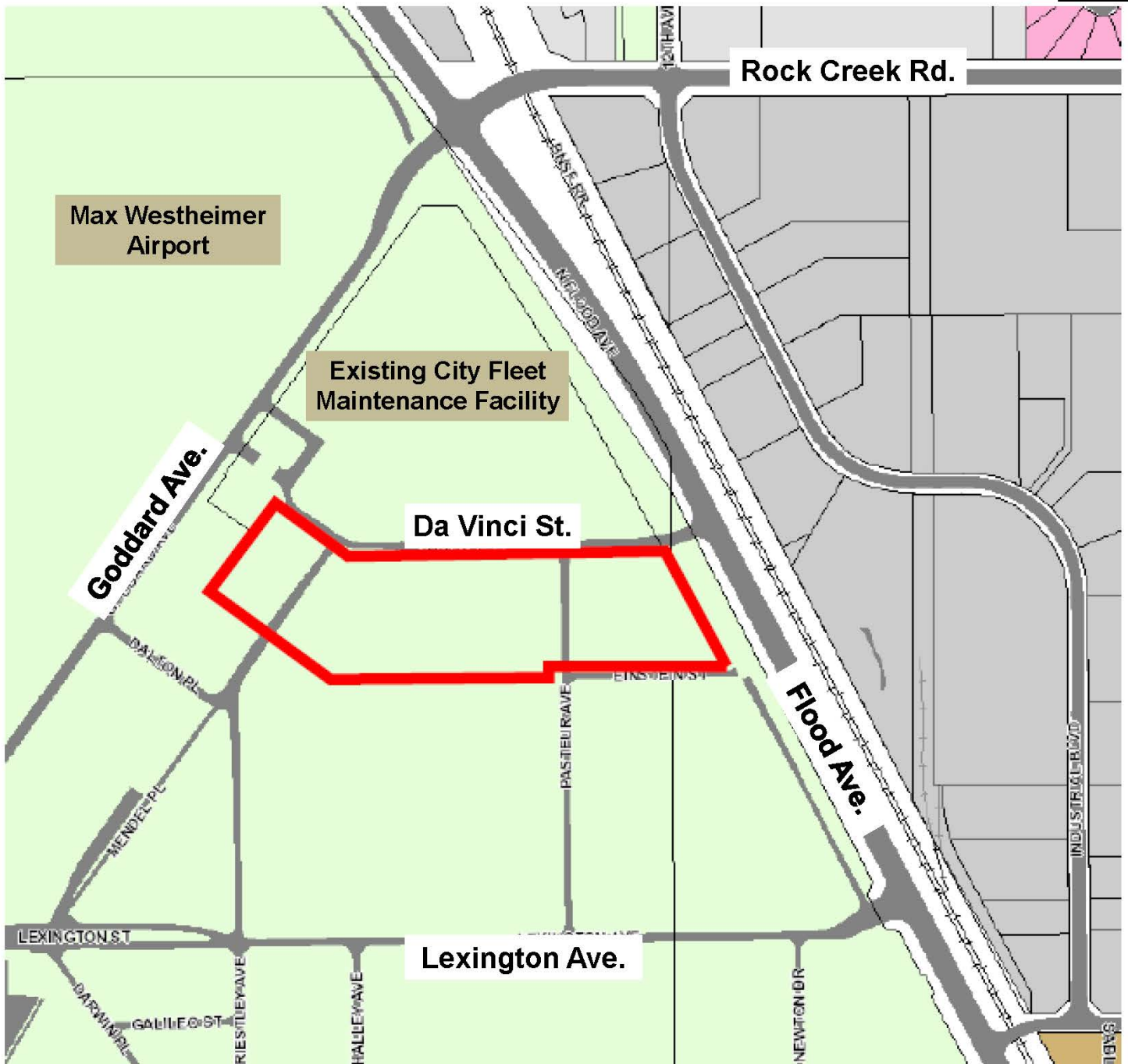
**Additional Days Associated with CO# 005: 10 Working 12/22/2021
(14 Calendar Days)*****

**Total Working Days Requested: 10 Working Days (14 Calendar Days)
Requested Revised Substantial Completion Date: 01/21/2022**

***** Note: The cause for the 10 Working Days (14 Calendar Days) delay has
been a direct result of:**

**Our suppliers being unable to receive materials due to the current market
shortages. Flintco provided notified the Owner of these delays and has
worked diligently with suppliers to expedite manufacturing and delivery, if
possible, and help minimize this impact.**

Additions to scope & contract requested by Owner and/or Building Inspector.



North Base Complex, Phase 1 Location Map



File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-121:
BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND BIOSTAR E LIGHT JV, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$125,848.80 FOR A REVISED CONTRACT AMOUNT OF \$4,900,848.80 TO COMPLETE SITE PREPARATION WORK FOR A SOLAR PHOTOVOLTAIC SYSTEM TO PROVIDE ENERGY SAVINGS AND PRODUCTION GUARANTY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 4/26/2022

REQUESTER: Nathan Madenwald, P.E., Utilities Engineer

PRESENTER: Nathan Madenwald, P.E., Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-121; BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND BIOSTAR E LIGHT JV, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$125,848.80 FOR A REVISED CONTRACT AMOUNT OF \$4,900,848.80 TO COMPLETE SITE PREPARATION WORK FOR A SOLAR PHOTOVOLTAIC SYSTEM TO PROVIDE ENERGY SAVINGS AND PRODUCTION GUARANTY.

BACKGROUND:

On January 12, 2021, the City Council adopted Ordinance O-2021-28, which amended the City Code, Section 8-204 to allow performance-based efficiency contracts as an exception to competitive bidding requirements for City contracts. Performance-based efficiency contracts are contracts “for the design, development, financing, installation and service of any improvement, repair, alteration or betterment of any building or facility owned, operated or planned by a public entity; or any equipment, fixture or furnishing to be added or used in any such building or facility; or any maintenance or operational strategy that is designed and implemented that will reduce utility consumption or lower operating costs, result in annual cost savings, generate additional revenues or avoid capital cost incurrence” {Oklahoma Statutes, Title 62. Section 318(A)(2)}.

Performance-based Efficiency Contracts are designed for a certain type of project; primarily projects where benefit exists in the form of savings or reduction in costs that offset the cost of the contract or service. The current version of Title 62, Section 318 was adopted by the State Legislature in 2018 and made these types of contracts available to political subdivisions and public trusts, operating essentially as an exception to competitive bidding requirements.

With performance-based efficiency contracts, the public entity enters into a contract with a provider deemed by the governing body of the public entity to be qualified to, among other things, finance performance-based efficiency projects for the greater of 20 years or the useful life of the project. In the case of a project that produces cost savings as a way to provide financing for the cost of the project, the qualified provider must provide a guarantee of the anticipated savings over the term of the contract. If such savings are not achieved, the public entity is made whole by the payment of the difference between anticipated and guaranteed savings, and the actual savings.

The City adopted Resolutions R-1718-119 and R-1718-120 on May 22, 2018. The first resolution (R-1718-119) was brought forth adopting the Environmental Control Advisory Board's (ECAB) updated recommendation to implement the U.S. Mayors' Climate Protection Agreement of 2005. One of the Mayors' Climate Protection Agreement recommendations focused on increasing renewable energy throughout the City and its utility enterprises, with a goal of reaching 100 percent renewable energy consumption by the year 2050. This goal seemed achievable in step with OG&E efforts to replace their electric generation efforts with renewable energy as their large facilities are updated and their large existing machinery is retired.

The second resolution (R-1718-120) was brought forth by the Sierra Club's "Ready for 100" Initiative. Their initiative is for the City and its utility enterprises to achieve 100 percent renewable energy by the year 2035. This initiative is more aggressive; but either way, the City of Norman is heading towards utilizing more renewable energy as we go into the future.

On March 2, 2021, staff of the Norman Utilities Authority (NUA) received a presentation from Connor Energy of San Diego, California, and BioStar Renewables, LLC of Overland Park, Kansas, regarding a proposal to locate solar energy production facilities at the NUA's Water Treatment and Water Reclamation facilities. On May 11, 2021, the NUA approved Contract K-2021-121 with BioStar E Light JV, LLC, (BioStar E Light) for the design, construction, operation and maintenance of a solar photovoltaic system to provide energy savings and production guaranty at the Water Reclamation Facility (WRF) and the Water Treatment Plant (WTP). As the result of this contract, approximately 36 and 21 percent of the electrical usage is guaranteed to be offset by the renewable photovoltaic systems at the WRF and WTP facilities, respectively.

DISCUSSION:

The proposed Amendment No. 1 will authorize BioStar E Light to complete site preparation work at the WRF that was not included within the original contract but was separately budgeted by the City. As design progressed, City staff and BioStar E Light determined that including this work in BioStar E Light's scope would be the most efficient method to accomplish the work by only having one civil contractor working at the site. Since this work was originally to be completed separately by the City, these costs are to be excluded from the performance guaranty calculation.

Funds for the proposed amendment will be from the Solar Construction account within the Water Reclamation Fund. This Construction account (32999911-46101; project WW0331) has an available balance of \$135,000 which is sufficient to fund the proposed amendment amount of \$125,848.80.

RECOMMENDATION:

Staff recommends the NUA approve Amendment No. 1 to Contract K-2021-121 with BioStar E Light JV, LLC in the amount of \$125,848.80 for a total revised contract of \$4,900,848.80.

**AMENDMENT NO. 1
AGREEMENT
FOR
ENERGY SERVICES CONTRACT**

This Amendment No. 1 dated this 26th day of April, 2022, is made a part of the Agreement dated May 11, 2021, between the Norman Utilities Authority (Owner) and Biostar E Light JV, LLC (Provider) for energy services.

1. This amendment creates **Section 4.22** (Page 13) to be:

Site Preparation. Provider shall be responsible for providing all preparation of the Water Reclamation Facility Site necessary for the ground to be prepared and in order to install the Project in accordance with this Agreement, including tree clearing, site leveling, installation of site access roads, removal or relocation of existing, abandoned utilities or hidden or buried structures, demolition and disposal of drying beds, removal and disposal of gravel and asphalt areas, vegetation removal and disposal, removal and disposal of construction debris, erosion control, or other items, and other work necessary for preparation of the site to facilitate the installation.

2. This amendment modifies **Section 5.1** (Page 13) to be:

Site Preparation. Owner shall be responsible for providing all preparation of the Water Treatment Plant Site necessary for the ground to be prepared and in order to install the Project in accordance with this Agreement, including tree clearing, site leveling, installation of site access roads, perimeter fencing (if desired by Owner), removal or relocation of existing, abandoned utilities or hidden or buried structures or other items that interfere with the installation within fourteen (14) calendar days of notice, as described on **Schedule 8**. Owner shall be responsible for perimeter fencing (if required or if desired by Owner).

3. This amendment modifies **Section 16.1** (Page 25) to be:

Amount. Subject to the following sentence, as full compensation for the Work and all of Provider's obligations hereunder, Owner shall pay to Provider as the contract price for the Work (the "Contract Price") hereunder the sum of Four Million Nine Hundred Thousand, Eight Hundred Forty-Eight and 80/100 Dollars (\$4,900,848.80) for the Project. The Contract Price is subject to potential modification by Change Orders approved in accordance with Section 14. The Contract Price shall be paid in accordance with Section 17. The Contract Price excludes any fees for O&M Services.

4. This amendment modifies **Schedule 3** to be:

Total contract time to be increased 90 days from 370 days to 460 days.

5. This amendment modifies **Schedule 9** to be:

Item No. 3A is created in the amount of \$125,848.80 for Site Civil Work. The Total is increased accordingly to be \$4,900,848.80. Payment for the Item No. 3A – Site Civil Work to be upon satisfactory completion of the Water Reclamation Facility site preparation.

6. Since the Site Preparation work for the Water Reclamation Facility was originally an obligation of the Owner and budgeted outside the original Agreement, the additional cost for Site Preparation of the Water Reclamation Facility will not be factored into the calculation for the Energy Services Contract calculation or Energy Savings

Acceptance of the terms of this Amendment is acknowledged by the following authorized signatures of the parties to the Agreement. All other particulars in the original Agreement, and not specifically referenced in this Amendment No. 1 remain in effect and unchanged.

IN WITNESS WHEREOF, Owner and Provider have executed this Agreement.

DATED this _____ day of _____, 20____.

Biostar E Light JV, LLC – Provider

By: _____

Printed
Name: _____

Title: _____

ATTEST

Allyson Nelson
Project Accounting
Manager

Norman Utilities Authority – Owner

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this _____ day of _____, 20____.

ATTEST

By: _____

Printed
Name: _____

Title: _____

Breea Clark

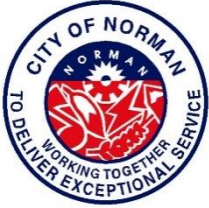
Chairman

Brenda Hall

Secretary

File Attachments for Item:

18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO ONE TO CONTRACT K-2122-89: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$16,227 FOR A REVISED CONTRACT AMOUNT OF \$332,090.50 FOR THE MCCULLOUGH STREET AND ALLEY RECONSTRUCTION PROJECT, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/11/2022

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO ONE TO CONTRACT K-2122-89: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$16,227 FOR A REVISED CONTRACT AMOUNT OF \$332,090.50 FOR THE MCCULLOUGH STREET AND ALLEY RECONSTRUCTION PROJECT, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On Tuesday, April 6, 2021, Norman residents authorized the 2021-2026 Street Maintenance Bond Program, which includes the issuance of \$27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets. The five categories of street maintenance include (1) Urban Asphalt Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. McCullough Street is one of the designated urban road reconstruction projects for fiscal year 2021-2022 (FYE 2022).

The project includes reconstruction of the existing street, installation of parallel parking lanes, and reconstruction of the existing parallel alley to the south. Additionally, a new east alley is proposed at the east end, linking McCullough Street and the alley to south.

The Notice to Bidders and bid documents for the Street Maintenance Bond Program –Urban Reconstruct FYE 2022 Location – McCullough Street and Alley were emailed to 39 contractors on February 24, 2022 and four contractors attended a pre-bid conference on March 3, 2022. The project was publically advertised on March 11, 2022 and March 18, 2022. While this was after the pre-bid conference, it was sufficient notice in accordance with State Law, and allowed potential bidders more than a week before the question period ended. Six bids were submitted and opened on March 24, 2022. The project was awarded to Parathon Construction, LLC at the April 26, 2022 City Council Meeting in the amount of \$315,863.50 with a 145-day construction schedule.

This project was designed for reconstruction to meet Center City Form-Based Code (CCFBC) criteria. Upon start of construction, it was determined that in order to meet these criteria some changes in plan would need to occur, including: some additional sidewalk replacement, due to pre-existing conditions being inadequate for new matching infrastructure; installation of a landing

area for one ADA-accessible parking space; and a plan adjustment at the east end of the project providing additional parallel parking space.

In addition to the above changes, it was also discovered that a portion of the right-of-way for the proposed east alley was abandoned by the City of Norman prior to 1926, which was missed during the initial survey conducted by the City's engineering design consultant. With this information, staff and our consultant began discussions with the property owner to obtain an easement necessary to complete the project as designed. Discussions with property owner slowed initially due to a previously-scheduled sale of property. This property is now under new ownership and negotiations for obtaining the additional easement necessary to complete this project are ongoing.

With the discovery of having less right-of-way, design alternatives were discussed in order to provide adequate stormwater drainage needs in the area. One of these options will be constructed, but the final layout will depend on the easement acquired.

Contract time has been suspended during the easement negotiations and alley redesign. Original project completion was tentatively established for October 23, 2022. With the suspension of time, this schedule is anticipated to extend to the end of November 2022.

DISCUSSION:

Major portions of the McCullough Street reconstruction have reached substantial completion; however, final completion time for the project has been suspended in order to appropriately obtain the necessary changes in plan and required easements to complete the reconstruction project.

The site has been left in an orderly and accessible fashion until construction resumes. In order to account for the above referenced changes, staff is requesting additional quantities for concrete sidewalk, concrete pavement and the addition of a new bid item for 6-inch Mountable Curb to be installed as a part of the change in plan on the east alley connection. These additions result in an estimated contract increase of \$16,227 or 5.1% of project construction. If approved, time on project will resume and the contractor will complete the remaining parking and pavement along McCullough Street section at east alley and begin work on the south alley portion of project. Original project funding as awarded on April 26, 2022 has been outlined in the below table:

Project	Number and Account	Amount
Base Bid: McCullough Street	Construction Account:50593385-46101; Project BP0498	\$205,960
Add Alternate: Alleys	McCullough Front Alley, Construction Account: 50593369-46101; Project SC0728	\$109,903.50
Original Contract Total:		\$315,863.50

Additional funding for this change in plan has been identified in the table below:

Funding transfer for Change Order No. 1

To	From	Amount
McCullough Front Alley, Construction Acct. 50593369-46101; Proj. SC0728	FYE'21 Alley Repair Program Acct. # 50593369-46101; Project SC0622	\$16,227
Proposed Contract Total		\$332,090.50

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order #1 to Contract K-2122-89 with Parathon Construction, LLC in the amount of \$16,227.

RECOMMENDATION NO. 2:

Staff further recommends the transfer of funds in the amount of \$16,227 from FYE '21 Alley Repair, Construction to McCullough Front Alley, Construction.

CONTRACT

Item 18.

THIS CONTRACT made and entered into this _____ day of _____, 20____, by and between _____ as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY, Party of the Second Part.

WITNESSETH

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all of said bidding documents, and has caused Notice to Bidders to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following projects:

BID 2122-49 STREET MAINTENANCE BOND PROGRAM – URBAN RECONSTRUCT FYE 2022 LOCATION – MCCULLOUGH STREET AND ALLEY

as outlined and set out in the bidding documents and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS, the CONTRACTOR in response to said Notice to Bidders, has submitted to the CITY in the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and,

WHEREAS, the CITY, in the manner provided by law, has publicly opened, examined, and canvassed the proposals submitted and has determined and declared the above-named CONTRACTOR to be the lowest and best Bidder on the above-prepared project, and has duly awarded this CONTRACT to said CONTRACTOR, for the sum named in the proposal, to wit:

(WRITTEN) Three Hundred Fifteen Thousand Eight Hundred Sixty Three Dollars and Fifty Cents (DOLLARS):

(NUMERALS) (\$ 315,863.50).

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) The CONTRACTOR shall, in a good and first-class, workman-like manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this CONTRACT and the following CONTRACT Documents: The Bid Notice published in the Journal Record, the Notice to Bidders, Instructions to Bidders, the Contractor's Bid or Proposal, the Construction Drawings, Specifications, Provisions, and Bonds thereto, all of which documents are on file in the Office of the Purchasing Agent of the City of Norman, and are made a part of this CONTRACT as fully as if the same were set out at length.

2) The CITY shall make payments as stipulated in the contract documents to the CONTRACTOR in the following manner: On or about the first day of each month, the project engineer, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, of work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project engineer, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Contract No. K-2122-89
Page 1 of 4

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 62, Section 310.9.

On completion of the work, but prior to the acceptance thereof by the CITY, it shall be the duty of the project engineer, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations, said official shall make his final certificate to the CITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainages) will be approved and paid.

3) It is further agreed that the CONTRACTOR will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously. Any suspension of work must be approved by the engineer or the engineer's representative. The contract period is as follows:

STREET MAINTENANCE BOND PROGRAM – URBAN RECONSTRUCT
FYE 2022 LOCATION – MCCULLOUGH STREET AND ALLEY

- a. Base Bid: 100 Calendar Days
- b. Add Alternate #1: Add 45 Days to contract period

Calendar Days does not include weather days

Weather days to be determined by the engineer or streets program manager

4) That the CITY shall pay the CONTRACTOR for the work performed as follows:

- a. Payment for unit price items shall be at the unit price bid for actual construction quantities.
- b. Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities. Should any defective work or materials be discovered or should a reasonable doubt rise as to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied.

And that the CONTRACTOR'S bid is hereby made a part of this Agreement.

5) The amount of retainage with respect to progress payments will be 5%.

6) That the CONTRACTOR will not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order, executed by the CITY; and that in the event any additional work or materials are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

7) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the CITY, the CONTRACTOR shall be compensated therefore at the unit price and as agreed to by both parties in the execution of the Change Order.

Contract No. K-2122-89

Page 2 of 4

8) That the CONTRACTOR shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind, and all work and materials shall be subject to rejection by the CITY through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the CONTRACTOR shall replace the work and materials without compensation therefore by the CITY.

9) The CONTRACTOR shall complete the work in accordance with the terms of this Agreement. The CONTRACTOR further agrees to pay liquidated damages, as stipulated in the contract document and the General Conditions included in the City of Norman Standard Specifications and Construction Drawings, for each calendar day thereafter.

10) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the CITY prior to issuance of the Work Order and commencement of work on the project. The CONTRACTOR shall provide written documentation from the Maintenance Bond Company that all work, including Change Orders, is covered by the Maintenance Bond before final acceptance of the project.

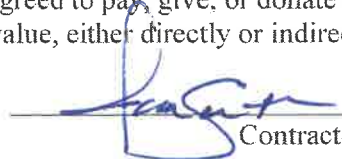
11) IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four (4) duplicate originals, the day and year first above written.

12) To that end, no provision of this CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the CITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any way to restrict the freedom of the third person to the CITY or in any way to restrict the freedom of the CITY to exercise full discretion in its dealing with the Contractor.

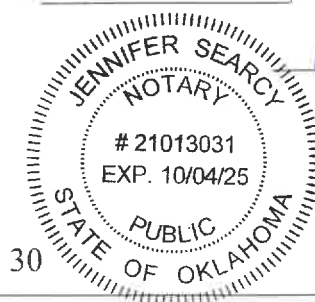
13) The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

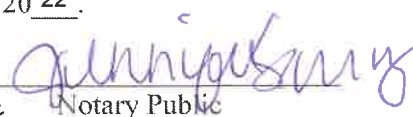
STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

James Smith of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by CONTRACTOR to submit the above CONTRACT to the CITY. Affiant further states that CONTRACTOR has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the CITY any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.


Contractor

Subscribed and sworn to before me this 13th day of April, 20 22.




Notary Public

Contract No. K-2122-89
Page 3 of 4

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the _____ day of _____ 20____, and the _____ day of _____, 20____.

(Corporate Seal) (where applicable)

Principal Parathon Construction, LLC

ATTEST:

Authorized Representative

[Signature]
Corporate Secretary (where applicable)

Signed: [Signature]

Title: Manager

Address PO Box 1287, Edmond OK 73083

Telephone: 405-605-6006

CITY OF NORMAN:

Approved as to form and legality this 20 day of April 2022.

[Signature]
City Attorney

Approved by the Council of the City of Norman, this _____ day of _____, 20____.

ATTEST:

City Clerk

Mayor

Contract No. K-2122-89
Page 4 of 4

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
) ss:
 COUNTY OF Oklahoma)

James Smith, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm of Parathon Construction, LLC to submit the above Contract to the City of Norman, Oklahoma.

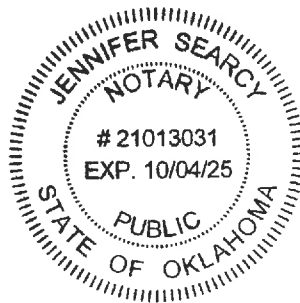
Affiant further states that such firm has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City of Norman, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

[Signature]
 Contractor

Subscribed and sworn to before me this 13th day of April, 20 22.

[Signature]
 Notary Public

My Commission Expires:



PERFORMANCE BOND

Know all men by these presents, that Parathon Construction, LLC as PRINCIPAL, and Hudson Insurance Company Corporation organized under the laws of the State of Delaware and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of Three Hundred Fifteen Thousand, Eight Hundred Sixty-Three Dollars and Fifty Cents DOLLARS, (\$315,863.50), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best Bidder on the following PROJECT:

BID 2122-49 STREET MAINTENANCE BOND PROGRAM – URBAN RECONSTRUCT FYE 2022 LOCATION – MCCULLOUGH STREET AND ALLEY

has entered into a written CONTRACT (K-2122-89) with THE CITY OF NORMAN, dated this _____ day of _____, 20____ for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by said CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the CITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of PRINCIPAL of his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the CITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), and the _____ day of _____, 20____ and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the day of _____, 20____.

Performance Bond No. B-2122-63
Page 1 of 3

(Corporate Seal) (where applicable)

ATTEST:

Jennifer Searcy

Corporate Secretary (where applicable)

Principal

Signed: Parathon Construction, LLC

Authorized Representative

Title: President/ManagerAddress: 1201 SE 44th StreetOklahoma City, OK 73129Telephone: 405-605-6006

(Corporate Seal) (where applicable)

ATTEST:

Surety: Hudson Insurance CompanySigned: Barry Lynn Herring
Authorized RepresentativePrinted: Barry Lynn Herring

Authorized Representative

Title: Attorney-In-FactAddress: 910984 S. Moccasin Trl., Chandler, OK 74834Telephone: 918-399-3545**CORPORATE ACKNOWLEDGEMENT**STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 13th day of April, 2022, by JAMES R SMITH - President (Name and Title), of Parathon Construction LLC a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 13 day of April, 2022.

My Commission Expires: _____

Jennifer Searcy
Notary Public

Performance Bond No. B-2122-63

Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
 by _____ (Name and Title) of _____,
 a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
 20____, by _____ (Name and Title) _____
 (partner/agent) on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this _____ day of _____, 20____.

 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

 City Clerk

 Mayor

Performance Bond No. B-2122-63
 Page 3 of 3

STATUTORY BOND

Know all men by these presents that Parathon Construction, LLC as PRINCIPAL, and Hudson Insurance Company, a corporation organized under the laws of the State of Delaware, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the State of Oklahoma in the sum of Three Hundred Fifteen Thousand, Eight Hundred Sixty-Three Dollars and Fifty Cents DOLLARS (\$315,863.50), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the lowest and best Bidder on the following PROJECT:

BID 2122-49 STREET MAINTENANCE BOND PROGRAM – URBAN RECONSTRUCT FYE 2022 LOCATION – MCCULLOUGH STREET AND ALLEY

has entered into a written CONTRACT (K-2122-89) with THE CITY OF NORMAN, dated this ____ day of ____, 20__, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. S2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of ____, 20__, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative on the ____ day of ____, 20__.

(Corporate Seal) (where applicable)

ATTEST

Gennifer May
Corporate Secretary (where applicable)

Principal

Signed: [Signature]

Authorized Representative

Title: President/Manager

Address: 1201 SE 44th Street

Oklahoma City, OK 73129

Telephone: 405-605-6006

Statutory Bond No. B-2122-64

Page 1 of 3

(Corporate Seal) (where applicable)

ATTEST:

Surety: Hudson Insurance CompanySigned: [Signature]

Authorized Representative

Printed: Barry Lynn Herring

Authorized Representative

Title: Attorney-In-FactAddress: 910984 S. Moccasin Trl., Chandler, OK 74834Telephone: 918-399-3545**CORPORATE ACKNOWLEDGEMENT**STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 13th day of April, 2012, by James Smith - Manager (Name and Title), of Pearson Construction, LLC a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 13th day of April, 2012.
[Signature]
Notary Public

My Commission Expires:

INDIVIDUAL ACKNOWLEDGEMENTSTATE OF _____)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (Name and Title) of _____,

a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

Notary Public

My Commission Expires:

Statutory Bond No. B-2122-64

Page 2 of 3

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
 by _____ (Name and Title) _____
 (partner/agent) on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this _____ day of _____, 20____.

 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

 City Clerk

 Mayor

Statutory Bond No. B-2122-64
 Page 3 of 3

CITY OF NORMAN

MAINTENANCE BOND

Know all men by these presents that Parathon Construction, LLC, as Principal, and Hudson Insurance Company, a corporation organized under the laws of the State of Delaware, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of Three Hundred Fifteen Thousand, Eight Hundred Sixty-Three Dollars and Fifty Cents DOLLARS (\$), such sum being equal to the contract price and being in force for a period of one year from the date of the acceptance of the below described improvements by the City Council, and thereafter for the sum of Forty-Seven Thousand, Three Hundred Seventy-Nine Dollars and Fifty-Three Cents DOLLARS(\$), such sum being not less than fifteen percent (15%) of the total contract price of said improvements for a period of four years thereafter, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best bidder on the following project:

**BID 2122-49 STREET MAINTENANCE BOND PROGRAM – URBAN RECONSTRUCT
FYE 2022 LOCATION – MCCULLOUGH STREET AND ALLEY**

has entered into a written CONTRACT (K-2122-89) with the CITY OF NORMAN, dated this ____ day of _____, 20____ for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by references as if fully set forth; and,

WHEREAS, under the ordinances of the CITY the PRINCIPAL is required to furnish to the CITY a maintenance bond covering said construction of this PROJECT, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the PROJECT.

NOW, THEREFORE, if the PRINCIPAL shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and if the PRINCIPAL shall promptly repair, without notice from the CITY or expense to the CITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of five (5) years from the date of the written final acceptance by the CITY, then this obligation shall be null and void. The amount of the Maintenance Bond shall be 100 % of the contract amount. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the CITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Maintenance Bond No. MB-2122-47

Page 1 of 3

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its authorized representative(s) on the ____ day of _____, 20____.

(Corporate Seal) (where applicable)

ATTEST:

Jennifer Searcy

Corporate Secretary (where applicable)

Principal

Signed: [Signature]

Authorized Representative

Title: President/Manager

Address: 1201 SE 44th Street

Oklahoma City, OK 73129

Telephone: 405-605-6006

(Corporate Seal) (where applicable)

ATTEST:

Surety: Hudson Insurance Company

Signed: [Signature]

Authorized Representative

Printed: Barry Lynn Herring

Authorized Representative

Title: Attorney-In-Fact

Address: 910984 S. Moccasin Trl., Chandler, OK 74834

Telephone: 918-399-3545

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
) ss:

COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 15th day of April, 2022
by James Smith - Manager (Name and Title), of Premier Construction, LLC
a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 13th day of April, 2022.

My Commission Expires:



Jennifer Searcy
Notary Public

Maintenance Bond No. MB-2122-47

Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
 _____ (Name and Title) of _____,
 a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
 _____ (Name and Title) _____ (partner/agent)
 on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this _____ day of _____, 20____.

 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

 City Clerk

 Mayor



HICSW-25-A283-0028

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Barry Lynn Herring, Amy Winters
of the state of Oklahoma

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of **Twenty Five Million Dollars (\$25,000,000.00)**.

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 20th day of September, 20 21 at New York, New York.



Attest, Dina Daskalakis
Dina Daskalakis
Corporate Secretary

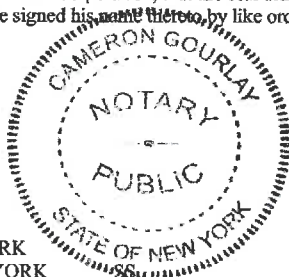
HUDSON INSURANCE COMPANY

By, Michael P. Cifone
Michael P. Cifone
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

On the 20th day of September, 20 21 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



Cameron Gourlay
CAMERON GOURLAY
Notary Public, State of New York
No. 01GO6372305
Qualified in New York County
Commission Expires June 4, 2022

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

The undersigned **Dina Daskalakis** hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this _____ day of _____, 20 22.



By, Dina Daskalakis
Dina Daskalakis, Corporate Secretary

Resolution

R-2122-85

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING PARATHON CONSTRUCTION, L.L.C., AS PROJECT AGENT FOR THE FOR THE MCCULLOUGH STREET AND ALLEY RECONSTRUCTION PROJECT FOR THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by Parathon Construction, L.L.C., for the McCullough Street and Alley Reconstruction Project for the City of Norman; and
- § 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Parathon Construction, L.L.C., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, Parathon Construction, L.L.C., to purchase materials which are in fact used for the McCullough Street and Alley Reconstruction Project for the City of Norman; and
- § 3. WHEREAS, this limited agent status is conferred with the express understanding that Parathon Construction, L.L.C., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That the City of Norman, Oklahoma, on the 26th day of April, 2022, did appoint Parathon Construction, L.L.C., who is involved with the McCullough Street and Alley Reconstruction Project, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the McCullough Street and Alley Reconstruction Project for the City of Norman.

PASSED AND ADOPTED THIS 26th day of April, 2022.

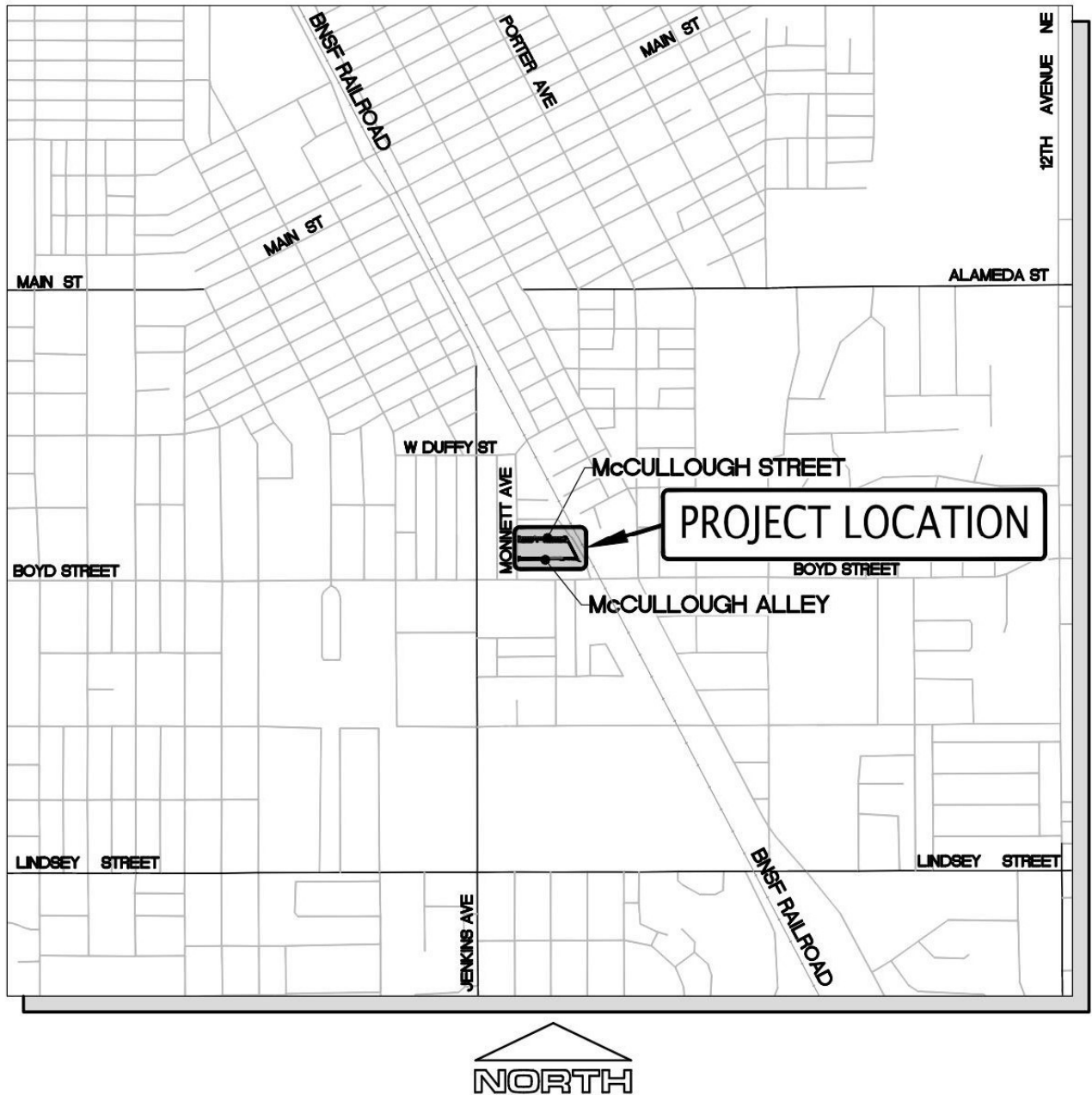
Mayor

ATTEST:

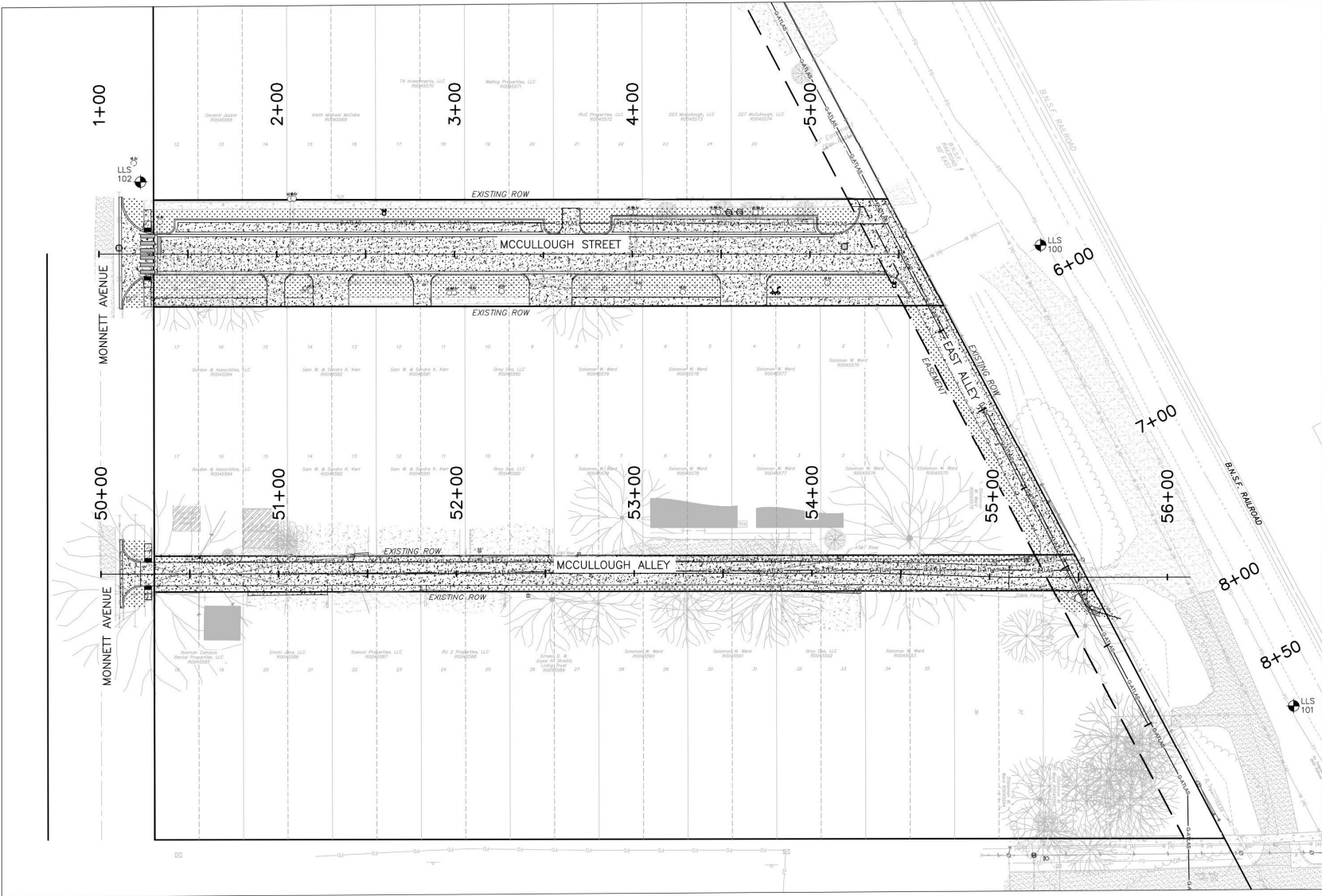
City Clerk



McCullough Street and Alley
Project Location Map



McCullough Street and Alley
Project Site Plan



File Attachments for Item:

19. CONSIDERATION OF AWARDING, AUTHORIZATION, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122 52 AND CONTRACT K-2122-92: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$2,782,000 FOR THE SANITATION OFFICE BUILDING PROJECT, PERFORMANCE BOND B-2122-65; STATUTORY BOND B-2122-66; AND MAINTENANCE BOND MB 2122-48; THE UTILITIES DIRECTOR TO PURCHASE MATERIALS ON BEHALF OF THE CONTRACTOR; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/09/2022

REQUESTER: Ken Giannone, PE

PRESENTER: Ken Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-92: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC. INCREASING THE CONTRACT AMOUNT BY \$27,226.38 FOR A REVISED CONTRACT AMOUNT OF \$2,809,226.38 AND ADDING ONE (1) CALENDAR DAY TO THE CONTRACT FOR THE SANITATION OFFICE BUILDING PROJECT.

BACKGROUND:

The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Authority (NMA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022.

Project was advertised on February 10 and 17, 2022 and bids were be opened on March 3, 2022. TCS Construction was the apparent low bidder, but a review of their bid package revealed several flaws including an inability to meet experience requirements and a failure to provide an irrevocable guarantee from their surety. For these reasons, NUA has deemed the second low bidder, Crossland Construction Company (Crossland), to be Lowest and Best Bidder in accordance with City of Norman regulations and the State of Oklahoma Competitive Bidding Act. Contract Award was approved by City Council on April 26, 2022 and Notice to Proceed was issued on April 29, 2022.

DISCUSSION:

During the first two months of the project, Crossland completed all of its subcontracts, potholed all utilities and submitted and has had approved the majority of their shop drawings for the project. During the course of these activities, several issues arose that will result in extra cost:

1. There was excessive cost escalation between bid date and contract award date in the cost of steel (which rose more than \$100/ton in that period) and in fuel cost for concrete supplier (which rose 70% in that period) and therefore, these suppliers were unable to hold their bid prices. This will result in a total extra cost of \$15,814.00 and no time delay.
2. While investigating requirements for gas service, Crossland learned that the service would have to be run from an existing gas main on the north side of Goddard rather than from the City of Norman's adjacent natural gas pumps as per the contract, and the water service would also have to be slightly adjusted to avoid conflict with the new gas service and to minimize permit fees. This will result in a total extra cost of \$9,511.43 and a one (1) calendar day delay in the project.
3. During shop drawing review process, it was noted that restroom windows were specified as clear glass, but NMA requested that a frosted glass be furnished instead. Revising to frosted glass will result in a total extra cost of \$402.50 and no time delay.
4. Trench drains were specified as unfinished as is standard in most industrial-type buildings. However, during shop drawing review process, NMA determined that a coating would both increase the life of the drain and would better match the look of the rest of the new facility. Adding the coating will result in an extra cost of \$1,150.00 and no time delay.
5. Bathroom mirrors were specified with standard glass, but, during shop drawing review process, NMA determined that, given the wear and tear the mirrors were likely to experience in this application, a tempered glass mirror would be safer and more durable. Revising mirrors to tempered glass will result in an extra cost of \$348.45 and no time delay.

The total extra cost for these five (5) items is \$27,226.38 and total time extension for these five (5) items is one Calendar-Day. The Architect for the project, The McKinney Partnership (TMP) has approved this change order.

Funding for Change Order No. One (1) would come from within the SA0021 – New Sanitation Facility (Org 33999975 – Object 46101) account which has an unencumbered balance of \$147,775.25.

RECOMMENDATION:

Staff recommends that Change Order No. One (1) in the amount of \$27,226.38 and adding one calendar day be approved.

Norman Municipal Authority					
Project SA0021 - Sanitation Office Building					
Bid 2122-52					
Bid Opening Date:	Thursday, March 03, 2022				
Bid Opening Time:	3:00 PM				
<u>Company</u>	<u>City</u>	<u>State</u>	<u>Base Bid</u>	<u>Add Alternate</u>	<u>Base Bid + Add Alternate</u>
1 TCS Construction LLC	Norman	OK	\$2,631,390.00	\$21,300.00	\$2,652,690.00
2 Crossland Construction Company	Columbus	KS	\$2,763,000.00	\$19,000.00	\$2,782,000.00
3 Landmark Construction Group	Oklahoma City	OK	\$2,774,200.00	\$17,000.00	\$2,791,200.00
4 W L McNatt General Contractor	Oklahoma City	OK	\$2,831,300.00	\$21,000.00	\$2,852,300.00
5 Downey Contracting LLC	Oklahoma City	OK	\$2,998,007.00	\$25,000.00	\$3,023,007.00



DATE: March 22, 2022

TO: Nathan Madenwald, PE – Utilities Engineer

FROM: Kenneth J. Giannone, PE – Capital Projects Engineer *KJG*

SUBJECT: Norman Municipal Authority
SA0021 – Sanitation Office Building
TCS Construction LLC – Evaluation of Bid

BID RESULTS

Bids for this project were opened on March 3, 2022, at 2:00 PM. The Bids consisted of a Base Bid amount and a single add alternate for an acoustic ceiling fixture. Since the Architect, The McKinney Partnership (TMP), recommends acceptance of the Add Alternate and since acceptance of the Add Alternate does not impact the low bidder or the order of any of the bidders, the Combined Bid (Base Bid Amount + Add Alternate = Combined Bid) will be used as the basis for this evaluation. Five contractors submitted bids on the project as shown in the following table:

Bidder	Base Bid Amount	Add Alternate	Combined Bid
TCS Construction LLC	\$2,631,390.00	\$21,300.00	\$2,652,690.00
Crossland Construction Company	\$2,763,000.00	\$19,000.00	\$2,782,000.00
Landmark Construction Group	\$2,774,200.00	\$17,000.00	\$2,791,200.00
W L McNatt General Contractor	\$2,831,300.00	\$21,000.00	\$2,852,300.00
Downey Contracting LLC	\$2,998,007.00	\$25,000.00	\$3,023,007.00

The Bids were competitive with only 5% separating the three (3) lowest Combined Bids, and less than 14% separating all five (5) Combined Bids. TCS Contracting LLC (TCS) was the low bidder with a Combined Bid of \$2,652,690.00.

CONTRACT REQUIREMENTS FOR BIDDER QUALIFICATIONS

For this project, requirements for Bidder's qualifications were specified within the Special Provisions. The following is the excerpt from the Bidding Documents:

1.4 QUALIFICATIONS: In determining the Lowest and Best Responsible Bid, the following elements will be considered:

- A) The BIDDER maintains a permanent place of business;
- B) The BIDDER has adequate equipment to do the work properly and expeditiously;
- C) The BIDDER has suitable financial status to meet obligations incident to the work; and
- D) The BIDDER has appropriate, relevant, and recent technical experience.

For meet the technical experience requirements, the BIDDER shall have a minimum of five (5) years of experience as a General Contractor in office building construction and must have successfully completed, and must provide references for, at least five (5) projects of similar scope, with at least one contract greater than \$3,000,000, within the last 5 years.

Of particular concern for TCS as the low Bidder are the qualifications covered by Special Provisions Section 1.4.C) and 1.4.D) above.

BIDDER FINANCIAL STATUS/BONDS

As per Section 1.4.C), one of the elements to be considered in determining the Lowest and Best Repsonsible Bid is whether “the Bidder has suitable financial status to meet obligations incident to the Work.” Typically, the financial status of any business entity is determined via an audit performed by Certified Public Accountants or other specially qualified and trained experts. However, it is neither technically nor financially feasible for a municipal entity like the City Norman to audit the financial condition of each Bidder on every City project for which Bids are solicited. Instead, the City affirms the Bidder’s financial status via his Surety. The Surety, who must provide the Bidder’s Bid Bond, and, in the case of the Lowest and Best Bidder who is awarded the Contract, the Performance, Statutory and Maintenance Bonds, therefore has a vested financial interest in the project and in the Bidder’s ability to complete the project. As a result, a Surety must regularly audit and continuously monitor the financial status of Contractors for which it provides bonds, and, consequently, their willingness to furnish bonds for a Bidder on a project without qualification is a reasonable proxy for a Bidder’s “financial status”.

For this project, Norman Municipal Authority’s (NMA’s) Bidding Documents include a form entitled “QUALIFICATION STATEMENT OF BIDDER’S SURETY”, which requires Bidder’s Surety to answer seven (7) questions related to the sufficiency of the surety related to the statutory bond requirements addressed in Oklahoma Statutes Title 61, Sections 1 and 113 and to the Surety’s opinion of the financial capability of the bidder to cover these bonds and the contract in question.

The relevant statutes set out that assurances regarding bond coverage, or assurance of surety required by contractors for construction projects exceeding \$100,000 must be irrevocable.

TCS’s Surety is Harco National Insurance Company (Harco). Harco answered the first six (6) questions regarding the firm affirmatively and in accordance with Contract Documents. However, the following is the Surety’s answer to Question No. 7:

7. Provided this bidder does not assume the commitments or that you do not acquire further information that in your opinion will materially affect the bidder's capacity to perform this contract, will you furnish the bonds as specified? If bid bonds are approved/provided, the surety fully expects to provide P&P bonds if TCS is low and awarded

REMARKS: Surety reserves the right to review terms and conditions of any proposals, contract documents, bond forms, financial

arrangements and all other underwriting considerations. If for any reason, the surety does not issue bonds on a project(s), no third party liability is assumed by the surety company.

61 O.S. §1 sets out that bidders shall:

.... 1. Furnish a bond with good and sufficient sureties payable to the state in a sum not less than the total sum of the contract; or

2. Cause an irrevocable letter of credit, containing terms the Office of Management and Enterprise Services prescribes, to be issued for the benefit of the state by a financial institution insured by the Federal Deposit Insurance Corporation in a sum not less than the total sum of the contract.

B. The bond or irrevocable letter of credit shall ensure the proper and prompt completion of the work in accordance with the contract and shall ensure that the contractor shall pay all indebtedness the contractor incurs for the contractor's subcontractors and all suppliers of labor, material, rental of machinery or equipment, and repair of and parts for equipment the contract requires the contractor to furnish.

While 61 O.S. §113 sets out:

...1. A bond or irrevocable letter of credit complying with the provisions of Section 1 of this title;

2. A bond in a sum equal to the contract price, with adequate surety, or an irrevocable letter of credit containing terms prescribed by the Construction and Properties Division of the Office of Management and Enterprise Services issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation for the benefit of the state, on behalf of the awarding public agency, in a sum equal to the contract price, to ensure the proper and prompt completion of the work in accordance with the provisions of the contract and bidding documents;

3. A bond in a sum equal to the contract price or an irrevocable letter of credit containing terms as prescribed by the Division issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation for the benefit of the state, on behalf of the awarding public agency, in a sum equal to the contract price, to protect the awarding public agency against defective workmanship and materials for a period of one (1) year after acceptance of the project...

.... C. A single irrevocable letter of credit may be used to satisfy paragraphs 1, 2 and 3 of subsection B of this section, provided such single irrevocable letter of credit meets all applicable requirements of subsection B of this section...

In other words, anything less than an irrevocable assurance that the required bonds, or letter of credit or cash payment of the amount required causes this portion of the bid to not be met. As such, TCS Surety has failed to meet these requirements of the Bid.

However, 61 O.S. §113 (C) does allow the contractor to request up to sixty (60) days additional days in which to obtain the required bond(s), which the City can agree to allow. Therefore, not meeting this section of the bid requirements might not be the sole reason the City/Authority determines that a bidder is not the responsible choice for the project. However, it does raise questions about TCS's current financial condition and near term capabilities and points toward places to look closer for additional information on TCS's current financial capabilities.

Per the "QUALIFICATION STATEMENT OF BIDDER'S SURETY" included with TCS's Bid, TCS has an aggregate Bonding Capacity of \$8,000,000. In addition, below is their list of TCS's "Projects in Progress" that was submitted as an attachment to TCS's Bid:



PROJECTS IN PROGRESS

Project	Owner	Architect	Contract Amount	% Complete	Completion	Contact
Spring Creek West	Sooner Investments	Goppold Architects	\$ 2,900,000	5%	Oct-22	Keith Paris
Fire Station 25 Bay Door Replacement	Oklahoma City	KFC Engineering	\$ 98,000	5%	12/1/2021	Chad Harrison
OKC Fire Dorm Renovation	Oklahoma City	Small Architects	\$ 278,000	5%	12/31/2021	Greg Little
Home Goods Yukon	Sooner Investments	Goppold Architects	\$ 2,600,000	20%	2022	Keith Paris
Kiamichi Tech - Poteau Campus	Kiamichi Technology Center	Michael Allen Riley	\$ 773,000	95%	2021	Michael Allen Riley
Kiamichi Tech - Talihina Campus	Kiamichi Technology Center	Michael Allen Riley	\$ 315,600	98%	10/31/2021	Michael Allen Riley
Pushmataha Family Medical Center	Pushmataha Family Medical Center	Michael Allen Riley	\$ 948,000	95%	2022	Michael Allen Riley
OKC Fire Admin Renovation	Oklahoma City	Guernsey	\$ 715,000	70%	2021	Chad Harrison
MoBettah & Swig Czech Hall	Sooner Investments	Goppold Architects	\$ 985,000	95%	2021	Keith Paris
Will Rogers Elementary	McAlester Public Schools	AIP	\$ 4,100,000	90%	4/1/2022	KC Buck
MoBettah MWC	Sooner Investments	Hornbeek Blatt	\$ 520,000	90%	7/1/2021	Keith Paris

Since this list gives both the contract amount and the percent complete, it should be a simple calculation to determine that amount of incomplete construction work TCS currently has under contract and determine how close they are to their current aggregate bonding capacity. The table below, entitled "SA0021 Sanitation Office Building, TCS Construction – Value of Incomplete Work Under Contract" takes the percent complete of each project and uses it to determine the percent remaining (100% - Percent Complete = Percent Remaining) and then multiplies the percent remaining times the contract value to determine Contract Value Remaining (Contract Value multiplied by Percent Remaining = Contract Value Remaining). When the Contract Value Remaining for each project is summed, we find that TCS has a total of \$6,010,312.00 worth of Contract Value Remaining. This is slightly more than 75% of their total aggregate bonding capacity, which is high but not excessive.

However, this analysis does not consider the impact of the Sanitation Office Building on this amount if the project were to be awarded to TCS. TCS's low combined bid for this project is \$2,652,690.00. $\$6,010,312.00 + \$2,652,690.00 = \$8,663,002.00$. Since TCS's aggregate bonding limit is \$8,000,000.00, immediate award of the Sanitation Office

Building to them would put them **OVER** their aggregate bonding limit. This is all detailed below in the table below:

SA-0021 Sanitation Office Building
TCS Construction - Value of Incomplete Work Under Contract

Project	Contract Value	Percent Complete	Contract Value Remaining
Spring Creek West	\$2,900,000.00	5.0%	\$2,755,000.00
First Station 25 Bay Door Replacement	\$98,000.00	5.0%	\$93,100.00
OKC Fire Dorm Renovation	\$278,000.00	5.0%	\$264,100.00
Home Goods Yukon	\$2,600,000.00	20.0%	\$2,080,000.00
Kiamichi Tech - Poteau Campus	\$773,000.00	95.0%	\$38,650.00
Kiamichi Tech - Talihina Campus	\$315,600.00	98.0%	\$6,312.00
Pushmataha Family Medical Center	\$948,000.00	95.0%	\$47,400.00
OKC Fire Admin Renovation	\$715,000.00	70.0%	\$214,500.00
MoBettah & Swig - Czech Hall	\$985,000.00	95.0%	\$49,250.00
Will Rogers Elementary School	\$4,100,000.00	90.0%	\$410,000.00
MoBettah MWC	\$520,000.00	90.0%	\$52,000.00
Total Uncompleted Work Under Contract =			\$6,010,312.00
Combined Bid for NUA Sanitation Office Building =			\$2,652,690.00
Total Uncompleted Work TCS Would Have Under Contract if Awarded Sanitation Office Building on 3/22/2022 =			\$8,663,002.00
Aggregate Bonding Capacity per Qualifications of Surety =			\$8,000,000.00

Therefore Total Uncompleted Work Under Contract > Aggregate Bonding Capacity

Per the table above, as of the date of bid opening, the incomplete portion of TCS's existing project load combined with the proposed contract value of this project has a value of \$8,663,002.00. At the same time, TCS's aggregate bonding capacity is \$8,000,000.00. In other words, if awarded this project, it would put them beyond their bonding capacity. Presumably this fact is part of the, if not the only, reason TCS's Surety included a qualifying statement in their "QUALIFICATION STATEMENT OF BIDDER'S SURETY"

To summarize, NMA's Bidding Documents and state law requires that Bidder's Surety furnish bonds on projects their Bidders bid without qualification. On this project, TCS's Surety has included qualifications that potentially set conditions on their willingness and ability to furnish bonds on this project. An analysis of TCS's current workload reveals at least part of the reason their Surety is not certain they can bond the project: If awarded this project, it would put TCS beyond their aggregate bonding limits.

It should be noted that, regulation also allows NUA to give Bidder up to 60 days to furnish required bonds. In this case, 60 days may be sufficient for TCS to complete \$663,002.00 worth of work on their other projects, which, even when coupled with the cost of the Sanitation Office Building, would just barely bring them back to within the limits of their bond rating. However, even if TCS can complete sufficient work to get within their aggregate bonding capacity and even if TCS can convince their Surety that any other issues with their financial condition are not serious enough to merit withholding bonds from this project, the fact remains that TCS is currently at or very near the limits of their financial capabilities. Their bonds would protect the City of Norman in case TCS were unable to complete the project, but completing projects under the auspices of the bonding company after general contractor is unable to finish, while exponentially better than the alternative, is hardly ideal. The numerous milestones and deadlines and legal filings a bondholder must adhere to in order to declare a contractor in breach and to enlist the bonding company's assistance on a project, ensures that that, at minimum, any such project will incur substantial additional legal expenses as well as experience extensive additional delays (usually a year or more over and above any delays already incurred).

BIDDER TECHNICAL EXPERIENCE

As noted above, Special Provisions, Section 1.4.D) of the Bidding Documents covers requirements for Bidder's technical experience. It states:

D) The BIDDER has appropriate, relevant, and recent technical experience.

For meet the technical experience requirements, the BIDDER shall have a minimum of five (5) years of experience as a General Contractor in office building construction and must have successfully completed, and must provide references for, at least five (5) projects of similar scope, with at least one contract greater than \$3,000,000, within the last 5 years.

If you break the above down, there are three discrete requirements that must be met to meet the technical experience requirements:

1. "a minimum of five (5) years experience as a General Contractor in Office Building construction..."
2. "must have successfully completed, and must provide references for, at least five (5) projects of similar scope... within the last 5 years."
3. "must have successfully completed, and must provide references for... at least one project greater than \$3,000,000... within the last 5 years."

With regard to Item No. 1, TCS stated on their "Qualification Statement of Bidders" form that they had been in the business of office building construction for 6 years, and below

is their list of Recently Completed Projects, submitted as an attachment to their Qualification Statement:

RECENTLY COMPLETED PROJECTS



Project	Location	Owner	Architect	Contract Amount	Completion
Chandler Federal Credit Union	Chandler	Chandler Federal Credit Union	Hornbeek-Blatt Architects	\$ 1,160,000.00	2/28/2022
Variety Care Sequoyah	OKC	Variety Care Inc.	Hornbeek-Blatt Architects	\$ 670,000.00	8/1/2021
Czech Hall Retail Development	OKC	CHM Dev LLC	GC Architects	\$ 985,765.00	8/22/2022
OKC Fire Administration	Edmond	City of OKC	Geurnsey Architects	\$ 715,150.00	2/28/2022
University Town Center Development	Norman	University Town Center LLC	GC Architects	\$ 1,069,000.00	1/30/2022
Five Below	Midwest City	Five Below	Sargenti	\$ 918,670.00	

As per Special Provisions, Bidder is required to have 5 years experience in office building construction. On their “Qualification Statement of Bidders” form, TCS claimed 6 years experience. However, their list of “Recently Completed Projects” includes only five (5) projects with completion dates. Those completion dates range between 8/1/2021 and 8/22/2022. They don’t furnish construction start dates, nor do they furnish contact information key personnel on any of the projects so they could be verified. Absent such information, it is reasonable to assume that, even in the extreme case, these projects wouldn’t take more than two years to complete. Therefore, these projects only provide proof of approximately 2.5 years of experience. TCS has furnished no other proof of office building construction experience, and we, therefore, are unable to verify the required 5 years of office building construction experience.

Also, as per Special Provisions, Bidder is required to have successfully completed at least 5 projects of similar scope in the past five years. The term “projects of similar scope” is admittedly vague, and it is therefore our opinion that we must be fairly liberal in judging what constitutes a project of similar scope. This project consists of a 6,300 SF office building with meeting space, group employee areas, locker rooms, and a tornado shelter on a brownfield site including all sitework. A similar project need not be exactly the same size as this one, but it should include both a new office building of reasonable size and include all sitework on a greenfield or brownfield site. In order for a project to meet these basic requirements, NMA believes that a fair and reasonable cut-off is \$1,000,000.00. While this is substantially less than the Sanitation Office Building bid prices, it is believed that a project meeting this cut-off would include many of the same challenges and thus could be considered having “similar scope” in the context of the Contract Requirement.

In TCS’s case, only two of their completed projects exceeded this liberal cut-off of \$1,000,000.00. Another one is just below \$1,000,000.00 at \$985,765.00. Even if all three projects are counted, that means TCS is two projects short of the five (5) projects required. It should also again be noted that although references are explicitly required by the bidding documents, TCS did not furnish any so none of these projects could be verified.

Finally, as per the Special Provisions, Bidder “must have successfully completed one project of \$3,000,000.00.” As noted above, TCS’s list of “Recently Completed Projects” includes no projects greater in size than \$1,160,000.00, which is far less than the \$3,000,000.00 project required. Moreover, absent the required reference information, even this much-too-small project could not be verified.

REFERENCES

As noted above, while the Bidding Documents require Bidders to “provide references” to verify project experience, TCS merely furnished lists of recently completed projects and projects in progress with limited project information and no contact information whatsoever. As a result, references, could not be verified.

RECOMMENDATION

City of Norman Ordinance 8-205 (e) requires that acceptance will be made to the bid most advantageous to the City, considering price, quality, date of delivery, and other pertinent factors. Moreover, if an award is made to other than the lowest bidder, the awarding public agency must accompany its action with a publicized statement setting forth the reason for its action. Such statement shall be placed on file, open to public inspection and be a matter of public record (Per 61 O.S. §117). Therefore, all the factors considered that led the lowest bidder to not be the most advantageous one for the City need to be listed on a memo to be included with the bid award agenda item so it is part of the public record regarding the bid award. This memorandum shall serve as the “memo to be included with the bid award agenda item”

The Project Requirements included within this particular project were developed to ensure that the contract was awarded to a contractor who has both regularly completed these types of projects and has the financial wherewithal to complete this project. This practice has been commonly employed by the City of Norman and other municipalities.

Pursuant to the information provided by TCS as detailed in this memorandum: (1) even though NUA attempted to interpret the Bidding Documents as fairly as possible in TCS’s favor, TCS still cannot meet the experience requirements set forth in the Documents; and (2) based on analysis of TCS’s existing project load and TCS’s Surety’s unwillingness to furnish an unqualified guarantee regarding its ability to furnish bonds for the project, TCS is apparently at or are very near their maximum financial and resource capacity and therefore are NOT well-positioned to take on additional work, particularly a large, relatively-complex project like the New Sanitation Office Building. Therefore, although TCS was the low bidder, they were NOT the lowest responsible bidder as outlined in the requirements of the State of Oklahoma Competitive Bidding Act. **Consequently, the award of contract to Crossland Construction Company Inc. as the lowest responsible bidder is warranted.**



10 March 2022

Mr. Kenneth Giannone, P.E., Capital Projects Engineer
City of Norman Utilities Authority
201-C West Gray
Norman, OK 73070

Re: Bidding Results
New Solid Waste Division Office Building
Norman, Oklahoma

Dear Mr. Giannone,

We have reviewed all documentation from the submitted bids received on March 3, 2022. The project received five bids and the range of submitted bids was approximately \$2.66 million to \$3.00 million

After review and consideration, we offer the following recommendations and comments.

The bid tabulation listed below is in alphabetical order and include the Add Alternate which we recommend accepting:

Crossland Construction Co.	\$2,782,000
Downey Contracting LLC	\$3,023,007
Landmark Construction Group LLC	\$2,791,200
TCS Construction LLC	\$2,652,690
WL McNatt	\$2,852,300

TCS Construction appears to have submitted the lowest bid however, upon review of the required qualifications, we find that the level of experience appears to fall short of the requirements - specifically, documented experience.

The bid documents require a listing of completed projects – minimum of five – of \$1,000,000 value or higher. TCS Construction submitted their completed project list with two such projects.

Based on this review, we recommend acceptance of the next lowest bidder, Crossland Construction Company, and that contract negotiations proceed with them.

Should you have any questions, please feel free to contact me.

Regards,

Toni M. Bragg, AIA
Director / Project Manager

CONTRACT

THIS CONTRACT by and between the NORMAN MUNICIPAL AUTHORITY, a Public Trust of the State of Oklahoma, hereinafter designated as the AUTHORITY, and **Crossland Construction Company, Inc.** hereinafter designated as the CONTRACTOR, effective the date last executed below,

WITNESSETH

WHEREAS, the AUTHORITY has caused to be prepared in accordance with law, specifications and other Contract Documents for the work hereinafter described; and has approved and adopted all of said Contract Documents; and has given and advertised an Invitation to Bid as required by law; and has received sealed Bids for the furnishing of all labor, materials and equipment for the following project:

PROJECT SA0021
SOLID WASTE DIVISION - NEW OFFICE BUILDING
NORMAN, OKLAHOMA

in accordance with and as outlined and set out in the terms and provisions of said Contract Documents; and,

WHEREAS, the CONTRACTOR in response to said Invitation to Bid, has submitted to the AUTHORITY in the manner and at the time specified, a sealed Bid in accordance with the terms of this said Contract Documents; and

WHEREAS, the AUTHORITY, in the manner provided by law, has publicly opened, examined, and canvassed the Bids submitted and has determined and declared the above-named CONTRACTOR to be the best Bidder on the above-prepared project, and has duly awarded said Bid to said CONTRACTOR, for the sum named in the proposal, to wit:

Two million, Seven Hundred and Eighty-Two Thousand Dollars (\$) (2,782,000.00)

NOW, THEREFORE, for and in consideration of the mutual agreements, and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) The CONTRACTOR shall, in good and first-class, workman-like manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this CONTRACT and said CONTRACT Documents, per the Table of Contents, including, but not limited to:

- the Invitation to Bid published in the Norman Transcript
- Notice to Bidders
- the Instructions to Bidders;
- the CONTRACTOR'S Bid or Proposal;
- the Bonds thereto;
- Multiple affidavits
- the Conditions of the Contract
- the Technical Specifications and Construction Drawings

all of which documents are on file in the Office of the AUTHORITY, and are made a part of this CONTRACT as fully as if the same were set out in full, with the following additions and/or exceptions:

Contract and Contract Amount includes Add Alternate A-1, Acoustical Ceiling Treatment.

2) The AUTHORITY shall make payments, minus a retainage as stipulated in the CONTRACT Documents, to the CONTRACTOR in the following manner: On or about the last day of each month, the project manager, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, of work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project manager, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 74, Section 3109-3110, and Title 62, Section 310.09.

On completion of the work, but prior to the acceptance thereof by the AUTHORITY, it shall be the duty of the project manager, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations said official shall make his final certificate to the AUTHORITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainage) will be approved and paid.

3) The CONTRACTOR shall commence said work within ten (10) calendar days following receipt of a NOTICE-TO-PROCEED, prosecute the same vigorously and continuously, and complete the same within three hundred and sixty-five (365) consecutive Calendar Days calendar days following receipt of NOTICE-TO-PROCEED.

4) Time is of the essence in completion of this project and the AUTHORITY will suffer financial loss if the Work is not completed within the time(s) specified in preceding paragraph. CONTRACTOR and AUTHORITY also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding such actual loss. Accordingly, instead of requiring any such proof, CONTRACTOR and AUTHORITY therefore further agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay AUTHORITY \$850 for each calendar day that expires after the time specified in preceding paragraph, plus any authorized extensions thereof, for completion and readiness for final payment of each portion of the Work.

5) The AUTHORITY shall pay the CONTRACTOR for the work performed as follows:

- a) Payment for unit price items shall be at the unit price bid for actual construction quantities. (or) Payment for the lump sum price items shall be at the price bid for actual construction complete in place.
- b) Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities. Should any defective work or materials be discovered or should a reasonable doubt arise as to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied. And that the CONTRACTOR'S bid is hereby made a part of this CONTRACT.

6) The AUTHORITY reserves the right to add to or subtract from the estimated quantities or amount of work to be performed up to a maximum of 15% of the total bid price.

7) The CONTRACTOR shall not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order, executed by the AUTHORITY; and that in the event any additions are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

8) The parties mutually agree and acknowledge that this is an Oklahoma AGREEMENT and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and actions if necessary shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this AGREEMENT, it shall not be construed for or against any party on the basis that such party did or did not author the same

9) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the AUTHORITY, the CONTRACTOR shall be compensated therefore at the unit price bid or as agreed to by both parties in the execution of a Change Order.

10) No provision of this CONTRACT or of any such aforementioned documents shall be interpreted or given legal effect to create an obligation on the part of the AUTHORITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the AUTHORITY or in any way to restrict the freedom of the AUTHORITY to exercise full discretion in its dealing with the Contractor.

11) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the AUTHORITY prior to issuance of the NOTICE-TO-PROCEED and commencement of work on the project.

The following statement must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)

COUNTY OF OKLAHOMA)

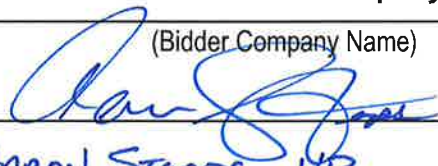
I certify that I am the duly authorized agent of Crossland Construction Company, Inc., CONTRACTOR.

I further certify that neither the CONTRACTOR nor the anyone subject to the his/her direction or control has paid, given or donated, or agreed to pay, give or donate to any officer or employee of the AUTHORITY, any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

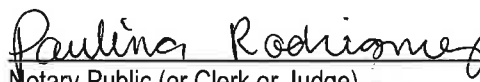
Crossland Construction Company, Inc.

(Bidder Company Name)

By:


AARON STAMPS, VP
(printed/typed name and title)

Subscribed and sworn to before me this 14 day of April, 2022.


Notary Public (or Clerk or Judge)

My Commission Expires: 7/22



IN WITNESS WHEREOF, AUTHORITY and CONTRACTOR have executed this AGREEMENT;

DATED this _____ day of _____, 20__.

ATTEST



Corporate Secretary (where applicable)

(Corporate Seal) (where applicable)

Crossland Construction Company, Inc.

PRINCIPAL

Signed:



Authorized Representative

Aaron Straps

Name and Title

Address:

408 NE 145th Pl.
OKLAHOMA CITY, OK 73013

Telephone:

405-748-5043

NORMAN MUNICIPAL AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20__.

AUTHORITY Attorney

Approved by the Trustees of the NORMAN MUNICIPAL AUTHORITY this _____ day of

_____, 20__.

NORMAN MUNICIPAL AUTHORITY

ATTEST

By: _____

Title: Chairman

Secretary

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Perf B-2122-65

PERFORMANCE BOND Bond No. K4056455A / 09388040

Know all men by these presents that Crossland Construction Company, Inc., as PRINCIPAL, and Federal Insurance Company & Fidelity and Deposit Company of Maryland, a corporation organized under the laws of the State of Indiana&Illinois, respectively, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN MUNICIPAL AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of Two-Million, Seven-Hundred Eighty-Two Thousand Dollars (\$ 2,782,000.00), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the successful bidder on the following PROJECT:

PROJECT SA0021
SOLID WASTE DIVISION - NEW OFFICE BUILDING
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2122-92) with the AUTHORITY, dated _____ to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by the CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the AUTHORITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by the PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of the PRINCIPAL or his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the AUTHORITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Perf B-2122-65

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the ____ day of _____, 20____.

(Corporate Seal) (where applicable)

ATTEST

Corporate Secretary (where applicable)

Travis Sills

Crossland Construction Company, Inc.

PRINCIPAL

Signed:

[Signature]
 Authorized Representative

Ivan Crossland Jr CEO
 Name and Title

Address:

408 NE 145th Place, Oklahoma City, OK 73013

Telephone:

(405) 748-5043

(Corporate Seal)

ATTEST

Corporate Secretary Morgan L. Wilkerson, Witness

**Federal Insurance Company &
 Fidelity and Deposit Company of Maryland
 SURETY**

Signed:

[Signature]
 Authorized Representative

Camille O. Parman, Attorney-in-Fact
 Name and Title

Address:

202B Hall's Mill Road, Whitehouse Station, NJ 08889 &
 1299 Zurich Way, 5th Floor, Schaumburg, IL 60196

Telephone:

(215) 640-1000 & (847) 605-6000

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Perf B-2122-65

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas)

COUNTY OF Cherokee)§

The foregoing instrument was acknowledged before me this 19th day of April,
 20 22, by Ivan Crossland Jr. CEO of Crossland Const. Co. Inc.
Name and Title Contractor
 a Kansas corporation, on behalf of the corporation.

WITNESS my hand and seal this 19th day of April 20 22.

Brandi Martin
 Notary Public

My Commission Expires: 7/23/23



INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)§

The foregoing instrument was acknowledged before me this ____ day of _____,

20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

 Notary Public

My Commission Expires: _____

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Perf B-2122-65

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)§

The foregoing instrument was acknowledged before me this ____ day of _____,

20____, by _____ partner (or agent) on behalf of
 Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____ 20____.

 Notary Public

My Commission Expires: _____

NORMAN MUNICIPAL AUTHORITY

APPROVED as to form and legality this ____ day of _____, 20____.

 AUTHORITY Attorney

Approved by the Trustees of the NORMAN MUNICIPAL AUTHORITY this ____ day of

_____, 20____.

NORMAN MUNICIPAL AUTHORITY

ATTEST

By: _____

Title: Chairman _____

Secretary _____

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Stat B-2122-66

STATUTORY BOND

Bond No. K4056455A / 09388040

Know all men by these presents that Crossland Construction Company, Inc., as PRINCIPAL, and Federal Insurance Company & Fidelity and Deposit Company of Maryland, a corporation organized under the laws of the State of Indiana&Illinois, respectively and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN MUNICIPAL AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of Two-Million, Seven-Hundred Eighty-Two Thousand Dollars (\$ 2,782,000.00.) _____, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the lowest and best bidder on the following PROJECT:

PROJECT SA0021 SOLID WASTE DIVISION - NEW OFFICE BUILDING NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2122-92) with the AUTHORITY, dated _____ to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. 1981 §2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Stat B-2122-66

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative on the ____ day of _____, 20____.

(Corporate Seal) (where applicable)

ATTEST

Corporate Secretary (where applicable)

Travis Sills
 Travis Sills

Crossland Construction Company, Inc.

PRINCIPAL

Signed:

[Signature]
 Authorized Representative

Evan Crossland Jr CEO
 Name and Title

Address:

408 NE 145th Place, Oklahoma City, OK 73013

Telephone:

(405) 748-5043

(Corporate Seal)

ATTEST

Corporate Secretary Morgan L. Wilkerson, Witness

Morgan L. Wilkerson

**Federal Insurance Company &
 Fidelity and Deposit Company of Maryland**
 SURETY

Signed:

Camille O. Parman
 Authorized Representative

Camille O. Parman, Attorney-in-Fact
 Name and Title

Address:

202B Hall's Mill Road, Whitehouse Station, NJ 08889 &
 1299 Zurich Way, 5th Floor, Schaumburg, IL 60196

Telephone:

(215) 640-1000 & (847) 605-6000

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Stat B-2122-66

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas)
)§
 COUNTY OF Cherokee)

The foregoing instrument was acknowledged before me this 19th day of April,
 20 22, by Ivan Crossland Jr. CEO of Crossland Const. Co, Inc.
 a Kansas corporation, on behalf of the corporation.

WITNESS my hand and seal this 19th day of April, 20 22.

Notary Public

My Commission Expires: 7/23/23



INDIVIDUAL ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 ____, by _____ an individual.
 Name and Title

WITNESS my hand and seal this ____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 Stat B-2122-66

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
 20 ____, by _____ partner (or agent) on behalf of
 Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____ 20 ____.

 Notary Public

My Commission Expires: _____

NORMAN MUNICIPAL AUTHORITY

APPROVED as to form and legality this ____ day of _____, 20 ____.

 AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this ____ day of
 _____, 20 ____.

NORMAN MUNICIPAL AUTHORITY

ATTEST

By: _____

Title: Chairman

 Secretary

Norman Municipal Authority
Project SA0021
Solid Waste Division - New Office Building

Contract K-2122-92
Bid No. 2122-52
MB-2122-48

MAINTENANCE BOND Bond No. K4056455A / 09388040

Know all men by these presents that **Crossland Construction Company, Inc.**, as PRINCIPAL, and **Federal Insurance Company & Fidelity and Deposit Company of Maryland**, a corporation organized under the laws of the State of ~~Indiana~~**Illinois**, respectively, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN MUNICIPAL AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of **Two-Million, Seven-Hundred Eighty-Two Thousand** Dollars (\$ 2,782,000.00) _____, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the successful bidder on the following PROJECT:

PROJECT SA0021
SOLID WASTE DIVISION - NEW OFFICE BUILDING
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2122-92) with the AUTHORITY, dated _____ to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

WHEREAS, under the ordinances of the AUTHORITY, the PRINCIPAL is required to furnish to the AUTHORITY a maintenance bond covering said construction of this PROJECT, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the PROJECT.

NOW THEREFORE, if the PRINCIPAL shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and if the PRINCIPAL shall promptly repair, without notice from the AUTHORITY or expense to the AUTHORITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of two (2) years from the date of the written final acceptance by the AUTHORITY, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the AUTHORITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

If is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 MB-2122-48

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the _____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the _____ day of _____, 20____.

(Corporate Seal) (where applicable)
 ATTEST

Corporate Secretary (where applicable)

Travis Sills

Crossland Construction Company, Inc.
 PRINCIPAL

Signed:

Ivan Crossland Jr
 Authorized Representative

Ivan Crossland Jr CEO
 Name and Title

Address:

408 NE 145th Place, Oklahoma City, OK 73013

Telephone:

(405) 748-5043

(Corporate Seal)

ATTEST

Corporate Secretary *Morgan L. Wilkerson*, Witness

**Federal Insurance Company &
 Fidelity and Deposit Company of Maryland**

SURETY

Signed:

Camille O. Parman
 Authorized Representative

Camille O. Parman, Attorney-in-Fact
 Name and Title

Address:

202B Hall's Mill Road, Whitehouse Station, NJ 08889 &
 1299 Zurich Way, 5th Floor, Schaumburg, IL 60196

Telephone:

(215) 640-1000 & (847) 605-6000

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 MB-2122-48

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas)

COUNTY OF Cherokee)§

The foregoing instrument was acknowledged before me this 19th day of April,
 20 22, by Ivan Crossland Jr. CEO of Crossland Const. Co., Inc.

a Kansas corporation, on behalf of the corporation.

WITNESS my hand and seal this 19th day of April, 20 22.

Notary Public

My Commission Expires: 7/23/23



INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)§

The foregoing instrument was acknowledged before me this ____ day of _____,

20 ____, by _____ an individual.

Name and Title

WITNESS my hand and seal this ____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____

Norman Municipal Authority
 Project SA0021
 Solid Waste Division - New Office Building

Contract K-2122-92
 Bid No. 2122-52
 MB-2122-48

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)

)§

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 ____, by _____ partner (or agent) on behalf of
 Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____ 20 ____.

 Notary Public

My Commission Expires: _____

NORMAN MUNICIPAL AUTHORITY

APPROVED as to form and legality this ____ day of _____, 20____.

 AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this ____ day of _____, 20____.

NORMAN MUNICIPAL AUTHORITY

ATTEST

By: _____

Title: Chairman _____

Secretary _____

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Bret S. Burton, Timothy H. Heffel, Todd Alan Rambo, Timothy Craig Smith, Myriah A. Valdivia and Desiree E. Westmoreland of Wichita, Kansas; Katherine J. Breit, Monica F. Donatelli, Carolyn J. Johnson, Camille O. Parman, Morgan L. Wilkerson and S. Mark Wilkerson of Overland Park, Kansas -----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this **21st** day of **December 2020**.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY
County of Hunterdon

SS:

On this **21st** day of **December, 2020** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316685
Commission Expires July 16, 2024

Katherine J. Adelaar

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** on August 30, 2016; **WESTCHESTER FIRE INSURANCE COMPANY** on December 11, 2006; and **ACE AMERICAN INSURANCE COMPANY** on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903- 3493

Fax (908) 903- 3656

e-mail: surety@chubb.com

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **S. Mark WILKERSON, Kelly E. KIMMEL, Morgan DEWEY, Monica F. DONATELLI, Debra L. WALZ, Carolyn J. JOHNSON, Katherine J. BREIT, Camille O. PARMAN, Morgan L. WILKERSON of Overland Park, Kansas, EACH**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 03rd day of March, A.D. 2021.



ATTEST:
**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 03rd day of March, A.D. 2021, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn

Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this _____ day of _____, _____.



Brian M. Hodges

By: Brian M. Hodges
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

File Attachments for Item:

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-115: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$14,650 PLUS \$3,662 FOR EACH ADDITIONAL MONTH AFTER FOUR MONTHS FOR PHASE ONE OF CONSTRUCTION MANAGER AT RISK SERVICES FOR THE FIRST CONSTRUCTION PHASES OF THE NEW LINE MAINTENANCE FACILITY PROJECT AND THE UTILITIES DIRECTOR TO PURCHASE MATERIALS ON BEHALF OF THE CONTRACTOR.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 4/26/2022

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-115: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$14,650 PLUS \$3,662 FOR EACH ADDITIONAL MONTH AFTER FOUR MONTHS FOR PHASE ONE OF CONSTRUCTION MANAGER AT RISK SERVICES FOR THE NEW LINE MAINTENANCE FACILITY PROJECT.

BACKGROUND:

A new Line Maintenance Facility is being designed to allow the Water and Sewer Line Maintenance Divisions to more efficiently accomplish their mission. The facility will be located northwest of the Water Treatment Plant on the former Hall Park wastewater lagoon site which was recently platted to accommodate the new Emergency Communication and Operations Center (ECOC). The existing facility is located on the City's combined Maintenance Service Center west of Flood Avenue and north of Da Vinci Street ("North Base property"). Re-locating the Water and Sewer Line Maintenance Division's headquarters facility will help alleviate space demands by the Fleet Maintenance, Sanitation and Public Transit Divisions for additional space at the North Base property.

The Line Maintenance Division currently consists of 49 existing employees including 6 administrative staff, 25 water line maintenance employees and 18 sewer line maintenance employees. The project will accommodate expected growth of the Division over the next 20 years. The existing main building (11,000 square feet) contains administrative offices, an employee breakroom and training area, as well as restroom and laundry facilities. Separate buildings are provided for storage and repair of (1) wastewater pumps, piping and repair parts (2,000 SF); (2) fire hydrants, water meters, piping and repair parts (1,200 SF); and (3) emergency generation equipment (400 SF).

Request for Proposal (RFP) 1819-05 was issued for architectural and engineering (A&E) design services for eleven water, wastewater, and sanitation projects on June 12, 2018. 26 proposals were received from A&E firms on July 10, 2018. Five Utilities Department staff members reviewed the proposals independently and then met on August 7, 2018, to discuss consultant qualifications and compare results of the individual consultant review rankings. Ultimately, ten consultants were selected on August 19, 2018, for the eleven projects; Barrett L Williamson

Architects were selected for the design of the Water and Sewer Line Maintenance Facility. Contract K-1920-109 was negotiated and approved by the Norman Utilities Authority (NUA) on January 28, 2020. The scope of the original contract included the schematic design to verify the needs of the Division and verify the sizing and layout for the proposed facility.

The schematic design was completed and included the following proposed improvements:

- Main administration building with safe room (7,000 SF);
- Water maintenance building with three bays, meter area, and work area (7,900 SF);
- Sewer maintenance building with five bays necessary (to store vehicles during winter conditions - 9,000 SF);
- New access road from Robinson Street, to provide shared access with the future Emergency Communication and Operations Center;
- Paving improvements around the site; and
- Storage area at the rear of the property (3,400 SF covered).

Amendment No. 1 to Contract K-1920-109 was approved by the NUA on September 28, 2021, to proceed with final design, bidding, construction and record document services, and to account for the proposed increased size for the facility.

\$3,784,025 was allocated to the Line Maintenance Division headquarters facility project in the fiscal year 2021-2022 Water Fund budget (project WA0329), and \$3,334,025 is proposed to be allocated to the project (WW0329) in the FYE 2023 Water Reclamation Fund budget for the full construction cost (\$7,118,050) of the project.

DISCUSSION:

The proposed Line Maintenance Facility will be located in proximity to the proposed Emergency Communications and Operations Center (ECOC). On January 18, 2022, the Norman Municipal Authority/City Council approved Contract K-2122-88 with Crossland Construction Company for the ECOC facility. \$16,000,000 has been allocated by the NMA/Council to the ECOC facility.

Crossland Construction Company has begun the ECOC construction project, utilizing the Construction Manager at Risk (CMaR) methodology. CMaR is a process whereby the Owner (NMA for the ECOC facility) 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 (or a series of multiple amendments) to the CMaR contract, after the most responsible bids are secured through the proper bidding procedures that govern public projects.

Project bids are submitted to the CMaR and/or to City Purchasing staff, sealed and opened by the CMaR or staff, consistent with the State and 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, in some instances, deliver better bid pricing to a known project manager. Also, the CMaR process can maximize opportunities to get participation from local, smaller sub-contractors. It can result in quicker project delivery with a reduced number of change orders or contract amendments, due to the GMP agreed-on at the time of awarding the amended construction contract(s) to the CMaR.

On November 5, 2021, the City advertised Request for Qualifications 2122-29 for the ECOC and on November 17, 2021, the NMA received CMAr service proposals from four (4) construction management service companies. Two (2) firms were selected for interviews which were conducted by City of Norman Police Department staff and engineering consultants on December 17, 2021. Based on their experience and qualifications, Crossland Construction Company Inc. was selected as the firm having the best proposal for managing the construction work on the ECOC. Their experience and qualifications are also believed to be applicable to the construction of the proposed Line Maintenance Facility.

The proposed Line Maintenance Facility was also planned by staff of the Norman Utilities Authority (NUA) to use the CMAr construction method. Engineering staff of the NUA, and City of Norman Police Department project management staff for the ECOC believe that it is in the best interest of the NUA, NMA, and the City of Norman for both projects to utilize the same Construction Manager at Risk. It is believed by NUA and Police Department staff that some economies of scale can be achieved in the adjacent ECOC and Line Maintenance Headquarters Facility projects if the CMAr chosen by the NMA for the ECOC is also utilized for the Line Maintenance Division Facility, using the selection processes previously undertaken for the ECOC.

The construction will be fully bonded when the construction bids are awarded for the GMP(s). 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 River Parks Authority ("Gathering Place").

For these projects, since the architectural and engineering design development is well established, the fee for pre-construction services is relatively small compared to the total cost of construction. The CMAr will use the current plans and specifications to secure all bids and create the GMP(s) 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 encourage for the projects to stay on time and within their budgets.

Funds for this Contract will come from the existing Line Maintenance Facility Construction account within the Water Fund (31995521-46101; project WA0329), which has an available balance of \$3,650,000. Future funding as construction progresses will be split between this account and the Wastewater portion, in the Water Reclamation Fund, Line Maintenance Facility, Construction (account 32995521-46101; project WW0329).

The City of Norman is exempt from the payment of any sales or use taxes. Pursuant to Title 68 O.S., Section 1356 (10) and as allowed by Oklahoma Tax Commission Rules Part 27 Trust Authority 710:65-13-140, direct vendors to the NUA are also exempt from those taxes. A bidder and his subcontractors may exclude from their bid sales taxes on appropriate equipment, materials, and supplies that will not have to be paid while acting on behalf of the NUA. To minimize project costs, the NUA will make payment directly to vendors supplying equipment and

materials for incorporation into the project to avoid the payment of sales tax on materials and equipment purchases related to the project.

RECOMMENDATION:

Staff recommends the NUA approve Contract K-2122-115 with Crossland Construction Company, Inc., in the amount of \$14,650 plus \$3,662 for each additional month after four months for the New Line Maintenance Division Headquarters Facility Project (WA0329/WW0329).

Proposed Guaranteed Maximum Price amendments to this contract will be forwarded to the Trustees of the Norman Utilities Authority as the project progresses, toward the estimated \$7,118,050 total cost of the project.

where the Basis of Payment is a Guaranteed Maximum
Price

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion.

AGREEMENT made as of the ____ day of ____, 20__.

Owner: **Norman Utilities Authority**
201 W Gray Street – Bldg C
Norman, OK 73069

And the
Construction Manager: **Crossland Construction Company, Inc.**
408 NE 145th Place
Oklahoma City, OK 73013
Aaron Stoops, Vice President

For the Project: **New Line Maintenance Facility**
3001 East Robinson Street
Norman OK, 73071
Nathan Madenwald, Utilities
Engineer

The Consultant is: **Barrett L Williamson Architects, Inc.**
219 W. Boyd Street
#203
Norman OK, 73069
Barrett Williamson, Principal

The Program Manager is: **N/A**

The Owner and Construction Manager agree as set forth below:

ARTICLE 1 GENERAL PROVISIONS

1.1 RELATIONSHIP OF PARTIES: The Construction Manager accepts the relationship of trust and confidence established with the Owner by this Agreement, and covenants with the Owner to furnish the Construction Manager's reasonable skill and judgment and to cooperate with the Consultant in furthering the interests of the Owner. The Construction Manager shall furnish construction administration and management services and use the Construction Manager's best efforts to perform the Project in an expeditious and economical manner consistent with the interests of the Owner. The Owner shall endeavor to promote harmony and cooperation among the Owner, Consultant, Construction Manager and other persons or entities employed by the Owner for the Project.

1.2 GENERAL CONDITIONS: For the Construction Phase, the General Conditions of the contract shall be the City of Norman General Provisions Document, which is incorporated herein by reference. For the Preconstruction Phase, or in the event that the Preconstruction and Construction Phases proceeds concurrently, the City of Norman General Provisions Document shall apply to the Preconstruction Phase only as specifically provided in this Agreement. The term "Contractor" as used in the City of Norman General Provisions Document shall mean the Construction Manager.

1.3 RULES AND PROCEDURES: The Contractor shall follow the current adopted Rules and procedures established by the State of Oklahoma to ensure compliance with state statutes.

1.4 CONTRACT DOCUMENTS: The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 2.2.4 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Consultant and furnished by the Owner as described in Section 2.2.9. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

The Construction Manager shall perform the services described in this Article. The services to be provided under Sections 2.1 and 2.2 constitute the Preconstruction Phase services. If the Owner and Construction Manager agree, after consultation with the Consultant, the Construction Phase may commence before the Preconstruction Phase is completed, in which case both phases will proceed concurrently.

2.1 PRECONSTRUCTION PHASE – PHASE ONE SERVICES

2.1.1 PRELIMINARY EVALUATION: The Construction Manager shall provide a preliminary evaluation of the Owner's program and Project budget requirements, each in terms of the other.

2.1.2 CONSULTATION: The Construction Manager with the Consultant shall jointly schedule and attend regular meetings with the Owner. The Construction Manager shall consult with the Owner and Consultant regarding site use and improvements and the selection of materials, building systems and equipment. The Construction Manager shall provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor or material shortages; time requirements for procurement, installation and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, preliminary budgets and possible economies.

2.1.3 PRELIMINARY PROJECT SCHEDULE: When Project requirements described in Section 3.1.1 have been sufficiently identified, the Construction Manager shall prepare, and periodically update, a preliminary Project schedule for the Consultant's review and the Owner's approval. The Construction Manager shall obtain the Consultant's approval of the portion of the preliminary Project schedule relating to the performance of the Consultant's services. The Construction Manager shall coordinate and integrate the preliminary Project schedule with the services and activities of the Owner, Consultant and Construction Manager. As design proceeds, the preliminary Project schedule shall be updated to indicate proposed activity sequences and durations, milestone dates for receipt and approval of pertinent information, submittal of a Guaranteed Maximum Price proposal, preparation and processing of shop drawings and samples, delivery of materials or equipment requiring long-lead-time procurement, Owner's occupancy requirements showing portions of the Project having occupancy priority, and proposed date of Substantial Completion. If preliminary Project schedule updates indicate that previously approved schedules may not be met, the Construction Manager shall make appropriate recommendations to the Owner and Consultant.

2.1.4 PHASED CONSTRUCTION: The Construction Manager shall make recommendations to the Owner and Consultant regarding the phased issuance of Drawings and Specifications to facilitate phased construction of the Work, if such phased construction is appropriate for the Project, taking into consideration such factors as economies, time of performance, availability of labor and materials, and provisions for temporary facilities.

2.1.5 PRELIMINARY COST ESTIMATES:

2.1.5.1 When Design Development Documents have been prepared by the Consultant and approved by the Owner, the Construction Manager shall prepare a detailed estimate with supporting data for review by the Consultant and approval by the Owner. During the preparation of the Construction Documents, the Construction Manager shall update and refine this estimate at appropriate intervals agreed to by the Owner, Consultant and Construction Manager.

2.1.5.2 If any estimate submitted to the Owner exceeds previously approved estimates or the Owner's budget, the Construction Manager shall make appropriate recommendations to the Owner and Consultant.

2.1.6 SUBCONTRACTORS AND SUPPLIERS: The Construction Manager shall seek to develop subcontractor interest in the Project. Subcontractors and suppliers shall be selected and contracts let in strict accordance with the provisions of the Oklahoma Public Competitive Bidding Act, 61 O.S. § 101, et seq. (the "Act"). The Construction Manager represents and warrants to the Owner that: (1) the Construction Manager has sufficient experience with the requirements of the Act to effectively and efficiently solicit and receive bids from potential Subcontractors; (2) the Construction Manager will review all proposed contract documents, bidding materials, including bid notices, and bids received from potential Subcontractors for compliance with the Act; and (3) the Construction Manager will verify that all Work performed under the Contract Documents is performed in accordance with the provisions of the Act. Construction Manager may elect to self-perform portions of the Work provided that the Construction Manager competitively bids the Work under the same terms and conditions as other bidders and the Construction Manager is the lowest responsible bidder for that trade scope of work. All bids shall be made and received in accordance with the provisions of the Act.

2.1.7 LONG-LEAD-TIME ITEMS: The Construction Manager shall recommend to the Owner and Consultant a schedule for procurement of long-lead-time items which will constitute part of the Work as required to meet the Project schedule. If such long-lead-time items are procured by the Owner, they shall be procured on terms and conditions acceptable to the Construction Manager. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, all contracts for such items shall be assigned by the Owner to the Construction Manager, who shall accept responsibility for such items as if procured by the Construction Manager. The Construction Manager shall expedite the delivery of long-lead-time items.

2.1.8 EXTENT OF RESPONSIBILITY: The Construction Manager does not warrant or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The recommendations and advice of the Construction Manager concerning design alternatives shall be subject to the review and approval of the Owner and the Owner's professional consultants. It is not the Construction Manager's responsibility to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, building codes, rules and regulations. However, if the Construction Manager recognizes that portions of the Drawings and Specifications are at variance therewith, the Construction Manager shall promptly notify the Consultant and Owner in writing.

2.1.9 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION: [The Construction Manager shall comply with applicable laws, regulations and special requirements of the Contract Documents regarding equal employment opportunity and affirmative action programs.]~~NM1~~

2.2 GUARANTEED MAXIMUM PRICE PROPOSAL AND CONTRACT TIME

2.2.1 When the Drawings and Specifications are sufficiently complete, and after the award of subcontracts to subcontractors, the Construction Manager shall propose a Guaranteed Maximum Price, which shall be the sum of all subcontracts, lump sum self-perform amounts, including allowances and contingencies described in Section 2.2.3, the General Conditions, and the Construction Manager's Fee.

2.2.2 The Guaranteed Maximum Price proposal shall include the Project contingency, a sum established by the Owner for the Owner's exclusive use to cover costs which are properly reimbursable as Cost of the Work but not the basis for a Change Order. The Owner and the Construction Manager acknowledge that the Project contingency is included in the Guaranteed Maximum Price proposal for costs, which have not been taken into precise account in the establishment of the Guaranteed Maximum Price, including, but not limited to those resulting from:

- (1) scope gaps between Subcontractors;
- (2) costs due to Subcontractor failure that are not paid under applicable bonds or subcontractor default insurance;~~NM2~~
- (3) excess costs due to major weather events;
- (4) damage to the Work not recoverable from another party or insurance policy; or~~NM3~~
- (5) any other increase in the Cost of the Work due to an unforeseen event or occurrence that is not under the Construction Manager's control.

The Project contingency may be applied by the Construction Manager to any item of cost described above or as defined by the Cost of the Work without the necessity of a modification, without constituting a change in the Work, and without resulting in any change in the Guaranteed Maximum Price. The Construction Manager shall advise the Consultant and the Owner in writing and acquire written acceptance prior to applying a part of the Project contingency as allowed by the Contract Documents.

2.2.3 BASIS OF GUARANTEED MAXIMUM PRICE: The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include:

2.2.3.1 A list of the Drawings and Specifications, including all addenda thereto and the Conditions of the Contract, which were used in preparation of the Guaranteed Maximum Price proposal.

2.2.3.2 A list of allowances and a statement of their basis.

2.2.3.3 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal to supplement the information contained in the Drawings and Specifications.

2.2.3.4 The proposed Guaranteed Maximum Price, including a statement of the estimated cost organized by trade categories, allowances, contingency, General Conditions, and other items and the Fee that comprise the Guaranteed Maximum Price.

2.2.3.5 The Date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based, and a schedule of the Construction Documents issuance dates upon which the date of Substantial Completion is based.

2.2.3.6 A date by which the Owner must accept the Guaranteed Maximum Price.

2.2.4 The Construction Manager shall meet with the Owner and Consultant to review the Guaranteed Maximum Price proposal and the written statement of its basis. In the event that the Owner or Consultant discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.

2.2.5 Unless the Owner accepts the Guaranteed Maximum Price proposal in writing on or before the date specified in the proposal for such acceptance and so notifies the Construction Manager, the Guaranteed Maximum Price proposal shall not be effective without written acceptance by the Construction Manager.

2.2.6 Prior to the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal and issuance of a Notice to Proceed, the Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work, except as the Owner may specifically authorize in writing.

2.2.7 Upon acceptance by the Owner of the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price and its basis shall be set forth in Amendment No. 1. The Guaranteed Maximum Price shall be subject to additions and deductions by a change in the Work as provided in the Contract Documents, and the Date of Substantial Completion shall be subject to adjustment as provided in the Contract Documents.

2.2.8 The Owner shall authorize and cause the Consultant to revise the Drawings and Specifications to the extent necessary to reflect the agreed-upon assumptions and clarifications contained in Amendment No. 1. Such revised Drawings and Specifications shall be furnished to the Construction Manager in accordance with schedules agreed to by the Owner, Consultant and Construction Manager. The Construction Manager shall promptly notify the Consultant and Owner if such revised Drawings and Specifications are inconsistent with the agreed-upon assumptions and clarifications.

2.2.9 [The Guaranteed Maximum Price shall include in the Cost of the Work only those taxes which are enacted at the time the Guaranteed Maximum Price is established. The Owner will require that the Construction Manager review and authorize payment of any subcontractor invoices to verify that purchases are for the Line Maintenance Facility Project and the result of work by the Construction Manager.]~~NM4~~

2.3 CONSTRUCTION PHASE – PHASE TWO SERVICES

2.3.1 GENERAL: The Construction Phase shall commence on the Owner's acceptance of the Guaranteed Maximum Price proposal and the issuance of a Notice to Proceed or Work Order.

2.3.2 ADMINISTRATION

2.3.2.1 The Construction Manager shall solicit bids for all portions of the Work including portions that the Construction Manager customarily performs with the Construction Manager's own personnel. The Construction Manager shall solicit bids from subcontractors and from suppliers of materials or equipment fabricated especially for the Work in accordance with the mandatory provisions of the Act. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

2.3.2.2 If the Guaranteed Maximum Price has been established and a specific bidder (1) is recommended to the Owner by the Construction Manager; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid which conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a change in the Work be issued to adjust the Contract Time and the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

2.3.2.3 Subcontracts and agreements with suppliers furnishing materials or equipment fabricated to a special design shall conform to the payment provisions of Sections 7.1.8.

2.3.2.4 After all the subcontracts are awarded, the Owner and the Construction Manager, if mutually agreeable, may convert the Guaranteed Maximum Price to a Lump Sum Price.

2.3.2.5 The Construction Manager shall schedule and conduct meetings at which the Owner, Consultant, Construction Manager and appropriate Subcontractors can discuss the status of the Work. The Construction Manager shall prepare and promptly distribute meeting minutes.

2.3.2.6 Promptly after the Owner's acceptance of the Guaranteed Maximum Price proposal, the Construction Manager shall prepare a schedule in accordance with the City of Norman General Provisions Document, including the Owner's occupancy requirements.

2.3.2.7 The Construction Manager shall provide monthly written reports to the Owner and Consultant on the progress of the entire Work. The Construction Manager shall maintain a daily log containing a record of

weather, Subcontractors working on the site, number of workers, Work accomplished, problems encountered and other similar relevant data as the Owner may reasonably require. The log shall be available to the Owner and Consultant.

2.3.2.8 The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Consultant at regular intervals.

2.4 PROFESSIONAL SERVICES: Section 4, "Administration of the Contract", of the City of Norman General Provisions Document shall apply to both the Preconstruction and Construction Phases.

2.5 HAZARDOUS MATERIALS: Section 10 (C) of the City of Norman General Provisions Document shall apply to both the Preconstruction and Construction Phases.

ARTICLE 3 OWNER'S RESPONSIBILITIES

3.1 INFORMATION AND SERVICES

3.1.1 The Owner shall provide full information in a timely manner regarding the requirements of the Project, including a program which sets forth the Owner's objectives, constraints and criteria, including space requirements and relationships, flexibility and expandability requirements, special equipment and systems, and site requirements.

3.1.2 Reserved.

3.1.3 The Owner shall establish and update an overall budget for the Project, based on consultation with the Construction Manager and Consultant, which shall include contingencies for changes in the Work and other costs which are the responsibility of the Owner.

3.1.4 STRUCTURAL AND ENVIRONMENTAL TESTS, SURVEYS AND REPORTS: In the Preconstruction Phase, the Owner shall furnish the following with reasonable promptness and at the Owner's expense. Except to the extent that the Construction Manager knows of any inaccuracy, the Construction Manager shall be entitled to rely upon the accuracy of any such information, reports, surveys, drawings and tests described in Sections 3.1.4.1 through 3.1.4.4 but shall exercise customary precautions relating to the performance of the Work.

3.1.4.1 Reports, surveys, drawings and tests concerning the conditions of the site.

3.1.4.2 Surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All information on the survey shall be referenced to a project benchmark.

3.1.4.3 The services of a geotechnical engineer when such services are requested by the Construction Manager. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations.

3.1.4.4 Structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports which are required by law.

3.1.4.5 The services of other consultants when such services are reasonably required by the scope of the Project and are requested by the Construction Manager.

3.2 OWNER'S DESIGNATED REPRESENTATIVE: The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. This representative shall have the authority to make decisions on behalf of the Owner concerning estimates and schedules, construction budgets, and changes in the Work, and shall render such decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in the City of Norman General Provisions Document, the Consultant does not have such authority.

3.3 CONSULTANT: The Owner shall retain a Consultant to provide Basic Services, including normal structural, mechanical and electrical engineering services, other than cost estimating services, requested by the Construction Manager which must necessarily be provided by the Consultant for the Preconstruction and Construction Phases of the Work. Such services shall be provided in accordance with time schedules agreed to by the Owner, Consultant and Construction Manager. Upon request of the Construction Manager, the Owner shall furnish to the Construction Manager a copy of the Owner's Agreement with the Consultant, from which compensation provisions may be deleted.

3.4 LEGAL REQUIREMENTS: The Owner shall determine and advise the Consultant and Construction Manager of any special legal requirements relating specifically to the Project which differ from those generally applicable to construction in the jurisdiction of the Project. The Owner shall furnish such legal services as are necessary to provide the information and services required under Section 3.1.

ARTICLE 4 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

The Owner shall compensate and make payments to the Construction Manager for Preconstruction Phase services as follows:

4.1 COMPENSATION: For the services described in Sections 2.1 and 2.2, the Construction Manager's compensation shall be calculated as follows:

4.1.1 Pre-Construction Services: *(insert method and amount, use multiple entries if necessary):*

Lump sum \$14,650 for four months of Pre-Con. For each additional month, add \$3,662/month.

4.2 PAYMENTS: Payments shall be made monthly following presentation of the Construction Manager's invoice and shall be in proportion to services performed.

Payments are due and payable thirty (30) days from the date the Construction Manager's invoice is received by the Owner.

ARTICLE 5 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

The Owner shall compensate the Construction Manager for Construction Phase services as follows:

5.1 COMPENSATION: For the Construction Manager's performance of the Work as described in Section 2.3, the Owner shall pay the Construction Manager in current funds the Contract Sum consisting of the Cost of the Work as defined in Article 7 and the Construction Manager's Fee determined as follows:

5.1.1 Construction Services:

3.65% of the total Guaranteed Maximum Price

5.1.2 General Conditions (Reimbursable Costs): Refer to Attachment. *(insert method and amount, use multiple entries if necessary):*

The Owner and Construction Manager have agreed to a "General Conditions" cost that shall be included in the Guaranteed Maximum Price as part of the Cost of the Work, and shall include all costs of Construction Manager's supervisory and administrative personnel including all associated costs of insurance, taxes, benefits, vehicle allowances, cell phones, radios, telecommunications, computers, software, other miscellaneous office costs, office trailer rental, office utilities, and any other costs required to maintain a construction office on-site for a monthly lump sum amount of **to be determined in GMP Amendment** for the **to be determined in GMP Amendment** month duration of the Project through Final Completion. The monthly lump sum amount may be prorated for part of a calendar month at the commencement of construction and applied accordingly should the Project Schedule be impacted beyond the Construction Manager's control.

5.2 GUARANTEED MAXIMUM PRICE: The sum of the Cost of the Work, General Conditions, and the Construction Manager's Fee are guaranteed by the Construction Manager not to exceed the amount provided in Amendment No. 1, subject to additions and deductions by changes in the Work as provided in the Contract Documents. Such maximum sum as adjusted by approved changes in the Work is referred to in the Contract Documents as the Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

5.3 CHANGES IN THE WORK

5.3.1 Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of Amendment No. 1 may be determined by any of the methods listed in the City of Norman General Provisions Document.

5.3.2 In calculating adjustments to subcontracts (except those awarded with the Owner's prior consent on the basis of cost plus a fee), the terms "cost" and "fee" as used in the City of Norman General Provisions Document and the terms "costs" and "a reasonable allowance for overhead and profit" as used in the City of Norman General Provisions Document shall have the meanings assigned to them in that document and shall not be modified by this Article 5. Adjustments to subcontracts awarded with the Owner's prior consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

5.3.3 In calculating adjustments to the Contract, the terms "cost" and "costs" as used in the above-referenced provisions of the City of Norman General Provisions Document shall mean the Cost of the Work as defined in Article 6 of this Agreement, and the term "and a reasonable allowance for overhead and profit" shall mean the Construction Manager's Fee as defined in Section 5.1.1 of this Agreement.

5.3.4 If no specific provision is made in Section 5.1.1 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 5.1.1 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the basis of the Fee established for the original Work.

5.3.5 Prior to the beginning of the Construction Phase, all parties will agree to the percent markup for Overhead and Profit, to be implemented in the event there are changes to the work

ARTICLE 6 COST OF THE WORK FOR CONSTRUCTION PHASE

6.1 COSTS TO BE REIMBURSED

6.1.1 The term "Cost of the Work" shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. Such costs shall be at rates not higher than those customarily paid at the place of the Project except with prior consent of the Owner. The Cost of the Work shall include only the items set forth in this Article 6.

6.1.2 LABOR COSTS

6.1.2.1 Wages of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's written agreement, at off-site workshops.

6.1.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel are included in the General Conditions and shall not be charged separately as part of labor costs.

6.1.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged, at factories, workshops or on the road, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work are included in the General Conditions and shall not be charged separately as part of labor costs.

6.1.2.4 Costs paid or incurred by the Construction Manager for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreements, and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided that such costs are based on wages and salaries included in the Cost of the Work under Sections 6.1.2.1 through 6.1.2.3.

6.1.3 SUBCONTRACT AND SELF-PERFORM COSTS: Payments are due or made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts awarded pursuant to the Act and payments due to the Construction Manager for any self-performed portions of the Work.

6.1.4 COSTS OF MATERIALS AND EQUIPMENT INCORPORATED IN THE COMPLETED CONSTRUCTION

6.1.4.1 Costs, including transportation, of materials and equipment incorporated or to be incorporated in the completed construction.

6.1.4.2 Costs of materials described in the preceding Section 6.1.4.1 in excess of those actually installed but required to provide reasonable allowance for waste and for spoilage. Unused excess materials, if any, shall be handed over to the Owner at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager; amounts realized, if any, from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

6.1.5 COSTS OF OTHER MATERIALS AND EQUIPMENT, TEMPORARY FACILITIES AND RELATED ITEMS

6.1.5.1 Costs, including transportation, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment, and hand tools not customarily owned by the construction workers, which are provided by the Construction Manager at the site and fully consumed in the performance of the Work; and cost less salvage value on such items if not fully consumed, whether sold to

others or retained by the Construction Manager. Cost for items previously used by the Construction Manager shall mean fair market value.

6.1.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by the construction workers, which are provided by the Construction Manager at the site, whether rented from the Construction Manager or others, and costs of transportation, installation, minor repairs and replacements, dismantling and removal thereof. Rates and quantities of equipment rented shall be one hundred percent (100%) of current edition of the "AED Green Book" standard rates for company owned equipment and actual charges for rented equipment from outside sources.

6.1.5.3 Costs of removal of debris from the site and its proper and legal disposal.

6.1.5.4 Reproduction costs within the Construction Manager's office on site, costs of telegrams, facsimile transmissions and long-distance telephone calls, postage and express delivery charges, telephone at the site and reasonable petty cash expenses of the site office are included in the monthly General Conditions costs and shall not be charged separately as part of temporary facilities costs.

6.1.5.5 That portion of the reasonable travel and subsistence expenses of the Construction Manager's personnel incurred while traveling in discharge of duties connected with the Work.

6.1.5.6 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

6.1.6 MISCELLANEOUS COSTS

6.1.6.1 That portion directly attributable to this Contract of premiums for insurance and bonds at fixed rates agreed to by the Owner. Self-insurance for either the full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

6.1.6.2 Sales, use or similar taxes imposed by a governmental authority which are related to any portion of the Work that is not subject to the Owner's tax status and for which the Construction Manager is liable.

6.1.6.3 Fees and assessments for the building permit and for other permits, licenses and inspections for which the Construction Manager is required by the Contract Documents to pay.

6.1.6.4 Fees of testing laboratories for tests required by the Contract Documents, except those related to nonconforming Work other than that for which payment is permitted by Section 6.1.8.2.

6.1.6.5 Royalties and license fees paid for the use of a particular design, process or product required by the Contract Documents; the cost of defending suits or claims for infringement of patent or other intellectual property rights arising from such requirement by the Contract Documents; payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims and payments of settlements made with the Owner's consent; provided, however, that such costs of legal defenses, judgment and settlements shall not be included in the calculation of the Construction Manager's Fee or the Guaranteed Maximum Price and provided that such royalties, fees and costs are not excluded by the last sentence of the City of Norman General Provisions Document or other provisions of the Contract Documents.

6.1.6.6 Data processing costs related to the Work.

6.1.6.7 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility to the Owner set forth in this Agreement.

6.1.6.8 Legal, mediation and arbitration costs, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager in the performance of the Work and with the Owner's written permission, which permission shall not be unreasonably withheld.

6.1.7 OTHER COSTS: Other costs incurred in the performance of the Work if and to the extent approved in advance in writing by the Owner.

6.1.8 EMERGENCIES AND REPAIRS TO DAMAGED OR NONCONFORMING WORK: The Cost of the Work shall also include costs described in Section 6.1.1 which are incurred by the Construction Manager:

6.1.8.1 In taking action to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property, as provided in the City of Norman General Provisions Document.

6.1.8.2 In repairing or correcting damaged or nonconforming Work executed by the Construction Manager or the Construction Manager's Subcontractors or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence or failure to fulfill a specific responsibility to the Owner set forth in this agreement of the Construction Manager or the Construction Manager's foremen, engineers or superintendents, or other supervisory, administrative or managerial personnel of the Construction Manager, or the failure of the Construction Manager's personnel to supervise adequately the Work of the Subcontractors or suppliers, and only to the extent that the cost of repair or correction is not recoverable by the Construction Manager from insurance, Subcontractors or suppliers.

6.1.9 The costs described in Sections 6.1.1 through 6.1.8 shall be included in the Cost of the Work notwithstanding any provision of the City of Norman General Provisions Document.

6.1.10 Other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 6.2.

6.2 COSTS NOT TO BE REIMBURSED: The Cost of the Work shall not include:

6.2.1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Sections 6.1.2.2 and 6.1.2.3.

6.2.2 Expenses of the Construction Manager's principal office and offices other than the site office, except as specifically provided in Section 6.1.

6.2.3 Overhead and general expenses, except as may be expressly included in Section 6.1.

6.2.4 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work.

6.2.5 Rental costs of machinery and equipment, except as specifically provided in Section 6.1.5.2.

6.2.6 Except as provided in Section 6.1.8.2, costs due to the negligence of the Construction Manager or to the failure of the Construction Manager to fulfill a specific responsibility to the Owner set forth in this Agreement.

6.2.7 Costs incurred in the performance of Preconstruction Phase Services.

6.2.8 Except as provided in Section 6.1.7, any cost not specifically and expressly described in Section 6.1.

6.2.9 Costs which would cause the Guaranteed Maximum Price to be exceeded.

6.3 DISCOUNTS, REBATES AND REFUNDS

6.3.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included them in an Application for Payment and received payment therefor from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be secured.

6.3.2 Amounts which accrue to the Owner in accordance with the provisions of Section 6.3.1 shall be credited to the Owner as a deduction from the Cost of the Work.

6.4 ACCOUNTING RECORDS AND AUDITS

6.4.1 The Construction Manager shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under this Contract; the accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's accountants shall be afforded access to the Construction Manager's records, books, correspondence, instructions, drawings, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to this Project, and the Construction Manager shall preserve these for a period of three years after final payment, or for such longer period as may be required by law.

6.4.2 As used in this clause, "records" includes 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 Owner and subject to execution of a mutually acceptable non-disclosure agreement by the Construction Manager, the Owner and the Owner's auditors, the Construction Manager agrees any pertinent City, State, or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract. If an audit, litigation, or other action involving such records, are started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later. The Owner agrees that (i) lump sum amounts for General Conditions, lump sum amounts for self-perform work, Construction Manager's Lump Sum Price (if the Guaranteed Maximum Price is converted to a Lump Sum Price), subcontractor lump subcontract amounts, rates, multipliers and other fixed percentages and amounts it has agreed that the Construction Manager may charge as a Cost of the Work are subject to the Owner's audit rights only for the Owner to confirm that such lump sum amounts, rates, multipliers, percentages or amounts have been charged by the Construction Manager in accordance with the Contract Documents, and (ii) the

composition of such rates, multipliers, percentages or amounts is not subject to audit by the Owner or the Owner's auditors.

ARTICLE 7 CONSTRUCTION PHASE

7.1 PROGRESS PAYMENTS

7.1.1 Based upon Applications for Payment submitted to the Consultant and Owner by the Construction Manager and Certificates for Payment issued by the Consultant, the Owner shall make progress payments on account of the Contract Sum to the Construction Manager as provided below and elsewhere in the Contract Documents.

7.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as a mutually agreed upon by all parties.

7.1.3 Provided an Application for Payment is received by the Consultant not later than the first (1st) day of a month, the Owner shall make payment to the Construction Manager not later than as required by state statutes.

7.1.4 Each Application for Payment shall be based upon the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among the various portions of the Work, except that the Construction Manager's Fee shall be shown as a single separate item. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Consultant or Owner may require. This schedule, unless objected to by the Consultant or the Owner, shall be used as a basis for reviewing the Construction Manager's Applications for Payment.

7.1.5 Applications for Payment shall show the percentage completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed or (2) the percentage obtained by dividing (a) the expense which has actually been incurred by the Construction Manager on account of that portion of the Work for which the Construction Manager has made or intends to make actual payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

7.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

7.1.6.1 Take that portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute may be included as provided in the City of Norman General Provisions Document even though the Guaranteed Maximum Price has not yet been adjusted by Change Order.

7.1.6.2 Add that portion of the Lump Sum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing.

7.1.6.3 Add the Construction Manager's Fee, less retainage of five percent (5%). The Construction Manager's Fee shall be computed upon the Cost of the Work described in the two preceding Sections at the rate stated in Section 5.1.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, shall be an amount which bears the same ratio to that fixed-sum Fee as the Cost of the Work in the two preceding Sections bears to a reasonable estimate of the probable Cost of the Work upon its completion.

7.1.6.4 Subtract the aggregate of previous payments made by the Owner.

7.1.6.5 Subtract the shortfall, if any, indicated by the Construction Manager in the documentation required by Section 7.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's accountants in such documentation.

7.1.6.6 Subtract amounts, if any, for which the Consultant has withheld or nullified a Certificate for Payment as provided in the City of Norman General Provisions Document.

7.1.7 Reserved

7.1.8 Payments to Subcontractors shall be subject to retention in accordance with the City of Norman General Provisions Document, General Conditions of the Construction Contract. The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments and retention for subcontracts.

7.1.9 In taking action on the Construction Manager's Applications for Payment, the Consultant shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager and shall not be deemed to represent that the Consultant has made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Section 7.1.4 or other supporting data, that the Consultant has made exhaustive or continuous on-site inspections or that the Consultant has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's accountants acting in the sole interest of the Owner.

7.2 FINAL PAYMENT

7.2.1 Final payment shall be made by the Owner to the Construction Manager when (1) the Contract has been fully performed by the Construction Manager except for the Construction Manager's responsibility to correct nonconforming Work, as provided in the City of Norman General Provisions Document, and to satisfy other requirements, if any, which necessarily survive final payment; (2) a final Application for Payment and a final accounting for the Cost of the Work have been submitted by the Construction Manager and reviewed by the Owner; and (3) a final Certificate for Payment has then been issued by the Consultant and approved by the Owner; such final payment shall be made by the Owner not more than 30 days after the issuance of the Consultant's final Certificate for Payment and the Owner's approval.

7.2.2 The amount of the final payment shall be calculated as follows:

7.2.2.1 Take the sum of the Cost of the Work substantiated by the Construction Manager's final accounting and the Construction Manager's Fee, but not more than the Guaranteed Maximum Price.

7.2.2.2 Subtract amounts, if any, for which the Consultant withholds, in whole or in part, a final Certificate for Payment as provided in the City of Norman General Provisions Document or other provisions of the Contract Documents.

7.2.2.3 Subtract the aggregate of previous payments made by the Owner.

7.2.3 The Owner will review the Construction Manager's final accounting within 30 days after delivery of the final accounting to the Consultant by the Construction Manager. Based upon such Cost of the Work as the Owner determines to be substantiated by the Construction Manager's final accounting, and provided the other conditions of Section 7.2.1 have been met, the Consultant will, within seven days after the Owner's approval of the final Cost of the Work, either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager or notify the Construction Manager and Owner in writing of the Consultant's reasons for withholding a certificate as provided in Section 9 (D) (1) of the City of Norman General Provisions Document..

7.2.4 If the Cost of the Work as substantiated by the Construction Manager's final accounting to be less than claimed by the Construction Manager, the Construction Manager shall be entitled to proceed in accordance with Article 9 without a further decision of the Consultant. All claims of any disputed amount shall be submitted in accordance with Section 4 (B) and (C) of the City of Norman General Provisions Document, and shall be made by the Construction Manager within 60 days after the Construction Manager's receipt of a copy of the Consultant's final Certificate for Payment. Failure to make such demand within this 60-day period shall result in the substantiated amount reported by the Owner becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Consultant's final Certificate for Payment.

7.2.5 If, subsequent to final payment and at the Owner's request, the Construction Manager incurs costs described in Section 6.1 and not excluded by Section 6.2 (1) to correct nonconforming Work or (2) arising from the resolution of disputes, the Owner shall reimburse the Construction Manager such costs and the Construction Manager's Fee, if any, related thereto on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price.

ARTICLE 8 INSURANCE AND BONDS

8.1 INSURANCE REQUIRED OF THE CONSTRUCTION MANAGER: During both phases of the Project, the Construction Manager shall purchase and maintain insurance as set forth in Section 11 of the City of Norman General Provisions Document. Such insurance shall be written for not less than the following limits, or greater if required by law:

8.1.1 Workers' Compensation and Employers' Liability meeting statutory limits mandated by state and federal laws.

8.1.2 Commercial General Liability including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, Personal Injury and Broad Form Property Damage (including coverage for Explosion, Collapse and Underground hazards):

Each Occurrence: \$300,000.00

General Aggregate: \$1,000,000 minimum

8.1.2.1 The policy shall be endorsed to have the General Aggregate apply to this Project only.

8.1.2.2 Builder's Risk Insurance

8.1.3 Automobile Liability (owned, non-owned and hired vehicles), \$50,000/\$100,000, for bodily injury and property damage.

8.2 BONDS

8.2.1 The Construction Manager shall furnish performance, statutory and maintenance bonds covering faithful performance of the Contract, payment of obligations arising thereunder and defective materials or workmanship. Bonds shall be included in the Cost of the Work. The amount of each bond shall be equal to One Hundred percent (100%) of the Contract Sum.

8.2.2 The Construction Manager shall deliver the required bonds to the Owner at least three days before the commencement of any Work at the Project site.

ARTICLE 9 MISCELLANEOUS PROVISIONS

9.1 **DISPUTE RESOLUTION:** During both the Preconstruction and Construction Phases, Claims, disputes or other matters in question between the parties to this Agreement shall be resolved as provided in the City of Norman General Provisions Document.

9.2 OTHER PROVISIONS

9.2.1 Unless otherwise noted, the terms used in this Agreement shall have the same meaning as those in the City of Norman General Provisions Document, *General Conditions of the Contract for Construction*.

9.2.2 **EXTENT OF CONTRACT:** This Contract, which includes this Agreement and the other documents incorporated herein by reference, represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Construction Manager. If anything in any document incorporated into this Agreement is inconsistent with this Agreement, this Agreement shall govern.

9.2.3 **OWNERSHIP AND USE OF DOCUMENTS:** Article 1 (C) of the City of Norman General Provisions Document shall apply to both the Preconstruction and Construction Phases.

9.2.4 **GOVERNING LAW:** The Contract shall be governed by the laws of the State of Oklahoma.

9.2.4.1 The Construction Manager 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 www.dhs.gov/E-Verify.

9.2.5 **ASSIGNMENT:** The Owner and Construction Manager respectively bind themselves, their partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in the Contract Documents. Except as provided in Section 13 (B) of the City of Norman General Provisions Document, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

ARTICLE 10 TERMINATION OR SUSPENSION

10.1 TERMINATION PRIOR TO ESTABLISHING GUARANTEED MAXIMUM PRICE

10.1.1 Prior to execution by both parties of Amendment No. 1 establishing the Guaranteed Maximum Price, the Owner may terminate this Contract at any time without cause, and the Construction Manager may terminate this Contract for any of the reasons described in Section 14 (A) (1) of the City of Norman General Provisions Document.

10.1.2 If the Owner or Construction Manager terminates this Contract pursuant to this Section 10.1 prior to commencement of the Construction Phase, the Construction Manager shall be equitably compensated for Preconstruction Phase Services performed prior to receipt of notice of termination; provided, however, that the compensation for such services shall not exceed the compensation set forth in Section 4.1.1.

10.1.3 If the Owner or Construction Manager terminates this Contract pursuant to this Section 10.1 after commencement of the Construction Phase, the Construction Manager shall, in addition to the compensation provided in Section 10.1.2, be paid an amount calculated as follows:

10.1.3.1 Take the Cost of the Work incurred by the Construction Manager.

10.1.3.2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 5.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount which bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion.

10.1.3.3 Subtract the aggregate of previous payments made by the Owner on account of the Construction Phase.

The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager which the Owner elects to retain and which is not otherwise included in the Cost of the Work under Section 10.1.3.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 10, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders.

Subcontracts, purchase orders and rental agreements entered into by the Construction Manager with the Owner's written approval prior to the execution of Amendment No.1 shall contain provisions permitting assignment to the Owner as described above. If the Owner accepts such assignment, the Owner shall reimburse or indemnify the Construction Manager with respect to all costs arising under the subcontract, purchase order or rental agreement except those which would not have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner elects not to accept the assignment of any subcontract, purchase order or rental agreement which would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager shall terminate such subcontract, purchase order or rental agreement and the Owner shall pay the Construction Manager the costs necessarily incurred by the Construction Manager by reason of such termination.

10.2 TERMINATION SUBSEQUENT TO ESTABLISHING GUARANTEED MAXIMUM PRICE: Subsequent to execution by both parties of Amendment No. 1, the Contract may be terminated as provided in Section 14 of the City of Norman General Provisions Document, attached.

10.2.1 In the event of such termination by the Owner, the amount payable to the Construction Manager pursuant to Section 14 (B) of the City of Norman General Provisions Document shall not exceed the amount the Construction Manager would have been entitled to receive pursuant to Sections 10.1.2 and 10.1.3 of this Agreement.

10.2.2 In the event of such termination by the Construction Manager, the amount to be paid to the Construction Manager under Section 14 (A) of the City of Norman General Provisions Document shall not exceed the amount the Construction Manager would have been entitled to receive under Sections 10.1.2 and 10.1.3 above.

10.3 SUSPENSION: The Work may be suspended by the Owner as provided in Article 14 of the City of Norman General Provisions Document; in such case, the Guaranteed Maximum Price, if established, shall be increased as provided in Section 14 (C) (2) of the City of Norman General Provisions Document except that the term "cost of performance of the Contract" in that Section shall be understood to mean the Cost of the Work.

ARTICLE 11 OTHER CONDITIONS AND SERVICES

11.1 Other Documents, if any, forming part of the Contract Documents, are as follows:

Notice to Proceed/Work Order

City of Norman General Provisions

Contract Documents for the New Line Maintenance Facility

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

ATTEST:

By: Paulina Rodriguez

Subscribed and Sworn to me this 6 day
of April, 2022

Commission #/Expiration: 21009617 / 7/22

"OWNER"
THE NORMAN UTILITIES AUTHORITY,
A Public Trust having the City of Norman
Of Norman as it's beneficiary

Crossland Construction Company, Inc.
(Contractor)

By: Aaron Stoops

Name: Aaron Stoops
Title: Vice President

Date 4.6.22



Date _____

By _____
Breea Clark, Authority Chairperson

ATTEST:

By: _____
Brenda Hall, Secretary

This contract was approved as to form and legality on this _____ of _____, 2022.

City Attorney

Non-Collusion Affidavit

The statement below must be signed and notarized before this contract will become effective

STATE OF OKLAHOMA)
) ss
COUNTY OF OKLAHOMA)

Project Name: New Line Maintenance FacilityProject #: K-2122-115

Aaron Stroops, of lawful age, being first duly sworn, on oath states,
(S)he is the duly authorized agent of CROSSLAND CONSTRUCTION, the Company
under the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value
to government personnel in order to procure said Contract;.

(S)he is fully aware of the facts and circumstances surrounding the making of the Contract to which this statement is attached and has
been personally and directly involved in the proceedings leading to the procurement of said Contract: and

Neither the Company nor anyone subject to the Company's direction or control has paid, given or donated or agreed to pay, give or
donate to any office or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring
the Contract to which this statement is attached.

Crossland Construction Company
(Company Printed Name)

[Signature]
(Authorized Representative Signature)

Aaron Stroops
(Authorized Representative Printed Name)

VP-OKC
(Authorized Representative Printed Title)

Subscribed and sworn to before me this 6 day of April, 2022

Paulina Rodriguez
(Signature of notarial officer)

My Commission Expires: 7/22My Commission #: 21009617

CITY OF NORMAN GENERAL PROVISIONS

SECTION I – GENERAL PROVISIONS

A. Definitions. When used herein, the terms below shall have the following definitions:

1. "The Consultant" shall mean the person lawfully licensed to practice architecture or engineering or an entity lawfully practicing architecture or engineering identified as such in the Contract and is referred to throughout the Contract Documents as if singular in number. The term "Consultant" means the Consultant or the Consultant's authorized representative.
2. "The Contract Documents" shall mean the Bid Notice published in the Norman Transcript, the Notice to Bidders, Instructions to Bidders, Addenda issued prior to execution of the Contract, the Contractor's Bid or Proposal, the Construction Drawings, Specifications, Provisions, and Bonds thereto, this agreement between the Owner and the Contractor (hereinafter called "the Contract"), other documents listed in the Contract, and any Change Orders or Contract Amendments issued after execution of the Contract.
3. "The Contract Time" is the period of time, including authorized adjustments by Change Order, allotted in the Contract Documents for Substantial Completion of Work.
4. "Critical Path" shall mean the sequential construction tasks (each of a particular duration) that results in the least amount of time required to complete a project.
5. "The Date of Commencement" shall mean the date established in the Notice to Proceed. The date shall not be postponed by the failure of the acts of the Contractor or of persons or entities for whom the Contractor is responsible.
6. "The Date of Substantial Completion" shall mean the date certified by the Consultant and approved by the Owner in accordance with Section IX(G).
7. "The Drawings" shall mean the graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, showing the design, location and dimensions of the Work, and includes plans, elevations, sections, details, schedules, diagrams and drawing notes.
8. "The Project" shall mean the total construction of which the Work performed under the Contract Drawings and may be the whole or a part and include construction by the Owner or by separate contractors.
9. "The Specifications" shall mean those documents located in the Project Manual and are that portion of the Contract Documents consisting of the written requirements for

materials, equipment, construction systems, standards and workmanship for the Work, and performance of related services. Where there is a discrepancy between the Drawings and the Specifications, the Specifications will take precedence. Such discrepancies shall be brought to the attention of the Consultant before execution of any work related to the discrepancies.

10. "A Subcontractor" is a person or entity who has a direct contract with the Contractor to perform a portion of the Work on the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor.
11. "Substantial Completion" shall mean the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.
12. "The Work" shall mean the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

B. Execution, Correlation and Intent.

1. The Contract Documents shall be executed by authorized representatives of the Owner and the Contractor.
2. Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.
3. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents are reasonably inferable from them as being necessary to produce the intended results.
4. Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

5. Unless otherwise stated in the Contract Documents, words which have well known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

C. Ownership and Use of Drawings, Specifications and Other Documents.

1. The Drawings, Specifications and other documents prepared by the Consultant are the property of the Owner. The Contractor may retain one contract record set. Neither the Contractor nor any Subcontractor, Sub-subcontractor or material or equipment supplier shall own or claim a copyright in the Drawings, Specifications and other documents prepared by the Consultant. All copies of them, except the Contractor's record set, shall be returned or suitably accounted for to the Owner, on request, upon completion of the Work. The Drawings, Specifications and other documents prepared by the Consultant, and copies thereof furnished to the Contractor, are for use solely with respect to this Project. They are not to be used by the Contractor or any Subcontractor, Sub-subcontractor or material or equipment supplier on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner. The Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers are granted a limited license to use and reproduce applicable portions of the Drawings, Specifications and other documents appropriate to and for use in the execution of their Work under the Contract Documents.
2. The Contractor shall provide all copies of the Drawings and Project Manuals required to complete the Work. The Owner will provide an electronic copy of the documents to the reproduction company for printing purposes.

SECTION II – THE OWNER

- A. Owner's Right to Alter Specifications. The Owner may make such changes in the character of the work as may be necessary or desirable to insure completion of the work in the most satisfactory manner, provided such changes do not materially alter the original plans and specifications or change the general nature of the work as a whole. Such changes shall not be considered as waiving or invalidating any condition or provision of the Contract.
- B. Owner's Right to Stop the Work. If the Contractor fails to correct Work which is not in accordance with the requirements of the Contract Documents as required by Section XII(B) or persistently fails to carry out Work in accordance with the Contract Documents, the Owner, by written order signed personally or by an agent specifically so empowered by the Owner in writing, may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section VI(A).

- C. **Owner's Right to Carry Out the Work.** If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may after such seven-day period give the Contractor a second written notice to correct such deficiencies within a second seven-day period. If the Contractor within such second seven-day period after receipt of such second notice fails to commence and continue to correct any deficiencies, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the cost of correcting such deficiencies, including compensation for the Consultant's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due the Contractor are not sufficient to cover such payments, the Contractor shall pay the difference to the Owner.
- D. **Owner's Right to Reject Work.** The Owner shall have the authority to reject Work which does not conform to the Contract Documents.
- E. **Owner's Right to Approve Payment Applications.** The Owner shall have the right to review, evaluate and approve or reject Applications for Payment and Certificates for Payment.

SECTION III – THE CONTRACTOR

- A. **Review of Contract Documents and Field Conditions.**
1. The Contractor shall carefully study and compare the Contract Documents with each other and shall at once report to the Consultant or Owner any errors, inconsistencies or omissions discovered. The Contractor shall not be liable to the Owner or Consultant for damage resulting from errors, inconsistencies or omissions in the Contract Documents unless the Contractor recognized such error, inconsistency or omission and knowingly failed to report it to the Consultant or Owner. The Contractor shall do all work as provided in the Contract Documents and shall do such additional extra and incidental work as may be considered necessary to complete the work in a satisfactory and acceptable manner. The Contractor shall furnish all labor, materials, tools, equipment and incidentals necessary to the prosecution of the work, unless otherwise specified. If the Contractor performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the Consultant, the Contractor shall assume appropriate responsibility for such performance and shall bear an appropriate amount of the attributable costs for correction.
 2. The Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing activities.

Errors, inconsistencies or omissions discovered shall be reported to the Consultant before proceeding with the work.

B. Supervision and Construction Procedures.

1. The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless Contract Documents give other specific instructions concerning these matters.
2. The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons performing portions of the Work under a contract with the Contractor.
3. The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Consultant in the Consultant's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Contractor.
4. The Contractor shall be responsible for inspection of portions of Work already performed under this Contract to determine that such portions are in proper condition to receive subsequent Work.

C. Labor and Materials.

1. Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
2. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

D. Warranty. The Contractor warrants to the Owner and Consultant that materials and equipment furnished under the Contract will be of good quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If

required by the Consultant, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

E. Taxes. The Contractor shall pay all applicable sales, consumer, use and similar taxes for the Work or any portions thereof.

F. Permits, Fees and Notices.

1. Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for permits, fees, licenses and inspections necessary for proper execution and completion of the Work which are customarily secured after execution of the Contract and which are legally required when Bids are received. Building permits from local municipalities are required for Work.
2. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations and lawful orders of public authorities bearing on performance of the Work.
3. If the Contractor observes that portions of the Contract Documents are at variance with applicable laws, statutes, ordinances, building codes or other applicable rules and regulations, the Contractor shall promptly notify the Consultant and Owner in writing, and necessary changes shall be accomplished by appropriate Change Order.
4. If the Contractor performs Work knowing it to be contrary to laws, statutes, ordinances, building codes, and rules and regulations without such notice to the Consultant and Owner, the Contractor shall assume full responsibility for such Work and shall bear any costs attributable to such work.

G. Allowances.

1. The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities against which the Contractor makes reasonable objection.
2. Unless otherwise provided in the Contract Documents:
 - a. Materials and equipment under an allowance shall be selected promptly by the Owner to avoid delay in the Work.
 - b. Allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts.
 - c. Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum and not in the allowances.
 - d. Whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order.

- H. **Superintendent and Other Workers.** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The Contractor shall submit the name and experience qualifications of the proposed superintendents to the Owner for approval. The Consultant may demand the dismissal of any person or persons employed by the Contractor, in, about, or on the work, who shall misconduct himself or be incompetent or negligent in the proper performance of his or her duties or neglect or refuse to comply with the directions of the Consultant, and such persons shall not be employed again thereon without the written consent of the Consultant. Should the Contractor continue to employ or again employ such person or persons without the written consent of the Consultant, then the Consultant may withhold all progress payments which are, or may become due, or may suspend the work until compliance of such orders. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case.
- I. **Work Day:** Work shall be done only during regular and commonly accepted and prescribed working hours Monday through Friday. No Work shall be done nights, Saturdays, Sundays, or legal holidays, as recognized by the City of Norman, unless the Contractor submits a written request to the Owner which requests working outside of regular working hours, or on Saturdays, Sundays, or legal holidays. The Owner will respond to each of these requests, individually. Eight (8) hours shall constitute a day's work and the Contractor shall observe all State laws and City ordinances governing hours of work.
- J. **Contractor's Construction Schedules.**
1. Prior to the Notice to Proceed being issued, the Contractor shall prepare and submit for the Owner's and Consultant's information a "90 Day Construction Schedule" which shall be used to monitor the progress of the Work during the first ninety (90) calendar days of the Contract. During this ninety day period, the Contractor shall prepare and submit the "Critical Path Construction Schedule" for the entire project, including the "90 Day Project Schedule", which shall be used to monitor the remainder of the Work. The overall duration of the "Construction Schedule" shall coincide with and shall not exceed the time limits specified in the Contract Documents. During construction, if the progress of the Work does not meet the "Construction Schedule" the Contractor shall revise and resubmit the schedule for the delayed activities within 21 days of any delayed activity. Resubmitted schedules shall indicate the revised times for each activity and shall not exceed the time limits specified in the Contract Documents and any approved Change Orders. Failure to resubmit the delayed activity or maintain a current "Construction Schedule" shall be considered a breach of the Contract.
 2. The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Consultant.

3. Failure of the Contractor to construct the Work in accordance with the “90 Day Construction Schedule” or the “Construction Schedule” shall be considered a substantial breach of the Contract Documents and the Owner may terminate the Contract in accordance with Section XIV(B)(2). All “Float” time in the “Construction Schedule” shall be available to the Owner for the Owner’s use.
4. The Contractor shall prepare and keep current, for the Consultant’s approval, a schedule of submittals which is coordinated with the Contractor’s “Construction Schedule” and allows the Consultant reasonable time to review submittals.

K. Documents and Samples at the Site.

1. The Contractor shall maintain at the site for the Owner one record copy of the Drawings, Specifications, Addenda, Change Orders and other Contract Documents, in good order and marked currently to record changes and selections made during construction and, in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. These shall be available to the Consultant and shall be delivered to the Consultant for submittal to the Owner upon completion of the Work.
2. Additionally, the Contractor shall maintain at the site the Drawings that have been stamped and approved by the Norman Fire Marshal. This approved set of Drawings is only for the use of the Norman Fire Marshal's office.

L. Shop Drawings, Product Data and Samples.

1. Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or Subcontractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.
2. Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
3. Samples are physical examples which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.
4. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. The purpose of their submittal is to demonstrate, for those portions of the Work for which submittals are required, the way the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents. Review by the Consultant is subject to the limitations of Section IV(A)(7).
5. The Contractor shall review, approve and submit to the Consultant Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work or

- in the activities of the Owner or of separate Contractors. Submittals made by the Contractor which are not required by the Contract Documents may be returned without action.
6. The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Consultant. Such Work shall be in accordance with approved submittals.
 7. By approving and submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents that the Contractor has determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
 8. The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Consultant's approval of Shop Drawings, Product Samples or similar submittals unless the Contractor has specifically informed the Consultant in writing of such deviation at the time of submittal and the Consultant has given written approval to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Consultant's approval thereof.
 9. The Contractor shall direct specific attention, in writing, or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Consultant on previous submittals.
 10. Informational submittals upon which the Consultant is not expected to take responsive action may be so identified in the Contract Documents.
 11. When professional certification of performance criteria of materials, systems or equipment is required by the Contract Documents, the Consultant shall be entitled to rely upon the accuracy and completeness of such calculations and certifications.
- M. Use of Site. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents.
- N. Cutting and Patching
1. The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.
 2. The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor

Contract K-2122-115

shall not cut or otherwise alter such construction by the Owner or a separate Contractor except with written consent of the Owner and of such separate Contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the Owner or a separate Contractor the Contractor's consent to cutting or otherwise altering the Work.

O. Cleaning Up.

1. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work the Contractor shall remove from and about the Project site, all waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials.
2. If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the cost thereof shall be charged to the Contractor.

P. Access to Work. The Contractor shall provide the Owner and Consultant access to the Work in preparation and progress wherever located.

Q. Royalties and Patents. The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of patent rights and shall hold the Owner and Consultant harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Contract Documents. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Consultant.

R. Indemnification.

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Consultant, Consultant's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the Work itself including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person.
2. In claims against any person or entity indemnified by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose

acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under Oklahoma's workers' compensation laws.

SECTION IV – CONTRACT ADMINISTRATION

A. Consultant's Administration of the Contract.

1. The Consultant will provide administration of the Contract as described in the Contract Documents, and will be the Owner's representative (1) during construction, (2) until final payment is due and (3) with the Owner's concurrence, from time to time during the correction period described in Section XII(B). The Consultant will advise and consult with the Owner. The Consultant will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified by written instrument in accordance with other provisions of the Contract.
2. The Consultant and sub-consultants will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the completed Work and to determine in general if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. However, the Consultant will not be required to make exhaustive or continuous on-site inspections to check quality or quantity of the Work. On the basis of onsite observations as an Architect or Engineer, the Consultant will keep the Owner informed of progress of the Work, and will endeavor to guard the Owner against defects and deficiencies in the Work.
3. The Consultant will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility as provided in Section III(B). The Consultant will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The Consultant will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
4. Communications Facilitating Contract Administration. Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall endeavor to communicate through the Consultant and copy the Program Manager. Communications by and with the Consultant's consultants shall be through the Consultant. Communications by and with Subcontractors and material suppliers shall be through the Contractor. Communications by and with separate contractors shall be through the Owner.
5. Based on the Consultant's observations and evaluations of the Contractor's Applications for Payment, the Consultant will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

6. The Consultant will have authority to reject Work that does not conform to the Contract Documents. Whenever the Consultant considers it necessary or advisable for implementation of the intent of the Contract Documents, the Consultant will have authority to require additional inspection or testing of the Work in accordance with Section XIII(E) whether or not such Work is fabricated, installed or completed. However, neither this authority of the Consultant nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Consultant to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.
7. The Consultant will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant's action will be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate Contractors, while allowing sufficient time in the Consultant's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities (which shall be measured according to the United States Standards Measurement at the point of delivery) or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Consultant's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections III (B, D and K). The Consultant's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Consultant, of any construction means, methods, techniques, sequences or procedures. The Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
8. When modifications to the Contract or Contract Documents are being requested, the Contractor shall prepare and submit a Change Order to the Consultant. The Work described in the approved Change Order may be started by the Contractor upon receipt of the approved "Change Order".
9. The Consultant will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, will receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor, and will issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.
10. If the Owner and Consultant agree, the Consultant will provide one or more project representatives to assist in carrying out the Consultant's responsibilities at the site.

The duties, responsibilities and limitations of authority of such project representatives shall be as set forth in an exhibit to be incorporated in the Contract Documents.

11. The Consultant will interpret and decide matters concerning performance under and requirements of the Contract Documents on written request of either the Owner or Contractor. The Consultant's response to such requests will be made with reasonable promptness and within any time limits agreed upon. If no agreement is made concerning the time within which interpretations required of the Consultant shall be furnished in compliance with this Section IV(A), then delay shall not be recognized on account of failure by the Consultant to furnish such interpretations until 15 days after written request is made for them.
12. Interpretations and decisions of the Consultant will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings.

B. Claims and Disputes.

1. Definition. A Claim is a demand or assertion by the Contractor seeking, as a matter of right, adjustment or interpretation of Contract terms, payment of money, extension of time or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. Claims must be made by submitting a Change Order.
2. Decision of Consultant. Claims, including those alleging an error or omission by the Consultant, shall be referred initially to the Consultant for action as provided in Section IV(C). A decision by the Consultant, as provided in Section IV(C)(4) shall be required as a condition precedent to consideration by the Owner.
3. Time Limits on Claims. Claims must be made within 24 hours after occurrence of the event giving rise to such Claim or within 24 hours after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Claims must be made by written notice. An additional Claim made after the initial Claim has been implemented by Change Order will not be considered unless submitted in a timely manner.
4. Continuing Contract Performance. Pending final resolution of a Claim, including protest, unless otherwise agreed in writing the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make monthly progress payments in accordance with the Contract Documents.
5. Waiver of Claims: Final Payment. The making of final payment shall constitute a waiver of Claims except those arising from:
 - a. liens, Claims, security interests or encumbrances arising out of the Contract and unsettled;

- b. failure of the Work to comply with the requirements of the Contract Documents; or
 - c. terms of special warranties required by the Contract Documents.
- 6. Claims for Concealed or Unknown Conditions. If conditions are encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then written notice by the Contractor shall be given to the Consultant and Owner promptly before conditions are disturbed and in no event later than seven (7) days after first observance of the conditions. The failure by the Contractor to give such written notice of the discovered concealed or unknown condition prior to executing any additional Work shall constitute a waiver of any claim for additional compensation or time extension. Upon receipt of a written notice, the Consultant will promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. Any change in the Contract Sum or Contract Time shall only be made by the execution of a Change Order. If the Consultant determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Consultant shall so notify the Owner and Contractor in writing, stating the reasons. Claims by the Contractor in opposition to such determination must be made within 21 days after the Consultant has given notice of the decision.
- 7. Claims for Additional Cost. If the Contractor wishes to make Claim for an increase in the Contract Sum, written notice as provided herein shall be given before proceeding to execute the Work. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section (X)(B). If the Contractor believes additional cost is involved for reasons including but not limited to (1) a written interpretation from the Consultant, (2) an order by the Owner to stop the Work where the Contractor was not at fault, (3) a written order for a minor change in the Work issued by the Consultant, (4) failure of payment by the Owner, (5) termination of the Contract by the Owner, (6) Owner's suspension or (7) other reasonable grounds, Claim shall be filed in accordance with the procedure established herein. Any change in the Contract Sum shall only be made by the execution of a Change Order.
- 8. Claims for Additional Time.
 - a. If the Contractor wishes to make Claim for an increase in the Contract Time, written notice as provided herein shall be given. The Contractor's Claim shall include a description of the probable effect of delay on progress of the Work. In the case of a continuing delay only one Claim is necessary. Any change in the Contract Time shall only be made by the execution of a Change Order.
 - b. Consultant and Authority must be notified of all potential claims for additional days that exceed the work days as indicated in the Authority of

Norman Office of the Purchasing Division, Invitation to Bid, and the Contract Documents thereof, within (24) hours of the occurrence of the claim, in writing, with documentation from the National Oceanic & Atmospheric Administration (NOAA) Norman/Max Westheimer site at <http://w1.weather.gov/data/obhistory/KOUN.html>. Other sources must be submitted to the Consultant and Owner, the Authority of Norman, for approval prior to use.

- c. All claims for additional time due to adverse weather conditions, e.g. the requirement of rainfall at the construction site in excess of 0.5 inches, within (8) hours of the next working day, or a minimum of 0.5 inches of rain at the beginning of work occurring on the Critical Path Schedule planned for that day, or during the work day, with evidence substantiating the resultant loss of working time on the Critical Path Schedule, shall be submitted as stated previously, and reviewed and approved or rejected by the Consultant with the monthly payment application.
 - d. Claims for weather conditions and lost work days shall be recorded daily by the Contractor as required by Section IV(B)(8)(b) and submitted to the Consultant with the monthly payment applications, along with an updated construction schedule. A Change Order shall be executed and signed by all parties for all valid claims in order to add time to the original Contract Time as indicated in the Contract Documents.
 - e. Weather conditions and lost work days shall be recorded daily by the Contractor and submitted to the Consultant with the monthly payment applications.
9. Injury or Damage to Person or Property. If either party to the Contract suffers injury or damage to person or property because of an act or omission of the other party, of any of the other party's employees or agents, or of others for whose acts such party is legally liable, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after first observance. The notice shall provide sufficient detail to enable the other party to investigate the matter. If a Claim for additional cost or time related to this Claim is to be asserted, it shall be filed as provided in Section IV(B)(7) or (8).

C. Resolution of Claims and Disputes.

- 1. The Consultant will review Claims and take one or more of the following preliminary actions within ten days of receipt of a Claim: (1) request additional supporting data from the claimant, (2) reject the Claim in whole or in part, stating reasons for rejection, (3) recommend approval of the Claim by the Owner or (4) suggest a compromise. The Consultant may also, but is not obligated to notify the surety, if any, of the nature and amount of the Claim.
- 2. If a Claim has been resolved, the Consultant will prepare or obtain appropriate documentation.

3. If a Claim has not been resolved, the Contractor shall, within ten days after the Consultant's preliminary response, take one or more of the following actions: (1) submit additional supporting data requested by the Consultant, (2) modify the initial Claim or (3) notify the Consultant that the initial Claim stands.
4. If a Claim has not been resolved after consideration of the foregoing and of further evidence presented to the Owner by the Consultant or Contractor, the Owner will notify the Consultant and Contractor in writing that the Owner's decision will be made within seven days. Upon expiration of such time period, the Owner will render to the parties the Owner's written decision relative to the Claim, including any change in the Contract Sum or Contract Time or both. If there is a surety and there appears to be a possibility of a Contractor's default, the Owner may, but is not obligated to, notify, the surety and request the surety's assistance in resolving the controversy.
5. The Contractor may appeal the Owner's decision by submitting written notice of a protest to the Consultant within ten (10) days of receiving the Owner's decision as described in Section IV(C)(4) above.
6. Time Limits on Claims: The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than five (5) years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this section.

SECTION V – SUBCONTRACTORS

A. Award of Subcontracts and Other Contracts for Portions of the Work.

1. The Contractor, within seven (7) days of issuance of the Notice to Proceed, shall furnish in writing to the Owner, through the Consultant, the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Consultant will promptly reply to the Contractor in writing stating whether or not the Owner or the Consultant, after due investigation, has reasonable objection to any such proposed person or entity. Failure of the Owner or Consultant to reply promptly shall constitute notice of no reasonable objection.
2. The Contractor shall not contract with a proposed person or entity to whom the Owner or Consultant has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

3. If the Owner or Consultant has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Consultant has no reasonable objection. The Contract Sum shall be increased or decreased by the difference in cost occasioned by such change and an appropriate Change Order shall be issued. However, no increase in the Contract Sum shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.
 4. The Contractor shall not change a Subcontractor, person or entity previously selected if the Owner or Consultant makes reasonable objection to such change.
- B. Sub-Contractual Relations. By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes toward the Owner and Consultant. Each subcontract agreement shall preserve and protect the rights of the Owner and Consultant under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement which may be at variance with the Contract Documents. Subcontractors shall similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.
- C. Nothing herein should be construed to relieve the Contractor from its responsibility for the Work. The Contractor, shall at all times, when work is in operation, be represented either in person or by a qualified superintendent or other designated representative.

SECTION VI – CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- A. Owner's Right to Perform Construction and to Award Separate Contracts.
1. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other construction or operations on the site under Conditions of the Contract identical or substantially similar to these including those portions related to insurance and waiver of subrogation. If the Contractor claims that

delay or additional cost is involved because of such action by the Owner, the Contractor shall make such Claim as provided elsewhere in the Contract Documents.

2. The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate contractor with the Work of the Contractor who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules when directed to do so. The Contractor shall make any revisions to the construction schedule and Contract Sum deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.

B. Mutual Responsibility.

1. The Contractor shall afford the Owner and separate contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.
2. If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Consultant apparent discrepancies or defects in such other construction that would render it unsuitable for such proper execution and results. Failure of the Contractor to so report shall constitute an acknowledgment that the Owner's or separate contractors' completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.
3. Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible therefor.
4. The Contractor shall promptly remedy damage wrongfully caused by the Contractor to completed or partially completed construction or to property of the Owner or separate contractors as provided in Section X(A)(7).

- C. Owners' Right to Clean Up. If a dispute arises among the Contractor, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish as described in Section III(O), the Owner may clean up and allocate the cost among those responsible as the Consultant determines to be just.

SECTION VII – CHANGES IN THE WORK**A. Changes.**

1. Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order or order for a minor change in the Work, subject to the limitations stated in this Section VII and elsewhere in the Contract Documents.
2. A Change Order shall be based upon agreement among the Owner, Contractor and Consultant and an order for a minor change in the Work may be issued by the Consultant alone.
3. Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order.

B. Change Orders.

1. A Change Order, Form G701, is a written instrument prepared by the Consultant and signed by the Owner, Contractor and Consultant, stating their agreement upon all of the following:
 - a. a change in the Work;
 - b. the amount of the adjustment in the Contract Sum, if any; and
 - c. the extent of the adjustment in the Contract Time, if any.
2. The cost or credit to the Owner resulting from a change in the work shall be determined by the Contractor completing a Change Order which requires a listing of:
 - a. All materials with the cost per item;
 - b. all labor with the number and cost of hours; and
 - c. all equipment used with an hourly cost.
3. The Contractor must include a breakdown of costs for each Subcontractor similar to the requirements in Section VII(B)(2).

- C. Minor Changes in the Work. The Consultant will have authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Contractor. The Contractor shall carry out such written orders promptly.

SECTION VIII – TIME**A. Progress and Completion.**

1. Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Contract the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
2. The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the site or elsewhere prior to the date of commencement as established by the Notice to Proceed issued by the Owner.
3. The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

B. Work Day: Work shall be done only during regular and commonly accepted and prescribed working hours Monday through Friday. No Work shall be done nights, Saturdays, Sundays, or legal holidays, as recognized by the City of Norman, unless the Contractor submits a written request to the Owner which requests working outside of regular working hours, or on Saturdays, Sundays, or legal holidays. The Owner will respond to each of these requests, individually. Eight (8) hours shall constitute a day's work and the Contractor shall observe all State laws and City ordinances governing hours of work.**C. Delays and Extensions of Time.**

1. If the Contractor is delayed at any time in progress of the Work by an act or neglect of the Owner or Consultant, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, or by delay authorized by the Owner pending hearing results, or by other causes which the Consultant determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Consultant and Owner may determine.
2. Claims relating to time shall be made in accordance with applicable provisions of Section IV(B).
3. An extension of the Contract Time is the sole and exclusive remedy available to the Contractor, in the event of delays described in Section IV(B) (8)(b). In no event, and under no circumstances, shall the Contract Sum be increased, nor shall the Contractor claim, recover or receive payment for any delay to the Project, whether or not such delayed event is in the critical path of the construction schedule. Unless a substantial change in scope occurs and then a mutually agreeable change in cost would occur.

D. Failure to Complete Work on Time.

1. Time is of the essence. The Parties stipulate that the damage for failure to complete the project within the designated Substantial Completion date is \$500 per day, including \$500 per day for each day exceeding 30 past the Substantial Completion date.
2. Waiver of Claims for Consequential Damages
The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes
 - a. damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
 - b. damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with the termination provisions of this Agreement. Nothing contained in this section shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

SECTION IX – PAYMENTS AND COMPLETION

- A. Contract Sum. The Contract Sum is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents. The Contract Sum shall only be changed by a Change Order.
- B. Schedule of Values. Before the first Application for Payment is submitted, the Contractor shall submit to the Consultant and Owner a schedule of values allocated to various portions of the Work, prepared in such form and supported by such data to substantiate its accuracy as the Consultant and Owner may require. Each value indicated on the Schedule of Values shall be the exact amount of each subcontract or portion of the Work it represents. This schedule, unless objected to by the Consultant or Owner, shall be used as a basis for reviewing the Contractor's Applications for Payment.
- C. Applications for Payment.
 1. At least ten days before the date established for each progress payment, the Contractor shall submit to the Consultant an itemized Application for Payment for operations completed in accordance with the schedule of values. Such application shall be notarized and supported by such data substantiating the Contractor's right to payment as the Owner or Consultant may require, such as copies of requisitions from Subcontractors and material suppliers.

2. The period covered by each Application for Payment shall be one calendar month ending the last day of the month.
3. Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.
4. Five percent (5%) of all partial payments made shall be withheld as retainage.
5. All payment applications must be accompanied by the affidavits provided with the Contract Documents.
6. Such applications shall not include requests for payment of amounts the Contractor does not intend to pay to a Subcontractor or material supplier because of a dispute or other reason.
7. Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location properly bonded or insured as a warehouse for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include applicable insurance, storage and transportation to the site for such materials and equipment stored off the site. All stored materials shall be protected from weather conditions by properly secured methods. The Owner shall not pay for stored materials that are not properly protected.
8. The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or encumbrances in favor of the Contractor, Subcontractors, material suppliers, or other persons or entities making a claim by reason of having provided labor, materials and equipment relating to the Work.

D. Certificates for Payment.

1. The Consultant will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Consultant determines is properly due, or notify the Contractor and Owner in writing of the Consultant's reasons for withholding

certification in whole or in part as provided in Section IX(E)(1). The Owner shall have the right to review and approve the Certificates for Payment.

2. The issuance of a Certificate for Payment will constitute a representation by the Consultant to the Owner, based on the Consultant's observations at the site and the data comprising the Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Consultant's knowledge, information and belief, quality of the Work is in accordance with the Contract Documents. The amount indicated in the Certificate of Payment shall be computed as follows:
 - a. Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedules of values, less retainage of five percent (5%).
 - b. Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of five percent (5%).
 - c. Subtract the aggregate of previous payments made by the Owner; and
 - d. Subtract amounts, if any, for which the Consultant has withheld or nullified a Certificate for Payment as provided for herein.

E. Decisions to Withhold Certification.

1. The Consultant or Owner may decide not to certify payment and may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Consultant's opinion the representations to the Owner required by Section (IX)(D)(2) cannot be made. If the Consultant is unable to certify payment in the amount of the Application, the Consultant will notify the Contractor and Owner as provided in Subparagraph 9.4.1. If the Contractor and Consultant cannot agree on a revised amount, the Consultant will promptly issue a Certificate for Payment for the amount for which the Consultant is able to make such representations to the Owner. The Consultant may also decide not to certify payment or, because of subsequently discovered evidence or subsequent observations, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Consultant's opinion to protect the Owner from loss because of:
 - a. defective Work not remedied;
 - b. third party claims filed or reasonable evidence indicating probable filing of such claims;
 - c. failure of the Contractor to make payments properly to Subcontractors or for labor, materials or equipment;
 - d. reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
 - e. damage to the Owner or another Contractor;

- f. reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
 - g. persistent failure to carry out the Work in accordance with the Contract Documents.
2. When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

F. Progress Payments.

1. After the Consultant has issued a Certificate for Payment, the Owner shall review for approval and make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Consultant.
2. The Contractor shall promptly pay each Subcontractor, upon receipt of payment from the Owner, out of the amount paid to the Contractor on account of such Subcontractor's portion of the Work, the amount to which said Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of such Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to subcontractors in similar manner.
3. The Consultant will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Consultant and Owner on account of portions of the Work done by such Subcontractor.
4. Neither the Owner nor Consultant shall have an obligation to pay or to see to the payment of money to a Subcontractor except as may otherwise be required by law
5. Payment to material suppliers shall be treated in a manner similar to that provided in Section IX(F)(2), (3) and (4).
6. A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.
7. Should the project extend beyond the Contract Time, progress payments shall continue including approved Change Orders. Progress payments made after the Contract Time will be reduced by any applicable disincentives provided herein.

G. Substantial Completion.

1. When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and

submit to the Consultant a comprehensive list of items to be completed or corrected. The Contractor shall proceed promptly to complete and correct items on the list. Failure to include all items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Upon receipt of the Contractor's list, the Consultant will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Consultant's inspection discloses any item, whether or not included on the Contractor's list, which is not in accordance with the requirements of the Contract Documents, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Consultant. The Contractor shall then submit a request for another inspection by the Consultant to determine Substantial Completion. When the Work or designated portion thereof is substantially complete, the Owner will prepare a Certificate of Substantial Completion which shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion. The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in such Certificate.

2. Upon Substantial Completion of the Work or designated portion thereof and upon application by the Contractor and certification by the Consultant, the Owner shall make payment, reflecting adjustment for retainage for such Work or portion thereof as provided in the Contract Documents.

H. Partial Occupancy or Use.

1. The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is authorized by the Owner. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, Retainage if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Consultant as provided under Section IX(G)(1). Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Consultant.

2. Immediately prior to such partial occupancy or use, the Owner, Contractor and Consultant shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.
3. Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

I. Final Completion and Final Payment.

1. Upon receipt of written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Consultant will promptly make such inspection and, when the Consultant finds the Work acceptable under the Contract Documents and the Contract fully performed, the Consultant will promptly issue a final Certificate for Payment stating that to the best of the Consultant's knowledge, information and belief, and on the basis of the Consultant's observations and inspections, the Work has been completed in accordance with terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor and noted in said final Certificate is due and payable. The Consultant's final Certificate for Payment will constitute a further representation that conditions listed in Section (IX)(I)(2) as precedent to the Contractor's being entitled to final payment have been fulfilled.
2. Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Consultant an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied.
3. Acceptance of final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment. Such waivers shall be in addition to the waiver described in Section IV(B)(5).
4. When the Contract Time has been exceeded, including approved Change Orders, and claims for additional compensation are submitted by Consultants for extended services that are made necessary solely by the delay of the Contractor, the Owner shall deduct the amount of the claims from the final payment to the Contractor.

SECTION X – PROTECTION OF PERSONS AND PROPERTY

A. Safety of Persons and Property.

1. The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to:

- a. employees on the Work and other persons who may be affected thereby.
 - b. the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors; and
 - c. other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
2. The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
3. The Contractor shall not enter upon private property for any purpose without first obtaining permission and he shall be responsible for the preservation of and shall use every precaution necessary to prevent damage to all trees, fences, culverts, bridges, pavements driveways, sidewalk, etc. to all water, sewer, gas or electric lines or appurtenance thereof and to all other public or private property along or adjacent to the work.
4. The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.
5. Materials shall be stored so as to insure the preservation of their quality and fitness for the work. When directed by Consultant, they shall be placed on wooden platforms or other hard, clean surfaces and not on the ground, and shall be placed under cover when directed. Stored materials shall be located so as to facilitate prompt inspection.
6. When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
7. The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Section X(A)(1) caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Section X(A), except damage or loss attributable to acts or omissions of the Owner or Consultant or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section III(Q).

8. The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Consultant.
 9. The Contractor shall not load or permit any part of the construction or site to be loaded so as to endanger its safety.
- B. Emergencies. In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Section IV(B) and Section VII.
- C. Hazardous Materials and Substances
1. The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.
 2. Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.
 3. To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance

- presents the risk of bodily injury or death as described in Section C(1) and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.
4. The Owner shall not be responsible under this Section 1 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.
 5. The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section C(1), except to the extent that the cost and expense are due to the Owner's fault or negligence.
 6. If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

SECTION XI – INSURANCE AND BONDS

A. Contractor's Liability Insurance

1. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Oklahoma such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
 - a. claims under worker compensation;
 - b. claims involving contractual liability insurance;
 - c. liability insurance required by 61 O.S. §113 in an amount not less than \$25,000 for any claim of loss of property arising out of a single act, \$125,000 for any claim of injuries, including accidental death; and \$1,000,000 for any number of claims arising out of a single accident; and
 - d. builder's risk insurance
2. The insurance required by Section XI(A)(1) shall be written for not less than limits of liability specified in the Contract Documents or required by law, whichever coverage

is greater. Coverage, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of the Work until date of final acceptance by the Owner.

3. Certificates of Insurance acceptable to the Owner shall be filed with the Owner with the executed Contract. These Certificates and the insurance policies required by this Section XI(A) shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner.

B. Performance Bond, Maintenance Bond and Statutory Bond.

1. The Contractor is required to have three bonds for Contracts with the Authority exceeding Fifty Thousand Dollars (\$50,000.00):
 - a. Performance Bond for 100% of the value of the Contract to insure completion of the Work.
 - b. Maintenance Bond for 100% of the value of the Contract to provide correction of defects in the construction and equipment for one year after acceptance of the Work; and
 - c. Statutory Bond for 100% of the Contract to assure that the Owner is protected from the action of Subcontractors, suppliers and employees for unpaid debts of the Contractor.
2. All bonds shall be on the forms prescribed and issued by the Owner. All bond submittals shall contain all terms and conditions of the bonds or applicable to the bonds.
3. Irrevocable Letters of Credit may be used as a substitute for the bonds required in (B) (1) above. The Letters must be on the forms prescribed and provided by the Owner and issued by a financial institution insured by Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.
4. Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor or the Owner shall promptly furnish a copy of the bonds or of letters of credit or shall permit a copy to be made.

SECTION XII – UNCOVERING AND CORRECTION OF WORK

A. Uncovering of Work.

1. If a portion of the Work is covered contrary to the Consultant's request or to requirements specifically expressed in the Contract Documents, it must, if required in writing by the Consultant, be uncovered for the Consultant's observation and be replaced at the Contractor's expense without change in the Contract Time.

2. If a portion of the Work has been covered which the Consultant has not specifically requested to observe prior to it being covered, the Consultant may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncovering and replacement shall, by appropriate Change Order, be charged to the Owner. If such Work is not in accordance with the Contract Documents, the Contractor shall pay such costs unless the condition was caused by the Owner or a separate contractor in which event the Owner shall be responsible for payment of such costs.

B. Correction of Work.

1. The Contractor shall promptly correct Work rejected by the Consultant or failing to conform to the requirements of the Contract Documents, whether observed before or after Substantial Completion and whether or not fabricated, installed or completed. The Contractor shall bear costs of correcting such rejected Work, including additional testing and inspections and compensation for the Consultant's services and expenses made necessary thereby.
2. If, within one year after the date of Final Completion of the Work or after the date for commencement of warranties established under Section IX(G)(1), or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. This obligation under this Section XII(B)(2) shall survive acceptance of the Work under the Contract and termination of the Contract. The Owner shall give such notice promptly after discovery of the condition.
3. The Contractor shall remove from the site portions of the Work which are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.
4. If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section II (C). If the Contractor does not proceed with correction of such nonconforming Work within a reasonable time fixed by written notice from the Consultant, the Owner may remove it and store the salvable materials or equipment at the Contractor's expense. If the Contractor does not pay costs of such removal and storage within ten days after written notice, the Owner may upon ten additional days written notice sell such materials and equipment at auction or at private sale and shall account for the proceeds thereof, after deducting costs and damages that should have been borne by the Contractor, including compensation for the Consultant's services and expenses made necessary thereby. If such proceeds of sale do not cover costs which the Contractor should have borne, the Contract Sum shall be reduced by the deficiency. If payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Owner

5. The Contractor shall bear the cost of correcting destroyed or damaged construction, whether completed or partially completed, of the Owner or separate Contractors caused by the Contractor's correction or removal of Work which is not in accordance with the requirements of the Contract Documents.
6. Nothing contained in this Section XII(B) shall be construed to establish a period of limitation with respect to other obligations which the Contractor might have under the Contract Documents.

SECTION XIII – MISCELLANEOUS PROVISIONS

- A. **Governing Law.** The Contract shall be governed by Oklahoma law.
- B. **Successors and Assigns.** The Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in the Contract Documents. The Contractor shall not assign the Contract or any portion thereof without written consent of the Owner. If the Contractor attempts to make such an assignment without such consent, the Contractor shall nevertheless remain legally responsible for all obligations under the Contract.
- C. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to the individual or a member of the firm or entity or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving notice.
- D. **Rights and Remedies.**
 1. Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.
 2. No action or failure to act by the Owner, Consultant or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
 3. **Contractor's Claim for Damages.** Should the Contractor claim compensation for any alleged damage by reasons of the acts or omissions of the Owner, he shall within ten (10) days after the sustaining of such damage, make a written statement to the Consultant setting out in detail the nature of the alleged damage. On or before the 25th day of the month succeeding that in which any such damage is claimed to have been sustained, the Contractor shall file with the Consultant an itemized statement of the details and amount of such damage and upon request give the consultant access to all books of accounts, receipts, vouchers, bills of lading and other books or papers containing any evidence as to the amount of such damage. Unless such statement

shall be filed as thus required, the Contractor's claim for compensation shall be waived and he shall not be entitled to payment on account of any such damage.

E. Tests and Inspections.

1. Tests, inspections and approvals of portions of the Work required by the Contract Documents shall be made at appropriate times as specified. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections and approvals with the independent testing laboratory under separate contract with the Owner. The Contractor shall give the Consultant timely notice of when and where tests and inspections are to be made so the Consultant may observe such procedures. The Owner shall bear costs of tests, inspections or approvals.
2. If the Consultant or Owner determine that portions of the Work require additional testing, inspection or approval not included under Section XIII(E) (1), the Consultant will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection or approval by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Consultant of when and where tests and inspections are to be made so the Consultant may observe such procedures. The Owner shall bear such costs except as provided in Section XIII (E) (3).
3. If such procedures for testing, inspection or approval under Section XIII(E) (1) and (2) reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, the Contractor shall bear all costs made necessary by such failure including those of repeated procedures and compensation for the Consultant's services and expenses.
4. Required certificates of testing, inspection or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Consultant.
5. If the Consultant is to observe tests, inspections or approvals required by the Contract Documents, the Consultant will do so promptly and, where practicable, at the normal place of testing.
6. Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

- F. Audits and Records: As used in this clause, "records" includes 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 this contract, the Contractor agrees any pertinent entity will have the right to examine and audit all records relevant to execution of the resultant contract. The contractor is required to retain all records relative to this contract for the duration of the contract term and for a period of three years following completion and/or termination of

the contract. If an audit, litigation, or other action involving such records are started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

- G. 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 www.dhs.gov/e-verify.
- H. Americans with Disabilities Act of 1990 (“ADA”) (42 U.S.C. 12101). As a public entity, the City may only contract with other entities which comply with the ADA. Contractors, by signing the bid documents and entering into a contract with the City of Norman, signify that they are aware of and comply with the requirements of the ADA. Failure to be in compliance with the ADA may require cancellation of a contract.

SECTION XIV – TERMINATION OR SUSPENSION OF THE CONTRACT

A. Termination by the Contractor.

1. The Contractor may terminate the Contract if the Work is stopped for a period of 30 days through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor, for any of the following reasons:
 - a. issuance of an order of a court or other public authority having jurisdiction;
 - b. an act of government, such as a declaration of national emergency, making material unavailable; or
 - c. If repeated suspensions, delays or interruptions by the Owner as described in Section XIV(C) constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.
2. If one of the above reasons exists, the Contractor may, upon seven additional days written notice to the Owner and Consultant, terminate the Contract and recover from the Owner payment for Work executed.
3. If the Work is stopped for a period of 60 days through no act or fault of the Contractor or a Subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor because the owner has persistently failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days written notice to the Owner and the Consultant, terminate the Contract and recover from the Owner as provided in Section XIV(A) (2).

B. Termination by the Owner for Cause.

1. The Owner may terminate the Contract if the Contractor:
 - a. persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
 - b. fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
 - c. persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction;
 - d. repeatedly fails to comply with the terms and conditions of the Contract and Contract Documents;
 - e. or is otherwise guilty of substantial breach of a provision of the Contract Documents.
2. When any of the above reasons exist, the Owner may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:
 - a. take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
 - b. accept assignment of subcontracts; and
 - c. finish the Work by whatever reasonable method the Owner may deem expedient.
3. When the Owner terminates the Contract for one of the reasons stated in Section B(1) herein, the Contractor shall not be entitled to receive further payment until the Work is finished.
4. If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Consultant's services and expenses made necessary thereby, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Consultant, upon application, and this obligation for payment shall survive termination of the Contract.

C. Suspension by the Owner for Convenience

1. The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Owner may determine.
2. An adjustment shall be made for increases in the cost of performance of the Contract. No adjustment shall be made to the extent:
 - a. that performance is, was or would have been so suspended, delayed or interrupted by another cause which the Contractor is responsible; or

- b. that an equitable adjustment is made or denied under another provision of this Contract.
- 3. Adjustments made in the cost of performance may have a mutually agreed fixed or percentage fee.

GENERAL PROVISIONS

SECTION 201 - DEFINITIONS OF TERMS

201.01 – DEFINITIONS

Wherever the words, forms or phrases herein defined, or pronouns used in their stead, occur in these specifications, in the contract or in the advertisement or any document or instrument herein contemplated or to which these specifications apply, the intent and meaning shall be interpreted as follows:

AdvertisementAll of the legal publications pertaining to the work contemplated or under contract.

A.N.S.I.American National Standards Institute.

A.S.T.M.The American Society for Testing Materials.

Award.....The decisions of the City to accept the lowest responsible and most advantageous bid for the work, subject to the execution and approval of a satisfactory contract and the required bonds therefor, and to such other conditions as may be specified or otherwise required by law.

AuthorityThe Norman Municipal Authority

Bidder.....Any person or persons, partnership, company, firm or corporation acting directly or through a duly authorized representative submitting a proposal for the work contemplated.

City.....The City of Norman, Oklahoma, a Municipal Corporation, acting through its duly authorized assistants or agents.

City AttorneyThe City Attorney of the City of Norman, Oklahoma, or their duly authorized assistants or agents.

City Clerk	The City Clerk of the City of Norman, Oklahoma, or their duly authorized assistants or agents.
City Manager	The Manager of the City of Norman, Oklahoma
City Controller	The City Controller of the City of Norman, Oklahoma or his duly authorized assistants or agents.
Contract	The written agreement covering the performance of the Work. The Contract includes the Advertisement and Notice to Bidders, Proposal, Bonds, Specifications, including special provisions, plans or working drawings and any supplemental agreement pertaining to the work or materials therefore.
Contractor	The person or persons, partnership, company, firm, or corporation entering into Contract for the execution of the work, acting directly or through a duly authorized representative.
Consultant	The City of Norman Development Coordinator, or their duly authorized agents, assistants, inspectors, or Superintendent.
Furnish	To supply.
Maintenance Bond	The approved form of security furnished by the Contractor and their Surety as a guarantee that they will maintain the work constructed by them in good condition for the period of time required.
Mayor	The Mayor of the City of Norman, Oklahoma.
Performance Bond	The approved form of security furnished by the Contractor and their surety as a guarantee of good faith on the part of the Contractor to execute the work in accordance with the plans and specifications and terms of the Contract.
Plan or Plans	All of the drawings pertaining to the Contract and made a part thereof, including such supplementary drawings as the Consultant may issue from time to time, in order to elucidate other drawings or for the

purpose of showing changes in the work as authorized under the Section "Changes and Alterations," or for showing details not shown thereon.

- Proposal.....The written statement or statements duly filed with the Purchasing Agent of the person or persons, partnership, company, firm, or corporation proposing to do the work contemplated.
- Proposal Form.....The approved form on which the formal bids for the Work are to be prepared and submitted.
- Proposal Guaranty.....The security, designated in the "Proposal Form" and in the "Advertisement," to be furnished by the Bidder as a guarantee of good faith to enter into contract with the City and to execute the required bonds for the work contemplated after the work is awarded to him.
- ProvideTo furnish and erect or install.
- Special Provisions.....The special clauses setting forth conditions or requirements peculiar to the specific project involved supplementing the Standard Specifications and taking precedent over any conditions or requirements of the Standard Specifications with which they are in conflict.
- Specifications.....The directions, provisions, and requirements contained herein, together with the "Special Provisions" supplemental hereto, pertaining to the method and manner of performing the work or to the quantities or qualities of materials to be furnished under the Contract.
- Statutory BondThe approved form of Surety set up and furnished by the Contractor and his Surety as a guarantee that he will pay, in full, all bills and accounts for materials and labor used in the construction of the work, as provided by law.
- Surety or Sureties.....The corporate body which is bound by such bonds as are required with and for the Contractor, and engages to be responsible for the entire and satisfactory fulfillment of the Contract and for any

and all requirements as set out in the specifications, Contract, or plans.

The WorkAll work, including the furnishing of labor, materials, tools, equipment and incidentals, to be performed by the Contractor under the terms of the Contract.

Working Day.....Work shall be done only during regular and commonly accepted and prescribed working hours Monday through Friday. No Work shall be done nights, Saturdays, Sundays, or legal holidays, as recognized by the City of Norman, unless the Contractor submits a written request to the Owner which requests working outside of regular working hours, or on Saturdays, Sundays, or legal holidays. The Owner will respond to each of these requests, individually. Eight (8) hours shall constitute a day's work and the Contractor shall observe all State laws and City ordinances governing hours of work.

SECTION 202 – PROPOSAL REQUIREMENTS AND CONDITIONS

202.01 – CONTENTS OF PROPOSAL FORM

The Authority will furnish Bidders with proposal forms which will state the general locations and description of the contemplated work and which will contain a list of the items of work to be done or materials to be furnished and upon which bid prices are asked. The proposal form will state the time limits for commencing and for completing the work and will provide for entering the amount of the proposal guaranty. The proposal form will contain a Non-Collusion Affidavit.

202.02 – INTERPRETATION OF PLANS AND SPECIFICATIONS

If any person contemplating submitting a bid for the proposed Contract is in doubt as to the true meaning of any part of the plans, specifications or other proposed Contract documents, he may submit to the Consultant a written request for an interpretation thereof. The person submitting such request will be responsible for its prompt delivery. An interpretation of the proposed documents will be made only by Addendum issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Authority will not be responsible for any other explanations or interpretations of the proposed document.

202.03 – EXAMINATION OF DOCUMENTS AND SITE OF WORK

Bidders are required, prior to submitting any proposal, to read carefully the Specifications, the Proposal, Contract and Bond forms; to examine carefully all plans on file with the City Controller and Consultant; to visit the site of work; to examine carefully local conditions; to

inform themselves by their independent research of the difficulties to be encountered and judge for themselves of the accessibility of the work and all attending circumstances affecting the cost of doing the work in the time required for its completion and obtain any information required to make an intelligent proposal. Bidders shall rely exclusively upon their own estimates, investigations and other data which are necessary for full and complete information upon which the proposal may be based. It is mutually agreed that submission of a proposal will evidenced that the Bidder has made the examinations and investigations required herein.

202.04 – PREPARATION OF PROPOSAL

The Bidder shall submit his proposal on the forms furnished by the Authority. All blank spaces in the proposal forms shall be correctly filled in and the Bidder shall state the prices, written in ink, both in words and numerals, for which he proposes to do the work contemplated or furnish the materials required.

Such prices shall be written distinctly legible. In case of conflict between words and numerals, the words will govern. If the proposal is submitted by an individual, his name must be signed by him or his duly authorized agent and his post office address given. If the proposal is submitted by a firm or partnership, the name and post office address of each member must be given and the proposal signed by a member of the firm or partnership as a person duly authorized. If the proposal is made by a company or corporation, the company or corporate name and the state under the laws of which said company or corporation is chartered and the business address must be given and the proposal signed by an official or agent duly authorized. Powers of Attorney, authorizing agents or other to sign proposals must be properly certified and must be in writing and on file with the City Clerk or submitted with the proposal.

202.05 – PROPOSAL AFFIDAVIT

Each proposal or copy thereof shall be accompanied by a sworn statement in writing that the person signing the proposal executed said proposal in behalf of the Bidder therein named and that he had lawful authority to do so and that the said Bidder has not directly or indirectly entered into any agreement, express or implied, with any other Bidder or Bidders having for its object the controlling of the amount of such bid or any bids, the limiting of the bids or bidders, the parceling or farming out to any Bidder or the subject matter of the bid or the profits thereof, and that he has not and will not divulge said sealed bid to any person whatever except those having a partnership or other financial interest with him in said bid, until after the said sealed bids are opened.

202.06 – PROPERTY GUARANTY

Proposals will not be considered unless the original filed with the Purchasing Agent is accompanied by a Bidder's bond, or certified or cashier's check in the required amount, made payable to the "Norman Municipal Authority." The check shall be in the amount as designated in the Advertisement. The Proposal Guaranty is required as evidence of good faith and as a guarantee that, if awarded the Contract, the Bidder will execute the contract and furnish the required bonds within the required time.

202.07 – FILING OF PROPOSALS

No proposals will be considered by the Authority unless they are filed in a sealed envelope, with the Purchasing Agent at his office at 201 West Gray Street, Building C, Norman, Oklahoma, within the time limit for receiving proposals, as stated in the Advertisement. The proposal shall be plainly marked on the envelope with the word "Proposal" and the name of the project.

202.08 – WITHDRAWAL OF PROPOSALS

Permission will not be granted to withdraw or modify and proposal after it has been filed and before the time set for opening proposals. Request for non-consideration of proposals must be made in writing, addressed to the Norman Municipal Authority and filed with the Purchasing Agent before the time set for opening proposals. After other proposals are opened and read, the proposal for which withdrawal is properly requested and granted will be returned unopened.

202.09 – OPENING OF PROPOSALS

The proposals filed with the Purchasing Agent will be opened at the time stated in the Advertisement and shall thereafter remain on file in the office of the Purchasing Agent two (2) days before any Contract will be entered into, based on such proposals. Bidders are invited to attend the opening of the proposals.

202.10 – IRREGULAR PROPOSALS

Proposals will be considered irregular if they show any omissions, alterations of forms, additions or conditions not called for, unauthorized alternate bids or irregularities of any kind. However, the Authority reserves the right to waive technicalities as to changes, alterations or reservations and make the award in the best interest of the Authority.

202.11 – REJECTION OF PROPOSALS

The Authority reserves the right to reject any or all proposals, and all proposals submitted are subject to this reservation. Proposals may be rejected for any of the following specific reasons:

- a. Proposal received after time limit for receiving proposals as stated in the Advertisement.
- b. Proposal prices obviously unbalanced.
- c. Summation of proposal prices on any one project above the Engineer's estimate of cost for such project.
- d. Proposal containing any irregularities.

202.12 – DISQUALIFICATION OF BIDDERS

Bidders will be disqualified and their proposals not considered for any of the following specific reasons:

- a. Where more than one proposal for an individual, firm, partnership or corporation is filed under the same or different names and where such proposals are not identical in every respect.
- b. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated or materials to be furnished.
- c. Reason for believing that collusion exists among the Bidders.
- d. The Bidder being in arrears on any existing Contracts, interested in any litigation against the Authority, or having defaulted on a previous Contract.
- e. Lack of competency, as revealed by the financial statement, experience and equipment questionnaires, etc.
- f. Uncompleted work, in the judgment of the Authority, will hinder or prevent the prompt completion of additional work, if awarded.

202.13 – FALSE INFORMATION AFFIDAVIT

Each bidder must submit with the bid proposal a “False Information Affidavit” which states that neither the bidding company nor any other company, owned or previously owned by anyone who is in an ownership or managerial capacity with the bidding company has ever knowingly submitted false information to the Authority.

SECTION 203 – AWARD AND EXECUTION OF CONTRACT

203.01 – CONSIDERATION OF PROPOSALS

After the proposals are opened, those proposals containing unit prices will be tabulated for comparison on the basis of the quantities shown in the approximate estimate. Until the final award of the Contract, the City reserves the right to reject any or all proposals, to waive technicalities and to advertise for new proposals or proceed to do the work otherwise when the best interest of the Authority will be promoted thereby.

203.02 – AWARD OF CONTRACT

The Authority reserves the right to withhold the award of the Contract for a reasonable period of time from the date of opening the proposals and no award will be made until the necessary investigations are made as to the responsibility of the low Bidder. No Contract will be awarded until at least 24 hours after opening the proposals. The awarding of the Contract shall give the Bidder no right of action or claim against the Authority upon such Contract until the execution of the Contract shall have been completed and the Contract delivered to the Contractor. The Authority reserves the right to award all or any portion of the work.

203.03 – RETURN OF PROPOSAL GUARANTY

As soon as the proposal prices have been compared, the Authority may, at its discretion, return the proposal guaranties accompanying those proposals which, in its judgment would not be considered in making the award. After the award is made, only the successful Bidder's check will be retained until the required Contract and Bonds have been executed, after which it will be returned to the Bidder. Should the awarding of the Contract be delayed more than thirty (30) days, all Bidders' checks will be returned, unless such delay is from causes beyond the control of the Authority, and, in such event, the proposal and Bidder's check, of any Bidder, will be returned at the Bidder's option.

203.04 – SURETY BONDS

With the execution of delivery of the Contract, the Contractor shall furnish and file with the Authority in the amounts required, the following surety bonds:

- a. A good and sufficient Performance Bond in an amount equal to one hundred (100%) percent of the approximate total amount of the Contract, guaranteeing the full and faithful execution of the work and performance of the Contract and for the protection of the Authority and all property owners interested against any damage by reason of negligence of the Contractor, or the improper execution of the work or the use of inferior materials.
- b. A good and sufficient Statutory Bond in an amount equal to one hundred (100%) percent of the approximate total amount of the Contract, guaranteeing payment for all labor, materials, and equipment used in the construction of the improvements.
- c. A good and sufficient Maintenance Bond in an amount equal to one hundred (100%) percent of the total amount of the Contract, guaranteeing the maintenance in good condition of such improvements for a period to one (1) year from and after the time of the completion and acceptance by the City of said improvements.

No Surety will be accepted who is now in default or delinquent on any bond or who is interested in any litigation against the Authority. All bonds shall be made on forms furnished by the Authority and shall be executed by surety companies licensed to do business in the State of Oklahoma and acceptable to the Authority. Each bond shall be executed by the Contractor and the Surety. Should any Surety on the Contract be determined unsatisfactory at any time by the Authority, notice will be given to the Contractor to that effect, and the Contractor shall forthwith substitute a new Surety or Sureties satisfactory to the Authority. No payment will be made under the Contract until the new Surety or Sureties, as required, have qualified and been accepted by the Authority. The Contract shall not be operative nor shall any payments be due until approval of the bonds has been made to the Authority.

203.05 – EXECUTION OF CONTRACT

The person or persons, partnership, company, firm, or corporation to whom the Contract is to be awarded, shall sign the necessary agreements entering into the required Contract with the Authority and execute and deliver the required bonds.

No Contract shall be binding on the City until it has been approved by the City Attorney, executed by the Authority, and delivered to the Contractor.

203.06 – FAILURE TO EXECUTE CONTRACT

Upon failure of the Bidder to execute the required bonds or to sign the required Contract after the Contract is transmitted to the Contractor, he will be considered to have abandoned his proposal. By reason of the uncertainty of market prices of the materials and labor and it being impracticable and extremely difficult to fix the amount of damages to which the Authority would be put by reasons of said Bidder's failure to execute said Bonds and Contract, the proposal guaranty accompanying the proposal shall be the agreed amount of damages which the Authority will suffer by reason of such failure on the part of the Bidder and shall thereupon be retained by the City as liquidated damages. The filing of a proposal will be considered as an acceptance of this provision.

Time is of the essence. The Parties stipulate that the damage for failure to complete the project within the designated Substantial Completion date is \$500 per day, including \$500 per day for each day exceeding 30 past the Substantial Completion date.

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

CONTRACTORBy: *Arnon Stroops*

Corporate Seal, where applicable:

Name: Arnon StroopsTitle: VICE PRESIDENT**ATTEST:**By: Paulina RodriguezTitle: HR Generalist**Contract Affidavit**

STATE OF Oklahoma
 COUNTY OF OKLAHOMA

Arnon Stroops, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by CONTRACTOR to submit the above CONTRACT to the CITY. Affiant further states that CONTRACTOR has not paid, given, donated, or agreed to pay the above CONTRACT or give or donate to any officer or employee of the CITY any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

Arnon Stroops
 Signature

Submitted and sworn to before me this 14 day of January 2021.

Paulina Rodriguez
 Notary Public

Commission Number: 21009617

My Commission Expires: 7/22



OWNER

By: _____
Breea Clark, Chairperson

ATTEST:

By: _____
Brenda Hall, Secretary

Approved as to form and legality this _____ day of _____, 2021.

City Attorney

AFFIDAVIT

STATE OF _____

P.O. No. _____

COUNTY OF _____

INVOICE No. _____

AMOUNT _____

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. Affiant further states that the work, as shown by this invoice, has been completed in accordance with the plans and specifications furnished the Affiant. Affiant further states that (s)he has made no payments, 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, money or any other thing of value to obtain payment of the invoice or to procure award of this Contract order pursuant to which an invoice is submitted.

Company Name_____
Engineer or Supervisory Official

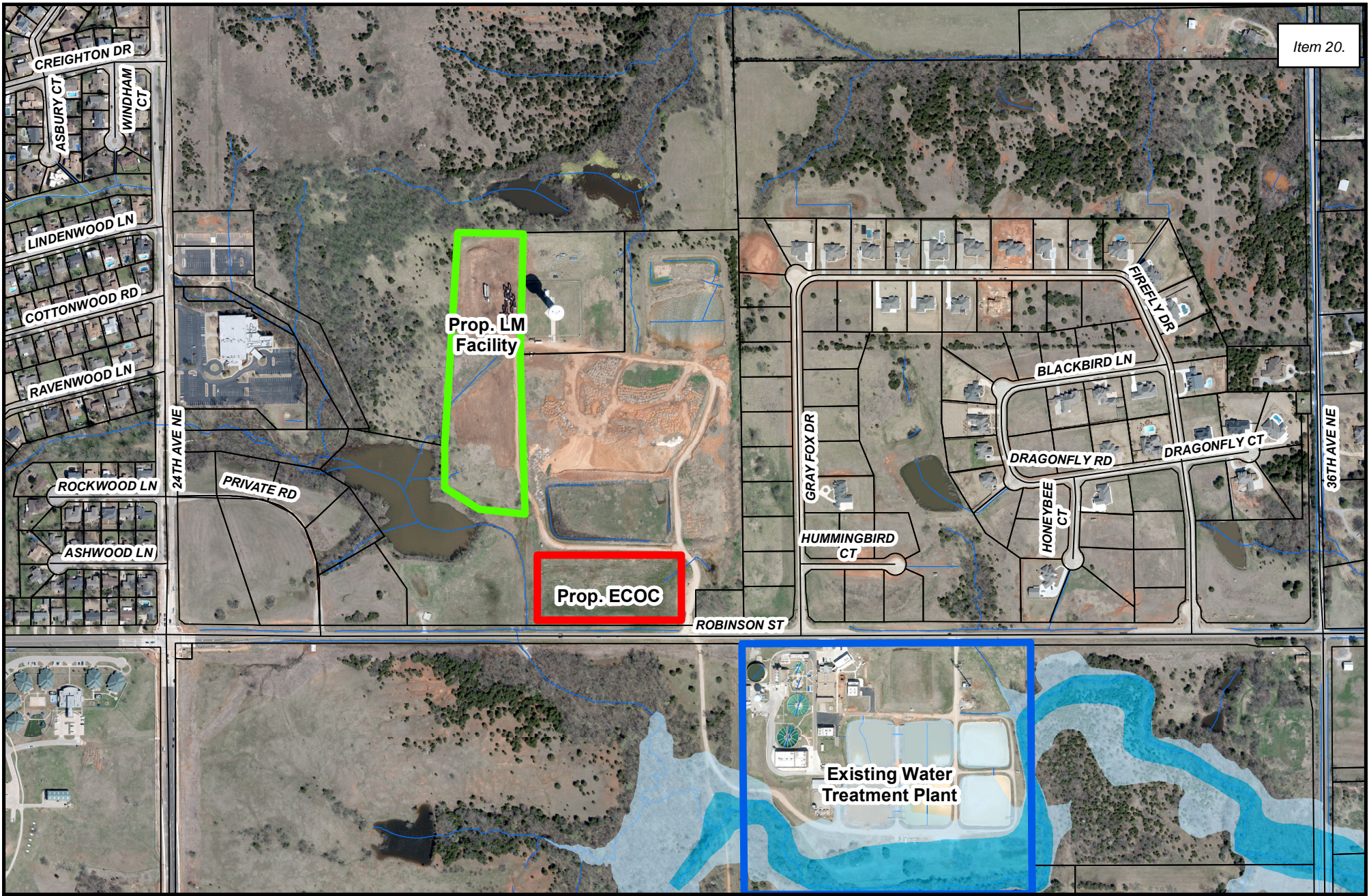
Submitted and sworn to before me this _____ day of _____, 2021.

Notary Public


Commission Number: _____

My Commission Expires: _____

This form must be completed and submitted before any invoice over \$12,500.00 can be processed for payment.



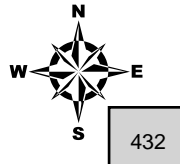
Proposed Line Maintenance Facility

 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.

0 300 600 1,200 Feet

April 18, 2022



File Attachments for Item:

21. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-116: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PLAYCORE D/B/A GAMETIME, IN THE AMOUNT OF \$362,599.30; PERFORMANCE BOND B-2122-79; STATUTORY BOND B-2122-80; AND MAINTENANCE BOND MB-2122-57 FOR THE ANDREWS PARK PLAYGROUND PROJECT, RESOLUTION R-2122-108 GRANTING TAX EXEMPT STATUS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 4/26/2022

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-116: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PLAYCORE D/B/A GAMETIME, IN THE AMOUNT OF \$362,599.30; PERFORMANCE BOND B-2122-79; STATUTORY BOND B-2122-80; AND MAINTENANCE BOND MB-2122-57 FOR THE ANDREWS PARK PLAYGROUND PROJECT, RESOLUTION R-2122-108 GRANTING TAX EXEMPT STATUS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

In November 2020, the City of Norman officially opened the new Ruby Grant Community Park, which included the city's first all-inclusive playground project. The play environment there is accessible to mobility devices at multiple levels via ramps and elevated walkways, and there are several other play features that are designed for those with vision impairment, other physical disabilities, and/or are on the autism spectrum. It is a very popular community attraction designed and built with a large parking area adjacent to it to accommodate the anticipated large number of visitors it would attract. We are also renovating all of our neighborhood parks; and always make sure that a percentage of each new playground is comprised of ADA-compliant, accessible features. However, we do not design these smaller parks as a community-wide attraction due to the parking demand of an all-inclusive playground—plus the cost of providing the extra access routes and construction methods necessary to build at an all-inclusive level versus the available budget for each neighborhood park. However, we do have other Community Parks in our system where we could create another playground modeled after the features found at Ruby Grant Park. The Ruby Grant type model on ADA-compliant playgrounds, Parks hopes this will be the standard for Norman's Community Parks.

The large playground in Andrews Park is over 20 years old and is nearing the end of its planned lifespan. It frequently needs repairs or replacement parts, and due to its age, those parts are becoming harder to acquire. The smaller "tot lot" in Andrews Park is much newer and in good shape. Parks would like to replace the large playground with an all-inclusive design, including a poured-in-place rubber surface, shade structures, and modern, accessible features directly adjacent to the tot lot.

DISCUSSION:

The OMNIA Purchasing Agreement is a procurement source for governmental agencies, a subdivision or lead agency of which is the State of Oklahoma. All vendors contracted with OMNIA are those offering the best prices to governmental entities and who meet the criteria required for competitive bidding. For the Parks and Play Equipment industry, OMNIA awarded contract # O-5584 to Playcore Group, Inc, whom we worked with as a subcontractor to our Construction Manager to design and install the all-inclusive playground at Ruby Grant Park. The City's Purchasing Department has reviewed and approved the use of the OMNIA agreement for purchases by the City of Norman.

We have met with representatives from Playcore and reviewed their portfolio of work throughout the region and across the country to see examples of the type of playground we would like to construct in Andrews Park. We have also reviewed the project idea with the Norman ADA Coordinator, who has funding available to make accessibility improvements at Andrews Park as part of the Norman Transition Plan in this Fiscal Year's budget, as well as a recently-appropriated amount from the General Fund for a new accessible playground at Andrews Park. The total project budget for the Andrews Park Inclusive Playground is \$350,000, and the remaining funding for the Norman Transition Plan Accessibility Improvements is \$83,925. Parks is confident that Playcore has the experience, organization, and skilled labor necessary to build a playground that will serve the Norman disability and special needs community in a location that will best accommodate the largest number of people.

The design proposal from Playcore, based on their OMNIA contract, is attached. We will utilize the services of our in-house crews and local contractors as needed to demolish the existing playground and prepare the necessary grading and drainage at the site in preparation for the new playground. Parks will work with the Playcore design team to produce all other project parts not covered in the playground equipment proposal presented here, such as the final location of any access sidewalks and fencing sections that may help control access to and from the new play area and safely separate it from other activities in the Park. Once all of the associated park design is completed, we will begin construction with the intent of completing the project in the summer of this year (2022).

At this time, we are proposing that the playground construction contract with Playcore, based on their best-pricing bid with OMNIA, be awarded in the amount of \$362,599.30. This cost will include the turnkey project to provide and install the proposed play features, impact surfacing system, and shade structures. It leaves funds in the Andrews Park Accessibility Improvements Transition Plan Project for the other work around the new playground. Funding for this contract is available in the Andrews Park Playground Project and the Norman Transition Plan Accessibility Improvements (Andrews Park) Project.

\$12,600 from the Norman Transition Plan Accessibility Improvements fund are being used to cover the full playground construction contract cost. The remaining \$71,325 of the Norman Transition Plan Accessibility Improvements fund will be used by Parks to provide ADA compliant access and other ADA improvements throughout Andrews Park.

RECOMMENDATION NO. 1: It is recommended that \$12,600 be transferred from Norman Transition Plan Accessibility Improvements (account 50592206-46101; project TC0038) to the Andrews Park Accessible Playground Project (account 50794442-46101; project PR0027).

RECOMMENDATION NO. 2: It is recommended that Contract K-2122-116 be awarded to Playcore dba Gametime in the amount of \$362,599.30 for the Andrews Park Playground Project.

RECOMMENDATION NO.3: It is further recommended that City Council approve Performance Bond B-2122-79, Statutory Bond B-2122-80, and Maintenance Bond MB-2122-57

RECOMMENDATION NO.4: It is further recommended that Playcore dba Gametime be authorized and appointed as project agent for the Andrews Park Playground Project by Resolution R-2122-108.

Contract # K-2122-116**C O N T R A C T**

THIS CONTRACT made and entered into this ____ day of _____, 20____, by and between Gametime, Inc. as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the City, Party of the Second Part.

W I T N E S S E T H

WHEREAS, the City has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all said bidding documents, and has chosen to utilize the pricing obtained on the U.S. Communities/OMNIA Partners Contract No. 2017001134 Contract, which has been advertised as required by law, and has received a specific written proposal from the NIPA contractor selected to supply materials and labor for projects in the same category as the following project:

ANDREWS PARK PLAYGROUND

as outlined and set out in the bidding information and in accordance with the terms and provisions of said contract; and

WHEREAS, the Contractor in response to said request for pricing based on the current OMNIA National Purchasing Contract, has submitted to the City of Norman in the manner and at the time specified, a proposal in accordance with the terms of this Contract; and

WHEREAS, the City, in the manner provided by law, has examined, and canvassed the proposal submitted and has determined and declared the above-named Contractor to be the lowest and best bidder on the above-prepared project, and has duly awarded this contract to said Contractor, for the total sum named in the proposal, to wit: Three Hundred Sixty Two Thousand Five Hundred Ninety Nine DOLLARS and Thirty CENTS (\$ 362,599.30);

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The Contractor shall, in a good and first-class, workmanlike manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with the NIPA Contract and this Contract and the following Contract Documents:

Specifications, Provisions and Bonds thereto, all of which documents are on file in the office of the City Clerk of the City of Norman, and are made a part of this Contract as fully as if the same were set out at length, with the following additions and or exceptions: SEE ATTACHED PRICE QUOTE AND WARRANTY INFORMATION.

Contract # K-2122-116

2. The City shall make payments to the Contractor in the following manner: Upon completion of the entire project, the project manager, or other appropriate person, will make accurate estimates of the value, based on contract prices, or work done, and materials incorporated in the work. The Contractor shall furnish to the project manager, or the appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the final payment request.

Each estimate for payment must contain or have attached an affidavit as required by Senate Bills 469 of the 1974 Legislature.

On completion of the work, but prior to the acceptance thereof by the City, it shall be the duty of the project manager, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said Contract Documents; and upon making such determinations said official shall make his final certificate to the City.

The Contractor shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit; thereupon, the final estimate (including retainages) will be approved and paid.

3. It is further agreed that the Contractor will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously, and complete the same in one hundred eighty (180) calendar days.

The Contractor's bid or proposal, on file in the office of the City Clerk of the City of Norman, is hereby referred to and by reference thereto is made part of this contract as if fully written in detail herein or attached thereto.

To that end, no provision of this contract or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the City to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the Contractor, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligation of the Contractor; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the City or in any way to restrict the freedom of the City to exercise full discretion in its dealing with the Contractor.

4. The sworn, statement below must be signed and notarized before this Contract will become effective.

Contract # K-2122-116

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the _____ day of _____, 20____.

CORPORATE SEAL

Playcore dba Gametime

Company Name

ATTEST: Dustin Wooten

Corporate Secretary

BY Clint Whiteside

President

STATE OF Tennessee)COUNTY OF Hamilton)

Clint Whiteside, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by Contractor to submit the above Contract to the City. Affiant further states that Contractor has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City any money or other thing of value, either directly or indirectly, in the procuring of the contract.

Clint Whiteside
President

Subscribed and sworn to before me this 6 day of April, 2022.

My commission expires 10-23-2023

Jesse Hall
Notary Public

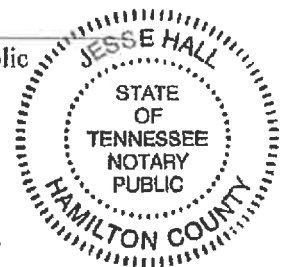
My Commission Expires: _____

Commission Number: _____

CITY OF NORMAN

Approved as to form and legality this 19 day of April, 2022.

David G. [Signature]
City Attorney



Approved by the City Council this _____ day of _____, 20____.

ATTEST:

Mayor_____
City Clerk

PAYMENT AFFIDAVIT

STATE OF _____

P.O. NO. _____

COUNTY OF _____

INVOICE NO. _____

AMOUNT _____

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. Affiant further states that the work, as shown by this invoice, has been completed in accordance with the plans and specifications furnished the Affiant. Affiant further states that (s)he has made no payments, 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, money or any other thing of value to obtain payment of the invoice or to procure award of this Contract order pursuant to which an invoice is submitted.

Company Name_____
Engineer, or Supervisory Official

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (or Officer having
Power to Administer Oaths)

My Commission Expires: _____

Commission Number: _____

This form must be completed and submitted before any invoice over \$25,000.00 can be processed for payment.

Bond No. 0245416

Bond # B-2122-79**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, Playcore Wisconsin, Inc. dba GameTime as PRINCIPAL, and Berkley Insurance Company, a corporation organized under the laws of the State of Delaware, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto the City of Norman, a Public Trust of the State of Oklahoma, herein called CITY, in the full and just sum of Three Hundred Sixty Two Thousand Five Hundred Ninety Nine DOLLARS and Thirty CENTS (\$ 362,599.30), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns jointly and severally, firmly by these presents. Dated this 7th day of April, 2022.

The conditions of this obligation are such, that whereas, said PRINCIPAL is the lowest and best bidder for the making of the following CITY work and improvements, viz.:

ANDREWS PARK PLAYGROUND

and has entered into a certain written CONTRACT with CITY dated April 6 2022, for the erection and construction of said work and improvement, which said CONTRACT is hereby made a part and parcel of this bond as if fully set forth, herein.

NOW, THEREFORE, if said PRINCIPAL shall, in all particulars, well, truly and faithfully perform and abide by said CONTRACT and each and every covenant, condition and part thereof and shall fulfill all obligations resting upon said PRINCIPAL by the terms of said contract and said specifications; and if said PRINCIPAL shall promptly pay, or cause to be paid, all labor, materials and/or repairs and all bills for labor performed on said work, whether by subcontract or otherwise; and if said PRINCIPAL shall protect and save harmless the CITY from all loss, damage and expense to life or property suffered or sustained by any person, firm, or corporation caused by said PRINCIPAL or his or its agents, servants, or employees in the construction of said work, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of said Principal or his or its agents servants, or employees, and if said Principal shall protect and save the CITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

It is further expressly agreed and understood by the parties thereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond #B-2122-79

ATTEST:

Maria C. Townson
 Corporate Secretary
 MARIA C. TOWNSON, CORP DIR RISK

ATTEST:

Rita Alfano
 Corporate Secretary (Surety)
 Rita Alfano

Playcore Wisconsin, Inc. dba GameTime

Company Name

BY

Bill Cox
 Principal BILL COX, VP FINANCE

Berkley Insurance Company

Surety Name

BY

AnnMarie Keane
 AnnMarie Keane Surety Attorney-in-Fact

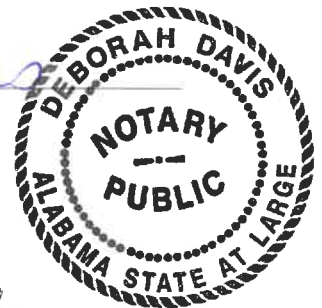
STATE OF ALABAMA, COUNTY OF DEKALB:

Before me, the undersigned, a Notary Public in and for said County and State, on this 11th day of APRIL, 2022 personally appeared BILL COX to me know to be the identical person who executes the foregoing, and acknowledge to me that HE executed the same as HIS 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.

My Commission Expires: 3/12/2023
 Commission Number: 2628

Notary Public

Approved as to form and legality this 11th day of APRIL, 2022.

City Attorney

Approved by the Council of the CITY of Norman, this ____ day of _____, 20__.

ATTEST:

Mayor

City Clerk

Bond No. 0245416

Bond # B-2122-80**STATUTORY BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, Playcore Wisconsin, Inc. dba GameTime, as Principal, and Berkley Insurance Company, a corporation organized under the laws of the State of Delaware, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto The City of Norman (CITY), a Municipal Corporation of the State of Oklahoma, herein called CITY, in the penal sum of Three Hundred Sixty Two Thousand Five Hundred Ninety Nine DOLLARS and Thirty CENTS (\$362,599.30), for the payment of which well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns, jointly and severally, firmly by these presents.

Dated this 7th day of April, 2022.

The conditions of this obligation are such, that whereas, the above Bonded Principal Playcore Wisconsin, Inc. dba Gametime is the lowest and best bidder for the making of the following CITY work and improvement, viz.:

ANDREWS PARK PLAYGROUND

and has entered into a certain written contract with the City of Norman (CITY), dated April 6, 2022, for the erection and construction of said work and improvement, in exact accordance with the bid of said Principal, and according to certain specifications heretofore being incorporated by reference, as if fully set forth.

NOW, THEREFORE, if the said Principal, shall well and truly pay all indebtedness incurred for labor and material and repairs to and parts for equipment furnished in the making of said public improvement incurred by said Principal or subcontractors, then this obligation shall be void. Otherwise, this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this bond, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURITIES, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond # B-2122-80

ATTEST:

Maria C. Townison
 Corporate Secretary
 MARIA C. TOWNISON, CORP DIR RISK

Playcore Wisconsin, Inc. dba GameTime

Company Name

BY

Bill CoxPrincipal BILL COX, VP FINANCE

ATTEST:

Rita Alfano
 Corporate Secretary (Surety)
 Rita Alfano

Berkley Insurance Company

Surety Name

BY

AnnMarie Keane

AnnMarie Keane Surety Attorney-in-Fact

STATE OF ALABAMA, COUNTY OF DEKALB:

Before me, the undersigned, a Notary Public in and for said County and State on this 11th day of April, 2022 personally appeared BILL COX to me known to be the identical person who executed the foregoing, and acknowledged to me that HE executed the same as HIS 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.

Deborah Davis
 Notary Public

My Commission Expires: 3/12/2023
 Commission Number: 2028

Approved as to form and legality this 11th day of APRIL, 2022.Her Poole

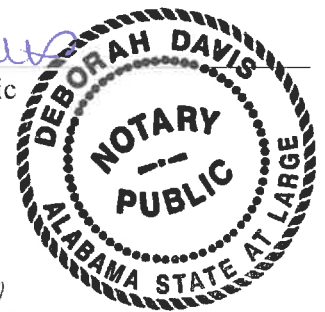
City Attorney

Approved by the CITY OF NORMAN, this _____, day of _____, 20____.

ATTEST:

Mayor

City Clerk



POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: **Kristin S. Bender; Annette Audinot; Kelly O'Malley; April D. Perez; Jessica Iannotta; Megan Schlueter; or Ann Marie Keane of Marsh USA, Inc. of Morristown, NJ** its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 31st day of January, 2022.



Attest:

By

Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 31st day of January, 2022, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C. RUNDABAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Maria C. Rundabaken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.



Given under my hand and seal of the Company, this 7th day of April, 2022

Vincent P. Forte
Vincent P. Forte

Bond No. 0245416

Bond # MB-2122-57**MAINTENANCE BOND**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Playcore Wisconsin, Inc. dba GameTime and Berkley Insurance Company, as a corporation organized under the laws of the State of Delaware, and authorized to transact business in the State of Oklahoma, as Surety, are jointly and severally, firmly held and bound unto THE CITY OF NORMAN, a Public Trust, herein called CITY, in the sum of Three Hundred Sixty Two Thousand Five Hundred Ninety Nine DOLLARS and Thirty CENTS (\$ \$362,599.30), in lawful money of the United States of America, for the payment of which sum Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, firmly by these presents.

WHEREAS, the conditions of this obligation are such that the Principal, being the lowest and best bidder on the following project for the construction of:

ANDREWS PARK PLAYGROUND

And has entered into a written Contract with the CITY, dated April 6, 2022 for the erection and construction of this Project, that Contract being incorporated herein by reference as if fully set forth; and,

WHEREAS, under the ordinances of the CITY, the Principal is required to furnish to the CITY a maintenance bond covering said construction of this Project, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the Project.

The condition of this bond is such that if the said Principal shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and shall promptly repair, without notice from the CITY, any and all defects or failures occurring or arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of one year from the date of the written final acceptance by the CITY, then this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the Principal to make any needed repairs upon said construction, or to maintain any part of the same, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the Principal by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the Principal at the address set forth below, then the Principal and surety shall jointly and severally be liable to the CITY, for the cost and expense for making such repairs, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Bond #MB-2122-57

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Executed and delivered this 7th day of April, 2022.

ATTEST: [Signature] Playcore Wisconsin, Inc. dba GameTime

MAIAC TOWNSON Corporate Secretary CO-OP DIR RISK

Company Name

Mailing Address of Principal:

BY [Signature]

MIKE McWILLIAMS Principal VP CS

150 PlayCore Drive SE

Berkley Insurance Company

Fort Payne, AL 35967

Surety Name

BY: [Signature]

Attorney-in-Fact
AnnMarie Keane

STATE OF ALABAMA; COUNTY OF DEKALB:

Before me, the undersigned, a Notary Public in and for said County and State, this 19th day of April, 2022 personally appeared MIKE McWILLIAMS to me known to be the identical person who executed the foregoing, and acknowledge to me that HE executed the same as HIS 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.

[Signature]
Notary Public

My Commission Expires: 3/12/2023

Commission Number: 2628

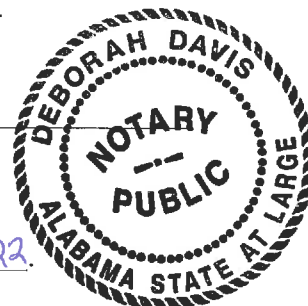
Approved as to form and legality this 19th day of April, 2022.

[Signature]
City Attorney

Approved by the Council of the CITY of Norman, this ____ day of _____, 20 ____.

Mayor

ATTEST: _____
City Clerk



POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Kristin S. Bender; Annette Audinot; Kelly O'Malley; April D. Perez; Jessica Iannotta; Megan Schlueter; or Ann Marie Keane of Marsh USA, Inc. of Morristown, NJ* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 31st day of January, 2022.



Attest:

By

Ira S. Lederman
Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter
Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 31st day of January, 2022, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C. RUNDBAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Maria C. Rundbaken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Witness my hand and seal of the Company, this 7th day of April, 2022.



Vincent P. Forte
Vincent P. Forte

Resolution

R-2122-108

A RESOLUTION OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, AUTHORIZING AND
APPOINTING PLAYCORE D/B/A GAMETIME, INC.,
AS PROJECT AGENT FOR THE ANDREWS PARK
PLAYGROUND PROJECT.

- § 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by PlayCore d/b/a Gametime, Inc., for the Andrews Park Playground Project; and
- § 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on PlayCore d/b/a Gametime, Inc., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, PlayCore d/b/a Gametime, Inc., to purchase materials which are in fact used for the Andrews Park Playground Project; and
- § 3. WHEREAS, this limited agent status is conferred with the express understanding that PlayCore d/b/a Gametime, Inc., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That the City of Norman, Oklahoma, on the 26th day of April, 2022, did appoint PlayCore d/b/a Gametime, Inc., who is involved with the Andrews Park Playground Project, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the Andrews Park Playground Project.

PASSED AND ADOPTED THIS 26th day of April, 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-112: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$892,007.28 FROM THE 2016 STREET MAINTENANCE BOND FUND BALANCE TO BE USED TO PURCHASE ASPHALT AND MATERIALS FOR THE ALAMEDA STREET WIDENING PROJECT FROM 36TH AVENUE S.E. TO 48TH AVENUE S.E.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 4/26/2022

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-112: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$892,007.28 FROM THE 2016 STREET MAINTENANCE BOND FUND BALANCE TO BE USED TO PURCHASE ASPHALT AND MATERIALS FOR THE ALAMEDA STREET WIDENING PROJECT FROM 36TH AVENUE S.E. TO 48TH AVENUE S.E.

BACKGROUND:

On August 28, 2012, the citizens of Norman voted in favor of a Bond Issue to finance the local share of eight transportation/storm water improvement projects. One of the eight 2012 bond projects is the East Alameda Street Widening Project from Ridge Lake Boulevard to 48th Avenue SE (attached is a location map showing the project boundaries).

On December 11, 2012, the Norman City Council approved Programming Resolution R-1213-78 requesting federal funds for the East Alameda Street Project. This resolution states the City's commitment to adhere to the terms and conditions of a federally funded project including engineering design, acquisition of all necessary rights-of-way and relocation of utilities and encroachments at 100% the City's cost. In return, the Association of Central Oklahoma Governments (ACOG), through the Oklahoma Department of Transportation (ODOT), agrees to provide 80% of the construction cost, up to \$3,641,000, and administration of the construction with the matching share from the City of Norman.

Proposed improvements for the East Alameda Street Project include:

1. Widening East Alameda Street from 2 lanes to 5 lanes between Ridge Lake Boulevard and 36th Avenue S.E.
2. Add 10-foot shoulders to East Alameda Street between 36th Avenue S.E. and 48th Avenue S.E.
3. Intersection improvements at East Alameda Street/36th Avenue S.E. and East Alameda Street/48th Avenue S.E.
4. Continuous sidewalks on the south side of East Alameda Street to 36th Avenue S.E.
5. Storm water improvements

On February 26, 2013, City Council approved engineering services Contract K-1213-160 with Cabbiness Engineering for the design of the Alameda Street Widening Project from Ridge Lake Boulevard to 48th Avenue S.E. in the amount of \$196,975. Cabbiness Engineering was acquired by Garver, LLC in 2021 so Garver, LLC is now administering this contract.

On November 30, 2020, City Council approved Amendment No. One to Contract K-1213-160 with Garver, LLC increasing the contract amount by \$22,500 for a revised contract amount of \$219,475 to provide additional design services on the Alameda Street Widening Project from Ridge Lake Boulevard to 48th Avenue S.E.

On January 25, 2022, City Council approved bid 2122-35 and contract K-2122-75 with Silver Star Construction. The bid consisted of three parts including the Base Bid, Add Alternate No. 1 and Add Alternate No. 2. The Base Bid consisted of all bid items associated with the reconstruction of the urban portion of the Alameda Street Widening Project located from Ridge Lake Boulevard to east of 36th Avenue S.E. Add Alternate No. 1 consisted all bid items except for the asphalt pavement bid items of the rural portion of the Alameda Street Widening Project from east of 36th Avenue S.E. to east of 48th Avenue S.E. Add Alternate No. 2 consisted of the pavement bid items for the rural portion of the Alameda Street Widening Project from east of 36th Avenue S.E. to east of 48th Avenue S.E. This project is one of two remaining 2012 Bond Projects yet to be completed. Since the federal funding never materialized on this project through the Association of Central Oklahoma Governments (ACOG) or other federal programs, and in an effort to further reduce costs, City staff will be completing the rural paving with City forces as approved on January 25, 2022.

DISCUSSION:

This agenda item is an appropriation of funds in the amount of \$892,007.28 from the remaining 2016 Street Maintenance Bond Program Fund balance for asphalt paving materials needed to complete the described rural section of Alameda Street from 36th Avenue SE to the Project Limits east of 48th Avenue SE. The 2016 Street Maintenance Bond Program has been completed, and by law, the remaining funds can be reallocated to similar types of projects. This work, as stated in the Background discussion, will be completed using the City of Norman Streets Division asphalt paving crew. Furthermore, utilizing the Street Division asphalt paving crew will result in a savings of nearly \$300,000 on the paving portion of the rural section, versus use of contractor. The below table highlights the itemized expenses necessary to complete this work, to include a 5% contingency in the event of cost increases on materials. Asphalt paving materials pricing structure is based off of Bid 2021-36 as awarded by City Council on January 26, 2021. Per the bid award, adjustments in material price are to be updated every four (4) months or until 30 days after notice has been given by the City of Norman of its desire to terminate the contract. The four (4) month price updating was implemented due to the constant fluctuation of the price of oil and discussion with the material suppliers. The suppliers could not give a single annual bid price that was not excessively high, due to this uncertainty. This method helps ensure the best unit price based on current markets. The lowest unit price received for the four (4) month period will be the first call for material. The next update to materials pricing is scheduled for June 1, 2022.

Item Description	unit	Unit price	quantity	Total price
Tack Coat	GAL.	\$3.75	4,120	\$15,450.00
Superpave Type S3 (PG64-22 OK)	TON	\$54.75	11,916	\$652,401.00
Superpave Type S4 (PG70-28 OK)	TON	\$57.53	3,158	\$181,679.74
Total				\$849,530.74
Contingency			5%	\$42,476.54
Total plus Contingency				\$892,007.28

RECOMMENDATION:

City staff recommends the appropriation of \$892,007.28 from the 2016 Street Maintenance Bond Program Fund Balance (50-29000) into Alameda Street from 36th Avenue SE to 48th Avenue SE, Construction (account 50593376-46101; project BP0497).

Resolution

R-2122-112

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AND THE TRUSTEES OF THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$892,007.28 FROM THE 2016 STREET MAINTENANCE BOND FUND BALANCE TO BE USED TO PURCHASE ASPHALT AND MATERIALS FOR THE ALAMEDA STREET WIDENING PROJECT FROM 36TH AVENUE S.E. TO 48TH AVENUE S.E.

- § 1. WHEREAS, on December 11, 2012, City Council approved Resolution R-1213-78 requesting federal funds for the East Alameda Street Project reconstructing the urban portion of Alameda Street from Ridge Lake Boulevard to east of 36th Avenue S.E. and widening and reconstructing the rural portion between 36th Avenue S.E. and 48th Avenue S.E.; and
- § 2. WHEREAS, for the federally funded project, the City's committed to pay 100% for engineering design, acquisition of all necessary rights-of-way and relocation of utilities and encroachments; and
- § 3. WHEREAS, in return the Association of Central Oklahoma Governments (ACOG) pays 80% of the construction cost, up to \$3,641,000 and administration of the construction with the matching share from the City of Norman; and
- § 4. WHEREAS, this project was not funded by ACOG or other federal programs and in an effort to further reduce costs, City Staff will be completing the rural portion (36th Avenue S.E., to 48th Avenue S.E.) with City forces; and
- § 5. WHEREAS, an appropriation is required from the 2016 Street Maintenance Bond Program Fund Balance to complete this project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE TRUSTEES OF THE NORMAN MUNICIPAL AUTHORITY:

- § 6. That the following appropriation be made for the reason as stated above:

Gaining Account	Losing Account	Amount
Project BP0497, Alameda St: 36th Ave E 48th Ave E, Construction 50593376-46101	2016 Street Maintenance Bond Program Fund Balance (50-29000)	\$892,007.28

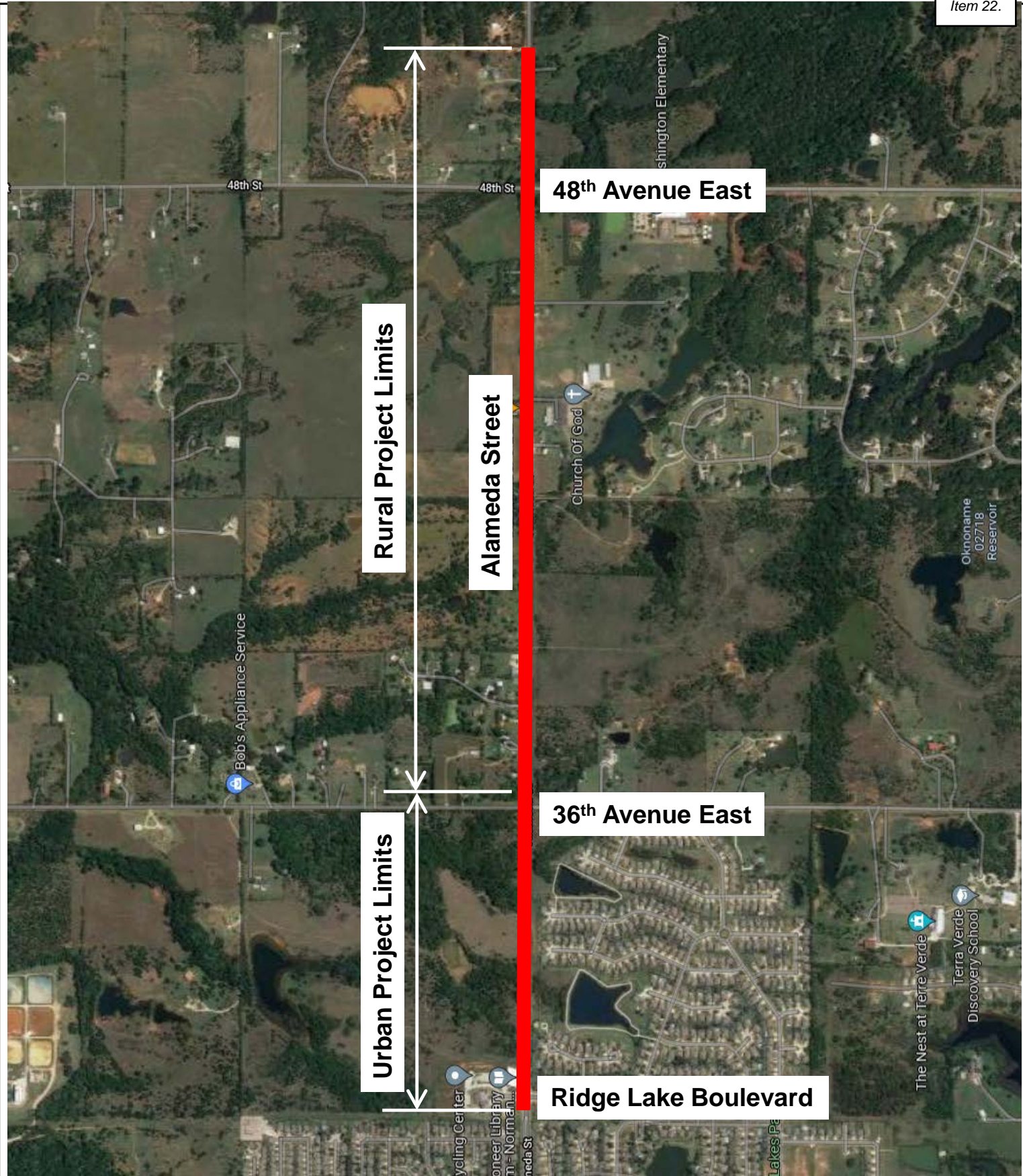
PASSED AND ADOPTED this 26th day of April, 2022.

Mayor/Chairman

ATTEST:

City Clerk/Secretary





Alameda Street Widening Project Location Map



File Attachments for Item:

23. CONDUCTING AND CLOSING THE FIRST PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2023 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

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 2023 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.

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

Item 23.

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

Public hearings will be held on April 26 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.



BUDGET



THE CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING JUNE 30, 2023
FINANCIAL PLAN—FISCAL YEAR-END 2024-2027



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

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

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

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

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

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

**CITY COUNCIL****MAYOR**

Breea Clark

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

Presented by:

Darrel Pyle, City Manager

BUDGET & RESEARCH STAFF

Anthony Francisco, CPFO, CTP, CPFA
Finance Director

Kim Coffman, CPFIM, CPFA
Budget Manager

Jacob Huckabaa
Budget Technician

Clint Mercer, CPA, CPFO
Chief Accountant

Debbie Whitaker
Municipal Accountant III

Mindy Aynes
Municipal Accountant I

Ashley Evans
Administrative Tech IV

OFFICE SERVICES STAFF

Kris Wiard
Printing Services Operator II

Cheyenne Collier
Printing Services Operator I

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

THE CITY OF NORMAN

OUR MISSION

“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Norman
Oklahoma**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

Executive Director

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

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

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

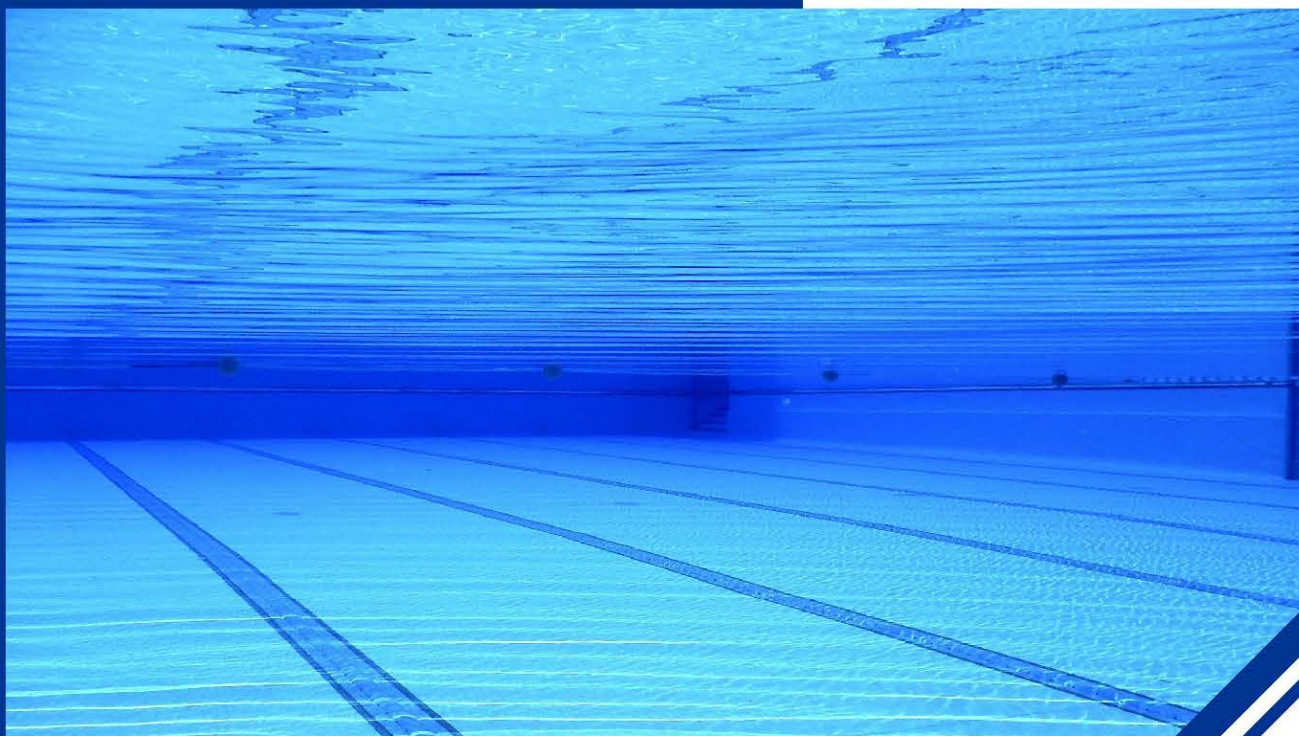


Table of Contents

TABLE OF CONTENTS

FYE 23 ANNUAL BUDGET

AND FIVE YEAR FINANCIAL PLAN

CITY MANAGER’S LETTER.....	i-xx
-----------------------------------	-------------

COMMUNITY PROFILE

History of Norman	1
City of Festivals	2
Profile of Norman	3
Inter-City Benchmark Comparison.....	6
Government Facilities and Service Statistics.....	8
City of Norman Ward Map	9

OVERVIEW/STATISTICAL SECTION

Introduction.....	10
Organizational Chart.....	11
Personnel History.....	12
Graph – Population and Employees.....	13
Graph – Budgeted Positions by Union.....	14
Graph - Assessed Property Valuations	15
Graph-City Portion of Total Property Tax Mill Levies	16
Graph - Single Family Construction	17
Graph - Property Franchise, and Sales Taxes	18
Graph - Sales Tax Revenue.....	19
Graph – FYE 2023 All Funds Projected Total Revenues	20
Graph – FYE 2023 All Funds Projected Total Expenditures	21
Graph - General Fund Revenues.....	22
Graph - General Fund Expenditures	23
Graph - General Fund Revenues by Source.....	24
Graph - General Fund Expenditures by Department	25
Graph - Water Fund	26
Graph - Water Reclamation Fund	27
Graph - Sanitation Fund.....	28
Consolidated Fund Summary.....	29
Net City Budget	30
Summary of Fund Balances	31
Total City Revenues and Other Sources	32
Citywide Operating Expenditures by Type/Category	33

FINANCIAL POLICIES

Financial Policies	34
Budget Calendar.....	38
Budget and Accounting Process	39
Municipal Budget Act.....	44

FINANCIAL SUMMARIES

General Fund Budget Highlights	54
General Fund Statement of Revenues and Expenditures.....	57
Net Revenue Stabilization Fund	58
Net Revenue Stabilization Fund Statement of Revenues and Expenditures.....	59
Public Safety Sales Tax Fund Budget Highlights.....	60
Public Safety Sales Tax Fund Statement of Revenues and Expenditures	61
Community Development Fund Budget Highlights	62
Community Development Fund Statement of Revenues and Expenditures.....	63
Special Grants Fund Budget Highlights	64
Special Grants Fund Statement of Revenues and Expenditures	65
Room Tax Fund Budget Highlights.....	66
Room Tax Fund Statement of Revenues and Expenditures.....	68
Norman Arts Council FYE 23 Budget.....	69
Norman Convention & Visitors Bureau FYE 23 Budget	71
Seizures and Restitution Fund Budget Highlights.....	72
Seizures and Restitution Fund Statement of Revenues and Expenditures.....	73
CLEET Fund Budget Highlights	74
CLEET Fund Statement of Revenues and Expenditures	76
Public Transportation Fund Budget Highlights	77
Public Transportation Fund Statement of Revenues and Expenditures.....	78
Art in Public Places Fund Budget Highlights	79
Art in Public Places Fund Statement of Revenues and Expenditures.....	80
Westwood Park Fund Budget Highlights	81
Westwood Park Fund Statement of Revenues and Expenditures	83
Water Fund Budget Highlights	84
Water Fund Statement of Revenues and Expenditures.....	86
Water Reclamation Fund Budget Highlights.....	87
Water Reclamation Fund Statement of Revenues and Expenditures.....	89
Sewer Maintenance Fund Budget Highlights	90
Sewer Maintenance Fund Statement of Revenues and Expenditures	91
New Development Excise Fund Budget Highlights	92
New Development Excise Fund Revenues and Expenditures	93
Sanitation Fund Budget Highlights.....	94
Sanitation Fund Statement of Revenues and Expenditures	96
Risk Management Fund Budget Highlights.....	97
Risk Management Fund Statement of Revenues and Expenditures	99
Capital Improvements Fund Budget Highlights	100
Capital Improvements Fund Statement of Revenues and Expenditures.....	103

Norman Forward Sales Tax Capital Fund Budget Highlights	104
Norman Forward Sales Tax Capital Fund Statement of Revenue and Expenditures	105
Park Land and Development Fund Budget Highlights	106
Park Land and Development Fund Statement of Revenues and Expenditures.....	107
University North Park Tax Increment District Fund Budget Highlights	108
University North Park Tax Increment District Two Fund Statement of Revenues and Expenditures	109
Center City Tax Increment District Fund Budget Highlights	110
Center City Tax Increment District Fund Statement of Revenues and Expenditures.....	111
General Debt Service Fund Budget Highlights	112
General Debt Service Fund Statement of Revenues and Expenditures	115
Retirement Systems Budget Highlights	116

GENERAL FUND

Total General Fund	119
--------------------------	-----

CITY CLERK

Organizational Chart.....	120
Total City Clerk	121
City Clerk.....	122
Municipal Elections	124

CITY COUNCIL

Total City Council.....	125
City Council	126
Sister Cities Program	127
Social and Voluntary Services	128

CITY MANAGER

Organizational Chart.....	129
Total City Manager	130
City Manager	131
Americans with Disabilities Act Program	133
Communications	135
Community Relations	137
Special Studies / Contributions.....	139

FINANCE DEPARTMENT

Organizational Chart.....	140
Total Finance Department.....	141
Accounting.....	142

Administration	145
Budget.....	147
Office Services.....	149
Treasury	151
Utility Services.....	153

FIRE DEPARTMENT

Organizational Chart.....	155
Total Fire Department.....	156
Administration	157
Emergency Management	159
Prevention	161
Suppression	163
Training.....	165

HUMAN RESOURCES DEPARTMENT

Organizational Chart.....	167
Total Human Resources Department.....	168
Administration	169
Employee Assistance Program	172
Safety	173

INFORMATION TECHNOLOGY

Organization Chart.....	175
Total Information Technology Department.....	176

LEGAL DEPARTMENT

Organizational Chart.....	179
Total Legal Department.....	180
Legal	181
Human Rights Commission.....	183

MUNICIPAL COURT

Organizational Chart.....	184
Total Municipal Court.....	185
Municipal Court.....	186
Juvenile Programs.....	189

PARKS DEPARTMENT

Organizational Chart.....	191
Total Parks Department	192
Administration	193
Facilities Custodial Services.....	195

Facilities Maintenance Administration	197
Facilities Maintenance	199
Park Development.....	201
Park Board	203
Parks Maintenance	204
Recreation Administration	206
12 th Ave Recreation Center.....	208
Irving Recreation Center.....	209
Whittier Recreation Center	210
Senior Citizens Center	211

PLANNING AND DEVELOPMENT DEPARTMENT

Organizational Chart.....	212
Total Planning and Development Department.....	213
Administration	214
Code Compliance.....	216
Current Planning	218
Development Services	220
Geographic Information Systems	222
Greenbelt Commission.....	224
Historic District Commission	225
Planning Commission	226

POLICE DEPARTMENT

Organizational Chart.....	227
Total Police Department	228
Administration	229
Animal Welfare.....	231
Criminal Investigations.....	233
Emergency Communications	235
Patrol	237
Special Investigations	239
Staff Services	241

PUBLIC WORKS DEPARTMENT

Organizational Chart.....	243
Total Public Works Department	244
Administration	245
Engineering	248
Fleet Administration	250
Fleet CNG Station.....	253
Fleet Fuel & Parts Inventory.....	255
Fleet Automotive/Light Equipment Repair	257
Fleet Truck/Heavy Equipment Repair	259

Storm Water Maintenance	261
Storm Water Quality	264
Streets	267
Traffic Control	269

NON-DEPARTMENTAL

Non-Departmental Description	272
Firehouse Art Center	273
Historical Museum	274
Interfund Transfers	275
Norman Public Library	276
Santa Fe Depot	277
Sooner Theater	278

SPECIAL REVENUE FUNDS

ART IN PUBLIC PLACES

Total Art in Public Places Fund	280
---------------------------------------	-----

CLEET FUND

Total CLEET Fund	281
Court CLEET Training	282
Police CLEET Training	283

COMMUNITY DEVELOPMENT FUND

Total Community Development Fund	284
--	-----

PARK LAND AND DEVELOPMENT FUND

Total Park Land and Development Fund	287
--	-----

PUBLIC SAFETY SALES TAX FUND

Total Public Safety Sales Tax Fund	288
Total Fire Department – Public Safety Sales Tax Fund	289
Suppression	290
Total Police Department – Public Safety Sales Tax Fund	292
Criminal Investigations	293
Emergency Communications	295
Patrol	297
School Resource Officers	299
Staff Services PSST	301
Total Public Works Department – Public Safety Sales Tax Fund	303

Fleet Truck/Heavy Equipment Repair	304
--	-----

PUBLIC TRANSPORTATION FUND

Total Public Transportation Fund	306
Fleet Repair Transit.....	307
Transit and Parking Administration.....	309

ROOM TAX FUND

Total Room Tax Fund	311
Administration	312
Arts Council	313
Convention and Visitors Bureau	314
Capital Projects	315

SEIZURES AND RESTITUTION FUND

Total Seizures and Restitution Fund	316
Federal Seizures and Restitution.....	317
State Seizures and Restitution.....	318

SPECIAL GRANTS FUND

Total Special Grants Fund	319
---------------------------------	-----

WESTWOOD PARK FUND

Total Westwood Park Fund	320
Westwood Golf Course	321
Westwood Park Maintenance	323
Westwood Pool	325
Westwood Concessions	327
Debt Service.....	329

ENTERPRISE FUNDS

UTILITIES DEPARTMENT

Organizational Chart	331
Total Utilities Department	332

SANITATION FUND

Total Sanitation Fund.....	335
Administration	336

Commercial Collection	338
Compost Operations.....	340
Fleet Repair	342
Green Waste.....	343
Recycling Operation	345
Residential Collection.....	347
Utility Services.....	349
Waste Disposal.....	350
Capital Projects	352

WATER RECLAMATION FUND

Total Water Reclamation Fund	353
Administration	354
Bio-solids	356
Engineering	360
Environmental Services	359
Laboratory.....	361
Operations & Maintenance	363
Sewer Line Maintenance.....	365
Utility Services.....	367
Capital Projects	368
Debt Service.....	369
Total Sewer Maintenance Fund	370
Utilities Inspection	371
Capital Projects	373
Total New Development Excise Fund	374

WATER FUND

Total Water Fund	375
Utilities Department Administration.....	376
Engineering	377
Utilities Modeling	378
Line Maintenance Administration	380
Line Maintenance.....	382
Treatment Plant Administration.....	384
Laboratory	386
Treatment Plant.....	388
Utility Services.....	390
Water Wells	391
Capital Projects	393
Debt Service.....	394
Environmental Control Advisory Board.....	395

INTERNAL SERVICES FUNDS**RISK MANAGEMENT FUND**

Total Risk Management.....	397
Insurance Benefits Personnel.....	398
Judgments and Claims	399
Risk Administration.....	400
Unemployment Compensation.....	401
Worker's Compensation	402

CAPITAL PROJECTS FUNDS**CAPITAL PROJECTS FUND**

Total Capital Projects Fund	404
Capital Projects Engineer.....	405
Capital Projects – Facility Maintenance Personnel	406
Capital Projects – Parks Personnel	407
Capital Projects	408

NORMAN FORWARD SALES TAX CAPITAL FUND

Total Norman Forward Sales Tax Capital Fund	409
---	-----

TAX INCREMENT DISTRICT FUND

Total University North Park Tax Increment District Fund	410
Total Center City Tax Increment District Fund.....	411

ARTERIAL ROADS RECOUPMENT FUND

Total Arterial Roads Recoupment Fund	412
--	-----

CAPITAL IMPROVEMENT PROJECTS - SCHEDULES

Capital Improvement Projects - Schedules	413
--	-----

OUTSTANDING DEBT

Total General Debt Service Fund	434
General Obligation Bond Schedules.....	435

PENSION FUNDS**APPENDIX**

Glossary of Terms and Acronyms	454
Index	465



City Manager's Letter



The City of NORMAN

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

Item 23.

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

April 8, 2022

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

Dear Mayor Clark and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the proposed budget for the fiscal year July 1, 2022 – June 30, 2023 (FYE 2023). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before the start of the fiscal year (July 1) and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

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

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

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

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

STRATEGIC PLANNING

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

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

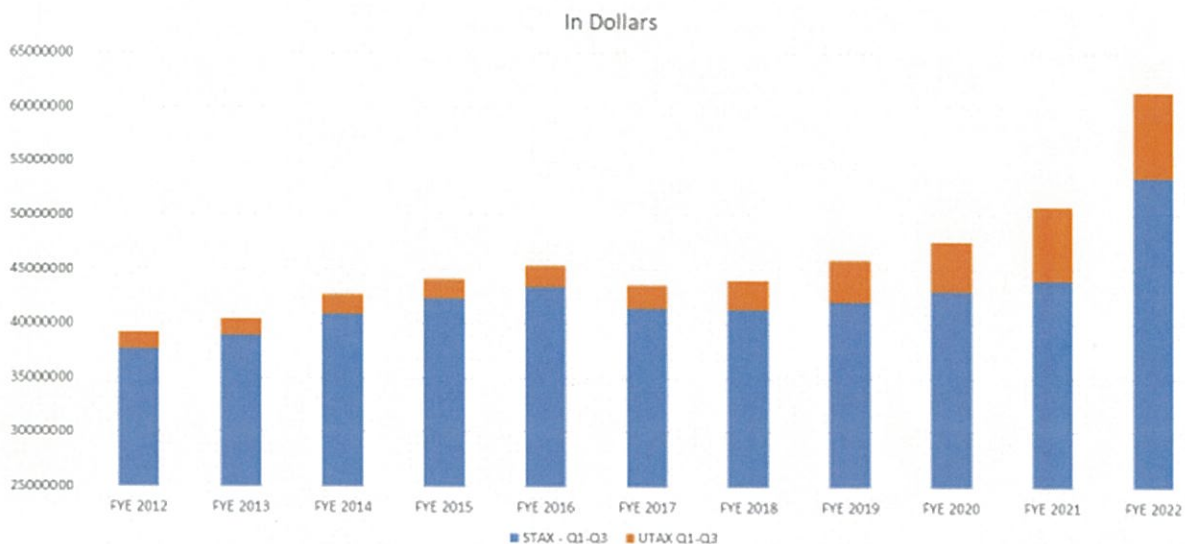
NORMAN SALES TAX TRENDS

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

Sales tax is very volatile by nature, and is made more so by recent marketplace trends toward service-based purchases and on-line purchases of retail goods. We continue to support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances; to broaden the sales tax base; to concentrate the allocation of available sales and use tax revenues on core, general purpose operational and capital services; and to diversify our revenue base. The ability of the City of Norman to continue to provide the level of services that our citizens demand and deserve will depend in large part on the success of these initiatives.

As consumer spending patterns change to more service-based and remote (on-line) purchases, municipalities have had some success in gaining compliance with laws and regulations that enable taxes to be collected on remote purchases in the form of increased "use tax" collections. Use taxes are basically sales taxes applied to purchases of goods from out-of-state vendors for use within the City where the goods are delivered. This trend is reflected in Norman's pattern of slow growth in overall sales tax collections, moderated somewhat by increased use tax revenue:

Sales and Use Tax Revenue (Fiscal Quarters 1 – 3), 10 Year History

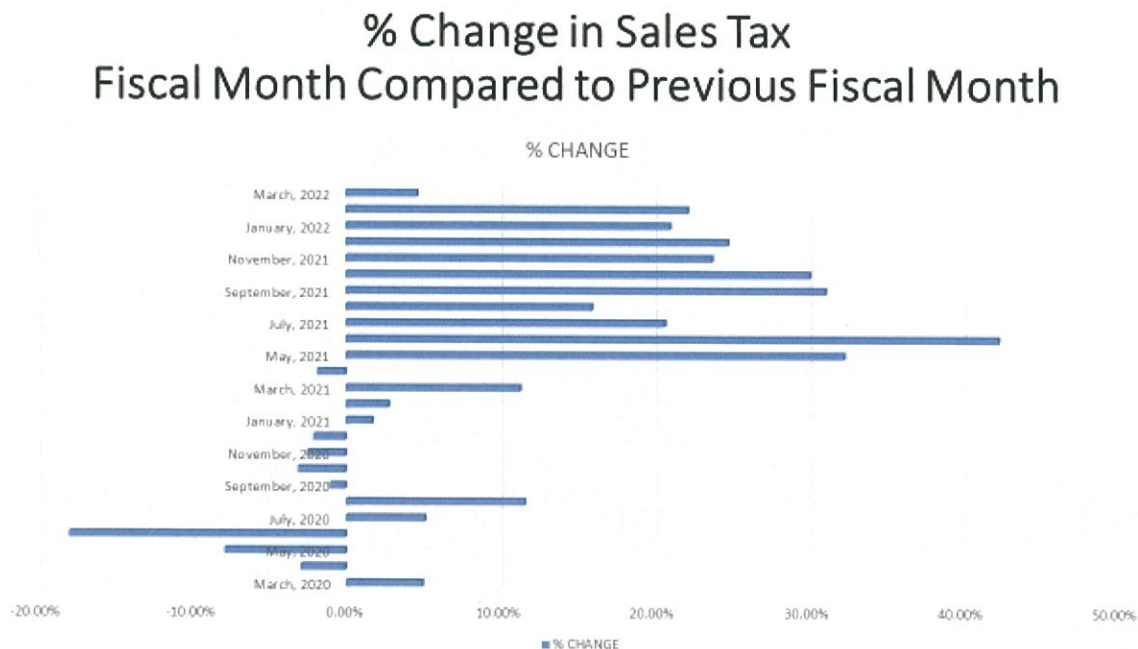


The slow growth trend in sales tax was interrupted by record-high growth in fiscal year 2021-2022. Various reasons have been speculated about the causes for this increase, and whether it will be sustainable in the future. The impact of federal stimulus programs (CARES Act, ARPA, etc.), were/are certainly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

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

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

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



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

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

- Support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances;
- Broaden the sales tax base by supporting state legislation to reduce the number of sales tax exemptions, particularly in targeted service areas;
- Promote the use of existing and proposed future sales and use tax rate measures on core, general purpose operational and capital services, rather than upon earmarked projects which may be better supported by bonds proposed for specific purposes;
- Diversify our revenue base into new areas and sources.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2020-2021

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

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

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

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

Franchise Fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are directly tied to utility revenues, which are heavily influenced by seasonal weather patterns (similar to the direct impact of weather on Norman Water Utility revenues). Franchise Fee revenues are projected to be above budget (+10.6%) for FYE 2022, due to “surcharge” revenues collected by electric and natural gas utilities (to recover the franchisee’s costs of providing services during the February, 2021 storms). Collections are projected to increase by three percent overall, from projected final FYE 2022 revenues, in FYE 2023.

Licenses and Permits – These are payments made for obtaining trade, food or liquor licenses to do business in Norman and for obtaining permits to build or alter structures in Norman. Permit volume and revenues are, therefore, an important proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates, and a direct and significant impact on revenues from the Sewer Excise Tax on New Development (Wastewater Utility revenues are separated from the General Fund). License and permit revenues are projected to be above budget in FYE 2022 (+26.5%), and to grow by one percent (1%) from those projected levels in FYE 2023. Staff will continue to monitor these trends, as the homebuilding industry can act as an indicator of the health of the overall local economy and sales tax base.

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

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (non-traffic, traffic and /parking fines, etc.). *Fine and forfeiture revenue is substantially below budget for FYE 2022 (-29.6%)*. Revenues are projected to increase by three percent above projected FYE 2022 levels in FYE 2023.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the decline in fund balances available for investment, investment income is not a major source of General Fund revenue, but investment returns are below budgeted levels in FYE 2022. Consolidated Investment Portfolio practices and municipal bond market conditions will continue to be closely monitored due to their impact on all City funds.

GENERAL FUND RESERVE LEVELS

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker's compensation, medical or torts against the City. Fund balance can only be appropriated for expenditure by an act of the City Council, and the adoption of the budget appropriates projected funds for expenditure in the upcoming fiscal year, less funds that are held in fund balance.

Norman has adopted fund balance policies in keeping with accepted accounting standards. By Ordinance O-1011-58 (adopted June 28, 2011) and as amended by Ordinance O- 1819-10 (adopted September 11, 2018), the City has adopted formal reserve policies for the General Fund which require that an Emergency Reserve allocation of one percent (1%) of budgeted General Fund expenditures be appropriated within the General Fund budget; at least three percent (3%) of budgeted General Fund expenditures be held in General Fund balance (these are considered Operating, or "unrestricted" reserves by accounting standards) and at least an additional four percent (4%) of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or "Rainy Day") Fund.

The Ordinance targets 5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures to be held in the Net Revenue Stabilization Fund. The Ordinance requires that at least the minimum fund balances be restored to the Rainy Day Fund within three years of any appropriation of fund balance in the Fund. Funds held in Net Revenue Stabilization Fund balance can only be appropriated by the Council if at least one of three circumstances is met:

- The General Fund Operating Reserve falls below one percent of budgeted expenditures;
- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the 2% Emergency Reserve appropriation;
- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

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

As of the end of FYE 2022, the City projects to meet its Operating Reserve requirements in the General Fund, and the Rainy Day Fund is expected to exceed its (4%) Minimum balance (by \$872,918), and meet its (5%) Target balance (by \$26,121).

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

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

FISCAL YEAR 2022-2023 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

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

- Federal stimulus programs, such as the Coronavirus, Aid, Recovery and Economic Stimulus Act (particularly direct stimulus payments, and increased unemployment, child care and student loan benefits) and American Recovery Plan Act, which have had the desired effect of putting spendable/disposable income directly into individual consumer’s hands;
- Further federal stimulus funds which were paid directly to Norman businesses and non-profit organizations to help them adapt to and recover from COVID-related revenue losses;
- Emergence from the Coronavirus-induced recession in the local and national economies, as vaccines became available. Effectively, the comparison of sales tax revenue in the months of fiscal year 2021-2022 are to low-revenue months in fiscal year 2020-2021;
- Increased wages and prices, which follow the increased economic activity discussed above (price inflation has a direct and positive impact on sales tax revenue).

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

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

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

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

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

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

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

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

Personnel Cost Assumptions

As a provider of public services, personnel costs are the major driver of expenditures in the General Fund and impact on expenditures in every City operation. A major component of personnel costs is the cost of benefits provided to City of Norman employees. The provision of health care benefits to City employees and their dependents is a major cost related to all City functions. ***Health care cost increases (accounted for in the City's Risk Management Fund) are reflected in an increased "premium" charged to all departmental benefits budgets.***

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

- Budgeted positions are assumed to be filled for the full fiscal year;
- No salary increases (cost-of-living raises) are assumed; but settlements may be made with the City's various bargaining units that result in unbudgeted, increased salary and benefit costs;
- Employees are assumed to receive a merit step raise, if they qualify;
- An Employer Contribution of \$679 per month (single) and \$1383 per month (family) for health insurance;
- An Employer Retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;

- An Employer Pension contribution of 13% of payroll for state-mandated Police Pension System members and 14% for Firefighter Pension System employees;
- Mandated Social Security and Medicare contributions for all non-fire employees;
- An assumption of \$800,000 in “Employee Turnover Savings” is built into the budget (approximately 1.6% of Salary and Benefit Category allocations), under the assumption that the net impact on the General Fund of the savings achieved by employees leaving during the course of the year and hiring replacement employees at a lower salary at a later time will outweigh the cost of one-time leave payouts to employees who leave;
- Other allowances and payments, as mandated by union contracts and City policies, are anticipated and included in budgeted benefit costs (approximately 80% of the City workforce is unionized, as illustrated in the Overview Section).

Public Transportation and Parking Fund Budget Preparation

The City of Norman assumed the administration of the public transportation system from the University of Oklahoma in August, 2019. On November 12, 2019, the voters of Norman approved a one-eighth percent (1/8%, or .125) sales tax to fund the City’s public transportation service. This “Public Transit Sales Tax” (“PTST”) was effective on April 1, 2020. The City’s General Fund provides revenue to the public transportation service, through a “subsidy” projected to be \$741,072 in FYE 2022 to the Public Transit Fund (to cover the difference in projected expenditures of the Transit Fund and its internally-generated revenues, such as Federal Transportation Administration funds and PTST revenue). The City has expanded and improved transit services, and implemented administrative changes during FYE 2022. The expansion and improvement in public transit service delivery was highlighted by the completion of a Public Transit Maintenance facility in FYE 2022, funded in large part by the U.S. Federal Transit Administration.



Operational Budget Summary

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

Capital Expenditure Budget Preparation

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) Capital Sales Tax (CST); the ½ percent (0.5%) NORMAN FORWARD and 0.5% Public Safety Sales Tax, utility ratepayer fees, General Obligation Bond issuances, and other sources. Capital projects are detailed in the separate Capital Improvement Projects Budget document, and summarized in the Capital Projects Funds Section. The CST also funds equipment replacements and other “capital outlay” items through transfers from the Capital Fund to the General Fund or related special revenue funds.

General Obligation Bond Programs

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

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

The 2019 “Vision for Norman” General Obligation Bond program for roadway improvement projects (street widening projects with related sidewalks, bike lanes and storm drainage improvements), authorized for a total of \$72,000,000, is ongoing. The first of the projects authorized in the 2019 G.O. Bond program, the Porter Street and Acres Avenue Intersection reconstruction, is complete. Three other projects are in final design, utility relocation and/or right-of-way acquisition phases: the Jenkins Avenue widening project; the Porter Avenue Streetscape; and the James Garner Avenue (Duffy to Acres) widening projects.

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



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

Senior Citizen's Wellness Center

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

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



NORMAN FORWARD Sales Tax Capital Projects Fund

On October 13, 2015, the citizens of Norman approved a ½ percent (0.5%), 15-year duration sales tax to pay for quality of life improvements throughout Norman. The approved initiative includes the following major capital projects (original budget allocations listed):

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

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

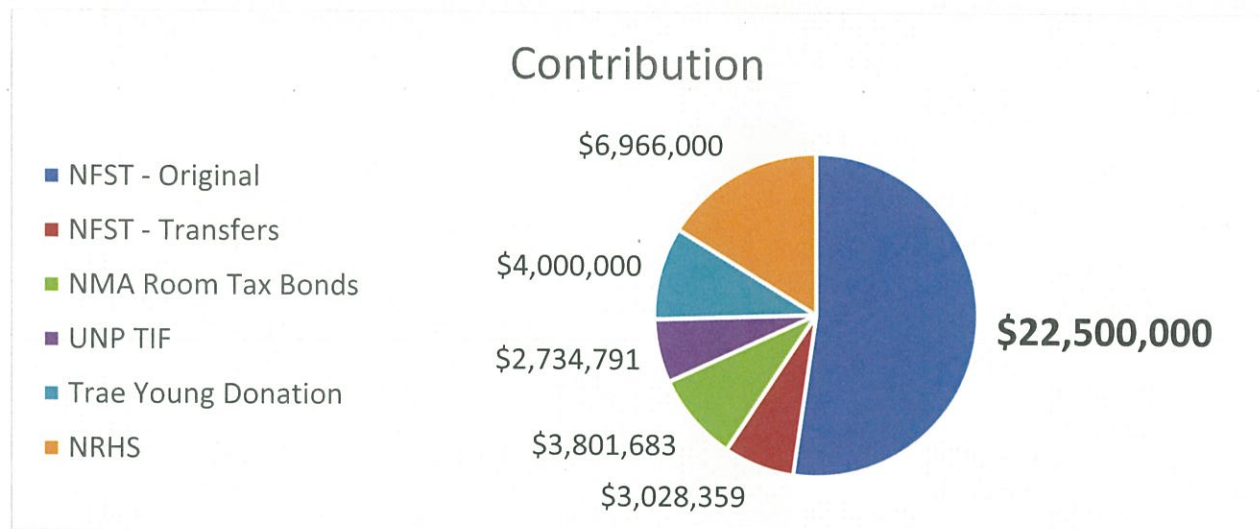
Several of the NORMAN FORWARD facilities have been completed and are being enjoyed by Norman residents and visitors:

- Westwood Family Aquatic Center
- Norman Public Library, East Branch
- Norman Public Library, Central Branch
- Westwood Tennis Center Improvements
- Ruby Grant Community Park
- New Blake Baldwin Skate Park at Andrews Park

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

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

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

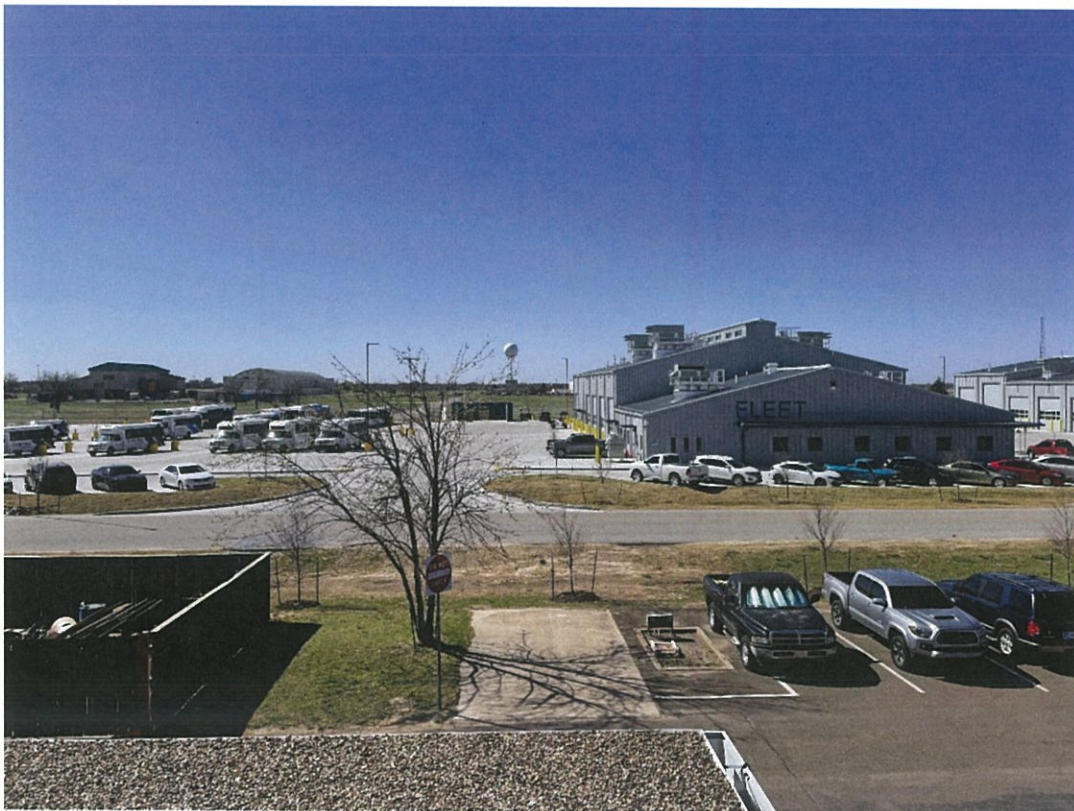


The future YFAC facility is depicted throughout these budget documents. Locating these major recreational facilities within walking distance of the many hotels, retail establishments and transportation facilities in UNP and adjacent to the OU/Westheimer Airport will make Norman an attractive location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

CARES Act and ARPA – Funded Capital Projects

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

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



Transit and Emergency Vehicle Maintenance Facility

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



Emergency Communications (Dispatch) and Operations Center

Progress on Other Capital Projects

The fiscal year 2022-2023 budget proposal also includes allocations for many other capital projects and facilities. These projects are detailed in the separate *Capital Improvements Project Budget* document.

UTILITY ENTERPRISE FUNDS

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

Norman Water Enterprise Utility

The Norman Water Utility has proposed a rate increase to fund needed replacements of aged iron pipelines (approximately 300 miles of the 600 miles of waterline within Norman's water system are made of metal and will eventually need to be replaced); to fund replacement of manually-read water meters with remotely-monitored Advanced Meter Infrastructure ("AMI", or "smart meters"); and to treat water generated by Norman's 40+ underground water wells with disinfectants at a central site, to comply with drinking water standards imposed by the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality. These needed capital improvements have been programmed by the Norman Water Utility for several years. On April 5, 2022, the voters of Norman rejected the proposed rate increase to pay for the improvements (note: Norman's City Charter requires a vote of the people to raise utility rates). The Utility will continue its efforts to gain compliance with the disinfection requirements, but will postpone other needed capital projects in order to operate within available ratepayer revenues.

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

Norman Water Reclamation (Wastewater) Enterprise Utility

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



Pilot Tertiary Wastewater Treatment Equipment

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

Norman Sanitation Enterprise Utility

The Norman Sanitation Utility provides automated municipal solid waste collection and public access transfer station disposal for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, and on-call bulky item pickup services. Curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor (the recycling collection contract will be re-considered in FYE 2023). The Norman Sanitation Utility, reflecting the desires of customers and Norman residents, is firmly committed to recycling and reuse of waste products, to the extent practical.

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



Household Hazardous Waste Disposal Facility

Norman Storm Water Utility

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

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

CAPITAL BUDGET

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

SUMMARY

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

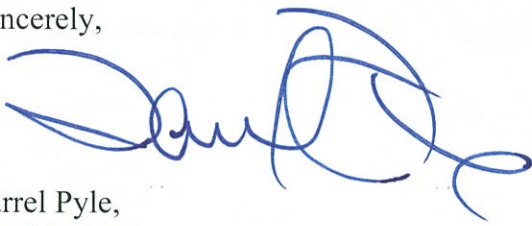
Significant challenges are being experienced by the City's ratepayer-funded Water and Water Reclamation ("wastewater" or sewer) Utilities to meet the capital improvement project needs required to continue to provide services to utility customers at the desired level. The inability to gain voter approval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

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

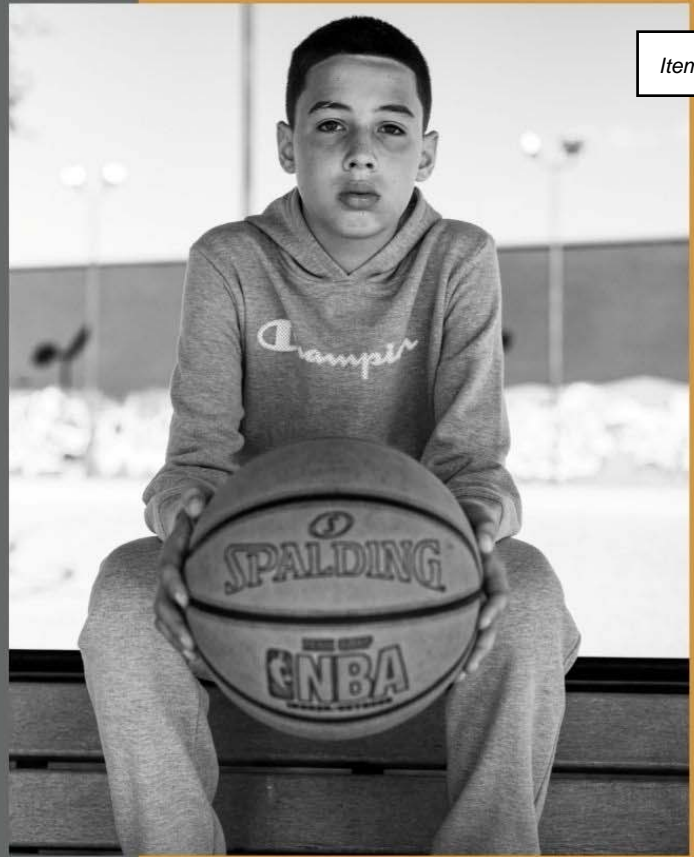
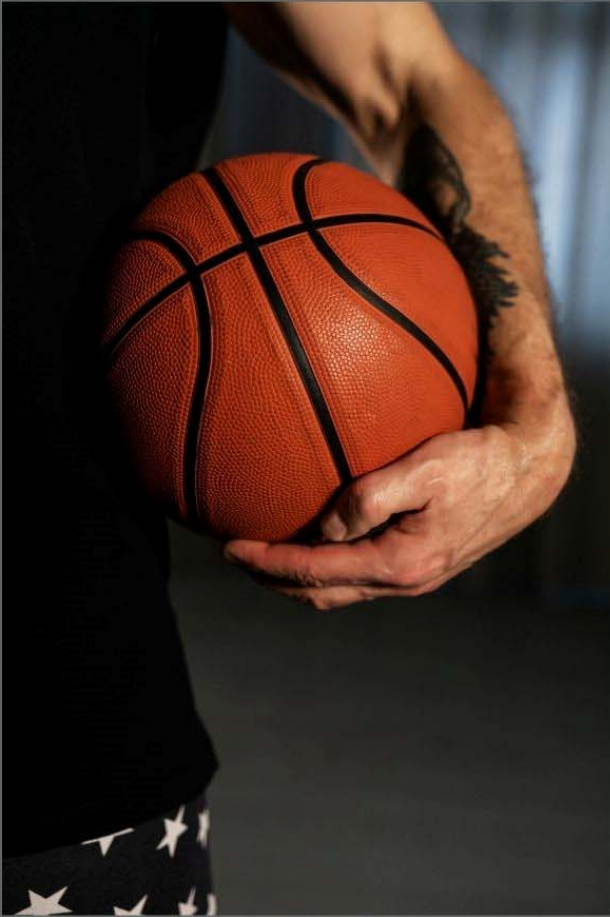
CONCLUSION

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

Sincerely,



Darrel Pyle,
City Manager



Community Profile

History of Norman, Oklahoma

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

Norman was primarily developed around the Santa Fe Railroad. Home to a passenger depot as well as a freight station, Norman became the headquarters for the railway. As business grew, it was necessary to expand the depot three times in the first few years of its existence. The last expansion was announced by J.E. Hurley, General Manager of the Santa Fe Railway, in 1909. The Santa Fe Depot was deeded to the City in 1972 and has had major renovations in the recent past.



The City of Norman has agreed to preserve and maintain the Santa Fe Depot as a historical landmark and use the building in a manner as to benefit the entire community. Performing Arts Studio, Inc. leases the building for rental of meetings, banquets and parties. Daily Amtrak passenger service is provided at the depot as well.

The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman was chosen as the location for the University of Oklahoma (OU), contingent upon the county passing bonds to construct a building. Town and country residents were also required to donate 40 acres of land for a campus site. The residents of Norman were successful in all their plans to be OU's home and by 1895, the university enrolled 100 students. Today, the Norman campus has an enrollment of approximately 29,705.

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

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

Norman — The City of Festivals

Widely recognized as the “City of Festivals”, Norman is the host of several annual festivals that are free to the public. Spring and Summer festivals include the Medieval Fair, Earth Day Festival, Norman Music Festival, May Fair, Jazz in June, and Midsummer Night’s Fair in July. Fall and Winter festivals include a Holiday Celebration in December and the Chocolate Festival held in February.



Holiday Celebration in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night's Fair held in July

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

Community Profile

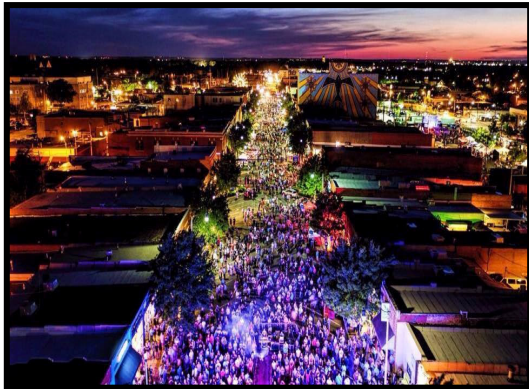
Norman is Oklahoma's third largest city and is home to the University of Oklahoma Sooners. Family oriented activities are abundant in Norman. Places of interest include Lake Thunderbird, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History.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



Max Westheimer Airport



Owen Field and Oklahoma Memorial Football Stadium



Norman Music Festival



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation



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

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(2) Median Age	(3) School Enrollment	(4) Unemployment Rate
2012	113,273	26,058	29.6	15,022	4.4
2013	115,562	27,343	29.7	15,510	5.0
2014	118,197	26,267	29.9	15,739	4.2
2015	118,040	27,749	30.2	15,745	3.8
2016	120,284	28,273	30.1	15,944	4.2
2017	122,180	28,458	30.3	16,363	4.2
2018	122,843	30,168	30.3	16,162	3.5
2019	123,471	28,977	30.1	16,289	3.2
2020	124,880	30,449	30.4	14,419	6.7
2021	128,026	31,710	30.9	15,449	3.2

Sources:

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

Community Profile

Facilities and services not included in the reporting entity:

Hospitals:

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

Education (2021-2022 School Year):

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



The University of Oklahoma campus

Major Employers in Norman

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

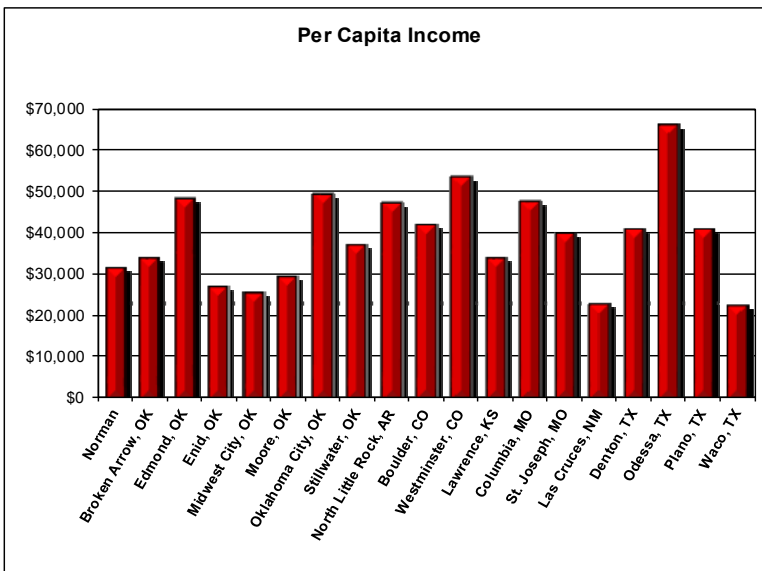
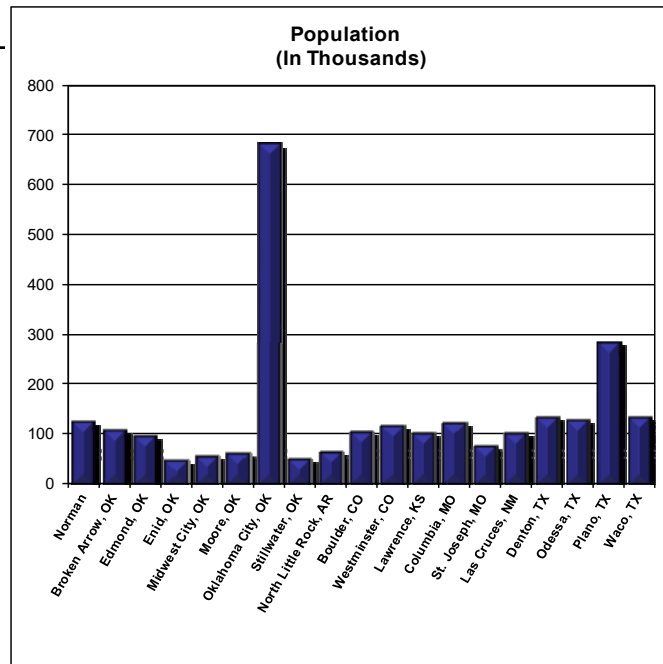
INTER-CITY BENCHMARK COMPARISONS

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

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

Inter-City Benchmark Comparison

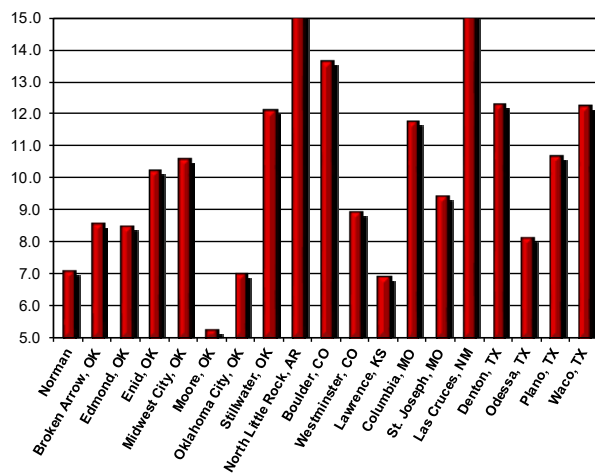
City	Population	Median Age	Square Miles
Norman	126,753	30.9	189.5
Broken Arrow, OK	110,198	37.3	61.6
Edmond, OK	96,376	35.7	87.9
Enid, OK	49,688	34.6	73.9
Midwest City, OK	57,288	36.0	24.4
Moore, OK	62,055	34.3	22.0
Oklahoma City, OK	680,059	35.2	620.4
Stillwater, OK	50,299	25.5	28.4
North Little Rock,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



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

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

Employees Per 1,000 Citizens



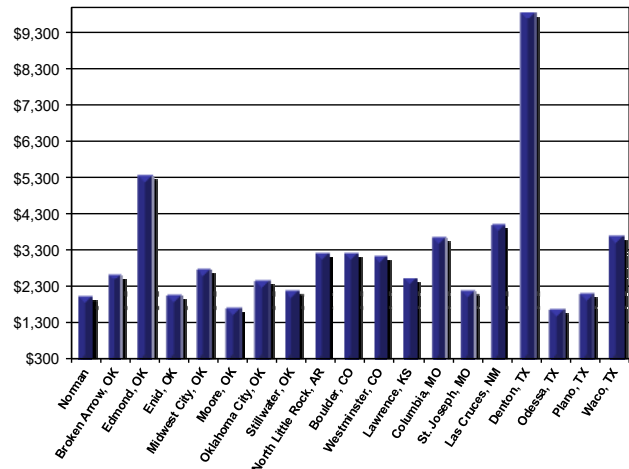
City Full-Time & Permanent Part-Time Budgeted Positions Employees Per 1,000 Citizens

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

City Budgeted Revenues Budgeted Expenditures Expenditures Per Capita (In Millions)

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

Expenditures Per Capita Income



Government Facilities and Service Statistics

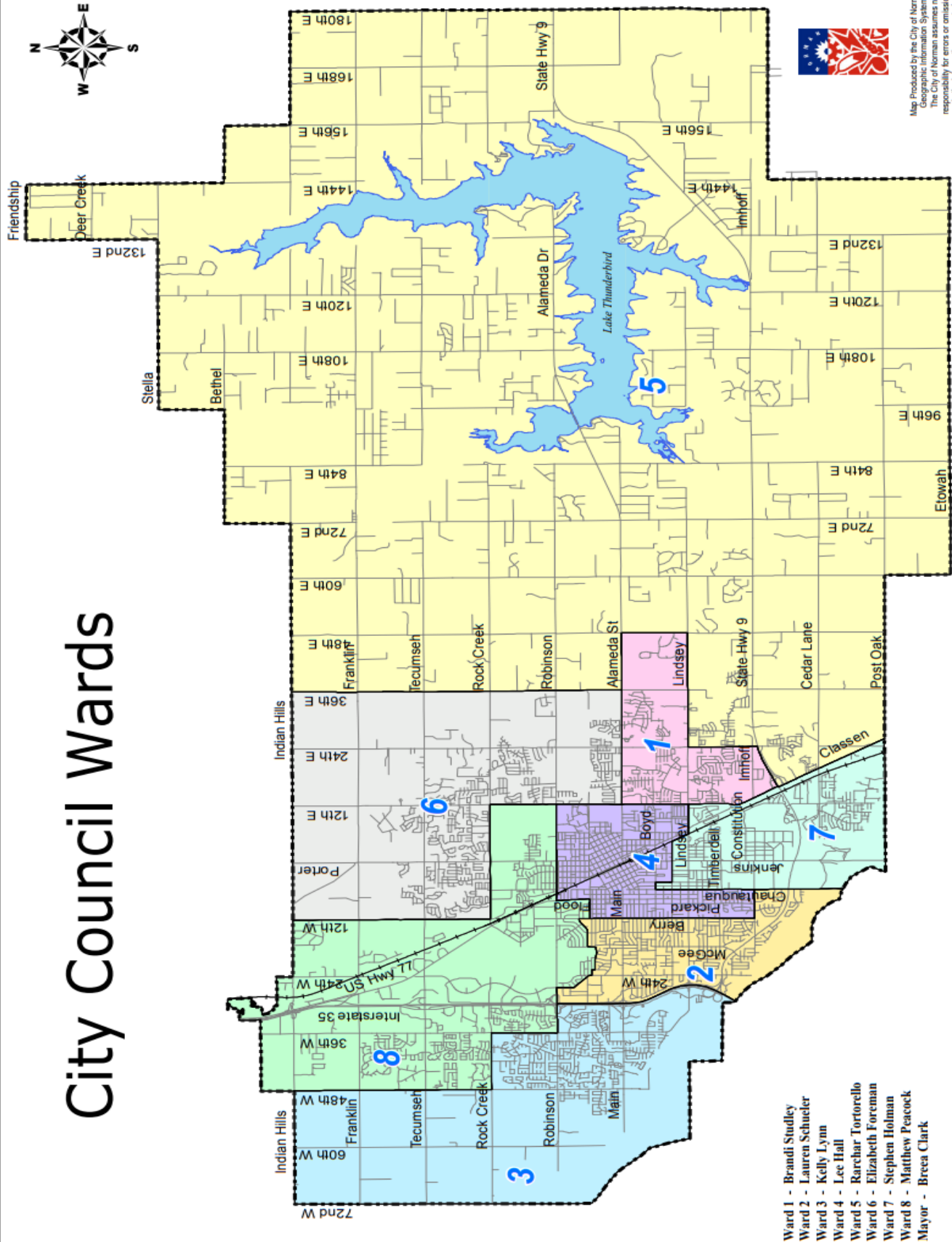
Year of Incorporation: 1891

Form of Government: Council / Manager



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

City Council Wards

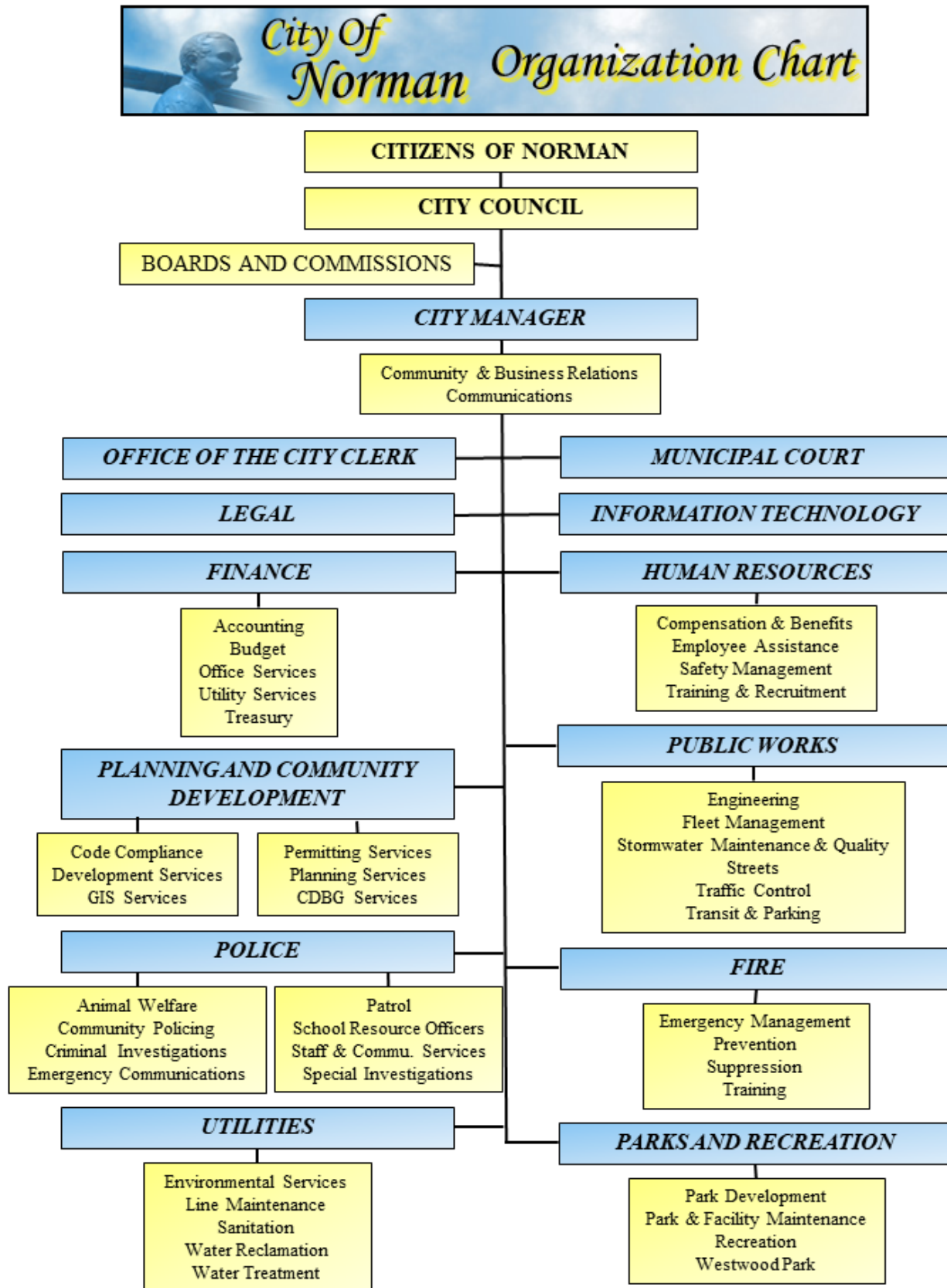




Overview / Statistical

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.



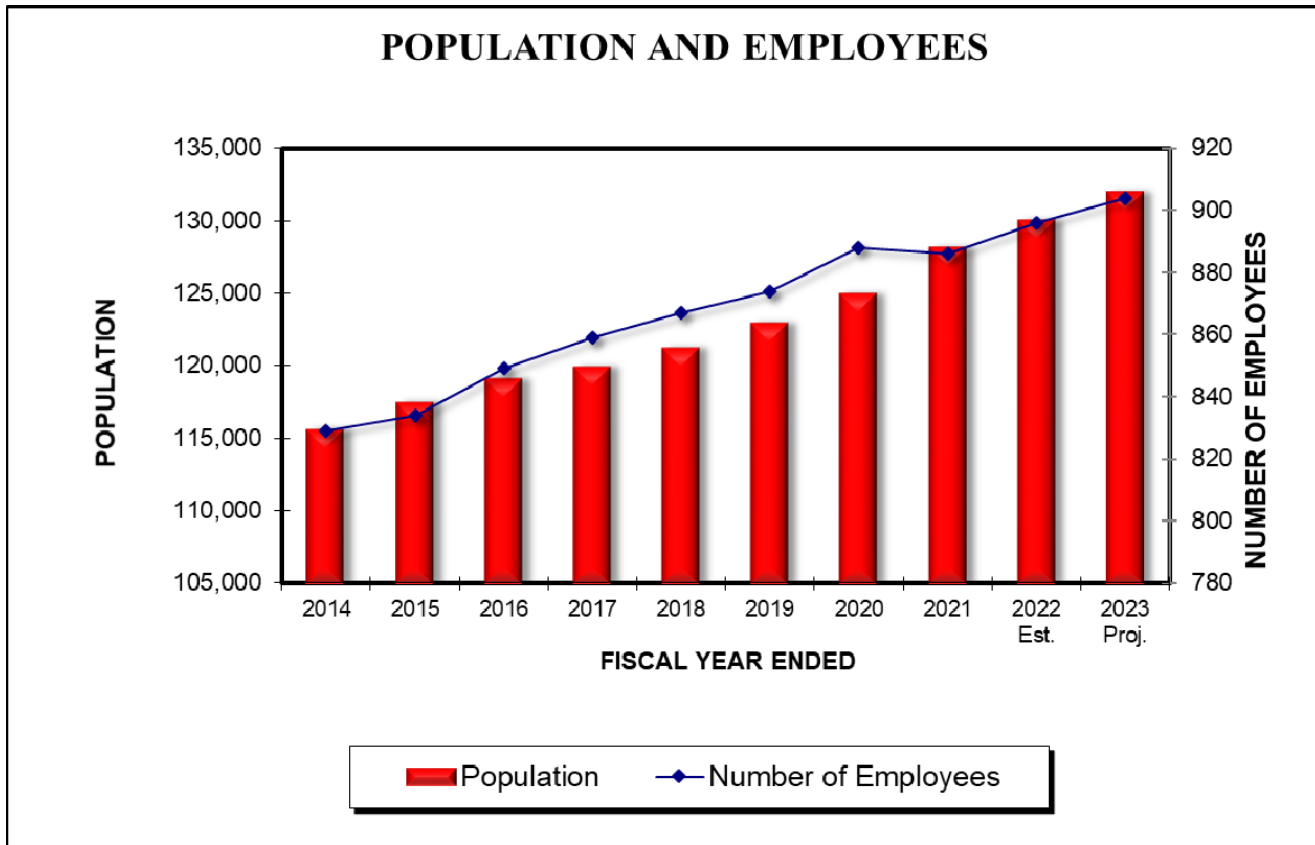
PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

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

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

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

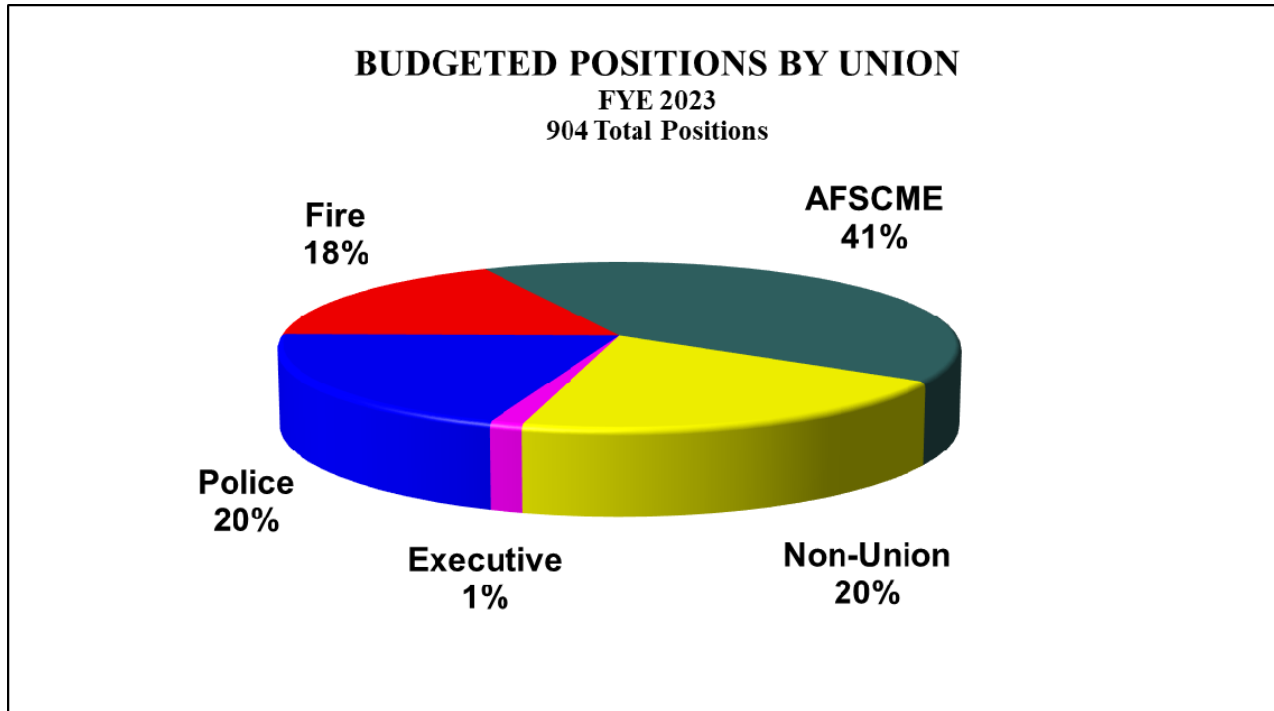
FYE 22 to FYE 23 - During FYE 22 combined the Sustainability Coordinator position in the City Manager's Department with the Environmental Services Coordinator in the Water Reclamation Department and kept the position in the Water Reclamation Department, added a Municipal Accountant I position to the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



Discussion of the Graph

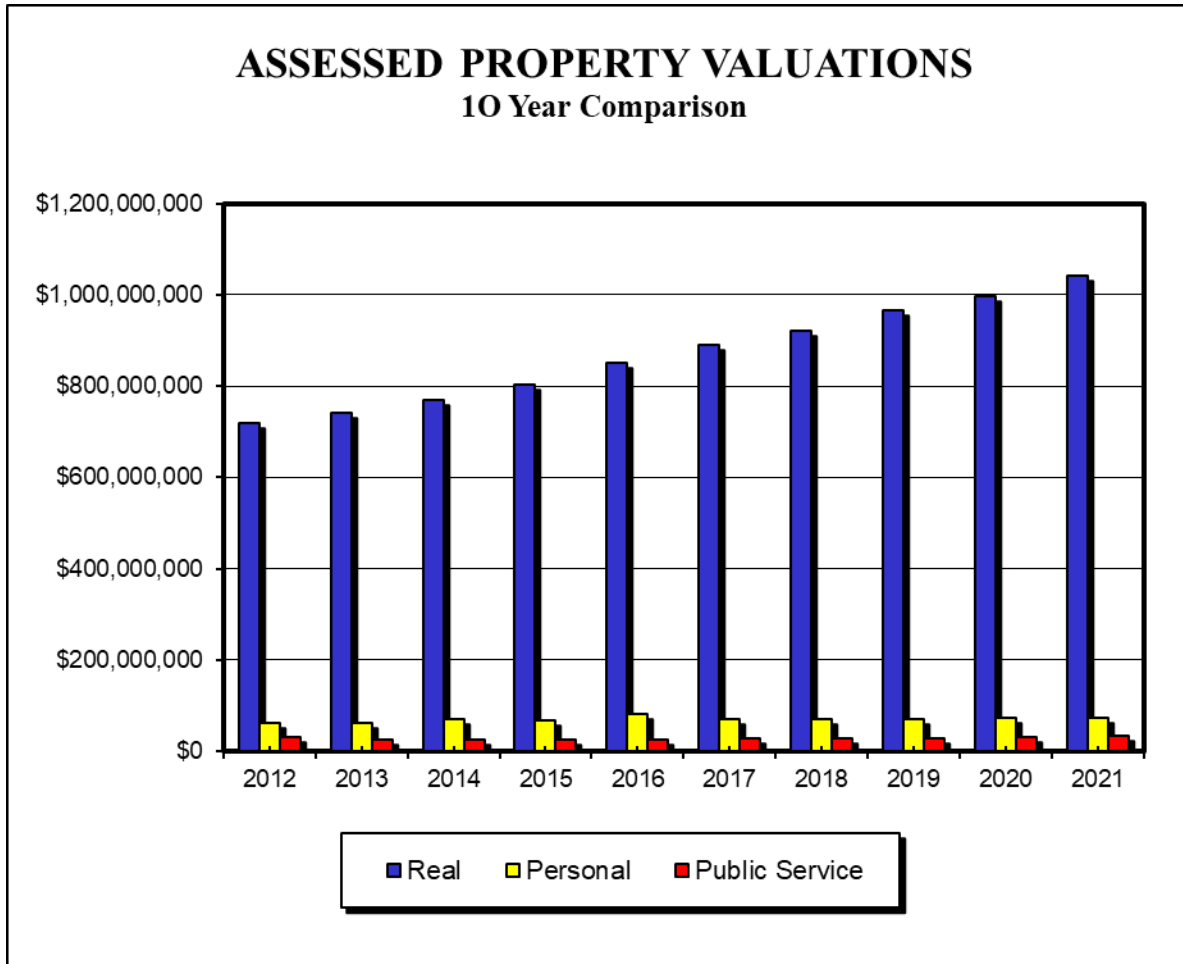
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2023, the City will employ 904 permanent employees, which is eight more positions than budgeted in FYE 2022. Eighty-four positions are related to the Public Safety Sales Tax that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

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



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2022-2023 the City will employ 904 budgeted full-time and permanent part-time employees. The largest number of personnel (372) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 250 Police Department personnel, of which 178 are members of the Fraternal Order of Police (FOP) union and 49 are AFSCME members. There are a total of 164 Fire Department personnel, of which 158 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 12 department directors and the City Manager of the City of Norman. There are 196 employees that are non-union members including the executive employees.

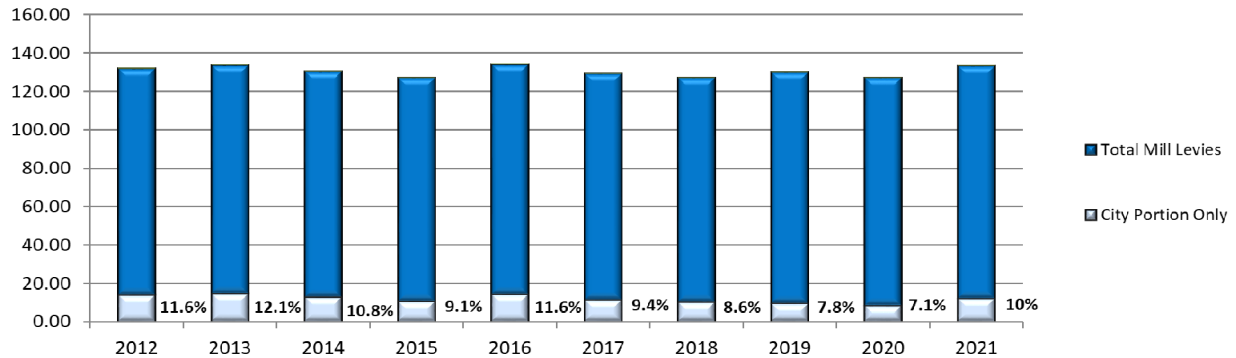


Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued.

* Real Valuations do not include the homestead exemption

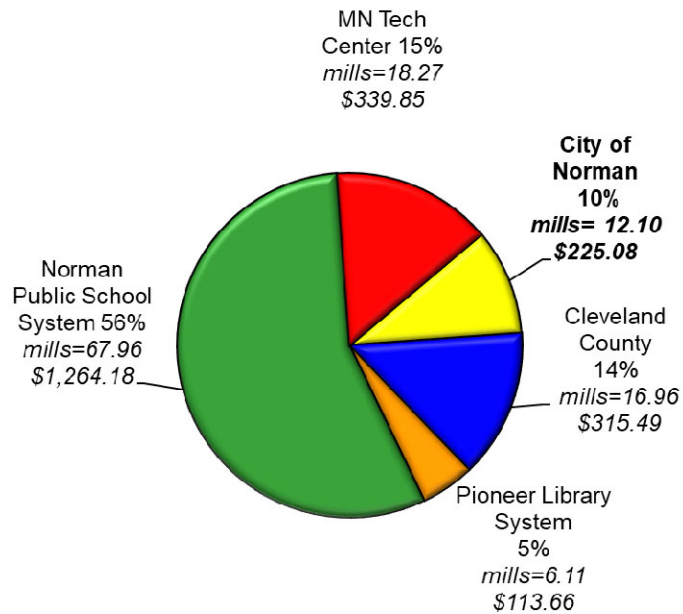
CITY PORTION OF TOTAL PROPERTY TAX MILL LEVIES

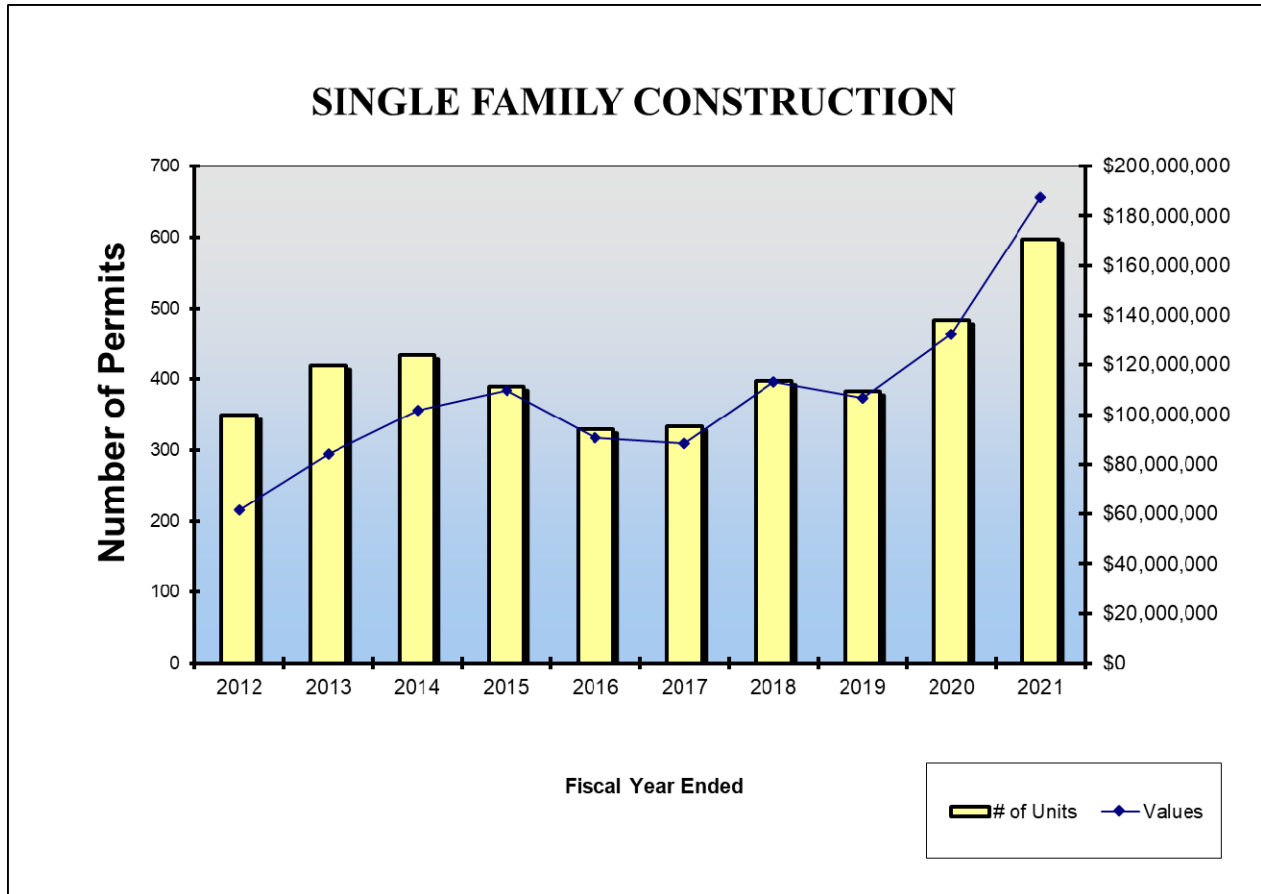


Discussion of the Graph

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

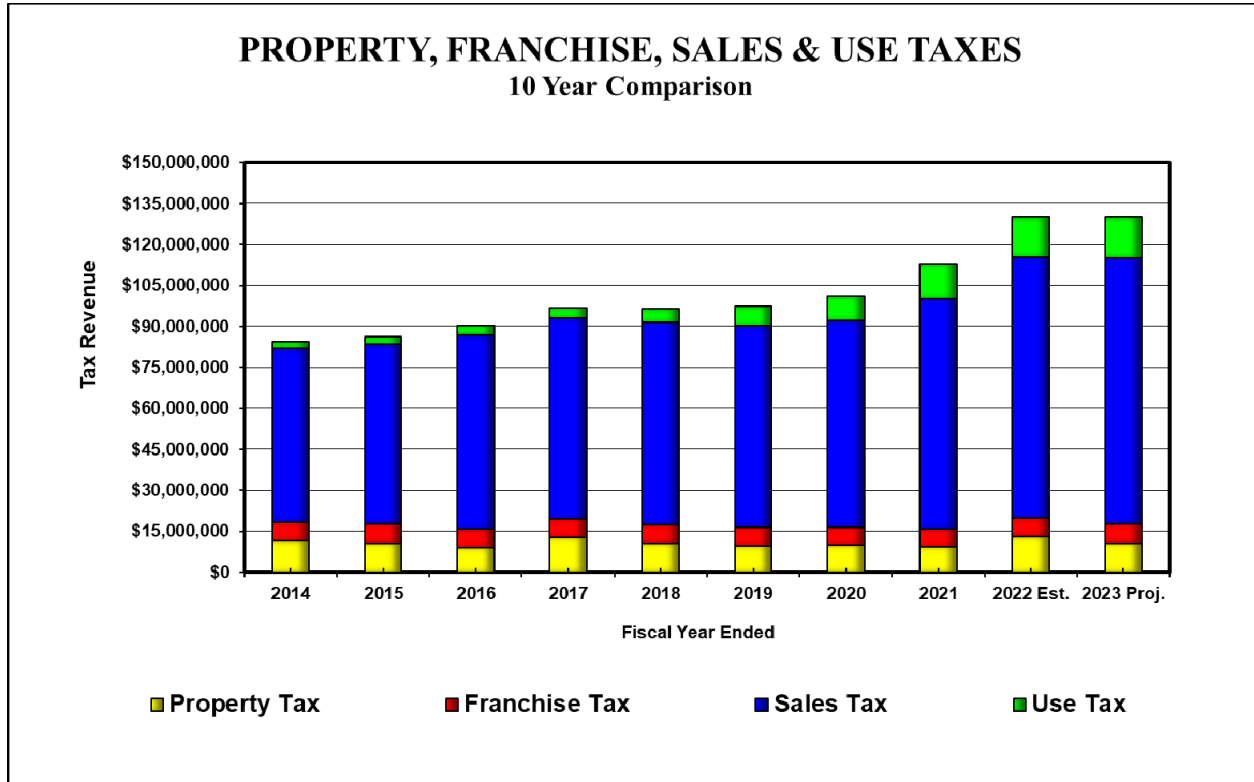
Annual Property Tax Distribution based on \$163,348 Median Home Value - 2022





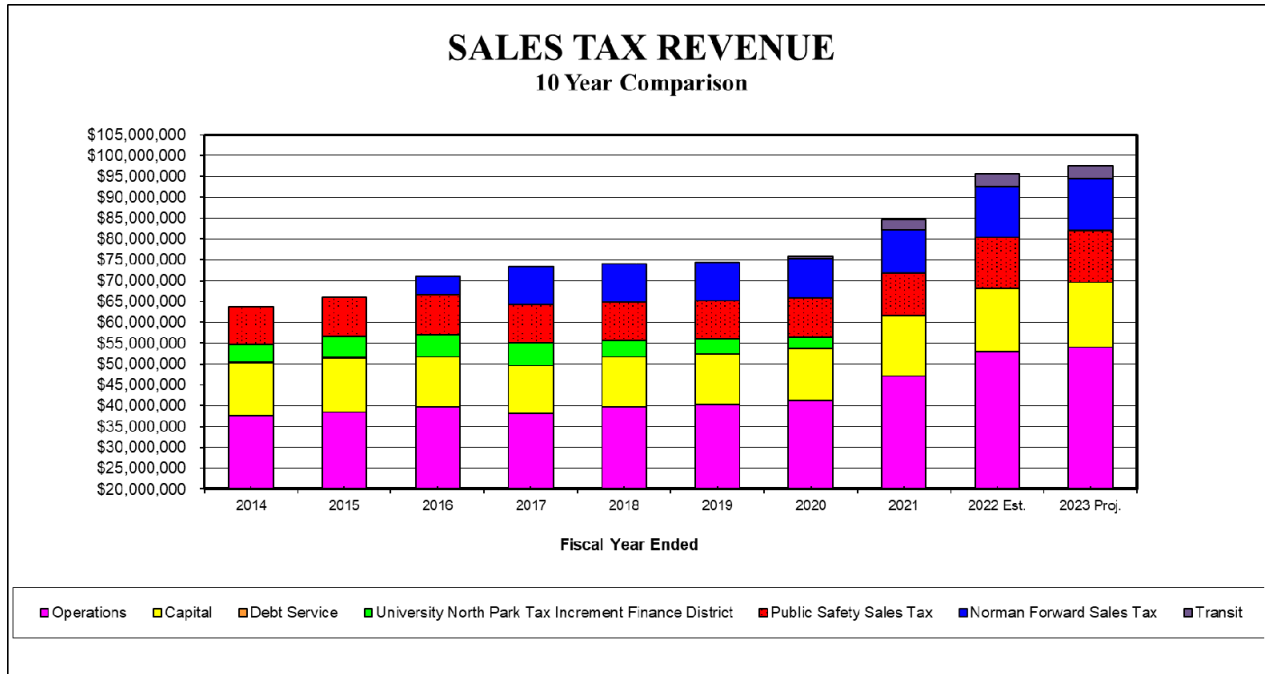
Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. Beginning in 2015, residential construction levels dropped and continued to drop in 2016. In 2017, residential construction began to increase and the average permit value jumped by about \$20,000 per unit from fiscal year 2017 to 2018. Fiscal year 2019 saw a slight decrease in single family construction from 2018. Norman's permit count increased 26% from fiscal year 2019 to 2020, matching nation-wide growth trends for residential building permits that hit a 12-year high according to the U.S. Census Bureau. Permit counts and values continued to increase in fiscal year 2021.



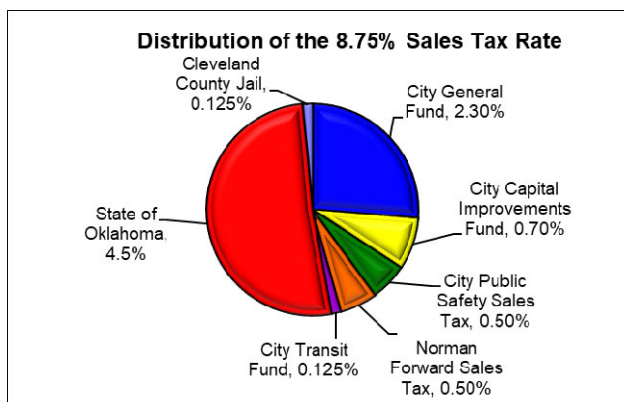
Discussion of the Graph

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



Discussion of the Graph

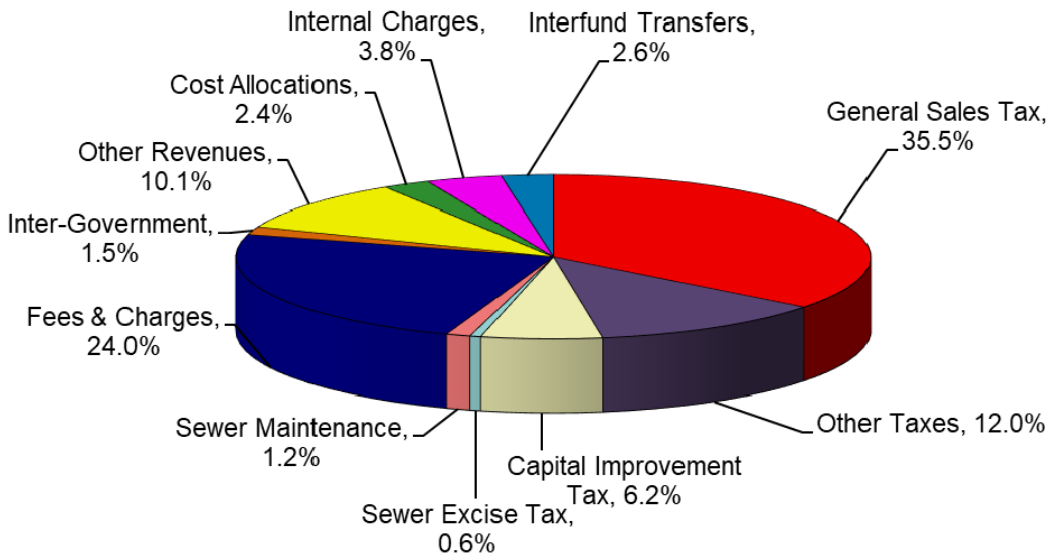
The City of Norman has a 4.125% sales tax rate effective April 1, 2020, which is the primary source of revenue for General Fund operations and capital expenditures. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2012 to 2017, remained relatively flat from 2017 to 2020, and saw significant growth again from 2020 to 2022. On May 13, 2008, Norman citizens approved a 1/2 percent (0.5%), 7-year, public safety sales tax dedicated to additional police and fire personnel and two new fire stations. On April 1, 2014, the citizens approved a permanent extension of that tax. Debt funded with sales tax revenues has remained low over the 10-year period. Beginning in FYE 2014, the portion of sales tax diverted to the General Obligation (G.O.) Combined Purpose Bonds Fund (Fund 64) to pay for 1992 G.O. Bonds is no longer needed. The bond was completely paid off. In October of 2015, citizens approved a 1/2 percent (0.5%) new sales tax called NORMAN FORWARD Sales Tax. The NORMAN FORWARD initiative provides for funding for recreational, athletic, library, park and infrastructural improvements. On November 12, 2019, Norman citizens approved transferring 1/8 of one percent (0.125%) of sales tax from Cleveland County to the city to help fund the transit operation.



FYE 2023 Projected Figures:

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

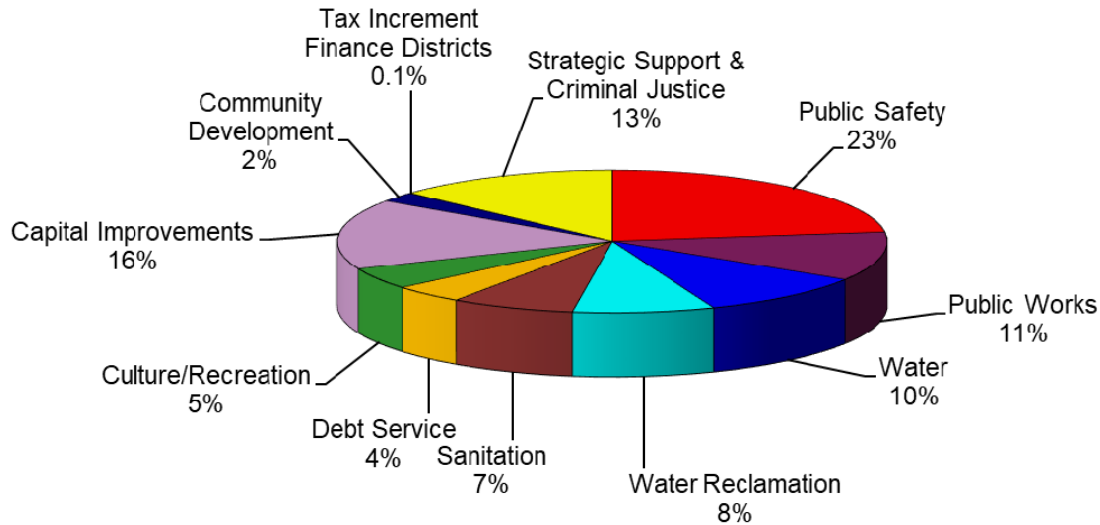
FYE 2023 ALL FUNDS PROJECTED TOTAL REVENUES
\$251,829,357



Discussion of the Graph

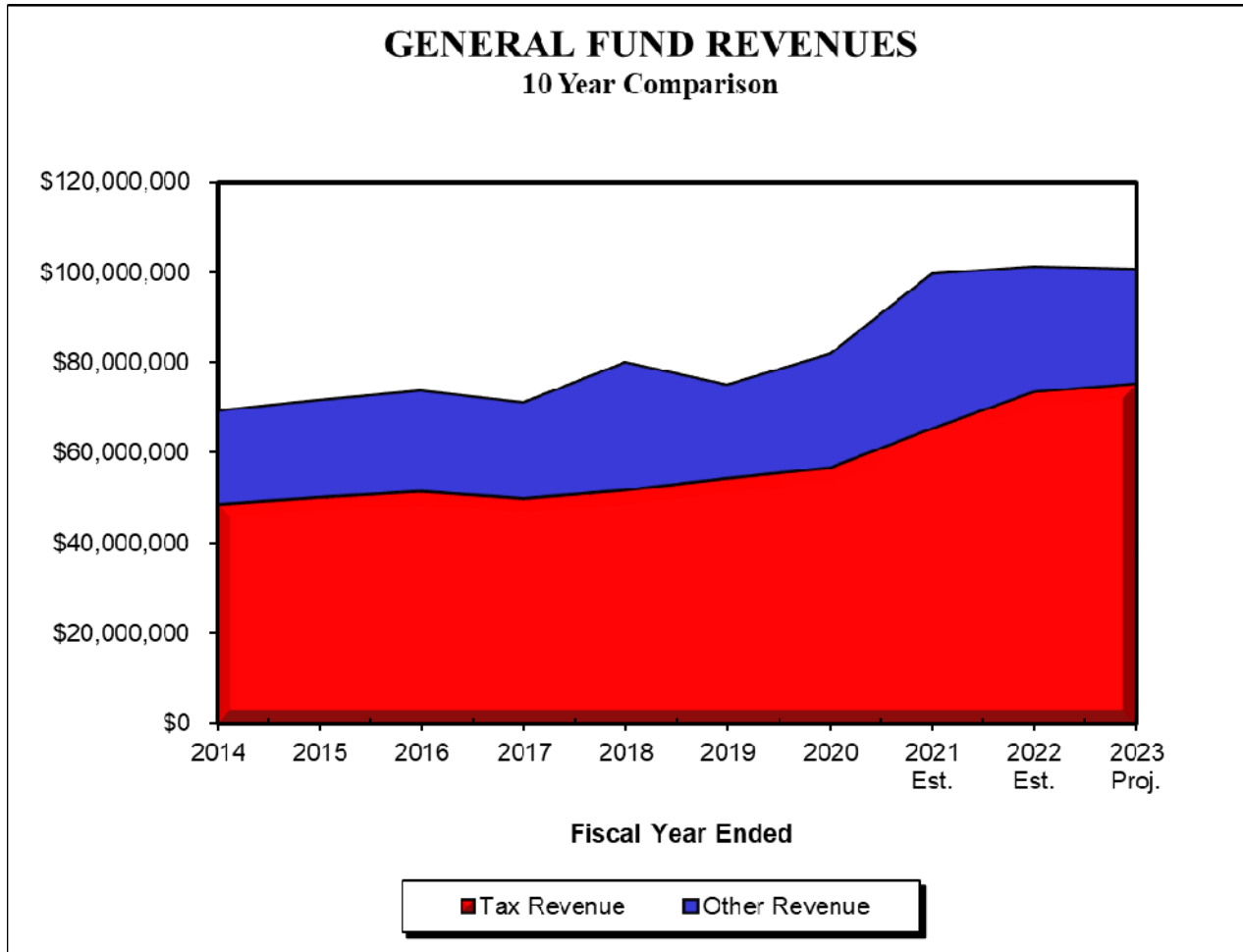
Budgeted revenues for FYE 2023 of \$251,829,357 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. The City of Norman is very reliant on sales tax collections for its operations. The "Other Taxes" portion includes the small percentage of property tax the City gets.

**FYE 2023 ALL FUNDS PROJECTED TOTAL EXPENDITURES
\$245,281,720**



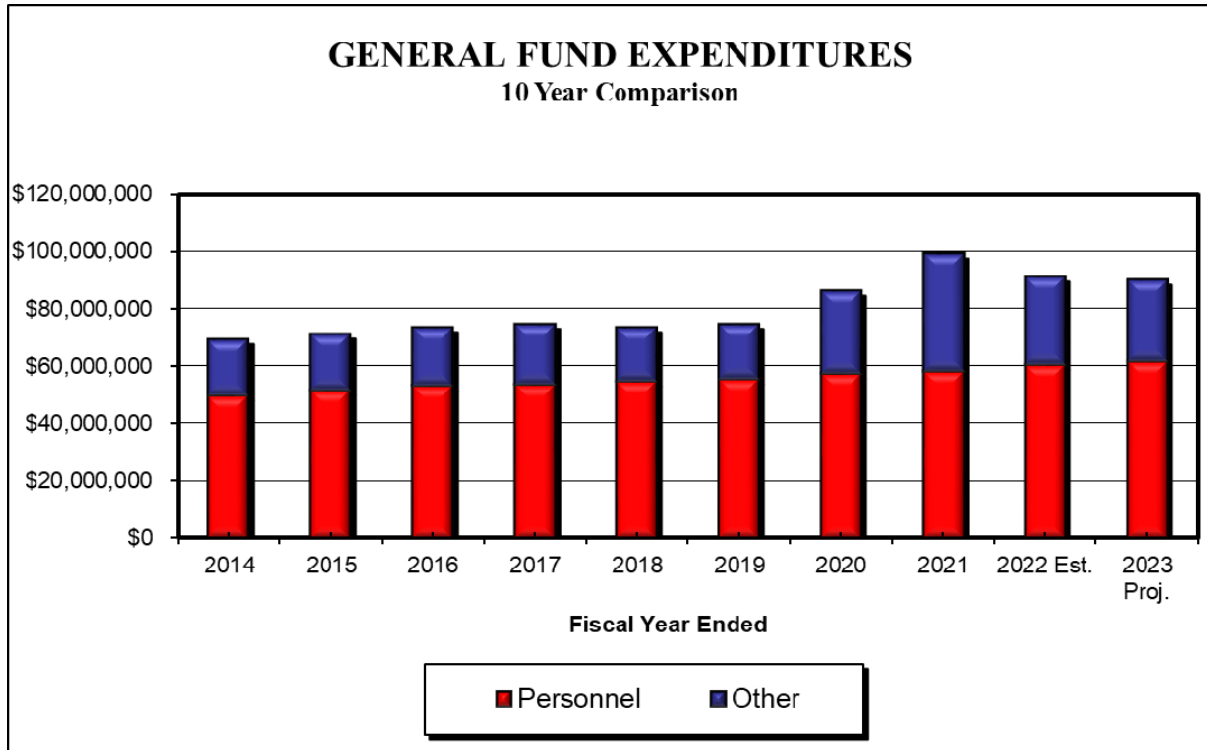
Discussion of the Graph

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



Discussion of the Graph

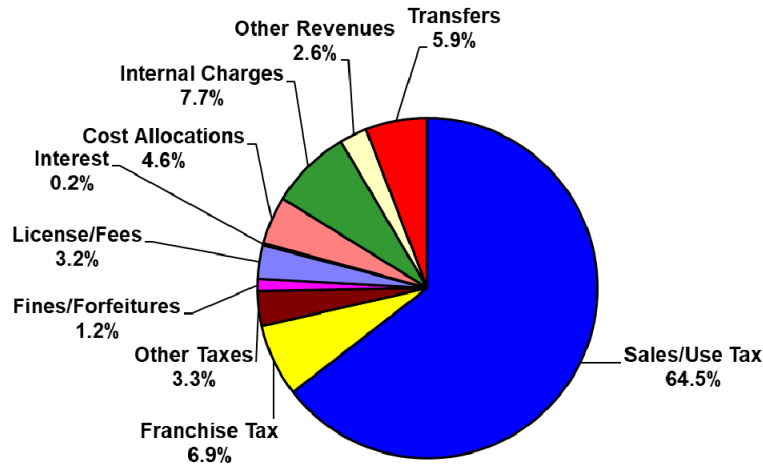
The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2014 to an estimated 72.6% of total revenues in FYE 2022, and a projected 74.7% in FYE 2023. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. Beginning in FYE 20, the University North Park sales tax apportionment was accounted for in the General Fund and the Capital Fund in the same proportion as all general sales taxes. The associated increase in General Fund tax revenues is illustrated on the chart above.



Discussion of the Graph

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

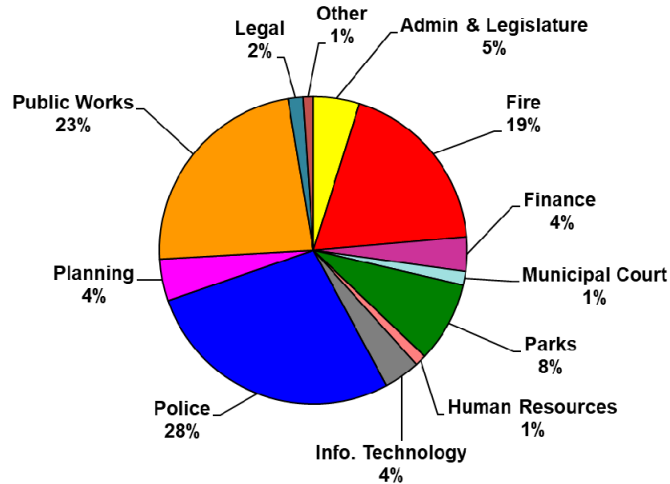
FYE 2023 GENERAL FUND REVENUES BY SOURCE
\$100,769,620



Discussion of the Graph

Taxes comprise approximately 75% of the General Fund's revenue; sales and use tax represents 64.5% while franchise fees represent 6.9% and other taxes account for 3.3%. Cost allocations represent 4.6% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from the Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.

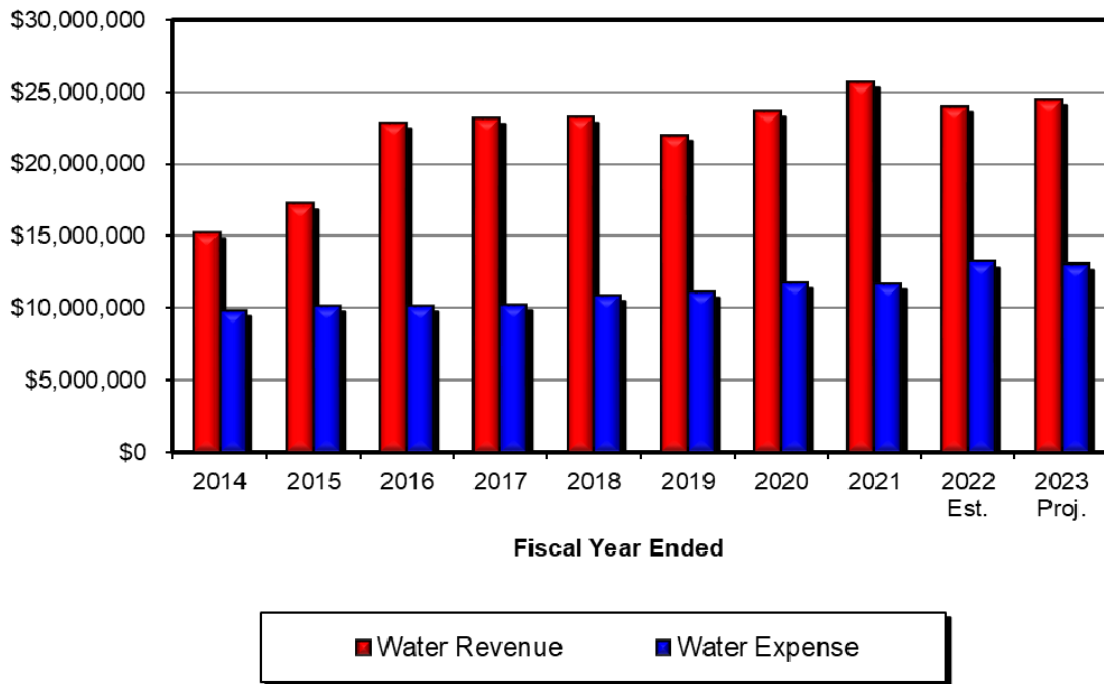
FYE 2023 GENERAL FUND EXPENDITURES BY DEPARTMENT
\$90,008,118



Discussion of the Graph

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

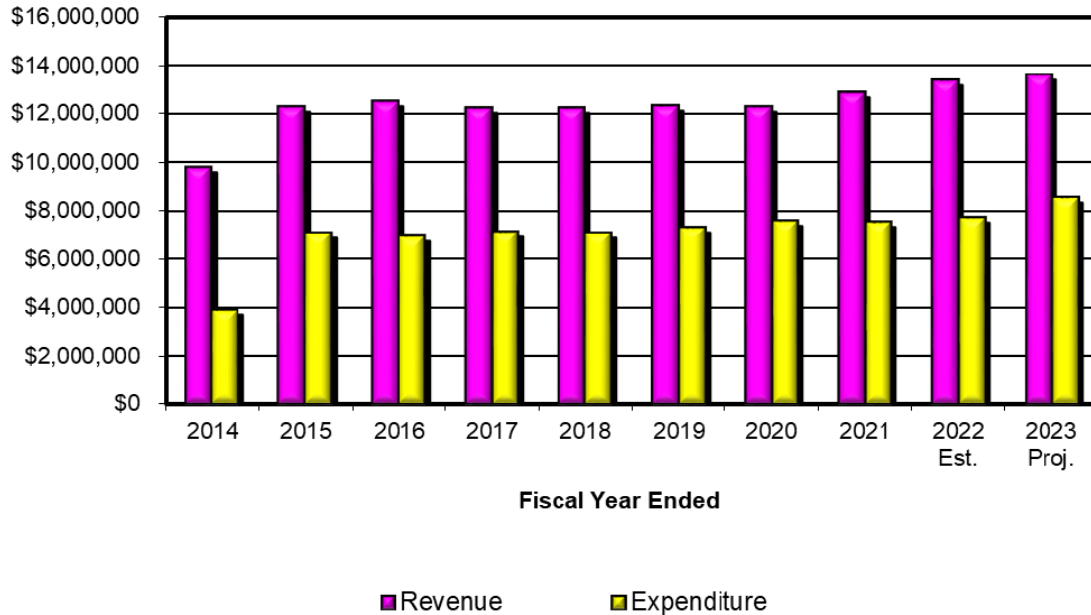
WATER FUND OPERATIONS 10 YEAR COMPARISON



Discussion of the Graph

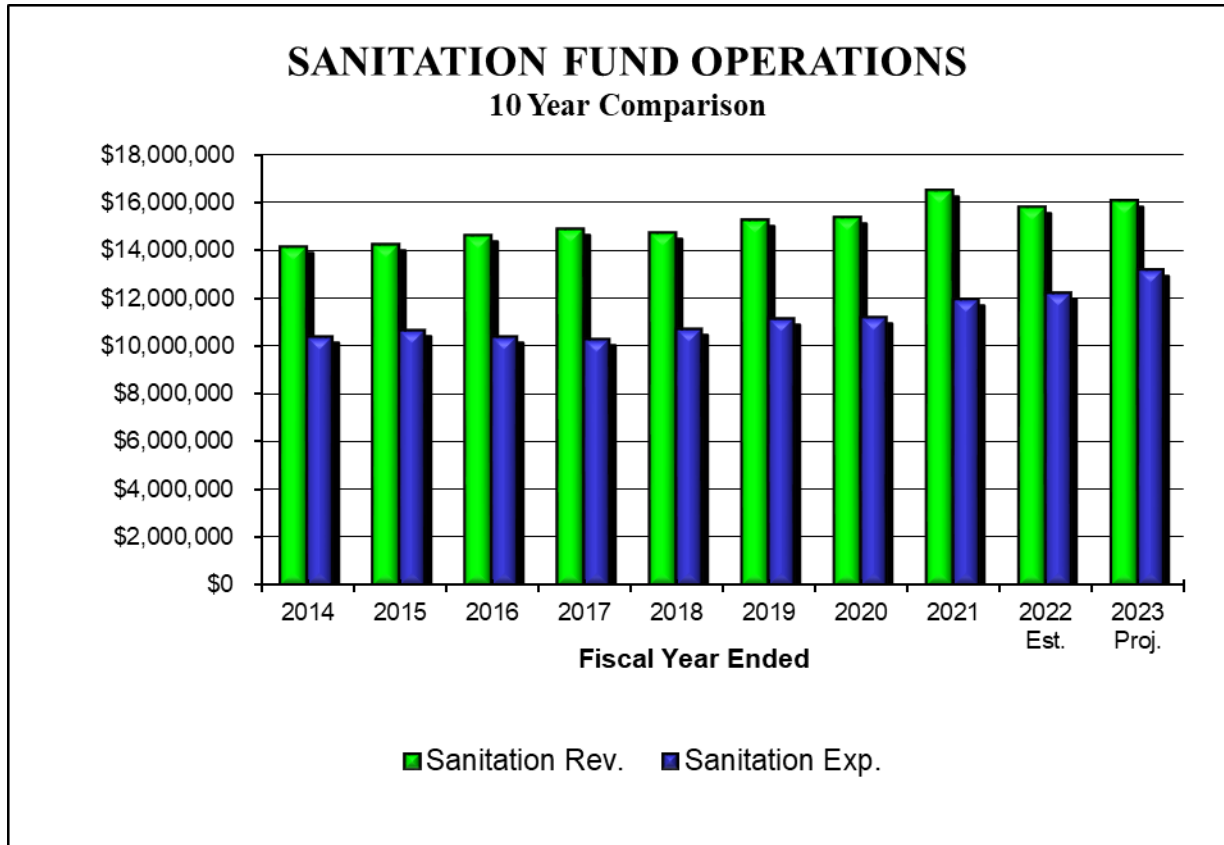
The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. The significant increase in revenue in 2016 is due to a water rate increase that was approved by the citizens on January 13, 2015.

WATER RECLAMATION FUND OPERATIONS 10 Year Comparison



Discussion of the Graph

The Water Reclamation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. In FYE 2015, the Sewer Line Maintenance operation was transferred from the Sewer Line Maintenance Fund to the Water Reclamation Fund. The last water reclamation rate increase was approved by the citizens on November, 12, 2013.



Discussion of the Graph

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

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

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

NET CITY BUDGET FISCAL YEAR ENDING 2023

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

Explanation of Significant Changes

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

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

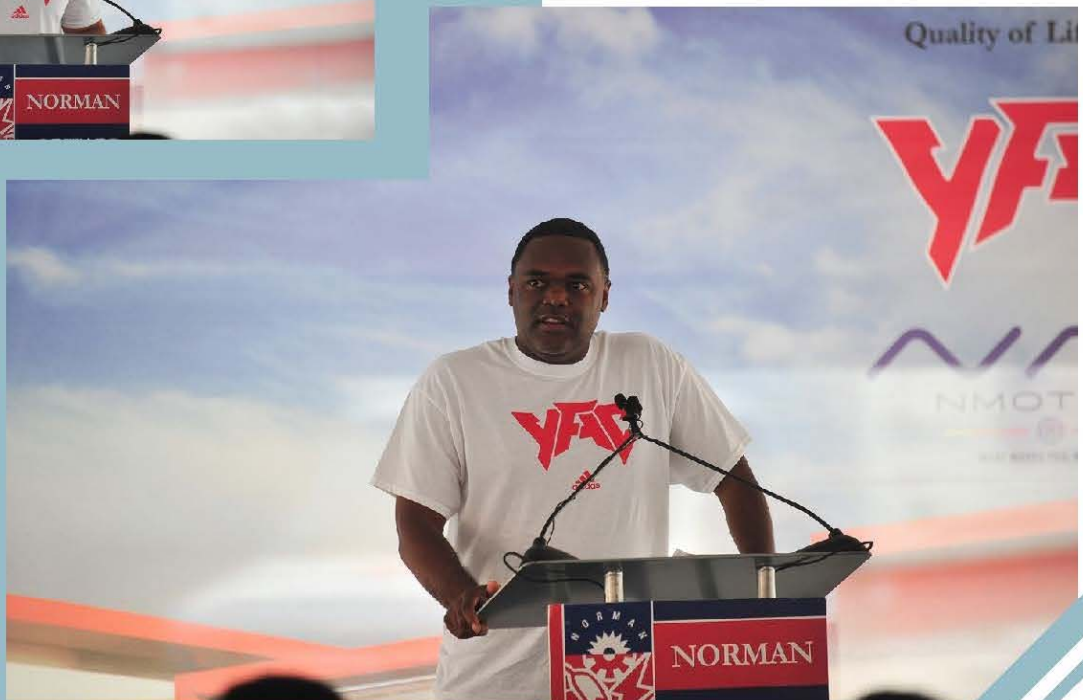
CITY FUND CLASSIFICATION	BEGINNING	OPERATING	REVENUES			EXPENDITURES			REVENUES	ENDING	
	FUND		INTERFUND	TOTAL	OPERATING	INTERFUND	SUBTOTAL	EMP TURNOVER			TOTAL
	BALANCE	REVENUES	TRANSFERS	REVENUES	EXPENSES	TRANSFERS	EXPENSES	SAVINGS	EXPENSES	EXPENSES	BALANCE
GOVERNMENTAL FUNDS											
General	\$15,120,647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

TOTAL CITY REVENUES AND OTHER RESOURCES FISCAL YEAR ENDING 2023

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

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

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



Financial Policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 23) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The “Budget Highlights” section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

Balanced Budget

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

Five Year Forecast

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

Reasonable Cost of Service

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

Reserve Policies

Operating Reserve

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

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

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

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

Capital Reserve

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

Debt Reserve

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

Investment Policy

Policy:

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

Diversification:

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

Maximum Maturities:

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

Internal Control:

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

Performance Standards:

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

Reporting:

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

Debt Policy

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

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

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

The City of Norman's 2021 legal debt limit is approximately \$111,737, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of

the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

The City maintained an "Aa2" rating from Moody's for those general obligation debt issues that are rated by the service. The Norman Utility Authority maintained an "Aa3" rating from Moody's for those debt issues that they rate.

Levelized Rates

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

Utility Transfer to General Fund

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

Municipal Budget Act

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



BUDGET CALENDAR

Fiscal Year Ending 2023

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

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

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

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

THE BUDGET PROCESS

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

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

1. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. The City Manager, working with staff in all Departments, reviews and evaluates all basic budgets and supplemental requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, or increase productivity. The proposed budget, which the City Manager submits to the City Council, includes recommendations of the program of services, which the City should provide, and which can be financed by the City's projected revenue for the budget year. The Manager must submit a balanced budget for the next fiscal year not later than 30 days prior to the end of the current fiscal year.
2. The City Council considers the Manager's recommended budget in a series of work sessions and in public hearings at which citizen comment is invited. Citizens are encouraged to participate in the budget process. A copy of the proposed budget and the adopted budget are filed in the City Clerk's office and the Norman Public Library. Additional or supplemental information is available upon request.
3. The budget for the next fiscal year is legally enacted by the City Council through passage of an ordinance not later than seven days before the beginning of the new budget year.
4. Expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget. The City Manager, without Council approval, may transfer

appropriation balances from one expenditure account to another within a Fund/Department of the City. The City Council, however, must approve any transfer of unencumbered appropriation balance or portions thereof from one Fund to another.

5. Annual budgets are legally adopted for all governmental funds. Budgets for the Debt Service Funds are adopted on a basis consistent with Generally Accepted Accounting Principles. The expendable trust fund includes non-budgeted financial activities, which are not subject to an appropriated budget and the appropriation process nor to any legally authorized non-appropriated budget review and approval process.
6. At the close of each fiscal year, any unencumbered appropriation balance lapses or reverts to the undesignated fund balance.

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

FUNDING SOURCES FOR EACH DEPARTMENT

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

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT

(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

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

SECTION 17-202. PURPOSE OF ACT.

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

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

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

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

6. “Budget year” means the fiscal year for which a budget is prepared or being prepared;
7. “Chief executive officer” means the mayor of an aldermanic city or a strong-mayor-council city, the mayor of a town, or the city manager or chief administrative officer as it may be defined by applicable law, charter or ordinance;
8. “Current year” means the year in which the budget is prepared and adopted, or the fiscal year immediately preceding the budget year;
9. “Deficit” means the excess of a fund’s current liabilities and encumbrances over its current financial assets as reflected by its books of account;
10. “Department” means a functional unit within a fund which carries on a specific activity, such as a fire department or a police department within a general fund;
11. “Estimated revenue” means the amount of revenues estimated to be received during the budget year;
12. “Fiscal year” means the annual period for reporting fiscal operations which begins and ends on dates as the Legislature provides or as provided by law;
13. “Fund” means an independent fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources, together with all liabilities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives;
14. “Fund balance” means the excess of a fund’s current financial assets over its current liabilities and encumbrances, as reflected by its books of account;
15. “Governing body” means the city council of a city, the board of trustees of a town, or the legislative body of a municipality as it may be defined by applicable law or charter provision;
16. “Immediate prior fiscal year” means the year preceding the current year;
17. “Income and revenue provided” means the amount estimated or actual income and revenue appropriated by the governing body of the municipality;
18. “Levy” means to impose ad valorem taxes or the total amount of ad valorem taxes for a purpose or entity;
19. “Operating reserve” means that portion of the fund balance of the municipality which has not been appropriated in a budget year for another purpose;
20. “Municipality” means any incorporated city or town; and
21. “Purpose” means the specific budget item for a contract or claim.

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

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

SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET

- A. The municipal budget shall present a complete financial plan for the municipality and shall present information necessary and proper to disclose the financial position and condition of the municipality and the revenues and expenditures thereof.
- B. Unless the budget is prepared in accordance with the subsection E of this section, the budget shall contain the following contents:
 - 1. The budget shall contain a budget summary;
 - 2. It shall also be accompanied by a budget message, which shall explain the budget and describe its important features;
 - 3. The budget format shall be as provided by the governing body in consultation with the chief executive officer; and
 - 4. It shall contain at least the following in tabular form for each fund, itemized by department and account within each fund:
 - a. actual reserves and expenditures for the immediate prior fiscal year,
 - b. revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended, and
 - c. estimates of revenues and expenditures for the budget year.
- C. The estimate of revenues for any budget year shall include probable income by source which the municipality is legally empowered to collect or receive at the time the budget is adopted. The estimate shall be based on a review and analysis of past and anticipated revenues of the municipality. Any portion of the budget of revenues to be derived from ad valorem property taxation shall not exceed the amount of tax which is available for appropriation, as finally determined by the county excise board, or which can or must be raised as required by law. The budget of expenditures for each fund shall not exceed the estimated revenues for each fund. No more than ten percent (10%) of the total budget for any fund may be budgeted for miscellaneous purposes. Included in the budget of revenues or expenditures for any fund may be amounts transferred from or to another fund. Any such interfund transfer must be shown as a disbursement from the one fund and as a receipt to the other fund.

- D. Encumbrances for funds whose sole purpose is to account for grants and capital projects and/or any unexpended appropriation balances may be considered nonfiscal and excluded from the budget by the governing body, but shall be re-appropriated to the same funds, accounts and for the same purposes for the successive fiscal year, unless the grant, project or purpose is designated or declared closed or completed by the governing body.
- E. As an alternative to the budget format and content described in subsections B, C, and D of this section, the municipality may prepare its budget in a program or purpose format for the municipality as a whole without regard to fund accounting. Such budget shall be subject to all other requirements of the Municipal Budget Act, except those requirements specifically related to fund accounting.

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

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

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

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

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

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

- B. The adopted budget shall be transmitted to the State Auditor and Inspector within thirty (30) days after the beginning of the fiscal year of the municipality and one copy shall be kept on file in the office of the municipal clerk. A copy of the municipality's sinking fund requirements shall be filed with the excise board of the county or counties in which the municipality is located.
- C. The adopted budget shall be in effect on and after the first day of the fiscal year to which it applies. The budget as adopted and filed with the State Auditor and Inspector shall constitute an appropriation for each purpose as defined by the governing body, and the appropriation thus made shall not be used for any other purpose except as provided by law.
- D. At the time required by law, the county excise board shall levy the taxes necessary for the municipality's sinking fund for the budget year pursuant to Section 431 of Title 62 of the Oklahoma Statutes.

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

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

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

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

1. To create or authorize creation of a deficit in any fund; or
 2. To authorize, make or incur expenditures in excess of ninety percent (90%) of the appropriation for any fund or the budget as adopted or amended until revenues received, including the prior fiscal year's fund balance carried forward, totals an amount equal to at least ninety percent (90%) of the appropriation for the fund. Expenditures may then be made and authorized so long as any expenditure does not exceed any fund balance.
- C. Any obligation that is contracted or authorized by any officer or employee in violation of this act shall become the obligation of the officer or employee himself and shall not be valid or enforceable against the municipality. Any officer or employee who violates this act shall forfeit his office or position and shall be subject to such civil and criminal punishments as are provided by law. Any obligation, authorization for expenditure or expenditure made in violation of this act shall be illegal and void.

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

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

1. A general fund, to account for all monies received and disbursed for general municipal government purposes, including all assets, liabilities, reserves, fund balances, revenues and expenditures which are not accounted for in any other fund or special ledger account. All monies received by the municipality under the motor fuel tax or under the motor vehicle license and registration tax and earmarked for the street and alley fund may be deposited in the general fund and accounted for as a "street and alley account" within the general fund. Expenditures from this account shall be made as earmarked and provided by law. All references to the street and alley fund or to the special fund earmarked for state-shared gasoline and motor vehicle taxes may mean the street and alley account provided in this section;
2. Special revenue funds, as required, to account for the proceeds of specific revenue sources that are restricted by law to expenditures for specified purposes;
3. Debt service fund, which shall include the municipal sinking fund, established to account for the retirement of general obligation bonds or other long term debt and payment of interest thereon and judgments as provided by law. Any monies pledged to service general obligation bonds or other long-term debt must be deposited in the debt service fund;
4. Capital project funds, to account for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds;
5. Enterprise funds, to account for each utility or enterprise or other service, other than those operated as a department of the general fund, where the costs are financed primarily through user charges or where there is a periodic need to determine revenues earned, expenses incurred or net income for a service or program.

6. Trust agency funds, to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes, such as a retirement fund or a cemetery perpetual care fund;
7. Special assessment funds, to account for the financing of public improvements or services deemed to benefit properties against which special assessments are levied; a separate fund for each special improvement district established by the governing body shall be established, each of which shall be known as a special assessment fund;
8. Internal service funds, to account for the financing of goods or services provided by one department or agency of the municipality to another department or agency, or to another government, on a cost reimbursement basis;
9. A ledger or group of accounts in which to record the details relating to the general fixed assets of the municipality;
10. A ledger or group of accounts in which to record the details relating to the general bonds or other long term debt of the municipality; or
11. Such other funds or ledgers as may be established by the governing body.

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

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

1. Personal services, which may include expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits;
2. Materials and supplies, which may include articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering service in connection with repair, sale or trade of such articles or commodities;
3. Other services and charges, which may include all current expenses other than those listed in paragraphs 1, 2, 4, 5 or 6 in this section, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm or corporation rendering such services;
4. Capital outlays, which may include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of contract;

5. Debt service, which may include outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods; and
6. Fund transfers, which may include permanent transfers of resources from one fund to another.

SECTION 17-214. FUNDS - OPERATING RESERVE

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

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

- A. The chief executive officer, or designee, as authorized by the governing body, may transfer any unexpended and unencumbered appropriation or any portion thereof from one purpose to another; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.
- B. Any fund balance in an unrestricted fund of the municipality may be transferred to another fund of the municipality as authorized by the governing body. Other interfund transfers may be made only as adopted or amended according to Section 17-206 or 17-216 of this title.
- C. Whenever the necessity for maintaining any fund of a municipality has ceased to exist and a balance remains in the fund, the governing body may authorize the transfer of the balance to the general fund or any other designated fund, unless otherwise provided by law.
- D. No encumbrance or expenditure may be authorized or made by any officer or employee, which exceeds the available appropriation for each purpose as defined by the governing body.

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

- A. The governing body may amend the budget to make supplemental appropriations to any purpose up to the amount of additional income and revenues, which are available and provided for current expenditures due to:
 1. Revenues received or to be received from sources not anticipated in the budget for that year;
 2. Revenues received or to be received from anticipated sources but in excess of the budget estimates therefore; or
 3. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year, which had not been anticipated or appropriated in the budget. Any appropriation authorizing the creating of indebtedness shall be governed by the applicable provisions of Section 26 of Article 10 of the Oklahoma Constitution.

- B. If at any time during the budget year it appears probable that revenues available will be insufficient to meet the amount appropriated, or that due to unforeseen emergencies there is temporarily insufficient money to meet the requirements of appropriation, the governing body shall take action as it deems necessary. For that purpose, it may amend the budget to reduce one or more appropriations or it may amend the budget to transfer money from one purpose to another purpose, but no appropriation for debt service may be reduced and no appropriation may be reduced by more than the amount of the unencumbered and unexpended balance thereof. No transfer shall be made from the debt service fund to any other fund except as may be permitted by the terms of the bond issue or applicable law.
- C. A budget amendment as provided in this section authorizing supplemental appropriations or a decrease in the total appropriation of funds shall be adopted at a meeting of the governing body and filed with the municipal clerk and the State Auditor and Inspector.

SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)

- A. (Pertains to counties and school districts)
- B. Each municipality that does not prepare an annual audit pursuant to Section 17-105 of Title 11 of the Oklahoma Statutes shall make a financial statement as required by this section. Such municipality shall adopt a budget, which shall contain estimates of expenditures and revenues, including probable income by source, for the budget year; provided, that all municipalities may use estimated fund balances if final certified fund balances are not available. The budget shall be in a format similar to the estimate of needs or, at the municipality's discretion, to Sections 17-207 and 17-212 through 17-214 of Title 11 of the Oklahoma Statutes. This section shall not apply to any municipality that has opted to prepare a budget pursuant to the Municipal Budget Act.
- C. Each budget and each financial statement and estimate of needs for each county, city, incorporated town, or school district, as prepared in accordance with this section, shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.
- D. The financial statements and estimates of all counties shall be filed with the county excise board on or before August 17 of each year; and the financial statements and budgets of all incorporated towns shall be filed with the county excise board on or before August 22 of each year; and the financial statements and budgets of all cities shall be filed with the county excise board on or before August 27 of each year; and the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year. Said financial statements and estimates shall have attached thereto an affidavit showing the publication thereof as required herein, or they may be filed and the said affidavit attached thereto at any time within five (5) days after the filing thereof.

NORMAN IMPLEMENTATION OF MUNICIPAL BUDGET STATUTES

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

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

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

“Chief Executive Officer” is the City Manager;

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

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

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

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



Financial Summaries

GENERAL FUND BUDGET HIGHLIGHTS

Background

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

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

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

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

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

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

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

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

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

FYE 23 Budget

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

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

In the City's Comprehensive Annual Financial Report, (page 88) for Fiscal Year ending June 30, 2021, reconciliation is given between budget fund balance and the General Fund balance reported on the City Balance Sheet. This reconciliation is summarized as follows:

Fund balances – budgetary basis, June 30, 2021	\$ 1,397,595
Encumbrances outstanding	<u>2,893,498</u>
Fund summary cash balance	4,291,093
Current year accruals	10,394,973
“Rainy Day” Fund Balance	<u>4,027,066</u>
Total fund balances – fund balance sheet, June 30, 2021	\$ 18,713,132

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

FYE 23 expenditures are projected based on a line-item analysis within each department. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but do include merit increases.

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

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

Department

City Manager's Department

Police Department

Information Technology Department

Parks and Recreation Department

Change

Closed Internal Auditor & Internal Auditor Tech. positions

Added 9 Police Officers

Added a Network and Infrastructure Engineer

Added PPT Recreation Leader I

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

Five Year Outlook

- Sales tax revenues are projected at an increase of 2% from FYE 22 Estimate to FYE 23. Projections for FYE 24 through FYE 27 are also projected on an average annual growth rate of 2%.
- State use tax, are projected to increase at an average rate of 4% and franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 23 through FYE 27, while other major revenues are projected to increase at various rates.
- Transfers from the Water and Water Reclamation Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the franchise fee payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- FYE 23 net expenditures represent an approximate 2% increase over FYE 22 Budget. Total expenditures are projected to increase an average of 4% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 23, except Internal Services, which is projected at a 2% increase after FYE 23. Salaries and Benefits are projected at a 2% increase from FYE 22 to FYE 23 and a 5% annual increase after FYE 23.

Summary

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

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

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

**NET REVENUE STABILIZATION FUND
BUDGET
HIGHLIGHTS**

Background

In fiscal year 2011, Council directed staff to prepare a formal policy in Ordinance form codifying the City's reserve policies and complying with Governmental Accounting Standards Board Statement # 54. Direction was given to establish a separate "Rainy Day Fund" which could not be used except in unusual circumstances. The Ordinance (O-1011-58 effective July 28, 2011) established a Net Revenue Stabilization, or "Rainy Day Fund", which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and requires that a two percent (2%) Emergency Reserve allocation be included in annual budgets. Taken together, these codified reserve requirements equal the 8% reserves required by policy in other City funds.

Under the Ordinance, Net Revenue Stabilization Fund balance could only be appropriated for expenditure by the City Council if at least one of three circumstances is met:

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

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

FYE 23 Budget

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

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

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

**PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

*Estimated

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

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

FYE 23 Budget

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

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

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

COMMUNITY DEVELOPMENT FUND BUDGET HIGHLIGHTS

Background

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

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

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

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

FYE 23 Budget

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

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

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

**SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS**

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There is one approved grant (at the time of budgeting) in FYE 23 for which the City qualifies.

DUI Enforcement	\$62,834
-----------------	----------

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 23 expenditures are anticipated to be \$62,834.

Other Grants

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

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

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

ROOM TAX FUND BUDGET HIGHLIGHTS

Background

The Room Tax Fund is a Special Revenue Fund established to account for a tax on the gross revenues of hotel and motel establishments. According to Ordinance Number O-7980-58, which was passed in May 1980, the revenues are to be set aside and “used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development of the City of Norman. Uses in parks development and in promotion of arts and humanities are thus contemplated.” On April 2, 2013, citizens approved a 1% increase to the room tax rate from 4% to a total of 5%.

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

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

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

Special Revenue Fund Financial Policies

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

FYE 23 Budget

Revenues from the 5% tax are projected to be \$1,716,250, a 2% increase from estimated collections for FYE 22. In FYE 15, Council directed the administrative cost increase from 3% to 5%. This amount was reduced to 4% in FYE 18 due to budgetary constraints.

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

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

In FYE 22, bond proceeds of \$3,882,000 were authorized by the Norman Municipal Authority (NMA) Trustees and Council to finance part of the Young Family Athletic Center (YFAC).

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

Five Year Outlook

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

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

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

**NACB
NORMAN ARTS COUNCIL
FISCAL YEAR ENDING JUNE 30, 2023 BUDGET**

INCOME:

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

EXPENSES:

<u>Arts Grants: (59%)</u>	\$129,694
----------------------------------	------------------

Project Support

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

Operational Support:

Cimarron Opera
Cleveland County Historical Society
Firehouse Art Center
Jazz in June
Norman Music Alliance
Sooner Theatre
The Depot

Subtotal	\$244,000
-----------------	------------------

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

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

Subtotal	\$76,000
-----------------	-----------------

Norman Arts Council Programs: (11%)

Second Friday	15,000
Arts Education: Youth scholarships, Poole Travel Scholarships	10,000
Strategic Planning	5,000
MAINSITE Gallery Exhibits	<u>15,000</u>
Subtotal	\$45,000

Norman Arts Council Marketing (12%)

NAC Marketing	<u>47,500</u>
Subtotal	\$47,500

TOTAL EXPENSES	\$412,500
-----------------------	------------------

NORMAN CONVENTION & VISITORS BUREAU FISCAL YEAR ENDING 2023 BUDGET

INCOME:

Convention & Visitors Bureau Share of City Room Tax Fund	\$825,000
CARES Act Supplement	23,534
Advertising Income	20,000
Special Events	10,000
Souvenirs	500
	<hr/>
TOTAL INCOME:	\$ 879,034

EXPENSES:

Advertising / Marketing	\$ 268,071
Operations	124,112
Research	1,250
Personnel:	475,101
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	10,500
	<hr/>
TOTAL EXPENSES	\$ 879,034

SEIZURES AND RESTITUTION FUND BUDGET HIGHLIGHTS

Background

The Seizures and Restitution Fund is a Special Revenue Fund used to account for the revenue available through property seizures resulting from criminal investigations.

There are three basic sources of revenue available, two of which are controlled by the Cleveland County District Attorney and one controlled by the U.S. Federal Government.

Property that is seized by local enforcement officers is ultimately disposed of by court rulings. The property, including cash, is remanded to the District Attorney if the case does not involve federal laws. The District Attorney disposes of the non-cash property through an auction and deposits the proceeds into a revolving account. Periodically, distributions are made from the revolving account to municipalities.

The Courts also require restitution by defendants to law enforcement agencies for costs associated with an investigation. The restitution is made directly to the City and placed into this Fund.

The Courts remand property and cash seized through Federal cases to the Federal Government. If local law enforcement officers were involved in the case, they may make application to the Federal Government to recover property to offset the cost of their investigation.

State and Federal statutes provide that monies derived from these sources will be used to support drug enforcement activities and other criminal investigations.

FYE 23 Budget

There are no expenditures budgeted for FYE 23.

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

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

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

**CLEET FUND
BUDGET
HIGHLIGHTS**

Background

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

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

As an “academy city”, the City of Norman has the authority to retain \$2 of the \$10 penalty assessment collected for police, court and prosecution training. All remaining funds collected are forwarded to CLEET. The City is authorized to keep a 2% administrative fee on the amount collected, which is deducted from the \$2 portion retained by the City.

State law also requires that municipalities collect a Fingerprinting Fee in the amount of \$10, which is to be collected and reported to the Oklahoma State Bureau of Investigation (OSBI). The moneys collected from the fingerprinting fee pays for the Automated Fingerprint Identification System (AFIS) managed by the OSBI. An administrative fee of \$.08 on each \$10 assessment is retained by the City.

State law also provides for the collection of the Forensic Science Improvement Assessment in the amount of \$10, which is to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from this fee are for the OSBI and will be used to upgrade laboratory facilities, equipment and personnel. Municipal courts are authorized to retain 5% of the amount collected as an administrative fee.

In addition, state law provides for a fee assessment of \$5 on marijuana and paraphernalia convictions to be collected and reported to the Bureau of Narcotics (BON) Drug Education Revolving Fund. These fees are to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from these fees are to be used for purposes relating to drug education and information in the State of Oklahoma. No administrative fee is provided.

In summary, a total of \$30 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana/paraphernalia which are \$35), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for other fines and penalties provided by law. The money retained by the City, is divided between administrative fees, police training, and court/prosecution training. The City is authorized to retain all interest accrued prior to the due date for deposits. The remainder of money collected is forwarded monthly by the Court Clerk to CLEET, OSBI, and the BON.

FYE 23 Budget

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

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

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

**PUBLIC TRANSPORTATION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

FYE 23 Budget

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

PUBLIC TRANSPORTATION FUND (27)
STATEMENT OF REVENUES AND EXPENDITURES

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

ART IN PUBLIC PLACES FUND BUDGET HIGHLIGHTS

Background

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

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

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

FYE 23 Budget

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



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

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

WESTWOOD PARK FUND BUDGET HIGHLIGHTS

Background

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

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

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

FYE 23 Budget

Statement of Revenues and Expenditures

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

Projections for the swimming pool are based upon line-item analysis. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

Fees and charges, and service levels will continue to be monitored for adequacy and competitiveness to make needed capital improvements and meet all reserve requirements. Fee levels for use of Westwood Pool and Tennis have been re-set to reflect the expanded operations in the newly-constructed facilities.

Summary

Significant effort will continue to be made to address the financial viability of this fund, to adequately structure rates to recover cost of service, and to explore other options for funding the ongoing concerns of the Fund.



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

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

WATER FUND BUDGET HIGHLIGHTS

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 635 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of March 2022, serves an average of 41,000 customers.

FYE 23 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of April, 2022) monthly residential water rates are as follows:

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

Residential and commercial water rate increases were last approved by voters on January 13, 2015. Revenue projections are based on historic collection patterns and a simple regression model using average rainfall as a predictor variable. Because of the extremely progressive nature of the Norman “inverted” water rate structure, Water Utility revenues are highly dependent on weather patterns, and can therefore fluctuate significantly.

The Water Utility has undertaken an aggressive capital improvement program to enhance the City's water supply and treatment systems, including expansion projects to the City's groundwater well supplies and improvements to waterlines to provide additional water supply (by constructing pipe connections to “blend” water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

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

This water capital improvement program is the first of several steps to meet Norman's future water supply needs, suggested by the adopted Strategic Water Supply Plan. Future steps will include reuse of wastewater through advanced treatment methods to be employed by the Norman Water Reclamation Utility, to supplement water supplied by Lake Thunderbird.

Additional water is supplied to Norman through a contract with the Oklahoma City Water Utilities Trust (OCWUT). Under this contract, available treated water is transported to Norman along a waterline located in northern Norman to supplement the water supplied by Norman's ground water and surface water facilities.

FYE 2023 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occasions by Department staff, Finance Department staff and by the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

FYE 23 ending fund balance is projected to be \$1,444,078 with a reserve deficit of -\$19,304,224, due primarily to the aggressive capital campaign.

Transfer Policy

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

Five Year Outlook

There are various factors, such as weather, population growth, average individual growth in usage, and changes in the mix of residential and commercial revenues that affect total water utility revenues from year to year. Therefore, a conservative approach was taken in projecting revenues due to the uncertainty of the net effect of these factors. The voters of Norman were asked to consider increased rate structures to fund the near-term and strategic needs of the Water Utility Enterprise on April 5, 2022, but the vote failed.

Summary

The Norman Utilities Authority and City Council have directed a policy through which Norman's water will be treated to levels which meet not only current environmental standards but which provide for future treatment requirements and customer water quality demands.

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

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

WATER RECLAMATION FUND BUDGET HIGHLIGHTS

Background

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

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

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

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

Currently, there are approximately 518.5 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman. Additional sewer system capital projects are reported in the Sewer Maintenance Fund and Sewer Excise Tax Fund.

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

FYE 23 Budget

Statement of Revenues and Expenditures

FYE 23 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 22. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

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

FYE 23 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

The FYE 23 ending fund balance is projected to be \$1,112,792. This fund balance is used for meeting the Fund's reserve requirements.

Transfer Policy

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

Five Year Outlook

Over the next five years operating revenues are projected to increase. FYE 23 projected revenues are 2% higher than FYE 22 budget revenues.

Summary

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



Water reclaimed by the Norman Water Reclamation Facility

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

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

SEWER MAINTENANCE FUND BUDGET HIGHLIGHTS

Background

The Sewer Maintenance Fund is an enterprise fund established October 1, 2001, to account for revenues from the \$5 per month Sewer System Maintenance Rate (SMR). It is used to account for all expenditures related to major maintenance of the water reclamation system (capital improvement projects accomplished through contracts with private construction vendors), primarily for rehabilitation of neighborhood sewer lateral lines.

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

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

During FYE 2015 Budget considerations, the Council Finance Committee discussed transferring the sewer line maintenance operations out of the Sewer Line Maintenance Fund into the Water Reclamation Fund in order to better track the collection and distribution of the \$5 per month Sewer Maintenance Rate. This will more accurately reflect the capital work that is being done with the Sewer Maintenance Rate and will eliminate a transfer of funds between the two funds for the work done by Sewer Line Maintenance Division personnel during the year. Over time, this change in accounting will better reflect the declining amounts of sewer rehabilitation projects that can be paid for by the flat \$5 rate due to inflation of material and labor costs. The maintenance program for neighborhood sewer collector lines (“laterals”) will continue in FYE 23 and beyond, generally, the oldest lines in the system are scheduled for replacement first (“worst things first”).

FYE 23 Budget

Statement of Revenues and Expenditures

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

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

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

Reserve Policy

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

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

SEWER MAINTENANCE FUND (321)

STATEMENT OF REVENUES AND EXPENDITURES

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

**NEW DEVELOPMENT EXCISE TAX FUND
BUDGET
HIGHLIGHTS**

Background

The New Development Excise Tax Fund is an enterprise fund established October 1, 2001, as a result of Ordinance 0001-58, adopted by City Council on June 12, 2001, and approved by voters on August 14, 2001. The fund was established to account for revenues and capital project expenditures from excise tax levied and collected on new development (including developments of tax-exempt property owners) to be served by the City's water reclamation system. The tax imposed is collected at the time a building permit is issued for all construction and based upon the square footage as set forth in the permit as follows:

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

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

The funds collected from the Excise Tax shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system. Since its inception in 2001, the Wastewater Excise Tax has generated over \$23,000,000 for system expansion and improvement.

FYE 23 Budget

Statement of Revenues and Expenditures

Revenues have been estimated on historic building permit records applied to excise tax regulations (i.e., projections are based on revenues that would accrue if past building patterns in an "average" year are continued), and are projected at \$1,470,000 for FYE 23.

Five Year Outlook

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

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

	A	B	C	D	E	F	G	H
	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 6,364,991	\$ 4,055,086	\$ 6,821,107	\$ 4,555,641	\$ 3,282,499	\$ (3,150,642)	\$ (3,583,784)	\$ (4,016,925)
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 1,866,303	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
5 Excise Tax - Commercial	440,798	300,000	300,000	300,000	300,000	300,000	300,000	300,000
6								
7 Total Operating Revenues	\$ 2,307,101	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
8								
9 Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10								
11 Net Operating Revenue	\$ 2,307,101	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
12								
13 Other Revenues:								
14 Interest Income	\$ 47,155	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
15 Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
16 SRF Loan Proceeds	-	-	-	-	-	-	-	-
17 I/F Transf - General Fund	-	-	-	-	-	-	-	-
18 Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19								
20 Total Other Revenues	\$ 47,155	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	\$ 350,584	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085
24 Debt Service - 14 SRF	1,547,556	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056
25 Services & maintenance	-	-	-	-	-	-	-	-
26 Capital Projects	-	105,000	1,832,325	840,000	6,000,000	-	-	-
27								
28 Total Other Expenditures	\$ 1,898,140	\$ 2,008,141	\$ 3,735,466	\$ 2,743,141	\$ 7,903,141	\$ 1,903,141	\$ 1,903,141	\$ 1,903,141
29								
30 Net Revenues (Expenditures)	\$ 456,116	\$ (538,141)	\$ (2,265,466)	\$ (1,273,141)	\$ (6,433,141)	\$ (433,141)	\$ (433,141)	\$ (433,141)
31								
32 Ending Fund Balance	\$ 6,821,107	\$ 3,516,945	\$ 4,555,641	\$ 3,282,499	\$ (3,150,642)	\$ (3,583,784)	\$ (4,016,925)	\$ (4,450,067)
33								

**SANITATION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

FYE 23 Budget

Statement of Revenues and Expenditures

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

FYE 23 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

Reserve Policy

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

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

The FYE 23 ending fund balance is projected to be \$6,383,547, which meets the operations and Capital Reserve requirements discussed above.

Levelized Rate Policy

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

Five Year Outlook

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

Summary

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

SANITATION FUND (33)

STATEMENT OF REVENUES AND EXPENDITURES

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

RISK MANAGEMENT FUND BUDGET HIGHLIGHTS

Background

The Risk Management Fund is an Internal Service Fund established to account for the resources utilized to provide for the self-insurance of Worker's Compensation and Unemployment Insurance and to pay "stop loss" premiums on insurance for high-dollar employee health and property casualty claims.

Health insurance claims are accounted for in this fund. The City self-insures for these benefits and utilizes a third party administrator to administer the benefits. Consultants are also utilized to set premiums and structure plan benefits. FYE 23 health claim costs are projected to be \$11,105,284.

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 23 is \$2,143,500.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 23 estimated cost of unemployment claims is approximately \$22,200.

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

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

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

Reserve Policy

Operating Reserves are based on a three-month claim history excluding judgments and claims as they are repaid from ad valorem tax revenues. Reserve levels for health insurance and workers' compensation meet and exceed this targeted level.

FYE 23 Budget

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

Five Year Outlook

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

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

RISK MANAGEMENT FUND (43)

STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	I
	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 1,999,742	\$ 1,707,187	\$ 1,973,896	\$ 4,026,963	\$ 6,548,029	\$ 10,174,039	\$ 13,375,045	\$ 16,250,800
2								
3 Revenues								
4 Int Svs Ch - W/C	\$ 520,000	\$ 1,300,000	\$ 1,300,000	\$ 1,400,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
5 Int Svs Ch - Risk	325,000	375,005	375,005	500,000	858,157	754,877	770,971	787,654
6 Int Svs Ch - Unemployment	22,220	22,437	22,437	22,422	22,422	22,646	22,873	23,101
7 Int Svs Ch - Health Ins Prem - City	11,451,228	12,197,246	12,197,246	12,441,191	12,690,015	12,943,816	13,202,692	13,466,746
8 Health Ins Premiums - Employee	2,751,151	2,638,230	2,638,230	2,690,994	2,744,814	2,799,711	2,855,705	2,912,819
9 Health Ins Refunds	271,898	1,429,509	1,429,509	1,458,099	1,487,261	1,517,007	1,547,347	1,578,294
10 Other Revenues	112,672	-	-	-	-	-	-	-
11 I/F Transfer - Debt Service	447,167	500,000	500,000	500,000	500,000	500,000	500,000	500,000
12 I/F Transfer - General Fd	-	-	-	-	-	-	-	-
13								
14 Total Revenues	\$ 15,901,336	\$ 18,462,427	\$ 18,462,427	\$ 19,012,707	\$ 20,802,670	\$ 21,038,055	\$ 21,399,587	\$ 21,768,614
15								
16 Expenditures								
17 Salary / Benefits - Risk	\$ 253,684	\$ 254,317	\$ 254,317	\$ 193,788	\$ 203,477	\$ 213,651	\$ 224,334	\$ 235,551
18 Salary / Benefits - Health Ins	74,249	73,336	73,336	79,802	83,792	87,982	92,381	97,000
19 Services / Maintenance	398,087	304,673	445,673	530,561	535,867	541,225	546,638	552,104
20 Judgments / Claims	177,850	170,000	311,726	270,000	320,000	320,000	320,000	320,000
21 Workers' Comp Pymts	937,083	1,512,500	2,002,872	2,143,500	2,229,240	2,318,410	2,411,146	2,507,592
22 Unemployment Claims	20,719	500	22,200	22,200	22,422	22,646	22,873	23,101
23 Health Insurance Claims	12,047,459	11,105,284	11,105,284	11,105,284	11,549,495	12,011,475	12,491,934	12,991,612
24 Health Insurance Fees	1,950,607	2,146,506	2,146,506	2,146,506	2,232,366	2,321,661	2,414,527	2,511,108
25 I/F Transfer - General Fd	68,893	-	47,446	-	-	-	-	-
26 I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
27 Audit Accruals / Adjustments	(1,449)	-	-	-	-	-	-	-
28								
29 Total Expenditures	\$ 15,927,182	\$ 15,567,116	\$ 16,409,360	\$ 16,491,641	\$ 17,176,660	\$ 17,837,050	\$ 18,523,832	\$ 19,238,067
30								
31 Net Difference	\$ (25,846)	\$ 2,895,311	\$ 2,053,067	\$ 2,521,066	\$ 3,626,010	\$ 3,201,005	\$ 2,875,755	\$ 2,530,546
32								
33 Ending Fund Balance	\$ 1,973,896	\$ 4,602,498	\$ 4,026,963	\$ 6,548,029	\$ 10,174,039	\$ 13,375,045	\$ 16,250,800	\$ 18,781,346
34	=====	=====	=====	=====	=====	=====	=====	=====
35 Reserves:								
36 Reserved for Health Insurance	\$ 702,080	\$ 4,049,198	\$ 3,641,939	\$ 6,900,632	\$ 9,957,069	\$ 12,796,484	\$ 15,403,385	\$ 17,761,524
37 Reserved for Unemployment	35,583	55,898	35,820	36,042	36,042	36,042	36,042	36,042
38 Reserved for W/C/Claims/Judgmtn	758,266	305,359	243,668	(269,832)	180,928	542,518	811,372	983,781
39 Reserved for Risk Mgmt	477,967	192,043	105,536	(118,813)	-	-	-	-
40								
41 Total Reserves	\$ 1,973,896	\$ 4,602,498	\$ 4,026,963	\$ 6,548,029	\$ 10,174,039	\$ 13,375,045	\$ 16,250,800	\$ 18,781,346
42	=====	=====	=====	=====	=====	=====	=====	=====
43 Targeted Reserves:								
44 Reserve for Health Insurance	\$ 2,007,910	\$ 1,850,881	\$ 1,850,881	\$ 1,850,881	\$ 1,924,916	\$ 2,001,913	\$ 2,081,989	\$ 2,165,269
45 Reserve for Workers Comp	156,181	252,083	333,812	357,250	371,540	386,402	401,858	417,932
46								
47 Total Targeted Reserves	\$ 2,164,090	\$ 2,102,964	\$ 2,184,693	\$ 2,208,131	\$ 2,296,456	\$ 2,388,314	\$ 2,483,847	\$ 2,583,201
	=====	=====	=====	=====	=====	=====	=====	=====

CAPITAL IMPROVEMENTS FUND BUDGET HIGHLIGHTS

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2023-2027. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2023-2027 document.

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

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

The Capital Fund also includes funding for the following positions that provide support to capital projects: 2 CIP Engineers, 1 Traffic Engineer, 2 Capital Project Managers, a Staff Engineer, 25% of an Engineering Assistant, 50% of the Storm Water Program Manager, 70% of a Park Planner I, 60% of a Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of a Utility Coordinator, and 15% of a Parks Manager.

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

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

purchase of vehicles and equipment.

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

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

FYE 23 Budget

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

Capital projects funded in FYE 2023 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2023 capital projects. Some of these projects will be streets built at a much higher standard, reducing maintenance expenses and congestion, as well as increasing safety. Other impacts include additional traffic control and parks facilities that will cumulatively add to the City's maintenance burden in future years. Additional public safety personnel and facilities will also burden future capital budgets.

Each project in the Capital Improvements Plan, FYE 2023-2027 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about \$10,000 per year, "slight" is defined as operating expenses will increase between about \$10,001 and \$50,000 per year, "moderate" is operating expenses will increase between about \$50,001 and \$100,000 per year, and "high" is operating expenses will increase more than \$100,001 per year.

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

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

Summary

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

CAPITAL IMPROVEMENTS FUND (50)

STATEMENT OF REVENUES AND EXPENDITURES

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

NORMAN FORWARD SALES TAX CAPITAL FUND BUDGET HIGHLIGHTS

Background

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

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

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

Some of the projects include:

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

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

*Combined with Young Family Athletic Center

FYE 23 Budget

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

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

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

**PARK LAND AND DEVELOPMENT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

Community parks include Andrews, Reaves, Griffin, Sutton, Saxon, Ruby Grant, and Legacy Park. There are an additional 57 neighborhood parks.

FYE 23 Budget

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

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

Two park Capital Projects are scheduled in FYE 23.

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

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

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

Background

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

On May 23, 2006, the City Council adopted Ordinance O-0506-66, establishing the University North Park Tax Increment Finance District (City of Norman TIF #2). TIF #2 is located on a 580-acre tract of land along I-35 in north central Norman. Plans for the TIF include the construction of public infrastructure including road and traffic improvements; a conference center, a new community park (“Legacy Park”) and extension of the City’s Legacy Trail; construction of an overpass of Interstate 35 at Rock Creek Road; and economic development incentives designed to attract quality jobs and higher-end retail establishments to the UNP Development. The majority of the infrastructure and park projects have been completed.

FYE 23 Budget

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID collects assessments from property owners in the UNP development, which are matched by City TIF funds, together totaling \$200,000 per year. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The first entryway sign project was completed in FYE 2018. The FYE 2023 budget includes \$200,000 from BID assessments and \$150,882 in City TIF funds for these maintenance expenses.

Beginning in Fiscal Year 2020, sales taxes earned in the UNP TIF District will no longer be apportioned to the UNP TIF fund. No property tax revenues are projected to be apportioned to the UNP TIF Fund in FYE 2023. Council passed an Ordinance and other actions (Ordinance O-1920-24; accompanied by Contract K-1920-82 and Resolution 1920-63) to amend the UNP TIF Project Plan to enact the end of this sales tax apportionment and deposit the full sales tax collections into the General Fund and Capital Fund.

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

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

**CENTER CITY TIF FUND
BUDGET
HIGHLIGHTS**

Background

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

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

FYE 23 Budget

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

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

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

GENERAL DEBT SERVICE FUND BUDGET HIGHLIGHTS

Background

Debt financing allows improvements to be made as the need arises rather than delaying the project until sufficient revenue is accumulated. By using debt financing, the cost of capital improvements can be more equitably distributed to the users of the facility over its expected useful life.

The goal of the City of Norman's debt policy is to maintain the ability to provide essential City services in a cost-effective manner. This goal is balanced with maintaining the ability to borrow at the lowest possible rates. For a project to be soundly financed through the issuance of long-term debt, the City uses the following guidelines:

- Revenue sources that will be used to pay off the debt are conservatively projected
- The financing of the improvement will not exceed its useful life
- The benefits of the improvement must out-weigh its cost, including the interest cost of financing
- Through the application of these policies, the Council rigorously tests the demand for debt financing

Debt financing supports necessary capital projects. These capital projects are integrated into the City's capital improvement plan, which also includes significant pay-as-you-go projects. All capital projects are linked to the services that the City provides to its residents, enterprise customers and visitors.

Outstanding Debt

The following table summarizes the City's outstanding debt as of the year ended June 30, 2021, including debt to be paid by City-operated enterprises.

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

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

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

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

THE CITY OF NORMAN

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

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE	DEBT SERVICE REQUIREMENT			(3) COVERAGE RATIO
				PRINCIPAL	INTEREST	TOTAL	
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98
2015	32,212	14,381	17,831	4,447	2,544	6,991	2.55
2016	37,308	11,657	25,651	6,508	1,287	7,795	3.29
2017	33,834	18,055	15,779	5,943	1,053	6,996	2.26
2018	34,050	17,747	16,303	5,508	1,262	6,770	2.41
2019	35,355	6,402	28,953	5,631	2,156	7,787	3.72
2020	35,946	18,177	17,769	7,296	2,389	9,685	1.83
2021	40,436	21,194	19,242	7,409	2,239	9,648	1.99

(1) Total revenues (including interest) exclusive of sewer sales and use taxes and capital improvement charges.

(2) Total operating expenses exclusive of depreciation, amortization, Sewer Maintenance Fund expenses, and Sewer Sales Tax and Use Tax Fund expenses.

Source: City of Norman, 2021 Comprehensive Annual Financial Report, p. 126

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

Legal Debt Margin - June 30, 2021 (in thousands)

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

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

FYE 23 Budget

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

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

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

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

RETIREMENT SYSTEMS BUDGET HIGHLIGHTS

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

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

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the FYE 23 Budget as separate funds of the City. It should be noted that the costs of contributions to the systems appear as a part of salaries and benefit category of expenditure in every operating fund of the City.

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of April 1, 2022, the Plan included 6 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

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

Members of the firefighter's retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 14% of member's payroll to the OFPRS.

Oklahoma Police Pension and Retirement System

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



General Fund

GENERAL OPERATING FUND

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

FUND SUMMARY

TOTAL GENERAL FUND (10)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

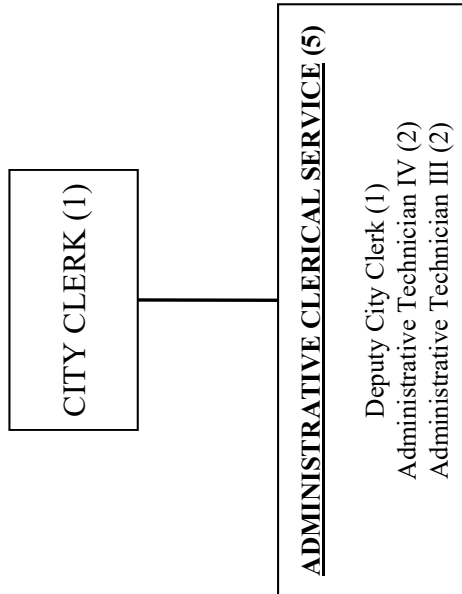
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	604	610	610	610	618
Part-time Positions	19	20	20	20	21
Total Budgeted Positions	623	630	630	630	639

EXPENDITURES:

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

OFFICE OF THE CITY CLERK

6 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
 - maintains books properly indexed and open to the public for inspection
 - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
 - attends all Council meetings
 - maintains a record of the proceedings
 - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the City Council
- Administers Municipal campaign contribution and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channels

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10120420 CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
 - maintains books properly indexed and open to the public for inspection
 - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
 - attends all Council meetings
 - maintains a record of the proceedings
 - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channel

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY CLERK

GOALS:

To enhance customer service by:

- Providing error free City Council agendas and minutes in a timely manner
- Increase the number of documents provided electronically
- Program City meetings for rebroadcast, special announcements, and meeting notices on the cable access channels
- Responding to citizens requests through the Action Center

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10120195 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. By resolution adopted each year, the City Council shall designate a date in the following year, which is approved under then-current state law, for the holding of Norman's municipal elections and Municipal runoff elections. If allowed by then-current state law, the date for municipal elections shall be in February and the Municipal runoff elections shall be in April.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DEPARTMENT SUMMARY

TOTAL CITY COUNCIL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110101 CITY COUNCIL

GOALS:

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

OBJECTIVES:

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

The FYE 2023 General Fund allocation to the City Council includes funding in the amount of \$627,630 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Norman Economic Development Coalition (NEDC) - \$125,000
 Center for Children and Families, Inc. (CCFI) - \$120,000
 Kiwanis Kruiser - \$14,500
 Performing Arts Studio - \$5,600
 Veterans Day Parade - \$530
 Association of Central Oklahoma Governments (ACOG) – Membership - \$67,000
 Oklahoma Municipal League (OML) – Membership - \$65,000
 Oklahoma Municipal Management Services – Membership - \$5,000
 Social and Voluntary Services Commission - \$225,000

PERSONNEL:

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

EXPENDITURES:

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

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

DIVISION SUMMARY

10110198 SISTER CITIES PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110187 SOCIAL AND VOLUNTARY SERVICES

MISSION:

The mission of Social and Voluntary Services is to provide quality social and voluntary services to the citizens of Norman. Also, to coordinate those services designed to prevent, alleviate or contribute to the solution of recognized social problems, and to improve the well-being of individuals, groups and the community.

DESCRIPTION:

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

PERSONNEL:

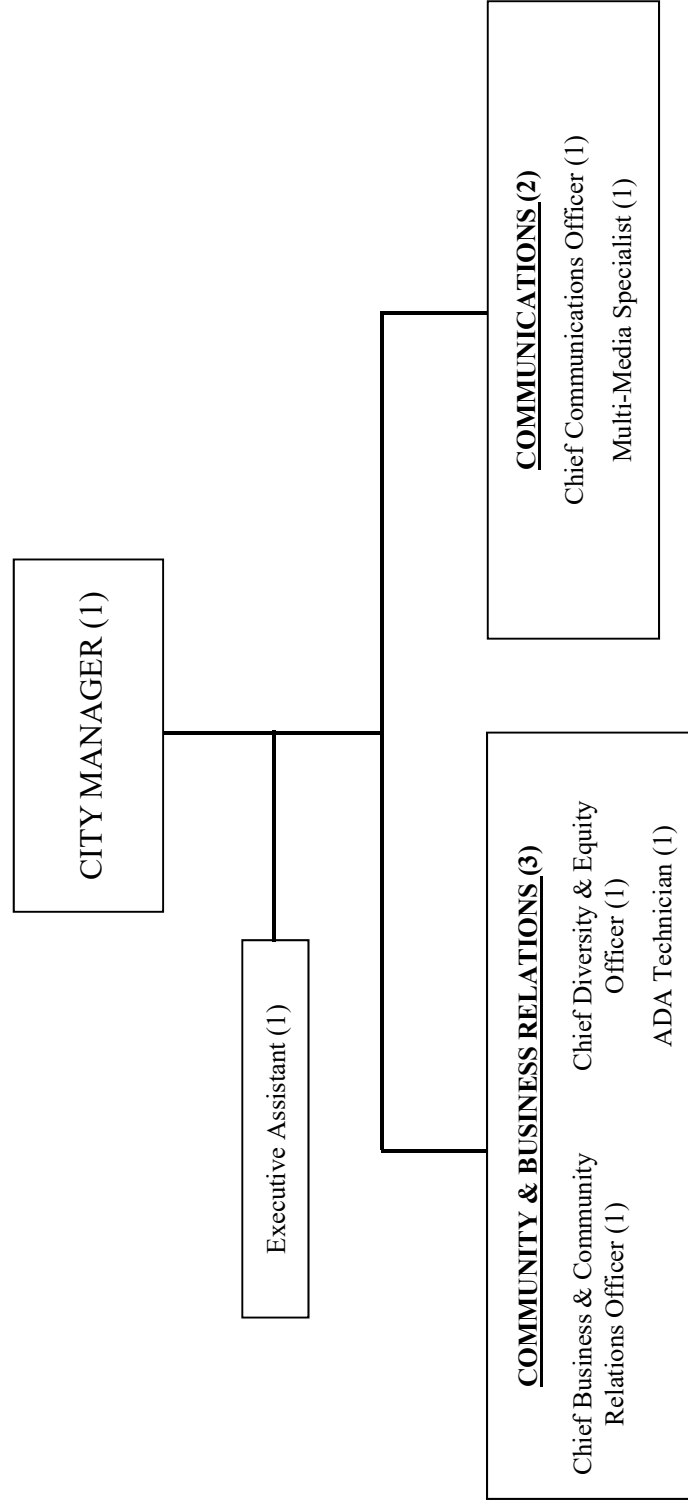
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

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

OFFICE OF THE CITY MANAGER

7 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110110 CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY MANAGER

GOALS:

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

PERFORMANCE MEASUREMENTS-RESULTS REPORT:

- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Development of a new stand-alone Senior Center.
- Construction of the new Emergency Communication Center and construction of the new City-wide emergency radio communication system.
- Continue to work with intergovernmental stakeholders at the local and state level to prepare proposed rules, options and regulations for water re-use.
- Implementation of the street projects in east Norman funded by the \$17 million CDBG Disaster Recovery Grant.
- Administration of the 2021-2025 General Obligation Street Bond Package, upon voter approval.
- Continue discussions and implementation of Council goals and priorities, to include, but not limited to, homelessness, ambulance insurance, visitability ordinance, charter amendments, evaluations of all city fees, of-street parking requirements, green building, short-term rentals, e-scooters, carports in residential areas and restructuring boards, commissions and committees.
- Development of renewable/sustainable energy projects working towards Ready For 100.

DIVISION SUMMARY

10110006 ADA

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADA

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

Notes to Results Report:

*NPDES – National Pollutant Discharge Elimination System

DIVISION SUMMARY

10110113 COMMUNICATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNICATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

DIVISION SUMMARY

10110111 COMMUNITY & BUSINESS RELATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY & BUSINESS RELATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

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

DIVISION SUMMARY

10110193 SPECIAL STUDIES / CONTRIBUTIONS

MISSION:

The mission of Special Studies/Contributions is to help the City of Norman move forward in funding special studies that are needed throughout the year.

DESCRIPTION:

Special Studies and Contributions is an account set up to help implement the funding to resolve various issues which arise during the fiscal year and are not anticipated in advance.

PERSONNEL:

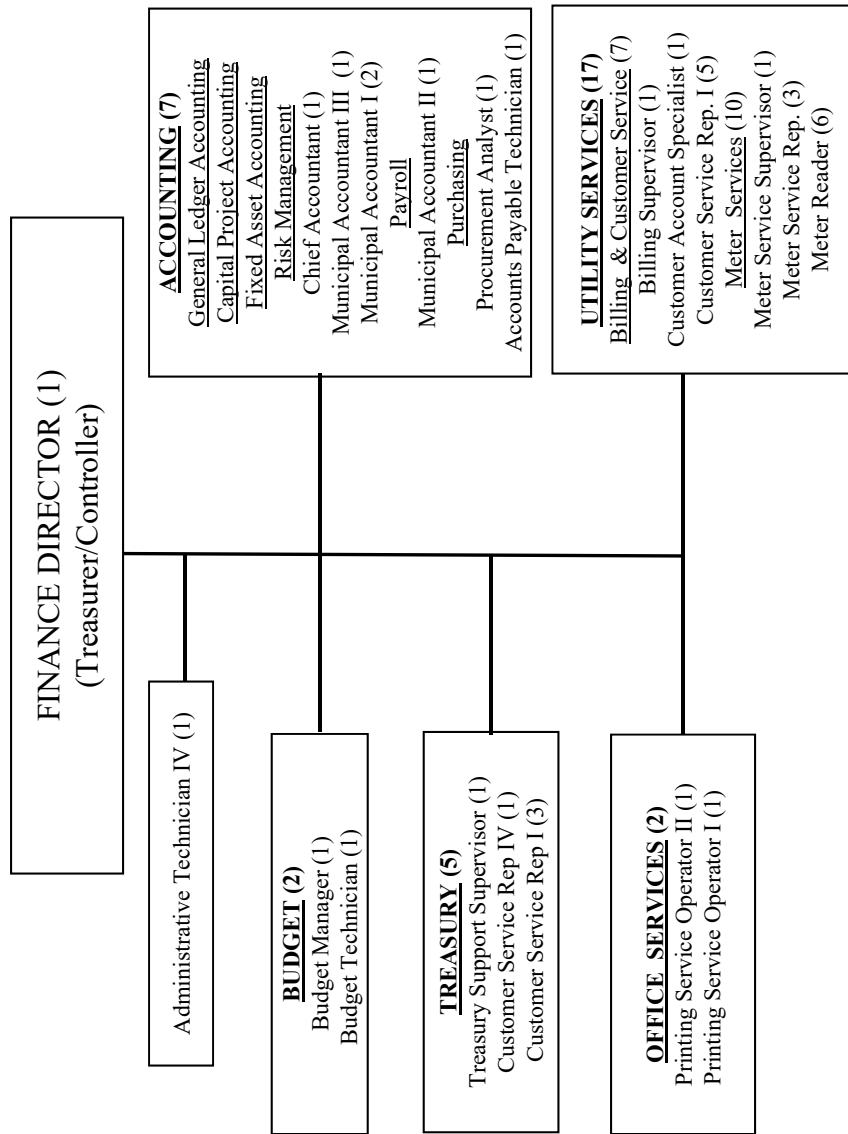
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

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

FINANCE DEPARTMENT

35 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FINANCE DEPARTMENT

MISSION:

The mission of the Department of Finance is to plan, receive, monitor, safeguard, invest, account for and expend the financial resources of the City of Norman in the highest legal, ethical and professional standard practical, and to respond to the service needs of our customers in a timely, courteous and accurate manner.

DESCRIPTION:

The Department of Finance (DOF) is the central manager of the City's assets and is responsible for controlling and recording the organization's financial activity. Specifically, the DOF reviews and monitors financial activity against the City's financial plan (budget); initiates and records all investment activity; and prepares financial statements and schedules for audit and public information. The Department also provides purchasing, payroll, printing and mail processing services to user departments; and provides utility services connections, disconnections, billing, collections, and meter reading services to customers in the City of Norman.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10330320 ACCOUNTING

MISSION:

The mission of the Accounting Division is to provide, monitor and operate an accounting system which records all the financial transactions of the City on an accurate and timely basis for reporting and dissemination in appropriate format to user departments, management, oversight agencies, and citizens.

DESCRIPTION:

The Accounting Division maintains and operates the financial and budgetary accounting system, which captures and records all financial transactions of the City. In addition to the general ledger system, the Division maintains, processes, monitors and reconciles various sub-systems which capture detailed transactions in the areas of payroll administration and reporting, procurement of goods and services, accounts payable, accounts receivable, Risk Management, and fixed assets. The Division is responsible for special, monthly, and annual financial reporting in various formats, including the Comprehensive Annual Financial Report.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ACCOUNTING

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
<u>Accounting and Financial</u>					
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	27	28	29	29	30
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	3 days	3 days	3 days	3 days	3 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
<u>Payroll:</u>					
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%
<u>Purchasing:</u>					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	98%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	69%	69%	69%	69%	69%

DIVISION SUMMARY

10330301 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

To facilitate the success of the operating divisions of the Department of Finance in achieving their mission in support of the goals of the City of Norman.

OBJECTIVES:

Monitor the success of the operating divisions in achieving their stated performance measures and to increase returns on City investments within stated Investment Policy guidelines.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	100%	100%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	100%	100%	100%	75%	100%

DIVISION SUMMARY

10330130 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

BUDGET

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10330123 OFFICE SERVICES

MISSION:

Office Services Division provides document solutions, printing, copying, scanning, and mailing services within the City of Norman. It is our commitment to consistently provide exceptional customer satisfaction, with priorities focused on meeting deadlines, quality standards, and professionalism. It is our promise to identify cost saving measures, minimize waste, and utilize technological advances to meet and exceed the needs of the City regularly.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10330125 TREASURY

MISSION:

The primary mission of the Treasury Division is to act as the City's receipting and disbursing agent of public financial assets in order to maximize the utilization and safekeeping of City funds while maintaining a customer oriented and professional attitude.

DESCRIPTION:

Processing and records all City revenues, which include utility deposits and payments, either manually or by importing files from the bank to our new system Advanced Utilities. Processes and generates accounts receivables billing and maintains accounts receivable records for invoice billing and receiving revenues generated by all departments throughout the City. Making bank deposits daily. Maintaining the City's operating fund for all the departments by reimbursement of petty cash tickets, trip requests, writing checks and reconciling the credit statements and activities. Responsibilities include processing and balancing Site Development, Inspection deposits, Oil and Gas Cash Bonds, Bulk Water deposits, and all the liability funds. Processing and reconciling for bank debits and credits. Maintains and processes all returned checks. Processes utility and other types of credit card payments including the Interactive Voice Response (IVR) utility payments made by customers on the phone, and Paymentus (online utility payments made by customers), and maintains all credit card records for Municipal Court, Parks and Recreation, Westwood Golf, Planning/Development Service & the Transfer Station.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	30	80	20	40
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	18 hours	24 hours	24 hours	36 hours

DIVISION SUMMARY

10330122 UTILITY SERVICES

MISSION:

The mission of the Utility Services division is to provide accurate and efficient billing services for the City of Norman utility customers; to be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customer and their needs. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

The Utility Division consists of Utility Billing, Customer Service, and Meter Reading/Field Service sections. The Division opens, closes, connects and disconnects utility accounts, notifies customers of delinquencies, reads meters, verifies and investigates unusual water consumption, provides customer service for all City utility accounts, produces accurate and timely billings of all utilities offered by the City, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

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

OBJECTIVES:

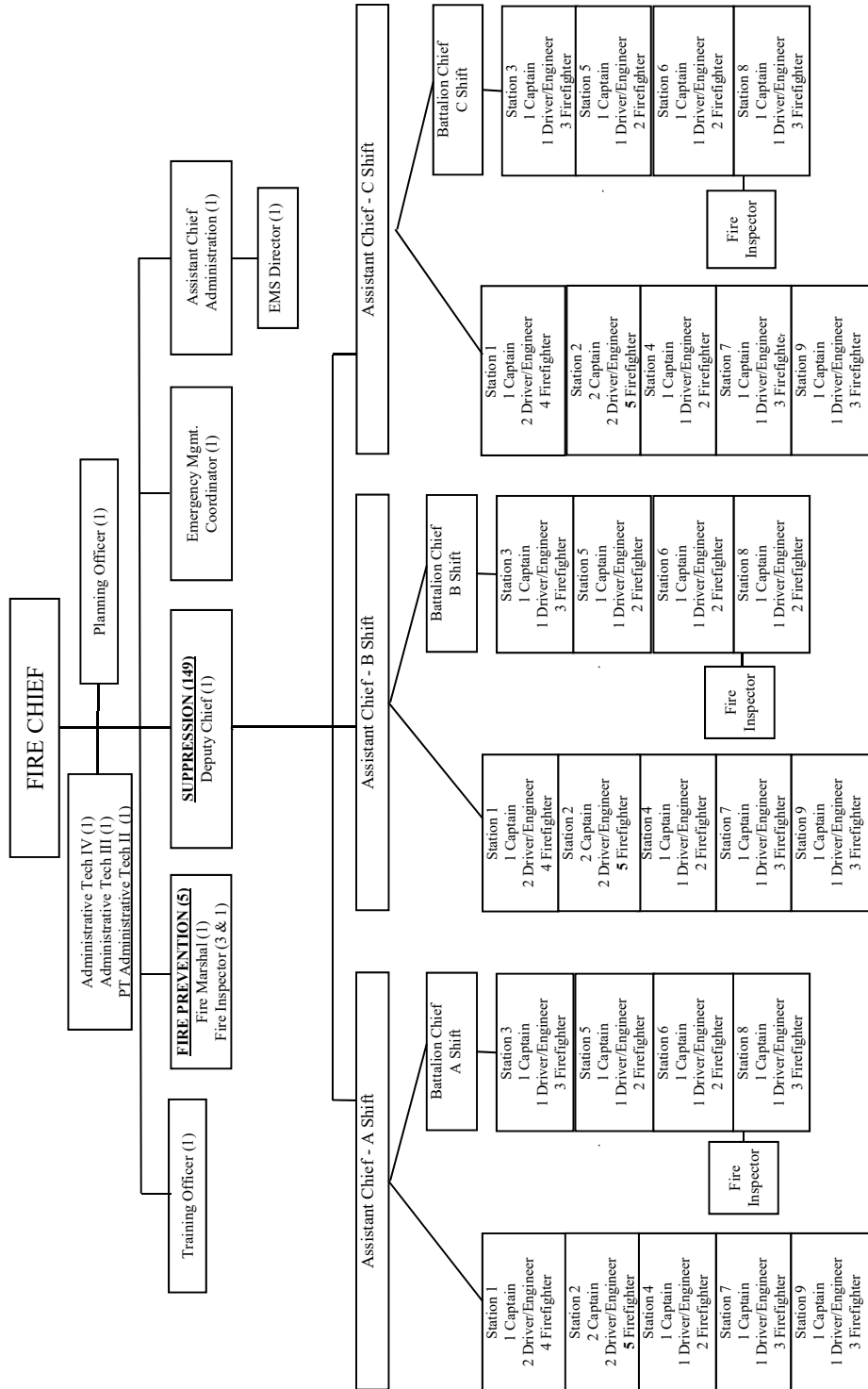
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

FIRE DEPARTMENT

164 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10664240 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- To continue to supervise and oversee all Fire Department activities in order to assure effective service to the public.
- To continue to coordinate and implement departmental planning; budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Examine 100% of all plans submitted for; deficiencies of built-in safeguards designed to prevent fire from starting, protect the occupants and limit the spread of fire should it occur.
- To continue to review and update policy, procedures, rules and regulations for the Fire Department.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

CAD/RMS – Computer Aided Dispatch/Records Management System

DIVISION SUMMARY

10664144 EMERGENCY MANAGEMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY MANAGEMENT

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	0	0	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	0	1	1	1	1
Audible tone warning system tested	40	40	40	40	40
Training attended	4	4	6	4	6
Public awareness activities	2	2	4	2	4
Staff exercises	0	0	1	1	1

DIVISION SUMMARY

10664142 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	12	30	57	30	65
Personnel fully certified	5	5	5	5	5
Code Enforcement inspections	1,422	706	2,450	1,400	1,400
Plans reviewed	n/a	n/a	n/a	n/a	n/a
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	100%	90%	90%	100%
Fire Investigations	201	113	200	225	200

DIVISION SUMMARY

10664143 SUPPRESSION

MISSION:

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

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	118	118	119	119	119
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	118	118	119	119	119

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10664141 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency
- Improve pre-hospital care and proficiency
- Get monthly training distributed to the department
- Expand local training opportunities
- To aid Administration in ISO efforts
- Maintain a certified Firefighter I facility

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

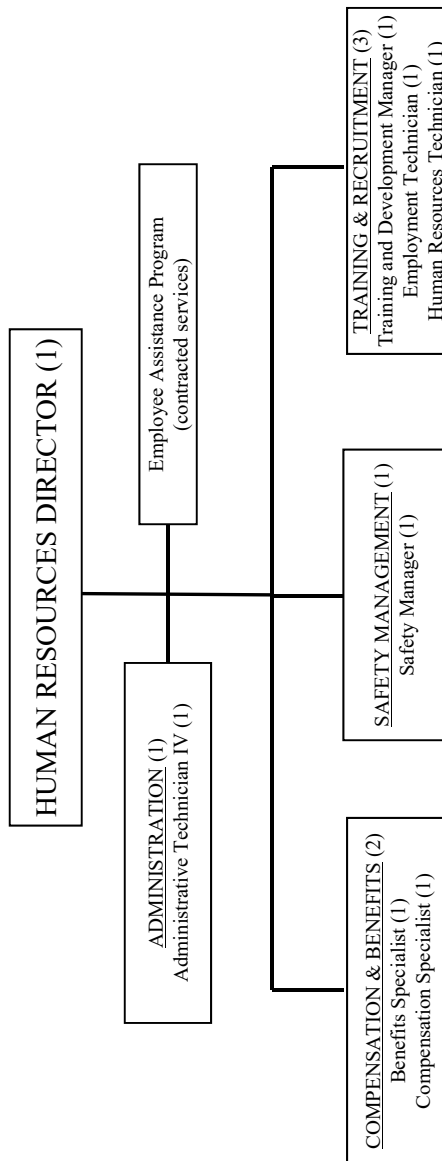
Notes to Results Report:

EMT – Emergency Medical Technician-Basic

A-EMT – Advanced Medical Technician

HUMAN RESOURCES DEPARTMENT

8 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL HUMAN RESOURCES DEPARTMENT

MISSION:

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

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10131530 HUMAN RESOURCES

MISSION:

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

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

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

OBJECTIVES:

- Reduce non-conformances related to human resource policies, practices and procedures and employment law through management/supervisory training and counseling.
- Reduce grievances through union and management consultation.
- Recruit, hire and promote highly qualified individuals for entry level and key positions.
- Conduct active benefits and wellness programs.
- Improve job performance utilizing an evaluation system that provides for year-round action planning and coaching opportunities.
- Conduct training programs on employment law, City policy, leadership and supervisory topics.
- Provide Computer Training Lab services for software training, development, testing, and project support.
- Expand interactive Human Resources Website to meet needs of internal and external customers.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

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

DIVISION SUMMARY

10131192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10131232 SAFETY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

- Continue to Promote effective safety practices for all employees to help reduce accidents and injuries
- Continue to Inspect facilities making sure employees are safe and free from workplace hazards
- Continue to Provide training opportunities which will benefit employees by improving their own personal safety efforts
- Inspire employees to have a more involved workforce in safety procedures and policies

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

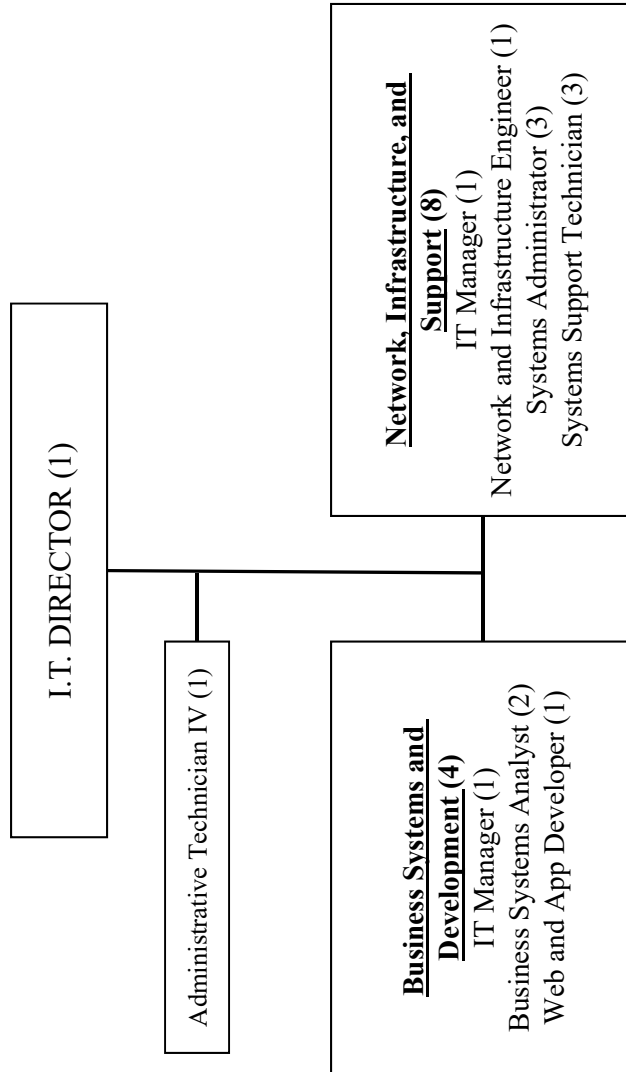
Notes to Results Report:

CON – City of Norman

JHA – Job Hazard Analysis

INFORMATION TECHNOLOGY DEPARTMENT

14 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL INFORMATION TECHNOLOGY (10123121)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

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

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

OBJECTIVES:

- Sustain and monitor filters for email tracking, web filtering appliance, and infrastructure protection to reduce system intrusion and to help create a solid sustainment strategy. This includes the implementation of a new enhanced SIEM (Security Information and Event Manager) appliance to be monitored by IT Department System Administrators and their supervisor. This will enhance security while minimizing data loss and maximizing data protection.
 - Continue to educate and partner with end users via the IT Support Center for quick response to breaks, problems, and technical assistance requests. Utilize the SLA (Service Level Agreement) to help organize IT trouble tickets and communicate fix times with the end users. This keeps the flow of work between the IT staff and City employees organized and well communicated.
 - Enhance the disaster recovery strategy by expanding backup services to additional critical data points. Partner with the EOC (Emergency Operations Center) team to build a world class data center with a focus on redundancy, uptime, and seamless failover to keep critical Public Safety technology operational in the instance of power loss and/or a major disaster.
 - Continue momentum generated over the previous years to improve data center wiring, electric wiring, fire suppression, and cooling systems in the various data centers. This will protect the public's investment in the critical technologies that keep the City's services operational.
 - Engage various City departments and divisions in the continuing effort to secure the City's physical locations with camera systems, building access management, and monitoring systems. This team effort by City staff will create a more secure environment to protect the valuable physical assets and people that the City has invested in.
 - Enhance the City's Enterprise Resource Planning (ERP) system which is the software responsible for data and management related to budgeting, accounts payable, accounts receivable, assets, inventory, purchasing, payroll, personnel, permits, code enforcement, land/parcel management, courts, and utility billing. Improve the business process by implementing a modern ERP solution. Plan, manage, and commit to learning the new software and teach the new business process to all ERP system users. Reduce waste by automating currently manual processes and digitizing forms, documents and records.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

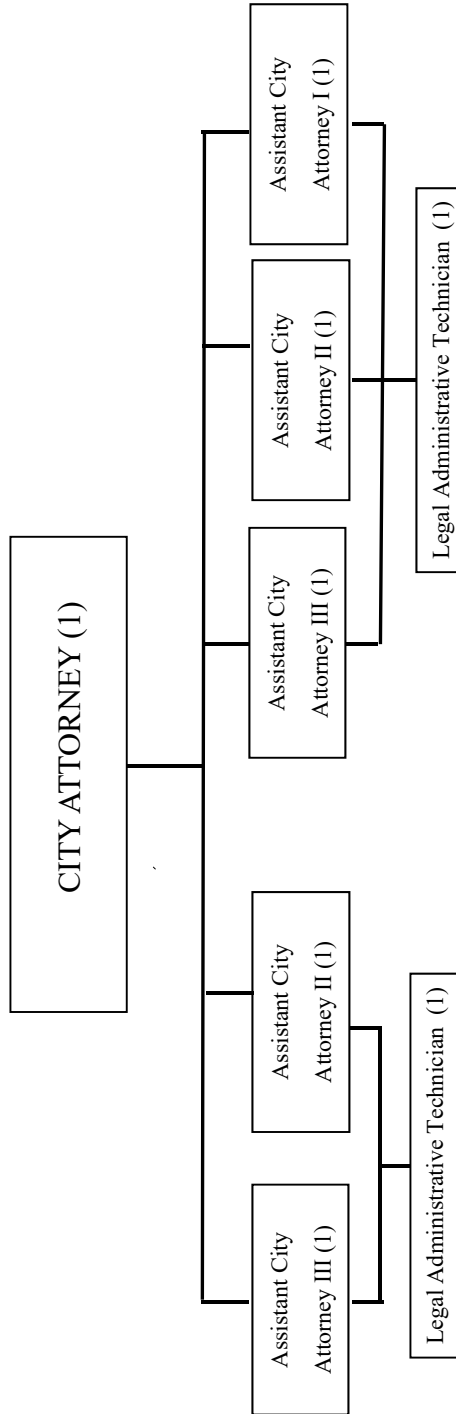
	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of IT work requests completed	3,824	2,953	3,850	3,080	3,500
Number of public safety users supported	415	377	425	392	400
Number of public safety systems supported (PC's, laptops, printers, faxes,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

Notes to Results Report:

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

LEGAL DEPARTMENT

8 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10122220 LEGAL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

LEGAL

GOALS:

- Continue to enhance tort claims process
- Process workers' compensation cases more efficiently
- Process expungements more efficiently to ensure statutory requirements are met
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property
- Develop and produce a departmental policies/procedures handbook

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10122185 HUMAN RIGHTS COMMISSION

MISSION:

The mission of the Human Rights Commission is to promote and encourage fair treatment and mutual understanding among all citizens, combat all prejudice, bigotry and discrimination, advise the City of Norman on human rights issues, coordinate citizen involvement, and promote equality in all fields of human relations.

DESCRIPTION:

The Human Rights Commission receives, investigates and seeks the satisfactory adjustment of complaints, which charge unlawful practices set forth in Chapter 7 of the Norman Code of Ordinances.

PERSONNEL:

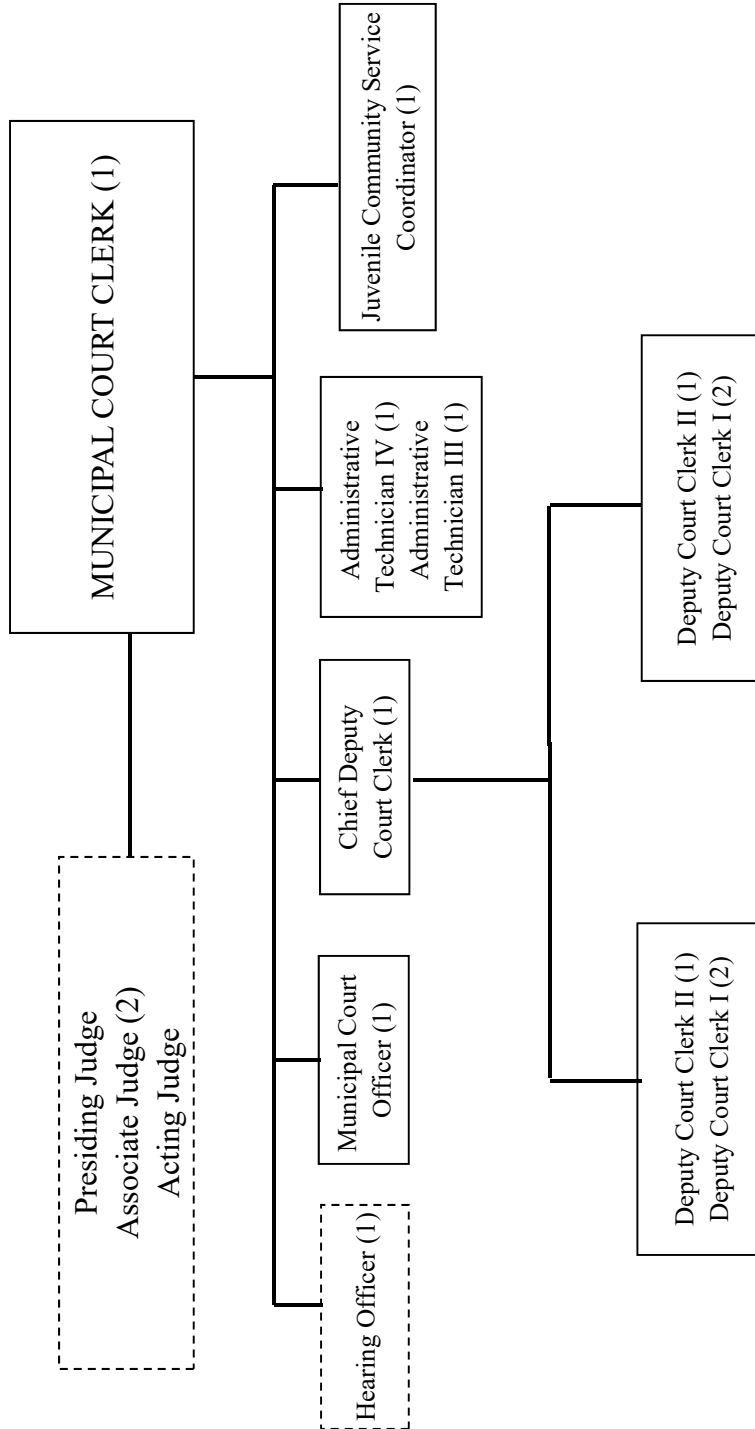
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

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

MUNICIPAL COURT

12 EMPLOYEES



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

DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT

MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10121120 MUNICIPAL COURT

MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

MUNICIPAL COURT

GOALS:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

- Provide educational training for court and legal personnel, emphasizing professional development.

OBJECTIVES:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

PERFORMANCE INDICATORS:

Access to Justice:

Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement

100%	100%	100%	100%	100%
------	------	------	------	------

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

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

Notes to Results Report:

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

DIVISION SUMMARY

10121135 JUVENILE PROGRAMS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

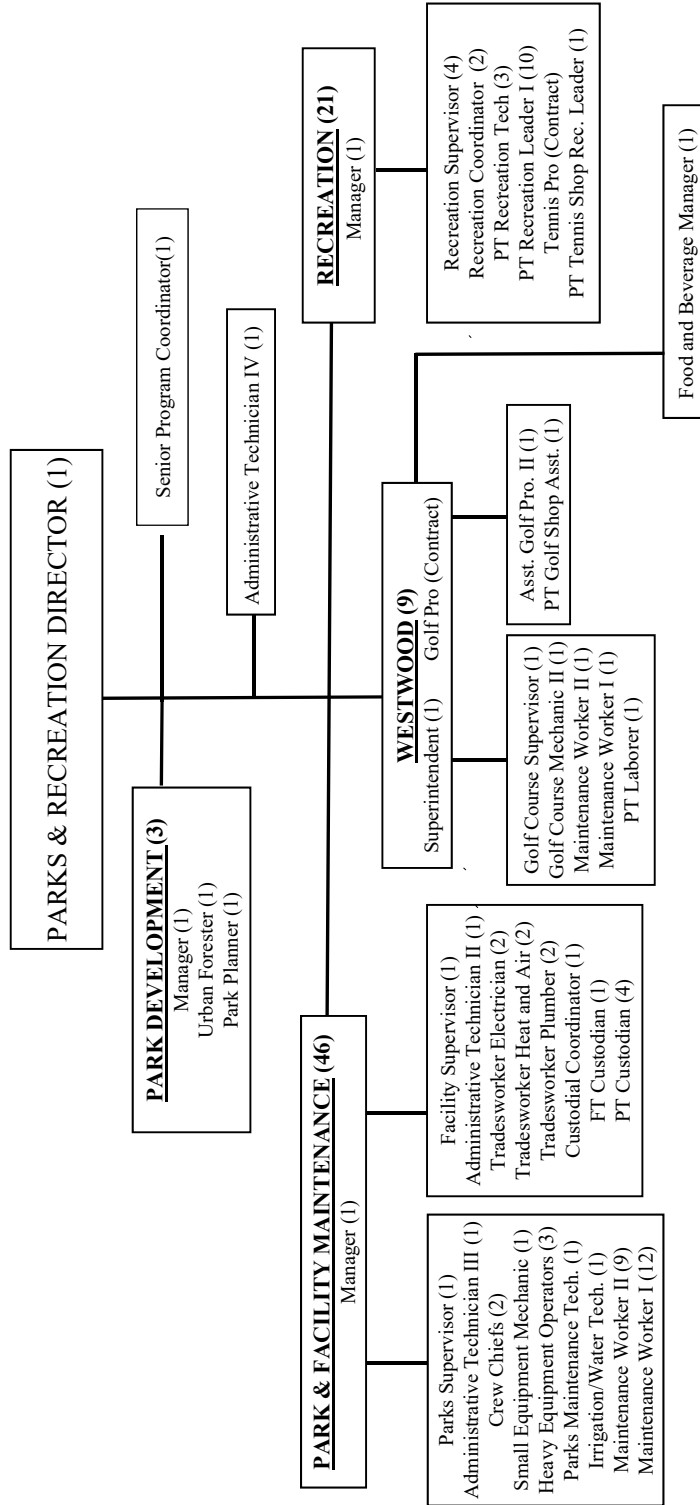
	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of community service opportunities	9	40	35	30	37
Number of juveniles referred to intervention counseling	13	11	15	17	20
Number of juveniles referred to drug testing	20	18	20	20	20
Number of juveniles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

Notes to Results Report:

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

PARKS & RECREATION DEPARTMENT

82 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770370 ADMINISTRATION

MISSION:

The Parks and Recreation Administration Division is committed to professional leadership and direction of all divisions of the department.

DESCRIPTION:

The Parks and Recreation Administration Division is responsible for the department's short and long range capital projects planning, administration of the department's budget, the effective distribution of the department's resources and professional guidance to each division.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

* COVID-19 pandemic along with shutdowns affected attendance numbers

DIVISION SUMMARY

10770131 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

**EXPENSE
DETAILS**

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770430 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

- Implement a facility maintenance software program for work orders, preventative maintenance, capital improvements, and utility tracking costs.
 - Create a comprehensive assessment of the present condition of City facilities for immediate and future repair and replacement of equipment and maintenance.
 - Reduce repeat calls for the same repair work by instituting a program that emphasizes long term solution verses temporary repairs.
 - Incorporate sustainable energy and equipment practices.
 - Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
 - Provide enough resources to the division to accomplish the mission.
-

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	90%	95%	95%	100%	95%
Percentage of repeat calls for same problem	10%	10%	10%	15%	10%

DIVISION SUMMARY

10770132 FACILITY MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	6	6	6	6

EXPENDITURES:

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

Division Total	<u>\$ 544,834</u>	<u>\$ 800,864</u>	<u>\$ 853,113</u>	<u>\$ 853,113</u>	<u>\$ 733,094</u>
----------------	-------------------	-------------------	-------------------	-------------------	-------------------

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770271 PARK DEVELOPMENT

MISSION:

To improve and preserve the City of Norman's tree canopy for appearance, safety and environmental purposes.

DESCRIPTION:

The Forestry Division administers planting programs and community forestry projects according to the community forestry plan and assists in a multiplicity of urban forestry activities interacting with other City departments, utility companies, State and Federal granting agencies and the citizens of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	3

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PARK DEVELOPMENT

GOALS:

- Implement the Community Forest Management Plan; follow recommended priority removals, pruning, replacement and maintenance schedule.
- Promote and provide urban forestry public education opportunities.
- Maintain public urban forest health.
- Collaborate with all City departments, State agencies and non-profit organizations to enhance and improve the urban forest.

OBJECTIVES:

- Obtain required funding to follow recommended schedule of removals, pruning and replacement.
- Provide workshops, volunteer opportunities and special events that teach proper care and maintenance of the tree canopy.
- Implement maintenance schedule of all public trees.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

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

**COVID-19 affected these numbers

DIVISION SUMMARY

10770284 PARK BOARD

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 704	\$ 686	\$ 686	\$ 686	\$ 686
Services & Maintenance	\$ -	\$ 81	\$ 81	\$ 81	\$ 81
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 704</u>	<u>\$ 767</u>	<u>\$ 767</u>	<u>\$ 767</u>	<u>\$ 767</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 704</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 767</u></u>

DIVISION SUMMARY

10770410 PARKS MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	28	31	32	32	32
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	28	31	32	32	32

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PARKS MAINTENANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%
On the job injuries	3	2	2	0

DIVISION SUMMARY

10770421 RECREATION ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RECREATION ADMINISTRATION

GOALS:

- To meet the needs of the citizens of Norman by offering quality programs and facilities and special events.

OBJECTIVES:

- To inform the community of the myriad of recreational opportunities offered through the Parks and Recreation Department through brochures, newspaper advertisements and banners.
- To involve as many citizens as possible in both active and passive recreational activities that are offered through our recreation centers.
- To implement new programs according to citizen requests and new industry trends.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

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

DIVISION SUMMARY

10770425 12th AVENUE RECREATION CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770126 IRVING RECREATION CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770127 WHITTIER RECREATION CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770323 SENIOR CITIZENS CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

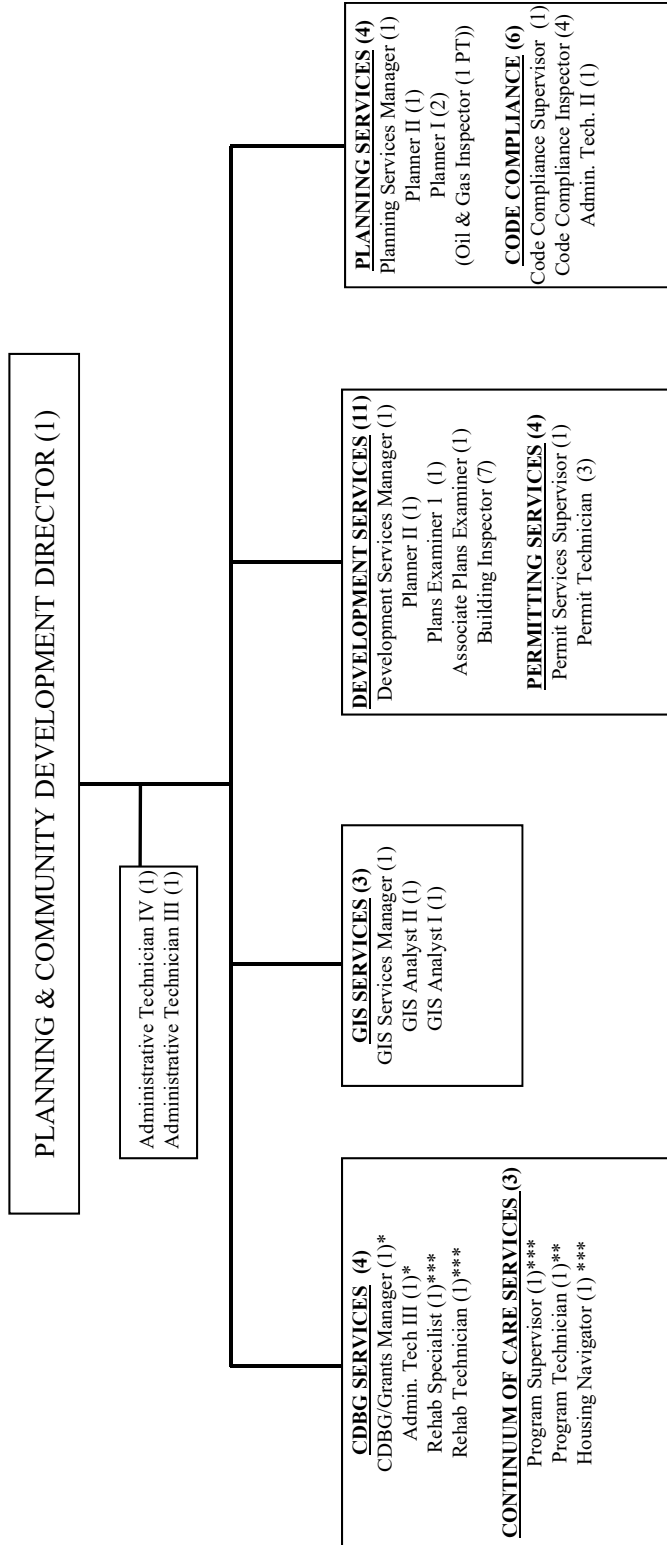
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions3	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

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

PLANNING & COMMUNITY DEVELOPMENT

38 POSITIONS



* Two CDBG positions are funded in part from the General Fund and in part from the Community Development Fund. ** One position is funded entirely by the General Fund. *** Four positions are funded entirely from the Community Development Fund.

DEPARTMENT SUMMARY

TOTAL PLANNING & DEVELOPMENT

MISSION:

The mission of the Department of Planning & Community Development is to develop, implement, and monitor a comprehensive urban planning process, emphasizing continuing interdepartmental cooperation and assistance in the preparation of plans and programs, to protect the health, safety, and welfare of the citizens of Norman through enforcement of City Codes.

DESCRIPTION:

The Department of Planning & Community Development provides support to the City Council, Planning Commission, Board of Adjustment, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating Chapter 22 – the Zoning Ordinance – and updating the Comprehensive Land Use Plan and other plans for the City. The Department reviews building permit applications, rezoning requests and subdivision of property while ensuring timely hearing of requests, which are reviewed by various Boards and the City Council. The Department is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; updating all ordinances, which comprise the regulatory framework against which development proposals are evaluated. In addition, the Department is responsible for the administration of ordinances that affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	31	32	32	32	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	31	32	32	32	32

EXPENDITURES:

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

DIVISION SUMMARY

10440140 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide effective, efficient, and responsive services, and to account for the resources allocated to the Planning Services, Development Services, Code, Grants and GIS Services Divisions of the Department, and to provide support services to all divisions.

DESCRIPTION:

The Administration Division serves as the administrative head of the Department of Planning & Community Development, coordinating division functions to provide for the more efficient operation of the department and services to the citizens of Norman.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

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

DIVISION SUMMARY

10440152 CODE COMPLIANCE

MISSION:

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

DESCRIPTION:

The Code Compliance Division is responsible for the enforcement of codes in Chapters 5, 10, 13, 15, 18 and 22 of the City of Norman Code of Ordinances, which include nuisance codes, signs, zoning and property maintenance, all of which directly affect the health, safety and welfare of the citizens of Norman. Code Compliance is responsible for review and processing of all sign permits. The Division also conducts annual inspections in order to ensure the health and safety of hotels and motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage yards and short-term rentals.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CODE COMPLIANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10440153 CURRENT PLANNING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CURRENT PLANNING

GOALS:

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

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, Pre-Development and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in review of all required permits and licensing needed for applicants. Performs site inspections for building permits, rezoning and land use plan amendments.
- Expedite items from the Planning Commission to the City Council when possible, while ensuring that such items are correct, complete and express the concerns of the Planning Commission. Prepare detailed, accurate minutes of all public meetings.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Items processed for the Planning Commission within 31 days of receipt	100%	100%	100%	100%	100%
Complete, corrected items forwarded to the Clerk's office for the first Council meeting in the month following the Planning Commission meeting	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days	100%	100%	100%	100%	100%
Board of Adjustment applications received and, newspaper and mailed notices processed within three business days	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared to send out on the Friday before the meeting	100%	100%	100%	100%	100%

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

DIVISION SUMMARY

10440151 DEVELOPMENT SERVICES

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Non-residential permits reviewed within 14 days.	41%	75%	60%	77%	64%
Non-residential permits reviewed and approved within 28 days.	87%	99%	90%	97%	94%
FYE 21 average review days: 12 FYE 22 to-date average review days: 8					
Residential permit applications reviewed and approved within 2 days	46%	28%	50%	29%	34%
Residential permit applications reviewed and approved within 5 days.	85%	80%	95%	88%	84%
FYE 21 average review days: 5 FYE 22 to date average review days: 4					
Inspections performed within 48 hours	98%	99%	99%	99%	99%
FYE 21 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

GEOGRAPHIC INFORMATION SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	85%	100%	100%	100%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	99%	100%	100%	96%	100%
Complete downloads and SDE layer updates, from GPS field collected data, on a weekly basis or by specified deadline	n/a	n/a	n/a	n/a	100%
Review address issues from New World, CityView or CIS within 2 days or by specified deadline	n/a	n/a	n/a	n/a	100%

Notes to Results Report:

GIS – Geographic Information System
GPS - Global Positioning System

DIVISION SUMMARY

10440184 GREENBELT COMMISSION

MISSION:

The mission of the Greenbelt Commission is to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

DESCRIPTION:

Created by ordinance on May 11, 2004, the Greenbelt Commission is charged with advising the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the open spaces, greenways and trail-way systems in the City of Norman. The Commission comments on Greenbelt Enhancement Statements submittal with development plats and Norman Rural Certificates of Survey (NRCOS).

PERSONNEL:

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

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 290	\$ 290	\$ 290	\$ 290
Services & Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 490	\$ 490	\$ 490	\$ 490
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ -	\$ 490	\$ 490	\$ 490	\$ 490

DIVISION SUMMARY

10440380 HISTORIC DISTRICT COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10440181 PLANNING COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

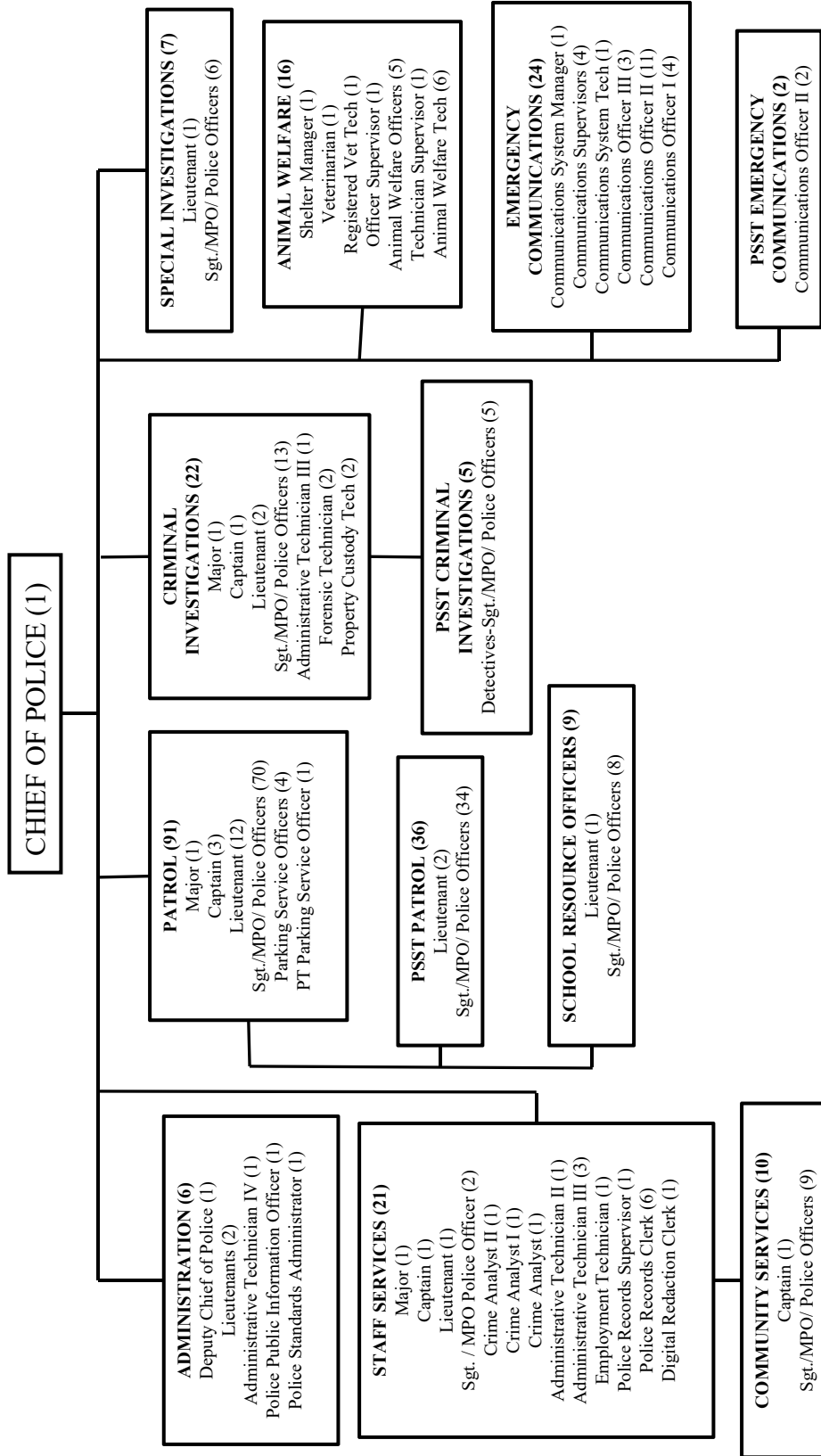
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

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

POLICE DEPARTMENT

250 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10660310 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

- Renew and ensure a department wide approach to Community Policing and relationship building with the community.
- Expand employee mental health evaluation and assistance.
- Reduction of employee OJI's.
- Improve the security and safety of the main department building and parking lots.
- Increase community transparency and engagement through publication of meaningful substantive department data and statistics.
- Continue to expand CIT and/or other advanced mental health training of all staff.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 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	\$235	\$227	\$230	\$233	\$235

DIVISION SUMMARY

10660270 ANIMAL WELFARE

MISSION:

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

DESCRIPTION:

Norman Animal Welfare is comprised of two sections: Animal Welfare Response and Animal Welfare Facility. Animal Welfare Officers respond to citizen complaints, apprehend dangerous animals, confiscate and render aid to animals in need of care, pick up stray or deceased animals, handle loose livestock or nuisance wildlife, conduct animal cruelty investigations, and provide education to the public.

Animal Welfare Facility staff provides customer service to citizens in person, over the phone, or through electronic communication, intake animals at the facility, provide medical evaluation and treatment, conduct behavior evaluations, provide care to animals housed at the facility, maintain and clean the facility, provide education to the public, and work towards positive animal outcomes through transfer, foster, and adoption.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660321 CRIMINAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

COP-Community Oriented
Policing

CID-Criminal Investigations
Division

DIVISION SUMMARY

10660139 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Emergency Communications 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 to our responses.

DESCRIPTION:

The Emergency Communications Division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSTAT EMS and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the City CAD software and radio systems, used across many city departments and partnering jurisdictions.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Interoperability solutions	50%	50%	75%	75%	100%
Dipatchers with CIT Training	95%	95%	100%	100%	Done
NG911	10%	10%	100%	90%	100%
Call Queue Time in seconds	12	13	9	13	9
911 Answer Time	87%	89%	95%	89%	95%
Time to dispatch	10%	10%	10%	10%	10%
Employee Recruitment and Retention	17%	20%	10%	15%	10%

DIVISION SUMMARY

10660322 PATROL

MISSION:

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

DESCRIPTION:

The Patrol Division is comprised of three Patrol Sections, Traffic and Parking Services, and the Community Outreach Section. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detain and arrest suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address homelessness and mental health concerns in our community.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660230 SPECIAL INVESTIGATIONS

MISSION:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

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

OBJECTIVES:

- Fill vacant positions
- Updated aging/non-functioning equipment
- Increase deficient funding to optimize capabilities and service to the community, increasing productivity and quality of work product
- Continue participation in Internet Crimes against Children Investigations/Human trafficking

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

PERFORMANCE INDICATORS:

DIVISION SUMMARY

10660115 STAFF SERVICES

MISSION:

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

DESCRIPTION:

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, employee training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours. In addition, the division includes Traffic, Parking Services, and Community Outreach Sections as well as the Problem Resolution 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	21	21	21	21	30
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>30</u>

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

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

OBJECTIVES:

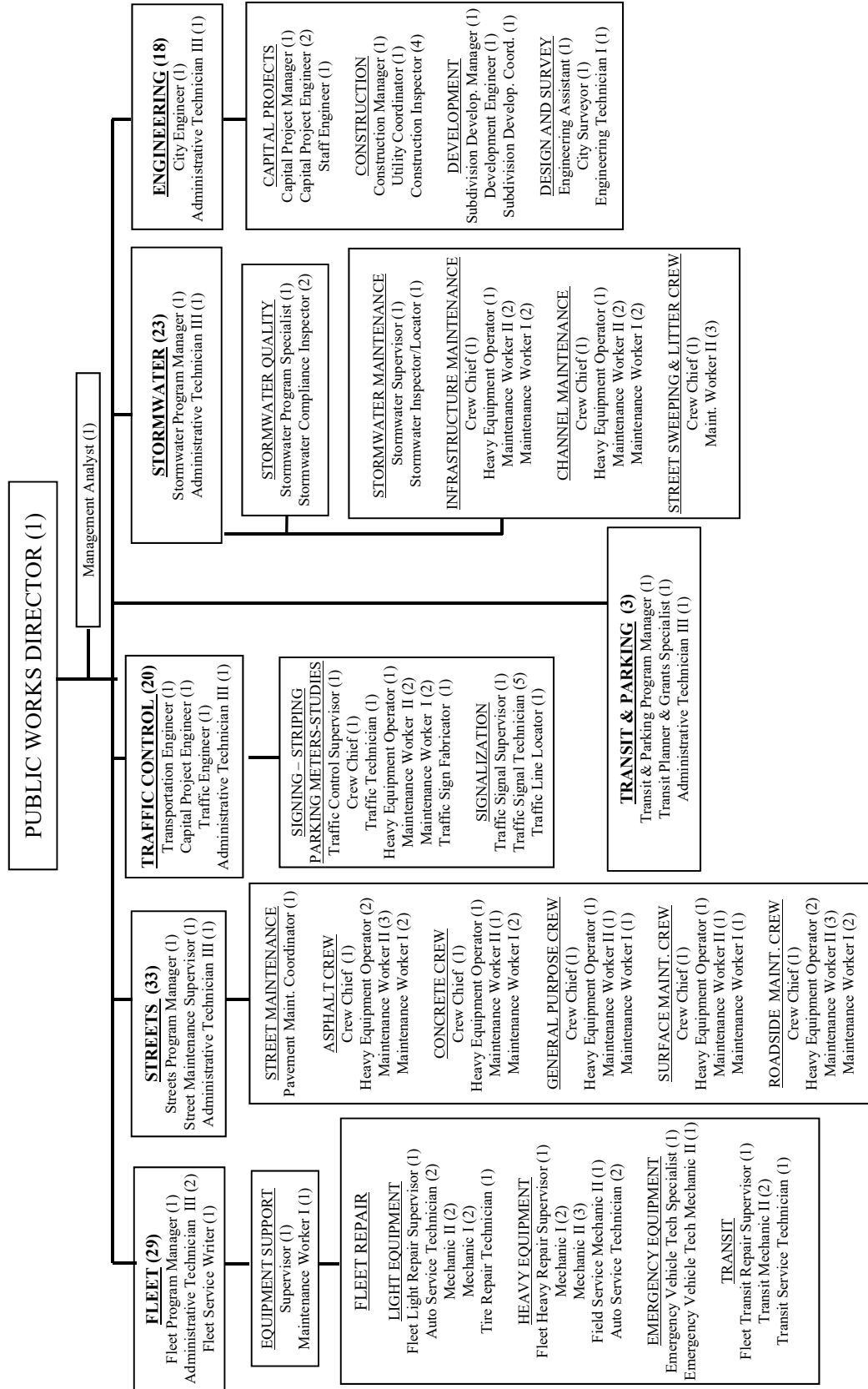
- Full implementation of problem resolution section
- Implement a voluntary employee physical fitness program and evaluation tool
- Deployment of department's new traffic unit
- Strong focus on recruiting and hiring in today's challenging environment
- Improve the security and safety of the main department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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	PLAN	FYE 22 ESTIMATE	FYE 23 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	2	4	4	4	4
Percentage of officers qualified on CLEET firearms courses	100%	100%	100%	100%	100%
Number of officers qualified on NPD firearms courses	100%	100%	100%	100%	100%
Monthly Crime prediction packets	12%	12	12	12	12
Records Counter Contacts	8,936	7,620	12,500	10,000	12,000
Records Phone Contacts	7,677	8,108	13,000	11,000	13,500
Records Cases Managed	11,201	11,239	13,000	12,500	13,000
Records Released	5,262	6,401	7,000	8,000	7,500
Videos Processed	536	742	500	850	850

PUBLIC WORKS DEPARTMENT

128 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10550201 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, 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 on other City department personnel.
- Manage the City's Public Parking Program.
- Manage the City's Public Transportation (bus) System, EMBARK Norman.
- Implement 2019 Transportation Bond Program including nineteen (19) projects.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	90%	95%	95%	95%	95%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	50%	60%	65%	65%	70%
Completion of Comprehensive Transportation Plan	30%	35%	40%	40%	45%
Implementation of Wayfinding plan	25%	30%	35%	35%	50%
Implementation of 2012 Bond Program	60%	80%	85%	85%	88%
Implementation of 2019 Transportation Bond Program	n/a	5%	10%	10%	15%
Completion of 2021-2026 Street Maintenance Bond Program	n/a	n/a	20%	20%	20%
Implementation 2014 Comprehensive Transportation Plan (CTP)	20%	20%	30%	30%	40%

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

DIVISION SUMMARY

10550210 ENGINEERING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ENGINEERING

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	95%	100%	80%	100%	95%
Complete projects on time, 75% of the time	85%	90%	80%	90%	85%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	90%	100%	90%	95%	95%
Addresses will be assigned within 5 working days, 70% of the time	85%	95%	70%	100%	80%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	85%	90%	90%
Public requests for information will be provided within 2 hours, 70% of the time	98%	98%	95%	95%	95%
Will inspect all active projects once a day, 90% of the time	100%	95%	95%	100%	95%
Prepare development punch list within 1 day of the final inspection, 90% of the time	98%	100%	90%	95%	95%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	95%	98%	75%	95%	90%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	90%	100%
2012 Transportation Bond Program	70%	70%	86%	70%	86%
2019 Transportation Bond Program	0%	0%	16%	5%	16%

DIVISION SUMMARY

10550170 FLEET ADMINISTRATION

MISSION:

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

DESCRIPTION:

There are 26 employees within the Fleet Administration and Repair Divisions. The Fleet Division provides the administrative, logistical and mechanical support to all City departments who operate City owned equipment/vehicles. In addition, the Fleet Division provides the administrative, logistical, and mechanical support to the public who utilize the City's Public Compressed Natural Gas (CNG) Fueling Facility, as well as, the Public Transit services. Fleet staff is responsible for establishing citywide budget figures based on a five year average usage for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet Administrative staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles. The Equipment Support Supervisor and 1 Light Equipment Technician are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventative maintenance of the City of Norman's CNG Fueling Facility.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

- Provide support services to all City divisions and the public.
- Provide support services to all Norman citizens.
- Provide timely Preventive Maintenance.
- Web access to status of vehicle repair.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.
- Strive to present a more professional appearance and attitude.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

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

Notes to Results Report:

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

Capital Equipment/Vehicle outlay: The Fleet Division uses the Oklahoma State Contract, where applicable, as one of its main tools in purchasing cars, police vehicles, pickup trucks and large chassis, which helps keep the initial investment lower.

Vehicle Replacement Analysis: Available through the FASTER program used by the Fleet Division, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement. FASTER automatically calculates equipment replacement needs based on age, usage, and maintenance dollars spent using a fifteen (15) point system. Items ranked twelve (12) points and above are evaluated for replacement.

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

DIVISION SUMMARY

10550175 FLEET CNG STATION

MISSION:

The Compressed Natural Gas (CNG) Station is a fueling facility for the City's fleet and the public. Fleet tracks CNG usage of the public and City's fleet while maintaining the fueling facility with repairs and maintenance ensuring it is open to the public 24 hours a day.

DESCRIPTION:

FuelMaster is a system used by Fleet to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows Fleet to report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET CNG STATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10550173 FLEET FUEL & PARTS INVENTORY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

10550173 FLEET FUEL & PARTS INVENTORY

GOALS:

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

MISSION:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

DIVISION SUMMARY

10550171 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

MISSION:

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

DESCRIPTION:

The Fleet Light Repair Shop is comprised of 1 shop Supervisor and 7 Technicians: 1 Mechanic II, 3 Mechanic I's, 2 Auto Service Technicians, and 1 Tire Technician. These 8 Fleet employees are responsible for 583 of the 905 pieces of equipment and automotive units in the City's fleet. The Fleet Automotive/Light Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

GOALS:

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

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all Department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

10550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

MISSION:

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

DESCRIPTION:

The fleet heavy repair shop is tasked with maintenance, repair, and procurement of the City of Norman's heavy equipment and class 5 through class 8 trucks and trailers. This division consists of one Public Works Supervisor, one Field Service Mechanic II, three Mechanic II's, and two Service Technicians. These nine employees are responsible for all heavy trucks and pieces of equipment. This includes all of the refuse trucks and all large equipment used to repoar and maintain the streets, stormwater, solid waste operations, and line maintenance divisions in the City of Norman, as well as all other departments in the City.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES – HEAVY DUTY

GOALS:

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

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

10550222 STORMWATER MAINTENANCE

MISSION:

The Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman through the regulation and maintenance of the City's municipal separate storm sewer system (MS4) and the administration of the floodplain permitting process. The Stormwater division controls the direct or indirect introduction of pollutants by any source or user into the MS4 through the permitting process and emergency spill response process to ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL). Maintenance and improvement of the City's MS4 addresses continued efficient day to day operation as well as emergency repairs to help ensure flood waters move safely throughout the city. The Stormwater division is additionally responsible for administering the City's floodplain permitting process. Floodplain permitting efforts help ensure the welfare and protection from floodwaters of lives and property within the City as well as the protection of the City's natural water resources.

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers.
- Maintain bridges and culverts.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER MAINTENANCE

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman's Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and flood damage control and respond to emergency situations. To aid in the Norman City Council Strategic Plan, vision, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- Provide efficient storm sewer system maintenance.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10550225 STORMWATER QUALITY

MISSION:

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

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers.
- Maintain bridges and culverts.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER QUALITY

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman's Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and flood damage control and respond to emergency situations. To aid in the Norman City Council Strategic Plan, vision, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- Provide efficient storm sewer system maintenance.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10550221 STREETS DIVISION

MISSION:

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

DESCRIPTION:

- Provide for the management, maintenance and construction of street, alleys, and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt pavement, and aggregate surfaced rural roads and alleys.
- Provides maintenance and reconstruction/repair of the City's streets and roadways including roadbed drainage, bridges and culverts.
- Provides emergency disaster response related to flood, winter storms, severe storms, and other non-storm related 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	33	33	33	33	33

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS DIVISION

GOALS:

- To Manage and perform maintenance and construction of streets, alleys, bridges, culverts.
- To manage and maintain urban and rural roadsides.
- To manage and perform snow/ice control and respond to emergency situations.
- Aid in the Norman City Council strategic plan, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide safe and efficient transportation system.
- Weather damage response.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10550223 TRAFFIC CONTROL

MISSION:

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

DESCRIPTION:

The Traffic Control Division operates and maintains 252 traffic and pedestrian signals, 24,000-plus traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%
Worker-hours per gallon of traffic paint used	0.8	0.8	0.8	0.8	0.8
Thermoplastic legend, arrows, stop bars and crosswalks installed	4 to 6 per day	5	5	4 to 6 per day	5
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Response to reports of high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	99% high priority - 90% other signs	100	99% high priority - 90% other signs	99% high priority - 90% other signs	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	0.01%	<0.01%	<0.01%	<0.01%	<0.01%
Response to reports on traffic signal malfunctions within one hour	100%	99%	100%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	90%	90%	100%	90%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of notice	90%	90%	100%	90%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than 7 months from receipt of the neighborhood request	90%	90%	100%	90%	100%
Development of periodic ACOG TIP submissions and addressing various call for projects to Regional Plan Updates	100%	100%	100%	100%	100%
Keep capital projects on schedule and within budget	95%	95%	95%	95%	95%

NON-DEPARTMENTAL

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

DIVISION SUMMARY

10770281 FIREHOUSE ART CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770182 HISTORICAL MUSEUM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10930194 INTERFUND TRANSFERS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Public Safety Sales Tax	\$ 2,422,192	\$ 1,069,875	\$ 1,069,875	\$ 1,069,875	\$ -
Rainy Day Fund	\$ 135,000	\$ -	\$ 183,039	\$ 183,039	\$ -
Westwood	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project Fund	\$ -	\$ -	\$ 1,034,000	\$ 1,034,000	\$ -
Public Transit Fund	\$ 3,474,881	\$ 741,072	\$ 758,024	\$ 758,024	\$ 122,488
Room Tax Fund	\$ 1,075,000	\$ -	\$ -	\$ -	\$ -
CLEET Fund	\$ 5,435	\$ -	\$ -	\$ -	\$ -
Norman Forward Fund	\$ 4,800,000	\$ -	\$ -	\$ -	\$ -
Division Total	<u>\$ 11,912,508</u>	<u>\$ 1,810,947</u>	<u>\$ 3,044,938</u>	<u>\$ 3,044,938</u>	<u>\$ 122,488</u>

DIVISION SUMMARY

10120280 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Pioneer Library Systems entered into Contract K-1314-88 on November 12, 2013, where the City agreed to provide building maintenance, custodial services and utilities for the Central Library and two branch libraries.

DESCRIPTION:

The Facility Maintenance Division of the City Clerk's Department performs maintenance services and preventive maintenance programs to all three libraries. The City of Norman also provides custodial services to all three facilities. The current Central Library is located at 301 West Acres St. In FYE 2014 Norman Library West was opened in a portion of the Pioneer Library Systems administrative services facility located at 300 Norman Center Court. Norman Library East is located at 3051 Alameda Street open in June 2018.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 436,565	\$ 518,952	\$ 518,952	\$ 518,952	\$ 540,059
Internal Services	\$ 118,364	\$ 133,539	\$ 133,539	\$ 133,539	\$ 136,419
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 554,929</u>	<u>\$ 652,491</u>	<u>\$ 652,491</u>	<u>\$ 652,491</u>	<u>\$ 676,478</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 554,929</u></u>	<u><u>\$ 652,491</u></u>	<u><u>\$ 652,491</u></u>	<u><u>\$ 652,491</u></u>	<u><u>\$ 676,478</u></u>

DIVISION SUMMARY

10770286 SANTA FE DEPOT

MISSION:

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): "The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use."

DESCRIPTION:

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning and evening Amtrak passengers.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 4,807	\$ 5,569	\$ 5,569	\$ 5,569	\$ 6,041
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 4,807</u>	<u>\$ 5,569</u>	<u>\$ 5,569</u>	<u>\$ 5,569</u>	<u>\$ 6,041</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 4,807</u></u>	<u><u>\$ 5,569</u></u>	<u><u>\$ 5,569</u></u>	<u><u>\$ 5,569</u></u>	<u><u>\$ 6,041</u></u>

DIVISION SUMMARY

10770183 SOONER THEATRE

MISSION:

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

DESCRIPTION:

The Sooner Theatre is a building owned by the City of Norman for the purpose of promoting theatrical arts and entertainment for the citizens of Norman. The day-to-day operations of the theatre are managed by the Sooner Theatre, Inc. The City currently pays the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 76,852	\$ 80,480	\$ 80,480	\$ 80,480	\$ 80,063
Internal Services	\$ 5,932	\$ 6,427	\$ 6,427	\$ 6,427	\$ 7,075
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 82,784</u>	<u>\$ 86,907</u>	<u>\$ 86,907</u>	<u>\$ 86,907</u>	<u>\$ 87,138</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 82,784</u>	<u>\$ 86,907</u>	<u>\$ 86,907</u>	<u>\$ 86,907</u>	<u>\$ 87,138</u>



Special Revenue Funds

SPECIAL REVENUE FUNDS

The Special Revenue Funds account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specified purposes.

FUND SUMMARY

TOTAL ART IN PUBLIC PLACES FUND – (28)

MISSION:

To create exciting, appealing, and harmonious public spaces by integrating art into public places in the City of Norman.

DESCRIPTION:

On August 28, 2007, City Council passed Ordinance O-0708-5 to establish this fund which allows citizens, through pledges added to their monthly utility bill, to help fund public art in Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 6,389	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 6,389	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 6,389	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000

FUND SUMMARY

TOTAL CLEET PROGRAM FUND - (26)

MISSION:

The collection and disbursement of the portion of CLEET funds retained by the City for court and police training.

DESCRIPTION:

To accurately collect, account for, and disburse CLEET funds retained by the City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 28,134	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 28,134	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ (42)	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ (42)	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 28,092	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505

DIVISION SUMMARY

26121311 COURT CLEET TRAINING

MISSION:

The disbursement of CLEET funds for court and prosecution training until the fund balance is depleted.

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

DIVISION SUMMARY

26660134 POLICE CLEET TRAINING

MISSION:

Established to account for revenue derived by provision of state law to be utilized for law enforcement education and training.

DESCRIPTION:

To provide law enforcement education and training, where appropriate.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 27,734	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 27,734</u>	<u>\$ 29,005</u>	<u>\$ 29,005</u>	<u>\$ 29,005</u>	<u>\$ 29,005</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 27,734</u></u>	<u><u>\$ 29,005</u></u>	<u><u>\$ 29,005</u></u>	<u><u>\$ 29,005</u></u>	<u><u>\$ 29,005</u></u>

FUND SUMMARY

TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

MISSION:

The mission of the CDBG program is to promote the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate incomes. CDBG eligible activities are initiated and developed at the local level based upon the Community's needs, priorities, and benefits. The mission of the HOME Investment Partnership Program (HOME) provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitation of affordable housing for rent or ownership or providing direct rental assistance to low-income people.

DESCRIPTION:

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	7	7	7	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	7	7	7	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Community Development	\$ 617,128	\$ 940,869	\$ 1,941,187	\$ 1,941,187	\$ 637,393
HOME	\$ 598,122	\$ 431,097	\$ 1,150,993	\$ 1,150,993	\$ 431,097
Emergency Shelter	\$ 212,204	\$ -	\$ 433,432	\$ 433,432	\$ 183,476
ARPA	\$ -	\$ -	\$ 78,045	\$ 78,045	\$ -
Neighborhood Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG-DR	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG-CV	\$ 616,100	\$ -	\$ 2,169,642	\$ 2,169,642	\$ 63,088
SHPRP ARRA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
COC Planning Grant	\$ 12,587	\$ -	\$ 12,412	\$ 12,412	\$ -
Public Services	\$ 67,869	\$ -	\$ 120,322	\$ 120,322	\$ 120,000
Interfund Transfers	\$ -	\$ -	\$ 1,516,500	\$ 1,516,500	\$ -
Audit Adjust/Encumbrances	\$ 641,388	\$ -	\$ -	\$ -	\$ -
Fund Total	<u>\$ 2,765,398</u>	<u>\$ 1,371,966</u>	<u>\$ 7,422,533</u>	<u>\$ 7,422,533</u>	<u>\$ 1,435,054</u>

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT FUND

GOALS:

- To provide resources to low-to-moderate income residents of targeted areas to revitalize the infrastructure of their residential areas according to an approved Consolidated Plan, with emphasis on leveraging other resources to accomplish as many improvements as possible.
 - To assist social service providers who serve low-to-moderate income persons in the City in finding resources.
 - To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to assist in the development of affordable rental housing.
 - To provide resources to address the continuum of care for homeless persons by serving as the Collaborative Applicant for the Cleveland County Continuum of Care (OK-504).
 - To continue support of an anti-poverty program to improve the general quality of life in the community.
 - To acquire new resources for the City from available grant funds on a competitive basis through collaborative efforts with other agencies to address unmet needs.
-

OBJECTIVES:

- Facilitate the design and construction of infrastructure projects that primarily benefit low and moderate income areas of the City.
 - Provide technical assistance to social service providers.
 - Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households.
 - Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County (OK-504); assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
 - Partner with and/or provide technical assistance to other appropriate local agencies to acquire new resources to address the needs of low-to-moderate income persons.
 - Apply for additional resources, which are available on a competitive basis, to address the needs of low-to-moderate income persons.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
CDBG Entitlement funding	\$850,844	\$910,483	\$940,869	\$940,859	\$910,483
CDBG CARES Act funding	\$0	\$1,273,256	\$2,789,756	\$2,789,756	\$0
HOME Entitlement funding	\$374,974	\$412,485	\$431,097	\$431,097	\$412,485
HOME Recovery funding	\$0	\$0	\$0	\$79,045	\$1,482,863
Continuum of Care funding	\$426,422	\$426,422	\$447,669	\$447,669	\$447,669
ESG CoC CARES Act funding	\$0	\$767,882	\$400,000	\$400,000	\$0

Notes to Results Report:

CDBG – Community Development Block Grant

CDBG DR – Community Development Block Grant – Disaster Relief

FUND SUMMARY

TOTAL PARK LAND AND DEVELOPMENT FUND (52)

MISSION:

Established by City Ordinance to receive revenues from developer fees dedicated to the acquisition and development of park land around the City of Norman.

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to park land acquisition and development.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Community Park Improve	\$ 6,000	\$ -	\$ -	\$ -	\$ -
Neighborhood Park Improve	\$ 1,000	\$ 280,000	\$ 381,184	\$ 381,184	\$ 310,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ (6,622)	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 378	\$ 280,000	\$ 381,184	\$ 381,184	\$ 310,000

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

On May 13, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax (PSST) in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008, and terminating on September 30, 2015. On April 1, 2014, the citizens passed a permanent one-half percent (1/2%) PSST in order to maintain the personnel added and to fund public safety equipment and projects.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	84	84	84	84	84
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	84	84	84	84	84

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 9,460,330	\$ 9,217,631	\$ 9,217,631	\$ 9,217,631	\$ 9,485,462
Supplies & Materials	\$ 266,252	\$ 351,006	\$ 351,006	\$ 351,006	\$ 742,500
Services & Maintenance	\$ 207,533	\$ 288,960	\$ 288,961	\$ 288,961	\$ 359,547
Internal Services	\$ 183,036	\$ 375,486	\$ 375,486	\$ 375,486	\$ 445,576
Capital Equipment	\$ 539,979	\$ 1,118,747	\$ 1,118,747	\$ 1,118,747	\$ 1,091,792
Subtotal	\$ 10,657,130	\$ 11,351,830	\$ 11,351,831	\$ 11,351,831	\$ 12,124,877
Capital Projects	\$ 2,502,526	\$ -	\$ 6,538,145	\$ 6,538,145	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,361,281	\$ 2,369,342	\$ 2,369,342	\$ 2,369,342	\$ 2,370,820
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ 125,748	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 4,989,555	\$ 2,369,342	\$ 8,907,487	\$ 8,907,487	\$ 2,370,820
Fund Total	\$ 15,646,685	\$ 13,721,172	\$ 20,259,318	\$ 20,259,318	\$ 14,495,697

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Fire Department Administration Division facilitates the effective integration and application of all available resources.

DESCRIPTION:

The Norman Fire Department protects the citizens of Norman from emergencies and disasters through hazard suppression, prevention, mitigation, and educational programs.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 3,558,756	\$ 3,506,671	\$ 3,506,671	\$ 3,506,671	\$ 3,547,373
Supplies & Materials	\$ 109,671	\$ 145,217	\$ 145,217	\$ 145,217	\$ 164,233
Services & Maintenance	\$ 57,050	\$ 95,785	\$ 95,785	\$ 95,785	\$ 90,622
Internal Services	\$ 81,372	\$ 106,302	\$ 106,302	\$ 106,302	\$ 118,846
Capital Equipment	\$ 433,295	\$ 911,017	\$ 911,017	\$ 911,017	\$ 804,000
Subtotal	\$ 4,240,144	\$ 4,764,992	\$ 4,764,992	\$ 4,764,992	\$ 4,725,074
Capital Projects	\$ 458,622	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 458,622	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 4,698,766	\$ 4,764,992	\$ 4,764,992	\$ 4,764,992	\$ 4,725,074

DIVISION SUMMARY

15665143 SUPPRESSION – PUBLIC SAFETY SALES TAX

MISSION:

Fire Suppression Division forces are in a constant state of readiness to respond effectively to any emergency need.

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 3,558,756	\$ 3,506,671	\$ 3,506,671	\$ 3,506,671	\$ 3,547,373
Supplies & Materials	\$ 109,671	\$ 145,217	\$ 145,217	\$ 145,217	\$ 164,233
Services & Maintenance	\$ 57,050	\$ 95,785	\$ 95,785	\$ 95,785	\$ 90,622
Internal Services	\$ 81,372	\$ 106,302	\$ 106,302	\$ 106,302	\$ 118,846
Capital Equipment	\$ 433,295	\$ 911,017	\$ 911,017	\$ 911,017	\$ 804,000
Subtotal	\$ 4,240,144	\$ 4,764,992	\$ 4,764,992	\$ 4,764,992	\$ 4,725,074
Capital Projects	\$ 458,622	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 458,622	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 4,698,766	\$ 4,764,992	\$ 4,764,992	\$ 4,764,992	\$ 4,725,074

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION – PUBLIC SAFETY SALES TAX

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	307	307	325	315	325
Emergency medical calls answered	10,096	9,936	10,000	10,255	12,500
Average response time (urban area)	5.21 minutes	6.28 minutes	6 minutes	5.50 minutes	5.30 minutes
Fire loss per capita	\$ 50	\$ 48	\$ 35	\$ 35	\$ 35
Typical staff/unit	4	4	4	4	4
Ratio to national staff/ unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	90%	90%	90%	90%	90%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	52	52	52	52	52
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 5,901,574	\$ 5,555,860	\$ 5,555,860	\$ 5,555,860	\$ 5,785,222
Supplies & Materials	\$ 115,391	\$ 195,482	\$ 195,482	\$ 195,482	\$ 263,436
Services & Maintenance	\$ 104,225	\$ 166,945	\$ 166,946	\$ 166,946	\$ 166,945
Internal Services	\$ 101,664	\$ 269,084	\$ 269,084	\$ 269,084	\$ 301,217
Capital Equipment	\$ (136,070)	\$ 124,630	\$ 124,630	\$ 124,630	\$ 287,792
Subtotal	<u>\$ 6,086,784</u>	<u>\$ 6,312,001</u>	<u>\$ 6,312,002</u>	<u>\$ 6,312,002</u>	<u>\$ 6,804,612</u>
Capital Projects	\$ 50,203	\$ -	\$ 6,538,145	\$ 6,538,145	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,361,281	\$ 2,369,342	\$ 2,369,342	\$ 2,369,342	\$ 2,370,820
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,411,484</u>	<u>\$ 2,369,342</u>	<u>\$ 8,907,487</u>	<u>\$ 8,907,487</u>	<u>\$ 2,370,820</u>
Department Total	<u><u>\$ 8,498,268</u></u>	<u><u>\$ 8,681,343</u></u>	<u><u>\$ 15,219,489</u></u>	<u><u>\$ 15,219,489</u></u>	<u><u>\$ 9,175,432</u></u>

DIVISION SUMMARY

15661321 CRIMINAL INVESTIGATIONS

MISSION:

It is the mission of the Norman Police Department Criminal Investigation Division to provide appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts, and when appropriate, submit charges and assist in the successful prosecution of offenders.

DESCRIPTION:

The Criminal Investigations Division is comprised of two sections. The Investigative Section primarily investigates crimes related to persons and property related offenses, including Part I crimes, crimes against children, domestic abuse, burglaries, stolen vehicles, fraud, and many other criminal offenses. The Forensic Services and Property Section supports the department through property storage, evidence processing, and video analysis operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 743,192	\$ 695,837	\$ 695,837	\$ 695,837	\$ 628,043
Supplies & Materials	\$ 3,709	\$ 4,064	\$ 4,064	\$ 4,064	\$ 1,431
Services & Maintenance	\$ -	\$ 2,160	\$ 2,160	\$ 2,160	\$ 2,160
Internal Services	\$ 7,756	\$ 9,026	\$ 9,026	\$ 9,026	\$ 9,931
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 754,657	\$ 711,087	\$ 711,087	\$ 711,087	\$ 641,565
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 754,657	\$ 711,087	\$ 711,087	\$ 711,087	\$ 641,565

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

GOALS:

- Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.
- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect. And to Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.

OBJECTIVES:

- Define and implement victim advocacy program
- Complete staffing evaluation and planning for future growth of the investigative division
- Ensure completion of investigative follow-up and citizen feedback processes on all reasonable cases with related tracking of such activities
- Develop monthly relevant public safety tip focused on community safety and education for public distribution through PIO

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:				
Investigators	17	17	18	16
Cases closed by arrest	127	119	300	140
C.O.P. Follow-up	412	608	450	600
Cases investigated	1,941	1,876	2,000	1,650
				2,000

Notes to Results Report:

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

DIVISION SUMMARY

15661139 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Emergency Communications Division is to maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, courteous and professional manner; thereby protecting lives, and property while providing accurate information to our responses.

DESCRIPTION:

The Emergency Communications Division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies, and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSSTAT EMS, Little Axe Fire Department, and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the city wide radio systems, used across many city departments and partnering jurisdictions.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 141,468	\$ 128,996	\$ 128,996	\$ 128,996	\$ 135,123
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 599	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Internal Services	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 142,117</u>	<u>\$ 130,246</u>	<u>\$ 130,246</u>	<u>\$ 130,246</u>	<u>\$ 136,373</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 142,117</u></u>	<u><u>\$ 130,246</u></u>	<u><u>\$ 130,246</u></u>	<u><u>\$ 130,246</u></u>	<u><u>\$ 136,373</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS - PUBLIC SAFETY SALES TAX

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizations, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with region.
- Recruit and retain quality Communications Officers, turnover rate <10%
- Limit time to dispatch to < 60 seconds on 90% of all Fire/EMS and priority police calls
- Limit 911 answer time to < 10 seconds
- In conjunction with ACOG, implement regional Next Generation 911 (NG911) system.
- Limit administrative call queue time average to < 10 seconds
- Train all Dispatchers in CIT awareness.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Interoperability solutions	50%	50%	75%	75%	100%
Queue Time in seconds	12	13	9	13	9
Answer Time	87%	89%	95%	89%	95%
Time to dispatch	10%	10%	10%	10%	10%
Train all Call takers in CIT awareness	95%	95%	100%	100%	Done
Recruitment and Retention	0%	0%	50%	50%	0%
Implement NG911 (regional)	10%	10%	100%	90%	100%

DIVISION SUMMARY

15661322 PATROL

MISSION:

The mission of the Patrol Division is to provide immediate response and stability to emergency situations, investigate criminal activities, develop community partnerships, and proactively identify and resolve public safety concerns of our community.

DESCRIPTION:

The Patrol Division is comprised of three Patrol Sections, Traffic and Parking Services, and the Community Outreach Section. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detain and arrest suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address homelessness and mental health concerns in our community.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	36	36	36	36	36
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	36	36	36	36	36

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 3,791,693	\$ 3,628,065	\$ 3,628,065	\$ 3,628,065	\$ 3,953,016
Supplies & Materials	\$ 111,475	\$ 191,418	\$ 191,418	\$ 191,418	\$ 262,005
Services & Maintenance	\$ 83,687	\$ 109,143	\$ 109,143	\$ 109,143	\$ 109,143
Internal Services	\$ 93,858	\$ 260,008	\$ 260,008	\$ 260,008	\$ 291,236
Capital Equipment	\$ -	\$ 124,630	\$ 124,630	\$ 124,630	\$ 287,792
Subtotal	<u>\$ 4,080,713</u>	<u>\$ 4,313,264</u>	<u>\$ 4,313,264</u>	<u>\$ 4,313,264</u>	<u>\$ 4,903,192</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 4,080,713</u>	<u>\$ 4,313,264</u>	<u>\$ 4,313,264</u>	<u>\$ 4,313,264</u>	<u>\$ 4,903,192</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL – PUBLIC SAFETY SALES TAX

GOALS:

- Establish, facilitate, or participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellenss and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependant, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.

OBJECTIVES:

- Provide ongoing information sharing and public education opportunities.
- Develop and implement an effective operational plan for addressing crime, traffic and social harm concerns.
- Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.
- Participate in development of COCMHC multi-agency team to respond to mental health community members in need of services/evaluation.
- Evaluate current and future staffing and deployment needs.
- Review and update department ICS/NIMS program to ensure successful response to large scale critical incident.
- Development of functional out of class program that produces competent and capable out of class field level supervisors. (L&P).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
PERFORMANCE INDICATORS:				
COP hours	10,884	6,000	9,000	
Calls for service	92,229	75,000	107,500	
Case reports taken	12,554	12,000	13,000	
Traffic contracts	39,090	25,000	45,000	
Collisions investigated	2,033	1,400	2,050	
Arrests made	5,382	3,500	5,750	

DIVISION SUMMARY

15661313 SCHOOL RESOURCE OFFICERS

MISSION:

Norman Police Department School Resource Officers (SROs) are dedicated to ensuring a safe learning environment while providing valuable resources to students, faculty, staff and parents. SROs also strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

DESCRIPTION:

The School Resource Officer Program provides specially trained, full-time uniformed police officers for assignment in various schools within the Norman Public Schools (NPS) and within the jurisdiction of the City of Norman. SRO's ensure a safe learning environment while providing valuable resources to students, faculty, staff and parents. SRO's strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,225,221	\$ 1,102,962	\$ 1,102,962	\$ 1,102,962	\$ 1,069,040
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,858	\$ 4,415	\$ 4,415	\$ 4,415	\$ 4,415
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,227,079	\$ 1,107,377	\$ 1,107,377	\$ 1,107,377	\$ 1,073,455
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,227,079	\$ 1,107,377	\$ 1,107,377	\$ 1,107,377	\$ 1,073,455

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

15661115 SCHOOL RESOURCE OFFICERS

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizations, and the public.
- Improve all employees' overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Evaluate current and future staffing and employment needs.
- Continue to ensure all new SRO's are CIT certified.
- Increase community transparency and engagement through publication of meaningful substantive department data and statistics.
- Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21		FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
SRO's assigned	9	9	13	9	13
Incidents*	633	598	650	900	1250
Arrests*	0	5	5	5	5
Protective custody detentions*	70	39	90	90	100

*Significant impacts from COVID/virtual formats

DIVISION SUMMARY

15661115 STAFF SERVICES

MISSION:

The mission of the Staff Services Division is to work with internal and external partners and the community in an effort to increase department efficiency, readiness and accountability through the development of processes intended to achieve our department's mission and vision.

DESCRIPTION:

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, employee training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours. In addition, the division includes traffic, parking services, and community outreach sections as well as the problem resolution section. These elements of the division are focused on creating proactive, long term, root casue focused solutions to our community's social harms. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address concerns in our community.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 207	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 18,081	\$ 50,027	\$ 50,028	\$ 50,028	\$ 50,027
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ (136,070)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ (117,782)</u>	<u>\$ 50,027</u>	<u>\$ 50,028</u>	<u>\$ 50,028</u>	<u>\$ 50,027</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ (117,782)</u>	<u>\$ 50,027</u>	<u>\$ 50,028</u>	<u>\$ 50,028</u>	<u>\$ 50,027</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES - PSST

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizations, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Full implementation of problem resolution section
- Implement a voluntary employee physical fitness program and evaluation tool
- Deployment of department's new traffic unit
- Strong focus on recruiting and hiring in today's challenging environment
- Improve the security and safety of the main department building and parking lots

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30		
Total number of firearms training sessions for commissioned officer	4	4	4		
Percentage of officers qualified on CLEET firearms	100%	100%	100%		
Number of officers qualified on NPD firearms courses	100%	100%	100%		
Monthly Crime prediction packet	12	12	12		
Records Counter Contacts	7,620	10,000	12,000		
Records Phone Contacts	8,108	11,000	13,500		
Records Cases Managed	11,239	12,500	13,000		
Records Released	6,401	8,000	7,500		
Videos Processed	742	850	850		

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The mission of the Public Works Department is to provide exceptional transportation, stormwater/flood control and subdivision development services to the citizens of Norman.

DESCRIPTION:

The Public Works Department is organized into six functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, and Traffic Control. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ 155,100	\$ 155,100	\$ 155,100	\$ 152,867
Supplies & Materials	\$ 4,936	\$ 10,307	\$ 10,307	\$ 10,307	\$ 314,831
Services & Maintenance	\$ 1,799	\$ 26,230	\$ 26,230	\$ 26,230	\$ 101,980
Internal Services	\$ -	\$ 100	\$ 100	\$ 100	\$ 25,513
Capital Equipment	\$ 5,872	\$ 83,100	\$ 83,100	\$ 83,100	\$ -
Subtotal	<u>\$ 12,607</u>	<u>\$ 274,837</u>	<u>\$ 274,837</u>	<u>\$ 274,837</u>	<u>\$ 595,191</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 12,607</u>	<u>\$ 274,837</u>	<u>\$ 274,837</u>	<u>\$ 274,837</u>	<u>\$ 595,191</u>

DIVISION SUMMARY

15550172 FLEET EVT

MISSION:

The mission of the Fleet Emergency Vehicle Technician (EVT) Division is to service and maintain the City's Public Safety fleets for the Police and Fire Departments, and support them during natural disaster events, fire events, and remote training where vehicle support may be required.

DESCRIPTION:

The Public Safety Fleet Division, known as the Emergency Vehicle Technician (EVT) Division, is tasked with the maintenance, repair, and procurement of the City's Public Safety fleet for the Police and Fire Departments. This Division consists of 1 Supervisor, 1 EVT Specialist, and 1 EVT Mechanic II. These 3 employees are responsible for 70 units for the Fire Department and 3 units for the Police Department. These include all pumper/tanker and ladder units for the Fire Department, as well as the SWAT and Mobile Emergency Command Center for the Police Department. Our Specialist and Mechanic maintain master status in the Heavy Truck Automotive Service Excellence (ASE) as well as master certification in the Emergency Vehicle Technician (EVT) program. The EVT division supplies support for the Police and Fire Departments during natural disaster events as well as training events such as the Police Department's Law Enforcement Driver Training (LEDT) courses.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ 155,100	\$ 155,100	\$ 155,100	\$ 152,867
Supplies & Materials	\$ 4,936	\$ 10,307	\$ 10,307	\$ 10,307	\$ 314,831
Services & Maintenance	\$ 1,799	\$ 26,230	\$ 26,230	\$ 26,230	\$ 101,980
Internal Services	\$ -	\$ 100	\$ 100	\$ 100	\$ 25,513
Capital Equipment	\$ 5,872	\$ 83,100	\$ 83,100	\$ 83,100	\$ -
Subtotal	\$ 12,607	\$ 274,837	\$ 274,837	\$ 274,837	\$ 595,191
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 12,607	\$ 274,837	\$ 274,837	\$ 274,837	\$ 595,191

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET - EVT

GOALS:

- Provide safe and reliable repairs for the Public Safety Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement of our Heavy Fire and Police Fleet units.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

- Deliver the highest level of customer service as well as availability of our Public Safety Fleet units.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of EVT units	-	-	40	36	38
Number of EVT CNG vehicles	-	-	-	-	0
Yearly productive average (national standard average is 70%)	-	-	>70%	>70%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	-	-	>.50%	>.50%	>.50%
Preventive Maintenance Program:					
(missed or late services)	-	-	5	3	<15
(completed services)	-	-	40	36	38
Work orders completed	-	-	200	150	300
(# of scheduled repairs)	-	-	200	150	200
(# of unscheduled repairs)	-	-	75	125	100
# of sublet vendor repairs	-	-	15	10	<25

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

FUND SUMMARY

TOTAL PUBLIC TRANSPORTATION FUND (27)

MISSION:

The mission of the Public Transportation Fund is to provide exceptional transportation services to the citizens of Norman.

DESCRIPTION:

The Public Transportation Fund consists of 6 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary
- Maintain the fleet of 29 transit vehicles, including full compliance with all Federal Transit Administration (FTA) regulations

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	10	9	9	9
Part-time Positions	1	1	0	0	0
Total Budgeted Positions	9	11	9	9	9

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 509,162	\$ 864,844	\$ 836,018	\$ 836,018	\$ 763,131
Supplies & Materials	\$ 689,330	\$ 420,121	\$ 443,458	\$ 443,458	\$ 604,547
Services & Maintenance	\$ 3,290,732	\$ 3,745,801	\$ 3,902,527	\$ 3,902,527	\$ 4,045,950
Internal Services	\$ 34,133	\$ 12,719	\$ 12,719	\$ 12,719	\$ 43,726
Capital Equipment	\$ 292,285	\$ 731,117	\$ 1,265,543	\$ 1,265,543	\$ 657,448
Subtotal	<u>\$ 4,815,642</u>	<u>\$ 5,774,602</u>	<u>\$ 6,460,265</u>	<u>\$ 6,460,265</u>	<u>\$ 6,114,802</u>
Capital Projects	\$ 307,573	\$ -	\$ 127,601	\$ 127,601	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 5,100,000	\$ -	\$ 3,583,573	\$ 3,583,573	\$ -
Audit Adjust/Encumb	\$ 1,673,647	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 7,081,220</u>	<u>\$ -</u>	<u>\$ 3,711,174</u>	<u>\$ 3,711,174</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 11,896,862</u></u>	<u><u>\$ 5,774,602</u></u>	<u><u>\$ 10,171,439</u></u>	<u><u>\$ 10,171,439</u></u>	<u><u>\$ 6,114,802</u></u>

DIVISION SUMMARY

27550276 FLEET REPAIR TRANSIT

MISSION:

The mission of the Public Works Fleet Public Transit Division is to provide safe, cost effective and sanitary public transportation to include para-transit routes for those who cannot access a fixed route bus stop to travel in and around the City of Norman.

DESCRIPTION:

The Public Works Fleet Public Transit Division is comprised of 1 Shop Supervisor, 1 Transit Specialist, 1 Transit Service Technician, and 2 Transit Mechanic II's. These 5 employees are responsible for the daily availability, preventative maintenance and repair of the City's 28 transit buses and associated equipment as well as 3 transit support vehicles. 14 of these units are powered by clean burning CNG engines. It is the goal of the Public Transit Division to have the daily pre-requested units available for operations by our contractor before 05:15 every weekday morning.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	7	6	6	6
Part-time Positions	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>7</u>	<u>8</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 393,880	\$ 555,127	\$ 526,301	\$ 526,301	\$ 457,188
Supplies & Materials	\$ 676,092	\$ 414,321	\$ 434,321	\$ 434,321	\$ 598,747
Services & Maintenance	\$ 248,402	\$ 310,316	\$ 223,577	\$ 223,577	\$ 501,676
Internal Services	\$ 33,743	\$ 12,173	\$ 12,173	\$ 12,173	\$ 43,040
Capital Equipment	\$ 11,756	\$ 720,917	\$ 1,255,343	\$ 1,255,343	\$ 625,000
Subtotal	<u>\$ 1,363,873</u>	<u>\$ 2,012,854</u>	<u>\$ 2,451,715</u>	<u>\$ 2,451,715</u>	<u>\$ 2,225,651</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,363,873</u>	<u>\$ 2,012,854</u>	<u>\$ 2,451,715</u>	<u>\$ 2,451,715</u>	<u>\$ 2,225,651</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR TRANSIT – PUBLIC TRANSPORTATION

GOALS:

- Provide safe and reliable repairs for the Public Transit Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement the Transit Fleet.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all Department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Fixed Route units	9	9	9	9	11
Fixed Route CNG vehicles	4	4	4	4	10
Paratransits	13	13	13	13	15
Paratransit CNG Vehicles	8	9	9	9	11
Yearly productive average (national standard avg. is 70%)	89%	75%	>70%	77%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	0.52%	0.54%	>0.5%	0.56%	>0.5%
Preventive Maintenance Program:					
(missed or late services)	1	3	2	2	2
(completed services)	111	104	62	92	102
Work orders completed	467	695	866	676	612
(# of scheduled repairs)	154	134	128	138	142
(# of unscheduled repairs)	313	561	738	538	470
# of sublet vendor repairs	72	76	60	69	72

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

27550277 TRANSIT AND PARKING ADMINISTRATION

MISSION:

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman.

DESCRIPTION:

The Transit and Parking Division consists of 3 full time City staff that provide the following 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
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 115,282	\$ 309,717	\$ 309,717	\$ 309,717	\$ 305,943
Supplies & Materials	\$ 1,466	\$ 5,800	\$ 9,137	\$ 9,137	\$ 5,800
Services & Maintenance	\$ 2,863,028	\$ 3,435,485	\$ 3,678,950	\$ 3,678,950	\$ 3,544,274
Internal Services	\$ 390	\$ 546	\$ 546	\$ 546	\$ 686
Capital Equipment	\$ -	\$ 10,200	\$ 10,200	\$ 10,200	\$ 32,448
Subtotal	<u>\$ 2,980,166</u>	<u>\$ 3,761,748</u>	<u>\$ 4,008,550</u>	<u>\$ 4,008,550</u>	<u>\$ 3,889,151</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 2,980,166</u></u>	<u><u>\$ 3,761,748</u></u>	<u><u>\$ 4,008,550</u></u>	<u><u>\$ 4,008,550</u></u>	<u><u>\$ 3,889,151</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRANSIT AND PARKING ADMINISTRATION - PUBLIC TRANSPORTATION

GOALS:

- Provide a safe, reliable, and efficient public transit service to citizens and visitors in order to increase access to and from destinations in Norman.
- Provide accessible and convenient public parking services to citizens and visitors in order to meet community needs and goals.
- Provide exceptional customer service to citizens and visitors of Norman in order to provide a more positive experience when using public transit and parking services.

OBJECTIVES:

- To plan for and make improvements outlined in the updated transit long range plan, to improve overall satisfaction in public transit service, to improve reliability of transit by increasing on-time performance, and to continue to provide safe public transit service and attract both old and new passengers as COVID-19 capacity restrictions are discontinued as appropriate.
- To plan for and make improvements outlined in the parking strategic plan, to improve user-friendliness of parking technologies, and to enhance the parking experience in Norman in an effort to support the community's strategic goals.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of public transportation customers surveyed as satisfactory	n/a	90%	84%	89%	84%
Number of fixed-route passenger trips provided	n/a	189,664	265,054	326,858	251,881
Number of paratransit trips provided	n/a	16,338	19,000	16,421	21,000
Percentage of on-time fixed-route arrivals	n/a	75%	75%	75%	80%
Percentage of on-time paratransit pick-ups	n/a	99.13%	98%	95%	98%
Number of bus passengers per service hour, cumulative	n/a	11	13	13	13
Number of bus passengers per day, average	n/a	628	809	924	800
Percentage of required paratransit pickups denied due to capacity	n/a	0.06%	0.06%	0%	0%
Completion of long range transit plan update	n/a	100%	n/a	n/a	n/a

FUND SUMMARY

TOTAL ROOM TAX FUND (23)

MISSION:

To account for and monitor all resources associated with the Room Tax Fund.

DESCRIPTION:

Established by City ordinances to receive revenues from the City hotel/motel occupancy tax to be used for promoting and fostering convention and tourism development in the City of Norman, support arts and humanities activities and provide funding for park development capital equipment.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,632,885	\$ 946,800	\$ 1,111,967	\$ 1,111,967	\$ 1,237,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,632,885</u>	<u>\$ 946,800</u>	<u>\$ 1,111,967</u>	<u>\$ 1,111,967</u>	<u>\$ 1,237,500</u>
Capital Projects	\$ 64,187	\$ 87,000	\$ 361,080	\$ 361,080	\$ 44,000
Cost Allocation	\$ 46,345	\$ 52,500	\$ 67,500	\$ 67,500	\$ 68,750
Debt Service	\$ -	\$ -	\$ 185,536	\$ 185,536	\$ 429,372
Interfund Transfers	\$ 204,219	\$ 209,444	\$ 3,801,683	\$ 3,801,683	\$ -
Audit Adjust/Encumb	\$ 105,096	\$ -	\$ 80,317	\$ 80,317	\$ -
Subtotal	<u>\$ 419,847</u>	<u>\$ 348,944</u>	<u>\$ 4,496,116</u>	<u>\$ 4,496,116</u>	<u>\$ 542,122</u>
Fund Total	<u>\$ 2,052,732</u>	<u>\$ 1,295,744</u>	<u>\$ 5,608,083</u>	<u>\$ 5,608,083</u>	<u>\$ 1,779,622</u>

DIVISION SUMMARY

23330340 ROOM TAX - ADMINISTRATION

MISSION:

Efficiently receipt and collect room tax revenues.

DESCRIPTION:

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 46,345	\$ 52,500	\$ 67,500	\$ 67,500	\$ 68,750
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 46,345</u>	<u>\$ 52,500</u>	<u>\$ 67,500</u>	<u>\$ 67,500</u>	<u>\$ 68,750</u>
Division Total	<u><u>\$ 46,345</u></u>	<u><u>\$ 52,500</u></u>	<u><u>\$ 67,500</u></u>	<u><u>\$ 67,500</u></u>	<u><u>\$ 68,750</u></u>

DIVISION SUMMARY

23730241 ROOM TAX - ARTS COUNCIL

MISSION:

Provide funds for the Norman Arts Council to support, encourage, coordinate and promote awareness of quality arts activities and programs in Oklahoma, and foster better understanding of the fine applied and performing arts and humanities in Norman.

DESCRIPTION:

The Norman Arts Council reviews applications for the use of Room Tax funds and administers these funds. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the Arts Council.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 677,698	\$ 315,600	\$ 301,967	\$ 301,967	\$ 412,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 677,698</u>	<u>\$ 315,600</u>	<u>\$ 301,967</u>	<u>\$ 301,967</u>	<u>\$ 412,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 677,698</u></u>	<u><u>\$ 315,600</u></u>	<u><u>\$ 301,967</u></u>	<u><u>\$ 301,967</u></u>	<u><u>\$ 412,500</u></u>

DIVISION SUMMARY

23330243 ROOM TAX - CONVENTION & VISITORS BUREAU

MISSION:

Provide funds for promotion of the City of Norman and facilities available for meetings, conventions, etc.

DESCRIPTION:

Ordinance No. O-9293-22 provides for contracting with a not-for-profit corporation for the purpose of administering this portion of the Room Tax funds.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 846,313	\$ 631,200	\$ 810,000	\$ 810,000	\$ 825,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 846,313</u>	<u>\$ 631,200</u>	<u>\$ 810,000</u>	<u>\$ 810,000</u>	<u>\$ 825,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 846,313</u></u>	<u><u>\$ 631,200</u></u>	<u><u>\$ 810,000</u></u>	<u><u>\$ 810,000</u></u>	<u><u>\$ 825,000</u></u>

DIVISION SUMMARY

2379* - ROOM TAX - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 22 - FYE 26 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 64,187	\$ 87,000	\$ 361,080	\$ 361,080	\$ 44,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 64,187	\$ 87,000	\$ 361,080	\$ 361,080	\$ 44,000
Division Total	\$ 64,187	\$ 87,000	\$ 361,080	\$ 361,080	\$ 44,000

FUND SUMMARY

TOTAL SEIZURES AND RESTITUTION FUND (25)

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 1,802	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 2,971	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 53,287	\$ -	\$ 27,300	\$ 27,300	\$ -
Subtotal	<u>\$ 58,060</u>	<u>\$ -</u>	<u>\$ 27,300</u>	<u>\$ 27,300</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ (847)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ (847)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 57,213</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 27,300</u></u>	<u><u>\$ 27,300</u></u>	<u><u>\$ -</u></u>

DIVISION SUMMARY

25660138 FEDERAL SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 577	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 27,300	\$ -	\$ 27,300	\$ 27,300	\$ -
Subtotal	\$ 27,877	\$ -	\$ 27,300	\$ 27,300	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 27,877	\$ -	\$ 27,300	\$ 27,300	\$ -

DIVISION SUMMARY

25660235 STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 1,225	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 2,971	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 25,987	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 30,183</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 30,183</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

FUND SUMMARY

TOTAL SPECIAL GRANTS FUND (22)

MISSION:

Contributions or gifts of cash or other assets from another government agency to be used or expended for a specified purpose, activity or facility.

DESCRIPTION:

To account for and monitor all related revenues and expenditures for all special revenue grants and projects of the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 216,199	\$ 89,901	\$ 183,652	\$ 183,652	\$ 43,334
Supplies & Materials	\$ 63,835	\$ 1,000	\$ 44,545	\$ 44,545	\$ 1,000
Services & Maintenance	\$ 148,033	\$ 18,500	\$ 660,080	\$ 660,080	\$ 18,500
Internal Services	\$ 2,014	\$ 9,700	\$ 10,000	\$ 10,000	\$ -
Capital Equipment	\$ 73,692	\$ -	\$ 708,286	\$ 708,286	\$ -
Subtotal	<u>\$ 503,773</u>	<u>\$ 119,101</u>	<u>\$ 1,606,563</u>	<u>\$ 1,606,563</u>	<u>\$ 62,834</u>
Capital Projects	\$ (626)	\$ -	\$ 11,038,493	\$ 11,038,493	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ (626)</u>	<u>\$ -</u>	<u>\$ 11,038,493</u>	<u>\$ 11,038,493</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 503,147</u></u>	<u><u>\$ 119,101</u></u>	<u><u>\$ 12,645,056</u></u>	<u><u>\$ 12,645,056</u></u>	<u><u>\$ 62,834</u></u>

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,116,284	\$ 1,316,466	\$ 1,316,466	\$ 1,316,466	\$ 1,381,421
Supplies & Materials	\$ 344,191	\$ 330,126	\$ 338,269	\$ 338,269	\$ 371,437
Services & Maintenance	\$ 375,546	\$ 293,407	\$ 293,407	\$ 293,407	\$ 430,438
Internal Services	\$ 32,125	\$ 43,181	\$ 43,181	\$ 43,181	\$ 53,330
Capital Equipment	\$ 24,793	\$ 131,830	\$ 131,830	\$ 131,830	\$ 85,507
Subtotal	\$ 1,892,939	\$ 2,115,010	\$ 2,123,153	\$ 2,123,153	\$ 2,322,133
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 204,219	\$ 209,444	\$ 209,444	\$ 209,444	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ (21,693)	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 182,526	\$ 209,444	\$ 209,444	\$ 209,444	\$ -
Division Total	\$ 2,075,465	\$ 2,324,454	\$ 2,332,597	\$ 2,332,597	\$ 2,322,133

DIVISION SUMMARY

29970332 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 172,805	\$ 161,306	\$ 161,306	\$ 161,306	\$ 173,098
Supplies & Materials	\$ 7,869	\$ 6,135	\$ 6,135	\$ 6,135	\$ 6,135
Services & Maintenance	\$ 107,381	\$ 142,273	\$ 142,273	\$ 142,273	\$ 192,670
Internal Services	\$ 1,571	\$ 1,627	\$ 1,627	\$ 1,627	\$ 1,848
Capital Equipment	\$ 2,843	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 292,469</u>	<u>\$ 313,141</u>	<u>\$ 313,141</u>	<u>\$ 313,141</u>	<u>\$ 373,751</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 292,469</u></u>	<u><u>\$ 313,141</u></u>	<u><u>\$ 313,141</u></u>	<u><u>\$ 313,141</u></u>	<u><u>\$ 373,751</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF COURSE

GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament play.
- To create junior, women's and couples play.

OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- Support junior clinics and the Junior Golf Academy.
- Continue the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	30,996	36,553	33,384	34,813	34,689
Men's & Women's Associations	27	18	32	32	33
Outside tournaments	17	37	35	42	45
Junior Academy Participants	60	85	80	85	85
Regular annual membership	6	1	2	1	1
Regular annual memb w/range	1	2	1	2	2
Regular annual memb w/cart	27	23	25	24	25
Regular annual memb w/cart & w/range	26	21	23	22	23
Senior annual membership	7	5	5	5	6
Senior annual memb w/range	0	0	0	0	0
Senior annual memb w/cart	5	3	4	4	5
Senior annual memb w/cart & w/range	2	3	2	3	3
Junior annual membership	5	1	4	2	3
Junior summer membership	2	2	3	2	3
Range only membership	1	1	2	1	1
Additional family member	11	9	12	10	12
Annual trail fee membership	1	1	1	1	1

Notes to Results Report: *Number of rounds played is affected by weather, course conditions, price and number of other available

DIVISION SUMMARY

29970231 WESTWOOD GOLF MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 12 lighted tennis courts, a park with playground and pavilion, a 250-space parking lot and a swim complex. The golf course has approximately 65 acres of intensely maintained turf. There are five full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 434,769	\$ 556,453	\$ 556,453	\$ 556,453	\$ 606,391
Supplies & Materials	\$ 91,123	\$ 94,416	\$ 94,416	\$ 94,416	\$ 135,727
Services & Maintenance	\$ 100,251	\$ 31,726	\$ 31,726	\$ 31,726	\$ 117,908
Internal Services	\$ 17,581	\$ 17,120	\$ 17,120	\$ 17,120	\$ 26,760
Capital Equipment	\$ 21,950	\$ 111,030	\$ 111,030	\$ 111,030	\$ 85,507
Subtotal	<u>\$ 665,674</u>	<u>\$ 810,745</u>	<u>\$ 810,745</u>	<u>\$ 810,745</u>	<u>\$ 972,293</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 665,674</u></u>	<u><u>\$ 810,745</u></u>	<u><u>\$ 810,745</u></u>	<u><u>\$ 810,745</u></u>	<u><u>\$ 972,293</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF MAINTENANCE

GOALS:

- To maintain a high level of customer satisfaction with the golf course operations.
- To maintain a golf cart fleet that is comfortable, easy to operate, safe and trouble free for the customer.
- To maintain putting greens and other turf areas that are consistent, have a good pace and allow for healthy vigorous turf.
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

- Provide a program for customer comments.
- Produce vigorous turf using good cultural practices, as well as an integrated pest management system.
- Conduct regular safety meetings and training sessions.
- Initiate renovation projects.
- Monitor and improve quality of turf on the golf course.
- Achieve 95% customer satisfaction level.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:				
golf car availability	80%	85%	100%	99.90% 100%
turf quality	8.3	8.4	8.7	8.5 8.5
customer satisfaction	**	**	4.5	5 5
satisfaction survey participation	**	**	0.10%	0.10% 0.20%

**COVID-19 related issues affected numbers due to social distancing and closures

DIVISION SUMMARY

29970133 WESTWOOD POOL

MISSION:

The Westwood Family Aquatic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness, and professionalism.

DESCRIPTION:

The Westwood Family Aquatic Center provides a 50 meter lap pool and diving area with a family slide, lazy river, zero depth entry family pool with toddler play features and a wet deck with dumping buckets and spray features similar to a splash pad during the summer months for use by the general public.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 392,361	\$ 484,425	\$ 484,425	\$ 484,425	\$ 484,428
Supplies & Materials	\$ 89,370	\$ 93,900	\$ 93,900	\$ 93,900	\$ 93,900
Services & Maintenance	\$ 146,925	\$ 85,558	\$ 85,558	\$ 85,558	\$ 86,010
Internal Services	\$ 12,583	\$ 23,988	\$ 23,988	\$ 23,988	\$ 24,136
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 641,239</u>	<u>\$ 687,871</u>	<u>\$ 687,871</u>	<u>\$ 687,871</u>	<u>\$ 688,474</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 641,239</u></u>	<u><u>\$ 687,871</u></u>	<u><u>\$ 687,871</u></u>	<u><u>\$ 687,871</u></u>	<u><u>\$ 688,474</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD POOL

GOALS:

- Provide a safe and healthy swim complex for the citizens of Norman and the surrounding communities.
- Manage the swim complex on a self-supporting basis.
- Increase the number of youth swim lesson participants each year.

OBJECTIVES:

- Provide highly qualified staff to monitor use of the complex.
- Provide quality swim lessons to the general public.
- Increase attendance through advertising and positive experiences.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:				
Revenue in excess of operating cost	45,607	2,861	6,000	8,000
Number of season passes sold	2,081	5,887	6,300	7,000
Number of swim lessons sold	424	860	1,000	1,200
Total season attendance	124,044	94,000	120,000	125,000

DIVISION SUMMARY

29770035 WESTWOOD CONCESSIONS

MISSION:

The Westwood Golf Grill and Aquatic Center Concession is dedicated to providing quality food, drink, snacks, and service in a safe and clean atmosphere for its customers; this is accomplished through the managers and servers teamwork by receiving training, prompt responsiveness, and professionalism.

DESCRIPTION:

The Westwood Golf Grill and Aquatic Center Concession provide food, snacks, and drinks to customers at the Westwood Golf Course and the Westwood Family Aquatic Center.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 116,349	\$ 114,282	\$ 114,282	\$ 114,282	\$ 117,504
Supplies & Materials	\$ 148,990	\$ 135,675	\$ 143,818	\$ 143,818	\$ 135,675
Services & Maintenance	\$ 11,078	\$ 33,850	\$ 33,850	\$ 33,850	\$ 33,850
Internal Services	\$ 390	\$ 446	\$ 446	\$ 446	\$ 586
Capital Equipment	\$ -	\$ 19,000	\$ 19,000	\$ 19,000	\$ -
Subtotal	<u>\$ 276,807</u>	<u>\$ 303,253</u>	<u>\$ 311,396</u>	<u>\$ 311,396</u>	<u>\$ 287,615</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 276,807</u></u>	<u><u>\$ 303,253</u></u>	<u><u>\$ 311,396</u></u>	<u><u>\$ 311,396</u></u>	<u><u>\$ 287,615</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD CONCESSIONS

GOALS:

- Provide food, drink, and snacks at an affordable cost for the citizens of Norman that visit the Westwood Family Aquatic Center and the Westwood Golf Course.

OBJECTIVES:

- Provide support and supplemental revenue to the aquatic center and golf course through providing food and drink service for activities at Westwood Park.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Projected Profit	\$41,379	\$27,370	\$30,000	\$30,000	\$30,000
Pool Concession Revenue	\$127,066	\$123,105	\$12,800	\$128,000	\$130,000
Golf Restaurant Revenue	\$90,943	\$102,669	\$104,000	\$104,000	\$106,000
Alcohol Sales	\$40,870	\$46,170	\$48,000	\$48,000	\$50,000

DIVISION SUMMARY

29930149 - WESTWOOD / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Westwood Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 204,219	\$ 209,444	\$ 209,444	\$ 209,444	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 204,219</u>	<u>\$ 209,444</u>	<u>\$ 209,444</u>	<u>\$ 209,444</u>	<u>\$ -</u>
Division Total	<u><u>\$ 204,219</u></u>	<u><u>\$ 209,444</u></u>	<u><u>\$ 209,444</u></u>	<u><u>\$ 209,444</u></u>	<u><u>\$ -</u></u>



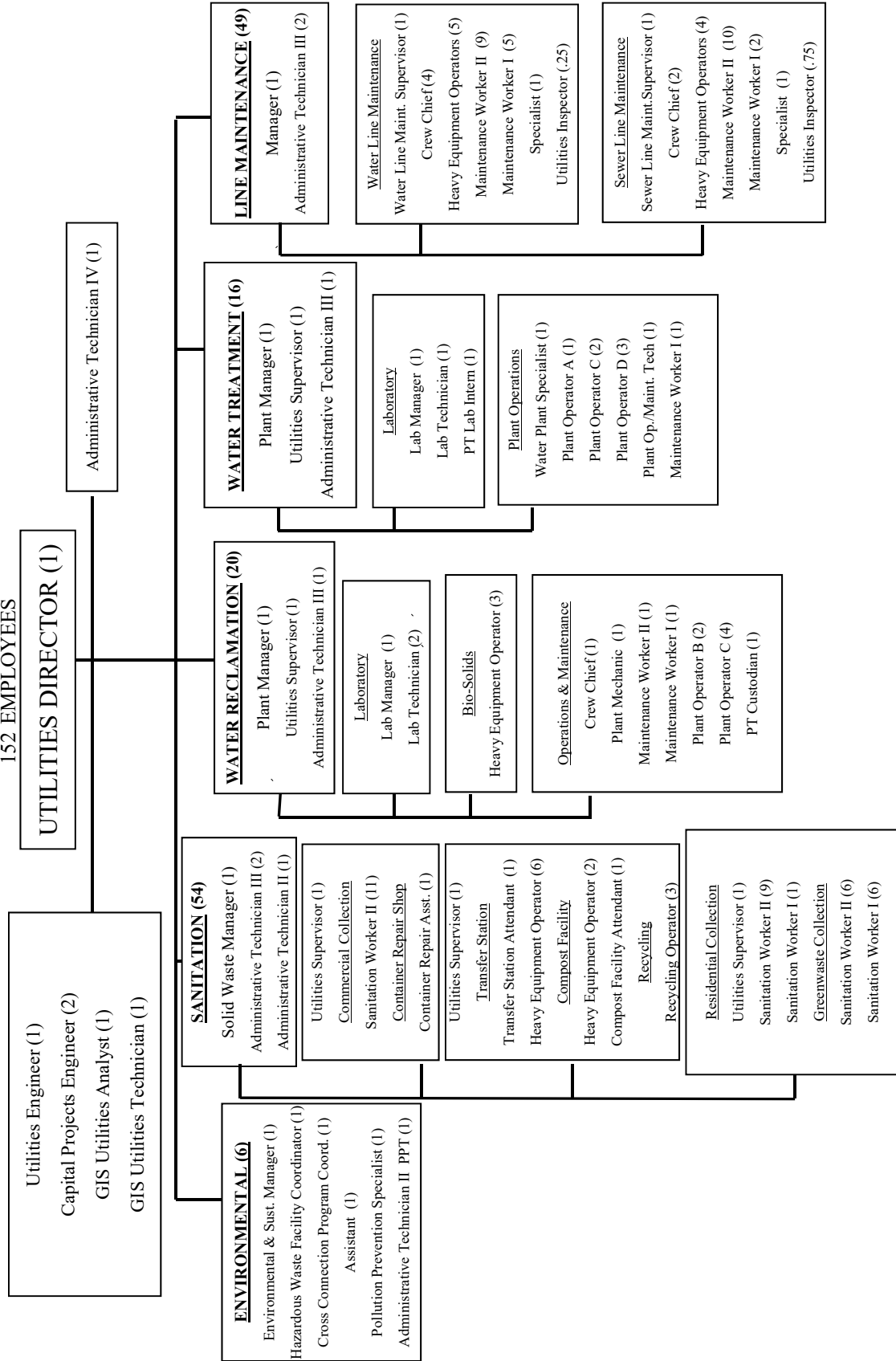
Enterprise Funds

ENTERPRISE FUNDS

The Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the City Council has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

UTILITIES DEPARTMENT

152 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans five separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	146	149	149	149	149
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	149	152	152	152	152

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 12,570,071	\$ 12,785,597	\$ 12,785,597	\$ 12,785,597	\$ 12,961,285
Supplies & Materials	\$ 4,347,117	\$ 4,681,912	\$ 4,765,498	\$ 4,765,498	\$ 5,431,954
Services & Maintenance	\$ 7,538,910	\$ 8,166,071	\$ 8,047,985	\$ 8,047,985	\$ 9,078,405
Internal Services	\$ 983,101	\$ 1,246,937	\$ 1,246,937	\$ 1,246,937	\$ 1,385,149
Capital Equipment	\$ 2,449,355	\$ 5,224,579	\$ 5,259,379	\$ 5,259,379	\$ 4,008,403
Subtotal	\$ 27,888,554	\$ 32,105,096	\$ 32,105,396	\$ 32,105,396	\$ 32,865,196
Capital Projects	\$ 18,167,946	\$ 19,015,701	\$ 70,340,726	\$ 70,340,726	\$ 12,570,425
Cost Allocation	\$ 5,735,011	\$ 5,637,654	\$ 5,637,654	\$ 5,637,654	\$ 6,016,533
Debt Service	\$ 9,824,195	\$ 9,732,282	\$ 9,732,282	\$ 9,732,282	\$ 9,634,890
Interfund Transfers	\$ 2,240,566	\$ 1,854,254	\$ 2,439,254	\$ 2,439,254	\$ 1,750,069
Audit Adjust/Encumbrances	\$ 2,985,848	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 38,953,566	\$ 36,239,891	\$ 88,149,916	\$ 88,149,916	\$ 29,971,917
Department Total	\$ 66,842,120	\$ 68,344,987	\$ 120,255,312	\$ 120,255,312	\$ 62,837,113

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- Protect the Environment:
 1. Provide safe reliable potable water that meets and exceeds all State and Federal regulations at a reasonable cost for our customers.
 2. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
 3. Eliminate sewer overflows during rainfall and construction.
 4. Provide safe and environmentally approved collection and disposal of municipal solid waste for all Norman residents.
 5. Implement construction related Best Management Practices to protect stormwaters.
- Improve Utility Services and Minimize Costs:
 1. Consider adopted land use plan during planning phase for future projects.
 2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
 3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
 4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
 5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
 6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
 7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
 8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
- Increase Knowledge of the General Public:
 1. Inform the public regarding the need for utility improvements prior to and during implementation.
 2. Educate our customers regarding available technologies and the advantages of implementation.
 3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
 4. Inform the public regarding changes to regulations and the impact on the cost of our services.
 5. Increase knowledge of employees so they can advance into higher positions.
- Provide a safe workplace:
 1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries.
 2. Maximize OSHA compliance by CIP contractors and City staff.
 3. Ensure submission of and compliance with Traffic Control Plans.
 4. Reduce citizen complaints during construction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
For Construction Projects:					
Project completed within contract time, 90% of the time.	100%	100%	90%	100%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	100%	100%	90%	100%	90%
Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	100%	99%	90%	98%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time.	100%	100%	90%	100%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	98%	95%	90%	100%	95%
Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	2	3	3	2	3

Notes to Results Report:

OSHA – Occupational Safety & Health Administration

CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

DESCRIPTION:

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	52	55	55	55	54
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	52	55	55	55	54

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 4,802,569	\$ 4,601,713	\$ 4,601,713	\$ 4,601,713	\$ 4,613,621
Supplies & Materials	\$ 917,822	\$ 1,094,725	\$ 1,094,725	\$ 1,094,725	\$ 1,532,596
Services & Maintenance	\$ 4,029,708	\$ 4,111,357	\$ 4,117,357	\$ 4,117,357	\$ 4,239,502
Internal Services	\$ 635,438	\$ 807,362	\$ 807,362	\$ 807,362	\$ 902,831
Capital Equipment	\$ 1,756,125	\$ 4,060,629	\$ 4,054,629	\$ 4,054,629	\$ 3,500,038
Subtotal	\$ 12,141,662	\$ 14,675,786	\$ 14,675,786	\$ 14,675,786	\$ 14,788,588
Capital Projects	\$ 1,806,088	\$ 1,170,000	\$ 4,498,135	\$ 4,498,135	\$ 1,193,000
Cost Allocations	\$ 1,539,883	\$ 1,578,214	\$ 1,578,214	\$ 1,578,214	\$ 1,843,673
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 150,832	\$ -	\$ 540,000	\$ 540,000	\$ -
Audit Adjust/Encumbrances	\$ 98,856	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 3,595,659	\$ 2,748,214	\$ 6,616,349	\$ 6,616,349	\$ 3,036,673
Fund Total	\$ 15,737,321	\$ 17,424,000	\$ 21,292,135	\$ 21,292,135	\$ 17,825,261

DIVISION SUMMARY

33955160 SANITATION / ADMINISTRATION

MISSION:

The Sanitation Administration's mission is to make safety our first priority; provide a high level of service with high levels of efficiency; provide employees with a sense of ownership; encourage our employees dedication to service to the community; to be good custodians of the community assets; and be good custodians of the community environment. Our long term goal is to invest in infrastructure that will provide low cost Solid Waste Management for the next 30+ years.

DESCRIPTION:

Monitor all expenditures of the Sanitation Division. Oversight of all collection service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state and federal regulations. Invest in long term infrastructure. The sanitation division is keeping long term mentality that insures low cost Solid Waste Management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be buit to grow with the City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 374,795	\$ 367,915	\$ 367,915	\$ 367,915	\$ 383,737
Supplies & Materials	\$ 7,453	\$ 22,738	\$ 22,738	\$ 22,738	\$ 21,570
Services & Maintenance	\$ 77,910	\$ 79,174	\$ 79,174	\$ 79,174	\$ 80,940
Internal Services	\$ 15,408	\$ 14,650	\$ 14,650	\$ 14,650	\$ 23,747
Capital Equipment	\$ 1,951	\$ 5,400	\$ 5,400	\$ 5,400	\$ -
Subtotal	<u>\$ 477,517</u>	<u>\$ 489,877</u>	<u>\$ 489,877</u>	<u>\$ 489,877</u>	<u>\$ 509,994</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 67,064	\$ 67,774	\$ 67,774	\$ 67,774	\$ 70,852
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 150,832	\$ -	\$ 540,000	\$ 540,000	\$ -
Subtotal	<u>\$ 217,896</u>	<u>\$ 67,774</u>	<u>\$ 607,774</u>	<u>\$ 607,774</u>	<u>\$ 70,852</u>
Division Total	<u><u>\$ 695,413</u></u>	<u><u>\$ 557,651</u></u>	<u><u>\$ 1,097,651</u></u>	<u><u>\$ 1,097,651</u></u>	<u><u>\$ 580,846</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / ADMINISTRATION

GOALS:

- Compliance with all federal, state, and local regulations, in both environmental and transportation.
- Protect the citizen's assets by proper care and proper spending.
- Provide a high level of service at a high level of efficiency.
- Continue to divert as tonnage from landfill use as per the expectation of the citizens of Norman.
- Supervise in a dignified manner that lends a sense of ownership to the employees.
- Define performance expectation to all employees.

OBJECTIVES:

- Provide employees with adequate resources for safe efficient operation.
- Emphasize safety as the first priority in every endeavor.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total Sanitation accounts (residential and commercial)	43,980	42,763	44,000	44,000	45,000
Total tons MSW collected (residential, recycle, commercial, and private businesses)	82,881	108,224	110,000	120,000	125,000
Total annual disposal	\$2,052,267	\$2,212,852	\$2,270,000	\$2,640,000	\$2,750,000
Total vehicle accidents	13	8	6	6	0

Notes to Results Report:

MSW – Municipal Solid Waste

DIVISION SUMMARY

33955162 SANITATION / COMMERCIAL COLLECTION

MISSION:

To maximize efficiencies while providing a high level of service to all City of Norman commercial customers. To provide a safe and enjoyable work environment for all employees. To be good stewards of the rate payer's money by incorporating cost efficient methods and equipment. To provide a measurable statistic for down time by category, so that The Sanitation Division can make long term sustainable improvements.

DESCRIPTION:

The Sanitation Division manages all commercial sanitation customers. The Sanitation Division provides routine service, billing and customer service to all City of Norman businesses in need of commercial trash service. The Sanitation Division provides daily collection and disposal of dumpster and roll off containers. The Sanitation Division manage the commercial sanitation fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	12	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	13	13	13	13

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,033,111	\$ 1,068,463	\$ 1,068,463	\$ 1,068,463	\$ 997,126
Supplies & Materials	\$ 208,919	\$ 268,508	\$ 268,508	\$ 268,508	\$ 323,398
Services & Maintenance	\$ 19,206	\$ 18,052	\$ 24,052	\$ 24,052	\$ 13,042
Internal Services	\$ 153,326	\$ 186,789	\$ 186,789	\$ 186,789	\$ 210,581
Capital Equipment	\$ 362,156	\$ 1,084,455	\$ 1,084,455	\$ 1,084,455	\$ 1,420,001
Subtotal	<u>\$ 1,776,718</u>	<u>\$ 2,626,267</u>	<u>\$ 2,632,267</u>	<u>\$ 2,632,267</u>	<u>\$ 2,964,148</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 265,364	\$ 270,794	\$ 270,794	\$ 270,794	\$ 283,097
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 265,364</u>	<u>\$ 270,794</u>	<u>\$ 270,794</u>	<u>\$ 270,794</u>	<u>\$ 283,097</u>
Division Total	<u><u>\$ 2,042,082</u></u>	<u><u>\$ 2,897,061</u></u>	<u><u>\$ 2,903,061</u></u>	<u><u>\$ 2,903,061</u></u>	<u><u>\$ 3,247,245</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMMERCIAL COLLECTION

GOALS:

To provide a safe, effective and efficient collectin system for Commercial Solid waste. By dividing the increasing customer base into manageable routes to provide timely customer service, and maintain and improve the appearance of the city.

OBJECTIVES:

To improve the high level of customer service we are providing employees and customer education, on spring and fall clean-up events, vehicle accident and personal injury prevention training, continued monitoring of customer base so as to provide effective and efficient commercial solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
Number of commercial accounts	2,565	2,652	2,604	2,753
Annual tons collected	45,205	44,803	47,000	48,000
Annual disposal cost	\$862,671	\$940,863	\$960,680	\$994,935
Chargeable vehicle accidents	3	4	0	2
Percent of hours lost to OJI's	1.30%	2.00%	1%	1.50%

Notes to Results Report:

OJI-on the job injuries

DIVISION SUMMARY

33955165 SANITATION / COMPOST OPERATIONS

MISSION:

Provide quality compost in volumes that are sustainable for as close to year round as possible. Operate in a safe manner with no lost time due to accidents. Provide 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. Diversion from the landfill as many tons as our space will allow.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 336,273	\$ 253,409	\$ 253,409	\$ 253,409	\$ 266,457
Supplies & Materials	\$ 51,237	\$ 63,051	\$ 63,051	\$ 63,051	\$ 143,579
Services & Maintenance	\$ 184,966	\$ 10,752	\$ 30,752	\$ 30,752	\$ 13,161
Internal Services	\$ 23,884	\$ 42,547	\$ 42,547	\$ 42,547	\$ 73,640
Capital Equipment	\$ 11,695	\$ 817,599	\$ 817,599	\$ 817,599	\$ 355,200
Subtotal	\$ 608,055	\$ 1,187,358	\$ 1,207,358	\$ 1,207,358	\$ 852,037
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 133,082	\$ 156,445	\$ 156,445	\$ 156,445	\$ 357,304
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 133,082	\$ 156,445	\$ 156,445	\$ 156,445	\$ 357,304
Division Total	\$ 741,137	\$ 1,343,803	\$ 1,363,803	\$ 1,363,803	\$ 1,209,341

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMPOST OPERATIONS

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.
- Sell loading services for 14,000 cubic yards of mulch, at \$2.00 per yard.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	28,007	88,513	29,000	25,000	30,000
vs.					
Compost/mulch generated (tons)	12,069	22,569	15,000	18,000	18,000
Savings from landfill (cost avoidance)	\$602,150	\$1,848,155	\$605,520	\$525,000	\$640,000
Revenue from sale of Mulch	\$23,920	\$14,190	\$165,000	\$155,000	\$180,000
Length of time to mature compost (in months)	3.5	3.5	12	11.5	12

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

33950171 SANITATION / FLEET REPAIR

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years the interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14 the Fleet Auto Parts Assistant was reclassified to an Administrative Technician position. The salary and benefits of a Mechanic II are charged to this division beginning in FYE 15 as a replacement.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 93,692	\$ 94,095	\$ 94,095	\$ 94,095	\$ 98,404
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 93,692</u>	<u>\$ 94,095</u>	<u>\$ 94,095</u>	<u>\$ 94,095</u>	<u>\$ 98,404</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 93,692</u></u>	<u><u>\$ 94,095</u></u>	<u><u>\$ 94,095</u></u>	<u><u>\$ 94,095</u></u>	<u><u>\$ 98,404</u></u>

DIVISION SUMMARY

33955168 SANITATION / YARD WASTE

MISSION:

To provide an efficient, cost effective, sustainable, integrated green waste management program. The Sanitation Division continues to encourage our customers to utilize the green waste program in connection with the composting operations to decrease the quantities of yard waste making it into our landfills.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential yard waste inside the city, and also once a week curbside collection of residential yard waste in the rural areas of the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 786,409	\$ 762,217	\$ 762,217	\$ 762,217	\$ 820,566
Supplies & Materials	\$ 90,428	\$ 120,489	\$ 120,489	\$ 120,489	\$ 142,849
Services & Maintenance	\$ 169,602	\$ 188,150	\$ 188,150	\$ 188,150	\$ 224,003
Internal Services	\$ 60,946	\$ 80,760	\$ 80,760	\$ 80,760	\$ 82,935
Capital Equipment	\$ 159,282	\$ 911,700	\$ 911,700	\$ 911,700	\$ -
Subtotal	\$ 1,266,667	\$ 2,063,316	\$ 2,063,316	\$ 2,063,316	\$ 1,270,353
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 562,732	\$ 568,728	\$ 568,728	\$ 568,728	\$ 594,567
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 562,732	\$ 568,728	\$ 568,728	\$ 568,728	\$ 594,567
Division Total	\$ 1,829,399	\$ 2,632,044	\$ 2,632,044	\$ 2,632,044	\$ 1,864,920

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / YARD WASTE

GOALS:

- To provide a safe, effective and efficient collection system for residential yard waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	41,373	41,110	43,230	42,600	43,230
Annual tons collected	4,860	4,059	5,300	4,684	5,300
Saving from landfill (cost avoidance)	\$98,706	\$84,751	\$108,332	\$97,818	\$108,332
Percent hours lost to OJI (hours lost/total hours worked)	5%	5%	1%	2%	2%
Chargeable vehicle accidents per year	1	1	0	1	1
Reduce average number of complaints per route per year	30	30	0	20	20
Average number of households per route per day	919	919	725	742	763

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

33955166 SANITATION / RECYCLING OPERATION

MISSION:

The mission of the City of Norman Recycling Department is to provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational projects in waste reduction, reuse, recycling and disposal.

DESCRIPTION:

The Recycling Department of the Sanitation Division collects recyclables from local businesses and recycles centers placed throughout the city. The Recycling Department oversees a private contractor that collects our resident's recyclables at the curb. The Recycling Department holds said contractor to the same standard of services our residents have come to expect from our Sanitation Division.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 273,551	\$ 254,239	\$ 254,239	\$ 254,239	\$ 255,735
Supplies & Materials	\$ 53,630	\$ 45,832	\$ 45,832	\$ 45,832	\$ 72,525
Services & Maintenance	\$ 1,137,007	\$ 1,564,150	\$ 1,564,150	\$ 1,564,150	\$ 1,564,150
Internal Services	\$ 28,430	\$ 38,038	\$ 38,038	\$ 38,038	\$ 45,469
Capital Equipment	\$ 55,475	\$ 57,125	\$ 57,125	\$ 57,125	\$ 68,087
Subtotal	<u>\$ 1,548,093</u>	<u>\$ 1,959,384</u>	<u>\$ 1,959,384</u>	<u>\$ 1,959,384</u>	<u>\$ 2,005,966</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 44,507	\$ 44,983	\$ 44,983	\$ 44,983	\$ 47,025
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 44,507</u>	<u>\$ 44,983</u>	<u>\$ 44,983</u>	<u>\$ 44,983</u>	<u>\$ 47,025</u>
Division Total	<u>\$ 1,592,600</u>	<u>\$ 2,004,367</u>	<u>\$ 2,004,367</u>	<u>\$ 2,004,367</u>	<u>\$ 2,052,991</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

GOALS:

- To maintain a recycling program that is convenient to the citizens of Norman
- To operate a recycling program that is cost effective
- To promote reuse of recycled materials
- To ensure employee safety

OBJECTIVES:

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables (drop centers)	\$ 42,941	\$ 93,916	\$ 52,000	\$ 26,900	\$ 55,000
Total tons of waste recycled (curbside)	2,134	2,178	2,150	2,150	2,200
Collect the following quantities (tons) of recyclable materials: (drop centers)					
aluminum	9	11	9	13	13
plastics	108	92	107	88	95
steel cans	20	21	22	99	22
mixed glass	155	303	120	186	350
metal	40	49	51	49	55
wood	22	58	45	46	60
mixed paper	375	302	390	177	350
cardboard	1,404	1,340	1,405	1,492	1,255
recycling center totals	2,134	2,178	2,150	2,150	2,200
Savings of landfill cost avoidance	\$43,335	\$45,483	\$46,160	\$46,160	\$48,576

Collection of the following quantities (tons) of recyclable material (curbside recycling)

Total tons of waste recycled	3,909	3,304	3,755	2,789	3,752
glass	803	647	800	412	667
aluminum	68	64	65	80	68
steel cans	89	80	90	88	83
plastics # pet	221	188	200	167	194
cardboard/occ	615	597	600	828	910
mixed paper	2,112	1,726	2,000	1,214	1,830
recycling totals	3,909	3,304	3,755	2,789	3,752
Savings of landfill cost avoidance	\$79,391	\$68,987	\$80,620	\$59,880	\$82,844
recycling contamination rate-					

DIVISION SUMMARY

33955161 SANITATION / RESIDENTIAL COLLECTION

MISSION:

To provide an efficient, cost effective, and sustainable, integrated solid waste management program. To provide garbage collection, processing, and disposal services for residential customers by friendly, knowledgeable people.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential garbage inside the City and once a week curbside collection of residential garbage in the rural areas of the City of Norman. The Sanitation Division also collects household junk curbside inside the city and rural areas of the City of Norman. The Sanitation Division collects household junk twice a month for a fee. The Sanitation Division collects household junk twice per year, at no charge to the residents, during spring and fall cleanups.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	11	12	12	12	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	12	12	12	11

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,078,997	\$ 1,026,267	\$ 1,026,267	\$ 1,026,267	\$ 968,042
Supplies & Materials	\$ 227,996	\$ 266,642	\$ 266,642	\$ 266,642	\$ 327,193
Services & Maintenance	\$ 14,507	\$ 25,694	\$ 25,694	\$ 25,694	\$ 13,144
Internal Services	\$ 245,572	\$ 286,182	\$ 286,182	\$ 286,182	\$ 284,378
Capital Equipment	\$ 567,138	\$ 535,750	\$ 535,750	\$ 535,750	\$ 1,059,350
Subtotal	\$ 2,134,210	\$ 2,140,535	\$ 2,140,535	\$ 2,140,535	\$ 2,652,107
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 333,169	\$ 334,096	\$ 334,096	\$ 334,096	\$ 349,279
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 333,169	\$ 334,096	\$ 334,096	\$ 334,096	\$ 349,279
Division Total	\$ 2,467,379	\$ 2,474,631	\$ 2,474,631	\$ 2,474,631	\$ 3,001,386

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RESIDENTIAL COLLECTION

GOALS:

- Provide a safe, effective and efficient automated collection system for residential solid waste.
- Divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- Improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base to provide effective and efficient Residential Solid Waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	41,373	41,110	43,230	43,230	44,150
Annual tons collected	32,815	39,100	34,414	45,018	46,368
Annual disposal cost	\$648,096	\$794,121	\$695,850	\$939,975	\$968,163
Percent hours lost to OJI (hours lost/total hours worked)	3.5%	3.5%	0%	3%	3%
Chargeable vehicle accidents per year	3	3	0	3	3
Reduce average number of complaints per route per year	30	30	30	40	30
Average number of households per route per day	919	965	960	985	1,000

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

33930122 SANITATION / UTILITY SERVICES

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years an interfund transfer from the Sanitation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 74,776	\$ 67,528	\$ 67,528	\$ 67,528	\$ 77,316
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 74,776</u>	<u>\$ 67,528</u>	<u>\$ 67,528</u>	<u>\$ 67,528</u>	<u>\$ 77,316</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 74,776</u></u>	<u><u>\$ 67,528</u></u>	<u><u>\$ 67,528</u></u>	<u><u>\$ 67,528</u></u>	<u><u>\$ 77,316</u></u>

DIVISION SUMMARY

33955163 SANITATION / WASTE DISPOSAL

MISSION:

The mission of the City of Norman Transfer Station is to provide a convenient, clean and environmentally sound facility for our commercial trucks, as well as all residential homeowners, and commercial customers. This will be accomplished through coordinated administrative, operational, and educational projects in waste reduction, reuse, and recycling.

DESCRIPTION:

The City of Norman Transfer Station receives solid waste including household garbage, yard waste, construction debris, and tires. The City of Norman Transfer Station loads garbage into transfer trailers, and transports it to the Oklahoma City landfill. Yard waste is processed at the compost facility. Tires are collected and transported by a licensed tire processing and recycling facility. There is a recycling drop center hub located at the facility.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 779,129	\$ 707,580	\$ 707,580	\$ 707,580	\$ 746,238
Supplies & Materials	\$ 249,152	\$ 307,465	\$ 307,465	\$ 307,465	\$ 501,482
Services & Maintenance	\$ 2,423,571	\$ 2,225,385	\$ 2,205,385	\$ 2,205,385	\$ 2,331,062
Internal Services	\$ 107,874	\$ 158,396	\$ 158,396	\$ 158,396	\$ 182,081
Capital Equipment	\$ 171,819	\$ 648,600	\$ 642,600	\$ 642,600	\$ 597,400
Subtotal	<u>\$ 3,731,545</u>	<u>\$ 4,047,426</u>	<u>\$ 4,021,426</u>	<u>\$ 4,021,426</u>	<u>\$ 4,358,263</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 133,965	\$ 135,394	\$ 135,394	\$ 135,394	\$ 141,549
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 133,965</u>	<u>\$ 135,394</u>	<u>\$ 135,394</u>	<u>\$ 135,394</u>	<u>\$ 141,549</u>
Division Total	<u><u>\$ 3,865,510</u></u>	<u><u>\$ 4,182,820</u></u>	<u><u>\$ 4,156,820</u></u>	<u><u>\$ 4,156,820</u></u>	<u><u>\$ 4,499,812</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / WASTE DISPOSAL

GOALS:

- Transfer all solid waste from the City of Norman Transfer Station within 48 hours and provide citizens a direct disposal opportunity.
- Provide an environmentally safe place to dispose of household waste at a reasonable rate.

OBJECTIVES:

- Utilize six transport trucks and trailers at all times during working conditions.
- Reduce blowing litter from transport trucks in route to the landfill.
- Maintain a clean site, free of loose litter.
- Provide full access to clients that desire to dispose of waste at the transfer station.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	104,224	108,954	110,000	120,000	125,000
Disposal Cost	\$2,165,167	\$2,212,852	\$2,270,000	\$2,640,000	\$2,750,000
Quantity of municipal solid waste received at transfer station	26,204	26,900	26,000	33,000	35,000
outside of route collections					
Miles driven per year (transport trucks)	207,500	207,500	210,000	211,000	212,000
Tons of household waste disposed of during spring & fall cleanup	1,214	2,407	1,800	2,400	2,600

*Seasonally adjusted forecast

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

Our goal is to invest in infrastructure that will provide low cost solid waste management for the next 30+ years.

DESCRIPTION:

The Sanitation Division is keeping long term mentality that insures low cost solid waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built with the City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 1,679,058	\$ 1,170,000	\$ 4,498,135	\$ 4,498,135	\$ 1,193,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,679,058	\$ 1,170,000	\$ 4,498,135	\$ 4,498,135	\$ 1,193,000
Division Total	\$ 1,679,058	\$ 1,170,000	\$ 4,498,135	\$ 4,498,135	\$ 1,193,000

FUND SUMMARY

TOTAL WATER RECLAMATION FUND (32)

MISSION:

The mission of the Water Reclamation Division is to transport and treat all wastewater, received into the City's sewer system, to a sufficient quality that no negative environmental impact will occur to the South Canadian River and agricultural application site.

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into 5 separate cost centers. On October 1, 2002, a new Sewer Maintenance Fund was created to account for the revenues and operations of the previous Sewer Line Maintenance cost center. In FYE 15, the sewer line maintenance operations were transferred from the Sewer Maintenance Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	42	42	42	42	44
Part-time Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total Budgeted Positions	<u>44</u>	<u>44</u>	<u>44</u>	<u>44</u>	<u>46</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 3,411,547	\$ 3,526,205	\$ 3,526,205	\$ 3,526,205	\$ 3,862,370
Supplies & Materials	\$ 686,097	\$ 582,178	\$ 678,464	\$ 678,464	\$ 796,397
Services & Maintenance	\$ 1,080,924	\$ 1,379,026	\$ 1,242,240	\$ 1,242,240	\$ 1,773,185
Internal Services	\$ 166,666	\$ 201,264	\$ 201,264	\$ 201,264	\$ 234,514
Capital Equipment	<u>\$ 407,153</u>	<u>\$ 615,850</u>	<u>\$ 656,650</u>	<u>\$ 656,650</u>	<u>\$ 260,686</u>
Subtotal	<u>\$ 5,752,387</u>	<u>\$ 6,304,523</u>	<u>\$ 6,304,823</u>	<u>\$ 6,304,823</u>	<u>\$ 6,927,152</u>
Capital Projects	\$ 2,831,497	\$ 3,670,000	\$ 10,751,986	\$ 10,751,986	\$ 3,334,025
Cost Allocations	\$ 2,157,297	\$ 1,978,169	\$ 1,978,169	\$ 1,978,169	\$ 1,931,946
Debt Service	\$ 2,256,043	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294
Interfund Transfers	\$ 697,581	\$ 625,754	\$ 625,754	\$ 625,754	\$ 638,269
Audit Adjust/Encumbrances	<u>\$ 95,324</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 8,037,742</u>	<u>\$ 8,531,217</u>	<u>\$ 15,613,203</u>	<u>\$ 15,613,203</u>	<u>\$ 8,161,534</u>
Fund Total	<u>\$ 13,790,129</u>	<u>\$ 14,835,740</u>	<u>\$ 21,918,026</u>	<u>\$ 21,918,026</u>	<u>\$ 15,088,686</u>

DIVISION SUMMARY

32955341 WATER RECLAMATION / ADMINISTRATION

MISSION:

To provide the overall directives, policies, operating procedures, and goals of the facility.

DESCRIPTION:

The administration sub-division is responsible for the administrative side of the treatment facility which includes permitting, budget, payroll, planning, human resources, and public relations. This sub-division consists of 3 employees (manager, supervisor and administration technician.).

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 415,215	\$ 425,635	\$ 425,635	\$ 425,635	\$ 441,206
Supplies & Materials	\$ 4,528	\$ 11,294	\$ 12,094	\$ 12,094	\$ 11,548
Services & Maintenance	\$ 17,915	\$ 70,182	\$ 69,382	\$ 69,382	\$ 70,082
Internal Services	\$ 6,455	\$ 7,647	\$ 7,647	\$ 7,647	\$ 10,045
Capital Equipment	\$ 22,664	\$ 33,600	\$ 33,600	\$ 33,600	\$ -
Subtotal	\$ 466,777	\$ 548,358	\$ 548,358	\$ 548,358	\$ 532,881
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 665,911	\$ 553,007	\$ 553,007	\$ 553,007	\$ 492,646
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 665,911	\$ 553,007	\$ 553,007	\$ 553,007	\$ 492,646
Division Total	\$ 1,132,688	\$ 1,101,365	\$ 1,101,365	\$ 1,101,365	\$ 1,025,527

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory analysis.

OBJECTIVES:

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	8	8	12	12	12
Employees cross-trained	2	2	2	2	2

DIVISION SUMMARY

32955145 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To transport environmental safe bio-solids for beneficial usage on regulated farmlands and assist administration, maintenance, and operations in the performance of their duties.

DESCRIPTION:

Bio-solids sub-division operates all solids handling and dewatering equipment. They also transport our bio-solids to either our land application sites or landfill. They are responsible for the operations of heavy equipment including front-end loaders, field tractors, forklifts, mowers, semi-tractor trailers and other equipment at the facility. This sub-division consist of 3 heavy equipment operators.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 278,987	\$ 264,731	\$ 264,731	\$ 264,731	\$ 284,459
Supplies & Materials	\$ 284,118	\$ 217,020	\$ 257,359	\$ 257,359	\$ 217,911
Services & Maintenance	\$ 49,267	\$ 204,959	\$ 68,920	\$ 68,920	\$ 204,859
Internal Services	\$ 14,148	\$ 14,572	\$ 14,572	\$ 14,572	\$ 14,045
Capital Equipment	<u>\$ -</u>	<u>\$ 159,565</u>	<u>\$ 199,265</u>	<u>\$ 199,265</u>	<u>\$ -</u>
Subtotal	<u>\$ 626,520</u>	<u>\$ 860,847</u>	<u>\$ 804,847</u>	<u>\$ 804,847</u>	<u>\$ 721,274</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 86,728	\$ 83,727	\$ 83,727	\$ 83,727	\$ 87,114
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 86,728</u>	<u>\$ 83,727</u>	<u>\$ 83,727</u>	<u>\$ 83,727</u>	<u>\$ 87,114</u>
Division Total	<u><u>\$ 713,248</u></u>	<u><u>\$ 944,574</u></u>	<u><u>\$ 888,574</u></u>	<u><u>\$ 888,574</u></u>	<u><u>\$ 808,388</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / BIO-SOLIDS

GOALS:

- Comply with all Environmental Protection Agency's and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of formal and informal training.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain consistent TWAS of 5% or less and thickening centrate of less than 100 mg/l.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Number of training hours per employee	18	16	18	16	18
Thickened waste activated sludge percent total solids	5%	4.9%	5%	5.1%	5%
Thickening centrifuge centrate concentration in mg/l	87	126	100	111	100

Notes to Results Report:

*Mainly due to centrifuge training

**New Thickening Equipment Online

DIVISON SUMMARY

32950510 WATER RECLAMATION / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years, an interfund transfer from the Water Reclamation Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning in FYE 12, this cost is directly charged to this Water Reclamation division.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 38,640	\$ 39,062	\$ 39,062	\$ 39,062	\$ 41,073
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 38,640</u>	<u>\$ 39,062</u>	<u>\$ 39,062</u>	<u>\$ 39,062</u>	<u>\$ 41,073</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 38,640</u></u>	<u><u>\$ 39,062</u></u>	<u><u>\$ 39,062</u></u>	<u><u>\$ 39,062</u></u>	<u><u>\$ 41,073</u></u>

DIVISION SUMMARY

32955343 WATER RECLAMATION / ENVIRONMENTAL SERVICES

MISSION:

- To help protect human health, the environment, and the publicly owned treatment works.
- To help ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) and other regulatory permits.
- To advise and assist the City of Norman to develop sustainable measures, practices, buildings, and fleets that are environmentally, economically, and socially responsible.
- To assist citizens, businesses and the City government in preventing pollution.
- To enable smart choices for our community and its residents by promoting, through education, outreach and awareness efforts, energy, fuel, and water conservation; investment in renewable energy; reduction of waste; and protection and restoration of the community's resources.
- To provide a safe and reliable place for residents to reuse, recycle and/or dispose of household hazardous materials.
- Act as the Utilities Department representative on environmental issues.

DESCRIPTION:

The Environmental Services Division provides support to various City Departments and Divisions by monitoring and controlling pollutants from businesses that could cause harm to employees, residents, environment and City property and by helping them maintain compliance with environmental permits and requirements, as well as providing support and advice in the adoption of environmental and conservatorial activities, plans and programs. This support is accomplished through programs such as the Industrial Pretreatment Program, the Fats, Oil, and Grease program, the Backflow Prevention program, the Household Hazardous Waste Facility, and other programs. This Division is the liaison with the Environmental Control Advisory Board which is a board responsible for education. This Division works with Departments and Divisions to plan and implement 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	4	4	4	4	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 389,632	\$ 345,837	\$ 345,837	\$ 345,837	\$ 504,886
Supplies & Materials	\$ 5,401	\$ 13,724	\$ 14,024	\$ 14,024	\$ 110,046
Services & Maintenance	\$ 51,034	\$ 170,035	\$ 170,035	\$ 170,035	\$ 403,184
Internal Services	\$ 6,918	\$ 9,112	\$ 9,112	\$ 9,112	\$ 13,000
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Subtotal	<u>\$ 452,985</u>	<u>\$ 538,708</u>	<u>\$ 539,008</u>	<u>\$ 539,008</u>	<u>\$ 1,037,116</u>
Cost Allocations	\$ 188,212	\$ 174,402	\$ 174,402	\$ 174,402	\$ 180,947
Subtotal	<u>\$ 188,212</u>	<u>\$ 174,402</u>	<u>\$ 174,402</u>	<u>\$ 174,402</u>	<u>\$ 180,947</u>
Division Total	<u>\$ 641,197</u>	<u>\$ 713,110</u>	<u>\$ 713,410</u>	<u>\$ 713,410</u>	<u>\$ 1,218,063</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SERVICES

GOALS:

- To be in full compliance with Federal and State Pretreatment Regulations
- To provide the tools and training to have an educated staff with accurate, reliable information
- To provide a safe work environment
- To help protect the infrastructure of the Utilities Department.
- To aid in protecting residents and the 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	71%	88%	100%	88%	88%
Full compliance with state and federal regulations	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Revenue collected	\$174,756	\$111,261	\$100,000	\$125,000	\$100,000

Notes to Results Report:

CFR – Code of Federal Regulations

OPDES – Oklahoma Pollutant Discharge Elimination System

POTW – Publicly Owned Treatment Works

DIVISON SUMMARY

32955244 WATER RECLAMATION / LABORATORY

MISSION:

To collect and analyze water quality and bio-solids, and meet quality analysis/quality control (QA/QC) standards. To interpret lab analysis in order to provide operations staff and management accurate/reliable data in determining process control changes.

DESCRIPTION:

Laboratory staff consists of two lab technicians and one lab manager. Their responsibility is to analyze all wastewater samples which include influent, effluent, activated sludge, bio-solids and other samples. They also ship samples for other analyses including metals, bio-monitoring and other parameters as deemed necessary.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 217,378	\$ 248,555	\$ 248,555	\$ 248,555	\$ 261,860
Supplies & Materials	\$ 34,112	\$ 30,800	\$ 47,573	\$ 47,573	\$ 30,800
Services & Maintenance	\$ 17,223	\$ 26,290	\$ 17,517	\$ 17,517	\$ 26,290
Internal Services	\$ 29	\$ 31	\$ 31	\$ 31	\$ 60
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 268,742</u>	<u>\$ 305,676</u>	<u>\$ 313,676</u>	<u>\$ 313,676</u>	<u>\$ 319,010</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 104,229	\$ 105,166	\$ 105,166	\$ 105,166	\$ 109,602
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 104,229</u>	<u>\$ 105,166</u>	<u>\$ 105,166</u>	<u>\$ 105,166</u>	<u>\$ 109,602</u>
Division Total	<u><u>\$ 372,971</u></u>	<u><u>\$ 410,842</u></u>	<u><u>\$ 418,842</u></u>	<u><u>\$ 418,842</u></u>	<u><u>\$ 428,612</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / LABORATORY

GOALS:

- Improve ODEQ inspection reviews.
- Ensure the validity, reliability, and timeliness of the laboratory's analysis results.

OBJECTIVES:

- Adhere to the regulations in 40 CFR.
- Increase the percentage of "acceptable" quality control analysis.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20	FYE 21	FYE 22	FYE 23
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:				
Number of deficiencies on ODEQ annual inspections	0	0	0	2
Percent compliance with QC standards	100%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

CFR – Code of Federal Regulations

QC – Quality Control

DIVISION SUMMARY

32955246 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

Operations: To monitor the treatment process and interpolate lab data to make proper adjustments and to facilitate environmentally safe effluent. To maintain necessary monitoring records as required by management and regulatory agencies.

Maintenance: To maintain all treatment processes through preventative maintenance tasks, scheduled and unscheduled maintenance, repairing, calibrating, and monitoring of all equipment, and maintain maintenance records of that equipment.

DESCRIPTION:

Operations staff consists of 4 shift operators. Their main focus is to assure the treatment processes are performing as designed. Maintenance staff consist of a crew chief, a plant mechanic, a maintenance worker II, a maintenance worker I, and 2 maintenance operators. Maintenance staff maintain the treatment equipment to design standards as well as other duties.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 761,067	\$ 803,906	\$ 803,906	\$ 803,906	\$ 830,035
Supplies & Materials	\$ 196,922	\$ 168,509	\$ 206,583	\$ 206,583	\$ 216,855
Services & Maintenance	\$ 601,473	\$ 545,126	\$ 553,952	\$ 553,952	\$ 640,294
Internal Services	\$ 22,276	\$ 24,380	\$ 24,380	\$ 24,380	\$ 32,995
Capital Equipment	\$ 112,190	\$ 232,500	\$ 233,600	\$ 233,600	\$ 185,000
Subtotal	<u>\$ 1,693,928</u>	<u>\$ 1,774,421</u>	<u>\$ 1,822,421</u>	<u>\$ 1,822,421</u>	<u>\$ 1,905,179</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 247,385	\$ 251,816	\$ 251,816	\$ 251,816	\$ 263,146
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 247,385</u>	<u>\$ 251,816</u>	<u>\$ 251,816</u>	<u>\$ 251,816</u>	<u>\$ 263,146</u>
Division Total	<u>\$ 1,941,313</u>	<u>\$ 2,026,237</u>	<u>\$ 2,074,237</u>	<u>\$ 2,074,237</u>	<u>\$ 2,168,325</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- To comply with all Environmental Protection Agency (EPA) and Oklahoma Department of Environmental Quality (ODEQ) regulations as related to our Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To increase the hours of formal and informal training.
- To effectively maintain and operate plant equipment.

OBJECTIVES:

- Maintain compliance with OPDES permit with emphasis on UV disinfection.
- Conduct in-house training on plant process and allow time for off campus training.
- Increase number of standard operating procedures.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	100%	98.8%*	100%	97.6%**	100%
Number of training hours per employee	24	***16	24	***16	20
Standard Operating Procedures on file	24	20	24	27	30

Notes to Results Report: *based on 84 total reported to DEQ with one violation being reported

** based on 84 total reported to DEQ with two violations being reported

***Covid restrictions limited training abilities

DIVISION SUMMARY

32955252 WATER RECLAMATION / SEWER LINE MAINTENANCE

MISSION:

To safely transport wastewater from the community and commerce to the water reclamation facility. The wastewater collection 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 500.8 miles of gravity mains, 13 miles of force mains, 4.7 miles of service laterals, 12,191 manholes, and 13 sewage lift stations. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,258,574	\$ 1,330,951	\$ 1,330,951	\$ 1,330,951	\$ 1,421,535
Supplies & Materials	\$ 139,053	\$ 140,831	\$ 140,831	\$ 140,831	\$ 209,237
Services & Maintenance	\$ 263,407	\$ 362,434	\$ 362,434	\$ 362,434	\$ 428,476
Internal Services	\$ 116,839	\$ 145,522	\$ 145,522	\$ 145,522	\$ 164,369
Capital Equipment	\$ 25,662	\$ 190,185	\$ 190,185	\$ 190,185	\$ 69,686
Subtotal	\$ 1,803,535	\$ 2,169,923	\$ 2,169,923	\$ 2,169,923	\$ 2,293,303
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 864,832	\$ 810,051	\$ 810,051	\$ 810,051	\$ 798,491
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 864,832	\$ 810,051	\$ 810,051	\$ 810,051	\$ 798,491
Division Total	\$ 2,668,367	\$ 2,979,974	\$ 2,979,974	\$ 2,979,974	\$ 3,091,794

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12" and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,500,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Acoustically survey 150,000 feet of sewer main.
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (minutes)	24	24	45	25	45
% hours lost due to OJI per 1,000 hours worked	0	0	0	0.032	0
Feet of sewer line cleaned	1,049,805	1,170,963	1,800,000	1,409,042	1,500,000
Feet of sewer line roots mechanically removed	44,413	64,648	60,000	39,894	60,000
Feet of sewer pipe treated for roots	81,182	81,695	84,000	74,476	100,000
Feet of sewer pipe CCTV inspected	262,833	266,970	350,000	74,476	350,000
Feet of sewer pipe acoustically surveyed	126,205	112,739	150,000	50,000	150,000
Lift station preventive maintenance hours	1,855	1,650	1,800	1,108	1,400
Safety training per employee per year	12	12	12	12	12
Number of locates completed	2,900	3,220	4,000	3,070	3,500
Number of service requests responded to	271	287	300	200	300
Number of sanitary sewer overflows	20	12	15	18	15
City side	7	6	5	6	5
Private side	13	6	10	12	10

Notes to Results Report:

OJI – On-the-Job Injuries

CCTV – Closed Circuit Television

DIVISION SUMMARY

32930122 WATER RECLAMATION / UTILITY SERVICES

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years an interfund transfer from the Water Reclamation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 52,054	\$ 67,528	\$ 67,528	\$ 67,528	\$ 77,316
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 52,054</u>	<u>\$ 67,528</u>	<u>\$ 67,528</u>	<u>\$ 67,528</u>	<u>\$ 77,316</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 52,054</u></u>	<u><u>\$ 67,528</u></u>	<u><u>\$ 67,528</u></u>	<u><u>\$ 67,528</u></u>	<u><u>\$ 77,316</u></u>

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 23 - FYE 27 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 2,831,497	\$ 3,670,000	\$ 10,751,986	\$ 10,751,986	\$ 3,334,025
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,831,497	\$ 3,670,000	\$ 10,751,986	\$ 10,751,986	\$ 3,334,025
Division Total	\$ 2,831,497	\$ 3,670,000	\$ 10,751,986	\$ 10,751,986	\$ 3,334,025

DIVISION SUMMARY

32930149 WATER RECLAMATION / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Water Reclamation Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,256,043	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,256,043</u>	<u>\$ 2,257,294</u>	<u>\$ 2,257,294</u>	<u>\$ 2,257,294</u>	<u>\$ 2,257,294</u>
Division Total	<u><u>\$ 2,256,043</u></u>	<u><u>\$ 2,257,294</u></u>	<u><u>\$ 2,257,294</u></u>	<u><u>\$ 2,257,294</u></u>	<u><u>\$ 2,257,294</u></u>

FUND SUMMARY

TOTAL SEWER MAINTENANCE FUND (321)

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained in such condition as to minimize service disruption, household backup or overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 70,069	\$ 73,971	\$ 73,971	\$ 73,971	\$ 76,975
Supplies & Materials	\$ 2,169	\$ 2,625	\$ 2,625	\$ 2,625	\$ 2,766
Services & Maintenance	\$ 2,991	\$ 4,825	\$ 4,825	\$ 4,825	\$ 4,775
Internal Services	\$ -	\$ 800	\$ 800	\$ 800	\$ 868
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 75,229	\$ 82,221	\$ 82,221	\$ 82,221	\$ 85,384
Capital Projects	\$ 2,419,174	\$ 2,800,000	\$ 13,169,976	\$ 13,169,976	\$ 2,480,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ - #	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,419,174	\$ 2,800,000	\$ 13,169,976	\$ 13,169,976	\$ 2,480,000
Fund Total	\$ 2,494,403	\$ 2,882,221	\$ 13,252,197	\$ 13,252,197	\$ 2,565,384

DIVISION SUMMARY

32155253 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman's Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

DESCRIPTION:

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 70,069	\$ 73,971	\$ 73,971	\$ 73,971	\$ 76,975
Supplies & Materials	\$ 2,169	\$ 2,625	\$ 2,625	\$ 2,625	\$ 2,766
Services & Maintenance	\$ 2,991	\$ 4,825	\$ 4,825	\$ 4,825	\$ 4,775
Internal Services	\$ -	\$ 800	\$ 800	\$ 800	\$ 868
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 75,229</u>	<u>\$ 82,221</u>	<u>\$ 82,221</u>	<u>\$ 82,221</u>	<u>\$ 85,384</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 75,229</u></u>	<u><u>\$ 82,221</u></u>	<u><u>\$ 82,221</u></u>	<u><u>\$ 82,221</u></u>	<u><u>\$ 85,384</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / UTILITIES INSPECTION

GOALS:

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress. Daily reports for each project.
- Maintain capital project photo library and as-built plans.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Update and modify City of Norman standards details as necessary.
- Test newly installed water/wastewater utilities.
- Assist other departments as needed.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	99%	99%	90%	97%	95%
Respond to public requests for information within 4 working hours – 90% of the time	100%	100%	90%	95%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

To account for capital projects funded by the Sewer Line Maintenance Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 23 – FYE 27 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 2,419,174	\$ 2,800,000	\$ 13,169,976	\$ 13,169,976	\$ 2,480,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,419,174</u>	<u>\$ 2,800,000</u>	<u>\$ 13,169,976</u>	<u>\$ 13,169,976</u>	<u>\$ 2,480,000</u>
Division Total	<u><u>\$ 2,419,174</u></u>	<u><u>\$ 2,800,000</u></u>	<u><u>\$ 13,169,976</u></u>	<u><u>\$ 13,169,976</u></u>	<u><u>\$ 2,480,000</u></u>

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ 105,000	\$ 1,832,325	\$ 1,832,325	\$ 840,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,898,140	\$ 1,903,141	\$ 1,903,141	\$ 1,903,141	\$ 1,903,141
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 1,898,140</u>	<u>\$ 2,008,141</u>	<u>\$ 3,735,466</u>	<u>\$ 3,735,466</u>	<u>\$ 2,743,141</u>
Fund Total	<u><u>\$ 1,898,140</u></u>	<u><u>\$ 2,008,141</u></u>	<u><u>\$ 3,735,466</u></u>	<u><u>\$ 3,735,466</u></u>	<u><u>\$ 2,743,141</u></u>

FUND SUMMARY

TOTAL WATER FUND (31)

MISSION:

Providing quality utility service to our customers in the most efficient and professional manner possible.

DESCRIPTION:

To manage, account for and administer the water system for the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	51	51	51	51	50
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	52	52	52	52	51

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 4,285,886	\$ 4,583,708	\$ 4,583,708	\$ 4,583,708	\$ 4,408,319
Supplies & Materials	\$ 2,741,029	\$ 3,002,384	\$ 2,989,684	\$ 2,989,684	\$ 3,100,195
Services & Maintenance	\$ 2,425,287	\$ 2,670,863	\$ 2,683,563	\$ 2,683,563	\$ 3,060,943
Internal Services	\$ 180,997	\$ 237,511	\$ 237,511	\$ 237,511	\$ 246,936
Capital Equipment	\$ 286,077	\$ 548,100	\$ 548,100	\$ 548,100	\$ 247,679
Subtotal	<u>\$ 9,919,276</u>	<u>\$ 11,042,566</u>	<u>\$ 11,042,566</u>	<u>\$ 11,042,566</u>	<u>\$ 11,064,072</u>
Capital Projects	\$ 11,111,187	\$ 11,270,701	\$ 40,088,304	\$ 40,088,304	\$ 4,723,400
Cost Allocations	\$ 2,037,831	\$ 2,081,271	\$ 2,081,271	\$ 2,081,271	\$ 2,240,914
Debt Service	\$ 5,670,012	\$ 5,571,847	\$ 5,571,847	\$ 5,571,847	\$ 5,474,455
Interfund Transfers	\$ 1,392,153	\$ 1,228,500	\$ 1,273,500	\$ 1,273,500	\$ 1,111,800
Audit Adjust/Encumbrances	\$ 2,791,668	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 23,002,851</u>	<u>\$ 20,152,319</u>	<u>\$ 49,014,922</u>	<u>\$ 49,014,922</u>	<u>\$ 13,550,569</u>
Fund Total	<u>\$ 32,922,127</u>	<u>\$ 31,194,885</u>	<u>\$ 60,057,488</u>	<u>\$ 60,057,488</u>	<u>\$ 24,614,641</u>

DIVISION SUMMARY

31955330 WATER / UTILITIES DEPARTMENT ADMINISTRATION

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system and sanitation services for the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 679,594	\$ 670,461	\$ 670,461	\$ 670,461	\$ 703,402
Supplies & Materials	\$ 1,182	\$ 2,564	\$ 3,864	\$ 3,864	\$ 2,601
Services & Maintenance	\$ 53,988	\$ 65,598	\$ 64,298	\$ 64,298	\$ 71,488
Internal Services	\$ 13,506	\$ 15,738	\$ 15,738	\$ 15,738	\$ 18,528
Capital Equipment	\$ (2,120)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 32,179
Subtotal	<u>\$ 746,150</u>	<u>\$ 755,361</u>	<u>\$ 755,361</u>	<u>\$ 755,361</u>	<u>\$ 828,198</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 201,318	\$ 206,797	\$ 206,797	\$ 206,797	\$ 213,964
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 1,392,153	\$ 1,228,500	\$ 1,273,500	\$ 1,273,500	\$ 1,111,800
Subtotal	<u>\$ 1,593,471</u>	<u>\$ 1,435,297</u>	<u>\$ 1,480,297</u>	<u>\$ 1,480,297</u>	<u>\$ 1,325,764</u>
Division Total	<u><u>\$ 2,339,621</u></u>	<u><u>\$ 2,190,658</u></u>	<u><u>\$ 2,235,658</u></u>	<u><u>\$ 2,235,658</u></u>	<u><u>\$ 2,153,962</u></u>

Note: See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

DIVISION SUMMARY

31950510 WATER / ENGINEERING

MISSION:

To provide quality utility service to our customers in the most efficient and professional manner possible.

DESCRIPTION:

In previous years, an Interfund transfer from the Water Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning FYE 12, this cost is directly charged to this Water division.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 38,641	\$ 39,062	\$ 39,062	\$ 39,062	\$ 41,073
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 38,641</u>	<u>\$ 39,062</u>	<u>\$ 39,062</u>	<u>\$ 39,062</u>	<u>\$ 41,073</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 38,641</u></u>	<u><u>\$ 39,062</u></u>	<u><u>\$ 39,062</u></u>	<u><u>\$ 39,062</u></u>	<u><u>\$ 41,073</u></u>

DIVISION SUMMARY

31955233 WATER / UTILITIES MODELING

MISSION:

To maintain accurate and complete GIS information relating to the City's water and wastewater assets and to 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 82,870	\$ 86,045	\$ 86,045	\$ 86,045	\$ 89,466
Supplies & Materials	\$ 425	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375
Services & Maintenance	\$ 5,913	\$ 6,175	\$ 6,175	\$ 6,175	\$ 6,175
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ (1,839)	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Subtotal	<u>\$ 87,369</u>	<u>\$ 97,095</u>	<u>\$ 97,095</u>	<u>\$ 97,095</u>	<u>\$ 97,016</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 87,369</u></u>	<u><u>\$ 97,095</u></u>	<u><u>\$ 97,095</u></u>	<u><u>\$ 97,095</u></u>	<u><u>\$ 97,016</u></u>

*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / UTILITIES MODELING

GOALS:

- To maintain accurate and complete records of City's utility infrastructure to support planning and operations.
- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among databases having a geographic component to improve the city's reporting and planning capacity.
- To improve access to GIS data for various utility divisions and maximize use.

OBJECTIVES:

- Produce appropriate informational maps and reports as interactive web mapping applications.
- Maintain water and wastewater datasets as current information.
- Reduce the time it takes to integrate utility improvements into the GIS database.
- Provide GIS configuration and asset maintenance support to the City software applications including; Tyler EAM, Advanced CIS Infinity, and CityView.
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Complete all custom requests for data within 1 week or by specified deadline	n/a	n/a	99%	99%	99%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Update five water or sewer utility as-builts or incorporate 100 GPS points into the GIS database per month, depending on source availability	100%	100%	90%	100%	90%
Provide data and support to facilitate water and wastewater modeling efforts by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

GIS – Geographic Information Systems

DIVISION SUMMARY

31955350 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 290,119	\$ 294,213	\$ 294,213	\$ 294,213	\$ 262,785
Supplies & Materials	\$ 1,095	\$ 7,350	\$ 7,350	\$ 7,350	\$ 2,304
Services & Maintenance	\$ 76,391	\$ 89,021	\$ 89,021	\$ 89,021	\$ 98,195
Internal Services	\$ 3,264	\$ 4,940	\$ 4,940	\$ 4,940	\$ 4,140
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 370,869</u>	<u>\$ 395,524</u>	<u>\$ 395,524</u>	<u>\$ 395,524</u>	<u>\$ 367,424</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 120,780	\$ 124,075	\$ 124,075	\$ 124,075	\$ 128,378
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 120,780</u>	<u>\$ 124,075</u>	<u>\$ 124,075</u>	<u>\$ 124,075</u>	<u>\$ 128,378</u>
Division Total	<u><u>\$ 491,649</u></u>	<u><u>\$ 519,599</u></u>	<u><u>\$ 519,599</u></u>	<u><u>\$ 519,599</u></u>	<u><u>\$ 495,802</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE ADMINISTRATION

GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Prepare voluntary CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman for the Utilities Director.
- Process all Division-received invoices same day of receipt.
- Complete capital projects within the fiscal year.
- Manage the history of maintenance, repairs, and customer service requests utilizing the Munis asset management program.
- Continue to place a great emphasis on the proper management of its water and sewer system.

OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving requests.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the Munis program.
- Reduce lost time due to injuries through monthly safety training meetings.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed per day	25	20	25	20	25
% of state and federal regulatory compliance reports mailed within rule specific guidelines	100%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
% of ODEQ training hours completed	100%	100%	100%	100%	100%
Annual safety training hours	12	12	12	12	12
% hours lost due to OJI per 1,000 hours worked	0%	0%	0%	0%	0%
Total annual cross training hours	n/a	n/a	n/a	240	200
% of daily work reports entered into Munis database system for asset tracking within 3 days	85%	85%	90%	50%	90%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
CMOM-Capacity, Management, Operation and Maintenance

DIVISION SUMMARY

31955251 WATER / LINE MAINTENANCE

MISSION:

The mission of the Water Section of the Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users. The water distribution system is to be maintained in such a manner that the drinking water is safe and that adequate fire suppression supply and storage is available at all times. Public health and safety are the primary focus of this section along with employee safety and development.

DESCRIPTION:

The Water Line Maintenance Division is responsible for maintaining approximately 634.2 miles of water lines, 6,604 fire hydrants, and 13,035 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 40,854 existing water meters, are provided by Section staff. Personnel are on duty from 8am to 5pm, Monday - Friday, with all personnel subject to emergency callback 24/7 to ensure public health and safety.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,855,868	\$ 1,989,031	\$ 1,989,031	\$ 1,989,031	\$ 1,939,261
Supplies & Materials	\$ 380,713	\$ 401,777	\$ 401,777	\$ 401,777	\$ 490,495
Services & Maintenance	\$ 70,650	\$ 77,306	\$ 77,306	\$ 77,306	\$ 78,006
Internal Services	\$ 123,159	\$ 175,165	\$ 175,165	\$ 175,165	\$ 176,166
Capital Equipment	\$ (13,391)	\$ 367,700	\$ 367,700	\$ 367,700	\$ 205,300
Subtotal	<u>\$ 2,416,999</u>	<u>\$ 3,010,979</u>	<u>\$ 3,010,979</u>	<u>\$ 3,010,979</u>	<u>\$ 2,889,228</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 1,006,971	\$ 1,034,379	\$ 1,034,379	\$ 1,034,379	\$ 1,070,241
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,006,971</u>	<u>\$ 1,034,379</u>	<u>\$ 1,034,379</u>	<u>\$ 1,034,379</u>	<u>\$ 1,070,241</u>
Division Total	<u><u>\$ 3,423,970</u></u>	<u><u>\$ 4,045,358</u></u>	<u><u>\$ 4,045,358</u></u>	<u><u>\$ 4,045,358</u></u>	<u><u>\$ 3,959,469</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City's infrastructure.
- Maintain residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install AMR/AMI water meters.
- Reduce on-the-job injuries through safety and education.
- Replace 4,500 linear feet of ductile iron and cast iron pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on (in hours)	2.4	1.66	2.2	2	2.2
Number of AMR/AMI meters installed	0	0	10	10	10
Service calls completed	4,802	4,800	5,500	4,800	5,500
Number of locates completed	5,639	9,253	6,000	12,282	6,000
Number of valves exercised	1,535	2,251	1,500	2,112	2,000
% hours lost to OJI per 1,000 hours worked	0.27%	0.53%	0%	0%	0%
Fire hydrants maintained	1,138	1,212	1,500	1,668	1,500
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	5,100	2,358	3,210	2,500	3,500

Notes to Results Report:

AMR – Automated Meter Reading

OJI – On-the-job Injury

DIVISION SUMMARY

31955331 WATER / TREATMENT PLANT ADMINISTRATION

MISSION:

The overall mission of the Water Treatment Division is to efficiently provide safe high quality potable water to the City of Norman. The function of the Administration Division of the Water Production Group is to provide administration and over-sight of the other three water production divisions: Water Treatment Plant, Water Wells and Water Laboratory.

DESCRIPTION:

The Administration Division facilitates the work of the other water production divisions by coordinating work efforts, filing required reports, ordering materials and parts, ensuring safety of the workplace and providing training.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	4	4	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 295,523	\$ 382,008	\$ 382,008	\$ 382,008	\$ 314,381
Supplies & Materials	\$ 11,224	\$ 10,729	\$ 10,729	\$ 10,729	\$ 8,835
Services & Maintenance	\$ 44,067	\$ 93,031	\$ 93,031	\$ 93,031	\$ 58,136
Internal Services	\$ 32,459	\$ 35,641	\$ 35,641	\$ 35,641	\$ 40,330
Capital Equipment	\$ 4,671	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000
Subtotal	<u>\$ 387,944</u>	<u>\$ 522,409</u>	<u>\$ 522,409</u>	<u>\$ 522,409</u>	<u>\$ 423,682</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 708,762	\$ 716,020	\$ 716,020	\$ 716,020	\$ 828,331
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 708,762</u>	<u>\$ 716,020</u>	<u>\$ 716,020</u>	<u>\$ 716,020</u>	<u>\$ 828,331</u>
Division Total	<u><u>\$ 1,096,706</u></u>	<u><u>\$ 1,238,429</u></u>	<u><u>\$ 1,238,429</u></u>	<u><u>\$ 1,238,429</u></u>	<u><u>\$ 1,252,013</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- To ensure employee safety and work to maintain an effective training program.
- Develop a public education program that includes: web based social media and public outreach at community events.
- Minimize the cost of water while maintaining quality.
- Develop interaction with staff on ideas to improve water treatment.

OBJECTIVES:

- Retain higher skilled workers and cross train workers.
- Improve the energy efficiency of the facility.
- Protect water levels and water quality in the ground water system.
- Minimize the cost of water produced by the division.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Safety training	70	34*	70	70	70
OJI	1	0	0	0	0
Tours	8	2*	10	10	10
Number of people on tours	177	2*	120	120	120
Job related training (personnel hours)	644	268	400	400	400
Cross training (personnel hours)	0	0	60	28	60
Million gallons of Well Water Produced	1,248	905**	1,430	1,200	1,430

Notes to Results Report:

* No tours conducted due to COVID-19 pandemic

** Wells shut down during voluntary boil order

DIVISION SUMMARY

31955136 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ).
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 111,860	\$ 172,338	\$ 172,338	\$ 172,338	\$ 175,247
Supplies & Materials	\$ 85,144	\$ 58,713	\$ 66,213	\$ 66,213	\$ 88,263
Services & Maintenance	\$ 110,696	\$ 90,395	\$ 104,395	\$ 104,395	\$ 105,395
Internal Services	\$ -	\$ 100	\$ 100	\$ 100	\$ 65
Capital Equipment	\$ 3,590	\$ 3,600	\$ -	\$ -	\$ -
Subtotal	<u>\$ 311,290</u>	<u>\$ 325,146</u>	<u>\$ 343,046</u>	<u>\$ 343,046</u>	<u>\$ 368,970</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 311,290</u>	<u>\$ 325,146</u>	<u>\$ 343,046</u>	<u>\$ 343,046</u>	<u>\$ 368,970</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants for a minimum of 10 years.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

OBJECTIVES:

- Microbiology Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Micro sample collection	114%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to in person	97%	100%	70%	70%	100%
Performance tests passed	92%	32%*	100%	100%	100%
Laboratory inspection deficiencies	no inspections	0	0	4	no inspections
Laboratory inspection corrective actions	no inspections	0	0	4	no inspections
Compliance Chemistry Well Sample Collection	100%	99%	100%	100%	100%
Number of samples invalidated	7	11	0	7	7

Notes to Results Report:

WTP – Water Treatment Plant

DEQ – Department of Environmental Quality

EPA – Environmental Protection Agency

* Trouble with Most Probable Number (MPN) methods

DIVISION SUMMARY

31955234 WATER / TREATMENT PLANT

MISSION:

To provide for the safe, efficient and effective operation and maintenance of the Water Treatment Plant.

DESCRIPTION:

The Water Treatment Plant Division maintains the Water Treatment Plant, and operates both the Treatment Plant and water wells.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 701,802	\$ 726,219	\$ 726,219	\$ 726,219	\$ 701,992
Supplies & Materials	\$ 2,046,405	\$ 2,425,614	\$ 2,404,114	\$ 2,404,114	\$ 2,416,111
Services & Maintenance	\$ 1,221,201	\$ 1,700,971	\$ 1,700,971	\$ 1,700,971	\$ 1,992,959
Internal Services	\$ 6,746	\$ 3,524	\$ 3,524	\$ 3,524	\$ 5,375
Capital Equipment	\$ 77,560	\$ 124,300	\$ 123,700	\$ 123,700	\$ 8,200
Subtotal	\$ 4,053,714	\$ 4,980,628	\$ 4,958,528	\$ 4,958,528	\$ 5,124,637
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 4,053,714	\$ 4,980,628	\$ 4,958,528	\$ 4,958,528	\$ 5,124,637

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Operate the water plant to meet demand, maintain water quality, and monitor cost.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.**
- Continue use of maintenance database to capture the maintenance activities of the plant staff.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	90.6%	87.70%	95%	91.6%	100%
Percent of bacteriologically “Safe” compliance water samples	99.91%	99.81%	99.50%	99.92%	100%
Number of complaints on water quality or pressure	36	37	50	35	40
Water production, million gallons per day					
Average day	13.4	13.9	13.2	13.7	13.7
Maximum day	22.2	26	22	21.2	22
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	91%	90%	100%	100%	100%
Number of months more than 30.4 million gallons of water was purchased from Oklahoma City	2	4	0	1	0

Notes to Results Report:

The maximum day production FYE 21 was due to a line break. Lost an estimated 17 million gallons over a 4 day period.

**NTU, or Nephelometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

DIVISION SUMMARY

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 77,042	\$ 69,575	\$ 69,575	\$ 69,575	\$ 79,588
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 77,042	\$ 69,575	\$ 69,575	\$ 69,575	\$ 79,588
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 77,042	\$ 69,575	\$ 69,575	\$ 69,575	\$ 79,588

DIVISION SUMMARY

31955335 WATER / WATER WELLS

MISSION:

To ensure the City's water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 149,953	\$ 154,756	\$ 154,756	\$ 154,756	\$ 101,124
Supplies & Materials	\$ 66,015	\$ 87,262	\$ 87,262	\$ 87,262	\$ 90,211
Services & Maintenance	\$ 517,873	\$ 547,707	\$ 547,707	\$ 547,707	\$ 650,589
Internal Services	\$ 1,863	\$ 2,403	\$ 2,403	\$ 2,403	\$ 2,332
Capital Equipment	\$ 12,665	\$ 50,600	\$ 51,200	\$ 51,200	\$ -
Subtotal	<u>\$ 748,369</u>	<u>\$ 842,728</u>	<u>\$ 843,328</u>	<u>\$ 843,328</u>	<u>\$ 844,256</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 748,369</u></u>	<u><u>\$ 842,728</u></u>	<u><u>\$ 843,328</u></u>	<u><u>\$ 843,328</u></u>	<u><u>\$ 844,256</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition.
- Work to meet all DEQ requirements for ground water wells.
- Maintain the grounds and maintain a good relationship with land owners adjacent to wells.

OBJECTIVES:

- Use the Antero database to track routine and emergency work.
- Perform scheduled maintenance the week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 23 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	99%	97%*	95% 9	95%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	100%	100%
Number of Total Coliform positive samples collected from wells	31	21	0	5	0
Number of Emergency work orders on water wells	2	1	0	0	0
Percent of routine work orders on water wells completed within 1 week	100%	100%	100%	100%	100%

Note to Results Report: * Well 38 pump and motor were backordered for months due to COVID-19

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 23 - FYE 27 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 11,111,187	\$ 11,270,701	\$ 40,088,304	\$ 40,088,304	\$ 4,723,400
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 11,111,187	\$ 11,270,701	\$ 40,088,304	\$ 40,088,304	\$ 4,723,400
Division Total	\$ 11,111,187	\$ 11,270,701	\$ 40,088,304	\$ 40,088,304	\$ 4,723,400

DIVISION SUMMARY

31930149 WATER / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record the accumulation of resources for, and the payment of, general long-term debt principal and interest of the Water Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 5,670,012	\$ 5,571,847	\$ 5,571,847	\$ 5,571,847	\$ 5,474,455
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 5,670,012</u>	<u>\$ 5,571,847</u>	<u>\$ 5,571,847</u>	<u>\$ 5,571,847</u>	<u>\$ 5,474,455</u>
Division Total	<u><u>\$ 5,670,012</u></u>	<u><u>\$ 5,571,847</u></u>	<u><u>\$ 5,571,847</u></u>	<u><u>\$ 5,571,847</u></u>	<u><u>\$ 5,474,455</u></u>

DIVISION SUMMARY

31955282 ENVIRONMENTAL CONTROL ADVISORY BOARD

MISSION:

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise. ECAB's main charge is for public education.

DESCRIPTION:

The Environmental Control Advisory Board holds public meetings on environmental issues, and makes recommendations to the City Council on issues related to environmental quality for the health and safety of Norman residents. Beginning in FYE 23, this division will move to 32955343 - Environmental Services.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 50	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
Services & Maintenance	\$ 23	\$ 659	\$ 659	\$ 659	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 73</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 73</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ -</u>



Internal Service Fund

INTERNAL SERVICE FUNDS

The Internal Service Funds account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

To administer an effective citywide Risk Management program that assists departments in developing employees motivated to work safely in a safe environment.

DESCRIPTION:

The Risk Management / Insurance Fund accounts for health insurance claims against the City including judgments and claims, workers' compensation and unemployment compensation.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 551,185	\$ 980,353	\$ 914,353	\$ 914,353	\$ 996,178
Supplies & Materials	\$ 409	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 15,308,078	\$ 15,239,463	\$ 15,446,463	\$ 15,446,463	\$ 15,495,463
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 15,859,672</u>	<u>\$ 16,219,816</u>	<u>\$ 16,360,816</u>	<u>\$ 16,360,816</u>	<u>\$ 16,491,641</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 68,893	\$ -	\$ 47,446	\$ 47,446	\$ -
Audit Adjust/Encum	\$ (1,449)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 67,444</u>	<u>\$ -</u>	<u>\$ 47,446</u>	<u>\$ 47,446</u>	<u>\$ -</u>
Department Total	<u>\$ 15,927,116</u>	<u>\$ 16,219,816</u>	<u>\$ 16,408,262</u>	<u>\$ 16,408,262</u>	<u>\$ 16,491,641</u>

DIVISION SUMMARY

43330105 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 74,249	\$ 73,336	\$ 73,336	\$ 73,336	\$ 79,802
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 13,998,066	\$ 13,251,790	\$ 13,251,790	\$ 13,251,790	\$ 13,251,790
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 14,072,315</u>	<u>\$ 13,325,126</u>	<u>\$ 13,325,126</u>	<u>\$ 13,325,126</u>	<u>\$ 13,331,592</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 14,072,315</u></u>	<u><u>\$ 13,325,126</u></u>	<u><u>\$ 13,325,126</u></u>	<u><u>\$ 13,325,126</u></u>	<u><u>\$ 13,331,592</u></u>

DIVISION SUMMARY

43122351 JUDGMENTS AND CLAIMS

MISSION:

Account for and monitor all expenditures related to judgments and claims.

DESCRIPTION:

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 177,850	\$ 170,000	\$ 377,726	\$ 377,726	\$ 270,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 177,850</u>	<u>\$ 170,000</u>	<u>\$ 377,726</u>	<u>\$ 377,726</u>	<u>\$ 270,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 177,850</u></u>	<u><u>\$ 170,000</u></u>	<u><u>\$ 377,726</u></u>	<u><u>\$ 377,726</u></u>	<u><u>\$ 270,000</u></u>

DIVISION SUMMARY

43330104 RISK MANAGEMENT ADMINISTRATION

MISSION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

DESCRIPTION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 253,684	\$ 254,317	\$ 254,317	\$ 254,317	\$ 263,676
Supplies & Materials	\$ 409	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 397,678	\$ 304,673	\$ 445,673	\$ 445,673	\$ 460,673
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 651,771</u>	<u>\$ 558,990</u>	<u>\$ 699,990</u>	<u>\$ 699,990</u>	<u>\$ 724,349</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 651,771</u></u>	<u><u>\$ 558,990</u></u>	<u><u>\$ 699,990</u></u>	<u><u>\$ 699,990</u></u>	<u><u>\$ 724,349</u></u>

DIVISION SUMMARY

43330103 UNEMPLOYMENT COMPENSATION

MISSION:

To account for and monitor all unemployment compensation related expenditures.

DESCRIPTION:

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 20,719	\$ 21,700	\$ 21,700	\$ 21,700	\$ 21,700
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 20,719</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 20,719</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>

DIVISION SUMMARY

43330102 WORKERS' COMPENSATION

MISSION:

To account for and monitor all workers' compensation related expenditures.

DESCRIPTION:

An account established to record all workers' compensation related expenditures throughout the fiscal year. The expenditures consist of payments on all on-the-job-injuries (OJI) medical treatments, subsequent workers' compensation temporary total disability (TTD) payments and workers' compensation court judgments related to an employee's original OJI injury. Claims are submitted to the Legal Department for review, and if approved, are paid directly by the City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 202,533	\$ 631,000	\$ 565,000	\$ 565,000	\$ 631,000
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 734,484	\$ 1,512,500	\$ 1,370,774	\$ 1,370,774	\$ 1,512,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 937,017</u>	<u>\$ 2,143,500</u>	<u>\$ 1,935,774</u>	<u>\$ 1,935,774</u>	<u>\$ 2,143,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 937,017</u></u>	<u><u>\$ 2,143,500</u></u>	<u><u>\$ 1,935,774</u></u>	<u><u>\$ 1,935,774</u></u>	<u><u>\$ 2,143,500</u></u>



Capital Projects Funds

CAPITAL PROJECTS FUNDS

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent (\$.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 22 - FYE 26 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 1,165,118	\$ 1,413,850	\$ 1,413,850	\$ 1,413,850	\$ 1,371,521
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,903	\$ 16,499	\$ 16,499	\$ 16,499	\$ 16,499
Internal Services	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,167,221</u>	<u>\$ 1,430,549</u>	<u>\$ 1,430,549</u>	<u>\$ 1,430,549</u>	<u>\$ 1,388,220</u>
Capital Projects	\$ 21,391,518	\$ 17,331,972	\$ 78,710,328	\$ 78,710,328	\$ 16,292,034
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,510,352	\$ 1,582,492	\$ 1,582,492	\$ 1,582,492	\$ 664,574
Interfund Transfers	\$ 4,182,029	\$ 4,408,409	\$ 7,855,824	\$ 7,855,824	\$ 3,894,095
Audit Adjust/Encumb	\$ 147,219	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 27,231,118</u>	<u>\$ 23,322,873</u>	<u>\$ 88,148,644</u>	<u>\$ 88,148,644</u>	<u>\$ 20,850,703</u>
Fund Total	<u><u>\$ 28,398,339</u></u>	<u><u>\$ 24,753,422</u></u>	<u><u>\$ 89,579,193</u></u>	<u><u>\$ 89,579,193</u></u>	<u><u>\$ 22,238,923</u></u>

DIVISION SUMMARY

50550411 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers, a Capital Projects Manager, and a Construction Manager whose responsibility is to develop and implement capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 924,981	\$ 1,171,718	\$ 1,171,718	\$ 1,171,718	\$ 1,187,984
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 499	\$ 499	\$ 499	\$ 499
Internal Services	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 925,181</u>	<u>\$ 1,172,417</u>	<u>\$ 1,172,417</u>	<u>\$ 1,172,417</u>	<u>\$ 1,188,683</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 925,181</u></u>	<u><u>\$ 1,172,417</u></u>	<u><u>\$ 1,172,417</u></u>	<u><u>\$ 1,172,417</u></u>	<u><u>\$ 1,188,683</u></u>

DIVISION SUMMARY

50120430 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

MISSION:

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for 15% of the the Parks Manager compensation due to Capital Project management.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 110,003	\$ 111,446	\$ 111,446	\$ 111,446	\$ 69,745
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 110,003</u>	<u>\$ 111,446</u>	<u>\$ 111,446</u>	<u>\$ 111,446</u>	<u>\$ 69,745</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 110,003</u></u>	<u><u>\$ 111,446</u></u>	<u><u>\$ 111,446</u></u>	<u><u>\$ 111,446</u></u>	<u><u>\$ 69,745</u></u>

DIVISION SUMMARY

50770370 CAPITAL PROJECTS / PARKS PERSONNEL

MISSION:

The mission of this Division is to account for a portion of two (2) Park Planners who manage park related capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for a portion of Parks personnel related to Capital Project management.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ 130,134	\$ 130,686	\$ 130,686	\$ 130,686	\$ 113,792
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 130,134</u>	<u>\$ 130,686</u>	<u>\$ 130,686</u>	<u>\$ 130,686</u>	<u>\$ 113,792</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 130,134</u></u>	<u><u>\$ 130,686</u></u>	<u><u>\$ 130,686</u></u>	<u><u>\$ 130,686</u></u>	<u><u>\$ 113,792</u></u>

DIVISION SUMMARY

050 - CAPITAL PROJECTS

MISSION:

To perform capital projects and purchase capital equipment funded by the Capital Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 22 - FYE 26 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 21,391,518	\$ 17,331,972	\$ 78,710,328	\$ 78,710,328	\$ 16,292,034
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 21,391,518</u>	<u>\$ 17,331,972</u>	<u>\$ 78,710,328</u>	<u>\$ 78,710,328</u>	<u>\$ 16,292,034</u>
Division Total	<u><u>\$ 21,391,518</u></u>	<u><u>\$ 17,331,972</u></u>	<u><u>\$ 78,710,328</u></u>	<u><u>\$ 78,710,328</u></u>	<u><u>\$ 16,292,034</u></u>

FUND SUMMARY

TOTAL NORMAN FORWARD SALES TAX FUND (51)

MISSION:

Norman Forward is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. Norman Forward also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, Norman Forward will enhance the Norman community for generations to come.

DESCRIPTION:

To efficiently receive and monitor the use of revenues received through a 15-year earmarked sales tax dedicated to 12 projects spanning the entire city at an estimated cost of \$148 million, with other program expenses at an estimated cost of \$55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 419,213	\$ 1,000,000	\$ 1,663,105	\$ 1,663,105	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 419,213</u>	<u>\$ 1,000,000</u>	<u>\$ 1,663,105</u>	<u>\$ 1,663,105</u>	<u>\$ -</u>
Capital Projects	\$ 10,342,455	\$ 14,030,000	\$ 76,276,966	\$ 76,276,966	\$ 7,435,047
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 5,170,294	\$ 7,586,783	\$ 7,586,783	\$ 7,586,783	\$ 8,839,149
Interfund Transfers	\$ 222,695	\$ 384,828	\$ 384,828	\$ 384,828	\$ 398,569
Audit Adjust/Encum.	\$ 225,858	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 15,961,302</u>	<u>\$ 22,001,611</u>	<u>\$ 84,248,577</u>	<u>\$ 84,248,577</u>	<u>\$ 16,672,765</u>
Division Total	<u>\$ 16,380,515</u>	<u>\$ 23,001,611</u>	<u>\$ 85,911,682</u>	<u>\$ 85,911,682</u>	<u>\$ 16,672,765</u>

FUND SUMMARY

TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)

MISSION:

Established to account for revenue generated from the University North Park Development Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 247,661	\$ 150,181	\$ 267,430	\$ 267,430	\$ 150,882
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 247,661	\$ 150,181	\$ 267,430	\$ 267,430	\$ 150,882
Capital Projects	\$ 1,513,350	\$ -	\$ 5,160,685	\$ 5,160,685	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 4,776,381	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 6,289,731	\$ -	\$ 5,160,685	\$ 5,160,685	\$ -
Fund Total	\$ 6,537,392	\$ 150,181	\$ 5,428,115	\$ 5,428,115	\$ 150,882

FUND SUMMARY

TOTAL CENTER CITY TAX INCREMENT FINANCE DISTRICT (58)

MISSION:

The Norman Center City Project Plan authorizes the allocation of Tax Increment Finance funds for public improvements projects undertaken by the City within the Center City, Increment District Number Three, project area.

DESCRIPTION:

To account for the increment of taxes generated from Tax Increment District Three, Center City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -

FUND SUMMARY

TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

MISSION:

To provide for the recoupment of costs associated with improvements to arterial roads.

DESCRIPTION:

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -

**PUBLIC SAFETY SALES TAX FUND
FYE 23 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
I. Bond Funded									
15695523	BP0029	Emergency Communications Center	6,757,341	-	-	-	-	-	-
SUBTOTAL BOND FUNDED			\$ 6,757,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
II. Paygo Funded									
15693377	BG0064	Fire Storage Building	146,346	-	-	-	-	-	-
15665143	FT0004	Fire Apparatus Replacement	1,935,443	800,000	1,800,000	850,000	194,600	-	1,700,000
015-		Capital Outlay	358,747	291,792	2,110,493	1,135,493	1,510,493	-	310,493
015-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	3,500,000
SUBTOTAL PAYGO FUNDED			\$ 2,440,536	\$ 1,091,792	\$ 3,910,493	\$ 1,985,493	\$ 1,705,093	\$ -	\$ 5,510,493
TOTAL PSST FUND 15 PROJECTS			\$ 9,197,877	\$ 1,091,792	\$ 3,910,493	\$ 1,985,493	\$ 1,705,093	\$ -	\$ 5,510,493

CDBG FUND FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
21240200	GC0051	Cate Park Improvements	63,184	-	-	-	-	-	-
21240297	GC0072	CDBG Land Acquisition RFPs	25,000	-	-	-	-	-	-
21240203	GC0077	CDBG Target Area Tree Planting Project	47,940	-	-	-	-	-	-
21240007	GC0080	Original Townsite Street Improvements B19	271,978	-	-	-	-	-	-
21240007	GC0081	CDBG Target Area Tree Planting Proj B19	-	-	-	-	-	-	-
21240011	GC0083	CDBG Target Area Tree Planting Proj B20	17,109	-	-	-	-	-	-
21240297	GC0087	Tree Pruning/Removal/Replacement	67,250	-	-	-	-	-	-
21240011	GC0088	CDBG Target Area Tree Planting Proj B21	50,000	-	-	-	-	-	-
21240011	GC0084	Senior Center Kitchen Rehabilitation	40,646	-	-	-	-	-	-
21240011	GC0085	Non-Profit Rehabilitation B-20	114,425	-	-	-	-	-	-
21240011	GC0086	CDBG Land Acquisition	125,000	-	-	-	-	-	-
21240016	GC0089	Habitat for Humanity Land Acquisition	30,000	-	-	-	-	-	-
21240016	GC0090	Land Acquisition for NAHC	100,000	-	-	-	-	-	-
21240023	GC-	Senior Center Kitchen Rehab FYE 23	-	70,000	-	-	-	-	-
21240023	GC-	FYE 23 habitat for Humanity Land Acquisition	-	40,000	-	-	-	-	-
21240023	GC-	FYE 23 Land Acq Norman Affordable Houing Corp	-	100,000	-	-	-	-	-
21240007	GC0082	CDBG Land Acquisition B19	100,000	-	-	-	-	-	-
TOTAL CDBG FUND 21 PROJECTS			\$ 1,052,532	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

SPECIAL GRANTS FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
22590078	BG0081	Northbase EV Chargers	89,600	-	-	-	-	-	-
22695523	BG0083	Emergency Operations Center ARPA	9,500,000	-	-	-	-	-	-
22796638	PR0026	Firehouse Art Center Addition	325,000	-	300,000	-	-	-	-
TOTAL SPECIAL REVENUE FUND 22 PROJECTS			\$ 9,914,600	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

ROOM TAX FUND

FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
23794442	RT0089	Bicycle Skills Park	-	-	-	-	-	-	-
23793375	RT0084	Disc Golf Improvements Citywide	4,423	-	-	-	-	-	-
23796638	RT0027	Firehouse Art Center addition (match)	125,000	-	-	-	-	-	-
23796627	RT0090	Historic Museum Parking	127,481	-	-	-	-	-	-
23798814	RT0087	Sooner Theatre Seat Replace & Interiors (matc	32,056	-	-	-	-	-	-
23793364	RT0091	Westwood Tennis Center Improvements	25,000	44,000	-	-	-	-	-
23794442	PR0172	Ruby Grant Park SE Parking Lot	46,250	-	-	-	-	-	-
23798815	RT0008	12th Avenue Tennis Court Renovation	870	-	-	-	-	-	-
TOTAL ROOM TAX FUND 23 PROJECTS			\$ 361,080	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

PUBLIC TRANSPORTATION FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
27590078	BG0079	Eight Dual Slowfill Pumps	172,603	-	-	-	-	-	-
27590078	BG0084	North Base EV Charger - FTA	46,000	-	-	-	-	-	-
TOTAL TRANSIT FUND 27 PROJECTS			\$ 218,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* closed
- means unused funds to be returned to fund balance at end of fiscal year.

WATER FUND

FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
WATER DISTRIBUTION SYSTEM									
31999942	WA0337	Asset Management Plan	141,500	-	-	-	-	-	-
31993360	WA0348	Corporate Addition Utilities	301,200	-	-	-	-	-	-
31993395	WA0365	GIS As-Built Linking	63,720	-	-	-	-	-	-
31993346	WA0371	Crest Place - FY22 Urban SVC WL	104,000	-	-	-	-	-	-
31993346	WA0373	Jackson DR - FY22 Urban SVC WL	55,000	-	-	-	-	-	-
31993346	WA0372	Blessing Court FY22 Urban SVC WL	16,000	-	-	-	-	-	-
31993346	WA0377	Morren Dr - Urban SVC WL	66,000	-	-	-	-	-	-
31999942	WA0368	Utility Connection Fee Evaluation	49,002	-	-	-	-	-	-
31993345	WA0369	Blending of Wells 5,6,52 at WTP	52,410	-	-	-	-	-	-
31993395	WA0021	Water Meter GPS	187,000	-	-	-	-	-	-
31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson to Tecumseh)	324,900	-	-	2,300,000	-	-	-
031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	-	-	-	1,260,000	-	-	-
31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to Indian Hills	1,943,699	-	-	350,000	2,520,000	3,620,000	3,300,000
31993360	WA0328	Water Line Replacement: Flood-Robinson to Venture	3,814,635	-	-	-	-	-	-
31996683	WA0339	Water Line Replacement: Sooner Mall	91,717	-	-	-	-	-	-
31995521	WA	Water Line Replacement: Hall Park Phase 2	-	-	-	698,000	-	-	-
031-	WA	Water Line Replacement: Main Street: Berry to Interstate Drive	-	-	-	-	1,220,000	4,010,000	4,010,000
31993360	WA0173	Master Meters Installation	322,529	-	-	-	-	-	-
31993360	WA0195	Water Line Replacement: Robinson Under I-35	129,451	-	-	-	-	-	-
31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	2,564,231	1,900,000	1,600,000	1,600,000	1,600,000	1,600,000	4,000,000
31993345	WA0196	I-35 Waterline Relocation	2,353	-	-	-	-	-	-
31999939	WA0274	Backwash Tower Repaint	23,931	-	-	-	-	-	-
31993360	WA0350	Water Distribution System Sampling Stations	281,620	-	-	-	-	-	-
31993395	WA0201	Backflow Prevention Program	66,215	-	-	-	-	-	-
31995521	WA0202	Water Line Replacement: Gray/Main Street	130,808	-	-	-	-	-	-
31996683	WA0352	WL Replacement Southlake Addition	1,169,000	-	-	-	-	-	-
31993395	WA0367	Water Line Replacement: Brownwood & Buckingham	6,015	-	-	-	-	-	-
31996683	WA0353	Water Line Replacement: Jenkins Replacement	696,726	-	-	-	-	-	-
31993360	WA0224	Water Line Replacement: Gray & Tonthawa	149,524	-	-	-	-	-	-
31996683	WA0354	Water Line Replacement: Porter Replacement	2,237,949	-	-	-	-	-	-
31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,223,315	-	-	-	-	-	-
31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
031-	WA	Water Line Replacement: 24th NE: Beaumont to Lindsey	-	-	-	-	-	-	-
31995521	WA0241	Water Meter: Large Water Meter Testing	226,266	-	-	-	-	-	-
31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	5,694,874	-	3,700,000	6,000,000	-	-	-
31993360	WA0245	Water Line Replacement: Interstate Drive	919,517	-	-	-	-	-	-
31993360	WA0246	Water Line Replacement: Parsons Addition	1,018,644	-	-	-	-	-	-
31993346	WA0355-0358	Water Line Replacement: Urban Service Area Water Line Projects	183,000	-	-	-	-	-	-
31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replacements	179,106	100,000	100,000	100,000	100,000	100,000	-
031-	WA	Water Line Replacement: Danfield -B/w Brookhaven	-	810,000	-	-	-	-	-
031-	WA	Water Line Replacement: Tecumseh, 24th Ave NW to Journey Parkway	-	428,400	3,060,000	-	-	-	-
031-	WA	Water Line Replacement: Urban Service Area Water Line Projects FYE :	-	262,000	203,000	183,000	242,000	250,000	-
Subtotal Water Distribution System Projects			\$ 25,513,552.52	\$ 3,500,400	\$ 8,663,000	\$ 12,491,000	\$ 5,682,000	\$ 9,580,000	\$ 11,310,000
WATER TOWERS									
031-	WA	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
31993354	WA0364	Water Tower - Boyd Tower	384,000	-	230,000	-	-	856,000	-
31993345	WA0182	Water Tower - Lindsey Tower	350,000	-	350,000	-	-	-	-
31993345	WA0189	Water Tower - Cascade Tower	487,432	-	-	-	-	-	-
31993345	WA	Water Tower - Robinson Tower	-	773,000	-	-	-	-	-
31993345	WA0294	Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
Subtotal Water Tower Projects			\$ 1,321,432	\$ 773,000	\$ 580,000	\$ -	\$ -	\$ 856,000	\$ 3,500,000
WATER WELL IMPROVEMENTS									
31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	209,435	-	-	-	-	-	-
31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	194,397	-	-	-	-	-	-
31995521	WA0243	Water Well: Horizontal Well	121,721	-	-	-	-	-	-
Subtotal Water Well and Distribution System Projects			\$ 525,553	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WATER TREATMENT PLANT									
031-	WA	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
31995521	WA0329	New Building for Line Maintenance (match)	3,784,025	-	-	-	-	-	-
031-	WA	Update Water Supply Plan	-	-	-	500,000	-	-	-
31993395	WA0359	Corrosion Control Study	175,000	-	-	-	-	-	-
31999939	WA0330	WTP Laboratory Remodel	12,407	-	-	-	-	-	-
31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 between 031/032)	113,749	-	-	25,000	-	-	-
31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
31993398	WA0214	WTP Well Field Blending	3,139,500	-	16,000,000	-	-	-	-
31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
31999939	WA0291	WTP Improvement Phase 1	152,826	-	-	-	-	-	-
31999939	WA0249	WTP SCADA Improvements	897	-	-	-	-	-	-
31999939	WA0374	WTP: CO2 Tank	385,000	-	-	-	-	-	-
31993395	WA0370	WTP: Solar Array	1,357,500	-	-	-	-	-	-
31993395	WA0375	WTP: Clarifier 1 and 2 rehab	80,000	400,000	-	-	-	-	-
31993395	WA0376	WTP: Filter 1-4 Influent Pipe rehab	30,000	50,000	500,000	-	-	-	-
Subtotal WTP Other Projects			\$ 9,385,904	\$ 450,000	\$ 16,500,000	\$ 525,000	\$ -	\$ 12,536,200	\$ 89,188,800

WATER FUND

FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
URBAN SERVICE AREA WATER LINES									
		<u>FYE 2018 Lines</u>							
		<u>FYE 2019 Lines</u>							
31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
		<u>FYE 2020 Lines</u>							
31993346	WA0340	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	1,569	-	-	-	-	-	-
31993346	WA0341	Kiowa Way: Hunting Horse Tr to dead end cul de sac	29,000	-	-	-	-	-	-
31993346	WA0342	W. Brooks St: Berry Rd to Wylie Rd	103,000	-	-	-	-	-	-
31993346	WA0343	E Eufaula: Porter to Ponca	-	-	-	-	-	-	-
31993346	WA0344	Comanche: Porter to Ponca	6,202	-	-	-	-	-	-
Subtotal Urban Service Area Water Line Projects			\$ 217,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HOT SOILS WATER LINE REPAIR PROGRAM									
		<u>FYE 2018 Lines</u>							
		<u>FYE 2019 Lines</u>							
		<u>FYE 2020 Lines</u>							
31993344	WA0346	Crail Dr: 36th Ave NW to Astor Dr	50,000	-	-	-	-	-	-
31993344	WA0347	Buckingham Dr: Brownwood Ln to Bridgeport Rd	50,000	-	-	-	-	-	-
Subtotal Hot Soils Water Line Repair Program			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PAYGO WATER PROJECTS			\$ 37,064,213	\$ 4,723,400	\$ 25,743,000	\$ 13,016,000	\$ 5,682,000	\$ 22,972,200	\$ 103,998,800
WATER BOND PROJECTS Series 2006									
31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	2,969,313	-	-	-	-	-	-
31999939	WB0292	WTP: Phase 2 Improvements	54,778	-	-	-	-	-	-
Subtotal Bond Expenses for 2006 Water Bond Projects			\$ 3,024,091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALL WATER FUND 31 PROJECTS			\$ 40,088,304	\$ 4,723,400	\$ 25,743,000	\$ 13,016,000	\$ 5,682,000	\$ 22,972,200	\$ 103,998,800

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

WATER RECLAMATION FUNDS

FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
32999911	WW0052	WRF SCADA Improvements	-	-	-	-	-	-	-
32999911	WW0058	WWTP Effluent Re-Use at Compost Facility	-	-	-	-	-	-	-
32999911	WW0170	WRF Land Purchase 20 acres	634,847	-	-	-	-	-	-
32993394	WW0205	WRF Non-Potable Reuse System	878,984	-	-	97,000	3,509,000	-	-
32990048	WW0278	Summit Valley Interceptor	-	-	-	-	-	-	-
032-	WW	Brookhaven Creek Interceptors	-	-	-	-	-	-	-
32995521	WW0329	Line Maintenance Building (match)	-	3,334,025	-	-	-	-	-
032-	WW	South WRF Phase 3 Improvements (match)	-	-	-	-	-	-	-
032-	WW	Westside Lift Station Roof Replacement	-	-	41,000	-	-	-	360,000
32999911	WW0323	WRF Blower Building Roof Replacement	117,000	-	-	-	-	-	-
32993363	WW0312	Sludge Co-Composting	171,875	-	-	1,035,000	-	-	-
032-	WW	WRF Digester Gas Storage/Co-Generation	-	-	-	-	-	-	-
32999911	WW0173	WRF Environmental Services Roof Replacement	106,000	-	-	-	-	-	-
32990048	WW0317	WRF Re-Use Pilot Study	1,269,263	-	-	-	-	-	-
32999911	WW0318	WRF Storage Building	133,020	-	850,000	-	-	-	-
32999942	WW0177	WW Conn Fee/Excise Tax Assessment	30,000	-	-	-	-	-	-
32999911	WW0324	WRF Structure Painting	170,000	-	-	-	-	-	-
32999911	WW0325	WRF Main Control Building Renovation	333,480	-	3,000,000	-	-	-	-
32999942	WW0360	Cyber & Physical Security Assessment	145,000	-	-	-	-	-	-
32999911	WW0326	Centrifuge Replacement	2,917,450	-	-	-	-	-	-
	WW0331	WRF Solar Array	3,075,000	-	-	-	-	-	-
32999911	WW0332	Aeration Basin Turbo Blower Replacement	320,000	-	-	-	-	-	-
32999911	WW0319	WRF Septage Receiving Station	42,800	-	-	500,000	-	-	-
TOTAL WATER RECLAMATION FUND 32 PROJECTS			\$ 10,344,719	\$ 3,334,025	\$ 3,891,000	\$ 1,632,000	\$ 3,509,000	\$ -	\$ 360,000

SEWER MAINTENANCE FUNDS

FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
32190048	WW0091	Replace Lift Station D Force Main-Phase 2	675,134	300,000	-	-	-	-	-
32190048	WW0174	Bishop Interceptors (match)	2,650,000	-	-	-	-	-	-
32193338	WW0202	Sewer Maint Projects FY14	169,113	-	-	-	-	-	-
32199974	WW0248	SS Emergency Repairs	371,218	100,000	100,000	100,000	100,000	100,000	100,000
32193338	WW0307	Sewer Maint Projects FY17	606,941	-	-	-	-	-	-
32193338	WW0316	Sewer Maint Projects FY18	2,848,146	-	-	-	-	-	-
32193338	WW0321	Sewer Maint Projects FY19	1,399,603	2,000,000	-	-	-	-	-
32192236	WW0327	Sewer Lift Station Rehab 2021: Post Oak	-	-	-	-	-	-	-
32193338	WW0330	12th Ave NE Manhole Replacements	1,249,820	-	-	-	-	-	-
32193338	WW0334	Sewer Maint Projects FYE 2022	2,620,000	-	-	-	-	-	-
32192236	WW0333	Sewer Lift Station Rehab: Sutton Place	80,000	-	-	-	-	-	-
32192236	WW	Sewer Lift Station Rehab: Park Hill	-	-	80,000	-	-	-	-
32192236	WW	Sewer Lift Station Rehab: Eagle Cliff	-	-	-	80,000	-	-	-
32192236	WW	Sewer Lift Station Rehab: Ashton Grove	-	80,000	-	-	-	-	-
32190048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	-
32193338	WW	Sewer Maint Projects FYE 2024	-	-	2,620,000	-	-	-	-
32193338	WW	Sewer Maint Projects FYE 2025-2027	-	-	-	2,620,000	2,620,000	2,620,000	2,620,000
TOTAL SEWER MAINTENANCE FUND 321 PROJECTS			\$ 13,169,975	\$ 2,480,000	\$ 2,800,000	\$ 2,800,000	\$ 2,720,000	\$ 2,720,000	\$ 2,720,000

NEW DEVELOPMENT EXCISE FUNDS FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
32290048	WW0278	Summit Valley Interceptor Payback	24,224	-	-	-	-	-	-
32290048	WW0308	SE Lift Station Payback	92,000	840,000	6,000,000	-	-	-	-
32290048	WW0174	Bishop Creek Interceptors	939,700	-	-	-	-	-	1,791,700
32290048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	2,181,500
32290722	WW0348	Corporation Addition Utilities	276,400	-	-	-	-	-	-
322-	WW	South WRF Phase 3 BNR Improvements (match)	-	-	-	-	-	-	-
322-	WW	4.5 MGD North WRF	-	-	-	-	-	-	50,200,000
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS			\$ 1,832,324	\$ 840,000	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 54,173,200

SANITATION FUND

FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
33999975	SA0014	Compost Area Pad Improvements	205,718	-	160,000	-	175,000	-	-
33999975	SA0019	Compost Facility Scale House	412,775	-	-	-	-	-	-
33999975	SA0015	Effluent Truck Washing Facility	3,805	-	-	-	-	-	-
33999975	SA0005	Transfer Station Renovation	127,241	1,168,000	-	-	-	-	-
33999975	SA0009	Sanit Cont Maint Facility	566,556	25,000	-	-	-	-	-
33999975	WW0312	WRF Class A Sludge Improvement	1,206,874	-	-	-	-	-	-
33999975	SA0021	New Sanitation Facility	2,449,200	-	-	-	-	-	-
33999975	SA0022	West Norman Recycle Center	98,950	-	-	-	-	-	-
33999975	SA0012	Material Recovery Facility	1,104,657	-	-	-	-	-	-
TOTAL SANITATION FUND 33 PROJECTS			\$ 6,175,776	\$ 1,193,000	\$ 160,000	\$ -	\$ 175,000	\$ -	\$ -

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

CAPITAL FUND

FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES										
I. CAPITAL OUTLAY (Approximately 27% by Formula)										
50930194	n.a.		Capital Outlay (Capital Sales Tax) (6/7/19)	3,769,409	3,727,554	-	-	-	-	-
**SUBTOTAL CAPITAL OUTLAY				\$ 3,769,409.00	3,727,554	-	-	-	-	-
II. STREET MAINTENANCE (Approximately 25% by Formula)										
50593369	SC0622		Alley Repair Program FYE18	35,565	-	-	-	-	-	-
50593369	SC0728		McCullough Front Alley	27,900	-	-	-	-	-	-
50593369	SC0700		Alley Repair Program FYE21	117,786	-	-	-	-	-	-
50593369	SC0725		Alley Repair Program	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Asphalt Pavt Maint										
50595511	SC0644		Brookhaven Addition	4,726	-	-	-	-	-	-
50595511	SC0645		Robinson Street 3294-3650	1,647	-	-	-	-	-	-
50595511	SC0646		Berkeley Addition	253	-	-	-	-	-	-
50595511	SC0663		Rock Creek; Bruckner Dr to 24th NE	97,803	-	-	-	-	-	-
50595511	SC0680		72nd Ave SE	246,960	-	-	-	-	-	-
50595511	SC0681		Post Oak Rd	225,876	-	-	-	-	-	-
50595511	SC0682		Rock Creek Road	156,917	-	-	-	-	-	-
50595511	SC0683		Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
50595511	SC0706		Infrastrucure Data Collection Testing	12,000	-	-	-	-	-	-
50595511	SC0705		Rock Creek Road (72nd NE to 84th NE)	205,572	-	-	-	-	-	-
50595511	SC0704		144th Ave SE (Lindsey to Imhoffe)	201,085	-	-	-	-	-	-
50595511	SC0703		72nd Ave NE (Alameda to Lindsey)	206,870	-	-	-	-	-	-
50595511	SC0701		48th Ave NW: Multi Agency Agreement	125,000	-	-	-	-	-	-
50595511	SC0702		72nd Ave NE (Robinson to Alameda)	208,350	-	-	-	-	-	-
50595511	SC-		72nd Ave SE (Lindsey to Hwy 9)	-	233,513	-	-	-	-	-
50595511	SC-		Tecumseh Rd (60th Ave NW to 72nd Ave NW)	-	201,093	-	-	-	-	-
50595511	SC-		48th Ave SE (Lindsey to Hwy 9)	-	188,679	-	-	-	-	-
50595511	SC-		Lindsey Street to Hwy 9	-	200,592	-	-	-	-	-
50595511	SC-		Asphalt Pavt Infrastructure Data/Testing FYE 23	-	10,000	-	-	-	-	-
Asphalt Paver Patch										
50596692	SC0605		Whispering Hills South Addition Streets	2,142	-	-	-	-	-	-
50596692	SC0648		East Interstate Dr: Main to Robinson	135,170	-	-	-	-	-	-
50596692	SC0685		36th Ave SE	40,000	-	-	-	-	-	-
50596692	SC0687		Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
50596692	SC0707		Nutmeg (72nd to Allspice Run)	76,925	-	-	-	-	-	-
50596692	SC0708		48th Ave NW	-	-	-	-	-	-	-
50596692	SC0709		Allspice (Ginger Dr. to Allspice Run)	26,840	-	-	-	-	-	-
50596692	SC0710		Cinnamon Circle (Allspice Run to end)	8,575	-	-	-	-	-	-
50596692	SC0711		Infrastructre Data Collection/Testing	12,000	10,000	-	-	-	-	-
50596692	SC-		132nd Ave SE (Cedar Lane to Post Oak Rd)	-	130,500	-	-	-	-	-
50596692	SC-		132nd Ave SE (Post Oak Rd to Etowah Rd)	-	130,500	-	-	-	-	-
Concrete Pavement Maintenance										
50597718	SC0608		Morningside Dr: Schulze Dr to Alameda St	760	-	-	-	-	-	-
50597718	SC0610		Schulze Dr: Morningside Dr to 938 Schultz Dr	266	-	-	-	-	-	-
50597718	SC0627		Stubbeman at Norman North High School	222	-	-	-	-	-	-
50597718	SC0628		University/Hughbert Intersection	2,553	-	-	-	-	-	-
50597718	SC0650		Brooks: Pickard to Flood	7,251	-	-	-	-	-	-
50597718	SC0651		Woodslawn Industrial Tract	55,024	-	-	-	-	-	-
50597718	SC0652		Pickard: Timberdell to Whispering Pines Dr	2,938	-	-	-	-	-	-
50597718	SC0670		917 24th Ave SW: curb alignment	5,246	-	-	-	-	-	-
50597718	SC0671		Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-
50597718	SC0672		Rock Creek: Flood to Stubbeman	105,000	-	-	-	-	-	-
50597718	SC0688		Windermere Dr.	233	-	-	-	-	-	-
50597718	SC0689		McGee Dr.	146,400	-	-	-	-	-	-
50597718	SC0691		Ridge Lake Blvd	18,862	-	-	-	-	-	-
50597718	SC0692		Oakhurst Add.	13,760	-	-	-	-	-	-
50597718	SC0693		High Meadows Dr	11,547	-	-	-	-	-	-
50597718	SC0694		Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
50597718	SC0712		Brookhaven #33	30,000	-	-	-	-	-	-
50597718	SC0713		Summit Valley Addition	40,000	-	-	-	-	-	-
50597718	SC0714		Larsh's Addition	40,000	-	-	-	-	-	-
50597718	SC0715		Town & Country Estates	75,000	-	-	-	-	-	-
50597718	SC0716		Bessent Add & Land T. Add.	20,000	-	-	-	-	-	-
50597718	SC0717		Heatherington Heights Addition	25,000	-	-	-	-	-	-
50597718	SC0718		Universal Heights	40,000	-	-	-	-	-	-
50597718	SC0719		Sherwood Forest	20,500	-	-	-	-	-	-
50597718	SC-		Reeds Addition (College Ave-Brooks to Cruce St)	-	77,825	-	-	-	-	-
50597718	SC-		Riverside Addition (Belknap Ave to 2333 to Riverside Dr)	-	34,760	-	-	-	-	-
50597718	SC-		Castle Rock Addition (Stonehurst/DrawBridge Ln/CastleRox	-	77,425	-	-	-	-	-
50597718	SC-		Sunset Addition (Dakota/Barbour Ave)	-	62,170	-	-	-	-	-
50597718	SC-		Sunset Addition (Dakota/Sherry Ave)	-	38,320	-	-	-	-	-
50597718	SC0720		Infrastructure Data Collection/Testing	10,000	10,000	-	-	-	-	-
50590051	SC0630		Concrete Valley Gutter Project FYE 2018	40,692	-	-	-	-	-	-
50590051	SC0654		Concrete Valley Gutter Project FYE 2019	75,000	-	-	-	-	-	-
50590051	SC0698		Concrete Valley Gutter Project FYE 2020	75,000	-	-	-	-	-	-
50590051	SC0726		Concrete Valley Gutter Program	75,000	75,000	75,000	75,000	75,000	75,000	75,000
50596686	SC0638		Crack Seal FY18	2,317	-	-	-	-	-	-
50596686	SC0655		Crack Seal FY19	372,508	-	-	-	-	-	-
50596686	SC0699		Crack Seal FY21	225,000	-	-	-	-	-	-
50596686	SC0727		Crack Seal Program	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Rural Roads Improvements										
50596696	SC0537		120 NE: 1/2 Mi N of Lindsey to End	5,399	-	-	-	-	-	-
50596696	SC0578		Rural Chip Seal FYE15	43,869	-	-	-	-	-	-
50596696	SC0616		Post Oak Rd: 60th Ave SE to 72nd Ave SE	18,612	-	-	-	-	-	-
50596696	SC0633		96th SE: Post Oak-Etowah	2,040	-	-	-	-	-	-
50596696	SC0635		Piost Oak Rd: 72nd SE-84th SE	1,569	-	-	-	-	-	-
50596696	SC0677		Infrastructure Data Collection/Testing	2,871	-	-	-	-	-	-
50596696	SC0695		Tecumseh Rd	276,660	-	-	-	-	-	-
50596696	SC0696		36th Ave NE	135,000	-	-	-	-	-	-
50596696	SC0697		Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
50596696	SC0721		Imhoff Rd: 132nd SE to 144th SE	139,392	-	-	-	-	-	-
50596696	SC0722		Lindsey St: 12th SE to Creekside	153,132	-	-	-	-	-	-
50596696	SC0723		Indian Hills Rd: 72nd Ave NE to 84th Ave NE	95,476	-	-	-	-	-	-
50596696	SC-		Post Oak Rd (96th SE to 108th SE)	-	126,873	-	-	-	-	-
50596696	SC-		48th Ave SE (Hwy 9 to Cedar Lane)	-	135,758	-	-	-	-	-
50596696	SC-		48th Ave SE (Cedar Lane Rd to Post Oak)	-	127,369	-	-	-	-	-
50596696	SC0724		Infrastructure Data Collection/Testing	12,000	10,000	-	-	-	-	-
Subtotal Street Maintenance Projects				\$ 5,158,061	\$ 2,305,377	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

CAPITAL FUND

FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
III. MAINTENANCE OF EXISTING FACILITIES 5%										
	50196677	EF0229	Fire Station 1,2,4 Overhead Doors	76,898	-	-	-	-	-	-
	50196677	EF0006	Fire Station 4	700	-	-	-	-	-	-
	50196677	EF0226	Fire Station 4 - Rehabilitation	35,658	22,800	-	-	-	-	-
	50196677	EF0169	Painting Municipal Complex	-	50,000	50,000	50,000	50,000	50,000	50,000
	50196677	EF0187	Park Electrical Services Maintenance	5,686	5,000	5,000	5,000	5,000	5,000	5,000
	50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	41,973	40,000	40,000	40,000	40,000	40,000	40,000
	50196677	EF0062	Playground component replacement	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	50196677	EF0197	Park Shelter, Restroom & Structure Maintenance	21,807	20,000	20,000	20,000	20,000	20,000	20,000
	50196677	EF0134	Fire Station 1 repair	300	-	-	-	-	-	-
	50196677	EF0124	Park Sign & Fence Maintenance	50,000	50,000	25,000	25,000	25,000	25,000	25,000
	50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-
	50196677	EF0193	Sooner Theater Sign and Marquee Repairs	711	-	-	-	-	-	-
	50196677	EF0017	Sports Field Relighting	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	50196677	EF0222	Whittier & Irving Exterior Paint & Door Replacement	9,014	-	-	-	-	-	-
	50196677	EF0227	Room in Police Building B	22,500	-	-	-	-	-	-
	50196677	EF0225	ADA Compliance	-	50,000	-	-	-	-	-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES				\$ 315,247	\$ 262,800	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000

IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO

TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING										
	50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-
	50590079	TR0051	12th Ave. NE & Highmeadows Dr.	525,853	-	-	-	-	-	-
	50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	240,000	-	-	-
	50590076	TR0108	36th Ave NW & Tecumseh Road	33,712	-	100,000	-	-	-	-
	50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	21,885	-	-	-	-	-	-
	50590076	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	5,519	-	-	-	-	-	-
	50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	220,000	-	-	-	-	-	-
	50590076	TR0057	Classen Blvd Signals	150,000	-	-	-	-	-	-
	50596688	TR0111	Constitution Street Multi-Modal Path Extension	237,542	-	-	-	-	-	-
	50590076	TR0064	Flood Ave & Venture Drive Signal	155,810	-	-	-	-	-	-
	50596688	TR0112	Flood Avenue Multi-Modal Path	89,055	250,000	-	-	-	-	-
	50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-
	50596688	TR0082	Legacy Trail Multi Modal Path Extension (match)	1,012	-	-	-	-	-	-
	50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	67,202	-	-	-	-	-	-
	50595535	TR0068	ODOT Audit Adjustments	234,891	100,000	100,000	100,000	100,000	- ongoing	-
	50591169	TR0019	Railroad Corridor Safety	84,538	-	-	-	-	-	-
	50591169	TR0066	Railroad Quiet Zone	660,343	-	-	-	-	-	-
	50590079	TR0097	Porter & Acres Intersection	8,000	-	-	-	-	-	-
	50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	677,243	-	-	-	-	-	-
	50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	700,000	-	-	-
	50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	529,050	-	670,000	-	-	-	-
	50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-
	50593387	SR0104	Site #28 72ndNE/Tecumseh	114,268	-	-	-	-	-	-
	50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-
	50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-
	50596688	BG-	Traffic Management Center	-	300,000	-	-	-	-	-
	50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-
	50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-
	50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-
Subtotal Transp w/ Fed'l Funds				\$ 4,903,166	\$ 650,000	\$ 870,000	\$ 1,040,000	\$ 100,000	\$ -	\$ -

TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING										
	50592206	TC0038	ADA Compliance Audit and Repair	716,474	386,000	300,000	300,000	300,000	300,000	300,000
	50593391	TC0047	Regional Transportation Authority	151,384	-	-	-	-	-	-
	50596687	TC0254	Bridge Maintenance Program	946,797	750,000	750,000	750,000	750,000	750,000	750,000
	50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,996	-	-	-	-	-	-
	50590052	TC0273	Citywide Sidewalk Reconstruction	209,243	100,000	100,000	100,000	100,000	100,000	100,000
	50593373	CD0001	Community/Neighborhood Improvements	440,138	100,000	100,000	100,000	100,000	100,000	100,000
	50597716	TC0274	Downtown Area Sidewalks & Curbs	51,362	50,000	50,000	50,000	50,000	50,000	50,000
	50593378	SC0659	Driveway Repair Program	13,609	10,000	10,000	10,000	10,000	10,000	10,000
	50594908	BG0076	EDC Manual Update, Phases 2 & 3	180,241	-	-	-	-	-	-
	50597712	TR0113	Flood Sidewalk: Gray-Acres	279,988	-	-	-	-	-	-
	50596611	TR0114	Tecumseh, Flood and Robinson Wayfinding	206,100	220,000	-	-	-	-	-
	50593316	TC0238	Sidewalk Accessibility	27,931	30,000	30,000	30,000	30,000	30,000	30,000
	50594407	TC0155	Sidewalk Horizontal Saw Cut Program	40,037	40,000	40,000	40,000	40,000	40,000	40,000
	50593317	TC0249	Sidewalk Prog Schools & Arterials	54,762	80,000	80,000	80,000	80,000	80,000	80,000
	50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	12,884	-	-	-	-	-	-
	50591179	TC0262	Sidewalks & Trails	123,789	120,000	120,000	120,000	120,000	120,000	120,000
	50594406	TC0270	Street Striping	446,564	100,000	100,000	100,000	100,000	100,000	100,000
	50590073	TC0230	Traffic Calming	149,756	50,000	50,000	50,000	50,000	50,000	50,000
	50596688	TC0279	Historical Markers	30,000	-	-	-	-	-	-
	50592206	TC0280	Acres Street Inset Parking	18,453	-	-	-	-	-	-
	50593352	TC0281	Imhoff Rd Emergency Bridge Repair	1,440,695	-	-	-	-	-	-
	50596687	TC0282	Bridge Program Site Discovery	61,400	-	-	-	-	-	-
	50592206	TC0278	ADA Building & Park Evaluation	1,650	-	-	-	-	-	-
Subtotal Transp City Funds Only				\$ 5,794,253	\$ 2,036,000	\$ 1,730,000	\$ 1,730,000	\$ 1,730,000	\$ 1,730,000	\$ 1,730,000

CAPITAL FUND

FYE 23 Capital Improvement Projects Budget

Pg #	Project Acct No Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
BUILDINGS AND GROUNDS									
	50196644	BG0067 201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-
	50196677	BG0078 201 W Gray Bldg A Generator	121,000	-	-	-	-	-	-
	50195556	BG0047 Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-
	50595540	EF1004 Building Maintenance - Lighting	17,916	12,507	-	-	-	-	-
	50595540	EF1003 Building Maintenance - Mechanical/HVAC	79,538	75,000	50,000	50,000	50,000	50,000	50,000
	50595540	EF1002 Building Maintenance - Roofs	400,000	140,000	-	-	-	-	-
	50195556	BG0060 City Fiber Infrastructure Repair & Expansion	94,722	-	-	-	-	-	-
	50195556	BG0063 City Website Design and Mobile App	28,350	81,650	-	-	-	-	-
	50193365	BG0071 Core Network Switches Replace	61,631	-	-	-	-	-	-
	50595534	WS0002 Debris Management Plan	40,000	-	-	-	-	-	-
	50195529	BG0070 ERP Replacement Project (2017 Loan)	1,260,407	148,100	-	-	-	-	-
	50693377	FT0003 Fire Station 9 Eastside (PSST)	2,066	-	-	-	-	-	-
	50495533	BG0074 GIS Mapping Update	81,657	145,000	-	145,000	-	145,000	-
	50196644	BG0075 Municipal Complex Reno/Expansion (PayGo)	1,962,863	-	3,000,000	4,000,000	-	-	-
	50196644	BP0045 Municipal Complex Reno/Expansion (2008 GOB)	7,601,271	-	-	-	-	-	-
	50593388	BG0165 North Base Feasibility Study	99,600	-	-	-	-	-	-
	50196644	BG0046 Signage Replacement Municipal Complex	200,000	-	-	-	-	-	-
	50593388	BG0253 Strategic Housing Plan	218,432	-	-	-	-	-	-
	50593388	BG0252 Transit/Fire Maintenance Facility	4,895,724	-	-	-	-	-	-
	50593379	BG0254 Transit Transfer Station	1,234,900	-	-	-	-	-	-
		BG0255 Debt Repayment for Asp Ave Parking Lot Purchase	934,000	-	-	-	-	-	-
	50193365	BG0082 718 N Porter	200,000	-	-	-	-	-	-
	50793365	BG0257 Mattoon Property Cleanup	259,125	-	-	-	-	-	-
	50590078	BG0081 Northbase EV Chargers	115,313	-	-	-	-	-	-
	50590078	BG0260 North Base Ph2 Vehicle Wash Facility	1,800,000	-	-	-	-	-	-
	50593388	BG0164 Comprehensive Land Use Plan	150,000	-	-	-	-	-	-
		Subtotal Buildings and Grounds	\$ 22,025,460	\$ 602,257	\$ 3,050,000	\$ 4,195,000	\$ 50,000	\$ 195,000	\$ 50,000
PARKS AND RECREATION									
	50790050	PR0140 Andrews Park Reforestation	3,062	-	-	-	-	-	-
	50796639	PR0169 Griffin Park Trail & Parking Lot Expansion (MP)	30,473	-	-	-	-	-	-
	50792218	PR0151 Park Mstr Pin: Eastwood Park	31,183	-	-	-	-	-	-
	50792218	PR0153 Park Mstr Pin: NE Lions Park	26,952	-	-	-	-	-	-
	50799973	PR0013 Park Site Amenities and Furnishings	35,000	120,000	35,000	35,000	35,000	35,000	35,000
	50796674	PC0003 Saxon Community Park Design & Improvements	10,059	-	-	-	-	-	-
	50799966	PR0212 Tree Program - Matching Funds	27,238	115,000	15,000	15,000	15,000	15,000	15,000
	50794442	PR0027 ADA Andrew Park	350,000	-	-	-	-	-	-
	50793364	PR0170 Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-
		Subtotal Parks & Recreation	\$ 515,791	\$ 235,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
STORMWATER DRAINAGE AND STORM SEWER SYSTEMS									
	50599968	DR0014 Bishop Creek Erosion Corr	27,421	-	-	-	-	-	-
	50599968	DR0063 Creston Way and Schulze Drive Storm Sewer	469,964	-	-	-	-	-	-
		Drainage Miscellaneous Annual Projects							
	50599967	DR0019 Drainage Miscellaneous Annual Projects	175,000	-	-	-	-	-	-
	50599966	DR- Rowena Dr Drainage Improvements	-	100,000	-	-	-	-	-
	50599967	DR- Other Projects as Required	-	75,000	-	-	-	-	-
		Drainage Projects							
	50599968	DR0057 Drainage Projects FYE 10	446,298	-	-	-	-	-	-
	50599968	DR0067 Drainage Projects FYE 20	497,669	-	-	-	-	-	-
	50599967	DR- Butler Dr Drainage Improvements	-	600,000	-	-	-	-	-
	50599967	DR- Findlay Drive Drainage Improvements	-	150,000	-	-	-	-	-
	50599967	DR- Barton Street Drainage Improvements	-	100,000	-	-	-	-	-
		Force Account Drainage							
	50599906	SC0613 Merkel Creek: Reestablish natural vegetative liner	47,913	-	-	-	-	-	-
	50599906	SC0632 Merkle Creek at Crestmont	65,000	-	-	-	-	-	-
	50599906	DR- Rolling Meadows Pipe Replacement	-	25,000	-	-	-	-	-
	50599906	DR- Regis Court Drainage Improvement	-	20,000	-	-	-	-	-
	50599906	DR- Other Projects as Required	-	105,000	-	-	-	-	-
		Stormwater Projects							
	50595531	DR0062 Imhoff Creek Stabilization	1,178,753	550,000	550,000	550,000	550,000	550,000	550,000
	50596686	DR0065 Misty Lake Dam Repair	625,978	-	-	-	-	-	-
	50595528	DR0020 Vineyard Detention Drainage	753,600	-	-	-	-	-	-
	50599968	DR0061 Lake Thunderbird Watershed TMDL Compliance	931,850	300,000	300,000	300,000	300,000	300,000	300,000
	50599968	DR0015 Tecumseh/36th NW - channel	22,788	-	-	-	-	-	-
		Subtotal Drainage	\$ 5,242,234	\$ 2,025,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
		**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)	\$ 38,480,904	\$ 5,548,257	\$ 6,550,000	\$ 7,865,000	\$ 2,780,000	\$ 2,825,000	\$ 2,680,000
V. Transfers									
	50930194	Transfer to GF St Maint Drainage Labor # (4/4/19)	77,175	81,034	-	-	-	-	-
	50930194	Services and Maintenance Cap # (4/4/19)	-	16,699	-	-	-	-	-
	50930194	I/F Transf - PSST Fund (6/10/19)	429,995	-	-	-	-	-	-
	50930194	Transfer To Westwood Golf # (4/4/19)	131,830	85,507	-	-	-	-	-
		Subtotal Transfers for Projects	\$ 655,699	\$ 183,240	\$ -	\$ -	\$ -	\$ -	\$ -
VI. SALARIES AND BENEFITS									
	50120430/50550411/50770	Salary and Benefits # (4/4/19)	1,413,850	1,371,521	-	-	-	-	-
		**SUBTOTAL SALARIES AND BENEFITS	\$ 1,413,850	\$ 1,371,521	\$ -	\$ -	\$ -	\$ -	\$ -
IX. BOND PROJECTS (October 2012 Referendum)									
		Proposition Issuance Cost (GOB)(rev 3-21-13)							
	50595552	BP0191 12th Ave SW: Highway 9 to Cedar Lane Widening	12,110	-	-	-	-	-	-
	50595552	BP0192 24th East Widening from Lindsey to Robinson	6,312	-	-	-	-	-	-
	50595552	BP0197 36th Ave NW: Tecumseh to Indian Hills Rd Widening	4,152,525	911,402	-	-	-	-	-
	50595552	BP0190 Alameda Street Safety Project	3,814,193	-	-	-	-	-	-
	50593352	BP0194 Bridge Replacement Main St Local Bridge No 016	78,449	-	-	-	-	-	-
	50590079	BP0196 Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-
	50595552	TR0193 Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270	-	-	-	-	-	-
	50595552	BP0189 Lindsey: 24th SW to Berry Rd Widening	6,000	-	-	-	-	-	-
		Subtotal 2012 GOB Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Subtotal 2012 GOB Fund 50	\$ 8,100,297	\$ 911,402	\$ -	\$ -	\$ -	\$ -	\$ -
		Subtotal PAYGO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL FUND

FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
X. BOND PROJECTS (April 5, 2016 Referendum; April 6, 2021 Referendum)										
Proposition 1 Issuance Cost (GOB)										
50594401			Urban Asphalt Pavement							
		BP0482	Sunset Addition	32,100	-	-	-	-	-	-
		BP0483	Classen-Miller Addition	473,370	-	-	-	-	-	-
		BP0484	Parsons Addition	259,850	-	-	-	-	-	-
		BP0485	Oakridge Addition	98,490	-	-	-	-	-	-
		BP0486	Berkley Addition	31,490	-	-	-	-	-	-
		BP-	Normandy Acres First	-	526,950	-	-	-	-	-
		BP-	Classen Miller Addition	-	78,840	-	-	-	-	-
		BP-	Norman Old Town	-	146,000	-	-	-	-	-
		BP-	Campus Addition	-	96,360	-	-	-	-	-
		BP-	Eagle Cliff Addition	-	385,440	-	-	-	-	-
50593393			Urban Concrete Pavement							
		BP0387	Woodslawn Addition	147,678	-	-	-	-	-	-
		BP0487	Shiloh Heights Addition	160,000	-	-	-	-	-	-
		BP0488	Sherwood Forest Addition	320,000	-	-	-	-	-	-
		BP0489	Forest Hills Addition	610,000	-	-	-	-	-	-
		BP0490	Edgemoor Addition	212,000	-	-	-	-	-	-
		BP0491	Rolling Hills Estates	112,000	-	-	-	-	-	-
		BP0492	Westfield Manor Addition	392,000	-	-	-	-	-	-
		BP0493	Lincoln terrace Addition	132,000	-	-	-	-	-	-
		BP0494	Summit Valley Addition	132,000	-	-	-	-	-	-
		BP0495	Woodslawn Additin	224,000	-	-	-	-	-	-
		BP-	Americana Estates	-	21,000	-	-	-	-	-
		BP-	Colonial Estates	-	71,400	-	-	-	-	-
		BP-	Forest Hills Addition	-	325,500	-	-	-	-	-
		BP-	Lydicks Addition	-	378,000	-	-	-	-	-
		BP-	Hetherington Heights Addition	-	504,000	-	-	-	-	-
		BP-	Brookhaven Addition	-	136,500	-	-	-	-	-
		BP-	Lincoln terrace Addition	-	147,000	-	-	-	-	-
		BP-	Willow Brook Addition	-	63,000	-	-	-	-	-
		BP-	Lakeview Terrace	-	56,700	-	-	-	-	-
		BP-	Hardie Rucker Addition	-	210,000	-	-	-	-	-
		BP-	Woodslawn Addition	-	588,000	-	-	-	-	-
50593376			Rural Asphalt							
		BP0496	Franklin Rd	324,720	-	-	-	-	-	-
		BP0497	Alameda St	216,480	-	-	-	-	-	-
		BP0519	72nd Ave NW: Franklin Rd- South End	180,000	-	-	-	-	-	-
		BP-	36th Ave NE	-	652,400	-	-	-	-	-
50593385			Urban Reconstruction							
		BP0480	Pickard Ave: Kansas St/Acres St	703,513	-	-	-	-	-	-
		BP0498	State University Addition	690,000	-	-	-	-	-	-
		BP0499	Grover Addition	290,500	-	-	-	-	-	-
		BP-	Ross's Addition	-	250,900	-	-	-	-	-
		BP-	Willowbrook Addition	-	494,600	-	-	-	-	-
50593399			Preventative Maintenance							
		BP0500	Bart Connor Dr	46,935	-	-	-	-	-	-
		BP0501	Broce Dr	39,020	-	-	-	-	-	-
		BP0502	Broce Ct	8,790	-	-	-	-	-	-
		BP0503	Creekwood Ct	11,440	-	-	-	-	-	-
		BP0504	Cove Hollow Ct	11,095	-	-	-	-	-	-
		BP0505	Woodsbro Dr	15,820	-	-	-	-	-	-
		BP0506	Woodsborrow Ct	5,480	-	-	-	-	-	-
		BP0507	Greenwood Ct	16,220	-	-	-	-	-	-
		BP0508	Pheasant Run Dr	15,800	-	-	-	-	-	-
		BP0509	Comanche St	42,276	-	-	-	-	-	-
		BP0510	Symmes St	43,260	-	-	-	-	-	-
		BP0511	Apache St	37,320	-	-	-	-	-	-
		BP0512	Aniol Ave	7,620	-	-	-	-	-	-
		BP0513	Reed Ave	17,700	-	-	-	-	-	-
		BP0514	Linn St	4,620	-	-	-	-	-	-
		BP0515	Ponca Ave	61,020	-	-	-	-	-	-
		BP0516	Stewart Ave	27,720	-	-	-	-	-	-
		BP0517	Cockrel Ave	14,232	-	-	-	-	-	-
		BP0518	Carter Ave	36,120	-	-	-	-	-	-
		BP-	Red Oaks Dr	-	9,545	-	-	-	-	-
		BP-	Piney Oak Dr	-	11,360	-	-	-	-	-
		BP-	Evergreen Cr	-	7,015	-	-	-	-	-
		BP-	Kensington Rd	-	16,200	-	-	-	-	-
		BP-	Willowbranch Rd	-	31,980	-	-	-	-	-
		BP-	Quail Rdge Rd	-	8,650	-	-	-	-	-
		BP-	Bluestem Cr	-	3,825	-	-	-	-	-
		BP-	Northwich Dr	-	19,565	-	-	-	-	-
		BP-	David Ct	-	3,213	-	-	-	-	-
		BP-	Jackson Dr	-	77,112	-	-	-	-	-
		BP-	Paul Ct	-	3,213	-	-	-	-	-
		BP-	Teresa Dr	-	15,750	-	-	-	-	-
		BP-	Morren Dr	-	40,131	-	-	-	-	-
		BP-	Barb Dr/Ct	-	28,571	-	-	-	-	-
		BP-	Vanessa Dr	-	49,833	-	-	-	-	-
		BP-	Cindy Ave	-	20,538	-	-	-	-	-
		BP-	Crestland Dr	-	30,303	-	-	-	-	-
		BP-	Crest Ct	-	6,552	-	-	-	-	-
		BP-	Crest Pl	-	33,516	-	-	-	-	-
Subtotal 2016 GOB Bond Issuance Costs				\$ 851,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal 2016 GOB Project Expenses				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL 2016 BOND				\$ 851,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal 2021 GOB Project Expenses				\$ 5,353,488	\$ 5,549,462	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL 2021 BOND				\$ 5,353,488	\$ 5,549,462	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL FUND

FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
XI. BOND PROJECTS (April 2, 2019 Referendum)										
Bond Issuance Cost (GOB)										
50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstruction		772,512	-	575,000	300,000	1,268,980	-	-
50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.		1,070,000	-	3,933,017	-	-	-	-
50594019	BP0416	Porter Avenue and Acres Street Widening and Signal		1,803,723	-	-	-	-	-	-
50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.		-	-	962,774	637,500	500,000	1,725,290	-
50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Widening & Re		9,056,783	-	-	-	-	-	-
50594019	BP0418	Porter Ave Streetscape		2,234,743	-	-	-	-	-	-
50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway Improv		545,342	-	3,979,477	-	-	-	-
50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconst.		2,457,953	-	-	-	-	-	-
50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening		458,835	979,700	300,000	740,009	-	-	-
50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening		991,926	-	420,000	500,000	1,629,404	-	-
50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening		-	735,033	1,729,400	400,000	-	1,229,367	-
50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening		-	-	-	-	-	-	2,566,039
50594019	BP0424	Gray Street 2-way conversion		447,910	-	4,172,138	-	-	-	-
50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening		-	-	935,688	-	-	-	1,592,915
50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening		-	-	-	-	-	-	2,049,260
50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Widening		-	-	-	1,373,561	2,711,200	4,396,865	-
50594019	BP0430	Indian Hills Road and I-35 Matching Funds		-	-	2,000,000	-	-	-	-
50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE		-	-	589,934	477,500	1,057,160	-	-
50594019	BP0422	Traffic Management Center Study		25,977	-	-	-	-	-	-
50594019	BP0455	GOB 2019 Project Oversight		-	-	1,022,755	-	-	-	-
Subtotal 2019 GOB Bond Issuance Costs				-	-	-	-	-	-	-
Subtotal 2019 GOB Project Expenses				\$ 19,865,704	\$ 1,714,733	\$ 20,620,183	\$ 4,428,570	\$ 7,166,744	\$ 7,351,522	\$ 6,208,214
TOTAL 2019 BOND				\$ 19,865,704	\$ 1,714,733	\$ 20,620,183	\$ 4,428,570	\$ 7,166,744	\$ 7,351,522	\$ 6,208,214
TOTAL CAPITAL FUND 50 PROJECTS' EXPENSE				\$ 83,963,850	\$ 21,574,346	\$ 27,835,183	\$ 12,958,570	\$ 10,611,744	\$ 10,841,522	\$ 9,553,214
RESERVE FOR SENIOR CENTER				\$ -	-	-	-	-	-	-
RESERVE FOR ROBINSON/I-35 West /CROSSROADS				\$ 786,690	-	-	-	-	-	-
RESERVE - 7% OF NEW REVENUE FOR CONTINGENCY				\$ 987,535	\$ 1,084,234	\$ 1,105,919	\$ 1,128,037	\$ 1,150,598	\$ 1,173,610	\$ 1,164,949

REVENUES

I. NEW SALES CAPITAL SALES TAX REVENUE		\$ 14,107,639.00	\$ 14,225,764.00	\$ 14,794,795.00	\$ 15,386,587.00	\$ 16,002,050.48	\$ 16,642,132.50
II. GOB PROCEEDS							
Municipal Complex Renovation 2008 Election		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GOB - 2019 Vote		\$ 52,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
GOB - 2021 Vote		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal		\$ 52,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
III. OTHER INCOME							
BNSF	TR0019	Railroad Safety (claims submitted to BNSF in 2001)	\$ -	\$ -	\$ -	\$ -	\$ 506,380.00
Subtotal Donations/Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,380.00

NORMAN FORWARD SALES TAX CAPITAL FUND FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
I. Bond Funded									
51790050	NFB019	Andrews Park Improvements	63,235	-	-	-	-	-	-
51195507	NFB016	Library-New Central Branch	100,000	-	-	-	-	-	-
51195507	NFB017	Library-New East Branch	5,001	-	-	-	-	-	-
51796639	NFB001	Griffin Park Remodel	5,881,778	4,135,074	-	-	-	-	-
51795546	NFB002	Indoor Aquatic Facility	13,496,685	-	-	-	-	-	-
51796601	NFB003	Indoor Sports Facility	10,726,434	-	-	-	-	-	-
51794442	NFB005	Community Sports Park Development	1,637,589	-	-	-	-	-	-
51792205	NFB006	Reaves Park Remodel	7,433,357	-	-	-	-	-	-
51794404	NFB018	Westwood Swim Complex Replacement	-	-	-	-	-	-	-
SUBTOTAL BOND FUNDED			\$ 39,344,079	\$ 4,135,074	\$ -	\$ -	\$ -	\$ -	\$ -
II. Paygo Funded									
51798830	NFP101	Neighborhood Park Improvements	443,285	56,966	650,000	650,000	600,000	-	2,750,000
51798830	NFP104	New Neighborhood Park Development	350,000	740,866	-	-	-	-	-
51790601	NFP110	Young Family Athletic Center PayGo	20,222,706	-	-	-	-	-	-
51793365	NFP108	New Senior Citizens Center	12,400,000	-	-	-	-	-	-
51790097	NFP107	New Trail Development Throughout Town	395,459	970,541	-	-	-	-	5,604,541
51794442	NFP103	Lease Payments for Griffin Park	80,000	80,000	80,000	80,000	80,000	80,000	1,360,000
51795500	NFP100	Public Arts Projects	170,609	234,000	290,000	-	-	-	150,000
51793325	NFP105	Ruby Grant Park Development	-	-	-	-	-	-	-
51594405	NFP120	Traffic and Road Improvements	500,000	-	-	-	-	-	-
51796674	NFP106	Saxon Park Development	156,144	1,217,600	-	-	-	-	-
51594403	NFP109	James Garner Blvd: Flood to Acres	2,214,682	-	-	-	-	-	-
051-	NFP	Canadian River Park Development	-	-	-	-	-	-	2,000,000
SUBTOTAL PAYGO FUNDED			\$ 36,932,885	\$ 3,299,973	\$ 1,020,000	\$ 730,000	\$ 680,000	\$ -	\$ 11,864,541
TOTAL NORMAN FORWARD FUND 51 PROJECTS			\$ 76,276,964	\$ 7,435,047	\$ 1,020,000	\$ 730,000	\$ 680,000	\$ -	\$ 11,864,541

PARK LAND AND DEVELOPMENT FUND FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
COMMUNITY PARKS									
52794442	PC0018	Sports Complex Bleachers	474	-	-	-	-	-	-
52795518	PC0022	Legacy Pk Foundation Strm Damg Repair	50,000	-	-	-	-	-	-
52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
Subtotal Community Parks			\$ 62,509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NEIGHBORHOOD PARKS									
52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
52793067	PR0171	Summit Lakes Park Improv	7,325	-	-	-	-	-	-
52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
052-	PR-	Andrews Park Master Plan	-	50,000	-	-	-	-	-
052-	PR-	Reaves Park Restroom Building	-	260,000	-	-	-	-	-
52794442	PR0172	Ruby Grant Park SE Parking Lot	280,407	-	-	-	-	-	-
Subtotal Neighborhood Parks			\$ 318,675	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARK DEVELOPMENT FUND 52 PROJECTS			\$ 381,184	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 23 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
57595552	UT0015	24th & Flood at Tecumseh Intersection	2,530,092	-	-	-	-	-	-
57796601	UT0017	Recreation Facility	2,069,971	-	-	-	-	-	-
57595512	UT0008	Economic Development	553,685	-	-	-	-	-	-
57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,909	-	-	-	-	-	-
57595512	UT0016	Legacy Park Parking Lot	5,026	-	-	-	-	-	-
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS			\$ 5,160,683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

ARTERIAL ROADS RECOUPMENT FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
78599964	AR	TBD	-	-	-	-	-	-	-
78595517	AR	TBD	-	-	-	-	-	-	-
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* closed
- means unused funds to be returned to fund balance at end of fiscal year.



Outstanding Debt

OUTSTANDING DEBT

This section includes all outstanding debt related to the General Fund and the Enterprise Funds.

The General Debt Service Fund is established to account for the receipt of monies collected for the payment of general obligation debt and the receipt of monies for the reimbursement of claims and judgments that the City has been ordered to pay.

Schedules for debt service payments made by Enterprise Funds are also included.

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUNDS (60)

MISSION:

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds.

DESCRIPTION:

Account for and monitor tax levies and other financial resources for the payment of interest and principal on the general long-term debt of the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -		\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 10,965,845	\$ 11,091,629	\$ 11,091,629	\$ 11,091,629	\$ 9,815,634
Interfund Transfers	\$ 447,167	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Audit Adjust/Encum	\$ (16,801)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 11,396,211</u>	<u>\$ 11,591,629</u>	<u>\$ 11,591,629</u>	<u>\$ 11,591,629</u>	<u>\$ 10,315,634</u>
Fund Total	<u><u>\$ 11,396,211</u></u>	<u><u>\$ 11,591,629</u></u>	<u><u>\$ 11,591,629</u></u>	<u><u>\$ 11,591,629</u></u>	<u><u>\$ 10,315,634</u></u>

2012D GENERAL OBLIGATION BONDS 60-3050

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$20,050,000
 Interest: 2.375% to 3%
 Dated: December 1, 2012
 Retired: December 1, 2032
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	0	0	0	0	20,050,000
2013-2014	20,050,000	0	722,241	722,241	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2027-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,330	1,159,330	3,170,000
2030-2031	3,170,000	1,055,000	77,296	1,132,296	2,115,000
2031-2032	2,115,000	1,055,000	47,624	1,102,624	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	5,361,081	25,411,081	

2015 GENERAL OBLIGATION BONDS 60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$22,525,000
 Interest: .75% - 3.7% - estimated
 Dated: April, 2015
 Retired: June 1, 2035
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	610,304	610,304	22,525,000
2016-2017	22,525,000	1,185,000	610,304	1,795,304	21,340,000
2017-2018	21,340,000	1,185,000	609,711	1,794,711	20,155,000
2018-2019	20,155,000	1,185,000	609,119	1,794,119	18,970,000
2019-2020	18,970,000	1,185,000	608,526	1,793,526	17,785,000
2020-2021	17,785,000	1,185,000	572,976	1,757,976	16,600,000
2021-2022	16,600,000	1,185,000	549,276	1,734,276	15,415,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	15,415,000	1,185,000	501,876	1,686,876	14,230,000
2023-2024	14,230,000	1,185,000	454,476	1,639,476	13,045,000
2024-2025	13,045,000	1,185,000	407,076	1,592,076	11,860,000
2025-2026	11,860,000	1,185,000	359,676	1,544,676	10,675,000
2026-2027	10,675,000	1,185,000	328,570	1,513,570	9,490,000
2027-2028	9,490,000	1,185,000	293,020	1,478,020	8,305,000
2028-2029	8,305,000	1,185,000	257,470	1,442,470	7,120,000
2029-2030	7,120,000	1,185,000	221,920	1,406,920	5,935,000
2030-2031	5,935,000	1,185,000	186,370	1,371,370	4,750,000
2031-2032	4,750,000	1,185,000	150,820	1,335,820	3,565,000
2032-2033	3,565,000	1,185,000	114,085	1,299,085	2,380,000
2033-2034	2,380,000	1,185,000	76,758	1,261,758	1,195,000
2034-2035	1,195,000	1,195,000	38,838	1,233,838	0
		22,525,000	7,561,171	30,086,171	

2016A GENERAL OBLIGATION REFUNDING BONDS 60-3050

Name: Refunding
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$7,775,000
 Interest: 4.0 to 5.0%
 Dated: June 1, 2016
 Retired: June 1, 2027
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	7,775,000	740,000	357,600	1,097,600	7,035,000
2017-2018	7,035,000	770,000	320,600	1,090,600	6,265,000
2018-2019	6,265,000	780,000	282,100	1,062,100	5,485,000
2019-2020	5,485,000	785,000	243,100	1,028,100	4,700,000
2020-2021	4,700,000	790,000	203,850	993,850	3,910,000
2021-2022	3,910,000	795,000	164,350	959,350	3,115,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	3,115,000	795,000	124,600	919,600	2,320,000
2023-2024	2,320,000	795,000	92,800	887,800	1,525,000
2024-2025	1,525,000	790,000	61,000	851,000	735,000
2025-2026	735,000	370,000	29,400	399,400	365,000
2026-2027	365,000	365,000	14,600	379,600	0
		7,775,000	1,894,000	9,669,000	

**2019B GENERAL OBLIGATION REFUNDING BONDS
60-3050**

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$20,000,000
 Interest: 2.0 to 3.0%
 Dated: June 1, 2019
 Retired: June 1, 2039
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	544,875	544,875	20,000,000
2020-2021	20,000,000	1,050,000	544,875	1,594,875	18,950,000
2021-2022	18,950,000	1,050,000	523,875	1,573,875	17,900,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	17,900,000	1,050,000	502,875	1,552,875	16,850,000
2023-2024	16,850,000	1,050,000	481,875	1,531,875	15,800,000
2024-2025	15,800,000	1,050,000	460,875	1,510,875	14,750,000
2025-2026	14,750,000	1,050,000	429,375	1,479,375	13,700,000
2026-2027	13,700,000	1,050,000	397,875	1,447,875	12,650,000
2027-2028	12,650,000	1,050,000	366,375	1,416,375	11,600,000
2028-2029	11,600,000	1,050,000	334,875	1,384,875	10,550,000
2029-2030	10,550,000	1,050,000	303,375	1,353,375	9,500,000
2030-2031	9,500,000	1,050,000	279,750	1,329,750	8,450,000
2031-2032	8,450,000	1,050,000	253,500	1,303,500	7,400,000
2032-2033	7,400,000	1,050,000	222,000	1,272,000	6,350,000
2033-2034	6,350,000	1,050,000	190,500	1,240,500	5,300,000
2034-2035	5,300,000	1,050,000	159,000	1,209,000	4,250,000
2035-2036	4,250,000	1,050,000	127,500	1,177,500	3,200,000
2036-2037	3,200,000	1,050,000	96,000	1,146,000	2,150,000
2037-2038	2,150,000	1,050,000	64,500	1,114,500	1,100,000
2038-2039	1,100,000	1,100,000	33,000	1,133,000	0
		20,000,000	6,316,875	26,316,875	

2020A GENERAL OBLIGATION BONDS 60-3050

Name: Combined Purpose: For municipal complex improvements
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$11,250,000
 Interest: 2.0 to 2.13%
 Dated: August 1, 2020
 Retired: August 1, 2040
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	0	0	0	0	11,250,000
2021-2022	11,250,000	0	347,532	347,532	11,250,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	11,250,000	590,000	225,788	815,788	10,660,000
2023-2024	10,660,000	590,000	213,988	803,988	10,070,000
2024-2025	10,070,000	590,000	202,188	792,188	9,480,000
2025-2026	9,480,000	590,000	190,388	780,388	8,890,000
2026-2027	8,890,000	590,000	175,638	765,638	8,300,000
2047-2028	8,300,000	590,000	160,888	750,888	7,710,000
2028-2029	7,710,000	590,000	149,088	739,088	7,120,000
2029-2030	7,120,000	590,000	137,288	727,288	6,530,000
2030-2031	6,530,000	590,000	125,488	715,488	5,940,000
2031-2032	5,940,000	590,000	113,687	703,687	5,350,000
2032-2033	5,350,000	590,000	101,887	691,887	4,760,000
2033-2034	4,760,000	590,000	90,087	680,087	4,170,000
2034-2035	4,170,000	590,000	78,287	668,287	3,580,000
2035-2036	3,580,000	590,000	66,487	656,487	2,990,000
2036-2037	2,990,000	590,000	54,687	644,687	2,400,000
2037-2038	2,400,000	590,000	42,887	632,887	1,810,000
2038-2039	1,810,000	590,000	31,087	621,087	1,220,000
2039-2040	1,220,000	590,000	19,287	609,287	630,000
2040-2041	630,000	630,000	6,693	636,693	0
		11,250,000	2,533,350	13,783,350	

2021 GENERAL OBLIGATION REFUNDING BONDS 60-3050

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$13,500,000
 Interest: 0.25 to 1.50%
 Dated: June 1, 2021
 Retired: June 1, 2026
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	13,500,000	0	135,000	135,000	13,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	13,500,000	3,375,000	135,000	3,510,000	10,125,000
2023-2024	10,125,000	3,375,000	126,563	3,501,563	6,750,000
2024-2025	6,750,000	3,375,000	92,813	3,467,813	3,375,000
2025-2026	3,375,000	3,375,000	50,625	3,425,625	0
		13,500,000	405,000	13,905,000	

2015 NORMAN MUNICIPAL AUTHORITY BONDS 015-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$22,825,000
 Interest: 2.330%
 Dated: March 24, 2015
 Retired: March 1, 2027
 Source of Funds \$.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	521,338	2,331,338	21,015,000
2017-2018	21,015,000	1,865,000	478,873	2,343,873	19,150,000
2018-2019	19,150,000	1,915,000	435,128	2,350,128	17,235,000
2019-2020	17,235,000	1,965,000	390,217	2,355,217	15,270,000
2020-2021	15,270,000	2,015,000	344,141	2,359,141	13,255,000
2021-2022	13,255,000	2,070,000	296,842	2,366,842	11,185,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	11,185,000	2,120,000	248,320	2,368,320	9,065,000
2023-2024	9,065,000	2,180,000	198,574	2,378,574	6,885,000
2024-2025	6,885,000	2,235,000	147,489	2,382,489	4,650,000
2025-2026	4,650,000	2,295,000	95,064	2,390,064	2,355,000
2026-2027	2,355,000	2,355,000	41,240	2,396,240	0
		22,825,000	3,695,071	26,520,071	

2015B NORMAN MUNICIPAL AUTHORITY BONDS

051-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$43,160,000
 Interest: 2.980%
 Dated: December 17, 2015
 Retired: January 1, 2029
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	43,160,000	500,000	1,336,186	1,836,186	42,660,000
2017-2018	42,660,000	1,000,000	1,263,818	2,263,818	41,660,000
2018-2019	41,660,000	1,000,000	1,234,018	2,234,018	40,660,000
2019-2020	40,660,000	1,400,000	1,204,218	2,604,218	39,260,000
2020-2021	39,260,000	2,000,000	1,155,048	3,155,048	37,260,000
2021-2022	37,260,000	2,000,000	1,095,448	3,095,448	35,260,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	35,260,000	2,965,000	1,035,848	4,000,848	32,295,000
2023-2024	32,295,000	4,315,000	933,113	5,248,113	27,980,000
2024-2025	27,980,000	5,185,000	798,789	5,983,789	22,795,000
2025-2026	22,795,000	5,550,000	636,826	6,186,826	17,245,000
2026-2027	17,245,000	5,700,000	473,671	6,173,671	11,545,000
2027-2028	11,545,000	5,845,000	299,341	6,144,341	5,700,000
2028-2029	5,700,000	5,700,000	127,394	5,827,394	0
		43,160,000	11,593,718	54,753,718	

2017 NORMAN MUNICIPAL AUTHORITY BONDS 051-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$30,950,000
 Interest:
 Dated: June 27, 2017
 Retired: July 1, 2030
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	30,950,000	400,000	474,567	874,567	30,550,000
2018-2019	30,550,000	800,000	910,500	1,710,500	29,750,000
2019-2020	29,750,000	800,000	886,500	1,686,500	28,950,000
2020-2021	28,950,000	1,000,000	861,000	1,861,000	27,950,000
2021-2022	27,950,000	1,500,000	831,000	2,331,000	26,450,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	26,450,000	2,000,000	778,500	2,778,500	24,450,000
2023-2024	24,450,000	2,000,000	718,500	2,718,500	22,450,000
2024-2025	22,450,000	2,000,000	658,500	2,658,500	20,450,000
2025-2026	20,450,000	2,000,000	598,500	2,598,500	18,450,000
2026-2027	18,450,000	2,800,000	532,500	3,332,500	15,650,000
2027-2028	15,650,000	3,100,000	448,500	3,548,500	12,550,000
2028-2029	12,550,000	3,700,000	351,000	4,051,000	8,850,000
2029-2030	8,850,000	5,400,000	235,500	5,635,500	3,450,000
2030-2031	3,450,000	3,450,000	51,750	3,501,750	0
		30,950,000	8,336,817	39,286,817	

2020 NORMAN MUNICIPAL AUTHORITY BONDS 051-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$22,250,000
 Interest: 2.290%
 Dated: January 1, 2021
 Retired: July 1, 1931
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	22,250,000	1,800,000	519,035	2,319,035	20,450,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	20,450,000	1,750,000	458,000	2,208,000	18,700,000
2023-2024	18,700,000	1,350,000	418,498	1,768,498	17,350,000
2024-2025	17,350,000	800,000	391,590	1,191,590	16,550,000
2025-2026	16,550,000	600,000	375,560	975,560	15,950,000
2026-2027	15,950,000	650,000	361,820	1,011,820	15,300,000
2027-2028	15,300,000	900,000	344,645	1,244,645	14,400,000
2028-2029	14,400,000	1,000,000	325,180	1,325,180	13,400,000
2029-2030	13,400,000	4,500,000	275,945	4,775,945	8,900,000
2030-2031	8,900,000	6,800,000	183,200	6,983,200	2,100,000
2031-2032	2,100,000	2,100,000	24,045	2,124,045	0
		22,250,000	3,677,518	25,927,518	

2017B NORMAN MUNICIPAL AUTHORITY BONDS 050-3050

Name: ERP System Upgrade
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$6,105,000
 Interest:
 Dated: December 29, 2017
 Retired: December 1, 2022
 Source of Funds: Capital Fund Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	0	490,000	55,678	545,678	5,615,000
2018-2019	5,615,000	1,195,000	114,858	1,309,858	4,420,000
2019-2020	4,420,000	1,225,000	88,884	1,313,884	3,195,000
2020-2021	3,195,000	1,255,000	62,262	1,317,262	1,940,000
2021-2022	1,940,000	1,285,000	34,992	1,319,992	655,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	655,000	655,000	7,074	662,074	0
		6,105,000	363,748	6,468,748	

2021 NORMAN MUNICIPAL AUTHORITY BONDS 050-3050

Name: Hotel/Motel Tax Revenue Note, Taxable Series 2021
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$3,882,000
 Interest:
 Dated: September 14, 2021
 Retired: September 1, 2031
 Source of Funds Hotel/Motel taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	3,882,000	149,000	34,036	183,036	3,733,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	3,733,000	358,000	68,872	426,872	3,375,000
2023-2024	3,375,000	365,000	62,078	427,078	3,010,000
2024-2025	3,010,000	373,000	55,141	428,141	2,637,000
2025-2026	2,637,000	381,000	48,053	429,053	2,256,000
2026-2027	2,256,000	390,000	40,805	430,805	1,866,000
2027-2028	1,866,000	399,000	33,396	432,396	1,467,000
2028-2029	1,467,000	407,000	25,817	432,817	1,060,000
2029-2030	1,060,000	417,000	18,077	435,077	643,000
2030-2031	643,000	427,000	10,149	437,149	216,000
2031-2032	216,000	216,000	2,042	218,042	0
		3,882,000	398,466	4,280,466	

2015 NORMAN UTILITIES AUTHORITY
31-5539 & 32-5549

Name: Norman Utilities Authority Refunding
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$17,505,000
 Interest: 2.130%
 Dated: March 10, 2015
 Retired: November 1, 2026
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	0	0	52,822	52,822	17,505,000
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

2009 NORMAN UTILITIES AUTHORITY
322-5549

Name: Norman Utilities Authority Clean Water SRF Note
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$4,964,024
 Interest: 2.910%
 Dated: September 15, 2011
 Retired: March 15, 2031
 Source of Funds Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,964,024	212,595	102,676	315,271	4,751,429
2014-2015	4,751,429	218,913	138,607	357,520	4,532,516
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453
2027-2028	1,339,453	320,228	37,292	357,520	1,019,225
2028-2029	1,019,225	329,841	27,679	357,520	689,384
2029-2030	689,384	339,645	17,875	357,520	349,739
2030-2031	349,739	349,739	7,781	357,520	0
		4,964,024	1,429,087	6,393,111	

2014 NORMAN UTILITIES AUTHORITY - CONSTRUCTION

32-5549 & 322-5549

Name: Norman Utilities Authority Series 2014 Clean Water SRF Loan
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$50,300,000
 Interest: 1.75% plus .5% admin fee
 Dated: March 10, 2015
 Retired: November 1, 2026
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	12,575,000	1,410,000	19,372	1,429,372	11,165,000
2015-2016	24,382,960	2,865,000	137,536	3,002,536	21,517,960
2016-2017	26,629,817	2,935,000	446,005	3,381,005	23,694,817
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	10,860,168	901,913	11,762,081	29,224,832
2019-2020	29,224,832	3,151,634	455,274	3,606,908	26,073,198
2020-2021	26,073,198	3,225,670	576,680	3,802,350	22,847,528
2021-2022	22,847,528	3,299,675	502,675	3,802,350	19,547,853

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	19,547,853	3,375,378	426,972	3,802,350	16,172,475
2023-2024	16,172,475	3,451,914	350,435	3,802,349	12,720,561
2024-2025	12,720,561	3,532,014	270,336	3,802,350	9,188,547
2025-2026	9,188,547	3,613,048	189,303	3,802,351	5,575,499
2026-2027	5,575,499	3,695,940	106,409	3,802,349	1,879,559
2027-2028	1,879,559	1,879,559	21,615	1,901,174	0
		50,300,000	5,374,050	55,674,050	

Note: Interest amounts estimated

2016 NORMAN UTILITIES AUTHORITY 31-5539

Name: Norman Utilities Authority Revenue Note, Refunding Series 2016
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$9,380,000
 Interest: 2.230%
 Dated: May 19, 2016
 Retired: September 1, 2030
 Source of Funds Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	9,380,000	470,000	161,734	631,734	8,910,000
2017-2018	8,910,000	570,000	195,515	765,515	8,340,000
2018-2019	8,340,000	585,000	182,749	767,749	7,755,000
2019-2020	7,755,000	595,000	169,647	764,647	7,160,000
2020-2021	7,160,000	610,000	156,267	766,267	6,550,000
2021-2022	6,550,000	625,000	142,609	767,609	5,925,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	5,925,000	640,000	128,560	768,560	5,285,000
2023-2024	5,285,000	655,000	114,232	769,232	4,630,000
2024-2025	4,630,000	665,000	99,570	764,570	3,965,000
2025-2026	3,965,000	685,000	84,629	769,629	3,280,000
2026-2027	3,280,000	700,000	69,242	769,242	2,580,000
2027-2028	2,580,000	715,000	53,575	768,575	1,865,000
2028-2029	1,865,000	735,000	37,520	772,520	1,130,000
2029-2030	1,130,000	750,000	21,017	771,017	380,000
2030-2031	380,000	380,000	4,236	384,236	0
		9,380,000	1,621,102	11,001,102	

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

Name: Norman Utilities Authority Series 2017 Drinking Water SRF Loan
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$31,000,000
 Interest: 2.820%
 Dated: October 1, 2017
 Retired: October 1, 2039
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	12,750,000	0	150,400	150,400	12,750,000
2018-2019	21,623,038	0	680,913	680,913	21,623,038
2019-2020	28,004,393	1,550,000	866,234	2,416,234	26,454,393
2020-2021	29,450,000	1,550,000	833,945	2,383,945	27,900,000
2021-2022	27,900,000	1,550,000	800,739	2,350,739	26,350,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	26,350,000	1,550,000	766,617	2,316,617	24,800,000
2023-2024	24,800,000	1,550,000	731,438	2,281,438	23,250,000
2024-2025	23,250,000	1,550,000	695,342	2,245,342	21,700,000
2025-2026	21,700,000	1,550,000	658,259	2,208,259	20,150,000
2026-2027	20,150,000	1,550,000	620,118	2,170,118	18,600,000
2027-2028	18,600,000	1,550,000	580,920	2,130,920	17,050,000
2028-2029	17,050,000	1,550,000	540,594	2,090,594	15,500,000
2029-2030	15,500,000	1,550,000	499,140	2,049,140	13,950,000
2030-2031	13,950,000	1,550,000	456,417	2,006,417	12,400,000
2031-2032	12,400,000	1,550,000	412,636	1,962,636	10,850,000
2032-2033	10,850,000	1,550,000	367,516	1,917,516	9,300,000
2033-2034	9,300,000	1,550,000	321,197	1,871,197	7,750,000
2034-2035	7,750,000	1,550,000	273,398	1,823,398	6,200,000
2035-2036	6,200,000	1,550,000	224,401	1,774,401	4,650,000
2036-2037	4,650,000	1,550,000	173,994	1,723,994	3,100,000
2037-2038	3,100,000	1,550,000	122,036	1,672,036	1,550,000
2038-2039	1,550,000	1,550,000	68,738	1,618,738	0
		31,000,000	10,844,992	41,844,992	

Note: Interest amounts estimated

2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

Name: Norman Utilities Authority Series 2018 Promissory Note
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$12,000,000
 Interest: Ranging between 3.2% and 5.2%
 Dated: July 18, 2018
 Retired: October 1, 2038
 Source of Funds Revenue Generated from NUA

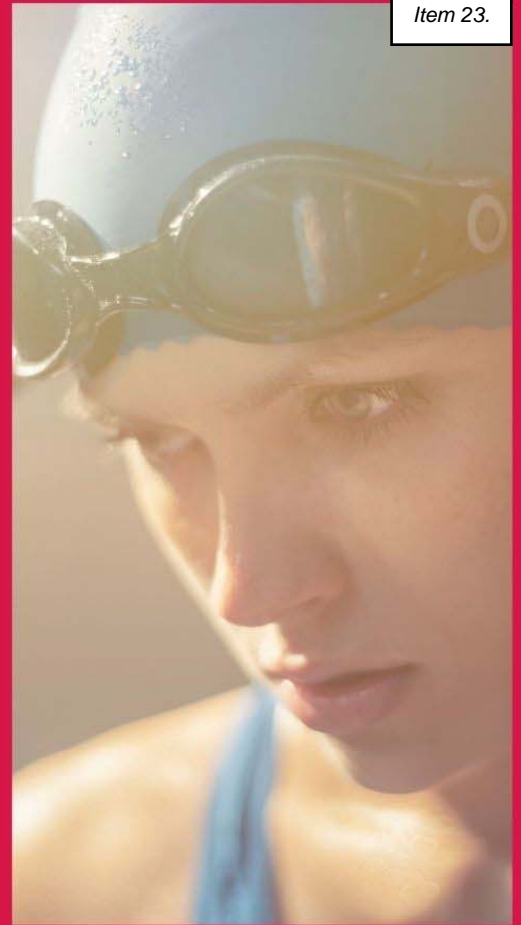
Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	10,865,000	435,000	453,795	888,795	10,430,000
2023-2024	10,430,000	460,000	430,525	890,525	9,970,000
2024-2025	9,970,000	485,000	405,955	890,955	9,485,000
2025-2026	9,485,000	510,000	380,085	890,085	8,975,000
2026-2027	8,975,000	535,000	352,915	887,915	8,440,000
2027-2028	8,440,000	560,000	327,245	887,245	7,880,000
2028-2029	7,880,000	585,000	303,200	888,200	7,295,000
2029-2030	7,295,000	610,000	281,155	891,155	6,685,000
2030-2031	6,685,000	630,000	258,165	888,165	6,055,000
2031-2032	6,055,000	655,000	231,180	886,180	5,400,000
2032-2033	5,400,000	685,000	203,040	888,040	4,715,000
2033-2034	4,715,000	710,000	173,745	883,745	4,005,000
2034-2035	4,005,000	740,000	144,092	884,092	3,265,000
2035-2036	3,265,000	770,000	114,054	884,054	2,495,000
2036-2037	2,495,000	800,000	82,896	882,896	1,695,000
2037-2038	1,695,000	830,000	50,604	880,604	865,000
2038-2039	865,000	865,000	17,087	882,087	0
		12,000,000	6,015,923	18,015,923	

Note: Interest amounts estimated



Item 23.



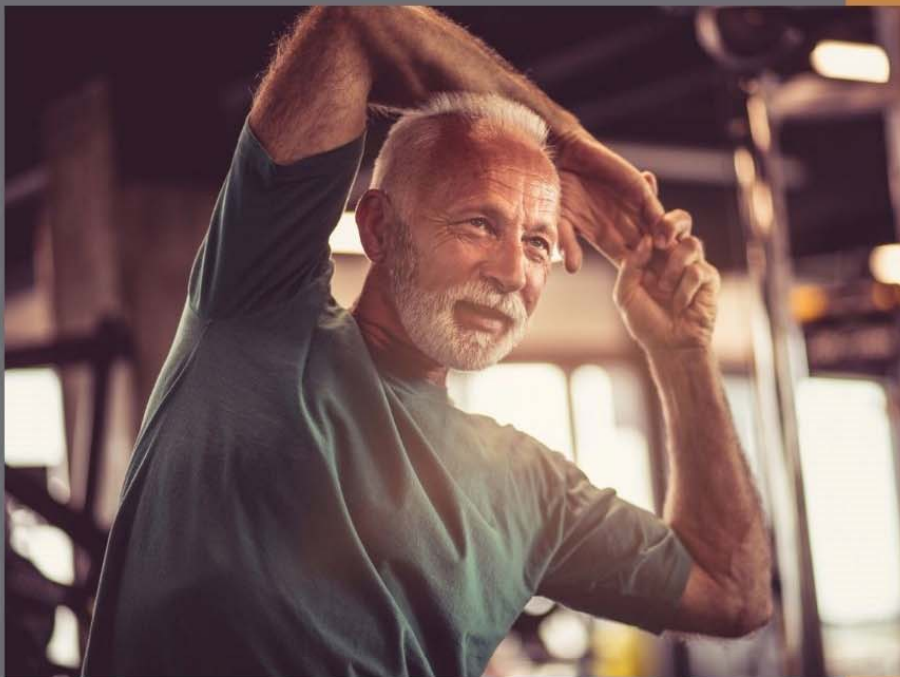
Pension Funds

PENSION FUNDS

The City of Norman contributes to three separate retirement systems on behalf of City employees.

- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the budget as separate funds of the City. It should be noted that the cost of contributions to the system by the City is a part of the City's budget and shows up as a part of salaries and benefits.



Appendix

GLOSSARY OF TERMS and ACRONYMS

ACTIVITY - A specified and distinguishable line of work performed by a Division.

ACCRUAL BASIS – The accrual basis of accounting recognizes revenues in the period earned and expenses in the period incurred rather than when cash is received or paid.

AD VALOREM TAX – An ad valorem property tax is a tax imposed on the basis of the “value of the article or thing taxed.” An ad valorem tax is usually imposed at recurring intervals on the same piece of property.

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

APPROPRIATION - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

ASSESSED VALUATION - A value set upon real estate or other property by a government as a basis for levying taxes.

ASSETS - Resources owned or held by the City which has monetary value.

BALANCED BUDGET - The City shall annually adopt a balanced budget in accordance with the Oklahoma Municipal Budget Act (Title 11 Oklahoma Statutes 2006). As such, expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget (i.e., a fund balance cannot be negative).

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Bio-solids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET YEAR – July 1 through June 30

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is \$1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

CAPITAL OUTLAY - is an expenditure directed towards maintaining or purchasing new or replacing tangible assets which themselves have expected life spans of one to five years. Expenses are generally one-time and occur within a single budget year. Examples include the purchase of vehicles and equipment.

CAPITAL PROJECT FUNDS – generally cost more than \$10,000, are relatively fixed or permanent in nature and have an expected life of more than five years. Such projects consist of the construction of a new, expanded or improved tangible asset, which is physically fixed. Major projects normally require more than one fiscal year to complete. Contracted services for design, land acquisition, utility relocations and construction may be required. Examples include land purchase, new buildings, building additions, street improvements, utility line improvements, parks and playgrounds, and major drainage channel improvements.

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CHIEF EXECUTIVE OFFICER – City Manager

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

CONNECTION FEE – Previously known as the tap fee, was first developed in 1970. A charge for sewer or water connection based upon the size of the service line leading into and to be utilized for the furnishing of water or sewer to any user or structure. Monies received from the connection charge are evenly divided between the City of Norman’s Water and Wastewater Funds. Collected fees are used to fund activities performed in both the water and sewer utility systems.

CORE AREA – Boundaries are officially Berry Road on the west, Robinson on the north, 12th Avenue on the east, and Constitution / Imhoff extended on the south.

COST ALLOCATION - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

DEBT SERVICE - The City’s obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

DEFICIT - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

DEPARTMENT - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

DEQ – Department of Environmental Quality

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or “touch-tone”

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID (Environmental Information Document)– The document which provides the basic information about a project and its environmental effects.

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

GOVERNING BODY- City Council

GOVERNMENTAL FUNDS-Governmental funds are used to account for the relatively liquid portion of the City's assets that are not accounted for through proprietary or fiduciary funds, the short-term obligations pertaining thereto and the net balance of these financial resources available for subsequent appropriation and expenditure.

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

I / I – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

IMPACT FEES – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

INFILTRATION – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

INFLOW – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

INTERCEPTOR – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

ISO – International Organization for Standardization standards

INTERNAL SERVICE – Category expenditure for services and maintenance provided by a vendor that is another department within the City.

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

MATERIALS AND SUPPLIES – Category expenditures generally for consumable goods that are used by City employees.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

MUNICIPALITY – City of Norman

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NEW DEVELOPMENT EXCISE TAX – Sewer excise tax levied and collected on new development (including developments of tax – exempt property owners) to be served by the City’s water reclamation system. The tax imposed is collected at the time a building permit is issued for all construction and based upon the square footage as set forth in the permit. The New Development Excise Tax and Fund was established Oct. 1, 2001 as a result of Ordinance 0001-58, adopted by Council in June, 2001, and approved by voters in August, 2001. These funds shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system.

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NFSTF – Norman Forward Sales Tax Fund

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephelometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the PROPOSED means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OTHER SERVICES AND CHARGES – Services provided to the City of Norman by outside vendors.

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

RESERVE, CAPITAL - A portion of fund balance equal to the average of the forecasted capital expenditures during the five-year forecasted period has been reserved in each fiscal year budget to provide assurance that resources are available to provide for the normal replacement of depreciable assets.

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

SALARIES AND BENEFITS – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

SERVICES AND MAINTENANCE – Services provided to the City of Norman by outside vendors.

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – 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.

INDEX

A		F	
Accounting Process	40	Finance Department.....	141
Acronyms	454	Accounting Division	142
Art in Public Places Fund.....	79, 280	Administration Division	145
Arterial Roads Recoupment Fund.....	412	Budget Division	147
B		Office Services Division.....	149
Budget Calendar	38	Treasury Division.....	151
Budget Process.....	39	Utility Services Division.....	153
C		Financial Policies	34
Capital Improvements Projects Fund.....	100, 404	Financial Summaries:	
Capital Engineer	405	Art in Public Places Fund	79
Facility Maintenance Personnel.....	406	Capital Improvements Projects Fund.....	100
Parks Personnel.....	407	CLEET Fund	74
Capital Projects	408	Community Development Fund.....	62
City Clerk.....	121	General Debt Services Fund.....	112
Municipal Elections.....	124	General Fund.....	54
City Council	125	Net Revenue Stabilization Fund.....	58
Sister Cities Program.....	127	New Development Excise Fund.....	92
Social & Voluntary Services.....	128	Norman Forward Sales Tax Fund	104
City Manager	130	Park Land & Development Fund	106
City Manager	131	Public Safety Sales Tax Fund.....	60
ADA	133	Retirement Systems	116
Communications.....	135	Risk Management Fund.....	97
Community & Business Relations.....	137	Room Tax Fund	66
Special Studies / Contributions	139	Sanitation Fund	94
City of Festivals	2	Seizures & Restitution Fund.....	72
Citywide Operating Expenditures.....	33	Sewer Maintenance Fund	90
CLEET Program Fund.....	74, 281	Special Grants Fund.....	64
Court CLEET Training.....	282	University North Park TIF.....	108
Police CLEET Training.....	283	Water Reclamation Fund	87
Community Development Fund	62, 284	Water Fund	84
Community Profile	1	Westwood Park Fund (29).....	81
Consolidated Fund Summary.....	29	Fire Department	156
D		Administration Division	157
Debt Service Funds.....	434	Emergency Management	159
E		Prevention Division	161
Employee Assistance Program	172	Suppression Division	163
Environmental Control Advisory Board.....	395	Training Division	165
G		Firehouse Art Center.....	273
General Debt Service Fund	112, 434		
General Fund.....	54, 119		
General Obligation Bond Schedules.....	435		
Glossary of Terms and Acronyms	454		
Government Facilities & Service Statistics	8		

INDEX

Graphs:

All Funds Projected Total Revenues	20
Assessed Property Valuations	15
Budgeted Positions	14
Funding Sources for Departments	42
General Fund Expenditures	23
General Fund Expenditures by Department	25
General Fund Revenues	22
General Fund Revenues by Source	24
Population & Employees	13
Projected Total Expenditures	21
Property, Franchise & Sales Tax	18
Sales Tax Revenue	19
Sanitation Fund Operations	28
Single Family Construction	17
Water Reclamation Fund Operations	27
Water Fund Operations	26
Greenbelt Commission	224

H

Historic District Commission	225
Historical Museum	274
History of Norman	1
Human Resources Department	168
Administration Division	169
Employee Assistance Program	172
Safety Division	173
Human Rights Commission	183

I

Information Technology	176
Inter-City Benchmark Comparisons	6
Introduction	10
Interfund Transfers	275

L

Legal Department	180
Legal Admin	181
Human Rights Commission	183

M

Municipal Budget Act	44
Municipal Court	185
Municipal Elections	124

N

New Development Excise Fund	92, 374
Net City Budget	30
Net Revenue Stabilization Fund	58
Norman Arts Council	69, 313
Norman Convention & Visitors Bureau	71, 314
Norman Forward Sales Tax Fund	104, 409
Norman Public Library	276

O

Organization Charts:

City of Norman	11
City Clerk	121
City Manager	130
Finance Department	141
Fire Department	156
Human Resources Department	168
Information Technology	176
Legal Department	180
Municipal Court	185
Parks & Recreation Department	192
Planning & Community Development Dept. ...	213
Police Department	228
Public Works Department	244
Utilities Department	332

P

Park Land & Development Fund	106, 287
Parks & Recreation Department	192
Administration Division	193
Facility Custodial Services	195
Facilities Maintenance Administration	197
Facility Maintenance & Repairs	199
Park Development	201
Parks Board	203
Parks Maintenance Division	204
Recreation Programs	206
Senior Citizen Center	211
Personnel History (By Fund)	12
Planning & Community Development Dept	213
Administration Division	214
Greenbelt Commission	224
Historic District Commission	225
Planning Commission	226
Code Compliance Division	216
Police Department	228
Administration Division	229
Animal Welfare Division	231

INDEX

Criminal Investigations Division	233	Recycling Operation Division	345
Emergency Communications	235	Residential Collection Division	347
Patrol Division	237	Waste Disposal Division	350
Special Investigations Division	239	Santa Fe Depot	277
Staff Services Division	241	Seizures & Restitution Fund	72, 316
Profile of Norman	3	Federal Seizures & Restitution	317
Public Safety Sales Tax	60	State Seizures & Restitution	318
Fire - Suppression	290	Sewer Maintenance Fund	90, 370
Police – Criminal Investigations	293	Utilities Inspection	371
Police – Emergency Communications	295	Sewer Sales Tax Fund	92, 376
Police – Patrol	297	Sister Cities Program	127
Police – Staff Services	301	Social & Voluntary Services	128
Public Transportation Fund	77, 306	Sooner Theatre	278
Fleet Repair Transit	307	Special Grants Fund	64, 319
Transit and Parking Admin	309	Special Studies / Contributions	139
Public Works Department	244	Summary of Fund Balances	31
Administration Division	245		
Engineering Division	248	T	
Fleet Administration	250	TIF – Center City	110, 411
Fleet CNG Station	253	TIF – University North Park	108, 410
Fleet Fuel & Parts	255	Total City Revenues & Other Sources	32
Fleet Automotive/Light Eqpt Repair	257		
Fleet Truck/Heavy Eqpt Repair	259	U	
Stormwater Drainage	261	Utilities Department	332
Stormwater Quality	264		
Streets Division	267	W	
Traffic Control Division	269	Ward Map – City of Norman	9
		Water Reclamation Fund	87, 353
R		Administration Division	354
Retirement Systems	116	Bio-Solids Division	356
Room Tax Fund	66, 311	Engineering	358
Administration	312	Environmental Section	359
Norman Arts Council	69, 313	Laboratory Division	361
Convention & Visitors Bureau	71, 314	Operations & Maintenance Division	363
Capital Projects	315	Sewer Line Maintenance	365
Risk Management Fund	97, 397	Water Fund	84, 375
Insurance Benefits Personnel	398	Utilities Department Administration	376
Judgments & Claims	399	Engineering	377
Risk Administration	400	Utilities Modeling	378
Unemployment Compensation	401	Line Maintenance Administration	380
Workers' Compensation	402	Line Maintenance Division	382
		Treatment Plant Administration	384
S		Laboratory	386
Sanitation Fund	94, 335	Treatment Plant	388
Administration Division	336	Water Wells	391
Commercial Collection Division	338	Westwood Fund (29)	81, 320
Compost Operations Division	340	Golf Course Division	321
Fleet Repair	342	Park Maintenance Division	323
Green Waste Division	343	Pool Division	325





YOUNG FAMILY
ATHLETIC CENTER



CAPITOL IMPROVEMENT PROJECTS BUDGET



THE CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING JUNE 30, 2023
FINANCIAL PLAN—FISCAL YEAR-END 2024-2027



ON THE COVER: On October 13, 2015 the voters of Norman approved a one-half percent (1/2%), fifteen-year sales tax increase to fund quality of life improvement projects throughout Norman. The NORMAN FORWARD citizen initiative passed with over a 75% approval rate and is funding projects long anticipated in the City's Parks and Recreation Master Plan, Library Master Plan and Transportation Master Plan. Over \$195 million in capital projects are envisioned to be built through the NORMAN FORWARD program.

One of the major NORMAN FORWARD projects (budgeted at a combined \$22.5 million) is the construction of an indoor multi-sport and aquatics center. The facility is designed to provide a venue for basketball, swimming, volleyball, gymnastics, cheerleading and other activities to Norman residents, and for the high school swimming teams at Norman High and Norman North High Schools. After much public input and City Council discussion, it was decided to locate the indoor aquatics and multi-sport center in the University North Park development in northwest Norman. This location will enable sports competitions and tournaments to be hosted at the facility, drawing visitors from throughout the state of Oklahoma and the surrounding region. A unique asset is that visitors to Norman's indoor aquatic and sports venue will be within walking distance of over 600 hotel rooms and dozens of restaurants and commercial businesses.

The University North Park development is a Tax Increment Finance (UNP TIF) District. The siting of the facility within UNP enabled incremental tax revenues, dedicated to the enhancement of the UNP development, to be used toward the purchase of UNP land for and the construction of the indoor sports facility. Almost \$5 million of UNP TIF funding is being used toward the indoor sports facility (approximately \$2 million for land purchase and \$2.7 million for supplemental construction costs).

In June 2020, the family of National Basketball Association all-star and Norman native and resident Trae Young announced a \$4 million contribution toward the construction of the indoor multi-sport and aquatic center. The facility will be called the "Young Family Athletic Center (YFAC)" and will carry endorsements from private sector businesses associated with Trae Young.

The Norman Regional Health System, a public trust with the City of Norman as the sole beneficiary, will co-locate a major health and wellness clinic, "N-Motion", within the YFAC. This clinic, costing an estimated \$6.4 million, will enable athletes and patients to pursue state of the art exercise, rehabilitation and performance enhancement activities on the site of the YFAC.

In August, 2021, the Norman Municipal Authority completed a \$3.8 million financing to supplement construction costs for the YFAC, secured by a ten-year pledge of Norman Hotel/Motel Tax revenues. In total, the YFAC will have a combined budget of over \$41.2 million. Construction of the YFAC began in the fall of 2021, and the facility is expected to open in the summer of 2023.

Preliminary

FYE 2023 Capital Improvement Projects BUDGET

and

FYE 2024 - 2027 Capital Improvement Projects PLAN

City of Norman, Oklahoma

April 2022



CITY COUNCIL

MAYOR

Breea Clark

Ward 1 Brandi Studley

Ward 5 Rarchar Tortorello

Ward 2 Lauren Schueler

Ward 6 Elizabeth Foreman

Ward 3 Kelly Lynn

Ward 7 Stephen Tyler Holman

Ward 4 Lee Hall

Ward 8 Matthew Peacock

Presented by:

Darrel Pyle, City Manager

FINANCE & BUDGET STAFF

Anthony Francisco, CPFO, CTP, CPFA
Finance Director

Kim Coffman, CPFA
Budget Manager

Jacob Huckabaa
Budget Technician

Clint Mercer, CPA, CPFO
Chief Accountant

Debbie Whitaker
Municipal Accountant III

Ashley Evans
Administrative Technician IV

OFFICE SERVICES STAFF

Kris Wiard
Printing Services Operator II

Cheyenne Collier
Printing Services Operator I

This document was prepared by the City of Norman, Planning & Finance Departments
and printed by the City of Norman, Office Services Division.

For additional information please contact:

City of Norman Planning Department

P.O. Box 370

Norman, Oklahoma 73070

(405) 366-5431

THE CITY OF NORMAN

OUR MISSION

“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”

To fulfill our mission, City of Norman employees pledge themselves to these values:

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

We value service to others in a caring manner. We listen with a willingness to understand the needs of others. We respond in a friendly, helpful way.

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

We are committed to providing exceptional service in a courteous, dependable and efficient manner.

RESPECT

We respect our differences and treat each other with understanding and dignity.

FAIRNESS

We seek to understand the needs of others. We strive for equity in the delivery of services and in the treatment of individuals.

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

We believe that these values are the foundation of all our endeavors to make our community a better place now and for future generations.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Norman
Oklahoma**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

Executive Director

Executive Summary of the FYE 2023 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 FYE23 there are three capital projects totaling \$210,000.

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. Twenty-five percent (25%) of Room Tax revenue is budgeted for Parks Development. There is one project in FYE23 totaling \$44,000.

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 FYE23 totals \$8,423,400. Project expenses from the Water Fund include Water Distribution System (\$7,200,400), Water Treatment Plant (\$450,000), and Water Towers (\$773,000). 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 1 project in FYE23 are \$3,334,025.

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. Three pay-as-you-go capital projects are funded in FYE23 in the amount of \$2,480,000. 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. In FYE23, one project valued at \$840,000 is proposed.

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 are two projects valued at \$1,193,000 in FYE23.

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 \$15.49 million in FYE 23. Bond projects will use \$8,323,700 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 FYE23, the amount of \$3,727,554 will be transferred to the General Fund for capital outlay, and \$85,507 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 25% of the capital sales tax. In FYE23, \$2,305,377 is budgeted for alley repair, asphalt and concrete pavement maintenance, asphalt paver patch, concrete valley gutter, crack seal, force account drainage materials, and rural road improvements. In FYE23 an additional \$81,034 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. Revenue dedicated for facility maintenance by formula is 5% of the capital sales tax. In FYE23, \$262,800 is included for 9 individual projects.

Other Capital Projects

Other capital project expenses include \$5,548,257 for projects, \$1,371,521 for salaries & benefits and \$16,699 for Services & Maintenance. Major project categories include Transportation (\$2,686,000), Buildings and Grounds (\$602,257), Parks and Recreation (\$235,000) and Stormwater (\$2,025,000).

GOB Projects - 2008

There are no new expenses scheduled for FYE23 for the Municipal Complex Renovation and Expansion project, which was budgeted in FYE20.

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 is one project scheduled for FYE 23 at \$911,402.

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 \$1,714,733 in expenses programmed for FYE23, with the remaining program scheduled from FYE24 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 will be sold with a property tax as the funding source. There are projects valued at \$5,549,462 scheduled for FYE 23.

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 FYE23, \$3,299,973 of pay-go funded projects are scheduled, as well as \$4,135,074 in bond funded 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. In FYE23, there are two new projects for \$310,000.

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 FYE23.

XV. 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 FYE23, no new project budgets are scheduled.

Table of Contents

Item 23.

Overview	1
Designated Public Safety Sales Tax Fund 15	
Assumptions	6
Fund Summary	7
Project Table	8
Project Sheets	9
Community Development Block Grant Fund 21	
Assumptions	10
Fund Summary	11
Project Table	12
Project Sheets	13
Special Revenue Fund 22	
Assumptions	16
Fund Summary	17
Project Table	18
Room Tax Fund 23	
Assumptions	19
Fund Summary	20
Project Table	21
Project Sheets	22
Public Transportation Fund 27	
Assumptions	23
Fund Summary	24
Project Table	25
Water Fund 31	
Assumptions	26
Fund Summary	27
Project Table	28
Project Sheets	30
Water Reclamation Fund 32	
Assumptions	38
Fund Summary	39
Project Table	40
Project Sheets	41
Sewer Maintenance Fund 321	
Assumptions	42
Fund Summary	43
Project Table	44
Project Sheets	45
New Development Excise Tax Fund 322	
Assumptions	49
Fund Summary	50
Project Table	51
Project Sheets	52
Sanitation Fund 33	
Assumptions	53
Fund Summary	54
Project Table	55
Project Sheets	56
Capital Fund 50	
Assumptions	58
Fund Summary	60
Project Table	61
Project Sheets	66

Norman Forward Sales Tax Fund 51

Assumptions	123
Fund Summary	124
Project Table	125
Project Sheets	126

Park Land and Development Fund 52

Assumptions	133
Fund Summary	134
Project Table	135
Project Sheets	136

Univeristy North Park TIF Fund 57

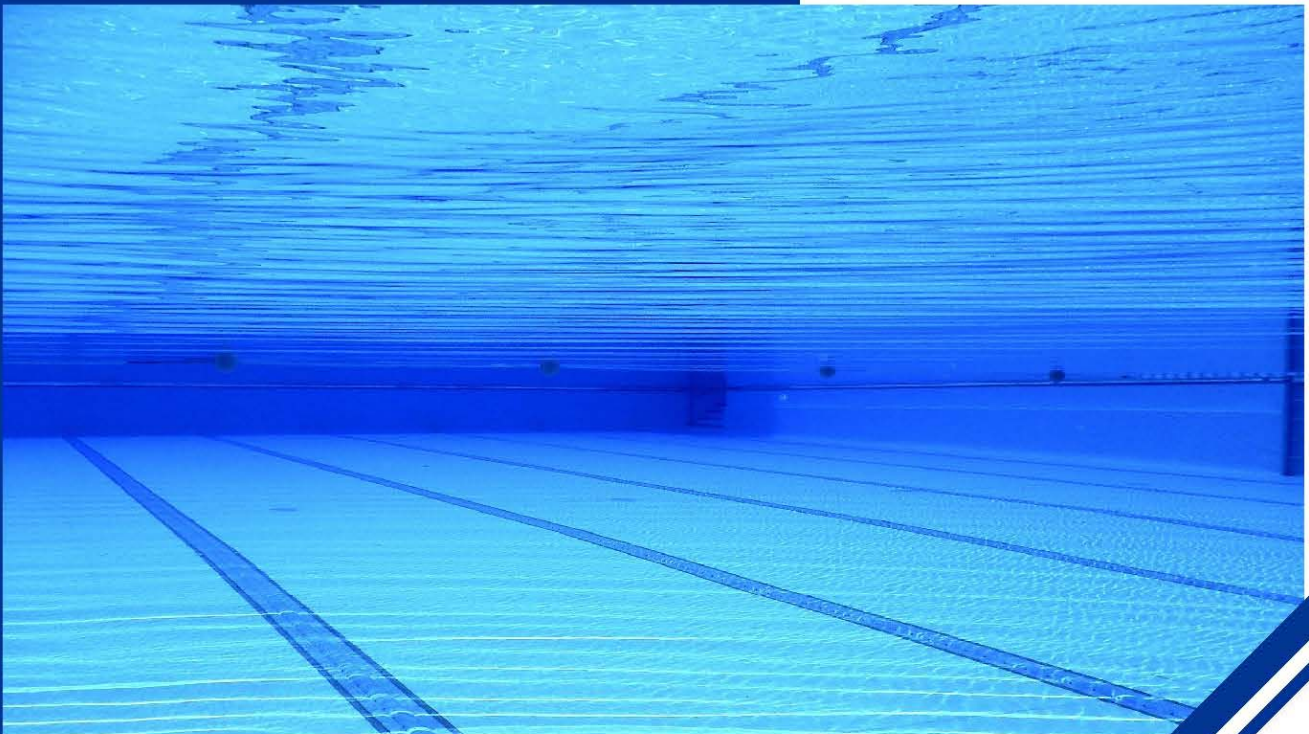
Assumptions	138
Fund Summary	139
Project Table	140

Arterial Road Recoupment Fund 78

Assumptions	141
Fund Summary	142
Project Table	143

Appendix

Figure 1 - Ward Map	144
Figure 2 - Street Maintenance & Transportation Project	
Figure 3 - Utility Projects	
Figure 4 - Other Capital Projects	
Figure 5 - 2012 General Obligation Bond Projects	
Figure 6 - 2021 General Obligation Bond Projects	
Figure 7 - General Overview of Capital Projects	
Project Requests - Unprogrammed	
Glossary of Terms and Acronyms	



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.

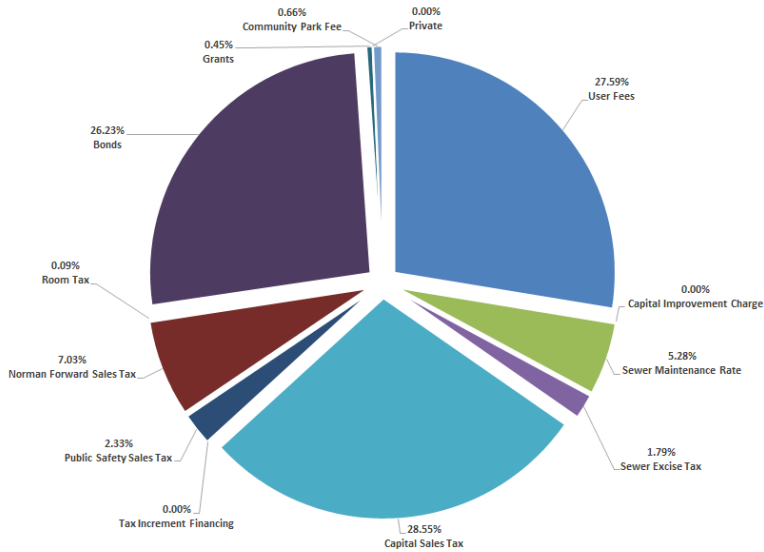
All amendments shall be justified by incorporating:

- a. Detailed project description,
- b. Justification; and
- c. Funding

7. FYE 23 CAPITAL IMPROVEMENTS PROJECTS BUDGET

The FYE23 CIP includes revenues from several sources and expenditures for various purposes. The first chart illustrates sources of revenues expected in FYE23 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 FYE23 for capital projects. Most revenue sources are earmarked for specific purposes and are not available for anything else. Only revenues needed to meet FYE23 needs are shown, but are not typically equal for any given fiscal year. Capital Sales Tax provides the greatest proportion of revenue for capital projects at 28.55%, followed by User Fees Tax at 27.59%, and then Bonds at 26.23%.

Sources of Revenue - All Capital Projects

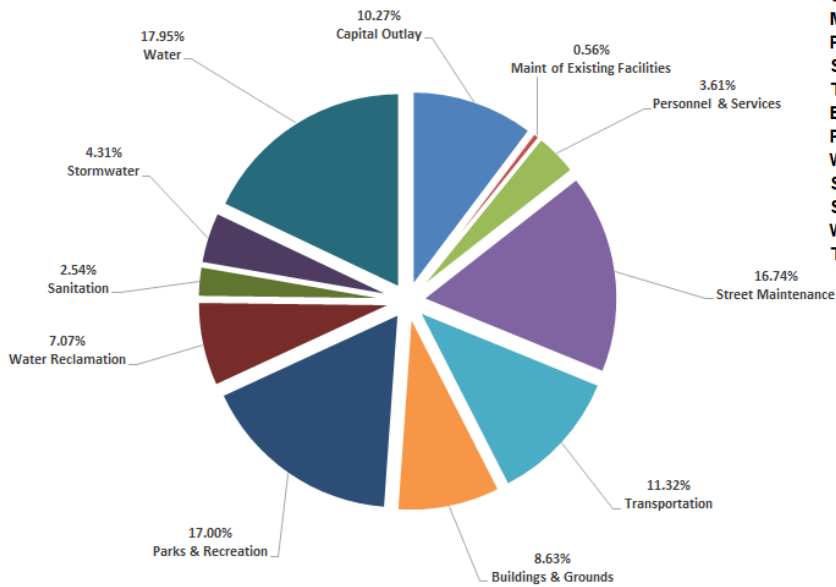


Capital Revenue Sources All Funds FYE23

User Fees	\$12,950,425
Capital Improvement Charge	\$0
Sewer Maintenance Rate	\$2,480,000
Sewer Excise Tax	\$840,000
Capital Sales Tax	\$13,398,749
Tax Increment Financing	\$0
Public Safety Sales Tax	\$1,091,792
Norman Forward Sales Tax	\$3,299,973
Room Tax	\$44,000
Bonds	\$12,310,671
Grants	\$210,000
Private	\$0
Community Park Fee	\$310,000
Total	\$46,935,610

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 FYE23 only. The greatest shares are proposed for Water at 17.95%, followed by Parks & Recreation at 17%, and then by Street Maintenance at 16.74%.

Capital Expenditure Sources - All Capital Projects



Capital Expenditure Sources All Funds FYE 23

Capital Outlay	\$ 4,819,346
Maint of Existing Facilities	\$ 262,800
Personnel & Services	\$ 1,694,761
Street Maintenance	\$ 7,854,839
Transportation	\$ 5,312,135
Buildings & Grounds	\$ 4,050,282
Parks & Recreation	\$ 7,980,047
Water Reclamation	\$ 3,320,000
Sanitation	\$ 1,193,000
Stormwater	\$ 2,025,000
Water	\$ 8,423,400
Total	\$ 46,935,610

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 FYE23, the largest portion of Capital Outlay Expenditures is for Fleet/Vehicles at 52.34% followed by Public Safety equipment at 14.56%, and other equipment at 12.69%. Expenditures for capital outlay from the Capital Fund in FYE 23 include the following:

Computer related equipment	\$ 403,430	9.65%
Public Safety equipment**	\$ 609,055	14.56%
Fleet/Vehicles***	\$2,188,975	52.34%
Other equipment	\$ 530,701	12.69%
Furniture/Appliances/Fixtures	\$ 80,900	1.93%
Undesignated outlay	\$ 368,985	8.82%
Total	\$4,182,046	100.00%

Notes:

*** Fleet/Vehicles includes police & fire fleet

** Computer includes police and fire pcs

In addition, Fund 50 includes a Transfer of \$85,507 to the Westwood Fund for vehicles and golf carts.



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 is one project in FYE 23 for \$800,000.

Public Safety Sales Tax Fund Summary

Fund 15

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 9,189,583	\$ (0)	\$ 8,822,863	\$ 1,512,596	\$ 1,958,792	\$ 1,217,612	\$ 1,273,350	\$ 755,636
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	\$ 10,254,803	\$ 9,892,637	\$ 12,183,076	\$ 12,426,738	\$ 12,675,272	\$ 12,928,778	\$ 13,187,353	\$ 13,451,100
5 State Use Tax - Dedicated Public Safety	1,541,761	1,552,347	1,747,904	1,800,341	1,854,351	1,909,982	1,967,281	2,026,299
6 Interest / Other Income	1,325	50,000	2,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	\$ 11,797,889	\$ 11,494,984	\$ 13,932,980	\$ 14,277,079	\$ 14,579,623	\$ 14,888,760	\$ 15,204,634	\$ 15,527,399
9								
10 Bond Proceeds	-	-	-	-	-	-	-	-
11 IF Transfer - General Fund	2,422,192	1,069,875	-	-	-	-	-	-
12 IF Transfer - Capital Fund	375,138	429,995	-	-	-	-	-	-
13 SRO Reimbursement - NPS	664,746	726,318	726,318	664,814	698,055	732,957	769,605	808,086
14								
15 Subtotal	\$ 3,482,078	\$ 2,226,188	\$ 726,318	\$ 664,814	\$ 698,055	\$ 732,957	\$ 769,605	\$ 808,086
16								
17 Total Revenue	\$ 15,279,965	\$ 13,721,172	\$ 14,659,298	\$ 14,941,893	\$ 15,277,678	\$ 15,621,717	\$ 15,974,240	\$ 16,335,485
18								
19 Expenditures:								
20 Salary / Benefits	\$ 9,460,330	\$ 9,217,631	\$ 9,217,631	\$ 9,485,462	\$ 9,959,735	\$ 10,457,722	\$ 10,980,608	\$ 11,529,638
21 Supplies/Materials	266,252	351,006	432,054	742,500	749,925	757,424	764,998	772,648
22 Services/Maintenance	207,533	288,960	377,174	359,547	363,142	366,773	370,441	374,145
23 Internal Service	183,036	375,486	375,486	445,576	454,488	463,578	472,850	482,307
24 Capital Equipment	539,979	358,747	2,294,190	291,792	2,110,493	1,135,493	1,510,493	-
25 Capital Projects	499,710	760,000	146,346	800,000	-	-	-	-
26 Bond Project - '16 Issue	2,002,816	-	6,757,342	-	-	-	-	-
27 Bond Issue Costs	-	-	-	-	-	-	-	-
28 Debt Service	2,361,281	2,369,342	2,369,342	2,370,820	2,381,075	2,384,989	2,392,564	2,398,741
29								
30 Subtotal	\$ 15,520,937	\$ 13,721,172	\$ 21,969,565	\$ 14,495,697	\$ 16,018,858	\$ 15,565,979	\$ 16,491,954	\$ 15,557,479
31								
32 Audit Adjustments/Encumbrances	125,748	-	-	-	-	-	-	-
33 IF Transf - Capital Fund	-	-	-	-	-	-	-	-
34 IF Transf - General Fund	-	-	-	-	-	-	-	-
35 IF Transf - Rainy Day Fund	-	-	-	-	-	-	-	-
36								
37 Subtotal	\$ 125,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38								
39 Total Expenditures	\$ 15,646,685	\$ 13,721,172	\$ 21,969,565	\$ 14,495,697	\$ 16,018,858	\$ 15,565,979	\$ 16,491,954	\$ 15,557,479
40								
41 Net Expenditures	\$ 15,646,685	\$ 13,721,172	\$ 21,969,565	\$ 14,495,697	\$ 16,018,858	\$ 15,565,979	\$ 16,491,954	\$ 15,557,479
42								
43 Net Difference	\$ (366,720)	\$ 0	\$ (7,310,267)	\$ 446,196	\$ (741,180)	\$ 55,738	\$ (517,714)	\$ 778,006
44								
45 Ending Fund Balance	\$ 8,822,863	\$ 0	\$ 1,512,596	\$ 1,958,792	\$ 1,217,612	\$ 1,273,350	\$ 755,636	\$ 1,533,642
46								
47 Reserves:								
48 Reserved for encumbrances	\$ 857,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49 Reserve for Bond Proceeds - 16 Issue	8,972,368	(66,958)	2,215,026	2,215,026	2,215,026	2,215,026	2,215,026	2,215,026
50 Reserved for PSST activities	(1,007,072)	66,958	(702,430)	(256,234)	(997,414)	(941,676)	(1,459,390)	(681,384)
51								
52 Total Reserves	\$ 8,822,863	\$ 0	\$ 1,512,596	\$ 1,958,792	\$ 1,217,612	\$ 1,273,350	\$ 755,636	\$ 1,533,642

Public Safety Sales Tax Project Table

Fund 15

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
I. Bond Funded									
15695523	BP0029	Emergency Communications Center	6,757,341	-	-	-	-	-	-
SUBTOTAL BOND FUNDED			\$ 6,757,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
II. Paygo Funded									
15693377	BG0064	Fire Storage Building	146,346	-	-	-	-	-	-
15665143	FT0004	Fire Apparatus Replacement	1,935,443	800,000	1,800,000	850,000	194,600	-	1,700,000
015-		Capital Outlay	358,747	291,792	2,110,493	1,135,493	1,510,493	-	310,493
015-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	3,500,000
SUBTOTAL PAYGO FUNDED			\$ 2,440,536	\$ 1,091,792	\$ 3,910,493	\$ 1,985,493	\$ 1,705,093	\$ -	\$ 5,510,493
TOTAL PSST FUND 15 PROJECTS			\$ 9,197,877	\$ 1,091,792	\$ 3,910,493	\$ 1,985,493	\$ 1,705,093	\$ -	\$ 5,510,493

PROJECT TITLE: PSST Apparatus Replacement Schedule PROJ. CATEGORY: DEPARTMENT: Fire MANAGER: Travis King, Fire Chief WARD(s): All		PROJECT TYPE: PROJECT NUMBER: FT0004 ACCOUNT NUMBER: BEGIN & END DATES: 7/1/22 to 6/30/33 LIFE EXPECTANCY:	
---	--	--	--

DETAILED PROJECT DESCRIPTION:
 FYE23- Fire Engine \$800,000 and staff vehicle
 FYE24- Ladder \$1,800,000
 FYE25- Fire Engine \$850,000 and staff vehicle
 FYE26- Teleboom Fire Engine \$1,200,000

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design									
46001	Land									
	Utilities									
46101	Const									
46301	Matis	6,800,000	1,219,956	1,935,444	800,000	1,800,000	850,000	194,600	0	0
	Total	6,800,000	1,219,956	1,935,444	800,000	1,800,000	850,000	194,600	0	0

OPERATING IMPACT:

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Purpose</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>0</td> <td>0</td> </tr> <tr> <td>Land</td> <td>0</td> <td>0</td> </tr> <tr> <td>Utilities</td> <td>0</td> <td>0</td> </tr> <tr> <td>Const.</td> <td>0</td> <td>0</td> </tr> <tr> <td>Materials</td> <td>6,800,000</td> <td>6,800,000</td> </tr> <tr> <td>Total</td> <td>6,800,000</td> <td>0</td> </tr> </tbody> </table>	Purpose		Total	Design	0	0	Land	0	0	Utilities	0	0	Const.	0	0	Materials	6,800,000	6,800,000	Total	6,800,000	0	THIS PROJECT NEEDS ASSISTANCE FROM: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>Bldg Maint</td> <td></td> </tr> <tr> <td>IT</td> <td></td> </tr> <tr> <td>Pub Wks</td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> </tr> <tr> <td>Parks</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>	Bldg Maint		IT		Pub Wks		Utilities		Parks		Other	
Purpose		Total																																
Design	0	0																																
Land	0	0																																
Utilities	0	0																																
Const.	0	0																																
Materials	6,800,000	6,800,000																																
Total	6,800,000	0																																
Bldg Maint																																		
IT																																		
Pub Wks																																		
Utilities																																		
Parks																																		
Other																																		

Reimbursable Account?
Last Update



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. Three projects are proposed for FYE23 totaling \$210,000.

Community Development Block Grant Fund Summary

Fund 21

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 21 ESTIMATED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 3,141,260	\$ 671,539	\$ 2,498,110	\$ 2,498,110
2				
3 Revenues				
4 Other Revenues	\$ (4,193)	\$ -	\$ -	\$ -
5 Grant Revenue	685,473	940,869	2,061,509	757,393
6 Home Grant Revenue	598,122	431,097	1,150,993	431,097
7 Emergency Shelter	214,159	-	433,432	183,476
8 CDBG-DR	-	-	-	-
9 CDBG_CV	616,100	-	2,169,642	63,088
10 COC Planning Grant	12,587	-	12,412	-
ARPA	-	-	78,045	-
12 I/F Transf - Capital	-	-	1,516,500	-
13				
14 Total Revenue	\$ 2,122,248	\$ 1,371,966	\$ 7,422,533	\$ 1,435,054
15				
16 Expenditures				
17 CDBG Housing 14	\$ -	\$ -	\$ -	\$ -
23 Community Development 14			27,110	
24 Community Development 15			23,024	-
26 Community Development 16			13,051	-
30 CDBG Housing 17	36,040	-	-	-
32 Community Development 18			92,250	-
33 CDBG Housing 18	14,186	-	-	-
35 Community Development 19	4,400	-	47,940	
36 CDBG Housing 19	71,992	-	167,830	
38 Community Development 20	24,620	-	371,978	
41 Community Development 21	227,110		297,181	-
42 CDBG Housing 21	238,780		80,276	-
43 CDBG Public Svs 21	67,869			-
44 Community Development 22		383,476	383,476	
45 CDBG Public Svs 22		120,322	120,322	
46 CDBG Housing 22		437,071	437,071	
Community Development 23				210,000
CDBG Public Svs 23				120,000
CDBG Housing 23				427,393
49 FY14 Home Grant	35	-	-	-
51 FY16 Home Grant		-	8,415	-
52 FY17 Home Grant	216,585	-	201	-
53 FY18 Home Grant	194,569		155,426	
54 FY19 Home Grant	110,047	-	220,255	
55 FY20 Home Grant	76,886		335,599	-
56 FY21 Home Grant			431,097	
57 FY22 Home Grant		431,097		
FY23 Home Grant				431,097
58 Emergency Shelter Grant	212,204	-	433,432	183,476
59 Accruals/Adjustments	641,388	-		-
60 COC Planning Grant	12,587	-	12,412	-
62 CDBG-CV	616,100		653,142	63,088
CDBG-CV2			1,516,500	
ARPA			78,045	
63				
64 Subtotal	\$ 2,765,398	\$ 1,371,966	\$ 5,906,033	\$ 1,435,054
65 I/F Transf - Capital	0	0	1,516,500	0
66				
67 Total Expenditures	\$ 2,765,398	\$ 1,371,966	\$ 7,422,533	\$ 1,435,054
68				
69 Net Difference	\$ (643,150)	\$ -	\$ -	\$ -
70				
71 Ending Fund Balance	\$ 2,498,110	\$ 671,539	\$ 2,498,110	\$ 2,498,110
72				
73 Reserves:				
74 Reserve for Contingency	2,498,110	671,539	2,498,110	2,498,110
75 Reserve for Affordable Housing	0	0	0	0
76				
77 Total Reserves	2,498,110	671,539	2,498,110	2,498,110

Community Development Block Grant Project Table

Fund 21

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
21240200	GC0051	Cate Park Improvements	63,184	-	-	-	-	-	-
21240297	GC0072	CDBG Land Acquisition RFPs	25,000	-	-	-	-	-	-
21240203	GC0077	CDBG Target Area Tree Planting Project	47,940	-	-	-	-	-	-
21240007	GC0080	Original Townsite Street Improvements B19	271,978	-	-	-	-	-	-
21240007	GC0081	CDBG Target Area Tree Planting Proj B19	-	-	-	-	-	-	-
21240011	GC0083	CDBG Target Area Tree Planting Proj B20	17,109	-	-	-	-	-	-
21240297	GC0087	Tree Pruning/Removal/Replacement	67,250	-	-	-	-	-	-
21240011	GC0088	CDBG Target Area Tree Planting Proj B21	50,000	-	-	-	-	-	-
21240011	GC0084	Senior Center Kitchen Rehabilitation	40,646	-	-	-	-	-	-
21240011	GC0085	Non-Profit Rehabilitation B-20	114,425	-	-	-	-	-	-
21240011	GC0086	CDBG Land Acquisition	125,000	-	-	-	-	-	-
21240016	GC0089	Habitat for Humanity Land Acquisition	30,000	-	-	-	-	-	-
21240016	GC0090	Land Acquisition for NAHC	100,000	-	-	-	-	-	-
21240023	GC-	Senior Center Kitchen Rehab FYE 23	-	70,000	-	-	-	-	-
21240023	GC-	FYE 23 habitat for Humanity Land Acquisition	-	40,000	-	-	-	-	-
21240023	GC-	FYE 23 Land Acq Norman Affordable Housing Corp	-	100,000	-	-	-	-	-
21240007	GC0082	CDBG Land Acquisition B19	100,000	-	-	-	-	-	-
TOTAL CDBG FUND 21 PROJECTS			\$ 1,052,532	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF NORMAN

PROJECT TITLE: Land Acquisition				PROJECT TYPE: Parks & Recreation	
PROJ. CATEGORY: CDBG				PROJECT NUMBER:	
DEPARTMENT: Planning and Community Development				ACCOUNT NUMBER: 21240023 46101	
MANAGER: Lisa Krieg				BEGIN & END DATES: 7/1/22 to 6/30/23	
WARD(s): All				LIFE EXPECTANCY: 20 Years	

DETAILED PROJECT DESCRIPTION:

Rehabilitation and equipment costs for the Kitchen Facilities including dining room modifications operated by Aging Services, Inc. located within the Senior Citizens Center.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL ISCAL YRS	Actual Prior Years	Budget FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	Beyond 5 Years
6201	Design	0								
6001	ROW	0								
6701	Utilities	0								
6101	Const	70,000					70,000			
6301	Mats	0								
		0								
	Total	70,000	0	0	0	0	70,000	0	0	0

OPERATING IMPACT: negligible CDBG Fd

STATUS & COMMENTS:

<u>TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:</u>					<u>THIS PROJECT NEEDS ASSISTANCE FROM:</u>				
Purpose				Total	Bldg Maint				
Design	0			0	IT				
ROW	0			0	Pub Wks				
Utilities	0			0	Utilities				
Const	70,000			70,000	Parks				
Materials	0			0	Other				
Total	70,000	0	0	70,000					
Reimbursable Account?	yes								

Last Update 3/29/22

CITY OF NORMAN

PROJECT TITLE: Habitat for Humanity Land Acquisition PROJ. CATEGORY: CDBG DEPARTMENT: Planning and Community Development MANAGER: Lisa Krieg WARD(s): All	PROJECT TYPE: Acquisition PROJECT NUMBER: ACCOUNT NUMBER: 21240023 46001 BEGIN & END DATES: 7/1/22 to 6/30/23 LIFE EXPECTANCY: 20 Years
---	---

DETAILED PROJECT DESCRIPTION:
 Acquisition of property by Habitat for Humanity of the development of Affordable Housing

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	Beyond 5 Years
6201	Design	0								
6001	ROW	40,000					40,000			
6701	Utilities	0								
6101	Const	0								
6301	Matls	0								
		0								
	Total	40,000	0	0	0	0	40,000	0	0	0

OPERATING IMPACT: negligible CDBG Fd

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:					THIS PROJECT NEEDS ASSISTANCE FROM:				
Purpose				Total	Bldg Maint				
Design	0			0	IT				
ROW	40,000			40,000	Pub Wks				
Utilities	0			0	Utilities				
Const.	0			0	Parks				
Materials	0			0	Other				
Total	40,000	0	0	40,000					
Reimbursable Account?	yes								

Last Update 3/29/22

CITY OF NORMAN

PROJECT TITLE: Land Acquisition for Norman Affordable Housing PROJ. CATEGORY: CDBG DEPARTMENT: Planning and Community Development MANAGER: Lisa Krieg WARD(s): All	PROJECT TYPE: Acquisition PROJECT NUMBER: 21240023 46001 ACCOUNT NUMBER: 7/1/22 to 6/30/23 BEGIN & END DATES: 20 Years LIFE EXPECTANCY:
--	---

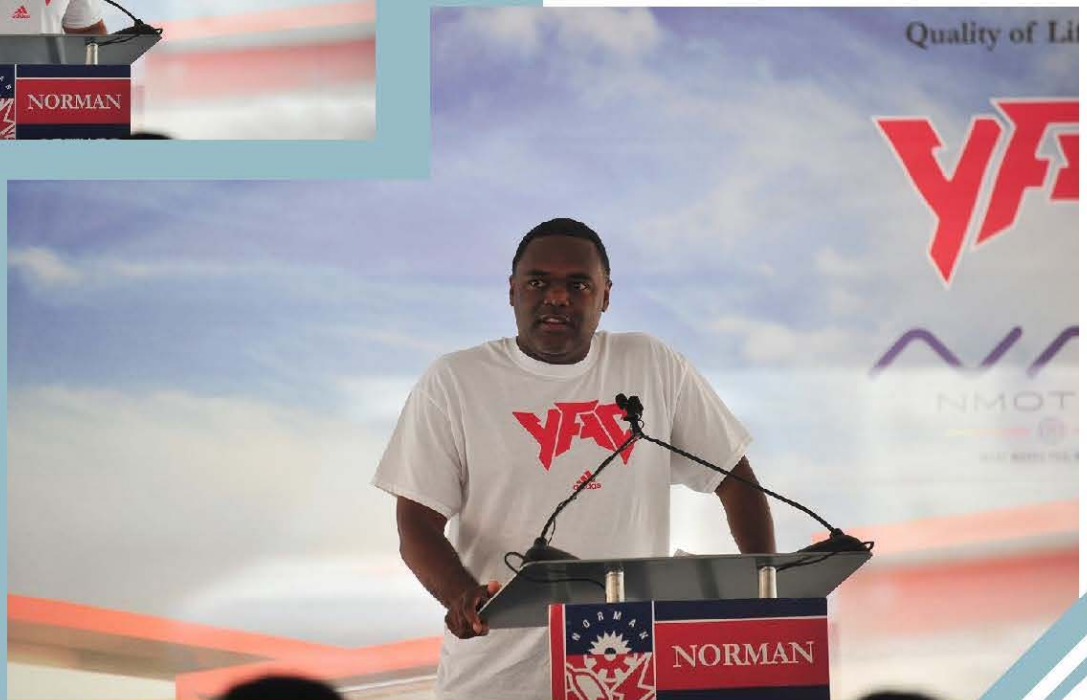
DETAILED PROJECT DESCRIPTION:
 Acquisition of property by the Norman Affordable Housing Corporation to be utilized for Affordable Housing.

EXPENDITURE SCHEDULE through CITY Accounts by FY										
Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	Beyond 5 Years
6201	Design	0								
6001	ROW	100,000					100,000			
6701	Utilities	0								
6101	Const	0								
6301	Matls	0								
		0								
Total		100,000	0	0	0	0	100,000	0	0	0

OPERATING IMPACT: negligible CDBG Funding

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:					THIS PROJECT NEEDS ASSISTANCE FROM:	
Purpose				Total	Bldg Maint	
Design	0			0	IT	
ROW	100,000			100,000	Pub Wks	
Utilities	0			0	Utilities	
Const.	0			0	Parks	
Materials	0			0	Other	
Total	100,000	0	0	100,000		
Reimbursable Account?	yes				Last Update 3/29/22	



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 Revenue Fund Summary

Fund 22

	FYE 21 ACTUAL	FYE 22 BUDGET	FYE 22 ESTIMATED	FYE 23 BUDGET
1 Beginning Fund Balance	\$ 1,997,198	\$ 1,997,198	\$ 2,040,757	\$ 2,040,757
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	\$ -	\$ -	\$ -	\$ -
5 County Court DUI Fines	22,579	62,834	62,834	62,834
6 Local Law Enforcement Grant	-	-	-	-
7 JAIBG /Peer/Real	-	-	-	-
8 SHPO/CLG Grant	24,019	9,700	20,450	-
12 Emergency Management Planning Grant	-	-	10,324	-
15 Homeland Security	43,692	-	30,090	-
17 Traffic & Alcohol Enforcement	80,445	-	101,626	-
22 Jag Grant	4,956	-	57,301	-
24 DOJ BJA Grant	25,219	-	37,804	-
30 ACOG Fleet Conversion	(71,150)	-	-	-
FTA Grant - Elec Bus	-	-	639,969	-
FTA Grant - Charging Stations	-	-	121,800	-
43 I/F Transf - Capital	-	-	639,969	-
46 State HWY 9 Multi-Modal Path	-	-	325,000	-
48 Traffic Control	10,400	-	-	-
49 VOCA Grant	-	46,567	46,567	-
50 Stormwater Quality Grant	74,523	-	10,977	-
51 CARES Program - Parks	233,781	-	115	-
52 EOC - ARPA	-	-	9,600,000	-
Incentives - ARPA	-	-	500,000	-
53				
54 Subtotal	\$ 448,464	\$ 119,101	\$ 12,204,826	\$ 62,834
55				
56 Total Revenue	\$ 448,464	\$ 119,101	\$ 12,204,826	\$ 62,834
57				
58 Expenditures				
59 DUI Enforcement	\$ 38,471	\$ 62,834	\$ 62,834	\$ 62,834
63 SHPO/CLG Grant	23,989	9,700	20,450	-
67 Homeland Security	43,692	-	30,090	-
68 Traffic & Alcohol Enforcement	58,134	-	101,626	-
70 Audit Adj/Encumbrances	(110,968)	-	-	-
78 Jag Grant	4,956	-	57,301	-
80 DOJ BJA Grant	22,929	-	37,804	-
86 Traffic Control	10,400	-	-	-
90 FTA Grant - Elec Bus	-	-	639,969	-
91 FTA Grant - Charging Stations	-	-	121,800	-
93 Emergency Management Grant	5,000	-	10,324	-
104 Firehouse Art Center Grant	-	-	325,000	-
105 VOCA Grant	-	46,567	46,567	-
106 Stormwater Quality Grant	74,521	-	10,977	-
107 CARES Program - Parks	233,781	-	115	-
108 Arts & Humanities - ARPA	-	-	100,000	-
109 EOC - ARPA	-	-	9,500,000	-
Incentives - ARPA	-	-	500,000	-
110				
111 Subtotal	\$ 404,905	\$ 119,101	\$ 11,564,857	\$ 62,834
112 I/F Transf - General	-	-	-	-
113 I/F Transf - General (Pet License)	-	-	-	-
114 I/F Transf - Capital	-	-	639,969	-
115				
116 Total Expenditures	\$ 404,905	\$ 119,101	\$ 12,204,826	\$ 62,834
117				
118 Net Difference	\$ 43,559	\$ -	\$ -	\$ -
119				
120 Ending Fund Balance	\$ 2,040,757	\$ 1,997,198	\$ 2,040,757	\$ 2,040,757
121				
122 Reserved for County DUI Program	\$ 376,294	\$ 392,186	\$ 376,294	\$ 392,186
123 Reserved for ARPA	\$ -	-	\$ -	-
124 Unreserved	1,664,463	1,605,012	1,664,463	1,648,571
125				
126 Total Reserves	\$ 2,040,757	\$ 1,997,198	\$ 2,040,757	\$ 2,040,757

Special Revenue Fund Project Table
Fund 22

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
22590078	BG0081	Northbase EV Chargers	89,600	-	-	-	-	-	-
22695523	BG0083	Emergency Operations Center ARPA	9,500,000	-	-	-	-	-	-
22796638	PR0026	Firehouse Art Center Addition (match)	325,000	-	300,000	-	-	-	-
TOTAL SPECIAL REVENUE FUND 22 PROJECTS			\$ 9,914,600	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -



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 proposed project in FYE23 totaling \$44,000.

Room Tax Fund Summary Fund 23

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 33,606	\$ 194,002	\$ 319,614	\$ 281,031	\$ 220,159	\$ 215,348	\$ 222,290	\$ 241,431
2								
3 Revenues								
4 Taxes	\$ 1,264,409	\$ 1,312,500	\$ 1,685,000	\$ 1,716,250	\$ 1,767,738	\$ 1,820,770	\$ 1,875,393	\$ 1,931,654
5 Interest/Investment Income	(669)	2,500	2,500	2,500	2,500	2,500	2,500	2,500
6 IF Transf - General Fund	1,075,000	-	-	-	-	-	-	-
7 Bond Proceeds - 2021 Note			3,882,000					
8								
9 Total Operating Revenues	\$ 2,338,740	\$ 1,315,000	\$ 5,569,500	\$ 1,718,750	\$ 1,770,238	\$ 1,823,270	\$ 1,877,893	\$ 1,934,154
10								
11 Expenditures								
12 Administration	\$ 46,345	\$ 52,500	\$ 67,500	\$ 68,750	\$ 70,810	\$ 72,931	\$ 75,116	\$ 77,366
13 Arts & Humanities	677,698	315,600	301,967	412,500	424,857	437,585	450,694	464,197
14 Parks Capital Projects	64,187	87,000	361,080	44,000	-	-	-	-
15 Conventions/Visitor Bureau	955,187	631,200	810,000	825,000	849,714	875,169	901,388	928,394
16 IF Transf - Westwood	204,219	209,444	-	-	-	-	-	-
17 IF Transf - Capital Fund	-	-	-	-	-	-	-	-
18 IF Transf - Norman Forward Fund			3,801,683					
19 Debt Service - 2021 Note			185,536	429,372	429,668	430,642	431,554	433,306
20 Carryover Encumbrances/Audit Adj.	105,096	-	80,317	-	-	-	-	-
21								
22 Total Expenditures	\$ 2,052,732	\$ 1,295,744	\$ 5,608,083	\$ 1,779,622	\$ 1,775,049	\$ 1,816,327	\$ 1,858,752	\$ 1,903,263
23								
24								
25 Net Difference	\$ 286,008	\$ 19,256	\$ (38,583)	\$ (60,872)	\$ (4,812)	\$ 6,943	\$ 19,141	\$ 30,891
26								
27 Ending Fund Balance	\$ 319,614	\$ 213,258	\$ 281,031	\$ 220,159	\$ 215,348	\$ 222,290	\$ 241,431	\$ 272,322
28								
29 Reserves:								
30 Reserved for Administration	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
31 Reserved for Arts & Humanities	(103,033)	25	-	-	(0)	(0)	(0)	(0)
32 Reserved for Parks & Rec.	203,442	213,181	61,826	954	(3,857)	3,086	22,226	53,117
33 Reserved for Conv. & Tourism	219,204	51	219,204	219,204	219,204	219,204	219,204	219,205
34								
35 Total Reserves	\$ 319,614	\$ 213,258	\$ 281,031	\$ 220,159	\$ 215,348	\$ 222,290	\$ 241,431	\$ 272,322

Room Tax Fund Project Table

Fund 23

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
23794442	RT0089	Bicycle Skills Park	-	-	-	-	-	-	-
23793375	RT0084	Disc Golf Improvements Citywide	4,423	-	-	-	-	-	-
23796638	RT0027	Firehouse Art Center addition (match)	125,000	-	-	-	-	-	-
23796627	RT0090	Historic Museum Parking	127,481	-	-	-	-	-	-
23798814	RT0087	Sooner Theatre Seat Replace & Interiors (matc	32,056	-	-	-	-	-	-
23793364	RT0091	Westwood Tennis Center Improvements	25,000	44,000	-	-	-	-	-
23794442	PR0172	Ruby Grant Park SE Parking Lot	46,250	-	-	-	-	-	-
23798815	RT0008	12th Avenue Tennis Court Renovation	870	-	-	-	-	-	-
TOTAL ROOM TAX FUND 23 PROJECTS			\$ 361,080	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT TITLE:	Westwood Tennis Center Improvements	PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEGORY:	Parks & Recreation	PROJECT NUMBER:	RT0091	
DEPARTMENT:	Parks and Recreation	ACCOUNT NUMBER:	23793364	
MANAGER:	James Briggs	BEGIN & END DATES:	7/1/21	to 6/30/22
WARD(s):	8	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. We would like to re-surface all of the outdoor courts over the next two fiscal years, as well as complete projects to replace the old incandescent court light fixtures on the oldest courts (courts 8&9) with modern LED box fixtures, add walkways to connect the pro shop to the courts west of the building, add a drinking fountain and paint the inside of the pro shop, replace the toilets in the building and improve the site furnishings and drainage around the facility. The final phase of work would be to construct 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.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	5,000		5,000	0	0				
6001	ROW	0								
6701	Utilities	0								
46101	Const	64,000	0	20,000	44,000	0				
6301	Matts	0								
		0								
	Total	69,000	0	25,000	44,000	0	0	0	0	0

OPERATING IMPACT: negligible Genl Fnd

STATUS & COMMENTS:

Proposed as a Room Tax project. With increased play from adults and steady increases in youth tennis activity, there is always a need to upgrade the facilities for players. Upon talking to the staff at Westwood, there are several things that would help keep the facility in the best possible condition for both daily individual and league players and their very busy USTA Tournament schedule in the warmer months, which attract thousands of visitors to town for multiple days in regional and sectional national tournaments.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Fnd 23		Total	Bldg Maint	no
Design	5,000		5,000	IT	no
ROW	0		0	Pub Wks	yes
Utilities	0		0	Utilities	no
Const	64,000		64,000	Parks	
Materials	0		0	Other	no
Total	69,000	0	69,000		
Reimbursable Account?	no				

Last Update 2/24/22



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 proposed for FYE 23. Council will be presented with proposals as projects and funding become available in the future.

Public Transportation Fund Summary

Fund 27

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 1,278,945	\$ 483,530	\$ 570,925	\$ -	\$ 0	\$ (0)	\$ 0	\$ 0
2								
3 Revenues								
4 Fare Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Advertising Fees	18,000		12,000	12,000	12,000	12,000	12,000	12,000
6 Grant Revenue - FTA	1,862,755	2,000,000	2,029,250	2,234,890	2,200,000	2,200,000	2,200,000	2,200,000
7 Grant Revenue - ODOT PTRF	134,285		134,285	134,285	134,000	134,000	134,000	134,000
8 Grant Revenue - Other	2,658,130		4,938,626					
9 Sales Tax	2,599,644	2,550,000	3,045,769	3,106,684	3,168,818	3,232,194	3,296,838	3,362,775
10 Use Tax	385,440		436,976	454,455	472,633	491,539	511,200	531,648
11 Misc	50,000		50,000	50,000	50,000	50,000	50,000	50,000
12 Interest Income	5,708	-	-	-	-	-	-	-
13								
14 Subtotal	\$ 7,713,962	\$ 4,550,000	\$ 10,646,906	\$ 5,992,314	\$ 6,037,451	\$ 6,119,733	\$ 6,204,038	\$ 6,290,423
15								
16 I/F Transf - General Fund	\$ 3,474,881	\$ 741,072	\$ 16,952	\$ 122,488	\$ 74,913	\$ 48,202	\$ 20,030	\$ -
17 I/F Transf - Capital Fund	-		534,426					
18								
19 Total Revenue	\$ 11,188,843	\$ 5,291,072	\$ 11,198,284	\$ 6,114,802	\$ 6,112,364	\$ 6,167,935	\$ 6,224,068	\$ 6,290,423
20								
21 Expenditures								
22 Salaries & Benefits	\$ 509,163	\$ 864,844	\$ 864,844	\$ 763,131	\$ 770,762	\$ 778,470	\$ 786,255	\$ 794,117
23 Supplies & Materials	689,330	420,121	482,156	604,547	610,592	616,698	622,865	629,094
24 Services & Maintenance	3,290,732	3,745,801	4,300,005	4,045,950	4,086,410	4,127,274	4,168,546	4,210,232
25 Internal Service	34,133	12,719	12,719	43,726	44,601	45,493	46,402	47,330
26 Capital Equipment	292,285	731,117	2,307,309	657,448	600,000	600,000	600,000	600,000
27 Capital Projects	307,573		218,603					
28 Audit adjustments	1,673,647	-	-	-	-	-	-	-
29								
30 Subtotal	\$ 6,796,863	\$ 5,774,602	\$ 8,185,636	\$ 6,114,802	\$ 6,112,365	\$ 6,167,934	\$ 6,224,069	\$ 6,280,773
31								
32 I/F Transf - General Fund	\$ -	\$ -	\$ 3,049,147	\$ -	\$ -	\$ -	\$ -	\$ -
33 I/F Transf - Capital Fund	\$ 5,100,000		534,426					
34								
35 Total Expenditures	\$ 11,896,863	\$ 5,774,602	\$ 11,769,209	\$ 6,114,802	\$ 6,112,365	\$ 6,167,934	\$ 6,224,069	\$ 6,280,773
36								
37 Net Difference	\$ (708,020)	\$ (483,530)	\$ (570,925)	\$ 0	\$ (0)	\$ 1	\$ (0)	\$ 9,650
38								
39 Ending Fund Balance	\$ 570,925	\$ -	\$ -	\$ 0	\$ (0)	\$ 0	\$ 0	\$ 9,650
40								
41 Reserves								
42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43 Unreserved	570,925	-	-	0	(0)	0	0	9,650
44								
45 Total Reserves	\$ 570,925	\$ -	\$ -	\$ 0	\$ (0)	\$ 0	\$ 0	\$ 9,650

Public Transportation Fund Project Table

Fund 27

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
27590078	BG0079	Eight Dual Slowfill Pumps	172,603	-	-	-	-	-	-
27590078	BG0084	North Base EV Charger - FTA	46,000	-	-	-	-	-	-
TOTAL TRANSIT FUND 27 PROJECTS			\$ 218,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item 23.



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 eight pay-go projects are included for funding in FYE23 totaling \$4,723,400.

Water Fund Summary

Fund 31

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 38,395,612	\$ 7,530,865	\$ 31,850,455	\$ 1,452,241	\$ 1,444,078	\$ (19,425,693)	\$ (27,439,032)	\$ (27,995,117)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 21,769,291	\$ 23,900,000	\$ 21,000,000	\$ 21,420,000	\$ 21,848,400	\$ 22,285,368	\$ 22,731,075	\$ 23,185,697
5 Connection Fee	1,265,015	670,000	800,000	816,000	832,320	848,966	865,946	883,265
6 Capital Improvement Charge	1,679,490	1,393,776	1,393,776	1,407,714	1,421,791	1,436,009	1,450,369	1,464,873
7 Cost Allocation	876,013	756,751	756,751	776,641	784,407	792,251	800,174	808,176
8								
9 Total Operating Revenues	\$ 25,589,809	\$ 26,720,527	\$ 23,950,527	\$ 24,420,355	\$ 24,886,918	\$ 25,362,594	\$ 25,847,564	\$ 26,342,011
10								
11 Operating Expenditures:								
12 Salaries / Benefits	\$ 4,285,886	\$ 4,583,708	\$ 4,583,708	\$ 4,408,319	\$ 4,628,735	\$ 4,860,172	\$ 5,103,180	\$ 5,358,339
13 Supplies / Materials	2,741,029	3,002,384	3,189,016	3,100,195	3,131,197	3,162,509	3,194,134	3,226,075
14 Services / Maintenance	2,425,287	2,670,863	3,158,491	3,060,943	3,091,552	3,122,468	3,153,693	3,185,230
15 Internal Services	180,998	237,511	237,511	246,937	251,876	256,913	262,052	267,293
16 Cost Allocations	2,037,831	2,081,271	2,081,271	2,240,914	2,263,323	2,285,956	2,308,816	2,331,904
17 Employee Turnover Savings		(68,756)	(68,756)	(66,125)	(69,431)	(72,903)	(76,548)	(80,375)
18								
19 Total Operating Expenditures	\$ 11,671,031	\$ 12,506,981	\$ 13,181,241	\$ 12,991,183	\$ 13,297,252	\$ 13,615,116	\$ 13,945,327	\$ 14,288,466
20								
21 Net Operating Revenue	\$ 13,918,778	\$ 14,213,546	\$ 10,769,286	\$ 11,429,172	\$ 11,589,666	\$ 11,747,479	\$ 11,902,237	\$ 12,053,545
22								
23 Other Revenues:								
24 Interest Income	\$ (8,673)	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
25 Other Misc. Revenue	762,335	-	-	-	-	-	-	-
26 IF Transfer - Sewer Fund	33,500	-	-	-	-	-	-	-
27 Revenue Bond Proceeds		-	5,879,798	-	-	-	-	-
28 Grant Revenue	-	-	-	-	-	-	-	-
29								
30 Total Other Revenues	\$ 787,162	\$ 120,000	\$ 5,999,798	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
31								
32 Other Expenditures:								
33 Audit Accruals/Adj/Encumbrances	\$ 2,791,668							
34 Master Conservancy Debt	71,749	\$ 71,523	\$ 264,631	\$ 335,425	\$ 334,884	\$ 334,315	\$ 333,797	\$ 263,200
35 Debt Service - 15 Issue	1,565,891	1,478,310	1,478,310	1,480,034	1,476,119	1,486,619	1,491,319	740,275
36 Debt Service - 16 Issue	844,220	770,109	770,109	771,060	771,732	767,071	772,129	771,742
37 Debt Service - 17 Issue	2,292,137	2,352,500	1,804,317	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641
38 Debt Service - 18 Issue	896,015	899,405	899,405	891,295	893,025	893,455	892,585	890,415
39 Debt Service - 21 Issue	-	-	-	-	-	-	-	-
40 Capital Projects	5,900,968	11,270,701	37,064,213	4,723,400	25,743,000	13,016,000	5,682,000	22,972,200
41 Capital Projects - 15 Issue	-	-	-	-	-	-	-	-
42 Capital Projects - 17 Issue	498,136	-	-	-	-	-	-	-
43 Capital Projects - 18 Issue	4,712,083	-	3,024,091	-	-	-	-	-
44 Bond Issue Costs	-	-	-	-	-	-	-	-
45 Capital Equipment	286,077	548,100	633,722	247,679	230,000	230,000	230,000	230,000
46 IF Transf - General Fund	1,103,653	1,228,500	1,228,500	1,111,800	1,134,036	1,156,717	1,179,851	1,203,448
47 IF Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
48 IF Transf - Capital Fund	288,500	-	-	-	-	-	-	-
49 IF Transf - Norman Forward Fund	-	-	-	-	-	-	-	-
50								
51 Total Other Expenditures	\$ 21,251,097	\$ 18,619,148	\$ 47,167,298	\$ 11,557,334	\$ 32,579,437	\$ 19,880,818	\$ 12,578,322	\$ 29,067,921
52								
53 Net Revenues (Expenditures)	\$ (6,545,157)	\$ (4,285,602)	\$ (30,398,214)	\$ (8,162)	\$ (20,869,771)	\$ (8,013,339)	\$ (556,085)	\$ (16,894,376)
54								
55 Ending Fund Balance	\$ 31,850,455	\$ 3,245,263	\$ 1,452,241	\$ 1,444,078	\$ (19,425,693)	\$ (27,439,032)	\$ (27,995,117)	\$ (44,889,493)
56								
57 Reserves								
58 Reserve for Operations	\$ 933,682	\$ 1,000,559	\$ 1,054,499	\$ 1,039,295	\$ 1,063,780	\$ 1,089,209	\$ 1,115,626	\$ 1,143,077
59 Reserve for Encumbrances	7,558,319	-	-	-	-	-	-	-
60 Reserve for Bond Projects - 17 Issue	-	2,451,693	-	-	-	-	-	-
61 Reserve for Bond Projects - 18 Issue	5,879,798	3,827,197	2,855,707	2,855,707	2,855,707	2,855,707	2,855,707	2,855,707
62 Reserve for Capital	17,245,723	12,291,100	14,427,320	16,853,300	13,890,067	14,327,100	22,972,200	22,972,200
63 Reserve (Deficit) Surplus	232,933	(16,325,286)	(16,885,285)	(19,304,224)	(37,235,246)	(45,711,048)	(54,938,650)	(71,860,477)
64								
65 Total Reserves	\$ 31,850,455	\$ 3,245,263	\$ 1,452,241	\$ 1,444,078	\$ (19,425,693)	\$ (27,439,032)	\$ (27,995,117)	\$ (44,889,493)

Water Fund Project Table

Fund 31

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
WATER DISTRIBUTION SYSTEM									
31999942	WA0337	Asset Management Plan	141,500	-	-	-	-	-	-
31993360	WA0348	Corporate Addition Utilities	301,200	-	-	-	-	-	-
31993395	WA0365	GIS As-Built Linking	63,720	-	-	-	-	-	-
31993346	WA0371	Crest Place - FY22 Urban SVC WL	104,000	-	-	-	-	-	-
31993346	WA0373	Jackson DR - FY22 Urban SVC WL	55,000	-	-	-	-	-	-
31993346	WA0372	Blessing Court FY22 Urban SVC WL	16,000	-	-	-	-	-	-
31993346	WA0377	Morren Dr - Urban SVC WL	66,000	-	-	-	-	-	-
31999942	WA0368	Utility Connection Fee Evaluation	49,002	-	-	-	-	-	-
31993345	WA0369	Blending of Wells 5,6,52 at WTP	52,410	-	-	-	-	-	-
31993395	WA0021	Water Meter GPS	187,000	-	-	-	-	-	-
31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson	324,900	-	-	2,300,000	-	-	-
031-	WA	Waterline Maintenance Plan: 40 Year Duration	-	-	-	-	-	-	-
031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	-	-	-	1,260,000	-	-	-
31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to In	1,943,699	-	-	350,000	2,520,000	3,620,000	3,300,000
31993360	WA0328	Water Line Replacement: Flood-Robinson to Venture	3,814,635	-	-	-	-	-	-
31996683	WA0339	Water Line Replacement: Sooner Mall	91,717	-	-	-	-	-	-
31995521	WA	Water Line Replacement: Hall Park Phase 2	-	-	-	698,000	-	-	-
031-	WA	Water Line Replacement: Main Street: Berry to Interstate	-	-	-	-	1,220,000	4,010,000	4,010,000
31993360	WA0173	Master Meters Installation	322,529	-	-	-	-	-	-
31993360	WA0195	Water Line Replacement: Robinson Under I-35	129,451	-	-	-	-	-	-
31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	2,564,231	1,900,000	1,600,000	1,600,000	1,600,000	1,600,000	4,000,000
31993345	WA0196	I-35 Waterline Relocation	2,353	-	-	-	-	-	-
31999939	WA0274	Backwash Tower Repaint	23,931	-	-	-	-	-	-
31993360	WA0350	Water Distribution System Sampling Stations	281,620	-	-	-	-	-	-
31993395	WA0201	Backflow Prevention Program	66,215	-	-	-	-	-	-
31995521	WA0202	Water Line Replacement: Gray/Main Street	130,808	-	-	-	-	-	-
31996683	WA0352	WL Replacement Southlake Addition	1,169,000	-	-	-	-	-	-
31993395	WA0367	Water Line Replacement: Brownwood & Buckingham	6,015	-	-	-	-	-	-
31996683	WA0353	Water Line Replacement: Jenkins Replacement	696,726	-	-	-	-	-	-
31993360	WA0224	Water Line Replacement: Gray & Tonhawa	149,524	-	-	-	-	-	-
31996683	WA0354	Water Line Replacement: Porter Replacement	2,237,949	-	-	-	-	-	-
31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,223,315	-	-	-	-	-	-
31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
031-	WA	Water Line Replacement: 24th NE: Beaumont to Lindsey	-	-	-	-	-	-	-
31995521	WA0241	Water Meter: Large Water Meter Testing	226,266	-	-	-	-	-	-
31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	5,694,874	-	3,700,000	6,000,000	-	-	-
31993360	WA0245	Water Line Replacement: Interstate Drive	919,517	-	-	-	-	-	-
31993360	WA0246	Water Line Replacement: Parsons Addition	1,018,644	-	-	-	-	-	-
31993346	WA0355-0358	Water Line Replacement: Urban Service Area Water Line	183,000	-	-	-	-	-	-
31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replace	179,106	100,000	100,000	100,000	100,000	100,000	-
031-	WA	Water Line Replacement: Danfield -B/w Brookhaven	-	810,000	-	-	-	-	-
031-	WA	Water Line Replacement: Tecumseh, 24th Ave NW to Jou	-	428,400	3,060,000	-	-	-	-
031-	WA	Water Line Replacement: Urban Service Area Water Line	-	262,000	203,000	183,000	242,000	250,000	-
Subtotal Water Distribution System Projects			\$ 25,513,552.52	\$ 3,500,400	\$ 8,663,000	\$ 12,491,000	\$ 5,682,000	\$ 9,580,000	\$ 11,310,000
WATER TOWERS									
031-	WA	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
31993354	WA0364	Water Tower - Boyd Tower	384,000	-	230,000	-	-	856,000	-
31993345	WA0182	Water Tower - Lindsey Tower	350,000	-	350,000	-	-	-	-
31993345	WA0189	Water Tower - Cascade Tower	487,432	-	-	-	-	-	-
31993345	WA	Water Tower - Robinson Tower	-	773,000	-	-	-	-	-
31993345	WA0294	Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
Subtotal Water Tower Projects			\$ 1,321,432	\$ 773,000	\$ 580,000	\$ -	\$ -	\$ 856,000	\$ 3,500,000
WATER WELL IMPROVEMENTS									
31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	209,435	-	-	-	-	-	-
31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	194,397	-	-	-	-	-	-
31995521	WA0243	Water Well: Horizontal Well	121,721	-	-	-	-	-	-
Subtotal Water Well and Distribution System Projects			\$ 525,553	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WATER TREATMENT PLANT									
031-	WA	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
31995521	WA0329	New Building for Line Maintenance (match)	3,784,025	-	-	-	-	-	-
031-	WA	Update Water Supply Plan	-	-	-	500,000	-	-	-
31993395	WA0359	Corrosion Control Study	175,000	-	-	-	-	-	-
31999939	WA0330	WTP Laboratory Remodel	12,407	-	-	-	-	-	-
31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 betw	113,749	-	-	25,000	-	-	-
31999939	WA0361	WTP: Concrete Improvements	-	-	-	-	-	-	-
31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
31993398	WA0214	WTP Well Field Blending	3,139,500	-	16,000,000	-	-	-	-
31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
31999939	WA0291	WTP Improvement Phase 1	152,826	-	-	-	-	-	-
31999939	WA0249	WTP SCADA Improvements	897	-	-	-	-	-	-
31999939	WA0374	WTP: CO2 Tank	385,000	-	-	-	-	-	-
31993395	WA0370	WTP: Solar Array	1,357,500	-	-	-	-	-	-
31993395	WA0375	WTP: Clarifier 1 and 2 rehab	-	400,000	-	-	-	-	-
31993395	WA0376	WTP: Filter 1-4 Influent Pipe rehab	30,000	50,000	500,000	-	-	-	-
Subtotal WTP Other Projects			\$ 9,385,904	\$ 450,000	\$ 16,500,000	\$ 525,000	\$ -	\$ 12,536,200	\$ 89,188,800

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
URBAN SERVICE AREA WATER LINES									
<u>FYE 2018 Lines</u>									
<u>FYE 2019 Lines</u>									
31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
<u>FYE 2020 Lines</u>									
31993346	WA0340	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	1,569	-	-	-	-	-	-
31993346	WA0341	Kiowa Way: Hunting Horse Tr to dead end cul de sac	29,000	-	-	-	-	-	-
31993346	WA0342	W. Brooks St: Berry Rd to Wylie Rd	103,000	-	-	-	-	-	-
31993346	WA0343	E Eufaula: Porter to Ponca	-	-	-	-	-	-	-
31993346	WA0344	Comanche: Porter to Ponca	6,202	-	-	-	-	-	-
Subtotal Urban Service Area Water Line Projects			\$ 217,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HOT SOILS WATER LINE REPAIR PROGRAM									
<u>FYE 2018 Lines</u>									
<u>FYE 2019 Lines</u>									
31993344	WA0334	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock	-	-	-	-	-	-	-
<u>FYE 2020 Lines</u>									
31993344	WA0346	Crail Dr: 36th Ave NW to Astor Dr	50,000	-	-	-	-	-	-
31993344	WA0347	Buckingham Dr: Brownwood Ln to Bridgeport Rd	50,000	-	-	-	-	-	-
Subtotal Hot Soils Water Line Repair Program			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PAYGO WATER PROJECTS			\$ 37,064,213	\$ 4,723,400	\$ 25,743,000	\$ 13,016,000	\$ 5,682,000	\$ 22,972,200	\$ 103,998,800
WATER BOND PROJECTS Series 2006									
31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	2,969,313	-	-	-	-	-	-
31999939	WB0292	WTP: Phase 2 Improvements	54,778	-	-	-	-	-	-
Subtotal Bond Expenses for 2006 Water Bond Projects			\$ 3,024,091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALL WATER FUND 31 PROJECTS			\$ 40,088,304	\$ 4,723,400	\$ 25,743,000	\$ 13,016,000	\$ 5,682,000	\$ 22,972,200	\$ 103,998,800

CITY OF NORMAN

PROJECT TITLE:	Water Meters, Advance Metering Infrastructure (PROJECT TYPE:	Water System	Improv.
PROJ. CATEGORY:	Water Meters			PROJECT NUMBER:	WA0351	
DEPARTMENT:	Utilities			ACCOUNT NUMBER:	31993361	
MANAGER:	Nathan Madenwald			BEGIN & END DATES:	7/1/20	to 6/30/25
WARD(s):	All			LIFE EXPECTANCY:	20 years	

A majority of the NUA water meters are currently read by a person walking and opening each meter can and reading the dial on the meter monthly. The reading is typed manually into a handheld device that stores the data until it can be downloaded at the end of each day. A small percentage of the NUA meters have Automatic Meter Reading (AMR) which allows a person to walk near the meters or drive a vehicle near the meters so that a hand held device reads each meter via electronic signals. The future trend is for water utilities to establish a few towers that can read each meter using radio frequencies. The reading devices can be installed on water towers so that good communication is established with each meter. This allows the utility to read any meter instantaneously and provide the customers with more responsive service as well as greatly reduce errors in meter reading entries. Since there are various companies providing AMI equipment and the total investment has a life of 20 years, staff plans to hire a consultant who specializes in helping their client through the selection process. Staff has contacted a few consultants who state that this effort could range from \$100K to \$400K depending on the detail that our Utility wants to screen AMI vendors. Staff has programmed \$350K into the first year to get the process started and realizes the full funding for this endeavor will require a water rate increase.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	1,300,000	35,769	964,231	300,000					
46001	ROW	0								
46701	Utilities	0								
46101	Const	13,600,000		1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	4,000,000
46301	Matis	0								
		0								
	Total	14,900,000	35,769	2,564,231	1,900,000	1,600,000	1,600,000	1,600,000	1,600,000	4,000,000

OPERATING IMPACT: slight Water Fnd Once meters are purchased, ongoing maintenance fee of metering equipment \$300

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	1,300,000			1,300,000	IT	no
ROW	0			0	Pub Wks	no
Utilities	0			0	Utilities	yes
Const.	13,600,000			13,600,000	Parks	no
Materials	0			0	Other	no
Total	14,900,000	0	0	14,900,000		
Reimbursable Account?						

Updated by: NMM
Last Update 1/12/21

CITY OF NORMAN

PROJECT TITLE:	Fire Hydrant and Valve Replacement Projects	PROJECT TYPE:	Water System	Maint.
PROJ. CATEGORY:	Line Maintenance	PROJECT NUMBER:	WA0363	
DEPARTMENT:	Utilities	ACCOUNT NUMBER:	31995521	
MANAGER:	David Hager	BEGIN & END DATES:	7/1/20	to 6/30/25
WARD(s):	All	LIFE EXPECTANCY:	20-30 Years	

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. Un-needed 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	Beyond 5 Years
46301	Mats	600,000	20,894	179,106	100,000	100,000	100,000	100,000	100,000	
		0								
		0								
		0								
		0								
		0								
		0								
	Total	600,000	20,894	179,106	100,000	100,000	100,000	100,000	100,000	0

OPERATING IMPACT: positive Water Fnd Ongoing replacement and maintenance will increase asset reliability

STATUS & COMMENTS:

This annual asset replacement project will replace Hot Soils water line replacement projects. The ongoing programmed water line replacements projects will be re-programmed for Division future Urban Area water line replacement projects and outside contract projects for future fiscal years. This fire hydrant and valve replacement account will fund costs of materials for the "Hot Soils" crew and is expected to continue indefinitely.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 31		Total	Bldg Maint	
Design			0	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	yes
Const.	0		0	Parks	
Materials	600,000		600,000	Other	
Total	600,000	0	600,000		

Reimbursable Account? yes

Updated by NMM
Last Update 3/1/22

CITY OF NORMAN

PROJECT TITLE:	WL Replacement: Danfield - B/w Brookhaven			PROJECT TYPE:	Water System	Maint.
PROJ. CATEGORY:	Water System			PROJECT NUMBER:	WAXXXX	
DEPARTMENT:	Utilities			ACCOUNT NUMBER:	31996683	
MANAGER:	Nathan Madenwald			BEGIN & END DATES:	7/1/22	to 6/30/24
WARD(s):				LIFE EXPECTANCY:	40 years	

DETAILED PROJECT DESCRIPTION:

Due to significant number of breaks that have impacted water service to the development, this project is proposed to replace the water lines throughout the neighborhood. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion. This project will install new 8-inch main along with minimal amounts of 6-inch for small streets and short dead-end lines and will then reconnect services for the residents.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	74,000			74,000					
6001	ROW	0								
6701	Utilities	0								
6101	Const	736,000			736,000					
6301	Matls	0								
		0								
	Total	810,000	0	0	810,000	0	0	0	0	0

OPERATING IMPACT:

slight Water Fnd ongoing water maintenance

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Fnd 31			Total	Bldg Maint	
Design	74,000			74,000	IT	
ROW	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	736,000			736,000	Parks	
Materials	0			0	Other	
Total	810,000	0	0	810,000		
Reimbursable Account?						

Updated by NMM

Last Update 3/1/22

CITY OF NORMAN

PROJECT TITLE: WL Replacement: Tecumseh - Flood to Journey P PROJ. CATEGORY: Water Distribution System DEPARTMENT: Utilities MANAGER: Rachel Croft WARD(s): 8	PROJECT TYPE: Water System Maint. PROJECT NUMBER: WAXXXX ACCOUNT NUMBER: 31993360 BEGIN & END DATES: 7/1/22 to 6/30/25 LIFE EXPECTANCY: 50 Years
--	--

DETAILED PROJECT DESCRIPTION:

Project will replace ductile iron water lines that are at an excessive depth due to the ODOT interchange construction and development of the area. The existing main has experienced breaks and staff does not have the resources to repair the line due to its excessive depth (approximately 25 feet).

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
46001	ROW	306,000			306,000					
46101	Const	122,400			122,400					
46201	Design	3,060,000				3,060,000				
		0								
	Total	3,488,400	0	0	428,400	3,060,000	0	0	0	0

OPERATING IMPACT: positive Water Fnd

STATUS & COMMENTS:

<u>TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:</u>				<u>THIS PROJECT NEEDS ASSISTANCE FROM:</u>			
Purpose	Fnd 31		Total	Bldg Maint	no		
Design	3,060,000		3,060,000	IT	no		
ROW	306,000		306,000	Pub Wks	yes		
Utilities			0	Utilities	yes		
Const.	122,400		122,400	Parks	no		
Materials			0	Other	no		
Total	3,488,400	0	0				
Reimbursable Account?	no						

Updated by NMM
Last Update 3/1/22

CITY OF NORMAN

PROJECT TITLE:	Urban Service Area Waterlines	PROJECT TYPE:	Water System
PROJ. CATEGORY:	Urban Service Area Waterlines	PROJECT NUMBER:	WA Maintenance
DEPARTMENT:	Utilities	ACCOUNT NUMBER:	31993346 46301
MANAGER:	Scott Aynes	BEGIN & END DATES:	7/20/19 to 6/30/25
WARD(s):	All	LIFE EXPECTANCY:	40-50 Years

DETAILED PROJECT DESCRIPTION:

These projects purchase materials for replacement of cast iron and ductile iron water mains, water valves, fire hydrants and correct fire hydrant spacing in the Urban service areas. **FYE: 22** Crest Place (\$104,000), Blessing Court (\$16,000), Jackson Drive (\$55,000), Morren Drive (\$66,000). **FYE 23:** 1149 E. Brooks Street (\$100,000), 401 12th Avenue S.E. (\$110,000), Rich Street (\$27,000), Americana Court (\$25,000). **FYE 24:** Kingston Road (\$46,000), Park Drive (\$54,000), West Brooks Street (103,000). **FYE 25:** Venture Drive (\$118,000), 28th Avenue N.W. (\$65,000). **FYE 26:** Acres Street (\$33,600), East Johnson Street (\$60,000), Acres Street, second location (\$20,900), West Symmes Street (\$27,500), Pickard Avenue (\$36,000), Tonhawa Street (\$64,000).

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6301	Design	0								
6001	ROW	0								
6701	Utilities	0								
6101	Const	0								
31993346 46301	Matls	1,381,000		241,000	262,000	203,000	183,000	242,000	250,000	
		0								
	Total	1,381,000	0	241,000	262,000	203,000	183,000	242,000	250,000	0

OPERATING IMPACT: positive Water Fnd Reduce maintenance costs

STATUS & COMMENTS:

Division staff completing FY 22 budgeted replcement projects.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	
Design	0			0	IT	
ROW	0			0	Pub Wks	
Utilities	0			0	Utilities	yes
Const.	0			0	Parks	
Materials	1,381,000			1,381,000	Other	
Total	1,381,000	0	0	1,381,000		

Reimbursable Account? yes

Updated by NMM
Last Update 2/1/21

CITY OF NORMAN

PROJECT TITLE:	Water Tower Maintenance - Robinson Tower			PROJECT TYPE:	Water System	Maint.
PROJ. CATEGORY:	Water Towers			PROJECT NUMBER:	WAXXXX	
DEPARTMENT:	Utilities			ACCOUNT NUMBER:	031-9354-462	
MANAGER:	Kenneth Giannone			BEGIN & END DATES:	7/1/05	to 6/30/22
WARD(s):	8			LIFE EXPECTANCY:	10 Years	

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 4000 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. Additionally, a mixing device was installed to improve circulation and prevent accumulation of stagnant water in the water tower. The project will protect the water quality during storage in the water tower and help maintain compliance with the Phase II Disinfection Byproducts Rule promulgated in 2012. Resurfacing and painting assumed in FYE2021.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Adopted FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	98,000			98,000					
6001	ROW	0								
6701	Utilities	0								
6101	Const	675,000			675,000					
6301	Matls	0								
		0								
	Total	773,000	0	0	773,000	0	0	0	0	0

OPERATING IMPACT: negligible Water Fnd Maintenance Only

STATUS & COMMENTS:

Robinson Tower was last sandblasted and coated in July 2006 by TMI Coatings at a cost of approximately \$400,000 (PO#127313). Project estimated at \$600K in February 2019; add 4 years inflation at 3% annually to FYE23.

THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 31		Total	Bldg Maint	
Design	98,000		98,000	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	675,000		675,000	Parks	
Materials	0		0	Other	
Total	773,000	0	0	773,000	
Reimbursable Account?	no				

Updated by NMM

Last Update 3/1/22

CITY OF NORMAN

PROJECT TITLE: WTP Rehabilitation of Clarifiers 1 and 2 PROJ. CATEGORY: Water Treatment Plant DEPARTMENT: Utilities MANAGER: Geri Wellborn WARD(s): All	PROJECT TYPE: Water System Improvt. PROJECT NUMBER: WA0375 ACCOUNT NUMBER: BEGIN & END DATES: 7/1/21 to 6/30/22 LIFE EXPECTANCY: 20 years
--	---

DETAILED PROJECT DESCRIPTION:
 The existing CO2 tank has reached the end of its useful and warrants replacement. This project will design and construct a replacement CO2 tank.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	40,000		40,000						
46101	Const	400,000			400,000					
		0								
		0								
		0								
		0								
		0								
	Total	440,000	0	40,000	400,000	0	0	0	0	0

OPERATING IMPACT:

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Purpose</th> <th></th> <th></th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>40,000</td> <td></td> <td></td> <td>40,000</td> </tr> <tr> <td>ROW</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Const.</td> <td>400,000</td> <td></td> <td></td> <td>400,000</td> </tr> <tr> <td>Materials</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>440,000</td> <td>0</td> <td>0</td> <td>440,000</td> </tr> </tbody> </table>					Purpose				Total	Design	40,000			40,000	ROW	0			0	Utilities				0	Const.	400,000			400,000	Materials	0			0	Total	440,000	0	0	440,000	THIS PROJECT NEEDS ASSISTANCE FROM: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>Bldg Maint</td> <td></td> </tr> <tr> <td>IT</td> <td>yes</td> </tr> <tr> <td>Pub Wks</td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> </tr> <tr> <td>Parks</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>					Bldg Maint		IT	yes	Pub Wks		Utilities		Parks		Other	
Purpose				Total																																																				
Design	40,000			40,000																																																				
ROW	0			0																																																				
Utilities				0																																																				
Const.	400,000			400,000																																																				
Materials	0			0																																																				
Total	440,000	0	0	440,000																																																				
Bldg Maint																																																								
IT	yes																																																							
Pub Wks																																																								
Utilities																																																								
Parks																																																								
Other																																																								
Reimbursable Account? no					Updated by NMM Last Update 3/1/22																																																			

CITY OF NORMAN

PROJECT TITLE:	WTP Filters 1-4 Influent Pipe Rehabilitation	PROJECT TYPE:	Water System	Improv.
PROJ. CATEGORY:	Water Treatment Plant	PROJECT NUMBER:	WA0376	
DEPARTMENT:	Utilities	ACCOUNT NUMBER:		
MANAGER:	Geri Wellborn	BEGIN & END DATES:	7/1/24	to 6/30/26
WARD(s):	All	LIFE EXPECTANCY:	50 years	

DETAILED PROJECT DESCRIPTION:

The existing influent pipe for Filters 1-4 is required to provide water from the clarifiers to the filters as part of the treatment process for the plant. The existing 42-inch pipe is steel and has shown signs of deterioration and has been repaired previously. However, due to the critical nature of this facility it is recommended that the pipe be inspected to determine the extent of the deterioration so that repairs, if necessary, can be prioritized with other capital improvement needs.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	80,000		30,000	50,000					
46101	Const	500,000				500,000				
		0								
		0								
		0								
		0								
		0								
	Total	580,000	0	30,000	50,000	500,000	0	0	0	0

OPERATING IMPACT:

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**

Purpose				Total
Design	80,000			80,000
ROW	0			0
Utilities				0
Const.	500,000			500,000
Materials	0			0
Total	580,000	0	0	580,000
Reimbursable Account?	no			

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	yes
Pub Wks	
Utilities	
Parks	
Other	

Updated by NMM
Last Update 3/1/22



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 1 project is proposed in FYE23 totaling \$3,334,025.

Water Reclamation Fund Summary

Fund 32

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 10,272,985	\$ 892,502	\$ 9,901,400	\$ 1,771,231	\$ 1,112,792	\$ 176,249	\$ 1,511,843	\$ 978,143
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 12,140,588	\$ 12,515,071	\$ 12,515,071	\$ 12,765,372	\$ 13,020,680	\$ 13,281,093	\$ 13,546,715	\$ 13,817,650
5 Sewer Replacement Charge	21	-	-	-	-	-	-	-
6 Capital Improvement Charge	732,631	832,483	832,483	840,808	849,216	857,708	866,285	874,948
7								
8 Total Operating Revenues	\$ 12,873,240	\$ 13,347,554	\$ 13,347,554	\$ 13,606,180	\$ 13,869,896	\$ 14,138,802	\$ 14,413,001	\$ 14,692,598
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 3,411,547	\$ 3,526,205	\$ 3,526,205	\$ 3,862,370	\$ 4,055,489	\$ 4,258,263	\$ 4,471,176	\$ 4,694,735
12 Supplies and Materials	686,097	582,178	645,585	796,397	804,361	812,405	820,529	828,734
13 Services and Maintenance	1,080,924	1,379,026	1,428,947	1,773,335	1,791,068	1,808,979	1,827,069	1,845,340
14 Internal Services	166,666	201,264	201,264	234,364	239,051	243,832	248,709	253,683
15 Cost Allocations	2,157,297	1,978,169	1,978,169	1,931,946	1,951,265	1,970,778	1,990,486	2,010,391
16 Employee Turnover Savings	-	(52,893)	(52,893)	(57,936)	(60,832)	(63,874)	(67,068)	(70,421)
17								
18 Total Operating Expenditures	\$ 7,502,531	\$ 7,613,949	\$ 7,727,277	\$ 8,540,476	\$ 8,780,402	\$ 9,030,383	\$ 9,290,901	\$ 9,562,461
19								
20 Net Operating Revenue	\$ 5,370,709	\$ 5,733,605	\$ 5,620,277	\$ 5,065,704	\$ 5,089,494	\$ 5,108,419	\$ 5,122,100	\$ 5,130,137
21								
22 Other Revenues:								
23 Interest Income	\$ (88,962)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24 Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
25 Misc. Revenue/Cost Allocation	634,266	538,709	538,709	716,130	723,291	730,524	737,829	745,208
26 I/F Transf - Hallpark (capacity)	-	-	-	-	-	-	-	-
27 I/F Transf - Sanitation	-	-	-	-	-	-	-	-
28 I/F Transf - General Fund	-	-	-	-	-	-	-	-
29 I/F Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
30								
31 Total Other Revenues	\$ 545,304	\$ 588,709	\$ 588,709	\$ 766,130	\$ 773,291	\$ 780,524	\$ 787,829	\$ 795,208
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	\$ 95,324	-	-	-	-	-	-	-
36 Debt Service-14 SRF Note	2,256,043	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294
37 Capital Projects	2,831,497	3,670,000	10,751,986	3,334,025	3,891,000	1,632,000	3,509,000	-
38 Capital Equipment	407,153	615,850	704,121	260,686	-	-	-	-
39 I/F Transf - General Fund (Dev. Engineer)	-	-	-	-	-	-	-	-
40 I/F Transf - Water Fund	33,500	-	-	-	-	-	-	-
41 I/F Transf - Capital Fund	81,676	-	-	-	-	-	-	-
42 I/F Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
43 I/F Transf - Hallpark	-	-	-	-	-	-	-	-
44 I/F Transf - General Fund	582,405	625,754	625,754	638,269	651,034	664,055	677,336	690,882
45 I/F Transf - General Fund - Meter Sys	-	-	-	-	-	-	-	-
46								
47 Total Other Expenditures	\$ 6,287,598	\$ 7,168,898	\$ 14,339,155	\$ 6,490,274	\$ 6,799,328	\$ 4,553,349	\$ 6,443,630	\$ 2,948,176
48								
49 Net Revenues (Expenditures)	\$ (371,585)	\$ (846,583)	\$ (8,130,168)	\$ (658,440)	\$ (936,543)	\$ 1,335,594	\$ (533,700)	\$ 2,977,169
50								
51 Ending Fund Balance	\$ 9,901,400	\$ 45,919	\$ 1,771,231	\$ 1,112,792	\$ 176,249	\$ 1,511,843	\$ 978,143	\$ 3,955,312
52								
53 Reserves								
54 Reserve for Encumbrances	\$ 462,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55 Reserve for Operations	600,202	609,116	618,182	683,238	702,432	722,431	743,272	764,997
56 Reserve for Capital	2,473,205	3,091,506	2,473,205	2,258,000	1,713,667	1,754,500	-	-
57 Reserve (Deficit) Surplus	6,365,132	(3,654,704)	(1,320,156)	(1,828,446)	(2,239,850)	(965,088)	234,871	3,190,315
58								
59 Total Reserves	\$ 9,901,400	\$ 45,919	\$ 1,771,231	\$ 1,112,792	\$ 176,249	\$ 1,511,843	\$ 978,143	\$ 3,955,312

Water Reclamation Fund Project Table

Fund 32

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
32999911	WW0052	WRF SCADA Improvements	-	-	-	-	-	-	-
32999911	WW0058	WWTP Effluent Re-Use at Compost Facility	-	-	-	-	-	-	-
32999911	WW0170	WRF Land Purchase 20 acres	634,847	-	-	-	-	-	-
32993394	WW0205	WRF Non-Potable Reuse System	878,984	-	-	97,000	3,509,000	-	-
32990048	WW0278	Summit Valley Interceptor	-	-	-	-	-	-	-
032-	WW	Brookhaven Creek Interceptors	-	-	-	-	-	-	-
32995521	WW0329	Line Maintenance Building (match)	-	3,334,025	-	-	-	-	-
032-	WW	South WRF Phase 3 Improvements (match)	-	-	-	-	-	-	-
032-	WW	Westside Lift Station Roof Replacement	-	-	41,000	-	-	-	360,000
32999911	WW0323	WRF Blower Building Roof Replacement	117,000	-	-	-	-	-	-
32993363	WW0312	Sludge Co-Composting	171,875	-	-	1,035,000	-	-	-
032-	WW	WRF Digester Gas Storage/Co-Generation	-	-	-	-	-	-	-
32999911	WW0173	WRF Environmental Services Roof Replacement	106,000	-	-	-	-	-	-
32990048	WW0317	WRF Re-Use Pilot Study	1,269,263	-	-	-	-	-	-
32999911	WW0318	WRF Storage Building	133,020	-	850,000	-	-	-	-
32999942	WW0177	WW Conn Fee/Excise Tax Assessment	30,000	-	-	-	-	-	-
32999911	WW0324	WRF Structure Painting	170,000	-	-	-	-	-	-
32999911	WW0325	WRF Main Control Building Renovation	333,480	-	3,000,000	-	-	-	-
32999942	WW0360	Cyber & Physical Security Assessment	145,000	-	-	-	-	-	-
32999911	WW0326	Centrifuge Replacement	2,917,450	-	-	-	-	-	-
	WW0331	WRF Solar Array	3,075,000	-	-	-	-	-	-
32999911	WW0332	Aeration Basin Turbo Blower Replacement	320,000	-	-	-	-	-	-
32999911	WW0319	WRF Septage Receiving Station	42,800	-	-	500,000	-	-	-
TOTAL WATER RECLAMATION FUND 32 PROJECTS			\$ 10,344,719	\$ 3,334,025	\$ 3,891,000	\$ 1,632,000	\$ 3,509,000	\$ -	\$ 360,000

CITY OF NORMAN

PROJECT TITLE:	New Building for Line Maintenance			PROJECT TYPE:	Bldgs & Gnds	Improv.
PROJ. CATEGORY:	Bldgs & Gnds			PROJECT NUMBER:	WW0329/WWA0329	
DEPARTMENT:	Utilities			ACCOUNT NUMBER:	32995521/31995521	
MANAGER:	David Hager			BEGIN & END DATES:	7/1/18	to 6/30/23
WARD(s):	All			LIFE EXPECTANCY:	40 years	

DETAILED PROJECT DESCRIPTION:

The Line Maintenance Division consisting of administrative staff, and water and sewer line maintenance sections are located on the North Base property; they are housed adjacent to the Fleet offices and vehicle servicing areas. The existing 11,000 SF building area housing administrative offices, the employee breakroom, fire hydrant/meter repair area as well as a storage area for numerous water and sewer line repair parts, replacement meters/firehydrants, etc. A separate building is provided for pump repair parts and a work area for pump repairs and testing. This CIP assumes construction of a new 20,000 SF facility and appurtenances NW of the water treatment plant at an estimated cost of \$100 per square foot (SF) with design estimated at 10% of the building cost.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL SCAL YRS	Actual Prior Years	Budget FYE 2022	Adopted FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
3199911-46201	Design	200,000	65,975	134,025						
3199911-46001	ROW	0								
3199911-46101	Const	3,650,000		3,650,000						
3299911-46201	Design	200,000	65,975	0	134,025					
3299911-46001	ROW	0								
3299911-46101	Const	3,200,000		0	3,200,000					
WA Total		3,850,000	65,975	3,784,025	0	0	0	0	0	0
WW Total		3,400,000	65,975	0	3,334,025	0	0	0	0	0

OPERATING IMPACT:

slight Water Fnd

STATUS & COMMENTS:

Funding is proposed to be split 50%/50% between the Water Fund 031 and the Water Reclamation Fund 032. Design contract approved 01/28/20.

Schematic design complete along with cost estimate. \$2.2 M for site work and \$4.7 M building work.

Funds were transferred in FYE 2022 budgeting to fund other projects.

CMAR preconstruction work to begin in Spring 2022.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 31	Fnd 32	Total
Design	200,000	200,000	400,000
ROW	0	0	0
Utilities			0
Const.	3,650,000	3,200,000	6,850,000
Materials			0
Total	3,850,000	3,400,000	7,250,000
Reimbursable Account?	no		

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Updated by NMM

Last Update 1/8/21



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. Four projects are proposed for funding in FYE23 totaling \$2,480,000.

Sewer Maintenance Fund Summary

Fund 321

	FYE 21 ACTUAL	FYE 22 PROJECTED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 11,507,491	\$ 1,671,954	\$ 12,267,822	\$ 2,077,944	\$ 2,605,502	\$ 2,840,046	\$ 3,101,692	\$ 3,470,550
2								
3 Operating Revenues:								
4 Capital Improvement Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sewer Maintenance Rate	3,159,786	3,062,319	3,062,319	3,092,942	3,123,871	3,155,110	3,186,661	3,218,528
7								
8 Total Operating Revenues	\$ 3,159,786	\$ 3,062,319	\$ 3,062,319	\$ 3,092,942	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661	\$ 3,218,528
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 70,069	\$ 73,971	\$ 73,971	\$ 76,975	\$ 80,824	\$ 84,865	\$ 89,108	\$ 93,564
12 Supplies and Materials	2,169	2,625	2,625	2,766	2,794	2,822	2,850	2,878
13 Services and Maintenance	2,991	4,825	4,825	4,625	4,671	4,718	4,765	4,813
14 Internal Services	-	800	800	1,018	1,038	1,059	1,080	1,102
15 Cost Allocations	-	-	-	-	-	-	-	-
16 Employee Turnover Savings	-	-	-	-	-	-	-	-
17								
18 Total Operating Expenditures	\$ 75,229	\$ 82,221	\$ 82,221	\$ 85,384	\$ 89,327	\$ 93,464	\$ 97,803	\$ 102,357
19								
20 Net Operating Revenue	\$ 3,084,557	\$ 2,980,098	\$ 2,980,098	\$ 3,007,558	\$ 3,034,544	\$ 3,061,646	\$ 3,088,858	\$ 3,116,171
21								
22 Other Revenues:								
23 Interest Income	\$ 78,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24 Misc. Revenue	16,848	-	-	-	-	-	-	-
25 I/F Transf - Wastewater Fund 32	-	-	-	-	-	-	-	-
26								
27 Total Other Revenues	\$ 94,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28								
29								
30 Other Expenditures:								
31 Capital Projects	\$ 2,419,174	\$ 2,800,000	\$ 13,169,976	\$ 2,480,000	\$ 2,800,000	\$ 2,800,000	\$ 2,720,000	\$ 2,720,000
32 Capital Equipment	-	-	-	-	-	-	-	-
33 Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34								
35 Total Other Expenditures	\$ 2,419,174	\$ 2,800,000	\$ 13,169,976	\$ 2,480,000	\$ 2,800,000	\$ 2,800,000	\$ 2,720,000	\$ 2,720,000
36								
37 Total Revenues	\$ 3,254,734	\$ 3,062,319	\$ 3,062,319	\$ 3,092,942	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661	\$ 3,218,528
38								
39 Total Expenditures	\$ 2,494,403	\$ 2,882,221	\$ 13,252,197	\$ 2,565,384	\$ 2,889,327	\$ 2,893,464	\$ 2,817,803	\$ 2,822,357
40								
41 Net Revenues (Expenditures)	\$ 760,331	\$ 180,098	\$ (10,189,878)	\$ 527,558	\$ 234,544	\$ 261,646	\$ 368,858	\$ 396,171
42								
43 Ending Fund Balance	\$ 12,267,822	\$ 1,852,052	\$ 2,077,944	\$ 2,605,502	\$ 2,840,046	\$ 3,101,692	\$ 3,470,550	\$ 3,866,721

Sewer Maintenance Fund Project Table

Fund 321

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
32190048	WW0091	Replace Lift Station D Force Main-Phase 2	675,134	300,000	-	-	-	-	-
32190048	WW0174	Bishop Interceptors (match)	2,650,000	-	-	-	-	-	-
32193338	WW0202	Sewer Maint Projects FY14	169,113	-	-	-	-	-	-
32199974	WW0248	SS Emergency Repairs	371,218	100,000	100,000	100,000	100,000	100,000	100,000
32193338	WW0307	Sewer Maint Projects FY17	606,941	-	-	-	-	-	-
32193338	WW0316	Sewer Maint Projects FY18	2,848,146	-	-	-	-	-	-
32193338	WW0321	Sewer Maint Projects FY19	1,399,603	2,000,000	-	-	-	-	-
32192236	WW0327	Sewer Lift Station Rehab 2021: Post Oak	-	-	-	-	-	-	-
32193338	WW0330	12th Ave NE Manhole Replacements	1,249,820	-	-	-	-	-	-
32193338	WW0334	Sewer Maint Projects FYE 2022	2,620,000	-	-	-	-	-	-
32192236	WW0333	Sewer Lift Station Rehab: Sutton Place	80,000	-	-	-	-	-	-
32192236	WW	Sewer Lift Station Rehab: Park Hill	-	-	80,000	-	-	-	-
32192236	WW	Sewer Lift Station Rehab: Eagle Cliff	-	-	-	80,000	-	-	-
32192236	WW	Sewer Lift Station Rehab: Ashton Grove	-	80,000	-	-	-	-	-
32190048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	-
32193338	WW	Sewer Maint Projects FYE 2024	-	-	2,620,000	-	-	-	-
32193338	WW	Sewer Maint Projects FYE 2025-2027	-	-	-	2,620,000	2,620,000	2,620,000	2,620,000
TOTAL SEWER MAINTENANCE FUND 321 PROJECTS			\$ 13,169,975	\$ 2,480,000	\$ 2,800,000	\$ 2,800,000	\$ 2,720,000	\$ 2,720,000	\$ 2,720,000

CITY OF NORMAN

PROJECT TITLE: Lift Station D Force Main Rehab - Phase 2		PROJECT TYPE: Wastewater System Maint.	
PROJ. CATEGORY: Wastewater		PROJECT NUMBER: WW0091	
DEPARTMENT: Utilities		ACCOUNT NUMBER: 32190048	
MANAGER: Nathan Madenwald		BEGIN & END DATES: 7/1/18 to 6/30/23	
WARD(s): 8		LIFE EXPECTANCY: 50 Years	

DETAILED PROJECT DESCRIPTION:

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.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
32190048-46201	Design	87,800	32,666	55,134						
32190048-46001	ROW	0								
32190048-46701	Utilities	0								
32190048-46101	Const	920,000		620,000	300,000					
32190048-46301	Matls	0								
		0								
	Total	1,007,800	32,666	675,134	300,000	0	0	0	0	0

OPERATING IMPACT: positive Swr Maint Prevent imminent failure of force main, or associated repair costs

STATUS & COMMENTS:

Project design on hold while awaiting decision on acquisition of Griffin Park/Sutton Wilderness properties; construction of parallel force would be greatly aided if relocated to just west of existing ROW.

Amendment with the Engineer approved in March 2022 to revise the alignment for the project. Additional funding provided for increased construction costs.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 321		Total	Bldg Maint
Design	87,800		87,800	IT
ROW	0		0	Pub Wks
Utilities	0		0	Utilities
Const.	920,000		920,000	Parks
Materials	0		0	Other
Total	1,007,800	0	1,007,800	

Reimbursable Account? no

Updated by NMM
Last Update 2/8/22

CITY OF NORMAN

PROJECT TITLE:	Sanitary Sewer Emergency Repairs			PROJECT TYPE:	Wastewater System	Maint.
PROJ. CATEGORY:	Line Maintenance			PROJECT NUMBER:	WW0248	
DEPARTMENT:	Utilities			ACCOUNT NUMBER:	32199974	
MANAGER:	Scott Aynes			BEGIN & END DATES:	7/1/02	to 6/30/30
WARD(s):	All			LIFE EXPECTANCY:	40 yrs.	

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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budgeted FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
32199974-46201	Design	0								
32199974-46001	ROW	0								
32199974-46701	Utilities	0								
32199974-46101	Const	1,707,016	835,797	371,219	100,000	100,000	100,000	100,000	100,000	
32199974-46301	Matls	0								
		0								
	Total	1,707,016	835,797	371,219	100,000	100,000	100,000	100,000	100,000	

OPERATING IMPACT: negligible Swr Maint Maintains a means for emergency system repairs

STATUS & COMMENTS:

\$38,229 spent in FYE19 for miscellaneous repairs. \$765,586 has been spent during 17 previous years for an average of about \$45,000. Wastewater maintenance fee is expected to generate at least \$2.8 million per year; this emergency repair account carries over from year to year and is expected to continue indefinitely.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 321			Total	Bldg Maint
Design				0	IT
ROW				0	Pub Wks
Utilities				0	Utilities
Const.	1,707,016			1,707,016	Parks
Materials				0	Other
Total	1,707,016	0	0	1,707,016	
Reimbursable Account?	no				

Updated by NMM

Last Update 2/8/22

CITY OF NORMAN

PROJECT TITLE:	Sewer Maintenance Project FYE 2019	PROJECT TYPE:	Wastewater System	Maint.
PROJ. CATEGORY:	Sanitary Sewer Replacements	PROJECT NUMBER:	WW0321	
DEPARTMENT:	Utilities	ACCOUNT NUMBER:	32193338	
MANAGER:	Rachel Croft	BEGIN & END DATES:	7/1/18	to 6/30/24
WARD(s):	2	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 Maintenance 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.

Annual rehabilitation project is generally bounded by W Lindsey to the North, 24th Avenue SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Additional lines may be added by staff if funding is available. Repair to or replacement of about 37,400 feet of sewer is needed in the project area, subject to adjustments by staff due to unforeseen system operational considerations.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
32193338-46201	Design	125,000		125,000						
32193338-46001	ROW	20,000		20,000						
32193338-46701	Utilities	0								
32193338-46101	Const	3,254,999	396	1,254,603	2,000,000					
32193338-46301	Matls	0								
		0								
	Total	3,399,999	396	1,399,603	2,000,000	0	0	0	0	0

OPERATING IMPACT:

positive	Swr Maint	Replacement of old lines will reduce the frequency of maintenance calls.
----------	-----------	--

STATUS & COMMENTS:

Engineering contract with Parkhill approved. Funds were transferred to complete the manhole replacement project. Additional funding added to replace funds transferred and to account for increased construction costs.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 321		Total	Bldg Maint	
Design	125,000		125,000	IT	
ROW	20,000		20,000	Pub Wks	
Utilities	0		0	Utilities	yes
Const.	3,254,999		3,254,999	Parks	
Materials	0		0	Other	
Total	3,399,999	0	0		
Reimbursable Account?	no				

Updated by NMM
Last Update 2/8/22

CITY OF NORMAN

Item 23.

PROJECT TITLE:	Sewer Lift Station Rehabilitation	PROJECT TYPE:	Wastewater System	Maint.
PROJ. CATEGORY:	Line Maintenance	PROJECT NUMBER:	WWXXXX	
DEPARTMENT:	Utilities	ACCOUNT NUMBER:	32192236	
MANAGER:	Jared Mattern	BEGIN & END DATES:	7/1/13	to 6/30/27
WARD(s):	All	LIFE EXPECTANCY:	10 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 ten years; future projects to be determined based on need.

FYE 22 project is to rehabilitate pumps, valves and electrical control panels at the Sutton Place Lift Station.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number		TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
32192236-46101	Cost Element									
Sutton Place LS - WW0333	Matis	65,000	0	65,000						
Sutton Place LS - WW0333	Const	15,000	0	15,000						
Ashton Grove LS	Const	80,000			80,000					
Park Hill LS	Const	80,000				80,000				
Eagle Cliff LS	Const	80,000					80,000			
Franklin Road LS	Const	80,000						80,000		
Hall Park LS	Const	80,000							80,000	
	Total	480,000	0	80,000	80,000	80,000	80,000	80,000	80,000	0

OPERATING IMPACT: negligible Swr Maint Increases reliability of lift station performance

STATUS & COMMENTS:

Annual cost estimated at \$80,000 in FYE21 and going forward due to escalating costs.

THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 321		Total	Bldg Maint	no
Design	0		0	IT	no
ROW	0		0	Pub Wks	yes
Utilities	0		0	Utilities	yes
Const.	0		0	Parks	no
Materials	480,000		480,000	Other	no
Total	480,000	0	0	480,000	
Reimbursable Account?	no				

Updated by: NMM
Last Update 2/9/22



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 is one project proposed for funding in FYE23 in the amount of \$840,000.

New Development Excise Fund Summary

Fund 322

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 6,364,991	\$ 4,055,086	\$ 6,821,107	\$ 4,555,641	\$ 3,282,499	\$ (3,150,642)	\$ (3,583,784)	\$ (4,016,925)
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 1,866,303	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
5 Excise Tax - Commercial	440,798	300,000	300,000	300,000	300,000	300,000	300,000	300,000
6								
7 Total Operating Revenues	\$ 2,307,101	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
8								
9 Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10								
11 Net Operating Revenue	\$ 2,307,101	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
12								
13 Other Revenues:								
14 Interest Income	\$ 47,155	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
15 Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
16 SRF Loan Proceeds	-	-	-	-	-	-	-	-
17 I/F Transf - General Fund	-	-	-	-	-	-	-	-
18 Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19								
20 Total Other Revenues	\$ 47,155	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	\$ 350,584	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085
24 Debt Service - 14 SRF	1,547,556	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056
25 Services & maintenance	-	-	-	-	-	-	-	-
26 Capital Projects	-	105,000	1,832,325	840,000	6,000,000	-	-	-
27								
28 Total Other Expenditures	\$ 1,898,140	\$ 2,008,141	\$ 3,735,466	\$ 2,743,141	\$ 7,903,141	\$ 1,903,141	\$ 1,903,141	\$ 1,903,141
29								
30 Net Revenues (Expenditures)	\$ 456,116	\$ (538,141)	\$ (2,265,466)	\$ (1,273,141)	\$ (6,433,141)	\$ (433,141)	\$ (433,141)	\$ (433,141)
31								
32 Ending Fund Balance	\$ 6,821,107	\$ 3,516,945	\$ 4,555,641	\$ 3,282,499	\$ (3,150,642)	\$ (3,583,784)	\$ (4,016,925)	\$ (4,450,067)
33								

New Development Excise Fund Project Table

Fund 322

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
32290048	WW0278	Summit Valley Interceptor Payback	24,224	-	-	-	-	-	-
32290048	WW0308	SE Lift Station Payback	92,000	840,000	6,000,000	-	-	-	-
32290048	WW0174	Bishop Creek Interceptors	939,700	-	-	-	-	-	1,791,700
32290048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	2,181,500
32290722	WW0348	Corporation Addition Utilities	276,400	-	-	-	-	-	-
322-	WW	South WRF Phase 3 BNR Improvements (match)	-	-	-	-	-	-	-
322-	WW	4.5 MGD North WRF	-	-	-	-	-	-	50,200,000
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS			\$ 1,832,324	\$ 840,000	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 54,173,200

CITY OF NORMAN

PROJECT TITLE:	SE Norman Lift Station	PROJECT TYPE:	Wastewater System	Improv.
PROJ. CATEGORY:	Wastewater Collection System	PROJECT NUMBER:	WW0308	
DEPARTMENT:	Utilities	ACCOUNT NUMBER:	32290048	
MANAGER:	Nathan Madenwald	BEGIN & END DATES:	7/1/16	to 6/30/24
WARD(s):	5	LIFE EXPECTANCY:	50 years	

DETAILED PROJECT DESCRIPTION:

The Wastewater Master Plan (WWMP) identified sewer interceptor needs throughout Norman to accommodate full build-out of the NORMAN 2025 Plan. The citizens of Norman approved an ongoing excise tax (Fund 322) to provide capacity for future development. 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. The lift station might initially be funded by developers and/or the NUA with a portion of the funding paid back as additional areas develop.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Bud or Est FYE 2022	Adopted FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Projected Beyond 5 Years
32290048-46201	Design	563,000		92,000	471,000					
32290048-46101	Const	6,000,000				6,000,000				
32290048-46001	ROW	369,000			369,000					
	Total	6,932,000	0	92,000	840,000	6,000,000	0	0	0	0

OPERATING IMPACT: more revenue Wstwr Fnd reduced future maintenance for new and existing lift stations

STATUS & COMMENTS:

NUA funding is expected to be 100% excise tax; however, if any existing service areas are connected to the new lift station (such as Summit Valley), water reclamation funding might be utilized to accommodate existing users. Project is in preliminary design to determine potential configuration and phasing with costs updated based on the preliminary report.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 322	Total	Bldg Maint
Design	563,000	563,000	IT
ROW	369,000	369,000	Pub Wks
Utilities		0	Utilities
Const.	6,000,000	6,000,000	Parks
Materials		0	Other
Total	6,932,000	0 6,932,000	
Reimbursable Account?	no		

Updated by NMM

Last Update 3/1/22



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. Two projects are proposed for funding in FYE23 in the amount of \$1,193,000.

Sanitation Fund Summary

Fund 33

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 15,858,966	\$ 9,095,511	\$ 16,638,300	\$ 7,850,211	\$ 6,383,547	\$ 6,927,311	\$ 7,295,832	\$ 7,140,885
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 16,233,182	\$ 15,550,000	\$ 15,550,000	\$ 15,830,000	\$ 15,830,000	\$ 15,830,000	\$ 15,830,000	\$ 15,830,000
5 Other Revenue	264,742	226,334	226,334	228,597	230,883	233,192	235,524	237,879
6								
7 Total Operating Revenues	\$ 16,497,924	\$ 15,776,334	\$ 15,776,334	\$ 16,058,597	\$ 16,060,883	\$ 16,063,192	\$ 16,065,524	\$ 16,067,879
8								
9 Operating Expenditures:								
10 Salaries / Benefits	\$ 4,802,569	\$ 4,601,713	\$ 4,601,713	\$ 4,613,621	\$ 4,844,302	\$ 5,086,517	\$ 5,340,843	\$ 5,607,885
11 Supplies / Materials	917,822	1,094,725	1,096,201	1,532,596	1,547,922	1,563,401	1,579,035	1,594,825
12 Services / Maintenance	4,029,708	4,111,357	4,125,862	4,239,502	4,281,897	4,324,716	4,367,963	4,411,643
13 Internal Services	635,438	807,362	807,362	902,831	920,888	939,306	958,092	977,254
14 Cost Allocations	1,539,883	1,578,214	1,578,214	1,843,673	1,862,110	1,880,731	1,899,538	1,918,533
15								
16 Total Operating Expenditures	\$ 11,925,420	\$ 12,193,371	\$ 12,209,352	\$ 13,132,223	\$ 13,457,119	\$ 13,794,671	\$ 14,145,471	\$ 14,510,140
17								
18 Net Operating Revenue	\$ 4,572,504	\$ 3,582,963	\$ 3,566,982	\$ 2,926,374	\$ 2,603,764	\$ 2,268,521	\$ 1,920,053	\$ 1,557,739
19								
20 Other Revenue:								
21 Interest Income	\$ 18,731	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
22 Bond/Grant Proceeds	-	-	-	-	-	-	-	-
23								
24 Total Other Revenue	\$ 18,731	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	\$ 98,856							
28 Capital Equipment	1,756,125	\$ 4,060,629	\$ 5,399,295	\$ 3,500,038	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
31 Capital Projects	1,806,088	1,170,000	6,715,776	1,193,000	160,000	-	175,000	-
32 I/F Transfer - General Fund - Meter Svs	150,832	-	540,000	-	-	-	-	-
33								
34 Total Other Expenditures	\$ 3,811,901	\$ 5,230,629	\$ 12,655,071	\$ 4,693,038	\$ 2,360,000	\$ 2,200,000	\$ 2,375,000	\$ 2,200,000
35								
36 Net Revenues (Expenditures)	\$ 779,334	\$ (1,347,666)	\$ (8,788,089)	\$ (1,466,664)	\$ 543,764	\$ 368,521	\$ (154,947)	\$ (342,261)
37								
38 Ending Fund Balance	\$ 16,638,300	\$ 7,747,845	\$ 7,850,211	\$ 6,383,547	\$ 6,927,311	\$ 7,295,832	\$ 7,140,885	\$ 6,798,624
39								
40 Reserves								
41 Reserve for Operations	\$ 954,034	\$ 975,470	\$ 976,748	\$ 1,050,578	\$ 1,076,570	\$ 1,103,574	\$ 1,131,638	\$ 1,160,811
42 Reserve for Capital	4,748,622	2,907,010	2,765,608	2,283,750	2,258,333	2,287,500	2,200,000	2,200,000
43 Reserve (Deficit) Surplus	10,935,645	3,865,366	4,107,856	3,049,219	3,592,408	3,904,758	3,809,247	3,437,813
44								
45 Total Reserves	\$ 16,638,300	\$ 7,747,845	\$ 7,850,211	\$ 6,383,547	\$ 6,927,311	\$ 7,295,832	\$ 7,140,885	\$ 6,798,624

Sanitation Fund Project Table

Fund 33

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
33999975	SA0014	Compost Area Pad Improvements	205,718	-	160,000	-	175,000	-	-
33999975	SA0019	Compost Facility Scale House	412,775	-	-	-	-	-	-
33999975	SA0015	Effluent Truck Washing Facility	3,805	-	-	-	-	-	-
33999975	SA0005	Transfer Station Renovation	127,241	1,168,000	-	-	-	-	-
33999975	SA0009	Sanit Cont Maint Facility	566,556	25,000	-	-	-	-	-
33999975	WW0312	WRF Class A Sludge Improvement	1,206,874	-	-	-	-	-	-
33999975	SA0021	New Sanitation Facility	2,449,200	-	-	-	-	-	-
33999975	SA0022	West Norman Recycle Center	98,950	-	-	-	-	-	-
33999975	SA0012	Material Recovery Facility	1,104,657	-	-	-	-	-	-
TOTAL SANITATION FUND 33 PROJECTS			\$ 6,175,776	\$ 1,193,000	\$ 160,000	\$ -	\$ 175,000	\$ -	\$ -

CITY OF NORMAN

PROJECT TITLE: Transfer Station Renovation PROJ. CATEGORY: Solid Waste Facilities DEPARTMENT: Utilities MANAGER: Bret Scovill WARD(s): All	PROJECT TYPE: Bldgs & Gnds Maint. PROJECT NUMBER: SA0005 ACCOUNT NUMBER: 33999975 BEGIN & END DATES: 7/1/07 to 6/30/26 LIFE EXPECTANCY: 20 Years
--	---

DETAILED PROJECT DESCRIPTION:
 The old Transfer Station located at 3901 S. Chautauqua just south of SH 9 was built in 1985 and is in poor condition because of the heavy usage, especially the concrete floor, push walls, and metal exterior. This project will remove the push walls and tunnel, renovate the floor and exterior walls and allow the building to be converted to other uses in the future. This project is being amended to also include repairs/improvements to the newer transfer station constructed in 2008 including floor/slab improvements.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
33999975-46201	Design	181,750	10,927	22,823	148,000					
33999975-46001	ROW	0								
33999975-46701	Utilities	0								
33999975-46101	Const	1,427,500	303,082	104,418	1,020,000					
33999975-46301	Matls	0								
		0								
	Total	1,609,250	314,009	127,241	1,168,000	0	0	0	0	0

OPERATING IMPACT: negligible San Fnd

STATUS & COMMENTS:
 Metal frame building for original transfer station has been demolished with concrete pad remaining; additional renovation on hold until ultimate use of the facility is determined. HVAC and electrical improvements to new transfer station were completed in FYE19. New funding is being provided to allow concrete flooring to be rehabilitated, fencing and gate repairs around the facility, and a new metal building (approx. 400 SF) for welding, and small equipment and tool storage.
 For FYE 23, funding is added for:
 1) the replacement of the transfer station floor; 2) the construction of a parking area with electrical hookups; 3) fire suppression system; and 4) building exterior improvements.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Purpose</th> <th>Fnd 33</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>181,750</td> <td></td> <td>181,750</td> </tr> <tr> <td>ROW</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Utilities</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Const.</td> <td>1,427,500</td> <td></td> <td>1,427,500</td> </tr> <tr> <td>Materials</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>1,609,250</td> <td>0</td> <td>1,609,250</td> </tr> </tbody> </table>	Purpose	Fnd 33		Total	Design	181,750		181,750	ROW	0		0	Utilities	0		0	Const.	1,427,500		1,427,500	Materials	0		0	Total	1,609,250	0	1,609,250	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>Bldg Maint</td> <td></td> </tr> <tr> <td>IT</td> <td></td> </tr> <tr> <td>Pub Wks</td> <td></td> </tr> <tr> <td>Utilities</td> <td>yes</td> </tr> <tr> <td>Parks</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>	Bldg Maint		IT		Pub Wks		Utilities	yes	Parks		Other	
Purpose	Fnd 33		Total																																						
Design	181,750		181,750																																						
ROW	0		0																																						
Utilities	0		0																																						
Const.	1,427,500		1,427,500																																						
Materials	0		0																																						
Total	1,609,250	0	1,609,250																																						
Bldg Maint																																									
IT																																									
Pub Wks																																									
Utilities	yes																																								
Parks																																									
Other																																									

Reimbursable Account? no

Updated by: NMM
 Last Update 1/25/22

CITY OF NORMAN

PROJECT TITLE:	Container Maintenance Facility			PROJECT TYPE:	Bldgs & Gnds	Improv.
PROJ. CATEGORY:	Sanitation Projects			PROJECT NUMBER:	SA0009	
DEPARTMENT:	Utilities			ACCOUNT NUMBER:	33999975	
MANAGER:	Bret Scovill/Nathan Madenwald			BEGIN & END DATES:	7/1/18	to 6/30/23
WARD(s):	All			LIFE EXPECTANCY:		

DETAILED PROJECT DESCRIPTION:

The existing container maintenance facility at the Compost Facility needs to be reconstructed or relocated to the new container storage site north of the WRF. This project will construct a new, enlarged container maintenance facility, the existing facility is inadequately sized and it not compliant with current welding and painting regulations.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
33999975-46201	Design	77,350	63,396	13,954						
33999975-46001	ROW	0								
33999975-46701	Utilities	0		0						
33999975-46101	Const	1,067,650	490,047	552,603	25,000					
33999975-46301	Matls	0								
		0								
	Total	1,145,000	553,444	566,556	25,000	0	0	0	0	0

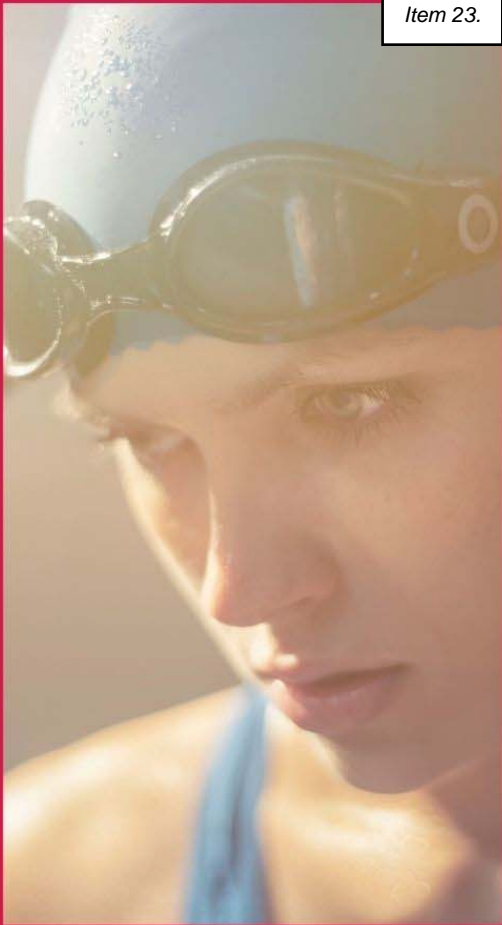
OPERATING IMPACT: negligible San Fnd Utilities, Maintenance

STATUS & COMMENTS:

Expect this project to be combined with WRF Effluent Truck Wash project to be located at compost facility (WW0050). RFP completed and Studio Architecture selected; PO#323955 in amount of \$72,350 issued. The project has been designed and project was bid and awarded to Landmark Construction under Contract K-2021-10 on January 12, 2021. An additional \$260,000 was appropriated to the construction account from the Sanitation Fund with the project award. Project will be completed in early 2022.
Manual dumpster washing pad added for FYE 23.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:				THIS PROJECT NEEDS ASSISTANCE FROM:	
Purpose	Fnd 33		Total	Bldg Maint	yes
Design	77,350		77,350	IT	yes
ROW	0		0	Pub Wks	no
Utilities	0		0	Utilities	yes
Const.	1,067,650		1,067,650	Parks	no
Materials			0	Other	
Total	1,145,000	0	0		
Reimbursable Account?	no				

Updated by: NMM
Last Update 1/25/22



Item 23.



Capital Fund

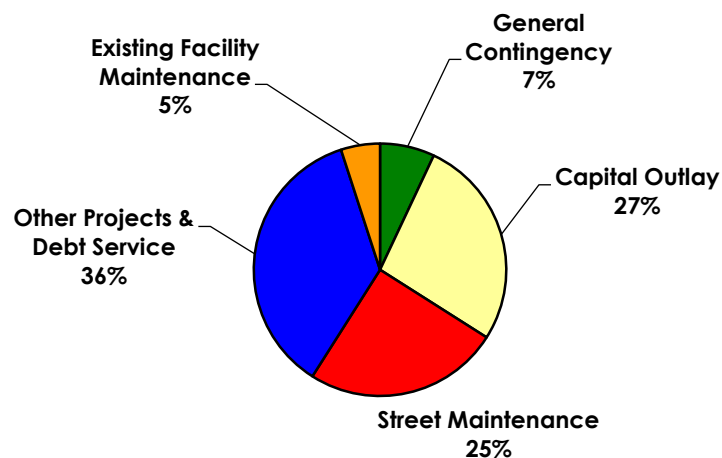
CAPITAL IMPROVEMENTS PLAN

CAPITAL FUND – 50

ASSUMPTIONS

- 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.
- New capital sales tax revenue will be generally allocated as follows:
 - 7% General Contingency – reserved for inflation and unanticipated needs;
 - 5% Maintenance of Existing Facilities – preventive maintenance needs;
 - 27% Capital Outlay – major equipment such as vehicles and computer hardware;
 - 25% Street Maintenance – life extending treatments to public streets and drainage ways, one street crew and one drainage crew; and
 - 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



- Until a Drainage Utility is created for future funding of storm water drainage projects, such projects will be funded from capital sales tax revenues.
- 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.
- 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.
- 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.
- 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 2008, the Capital Fund began subsidizing the Westwood Fund by means of transfers. These funds are spent on capital projects and capital equipment. Specific items in the current budget and five year CIP are as follows:
 FYE 2023 – Golf cart replacements (\$72,507) and golf course equipment (\$13,000),
 FYE 2024 – Golf cart replacements (\$72,507) and golf course equipment (\$19,500),
 FYE 2025 – Golf cart replacements (\$72,507) and golf course equipment (\$19,500),
 FYE 2026 – Golf cart replacements (\$72,507) and golf course equipment (\$19,500), and
 FYE 2027 – Golf cart replacements (\$72,507) and golf course equipment (\$19,500).
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 a Utility Coordinator, and 15% of a Parks Manager. Two new capital project engineers were added in FYE17.
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.

Capital Fund Summary

Fund 50

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 58,254,661	\$ 11,920,770	\$ 75,149,657	\$ 57,920,712	\$ 53,423,681	\$ 35,718,104	\$ 49,293,375	\$ 49,620,506
2								
3 Revenues:								
4 Sales Tax	\$ 14,356,724	\$ 13,960,772	\$ 15,185,353	\$ 15,489,060	\$ 15,798,841	\$ 16,114,818	\$ 16,437,114	\$ 16,765,857
5 Interest/Investment Income	26,898	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6 GO Bond Interest Income	516,359	300,000	300,000	300,000	300,000	300,000	300,000	300,000
7 Donations/Other	173,178	200,000	200,000	1,552,832	-	-	-	-
8								
9 Subtotal	\$ 15,073,159	\$ 14,860,772	\$ 16,085,353	\$ 17,741,892	\$ 16,498,841	\$ 16,814,818	\$ 17,137,114	\$ 17,465,857
10 I/F Transf - CDBG Fund	-	-	1,516,500	-	-	-	-	-
11 I/F Transf - Special Grants Fund	-	-	639,969	-	-	-	-	-
12 I/F Transf - General Fund	-	-	1,034,000	-	-	-	-	-
13 I/F Transf - Water Fund	288,500	-	-	-	-	-	-	-
14 I/F Transf - Sewer Fund	81,676	-	-	-	-	-	-	-
15 I/F Transf - Sanitation Fund	-	-	540,000	-	-	-	-	-
16 I/F Transf - Transit & Parking Fund	5,100,000	-	534,426	-	-	-	-	-
17 Bond Proceeds	24,750,000	52,000,000	52,000,000	-	-	15,750,000	-	-
18								
19 Total Revenue	\$ 45,293,335	\$ 66,860,772	\$ 72,350,248	\$ 17,741,892	\$ 16,498,841	\$ 32,564,818	\$ 17,137,114	\$ 17,465,857
20								
21 Expenditures:								
22 Salary and Benefits	\$ 1,165,118	\$ 1,413,850	\$ 1,413,850	\$ 1,371,521	\$ 1,440,097	\$ 1,512,102	\$ 1,587,707	\$ 1,667,092
23 Services and Maintenance	2,103	16,699	16,699	16,699	16,866	17,035	17,205	17,377
24 Capital Outlay (Transfer)	3,712,098	3,769,409	4,849,049	3,727,554	4,265,687	4,351,001	4,438,021	4,526,781
25 Capital Outlay - Capital Fund	-	-	-	-	-	-	-	-
26 Street Maintenance	1,413,419	2,305,377	5,158,061	2,305,377	500,000	500,000	500,000	500,000
27 Capital Projects (See Detail)	8,362,265	6,275,102	29,619,226	5,400,157	7,050,000	7,865,000	2,780,000	2,825,000
28 Maintenance of Facilities	153,944	338,586	315,247	262,800	165,000	165,000	165,000	165,000
29 Paygo (Bond Projects)	-	-	600,705	-	-	-	-	-
30 New Bond Projects - 15 - 2012 Vote	729,375	745,608	8,085,028	911,405	-	-	-	-
31 New Bond Projects - 16 - 2016 Vote	4,331,141	-	-	-	-	-	-	-
32 New Bond Projects - 18 - ERP	618,962	-	1,260,407	148,100	-	-	-	-
33 New Bond Projects - 19A - 2016 Vote	1,183,603	2,700,213	851,191	-	-	-	-	-
34 New Bond Projects - 19B - 2019 Vote	2,961,938	2,313,811	16,708,772	-	-	-	-	-
35 New Bond Projects - 20A - 2008 Vote	1,636,871	-	7,601,271	-	-	-	-	-
36 New Bond Projects - 21 - 2021 Vote	-	2,653,275	5,353,488	5,549,462	-	-	-	-
37 New Bond Projects - 22 - 2019 Vote	-	-	3,156,932	1,714,733	20,620,183	4,428,570	7,166,744	7,351,522
38 Bond Issue Cost	191,840	260,000	260,000	-	-	-	-	-
39 Debt Service- ERP	1,318,512	1,322,492	1,322,492	664,574	-	-	-	-
40 Audit Accruals/Adj/Encumbrances	147,219	-	-	-	-	-	-	-
41								
42 Subtotal	\$ 27,928,408	\$ 24,114,422	\$ 86,572,418	\$ 22,072,382	\$ 34,057,833	\$ 18,838,707	\$ 16,654,677	\$ 17,052,773
43 I/F Transf - GF (Storm Water Drainage Labor)	70,000	77,175	77,175	81,034	85,085	89,340	93,807	98,497
44 I/F Transf - Special Grant Fund	-	-	639,969	-	-	-	-	-
45 I/F Transf - PSST Fund	375,138	429,995	-	-	-	-	-	-
46 I/F Transf - CDBG Fund	-	-	1,516,500	-	-	-	-	-
47 I/F Transf - Westwood - Golf	24,793	131,830	238,705	85,507	61,500	61,500	61,500	61,500
48 I/F Transf - Transit & Parking Fund	0	-	534,426	-	-	-	-	-
49								
50 Total Expenditures	\$ 28,398,339	\$ 24,753,422	\$ 89,579,193	\$ 22,238,923	\$ 34,204,419	\$ 18,989,547	\$ 16,809,984	\$ 17,212,770
51								
52 Net Difference	\$ 16,894,996	\$ 42,107,351	\$ (17,228,945)	\$ (4,497,031)	\$ (17,705,577)	\$ 13,575,271	\$ 327,131	\$ 253,087
53								
54 Ending Fund Balance	\$ 75,149,657	\$ 54,028,121	\$ 57,920,712	\$ 53,423,681	\$ 35,718,104	\$ 49,293,375	\$ 49,620,506	\$ 49,873,593
55								
56 Reserves:								
57 General Contingency	1,004,971	977,254	1,062,975	1,084,234	1,105,919	1,128,037	1,150,598	1,173,610
58 Reserve for Bond Proceeds - 15 - 2012 Vote	2,828,002	(3,914,770)	-	641,427	641,427	641,427	641,427	641,427
59 Reserve for Bond Proceeds - 18 - ERP	1,781,881	279,177	521,474	373,374	373,374	373,374	373,374	373,374
60 Reserve for Bond Proceeds - 19A - 2016 Vote	9,053,818	-	4,316,272	4,316,272	4,316,272	4,316,272	4,316,272	4,316,272
61 Reserve for Bond Proceeds - 19B - 2019 Vote	16,708,772	48,673,098	-	-	-	-	-	-
62 Reserve for Bond Proceeds - 20A - 2008 Vote	9,760,906	1,931,858	2,159,635	2,159,635	2,159,635	2,159,635	2,159,635	2,159,635
63 Reserve for Bond Proceeds - 21 - 2021 Vote	13,647,431	10,766,725	6,923,272	1,373,810	1,373,810	17,123,810	17,123,810	17,123,810
64 Reserve for Bond Proceeds - 22 - 2019 Vote	-	-	48,583,068	46,868,335	26,248,152	21,819,582	14,652,838	7,301,316
65 Reserve for Encumbrances	20,251,566	-	-	-	-	-	-	-
66 Available for New Projects	112,310	(4,685,221)	(5,645,984)	(3,393,406)	(500,485)	1,731,238	9,202,552	16,784,149
67								
68 Total Reserves	\$ 75,149,657	\$ 54,028,121	\$ 57,920,712	\$ 53,423,681	\$ 35,718,104	\$ 49,293,375	\$ 49,620,506	\$ 49,873,593

Capital Fund Project Table

Fund 50

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES										
I. CAPITAL OUTLAY (Approximately 27% by Formula)										
	50930194	n.a.	Capital Outlay (Capital Sales Tax) (6/7/19)	3,769,409	3,727,554	-	-	-	-	-
	**SUBTOTAL CAPITAL OUTLAY			\$ 3,769,409.00	3,727,554	-	-	-	-	-
II. STREET MAINTENANCE (Approximately 25% by Formula)										
	50593369	SC0622	Alley Repair Program FYE18	35,565	-	-	-	-	-	-
	50593369	SC0728	McCullogh Front Alley	27,900	-	-	-	-	-	-
	50593369	SC0700	Alley Repair Program FYE21	117,786	-	-	-	-	-	-
	50593369	SC0725	Alley Repair Program	200,000	200,000	200,000	200,000	200,000	200,000	200,000
	Asphalt Pavt Maint									
	50595511	SC0644	Brookhaven Addition	4,726	-	-	-	-	-	-
	50595511	SC0645	Robinson Street 3294-3650	1,647	-	-	-	-	-	-
	50595511	SC0646	Berkeley Addition	253	-	-	-	-	-	-
	50595511	SC0663	Rock Creek; Bruckner Dr to 24th NE	97,803	-	-	-	-	-	-
	50595511	SC0680	72nd Ave SE	246,960	-	-	-	-	-	-
	50595511	SC0681	Post Oak Rd	225,876	-	-	-	-	-	-
	50595511	SC0682	Rock Creek Road	156,917	-	-	-	-	-	-
	50595511	SC0683	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50595511	SC0706	Infrastrcture Data Collection Testing	12,000	-	-	-	-	-	-
	50595511	SC0705	Rock Creek Road (72nd NE to 84th NE)	205,572	-	-	-	-	-	-
	50595511	SC0704	144th Ave SE (Lindsey to Imhoffe)	201,085	-	-	-	-	-	-
	50595511	SC0703	72nd Ave NE (Alameda to Lindsey)	206,870	-	-	-	-	-	-
	50595511	SC0701	48th Ave NW: Multi Agency Agreement	125,000	-	-	-	-	-	-
	50595511	SC0702	72nd Ave NE (Robinson to Alameda)	208,350	-	-	-	-	-	-
	50595511	SC-	72nd Ave SE (Lindsey to Hwy 9)	-	233,513	-	-	-	-	-
	50595511	SC-	Tecumseh Rd (60th Ave NW to 72nd Ave NW)	-	201,093	-	-	-	-	-
	50595511	SC-	48th Ave SE (Lindsey to Hwy 9)	-	188,679	-	-	-	-	-
	50595511	SC-	Lindsey Street to Hwy 9	-	200,592	-	-	-	-	-
	50595511	SC-	Asphalt Pavt Infrastructure Data/Testing FYE 23	-	10,000	-	-	-	-	-
	Asphalt Paver Patch									
	50596692	SC0605	Whispering Hills South Addition Streets	2,142	-	-	-	-	-	-
	50596692	SC0648	East Interstate Dr: Main to Robinson	135,170	-	-	-	-	-	-
	50596692	SC0685	36th Ave SE	40,000	-	-	-	-	-	-
	50596692	SC0687	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50596692	SC0707	Nutmeg (72nd to Allspice Run)	76,925	-	-	-	-	-	-
	50596692	SC0708	48th Ave NW	-	-	-	-	-	-	-
	50596692	SC0709	Allspice (Ginger Dr. to Allspice Run)	26,840	-	-	-	-	-	-
	50596692	SC0710	Cinnamon Circle (Allspice Run to end)	8,575	-	-	-	-	-	-
	50596692	SC0711	Infrastrcture Data Collection/Testing	12,000	10,000	-	-	-	-	-
	50596692	SC-	132nd Ave SE (Cedar Lane to Post Oak Rd)	-	130,500	-	-	-	-	-
	50596692	SC-	132nd Ave SE (Post Oak Rd to Etowah Rd)	-	130,500	-	-	-	-	-
	Concrete Pavement Maintenance									
	50597718	SC0608	Morningside Dr: Schulze Dr to Alameda St	760	-	-	-	-	-	-
	50597718	SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	266	-	-	-	-	-	-
	50597718	SC0627	Stubberman at Norman Horth High School	222	-	-	-	-	-	-
	50597718	SC0628	University/Hughbert Intersection	2,553	-	-	-	-	-	-
	50597718	SC0650	Brooks: Pickard to Flood	7,251	-	-	-	-	-	-
	50597718	SC0651	Woodslawn Industrial Tract	55,024	-	-	-	-	-	-
	50597718	SC0652	Pickard: Timberdell to Whispering Pines Dr	2,938	-	-	-	-	-	-
	50597718	SC0670	917 24th Ave SW: curb alignment	5,246	-	-	-	-	-	-
	50597718	SC0671	Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-
	50597718	SC0672	Rock Creek: Flood to Stubberman	105,000	-	-	-	-	-	-
	50597718	SC0688	Windermere Dr.	233	-	-	-	-	-	-
	50597718	SC0689	McGee Dr.	146,400	-	-	-	-	-	-
	50597718	SC0690	Summit Lakes Add.	-	-	-	-	-	-	-
	50597718	SC0691	Ridge Lake Blvd	18,862	-	-	-	-	-	-
	50597718	SC0692	Oakhurst Add.	13,760	-	-	-	-	-	-
	50597718	SC0693	High Meadows Dr	11,547	-	-	-	-	-	-
	50597718	SC0694	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50597718	SC0712	Brookhaven #33	30,000	-	-	-	-	-	-
	50597718	SC0713	Summit Valley Addition	40,000	-	-	-	-	-	-
	50597718	SC0714	Larsh's Addition	40,000	-	-	-	-	-	-
	50597718	SC0715	Town & Country Estates	75,000	-	-	-	-	-	-
	50597718	SC0716	Bessent Add & Land T. Add.	20,000	-	-	-	-	-	-
	50597718	SC0717	Heatherington Heights Addition	25,000	-	-	-	-	-	-
	50597718	SC0718	Universal Heights	40,000	-	-	-	-	-	-
	50597718	SC0719	Sherwood Forest	20,500	-	-	-	-	-	-
	50597718	SC-	Reeds Addition (College Ave-Brooks to Cruce St)	-	77,825	-	-	-	-	-
	50597718	SC-	Riverside Addition (Belknap Ave to 2333 to Riverside Dr)	-	34,760	-	-	-	-	-
	50597718	SC-	Castle Rock Addition (Stonehurst/DrawBridge Ln/CastleRo	-	77,425	-	-	-	-	-
	50597718	SC-	Sunset Addition (Dakota/Barbour Ave)	-	62,170	-	-	-	-	-
	50597718	SC-	Sunset Addition (Dakota/Sherry Ave)	-	38,320	-	-	-	-	-
	50597718	SC0720	Infrastructure Data Collection/Testing	10,000	10,000	-	-	-	-	-
	50590051	SC0630	Concrete Valley Gutter Project FYE 2018	40,692	-	-	-	-	-	-
	50590051	SC0654	Concrete Valley Gutter Project FYE 2019	75,000	-	-	-	-	-	-
	50590051	SC0698	Concrete Valley Gutter Project FYE 2020	75,000	-	-	-	-	-	-
	50590051	SC0726	Concrete Valley Gutter Program	75,000	75,000	75,000	75,000	75,000	75,000	75,000
	50596686	SC0638	Crack Seal FY18	2,317	-	-	-	-	-	-
	50596686	SC0655	Crack Seal FY19	372,508	-	-	-	-	-	-
	50596686	SC0699	Crack Seal FY21	225,000	-	-	-	-	-	-
	50596686	SC0727	Crack Seal Program	225,000	225,000	225,000	225,000	225,000	225,000	225,000
	Rural Roads Improvements									
	50596696	SC0537	120 NE: 1/2 Mi N of Lindsey to End	5,399	-	-	-	-	-	-
	50596696	SC0578	Rural Chip Seal FYE15	43,869	-	-	-	-	-	-
	50596696	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE	18,612	-	-	-	-	-	-
	50596696	SC0633	96th SE: Post Oak-Etowah	2,040	-	-	-	-	-	-
	50596696	SC0635	Piost Oak Rd: 72nd SE-84th SE	1,569	-	-	-	-	-	-
	50596696	SC0656	Franklin Rd: 24th NW to 1800 Franklin Rd	-	-	-	-	-	-	-
	50596696	SC0657	Franklin Rd: 1400 W Franklin to 12th Ave NE	-	-	-	-	-	-	-
	50596696	SC0658	Infrastructure Data Collection/Testing	-	-	-	-	-	-	-
	50596696	SC0674	180th See: Hwy 9 to Imhoff Rd (match County)	-	-	-	-	-	-	-
	50596696	SC0676	Imhoff Rd: 132nd SE to 144th SE	-	-	-	-	-	-	-
	50596696	SC0677	Infrastructure Data Collection/Testing	2,871	-	-	-	-	-	-
	50596696	SC0695	Tecumseh Rd	276,660	-	-	-	-	-	-
	50596696	SC0696	36th Ave NE	135,000	-	-	-	-	-	-
	50596696	SC0697	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50596696	SC0721	Imhoff Rd: 132nd SE to 144th SE	139,392	-	-	-	-	-	-
	50596696	SC0722	Lindsey St: 12th SE to Creekside	153,132	-	-	-	-	-	-
	50596696	SC0723	Indian Hills Rd: 72nd Ave NE to 84th Ave NE	95,476	-	-	-	-	-	-
	50596696	SC-	Post Oak Rd (96th SE to 108th SE)	-	126,873	-	-	-	-	-
	50596696	SC-	48th Ave SE (Hwy 9 to Cedar Lane)	-	135,758	-	-	-	-	-
	50596696	SC-	48th Ave SE (Cedar Lane Rd to Post Oak)	-	127,369	-	-	-	-	-
	50596696	SC0724	Infrastructure Data Collection/Testing	12,000	10,000	-	-	-	-	-
	Subtotal Street Maintenance Projects			\$ 5,158,061	\$ 2,305,377	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
III. MAINTENANCE OF EXISTING FACILITIES 5%										
	50196677	EF0213	Fire - Repair Trench Prop	-	-	-	-	-	-	-
	50196677	EF0180	Fire Administration Remodel	-	-	-	-	-	-	-
	50196677	EF0229	Fire Station 1,2,4 Overhead Doors	76,898	-	-	-	-	-	-
	50196677	EF0006	Fire Station 4	700	-	-	-	-	-	-
	50196677	EF0226	Fire Station 4 - Rehabilitation	35,658	22,800	-	-	-	-	-
	50196677	EF0169	Painting Municipal Complex	-	50,000	50,000	50,000	50,000	50,000	50,000
	50196677	EF0187	Park Electrical Services Maintenance	5,686	5,000	5,000	5,000	5,000	5,000	5,000
	50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	41,973	40,000	40,000	40,000	40,000	40,000	40,000
	50196677	EF0062	Playground component replacement	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	50196677	EF0197	Park Shelter, Restroom & Structure Maintenance	21,807	20,000	20,000	20,000	20,000	20,000	20,000
	50196677	EF0134	Fire Station 1 repair	300	-	-	-	-	-	-
	50196677	EF0124	Park Sign & Fence Maintenance	50,000	50,000	25,000	25,000	25,000	25,000	25,000
	50196677	EF0220	Police - Animal Welfare Kennel Trailer Carport	-	-	-	-	-	-	-
	50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-
	50196677	EF0193	Sooner Theater Sign and Marquee Repairs	711	-	-	-	-	-	-
	50196677	EF0017	Sports Field Relighting	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	50196677	EF0222	Whittier & Irving Exterior Paint & Door Replacement	9,014	-	-	-	-	-	-
	50196677	EF0227	Room in Police Building B	22,500	-	-	-	-	-	-
	50196677	EF0225	ADA Compliance	-	50,000	-	-	-	-	-
	50196677	EF0020	Maintenance of Existing Facilities Contingency #	-	-	-	-	-	-	-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES				\$ 315,247	\$ 262,800	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000

IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO

TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING										
50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-	-
50590079	TR0051	12th Ave. NE & Highmeadows Dr.	525,853	-	-	-	-	-	-	-
50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	240,000	-	-	-	-
50590076	TR0108	36th Ave NW & Tecumseh Road	33,712	-	100,000	-	-	-	-	-
50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	21,885	-	-	-	-	-	-	-
50590076	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	5,519	-	-	-	-	-	-	-
50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	220,000	-	-	-	-	-	-	-
50590076	TR0057	Classen Blvd Signals	150,000	-	-	-	-	-	-	-
50596688	TR0111	Constitution Street Multi-Modal Path Extension	237,542	-	-	-	-	-	-	-
50590076	TR0084	Flood Ave & Venture Drive Signal	155,810	-	-	-	-	-	-	-
50596688	TR0112	Flood Avenue Multi-Modal Path	89,055	250,000	-	-	-	-	-	-
50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-	-
50590079	TR0122	I-35 Corridor Study Phase 2	-	-	-	-	-	-	-	-
50596688	TR0082	Legacy Trail Multi Modal Path Extension (match)	1,012	-	-	-	-	-	-	-
50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	67,202	-	-	-	-	-	-	-
50595535	TR0068	ODOT Audit Adjustments	234,891	100,000	100,000	100,000	100,000	-	-	ongoing
50591169	TR0019	Railroad Corridor Safety	84,538	-	-	-	-	-	-	-
50591169	TR0066	Railroad Quiet Zone	660,343	-	-	-	-	-	-	-
50590079	TR0097	Porter & Acres Intersection	8,000	-	-	-	-	-	-	-
50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	677,243	-	-	-	-	-	-	-
50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	700,000	-	-	-	-
50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	529,050	-	670,000	-	-	-	-	-
50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-	-
50593387	SR0104	Site #28 72ndNE/Tecumseh	114,268	-	-	-	-	-	-	-
50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-	-
50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-	-
50593387	SR0109	Bridge Maintenance - Franklin Bridge Erosion	-	-	-	-	-	-	-	-
50596688	BG-	Traffic Management Center	-	300,000	-	-	-	-	-	-
50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-	-
50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-	-
50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-	-
Subtotal Transp w/ Fed'l Funds				\$ 4,903,166	\$ 650,000	\$ 870,000	\$ 1,040,000	\$ 100,000	\$ -	\$ -

TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING										
50592206	TC0038	ADA Compliance Audit and Repair	716,474	386,000	300,000	300,000	300,000	300,000	300,000	300,000
50593391	TC0047	Regional Transportation Authority	151,384	-	-	-	-	-	-	-
50596687	TC0254	Bridge Maintenance Program	946,797	750,000	750,000	750,000	750,000	750,000	750,000	750,000
50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,996	-	-	-	-	-	-	-
50590052	TC0273	Citywide Sidewalk Reconstruction	209,243	100,000	100,000	100,000	100,000	100,000	100,000	100,000
50593373	CD0001	Community/Neighborhood Improvements	440,138	100,000	100,000	100,000	100,000	100,000	100,000	100,000
50597716	TC0274	Downtown Area Sidewalks & Curbs	51,362	50,000	50,000	50,000	50,000	50,000	50,000	50,000
50593378	SC0659	Driveway Repair Program	13,609	10,000	10,000	10,000	10,000	10,000	10,000	10,000
50594908	BG0076	EDC Manual Update, Phases 2 & 3	180,241	-	-	-	-	-	-	-
50597712	TR0113	Flood Sidewalk: Gray-Acres	279,988	-	-	-	-	-	-	-
50596611	TR0114	Tecumseh, Flood and Robinson Wayfinding	206,100	220,000	-	-	-	-	-	-
50593316	TC0238	Sidewalk Accessibility	27,931	30,000	30,000	30,000	30,000	30,000	30,000	30,000
50594407	TC0155	Sidewalk Horizontal Saw Cut Program	40,037	40,000	40,000	40,000	40,000	40,000	40,000	40,000
50593317	TC0249	Sidewalk Prog Schools & Arterials	54,762	80,000	80,000	80,000	80,000	80,000	80,000	80,000
50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	12,884	-	-	-	-	-	-	-
50591179	TC0262	Sidewalks & Trails	123,789	120,000	120,000	120,000	120,000	120,000	120,000	120,000
50594406	TC0270	Street Striping	446,564	100,000	100,000	100,000	100,000	100,000	100,000	100,000
50590073	TC0230	Traffic Calming	149,756	50,000	50,000	50,000	50,000	50,000	50,000	50,000
50596688	TC0278	Historical Markers	30,000	-	-	-	-	-	-	-
50592206	TC0280	Acres Street Inset Parking	18,453	-	-	-	-	-	-	-
50593352	TC0281	Imhoff Rd Emergency Bridge Repair	1,440,695	-	-	-	-	-	-	-
50596687	TC0282	Bridge Program Site Discovery	61,400	-	-	-	-	-	-	-
50592206	TC0278	ADA Building & Park Evaluation	1,650	-	-	-	-	-	-	-
Subtotal Transp City Funds Only				\$ 5,794,253	\$ 2,036,000	\$ 1,730,000	\$ 1,730,000	\$ 1,730,000	\$ 1,730,000	\$ 1,730,000

BUILDINGS AND GROUNDS										
50196644	BG0067	201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-	-
50196677	BG0078	201 W Gray Bldg A Generator	121,000	-	-	-	-	-	-	-
50193365	BG0072	710 Asp Avenue Parking Project	-	-	-	-	-	-	-	-
50195556	BG0047	Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-	-
50595540	EF1004	Building Maintenance - Lighting	17,916	12,507	-	-	-	-	-	-
50595540	EF1003	Building Maintenance - Mechanical/HVAC	79,538	75,000	50,000	50,000	50,000	50,000	50,000	50,000
50595540	EF1002	Building Maintenance - Roofs	400,000	140,000	-	-	-	-	-	-
50195556	BG0060	City Fiber Infrastructure Repair & Expansion	94,722	-	-	-	-	-	-	-
50195556	BG0063	City Website Design and Mobile App	28,350	81,650	-	-	-	-	-	-
50193365	BG0071	Core Network Switches Replace	61,631	-	-	-	-	-	-	-
50595534	WS0002	Debris Management Plan	40,000	-	-	-	-	-	-	-
50195529	BG0070	ERP Replacement Project (2017 Loan)	1,260,407	148,100	-	-	-	-	-	-
50693377	FT0003	Fire Station 9 Eastside (PSST)	2,066	-	-	-	-	-	-	-
50495533	BG0074	GIS Mapping Update	81,657	145,000	-	145,000	-	-	145,000	-
50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)	1,962,853	-	3,000,000	4,000,000	-	-	-	-
50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)	7,601,271	-	-	-	-	-	-	-
50593388	BG0165	North Base Feasibility Study	99,600	-	-	-	-	-	-	-
50196644	BG0046	Signage Replacement Municipal Complex	200,000	-	-	-	-	-	-	-
50593388	BG0253	Strategic Housing Plan	218,432	-	-	-	-	-	-	-
50593388	BG0252	Transit/Fire Maintenance Facility	4,895,724	-	-	-	-	-	-	-
50593379	BG0254	Transit Transfer Station	1,234,900	-	-	-	-	-	-	-
	BG0255	Debt Repayment for Asp Ave Parking Lot Purchase	934,000	-	-	-	-	-	-	-
50193365	BG0082	718 N Porter	200,000	-	-	-	-	-	-	-
50793365	BG0257	Mattoon Property Cleanup	259,125	-	-	-	-	-	-	-
50590078	BG0081	Northbase EV Chargers	115,313	-	-	-	-	-	-	-
50590078	BG0260	North Base Ph2 Vehicle Wash Facility	1,800,000	-	-	-	-	-	-	-
50593388	BG0164	Comprehensive Land Use Plan	150,000	-	-	-	-	-	-	-
Subtotal Buildings and Grounds				\$ 22,025,460	\$ 602,257	\$ 3,050,000	\$ 4,195,000	\$ 50,000	\$ 195,000	\$ 50,000

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
PARKS AND RECREATION										
50790050	PR0140		Andrews Park Reforestation	3,062	-	-	-	-	-	-
50796639	PR0169		Griffin Park Trail & Parking Lot Expansion (MP)	30,473	-	-	-	-	-	-
50792218	PR0151		Park Mstr Pln: Eastwood Park	31,183	-	-	-	-	-	-
50792218	PR0153		Park Mstr Pln: NE Lions Park	26,952	-	-	-	-	-	-
50799973	PR0013		Park Site Amenities and Furnishings	35,000	120,000	35,000	35,000	35,000	35,000	35,000
50796674	PC0003		Saxon Community Park Design & Improvements	10,059	-	-	-	-	-	-
50797737	PR0055		Southlake Park Improvements	-	-	-	-	-	-	-
50799966	PR0212		Tree Program - Matching Funds	27,238	115,000	15,000	15,000	15,000	15,000	15,000
50794442	PR0027		ADA Andrew Park	350,000	-	-	-	-	-	-
50793364	PR0170		Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-
Subtotal Parks & Recreation				\$ 515,791	\$ 235,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
STORMWATER DRAINAGE AND STORM SEWER SYSTEMS										
50599968	DR0014		Bishop Creek Erosion Corr	27,421	-	-	-	-	-	-
50599968	DR0063		Creston Way and Schulze Drive Storm Sewer	469,964	-	-	-	-	-	-
Drainage Miscellaneous Annual Projects										
50599967	DR0019		Drainage Miscellaneous Annual Projects	175,000	-	-	-	-	-	-
50599967	DR0068		N Stewart Ave Drainage Improvements	-	-	-	-	-	-	-
50599966	DR-		Rowena Dr Drainage Improvements	-	100,000	-	-	-	-	-
50599967	DR-		Other Projects as Required	-	75,000	-	-	-	-	-
Drainage Projects										
50599968	DR0057		Drainage Projects FYE 10	446,298	-	-	-	-	-	-
50599968	DR0067		Drainage Projects FYE 20	497,669	-	-	-	-	-	-
50599968	DR0066		Drainage Projects FYE 22	-	-	-	-	-	-	-
50599967	DR-		Butler Dr Drainage Improvements	-	600,000	-	-	-	-	-
50599967	DR-		Findlay Drive Drainage Improvements	-	150,000	-	-	-	-	-
50599967	DR-		Barton Street Drainage Improvements	-	100,000	-	-	-	-	-
Force Account Drainage										
50599906	SC0613		Merkel Creek: Reestablish natural vegetative liner	47,913	-	-	-	-	-	-
50599906	SC0632		Merkle Creek at Crestmont	65,000	-	-	-	-	-	-
50599906	DR0068		Force Account Drainage Materials FYE 20	-	-	-	-	-	-	-
50599906	DR-		Rolling Meadows Pipe Replacement	-	25,000	-	-	-	-	-
50599906	DR-		Regis Court Drainage Improvement	-	20,000	-	-	-	-	-
50599906	DR-		Other Projects as Required	-	105,000	-	-	-	-	-
Stormwater Projects										
50595531	DR0062		Imhoff Creek Stabilization	1,178,753	550,000	550,000	550,000	550,000	550,000	550,000
50596686	DR0065		Misty Lake Dam Repair	625,978	-	-	-	-	-	-
50595528	DR0020		Vineyard Detention Drainage	753,600	-	-	-	-	-	-
50599968	DR0061		Lake Thunderbird Watershed TMDL Compliance	931,850	300,000	300,000	300,000	300,000	300,000	300,000
50599968	DR0015		Tecumseh/36th NW - channel	22,788	-	-	-	-	-	-
Subtotal Drainage				\$ 5,242,234	\$ 2,025,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)				\$ 38,480,904	\$ 5,548,257	\$ 6,550,000	\$ 7,865,000	\$ 2,780,000	\$ 2,825,000	\$ 2,680,000
V. Transfers										
50930194			Transfer to GF St Maint Drainage Labor # (4/4/19)	77,175	81,034	-	-	-	-	-
50930194			Services and Maintenance Cap # (4/4/19)	16,699	16,699	-	-	-	-	-
50930194			IF Transf - PSST Fund (6/10/19)	429,995	-	-	-	-	-	-
50930194			Transfer To Westwood Golf # (4/4/19)	131,830	85,507	-	-	-	-	-
50930194			Transfer to UNP TIF	-	-	-	-	-	-	-
Subtotal Transfers for Projects				\$ 655,699	\$ 183,240	\$ -	\$ -	\$ -	\$ -	\$ -
VI. SALARIES AND BENEFITS										
50129430/50550411/50770 Salary and Benefits # (4/4/19)				1,413,850	1,371,521	-	-	-	-	-
**SUBTOTAL SALARIES AND BENEFITS				\$ 1,413,850	\$ 1,371,521	\$ -	\$ -	\$ -	\$ -	\$ -
IX. BOND PROJECTS (October 2012 Referendum)										
Proposition Issuance Cost (GOB)(rev 3.21-13)										
50595552	TR0191		12th Ave SE/Hwy9-Cedar Ln (PAYGO)	-	-	-	-	-	-	-
50595552	BP0191		12th Ave SW: Highway 9 to Cedar Lane Widening	12,110	-	-	-	-	-	-
50595552	BP0192		24th East Widening from Lindsey to Robinson	6,312	-	-	-	-	-	-
50595552	BP0197		36th Ave NW: Tecumseh to Indian Hills Rd Widening	4,152,625	911,402	-	-	-	-	-
50595552	BP0190		Alameda Street Safety Project	3,814,193	-	-	-	-	-	-
50593352	BP0195		Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	-	-	-	-	-	-	-
50593352	BP0194		Bridge Replacement Main St Local Bridge No 016	78,449	-	-	-	-	-	-
50590079	BP0196		Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-
50595552	TR0193		Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270	-	-	-	-	-	-
50595552	BP0189		Lindsey: 24th SW to Berry Rd Widening	6,000	-	-	-	-	-	-
Subtotal 2012 GOB Bond Issuance Costs				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal 2012 GOB Fund 50				\$ 8,100,297	\$ 911,402	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal PAYGO				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
X. BOND PROJECTS (April 5, 2016 Referendum; April 6, 2021 Referendum)										
Proposition 1 Issuance Cost (GOB)										
50594401			Urban Asphalt Pavement							
		BP0482	Sunset Addition	32,100	-	-	-	-	-	-
		BP0483	Classen-Miller Addition	473,370	-	-	-	-	-	-
		BP0484	Parsons Addition	259,850	-	-	-	-	-	-
		BP0485	Oakridge Addition	98,490	-	-	-	-	-	-
		BP0486	Berkley Addition	31,490	-	-	-	-	-	-
		BP-	Normandy Acres First	-	526,950	-	-	-	-	-
		BP-	Classen Miller Addition	-	78,840	-	-	-	-	-
		BP-	Norman Old Town	-	146,000	-	-	-	-	-
		BP-	Campus Addition	-	96,360	-	-	-	-	-
		BP-	Eagle Cliff Addition	-	385,440	-	-	-	-	-
50593393			Urban Concrete Pavement							
		BP0387	Woodsawn Addition	147,678	-	-	-	-	-	-
		BP0487	Shiloh Heights Addition	160,000	-	-	-	-	-	-
		BP0488	Sherwood Forest Addition	320,000	-	-	-	-	-	-
		BP0489	Forest Hills Addition	610,000	-	-	-	-	-	-
		BP0490	Edgemoor Addition	212,000	-	-	-	-	-	-
		BP0491	Rolling Hills Estates	112,000	-	-	-	-	-	-
		BP0492	Westfield Manor Addition	392,000	-	-	-	-	-	-
		BP0493	Lincoln terrace Addition	132,000	-	-	-	-	-	-
		BP0494	Summit Valley Addition	132,000	-	-	-	-	-	-
		BP0495	Woodsawn Additin	224,000	-	-	-	-	-	-
		BP-	Americana Estates	-	21,000	-	-	-	-	-
		BP-	Colonial Estates	-	71,400	-	-	-	-	-
		BP-	Forest Hills Addition	-	325,500	-	-	-	-	-
		BP-	Lydicks Addition	-	378,000	-	-	-	-	-
		BP-	Hetherington Heights Addition	-	504,000	-	-	-	-	-
		BP-	Brookhaven Addition	-	136,500	-	-	-	-	-
		BP-	Lincoln terrace Addition	-	147,000	-	-	-	-	-
		BP-	Willow Brook Addition	-	63,000	-	-	-	-	-
		BP-	Lakeview Terrace	-	56,700	-	-	-	-	-
		BP-	Hardie Rucker Addition	-	210,000	-	-	-	-	-
		BP-	Woodsawn Addition	-	588,000	-	-	-	-	-
50593376			Rural Asphalt							
		BP0496	Franklin Rd	324,720	-	-	-	-	-	-
		BP0497	Alameda St	216,480	-	-	-	-	-	-
		BP0519	72nd Ave NW: Franklin Rd- South End	180,000	-	-	-	-	-	-
		BP-	36th Ave NE	-	652,400	-	-	-	-	-
50593385			Urban Reconstruction							
		BP0480	Pickard Ave: Kansas St/Acres St	703,513	-	-	-	-	-	-
		BP0498	State University Addition	690,000	-	-	-	-	-	-
		BP0499	Grover Addition	290,500	-	-	-	-	-	-
		BP-	Ross's Addition	-	250,900	-	-	-	-	-
		BP-	Willowbrook Addition	-	494,600	-	-	-	-	-
50593399			Preventative Maintenance							
		BP0500	Bart Connor Dr	46,935	-	-	-	-	-	-
		BP0501	Broce Dr	39,020	-	-	-	-	-	-
		BP0502	Broce Ct	8,790	-	-	-	-	-	-
		BP0503	Creekwood Ct	11,440	-	-	-	-	-	-
		BP0504	Cove Hollow Ct	11,095	-	-	-	-	-	-
		BP0505	Woodsbro Dr	15,820	-	-	-	-	-	-
		BP0506	Woodsborrow Ct	5,480	-	-	-	-	-	-
		BP0507	Greenwood Ct	16,220	-	-	-	-	-	-
		BP0508	Pheasant Run Dr	15,800	-	-	-	-	-	-
		BP0509	Comanche St	42,276	-	-	-	-	-	-
		BP0510	Symmes St	43,260	-	-	-	-	-	-
		BP0511	Apache St	37,320	-	-	-	-	-	-
		BP0512	Aniol Ave	7,620	-	-	-	-	-	-
		BP0513	Reed Ave	17,700	-	-	-	-	-	-
		BP0514	Linn St	4,620	-	-	-	-	-	-
		BP0515	Ponca Ave	61,020	-	-	-	-	-	-
		BP0516	Stewart Ave	27,720	-	-	-	-	-	-
		BP0517	Cockrel Ave	14,232	-	-	-	-	-	-
		BP0518	Carter Ave	36,120	-	-	-	-	-	-
		BP-	Red Oaks Dr	-	9,545	-	-	-	-	-
		BP-	Piney Oak Dr	-	11,360	-	-	-	-	-
		BP-	Evergreen Cr	-	7,015	-	-	-	-	-
		BP-	Kensington Rd	-	16,200	-	-	-	-	-
		BP-	Willowbranch Rd	-	31,980	-	-	-	-	-
		BP-	Quail Ridge Rd	-	8,650	-	-	-	-	-
		BP-	Bluestem Cr	-	3,825	-	-	-	-	-
		BP-	Northwich Dr	-	19,565	-	-	-	-	-
		BP-	David Ct	-	3,213	-	-	-	-	-
		BP-	Jackson Dr	-	77,112	-	-	-	-	-
		BP-	Paul Ct	-	3,213	-	-	-	-	-
		BP-	Teresa Dr	-	15,750	-	-	-	-	-
		BP-	Moren Dr	-	40,131	-	-	-	-	-
		BP-	Barb Dr/Ct	-	28,571	-	-	-	-	-
		BP-	Vanessa Dr	-	49,833	-	-	-	-	-
		BP-	Cindy Ave	-	20,538	-	-	-	-	-
		BP-	Crestland Dr	-	30,303	-	-	-	-	-
		BP-	Crest Ct	-	6,552	-	-	-	-	-
		BP-	Crest Pl	-	33,516	-	-	-	-	-
Subtotal 2016 GOB Bond Issuance Costs				\$	\$	\$	\$	\$	\$	\$
Subtotal 2016 GOB Project Expenses				\$ 851,191	\$	\$	\$	\$	\$	\$
TOTAL 2016 BOND				\$ 851,191	\$	\$	\$	\$	\$	\$
Subtotal 2021 GOB Project Expenses				\$ 5,353,488	\$ 5,549,462	\$	\$	\$	\$	\$
TOTAL 2021 BOND				\$ 5,353,488	\$ 5,549,462	\$	\$	\$	\$	\$

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
XI. BOND PROJECTS (April 2, 2019 Referendum)										
Bond Issuance Cost (GOB)										
50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstruction		772,512	-	575,000	300,000	1,268,980	-	-
50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.		1,070,000	-	3,933,017	-	-	-	-
50594019	BP0416	Porter Avenue and Acres Street Widening and Signal		1,803,723	-	-	-	-	-	-
50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.		-	-	962,774	637,500	500,000	1,725,290	-
50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Widening & Re		9,056,783	-	-	-	-	-	-
50594019	BP0418	Porter Ave Streetscape		2,234,743	-	-	-	-	-	-
50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway Improv		545,342	-	3,979,477	-	-	-	-
50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconst.		2,457,953	-	-	-	-	-	-
50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening		458,835	979,700	300,000	740,009	-	-	-
50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening		991,926	-	420,000	500,000	1,629,404	-	-
50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening		-	735,033	1,729,400	400,000	-	1,229,367	-
50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening		-	-	-	-	-	-	2,566,039
50594019	BP0424	Gray Street 2-way conversion		447,910	-	4,172,138	-	-	-	-
50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening		-	-	935,688	-	-	-	1,592,915
50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening		-	-	-	-	-	-	2,049,260
50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Widening		-	-	-	1,373,561	2,711,200	4,396,865	-
50594019	BP0430	Indian Hills Road and I-35 Matching Funds		-	-	2,000,000	-	-	-	-
50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE		-	-	589,934	477,500	1,057,160	-	-
50594019	BP0422	Traffic Management Center Study		25,977	-	-	-	-	-	-
50594019	BP0455	GOB 2019 Project Oversight		-	-	1,022,755	-	-	-	-
Subtotal 2019 GOB Bond Issuance Costs				-	-	-	-	-	-	-
Subtotal 2019 GOB Project Expenses				\$ 19,865,704	\$ 1,714,733	\$ 20,620,183	\$ 4,428,570	\$ 7,166,744	\$ 7,351,522	\$ 6,208,214
TOTAL 2019 BOND				\$ 19,865,704	\$ 1,714,733	\$ 20,620,183	\$ 4,428,570	\$ 7,166,744	\$ 7,351,522	\$ 6,208,214
TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES				\$ 83,963,850	\$ 21,574,346	\$ 27,835,183	\$ 12,958,570	\$ 10,611,744	\$ 10,841,522	\$ 9,553,214
RESERVE FOR SENIOR CENTER				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESERVE FOR ROBINSON/I-35 West /CROSSROADS				\$ 786,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESERVE - 7% OF NEW REVENUE FOR CONTINGENCY				\$ 987,535	\$ 1,084,234	\$ 1,105,919	\$ 1,128,037	\$ 1,150,598	\$ 1,173,610	\$ 1,164,949

REVENUES

I. NEW SALES CAPITAL SALES TAX REVENUE										
				\$ 14,107,639.00	\$ 14,225,764.00	\$ 14,794,795.00	\$ 15,386,587.00	\$ 16,002,050.48		\$ 16,642,132.50
II. GOB PROCEEDS										
		Municipal Complex Renovation 2008 Election		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		GOB - 2019 Vote		\$ 52,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		GOB - 2021 Vote		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Subtotal		\$ 52,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
III. OTHER INCOME										
BNSF	TR0019	Railroad Safety (claims submitted to BNSF in 2001)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,380.00
		Subtotal Donations/Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,380.00

CITY OF NORMAN

PROJECT TITLE:	Alley Repair Program		PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	General Maintenance		PROJECT NUMBER:	SC0725	
DEPARTMENT:	Public Works		ACCOUNT NUMBER:	50593369	
MANAGER:	Joseph Hill		BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	4	7	LIFE EXPECTANCY:	20 years	

DETAILED PROJECT DESCRIPTION:

This project addresses the repairs associated with deteriorated alleys in the Central Core Area (bound by Robinson Street, Imhoff Road, Berry Road & 12th Avenue E). Specific locations will be identified based on criteria established by Alley Maintenance Program.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
50593369-46101	Const	2,152,172	1,149,997	2,175	200,000	200,000	200,000	200,000	200,000	
50593369-46201		10,458		10,458						
		0								
		0								
		0								
		0								
	Total	2,162,630	1,149,997	12,633	200,000	200,000	200,000	200,000	200,000	0

OPERATING IMPACT: Positive Genl Fnd Personnel, Capital Equipment and Materials.

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 50		Total
Design			0
ROW			0
Utilities			0
Const.	2,152,172		2,152,172
Materials			0
Total	2,152,172	0	2,152,172

Reimbursable Account? No

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 12/3/2021

CITY OF NORMAN

PROJECT TITLE:	Asphalt Pavement Maintenance	PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	Street Maintenance	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50595511	
MANAGER:	Joseph Hill	BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	All	LIFE EXPECTANCY:	20 years	

DETAILED PROJECT DESCRIPTION:

The maintenance strategy will involve asphalt overlay and surface sealing. The surface sealing and asphalt paving will be performed by City personnel or contractor. The projects and locations for FYE 2023 identified by the City's Pavement Management System, are as shown on the attached sheet.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0								
		0								
		0								
50595511-46101	Const	5,815,841	1,147,183	559,273	823,877	821,377	821,377	821,377	821,377	
50595511-46201	Design	104,999	34,999	10,000	10,000	12,500	12,500	12,500	12,500	
50595511-46301	Matls	3,045,519	2,826,980	218,539						
	Total	8,966,359	4,009,161	787,812	833,877	833,877	833,877	833,877	833,877	0

OPERATING IMPACT:

Negligible	Genl Fnd	Personnel, Capital Equipment and Materials.
------------	----------	---

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 50	Total
		0
		0
Const.	5,815,841	5,815,841
Design	104,999	104,999
Materials	3,045,519	3,045,519
Total	8,966,359	0

Reimbursable Account? No

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 12/3/2021

CITY OF NORMAN

ASPHALT PAVEMENT MAINTENANCE

[illegible]

ANNUAL BUDGET

CITY OF NORMAN

PROJECT TITLE:	Asphalt Paver Patching	PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	Street Maintenance	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50596692	
MANAGER:	Joseph Hill	BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	All	LIFE EXPECTANCY:	20 years	

DETAILED PROJECT DESCRIPTION:

Asphalt Paver Patching is a street maintenance strategy whereby the asphalt paver is used to place a uniform asphalt overlay on a roadway that has sufficient base material but poor pavement surface condition. The City's Pavement Management System has identified the FYE 2023 locations as attached.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0								
		0								
		0								
50596692-46101	Const	273,968	273,968	0	0	0	0	0	0	
50596692-46201	Design	215,332	137,592	15,241	12,500	12,500	12,500	12,500	12,500	
50596692-46301	Matls	2,623,197	1,293,787	36,910	258,500	258,500	258,500	258,500	258,500	
	Total	3,112,497	1,705,347	52,151	271,000	271,000	271,000	271,000	271,000	0

OPERATING IMPACT:

Negligible	Genl Fnd	Personnel, Capital Equipment and Materials.
------------	----------	---

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 50	Total
Design		0
ROW		0
Const.	273,968	273,968
Design	215,332	215,332
Materials	2,623,197	2,623,197
Total	3,112,497	3,112,497

Reimbursable Account? No

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 12/3/2021

CITY OF NORMAN

ASPHALT PAVER PATCHING						
Project No.	FYE 2023 Locations	61-01	62-01	63-01	Budget	Priority
SC	132nd Avenue S.E.			\$130,500	\$ 130,500	
	Cedar Lane to Post Oak Road					
SC	132nd Avenue S.E.			130,500	\$ 130,500	
	Post Oak Road to Etowah Road					
SC	Infrastructure Data Collection/Testing		\$10,000		\$ 10,000	
	ASPHALT PAVER PATCHING FYE 2023					
	TOTAL		\$10,000	\$261,000	\$271,000	

CITY OF NORMAN

PROJECT TITLE:	Concrete Pavement Maintenance	PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	Street Maintenance	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50597718	
MANAGER:	Joseph Hill	BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	All	LIFE EXPECTANCY:	30 years	

DETAILED PROJECT DESCRIPTION:

The maintenance strategy involves the replacement of substandard concrete pavement. This work will be performed by a combination of contractor and City personnel. The project locations identified by the Pavement Management System are listed on the following page.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0								
		0								
		0								
50597718-46101	Const	876,500	876,500	0	0	0	0	0	0	
50597718-46201	Design	110,000	47,500	0	12,500	12,500	12,500	12,500	12,500	
50597718-46301	Matls	2,459,928	945,095	74,833	288,000	288,000	288,000	288,000	288,000	
	Total	3,446,428	1,869,095	74,833	300,500	300,500	300,500	300,500	300,500	0

OPERATING IMPACT:

Negligible	Genl Fnd	Personnel, Capital Equipment and Materials.
------------	----------	---

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 50	Total
		0
		0
Const.	876,500	876,500
Design	110,000	110,000
Materials	2,459,928	2,459,928
Total	3,446,428	3,446,428

Reimbursable Account? No

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 12/3/2021

CITY OF NORMAN

CONCRETE PAVEMENT MAINTENANCE						
Project No.	FYE 2023 Locations	61-01	62-01	63-01	Budget	Priority
SC	Reeds Addition			\$ 77,825.00	\$ 77,825.00	
	College Avenue - Brooks to Cruce Street					
SC	Riverside Addition			\$ 34,760.00	\$ 34,760.00	
	Riverside Dr - Belknap Avenue to 2333 to Riverside Drive					
SC	Castle Rock Addition			\$ 77,425.00	\$ 77,425.00	
	Stonehurst Street					
	4000 Blk Draw Bridge Lane to Castle Rock Road					
SC	Sunset Addition			\$ 62,170.00	\$ 62,170.00	
	Dakota Street - Barbour Avenue to 1600 Blk Dakota Street					
SC	Sunset Addition			\$ 38,320.00	\$ 38,320.00	
	Dakota Street - 1700 Blk Dakota Street to Sherry Avenue					
SC	Infrastructure Data Collection/Testing		\$ 10,000.00		\$ 10,000.00	
	CONCRETE PAVEMENT MAINTENANCE FYE 2023					
		\$0	\$10,000	\$290,500	\$300,500	

CITY OF NORMAN

PROJECT TITLE:	Concrete Valley Gutter and Miscellaneous	PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	General Maintenance	PROJECT NUMBER:	SC0726	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50590051	
MANAGER:	Joseph Hill	BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	All	LIFE EXPECTANCY:	25 years	

DETAILED PROJECT DESCRIPTION:

Currently there are many asphalt valley gutters in asphalt streets that have deteriorated due to the flow of stormwater. The deterioration is caused from the asphalt cracking, allowing stormwater to penetrate into the subgrade, causing the subgrade to destabilize. This project will replace deteriorated asphalt valley gutter with concrete valley gutters. City staff will identify proposed construction sites. In addition throughout the years, City of Norman has experienced unexpected emergency concrete panel damage where the joint expands causing failure of surface panel which results in the need for urgent repair. These locations are determined on an as needed basis.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
										0
		0								
		0								
50590051-46101	Const	0	36,440	2,332	75,000	75,000	75,000	75,000	75,000	
50590051-46301	Matts	0	0	0	0	0	0	0	0	
		0								
	Total	0	36,440	2,332	75,000	75,000	75,000	75,000	75,000	0

OPERATING IMPACT:

Positive

Genl Fnd

Personnel, Capital Equipment and Materials.

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Fnd 50			Total	Bldg Maint	
Design				0	IT	
ROW				0	Pub Wks	
Utilities				0	Utilities	
Const.	0			0	Parks	
Materials				0	Other	
Total	0	0	0	0		
Reimbursable Account?	No					

Last Update 12/3/2021

CITY OF NORMAN

PROJECT TITLE: Crack Seal PROJ. CATEGORY: General Maintenance DEPARTMENT: Public Works MANAGER: Joseph Hill WARD(s): All	PROJECT TYPE: Street Maintenance Maint. PROJECT NUMBER: SC0727 ACCOUNT NUMBER: 50596686 BEGIN & END DATES: 07-01-22 to 06-30-23 LIFE EXPECTANCY: 5 years
---	--

DETAILED PROJECT DESCRIPTION:
 This project is designed to seal cracks in asphalt and concrete streets. 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0								
		0								
		0								
50596686-46101	Const	2,224,045	720,020	379,025	225,000	225,000	225,000	225,000	225,000	
		0								
	Total	2,224,045	720,020	379,025	225,000	225,000	225,000	225,000	225,000	0

OPERATING IMPACT: Positive Genl Fnd Personnel, Capital Equipment and Materials.

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 50	Total
Design		0
ROW		0
Utilities		0
Const.	2,224,045	2,224,045
Materials		0
Total	2,224,045	0 0 2,224,045

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Reimbursable Account? No

Last Update 12/3/2021

CITY OF NORMAN

PROJECT TITLE:	Rural Roads System Improvements	PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	Street Maintenance	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50596696	
MANAGER:	Joseph Hill	BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	All	LIFE EXPECTANCY:	20 years	

DETAILED PROJECT DESCRIPTION:

This program includes a combination of subgrade stabilization, drainage, asphalt leveling, chip seal, or overlay. The projects and locations for FYE 2023 identified by the City's Pavement Management System are as shown on the attached sheet.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0								
		0								
		0								
50596696-46101	Const	0	0	0	0	0	0	0	0	
50596696-46201	Design	112,949	44,628	8,321	10,000	12,500	12,500	12,500	12,500	
50596696-46301	Mats	3,686,325	1,583,998	162,327	390,000	387,500	387,500	387,500	387,500	
	Total	3,799,274	1,628,627	170,648	400,000	400,000	400,000	400,000	400,000	0

OPERATING IMPACT: Negligible Genl Fnd Personnel, Capital Equipment and Materials.

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:				THIS PROJECT NEEDS ASSISTANCE FROM:			
Purpose	Fnd 50		Total	Bldg Maint			
			0	IT			
			0	Pub Wks			
Const.	0		0	Utilities			
Design	112,949		112,949	Parks			
Materials	3,686,325		3,686,325	Other			
Total	3,799,274	0	3,799,274				
Reimbursable Account?	No						

Last Update 12/3/2021

RURAL ROAD SYSTEM IMPROVEMENTS						
Project No.	FYE 2023 Locations	61-01	62-01	63-01	Budget	Priority
SC	Post Oak Road			\$ 126,873	\$ 126,873	
	96th Avenue S.E. to 108th Avenue S.E. (1 mile)					
SC	48th Avenue S.E.			\$ 135,758	\$ 135,758	
	Hwy 9 to Cedar Lane Road (1 mile)					
SC	48th Avenue S.E.			\$ 127,369	\$ 127,369	
	Cedar Lane Road to Post Oak road (1 mile)					
SC	Infrastructure Data Collection/Testing		\$ 10,000		\$ 10,000	
	RURAL ROAD SYSTEMS IMPROVEMENTS FYE 2023					
	Totals		\$ 10,000	\$ 390,000	\$ 400,000	

CITY OF NORMAN

Item 23.

Project Number	Project Name	FYE20 Budget	FYE 22	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
ESTIMATE									
050-9677-419									
MAINTENANCE OF EXISTING FACILITIES									
EF0164	12th Rec Gym Floor Replacement	6,500	6,500	0	0	0	0	0	-
EF0211	Building A Engineer Office Remodel #	20	20	0	0	0	0	0	-
EF0185	Building C Hallway Door Project	2,670	2,670	0	0	0	0	0	-
EF0225	Building C Restroom Renov and ADA Compliance	0	0	50,000	0	0	0	0	-
EF0179	Datacenter Return Air System	30,000	30,000	0	0	0	0	0	-
EF0213	Fire - Repair Trench Prop	45,000	45,000	0	0	0	0	0	-
EF0194	Fire Administration Office Security	7,000	7,000	0	0	0	0	0	-
EF0180	Fire Administration Remodel	170,299	170,299	0	0	0	0	0	-
EF0204	Fire Pump Testing Facility #	4	4	0	0	0	0	0	-
EF0150	Fire Station #6 - Restoration & Repairs	9,038	9,038	0	0	0	0	0	-
EF0134	Fire Station 1 Repair	5,988	5,988	0	0	0	0	0	-
EF0006	Fire Station 4	700	700	0	0	0	0	0	-
EF0226	Fire Station 4 - Rehabilitation	0	0	22,800	0	0	0	0	-
EF0183	Fire Station 7 Rehab	5,276	5,276	0	0	0	0	0	-
EF0214	Fire Station 7 Remodel	30,000	30,000	0	0	0	0	0	-
EF0215	Fire Stations Overhead Door Replacements	18,000	18,000	0	0	0	0	0	-
EF0184	Firehouse Art gutter replacement	4,942	4,942	0	0	0	0	0	-
EF0216	Fleet Shop Office/Platform	45,000	45,000	0	0	0	0	0	-
EF0165	Fleet Window Replacement	1,686	1,686	0	0	0	0	0	-
EF0169	Painting Municipal Complex	0	0	50,000	50,000	50,000	50,000	50,000	ongoing
EF0187	Park Electrical Services Maintenance	5,000	5,000	5,000	5,000	5,000	5,000	5,000	ongong
EF0143	Park Maintenance Fiber Optic Con #	29	29	0	0	0	0	0	-
EF0192	Park Maintenance Office Rewire	4,477	4,477	0	0	0	0	0	-
EF0012	Park Parking Lots & Sidewalks Maintenance*	40,000	40,000	40,000	40,000	40,000	40,000	40,000	ongong
EF0062	Park Playground Maintenance	11,028	15,000	15,000	15,000	15,000	15,000	15,000	ongong
EF0197	Park Structures Annual Maintenance	10,000	10,000	20,000	20,000	20,000	20,000	20,000	ongong
EF0124	Park Sign & Fence Maintenance	43,114	25,000	50,000	25,000	25,000	25,000	25,000	ongong
EF0198	Pneumatic Plymv System Upgrade	2,230	2,230	0	0	0	0	0	-
EF0170	Police - Animal Welfare Fencing	3,385	3,385	0	0	0	0	0	-
EF0218	Police - Animal Welfare Kennel Improvements	5,000	5,000	0	0	0	0	0	-
EF0219	Police - Animal Welfare Kennel Phone Software	10,000	10,000	0	0	0	0	0	-
EF0217	Police - Animal Welfare Kennel Shade	10,000	10,000	0	0	0	0	0	-
EF0220	Police - Animal Welfare Kennel Trailer Carport	5,000	5,000	0	0	0	0	0	-
EF0223	Police - NIC - Exterior Doors	7,500	7,500	0	0	0	0	0	-
EF0224	Police - Security NIC - Gate & Lighting	75,000	75,000	0	0	0	0	0	-
EF0221	Police Uniform Support Office Construction	12,750	12,750	0	0	0	0	0	-
EF0173	Recreation Center Interior Renovations	2,640	2,640	0	0	0	0	0	-
EF0201	Santa Fe Depot Repairs #	165	165	0	0	0	0	0	-
EF0193	Sooner Theater Sign and Marquee Repairs	3,088	3,088	0	0	0	0	0	-
EF0017	Sports Field Relamping	10,050	10,000	10,000	10,000	10,000	10,000	10,000	ongong
EF0110	Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	-
EF0222	Whittier & Irving Exterior Paint & Door Replacement	60,000	60,000	0	0	0	0	0	-
EF0020	Maintenance of Existing Facilities Contingency	53,434	53,434	0	0	0	0	0	ongong
TOTALS		757,663	743,471	262,800	165,000	165,000	165,000	165,000	0

CITY OF NORMAN

PROJECT TITLE:	Flood Avenue Multi Modal Path	PROJECT TYPE:	Transp. w/ Fedl Fndg	Improv.
PROJ. CATE:	Other Special Traffic Improvement Projects	PROJECT NUMBER:	TR-0112	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50596688, 22790097	
MANAGER:	Jami Short	BEGIN & END DATES:	7/1/17	to 12/1/25
WARD(s):	8	LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

New Multimodal Path Project along west side of Flood between Robinson and Tecumseh and then along south side of Tecumseh between Flood and 24th Ave NW.

The project includes construction of a 10-foot wide multimodal path along the route.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Num	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	156,400	156,400							
46001	Land	0								
	Utilities	0								
46101	Const	250,000			250,000					
46301	Matis	0								
	Total	406,400	156,400	0	250,000	0	0	0	0	0

OPERATING IMPACT: negligible Genl Fnd \$5,000 per year for preventive maintenance

STATUS & COMMENTS:

Staff was successful in securing federal funds for a portion of the cost (\$146,484) through the Transportation Alternatives grant program administered by ACOG. Halff and Associates was hired to design the project. City funds are needed because the TAP funding and the Norman Forward funding together will not complete the construction.

Bid opening is anticipated for early 2023.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:					THIS PROJECT NEEDS ASSISTANCE FROM:	
Purpose	Fnd 50	Fed. Aid	Other	Total		
Design	156,400			156,400	Bldg Maint	no
Land	0			0	IT	no
Utilities	0			0	Pub Wks	yes
Const.	250,000	146,484	1,800,000	2,196,484	Utilities	no
Materials	0			0	Parks	yes
					Other	yes
Total	406,400	146,484	1,800,000	2,352,884		
Reimbursable Account?	no	yes				

Last Update 1/5/22

CITY OF NORMAN

PROJECT TITLE:	ODOT Audit Adjustment	PROJECT TYPE:	Transp. w/ Fedl Fndg	Improvmt.
PROJ. CATEGORY:	Roadway	PROJECT NUMBER:	TR0068	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	050-9535-431	
MANAGER:	Scott Sturtz	BEGIN & END DATES:	1/1/09	to
WARD(s):	All	LIFE EXPECTANCY:		

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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	0								
46001	Land	0								
	Utilities	0								
050-9535-431-61-01	Const	1,721,128	1,021,128	100,000	100,000	100,000	100,000	100,000	100,000	100,000
46301	Matls	0								
	Total	1,721,128	1,021,128	100,000	100,000	100,000	100,000	100,000	100,000	100,000

OPERATING IMPACT:

negligible	Genl Fnd	
------------	----------	--

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 50		Total
Design	0		0
Land	0		0
Utilities	0		0
Const.	1,721,128		1,721,128
Materials	0		0
Total	1,721,128	0	1,721,128

Reimbursable Account? no

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	no
IT	no
Pub Wks	yes
Utilities	yes
Parks	no
Other	no

Last Update

CITY OF NORMAN

PROJECT TITLE: Traffic Management Center PROJ. CATEGORY: Traffic Facility - New DEPARTMENT: Public Works MANAGER: David Riesland WARD(s): 4 6		PROJECT TYPE: Transp. w/ Fedl Fndg Improvt. PROJECT NUMBER: TR- ACCOUNT NUMBER: 50596688 BEGIN & END DATES: 6/1/19 to 12/1/25 LIFE EXPECTANCY: 20 Years																																																																														
<u>DETAILED PROJECT DESCRIPTION:</u> The completion of the Systems Engineering Analysis and Traffic Division Staffing Analysis was one project in the 2019 Transportation Bond Election. The Systems Engineering Analysis will be utilized to leverage Federal Funds through the ACOG Call for Projects for the 2022-2025 TIP. The Traffic Management Center may have been the first project in the history of ACOG TIP Submittals to receive a perfect score of 100 which will guarantee its place the FY 2022 TIP and eligible for funding as early as October of 2021. An application for 80% Federal Funding of a \$3,000,000 project was submitted. In order to be in line for that funding, the City must first complete the design of the Traffic Management Center.																																																																																
<u>EXPENDITURE SCHEDULE through CITY Accounts by FY</u>																																																																																
Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years																																																																						
46201	Design																																																																															
46001	Land																																																																															
	Utilities																																																																															
46101	Const	300,000			300,000																																																																											
46301	Matls																																																																															
	Total	300,000	0	0	300,000	0	0	0	0	0																																																																						
OPERATING IMPACT: negligible Genl Fnd \$5,000 per year for electricity																																																																																
<u>STATUS & COMMENTS:</u> The project is eligible for federal funds to pay up to \$2,400,000 of the construction cost with \$300,000 in 2019 Transportation Bond funds.																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left; border-bottom: 1px solid black;">TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:</th> <th colspan="2" style="text-align: left; border-bottom: 1px solid black;">THIS PROJECT NEEDS ASSISTANCE FROM:</th> </tr> <tr> <td style="width: 20%;">Purpose</td> <td style="width: 15%;">Fnd 50</td> <td style="width: 15%;">Fed. Aid</td> <td style="width: 15%;">Other</td> <td style="width: 15%;">Total</td> <td style="width: 15%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Design</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td>Bldg Maint</td> <td style="text-align: center;">yes</td> </tr> <tr> <td>Land</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td>IT</td> <td style="text-align: center;">yes</td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td>Pub Wks</td> <td style="text-align: center;">yes</td> </tr> <tr> <td>Const.</td> <td style="text-align: right;">300,000</td> <td style="text-align: right;">2,400,000</td> <td style="text-align: right;">300,000</td> <td style="text-align: right;">3,000,000</td> <td>Utilities</td> <td style="text-align: center;">yes</td> </tr> <tr> <td>Materials</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0</td> <td>Parks</td> <td style="text-align: center;">no</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Other</td> <td style="text-align: center;">no</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">300,000</td> <td style="text-align: right;">2,400,000</td> <td style="text-align: right;">300,000</td> <td style="text-align: right;">3,000,000</td> <td></td> <td></td> </tr> <tr> <td>Reimbursable Account?</td> <td style="text-align: center;">no</td> <td style="text-align: center;">no</td> <td style="text-align: center;">no</td> <td></td> <td style="text-align: right;">Last Update</td> <td style="text-align: right;">1/5/22</td> </tr> </table>											TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:					THIS PROJECT NEEDS ASSISTANCE FROM:		Purpose	Fnd 50	Fed. Aid	Other	Total			Design				0	Bldg Maint	yes	Land				0	IT	yes	Utilities				0	Pub Wks	yes	Const.	300,000	2,400,000	300,000	3,000,000	Utilities	yes	Materials				0	Parks	no						Other	no	Total	300,000	2,400,000	300,000	3,000,000			Reimbursable Account?	no	no	no		Last Update	1/5/22
TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:					THIS PROJECT NEEDS ASSISTANCE FROM:																																																																											
Purpose	Fnd 50	Fed. Aid	Other	Total																																																																												
Design				0	Bldg Maint	yes																																																																										
Land				0	IT	yes																																																																										
Utilities				0	Pub Wks	yes																																																																										
Const.	300,000	2,400,000	300,000	3,000,000	Utilities	yes																																																																										
Materials				0	Parks	no																																																																										
					Other	no																																																																										
Total	300,000	2,400,000	300,000	3,000,000																																																																												
Reimbursable Account?	no	no	no		Last Update	1/5/22																																																																										

CITY OF NORMAN

PROJECT TITLE:	ADA Compliance and Repair			PROJECT TYPE:	Transp. Cty Fnd Only	Improv.
PROJ. CATEGORY:	2018 Transition Plan			PROJECT NUMBER:	TC0038	
DEPARTMENT:	City Manager			ACCOUNT NUMBER:	50592206-46101	
MANAGER:	Jesse Hill			BEGIN & END DATES:	7/1/18	to Annual
WARD(s):	ALL			LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

In the 2018 Kimley-Horn Self-Evaluation and Transition Plan and the 2020 McIntosh Evaluation it was noted that there were \$6,929,987.00 in deficiencies that were identified. In order to remediate these deficiencies and make Norman a more inclusive City there is a need to secure \$340,651.00 per year for the next 20 years. Identifying only a small portion of the buildings, parks and sidewalks owned by the City of Norman. Additional facility evaluations are ongoing. Including Parks, Buildings and City Infrastructure. Also included in the FYE 2022 was an addendum to the 2018 Self-Evaluation and Transition Plan that includes the 2021 Transit Transition Plan, created by employees of the City Managers office and the Public works Department that totaled \$86,214.00 in remediation. Infrastructure as it pertains to sidewalks, signalized intersections, non-signalized intersections and driveways have been a high priority in the FYE 2022 and extending into FYE 2023. Capital Improvement Projects Identified in the 2018 Transition Plan include sidewalks, signalized intersections and non-signalized intersections as well as driveways on 24th Ave SW from Main Street to Lindsey Street.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design									
46001	Land									
	Utilities									
46101	Const	2,496,000	610,000	300,000	386,000	300,000	300,000	300,000	300,000	
46301	Mats									
	Total	2,496,000	610,000	300,000	386,000	300,000	300,000	300,000	300,000	0

OPERATING IMPACT:

positive	Genl Fnd	Personnel, Capital Equipment and Materials
----------	----------	--

STATUS & COMMENTS:

Requesting an additional \$86,000.00 to the annual budget for funding of the 2021 ADA Transit Transition Plan as an addendum to the 2018 Self-Evaluation and Transition Plan. With improvements to the transit system and routes in the near future, the 2021 ADA Transit Transition Plan will provide additional support in providing accessible access to the system.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	yes
Design	0		0	IT	yes
Land	0		0	Pub Wks	yes
Utilities	0		0	Utilities	yes
Const.	2,496,000		2,496,000	Parks	yes
Materials	0		0	Other	yes
Total	2,496,000	0	2,496,000		
Reimbursable Account?	no				

Last Update 1/6/22

CITY OF NORMAN

PROJECT TITLE:	Bridge Maintenance Program	PROJECT TYPE:	Street Maintenance	Maint.
PROJ. CATEGORY:	Street Maintenance	PROJECT NUMBER:	TC0254	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50596687	
MANAGER:	Joseph Hill	BEGIN & END DATES:	07-01-22	to 06-30-23
WARD(s):	All	LIFE EXPECTANCY:	30 years	

DETAILED PROJECT DESCRIPTION:

The purpose and strategy of bridge maintenance or preservation program is to prolong the useful or service life of bridges, and forestall 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 riprap, 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0								
		0								
		0								
50596687-46101	Const	4,459,497	1,422,463	287,034	550,000	550,000	550,000	550,000	550,000	
50596687-46201	Design	1,208,048	194,669	13,378	200,000	200,000	200,000	200,000	200,000	
		0	0	0		0	0	0	0	
	Total	5,667,545	1,617,132	300,412	750,000	750,000	750,000	750,000	750,000	0

OPERATING IMPACT:

Negligible

Genl Fnd

Personnel, Capital Equipment and Materials.

STATUS & COMMENTS:

TC0254

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Fnd 50			Total
				0
				0
Const.	4,459,497			4,459,497
Design	1,208,048			1,208,048
Materials	0			0
Total	5,667,545	0	0	5,667,545

Bldg Maint

IT

Pub Wks

Utilities

Parks

Other

Reimbursable Account?

No

Last Update 12/3/2021

CITY OF NORMAN

PROJECT TITLE:	Citywide Sidewalk Reconstruction	PROJECT TYPE:	Transp Cty Fnd Only
PROJ. CATEGORY:	General Maintenance	PROJECT NUMBER:	TC0273
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50590052-46101
MANAGER:	Scott Sturtz	BEGIN & END DATES:	7/1/22 to Annual
WARD(s):	All	LIFE EXPECTANCY:	20 years

DETAILED PROJECT DESCRIPTION:

This project repairs hazardous and deteriorated sidewalks, curb 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. These funds may also be used to construct sidewalk along an entire block if 80% of the property owners agree to pay for 50% of the total construction cost.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
	Utilities	0								
50590052-46101	Const	1,561,718	961,718	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
	Matls	0								
		0								
	Total	1,561,718	961,718	100,000	100,000	100,000	100,000	100,000	100,000	0

OPERATING IMPACT: positive Genl Fnd The impact of this project will improve pedestrian access and public safety

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	1,561,718			1,561,718	Parks	
Materials	0			0	Other	
Total	1,561,718	0	0	1,561,718		

Reimbursable Account? Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE:	Community/Neighborhood Improvements			PROJECT TYPE:	Transp Cty Fnd Only	Improv.
PROJ. CATEGORY:	Community/Neighborhood Improvements			PROJECT NUMBER:	CD0001	
DEPARTMENT:	Planning and Community Development			ACCOUNT NUMBER:	50593373-46101	
MANAGER:	Lisa Krieg			BEGIN & END DATES:	7/1/07	to ongoing
WARD(s):	4			LIFE EXPECTANCY:		

DETAILED PROJECT DESCRIPTION:

Infrastructure projects identified within neighborhoods in the Core Area. FYE23 efforts will concentrate in leveraging funds from the CDBG Program within the established CDBG Target Area. Activities may include sidewalk construction, tree planting, small drainage projects, and street improvements.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design									
46001	Land									
	Utilities									
46101	Const	1,280,278	340,139	440,139	100,000	100,000	100,000	100,000	100,000	ongoing
46301	Matls									
	Total	1,280,278	340,139	440,139	100,000	100,000	100,000	100,000	100,000	0

OPERATING IMPACT:

negligible Genl Fnd

STATUS & COMMENTS:

\$100,000 has been budgeted annually since 2008 with the exception of FYE16, FYE17, FYE18 & FYE19. Additional funding provided for Public Works Campus Corner Improvements in FYE22.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	
Design	0		0	IT	
Land	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	1,280,278		1,280,278	Parks	
Materials	0		0	Other	
Total	1,280,278	0	1,280,278		
Reimbursable Account?					

Last Update

CITY OF NORMAN

PROJECT TITLE:	Downtown Sidewalks & Curbs	PROJECT TYPE:	Transp Cty Fnd Only
PROJ. CATEGORY:	General Maintenance	PROJECT NUMBER:	TC0274
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50597716-46101
MANAGER:	Scott Sturtz	BEGIN & END DATES:	7/1/22 to Annual
WARD(s):	All	LIFE EXPECTANCY:	20 years

DETAILED PROJECT DESCRIPTION:

This project 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 inputs by residents and the Downtown Merchants Association. **Project location Webster Avenue from Gray Street to Tonhawa Street along Building D (\$15,000) and Comanche Street from Miller Avenue to Porter Avenue (\$25,000) in preparation of the transit facility.**

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
	Utilities	0								
50597716-46101	Const	1,051,097	796,097	50,000	50,000	50,000	50,000	5,000	50,000	ongoing
	Matls	0								
		0								
	Total	1,051,097	796,097	50,000	50,000	50,000	50,000	5,000	50,000	0

OPERATING IMPACT: positive Genl Fnd The impact of this project will improve pedestrian access and public safety

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	1,051,097			1,051,097	Parks	
Materials	0			0	Other	
Total	1,051,097	0	0	1,051,097		

Reimbursable Account? Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE:	Driveway Repair Program			PROJECT TYPE:	Transp Cty Fnd Only	Maint.
PROJ. CATEGORY:	General Maintenance			PROJECT NUMBER:	SC0659	
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50593370-46101	
MANAGER:	Scott Sturtz			BEGIN & END DATES:	7/1/22	to Annual
WARD(s):	4	7	8	LIFE EXPECTANCY:	50 years	

DETAILED PROJECT DESCRIPTION:

This project repairs hazardous or deteriorated driveways in Core Norman and Historic Norman meeting criteria and procedures defined in the program policy and application packet. All inquiries regarding replacement driveways will be directed to the Engineering Assistant.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
	Utilities	0								
50593370-46101	Const	323,033	272,033	10,000	10,000	1,000	10,000	10,000	10,000	ongoing
	Matls	0								
		0								
	Total	323,033	272,033	10,000	10,000	1,000	10,000	10,000	10,000	0

OPERATING IMPACT: positive Genl Fnd The impact of this project will improve pedestrian, driveway access & safety

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	323,033			323,033	Parks	
Materials	0			0	Other	
Total	323,033	0	0	323,033		
Reimbursable Account?						

Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE:	Tecumseh, Flood and Robinson Wayfinding				PROJECT TYPE:	Transp City Fnd Only	Improv.
PROJ. CATEGORY:	Signage				PROJECT NUMBER:	TR-0114	
DEPARTMENT:	Public Works				ACCOUNT NUMBER:	50596611	
MANAGER:	David Riesland				BEGIN & END DATES:	7/1/17	to 12/31/22
WARD(s):	2	3	4	8	LIFE EXPECTANCY:	10 Years	

DETAILED PROJECT DESCRIPTION:

This project implements the Wayfinding Plan recommendations for Phase 2 to touch Tecumseh Road, Flood Avenue, and Robinson Street.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	80,000	40,000		40,000					
46001	Land									
	Utilities									
46101	Const	380,000	200,000		180,000					
46301	Matts									
	Total	460,000	240,000	0	220,000	0	0	0	0	0

OPERATING IMPACT: negligible Genl Fnd \$3,000 per year for sign maintenance.

STATUS & COMMENTS:

Phase 1 was completed in FYE 22 and this would fund Phase 2 from the City's Adopted Wayfinding Plan.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	
Design	80,000		80,000	IT	no
Land	0		0	Pub Wks	yes
Utilities	0		0	Utilities	no
Const.	380,000		380,000	Parks	no
Materials	0		0	Other	no
Total	460,000	0	460,000		
Reimbursable Account?	no				

Last Update 12/20/21

CITY OF NORMAN

PROJECT TITLE:	Downtown Sidewalks & Curbs			PROJECT TYPE:	Transp Cty Fnd Only		
PROJ. CATEGORY:	General Maintenance			PROJECT NUMBER:	TC0238		
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50593316-46101		
MANAGER:	Scott Sturtz			BEGIN & END DATES:	7/1/22	to	Annual
WARD(s):	All			LIFE EXPECTANCY:	20 years		

DETAILED PROJECT DESCRIPTION:

This program to provide wheelchair ramps, curb cuts and accessible routes to them where none exist and rebuild existing ramps that do not comply with the American with Disabilities Act guidelines. With input from interested residents and neighborhood programs, City Staff select and propose projects to City Council. **Project Location Cherry Creek and Western View.**

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
50593316-46101	Utilities	0								
	Const	762,322	582,322	30,000	30,000	30,000	30,000	30,000	30,000	ongoing
	Matls	0								
		0								
	Total	762,322	582,322	30,000	30,000	30,000	30,000	30,000	30,000	0

OPERATING IMPACT: positive Genl Fnd The impact of this project will improve pedestrian access and safety

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	762,322			762,322	Parks	
Materials	0			0	Other	
Total	762,322	0	0	762,322		
Reimbursable Account?					Last Update	2/2/22

CITY OF NORMAN

PROJECT TITLE: Sidewalk Horizontal Saw Cut Program PROJ. CATEGORY: General Maintenance DEPARTMENT: Public Works MANAGER: Scott Sturtz WARD(s): All	PROJECT TYPE: Transp Cty Fnd Only Maint. PROJECT NUMBER: TC0155 ACCOUNT NUMBER: 50594407-46101 BEGIN & END DATES: 7/1/22 to Annual 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 sidewalk. Specific project areas will be selected by City Staff based 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 cost per inch-foot of cuts and direct work up to the budgeted amount. Project area to include Tecumseh Road and Rock Creek Road between 36th Avenue NW and 48th Avenue NW and collector streets between these roadways.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
	Utilities	0								
50593370-46101	Const	640,000	400,000	40,000	40,000	40,000	40,000	40,000	40,000	ongoing
	Matls	0								
		0								
	Total	640,000	400,000	40,000	40,000	40,000	40,000	40,000	40,000	0

OPERATING IMPACT: positive Genl Fnd The impact of this project will improve pedestrian access and safety

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Purpose</th> <th></th> <th></th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Land</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Utilities</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Const.</td> <td>640,000</td> <td></td> <td></td> <td>640,000</td> </tr> <tr> <td>Materials</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>640,000</td> <td>0</td> <td>0</td> <td>640,000</td> </tr> </tbody> </table>	Purpose				Total	Design	0			0	Land	0			0	Utilities	0			0	Const.	640,000			640,000	Materials	0			0	Total	640,000	0	0	640,000	THIS PROJECT NEEDS ASSISTANCE FROM: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr><td>Bldg Maint</td><td></td></tr> <tr><td>IT</td><td></td></tr> <tr><td>Pub Wks</td><td></td></tr> <tr><td>Utilities</td><td></td></tr> <tr><td>Parks</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	Bldg Maint		IT		Pub Wks		Utilities		Parks		Other	
Purpose				Total																																												
Design	0			0																																												
Land	0			0																																												
Utilities	0			0																																												
Const.	640,000			640,000																																												
Materials	0			0																																												
Total	640,000	0	0	640,000																																												
Bldg Maint																																																
IT																																																
Pub Wks																																																
Utilities																																																
Parks																																																
Other																																																

Reimbursable Account? Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE:	Sidewalk Program for Schools & Arterials			PROJECT TYPE:	Transp Cty Fnd Only		
PROJ. CATEGORY:	General Maintenance			PROJECT NUMBER:	TC0249		
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50593317-46101		
MANAGER:	Scott Sturtz			BEGIN & END DATES:	7/1/22	to	Annual
WARD(s):	All			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 accessible paths. Project location Stubbeman Avenue Phase 2 from Timberwolf Trail to Rock Creek Road.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
	Utilities	0								
50593317-46101	Const	1,871,698	1,391,698	80,000	80,000	80,000	80,000	80,000	80,000	ongoing
	Matls	0								
		0								
	Total	1,871,698	1,391,698	80,000	80,000	80,000	80,000	80,000	80,000	0

OPERATING IMPACT:

positive

Genl Fnd

The impact of this project will improve pedestrian access and public safety

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	1,871,698			1,871,698	Parks	
Materials	0			0	Other	
Total	1,871,698	0	0	1,871,698		
Reimbursable Account?						

Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE:	Sidewalks and Trails			PROJECT TYPE:	Transp Cty Fnd Only		
PROJ. CATEGORY:	General Maintenance			PROJECT NUMBER:	TC0262		
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50591179-46101		
MANAGER:	Scott Sturtz			BEGIN & END DATES:	7/1/22	to	Annual
WARD(s):	All			LIFE EXPECTANCY:	20 years		

DETAILED PROJECT DESCRIPTION:

This project addresses sidewalks and trails throughout the City which compliment 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 propose to City Council for approval. **Project Location Alameda Street from 12th Avenue NE to Classen Boulevard**

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
	Design	0								
	Land	0								
	Utilities	0								
50591179-46101	Const	1,404,085	684,085	120,000	120,000	120,000	120,000	120,000	120,000	ongoing
	Mats	0								
		0								
	Total	1,404,085	684,085	120,000	120,000	120,000	120,000	120,000	120,000	0

OPERATING IMPACT:

positive	Genl Fnd	The impact of this project will improve pedestrian access and public safety
----------	----------	---

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	1,404,085			1,404,085	Parks	
Materials	0			0	Other	
Total	1,404,085	0	0	1,404,085		
Reimbursable Account?						

Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE: Street Striping PROJ. CATEGORY: Traffic Control Maintenance DEPARTMENT: Public Works MANAGER: David Riesland WARD(s): All		PROJECT TYPE: Transp City Fnd Only Maint. PROJECT NUMBER: TC0270 ACCOUNT NUMBER: 50594406-46101 BEGIN & END DATES: 4/1/17 to 12/1/27 LIFE EXPECTANCY:	
---	--	--	--

DETAILED PROJECT DESCRIPTION:

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design									
46001	Land									
	Utilities									
46101	Const	1,150,000	550,000	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
46301	Mats									
	Total	1,150,000	550,000	100,000	100,000	100,000	100,000	100,000	100,000	0

OPERATING IMPACT: negligible Genl Fnd

STATUS & COMMENTS:
 Locations to be determined.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	no
Design	0			0	IT	no
Land	0			0	Pub Wks	yes
Utilities	0			0	Utilities	no
Const.	1,150,000			1,150,000	Parks	no
Materials	0			0	Other	no
Total	1,150,000	0	0	1,150,000		

Reimbursable Account? no

Last Update 12/20/21

CITY OF NORMAN

PROJECT TITLE:	Traffic Calming	PROJECT TYPE:	Transp City Fnd Only	Improv.
PROJ. CATEGORY:	Traffic Control Improvement	PROJECT NUMBER:	TC0230	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50590073-46101	
MANAGER:	Jami L. Short	BEGIN & END DATES:	12/1/03	to 12/1/27
WARD(s):	All	LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

This project provides traffic calming devices (i.e., speed humps, traffic circles, chicanes, etc.) along major residential collector streets with a documented speeding problem.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design									
46001	Land									
	Utilities									
46101	Const	2,100,956	1,850,956	50,000	50,000	50,000	50,000	50,000	50,000	ongoing
46301	Matls									
	Total	2,100,956	1,850,956	50,000	50,000	50,000	50,000	50,000	50,000	0

OPERATING IMPACT: negligible Genl Fnd \$3,000 per year for sign and pavement marking maintenance.

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	
Design	0		0	IT	no
Land	0		0	Pub Wks	yes
Utilities	0		0	Utilities	no
Const.	2,100,956		2,100,956	Parks	no
Materials	0		0	Other	no
Total	2,100,956	0	0		

Reimbursable Account? no Last Update 12/20/21

CITY OF NORMAN

PROJECT TITLE:	Facility Maintenance Lighting	PROJECT TYPE:	Bldgs & Gnds	Maint.
PROJ. CATEGORY:	Building and Grounds	PROJECT NUMBER:	EF1004	
DEPARTMENT:	Parks and Recreation	ACCOUNT NUMBER:	50595540 46101	
MANAGER:		BEGIN & END DATES:	7/1/18	to 6/30/26
WARD(s):		LIFE EXPECTANCY:	10 to 20 years	

DETAILED PROJECT DESCRIPTION:

This project will replace the lighting in all City Facilities. Currently the City is using T12 fluorescent lights in most of our facilities. T12 fixtures are among those included to be phased out and will no longer be available for purchase after 2011. Making the switch to T8 fluorescent lighting will use one third less energy and save money.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	0								
46001	Land	0								
	Utilities	0								
46101	Const	729,797	699,374	17,916	12,507					
46301	Matls	0								
		0								
	Total	729,797	699,374	17,916	12,507	0	0	0	0	0

OPERATING IMPACT:

slight	Genl Fnd	Ongoing maintenance, utilities, computer services
--------	----------	---

STATUS & COMMENTS:

Building B, Fire Admin and Fire Stations 1, 2, 4, 5 and 6, Irving Rec Center, Police Range Classroom A, Reaves Center, Whittier Rec Center, Little Axe Rec Center, 12th Ave Rec Center and Library have been completed

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total		
Design	0			0	Bldg Maint	
Land	0			0	IT	
Utilities	0			0	Pub Wks	
Const.	729,797			729,797	Utilities	
Materials	0			0	Parks	
					Other	
Total	729,797	0	0	729,797		

Reimbursable Account? Last Update 1/18/22

CITY OF NORMAN

PROJECT TITLE: Facility Maintenance HVAC Improvements		PROJECT TYPE: Parks & Recreation		Maint.	
PROJ. CATEGORY: Parks & Recreation		PROJECT NUMBER: EF-1003			
DEPARTMENT: Parks & Recreation		ACCOUNT NUMBER: 050-595540 46101			
MANAGER: Wade Thompson		BEGIN & END DATES: 7/1/16 to 6/30/26			
WARD(s): All		LIFE EXPECTANCY: 15 to 20 Years			

DETAILED PROJECT DESCRIPTION:

Replace existing Mechanical and HVAC systems in City buildings identified in the building assessment study of 2010, specifically, as well as emergency replacements when identified.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0			0					
6001	ROW	0								
6701	Utilities	0			0					
6101	Const.	650,000	200,000	75,000	75,000	75,000	75,000	75,000	75,000	
6301	Mats	0			0					
		0								
	Total	650,000	200,000	75,000	75,000	75,000	75,000	75,000	75,000	0

OPERATING IMPACT: slight Genl Fnd Ongoing maintenance/unforeseen repairs

STATUS & COMMENTS:

Original project extended to become an annual program to address HVAC systems in all City facilities.

THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	
Design	0		0	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	650,000		650,000	Parks	
Materials	0		0	Other	
Total	650,000	0	650,000		

Reimbursable Account? no

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	Facility Maintenance Roofing Projects			PROJECT TYPE:	Parks & Recreation	Maint.
PROJ. CATEGORY:	Parks & Recreation			PROJECT NUMBER:	EF-1002	
DEPARTMENT:	Parks & Recreation			ACCOUNT NUMBER:	050-595540 46101	
MANAGER:	Wade Thompson			BEGIN & END DATES:	7/1/22	to 6/29/23
WARD(s):	All			LIFE EXPECTANCY:	25 Years	

DETAILED PROJECT DESCRIPTION:

During this last year we have had two significant hail storms and The Santa Fe Depot has sustained significant damage to the roof. Replacement and /or repairs are necessary to protect the building and prevent any further damages. The Santa Fe Depot was listed in the National Register of Historic Places on January 25, 1991. In 1999, The Depot resumed its original use when passenger train service was restored to Norman on the Heartland Flyer Line. The roof at the depot is a specific clay tile roof that is a specialty piece; but it has been determined to be an important feature, which preserves the historical look of the building. We propose a budget to make repairs to the clay tile; and also purchase a significant amount of "back stock" of the style used on the building--since they will be produced specifically for The Norman Depot, and we may need to replace individual tiles or sections from time to time. Other building roofs are in need of constant assessment and/or replacement as they cycle through their lifespans.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0			0					
6001	ROW	0								
6701	Utilities	0			0					
6101	Const	549,860	9,860	400,000	140,000	0	0	0	0	
6301	Matls	0			0					
		0								
Total		549,860	9,860	400,000	140,000	0	0	0	0	0

OPERATING IMPACT:

negligible Genl Fnd

STATUS & COMMENTS:

--	--	--	--

THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total
Design	0		0
ROW	0		0
Utilities	0		0
Const.	549,860		549,860
Materials	0		0
Total	549,860	0	549,860

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Reimbursable Account?

no

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	City Website Design and Mobile App	PROJECT TYPE:	Buildings & Grounds	Maint.
PROJ. CATEGORY:	Network Infrastructure	PROJECT NUMBER:	BG0063	
DEPARTMENT:	Information Technology	ACCOUNT NUMBER:	50195556-46101	
MANAGER:	Rob Gruver	BEGIN & END DATES:	7/1/16	to 2/1/24
WARD(s):		LIFE EXPECTANCY:		

DETAILED PROJECT DESCRIPTION:

The present City Website is in need of refresh for citizen appeal and application redevelopment. This redesign will be scalable to tablets, PC's, and mobile devices. The goal is to enhance citizens experience, navigation within pages and key information and mobile accessibility. The project will further add functionality for a City Intranet accessible via the internet website for staff used to disseminate information to City personnel, provide access to personnel programs related to HR, Payroll, general information, training development opportunities, etc.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	0								
46001	Land	0								
	Utilities	0								
46101	Const	356,650	246,650	28,350	81,650					
46301	Matls	0								
		0								
	Total	356,650	246,650	28,350	81,650	0	0	0	0	0

OPERATING IMPACT: slight Genl Fnd Starting in 2024 we will need an additional \$12,000 in 44226 for maintenance.

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose				Total
Design	0			0
Land	0			0
Utilities	0			0
Const.	356,650			356,650
Materials	0			0
Total	356,650	0	0	356,650

Reimbursable Account?

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update

CITY OF NORMAN

PROJECT TITLE:	ERP Replacement Project				PROJECT TYPE:	Bldgs & Gnds	Improv.
PROJ. CATEGORY:					PROJECT NUMBER:	BG0070	
DEPARTMENT:	Information Technology				ACCOUNT NUMBER:	50195529-46201	
MANAGER:	Kari Madden				BEGIN & END DATES:	7/1/17	to 6/30/18
WARD(s):	All	All	All	All	LIFE EXPECTANCY:	10 years	

DETAILED PROJECT DESCRIPTION:

The City's current ERP solution was originally the H.T.E. system and was implemented in March of 1995. SunGard purchased and now owns H.T.E. The software runs on an IBM iSeries model 520 that will no longer be supported by IBM as of January 2019. The SunGuard system running on the iSeries also has modules that support Municipal Court, Planning and Community Development, Mobile Field Inspections, Permitting, etc. The system lacks modern reporting capabilities and ease of extraction of data. Numerous "shadow" systems or processes have had to be developed outside of the SunGard system in order to run calculations for budgeting, provide budget scenarios, input payroll, HR applicant tracking, invoicing, etc. The system lacks feature rich components that allow these processes in present solutions. The lack of these capabilities becomes very time consuming and labor intensive to City staff and management when using the system or getting data. The City is looking at vendor solutions and proposals for a modern and technically forward solution that also has redundancy and failover capabilities. To-date the system the City runs has no failover capability. This project would replace the City ERP solution, Municipal Court application, Planning and Community Development, Permits, possibly Parks and Recreation, etc and provide an integrated solution.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	6,133,641	4,725,133	1,260,408	148,100					
46001	Land	0								
	Utilities	0								
46101	Const	0								
46301	Matls	0								
		0								
	Total	6,133,641	4,725,133	1,260,408	148,100	0	0	0	0	0

OPERATING IMPACT:

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**

Purpose				Total
Design	6,133,641			6,133,641
Land	0			0
Utilities	0			0
Const.	0			0
Materials	0			0
Total	6,133,641	0	0	6,133,641

Reimbursable Account?

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update

CITY OF NORMAN

PROJECT TITLE:	GIS Base Map			PROJECT TYPE:	Bldgs & GnDs	Maint.
PROJ. CATEGORY:	Geographic Information System			PROJECT NUMBER:	BG0074	
DEPARTMENT:	Planning			ACCOUNT NUMBER:	5095533-46201	
MANAGER:	Joyce Green			BEGIN & END DATES:	12/15/22	to 12/31/23
WARD(s):	All			LIFE EXPECTANCY:	2 yr primary usage, permanent at	

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 2019. The project will start in winter 2021 when leaf-off aerial photography will be collected. The deliverable products will be color aerial photography 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 two distinct components: aerial photography, which is budgeted at \$65,000; planimetric mapping and optional LiDAR, which is budgeted at \$80,000. The amount budgeted should allow the City of Norman to choose a data vendor from first tier contractors and add any computing capacity required to serve the data over the computer network.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	692,591			145,000		145,000		145,000	
46001	Land									
	Utilities									
46101	Const									
46301	Matls									
	Total	692,591	0	0	145,000	0	145,000	0	145,000	0

OPERATING IMPACT:

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	692,591			692,591	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	0			0	Parks	
Materials	0			0	Other	
Total	692,591	0	0	692,591		
Reimbursable Account?						Last Update

CITY OF NORMAN

PROJECT TITLE:	Park Site Amenities and Beautification	PROJECT TYPE:	Parks & Recreation	Maint.
PROJ. CATEGORY:	Misc. Maintenance	PROJECT NUMBER:	PR0013	
DEPARTMENT:	Parks & Recreation	ACCOUNT NUMBER:	050-9973-452	
MANAGER:	James Briggs	BEGIN & END DATES:	7/1/18	to 6/29/30
WARD(s):	All	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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0								
6001	ROW	0								
6701	Utilities	0								
6101	Const	0								
6301	Matls	507,000	212,000	35,000	120,000	35,000	35,000	35,000	35,000	ongoing
		0								
	Total	507,000	212,000	35,000	120,000	35,000	35,000	35,000	35,000	0

OPERATING IMPACT:

negligible Genl Fnd

STATUS & COMMENTS:

Requesting a one-time \$85,000 increase in FYE2023 to cover costs of replacing the clock tower at Westwood Golf Course that was severely damaged (beyond repair) by the hail storms in 2021. We intend to demolish the current structure and re-use the electrical service and footing area to build a new brick and mortar tower and clock face and digital information board, which will help provide updated information to golfers during daily use and tournaments. The increase will also be used to purchase and install security gates around the golf clubhouse to reduce break-ins and course vandalism and access control fencing on the west end of the tennis courts to prevent un-paid user access to the far courts on any given day. These facilities are secured in all other perimeter locations, however there is an on-going problem with attempted break-ins and vandalism as the golf clubhouse and tennis players accessing the far west courts without checking-in at the pro shop first. The additional funding would help us fulfill both of these projects (clock tower and security fencing) in FYE2023, and then we would return to our normal annual funding request for site amenities and furnishings after that.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	
Design	0		0	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	0		0	Parks	
Materials	507,000		507,000	Other	
Total	507,000	0	507,000		
Reimbursable Account?	no				

Last Update 2/24/22

PROJECT TITLE:	Tree Planting Program			PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEGORY:	Parks & Recreation			PROJECT NUMBER:	PR0212	
DEPARTMENT:	Parks & Recreation			ACCOUNT NUMBER:	050-9966-452	
MANAGER:	City Forester			BEGIN & END DATES:	7/1/14	to 6/29/30
WARD(s):	All			LIFE EXPECTANCY:	75 Years	

DETAILED PROJECT DESCRIPTION:

Annual Program to fund selected tree planting projects. It will allow the purchase and planting of trees and installing irrigation in any park or on public lands in order to promote and grow Norman's urban forest. The program was started as a way to match funds raised by private individuals to help achieve these goals; however, with a City Forester on-staff, we are able to coordinate these projects internally and at a much greater rate than in the past. Under the direction of the Forester, the selection of trees and the locations where they are most needed and able to be taken care of properly will be managed in a way that should greatly increase the survivability of each project. For FYE 2023, there is a one-time request for funding to hire an outside forestry resource group to provide services to develop an Urban Forest Management Plan for Norman, which will help guide the Forestry Division in its mission to preserve and expand our tree canopy and strengthen our efforts to have enforceable tree ordinance and urban forest guidelines. A presentation was made to both the Norman Tree Board and the City Council Oversight Committee in 2021, that explained the value and precedent of these type of professional services and products throughout the country and around the world in other cities. Both groups endorsed the idea. The proposed funding would cover costs of a modern tree inventory, ordinance review and a comprehensive management plan tailored specifically for all parts of

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0								
6001	ROW	0								
6701	Utilities	0								
6101	Const	20,407								
6301	Matls	338,600	148,600	15,000	115,000	15,000	15,000	15,000	15,000	ongoing
		0								
	Total	359,007	148,600	15,000	115,000	15,000	15,000	15,000	15,000	0

OPERATING IMPACT: negligible Genl Fnd Irrigation Maintenance and pruning

STATUS & COMMENTS:

The city's tree-planting program was monitored during the FYE2021 cycle to determine if more funding could be managed in the future to accomplish the goals Norman has stated as part of the Tree City USA program and other initiatives supported by recent Councils. As anticipated, the addition of a City Forester to the staff in mid-FYE2020 greatly increased the City's ability to promote tree plantings and the growth of Norman's urban forest. Additional funding was approved, beginning in FYE2022—with a 50% increase, from \$10K per year up to \$15K. As the program continues to succeed, we anticipate additional increased funding requests in future budgets, as-needed. The 2023 Budget request does include a one-time \$100,000 increase to cover costs associated with hiring an outside forestry consultant group to develop an urban forest management plan (including a current tree-inventory and tree ordinance review), as described, above.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50		Total	Bldg Maint	
Design	0		0	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	20,407		20,407	Parks	
Materials	338,600		338,600	Other	
Total	359,007	0	0		
Reimbursable Account?	no				

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	Drainage Miscellaneous Annual Projects			PROJECT TYPE:	Stormwater Drainage	Improv.
PROJ. CATEGORY:	Stormwater Drainage and Storm Sewer Systems			PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50599967	
MANAGER:	Jason Murphy			BEGIN & END DATES:	7/1/22	to Annual
WARD(s):	All			LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

Every year, several small (<\$100,000) unplanned drainage projects, which are typically reported to staff via citizen requests, are not constructed because they have not been funded. This program funds these small drainage 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	175,000		25,000	25,000	25,000	25,000	25,000	25,000	25,000
46001	Land	0								
46701	Utilities	0								
46101	Const	1,058,453	8,453	150,000	150,000	150,000	150,000	150,000	150,000	150,000
46301	Mats	0								
	Total	1,233,453	8,453	175,000	175,000	175,000	175,000	175,000	175,000	175,000

OPERATING IMPACT:

positive

Genl Fnd

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.

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose				Total	Bldg Maint	
Design	175,000			175,000	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	1,058,453			1,058,453	Parks	
Materials	0			0	Other	
Total	1,233,453	0	0	1,233,453		
Reimbursable Account?						

Last Update 12/28/21

CITY OF NORMAN

MISC. ANNUAL DRAINAGE PROJECTS

PROJ #		LOCATION	60-01	61-01	62-01	BUDGET	PRIORITY
	1	Misc. Drainage Projects Annual FYE 2023	\$ -	\$ 150,000	\$ 25,000	\$ 175,000	
New Project #		Rowena Drive Drainage Improvements		\$ 100,000			
New Project #		Other projects as required		\$ 50,000	\$ 25,000		
		FYE 2022 TOTAL	\$ -	\$ 150,000	\$ 25,000	\$ 175,000	

CITY OF NORMAN

Item 23.

PROJECT TITLE:	Drainage Projects			PROJECT TYPE:	Stormwater Drainage	Improv.
PROJ. CATEGORY:	Stormwater Drainage and Storm Sewer Systems			PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50599967	
MANAGER:	Jason Murphy			BEGIN & END DATES:	7/1/22	to Annual
WARD(s):	All			LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

This is an ongoing annual program to address stormwater drainage problems around the City. Specific locations will be identified during each annual budget process. Specific projects by fiscal year can be found on the attached sheet.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	1,000,000		100,000	150,000	150,000	150,000	150,000	150,000	150,000
46001	Land	0								
46701	Utilities	0								
46101	Const	5,100,000		600,000	700,000	700,000	700,000	800,000	800,000	800,000
46301	Matls	0								
		0								
	Total	6,100,000	0	700,000	850,000	850,000	850,000	950,000	950,000	950,000

OPERATING IMPACT:

positive Genl Fnd Reduced employee, material, and Capital equipment cost

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	
Design	1,000,000			1,000,000	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	5,100,000			5,100,000	Parks	
Materials	0			0	Other	
Total	6,100,000	0	0	6,100,000		
Reimbursable Account?						

Last Update 12/28/21

CITY OF NORMAN

DRAINAGE PROJECTS						
PROJ #		LOCATION	60-01	61-01	62-01	BUDGET
	1	Drainage Projects FYE 2023		\$ 700,000	\$ 150,000	\$ 850,000
New Project #		Butler Drive Drainage Improvements		\$ 600,000		1
New Project #		Findlay Drive Design			\$ 150,000	2
New Project #		Barton Street Drainage Improvements		\$ 100,000		3
		FYE 2023 TOTAL	\$ -	\$ 700,000	\$ 150,000	\$ 850,000

CITY OF NORMAN

PROJECT TITLE:	Force Account Drainage	PROJECT TYPE:	Stormwater Drainage	Maint.
PROJ. CATEGORY:	Stormwater Drainage and Storm Sewer Systems	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50599906	
MANAGER:	Jason Murphy	BEGIN & END DATES:	7/1/22	to Annual
WARD(s):	All	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 2023 stormwater drainage improvement locations are as shown on the following sheet.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	47,413	47,413							
46001	ROW	0								
46701	Utilities	0								
46101	Const	737,714	352,714	55,000	55,000	55,000	55,000	55,000	55,000	55,000
46301	Matls	665,000	0	95,000	95,000	95,000	95,000	95,000	95,000	95,000
		0								
	Total	1,450,127	400,127	150,000	150,000	150,000	150,000	150,000	150,000	150,000

OPERATING IMPACT: negligible Genl Fnd Personnel, Capital Equipment and Materials.

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 50	Total	Bldg Maint
Design	47,413	47,413	
ROW	0	0	
Utilities	0	0	
Const.	737,714	737,714	
Materials	665,000	665,000	
Total	1,450,127	0	1,450,127

Last Update 12/28/21

Reimbursable Account?

CITY OF NORMAN

FORCE ACCOUNT DRAINAGE

PROJ #	LOCATION	61-01	62-01	63-01	BUDGET	PRIORITY
1	Force Account Drainage FYE 2023	\$ 55,000	\$ -	\$ 95,000	\$ 150,000	
New Project #	Rolling Meadows Pipe Replacement			\$ 25,000		1
New Project #	Regis Court Drainage Improvement			\$ 20,000		2
New Project #	Other project locations as required	\$ 55,000		\$ 50,000		3
	FYE 2022 TOTAL	\$ 55,000	\$ -	\$ 95,000	\$ 150,000	

CITY OF NORMAN

PROJECT TITLE:	Imhoff Creek Bank Stabilization	PROJECT TYPE:	Stormwater Drainage	Maint.
PROJ. CATEGORY:	Stormwater Drainage and Storm Sewer Systems	PROJECT NUMBER:	DR0062	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	50595531	
MANAGER:	Jason Murphy	BEGIN & END DATES:	7/1/14	to 7/1/27
WARD(s):	2 4	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 2023 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	12,072	12,072							
46001	ROW	0								
46701	Utilities	0								
46101	Const	3,850,000		550,000	550,000	550,000	550,000	550,000	550,000	550,000
46301	Matls	0								
		0								
	Total	3,862,072	12,072	550,000	550,000	550,000	550,000	550,000	550,000	550,000

OPERATING IMPACT: positive Genl Fnd The impact of this project will improve and reduce maintenance activity.

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Fnd 50		Total	Bldg Maint	
Design	12,072		12,072	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	3,850,000		3,850,000	Parks	
Materials	0		0	Other	
Total	3,862,072	0	3,862,072		
Reimbursable Account?					

Last Update 12/28/21

CITY OF NORMAN

PROJECT TITLE:	Lake Thunderbird Watershed TMDL Compliance			PROJECT TYPE:	Stormwater Drainage	Improv.
PROJ. CATEGORY:	Stormwater Drainage and Storm Sewer Systems			PROJECT NUMBER:	DR0061	
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	50599968	
MANAGER:	Jason Murphy			BEGIN & END DATES:	7/1/22	to Annual
WARD(s):	All			LIFE EXPECTANCY:		

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 Compliance 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. The budgets developed from FYE 2016 and beyond are for implementation of the Compliance and Monitoring Plans as required by ODEQ.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	2,596,811	496,811	300,000	300,000	300,000	300,000	300,000	300,000	300,000
46001	ROW	0								
46701	Utilities	0								
46101	Const	0								
46301	Matls	0								
		0								
	Total	2,596,811	496,811	300,000	300,000	300,000	300,000	300,000	300,000	300,000

OPERATING IMPACT: slight Genl Fnd This project should have a positive impact on operations. As water quality entering Lake Thunderbird improves, drinking water quality will improve

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Fnd 50		Total	Bldg Maint	
Design	2,596,811		2,596,811	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	0		0	Parks	
Materials	0		0	Other	
Total	2,596,811	0	2,596,811		
Reimbursable Account?					

Last Update 12/28/21

CITY OF NORMAN

PROJECT TITLE:	36th NW Tecumseh to Indian Hills			PROJECT TYPE:	Transp. w/ Fedl Fndg	Improv.
PROJ. CATEGORY:	Roadway Widening			PROJECT NUMBER:	BP0197	
DEPARTMENT:	Public Works			ACCOUNT NUMBER:	050-9552-431	
MANAGER:	Paul D'Andrea			BEGIN & END DATES:	8/1/12	to 1/1/23
WARD(s):	8			LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

Roadway widening and reconstruction (from 2 to 4 lanes) and intersection widening and new traffic signal at the 36th Avenue NW intersections and Franklin Road intersection

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	899,744	899,744							
46001	Land	1,079,690	1,079,690							
	Utilities	354,670	354,670							
46101	Const	3,086,403	2,175,001		911,402					
46301	Matis	0								
	Total	5,420,507	4,509,105	0	911,402	0	0	0	0	0

OPERATING IMPACT:

STATUS & COMMENTS:

This project is one of the eight 2012 bond project and is eligible for federal funding through ACOG which will pay for 80% of the construction cost. Project is under design and survey is complete.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**THIS PROJECT NEEDS ASSISTANCE FROM:**

Purpose	Other	Fed. Aid	Total	Bldg Maint	no
Design	899,744		899,744	IT	no
Land	1,079,690		1,079,690	Pub Wks	yes
Utilities	354,670		354,670	Utilities	yes
Const.	3,086,403	14,059,126	17,145,529	Parks	no
Materials	0		0	Other	no
Total	5,420,507	14,059,126	0 19,479,633		
Reimbursable Account?	no	no			

Last Update 1/4/22

CITY OF NORMAN

PROJECT TITLE:	Urban Asphalt	PROJECT TYPE:	Transp Cty Fnd Only	Improv.
PROJ. CATEGORY:	Bond Projects	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	See attached (BP)	
MANAGER:	Joseph Hill	BEGIN & END DATES:	7/1/2022	to 6/30/2023
WARD(s):	All	LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

These projects are designed to improve urban asphalt streets. These projects will include deep patch repairs, micro-surfacing, mill and pave, and overlay methods of asphalt pavement preservation. Locations are identified on a separate page.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
		0	0	0						
GOB Issue Costs		53,000	0	53,000						
		0	0							
BP 50594401-46101	Const	5,197,210	0	972,510	1,233,590	1,075,360	968,320	947,430		
		0								
		0								
		0								
	Total GOB	5,250,210	0	1,025,510	1,233,590	1,075,360	968,320	947,430	0	0

OPERATING IMPACT: Negligible Genl Fnd \$0

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	2022 GOB			Total
Design				0
GOB Issue Costs	53,000			53,000
Utilities				0
Const.	5,197,210			5,197,210
Materials				0
Total	5,250,210	0	0	5,250,210

Reimbursable Account? No

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 12/6/2021

URBAN ASPHALT

PROJ #	YEAR	STREET NAME	LIMITS OR SUBDIVISION	COST
BP	2023	Normandy Acres First		\$ 526,950
		Butler Dr	24th Ave SE/Westside Dr	\$ 462,950
		26th ave SE	26th Dr/Brentwood Dr	\$ 64,000
BP	2023	Classen-Miller Addition		\$ 78,840
		Ferrill St	Ponca Ave/Classen Blvd	\$ 39,420
		Duffy St	Ponca Ave/Classen Blvd	\$ 39,420
BP	2023	Norman Old Town		\$ 146,000
		Crawford Ave	Daws St/Eufaula St	\$ 146,000
BP	2023	Campus Addition		\$ 96,360
		Elm Ave	Lindsey St/Brooks St	\$ 96,300
BP	2023	Eagle Cliff Addition		\$ 385,440
		12th Ave SE	Cedar Ln/South End	\$ 385,440
		YEAR 2023		\$ 1,233,590

ANNUAL BUDGET
113

URBAN CONCRETE

PROJ #	YEAR	STREET NAME	LIMITS OR SUBDIVISION	COST
BP	2023	Americana Estates		\$ 21,000
		Brandywine Ln	Lindsey St/Beaumont Dr	\$ 21,000
BP	2023	Colonial Estates		\$ 71,400
		Louisiana St	12th Ave SE/Biloxi Dr	\$ 71,400
BP	2023	Forest Hills Addition	(four locations)	\$ 325,500
		Magnolia St	Berry Rd/Cul-de-Sac	\$ 52,500
		Cypress Ave	Greenbriar Dr/Magnolia St	\$ 63,000
		Hollywood Ave	Holly Cir/Vine St	\$ 105,000
		Greenbriar Dr	Berry Rd/Smoking Oak Rd	\$ 105,000
BP	2023	Lydicks Addition	(four locations)	\$ 378,000
		Lindale Ave	Wylie Rd/Andover Dr	\$ 42,000
		Oakwood Dr	Wylie Rd/McGee Dr	\$ 126,000
		Avondale Dr	Wylie Rd/McGee Dr	\$ 105,000
		Avondale Dr	Berry Rd/Wylie Rd	\$ 105,000
BP	2023	Hetherington Heights Addition	(three locations)	\$ 504,000
		Brooks St	Berry Rd/Wylie Rd	\$ 105,000
		Brooks St	McGee Rd/24th Ave SW	\$ 210,000
		Caddell Ln	Berry Rd/McGee Rd	\$ 189,000
BP	2023	Brookhaven Addition	(two locations)	\$ 136,500
		Brookhaven Blvd	Robinson St/Hidden Hill Rd	\$ 94,500
		Guilford Ln	Hidden Hill Rd/Abbotsford	\$ 42,000
BP	2023	Lincoln Terrace Addition	(two locations)	\$ 147,000
		Mockingbird Ln	12th Ave SE/Oklahoma Ave	\$ 84,000
		Mockingbird Ct	Mockingbird Ln/Cul-de-Sac	\$ 63,000
BP	2023	Willow Brook Addition		\$ 63,000
		Whispering Pines Dr	Pickard Ave/Whispering Pines Cir	\$ 63,000
BP	2023	Lakeview Terrace		\$ 56,700
		Morren Dr	12th Ave NE/Crest Pl	\$ 56,700
BP	2023	Hardie-Rucker		\$ 210,000
		College Ave	Lindsey St/Delta	\$ 210,000
BP	2023	Woodslawn Addition	(two locations)	\$ 588,000
		Canterbury St	Sherry Ave/Robinson St	\$ 252,000
		Dorchester Dr	Highland Prkwy/Berry Rd	\$ 336,000
YEAR 2023				\$ 2,501,100

CITY OF NORMAN

PROJECT TITLE:	Rural Asphalt	PROJECT TYPE:	Transp Cty Fnd Only Improvt.
PROJ. CATEGORY:	Bond Projects	PROJECT NUMBER:	See attached listing
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	See attached (BP)
MANAGER:	Joseph Hill	BEGIN & END DATES:	7/1/2022 to 6/30/2023
WARD(s):	All	LIFE EXPECTANCY:	20 Years

DETAILED PROJECT DESCRIPTION:

This project is designed to improve the condition of rural roads. This project includes roadside drainage improvements, subgrade stabilization, deep patch repairs and asphalt pavement applications to the rural street network. Locations are identified on a separate page.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
GOB Issue Costs		32,000	0	32,000						
		0								
		0								
BP 50593376-46101	Const	3,168,000	0	509,200	652,400	454,080	592,240	960,080		
		0								
	Total	3,200,000	0	541,200	652,400	454,080	592,240	960,080	0	0

OPERATING IMPACT:

Negligible	Genl Fnd	\$0
------------	----------	-----

STATUS & COMMENTS:

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	2022 GOB	Total
GOB Issue Cos	32,000	32,000
ROW		0
Utilities		0
Const.	3,168,000	3,168,000
Materials		0
Total	3,200,000	3,200,000

Reimbursable Account? No

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 12/6/2021

RURAL ASPHALT

PROJ #	YEAR	STREET NAME	LIMITS OR SUBDIVISION	COST
BP	2023	36th Ave NE	Rock Creek Rd/Robinson St	\$ 652,400
YEAR 2023				\$ 652,400

PROJECT TITLE:	Urban Reconstruction	PROJECT TYPE:	Transp Cty Fnd Only	Improv.
PROJ. CATEGORY:	Bond Projects	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	See attached (BP)	
MANAGER:	Joseph Hill	BEGIN & END DATES:	7/1/2022	to 6/30/2023
WARD(s):	All	LIFE EXPECTANCY:	20 Years	

DETAILED PROJECT DESCRIPTION:

This project is designed to completely reconstruct an urban street. This project will include removal of existing pavement curb and/or gutter, stabilization of subgrade, 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
Bond Issue Costs		42,000	0	42,000						
		0								
		0								
BP 50593385-46101	Const	4,158,000	0	938,500	745,500	967,000	604,200	902,800		
		0								
		0								
	Total	4,200,000	0	980,500	745,500	967,000	604,200	902,800	0	0

OPERATING IMPACT:

Negligible

Genl Fnd

\$0

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**

Purpose	2022 GOB		Total
Bond Issue Costs	42,000		42,000
ROW			0
Utilities			0
Const.	4,158,000		4,158,000
Materials			0
Total	4,200,000	0	4,200,000
Reimbursable Account?	No		

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Upda 12/6/2021

URBAN RECONSTRUCTION						
PROJ #	YEAR	STREET NAME	LIMITS OR SUBDIVISION	COST	PRIORITY	ADJUSTED
		Ross's Addition				
BP	2023	Juniper Ln	Chautauqua Ave/Lahoma Ave	\$ 250,900		
		Willow Brook Addition				
BP	2023	Fairfield Dr	McCall Dr/Willow Ln	\$ 494,600		
YEAR 2023				\$ 745,500		

PROJECT TITLE:	Preventative Maintenance	PROJECT TYPE:	Transp Cty Fnd Only	Improv.
PROJ. CATEGORY:	Bond Projects	PROJECT NUMBER:	See attached listing	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	See attached (BP)	
MANAGER:	Joseph Hill	BEGIN & END DATES:	7/1/2022	to 6/30/2023
WARD(s):	All	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 include crack sealing, chip sealing, micro-surfacing, slurry seal, and rejuvenators.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	Proposed FYE 2023	Projected FYE 2024	Projected FYE 2025	Projected FYE 2026	Projected FYE 2027	Beyond 5 Years
Bond Issue Costs		20,000	0	20,000						
		0								
		0								
	Const	1,980,001	0	442,488	416,872	336,424	394,604	389,613		
		0								
		0								
	Total	2,000,001	0	462,488	416,872	336,424	394,604	389,613	0	0

OPERATING IMPACT:

Negligible

Genl Fnd

\$0

STATUS & COMMENTS:**TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:**

Purpose	2022 GOB			Total
Bond Issue Costs	20,000			20,000
ROW				0
Utilities				0
Const.	1,980,001			1,980,001
Materials				0
Total	2,000,001	0	0	2,000,001
Reimbursable Account?	No			

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Upda 12/6/2021

PREVENTATIVE MAINTENANCE

PROJ #	YEAR	STREET NAME	LIMITS OR SUBDIVISION	COST
BP	2023	Red Oaks Dr	Piney Oak/Quail Dr	\$ 9,545
BP	2023	Piney Oak Dr	Quail Dr/Red Oaks Dr	\$ 11,360
BP	2023	Evergreen Cr	North End/South End	\$ 7,015
BP	2023	Kensington Rd	Northwich Dr/Willow Branch Rd	\$ 16,200
BP	2023	Willowbranch Rd	Main St/Kensington Rd	\$ 31,980
BP	2023	Quail Ridge Rd	Quail Dr/Parkside Rd	\$ 8,650
BP	2023	Bluestem Cr	Quail Ridge Rd/West End	\$ 3,825
BP	2023	Northwich Dr	Lamp Post/Kensington Rd.	\$ 19,565
BP	2023	David Ct	23rd Ave NE/East 2300 Block	\$ 3,213
BP	2023	Jackson Dr	24th Ave NE/Crest Dr	\$ 77,112
BP	2023	Paul Ct	23rd Ave NE/East 2300 Block	\$ 3,213
BP	2023	Teresa Dr	Jackson Dr/22nd Ave NE	\$ 15,750
BP	2023	Morren Dr	Cindy Ave/Crest Pl	\$ 40,131
BP	2023	Barb Dr/Ct	Cindy Ave/Morren Cir	\$ 28,571
BP	2023	Vanessa Dr	22nd Ave NE/Crest Pl	\$ 49,833
BP	2023	Cindy Ave	Jackson Dr/Vanessa Dr	\$ 20,538
BP	2023	Crestland Dr	Morren Dr/North 200 Block	\$ 30,303
BP	2023	Crest Ct	Morren Dr/Cul-de-Sac	\$ 6,552
BP	2023	Crest Pl	Vanessa Dr/N. Cul-de-Sac	\$ 33,516
			YEAR 2023	\$ 416,872

CITY OF NORMAN

PROJECT TITLE:	36th NW Indian Hills to City Limits	PROJECT TYPE:	Transp. w/ Fedl Fndg	Improv.
PROJ. CATEGORY:	Widening and Reconstruction	PROJECT NUMBER:	BP0425	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	050-9419-431	
MANAGER:	Tim Miles	BEGIN & END DATES:	12/1/20	to 5/1/28
WARD(s):	8	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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	458,835	458,835							
46001	ROW	979,700			979,700					
	Utilities	300,000				300,000				
46101	Const	740,009					740,009			
46301	Matts	0								
	Total	2,478,544	458,835	0	979,700	300,000	740,009	0	0	0

OPERATING IMPACT:

negligible	Genl Fnd	\$5,000 per year for electricity and preventive maintenance
------------	----------	---

STATUS & COMMENTS:

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.

Private funds from area developers will be used to fund the engineering design and utility relocation costs associated with the project. City and private funds will be used to fund the local share of the construction cost.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Other	Fed. Aid	Total	Bldg Maint	no
Design	458,835		458,835	IT	no
Land	979,700		979,700	Pub Wks	yes
Utilities	300,000		300,000	Utilities	yes
Const.	740,009	2,960,036	3,700,045	Parks	no
Materials	0		0	Other	no
Total	2,478,544	2,960,036	5,438,580		
Reimbursable Account?	no	no			

Last Update 2/2/22

CITY OF NORMAN

PROJECT TITLE:	48th NW Phase 1 - Robinson to Rock Creek	PROJECT TYPE:	Transp. w/ Fedl Fndg	Improv.
PROJ. CATEGORY:	Widening and Reconstruction	PROJECT NUMBER:	BP0427	
DEPARTMENT:	Public Works	ACCOUNT NUMBER:	050-9419-431	
MANAGER:	Paul D'Andrea	BEGIN & END DATES:	12/1/22	to 12/30/28
WARD(s):	3	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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
46201	Design	735,033			735,033					
46001	ROW	1,729,400				1,729,400				
	Utilities	400,000					400,000			
46101	Const	1,229,367							1,229,367	
46301	Matls	0								
	Total	4,093,800	0	0	735,033	1,729,400	400,000	0	1,229,367	0

OPERATING IMPACT:

negligible	Genl Fnd	\$5,000 per year for electricity and preventive maintenance
------------	----------	---

STATUS & COMMENTS:

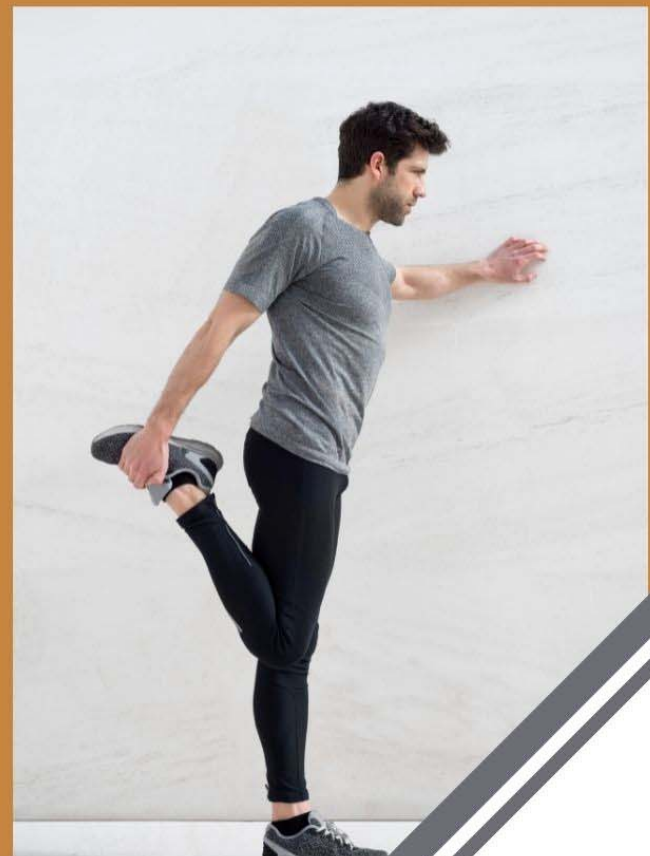
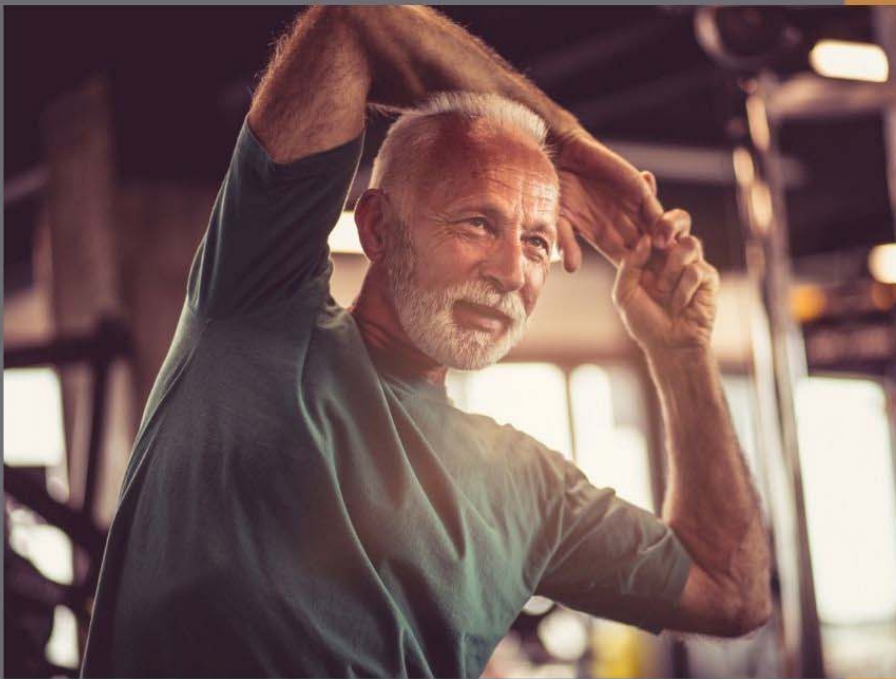
City Council approved a programming resolution requesting federal funds for the project during the November 10, 2015 Council meeting. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

Private funds from area developers will be used to fund the engineering design and utility relocation costs associated with the project. City and private funds will be used to fund the local share of the construction cost.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Other	Fed. Aid	Total	Bldg Maint	no
Design	735,033		735,033	IT	no
Land	1,729,400		1,729,400	Pub Wks	yes
Utilities	400,000		400,000	Utilities	yes
Const.	1,229,367	4,917,469	6,146,836	Parks	no
Materials	0		0	Other	no
Total	4,093,800	4,917,469	9,011,269		
Reimbursable Account?	no	no			

Last Update 1/4/22



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 FYE23, \$3,299,973 is scheduled for six pay-go funded projects and \$4,315,074 is scheduled for one bond funded project. The individual projects' impacts on the operating budget may be significant because they are new and expanded facilities.

Norman Forward Sales Tax Fund Summary

Fund 51

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 38,479,005	\$ 37,973,627	\$ 65,775,650	\$ 3	\$ 220,129	\$ 6,447,320	\$ 10,889,125	\$ 15,713,537
2								
3 Revenues:								
4 Sales Tax Revenue	10,254,803	9,892,637	12,183,076	12,426,738	12,675,272	12,928,778	13,187,353	13,451,100
5 Use Tax Revenue	1,541,761	1,552,347	1,747,904	1,817,820	1,890,533	1,966,154	2,044,800	2,126,592
6 Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7 Interest Income	54,215	-	-	-	-	-	-	-
8 Donations/Other	-	400,000	2,388,372	2,633,333	2,678,295	400,000	400,000	400,000
9								
10 Subtotal	\$ 11,850,779	\$ 11,859,984	\$ 16,334,352	\$ 16,892,891	\$ 17,259,100	\$ 15,309,932	\$ 15,647,154	\$ 15,992,693
11								
12 I/F Transf - General Fund	4,800,000	-	-	-	-	-	-	-
13 I/F Transf - UNP TIF Fund	4,776,381	-	-	-	-	-	-	-
14 I/F Transf - Room Tax Fund	-	-	3,801,683	-	-	-	-	-
15 Bond Proceeds - 2020 Bonds	22,250,000	-	-	-	-	-	-	-
16								
17 Subtotal	\$ 31,826,381	\$ -	\$ 3,801,683	\$ -	\$ -	\$ -	\$ -	\$ -
18								
19 Total Revenue	\$ 43,677,160	\$ 11,859,984	\$ 20,136,035	\$ 16,892,891	\$ 17,259,100	\$ 15,309,932	\$ 15,647,154	\$ 15,992,693
20								
21 Expenditures:								
22 Audit Adjustments/Encumbrances	225,858	-	-	-	-	-	-	-
23 Services and Maintenance	419,213	1,000,000	1,663,105	-	-	-	-	-
24 Capital Projects - Pay Go	3,431,424	9,030,000	36,932,884	3,299,973	1,020,000	730,000	730,000	-
25 Capital Projects - 2017 Bonds	6,911,031	-	12,096,631	-	-	-	-	-
26 Capital Projects - 2020 Bonds	-	5,000,000	27,247,451	4,135,074	-	-	-	-
27 Issue Costs	314,825	-	-	-	-	-	-	-
28 Debt Service - 2015 Bonds	3,160,757	3,097,948	3,097,948	4,003,348	5,250,613	5,986,289	6,189,326	6,176,172
29 Debt Service - 2017 Bonds	1,694,712	2,167,300	2,167,300	2,625,300	2,577,300	2,529,300	2,481,300	3,228,500
30 Debt Service - 2020 Bonds	-	2,321,535	2,321,535	2,210,501	1,770,998	1,194,391	978,061	1,014,321
31 I/F Transf - General Fund-East Library	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
32 I/F Transf - General Fund-Central Library	112,695	118,330	118,330	124,246	130,459	136,981	143,831	151,022
33 I/F Transf - General Fund-Ruby Grant Park	-	156,498	156,498	164,323	172,539	181,166	190,224	199,736
34 I/F Transf - Westwood Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
35								
36 Total Expenditures	\$ 16,380,515	\$ 23,001,611	\$ 85,911,682	\$ 16,672,765	\$ 11,031,909	\$ 10,868,127	\$ 10,822,742	\$ 10,879,751
37								
38 Net Difference	\$ 27,296,645	\$ (11,141,626)	\$ (65,775,647)	\$ 220,126	\$ 6,227,192	\$ 4,441,805	\$ 4,824,412	\$ 5,112,942
39								
40 Ending Fund Balance	\$ 65,775,650	\$ 26,832,001	\$ 3	\$ 220,129	\$ 6,447,320	\$ 10,889,125	\$ 15,713,537	\$ 20,826,479
41								
42 Reserves:								
43 General Contingency	717,836	692,485	852,815	869,872	887,269	905,014	923,115	941,577
44 Reserve for Bond Proceeds - 2017 Bonds	12,096,631	-	-	-	-	-	-	-
45 Reserve for Bond Proceeds - 2020 Bonds	21,936,134	17,250,000	(5,311,317)	(9,446,391)	(9,446,391)	(9,446,391)	(9,446,391)	(9,446,391)
46 Available for Pay-Go Projects	31,025,049	8,889,516	4,458,505	8,796,648	15,006,442	19,430,502	24,236,813	29,331,293
47								
48 Total Reserves	\$ 65,775,650	\$ 26,832,001	\$ 3	\$ 220,129	\$ 6,447,320	\$ 10,889,125	\$ 15,713,537	\$ 20,826,479

Norman Forward Sales Tax Fund Project Table

Fund 51

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
I. Bond Funded									
51790050	NFB019	Andrews Park Improvements	63,235	-	-	-	-	-	-
51195507	NFB016	Library-New Central Branch	100,000	-	-	-	-	-	-
51195507	NFB017	Library-New East Branch	5,001	-	-	-	-	-	-
51796639	NFB001	Griffin Park Remodel	5,881,778	4,135,074	-	-	-	-	-
51795546	NFB002	Indoor Aquatic Facility	13,496,685	-	-	-	-	-	-
51796601	NFB003	Indoor Sports Facility	10,726,434	-	-	-	-	-	-
51794442	NFB005	Community Sports Park Development	1,637,589	-	-	-	-	-	-
51792205	NFB006	Reaves Park Remodel	7,433,357	-	-	-	-	-	-
51794404	NFB018	Westwood Swim Complex Replacement	-	-	-	-	-	-	-
SUBTOTAL BOND FUNDED			\$ 39,344,079	\$ 4,135,074	\$ -	\$ -	\$ -	\$ -	\$ -
II. Paygo Funded									
51798830	NFP101	Neighborhood Park Improvements	443,285	56,966	650,000	650,000	600,000	-	2,750,000
51798830	NFP104	New Neighborhood Park Development	350,000	740,866	-	-	-	-	-
51790601	NFP110	Young Family Athletic Center PayGo	20,222,706	-	-	-	-	-	-
51793365	NFP108	New Senior Citizens Center	12,400,000	-	-	-	-	-	-
51790097	NFP107	New Trail Development Throughout Town	395,459	970,541	-	-	-	-	5,604,541
51794442	NFP103	Lease Payments for Griffin Park	80,000	80,000	80,000	80,000	80,000	80,000	1,360,000
51795500	NFP100	Public Arts Projects	170,609	234,000	290,000	-	-	-	150,000
51793325	NFP105	Ruby Grant Park Development	-	-	-	-	-	-	-
51594405	NFP120	Traffic and Road Improvements	500,000	-	-	-	-	-	-
51796674	NFP106	Saxon Park Development	156,144	1,217,600	-	-	-	-	-
51594403	NFP109	James Garner Blvd: Flood to Acres	2,214,682	-	-	-	-	-	-
051-	NFP	Canadian River Park Development	-	-	-	-	-	-	2,000,000
SUBTOTAL PAYGO FUNDED			\$ 36,932,885	\$ 3,299,973	\$ 1,020,000	\$ 730,000	\$ 680,000	\$ -	\$ 11,864,541
TOTAL NORMAN FORWARD FUND 51 PROJECTS			\$ 76,276,964	\$ 7,435,047	\$ 1,020,000	\$ 730,000	\$ 680,000	\$ -	\$ 11,864,541

CITY OF NORMAN

PROJECT TITLE:	Griffin Park Remodel			PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEGORY:	Parks & Recreation			PROJECT NUMBER:	NFB0001	
DEPARTMENT:	Parks & Recreation			ACCOUNT NUMBER:	51796639	
MANAGER:	Wade Thompson			BEGIN & END DATES:	7/1/16	to 6/30/22
WARD(s):	8			LIFE EXPECTANCY:	50 Years	

DETAILED PROJECT DESCRIPTION:

This project is for the re-development of Griffin Park as a Soccer Complex. The majority of the design and construction work will be focused on re-use of those parts of the park that are currently being used for the City of Norman's Youth Baseball and Softball leagues, which are being relocated to Reaves Park via a separate project, to allow new soccer fields to be built in their place (including new lighting, irrigation, site furnishings, parking areas and park roads). The existing soccer fields will remain in-service while Reaves is re-done, including room for the adult softball league, while the youth football program moves its practice fields to Ruby Grant Park. Once the new soccer fields are constructed, Griffin Park will be able to host larger regional tournaments throughout the year. The park remodel will not include construction of any new soccer facilities north of the irrigation lake in the dog park/disc golf area; but it does include continued improvements to the park trails (including a walk bridge over part of the lake), the dog park and the disc golf course area.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0	0	0	0					
6001	ROW	0								
6701	Utilities	0								
6101	Const	10,016,852	0	5,881,778	4,135,074	0				
6301	Matis	0								
		0								
	Total	10,016,852	0	5,881,778	4,135,074	0	0	0	0	0

OPERATING IMPACT: moderate Rm Tx Fnd More Revenue can be expected in Room Tax from more tournaments

STATUS & COMMENTS:

Three projects were completed in the first three years of Norman Forward funding to re-grade the large competition fields in the northwest part of the complex and develop the old football fields in the southwest part of the park into soccer fields, including a new restroom facility in that area. These improvements have greatly increased the playability and look of the facility for tournament and league play. Work will ramp-up as the Reaves Park project continues construction, and the youth baseball fields at Griffin are replaced with the new facilities at Reaves--which will make room for the final phase of the Griffin Park remodel.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 51	Total
Design	0	0
ROW	0	0
Utilities	0	0
Const.	10,016,852	10,016,852
Materials	0	0
Total	10,016,852	10,016,852

Reimbursable Account? no

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	Neighborhood Park Improvements			PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEGORY:	Parks & Recreation			PROJECT NUMBER:	NFP101	
DEPARTMENT:	Parks & Recreation			ACCOUNT NUMBER:	51798830	
MANAGER:	James Briggs			BEGIN & END DATES:	7/1/16	to 6/30/26
WARD(s):	All			LIFE EXPECTANCY:	30 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 planning 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 CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0								
6001	ROW	0	0							
6701	Utilities	0								
051-9830-452-6101	Const	6,400,251	1,250,000	443,285	56,966	650,000	650,000	600,000	0	2,750,000
6301	Mats	0								
		0								
	Total	6,400,251	1,250,000	443,285	56,966	650,000	650,000	600,000	0	2,750,000

OPERATING IMPACT:

slight	Genl Fnd	ongoing maintenance, utilities, computer services
--------	----------	---

STATUS & COMMENTS:

The first parks to be renovated were Oakhurst, Sonoma Park, Prairie Creek and Rotary Park. While these all received complete renovations, we also made improvements to the playground safety surfacing, park furnishings and practice sports facilities at parks throughout the city each fiscal year. These are Pay-Go projects that only allow us to do projects as funds are collected into the account; however we utilize Park Land Development Funds (Fund 52) at each site as needed and whenever they are available, to maximize our major renovations at each park. Funding was not available in FYE2021, due to the reduced tax revenue caused by the COVID-19 Pandemic. We were able to re-start the program in FYE2022; however, projections of tax revenue make it necessary to once-again delay funding of this project in FYE2023, to allow other pay-go projects to secure their funds, while we catch-up on prior years' neighborhood park expenditures. The parks scheduled for renovation in FYE2022 included Kevin Gottshall, Cherry Creek and 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. We will continue to work on the

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:

Purpose	Fnd 51		Total
Design	0		0
ROW	0		0
Utilities	0		0
Const.	6,400,251		6,400,251
Materials	0		0
Total	6,400,251	0	6,400,251

Reimbursable Account? no

THIS PROJECT NEEDS ASSISTANCE FROM:

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	New Neighborhood Park Development			PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEGORY:	Parks & Recreation			PROJECT NUMBER:	NFB104	
DEPARTMENT:	Parks & Recreation			ACCOUNT NUMBER:	51798830	
MANAGER:	James Briggs			BEGIN & END DATES:	7/1/17	to 6/30/21
WARD(s):	All			LIFE EXPECTANCY:	50 Years	

DETAILED PROJECT DESCRIPTION:

This project is for the development of new neighborhood parks in several developing areas of town. The city has been acquiring these properties as the neighborhoods develop, as required by the Park Land Dedication Ordinance. Utilizing the Norman Forward funding, we will be able to supplement Park Development Fees in order to build new parks similar to the one built in 2014 at Monroe Park. Specifically, these funds will be used to help build new neighborhood parks in the Cedar Lane, Southlake/St. James, Summit Valley/Bellatona, Redlands and Links additions.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0								
6001	ROW	0								
6701	Utilities	0								
6101	Const	2,390,866	1,300,000	350,000	740,866					
6301	Matis	0								
		0								
	Total	2,390,866	1,300,000	350,000	740,866	0	0	0	0	0

OPERATING IMPACT: slight Genl Fnd ongoing maintenance, utilities, computer services

STATUS & COMMENTS:

These are Pay-Go projects, which can only proceed as funds are collected into their accounts. Funding for FYE2019 was utilized to develop the new Cedar Lane/Monterey neighborhood park (named Songbird Park), and was completed in 2020. FYE2020 and 2021 funds are being used to next develop the Southlake/St. James neighborhood park site and the site in Summit Valley/Bellatona additions. Each project will also utilize Park Land Development Funds (Fund 52) which have been collected in those neighborhoods as they have developed over the years, in order to maximize the initial development at each site.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:					THIS PROJECT NEEDS ASSISTANCE FROM:				
Purpose	Fnd 51			Total	Bldg Maint				
Design	0			0	IT				
ROW	0			0	Pub Wks				
Utilities	0			0	Utilities				
Const.	2,390,866			2,390,866	Parks				
Materials	0			0	Other				
Total	2,390,866	0	0	2,390,866					
Reimbursable Account?	no								

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	New Trail Development Throughout Town	PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEG:	Parks & Recreation	PROJECT NUMBER:	NFP107	
DEPARTMENT:	Parks & Recreation	ACCOUNT NUMBER:	51790097	
MANAGER:	James Briggs	BEGIN & END DATES:	7/1/19	to 6/30/25
WARD(s):	All	LIFE EXPECTANCY:	50 Years	

DETAILED PROJECT DESCRIPTION:

This project is for the construction of several sections of the Legacy Trail multi-modal path in the central and north parts of town. In particular, we plan to design and build the trail section that will connect from Ruby Grant Park north and then east--across Interstate-35 at Indian Hills Road when that bridge is re-built. From there, we will re-connect south along the Little River corridor across Flood Street and over to the Stubbeman Avenue area, where it will link back up to the existing Robinson Street trail section. This loop will include several neighborhood trail connections, which are being built by those currently developing the Little River Trails, Trailwoods and Greenleaf Trails housing additions. Those trail sections were included in the final plats of those neighborhoods in anticipation of the connection to a city-wide trail in the future.

We will also use this project to construct a segment of the Legacy Trail system along the west side of Flood Street, north of Robinson street up to Tecumseh Road, in order to provide a safer off-street multi-modal path for pedestrians and bicyclists in this part of town.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0		0	0					
6001	ROW	0		0	0	0				
6701	Utilities	0								
6101	Const	4,800,000	34,000	395,459	970,541	0	0			3,400,000
6301	Matls	0								
		0								
Total		4,800,000	34,000	395,459	970,541	0	0	0	0	3,400,000

OPERATING IMPACT: slight Genl Fnd ongoing maintenance, utilities, computer services

STATUS & COMMENTS:

FYE2020 funds will be utilized to fund part of the Public Works Department's project to construct a multi-modal path on the west side of north Flood Street (Highway 77) from Robinson Street to Tecumseh Road; as well as the connection from Flood to 24th NW Avenue along Tecumseh Road. This work by Public Works will fulfill that part of the NORMAN FORWARD trails project budget that was planned for that route. Other routes will be pursued once we know final costs for this first major segment of construction.

THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 51		Total
Design	0		0
ROW	0		0
Utilities	0		0
Const.	4,800,000		4,800,000
Materials	0		0
Total	4,800,000	0	4,800,000

Bldg Maint	
IT	
Pub Wks	
Utilities	
Parks	
Other	

Reimbursable Account?

no

Last Update

2/24/22

CITY OF NORMAN

PROJECT TITLE: Lease Payments for Griffin Park PROJ. CATEGORY: Parks & Recreation DEPARTMENT: Parks & Recreation MANAGER: WARD(s): All	PROJECT TYPE: Parks & Recreation Improvt. PROJECT NUMBER: NFP103 ACCOUNT NUMBER: 51794442 BEGIN & END DATES: 7/1/19 to 6/30/49 LIFE EXPECTANCY: 30 years
--	---

DETAILED PROJECT DESCRIPTION:
 Annual lease payments to the Department of Mental Health for the City of Norman's use of the Griffin Park land.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0								
6001	ROW	2,000,000	160,000	80,000	80,000	80,000	80,000	80,000	80,000	1,360,000
6701	Utilities	0								
6101	Const	0								
6301	Matls	0								
		0								
	Total	2,000,000	160,000	80,000	80,000	80,000	80,000	80,000	80,000	1,360,000

OPERATING IMPACT: slight Genl Fnd ongoing maintenance, utilities, computer services

STATUS & COMMENTS:

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Purpose</th> <th>Fnd 51</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>ROW</td> <td>2,000,000</td> <td></td> <td>2,000,000</td> </tr> <tr> <td>Utilities</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Const.</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Materials</td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>2,000,000</td> <td>0</td> <td>2,000,000</td> </tr> </tbody> </table>	Purpose	Fnd 51		Total	Design	0		0	ROW	2,000,000		2,000,000	Utilities	0		0	Const.	0		0	Materials	0		0	Total	2,000,000	0	2,000,000	THIS PROJECT NEEDS ASSISTANCE FROM: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>Bldg Maint</td> <td></td> </tr> <tr> <td>IT</td> <td></td> </tr> <tr> <td>Pub Wks</td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> </tr> <tr> <td>Parks</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>	Bldg Maint		IT		Pub Wks		Utilities		Parks		Other	
Purpose	Fnd 51		Total																																						
Design	0		0																																						
ROW	2,000,000		2,000,000																																						
Utilities	0		0																																						
Const.	0		0																																						
Materials	0		0																																						
Total	2,000,000	0	2,000,000																																						
Bldg Maint																																									
IT																																									
Pub Wks																																									
Utilities																																									
Parks																																									
Other																																									

Reimbursable Account? no

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	Public Art Projects			PROJECT TYPE:	Parks & Recreation	Improv.
PROJ. CATEGORY:				PROJECT NUMBER:	NFP100	
DEPARTMENT:	Parks & Recreation			ACCOUNT NUMBER:	51795500	
MANAGER:	Jason Olsen			BEGIN & END DATES:	7/1/17	to 6/30/26
WARD(s):	All			LIFE EXPECTANCY:	100 Years	

DETAILED PROJECT DESCRIPTION:

With the adoption of Norman Forward, the City committed to expend an amount not to exceed 1% of the aggregate construction costs of major facilities and community parks improvements costs on public art at those facilities and parks.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0	0							
6001	ROW	0								
6701	Utilities	0								
6101	Const	1,361,229	577,229	110,000	234,000	290,000	0			150,000
6301	Matls	0								
		0								
	Total	1,361,229	577,229	110,000	234,000	290,000	0	0	0	150,000

OPERATING IMPACT: slight Genl Fnd ongoing maintenance, utilities, computer services

STATUS & COMMENTS:

Contract K-1516-132 establishes the Norman Arts Council as administrator of the implementation of public art associated with Norman Forward.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose	Fnd 51		Total	Bldg Maint	
Design	0		0	IT	
ROW	0		0	Pub Wks	
Utilities	0		0	Utilities	
Const.	1,361,229		1,361,229	Parks	
Materials	0		0	Other	
Total	1,361,229	0	1,361,229		

Reimbursable Account? no Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE: Saxon Park Development		PROJECT TYPE: Parks & Recreation		Improv.	
PROJ. CATEGORY: Parks & Recreation		PROJECT NUMBER: NFP106			
DEPARTMENT: Parks & Recreation		ACCOUNT NUMBER: 51796674			
MANAGER: James Briggs		BEGIN & END DATES: 7/1/19 to 6/30/21			
WARD(s): 5		LIFE EXPECTANCY: 50 Years			

DETAILED PROJECT DESCRIPTION:

This project is for the continued development of John Saxon Jr. Memorial Community Park in Southeast Norman. In past years, the City was able to secure 80% funding for the initial development of parking and trail facilities (cross-country and fitness/walking trails) from the state of Oklahoma Recreational Trails Grant program. The remaining projects at the park include construction of children's play areas, restroom facilities, completion of the park road to connect to John Saxon Boulevard west of the park, construction of a recreation/irrigation lake, tournament and picnic pavilions, improved perimeter fencing, and other site amenities as shown on the park's Master Plan.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
6201	Design	0	0							
6001	Const	1,399,744	26,000	156,144	1,217,600					
6701	Utilities	0								
6101	Const	0								
6301	Matls	0								
		0								
	Total	1,399,744	26,000	156,144	1,217,600	0	0	0	0	0

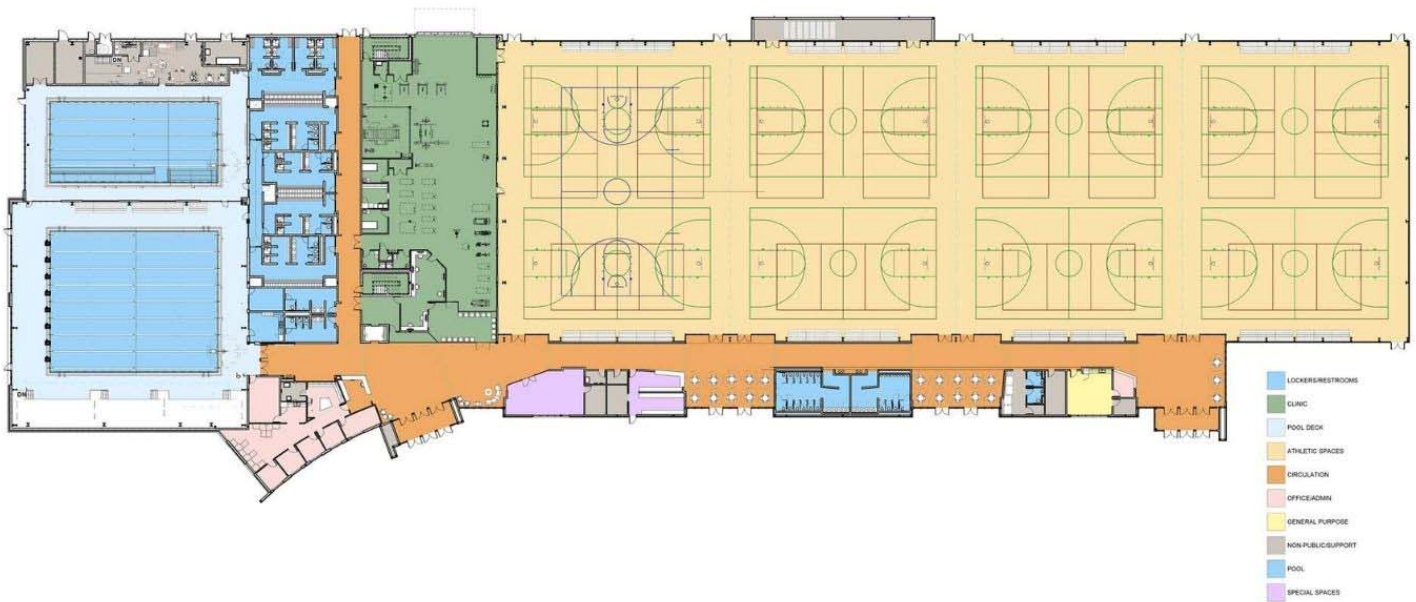
OPERATING IMPACT: slight Genl Fnd ongoing maintenance, utilities, computer services

STATUS & COMMENTS:

Staff is working to coordinate with local Native American tribe representatives to locate a permanent Native Celebration Grounds at Saxon Park. The funding for construction of these features are likely to be a joint-venture between the City of Norman and several tribes. The design of the facilities needed for this type of facility will be included in the final drawings produced as part of the NORMAN FORWARD project, while Construction Documents for that phase of work will be a part of any future funding provided by those final agreements.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:				THIS PROJECT NEEDS ASSISTANCE FROM:			
Purpose	Fnd 51		Total	Bldg Maint			
Design	0		0	IT			
ROW	1,399,744		1,399,744	Pub Wks			
Utilities	0		0	Utilities			
Const.	0		0	Parks			
Materials	0		0	Other			
Total	1,399,744	0	1,399,744				
Reimbursable Account?	no						

Last Update 2/24/22



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 a 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. Two new projects are proposed for FYE 23 for \$310,000.

Park Land and Development Fund Summary

Fund 52

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 868,999	\$ 828,042	\$ 1,036,562	\$ 750,378	\$ 535,378	\$ 630,378	\$ 725,378	\$ 820,378
2								
3 Revenues								
4 Interest/Investment Income	\$ 217	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 Community Park Fees	89,625	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6 Neighborhood Park Fees	56,550	35,000	35,000	35,000	35,000	35,000	35,000	35,000
7 In-Lieu of/Other	21,549	-	-	-	-	-	-	-
8 I/F Transfer - Capital	-	-	-	-	-	-	-	-
9								
10 Total Revenue	\$ 167,941	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
11								
12 Expenditures								
13 Community Park Projects	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14 Neighborhood Park Projects	1,000	280,000	381,184	310,000	-	-	-	-
15 Parkland acquisition	-	-	-	-	-	-	-	-
16 I/F Transf - Norman Forward	-	-	-	-	-	-	-	-
17 I/F Transf - Room Tax	-	-	-	-	-	-	-	-
18 I/F Transf - Capital	-	-	-	-	-	-	-	-
19 I/F Transf - GF	-	-	-	-	-	-	-	-
20 Services & maintenance	-	-	-	-	-	-	-	-
21 Audit Accruals/Adjustments	(6,622)	-	-	-	-	-	-	-
22								
23 Total Expenditures	\$ 378	\$ 280,000	\$ 381,184	\$ 310,000	\$ -	\$ -	\$ -	\$ -
24								
25 Net Difference	\$ 167,563	\$ (185,000)	\$ (286,184)	\$ (215,000)	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
26								
27 Ending Fund Balance	\$ 1,036,562	\$ 643,042	\$ 750,378	\$ 535,378	\$ 630,378	\$ 725,378	\$ 820,378	\$ 915,378
28								
29 Reserves								
30 Reserve for Community Parks	\$ 329,470	\$ 277,336	\$ 379,470	\$ 429,470	\$ 479,470	\$ 529,470	\$ 579,470	\$ 629,470
31 Reserve for Neighborhood Parks	1,417,760	1,084,762	1,071,576	796,576	831,576	866,576	901,576	936,576
32 Reserve for Park Land	(710,668)	(719,056)	(700,668)	(690,668)	(680,668)	(670,668)	(660,668)	(650,668)
33								
34 Total Reserves	\$ 1,036,562	\$ 643,042	\$ 750,378	\$ 535,378	\$ 630,378	\$ 725,378	\$ 820,378	\$ 915,378

Park Land and Development Fund Project Table

Fund 52

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
<u>COMMUNITY PARKS</u>									
52794442	PC0018	Sports Complex Bleachers	474	-	-	-	-	-	-
52795518	PC0022	Legacy Pk Foundation Strm Damg Repair	50,000	-	-	-	-	-	-
52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
Subtotal Community Parks			\$ 62,509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>NEIGHBORHOOD PARKS</u>									
52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
52793067	PR0171	Summit Lakes Park Improv	7,325	-	-	-	-	-	-
52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
052-	PR-	Andrews Park Master Plan	-	50,000	-	-	-	-	-
052-	PR-	Reaves Park Restroom Building	-	260,000	-	-	-	-	-
52794442	PR0172	Ruby Grant Park SE Parking Lot	280,407	-	-	-	-	-	-
Subtotal Neighborhood Parks			\$ 318,675	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARK DEVELOPMENT FUND 52 PROJECTS			\$ 381,184	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF NORMAN

PROJECT TITLE:	Andrews Park Masterplan			PROJECT TYPE:	Parks and Recreation	Improv.
PROJ. CATEGORY:	Parks and Recreation			PROJECT NUMBER:	PR	
DEPARTMENT:	Parks and Recreation			ACCOUNT NUMBER:	052-	
MANAGER:	James Briggs			BEGIN & END DATES:	7/1/22	to 6/30/23
WARD(s):	4			LIFE EXPECTANCY:	50 Years	

DETAILED PROJECT DESCRIPTION:

One of the most recent NORMAN FORWARD projects completed for Parks and Recreation was the expansion of the Blake Baldwin Skatepark in Andrews Park. That project also included some other improvements in Andrews--which is Norman's oldest park (having been part of the Original Town Site Plat of the city, created at the time of the land run). During the completion of this project, it became clear that this beloved central-Norman community park could benefit from a more extensive look at how the space is used now and in future decades. There are opportunities to provide more modern amenities around the existing park features--some of which are Depression-Era WPA structures, such as the Amphitheatre, stone and timber buildings and the stone drainage channel in the park. We would like to hire a design firm to work with staff to create a Master Plan for the park, which we could then use to guide future Capital Project requests for new/modern restroom facilities, trails, water features, concert and event spaces and upgrades to the playground and splashpad areas. Improved parking design and additional landscaping in the park will also be addressed with this masterplan.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
23794442-461001	Design	50,000			0					
	Land									
	Utilities									
52794442-46101	Const				50,000					
	Matls									
	Total	50,000	0	0	50,000	0	0	0	0	0

OPERATING IMPACT:

STATUS & COMMENTS:

If approved, staff will send out a Request for Qualifications to Landscape Architecture and Planning firms to begin the process of master planning.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	
Design	50,000			50,000	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	0			0	Parks	
Materials	0			0	Other	
Total	50,000	0	0	50,000		
Reimbursable Account?						

Last Update 2/24/22

CITY OF NORMAN

PROJECT TITLE:	Reaves Park Restroom Building			PROJECT TYPE:	Parks and Recreation	Improv.
PROJ. CATEGORY:	Parks and Recreation			PROJECT NUMBER:	PR	
DEPARTMENT:	Parks and Recreation			ACCOUNT NUMBER:	052-	
MANAGER:	James Briggs			BEGIN & END DATES:	7/1/22	to 6/30/23
WARD(s):	7			LIFE EXPECTANCY:	25 Years	

DETAILED PROJECT DESCRIPTION:

As a part of the NORMAN FORWARD project for Reaves Park, the plan calls for upgrades and improvements to the baseball and softball facilities in the park and construction of a new park road and interior parking lots. The area used daily for non-sports-related activities and annual festivals in the southwest part of the park was not included in this first phase of the renovation of Reaves. In the un-changed area of the park, we have a large community playground, several rental pavilions and a large amount of open space with walking trails running through it. The old restroom building near the playgrounds and pavilions has reached the end of its functional lifespan. It has been repaired and maintained for over forty years; however, the structure needs to be replaced with a modern building, with better lighting, fixtures, heat and control locks which would better serve the daily users of the park. The new facility will also be designed to meet current accessibility standards, including the addition of paved access to the building from the nearby park trail, and will have all of its energy use and materials designed to meet current efficiency standards and building code requirements. We will work with the design team we are using for the Norman Forward project at Reaves to produce a structure that will match the style and details used in the new facilities in the park, as well.

EXPENDITURE SCHEDULE through CITY Accounts by FY

Account Number	Cost Element	TOTAL ALL FISCAL YRS	Actual Prior Years	Budget FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	Beyond 5 Years
23794442-461001	Design									
	Land									
	Utilities									
52794442-46101	Const	250,000			260,000					
	Matis									
	Total	250,000	0	0	260,000	0	0	0	0	0

OPERATING IMPACT:

STATUS & COMMENTS:

Replacement of the restroom building is one of the most-requested projects from citizens who use Reaves Park on a daily basis. The facility will not be expected to handle large festival use levels; and those events will still require provision of the appropriate number of portable facilities, based on the anticipated crowd for each event. This same standard is used for large crowd events at Lions, Andrews, Rotary, Ruby Grant and any other parks with restroom buildings that also are able to host larger community events.

TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE: THIS PROJECT NEEDS ASSISTANCE FROM:

Purpose				Total	Bldg Maint	
Design	0			0	IT	
Land	0			0	Pub Wks	
Utilities	0			0	Utilities	
Const.	250,000			250,000	Parks	
Materials	0			0	Other	
Total	250,000	0	0	250,000		
Reimbursable Account?						

Last Update 2/24/22



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.
6. The University North Park Area includes land adjacent to 24th Avenue NW, between Robinson Street and Tecumseh Road.
7. No new projects are scheduled for FYE 23.

University North Park TIF Fund Summary

Fund 57

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 17,728,184	\$ 8,445,042	\$ 10,980,761	\$ 5,776,646	\$ 5,849,764	\$ 5,918,356	\$ 5,982,286	\$ 6,041,414
2								
3 Revenues								
4 Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sales Tax - Economic Dev	-	-	-	-	-	-	-	-
6 Interest Income	8,262	24,000	24,000	24,000	24,000	24,000	24,000	24,000
7 Property Tax	(393,293)	-	-	-	-	-	-	-
8 Bond Proceeds	-	-	-	-	-	-	-	-
9 Loan Proceeds	-	-	-	-	-	-	-	-
10 Misc Income	(36,512)	-	-	-	-	-	-	-
11 BID Assessment Receipts	211,512	200,000	200,000	200,000	200,000	200,000	200,000	200,000
12								
13 Subtotal	\$ (210,031)	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000
14								
15 I/F Transf - Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 I/F Transf - Debt Service	-	-	-	-	-	-	-	-
17								
18 Total Revenue	\$ (210,031)	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000
19								
20 Expenditures								
21 Services /Maintenance	\$ 11,484	\$ -	\$ 11,371	\$ -	\$ -	\$ -	\$ -	\$ -
22 Administration	-	-	-	-	-	-	-	-
23 BID Expenses	236,177	150,181	256,059	150,882	155,408	160,070	164,872	169,818
24 Capital Equipment	-	-	-	-	-	-	-	-
25 Capital Projects	1,513,350	-	5,160,685	-	-	-	-	-
26 Debt Service	-	-	-	-	-	-	-	-
27 Audit adjustments	-	-	-	-	-	-	-	-
28 I/F Transf - General Fund	-	-	-	-	-	-	-	-
29 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
30 I/F Transf - Norman Forward Fund	4,776,381	-	-	-	-	-	-	-
31								
32 Total Expenditures	\$ 6,537,392	\$ 150,181	\$ 5,428,115	\$ 150,882	\$ 155,408	\$ 160,070	\$ 164,872	\$ 169,818
33								
34 Net Difference	\$ (6,747,423)	\$ 73,819	\$ (5,204,115)	\$ 73,118	\$ 68,592	\$ 63,930	\$ 59,128	\$ 54,182
35								
36 Ending Fund Balance	\$ 10,980,761	\$ 8,518,861	\$ 5,776,646	\$ 5,849,764	\$ 5,918,356	\$ 5,982,286	\$ 6,041,414	\$ 6,095,596
37								
38 Reserves								
39 Reserved for BID	\$ 496,416	\$ 497,304	\$ 440,357	\$ 489,475	\$ 534,067	\$ 573,997	\$ 609,125	\$ 639,307
40 Available for Debt Repayment	-	-	-	-	-	-	-	-
41 Unreserved	10,484,345	8,021,557	5,336,289	5,360,289	5,384,289	5,408,289	5,432,289	5,456,289
42								
43 Total Reserves	\$ 10,980,761	\$ 8,518,861	\$ 5,776,646	\$ 5,849,764	\$ 5,918,356	\$ 5,982,286	\$ 6,041,414	\$ 6,095,596
44								

University North Park TIF Fund Project Table

Fund 57

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
57595552	UT0015	24th & Flood at Tecumseh Intersection	2,530,092	-	-	-	-	-	-
57796601	UT0017	Recreation Facility	2,069,971	-	-	-	-	-	-
57595512	UT0008	Economic Development	553,685	-	-	-	-	-	-
57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,909	-	-	-	-	-	-
57595512	UT0016	Legacy Park Parking Lot	5,026	-	-	-	-	-	-
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS			\$ 5,160,683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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 FYE02 and \$27,200 in FYE07.
4. There is no new funding for projects in FYE23. Additional project appropriations will be presented to council for consideration if they are identified.

Arterial Road Recoupment Fund Summary

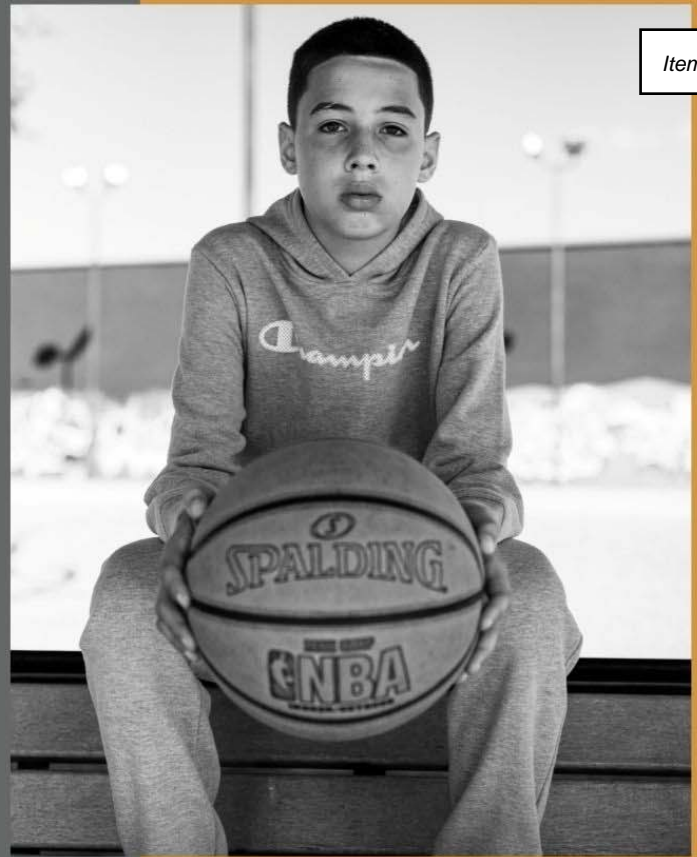
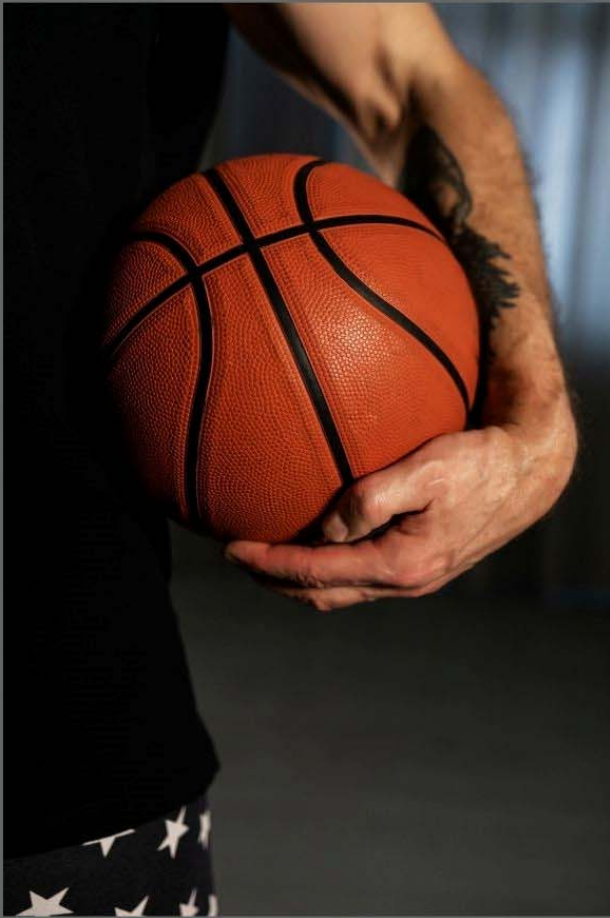
Fund 78

	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	\$ 763,236	\$ 763,236	\$ 763,849	\$ 763,849	\$ 763,849	\$ 763,849	\$ 763,849	\$ 763,849
2								
3 Revenues								
4 Reimbursements/Interest	\$ 613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8								
9 Expenditures								
10 Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Audit Adjustments	-	-	-	-	-	-	-	-
12								
13 Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14								
15 Net Difference	\$ 613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 763,849	\$ 763,236	\$ 763,849	\$ 763,849	\$ 763,849	\$ 763,849	\$ 763,849	\$ 763,849

Arterial Road Recoupment Fund Project Table

Fund 78

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
78599964	AR	TBD	-	-	-	-	-	-	-
78595517	AR	TBD	-	-	-	-	-	-	-
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Item 23.



Appendix

APPENDIX

Maps

Figure 1 – Wards

Figure 2 – Street Maintenance & Transportation Projects

Figure 3 – Utility Projects

Figure 4 – Other Projects

Figure 5 – General Obligation Bond Projects (August 2012 Election)

Figure 6 – General Obligation Bond Projects (April 2016 Election)

Figure 1 - Ward Map

Figure 2 - Street Maintenance and Transportation Projects

Figure 3 - Utilities Projects

Figure 4 - Other Capital Projects

Figure 5 - 2012 Bond Projects

Figure 6 - 2021 Street Maintenance Bond Projects

Figure 7 - Map of All Capital Projects

Unfunded Capital Project Requests

Fund	Department	Acct #	Project Name	FYE 2023 REQUESTED	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES									
15	Police	15660322	HDU Robot	400,000	-	-	-	-	-
50	Fire	TBD	Security	140,000	-	-	-	-	-
50	Fire	TBD	Fire Station 1 Replacement	5,875,000	-	-	-	-	-
50	Fire	TBD	Fire Station 10 Eastside	5,875,000	-	-	-	-	-
50	Parks & Rec	TBD	12th Ave Rec Center Signage & Interior Upgrade	70,000	25,000	50,000	-	-	-
50	Parks & Rec	TBD	WW Golf & Tennis Pro Shop paint & seal	35,000	-	-	-	-	-
50	Parks & Rec	TBD	Senior Center tuck point and/or repaint exterior	55,000	-	-	-	-	-
50	Parks & Rec	TBD	Entry Door Upgrades @ Rec Centers	55,000	-	-	-	-	-
50	Parks & Rec	TBD	Sooner Theater Lobby/Mezzanine/Restroom	85,000	-	-	-	-	-
50	Parks & Rec	TBD	Westwood Swimming Flow Rider	1,500,000	-	-	-	-	-
50	Parks & Rec	TBD	Little Axe Complex Upgrades	165,000	-	-	-	-	-
50	Parks & Rec	TBD	Facility Maintenance Sooner Theatre Sign & Restroom	90,000	-	-	-	-	-
50	Parks & Rec	TBD	Facility Maintenance WW Golf & Tennis	45,000	-	-	-	-	-
50	Parks & Rec	TBD	Ruby Grant Maintenance Building	425,000	-	-	-	-	-
50	Parks & Rec	TBD	12th Ave Rec Center A/C & After School Room	45,000	-	-	-	-	-
50	Public Works	50-	12th East and Alameda Study	50,000	-	-	-	-	-
50	Public Works	50-	Alameda-Crawford-Apache Study	50,000	-	-	-	-	-
50	Public Works	50-	Boyd and Classen Study	50,000	-	-	-	-	-
50	Public Works	509687431	Bridge Replacement Program	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
50	Public Works	50593379	Downtown Pay Stations	88,128	-	-	-	-	-
50	Public Works	50593379	County Courthouse Paystations/Extra Lockboxes	34,039	-	-	-	-	-
50	Public Works	50593379	New Bus Stops	160,000	-	-	-	-	-
50	Public Works	TBD	North Base Unleaded/Diesel Fueling Facility	-	-	-	-	-	-
50	IT	TBD	IT Backup Disk Storage	500,000	-	-	-	-	-
50	IT	TBD	Jenkins St Fiber Relocation	160,000	-	-	-	-	-
50	Police	50660270	Animal Welfare Camera System	25,000	-	-	-	-	-
50	Police	50660270	Animal Welfare Multipurpose Room Vent	20,000	-	-	-	-	-
50	Police	50660310	PD Exterior Security Improvements	250,000	-	-	-	-	-
50	Police	TBD	RDS Glock	75,000	-	-	-	-	-
50	Police	50660321	NIC Asphalt Pavement Repair	240,000	-	-	-	-	-
50	Police	50660321	Building B Office remodel	50,000	-	-	-	-	-
50	Police	50660115	Police Training Facility Berm Renovation	2,980,000	-	-	-	-	-
50	Police	50660115	Police Training Facility North Garage	50,000	-	-	-	-	-
50	Police	TBD	Training Facility Security Upgrade	200,000	-	-	-	-	-
50	Police	TBD	Training Facility Range Tower	125,000	-	-	-	-	-
TOTALREQUESTED				\$ 21,967,167	\$ 2,025,000	\$ 2,050,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000

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.





YOUNG FAMILY
ATHLETIC CENTER

CITY OF NORMAN

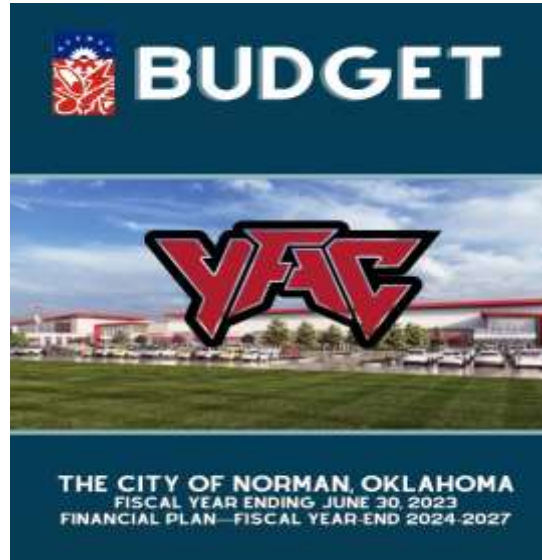
Item 23.

Fiscal Year 2022-2023 Budget

April 26, 2022

Anthony Francisco, Finance Director

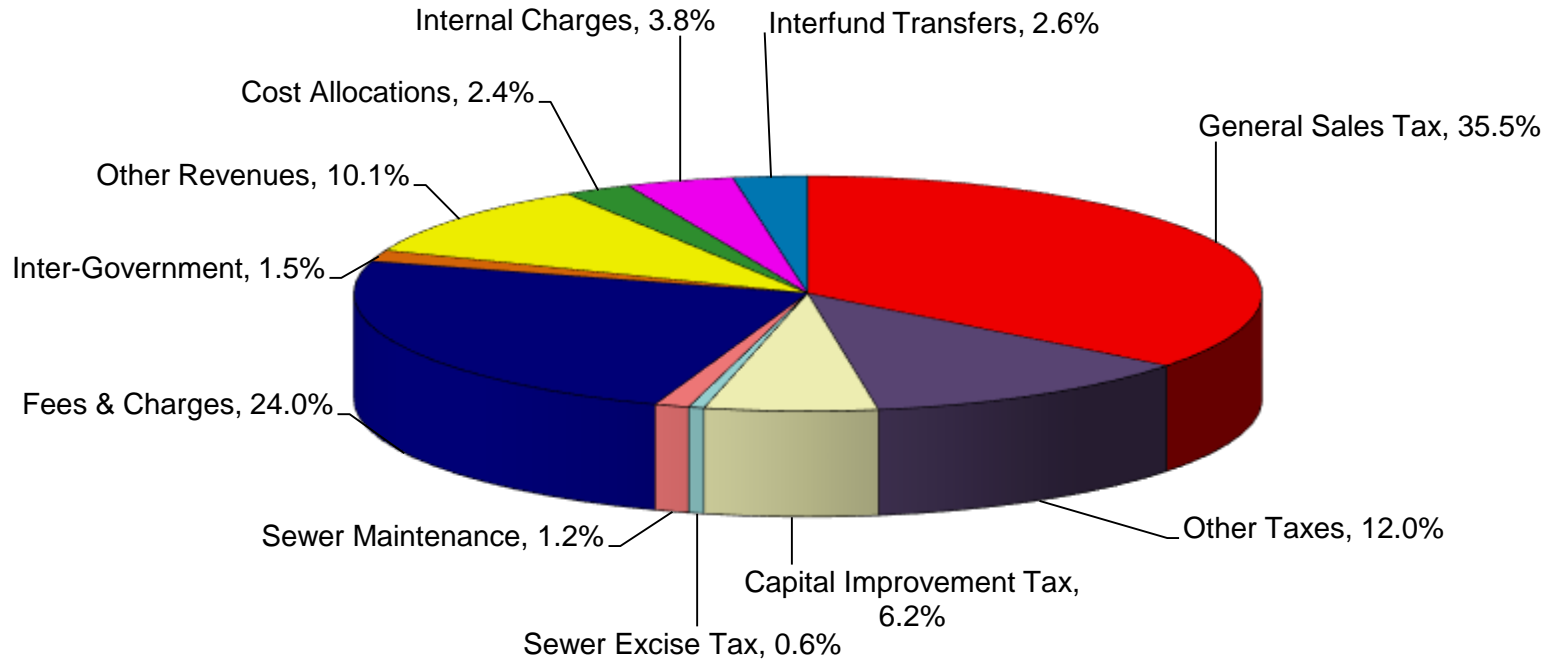
Kim Coffman, Budget Manager



1160

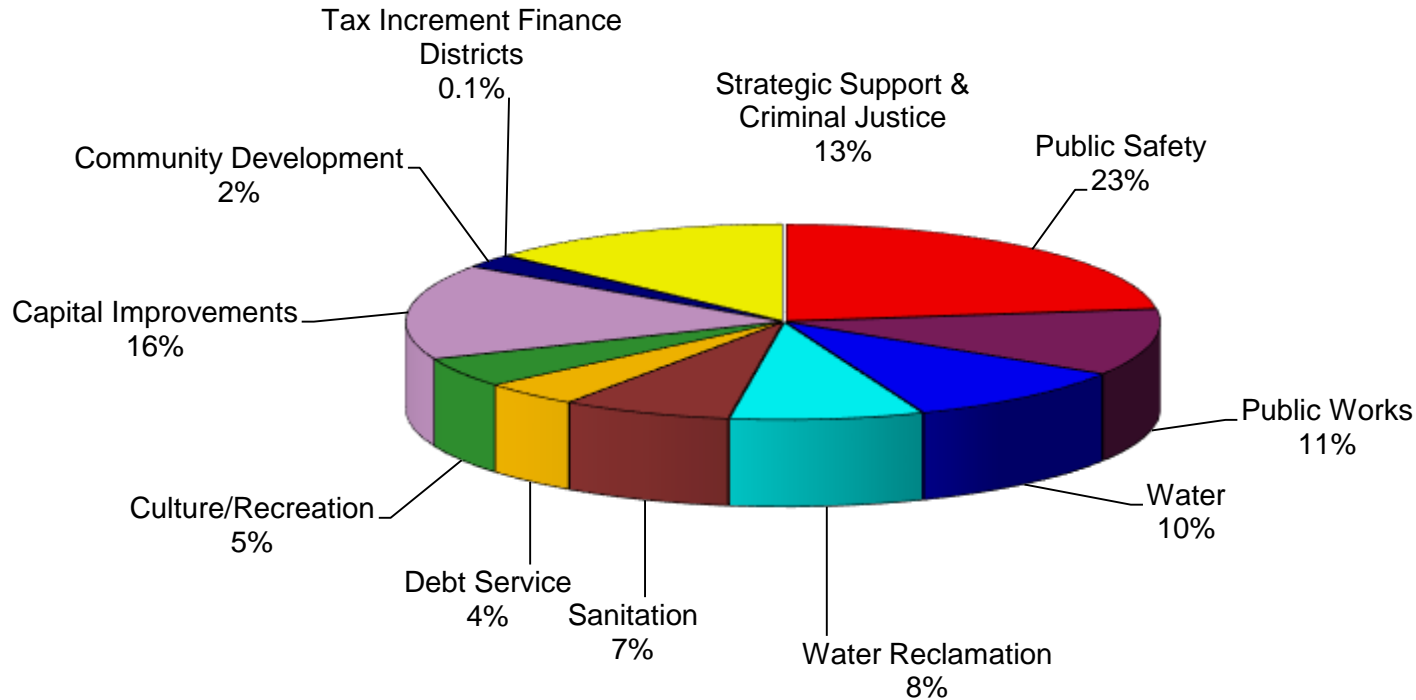
FYE 2023 ALL FUNDS PROJECTED TOTAL REVENUES
\$251,829,357

Item 23.



FYE 2023 ALL FUNDS PROJECTED TOTAL EXPENDITURES
\$245,281,720

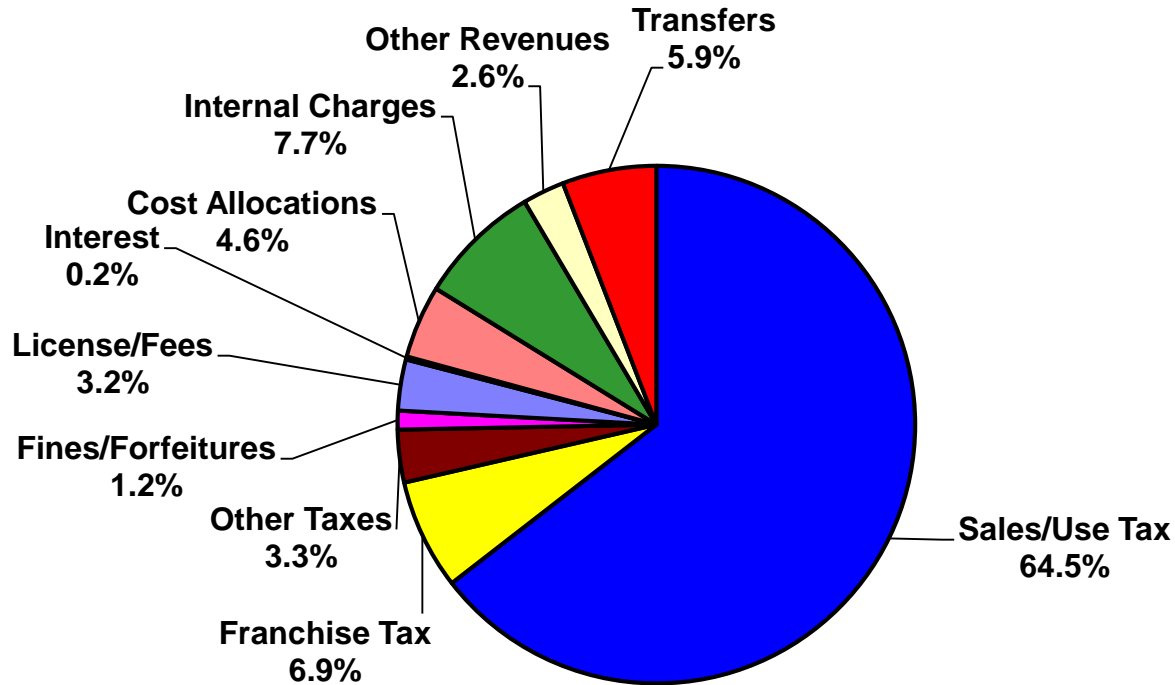
Item 23.



FYE 2023 GENERAL FUND REVENUES BY SOURCE

\$100,769,620

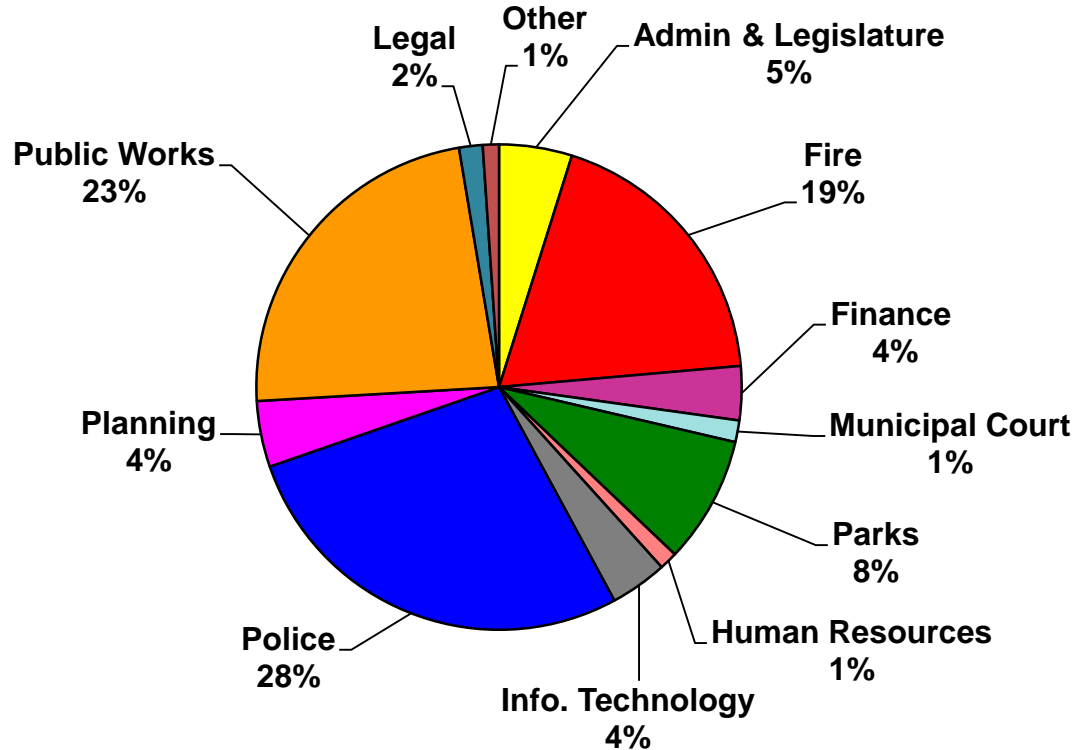
Item 23.



FYE 2023 GENERAL FUND EXPENDITURES BY DEPARTMENT

Item 23.

\$90,008,118



Upcoming Council/Public Budget Meetings

Item 23.

- 5/3/2022 – Capital Fund Budgets
- 5/17/2022 – Enterprise Fund Budgets
- 5/24/2022 – Public Budget Hearing
- 6/7/2022 – Optional Budget Study Session
- 6/14/2022 – Council Considers Budget for Adoption
- 7/1/2022 – Beginning of Fiscal Year 2022-2023

PUBLIC BUDGET HEARING

Item 23.

Anthony.Francisco@normanok.gov

Kimberly.Coffman@normanok.gov



File Attachments for Item:

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-94: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 HIGHLAND PARKWAY)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Rental Ranch II, L.L.C. and D.L. Hayes Co.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-94: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 HIGHLAND PARKWAY)

SUMMARY OF REQUEST:

The applicant is proposing development of a commercial storage building on a 0.22-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District, to C-2, General Commercial District, and a NORMAN 2025 Land Use and Transportation Plan amendment from Low Density Residential to Commercial.

STAFF ANALYSIS:

For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** There has been minimal redevelopment in the general area; there is a new auto body shop at the corner of Highland Parkway and Flood Avenue and a new office building to the north. Special Use was granted for a bar (Oklahoma Axe Factory) with Ordinance O-1920-41 at 938 N Flood Ave. Although the

SW corner of Robinson Street and Flood Avenue redeveloped in the last 5 years, it is approximately a quarter-mile north of this subject site. The majority of the surrounding zoning has been in place for approximately 50 years. The lots to the west are entirely residential, while the lots to the east are entirely commercial.

2. *Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*

Flood Avenue is classified as an Minor Urban Arterial according to the NORMAN 2025 Land Use & Transportation Plan, while Highland Parkway is built as a local street. The area is platted as Woodslawn Addition so a traffic impact study is not required. The application is for rezoning from R-1, Single Family Dwelling District to C-2, General Commercial District. The applicant stated on the application the use will be commercial office and storage. Any future use on the site can be any uses allowed in the C-2, General Commercial District.

CONCLUSION:

Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment from Low Density Residential Designation to Commercial Designation as Resolution R-2122-94 to City Council for consideration. At their meeting of March 10, 2022, the Planning Commission recommended adoption of Resolution R-2122-94 by a vote of 4-1.

Resolution

R-2122-94

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 Highland Parkway)

- § 1. WHEREAS, the Council of the City of Norman recognizes citizens' concerns about the future development of Norman; and
- § 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and
- § 3. WHEREAS, Rental Ranch II, L.L.C. and D.L. Hayes Co. have requested that the following described property be moved from the Low Density Residential Designation and placed in the Commercial Designation for the hereinafter described property, to wit:

The East 20 feet of Lot Fifty (50) and all of Lot Fifty-One (51), in Block Two (2), of WOODSLAWN ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract of land containing 0.22 acres, more or less.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)



RESOLUTION NO. R-2122-94

ITEM NO. 5

STAFF REPORT

ITEM: Rental Ranch II, L.L.C. and D.L. Hayes Co. request amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Commercial Designation for the east 20 feet of Lot 50 and all of Lot 51, Block 2, WOODSLAWN ADDITION, located at 621 Highland Parkway.

SUMMARY OF REQUEST: The applicant is proposing development of a commercial storage building on a 0.22-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District, to C-2, General Commercial District, and a Norman 2025 Land Use and Transportation Plan amendment from Low Density Residential to Commercial.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** There has been minimal redevelopment in the general area, there is a new auto body shop at the corner of Highland Parkway and Flood Avenue and a new office building to the north, but no zoning changes in the last twenty plus years. Special Use was granted for a bar (Oklahoma Axe Factory) with Ordinance No. O-1920-41 at 938 N Flood Ave. Although the SW corner of Robinson Street and Flood Avenue has redeveloped in the last 5 years, it is approximately a quarter-mile north of this subject site. The majority of the surrounding zoning has been in place for nearly 50 years with no changes. The lots to the west are entirely residential, while the lots to the east are entirely commercial.
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** Flood Avenue is classified as an urban minor arterial street according to the NORMAN 2025 Land Use & Transportation Plan, while Highland Parkway is not an arterial street. The area is platted as Woodslawn Addition so a traffic impact study is not required. The application is for rezoning from R-1, Single Family Dwelling District to C-2, General Commercial District. The applicant stated on the application the use will be commercial office and storage. Any future use on the site can be any uses allowed in the C-2, General Commercial District.

CONCLUSION: Staff forwards this request for a NORMAN 2025 Land Use & Transpo Plan amendment from Low Density Residential Designation to Commercial Designation as Resolution No. R-2122-94 for consideration by the Planning Commission and a recommendation to City Council.

GBC 22-03

APPLICANT	Bill Hayes
LOCATION	East 20 feet of Lot 50 and all of Lot 51, Block 2, Woodslawn Addition, located at 621 Highland Parkway
PROPOSAL	Rental Ranch II, LLC Rezoning; Amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Commercial Designation
NORMAN 2025 LAND USE	Current: Low Density Residential/Commercial
LAND USE	Current: Vacant Proposed: Commercial

Greenbelt Commission Final Comments - GBC 22-03

Greenbelt forwards this item with no additional comments.

Applicant: Rental Ranch II, LLC and D.L. Hayes Co.

Project Location: 621 Highland Parkway

Case Number: PD22-02

Time: 5:30 p.m.

Applicant/Representative

Bill Hayes
Chris Hayes
Andy Darks

Attendees

Melissa Hearn

City Staff

Logan Hubble, Planner I

Application Summary

The applicant is requesting a rezoning from R-1, Single Family Dwelling District, to C-2, General Commercial District, as well as a Norman 2025 Land Use and Transportation Plan amendment from Low Density Residential Designation to Commercial Designation.

Neighbor's Comments/Concerns/Responses

Neighbor asked how the site will be used. Applicant said that it will be used for the owner's personal car storage. Neighbor asked how tall the structure will be. Applicant said that it will be about 18 feet tall. Neighbor shared a concern that commercial encroachment in the residential neighborhood will lower property values.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

NON-CONSENT ITEMS

Item No. 5, being:

R-2122-94 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2122-94, FOR RENTAL RANCH II, L.L.C. AND D.L. HAYES CO. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR THE EAST 20 FEET OF LOT 50 AND ALL OF LOT 51, BLOCK 2, WOODSLAWN ADDITION, LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary
4. Greenbelt Commission Comments

and

Item No. 6, being:

O-2122-37 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-37, FOR RENTAL RANCH II, L.L.C. AND D.L. HAYES CO. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, TO C-2, GENERAL COMMERCIAL DISTRICT, FOR THE EAST 20 FEET OF LOT 50 AND ALL OF LOT 51, BLOCK 2, WOODSLAWN ADDITION, LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Plan
4. Plat of Survey
5. Pre-Development Summary
6. Greenbelt Commission Comments

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes. There was a 6.0% protest within the notification area.

PRESENTATION BY THE APPLICANT:

1. Bill Hayes, D.L. Hayes Company, the applicant, outlined the proposal.
2. Mr. McDaniel asked about height of the building and fencing. Mr. Hayes responded.
3. Ms. Bird asked if there are renderings of the structure. Mr. Hayes responded.
4. Mr. Axton asked about use of the building, and the opportunity for use as commercial in the future. Mr. Hayes responded.
5. Ms. Bird asked if there is a reason buildings the owner has to the east couldn't be used for this. Mr. Hayes responded.
6. Ms. Williford asked if the adjacent building is currently rented. Mr. Hayes responded.
7. Mr. Axton asked why locate the building here versus somewhere else. Mr. Hayes responded.
8. Mr. Parker asked when the owner purchased the property. Mr. Hayes responded.
9. Andy Darks, the property owner, talked about his properties and the proposed project.
10. Mr. Parker asked when the adjacent homes were constructed. Mr. Hayes responded.

AUDIENCE PARTICIPATION:

1. Melissa Hearn, 704 Highland Parkway – spoke in opposition to the proposal.
2. Clifton Stone, 600 Denison & 418 Keith – spoke in opposition to the proposal.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Steven McDaniel moved to recommend adoption of Resolution No. R-2122-94 and Ordinance No. O-2122-37 to City Council. Kevan Parker seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS

NAYES

MEMBERS ABSENT

Erin Williford, Kevan Parker, Steven McDaniel, Shaun Axton

Erica Bird

Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-94 and Ordinance No. O-2122-36 to City Council, passed by a vote of 4-1.

* * *

File Attachments for Item:

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-37 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (621 HIGHLAND PARKWAY)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Rental Ranch II, L.L.C. and D.L. Hayes Co.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-37 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (621 HIGHLAND PARKWAY)

SYNOPSIS:

The applicants, Rental Ranch, L.L.C. and D.L. Hayes Co., are requesting to rezone from R-1, Single Family Dwelling District, to C-2, General Commercial District, to allow for a commercial office and storage building. The subject property is approximately 0.22 acres.

HISTORY: The subject property and surrounding neighborhood were originally zoned R-1, Single Family Dwelling District, with Ordinance No. 884 on July 13, 1954, when the current zoning ordinance was originally adopted. The commercial area to the east, along Flood Avenue, was zoned C-2, General Commercial District at about the same time.

ZONING ORDINANCE CITATION:

SEC 424.1 – C-2, GENERAL COMMERCIAL DISTRICT

General Description. This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

EXISTING ZONING: The subject property is currently zoned R-1, Single Family Dwelling District. This zoning district allows only for residential and accessory uses. A commercial storage building would not be permitted in R-1.

ANALYSIS: As stated above, a property in the C-2 District requires direct and frequent access. While the nearby Flood Avenue is classified as an urban minor arterial street in the NORMAN 2025 Land Use & Transportation Plan, Highland Parkway is not an arterial street.

SITE PLAN: The proposed site plan shows one building, a 3,900 square foot structure. The applicant stated at the Pre-Development meeting that the site will be used for personal vehicle storage facility. The applicant stated, the site will not have customers, but there are six parking spots. There is one access point off Highland Parkway.

USE: The applicant stated on the application they propose to use the property as a commercial office and storage building. There are a number of other commercial uses allowed by right in the C-2 District, including:

Automobile, farm implement and machinery repair, sales and service, but not automobile wrecking yards or junk yards.

Automobile service station.

Bakery.

Bath.

Bus terminal.

Carpenter and cabinet shop.

Cleaning and dyeing works.

Drive-in movie theater.

Electric sales and service.

Electric transmission station.

Feed and fuel store.

Frozen food locker.

Glass shop.

Golf course, miniature or practice range.

Heating, ventilating or plumbing supplies, sales and service.

Ice plant or storage house for ice and food housing not more than ten (10) tons capacity.

Laundry.

Lodge hall.

Lumber and building materials sales yard.

Medical Marijuana Dispensary, as allowed by state law.

Music, radio or television shop.

Outdoor advertising signs.

Pawn shop.

Printing plant.

Sign painting shop.

Small animal hospital.

Storage warehouse.

Tier I Medical Marijuana Processor, as allowed by state law.
Tier II Medical Marijuana Processor, as allowed by state law.
Trailer camp.
Used auto sales.
Wholesale distributing center.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: The area is platted with public services in close proximity.

PREDEVELOPMENT: PD 22-02, February 24, 2022

Neighbor asked how the site will be used. Applicant said that it will be used for the owner's personal car storage. Neighbor asked how tall the structure will be. Applicant said that it will be about 18 feet tall. Neighbor shared a concern that commercial encroachment in the residential neighborhood will lower property values.

GREENBELT COMMISSION: GB 22-03, February 15, 2022

Greenbelt forwards this item with no additional comments.

CONCLUSION: Staff forwards this request for rezoning from R-1, Single Family Dwelling District, to C-2, General Commercial District, as Ordinance O-2122-37 to City Council for consideration. The Planning Commission, at their March 10, 2022 meeting, recommended adoption of Ordinance O-2122-37 by a vote of 4-1.

O-2122-37

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (621 Highland Parkway)

- § 1. WHEREAS, Rental Ranch II, L.L.C. and D.L. Hayes Co. have made application to have the property described below removed from the R-1, Single Family Dwelling District, and to have the same placed in the C-2, General Commercial 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 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 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the R-1, Single Family Dwelling District, and to place the same in the C-2, General Commercial District, to wit:

The East 20 feet of Lot Fifty (50) and all of Lot Fifty-One (51), in Block Two (2), of WOODSLAWN ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract of land containing 0.22 acres, more or less.

Ordinance No. O-2122-37

Page 2

§ 5. 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

NOT ADOPTED this _____ day of

_____, 2022.

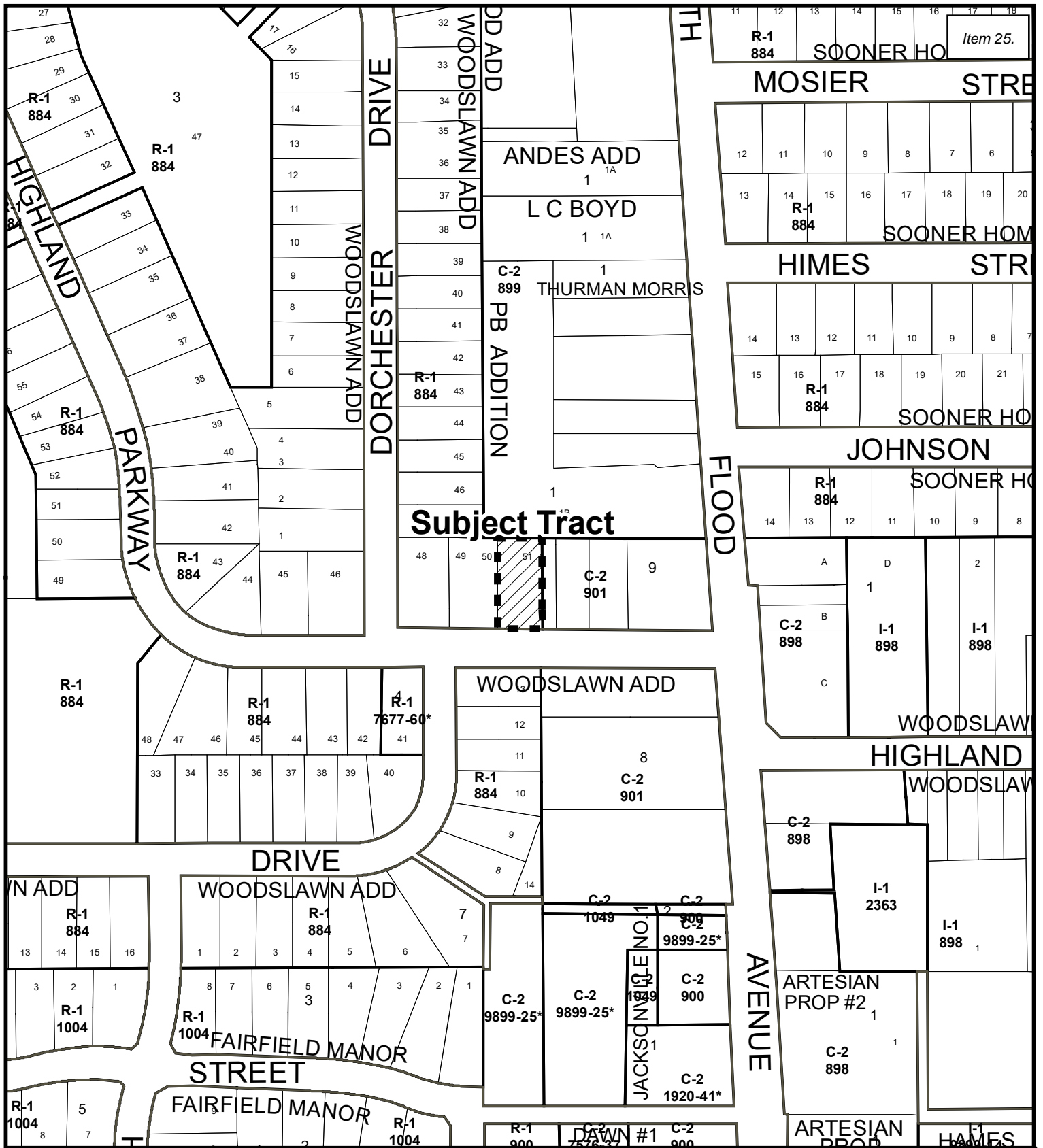
_____, 2022.

(Mayor)

(Mayor)

ATTEST:

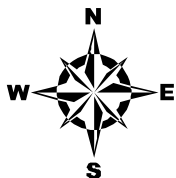
(City Clerk)



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.



February 8, 2022

0 100 200 Ft.



Subject Tract



Zoning

1185

ORDINANCE NO. O-2122-37

ITEM NO. 6

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Rental Ranch II, L.L.C. and D.L. Hayes Co.
REQUESTED ACTION	Rezoning to C-2, General Commercial District
EXISTING ZONING	R-1, Single Family Dwelling District
SURROUNDING ZONING	North: C-2, General Commercial District East: C-2, General Commercial District South: R-1, Single Family Dwelling District, and C-2, General Commercial District West: R-1, Single Family Dwelling District
LOCATION	621 Highland Parkway
SIZE	0.22 acres
PURPOSE	Commercial Storage Building
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Commercial East: Commercial South: Single Family Residential and Commercial West: Single Family Residential
LAND USE PLAN DESIGNATION	Commercial

SYNOPSIS: The applicants, Rental Ranch, L.L.C. and D.L. Hayes Co., are requesting to rezone from R-1, Single Family Dwelling District, to C-2, General Commercial District, to allow for a commercial office and storage building. The subject property is approximately 0.22 acres.

HISTORY: The subject property and surrounding neighborhood were originally zoned R-1, Single Family Dwelling District, with Ordinance No. 884 on July 13, 1954, when the current

zoning ordinance was originally adopted. The commercial area to the east, along Avenue, was zoned C-2, General Commercial District at about the same time.

ZONING ORDINANCE CITATION: SEC 424.1 – C-2, GENERAL COMMERCIAL DISTRICT

General Description. This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

EXISTING ZONING: The subject property is currently zoned R-1, Single Family Dwelling District. This zoning district allows only for residential and accessory uses. A commercial storage building would not be permitted in R-1.

ANALYSIS: As stated above, a property in the C-2 District requires direct and frequent access. While the nearby Flood Avenue is classified as an urban minor arterial street in the NORMAN 2025 Land Use & Transportation Plan, Highland Parkway is not an arterial street.

SITE PLAN: The proposed site plan shows one building, a 3,900 square foot structure. The applicant stated at the Pre-Development meeting that the site will be used for personal vehicle storage facility. The applicant stated, the site will not have customers, but there are six parking spots. There is one access point off Highland Parkway.

USE: The applicant stated on the application they propose to use the property as a commercial office and storage building. There are a number of other commercial uses allowed by right in the C-2 District, including:

Automobile, farm implement and machinery repair, sales and service, but not automobile wrecking yards or junk yards.

Automobile service station.

Bakery.

Bath.

Bus terminal.

Carpenter and cabinet shop.

Cleaning and dyeing works.

Drive-in movie theater.

Electric sales and service.

Electric transmission station.

Feed and fuel store.

Frozen food locker.

Glass shop.

Golf course, miniature or practice range.

Heating, ventilating or plumbing supplies, sales and service.

Ice plant or storage house for ice and food housing not more than ten (10) tons capacity.

Laundry.

Lodge hall.

Lumber and building materials sales yard.

Medical Marijuana Dispensary, as allowed by state law.

Music, radio or television shop.

Outdoor advertising signs.

Pawn shop.

Printing plant.
 Sign painting shop.
 Small animal hospital.
 Storage warehouse.
 Tier I Medical Marijuana Processor, as allowed by state law.
 Tier II Medical Marijuana Processor, as allowed by state law.
 Trailer camp.
 Used auto sales.
 Wholesale distributing center.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: The area is platted with public services in close proximity.

PREDEVELOPMENT: PD 22-02, February 24, 2022

Neighbor asked how the site will be used.

Applicant said that it will be used for the owner's personal car storage.

Neighbor asked how tall the structure will be.

Applicant said that it will be about 18 feet tall.

Neighbor shared a concern that commercial encroachment in the residential neighborhood will lower property values.

GREENBELT COMMISSION: GB 22-03, February 15, 2022

Greenbelt forwards this item with no additional comments.

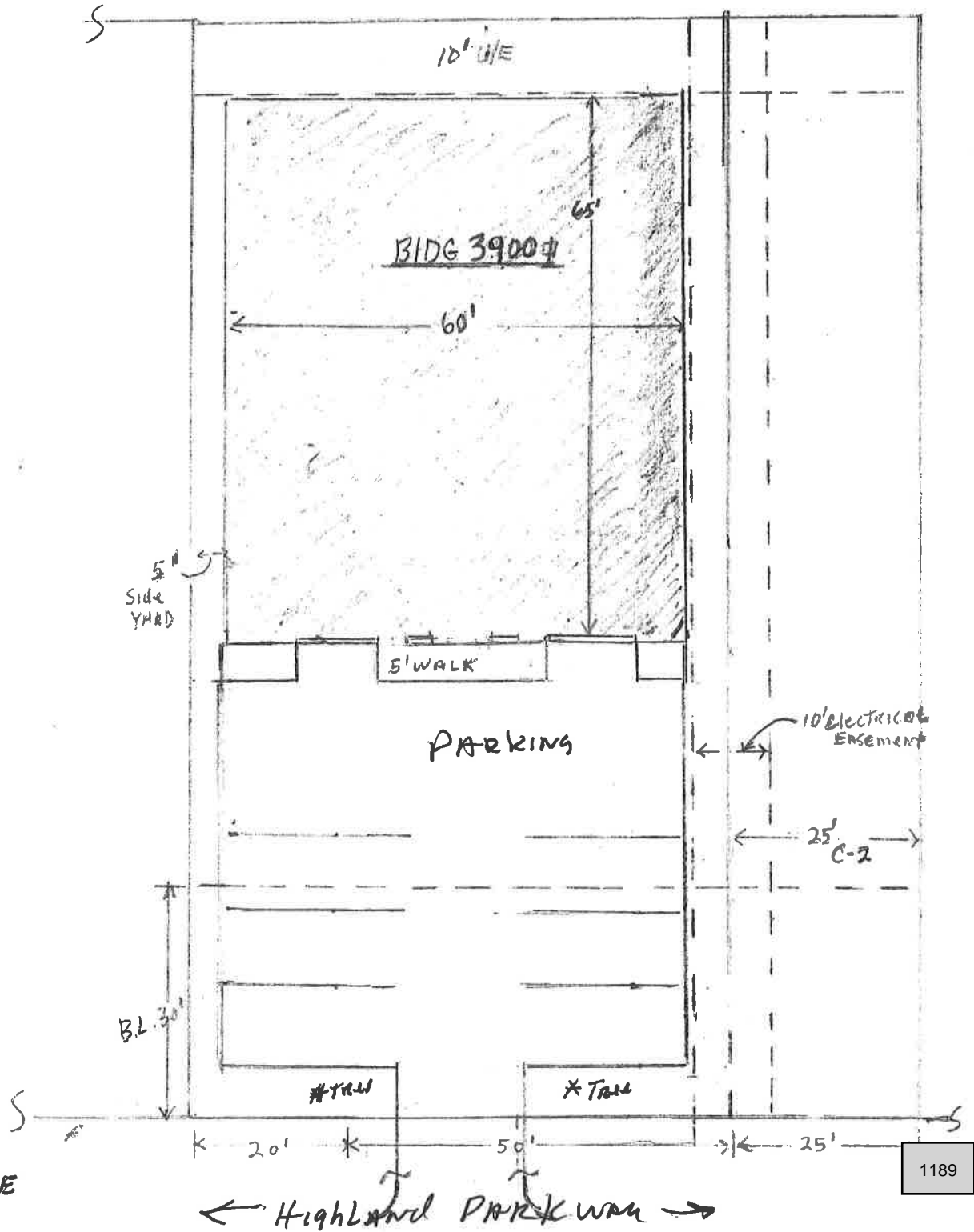
CONCLUSION: Staff forwards this request for rezoning from R-1, Single Family Dwelling District, to C-2, General Commercial District, as Ordinance No. 2122-37 for consideration by the Planning Commission and a recommendation to City Council.



SITE PLAN

621 Highland Parkway

SCALE 1:20



1:20 SOME

PLAT OF SURVEY

Property Description:

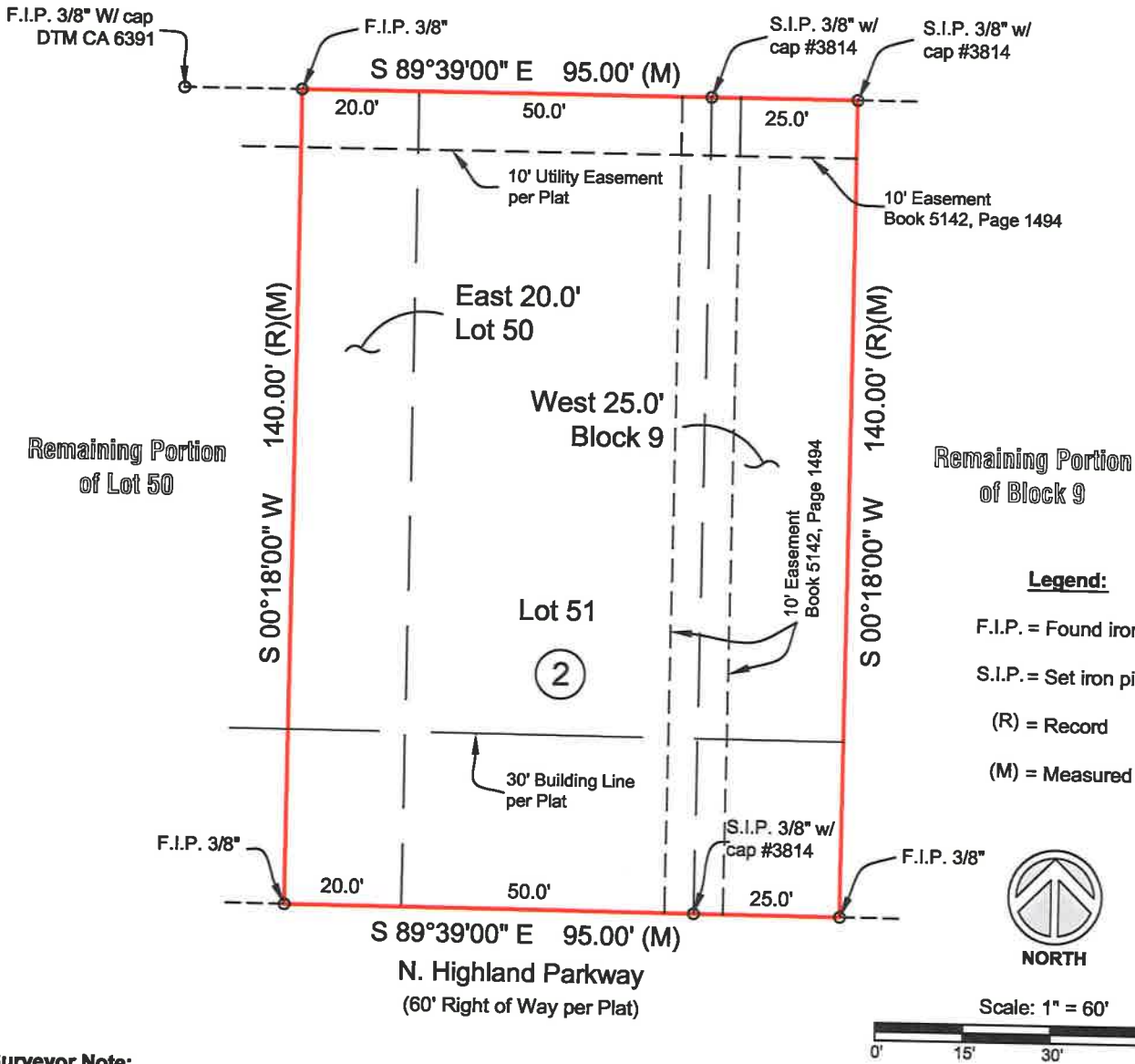
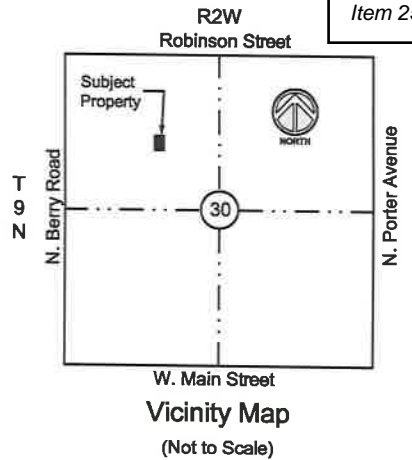
The East 20 feet of Lot Fifty (50), and all of Lot Fifty-One (51), in Block Two (2),
And the West 25 feet of Block Nine (9) of WOODSLAWN ADDITION to the City of
Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Property Address:

621 Highland Parkway
Norman, Oklahoma

Basis of Bearing:

South line of Block Two (2) of WOODSLAWN ADDITION to
the City of Norman, Cleveland County, Oklahoma,
according to the recorded plat thereof.



Surveyor Note:

A title commitment has not been provided. Easements, rights of way, or any similar items that would be disclosed from an accurate
and current title search have not been provided and therefore are not shown on this survey.

Surveyor's Certification:

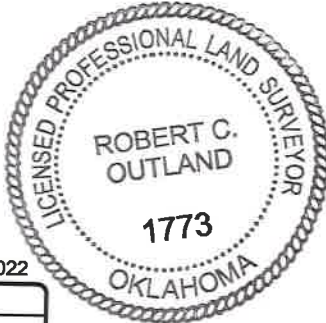
To: Bill Hayes:

I, Robert C. Outland, Licensed Professional Land Surveyor No. 1773 in the state of Oklahoma, do hereby certify that a survey was performed
under my supervision of the property described hereon.

I further certify that this Survey meets the Oklahoma Minimum Standards for the practice of Land Surveying as adopted by the Oklahoma
State Board of Licensure for Professional Engineers and Land Surveyors.

Robert C. Outland
Oklahoma L.S. # 1773

Date:
1-10-2022



PRIORITY
Land Surveying, LLC
P.O. Box 1394, Norman, OK 73072
Phone: (405) 701-1407

Certification of Authorization # 3814, Expires 6/30/2023

Prepared for:

Bill Hayes

Drawn By: RCO	Field Date: 12/20/2021, 12/28/2021 and 1/6/2022
Aprvd. By: RCO	Revision: Date:
Job No. 63022	

GBC 22-03

APPLICANT	Bill Hayes
LOCATION	East 20 feet of Lot 50 and all of Lot 51, Block 2, Woodslawn Addition, located at 621 Highland Parkway
PROPOSAL	Rental Ranch II, LLC Rezoning; Amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Commercial Designation
NORMAN 2025 LAND USE	Current: Low Density Residential/Commercial
LAND USE	Current: Vacant Proposed: Commercial

Greenbelt Commission Final Comments - GBC 22-03

Greenbelt forwards this item with no additional comments.

Applicant: Rental Ranch II, LLC and D.L. Hayes Co.

Project Location: 621 Highland Parkway

Case Number: PD22-02

Time: 5:30 p.m.

Applicant/Representative

Bill Hayes
Chris Hayes
Andy Darks

Attendees

Melissa Hearn

City Staff

Logan Hubble, Planner I

Application Summary

The applicant is requesting a rezoning from R-1, Single Family Dwelling District, to C-2, General Commercial District, as well as a Norman 2025 Land Use and Transportation Plan amendment from Low Density Residential Designation to Commercial Designation.

Neighbor's Comments/Concerns/Responses

Neighbor asked how the site will be used. Applicant said that it will be used for the owner's personal car storage. Neighbor asked how tall the structure will be. Applicant said that it will be about 18 feet tall. Neighbor shared a concern that commercial encroachment in the residential neighborhood will lower property values.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

NON-CONSENT ITEMS

Item No. 5, being:

R-2122-94 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2122-94, FOR RENTAL RANCH II, L.L.C. AND D.L. HAYES CO. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR THE EAST 20 FEET OF LOT 50 AND ALL OF LOT 51, BLOCK 2, WOODSLAWN ADDITION, LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary
4. Greenbelt Commission Comments

and

Item No. 6, being:

O-2122-37 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-37, FOR RENTAL RANCH II, L.L.C. AND D.L. HAYES CO. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, TO C-2, GENERAL COMMERCIAL DISTRICT, FOR THE EAST 20 FEET OF LOT 50 AND ALL OF LOT 51, BLOCK 2, WOODSLAWN ADDITION, LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Plan
4. Plat of Survey
5. Pre-Development Summary
6. Greenbelt Commission Comments

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes. There was a 6.0% protest within the notification area.

PRESENTATION BY THE APPLICANT:

1. Bill Hayes, D.L. Hayes Company, the applicant, outlined the proposal.
2. Mr. McDaniel asked about height of the building and fencing. Mr. Hayes responded.
3. Ms. Bird asked if there are renderings of the structure. Mr. Hayes responded.
4. Mr. Axton asked about use of the building, and the opportunity for use as commercial in the future. Mr. Hayes responded.
5. Ms. Bird asked if there is a reason buildings the owner has to the east couldn't be used for this. Mr. Hayes responded.
6. Ms. Williford asked if the adjacent building is currently rented. Mr. Hayes responded.
7. Mr. Axton asked why locate the building here versus somewhere else. Mr. Hayes responded.
8. Mr. Parker asked when the owner purchased the property. Mr. Hayes responded.
9. Andy Darks, the property owner, talked about his properties and the proposed project.
10. Mr. Parker asked when the adjacent homes were constructed. Mr. Hayes responded.

AUDIENCE PARTICIPATION:

1. Melissa Hearn, 704 Highland Parkway – spoke in opposition to the proposal.
2. Clifton Stone, 600 Denison & 418 Keith – spoke in opposition to the proposal.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Steven McDaniel moved to recommend adoption of Resolution No. R-2122-94 and Ordinance No. O-2122-37 to City Council. Kevan Parker seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS

NAYES

MEMBERS ABSENT

Erin Williford, Kevan Parker, Steven McDaniel, Shaun Axton

Erica Bird

Dave Boeck, Michael Jablonski

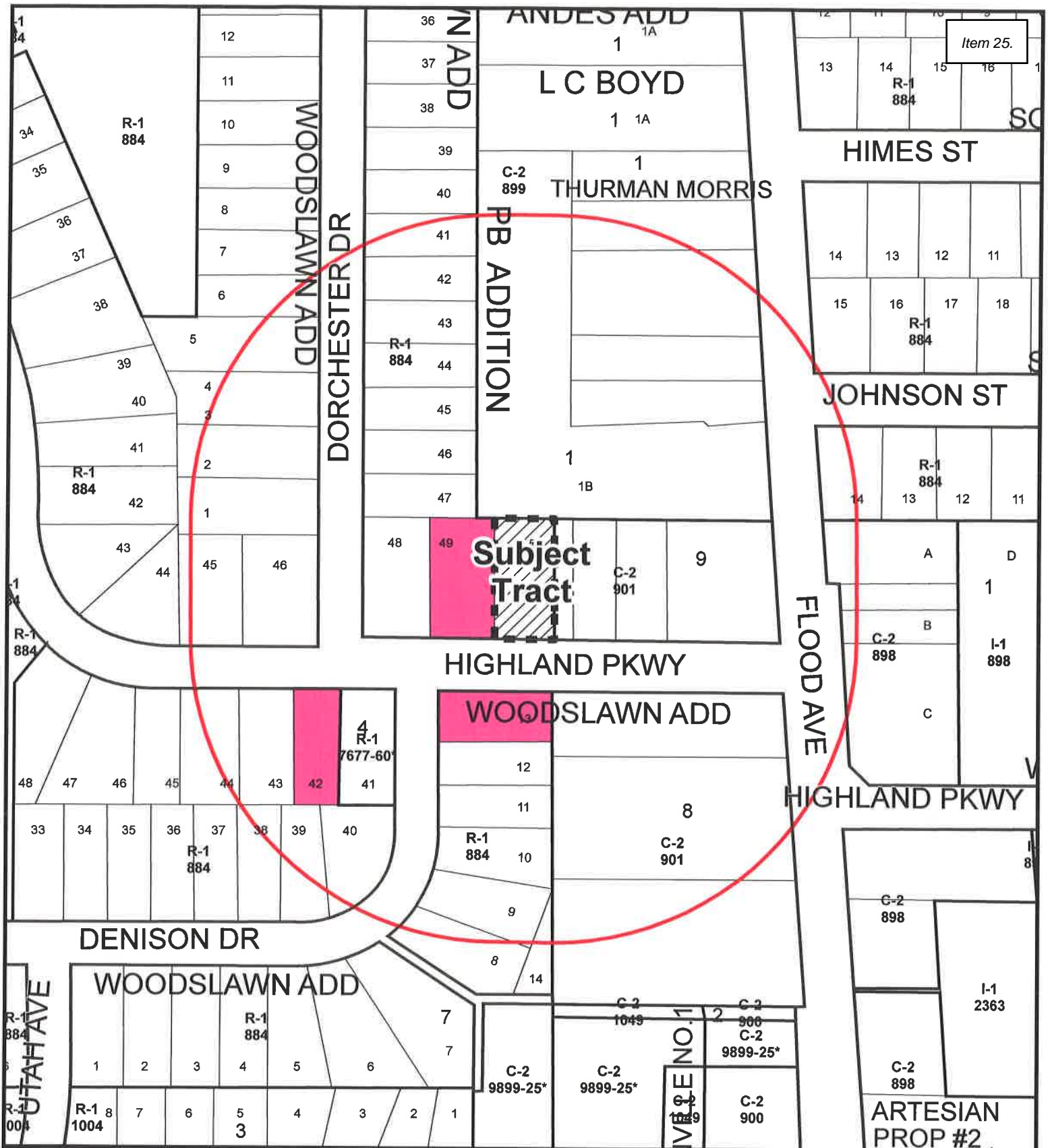
Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-94 and Ordinance No. O-2122-36 to City Council, passed by a vote of 4-1.

* * *

Protest Map & Letters

Items 5-6

621 Highland Parkway



Item 25.

Protest Map



6.0% Protest Within Notification Area

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.



0 75 150 Feet

March 10, 2022

- Subject Tract
- Notification Area
- Protest

Melissa Hearn, property owner
 704 Highland Pkwy
 Norman, OK 73069
noirhorror@gmail.com
 405-619-8775

Norman City Council and Norman Planning Commission:

As a property owner who lives within 350 feet of a property proposed for rezoning, I would like to register my objections to the rezoning request.

If the property, **specified below**, were rezoned, the owner wants to build an industrial sized garage and a parking lot. The location is now a grassy lot next to an occupied house.

The lot: The East 20 feet of Lot Fifty (50) and all of Lot Fifty-One (51), in Block Two (2), of WOODSLAWN ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the plat thereof.

Although the property owner has a business on the same street and shares concerns with the neighbors about other eyesores spreading from Flood into the neighborhood, I would hope for the future of the community he could find another location for his hobby of restoring cars.

If the property were rezoned, it would create the following problems:

- A concrete parking lot would create more storm water runoff.
- Loss of the grassy lot would decrease the absorption of carbon dioxide.
- Property valuations would decrease on Highland Parkway and Dorchester, streets with single family homes and an elementary school.
- After the owner of the lot dies, the rezoned property could be sold to a commercial investor, which would create undesirable traffic close to a school and bus stop for school children.
- Encroachment of more commercial zoning would be encouraged, turning homes into businesses.
- The aesthetic value of lawns, trees, and front porches in the neighborhood would be diminished.

Years ago, my mother, Elizabeth Hearn, lived on Lindsay Street in Norman when a house on Berry Road was rezoned for commercial use. She spoke against it at a planning meeting to no avail. Now there is a movement to rezone the property next to it, endangering the ambiance of the Berry Road residential area. Once something is rezoned, the trend is rarely reversed.

I request that the property identified above not be rezoned for the sake of the neighborhood's future.

Sincerely,

Melissa Hearn

Melissa Hearn

FILED IN THE OFFICE
 OF THE CITY CLERK
 ON 03/07/22 - *La*

The undersigned are homeowners within 350 feet of the proposed zoning change on Highland Parkway who oppose the zoning request.

VIVIAN LEE - *Vivian Lee* March 4, 2022
701 HIGHLAND PARKWAY
I agree to the points Melissa Hearn has made regarding
this issue of rezoning.

FILED IN THE OFFICE
OF THE CITY CLERK
ON 03/07/22 -RW

To: City of Norman Department of Planning and Community Development

I am the homeowner of 625 Highland PKWY, Norman, right next to the proposed rezoning request.

My sister moved to Norman in 2020, I went to visit her the same year. Me and my kids fell in love with this City, a very friendly place to live and retire. I purchased the above-mentioned property in 2021. So far, I've invested quite a bit of money on the property, that includes replacing all the pipelines in the property 10 days ago, and installing a new AC unit.

With a big metal commercial building built right next to my property is not just an eyesore but also impacts my property value tremendously. Especially the subject lot (621 Highland Pkwy) is just a couple of blocks from a city elementary school. Any additional commercial traffic could present a safety hazard to children walking in the area. Children live in the general area of the subject lot, including all the children of my tenants.

I firmly object to any change from single-family residential to commercial zoning.

Thank you for your time.

Sincerely,



Huiwen Lin
625 Highland Pkwy
Norman, Ok 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3/3/2022

March 7, 2022

To: City of Norman Department of Planning and Community Development

Subj: CITY OF Norman Case Number PD22-02; Zoning Request Change 621 Highland Parkway

I submitted a formal protest of the requested rezoning to the City Clerk on March 2nd. A copy of that protest is attached. Also attached are three copies of a Google Earth image of the neighborhood involved. I'm submitting this image, along with a request that the planning committee members closely view the image to obtain a more accurate impression of the impacts. I contend that viewing the situation from a "neighborhood perspective" will provide a more realistic perspective than simply looking at an ink diagram; and, will therefore assist in a more objective and appropriate decision. The neighborhood is a modest but very nice area, mostly occupied by young families and retired citizens. Note the closeness of the school to the area under consideration for rezoning.

I've marked, in blue, the subject area associated with the rezoning. I've also indicated (with a blue arrow) a nearby building of the type that may be placed on the residential lot. The home next to that lot is a single-family home (tan roof) currently occupied by a young family with a school-aged child. The owner of that home currently lives in Colorado, but plans to retire in that home. She has also protested the request for a zoning change. The metal building shown is probably twice the length of the building the applicant proposes to place there; however, the "footprint" of the shown metal building approximates both the parking area and the metal building proposed to be placed there.

I trust that your review and decision will contemplate the potential adverse impacts to the neighborhood, and will consider the loss of property values to homes in the immediate area.



Cliff Stone

Attachments:

1. My Protest letter of March 2nd
2. Three copies of a Google Earth image

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3/7/22

March 2, 2022

To: City of Norman Department of Planning and Community Development

Subj: CITY OF Norman Case Number PD22-02; Zoning Request Change 621 Highland Parkway

I own a home (600 Denison Drive) directly across the street from the the proposed rezoning request. My home there has been in my family since it was constructed in the 1950's. Prior to my ownership, the home was owned by my aunt and uncle. I'm currently investing a substantial amount of money in that home's remodeling. The remodeling includes new heating and air, a new roof, exterior painting and repair, window repair, new floors, kitchen remodeling, planned landscaping, new exterior doors, and other improvements. Although our neighborhood is "dated," it is a nice, older 1950's-period area, with many homes currently being remodeled and repaired. I firmly object to any change from the single-family residential zoning status of the lot at 621 Highland Parkway.

I've read the applicant's discussion requesting a zoning change. My initial impression is that his discussion seems misleading and disingenuous as it implies (in the final sentence) that the "lot" is a 'combination' of residential and commercial. Although the applicant may own a small nearby strip of commercial property (as stated), that strip and the single-family residential lot are separated by a ten-foot-wide electrical easement. The area is NOT a combination "lot" of residential and commercial. The area consists of a single family zoned lot with an electrical easement next to a narrow strip of commercial property that the applicant is seemingly attempting to "link" to the situation; however' that narrow strip of commercial property appears to be uninvolved with the proposed building (as I read the application). His attempt to link that narrow strip seems disingenuous and somewhat deceptive to me, if, in fact, it will in no way be involved in the proposed commercial operation. The applicant's proposed "use statement" should have simply stated: "I request approval to build a huge metal commercial building on a single-family residential lot, in a residential neighborhood, just five feet from the single-family home to the west, and just a couple of blocks from an elementary school." In my opinion, a statement of that nature would have been more accurate and useful for this rezoning application.

Any request for change to the single-family zoning of 621 Highland Parkway should be rejected for the following reasons:

1. As the proposed change is directly across the street from my property, a large metal building, or any commercial structure for that matter, would place a structure inappropriate and inconsistent with other residential structures in the neighborhood. My property value, and others in the area, would most certainly be negatively impacted.
2. The subject lot (621 Highland Pkwy) is just a couple of blocks from a city elementary school. Any additional commercial traffic could present a safety hazard to children walking in the area.

ATON.1

Children live in the general area of the subject lot, including a kindergarten child next door.

3. A large deteriorating strip-mall borders Flood and Highland Parkway. That structure is an eyesore and safety hazard to the area. It attracts some homeless people, has deteriorating walls and needs attention from the city to help make the area more attractive. Another commercial structure (such as that proposed by the applicant) would compound the problems of nearby residential property owners working to improve their neighborhood.
4. The proposed "use statement" suggests that the use will be a commercial storage building. This description is not very informative as it doesn't mention what will be stored there, how much, and for what purpose. Any intended initial use could change over time to any number of other uses, some of those even more objectionable than others. I can envision any number of uses that would present a danger and various hazards to a residential house just five feet away. I'm uncertain as to the nature of the applicant's business (Rental Ranch LLC), but one business by that name is a tool rental business. That sort of business, or any other business at that location, would increase traffic into a single family neighborhood. The exact impacts can't be determined, but I consider any commercial operation to be inappropriate, problematic, potentially dangerous, and detrimental to residential property values.
5. I contend that any commercial structure, or commercial operation, on that lot would effect the esthetics of the historic 1950's neighborhood, adversely impact the quality of life, and interfere with parents and children moving to and from the nearby elementary school.
6. The proposed construction of a commercial metal building (based on the applicant's diagram) would result in a metal wall and roof only five feet from the east side of the residential lot to the west of the applicant's lot. This alone would result in a visual affront to anyone living in that residence, as it would tower over the residential fence, and most certainly negatively impact that owner's property value. The applicant has provided no information about the height of the proposed structure, therefore the degree of "unsightliness" and "inappropriateness" are difficult to determine. The broad roof drainage could also impact the home next door.
7. The applicant states that the use is for "storage"; however, this statement may be misleading as storage could also be associated with a high-traffic operation - either with the applicant's business, or with some later business operating from that location.
8. If the applicant wishes to profit from the "residential lot," he can build a single family home on the lot, or sell it to someone who wishes to do so. A rezoning to commercial status is not his only option.
9. The "Flood Street Corridor" needs the city's attention to help make the area more attractive moving into the city's future. A huge metal building being placed within five feet of a residential home is inconsistent with the aesthetics of a neighborhood attempting to protect itself.

Item 25.

In summary, I strongly object to any rezoning of the single-family status of 621 Highland Parkway for the reasons stated above. Residential neighborhoods, particularly our city's older ones working to improve their esthetics, should be protected from inappropriate commercial incursions.



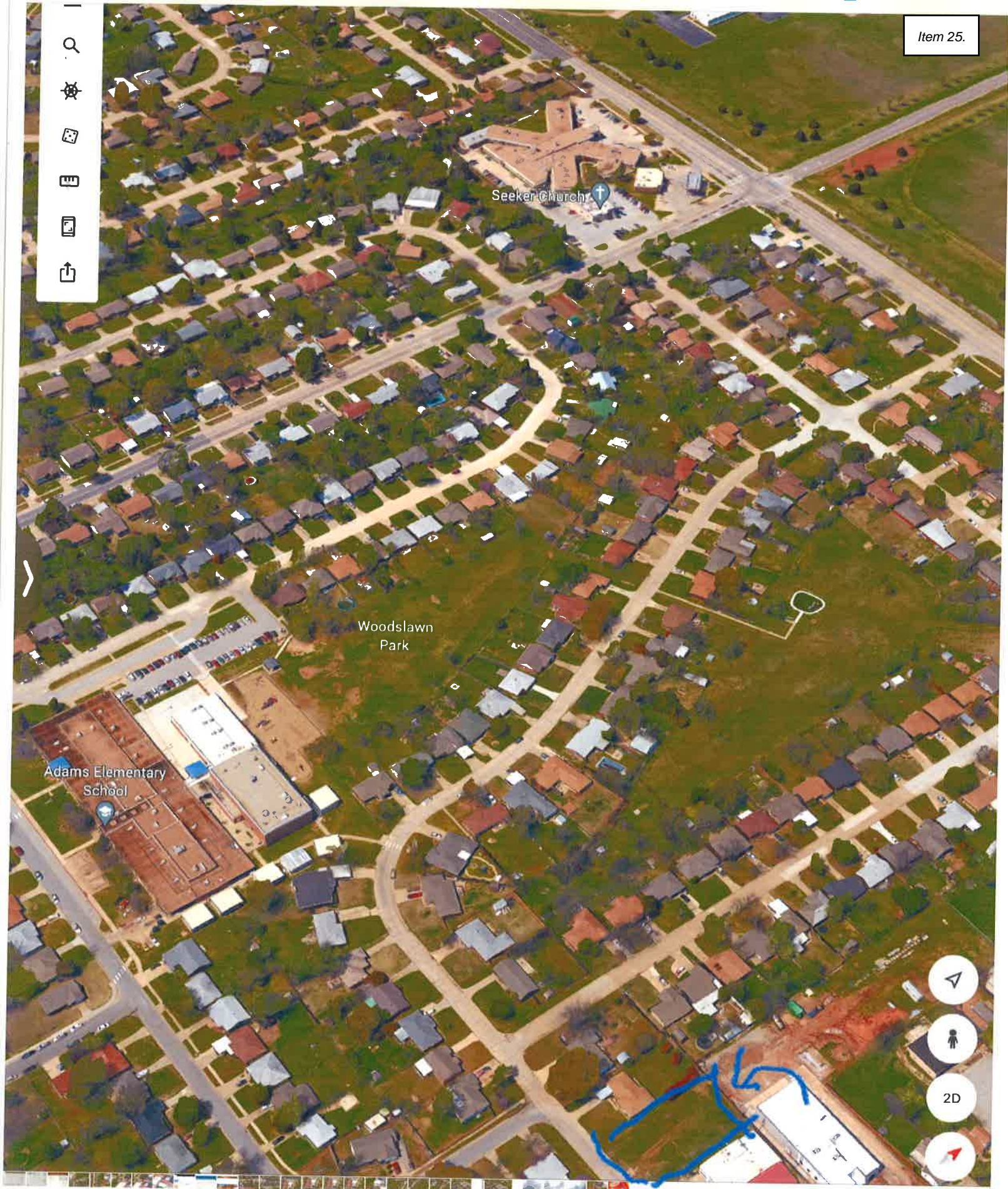
Clifton Stone

418 Keith Street

&

600 Denison Dr.

Item 25.



File Attachments for Item:

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2122-95: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE HIGH DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1134 MCGEE DRIVE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Gregory & Jennifer Emmert and Joseph & Terri Carter

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2122-95: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE HIGH DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1134 MCGEE DRIVE)

SUMMARY OF REQUEST:

The applicants, Gregory D. and Jennifer B. Emmert and Joseph H. and Terri H. Carter, request amendment of the existing NORMAN 2025 Land Use & Transportation Plan from High Density Residential Designation to Commercial Designation to allow for a canine aesthetic care facility, offering dog grooming, boarding kennels, and a retail store. The applicant has also submitted for rezoning of the subject tract from RM-6, Medium Density Apartment District, to C-2, General Commercial District.

STAFF ANALYSIS:

For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity, which suggest that the proposed change will not be contrary to the public interest?***

The general area is built out and has not changed substantially in recent years. The surrounding area is part of the W. Lindsey Street commercial corridor, containing commercial uses such as KFC, Sooner Pharmacy, and McGee Street Animal Hospital. In addition, Bethel Baptist Church Norman and the associated Annex are major public uses in the area. Residential uses exist north and east of the site in the form of single-family homes and apartments.

Overall, the area is a mixture of commercial, residential, and public uses. The change from High Density Residential Designation to Commercial Designation is not out of character for this area.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?***

The existing use of the site is multifamily residential. The tenants living in the structure typically generate traffic. For the proposed commercial use, traffic patterns are anticipated to increase. The proposed use will operate during normal business hours on weekdays and on the weekends, likely generating more traffic on Saturdays and Sundays. Staff is also anticipated to be at the site during these times.

CONCLUSION:

Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan from High Density Residential Designation to Commercial Designation as Resolution R-2022-95 for consideration by City Council.

At their meeting of March 10, 2022, the Planning Commission recommended adoption of Resolution R-2022-95 by a vote of 5-0.

R-2122-95

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE HIGH DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1134 McGee Drive)

- § 1. WHEREAS, the Council of the City of Norman recognizes citizens' concerns about the future development of Norman; and
- § 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and
- § 3. WHEREAS, Gregory D. and Jennifer B. Emmert and Joseph H. and Terri H. Carter have requested that the following described property be moved from the High Density Residential Designation and placed in the Commercial Designation for the hereinafter described property, to wit:

Part of the South Half (S/2) of the North Half (N/2) of the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of Section Thirty-Six (36), Township Nine (9) North, Range Three (3) West of the Indian Meridian, beginning at the Southeast Corner (SE/C), thence west 230', thence north 65', thence east 230', thence south 65' to the Point of Beginning.

Said tract of land containing 0.3432 acres, more or less.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)

GBC 22-05

APPLICANT	Dr. Greg Emmert
LOCATION	1134 McGee Drive
PROPOSAL	Rezoning; Amendment of the NORMAN 2025 Land Use & Transportation Plan from High Density Residential Designation to Commercial Designation
NORMAN 2025 LAND USE	Current: High Density Residential
LAND USE	Current: Multi-family residential Proposed: Commercial

Greenbelt Commission Final Comments - GBC 22-05

Greenbelt forwards this item with no additional comments.

RESOLUTION NO. R-2122-95

ITEM NO. 8

STAFF REPORT

ITEM: Dr. Gary Emmert requests amendment of the NORMAN 2025 Land Use Plan from High Density Residential Designation to Commercial Designation for 0.3 acres of property located at 1134 McGee Drive.

SUMMARY OF REQUEST: The applicant, Dr. Gary Emmert, requests amendment of the existing NORMAN 2025 Land Use & Transportation Plan from High Density Residential Designation to Commercial Designation to allow for a canine aesthetic care facility, offering dog grooming, boarding kennels, and a retail store. The applicant has also submitted for rezoning of the subject tract from RM-6, Medium Density Apartment District, to C-2, General Commercial District.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?***

The general area is built out and has not changed substantially in recent years. The surrounding area is part of the W. Lindsey Street commercial corridor, containing commercial uses such as KFC, Sooner Pharmacy, and McGee Street Animal Hospital. In addition, Bethel Baptist Church Norman and the associated Annex are major public uses in the area. Residential uses exist north and east of the site in the form of single-family homes and apartments.

Overall, the area is a mixture of commercial, residential, and public uses. The change from High Density Residential Designation to Commercial Designation is not out of character for this area.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?***

The existing use of the site is multifamily residential. Traffic is typically generated by the tenants living in the structure. For the proposed commercial use, traffic patterns are anticipated to increase. The proposed use will operate during normal business hours on weekdays and on the weekends, likely generating more traffic on Saturdays and Sundays. Staff is also anticipated to be at the site during these times.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan from High Density Residential Designation to Commercial Designation as Resolution No. R-2022-95 for consideration by Planning Commission and recommendation to City Council.

Applicant: Dr. Greg Emmert

Project Location: 1134 McGee Drive

Case Number: PD22-03

Time: 6:00 p.m.

Applicant/Representative

Larry Pickering

Attendees

No neighbors attended

City Staff

Logan Hubble, Planner I

Application Summary

The applicant is requesting a rezoning from RM-6, Medium Density Apartment District, to C-2, General Commercial District, as well as a Norman 2025 Land Use and Transportation Plan amendment from High Density Residential designation to Commercial Designation.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

Item No. 8, being:

R-2122-94 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION No. R-2122-95, DR. GARY EMMERT REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM HIGH DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR 0.34 ACRES OF PROPERTY LOCATED AT 1134 MCGEE DRIVE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary
4. Greenbelt Commission Comments

and

Item No. 9, being:

O-2122-38 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-38, DR. GARY EMMERT REQUESTS REZONING FROM RM-6, MEDIUM DENSITY APARTMENT DISTRICT, TO C-2, GENERAL COMMERCIAL DISTRICT, FOR 0.34 ACRES OF PROPERTY LOCATED AT 1134 MCGEE DRIVE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Plan
4. Pre-Development Summary
5. Greenbelt Commission Comments

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT:

None

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Erin Williford moved to recommend adoption of Resolution No. R-2122-95 and Ordinance No. O-2122-38 to City Council. Steven McDaniel seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Shaun Axton
NAYES	None
MEMBERS ABSENT	Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-95 and Ordinance No. O-2122-38 to City Council, passed by a vote of 5-0.

File Attachments for Item:

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-38 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM DENSITY APARTMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1134 MCGEE DRIVE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Dr. Gary Emmert

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-38 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM DENSITY APARTMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1134 MCGEE DRIVE)

SYNOPSIS: The applicants, Gary D. and Jennifer B. Emmert and Joseph H. and Terri H. Carter, requests to rezone 1134 McGee Drive from RM-6, Medium Density Apartment District, to C-2, General Commercial District. A NORMAN 2025 Land Use Plan Amendment is part of this applicant's request. The proposed use for the site is a full service canine aesthetic care facility, offering dog grooming, boarding kennels, and a retail store. The site consists of a roughly 65'x200' parcel of 13,000 square feet, with a two-story structure of approximately 3,200 square feet and an accessory structure of approximately 300 square feet.

HISTORY: The property at 1134 McGee Drive was purchased by the applicants in September 2018. Prior to this, the property was owned by the Judy Ann Winn Revocable Living Trust. The primary structure on the property was constructed in 1970 and is approximately 3,200 square feet. The property was zoned RM-6, Medium Density Apartment District by Ordinance 2088.

ANALYSIS: As stated, the site is currently zoned RM-6, Medium Density Apartment District, and the applicant is proposing to rezone to C-2, General Commercial District, to allow for commercial uses. The general area is developed with commercial, public, and residential uses such as Bethel Baptist Church Norman, McGee Street Animal Hospital, Whittier Middle School, and Sooner Pharmacy.

The applicant's proposal is to develop a full service canine aesthetic care facility, offering dog grooming, boarding kennels, and a retail store. The applicant will be renovating the existing primary structure in addition to adding an extension used primarily for dog kennels. The smaller storage building to the rear of the lot is to be removed to allow for a proposed dog run and outdoor patio. The existing primary structure has been used for multifamily residential in the past. The applicant will be required to obtain a Kennel License from the City Clerk's office.

This site is located approximately one block south from W. Lindsey Street. There are existing public sidewalks throughout the area. This site, with commercial designation, would be compatible with surrounding nonresidential uses existing in the W. Lindsey Street corridor and on McGee Drive.

ALTERNATIVES/ISSUES:

IMPACTS: Directly north of this parcel is the Bethel Baptist Church Annex. In addition, the Winshire Square Apartments and Whittier Middle School are located north of the subject parcel and are zoned as residential. Directly south of the parcel is the McGee Street Animal hospital. KFC, Sooner Pharmacy, and other nonresidential uses exist to the south fronting W. Lindsey Street – all zoned for commercial uses. East of the subject parcel on the opposite side of McGee Drive, the area is zoned for residential and commercial uses. Single-family homes exist east of McGee Drive and directly across from the subject parcel in the Bethel Baptist Church. In addition, fronting W. Lindsey Street is Bethel Baptist Church Norman and Classic 50's Drive-In – all zoned for commercial uses.

Generally, the subject parcel is an extension of the W. Lindsey Street commercial corridor, with the majority of uses being zoned C-2, General Commercial District, to the south. The corridor has developed with off-street parking centered around accommodating vehicular access. Given that the City does not have minimum parking requirements and that the applicant is proposing to rezone to C-2, proposed renovations to the existing structure and other proposed improvements to the site will be possible.

ACCESS: As outlined above, the request is to adopt the C-2, General Commercial District, regulations to this property. Properties in the City do not have minimum parking requirements. Vehicular access to the site is proposed fronting McGee Drive, repurposing the existing driveway as a parking lot. Additional on-street parking is proposed in the alley south of the parcel for potential customers. An existing public sidewalk exists along McGee Drive for pedestrian access.

SITE PLAN: Building coverage is proposed to change for the site. The existing primary structure will remain, with interior and exterior remodeling and renovations. An additional extension to the existing structure is proposed along the north property line, used primarily for dog kennels. The existing storage building at the rear of the lot is proposed to be removed to allow for a covered play area, dog run, and covered outdoor patio. Minor adjustments to the paved area at the front of the lot are proposed to allow for a parking lot.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: Existing sanitary sewer and water serve the site and a public alley south of the site is paved. There is an existing sidewalk adjacent to McGee Street. A short form plat is still required and a more accurate site plan will be needed.

CONCLUSION:

Staff forwards this request for rezoning from RM-6, Medium Density Apartment District, to C-2, General Commercial District, as Ordinance O-2122-38 to City Council for consideration.

The Planning Commission, at their March 10, 2022 meeting, recommended adoption of Ordinance O-2122-38 by a vote of 5-0.

O-2122-38

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTH HALF (S/2) OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-SIX (36), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM DENSITY APARTMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1134 McGee Drive)

- § 1. WHEREAS, Gregory D. and Jennifer B. Emmert and Joseph H. and Terri H. Carter have made application to have the property described below removed from the RM-6, Medium Density Apartment District, and to have the same placed in the C-2, General Commercial 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 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 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the RM-6, Medium Density Apartment District, and to place the same in the C-2, General Commercial District, to wit:

Ordinance No. O-2122-38

Page 2

Part of the South Half (S/2) of the North Half (N/2) of the Southeast Quarter (SE/4) of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of Section Thirty-Six (36), Township Nine (9) North, Range Three (3) West of the Indian Meridian, beginning at the Southeast Corner (SE/C), thence west 230', thence north 65', thence east 230', thence south 65' to the Point of Beginning.

Said tract of land containing 0.3432 acres, more or less.

- § 5. 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

NOT ADOPTED this _____ day of

_____, 2022.

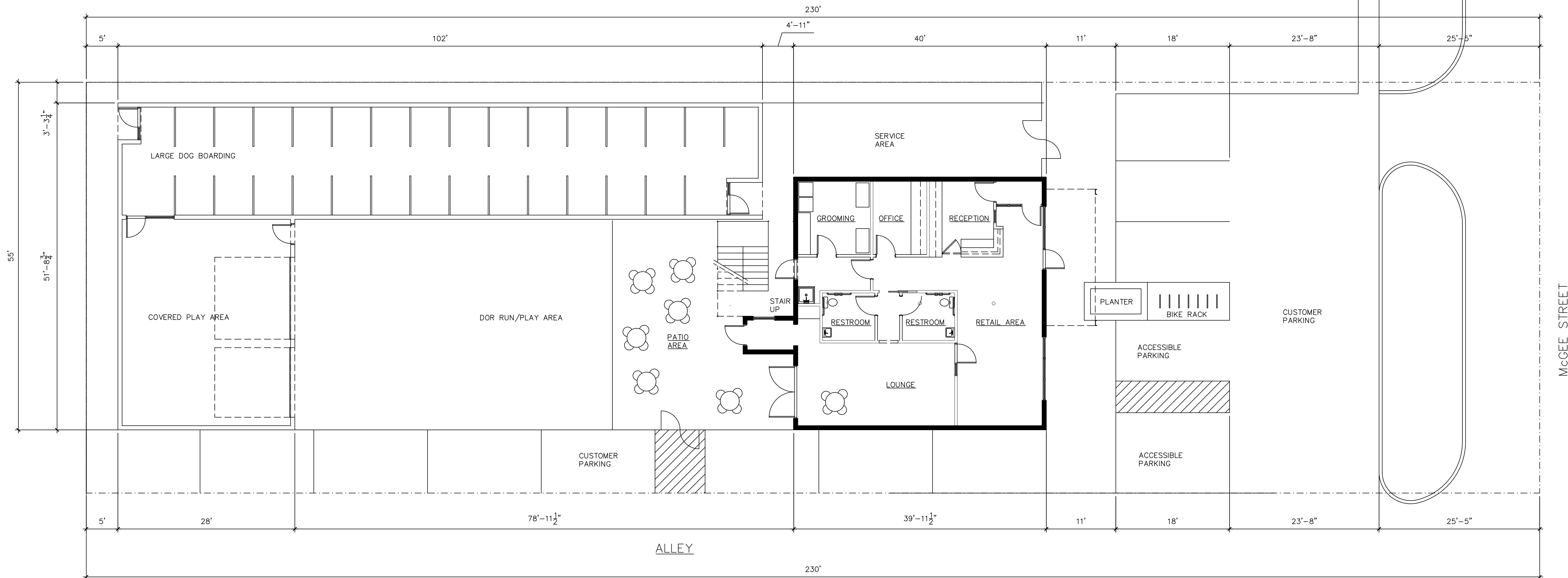
_____, 2022.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)



GENERAL NOTES:

1. ALL WORK SHALL CONFORM TO ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES AND ORDINANCES.
2. DRAWINGS ARE FOR DESIGN INTENT ONLY. FIELD VERIFY ALL EXISTING DIMENSIONS AND NOTIFY THE DESIGNER OF ANY CONFLICTS BETWEEN EXISTING AND DRAWN CONDITIONS.
3. PROVIDE SUBMITTALS, SAMPLES, SHOP DRAWINGS, MOCKUPS FOR DESIGNER APPROVAL FOR THE FOLLOWING (BUT NOT LIMITED TO): MILLWORK, FLOORING, TILE, TRIM, PAINT, FIXTURES, GLAZING, DOORS, HARDWARE, PLASTER/STUCCO, ETC.
4. FINISHES, FIXTURES, AND FURNITURE TO BE SELECTED



1
A101

SITE PLAN - MCGEE STREET CANINE SPA

SCALE: 1" = 100'-0"

LEGAL DESCRIPTION:

36-9-3W 3432AC PRT S/2 N/2 SE/4 SE/4 SW/4 BEG SE/C W230'
N65° E230' S65° P0B

* MCGEE STREET CANINE SPA & BOARDING *

Larry Dean Pickering
PopModern Design Build

1140 MCGEE STREET
NORMAN, OKLAHOMA 73069

REVISIONS:

FEB 07, 2022

SHEET NO.

A1.01

P O Box 3273
Oklahoma City, OK 73102
405.837.9862

ORDINANCE NO. O-2122-38

ITEM NO. 9

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Dr. Gary Emmert
REQUESTED ACTION	Rezoning to C-2, General Commercial District
EXISTING ZONING	RM-6, Medium Density Apartment District
SURROUNDING ZONING	North: RM-6, Medium Density Apartment District East: R-1, Single-Family Dwelling District, and C-2, General Commercial District South: RM-6, Medium Density Apartment District and C-2, General Commercial District West: RM-6, Medium Density Apartment District
LOCATION	1134 McGee Drive
SIZE	13,000 square feet, more or less
PURPOSE	Allow for dog grooming, boarding, and retail store
EXISTING LAND USE	Multi-family residential
SURROUNDING LAND USE	North: Public/Semi-Public (Church) East: Single-Family Residential South: Commercial West: Public/Semi-Public (Church)
LAND USE PLAN DESIGNATION	High Density Residential

SYNOPSIS: The applicant, Dr. Gary Emmert, requests to rezone 1134 McGee Drive from RM-6, Medium Density Apartment District, to C-2, General Commercial District. A NORMAN 2025 Land Use Plan Amendment is part of this applicant's request. The proposed use for the site is a full service canine aesthetic care facility, offering dog grooming, boarding kennels, and a

retail store. The site consists of a roughly 65'x200' parcel of 13,000 square feet, with a two structure of approximately 3,200 square feet and an accessory structure of approximately 300 square feet.

HISTORY: The property at 1134 McGee Drive was purchased by Gregory D. Emmert in September 2018. Prior to this, the property was owned by the Judy Ann Winn Revocable Living Trust. The primary structure on the property was constructed in 1970 and is approximately 3,200 square feet. The property was zoned RM-6, Medium Density Apartment District by Ordinance No. 2088.

ANALYSIS: As stated, the site is currently zoned RM-6, Medium Density Apartment District, and the applicant is proposing to rezone to C-2, General Commercial District, to allow for commercial uses. The general area is developed with commercial, public, and residential uses such as Bethel Baptist Church Norman, McGee Street Animal Hospital, Whittier Middle School, and Sooner Pharmacy.

The applicant's proposal is to develop a full service canine aesthetic care facility, offering dog grooming, boarding kennels, and a retail store. The applicant will be renovating the existing primary structure in addition to adding an extension used primarily for dog kennels. The smaller storage building to the rear of the lot is to be removed to allow for a proposed dog run and outdoor patio. The existing primary structure has been used for multifamily residential in the past. The applicant will be required to obtain a Kennel License from the City Clerk's office.

This site is located approximately one block south from W. Lindsey Street. There are existing public sidewalks throughout the area. This site, with commercial designation, would be compatible with surrounding nonresidential uses existing in the W. Lindsey Street corridor and on McGee Drive.

ALTERNATIVES/ISSUES:

IMPACTS: Directly north of this parcel is the Bethel Baptist Church Annex. In addition, the Winshire Square Apartments and Whittier Middle School are located north of the subject parcel and are zoned as residential. Directly south of the parcel is the McGee Street Animal hospital. KFC, Sooner Pharmacy, and other nonresidential uses exist to the south fronting W. Lindsey Street – all zoned for commercial uses. East of the subject parcel on the opposite side of McGee Drive, the area is zoned for residential and commercial uses. Single-family homes exist east of McGee Drive and directly across from the subject parcel in the Bethel Baptist Church. In addition, fronting W. Lindsey Street is Bethel Baptist Church Norman and Classic 50's Drive-In – all zoned for commercial uses.

Generally, the subject parcel is an extension of the W. Lindsey Street commercial corridor, with the majority of uses being zoned C-2, General Commercial District, to the south. The corridor has developed with off-street parking centered around accommodating vehicular access. Given that the City does not have minimum parking requirements and that the applicant is proposing to rezone to C-2, proposed renovations to the existing structure and other proposed improvements to the site will be possible.

ACCESS: As outlined above, the request is to adopt the C-2, General Commercial District, regulations to this property. Properties in the City do not have minimum parking requirements. Vehicular access to the site is proposed fronting McGee Drive, repurposing the existing driveway as a parking lot. Additional on-street parking is proposed in the alley south of the

parcel for potential customers. An existing public sidewalk exists along McGee Drive for pedestrian access.

SITE PLAN: Building coverage is proposed to change for the site. The existing primary structure will remain, with interior and exterior remodeling and renovations. An additional extension to the existing structure is proposed along the north property line, used primarily for dog kennels. The existing storage building at the rear of the lot is proposed to be removed to allow for a covered play area, dog run, and covered outdoor patio. Minor adjustments to the paved area at the front of the lot are proposed to allow for a parking lot.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: Existing sanitary sewer and water serve the site and a public alley south of the site is paved. There is an existing sidewalk adjacent to McGee Street. A short form plat is still required and a more accurate site plan will be needed.

CONCLUSION: Staff forwards this request for rezoning from RM-6, Medium Density Apartment District, to C-2, General Commercial District, as Ordinance No. O-2122-38 for consideration by the Planning Commission and for recommendation to City Council.

GBC 22-05

APPLICANT	Dr. Greg Emmert
LOCATION	1134 McGee Drive
PROPOSAL	Rezoning; Amendment of the NORMAN 2025 Land Use & Transportation Plan from High Density Residential Designation to Commercial Designation
NORMAN 2025 LAND USE	Current: High Density Residential
LAND USE	Current: Multi-family residential Proposed: Commercial

Greenbelt Commission Final Comments - GBC 22-05

Greenbelt forwards this item with no additional comments.

Applicant: Dr. Greg Emmert

Project Location: 1134 McGee Drive

Case Number: PD22-03

Time: 6:00 p.m.

Applicant/Representative

Larry Pickering

Attendees

No neighbors attended

City Staff

Logan Hubble, Planner I

Application Summary

The applicant is requesting a rezoning from RM-6, Medium Density Apartment District, to C-2, General Commercial District, as well as a Norman 2025 Land Use and Transportation Plan amendment from High Density Residential designation to Commercial Designation.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

Item No. 8, being:

R-2122-94 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION No. R-2122-95, DR. GARY EMMERT REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM HIGH DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR 0.34 ACRES OF PROPERTY LOCATED AT 1134 MCGEE DRIVE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary
4. Greenbelt Commission Comments

and

Item No. 9, being:

O-2122-38 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-38, DR. GARY EMMERT REQUESTS REZONING FROM RM-6, MEDIUM DENSITY APARTMENT DISTRICT, TO C-2, GENERAL COMMERCIAL DISTRICT, FOR 0.34 ACRES OF PROPERTY LOCATED AT 1134 MCGEE DRIVE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Plan
4. Pre-Development Summary
5. Greenbelt Commission Comments

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT:

None

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Erin Williford moved to recommend adoption of Resolution No. R-2122-95 and Ordinance No. O-2122-38 to City Council. Steven McDaniel seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Shaun Axton
NAYES	None
MEMBERS ABSENT	Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-95 and Ordinance No. O-2122-38 to City Council, passed by a vote of 5-0.

File Attachments for Item:

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-39 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: JM Civil Engineering

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-39 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD)

SYNOPSIS:

The applicant, JM Civil Engineering, requests to rezone the southwest corner of East Cedar Lane Road and Classen Boulevard from C-1, Local Commercial District, to C-2, General Commercial District, to allow for an automobile service station/oil change use (Take 5 Oil Change). The site consists of a roughly 1.75-acre parcel, with no structures on the site. The property is currently vacant.

HISTORY:

In 1961, the subject property was initially zoned A-2, Rural Agricultural District, and shortly thereafter, in 1967, was rezoned to I-1, Light Industrial District. In 1998, the property was zoned C-1, Local Commercial District, and has been zoned such since then. The property has historically been vacant and has yet to be platted.

ZONING ORDINANCE CITATION:**SEC 424.1 – C-2, GENERAL COMMERCIAL DISTRICT**

General Description. This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

EXISTING ZONING:

The property is currently zoned C-1, Local Commercial District. This district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and for the convenience of the people of adjacent residential areas. The C-1 District requires Special Use approval for an Automobile Service Station. Rezoning to C-2, General Commercial District, would allow for an Automobile Service Station by right.

ANALYSIS:

As stated, the site is currently zoned C-1, Local Commercial District, and the applicant is proposing to rezone to C-2, General Commercial District, to allow for an Automobile Service Station/oil change use (Take 5 Oil Change). The general area is developed with residential, commercial, and industrial uses with some vacant parcels. Notable developments in this area include Walmart, 77 Storage Place, Norman Automotive, The Links Apartments and Golf Course, The Ave at Norman Apartments, Cobblestone Senior Living, and single family developments to the west.

The applicant's proposal is to develop a Take 5 Oil Change. The applicant will be adding a parking lot, building, landscaping, and detention pond to the site. In addition, the applicant will provide a fence along the southern property line to screen from the adjacent single-family home to the south.

The site contains a continuous public sidewalk on E. Cedar Lane Road but not on Classen Boulevard. The applicant is required to continue the public sidewalk on Classen Boulevard. This site, with commercial designation, would be compatible with surrounding uses existing near the E. Cedar Lane and Classen Boulevard intersection and is consistent with recent development trends in the area.

ALTERNATIVES/ISSUES:

IMPACTS: The zoning directly north of the subject parcel is commercial and industrial, including vacant and commercial uses fronting Classen Boulevard. Adjacent to the subject parcel and directly south is a single-family home zoned A-2. In addition, 77 Storage Place and Norman Automotive are located south of the subject parcel and are zoned as industrial. Directly west of the parcel are single-family homes separated by a railroad track. Club Carwash and Walmart exist east of the site – all zoned for commercial uses. In addition, on the northeast corner of E.

Cedar Lane Road and Classen Boulevard are single-family homes and apartments that are zoned for residential uses.

The subject parcel is located on Classen Boulevard in an area zoned primarily C-1, C-2, or I-1, with a large amount of existing uses being nonresidential. The corridor has developed with off-street parking centered around accommodating vehicular access. Given that another automotive use is close to the subject parcel, the proposed use of the site would not differ from the existing character of the area.

ACCESS: As outlined above, the request is to adopt the C-2, General Commercial District, regulations to this property to allow for an automobile service station/oil change use. Properties in the City do not have minimum parking requirements. Two driveways are proposed on E. Cedar Lane Road for vehicular access. No driveways are proposed on Classen Boulevard given the potential driveway's proximity to the intersection. An existing public sidewalk exists along E. Cedar Lane Road for pedestrian access. The applicant intends to continue the public sidewalk along Classen Boulevard.

SITE PLAN: The subject parcel is currently vacant. A building will be constructed on the eastern portion of the lot close to the intersection. Off-street parking is proposed close to the southern lot line of the site. In addition, a detention pond will be located in the southwest corner of the parcel to allow for adequate drainage and to mitigate drainage issues for adjacent properties. Landscaping will be required along E. Cedar Lane Road and Classen Boulevard.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: There is an existing fire hydrant to serve the property. A public sanitary sewer main will be installed from the east side of Classen Boulevard to serve the property. Improvements will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Health standards. The agent for the applicant will need to obtain a permit from Department of Transportation for boring under Classen Boulevard.

There is an existing sidewalk adjacent to Cedar Lane Road. A sidewalk will be required to be constructed adjacent to Classen Boulevard. In addition, drainage and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. A privately maintained detention facility will be constructed for the conveyance of storm water.

CONCLUSION:

Staff forwards this request for rezoning from C-1, Local Commercial District to C-2, General Commercial District as Ordinance O-2122-39 to City Council for consideration.

At their March 10, 2022 meeting, Planning Commission identified potential issues with an existing utility line on the site. Staff determined this is an overhead electric service line for the neighbor to the south of the subject parcel and that no further action is needed. In addition, Planning Commission indicated the scale bar on the proposed site plan may be incorrect. Staff will coordinate with the applicant to ensure the scale bar is accurate on the site plan. Planning Commission, at their March 10, 2022 meeting, recommended adoption of Ordinance O-2122-39 by a vote of 5-0.

O-2122-39

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Southwest corner of East Cedar Lane Road and Classen Boulevard)

- § 1. WHEREAS, JM Civil Engineering, an authorized representative of the property owner, has made application to have the property described below removed from the C-1, Local Commercial District, and to have the same placed in the C-2, General Commercial 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 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 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the C-1, Local Commercial District, and to place the same in the C-2, General Commercial District, to wit:

Ordinance No. O-2122-39

Page 2

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID NE/4; THENCE S 89°55'08"W ON THE NORTH LINE OF SAID NE/4 FOR A DISTANCE OF 2133.12 FEET TO THE POINT OF BEGINNING, SAID POINT BEING ON THE WEST RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 77; THENCE S 89°55'08" W ON THE NORTH LINE OF SAID NE/4 FOR A DISTANCE OF 442.31 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN-SANTA FE RAILROAD; THENCE S 26°57'54" E ON SAID EAST RIGHT-OF-WAY FOR A DISTANCE OF 35.54 FEET; THENCE SOUTHEASTERLY ON SAID EAST RIGHT-OF-WAY ON A CURVE TO THE RIGHT, HAVING A RADIUS OF 5779.65 FEET, A CHORD BEARING OF S 25°49'08" E FOR A CURVE DISTANCE OF 231.26 FEET; THENCE N 76°57'00" E FOR A DISTANCE OF 410.71 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 77; THENCE N 26°48'00" W ON SAID WEST RIGHT-OF-WAY LINE FOR A DISTANCE OF 165.47 FEET TO THE POINT OF BEGINNING.

Containing 1.38 acres, more or less.

§ 5. 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 _____, 2022.

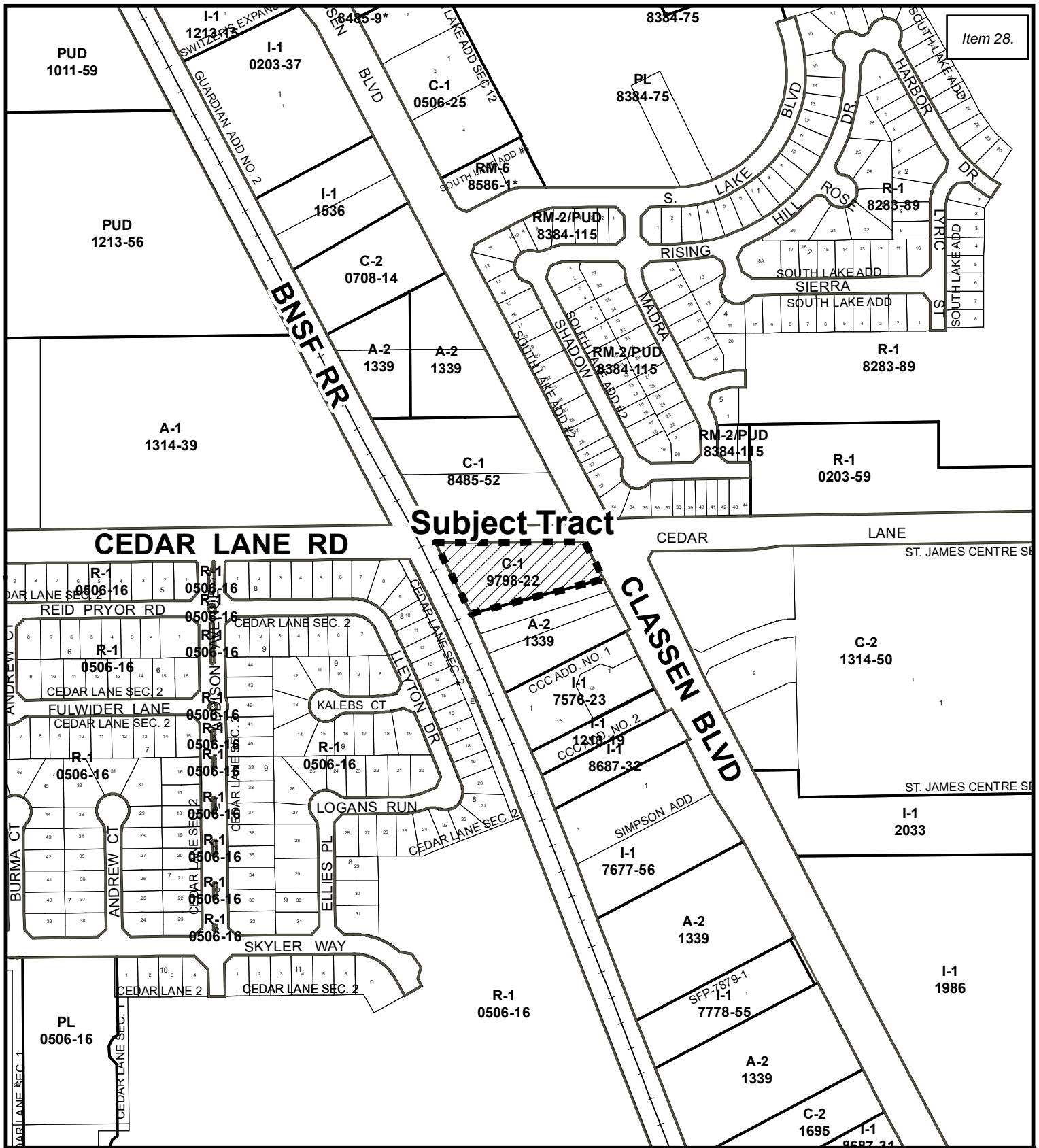
NOT ADOPTED this _____ day of _____, 2022.

(Mayor)

(Mayor)

ATTEST:

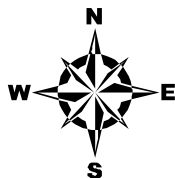
(City Clerk)



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.



February 9, 2022

0 200 400 Ft.



Subject Tract



Zoning

1238

ORDINANCE NO. O-2122-39

ITEM NO. 10

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	JM Civil Engineering
REQUESTED ACTION	Rezoning to C-2, General Commercial District
EXISTING ZONING	C-1, Local Commercial District
SURROUNDING ZONING	North: C-1, Local Commercial District East: C-2, General Commercial District South: A-2, Rural Agricultural District West: R-1, Single-Family Dwelling District
LOCATION	Southwest corner of East Cedar Lane Road and Classen Boulevard
SIZE	1.75 acres
PURPOSE	Allow for automobile service station/oil change (Take 5 Oil Change)
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Commercial/Residential East: Vacant South: Single-family Residential West: Railroad/Single-family Residential
LAND USE PLAN DESIGNATION	Commercial

SYNOPSIS: The applicant, JM Civil Engineering, requests to rezone the southwest corner of East Cedar Lane Road and Classen Boulevard from C-1, Local Commercial District, to C-2, General Commercial District, to allow for an automobile service station/oil change use (Take 5 Oil Change). The site consists of a roughly 1.75-acre parcel, with no structures on the site. The property is currently vacant.

HISTORY: In 1961, the subject property was initially zoned A-2, Rural Agricultural District and shortly thereafter, in 1967, was rezoned to I-1, Light Industrial District. In 1998, the property was zoned C-1, Local Commercial District, and has been zoned such since then. The property has historically been vacant and has yet to be platted.

ZONING ORDINANCE CITATION: SEC 424.1 – C-2, GENERAL COMMERCIAL DISTRICT

General Description. This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

EXISTING ZONING: The property is currently zoned C-1, Local Commercial District. This district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and for the convenience of the people of adjacent residential areas. The C-1 District requires Special Use approval for an Automobile Service Station. Rezoning to C-2, General Commercial District, would allow for an Automobile Service Station by right.

ANALYSIS: As stated, the site is currently zoned C-1, Local Commercial District, and the applicant is proposing to rezone to C-2, General Commercial District, to allow for an Automobile Service Station/oil change use (Take 5 Oil Change). The general area is developed with residential, commercial, and industrial uses with some vacant parcels. Notable developments in this area include Walmart, 77 Storage Place, Norman Automotive, The Links Apartments and Golf Course, The Ave at Norman Apartments, Cobblestone Senior Living, and single family developments to the west.

The applicant's proposal is to develop a Take 5 Oil Change. The applicant will be adding a parking lot, building, landscaping, and detention pond to the site. In addition, the applicant will provide a fence along the southern property line to screen from the adjacent single-family home to the south.

The site contains a continuous public sidewalk on E. Cedar Lane Road but not on Classen Boulevard. The applicant is required to continue the public sidewalk on Classen Boulevard. This site, with commercial designation, would be compatible with surrounding uses existing near the E. Cedar Lane and Classen Boulevard intersection and is consistent with recent development trends in the area.

ALTERNATIVES/ISSUES:

IMPACTS: The zoning directly north of the subject parcel is commercial and industrial, including vacant and commercial uses fronting Classen Boulevard. Adjacent to the subject parcel and directly south is a single-family home zoned A-2. In addition, 77 Storage Place and Norman Automotive are located south of the subject parcel and are zoned as industrial. Directly west of the parcel are single-family homes separated by a railroad track. Club Carwash and Walmart exist east of the site – all zoned for commercial uses. In addition, on the northeast corner of E. Cedar Lane Road and Classen Boulevard are single-family homes and apartments that are zoned for residential uses.

The subject parcel is located on Classen Boulevard in an area zoned primarily C-1, C-2, or I-1, with a large amount of existing uses being nonresidential. The corridor has developed with off-street parking centered around accommodating vehicular access. Given that another

automotive use is close to the subject parcel, the proposed use of the site would not be inconsistent with the existing character of the area.

ACCESS: As outlined above, the request is to adopt the C-2, General Commercial District, regulations to this property to allow for an automobile service station/oil change use. Properties in the City do not have minimum parking requirements. Two driveways are proposed on E. Cedar Lane Road for vehicular access. No driveways are proposed on Classen Boulevard given the potential driveway's proximity to the intersection. An existing public sidewalk exists along E. Cedar Lane Road for pedestrian access. The applicant intends to continue the public sidewalk along Classen Boulevard.

SITE PLAN: The subject parcel is currently vacant. A building will be constructed on the eastern portion of the lot close to the intersection. Off-street parking is proposed close to the southern lot line of the site. In addition, a detention pond will be located in the southwest corner of the parcel to allow for adequate drainage and to mitigate drainage issues for adjacent properties. Landscaping will be required along E. Cedar Lane Road and Classen Boulevard.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: There is an existing fire hydrant to serve the property. A public sanitary sewer main will be installed from the east side of Classen Boulevard to serve the property. Improvements will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Health standards. The agent for the applicant will need to obtain a permit from Department of Transportation for boring under Classen Boulevard.

There is an existing sidewalk adjacent to Cedar Lane Road. A sidewalk will be required to be constructed adjacent to Classen Boulevard. In addition, drainage and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. A privately maintained detention facility will be constructed for the conveyance of storm water.

CONCLUSION: Staff forwards this request for rezoning from C-1, Local Commercial District to C-2, General Commercial District as Ordinance No. O-2122-39 for consideration by the Planning Commission and for recommendation to City Council.

SITE DEVELOPMENT PLAN TAKE 5 NORMAN

CAUTION NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 7 DAYS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES HORIZONTALLY AND VERTICALLY WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

FLOODNOTE

SUBJECT PROPERTY APPEARS TO BE CLASSIFIED AS "ZONE X" (AREA OF MINIMAL FLOOD HAZARD) WHEN SCALED FROM FLOOD INSURANCE RATE MAP COMMUNITY - PANEL NUMBER 40027C0295 J, DATED FEBRUARY 20, 2013. (TABLE A, ITEM 3)

BENCHMARKS

TBM #1: AN "X" CUT SET ON CONCRETE SIDEWALK ALONG THE SOUTH SIDE OF PAVING FOR E. CEDAR LANE ROAD WITHIN SUBJECT PROPERTY, ALLOCATED APPROXIMATELY 12 FEET WEST AND 7 FEET NORTH OF A STORM SEWER MANHOLE. ELEVATION = 1175.48'

TBM #2: AN "X" CUT SET ON TOP OF A CONCRETE DRAINAGE FLUME ALONG THE WEST SIDE OF PAVING FOR CLASSEN BOULEVARD IN FRONT OF THE SUBJECT PROPERTY, LOCATED APPROXIMATELY 12 FEET EAST AND 9 FEET NORTH OF A POWER POLE NEAR THE SOUTHEAST CORNER OF THE SUBJECT PROPERTY. ELEVATION = 1174.67'

ELEVATIONS SHOWN HEREON ARE REFERENCED TO CITY OF NORMAN MONUMENT #400, BEING A 3 & 1/2 BRONZE DISC SET IN CONCRETE WITH AN ELEVATION OF 1175.56 FEET.

PROPOSED LEGEND:

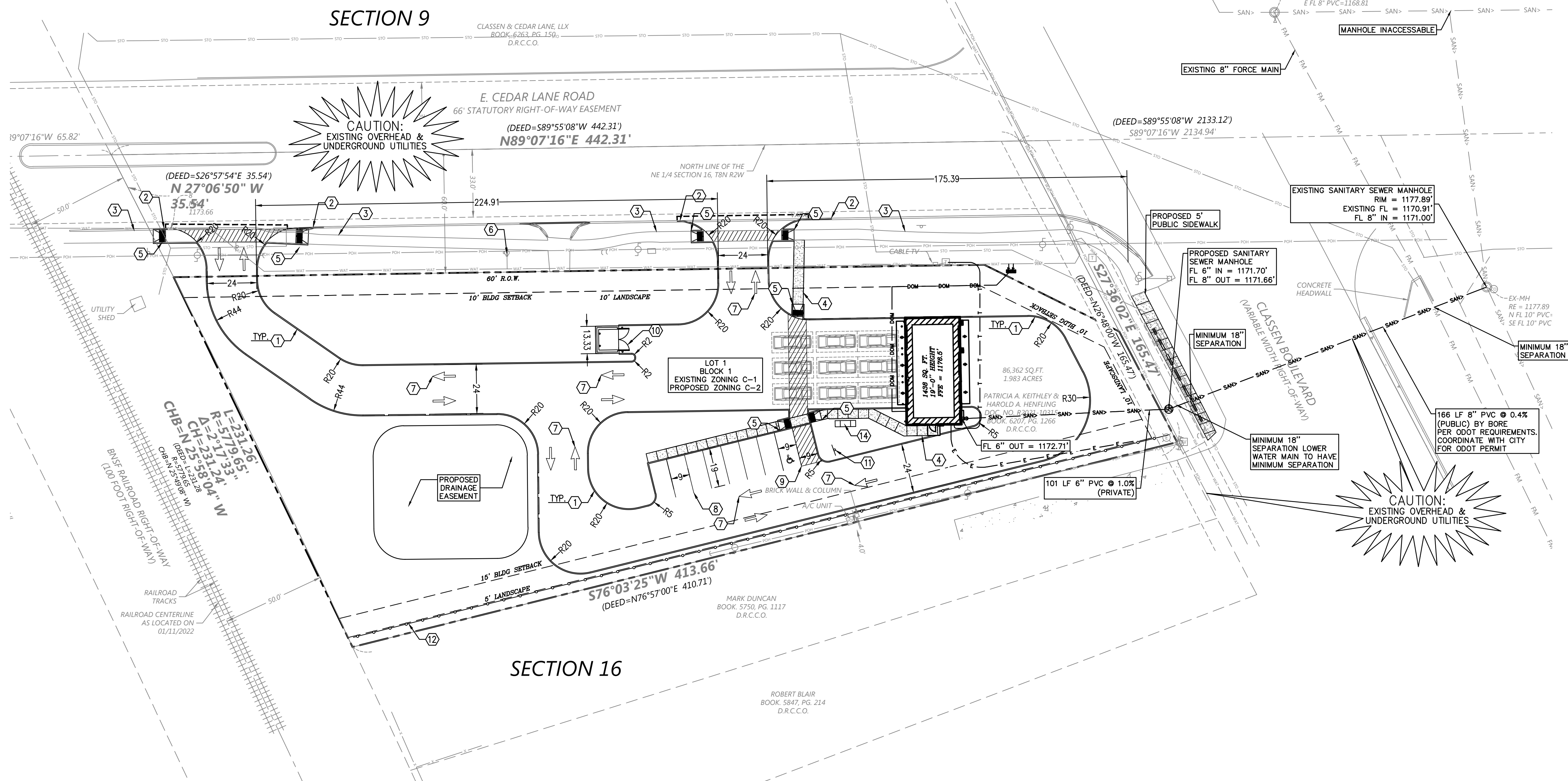
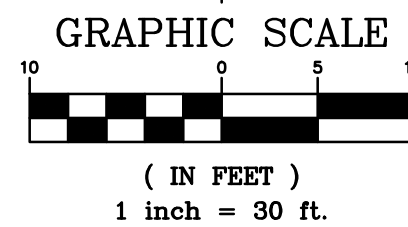
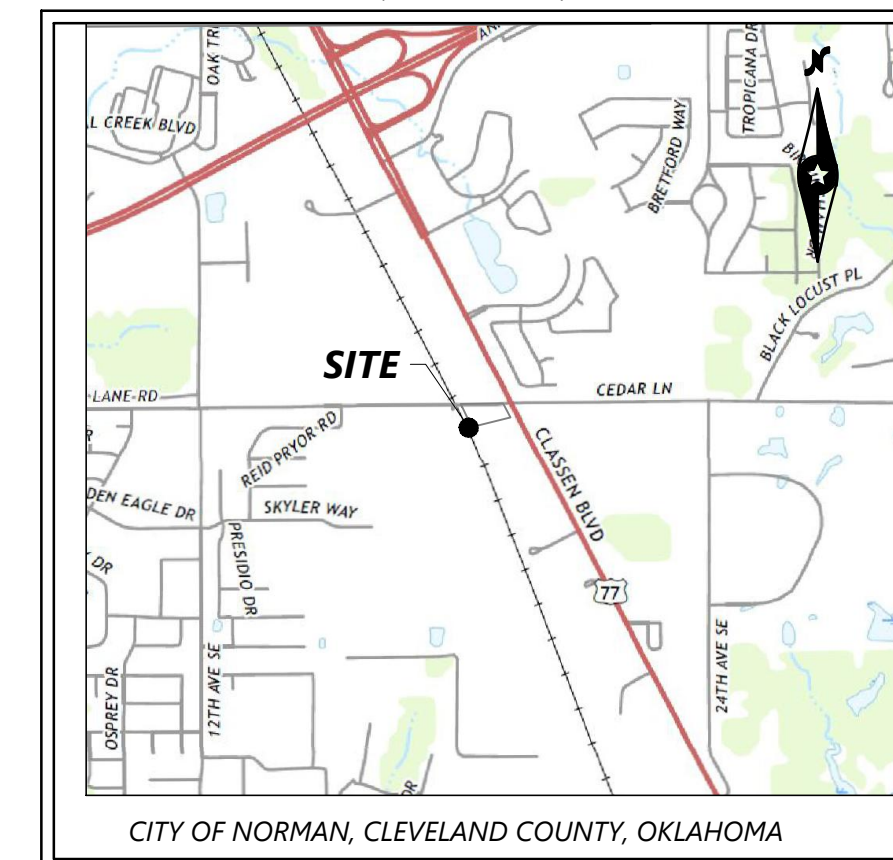
- PROPOSED CURB & GUTTER
- LIMITS OF FULL DEPTH SAWCUT
- WOOD FENCE
- # PARKING SPACES
- STOP STOP BAR STRIPING
- ACCESSIBLE SPACES
- ADA RAMP

EXISTING LEGEND:

- PROPERTY LINE
- EXISTING CURB & GUTTER
- EASEMENT LINE
- MAJOR CONTOUR
- WATER LINE
- SANITARY SEWER LINE
- STORM LINE
- GAS LINE
- FORCE MAIN
- SET MONUMENT
- FOUND MONUMENT
- SANITARY SEWER MANHOLE
- WATER STRUCTURE
- FIRE HYDRANT
- STORM SEWER MANHOLE
- SIGN
- POWER POLE

VICINITY MAP

(SCALE: 1"=2000')



SITE DATA TABLE

LOCATION:	3600 CLASSEN BOULEVARD NORMAN, OKLAHOMA 73071	
LOT AREA:	1.38 AC. (59,919 S.F.)	
EXISTING ZONING:	C-1	
CURRENT USE:	UNDEVELOPED	
PROPOSED USE:	OIL CHANGE FACILITY	
BUILDING DATA:		
BUILDING AREA:	1,438 S.F.	
BUILDING HEIGHT:	19'-0" (1 STORY)	
BUILDING COVERAGE:	2.40%	
F.A.R.:	0.024:1	
PARKING SUMMARY:	REQUIRED	PROVIDED
2 PER SERVICE BAY		
1 EACH SERVICE VEHICLE		
1 EACH 2 EMPLOYEES		
PARKING SPACES (9'x18')	7	7
ACCESSIBLE SPACES	1	1
TOTAL SPACES	8	8
LANDSCAPE:		
PERVIOUS:	28,995 S.F.	
IMPERVIOUS:	30,924 S.F.	

SITE KEY NOTES:

- 1 CONCRETE CURB AND GUTTER. (PER LOCAL CODES)
- 2 TAPER CURB TO MATCH EXISTING.
- 3 EXISTING PAVEMENT TO REMAIN.
- 4 CONCRETE SIDEWALK, 2% MAX. CROSS SLOPE AND 5% MAX. STRAIGHT SLOPE (PER LOCAL CODES).
- 5 SIDEWALK RAMP @ 8.33% MAX. (PER LOCAL CODES)
- 6 EXISTING FIRE HYDRANT.
- 7 DIRECTIONAL TRAFFIC ARROW. (PER LOCAL CODES)
- 8 PARKING STALL STRIPING. (PER LOCAL CODES)
- 9 PEDESTRIAN/ACCESSIBLE CROSSWALK STRIPING.
- 10 DUMPSTER ENCLOSURE. (PER ARCH. PLANS)
- 11 "DO NOT ENTER" SIGN.
- 12 PROPOSED 6" WOOD FENCE
- 13 PROPOSED 5' SIDEWALK PER CITY
- 14 PROPOSED BIKE RACK



Know what's below.
Call before you dig.



1101 Central Expressway South
Suite 215
Allen, TX 75013

Ph. 214-491-1830

John Measels, PE
CIVIL ENGINEER



TAKE FIVE OIL

3600 Classen Boulevard
Norman, Oklahoma 73071

SITE DEVELOPMENT PLANS

REV.	DATE	DESCRIPTION	NAME	YOUR
1	02/22/22	Preliminary Plotting, Submital		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				

PROJECT NO:
JM-F021039

DRAWN BY:
JMCE

CHECKED BY:
JMCE

ISSUE DATE:
02/22/22

SITE PLAN

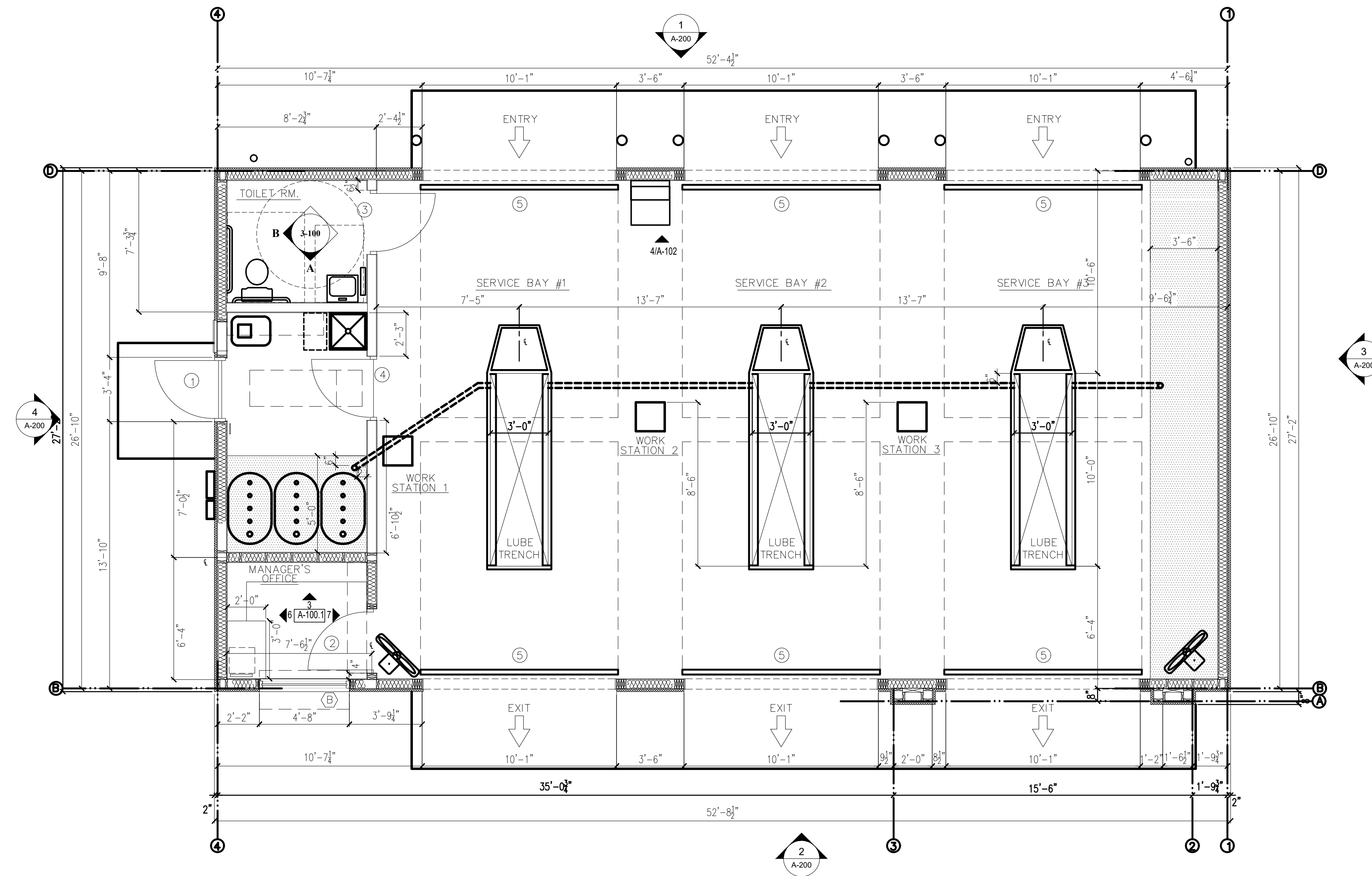
C 100

GBC 22-06

APPLICANT	JM Civil Engineering
LOCATION	SW Corner of E. Cedar Lane Rd. and Classen Blvd.
PROPOSAL	Take 5 Oil Change Preliminary Plat; Plat and rezone approximately 1.38 acres from C-1, Local Commercial District, to C-2, General Commercial District, to allow for an automobile service station/oil change
NORMAN 2025 LAND USE	Current: Commercial
LAND USE	Current: Vacant Proposed: Commercial

Greenbelt Commission Final Comments - GBC 22-06

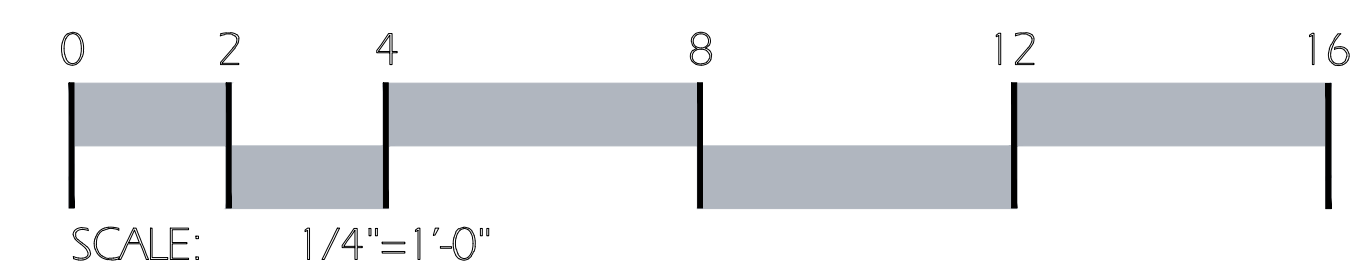
Greenbelt forwards this item with no additional comments.

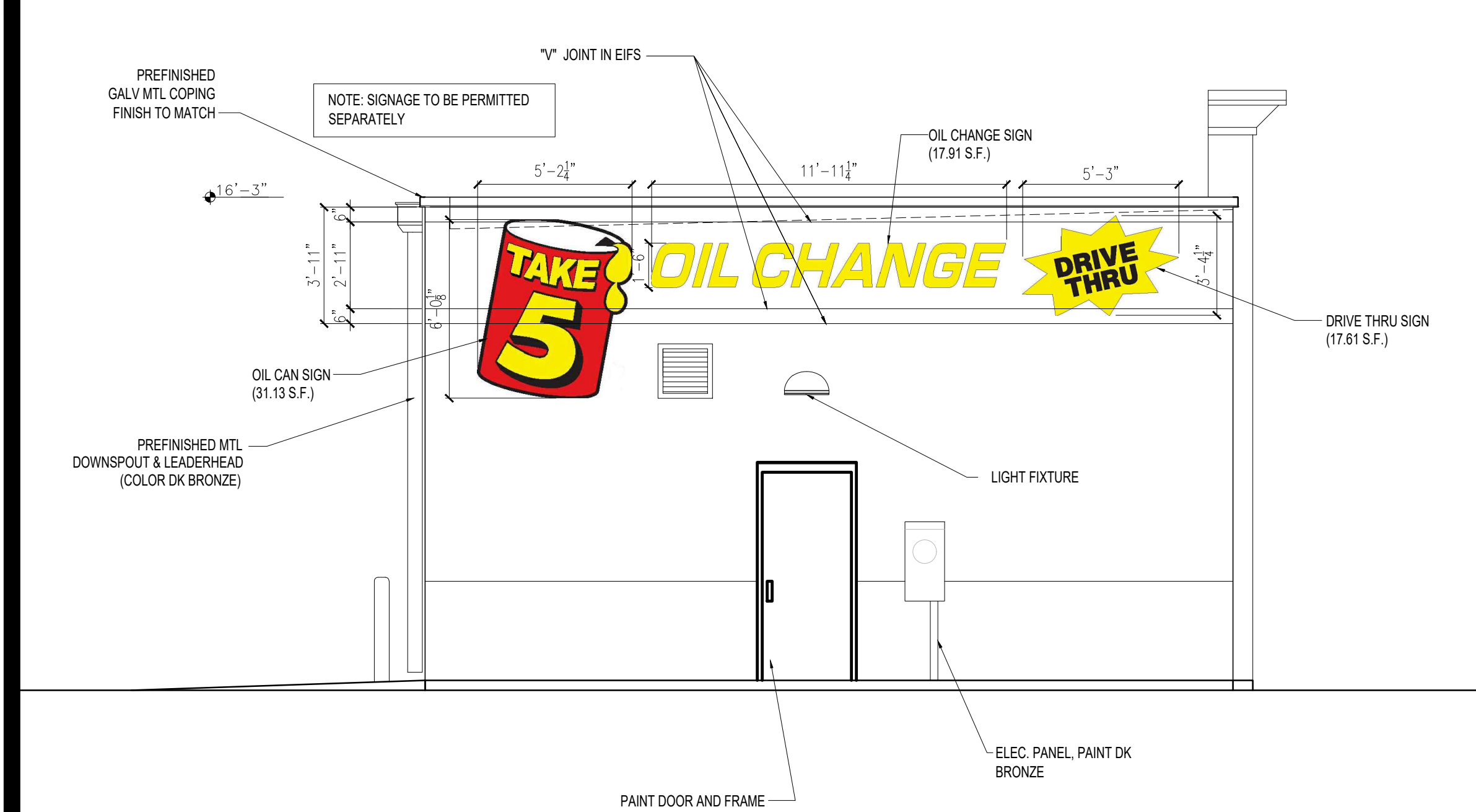


FLOOR PLAN EXHIBIT
DATE : 1-27-22
SCALE : 1/4" = 1'-0"

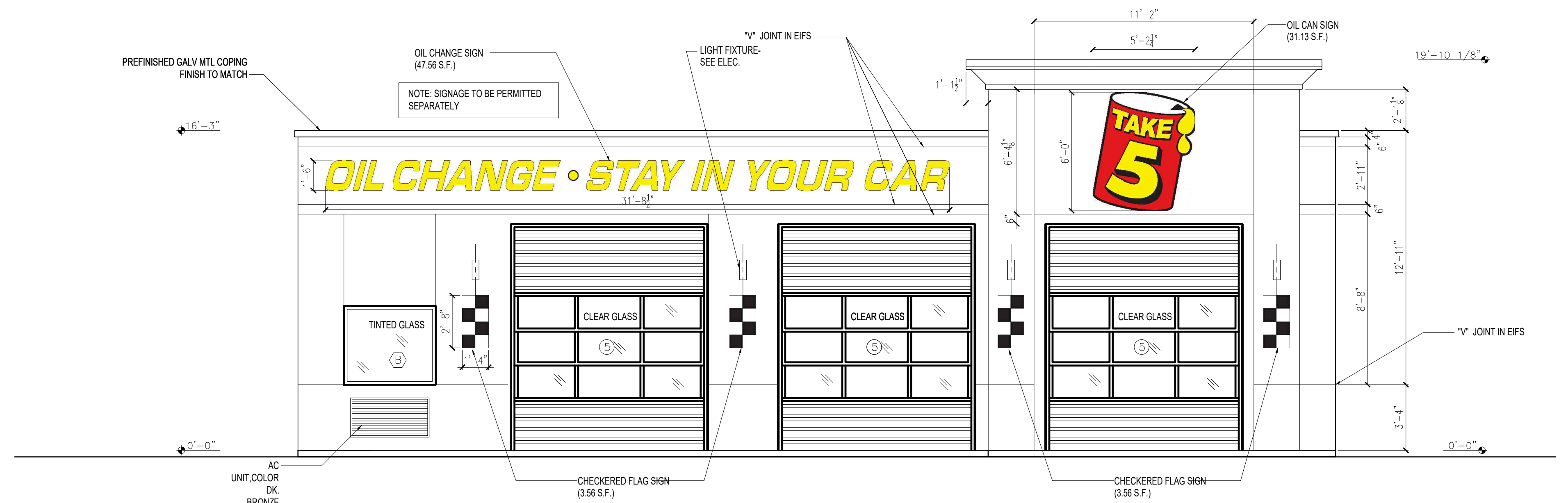
TAKE 5 OIL CHANGE

3600 CLASSEN BLVD.
NORMAN, OK.

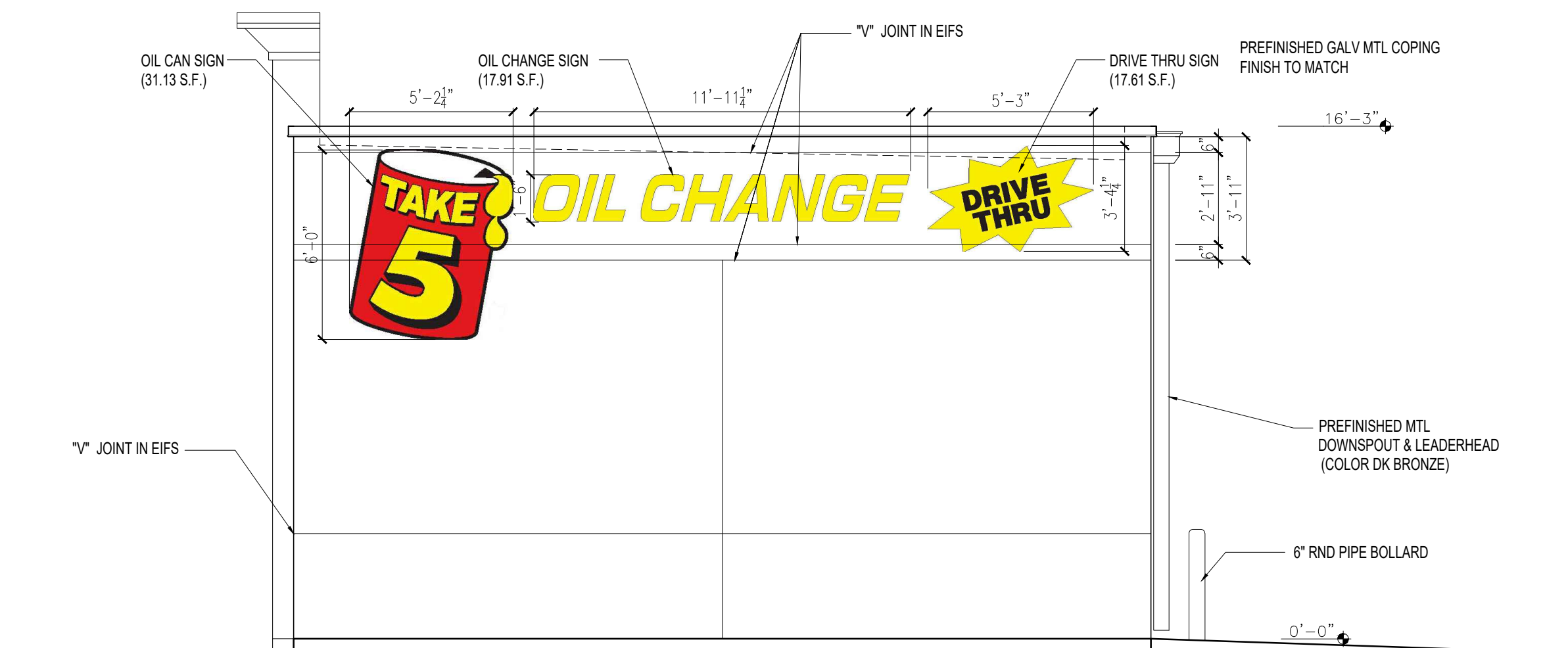




4 SOUTH ELEVATION
1/4"=1'-0"



2 EAST ELEVATION
1/4"=1'-0"



3 NORTH ELEVATION
1/4"=1'-0"



1 WEST ELEVATION
1/4"=1'-0"

EXTERIOR ELEVATIONS EXHIBIT
DATE : 1-27-22
SCALE : 1/4" = 1'-0"

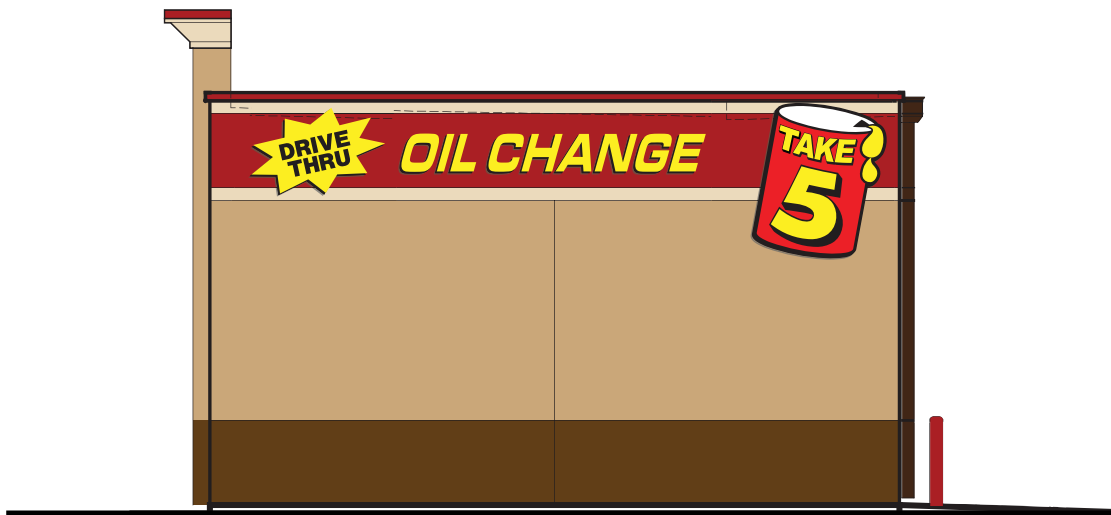
TAKE 5 OIL CHANGE
3600 CLASSEN BLVD.
NORMAN, OK.



4 SOUTH ELEVATION



2 EAST ELEVATION



3 NORTH ELEVATION



1 WEST ELEVATION

Disclaimer : Please note this illustration is only a representation. Due to variations in computer software and printers , these illustrations cannot be considered an exact color nor material match.

SW 7693 Stonebriar EIFS or Stucco Finish , color match Sherwin Williams SW 7693 STONEBRIAR

SW 6097 Sturdy Brown EIFS or Stucco Finish , color match Sherwin Williams SW 6097 STURDY BROWN

SW 6871 Positive Red Coping , color match Sherwin Williams SW 6871 POSITIVE RED

SW 6097 Sturdy Brown Man & Overhead doors , color match Sherwin Williams SW 6097 STURDY BROWN

SW 7678 Cottage Cream EIFS or Stucco Finish , color match Sherwin Williams SW 7678 COTTAGE CREAM

SW 6871 Positive Red EIFS or Stucco Finish , color match Sherwin Williams SW 6871 POSITIVE RED

SW 6871 Positive Red Bollards , color match Sherwin Williams SW 6871 POSITIVE RED

Downspouts & Scuppers , Mfr'f Pre- Finished DARK BRONZE

COLOR ELEVATIONS EXHIBIT
DATE : 1-27-22
SCALE : NTS

TAKE 5 OIL CHANGE
3600 CLASSEN BLVD.
NORMAN, OK.

Applicant: JM Civil Engineering

Project Location: Southwest corner of E Cedar Lane Road and Classen Boulevard

Case Number: PD22-04

Time: 6:00 p.m.

Applicant/Representative

Kyle Flaming

Attendees

Patricia Keithley
Adam Balkema
Mark Cox
Brandon Fisher

City Staff

Beth Muckala, City Attorney
Lora Hoggatt, Planning Services Manager
Colton Wayman, Planner I

Application Summary

The applicant, JM Civil Engineering, requests to plat and rezone the southwest corner of East Cedar Lane Road and Classen Boulevard from C-1, Local Commercial District to C-2, General Commercial District to allow for an automobile service station/oil change use (Take 5 Oil Change).

Neighbor's Comments/Concerns/Responses

Neighbors were interested in reviewing the site plan with the applicant in addition to understanding when it was anticipated to be built. The applicant was unsure when the development is anticipated to break ground but hope to get started within a few months after Council approval. Neighbors were interested in understanding next steps for the development. Staff responded that they will have an opportunity for public comment at the March 10, 2022 Planning Commission meeting. Neighbors were in support of the site plan that was presented by the applicant. Neighbors asked if the site plan and detention plan have been approved by Engineering. Staff explained the Development Review Team process and that Engineering has approved the proposed plans. Neighbors also asked if there would be a drive off Classen Blvd. The applicant explained ODOT will not allow a drive off Classen Blvd at this location.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

Item No. 10, being:

O-2122-39 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-39, JM CIVIL ENGINEERING REQUESTS REZONING FROM C-1, LOCAL COMMERCIAL DISTRICT, TO C-2, GENERAL COMMERCIAL DISTRICT, FOR 1.38 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Development Plan
4. Floor Plan Exhibit
5. Exterior Elevations Exhibit
6. Color Elevations Exhibit
7. Pre-Development Summary
8. Greenbelt Commission Comments

and

Item No. 11, being:

PP-2122-10 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2122-10, FOR CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY JM CIVIL ENGINEERING FOR TAKE 5 FOR 1.38 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Site Development Plan
6. Pre-Development Summary
7. Greenbelt Commission Comments

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Axton asked about the need for a utility easement on the south side of the site plan. Mr. McLellan responded.

PRESENTATION BY THE APPLICANT:

1. Chris Strickland, JM Civil, the applicant – was available to answer questions. He did not know the answer to the utility easement question.
2. Ms. Bird asked about zoning setbacks to allow for utilities. Ms. Hudson responded.
3. Mr. Axton commented that the scale on the site plan is wrong.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Erin Williford moved to recommend adoption of Ordinance No. O-2122-39 and PP-2122-10, the Preliminary Plat for TAKE 5, with a revised site plan with the proper scale and a clarification on the necessity of a utility easement, to City Council. Shaun Axton seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Shaun Axton
NAYES	None
MEMBERS ABSENT	Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-36 and PP-2122-10 to City Council, passed by a vote of 5-0.

* * *

File Attachments for Item:

29. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR TAKE 5 ADDITION. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF CEDAR LANE ROAD AND CLASSEN BOULEVARD).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR TAKE 5 ADDITION. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF CEDAR LANE ROAD AND CLASSEN BOULEVARD).

BACKGROUND:

This item is a preliminary plat of Take 5 Addition located at the southwest corner of the Cedar Lane Road and Classen Boulevard. This property consists of approximately 1.38 acres and one (1) commercial lot.

Planning Commission, at its meeting of March 10, 2022, recommended to City Council that this property be placed in the C-2, General Commercial District, and removed from C-1, Local Commercial District. In addition, Planning Commission recommended the preliminary plat for Take 5 Addition be approved.

DISCUSSION:

The proposed 1,438 square foot building with three service positions in this preliminary plat is expected to generate approximately 120 trips per day, 9 AM peak hour trips, and 15 PM peak hour trips. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer submitted a traffic impact memorandum documenting the trip generation information for this addition. The development is proposed for location on the southwest corner of the intersection of Cedar Lane Road and Classen Boulevard (US Highway 77).

STREET	NO. OF LANES	BACK-GROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (BACKGROUND)	% CAPACITY USED (PROJECTED)
Cedar Lane Rd	4	11,361	120	11,481	34,200	33.22	33.57
Classen Blvd/ US-77	4	19,633	120	19,753	36,000	54.54	54.87

The proposed addition will access Cedar Lane Road to the north of the development by way of two driveways. The access to Classen Boulevard/US-77 will only be by way of Cedar Lane Road. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated.

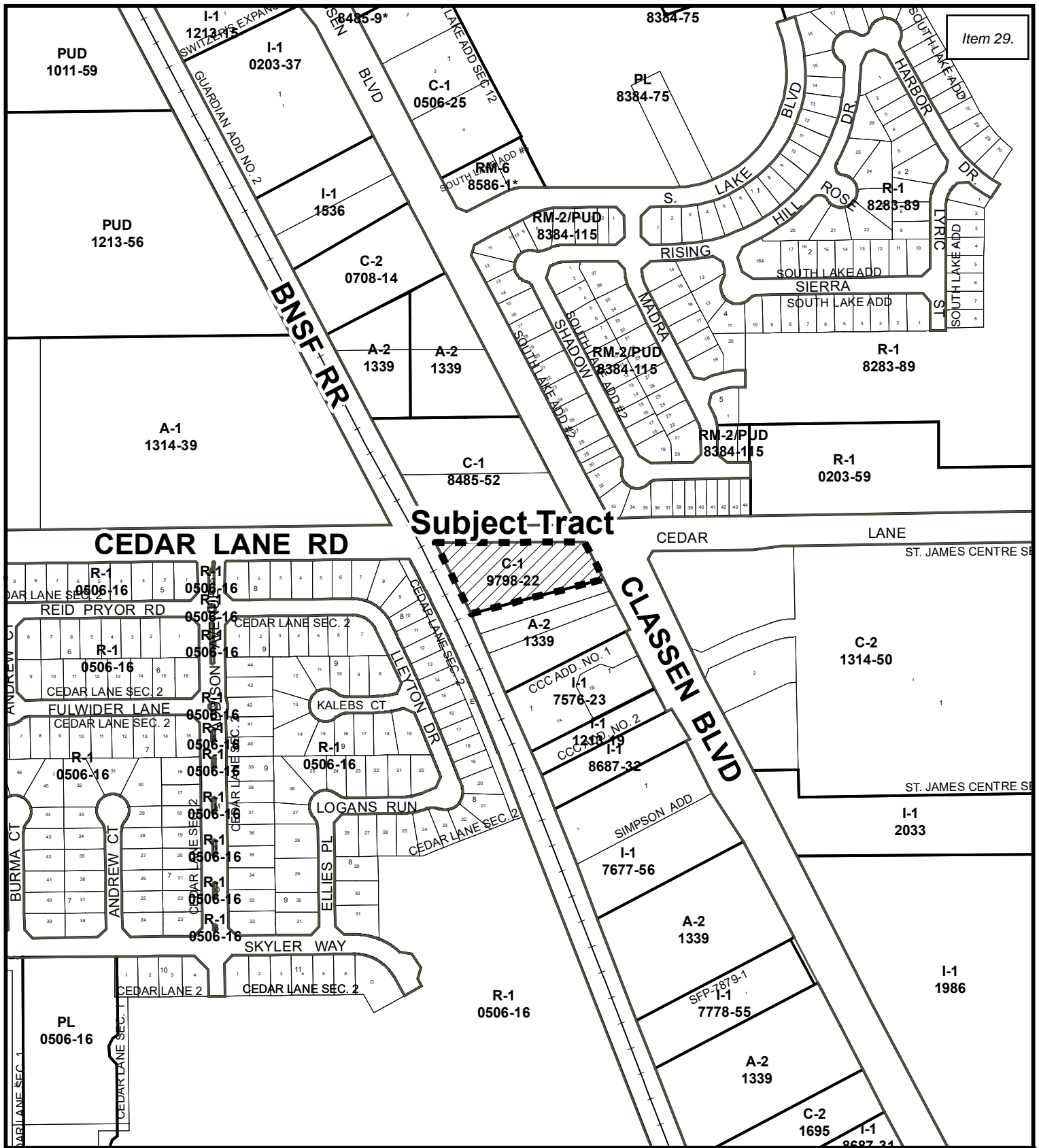
PUBLIC IMPROVEMENTS:

1. **Fire Hydrants.** A fire hydrant is existing.
2. **Permanent Markers.** Permanent markers will be installed prior to the final plat being filed of record.
3. **Sanitary Sewers.** A public sanitary sewer main will be installed from the east side of Classen Boulevard to serve the property. Improvements will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Health standards. The agent for the applicant will need to obtain a permit from Department of Transportation for boring under Classen Boulevard.
4. **Sidewalks.** Sidewalks will be constructed adjacent to Classen Boulevard. There is an existing sidewalk adjacent to Cedar Lane Road.
5. **Storm Sewers.** Drainage and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facility will be constructed for the conveyance of storm water.
6. **Streets.** Cedar Lane Road and Classen Boulevard street paving are existing.
7. **Water Mains.** There is an existing 12-inch water main adjacent to Cedar Lane Road and 8-inch and 12-inch adjacent to Classen Boulevard.

PUBLIC DEDICATIONS.

1. **Easements.** All required easements will be dedicated to the City on the final plat.
2. **Rights-of-Way.** All street rights-of-way will be dedicated to the City on the final plat.

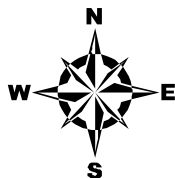
Staff recommends approval of the preliminary plat of Take 5 Addition.



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.



February 9, 2022

0 200 400 Ft.



Subject Tract



Zoning

1254

SITE DEVELOPMENT PLAN TAKE 5 NORMAN

CAUTION NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 7 DAYS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES HORIZONTALLY AND VERTICALLY WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

FLOODNOTE

SUBJECT PROPERTY APPEARS TO BE CLASSIFIED AS "ZONE X" (AREA OF MINIMAL FLOOD HAZARD) WHEN SCALED FROM FLOOD INSURANCE RATE MAP COMMUNITY - PANEL NUMBER 40027C0295 J, DATED FEBRUARY 20, 2013. (TABLE A, ITEM 3)

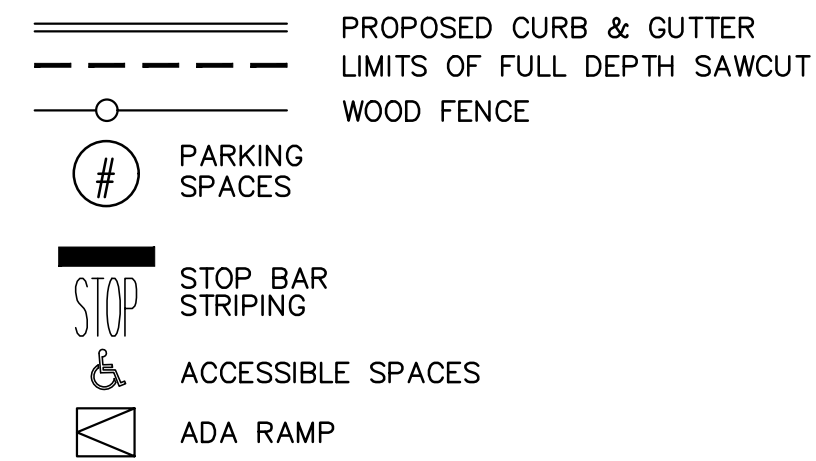
BENCHMARKS

TBM #1: AN "X" CUT SET ON CONCRETE SIDEWALK ALONG THE SOUTH SIDE OF PAVING FOR E. CEDAR LANE ROAD WITHIN SUBJECT PROPERTY, ALOCATED APPROXIMATELY 12 FEET WEST AND 7 FEET NORTH OF A STORM SEWER MANHOLE. ELEVATION = 1175.48'

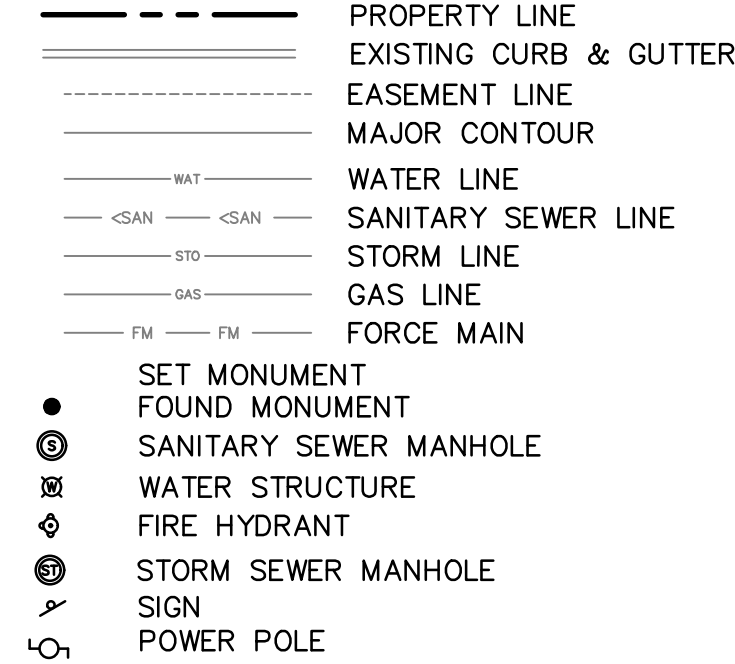
TBM #2: AN "X" CUT SET ON TOP OF A CONCRETE DRAINAGE FLUME ALONG THE WEST SIDE OF PAVING FOR CLASSEN BOULEVARD IN FRONT OF THE SUBJECT PROPERTY, LOCATED APPROXIMATELY 12 FEET EAST AND 9 FEET NORTH OF A POWER POLE NEAR THE SOUTHEAST CORNER OF THE SUBJECT PROPERTY. ELEVATION = 1174.67'

ELEVATIONS SHOWN HEREON ARE REFERENCED TO CITY OF NORMAN MONUMENT #400, BEING A 3 & 1/2 BRONZE DISC SET IN CONCRETE WITH AN ELEVATION OF 1175.56 FEET.

PROPOSED LEGEND:

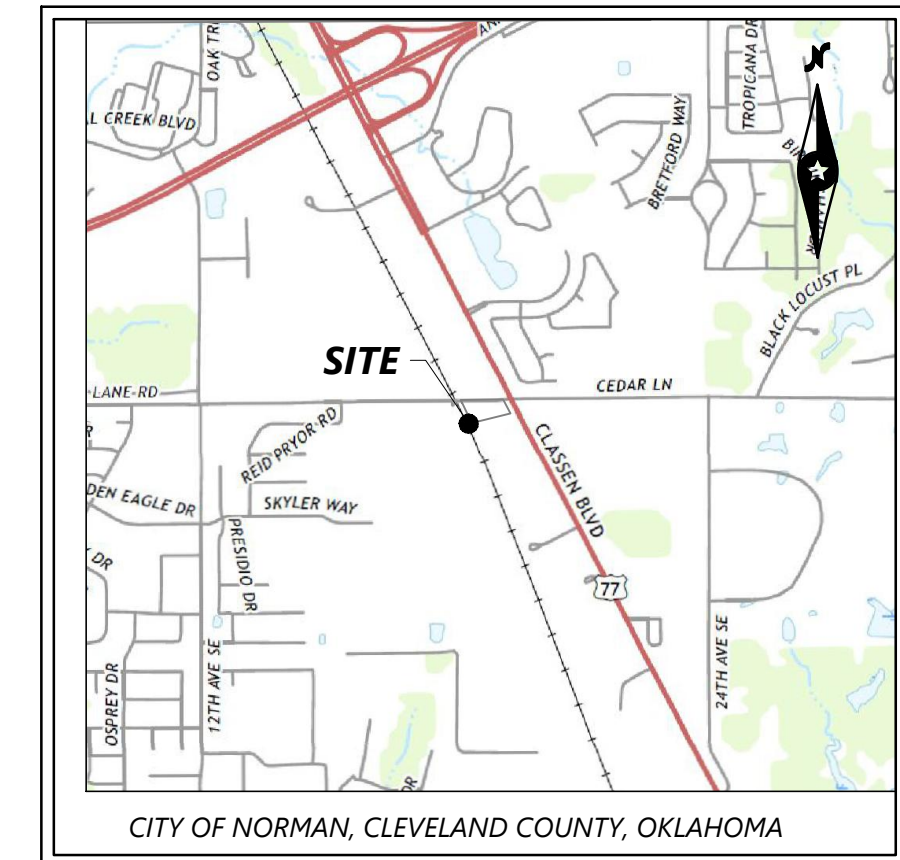


EXISTING LEGEND:



VICINITY MAP

(SCALE: 1"=2000')



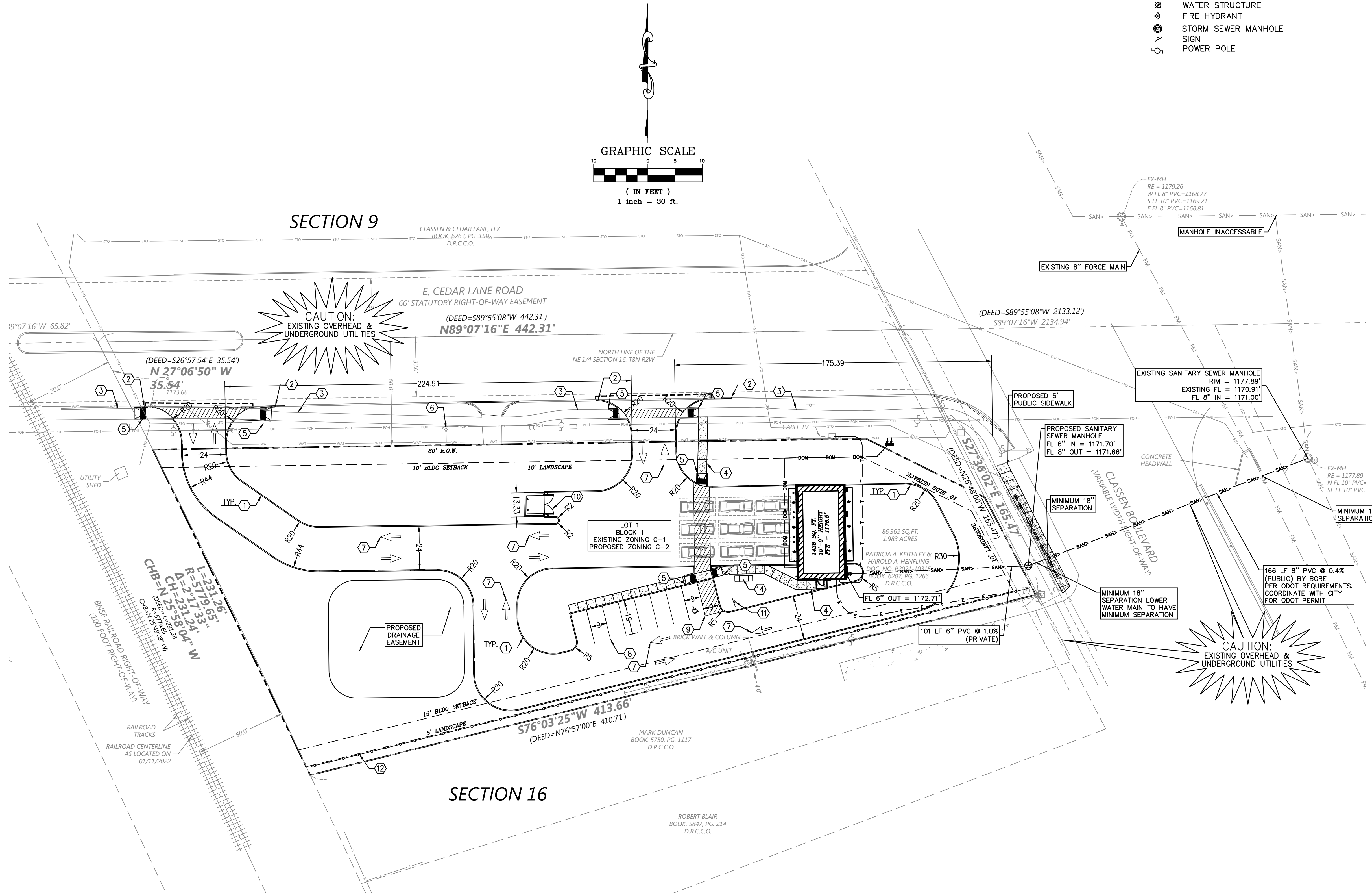
1101 Central Expressway South
Suite 215
Allen, TX 75013
Ph. 214-491-1830
John Measels, PE
CIVIL ENGINEER

SITE DATA TABLE

LOCATION:	3600 CLASSEN BOULEVARD NORMAN, OKLAHOMA 73071		
LOT AREA:	1.38 AC. (59,919 S.F.)		
EXISTING ZONING:	C-1		
CURRENT USE:	UNDEVELOPED		
PROPOSED USE:	OIL CHANGE FACILITY		
BUILDING DATA:			
BUILDING AREA	1,438 S.F.		
BUILDING HEIGHT	19'-0" (1 STORY)		
BUILDING COVERAGE	2.40%		
F.A.R.	0.024:1		
PARKING SUMMARY:		REQUIRED	PROVIDED
2 PER SERVICE BAY			
1 EACH SERVICE VEHICLE			
1 EACH 2 EMPLOYEES			
PARKING SPACES (9'x18')	7	7	
ACCESSIBLE SPACES	1	1	
TOTAL SPACES	8	8	
LANDSCAPE:			
PERVIOUS:	28,995 S.F.		
IMPERVIOUS:	30,924 S.F.		

SITE KEY NOTES:

- CONCRETE CURB AND GUTTER. (PER LOCAL CODES)
- TAPER CURB TO MATCH EXISTING.
- EXISTING PAVEMENT TO REMAIN.
- CONCRETE SIDEWALK, 2% MAX. CROSS SLOPE AND 5% MAX. STRAIGHT SLOPE (PER LOCAL CODES).
- SIDEWALK RAMP @ 8.33% MAX. (PER LOCAL CODES)
- EXISTING FIRE HYDRANT.
- DIRECTIONAL TRAFFIC ARROW. (PER LOCAL CODES)
- PARKING STALL STRIPING. (PER LOCAL CODES)
- PEDESTRIAN/ACCESSIBLE CROSSWALK STRIPING.
- DUMPSTER ENCLOSURE. (PER ARCH. PLANS)
- "DO NOT ENTER" SIGN.
- PROPOSED 6" WOOD FENCE
- PROPOSED 5' SIDEWALK PER CITY
- PROPOSED BIKE RACK



PROPERTY DESCRIPTION (PER DEED DOC. NO. R2021-10315 - BOOK 6207, PG. 1266)

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID NE/4; THENCE S 89°55'08"W ON THE NORTH LINE OF SAID NE/4 FOR A DISTANCE OF 2133.12 FEET TO THE POINT OF BEGINNING, SAID POINT BEING ON THE WEST RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 77; THENCE S 89°55'08" W ON THE NORTH LINE OF SAID NE/4 FOR A DISTANCE OF 442.31 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN-SANTA FE RAILROAD; THENCE S 26°57'54" E ON SAID EAST RIGHT-OF-WAY FOR A DISTANCE OF 35.54 FEET; THENCE SOUTHEASTERLY ON SAID EAST RIGHT-OF-WAY ON A CURVE TO THE RIGHT, HAVING A RADIUS OF 5779.65 FEET, A CHORD BEARING OF S 25°49'08" E FOR A CURVE DISTANCE OF 231.26 FEET; THENCE N 76°57'00" E FOR A DISTANCE OF 410.71 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 77; THENCE N 26°48'00" W ON SAID WEST RIGHT-OF-WAY LINE FOR A DISTANCE OF 165.47 FEET TO THE POINT OF BEGINNING.

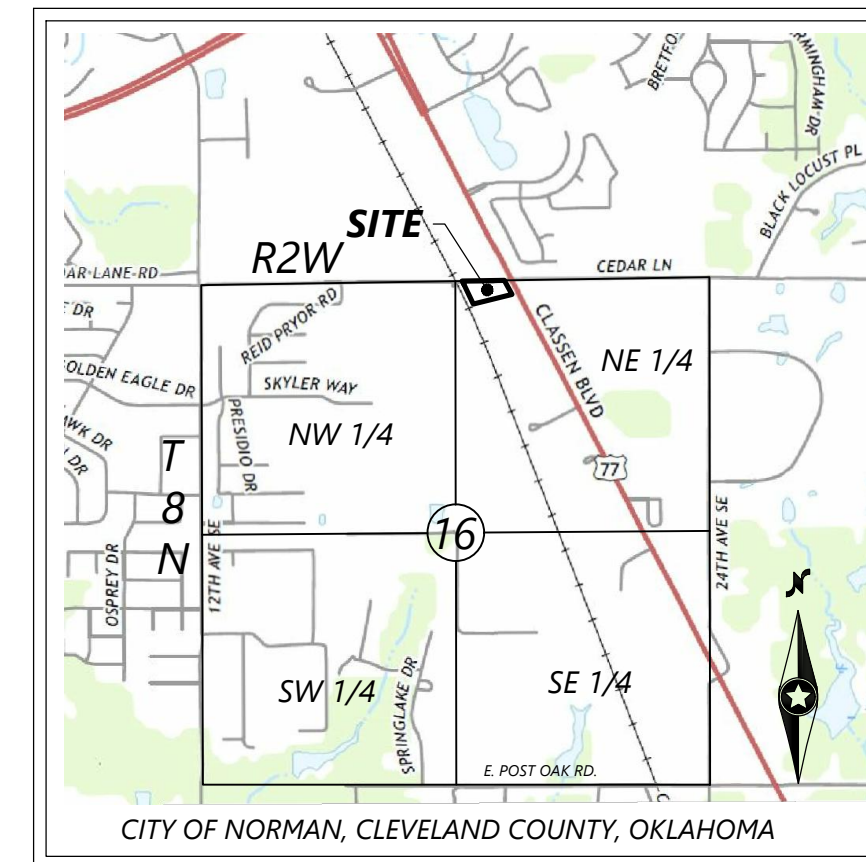
PRELIMINARY PLAT

TAKE FIVE NORMAN
LOT 1, BLOCK 1

1.983 ACRES OUT OF THE NORTHEAST QUARTER (NE/4)
OF SECTION 16, TOWNSHIP 8 NORTH,
RANGE 2 WEST OF THE INDIAN MERIDIAN
CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA
PAGE 1 OF 1

VICINITY MAP

(SCALE: 1"=2000')



PROFESSIONAL LAND SURVEYOR'S CERTIFICATE

I, SCOTT R. BERGHERR, DO CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, AND THAT THE ANNEXED PLAT OF LOT 1, BLOCK 1, TAKE FIVE NORMAN, AN ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, CONSISTING OF ONE (1) SHEET, REPRESENTS A SURVEY MADE UNDER MY DIRECT SUPERVISION ON THE 11TH DAY OF JANUARY, 2022 AND THAT THE MONUMENTS NOTED HEREON ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN; AND THIS ORIGINAL SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT SAID PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11, SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.

JM CIVIL ENGINEERING
1011 CENTRAL EXPRESSWAY SOUTH #215
ALLEN, TX 75013

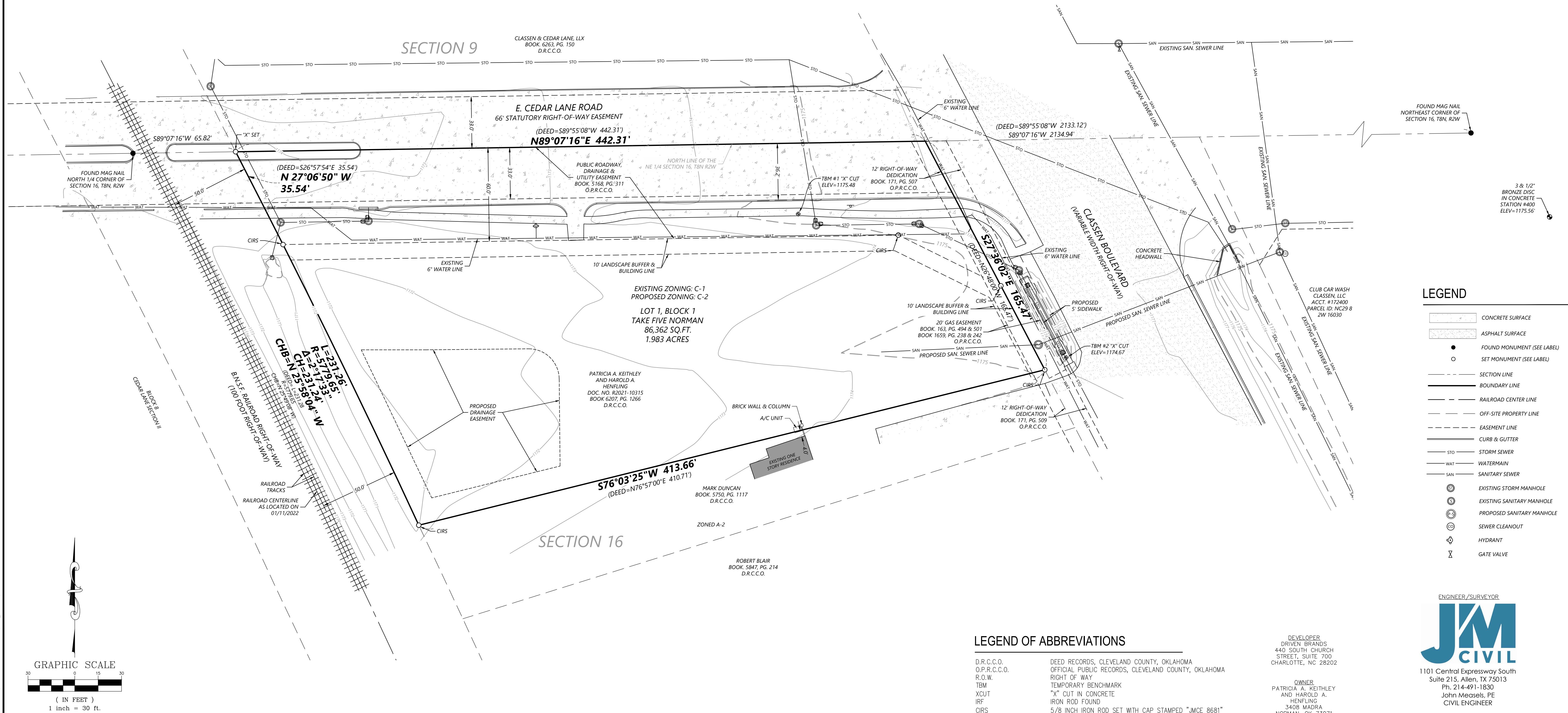
SCOTT BERGHERR, PLS DATE:
OK LICENSE NO. 1996
CERTIFICATE OF AUTHORIZATION NO. 8681

PRELIMINARY

THIS DOCUMENT SHALL NOT BE RECORDED
FOR ANY PURPOSE AND SHALL NOT BE
USED OR VIEWED OR RELIED UPON AS A
FINAL SURVEY DOCUMENT.

GENERAL NOTES

- SUBJECT PROPERTY APPEARS TO BE CLASSIFIED AS "ZONE X" (AREA OF MINIMAL FLOOD HAZARD) WHEN SCALED FROM FLOOD INSURANCE RATE MAP COMMUNITY - PANEL NUMBER 40027C0295 J, DATED FEBRUARY 20, 2013. (TABLE A, ITEM 3)
- BEARINGS AND DISTANCES SHOWN HEREON ARE REFERENCED TO THE OKLAHOMA STATE PLANE COORDINATE SYSTEM OF 1983, SOUTH ZONE, AND ARE BASED ON THE NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT WITH A COMBINED SCALE FACTOR OF 1.00012.
- ELEVATIONS SHOWN HEREON ARE REFERENCED TO CITY OF NORMAN MONUMENT #400, BEING A 3 & 1/2 INCH BRONZE DISC SET IN CONCRETE WITH AN ELEVATION OF 1175.56 FEET.
- EASEMENTS DEDICATED PURSUANT TO THIS PLAT ARE ONLY THOSE THAT LIE WITHIN THE PLAT BOUNDARY.



LEGEND

- CONCRETE SURFACE
- ASPHALT SURFACE
- FOUND MONUMENT (SEE LABEL)
- SET MONUMENT (SEE LABEL)
- SECTION LINE
- BOUNDARY LINE
- RAILROAD CENTER LINE
- OFF-SITE PROPERTY LINE
- EASEMENT LINE
- CURB & GUTTER
- STORM SEWER
- WATERMAIN
- SANITARY SEWER
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- PROPOSED SANITARY MANHOLE
- SEWER CLEANOUT
- HYDRANT
- GATE VALVE

LEGEND OF ABBREVIATIONS

D.R.C.C.O. DEED RECORDS, CLEVELAND COUNTY, OKLAHOMA
O.P.R.C.C.O. OFFICIAL PUBLIC RECORDS, CLEVELAND COUNTY, OKLAHOMA
R.O.W. RIGHT OF WAY
TBM TEMPORARY BENCHMARK
XCUT "X" CUT IN CONCRETE
IRF IRON ROD FOUND
CIRS 5/8 INCH IRON ROD SET WITH CAP STAMPED "JMCE 8681"

DEVELOPER
DRIVEN BRANDS
440 SOUTH CHURCH
STREET, SUITE 700
CHARLOTTE, NC 28202

OWNER
PATRICIA A. KEITHLEY
AND HAROLD A.
HENFLING
3408 MADRA
NORMAN, OK 73071

ENGINEER/SURVEYOR
JM CIVIL

1101 Central Expressway South
Suite 215, Allen, TX 75013
Ph. 214-491-1830
John Meesels, PE
CIVIL ENGINEER

JOB NO: TFO21039 - DRAWN BY: ER - DATE: 02/16/2022



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: February 17, 2022

CONDUCTED BY: Jami L. Short, P.E.
City Traffic Engineer

PROJECT NAME: Take 5 Oil Change PP

PROJECT TYPE: Commercial

Developer: Driven Brands
Developer's Engineer: JM Civil
Developer's Traffic Engineer: Traffic Engineering Consultants

SURROUNDING ENVIRONMENT (Streets, Developments)

The areas surrounding this site are generally commercial to the east and south with low density residential to the north and west. Cedar Lane Road connects to 12th Avenue SE to the west which connects to State Highway 9 a mile north and 84th Avenue SE to the east. Classen Boulevard, which is also US Highway 77, connects to State Highway 9 to the north and extends to Alameda Street further north and connects to the south city limits to the south.

ALLOWABLE ACCESS:

The access will be in accordance with Section 4018 of the City's Engineering Design Criteria.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

Cedar Lane Road: 4 lanes (existing and future). Speed Limit—40 mph. No sight distance problems. Median at railroad crossing to the west.

Classen Boulevard/US-77: 4 lanes (existing and future). Speed Limit—50 mph. No sight distance problems. No median.

ACCESS MANAGEMENT CODE COMPLIANCE: YES ☒ NO ☐

Proposed number of access points for the development is in compliance with what is allowed in the subdivision regulations.

TRIP GENERATION

	Total	In	Out
Weekday	120	60	60
A.M. Peak Hour	9	6	3
P.M. Peak Hour	15	8	6

TRANSPORTATION IMPACT STUDY REQUIRED? YES ☐ NO ☒

Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer submitted a traffic impact memorandum documenting the trip generation information for this development. The development is proposed for location on the southwest corner of the intersection of Cedar Lane Road and Classen Boulevard/US-77.

RECOMMENDATION: APPROVAL ☒ DENIAL ☐ N/A ☐ **STIPULATIONS** ☐

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

The proposed addition will access Cedar Lane Road to the north of the development by way of two driveways. Access to Classen Boulevard/US-77 will be via Cedar Lane Road. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated.

GBC 22-06

APPLICANT	JM Civil Engineering
LOCATION	SW Corner of E. Cedar Lane Rd. and Classen Blvd.
PROPOSAL	Take 5 Oil Change Preliminary Plat; Plat and rezone approximately 1.38 acres from C-1, Local Commercial District, to C-2, General Commercial District, to allow for an automobile service station/oil change
NORMAN 2025 LAND USE	Current: Commercial
LAND USE	Current: Vacant Proposed: Commercial

Greenbelt Commission Final Comments - GBC 22-06

Greenbelt forwards this item with no additional comments.

Applicant: JM Civil Engineering

Project Location: Southwest corner of E Cedar Lane Road and Classen Boulevard

Case Number: PD22-04

Time: 6:00 p.m.

Applicant/Representative

Kyle Flaming

Attendees

Patricia Keithley
Adam Balkema
Mark Cox
Brandon Fisher

City Staff

Beth Muckala, City Attorney
Lora Hoggatt, Planning Services Manager
Colton Wayman, Planner I

Application Summary

The applicant, JM Civil Engineering, requests to plat and rezone the southwest corner of East Cedar Lane Road and Classen Boulevard from C-1, Local Commercial District to C-2, General Commercial District to allow for an automobile service station/oil change use (Take 5 Oil Change).

Neighbor's Comments/Concerns/Responses

Neighbors were interested in reviewing the site plan with the applicant in addition to understanding when it was anticipated to be built. The applicant was unsure when the development is anticipated to break ground but hope to get started within a few months after Council approval. Neighbors were interested in understanding next steps for the development. Staff responded that they will have an opportunity for public comment at the March 10, 2022 Planning Commission meeting. Neighbors were in support of the site plan that was presented by the applicant. Neighbors asked if the site plan and detention plan have been approved by Engineering. Staff explained the Development Review Team process and that Engineering has approved the proposed plans. Neighbors also asked if there would be a drive off Classen Blvd. The applicant explained ODOT will not allow a drive off Classen Blvd at this location.

Planning Commission Agenda
March 10, 2022

PRELIMINARY PLAT
PP-2122-10

ITEM NO. 11

STAFF REPORT

ITEM: Consideration of a Preliminary Plat for **TAKE 5 ADDITION.**

LOCATION: Located at the southwest corner of the intersection of Cedar Lane Road and Classen Boulevard.

INFORMATION:

1. Owner. The Henfling Living Trust: Patricia Keithley.
2. Developer. Driven Brands, Inc.
3. Engineer. JM Civil Engineering.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1318 annexing this property into the Norman Corporate City Limits without zoning.
2. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District.
3. June 20, 1967. Planning Commission, on a vote of 7-0, recommended to City Council that this property be placed in the I-1, Light Industrial District and removed from A-2, Rural Agricultural District.
4. September 12, 1967. City Council adopted Ordinance No. 1986 placing this property in the I-1, Light Industrial District and removing it from A-2, Rural Agricultural District.
5. November 13, 1997. Planning Commission, on a vote of 8-0, postponed the request to place this property in the C-1, Local Commercial District with special use for gasoline sales and removing it from I-1, Light Industrial District at the request of staff.
6. November 13, 1997. Planning Commission, on a vote of 8-0, postponed the preliminary plat for Diane Addition at the request of staff.

7. December 11, 1997. Planning Commission, on a vote of 7-0, recommended to City Council that this property be placed in the C-1, Local Commercial District without a special use for gasoline sales and removed from I-1, Light Industrial District.
8. December 11, 1997. Planning Commission, on a vote of 7-0, approved the preliminary plat for Diane Addition.
9. February 24, 1998. City Council adopted Ordinance No. O-9798-22 placing this property in C-1, Local Commercial District and removing it from I-1, Light Industrial District. With the applicant's concurrence, rezoning with special use for gas sales was deleted.
10. March 10, 2022. The applicant has requested that this property be placed in the C-2, General Commercial District and removed from C-1, Local Commercial District.

IMPROVEMENT PROGRAM:

1. Fire Hydrant. There is an existing fire hydrant to serve the property.
2. Permanent Markers. Permanent markers will be installed prior to filing of a final plat.
3. Sanitary Sewers. A public sanitary sewer main will be installed from the east side of Classen Boulevard to serve the property. Improvements will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Health standards. The agent for the applicant will need to obtain a permit from Department of Transportation for boring under Classen Boulevard.
4. Sidewalks. There is an existing sidewalk adjacent to Cedar Lane Road. A sidewalk will be required to be constructed adjacent to Classen Boulevard.
5. Drainage. Drainage and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facility will be constructed for the conveyance of storm water.
6. Streets. Cedar Lane Road and Classen Boulevard street paving are existing.
7. Water Mains. There is an existing 12-inch water main adjacent to Cedar Lane Road and 8-inch and 12-inch adjacent to Classen Boulevard.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City with a final plat.
2. Rights-of-Way. Street rights-of-way are existing.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat and site plan are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The owner is proposing an automotive oil change facility on a 1.38 acres lot. Staff recommends approval of the preliminary plat for Take 5 Addition.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Take 5 Addition to City Council.

ACTION TAKEN: _____

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

Item No. 10, being:

O-2122-39 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-39, JM CIVIL ENGINEERING REQUESTS REZONING FROM C-1, LOCAL COMMERCIAL DISTRICT, TO C-2, GENERAL COMMERCIAL DISTRICT, FOR 1.38 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Development Plan
4. Floor Plan Exhibit
5. Exterior Elevations Exhibit
6. Color Elevations Exhibit
7. Pre-Development Summary
8. Greenbelt Commission Comments

and

Item No. 11, being:

PP-2122-10 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2122-10, FOR CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY JM CIVIL ENGINEERING FOR TAKE 5 FOR 1.38 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF EAST CEDAR LANE ROAD AND CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Site Development Plan
6. Pre-Development Summary
7. Greenbelt Commission Comments

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Axton asked about the need for a utility easement on the south side of the site plan. Mr. McLellan responded.

PRESENTATION BY THE APPLICANT:

1. Chris Strickland, JM Civil, the applicant – was available to answer questions. He did not know the answer to the utility easement question.
2. Ms. Bird asked about zoning setbacks to allow for utilities. Ms. Hudson responded.
3. Mr. Axton commented that the scale on the site plan is wrong.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Erin Williford moved to recommend adoption of Ordinance No. O-2122-39 and PP-2122-10, the Preliminary Plat for TAKE 5, with a revised site plan with the proper scale and a clarification on the necessity of a utility easement, to City Council. Shaun Axton seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Shaun Axton
NAYES	None
MEMBERS ABSENT	Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-36 and PP-2122-10 to City Council, passed by a vote of 5-0.

* * *

File Attachments for Item:

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-23 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR THE SOUTH 40 FEET OF THE EAST 140 FEET OF LOT TWENTY-FOUR (24) AND THE NORTH 8 FEET OF THE EAST 140 FEET OF LOT TWENTY-FIVE (25), IN BLOCK ONE (1) OF LARSH'S UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (796 ASP AVENUE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/26/2022

REQUESTER: BWB2, L.P.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-23 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR THE SOUTH 40 FEET OF THE EAST 140 FEET OF LOT TWENTY-FOUR (24) AND THE NORTH 8 FEET OF THE EAST 140 FEET OF LOT TWENTY-FIVE (25), IN BLOCK ONE (1) OF LARSH'S UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (796 ASP AVENUE)

SYNOPSIS:

The applicant, BWB2, L.P., is requesting Special Use for a Bar, Lounge, or Tavern for approximately 1/6 acre at 796 Asp Avenue. The property is currently zoned C-3, Intensive Commercial District.

HISTORY:

The subject property was zoned C-3, Intensive Commercial District, with Ordinance 884 on July 13, 1954. The applicant was first licensed with the City as Logan's on the Corner on August 18, 2006. On June 7, 2014, the name was changed to Logie's on the Corner. Logie's has historically been classified as a Restaurant use. In 2018, the State liquor laws changed and following a review of its sales, Logie's has elected to request a Special Use for a Bar, Lounge, or Tavern.

ZONING ORDINANCE CITATION:

A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING:

The subject property is currently zoned C-3, Intensive Commercial District, which allows for a Restaurant by right and a Bar, Lounge, or Tavern with Special Use approval.

ANALYSIS:

Per the applicant, Logie's is not proposing to change its business model at all. They will still offer a full menu of food, including a late night menu. Obtaining the Special Use for a Bar, Lounge, or Tavern will allow them to operate without having to be concerned about the ratio of food to alcohol sales. The site will not change as the applicant will continue using the existing building.

ALTERNATIVES/ISSUES:

IMPACTS: The C-3 zoning district does not have a parking requirement to provide off-street parking for any use. The Campus Corner area has on-street parking available, as well as a few parking lots nearby. Parking for this proposal will not change the existing conditions for this property.

OTHER AGENCY COMMENTS:

PARK BOARD: This application does not go to the Parks Board as it is an existing building on platted property.

PUBLIC WORKS: This property was platted as part of the Larsh's University Addition plat of Norman. No additional public improvements are required for this proposal.

PREDEVELOPMENT: PD21-30, February 24, 2022: Neighboring businesses voiced concerns with allowing Logie's on the Corner the ability to not serve a full menu. Neighboring businesses desire to have lunch and dinner options in Campus Corner and not just bar-only establishments. The applicant explained that the business model of Logie's is not changing and that the same full menu will be offered to customers. The applicant explained that they want Special Use to ensure compliance with City and licensing requirements. Neighboring businesses still had concerns giving Logie's the ability in the future to eliminate their full menu if they so choose.

CONCLUSION:

Staff forwards this request for Special Use for a Bar, Lounge, or Tavern and proposed Ordinance O-2122-23 to City Council for consideration. At their March 10, 2022 meeting, the Planning Commission recommended adoption of Ordinance O-2122-23 by a vote of 4-1.

O-2122-23

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR THE SOUTH 40 FEET OF THE EAST 140 FEET OF LOT TWENTY-FOUR (24) AND THE NORTH 8 FEET OF THE EAST 140 FEET OF LOT TWENTY-FIVE (25), IN BLOCK ONE (1) OF LARSH'S UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (796 Asp Avenue)

- § 1. WHEREAS, BWB2, L.P. has made application to have Special Use for a Bar, Lounge, or Tavern on the property described below in the C-3, Intensive Commercial 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 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 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to grant Special Use for a Bar, Lounge, or Tavern in the C-3, Intensive Commercial District, for the following described property, to wit:

The South 40 feet of the East 140 feet of Lot Twenty-four (24) and the North 8 feet of the East 140 feet of Lot Twenty-five (25), in Block One (1) of LARSH'S UNIVERSITY ADDITION, to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract contains 1/6 acre, more or less.

Ordinance No. O-2122-23

Page 2

§ 5. Further, pursuant to the provisions of Section 22:434.1 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the Site Plan, and supporting documentation submitted by the applicant and approved by the Planning Commission on March 10, 2022.

§ 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

NOT ADOPTED this _____ day of

_____, 2022.

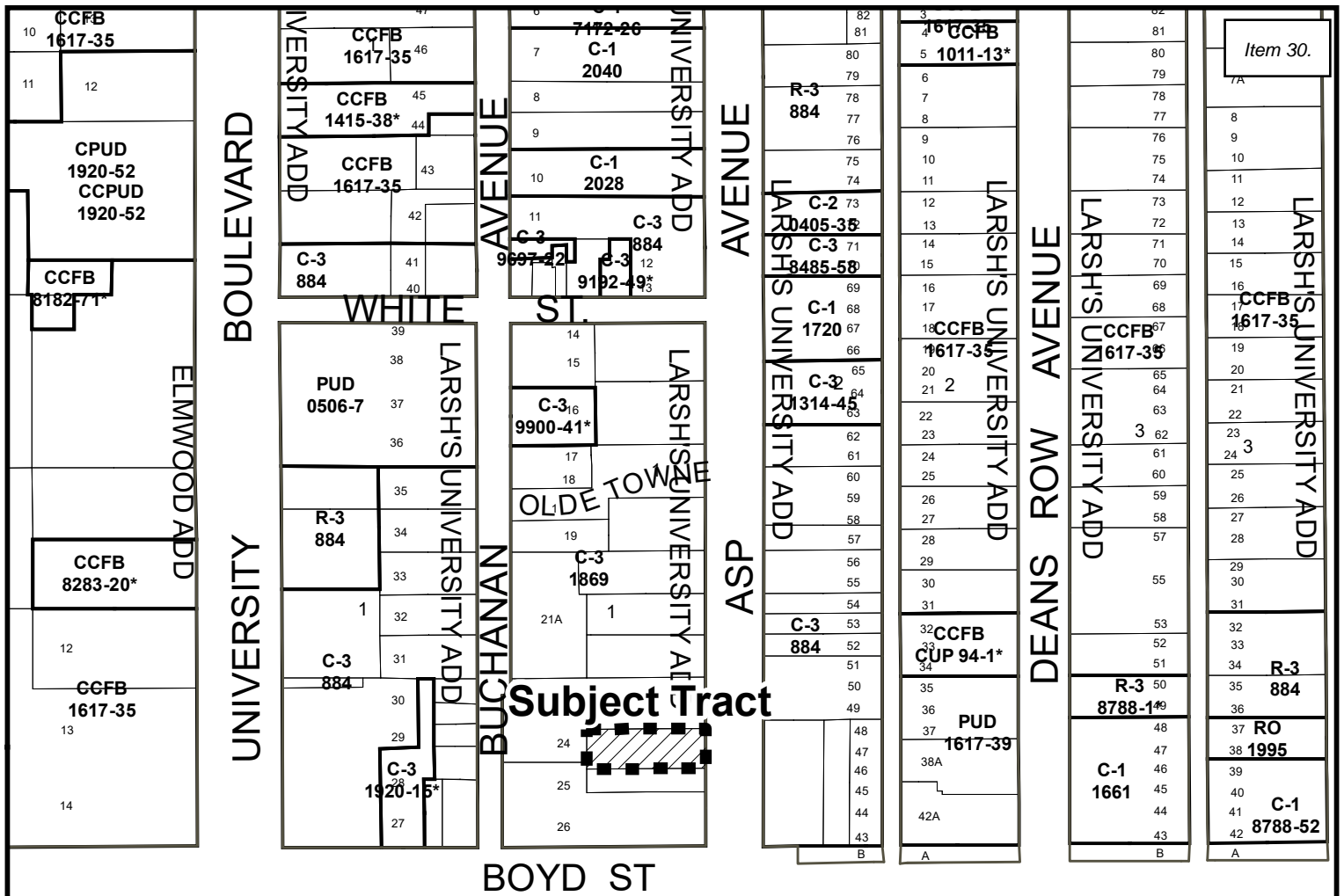
_____, 2022.

(Mayor)

(Mayor)

ATTEST:

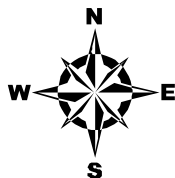
(City Clerk)



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.



October 6, 2021

0 100 200 Ft.

Subject Tract

Zoning

1272

ORDINANCE NO. O-2122-23

ITEM NO. 7

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	BWB2, L.P.
REQUESTED ACTION	Special Use for a Bar, Lounge or Tavern
EXISTING ZONING	C-3, Intensive Commercial District
SURROUNDING ZONING	North: C-3, Intensive Commercial District East: C-3, Intensive Commercial District South: C-3, Intensive Commercial District West: C-3, Intensive Commercial District
LOCATION	796 Asp Avenue
SIZE	1/6 acre
PURPOSE	Sports themed bar and restaurant
EXISTING LAND USE	Sports themed bar and restaurant
SURROUNDING LAND USE	North: Commercial East: Commercial South: Commercial West: Commercial
LAND USE PLAN DESIGNATION	Commercial

SYNOPSIS: The applicant, BWB2, L.P., is requesting Special Use for a Bar, Lounge, or Tavern for approximately 1/6 acre at 796 Asp Avenue. The property is currently zoned C-3, Intensive Commercial District.

HISTORY: The subject property was zoned C-3, Intensive Commercial District, with Ordinance No. 884 on July 13, 1954. The applicant was first licensed with the City as Logan's on the Corner on August 18, 2006. On June 7, 2014, the name was changed to Logie's on the Corner. Logie's has historically been classified as a Restaurant use. In 2018, the State liquor laws changed and following a review of its sales, Logie's has elected to request a Special Use for a Bar, Lounge, or Tavern.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated according to the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The subject property is currently zoned C-3, Intensive Commercial District, which allows for a Restaurant by right and a Bar, Lounge, or Tavern with Special Use approval.

ANALYSIS: Per the applicant, Logie's is not proposing to change its business model at all. They will still offer a full menu of food, including a late night menu. Obtaining the Special Use for a Bar, Lounge, or Tavern will allow them to operate without having to be concerned about the ratio of food to alcohol sales. The site will not change as the applicant will continue using the existing building.

ALTERNATIVES/ISSUES:

IMPACTS: The C-3 zoning district does not have a parking requirement to provide off-street parking for any use. The Campus Corner area has on-street parking available, as well as a few parking lots nearby. Parking for this proposal will not change the existing conditions for this property.

OTHER AGENCY COMMENTS:

PARK BOARD: This application does not go to the Parks Board as it is an existing building on platted property.

PUBLIC WORKS: This property was platted as part of the Larsh's University Addition plat of Norman. No additional public improvements are required for this proposal.

PREDEVELOPMENT: PD21-30, February 24, 2022

Neighboring businesses voiced concerns with allowing Logie's on the Corner the ability to not serve a full menu. Neighboring businesses desire to have lunch and dinner options in Campus Corner and not just bar-only establishments. The applicant explained that the business model of Logie's is not changing and that the same full menu will be offered to customers. The applicant explained that they want Special Use to ensure compliance with City and licensing requirements. Neighboring businesses still had concerns giving Logie's the ability in the future to eliminate their full menu if they so choose.

CONCLUSION: Staff forwards this request for Special Use for a Bar, Lounge, or Tavern and proposed Ordinance No. O-2122-23 to the Planning Commission for a recommendation to City Council.

Applicant: BWB2, LP

Project Location: 796 Asp Avenue

Case Number: PD21-30

Time: 5:30 p.m.

Applicant/Representative

Robert McCampbell
Joe Bendetti
Tiffany Bendetti
Todd Emerson

Attendees

Jeff Stewart
H. Rainey Powell

City Staff

Beth Muckala, City Attorney
Lora Hoggatt, Planning Services Manager
Colton Wayman, Planner I

Application Summary

The applicant, BWB2, LP, requests Special Use for a Bar, Lounge or Tavern for Logie's on the Corner to ensure compliance with City ordinances and licensing requirements.

Neighbor's Comments/Concerns/Responses

Neighboring businesses voiced concerns with allowing Logie's on the Corner the ability to not serve a full menu. Neighboring businesses desire to have lunch and dinner options in Campus Corner and not just bar-only establishments. The applicant explained that the business model of Logie's is not changing and that the same full menu will be offered to customers. The applicant explained that they want Special Use to ensure compliance with City and licensing requirements. Neighboring businesses still had concerns giving Logie's the ability in the future to eliminate their full menu if they so choose.



March 2019 Aerial Photography



October 6, 2021

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.



0 10 20 Feet

1277

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

Item No. 7, being:

O-2122-23 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-23, BWB2, L.P. REQUESTS SPECIAL USE FOR A BAR, LOUNGE OR TAVERN FOR 1/6 ACRE OF PROPERTY LOCATED AT 796 ASP AVENUE (LOGIE'S ON THE CORNER).

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Aerial Photo
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes. There was a 49.6% protest within the notification area.
2. Ms. Bird asked for clarification about the law changes. Ms. Hoggatt responded.

PRESENTATION BY THE APPLICANT:

1. Joe Bendetti, 796 Asp Avenue, the owner of Logie's on the Corner and the property – spoke regarding the request.
2. Mr. McDaniel asked clarifying questions. Mr. Bendetti responded.
3. Ms. Bird asked about percentage of sales from low-point beer. Mr. Bendetti responded. Ms. Bird suggested that he have that information available for City Council.
4. Mr. Axton asked about other locations. Mr. Bendetti responded.
5. Mr. McDaniel asked about a location that was closed. Mr. Bendetti responded.
6. Ms. Bird asked about proximity to churches and schools. Ms. Hoggatt responded.
7. Robert McCampbell, attorney for the applicant, addressed the proximity to OU and churches.
8. Ms. Williford asked about other special uses for Campus Corner. Ms. Hudson responded.

AUDIENCE PARTICIPATION:

1. Rainey Powell, 1926 Pin Oak – spoke in opposition to the proposal.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Mr. Parker asked about audits. Ms. Hudson responded.
2. Mr. McDaniel asked about the change in the required percentage for food. Ms. Bird responded.
3. Ms. Williford spoke regarding approving applications for other applicants.
4. Mr. Parker spoke about trying to run a business with law changes, or other changes.
5. Mr. McDaniel expressed concern about the need for a special use and how many times the food percentage has not been met.
6. Ms. Bird asked when the audit results will be complete. Ms. Hudson responded.
7. Mr. Axton asked about Crossed Cannons. Ms. Hudson responded. Ms. Bird also responded.

Kevan Parker moved to recommend adoption of Ordinance No. O-2122-23 to City Council. Erin Williford seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Erica Bird, Shaun Axton
NAYES	Steven McDaniel
MEMBERS ABSENT	Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-23 to City Council, passed by a vote of 4-1.

* * *

Protest Map & Letters

Items 7

796 Asp Avenue



February 28, 2022

City of Norman
Planning & Development Department
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

Dear Sirs,

329 Limited Partners II, Limited Partnership and Asp Street Investments, LLC wish to protest the request for a Special Use for a Bar, Lounge or Tavern made by BWB2, LP. *LOGIES*

H Rainey Powell is the owner of both of these entities and is authorized to sign on 329 Limited Partners II, Limited Partnership and Asp Street Investments, LLC behalf.

Please feel free to contact me if you require additional information.

H. Rainey Powell

H Rainey Powell

Owner

329 Partners Limited Partnership

Asp street Investments

PO Box 1184

Norman, OK 73070

rpowell@coxinet.net

(405) 364 5533

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3/1/2022

March 6, 2022

City of Norman
Planning & Development Department
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

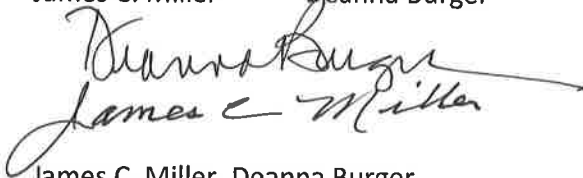
To whom it may concern,

MB Real Estate I-VII LLCs wish to protest the request for a Special Use for a Bar, Lounge or Tavern made by BWB2, LP.

James C. Miller and Deanna Burger are the owners of these entities and are authorized to sign on behalf of MB Real Estate I – VII LLCs.

Please feel free to contact us if you require additional information.

James C. Miller Deanna Burger

Handwritten signatures of Deanna Burger and James C. Miller. The signature of Deanna Burger is on top, and the signature of James C. Miller is below it.

James C. Miller, Deanna Burger
Owners
MB Real Estate I – VII, LLCs
1712 Holliday Dr
Norman, OK 73069
manager@mbre-llc.com
405-517-7490

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3/7/22

From: Jerry Hatter balfour@crimsonproud.com
Subject: Protest for Planning Commission meeting 3/10/22
Date: March 9, 2022 at 12:57 PM
To: rone.tromble@normanok.gov



It is my understanding that there for tomorrow's agenda one of the topics to be discussed is a request for a Special Use for a Bar, Lounge or Tavern being made by BWB@,LP (Logie's) located at 796 Asp, Norman OK. As the owner of Balfour of Norman on Campus Corner, I would like you to know that I am not in favor of approving this request. I feel that it opens a way for other establishments to do the same thing and fear that some or many of the might take advantage of getting this "Special Use" and I just don't feel that having just "bars" on Campus Corner is what is best for the district, my business or the residents of the city. It seem like a slippery slope that we don't want to go down.

I hope you will take my feelings on this subject into consideration when reviewing this topic. Please feel free to contact me should you have any questions. My phone number is 405 496 4753.

Respectfully,



Jerry M. Hatter-Owner

Crimson Proud, LP
dba/ Balfour of Norman
792 Asp Ave.
Norman, OK 73069
ph. 405-321-6539
fax 405-364-3841
www.crimsonproud.com

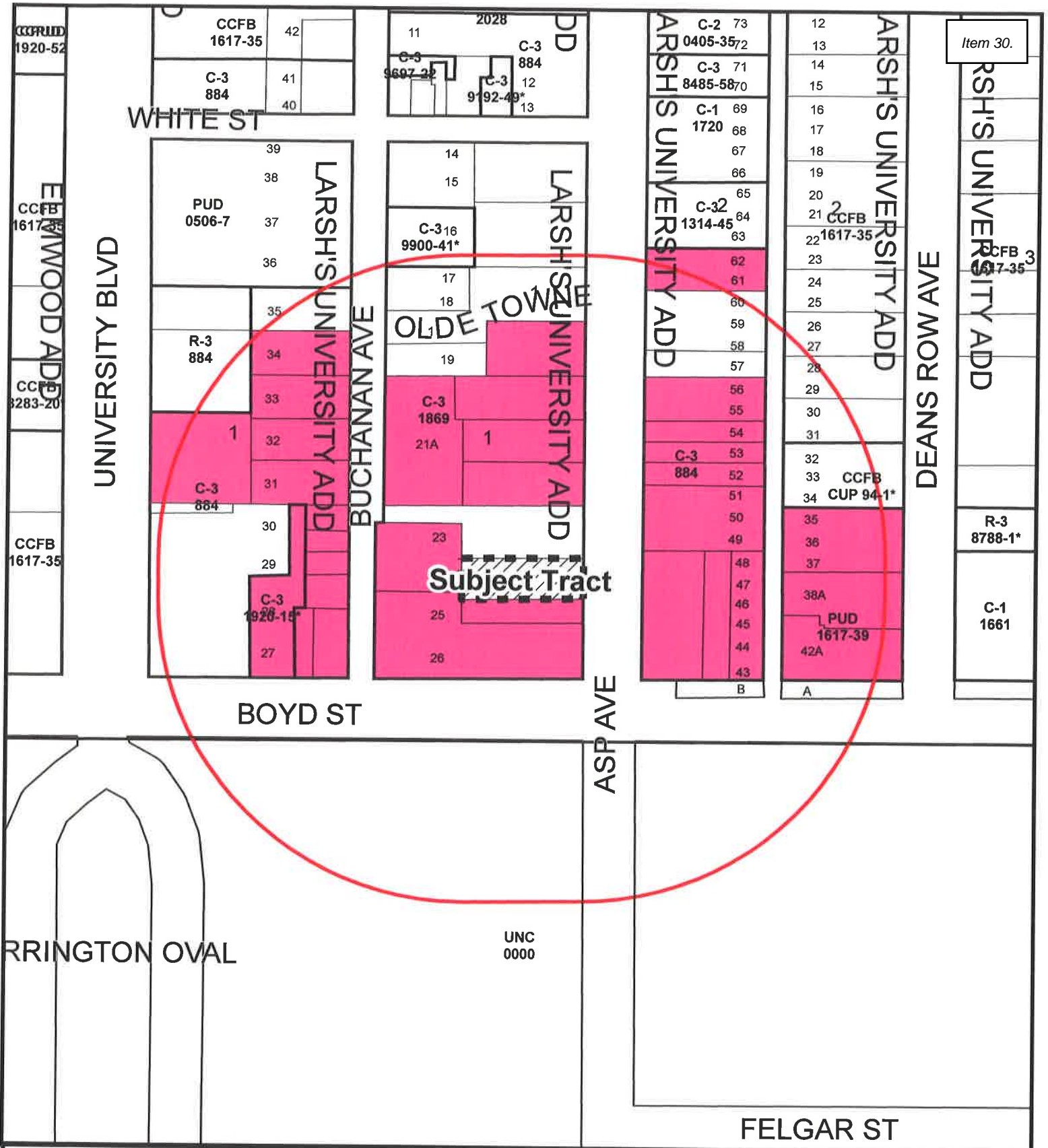
NOTE If you have not already done so, please note my e-mail address has changed to: balfour@crimsonproud.com

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3-9-22

Updated Protest Map & Additional Letter

Item 7

796 Asp Avenue



Protest Map



49.6% Protest Within Notification Area

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.



0 75 150 Feet

March 10, 2022



Subject Tract



Notification Area



Protest

March 8, 2022

City of Norman
Planning & Development Department
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

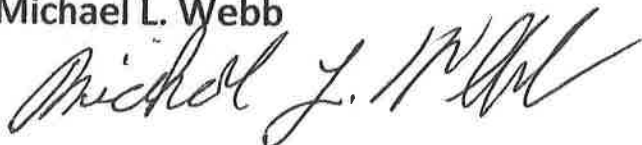
Dear Sirs,

L&E Webb, LLC wishes to protest the request for a Special Use for a Bar, Lounge or Tavern made by this existing business BWB2, LP, 796 Asp Ave, Norman Ok. 73069.

Michael Webb Managing Partner of L&E Webb, LLC and Owner and is authorized to sign on this official protest.

Please feel free to contact me if you need additional information.

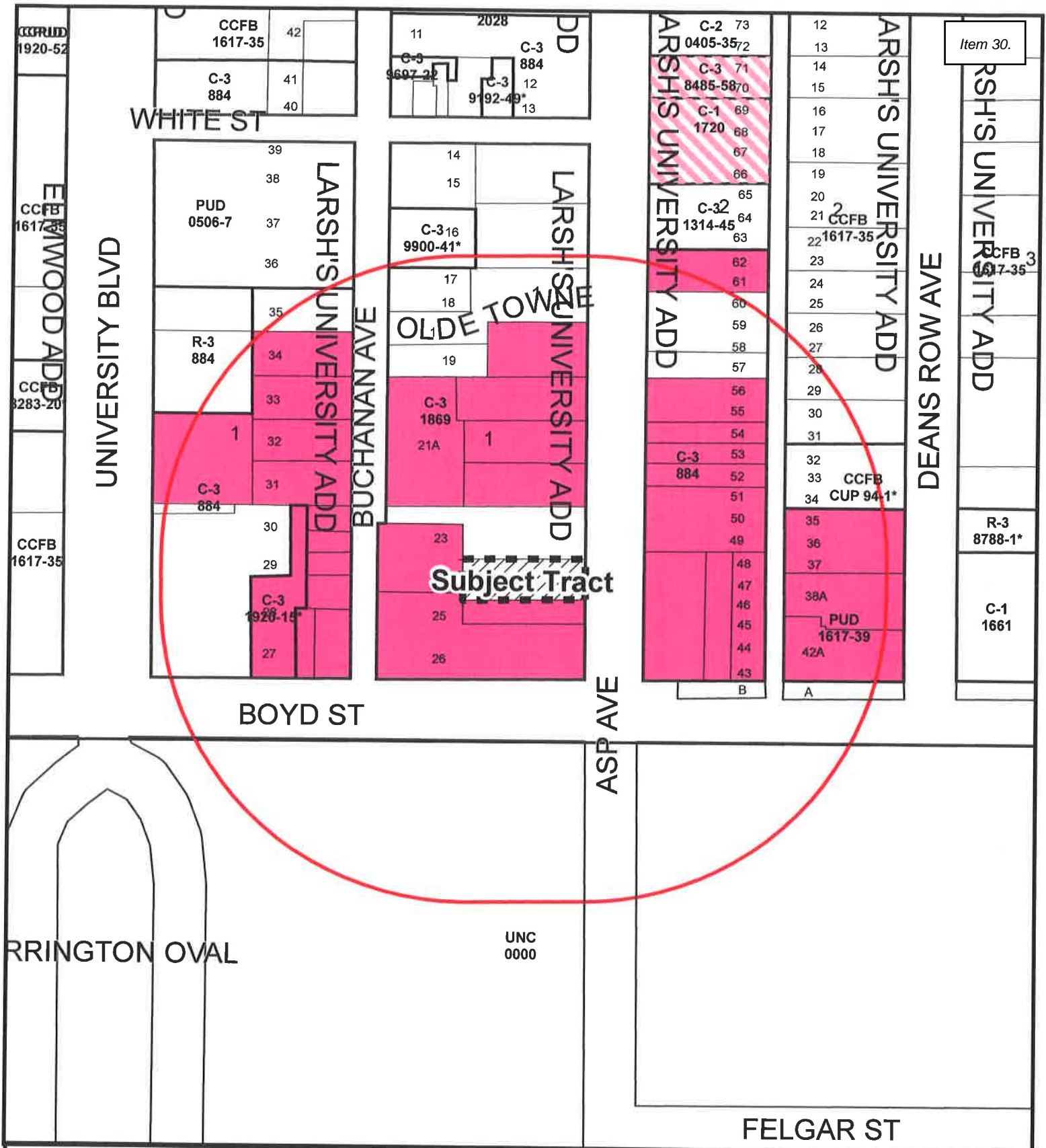
Michael L. Webb



Michael L. Webb
Owner and Managing Partner
L&E Webb, LLC
1908 Riverside Drive
Norman, Ok. 73072
businesssavvyokc@gmail.com
405-317-4187

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3-10-22

Protest Letter Received
After Planning Commission
& Updated Protest Map



Protest Map



49.6% Protest Within Notification Area

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.



0 75 150 Feet

March 28, 2022

-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

March 10, 2022

City of Norman
Planning & Development Department
201 W. Grey, Bld .A
PO Box 370
Norman, OK. 73070

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3/14/22 - *LW*

Dear Planning Dept:

Lucille Gordon Welcher Trust, would like to protest the request for a special use for a bar, lounge or tavern, made by BWB2, LP, 796 Asp, Norman, Okla.

There are too many bars on campus corner and result in broken windows, trash, unsafe conditions for the community.

Gayle Gordon Welcher is the Trustee of this entity and is authorized to sign this letter of protest. Gayle Gordon Welcher is also authorized to sign on behalf of Gordon Stuart Inc. Properties covered are 729-733 Asp.

If you need any other information please
contact me at gayle@gordonstuart.com.

Thank you for your attention to this matter.

Sincerely,

Gayle Gordon Welcher

Gayle Gordon Welcher

In re: Lucille Gordon Welcher Trust and Gordon
Stuart inc.



ktmccabe@cox.net

From: ktmccabe@cox.net
Sent: Tuesday, March 29, 2022 7:44 PM
Cc: ktmccabe@cox.net
Subject: Logie's Request for Special Use

I would like to protest Logie's request for special use for a BAR ONLY in Campus Corner.

I do not believe it to be in the best interest for the community.

I do not see the benefit to the whole picture of community and neighborhood manners by allowing Logie's to circumvent the current zoning ordinance.

I believe they just purchased the building to the north of their existing building, so obviously it is not out of financial hardship.

For a fact, we will be losing two long term tenants of Campus Corner, due to the recent purchase.

Please consider a NO vote on this request,

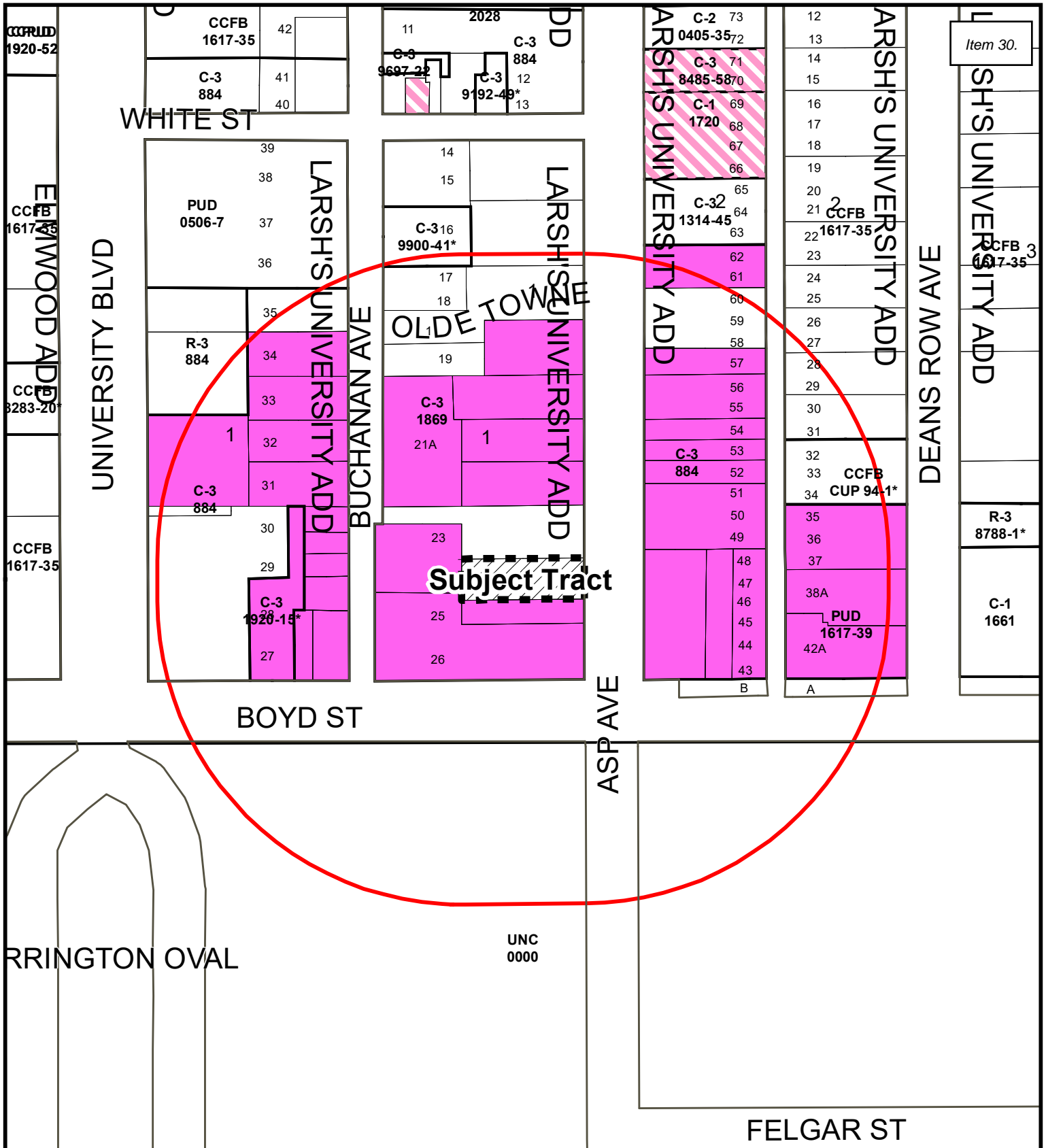
Keith M. McCabe



Owner

753 Asp LLC

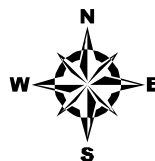
FILED IN THE OFFICE
OF THE CITY CLERK
ON 3-30-22



Protest Map

50.7% Protest Within Notification Area

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.



0 75 150 Feet

April 6, 2022



Subject Tract



Notification Area



Protest



Protest Outside
Notification Area

April 4, 2022

City of Norman
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

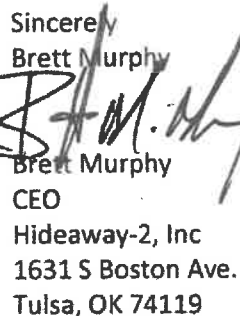
Dear Sirs,

Hideaway Pizza is located at 577 Buchanan on the Campus Corner. I was recently made aware of the request for a Special Use for a Bar, Lounge or Tavern made by BWB2, LP, 796 Asp, Norman, OK, Logie's.

It is my understanding that there are four other restaurants on Campus Corner that will seek similar Special Uses from the City if Logie's request is approved. I am not sure what basis the City Council would have to deny future requests if Logie's request is approved.

Hideaway has enjoyed being part of Campus Corner since 2001, serving OU students and Norman families. We are fearful that if the City of Norman approves Logie's request, the Campus Corner will turn into a bar district, and no longer be family friendly. This would have a significant negative impact on Hideaway's business as Norman families' would no longer frequent the Campus Corner.

Hideaway would like to encourage the City of Norman and City council to deny this request.

Sincerely
Brett Murphy

Brett Murphy
CEO
Hideaway-2, Inc
1631 S Boston Ave.
Tulsa, OK 74119

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4/5/2022

March 14, 2022

City of Norman
Planning & Development Department
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

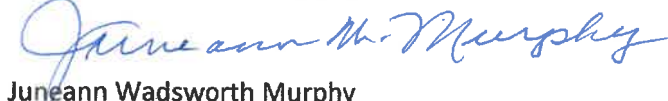
Dear Sirs,

Juneann Wadsworth Murphy wishes to protest the request for a Special Use for a Bar, Lounge or Tavern made by BWB2, LP, 796 Asp, Norman, OK.

Juneann Wadsworth Murphy is the owner of 319 White St, Norman, OK 73069 and is authorized to sign.

Please feel free to contact me if you require additional information.

Juneann Wadsworth Murphy



Juneann Wadsworth Murphy
2328 Ashwood LN
Norman, OK 73071

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3-14-22

753 Asp LLC
Keith M. McCabe

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4/22/2022

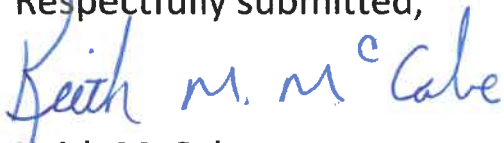
April 22, 2022

I would like to withdraw my protest of Logie's on the Corner,
794 Asp Ave.

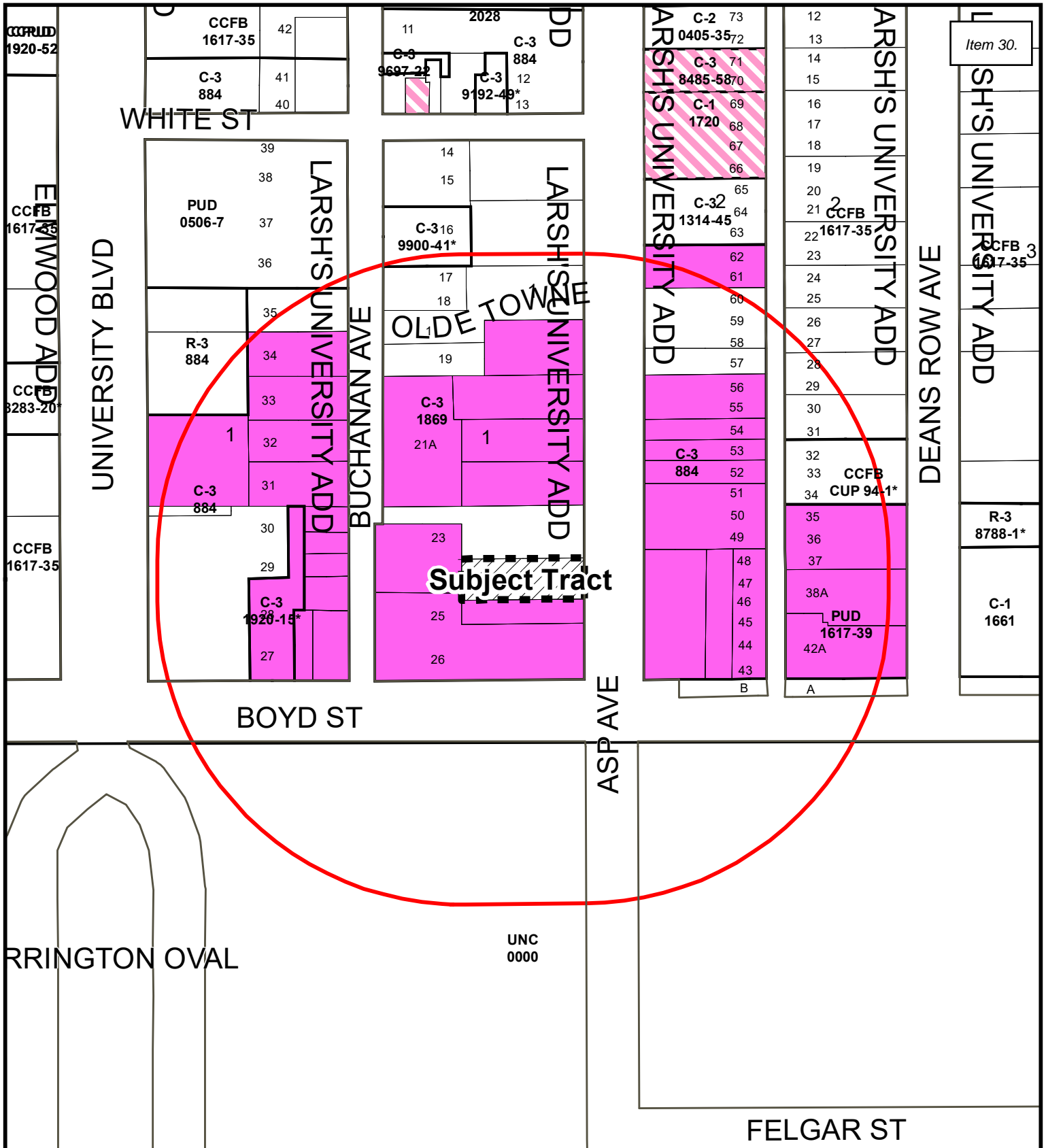
I have researched the change in Beer and Liquor requirement that the
change in Oklahoma State Law and its effect on the Restaurant
Business.

I still have a concern about the future neighborhood manners of
Campus Corner, I believe that Logie's deserves the chance to remain in
business and to do business under the new law.

Respectfully submitted,



Keith McCabe
President
753 Asp LLC

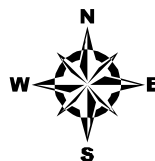


Protest Map

49.6% Protest Within Notification Area



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.



0 75 150 Feet

April 22, 2022



Subject Tract



Notification Area



Protest



Protest Outside
Notification Area

April 19, 2022

City Council
City of Norman
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

Dear Council:


Please consider this Lois J Wheeler Living Trust protest of the request for a Special Use for a Bar, Lounge or Tavern made by BWB2, LP, 796 Asp Avenue, Norman, OK 73069.

The Lois J Wheeler Living Trust owns the real estate located at 571 South University Blvd, Norman, Oklahoma, upon which the Los Donas Apartments are located.

Lois J Wheeler is the Trustee of the Lois J Wheeler Living Trust and is authorized to act and submit this protest on behalf of the Lois J Wheeler Living Trust.

Thank you for your consideration of this protest.

Sincerely,



Lois J Wheeler, Trustee
Lois J Wheeler Living Trust
Los Donas Apartments
571 South University Boulevard
Norman, OK 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4/22/22

April 22, 2022

City Council
City of Norman
201 W. Grey, Building A
PO Box 370
Norman, OK 73070

Dear Council:

Please consider this my protest of the request for a Special Use for a Bar, Lounge or Tavern made by BWB2, LP, 796 Asp Avenue, Norman, OK 73069.

I own the real estate located at 752 Deans Row Avenue, Norman, Oklahoma.

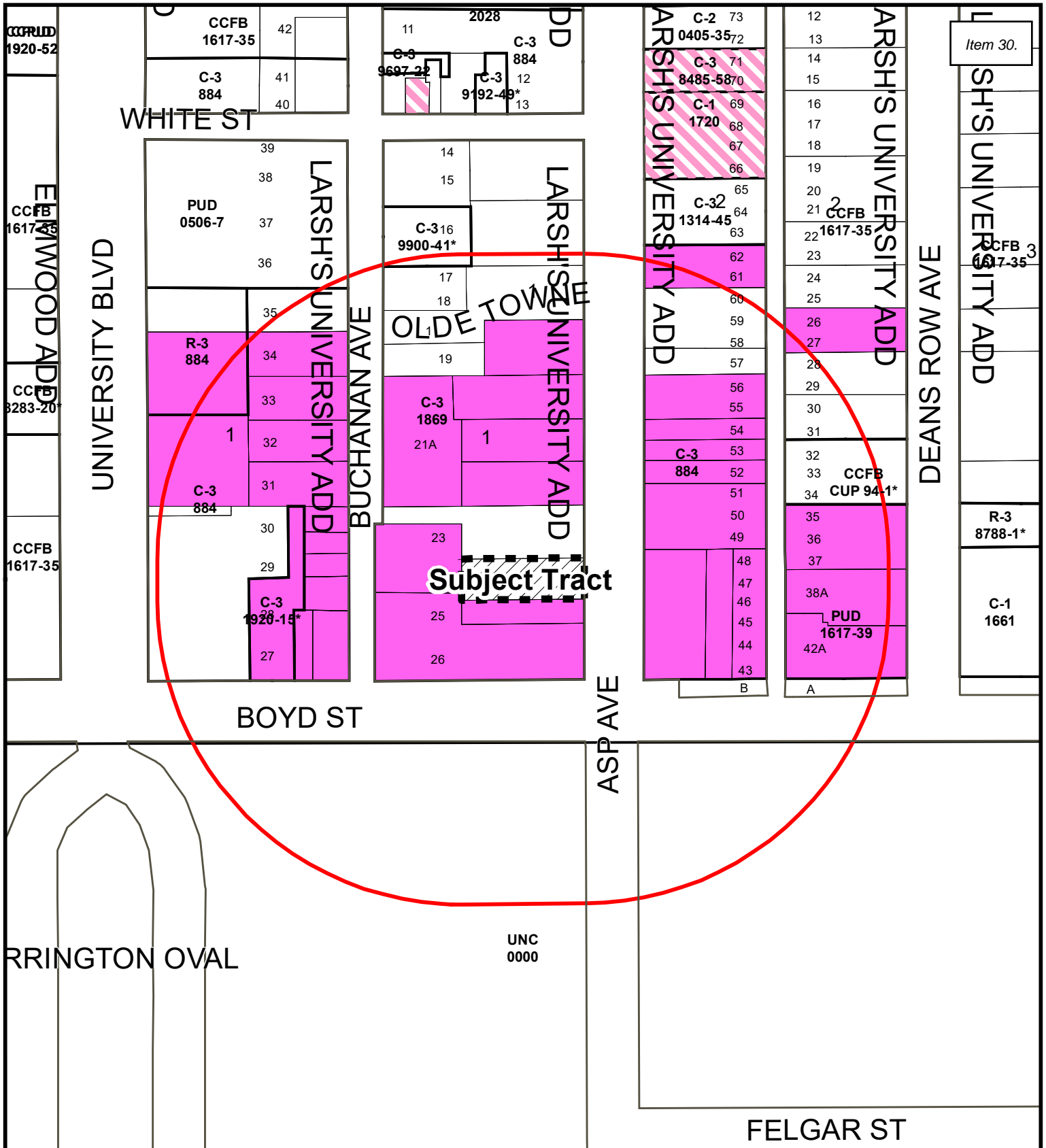
Thank you for your consideration of this protest.

Sincerely,



Bette Maffuci
752 Deans Row Avenue
Norman, OK 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4/22/22

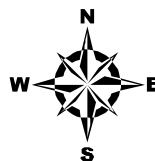


Protest Map

50.4% Protest Within Notification Area



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.



0 75 150 Feet

April 22, 2022



Subject Tract



Notification Area



Protest



Protest Outside
Notification Area