



**CITY OF NORMAN, OK**  
**CITY COUNCIL FINANCE COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, September 16, 2021 at 4:00 PM

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## **AGENDA**

### **CALL TO ORDER**

### **AGENDA ITEMS**

1. FYE 2021 Year End
2. FYE2023 Budget Calendar
3. DISCUSSION REGARDING THE MONTHLY REVENUE AND EXPENDITURES REPORTS.
4. SUBMISSION OF THE OPEN POSITIONS REPORT.

### **ADJOURNMENT**



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** September 16, 2021  
**REQUESTER:** Anthony Francisco, Finance Director  
**PRESENTER:** Anthony Francisco, Finance Director  
**ITEM TITLE:** FYE 2021 Year End

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**BACKGROUND:**

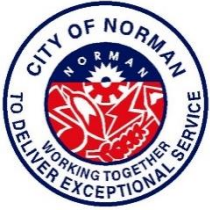
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**DISCUSSION:**

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**RECOMMENDATION:**

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## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** September 16, 2021

**REQUESTER:** Anthony Francisco, Finance Director

**PRESENTER:** Anthony Francisco, Finance Director

**ITEM TITLE:** FYE2023 Budget Calendar

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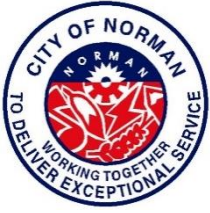
# BUDGET CALENDAR

## Fiscal Year Ending 2023

Item 2.

<b>September</b>	16 Finance Committee meeting to discuss budget process for FYE 2023
<b>November</b>	15 Fleet Ranking Committee reviews vehicle replacements <b>16 Council Work Session on Capital Budget to identify Council priorities</b> 26 I.T. critical computer replacement list due
<b>December</b>	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 <b>REPLACEMENT</b> requests due to Finance
<b>January</b>	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 <b>31 All Budget Requests and Base Budget Adjustment Requests due to Budget</b> Last day to make changes to Base Budgets
<b>February</b>	4 Revenue projections due to Accounting 2nd Draft Capital Project forms due to Budget 14 Preliminary Fund Summaries due <b>15 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)</b> 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
<b>March</b>	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
<b>April</b>	12 Preliminary Budget to Print Shop 15 Council & Staff receive preliminary budget document Publish Budget Summary in newspaper announcing Public Hearing <b>19 Council Study Session - Overview, General Fund and Special Revenue Funds</b> <b>26 1st Public Hearing at Council Meeting</b>
<b>May</b>	<b>3 Council Study Session for Capital Funds</b> 13 Publish Budget Summary in newspaper announcing Public Hearing <b>17 Council Study Session for Enterprise Funds</b> <b>24 2nd Public Hearing at Council meeting</b>
<b>June</b>	<b>7 Council Study Session (if necessary)</b> <b>14 Council considers budget for adoption</b> 24 Final Budget to Print Shop for printing/binding 30 File budget with Excise Board & State Auditor
<b>July</b>	1 Beginning of Fiscal Year Ending 2023

**Note: The above dates are preliminary and may change.**



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 09/16/2021

**REQUESTER:** Anthony Francisco, Director of Finance

**PRESENTER:** Anthony Francisco, Director of Finance

**ITEM TITLE:** DISCUSSION REGARDING THE MONTHLY REVENUE AND EXPENDITURES REPORTS.

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**GENERAL FUND:**  
**As of August 31, 2021**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 2 Month	Unencumb Balance
Beginning Fund Balance	2,502,276	3,200,649	\$ 3,200,649	
<b>REVENUES:</b>				
Revenue	82,638,642	82,638,642	13,268,725	
Transfers In	6,050,665	9,258,876	1,011,746	
Total Revenue	<u>88,689,307</u>	<u>91,897,518</u>	<u>14,280,471</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	60,350,685	61,261,739	9,275,551	51,986,188
Supplies / Materials	5,951,091	6,829,837	594,615	5,393,728
Services / Maintenance	12,831,712	14,282,787	1,876,697	9,436,725
Internal Services	3,443,801	3,460,355	365,192	3,095,163
Capital Equipment	3,769,409	4,794,900	163,824	2,449,062
Transfers Out	1,810,947	4,774,674	301,825	1,509,123
Employee Turnover Savings	(800,000)	(800,000)		
Supplies/Materials/Svs/Maint Savings	-	-		
Total Expenditures	<u>87,357,645</u>	<u>94,604,292</u>	<u>12,577,704</u>	<u>73,869,989</u>
Net Difference	<u>1,331,662</u>	<u>(2,706,774)</u>	<u>1,702,767</u>	
Ending Fund Balance	<u>\$ 3,833,938</u>	<u>\$ 493,875</u>	<u>\$ 4,903,416</u>	

**RAINY DAY FUND:  
As of August 31, 2021**

	<u>Original Budget - Annual</u>	<u>Adjusted budget - Annual</u>	<u>YTD Actual - 2 Month</u>
Beginning Fund Balance	\$ 4,074,175	\$ 4,027,066	\$ 4,027,066
<b>REVENUES:</b>			
Revenue	50,000	50,000	3,027
Transfers In	-	-	-
Total Revenue	<u>50,000</u>	<u>50,000</u>	<u>3,027</u>
<b>EXPENDITURES:</b>			
Transfers Out	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Net Difference	<u>50,000</u>	<u>50,000</u>	<u>3,027</u>
Ending Fund Balance	<u>\$ 4,124,175</u>	<u>\$ 4,077,066</u>	<u>\$ 4,030,093</u>
Rainy Day Target - 4%			3,440,406

**PUBLIC SAFETY SALES TAX FUND:**  
**As of August 31, 2021**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 2 Month	Unencumb Balance
Beginning Fund Balance	\$ -	\$ 8,846,480	\$ 8,846,480	
<b>REVENUES:</b>				
Revenue	12,221,302	12,221,302	2,228,531	
Transfers In	1,499,870	3,024,127	249,978	
Total Revenue	<u>13,721,172</u>	<u>15,245,429</u>	<u>2,478,509</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	9,217,631	9,217,631	1,447,790	7,769,841
Supplies / Materials	351,006	432,054	23,444	266,397
Services / Maintenance	288,960	377,174	124,172	191,208
Internal Services	375,486	375,486	49,010	326,476
Capital Equipment	358,747	1,441,508	25,124	95,499
Capital Project	760,000	7,663,688	6,272	760,000
Debt Service	2,369,342	2,369,342	166	2,369,342
Transfers Out	-	-	-	-
Total Expenditures	<u>13,721,172</u>	<u>21,876,883</u>	<u>1,675,978</u>	<u>11,778,763</u>
Net Difference	-	(6,631,454)	802,531	
Ending Fund Balance	<u>\$ -</u>	<u>\$ 2,215,026</u>	<u>\$ 9,649,011</u>	



**ROOM TAX FUND:**  
**As of August 31, 2021**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 194,002	\$ 319,614	\$ 319,614	
<b>REVENUES:</b>				
Revenue	1,315,000	1,315,000	304,659	
Transfers In	-	-	-	
Total Revenue	<u>1,315,000</u>	<u>1,315,000</u>	<u>304,659</u>	
<b>EXPENDITURES:</b>				
Services / Maintenance	946,800	1,055,674	236,700	-
Internal Services	52,500	52,500	6,296	52,500
Capital Projects	87,000	358,270	-	312,571
Transfers Out	209,444	-	-	174,537
Total Expenditures	<u>1,295,744</u>	<u>1,466,444</u>	<u>242,996</u>	<u>539,608</u>
Net Difference	<u>19,256</u>	<u>(151,444)</u>	<u>61,663</u>	
Ending Fund Balance	<u>\$ 213,258</u>	<u>\$ 168,170</u>	<u>\$ 381,277</u>	

**WESTWOOD FUND:  
As of August 31, 2021**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 42,605	\$ 185,631	\$ 185,631	
<b>REVENUES:</b>				
Revenue	2,127,352	2,162,352	624,728	
Transfers In	376,274	131,830	27,805	
Total Revenue	<u>2,503,626</u>	<u>2,294,182</u>	<u>652,533</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	1,316,466	1,316,466	389,326	927,140
Supplies / Materials	330,126	341,834	70,402	250,955
Services / Maintenance	293,407	312,502	89,405	122,825
Internal Services	43,181	43,181	5,653	37,528
Capital Equipment	131,830	238,705	32,912	90,450
Capital Projects	-	-	-	-
Debt Service	209,444	-	104	209,340
Employee Turnover Savin	(34,215)	(34,215)		
Supplies/Materials/Svs/Ma	(34,215)	(34,215)		
Total Expenditures	<u>2,256,024</u>	<u>2,184,258</u>	<u>587,802</u>	<u>1,638,238</u>
Net Difference	<u>247,602</u>	<u>109,924</u>	<u>64,731</u>	
Ending Fund Balance	<u>\$ 290,207</u>	<u>\$ 295,555</u>	<u>\$ 250,362</u>	

**WATER FUND:  
As of August 31, 2021**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 2 Month	Unencumb Balance
Beginning Fund Balance	\$ 7,530,865	\$ 34,198,365	\$ 34,198,365	
<b>REVENUES:</b>				
Revenue	26,840,527	32,720,325	4,709,186	
Transfers In	-	-	-	
Total Revenue	<u>26,840,527</u>	<u>32,720,325</u>	<u>4,709,186</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	4,583,708	4,583,708	654,581	3,929,128
Supplies / Materials	3,002,384	3,187,716	337,898	2,579,473
Services / Maintenance	2,670,863	3,159,791	299,652	2,269,275
Internal Services	237,511	237,511	24,260	213,251
Cost Allocation	2,081,271	2,081,271	134,816	1,946,455
Capital Equipment	548,100	633,722	207,063	224,381
Capital Projects	11,270,701	15,939,005	421,319	11,233,421
Debt Service	5,571,847	5,023,664	45,188	5,526,659
Transfers Out	1,228,500	1,228,500	204,750	1,023,750
Employee Turnover Savings	(68,756)	(68,756)		
Total Expenditures	<u>31,126,129</u>	<u>36,006,132</u>	<u>2,329,527</u>	<u>28,945,793</u>
Net Difference	<u>(4,285,602)</u>	<u>(3,285,807)</u>	<u>2,379,659</u>	
Ending Fund Balance	<u>\$ 3,245,263</u>	<u>\$ 30,912,558</u>	<u>\$ 36,578,024</u>	

**WATER RECLAMATION FUND:  
As of August 31, 2021**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 2 Month	Unencumb Balance
Beginning Fund Balance	\$ 892,502	\$ 9,821,760	\$ 9,821,760	
<b>REVENUES:</b>				
Revenue	13,936,263	13,936,263	1,915,568	
Transfers In	-	-	-	
Total Revenue	<u>13,936,263</u>	<u>13,936,263</u>	<u>1,915,568</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	3,526,205	3,526,205	524,911	3,001,294
Supplies / Materials	582,178	583,572	109,654	408,861
Services / Maintenance	1,379,026	1,531,760	146,708	1,080,440
Internal Services	201,264	201,264	23,725	177,539
Cost Allocation	1,978,169	1,978,169	140,192	1,837,977
Capital Equipment	615,850	663,321	32,966	441,607
Capital Projects	3,670,000	8,542,555	341,323	3,661,969
Debt Service	2,257,294	2,257,294	-	2,257,294
Transfers Out	625,754	625,754	104,292	521,462
Employee Turnover Savings	(52,893)	(52,893)		
Total Expenditures	<u>14,782,847</u>	<u>19,857,001</u>	<u>1,423,771</u>	<u>13,388,443</u>
Net Difference	<u>(846,584)</u>	<u>(5,920,738)</u>	<u>491,797</u>	
Ending Fund Balance	<u>\$ 45,918</u>	<u>\$ 3,901,022</u>	<u>\$ 10,313,557</u>	

**SEWER MAINTENANCE FUND:**  
**As of August 31, 2021**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 2 Month	Unencumb Balance
Beginning Fund Balance	\$ 1,671,954	\$ 12,267,822	\$ 12,267,822	
<b>REVENUES:</b>				
Revenue	3,062,319	3,062,319	532,559	
Transfers In	-	-	-	
Total Revenue	<u>3,062,319</u>	<u>3,062,319</u>	<u>532,559</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	73,971	73,971	10,838	63,133
Supplies / Materials	2,625	2,625	184	2,441
Services / Maintenance	4,825	4,825	41	4,784
Internal Services	800	800	-	800
Cost Allocation	-	-	-	-
Capital Equipment	-	-	-	-
Capital Projects	2,800,000	4,587,027	41,870	2,788,421
Audit Adjustments	-	-	-	-
Employee Turnover Savings	-	-	-	-
Total Expenditures	<u>2,882,221</u>	<u>4,669,248</u>	<u>52,933</u>	<u>2,859,579</u>
Net Difference	<u>180,098</u>	<u>(1,606,929)</u>	<u>479,626</u>	
Ending Fund Balance	<u>\$ 1,852,052</u>	<u>\$ 10,660,893</u>	<u>\$ 12,747,448</u>	

**NEW DEVELOPMENT EXCISE FUND:**  
**As of August 31, 2021**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 4,055,086	\$ 6,821,107	\$ 6,821,107	
<b>REVENUES:</b>				
Revenue	1,470,000	1,470,000	281,242	
Transfers In	-	-	-	
Total Revenue	<u>1,470,000</u>	<u>1,470,000</u>	<u>281,242</u>	
<b>EXPENDITURES:</b>				
Services / Maintenance	-	-	-	-
Capital Projects	105,000	135,000	-	105,000
Debt Service	1,903,141	1,903,141	-	1,903,141
Audit Adjustments	-	-	-	-
Total Expenditures	<u>2,008,141</u>	<u>2,038,141</u>	<u>-</u>	<u>2,008,141</u>
Net Difference	<u>(538,141)</u>	<u>(568,141)</u>	<u>281,242</u>	
Ending Fund Balance	<u>\$ 3,516,945</u>	<u>\$ 6,252,966</u>	<u>\$ 7,102,349</u>	

**SANITATION FUND:  
As of August 31, 2021**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 9,095,511	\$ 16,465,191	\$ 16,465,191	
<b>REVENUES:</b>				
Revenue	16,076,334	16,076,334	2,732,324	
Transfers In	-	-	-	
Total Revenue	<u>16,076,334</u>	<u>16,076,334</u>	<u>2,732,324</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	4,601,713	4,601,713	730,872	3,870,841
Supplies / Materials	1,094,725	1,096,201	102,720	991,358
Services / Maintenance	4,111,357	4,125,862	372,369	3,739,589
Internal Services	807,362	807,362	78,845	728,517
Cost Allocation	1,578,214	1,578,214	117,017	1,461,197
Capital Equipment	4,060,629	5,399,295	75,163	3,173,055
Capital Projects	1,170,000	2,847,644	179,262	1,165,020
Debt Service	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	<u>17,424,000</u>	<u>20,456,291</u>	<u>1,656,248</u>	<u>15,129,577</u>
Net Difference	<u>(1,347,666)</u>	<u>(4,379,957)</u>	<u>1,076,076</u>	
Ending Fund Balance	<u>\$ 7,747,845</u>	<u>\$ 12,085,234</u>	<u>\$ 17,541,267</u>	

**CAPITAL FUND:**  
**As of August 31, 2021**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 2 Month	Unencumb Balance
	\$ 15,190,315	\$ 75,000,988	\$ 75,000,988	
<b>REVENUES:</b>				
Revenue	66,860,772	66,860,772	2,767,899	
Transfers In	-	-	-	
Total Revenue	<u>66,860,772</u>	<u>66,860,772</u>	<u>2,767,899</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	1,413,850	1,413,850	181,491	1,232,359
Supplies / Materials	-	-	-	-
Services / Maintenance	16,499	16,499	181	16,318
Internal Services	200	200	33	169
Capital Equipment	-	-	-	-
Capital Projects	17,331,972	79,666,979	2,243,298	13,964,498
Debt Service	1,582,492	1,582,492	104	1,582,388
Transfers Out	4,408,409	5,759,937	1,374,704	3,673,674
Total Expenditures	<u>24,753,422</u>	<u>88,439,957</u>	<u>3,799,811</u>	<u>20,469,406</u>
Net Difference	<u>42,107,350</u>	<u>(21,579,185)</u>	<u>(1,031,912)</u>	
Ending Fund Balance	<u>\$ 57,297,665</u>	<u>\$ 53,421,803</u>	<u>\$ 73,969,076</u>	



**NORMAN FORWARD SALES TAX FUND:**  
**As of August 31, 2021**

	<u>Original Budget - Annual</u>	<u>Adjusted budget - Annual</u>	<u>YTD Actual - 2 Month</u>	<u>Unencumb Balance</u>
	\$ 37,973,627	\$ 65,787,271	\$ 65,787,271	
<b>REVENUES:</b>				
Revenue	11,859,984	11,859,984	2,250,643	
Transfers In	-	-	-	
Total Revenue	<u>11,859,984</u>	<u>11,859,984</u>	<u>2,250,643</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	-	-	-	-
Supplies / Materials	-	-	-	-
Services / Maintenance	1,000,000	1,663,105	152,152	1,000,000
Internal Services	-	-	-	-
Capital Projects	14,030,000	67,375,056	711,329	63,670,918
Debt Service	7,586,783	7,586,783	3,566,245	4,020,538
Transfers Out	384,828	384,828	64,138	320,690
Total Expenditures	<u>23,001,611</u>	<u>77,009,772</u>	<u>4,493,864</u>	<u>69,012,146</u>
Net Difference	<u>(11,141,627)</u>	<u>(65,149,788)</u>	<u>(2,243,221)</u>	
Ending Fund Balance	<u>\$ 26,832,000</u>	<u>\$ 637,483</u>	<u>\$ 63,544,050</u>	

**SUMMARY OF MAJOR GENERAL FUND EXPENDITURES VS. BUDGET  
VS. BUDGET, FYE 2022 - AS OF AUGUST 31, 2021**

Item 3.

DEPARTMENT	TOTAL BUDGET	PROJECTED TO DATE *	EXPENDED TO DATE	% Var. From Proj To Date
<b>City Council</b>				
<i>Salaries &amp; Benefits</i>	11,627	1,938	2,083	7.50%
<i>Supplies &amp; Materials</i>	15,948	2,658	476	-82.11%
<i>Services &amp; Maintenance</i>	1,408,799	234,800	289,614	23.35%
<i>Internal Services</i>	24,779	4,130	1,809	-56.19%
<i>Capital Equipment</i>	-	-	-	0.00%
<b>Total</b>	1,461,153	243,526	293,982	20.72%
<b>City Manager</b>				
<i>Salaries &amp; Benefits</i>	1,139,224	189,871	111,307	-41.38%
<i>Supplies &amp; Materials</i>	23,103	3,851	4,144	7.63%
<i>Services &amp; Maintenance</i>	1,648,630	274,772	60,040	-78.15%
<i>Internal Services</i>	36,953	6,159	1,663	-72.99%
<i>Capital Equipment</i>	106,728	17,788	14,000	-21.30%
<b>Total</b>	2,954,638	492,440	191,155	-61.18%
<b>City Clerk</b>				
<i>Salaries &amp; Benefits</i>	1,329,773	221,629	192,047	-13.35%
<i>Supplies &amp; Materials</i>	137,725	22,954	6,463	-71.85%
<i>Services &amp; Maintenance</i>	859,322	143,220	72,553	-49.34%
<i>Internal Services</i>	170,379	28,397	11,458	-59.65%
<i>Capital Equipment</i>	84,349	14,058	-	-100.00%
<b>Total</b>	2,581,548	430,258	282,521	-34.34%
<b>Municipal Court</b>				
<i>Salaries &amp; Benefits</i>	1,117,060	186,177	166,157	-10.75%
<i>Supplies &amp; Materials</i>	14,320	2,387	544	-77.20%
<i>Services &amp; Maintenance</i>	73,428	12,238	4,619	-62.25%
<i>Internal Services</i>	32,306	5,384	2,796	-48.06%
<i>Capital Equipment</i>	-	-	-	0.00%
<b>Total</b>	1,237,114	206,186	174,118	-15.55%
<b>Legal</b>				
<i>Salaries &amp; Benefits</i>	984,012	164,002	155,601	-5.12%
<i>Supplies &amp; Materials</i>	12,004	2,001	728	-63.61%
<i>Services &amp; Maintenance</i>	274,174	45,696	40,234	-11.95%
<i>Internal Services</i>	28,968	4,828	2,305	-52.25%
<i>Capital Equipment</i>	-	-	-	0.00%
<b>Total</b>	1,299,158	216,526	198,869	-8.15%

**SUMMARY OF MAJOR GENERAL FUND EXPENDITURES VS. BUDGET  
VS. BUDGET, FYE 2022 - AS OF AUGUST 31, 2021**

Item 3.

DEPARTMENT	TOTAL BUDGET	PROJECTED TO DATE *	EXPENDED TO DATE	% Var. From Proj To Date
<b>I.T.</b>				
<i>Salaries &amp; Benefits</i>	1,603,448	267,241	244,282	-8.59%
<i>Supplies &amp; Materials</i>	53,028	8,838	3,196	-63.84%
<i>Services &amp; Maintenance</i>	1,425,234	237,539	121,860	-48.70%
<i>Internal Services</i>	17,330	2,888	1,952	-32.43%
<i>Capital Equipment</i>	311,210	51,868	-	-100.00%
<b>Total</b>	3,410,250	568,375	371,289	-34.68%
<b>Finance</b>				
<i>Salaries &amp; Benefits</i>	2,437,401	406,234	365,728	-9.97%
<i>Supplies &amp; Materials</i>	70,658	11,776	5,195	-55.88%
<i>Services &amp; Maintenance</i>	1,017,163	169,527	86,557	-48.94%
<i>Internal Services</i>	253,312	42,219	21,780	-48.41%
<i>Capital Equipment</i>	40,113	6,686	-	0.00%
<b>Total</b>	3,818,647	636,441	479,260	-24.70%
<b>Human Resources</b>				
<i>Salaries &amp; Benefits</i>	662,036	110,339	102,376	-7.22%
<i>Supplies &amp; Materials</i>	30,387	5,065	2,402	-52.58%
<i>Services &amp; Maintenance</i>	330,927	55,155	23,668	-57.09%
<i>Internal Services</i>	53,604	8,934	4,499	-49.65%
<i>Capital Equipment</i>	-	-	-	0.00%
<b>Total</b>	1,076,954	179,492	132,944	-25.93%
<b>Planning</b>				
<i>Salaries &amp; Benefits</i>	3,395,378	565,896	483,525	-14.56%
<i>Supplies &amp; Materials</i>	50,334	8,389	3,534	-57.87%
<i>Services &amp; Maintenance</i>	326,667	54,445	111,374	104.56%
<i>Internal Services</i>	151,558	25,260	14,209	-43.75%
<i>Capital Equipment</i>	16,173	2,696	-	-100.00%
<b>Total</b>	3,940,110	656,685	612,642	-6.71%
<b>Public Works</b>				
<i>Salaries &amp; Benefits</i>	9,127,923	1,521,321	1,354,829	-10.94%
<i>Supplies &amp; Materials</i>	4,527,363	754,561	396,532	-47.45%
<i>Services &amp; Maintenance</i>	3,306,077	551,013	330,645	-39.99%
<i>Internal Services</i>	854,815	142,469	99,997	-29.81%
<i>Capital Equipment</i>	2,076,430	346,072	101,519	-70.67%
<b>Total</b>	19,892,608	3,315,435	2,283,522	-31.12%

**SUMMARY OF MAJOR GENERAL FUND EXPENDITURES VS. BUDGET  
VS. BUDGET, FYE 2022 - AS OF AUGUST 31, 2021**

DEPARTMENT	TOTAL BUDGET	PROJECTED TO DATE *	EXPENDED TO DATE	% Var. From Proj To Date
<b>Police</b>				
<i>Salaries &amp; Benefits</i>	19,476,797	3,246,133	2,951,606	-9.07%
<i>Supplies &amp; Materials</i>	890,377	148,396	79,355	-46.52%
<i>Services &amp; Maintenance</i>	1,695,701	282,617	272,586	-3.55%
<i>Internal Services</i>	914,643	152,441	97,233	-36.22%
<i>Capital Equipment</i>	1,355,390	225,898	19,757	-91.25%
<b>Total</b>	24,332,908	4,055,485	3,420,538	-15.66%
<b>Fire</b>				
<i>Salaries &amp; Benefits</i>	15,330,905	2,555,151	2,537,985	-0.67%
<i>Supplies &amp; Materials</i>	391,243	65,207	25,809	-60.42%
<i>Services &amp; Maintenance</i>	469,559	78,260	104,426	33.43%
<i>Internal Services</i>	549,902	91,650	70,415	-23.17%
<i>Capital Equipment</i>	200,184	33,364	28,548	-14.43%
<b>Total</b>	16,941,793	2,823,632	2,767,183	-2.00%
<b>Parks &amp; Recreation**</b>				
<i>Salaries &amp; Benefits</i>	4,646,155	774,359	608,024	-21.48%
<i>Supplies &amp; Materials</i>	613,346	102,224	66,237	-35.20%
<i>Services &amp; Maintenance</i>	1,447,106	241,184	358,521	48.65%
<i>Internal Services</i>	371,806	61,968	35,075	-43.40%
<i>Capital Equipment</i>	604,323	100,721	-	-100.00%
<b>Total</b>	7,682,736	1,280,456	1,067,857	-16.60%
<b>General Fund</b>				
<i>Salaries &amp; Benefits</i>	61,261,739	10,210,290	9,275,551	-9.15%
<i>Supplies &amp; Materials</i>	6,829,836	1,138,306	594,615	-47.76%
<i>Services &amp; Maintenance</i>	14,282,787	2,380,465	1,876,697	-21.16%
<i>Internal Services</i>	3,460,355	576,726	365,192	-36.68%
<i>Capital Equipment</i>	4,794,900	799,150	163,824	-79.50%
<i>Interfund Transfers</i>	1,810,947	301,825	301,825	0.00%
<b>Total</b>	92,440,564	15,406,761	12,577,703	-18.36%

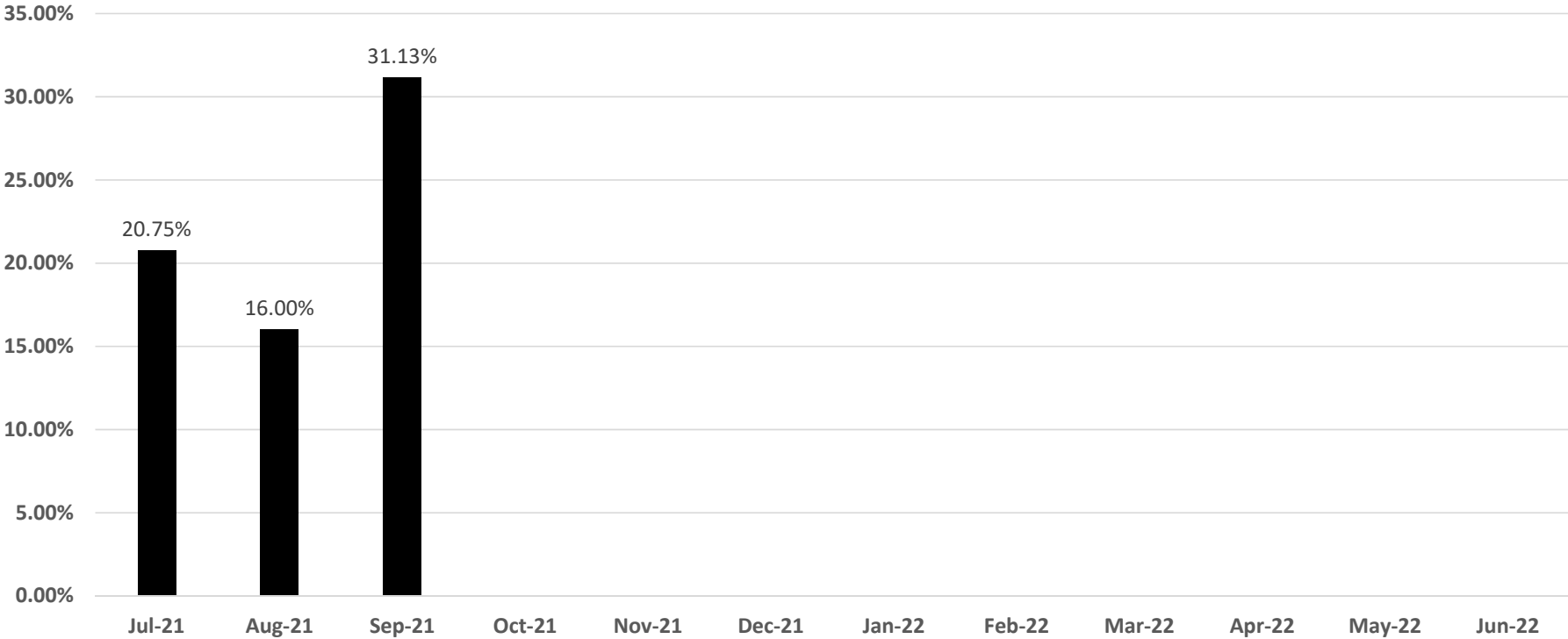
(Adjusted Budget)

\* Based on proportion of the fiscal year elapsed.

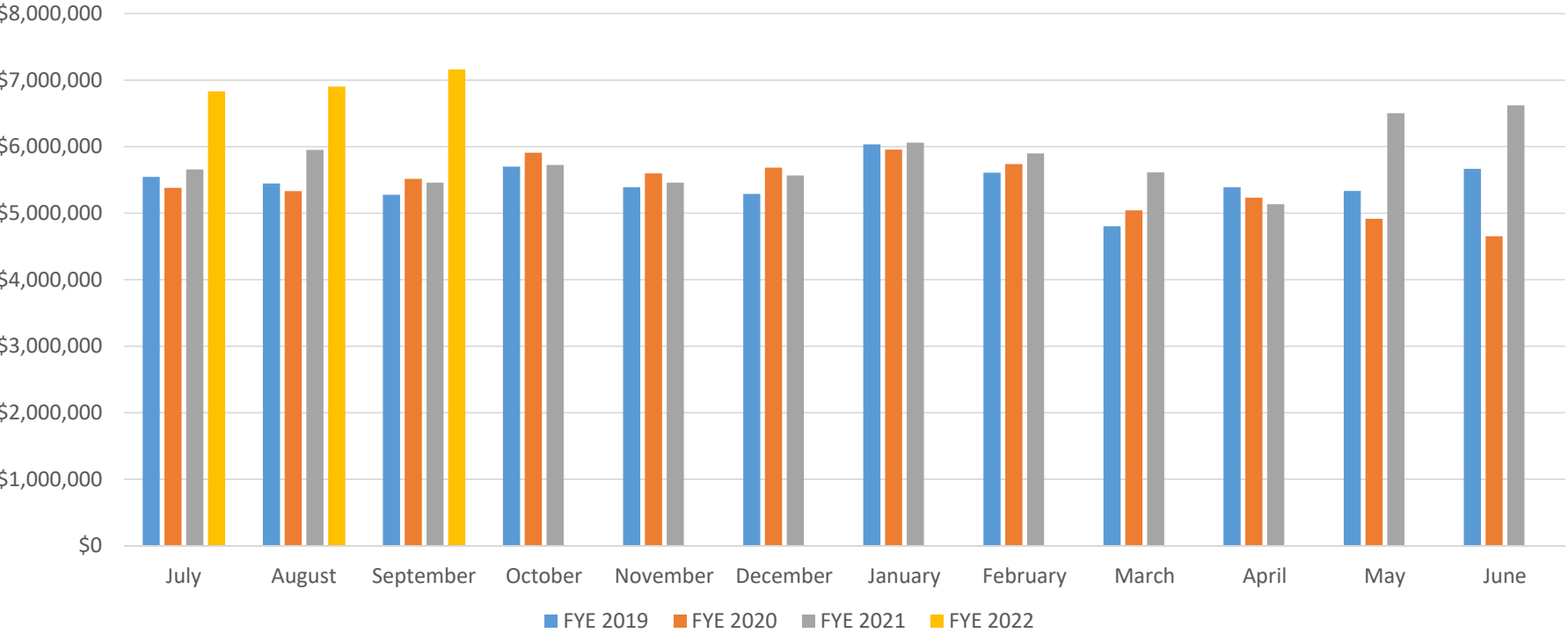
\*\* Includes Sooner Theatre, Santa Fe Depot, Firehouse Art Center & Historical Museum

Expenses do not include encumbrances

# Norman Sales Tax % Change from Prior Year, Fiscal Year Ending 2022



# Norman Unrestricted Sales Tax, FYE 2019-2022



## Appropriations from Fund Balance FY22

<b>Fund</b>	<b>Gaining Account</b>	<b>Amount</b>	<b>Agenda Date</b>	<b>Item No.</b>	<b>Project No.</b>	<b>Description</b>
<b>General Fund</b>						
10-29000	10660310-43702	500.00	7/27/2021	19		donation to PD on 11-10-20 from J.M. Williams Rev Trust to be used to purchase awards for PD employees
10-29000	10660270-43115	1,755.00	7/27/2021	19		donation to PD on 3-23-21 from Citizens & Memorials to be used for care of animals at Animal Welfare Center
<b>Special Grants Fund</b>						
22-11017	22695523-46101	9,500,000.00	7/27/2021	24	BG0083	ARPA grant funds for the construction of the Emergency Operations Center (EOC)
22-29000	22440146-44009	7,000.00	7/27/2021	12		CLG grant for development & support of local historic programs
22-29000	22440146-44604	3,000.00	7/27/2021	12		CLG grant for development & support of local historic programs
22-29000	22440146-44701	250.00	7/27/2021	12		CLG grant for development & support of local historic programs
22-29000	22440146-44821	300.00	7/27/2021	12		CLG grant for development & support of local historic programs
22-29000	22440146-43001	50.00	7/27/2021	12		CLG grant for development & support of local historic programs
22-29000	22440146-44601	150.00	7/27/2021	12		CLG grant for development & support of local historic programs
22-29000	22660117-44754	2,623.00	8/10/2021	18	GP0034	JAG grant pass thru to Clev. Co. Sheriff's office to update several in-car computers
22-29000	22660017-45999	23,603.00	8/10/2021	18	GP0034	JAG grant to purchase new 3-D crime scene scanner
22-11017	22730241-44741	100,000.00	8/24/2021	24		ARPA grant funds to be used for the Norman Arts Council's programs
<b>Risk Management Fund</b>						
43-29000	10550223-43212	2,438.51	7/27/2021	14		reimbursements from insurance companies due to accidents to repair damaged traffic signal equipment
43-29000	10550223-43213	863.49	7/27/2021	14		reimbursements from insurance companies due to accidents to repair damaged traffic signal equipment
<b>Capital Fund Balance</b>						
50-29000	50590052-46101	4,653.24	7/27/2021	16	TC0273	for Citywide Sidewalk & Curb reconstruction program

**City Comparison for Sales Tax collections - July 2021**

City	Change from July 2020	Year-to-date % Change
Norman	20.75%	20.75%
OKC	20.59%	20.59%
Moore	8.30%	8.30%
Edmond	8.73%	8.73%
Midwest City	0.07%	0.07%
Tulsa	16.19%	16.19%
Lawton	6.20%	6.20%
State of OK	12.13%	12.13%

**City Comparison for Sales Tax collections - January 2022**

City	Change from Jan 2021	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - August 2021**

City	Change from Aug 2020	Year-to-date % Change
Norman	16.00%	18.31%
OKC	14.01%	17.18%
Moore	10.02%	9.16%
Edmond	3.87%	6.27%
Midwest City	-2.42%	-1.20%
Tulsa	12.96%	14.53%
Lawton	5.22%	5.70%
State of OK	10.88%	11.49%

**City Comparison for Sales Tax collections - February 2022**

City	Change from Feb 2021	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - September 2021**

City	Change from Sep 2020	Year-to-date % Change
Norman	31.13%	22.41%
OKC	16.55%	16.96%
Moore	15.66%	11.29%
Edmond	9.93%	7.46%
Midwest City	2.83%	0.11%
Tulsa	15.33%	14.80%
Lawton	8.63%	6.66%
State of OK	n/a	n/a

**City Comparison for Sales Tax collections - March 2022**

City	Change from Mar 2021	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - October 2021**

City	Change from Oct 2020	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - April 2022**

City	Change from Apr 2021	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - November 2021**

City	Change from Nov 2020	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - May 2022**

City	Change from May 2021	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

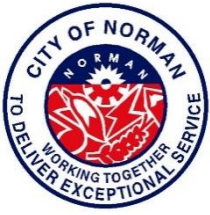
**City Comparison for Sales Tax collections - December 2021**

City	Change from Dec 2020	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		

**City Comparison for Sales Tax collections - June 2022**

City	Change from June 2021	Year-to-date % Change
Norman		
OKC		
Moore		
Edmond		
Midwest City		
Tulsa		
Lawton		
State of OK		





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 09/16/2021

**REQUESTER:** Anthony Francisco, Director of Finance

**PRESENTER:** Anthony Francisco, Director of Finance

**ITEM TITLE:** SUBMISSION OF THE OPEN POSITIONS REPORT.

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**CITY OF NORMAN**  
**Position Vacancy Report**  
**9/8/2021**

Item 4.

POSITIONS AUTHORIZED TO FILL			
Position	Department/Division	Date of Vacancy	Status
<b>General Fund:</b>			
System Support Technician	IT	08/06/21	Conducting Selection Process
Tradesworker	City Clerk/Facility Maint	07/01/21	Accepting Applications
Human Resources Technician	HR	08/31/21	Accepting Applications
Municipal Accountant I	Finance/Accounting	08/31/21	Accepting Applications
Customer Service Rep I	Finance/Treasury	08/01/21	Conducting Selection Process
Utility Billing Specialist	Finance/Utilities	08/05/21	Accepting Applications
Administrative Technician III	Planning/Admin	07/01/21	Accepting Applications
Building Inspector	Planning/Dev Svs	07/06/21	Accepting Applications
Permit Technician	Planning/Dev Svs	07/26/21	Conducting Selection Process
Planner I	Planning	07/23/21	Pending Job Announcement
City Surveyor	Public Works/Engr.	07/01/21	Pending Job Announcement
Capital Projects Engineer	Public Works/Engineering	08/13/21	Pending Job Announcement
Crew Chief	Public Works/Streets	08/17/21	Conducting Selection Process
Maintenance Worker I	Public Works/Stormwater	07/29/21	Accepting Applications
Stormwater Program Specialist	Public Works/Stormwater	08/13/21	Accepting Applications
Stormwater Program Manager	Public Works/Stormwater	09/09/21	Pending Job Announcement
Maintenance Worker I	Public Works/Fleet	07/01/21	Conducting Selection Process
EVT Mechanic II	Public Works/Transit	07/29/21	Accepting Applications
Transit Support Tech (PPT)	Public Works/Fleet	07/22/21	Accepting Applications
Administrative Technician III	Public Works/Transit	07/01/21	Pending Job Announcement
Transit Planner and Grants Specialist	Public Works/Transit	06/18/21	Accepting Applications
Police Officer (9)	Police/Patrol	(2) 5/12/21, 5/29/21, 5/31/21, 7/14/21, 8/1/21, 8/31/21, (2) 8/19/21	Accepting Applications
Communications Officer I	Police/Emergency Comm	01/29/21	Accepting Applications
Animal Welfare Tech	Police/Animal Welfare	07/25/21	Accepting Applications
Veterinary Technician	Police/Animal Welfare	03/12/21	Accepting Applications
Administrative Technician II (PPT)	Fire/Admin	07/01/21	Pending Job Announcement
Fire Driver Engineer (3)	Fire/Suppression	07/01/21	Conducting Selection Process
Fire Captain (3)	Fire/Suppression	07/01/21	Conducting Selection Process
Maintenance Worker I	Parks/Park Maint	07/01/21	Accepting Applications
Recreation Leader I (PPT) (2)	Parks/Irving	8/7/21, 8/13/21	Pending Job Announcement
Recreation Leader I (PPT)	Parks/Whittier	08/20/21	Pending Job Announcement
Recreation Technician	Parks/Whittier	08/20/21	Pending Job Announcement
<b>Total: 45</b>			
<b>Enterprise Fund:</b>			
Laboratory Technician	Utilities/Water Treatment	07/19/21	Conducting Selection Process
Plant Operator (2)	Utilities/Water Treatment	08/16/21	Accepting Applications
Utility Distribution Worker I (2)	Utilities/Water Line Maintenance	6/4/2021, 6/10/21	Accepting Applications
Household Hazardous Waste Coord.	Utilities/Sanitation	07/01/21	Pending Job Announcement
Sanitation Worker I (3)	Utilities/Sanitation	8/13/2021, 8/31/21, 9/3/21	Conducting Selection Process
Sanitation Worker II	Utilities/Sanitation	09/03/21	Accepting Applications
<b>Total: 10</b>			
POSITIONS CURRENTLY ON HOLD			
Position	Department/Division	Date of Vacancy	Status
<b>General Fund:</b>			
Internal Auditor	City Manager	07/01/20	Pending Council Action
Internal Auditor Technician	City Manager	07/01/20	Pending Council Action
Administrative Technician III	City Clerk	08/19/21	Pending Approval
Meter Reader	Finance/Utilities	09/17/21	Pending Approval
Fleet Service Technician	Public Works/Fleet	09/07/21	Pending Request
Mechanic II	Public Works/Fleet	10/01/21	Pending Approval
Fire Inspector	Fire/Training	03/16/21	Pending Request
Maintenance Worker I	Parks/Park Maintenance	09/21/21	Pending Request
<b>Total: 8</b>			
<b>Enterprise Fund:</b>			
Cross Connection Program Coord.	Utilities/Water Treatment	01/01/19	Pending Request
Water Lab Intern (PPT)	Utilities/Water Treatment	03/05/19	Pending Request
Administrative Tech III	Utilities/Water Reclamation	09/30/21	Pending Approval
<b>Total: 3</b>			
Position	Department/Division	Action	Date of Hire
Sanitation Worker II (2)	Utilities/Sanitation	Internal Promotion	
Sanitation Worker I (2)	Utilities/Sanitation	New Hire	8/17/2021, 8/23/21
Administrative Technician III	Parks/Park Maintenance	Internal Transfer	
Compost Facility Attendant	Utilities/Sanitation	Internal Transfer	
Meter Reader (2)	Finance/Utilities	New Hire	9/7/2021, 9/20/21
Traffic Line Locator	Public Works/Traffic	New Hire	9/20/2021
Construction Manager	Public Works/Engineering	New Hire	9/7/2021
Shelter Veterinarian	Police/Animal Welfare	New Hire	10/12/2021
Emergency Vehicle Tech Spec.	Public Works/Fleet	Internal Transfer	
Maintenance Worker II	Public Works/Streets	Internal Promotion	