



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, May 24, 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 APRIL 12, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF APRIL 12, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF APRIL 12, 2022

PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-44: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2022, AS PRIDE MONTH IN THE CITY OF NORMAN.
3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-45: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2022, AS MENTAL HEALTH AWARENESS MONTH IN THE CITY OF NORMAN.
4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-46: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2022, AS NATIONAL SAFETY MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 5 through Item 25 be placed on the consent docket.

Appointments

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

ADA CITIZENS ADVISORY COMMITTEE

TERM: 05-28-22 TO 05-28-25: SUE FAVORS, WARD 8

TERM: 05-28-22 TO 05-28-25: NELSON DENT, WARD 2

BICYCLE ADVISORY COMMITTEE

TERM: 05-24-22 TO 02-13-25: STEPHEN SWANSON, WARD 1

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 05-24-22 TO 10-27-23: BENJAMIN BARANOWSKI WARD 4

GREENBELT COMMISSION

TERM: 07-13-21 TO 07-13-24: MARK NANNY, WARD 1

HUMAN RIGHTS COMMISSION

TERM: 05-24-22 TO 07-13-22: DR. BINBIN WENG, WARD 8

TERM: 05-24-22 TO 07-13-23: AISHA ALI, WARD 3

LIBRARY BOARD

TERM: 05-10-22 TO 05-01-25: DEBRA ENGEL, WARD 3

TERM: 05-10-22 TO 05-01-25: SUE RINGUS, WARD 4

TERM: 05-10-22 TO 05-01-25: BIANCA GORDON, WARD 6

NORMAN CONVENTION AND VISITORS BUREAU

TERM: 07-13-22 TO 75-13-25: STEVE GILLIS, WARD 3

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 05-24-22 TO 10-31-22, PAT HALL, WARD 2

PLANNING COMMISSION

TERM: 05-24-22 TO 11-01-24: LIZ MCKOWN, WARD 8

TERM: 05-24-22 TO 11-01-24, DOUG MCCLURE, WARD 7

TREE BOARD

TERM: 05-24-22 TO 05-13-25: ROD ACKMANN, WARD 6

TERM: 05-24-22 TO 05-13-25: TREY GOURLEY, WARD 2

6. CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS AND RESOLUTION R-2122-124

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
TERM: 06-28-22 TO 06-28-26: AMANDA NAIRN, WARD 8

7. CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS AND RESOLUTION R-2122-125:

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

TERM: 06-28-22 TO 06-28-26: DR. EDGAR O'REAR

Reports/Communications

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF APRIL 30, 2022, AND DIRECTING THE FILING THEREOF.

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

10. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE NORMAN CONVENTION AND VISITORS BUREAU, INC., (VISIT/NORMAN) ANNUAL REPORT FROM JUNE 30, 2021 THROUGH DECEMBER 31, 2021.

Request for Proposal

11. CONSIDERATION OF DECLARATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE SALE OR DISPOSAL THEREOF.

Easement

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-56: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM LARRY HOLLINGSWORTH, LINDA R. ANDERSON, PHIL AND CHRISTIE ANN HOLLINGSWORTH TRUST, AND LISA J. PORTERFIELD IN THE AMOUNT OF \$2,585 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

13. CONSIDERATION OF APPROVAL, GRANTING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-65: A

PERMANENT PUBLIC ROADWAY, SIDEWALK AND UTILITY EASEMENT TO THE CITY OF NORMAN AND THE NORMAN UTILITIES AUTHORITY FOR THE NORMAN FORWARD JAMES GARNER PHASE II PROJECT FROM ACRES STREET TO FLOOD AVENUE.

Contracts

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2021-10: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND LANDMARK CONSTRUCTION GROUP, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$50,314 FOR A REVISED CONTRACT AMOUNT OF \$2,415,808 AND ADDING 60 CALENDAR DAYS FOR THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND CONTAINER MAINTENANCE FACILITY PROJECT.
15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. FOUR TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$8,380 FOR A REVISED CONTRACT AMOUNT OF \$2,961,533.87 FOR THE PORTER AVENUE AND ACRES STREET INTERSECTION PROJECT, FINAL ACCEPTANCE OF THE PROJECT, FINAL PAYMENT IN THE AMOUNT OF \$82,208.85, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.
16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. FOUR TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$5,056,449 FOR A REVISED CONTRACT AMOUNT OF \$11,158,521 FOR CONSTRUCTION SERVICES FOR THE SENIOR WELLNESS CENTER.
17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HASKELL LEMON CONSTRUCTION COMPANY DECREASING THE CONTRACT AMOUNT BY \$2.58 FOR A REVISED CONTRACT AMOUNT OF \$1,945,803.59 FOR THE IMHOFF BRIDGE EMERGENCY REPAIR PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$201,169.41.
18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-59 AND CONTRACT K-2122-113: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C. IN THE AMOUNT OF \$403,235 FOR THE MCGEE DRIVE CONCRETE PAVEMENT REPAIR PROJECT, PERFORMANCE BOND B-2122-77; STATUTORY BOND B-2122-78; MAINTENANCE BOND MB-2122-56; RESOLUTION R-2122-104 GRANTING TAX-EXEMPT STATUS; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT
19. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SUB-GRANTEE AWARD VALUED AT \$8,524.24

FOR A MINIRAE CALIBRATION KIT TO BE USED BY THE HAZARDOUS MATERIALS UNIT OF THE FIRE DEPARTMENT AND CONTRACT K-2122-128.

20. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A RECREATIONAL TRAILS GRANT IN THE AMOUNT OF \$111,200 FROM THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT FOR IMPROVEMENTS TO THE GEORGE M. SUTTON URBAN WILDERNESS PARK FOR THE PARKS AND RECREATION DEPARTMENT, CONTRACT K-2122-133, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.
21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-134: A RIGHT OF WAY LICENSE BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MEATING PLACE, L.L.C., ALLOWING THE LICENSEE TO INSTALL CERTAIN IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY FOR A LIMITED PERIOD OF TIME.

Resolutions

22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-118: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FYE 2022 GRANTS FOR BUSES AND BUS FACILITIES PROGRAM (5339(B)) FOR TWO (2) NEW GILLIG COMPRESSED NATURAL GAS (CNG) 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND FOUR (4) NEW DODGE PROMASTER PARATRANSIT VANS AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$458,321) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-119: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION'S FYE 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM GRANT PROGRAM (5339(C)) FOR TWO (2) NEW GILLIG CNG 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$298,321) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.
24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-120: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY REAGAN HARRIS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *REAGAN HARRIS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04817K; 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.

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-121: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY WILLIAM "WILL" BRYAN CREWS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *WILLIAM "WILL" BRYAN CREWS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04762 Q; 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.

NON-CONSENT ITEMS

26. CONDUCTING AND CLOSING THE SECOND PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2023 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.
27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-105: 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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INSTITUTIONAL DESIGNATION AND PLACE THE SAME IN THE MEDIUM DENSITY RESIDENTIAL DESIGNATION. (NORTH OF 1700 NORTH PORTER AVENUE).
28. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-41 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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF 1700 NORTH PORTER AVENUE)

29. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR AVADON TERRACE ADDITION. (GENERALLY LOCATED APPROXIMATELY ONE-HALF MILE NORTH OF ROBINSON STREET ON THE WEST SIDE OF PORTER AVENUE).

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2122-45 UPON SECOND AND FINAL READING:: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDING SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDING SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDING ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDING SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDING SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDING SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDING SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDING SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2122-46 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, COUNTY OF CLEVELAND, STATE OF OKLAHOMA, ON THE 23RD DAY OF AUGUST, 2022, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED VOTERS OF THE CITY OF NORMAN THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2122-45, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDS SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDS SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDS ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDS SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDS SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDS SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDS SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDS SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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 APRIL 12, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF APRIL 12, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF APRIL 12, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF APRIL 12, 2022



CITY OF NORMAN, OK STAFF REPORT

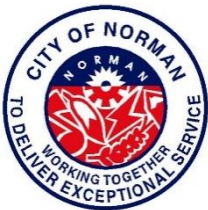
MEETING DATE: 05/24/2022

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 APRIL 12, 2022
NORMAN UTILITIES AUTHORITY MINUTES OF APRIL 12, 2022
NORMAN MUNICIPAL AUTHORITY MINUTES OF APRIL 12, 2022
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF
APRIL 12, 2022



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, April 12, 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.

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND OR POSTPONEMENT OF PROCLAMATION P-2122-28: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2022, AS ARAB AMERICAN HERITAGE MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 6 Foreman, 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 April 12, 2022, from Cinthya Allen, Chief Diversity and Equity Officer
2. Proclamation P-2122-28

Receipt of the Proclamation was Acknowledged.

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2. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-29: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN PROCLAIMING THE WEEK OF APRIL 11 THROUGH 15, 2022, AS COMMUNITY DEVELOPMENT WEEK 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 April 12, 2022, from Lisa Krieg, CDBG/Grants Manager
2. Proclamation P-2122-29

Participants in discussion

1. Mr. Ahmed Abdalziz, University of Oklahoma Arab Student Association, and Mr. Yousef Elyassin, President of the Arab American Association of Oklahoma, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

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3. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-30: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN PROCLAIMING THE MONTH OF APRIL, 2022, AS FAIR HOUSING MONTH IN THE CITY OF NORMAN. Item 1.

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 April 12, 2022, from Lisa Krieg, CDBG/Grants Manager
2. Proclamation P-2122-29

Participants in discussion

1. Ms. Lisa Krieg, CDBG/Grants Planner, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

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4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2022, AS CHILD ABUSE PREVENTION MONTH IN THE CITY OF NORMAN.

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 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 April 12, 2022, from Brenda Hall, City Clerk
2. Proclamation P-2122-31

Participants in discussion

1. Ms. Kasey Burgess, Forensic Interviewer, Mary Abbott Children's House, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

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5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, AMENDMENT, AND/C POSTPONEMENT OF PROCLAMATION P-2122-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2022, AS AUTISM AWARENESS AND ACCEPTANCE MONTH IN THE CITY OF NORMAN.

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

Items submitted for the record

1. Staff Report dated April 12, 2022, from Brenda Hall, City Clerk
2. Proclamation P-2122-31

Participants in discussion

1. Mr. Tom Taylor, Co-Chair, Autistic Adults of Oklahoma, and Autism Foundation of Oklahoma Board Member

Receipt of the Proclamation was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Imhoff Bridge Open. Councilmember Schueler said as of 5:00 p.m., Imhoff Road is now open. She said there is now a sturdy, functional bridge on Imhoff Road that will last for many years. She asked Council to remember this when bridges and infrastructure are discussed in the future because we now know what the impact is when an important bridge is down for nine months.

Councilmember Holman said he was excited that the bridge has been reopened

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Mayoral Election. Councilmember Lynn thanked the Mayor for her service to the City. He said everyone knows that he and the Mayor have not agreed on some things but whether you agree with someone or not does not mean you cannot appreciate their time commitment and their service to the City. He also thanked Mayor-Elect Larry Heikkila who is one of the best people he knows.

Mayor Clark offered congratulations to Mayor-Elect Larry Heikkila. She said they had met and she is very appreciative and honored that he has agreed to make her the liaison for International Relations to allow her to continue to work with our Sister Cities. She said when Mayor-Elect Heikkila is sworn in, she will be teaching in Arezzo, Italy. She will miss the celebration but that is fine by her because she has had an amazing term. She said Council has taken bold stances, saved lives, and picked people over profit and she could not be more proud to have led this community during the crazy time that was COVID. She said she was here when she was needed and she now gets to go live the rest of her life. She said it was fun having a second full-time job

Council Announcements, continued:

Mayoral Election, continued.

that paid her less than \$100 a month. She is excited to get to spend more time with her kids. She urged people to stay positive because our best days are ahead. She said Council has the hardest working staff in the State of Oklahoma and the most passionate residents. She asked everyone to get behind the new Mayor and stay loyal to Council. She said her last meeting will be June 14 and then Mayor Pro Tem Holman will take over until the new Mayor takes office.

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April 5 Election. Councilmember Lynn said public safety is the number one issue for the majority of Norman residents and these residents oppose City-run Homeless Shelters especially when there is a desire to locate the shelter next to a school. He said it matters when there is arbitrary blocking of affordable housing development, being unfriendly to businesses, and voting to use eminent domain against some of our residents while fighting against the Oklahoma Turnpike Authority. He said what we do in these situations has collateral effects on other issues facing the City, such as our water. There is little trust in this City Council after some of the decisions made from Council. He said the majority vote against initiatives for normal city functions and bond elections were not approved and the water rate election failed. He said the City's regular functions have been impaired by ideological politics. He said the police and fire numbers are inefficient.

Councilmember Holman thanked everyone who voted in the election. He said there was a high turnout at the election with approximately 24,000 people voting. He said Norman is the only City in the State of Oklahoma that requires a vote of the people to increase municipal water rates. He encouraged everyone to keep that in mind in the future.

*

Employee Problems. Councilmember Lynn expressed concern about some of the leadership at the City and said this Council sometimes seems to care more about people in the community and forget about the City employees. He said we would be better served by sticking to the basic functions of City government, public safety, water, trash, etc.

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Happy Easter. Councilmembers Lynn and Foreman wished everyone a Happy Easter.

Councilmember Foreman wished a Happy Passover to our Jewish community members.

Mayor Clark also recognized those who celebrate Ramadan.

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Council Announcements, continued:

Decoding Code Enforcement. Councilmember Hall announced the Norman Neighbors Project entitled "Decoding Code Enforcement" will be Wednesday, April 13, from 6-8 p.m. at the Norman Central Library in the Redbud Room. She said the Neighborhood Alliance of Central Oklahoma is coordinating this event and enthusiastic about the event because Code Enforcement in Ward 4 is a big deal. She hopes to see many neighborhood representatives from Norman attend this event. She said City Staff would be available to discuss topics including Code Enforcement, Planning, Community Development, Public Safety, Transportation, Environmental Services, and Recreation. She said the event is free to the public with dinner provided by Panera Bread but registration is required and the deadline to register is by 3:00 p.m. Wednesday, April 3. She said this information is available on the City website and on Facebook.

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Center City Administrative Delay Ad Hoc Committee Meeting. Councilmember Hall said the eighth Center City Administrative Delay Ad Hoc Committee Meeting would be Thursday, April 14, at 11:30 a.m. at City Hall.

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City Council Oversight Committee Meeting. Councilmember Hall said the City Council Oversight Committee meeting is Thursday, April 14, at 4:00 p.m.

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Spring Egg and Candy Hunt. Councilmember Hall said the Parks and Recreation Department is bringing back the Spring Egg and Candy Hunt on Friday, April 15, at 5:30 p.m. at Andrews Park. She said the Hunt would begin at 6:30 p.m. with separate egg hunting groups for different ages and abilities. She said this is an important tradition for many children in our community so she hopes the weather is wonderful and that there is a great turnout.

*

Councilmember-Elect Helen Grant. Councilmember Hall congratulated Councilmember-Elect Helen Grant. She said this election cycle, Ward 4 had four candidates who had the courage, commitment, and the grit to file for office and invest their time and talent to reach out to voters by knocking on doors, participating in forums, responding to written questions, and connecting to Ward 4 voters in community settings all over Core Norman. She said it is important to her to provide as much support, context, and information as possible during this transition time to set up our newly elected Councilmember for success when Ms. Grant is sworn in on July 5. She said Ms. Grant has already demonstrated her capacity to delve deeper into the issues that are important to not only Ward 4 but to the community. She appreciates her commitment and shared interest in working together during this time of transition.

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Medieval Fair. Councilmember Holman thanked the organizers of the Medieval Fair for providing the event after a two-year break due to COVID. He said although Reaves Park has areas under construction, the fair was very successful. It was exciting to be at the event and at the same time see the improvements made by the NORMAN FORWARD initiative approved by voters.

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Council Announcements, continued:

Fireworks Show This Year. Councilmember Holman said the July 4th Fireworks Show should go on at Reaves Park this year.

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Earth Day. Councilmember Holman urged residents to attend Earth Day festivities on Sunday, April 24

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Music Festival. Councilmember Holman reminded citizens that the Music Festival is April 28-30 in Downtown Norman.

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Thanks to Lisa Krieg, CDBG/Grants Planner. Councilmember Holman thanked Lisa Krieg, CDBG/Grants Planner, for going beyond her job duties.

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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 25 be placed on the consent docket.

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

First Reading Ordinance

6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-23 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 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)

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

Item 6, 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 April 12, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-23
3. Location map
4. Planning Commission Staff Report dated March 10, 2022
5. City of Norman Predevelopment Summary PD21-30 dated February 24, 2022, from BWB2, LP, for property located at 796 Asp Avenue
6. Aerial location map
7. Pertinent excerpts from Planning Commission minutes of March 10, 2022
8. Protest Map dated March 10, 2022, Containing 40.6% Protest Within Notification Area
9. Letter of protest filed March 1, 2022, from H. Rainey Powell, Owner, 329 Partners Limited Partnership to City of Norman Planning and Development Department
10. Letter of protest filed March 7, 2022, from James C. Miller, Deanna Burger, Owners, MB Real Estate I-VII, L.L.C., to City of Norman Planning and Development Departments
11. Email of protest filed March 9, 2022, from Jerry M. Hatter, Owner, Crimson Proud, LP, to Rone' Tromble
12. Updated Protest Map dated March 10, 2022, containing 49.6% Protest Within Notification Area
13. Letter of protest filed March 10, 2022, from Michael L. Webb, Owner and Managing Partner, L&E Webb, L.L.C., to City of Norman Planning and Development Department
14. Updated Protest Map dated March 28, 2022, containing 49.6% Protest Within Notification Area
15. Letter of protest filed March 14, 2022, from Gayle Gordon Welcher, Lucille Gordon Welcher Trust and Gordon Stuart, Inc., To City of Norman Planning and Development Department
16. Updated Protest Map dated March 31, 2022, containing 50.7% Protest Within Notification Area
17. Email of protest filed March 30, 2022, from Keith M. McCabe, Owner, 753 Asp, L.L.C.
18. Updated Protest Map dated April 6, 2022, containing 50.7% Protest Within Notification Area
19. Letter of protest filed April 5, 2022, from Brett Murphy, Chief Executive Officer, Hideaway-2, Inc., to City of Norman
20. Letter of protest filed March 14, 2022, from Juneann Wadsworth Murphy, City of Norman Planning and Development Department

Ordinance O-2122-23 was Adopted Upon First Reading by Title

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7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-37 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 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)

Item 1.

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 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 April 12, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-37
3. Location map
4. Planning Commission Staff Report dated March 10, 2022
5. Site Plan
6. Plat of Survey
7. Greenbelt Commission Final Comments
8. City of Norman Predevelopment Summary PD22-02 dated February 24, 2022, from Rental Ranch II, L.L.C., and D.L. Hayes Company for property located at 621 Highland Parkway
9. Pertinent excerpts from Planning Commission minutes of March 10, 2022
10. Protest Map dated March 10, 2022, Containing 6.0% Protest Within Notification Area
11. Letter of protest filed March 7, 2022, from Melissa Hearn and Vivian Lee to Norman City Council and Norman Planning Commission
12. Letter of protest filed March 3, 2022, from Huiwen Lin to City of Norman Department of Planning and Community Development
13. Letter of protest filed March 9, 2022, from Clifton Stone to City of Norman Department of Planning and Community Development with attached Aerial Map

Ordinance O-2122-37 was Adopted Upon First Reading by Title

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8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-38 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 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)

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 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 April 12, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-38
3. Location map
4. Site Plan
5. Planning Commission Staff Report dated March 10, 2022
6. Greenbelt Commission Final Comments
7. City of Norman Predevelopment Summary PD22-03 dated February 24, 2022, from Dr. Greg Emmert for property located at 1134 McGee Drive
9. Pertinent excerpts from Planning Commission minutes of March 10, 2022

Ordinance O-2122-38 was Adopted Upon First Reading by Title

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9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-39 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 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)

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

Item 9, 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 April 12, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-39
3. Location map
4. Planning Commission Staff Report dated March 10, 2022
5. Site Development Plan
6. Greenbelt Commission Final Comments
7. Floor Plan Exhibit
8. Exterior Elevations Exhibit
9. Color Elevations Exhibit
10. City of Norman Predevelopment Summary PD22-04 dated February 24, 2022, from JM Civil Engineering for property located at the southwest corner of East Cedar Lane Road and Classen Boulevard
11. Pertinent excerpts from Planning Commission minutes of March 10, 2022

Ordinance O-2122-39 was Adopted Upon First Reading by Title

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Donation

10. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$2,000 FROM THE OKLAHOMA POSTAL EMPLOYEE BENEVOLENT SOCIETY TO BE USED FOR THE K-9 UNIT AT THE NORMAN POLICE DEPARTMENT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

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 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 April 12, 2022, from Kevin Foster, Chief of Police

The Donation was Accepted and the Budget Appropriation was Approved.

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11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-52: A TEMPORARY CONSTRUCTION EASEMENT FROM BEATRICE YORKTOWN HOLDINGS, L.L.C., A TEXAS LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$1,000 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

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

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 April 12, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Temporary Easement E-2122-52 with location map and legal description
3. Easement Table
4. Aerial Project Location Map

Temporary Easement E-2122-52 was Accepted.

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12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-53: A TEMPORARY CONSTRUCTION EASEMENT FROM BOOMER'S EXPRESS CORPORATION IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

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 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 April 12, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Easement Table
3. Temporary Easement E-2122-53 with location map and legal description
4. Aerial Project Location Map

Temporary Easement E-2122-53 was Accepted.

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13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-54: A TEMPORARY CONSTRUCTION EASEMENT FROM THE MEREDITH & JEFF ROWLAND LIVING TRUST DATED MARCH 14, 2019, IN THE AMOUNT OF \$6,200 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

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 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 April 12, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Temporary Easement E-2122-54 with location map and legal description
3. Easement Table
4. Aerial Project Location Map

Temporary Easement E-2122-54 was Accepted.

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14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-57: A PERMANENT SIDEWALK AND UTILITY EASEMENT FROM RIEGER, L.L.C., IN THE AMOUNT OF \$2,060 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

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 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 April 12, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Easement E-2122-57 with location map and legal description
3. Easement Table
4. Aerial Project Location Map

Easement E-2122-57 was Accepted.

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15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-58: A TEMPORARY CONSTRUCTION EASEMENT FROM RIEGER, L.L.C., IN THE AMOUNT OF \$70 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

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 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 April 12, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Temporary Easement E-2122-58 with location map and legal description
3. Easement Table
4. Aerial Project Location Map

Temporary Easement E-2122-58 was Accepted.

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Contracts

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT OR POSTPONEMENT OF LANDLORD'S WAIVER PURSUANT TO CONTRACT K-8990-32: BY AND BETWEEN THE CITY OF NORMAN, HASKELL LEMON GROUP, LLC AND UMB BANK N.A. ALLOWING UMB BANK, N.A. ACCESS TO 4511 SOUTH CHAUTAUQUA AVENUE TO VIEW, SELL AND REMOVE COLLATERAL LOCATED ON THE PROPERTY.

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 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 April 12, 2022, from Chris Mattingly, Director of Utilities
2. Landlord's Waiver with Exhibit A, Lease Agreement with Exhibit A, location map and legal description
3. Addendum No. One to Contract K-8990-32
4. Memorandum dated April 2, 2001, from Jeff F. Raley, City Attorney, to the Honorable Mayor and Councilmember

Items submitted for the record, continued

5. Addendum No. Two to Contract K-8990-32, Memorandum of Lease Agreement with Exhibit A, legal description
6. Addendum No. Three to Contract K-8990-32, Memorandum of Lease Agreement with Exhibit "A", Legal Description
7. Addendum No. Four to Contract K-8990-32, Consent to Assignment and Assumptions of Lease Agreement
8. Memorandum dated October 24, 2005, from Jeff Harley Bryant, City Attorney, to the Honorable Mayor and Councilmembers
9. Consent to Assignment and Assumption of Lease Agreement
10. Assignment and Assumption of Lease Agreement
11. Agenda Item Page dated April 27, 2004 for Assignment and Assumption of a Lease Agreement by the City of Norman with Norman Asphalt Company to Oklahoma Construction Materials, L.L.C.
12. Letter dated December 5, 2003, from Anthony Francisco, Finance Director, to Chris Lohne, Norman Asphalt c/o Martin Marietta Materials
13. Letter dated January 12, 2005, from Anthony Francisco, Finance Director, to Norman Asphalt c/o Martin Marietta Materials
14. Letter dated February 14, 2014, from Anthony Francisco, Finance Director, to Larry Lemon, Haskell Lemon Construction Company
15. Letter dated March 1, 2018, from Anthony Francisco, Finance Director, to Jay Lemon, Haskell Lemon Construction Company

A Landlord's Waiver Pursuant to Contract K-8990-32 with Haskell Lemon Group, L.L.C, and UMB Bank, N.A., Allowing UMB Bank, N.A., Access to 4511 South Chautauqua Avenue to View, Sell and Remove Collateral Located on the Property was Approved.

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17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-1617-66: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND PROFESSIONAL ENGINEERING CONSULTANTS, P.A., INCREASING THE CONTRACT AMOUNT BY \$17,000 FOR A REVISED CONTRACT AMOUNT OF \$72,800 FOR THE LIFT STATION D FORCE MAIN REPLACEMENT PROJECT, PHASE II.

Acting as the Norman Utilities Authority

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

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 17, continued:

Items submitted for the record

1. Staff Report dated April 12, 2022, from Nathan Madenwald, Utilities Engineer
2. Amendment No. One to Contract K-1617-66 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation
3. Letter dated October 13, 2016, from Mark Daniels, P.E., Utilitis Engineer, to Mr. Ethan Edwards, Professional Engineering Consultants, P.A.
4. Contract K-2122-66 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation

Amendment No. One to Contract 1617-66 was Approved.

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18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1617-105: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$34,400 FOR A REVISED CONTRACT AMOUNT OF \$469,350 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER AVENUE PROJECT FROM ACRES STREET TO FLOOD AVENUE.

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 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 April 12, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Project location map
3. Contract K-2021-96 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation

Amendment No. Three to Contract K-1617-105 was Approved.

* * * * *

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT C
POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-11: BY
 AND BETWEEN NORMAN UTILITIES AUTHORITY AND HAMMER CONSTRUCTION,
 INC., INCREASING THE CONTRACT AMOUNT BY \$9,175.10 FOR A REVISED
 CONTRACT AMOUNT OF \$831,401.50 AND ADDING 236 CALENDAR DAYS TO THE
 CONTRACT FOR THE 2015 WATER WELLS & LINES PROJECT, LOCATED NEAR
 TECUMSEH ROAD AND/OR 108TH AVENUE N.E., FINAL ACCEPTANCE OF THE
 PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$80,399.99

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 7 Holman, Seconded by Trustee Ward 6 Foreman

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 April 12, 2022, from Ken Giannone, P.E., Capital Projects Engineer
2. Change Order No. One to Contract K-2021-11
3. Application and Certificate for Payment dated March 31, 2022, in the amount of \$80,399.99 from Hammer Construction, Inc.

Change Order No. One to Contract K-2021-11 was Approved, the Project was Accepted, and Final Payment in the amount of \$80,399.99 was Approved.

* * * * *

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-96: A
 CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND
 GARVER, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$17,564 FOR A
 REVISED CONTRACT AMOUNT OF \$75,664 FOR PORTER AVENUE WATER LINE
 REPLACEMENT PROJECT, PHASE II.

Acting as the Norman Utilities Authority

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

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 April 12, 2022, from Rachel Croft, Staff Engineer
2. Amendment No. One to Contract K-2021-96 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation
3. Contract K-2021-96 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation

Amendment No. One to Contract 2021-96 was Approved.

* * * * *

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-114: A CONTRACT BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND TRICORE GROUP, LLC. INCREASING THE CONTRACT AMOUNT BY \$8,500 FOR A REVISED CONTRACT AMOUNT OF \$39,000 FOR THE COMPOST FACILITY SCALE HOUSE PROJECT.

Acting as the Norman Municipal Authority

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

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 April 12, 2022, from Rachel Croft, Staff Engineer
2. Amendment No. One to Contract K-2021-114 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation

Amendment No. One to Contract 2021-114 was Approved.

* * * * *

22. CONSIDERATION OF APPROVAL, AUTHORIZATION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-117: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RONALD LAWRENCE AND KAREN RENEE PAGE IN THE AMOUNT OF \$450,000 FOR THE PURCHASE OF REAL PROPERTY LOCATED AT 3101 SILVERADO WAY PLUS CLOSING COSTS TO BE DETERMINED PRIOR TO CLOSING FOR THE WATER TREATMENT PLANT LAND AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE ALL CLOSING DOCUMENTS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Municipal Authority

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

Item 22, continued:

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 April 12, 2022, from Nathan Madenwald, Utilities Engineer
2. Contract K-2122-117 with Schedule "A", Description of the Property, and Schedule "B", Special Warranty Deed
3. Aerial location map

Contract K-2122-117 was Approved, the General Manager was Authorized to Execute All Closing Documents, and the Budget Transfer was Approved.

* * * * *

23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF CONTRACT K-2122-120: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND EQUITY COMMERCIAL REALTY, L.L.C., FOR PROPERTY LOCATED AT 1901 RESEARCH PARK BOULEVARD FOR A PERIOD OF FIVE YEARS SUBJECT TO ANNUAL APPROPRIATION OF FUNDS.

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 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 April 12, 2022, from Jason Olsen, Director of Parks and Recreation
2. Contract K-2122-120 with Exhibit "A", Premises; Exhibit "B-1", Landlord Work/Quote; Exhibit "B-2", Amortization Table; Exhibit "C", Rules and Regulations; Exhibit "D", Tenant Estoppel Statement; Exhibit "E", Tenant Acceptance Letter; and Audit Trail

Contract K-2122-120 was Approved for a Period of Five Years Subject to Annual Appropriation of Funds

* * * * *

24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-107 AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION'S FYE 2022 REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY (RAISE) GRANT PROGRAM FOR PANTOGRAPH CHARGING INFRASTRUCTURE; EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$272,162) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.

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 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 April 12, 2022, from Taylor Johnson, Transit and Parking Program Manager
2. Resolution R-2122-107

Resolution R-212-107 was Adopted.

* * * * *

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-110: A JOINT RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE BOARD OF TRUSTEES FOR THE NORMAN MUNICIPAL AUTHORITY ADOPTING THE UPDATED IMPLEMENTATION PLAN FOR PROJECTS FUNDED OR TO BE FUNDED BY REVENUES COLLECTED FROM THE NORMAN FORWARD TEMPORARY SALES TAX.

Acting as the City Council and the Norman Municipal Authority

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 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 25, continued:

Items submitted for the record

1. Staff Report dated April 12, 2022, from Anthony Francisco, Director of Finance
2. Resolution R-2122-110
3. NORMAN FORWARD Implementation Plan dated May, 2016, and revised March, 2022

Resolution R-212-110 was Adopted.

* * * * *

Approval of the Consent Docket

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

This is the end of the Consent Docket. Item 4 through Item 25, were approved on the Consent Docket.

* * * * *

NON-CONSENT ITEMS

Public Hearings

26. CONDUCTING A PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED THIRD YEAR ACTION PLAN FOR THE FORTY-SEVENTH YEAR NORMAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION WHICH INCLUDES THE 2022 HOME PROGRAM TOTALING \$1,371,966 TO BE SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

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 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 April 12, 2022, from Lisa D. Krieg, CDBG Grants Manager
2. 2022 (FYE23) Community Development Block Grant Budget
3. United States Department of Housing and Urban Development Non-State Grantee Certifications
4. Application for Federal Assistance

Participants in discussion

1. Ms. Lisa Krieg, CDBG Grants Manager
2. Ms. Heidi Smith, Thunderbird Clubhouse

The Public Hearing was Conducted.

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

The Public Hearing was Closed.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 1 Studley.

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 Proposed Third Year Action Plan for the Forty-Seventh Year Norman Community Development Block Grant Application which included the 2022 HOME Program totaling \$1,371,966 to be submitted to the United States Department of Housing and Urban Development was Approved.

* * * * *

Administrative Appeal

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-109: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A DEMOLITION APPLICATION FOR A DETACHED GARAGE AT 209 WEST DUFFY STREET.

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

Item 27, 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 April 12, 2022, from Jane Hudson, Director of Planning and Community Development
2. Resolution R-2122-109
3. Administrative Delay Appeal for St. John's Episcopal Church for property located at 209 West Duffy Street
4. Temporary Administrative Delay, Center City Form-Based Code Area dated March 4, 2022, from Pat Welch, Junior Warden, St. John's Episcopal Church, for property located at 209 West Duffy Street
5. Demolition Permit Application dated March 3, 2022 for 209 West Duffy Street
6. Resolution R-2122-76
7. Aerial location map
8. Location map

Participants in discussion

1. Ms. Patricia Welch, Junior Warden, St. John's Episcopal Church

Resolution R-2122-109 was Adopted.

* * * * *

MISCELLANEOUS COMMENTS

None.

ADJOURNMENT

The Meeting Adjourned at 8:05 p.m.

City Clerk

Mayor

File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-44: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2022, AS PRIDE MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Cinthya Allen

PRESENTER: Cinthya Allen, Chief Diversity and Equity Officer

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-44: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2022, AS PRIDE MONTH IN THE CITY OF NORMAN.

Proclamation

P-2122-44

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF
JUNE, 2022, AS PRIDE MONTH IN THE CITY OF NORMAN.

- § 1. WHEREAS, the month of June is designated as Pride Month to commemorate the Stonewall Riots which occurred in June of 1969 and are recognized as the catalyst of the LGBT Rights Movement; and
- § 2. WHEREAS, the City of Norman recognizes a community's strength includes the principles of inclusion, equity, and the inalienable rights of all people to life, liberty, and the pursuit of happiness; and
- § 3. WHEREAS, Norman's LGBTQ+ communities contribute in significant ways through serving in various industries across Norman, such as education, business, arts, health, technology, nonprofits, and others; and
- § 4. WHEREAS, it is important to recognize the LGBTQ+ community continues to experience targets, discrimination, and violence; and
- § 5. WHEREAS, the City of Norman recognizes organizations such as Norman PFLAG, established in 1995, and Norman Pride, established in 2018, help provide sources of support, information, and community for the people it represents and their families; and
- § 6. WHEREAS, the City of Norman's inclusion commitment extends through public safety and services, including the Norman Police Department's (NPD) upcoming partnership with Norman Pride, PFLAG, and City of Norman LGBTQ+ Alliance Employee Resource Group to host the NPD Community Pride Fest with the goal of creating spaces for celebration, awareness, and building relationships across community and law enforcement; and
- § 7. WHEREAS, awareness drives greater education and relationships, which drive empathy and understanding;

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

- § 8. Do hereby proclaim the month of June, 2022, as Pride Month in the City of Norman. and invite all citizens to join me in celebrating inclusion across our community.

PASSED AND APPROVED this 24th day of June 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-45: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2022, AS MENTAL HEALTH AWARENESS MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Cinthya Allen

PRESENTER: Cinthya Allen, Chief Diversity and Equity Officer

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-45: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2022, AS MENTAL HEALTH AWARENESS MONTH IN THE CITY OF NORMAN.

Proclamation

P-2122-45

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF
MAY, 2022, AS MENTAL HEALTH AWARENESS MONTH IN
THE CITY OF NORMAN.

- § 1. WHEREAS, Mental Health is part of everyone's overall health and contributes to the health of the community overall; and
- § 2. WHEREAS, mental illnesses affect millions of Americans and does not discriminate among genders, races, ethnicities, and socio-economic statuses; and
- § 3. WHEREAS, the stigma and resulting discrimination is a primary obstacle to identification and effective treatment of individuals; and
- § 4. WHEREAS, early identification and treatment can make a difference in the successful navigation of mental illness and recovery; and
- § 5. WHEREAS, the theme for 2022's Mental Health Awareness Month is "Together for Mental Health," which highlights the importance of working together to advocate for mental health and access to resources; and
- § 6. WHEREAS, at the City of Norman, we value the professional Mental Health service providers across our community and recognize the need is great; and
- § 7. WHEREAS, by working together and raising awareness, we can help improve the lives of individuals and families to support healthy and fulfilling lives for healthy communities;

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

- § 8. Do hereby proclaim the month of May, 2022, as Mental Health Awareness Month in the City of Norman and encourage everyone to recognize we all have a part to play in the success of driving mental health by reaching out to friends and loved ones, supporting local organizations, and one another as a community.

PASSED AND APPROVED this 24th day of May, 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-46: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2022, AS NATIONAL SAFETY MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-46: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2022, AS NATIONAL SAFETY MONTH IN THE CITY OF NORMAN.

Proclamation

P-2122-46

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE MONTH
OF JUNE, 2022, AS NATIONAL SAFETY MONTH IN THE
CITY OF NORMAN.

- § 1. WHEREAS, the rate of unintentional injuries and deaths in the United States remains at unacceptable levels; and
- § 2. WHEREAS, addressing musculoskeletal disorders, education on impairment, providing employers with tools to prevent injuries and mitigating falls remains critical to preventing injuries and deaths; and
- § 3. WHEREAS, the cost of unintentional injuries to workers and their employers exceeds \$1.158.4 billion each year and causes great suffering among individuals and their families; and
- § 4. WHEREAS, the National Safety Council and the Oklahoma Safety Council work to promote policies, practices, and procedures leading to increased safety, protection, and health in business and industry, in schools and colleges, on roads and highways, and in homes and communities; and
- § 5. WHEREAS, the summer season is a time of increased rates of unintentional injuries and deaths and it an appropriate time to focus attention on injury risks and prevention.

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

- § 6. Do hereby proclaim the month of June, 2022, as National Safety Month and urge the citizens and businesses of Norman to practice safe and healthy behaviors in all aspects of their lives.

PASSED AND APPROVED this 24th day of May, 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

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

ADA CITIZENS ADVISORY COMMITTEE

TERM: 05-28-22 TO 05-28-25: SUE FAVORS, WARD 8

TERM: 05-28-22 TO 05-28-25: NELSON DENT, WARD 2

BICYCLE ADVISORY COMMITTEE

TERM: 05-24-22 TO 02-13-25: STEPHEN SWANSON, WARD 1

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 05-24-22 TO 10-27-23: BENJAMIN BARANOWSKI WARD 4

GREENBELT COMMISSION

TERM: 07-13-21 TO 07-13-24: MARK NANNY, WARD 1

HUMAN RIGHTS COMMISSION

TERM: 05-24-22 TO 07-13-22: DR. BINBIN WENG, WARD 8

TERM: 05-24-22 TO 07-13-23: AISHA ALI, WARD 3

LIBRARY BOARD

TERM: 05-10-22 TO 05-01-25: DEBRA ENGEL, WARD 3

TERM: 05-10-22 TO 05-01-25: SUE RINGUS, WARD 4

TERM: 05-10-22 TO 05-01-25: BIANCA GORDON, WARD 6

NORMAN CONVENTION AND VISITORS BUREAU

TERM: 07-13-22 TO 75-13-25: STEVE GILLIS, WARD 3

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 05-24-22 TO 10-31-22, PAT HALL, WARD 2

PLANNING COMMISSION

TERM: 05-24-22 TO 11-01-24: LIZ MCKOWN, WARD 8

TERM: 05-24-22 TO 11-01-24, DOUG MCCLURE, WARD 7

TREE BOARD

TERM: 05-24-22 TO 05-13-25: ROD ACKMANN, WARD 6

TERM: 05-24-22 TO 05-13-25: TREY GOURLEY, WARD 2



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

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:

ADA CITIZENS ADVISORY COMMITTEE

TERM: 05-28-22 TO 05-28-25: SUE FAVORS, WARD 8

TERM: 05-28-22 TO 05-28-25: NELSON DENT, WARD 2

BICYCLE ADVISORY COMMITTEE

TERM: 05-24-22 TO 02-13-25: STEPHEN SWANSON, WARD 1

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 05-24-22 TO 10-27-23: BENJAMIN BARANOWSKI WARD 4

GREENBELT COMMISSION

TERM: 07-13-21 TO 07-13-24: MARK NANNY, WARD 1

HUMAN RIGHTS COMMISSION

TERM: 05-24-22 TO 07-13-22: DR. BINBIN WENG, WARD 8

TERM: 05-24-22 TO 07-13-23: AISHA ALI, WARD 3

LIBRARY BOARD

TERM: 05-10-22 TO 05-01-25: DEBRA ENGEL, WARD 3

TERM: 05-10-22 TO 05-01-25: SUE RINGUS, WARD 4

TERM: 05-10-22 TO 05-01-25: BIANCA GORDON, WARD 6

NORMAN CONVENTION AND VISITORS BUREAU

TERM: 07-13-22 TO 75-13-25: STEVE GILLIS, WARD 3

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 05-24-22 TO 10-31-22, PAT HALL, WARD 2

PLANNING COMMISSION

TERM: 05-24-22 TO 11-01-24: LIZ MCKOWN, WARD 8

TERM: 05-24-22 TO 11-01-24, DOUG MCCLURE, WARD 7

TREE BOARD

TERM: 05-24-22 TO 05-13-25: ROD ACKMANN, WARD 6

TERM: 05-24-22 TO 05-13-25: TREY GOURLEY, WARD 2

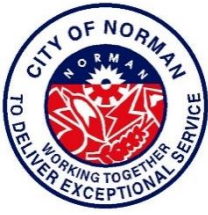
Stephen Swanson will replace Olga Caulfield who has resigned; Benjamin Baranowski will fill the unexpired vacancy left by Robert Vollmar who is no longer eligible to serve; Dr. Binbin Weng will fill the unexpired vacancy left by Dr. Hairong Song who is no longer eligible to serve; Aisha Ali will replace Cathy Billings who is no longer eligible to serve; Pat Hall will fill the unexpired vacancy left by Tom Sherman who passed away; Liz McKown will fill the unexpired vacancy left by Sandy Bahan who is no longer eligible to serve; Doug McClure will fill the unexpired vacancy left by Lark Zink who is no longer eligible to serve; Rod Ackmann will replace Gregory Huffman who is no longer eligible to serve; Trey Gourley will replace Vicki Lavastida who is no longer eligible to serve; and Sue Favors, Nelson Dent, Mark Nanny, Debra Engel, Sue Ringus, Bianca Gordon, and Steve Gillis are reappointments.

File Attachments for Item:

6. CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS AND RESOLUTION R-2122-124

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

TERM: 06-28-22 TO 06-28-26: AMANDA NAIRN, WARD 8



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS AND RESOLUTION R-2122-124

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
TERM: 06-28-22 TO 06-28-26: AMANDA NAIRN, WARD 8

INFORMATION:

In accordance with the Mayor's request, the above-described item is submitted for City Council's consideration. Amanda Nairn is being reappointed. The accompanying resolution has been drawn and is submitted for City Council's consideration as required by State Statute. After adoption, the resolution will be forwarded to the Cleveland County District Court.

Resolution

R-2122-124

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REAPPOINTING AMANDA NAIRN TO THE CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT.

- § 1. WHEREAS, one-third of the Central Oklahoma Master Conservancy District Board of Directors is nominated by the Council of the City of Norman and appointed by the District Court of Cleveland County for a term of four years as required by 82 O.S. §541 of the Oklahoma State Statutes; and
- § 2. WHEREAS, the term of one of Norman's representatives on the Board of Directors of the Central Oklahoma Master Conservancy District will expire on June 28, 2022; and
- § 3. WHEREAS, Amanda Nairn is a citizen of Norman whose dedication, interest, and talent has made her a valuable member to the Board of Directors of the Central Oklahoma Master Conservancy District.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That Amanda Nairn be reappointed to serve on the Board of Directors of the Central Oklahoma Master Conservancy District, said term beginning June 28, 2022, and ending June 28, 2026, and that notice is given to the District Judge of the reappointment of Amanda Nairn as one of the Board of Directors of the Central Oklahoma Master Conservancy District.

PASSED AND ADOPTED this 24th day of May, 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

7. CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS AND RESOLUTION R-2122-125:

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

TERM: 06-28-22 TO 06-28-26: DR. EDGAR O'REAR



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS AND RESOLUTION R-2122-125

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
TERM: 06-28-22 TO 06-28-26: DR. EDGAR O'REAR

INFORMATION:

In accordance with the Mayor's request, the above-described item is submitted for City Council's consideration. Dr. Edgar O'Rear is being appointed to replace Roger Frech who does not wish to be reappointed. The accompanying resolution has been drawn and is submitted for City Council's consideration as required by State Statute. After adoption, the resolution will be forwarded to the Cleveland County District Court.

Resolution

R-2122-125

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPOINTING DR. EDGAR O'REAR TO THE CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT.

- § 1. WHEREAS, one-third of the Central Oklahoma Master Conservancy District Board of Directors is nominated by the Council of the City of Norman and appointed by the District Court of Cleveland County for a term of four years as required by 82 O.S. §541 of the Oklahoma State Statutes; and
- § 2. WHEREAS, the term of one of Norman's representatives on the Board of Directors of the Central Oklahoma Master Conservancy District will expire on June 28, 2022; and
- § 3. WHEREAS, Dr. Edgar O'Rear is a citizen of Norman whose dedication, interest, and talent make him a valuable addition to the Board of Directors of the Central Oklahoma Master Conservancy District.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That Dr. Edgar O'Rear be appointed to serve on the Board of Directors of the Central Oklahoma Master Conservancy District, said term beginning June 28, 2022, and ending June 28, 2026, and that notice is given to the District Judge of the appointment of Dr. Edgar O'Rear as one of the Board of Directors of the Central Oklahoma Master Conservancy District.

PASSED AND ADOPTED this 24th day of May, 2022.

Mayor

ATTEST:

City Clerk



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 APRIL 30, 2022, AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

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 APRIL 30, 2022, AND DIRECTING THE FILING THEREOF.

DATE: May 11, 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 April 2022 | MONTHLY % INCREASE (DECREASE) | MONTHLY % OF PORTFOLIO HOLDINGS | MONTH-END BALANCE April 2022 | MONTHLY % OF PORTFOLIO HOLDINGS | ANNUAL BUDGETED INTEREST EARNINGS FYE22-YTD | INTEREST EARNINGS YTD FYE22 | YTD % INCREASE (DECREASE) | YTD % PORTFOLIO HOLDINGS |
| GENERAL FUND | \$15,478 | \$4,739 | -69.38% | 7.88% | 14,795,254 | 5.15% | \$151,725 | \$32,016 | -78.90% | 5.96% |
| NET REVENUE STABILIZATION | \$4,167 | \$1,429 | -65.70% | 2.38% | 4,199,189 | 1.46% | \$41,667 | \$12,818 | -69.24% | 2.38% |
| PUBLIC SAFETY SALES TAX FUND | \$4,167 | \$550 | -86.79% | 0.92% | 9,851,366 | 3.43% | \$41,667 | \$3,419 | -91.78% | 0.64% |
| HOUSING | N/A | \$8 | 100.00% | 0.01% | 4,100,302 | 1.43% | N/A | \$33 | 100.00% | 0.01% |
| SPECIAL GRANTS FUND | N/A | \$272 | 100.00% | 0.45% | 14,070,057 | 4.90% | N/A | \$3,982 | 100.00% | 0.74% |
| ROOM TAX FUND | \$208 | -\$64 | -130.53% | -0.11% | 570,849 | 0.20% | \$2,083 | \$852 | -59.13% | 0.16% |
| SEIZURES | \$42 | \$443 | 963.25% | 0.74% | 1,454,026 | 0.51% | \$417 | \$3,469 | 732.47% | 0.65% |
| CLEET FUND | N/A | \$0 | 100.00% | 0.00% | (2,870) | 0.00% | N/A | \$0 | 100.00% | 0.00% |
| TRANSIT & PARKING FUND | \$0 | \$1,555 | 0.00% | 2.58% | 4,560,922 | 1.59% | \$0 | \$4,165 | 0.00% | 0.77% |
| ART IN PUBLIC PLACES FUND | N/A | \$1 | 100.00% | 0.00% | 1,847 | 0.00% | N/A | \$5 | 100.00% | 0.00% |
| WESTWOOD FUND | \$625 | \$194 | -68.94% | 0.32% | 1,166,128 | 0.41% | \$6,250 | \$2,784 | -55.45% | 0.52% |
| WATER FUND | \$10,000 | \$11,337 | 13.37% | 18.85% | 38,789,374 | 13.49% | \$100,000 | \$108,043 | 8.04% | 20.10% |
| WASTEWATER FUND | \$4,167 | \$3,282 | -21.22% | 5.46% | 9,586,243 | 3.34% | \$41,667 | \$30,473 | -26.86% | 5.67% |
| SEWER MAINTENANCE FUND | N/A | \$4,387 | 100.00% | 7.30% | 12,932,508 | 4.50% | N/A | \$38,446 | 100.00% | 7.15% |
| DEVELOPMENT EXCISE | \$5,833 | \$2,216 | -62.01% | 3.69% | 6,649,881 | 2.31% | \$58,333 | \$21,109 | -63.81% | 3.93% |
| SANITATION FUND | \$25,000 | \$5,260 | -78.96% | 8.75% | 15,146,569 | 5.27% | \$250,000 | \$51,244 | -79.50% | 9.53% |
| RISK MANAGEMENT FUND | N/A | \$784 | 100.00% | 1.30% | 1,165,199 | 0.41% | N/A | \$8,205 | 100.00% | 1.53% |
| CAPITAL PROJECTS FUND | \$58,333 | \$6,935 | -88.11% | 11.53% | 61,400,103 | 21.36% | \$333,333 | \$84,494 | -74.85% | 15.72% |
| NORMAN FORWARD SALES TAX | \$1,250 | \$11,480 | 818.37% | 19.09% | 67,002,189 | 23.31% | \$12,500 | \$99,341 | 694.73% | 18.48% |
| PARKLAND FUND | \$833 | \$267 | -67.98% | 0.44% | 779,307 | 0.27% | \$8,333 | \$2,678 | -67.86% | 0.50% |
| UNP TAX INCREMENT DISTRICT | \$2,000 | \$90 | -95.52% | 0.15% | 10,844,488 | 3.77% | \$400,000 | \$945 | 100.00% | 0.18% |
| CENTER CITY TAX INCREMENT DIST | N/A | \$244 | 0.00% | 0.41% | 857,708 | 0.30% | N/A | \$1,633 | 100.00% | 0.30% |
| SINKING FUND | \$2,083 | \$4,385 | 110.46% | 7.29% | 6,547,751 | 2.28% | \$20,833 | \$24,334 | 16.80% | 4.53% |
| SITE IMPROVEMENT FUND | N/A | \$17 | 100.00% | 0.03% | 50,387 | 0.02% | N/A | \$159 | 100.00% | 0.03% |
| TRUST & AGENCY FUNDS | N/A | \$3 | 100.00% | 0.01% | 9,708 | 0.00% | N/A | \$31 | 100.00% | 0.01% |
| ARTERIAL ROAD FUND | N/A | \$313 | 100.00% | 0.52% | 918,362 | 0.32% | N/A | \$2,872 | 100.00% | 0.53% |
| | \$134,184 | \$60,126 | -55.19% | 100.00% | 287,425,846 | 100.00% | \$1,468,808 | \$537,549 | -63.40% | 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 \$287.43 million as of 04/30/22 are represented by working capital cash balances of all City funds of approximately \$90.31 million, outstanding encumbrances of \$91.34 million, General Obligation Bond proceeds of \$43.15 million, NUA revenue bond proceeds of \$5.80 million, NMA bond proceeds of \$45.14 million, and UNP TIF reserve amounts of \$11.69 million.

INVESTMENT BY TYPE

April 30, 2022

| LIST BY TYPE | SEC. NO. | PURCHASED | MATURITY | YIELD | EARNED INTEREST | COST | MARKET |
|---|--------------------|-----------|----------|-------|--------------------|-------------------------|-------------------------|
| **Checking | | | | | | | |
| BANK OF OKLAHOMA | GEN'L DEP | | | 0.05% | \$2,126.82 | \$49,220,755.04 | \$49,220,755.04 |
| BANK OF OKLAHOMA | WARRANTS PAYABLE | | | | | (\$809,086.37) | (\$809,086.37) |
| BANK OF OKLAHOMA | PAYROLL | | | | | (\$4,186,047.66) | (\$4,186,047.66) |
| BANK OF OKLAHOMA | COURT BOND REFUNDS | | | | | \$150,707.84 | \$150,707.84 |
| BANK OF OKLAHOMA | INSURANCE CLAIMS | | | | | (\$419,226.29) | (\$419,226.29) |
| BANK OF OKLAHOMA | LOCK BOX | | | | | \$1,428,216.66 | \$1,428,216.66 |
| BANK OF OKLAHOMA | RETURN CHECKS | | | | | (\$5,860.99) | (\$5,860.99) |
| BANK OF OKLAHOMA | PARKS | | | | | \$0.00 | \$0.00 |
| BANK OF OKLAHOMA | FLEXIBLE SPENDING | | | | | (\$8,042.60) | (\$8,042.60) |
| BANK OF OKLAHOMA | CDBG-CV | | | 0.03% | \$5.86 | \$196,402.95 | \$196,402.95 |
| **Subtotal | | | | | \$2,132.68 | \$45,567,818.58 | \$45,567,818.58 |
| **Money Market | | | | | | | |
| BANCFIRST-NUA | MONEY MKT | | | 0.37% | \$3.75 | \$187,918.22 | \$187,918.22 |
| BANCFIRST-NMA Room Tax | MONEY MKT | | | 0.06% | \$16.78 | \$71,318.82 | \$71,318.82 |
| BANCFIRST-NUA Water | MONEY MKT | | | 0.37% | \$25.85 | \$5,480,096.16 | \$5,480,096.16 |
| BANCFIRST-NUA Clean Water | MONEY MKT | | | 0.06% | \$3.25 | \$136,132.27 | \$136,132.27 |
| BANCFIRST-NMA PSST | MONEY MKT | | | 0.37% | \$38.22 | \$8,272,383.81 | \$8,272,383.81 |
| BANCFIRST-NMA Norman Forward | MONEY MKT | | | 0.37% | \$129.43 | \$35,132,796.67 | \$35,132,796.67 |
| BANCFIRST-NMA ERP Financing | MONEY MKT | | | 0.37% | \$6.20 | \$1,660,497.41 | \$1,660,497.41 |
| BANK OF OKLAHOMA UNP TIF | MONEY MKT | | | 0.01% | \$89.67 | \$11,658,578.54 | \$11,658,578.54 |
| BANK OF OKLAHOMA ARPA | MONEY MKT | | | 0.03% | \$270.77 | \$10,981,387.34 | \$10,981,387.34 |
| BANK OF OKLAHOMA-Westwood | MONEY MKT | | | 0.05% | \$194.15 | \$0.00 | \$0.00 |
| BANK OF OKLAHOMA-CVW | MONEY MKT | | | 0.05% | \$0.51 | \$12,428.15 | \$12,428.15 |
| BANK OF OKLAHOMA | MONEY MKT | | | 0.05% | \$1.35 | \$32,988.83 | \$32,988.83 |
| BANK OF OKLAHOMA | MONEY MKT | | | 0.05% | \$6.05 | \$136,306.82 | \$136,306.82 |
| BANK OF OKLAHOMA-SW | MONEY MKT | | | 0.05% | \$0.00 | \$6.77 | \$6.77 |
| BANK OF OKLAHOMA-Misty Lake | MONEY MKT | | | 0.03% | \$14.67 | \$595,128.62 | \$595,128.62 |
| BANK OF OKLAHOMA-2015 | MONEY MKT | | | 0.05% | \$77.99 | \$1,897,700.88 | \$1,897,700.88 |
| BANK OF OKLAHOMA-2019A | MONEY MKT | | | 0.05% | \$221.87 | \$5,360,049.00 | \$5,360,049.00 |
| BANK OF OKLAHOMA-2019B | MONEY MKT | | | 0.05% | \$620.85 | \$15,087,368.89 | \$15,087,368.89 |
| BANK OF OKLAHOMA-2020A | MONEY MKT | | | 0.03% | \$177.57 | \$7,150,462.93 | \$7,150,462.93 |
| BANK OF OKLAHOMA-2021 | MONEY MKT | | | 0.03% | \$336.61 | \$13,651,881.93 | \$13,651,881.93 |
| **Subtotal | | | | | \$2,235.64 | \$117,505,432.06 | \$117,505,432.06 |
| **Sweep/Overnight | | | | | | | |
| BANK OF OKLAHOMA | ICS ACCT | | | 0.03% | \$796.50 | \$32,326,451.34 | \$32,326,451.34 |
| BANK OF OKLAHOMA PORTFOLIO | SHORT TERM | | | 0.01% | \$77.20 | \$5,893,144.51 | \$5,893,144.51 |
| **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% | 472.70 | | |
| US T-Note | 91282XR6 | 05/31/19 | 05/31/22 | 2.04% | 5,055.01 | 3,000,000.00 | \$3,003,060.00 |
| FHLB | 313381BR5 | 12/31/19 | 12/09/22 | 1.61% | 10,936.82 | 8,100,000.00 | \$8,112,555.00 |
| FFCB | 3133EMKU5 | 01/29/21 | 12/14/22 | 0.11% | 455.30 | 5,005,000.00 | \$4,964,259.30 |
| FHLMC | 3134GXGQ1 | 01/29/21 | 12/15/22 | 0.06% | 911.66 | 8,000,000.00 | \$7,923,440.00 |
| FNMA | 3135G05T6 | 11/30/21 | 08/18/23 | 0.48% | 2,609.17 | 6,500,000.00 | \$6,323,200.00 |
| US T-Note | 9128284X5 | 06/29/21 | 08/31/23 | 2.75% | 2,072.68 | 8,500,000.00 | \$8,534,935.00 |
| FHLMC | 3134GW7K6 | 04/29/22 | 11/03/23 | 2.40% | 56.00 | 6,788,000.00 | \$6,562,638.40 |
| FHLB | 3130A3VC5 | 12/31/19 | 12/08/23 | 1.62% | 8,932.98 | 6,500,000.00 | \$6,469,645.00 |
| US T-Note | 91282CBN0 | 06/30/21 | 12/28/23 | 0.13% | 1,353.82 | 9,000,000.00 | \$8,864,010.00 |
| FFCB | 3133ENLF5 | 01/28/22 | 01/18/24 | 1.17% | 7,272.49 | 7,500,000.00 | \$7,305,450.00 |
| FHLB | 3130A8HK2 | 11/30/21 | 06/14/24 | 0.70% | 3,748.54 | 6,240,000.00 | \$6,115,324.80 |
| US T-Note | 91282CCT6 | 01/31/22 | 08/15/24 | 1.27% | 7,729.07 | 7,500,000.00 | \$7,097,775.00 |
| FHLB | 3130A3GE8 | 01/28/22 | 12/13/24 | 1.41% | 3,048.46 | 2,500,000.00 | \$2,494,100.00 |
| **Subtotal | | | | | 54,654.70 | 85,133,000.00 | \$83,770,392.50 |
| **TOTAL ** | | | | | 60,125.88 | 287,425,846.49 | \$253,736,787.65 |

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, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF APRIL, 2022.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Darrel Pyle, City Manager

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

City of Norman



Monthly Departmental Report

April 2022

MONTHLY PROGRESS

TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS

| | |
|--|------------|
| 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
April 2022

| ACTION CENTER | | | | |
|--------------------------|--------------|------------------|----------------------------|--------------------------------|
| DEPARTMENT | CALLS | CALLS YTD | ADDITIONAL CONTACTS | ADDITIONAL CONTACTS YTD |
| Animal Welfare | 14 | 60 | 0 | 19 |
| Bus Service | 0 | 3 | 0 | 0 |
| CDBG | 3 | 72 | 4 | 25 |
| City Clerk | 78 | 695 | 9 | 78 |
| City Manager/Mayor | 4 | 50 | 13 | 48 |
| City Wide Garage Sale | 0 | 205 | 0 | 6 |
| Code Enforcement | 69 | 388 | 4 | 45 |
| Finance | 6 | 127 | 0 | 5 |
| Fire/Civil Defense | 0 | 14 | 0 | 3 |
| Human Resources | 7 | 36 | 0 | 1 |
| I.T. | 2 | 68 | 0 | 4 |
| Legal | 5 | 48 | 1 | 12 |
| Line Maintenance | 7 | 102 | 0 | 11 |
| Municipal Court | 1 | 39 | 0 | 0 |
| Noise Complaint | 0 | 0 | 0 | 0 |
| Norman Forward Questions | 0 | 0 | 0 | 0 |
| Parks & Recreation | 24 | 158 | 1 | 23 |
| Permits/Inspections | 52 | 365 | 0 | 16 |
| Planning | 15 | 132 | 0 | 7 |
| Police/Parking | 29 | 177 | 8 | 108 |
| Public Works | 19 | 128 | 2 | 16 |
| Recycling | 0 | 0 | 0 | 0 |
| Sanitation | 69 | 411 | 4 | 41 |
| Sidewalks | 0 | 5 | 0 | 3 |
| Storm Debris | 0 | 0 | 0 | 0 |
| Storm Water | 17 | 87 | 8 | 31 |
| Streets | 28 | 209 | 3 | 29 |
| Street Lights | 0 | 40 | 2 | 2 |
| Traffic | 28 | 167 | 2 | 11 |
| Utilities | 87 | 386 | 3 | 33 |
| WC Questions | 0 | 0 | 0 | 0 |
| WC Violations | 0 | 0 | 0 | 0 |
| April Total: 628 | 564 | 4172 | 64 | 577 |

LICENSES

Twenty-four New licenses and Five hundred–seventy-eight Renewals were issued during the month of April. 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 | 3 | 7 | Retail Beer | 17 | 79 |
| Brewer | 2 | 6 | Retail Spirits Store | 3 | 30 |
| Coin-Operated Devices | 328 | 475 | Retail Wine | 7 | 58 |
| Distiller | 0 | 0 | Salvage Yard | 0 | 1 |
| Food | 106 | 471 | Sidewalk Dining | 6 | 15 |
| Game Machines | 32 | 210 | Solicitor/Peddler (30 day) | 0 | 8 |
| Impoundment Yard | 0 | 4 | Solicitor/Peddler (60 day) | 1 | 17 |
| Kennel | 9 | 20 | Solicitor/Peddler (one day) | 0 | 2 |
| Medical Marijuana Dispensary | 19 | 51 | Special Event | 2 | 6 |
| Medical Marijuana Grower | 15 | 70 | Strong Beer & Wine/Winemaker | 7 | 20 |
| Medical Marijuana Processor | 9 | 17 | Taxi/Motorbus/Limousine | 4 | 13 |
| Medical Marijuana Testing Laboratory | 0 | 0 | | 0 | 0 |
| Mixed Beverage | 12 | 61 | Temp Food (one day) | 1 | 12 |
| Mixed Beverage/Caterer | 12 | 45 | Temp Food (30 day) | 1 | 17 |
| Pawnbroker | 1 | 4 | Temp Food (180 day) | 4 | 22 |
| Pedicab | 0 | 0 | Transient Amusement | 1 | 2 |
| YTD License Total: 1743 | 548 | 1441 | | 54 | 302 |

| NEW ESTABLISHMENT LICENSES | | |
|------------------------------------|----------------------------|------------------------------|
| NAME | ADDRESS | LICENSE TYPE(S) |
| Jay Casey | 1204 Melrose Dr. | Bee Keeper |
| Ashley Taylor | 609 Riverwalk Ct. | Bee Keeper |
| Gallion Sports Nutrition | 2228 W. Main St. | Food Service |
| Hurts Donuts Coco. Norman | 746 Asp Ave. | Food Service |
| Papa John's 1196 | 1915 Classen Blvd. 101 | Food Service |
| Falcanna | 457 W. Gray St. | Medical Marijuana Dispensary |
| Steel House Organics | 220 S. Porter Ave. | Medical Marijuana Dispensary |
| Emerald Gemini | 7006 Lago Ranchero Dr. | Medical Marijuana Grower |
| De La Beu Oil | 1228 Lindsey Plaza Dr. 100 | Medical Marijuana Processor |
| Pharmer's Market on Lindsey Street | 530 W. Lindsey St. | Medical Marijuana Processor |
| Sunshine Unlimited | 3429 Charleston Rd. | Medical Marijuana Processor |
| Top Terpz | 704 Research Park Blvd 110 | Medical Marijuana Processor |
| Medieval Fair | 121 E. Constitution St | Special Event |
| Norman Lions Club | 999 Unable to find | Special Event |
| Norman Lions Club | 999 Unable to find | Transient Amusement |
| Airport Express, Inc. | 999 Outside of City | Taxi/Motorbus/Limousine |
| I Drive Norman | 4008 Bluestem Circle | Taxi/Motorbus/Limousine |
| SOLICITOR/PEDDLER LICENSE | | |
| 60 DAY | 30 DAY | 1 DAY |
| 777 Roofing & Construction | | |

| TEMPORARY FOOD PERMITS | | |
|-----------------------------------|-----------------|----------------|
| 180 DAY | 30 DAY | 1 DAY |
| GOPUFF Kitchen (mobile) | Seafood Connect | B's Smokehouse |
| Summer Now Entertainment | | |
| Tacos Jalisco | | |
| Ted's Café Escondido (food truck) | | |

CLAIMS FILED

| DATE FILED | NAME | JUSTIFICATION | AMOUNT |
|------------|------------------------|---|---|
| 04-04-22 | Jaclyn Jacobs | Ms. Jacob's alleges that on March 17, 2022 her residence, located at 124 E. Johnson Street, was flooded with raw sewage due to the City's negligence in properly maintaining sewer lines and that the City failed to abate or remediate the nuisance of exposure to untreated sewage. The claim is for property damages, personal injury and attorney's fees and costs. | In Excess of \$1,000,000.00 or amount allowed by law. |
| 04-05-22 | Geoffrey Arce | On June 19, 2021 at Hog Creek Boat Ramp, Lake Thunderbird, claimant alleges that the City of Norman Fire Department was negligent in treatment of OC spray injuries, resulting in further injury. Filing claim for \$2,000.00 for the hospital bill and \$4,000.00 for pain and suffering. | \$6,000.00 |
| 04-14-22 | Tya Taylor | Ms. Taylor alleges that on March 20, 2022, a City employee backed into my mailbox located at 4512 Tuscany Drive while transporting the Clermont-Ferrand Delegation from their residence, which was across the street from her home, to their hotel. She is filing for replacement cost of the mailbox. | \$1,135.00 |
| 04-25-22 | Timothy & Alison Marci | On April 6 th , 2022 The Marci's allege that a city trash truck (#267) was traveling North on Flood Ave. in the left lane and had debris coming out of it. The Marci's were traveling North on Flood Ave., in the right lane when debris hit their car windshield and cracked it. They are seeking reimbursement for replacing their windshield. | \$517.88 |
| 04-25-22 | Michael D. Sheriff | On April 2, 2022, Mr. Sheriff alleges that a City of Norman backhoe backed into his brick mailbox during Big Trash day and destroyed his mailbox. He is filing for replacement cost of the mailbox. | \$1,200.00 |

STUDY SESSION

On April 19, 2022, City Council met in Study Session for discussion regarding FYE 2023 City of Norman Budget, the General Fund and Special Revenue Funds. Additionally discussed the licensure and zoning requirements for restaurants and bars.

SPECIAL SESSION

On April 12, 2022, City Council met in Special Session and Adjourned into Executive Session to discuss pending litigation, associated with Magnum Energy vs. The Board of Adjustment, SD 117, 912. Doughty vs. Centralsquare Technologies ,L.L.C., ET AL, Oklahoma District Court, CJ-2020-451; U.S. District Court, Western District, CIV-2020-500 and to discuss the possible purchase of property located at 3101 Silverado Way.

FINANCE COMMITTEE

On April 21, 2022, the Finance Committee met and discussed proposed amendments to the FYE 2023 City of Norman budget. The Monthly Revenue and Expenditures Report was discussed and the Open Positions Report was submitted.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On April 07, 2022, the Business and Community Affairs Committee met and discussed fees for special events.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On April 28, 2022, the Community Planning and Transportation Committee met and the Public Transit Report was submitted. Discussed a Traffic Study on West Lindsey Street following the Lindsey Street Bond Project, received an update on the Historical Sign Installation Project. Then the Final Summary of the Campus Corner Infrastructure Project was presented.

OVERSIGHT COMMITTEE

On April 14, 2022, the Oversight Committee met and there was a presentation by Mark Nanny, Chairman of the Greenbelt Commission regarding recommendations from the Greenbelt Commission: Purpose, Vision and Proposals. Discussed the rezoning policies, procedures and processes, additionally discussed possible modifications to the total allowable coverage on a lot and height of fence in front of the Front Building Setback Line, and received Staff report on Homeless activity.

CITY MANAGER 2

NORMAN FORWARD 2A



Memorandum

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

From: A.J. Kirkpatrick, ADG

ADG Project Number: 16-003

ADG Project Name: Norman FORWARD

Date: 04.30.2022

Re: April 2022 Monthly Report

REPORT PERIOD: April 1 through April 30, 2022

WORK THIS MONTH

1. Monday, April 4, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Monday, April 4, 2022 | 1:00 p.m. | Municipal Complex Budget Review
 - a. Reviewed project budgets and funding sources
3. Tuesday April 5, 2022 | 10:00 a.m. | FSB/ADG YFAC Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
4. Tuesday April 5, 2022 | 10:30 a.m. | Norman Municipal Complex – FFE Chair Tests
 - a. Tested and assessed chair options
5. Thursday, April 7, 2022 | 2:30 p.m. | Senior Wellness Center Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the Senior Wellness Center Project
6. Monday April 11, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
7. Monday April 11, 2022 | 1:30 p.m. | Norman City Hall - Phase 3 Punch
 - a. Punch walk for Phase 3 of construction
8. Tuesday, April 12, 2022 | 2:00 p.m. | Norman ECOC Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
9. Tuesday, April 12, 2022 | 3:00 p.m. | City of Norman ECOC Discussion
 - a. Meeting with AT&T to ask about technological support, wifi, etc.
10. Wednesday, April 13, 2022 | 10:00 a.m. | Norman Development Center – OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
11. Wednesday, April 13, 2022 | 2:00 p.m. | YFAC Plat/Improvements Update
 - a. Project update meeting with key City of Norman Development Review staff
12. Thursday, April 14, 2022 | 1:00 p.m. | YFAC - OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
13. Thursday, April 14, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
 - a. Discussion of project schedule, budgets, and critical issues
14. Friday, April 15, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
15. Monday, April 18, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues

Memorandum

04.30.2022

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

Page 2 of 4

Re: April 2022 Monthly Report

ADG Project No. 16-003

16. Monday, April 18, 2022 | 2:00 p.m. | ECOC Interior Finishes Review
 - a. Reviewed interior architectural finishes for project
17. Tuesday, April 19, 2022 | 9:00 a.m. | NF YFAC Stormwater Estimates - ADG/GEJ
 - a. Updating GE Johnson on cost estimates for two stormwater alternates being presented to developer of surrounding land
18. Tuesday, April 19, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
19. Tuesday, April 19, 2022 | 2:00 p.m. | Norman Senior Bid Package
 - a. Opening bids for GMP #4
20. Tuesday, April 19, 2022 | 2:00 p.m. | North Base Punch vs. Warranty Review
 - a. Reviewed punch list and assessed progress on each items, made new spreadsheet
21. Wednesday, April 20, 2022 | 1:15 p.m. | Senior Center Bid/Budget Comparison
 - a. Comparing results of previous day's bidding event to most recent project budget
22. Thursday, April 21, 2022 | 1:30 p.m. | North Base Wash Bay Scope/ Fee Review
 - a. Review Golf Cart Lift installation and assess other punch list items
23. Thursday, April 21, 2022 | 2:30 p.m. | Senior Wellness Center Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the Senior Wellness Center Project
24. Thursday, April 21, 2022 | 3:30 p.m. | Senior Alternate Meeting
 - a. Follow-up meeting with City of Norman staff to decide which alternates from most recent bidding event they wanted to accept
25. Friday, April 22, 2022 | 1:30 p.m. | North Base Wash Bay Discussion.
 - a. Discussion on Wash Bay scope
26. Monday, April 25, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
27. Tuesday, April 26, 2022 | 9:00 a.m. | Transit/Public Safety Facility Roof Leak Test (Fire Apparatus)
 - a. Water testing with fire truck to determine extent of roof leaks
28. Tuesday, April 26, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
29. Tuesday, April 26, 2022 | 2:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
30. Tuesday, April 26, 2022 | 5:30 p.m. | City Council Study Session
 - a. Presentation to City Council regarding budget for Senior Center
31. Wednesday, April 27, 2022 | 8:30 a.m. | YFAC Discussion PR#04
 - a. Meeting with GE Johnson and City of Norman regarding depth of parking lot and ongoing conversation with developer of surrounding properties
32. Wednesday, April 27, 2022 | 11:00 a.m. | Norman Development Center – OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
33. Thursday, April 28, 2022 | 9:00 a.m. | YFAC Infrastructure
 - a. Meeting with developer of surrounding properties to present cost split analysis
34. Thursday, April 28, 2022 | 11:45 a.m. | Senior Center GMP
 - a. Meeting with Crossland and City of Norman staff regarding need to split up remaining bids into two separate GMPs.
35. Thursday, April 28, 2022 | 1:00 p.m. | YFAC OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
36. Thursday, April 28, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
 - a. Discussion of programming issues on Griffin Park

Memorandum

04.30.2022

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

Page 3 of 4

Re: April 2022 Monthly Report

ADG Project No. 16-003

Construction Observation Site Visits:

- a. Griffin, Phase 5: 8
- b. Municipal Complex, City Hall: 8
- c. Municipal Complex, Development Center: 2
- d. North Base: 6
- e. Young Family Athletic Center: 8
- f. Reaves Park: 7
- g. Senior Center: 3

WORK ANTICIPATED THE UPCOMING MONTH (May 2022)

- Emergency Communications and Operations Center
 - Design development ongoing
 - Recurring bi-weekly programming meetings
- Griffin Park
 - Phase 5: Construction underway
 - Phase 6: Expecting to finish design by end of month
- 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 bi-weekly OAC meetings
 - Finalization of storm water and water line items
- Senior Wellness Center
 - Land closing and notice to proceed
 - Recurring bi-weekly programming meetings transitioning to Construction Kick-off meeting and OAC meetings
 - GMP #4 and #5 to be issued
- Municipal Complex
 - Development Center: Remobilization of construction following asbestos abatement
 - Municipal Courts: CD's underway, beginning to reengage as Development Center remobilizes
 - Building 201: Construction underway
 - FF&E inventory, selection, and layout underway
 - Building C: Presentation to Council regarding proposed budget
- 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

Memorandum

04.30.2022

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

Page 4 of 4

Re: April 2022 Monthly Report

ADG Project No. 16-003

- Reaves Park
 - a. Schedule: Construction ongoing
 - b. Budget: In Budget
 - c. Issues: No known issues
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - a. Schedule: GMP #4
 - b. Budget: Alignment in progress
 - c. Issues: Site utilities (stormwater and water line); newly discovered existing water line
- Senior Wellness Center
 - a. Schedule: GMP #4 for 5.10.22 Council and GMP #5 for 5.24.22
 - b. Budget: In Budget
 - c. Issues: Finalize permitting. Land closing and Notice to Proceed.
- North Base
 - a. Schedule: Punch list item completion, TCO in place
 - b. Budget: In Budget
 - c. Issues: Punch list completion
- Ruby Grant
 - d. Schedule: Final acceptance by City Council on January 18, 2022
 - e. Budget: In budget
 - f. 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 September 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 – A.J. Kirkpatrick

FINANCE 3

CITY OF NORMAN

Department of Finance Monthly Report – April 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 April are discussed below:

Treasury Division:

In the month of April, the Treasury Division processed 38,348 payments in person and over the phone, a decrease of -10% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 10,198 payments in April, a decrease of -16% from last month.

Utility Services Division:

The Meter Reading Division read 42,032 meters. Out of 77 meter reading routes, 33 (43%) were read within the targeted 30-day reading cycle. 61 routes (79%) were read by the 32nd day, and all routes were read by the 34th day. Seventeen routes were estimated in April.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are above target for the month of April by 6.6%. Revenues from the City's largest single source of revenue, sales tax, are above target by 17.9% for the year to date and 22.1% 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 | \$38,464,757 | \$45,339,734 | \$37,147,981 | \$34,219,097 |
| General Fund Revenue | \$74,032,712 | \$78,861,901 | \$78,602,888 | \$64,190,155 |
| General Fund Expenses | \$77,481,005 | \$69,798,130 | \$76,717,008 | \$69,043,146 |

Administration Division

| | FYE 22 | | FYE 21 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 480.00 | 3,520.00 | 480.00 | 3,680.00 |
| Total Comp Time Available | 12.00 | 93.00 | 4.75 | 33.00 |
| 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 | 492.00 | 3,613.50 | 484.75 | 3,715.00 |
| Benefit Hours Taken | 46.25 | 567.00 | 30.25 | 711.75 |
| TOTAL ACCOUNTABLE STAFF HOURS | 445.75 | 3,046.50 | 454.50 | 3,003.25 |
| 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 |

ACCOUNTING 3A

Accounting Division

| | FYE 22 | | FYE 21 | |
|-----------------------------------|--------------|---------------|--------------|---------------|
| | April | YTD | April | YTD |
| Total Regular Hours Available | 1,680.00 | 11,512.00 | 1,440.00 | 11,040.00 |
| Total Comp Time Available | 4.25 | 33.00 | 1.50 | 46.25 |
| Total Overtime Hours | 5.00 | 150.00 | 37.25 | 247.00 |
| 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 | 1,689.25 | 11,695.00 | 1,478.75 | 11,333.25 |
| Benefit Hours Taken | 297.50 | 1,906.00 | 162.75 | 1,753.75 |
| TOTAL ACCOUNTABLE STAFF HOURS | 1,391.75 | 9,789.00 | 1,316.00 | 9,579.50 |
| 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 April | |
|---|-----------------|-----------------|-------------|
| Total Revenue Received (\$) | \$5,517,876 | \$4,365,736 | \$1,152,140 |
| Utility Payments - Office (#) | 42,568 | 38,348 | 4,220 |
| Utility Payments - Office (\$) | \$4,739,908 | \$3,773,964 | \$965,944 |
| Lockbox (#) | 12,757 | 12,123 | 634 |
| Lockbox (\$) | \$1,200,502 | \$1,109,247 | \$91,255 |
| 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 | \$10,198 | \$1,928 |
| Paymentus (\$) | \$1,422,546 | \$1,175,128 | \$247,418 |
| 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 | 14,199 | 976 |
| Bank Draft Payments (\$) | \$1,299,488 | \$1,178,877 | 120,611 |
| Utility Deposits (#) | 0 | 0 | 0 |
| Utility Deposits (\$) | \$0 | \$0 | \$0 |
| Fix Payments (#) | 0 | 0 | 0 |
| Fix Payments (\$) | \$0 | \$0 | \$0 |
| Processed Return Checks (#) | 98 | 63 | 35 |
| Processed Return Checks (\$) | (\$7,872) | (\$8,557) | \$685 |
| Other Revenue Transactions (#) | 0 | 0 | 0 |
| Other Revenue Received (\$) | \$0 | \$0 | \$0 |
| Accounts Receivable Payments (\$) | \$551,830 | \$260,131 | \$291,699 |
| Accounts Receivable - Credit Card # | 0 | 0 | 0 |
| Accounts Receivable - Credit Card \$ | \$0 | \$0 | \$0 |
| Municipal Court - Fines/Bonds (\$) | \$144,229 | \$145,040 | (\$811) |
| Municipal Court - Credit Card (#) | 361 | 375 | (14) |
| Municipal Court - Credit Card (\$) | \$84,300 | \$78,519 | \$5,781 |
| Municipal Court - C2G (#) | 0 | 0 | 0 |
| Municipal Court - C2G (\$) | \$0 | \$0 | \$0 |
| Building Permits Cash Report (\$) | \$409,947 | \$233,854 | \$176,093 |
| Building Permits Credit Card (#) | 418 | 377 | 41 |
| Building Permits Credit Card (\$) | \$307,587 | \$197,526 | \$110,061 |
| Building Permits C2G (#) | 0 | 0 | 0 |
| Building Permits C2G (\$) | \$0 | \$0 | \$0 |
| Occupational License - Bldg Insp. (\$) | \$30,788 | \$18,210 | \$12,578 |
| Occupational License - Bldg Insp. CC (#) | 105 | 77 | 28 |
| Occupational License - Bldg Insp. CC (\$) | \$7,678 | \$12,527 | (\$4,849) |
| Business License - City Clerk (\$) | \$220,190 | \$96,082 | \$124,108 |
| 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 | \$840,153 | (\$4,340) |

Budget Services Division

| | FYE 22 | | FYE 21 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 480.00 | 3,519.50 | 480.00 | 3,680.00 |
| Total Comp Time Available | 3.00 | 11.00 | 5.25 | 11.75 |
| 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 | 483.00 | 3,531.50 | 485.25 | 3,692.75 |
| Benefit Hours Taken | 6.25 | 535.50 | 28.25 | 485.25 |
| TOTAL ACCOUNTABLE STAFF HOURS | 476.75 | 2,996.00 | 457.00 | 3,207.50 |
| 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 | |
|-----------------------------------|--------------|--------------|--------------|--------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 1,200.00 | 8,368.25 | 1,200.00 | 9,200.00 |
| Total Comp Time Available | 1.25 | 93.50 | 23.75 | 183.00 |
| Total Overtime Hours | 60.25 | 426.00 | 55.00 | 315.00 |
| 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 | 1,261.50 | 8,887.75 | 1,278.75 | 9,698.00 |
| Benefit Hours Taken | 146.50 | 1,326.25 | 211.00 | 1,811.50 |
| TOTAL ACCOUNTABLE STAFF HOURS | 1,115.00 | 7,561.50 | 1,067.75 | 7,886.50 |
| 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 |

UTILITY 3C

Utility Division

| | FYE 22 | | FYE 21 | |
|--------------------------------------|-----------------|------------------|-----------------|------------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 3,822.00 | 26,340.25 | 4,080.00 | 30,311.00 |
| Total Comp Time Available | 20.50 | 252.75 | 31.25 | 305.00 |
| Total Overtime Hours | 209.25 | 1,218.25 | 199.25 | 2,401.75 |
| 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 | 4,051.75 | 27,811.25 | 4,310.50 | 33,017.75 |
| Benefit Hours Taken | 431.50 | 4,241.50 | 412.00 | 5,273.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 3,620.25 | 23,569.75 | 3,898.50 | 27,744.75 |
| 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 |

Office Services

| | FYE 22 | | FYE 21 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 480.00 | 3,517.75 | 480.00 | 3,264.00 |
| Total Comp Time Available | 0.00 | 0.00 | 3.25 | 3.25 |
| Total Overtime Hours | 46.75 | 331.75 | 55.50 | 369.50 |
| 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 | 526.75 | 3,849.50 | 538.75 | 3,636.75 |
| Benefit Hours Taken | 32.00 | 507.50 | 8.00 | 476.50 |
| TOTAL ACCOUNTABLE STAFF HOURS | 494.75 | 3,342.00 | 530.75 | 3,160.25 |
| 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 |

Drive-up Window and Mail Payments

| | FYE 22 April | FYE 22 March |
|---|-----------------|-----------------|
| Mail Payments - Lockbox | 13,762 | 16,055 |
| Mail Payments - Office | 76 | 135 |
| Mail Payments - Subtotal | 13,838 | 16,190 |
| Night Deposit | 145 | 189 |
| Click-to-Gov Payments | 0 | 0 |
| Paymentus Payments | 12,123 | 12,757 |
| IVR Payments | 0 | 0 |
| Without assistance payments - Subtotal | 12,268 | 12,946 |
| Drive-up window & inside counter | 2,153 | 2,423 |
| Credit Card machine payments (swipe) | 0 | 0 |
| Credit Card machine payments (phone) | 0 | 0 |
| With assistance payments - Subtotal | 2,153 | 2,423 |
| Total Payments Processed - Subtotal | 28,259 | 31,559 |
| Bank Draft (ACH) Payments | 10,635 | 11,246 |
| Total Payments (Utility) | 38,894 | 42,805 |
| Total Convenience Fees - all Payments | 0 | 0 |
| Grand Total Payments | 38,894 | 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

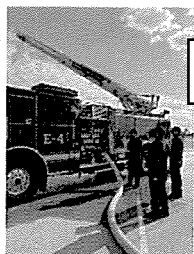
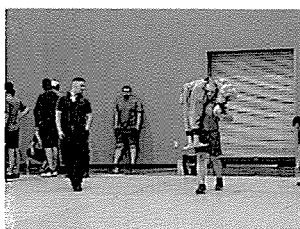
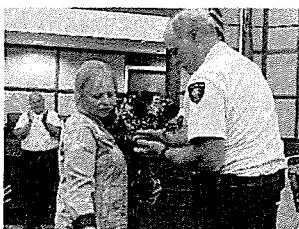
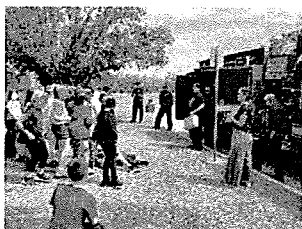
| | FYE 22 | | FYE 21 | |
|---------------------------|--------|---------|--------|---------|
| | April | YTD | April | YTD |
| Number of Meters Read | 38,892 | 386,780 | 38,468 | 340,018 |
| New Service | 717 | 7,045 | 647 | 6,771 |
| Request for Termination | 741 | 7,008 | 683 | 6,743 |
| Delinquent On(s) | 204 | 2,139 | 296 | 2,348 |
| Delinquent Offs | 211 | 2,237 | 397 | 2,728 |
| Collect Deposit Tags Hung | 0 | 0 | 0 | 60 |
| Collect Deposit Cut Offs | 0 | 0 | 0 | 12 |
| Blue Tags | 0 | 0 | 21 | 126 |
| Number of Meters Re-read | 1,228 | 12,722 | 790 | 6,577 |
| Meters Cleaned | 3 | 136 | 8 | 313 |
| Customer Assists | 0 | 0 | 0 | 277 |
| Meters Pulled | 3 | 10 | 2 | 2 |
| Meters Re-set | 0 | 0 | 0 | 0 |
| Meter Exchanges | 33 | 387 | 97 | 617 |
| TOTAL | 42,032 | 418,464 | 41,409 | 366,592 |

Utility Division Activity Report

| | FYE 22 | | FYE 21 | |
|---------------------------------|--------|---------|--------|---------|
| | April | YTD | April | YTD |
| STATUS REPORT | | | | |
| Regular Utility Accounts Billed | 44,077 | 440,972 | 43,801 | 437,892 |
| New Ons | 758 | 7,232 | 462 | 8,119 |
| Final Accounts Billed | 799 | 6,207 | 604 | 6,493 |
| TOTAL ACCOUNTS BILLED | 45,634 | 454,411 | 44,867 | 452,504 |

FIRE DEPARTMENT

4



NFD Monthly Progress Report April 2022

Incident Response Type Summary

| Incident Type | Total | % of Total |
|---|-------------|----------------|
| 1 - Fire | 39 | 2.61% |
| 2 - Overpressure Rupture, explosion, Overheat - No Fire | 0 | 0.00% |
| 3 - Rescue & emergency | 879 | 58.91% |
| 4 - Hazardous Conditions (No Fire) | 26 | 1.74% |
| 5 - Service Call | 138 | 9.25% |
| 6 - Good Intent Call | 331 | 22.18% |
| 7 - False Alarm & False Call | 62 | 4.16% |
| 8 - Severe Weather & Natural Disaster | 0 | 0.00% |
| 9 - Special Incident Type | 1 | 0.07% |
| Incomplete Reports | 16 | 1.07% |
| Total Incident Count (Unique Calls) | 1492 | 100.00% |
| Number of Total Unit Responses | 1938 | |

Total Fire Loss \$257,225.00

| | Number of First-In Calls | Average Time/Seconds | Average Time/Minutes |
|------------|--------------------------|----------------------|----------------------|
| Station #1 | 308 | 271 | 0:04:31 |
| Station #2 | 194 | 343 | 0:05:43 |
| Station #3 | 265 | 348 | 0:05:48 |
| Station #4 | 167 | 310 | 0:05:10 |
| Station #5 | 58 | 555 | 0:09:15 |
| Station #6 | 65 | 560 | 0:09:20 |
| Station #7 | 130 | 356 | 0:05:56 |
| Station #8 | 102 | 352 | 0:05:52 |
| Station #9 | 190 | 401 | 0:06:41 |

Community Outreach

| | | |
|--------------------------|---|---|
| Tours and Special Events | 7 | School Carnivals, Leadership Norman, Tours, Make-A-Wish |
|--------------------------|---|---|

Burn Permits

| | | |
|---------------------|----|---|
| Burn Permits Issued | 70 | Conditions were favorable for burning 2 days in April |
|---------------------|----|---|

Training

| | | |
|--------------------------------|------|---|
| Total Personnel Training Hours | 2700 | Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc. |
|--------------------------------|------|---|

NFD Monthly Progress Report

April 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 | 13 | 1 | 0 | 2 | 3 | 0 | 0 | 2 | 2 | 3 | | | | | | |
| Chief 302 | 13 | 5 | 3 | 1 | 2 | 0 | 0 | 2 | 0 | 0 | | | | | | |
| Chief 303 | 10 | 3 | 1 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | | | | | | |
| Chief 304 | 13 | 3 | 2 | 1 | 1 | 0 | 0 | 2 | 3 | 1 | | | | | | |
| Chief 401 | 13 | 1 | 0 | 2 | 2 | 3 | 0 | 1 | 0 | 4 | | | | | | |
| Chief 402 | 11 | 3 | 1 | 1 | 0 | 3 | 2 | 0 | 1 | 0 | | | | | | |
| Chief 403 | 17 | 4 | 1 | 3 | | 1 | 4 | 1 | 0 | 3 | | | | | | |
| Chief 404 | 3 | 0 | 1 | 1 | | 0 | 0 | 0 | 0 | 1 | | | | | | |
| Engine 1 | 339 | 303 | 3 | 13 | 2 | | 1 | 3 | 1 | 13 | | | | | | |
| Brush 1 | 11 | 4 | 1 | 1 | 0 | | 1 | 1 | 0 | 3 | | | | | | |
| Ladder 1 | 16 | 9 | 2 | 4 | 1 | | 0 | 0 | 0 | 0 | | | | | | |
| Engine 2 | 208 | 3 | 191 | 4 | 2 | | | | | | 4 | 2 | 2 | | | |
| Brush 2 | 4 | 0 | 1 | 0 | 0 | | | | | | 0 | 1 | 2 | | | |
| Ladder 2 | 19 | 7 | 7 | 4 | 1 | | | | | | 0 | 0 | 0 | 0 | | |
| Engine 3 | 281 | 7 | 1 | 264 | 0 | | | | | | 0 | 3 | 1 | 5 | | |
| Brush 3 | 5 | 0 | 0 | 1 | | | | | | | 0 | 0 | 0 | 4 | | |
| Engine 4 | 175 | | | 4 | 0 | | | | | | 166 | 0 | 1 | 3 | 1 | |
| Brush 4 | 5 | | | 0 | 0 | 4 | | | | | 0 | 0 | 1 | 0 | | |
| Engine 5 | 31 | | | | | 0 | | | | | 0 | 27 | 3 | 0 | 0 | 1 |
| Brush 5 | 67 | | | | | | | | | | | 62 | 4 | 0 | 0 | 1 |
| Engine 6 | 29 | | | | | | 1 | 5 | 18 | 0 | | 0 | 5 | | | |
| Brush 6 | 77 | | | 1 | 6 | | 64 | 0 | 0 | 6 | | | | | | |
| Rescue 7 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | |
| Squad 7 | 169 | 13 | 6 | 6 | | | 2 | 0 | 0 | 128 | 9 | 5 | | | | |
| Brush 7 | 6 | 0 | 0 | 0 | | | 1 | 0 | 0 | 2 | 1 | 2 | | | | |
| Engine 8 | 116 | | | | 1 | 5 | 0 | 0 | 9 | 100 | 1 | | | | | |
| Brush 8 | 8 | | | | 0 | 0 | 3 | 0 | 0 | 5 | 0 | | | | | |
| Tanker 8 | 5 | | | | | | 2 | 0 | 1 | 0 | 1 | 1 | | | | |
| Engine 9 | 218 | 12 | 0 | 8 | 1 | 4 | 4 | 2 | 0 | 187 | | | | | | |
| Brush 9 | 18 | 2 | | 1 | 0 | 4 | 3 | 1 | 0 | 7 | | | | | | |
| Tanker 9 | 14 | 0 | | 1 | 0 | 4 | 2 | 1 | 0 | 6 | | | | | | |
| Gator 1 | 1 | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | |
| EM1 | 12 | 6 | 1 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | | | | | | |
| EMS1 | 4 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | | | | | | |
| Fire Marshal 1 | 6 | 4 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | | | | | | |
| | 1938 | 392 | 227 | 326 | 199 | 119 | 111 | 165 | 132 | 267 | | | | | | |




EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

Comments: April 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 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 Wednesday Morning 9:15 am | Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. |
| Each first Thursday evening of the month is amateur radio testing night at 6:00 pm | 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 | |
| There were no Red Cross Coordination for burn outs in April | 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. |
| Support of Newcastle H.S. for Career Expo and recruiting for Youth Camp | April 27 |
| Youth Camp | |
| Planning of the 2022 Youth Preparedness Camp to be held at Northeastern University in Tahlequah, OK is underway. Dates are | In 2019, the first youth preparedness camp was held at NSU in Tahlequah. 35 students from around the state participated and |

| | |
|--|--|
| <p>July 16-22, 2022. In January 2022, active recruitment will begin for students and volunteer adults.</p> <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/S0payyOrdb https://t.co/33nL1slZ6B" / Twitter</u></p> | <p>supported by 25 adults. This program trained students in two primary areas. 1: The Citizens Emergency Response Training 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="311 947 376 1010"></div> <p>OKYPC Brochure.pdf</p> <div data-bbox="522 947 587 1010"></div> <p>OKYPC Poster.pdf</p> | <div data-bbox="880 947 945 1010"></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> |

| | |
|--|--|
| The Emergency Management Association of Southwest Oklahoma conducted an annual workshop on March 9-11, in El Reno Oklahoma. | This workshop highlighted the active shooter movie of Run Hide Fight (2019) starring Elizabeth May of 1883 fame. The 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 |
| RISE Technical Assistance Call | April 18 |
| | |
| 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. |
| Severe Weather Response on April 23, 2022 | There are issues with the message coming from the RAVE system that imply Norman is under warnings when they are not. Discussion on this issue and resulting changes will be monitored for clarity in the message. |
| | |
| | |

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
April 2022

Item 9.

ADMINISTRATION

A. Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Tracked Employee Recognition gifts & delivered accordingly
- Finalized the FOP FYE 22 Collective Bargaining Agreement and presented it to the FOP President and City Manager for signature.
- Drafted the FYE 22 IAFF Collective Bargaining Agreement for IAFF's attorney to review.

BENEFITS

- 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. The wellness participation portal enrollment has been extended through May 30, 2022.

PERSONNEL ACTIONS

New Hires – 58

| Dept./Div. | Position | Number of Employees |
|----------------------------|-----------------------------|----------------------------|
| Public Works/Streets | Maintenance Worker I | 1 |
| Utilities/Sewer Line Maint | Utility Collection Worker I | 1 |
| Parks/Westwood Pool | PT Pool Personnel (PT) | 56 |

Separations – 19

| Dept./Div. | Position | Number of Employees |
|---------------------------|-----------------------------|----------------------------|
| Public Works/Streets | Maintenance Worker I | 3 |
| Public Works/Engineering | Utility Coordinator | 1 |
| Utilities/Water Treatment | Plant Operator D | 1 |
| Utilities/Water Treatment | Laboratory Technician | 1 |
| Utilities/Water Treatment | Plant Operations/Maint Tech | 1 |
| Police/Patrol | Police Officer | 2 |
| Police/Emergency Comm | Communications Officer I | 1 |
| Fire/Admin | Deputy Fire Chief | 1 |
| Fire/Prevention | Fire Inspector | 1 |
| Fire/Suppression | Firefighter | 2 |
| Parks/Park Maint | Maintenance Worker I | 2 |
| Parks/Park Maint | Maintenance Worker II | 1 |
| Finance/Utilities | Meter Reader | 1 |
| Human Resources | Benefits Specialist | 1 |

Promotions – 6

| Dept./Div. | Position | Number of Employees |
|----------------------|----------------------|---------------------|
| Utilities/Sanitation | Sanitation Worker II | 2 |
| Utilities/Sanitation | Utilities Supervisor | 1 |
| Fire/Prevention | Inspector | 3 |

Item 9.

SURVEYS

- Completed compensation survey request for Edmond, OK

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

| Department/Division | Position |
|--|---|
| Finance/Revenue/Meter Services | Meter Reader |
| Municipal Court | Municipal Court Officer |
| Parks & Recreation/Admin | Park Planner |
| Parks & Recreation/Park Maintenance | Maintenance Worker I |
| Parks & Recreation/Park Maintenance | Temporary Laborer (PT) |
| Parks & Recreation/Recreation | Food & Beverage Tech I (PT) |
| Parks & Recreation/Recreation | Recreation Center Supervisor - Whittier |
| Parks & Recreation/Recreation-12 th Ave | Recreation Center Specialist (PT) |
| Parks & Recreation/Recreation-Irving | Recreation Center Specialist (PT) |
| Parks & Recreation/Recreation-Irving | Recreation Leader I (PPT) |
| 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 Tennis Center | Tennis Shop Attendant (PT) |
| Planning/CDBG | Emergency Shelter Case Manager (PT) |
| 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/Staff Services | Parking Service Officer |
| Police/Staff Services | Police Records Clerk |
| Public Works/Engineering | Engineering Assistant |
| Public Works/Engineering | Utility Coordinator |
| Public Works/Fleet | EVT Mechanic II |

| | | |
|--------------------------------------|-------------------------------|---------|
| Public Works/Fleet | Mechanic II – Light Duty | Item 9. |
| Public Works/Fleet | Mechanic Apprentice | |
| Public Works/Streets | Maintenance Worker I | |
| Utilities/Sanitation | Sanitation Worker I | |
| Utilities/Sewer Line Maintenance | Utility Collection Worker I | |
| Utilities/Water Line Maintenance | Utility Distribution Worker I | |
| Utilities/Water Reclamation Facility | Temporary Laborer (PT) | |
| 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:

| Contacts/Inquiries | | Selection Process Elements | |
|--|-------|-------------------------------|----|
| In Person | 400 | Written Exams | 2 |
| Phone | 515 | Practical Testing/Assment Ctr | 2 |
| Mail | 305 | Panel Board Interviews | 17 |
| Email | 300 | Promotions | 3 |
| Total Subscribers on E-mail Vacancy List | 1,497 | Oral Interviews | 30 |
| Total Page Views for HR Website | 6,568 | Hiring/Promotion Board | 0 |

| Hiring Statistics | | Recruitment Statistics | |
|--|----|---------------------------------|-----|
| Pre-Employment Background Investigations | 46 | Advertisements Placed | 44 |
| Pre-Employment Drug Screens | 60 | Applications Received | 618 |
| Pre-Employment Physicals | 45 | Job Announcements Emailed | 80 |
| Pre-Employment OSBI | 23 | Job Announcements to CON Depts. | 360 |

TRAINING AND DEVELOPMENT

Provided Advanced Supervisory Academy Session 7 on the topic of Supervisory Management Part 2 for 34 employees in management, supervisory, lead and crew chief roles from various departments. The session culminated in participant projects including presentations highlighting topics covered during the academy.

Conducted training for four new employees on the topics of Understanding, Responding to and Preventing Workplace Harassment, ADA, Workplace Violence, City of Norman Code of Ethics and Code of Conduct, Customer Service Give em the Pickle, Computer Networks and Communications Policy, and Social Media Policy.

Presented Core Value Awards with Utilities Department Head to eight members of the Water Reclamation staff in recognition of help on their own time to complete the setup and organization of the new Household Hazardous Waste Facility. Presented Core Value Award with Utilities Supervisor to Utility Collection Worker Joshua VanGorder for stepping up to fill in as acting Administrative Technician and improving the Line Maintenance revenue and deposit recordkeeping system. Provided Core Value Award for City Manager presentation to Utility Collection Worker Jeffrey Powell for his courageous action when sustaining injury while on the job in order to rescue a coworker and resident from a vicious dog attack.

The Computer Training Lab was the site for a City Intranet demonstration, Munis Risk Management training, Arc Flash and Confined Space training, and IT ERP weekly meetings.

SAFETY

Item 9.

- Safety material documents were sent to divisions each week
- Conducted one (1) Return to Work Meeting for Sanitation
- Conducted two (2) Fitness for Duty Meetings (Parks & Streets)
- Conducted four (4) new employee orientations
- Certified five (5) employees in Adult First Aid/CPR/AED
- Certified twenty-one (21) employees in NFPA 70E Arc Flash Awareness
- Trained forty-three employees (43) in Permit Required Confined Space Entry Procedures

Recordable Injuries – 0

| Dept./Division | Nature of the Injury | Activity | Prognosis |
|----------------|----------------------|----------|-----------|
|----------------|----------------------|----------|-----------|

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

| 2022 | 2021 | 2020 | 2019 | 2018 | 2017 |
|------|------|------|------|------|------|
| 15 | 64 | 57 | 65 | 71 | 59 |

Vehicle Collisions: 1

| Division | Description of Collision | Status |
|-------------|--|------------|
| Storm Water | Driver was backing into a parking spot when another vehicle tried to drive behind the City vehicle hit the other vehicle on its driver's side. | "No 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 NORMAN

Information Technology Department Monthly Report – April 2022.

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 Centracis | 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 April 2022.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 26 emails from the groups shown were sent from city servers using city resources – of those 39,355 were delivered to outside mailboxes for the month of April 2022. The city servers generated mass communications to Norman citizens of 39,355 messages from only 26 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 295,997 attempted incoming and 109,241 outgoing messages for the month of April 2022. Incoming messages totaling 124,310 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 42% 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:

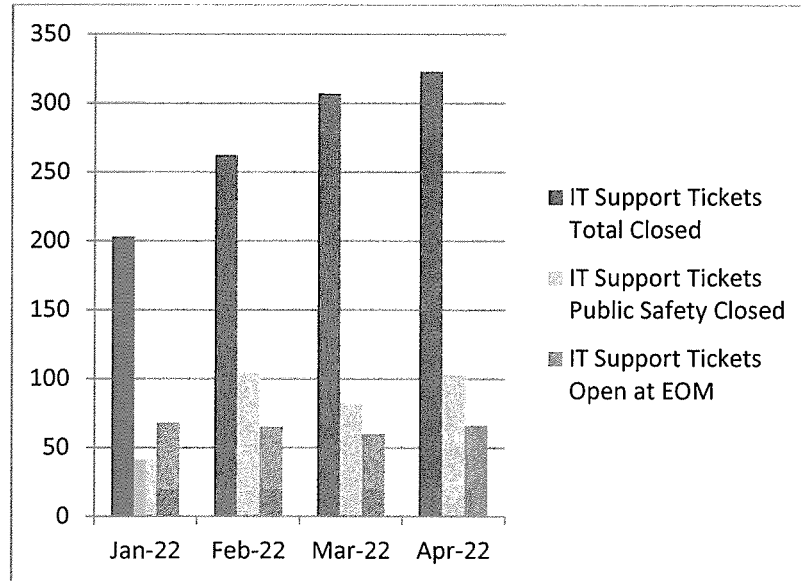
The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of April 2022, the City of Norman's web site had 113,383 individual web sessions access the web site for 231,424 total page views. Of those sessions, 62,907 were identified as New Users to view content 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.

| Community / Phase | Legacy | 2018 | | | | | | | | | | | | 2019 | | | | | | | | | | | | 2020 | | | | | | | | | | | | 2021 | | | | | | | | | | | |
|---|--------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|
| | | 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 | 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 | 4 |

Table 1**Table 2**

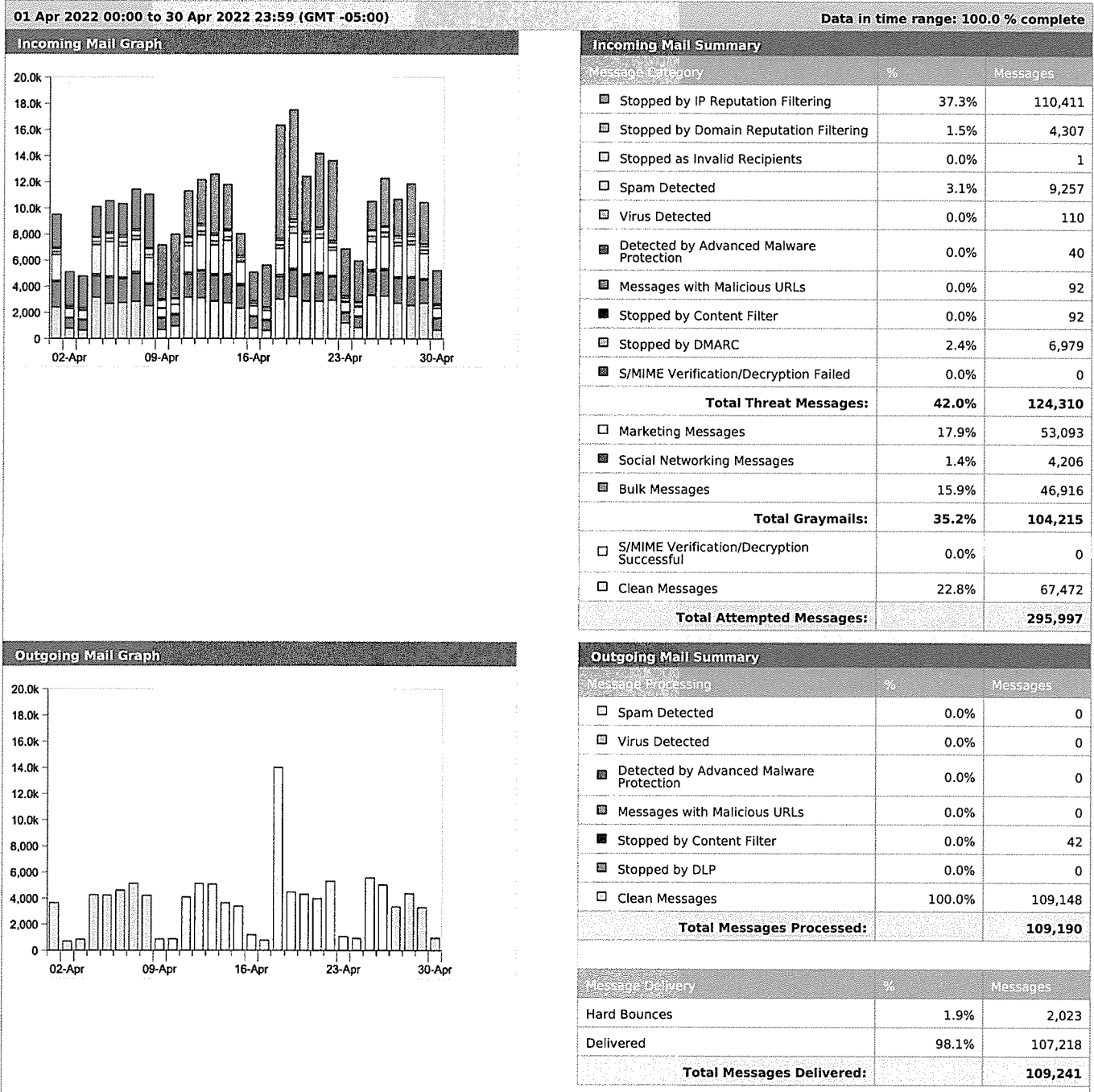
| April 2022 LIST SERVER REPORT | | | |
|-------------------------------|----------------|-----------|-----------------|
| Group | Active Members | Mailings | Total Delivered |
| Affirmative Action Group | 16 | 5 | 80 |
| Job Posting | 1503 | 5 | 7515 |
| Norman News | 1985 | 16 | 31760 |
| Totals | 3504 | 26 | 39355 |



SECURE EMAIL GATEWAY

Executive Summary

ironport.example.com



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

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

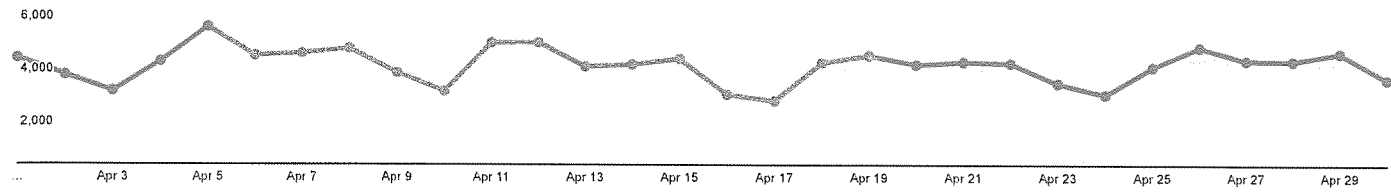
Site Traffic

Apr 1, 2022 - Apr 30, 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 |
|------------------|---|--|--|--|--|--|--|
| | 113,383 of Total 100.00% (113,383) | 2.04 Avg for View: 2.04 (0.00%) | 231,424 % of Total: 100.00% (231,424) | 72,833 % of Total: 100.00% (72,833) | 62,907 % of Total: 100.00% (62,907) | 45.94% Avg for View: 45.94% (0.00%) | 00:01:38 Avg for View: 00:01:38 (0.00%) |
| 1. 05 | 5,229 (4.61%) | 2.01 | 10,527 (4.55%) | 4,526 (4.59%) | 2,955 (4.70%) | 51.14% | 00:01:41 |
| 2. 12 | 4,636 (4.09%) | 1.98 | 9,200 (3.98%) | 4,110 (4.17%) | 2,771 (4.40%) | 52.24% | 00:01:43 |
| 3. 11 | 4,628 (4.08%) | 2.00 | 9,257 (4.00%) | 4,056 (4.11%) | 2,657 (4.22%) | 48.23% | 00:01:34 |
| 4. 26 | 4,461 (3.93%) | 2.04 | 9,117 (3.94%) | 3,835 (3.89%) | 2,423 (3.85%) | 45.35% | 00:01:41 |
| 5. 08 | 4,417 (3.90%) | 1.91 | 8,450 (3.65%) | 3,924 (3.98%) | 2,572 (4.09%) | 51.66% | 00:01:34 |
| 6. 29 | 4,252 (3.75%) | 2.02 | 8,599 (3.72%) | 3,630 (3.68%) | 2,270 (3.61%) | 43.86% | 00:01:48 |
| 7. 07 | 4,232 (3.73%) | 2.08 | 8,794 (3.80%) | 3,728 (3.78%) | 2,518 (4.00%) | 48.94% | 00:01:35 |
| 8. 19 | 4,158 (3.67%) | 2.06 | 8,582 (3.71%) | 3,630 (3.68%) | 2,319 (3.69%) | 45.62% | 00:01:42 |
| 9. 06 | 4,142 (3.65%) | 2.17 | 8,970 (3.88%) | 3,577 (3.63%) | 2,170 (3.45%) | 43.53% | 00:01:33 |
| 10. 01 | 4,049 (3.57%) | 2.23 | 9,012 (3.89%) | 3,504 (3.55%) | 2,154 (3.42%) | 41.81% | 00:01:35 |

Rows 1 - 10 of 30

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
April 2022 Report
(Submitted May 6, 2022)

MONTHLY HIGHLIGHTS:

There were no significant decisions this month.

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 (K)

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

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, Darryl 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)

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 (S)

City of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)

This case was filed on April 19, 2022. It arises out of an illegal zoo maintained by the defendants. This was a second seizure on record. On April 22, 2022, the Defendants agreed to relinquish the animals seized by the City and to pay the City for their care from April 12, 2022 through April 22, 2022. The total amount awarded by the court is \$10,000. The Defendants paid \$5,000 to the City on April 22, and payments of \$1,000 will be made monthly on the 15th of each month beginning in May 2022 through September 2022 until the remaining \$5,000 balance is paid in full. This case will remain on the Monthly Report until the judgment is satisfied.

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)

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. Tietsort Revocable Trust, et al., CJ-2013-775 (M)

City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)

City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M)

City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)

City of Norman v. Ronald A. Ashley, et al., CJ-2021-337 (M) – A Motion to Enter the court's jury docket was filed on April 21, 2022 and a scheduling hearing was set for June 13th.

City of Norman v. D&J Land, LLC, et al. CJ-2022 (M) – This matter was filed March 10 and a commissioners were appointed on April 13, 2022. The commissioners performed their site inspection on May 3, 2022 and a Report of Commissioners is expected in the coming weeks.

City of Norman v. Rieger, LLC, et al, CJ-2022-252 (M) – This matter was filed March 10, commissioners were appointed on March 28, but the matter was thereafter amicably settled by the parties and the a dismissal with prejudice filed on April 21, 2022. This matter will be removed from this report going forward.

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

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

D. *Municipal Court Appeals*
None

E. *Small Claims Court*

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)
AFSCME Grievance FYE 22-10 – (Danny Millsap – Working Environment)
AFSCME Grievance FYE 22-11 – (Kay Johnson – Discipline/Unsatisfactory Work Performance)
AFSCME Grievance FYE 22-12 – (Stephanie Shelton – Discipline/3 Day Suspension)
AFSCME Grievance FYE 22-13 – (Stephanie Shelton – Discipline/5 Day Suspension)

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) – the City and FOP have agreed to a contract for FYE 2022. Consequently, this request for arbitration will no longer appear on the Monthly Report.

B. Equal Employment Opportunity Commission (EEOC)

Candice Smith, 564-2022-00673 (Discrimination)

C. Contested Unemployment Claims (OESC)

MUNICIPAL COURT PROSECUTIONS

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

| Month | <u>ADULT CASES</u> | | | <u>JUVENILE CASES</u> | | | <u>COURT SESSIONS</u> | | |
|--------------|---------------------------|-----------|-----------|------------------------------|-----------|-----------|------------------------------|-----------|-----------|
| | 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 | 323 | 0 | 6 | 12 | 0 | 13 | 10 |
| MAY | 137 | 507 | | 2 | 10 | | 0 | 13 | |
| JUNE | 528 | 422 | | 25 | 0 | | 9 | 11 | |
| TOTALS / YTD | 5,543 | 4,303 | 3,010 | 222 | 80 | 86 | 129 | 105 | 65 |

* Correction

WORKERS' COMPENSATION COURT

The total number cases pending as of April 2022 are 21. Two settlements are set to be considered by Council on May 24, 2022. Five new workers compensation cases were received during the month of April 2022. 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 | 5 | 3 | 2 | 2 | 4 |
| Fire | Prevention | 1 | 1 | | | |
| Parks/Rec. | Park Maintenance | 1 | | | | 1 |
| Parks/Rec | Westwood Pool | 1 | 1 | | | |
| Planning | Development Services | | | | | |
| Police | Animal Welfare | 2 | | 2 | 1 | |
| Police | Criminal Investigation | 1 | 1 | | | |
| Police | Patrol | 7 | 3 | 1 | 2 | 1 |
| Police | Administration | 1 | 2 | | | |
| Public Works | Street Maintenance | 2 | 1 | 1 | 1 | 3 |
| Public Works | Vehicle Maintenance | | | | | |
| Public Works | Storm Water | | | | | |
| Utilities | Line Maintenance | | | | 1 | |
| Utilities | Sanitation | | | | | |
| TOTALS | | 21 | 12 | 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)

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)

A settlement in the above case (CM-2021-04762 Q) is set to be considered by Council on May 24th. Both CM-2021-04764 A and CM-2021-04763 X were combined into case CM-2021-04762 Q by the Court.

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-2021-04817 K

(P&R, Westwood Pool, Life Guard, L. Wrist)

A settlement in the above case is set to be considered by Council on May 24th

Henderson, Fred L. v. City of Norman, CM-2022-01483 Y

(Fire, Prevention, Fire Inspector, Both Knees)

Hiatt, Darin v. City of Norman, CM-01014 Q

(Public Works, Streets, HEO, Neck, R. Shoulder, R. Hand)

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)

Lewis, Brian K. V. City of Norman, CM-2022-02245 H

(Fire/Suppression/Fire Driver Engineer, Neck, Back UNS, L Knee, L. Leg)

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

Nelson, Keith v. City of Norman, CM-2022-01836 F

(Fire, Suppression, Fire Training Officer, R. Shldr)

Newell, Richard v. City of Norman, WCC-2022-15014 H

(Police, Criminal Investigation, Police Sergeant, R. Knee)

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 April 2022.

| DEPARTMENT | FYE 22 Month | FYE 22 YTD | FYE 21 | FYE 20 | FYE 19 |
|----------------------------|-----------------|---------------|--------|--------|--------|
| Animal Control | | 1 | 1 | | |
| Finance – IT | | | 1 | | |
| Fire | 1 | 2 | 1 | 4 | |
| Legal | | | 2 | | |
| Other | 1 | 4 | 11 | 10 | 9 |
| Parks | | 1 | 4 | 6 | 6 |
| Planning | | 2 | | | |
| Police | | 8 | 3 | 5 | 10 |
| Public Works – other | | 2 | 2 | 3 | |
| Public Works – Stormwater | | 1 | | 2 | |
| Public Works – Engineering | | | 1 | 2 | |
| Public Works – Streets | | 8 | 9 | 11 | 6 |
| Utilities – Water | | 6 | 11 | 11 | 12 |

| | | | | | |
|------------------------|----------|-----------|-----------|-----------|-----------|
| Utilities – Sanitation | 2 | 5 | 12 | 12 | 10 |
| Utilities – Sewer | 2 | 3 | 5 | 5 | 3 |
| TOTAL CLAIMS | 6 | 43 | 63 | 71 | 56 |

| CURRENT CLAIM STATUS | FYE 22 TO DATE | FYE 21 | FYE 20 | FYE 19 |
|---|---------------------------|---------------|---------------|---------------|
| Claims Filed | 43 | 63 | 71 | 56 |
| Claims Open and Under Consideration | 13 | 0 | 0 | 0 |
| Claims Not Accepted Under Statute/Other | 3 | 10 | 11 | 8 |
| Claims Paid Administratively | 8 | 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) | 2 | 32 | 32 | 22 |
| Claims in Denied Status (Still Subject to Lawsuit) | 14 | 0 | 0 | 0 |

MUNICIPAL COURT

8

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

CASES FILED

| | <u>APRIL</u> | <u>FY22</u> | <u>Y-T-D</u> | <u>APRIL</u> | <u>FY21</u> | <u>Y-T-D</u> |
|-------------|--------------|-------------|--------------|--------------|-------------|--------------|
| Traffic | 420 | | 3,435 | 895 | | 7,586 |
| Non-Traffic | 293 | | 2,025 | 232 | | 2,145 |
| SUB TOTAL | 713 | | 5,460 | 1,127 | | 9,731 |
| Parking | 592 | | 5,569 | 600 | | 4,736 |
| GRAND TOTAL | 1,305 | | 11,029 | 1,727 | | 14,467 |

CASES DISPOSED

| | <u>APRIL</u> | <u>FY22</u> | <u>Y-T-D</u> | <u>APRIL</u> | <u>FY21</u> | <u>Y-T-D</u> |
|-------------|--------------|-------------|--------------|--------------|-------------|--------------|
| Traffic | 274 | | 3,639 | 1,042 | | 8,086 |
| Non-Traffic | 269 | | 2,415 | 193 | | 2,025 |
| SUB TOTAL | 543 | | 6,054 | 1,235 | | 10,111 |
| Parking | 494 | | 6,330 | 388 | | 3,055 |
| GRAND TOTAL | 1,037 | | 12,384 | 1,623 | | 13,166 |

REVENUE

| | <u>APRIL</u> | <u>FY22</u> | <u>Y-T-D</u> | <u>APRIL</u> | <u>FY21</u> | <u>Y-T-D</u> |
|-------------|--------------|-------------|---------------|---------------|-------------|-----------------|
| Traffic | \$ 54,143.61 | | \$ 414,169.17 | \$ 126,717.10 | | \$ 847,081.51 |
| Non-Traffic | \$ 24,852.96 | | \$ 199,001.02 | \$ 29,343.94 | | \$ 236,666.27 |
| SUB TOTAL | \$ 78,996.57 | | \$ 613,170.19 | \$ 156,061.04 | | \$ 1,083,747.78 |
| Parking | \$ 16,830.00 | | \$ 213,169.26 | \$ 12,500.00 | | \$ 81,714.00 |
| GRAND TOTAL | \$ 95,826.57 | | \$ 826,339.45 | \$ 168,561.04 | | \$ 1,165,461.78 |

MUNICIPAL COURT - MONTHLY REPORT April 2022

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 31 new cases and closed 25 cases during the month of April 2022. 4 Mediations were held.

PARKS AND RECREATION 9

APRIL 2022
RECREATION DIVISION
MONTHLY REPORT

Item 9.

Norman Senior Center: The Norman Senior Center saw a monthly attendance of 888. On Thursday, April 7, the Norman Senior Center hosted the Educational Seminar "Home Fire Safety Tips", sponsored by the Norman Fire Department and led by Norman Fire Marshall Matthew Elliott. On Wednesday, April 13, the Norman Senior Center took a day trip to the Oklahoma Historical Center. AARP concluded the tax aide service on Thursday, April 14. On Wednesday, April 27, the center hosted Bingo. To close out the month, the center hosted the Education Seminar "Fight the Blue Light", sponsored by Natural Grocers and led by Ryan Adkins.

Little Axe Community Center: Gabby McGarrh, Supervisor, is on maternity leave, but continues to work from home and goes into the office when needed. The After School program is starting to wind down with the school year ending. The Senior Citizens activities continue to big hit and the Library usage continues to go up. The warmer weather brings out more seniors asking about upcoming activities to include Senior Bingo and Ice Cream Social. OHCE Sunshine Group meet monthly and sews pillow cases for children in area hospitals.

12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 28 students per day in the afterschool program. Students participated in a facility wide egg hunt on April 14th. The Pioneer Library Systems has a weekly activity program that provides fun reading and story time opportunities for the younger students and technology based learning for older students. Momleta will no longer be using the facility and will return to using outdoor parks for their fitness class. The center held multiple rentals throughout April for birthday parties and basketball practices.

Irving Recreation Center: The Irving Recreation Center had one facility rental this month. The Junior Jammer Volleyball season continued and Irving hosted a weekly practice for a Senior division team as well as hosted three evenings of games from the Jammer and Senior division teams. Irving had members of the National Pan-Hellenic Council from the University of Oklahoma come out and volunteer at the recreation center. The last free teen art class, held by CCC, concluded this month for the 2021-22 school year. CCC will continue to offer free teen classes during the school year and look forward to starting again in August. Irving and Loveworks have plans to conduct a joint event called "Afterschool for All", which will highlight the importance of afterschool and leadership programs for youth and teens. This event will take place during the month of May.

Whittier Recreation Center: Whittier Recreation Center had two rentals in April. The Whittier Discovery Camp enrolled its final camper this month. Field trips are planned for Camp, as well as some exciting on-site activities throughout the summer! Whittier continued its Junior Jammer Volleyball throughout the month, averaging 150 patrons total per night. The Senior group finished their season on April 28th.

| FACILITY ATTENDANCE: | Month | Year to Date |
|-------------------------------|-------|--------------|
| Norman Senior Center | 888 | 6,980 |
| Little Axe Community Center | 1,426 | 6,703 |
| 12th Avenue Recreation Center | 1,604 | 14,951 |
| Irving Recreation Center | 1,803 | 17,892 |
| Whittier Recreation Center | 589 | 18,994 |
| Reaves Center | 300 | 3,000 |
| Tennis Center | 3,102 | 29,810 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|------|--------|
| Senior | 925 | 873 | 785 | 759 | 713 | | 623 | 500 | 914 | 888 | | | 6,980 |
| Axe | 75 | 69 | 95 | 768 | 622 | 432 | 597 | 1,185 | 1,434 | 1,426 | | | 6,703 |
| twelveth | 1,024 | 868 | 1,067 | 1,512 | 2,089 | 1,512 | 1,840 | 1,377 | 1,543 | 1,604 | | | 14,951 |
| Irving | 628 | 634 | 851 | 2,727 | 2,307 | 1,243 | 1,040 | 3,264 | 3,395 | 1,803 | | | 17,892 |
| Whittier | 500 | 255 | 1,320 | 1,730 | 2,185 | 2,335 | 2,310 | 5,555 | 2,215 | 589 | | | 18,994 |
| Reaves | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | | | 3,000 |
| Tennis | 3,844 | 3,038 | 3,570 | 3,280 | 2,844 | 2,129 | 2,552 | 2,372 | 3,079 | 3,102 | | | 29,810 |

APRIL 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 assisted with the setup for the Annual Spring Egg & Candy Hunt.

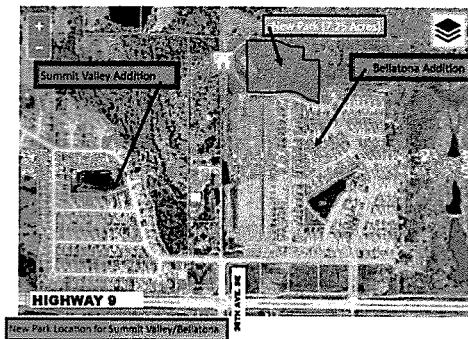
| SAFETY REPORT | FYE-22MTD | FYE-22YTD | | FYE-21MTD | FYE-21YTD |
|-------------------------------|------------------|---------------------------|--|------------------|---------------------------|
| On-The-Job Injuries | 0 | 0 | | 0 | 6 |
| Vehicle Accidents | 0 | 0 | | 0 | 0 |
| Employee responsible | 0 | 0 | | 0 | 0 |
| ROUTINE ACTIVITIES | Total Man | Hours YEAR-TO-DATE | | Total Man | Hours YEAR-TO-DATE |
| Big Mowing | 171.00 | 679.00 | | 122.50 | 494.50 |
| Trim Mowing | 643.50 | 3649.00 | | 485.00 | 3554.50 |
| Chemical Spraying | 141.00 | 534.00 | | 64.00 | 349.50 |
| Fertilization | 8.00 | 72.00 | | 0.00 | 12.00 |
| Park Tree Work | 126.00 | 126.00 | | 0.00 | 1.00 |
| Street Tree Work | 19.00 | 172.00 | | 24.00 | 113.00 |
| Trash Maintenance | 168.50 | 984.50 | | 65.50 | 3312.50 |
| Sprinkler Maintenance | 116.50 | 166.50 | | 160.00 | 177.00 |
| Watering | 0.00 | 319.75 | | 8.00 | 0.00 |
| Painting | 8.00 | 524.00 | | 123.00 | 0.00 |
| Landscape Maintenance | 64.00 | 519.00 | | 0.00 | 893.75 |
| Seeding/Sodding | 0.00 | 571.00 | | 0.00 | 52.25 |
| Ballfield Maintenance | 0.00 | 139.00 | | 0.00 | 8.00 |
| Fence Repairs | 40.00 | 0.00 | | 85.00 | 454.50 |
| Equipment Repairs/Maintenance | 160.00 | 381.00 | | 0.00 | 834.75 |
| Material Hauling | 2.00 | 612.25 | | 0.00 | 1007.00 |
| Snow/Ice Removal | 0.00 | 67.27 | | 0.00 | 470.50 |
| Christmas Setup | 8.00 | 302.00 | | 83.00 | 0.00 |
| Vector Control | 0.00 | 80.00 | | 10.00 | 144.00 |
| Events | 75.00 | 284.00 | | 0.00 | 834.75 |
| Vandalism Repair | 6.75 | 6.75 | | 0.00 | 62.50 |
| Trail Maintenance | 0.00 | 0.00 | | 0.00 | 461.00 |
| Playground Maintenance | 19.00 | 322.00 | | 8.00 | 119.00 |
| Restroom Maintenance | 0.00 | 691.00 | | 2.00 | 1075.50 |
| Carpentry/Welding | 0.00 | 350.00 | | 36.00 | 36.00 |
| Shop Time | 135.25 | 170.25 | | 21.00 | 21.00 |
| Special Projects | 303.00 | 892.00 | | 0.00 | 1071.00 |
| Miscellaneous | 72.50 | 625.25 | | 0.00 | 560.00 |
| | | | | | |
| | | | | | |
| | | | | | |

Park Planning Activities April 2022

NORMAN FORWARD Reaves Park:

Construction work continued on the new youth baseball/softball fields in the area of the park where the Park Maintenance Facility used to stand and OG&E is working to re-lay the service lines underground in that area to the new ballfields and old festival power pedestals in the park. Several of the areas received sod in April, including the re-designed drainage channel in the park. We are getting all the dirt needed for the project from the new detention pond at the east end of the drainage system, as designed by our team from Halff Associates. Contractors made final field improvements on a remodeled “flex field” on the eastern edge of the park for use this season. The work area will continue to shrink southward as more of the interior parking lots and grading are completed this summer. The next large community events in the park will be the Juneteenth Festival on June 19, and the Annual 4th of July celebration. Work is anticipated to be done in December of this year, including all final tree planting, ballfield and support facility construction and redesigned park roads and parking.

NORMAN FORWARD Neighborhood Parks:



We met with the naming sub-committee of the Norman Board of Park Commissioners in April to consider naming the new neighborhood park located in the Bellatona/Summit Valley area in honor of Lionel Bentley—the former director of Norman Parks and Recreation, who died unexpectedly last month, at the age of 75. We are beginning the process of getting feedback from the residents in the area to help guide the design of the new park; and we will

bid out the construction of the project in the coming Fiscal Year. Besides his service as the Parks and Recreation Director in the 1970's, Lionel and his wife had recently made a generous donation to the Norman Park Foundation to help fund improvements to Westwood Golf Course and other park projects.

Accessibility Projects in Parks:

Work continues on the ADA upgrades at Lions Park. Several sections of sidewalk that were either damaged to the point of being hazardous and non-compliant or designated for removal as part of the building accessibility remodel were removed and replaced late in the month. The work will continue for several weeks, and should be finishing-up as we start our summer events in this popular central Norman park.

Forestry:

In an effort to get as much late-season trimming done as possible, our Forester has been visiting several parks and beautification areas. He has continued to trim the elms in downtown, focusing on trimming the trees away from the buildings in the downtown area, and raising the canopy on the newer trees west of the railroad tracks and the recent replacement plantings east of the tracks.

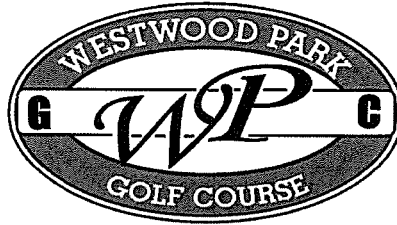
The Forester also visited several neighborhood parks to evaluate the health of our existing trees and schedule removal of any trees or parts of trees that may pose a hazard to the public. Finally, Staff planted two “Survivor Elms” to honor the service of the Norman Police and Fire crews who responded to the Murrah Building bombing over 20 years ago. The trees have been grown for several years from seeds of the elm from that site, and will be placed at the Fire Administration Building on East Main Street (NFD) and at Legacy Park (NPD), where police have their annual memorial for officers, behind the pond, near the flag plaza.

Public Landscape:



Crews re-planted the pollinator areas along the main entry drive at the Norman Central Library. After several discussions with staff and user groups, it was agreed that the area needed help in gaining control of the countless volunteer trees and grassy weeds that had invaded the area and made the original design almost unrecognizable. We will continue to work with the library to help this be a more successful planting project of native flowers, grasses and other plants along with boulders, that will attract wildlife throughout the year, while also providing a safe line-of-sight for pedestrians and drivers as they enter and pass-by the site.

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



APRIL 2022

Westwood Golf Course Division Monthly Progress Report

| ACTIVITY | APRIL FYE'22 | APRIL FYE'21 |
|--|---------------------|--------------------|
| Regular Green Fees | 716 | 533 |
| Senior Green Fees | 369 | 145 |
| Junior Fees | 96 | 103 |
| School Fees (high school golf team players) | 6 | 5 |
| Advanced Fees (high school golf team pre-pay) | 0 | 0 |
| Annual Fees (Regular, Senior & Junior Members) | 846 | 547 |
| Employee Comp Rounds | 349 | 234 |
| Golf Passport Rounds | 0 | 0 |
| 9-Hole Green Fee | 202 | 174 |
| 2:00 Fees | 198 | 198 |
| 4:00 Fees | 300 | 121 |
| Dusk Fees or 6:00 Fees | 78 | 50 |
| PGA Comp Rounds | 3 | 0 |
| *Rainchecks (not counted in total round count) | 12 | 7 |
| Misc Promo Fees (birthday, players cards, OU student) | 502 | 699 |
| Green Fee Adjustments (fee difference on rainchecks) | 17 | 3 |
| Total Rounds (*not included in total round count) | 3682 | 2812 |
| % change from FY '20 | 30.94% | |
| Range Tokens | 4200 | 3435 |
| % change from FY '20 | 22.27% | |
| 18 - Hole Carts | 146 | 155 |
| 9 - Hole Carts | 44 | 55 |
| ½ / 18 - Hole Carts | 1273 | 974 |
| ½ / 9 - Hole Carts | 475 | 277 |
| Total Carts | 1938 | 1461 |
| % change from FY '20 | 32.65% | |
| 18 - Hole Trail Fees | 1 | 1 |
| 9 - Hole Trail Fees | 0 | 1 |
| 18 - Hole Senior Trail Fees | 2 | 1 |
| 9-Hole Senior Trail Fees | 1 | 0 |
| Total Trail Fees | 4 | 3 |
| % change from FY '20 | 33.33% | |
| TOTAL REVENUE | \$128,562.73 | \$96,381.02 |
| % change from FY '20 | 33.39% | |

APRIL 2022
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

| SAFETY REPORT | FY 2022 MTD | FY 2022 YTD | FY 2021 MTD MTD | FY 2021 YTD 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 MTD | FYE 2022 YTD | FY 2021 MTD | FYE 2022 YTD |
|---------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| Green Fees | \$61,148.12 | \$454,761.65 | \$47,664.40 | \$405,458.67 |
| Driving Range | \$17,387.73 | \$110,559.83 | \$12,328.57 | \$103,867.58 |
| Cart Rental | \$33,569.37 | \$256,471.20 | \$26,525.01 | \$230,347.52 |
| Restaurant | \$16,263.36 | \$142,832.75 | \$9,799.03 | \$102,860.40 |
| Insufficient Check Charge | \$0.00 | \$0.00 | \$0.00 | \$158.91 |
| Interest Earnings | \$194.15 | \$2,784.17 | \$64.01 | \$1,299.19 |
| TOTAL INCOME | \$128,562.73 | \$967,409.60 | \$96,381.02 | \$843,992.27 |
| Expenditures | \$74,164.45 | \$1,035,312.31 | \$64,481.41 | \$686,668.60 |
| Income vs Expenditures | \$54,398.28 | (\$67,902.71) | \$31,899.61 | \$157,323.67 |
| | | | | |
| Rounds of Golf | 3682 | 29954 | 2812 | 26410 |

Staff is presently installing a foundation drainline on the east side of the cart building to correct standing water inside, after rain events.

Staff completed #10 and #1 greenside bunkers on the Sand Bunker renovation. #18 greenside bunker is now under construction and is being constructed with a sod stack face.

The well is now running directly into the irrigation pond via #11/#17/#4 waterway. Also serving as a water feature.

The greens have been mowed several times and are performing very well with greenspeed. Broadleaf weed control is now underway in all rough areas.

APRIL 2022
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

| | FY2022 MTD | FY2022 YTD | FY21-22 TOTAL |
|-----------------------------------|-----------------------|-----------------------|--------------------------|
| Swim Pool Passes | \$31,250.00 | \$59,009.50 | \$191,747.00 |
| Swim Pool Gate Admission | \$0.00 | \$382,084.00 | \$284,993.00 |
| Swim Lesson Fees | \$15,635.00 | \$36,507.00 | \$33,547.50 |
| Pool Rental | \$400.00 | \$42,212.00 | \$28,128.00 |
| Locker Fees | \$0.00 | \$0.00 | \$0.00 |
| Pool Classes | \$9,555.00 | \$18,440.00 | \$6,495.22 |
| Pool Merchandise Sales | \$0.00 | \$0.00 | \$0.00 |
| Concessions | \$0.00 | \$213,671.52 | \$127,066.89 |
| TOTAL INCOME | \$56,840.00 | \$751,924.02 | \$671,977.61 |
| Expenditures | \$13,104.74 | \$833,896.54 | \$624,044.12 |
| Income verses Expenditures | \$43,735.26 | (\$81,972.52) | \$84,856.65 |

ATTENDANCE INFORMATION

| | Season to Date April 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
April 2022 Monthly Hourly Materials Cost Report**

Item 9.

| Location | Labor Hrs | Labor Cost | Materials Cost | Total |
|-------------------|--------------|-----------------|--------------------|--------------------|
| Misc | | | | |
| Facility Maint | 18.00 | \$602.46 | \$560.27 | \$1,162.73 |
| City Hall | 2.00 | \$66.94 | \$0.00 | \$66.94 |
| Bldg A | 1.00 | \$31.42 | \$0.00 | \$31.42 |
| Bldg B | 8.00 | \$267.76 | \$140.50 | \$408.26 |
| Library | 7.50 | \$239.75 | \$0.00 | \$239.75 |
| Animal Welfare | 4.00 | \$133.88 | \$0.00 | \$133.88 |
| Fire Stations | 3.00 | \$98.36 | \$3,000.00 | \$3,098.36 |
| Parks | 12.50 | \$411.20 | \$32,964.22 | \$33,375.42 |
| Rec Centers | 12.50 | \$392.75 | \$0.00 | \$392.75 |
| Senior Center | 1.00 | \$33.47 | \$0.00 | \$33.47 |
| Sooner Theater | 1.00 | \$33.47 | \$0.00 | \$33.47 |
| WW Golf | 3.00 | \$96.31 | \$0.00 | \$96.31 |
| WW Pool | 13.00 | \$416.66 | \$20.80 | \$437.46 |
| Fleet | 2.00 | \$62.84 | \$0.00 | \$62.84 |
| Total | 88.50 | \$287.27 | \$36,685.79 | \$39,573.06 |
| Electrical | | | | |
| Facility Maint | 14.50 | \$481.08 | \$251.70 | \$732.79 |
| City Hall | 10.00 | \$333.16 | \$0.00 | \$333.16 |
| Bldg A | 5.00 | \$166.58 | \$0.00 | \$166.58 |
| Bldg B | 12.00 | \$400.87 | \$0.00 | \$400.87 |
| Bldg C | 17.50 | \$580.72 | \$291.38 | \$872.10 |
| Library | 18.00 | \$602.46 | \$93.09 | \$695.55 |
| PD Auxillary | 8.50 | \$284.50 | \$80.27 | \$364.77 |
| Fire Admin | 1.00 | \$33.47 | \$26.85 | \$60.32 |
| Fire Stations | 18.00 | \$590.91 | \$0.00 | \$590.91 |
| Parks | 64.00 | \$2,139.77 | \$477.16 | \$2,616.93 |
| Rec Centers | 29.00 | \$948.30 | \$116.58 | \$1,064.88 |
| WW Golf | 14.00 | \$468.58 | \$494.38 | \$962.96 |

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

Item 9.

| | | | | |
|-------------------|---------------|-------------------|-------------------|--------------------|
| WW Pool | 4.50 | \$150.23 | \$0.00 | \$150.23 |
| Traffic | 5.00 | \$163.50 | \$349.90 | \$513.40 |
| Streets | 6.00 | \$196.20 | \$394.59 | \$590.79 |
| Fleet | 27.00 | \$885.98 | \$277.33 | \$1,163.31 |
| Sanitation | 8.50 | \$281.42 | \$52.40 | \$333.82 |
| WTP | 1.00 | \$33.47 | \$0.00 | \$33.47 |
| WRF | 17.00 | \$555.90 | \$14.84 | \$570.74 |
| Total | 280.50 | \$9,297.10 | \$2,920.48 | \$12,217.58 |

HVAC

| | | | | |
|-----------------------|--------------|-------------------|-----------------|-------------------|
| Facility Maint | 60.00 | \$1,812.00 | \$40.30 | \$1,852.30 |
| City Hall | 24.00 | \$777.12 | \$0.00 | \$777.12 |
| Bldg A | 18.00 | \$569.76 | \$0.00 | \$569.76 |
| Bldg B | 18.00 | \$582.24 | \$47.57 | \$629.81 |
| Bldg C | 34.00 | \$1,059.50 | \$0.00 | \$1,059.50 |
| Library | 24.00 | \$764.04 | \$0.00 | \$764.04 |
| Animal Welfare | 4.00 | \$133.88 | \$942.85 | \$1,076.73 |
| NIC | 24.00 | \$575.50 | \$0.00 | \$575.50 |
| PD Auxillary | 24.00 | \$803.28 | \$108.00 | \$911.28 |
| Shooting Range | 2.00 | \$60.40 | \$0.00 | \$60.40 |
| Fire Stations | 20.00 | \$669.40 | \$0.00 | \$669.40 |
| Parks | 10.00 | \$321.62 | \$43.53 | \$365.15 |
| Rec Centers | 4.00 | \$133.88 | \$0.00 | \$133.88 |
| Senior Center | 2.00 | \$60.40 | \$0.00 | \$60.40 |
| Sooner Theater | 8.00 | \$267.76 | \$27.97 | \$295.73 |
| Firehouse Art | 4.00 | \$133.88 | \$0.00 | \$133.88 |
| WW Golf | 2.00 | \$60.40 | \$0.00 | \$60.40 |
| WW Tennis | 8.00 | \$254.68 | \$0.00 | \$254.68 |
| Traffic | 4.00 | \$120.80 | \$0.00 | \$120.80 |
| Streets | 4.00 | \$133.88 | \$0.00 | \$133.88 |

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

Item 9.

| | | | | |
|-----------------|---------------|--------------------|-------------------|--------------------|
| Stormwater | 4.00 | \$133.88 | \$0.00 | \$133.88 |
| Fleet | 4.00 | \$120.80 | \$0.00 | \$120.80 |
| Sanitation | 4.00 | \$120.80 | \$0.00 | \$120.80 |
| Line Maint | 2.00 | \$60.44 | \$0.00 | \$60.40 |
| WTP | 4.00 | \$120.80 | \$0.00 | \$120.80 |
| WRF | 2.00 | \$328.16 | \$0.00 | \$328.16 |
| Total | 318.00 | \$10,179.26 | \$1,210.22 | \$11,389.48 |
| Plumbing | | | | |
| Facility Maint | 16.00 | \$502.72 | \$0.00 | \$502.72 |
| City Hall | 14.50 | \$550.54 | \$84.04 | \$634.58 |
| Bldg A | 4.50 | \$141.39 | \$26.56 | \$167.95 |
| Bldg B | 13.00 | \$391.39 | \$0.00 | \$391.39 |
| Bldg C | 3.50 | \$190.57 | \$0.00 | \$109.97 |
| Library | 11.50 | \$361.33 | \$34.43 | \$395.76 |
| Animal Welfare | 3.00 | \$98.36 | \$0.00 | \$98.36 |
| NIC | 10.50 | \$329.91 | \$0.00 | \$329.91 |
| Fire Admin | 1.00 | \$31.42 | \$0.00 | \$31.42 |
| Fire Stations | 21.00 | \$670.07 | \$393.39 | \$1,063.46 |
| Parks Maint | 3.50 | \$109.97 | \$69.60 | \$179.57 |
| Parks | 84.00 | \$2,766.38 | \$4,510.49 | \$7,276.87 |
| Rec Centers | 7.50 | \$235.65 | \$458.49 | \$694.14 |
| Senior Center | 5.00 | \$159.15 | \$0.00 | \$159.15 |
| Sooner Theater | 1.00 | \$31.42 | \$0.00 | \$31.42 |
| Firehouse Art | 0.50 | \$15.71 | \$0.00 | \$15.71 |
| WW Pool | 15.00 | \$456.28 | \$502.28 | \$958.56 |
| Streets | 2.00 | \$62.84 | \$0.00 | \$62.84 |
| Fleet | 3.00 | \$94.26 | \$0.00 | \$94.26 |
| Sanitation | 14.00 | \$420.76 | \$33.65 | \$454.41 |
| Line Maint | 1.00 | \$31.42 | \$9.86 | \$41.28 |
| WTP | 1.00 | \$31.42 | \$0.00 | \$31.42 |
| WRF | 3.00 | \$96.31 | \$0.00 | \$96.31 |

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

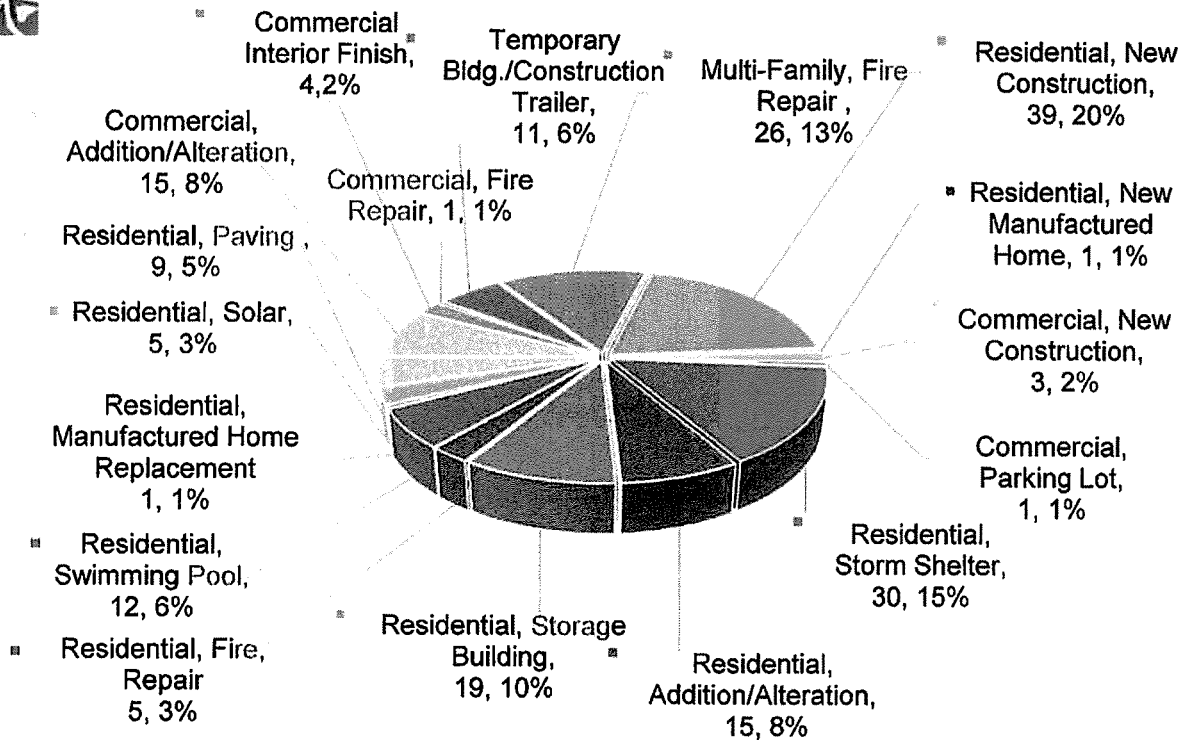
Item 9.

| | | | | | |
|------------------|-----------------------|----------------|--------------------|--------------------|---------------------|
| Total | | 239.00 | \$7,698.67 | \$6,122.79 | \$13,821.46 |
| Custodial | | | | | |
| | City Hall | 154.00 | \$2,370.88 | \$1,764.44 | \$4,495.32 |
| | Bldg A | 155.00 | \$2,745.49 | \$1,606.94 | \$4,352.43 |
| | Bldg B | 233.00 | \$3,921.06 | \$618.15 | \$4,539.21 |
| | Bldg C | 154.00 | \$2,730.80 | \$1,606.94 | \$4,337.20 |
| | Fire Stations | 16.00 | \$407.84 | \$2,665.68 | \$3,073.52 |
| | Library | 12.00 | \$305.88 | \$2,025.07 | \$2,330.95 |
| | Facility Maint | 0.00 | \$0.00 | \$56.32 | \$56.32 |
| | Parks | 0.00 | \$0.00 | \$7,240.88 | \$7,240.88 |
| Total | | 724.00 | \$12,842.03 | \$17,584.42 | \$30,426.45 |
| Total | | 1650.00 | \$42,904.33 | \$64,523.70 | \$107,428.03 |

PLANNING AND COMMUNITY DEVELOPMENT 10



**CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
APRIL 2022 REPORT**



| Permit Type | Count | Valuation |
|--------------------------------------|-------|------------------|
| Residential, New Construction | 39 | \$ 12,328,710 |
| Residential Duplex, New Construction | 0 | \$ - |
| Residential, New Manufactured Home | 1 | \$ 190,000 |
| Commercial, New Construction | 3 | \$ 3,686,434 |
| Commercial, Parking Lot | 1 | \$ 75,000 |
| Commercial, Shell Building | 0 | \$ - |
| Residential, Storm Shelter | 30 | \$ 112,745 |
| Residential, Addition/Alteration | 15 | \$ 981,967 |
| Residential, Carport | 0 | \$ - |
| Residential, Storage Building | 19 | \$ 1,321,837 |
| Residential, Fire Repair | 5 | \$ 222,161 |
| Residential, Swimming Pool | 12 | \$ 739,998 |
| Residential, Manufactured Home Repl | 1 | \$ 17,000 |
| Residential, Solar | 5 | \$ 121,162 |
| Residential, Paving | 9 | \$ 133,046 |
| Commercial, Addition/Alteration | 15 | \$ 36,157,888 |
| Commercial, Interior Finish | 4 | \$ 340,000 |
| Commercial, Fire Repair | 1 | \$ 62,000 |
| Commercial, Foundation | 0 | \$ - |
| Temporary Bldg./Construction Trailer | 11 | \$ 177,150 |
| Multi-Family, New | 0 | \$ - |
| Multi-Family, Addition/Alteration | 0 | \$ - |
| Multi-Family, Foundation | 0 | \$ - |
| Multi-Family, Fire Repair | 26 | \$ 299,000 |
| Group Quarters | 0 | \$ - |
| 197 | | \$ 56,966 |



CITY OF NORMAN
Building Permit Activity-APRIL 2022

| | DESCRIPTION | 2022 YEAR TO-DATE | VALUATION | 2021 TOTALS | 2021 TOTAL VALUATION |
|------------------------|---|-------------------------|-----------------------|----------------|----------------------------|
| | Residential, New Construction..... | 177 | \$ 52,858,816 | 559 | \$ 171,447,259 |
| | Residential, New Dwelling Unit Attached..... | 0 | \$ - | 0 | \$ - |
| | Residential, New Manufactured Home..... | 4 | \$ 489,604 | 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..... | 45 | \$ 463,450 | 13 | \$ 284,798 |
| | Multi-Family, Foundation..... | 0 | \$ - | 3 | \$ 170,000 |
| | Multi-Family, Addition/Alteration..... | 2 | \$ 17,540 | 2 | \$ 16,000 |
| | Residential, Addition/Alteration..... | 45 | \$ 2,680,136 | 185 | \$ 11,219,201 |
| | Residential, Carport..... | 1 | \$ 1,795 | 4 | \$ 73,710 |
| | Residential, Storm Shelter..... | 105 | \$ 406,979 | 307 | \$ 1,174,221 |
| | Residential, Storage Building..... | 43 | \$ 3,156,877 | 141 | \$ 4,708,996 |
| | Residential, Fire Repair..... | 9 | \$ 312,661 | 31 | \$ 1,558,116 |
| | Residential, Swimming Pool..... | 37 | \$ 2,702,453 | 145 | \$ 9,332,054 |
| | Residential, Manufactured Home Replacement | 3 | \$ 195,535 | 7 | \$ 582,151 |
| | Residential, Solar..... | 33 | \$ 1,078,379 | 16 | \$ 461,303 |
| | Residential, Paving..... | 34 | \$ 652,237 | 111 | \$ 1,737,557 |
| | Group Quarters..... | | | 0 | \$ - |
| | TOTAL | 550 | \$ 67,236,462 | 1538 | \$ 226,210,366 |
| NON-RESIDENTIAL | Commercial, New Construction..... | 11 | \$ 11,789,518 | 51 | \$ 263,453,985 |
| | Commercial, New Shell Building..... | 3 | \$ 2,195,000 | 11 | \$ 9,242,000 |
| | Commercial, Addition/Alteration..... | 73 | \$ 102,321,885 | 143 | \$ 45,783,076 |
| | Commercial, Interior Finish..... | 15 | \$ 3,444,600 | 40 | \$ 3,374,700 |
| | Commercial, New Foundation..... | 2 | \$ 208,200 | 7 | \$ 10,740,000 |
| | Commercial, Fire Repair..... | 1 | \$ 62,000 | 8 | \$ 888,000 |
| | Commercial, Parking Lot..... | 1 | \$ 75,000 | 7 | \$ 682,640 |
| | Commercial, Temporary Bldg./Const Trailer.... | 16 | \$ 204,650 | 29 | \$ 351,391 |
| | TOTAL | 122 | \$ 120,300,853 | | \$ 334,515,792 |
| OTHER ACTIVITY | Electrical Permits..... | 558 | | 1663 | |
| | Heat/Air/Refrigeration Permits..... | 528 | | 1405 | |
| | Plumbing and Gas Permits..... | 612 | | 1891 | |
| | Sign Permits..... | 135 | | 475 | |
| | Water Well Permits..... | 7 | | 44 | |
| | Garage Sale Permits..... | 120 | | 782 | |
| | Structure Moving Permits..... | 10 | | 16 | |
| | Demo-Residential Permits..... | 8 | | 31 | |
| | Demo-Non-Residential Permits..... | 3 | | 10 | |
| | Temp. Const. Bldgs. & Roll-off Permits..... | 45 | | 173 | |
| | Lot Line Adjustments Filed..... | 3 | | 25 | |
| | Certificate of Occupancy (CO)..... | 339 | | 1070 | |
| | All Field Inspections..... | 9032 | | 27583 | |
| | Net Residential Demos & Removals..... | -8 | | -28 | |
| | TOTAL VALUATION | | \$ 187,537,315 | | \$ 560,726,158 |

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

| City of Norman BUILDING PERMITS AND INSPECTIONS | | | | | | | | | | | | | |
|---|--------------------------------|----------|-------------|-------|-------|-----------------|--------|-----------|--------------|--------------------------------|-----|----|---------|
| RESIDENTIAL BUILDING PERMITS Issued April 2022 - Sorted by Permit Type | | | | | | | | | | | | | |
| Permit Type | Contractor | Permit # | Date Issued | Lot | Block | Subdivision | Zoning | Valuation | Project Area | KW | | | |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE SHELTER, LLC | 1189 | 4/4/2022 | 3008 | | WOODCREST CRE | DR | 6 | 14 | WOODLAND ESTATES THE | R1 | \$ | 2,895 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO STORM SHELTERS | 1262 | 4/4/2022 | 2725 | | SUMMIT CROSSING | PKY | 7 | 3 | SUMMIT LAKES ADD #11 | R1 | \$ | 4,195 |
| 1 & 2 FAMILY STORM SHELTER | EPF TORNADO SHELTERS | 1265 | 4/1/2022 | 1518 | | STUBBEMAN | AVE | 4 | 4 | NORTH ACRES | R1 | \$ | 5,575 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE SHELTER, LLC | 1288 | 4/1/2022 | 2212 | | DIANA | DR | 41 | 1 | ALAMEDA PARK ADD #3 | R1 | \$ | 2,895 |
| 1 & 2 FAMILY STORM SHELTER | RANDY'S SKYLINE CONSTRUCTION | 1294 | 4/8/2022 | 4405 | | 72ND | AVE | 17 | 1W | NOT SUBDIVIDED | A2 | \$ | 3,300 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE SHELTER, LLC | 1352 | 4/8/2022 | 2309 | | NORWOOD | DR | 6 | 2 | BELLATONA SEC #2 | R1 | \$ | 2,895 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO SHELTERS | 1361 | 4/7/2022 | 1509 | | ORIOLE | DR | 3 | 3 | SUTTON PLACE ADD #2 | R1 | \$ | 2,595 |
| 1 & 2 FAMILY STORM SHELTER | OKLAHOMA SHELTERS | 1467 | 4/13/2022 | 3833 | | KINGS CANYON | RD | 11 | 5 | RED CANYON RANCH SEC 2 | PUD | \$ | 3,300 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE TORNADO SHELTERS | 1409 | 4/14/2022 | 2914 | | GULLIVER | ST | 6 | 3 | TRAILWOODS SEC 12 | PUD | \$ | 2,503 |
| 1 & 2 FAMILY STORM SHELTER | FLAT SAFE TORNADO SHELTERS | 1441 | 4/11/2022 | 4120 | | CASTLEROCK | RD | 2 | 1 | CASTLEROCK ADD #4 | R1 | \$ | 4,600 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO STORM SHELTERS | 1442 | 4/11/2022 | 4225 | | EAGLE CLIFF | DR | 4 | 1 | EAGLE CLIFF SOUTH ADD #5 | R1 | \$ | 3,195 |
| 1 & 2 FAMILY STORM SHELTER | BIGGS BACKHOE, INC | 1451 | 4/14/2022 | 10215 | | DARE | LN | 10 | 1W | H & L #1 (SURVEY) | A2 | \$ | 3,500 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE | 1457 | 4/14/2022 | 704 | | HAVASU | DR | 8 | 2 | RED CANYON RANCH SEC 3 | PUD | \$ | 2,895 |
| 1 & 2 FAMILY STORM SHELTER | FLAT SAFE TORNADO SHELTERS | 1458 | 4/12/2022 | 1523 | | WILSHIRE | AVE | 4 | 2 | WESTLAND ADD | R1 | \$ | 3,300 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO SHELTERS | 1481 | 4/13/2022 | 1125 | | SPARROW HAWK | DR | 6 | 2 | EAGLE CLIFF ADD #12 | R2 | \$ | 3,095 |
| 1 & 2 FAMILY STORM SHELTER | BETTER BARNS | 1452 | 4/15/2022 | 1601 | | 112TH | AVE | 23 | 1W | SAXON ADDITION | A2 | \$ | 7,830 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE | 1513 | 4/14/2022 | 3104 | | MONTANE | CT | 5 | 1 | GREENLEAF TRAILS ADD 9 | PUD | \$ | 2,450 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO STORM SHELTERS | 1515 | 4/15/2022 | 1034 | W | BOYD | ST | 8 | 1 | HETHERINGTON HEIGHTS | R1 | \$ | 2,795 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE SHELTER, LLC | 1523 | 4/15/2022 | 2103 | | LA DEAN | DR | 17 | 2 | UNIVERSAL HEIGHTS 2ND ADD | R1 | \$ | 3,600 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO SHELTERS | 1538 | 4/21/2022 | 708 | S | PONCA | AVE | 1 | 8 | CLASSEN-MILLER ADDITION | R1 | \$ | 2,895 |
| 1 & 2 FAMILY STORM SHELTER | STORM SAFE SHELTER, LLC | 1597 | 4/19/2022 | 4401 | | HIGHLAND HILLS | DR | 1 | 1 | HIGHLAND HILLS #2 | RE | \$ | 4,195 |
| 1 & 2 FAMILY STORM SHELTER | BIGGS BACKHOE, INC | 1597 | 4/19/2022 | 2824 | | 72ND | AVE | 18 | 1W | NOT SUBDIVIDED | A2 | \$ | 6,200 |
| 1 & 2 FAMILY STORM SHELTER | BEANS CONSTRUCTION, LLC | 1593 | 4/20/2022 | 8209 | | BERT | LN | 4 | 3 | CONNELLY PARK #2 | RE | \$ | 7,200 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO STORM SHELTERS | 1597 | 4/22/2022 | 3509 | | CARNOSTIE | DR | 49 | 1 | CASCADE ESTATES PUD #4 | PUD | \$ | 2,755 |
| 1 & 2 FAMILY STORM SHELTER | FLAT SAFE TORNADO SHELTERS | 1669 | 4/22/2022 | 3304 | | OUTPOST | CIR | 5 | 1 | PRAIRIE CREEK | R1 | \$ | 3,700 |
| 1 & 2 FAMILY STORM SHELTER | LANDMARK FINE HOMES, LP | 1692 | 4/28/2022 | 4221 | | MOORGATE | DR | 4 | 1 | CARRINGTON PLACE ADD #13 | R1 | \$ | 3,800 |
| 1 & 2 FAMILY STORM SHELTER | TORNADO SAFE NORMAN | 1700 | 4/28/2022 | 641 | | VILLAVARDE | CT | 6 | 2 | MONTORO RIDGE SEC #1 | PUD | \$ | 4,000 |
| 1 & 2 FAMILY STORM SHELTER | OKLAHOMA SHELTERS | 1711 | 4/25/2022 | 2205 | | DIANA | DR | 12 | 4 | ALAMEDA PARK ADD #3 | R1 | \$ | 4,500 |
| 1 & 2 FAMILY STORM SHELTER | GROUND ZERO STORM SHELTERS | 1714 | 4/25/2022 | 505 | | GREENS | PKY | 11 | 1 | HIGHLAND VILLAGE ADD SEC 10 | R1 | \$ | 2,150 |
| 1 & 2 FAMILY STORM SHELTER | FLAT SAFE TORNADO SHELTERS | 1835 | 4/28/2022 | 4112 | | NIGHT HAWK | DR | 7 | 1 | EAGLE CLIFF ADD # 8 | R1 | \$ | 5,700 |
| 1 & 2 FAMILY, ADD OR ALTER | PAUL LITTLE CONSTRUCTION | 927 | 4/4/2022 | 3760 | | GLENBROOK | DR | 1 | 5 | BROOKHAVEN #19 | R1 | \$ | 40,990 |
| 1 & 2 FAMILY, ADD OR ALTER | OWNER | 941 | 4/12/2022 | 7801 | | LETT | C/R | 25 | 1W | LETT FARMS COS | A2 | \$ | 80,000 |
| 1 & 2 FAMILY, ADD OR ALTER | EISEL ROOFING & CONSTRUCTION | 977 | 4/4/2022 | 521 | | MILLER | AVE | 16 | 3 | CLASSEN-MILLER ADDITION | R1 | \$ | 150,000 |
| 1 & 2 FAMILY, ADD OR ALTER | OWNER | 1014 | 4/11/2022 | 2651 | | TREATON | RD | 15 | 5 | NORWANDY PARK | R1 | \$ | 11,000 |
| 1 & 2 FAMILY, ADD OR ALTER | OWNER | 1240 | 4/7/2022 | 3205 | | RIVERWALK | DR | 9 | 1 | WILLOWBEND SEC 3 | R1 | \$ | 1,700 |
| 1 & 2 FAMILY, ADD OR ALTER | TAYLOR MADE RENOVATIONS | 1245 | 4/20/2022 | 3712 | | HIDDEN HILL | RD | 9 | 1 | BROOKHAVEN #25 | R1 | \$ | 28,000 |
| 1 & 2 FAMILY, ADD OR ALTER | MOHR CONSTRUCTION, LLC | 1280 | 4/8/2022 | 503 | | TULSA | ST | 27 | 2 | SOUTHRIDGE ADD | R1 | \$ | 4,600 |
| 1 & 2 FAMILY, ADD OR ALTER | FREDGREN, TOM | 1391 | 4/27/2022 | 1109 | | IDAHO | ST | 20 | 4 | FACULTY HEIGHTS ADD | R1 | \$ | 150,000 |
| 1 & 2 FAMILY, ADD OR ALTER | J. HOWELL CONSTRUCTION, INC | 1398 | 4/15/2022 | 117 | | KEITH | ST | 33 | 5 | CLASSEN-MILLER ADDITION | R3 | \$ | 65,000 |
| 1 & 2 FAMILY, ADD OR ALTER | LAWRENCE, JIM | 1478 | 4/15/2022 | 2511 | | MC GEE | DR | 4 | 4 | SMOKING OAK #1 REPLAT | R1 | \$ | 100,000 |
| 1 & 2 FAMILY, ADD OR ALTER | INFINITY & BEYOND LLC | 1507 | 4/25/2022 | 434 | | COLLEGE | AVE | 47 | 1 | WEST UNIVERSITY ADD | R3 | \$ | 55,000 |
| 1 & 2 FAMILY, ADD OR ALTER | EDWARDS CONTRACTING & CONST | 1595 | 4/25/2022 | 1309 | | LINCOLN | AVE | 15 | 2 | HARDIE RUCKER ADDITION | R1 | \$ | 4,717 |
| 1 & 2 FAMILY, ADD OR ALTER | OWNER | 1675 | 4/27/2022 | 6650 | E | ROCK CREEK | RD | 19 | 1W | NOT SUBDIVIDED | A2 | \$ | 33,000 |
| 1 & 2 FAMILY, ADD OR ALTER | OWNER | 1675 | 4/28/2022 | 5514 | | PIONEER | CIR | 3 | 5 | MARLATT ADD | R1 | \$ | 20,000 |
| 1 & 2 FAMILY, ADD OR ALTER | OWNER | 1697 | 4/28/2022 | 5500 | | HICKORY BEND | DR | 10 | 3 | QUAIL CREEK ACRES #1 | RE | \$ | 240,000 |
| 1 & 2 FAMILY, FIRE REPAIR | LSC PROPERTIES, LLC | 1273 | 4/1/2022 | 2232 | | DONNA | DR | 42 | 3 | BOYD VIEW #1 | R1 | \$ | 137,253 |
| 1 & 2 FAMILY, FIRE REPAIR | SERVICEMASTER RESTORE BY RSI | 1356 | 4/8/2022 | 1817 | | RIDGEWOOD | DR | 5 | 18 | OAKHURST ADD #05 | R1 | \$ | 60,000 |
| 1 & 2 FAMILY, FIRE REPAIR | OWNER | 1356 | 4/8/2022 | 2909 | | HANOVER | DR | 3 | 3 | BERKELEY ADD #5 | R1 | \$ | 8,000 |
| 1 & 2 FAMILY, FIRE REPAIR | OWNER | 1537 | 4/21/2022 | 521 | E | FRANK | ST | 29 | 2W | NOT SUBDIVIDED | R1 | \$ | 7,500 |
| 1 & 2 FAMILY, FIRE REPAIR | OWNER | 1553 | 4/18/2022 | 5601 | | CEDAR | LN | 1 | 2 | BLUE RIDGE ACRES | RE | \$ | 16,000 |
| 1 & 2 FAMILY, PAVING | PALMCRETE CONSTRUCTION LLC | 1248 | 4/8/2022 | 4319 | | BRIARCREST | DR | 7 | 5 | BROOKHAVEN #04 | R1 | \$ | 65,000 |
| 1 & 2 FAMILY, PAVING | OWNER | 1281 | 4/18/2022 | 1712 | | CLASSEN | BLVD | 11 | 13 | SOUTHRIDGE ADD | R1 | \$ | 3,200 |
| 1 & 2 FAMILY, PAVING | A & L CONCRETE | 1351 | 4/12/2022 | 3205 | | SCOTT'S BLUFF | RD | 11 | 2 | WILLOWBEND SEC 3 | R1 | \$ | 9,445 |
| 1 & 2 FAMILY, PAVING | A & L CONCRETE | 1379 | 4/19/2022 | 504 | N | PONCA | AVE | 10 | 2 | COLLEY'S #1 | R1 | \$ | 4,000 |
| 1 & 2 FAMILY, PAVING | A & L CONCRETE | 1455 | 4/19/2022 | 334 | | WESTCHESTER | CIR | 33 | 1 | TOWN & COUNTRY ESTATES #2 | R1 | \$ | 16,000 |
| 1 & 2 FAMILY, PAVING | MITCHCO RR CONSTRUCTION, INC. | 1477 | 4/14/2022 | 2225 | | BUD WILKINSON | DR | 38 | 3 | PEARSON EST #1 | R1 | \$ | 1,900 |
| 1 & 2 FAMILY, PAVING | M & A CONSTRUCTION | 1582 | 4/21/2022 | 805 | | KETTLE | RD | 5 | 3 | GREENLEAF TRAILS ADD 10 | PUD | \$ | 5,000 |
| 1 & 2 FAMILY, PAVING | TUFF SHED INC | 1644 | 4/22/2022 | 1110 | | SIENA SPRINGS | DR | 9 | 1 | SIENA SPRINGS ADD #1 | PUD | \$ | 12,500 |
| 1 & 2 FAMILY, PAVING | DL CONCRETE | 1753 | 4/29/2022 | 3104 | | EPORA | DR | 1 | 2 | MONTORO RIDGE SEC #2 | PUD | \$ | 8,880 |
| 1 & 2 FAMILY, SOLAR | SOLAR POWER OF OKLAHOMA/FORME | 1255 | 4/1/2022 | 4300 | | CONDOUR | DR | 7 | 3 | EAGLE CLIFF SOUTH ADD #5 | R1 | \$ | 58,461 |
| 1 & 2 FAMILY, SOLAR | SOLAR POWER OF OKLAHOMA/FORME | 1261 | 4/1/2022 | 9918 | E | FRANKLIN | RD | 10 | 1W | H & L #1 (SURVEY) | A2 | \$ | 13,320 |
| 1 & 2 FAMILY, SOLAR | EIGHTWENTY | 1382 | 4/15/2022 | 3844 | | ADEX | CT | 8 | 3 | SUMMIT ADD | RM6 | \$ | 16,000 |
| 1 & 2 FAMILY, SOLAR | MR ELECTRIC(JEREMY SMITH) | 1643 | 4/28/2022 | 500 | W | FRANKLIN | RD | 7 | 2W | NOT SUBDIVIDED | A2 | \$ | 24,501 |
| 1 & 2 FAMILY, SOLAR | PAIC SOLAR | 1757 | 4/27/2022 | 417 | W | MOSES | ST | 14 | 2 | SOONER HOMES ADD | R1 | \$ | 58,000 |
| 1 & 2 FAMILY, STORAGE BLDG | OWNER | 1023 | 4/12/2022 | 5635 | N | BROADWAY | DR | 2 | 2W | DOLLAR FAMILY ESTATES (COS) | A2 | \$ | 65,000 |
| 1 & 2 FAMILY, STORAGE BLDG | VICTOR ORTEGA | 1098 | 4/4/2022 | 12400 | | BUCKSKIN PASS | DR | 7 | 1W | CH #1 | A2 | \$ | 500,000 |
| 1 & 2 FAMILY, STORAGE BLDG | REX MASSEY CONSTRUCTION, INC | 1100 | 4/1/2022 | 2351 | | COTTONWOOD CR | CIR | 12 | 1 | COTTONWOOD CREEK | RE | \$ | 8,091 |
| 1 & 2 FAMILY, STORAGE BLDG | BARGAIN BARNS & BUILDINGS, LLC | 1116 | 4/7/2022 | 6502 | | CROOKED OAK | CIR | 12 | 1 | FLAMING OAKS ESTATES | A2 | \$ | 31,000 |
| 1 & 2 FAMILY, STORAGE BLDG | BLUE JAY FENCE | 1194 | 4/8/2022 | 2150 | | 84TH | AVE | 5 | 1W | TRIBBLE ESTATES | A2 | \$ | 43,000 |
| 1 & 2 FAMILY, STORAGE BLDG | LEHNICK, GARRETT | 1208 | 4/4/2022 | 13965 | E | STELLA | RD | 19 | 1E | NOT SUBDIVIDED | A2 | \$ | 12,000 |
| 1 & 2 FAMILY, STORAGE BLDG | OWNER | 1249 | 4/1/2022 | 17901 | | BLACKBERRY | RD | 3 | 1E | H & L #5 (SURVEY) | A2 | \$ | 150,000 |
| 1 & 2 FAMILY, STORAGE BLDG | OWNER | 1291 | 4/1/2022 | 5703 | N | PORTER | AVE | 5 | 2W | BEAUCHAMP MEADOWS COS 2021-14 | A2 | \$ | 6,000 |
| 1 & 2 FAMILY, STORAGE BLDG | TUFF SHED INC | 1274 | 4/1/2022 | 1833 | | ROLLING HILLS | ST | 6 | 1 | WEST ADD | R1 | \$ | 37,000 |
| 1 & 2 FAMILY, STORAGE BLDG | GOTCHA COVERED INC. | 1286 | 4/8/2022 | 2801 | | 168TH | AVE | 15 | 1E | REYNOLDS LAKE ADD (SURVEY) | A2 | \$ | 7,345 |
| 1 & 2 FAMILY, STORAGE BLDG | TUFF SHED | 1373 | 4/11/2022 | 1414 | | DORCHESTER | DR | 8 | 4 | WOODSLAWN ADD #1 | R1 | \$ | 11,000 |
| 1 & 2 FAMILY, STORAGE BLDG | OWNER | 1377 | 4/13/2022 | 629 | | NEBRASKA | ST | 11 | 10 | NORMAN HEIGHTS ADDITION | R1 | \$ | 60,000 |
| 1 & 2 FAMILY, STORAGE BLDG | ONE WAY STEEL, LLC | 1395 | 4/22/2022 | 1400 | | BURLWOOD | RD | 24 | 2W | BURLWOOD COUNTRY ESTATES (COS) | A2 | \$ | 60,000 |
| 1 & 2 FAMILY, STORAGE BLDG | RAYVEY STEEL CONSTRUCTION | 1524 | 4/20/2022 | 6301 | | 144TH | AVE | 32 | 5 | STELLA HILLS ESTATES COS | A2 | \$ | 87,000 |
| 1 & 2 FAMILY, STORAGE BLDG | RYAN BUCK | 1554 | 4/27/2022 | 824 | S | FLOOD | AVE | 36 | 5 | PARSONS ADDITION | R1 | \$ | 4,500 |
| 1 & 2 FAMILY, STORAGE BLDG | OWNER | 1589 | 4/21/2022 | 2213 | | MERIDIAN | DR | 19 | 5 | COLONIAL EST #9 | PUD | \$ | 5,000 |
| 1 & 2 FAMILY, STORAGE BLDG | TUFF SHED INC | 1644 | 4/22/2022 | 1110 | | SIENA SPRINGS | DR | 9 | 1 | SIENA SPRINGS ADD #1 | PUD | \$ | 150,000 |
| 1 & 2 FAMILY, STORAGE BLDG | J.P. METAL BUILDINGS, LLC | 1688 | 4/23/2022 | 7900 | E | FRANKLIN | RD | 8 | 1W | NOT SUBDIVIDED | A2 | \$ | 8,900 |
| 1 & 2 FAMILY, STORAGE BLDG | BARN BROTHERS | 1694 | 4/27/2022 | 1715 | | CHAUCER | DR | 10 | 9 | WOODSLAWN ADD #2 | R1 | \$ | |

| | | | | | | | | | | | | | |
|---------------------------------|-------------------------------|------|-----------|-------|----------------|-----|-----|----|-------------------------------|-----|----|---------|------|
| 1 & 2 FAMILY, SWIMMING POOL | SPARTAN POOLS & PATIO | 850 | 4/25/2022 | 437 | COLLEGE | AVE | 7 | 1 | LINCOLN ADD | R1 | \$ | 80,000 | 682 |
| 1 & 2 FAMILY, SWIMMING POOL | SPARTAN POOLS & PATIO | 851 | 4/27/2022 | 3421 | MONTILLA | CT | 15A | 2 | MONTORO RIDGE SEC #1 | PUD | \$ | 112,000 | 1203 |
| 1 & 2 FAMILY, SWIMMING POOL | AQUAMARINE POOLS OF OKLAHOMA | 1200 | 4/8/2022 | 3911 | NORTHBRIDGE | RD | 2 | 1 | BROOKHAVEN #04 | R1 | \$ | 58,992 | 800 |
| 1 & 2 FAMILY, SWIMMING POOL | ARTISTIC POOLS | 1291 | 4/8/2022 | 4160 | FRANKLIN | RD | 11 | 2W | NOT SUBDIVIDED | A2 | \$ | 83,700 | 1285 |
| 1 & 2 FAMILY, SWIMMING POOL | SPARTAN POOLS & PATIO | 1350 | 4/12/2022 | 7400 | LETT | CIR | 25 | 1W | LETT FARMS COS | A2 | \$ | 2,595 | 2595 |
| 1 & 2 FAMILY, SWIMMING POOL | ARTISTIC POOLS | 1474 | 4/25/2022 | 4207 | CORDOVA | CT | 5 | 2 | LAS COLINAS SEC #2 | R1 | \$ | 60,000 | 992 |
| 1 & 2 FAMILY, SWIMMING POOL | COUNTRY LEISURE | 1480 | 4/14/2022 | 513 | SPERRY | DR | 1 | 5 | INDEPENDENCE VALLEY SEC #1 | R1 | \$ | 7,761 | 254 |
| 1 & 2 FAMILY, SWIMMING POOL | SIGNATURE CUSTOM POOLS | 1521 | 4/20/2022 | 2660 | CARIBOU | CT | 15 | 6 | DEERFIELD ADD SEC 6 | RE | \$ | 65,000 | 2110 |
| 1 & 2 FAMILY, SWIMMING POOL | ROCK CREEK POOLS | 1528 | 4/20/2022 | 3001 | ALLSPICE RUN | RD | 18 | 1 | CINNAMON RUN | RE | \$ | 50,650 | 648 |
| 1 & 2 FAMILY, SWIMMING POOL | OKLAHOMA POOL AND PATIO | 1612 | 4/22/2022 | 6155 | 108TH | AVE | 35 | 1W | NOT SUBDIVIDED | A2 | \$ | 28,000 | 430 |
| 1 & 2 FAMILY, SWIMMING POOL | SPARTAN POOLS & PATIO | 1622 | 4/27/2022 | 4503 | GREEN FIELD | CIR | 4 | 3 | BROOKHAVEN #08 | R1 | \$ | 80,000 | 970 |
| 1 & 2 FAMILY, SWIMMING POOL | DUNFORD POOLS | 1676 | 4/25/2022 | 701 | VILLAVARDE | DR | 3 | 2 | MONTORO RIDGE SEC #1 | PUD | \$ | 59,000 | 2236 |
| 1 FAMILY, MANUF HOME REPLACE | OWNER | 1394 | 4/13/2022 | 2201 | 108TH | AVE | 23 | 1W | NOT SUBDIVIDED | A2 | \$ | 17,000 | 1120 |
| 1 FAMILY, MANUFACTURED HOME | OWNER | 1257 | 4/17/2022 | 3255 | 64TH | AVE | 6 | 1W | NOT SUBDIVIDED | A2 | \$ | 150,000 | 2283 |
| 1 FAMILY, NEW CONSTRUCTION | JONES-COWART HOMES, LLC | 540 | 4/8/2022 | 1412 | ZACHARY | LN | 41 | 3 | CEDAR LAKE SEC #1 | R1 | \$ | 290,000 | 2804 |
| 1 FAMILY, NEW CONSTRUCTION | STONEWALL HOMES, LLC | 733 | 4/8/2022 | 2915 | MORNING GLORY | DR | 14 | 3 | HANSMAYER HEIGHTS #1 | RE | \$ | 475,000 | 4753 |
| 1 FAMILY, NEW CONSTRUCTION | AARON TATUM CUSTOM HOMES | 840 | 4/14/2022 | 2174 | 72ND | AVE | 19 | 1W | SMITH RANCH | A2 | \$ | 650,000 | 5953 |
| 1 FAMILY, NEW CONSTRUCTION | WAGNER CONSTRUCTION SVCS, LLC | 883 | 4/12/2022 | 4515 | OAKBROOK | DR | 7 | 7 | WHISPERING HILLS | R1 | \$ | 175,000 | 1694 |
| 1 FAMILY, NEW CONSTRUCTION | STONEWALL HOMES, LLC | 1143 | 4/8/2022 | 713 | MAPLE HILL | RD | 12 | 7 | VINTAGE CREEK ADDITION | PUD | \$ | 625,000 | 5110 |
| 1 FAMILY, NEW CONSTRUCTION | BLOOM FINE HOMES, LLC | 1228 | 4/19/2022 | 3109 | BIRMINGHAM | DR | 3 | 2 | ST JAMES PARK ADD 5 | R1 | \$ | 270,000 | 3003 |
| 1 FAMILY, NEW CONSTRUCTION | OWNER | 1254 | 4/13/2022 | 11751 | TORRANS | LN | 35 | 1W | TORRANS ADD (SURVEY) | A2 | \$ | 448,550 | 3991 |
| 1 FAMILY, NEW CONSTRUCTION | BRAD PERRY CONTRACTING, LLC | 1267 | 4/8/2022 | 10801 | MYSTIC ISLE | CT | 35 | 1W | ENCHANTED HOLLOW EST. (NRCOS) | A2 | \$ | 141,120 | 2348 |
| 1 FAMILY, NEW CONSTRUCTION | DP GAMBLE HOMES, INC. | 1482 | 4/27/2022 | 2607 | ALLORA | CT | 9 | 6 | SUMMIT VALLEY #2 | R1 | \$ | 283,962 | 3029 |
| 1 FAMILY, NEW CONSTRUCTION | DP GAMBLE HOMES, INC. | 1493 | 4/27/2022 | 1312 | MONTREY | DR | 2 | 4 | MONTREY ADD #2 | R1 | \$ | 296,600 | 2874 |
| 1 FAMILY, NEW CONSTRUCTION | DP GAMBLE HOMES, INC. | 1494 | 4/27/2022 | 1308 | TORREY PINES | RD | 13 | 2 | MONTREY ADD #2 | R1 | \$ | 281,680 | 2785 |
| 1 FAMILY, NEW CONSTRUCTION | BROOKFIELD CUSTOM HOMES, LLC | 1605 | 4/25/2022 | 5511 | WINDSTONE | LN | 1 | 3 | GLENRIDGE SEC #1 | PUD | \$ | 404,400 | 3877 |
| 1 FAMILY, NEW CONSTRUCTION | BROOKFIELD CUSTOM HOMES, LLC | 1607 | 4/28/2022 | 5519 | WINDSTONE | DR | 4 | 2 | GLENRIDGE SEC #3 | PUD | \$ | 347,760 | 3606 |
| 1 FAMILY, NEW CONSTRUCTION | BROOKFIELD CUSTOM HOMES, LLC | 1608 | 4/28/2022 | 5411 | WINDSTONE | LN | 4 | 3 | GLENRIDGE SEC #3 | PUD | \$ | 414,120 | 3994 |
| 1 FAMILY, NEW CONSTRUCTION | BROOKFIELD CUSTOM HOMES, LLC | 1654 | 4/28/2022 | 5518 | WINDSTONE | LN | 3 | 1 | GLENRIDGE SEC #3 | PUD | \$ | 336,420 | 3295 |
| 1 FAMILY, NEW CONSTRUCTION | LANDMARK FINE HOMES, LP | 1111 | 4/4/2022 | 1033 | PIPER | ST | 11 | 1 | TRAILWOODS SEC 12 | PUD | \$ | 233,840 | 2444 |
| 1 FAMILY, NEW CONSTRUCTION | LANDMARK FINE HOMES, LP | 1115 | 4/4/2022 | 1037 | PIPER | ST | 10 | 1 | TRAILWOODS SEC 12 | PUD | \$ | 193,600 | 1930 |
| 1 FAMILY, NEW CONSTRUCTION | HOME CREATIONS, INC. | 1219 | 4/8/2022 | 2302 | ARCADY | AVE | 7 | 2 | BELLATONA SEC #3 | R1 | \$ | 218,120 | 2017 |
| 1 FAMILY, NEW CONSTRUCTION | HOME CREATIONS, INC. | 1222 | 4/8/2022 | 2302 | ARCADY | AVE | 7 | 2 | BELLATONA SEC #3 | R1 | \$ | 235,480 | 2204 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1269 | 4/11/2022 | 3801 | BLACK MESA | RD | 19 | 3 | RED CANYON RANCH SEC 7 | PUD | \$ | 266,960 | 3088 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1271 | 4/11/2022 | 3047 | WISTER | RD | 2 | 3 | GREENLEAF TRAILS ADD 11 | PUD | \$ | 222,740 | 2050 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1272 | 4/11/2022 | 606 | OZARK | LN | 3 | 4 | GREENLEAF TRAILS ADD 11 | PUD | \$ | 222,740 | 2050 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1283 | 4/11/2022 | 1110 | ZARA | ST | 8 | 2 | TRAILWOODS SEC 12 | PUD | \$ | 164,430 | 1827 |
| 1 FAMILY, NEW CONSTRUCTION | LANDMARK FINE HOMES, LP | 1302 | 4/11/2022 | 904 | EPORA | DR | 25 | 1 | MONTORO RIDGE SEC #2 | PUD | \$ | 620,000 | 4242 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1368 | 4/14/2022 | 3810 | BLACK MESA | RD | 24 | 1 | RED CANYON RANCH SEC 7 | PUD | \$ | 331,800 | 3092 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1411 | 4/14/2022 | 2814 | GULLIVER | ST | 8 | 3 | TRAILWOODS SEC 12 | PUD | \$ | 204,540 | 2204 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1412 | 4/14/2022 | 2721 | GULLIVER | ST | 11 | 4 | TRAILWOODS SEC 12 | PUD | \$ | 215,600 | 2206 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1413 | 4/14/2022 | 1105 | ZARA | ST | 9 | 2 | TRAILWOODS SEC 12 | PUD | \$ | 214,340 | 2197 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1496 | 4/18/2022 | 907 | MOUNT IRVING | WAY | 9 | 1 | RED CANYON RANCH SEC 7 | PUD | \$ | 274,620 | 2838 |
| 1 FAMILY, NEW CONSTRUCTION | LANDMARK FINE HOMES, LP | 1541 | 4/22/2022 | 405 | SONORA | LN | 1 | 4 | UTILE RIVER TRAILS SEC #3 | PUD | \$ | 530,000 | 3920 |
| 1 FAMILY, NEW CONSTRUCTION | LANDMARK FINE HOMES, LP | 1546 | 4/22/2022 | 407 | MAYBURY | DR | 10 | 3 | UTILE RIVER TRAILS SEC #3 | PUD | \$ | 500,000 | 3870 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1549 | 4/25/2022 | 2813 | GULLIVER | ST | 6 | 3 | TRAILWOODS SEC 12 | PUD | \$ | 193,500 | 2026 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1550 | 4/25/2022 | 2905 | GULLIVER | ST | 6 | 3 | TRAILWOODS SEC 12 | PUD | \$ | 261,240 | 1656 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1551 | 4/25/2022 | 2817 | GULLIVER | ST | 6 | 4 | TRAILWOODS SEC 12 | PUD | \$ | 172,750 | 1871 |
| 1 FAMILY, NEW CONSTRUCTION | HOME CREATIONS, INC. | 1655 | 4/23/2022 | 2307 | ARCADY | AVE | 6 | 2 | BELLATONA SEC #3 | R1 | \$ | 216,020 | 2058 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1657 | 4/28/2022 | 2805 | GULLIVER | ST | 9 | 4 | TRAILWOODS SEC 12 | PUD | \$ | 239,250 | 2394 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1661 | 4/28/2022 | 2801 | GULLIVER | ST | 10 | 4 | TRAILWOODS SEC 12 | PUD | \$ | 224,280 | 2227 |
| 1 FAMILY, NEW CONSTRUCTION | IDEAL HOMES OF NORMAN | 1662 | 4/28/2022 | 523 | MOUNT IRVING | WAY | 5 | 1 | RED CANYON RANCH SEC 7 | PUD | \$ | 294,700 | 2984 |
| 1 FAMILY, NEW CONSTRUCTION | LANDMARK FINE HOMES, LP | 1739 | 4/28/2022 | 541 | VILLAVARDE | CT | 6 | 2 | MONTORO RIDGE SEC #1 | PUD | \$ | 630,000 | 4421 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1404 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1416 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1417 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1418 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1419 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1420 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1421 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1422 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1423 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1424 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1425 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1426 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1427 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1428 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1429 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1430 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1431 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1432 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1433 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1434 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1435 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1436 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1437 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1438 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1439 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| 3+ FAMILY, FIRE REPAIR | FLORES CONSTRUCTION & REMODEL | 1440 | 4/11/2022 | 4701 | HERITAGE PLACE | DR | 1 | 1 | HERITAGE PLACE II SEC 5 | RMS | \$ | 11,500 | 100 |
| TEMPORARY ROLL-OFF, OTHER | ENDSLEY, BRIAN S. | 1557 | 4/12/2022 | 6150 | DAY | DR | 18 | 1W | SMITH RANCH | A2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, OTHER | TIPLER, KATHREEN | 1559 | 4/18/2022 | 1109 | IDAHO | ST | 20 | 4 | FACULTY HEIGHTS ADD | R1 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, OTHER | JUNCTION PROPERTIES, LLC | 1665 | 4/18/2022 | 1628 | EAGLE NEST | DR | 1 | 3 | SUTTON PLACE ADD | R1 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, OTHER | EQUITY REALTY | 1628 | 4/25/2022 | 2600 | VAN BUREN | ST | 7 | 1 | GREYSTONE | C2 | \$ | - | 40 |
| TEMPORARY ROLL-OFF, OTHER | NORMAN HOSPITALITY, INC. | 1650 | 4/21/2022 | 1000 | INTERSTATE | DR | 1 | 1 | SPRING BROOK #4-REPLAT | C2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, OTHER | TOUCHSTONE MANAGEMENT | 1720 | 4/25/2022 | 101 | TRIAD VILLAGE | DR | 3 | 1 | TRIAD ADD #4 | C2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | FRANZ, LISA | 1585 | 4/8/2022 | 355 | 160TH | AVE | 15 | 1E | NOT SUBDIVIDED | A2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | INMAN, DOROTHY | 1481 | 4/14/2022 | 1601 | 112TH | AVE | 23 | 1W | SAXON ADDITION | A2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | MORSE, CLAYTON | 1568 | 4/18/2022 | 1601 | NAVAJO | RD | 12 | 2 | INDIAN HILLS ESTATES | RE | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | PHILLIPS, MATTHEW | 1631 | 4/20/2022 | 3312 | VALLEY BROOK | CT | 2 | 3 | SUMMIT VALLEY | R1 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | GRIFFITH, JOE C | 1634 | 4/20/2022 | 600 | 66TH | AVE | 31 | 1W | NOT SUBDIVIDED | A2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | KAPLAN, SARA | 1693 | 4/22/2022 | 101 | HIMES | ST | 19 | 14 | HIGHLAND ADDITION | R2 | \$ | - | 0 |
| TEMPORARY ROLL-OFF, RESIDENTIAL | HICKS, DEBORAH | 1705 | 4/25/2022 | 2804 | BELKNAP | AVE | 12 | 8 | ROLLING HILLS ESTATES #2 | R1 | \$ | - | 0 |



City of Norman
BUILDING PERMITS AND INSPECTIONS

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

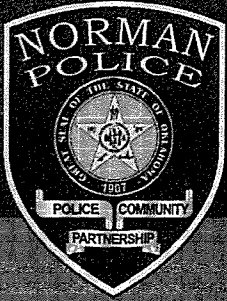
| Permit Type | Contractor | Tenant Name | Permit # | Issued | Street # | Dir | Street Name | Street Type | Lot | Block | Subdivision | Zoning | Valuation | Project Area |
|------------------------------|--------------------------------|--------------------------------------|----------|-----------|----------|-----|---------------|-------------|-----|-------|--------------------------------|--------|---------------|--------------|
| COMMERCIAL, ADD/ALT | JE DUNN CONSTRUCTION CO | NRH GARDEN LEVEL RENOVATION | 135 | 4/8/2022 | 3300 | | HEALTHPLEX | PKY | 29A | 2 | NRH MEDICAL PARK WEST #2 | PUD | \$ 29,000,000 | 87000 |
| COMMERCIAL, ADD/ALT | RISE COLLECTIVE | REGAL ENTERTAINMENT GROUP | 718 | 4/12/2022 | 1100 | | INTERSTATE | DR | 1A | | SPRING BROOK #12 | C2 | \$ 5,000,000 | 55207 |
| COMMERCIAL, ADD/ALT | AUGUSTA CONTRACTING | OECU REMODELCANOPY | 870 | 4/12/2022 | 1320 E | | LINDSEY | ST | 3 | 1 | EAST LINDSEY PLAZA #2 | C2 | \$ 200,000 | 2592 |
| COMMERCIAL, ADD/ALT | CALIBER 1 CONSTRUCTION | JOANN FABRICS | 993 | 4/7/2022 | 530 | | ED NOBLE | PKY | 1 | 1 | PARKWAY PLAZA ADD #2 | C2 | \$ 1,217,888 | 30342 |
| COMMERCIAL, ADD/ALT | GEDDES-ARMSTRONG CONSTRUCTION, | OEC LOBBY RENOVATION | 1181 | 4/21/2022 | 2520 | | HEMPHILL | DR | 1 | 1 | OEC HEMPHILL | C1 | \$ 150,000 | 690 |
| COMMERCIAL, ADD/ALT | NEXIUS | AT&T MOBILITY | 1183 | 4/8/2022 | 10790 E | | LINDSEY | ST | 3 | 1W | NOT SUBDIVIDED | A2 | \$ 11,500 | 100 |
| COMMERCIAL, ADD/ALT | ABADI, MOHAMED | VAPOR LAX | 1188 | 4/6/2022 | 320 | | 12TH | AVE | 2 | 1 | BEL-AIRE ADD SEC 4 | PUD | \$ 150,000 | 1670 |
| COMMERCIAL, ADD/ALT | CAVINS CONSTRUCTION, LLC. | BOYD STREET VENTURES | 1209 | 4/27/2022 | 329 W | | BOYD | ST | 27 | 1 | LARSH'S UNIVERSITY ADD | C3 | \$ 200,000 | 4893 |
| COMMERCIAL, ADD/ALT | NEXIUS | AT&T MOBILITY | 1392 | 4/14/2022 | 2545 W | | MAIN | ST | 26 | 3W | NOT SUBDIVIDED | C2 | \$ 15,000 | 100 |
| COMMERCIAL, ADD/ALT | EASTEX TOWER, LLC. | VERIZON WIRELESS | 1405 | 4/11/2022 | 6098 W | | ROBINSON | ST | 29 | 3W | NOT SUBDIVIDED | A2 | \$ 150,000 | 240 |
| COMMERCIAL, ADD/ALT | NEXIUS | AT&T MOBILITY | 1465 | 4/13/2022 | 2950 W | | FRANKLIN | RD | 11 | 3W | NOT SUBDIVIDED | A2 | \$ 15,000 | 100 |
| COMMERCIAL, ADD/ALT | VELEX | AT&T MOBILITY | 1504 | 4/19/2022 | 996 | | ED NOBLE | PKY | 2 | 1 | NORMCO ADD #2 | C2 | \$ 10,000 | 100 |
| COMMERCIAL, ADD/ALT | PRECISION BUILDERS, LLC | 36 NORTH LLC | 1636 | 4/29/2022 | 2751 | | 36TH | AVE | 1 | 1 | 36TH NORTH BUSINESS PARK | PUD | \$ 12,500 | 977 |
| COMMERCIAL, ADD/ALT | OWNER | CAMP ROCK CREEK STORAGE | 1638 | 4/27/2022 | 4606 E | | ROCK CREEK | RD | 23 | 2W | NOT SUBDIVIDED | A2 | \$ 1,000 | 1500 |
| COMMERCIAL, ADD/ALT | SBA COMMUNICATIONS CORPORATION | VERIZON WIRELESS | 1725 | 4/25/2022 | 1295 | | CROSSROADS | BLVD | 4 | 1 | TOWNE WEST VILLAGE | C2 | \$ 25,000 | 150 |
| COMMERCIAL, FIRE REPAIR | SHELLBACK GENERAL CONTRACTING | RIVERSIDE BALCONY REPAIR | 1627 | 4/25/2022 | 2600 | | VAN BUREN | ST | 7 | 1 | GREYSTONE | C2 | \$ 52,000 | 120 |
| COMMERCIAL, INTERIOR FINISH | TC GRISOM BUILDING CO. | CITY OF NORMAN BUILDING MAINTENANCE | 1073 | 4/20/2022 | 1910 | | RESEARCH PARK | BLVD | 33B | 3 | NORMAN RESEARCH PARK | IT | \$ 105,000 | 10500 |
| COMMERCIAL, INTERIOR FINISH | IRONHEAD CORPORATION | ROMANTIX | 1205 | 4/15/2022 | 1915 | | GLASSEN | BLVD | 1 | 1 | CLASSEN LANDING ADDITION | C2 | \$ 118,000 | 2722 |
| COMMERCIAL, INTERIOR FINISH | GEDDES-ARMSTRONG CONSTRUCTION, | OEC RELOCATED OFFICES | 1263 | 4/13/2022 | 480 | | 24TH | AVE | 1 | 1 | SKM ADD, REPLAT OF MADISON SQ | C2 | \$ 50,000 | 7300 |
| COMMERCIAL, INTERIOR FINISH | BROOKFIELD CUSTOM HOMES, LLC. | BALANCE HORMONE OFFICES | 1345 | 4/21/2022 | 3321 W | | ROCK CREEK | RD | 2 | 1 | LEGACY BUSINESS PARK SEC. #1 | C2 | \$ 75,000 | 4805 |
| COMMERCIAL, NEW CONSTRUCTION | E LIGHT ELECTRIC SERVICES, INC | CITY OF NORMAN SOLAR ARRAY | 1013 | 4/26/2022 | 3800 | | JENKINS | AVE | 18 | 2W | NOT SUBDIVIDED | A2 | \$ 3,514,434 | 99290 |
| COMMERCIAL, NEW CONSTRUCTION | AGUIRRE SERVICES | LEXINGTON CROSSING STORAGE | 1463 | 4/28/2022 | 800 | | LEXINGTON | ST | | | PARK VILLAGE MOBILE HOME #1 | RMA | \$ 132,000 | 1200 |
| COMMERCIAL, NEW CONSTRUCTION | CONNECT CONSTRUCTION SERVICES | ABSENTEE SHAWNEE PUMP HOUSE FOR SHOP | 1583 | 4/20/2022 | 15951 | | LITTLE AXE | DR | 1 | 1 | ABSENTEE SHAWNEE HEALTH CENTER | PUD | \$ 40,000 | 120 |
| COMMERCIAL, PARKING LOT | ELLSWORTH CONSTRUCTION OKC | NORMAN CHURCH OF CHRIST | 226 | 4/12/2022 | 1680 | | 24TH | AVE | 4 | 2W | 24TH AVENUE CHURCH OF CHRIST | A2 | \$ 75,000 | 10997 |
| TEMPORARY BLDG/CONST | BUENDIA, ADRIAN | BEANSTOCK SNOW CONE STAND | 795 | 4/11/2022 | 1100 E | | CONSTITUTION | ST | | 37 | NAVAL AIR TECH TRAINING CENTER | C2 | \$ 10,000 | 80 |
| TEMPORARY BLDG/CONST | BUENDIA, ADRIAN | BEANSTOCK SNOW CONE STAND | 797 | 4/11/2022 | 1724 W | | LINDSEY | ST | | A | HOLLYWOOD ADD | C2 | \$ 10,000 | 80 |
| TEMPORARY BLDG/CONST | JE DUNN CONSTRUCTION CO | JE DUNN TEMPORARY TENT | 1514 | 4/29/2022 | 3361 | | HEALTHPLEX | PKY | 27 | 2 | NRH MEDICAL PARK WEST #2 | PUD | \$ 15,000 | 2400 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL STAGE 1 | 1613 | 4/27/2022 | 129 W | | MAIN | ST | 19 | 67 | NORMAN, ORIGINAL TOWNSHIP | ROW | \$ 20,000 | 1500 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL STAGE 2 | 1615 | 4/27/2022 | 332 E | | MAIN | ST | 13 | 23 | NORMAN, ORIGINAL TOWNSHIP | C3 | \$ 20,000 | 1600 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL STAGE 3 | 1616 | 4/27/2022 | 204 E | | GRAY | ST | 23 | 14 | NORMAN, ORIGINAL TOWNSHIP | C3 | \$ 20,000 | 1600 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL STAGE 4 | 1617 | 4/27/2022 | 308 E | | GRAY | ST | 28 | 22 | NORMAN, ORIGINAL TOWNSHIP | C3 | \$ 20,000 | 1600 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL TENT 1 | 1618 | 4/27/2022 | 115 W | | MAIN | ST | 7 | 66 | NORMAN, ORIGINAL TOWNSHIP | ROW | \$ 20,000 | 500 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL TENT 2 | 1620 | 4/27/2022 | 306 E | | MAIN | ST | 3 | 23 | NORMAN, ORIGINAL TOWNSHIP | ROW | \$ 20,000 | 600 |
| TEMPORARY BLDG/CONST | NORMAN MUSIC ALLIANCE, INC. | NORMAN MUSIC FESTIVAL TENT 3 | 1621 | 4/27/2022 | 208 E | | GRAY | ST | 23 | 14 | NORMAN, ORIGINAL TOWNSHIP | C3 | \$ 20,000 | 500 |
| TEMPORARY BLDG/CONST | PONEE, CARMEN | RED BRICK BAR TEMPORARY TENTS | 1777 | 4/28/2022 | 311 E | | MAIN | ST | 6 | 22 | NORMAN, ORIGINAL TOWNSHIP | C3 | \$ 2,150 | 1200 |

TOTAL PERMITS 35

AVERAGE VALUATION \$1,157,099
TOTAL VALUATION \$40,498,472AVERAGE PROJECT AREA 9,944
TOTAL PROJECT AREA 348,055

| Permit Type | Permit Counts | Valuation | New Construction Business Information (New Construction and New Shell Building) | | |
|-------------------------------|---------------|---------------|---|---------------------|----------------------------|
| COMMERCIAL, ADD/ALT | 15 | \$ 36,157,888 | Building Size (SF) | User/Classification | Business |
| COMMERCIAL, FOUNDATION PERMIT | 0 | \$ - | 99,290 | INSTITUTIONAL | CITY OF NORMAN SOLAR ARRAY |
| COMMERCIAL, FIRE REPAIR | 1 | \$ 62,000 | | or industrial? | |
| COMMERCIAL, INTERIOR FINISH | 4 | \$ 340,000 | | | |
| COMMERCIAL, NEW CONSTRUCTION | 3 | \$ 3,686,434 | | | |
| COMMERCIAL, NEW SHELL BLDG | 0 | \$ - | | | |
| COMMERCIAL, PARKING LOT | 1 | \$ 75,000 | | | |
| TEMPORARY BLDG/CONST TRAILER | 11 | \$ 177,150 | | | |
| TOTAL | 35 | \$ 40,498,472 | | | |

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



APRIL | 2022

MONTHLY ACTIVITY OVERVIEW

| SUMMARY OF REPORTED CRIMES | 2022 | 5-YEAR AVERAGE | 2021 |
|---------------------------------|--------------|----------------|--------------|
| MURDER | 0 | 0 | 0 |
| SEXUAL ASSAULTS | 16 | 14 | 22 |
| ROBBERY | 4 | 4 | 2 |
| AGGRAVATED ASSAULTS | 22 | 18 | 16 |
| BURGLARY OF BUILDING | 41 | 50 | 47 |
| LARCENY/THEFT | 246 | 224 | 191 |
| MOTOR VEHICLE THEFT | 27 | 28 | 32 |
| ARSON | 1 | 1 | 1 |
| KIDNAPPING | 2 | 2 | 2 |
| FRAUD/FORGERY | 60 | 81 | 70 |
| DUI/APC | 40 | 36 | 22 |
| PUBLIC INTOXICATION | 52 | 45 | 37 |
| RUNAWAYS | 23 | 32 | 31 |
| DRUG VIOLATIONS | 52 | 78 | 28 |
| THREATS/HARASSMENT | 24 | 26 | 39 |
| VANDALISM | 80 | 88 | 74 |
| OTHER | 498 | 473 | 434 |
| TOTAL REPORTED CRIME | 870 | 871 | 778 |
| TOTAL ARRESTS: | 526 | 580 | 406 |
| PROTECTIVE CUSTODY: | 102 | 108 | 97 |
| TOTAL CASE REPORTS* | 1,058 | 1,068 | 926 |
| COLLISIONS | 159 | 191 | 177 |
| FATALITY | 2 | 0 | 0 |
| INJURY | 46 | 59 | 55 |
| NON- INJURY | 111 | 131 | 122 |
| NUMBER OF PEOPLE INJURED | 67 | 81 | 77 |
| CITATIONS & WARNINGS | 1,637 | 3,829 | 2,537 |
| TRAFFIC CITATIONS | 405 | 1,230 | 885 |
| TRAFFIC WARNINGS | 663 | 1,701 | 1,064 |
| PARKING CITATIONS & WARNINGS | 569 | 899 | 588 |

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

Item 9.

911 CALLS TAKEN: 6,100

NON-EMERGENCY CALLS TAKEN: 17,424

TOTAL INCOMING CALLS: 25,350

TOTAL CALLS FOR SERVICE GENERATED: 11,331

POLICE CALLS FOR SERVICE: 7,666

OFFICER INITIATED: 1,806

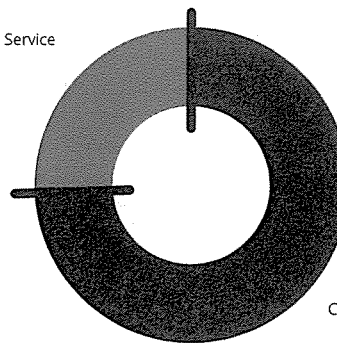
CITIZEN INITIATED: 5,338

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,606

EMSSTAT: 2,037

Officer Initiated Calls for Service
1,806



Citizen Initiated Calls for Service
5,338

INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 332

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 75

CASES CLOSED DURING REPORTING PERIOD: 573

CLEARED BY ARREST / WARRANT: 15

CLEARED BY EXCEPTION: 39

COP FOLLOW-UP: 6

DEACTIVATED: 457

DEACTIVATED DUE TO STAFFING: 50

UNFOUNDED: 6

ANIMAL WELFARE

INTAKES: 283

LIVE RELEASES: 214

LIVE OUTCOME RATE: 93.4%

ANIMALS FOSTERED: 104

ANIMALS LICENSED: 83

VOLUNTEER HOURS: 523

RECORDS

CUSTOMER SERVICE CONTACTS: 1,708

IN-PERSON CONTACTS: 816

PHONE CONTACTS: 892

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 171

CURRENT COMMISSIONED OFFICERS: 157 (9 VACANCIES | 5 IN POLICE ACADEMY)

OFFICERS AVAILABLE FOR ASSIGNMENT: 146

11 ARE UNAVAILABLE DUE TO OJI, LONGTERM MEDICAL; MILITARY LEAVE; FIELD TRAINING

AUTHORIZED NON-COMMISSIONED POSITIONS: 71

INCLUDES ANIMAL WELFARE, DISPATCH, PARKING SERVICES, RECORDS, AND ADMINISTRATIVE TECHNICIANS

CURRENT NON-COMMISSIONED POSITIONS: 62 (9 VACANCIES)

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report April 2022



IN SHELTER ANIMAL COUNTS

| | 2021 | | | 2022 | | | Comparisons | |
|-----------|--------|--------|-------|--------|--------|-------|-------------|---------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Beginning | 38 | 16 | 54 | 73 | 49 | 122 | 68 | 126% |
| Ending | 55 | 100 | 155 | 106 | 70 | 176 | 21 | 14% |

ANIMAL INTAKES

| | 2021 | | | 2022 | | | Comparisons | |
|---------------------------|------------|------------|------------|------------|-----------|------------|-------------|-----------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Stray at Large | 87 | 103 | 190 | 124 | 52 | 176 | (14) | -7% |
| Owner Relinquish | 34 | 16 | 50 | 35 | 28 | 63 | 13 | 26% |
| Owner Intended Euth | 2 | 1 | 3 | 0 | 0 | 0 | (3) | -100% |
| Transfer In | 0 | 2 | 2 | 1 | 0 | 1 | (1) | -50% |
| Other Intakes* | 9 | 15 | 24 | 20 | 13 | 33 | 9 | 38% |
| Returned Animal | 5 | 2 | 7 | 6 | 4 | 10 | 3 | 43% |
| TOTAL LIVE INTAKES | 137 | 139 | 276 | 186 | 97 | 283 | 7 | 3% |

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

OTHER STATISTICS

| | 2021 | | 2022 | | Comparisons | |
|--------------------------|----------|----------|------------|------------|-------------|--------------|
| | Total | | Total | | Difference | Percent |
| Wildlife Collected (DOA) | 1 | 1 | 0 | 0 | (1) | -100% |
| Dog Collected (DOA) | 0 | 0 | 0 | 0 | 0 | 0% |
| Cat Collected (DOA) | 1 | 1 | 0 | 0 | (1) | -100% |
| Wildlife Transferred | 3 | 3 | 0 | 0 | (3) | -100% |
| Intake Horses | 0 | 0 | 0 | 0 | 0 | 0% |
| Intake Cows | 0 | 0 | 1 | 1 | 1 | 100% |
| Intake Goats | 0 | 0 | 0 | 0 | 0 | 0% |
| Intake Sheep | 0 | 0 | 0 | 0 | 0 | 0% |
| Intake Rabbits | 0 | 0 | 0 | 0 | 0 | 0% |
| Intake Pigs | 0 | 0 | 0 | 0 | 0 | 0% |
| Intake Other | 1 | 1 | 147 | 147 | 146 | 14600% |
| TOTAL OTHER ITEMS | 6 | 6 | 148 | 148 | 142 | 2367% |

LENGTH OF STAY (DAYS)

| | 2021 | 2022 |
|--------|------|------|
| Dog | 10.1 | 11.7 |
| Puppy | 7 | 4 |
| Cat | 7 | 9.2 |
| Kitten | 1.4 | 3.1 |

OWNER SURRENDER PENDING INTAKE

| | Canine | Feline | Other | Total |
|---------|--------|--------|-------|-------|
| Animals | 165 | 6 | 0 | 171 |

Norman Animal Welfare Monthly Statistical Report April 2022



LIVE ANIMAL OUTCOMES

| | 2021 | | | 2022 | | | Comparisons | |
|----------------------------|------------|-----------|------------|------------|-----------|------------|-------------|------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Adoption | 63 | 32 | 95 | 71 | 61 | 132 | 37 | 39% |
| Return To Owner | 41 | 5 | 46 | 59 | 4 | 63 | 17 | 37% |
| Transferred Out | 4 | 12 | 16 | 14 | 2 | 16 | 0 | 0% |
| Returned to Field | 0 | 3 | 3 | 0 | 3 | 3 | 0 | 0% |
| Other Outcome | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL LIVE OUTCOMES | 108 | 52 | 160 | 144 | 70 | 214 | 54 | 34% |

OTHER ANIMAL OUTCOMES

| | 2021 | | | 2022 | | | Comparisons | |
|-----------------------------|-----------|----------|-----------|----------|----------|-----------|-------------|-----------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Died in Care | 1 | 1 | 2 | 1 | 3 | 4 | 2 | 100% |
| Lost in Care | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Shelter Euth | 9 | 1 | 10 | 8 | 3 | 11 | 1 | 10% |
| Owner Intended Euth | 2 | 1 | 3 | 0 | 0 | 0 | (3) | -100% |
| TOTAL OTHER OUTCOMES | 12 | 3 | 15 | 9 | 6 | 15 | 0 | 0% |

TOTAL OUTCOMES

| | 2021 | | | 2022 | | | Comparisons | |
|-----------------------|------------|-----------|------------|------------|-----------|------------|-------------|------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Total Live Outcomes | 108 | 52 | 160 | 144 | 70 | 214 | 54 | 34% |
| Total Other Outcomes | 12 | 3 | 15 | 9 | 6 | 15 | 0 | 0% |
| TOTAL OUTCOMES | 120 | 55 | 175 | 153 | 76 | 229 | 54 | 31% |

SHELTER EUTHANASIA DATA

| | 2021 | | | 2022 | |
|-------------------------|----------|----------|----------|-----------|------------|
| | Canine | Feline | Other | Total | Percentage |
| Medical - Sick | 2 | 2 | 0 | 4 | 36% |
| Medical - Injured | 1 | 1 | 0 | 2 | 18% |
| Behavior - Aggressive | 4 | 0 | 0 | 4 | 36% |
| Behavior - Other | 1 | 0 | 0 | 1 | 9% |
| TOTAL EUTHANASIA | 8 | 3 | 0 | 11 | |

MONTHLY LIVE RELEASE RATE

| 2021 | 2022 |
|-------|-------|
| 93.0% | 93.4% |

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Final Plat to the Development Committee; one (1) Short form Plat and one (1) Preliminary Plat for Planning Commission and one (1) Rural Certificate of Survey, one (1) Preliminary Plat and one (1) Final Plat to City Council. The Development Engineer reviewed 30 sets of construction plans and 4 punch lists. There were 213 permits reviewed and/or issued. Fees were collected in the amount of \$19,115.89.

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 sidewalk installations on Phase 3, the north leg of Crossroads Boulevard and area in front of 7-Eleven convenience store
- Completed traffic signal installations at Crossroads Boulevard/Robinson Street intersection
- OG&E completed the installation of the street lighting system within the project

This project is now substantially complete and only a few punch list items remain.

Alameda Street Widening Project:

The City of Norman conducted a bid opening on December 16, 2021, for the Alameda Street Widening Project, located from Ridge Lake Boulevard to east of 48th Avenue East. The low bidder was Silver Star Construction, Inc. of Moore, Oklahoma in the amount of \$3,616,910.70. City Council approved the award of this project on January 25, 2022. This project had a delayed start date to allow the private utility companies enough time to relocate their utilities in conflict with this project. Silver Star started work on Monday, April 18, 2022. This project will be constructed in two separate phases. The Urban Project Phase will be from Ridge Lake Boulevard to east of 36th Avenue East. The Rural Project Phase will be from east of 36th Avenue East to east of 48th Avenue East. The City of Norman is administering the construction of this project.

Proposed improvements for the Alameda Street Project include:

- Widening East Alameda Street from 2 lanes to 3 lanes between Ridge Lake Boulevard and 36th Avenue S.E.
- Add 10-foot shoulders to East Alameda Street between 36th Avenue S.E. and 48th Avenue S.E.
- Intersection improvements at East Alameda Street/36th Avenue S.E. and East Alameda Street/48th Avenue S.E.
- Continuous sidewalks on the south side of East Alameda Street to 36th Avenue S.E.
- Stormwater improvements

The contractor's activities this month were as follows:

- Install erosion control along the project
- Begin the water line installation on the north side of Alameda Street between Ridge Lake Drive and 36th Avenue East

36th Avenue Northwest Phase 2 Waterline Relocations Project- Tecumseh Road to Market Place:

The City of Norman conducted a bid opening on February 11, 2022, for the 36th Avenue Northwest Phase 2 Waterline Relocations Project. The low bidder was Matthews Trenching Co., Inc. of Oklahoma City, Oklahoma in the amount of \$799,630.00. The Norman City Council awarded the project at the March 8, 2022 City Council Meeting. Construction began on April 18, 2020. This project has a 180-calendar day construction schedule. Staff estimates a October 2022 completion.

The project involves the following items:

- Relocation of approximately 5400 L.F. of 6", 8" and 12" waterline to alleviate conflicts with the future widening of 36th Avenue NW from Franklin Road to Market Place.

The contractor's activities this month were as follows:

- *Begin waterline between Market Place and Indian Hills Road*
- *Construct bore pit at Indian Hills Road.*

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 April, the contractor completed 957 square yards of concrete pavement and 473 feet of curb. Construction is substantially complete. Final completion is delayed by supply chain issues slowing delivery of the bollards.

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 April, Haskell Lemon Construction Co. reached substantial completion of this project and the roadway was reopened to traffic.

*Monthly Progress Report
Public Works (April 2022)*

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 Avenue is anticipated in April.

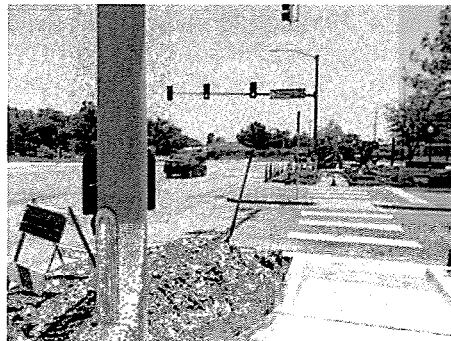
Sidewalk Programs:

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.

| 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 April, the contractor has completed sidewalk, ADA ramps and driveways from W. Robinson St. to Boardwalk St. Parathon Construction will continue with operations on the west side of 24th Ave. from Boardwalk 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.
- Route 144-Social Security – scheduled to resume May 3, 2022 in response to the reopening of walk in services at the Social Security Offices.
- Mandatory face coverings while using transit services, a federal requirement on public transit, due to Federal judicial ruling, was overturned with immediate effect on April 19, 2022 and is no longer in effect.

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.

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. Recent work 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.

*Monthly Progress Report
Public Works (April 2022)*

- Using an existing on-call contract with the City, staff have started preliminary work to partner with McKinney Partnership Architects, P.C, for architectural and engineering design services for renovations to the 320 E Comanche St location to be used as a Transit Center for the City of Norman. A contract proposal is being drafted and will be sent to City Council for review in May.

Temporary Transfer Station for OU Spring Game

- Arrangements were made in coordination with EMBARK to set up a temporary transfer station as has been done previously to accommodate for University of Oklahoma football games. The Spring Game was played on Saturday April 23rd and the buses used the city's municipal complex where a temporary transfer station with the appropriate amenities was set up.
- The temporary transfer station was successful with no reported issues.

Earth Day Festival 2022

- One of the City's CNG buses was scheduled to be an exhibit at the 2022 Earth Day Festival with staff and/or a driver on hand to talk with festival-goers about public transit in the city of Norman. Next year for this event, staff plan to send one of the City's new fully electric buses, which should be delivered in August/September of this year.
- Unfortunately this event was cancelled due to inclement weather.

Transit Monthly Performance Report

Attached is the transit performance report for March 2022.

STREETS DIVISION

CAPITAL PROJECTS:

CRUCE STREET-WYLIE ROAD TO MCGEE

Streets crews replaced damaged concrete panels on Cruce Street-Wylie Road to McGee. This repair required 154.50 cubic yards of concrete and resulted in over 390.50 square yards repaired.

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 4,686.04 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 15.13 tons of asphalt for the repair.

CONCRETE OPERATIONS:

2129 CRESTMONT STREET

Streets crews replaced concrete panels on 2129 Crestmont Street. This repair required 17.5 cubic yards of concrete and resulted in over 43.50 square yards repaired.

OTHER:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During April, 2022, 93 miles of rural rights-of way and 3,295,607 sq. ft. of urban rights-of-way were mowed.

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 5.80 tons of asphalt was utilized in routine pothole patching operations.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 22 work order requests and closed 23 work orders.

*Monthly Progress Report
Public Works (April 2022)*

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew repaired sinkhole on NE 12th and Central Parkway by sealing a leaking stormwater pipe joint. The Infrastructure Maintenance crew sealed another leaking stormwater joint causing sinkholes at 112 Highland Terrace. The Infrastructure Maintenance Crew dipped a ditch on the east side of 48th between Lindsey and Alameda to help the water flow off 48th Street. The crew finished a washout repair at Highland Village Park by installing sod, grass mat and seed. The crew also did an emergency repair at 1306 Cherry Stone. The crew had to replace the pipe and both brick boxes on either side of the road. The Infrastructure Maintenance crew checked 264 inlets and cleaned 35 inlets totaling .5 tons of debris removed from street inlets.

CHANNEL MAINTENANCE

The Channel Maintenance crew removed debris from Willow Grove, Midway Channel, Oakhurst flume, which resulted in 84 tons of debris removed. The Channel Maintenance Crew removed 15 tons of debris at the OU gate at HWY 9. The Channel Maintenance crew also helped with Stormwater Quality's rain barrel distribution. The crew removed a shopping cart, wheelchair and mattress from Colonial Estates. The Maintenance crew also spent a total of five days priming, helping and sealing for the 2022 Artful Inlets Program. The Channel Maintenance Crew was able to mow 1.1 million square feet of stormwater channels. The crew checked 328 inlets and cleaned 37 inlets totaling 1.50 tons of debris removed from street inlets.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 404 lane miles were swept in April resulting in the removal of approximately 137.41 tons of debris from various curb lined streets throughout the city. The Street Sweeping crew also helped with Stormwater Quality's rain barrel distribution. The sweeping crew also began the litter crew this month and was able to remove more than 8 tons of litter from channels and ROW in the city of Norman. The crew checked 238 inlets and cleaned 86 inlets totaling 1 ton of debris removed.

STORMWATER OKIE LOCATES

During the month of April, 3904 Call 811 Okie Spots were received. Of those requests, 130 were stormwater pipe locates, 56 were marked, and 516 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 135 inspections of 124 active sites.

Issued 0 citations and 1 NOV to active sites.

Issued 5 Earth Change Permits to new projects.

MS4 OPERATIONS

Received and responded to 33 citizen calls.

Conducted 10 outfall inspections.

Conducted 32 detention/retention pond inspections.

On April 1, Ms. Michelle Chao, Mr. Jason Murphy and Mr. Hans Osgood attended the Public Works leadership retreat.

On April 1-2, Ms. Chao and Mr. Murphy participated in the City of Norman rain barrel pick-up event.

On April 4-6, Mr. Murphy met with the FEMA representatives and participated in a citywide audit of floodplain properties.

On April 5, Ms. Chao toured the Norman HHW facility with City of Tulsa stormwater staff. Tulsa staff shared successful BMPs that were implemented in response to the pandemic.

On April 6, Mr. Murphy met with homeowners to discuss the Vineyard Drainage project.

*Monthly Progress Report
Public Works (April 2022)*

On April 9, Ms. Chao and Ms. Boteler facilitated a watershed clean-up event at NE Lions Park where 228 lb. of trash were removed from the watershed.

On April 14-15, Mr. Murphy attended the OFMA Spring Technical Conference in Tulsa, OK.

On April 16, Ms. Chao and Ms. Boteler, in partnership with Norman Environmental Services, facilitated a watershed event at Prairie Creek Park where 127 lb. of trash were removed from the watershed, a pollinator garden was planted, and a mural featuring pollinators and native plants was completed on the park sidewalk.

On April 18, Ms. Chao attended the Bishop Creek Watershed Management Plan kickoff meeting where stakeholders were introduced and a plan was developed for moving forward with the watershed management plan.

On April 19, Ms. Chao and Ms. Boteler, in partnership with Norman Environmental Services, facilitated a watershed event at Andrews Park where 13 lb. of trash were removed from the watershed.

On April 20, Ms. Chao attended the OKC Virtual Webinar series where Malarie Gotcher and Rachel Ware presented topics related to water conservation, stormwater, soil, and LID practices.

On April 20, Ms. Chao attended the Lake Thunderbird TMDL monthly update meeting.

On April 20, Mr. Murphy attended the monthly ECAB meeting.

On April 22-23, Ms. Chao, Mr. Murphy, and Mr. Osgood in partnership with stormwater maintenance crews and Norman Environmental Services, facilitated the 4th annual Artful Inlets.

On April 27, Ms. Chao attended a virtual meeting with DEQ representatives Myles Mungle and Mike Moe to discuss MS4 questions and jurisdictional boundaries with neighboring MS4s.

On April 28, Ms. Chao met with Aaron Parker to discuss stormwater/stabilization requirements.

On April 28, Ms. Chao and Mr. Murphy attended the BASCO Associates Showcase and gave a brief presentation about Norman's stormwater inspection and enforcement procedures.

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.

*Monthly Progress Report
Public Works (April 2022)*

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.

April 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... 0
 *Final Plats..... 0
 *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..... 1
 Final Plats 1
 Certificate of Plat Correction..... 0
 Encroachment..... 0
 Easements..... 0
 Closure..... 0
 Release of Deferral..... 0

\$ 16,094.50

Development Committee:

Final Plats..... 1

Fee-In-Lieu of Detention..... 0 \$0.00

Subtotal:

\$16,094.50

\$2,755.00

\$70,789.50

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 46
 ***Commercial..... 14
 Multi-Family..... 0
 Addition/Alteration..... 28
 House Moving..... 1
 Paving Only..... 11
 Storage Building..... 19
 Swimming Pool..... 15
 Storm Shelters..... 34
 Public Improvements..... 0
 Temporary Encroachments..... 2
 Fire Line Pits/Misc..... 0
 Franchise Utilities 16
 Other revenue..... 0
 Flood Plain (@\$100.00 each)..... 1

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

| | | |
|-------------|-------------|--------------|
| \$0.00 | \$0.00 | |
| \$100.00 | \$0.00 | \$1,300.00 |
| \$2,920.89 | \$7,999.99 | \$49,722.84 |
| \$19,115.39 | \$10,754.99 | \$121,922.34 |
| 30 | 31 | 240 |
| 4 | 4 | 45 |

* 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

April 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 | 46 | 100% |
| <i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS | 14 | 100% |
| <i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS | 30 | 100% |
| <i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS | 2 | 100% |



PERFORMANCE REPORT

Summary of Services Table

March 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 Mar FY22 | FY22 YTD | FY21 YTD | Service Profile | Mar FY22 | Mar FY21 | Feb FY22 |
|----------------------------------|-----------------|-------------|-------------|-----------------|-------------|-------------|-------------|
| Fixed Routes (M-F) | 895 | 166,999 | 142,795 | Weekdays | 23 | 23 | 21 |
| Fixed Routes (Sat) | 442 | 13,670 | 10,395 | Saturdays | 4 | 4 | 3 |
| PLUS (M-F) | 89 | 14,885 | 11,401 | Gamedays | 0 | 0 | 0 |
| -Zone 1* | 70 | 11,786 | 9,022 | Holidays | 0 | 0 | 1 |
| -Zone 2** | 21 | 3,099 | 2,395 | Weather | 1 | 0 | 4 |
| PLUS (Sat)*** | 20 | 554 | 374 | Fiscal YTD Days | 229 | 225 | 202 |
| | | | | Cal. YTD Days | 75 | 76 | 48 |

* 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 | 180,699 | 265,054 |  |
| # of Norman paratransit trips provided | 15,439 | 19,000 |  |
| % of on-time Norman paratransit pick-ups | 98.45% | 95.00% |  |
| # of Norman bus passengers per service hour, cumulative | 12.65 | 13.14 |  |
| # of Norman bus passengers per day, average | 788 | N/A* | N/A* |
| % of Norman required paratransit pick-ups denied due to capacity | 0.01% | 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 April 2022 | FYE 2022 April 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) | 5.80 | | 60.30 | | |
| Overlay/pave 10 miles per year. | - | 0% | 12.25 | 123% | 100% |
| Replace 2,000 square yards of concrete pavement panels | 431.50 | 22% | 3,139.50 | 157% | 100% |
| Grade all unpaved alleys two (2) times per year. (approximately 210 blocks) | 15.00 | 4% | 114.50 | 27% | 100% |
| Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year | 3,295,607.00 | 26% | 16,134,755.50 | 127% | 100% |
| Mow 148 miles of Rural Right-of-way three times per year | 93.00 | 21% | 1,157.00 | 261% | 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 April, 2022 | FYE 2022 April, 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) | 404.00 | 81% | 4,278.00 | 71% | 50% |
| Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations) | 866.00 | 9% | 9,340.00 | 93% | 70% |
| Mow 2,271,548 sq.feet of open drainage ways, six times per year | 1,117,830.00 | 8% | 5,117,274.00 | 38% | 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. | 5.00 | 95% | 27.00 | | 95% |
| Permit all floodplain activities as appropriate. | - | 0% | 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. | 135.00 | 109% | 1,056.00 | | 100% |
| Respond to stormwater complaints within 24 hours of the time reported | 33.00 | 100% | 192.00 | | 100% |
| Inspect City facilities identified as potential stormwater pollution sources. | - | 0% | 1.00 | | 50% |
| Inspect stormwater outfalls. | 10.00 | 16% | 20.00 | | 100% |

**FLEET MANAGEMENT
INVENTORY
April 2022**

FUEL

| | | | | | | |
|-----------------|---------|---------|----------|---|-------|--------------|
| WESTWOOD GOLF | 768.7 | gallons | DIESEL | @ | 2.830 | \$ 2,175.42 |
| WESTWOOD GOLF | 703.6 | gallons | UNLEADED | @ | 2.790 | \$ 1,963.04 |
| NORTH BASE | 5,286.6 | gallons | UNLEADED | @ | 3.430 | \$ 18,133.08 |
| NORTH BASE | 5,718.9 | gallons | DIESEL | @ | 4.560 | \$ 26,078.23 |
| FIRE STATION #5 | 404.5 | gallons | UNLEADED | @ | 3.390 | \$ 1,371.36 |
| FIRE STATION #5 | 218.1 | gallons | DIESEL | @ | 4.310 | \$ 940.01 |
| FIRE STATION #6 | 291.3 | gallons | DIESEL | @ | 3.390 | \$ 987.51 |
| FIRE STATION #6 | 409.3 | gallons | UNLEADED | @ | 4.310 | \$ 1,764.08 |
| BULK TANKS | 1,200.0 | gallons | DIESEL | @ | 4.560 | \$ 5,472.00 |

| TOTAL | GALLONS: | DOLLAR: |
|----------|----------|--------------|
| UNLEADED | 6,804.0 | \$ 23,231.56 |
| DIESEL | 8,197.0 | \$ 35,653.16 |

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

Item 9.

April 2022

| IN GALLONS | | FYE 2022 FUEL REPORT | |
|--------------------------|---------------------------|-------------------------|--------------------------|
| | <u>UNLEADED PURCHASED</u> | <u>DIESEL PURCHASED</u> | <u>CNG PURCHASED</u> |
| Internal pumps | 19,995.00 | 23,805.00 | 22,006.51 |
| Outside - sublet | 1,207.00 | 541.00 | 6,047.21 |
| TOTAL | 21,202.00 | 24,346.00 | 28,053.72 |
| | <u>UNLEADED CONSUMED</u> | <u>DIESEL CONSUMED</u> | <u>CITY CNG CONSUMED</u> |
| TOTAL Consumption | 19,668.33 | 24,623.57 | 26,609.40 |
| | | | 6,047.21 |

| FYE 2022 TO DATE CONSUMPTION | | | | |
|------------------------------|--------------------------|------------------------|--------------------------|----------------------------|
| TOTAL Consumption | <u>UNLEADED CONSUMED</u> | <u>DIESEL CONSUMED</u> | <u>CITY CNG CONSUMED</u> | <u>PUBLIC CNG CONSUMED</u> |
| | 208,453.82 | 212,679.07 | 308,633.77 | 51,075.73 |

| INTERNAL PRICE PER GALLON: | | | | | EXTERNAL PRICE PER GALLON: | | | | |
|----------------------------|------|--------|-----|--------|----------------------------|------|--------|-----|--------|
| UNLEADED | High | \$3.43 | Low | \$3.19 | UNLEADED | High | \$3.43 | Low | \$3.19 |
| DIESEL | High | \$4.56 | Low | \$3.57 | DIESEL | High | \$4.56 | Low | \$3.57 |
| CNG | High | \$1.19 | Low | \$0.84 | CNG | High | \$1.89 | Low | \$1.49 |

| FASTER CONSUMABLE PARTS PURCHASED | | | PUBLIC CNG SALES | | |
|-------------------------------------|--------------------|--|---|-------------|--|
| REPAIR PARTS | \$69,248.43 | | Month Total Public CNG Sales | \$9,310 | |
| BATTERIES | \$2,491.98 | | FYE 2022 To Date Public Sales | \$69,965 | |
| OILS/FLUIDS | \$8,185.96 | | LIFE TO DATE CNG GAS GALLON EQUIVALENT | | |
| TIRES | \$13,431.91 | | Total Sold Gallons Life To Date | 1,010,640 | |
| SUBLET REPAIRS | \$5,244.93 | | Total Gross Sales Life To Date | \$1,451,571 | |
| TOTAL SPENT ALL parts/sublet | \$98,603.21 | | Life To Date CNG Gas Gallon Equivalent | | |
| | | | Total Public/City Through-Put CNG Gallons @ Station | 2,803,709 | |

| Light Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 1 | 2 | 2 | 54 |
| EMERGENCY ROAD CALLS | 2 | 2 | 5 | 63 |
| PM SERVICES | 73 | 73 | 75 | 1,222 |
| INCLEMENT WEATHER | 0 | 0 | 3 | 26 |
| WORK ORDERS | 189 | 241 | 215 | 3,411 |
| SCHEDULED REPAIRS | 80 | 80 | 90 | 1,376 |
| NON SCHEDULED REPAIRS | 109 | 100 | 72 | 1,154 |

| Heavy Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 3 | 7 | 9 | 94 |
| EMERGENCY ROAD CALLS | 27 | 28 | 7 | 263 |
| PM SERVICES | 34 | 44 | 30 | 542 |
| INCLEMENT WEATHER | 0 | 2 | 30 | 66 |
| WORK ORDERS | 221 | 200 | 196 | 2,981 |
| SCHEDULED REPAIRS | 35 | 44 | 34 | 670 |
| NON SCHEDULED REPAIRS | 186 | 113 | 106 | 1,767 |

| Transit Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 1 | 1 | 1 | 26 |
| EMERGENCY ROAD CALLS | 2 | 3 | 2 | 13 |
| PM SERVICES | 14 | 11 | 5 | 133 |
| INCLEMENT WEATHER | 0 | 0 | 2 | 6 |
| WORK ORDERS | 60 | 66 | 71 | 903 |
| SCHEDULED REPAIRS | 15 | 11 | 5 | 123 |
| NON SCHEDULED REPAIRS | 45 | 53 | 43 | 668 |

| EVT Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 2 | 4 | 4 | 21 |
| EMERGENCY ROAD CALLS | 1 | 3 | 1 | 11 |
| PM SERVICES | 7 | 6 | 9 | 40 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 23 | 22 | 21 | 128 |
| SCHEDULED REPAIRS | 10 | 13 | 9 | 61 |
| NON SCHEDULED REPAIRS | 13 | 3 | 7 | 29 |

| COMBINED SHOPS | CURRENT MONTH | LAST MONTH | TWO MONTHS AGO | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 7 | 14 | 16 | 182 |
| EMERGENCY ROAD CALLS | 32 | 36 | 15 | 338 |
| PM SERVICES | 132 | 137 | 119 | 1868 |
| INCLEMENT WEATHER | 0 | 2 | 35 | 99 |
| WORK ORDERS | 505 | 545 | 514 | 7405 |
| SCHEDULED REPAIRS | 144 | 151 | 139 | 2177 |
| NON SCHEDULED REPAIRS | 361 | 275 | 231 | 3584 |

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2022

April 2022

| MECHANIC | DIRECT LABOR HOURS | PRODUCTIVITY | | INDIVIDUAL PRODUCTIVITY | |
|----------|--------------------|--------------|--------|-------------------------|--|
| | | GOAL | ACTUAL | DIFFERENCE | |
| # 001 | 154.18 | 72% | 113.0% | 41.0% | |
| # 002 | 149.79 | 72% | 109.7% | 37.7% | |
| # 003 | 107.82 | 72% | 79.0% | 7.0% | |
| # 004 | 61.55 | 72% | 45.1% | -26.9% | |
| # 006 | 171.11 | 72% | 125.4% | 53.4% | |
| # 007 | 120.53 | 72% | 88.3% | 16.3% | |
| # 008 | 108.69 | 72% | 79.6% | 7.6% | |
| # 009 | 93.50 | 72% | 68.5% | -3.5% | |
| # 010 | 126.46 | 72% | 92.6% | 20.6% | |
| # 011 | 197.62 | 72% | 144.8% | 72.8% | |
| # 012 | 99.22 | 72% | 72.7% | 0.7% | |
| # 013 | 127.67 | 72% | 93.5% | 21.5% | |
| # 018 | 93.34 | 72% | 68.4% | -3.6% | |
| # 021 | 108.93 | 72% | 79.8% | 7.8% | |
| # 028 | 158.13 | 72% | 115.8% | 43.8% | |
| # 031 | 64.16 | 72% | 47.0% | -25.0% | |
| # 037 | 128.79 | 72% | 94.4% | 22.4% | |
| #038 | 27.10 | 72% | 92.6% | 20.6% | |

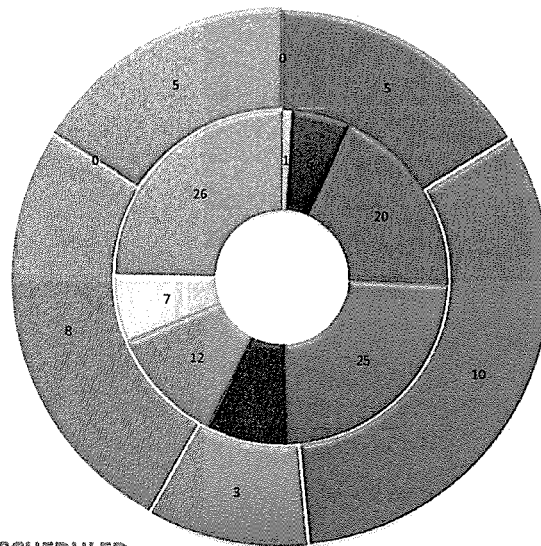
| | |
|----------------------------|--------------|
| DIRECT LABOR HOURS | 2098.59 |
| TOTAL AVAILABLE HOURS | 2349.75 |
| PRODUCTIVITY GOAL | 72.0% |
| ACTUAL PRODUCTIVITY | 89.3% |

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
April 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 | | | | | | | | | | |
| 1203 | 2018 Ford Interceptor | Patrol | 27240 | 27207 | -33 | miles | 4/14/2022 | Light Repair | PMC | 10/13/2021 |
| 1141 | 2017 Ford Interceptor | Patrol | 63571 | 63036 | -535 | miles | 3/7/2022 | Light Repair | PM-G | 10/15/2019 |
| 1188 | 2015 Polaris Ranger | Patrol | 1031 | 854 | -177 | hours | 4/19/2022 | Light Repair | PM-D | 4/17/2021 |
| 1188t | 2016 Bigtex Utility | Patrol | 5/1/2022 | 4/16/2022 | -15 | days | 4/19/2022 | Light Repair | PM-A | 4/16/2021 |
| STREETS | | | | | | | | | | |
| 0119 | 2017 John Deere Grader | Streets | 871 | 873 | 2 | hours | 4/18/2022 | Heavy Repair | PM-C | 6/3/2021 |
| 0131 | 2009 Ingersoll SX-170H | Streets | 5/1/2022 | 4/27/2022 | -4 | days | 4/27/2022 | Light Repair | PM-C | 4/27/2021 |
| 669P | 2002 Buyers Snowdog | Streets | 5/1/2022 | 4/27/2022 | -4 | days | 4/27/2022 | Light Repair | PM-B | 10/27/2021 |
| FIRE | | | | | | | | | | |
| 0001 | 2018 Ford F150 | Prevention | 44001 | 43434 | -567 | miles | 3/21/2022 | Light Repair | PM-C | 10/4/2021 |
| 2006 | 2011 Toro Zmaster Mow | Suppression | 5/1/2022 | 4/5/2022 | | | | | | |
| UTILITIES | | | | | | | | | | |
| 0557 | 2017 John Deere Gator | Water Treatment | 5/1/2022 | 3/15/2022 | -47 | Days | 3/22/2022 | Light Repair | PM-C | 9/15/2021 |
| SANITATION | | | | | | | | | | |
| 281T | 2019 Holt Trailer | Commercial | 5/1/2022 | 1/28/2021 | -458 | 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 | 130551 | 125267 | -5284 | hours | 3/4/2022 | Heavy Repair | PM-N | 4/8/2020 |
| 5236 | 2013 Mack | Commercial | 4723 | 4554 | -169 | hours | 4/14/2022 | Heavy Repair | PM-C | 10/28/2021 |
| 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 | 5/1/2022 | 3/17/2022 | -45 | days | 3/22/2022 | Light Repair | PM-B | 9/17/2022 |
| 0420 | 1998 IHC 4700 Winch Truck | Park Maintenance | 37679 | 36838 | -841 | miles | 4/11/2022 | Heavy Repair | PM-C | 9/21/2021 |
| 406B | 2011 John Deere Rotary Cutt | Park Maintenance | 5/1/2022 | 3/29/2022 | -33 | days | 4/14/2022 | Heavy Repair | PM-B | 3/29/2021 |
| 21444 | 2021 Ford F250 | Park Maintenance | 6315 | 4000 | -2315 | miles | 2/16/2022 | Light Repair | PM-C | N/A |



**PM Compliance Report
April FYE 2022**

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

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

| Department | Scheduled | Missed/Late | % Late |
|-----------------------|------------|-------------|--------------|
| City Clerk | 1 | 0 | 0.0% |
| Finance | 1 | 0 | 0.0% |
| Planning | 6 | 0 | 0.0% |
| Public Works | 20 | 5 | 25.0% |
| Police | 25 | 10 | 40.0% |
| Fire | 8 | 3 | 37.5% |
| Parks & Rec. | 12 | 8 | 66.7% |
| PSST | 7 | 0 | 0.0% |
| Utilities | 26 | 5 | 19.2% |
| citywide total | 105 | 31 | 29.5% |

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

April 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 | Year To Date Non-Compliance Trend |
|---------------------------------------|-------------------------|---------------------------------|------------------------------|------------------------------|-------------------|-----------------------------------|
| CITY CLERK | | | | | | |
| CITY COUNCIL | 1 | 1 | | | 0% | 0% |
| BUILDING ADMINISTRATION | | | | | 0% | 0% |
| MUNICIPAL COURT | | | | | | |
| MUNICIPAL COURT | | | | | 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 | 4 | 4 | | | 0% | 0% |
| BUILDING INSPECTIONS | | | | | 0% | 0% |
| CODE COMPLIANCE | 2 | 2 | | | 0% | 100% |
| PUBLIC WORKS | | | | | | |
| ENGINEERING | 1 | 1 | | | 0% | 21% |
| STREETS | 11 | 6 | 2 | 3 | 27% | 64% |
| STORMWATER | 4 | 4 | | | 0% | 50% |
| TRAFFIC | 2 | 2 | | | 0% | 50% |
| STORMWATER QUALITY | | | | | 0% | 0% |
| FLEET | 2 | 2 | | | 0% | 0% |
| TRANSIT | | | | | 0% | 200% |
| POLICE | | | | | | |
| ANIMAL CONTROL | 2 | 2 | | | 0% | 133% |
| POLICE ADMINISTRATION | 1 | 1 | | | 0% | 1300% |
| POLICE STAFF SERVICES | 1 | 1 | | | 0% | 300% |
| POLICE CRIMINAL INVESTIGATIONS | 1 | | 1 | 1 | 100% | 48% |
| POLICE PATROL | 18 | 11 | 3 | 5 | 28% | 67% |
| POLICE SPECIAL INVESTIGATIONS | 1 | 1 | | | 0% | 0% |
| POLICE EMERGENCY COMMUNICATION | 1 | 1 | | | 0% | 0% |
| FIRE | | | | | | |
| FIRE ADMINISTRATION | 1 | 1 | | | 0% | 133% |
| FIRE TRAINING | 2 | 2 | | | 0% | 22% |
| FIRE PREVENTION | 1 | | 1 | | 0% | 12% |
| FIRE SUPPRESSION | 3 | 1 | 1 | 1 | 33% | 67% |
| FIRE DISASTER PREPAREDNESS | 1 | 1 | | | 0% | 1100% |
| PARKS & RECREATION | | | | | | |
| PARK MAINTENANCE | 9 | 3 | 3 | 3 | 33% | 26% |
| PARKS & RECREATION | | | | | 0% | 0% |
| CUSTODIAL | | | | | 0% | 0% |
| FACILITY MAINTENANCE | 2 | 1 | 1 | 1 | 50% | 144% |
| PARKS FORESTRY | 1 | 1 | | | 0% | 0% |
| PUBLIC SAFETY SALES TAX (PSST) | | | | | | |
| PSST POLICE PATROL | 4 | 4 | | | 0% | 0% |
| PSST POLICE CRIMINAL INVESTIGATION | 1 | 1 | | | 0% | 0% |
| PSST FIRE SUPPRESSION | 2 | 2 | | | 0% | 0% |
| CDBG | | | | | | |
| PLANNING CDBG | | | | | 0% | 0% |
| UTILITIES WATER | | | | | | |
| UTILITIES ADMINISTRATION | | | | | 0% | 0% |
| WATER TREATMENT PLANT | 3 | 2 | | 1 | 33% | 33% |
| WATER PLANT | | | | | 0% | 0% |
| WATER PLANT WELLS | | | | | 0% | 0% |
| WATER PLANT LAB | | | | | 0% | 0% |
| LINE MAINTENANCE ADMIN. | | | | | 0% | 0% |
| WATER LINE MAINTENANCE | 4 | 4 | | | 0% | 0% |
| UTILITIES INSPECTOR | 1 | 1 | | | 0% | 0% |
| UTILITIES WRF | | | | | | |
| WRF ADMIN | | | | | 0% | 0% |
| WRF INDUSTRIAL | | | | | 0% | 0% |
| WRF BIOSOLIDS | 1 | 1 | | | 0% | 0% |
| WRF OPERATIONS | 1 | 1 | | | 0% | 0% |
| SEWER LINE MAINTENANCE | 2 | 2 | | | 0% | 950% |
| UTILITIES SANITATION | | | | | | |
| SANITATION ADMINISTRATION | | | | | 0% | 0% |
| SANITATION RESIDENTIAL | 6 | 5 | | 1 | 17% | 100% |
| SANITATION COMMERCIAL | 4 | 2 | | 2 | 50% | 275% |
| SANITATION TRANSFER | 2 | 1 | 1 | | 0% | 10150% |
| SANITATION COMPOST | 1 | 1 | | | 0% | 0% |
| SANITATION RECYCLE | 1 | 1 | | | 0% | 0% |
| SANITATION YARD WASTE | | | | | 0% | 18% |
| CITYWIDE TOTAL | 106 | 78 | 13 | 18 | 17% | 18% |

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

| APRIL 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% | 95 | 95 | 100% | 788 | 788 | 100% |
| Provide information requested by citizens within 7 days | 95% | 95 | 95 | 100% | 788 | 788 | 100% |
| Complete traffic engineering studies within 45 days. | 99% | 8 | 8 | 100% | 32 | 32 | 100% |
| Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days. | 95% | 35 | 35 | 100% | 415 | 415 | 100% |
| Worker Hours Per Gallon of Paint Installed. | 0.80 | Gallons | Worker Hours | Percentage | Gallons | Worker Hours | Percentage |
| | | 8 | 14 | 1.75 | 1696 | 613.75 | 0.36 |
| Thermoplastic legend, arrows, stop bars & crosswalks installed. | 4-6 Installations per day per 2 person crew. 100% | Crew Work Days | Total Installations | Average | Crew Work Days | Total Installations | Average |
| | | 3.59 | 38 | 10.58 | 6.56 | 56 | 8.54 |
| 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 |
| | | 14 | 14 | 100% | 131 | 131 | 100% |
| Response to reports on traffic signal malfunctions within one hour. | 99% | Number of Reports | Goal Met | Percentage Met | Number of Reports | Goal Met | Percentage Met |
| | | 21 | 21 | 100% | 206 | 206 | 100% |
| Response to reports of sign damage: | Percentage | | | | | | |
| High Priority Stop or Yield Signs within one hour | 99% | 8 | 8 | 100% | 71 | 71 | 100% |
| Lower Priority all other signs within one day | 90% | 96 | 96 | 100% | 453 | 453 | 100% |
| Street Name Signs within two weeks | 90% | 21 | 21 | 100% | 216 | 216 | 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 |
| | | 3360 | 0 | 0.00 | 32840 | 16 | 0.00 |

UTILITIES 13

April 2022

LINE MAINTENANCE:Waterline Capital Projects

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

Barb Court: WA0358: - Complete. Crest Court: WA0357 – Began April 1, 2022 and are in final stages of clean up. Final completion expected within 7 days.

Water Line Breaks – 4 in AprilSewer Line Data

- Total obstruction service requests - 18
 - Private Plumbing: 17
 - City Infrastructure: 1
 - Sanitary Sewer Overflows: 0 on private side

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.214 MGD
- Total Monthly flow: 36.43 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. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022.

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.

Construction is ongoing at both sites. At the WTP, all panels are installed and wiring is being pulled. For the WRF, site work is ongoing but borings and electrical work is also being performed within the site.

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. Staff is reviewing the final CCTV video to confirm the proper installation was completed.

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 nineteen 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. Trailers with advanced treatment equipment that is part of Phase II of the study, were delivered to the WRF in early January 2022 and were placed into service in February 2022. Phase I, II, and III are now running concurrently and regular sampling is ongoing. This should continue until 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 May 2022 and a manufacturer should be selected in June 2022. Shop drawings should then be approved and final design completed/construction project advertised in July 2022. Award of the construction contract and Notice to Proceed would then follow in August 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. Council approved the amendment for the design contract to allow for the design of the new alignment along the east side of the road.

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 during the remainder of 2022. Bid process would not commence until the spring of 2023, and Notice to Proceed with Construction is anticipated on July 1, 2023. Construction is then expected to take one calendar year.

Engineer: Greeley and Hansen LLC (Ana Stagg)

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, a 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.

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 finished the James Garner section between Acres and Robinson this month. Staff is taking samples and contractors are working on pouring concrete in order to open up the trail this month. The railroad bore at Lexington was schedule for May 23, 2022.

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 the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (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, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. Staff is still waiting on the Technical Memo from Carollo. Staff met with Plummer Associates, LLC, who have provided hydraulic modeling in the past for this project, to discuss the design of the disinfection system following receipt of the Technical Memo from Carollo. A contract with Plummer is being reviewed and before adding to the next Council docket.

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 easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project.

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2024. As a consequence, Final Design and Easement Acquisition will be completed during the remainder of 2022 and, if necessary, continuing into early 2023. Project will then be advertised in April 2023, and Bids opened in May 2023. Contract award is anticipated in June 2023, and Notice to Proceed with construction would then follow on July 1, 2023. Project completion is projected for June 2024.

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.

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

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. The final change order and final acceptance was approved by City Council on April 12, 2022. Project is complete.

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 is ongoing and preliminary results should be available by June 2022 with a final report delivered in July 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 July 2022. Bidding Documents would then be completed and project advertised in August 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in September 2022.

Rehabilitation work would require approximately 3 months, and thus project would then be complete by the end of 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 the 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 is reviewing the final set of plans received in March before starting the bid process.

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 started on the south end of the project and are working their way north. Contractors will need to use different fittings for the waterline on the south end to accommodate the contaminated soil in the area. Based on detections following soil sampling, contractors will install ductile iron pipe and fittings for the waterline crossing Porter Ave at Apache, Eufaula, and Main. All other crossings on the south section will be installed with PVC and ductile fittings. All of the waterline along Porter Avenue from Alameda to Gray has been installed to date.

Engineer: Garver Engineering (Bret Cabiness/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, 2021. Tomco made revisions to the submittals this month. After staff approval, Tomco moved forward with ordering the tank on April 25, 2022.

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021. Staff met with SRB to discuss revisions to the 95% plans received in April. Final plans will be received later this month.

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 looked into adding alternates to reduce these

costs this month. Staff will have a meeting with Engineers on May 12, 2022 to discuss these revisions and possibly determine how to move forward with the rehabilitation of one or both of these clarifiers.

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 was approved by City Council on April 26, 2022 and Notice to Proceed was issued on April 29, 2022. Construction should be complete in Spring 2023.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

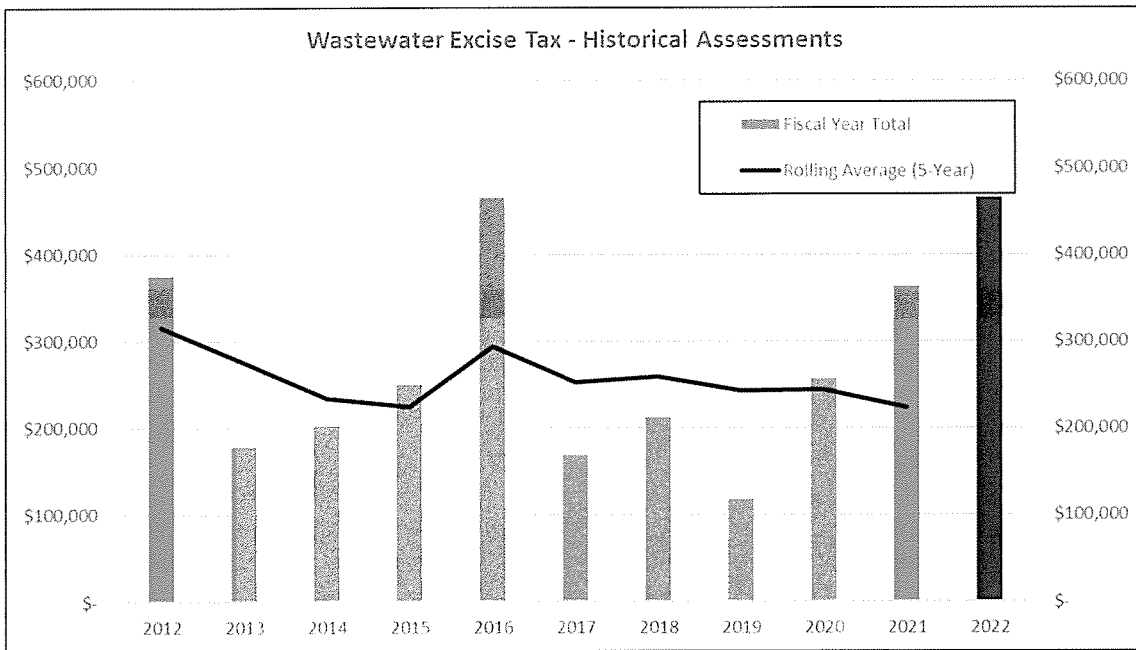
Compost Facility Scale House (SA0019):

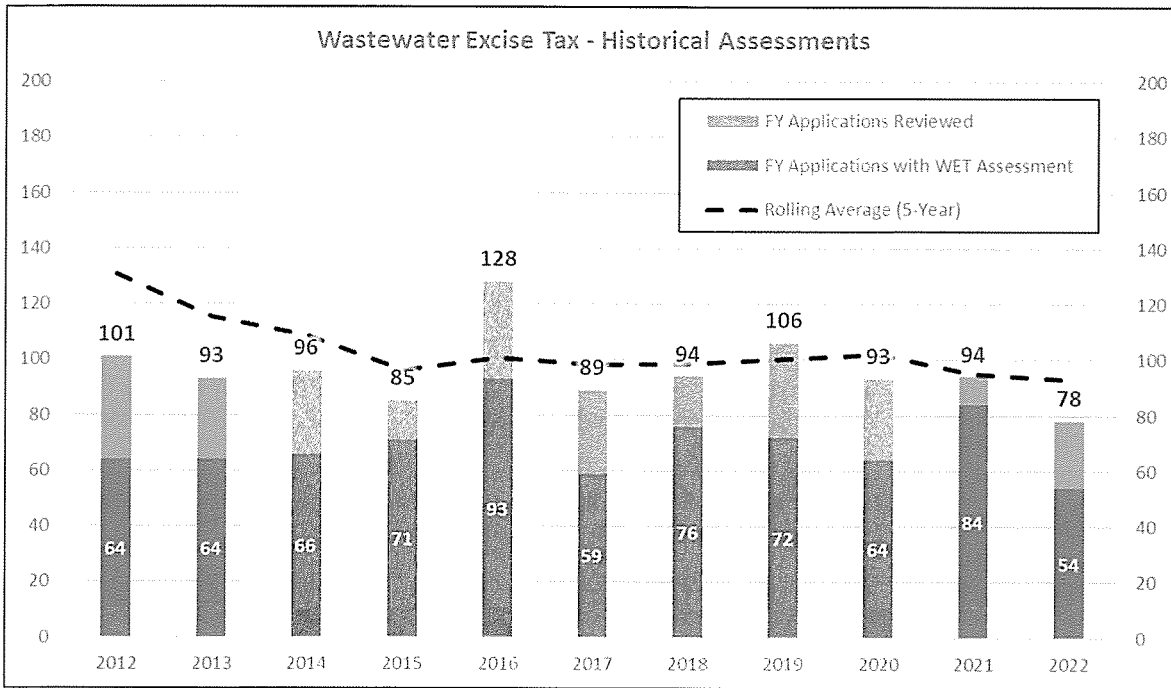
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water 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 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. Staff will meet with Engineers in May to discuss the architectural design and revisions to the layout.
Engineer: TriCore Group, LLC (Greg Vance)

Wastewater Excise Tax – Non-Residential:

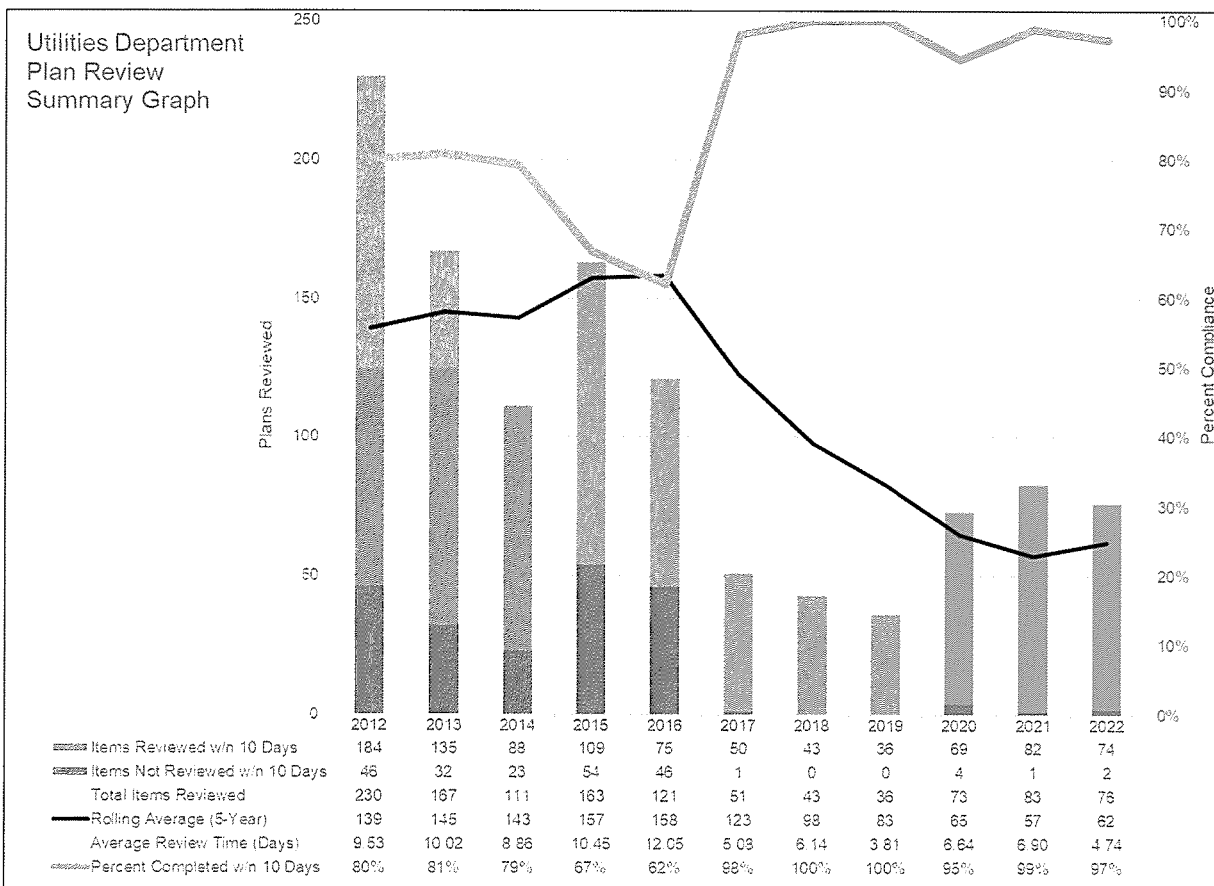
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 7 commercial entities last month. Of the 7 applications, 4 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. Through April, 78 commercial properties were reviewed and a total of \$464,348.52 was assessed to the 54 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.





PLAN REVIEW:

Eight plan sets were reviewed during April. Staff have reviewed 76 plans for FYE2022 with an average review time of 4.74 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

4 Water Well Permits (22-1485, -1569, -1572, and -1734) were issued for the month of April.

April 2022
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT

INSPECTIONS

| | April | Year to date |
|------------------------------------|-----------|--------------|
| Fats, oil and grease (FOG) program | 28 | 68 |
| Food license approval | 3 | 2 |
| Significant Industrial Users | 1 | 27 |
| Total inspections | 32 | 97 |

ROUTINE ACTIVITIES

| | April | Year to date |
|--|--------|--------------|
| Significant Industrial User sites sampled | 1 | 27 |
| 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 (%) | 50% | 50% |
| HHWF: cars served | 82 | 190 |
| Pounds of Material Collected | 8630.5 | 20492.5 |

REVENUE

| | April | Year to date |
|-----------------------------|--------------------|---------------------|
| FOG Program | \$2,400.00 | \$30,250.00 |
| Surcharge | \$9,626.01 | \$86,112.31 |
| Lab Analysis Recovery | \$14,090.00 | \$16,827.23 |
| Industrial Discharge Permit | \$0.00 | \$500.00 |
| Total revenue | \$26,116.01 | \$133,689.54 |

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

- 1 Provided staff liaison support including agenda setting, meeting attendance, minutes preparation, and issue research. April 20th
- 2 Hosting Artful Inlet educational event with ECAB April 23rd
- 3 Facilitating Yard by Yard and composting Program at Wellness Center April 13th
- 4 Hosted a Big Event work site on April 2 -Sutton Wilderness
- 5 Great American Clean-up Praire Creek Park April April 16th
- 6 Created the ECAB James O. Harp Environmental Recognition Award and awarded it to James Harp posthumously
- 7 Tabled at Artful Inlets installation on April 23
- 8 Began discussing the Mayor's Climate Agreement and subcommittees

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 Acts as President of LTWA providing support including agenda setting, issue research and collaboration
- 5 Facilitated the Compost: From Trash to Treasure presentation at the Well on April 13 (Jerry)
- 6 Spoke to OU College of Law Class on Ready for 100 and other sustainability initiatives on April 5
- 7 Attended Artist meetings for Artful Inlets at Lions Park the evenings of April 6 and 7

| CITY OF NORMAN | | | | |
|--|---------------|------------------|----------------|------------------|
| DEPARTMENT OF UTILITIES | | | | |
| LINE MAINTENANCE DIVISION | | | | |
| MONTHLY PROGRESS REPORT | | | | |
| SEWER MAINTENANCE | | | | |
| | FYE 2022 | | FYE 2021 | |
| April 2022 | MONTH | YTD | MONTH | YTD |
| Obstructions: | | | | |
| City Responsibility | 1 | 11 | 1 | 20 |
| Property Owner Responsibility | 17 | 179 | 26 | 231 |
| TOTAL | 18 | 190 | 27 | 251 |
| Number of Feet of Sewer Cleaned: | | | | |
| Cleaned | 83,832 | 1,011,493 | 144,986 | 913,761 |
| Rodded | 2,065 | 27,527 | 11,095 | 53,853 |
| Foamed | 0 | 74,476 | 0 | 81,695 |
| SL-RAT | 9,897 | 32,727 | 0 | 112,739 |
| TOTAL | 95,794 | 1,146,223 | 156,081 | 1,162,048 |
| Sewer Overflows: | | | | |
| Rainwater | 0 | 0 | 0 | 0 |
| Grease/Paper/Roots | 0 | 0 | 0 | 0 |
| Obstruction | 0 | 4 | 0 | 5 |
| Private | 0 | 9 | 0 | 6 |
| Other (Lift Station, Line Break, etc.) | 0 | 0 | 0 | 1 |
| Total Overflows | 0 | 13 | 0 | 12 |
| Feet of Sewer Lines Televised | 20,496 | 196,159 | 27,710 | 211,573 |
| Locates Completed | 351 | 2,940 | 315 | 2,674 |
| Manholes: | | | | |
| Inspected | 1,262 | 10,340 | 1,457 | 10,911 |
| New | 0 | 2 | 0 | 0 |
| Rebuilt | 0 | 0 | 0 | 0 |
| Repaired | 4 | 36 | 0 | 0 |
| Feet of Sewer Lines Replaced/Repaired | 19.00 | 70.00 | 4 | 69 |
| Hours Worked at Lift Station | 82.31 | 915.23 | 89 | 1,406 |
| Hours Worked for Other Divisions | 3.48 | 51.44 | 18.04 | 80.75 |
| OJI's | 0 | 2 | 0 | 0 |
| Square Feet of Concrete | 0 | 0 | 0 | 324 |
| Average Response Time (Minutes) | 34 | 26 | 26 | 26 |
| Number of Claims | 0 | 0 | 0 | 0 |

| CITY OF NORMAN | | | | |
|----------------------------------|-----------|------------|-----------|------------|
| DEPARTMENT OF UTILITIES | | | | |
| LINE MAINTENANCE DIVISION | | | | |
| MONTHLY PROGRESS REPORT | | | | |
| WATER MAINTENANCE | | | | |
| | FYE 2022 | | FYE 2021 | |
| April 2022 | MONTH | YTD | MONTH | YTD |
| | | | | |
| New Meter Sets: | 60 | 460 | 65 | 561 |
| Number Short Sets | 60 | 446 | 65 | 559 |
| Number Long Sets | 0 | 14 | 0 | 2 |
| Average Meter Set Time | 4.83 | 4.20 | 3.92 | 4.64 |
| Number of Work Orders: | | | | |
| Service Calls | 403 | 4,290 | 340 | 4,803 |
| Meter Resets | 0 | 3 | 1 | 12 |
| Meter Removals | 6 | 27 | 1 | 22 |
| Meter Changes | 33 | 362 | 44 | 633 |
| Locates Completed | 373 | 7,761 | 1,931 | 8,268 |
| Number of Water Main Breaks | 4 | 133 | 19 | 190 |
| Average Time Water Off | 1.68 | 15.41 | 2.90 | 2.11 |
| Fire Hydrants: | | | | |
| New | 0 | 2 | 0 | 2 |
| Replaced | 0 | 5 | 0 | 7 |
| Maintained | 45 | 1,138 | 76 | 1,092 |
| Number of Valves Exercised | 181 | 1,764 | 105 | 2,022 |
| Feet of Main Construction | 310 | 1,222 | 224 | 2,123 |
| Hours of Main Construction | 501.25 | 2,283 | 213 | 2,291 |
| Meter Changeovers | 9 | 19 | 0 | 32 |
| OJI's | 0 | 1 | 0 | 1 |
| Hours Flushing/Testing New Mains | 29.93 | 1,682 | 17 | 612 |
| Hours Worked Outside of Division | 0.00 | 425.83 | 146 | 803 |

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
April 1-30, 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.) | 333.0 | 3271.8 | 393.4 | 3496.0 |
| Total Effluent Flow (M.G.) | 307.6 | 3048.8 | 367.2 | 3415.9 |
| Influent Peak Flow (MGD) | 16.0 | 25.5 | 21.7 | 21.7 |
| Effluent Peak Flow (MGD) | 15.5 | 25.5 | 21.2 | 21.2 |
| Daily Avg. Influent Flow (MGD) | 11.1 | 10.9 | 11.2 | 11.3 |
| Daily Avg. Effluent Flow (MGD) | 10.3 | 10.0 | 10.0 | 11.0 |
| Precipitation (inches) | 4.3 | 16.4 | 4.8 | 23.1 |

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:

Avg.

Avg.

| | | |
|-----------------------------|------|------|
| Influent Total (mg/l) | 208 | 151 |
| Effluent Carbonaceous Total | 2 | 3 |
| Percent Removal | 99.1 | 98.0 |
| Total Suspended Solids: | | |
| Influent (mg/L) | 265 | 381 |
| Effluent (mg/L) | 4 | 5 |
| Percent Removal | 98.5 | 98.7 |
| Dissolved Oxygen: | | |
| Influent (min) | 1.5 | 0.6 |
| Effluent (min) | 7.0 | 5.7 |
| pH | | |
| Influent (Low) | 6.8 | 7.03 |
| (High) | 7.4 | 7.51 |
| Effluent (Low) | 6.5 | 6.94 |
| (High) | 7.2 | 7.36 |
| Ammonia Nitrogen | | |
| Influent (mg/L) | 31.6 | 24.5 |
| Effluent (mg/L) | 0.1 | 2.2 |
| Percent Removal | 99.7 | 91.0 |

Utilities

Electrical

| | | | | |
|-----------------------------|---------|-----------|---------|-----------|
| Total kWh Used (Plant wide) | 527,380 | 5,521,641 | 480,620 | 5,032,300 |
| Aeration Blowers | 210,300 | 2,345,940 | 193,900 | 1,795,900 |
| UV Facility | 27,800 | 533,900 | 28,600 | 509,600 |

Natural Gas

| | | | | |
|-----------------------------------|---------|-----------|---------|-----------|
| Total cubic feet/day (plant wide) | 528,000 | 4,522,000 | 489,000 | 5,082,000 |
|-----------------------------------|---------|-----------|---------|-----------|

| | | | | |
|--------------------------|---|----|---|---|
| Public Education (Tours) | 3 | 18 | 0 | 0 |
|--------------------------|---|----|---|---|

| | | | | |
|----------------------------|----|--|----|--|
| Total Attendees for FYE 21 | 81 | | 34 | |
|----------------------------|----|--|----|--|

| | | | | |
|-----------------------------|-----|-----|-----|--|
| Reclaimed Water System (MG) | 0.0 | 0.0 | 0.0 | |
|-----------------------------|-----|-----|-----|--|

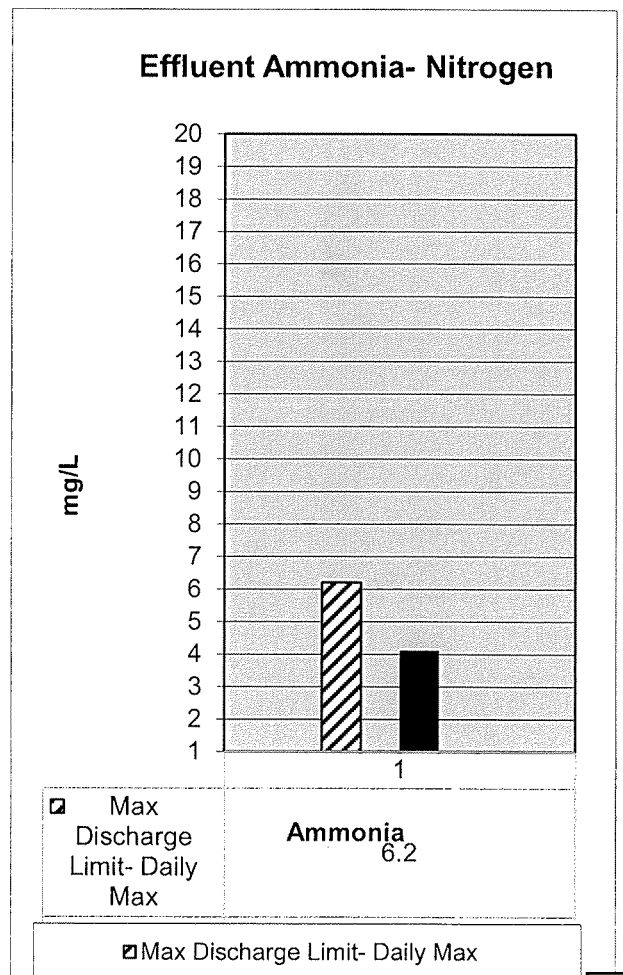
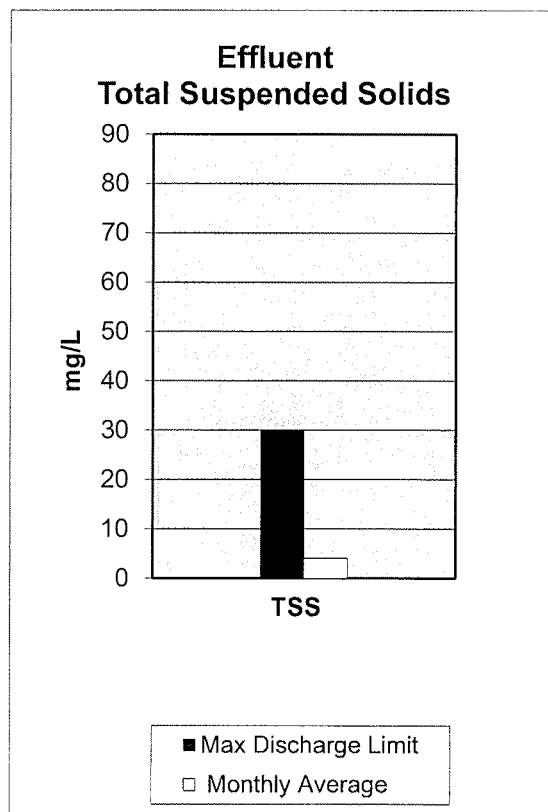
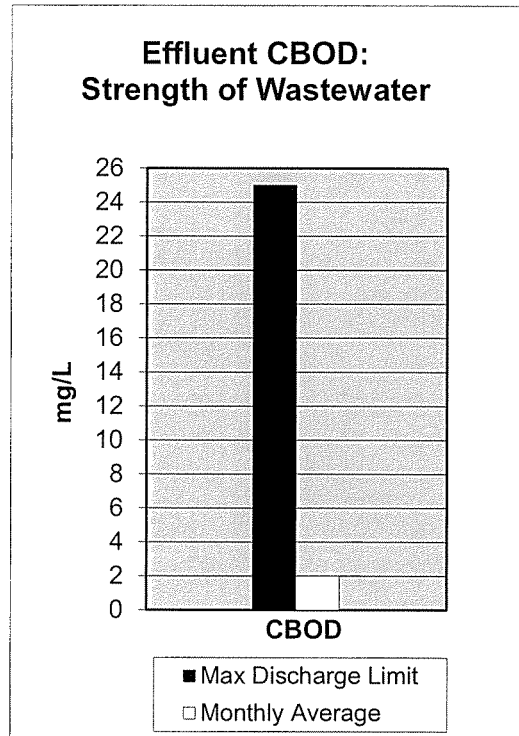
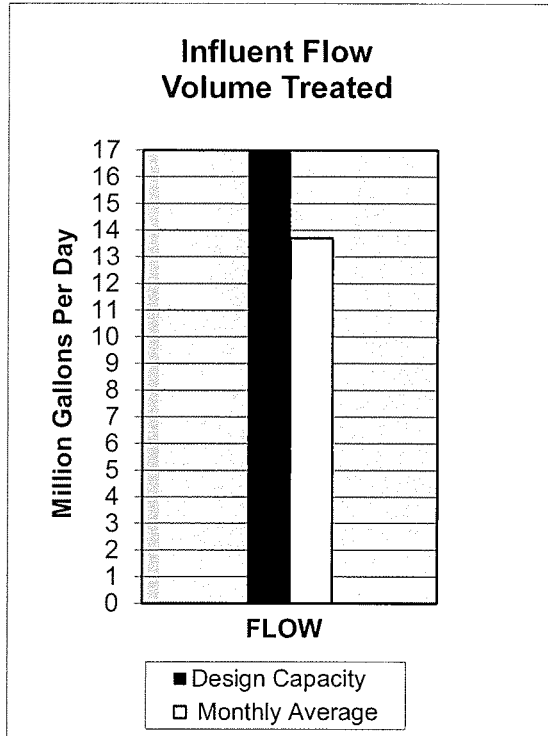
| | | | | |
|----------------|-----|------|-----|------|
| OU Golf Course | 4.4 | 55.9 | 4.8 | 51.4 |
|----------------|-----|------|-----|------|

E. coli average for April 2022 69 MPN (Limit is 630)

**CITY OF NORMAN
WATER RECLAMATION FACILITY**

April 2022

Item 9.



Comments here

**CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES
MONTHLY PROGRESS REPORT**

WATER TREATMENT DIVISION

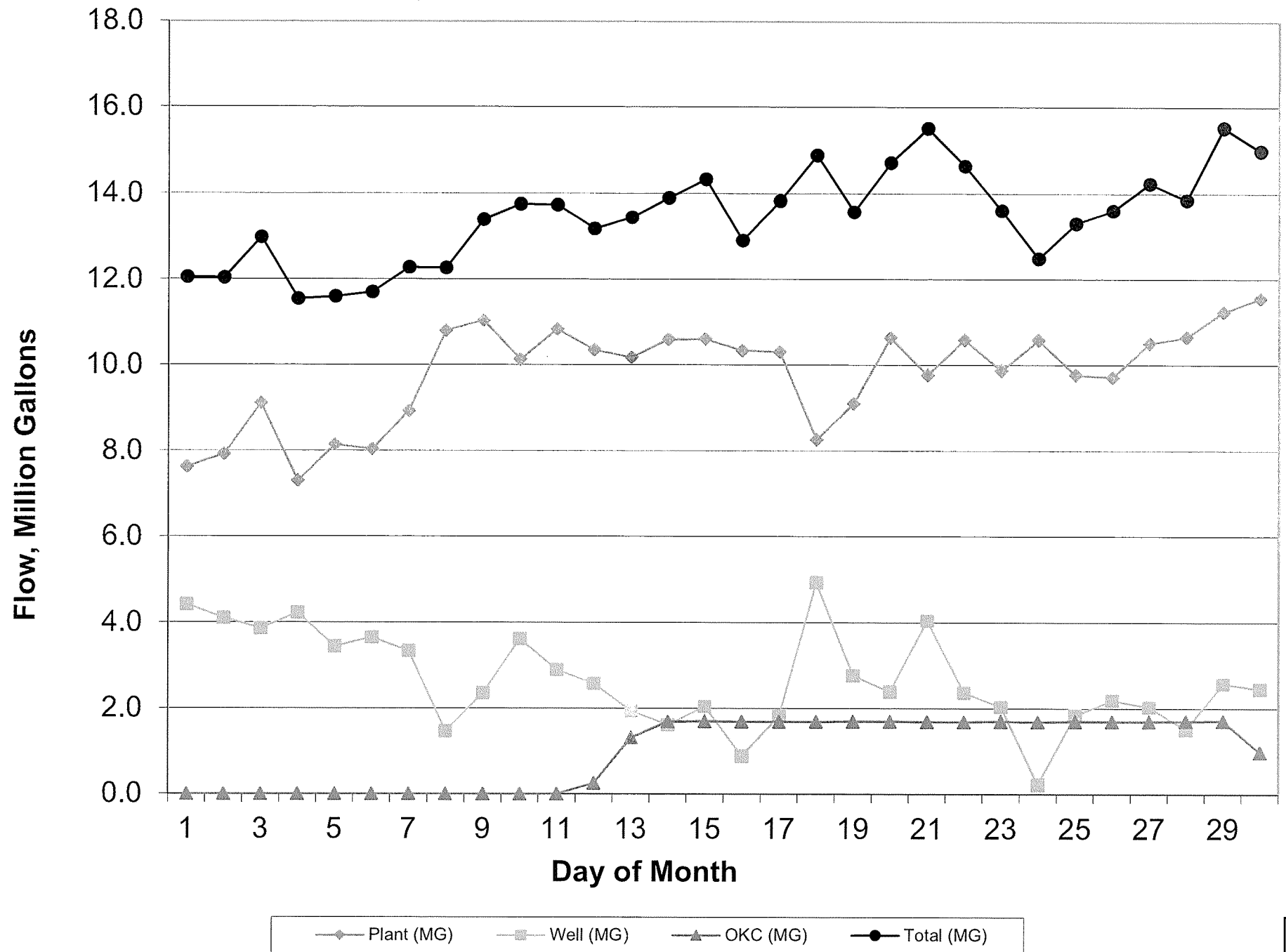
MONTH: April-2022

| | <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) | 294.52 | 2930.02 | 245.88 | 3091.92 |
| Well Production (MG) | 79.70 | 1051.84 | 119.64 | 832.29 |
| Oklahoma City Water Used (MG) | 29.62 | 298.05 | 29.52 | 305.75 |
| Total Water Produced (MG) | 403.84 | 4279.90 | 395.05 | 4229.96 |
| Average Daily Production | 13.46 | 14.08 | 13.17 | 13.91 |
| Peak Day Demand | | | | |
| Million Gallons | 15.52 | 26.00 | 15.68 | 26.00 |
| Date | 4/29/2022 | 8/23/2020 | 4/11/2021 | 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. (Plant + Wells + OKC) | | | | |
| Costs | | | | |
| Plant | \$656,073.23 | \$6,698,983.52 | \$731,328.63 | \$7,414,748.59 |
| Wells | \$217,224.15 | \$2,260,021.31 | \$213,050.84 | \$2,164,921.86 |
| OKC | \$94,335.68 | \$815,683.09 | \$81,451.20 | \$835,843.66 |
| Total | \$967,633.06 | \$9,774,687.92 | \$1,025,830.67 | \$10,415,514.11 |
| Cost per Million Gallons | | | | |
| Plant | \$2,227.61 | \$2,286.33 | \$2,974.32 | \$2,398.10 |
| Wells | \$2,725.56 | \$2,148.65 | \$1,780.75 | \$2,601.17 |
| OKC | \$3,184.76 | \$2,736.73 | \$2,758.91 | \$2,733.73 |
| Total | \$2,396.09 | \$2,283.86 | \$2,596.74 | \$2,462.32 |
| Water Quality | | | | |
| Total Number of Bacterial Samples | 106 | 962 | 90 | 892 |
| Bacterial Samples out of Compliance | 3 | 15 | 0 | 2 |
| Total number of inquiries (Note 2) | 1 | 30 | 1 | 26 |
| Total number of complaints (Note 2) | 0 | 33 | 1 | 35 |
| Number of complaints per 1000 service connections | 0.00 | 0.86 | 0.02 | 0.87 |
| 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 | 1 | 2 |
| Public Education | | | | |
| Number of tours conducted | 2 | 15 | 1 | 1 |
| Number of people on tours | 14 | 187 | 1 | 1 |

Notes:

Staff replaced SCC 4 mixer speed reducer. Staff started SCC 4. Emergency signage and others were added to all plant built Meyers started cleaning Lagoon 2. Well 41 pump and motor replaced, back in service. Solar project has started. Replaced cooling fans in ozone generator cabinets.

Water Production for April 2022



MONTHLY TRANSFER STATION REPORT

April 2022

| | TONS PER MONTH | REVENUE PER MONTH |
|---------------|----------------|-------------------|
| O.U. TONS | 298.22 | \$15,072.99 |
| STANDARD TONS | 2,015.29 | \$117,168.21 |
| CASH TONS: | 534.00 | \$15,226.40 |
| TOTALS: | 2,847.51 | \$147,467.60 |

| | MONTH |
|---|--------|
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 534.00 |

| | |
|--|----------|
| # OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 10456.67 |
|--|----------|

| | |
|--|--|
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS. | |
|--|--|

| | |
|---|--|
| # OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS: | |
|---|--|

| | |
|-----------------------------------|-----------|
| TOTAL LOADS BROUGHT TO LANDFILLS: | 534.00 |
| GRAND TOTAL TONS TO LANDFILLS | 10,456.67 |

| | |
|-----------------------------------|--------------|
| DISPOSAL COST PER TON (OKC) | \$21.47 |
| TIPPING FEE'S FOR DUMPING AT OKC: | \$224,504.70 |
| GRAND TOTAL TIPPING FEE'S | \$224,504.70 |

| | |
|--|--------|
| # OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS: | 639.00 |
|--|--------|

| | |
|---|---------|
| # OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS: | 3885.77 |
|---|---------|

| | |
|---|---------|
| # OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS: | 1088.00 |
|---|---------|

| | |
|--|---------|
| # OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS: | 4027.98 |
|--|---------|

| | |
|--|---------|
| TOTAL LOADS BROUGHT TO TRANSFER STATION: | 1727.00 |
|--|---------|

| | |
|---|---------|
| TOTAL TONS BROUGHT TO TRANSFER STATION: | 7913.75 |
|---|---------|

| | |
|---|--------|
| MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.: | 168.16 |
|---|--------|

| | |
|---|----------|
| TOTAL TONS RECEIVED AT TRANSFER STATION | 21386.09 |
|---|----------|

Drop Center Report APRIL 2022

| MONTHLY UNIT PRICES | Revenue per ton | Proc. Fee | LBs Rejected | Tons Rejected | % | LNDFL Fee | Tons Diverted | \$ Diverted |
|---------------------|-----------------|-----------|--------------|---------------|---|-----------|---------------|-------------|
| ALUMINUM: | \$1,780.00 | \$0.00 | | 0 | 0 | 0% | \$21.47 | \$2,558.15 |
| PLASTICS: | \$15.00 | \$0.00 | | | | | | |
| STEEL CANS: | \$0.00 | \$0.00 | | | | | | |
| MIXED OFFICE PAPER: | \$55.00 | \$0.00 | | | | | | |
| CARDBOARD: | \$135.00 | \$0.00 | | | | | | |

| RECYCLING CENTER DATA: | #9 | Westwood | Hollywood | Transfer | | | | |
|--------------------------|-------|----------|-----------|----------|------------|---------|------------|------------|
| | TONS | TONS | Tons | Tons | Total Tons | PRO/FEE | Revenues | Net |
| ALUMINUM: | 0.4 | 0.24 | 0.61 | | 1.25 | \$0.00 | \$2,225.00 | \$2,225.00 |
| PLASTICS: | 2.5 | 1.48 | 3.41 | | 7.39 | \$0.00 | \$110.85 | \$110.85 |
| STEEL CANS: | 0.29 | 0.16 | 0.35 | | 0.8 | \$0.00 | \$0.00 | \$0.00 |
| MIXED OFFICE PAPER: | 4.67 | | 10.55 | 2.06 | 17.28 | \$0.00 | \$950.40 | \$950.40 |
| CARDBOARD: | 7.82 | 4.65 | 23.38 | 3.05 | 38.9 | \$0.00 | \$5,251.50 | \$5,251.50 |
| RECYCLING CENTER TOTALS: | 15.68 | 6.53 | 38.3 | 5.11 | 65.62 | \$0.00 | \$8,537.75 | \$8,537.75 |

| Other Cardboard Containers | | Compactors | | Wood | | Glass | | Metal | |
|----------------------------|------------|------------|------------|------|----------|-------|----------|--------|----------|
| TONS | Revenues | TONS | Revenues | TONS | Revenues | TONS | Revenues | TONS | Revenues |
| 70.49 | \$9,516.15 | 18.79 | \$2,536.65 | 4.48 | \$0.00 | 20.44 | \$0.00 | 4.95 | \$594.00 |
| | | | | | | | | Cost | \$170.00 |
| | | | | | | | | Profit | \$424.00 |

| Expenses | Average hrly+ benefits | | | | | |
|--------------|------------------------|------------|-------------|------------|------------|--|
| | Cage Rolloff | Cardboard | Occ Compact | MXD Office | Total | |
| Hours | 44 | 176.25 | 10 | 16 | 246.25 | |
| Labor \$ | \$1,178.32 | \$4,719.98 | \$267.80 | \$428.48 | \$6,594.58 | |
| Vehicle cost | \$18.04 | \$1,850.11 | \$4.15 | \$6.56 | \$1,878.86 | |

| Revenue | Income | Expense | Net | Customer Revenue |
|---------|-------------|------------|--------------|------------------|
| | \$32,840.38 | \$8,473.44 | \$ 24,366.95 | \$11,825.83 |

| Total All Recycle and Cardboard | | Total Recycle Only | | Total Cardboard | |
|---------------------------------|-------------|--------------------|------------|-----------------|-------------|
| Tons | Revenues | Tons | Revenues | Tons | Revenues |
| 184.77 | \$21,014.55 | 56.59 | \$3,710.25 | 128.18 | \$17,304.30 |

CURBSIDE MONTHLY RECYCLING REPORT**APRIL****PROGRAM STATISTICS**

| | AVERAGE |
|-----------------------------|----------------|
| | MONTH |
| SET OUT/PARTICIPATION RATE: | 91% |
| | |
| AVERAGE TONS PER DAY : | 10.99 |
| | |
| POUNDS PER HOME: | 20.18 |

COMMODITY BY TON

| | % of Total | TONS |
|-----------------------|-------------------|---------------|
| ALUMINUM BEVERAGE CAN | 1.96% | 6.46 |
| #1 PET | 4.08% | 13.44 |
| NEWS | 0.00% | 0 |
| GLASS CONTAINERS | 10.07% | 33.18 |
| MIX PAPER | 29.67% | 97.76 |
| PLASTIC FILM | 0.60% | 1.98 |
| #2 NATURAL | 1.11% | 3.66 |
| #2 COLOR | 1.66% | 5.47 |
| #3-#7 | 0.00% | 0 |
| METAL | 0.30% | 0.99 |
| RIGIDS | 0.26% | 0.86 |
| TIN-STEEL SCRAP | 2.14% | 7.05 |
| TRASH | 27.91% | 91.96 |
| OCC | 20.24% | 66.69 |
| TOTAL | 100.00% | 329.50 |

| | MONTH |
|------------------------|---------------|
| SERVICE CALLS (MISSES) | 47 |
| HOUSESIDE | 2 |
| REMINDER | 2 |
| SCATTERED | 0 |
| MISC. | 0 |
| REPAIR | 16 |
| NEW | 35 |
| ADD | 3 |
| MISSING | 9 |
| EXCHANGE | 0 |
| REPLACE | 3 |
| PICK UP | 5 |
| | |
| | |
| | |
| TOTAL CALLS | 122.00 |

| | MONTH |
|--------------------------------|-------------------|
| LANDFILL COST AVOIDANCE | \$6,507.63 |

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2022

| | FYE 21 | | FYE 22 | |
|-------------------------------------|--------|------------|--------|------------|
| | MONTH | YR-TO-DATE | MONTH | YR-TO-DATE |
| <u>Vehicle Accidents</u> | 1 | 6 | 0 | 10 |
| <u>On The Job Injuries</u> | 0 | 8 | 0 | 5 |
| <u>Bulk Pickups</u> | 0 | 256 | 0 | 291 |
| <u>Refuse Complaints</u> | 130 | 1020 | 130 | 1060 |
| <u>New Polycarts Requests</u> | 67 | 698 | 57 | 558 |
| <u>Polycarts Exchanges</u> | 10 | 87 | 2 | 90 |
| <u>Additional Polycart Requests</u> | 123 | 753 | 71 | 874 |
| <u>Replaced Stolen Polycarts</u> | 11 | 183 | 23 | 248 |
| <u>Replaced Damaged Polycarts</u> | 95 | 879 | 69 | 771 |
| <u>Polycarts Repaired</u> | 59 | 401 | 42 | 412 |

COMPOST MONTHLY REPORT

APRIL

| | MONTH |
|---|--------------|
| TONS BROUGHT IN BY COMPOST CREWS: | 171.99 |
| LANDFILL TIPPING FEE'S | \$ 21.47 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 3,692.63 |
| TONS BROUGHT IN BY PUBLIC: | 700.00 |
| TONS BROUGHT IN BY CONTRACTORS : | 1,700.00 |
| TONS BROUGHT IN BY OTHER CITY DEPARTMENTS: | 50.00 |
| LANDFILL TIPPING FEE'S | \$ 21.47 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 52,601.50 |
| TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 56,294.13 |
| REVENUE COLLECTED FROM COMPOST SALES: | \$3,520.00 |
| REVENUE COLLECTED FROM GATE SALES: | \$17,960.00 |
| TOTAL TONS COLLECTED | 2,621.99 |
| TOTAL REVENUE COLLECTED | \$21,480.00 |

| | MULCH CUBIC YDS MONTH | COMPOST CUBIC YDS MONTH |
|-----------------------------|--------------------------|----------------------------|
| PARKS DEPT. | | |
| ROAD & CHANNEL | | |
| LINE MAINTENANCE | | |
| STREET DEPT. | | |
| WATER TREATMENT | | |
| MURPHY PRODUCTS OKC | | |
| SELF LOADING BIN | 50 | |
| DRYING BEDS | 420 | |
| COMPOST SOLD BY CUBIC YARDS | | 849 |
| MULCH SOLD BY CUBIC YARDS | 4,491 | |
| TOTAL: | 4,961 | 849 |

File Attachments for Item:

10. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE NORMAN CONVENTION AND VISITORS BUREAU, INC., (VISIT/NORMAN) ANNUAL REPORT FROM JUNE 30, 2021 THROUGH DECEMBER 31, 2021.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE NORMAN CONVENTION AND VISITORS BUREAU, INC., (VISIT/NORMAN) ANNUAL REPORT FROM JUNE 30, 2021 THROUGH DECEMBER 31, 2021.

VISIT NORMAN

FISCAL YEAR 2022

SEMI-ANNUAL REPORT

JULY 1-DEC. 31, 2021

Fiscal Year 2022 VisitNorman Executive Board

Chair: Amish Zaver
Vice Chair: James Howard
Treasurer: Scott Kovalick
Past Chair: Kyle Allison

Fiscal Year 2022 VisitNorman Board of Directors

| | |
|------------------|------------------|
| Amber Beutler | Emily Chancellor |
| Carol Dillingham | Caitlin Fournier |
| Steve Gillis | Angel Green |
| Helen Green | Jerry Hatter |
| Mandy Haws | Amy Million |
| Wes Moody | |

Fiscal Year 2022 VisitNorman Ex-Officio Members

Brenda Hall, City of Norman
Lee Hall, Norman City Council Member
Lawrence McKinney, Norman Economic Development Coalition
Scott Martin, Norman Chamber of Commerce



Fiscal Year 2022 VisitNorman Staff

Dan Schemm
Executive Director

Trent Brown
Sales Manager & videographer

Taylor Mauldin Wagner
Sales & Special Event Manager

Stefanie Brickman
Communications Manager

Ryan Smith
Digital Media Coordinator

The VisitNorman Fiscal Year 2022 Semi-Annual Report details the time period of July 1 through Dec. 31, 2021.

What a difference a year makes! At the midpoint of Fiscal Year 2021, we reported significant decreases across our Key Performance Indicators. However in this report, we are able to share increases.

Significant (more than 50 percent) increases include:

- Potential room nights
- Marketing impressions
- Advertising equivalency
- Unique visits to VisitNorman.com
- User sessions to VisitNorman.com
- Page views on VisitNorman.com

Both the occupancy rate and the average daily rate increased by 34 and 29 percent respectively.

The staff addition of our digital media coordinator has spiked both our YouTube and Instagram impressions; the Instagram impressions tripled and the YouTube views jumped nearly tenfold.

Dan Schemm
VisitNorman Executive Director

VISIT NORMAN

FISCAL YEAR 2022

SEMI-ANNUAL REPORT

JULY 1-DEC. 31, 2021

| | Six months ending Fiscal Year 2018 | Six months ending Fiscal Year 2019 | Six months ending Fiscal Year 2020 | Six months ending Fiscal Year 2021 | Six months ending Fiscal Year 2022 |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Leisure Travel Advertisement & Communication | | | | | |
| Number of programs | 284 | 207 | 118 | 114 | 171 |
| Number of gross impressions | 9,425,607 | 11,256,328 | 10,248,056 | 10,722,971 | 19,693,769 |
| Visitor Guides distributed | 10,587 | 10,205 | 9,419 | 3,000 | 3,282 |
| Unique visits to VisitNorman.com | 42,195 | 51,541 | 80,422 | 45,634 | 89,793 |
| Leisure Travel Media Relations | | | | | |
| Media Placements | 301 | 310 | 331 | 137 | 162 |
| Number of impressions | 219 million | 116 million | 154.9 million | 13.63 million | 205 million |
| Advertising equivalency | \$168,530.00 | \$1,160,658.94 | \$1,178,499.40 | \$210,784.39 ¹ | \$313,947.11 |
| Convention/Sports Performance Measures | | | | | |
| Number of Qualified Leads | 38 | 40 | 56 | 13 | 17 |
| Number of potential room nights | 19,641 | 24,012 | 20,219 | 2,182 | 3,947 |
| Number of bookings | 7 | 11 | 13 | 0 | 1 |
| Booked room nights | 7,796 | 5,236 | 9,934 | 0 | 2,400 |
| Number of groups serviced | 21 | 11 | 17 | 2 | 5 |
| Visitor Volume Measures | | | | | |
| Bureau expenditures | \$435,534.22 | \$500,330.01 | \$499,975.65 | \$493,710.74 | \$547,740.57 |
| Occupancy of hotels, motels & B&Bs | 55.06% | 60.40% | 58.98% | 41.58% ² | 55.57% |
| Average daily rate | \$88.02 | \$82.23 | \$88.79 | \$75.84 | \$97.78 |
| Transient Guest Tax collection | \$1,000,402.54 | \$921,181.00 | \$958,310.79 | \$521,895.00 | \$907,309.00 |
| Sales tax collection | \$36,198,081.06 | \$27,983,134.00 | \$31,445,872.64 | \$39,862,202.00 | \$36,046,197.00 |

¹ Certified Audit reflects annual increase in impressions for media outlets² Number of properties included in the report did not remain constant in FY21 for an exact equal comparison

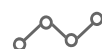
FY22 SEMI-ANNUAL REPORT BY THE NUMBERS

\$253 million
Travel spending in Norman

\$9.2 million
Local tax revenue from tourism

3,900
Tourism Industry Employees in Norman

SOURCE: DEAN & RUNYON ASSOCIATES FOR OKLAHOMA TRAVEL AND RECREATION
DEPARTMENT, JAN. 2020 REPORT (BY HOUSE DISTRICTS 44, 45 & 46)



KEY PERFORMANCE INDICATOR INCREASES

Increase in the number of estimated lead nights sent to partners

80.8%

Increase in the amount of Qualified Leads sent to partners

30.7%

Increase in the average daily rate

28.9%

83%

Increase in marketing impressions

49%

Increase in advertising equivalency

File Attachments for Item:

11. CONSIDERATION OF DECLARATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE SALE OR DISPOSAL THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Frederick Duke

PRESENTER: Frederick Duke, Procurement Analyst

ITEM TITLE: CONSIDERATION OF DECLARATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE SALE OR DISPOSAL THEREOF.

BACKGROUND:

Section 8-301 of the Code of Ordinances of the City of Norman provides that “The City Council must declare surplus or obsolete any supplies, materials, or equipment where the valuation exceeds one thousand dollars (\$1,000) prior to the selling of such supplies, materials, or equipment.” The Auction will be conducted by Big Iron. Big Iron upon sale of any item sold will retain as total commission and compensation 7% of gross sales less sales tax. All items sold at auction are understood to be sold as is. The auction date is to be determined.

DISCUSSION:

The attached list is the supplies, materials, or equipment identified as surplus or obsolete, and is therefore being prepared for sale at auction.

RECOMMENDATION:

It is recommended that the attached list of supplies, materials, or equipment be declared surplus or obsolete, and approved for sale at public auction.

INVENTORY OF GOODS TO BE AUCTIONED

Department Public Works Fleet
 Signature MWB

Approved by Fred Duke
 Purchasing Agent Fred Duke

| City Unit No. | Year | Mileage/Hrs | Detailed Description | Serial Number/VIN | Asset Tag No. | Dept/Div | Condition |
|---------------|------|-------------|------------------------------|-------------------|---------------|----------------------|-----------|
| 434S | 2012 | N/A | Spreader for 1 ton truck bed | FSP2-14331 | N/A | Parks | Fair |
| N/A | N/A | N/A | Walk behind snow blower | 8237B | N/A | Parks | Poor |
| N/A | N/A | N/A | Push Mower Dura Force | 210009938 | N/A | Parks | Poor |
| N/A | N/A | N/A | Push Mower Dura Force | 211015579 | N/A | Parks | Poor |
| N/A | 2018 | N/A | Upright Air compressor | A505596 | N/A | Parks | Poor |
| N/A | 2002 | N/A | Horizontal Air Compressor | 1937249 | N/A | Parks | Fair |
| N/A | N/A | N/A | Router Table | 812360 A8904 | N/A | Parks | Good |
| N/A | 2001 | N/A | Green Scaffolding | 7274-25574AC | N/A | Parks | Fair |
| 986 | 2012 | 180376 | Ford F250 | 1FTBF2B65CEA02421 | 19825 | PD animal control | Fair |
| 1125 | 2007 | 109179 | Dodge Charger | 2B3KA43H77H736827 | 15276 | PD Patrol | Fair |
| 1071 | 2007 | 75696 | Dodge Caliber | 1B3HB48B37D374455 | 19852 | PD investigation | Fair |
| 1078 | 2009 | 144646 | Ford Crown Vic | 2FAHP71V69X102814 | 11332 | PD Patrol | Fair |
| N/A | N/A | N/A | Trailer Cat Walk | N/A | N/A | Utilities Sanitation | Fair |
| N/A | N/A | N/A | Transmission Jack | N/A | N/A | PW Fleet | Poor |
| N/A | N/A | N/A | Roll Cart | N/A | N/A | PW Fleet | Poor |
| N/A | N/A | N/A | Misc. interior parts | N/A | N/A | PW Fleet | Fair |
| N/A | N/A | N/A | Chain link fencing | N/A | N/A | PW Fleet | Poor |
| N/A | N/A | N/A | Sheet metal | N/A | N/A | PW Fleet | Fair |
| LED4 | 2008 | 154720 | Ford Crown Vic No key | 2FAFP71V68X176840 | 14932 | PD Patrol | Poor |
| 2004 | 2001 | N/A | JD LT155 | MOL155B154421 | N/A | Fire Suppression | Poor |
| 1220 | 2011 | 76677 | Ford Crown Vic | 2FABP7BV98X124073 | 17684 | PSST Patrol | Fair |
| 5239 | 2010 | 138552 | PB 320 Front loader | 3BPZL50X8AF720058 | 10844 | Utilities Sanitation | Poor |
| 154 | 1998 | 52373 | IHC 4700 | 1HTSCAAN3WH537815 | 10829 | PW Streets | Poor |
| 254 | 2014 | 116460 | Crane Carrier | 1CYCLZ489ET051123 | 22729 | Utilities Sanitation | Poor |
| 261 | 2010 | 184517 | PB 320 Side loader | 3BPZL50X2AF102492 | 10841 | Utilities Sanitation | Poor |
| 852T | 1988 | N/A | Modern MFG | 1VN6AD17N100398 | N/A | PW Stormwater | Fair |

| | | | | | | | |
|--------|------|--------|-----------------------------------|-------------------|-------|----------------------|------|
| 590B | 2013 | N/A | HX10 JD 10 ft. brush hog | 1POHX10EJDP021861 | N/A | Water Treatment | Poor |
| 41T | 2004 | N/A | CM Trailer | 49TCG162941068843 | 15003 | Fire Suppression | Poor |
| 318 | 2013 | 1542 | McLaughlin V500HD Pothole trailer | 1M9FE1222DS284416 | 24426 | Utilities Line Maint | Poor |
| 190 | 1997 | 819 | Lincoln Welder trailer | 10375-U1970604604 | N/A | PW Streets | Fair |
| 632T | 2005 | N/A | Holt Trailer | 4C0FS08145A000439 | N/A | PW Traffic | Fair |
| 304T | 2008 | N/A | Franks 10X6 Trailer | 129US10198W276661 | 15065 | Utilities Line Maint | Fair |
| 333A | 2015 | N/A | Vanair Pro 35 Air Compressor | 30-97621 | N/A | Utilities Line Maint | Fair |
| 182 | 2011 | 170 | Husqvarna Concreate saw FS-520 | 22SO | N/A | PW Streets | Fair |
| N/A | N/A | N/A | Echo generator EG-2300 | G555 | N/A | Parks | Fair |
| N/A | N/A | N/A | Dewalt Power Washer | DXPW3835 | N/A | Parks | Fair |
| N/A | N/A | N/A | Genpower Generator | SVP5000 | N/A | Parks | Fair |
| 328A | 2015 | N/A | Vanair Pro 35 Air Compressor | 30-97619 | N/A | Utilities Line Maint | Fair |
| 334 | 2015 | N/A | Honda WT20X Trash Pump | WAAJ-1108672 | N/A | Utilities Line Maint | Fair |
| 332 | 2018 | N/A | Honda WT20X Trash Pump | WAJJ-1120017 | N/A | Utilities Line Maint | Fair |
| 869 | 2008 | 5234 | Cat 938G | CAT0938GJRTB03735 | N/A | PW Stormwater | Poor |
| 5-1308 | 2013 | 189542 | Chevrolet G4500 Express No key | 1GB6G5CL3D1188803 | 41623 | Transit | Poor |
| 866 | 1997 | 91936 | IHC 4700 | 1HTSCAAN5VH449895 | 14962 | PW Stormwater | Fair |
| N/A | N/A | N/A | 2X Ryobi fogger | N/A | N/A | Transit | Good |
| 59702 | 1997 | 46600 | IHC 4900 Pumper | 1HTSDAAR9VH445560 | 14836 | Transit | Fair |
| 290 | 2017 | 16615 | Cat 966M Wheel loader | CAT0966MHKJP02490 | N/A | Utilities Sanitation | Poor |
| N/A | N/A | N/A | EZ Rider K9 container system | EZ03067 | N/A | PD Patrol | Fair |
| N/A | N/A | N/A | Truck Vault Safe | 429682 | N/A | PD Patrol | Fair |
| N/A | 2020 | N/A | Tahoe rear seats | N/A | N/A | PD Patrol | Fair |
| 5-1193 | 2008 | 147250 | Ford Crown Vic | 2FAFP71V88X176838 | 14947 | PD Patrol | Poor |
| 5266 | 2013 | 89807 | Mack LEV633 Side loader | 1M2AU14C5DM001738 | 22724 | Utilities Sanitation | Poor |
| N/A | N/A | N/A | Amano MRX-35 Time card machine | 11641 | N/A | PW Fleet | Good |
| N/A | N/A | N/A | Ray Allen dog box | N/A | N/A | PD Patrol | Fair |
| 301T | 2015 | N/A | Belshe WB-12 trailer | 16JF02221F1048426 | 26970 | Utilities Line Maint | Fair |
| 324T | 2015 | N/A | Belshe WB-12 trailer | 16JF02021F1048431 | 26971 | Utilities Line Maint | Fair |
| 50071 | 2011 | 1170 | Taylor-Dunn | BO-248-36 | N/A | PW Fleet | Fair |

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-56: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM LARRY HOLLINGSWORTH, LINDA R. ANDERSON, PHIL AND CHRISTIE ANN HOLLINGSWORTH TRUST, AND LISA J. PORTERFIELD IN THE AMOUNT OF \$2,585 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

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 EASEMENT E-2122-56: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM LARRY HOLLINGSWORTH, LINDA R. ANDERSON, PHIL AND CHRISTIE ANN HOLLINGSWORTH TRUST, AND LISA J. PORTERFIELD IN THE AMOUNT OF \$2,585 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare prepared a Porter Avenue Corridor Study, which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen transportation improvement projects. Two of the nineteen 2019 bond projects are the Porter Avenue and Acres Street Intersection Bond Project and the Porter Avenue Streetscape Bond Project. The Porter Avenue Streetscape Bond Project consists of design and construction of streetscape elements along the Porter Avenue corridor between Robinson Avenue on the north and Alameda Street on the south. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, the Norman City Council approved Amendment No. 2 to contract K-1213-165 with Garver Engineers, in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, the Norman City Council approved Amendment No. 3 to contract K-1213-165 with Garver Engineers, in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, the Norman City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055, for right-of-way acquisition services.

On October 26, 2021, City Council approved Authorization for Expenditure No. Seven, under Contract K-1314-102 between the City of Norman, OK and Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022, City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project, for a total cost of \$45,425.

On March 22, 2022, City Council accepted easements for parcels 1, 2, 3, 5, 10, 11 and 16, for the Porter Avenue Streetscape 2019 Bond Project, for a total cost of \$110,145.

On April 12, 2022, City Council accepted easements for parcels 7, 18, 19, and 21, for the Porter Avenue Streetscape 2019 Bond Project, for a total cost of \$9,830.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are principally needed to properly construct and replace public sidewalks and driveways, are typically small, and are generally aimed to have minimal impact on the existing property.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property.

City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of fifteen (15) parcels, consisting of twenty (25) separate easements, have agreed to offers made from the City, totaling \$165,400. The secured easements were for parcels 1, 2, 3, 5, 6, 7, 9, 10, 11, 14, 15, 16, 18, 19, and 21.

This item is for the acceptance of an additional parcel consisting of one (1) easement, from four separate undivided interest holders, at a cost totaling \$2,585. The secured easement is for parcel 4. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION

Staff recommends the above described easement be accepted, payment be authorized, and the filing be directed thereof.

Parcel No: 4
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That Larry Hollingsworth 4/15th undivided interest, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell and convey unto the City of Norman, a municipal corporation, a public sidewalk and utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, the following described land to wit:

See attached Legal Description/Exhibit for Parcel 4

Said tract containing 329.59 sq ft or 0.008 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 8th day of April, 2022

Larry Hollingsworth
Larry Hollingsworth, 4/15 undivided interest

Kevin Ann Hollingsworth
Spouse

REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 8 day of April, 2022, personally appeared Larry Hollingsworth Kevin Hollingsworth, known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that Kevin Hollingsworth executed the same as Kevin Hollingsworth 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: 07-18-2022

Notary Public: Honeida Barrios



Approved as to form and legality this 8 day of May, 2022

Kenneth Chikala
City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

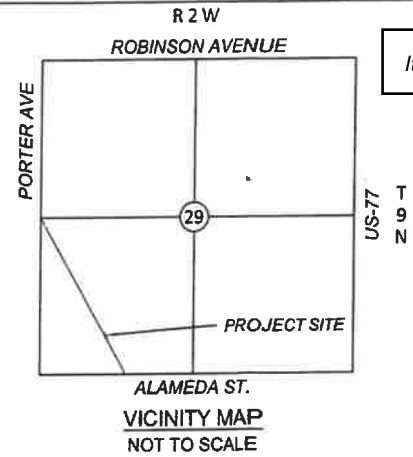
City Clerk

SEAL:

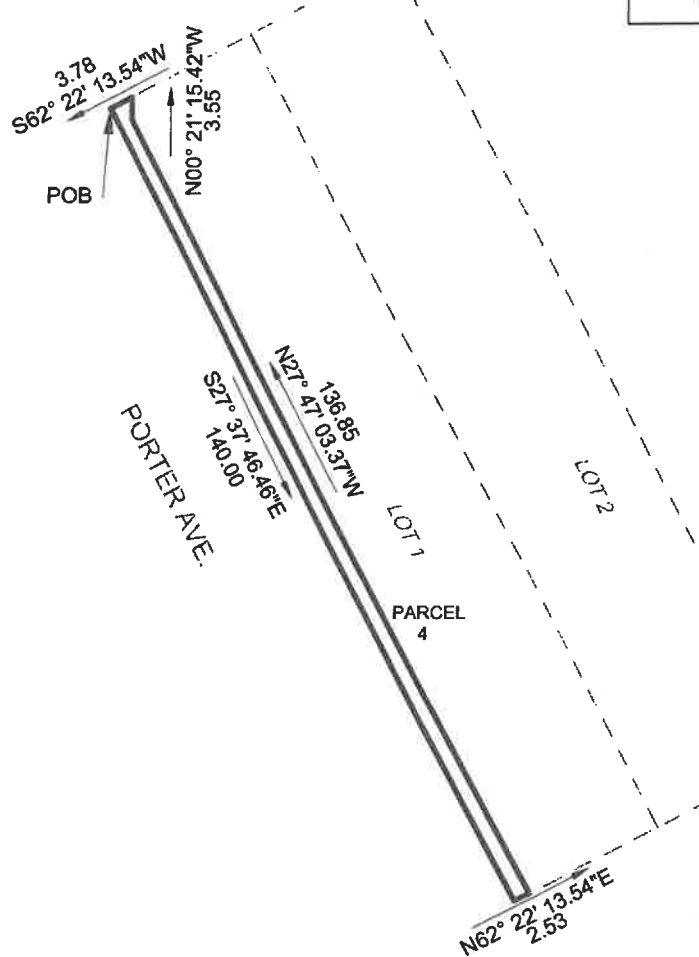
PARCEL 4

PERMANENT EASEMENT

CITY OF NORMAN PROJECT:
PORTER AVE. STREETScape



Item 12.



LEGAL DESCRIPTION:

Parcel 4

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement. The Point of Beginning (POB) being the Northwest Corner of LOT 1, BLOCK 29, Norman OT. From the POB, the easement extends;

S27°37'46.46"E for a distance of 140.00-FT, THENCE,

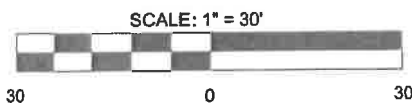
N62°22'13.54"E for a distance of 2.53-FT, THENCE,

N27°47'03.37"W for a distance of 136.85-FT, THENCE,

N00°21'15.42"W for a distance of 3.55-FT, THENCE,

S62°22'13.54"W for a distance of 3.78-FT to the Point of Beginning (POB).

Said tract containing 329.59 square feet or 0.008 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

GARVER

CA #4193 EXPIRES
JUNE 30, 2022

PORTER AVE. STREETScape
PROJECT NAME

PERMANENT PARCEL 4
SHEET TITLE

10/11/2021 21T28374 7
DATE JOB NO. SHEET

Parcel No: 4
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That Linda R. Anderson 4/15th undivided interest, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell and convey unto the City of Norman, a municipal corporation, a public sidewalk and utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, the following described land to wit:

See attached Legal Description/Exhibit for Parcel 4

Said tract containing 329.59 sq ft or 0.008 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 7 day of April, 2022.

Linda Anderson
Linda Anderson, 4/15 undivided interest

Stephen C. Anderson
Spouse

REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 7 day of April, 2022, personally appeared Linda R. Anderson & Stephen C. Anderson, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that she executed the same as her 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:

11-23-24

Notary Public:

Janice Tillingham

Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

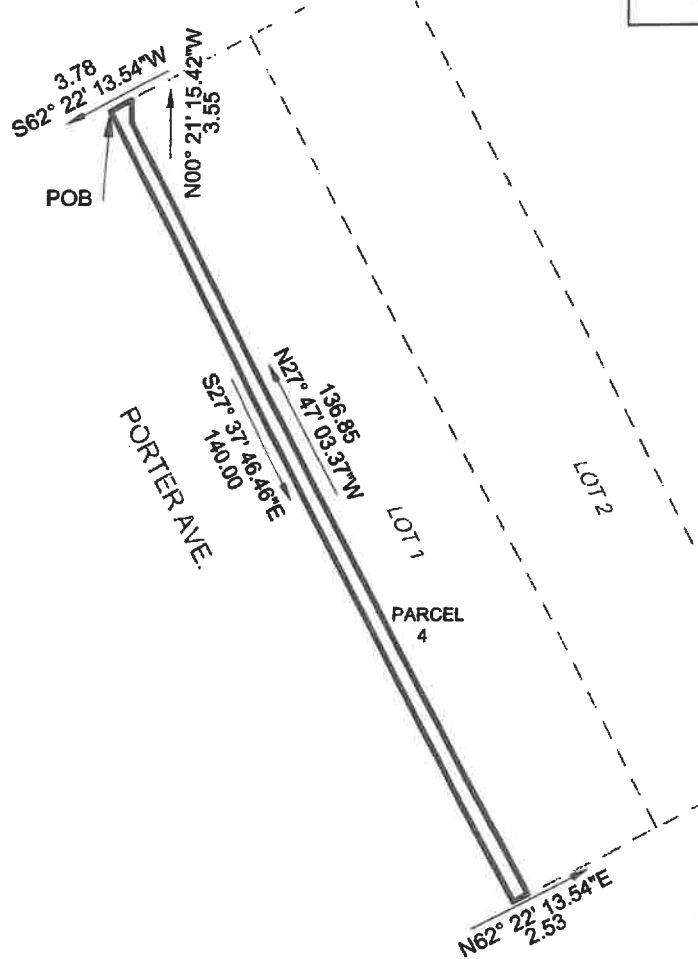
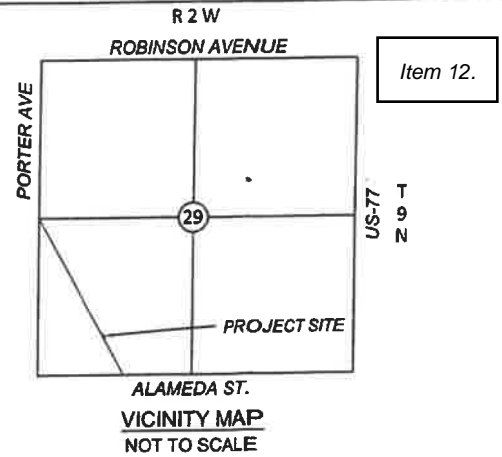
City Clerk

SEAL:

PARCEL 4

PERMANENT EASEMENT

CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



LEGAL DESCRIPTION:

Parcel 4

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement. The Point of Beginning (POB) being the Northwest Corner of LOT 1, BLOCK 29, Norman OT. From the POB, the easement extends;

S27°37'46.46"E for a distance of 140.00-FT, THENCE,

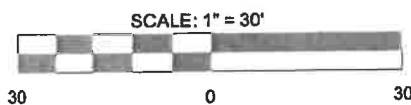
N62°22'13.54"E for a distance of 2.53-FT, THENCE,

N27°47'03.37"W for a distance of 136.85-FT, THENCE,

N00°21'15.42"W for a distance of 3.55-FT, THENCE,

S62°22'13.54"W for a distance of 3.78-FT to the Point of Beginning (POB).

Said tract containing 329.59 square feet or 0.008 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

| | | | |
|--------------------------------|-------------------------|-------|--|
| | PORTER AVE. STREETSCAPE | | |
| | PROJECT NAME | | |
| | PERMANENT PARCEL 4 | | |
| | SHEET TITLE | | |
| 10/11/2021 | 21T28374 | 7 | |
| DATE | JOB NO. | SHEET | |
| CA #4193 EXPIRES JUNE 30, 2022 | | | |

Parcel No: 4
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That **Phil and Christie Ann Hollingsworth Trust 4/15th undivided interest**, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell and convey unto the City of Norman, a municipal corporation, a public sidewalk and utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, the following described land to wit:

See attached Legal Description/Exhibit for Parcel 4

Said tract containing 329.59 sq ft or 0.008 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 19th day of APRIL, 2022


Phil Hollingsworth, Co-Trustee


Christie Ann Hollingsworth, Co-Trustee

REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:


Before me, the undersigned, a Notary Public in and for said County and State, on this 19th day of April, 2022, personally appeared **Phil and Christie Ann Hollingsworth**, to me known to be the identical person(s) and **Co-Trustees of the Phil and Christie Ann Hollingsworth Trust** who executed the foregoing grant of easement and acknowledged to me that they executed the same as their 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: March 29, 2026 Notary Public: 



Approved as to form and legality this 2 day of May, 2022


City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

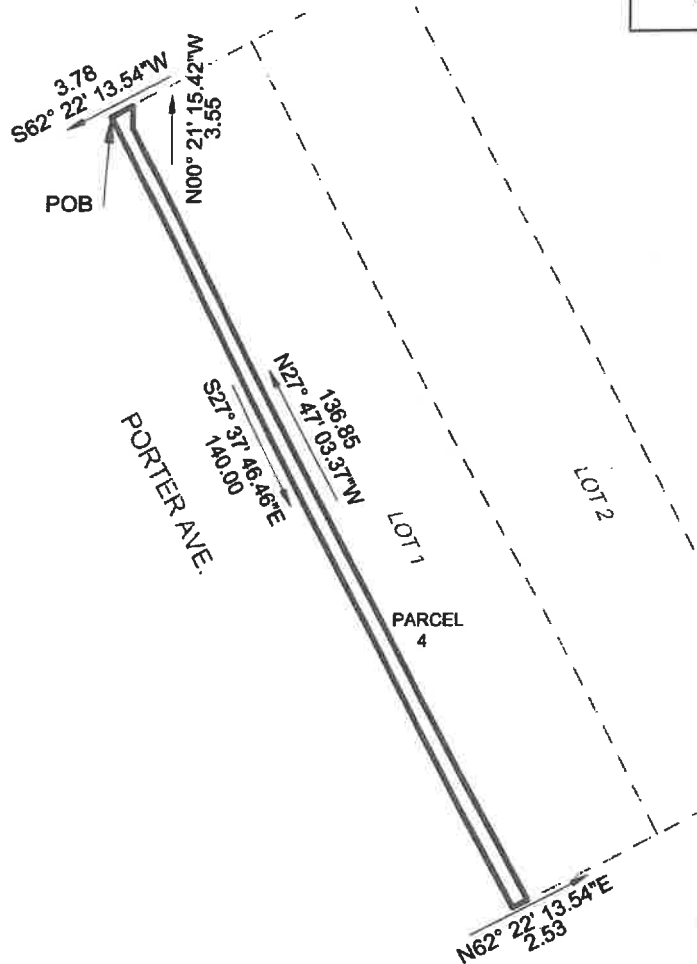
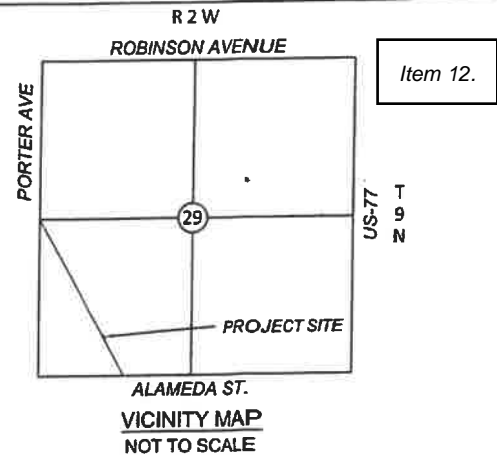
City Clerk

SEAL:

PARCEL 4

PERMANENT EASEMENT

CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



LEGAL DESCRIPTION:

Parcel 4

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement. The Point of Beginning (POB) being the Northwest Corner of LOT 1, BLOCK 29, Norman OT. From the POB, the easement extends;

S27°37'46.46"E for a distance of 140.00-FT, THENCE,

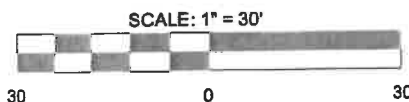
N62°22'13.54"E for a distance of 2.53-FT, THENCE,

N27°47'03.37"W for a distance of 136.85-FT, THENCE,

N00°21'15.42"W for a distance of 3.55-FT, THENCE,

S62°22'13.54"W for a distance of 3.78-FT to the Point of Beginning (POB).

Said tract containing 329.59 square feet or 0.008 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

| | | | |
|--------------------------------|-------------------------|-------|--|
| | PORTER AVE. STREETSCAPE | | |
| | PROJECT NAME | | |
| | PERMANENT PARCEL 4 | | |
| | SHEET TITLE | | |
| 10/11/2021 | 21T28374 | 7 | |
| DATE | JOB NO. | SHEET | |
| CA #4193 EXPIRES JUNE 30, 2022 | | | |

Parcel No: 4
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That Lisa J. Porterfield, a single person, 1/5th (a/k/a 3/15th) interest, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell and convey unto the City of Norman, a municipal corporation, a public sidewalk and utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, the following described land to wit:

See attached Legal Description/Exhibit for Parcel 4

Said tract containing 329.59 sq ft or 0.008 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 27 day of April, 2022

Lisa J. Porterfield
Lisa J. Porterfield, a single person

REPRESENTATIVE ACKNOWLEDGEMENT

TEXAS
STATE OF OKLAHOMA, COUNTY OF HARRIS, ss:

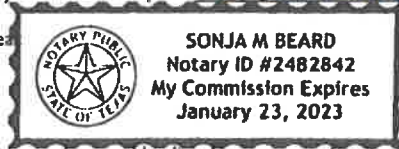
Before me, the undersigned, a Notary Public in and for said County and State, on this 27th day of April, 2022 personally appeared Lisa J. Porterfield to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that she executed the same as her free and 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: 1.23.2023

Notary Public: Sonja M. Beard

Stamp Seal



Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

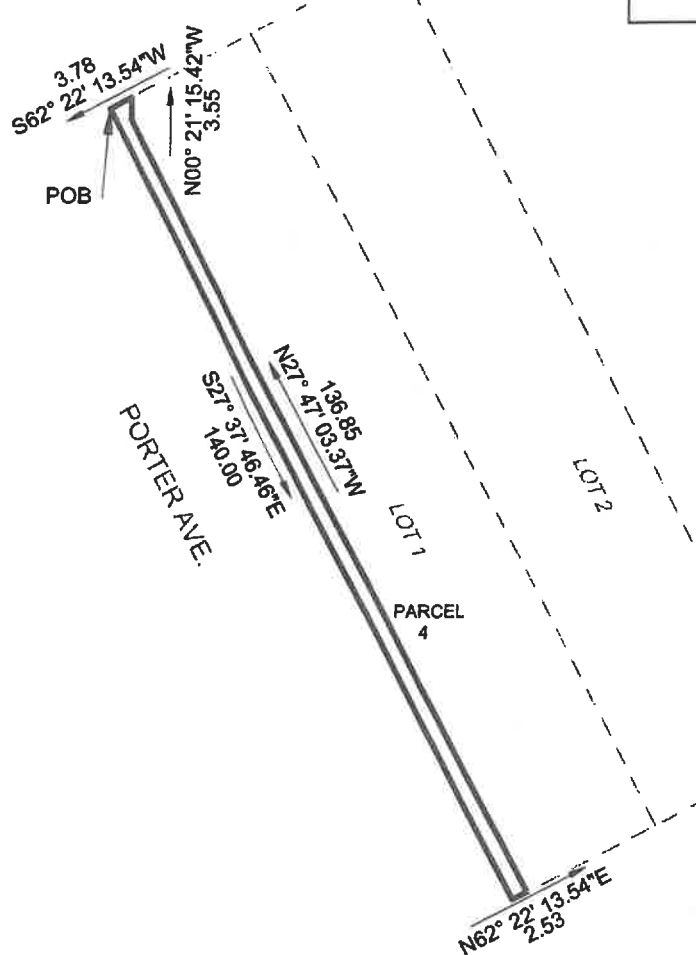
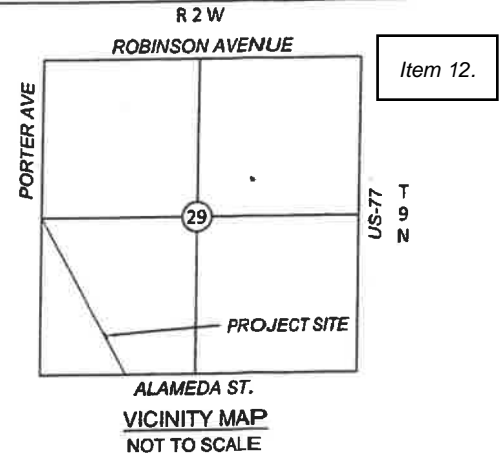
City Clerk

SEAL:

PARCEL 4

PERMANENT EASEMENT

CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



LEGAL DESCRIPTION:

Parcel 4

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement. The Point of Beginning (POB) being the Northwest Corner of LOT 1, BLOCK 29, Norman OT. From the POB, the easement extends;

S27°37'46.46\"E for a distance of 140.00-FT, THENCE,

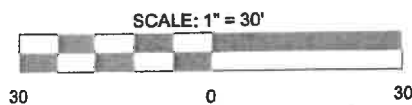
N62°22'13.54\"E for a distance of 2.53-FT, THENCE,

N27°47'03.37\"W for a distance of 136.85-FT, THENCE,

N00°21'15.42\"W for a distance of 3.55-FT, THENCE,

S62°22'13.54\"W for a distance of 3.78-FT to the Point of Beginning (POB).

Said tract containing 329.59 square feet or 0.008 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

| | | | |
|-----------------------------------|-------------------------|---------------------|------------|
| | PORTER AVE. STREETSCAPE | | |
| | PROJECT NAME | | |
| | PERMANENT PARCEL 4 | | |
| | SHEET TITLE | | |
| CA #4193 EXPIRES JUNE 30, 2022 | 10/11/2021 DATE | 21T28374 JOB NO. | 7 SHEET |



Item 12.

L:\CAB\Projects\374 - Porter Avenue Streetscape\DWG\ODOT Sheets\Norman Parcel Map - ODOT.dwg
Location Map - ODOT - LOCATION MAP
SCPrice
10/12/2021 4:02 PM

| Porter Ave from Alameda to Gray St | | | | | |
|---|-----------------------------|---------------------------------|---------------|-------------|--|
| West Side | | | | | |
| Parcel | Sidewalk & Utility Easement | Temporary Construction Easement | Station Start | Station End | Landowner Information |
| 16 | | 201 | 111+32 | 111+82 | S.W. Armstrong, Jr. |
| 12 | 1295 | | 101+02 | 102+02 | Goodman Investments, LLC |
| 12.1 | 337 | | 112+02 | 113+42 | Liberty National Bank & Trust CO. |
| 11 | 43 | | 116+96 | 117+22 | Goodmain, Inc. |
| Porter Ave from Alameda to Gray St | | | | | |
| East Side | | | | | |
| Parcel | Sidewalk & Utility Easement | Temporary Construction Easement | Station Start | Station End | Landowner Information |
| 1 | 287 | | 100+07 | 100+42 | Bradley K. Goodman |
| 1.1 | | 485 | 100+07 | 100+42 | Bradley K. Goodman |
| 2 | 871 | | 100+62 | 102+02 | Bl P, LLC |
| 2.1 | | 10 | 100+62 | 100+66 | Bl P, LLC |
| 3 | 392 | | 102+82 | 104+22 | Goodman Investments, LLC |
| 3.1 | | 913 | 102+82 | 104+22 | Goodman Investments, LLC |
| 4 | 330 | | 104+42 | 105+82 | Hollingsworth, Phil & Christie Ann- Rev. TRT-CO Trees 1/5 |
| 5 | 211 | | 106+62 | 108+03 | Goodman Investments, LLC |
| 5.1 | | 2602 | 106+62 | 108+03 | Goodman Investments, LLC |
| 6A | 342 | | 108+22 | 108+56 | Plaza Inn, Inc. |
| 6B | 75 | | 109+54 | 109+62 | Plaza Inn, Inc. |
| 6.1 | | 2751 | 108+22 | 109+62 | Plaza Inn, Inc. |
| 7 | | 2961 | 112+02 | 113+43 | Rowland, Meredith & Jeff- Liv Trt |
| 8 | | 2889 | 112+02 | 113+43 | D & J Land, LLC |
| 9 | | 58 | 114+22 | 115+62 | Goodmain, Inc. |
| 10 | 1296 | | 116+63 | 117+22 | North Porter Center, LLC |
| 10.1 | | 147 | 116+63 | 117+22 | North Porter Center, LLC |
| Porter Ave from Hughbert to Robinson St | | | | | |
| West Side | | | | | |
| Parcel | Sidewalk & Utility Easement | Temporary Construction Easement | Station Start | Station End | Landowner Information |
| 21 | | 34 | 136+88 | 136+92 | Boomer's Express Corp. |
| 14 | 65 | | 143+93 | 144+02 | Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee |
| 15 | 812 | | 144+58 | 145+88 | Physicians & Surgeons Medical, LLC |
| 17 | 546 | | 147+92 | 149+22 | Physicians & Surgeons Medical, LLC |
| 18 | 184 | | 149+69 | 150+68 | Rieger, LLC |
| 18.1 | | 22 | 150+61 | 150+68 | Rieger, LLC |
| 19 | | 359 | 155+31 | 155+71 | Mark Stanley A- Rev Trt |
| Porter Ave from Hughbert to Robinson St | | | | | |
| East Side | | | | | |
| Parcel | Sidewalk & Utility Easement | Temporary Construction Easement | Station Start | Station End | Landowner Information |
| 20.1 | | 420 | 139+31 | 140+71 | Norman Municipal Hospital Trust |
| 13 | 99 | | 143+99 | 144+11 | Luttrell, Richard C - Trustee |
| 20A | 400 | | 144+51 | 144+71 | Norman Municipal Hospital Trust |
| 20.2 | | 1181 | 144+71 | 148+45 | Norman Municipal Hospital Trust |
| 20B | 63 | | 148+45 | 148+58 | Norman Municipal Hospital Trust |
| 20C | 59 | | 148+83 | 148+88 | Norman Regional Hospital Authority |

NORMAN R/W EXHIBIT

STATE JOB NO. 35321(04) SHEET NO.

220

10/11/2021 CLEVELAND COUNTY

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, GRANTING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-65: A PERMANENT PUBLIC ROADWAY, SIDEWALK AND UTILITY EASEMENT TO THE CITY OF NORMAN AND THE NORMAN UTILITIES AUTHORITY FOR THE NORMAN FORWARD JAMES GARNER PHASE II PROJECT FROM ACRES STREET TO FLOOD AVENUE.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, GRANTING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-65: A PERMANENT PUBLIC ROADWAY, SIDEWALK AND UTILITY EASEMENT TO THE CITY OF NORMAN AND THE NORMAN UTILITIES AUTHORITY FOR THE NORMAN FORWARD JAMES GARNER PHASE II PROJECT FROM ACRES STREET TO FLOOD AVENUE.

BACKGROUND:

On November 8, 2016, the Norman City Council approved programming Resolution R-1617-49 requesting federal funds to widen James Garner Avenue from Acres Street to Flood Avenue. This Resolution states the City's commitment to adhere to the terms and conditions of a federally funded project. Through the Association of Central Oklahoma Governments (ACOG), the Oklahoma Department of Transportation (ODOT) agrees to provide 80% of the cost of construction with a 20% matching share from the City of Norman. In order to receive the federal funding, the City of Norman is required to enter in an agreement with ODOT to complete the design, acquire all rights-of-way and relocate existing utilities/encroachments at City's cost.

This Norman Forward Street Improvement Project will create a new entry into downtown and will help alleviate traffic on both Flood Avenue and Porter Avenue.

In March of 2017, City Council approved the design contract (K-1617-105) with Cabbiness Engineering in the amount of \$427,000 for the James Garner Avenue Project from Acres Street to Flood Avenue and Cabbiness began preliminary design for the project.

On August 27, 2019, City Council approved Contract Amendment No. One for contract K-1617-105 with Cabbiness Engineering, in the amount of \$2,275 for the design of the James Garner Avenue Project from Acres Street to Flood Avenue.

On March 23, 2021 City Council approved Contract Amendment No. Two for contract K-1617-105 with Garver, LLC, in the amount of \$5,675 for the design of the James Garner Avenue Project from Acres Street to Flood Avenue.

On January 26, 2022 the City of Norman purchased property north of Robinson Street from the Judith E. Drabek Foundation Trust in the amount of \$81,936 for the construction of the NORMAN FORWARD James Garner Avenue Phase II Project from Acres Street to Flood Avenue.

On February 28, 2022, the City of Norman obtained property North of Robinson Avenue from the University of Oklahoma for the construction of the NORMAN FORWARD James Garner Avenue Project II from Acres Street to Flood Avenue Norman Forward Project.

On April 12, 2022, City Council approved Contract Amendment No. Three for Contract K-1617-105 with Garver, LLC, in the amount of \$34,400 for the design of the James Garner Avenue Project from Acres Street to Flood Avenue.

DISCUSSION:

The James Garner Avenue Project will create a new entry into downtown and will help alleviate traffic on both Flood Avenue and Porter Avenue. The project is part of the NORMAN FORWARD sales tax approved by voters in 2015. The approved project scope consisted of an extension of James Garner Avenue providing continuous travel from Acres Street north to Flood Avenue.

Although all the property for the James Garner Avenue Phase II project has been acquired, the lands were acquired from various entities, or already owned by the City of Norman, in fee title, rather than as easements dedicated for specific public uses. To accommodate the roadway and associated utility relocations, the city now grants a public roadway, sidewalk and utility easement covering these parcels to clarify their intended public uses. Specifically in this case, acceptance of easement E-2122-65 will expedite and further the utility relocation process for the project.

RECOMMENDATION:

Staff recommends the above described Easement E-2122-65 be granted and that City staff be directed to file the same of record.

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That **City of Norman, Oklahoma, a municipal corporation**, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell and convey unto to the **Norman Utilities Authority, a public trust for the City of Norman, Oklahoma (“NUA”) and The City of Norman, Oklahoma, a municipal corporation** a public sidewalk and utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, the following described land to wit:

See attached Exhibit A - Legal Description

Said tract containing **497,932 sq ft or 11.431 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 a public roadway, sidewalk and utility.

PUBLIC ROADWAY, SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this _____ day of _____, 20__.

City of Norman, a municipal corporation:

Mayor

ATTEST: City Clerk

REPRESENTATIVE ACKNOWLEDGEMENT

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 _____, 20__, personally appeared _____, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

My Commission Expires: _____ Notary Public: _____

Approved as to form and legality this _____ day of _____, 20__.

City Attorney/Legal Counsel

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20__.

Mayor, City of Norman

ATTEST:

City Clerk
SEAL:

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20__.

Chair, NUA

ATTEST:

Secretary, NUA
SEAL:

EXHIBIT A – LEGAL DESCRIPTION

A parcel of land being a part of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Nine (9) North, Range Two (2) West, Cleveland County, Oklahoma, beginning on the West line of AT&SF Railroad right-of-way 33.0 feet North of the South line of the Southwest Quarter (SW/4);
 Thence Northerly along right-of-way for 1,519.6 feet;
 Thence South 62°35' West for 66.0 feet to point on West line of abandoned Interurban line;
 Thence South 27°25' East along abandoned Interurban line for 1,485.4 feet to point 33.0 feet North of South line of the Southwest Quarter (SW/4);
 Thence East to and 33.0 feet North of South line of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Nine (9) North, Range Two (2) West, Cleveland County, Oklahoma, including but not limited to the former right-of-way of the former Oklahoma Railway Company;
 Thence East to point of beginning;
 LESS AND EXCEPT the following tracts:
 A strip, piece or parcel of land lying in part of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Nine (9) North, Range Two (2) West, Cleveland County, Oklahoma. Said parcel of land being described by metes and bounds as follows:
 Commencing at the Southeast Corner of said Southwest Quarter (SW/4);
 Thence West along the South line of said Southwest Quarter (SW/4) a distance of 454.29 feet to a point where said South line intersects the West railway property line of the A.T. & S.F. Railway Company;
 Thence Northwesterly along said railway property line a distance of 37.26 feet to a point of beginning;
 Thence continuing Northwesterly along said railway property line a distance of 41.78 feet;
 Thence North 89°37'10" West a distance of 74.52 feet;
 Thence Southeasterly and 66.00 feet parallel to the West railway property line of the A.T. & S.F. Railway Company a distance of 41.78 feet;
 Thence East and 33.00 feet parallel to the South line of said Southwest Quarter (SW/4) a distance of 74.52 feet to said point of beginning.
 AND
 A strip, piece of parcel of land lying in part part of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Nine (9) North, Range Two (2) West, Cleveland County, Oklahoma. Said parcel of land being described by metes and bounds as follows:
 Beginning at a point on the present Easterly right-of-way line of U.S. Highway No. 77, a distance of 1244.50 feet West of and 1362.17 feet North of the Southeast corner of said SW/4;
 Thence Northeasterly along said right-of-way line a distance of 9.83 feet;
 Thence Southeasterly on a curve to the right having a radius of 4971.07 feet a distance of 55.76 feet;
 Thence Northwesterly a distance of 54.89 feet to point of beginning.

AND

A tract of land being a part of the Southwest Quarter (SW/4) of Section Nineteen (19), Township Nine (9) North, Range Two (2) West, of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows:
 COMMENCING at the Southeast corner of said Southwest Quarter (SW/4) of said Section 19; Thence South 89°59'54" West along the South line of said Southwest Quarter (SW/4), a distance of 565.51 feet; Thence North 00°02'06" West a distance of 70.00 feet, to a point on the North Right-of-Way line of Robinson Street and the Point of Beginning;
 Thence South 89°57'54" West, along said North Right-of-Way line, and being parallel with the South line of said Southwest Quarter (SW/4), to a point on the East Right-of-Way line of Flood Avenue/Highway 77, a distance of 376.08 feet; Thence along said East Right-of-Way line for the following Eight courses and distances:
 1. North 45°34'00" West a distance of 42.49 feet;
 2. North 01°04'50" West a distance of 199.23 feet to a point of tangent;
 3. A tangent curve to the left, having a radius of 1855.49 feet, a chord bearing of North 09°08'58" West and chord distance of 520.87 feet, for an arc length of 522.60 feet;
 4. North 17°13'04" West a distance of 147.25 feet;
 5. North 11°30'26" West a distance of 100.50 feet;
 6. North 17°13'04" West a distance of 100.00 feet;
 7. North 25°44'55" West a distance of 101.12 feet;
 8. North 17°13'04" West a distance of 76.94 feet;
 Thence South 27°43'42" East a distance of 1403.33 feet to the Point of Beginning.

AND

A tract of land situated in the Northeast Quarter (NE/4) of Section 30, Township 9 North, Range 2 West of the Indian Meridian, described as follows, to-wit:

A strip of land 66 feet wide across the Northwest Quarter of Section 30, Township 9 North, Range 2 West of the Indian Meridian, being 33 feet on either side of the following described center line, to-wit: Beginning at a point in the North line of said Quarter Section 2202 feet east of the Northwest corner of said Quarter Section, thence Southeasterly to a point in the East line of said Quarter Section which is distant, measured at right angles thereto thirty-three feet from the West boundary line of the right-of-way of the A.T.S.F Railway; and

ALSO:

A strip of land 66 feet wide across the following described portion of the Northeast Quarter of Section 30, Township 9 North, Range 2 West, of the Indian Meridian, beginning at the Southwest corner of said Quarter Section; thence East along

the South line of said Quarter Section 499.3 feet; thence North 822.1 feet more or less to the West boundary of the right-of-way of the A.T.S.F. Railway Company; thence Northwesterly along said right-of-way to the West line of said Quarter Section and thence South along the West line of said Quarter Section to the place of beginning. The strip of land hereby conveyed being 66 feet wide along and immediately adjoining the right-of-way of the A.T.S.F. Railway and extending from the West Boundary to the East Boundary of the above described tract; and

ALSO:

A strip of land 66 feet wide across the following described portion of the Northeast Quarter of Section 30, Township 9 North, Range 2 West of the Indian Meridian, beginning at a point 499.3 feet due east of the Southwest Corner of said Quarter Section, thence North 822.1 feet to the West Boundary line of the A.T.S.F. Railway, thence Southeasterly with said West Boundary line of the A.T.S.F. Railway's right-of-way to the boundary line of said Quarter Section; thence West 423.9 feet to place of beginning. The strip of land hereby conveyed being 66 feet wide along and immediately adjoining the right-of-way of the A.T.S.F. Railway, and extending from the West Boundary of said tract to the South Boundary thereof.

AND

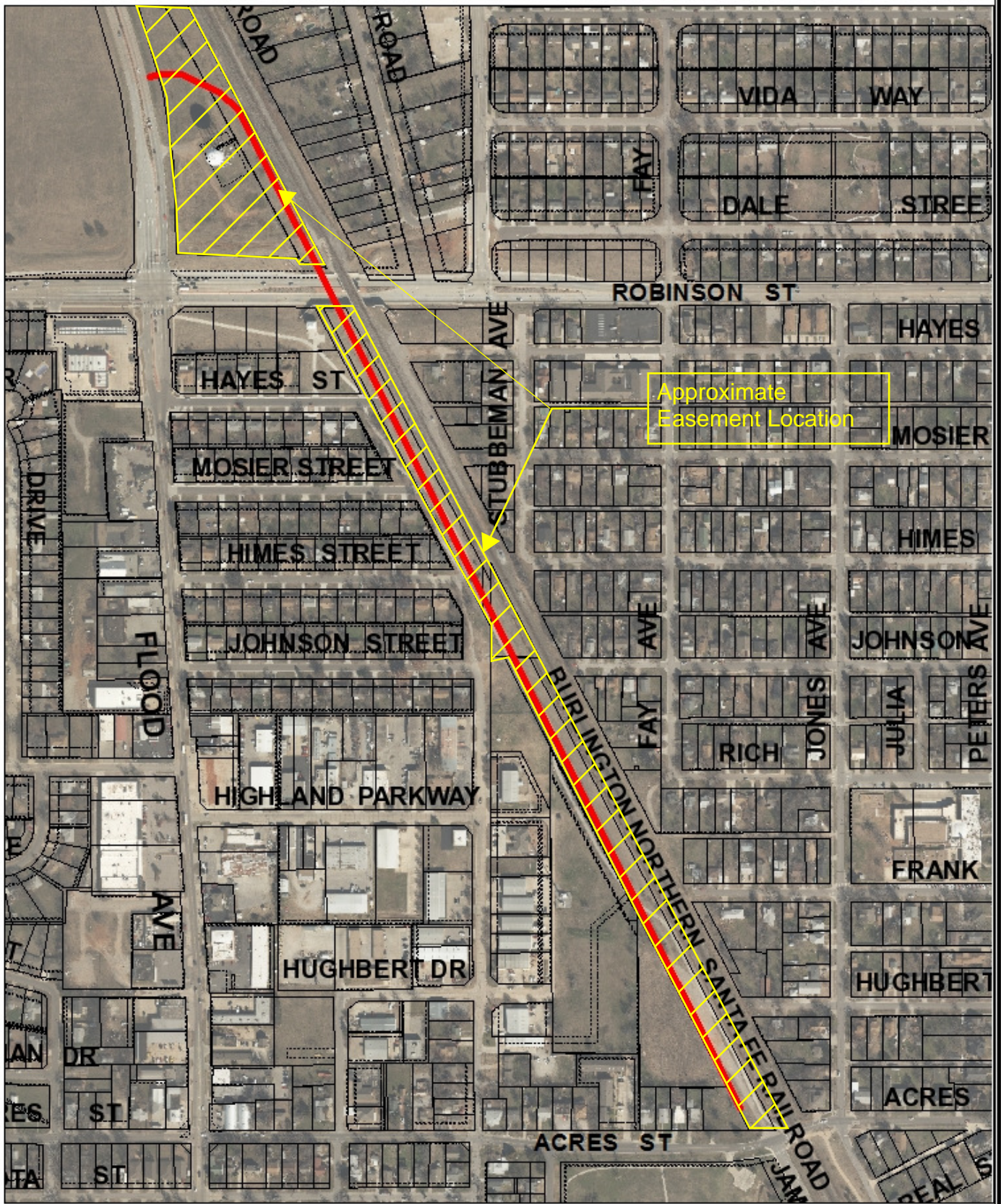
A part of the Northeast Quarter (NE $\frac{1}{4}$) of Section Thirty (30) in Township Nine North (9N.), Range Two West (2W.), of the Indian Meridian, described as follows:

Beginning 1791 feet North of the Southwest corner of said Northeast Quarter;

Thence South 295.5 feet;

Thence East 155.5 feet;

Thence Northwesterly along the West line of the Railroad Right-of-Way to the Point of Beginning.



James Garner - Acres Street to Flood Avenue



0 100 200 400 Feet



File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2021-10: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND LANDMARK CONSTRUCTION GROUP, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$50,314 FOR A REVISED CONTRACT AMOUNT OF \$2,415,808 AND ADDING 60 CALENDAR DAYS FOR THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND CONTAINER MAINTENANCE FACILITY PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2021-10: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND LANDMARK CONSTRUCTION GROUP, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$50,314 FOR A REVISED CONTRACT AMOUNT OF \$2,415,808 AND ADDING 60 CALENDAR DAYS FOR THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND CONTAINER MAINTENANCE FACILITY PROJECT.

BACKGROUND:

The Sanitation Division for the City of Norman utilizes dumpsters for collection and disposal of solid waste from non-residential facilities. Dumpsters require regular maintenance to address corrosion and general deterioration. However, the current dumpster maintenance facilities are inadequate and do not meet industry standards for welding and painting operations. The new Container Maintenance Facility will provide a safe, efficient building to allow for welding and painting of solid waste dumpsters and containers. With the increased maintenance, capital cost reductions for the Division will be achieved. The facility will be located north of the Water Reclamation Facility.

The new household hazardous waste facility will provide a safe, year-round disposal option for our citizens that is environmentally friendly. The current operation is an annual collection event where citizens can dispose of approved wastes that have been accumulated throughout the year. The new facility will allow residents to dispose of the approved wastes throughout the year as needed.

Contract K-1920-15 was awarded to Studio Architecture on July 9, 2019, in the amount of \$206,700 to proceed with the design, bidding, construction administration, and as-built services for the project. Under this contract, a new truck wash facility, a new container maintenance facility, and a new household hazardous waste facility were to be designed to allow for the Sanitation and Environmental Services Divisions to more efficiently accomplish their mission. However, because of a proposal to construct a wash facility on North Base adjacent to the new transit facility, the truck wash facility under this contract has been put on hold. The container maintenance facility and household hazardous waste facility were designed pursuant to the contract. Amendment No. 1 for \$15,000 was approved by the City Council/Norman Municipal

Authority (NMA) on Feb 25, 2020, and authorized additional survey and additional paving modifications at the Transfer Station.

Contract K-2021-10, for the construction of the Household Hazardous Waste and Container Maintenance facilities was awarded to Landmark Construction Group, LLC in the amount of \$2,327,300 on January 12, 2021. Change Order No. 1 was approved by the City Manager/NMA General Manager on April 29, 2022, in the amount of \$38,194.

DISCUSSION:

The proposed Change Order No. 2 includes items for both the Household Hazardous Waste and the Container Maintenance facilities. Some key items are as follows:

1. Household Hazardous Waste Facility
 - a. Installation of bottom panels for drive canopy to prevent bird nuisance;
 - b. Additional conduit and cabling for security improvements;
 - c. Minor electrical modifications;
2. Container Maintenance Facility
 - a. Backflow preventer for sewer line;
 - b. Addition of door access to cart washing area;
 - c. Cart washing area waterproofing;
 - d. Minor electrical modifications

As shown in the change order, the overall project cost will increase by a total of \$50,314 or approximately 2.16% above the original contract amount. Funding for the proposed change order will be from the accounts as follows:

1. \$25,954 from Household Hazardous Waste Facility, Construction account (33999975-46101 / Project SA0012) which has an available balance of \$48,308.82; and
2. \$24,360 from Container Maintenance Facility, Construction account (33999975-46101 / Project SA0009 which has an available balance of \$47,065.32.

Approval of Change Order No. 2 is recommended by the Architect.

RECOMMENDATION:

Staff recommends the Council/NMA approve Change Order No. 2 to Contract K-2021-10 with Landmark Construction Group, LLC in the amount of \$50,314 for a revised contract amount of \$2,415,808 for the Household Hazardous Waste and Container Maintenance Facilities Projects (SA0012/SA0009).

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE: April 15, 2022

CHANGE ORDER NO.: Two (2)

CONTRACT NO.: K-2021-10

PROJECT: SA0012/SA0009 - HHW and CM Facilities

CONTRACTOR: Landmark Construction Group, LLC
13301 N Sante Fe Ave, OKC, OK 73114

| | <u>Contract Time</u> | | <u>Contract Amount</u> | |
|---------------------------|----------------------|---------------|------------------------|-------|
| ORIGINAL: | 240 | calendar days | \$2,327,300.00 | |
| PREVIOUS CHANGE ORDERS: | 45 | calendar days | \$38,194.00 | |
| THIS CHANGE ORDER: | 60 | calendar days | \$50,314.00 | 2.16% |
| REVISED AMOUNT: | 345 | calendar days | \$2,415,808.00 | |
| ORIGINAL START DATE: | March 1, 2021 | | | |
| ORIGINAL COMPLETION DATE: | October 27, 2021 | | | |
| PREVIOUS COMPLETION DATE: | December 11, 2021 | | | |
| NEW COMPLETION DATE: | February 9, 2022 | | | |

| DESCRIPTION: | Increase / Decrease (\$) |
|---|--------------------------|
| Modifications to the Household Hazardous Waste building and site to provide for a more functional design as shown with the changes outlined in Attachment 1 plus the addition of 30 calendar days to the contract time. | 25,954.00 |
| Modifications to the Container Maintenance building and site to provide for a more functional design as shown with the changes outlined in Attachment 1 plus the addition of 30 calendar days. | 24,360.00 |
| Landmark Construction Group, LLC agrees to complete the work as amended and modified by Change Order No. 2 as described above. | |

SUBMITTED BY
CONTRACTOR:


Landmark Construction Group, LLC

Date: 4.22.22

RECOMMENDED BY
ENGINEER:


George Winters, Studio Architecture

Date: 4/25/2022

APPROVED AS TO FORM
AND LEGALITY:

City Attorney

Date: _____

ACCEPTED BY
NORMAN UTILITIES AUTHORITY:

Chairman

Date: _____

| Change Order No. 2 | | | | | | | | Page 2 of 2 |
|--------------------------|---|------|-------------------------------|------------|--------------------------------|------------------------------------|-----------------------------|-------------------|
| Contract K-2021-10 | | | | | | | | |
| Attachment 1 | | | | | | | | |
| CHANGE ORDER PAY ITEMS | | | | | | | | |
| NUMBER | DESCRIPTION | UNIT | CURRENT CONTRACT AMOUNT | UNIT PRICE | ORIGINAL CONTRACT AMOUNT | QUANTITY INCREASE / DECREASE | COST INCREASE / DECREASE | PERCENT CHANGE |
| CO1-14 | HHW -Furnish & Install Soffit @ Bottom of 2' Fascia Panel @ Drive Under Canopy (PCO 15) | LS | 0 | \$0.00 | \$0 | 1.00 | \$13,866.00 | N/A |
| CO1-15 | CM - Install 4" Backwater Valve & Sanitary Sewer (PCO 16) | LS | 0 | \$0.00 | \$0 | 1.00 | \$1,738.00 | N/A |
| CO1-16 | HHW - Provide & Install Two Pole EF Time Clock & Interlock in Lieu of Switches (PCO 17) | LS | 0 | \$0.00 | \$0 | 1.00 | \$3,161.00 | N/A |
| CO1-17 | CM - Provide & Install Two Pole EF Time Clock & Interlock in Lieu of Switches (PCO 18) | LS | 0 | \$0.00 | \$0 | 1.00 | \$1,611.00 | N/A |
| CO1-18 | HHW - Provide Additional Rough-In & Cabling for Added Cameras (PCO 19) | LS | 0 | \$0.00 | \$0 | 1.00 | \$5,638.00 | N/A |
| CO1-19 | CM - Provide Additional Rough-In & Cabling for Added Cameras (PCO 20) | LS | 0 | \$0.00 | \$0 | 1.00 | \$3,864.00 | N/A |
| CO1-20 | HHW - Provide Interior Mounted J-Box for Added Solar Conduits (PCO 21) | LS | 0 | \$0.00 | \$0 | 1.00 | \$464.00 | N/A |
| CO1-21 | CM - Provide 3/4" Fire Rated Plywood in Chainlink Enclosure Area (PCO 22) | LS | 0 | \$0.00 | \$0 | 1.00 | \$1,745.00 | N/A |
| CO1-22 | CM - Provide 4' x 6' Stainless Steel Backsplash @ Mop Sink (PCO 23) | LS | 0 | \$0.00 | \$0 | 1.00 | \$1,768.00 | N/A |
| CO1-23 | CM - Install 3 x 7 Hollow Metal Frame and Door to Polycart Wash Area (PCO 24) | LS | 0 | \$0.00 | \$0 | 1.00 | \$5,671.00 | N/A |
| CO1-24 | CM - Provide Additional Furring & FRP @ Polycart Cleaning Area (PCO 25) | LS | 0 | \$0.00 | \$0 | 1.00 | \$3,631.00 | N/A |
| CO1-25 | HHW - Additional Exterior Signage (PCO 26) | LS | 0 | \$0.00 | \$0 | 1.00 | \$894.00 | N/A |
| CO1-26 | CM - Additional Exterior Signage (PCO 27) | LS | 0 | \$0.00 | \$0 | 1.00 | \$2,494.00 | N/A |
| CO1-27 | HHW - Provide Additional Power for Hand Dryer (PCO 31) | LS | 0 | \$0.00 | \$0 | 1.00 | \$297.00 | N/A |
| CO1-28 | CM - Additional Electrical for Power Washer and Refrigerator (PCO 32) | LS | 0 | \$0.00 | \$0 | 1.00 | \$1,664.00 | N/A |
| CO1-29 | HHW - Provide Emergency Light for 2nd Floor Mezzanine (PCO 33) | LS | 0 | \$0.00 | \$0 | 1.00 | \$311.00 | N/A |
| CO1-30 | CM - Add 120V Receptacle for Compressor Bleed Valve (PCO 34) | LS | 0 | \$0.00 | \$0 | 1.00 | \$174.00 | N/A |
| CO1-31 | HHW - Change Circuit for Forklift Battery Charger from 50 amp to 30 amp (PCO 35) | LS | 0 | \$0.00 | \$0 | 1.00 | \$1,323.00 | N/A |
| SUBTOTAL | | | | | \$0 | | \$50,314.00 | |
| Original Contract Amount | | | | | \$2,327,300.00 | | | |
| Change Order No. 1 | | | | | \$38,194.00 | 1.64% | | |
| Change Order No. 2 | | | | | \$50,314.00 | 2.16% | | |
| Final Contract Amount | | | | | \$2,415,808.00 | | | |

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. FOUR TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$8,380 FOR A REVISED CONTRACT AMOUNT OF \$2,961,533.87 FOR THE PORTER AVENUE AND ACRES STREET INTERSECTION PROJECT, FINAL ACCEPTANCE OF THE PROJECT, FINAL PAYMENT IN THE AMOUNT OF \$82,208.85, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

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. FOUR TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$8,380 FOR A REVISED CONTRACT AMOUNT OF \$2,961,533.87 FOR THE PORTER AVENUE AND ACRES STREET INTERSECTION PROJECT, FINAL ACCEPTANCE OF THE PROJECT, FINAL PAYMENT IN THE AMOUNT OF \$82,208.85, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On February 26, 2013, City Council approved engineering services Contract K-1213-165 with the Cabiness Engineering, L.L.C., in the amount of \$55,300 to provide a conceptual design for the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On November 25, 2014, the Norman City Council approved Programming Resolution R-1415-54, for the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On July 11, 2017, City Council approved Amendment No. One to engineering services Contract K-1213-165 with Cabiness Engineering, L.L.C., in the amount of \$160,000 to provide final design for the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen transportation improvement projects. One of the nineteen 2019 bond projects is the Porter Avenue and Acres Street Intersection Bond Project (please see the attached location map showing the project boundaries).

Proposed improvements for the Porter Avenue and Acres Street Intersection 2019 Bond Project include:

1. Revised geometry of the intersection to enhance traffic operations and pedestrian safety
2. New traffic signals with ADA-compliant ramps and crossings.
3. New storm water structures meeting current City of Norman codes and ordinances

4. Dedicated left turn lanes to enhance traffic operations
5. Reconfigured access from Daws Street to accommodate intersection improvements at Porter and Acres
6. Utility relocations as needed to accommodate intersection improvements
7. New ADA compliant pedestrian sidewalks adjacent to the roadway

On September 22, 2020, the City of Norman accepted the final easements required for construction of the Porter and Acres Intersection 2019 Bond Project.

On October 27, 2020, City Council approved Contract K-2021-53 with Rudy Construction Co. in the amount of \$2,600,996.65 for the construction of the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On November 17, 2020, the City of Norman issued the Notice to Proceed to begin construction on the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On February 23, 2021, City Council approved Change Order No. One to Contract K-2021-53 with Rudy Construction Co., in the amount of \$24,911 and adding 45 calendar days.

On March 8, 2022, City Council approved Change Order No. Two to Contract K-2021-53 with Rudy Construction Co., in the amount of \$184,533.80 and adding 203 calendar days.

On March 22, 2022, City Council approved Change Order No. Three to Contract K-2021-53 with Rudy Construction Co., in the amount of \$142,712.42.

DISCUSSION:

As of April 14, 2022, Rudy Construction Co. had completed all work associated with the University Boulevard Drainage Improvements, added to the contract with Change Order No. Two. At that time, city staff, and Rudy, worked together to determine final field quantities for the project.

Change Order No. Three was not paid for with bond funds; instead, the improvements to University Boulevard infrastructure were paid for with FYE 2022 Capital Sales Tax Funds.

Change Order No. Four modifies the existing construction contract with Rudy Construction Co. (K-2021-53) for the Porter and Acres Intersection 2019 Bond Project, to account for differences in the original contract quantities and final as-built quantities for the University Boulevard Drainage portion of the contract. The only items for which quantities changed were "Junction Boxes" and "Water Single Long Service (SLS)". The reasons for the discrepancy in quantities for these items were due to unforeseen utility conflicts discovered in the field during construction.

The total cost of Change Order No. Three is \$8,380 or 0.32% of the original contract. This would bring the overall contract amount to \$2,961,533.87 or 13.86% over the original contract amount. Funding for this change order will be separate from the bond funds used for the base contract and is available in the Lake Thunderbird TMDL account (50599968-46201, Project No. DR0061).

The project will require a transfer of funds into the University Boulevard and White Street Drainage Improvements Project, Construction (Account 50595528-46101; Project DR0021).

This change order does not require an adjustment to contract time.

The City will issue a final payment, including retainage, of \$82,208.85, upon final acceptance of the project by City Council. At that time, maintenance bonds associated with the contract will go into effect.

If Council approves Change Order No. 4 and the final project closeout, the final total cost of the Porter & Acres Bond Project will be \$3,378,925.80. This final cost is \$296,074.20 or 8.06% under the project budget authorized by Norman Voters of \$3,675,000.

RECOMMENDATION 1:

Staff recommends approval of Change Order No. Four for the Porter Avenue and Acres Street Intersection 2019 Bond Project, Contract K-2021-53 with Rudy Construction Co. of Oklahoma City, Oklahoma in the amount of \$8,380.

RECOMMENDATION 2:

Staff recommends the transfer of funds in the amount of \$8,380 from the Lake Thunderbird TMDL, Design account (50599968-46201, Project DR0061) to the University Boulevard and White Street Drainage Improvements Project, Construction (Account 50595528-46101; Project DR0021).

RECOMMENDATION 3:

Staff recommends final acceptance of the Porter Avenue and Acres Street Intersection 2019 Bond Project, Contract K-2021-53 and recommends final payment in the amount of \$82,208.85.



CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 4 (Final)DATE: May 24, 2022CONTRACT NO.: K-2021-53SUBMITTED BY: Paul D'AndreaPROJECT: Porter and Acres Intersection 2019 Bond Project

CONTRACTOR: Rudy Construction Co.
3101 NE 63rd Street
Oklahoma City, Oklahoma 73121

Original Completion Date: August 13, 2021Previous Completion Date: May 20, 2022 ORIGINAL CONTRACT AMOUNT \$ 2,600,996.65(Increase) this change order 0 Calendar daysNew Completion Date: May 20, 2022 PRESENT CONTRACT AMOUNT \$ 2,953,153.87

| DESCRIPTION | DECREASE | INCREASE |
|--------------------------|----------|------------|
| Change in Pay Quantities | \$0.00 | \$8,380.00 |

NET CHANGE \$8,380.00REVISED CONTRACT AMOUNT \$2,961,533.87

See Detailed Quantity Change Summary Below

| ITEM NO. | DESCRIPTION | UNIT | UNIT CHANGE | UNIT PRICE | INCREASE | DECREASE |
|----------|---------------------------------|------|----------------|---------------|-------------|----------|
| 24 | Junction Boxes | Ea | 2.00 | \$ 3,500.00 | \$ 7,000.00 | \$ - |
| 129 | Water Single Long Service (SLS) | Ea | 1.00 | \$ 1,380.00 | \$ 1,380.00 | \$ - |

Totals \$ 8,380.00 \$ -
 Difference \$ 8,380.00

CONTRACTOR: DATE: 5/4/22ENGINEER: DATE: 5/5/22

CITY ATTORNEY: _____

DATE: _____

ACCEPTED BY: _____

DATE: _____

(Mayor)

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. FOUR TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$5,056,449 FOR A REVISED CONTRACT AMOUNT OF \$11,158,521 FOR CONSTRUCTION SERVICES FOR THE SENIOR WELLNESS CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/15/2022

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. FOUR TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$5,056,449 FOR A REVISED CONTRACT AMOUNT OF \$11,158,521 FOR CONSTRUCTION SERVICES FOR THE SENIOR WELLNESS CENTER.

BACKGROUND:

In October of 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 construct a new Senior Wellness Center.

The Senior Wellness Center is to be located on City-owned land on the southeast corner of Norman Regional Health System's (NRHS) "Porter Campus," off of North Findlay Avenue. The new Senior Wellness Center will include an indoor heated saltwater pool with lap swimming, water walking, and hydrotherapy seating; an indoor walking track and training space; fitness-classroom area; lounge and game rooms; both wet and dry craft areas; small prep and demonstration kitchen; and multipurpose rooms that can be used for eating, events, classes, theatrical plays, games, and much more.

Oklahoma City architectural and engineering (A/E) firm Frankfurt, Short, Bruza (FSB) was selected as the A/E consultant for this project in March 2018. FSB has completed the project's schematic design phase, is proceeding with design development and construction documents, and will assist with construction administration through the project completion.

The Senior Wellness Center was included in the Norman Forward initiative in 2015 but was unfunded. The Senior Center was later funded through two Council actions: savings from a long-term land lease instead of a land purchase at Griffin Park (\$7.6 million); and an allocation of \$4.8 million from federal Coronavirus Aid, Relief & Economic Security (CARES) Act reimbursements, for a total of a \$12.4 million budget for construction and design.

DISCUSSION:

On April 13, 2021, City Council approved Contract K-2021-115 with Crossland Construction to provide construction management at-risk (CMaR) services for the Senior Wellness project. The initial contract amount of \$26,320 was approved to provide pre-construction services which, to date, have included plan review, design assistance, bidding services, and value engineering.

On December 14, 2021, City Council approved Amendment No. One to Contract K-2021-155 for a Guaranteed Maximum Price (GMP) of \$2,022,408 for steel fabrication and erection. The first GMP also included construction contingency, general conditions for the entire project, and indirect costs, including bonding, insurance, and CMaR fees (profit).

On February 22, 2022, City Council approved Amendment No. Two to Contract K-2021-155 for \$2,758,144 with Crossland Construction for site demolition, foundation, pools, utilities, and portions of the upward construction.

On March 22, 2022, City Council approved Amendment No. Three to Contract K-2021-155 for \$1,295,200 with Crossland Construction to fabricate and install the HVAC system for the Senior Wellness Center.

Construction bids for this portion of construction (Amendment No. Four) include - Masonry; Miscellaneous Steel; Roofing; Millwork; Metal Panels; Windows and Glazing; Doors; Sheetrock; Flooring; Signage; Plumbing; Site Utilities; Electrical; and relocating AT&T utility lines for the Senior Wellness Center. These bids were opened on April 19, 2022. The total amount for work on this construction phase is (\$4,851,291) with additional indirect costs and fees of (\$178,420) for a total of \$5,056,449.

This project is proposed to have a fifth and final Amendment/GMP that will include bid packages that total approximately \$1.6 million that currently will not be in the project budget until the City closes on the Porter campus property with Norman Regional Health System (approximately \$426,000) and the potential sale of 718 N. Porter to Cleveland County (approximately \$1,200,000). The Parks Department placed the highest cost/risk bid packages in this current amendment, and the remaining bid packages will be added after both properties mentioned above close. The total cost of construction for the Senior Wellness Center is estimated to be \$12,000,000, with an estimated \$600,000 in soft costs related to the project.

Our Consultants from ADG have participated throughout the entire process up to our current point of beginning construction of the project. 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 Senior Wellness project; Construction (account 51793365-46101; project NFP108).

RECOMMENDATION:

It is recommended that City Council approve Amendment No. Four to CMaR Contract K-2021-115 with Crossland Construction Company, Inc., in the amount of \$5,056,449 for a

revised contract amount of \$11,158,521 for construction services for the Senior Wellness Center project for the Parks and Recreation Department.

**AMENDMENT NO 4 TO CONSTRUCTION MANAGER AT RISK AGREEMENT
BETWEEN THE CITY OF NORMAN AND CROSSLAND CONSTRUCTION
COMPANY**

THIS AMENDMENT NO. 4 TO CONSTRUCTION MANAGER AT RISK AGREEMENT (this “Fourth Amendment”) is made as of May 24th, 2022, between the City of Norman, and Crossland Construction Company, Inc. an Kansas corporation (the “Construction Manager”).

RECITALS:

A. The City of Norman and the Construction Manager entered into that certain Construction Manager at Risk Agreement (Contract No. K-2021-115), dated March 20th, 2021, (the “Agreement”), for construction management services for the Senior Wellness Center, now the Norman Senior Center project including plan review, design assistance, bidding services, and value engineering.

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

C. The Construction Manager has submitted the fourth of five anticipated GMP Proposals based on the bids received.

AGREEMENT:

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

1. Fourth GMP Established. The Construction Manager’s guaranteed maximum price for the Work inclusive of all subcontracts, lump sum self-perform amounts, including allowances and contingencies and the Construction Manager’s fee, is hereby agreed to be \$5,056,449 (derived from the total cost of work for the Construction Phase of \$4,851,291+ the Indirect Cost and Fee of \$205,158. Preconstruction Services were billed separately not included in GMP_per previous Council approval attributable to the Norman Senior Center Project). The GMP is the total compensation from the City to the Construction Manager for its fee for the performance of the work in accordance with Contract Documents and Pursuant to any of the following documents, as applicable:

A. Basis for GMP. Refer **Exhibit _A_** to GMP #4 Letter and Summary

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

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

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

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

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

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

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

3. Non-Default. By executing this Fourth Amendment, the Construction Manager affirmatively asserts that (i) The City of Norman is not currently in default, nor has been in default at any time prior to this Fourth 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 Fourth Amendment are forever waived.

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

[SIGNATURE ON FOLLOWING PAGES]

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

CONSTRUCTION MANAGER (CROSSLAND CONSTRUCTION COMPANY, INC)

By: 

Name: Aaron R. Stoops

Title: Vice President

Date: 5.2.22

ATTEST:

By: 

Subscribed and Sworn to me this 2 day of May, 2022.

Commission Number: 21009617

Expiration Date: 7/22/25



THE CITY OF NORMAN

Reviewed and approved for form and legality this _____ day of _____, 2022.

Office of the General Counsel

Approved by The City of Norman on this _____ day of _____, 2022.

By: _____

Breca Clark, Mayor

ATTEST:

By: _____

Brenda Hall, City Clerk

CROSSLAND

CONSTRUCTION COMPANY, INC.

EXHIBIT A GMP AMENDMENT

NO. 4

408 NE 145th Place
Oklahoma City, OK 73013
tel 405.748.5043
fax 405.748.7214

May 16th, 2022

Jason Olsen
Director of Parks and Recreation
City of Norman

RE: City of Norman Senior Center
Recommendation Award Letter Bid Package #03 - Letter #4

Dear Mr. Jason Olsen,

For the above referenced project, we are proposing a guaranteed maximum price (GMP) of five million, fifty-six thousand, four hundred and forty-nine dollars (\$5,056,449).

Bids for the City of Norman Senior Center – Bid Package #3, were received and publicly read aloud in at 201 W. Gray, Norman, OK 73069 on April 19th, 2022 at 2:00 PM CST. The bidding process was conducted in accordance with the Oklahoma Public Competitive Bidding Act, 61 O.S. 1974, §101

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

| <u>Subcontractor / Supplier</u> | <u>Total</u> |
|---|------------------|
| Sun Valley Masonry (4A Masonry) | \$235,000 |
| <ul style="list-style-type: none"> Crossland Construction is recommending responsive low bidder, Sun Valley Masonry, for this trade contract. Scope includes the entirety of trade contract 4A as detailed in Bid Package #03 documents. | |
| Weebei Steel (5B Misc. Metals & Railings) | \$164,090 |
| <ul style="list-style-type: none"> Crossland Construction is recommending responsive low bidder, Weebei Steel, for this trade contract. Scope includes the entirety of trade contract 5B as detailed in Bid Package #03 documents. | |
| Oklahoma Roofing (7A Roofing) | \$691,150 |
| <ul style="list-style-type: none"> Crossland Construction is recommending responsive low bidder, Oklahoma Roofing, for this trade contract. Scope includes the entirety of trade contract 7A as detailed in Bid Package #03 documents. | |
| Oklahoma Roofing (7C Metal Panels) | \$22,882 |
| <ul style="list-style-type: none"> Crossland Construction is recommending responsive low bidder, Oklahoma Roofing, for this trade contract. Scope includes the entirety of trade contract 7C as detailed in Bid Package #03 documents. | |

City of Norman
Norman Senior Center

GMP Amendment No. 4

EXHIBIT A GMP AMENDMENT

NO. 4

- | | |
|---|------------------|
| Crystal Structures (8C Glass and Glazing) | \$786,810 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Crystal Structures, for this trade contract. Scope includes the entirety of trade contract 8C as detailed in Bid Package #03 documents. | |
| DH Pace (8D Overhead Coiling Doors) | \$32,547 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, DH Pace, for this trade contract. Scope includes the entirety of trade contract 8D as detailed in Bid Package #03 documents. | |
| Midwest Drywall (9A Gypsum Assemblies) | \$701,107 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Midwest Drywall, for this trade contract. Scope includes the entirety of trade contract 9A as detailed in Bid Package #03 documents. | |
| Waggoners Mechanical (22A Plumbing) | \$706,694 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Waggoners Mechanical, for this trade contract. Scope includes the entirety of trade contract 22A as detailed in Bid Package #03 documents. | |
| KL Bradley Electric (26A Electrical) | \$874,000 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, KL Bradley Electric, for this trade contract. Scope includes the entirety of trade contract 26A as detailed in Bid Package #03 documents. Apparent low bidder RedBone Electric was not recommended due to bid improperly completed bid documentation. | |
| Grooms & Pollard (33A Site Utilities) | \$186,040 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Grooms & Pollard, for this trade contract. Scope includes the entirety of trade contract 33A as detailed in Bid Package #03 documents. | |
| Grooms & Pollard (33B Storm Sewer Systems) | \$110,429 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Grooms & Pollard, for this trade contract. Scope includes the entirety of trade contract 33B as detailed in Bid Package #03 documents. | |

Please contact me should you have any questions.

Sincerely,



Justin Lockwood
Director of Preconstruction
Crossland Construction Company

See Exhibit E: GMP, Cost Summary & Divisional Bid Tabs

City of Norman
Norman Senior Center

GMP Amendment No. 4

EXHIBIT B
GMP AMENDMENT NO. 4

LIST OF SPECIFICATIONS

| SECTION | DATE |
|---|------------|
| SECTION 011000 - SUMMARY | 12/14/2021 |
| SECTION 012300 - ALTERNATES | 3/11/2022 |
| SECTION 012500 - SUBSTITUTION PROCEDURES | 12/14/2021 |
| SECTION 012600 - CONTRACT MODIFICATION PROCEDURES | 12/14/2021 |
| SECTION 012900 - PAYMENT PROCEDURES | 12/14/2021 |
| SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION | 12/14/2021 |
| SECTION 014339 - MOCKUPS | 12/14/2021 |
| SECTION 024119 - SELECTIVE DEMOLITION | 12/14/2021 |
| SECTION 033000 - CAST-IN-PLACE CONCRETE | 12/14/2021 |
| SECTION 033511 - CONCRETE FLOOR FINISHES | 12/14/2021 |
| SECTION 033543 - POLISHED CONCRETE FINISHING | 12/14/2021 |
| SECTION 042000 - UNIT MASONRY | 12/14/2021 |
| SECTION 042200 - CONCRETE UNIT MASONRY | 12/14/2021 |
| SECTION 047300 - MANUFACTURED STONE VANNER | 12/14/2021 |
| SECTION 054000 - COLD-FORMED METAL FRAMING | 3/11/2022 |
| SECTION 054300 - SLOTTED CHANNEL FRAMING | 12/14/2021 |
| SECTION 055000 - METAL FABRICATIONS | 12/14/2021 |
| SECTION 055213 - PIPE AND TUBE RAILINGS | 12/14/2021 |
| SECTION 061000 - ROUGH CARPENTRY | 12/14/2021 |
| SECTION 061600 - SHEATHING | 12/14/2021 |
| SECTION 062000 - FINISH CARPENTRY | 12/14/2021 |
| SECTION 062023 - INTERIOR FINISH CARPENTRY | 12/14/2021 |
| SECTION 064100 - ARCHITECTURAL WOOD CASEWORK | 12/14/2021 |
| SECTION 064116 - PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS | 3/11/2022 |
| SECTION 066310 - PLASTIC FABRICATED BENCHES | 12/14/2021 |
| SECTION 068316 - FIBER GLASS REINFORCED PLASTIC (FRP) PANELS | 12/14/2021 |
| SECTION 071326 - SELF-ADHERING SHEET WATERPROOFING | 12/14/2021 |
| SECTION 071354 - THERMOPLASTIC SHEET WATERPROOFING | 12/14/2021 |
| SECTION 072100 - THERMAL INSULATION | 12/14/2021 |
| SECTION 072119 - FOAMED-IN-PLACE INSULATION | 12/14/2021 |
| SECTION 072400 - EXTERIOR INSULATION AND FINISH SYSTEM (EIFS) | 3/11/2022 |
| SECTION 072726 - FLUID-APPLIED MEMBRANE AIR BARRIERS | 12/14/2021 |
| SECTION 074293 - SOFFIT PANELS | 12/14/2021 |
| SECTION 074643 - COMPOSITE CLADDING | 3/11/2022 |
| SECTION 075419 - POLYVINYL-CHLORIDE (PVC) ROOFING | 12/14/2021 |
| SECTION 075423 - THERMOPLASTIC-POLYOLEFIN (TPO) ROOFING | 3/11/2022 |
| SECTION 076200 - SHEET METAL FLASHING AND TRIM | 12/14/2021 |
| SECTION 077100 - ROOF SPECIALTIES | 12/14/2021 |
| SECTION 077129 - MANUFACTURED ROOF EXPANSION JOINTS | 12/14/2021 |
| SECTION 077200 - ROOF ACCESSORIES | 12/14/2021 |
| SECTION 079200 - JOINT SEALANTS | 12/14/2021 |
| SECTION 079513.13 - INTERIOR EXPANSION JOINT COVER ASSEMBLIES | 12/14/2021 |
| SECTION 079513.16 - EXTERIOR EXPANSION JOINT COVER ASSEMBLIES | 12/14/2021 |
| SECTION 081113 - HOLLOW METAL DOORS AND FRAMES | 12/14/2021 |
| SECTION 081416 - FLUSH WOOD DOORS | 12/14/2021 |
| SECTION 083100 - ACCESS DOORS AND PANELS | 12/14/2021 |
| SECTION 083113 - ACCESS DOORS AND FRAMES | 12/14/2021 |
| SECTION 083315 - COILING WOOD COUNTER DOORS | 12/14/2021 |
| SECTION 084113 - ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS | 12/14/2021 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|---|------------|
| SECTION 084413 - GLAZED ALUMINUM CURTAIN WALLS | 12/14/2021 |
| SECTION 086200 - UNIT SKYLIGHTS | 12/14/2021 |
| SECTION 087100 - DOOR HARDWARE | 12/14/2021 |
| SECTION 087113 - AUTOMATIC DOOR OPERATORS | 12/14/2021 |
| SECTION 088000 - GLAZING | 12/14/2021 |
| SECTION 088300 - MIRRORS | 12/14/2021 |
| SECTION 089119 - FIXED LOUVERS | 12/14/2021 |
| SECTION 089516 - WALL VENTS | 12/14/2021 |
| SECTION 090561 - FLOORING PREPARATION | 12/14/2021 |
| SECTION 092116 - GYPSUM BOARD ASSEMBLIES | 3/11/2022 |
| SECTION 092400 - PORTLAND CEMENT PLASTER | 12/14/2021 |
| SECTION 092513.23 - INTERIOR ACRYLIC POLYMER COATING SYSTEM | 12/14/2021 |
| SECTION 093000 - TILING | 12/14/2021 |
| SECTION 095100 - SUSPENDED ACOUSTICAL CEILINGS | 3/11/2022 |
| SECTION 096500 - RESILIENT FLOORING AND BASE | 12/14/2021 |
| SECTION 096566 - RESILIENT ATHLETIC FLOORING | 12/14/2021 |
| SECTION 097200 - WALL COVERINGS | 12/14/2021 |
| SECTION 098412 - ACOUSTICAL ACCESSORIES | 12/14/2021 |
| SECTION 099600 - HIGH-PERFORMANCE COATINGS | 12/14/2021 |
| SECTION 101400 - INTERIOR SIGNAGE | 12/14/2021 |
| SECTION 101416 - PLAQUES | 12/14/2021 |
| SECTION 102113.17 - PHENOLIC TOILET COMPARTMENTS | 3/11/2022 |
| SECTION 102239 - FOLDING PANEL PARTITIONS | 12/14/2021 |
| SECTION 102600 - WALL PROTECTION | 12/14/2021 |
| SECTION 102800 - TOILET, BATH, AND LAUNDRY ACCESSORIES | 12/14/2021 |
| SECTION 103100 - MANUFACTURED FIREPLACES | 12/14/2021 |
| SECTION 104400 - FIRE PROTECTION SPECIALTIES | 12/14/2021 |
| SECTION 104413 - FIRE PROTECTION CABINETS | 12/14/2021 |
| SECTION 104416 - FIRE EXTINGUISHERS | 12/14/2021 |
| SECTION 105129 - PHENOLIC LOCKERS | 12/14/2021 |
| SECTION 107313 - AWNINGS | 12/14/2021 |
| SECTION 107529 - PLAZA-MOUNTED FLAGPOLES | 12/14/2021 |
| SECTION 114000 - FOODSERVICE EQUIPMENT | 3/11/2022 |
| SECTION 116143 - STAGE CURTAINS | 12/14/2021 |
| SECTION 116623 - GYMNASIUM EQUIPMENT | 3/11/2022 |
| SECTION 121500 - ART HANGING AND DISPLAY SYSTEMS | 12/14/2021 |
| SECTION 122400 - WINDOW SHADES | 3/11/2022 |
| SECTION 123600 - COUNTERTOPS AND BENCH TOPS | 12/14/2021 |
| SECTION 131113 - POOL GENERAL | 12/14/2021 |
| SECTION 131114 - POOL START-UP, MAINTENANCE & OPERATIONS TRAINING | 12/14/2021 |
| SECTION 131118 - POOL CONCRETE | 12/14/2021 |
| SECTION 131120 - POOL PIPE & PIPE FITTINGS | 12/14/2021 |
| SECTION 131123 - POOL PIPE SUPPORTS | 12/14/2021 |
| SECTION 131124 - POOL VALVES | 12/14/2021 |
| SECTION 131125 - POOL CENTRIFUGAL PUMPS | 12/14/2021 |
| SECTION 131126 - POOL PUMP VFD | 12/14/2021 |
| SECTION 131130 - POOL REGENERATIVE MEDIA FILTERS | 12/14/2021 |
| SECTION 131135 - POOL ULTRAVIOLET DISINFECTION EQUIPMENT | 12/14/2021 |
| SECTION 131137 - POOL CHEMICAL SYSTEMS & CONTROLS | 12/14/2021 |
| SECTION 131140 - POOL HEATING SYSTEMS | 12/14/2021 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|---|------------|
| SECTION 131145 - POOL RAIL GOODS | 12/14/2021 |
| SECTION 131146 - POOL EQUIPMENT | 12/14/2021 |
| SECTION 131160 - POOL QUARTZ AGGREGATE FINISH | 12/14/2021 |
| SECTION 131161 - POOL CERAMIC TILE | 12/14/2021 |
| SECTION 211313 - WET-PIPE SPRINKLER SYSTEMS | 3/11/2022 |
| SECTION 220513 - COMMON MOTOR REQUIREMENTS FOR PLUMBING EQUIPMENT | 12/14/2021 |
| SECTION 220517 - SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING | 12/14/2021 |
| SECTION 220518 - ESCUTCHEONS FOR PLUMBING PIPING | 12/14/2021 |
| SECTION 220519 - METERS AND GAGES FOR PLUMBING PIPING | 12/14/2021 |
| SECTION 220523.12 - BALL VALVES FOR PLUMBING PIPING | 12/14/2021 |
| SECTION 220523.13 - BUTTERFLY VALVES FOR PLUMBING PIPING | 12/14/2021 |
| SECTION 220523.14 - CHECK VALVES FOR PLUMBING PIPING | 12/14/2021 |
| SECTION 220529 - HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT | 12/14/2021 |
| SECTION 220553 - IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT | 12/14/2021 |
| SECTION 220719 - PLUMBING PIPING INSULATION | 12/14/2021 |
| SECTION 221113 - FACILITY WATER DISTRIBUTION PIPING | 12/14/2021 |
| SECTION 221116 - DOMESTIC WATER PIPING | 12/14/2021 |
| SECTION 221119 - DOMESTIC WATER PIPING SPECIALTIES | 12/14/2021 |
| SECTION 221123 - DOMESTIC WATER PUMPS | 12/14/2021 |
| SECTION 221123.13 - DOMESTIC-WATER PACKAGED BOOSTER PUMPS | 12/14/2021 |
| SECTION 221313 - FACILITY SANITARY SEWERS | 12/14/2021 |
| SECTION 221316 - SANITARY WASTE AND VENT PIPING | 3/11/2022 |
| SECTION 221319 - SANITARY WASTE PIPING SPECIALTIES | 12/14/2021 |
| SECTION 223300 - ELECTRIC, DOMESTIC-WATER HEATERS | 12/14/2021 |
| SECTION 223400 - FUEL-FIRED, DOMESTIC-WATER HEATERS | 12/14/2021 |
| SECTION 224213.13 - COMMERCIAL WATER CLOSETS | 12/14/2021 |
| SECTION 224213.16 - COMMERCIAL URINALS | 12/14/2021 |
| SECTION 224216.13 - COMMERCIAL LAVATORIES | 12/14/2021 |
| SECTION 224216.16 - COMMERCIAL SINKS | 12/14/2021 |
| SECTION 224223 - COMMERCIAL SHOWERS | 12/14/2021 |
| SECTION 224500 - EMERGENCY PLUMBING FIXTURES | 12/14/2021 |
| SECTION 224716 - PRESSURE WATER COOLERS | 12/14/2021 |
| SECTION 230513 - COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT | 12/14/2021 |
| SECTION 230517 - SLEEVES AND SLEEVE SEALS FOR HVAC PIPING | 12/14/2021 |
| SECTION 230518 - ESCUTCHEONS FOR HVAC PIPING | 12/14/2021 |
| SECTION 230529 - HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT | 12/14/2021 |
| SECTION 230553 - IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT | 12/14/2021 |
| SECTION 230593 - TESTING, ADJUSTING, AND BALANCING FOR HVAC | 12/14/2021 |
| SECTION 230713 - DUCT INSULATION | 12/14/2021 |
| SECTION 230719 - HVAC PIPING INSULATION | 12/14/2021 |
| SECTION 230923 - DIRECT DIGITAL CONTROL (DDC) SYSTEM FOR HVAC | 12/14/2021 |
| SECTION 230923.12 - CONTROL DAMPERS | 12/14/2021 |
| SECTION 231123 - FACILITY NATURAL-GAS PIPING | 12/14/2021 |
| SECTION 232113 - HYDRONIC PIPING | 12/14/2021 |
| SECTION 233113 - METAL DUCTS | 12/14/2021 |
| SECTION 233300 - AIR DUCT ACCESSORIES | 12/14/2021 |
| SECTION 233416 - CENTRIFUGAL HVAC FANS | 12/14/2021 |
| SECTION 233423 - HVAC POWER VENTILATORS | 12/14/2021 |
| SECTION 233533 - LISTED KITCHEN VENTILATION SYSTEM EXHAUST DUCTS | 12/14/2021 |
| SECTION 233600 - AIR TERMINAL UNITS | 12/14/2021 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|---|------------|
| SECTION 233713.13 - AIR DIFFUSERS | 12/14/2021 |
| SECTION 233713.23 - AIR REGISTERS AND GRILLES | 12/14/2021 |
| SECTION 233716 – FABRIC AIR DISTRIBUTION DEVICES | 3/11/2022 |
| SECTION 233813 - COMMERCIAL-KITCHEN HOODS | 12/14/2021 |
| SECTION 238119 - PACKAGED OUTDOOR CENTRAL-STATION AIR HANDLING UNITS | 12/14/2021 |
| SECTION 238126 - SPLIT-SYSTEM AIR-CONDITIONERS | 12/14/2021 |
| SECTION 238239.16 - PROPELLER UNIT HEATERS | 12/14/2021 |
| SECTION 238416.13 - OUTDOOR, MECHANICAL DEHUMIDIFICATION UNITS | 12/14/2021 |
| SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES | 12/14/2021 |
| SECTION 260523 - CONTROL-VOLTAGE ELECTRICAL POWER CABLES | 12/14/2021 |
| SECTION 260526 - GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS | 12/14/2021 |
| SECTION 260529 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS | 12/14/2021 |
| SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS | 12/14/2021 |
| SECTION 260536 - CABLE TRAYS FOR ELECTRICAL SYSTEMS | 12/14/2021 |
| SECTION 260543 - UNDERGROUND DUCTS AND RACEWAYS FOR ELECTRICAL | 12/14/2021 |
| SECTION 260544 - SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLING | 12/14/2021 |
| SECTION 260553 - IDENTIFICATION FOR ELECTRICAL SYSTEMS | 12/14/2021 |
| SECTION 260572 - OVERCURRENT PROTECTIVE DEVICE SHORT-CIRCUIT STUDY | 12/14/2021 |
| SECTION 260573 - OVERCURRENT PROTECTIVE DEVICE SHORT-CIRCUIT STUDY | 12/14/2021 |
| SECTION 260574 - OVERCURRENT PROTECTIVE DEVICE ARC-FLASH STUDY | 12/14/2021 |
| SECTION 260943 - NETWORK LIGHTING CONTROLS | 12/14/2021 |
| SECTION 262200 - LOW-VOLTAGE TRANSFORMERS | 12/14/2021 |
| SECTION 262413 - SWITCHBOARDS | 12/14/2021 |
| SECTION 262416 - PANELBOARDS | 12/14/2021 |
| SECTION 262726 - WIRING DEVICES | 12/14/2021 |
| SECTION 262816 - ENCLOSED SWITCHES AND CIRCUIT BREAKERS | 12/14/2021 |
| SECTION 262923 - VARIABLE-FREQUENCY MOTOR CONTROLLERS | 12/14/2021 |
| SECTION 264313 - SURGE PROTECTION FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS | 12/14/2021 |
| SECTION 265119 - LED INTERIOR LIGHTING | 12/14/2021 |
| SECTION 265219 - EMERGENCY AND EXIT LIGHTING | 12/14/2021 |
| SECTION 265613 - LIGHTING POLES AND STANDARDS | 12/14/2021 |
| SECTION 270010 - SUPPLEMENTAL REQUIREMENTS FOR COMMUNICATIONS | 12/14/2021 |
| SECTION 270526 - GROUNDING AND BONDING FOR COMMUNICATIONS | 12/14/2021 |
| SECTION 270528 - PATHWAYS FOR COMMUNICATIONS SYSTEMS | 12/14/2021 |
| SECTION 270528.29 - HANGERS AND SUPPORTS FOR COMMUNICATIONS SYSTEMS | 12/14/2021 |
| SECTION 270536 - CABLE TRAYS FOR COMMUNICATIONS SYSTEMS | 12/14/2021 |
| SECTION 270544 - SLEEVES AND SLEEVE SEALS FOR COMMUNICATIONS PATHWAYS AND CABLING | 12/14/2021 |
| SECTION 270553 - IDENTIFICATION FOR COMMUNICATIONS SYSTEMS | 12/14/2021 |
| SECTION 271100 - COMMUNICATIONS EQUIPMENT ROOM FITTINGS | 12/14/2021 |
| SECTION 271116 - COMMUNICATIONS RACKS, FRAMES, AND ENCLOSURES | 12/14/2021 |
| SECTION 271323 - COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING | 12/14/2021 |
| SECTION 271333 - COMMUNICATIONS COAXIAL BACKBONE CABLING | 12/14/2021 |
| SECTION 271513 - COMMUNICATIONS COPPER HORIZONTAL CABLING | 12/14/2021 |
| SECTION 271533 - COMMUNICATIONS COAXIAL HORIZONTAL CABLING | 12/14/2021 |
| SECTION 283111 - ADDRESSABLE FIRE ALARM SYSTEMS | 3/11/2022 |
| SECTION 311000 - SITE CLEARING | 12/14/2021 |
| SECTION 312000 - EARTH MOVING | 12/14/2021 |
| SECTION 321216 - ASPHALT PAVING | 12/14/2021 |
| SECTION 321313 - CONCRETE PAVING | 12/14/2021 |
| SECTION 321373 - CONCRETE PAVING JOINT SEALANTS | 12/14/2021 |

**EXHIBIT B
GMP AMENDMENT NO. 4**

| | |
|--|------------|
| SECTION 321723 - PAVEMENT MARKINGS | 12/14/2021 |
| SECTION 321726 - TACTILE WARNING SURFACING | 12/14/2021 |
| SECTION 323113 - CHAIN LINK FENCES AND GATES | 12/14/2021 |
| SECTION 328400 - LANDSCAPE IRRIGATION | 12/14/2021 |
| SECTION 329100 - LANDSCAPE BOULDERS AND DECORATIVE STONE | 12/14/2021 |
| SECTION 329200 - LAWNS AND GRASSES | 12/14/2021 |
| SECTION 329300 - EXTERIOR PLANTS | 12/14/2021 |
| SECTION 334100 - STORM UTILITY DRAINAGE PIPING | 12/14/2021 |

EXHIBIT B
GMP AMENDMENT NO. 4
LIST OF DRAWINGS

| DRAWING | DATE |
|---|-----------|
| G-001a COVER SHEET | 3/11/2022 |
| G-002a SHEET INDEX | 3/11/2022 |
| S-001 GENERAL NOTES | 3/11/2022 |
| S-002 SPECIAL INSPECTIONS | 3/11/2022 |
| S-003 SPECIAL INSPECTIONS | 3/11/2022 |
| S-004 TYPICAL DETAILS | 3/11/2022 |
| SB101 FOUNDATION PLAN – SECTOR A | 3/11/2022 |
| SB102 FOUNDATION PLAN – SECTOR B | 3/11/2022 |
| SF100 COMPOSITE ROOF FRAMING PLAN | 3/11/2022 |
| SF101 LOW ROOF FRAMING PLAN – SECTOR A | 3/11/2022 |
| SF102 LOW ROOF FRAMING PLAN – SECTOR B | 3/11/2022 |
| SF103 HIGH ROOF FRAMING – SECTOR A | 3/11/2022 |
| SF104 HIGH ROOF FRAMING – SECTOR B | 3/11/2022 |
| SF201 FRAMING ELEVATIONS | 3/11/2022 |
| SF202 FRAMING ELEVATIONS | 3/11/2022 |
| SF203 FRAMING ELEVATIONS | 3/11/2022 |
| SF204 FRAMING ELEVATIONS | 3/11/2022 |
| SF205 FRAMING ELEVATIONS | 3/11/2022 |
| SF501 FRAMING DETAILS | 3/11/2022 |
| SF502 FRAMING DETAILS | 3/11/2022 |
| SF503 FRAMING DETAILS | 3/11/2022 |
| SF504 FRAMING DETAILS | 3/11/2022 |
| G-001b COVER SHEET | 3/11/2022 |
| G-002b SHEET INDEX | 3/11/2022 |
| G-102 COMPOSITE OCCUPANCY FLOOR PLAN | 3/11/2022 |
| G-103 COMPOSITE CODE COMPLIANCE PLAN | 3/11/2022 |
| G-104 CODE COMPLIANCE PLAN - SECTOR C - ALTERNATE | 3/11/2022 |
| V-001 ORIGINAL SURVEY | 3/11/2022 |
| C-001 GENERAL NOTES, LEGEND AND ABBREVIATIONS | 3/11/2022 |
| CD101 DEMOLITION PLAN | 3/11/2022 |
| CS101 OVERALL SITE PLAN | 3/11/2022 |
| CS101A OVERALL SITE PLAN - ALTERNATE -07 | 3/11/2022 |
| CG101 OVERALL GRADING PLAN | 3/11/2022 |
| CG101A GRADING PLAN - ALTERNATE-07 | 3/11/2022 |
| CG201 EROSION CONTROL PLAN | 3/11/2022 |
| CG501 EROSION CONTROL DETAILS | 3/11/2022 |
| CU101 OVERALL UTILITY PLAN | 3/11/2022 |
| CU101A UTILITY PLAN - ALTERNATE-07 | 3/11/2022 |
| CU102 WATER LINE 1 PLAN AND PROFILE | 3/11/2022 |
| CU103 STORM LINE 1 & 2 PLAN AND PROFILE | 3/11/2022 |
| CU104 STORM LINE 3 PLAN AND PROFILE | 3/11/2022 |
| C-501 CIVIL DETAILS | 3/11/2022 |
| C-502 CIVIL DETAILS | 3/11/2022 |
| C-503 CIVIL DETAILS | 3/11/2022 |
| C-504 CIVIL DETAILS | 3/11/2022 |
| C-505 CIVIL DETAILS | 3/11/2022 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|---|-----------|
| C-506 CIVIL DETAILS | 3/11/2022 |
| C1 CIVIL DETAILS | 3/11/2022 |
| V-001 ORIGINAL SURVEY | 3/11/2022 |
| LA-01 LANDSCAPE PLAN | 3/11/2022 |
| LA-02 LANDSCAPE DETAILS | 3/11/2022 |
| LI-01 IRRIGATION PLAN | 3/11/2022 |
| LI-02 IRRIGATION DETAILS | 3/11/2022 |
| S-001 GENERAL NOTES | 3/11/2022 |
| S-002 GENERAL NOTES | 3/11/2022 |
| S-003 WIND DIAGRAM | 3/11/2022 |
| S-003A WIND DIAGRAM ALTERNATIVE 07 | 3/11/2022 |
| S-004 SPECIAL INSPECTIONS | 3/11/2022 |
| S-005 SPECIAL INSPECTIONS | 3/11/2022 |
| S-005A SPECIAL INSPECTIONS | 3/11/2022 |
| S-006 TYPICAL DETAILS - BASE PLATES | 3/11/2022 |
| S-007 TYPICAL DETAILS - FRAMING | 3/11/2022 |
| S-008 TYPICAL DETAILS - CFMF | 3/11/2022 |
| S-008A TYPICAL DETAILS - CFMF | 3/11/2022 |
| S-009 TYPICAL DETAILS - CFMF | 3/11/2022 |
| S-009A TYPICAL DETAILS - CFMF | 3/11/2022 |
| S-010 TYPICAL DETAILS - FOUNDATION AND SLAB | 3/11/2022 |
| S-011 TYPICAL DETAILS - MASONRY | 3/11/2022 |
| SB100 COMPOSITE FOUNDATION/SLAB PLAN | 3/11/2022 |
| SB100A COMPOSITE FOUNDATION/SLAB PLAN ALTERNATE 07 | 3/11/2022 |
| SB101 FOUNDATION PLAN – SECTOR A | 3/11/2022 |
| SB101A FOUNDATION PLAN - SECTOR A ALTERNATE 07 | 3/11/2022 |
| SB102 FOUNDATION PLAN – SECTOR B | 3/11/2022 |
| SB102A FOUNDATION PLAN - SECTOR B ALTERNATE 7 | 3/11/2022 |
| SB111 SLAB AND WALL PLAN – SECTOR A | 3/11/2022 |
| SB111A SLAB AND WALL PLAN - SECTOR A ALTERNATE 07 | 3/11/2022 |
| SB112 SLAB AND WALL PLAN – SECTOR B | 3/11/2022 |
| SB112A SLAB AND WALL PLAN -SECTOR B ALTERNATE 07 | 3/11/2022 |
| SB401 ENLARGED FOUNDATION AND SLAB PLANS | 3/11/2022 |
| SB402 ENLARGED FOUNDATION AND SLAB PLANS | 3/11/2022 |
| SB403 ENLARGED FOUNDATION AND SLAB PLANS | 3/11/2022 |
| SB404 ENLARGED FOUNDATION AND SLAB PLANS | 3/11/2022 |
| SB405 ENLARGED FOUNDATION PLAN AT CANOPIES | 3/11/2022 |
| SB501 FOUNDATION DETAILS | 3/11/2022 |
| SB502 FOUNDATION DETAILS | 3/11/2022 |
| SB503 FOUNDATION DETAILS | 3/11/2022 |
| SB504 FOUNDATION DETAILS | 3/11/2022 |
| SB505 FOUNDATION DETAILS | 3/11/2022 |
| SF100 COMPOSITE ROOF FRAMING PLAN | 3/11/2022 |
| SF100A COMPOSITE ROOF FRAMING PLAN ALTERNATE 07 | 3/11/2022 |
| SF101 LOW ROOF FRAMING PLAN – SECTOR A | 3/11/2022 |
| SF101A LOW ROOF FRAMING PAN - SECTOR A ADD ALTERNATE #1 | 3/11/2022 |
| SF102 LOW ROOF FRAMING PLAN – SECTOR B | 3/11/2022 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|--|-----------|
| SF102A LOW ROOF FRAMING PLAN – SECTOR B - ALTERNATE 07 | 3/11/2022 |
| SF103 HIGH ROOF FRAMING – SECTOR A | 3/11/2022 |
| SF103A HIGH ROOF FRAMING – SECTOR A ALTERNATE 07 | 3/11/2022 |
| SF104 HIGH ROOF FRAMING – SECTOR B | 3/11/2022 |
| SF104A HIGH ROOF FRAMING – SECTOR B ALTERNATE 7 | 3/11/2022 |
| SF201 FRAMING ELEVATIONS | 3/11/2022 |
| SF202 FRAMING ELEVATIONS | 3/11/2022 |
| SF203 FRAMING ELEVATIONS | 3/11/2022 |
| SF204 FRAMING ELEVATIONS | 3/11/2022 |
| SF205 FRAMING ELEVATIONS | 3/11/2022 |
| SF207 FRAMING ELEVATIONS - ALTERNATE 07 | 3/11/2022 |
| SF208 FRAMING ELEVATIONS - ALTERNATE 07 | 3/11/2022 |
| SF401 ENLARGED CANOPY PLANS | 3/11/2022 |
| SF402 ENLARGED CANOPY PLANS | 3/11/2022 |
| SF501 FRAMING DETAILS | 3/11/2022 |
| SF502 FRAMING DETAILS | 3/11/2022 |
| SF503 FRAMING DETAILS | 3/11/2022 |
| SF504 FRAMING DETAILS | 3/11/2022 |
| SF505 FRAMING DETAILS | 3/11/2022 |
| SF506 FRAMING DETAILS | 3/11/2022 |
| SF507 FRAMING DETAILS | 3/11/2022 |
| SF508 FRAMING DETAILS | 3/11/2022 |
| SF509 FRAMING DETAILS | 3/11/2022 |
| SF510 FRAMING DETAILS | 3/11/2022 |
| SF511 FRAMING DETAILS | 3/11/2022 |
| SF512 FRAMING DETAILS | 3/11/2022 |
| SF513 FRAMING DETAILS | 3/11/2022 |
| SF514 FRAMING DETAILS | 3/11/2022 |
| SF515 FRAMING DETAILS | 3/11/2022 |
| SF516 FRAMING DETAILS | 3/11/2022 |
| SF517 FRAMING DETAILS | 3/11/2022 |
| SF518 FRAMING DETAILS | 3/11/2022 |
| SF519 FRAMING DETAIL - ALTERNATE 07 | 3/11/2022 |
| SF520 FRAMING DETAIL - ALTERNATE 07 | 3/11/2022 |
| A-001 ARCHITECTURAL ABBREVIATIONS AND SYMBOLS LEGEND | 3/11/2022 |
| A-002 TOILET ACCESSORIES GUIDE | 3/11/2022 |
| A-003 PARTITION TYPES | 3/11/2022 |
| AS100 ARCHITECTURAL SITE PLAN | 3/11/2022 |
| AS101 SIGN DETAILS | 3/11/2022 |
| AS102 ARCHITECTURAL SITE PLAN - ALTERNATE 7 | 3/11/2022 |
| AE100 COMPOSITE GROUND FLOOR PLAN | 3/11/2022 |
| AE101 FLOOR PLAN - SECTOR A | 3/11/2022 |
| AE102 FLOOR PLAN - SECTOR B | 3/11/2022 |
| AE103 DRAINAGE & NATATORIUM ENVELOPE PLANS | 3/11/2022 |
| AE104 DRAINAGE PLAN | 3/11/2022 |
| AE105 FLOOR PLAN - SECTOR C - ALTERNATE 7 | 3/11/2022 |
| AE110 COMPOSITE ROOF PLAN | 3/11/2022 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|--|-----------|
| AE111 ROOF PLAN - SECTOR A | 3/11/2022 |
| AE112 ROOF PLAN - SECTOR B | 3/11/2022 |
| AE113 COMPOSITE ROOF PLAN - ALTERNATE 7 | 3/11/2022 |
| AE114 ROOF PLAN - SECTOR C - ALTERNATE 7 | 3/11/2022 |
| AE120 COMPOSITE REFLECTED CEILING PLAN | 3/11/2022 |
| AE121 REFLECTED CEILING PLAN - SECTOR A | 3/11/2022 |
| AE122 REFLECTED CEILING PLAN - SECTOR B | 3/11/2022 |
| AE123 REFLECTED CEILING PLAN - SECTOR C - ALTERNATE 7 | 3/11/2022 |
| AE130 CANOPY FLOOR PLAN AND ROOF PLAN | 3/11/2022 |
| AE200 COMPOSITE WEST AND EAST BUILDING ELEVATIONS | 3/11/2022 |
| AE201 BUILDING ELEVATIONS - NORTH ELEVATION AND WEST SECTOR ELEVATIONS | 3/11/2022 |
| AE202 BUILDING ELEVATIONS - SOUTH ELEVATION AND EAST SECTOR ELEVATIONS | 3/11/2022 |
| AE203 CANOPY ELEVATIONS | 3/11/2022 |
| AE204 BUILDING ELEVATIONS - ALTERNATE 7 | 3/11/2022 |
| AE301 BUILDING SECTIONS | 3/11/2022 |
| AE302 WALL SECTIONS | 3/11/2022 |
| AE303 WALL SECTIONS | 3/11/2022 |
| AE304 WALL SECTIONS | 3/11/2022 |
| AE305 WALL SECTIONS | 3/11/2022 |
| AE306 WALL SECTIONS | 3/11/2022 |
| AE307 WALL SECTIONS | 3/11/2022 |
| AE308 CANOPY SECTIONS | 3/11/2022 |
| AE309 BUILDING SECTIONS & WALL SECTION - ALTERNATE 7 | 3/11/2022 |
| AE401 NATATORIUM, HALLWAY INTERIOR ELEVATIONS | 3/11/2022 |
| AE402 LOCKER ROOMS - ENLARGED PLAN & INTERIOR ELEVATIONS | 3/11/2022 |
| AE403 FITNESS, LOCKER RESTROOMS INTERIOR ELEVATIONS | 3/11/2022 |
| AE404 OPEN FITNESS INTERIOR ELEVATIONS | 3/11/2022 |
| AE405 LOBBY, LOUNGE, COFFEE BAR INTERIOR ELEVATIONS | 3/11/2022 |
| AE406 ENLARGED RESTROOM PLAN AND INTERIOR ELEVATIONS | 3/11/2022 |
| AE407 MULTI-PURPOSE, WET CRAFT INTERIOR ELEVATIONS | 3/11/2022 |
| AE408 RECEPTION - ENLARGED PLAN AND INTERIOR ELEVATIONS | 3/11/2022 |
| AE409 ADMIN, CLASSROOM -E INTERIOR ELEVATIONS | 3/11/2022 |
| AE410 KITCHEN AND COFFEE BAR INTERIOR ELEVATIONS | 3/11/2022 |
| AE412 GYM ELEVATIONS - ALTERNATE 7 | 3/11/2022 |
| AE413 GYM ELEVATIONS AND ENLARGED PLANS - ALTERNATE 7 | 3/11/2022 |
| AE501 ENLARGED FIREPLACE PLAN AND ENLARGED RAMP PLAN | 3/11/2022 |
| AE502 EXTERIOR PLAN DETAILS | 3/11/2022 |
| AE503 EXTERIOR PLAN DETAILS | 3/11/2022 |
| AE504 EXTERIOR PLAN DETAILS | 3/11/2022 |
| AE505 EXTERIOR PLAN DETAILS | 3/11/2022 |
| AE506 INTERIOR PLAN DETAILS | 3/11/2022 |
| AE507 INTERIOR PLAN DETAILS | 3/11/2022 |
| AE510 EXTERIOR VERTICAL DETAILS | 3/11/2022 |
| AE511 EXTERIOR VERTICAL DETAILS | 3/11/2022 |
| AE512 EXTERIOR VERTICAL DETAILS | 3/11/2022 |
| AE513 ROOF LADDERS AND ROOF DETAILS | 3/11/2022 |
| AE515 INTERIOR VERTICAL DETAILS | 3/11/2022 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|---|-----------|
| AE516 INTERIOR VERTICAL DETAILS | 3/11/2022 |
| AE517 OPERABLE PARTITION DETAILS | 3/11/2022 |
| AE600 DOOR SCHEDULE AND DETAILS | 3/11/2022 |
| AE601 DOOR DETAILS | 3/11/2022 |
| AE610 EXTERIOR GLAZING ELEVATIONS | 3/11/2022 |
| AE611 EXTERIOR GLAZING ELEVATIONS | 3/11/2022 |
| AE612 EXTERIOR GLAZING ELEVATIONS | 3/11/2022 |
| AE613 EXTERIOR GLAZING ELEVATIONS | 3/11/2022 |
| AE614 INTERIOR GLAZING ELEVATIONS | 3/11/2022 |
| AE615 EXTERIOR WINDOW DETAILS | 3/11/2022 |
| AE616 INTERIOR WINDOW DETAILS | 3/11/2022 |
| I-001 INTERIOR FINISH SCHEDULE & ABBREVIATIONS | 3/11/2022 |
| I-002 INTERIOR FINISH MATERIAL SCHEDULE | 3/11/2022 |
| I-003 INTERIOR DETAILS- THRESHOLDS | 3/11/2022 |
| I-004 MILLWORK DETAILS | 3/11/2022 |
| I-005 LOCKER ROOM MILLWORK DETAILS | 3/11/2022 |
| I-006 MILLWORK DETAILS | 3/11/2022 |
| I-007 MILLWORK DETAILS | 3/11/2022 |
| I-008 MILLWORK DETAILS | 3/11/2022 |
| I-09 COFFEE BAR DETAILS, MILLWORK DETAILS | 3/11/2022 |
| I-011 TECTUM AND ACOUSTIC PANEL PATTERNS | 3/11/2022 |
| IN-102 INTERIOR FINISH PLAN SECTOR A | 3/11/2022 |
| IN-103 INTERIOR FINISH PLAN SECTOR B | 3/11/2022 |
| IN-104 INTERIOR FINISH PLAN SECTOR C ADD-ALT1 | 3/11/2022 |
| IG101 GROUND FLOOR SIGNAGE PLAN SECTOR A | 3/11/2022 |
| IG102 GROUND FLOOR SIGNAGE PLAN SECTOR B | 3/11/2022 |
| IG103 GROUND FLOOR SIGNAGE PLAN SECTOR C ALT. NO 1 | 3/11/2022 |
| IG500 SIGNAGE DETAILS & MOUNTING HEIGHTS | 3/11/2022 |
| IG600 SIGNAGE SCHEDULE | 3/11/2022 |
| F-001 FIRE PROTECTION LEGEND & ABBREVIATIONS | 3/11/2022 |
| F-101 FIRE PROTECTION PLAN - SECTOR A | 3/11/2022 |
| F-102 FIRE PROTECTION PLAN - SECTOR B | 3/11/2022 |
| F-401 ENLARGED FIRE PROTECTION PLANS AND SECTIONS | 3/11/2022 |
| F-601 FIRE ALARM INPUT/OUTPUT MATRIX | 3/11/2022 |
| F-701 FIRE ALARM RISER DIAGRAM | 3/11/2022 |
| F-103 FIRE PROTECTION PLAN - ALTERNATE #7 | 3/11/2022 |
| P-001 LEGEND AND ABBREVIATIONS | 3/11/2022 |
| P-101 PARTIAL UNDER SLAB PLAN - SECTOR A | 3/11/2022 |
| P-102 PARTIAL UNDER SLAB PLAN - SECTOR B | 3/11/2022 |
| P-103 PARTIAL FLOOR PLAN - SECTOR A | 3/11/2022 |
| P-104 PARTIAL FLOOR PLAN - SECTOR B | 3/11/2022 |
| P-105 PARTIAL ROOF PLAN - SECTOR A | 3/11/2022 |
| P-106 PARTIAL ROOF PLAN - SECTOR B | 3/11/2022 |
| P-107 PARTIAL UNDER SLAB PLAN AND GROUND FLOOR PLAN- ALTE | 3/11/2022 |
| P-108 PARTIAL ROOF PLAN - ALTERNATE 7 | 3/11/2022 |
| P-401 ENLARGED FLOOR PLANS | 3/11/2022 |
| P-402 ENLARGED FLOOR PLANS | 3/11/2022 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|---|-----------|
| P-501 DETAILS | 3/11/2022 |
| P-601 SCHEDULES | 3/11/2022 |
| M-001 LEGEND & ABBREVIATIONS | 3/11/2022 |
| MH101 MECHANICAL HVAC | 3/11/2022 |
| MH102 MECHANICAL HVAC | 3/11/2022 |
| MH103 MECHANICAL HVAC ALTERNATE-07 | 3/11/2022 |
| MR101 MECHANICAL ROOF | 3/11/2022 |
| MR102 MECHANICAL ROOF | 3/11/2022 |
| MP101 MECHANICAL PIPING | 3/11/2022 |
| MP102 MECHANICAL PIPING | 3/11/2022 |
| M-301 SECTIONS | 3/11/2022 |
| M-501 DETAILS | 3/11/2022 |
| M-601 NATURAL GAS FLOW DIAGRAM | 3/11/2022 |
| M-701 SCHEDULES | 3/11/2022 |
| M-702 SCHEDULES | 3/11/2022 |
| M-703 SCHEDULES ALTERNATE-07 | 3/11/2022 |
| M-801 CONTROLS | 3/11/2022 |
| M-802 CONTROLS | 3/11/2022 |
| M-803 CONTROLS | 3/11/2022 |
| M-804 CONTROLS | 3/11/2022 |
| E-001 LEGEND, ABBREVIATIONS, & MOUNTING HEIGHT DETAIL | 3/11/2022 |
| ES101 ELECTRICAL SITE PLAN | 3/11/2022 |
| ES501 ELECTRICAL POWER DETAILS | 3/11/2022 |
| EG101 ELECTRICAL GROUNDING SECTOR A - ALTERNATE 8 | 3/11/2022 |
| EG102 ELECTRICAL GROUNDING SECTOR B - ALTERNATE 8 | 3/11/2022 |
| EG103 LIGHTNING PROTECTION SECTOR A - ALTERNATE 8 | 3/11/2022 |
| EG104 LIGHTNING PROTECTION SECTOR B - ALTERNATE 8 | 3/11/2022 |
| EG501 ELECTRICAL GROUNDING DETAIL - ALTERNATE 8 | 3/11/2022 |
| EG502 ELECTRICAL GROUNDING DETAIL - ALTERNATE 8 | 3/11/2022 |
| EP101 ELECTRICAL INTERIOR POWER PLAN | 3/11/2022 |
| EP102 ELECTRICAL INTERIOR POWER PLAN | 3/11/2022 |
| EP103 ELECTRICAL VAV POWER PLAN | 3/11/2022 |
| EP104 ELECTRICAL VAV POWER PLAN | 3/11/2022 |
| EP105 ELECTRICAL ROOF POWER PLAN | 3/11/2022 |
| EP106 ELECTRICAL ROOF POWER PLAN | 3/11/2022 |
| EP401 ELECTRICAL ENLARGED PLANS | 3/11/2022 |
| EP601 ELECTRICAL POWER ONE-LINE DIAGRAMS | 3/11/2022 |
| EP701 PANEL SCHEDULES | 3/11/2022 |
| EP702 PANEL SCHEDULES | 3/11/2022 |
| EP703 PANEL SCHEDULES | 3/11/2022 |
| EL101 ELECTRICAL INTERIOR LIGHTING PLAN | 3/11/2022 |
| EL102 ELECTRICAL INTERIOR LIGHTING PLAN | 3/11/2022 |
| EL701 ELECTRICAL LIGHTING FIXTURE SCHEDULE | 3/11/2022 |
| ET101 TELECOMMUNICATION & SECURITY PLAN - SECTOR A | 3/11/2022 |
| ET102 TELECOMMUNICATION & SECURITY PLAN - SECTOR B | 3/11/2022 |
| ET103 PUBLIC ADDRESS SYSTEM PLAN - SECTOR A | 3/11/2022 |
| ET104 PUBLIC ADDRESS SYSTEM PLAN - SECTOR B | 3/11/2022 |

EXHIBIT B
GMP AMENDMENT NO. 4

| | |
|--|-----------|
| ET501 TELECOM & SECURITY DETAILS & DIAGRAMS | 3/11/2022 |
| ET502 ACCESS CONTROL SYSTEM (ACS) DETAILS | 3/11/2022 |
| ET503 CCTV, IDS & ACS RISER DIAGRAMS | 3/11/2022 |
| ET600 TELECOMMUNICATIONS RISER DIAGRAM NOTES | 3/11/2022 |
| ET601 TELECOMMUNICATIONS RISER DIAGRAM | 3/11/2022 |
| ET602 TELECOMMUNICATIONS RISER DIAGRAM | 3/11/2022 |
| ET603 TELECOMMUNICATIONS RISER DIAGRAM | 3/11/2022 |
| PL100 OVERALL AQUATIC PLAN | 3/11/2022 |
| PL101 GENERAL DETAILS AND SCHEDULES | 3/11/2022 |
| PL110 POOL A - WELLNESS POOL PLAN | 3/11/2022 |
| PL111 POOL A - WELLNESS POOL DIMENSION PLAN | 3/11/2022 |
| PL112 POOL A - WELLNESS POOL SECTIONS | 3/11/2022 |
| PL113 POOL A - WELLNESS POOL DETAILS | 3/11/2022 |
| PL200 STRUCTURAL NOTES, PLAN(S) AND SCHEDULE | 3/11/2022 |
| PL210 STRUCTURAL GENERAL DETAILS | 3/11/2022 |
| PL211 STRUCTURAL WALL DETAILS | 3/11/2022 |
| PL301 PIPING DETAILS | 3/11/2022 |
| PL400 MECHANICAL EQUIPMENT PLAN | 3/11/2022 |
| PL401 MECHANICAL DETAILS | 3/11/2022 |
| PL402 MECHANICAL DETAILS | 3/11/2022 |
| PL403 MECHANICAL DETAILS | 3/11/2022 |
| PL404 DEFENDER DETAILS | 3/11/2022 |
| PL500 MECHANICAL SCHEMATIC | 3/11/2022 |
| PL501 POOL A ELECTRICAL SCHEMATIC | 3/11/2022 |

LIST OF ADDENDA

| | | |
|-------|---------------|------------|
| No. 1 | CM Addendum 1 | 04/08/2022 |
| No. 2 | CM Addendum 2 | 04/14/2022 |
| No. 3 | CM Addendum 3 | 04/15/2022 |

EXHIBIT C
GMP AMENDMENT NO. 4

LIST OF ALLOWANCES

AT&E Line Relocation

\$80,000

- Cost to relocated AT&T utilities onsite.

**EXHIBIT D
GMP AMENDMENT NO.4**

Assumptions

1. No assumptions

EXHIBIT E GMP AMENDMENT NO. 4

GMP Summary

| <div style="display: flex; justify-content: space-between;"> <div> Norman Senior Center Bid Package # 3 Bid Tab </div> <div style="text-align: right;"> CROSSLAND <small>CONSTRUCTION COMPANY, INC.</small> </div> </div> | | | | | | | | | | |
|--|-----------|---------------|--------------|---------------|---------------|---------------|---------------|--------------|--------------|-----------------------|
| Norman Senior Center | GMP 4 | Subcontractor | Alternate 10 | Alternate 12A | Alternate 12B | Alternate 12C | Alternate 12D | Alternate 16 | Alternate 19 | Total with Alternates |
| SF: 31,180 | | | | | | | | | | |
| Date: 5/16/2022 | | | | | | | | | | |
| BP# Description | Bid Price | Subcontractor | Bid Price | Bid Price | Bid Price | Bid Price | Bid Price | Bid Price | Bid Price | |
| 4A Masonry | 235,000 | Sun Valley | | | | | | | | 235,000 |
| 5B Misc. Metals & Railings | 164,090 | Weibee | | | | | | | | 164,090 |
| 6A Architectural Millwork | 217,110 | FADCO | | 43,551 | 5,050 | 7,243 | 2,769 | | -10,181 | 265,542 |
| 7A Roofing | 691,150 | OK Roofing | | | | | | | | 691,150 |
| 7C Metal Panels | 22,882 | OK Roofing | | | | | | | | 22,882 |
| 8C Glass & Glazing | 786,810 | Crystal | | | | | | | | 786,810 |
| 8D Overhead Doors | 32,547 | DH Pace | | | | | | | | 32,547 |
| 9A Gypsum Assemblies | 688,282 | Midwest | | | | | | 12,825 | | 701,107 |
| 22A Plumbing | 706,694 | Waggoners | | | | | | | | 706,694 |
| 26A Electrical | 847,000 | KL Bradley | 22,000 | | | | | | | 869,000 |
| 33A Site Utilities (Gas, Water, Sewer) | 186,040 | G & P | | | | | | | | 186,040 |
| 33B Storm Sewer Systems | 110,429 | G & P | | | | | | | | 110,429 |
| Allowances | 80,000 | | | | | | | | | 80,000 |
| Subtotal Direct Costs | 4,768,034 | | 22,000 | 43,551 | 5,050 | 7,243 | 2,769 | 12,825 | (10,181) | 4,851,291 |
| Construction Contingency | | | | | | | | | | |
| General Conditions | | | | | | | | | | |
| Project Requirements | | | | | | | | | | |
| Insurance | 26,224 | | 121 | 240 | 28 | 40 | 15 | 71 | | 26,738 |
| Construction Phase Fee | 174,990 | | 807 | 1,598 | 185 | 266 | 102 | 471 | | 178,420 |
| Construction Total | 4,969,249 | | \$ 22,928 | \$ 45,389 | \$ 5,263 | \$ 7,549 | \$ 2,886 | \$ 13,366 | \$ (10,181) | \$ 5,056,449 |

City of Norman
Norman Senior Center

Amendment No. 4

EXHIBIT E GMP AMENDMENT NO. 4

Bid Tab

| Trade Contract Identification |
|-------------------------------|
| 4A Masonry |

Trade Contractor - Bid Summary

| Contractor: | H&H | Mid Continental | Swift | C&N | CIA | Justin Dallas | DMG | Sun Valley |
|-------------|------------|-----------------|------------|------------|------------|---------------|------------|------------|
| Base Bid: | \$ 350,000 | \$ 322,582 | \$ 390,000 | 269,900 | \$ 359,000 | \$ 295,405 | \$ 316,500 | \$ 235,000 |
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| | | | | | | | | |
| Total: | \$ 350,000 | \$ 322,582 | \$ 390,000 | \$ 269,900 | \$ 359,000 | \$ 295,405 | \$ 316,500 | \$ 235,000 |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | Sun Valley | \$ 235,000.00 |
| TOTAL ALT: | | |

| Trade Contract Identification |
|-------------------------------|
| 5B Misc. Metals and Railings |

Trade Contractor - Bid Summary

| Contractor: | Martin | HK&S Iron | Black Iron | Weibee | | | | |
|-------------|--------|-----------|------------|------------|------|------|------|------|
| Base Bid: | | | | \$ 65,150 | | | | |
| Alt 7 | | | | \$ 336,200 | | | | |
| Alt 20 | | | | \$ 98,940 | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| Total: | \$ - | \$ - | \$ - | \$ 500,290 | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|--------------|
| BASE BID : | Weibee | \$ 65,150.00 |
| TOTAL ALT: | | |

| Trade Contract Identification |
|-------------------------------|
| 7A Roofing |

Trade Contractor - Bid Summary

| Contractor: | OK Roofing | Coontz | Coates | | | | | |
|-------------|------------|------------|------------|------|------|------|------|------|
| Base Bid: | \$ 691,150 | \$ 742,500 | \$ 696,000 | | | | | |
| Alt 3 | \$ 61,532 | \$ 35,000 | | | | | | |
| Alt 7 | \$ 125,572 | \$ 147,000 | \$ 139,400 | | | | | |
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| Total: | \$ 878,254 | \$ 924,500 | \$ 835,400 | \$ - | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | OK Roofing | \$ 691,150.00 |
| TOTAL ALT: | | |

EXHIBIT E **GMP AMENDMENT NO. 4**

Bid Tab

| Trade Contract Identification |
|-------------------------------|
| 8C Glass & Glazing |

Trade Contractor - Bid Summary

| | | | | | | | | | |
|-------------|------------|-----------------------------|------|------|------|------|------|------|------|
| Contractor: | Crystal | Tietzsort - EMAIL NOT VALID | | | | | | | |
| Base Bid: | \$ 786,810 | \$ 709,543 | | | | | | | |
| Alt 7 | \$ 75,123 | \$ 69,702 | | | | | | | |
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| Total: | \$ 861,933 | \$ 779,245 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | Crystal | \$ 786,810.00 |
| TOTAL ALT: | | |

| Trade Contract Identification |
|-------------------------------|
| 9B Flooring & Wall Tile |

Trade Contractor - Bid Summary

| | | | | | | | | | |
|-------------|------------|------|------|------|------|------|------|------|------|
| Contractor: | Bryan's | | | | | | | | |
| Base Bid: | \$ 249,765 | | | | | | | | |
| Alt 7 | \$ 86,600 | | | | | | | | |
| Alt 13 | \$ 29,900 | | | | | | | | |
| Alt 14 | 4800 | | | | | | | | |
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| Total: | \$ 371,065 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | Bryan's | \$ 249,765.00 |
| TOTAL ALT: | | |

| Trade Contract Identification |
|-------------------------------|
| 10B Signage |

Trade Contractor - Bid Summary

| | | | | | | | | | |
|-------------|-----------|------|------|------|------|------|------|------|------|
| Contractor: | Vital | | | | | | | | |
| Base Bid: | \$ 43,595 | | | | | | | | |
| Alt 7 | \$ 1,350 | | | | | | | | |
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| Total: | \$ 44,945 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|--------------|
| BASE BID : | Vital | \$ 43,595.00 |
| TOTAL ALT: | | |

EXHIBIT E GMP AMENDMENT NO. 4

Bid Tab

| Trade Contract Identification |
|-------------------------------|
| 22A Plumbing |

Trade Contractor - Bid Summary

| Contractor: | T&T | Waggoners | | | | | | |
|-------------|------------|------------|------|------|------|------|------|------|
| Base Bid: | \$ 901,669 | \$ 706,694 | | | | | | |
| Alt 7 | \$ 96,124 | \$ 73,086 | | | | | | |
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| Total: | \$ 997,793 | \$ 779,780 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | Waggoners | \$ 706,694.00 |
| TOTAL ALT: | | |

| Trade Contract Identification |
|-------------------------------|
| 26A Electrical |

Trade Contractor - Bid Summary

| Contractor: | Prime | All Star | KL Bradley | Wilmar | Redbone | | | |
|-------------|--------------|--------------|------------|--------------|------------|------|------|------|
| Base Bid: | \$ 1,011,703 | \$ 1,313,200 | \$ 847,000 | \$ 897,000 | \$ 724,000 | | | |
| Alt 7 | \$ 12,198 | \$ 83,000 | \$ 7,500 | \$ 16,000 | \$ 4,500 | | | |
| Alt 8 | \$ 57,454 | \$ 39,000 | \$ 55,000 | \$ 65,000 | \$ 56,100 | | | |
| Alt 10 | \$ 22,159 | \$ 99,000 | \$ 22,000 | \$ 27,000 | \$ 39,000 | | | |
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| Total: | \$ 1,103,514 | \$ 1,534,200 | \$ 931,500 | \$ 1,005,000 | \$ 823,600 | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | KL Bradley | \$ 847,000.00 |
| TOTAL ALT: | #N/A | \$ - |

| Trade Contract Identification |
|-------------------------------|
| 33A Site Utilities |

Trade Contractor - Bid Summary

| Contractor: | Arrow | Young | D Owen | G & P | | | | |
|-------------|-------------|------------|------------|------------|------|------|------|------|
| Base Bid: | \$ 249,844 | \$ 198,450 | \$ 207,000 | \$ 186,040 | | | | |
| Alt 7 | | | | | | | | |
| Alt 18 | \$ (10,000) | \$ (6,500) | \$ (8,100) | \$ (5,587) | | | | |
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| | | | | | | | | |
| Total: | \$ 239,844 | \$ 191,950 | \$ 198,900 | \$ 180,453 | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | G & P | \$ 186,040.00 |
| TOTAL ALT: | | |

EXHIBIT E **GMP AMENDMENT NO. 4**

Bid Tab

| Trade Contract Identification |
|-------------------------------|
| 33B Storm Sewer Systems |

Trade Contractor - Bid Summary

| Contractor: | DT Specialized | Arrow | Young | D Owen | G & P | | | |
|---------------|----------------|---------------|------------|------------|------------|------|------|------|
| Base Bid: | \$ 202,000 | \$ 169,877.00 | \$ 153,925 | \$ 175,000 | \$ 110,429 | | | |
| Alt 7 | | \$ 34,000 | \$ 27,000 | | | | | |
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| Total: | \$ 202,000 | \$ 203,877 | \$ 180,925 | \$ 175,000 | \$ 110,429 | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | G & P | \$ 110,429.00 |
| TOTAL ALT: | | |

Combination Bid - 26A, 27A, 28A, 28B

| Contractor: | BASE BID LOWS | Wilmar | | | | | | |
|---------------|---------------|-----------------|------|------|------|------|------|------|
| Base Bid: | \$ 986,594 | \$ 1,130,000.00 | | | | | | |
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| Total: | \$ 986,594 | \$ 1,130,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | BASE BID LOWS | \$ 986,594.00 |
| TOTAL ALT: | | |

Combination Bid - 33A & 33B

| Contractor: | BASE BID LOWS | Arrow | G&P | D Owen | Young | | | |
|---------------|---------------|---------------|------------|------------|------------|------|------|------|
| Base Bid: | \$ 296,469 | \$ 414,977.00 | \$ 296,469 | \$ 377,000 | \$ 352,375 | | | |
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| Total: | \$ 296,469 | \$ 414,977 | \$ 296,469 | \$ 377,000 | \$ 352,375 | \$ - | \$ - | \$ - |

Crossland Construction Recommendation

| | Recommended Trade Contractor | Price |
|------------|------------------------------|---------------|
| BASE BID : | BASE BID LOWS | \$ 296,469.00 |
| TOTAL ALT: | | |

City of Norman
Norman Senior Center

GMP Amendment No. 4

**EXHIBIT F
GMP AMENDMENT NO.4**

SUBSTANTIAL COMPLETION

N/A. Substantial Completion date and information will be provided and finalized in a future GMP Amendment.

EXHIBIT G
GMP AMENDMENT NO. 4

ACCEPTANCE PERIOD

1. Acceptance of GMP No. 4 is required on or before June 3rd, 2022 (45 days from the date bids/proposals were received.)
2. Should the pricing and terms of the GMP Amendment No. 4 not be accepted prior to the above referenced date, the pricing for the scope of work included with GMP Amendment No. 4 will be null and void and the work will be re-advertised and re-bid.

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HASKELL LEMON CONSTRUCTION COMPANY DECREASING THE CONTRACT AMOUNT BY \$2.58 FOR A REVISED CONTRACT AMOUNT OF \$1,945,803.59 FOR THE IMHOFF BRIDGE EMERGENCY REPAIR PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$201,169.41.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HASKELL LEMON CONSTRUCTION COMPANY DECREASING THE CONTRACT AMOUNT BY \$2.58 FOR A REVISED CONTRACT AMOUNT OF \$1,945,803.59 FOR THE IMHOFF BRIDGE EMERGENCY REPAIR PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$201,169.41.

BACKGROUND:

On Tuesday, September 14, 2021, City Council declared an emergency for the Imhoff Road Bridge and approved Contract No. K-2122-59 selecting Haskell Lemon Construction Co., to perform the necessary emergency repairs on the West Imhoff Road Bridge, NBI No. 18958, which had previously been selected for maintenance activities as part of the FYE 2022 Bridge Maintenance Program. The repairs were in response to the discovery of the failure of the Southeast wing wall on July 29, 2021 and subsequent closure of the bridge. On August 24, 2021, H.W. Lochner Inc. was issued a Notice to Proceed to prepare plans for the emergency repair with a completion date of September 8, 2021. The repairs necessary for this project included the following:

- Demolition of all four existing wing walls
- Construction of four new wing walls and accompanying doweled tie-ins
- Construction of concrete aprons on the North and South ends
- Construction of curtain walls on the North and South ends
- Connection of a new drainage structure on the Southeast side
- Construction of approach slabs on the East and West ends
- Installation of rip rap for erosion control
- Resurfacing of the roadway

Haskell Lemon Construction Co. began repair operations on September 28, 2021 with an estimated completion date of March 24, 2021. The project was substantially completed and Imhoff Road was re-opened to traffic on April 12, 2022 due to authorized weather delays.

City Council approved Change Order No. 1 to Contract K-2122-59 on February 22, 2022 increasing the contract value by \$146,498.00 for a revised contract amount of \$1,587,198.00 and increasing the contract length by thirty (30) days.

City Council approved Change Order No. 2 to Contract K-2122-59 on March 22, 2022 increasing the contract value by \$358,613.17 for a revised contract amount of \$1,945,806.17.

DISCUSSION:

During construction, the quantity of materials and/or labor is verified in the field and the contractor is to be reimbursed on the actual quantity of materials and/or labor used.

Of the thirty-seven (38) items from the original contract and Change Order Nos. 1 and 2, fourteen (14) items had a quantity change. Six (6) quantity changes resulted in a cost increase and eight (8) quantity changes resulted in a cost decrease for an overall contract decrease of \$2.58. If approved, the contract will decrease from \$1,945,806.17 to \$1,945,803.59. Please see the attached Change Order No. 3 for a complete list of item cost increases.

The final payment amount owed to Haskell Lemon Construction Co., is \$201,169.41, which includes the full 5% retainage.

RECOMMENDATION 1:

Staff recommends that Change Order No. 3 to Contract K-2122-59 with Haskell Lemon Construction Company decreasing the contract by \$2.58 for a total amount of \$1,945,803.59 for the Imhoff Road Bridge Emergency Repair Project be approved.

RECOMMENDATION 2:

Staff further recommends final acceptance of the Imhoff Road Bridge Emergency Repair Project, Contract K-2122-59, and final payment to Haskell Lemon Construction Co., be approved in the amount of \$201,169.41.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 3DATE: May 24, 2022CONTRACT NO.: K-2122-59SUBMITTED BY: Joseph HillPROJECT: Imhoff Bridge Emergency Repairs

CONTRACTOR: Haskell Lemon Construction Co.,
PO Box 75608
Oklahoma City, Oklahoma 73147

Original Completion Date: March 24, 2022Previous Completion Date: April 23, 2022ORIGINAL CONTRACT AMOUNT \$ 1,440,695.00(Increase) this change order 0 Calendar DaysNew Completion Date: April 12, 2022PRESENT CONTRACT AMOUNT \$ 1,945,806.17

| DESCRIPTION | INCREASE | DECREASE |
|--------------------------|-------------|--------------|
| Change in Pay Quantities | \$29,647.15 | -\$29,649.73 |

NET CHANGE -\$2.58REVISED CONTRACT AMOUNT \$1,945,803.59

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

| K-2122-59 Imhoff Bridge Emergency Repairs Change Order No. 3 | | | | | | | | |
|---|-----------------------------------|------|----------|----------------------|----------------------|------------|------------------|------------------|
| ITEM | DESCRIPTION | UNIT | QUANTITY | QUANTITY INCREASE | QUANTITY DECREASE | UNIT PRICE | COST INCREASE | COST DECREASE |
| 1 | Unclassified Borrow | C.Y. | 75.00 | | -52.50 | 120.00 | | -\$6,300.00 |
| 5 | Tack Coat | GAL | 32.00 | | -7.00 | 5.00 | | -\$35.00 |
| 6 | Superpave, Type S4(PG 64-22 OK) | TON | 50.00 | 32.38 | | 375.00 | \$12,142.50 | |
| 8 | Substructure Excavation Common | C.Y. | 3399.00 | | -66.00 | 135.00 | | -\$8,910.00 |
| 16 | Type I Plain Rip Rap | TON | 260.00 | | -3.06 | 88.00 | | -\$269.28 |
| 17 | Type I-A Filter Blanket | TON | 47.50 | | -2.53 | 65.00 | | -\$164.45 |
| 18 | Curb and Gutter (6" Barrier) | L.F. | 145.00 | | -5.50 | 115.00 | | -\$632.50 |
| 19 | 6" Concrete Sidewalk | S.Y. | 125.00 | 4.82 | | 190.00 | \$915.80 | |
| 23 | Removal of Asphalt Pavement | S.Y. | 371.87 | 86.26 | | 49.50 | \$4,269.87 | |
| 25 | Sawing Pavement | L.F. | 60.00 | 45.50 | | 35.00 | \$1,592.50 | |
| 30 | RJ C900 - 8" | L.F. | 210.00 | | -37.00 | 176.00 | | -\$6,512.00 |
| 32 | 16" X 0.5" Thickness Steel Casing | L.F. | 100.00 | 20.00 | | 487.50 | \$9,750.00 | |
| 35 | SDR 35 -8" | L.F. | 210.00 | | -37.00 | 184.50 | | -\$6,826.50 |
| 39 | Approach Slab | S.Y. | 129.00 | 5.44 | | 179.50 | \$976.48 | |
| TOTALS | | | | | | | \$29,647.15 | -\$29,649.73 |
| DIFFERENCE | | | | | | | | -\$2.58 |

CONTRACTOR: Jay LinnDATE: 4-28-2022ENGINEER: Brancher GrantDATE: 5/16/22

CITY ATTORNEY: _____

DATE: _____

ACCEPTED BY: _____

DATE: _____

(Mayor)

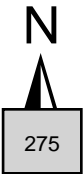




Map produced by the City of Norman
Geographic Information System

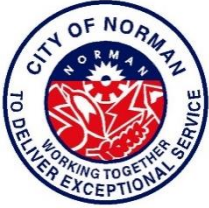
The City of Norman assumes no
Responsibility for errors or omissions
in the information presented.

Imhoff Road Bridge



File Attachments for Item:

18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-59 AND CONTRACT K-2122-113: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C. IN THE AMOUNT OF \$403,235 FOR THE MCGEE DRIVE CONCRETE PAVEMENT REPAIR PROJECT, PERFORMANCE BOND B-2122-77; STATUTORY BOND B-2122-78; MAINTENANCE BOND MB-2122-56; RESOLUTION R-2122-104 GRANTING TAX-EXEMPT STATUS; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

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 BID 2122-59 AND CONTRACT K-2122-113: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C. IN THE AMOUNT OF \$403,235 FOR THE MCGEE DRIVE CONCRETE PAVEMENT REPAIR PROJECT, PERFORMANCE BOND B-2122-77; STATUTORY BOND B-2122-78; MAINTENANCE BOND MB-2122-56; RESOLUTION R-2122-104 GRANTING TAX-EXEMPT STATUS; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT

BACKGROUND:

In August of 2021, staff began the final closeout and consolidation of remaining projects associated with the 2016 Street Maintenance Bond Program. The completion of all projects included with the 2016 Street Maintenance Bond Program rendered program savings which can only be expended on street maintenance-related projects.

McGee Street from State Highway 9 to Westbrooke Terrace was identified as a project in the CIP budget process for FYE 2021. Staff began preparations and scheduling for this section of roadway in June of 2021 and upon review of the site, determined the project needed further development and additional funding to adequately address the pavement repair on this section of roadway. With the savings from the 2016 Street Maintenance Bond Program, staff determined that going through an external contractor would be the most efficient and effective means of completing the project.

This project includes concrete pavement repair from State Highway 9 to Westbrooke Terrace. The existing bike lanes will be preserved on the north half of the project (please see the attached project map).

DISCUSSION:

The Notice to Bidders and bid documents for the McGee Drive Concrete Pavement Repair project were emailed to 39 contractors on March 17, 2022. The project was publically advertised on March 17, 2022 and March 24, 2022 in accordance with State Law. A pre-bid conference was

held on March 24, 2022 and six contractors attended. Eight bids were submitted and opened on April 7, 2022.

Tabulation of Bid Results

| Contractor | Bid |
|---------------------------------|--------------|
| Parathon Construction, Edmond | \$402,235.00 |
| A-Tech Paving, OKC | \$406,408.95 |
| EMC Services, OKC | \$410,890.50 |
| Nash Construction, OKC | \$430,354.50 |
| SAC Services, OKC | \$487,390.90 |
| Rudy Construction, OKC | \$490,937.50 |
| Silver Star Construction, Moore | \$582,145.50 |
| C-P Integrated Services, OKC | \$672,636.03 |
| Engineer's Estimate | \$500,804.44 |

The low bid was submitted by Parathon Construction, LLC of Edmond, Oklahoma. Although the individual bid numbers are correct, there was a transcription error in the total bid amount of \$1,000; the bid total should have been \$403,235. Parathon Construction, LLC is a responsible bidder and remains the low bidder after correction of the transcription error. They have previously completed numerous projects in the City of Norman.

This project will be funded as follows:

| Project | Number and Account | Amount |
|--|---|-----------|
| McGee Drive from SH9 to Westbrooke Terrace | Project SC0689, Concrete Pavement Maintenance, Materials (50597718-46301) | \$146,400 |
| 2016 Street Maintenance Bond Fund Balance | 2016 Street Maintenance Bond Fund Balance Acct. # 50-29000 | \$256,835 |
| | Total: | \$403,235 |

Appropriation of Capital Fund balance for project as follows:

| To | From | Amount |
|---|--|-----------|
| Project BP0523, Concrete Pavement Maintenance, Const (50597718-46101) | 2016 Street Maintenance Bond Fund Balance (Acct. # 50-29000) | \$256,835 |

If approved, construction of the McGee Drive Concrete Pavement Repair Project will begin on or around June 6, 2022. The construction time for this project is 120 days with an estimated completion in October 2022.

RECOMMENDATION NO. 1:

Staff recommends the approval of Contract K-2122-113 with Parathon Construction, LLC in the amount of \$403,235 for construction of the McGee Drive Concrete Pavement Repair Project and approval of the following bonds:

Performance Bond B-2122-77

Statutory Bond B-2122-78

Maintenance Bond MB-2122-56

Staff further recommends that Parathon Construction, LLC, be authorized as Project Agent via Resolution R-2122-104 to avoid the payment of sales tax on the purchase of materials and equipment for the project.

RECOMMENDATION NO. 2:

Staff recommends the appropriation of Street Maintenance Bond Funds held in the Capital Fund balance in the amount of \$256,835 from 2016 Street Maintenance Bond Fund Balance (Acct # 50-29000) to McGee Drive Concrete Maintenance from SH9 to Westbrooke Terrace, Construction (Acct. # 50597718-46101; Project BP053)

C O N T R A C T

THIS CONTRACT made and entered into this _____ day of _____, 2022, by and between PARATHON CONSTRUCTION LLC 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 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 2122-59 MCGEE DRIVE CONCRETE PAVEMENT REPAIR

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) Four Hundred Three Thousand Two Hundred Thirty Five Dollars Even (DOLLARS):

(NUMERALS) (\$ 403,235.00) .

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 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, 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.

Contract No. K-2122-113
Page 1 of 4

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, or 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.

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:

MCGEE DRIVE CONCRETE PAVEMENT REPAIR

a. 120 Calendar Days

1. 120 Calendar Days does not include weather days

i) 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 are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

Contract No. K-2122-113

Page 2 of 4

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.

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.

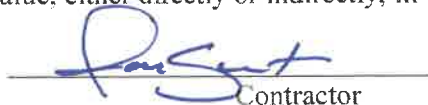
11) IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four (4) duplicate originals, the day and year first above written.

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.

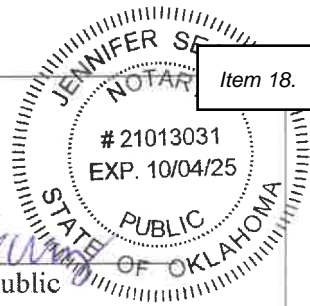
13) The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

James R 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

Contract No. K-2122-113
Page 3 of 4



Subscribed and sworn to before me this 27th day of April, 2022.

Jennifer S. Smith
Notary Public

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 27th day of April 2022, and the 27th day of April, 2022.

(Corporate Seal) (where applicable)

Principal James R Smith

ATTEST:
Authorized Representative
Jennifer S. Smith
Corporate Secretary (where applicable)

Signed: *James R Smith*

Title: President/Manager

Address PO Box 1287, Edmond OK 73083

Telephone: 405-605-6006

CITY OF NORMAN:

Approved as to form and legality this 18 day of May 2022.

Elizabeth L. Chelala
City Attorney

Approved by the Council of the City of Norman, this ____ day of _____, 2022.

ATTEST:

City Clerk

Mayor

CONTRACT AFFIDAVIT

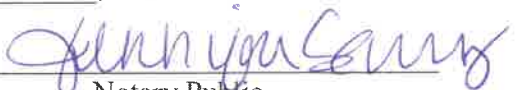
STATE OF Oklahoma)
) ss:
 COUNTY OF Oklahoma)

James R 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.


 Contractor

Subscribed and sworn to before me this 27th day of April, 2022.


 Notary Public

My Commission Expires:



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 Four Hundred Three Thousand, Two Hundred Thirty-Five Dollars and Zero Cents DOLLARS (\$403,235.00), 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 Sixty Thousand, Four Hundred Eighty-Five Dollars and Twenty-Five Cents DOLLARS (\$60,485.25), 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 2122-59 MCGEE DRIVE CONCRETE PAVEMENT REPAIR

has entered into a written CONTRACT (K-2122-113) with the CITY OF NORMAN, dated this _____ day of _____, 2022 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-2122-56

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 _____, 2022, 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 _____, 2022.

(Corporate Seal) (where applicable)

ATTEST:

Jennifer Searchy

Corporate Secretary (where applicable)

Principal Parathon Construction, LLC

Signed: [Signature]

Authorized Representative

Title: MANAGER

Address: 1201 SE 44th Street

Oklahoma City, OK 73129

Telephone: 405-605-6006

(Corporate Seal) (where applicable)

ATTEST: [Signature]

Surety: Hudson Insurance Company

Signed: [Signature]

Authorized Representative

Printed: Amy Winters

Authorized Representative

Title: Attorney-In-Fact

Address: 910984 S. Moccasin Trl., Chandler, OK 74834

Telephone: (918) 399-3545

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)

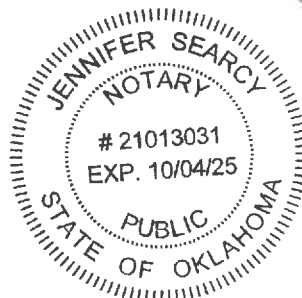
) ss:

COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 5th day of May, 2022, by James Smith - Manager (Name and Title), of Parathon Construction, LLC, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 5th day of May, 2022.

My Commission Expires:



Jennifer Searchy
Notary Public

Maintenance Bond No. MB-2122-56
Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by
 _____ (Name and Title) of _____,
 a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 2022.

 Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by
 _____ (Name and Title) _____ (partner/agent)
 on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 2022.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 18 day of May, 2022.

Christine Chikala
 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 2022.

ATTEST:

 City Clerk

 Mayor

Maintenance Bond No. MB-2122-56
 Page 3 of 3

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 Four Hundred Three Thousand, Two Hundred Thirty-Five Dollars and Zero Cents DOLLARS, (\$403,235.00), 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:

BID 2122-59 MCGEE DRIVE CONCRETE PAVEMENT REPAIR

has entered into a written CONTRACT (K-2122-113) with THE CITY OF NORMAN, dated this _____ day of _____, 2022 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 5th day of may, 2022 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 5th may, 2022.

Performance Bond No. B-2122-77

Page 1 of 3

(Corporate Seal) (where applicable)

ATTEST:

Jennifer Searcy
Corporate Secretary (where applicable)

Principal Parathon Construction, LLC

Signed: [Signature]

Title: Authorized Representative

President / Manager

Address: 1201 SE 44th Street

Oklahoma City, OK 73129

Telephone: 405-605-6006

(Corporate Seal) (where applicable)

ATTEST:

[Signature]

Surety: Hudson Insurance Company

Signed: Amy Winters

Authorized Representative

Printed: Amy Winters

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 5th day of May, 2022, by James Smith - Manager (Name and Title), of Parathon Construction, LLC, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 5th day of May, 2022.

My Commission Expires:



Jennifer Searcy
Notary Public

Performance Bond No. B-2122-77
Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022,
 by _____ (Name and Title) of _____,
 a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 2022.

 Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022,
 by _____ (Name and Title) _____
 (partner/agent) on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 2022.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 18 day of May, 2022.

Elizabeth Chokala
 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 2022.

ATTEST:

 City Clerk

 Mayor

Performance Bond No. B-2122-77

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 Four Hundred Three Thousand, Two Hundred Thirty-Five Dollars and Zero Cents DOLLARS (\$403,235.00), 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:

BID 2122-59 MCGEE DRIVE CONCRETE PAVEMENT REPAIR

has entered into a written CONTRACT (K-2122-113) with THE CITY OF NORMAN, dated this _____ day of _____, 2022, 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. §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.

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 _____, 2022, 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 _____, 2022.

(Corporate Seal) (where applicable)

ATTEST

Gennifer S. Smith
Corporate Secretary (where applicable)

Principal Parathon Construction, LLC

Signed: [Signature]

Authorized Representative

Title: Manager

Address: 1201 SE 44th Street

Oklahoma City, OK 73129

Telephone: 405-605-6006

Statutory Bond No. B-2122-78

Page 1 of 3

(Corporate Seal) (where applicable)

ATTEST:

[Signature]

Surety: Hudson Insurance Company

Signed:

[Signature]
Authorized Representative

Printed: Amy Winters

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 5th day of May, 2022, by James Smith - Manager (Name and Title), of Parathon Construction, LLC, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 5th day of May, 2022.

[Signature]
Notary Public

My Commission Expires:

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by _____ (Name and Title) of _____, a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 2022.

Notary Public

My Commission Expires:

Statutory Bond No. B-2122-78



PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022,
 by _____ (Name and Title) _____
 (partner/agent) on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 2022.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 18 day of May, 2022.

Cristhina Ilchada
 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 2022.

ATTEST:

 City Clerk

 Mayor



HICSW-25-A283-0029

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
Corporate Secretary

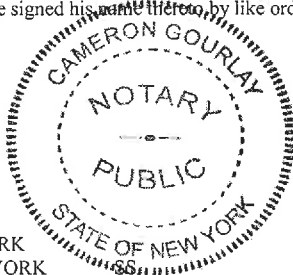
HUDSON INSURANCE COMPANY

By.....
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

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 RESOVLED, 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 ____.



By.....
Dina Daskalakis
Dina Daskalakis, Corporate Secretary

Resolution

R-2122-104

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 PARATHON CONSTRUCTION, L.L.C., FOR THE MCGEE DRIVE CONCRETE PAVEMENT 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 McGee Drive Concrete Pavement 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 McGee Drive Concrete Pavement 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 24th day of May, 2022, did appoint Parathon Construction, L.L.C., who is involved with the McGee Drive Concrete Pavement 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 McGee Drive Concrete Pavement Project for the City of Norman.

PASSED AND ADOPTED THIS 24th day of May, 2022.

Mayor

ATTEST:

City Clerk





McGee Drive Concrete Pavement Repair



The City of Norman assumes no responsibility for errors or omissions in the information presented.

1 inch = 150 feet

File Attachments for Item:

19. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SUB-GRANTEE AWARD VALUED AT \$8,524.24 FOR A MINIRAE CALIBRATION KIT TO BE USED BY THE HAZARDOUS MATERIALS UNIT OF THE FIRE DEPARTMENT AND CONTRACT K-2122-128.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

REQUESTER: Travis King

PRESENTER: Travis King, Fire Chief

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SUB-GRANTEE AWARD VALUED AT \$8,524.24 FOR A MINIRAE CALIBRATION KIT TO BE USED BY THE HAZARDOUS MATERIALS UNIT OF THE FIRE DEPARTMENT AND CONTRACT K-2122-128.

BACKGROUND:

The Oklahoma Office of Homeland Security fiscal year 2019 Homeland Security Grant Program provides funds for the purchase of a Minirae Calibration Kit/IJ #6 that will be placed on the Hazardous Materials Unit.

DISCUSSION:

The Oklahoma Office of Homeland Security received Grant #1160.054 under the Homeland Security Grant Program for 2019 which provides for the purchase of this equipment. The Norman Fire Department has been made a sub-grantee of the Minirae Calibration Kit/IJ #6 in the amount of \$8,524.24 that will be placed on the Hazardous Materials Unit.

The City of Norman will assign the \$8,524.24 in grant funds to the State of Oklahoma Department of Public Safety and the Office of Homeland Security to purchase the equipment, which will then be delivered and titled directly to the City of Norman. The City will accept title to the equipment and acknowledge that it will be used according to the terms of the Grant.

RECOMMENDATION:

Staff recommends that City Council accept the award of the \$8,524.24 in grant funds; assigns the grant funds to the State of Oklahoma Department of Public Safety and the Office of Homeland Security to purchase the equipment, which will then be delivered and titled directly to the City of Norman; and accepts this equipment to be placed on the Hazardous Materials Unit.



Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

A Division of Oklahoma Department of Emergency Management

HOMELAND SECURITY GRANT PROGRAM

Sub-Recipient Award Terms and Conditions

Instructions:

The Authorized Official must sign the following required documents and return to our office. Please keep a copy of ALL documents for your records.

1. OKOHS Memorandum, Schedule "A". (**SIGNATURE REQUIRED**)
2. Sub-recipient Award Document, Schedule "B". (**SIGNATURE REQUIRED**)
3. Sub-recipient Terms and Conditions, Schedule "1". (**SIGNATURE REQUIRED, RETURN ONLY PAGE 12**)
4. Authorization to Sign OKOHS Program Documents, Schedule "3". (**SIGNATURES REQUIRED**)
5. Quarterly Status Report, Schedule "4". (**SIGNATURE NOT REQUIRED AT THIS TIME**). This form is included for grant your convenience only. Report due within 15 days following each calendar quarter.)

Homeland Security Grant Program Terms and Conditions

Recipients of Oklahoma Office of Homeland Security (“OKOHS”)/Department of Homeland Security (“DHS”)-Federal Emergency Management Administration (“FEMA”) grant funds (“Sub-recipient(s)”) are urged to carefully review and understand all terms and conditions of the award prior to award acceptance. Failure to comply with these terms and conditions may result in disallowance of costs and recovery of funds and/or suspension or termination of funds and/or award.

As a condition of receipt of this grant, the Sub-recipient understands and agrees:

1. **Acceptance of Post Award Changes (Article XV):** In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.
2. **Acknowledgement of Federal Funding from DHS (Article VIII):** Recipients must acknowledge their use of federal funding when issuing statements, press releases, request for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
3. **Activities Conducted Abroad (Article XXIV):** Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
4. **Age Discrimination Act of 1975 (Article X):** Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance
5. **Allowable Costs:** The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Notice of Funding Opportunity (NOFO).

OKOHS requires that Costs charged to this project are subject to advance written approval by OKOHS.

OKOHS requires that only food and beverages **approved in writing** by OKOHS in advance will be permitted to be purchased with DHS/FEMA funds. As a general rule, FEMA and OKOHS discourage the use of federal funding for food and beverages. While there may be limited exceptions made to this rule that apply solely to working lunches, a strict reasonableness standard must be maintained.

OKOHS requires that use of DHS/FEMA funding to pay for speaker fees **must be approved in writing** by OKOHS in advance any time the speaker is paid in excess of \$100 per hour for services.

6. **Americans with Disabilities Act of 1990 (Article VIII):** Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
7. **Applicability of DHS Standard Terms and Conditions to Tribes (Article XII):** The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

8. **Assurances, Administrative requirements and Cost Principles, Representation and Certifications (Article XLIV):** DHS financial assistance recipients must complete either, the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.
- DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.
- By accepting this agreement, the recipient and its executives, as defined in 2 C.F.R. section 170.315, certify that the recipient's policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.
9. **Audit Requirements:** The Sub-recipient agrees to comply with the requirements of the [2 C.F.R. Part 200 Section F](#). Entities that expend \$750,000 or more in Federal funds (from all sources) in a fiscal year require an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office Government Auditing Standards, Audits of States, Local Governments, and Non-Profit Organizations. Sub-recipients are required to submit to OKOHS (within 90 days of completion) a copy of any audit report received by Sub-recipient in connection with any audit performed by or as a requirement of any regulatory body (federal, state or local) that is conducted with respect to activity taking place during the term of the OKOHS/DHS/FEMA Award. OKOHS will review the audit and determine if any findings exist which may impact the ability of the Sub-recipient to continue to receive funds pursuant to this grant or future funding opportunities.
10. **Best Practices for Collection and Use of Personally Identifiable Information (PII) (Article XXI):** Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) at http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf and [Privacy template](#) at https://www.dhs.gov/sites/default/files/publications/privacy_pia_template2017.pdf as useful resources respectively.
11. **Civil Rights Act of 1964 – Title VI (Article XXII):** Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R., Part 21](#) and [44 C.F.R. Part 7](#).
12. **Civil Rights Act of 1968 (Article XI):** Recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at [24 CFR Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see [24 CFR Part 100, Subpart D](#).)
13. **Community Emergency Response Team (CERT) Training:** That any CERT training funded with OKOHS/FEMA grant funds will be conducted by OKOHS approved trainers.
14. **Compliance Agreement:** The Sub-recipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by OKOHS. Failure to comply could result in a "Stop Payment" being placed on the grant.
15. **Commingling of Funds:** The Sub-recipient is prohibited from commingling funds on either a program-by-program or a project-by-project basis without prior written approval of OKOHS and DHS/FEMA. The accounting systems of all Sub-recipients must ensure that agency funds are not commingled with funds from other awards or Federal agencies. Each award

must be accounted for separately.

16. **Confidential Information:** Any reports, information, data, etc., given to, prepared or assembled by the Sub-recipient under this grant, which OKOHS requests to be kept confidential, shall not be made available to any individual or organization by the Sub-recipient without prior written approval of OKOHS.
17. **Conflict of Interest:** Sub-recipients should take every precaution to avoid the appearance of a conflict of interest. Violations of the conflict of interest standards may result in criminal, civil, or administrative penalties. In the use of agency project funds, officials or employees of State or local units of government shall avoid any action that might result in, or create the appearance of:
 - Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; or
 - Affecting adversely the confidence of the public in the integrity of the government or the program. For example, where a Sub-recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse himself or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.
18. **Copyright (Article XL):** Recipients must affix the applicable copyright notices of [17 U.S.C. sections 401 or 402](#) and an acknowledgement of U.S Government sponsorship (including award number) to any work first produced under federal financial assistance awards.
19. **Data Universal Numbering System (DUNS) Numbers:** The Sub-recipient will obtain a Data Universal Numbering System (DUNS) Number (a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities) for its organization and provide that number to OKOHS as a precondition of funding reimbursement under the grant. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or via the Internet at <http://fedgov.dnb.com/webform>.
20. **Debarment and Suspension (Article XXIII):** Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R., Part 3000. These regulations restrict federal financial assistance awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
21. **DHS Specific Acknowledgements and Assurances (Article XX):** All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
 1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS
 2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
 5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

22. **Disposition of Equipment Acquired Under the Federal Award (Article XXXVIII):** When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency FEMA, you must request instructions from FEMA to make proper disposition of the equipment pursuant to [2 C.F.R § 200.313](#).
23. **Drug-Free Workplace Regulations (Article XXXI):** Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of [2 CFR part 3001](#), which adopts the Government-wide implementation ([2 CFR part 182](#)) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).
24. **Duplication of Benefits (Article IX):** Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibition would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.
25. **Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX (Article XXXIX):** Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [C.F.R. Part 17](#) and [44 C.F.R. Part 19](#).
26. **Energy Policy and Conservation Act (Article XXV):** Recipients must comply with the requirements of The Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
27. **Environmental and Historic Preservation (EHP):** The Sub-recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). Sub-recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA's EHP division, including but not limited to communications towers, physical security enhancements, new construction, modifications to buildings, ground disturbance, and the purchase and use of sonar equipment. Sub-recipients should submit the FEMA EHP Screening Form to OKOHS for each project as soon as possible following receipt of their grant award. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in a non-compliance finding. Failure of the Sub-recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.
28. **Environmental Planning and Historic Preservation (Article XIX):** DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the DHS/FEMA website at: <https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you (sub-recipient) must complete all relevant sections of this form and submit it to OKOHS to complete and forward to Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

29. **Equipment:** Only equipment that is **approved in writing** by OKOHS will be permitted to be purchased with DHS/FEMA funds. As a general rule, equipment purchased with OKOHS funding must be allowable for the respective grant program funds to be used in accordance with DHS's "Authorized Equipment List".

When practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funding from the Oklahoma Office of Homeland Security with funds provided by the U.S. Department of Homeland Security." Please contact OKOHS when equipment is received to request appropriate labels.

Personnel must be properly trained to use the equipment purchased under this grant program in accordance with all applicable federal, state and local laws including, but not limited to regulations established by EPA, OSHA, and NFPA. By signing and submitting grant acceptance documents, the authorized official certifies employees have received or will receive required training prior to utilizing equipment purchased with OKOHS/FEMA funding.

To be responsible for replacing or repairing equipment that is lost, stolen, damaged, or destroyed as a result of Sub-recipient's willful or negligent action. The non-Federal entity provides the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Property losses should be reported to OKOHS immediately.

To maintain a state of readiness for equipment and personnel to respond to a terrorist incident.

30. **Exercises:** Any exercise conducted with OKOHS grant funds must comply with Homeland Security Exercise and Evaluation Program (HSEEP) and Nation Incident Management System (NIMS) requirements. These requirements can be found at http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13.pdf. Exercise documentation, including but not limited to: objectives, after-action reports, and participants, must be coordinated with and submitted to the OKOHS Training and Exercise Coordinator.
31. **False Claims Act and Program Fraud Civil Remedies (Article XXXV):** Recipients must comply with the requirements of The False Claims Act, 31 U.S.C. Sections 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Sections 3801-3812, which details the administrative remedies for false claims and statements made.)
32. **Federal Debt Status (Article XXXVI):** All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)
33. **Federal Leadership on Reducing Text Messaging while Driving (Article XVIII):** Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
34. **Financial Guidelines:** The Sub-recipient shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements.
35. **Fly America Act of 1974 (Article XXXII):** Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. section 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, [49 U.S.C. section 40118](#), and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, [amendment](#) to Comptroller General Decision B-138942.
36. **Fusion Center:** The Sub-recipient agrees that any funds utilized to establish or enhance state and local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and achievement of a baseline level of capability as defined by the Fusion Capability Planning Tool.

The Sub-recipient agrees that Homeland Security Information Network (HSIN) must serve as the primary vehicle by which information /intelligence is shared with DHS/FEMA as part of the fusion process across the Federal, State, local, regional, tribal and private sectors. All statewide information sharing and analysis centers utilizing HSGP funds must establish connectivity with the DHS/FEMA Homeland Security Operations Center (HSOC) via the HSIN to comply with FEMA policy legislation as outlined in the Program Guidance.

37. **Homeland Security Grant Program Performance Goal (Article XXVII):** In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, recipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.
38. **Hotel and Motel Fire Safety Act of 1990 (Article XXX):** In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, (codified as amended at 15 U.S.C. section 2225.)
39. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the Sub-recipient with respect to sub-recipient funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to OKOHS quarterly and must be put back into the project or be used to reduce the Grantor participation in the program. The use or planned use of all program income must have prior written approval from OKOHS.
40. **Interoperable Equipment:** That interoperability of equipment and establishment of multi-regional mutual aid is strongly encouraged and, in some cases, may be mandated by OKOHS.

***Interoperable Communications (IOC) equipment must comply with OKOHS state minimum standards (see http://www.ok.gov/homeland/Interoperable_Communications/Minimum_Standards_for_Communication_Equipment_Purchases/index.html)**

41. **Inventory:** During the term of this grant and for three years following termination of the OKOHS/DHS/FEMA grant which may be extended beyond the date set in the attached Sub-Recipient Award document the Sub-recipient is responsible for proper reporting, for maintenance of an inventory tracking system and for assuring the location of all equipment purchased through this grant. A physical inventory of the property must be taken, the results reconciled with the property records at least once every two years and submitted to OKOHS. Inventory records must be maintained which include:
 - Description of the property;
 - Serial number or other identification number;
 - Source of the property;
 - Identification of title holder;
 - Acquisition date;
 - Cost of the property;
 - Percentage of Federal participation in the cost of the property;
 - Location of the property;
 - Use and condition of the property; and
 - Disposition data, including the date of disposal and sale price.
42. **Leverage of Funding:** To leverage all available funding and resources when possible in order to support and sustain efforts and to maximize the effectiveness of the OKOHS/FEMA funding.
43. **Limited English Proficiency (Civil Rights Act of 1964, Title VI) (Article II):** Recipients must comply with the *Title VI of the Civil Rights Act of 1964*, (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance

<https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

44. **Lobbying Prohibitions (Article XXXIV):** Recipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
45. **Monitoring:** The Sub-recipient agrees to comply with monitoring requirements of OKOHS including, but not limited to, a willingness to provide reasonable access to relevant records, equipment and maintenance of an up-to-date equipment inventory.
46. **National Environmental Policy Act (Article VII):** Recipients must comply with the requirements of the [National Environmental Policy Act](#) of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
47. **National Incident Management System (NIMS) Implementation:** To comply with any National Incident Management Systems (NIMS) compliance requirements as set forth by OKOHS or the NIMS Integration Center including, but not limited to, ongoing NIMS compliance by the Sub-recipient jurisdiction during the term of the grant.
48. **Nondiscrimination in Matters Pertaining to Faith-Based Organizations (Article XXXVII):** It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
49. **Non-Supplanting Requirement (Article XVI):** Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
50. **Notice of Funding Opportunity Requirements (Article XIII):** All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
51. **Obligation of Grant Funds:** That all grant funds must be obligated and expended within the project period set forth on the Sub-recipient award document (Schedule B) unless OKOHS provides a written exception or extension to the Sub-recipient. Any funds not properly obligated and expended by the Sub-recipient during the project period will lapse and revert to OKOHS for potential reallocation to other allowable uses in accordance with DHS/FEMA guidelines.
52. **Patents and Intellectual Property Rights (Article XLV):** Recipients are subject to the [Bayh-Dole Act, 35 U.S.C. section 200 et seq.](#), unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. Section 401.14.
53. **Political Activity:** That it will not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Oklahoma Office of Homeland Security (OKOHS) and the Department of Homeland Security (DHS)/ the Federal Emergency Management Administration (FEMA).
54. **Prior Approval for Modification of Approved Budget (Article XXIX):** Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. Section 200.308. FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section

200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

55. **Procurement:** When procuring property and services under a Federal award, state recipients must follow the same policies and procedures it uses for procurements from its non-Federal funds and ensure that every purchase order or other contract includes any clauses required by section 200.326. Local recipients will follow 200.318 General procurement standards through 200.326 contract provisions unless the local recipients' procurement procedures are more stringent than the federal procurement standards.

That all procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner that will provide maximum open and free competition.

The recipient is taking all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible 2CFR 200.321.

56. **Procurement of Recovered Materials (Article XXVI):** States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

57. **Program Guidance:** To comply with all applicable laws, regulations and the applicable Notice of Funding Opportunity. All allocations and uses of funds under this grant will be in accordance with the Homeland Security Grant Program Guidelines and Application Kit, or where applicable the Notice of Funding Opportunity, collectively referred to as the Program Guidance. All Sub-recipients are assumed to have read, understood, and accepted the Program Guidance. The following link will provide access to the respective Grant Year's Program Guidance and Application Kits:
<https://www.fema.gov/homeland-security-grant-program>

That the use of all funds under this grant must support the goals and objectives included in the State Homeland Security Strategy and/or the Urban Area Homeland Security Strategy. Allocations and use of grant funds must also support the Investments identified in an Investment Justification, which may have been submitted as part of OKOHS's application for federal funding.

To utilize grant funds for the furthering of the OKOHS State Strategy, the National Preparedness Guidelines and the DHS/FEMA defined National Priorities.

To comply with grant closeout procedures established by OKOHS.

58. **Project Implementation:** The Sub-recipient agrees to implement and complete this project within the project period of the grant or be subject to forfeiture of grant funds.

That this project will be administered by the local or state governmental entity having authority and responsibility for its completion and that such entity will ensure institutional, managerial, and financial capability for proper planning, management and completion of approved projects.

That the projects funded with this grant should demonstrate multi-disciplinary coordination of response efforts, including but not limited to: emergency medical services, emergency management, fire service, law enforcement, hazardous materials, public works, public health, health care facilities, military, government administration, private sector, citizens and communications.

59. **Property Control/Disposition:** Effective control and accountability must be maintained for all personal property. Sub-recipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-recipients should exercise caution in the use, maintenance, protection, and preservation of such property.

Title – Title to grant-funded equipment will continue to be held by the recipient or sub-recipient who purchase the equipment. The regulation establishes, however, that this title is a conditional title, meaning that the title is conditioned on the recipient or sub-recipient complying with the use, management and disposition requirements for the equipment in the [2 C.F.R § 200.313](#), and all other [2 C.F.R Part 200](#) requirements related to the property management that are applicable to equipment.

Encumbering Equipment – Additionally, recipients and sub-recipients may encumber grant-funded equipment without prior approval from FEMA or the pass-through entity. Recipients with specific questions about encumbering equipment should refer to their program NOFO or contact their program Analyst.

60. **Protected Critical Infrastructure Information (PCII):** That Protected Critical Infrastructure Information (PCII) will be treated in a manner consistent with the Critical Infrastructure Information Act of 2002 (Public Law 107-296) (CII Act), which created a new framework, that enables State and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to DHS/FEMA. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information. PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS requires all State Administering Agencies (SAAs) to complete the PCII accreditation process. Accreditation activities include signing a memorandum of agreement (MOA) with DHS, appointing a PCII Officer, and implementing a self-inspection program.
61. **Publications:** That all publications created with funding under this grant shall prominently contain the following statement: “This Document was prepared under a grant from the Federal Emergency Management Administration (FEMA) Grant Programs Directorate (GPD), U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or DHS.”
62. **Recording and Documentation of Receipts and Expenditures:** Sub-recipient’s accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
63. **Rehabilitation Act of 1973 (Article VI):** Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
64. **Reports:** To provide the required quarterly status reports and other information and documentation that may be requested by OKOHS.

To cooperate with any assessments, national evaluation efforts, or information or data collection requests related to any activities within this project.

To provide DHS/FEMA and OKOHS reasonable assistance with assessments conducted to (a) determine the existing level of preparedness within the Sub-recipient’s jurisdiction; (b) determine the homeland security related needs of the jurisdiction, and (c) measure progress in achieving state and federal preparedness goals.

65. **Reporting of Matters Related to Recipient Integrity and Performance (Article XXXIII):** If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies

exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

66. **Reporting Sub-awards and Executive Compensation (Article XLI):** Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.
67. **Retention of Records:** Any records relevant to the grant must be retained for at least three years following the termination date, which may be extended beyond the scheduled termination date, of the OKOHS/DHS/FEMA grant (OKOHS will provide the notice on the OKOHS web site under the grants section regarding the start date of this three-year period). In accordance with the requirements set forth in the [2 C.F.R. Part 200](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years from the date of submission of the final expenditure report. In cases where litigation, a claim, or an audit is initiated prior to expiration of the three-year period, records must be retained until completion of the action and resolution of issues or the end of the three year period, whichever is later. Retention is required for purposes of Federal examination and audit. Records may be retained in an electronic format.
68. **SAFECOM (Article V):** Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
69. **Sanctions:** If a Sub-recipient materially fails to comply with the terms and conditions of an award, OKOHS or DHS/FEMA may take one or more of the following actions, as appropriate in the circumstances:
 - Temporarily withhold cash payments pending correction of the deficiency by the Sub-recipient.
 - Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
 - Wholly or partly suspend or terminate the current award.
 - Withhold future awards for the project or program.
 - Pursue any other legal remedy that may be available.
 - Require reassignment of any tangible or intangible items purchased with OKOHS grant funding to another local jurisdiction.

Prior to taking action, OKOHS will provide the Sub-recipient reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

70. **Summary Description of Award (Article I):** The purpose of the FY 2021 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$4,602,500.00. This grant program funds a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.
71. **Terrorist Financing (Article XXVIII):** Recipients must comply with [E.O. 13224](#) and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

72. **Trafficking Victims Protection Act of 2000 (TVPA) (Article XIV):** Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000* (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.
73. **Training:** All requested or relevant training records of Sub-recipients must be submitted to the OKOHS Training and Exercise Coordinator.
74. **Unauthorized Expenditures:** Examples of **unauthorized expenditures** include but are not limited to:
- Hiring of Public Safety Personnel
 - General use equipment including but not limited to items jurisdictions would normally be expected to have.
 - Items not pre-approved by OKOHS
 - Exercise related costs for non-expendable equipment items (e.g., electronic messaging signs) and/or vehicle/emergency response apparatus costs (other than the cost of fuel/gasoline, which is allowable)
75. **Universal Identifier and System of Award Management (Article III):** Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference.
76. **USA Patriot Act of 2001 (Article IX):** Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.
77. **Use of DHS Seals, Logo, and Flags (Article XLII):** Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
78. **Whistleblower Protection Act (Article XLIII):** Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. section 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.
79. **Written Approval of Changes:** Sub-recipient must notify OKOHS in writing of any events or changes requiring adjustment in the grant award. Examples include but are not limited to: changes of address, project manager, project site, budget categories or scope.

Authorized Official:

Name, *please type or print*

Signature

Date



SIGNATURE AUTHORIZATION

Required to sign all OKOHS subgrant documents

PROJECT CONTACT/SECONDARY AUTHORIZED OFFICIAL INFORMATION

| | | |
|------------------------|--------------|--------------------------|
| PRINT Name | | |
| Travis King | | |
| Title | | |
| Fire Chief | | |
| Agency | | |
| Norman Fire Department | | |
| Mailing Address | | State |
| 415 E. Main Street | | OK |
| | | Zip |
| | | 73071 |
| Phone # | Fax # | Email |
| 405-292-9780 | 405-292-9785 | travis.king@normanok.gov |

Primary Contact Signature

Date

OPTIONAL Secondary Contact

Authorized to sign subgrant documents? ☐ Yes ☐ No
(If "yes," please sign below)

| | |
|-------------------|-----------------------|
| PRINT Name | Title / Agency |
| | |
| Email | Phone # |
| | |

Secondary Contact Signature

Date

AGENCY/JURISDICTION CHIEF EXECUTIVE OFFICER – PRIMARY AUTHORIZED OFFICIAL INFORMATION

City or County Official (Mayor, City Manager, County Commissioner)

I hereby authorize the individual(s) identified above to act on my behalf in coordination with the Oklahoma Office of Homeland Security (OKOHS) and to sign all documentation related to this subgrant.

| | |
|---|----------------------|
| PRINT Chief Executive Officer Name | OKOHS Award # |
| | 1160.054 |
| Title | Phone # |
| Mayor | 405-366-5402 |
| Jurisdiction (City, County, etc.) | Email |
| City of Norman | |
| Mailing Address | State |
| P.O. Box 370 | OK |
| | Zip |
| | 73070 |

Chief Executive Officer Signature

Date

Form Revised as of: September 10, 2007

If any of the above information changes please submit a new **SIGNATURE AUTHORIZATION FORM** to OKOHS immediately.



Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

Item 19.

P.O. Box 11415
Oklahoma City, OK 73136
(405) 425-7296 Office (405) 425-7295 Fax
www.homelandsecurity.ok.gov

QUARTERLY STATUS REPORT

OKOHS Award

1160.054

Dollar Amount of this Award

\$ (A)

Total Dollar Amount of this Award spent or encumbered (binding contract to purchase in effect) as of the end of the current quarter :

\$

Dollar Amount you have Requested from OKOHS as of end of current quarter:

\$ (B)

Dollar Amount Not yet requested as of end of current quarter:

\$ (A-B)

Dollar Amount Being Released to OKOHS

\$

INSTRUCTIONS:

- Fax, mail or email this completed form to OKOHS within 15 days of the end of each calendar **quarter**.
- Submit separate quarterly status reports for **each** OKOHS award.
- Submit a **"Final Report"** and **"Inventory"** after your entire award has been reimbursed by OKOHS.
- If more space is needed, please attach additional pages.
- **ONLY FILL OUT THE AUTHORIZED OFFICIAL/PRIMARY CONTACT INFORMATION IF THIS HAS CHANGED SINCE THE LAST QUARTERLY STATUS REPORT.**

Entity Name:

Complete Address (only if changed from last report)

Final Report YES ___ NO ___

Quarter Ended:

Grant Purpose (i.e. equipment, response trailer, critical infrastructure)

Inventory sent with Final Report YES ___ NO ___

➤ **Describe grant activity during the past quarter:**

➤ **Describe grant progress from receipt of this award through the end of the current quarter (for example, if your funds will be used to harden critical infrastructure sites, how many sites will be hardened, how many have been hardened and what percentage of each project is complete as of the end of the current quarter):**

➤ **List any issues that currently prevent the expenditure of any portion of this OKOHS grant award:**

➤ **Have any items purchased with this OKOHS grant award been lost, destroyed or otherwise disposed of? Yes ___ No ___ If yes, please explain below and attach a completed Equipment Disposition Form (available on the OKOHS website):**

➤ **Other comments, if any:**

312



Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

Item 19.

P.O. Box 11415
Oklahoma City, OK 73136
(405) 425-7296 Office (405) 425-7295 Fax
www.homelandsecurity.ok.gov

QUARTERLY STATUS REPORT

Training and Exercises:

- Has there been a change in the jurisdiction's NIMS Point of Contact? YES ☐ NO ☐
- If Yes: Have you notified OKOHS of any change including contact information? YES ☐ NO ☐
- Have appropriate NIMS courses been integrated into your jurisdiction's responder training requirements (IS 700, ICS 100, ICS 200, ICS 300, ICS 400)? YES ☐ NO ☐
- Have you conducted a multi-jurisdictional, multi-agency exercise in the past quarter? YES ☐ NO ☐
Date: _____ Description: _____
- Does your jurisdiction keep records for all required responder NIMS training and exercises? YES ☐ NO ☐
- If Yes: Does the NIMS POC have access to these records? YES ☐ NO ☐
- Describe any Training/or Exercise assistance needed for your jurisdiction:

Quarterly Status Report signed by:

Type/Print Signor Name & Title:

Date:

Signor Certifies:

- Legal authorization to submit quarterly status reports on behalf of the named government entity.
- Compliance with all laws, regulations, statutes, assurances, certifications and other requirements contained in the sub-grant application and guidance documents.
- All submitted data is true and correct to the best of signatory's knowledge.

Authorizing Official (ie. the Mayor/City Manager/County Commissioner)

Primary Contact (Authorized Official(s))

Name/Title:

Name/Title:

Telephone:

Fax:

405-292-9785

Telephone:

Fax:

Email:

travis.king@normanok.gov

Email:




Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

Item 19.

P.O. Box 53365
Oklahoma City, OK 73152
(405) 425-7296 Office (405) 425-7295 Fax
www.homelandsecurity.ok.gov

A Division of Oklahoma Department of Emergency Management

SUB-RECIENT AWARD

| | | | | | |
|---|--|---------------------------|--|--|--|
| Sub-grantee – Required for Reimbursement FEI# | | DUNS # | | Original Award Amount \$8,524.24 | |
| City of Norman Brea Clark, Mayor 201 W. Gray St. Norman, OK 73069 | | | | Award Number #1160.054 | |
| | | | | Award Effective Date 9/1/2019 | |
| | | | | Project Period 9/1/2019 – 8/31/2022 | |
| Project Title/IJ Homeland Security Grant Program Minirae Calibration Kit/IJ #6 | | | | CFDA 97.073 (OKOHS # 97.073) | |
| Applicable Funds Homeland Security Grant Program FY 2019 (SHSP - Local) | | Region 6 | | County Cleveland | |
| Method of Payment: This is a Reimbursement Grant. | | | Is Sub-Grantee NIMS Compliant? (Please Check One) YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| Agency/Jurisdiction Chief Executive Officer Information-Primary Authorized Official City or County Official (Mayor, City Manager, County Commissioner, Head of Nonprofit) | | | Project Contact/ Secondary Authorized Official (If Applicable) | | |
| Title of Primary Authorized Official Mayor | | | Title of Secondary Authorized Official Fire Chief | | |
| Name Brea Clark | | | Name Travis King | | |
| Telephone 405-876-9216 | | Fax | | Telephone 405-292-9780 | |
| Fax | | Telephone 405-292-9780 | | Fax | |
| Email mayor@normanok.gov | | | Email Travis.king@normanok.gov | | |
| Signature of Primary Authorized Official: (Required) | | | Date | | Signature of Secondary Authorized Official: (Required) |
| | | | | | Date |
| The Primary Authorized Official certifies: <ul style="list-style-type: none">• Legal authorization to accept grants on behalf of the named governmental entity.• Proposed project can be completed by August 31, 2022• Sub-Grantee will comply with all laws, regulations, statutes, assurances, certifications, and other requirements referenced in Schedules A, B and C (if applicable) and Schedules 1-5 (if applicable) each of which is attached hereto.• All submitted data is true and correct to the best of signatory's knowledge. | | | | | |
| Special Conditions | | | | | |
| OKOHS Approving Official Hiram Tabler Director | | | OKOHS Contact Information Oklahoma Office of Homeland Security P.O. Box 53365 Oklahoma City, OK 73152 | | |
| Signature of OKOHS Approving Official  | | | Telephone (405) 425-7296 | | Fax (405) 425-7295 |

HIRAM TABLER
DIRECTOR



MARK GOWER
AGENCY DIRECTOR

STATE OF OKLAHOMA
OFFICE OF HOMELAND SECURITY
A Division of Oklahoma Dept. of Emergency Management

TO: City of Norman
Breea Clark, Mayor
FROM: Hiram Tabler, Director
DATE: March 9, 2022
RE: Oklahoma Office of Homeland Security 2019 Homeland Security Grant Program;
Minirae Calibration Kit; # 1160.054

Your agency has been selected to receive \$8,524.24, (the Proposed Award), pursuant to the Oklahoma Office of Homeland Security (OKOHS) fiscal year 2019 Homeland Security Grant Program (the 2019 Program). Among other initiatives, the 2019 Program provides this funding for the purchase of minirae calibration kit.

In order to facilitate the expeditious acquisition of the rope rescue equipment (the Equipment), the City of Norman hereby assigns the \$8,524.24 to the State of Oklahoma, specifically OKOHS, to purchase the Equipment, which will be delivered and titled directly to the City of Norman. We agree to accept title to the Equipment and acknowledge that use of the Equipment is subject to the terms and conditions of the 2019 Program, including but not limited to the requirement to maintain an accurate inventory of the Equipment.

The 2019 Program is a federally funded grant using money provided to the State of Oklahoma as a part of the FY 2019 (FEMA/DHS) Homeland Security Grant Program. Like previous FEMA/DHS/OKOHS grant programs, the 2019 Program is a reimbursement grant. The process requires the following actions (Note 2-5 apply to OKOHS):

- (1) Acceptance of the terms and conditions of the 2019 Program including but not limited to those noted on the attached Schedule "1";
- (2) Submission of a Budget Detail Worksheet (BDW) to OKOHS with a list of estimated costs of specific allowable items;
- (3) Receipt of an approval letter from OKOHS with a schedule of approved items. You must have this **OKOHS APPROVAL LETTER IN HAND PRIOR TO EXPENDING FUNDS**;
- (4) After your receipt of the OKOHS Approval Letter, you may purchase approved items in an amount not to exceed the amount of the Proposed Award; and
- (5) Upon receipt of the purchased items, you may submit a Reimbursement Request Form with copies of the associated invoices to OKOHS. (Copies of the Reimbursement Request Form and the BDW are available on the OKOHS website at www.homelandsecurity.ok.gov).

Reimbursement checks are generally mailed to sub grantees by OKOHS within 30 days of receipt of the signed Reimbursement Request Form and associated invoices. If this process will cause a significant hardship, please contact OKOHS for further guidance.

If your organization is willing to accept the Proposed Award subject to all the terms and conditions of the Year Program, please so indicate by: (1) affixing the signature of the

Award Memo

Schedule "A"

Page 1 of 2

appropriate chief executive officer (i.e. the chair of the county commissioners, the mayor, the agency director, or the city manager) in the space provided below; and (2) returning an original fully executed copy of this letter and each document listed on *Schedule "1"* (each of which is included with this award packet) to OKOHS **ON OR BEFORE March 31, 2022** Post Office Box 53365, Oklahoma City, Oklahoma 73152.

Should you have questions or need additional assistance contact Christina Daron at 405-425-7591 or by email at christina.daron@okohts.ok.gov or Ginny Andrews at 405-425-7590 or by email at gabby.andrews@okohts.ok.gov.

Thank you for your willingness to participate in this important initiative. We appreciate your efforts to protect our citizens and we look forward to working with you.

Agreed and accepted this ____ day of _____ 2022:

Government/Agency Name: _____

Signature: _____

Printed Name: _____

Title: _____

File Attachments for Item:

20. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A RECREATIONAL TRAILS GRANT IN THE AMOUNT OF \$111,200 FROM THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT FOR IMPROVEMENTS TO THE GEORGE M. SUTTON URBAN WILDERNESS PARK FOR THE PARKS AND RECREATION DEPARTMENT, CONTRACT K-2122-133, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A RECREATIONAL TRAILS GRANT IN THE AMOUNT OF \$111,200 FROM THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT FOR IMPROVEMENTS TO THE GEORGE M. SUTTON URBAN WILDERNESS PARK FOR THE PARKS AND RECREATION DEPARTMENT, CONTRACT K-2122-133, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

To make improvements to George M. Sutton Urban Wilderness Community Park, the Park Development staff applied for a Recreational Trails Grant from the Oklahoma Tourism and Recreation Department (OTRD) in January 2020. The request was for \$111,200 that would be matched by \$27,800 in funds from the City of Norman to implement a total of \$139,000 of development in the park, following the 80/20-Match formula for this grant program. The work described in the grant was planned with help from the Sutton Urban Wilderness Advisory Committee. The project will include the construction of a 12-car parking lot expansion at the trailhead parking off 12th Avenue NE, which will provide much-needed additional spaces for the public. Additionally, repairing and surfacing a spur of walking trail in the park connecting Sutton Wilderness to the trail in Griffin Park (south of Sutton). The old path section will be re-graded and topped with crushed granite to match the rest of the trails in Sutton Wilderness. Previous improvements to the parking and trails in this park were made through an earlier Recreational Trails Grant in 2017. Since then, there has been a noticeable increase in the daily and annual use of this unique wilderness area in Norman. The grant application proposed to use already-approved funding for trail and sidewalk maintenance as the match for the grant if approved.

The grant request was tentatively approved by OTRD in October of 2021. Since that time, staff has completed the required state historical and archaeological reviews and received clearance from the five separate Native Tribes identified by the State as having a potential historical interest in the area of the park. The OTRD has now reviewed these approvals and has subsequently provided the City of Norman with the grant agreement.

DISCUSSION:

Once the City of Norman accepts K-2122-133, the Project Agreement (attached), we will proceed to have the engineered drawings for the new parking area and the trail rehabilitation completed. Those drawings will be left for bidding, and work will proceed this summer. This reimbursable grant requires those receiving it to finance the entire project and submit paid invoices for reimbursement from the OTRD grant administrators. Parks has received several grants in the past for various park trail projects and have always established a Special Grant Fund to pay for the project costs, and we propose to follow that same format for this grant. As stated earlier, the matching funds (the 20% that will not be reimbursed) will come from our annual park sidewalks and trail maintenance account, as was proposed in the grant application.

RECOMMENDATION:

It is recommended that City Council approve K-2122-133, the Recreational Trails Program Project Agreement awarding a grant of \$111,200 from the Oklahoma Tourism and Recreation Department and approve the appropriation of \$111,200 into a Special Grant Account for improvements described above to George M. Sutton Urban Wilderness Community Park.

Appropriation of \$111,200 from the Special Grant Fund Balance (22-29000) to George M. Sutton Urban Wilderness Park Development, Construction (Account 22790074-46101; Project PC0025).

RECREATIONAL TRAILS PROGRAM

PROJECT AGREEMENT

This Project Agreement is entered into by and between the State of Oklahoma, by and through the Oklahoma Tourism and Recreation Department and the [SPONSOR], the Project Sponsor.

Federal Project Number: 21(111) State Project Number: 21-11
 Federal Awarding Agency: FHWA (Federal Highway Administration)
 Project Sponsor: City of Norman County: Cleveland
 Project Name: Sutton Urban Wilderness Trail Parking DUNS – 824700033
 Project Period: 4/30/2022-4/30/2024 CFDA# 20.219
 Project Stage Covered By This Agreement: **ENTIRE PROJECT**
 Approved Federal Funds: \$ 111200 Local Funds: \$ 27800
 Total Project Cost: \$ 139000

In consideration for the matching grant funds provided by the State of Oklahoma, the Project Sponsor agrees to perform the work identified in the project scope and agrees to comply with all of the requirements noted in this agreement. As a part of this project, a sign recognizing the Recreational Trails Program (RTP) must be installed at the trail facility. This facility shall remain open to the public for a period not less than twenty-five years. In the event that a facility funded through the RTP becomes unusable as a recreation facility and/or does not remain open to the public, the project sponsor will be obligated to pay back federal funds received. Cash will be due within 90 days of closure.

PROJECT SCOPE:

Repair existing trail, improve .35 miles with crushed granite surface, expand parking lot and add signage at Sutton Urban Wilderness Trail, Norman, OK

Environmental Categorical Exclusion Approved

This Proposal is not intended to include those projects or actions which would cause significant environmental impacts, affect wetland areas or require dredging of filling within the channel of a navigable waterway. The project will not affect significant archaeological or historical resources as determined by the State Historic Preservation officer and the Oklahoma Archeological Survey.

The undersigned Project Sponsor does hereby agree and accept the same responsibility and obligations set out in the herein described project and to the same extent and in the same manner, including all requirements, as does the State of Oklahoma. The undersigned Project Sponsor of the State of Oklahoma further understands, agrees, and accepts that this project is not effective and no costs should be incurred until this Project Agreement has been duly executed by the State of Oklahoma and the said Project Sponsor on the herein described project until it has received said notification by the State.

The Project Sponsor Agrees to comply with the terms and intent of the following:

1. Equal Opportunity Clause (41 CFR 60-1.4);
2. Nonsegregated Facilities Statement (41 CFR 60-1.8);
3. Notice of Requirement for Affirmative Action (41 CFR 60-4.2);

4. Standard Federal Equal Employment Opportunity Specifications (41 CFR 60-3);
5. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646);
6. Facility designs must be in accordance with the Architectural Barriers Act of 1968 (P. L. 90-480 as amended through 1978), and the Americans With Disabilities Act (ADA) (P. L.101-336, 1990).
7. Civil Rights Assurance of Compliance
8. Compliance Report Title VI Civil Rights Act of 1964
9. Assurances Construction Programs/Assurances Non-construction Programs
10. Debarment and Suspension Agreements
11. Flood Disaster Protection Act of 1973 (P.L. 93-234); and all applicable regulations and procedures implementing these Acts.
12. Public Law 100-463 (H.R. 4781) Any contract work that is \$50,000 or over must be put out to bid.
13. Must comply with the Buy-American provisions of the American Recovery and Reinvestment Act (23 U.S.C.313 and 23 CFR 635.410)
13. Sponsor agrees to complete the project within the time specified in this agreement. Failure to complete the project within this timeframe may result in forfeiture of any unexpended balance of funds.
14. Sponsor shall submit reimbursement requests at least once a year and in accordance with the budget submitted and Program requirements. Failure to do so may result in forfeiture of any unexpended balance of funds.

This Agreement incorporates the provisions of the Transportation Equity Act for the 21st Century (TEA-21), under federal statutes 23 U.S.C. 206.

STATE OF OKLAHOMA**PROJECT SPONSOR**

BY _____

BY _____

TITLE: State Liaison Officer_____
NAME & TITLE

DATE: _____

DATE: _____

If any person other than the Project Sponsor named above will be submitting for reimbursements and signing the Outlay Report for the Project Sponsor, that person must also sign and date below.

BY _____

BY _____

NAME & TITLE_____
NAME & TITLE

DATE: _____

DATE: _____

Revised 4/2017

FHWA-1273 -- Revised May 1, 2012

REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS

- I. General
- II. Nondiscrimination
- III. Nonsegregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Compliance with Governmentwide Suspension and Debarment Requirements
- XI. Certification Regarding Use of Contract Funds for Lobbying

ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under

this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

2. EEO Officer: The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

3. Dissemination of Policy: All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. Recruitment: When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

5. Personnel Actions: Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are

applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

7. Unions: If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

8. Reasonable Accommodation for Applicants / Employees with Disabilities: The contractor must be familiar

with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

10. Assurance Required by 49 CFR 26.13(b):

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

11. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on [Form FHWA-1391](#). The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor

will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions

of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b. (1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or

will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. Withholding

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. Payrolls and basic records

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-

Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b. (1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency..

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and trainees

a. Apprentices (programs of the USDOL).

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly

rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

b. Trainees (programs of the USDOL).

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT).

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

7. Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility.

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The following clauses apply to any Federal-aid construction contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

3. Withholding for unpaid wages and liquidated damages. The FHWA or the contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through (4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

- (1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;
- (2) the prime contractor remains responsible for the quality of the work of the leased employees;
- (3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and
- (4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is

evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.

2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more – as defined in 2 CFR Parts 180 and 1200.

1. Instructions for Certification – First Tier Participants:

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this

covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which

this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

* * * * *

XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

**ATTACHMENT A - EMPLOYMENT AND MATERIALS
PREFERENCE FOR APPALACHIAN DEVELOPMENT
HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS
ROAD CONTRACTS**

This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

5. The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region.

6. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

File Attachments for Item:

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-134: A RIGHT OF WAY LICENSE BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MEATING PLACE, L.L.C., ALLOWING THE LICENSEE TO INSTALL CERTAIN IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY FOR A LIMITED PERIOD OF TIME.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: May 24, 2022

REQUESTER: The Meating Place, LLC

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2122-134: A RIGHT OF WAY LICENSE BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MEATING PLACE, L.L.C., ALLOWING THE LICENSEE TO INSTALL CERTAIN IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY FOR A LIMITED PERIOD OF TIME.

BACKGROUND:

The concept of using parking spaces adjacent to restaurants to provide for additional dining opportunities while accommodating social distancing was first introduced at the Community Planning and Transportation Committee during its July 2020 meeting. The concept has gained in popularity during the Coronavirus pandemic, particularly in areas of the United States where restaurant dining rooms have been ordered closed for prolonged periods of time. In response to Committee feedback, Mayor Clark signed Proclamation 2020-08 on September 11, 2020 establishing a Temporary Outdoor Expansion Permit to allow restaurants and bars to operate in the adjacent public-rights-of-way subject to certain conditions. No applications for the permit were received; potential applicants expressed a desire for a more permanent option given the initial expense of installing appropriate barriers to block off parking spaces for the use of the outdoor space by patrons.

The City was able to secure a number of barriers at no cost from the Oklahoma Department of Transportation for the purpose of assisting eligible businesses to set appropriate boundaries for "Streateries". Subsequent discussions were held at the Committee level and direction was given to establish a fairly simple pilot program to gain insight into areas that might need to be addressed in a more permanent permit structure.

DISCUSSION:

Staff has developed a Right-of-Way License and Agreement which establishes similar parameters to those available for other revocable licenses granted by the City to private property owners. The Meating Place restaurant has worked with the Planning and Public Works Departments to establish the boundaries of a designated streaterie area; to determine the appropriate measures to be taken to protect the safety of the patrons; and to maintain sidewalk access for others in the area. The initial term of the proposed license is 6 months, which will

allow the City and The Meating Place to evaluate the program and determine whether it should continue through the winter months. The fee for this license is \$300 per year (should it be renewed), which is \$75 per parking space. Appropriate insurance requirements must be met prior to issuance of the license – The Meating Place has provided proof of adequate insurance. Failure to meet the requirements of the license could result in termination.

RECOMMENDATION:

Staff forwards Contract K-2122-134 to Council for its consideration.

RIGHT-OF-WAY LICENSE AND AGREEMENT

THIS RIGHT-OF-WAY LICENSE ("License") is hereby issued as of the ____ day of _____, 202__, by THE CITY OF NORMAN, OKLAHOMA, A Municipal Corporation, ("City"), to The Meating Place, LLC ("Licensee").

RECITALS

WHEREFORE, Licensee has submitted an application and supporting materials and information to the City to support its request to utilize right-of-way immediately abutting a parcel of property at the following address: 121 E. Main Street, Norman, OK 73069.

WHEREFORE, the design demonstrated elements, an outdoor seating and customer patronage area fully barricaded from nearby traffic activity according to City-approved standards and regulations, and located on the Premises (as defined below).

WHEREFORE, the City and Licensee wish to enter into an agreement whereby Licensed Improvements (as defined below) may be placed by Licensee within the public right-of-way subject to certain limitations and conditions.

LICENSE AND AGREEMENT

WITNESSETH, the parties hereto, for the consideration hereinafter expressed, covenant and agree as follows:

1. **Premises and Licensed Improvements.** City hereby permits Licensee, subject to the rights and easements hereinafter excepted and reserved and upon the terms and conditions hereinafter set forth, to use the following described land situated in Norman, Cleveland County, State of Oklahoma, as exhibited and described on the attached "Exhibit A" made a part hereof ("Premises"), for a term beginning on May 24, 2022 and ending November 23, 2022 or when this License shall otherwise be terminated as hereafter provided. This License is issued solely for the purpose of placing a barricaded outdoor seating and customer patronage area, in substantial compliance with the scaled site plan attached as "Exhibit B," and detailed dimensional drawings and material descriptions attached collectively as "Exhibit C" which shall be installed and maintained according to the provisions set forth herein (collectively the "Licensed Improvements"). The Licensee may not make any improvements on the Premises that are unrelated to or not necessitated by the purposes set forth for the Licensed Improvements in this License and Agreement. The Licensed Improvements are only permitted to the extent they are compliant with the applicable Code of Ordinances for the City of Norman, Oklahoma and federal law. The Licensee may not use the Premises for any other purpose under the terms of this License and Agreement.

2. **License Subject to City Use.** City hereby excepts and reserves the right, to be exercised by City and by any others who have obtained or may obtain permission or authority from City so to do, (a) to operate, maintain, renew and relocate any and all existing utilities, pipe, power, and communication lines and appurtenances and other facilities of like character upon, over, or under the surface of the Premises; and (b) from time to time to construct, operate, maintain, renew and relocate such additional facilities of the same character. City shall incur no liability to Licensee for any damages to the Licensed Improvements or the Premises that may occur during the operation, maintenance, renewal, relocation of any or all existing utilities, pipes, power or communication lines,

appurtenances, or facilities, and in all instances it shall remain the responsibility of Licensee to ensure that the Licensed Improvements remain compliant with the applicable Code of Ordinances for the City of Norman, Oklahoma and federal law. However, City shall provide no less than fourteen (14) calendar days' notice to Licensee, unless emergency circumstances dictate otherwise, for any construction, repair, or improvements that will affect Licensee's rights under this License and Agreement.

3. **Annual License Fee.** Licensee shall pay to City for the use of the Premises as follows: THREE HUNDRED and NO/100 Dollars (\$300.00) per year payable in advance without demand. This fee is due and owing on or before the date this License is issued and thereafter shall be payable on or before the first day of each annual anniversary of such date thereafter. If the fee remains unpaid for thirty days after payment is due, the penalty shall be equal to 10% of the annual amount due for each month that the fee remains unpaid. Upon termination by either party pursuant to this agreement, any non-vested portion of the annual fee paid in advance by Licensee will be refunded, on a pro-rata basis, to Licensee by City.

4. **Altering the Licensed Improvements.** Prior to altering any portion of the Licensed Improvements, and prior to installation of any item within the Premises that is not already identified as a part of the Licensed Improvements, engineered plans and/or drawings must be submitted to and approved by the City of Norman Public Works Department. Upon recommendation of necessary City Personnel, and in the sole discretion of the City Manager or its designee, said alterations may be approved on a case-by-case basis. Upon discretion and advice of the City Attorney, the City Manager or its designee may also determine that Licensee must seek a new License and Agreement to pursue the proposed alternations. Any deviation from the approved plans may be grounds for revocation of this License.

5. **City Right to Inspect.** Licensee shall allow City to enter upon the Premises at reasonable times for the purpose of inspection. Should Licensee not comply fully with the above-stated obligations of this section, City may, at its option, terminate this License by serving five (5) days' notice of termination upon Licensee. Any waiver by City of any breach of Licensee's obligations shall not constitute a waiver of the right to terminate this Lease for any subsequent or continued breach which may occur, or to enforce any other provision of this License. Upon termination, Licensee shall be governed by Section 13 of this License and Agreement regarding Licensee's surrender of possession of the Premises. Any termination of the License herein will not serve to terminate any other obligations by Licensee under this Agreement.

6. **Licensee's Duty to Maintain.** Licensee shall keep and maintain the Premises and Licensed Improvements in such safe, sanitary and sightly condition as shall be satisfactory to City, and otherwise in compliance with applicable submittals and regulations relating to the use proposed in this License and Agreement. If Licensee fails or refuses within fifteen (15) days after receipt of any request by City so to perform repair or maintenance of the Premises or Licensed Improvements, City may, at its option, perform such work, and in such event, Licensee shall, within thirty (30) days after the rendition of bill therefore, reimburse City for the cost so incurred. City may also, at its option, provide Licensee five (5) days' notice of termination of this License upon Licensee's failures pursuant to this Section.

7. **No Liens on Premises.** Licensee shall promptly pay any contractors hired for installation, repair or maintenance of the Licensed Improvements, and shall not permit or allow the placement of any lien upon the Premises. Licensee shall promptly pay and discharge any and all liens arising out of any construction, alteration or repair work done, or suffered or permitted to be done, by

Licensee on the Premises, and City is hereby authorized to post any notices or take any other action with respect to the Premises that is or may be permitted by law to prevent the attachment of any such liens to the Premises; provided, however, that failure of City to take any such action shall not relieve Licensee of any obligation or liability under this or any other paragraph hereof.

8. **Indemnification by Licensee.** Licensee shall indemnify, defend and hold harmless City against all actions or causes of action, claims, liability, loss, cost, damage or expense, or whatever kind and nature, including but not limited to those arising under the Federal Employer's Liability Act, or under any Workers' Compensation Act, and any amendment to said Acts now or hereafter in effect, including attorney fees and other expenses of litigation, and including any suit instituted to enforce the obligations of this provision, which City may sustain or incur, or for which it may become liable, by reason of use of, damage to or destruction of property, including the loss of use thereof and lost profits, or by reason of injuries, including death, to any person or persons including, but not limited to, the person or property of the parties hereto and their employees (hereafter "Loss and Damage"):

- (1) Arising out of, or directly or indirectly due to, any failure by Licensee to satisfy, promptly and faithfully, its obligations under this License;
- (2) Arising out of, or directly or indirectly due to, any accident or other occurrence whatsoever causing injury, including death, to any person or persons or damage to or destruction of any property, including the loss of use thereof and lost profits, resulting from the use, occupancy or condition of the Premises and Improvements by Licensee, its employees, invitees and licensees; and
- (3) Arising out of any mechanic's lien or other lien, tax, assessment or charge of any and every nature that may at any time be established against the Premises or the Improvements, or any part thereof, as a consequence, direct or indirect, of the existence of Licensee's interest under this Lease.

No settlement by Licensee for Loss and Damage shall affect City's right to indemnity, contribution or defense under this agreement.

Upon written notice from City, Licensee agrees to assume the defense of any lawsuit, administrative action or other proceeding brought against City by any public body, individual, partnership, corporation, or other legal entity, relating to any matter covered by this License for which Licensee has an obligation to assume liability for and/or to save and hold harmless the City. Licensee shall pay the entire costs incident to such defense, including, but not limited to, attorneys' fees, investigators' fees, litigation expenses, settlement payments, and amounts paid in satisfaction of judgments. Any and all lawsuits or administrative actions brought or threatened on any theory of relief available at law, in equity or under the rules of any administrative agency shall be covered by this Section, including, but not limited to, the theories of intentional misconduct, negligence, breach of statute or ordinance, or upon any theory created by statute or ordinance, state or federal.

9. **Licensee Insurance.** Licensee shall maintain commercial general liability insurance and Workers' Compensation Insurance (as applicable) and shall provide the City with evidence thereof, such evidence to be continually updated by Licensee upon renewal. Any commercial general liability policy shall have minimum limits of Two Million Dollars (\$2,000,000.00) per occurrence, and no less than Two Hundred and Fifty (\$250,000.00) in coverage for damages to the property, including the

Premises and Licensed Improvements. Said policy shall name the City of Norman as an additional insured for the purposes of the Premises and Licensed Improvements.

10. **No liability to Licensee.** In case of the eviction of Licensee by anyone owning or claiming title to or any interest in the Premises, City shall not be liable to Licensee for any damage of any nature whatsoever, or to refund any fee paid hereunder, except the proportionate part of any fee paid in advance. City shall further not be liable to Licensee in any way relating to the actions or decision of third parties.

11. **Other Termination Rights.**

a. If any fee shall be due and unpaid, or if default shall be made in any of the covenants or agreements of Licensee herein contained, or in the case of any assignment or transfer of this License by operation of law, City may, at its option, terminate this License by serving five (5) days' notice in writing upon Licensee; but any waiver by City of any default or defaults shall not constitute a waiver of the right to terminate this License for any subsequent default or defaults.

b. This License may be terminated for any reason at any time by either party by serving thirty (30) days' written notice of termination upon the other party, stating therein the date that such termination shall take place, and upon the expiration of the time specified in such notice, this License and all rights of Licensee hereunder shall absolutely cease and terminate.

c. City retains the ability to revoke this License to address any City need reasonably originating from the City's right to ensure the public's health, safety and general welfare. In such case as this provision is invoked, the City shall provide thirty (30) calendar days' notice to Licensee.

12. **Notices.** Any notice to be given by City to Licensee hereunder shall be deemed to be properly served if deposited in the United States mail, postage prepaid, addressed to Licensee at The Meating Place, LLC, Attn: P.J. Taylor, 121 E. Main Street, Norman, Oklahoma 73069. Any notice to be given hereunder by Licensee to City shall be deemed to be properly served if the same be deposited in the United States mail, postage prepaid addressed to: The Office of the City Clerk, P.O. Box 370, Norman, Oklahoma 73070.

13. **Termination Procedures, Requirements, Remedies and Rights.**

a. Upon the termination of this License in any manner herein provided, Licensee shall forthwith surrender to City the possession of the Premises and shall, at its own cost, remove the Licensed Improvements, excepting any barricade equipment which shall be addressed separately, and shall complete construction or otherwise restore the structures to which the Licensed Improvements were attached in conformance with applicable approvals and code provisions.

b. In the case of barricade equipment, Licensee shall be obligated to work with the City to coordinate the removal of barricades between thirty (30) and sixty (60) days following termination of the License, or such other time period for removal which may be mutually agreed to by the parties.

c. In the case Licensee shall fail within thirty (30) days after the date of such termination to perform such construction or restoration, then City may, at its election to be exercised within thirty (30) days thereafter, remove the Licensed Improvements and perform such construction or restoration in conformance with applicable approvals and code provisions, and in such event Licensee shall, within thirty (30) days after the rendition of bill therefore, reimburse City for the cost so incurred. If the Licensee fails to remove the Licensed Improvements, and the City is required to remove the Licensed Improvements, the City may take and hold the Licensed Improvements as its sole property.

d. If Licensee fails to surrender to City the Premises, upon any termination of this License, all the liabilities and obligations of Licensee hereunder shall continue in effect until the Premises are surrendered; and no termination hereof shall release Licensee from any liability or obligation hereunder, whether of indemnity or otherwise, resulting from any acts, omissions or events happening prior to the date of termination or the date, if later, when the Improvements are removed and the Premises restored or City elects to take and hold the Improvements as its sole property as hereinabove provided.

e. Upon termination of this License by the City, Licensee further agrees and covenants that it will, at its own cost, perform any construction or restoration in conformance with the applicable Code of Ordinances of the City of Norman, including but not limited to the Center City Form Based Code set forth in Section 22-429.7 of the Norman City Code.

14. **Assignment or Transfer by Licensee.** Neither Licensee, nor the heirs, legal representatives, successors or assigns of Licensee, nor any subsequent assignee, shall assign or transfer this License and Agreement or any interest herein, without the written consent and approval in each instance of City.

15. **Successors Bound.** All the covenants and agreements of Licensee herein contained shall be binding upon the heirs, legal representatives, successors and assigns of Licensee and shall inure to the benefit of the successors and assigns of City.

IN WITNESS WHEREOF, this License has been duly executed in duplicate by the parties hereto as of the date and year first above written.

LICENSEE:

The Meeting Place, LLC

By:

[Signature]
Signatory Name, Title

ATTEST:

Corporate Secretary

CITY:

APPROVED by the Norman City Council this _____ day of _____, 2022.

By:

MAYOR

ATTEST:

City Clerk

APPROVED as to legality and form this 19 day of May, 2022.

[Signature]
City Attorney



Cleveland County Oklahoma Assessor's Office

Account #: 23704 / Parcel ID: NC29AAAOT 5
11001
121 E MAIN ST

CURRENT 121 E MAIN STREET, LLC
123 E Main ST, Ste 200
Norman OK 73069-1302

Current Market Value
\$387,800

KEY INFORMATION

| | | | |
|-------------------|--|-----------------|----------------|
| Tax Year | 2022 | | |
| Land Size | 0.0800 | Land Units | AC |
| Class | Urban Commer | School District | NORMAN CITY 29 |
| Section | 30 | Township | 9 |
| Range | 2W | Neighborhood | COMMERCIAL |
| Legal Description | NORMAN OT LOT 11 BLK 5 | | |
| Mailing Address | 121 E MAIN STREET, LLC, 123 E Main ST, Ste 200, Norman, 73069-1302, 73069-1302 | | |

ASSESSMENT DETAILS

| | |
|----------------------|-----------|
| Market Value | \$387,800 |
| Taxable Value | \$370,440 |
| Land Value | \$70,000 |
| Gross Assessed Value | \$44,452 |
| Adjustments | \$0 |
| Net Assessed Value | \$44,452 |

[View Taxes for R0023704](#)

RESIDENTIAL

RESIDENTIAL BUILDING (1)

| | | | | | |
|----------------------|--------------|---------------------|---------------|---------------------|---------|
| Type | 0353 | Description | Retail Store | Quality | Average |
| Stories | 1.0 | Condition | Good | Year Built | 1920 |
| Interior | - | Exterior Walls | | Full Baths | 0 |
| Additional Full Bath | 0 | Half Baths | 0 | Three Quarter Baths | 0 |
| Total Bathrooms | 0.00 | Roof Type | Flat | Bedrooms | 0 |
| Roof Cover | DuroLast | Foundation | Concrete Slab | Floor Cover | - |
| Cooling | Package Unit | Total Finished Area | 6,300 | | |

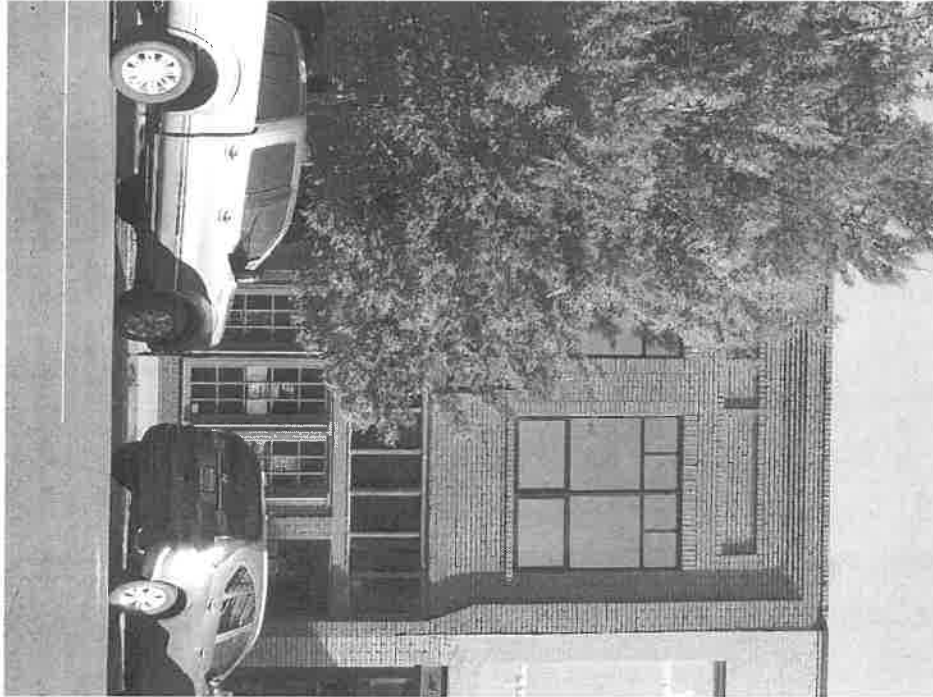
SALES

| SALE DATE | SALE PRICE | DEED BOOK | DEED PAGE | GRANTOR | GRANTEE | DEED TYPE |
|------------|------------|-----------|-----------|---|------------------------|-----------|
| 02/17/2009 | \$0 | 4579 | 639 | CLINTON, GARY | 121 E MAIN STREET, LLC | QCDF |
| 03/12/2007 | \$390,000 | 4309 | 1399 | 1958, LLC | CLINTON, GARY | WD |
| 02/23/2007 | \$331,500 | 4302 | 1083 | 1958, LLC -1/2 UND INT CALONKEY, JULIA ISABEL-TR-1/2 INT CA | 1958, LLC | - |
| 01/04/2007 | \$0 | 4289 | 541 | CALONKEY TRUST-UND 1/2 INT | 1958, LLC -1/2 UND INT | WDN |
| 03/01/1987 | \$0 | 2001 | 713 | SELLER | BUYER | WD |

LAND

| UNIT CODE | DESCRIPTION | USE CODE | ACRES / LOTS | USE VALUE |
|-----------|-------------|------------|--------------|-----------|
| SF | Square Feet | Commercial | 3500.00 | \$70,000 |

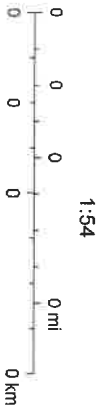
Item 21.



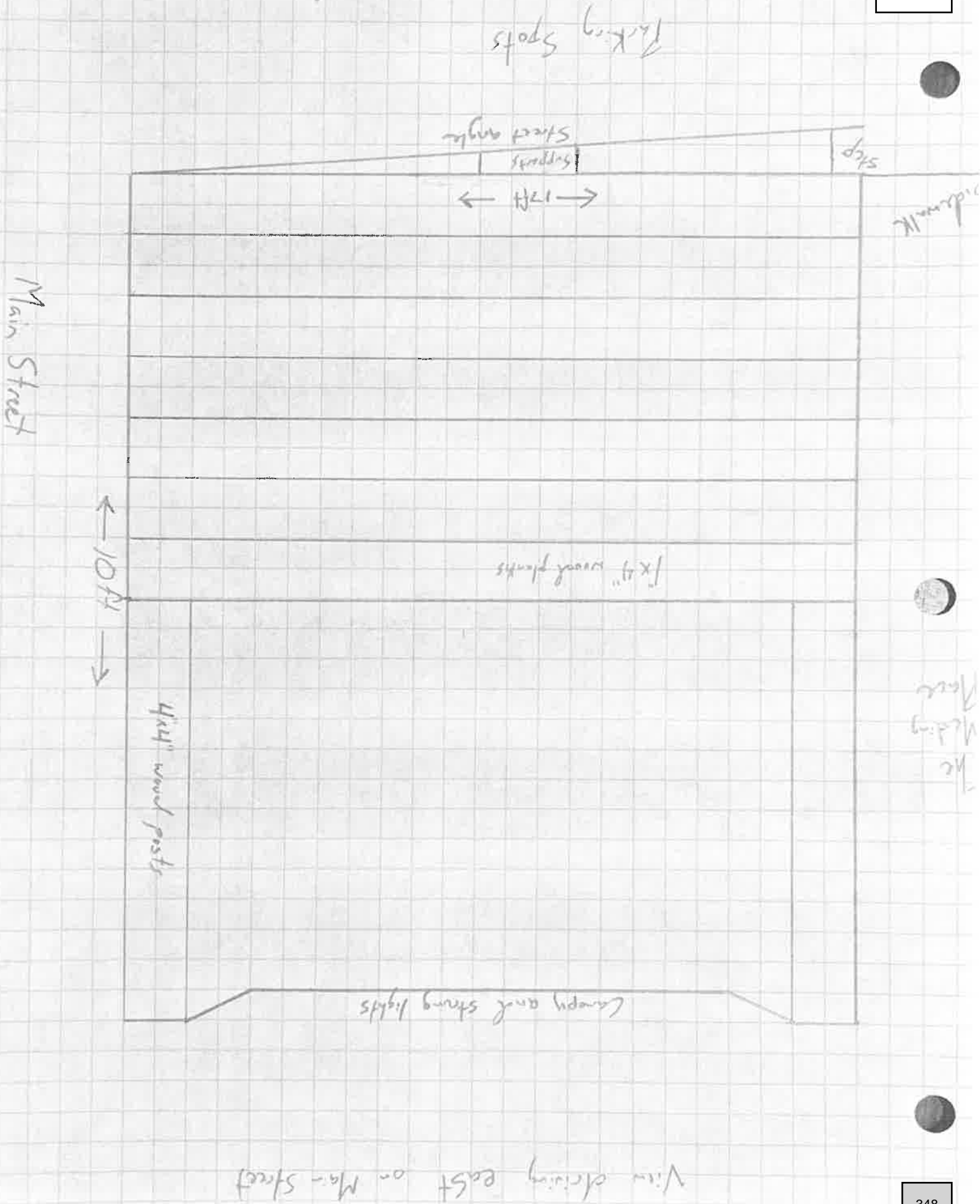


5/18/2022, 12:11:24 PM

- Override 1
- OU
- Park
- Lake Thunderbird
- Railroad
- Streets
- Centerline Labels (10,000+)
- AerialPhoto2021
- Red: Band_1
- Green: Band_2
- Blue: Band_3



City of Norman, GIS Services Division



CANOPY SPECS

Product Profile

Architectural Shade Fabric

Product Description

Our shade fabric is high quality knitted shade fabric designed for tension structures, awnings and shade covers specifically for commercial architectural

Material

| | |
|-------------------|---------------------|
| Yarn | UV stabilised HDPE |
| Construction | Monofilament & tape |
| Pattern | Lock-stitch knitted |
| Temperature range | -22°F to +167°F |

Features

- Strong HDPE 100% recyclable fabric won't rot or absorb moisture.
- Stentered (heat-set) to reduce shrinkage and for ease of fabrication.
- 1 year UV degradation warranty on fabric.
- 100% Lead and Phthalate free
- Greenguard® and Oeko-Tex® certified

Usage Instructions

- Do not use against flames.
- Contact with organic solvents, halogens or highly acidic substances may reduce the service life of the fabric and void the warranty.
- Biaxial elastic material properties available on request.

Properties

Nominal fabric mass 10.5 oz/sq. yd.
(AS 2001.2.13) (340 gsm)

Approximate thickness 63 mils

Performance

| | |
|--------------------------|--------------|
| Tensile Strength - Warp | 72 lbs./in. |
| Elongation at break | 95.6 % |
| Tensile Strength - Weft | 284 lbs./in. |
| Elongation at break | 70.4 % |
| (AS 2001.2.3.1) | |
| Wing Tear - Warp (mean) | 42.0 lbs. |
| Wing Tear - Weft (mean) | 80.7 lbs. |
| (AS 2001.2.10) | |
| Bursting Pressure (mean) | 507 psi |
| (AS 2001.2.4) | |
| Bursting Force (mean) | 482 lbf |
| (AS 2001.2.19) | |

Flammability

ASTM E84 Class A

(AS 1530.2)

Flammability Index (range 0-100) 14

AS 1530 Part 2 & 3 certificates available on request

Suggested Specification

Knitted HDPE monofilament & tape shade fabric offering a UV block up to 97%.

| Color | Nom Width | Length | Cover Factor | Shade Factor | Av % Trans | Av. UVR Trans | Av. PAR Trans | % UVR Block | PF Rating | PF Mean |
|-----------|----------------|-------------------|--------------|--------------|------------|---------------|---------------|-------------|-----------|---------|
| BLUE | 9'10" (folded) | 43.75yd (131 ft.) | 96.8% | 90.2 | 9.8% | 6.4% | 11.2% | 93.6% | 15.0 | 32.2 |
| BLACK | | | 98.2% | 97.4 | 2.6% | 2.6% | 2.7% | 97.4% | 35.0 | 59.8 |
| FOREST | | | 96.2% | 93.9 | 6.1% | 4.9% | 6.3% | 95.1% | 15.0 | 32.6 |
| RUST | | | 92.0% | 87.0 | 13.0% | 6.0% | 11.6% | 94.0% | 11.0 | 14.7 |
| RED | | | 90.1% | 75.3 | 24.7% | 10.7% | 22.4% | 89.3% | 8.8 | 12.1 |
| KHAKI | | | 94.0% | 85.0 | 15.0% | 3.6% | 16.1% | 96.4% | 10.0 | 20.3 |
| SEDONA | | | 95.1% | 91.3 | 8.7% | 5.6% | 8.5% | 94.4% | 12.1 | 26.3 |
| CHARCOAL | | | 97.1% | 96.2 | 3.8% | 2.3% | 3.9% | 97.7% | 23.0 | 54.9 |
| IVORY | | | 97.9% | 74.3 | 25.7% | 3.2% | 30.1% | 96.8% | 35.0 | 62.4 |
| NAVY | | | 96.2% | 94.4 | 5.6% | 4.8% | 5.7% | 95.2% | 14.7 | 33.3 |
| SAGE | | | 94.7% | 85.0 | 15.0% | 7.7% | 15.6% | 92.3% | 12.6 | 20.8 |
| SKY | | | 95.2% | 90.4 | 9.6% | 6.2% | 9.9% | 93.8% | 16.0 | 21.3 |
| GREY | | | 95.6% | 88.4 | 11.6% | 7.0% | 12.3% | 93.0% | 13.1 | 26.1 |
| TURQUOISE | | | 94.0% | 90.0 | 10.0% | 5.7% | 11.7% | 94.3% | 11.9 | 18.0 |
| YELLOW | | | 98.3% | 77.2 | 22.8% | 2.9% | 25.0% | 97.1% | 45.0 | 71.3 |

Approx. roll weight: 97 lbs.
Approx. roll diameter: 1 ft.
Approx. core diameter: 1.5 in.

Tested according to AS 4174 Synthetic Shade Cloth
Av. % Transmis. = Average % Transmission within the 290-770nm spectrum
Av. UVR Transmis. = Average % Transmission within the 290-400nm spectrum
Av. PAR Transmis. = Average % Transmission within the 400-770nm spectrum
UPF (Ultraviolet Protection Factor)
PF (Rating) = actual rating assigned to material tested, inc standard deviation

The above results are typical averages from quality assurance testing and are not to be taken as a minimum specification nor as forming any contract between Tenshion® and another party. Due to continuous product improvement product specifications are subject to alteration without notice.

As the use and disposal of this product are beyond the control of Tenshion®, regardless of any assistance provided without charge, Tenshion® assumes no obligation or liability for the suitability of its products in any specific end use application. It is the customer's responsibility to determine whether Tenshion® products are appropriate for the specific application and complies with any legal & patent regulations.

There are 2 different ways to attach the base of the patio to the barriers. One is more permanent than the other.

The first (more temporary) way to attach the barriers to the base would be to drill through the stretchers right under the deck and into the side of the barrier. We would anchor ½" rebar into the barrier that goes through the hole in the stretcher then be bent at 90 degrees on the inside of the stretcher. This would be done at least 5 spots on each barrier side. This would allow for no lateral movement but can easily be cut with a Sawzall if it needs to be taken down.

The second (more permanent) way would be to attach the stretchers onto the sides of the barriers and would use the barriers as a partial support. It would be connected by concrete anchors and screws plus construction adhesive to make sure the stretchers couldn't budge. We would then build the deck and other supports off those.

MATERIALS USED

- The base would be made of 2x8 treated wood planks with concrete blocks to level the base off.
- 1x4 docking wood would be used to deck the top of the base.
- For the 5-foot-tall walls, we would use cinder blocks in our base to go all the way around for safety. This would be covered on the inside and outside of the patio with 1x4 wood planks to give it a better aesthetic and extra safety.
- The poles would be 4x4 treated wood to hold up the canopy and outdoor strung lights.
- Nails and decking screws
- Concrete screws to attach wood to cinder blocks.
- Construction adhesive
- Outdoor conduit to run electricity to the patio.
- Electrical wire required by the electrician
- Black matte paint
- Natural wood stain
- Wood weather sealant such as Thompson's WaterSeal.

File Attachments for Item:

22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-118: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FYE 2022 GRANTS FOR BUSES AND BUS FACILITIES PROGRAM (5339(B)) FOR TWO (2) NEW GILLIG COMPRESSED NATURAL GAS (CNG) 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND FOUR (4) NEW DODGE PROMASTER PARATRANSIT VANS AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$458,321) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/22

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-118: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FYE 2022 GRANTS FOR BUSES AND BUS FACILITIES PROGRAM (5339(B)) FOR TWO (2) NEW GILLIG COMPRESSED NATURAL GAS (CNG) 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND FOUR (4) NEW DODGE PROMASTER PARATRANSIT VANS AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$458,321) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.

BACKGROUND:

The Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal funding resources available to states and direct recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations (5339(a)) and competitive grants (5339(b)). A sub-program, the Low- or No-Emission Vehicle Program (5339(c)), provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

The federal fiscal year 2021-2022 (FFY22) grant opportunity is part of a larger package in FFY22 competitive grant funds to help modernize bus fleets and bus facilities across the country, including \$1.1 billion to help transit agencies purchase or lease low- or no- emission vehicles that use advanced technologies to help improve air quality and combat climate change.

On June 27, 2019, the City of Norman was recognized by the FTA as an eligible recipient of federal transit funds and is an eligible applicant of the 5339(b) Bus and Bus Facilities competitive grant program. Eligible activities for this program include capital projects to replace, rehabilitate, and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

A requirement of the Bus and Bus Facilities Program is to identify the source of local match to the federal funds and to provide evidence and commitment of those funds with the entity's application; a Council resolution meets this requirement.

When a project is selected, funds remain available for obligation for four fiscal years. This includes the fiscal year in which the amount is made available or appropriated plus three additional years.

While the City of Norman is eligible to, and plans to, apply to both the (5339(b)) and the (5339(c)) programs, the FTA is expected to only approve one grant or the other, but not both to the full extent requested. Since both grants will be scalable the FTA could award parts of both, but is not expected to exceed the largest amount in either single grant application.

DISCUSSION:

Vehicle replacement is critical to operate and maintain a safe, reliable, and cost-effective transit system. As the City of Norman replaces the vehicles in its transit fleet, staff has continued to identify opportunities to offset the cost of replacement by combining federal and local funds.

The City's fixed-route fleet includes eleven (11) out of thirteen (13) vehicles that have reached their useful life or will do so by the end of 2022, and of those, one vehicle is already out of service (unit# 5-0314). While the City has two (2) new battery electric buses on order, the City will still have nine (9) out of thirteen (13) fixed route vehicles past their useful life when those buses are delivered in late summer 2022.

The City's paratransit fleet includes thirteen (13) out of fourteen (14) vehicles that have reached their useful life or will do so by the end of 2022, and of those, one vehicle is already out of service (unit# 5-1308). While the City has five (5) new Dodge Promaster vans on order, the City will still have eight (8) out of fourteen (14) paratransit vehicles past their useful life when those vehicles are delivered at the end of 2022.

The minimum cost share for this grant can be 80% federal and 20% local match; however, to remain competitive staff is recommending a cost share of 75% federal and 25% local match. Staff is recommending applying for two (2) new Gillig CNG 35-foot transit buses for the fixed route fleet. The cost share for the two (2) fixed route buses would be \$894,963 federal (75%) and \$298,321 local (25%) for a total of \$1,193,284 or \$596,642 per bus. For the paratransit vehicles, staff is recommending applying for four (4) new Dodge Promaster paratransit vans. The cost share for the four (4) paratransit vehicles would be \$480,000 federal (75%) and \$160,000 local (25%) for a total of \$640,000 or \$160,000 per van.

If funded fully, the total cost share for this grant proposal would be \$1,374,963 federal (75%) and \$458,321 local (25%) for a total of \$1,833,284. Staff will indicate on the City's application that the project is scalable, meaning the FTA may opt to award less in terms of vehicle quantities than what the City is requesting.

RECOMMENDATION:

Staff recommends that City Council approve Resolution R-2122-118 authorizing the City Manager or his designee to submit a grant application to the Federal Transit Administration's Federal Fiscal Year 2021-2022 Grants for Buses and Bus Facilities Program (5339(b)) for two (2) new Gillig CNG 35-foot transit buses for the fixed-route fleet and four (4) new Dodge Promaster paratransit vans and expressing its commitment to seek funding for the local match (\$458,321) if such grant is awarded and the project approved.

R-2122-118

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FY2022 GRANTS FOR BUSES AND BUS FACILITIES PROGRAM 5339(B) FOR TWO (2) NEW GILLIG COMPRESSED NATURAL GAS (CNG) 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND FOUR (4) NEW DODGE PROMASTER PARATRANSIT VANS AND EXPRESSING ITS COMMITMENT TO SECURE FUNDING FOR THE LOCAL MATCH IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.

- § 1. WHEREAS, the Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) makes federal resources available to states and direct recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities; and
- § 2. WHEREAS, the Section 5339(b) Buses and Bus Facilities Program provides competitive grants for bus and bus facility projects; and
- § 3. WHEREAS, the City of Norman was recognized by the FTA as an eligible recipient of federal transit funds and is an eligible applicant of the Buses and Bus Facilities Program; and
- § 4. WHEREAS, the application process requires identification of the source of the local match to federal funds and commitment to provide those funds if the project is selected for funding; and
- § 5. WHEREAS, City staff has discussed the possibility of partnering with Gillig, a manufacturer of fixed route buses, and anticipates that an estimate price for two 35-foot CNG buses, including base price, estimated options, and delivery charges would be approximately \$1,193,284 in total cost; and
- § 6. WHEREAS, City staff has discussed the possibility of partnering with Creative Bus, a manufacturer of paratransit buses, and anticipates that an estimate price for four Dodge ProMaster paratransit vans, including base price, estimated options, and delivery charges would be approximately \$640,000 in total cost; and
- § 7. WHEREAS, the minimum proposed cost share for this grant could be 75% federal (\$1,374,963) and 25% local (\$458,321); and

R-2122-118

- § 8. WHEREAS, funding for the City's local match could be provided through either the General Fund, Public Transit Sales Tax Fund, Capital Fund, or any other available local funding source allowed by law if the City receives such grant and the project is selected.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 9. THAT the City of Norman, Oklahoma, hereby authorizes the City Manager or his designee to submit a grant application to the Federal Transit Administration's FY2022 Buses and Bus Facilities Program; and
- §10. THAT the City of Norman, Oklahoma, expresses its commitment to seek funding for the local match through either the General Fund, Public Transit Sales Tax Fund, Capital Fund, or any other available local funding source allowed by law if the City receives such grant and the project is selected.

PASSED AND ADOPTED this 24th day of May, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-119: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION'S FYE 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM GRANT PROGRAM (5339(C)) FOR TWO (2) NEW GILLIG CNG 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$298,321) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/22

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-119: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION'S FYE 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM GRANT PROGRAM (5339(C)) FOR TWO (2) NEW GILLIG CNG 35-FOOT TRANSIT BUSES FOR THE FIXED-ROUTE FLEET AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH (\$298,321) IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.

BACKGROUND:

The Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal funding resources available to states and direct recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations (5339(a)) and competitive grants (5339(b)). A sub-program, the Low- or No-Emission Vehicle Program (5339(c)), provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

The federal fiscal year 2021-2022 (FFY22) grant opportunity is part of a larger package in FFY22 competitive grant funds to help modernize bus fleets and bus facilities across the country, including \$1.1 billion to help transit agencies purchase or lease low- or no- emission vehicles that use advanced technologies to help improve air quality and combat climate change.

On June 27, 2019, the City of Norman was recognized by the FTA as an eligible recipient of federal transit funds and is an eligible applicant of the Low- or No-Emission Vehicle Program. Eligible activities for this program include capital projects to replace, rehabilitate, and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

A requirement of the Low- or No-Emission Vehicle Program is to identify the source of local match to the federal funds and to provide evidence and commitment of those funds with the entity's application; a Council resolution meets this requirement.

When a project is selected, funds remain available for obligation for four fiscal years. This includes the fiscal year in which the amount is made available or appropriated plus three additional years.

While the City of Norman is eligible to, and plans to, apply to both the (5339(b)) and the (5339(c)) programs, the FTA is expected to only approve one grant or the other, but not both.

DISCUSSION:

Vehicle replacement is critical to operate and maintain a safe, reliable, and cost-effective transit system. As the City of Norman replaces the vehicles in its transit fleet, staff will identify opportunities to offset the cost of replacement by combining federal and local funds.

The City's fixed-route fleet includes eleven (11) out of thirteen (13) vehicles that have reached their useful life or will do so by the end of 2022, and of those, one vehicle is already out of service. While the City has 2 new battery electric buses on order, that will still leave the City with nine (9) out of thirteen (13) fixed route vehicles past their useful life when those buses are delivered in late summer 2022.

The FTA's Low- or No-Emissions Vehicle Program (5339(c)) is a specific opportunity to replace those vehicles that have reached their useful life with low- or no-emission alternatives.

The minimum cost share for this grant can be 80% federal and 20% local match. However, to remain competitive staff is recommending a cost share of 75% federal and 25% local match. Staff is recommending applying for two (2) new Gillig CNG 35-foot transit buses for the fixed route fleet. The cost share for the 2 fixed route buses would be \$894,963 federal (75%) and \$298,321 local (25%) for a total of \$1,193,284 or \$596,642 per bus.

Staff will indicate on the City's application that the project is scalable, meaning the FTA may opt to award less in terms of vehicle quantities than what the City is requesting.

RECOMMENDATION:

Staff recommends that City Council approve Resolution R-2122-119 authorizing the City Manager or his designee to submit a grant application to the U.S. Department of Transportation's Federal Fiscal Year 2021-2022 Low- or No-Emission Vehicle Program grant program (5339(c)) for two (2) new Gillig CNG 35-foot transit buses for the fixed-route fleet and expressing its commitment to secure funding for the local match (\$298,321) if such grant is awarded and project approved.

R-2122-119

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FY2022 LOW- OR NO-EMISSION VEHICLE PROGRAM GRANT PROGRAM (5339 (C)) FOR TWO (2) NEW GILLIG CNG 35-FOOT BUSES FOR THE FIXED ROUTE FLEET AND EXPRESSING ITS COMMITMENT TO SECURE FUNDING FOR THE LOCAL MATCH IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.

- § 1. WHEREAS, the Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) makes federal resources available to states and direct recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities; and
- § 2. WHEREAS, the Low- or No-Emission Vehicle Program provides competitive grants for bus and bus facility projects that support low- and zero-emission vehicles; and
- § 3. WHEREAS, the City of Norman was recognized by the FTA as an eligible recipient of federal transit funds and is an eligible applicant of the Low- or No-Emission Vehicle Program; and
- § 4. WHEREAS, the application process requires identification of the source of the local match to federal funds and commitment to provide those funds if the project is selected for funding; and
- § 5. WHEREAS, City staff has discussed the possibility of partnering with Gillig, a manufacturer of fixed route buses, and anticipates that an estimate price for two 35-foot CNG buses, including base price, estimated options, and delivery charges would be approximately \$1,193,284 in total cost; and
- § 6. WHEREAS, the minimum cost share for this grant application can be 80% federal and 20%, however, as a competitive grant program the proposed cost share for this grant is 75% federal (\$894,963) and 25% local (\$298,321) to make the City's application more competitive; and
- § 7. WHEREAS, funding for the City's local match could be provided through either the General Fund, Public Transit Sales Tax Fund, Capital Fund, or any other available local funding source allowed by law if the City receives such grant and the project is selected.

R-2122-119

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 8. THAT the City of Norman, Oklahoma, hereby authorizes the City Manager or his designee to submit a grant application to the Federal Transit Administration's FY2022 Low- or No-Emission Vehicle Program Grant Program; and
- § 9. THAT the City of Norman, Oklahoma, expresses its commitment to secure funding for the local match through either the General Fund, Public Transit Sales Tax Fund, Capital Fund, or any other available local funding source allowed by law if the City receives such grant and the project is selected.

PASSED AND ADOPTED this 24th day of May, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-120: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY REAGAN HARRIS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *REAGAN HARRIS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04817K; 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.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

REQUESTER: Jeanne Snider

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-120: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY REAGAN HARRIS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *REAGAN HARRIS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04817K; 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.

BACKGROUND:

Reagan Harris was injured June 29, 2021, and filed Oklahoma Workers Compensation Commission case 2021-04817K on August 18, 2021, alleging a single incident injury to the left wrist when she slipped climbing down a lifeguard stand. The case was accepted and has proceeded through the normal litigation process.

Prior to a trial being held, Ms. Harris has agreed to settle this case in the amount of \$2,700, which represents about 3.5% permanent partial disability to the left wrist regarding the hand. The settlement offer is being recommended and is being presented to the City Council for consideration.

DISCUSSION:

Ms. Harris was a former seasonal part-time Westwood Pool lifeguard for the City of Norman's Parks and Recreation Department hired May 19, 2021 on September 12, 2021. She separated from employment on August 2, 2021.

Medical Treatment.

Ms. Harris was seen at Norman Regional Occupational Medicine from July 1, 2021 through August 6, 2021 and was treated conservatively. She later moved out of state and was unable

to return for further evaluation or treatment. Out of state medical providers were found to not accept Oklahoma's Workers' Compensation Fee Schedule.

Issues for Trial. Since there is no question Ms. Harris' injury to the left wrist on June 29, 2021, occurred while in the course of her employment with the City, the primary issues to be tried in this case before the Workers' Compensation Commission are the extent of her injury and whether the injury is permanent in nature. Permanent partial disability is a factual determination made by the Workers' Compensation Commission Trial Judge based on doctors' opinions and medical records regarding the extent of permanent partial impairment. Both parties have agreed to settle the case prior to obtaining medical ratings and have agreed to stipulate that medical reports would support the settlement.

Trial. The case proceeded through the normal litigation process; however, Ms. Harris has agreed to a settlement of this case as outlined below. If a trial was held in this case, the Judge could determine nature and extent to her injuries and award permanent partial disability.

Proposed Settlement. The proposed settlement closes the case in a lump sum payment of \$2.700 (less 20% attorney fee) representing the settlement amount discussed above. Pursuant to 85A O.S. § 31(7), for injuries occurring on or after July 1, 2019, a Multiple Injury Trust Fund assessment in the amount of \$81.00, representing (3%) of the permanent partial disability award shall be deducted and paid to the Oklahoma Tax Commission.

It is felt that the settlement to close this case is fair and reasonable. A settlement is beneficial to the City in that it is a full, final and complete settlement of any and all cases and closes out any continued medical treatment. This settlement is beneficial to Ms. Harris in that it provides certainty for an award and would be paid in a lump sum rather than at a weekly rate over a period of time.

Furthermore, if this case were settled in this manner, the City would incur additional costs and fees of:

Workers' Compensation Administration Fund Tax in the amount of \$54.00; Special Occupational Health & Safety Tax in the amount of \$20.25; and Workers Comp Commission Filing fee in the amount of \$140.00.

In addition, the City would incur an additional cost and fee for the Cleveland County Court Filing Fee in the amount of \$154.14.

These additional costs and fees total \$368.39, which brings the total cost of this settlement to the City to \$3,068.39.

Adequate funds are available in the Order/Settlements Account (43330102-42131).

RECOMMENDATION:

For the reasons outlined above, it is believed this settlement is fair, reasonable, and in the best interest of the City. Acceptance of the settlement would require the payments as outlined above. If approved, the settlement amount would be paid to Ms. Harris and her attorney in a lump sum. The settlement would be certified to the Cleveland County District Court to be placed on the property tax rolls for collection over the next three years in accordance with 85A O.S. § 107, 51

O.S. § 159, and 62 O.S. § 361, *et seq* and 85 O.S. § 313, 51 O.S. § 159, and 62 O.S. § 361, *et seq*. Certifying the settlement to the property tax rolls would, in effect, reimburse the City's Workers' Compensation Fund over the next three years.

R-2122-120

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY REAGAN HARRIS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *REAGAN HARRIS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04817K; 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.

- §1. WHEREAS, REAGAN HARRIS, a former seasonal part-time Westwood Pool lifeguard for the City of Norman's Parks and Recreation Department, alleged a single incident injury to the left wrist on June 29, 2021 when climbing down a lifeguard stand and slipped; and
- §2. WHEREAS, the City of Norman has negotiated settlement for the case of REAGAN HARRIS against the City of Norman, under the Workers' Compensation Statutes for a total of \$2,700, which represents approximately 3.5 percent permanent partial disability to the hand regarding the left wrist to be paid in a lump sum settlement to Ms. Harris, and such settlement is believed to be fair and reasonable; and
- §3. WHEREAS, the City shall incur additional costs for the settlement for payment of Workers Compensation Commission Case 2021-04817K to the Workers' Compensation Administration Fund in the amount of \$54.00; the Special Occupational Health and Safety Fund in the amount of \$20.25; filing fee in the Workers' Compensation Commission in the amount of \$140; and filing fee in the Cleveland County District Court in the amount of \$154.14; and
- §4. WHEREAS, the Risk Management Insurance Fund of the City of Norman has heretofore appropriated funds for the payment of Workers' Compensation settlements covering injuries to qualified persons employed by the City of Norman; and



R-2122-120

§5. WHEREAS, the judgment and award should be transmitted and certified to the Workers' Compensation Commission, Oklahoma City, Oklahoma, which when filed will constitute judgment against the City of Norman, which it is entitled to purchase with funds out of the Risk Management Insurance Fund pursuant to Okla. Stat. tit. 85A, § 107, Okla. Stat. tit. 51, § 159, and Okla. Stat. tit. 62, § 361, *et seq.*; and

§6. WHEREAS, the City Council finds it will be in the best interest of the City if the funds of the Risk Management Insurance Fund are invested in said judgment; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§7. That the Legal Department is authorized to enter into settlement with one REAGAN HARRIS for not more than \$2,700 for any and all cases that he has or may have against the City of Norman under the Workers' Compensation Statutes for any and all injuries known or unknown which occurred while working for the City of Norman; and

§8. That the Legal Department is directed to hereinafter file such settlement in the Workers' Compensation Court, Oklahoma City, Oklahoma, along with all attendant costs therefore, as provided by law; and

§9. That the Finance Director is authorized and directed to purchase such judgment of the Workers' Compensation Commission, Oklahoma City, Oklahoma, out of funds of the Risk Management Insurance Fund of the City of Norman.

PASSED AND ADOPTED this _____ day of _____, 2022.

Mayor

ATTEST:

City Clerk

HARRIS, Reagan

CM 2021-04817 K (L. Wrist)

SS# XXX-X7-5464

City Council Date 5/24/22

Atty:Greg Barnard

Trial Date:N/A Order Date: N/A

DOH:5/19/21 Separation (if applicable): 8/2/21

RTW: NA MMI: NA

Date of Injury: 6/29/21 (SI)

PPD Wage: \$350

Memo

Resolution R-2021-120

Purchase Requisitions

Permanent Partial Disability Settlement
 Amount Payable to Claimant & Attorney
 Attorney Fees (20% of PPD)
 Net to Claimant

| | |
|-------------|------------------------------|
| \$2,700.00 | Approx. 3.5% Hand (L. Wrist) |
| \$2,700.00 | |
| \$ (540.00) | |
| \$2,160.00 | |

Total Settlement
 Multiple Injury Trust Fund (3% of PPD-After 7/1/19)
Net to Attorney & Claimant

| | |
|-------------------|-----------------------|
| \$2,700.00 | |
| (\$81.00) | 43330102-42134 |
| \$2,619.00 | 43330102-42131 |

City's Settlement Costs (953-092)

Workers Comp. Admn. Fund (2% of PPD)

Occupational & Health Trust Fund (0.75%)

Filing Fee - Workers Compensation **Commission**

Filing Fee - Cleveland County District Court

| | Vendor | |
|-----------|--------|----------------|
| \$ 54.00 | 2267 | 43330102-42133 |
| \$ 20.25 | 1950 | 43330102-42135 |
| \$ 140.00 | 12122 | 43330102-44704 |
| \$ 214.25 | | |
| \$ 154.14 | 434 | 43330102-44703 |
| \$368.39 | | |

Total Settlement Cost

\$3,068.39

Settlement forms:

IF Compromise Settlement
 Affidavit of Foreign Judgment
 Assignment of Judgment
 Checks with case name on them
 Certificate of Mailing

| <u>Copies</u> | Filed in WCC | Filed in Dist.Ct. |
|----------------------|--------------|-------------------|
| 11 | x | |
| 4 | | x |
| 4 | | x |
| 1 | | |
| 3 | x | |

File Closing procedure

Send Tax Roll Memo to Finance (1st) w/Agenda Approval
 Send in Taxes to Tax Commission
 Send filing fee to Comp Court
 Mail Certified Copy of JP or CS - Mail to all providers
 File Affidavit & Assignment in District Court
 Send Tax Roll Memo to Finance (1nd) w/Aff & Assignment
 Final Letter to Attorney (Sending Aff/Assignment)
 Log onto Legal's tracking spreadsheet (Legal/WC/Audits)
 Index in file list & place in storage
 Send Closing Letter to Claimant's Attorney

Completion
Date

File Attachments for Item:

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-121: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY WILLIAM "WILL" BRYAN CREWS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *WILLIAM "WILL" BRYAN CREWS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04762 Q; 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.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

REQUESTER: Jeanne Snider

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-121: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY WILLIAM "WILL" BRYAN CREWS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF WILLIAM "WILL" BRYAN CREWS V. THE CITY OF NORMAN, WORKERS' COMPENSATION COMMISSION CASE 2021-04762 Q; 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.

BACKGROUND:

William Crews initially filed three Oklahoma Workers Compensation Commission cases on August 16, 2021. The first case, CM-2021-04764A, alleges on October 12, 2020, a single incident injury to the neck, left shoulder, left arm, and left hand while arresting a suspect. The City denied injury to the neck. The second case, CM-2021-04762 Q, alleges on October 26, 2020, a single incident injury to the back, neck, left shoulder, left arm, and left hand when he slipped and fell down stairs while on duty. The City denied injury to the left shoulder, left arm, and left hand. The third case, CM-2021-04763X, alleges with date of awareness of April 7, 2021 and last event of July 1, 2021, cumulative injury to the back, neck, both shoulders, both arms, and both hands from continuous and repetitive use of the suspender system. The City denied injury to the back, left shoulder, and both hands. On January 14, 2022, the Oklahoma Workers Compensation Commission's Court entered an Order to consolidate the three cases under CM-2021-04762 Q and the case has proceeded through the normal litigation process.

A mediation was held on April 14, 2022. Prior to a trial being held, Mr. Crews has agreed to settle this case in the amount of \$17,640 which represents 14% permanent partial disability to the Body as a Whole regarding the back (8%), neck (4%), left shoulder (2%), left arm (0%), and left hand (0%). The settlement offer is being recommended and is being presented to the City Council for consideration.

DISCUSSION:

Mr. Crews is a former master police officer for the City of Norman's Patrol Division of the Police Department. He was hired on July 14, 2000, reclassified to master police officer on January 14, 2005, and retired on July 14, 2021.

Medical Treatment.

Mr. Crews was transported by ambulance to the emergency room at Norman Regional Hospital the day of his injury and was treated conservatively. He followed-up with Norman Regional Occupational Medicine and was treated conservatively to include physical therapy and was given work restrictions. This treatment continued until he returned prematurely for a follow-up appointment on November 20, 2020 and requested his restrictions be removed. He completed the prescribed physical therapy and was released from care at his request on December 15, 2020.

Issues for Trial. Since there is no question Mr. Crew's injury occurred while in the course of his employment with the City, the primary issues to be tried in this case before the Workers' Compensation Commission are the extent of his injury and whether the injury is permanent in nature. Permanent partial disability is a factual determination made by the Workers' Compensation Commission Trial Judge based on doctors' opinions and medical records regarding the extent of permanent partial impairment. Both parties have agreed to settle the case prior to obtaining medical ratings and have agreed to stipulate that medical reports would support the settlement.

Trial. The case proceeded through the normal litigation process; however, Mr. Crews has agreed to a settlement of this case as outlined below. If a trial was held in this case, the Judge could determine nature and extent to his injury and award permanent partial disability.

Proposed Settlement. The proposed settlement closes the case in a lump sum payment of \$17,640 (less 20% attorney fee) representing the settlement amount discussed above. Pursuant to 85A O.S. § 31(7), for injuries occurring on or after July 1, 2019, a Multiple Injury Trust Fund assessment in the amount of \$529.20, representing (3%) of the permanent partial disability award shall be deducted and paid to the Oklahoma Tax Commission.

It is felt that the settlement to close this case is fair and reasonable. A settlement is beneficial to the City in that it is a full, final and complete settlement of any and all cases and closes out any continued medical treatment. This settlement is beneficial to Mr. Crews in that it provides certainty for an award and would be paid in a lump sum rather than at a weekly rate over a period of time.

Furthermore, if this case were settled in this manner, the City would incur additional costs and fees of:

Workers' Compensation Administration Fund Tax in the amount of \$352.80; Special Occupational Health & Safety Tax in the amount of \$132.30; and Workers Comp Commission Filing fee in the amount of \$140.00.

In addition, the City would incur an additional cost and fee for the Cleveland County Court Filing

Fee in the amount of \$154.14.

These additional costs and fees total \$779.24, which brings the total cost of this settlement to the City to \$18,419.24.

Adequate funds are available in the Order/Settlements Account (43330102-42131).

RECOMMENDATION:

For the reasons outlined above, it is believed this settlement is fair, reasonable, and in the best interest of the City. Acceptance of the settlement would require the payments as outlined above. If approved, the settlement amount would be paid to Mr. Crews and his attorney in a lump sum. The settlement would be certified to the Cleveland County District Court to be placed on the property tax rolls for collection over the next three years in accordance with 85A O.S. § 107, 51 O.S. § 159, and 62 O.S. § 361, *et seq* and 85 O.S. § 313, 51 O.S. § 159, and 62 O.S. § 361, *et seq*. Certifying the order to the property tax rolls would, in effect, reimburse the City's Workers' Compensation Fund over the next three years.

R-2122-121

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CASE FILED BY WILLIAM "WILL" BRYAN CREWS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *WILLIAM "WILL" BRYAN CREWS V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2021-04762 Q; 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.

- §1. WHEREAS, WILLIAM "WILL" BRYAN CREWS, master police officer for the City of Norman's Patrol Division of the Police Department, alleged a single incident injury to the back, neck, left shoulder, left arm, and left hand on August 16, 2020 when he slipped and fell down stairs while on duty; and
- §2. WHEREAS, the City of Norman has negotiated settlement for the case of WILLIAM "WILL" BRYAN CREWS against the City of Norman, under the Workers' Compensation Statutes for a total of \$17,640, which represents 14% permanent partial disability to the Body as a Whole regarding the back (8%), neck (4%), left shoulder (2%), left arm (0%), and left hand (0%) to be paid in a lump sum settlement to Mr. Crews, and such settlement is believed to be fair and reasonable; and
- §3. WHEREAS, the City shall incur additional costs for the settlement for payment of Workers Compensation Commission Case 2021-04762 Q to the Workers' Compensation Administration Fund in the amount of \$352.80; the Special Occupational Health and Safety Fund in the amount of \$132.30; filing fee in the Workers' Compensation Commission in the amount of \$140; and filing fee in the Cleveland County District Court in the amount of \$154.14; and
- §4. WHEREAS, the Risk Management Insurance Fund of the City of Norman has heretofore appropriated funds for the payment of Workers' Compensation settlements covering injuries to qualified persons employed by the City of Norman; and



R-2122-121

§5. WHEREAS, the judgment and award should be transmitted and certified to the Workers' Compensation Commission, Oklahoma City, Oklahoma, which when filed will constitute judgment against the City of Norman, which it is entitled to purchase with funds out of the Risk Management Insurance Fund pursuant to Okla. Stat. tit. 85A, § 107, Okla. Stat. tit. 51, § 159, and Okla. Stat. tit. 62, § 361, *et seq.*; and

§6. WHEREAS, the City Council finds it will be in the best interest of the City if the funds of the Risk Management Insurance Fund are invested in said judgment; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§7. That the Legal Department is authorized to enter into settlement with one WILLIAM "WILL" BRYAN CREWS for not more than \$17,640 for any and all cases that he has or may have against the City of Norman under the Workers' Compensation Statutes for any and all injuries known or unknown which occurred while working for the City of Norman; and

§8. That the Legal Department is directed to hereinafter file such settlement in the Workers' Compensation Court, Oklahoma City, Oklahoma, along with all attendant costs therefore, as provided by law; and

§9. That the Finance Director is authorized and directed to purchase such judgment of the Workers' Compensation Commission, Oklahoma City, Oklahoma, out of funds of the Risk Management Insurance Fund of the City of Norman.

PASSED AND ADOPTED this _____ day of _____, 2022.

Mayor

ATTEST:

City Clerk

CREWS, William "Will" Bryan

CM 2021-04762 Q (Back, Neck, L. Shldr, Arm, Hand)

SS# XXX-X8-1352

City Council Date 5/24/22

Atty: Marcus Gowens

Trial Date: N/A Order Date: N/A

DOH: 7/14/00 Separation (if applicable): 7/14/21

RTW: NA MMI: 12/14/20

Date of Injury: 10/26/20 (SI)

PPD Wage: \$350

Memo

Resolution R-2122-121

Purchase Requisitions

Permanent Partial Disability Settlement

| | |
|-------------|-------------------------------|
| \$10,080.00 | 8% Body as a Whole (Back) |
| \$5,040.00 | 4% Body as a Whole (Neck) |
| \$2,520.00 | 2% Body as a Whole (L. Shldr) |
| \$0.00 | 0% (L. Arm) |
| \$0.00 | 0% (L. hand) |

Amount Payable to Claimant & Attorney

\$17,640.00

Attorney Fees (20% of PPD)

\$ (3,528.00)

Net to Claimant

\$14,112.00

Total Settlement

\$17,640.00

Multiple Injury Trust Fund (3% of PPD-After 7/1/19)

(\$529.20)

43330102-42134

Net to Attorney & Claimant**\$17,110.80**

43330102-42131

City's Settlement Costs (953-092)

Workers Comp. Admn. Fund (2% of PPD)

\$ 352.80

Occupational & Health Trust Fund (0.75%)

\$ 132.30

Filing Fee - Workers Compensation **Commission**

\$ 140.00

\$ 625.10

Filing Fee - Cleveland County District Court

\$ 154.14

\$779.24

Total Settlement Cost

\$18,419.24

Settlement forms:**Copies**

Filed in WCC

Filed in Dist.Ct.

IF Compromise Settlement

11

x

Affidavit of Foreign Judgment

4

x

Assignment of Judgment

4

x

Checks with case name on them

1

Certificate of Mailing

3

x

File Closing procedure

Completion

Date

Send Tax Roll Memo to Finance (1st) w/Agenda Approval

Send in Taxes to Tax Commission

Send filing fee to Comp Court

Mail Certified Copy of JP or CS - Mail to all providers

File Affidavit & Assignment in District Court

Send Tax Roll Memo to Finance (1nd) w/Aff & Assignment

Final Letter to Attorney (Sending Aff/Assignment)

Log onto Legal's tracking spreadsheet (Legal/WC/Audits)

Index in file list & place in storage

Send Closing Letter to Claimant's Attorney

File Attachments for Item:

26. CONDUCTING AND CLOSING THE SECOND 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: 05/24/2022

REQUESTER: Kim Coffman, Budget Manager

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONDUCTING AND CLOSING THE SECOND 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

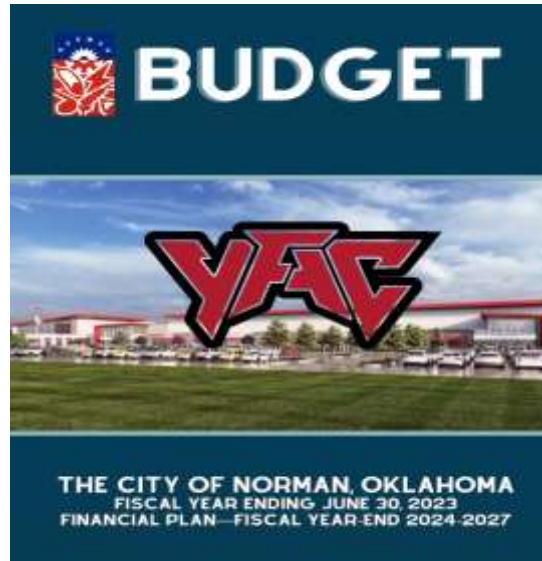
Item 26.

Fiscal Year 2022-2023 Budget

May 24, 2022

Anthony Francisco, Finance Director

Kim Coffman, Budget Manager



379

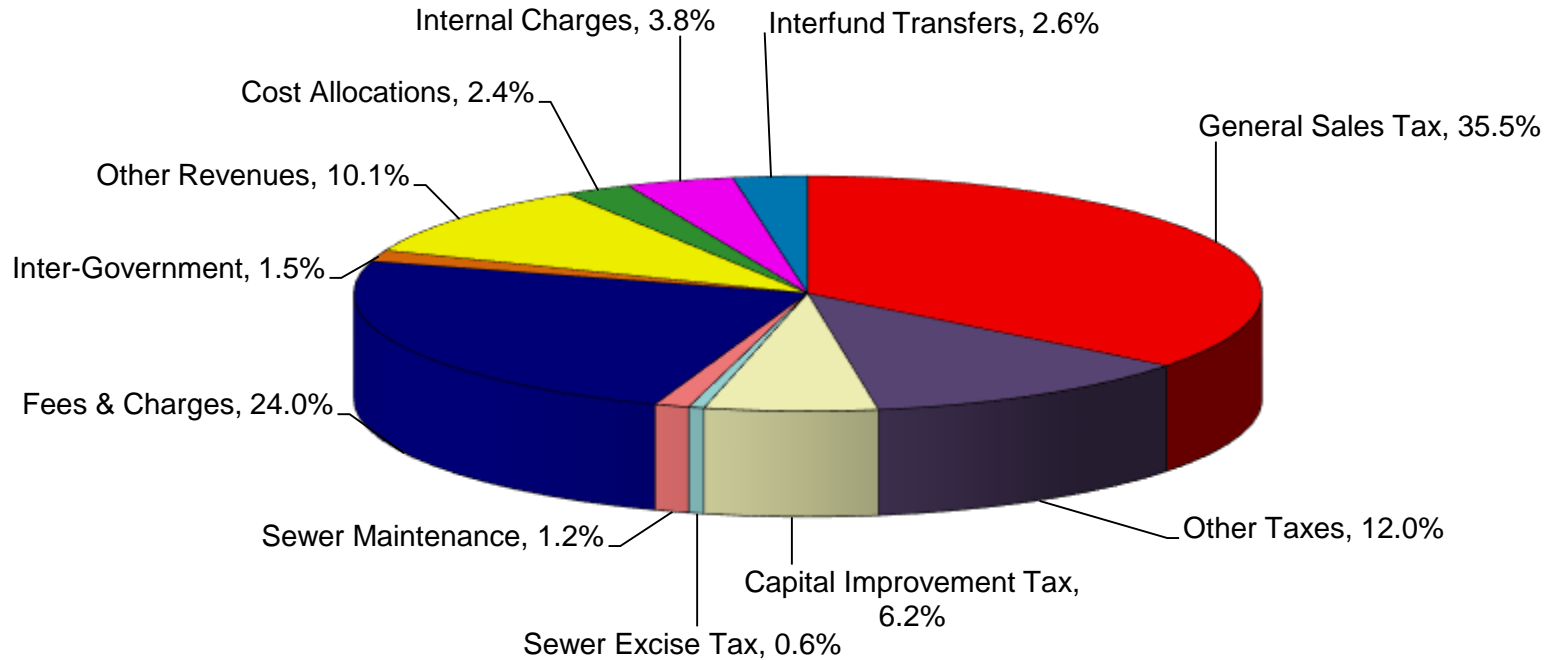
The Budget Document is...

Item 26.

- Policy Document
- Financial Plan
- Operations Guide
- Communication Tool
- Available in the Finance Department or online at NormanOK.gov

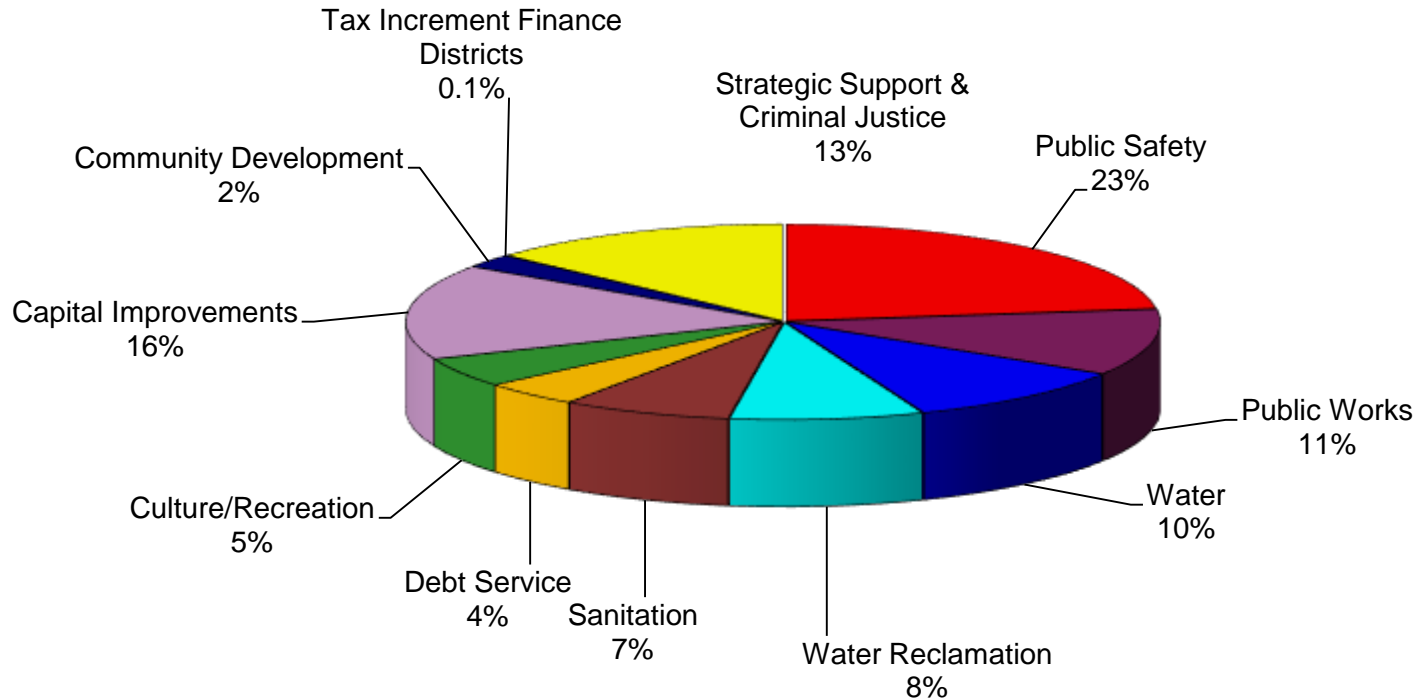
FYE 2023 ALL FUNDS PROJECTED TOTAL REVENUES
\$251,829,357

Item 26.



FYE 2023 ALL FUNDS PROJECTED TOTAL EXPENDITURES
\$245,281,720

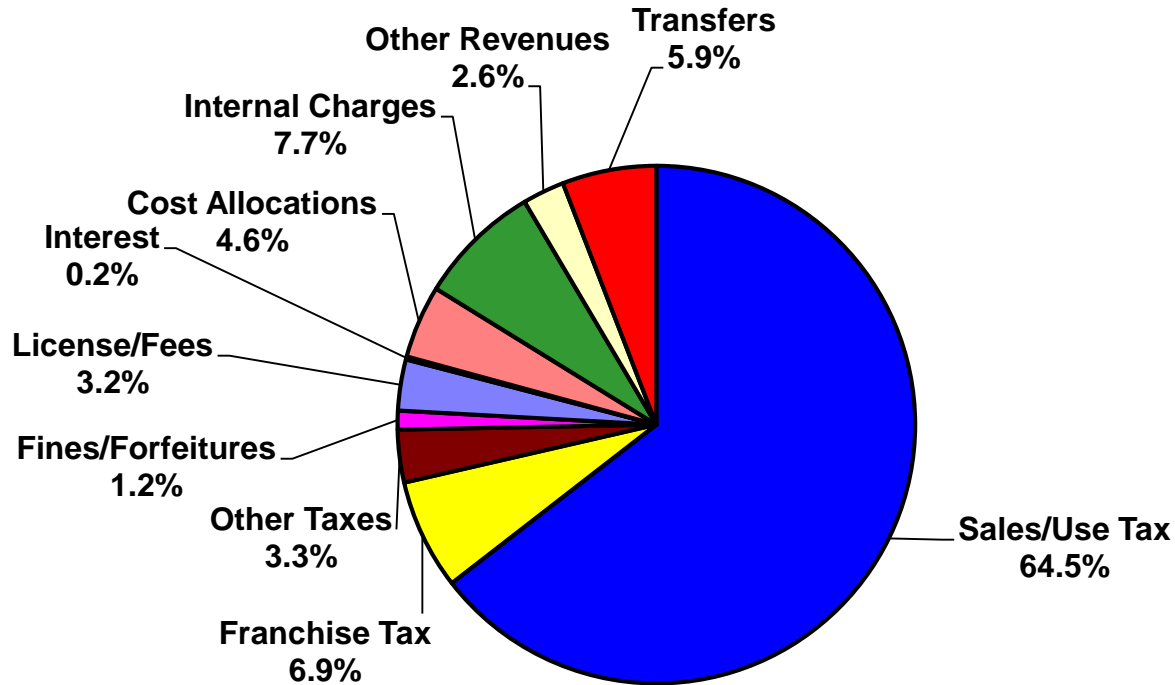
Item 26.



FYE 2023 GENERAL FUND REVENUES BY SOURCE

\$100,769,620

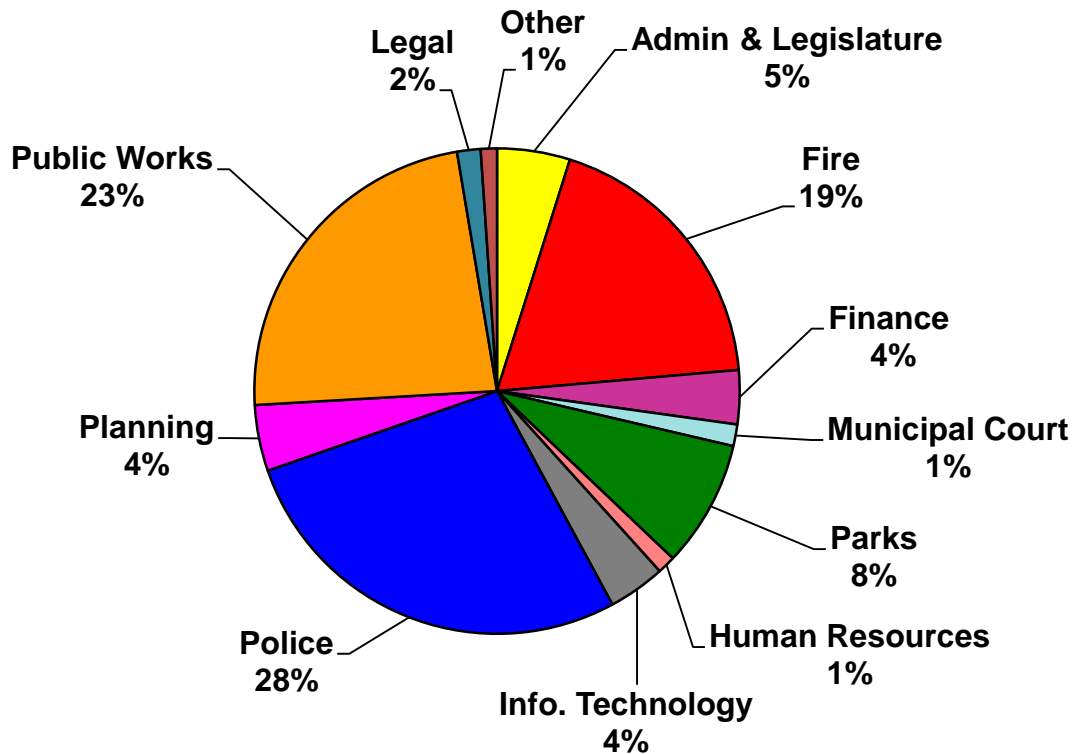
Item 26.



FYE 2023 GENERAL FUND EXPENDITURES BY DEPARTMENT

Item 26.

\$90,008,118



Upcoming Council/Public Budget Meetings

Item 26.

- 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 26.

Anthony.Francisco@normanok.gov

Kimberly.Coffman@normanok.gov



CITY OF NORMAN

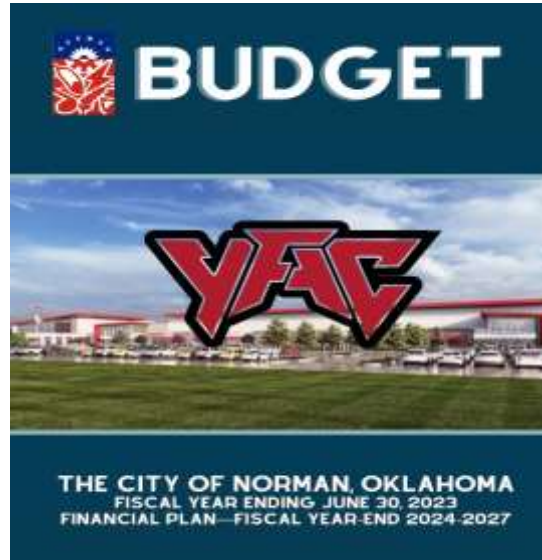
Item 26.

Fiscal Year 2022-2023 Budget

April 26, 2022

Anthony Francisco, Finance Director

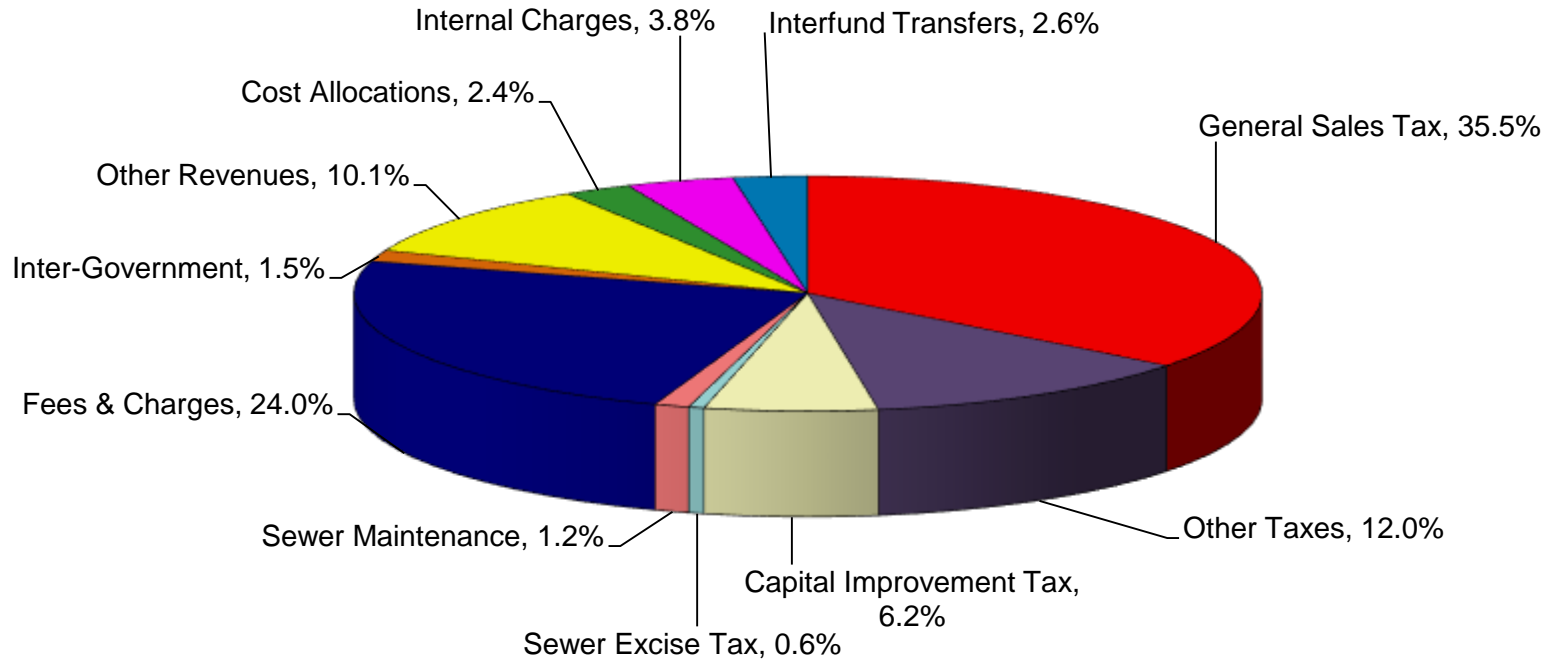
Kim Coffman, Budget Manager



387

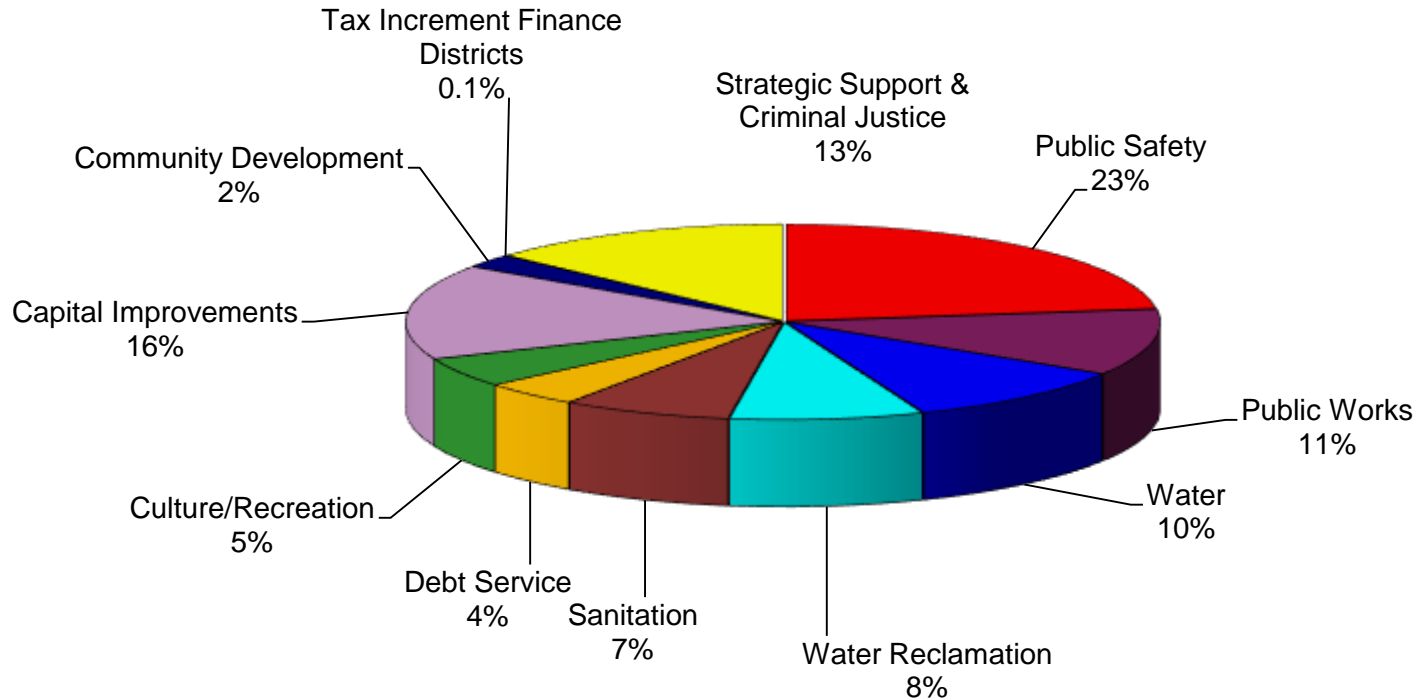
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Item 26.



FYE 2023 ALL FUNDS PROJECTED TOTAL EXPENDITURES
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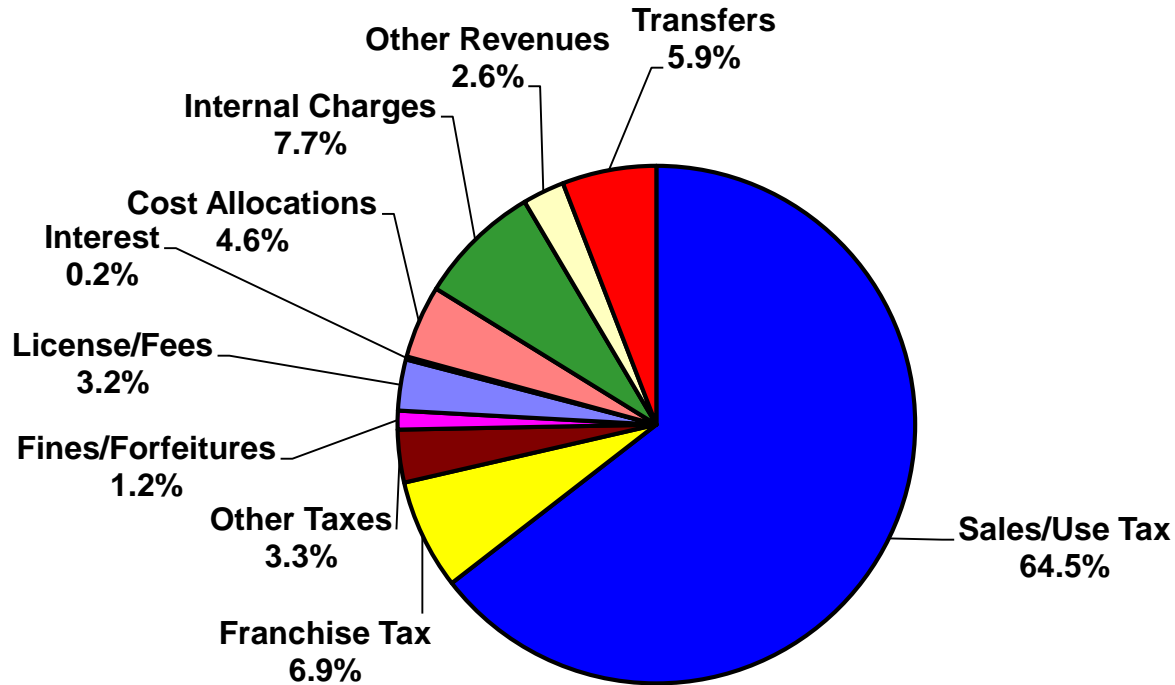
Item 26.



FYE 2023 GENERAL FUND REVENUES BY SOURCE

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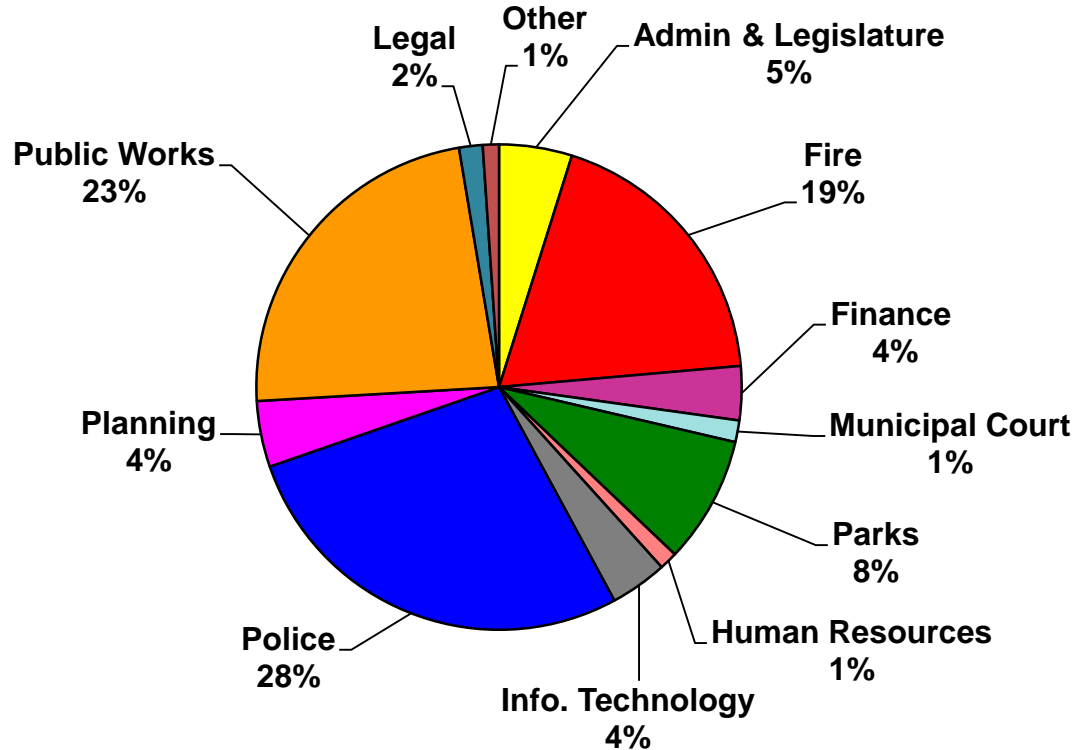
Item 26.



FYE 2023 GENERAL FUND EXPENDITURES BY DEPARTMENT

Item 26.

\$90,008,118



Upcoming Council/Public Budget Meetings

Item 26.

- 5/3/2022 – Capital Fund Budgets
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PUBLIC BUDGET HEARING

Item 26.

Anthony.Francisco@normanok.gov

Kimberly.Coffman@normanok.gov



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

Item 26.

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

Presented by:

Darrel Pyle, City Manager

BUDGET & RESEARCH STAFF

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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

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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.

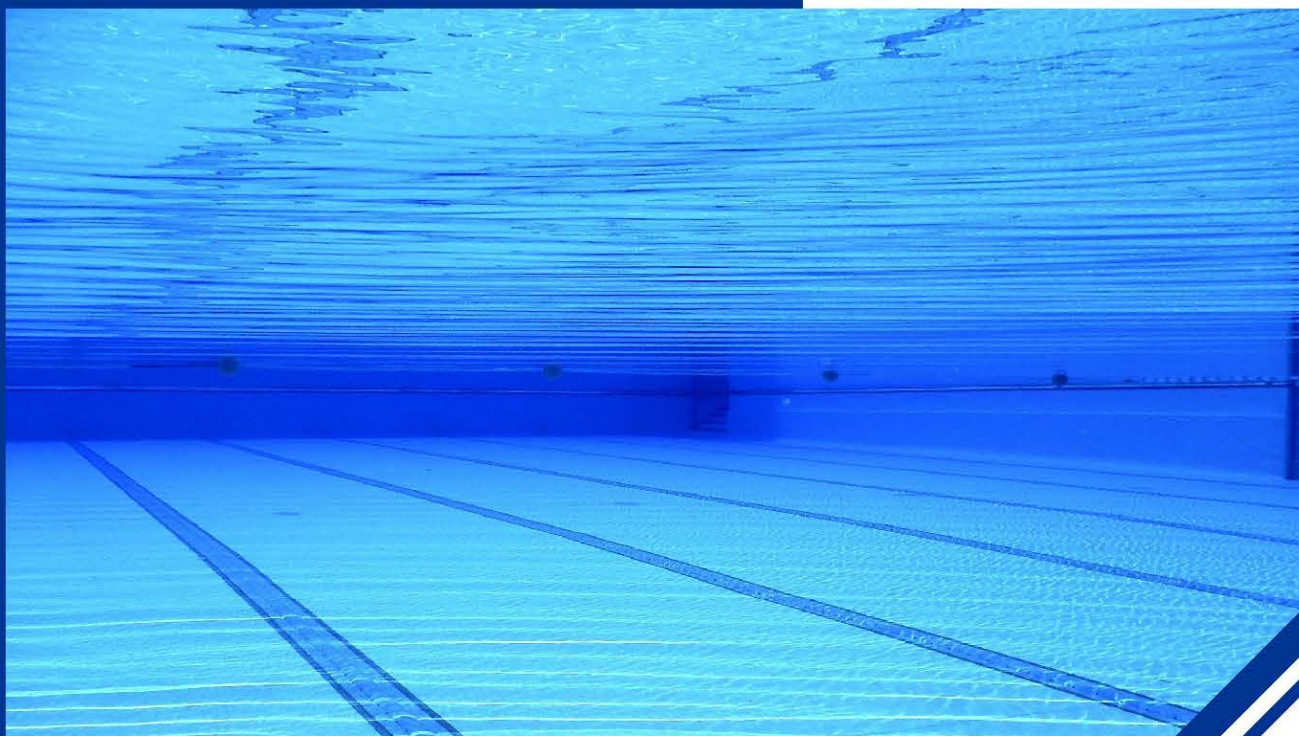


Table of Contents

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 26.

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.

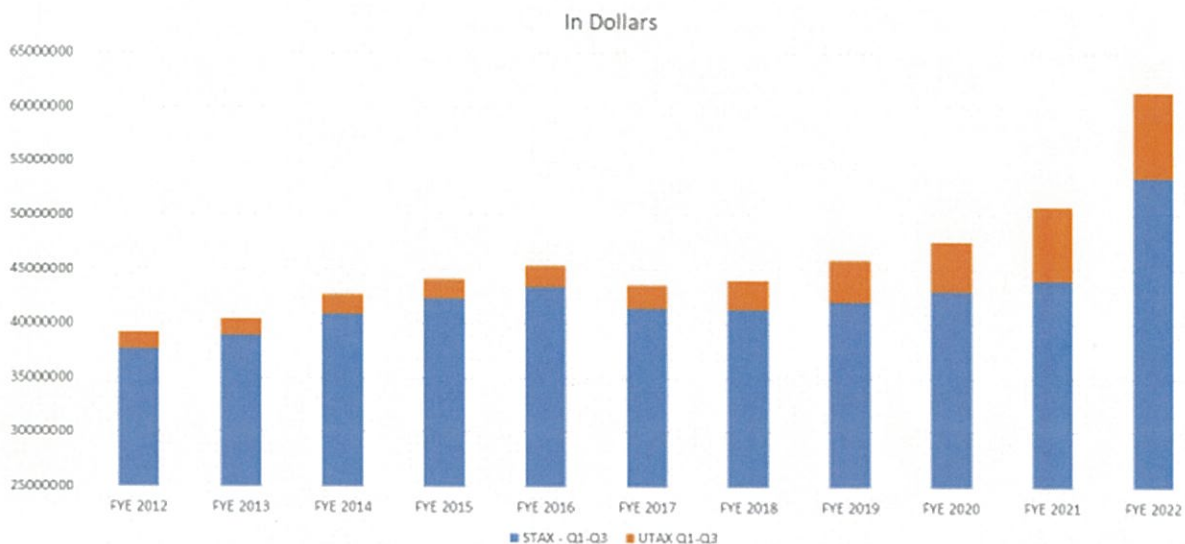
NORMAN SALES TAX TRENDS

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

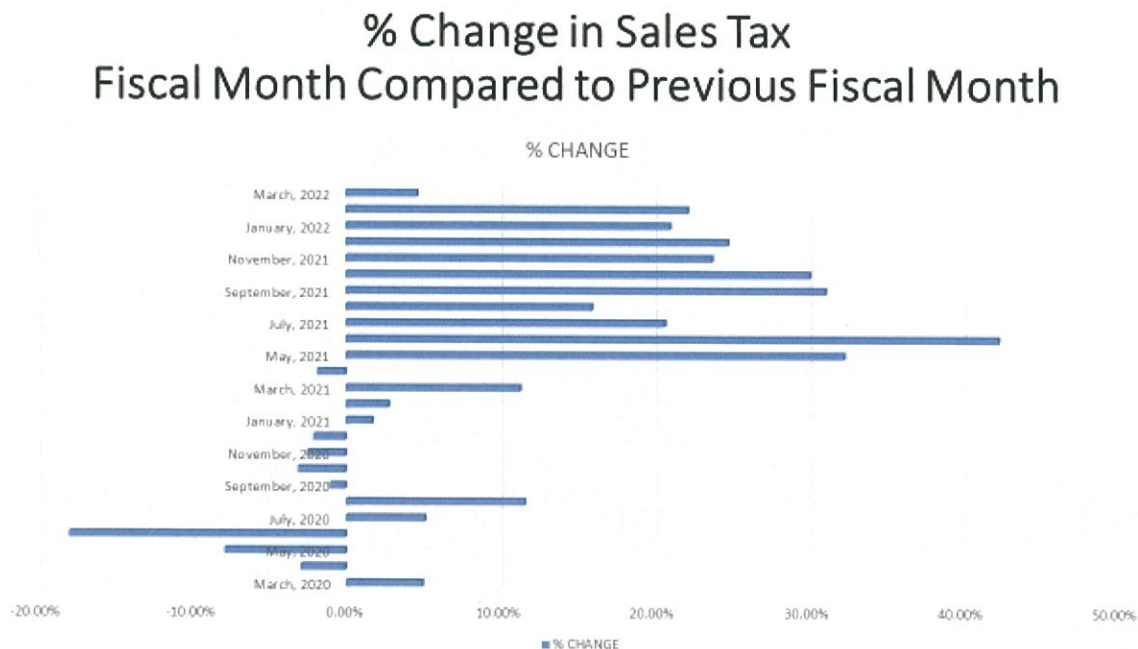


The slow growth trend in sales tax was interrupted by record-high growth in fiscal year 2021-2022. Various reasons have been speculated about the causes for this increase, and whether it will be sustainable in the future. The impact of federal stimulus programs (CARES Act, ARPA, etc.), were/are certainly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

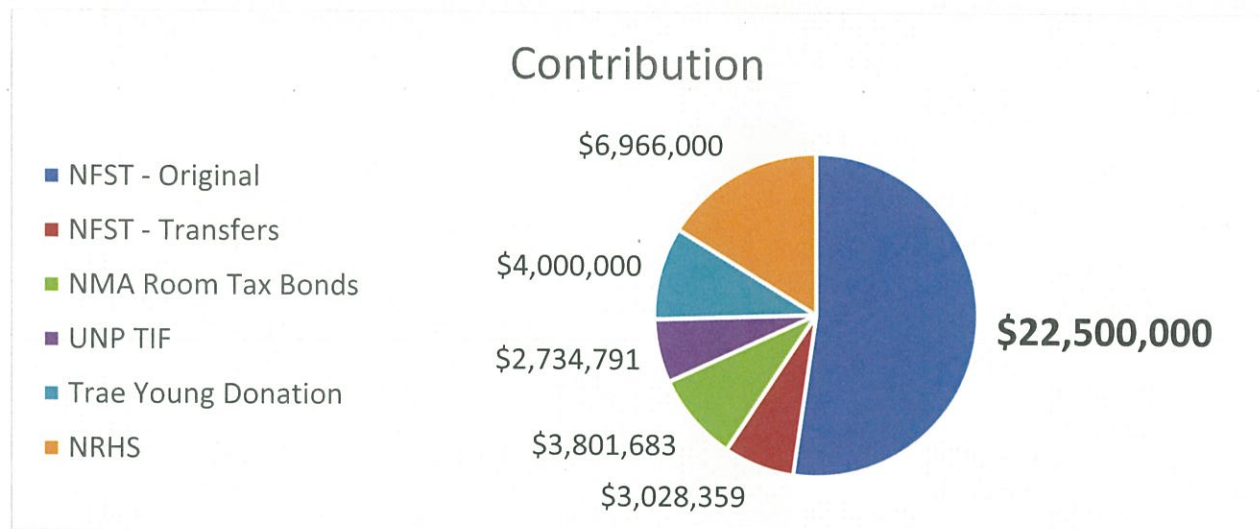
Several of the NORMAN FORWARD facilities have been completed and are being enjoyed by Norman residents and visitors:

- 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:

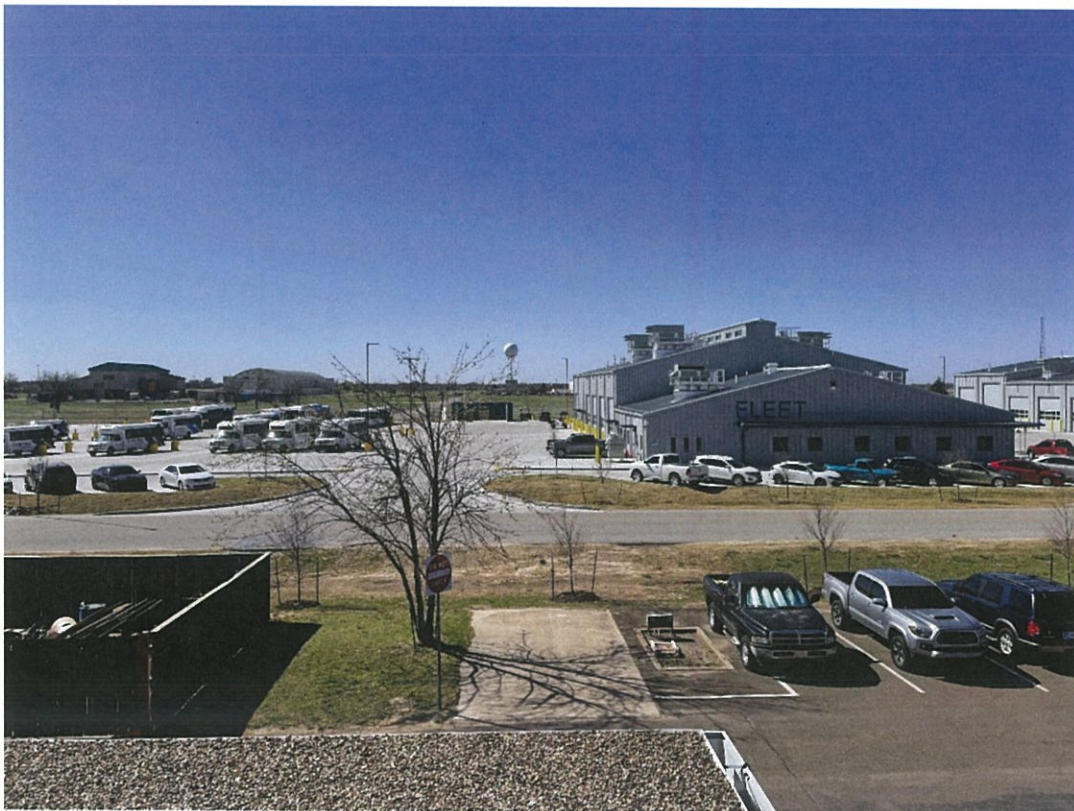


The future YFAC facility is depicted throughout these budget documents. Locating these major recreational facilities within walking distance of the many hotels, retail establishments and transportation facilities in UNP and adjacent to the OU/Westheimer Airport will make Norman an attractive location 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.

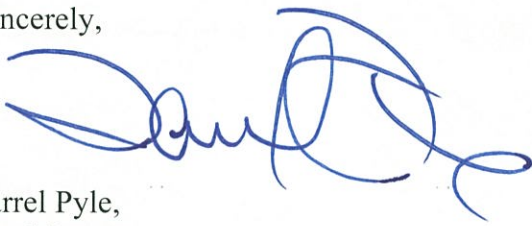
Significant challenges are being experienced by the City's ratepayer-funded Water and Water Reclamation ("wastewater" or sewer) Utilities to meet the capital improvement project needs required to continue to provide services to utility customers at the desired level. The inability to gain voter approval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

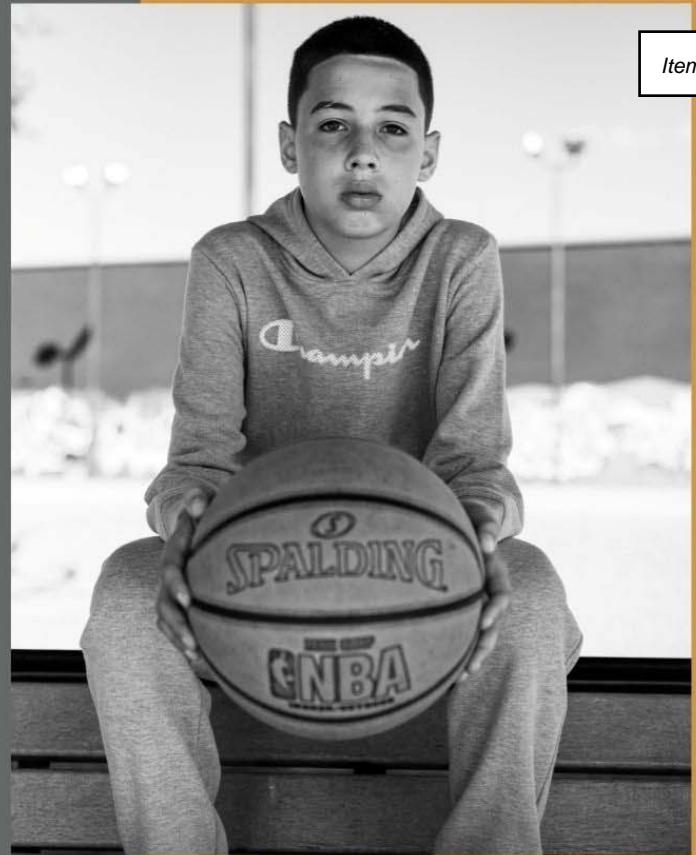
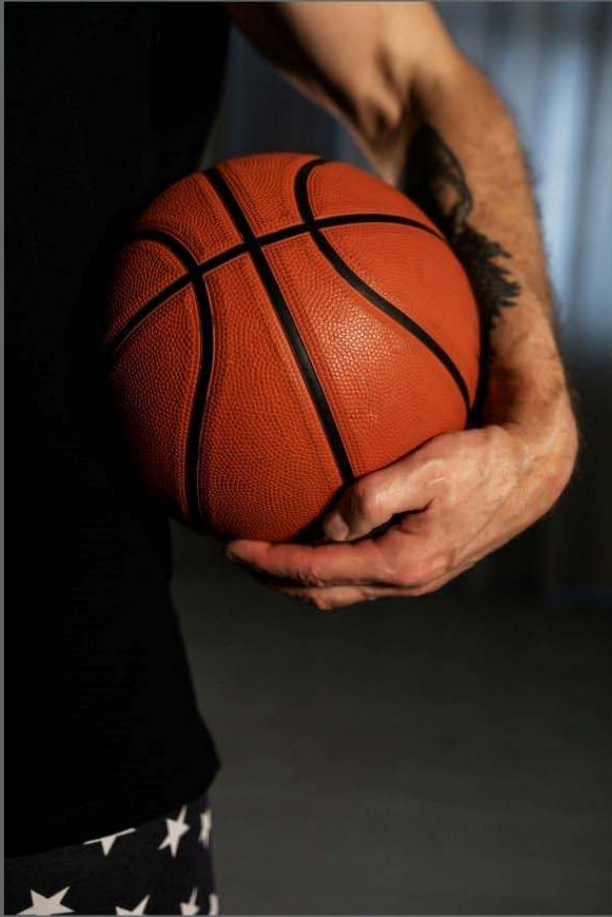
CONCLUSION

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



Item 26.



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.

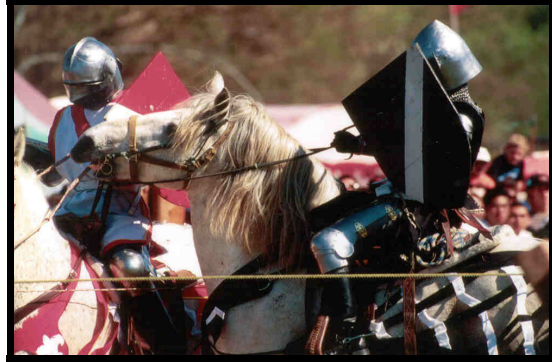
Norman's rich history plays an important role in citizen's lives and we continually make our history book more exciting with each passing year.

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

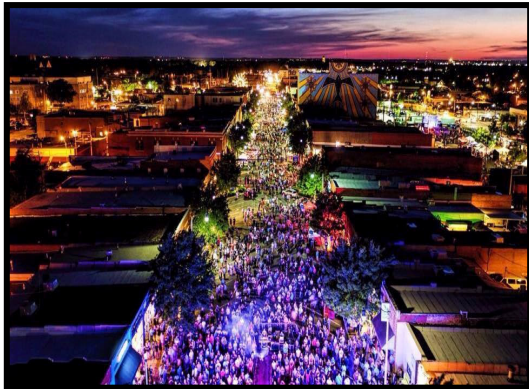
Norman is Oklahoma's third largest city and is home to the University of Oklahoma Sooners. Family oriented activities are abundant in Norman. Places of interest include Lake Thunderbird, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History.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

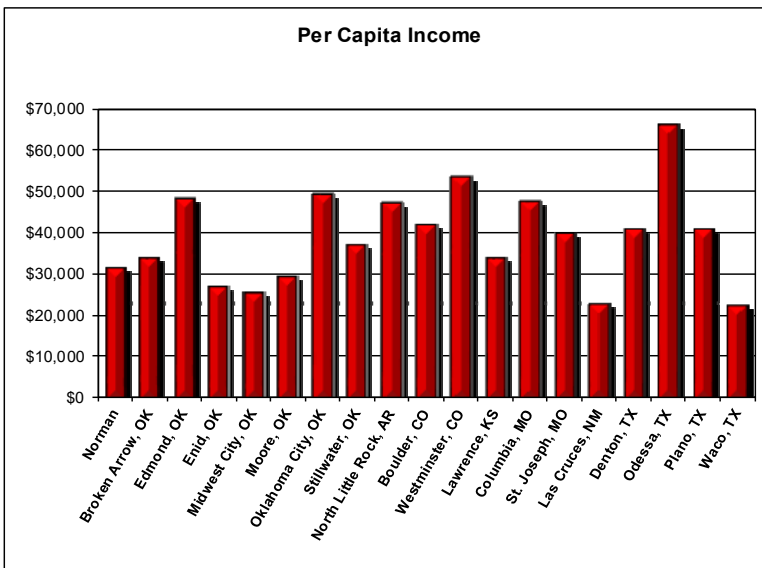
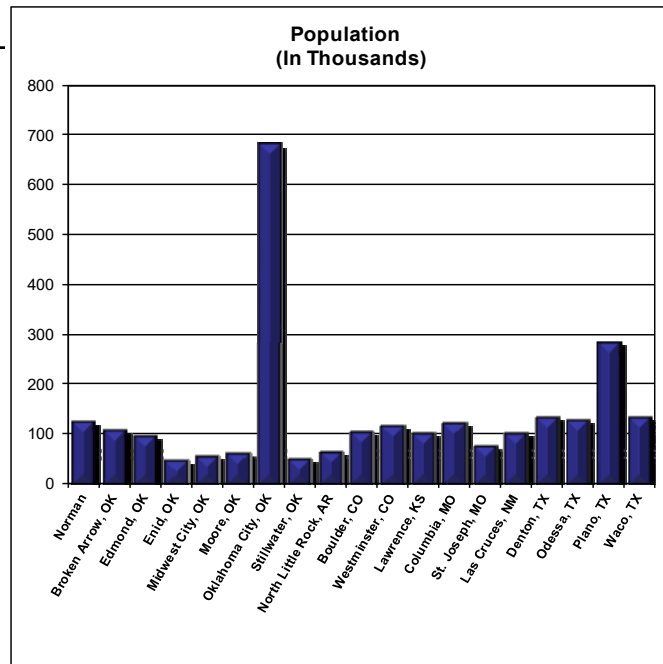
INTER-CITY BENCHMARK COMPARISONS

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

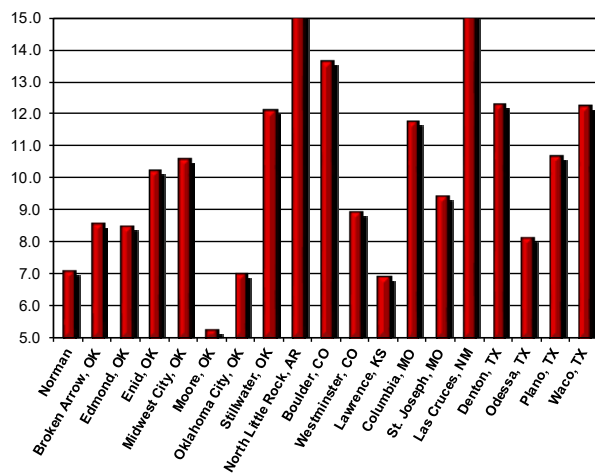
| City | Population | Median Age | Square Miles |
|-----------------------|----------------|-------------|--------------|
| Norman | 126,753 | 30.9 | 189.5 |
| Broken Arrow, OK | 110,198 | 37.3 | 61.6 |
| Edmond, OK | 96,376 | 35.7 | 87.9 |
| Enid, OK | 49,688 | 34.6 | 73.9 |
| Midwest City, OK | 57,288 | 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/Astellias |
| 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



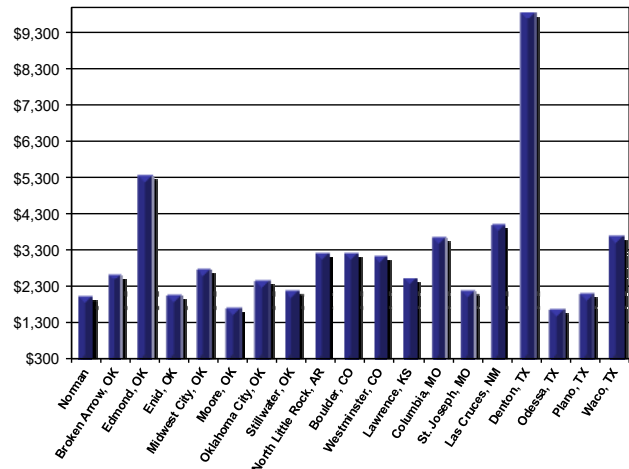
City Full-Time & Permanent Part-Time Budgeted Positions Employees Per 1,000 Citizens

| | | |
|-----------------------|------------|------------|
| 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:

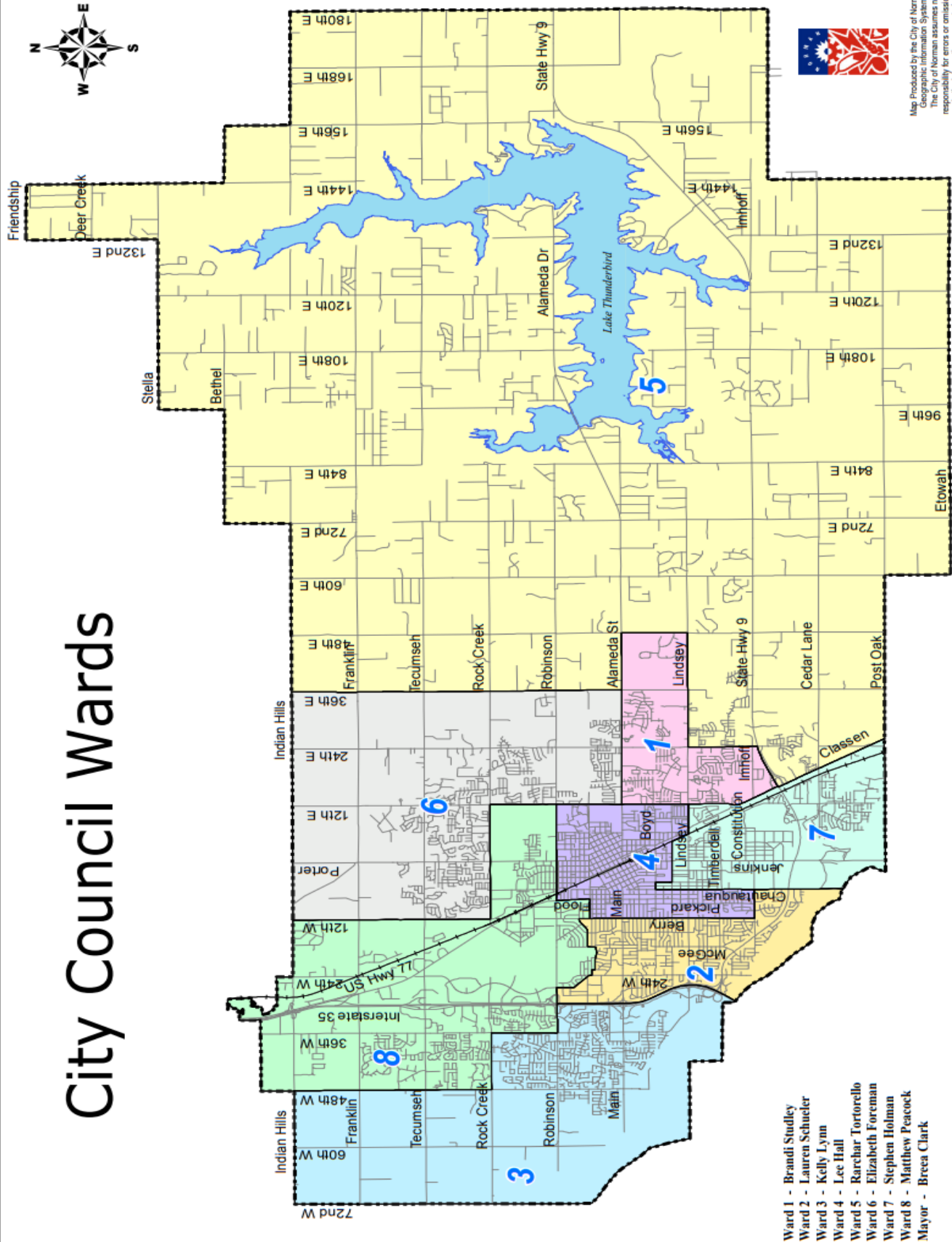
| | |
|---|-------|
| Miles of urban streets maintained by the City | 548.2 |
|---|-------|

| | |
|---|-------|
| Miles of rural streets maintained by the City | 231.9 |
|---|-------|

| | |
|-------------------------|-------|
| Number of street lights | 6,658 |
|-------------------------|-------|

| | |
|--------------------------------|-----|
| Number of signalized locations | 258 |
|--------------------------------|-----|

City Council Wards





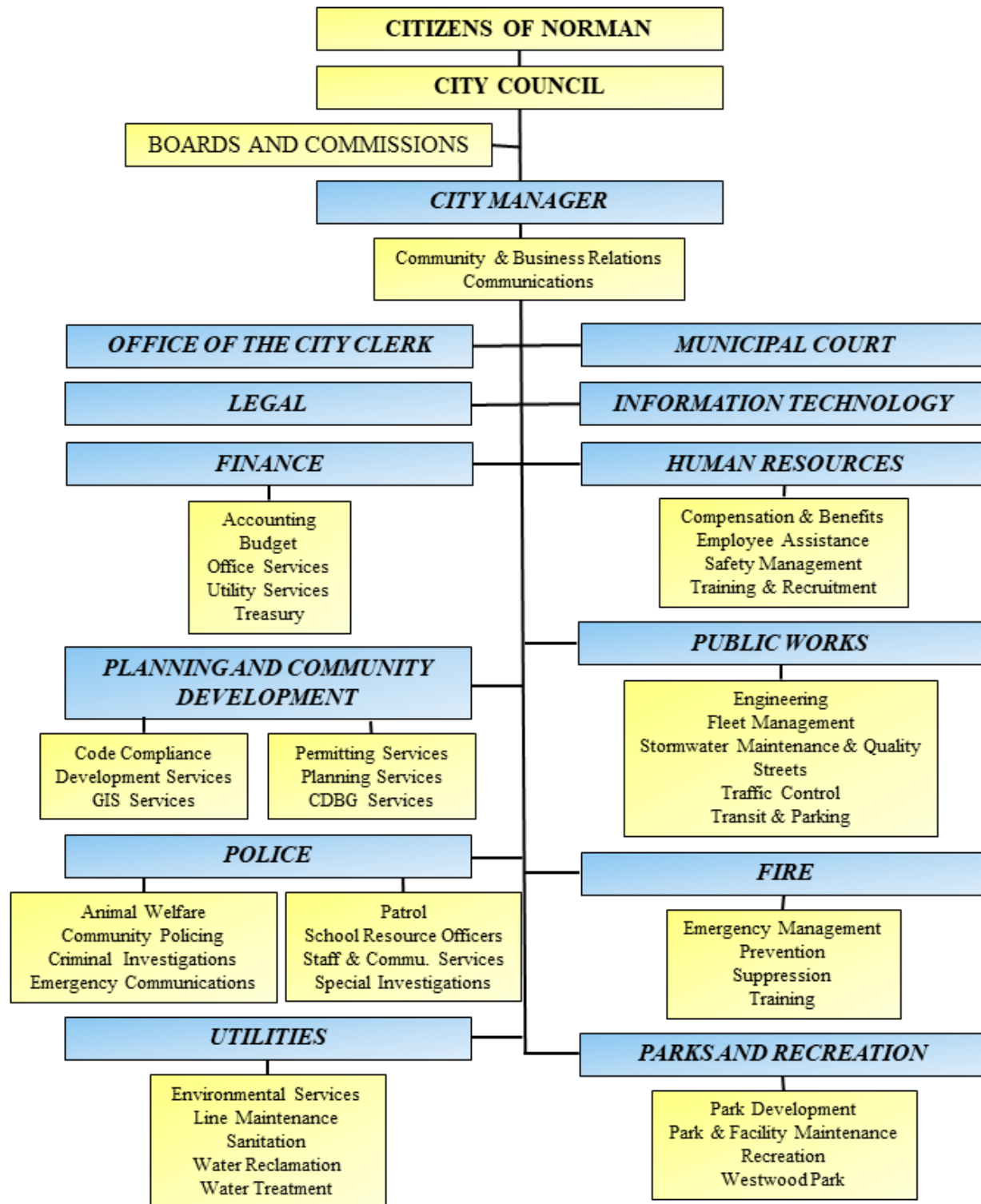
Overview / Statistical

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.



City Of Norman Organization Chart



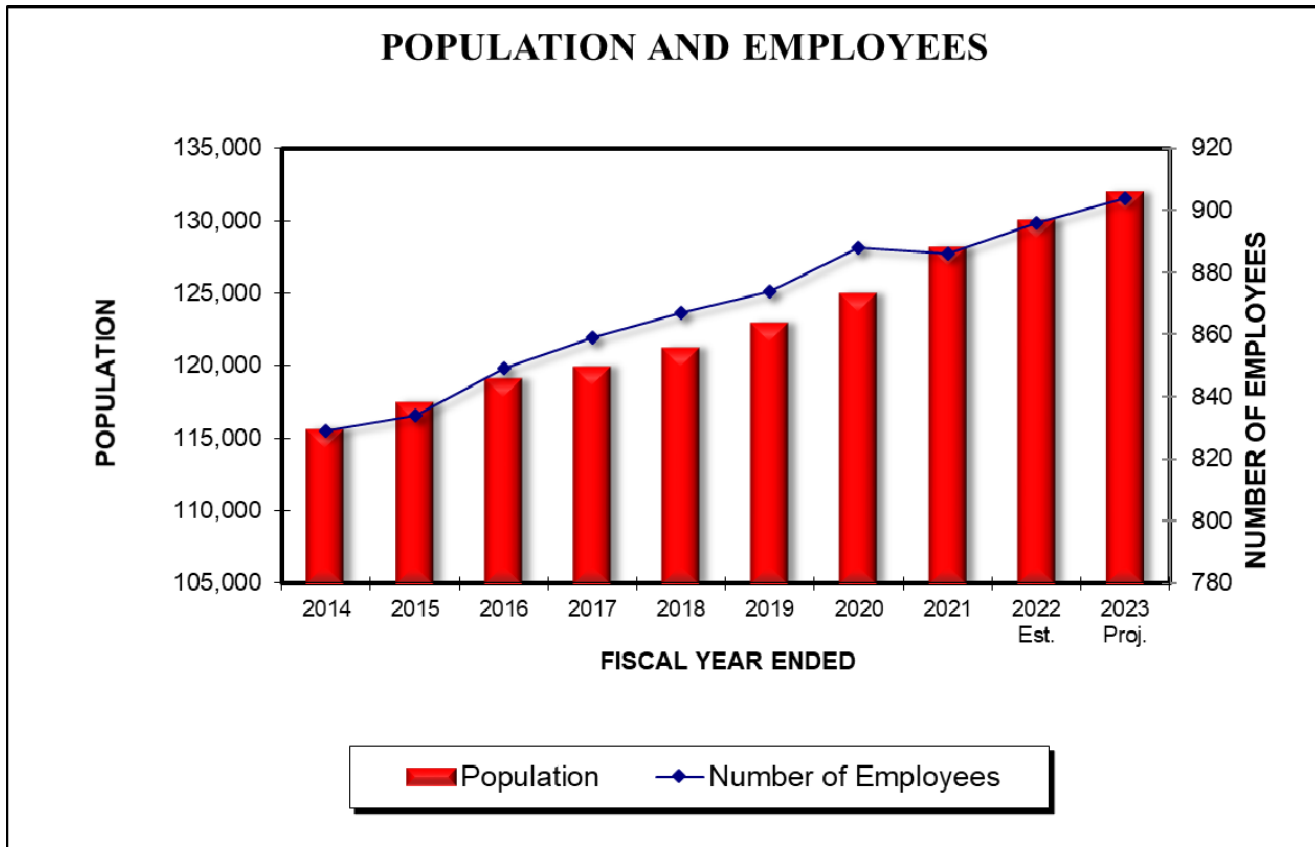
PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

| 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.

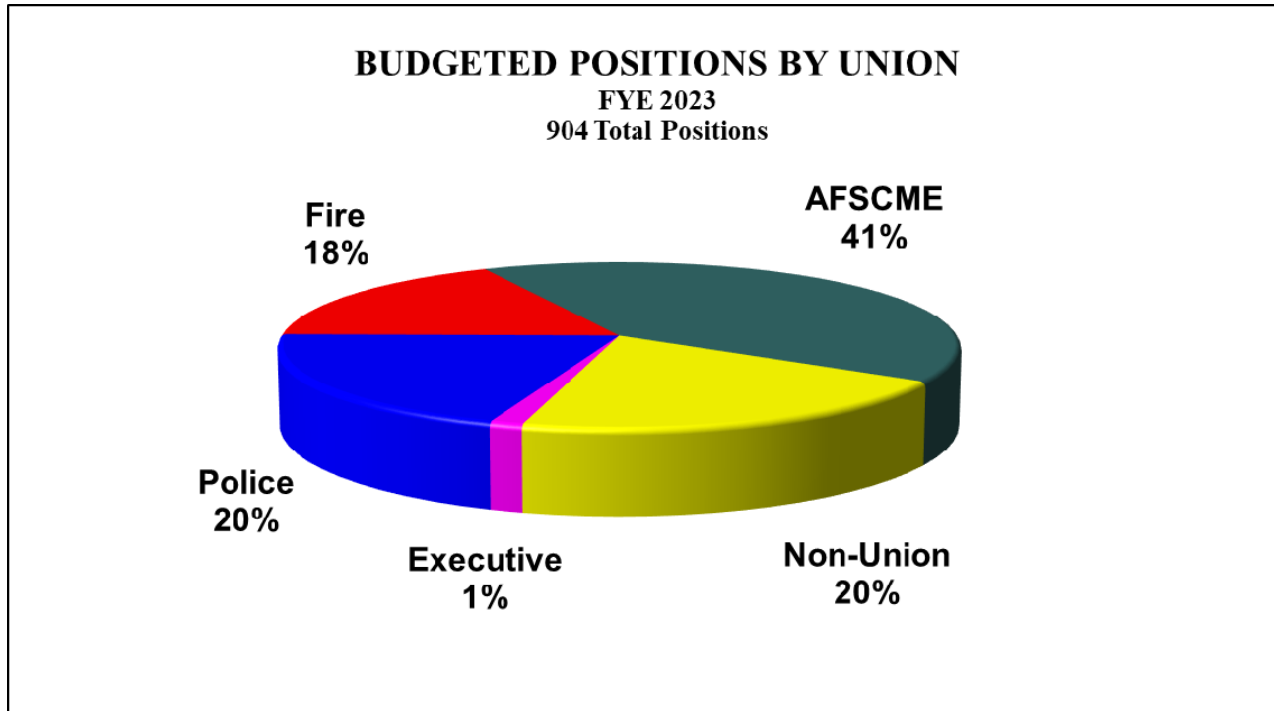
FYE 22 to FYE 23 - During FYE 22 combined the Sustainability Coordinator position in the City Manager's Department with the Environmental Services Coordinator in the Water Reclamation Department and kept the position in the Water Reclamation Department, added a Municipal Accountant I position to the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

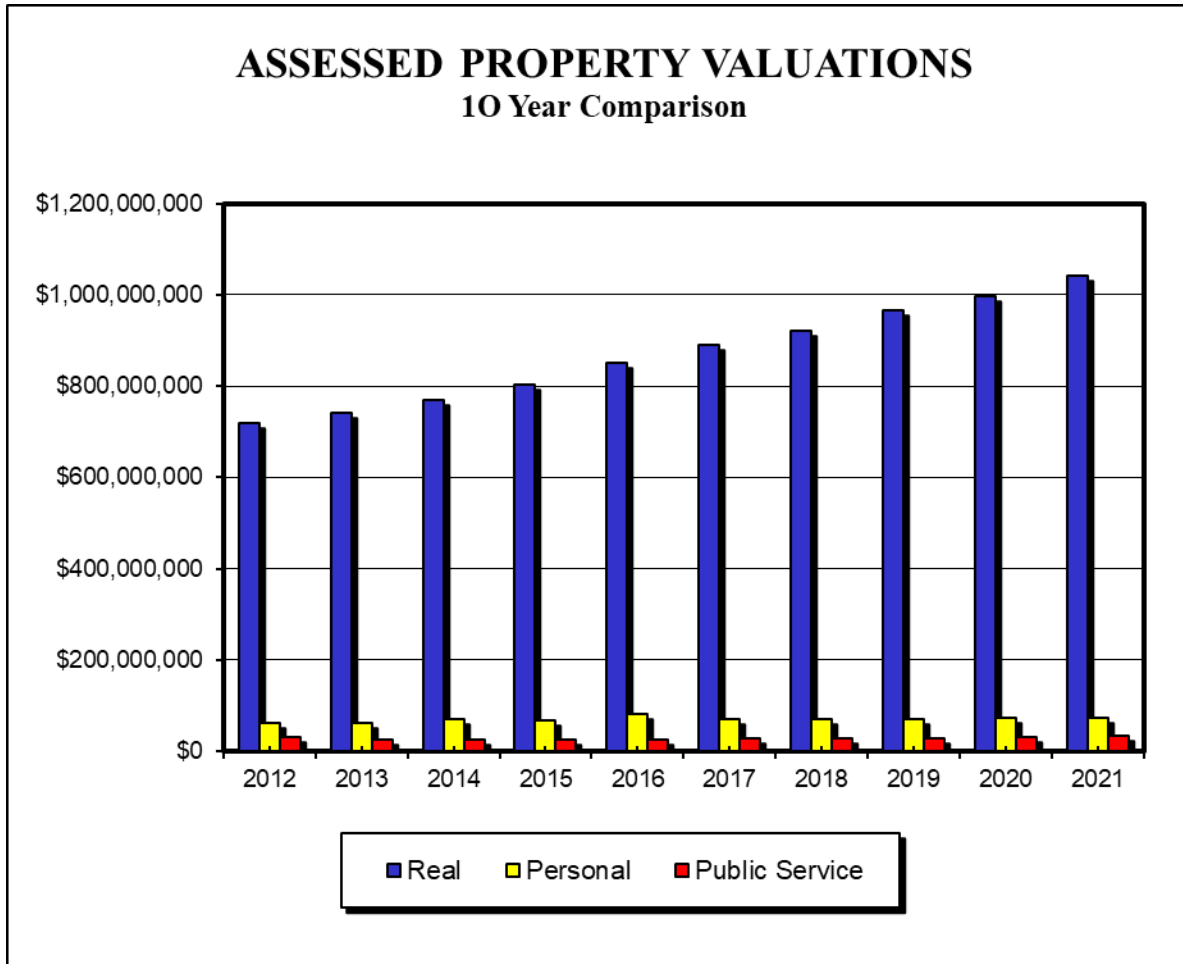
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2023, the City will employ 904 permanent employees, which is eight more positions than budgeted in FYE 2022. Eighty-four positions are related to the Public Safety Sales Tax that 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.

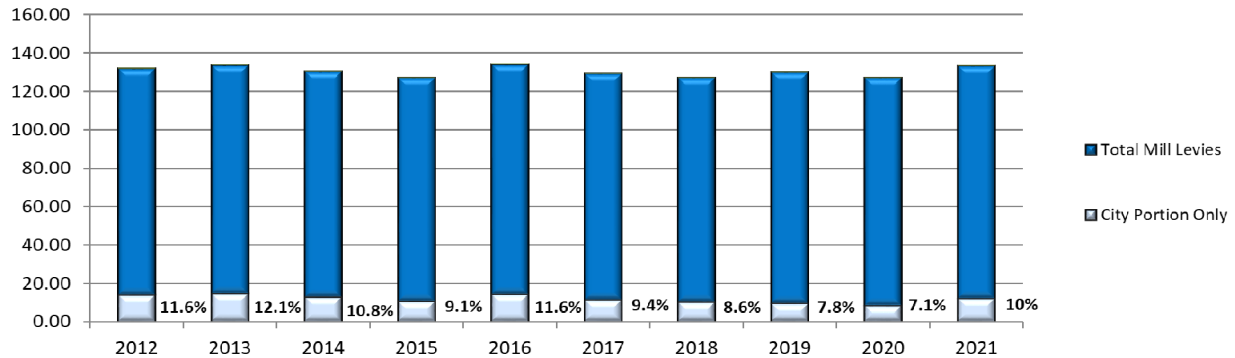


Discussion of the Graph

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

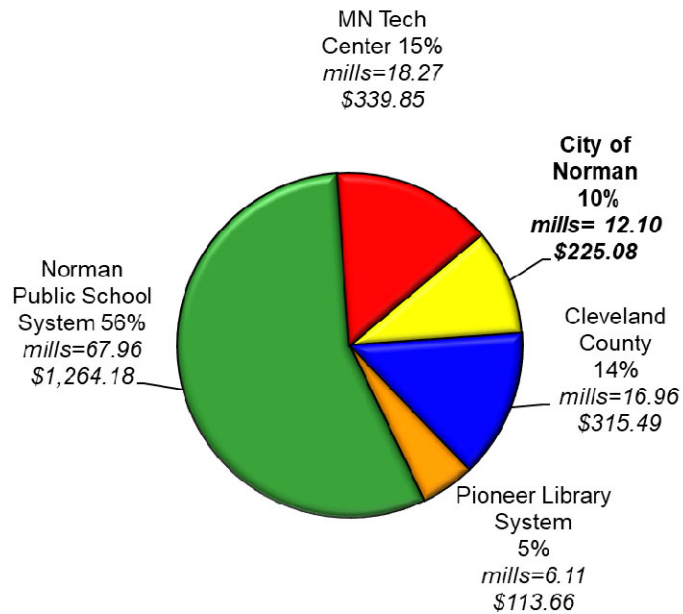
CITY PORTION OF TOTAL PROPERTY TAX MILL LEVIES

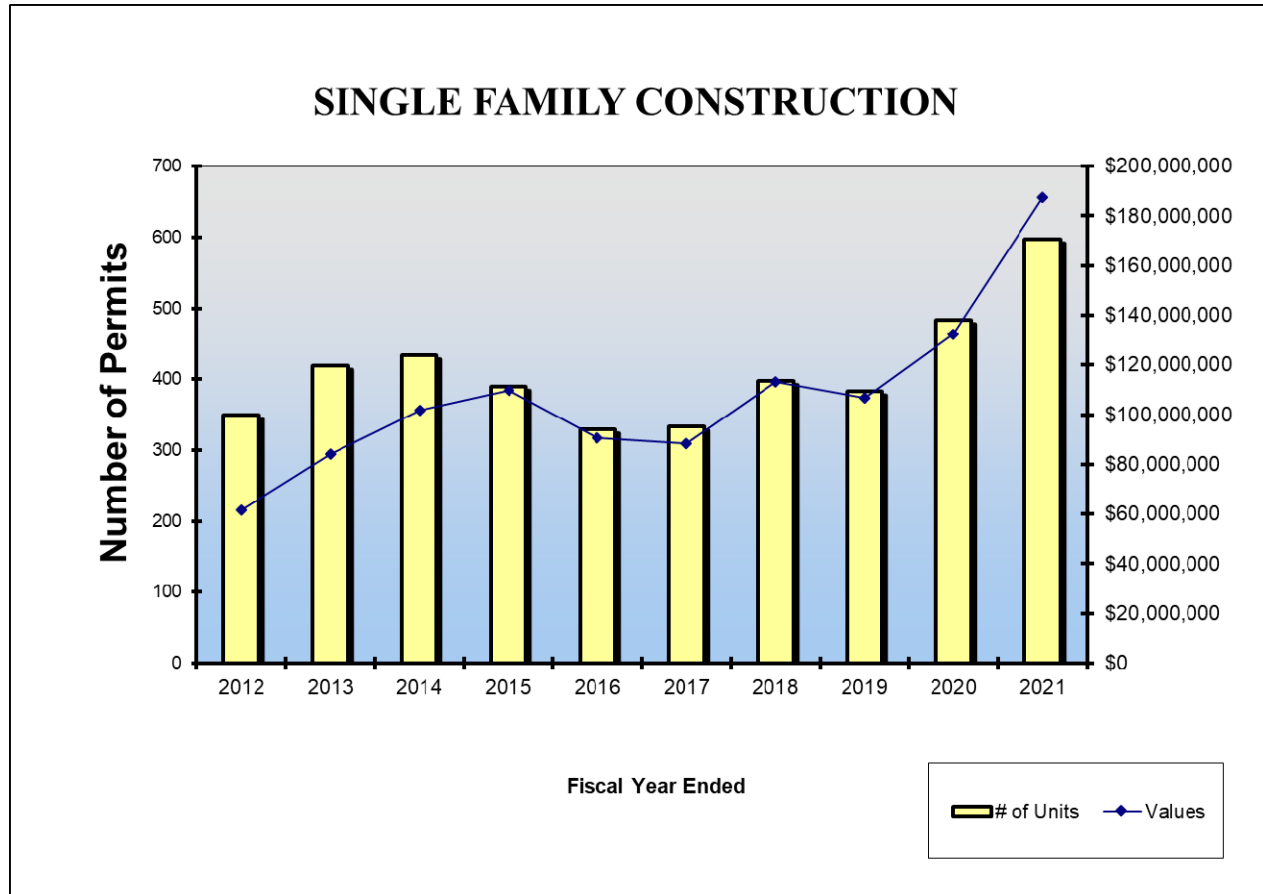


Discussion of the Graph

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.

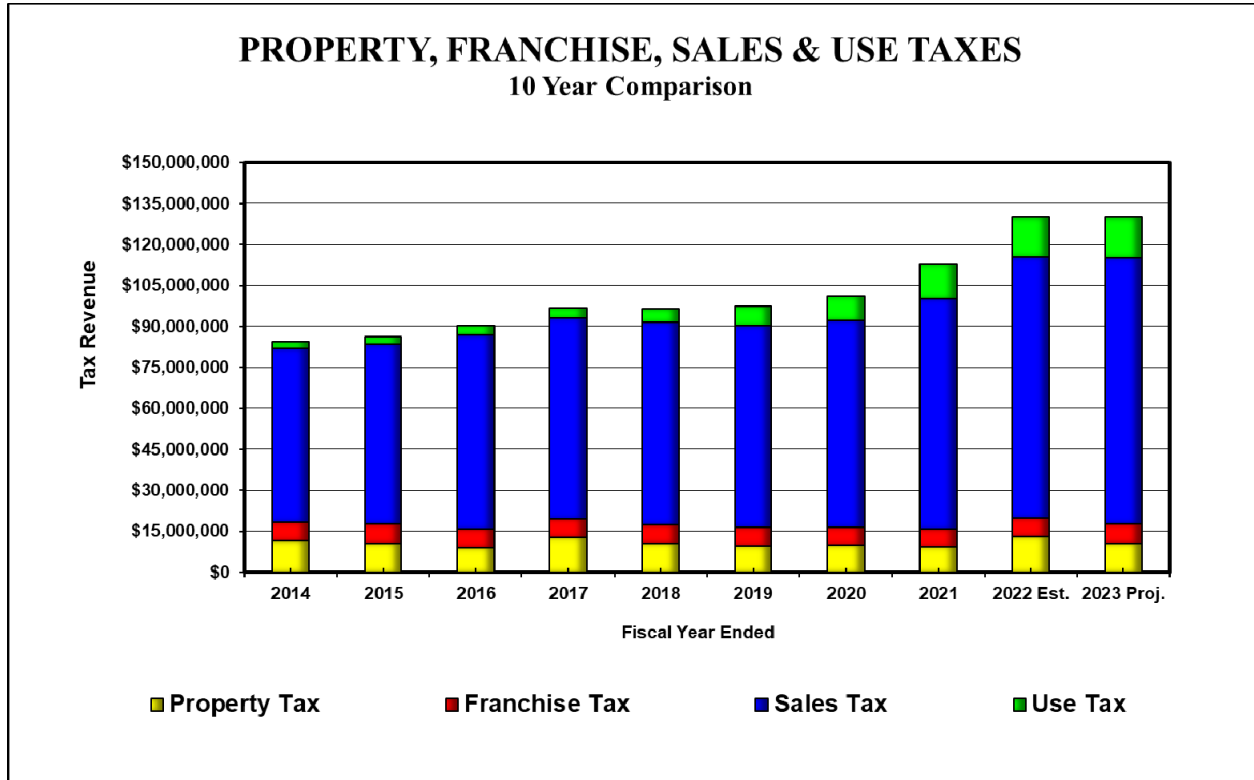
Annual Property Tax Distribution based on \$163,348 Median Home Value - 2022





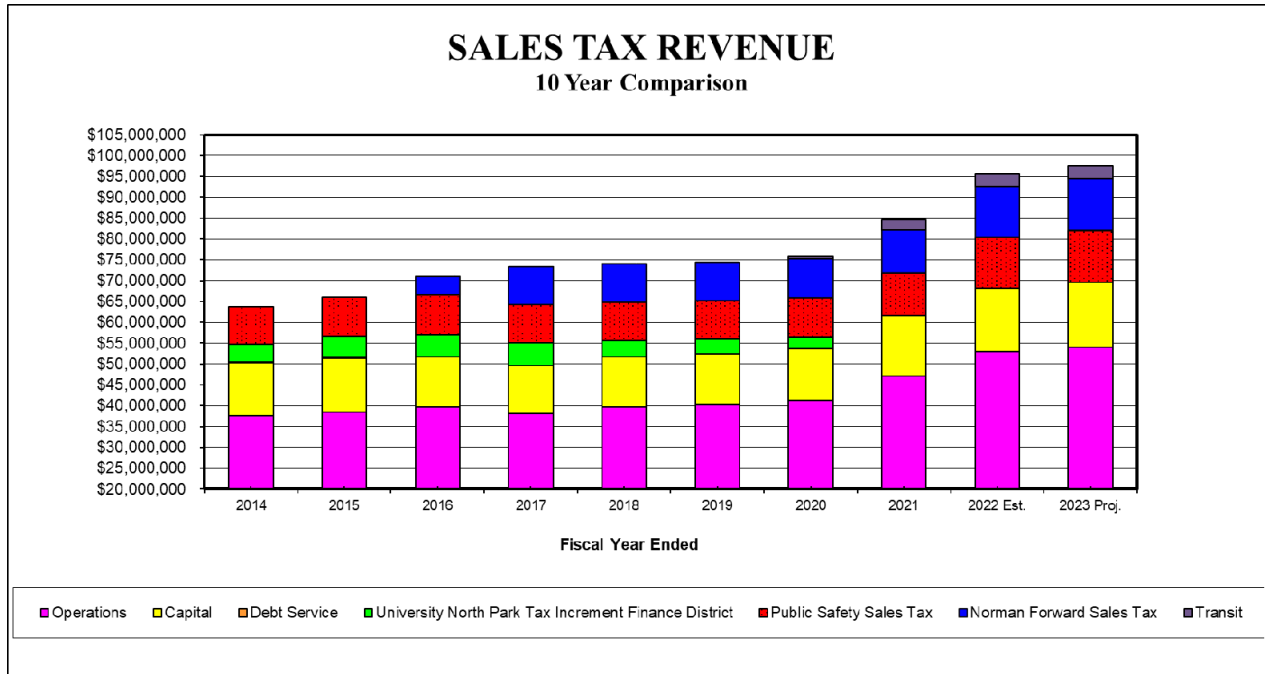
Discussion of the Graph

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.



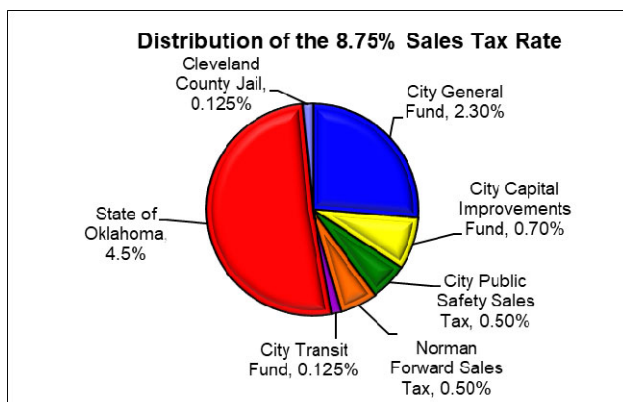
Discussion of the Graph

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

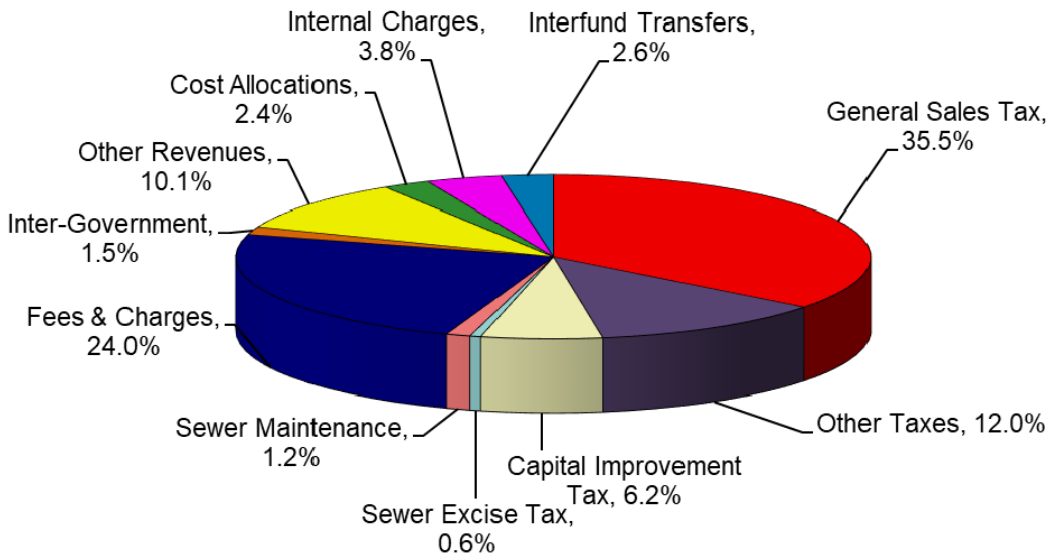
The City of Norman has a 4.125% sales tax rate effective April 1, 2020, which is the primary source of revenue for General Fund operations and capital expenditures. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased 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 |
| | <u>\$ 97,546,920</u> |

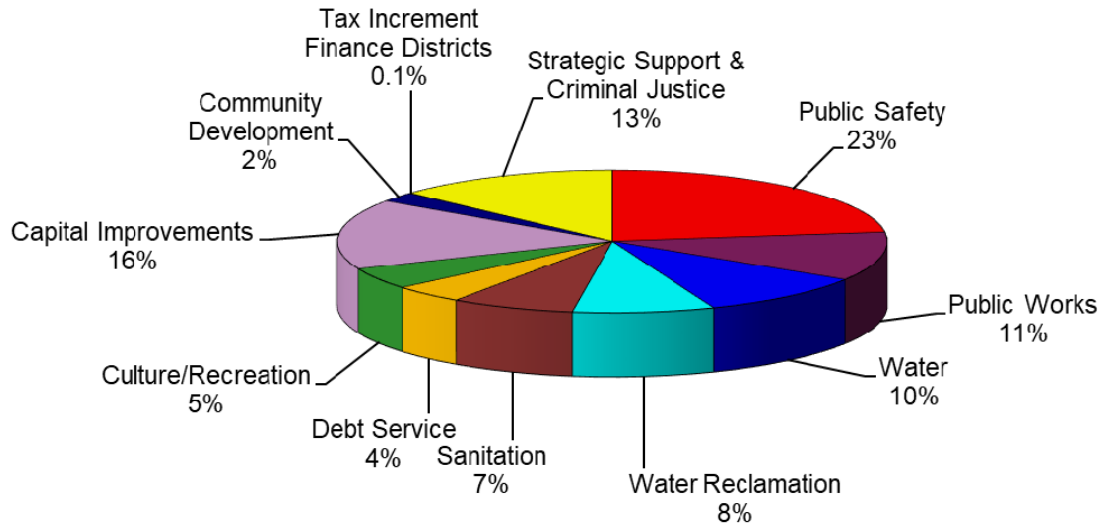
FYE 2023 ALL FUNDS PROJECTED TOTAL REVENUES
\$251,829,357



Discussion of the Graph

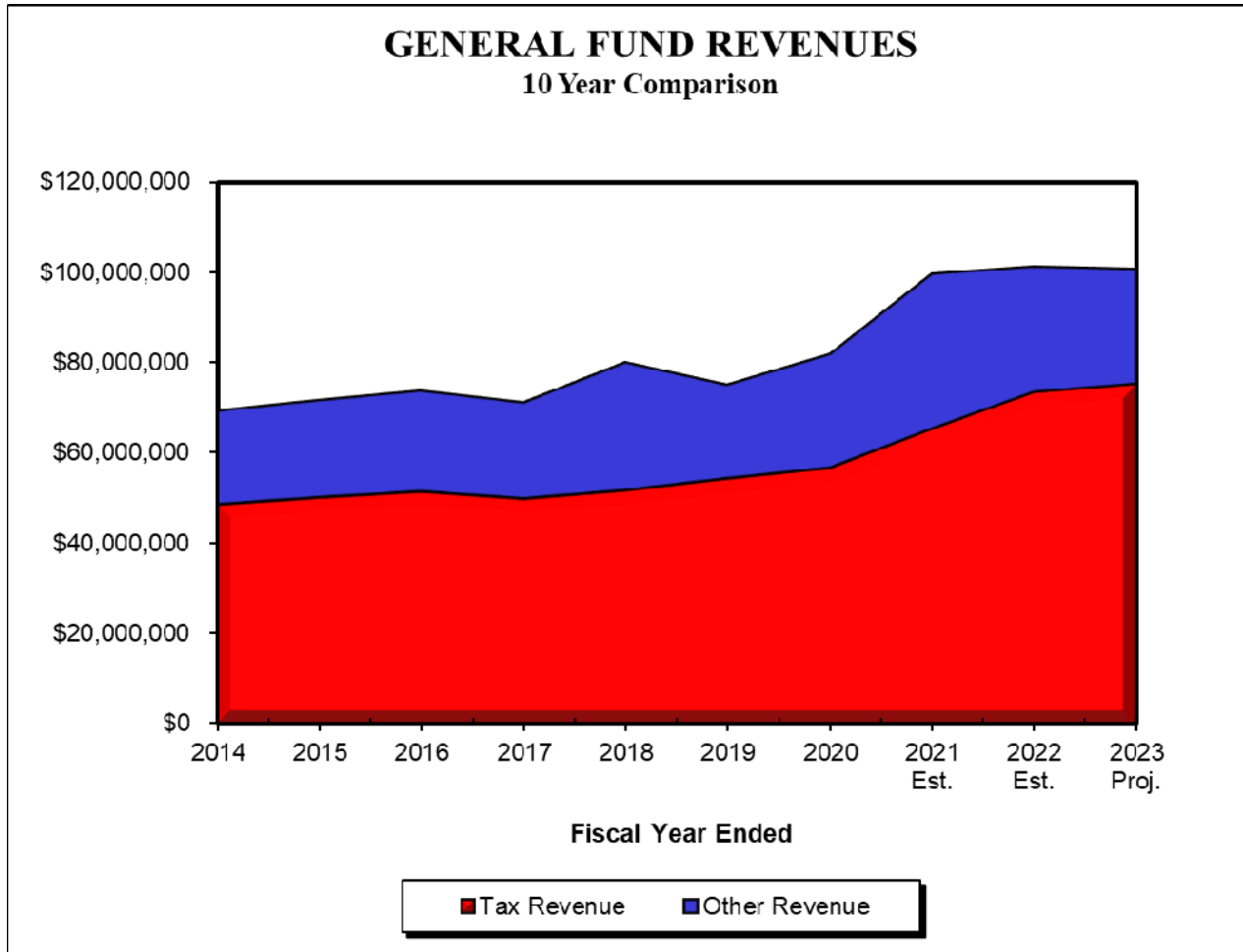
Budgeted revenues for FYE 2023 of \$251,829,357 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. 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**



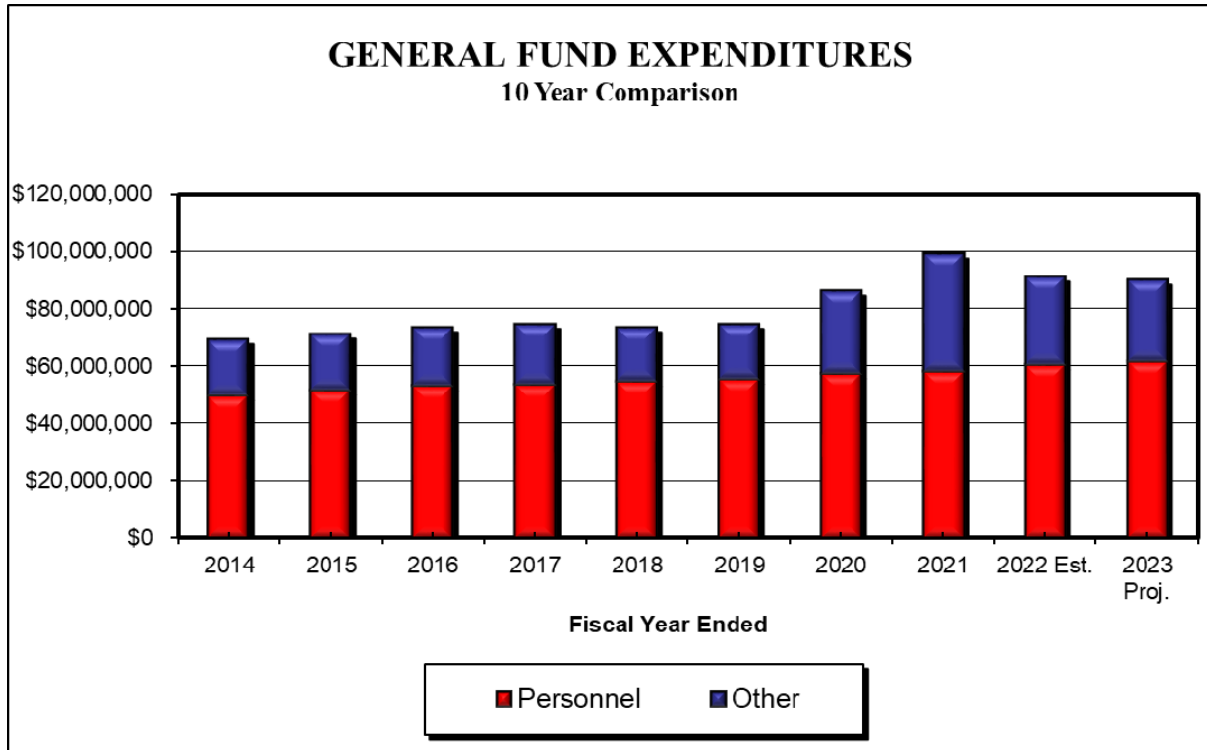
Discussion of the Graph

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

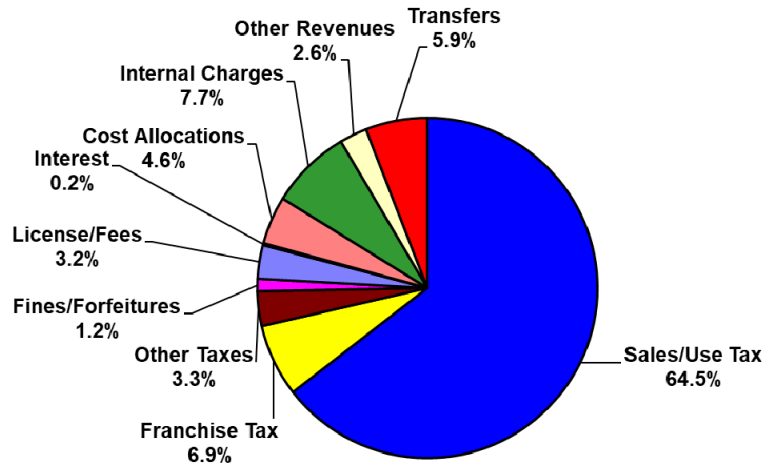
The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2014 to an estimated 72.6% of total revenues in FYE 2022, and a projected 74.7% in FYE 2023. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public 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.

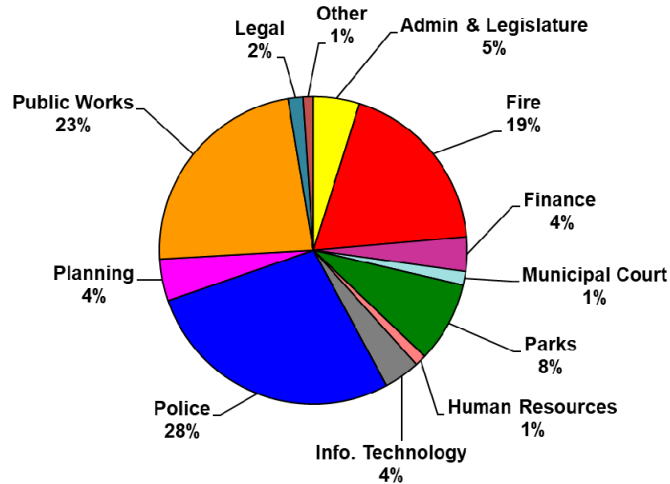
FYE 2023 GENERAL FUND REVENUES BY SOURCE
\$100,769,620



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.

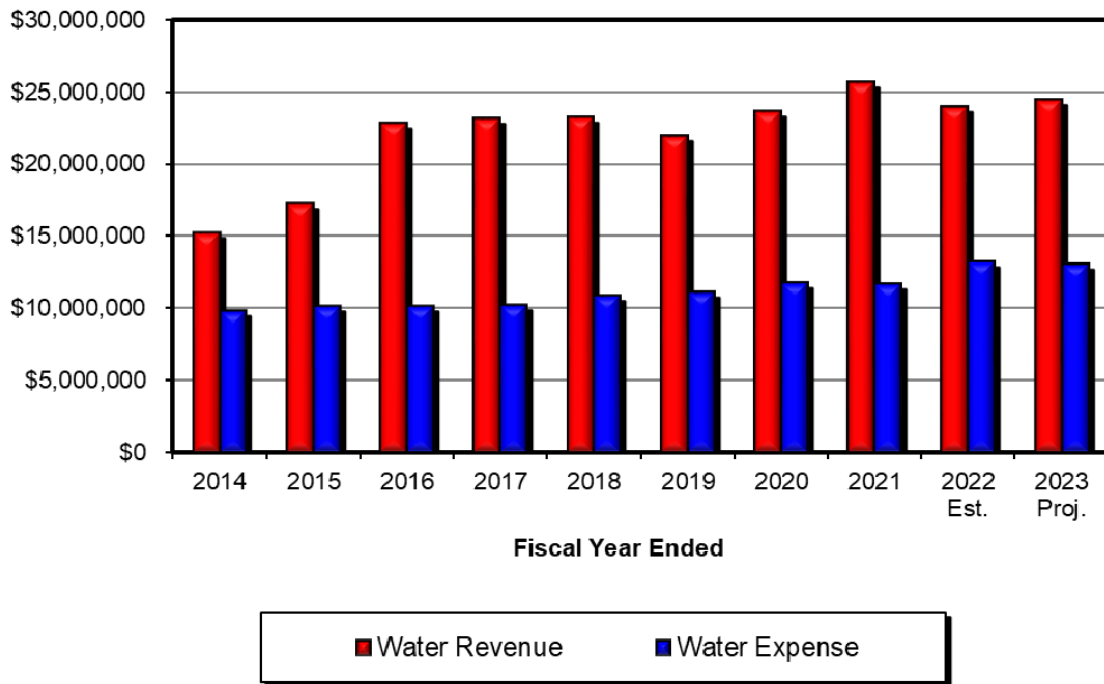
FYE 2023 GENERAL FUND EXPENDITURES BY DEPARTMENT
\$90,008,118



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.

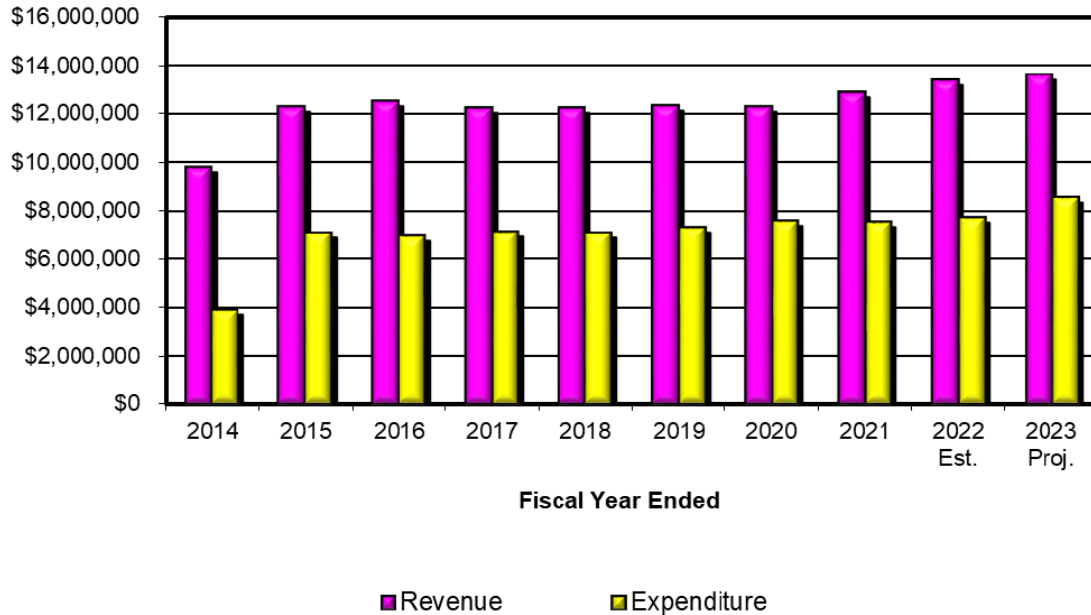
WATER FUND OPERATIONS 10 YEAR COMPARISON



Discussion of the Graph

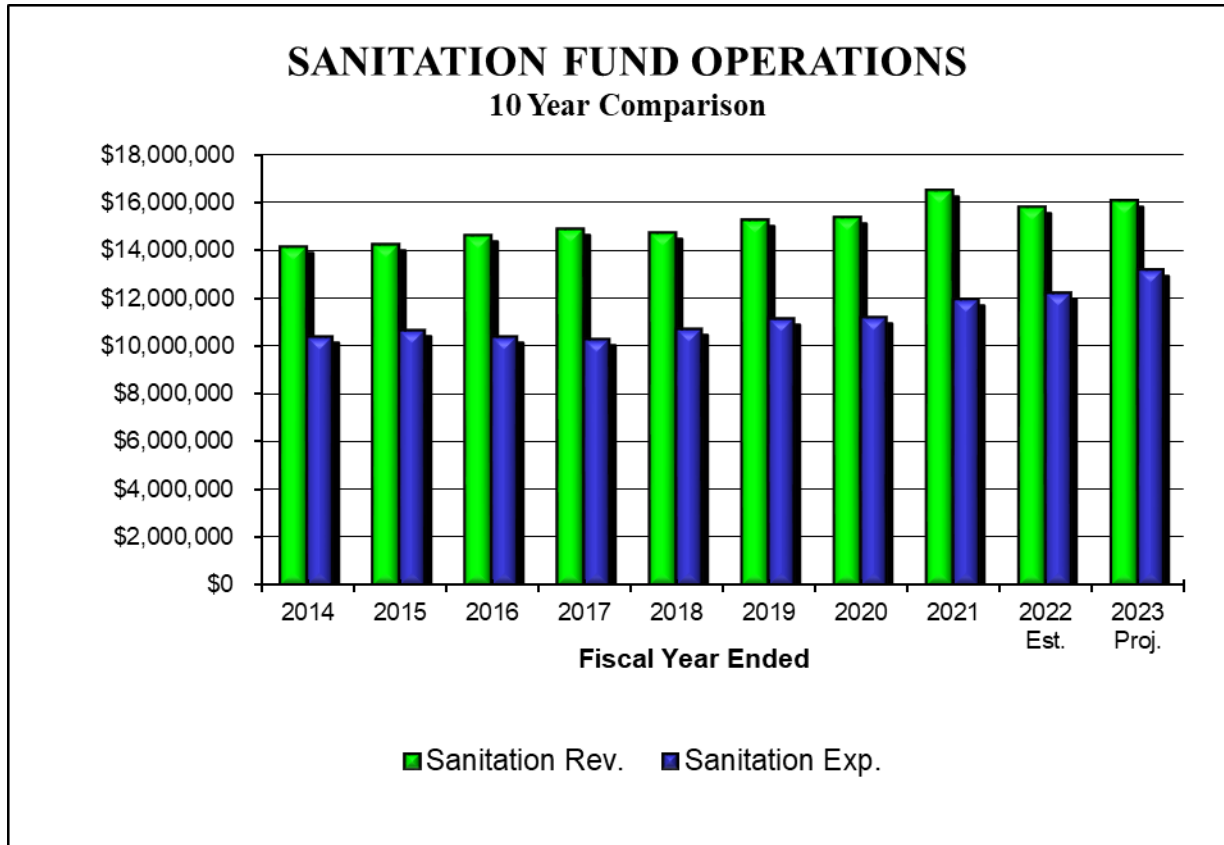
The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay 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**

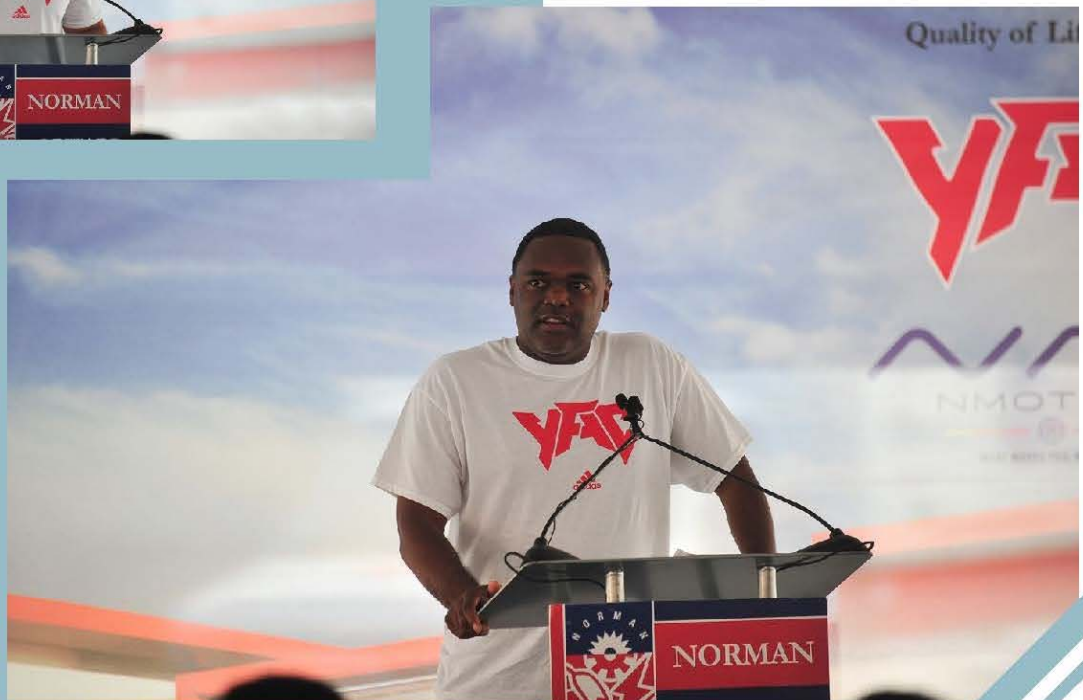
| CITY FUND CLASSIFICATION | BEGINNING | OPERATING REVENUES | REVENUES | | OPERATING EXPENSES | INTERFUND TRANSFERS | EXPENDITURES | | TOTAL EXPENSES | REVENUES OVER (UNDER) EXPENSES | ENDING FUND BALANCE |
|---------------------------------|-----------------|-----------------------|------------------------|-------------------|-----------------------|------------------------|----------------------|-------------------------|-------------------|--------------------------------------|---------------------------|
| | FUND BALANCE | | INTERFUND TRANSFERS | TOTAL REVENUES | | | SUBTOTAL EXPENSES | EMP TURNOVER SAVINGS | | | |
| 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 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 48 Reserve for Bond Proceeds - 16 Issue | 8,972,368 | (66,958) | 2,215,026 | 2,215,026 | 2,215,026 | 2,215,026 | 2,215,026 | 2,215,026 |
| 90 Reserved for PSST activities | (1,007,072) | 66,958 | (702,430) | (256,234) | (997,414) | (941,676) | (1,459,390) | (681,384) |
| 51 | | | | | | | | |
| 52 Total Reserves | \$ 8,822,863 | \$ 0 | \$ 1,512,596 | \$ 1,958,792 | \$ 1,217,612 | \$ 1,273,350 | \$ 755,636 | \$ 1,533,642 |

COMMUNITY DEVELOPMENT FUND BUDGET HIGHLIGHTS

Background

The Community Development Fund is a Special Revenue Fund established to account for the resources allocated to Community Development Block Grant (CDBG), the HOME Partnership Program, and other funds from the U.S. Department of Housing & Urban Development (HUD).

The Community Development Block Grant Program was established by Congress in the Community Development Act of 1974 to consolidate a number of Federal assistance programs into one “block grant” for the utilization of individual communities in solving community development problems. Funds are allocated annually on a formula basis to the City of Norman by the Department of Housing and Urban Development, the funding agency. As an entitlement city, Norman receives a funding allocation each year without having to compete against other cities. Once allocated, the funds remain available to the City until approved activities are completed. In 1995, Norman became an entitlement city for the HOME Program as well, and therefore does not have to compete against other cities for funding.

The projects funded by the CDBG Program must meet the criteria of activities, which either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight. The four major categories of eligible activities are: (1) neighborhood upgrading, conservation, and renewal; (2) housing assistance; (3) social and economic development for moderate and low income groups; and (4) activities in support of the other categories, including administration and planning. HOME projects are all housing with all beneficiaries in the low-to-moderate income range, as defined by federal regulations.

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

FYE 23 Budget

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

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

| | A | B | C | B |
|-----------------------------------|------------------|--------------------|---------------------|--------------------|
| | FYE 21 ACTUAL | FYE 22 BUDGETED | FYE 22 ESTIMATED | FYE 23 BUDGETED |
| 1 Beginning Fund Balance | \$3,141,260 | \$ 671,539 | \$2,498,110 | \$2,498,110 |
| 2 | | | | |
| 3 Revenues | | | | |
| 4 Other Revenues | \$ (4,193) | \$ - | \$ - | \$ - |
| 5 Grant Revenue | 685,473 | 940,869 | 2,061,509 | 757,393 |
| 6 Home Grant Revenue | 598,122 | 431,097 | 1,150,993 | 431,097 |
| 7 Emergency Shelter | 214,159 | - | 433,432 | 183,476 |
| 8 CDBG-DR | - | - | - | - |
| 9 CDBG_CV | 616,100 | - | 2,169,642 | 63,088 |
| 10 COC Planning Grant | 12,587 | - | 12,412 | - |
| ARPA | | | 78,045 | |
| 12 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/Judgmen | 758,266 | 305,359 | 243,668 | (269,832) | 180,928 | 542,518 | 811,372 | 983,781 |
| 39 Reserved for Risk Mgmt | 477,967 | 192,043 | 105,536 | (118,813) | - | - | - | - |
| 40 | | | | | | | | |
| 41 Total Reserves | \$ 1,973,896 | \$ 4,602,498 | \$ 4,026,963 | \$ 6,548,029 | \$ 10,174,039 | \$ 13,375,045 | \$ 16,250,800 | \$ 18,781,346 |
| 42 | ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |
| 43 Targeted Reserves: | | | | | | | | |
| 44 Reserve for Health Insurance | \$ 2,007,910 | \$ 1,850,881 | \$ 1,850,881 | \$ 1,850,881 | \$ 1,924,916 | \$ 2,001,913 | \$ 2,081,989 | \$ 2,165,269 |
| 45 Reserve for Workers Comp | 156,181 | 252,083 | 333,812 | 357,250 | 371,540 | 386,402 | 401,858 | 417,932 |
| 46 | | | | | | | | |
| 47 Total Targeted Reserves | \$ 2,164,090 | \$ 2,102,964 | \$ 2,184,693 | \$ 2,208,131 | \$ 2,296,456 | \$ 2,388,314 | \$ 2,483,847 | \$ 2,583,201 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

CAPITAL IMPROVEMENTS FUND BUDGET HIGHLIGHTS

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2023-2027. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2023-2027 document.

Seventy percent (70%) of one percent (0.7%) of sales tax is set aside for capital improvements. Those projects approved for construction with this funding are accounted for in the Capital Improvements Fund. By Council policy, funds are allocated to priority capital categories as follows:

| | |
|---|----------------|
| General Maintenance of Existing Facilities: | 5% |
| Fleet Replacement Supplement: | 7% |
| Capital Outlay: | 27% |
| Street Maintenance: | 25% |
| Capital Projects: | Balance or 36% |

The Capital Fund also includes funding for the following positions that provide support to capital projects: 2 CIP Engineers, 1 Traffic Engineer, 2 Capital Project Managers, a Staff Engineer, 25% of an Engineering Assistant, 50% of the Storm Water Program Manager, 70% of a Park Planner I, 60% of a Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of a Utility Coordinator, and 15% of a Parks Manager.

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

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

purchase of vehicles and equipment.

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

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

FYE 23 Budget

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

Capital projects funded in FYE 2023 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2023 capital projects. Some of these projects will be streets built at a much higher standard, reducing maintenance expenses and congestion, as well as increasing safety. Other impacts include additional traffic control and parks facilities that will cumulatively add to the City's maintenance burden in future years. Additional public safety personnel and facilities will also burden future capital budgets.

Each project in the Capital Improvements Plan, FYE 2023-2027 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about \$10,000 per year, "slight" is defined as operating expenses will increase between about \$10,001 and \$50,000 per year, "moderate" is operating expenses will increase between about \$50,001 and \$100,000 per year, and "high" is operating expenses will increase more than \$100,001 per year.

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

| <u>FYE 2023 projects</u> | | | |
|--|-----------------------------------|--------------------------------|---|
| <u>Project Title</u> | <u>Project Category</u> | <u>Operating Impact</u> | |
| 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:

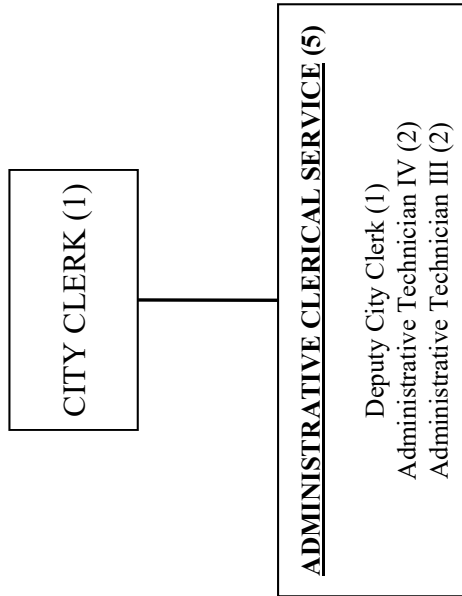
| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 604 | 610 | 610 | 610 | 618 |
| Part-time Positions | 19 | 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 | 0 | 0 | 0 | 0 | 0 |
| Total Budgeted Positions | 6 | 6 | 6 | 6 | 6 |

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Salaries & Benefits | \$ 509,710 | \$ 513,264 | \$ 513,264 | \$ 513,264 | \$ 542,407 |
| Supplies & Materials | \$ 4,182 | \$ 5,528 | \$ 5,528 | \$ 5,528 | \$ 5,528 |
| Services & Maintenance | \$ 168,006 | \$ 164,759 | \$ 164,759 | \$ 164,759 | \$ 159,202 |
| Internal Services | \$ 17,717 | \$ 20,461 | \$ 20,461 | \$ 20,461 | \$ 26,230 |
| Capital Equipment | \$ 3,349 | \$ - | \$ - | \$ - | \$ 2,000 |
| Subtotal | <u>\$ 702,964</u> | <u>\$ 704,012</u> | <u>\$ 704,012</u> | <u>\$ 704,012</u> | <u>\$ 735,367</u> |
| Department Total | <u><u>\$ 702,964</u></u> | <u><u>\$ 704,012</u></u> | <u><u>\$ 704,012</u></u> | <u><u>\$ 704,012</u></u> | <u><u>\$ 735,367</u></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 | 0 | 0 | 0 | 0 | 0 |

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|--------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Salaries & Benefits | \$ 10,717 | \$ 11,627 | \$ 11,627 | \$ 11,627 | \$ 11,628 |
| Supplies & Materials | \$ 7,226 | \$ 16,925 | \$ 26,925 | \$ 26,925 | \$ 40,925 |
| Services & Maintenance | \$ 586,282 | \$ 1,646,569 | \$ 1,707,488 | \$ 1,707,488 | \$ 1,632,597 |
| Internal Services | \$ 29,856 | \$ 24,779 | \$ 24,779 | \$ 24,779 | \$ 24,539 |
| Capital Equipment | \$ 9,666 | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <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:

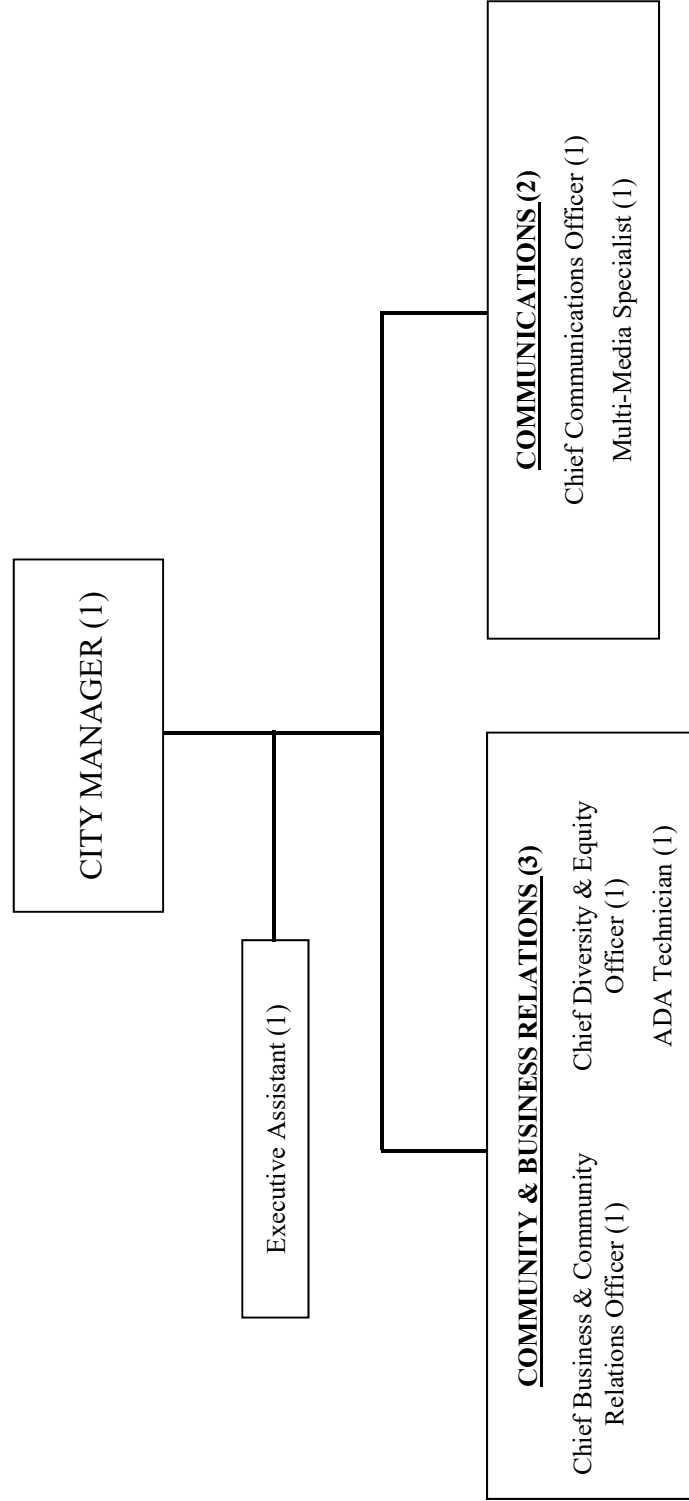
| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 0 | 0 | 0 | 0 | 0 |
| Part-time Positions | 0 | 0 | 0 | 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 | \$ 74,488 | \$ 183,770 | \$ 222,117 | \$ 222,117 | \$ 123,157 |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Division Total | \$ 74,488 | \$ 183,770 | \$ 222,117 | \$ 222,117 | \$ 123,157 |

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADA

GOALS:

- Provide professional leadership for the City
- Execute ADA Standards 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:

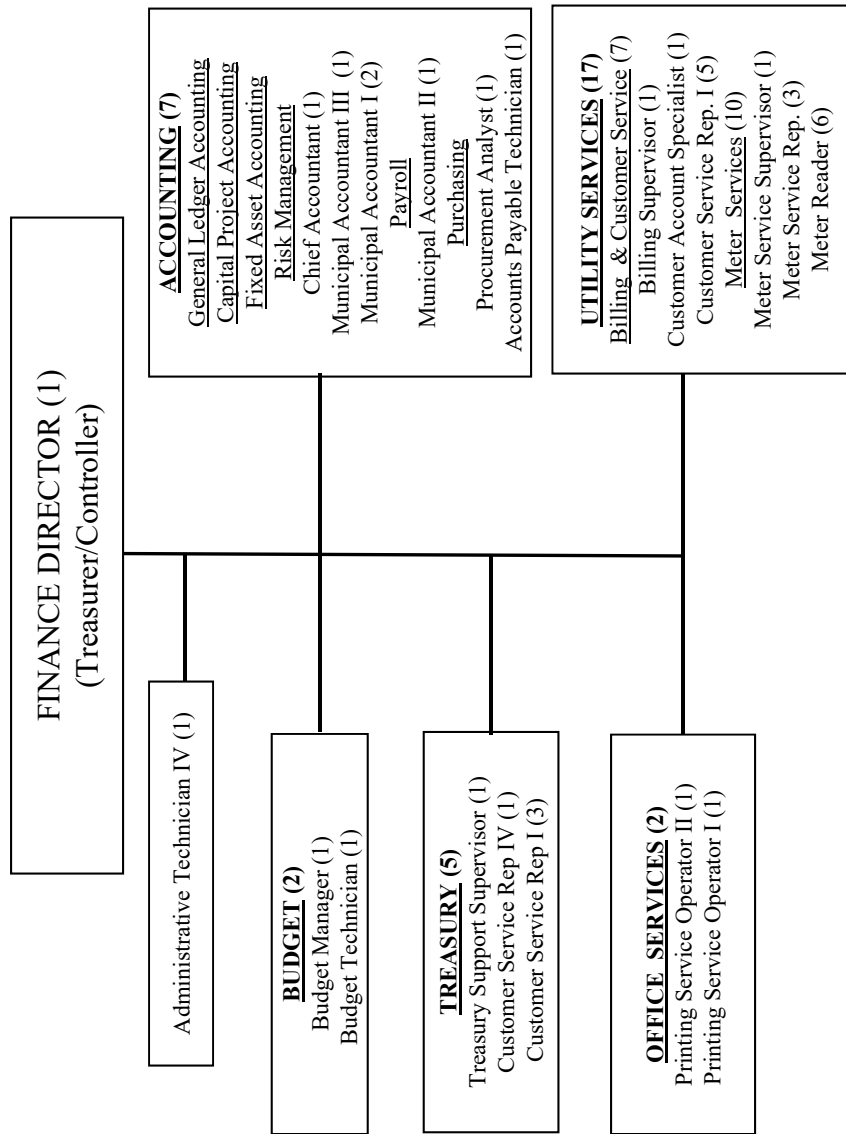
| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 0 | 0 | 0 | 0 | 0 |
| Part-time Positions | 0 | 0 | 0 | 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 | <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 | \$ 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 | \$ 1,369,065 | \$ 1,346,574 | \$ 1,346,574 | \$ 1,346,574 | \$ 1,381,100 |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Division Total | \$ 1,369,065 | \$ 1,346,574 | \$ 1,346,574 | \$ 1,346,574 | \$ 1,381,100 |

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

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

OBJECTIVES:

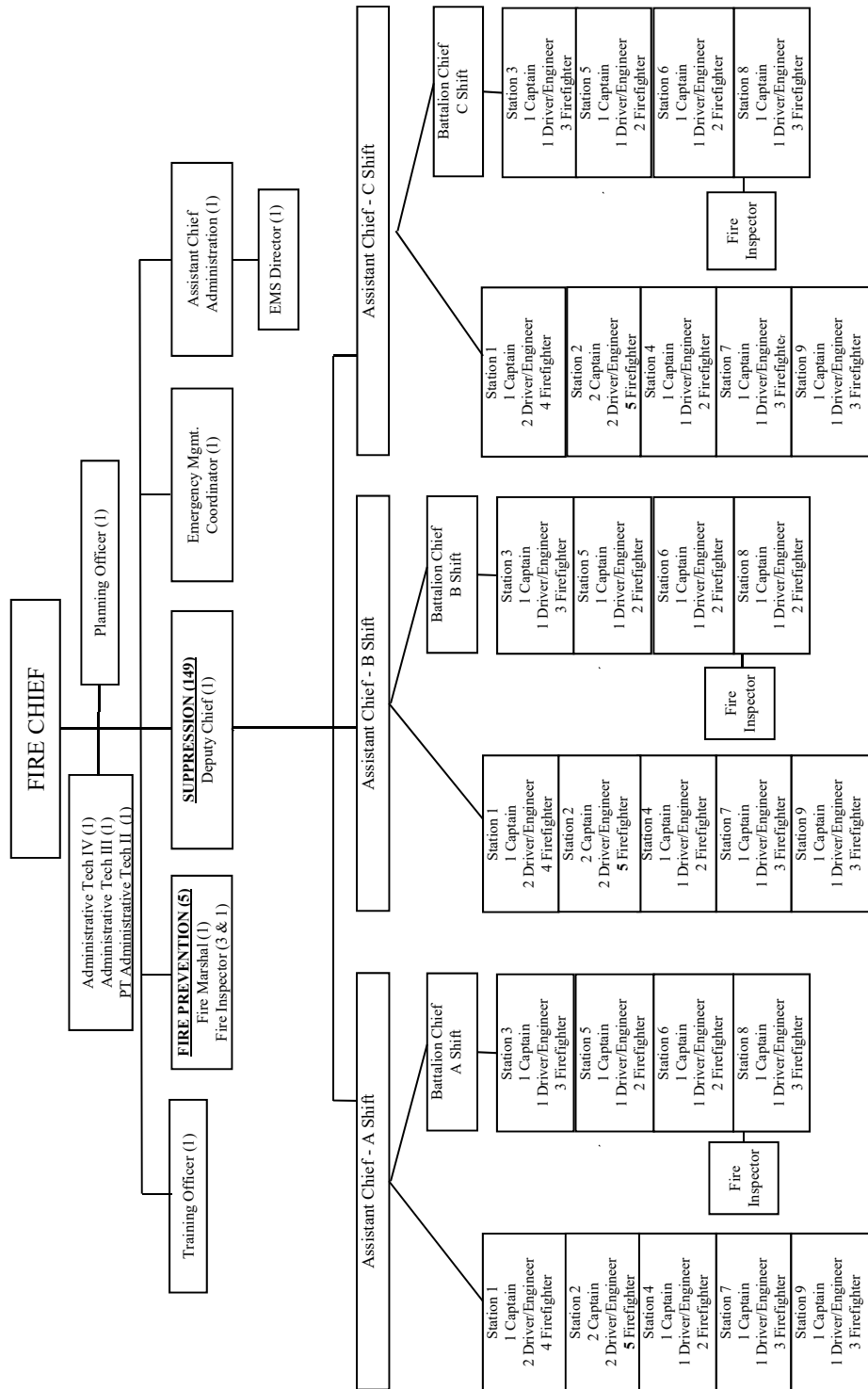
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

| | FYE 20 ACTUAL | FYE 21 ACTUAL | FYE 22 PLAN | FYE 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 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| 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 | <u>\$ 16,575,485</u> | <u>\$ 16,788,906</u> | <u>\$ 16,885,553</u> | <u>\$ 16,885,553</u> | <u>\$ 16,877,179</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Department Total | <u>\$ 16,575,485</u> | <u>\$ 16,788,906</u> | <u>\$ 16,885,553</u> | <u>\$ 16,885,553</u> | <u>\$ 16,877,179</u> |

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 | <u>\$ 182,221</u> | <u>\$ 142,245</u> | <u>\$ 228,407</u> | <u>\$ 228,407</u> | <u>\$ 17,500</u> |
| 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 | <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>\$ 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 |

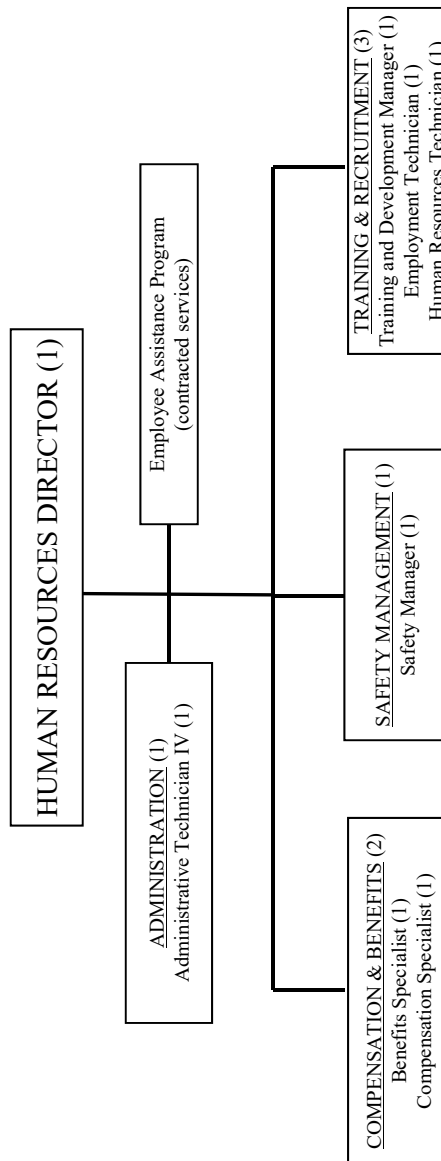
Notes to Results Report:

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

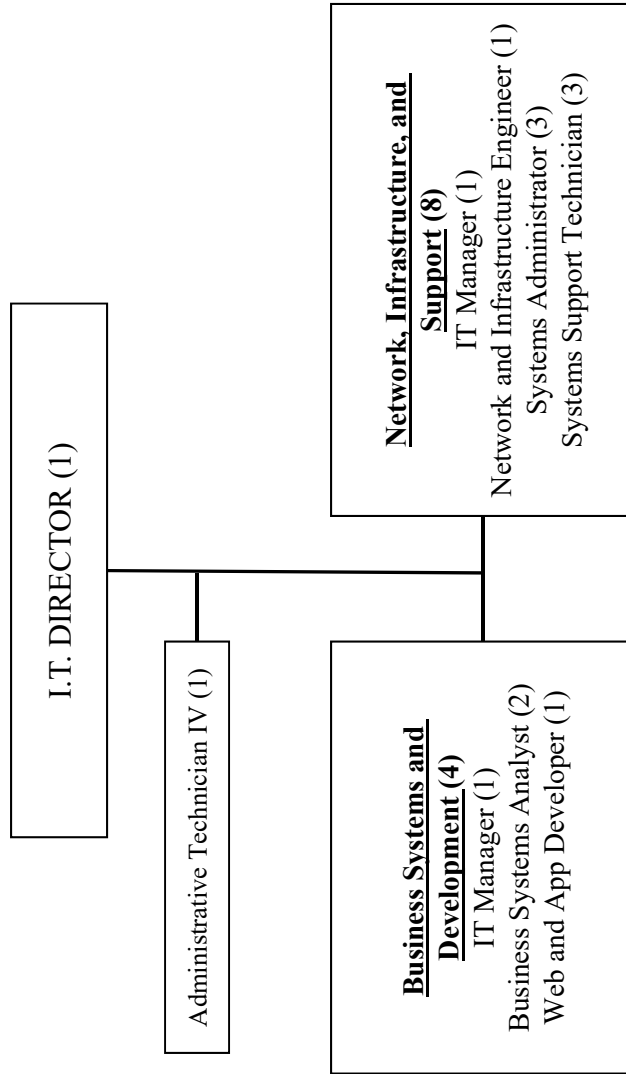
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

| | 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 | 13 | 13 | 13 | 13 | 14 |

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits | \$ 1,509,944 | \$ 1,603,448 | \$ 1,603,448 | \$ 1,603,448 | \$ 1,792,729 |
| Supplies & Materials | \$ 8,680 | \$ 51,748 | \$ 51,748 | \$ 51,748 | \$ 30,213 |
| Services & Maintenance | \$ 1,107,636 | \$ 1,238,694 | \$ 1,238,694 | \$ 1,238,694 | \$ 1,459,452 |
| Internal Services | \$ 13,724 | \$ 17,330 | \$ 17,330 | \$ 17,330 | \$ 18,539 |
| Capital Equipment | \$ 103,025 | \$ 304,000 | \$ 327,880 | \$ 327,880 | \$ 120,800 |
| Subtotal | <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 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 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:

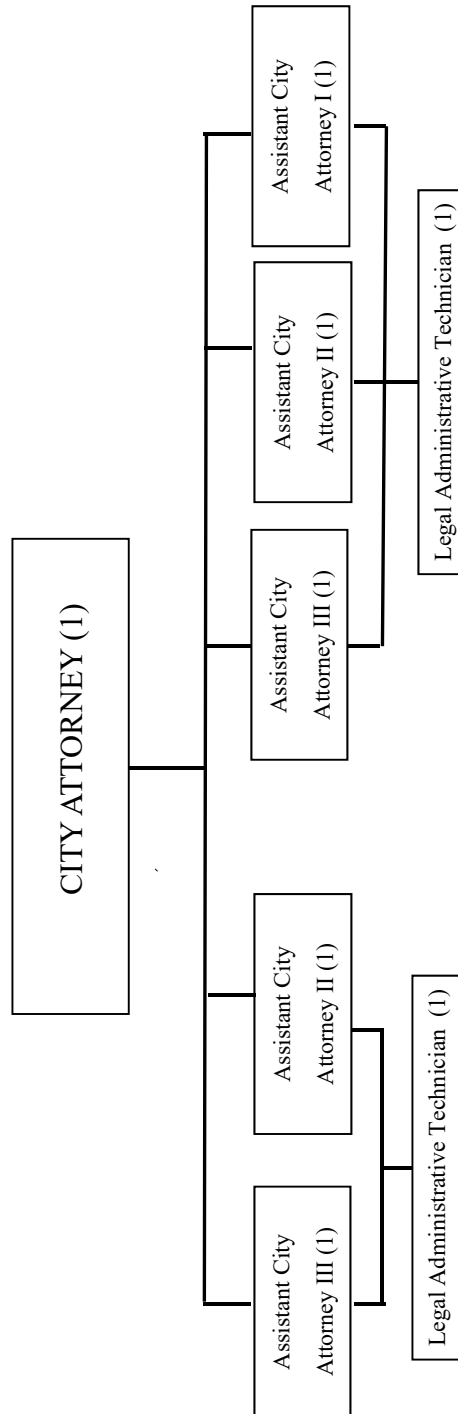
| | FYE 20 ACTUAL | FYE 21 ACTUAL | FYE 22 PLAN | FYE 22 ESTIMATE | FYE 23 PROJECTED |
|---|------------------|------------------|----------------|--------------------|---------------------|
| PERFORMANCE INDICATORS: | | | | | |
| Number of IT work requests completed | 3,824 | 2,953 | 3,850 | 3,080 | 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:

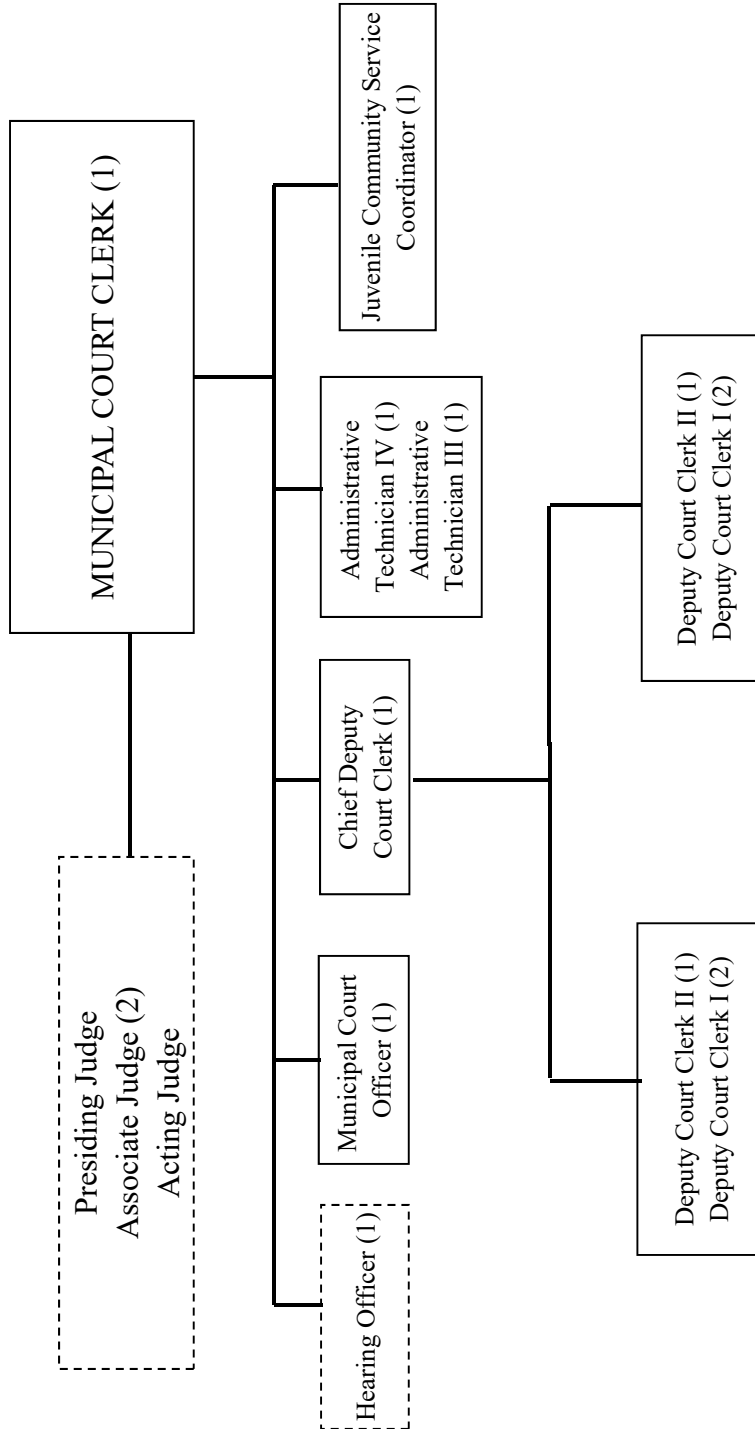
| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 0 | 0 | 0 | 0 | 0 |
| Part-time Positions | <u>0</u> | <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:

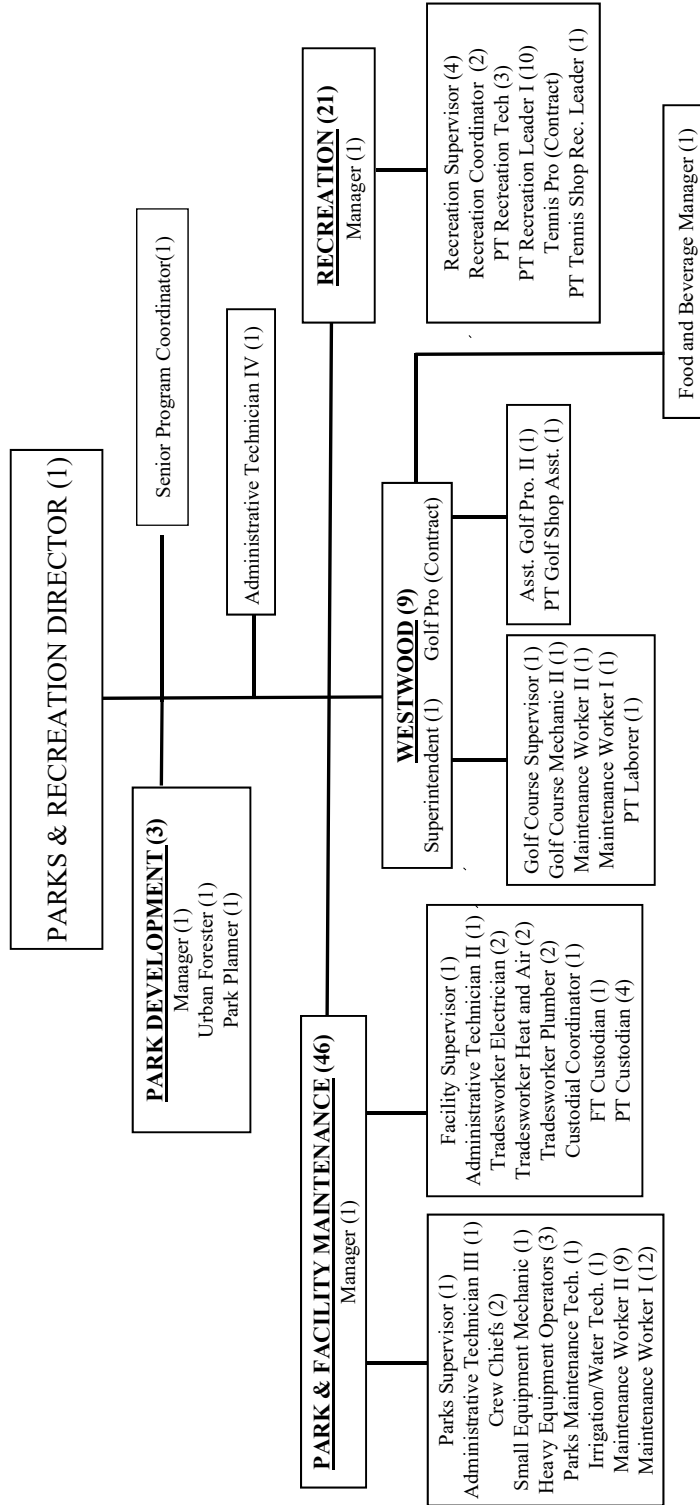
| | FYE 20 ACTUAL | FYE 21 ACTUAL | FYE 22 PLAN | FYE 22 ESTIMATE | FYE 23 PROJECTED |
|---|------------------|------------------|----------------|--------------------|---------------------|
| PERFORMANCE INDICATORS: | | | | | |
| Number of community service opportunities | 9 | 40 | 35 | 30 | 37 |
| 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 | <u>\$ 544,834</u> | <u>\$ 800,864</u> | <u>\$ 853,113</u> | <u>\$ 853,113</u> | <u>\$ 733,094</u> |

| | | | | | |
|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 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 | 4 | 4 | 4 | 4 | 5 |

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|-------------------|--------------------|-------------------|--------------------|---------------------|
| Salaries & Benefits | \$ 341,189 | \$ 320,328 | \$ 320,328 | \$ 320,328 | \$ 373,144 |
| Supplies & Materials | \$ 87,095 | \$ 119,118 | \$ 109,118 | \$ 109,118 | \$ 138,826 |
| Services & Maintenance | \$ 242,781 | \$ 320,333 | \$ 330,333 | \$ 330,333 | \$ 434,700 |
| Internal Services | \$ 57,544 | \$ 74,109 | \$ 74,109 | \$ 74,109 | \$ 87,156 |
| Capital Equipment | \$ 27,606 | \$ 61,050 | \$ 59,692 | \$ 59,692 | \$ 53,844 |
| Subtotal | <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>\$ 160,668</u> | <u>\$ 219,190</u> | <u>\$ 219,190</u> | <u>\$ 219,190</u> | <u>\$ 228,671</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 | <u>\$ 180,180</u> | <u>\$ 231,778</u> | <u>\$ 231,778</u> | <u>\$ 231,778</u> | <u>\$ 243,163</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Division Total | <u>\$ 180,180</u> | <u>\$ 231,778</u> | <u>\$ 231,778</u> | <u>\$ 231,778</u> | <u>\$ 243,163</u> |

DIVISION SUMMARY

10770323 SENIOR CITIZENS CENTER

MISSION:

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

DESCRIPTION:

The 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:

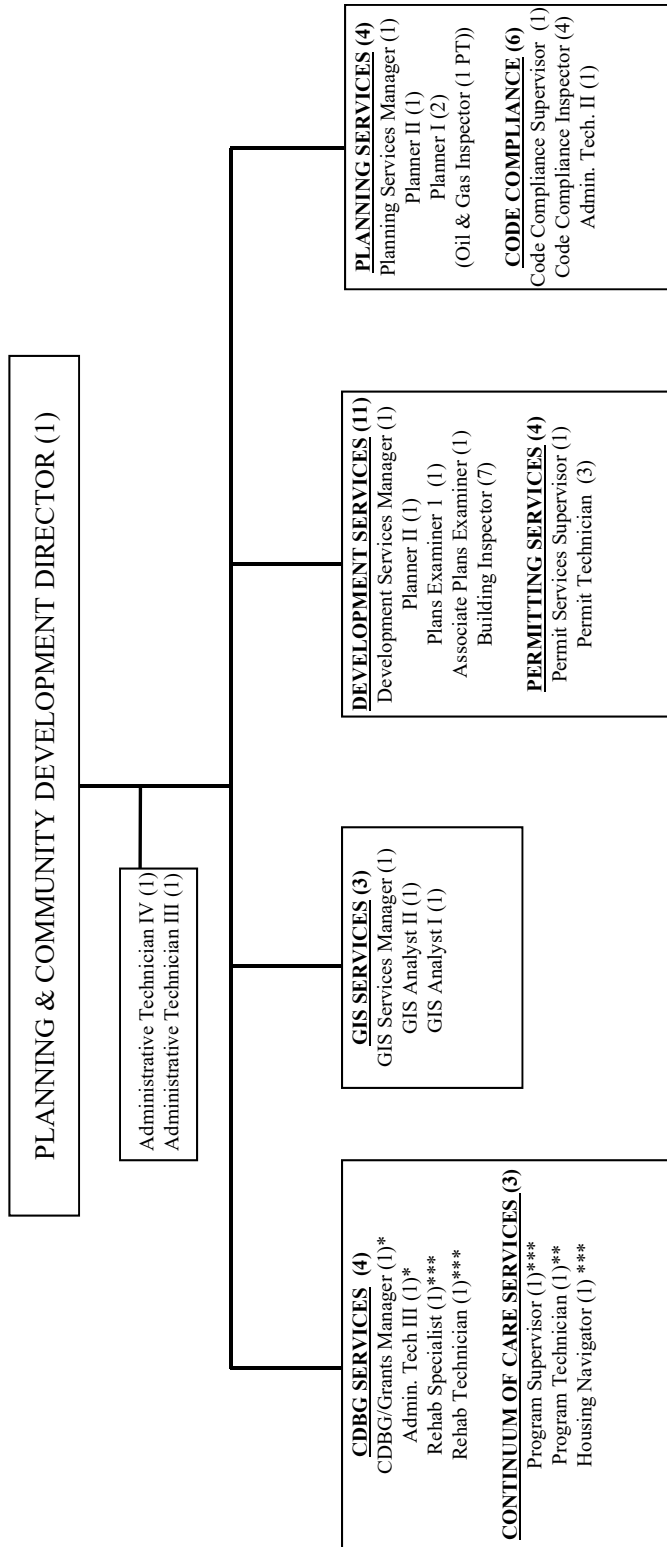
| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|---------------------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 2 | 2 | 1 | 1 | 1 |
| Part-time Positions | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Budgeted Positions ³ | <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 | <u>\$ -</u> | <u>\$ 490</u> | <u>\$ 490</u> | <u>\$ 490</u> | <u>\$ 490</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocation | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Division Total | <u><u>\$ -</u></u> | <u><u>\$ 490</u></u> | <u><u>\$ 490</u></u> | <u><u>\$ 490</u></u> | <u><u>\$ 490</u></u> |

DIVISION SUMMARY

10440380 HISTORIC DISTRICT COMMISSION

MISSION:

The mission of the Historic District Commission is to safeguard the heritage of the City by preserving and regulating historic districts, which reflect elements of the City's cultural, social, political, and architectural history. 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:

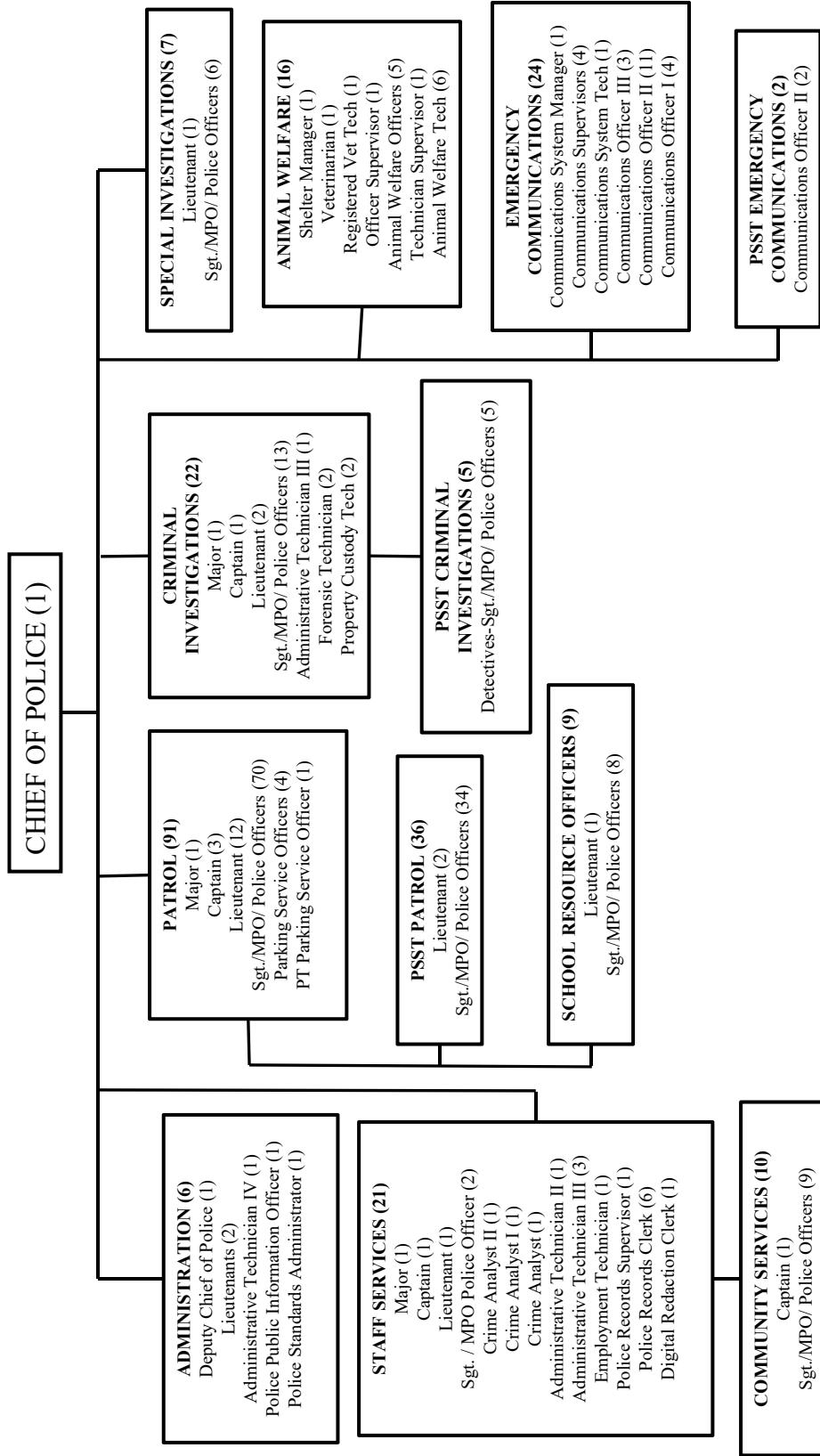
| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 0 | 0 | 0 | 0 | 0 |
| Part-time Positions | 0 | 0 | 0 | 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 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 | 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 | 1 | 1 | 1 | 1 | 1 |
| Total Budgeted Positions | 92 | 92 | 92 | 92 | 92 |

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner 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>\$ 1,131,223</u> | <u>\$ 986,201</u> | <u>\$ 993,770</u> | <u>\$ 993,770</u> | <u>\$ 1,011,271</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:

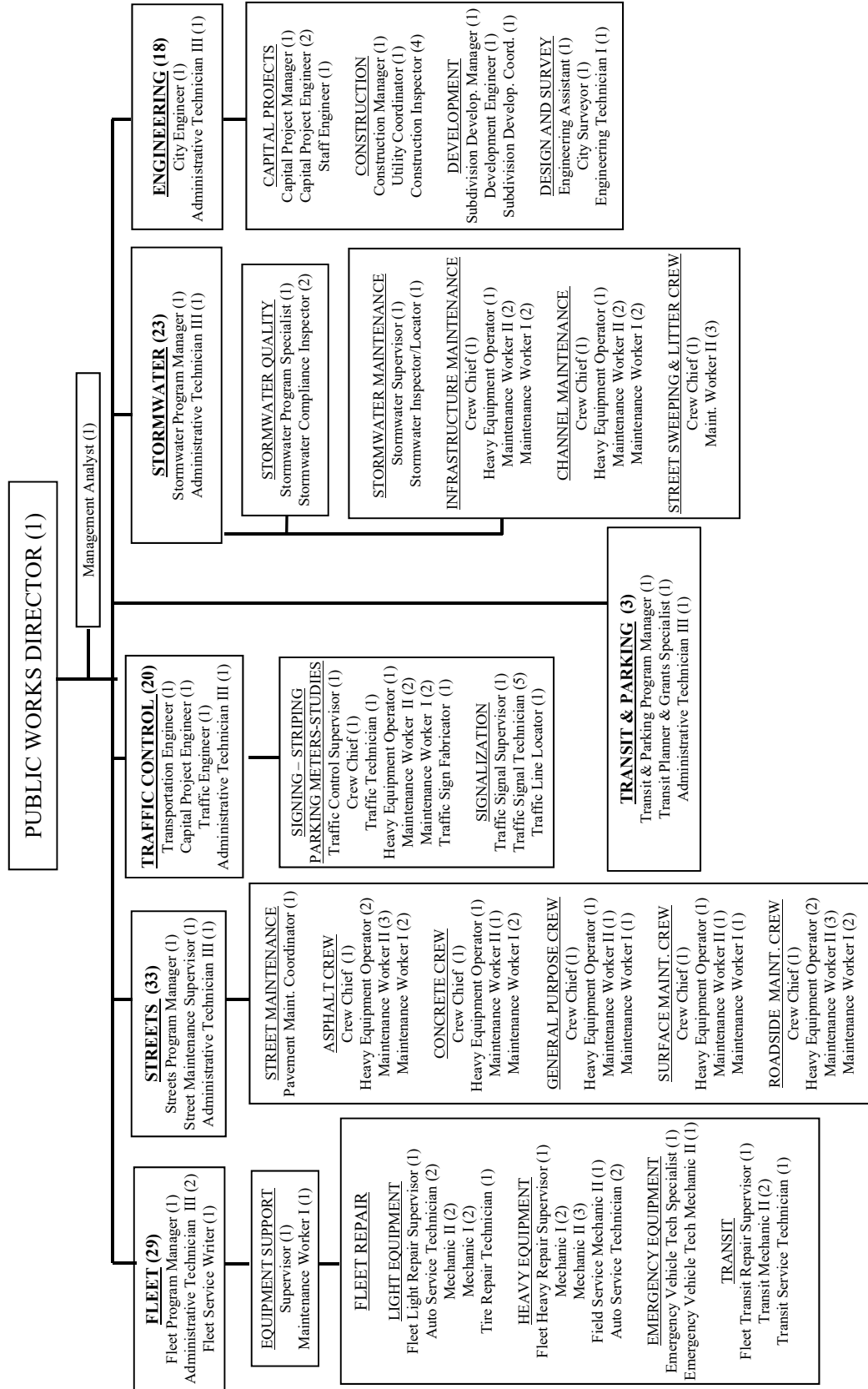
- Full implementation of problem resolution section
- Implement a voluntary employee physical fitness program and evaluation tool
- Deployment of department's new traffic unit
- Strong focus on recruiting and hiring in today's challenging environment
- Improve the security and safety of the main department 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 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Budgeted Positions | <u>4</u> | <u>4</u> | <u>4</u> | <u>4</u> | <u>4</u> |

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 | 3,137 |
| Number of CNG gallons | 496,190 | 257,816 | 377,003 | 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 | 0 | 0 | 0 | 0 | 0 |
| Total Budgeted Positions | 33 | 33 | 33 | 33 | 33 |

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits | \$ 2,277,161 | \$ 2,513,623 | \$ 2,513,623 | \$ 2,513,623 | \$ 2,534,379 |
| Supplies & Materials | \$ 514,311 | \$ 716,454 | \$ 712,074 | \$ 712,074 | \$ 804,272 |
| Services & Maintenance | \$ 5,280,319 | \$ 274,462 | \$ 301,887 | \$ 301,887 | \$ 284,268 |
| Internal Services | \$ 325,467 | \$ 483,994 | \$ 483,994 | \$ 483,994 | \$ 520,483 |
| Capital Equipment | \$ 823,273 | \$ 498,315 | \$ 491,417 | \$ 491,417 | \$ 670,400 |
| Subtotal | <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 | 0 | 0 | 0 | 0 | 0 |

EXPENDITURES:

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

DIVISION SUMMARY

10770286 SANTA FE DEPOT

MISSION:

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): "The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use."

DESCRIPTION:

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning and evening Amtrak passengers.

PERSONNEL:

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

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Salaries & Benefits | \$ - | \$ - | \$ - | \$ - | \$ - |
| Supplies & Materials | \$ - | \$ - | \$ - | \$ - | \$ - |
| Services & Maintenance | \$ 4,807 | \$ 5,569 | \$ 5,569 | \$ 5,569 | \$ 6,041 |
| Internal Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <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 | <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 | \$ 400 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| Internal Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ 400</u> | <u>\$ 1,500</u> | <u>\$ 1,500</u> | <u>\$ 1,500</u> | <u>\$ 1,500</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Division Total | <u><u>\$ 400</u></u> | <u><u>\$ 1,500</u></u> | <u><u>\$ 1,500</u></u> | <u><u>\$ 1,500</u></u> | <u><u>\$ 1,500</u></u> |

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 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Budgeted Positions | <u>30</u> | <u>30</u> | <u>30</u> | <u>30</u> | <u>30</u> |

EXPENDITURES:

| | FYE 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 | <u>\$ 4,240,144</u> | <u>\$ 4,764,992</u> | <u>\$ 4,764,992</u> | <u>\$ 4,764,992</u> | <u>\$ 4,725,074</u> |
| Capital Projects | \$ 458,622 | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ 458,622</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Division Total | <u><u>\$ 4,698,766</u></u> | <u><u>\$ 4,764,992</u></u> | <u><u>\$ 4,764,992</u></u> | <u><u>\$ 4,764,992</u></u> | <u><u>\$ 4,725,074</u></u> |

DIVISION SUMMARY

15665143 SUPPRESSION – PUBLIC SAFETY SALES TAX

MISSION:

Fire Suppression Division forces are in a constant state of readiness to respond effectively to any emergency 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>\$ 8,498,268</u> | <u>\$ 8,681,343</u> | <u>\$ 15,219,489</u> | <u>\$ 15,219,489</u> | <u>\$ 9,175,432</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 | 19 |
| Cases closed by arrest | 127 | 119 | 300 | 140 | 300 |
| C.O.P. Follow-up | 412 | 608 | 450 | 600 | 450 |
| Cases investigated | 1,941 | 1,876 | 2,000 | 1,650 | 2,000 |

Notes to Results Report:

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

DIVISION SUMMARY

15661139 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Emergency Communications Division is to maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, 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 | \$ 1,632,885 | \$ 946,800 | \$ 1,111,967 | \$ 1,111,967 | \$ 1,237,500 |
| Capital Projects | \$ 64,187 | \$ 87,000 | \$ 361,080 | \$ 361,080 | \$ 44,000 |
| Cost Allocation | \$ 46,345 | \$ 52,500 | \$ 67,500 | \$ 67,500 | \$ 68,750 |
| Debt Service | \$ - | \$ - | \$ 185,536 | \$ 185,536 | \$ 429,372 |
| Interfund Transfers | \$ 204,219 | \$ 209,444 | \$ 3,801,683 | \$ 3,801,683 | \$ - |
| Audit Adjust/Encumb | \$ 105,096 | \$ - | \$ 80,317 | \$ 80,317 | \$ - |
| Subtotal | \$ 419,847 | \$ 348,944 | \$ 4,496,116 | \$ 4,496,116 | \$ 542,122 |
| Fund Total | \$ 2,052,732 | \$ 1,295,744 | \$ 5,608,083 | \$ 5,608,083 | \$ 1,779,622 |

DIVISON SUMMARY

23330340 ROOM TAX - ADMINISTRATION

MISSION:

Efficiently receipt and collect room tax revenues.

DESCRIPTION:

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

PERSONNEL:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 0 | 0 | 0 | 0 | 0 |
| Part-time Positions | <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 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 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 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 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 | 0 | 0 | 0 | 0 | 0 |

EXPENDITURES:

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

DIVISION SUMMARY

25660138 FEDERAL SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

25660235 STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

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

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|-------------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries & Benefits | \$ - | \$ - | \$ - | \$ - | \$ - |
| Supplies & Materials | \$ 1,225 | \$ - | \$ - | \$ - | \$ - |
| Services & Maintenance | \$ 2,971 | \$ - | \$ - | \$ - | \$ - |
| Internal Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Equipment | \$ 25,987 | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <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 | \$ 503,773 | \$ 119,101 | \$ 1,606,563 | \$ 1,606,563 | \$ 62,834 |
| Capital Projects | \$ (626) | \$ - | \$ 11,038,493 | \$ 11,038,493 | \$ - |
| Cost Allocation | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Audit Adjust/Encum | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ (626) | \$ - | \$ 11,038,493 | \$ 11,038,493 | \$ - |
| Fund Total | \$ 503,147 | \$ 119,101 | \$ 12,645,056 | \$ 12,645,056 | \$ 62,834 |

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

29970332 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 1 | 1 | 1 | 1 | 1 |
| Part-time Positions | <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 | <u>\$ 2,843</u> | <u>\$ 1,800</u> | <u>\$ 1,800</u> | <u>\$ 1,800</u> | <u>\$ -</u> |
| 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 | \$ 665,674 | \$ 810,745 | \$ 810,745 | \$ 810,745 | \$ 972,293 |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocation | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Division Total | \$ 665,674 | \$ 810,745 | \$ 810,745 | \$ 810,745 | \$ 972,293 |

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF MAINTENANCE

GOALS:

- To maintain a high level of customer satisfaction with the golf course operations.
- To maintain a golf cart fleet that is comfortable, easy to operate, safe and trouble free for the customer.
- To maintain putting greens and other turf areas that are consistent, have a good pace and allow for healthy vigorous turf.
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

| | FYE 20 | 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> |



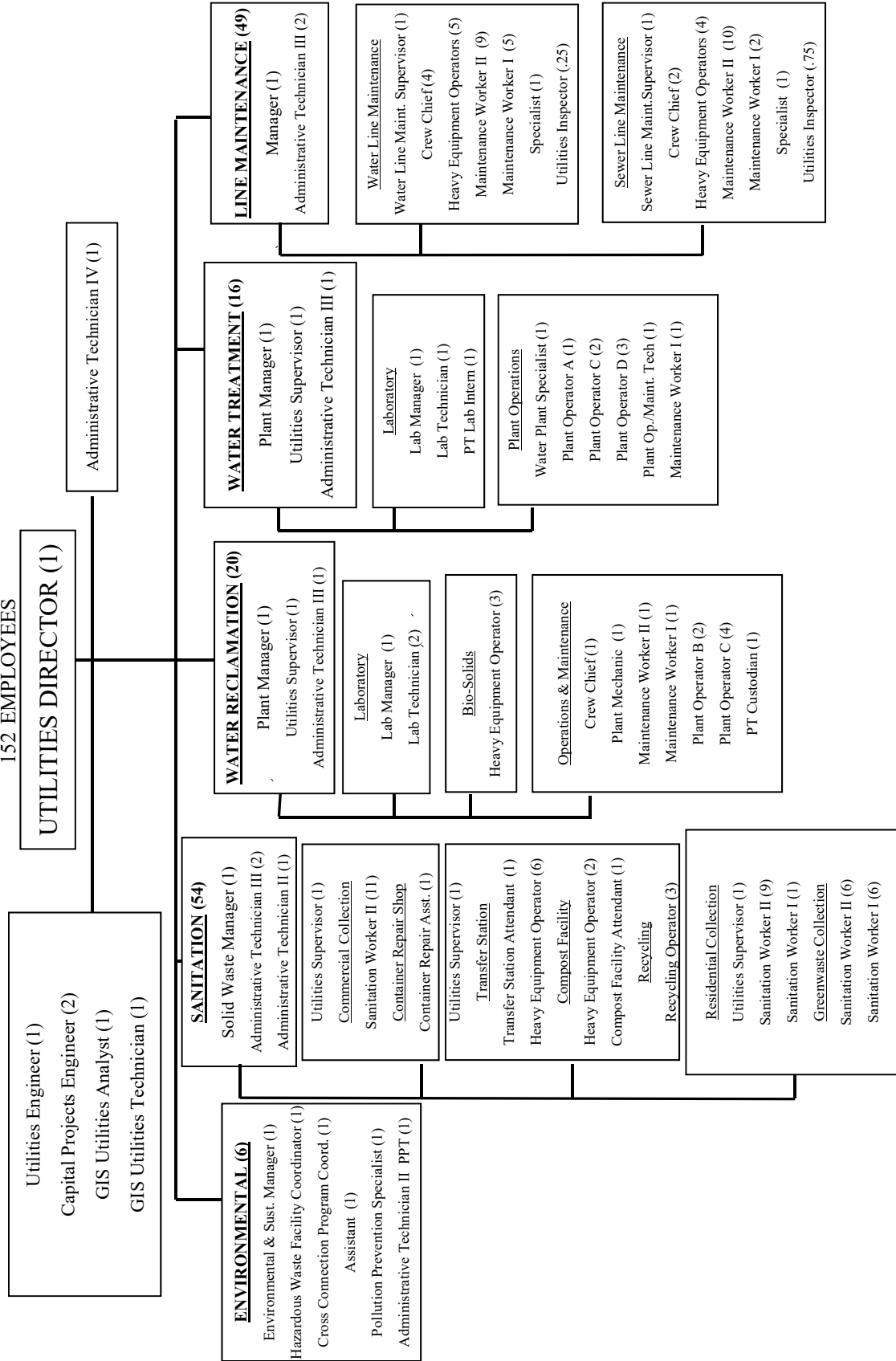
Enterprise Funds

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 23 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 | <u>\$ 608,055</u> | <u>\$ 1,187,358</u> | <u>\$ 1,207,358</u> | <u>\$ 1,207,358</u> | <u>\$ 852,037</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocation | \$ 133,082 | \$ 156,445 | \$ 156,445 | \$ 156,445 | \$ 357,304 |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ 133,082</u> | <u>\$ 156,445</u> | <u>\$ 156,445</u> | <u>\$ 156,445</u> | <u>\$ 357,304</u> |
| Division Total | <u><u>\$ 741,137</u></u> | <u><u>\$ 1,343,803</u></u> | <u><u>\$ 1,363,803</u></u> | <u><u>\$ 1,363,803</u></u> | <u><u>\$ 1,209,341</u></u> |

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMPOST OPERATIONS

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.
- Sell loading services for 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 | FYE 21 | FYE 22 | FYE 23 | |
|---|-----------|-----------|-----------|-----------|-----------|
| | ACTUAL | ACTUAL | PLAN | ESTIMATE | 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 outside of route collections | 26,204 | 26,900 | 26,000 | 33,000 | 35,000 |
| Miles driven per year (transport trucks) | 207,500 | 207,500 | 210,000 | 211,000 | 212,000 |
| Tons of household waste disposed of during spring & fall cleanup | 1,214 | 2,407 | 1,800 | 2,400 | 2,600 |
| *Seasonally adjusted forecast | | | | | |

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

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

DESCRIPTION:

The Sanitation Division is keeping long term mentality that insures low cost solid waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built with the City.

PERSONNEL:

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

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Salaries & Benefits | \$ - | \$ - | \$ - | \$ - | \$ - |
| Supplies & Materials | \$ - | \$ - | \$ - | \$ - | \$ - |
| Services & Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - |
| Internal Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Projects | \$ 1,679,058 | \$ 1,170,000 | \$ 4,498,135 | \$ 4,498,135 | \$ 1,193,000 |
| Cost Allocation | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ 1,679,058 | \$ 1,170,000 | \$ 4,498,135 | \$ 4,498,135 | \$ 1,193,000 |
| Division Total | \$ 1,679,058 | \$ 1,170,000 | \$ 4,498,135 | \$ 4,498,135 | \$ 1,193,000 |

FUND SUMMARY

TOTAL WATER RECLAMATION FUND (32)

MISSION:

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

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into 5 separate cost centers. On October 1, 2002, a new Sewer Maintenance Fund was created to account for the revenues and operations of the previous Sewer Line Maintenance cost center. In FYE 15, the sewer line maintenance operations were transferred from the Sewer Maintenance Fund.

PERSONNEL:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 42 | 42 | 42 | 42 | 44 |
| Part-time Positions | <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 | \$ 407,153 | \$ 615,850 | \$ 656,650 | \$ 656,650 | \$ 260,686 |
| 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 | \$ 95,324 | \$ - | \$ - | \$ - | \$ - |
| 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 | <u>\$ 466,777</u> | <u>\$ 548,358</u> | <u>\$ 548,358</u> | <u>\$ 548,358</u> | <u>\$ 532,881</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ 665,911 | \$ 553,007 | \$ 553,007 | \$ 553,007 | \$ 492,646 |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ 665,911</u> | <u>\$ 553,007</u> | <u>\$ 553,007</u> | <u>\$ 553,007</u> | <u>\$ 492,646</u> |
| Division Total | <u>\$ 1,132,688</u> | <u>\$ 1,101,365</u> | <u>\$ 1,101,365</u> | <u>\$ 1,101,365</u> | <u>\$ 1,025,527</u> |

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory 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 | \$ - | \$ 159,565 | \$ 199,265 | \$ 199,265 | \$ - |
| 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 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 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

DIVISION SUMMARY

32950510 WATER RECLAMATION / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years, an interfund transfer from the Water Reclamation Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning in FYE 12, this cost is directly charged to this Water Reclamation division.

PERSONNEL:

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

EXPENDITURES:

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

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 | <u>\$ 112,190</u> | <u>\$ 232,500</u> | <u>\$ 233,600</u> | <u>\$ 233,600</u> | <u>\$ 185,000</u> |
| 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 | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Subtotal | <u>\$ 247,385</u> | <u>\$ 251,816</u> | <u>\$ 251,816</u> | <u>\$ 251,816</u> | <u>\$ 263,146</u> |
| Division Total | <u><u>\$ 1,941,313</u></u> | <u><u>\$ 2,026,237</u></u> | <u><u>\$ 2,074,237</u></u> | <u><u>\$ 2,074,237</u></u> | <u><u>\$ 2,168,325</u></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 | 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 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 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Projects | \$ 2,419,174 | \$ 2,800,000 | \$ 13,169,976 | \$ 13,169,976 | \$ 2,480,000 |
| Cost Allocation | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ 2,419,174 | \$ 2,800,000 | \$ 13,169,976 | \$ 13,169,976 | \$ 2,480,000 |
| Division Total | \$ 2,419,174 | \$ 2,800,000 | \$ 13,169,976 | \$ 13,169,976 | \$ 2,480,000 |

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

PERSONNEL:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|--------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Full-time Positions | 0 | 0 | 0 | 0 | 0 |
| Part-time Positions | <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 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 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 22 ESTIMATE | FYE 23 PROJECTED |
|---|------------------|------------------|----------------|--------------------|---------------------|
| PERFORMANCE INDICATORS: | | | | | |
| Complete all custom requests for data within 1 week or by specified deadline | n/a | n/a | 99% | 99% | 99% |
| Complete map requests within 2 days or by specified deadline | 100% | 100% | 99% | 99% | 99% |
| Update five water or sewer utility as-builts or incorporate 100 GPS points into the GIS database per month, depending on source availability | 100% | 100% | 90% | 100% | 90% |
| Provide data and support to facilitate water and wastewater modeling efforts by specified deadline | 100% | 100% | 99% | 99% | 99% |
| Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines | 100% | 100% | 99% | 99% | 99% |

Notes to Results Report:

GIS – Geographic Information Systems

DIVISION SUMMARY

31955350 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

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

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Salaries & Benefits | \$ 290,119 | \$ 294,213 | \$ 294,213 | \$ 294,213 | \$ 262,785 |
| Supplies & Materials | \$ 1,095 | \$ 7,350 | \$ 7,350 | \$ 7,350 | \$ 2,304 |
| Services & Maintenance | \$ 76,391 | \$ 89,021 | \$ 89,021 | \$ 89,021 | \$ 98,195 |
| Internal Services | \$ 3,264 | \$ 4,940 | \$ 4,940 | \$ 4,940 | \$ 4,140 |
| Capital Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <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 | FYE 22 PLAN | FYE 22 ESTIMATE | FYE 23 PROJECTED |
|--|------------------|------------------|----------------|--------------------|---------------------|
| PERFORMANCE INDICATORS: | | | | | |
| Safety training | 70 | 34* | 70 | 70 | 70 |
| OJI | 1 | 0 | 0 | 0 | 0 |
| Tours | 8 | 2* | 10 | 10 | 10 |
| Number of people on tours | 177 | 2* | 120 | 120 | 120 |
| Job related training (personnel hours) | 644 | 268 | 400 | 400 | 400 |
| Cross training (personnel hours) | 0 | 0 | 60 | 28 | 60 |
| Million gallons of Well Water Produced | 1,248 | 905** | 1,430 | 1,200 | 1,430 |

Notes to Results Report:

* No tours conducted due to COVID-19 pandemic

** Wells shut down during voluntary boil order

DIVISION SUMMARY

31955136 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ).
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

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

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Salaries & Benefits | \$ 111,860 | \$ 172,338 | \$ 172,338 | \$ 172,338 | \$ 175,247 |
| Supplies & Materials | \$ 85,144 | \$ 58,713 | \$ 66,213 | \$ 66,213 | \$ 88,263 |
| Services & Maintenance | \$ 110,696 | \$ 90,395 | \$ 104,395 | \$ 104,395 | \$ 105,395 |
| Internal Services | \$ - | \$ 100 | \$ 100 | \$ 100 | \$ 65 |
| Capital Equipment | \$ 3,590 | \$ 3,600 | \$ - | \$ - | \$ - |
| Subtotal | \$ 311,290 | \$ 325,146 | \$ 343,046 | \$ 343,046 | \$ 368,970 |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocation | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Division Total | \$ 311,290 | \$ 325,146 | \$ 343,046 | \$ 343,046 | \$ 368,970 |

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants for a minimum of 10 years.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

OBJECTIVES:

- Microbiology Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

| | FYE 20 ACTUAL | FYE 21 ACTUAL | FYE 22 PLAN | FYE 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 23 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 | 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 | \$ 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><u>\$ 15,927,116</u></u> | <u><u>\$ 16,219,816</u></u> | <u><u>\$ 16,408,262</u></u> | <u><u>\$ 16,408,262</u></u> | <u><u>\$ 16,491,641</u></u> |

DIVISION SUMMARY

43330105 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

PERSONNEL:

| | FYE 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 | <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 | \$ 247,661 | \$ 150,181 | \$ 267,430 | \$ 267,430 | \$ 150,882 |
| Internal Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ 247,661</u> | <u>\$ 150,181</u> | <u>\$ 267,430</u> | <u>\$ 267,430</u> | <u>\$ 150,882</u> |
| Capital Projects | \$ 1,513,350 | \$ - | \$ 5,160,685 | \$ 5,160,685 | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ 4,776,381 | \$ - | \$ - | \$ - | \$ - |
| Audit Adjust/Encum | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ 6,289,731</u> | <u>\$ -</u> | <u>\$ 5,160,685</u> | <u>\$ 5,160,685</u> | <u>\$ -</u> |
| Fund Total | <u><u>\$ 6,537,392</u></u> | <u><u>\$ 150,181</u></u> | <u><u>\$ 5,428,115</u></u> | <u><u>\$ 5,428,115</u></u> | <u><u>\$ 150,882</u></u> |

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 | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Audit Adjust/Encum | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Fund Total | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> |

FUND SUMMARY

TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

MISSION:

To provide for the recoupment of costs associated with improvements to arterial roads.

DESCRIPTION:

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

PERSONNEL:

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

EXPENDITURES:

| | FYE 21 ACTUAL | FYE 22 ORIGINAL | FYE 22 REVISED | FYE 22 ESTIMATE | FYE 23 PROPOSED |
|------------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| Salaries & Benefits | \$ - | \$ - | \$ - | \$ - | \$ - |
| Supplies & Materials | \$ - | \$ - | \$ - | \$ - | \$ - |
| Services & Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - |
| Internal Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| Cost Allocations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Audit Adjustments | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fund Total | \$ - | \$ - | \$ - | \$ - | \$ - |

**PUBLIC SAFETY SALES TAX FUND
FYE 23 Capital Improvement Projects Budget**

| Acct No | Project Number | Project Name | FYE 2022 Budget | FYE 2023 Proposed | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|------------------------------------|----------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|---------------------|
| EXPENDITURES | | | | | | | | | |
| I. Bond Funded | | | | | | | | | |
| 15695523 | BP0029 | Emergency Communications Center | 6,757,341 | - | - | - | - | - | - |
| SUBTOTAL BOND FUNDED | | | \$ 6,757,341 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| II. Paygo Funded | | | | | | | | | |
| 15693377 | BG0064 | Fire Storage Building | 146,346 | - | - | - | - | - | - |
| 15665143 | FT0004 | Fire Apparatus Replacement | 1,935,443 | 800,000 | 1,800,000 | 850,000 | 194,600 | - | 1,700,000 |
| 015- | | Capital Outlay | 358,747 | 291,792 | 2,110,493 | 1,135,493 | 1,510,493 | - | 310,493 |
| 015- | FT | Fire Station 5 Reconstruction/Relocation | - | - | - | - | - | - | 3,500,000 |
| SUBTOTAL PAYGO FUNDED | | | \$ 2,440,536 | \$ 1,091,792 | \$ 3,910,493 | \$ 1,985,493 | \$ 1,705,093 | \$ - | \$ 5,510,493 |
| TOTAL PSST FUND 15 PROJECTS | | | \$ 9,197,877 | \$ 1,091,792 | \$ 3,910,493 | \$ 1,985,493 | \$ 1,705,093 | \$ - | \$ 5,510,493 |

CDBG FUND FYE 23 Capital Improvement Projects Budget

| Acct No | Project Number | Project Name | FYE 2022 Budget | FYE 2023 Proposed | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|------------------------------------|----------------|---|---------------------|----------------------|-------------|-------------|-------------|-------------|-------------------|
| EXPENDITURES | | | | | | | | | |
| 21240200 | GC0051 | Cate Park Improvements | 63,184 | - | - | - | - | - | - |
| 21240297 | GC0072 | CDBG Land Acquisition RFPs | 25,000 | - | - | - | - | - | - |
| 21240203 | GC0077 | CDBG Target Area Tree Planting Project | 47,940 | - | - | - | - | - | - |
| 21240007 | GC0080 | Original Townsite Street Improvements B19 | 271,978 | - | - | - | - | - | - |
| 21240007 | GC0081 | CDBG Target Area Tree Planting Proj B19 | - | - | - | - | - | - | - |
| 21240011 | GC0083 | CDBG Target Area Tree Planting Proj B20 | 17,109 | - | - | - | - | - | - |
| 21240297 | GC0087 | Tree Pruning/Removal/Replacement | 67,250 | - | - | - | - | - | - |
| 21240011 | GC0088 | CDBG Target Area Tree Planting Proj B21 | 50,000 | - | - | - | - | - | - |
| 21240011 | GC0084 | Senior Center Kitchen Rehabilitation | 40,646 | - | - | - | - | - | - |
| 21240011 | GC0085 | Non-Profit Rehabilitation B-20 | 114,425 | - | - | - | - | - | - |
| 21240011 | GC0086 | CDBG Land Acquisition | 125,000 | - | - | - | - | - | - |
| 21240016 | GC0089 | Habitat for Humanity Land Acquisition | 30,000 | - | - | - | - | - | - |
| 21240016 | GC0090 | Land Acquisition for NAHC | 100,000 | - | - | - | - | - | - |
| 21240023 | GC- | Senior Center Kitchen Rehab FYE 23 | - | 70,000 | - | - | - | - | - |
| 21240023 | GC- | FYE 23 habitat for Humanity Land Acquisition | - | 40,000 | - | - | - | - | - |
| 21240023 | GC- | FYE 23 Land Acq Norman Affordable Houing Corp | - | 100,000 | - | - | - | - | - |
| 21240007 | GC0082 | CDBG Land Acquisition B19 | 100,000 | - | - | - | - | - | - |
| TOTAL CDBG FUND 21 PROJECTS | | | \$ 1,052,532 | \$ 210,000 | \$ - | \$ - | \$ - | \$ - | \$ - |

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

SPECIAL GRANTS FUND

FYE 23 Capital Improvement Projects Budget

| Acct No | Project Number | Project Name | FYE 2022 Budget | FYE 2023 Proposed | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|---|-------------------|----------------------------------|---------------------|----------------------|-------------------|-------------|-------------|-------------|-------------------|
| EXPENDITURES | | | | | | | | | |
| 22590078 | BG0081 | Northbase EV Chargers | 89,600 | - | - | - | - | - | - |
| 22695523 | BG0083 | Emergency Operations Center ARPA | 9,500,000 | - | - | - | - | - | - |
| 22796638 | PR0026 | Firehouse Art Center Addition | 325,000 | - | 300,000 | - | - | - | - |
| TOTAL SPECIAL REVENUE FUND 22 PROJECTS | | | \$ 9,914,600 | \$ - | \$ 300,000 | \$ - | \$ - | \$ - | \$ - |

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

ROOM TAX FUND

FYE 23 Capital Improvement Projects Budget

| Acct No | Project Number | Project Name | FYE 2022 Budget | FYE 2023 Proposed | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|--|----------------|---|-------------------|-------------------|-------------|-------------|-------------|-------------|----------------|
| EXPENDITURES | | | | | | | | | |
| 23794442 | RT0089 | Bicycle Skills Park | - | - | - | - | - | - | - |
| 23793375 | RT0084 | Disc Golf Improvements Citywide | 4,423 | - | - | - | - | - | - |
| 23796638 | RT0027 | Firehouse Art Center addition (match) | 125,000 | - | - | - | - | - | - |
| 23796627 | RT0090 | Historic Museum Parking | 127,481 | - | - | - | - | - | - |
| 23798814 | RT0087 | Sooner Theatre Seat Replace & Interiors (matc | 32,056 | - | - | - | - | - | - |
| 23793364 | RT0091 | Westwood Tennis Center Improvements | 25,000 | 44,000 | - | - | - | - | - |
| 23794442 | PR0172 | Ruby Grant Park SE Parking Lot | 46,250 | - | - | - | - | - | - |
| 23798815 | RT0008 | 12th Avenue Tennis Court Renovation | 870 | - | - | - | - | - | - |
| TOTAL ROOM TAX FUND 23 PROJECTS | | | \$ 361,080 | \$ 44,000 | \$ - | \$ - | \$ - | \$ - | \$ - |

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

PUBLIC TRANSPORTATION FUND
FYE 23 Capital Improvement Projects Budget

| Acct No | Project Number | Project Name | FYE 2022 Budget | FYE 2023 Proposed | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|--------------------------------|-------------------|-----------------------------|--------------------|----------------------|----------|----------|----------|----------|-------------------|
| EXPENDITURES | | | | | | | | | |
| 27590078 | BG0079 | Eight Dual Slowfill Pumps | 172,603 | - | - | - | - | - | - |
| 27590078 | BG0084 | North Base EV Charger - FTA | 46,000 | - | - | - | - | - | - |
| TOTAL TRANSIT FUND 27 PROJECTS | | | \$ 218,603 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

* closed
- means unused funds to be returned to fund balance at end of fiscal year.

WATER FUND

FYE 23 Capital Improvement Projects Budget

| Acct No | Project Number | Project Name | FYE 2022 Budget | FYE 2023 Proposed | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|---|----------------|--|-------------------------|---------------------|----------------------|----------------------|---------------------|----------------------|----------------------|
| EXPENDITURES | | | | | | | | | |
| WATER DISTRIBUTION SYSTEM | | | | | | | | | |
| 31999942 | WA0337 | Asset Management Plan | 141,500 | - | - | - | - | - | - |
| 31993360 | WA0348 | Corporate Addition Utilities | 301,200 | - | - | - | - | - | - |
| 31993395 | WA0365 | GIS As-Built Linking | 63,720 | - | - | - | - | - | - |
| 31993346 | WA0371 | Crest Place - FY22 Urban SVC WL | 104,000 | - | - | - | - | - | - |
| 31993346 | WA0373 | Jackson DR - FY22 Urban SVC WL | 55,000 | - | - | - | - | - | - |
| 31993346 | WA0372 | Blessing Court FY22 Urban SVC WL | 16,000 | - | - | - | - | - | - |
| 31993346 | WA0377 | Morren Dr - Urban SVC WL | 66,000 | - | - | - | - | - | - |
| 31999942 | WA0368 | Utility Connection Fee Evaluation | 49,002 | - | - | - | - | - | - |
| 31993345 | WA0369 | Blending of Wells 5,6,52 at WTP | 52,410 | - | - | - | - | - | - |
| 31993395 | WA0021 | Water Meter GPS | 187,000 | - | - | - | - | - | - |
| 31993360 | WA0349 | Water Line Improvements-Segment B (24th NE: Robinson to Tecumseh) | 324,900 | - | - | 2,300,000 | - | - | - |
| 031- | WA | Water Line Replacement: Alameda: 24th NE to Carter | - | - | - | 1,260,000 | - | - | - |
| 31995521 | WA0338 | Water Line Replacement: Classen/Flood, Highway 9 to Indian Hills | 1,943,699 | - | - | 350,000 | 2,520,000 | 3,620,000 | 3,300,000 |
| 31993360 | WA0328 | Water Line Replacement: Flood-Robinson to Venture | 3,814,635 | - | - | - | - | - | - |
| 31996683 | WA0339 | Water Line Replacement: Sooner Mall | 91,717 | - | - | - | - | - | - |
| 31995521 | WA | Water Line Replacement: Hall Park Phase 2 | - | - | - | 698,000 | - | - | - |
| 031- | WA | Water Line Replacement: Main Street: Berry to Interstate Drive | - | - | - | - | 1,220,000 | 4,010,000 | 4,010,000 |
| 31993360 | WA0173 | Master Meters Installation | 322,529 | - | - | - | - | - | - |
| 31993360 | WA0195 | Water Line Replacement: Robinson Under I-35 | 129,451 | - | - | - | - | - | - |
| 31993361 | WA0351 | Water Meter Automatic Metering Infrastructure (AMI) | 2,564,231 | 1,900,000 | 1,600,000 | 1,600,000 | 1,600,000 | 1,600,000 | 4,000,000 |
| 31993345 | WA0196 | I-35 Waterline Relocation | 2,353 | - | - | - | - | - | - |
| 31999939 | WA0274 | Backwash Tower Repaint | 23,931 | - | - | - | - | - | - |
| 31993360 | WA0350 | Water Distribution System Sampling Stations | 281,620 | - | - | - | - | - | - |
| 31993395 | WA0201 | Backflow Prevention Program | 66,215 | - | - | - | - | - | - |
| 31995521 | WA0202 | Water Line Replacement: Gray/Main Street | 130,808 | - | - | - | - | - | - |
| 31996683 | WA0352 | WL Replacement Southlake Addition | 1,169,000 | - | - | - | - | - | - |
| 31993395 | WA0367 | Water Line Replacement: Brownwood & Buckingham | 6,015 | - | - | - | - | - | - |
| 31996683 | WA0353 | Water Line Replacement: Jenkins Replacement | 696,726 | - | - | - | - | - | - |
| 31993360 | WA0224 | Water Line Replacement: Gray & Tonhawa | 149,524 | - | - | - | - | - | - |
| 31996683 | WA0354 | Water Line Replacement: Porter Replacement | 2,237,949 | - | - | - | - | - | - |
| 31993360 | WA0239 | WL Improvements: Segment D 24" Phase 4 | 2,223,315 | - | - | - | - | - | - |
| 31996683 | WA0240 | Water Line Replacement: 24th NE: Robinson to Alameda | 77,696 | - | - | - | - | - | - |
| 031- | WA | Water Line Replacement: 24th NE: Beaumont to Lindsey | - | - | - | - | - | - | - |
| 31995521 | WA0241 | Water Meter: Large Water Meter Testing | 226,266 | - | - | - | - | - | - |
| 31996683 | WA0242 | Water Line Replacement: Robinson- 24th NW to WTP | 5,694,874 | - | 3,700,000 | 6,000,000 | - | - | - |
| 31993360 | WA0245 | Water Line Replacement: Interstate Drive | 919,517 | - | - | - | - | - | - |
| 31993360 | WA0246 | Water Line Replacement: Parsons Addition | 1,018,644 | - | - | - | - | - | - |
| 31993346 | WA0355-0358 | Water Line Replacement: Urban Service Area Water Line Projects | 183,000 | - | - | - | - | - | - |
| 31995521 | WA0363 | Water Line Replacement: Fire Hydrant and Valve Replacements | 179,106 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | - |
| 031- | WA | Water Line Replacement: Danfield -B/w Brookhaven | - | 810,000 | - | - | - | - | - |
| 031- | WA | Water Line Replacement: Tecumseh, 24th Ave NW to Journey Parkway | - | 428,400 | 3,060,000 | - | - | - | - |
| 031- | WA | Water Line Replacement: Urban Service Area Water Line Projects FYE : | - | 262,000 | 203,000 | 183,000 | 242,000 | 250,000 | - |
| Subtotal Water Distribution System Projects | | | \$ 25,513,552.52 | \$ 3,500,400 | \$ 8,663,000 | \$ 12,491,000 | \$ 5,682,000 | \$ 9,580,000 | \$ 11,310,000 |
| WATER TOWERS | | | | | | | | | |
| 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 | 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 | 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 | | | | | | | | | |
| <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 | \$ - | \$ - | \$ - | \$ - | \$ - |

**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 26.



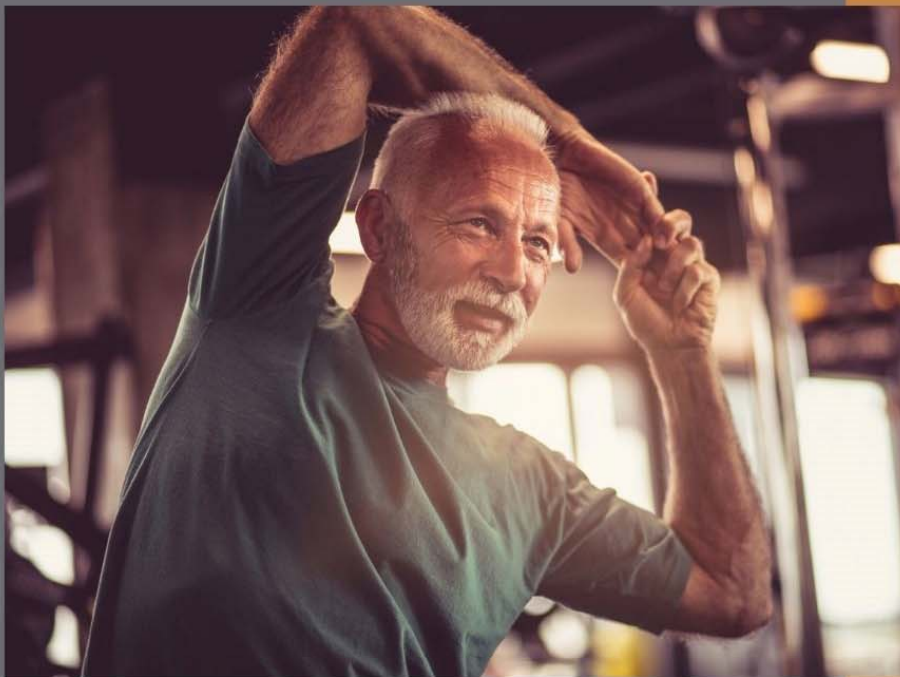
Pension Funds

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

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Breea Clark

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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

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THE CITY OF NORMAN

OUR MISSION

“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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



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**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 26.

| | |
|---|----|
| 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

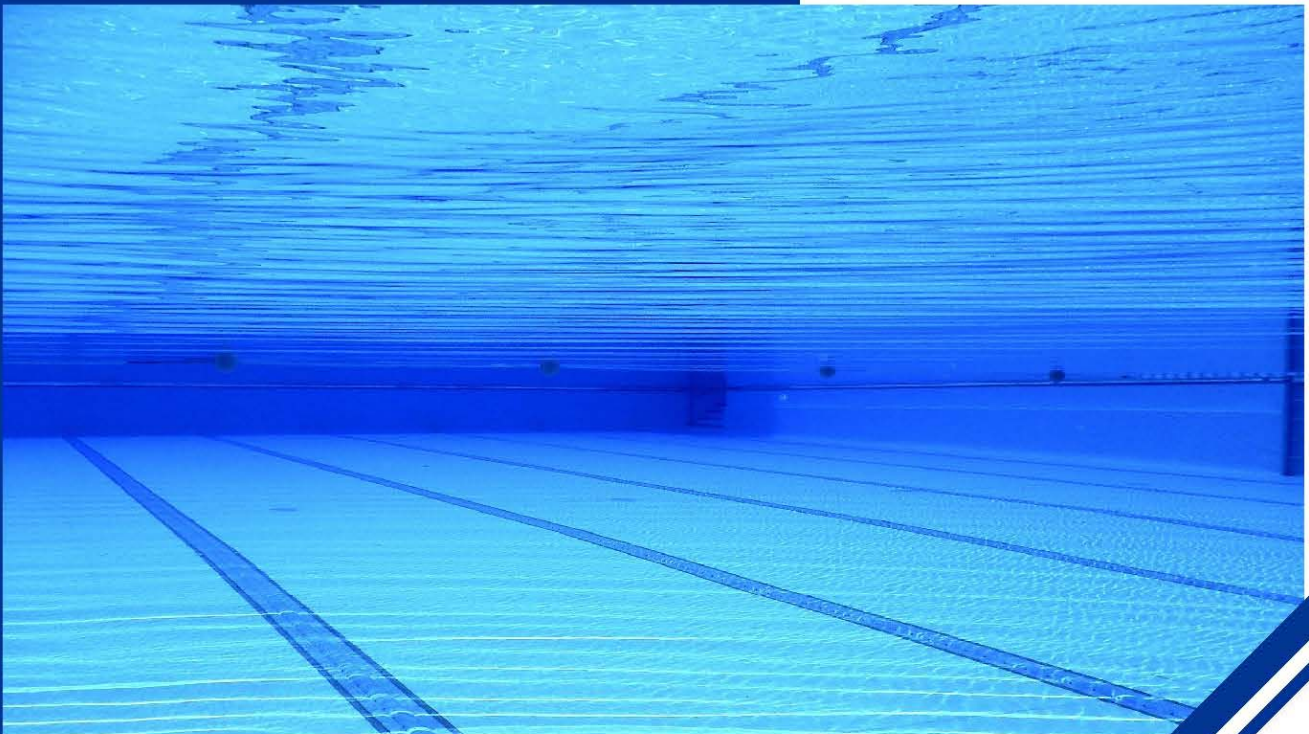
| | |
|---------------|-----|
| Assumptions | 138 |
| Fund Summary | 139 |
| Project Table | 140 |

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.

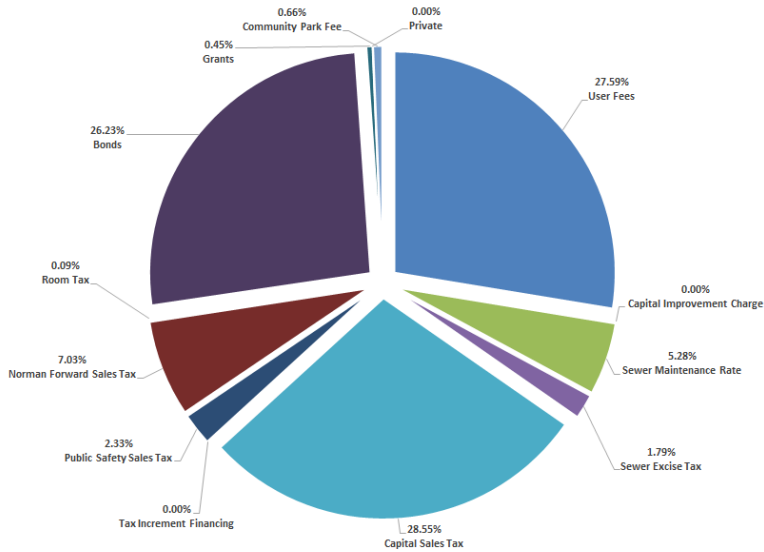
All amendments shall be justified by incorporating:

- 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

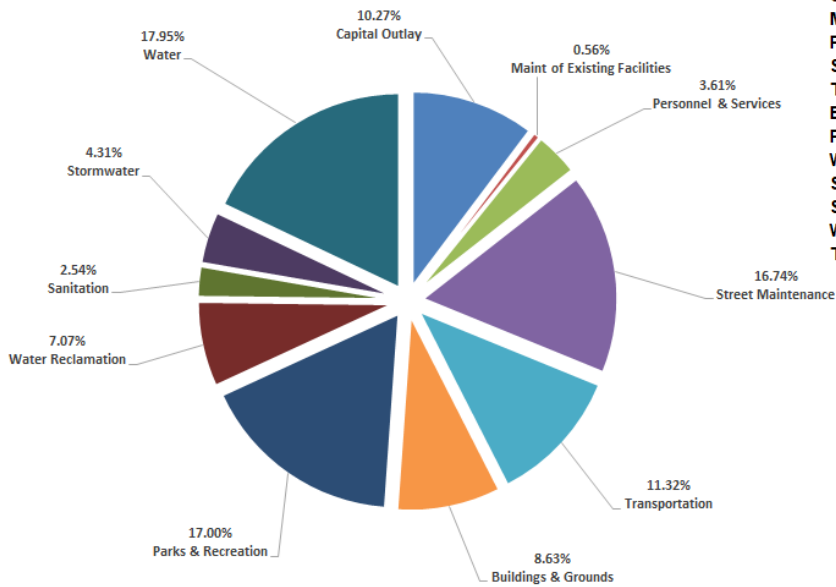


Capital Revenue Sources All Funds FYE23

| | |
|----------------------------|---------------------|
| 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.



Item 26.



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 Fy

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.

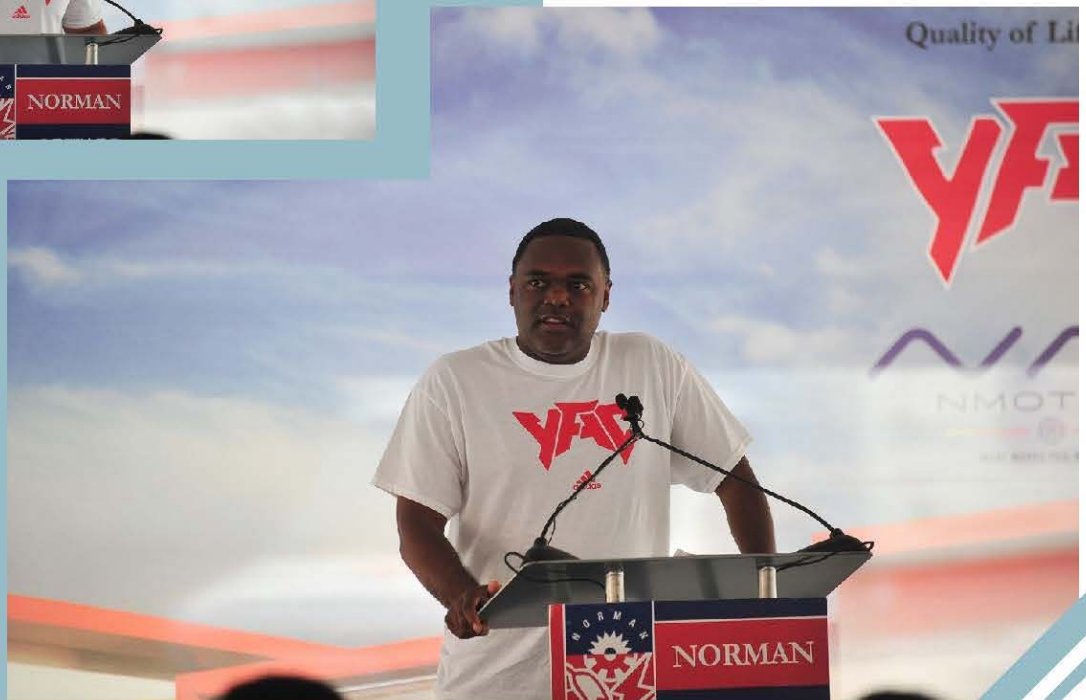
| EXPENDITURE SCHEDULE through CITY Accounts by FY | | | | | | | | | | |
|--|--------------|----------------------|--------------------|-----------------|----------|----------|----------|----------|----------|----------------|
| Account Number | Cost Element | TOTAL ALL FISCAL YRS | Actual Prior Years | 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.

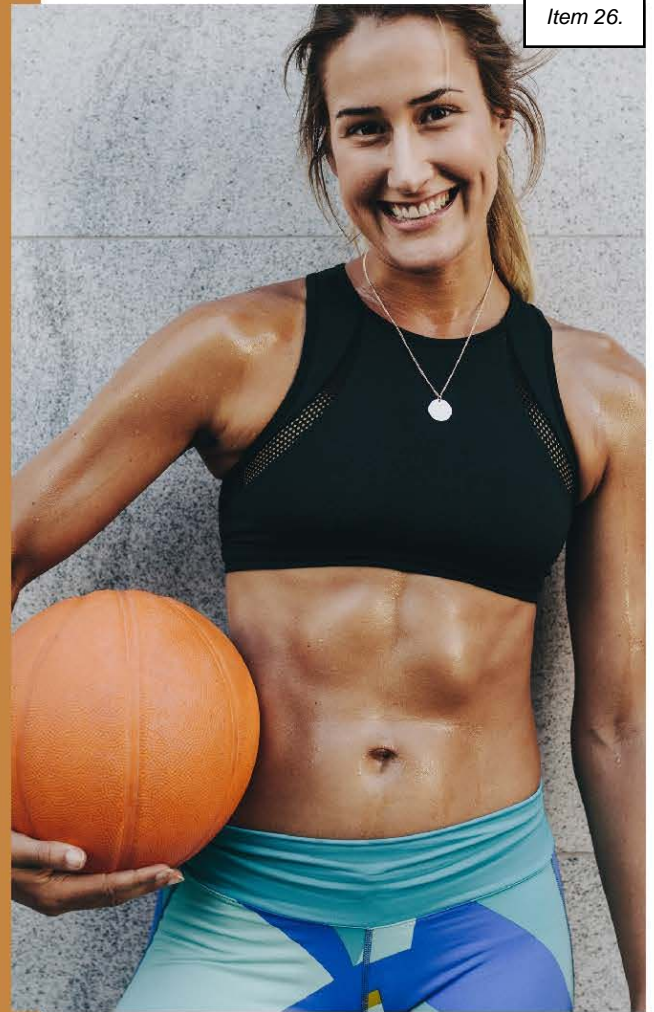
Special Revenue Fund Summary

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 26.



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 Transf - 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 | 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

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|--|--|
| 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 | | |
|-----------------------|------------------|----------|----------|------------------|------------|-----|
| Design | 0 | | | 0 | Bldg Maint | |
| ROW | 0 | | | 0 | IT | |
| Utilities | 0 | | | 0 | Pub Wks | |
| Const. | 0 | | | 0 | Utilities | yes |
| Materials | 1,381,000 | | | 1,381,000 | Parks | |
| | | | | | 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;"> <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;"> <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 PROJ. CATEGORY: Sanitary Sewer Replacements DEPARTMENT: Utilities MANAGER: Rachel Croft WARD(s): 2 | PROJECT TYPE: Wastewater System Maint. PROJECT NUMBER: WW0321 ACCOUNT NUMBER: 32193338 BEGIN & END DATES: 7/1/18 to 6/30/24 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 | 3,399,999 | | |
| Reimbursable Account? | no | | | | |

Updated by NMM
Last Update 2/8/22

CITY OF NORMAN

Item 26.

| | | | | |
|-----------------|-----------------------------------|--------------------|-------------------|------------|
| 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>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>181,750</td> <td>181,750</td> </tr> <tr> <td>ROW</td> <td>0</td> <td>0</td> </tr> <tr> <td>Utilities</td> <td>0</td> <td>0</td> </tr> <tr> <td>Const.</td> <td>1,427,500</td> <td>1,427,500</td> </tr> <tr> <td>Materials</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>1,609,250</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 | 1,609,250 | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Bldg Maint</th> </tr> </thead> <tbody> <tr> <td>IT</td> </tr> <tr> <td>Pub Wks</td> </tr> <tr> <td>Utilities</td> </tr> <tr> <td>Parks</td> </tr> <tr> <td>Other</td> </tr> </tbody> </table> | Bldg Maint | IT | Pub Wks | Utilities | 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 | 1,609,250 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bldg Maint | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pub Wks | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utilities | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 |

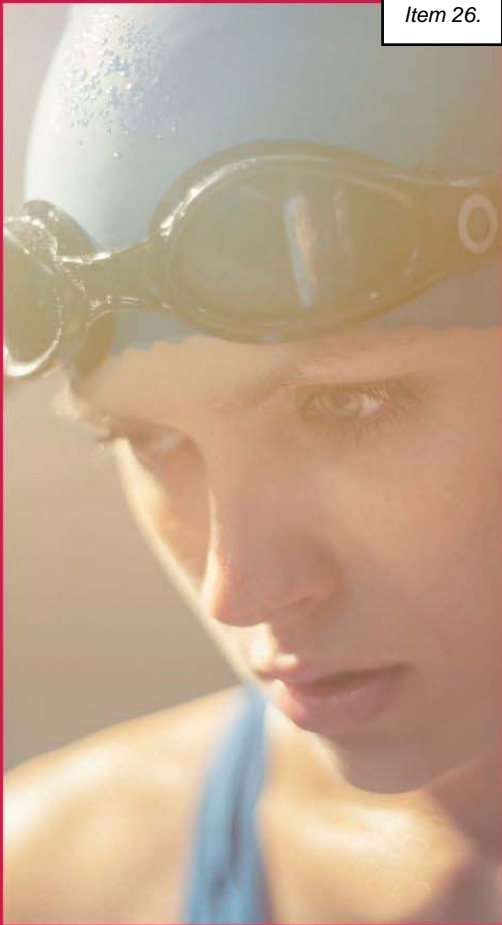
OPERATING IMPACT: negligible San Fnd Utilities, Maintenance

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 26.



Capital Fund

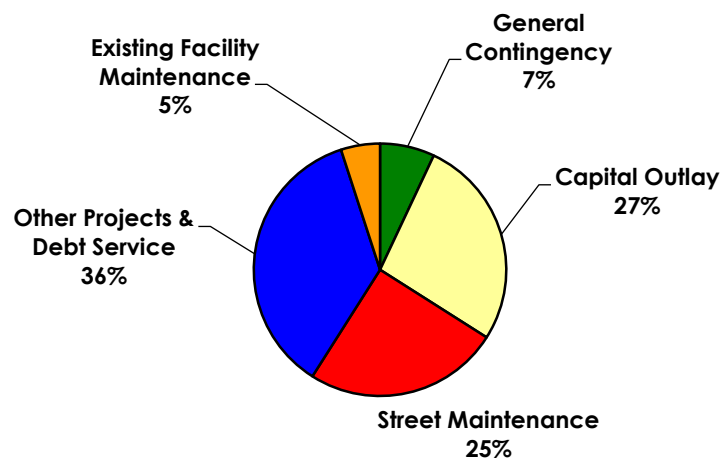
CAPITAL IMPROVEMENTS PLAN

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 | | McCullough Front Alley | 27,900 | - | - | - | - | - | - |
| 50593369 | SC0700 | | Alley Repair Program FYE21 | 117,786 | - | - | - | - | - | - |
| 50593369 | SC0725 | | <u>Alley Repair Program</u> | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| <u>Asphalt Pavt Maint</u> | | | | | | | | | | |
| 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 | | Infrastructure Data Collection Testing | 12,000 | - | - | - | - | - | - |
| 50595511 | SC0705 | | Rock Creek Road (72nd NE to 84th NE) | 205,572 | - | - | - | - | - | - |
| 50595511 | SC0704 | | 144th Ave SE (Lindsey to Imhoff) | 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 | - | - | - | - | - |
| <u>Asphalt Paver Patch</u> | | | | | | | | | | |
| 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 | | Infrastructure 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 | - | - | - | - | - |
| <u>Concrete Pavement Maintenance</u> | | | | | | | | | | |
| 50597718 | SC0608 | | Morningside Dr: Schulze Dr to Alameda St | 760 | - | - | - | - | - | - |
| 50597718 | SC0610 | | Schulze Dr: Morningside Dr to 938 Schultz Dr | 266 | - | - | - | - | - | - |
| 50597718 | SC0627 | | Stubbeman at Norman Horth High School | 222 | - | - | - | - | - | - |
| 50597718 | SC0628 | | University/Hughbert Intersection | 2,553 | - | - | - | - | - | - |
| 50597718 | SC0650 | | Brooks: Pickard to Flood | 7,251 | - | - | - | - | - | - |
| 50597718 | SC0651 | | Woodslawn Industrial Tract | 55,024 | - | - | - | - | - | - |
| 50597718 | SC0652 | | Pickard: Timberdell to Whispering Pines Dr | 2,938 | - | - | - | - | - | - |
| 50597718 | SC0670 | | 917 24th Ave SW: curb alignment | 5,246 | - | - | - | - | - | - |
| 50597718 | SC0671 | | Lindsey St: 12th SE to Creekside | 95,000 | - | - | - | - | - | - |
| 50597718 | SC0672 | | Rock Creek: Flood to Stubbeman | 105,000 | - | - | - | - | - | - |
| 50597718 | SC0688 | | Windermere Dr. | 233 | - | - | - | - | - | - |
| 50597718 | SC0689 | | McGee Dr. | 146,400 | - | - | - | - | - | - |
| 50597718 | 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 |
| <u>Rural Roads Improvements</u> | | | | | | | | | | |
| 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 |
| | 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 | 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 |
| | 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 | | 4,152,525 | 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 | 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 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 | 8,966,359 |

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 | 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 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 | 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 26.

| Project Number | Project Name | FYE20 Budget | FYE 22 ESTIMATE | FYE 2023 | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | BEYOND 5 YEARS |
|---|---|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 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 | ongoing |
| 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

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|----------------|--|--------------------|----------------------|------------|
| 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 | Bldg Maint | no |
| Design | 156,400 | | | 156,400 | IT | no |
| Land | 0 | | | 0 | Pub Wks | yes |
| Utilities | 0 | | | 0 | Utilities | no |
| Const. | 250,000 | 146,484 | 1,800,000 | 2,196,484 | Parks | yes |
| Materials | 0 | | | 0 | 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 | Improv. |
| 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 |

THIS PROJECT NEEDS ASSISTANCE FROM:

| Bldg Maint | no |
|------------|-----|
| IT | no |
| Pub Wks | yes |
| Utilities | yes |
| Parks | no |
| Other | no |

Reimbursable Account? 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 |
|---|---|

DETAILED PROJECT DESCRIPTION:

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.

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 | 300,000 | | | 300,000 | | | | | |
| 46301 | Mats | | | | | | | | | |
| | Total | 300,000 | 0 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 |

OPERATING IMPACT: negligible Genl Fnd \$5,000 per year for electricity

STATUS & COMMENTS:

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.

| <u>TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:</u> | | | | | <u>THIS PROJECT NEEDS ASSISTANCE FROM:</u> | |
|--|---------|-----------|---------|-----------|---|-----|
| Purpose | Fnd 50 | Fed. Aid | Other | Total | Bldg Maint | yes |
| Design | | | | 0 | IT | yes |
| Land | | | | 0 | Pub Wks | yes |
| Utilities | | | | 0 | Utilities | yes |
| Const. | 300,000 | 2,400,000 | 300,000 | 3,000,000 | Parks | no |
| Materials | | | | 0 | 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 PROJ. CATEGORY: General Maintenance DEPARTMENT: Public Works MANAGER: Scott Sturtz WARD(s): All | PROJECT TYPE: Transp Cty Fnd Only PROJECT NUMBER: TC0273 ACCOUNT NUMBER: 50590052-46101 BEGIN & END DATES: 7/1/22 to Annual 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 | | | PROJECT TYPE: | Transp Cty Fnd Only | Maint. |
| PROJ. CATEGORY: | General Maintenance | | | PROJECT NUMBER: | TC0155 | |
| DEPARTMENT: | Public Works | | | ACCOUNT NUMBER: | 50594407-46101 | |
| MANAGER: | Scott Sturtz | | | BEGIN & END DATES: | 7/1/22 | to Annual |
| WARD(s): | All | | | 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: THIS PROJECT NEEDS ASSISTANCE FROM:**

| Purpose | | | | Total | Bldg Maint | |
|-----------------------|---------|---|---|---------|------------|--|
| Design | 0 | | | 0 | IT | |
| Land | 0 | | | 0 | Pub Wks | |
| Utilities | 0 | | | 0 | Utilities | |
| Const. | 640,000 | | | 640,000 | Parks | |
| Materials | 0 | | | 0 | Other | |
| Total | 640,000 | 0 | 0 | 640,000 | | |
| 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:

| <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>1,150,000</td> <td></td> <td></td> <td>1,150,000</td> </tr> <tr> <td>Materials</td> <td>0</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total</td> <td>1,150,000</td> <td>0</td> <td>0</td> <td>1,150,000</td> </tr> </tbody> </table> | Purpose | | | | Total | Design | 0 | | | 0 | Land | 0 | | | 0 | Utilities | 0 | | | 0 | Const. | 1,150,000 | | | 1,150,000 | Materials | 0 | | | 0 | Total | 1,150,000 | 0 | 0 | 1,150,000 | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>Bldg Maint</td> <td>no</td> </tr> <tr> <td>IT</td> <td>no</td> </tr> <tr> <td>Pub Wks</td> <td>yes</td> </tr> <tr> <td>Utilities</td> <td>no</td> </tr> <tr> <td>Parks</td> <td>no</td> </tr> <tr> <td>Other</td> <td>no</td> </tr> </tbody> </table> | Bldg Maint | no | IT | no | Pub Wks | yes | Utilities | no | Parks | no | Other | no |
|--|------------------|----------|----------|------------------|-------|--------|---|--|--|---|------|---|--|--|---|-----------|---|--|--|---|--------|-----------|--|--|-----------|-----------|---|--|--|---|--------------|------------------|----------|----------|------------------|---|------------|----|----|----|---------|-----|-----------|----|-------|----|-------|----|
| Purpose | | | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design | 0 | | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Land | 0 | | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utilities | 0 | | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Const. | 1,150,000 | | | 1,150,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials | 0 | | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1,150,000 | 0 | 0 | 1,150,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bldg Maint | no | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT | no | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pub Wks | yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utilities | no | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parks | no | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | no | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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:

| Purpose | Fnd 50 | | Total |
|--------------|-----------|---|-----------|
| Design | 0 | | 0 |
| Land | 0 | | 0 |
| Utilities | 0 | | 0 |
| Const. | 2,100,956 | | 2,100,956 |
| Materials | 0 | | 0 |
| Total | 2,100,956 | 0 | 2,100,956 |

THIS PROJECT NEEDS ASSISTANCE FROM:

| Bldg Maint | no |
|------------|-----|
| IT | no |
| Pub Wks | yes |
| Utilities | no |
| Parks | no |
| Other | no |

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 | Bldg Maint | |
|-----------------------|---------|---|---|---------|------------|--|
| Design | 0 | | | 0 | IT | |
| Land | 0 | | | 0 | Pub Wks | |
| Utilities | 0 | | | 0 | Utilities | |
| Const. | 729,797 | | | 729,797 | Parks | |
| Materials | 0 | | | 0 | 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 | |
| Design | 0 | | 0 | Bldg Maint |
| ROW | 0 | | 0 | IT |
| Utilities | 0 | | 0 | Pub Wks |
| Const. | 650,000 | | 650,000 | Utilities |
| Materials | 0 | | 0 | Parks |
| | | | | Other |
| Total | 650,000 | 0 | 650,000 | |

Reimbursable Account? no

Last Update 2/24/22

CITY OF NORMAN

| | |
|--|--|
| PROJECT TITLE: Facility Maintenance Roofing Projects PROJ. CATEGORY: Parks & Recreation DEPARTMENT: Parks & Recreation MANAGER: Wade Thompson WARD(s): All | PROJECT TYPE: Parks & Recreation Maint. PROJECT NUMBER: EF-1002 ACCOUNT NUMBER: 050-595540 46101 BEGIN & END DATES: 7/1/22 to 6/29/23 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 speciality 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:

| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Purpose</th> <th>Fnd 50</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Design</td> <td>0</td> <td>0</td> </tr> <tr> <td>ROW</td> <td>0</td> <td>0</td> </tr> <tr> <td>Utilities</td> <td>0</td> <td>0</td> </tr> <tr> <td>Const.</td> <td>549,860</td> <td>549,860</td> </tr> <tr> <td>Materials</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>549,860</td> <td>549,860</td> </tr> </tbody> </table> | Purpose | Fnd 50 | Total | Design | 0 | 0 | ROW | 0 | 0 | Utilities | 0 | 0 | Const. | 549,860 | 549,860 | Materials | 0 | 0 | Total | 549,860 | 549,860 | 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 50 | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROW | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utilities | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Const. | 549,860 | 549,860 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 549,860 | 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: THIS PROJECT NEEDS ASSISTANCE FROM:

| Purpose | | | | Total | Bldg Maint | |
|-----------------------|---------|---|---|---------|------------|-------------|
| Design | 0 | | | 0 | IT | |
| Land | 0 | | | 0 | Pub Wks | |
| Utilities | 0 | | | 0 | Utilities | |
| Const. | 356,650 | | | 356,650 | Parks | |
| Materials | 0 | | | 0 | Other | |
| Total | 356,650 | 0 | 0 | 356,650 | | |
| Reimbursable Account? | | | | | | 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 Improvt. |
| 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 26.

| | | | | | | |
|-----------------|---|--|--|--------------------|----------------------|-----------|
| 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 | PRIORITY |
| | 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 | IT | |
| ROW | 0 | | 0 | Pub Wks | |
| Utilities | 0 | | 0 | Utilities | |
| Const. | 737,714 | | 737,714 | Parks | |
| Materials | 665,000 | | 665,000 | Other | |
| Total | 1,450,127 | 0 | 0 | | |

Reimbursable Account?

Last Update 12/28/21

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

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|-----------------|---|--------------------|---------------------|-----------|
| 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

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|---|--|
| PROJECT TITLE: Lake Thunderbird Watershed TMDL Compliance PROJ. CATEGORY: Stormwater Drainage and Storm Sewer Systems DEPARTMENT: Public Works MANAGER: Jason Murphy WARD(s): All | PROJECT TYPE: Stormwater Drainage Improvt. PROJECT NUMBER: DR0061 ACCOUNT NUMBER: 50599968 BEGIN & END DATES: 7/1/22 to Annual 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 |

1050

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 | | | | | | | | |
| | | 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:

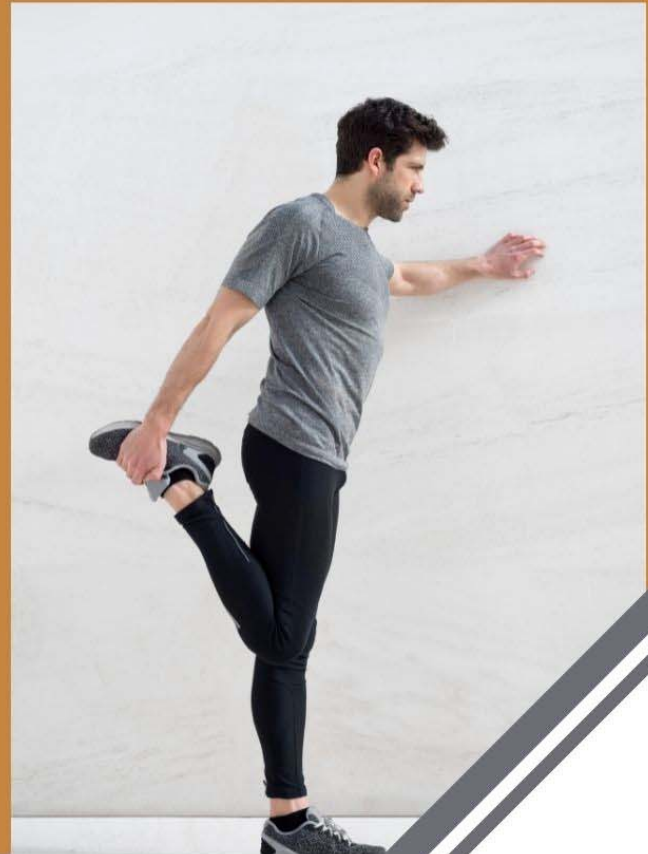
City Council approved a programming resolution requesting federal funds for the project during the November 10, 2015 Council meeting. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

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:**THIS PROJECT NEEDS ASSISTANCE FROM:**

| 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 |

| | |
|------------|--|
| Bldg Maint | |
| IT | |
| Pub Wks | |
| Utilities | |
| Parks | |
| Other | |

Reimbursable Account? no

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.

| <u>TOTAL PROJECT BUDGET BY FUND SOURCE AND PURPOSE:</u> | | | | | <u>THIS PROJECT NEEDS ASSISTANCE FROM:</u> | | | | |
|--|------------------|----------|----------|------------------|---|--|--|--|--|
| 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 | 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 | | PROJECT TYPE: | | Parks & Recreation | | Improv. | |
| PROJ. CATEGORY: | | Parks & Recreation | | PROJECT NUMBER: | | NFP103 | | | |
| DEPARTMENT: | | Parks & Recreation | | ACCOUNT NUMBER: | | 51794442 | | | |
| MANAGER: | | | | BEGIN & END DATES: | | 7/1/19 | | to 6/30/49 | |
| WARD(s): | | All | | 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: | | | | |
| | | | | |
| | | | | |

| | | | | | | | | | |
|-----------|-----------|---|---|-----------|--|--|--|--|--|
| | | | | | THIS PROJECT NEEDS ASSISTANCE FROM: | | | | |
| Purpose | Fnd 51 | | | Total | Bldg Maint | | | | |
| Design | 0 | | | 0 | IT | | | | |
| ROW | 2,000,000 | | | 2,000,000 | Pub Wks | | | | |
| Utilities | 0 | | | 0 | Utilities | | | | |
| Const. | 0 | | | 0 | Parks | | | | |
| Materials | 0 | | | 0 | Other | | | | |
| Total | 2,000,000 | 0 | 0 | 2,000,000 | | | | | |

| | | | | | | |
|-----------------------|----|--|--|--|-------------|---------|
| Reimbursable Account? | no | | | | Last Update | 2/24/22 |
|-----------------------|----|--|--|--|-------------|---------|

CITY OF NORMAN

| | | | | | | |
|-----------------|---------------------|--|--|--------------------|--------------------|------------|
| PROJECT TITLE: | Public Art Projects | | | PROJECT TYPE: | Parks & Recreation | Improvmt. |
| 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 PROJ. CATEGORY: Parks & Recreation DEPARTMENT: Parks & Recreation MANAGER: James Briggs WARD(s): 5 | PROJECT TYPE: Parks & Recreation Improvt. PROJECT NUMBER: NFP106 ACCOUNT NUMBER: 51796674 BEGIN & END DATES: 7/1/19 to 6/30/21 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

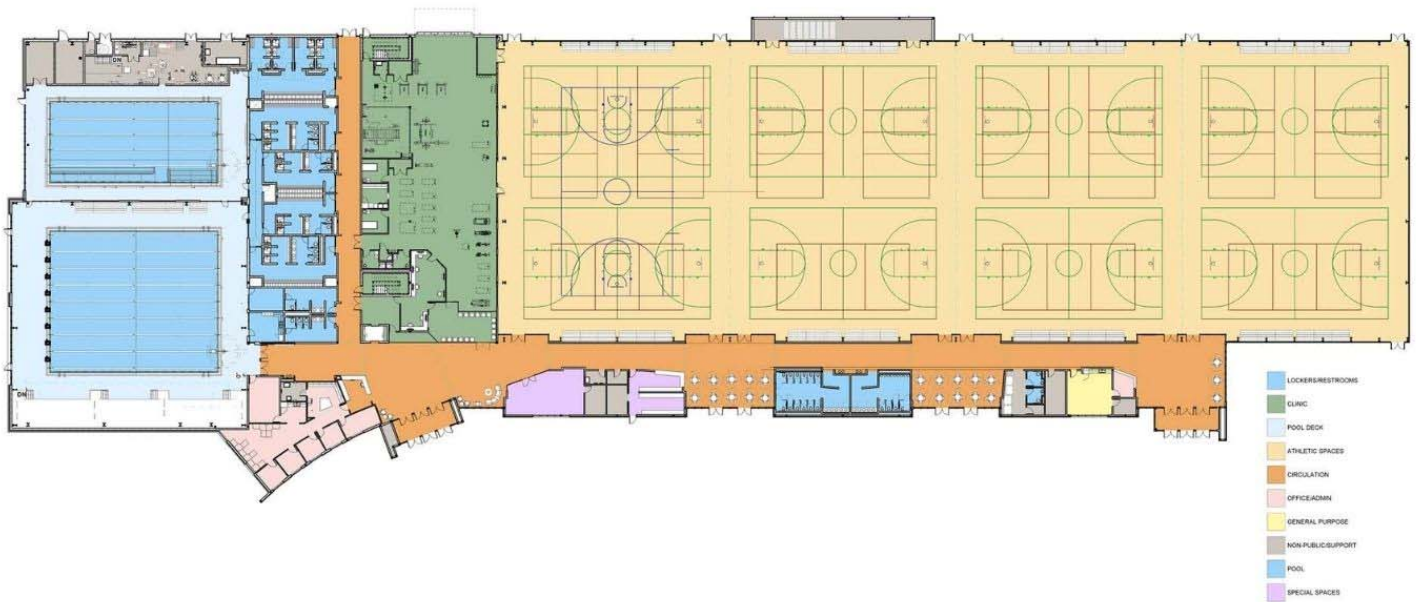
| Account Number | Cost Element | TOTAL ALL FISCAL YRS | Actual Prior Years | Budget FYE 2022 | FYE 2023 | FYE 2024 | FYE 2025 | FYE 2026 | FYE 2027 | Beyond 5 Years |
|----------------|--------------|-------------------------|--------------------------|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------------------|--------|-----------|-------|--------|---|--|---|-----|-----------|--|-----------|-----------|---|--|---|--------|---|--|---|-----------|---|--|---|--------------|-----------|---|-----------|--|------------|--|----|--|---------|--|-----------|--|-------|--|-------|--|
| <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>1,399,744</td> <td></td> <td>1,399,744</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>1,399,744</td> <td>0</td> <td>1,399,744</td> </tr> </tbody> </table> | Purpose | Fnd 51 | | Total | Design | 0 | | 0 | ROW | 1,399,744 | | 1,399,744 | Utilities | 0 | | 0 | Const. | 0 | | 0 | Materials | 0 | | 0 | Total | 1,399,744 | 0 | 1,399,744 | <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 | 1,399,744 | | 1,399,744 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utilities | 0 | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Const. | 0 | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials | 0 | | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1,399,744 | 0 | 1,399,744 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bldg Maint | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pub Wks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utilities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | |
| | Mats | | | | | | | | | |
| | | | | | | | | | | |
| | 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

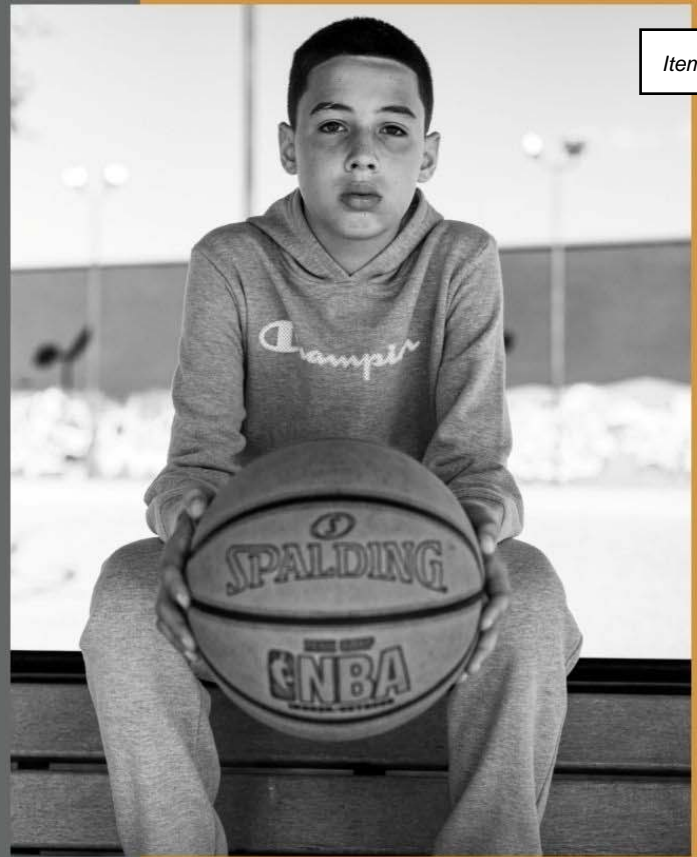
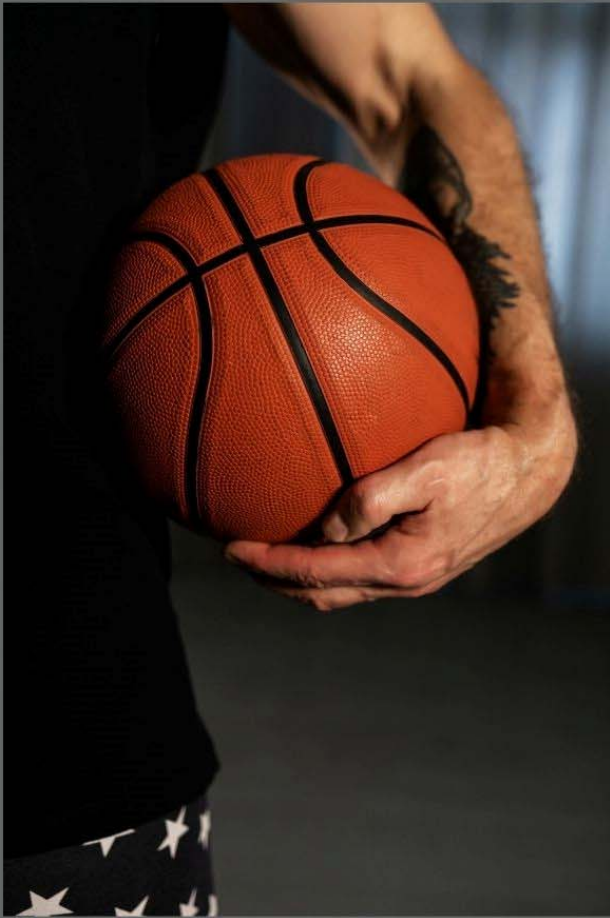
Fund 78

| | 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 26.



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 | - | - | - | - | - |
| TOTAL REQUESTED | | | | \$ 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

File Attachments for Item:

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-105: 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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INSTITUTIONAL DESIGNATION AND PLACE THE SAME IN THE MEDIUM DENSITY RESIDENTIAL DESIGNATION. (NORTH OF 1700 NORTH PORTER AVENUE).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/24/2022

REQUESTER: Fred Thomas, IV and Hampton Homes, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-105: 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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INSTITUTIONAL DESIGNATION AND PLACE THE SAME IN THE MEDIUM DENSITY RESIDENTIAL DESIGNATION. (NORTH OF 1700 NORTH PORTER AVENUE).

ITEM:

Fred Thomas IV and Hampton Homes, L.L.C. request an amendment of the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation to Medium Density Residential Designation for property generally located north of 1700 N. Porter Avenue.

SUMMARY OF REQUEST:

The applicant is proposing development of a single-family residential SPUD, Simple Planned Unit Development, on a 4.05-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District with Permissive Use for Masonic Lodge, to SPUD, Simple Planned Unit Development, and a NORMAN 2025 Land Use and Transportation Plan amendment from Institutional to Medium Density Residential Designation.

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?*** In recent years, there have been several new developments in this general area. Across Porter Avenue, to the south there were two medical office facilities/complexes constructed, one in 2002 and one in 2007. South and across Porter Avenue the Cleveland County Fairgrounds expanded their RV camping site in 2022, to allow for approximately 37 new pad sites for rent. South and east, on the north side of Robinson Street, there has been demolition of an old nursing home and reconstruction of a new senior housing development with 88-units on the site, constructed in 2018. South and west, on the north side of Robinson Street, two new restaurant facilities are and have been constructed, one in 2005 and one in 2022 and a sign company/office building constructed in 2011. The properties abutting and across Porter Avenue are single and two-family developments. There is an existing church to the north and east across Porter Avenue, constructed around 2001.
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?*** Porter Avenue is classified as Minor Urban Arterial according to the Comprehensive Transportation Plan. Sandpiper Lane is not a classified roadway. The area is already platted as Masonic Addition, so a traffic impact study is not required as part of this development. The application is for rezoning from R-1, Single Family Dwelling District, with Permissive Use for Masonic Lodge to SPUD, Planned Unit Development. The applicant stated on the application the use will be single-family residential. Any future use on the site will be limited to the uses allowed in the SPUD Narrative.

The design for this proposal includes a connection/access to Porter Avenue. This connection is placed to include access to the existing signalized intersection. The existing intersection is a four-point signalized intersection; at this time, the fourth point of access is not a street but a drive for the existing Masonic Lodge. With the new development, the current access point for Masonic Lodge will become the street to the new neighborhood. The use of the signalized intersection creates safe and controlled access to both north and southbound Porter Avenue for this development.

ADDITIONAL DISCUSSION:

After additional research on this request, staff suggests the Planning Commission recommend this Land Use and Transportation Plan amendment to City Council as Low Density Residential Designation, not as Medium Density Residential Designation.

After the application was advertised, additional evaluation indicated that the requested amendment would more properly be categorized as Low Density Residential Designation, not Medium Density. Applicant's plans, as described to City Staff, are consistent with a Low Density Residential Designation.

Per the NORMAN 20205 Land use and Transportation Plan, the following guidelines should be followed for new development and this proposal fits the suggested as such:

Goal 1: Managed Growth

- Promote a compact urban area by directing development into areas within or in proximity to the existing infrastructure-serviced areas.

- Guide development into locations where the land use is most cost-effectively served by urban level services (i.e., accessible to water, sewer, and the urban road network).
- Support infill development on properties that have been skipped over within the urban areas.

Goal 2: Infrastructure-Supported Growth

- Support growth that minimizes operational costs by encouraging development in areas where adequate public water, sewer and roads are currently available or can inexpensively be extended.
- Require urban development densities in areas where substantial investment in urban level infrastructure has been made, thereby encouraging greater utilization of the infrastructure investment.

The proposed development follows the above 2025 Goals and Policies; therefore, making it an appropriate use of infill development. The 24 lots on this 4.05 acres is considered low-impact, low-density development at six dwelling units per acre.

CONCLUSION:

Staff forwards this request, Resolution No. R-2122-105 - as advertised - for a NORMAN 2025 Land Use & Transportation Plan amendment from Institutional Designation to Medium Density Residential Designation with staff's suggestion that the Planning Commission recommend to City Council that this Land Use and Transportation Plan amendment move forward as Low Density Residential Designation not as Medium Density Residential Designation.

At their meeting of April 14, 2022, Planning Commission recommended adoption of Resolution R-2122-105 as Medium Density Residential Designation by a vote of 5-1.

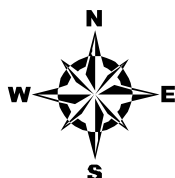
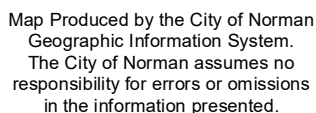
Additional Staff Comments:

As noted by the above vote, Planning Commission did not support the suggested change in the request from Medium Density to Low Density Residential Designation.

After further research, staff has provided reference to the additional verbiage to support the proposal for approval of a less intensive designation, the change from Medium Density Residential Designation to Low Density Residential Designation. Following discussion with staff, applicant is also supportive of a Low Density Residential Designation.


The NORMAN 2025 Land Demand Analysis (reference document to the NORMAN 2025 Land Use and Transportation Plan) document states "The figure for duplexes*, triplexes*, quadriplexes* and townhouses* reflects a density of 8 units per acre, while the High Density Residential category reflects an average development density of 18 units per acre". (*These types of housing combine into the "Medium Density Residential" category.) The single-family and mobile home units are distributed among the County Residential, Very Low Density Residential and Low Density Residential categories.

Additionally, the adjacent developments carry the Low Density Residential Designation. Staff forwards this item for City Council's consideration.



March 8, 2022

0 150 300 Ft.

 Subject Tract

1100

R-2122-105

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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INSTITUTIONAL DESIGNATION AND PLACE THE SAME IN THE MEDIUM DENSITY RESIDENTIAL DESIGNATION.
(North of 1700 N. Porter Avenue)

- § 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, Fred Thomas IV and Hampton Homes, L.L.C. have requested that the following described property be moved from the Institutional Designation and placed in the Medium Density Residential Designation for the hereinafter described property, to wit:

A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER (NE/C) OF THE SE/4 OF SAID SECTION 19; THENCE S00°00'00"E A DISTANCE OF 150.56 FEET; THENCE S90°00'00"W(R), S89°55'23"W(M) A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING; THENCE S00°00'00"E A DISTANCE OF 298.52(R), 299.16(M) FEET; THENCE N90°00'00"W(R), N89°57'59"W(M) A DISTANCE OF 559.25(R), 559.17(M) FEET; THENCE N21°46'30"E(R), N21°49'24"E(M) A DISTANCE OF 321.46(R), 321.26(M) FEET; THENCE N90°00'00"E(R), N89°55'23"E(M) A DISTANCE OF 440.00(R), 439.74(M) FEET TO THE POINT OF BEGINNING

AND

COMMENCING AT THE NORTHEAST CORNER (NE/C) OF THE SE/4 OF SAID SECTION 19; THENCE S00°00'00"E A DISTANCE OF 449.72 FEET; THENCE S90°00'00"W A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING; THENCE S00°00'00"E(R), S00°11'21"E(M) A DISTANCE OF 75.00 FEET; THENCE N45°18'02"W A DISTANCE OF 35.56 FEET; THENCE N89°57'59"W A DISTANCE OF 497.01 FEET; THENCE N36°24'19"W(R), N36°35'02"W(M) A DISTANCE OF 62.29 FEET; THENCE N90°00'00"W(R), N89°57'59"W(M) A DISTANCE OF 559.25(R), 559.17(M) FEET TO THE POINT OF BEGINNING.
CONTAINS 4.05 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-2122-105

ITEM NO. 3

STAFF REPORT

ITEM: Fred Thomas, IV and Hampton Homes, L.L.C. request amendment of the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation to Medium Density Residential Designation for property generally located north of 1700 N. Porter Avenue.

SUMMARY OF REQUEST: The applicant is proposing development of a single-family residential SPUD, Simple Planned Unit Development on a 4.05-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District with Permissive Use for Masonic Lodge, to SPUD, Simple Planned Unit Development, and a NORMAN 2025 Land Use and Transportation Plan amendment from Institutional to Medium Density Residential Designation.

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?*** In recent years there have been several new developments in this general area. Across Porter Avenue, to the south there were two medical office facilities/complexes constructed, one in 2002 and one in 2007. South and across Porter Avenue the Cleveland County Fairgrounds expanded their RV camping site in 2022 to allow for approximately 37 pad sites to rent. South and east, on the north side of Robinson Street, there has been demolition of an old nursing home and reconstruction of a new senior housing development with 88-units on the site, constructed in 2018. South and west, on the north side of Robinson Street, two new restaurant facilities are and have been constructed, one in 2005 and one in 2022 and a sign company/office building constructed in 2011. The properties abutting and across Porter Avenue are single and two-family developments. There is an existing church to the north and east across Porter Avenue, constructed around 2001.
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?*** Porter Avenue is classified as Minor Urban Arterial according to the Comprehensive Transportation Plan. Sandpiper Lane is not a classified roadway. The area is already platted as Masonic Addition, so a traffic impact study is not required as part of this development. The application is for rezoning from R-1, Single Family Dwelling District, with Permissive Use for Masonic Lodge to SPUD, Planned Unit Development. The applicant stated on the

application the use will be single-family residential. Any future use on the site limited to the uses allowed in the SPUD Narrative.

The design for this proposal includes a connection/access to Porter Avenue. This connection is placed to include access to the existing signalized intersection. The existing intersection is a three-point intersection, with the addition of this access point the intersection will be four-point access and all will be signalized/controlled access. The use of the signalized intersection creates safe and controlled access to both north and southbound Porter Avenue for this development.

ADDITIONAL DISCUSSION: After additional research on this request, staff suggests the Planning Commission recommend this Land Use and Transportation Plan amendment to City Council as Low Density Residential Designation not as Medium Density Residential Designation.

After the application was advertised, additional evaluation indicated that the requested amendment would more properly be categorized as Low Density Residential Designation, not Medium Density. Applicant's plans, as described to City Staff, are consistent with a Low Density Residential Designation.

Per the NORMAN 20205 Land use and Transportation Plan the following guidelines should be followed for new development and this proposal fits the suggested as such;

- Goal 1: Managed Growth
 - Promote a compact urban area by directing development into areas within or in proximity to the existing infrastructure-serviced areas.
 - Guide development into locations where the land use is most cost-effectively served by urban level services (i.e., accessible to water, sewer, and the urban road network).
 - Support infill development on properties that have been skipped over within the urban areas.
- Goal 2: Infrastructure-Supported Growth
 - Support growth that minimizes operational costs by encouraging development in areas where adequate public water, sewer and roads are currently available or can inexpensively be extended.
 - Require urban development densities in areas where substantial investment in urban level infrastructure has been made, thereby encouraging greater utilization of the infrastructure investment.

The proposed development follows the above 2025 Goals and Policies; therefore, making it an appropriate use of infill development. The 24 lots on this 4.05 acres is considered low-impact, low-density development at six dwelling units per acre.

CONCLUSION: Staff forwards this request, Resolution No. R-2122-105 - as advertised - for a NORMAN 2025 Land Use & Transportation Plan amendment from Institutional Designation to Medium Density Residential Designation with staff's suggestion that the Planning Commission recommend to City Council that this Land Use and Transportation Plan amendment move forward as Low Density Residential Designation not as Medium Density Residential Designation.

Applicant: Fred Thomas, IV; Hampton Homes, LLC

Project Location: Generally north of 1700 N. Porter Avenue

Case Number: PD22-05

Time: 5:30 p.m.

Applicant/Representative

Stephen Landes (Project Engineer)

Attendees

Edgar O'Rear

Kasey Davis

Jill David

Leanna Boyd

J Lang

Kevin Boyd

P Rucker

A Hrebec

City Staff

Ken Danner, Subdivision Development Manager

Heather Poole, Assistant City Attorney II

Colton Wayman, Planner I

Application Summary

The applicant requests to rezone from R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, to allow for a single-family subdivision with smaller lots and setbacks than what is traditionally allowed.

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 did not know a specific timeline. Neighbors were interested in understanding the anticipated square footage of the homes. The applicant explained he believes they will be between 1,800-2,000 square feet. The neighbors also expressed concerns over the potential height of the homes. Neighbors explained that it is preferred that the homes are one-story and not two-story for privacy reasons. Finally, neighbors were concerned with the implications relating to drainage. The applicant explained that the site flows to the northwest – where the proposed detention pond will be. The applicant explained that he believes the improvements to the site will improve drainage in the overall area.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

APRIL 14, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14th day of April, 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 6:35 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton
Dave Boeck
Michael Jablonski

MEMBERS ABSENT

Erin Williford

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Ken Danner, Subdivision Development
Manager
Jack Burdett, Subdivision Development
Coordinator
Jami Short, Traffic Engineer

* * *

NON-CONSENT ITEMS

Item No. 3, being:

R-2122-105 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION No. R-2122-105, FOR FRED THOMAS IV AND HAMPTON HOMES, L.L.C. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM INSTITUTIONAL DESIGNATION TO MEDIUM DENSITY RESIDENTIAL DESIGNATION FOR PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 4, being:

O-2122-41 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-41, FOR FRED THOMAS IV AND HAMPTON HOMES, L.L.C. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR 4.05 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative
4. Pre-Development Summary

and

Item No. 5, being:

PP-2122-11 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2122-11, CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY FRED THOMAS IV, HAMPTON HOMES, L.L.C. AND NORMAN LODGE 38 AF&AM (LANDES ENGINEERING) FOR AVADON TERRACE ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT FOR 7.48 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
3. SPUD Narrative
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Jablonski asked the threshold between Low and Medium Density.
3. Ms. Hudson responded.
4. Mr. Boeck asked questions.
5. Mr. Jablonski asked about common areas and parks.
6. Ms. Hudson responded.

PRESENTATION BY THE APPLICANT:

1. Steve Landes, Landes Engineering, representing the applicant, responded to some of the previous questions and explained the project.
2. Mr. Boeck made comments.
3. Mr. Jablonski made comments.
4. Mr. Landes explained the detention more in-depth.
5. Mr. McDaniel asked about the NORMAN 2025 designation.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Ms. Bird made comments.

Steven McDaniel moved to recommend adoption of Resolution No. R-2122-105 with Low Density Residential Designation, Ordinance No. O-2122-41, and PP-2122-11, to City Council. Michael Jablonski seconded the motion.

1. Mr. Boeck made comments.
2. Ms. Muckala made procedural recommendations.

Dave Boeck moved to recommend adoption of Resolution No. R-2122-105 with Medium Density Residential Designation to City Council. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|---|
| YEAS | Kevan Parker, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | Steven McDaniel |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-105 to City Council, passed by a vote of 5-1.

Michael Jablonski moved to recommend adoption of Ordinance No. O-2122-41 to City Council. Dave Boeck seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|--|
| YEAS | Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | None |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-41 to City Council, passed by a vote of 6-0.

Dave Boeck moved to recommend adoption of PP-2122-11, to City Council. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|--|
| YEAS | Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | None |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of PP-2122-11 to City Council, passed by a vote of 6-0.

File Attachments for Item:

28. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-41 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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF 1700 NORTH PORTER AVENUE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/10/2022

REQUESTER: Fred Thomas IV and Hampton Homes, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-41 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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF 1700 NORTH PORTER AVENUE)

SYNOPSIS:

The applicant is requesting to rezone property containing approximately 4.05 acres from R-1, Single Family Dwelling District with Permissive use for Masonic Lodge to SPUD, Simple Planned Unit Development, to allow for a single-family residential development. This SPUD is requested to allow for setbacks, lot coverage, and lot sizes that differ from the R-1, Single Family Dwelling District requirements.

HISTORY:

This property was zoned R-1, Single Family Dwelling District, shortly after being annexed into the City of Norman in 1961. In 1968, it was rezoned to R-1 with Permissive Use for Masonic Lodge.

ZONING ORDINANCE CITATION:**SEC 420.05 – SIMPLE PLANNED UNIT DEVELOPMENTS**

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition, the SPUD provides for the following:

- Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.
- Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.
- Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.
- Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

EXISTING ZONING:

The existing zoning for the subject property is R-1, Single Family Dwelling District with Permissive use for Masonic Lodge. The R-1 District allows for single-family homes and home uses such as gardens or family day cares.

ANALYSIS: The particulars of this SPUD include:

USE: The SPUD Narrative includes the following uses:

- Detached single family dwellings;
- Family day care home;
- General purpose farm or garden;
- Home occupations;
- Accessory buildings;
- Model homes and/or Sales Office, subject to the applicable permits;
- Clubhouse/pool; and
- Short-term Rentals.

OPEN SPACE: The proposed open space and green space areas are shown on Exhibit B, the Site Development Plan, in the SPUD Narrative. There are two common areas that will be platted as Common Area A and B.

PHASES: Homes will be built as the market allows.

SITE PLAN/ACCESS: The Site Development Plan is shown in Exhibit B. This development has one access point on Porter Avenue. The Site Development Plan shows 24 single-family residential lots and 0.44 acres of green space.

AREA REGULATIONS: The applicant is requesting the following area regulations for the development:

- Front yard setback: 15' from front property line, garages shall observe a 20' setback from front property line;
- Side yard setback: 5' from side property line, roof overhangs shall be allowed to encroach upon the side yard setback by 2' 6";
- Rear yard setback: 19' from rear property line, with the allowance for covered, unenclosed patio structures to be 10' to the rear property line;
- Coverage: maximum lot coverage for all structures and impervious area shall be not more than 75%; and
- Height: maximum building height shall be two stories.
- Accessory buildings: Accessory buildings will have a five-foot setback from side property lines, unless the entirety of the structure is within 50 feet of the rear lot line or rear utility easement, in which case the building will have a three-foot setback from side property lines. Accessory buildings will have a one-foot setback from any rear utility easement. The side and rear setbacks for an accessory building with a wall height above ten feet will increase by one foot for each additional foot of wall height above ten feet. No accessory building will exceed the height of the principal building to which it is accessory.

LANDSCAPING: All residential lots will have at least one tree. Existing trees between the Masonic Lodge to the south and the proposed development will be preserved by every means possible. The public services will be installed on the opposite side of the street to avoid the root system.

SIGNAGE: All entryway signage will have a maximum combined area of 490 sq. ft. This may be divided between three areas of signage.

ALTERNATIVES/ISSUES:

IMPACTS: The location of this SPUD is currently zoned R-1, Single-Family Dwelling District. This SPUD, while changing the setback, coverage, and lot size requirements, will still allow for uses consistent with the existing zoning.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: Sanitary sewer and water improvements are available to the site. The proposed street will be constructed to City standards. Sidewalks will be installed adjacent to the street. Stormwater runoff will be conveyed to a proposed detention facility. The intersection of Sandpiper Lane and Porter Avenue is controlled by an existing traffic signal.

PREDEVELOPMENT: PD 22-05, March 24, 2022

Neighbors were interested in reviewing the site plan with the applicant in addition to understanding when it was anticipated to be built. The applicant did not know a specific timeline. Neighbors were interested in understanding the anticipated square footage of the homes. The applicant explained he believes they will be between 1,800-2,000 square feet. The neighbors also expressed concerns over the potential height of the homes. Neighbors explained that it is preferred that the homes are one-story and not two-story for privacy reasons. Finally, neighbors were concerned with the implications relating to drainage. The applicant explained that the site flows to the northwest – where the proposed detention pond will be. The applicant explained that he believes the improvements to the site will improve drainage in the overall area.

GREENBELT COMMISSION: GB 22-07, March 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 SPUD, Simple Planned Unit Development, as Ordinance O-2122-41 for consideration by the City Council.

At their April 14, 2022 meeting, Planning Commission unanimously recommended adoption of Ordinance O-2122-41 by a vote of 6-0.

O-2122-41

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 SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (North of 1700 N. Porter Avenue)

- § 1. WHEREAS, Fred Thomas IV and Hampton Homes, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the R-1, Single Family Dwelling District and placed in the SPUD, Simple Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing 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 place the same in the SPUD, Simple Planned Unit Development District, to wit:

A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER (NE/C) OF THE SE/4 OF SAID SECTION 19; THENCE S00°00'00"E A DISTANCE OF 150.56 FEET; THENCE S90°00'00"W(R), S89°55'23"W(M) A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING; THENCE S00°00'00"E A DISTANCE OF 298.52(R), 299.16(M) FEET; THENCE N90°00'00"W(R),

N89°57'59"W(M) A DISTANCE OF 559.25(R), 559.17(M) FEET; THENCE N21°46'30"E(R), N21°49'24"E(M) A DISTANCE OF 321.46(R), 321.26(M) FEET; THENCE N90°00'00"E(R), N89°55'23"E(M) A DISTANCE OF 440.00(R), 439.74(M) FEET TO THE POINT OF BEGINNING

AND

COMMENCING AT THE NORTHEAST CORNER (NE/C) OF THE SE/4 OF SAID SECTION 19; THENCE S00°00'00"E A DISTANCE OF 449.72 FEET; THENCE S90°00'00"W A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING; THENCE S00°00'00"E(R), S00°11'21"E(M) A DISTANCE OF 75.00 FEET; THENCE N45°18'02"W A DISTANCE OF 35.56 FEET; THENCE N89°57'59"W A DISTANCE OF 497.01 FEET; THENCE N36°24'19"W(R), N36°35'02"W(M) A DISTANCE OF 62.29 FEET; THENCE N90°00'00"W(R), N89°57'59"W(M) A DISTANCE OF 559.25(R), 559.17(M) FEET TO THE POINT OF BEGINNING.
CONTAINS 4.05 ACRES, MORE OR LESS.

- § 5. Further, pursuant to the provisions of Section 22:420.05 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:
- a. The site shall be developed in accordance with the SPUD Narrative and the Site Development Plan, approved by the Planning Commission on April 14, 2022, and supporting documentation submitted by the applicant and approved by the Planning Commission, and made a part hereof.
- § 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of _____, 2022.

NOT ADOPTED this _____ day of _____, 2022.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

AVADON TERRACE ADDITION

A SIMPLE PLANNED UNIT DEVELOPMENT
NORMAN, OKLAHOMA

APPLICANT:
HAMPTON HOMES / FRED THOMAS IV

APPLICATION FOR:
SIMPLE PLANNED UNIT DEVELOPMENT

Submitted February 21, 2022
Revisions April 7, 2022

PREPARED BY:
Landes Engineering
903 E. 35th Street
Shawnee, OK 74804
405-275-5388
slandes@landesengineering.net

TABLE OF CONTENTS

- I. INTRODUCTION
 - Background and Intent
- II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS
 - A. Location
 - B. Existing Land Use and Zoning
 - C. Elevation and Topography
 - D. Drainage
 - E. Utility Services
 - F. Fire Protection Services
 - G. Traffic Circulation and Access
- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
 - A. Uses Permitted
 - B. Area Regulations
 - C. Miscellaneous Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Site Development Plan
- C. Allowable Uses

I. INTRODUCTION

This Simple Planned Unit Development seeks to rezone a tract of property, containing approximately 4.05 acres, located in Ward 8 of the City of Norman. The site will be a higher density single family home development with private internal amenities developed for the residents of the development. The property is located on the west side of Porter Avenue just under a half mile north of Robinson Street. It is surrounded on the north and west sides by Crystal Heights No. 2 Addition which was developed in the mid-1970's. The south side of the parcel is Lot 1, of the Masonic Addition. To allow for proper street alignment, the north 50 feet of Lot 1, Masonic Addition was purchased to be included in this development and utilized for the expansion of the Public Street, Sand Piper Lane. The property is more particularly described on the attached **Exhibit A** (the "**Property**"). The Property is currently zoned R-1, Single Family Residential, however the lots proposed for final platting do not meet the Property's existing single family lot size requirements, therefore, the Applicant seeks to rezone the Property to allow the increased density.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The property is located on the west side of Porter Avenue just under ½ mile north of Robinson Street.

B. Existing Land Use and Zoning

The Property is currently zoned R-1, Single Family Dwelling District and the Property's NORMAN 2025 Land Use Plan Designation is Institutional. The properties to the North are designated RM-2, Low Density Apartment District with all additional urban developed properties surrounding the property being R-1, Single-Family Dwelling District.

C. Elevation and Topography

The Property has a 12" water main located along North Porter Avenue and 8" sanitary sewer lines around the perimeter of the Crystal Heights No. 2 Addition. The Property slopes from the Southeast to the Northwest corner currently defined as Block A, Detention & Common Area.

D. Drainage

As defined above, the topography falls at an average 1.0% slope to the Northwest corner. During development of Crystal Heights No.2 Addition, a storm sewer system was developed to collect storm sewer from this parcel to an underground system serving Crystal Heights Addition. The end of the pipe will be modified with a control box that will regulate the pre & post development flow conditions not to

exceed the capacity of the existing system by meeting or exceeding the reduction in pre-development flow conditions.

E. Utility Services

The necessary utility services for this development are existing or will be capable of being extended to provide full service.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by applicable City codes, ordinances, and/or regulations. Required fire hydrants are existing or will be installed to meet City of Norman code requirements.

G. Traffic Circulation and Access

An additional 50' was obtained from Lot 1 of the Masonic Addition to allow alignment with Sandpiper Lane and the existing traffic light located at the intersection. The public road for this development will terminate with a cul-de-sac.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate a single-family residential development. The Property shall be developed in compliance with the Site Development Plan, attached hereto as Exhibit B. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference, and further depict the development criteria for the Property. Twenty-Four (24) single family residential lots are proposed in this development combined with two (2) community areas. Amenities developed on the two community lots may include community building and playgrounds established for the residents of Avadon Terrace Addition.

A. Uses Permitted:

The allowable uses for the Property shall be those uses that are allowed in the City of Norman's R-1, Single-Family Dwelling zoning district. A complete list of the allowable uses for the Property is attached as Exhibit C.

B. Area Regulations:

The lots within the Property shall comply with the following regulations:

Front Yard: The minimum depth of the front yard setback shall be fifteen (15') feet provided that all garages shall have a minimum twenty (20') foot front yard setback. The lot width at the front setback line will have a minimum fifty (50') feet, except at Cul-de-sacs which may be reduced to thirty-eight feet (38').

Side Yard: The minimum depth of the side yard setback shall be five (5') feet provided that roof and gutter overhangs shall be allowed to encroach upon the side yard setback, up to a maximum of 2 feet six inches (2' 6").

Rear Yard: The minimum depth of the rear yard setback shall be (19') feet, with the allowance for covered unenclosed patio structures to be ten (10) feet from the rear property line. Porches may be located anywhere along the rear of the structure but may not exceed sixteen (16') feet in width.

Lot Coverage & Height: The maximum lot coverage for all structures, as well as impervious area, shall be no more than seventy-five percent (75%) of the total lot area. It is anticipated that 24 single family dwelling units will be developed within the Property, as approximately shown on the Site Development Plan. Houses will not exceed two (2) stories in height.

Accessory Buildings: Unattached, one-story buildings of accessory use shall be set back five (5) feet from any side lot line, provided, however, that accessory buildings shall not be required to set back more than three (3) feet from the interior side lot line when all parts of said building are located not more than fifty (50) feet from the rear property line or rear utility easement line. Unattached one-story buildings of accessory use shall set back one (1) foot from the utility easement or alley line in the rear of the lot. Any accessory building shall not exceed a wall height of ten (10) feet unless the required side and rear yard setbacks are increased by one (1) foot for each additional foot of wall height above ten (10) feet. Provided, however, that no accessory building shall exceed the height of the principal building to which it is accessory.

C. Miscellaneous Development Criteria

1. Site Plan

The Site Development Plan for the Property is concurrently submitted with this SPUD and shall be incorporated herein as an integral part of the SPUD and the development of the property shall be constructed as presented thereon, subject to final design development and the changes allowed by Section 22.420(7) of the City of Norman's SPUD Ordinance.

2. Open Space/Common Area

10.86% (0.44 Acres) of the property, excluding residential yards and right of way is dedicated to open space and green space areas defined as Block A and Block B as shown on the Site Development Plan.

3. Signage

The entrance to the Property from Porter Avenue may contain entryway signage on the fence. The signage may be lighted and landscaped with appropriate vegetation as not to interfere with traffic sight lines. All signage will have a maximum area of 490 sq. ft.

4. Traffic Access/Circulation and Sidewalks

Access to the property is at Porter Avenue at the existing light for Sandpiper Lane. Sidewalks will be installed in compliance with the City's standards.

5. Landscaping/Parkland

Landscaping shall consist of no less than one (1) tree per residential lots. Large trees between the existing Masonic Lodge and the proposed entrance and development will be preserved if at all possible. Utilities will all be constructed on the north side of the road to not impact the root system of the existing tree line. Trees must be selected from the list provided in Appendix F of the City of Norman Zoning Ordinance and be at least 2" caliper (diameter measured 6" above ground level).

6. Roll Off Dumpsters

Roll off dumpsters shall be allowed for temporary construction purposes on the Property.

EXHIBIT A

Legal Description of the Property

LEGAL DESCRIPTION:

A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, AND MORE PARTICULARLY DESCRIBED AS:

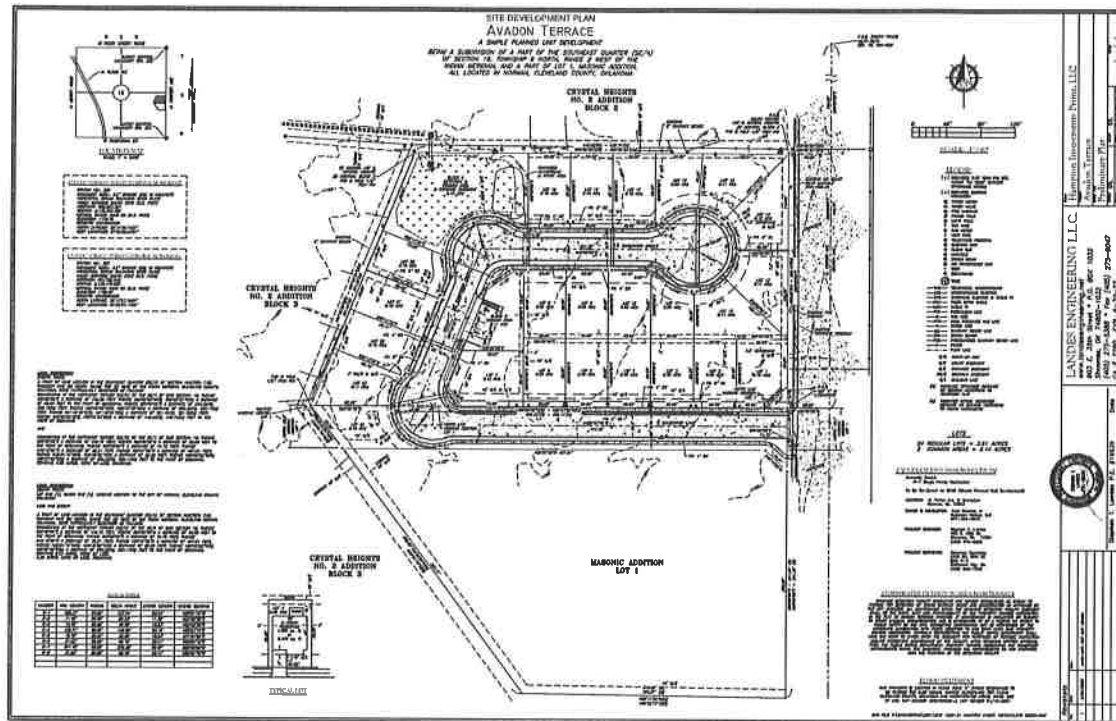
BEGINNING AT THE NORTHEAST CORNER (NE/C) OF LOT ONE (1), BLOCK ONE (1) OF MASONIC ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF; THENCE NORTH ALONG THE WEST 100 FOOT RIGHT OF WAY LINE OF NORTH PORTER AVENUE A DISTANCE OF 298.52 FEET TO THE SOUTH CORNER OF LOT 8, CRYSTAL HEIGHTS #2 ADDITION, BLOCK 2, ACCORDING TO THE RECORDED PLAT THEREOF; THENCE WEST ALONG THE SOUTH LINE OF SAID CRYSTAL HEIGHTS #2 ADDITION A DISTANCE OF 440.00 FEET TO THE SOUTHEAST CORNER (SE/C) OF LOT 2 OF SAID CRYSTAL HEIGHTS #2 ADDITION, BLOCK 2; THENCE SOUTHWESTERLY ALONG THE EAST LINE OF CRYSTAL HEIGHTS #2 ADDITION, BLOCK 3, ACCORDING TO THE RECORDED PLAT THEREOF, A DISTANCE OF 321.46 FEET TO THE NORTHWEST CORNER (NW/C) OF SAID MASONIC ADDITION, LOT 1; THENCE EAST ALONG THE NORTH LINE OF SAID MASONIC ADDITION, LOT 1, A DISTANCE OF 559.25 FEET TO THE POINT OF BEGINNING,

AND

THE NORTH 50.00 FEET OF SAID MASONIC ADDITION, LOT 1.

SAID DESCRIBED TRACT CONTAINS A TOTAL OF 4.04 ACRES, MORE OR LESS.

EXHIBIT B
Site Development Plan
Full Size Documents Submitted to City Staff



COMING SOON

AVADON TERRACE

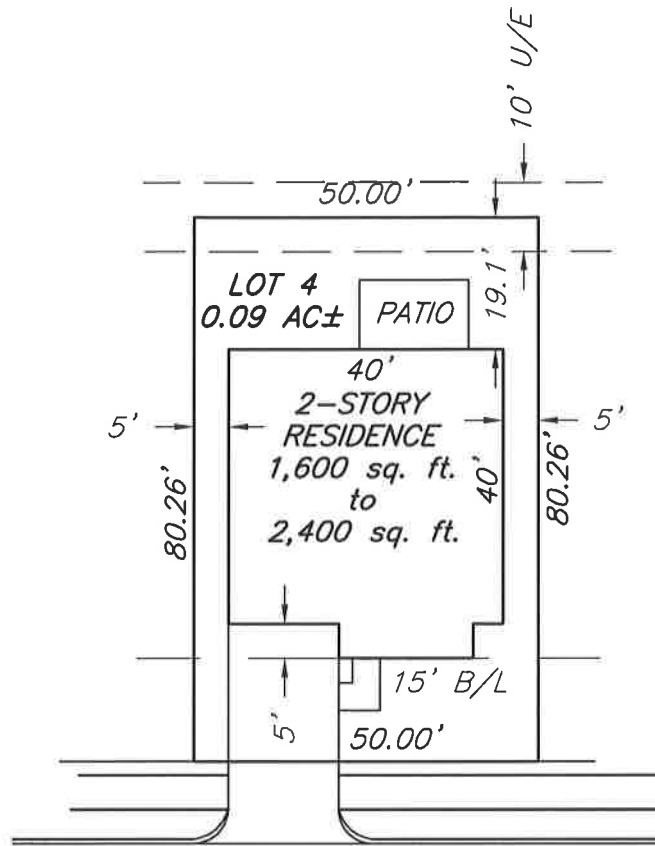


MODERN LIVING

CONTACT FRED THOMAS IV
 405-409-5430
 FRED@HAMPTONHOMESOK.COM

Hampton Homes
 "Trust Your Family With Ours"

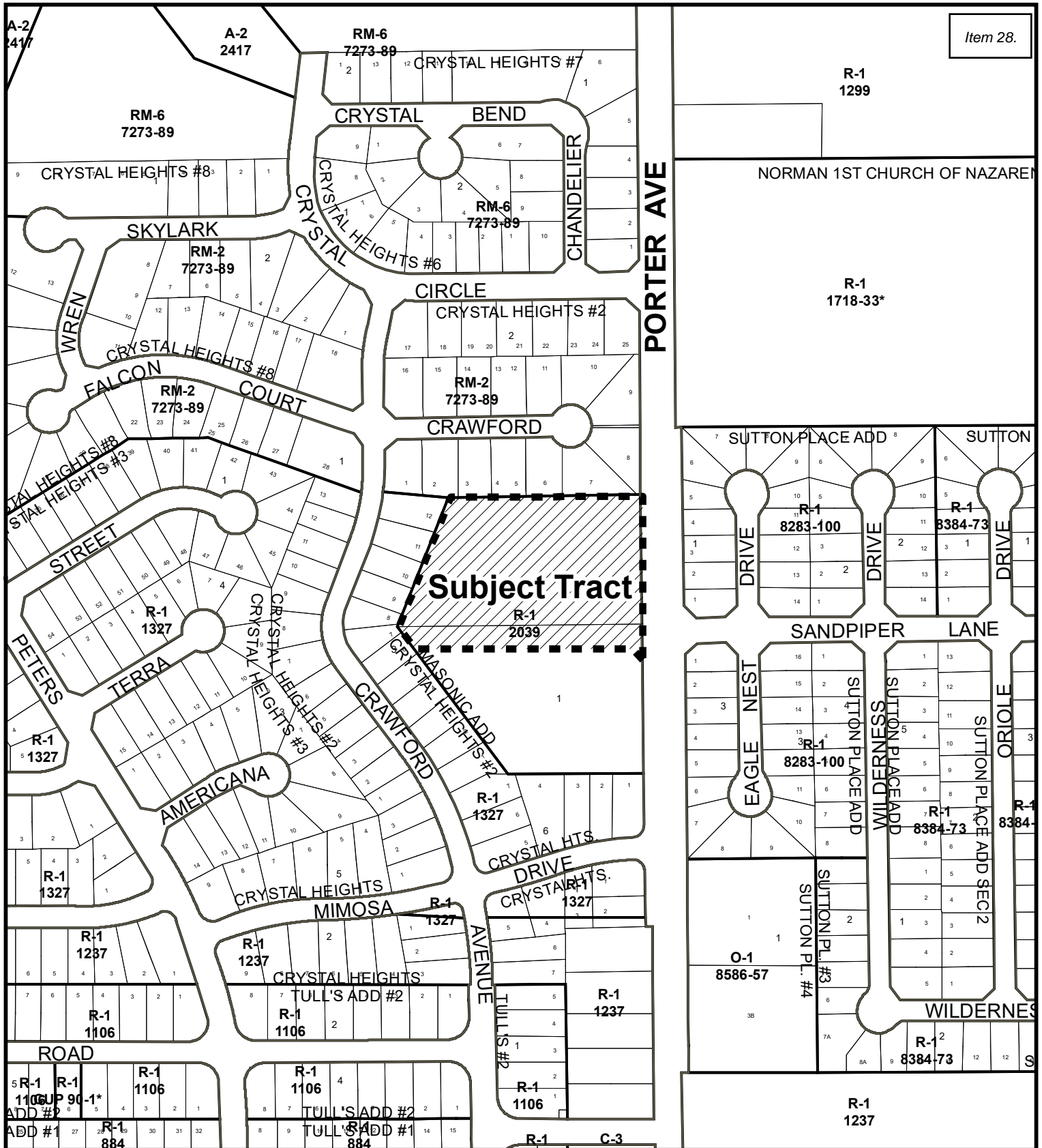
EXHIBIT B
 Site Development Plan
Enlargement of Typical Lot Diagram



TYPICAL LOT

EXHIBIT C
Allowable Uses

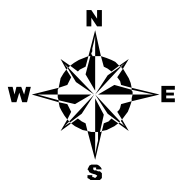
- Detached single family dwellings;
- Family day care home;
- General purpose farm or garden;
- Home occupations;
- Accessory buildings;
- Model homes and/or Sales Office, subject to the applicable permits;
- Clubhouse and associated amenities; and
- Short-term Rentals



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.



March 8, 2022

0 150 300 Ft.

 Subject Tract
 Zoning

Applicant: Fred Thomas, IV; Hampton Homes, LLC

Project Location: Generally north of 1700 N. Porter Avenue

Case Number: PD22-05

Time: 5:30 p.m.

Applicant/Representative

Stephen Landes (Project Engineer)

Attendees

Edgar O'Rear

Kasey Davis

Jill David

Leanna Boyd

J Lang

Kevin Boyd

P Rucker

A Hrebec

City Staff

Ken Danner, Subdivision Development Manager

Heather Poole, Assistant City Attorney II

Colton Wayman, Planner I

Application Summary

The applicant requests to rezone from R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, to allow for a single-family subdivision with smaller lots and setbacks than what is traditionally allowed.

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 did not know a specific timeline. Neighbors were interested in understanding the anticipated square footage of the homes. The applicant explained he believes they will be between 1,800-2,000 square feet. The neighbors also expressed concerns over the potential height of the homes. Neighbors explained that it is preferred that the homes are one-story and not two-story for privacy reasons. Finally, neighbors were concerned with the implications relating to drainage. The applicant explained that the site flows to the northwest – where the proposed detention pond will be. The applicant explained that he believes the improvements to the site will improve drainage in the overall area.

ORDINANCE NO. O-2122-41

ITEM NO. 4

STAFF REPORT**GENERAL INFORMATION**

| | |
|----------------------|--|
| APPLICANT | Fred Thomas, IV and Hampton Homes, LLC |
| REQUESTED ACTION | Rezoning to SPUD, Simple Planned Unit Development |
| EXISTING ZONING | R-1, Single Family Dwelling District with Permissive Use for Masonic Lodge |
| SURROUNDING ZONING | North: RM-2, Low Density Apartment District East: R-1, Single Family Dwelling District South: R-1, Single Family Dwelling District West: R-1, Single Family Dwelling District |
| LOCATION | NW Corner of N. Porter Avenue and Sandpiper Lane |
| SIZE | 4.05 acres, more or less |
| PURPOSE | Single-family residential neighborhood |
| EXISTING LAND USE | Vacant |
| SURROUNDING LAND USE | North: Two Family Residential East: Single Family Residential South: Masonic Lodge West: Single Family Residential |

SYNOPSIS: The applicant is requesting to rezone property containing approximately 4.05 acres from R-1, Single Family Dwelling District with Permissive use for Masonic Lodge to SPUD, Simple Planned Unit Development, to allow for a single-family residential development. This SPUD is requested to allow for setbacks, lot coverage, and lot sizes that differ from the R-1, Single Family Dwelling District requirements.

HISTORY: This property was zoned R-1, Single Family Dwelling District, shortly after being annexed into the City of Norman in 1961. In 1968, it was rezoned to R-1 with Permissive Use for Masonic Lodge.

ZONING ORDINANCE CITATION:**SEC 420.05 – SIMPLE PLANNED UNIT DEVELOPMENTS**

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition, the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

EXISTING ZONING: The existing zoning for the subject property is R-1, Single Family Dwelling District with Permissive use for Masonic Lodge. The R-1 District allows for single-family homes and home uses such as gardens or family day cares.

ANALYSIS: The particulars of this SPUD include:

USE: The SPUD Narrative includes the following uses:

- Detached single family dwellings;
- Family day care home;
- General purpose farm or garden;
- Home occupations;
- Accessory buildings;
- Model homes and/or Sales Office, subject to the applicable permits;
- Clubhouse/pool; and
- Short-term Rentals.

OPEN SPACE: The proposed open space and green space areas are shown on Exhibit B, the Site Development Plan, in the SPUD Narrative. There are two common areas that will be platted as Common Area A and B.

PHASES: Homes will be built as the market allows.

SITE PLAN/ACCESS: The Site Development Plan is shown in Exhibit B. This development has one access point on Porter Avenue. The Site Development Plan shows 24 single family residential lots and 0.44 acres of green space.

AREA REGULATIONS: The applicant is requesting the following area regulations for the development:

- Front yard setback: 15' from front property line, garages shall observe a 20' setback from front property line;
- Side yard setback: 5' from side property line, roof overhangs shall be allowed to encroach upon the side yard setback by 2' 6";
- Rear yard setback: 19' from rear property line, with the allowance for covered, unenclosed patio structures to be 10' to the rear property line;
- Coverage: maximum lot coverage for all structures and impervious area shall be not more than 75%; and
- Height: maximum building height shall be two stories.
- Accessory buildings: Accessory buildings will have a five-foot setback from side property lines, unless the entirety of the structure is within 50 feet of the rear lot line or rear utility easement, in which case the building will have a three-foot setback from side property lines. Accessory buildings will have a one-foot setback from any rear utility easement. The side and rear setbacks for an accessory building with a wall height above ten feet will increase by one foot for each additional foot of wall height above ten feet. No accessory building will exceed the height of the principal building to which it is accessory.

LANDSCAPING: All residential lots will have at least one tree. Existing trees between the Masonic Lodge to the south and the proposed development will be preserved by every means possible. The public services will be installed on the opposite side of the street to avoid the root system.

SIGNAGE: All entryway signage will have a maximum combined area of 490 sq. ft. This may be divided between three areas of signage.

ALTERNATIVES/ISSUES:

IMPACTS: The location of this SPUD is currently zoned R-1, Single-Family Dwelling District. This SPUD, while changing the setback, coverage, and lot size requirements, will still allow for uses consistent with the existing zoning.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: Sanitary sewer and water improvements are available to the site. The proposed street will be constructed to City standards. Sidewalks will be installed adjacent to the street. Stormwater runoff will be conveyed to a proposed detention facility. The intersection of Sandpiper Lane and Porter Avenue is controlled by an existing traffic signal.

PREDEVELOPMENT: PD 22-05, March 24, 2022

Neighbors were interested in reviewing the site plan with the applicant in addition to understanding when it was anticipated to be built. The applicant did not know a specific timeline. Neighbors were interested in understanding the anticipated square footage of the homes. The applicant explained he believes they will be between 1,800-2,000 square feet. The neighbors also expressed concerns over the potential height of the homes. Neighbors explained that it is preferred that the homes are one-story and not two-story for privacy reasons. Finally, neighbors were concerned with the implications relating to drainage. The applicant explained that the site flows to the northwest – where the proposed detention pond will be. The applicant explained that he believes the improvements to the site will improve drainage in the overall area.

GREENBELT COMMISSION: GB 22-07, March 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 SPUD, Simple Planned Unit Development, as Ordinance No. 2122-41 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

APRIL 14, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14th day of April, 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 6:35 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton
Dave Boeck
Michael Jablonski

MEMBERS ABSENT

Erin Williford

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Ken Danner, Subdivision Development
Manager
Jack Burdett, Subdivision Development
Coordinator
Jami Short, Traffic Engineer

* * *

NON-CONSENT ITEMS

Item No. 3, being:

R-2122-105 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION No. R-2122-105, FOR FRED THOMAS IV AND HAMPTON HOMES, L.L.C. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM INSTITUTIONAL DESIGNATION TO MEDIUM DENSITY RESIDENTIAL DESIGNATION FOR PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 4, being:

O-2122-41 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-41, FOR FRED THOMAS IV AND HAMPTON HOMES, L.L.C. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR 4.05 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative
4. Pre-Development Summary

and

Item No. 5, being:

PP-2122-11 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2122-11, CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY FRED THOMAS IV, HAMPTON HOMES, L.L.C. AND NORMAN LODGE 38 AF&AM (LANDES ENGINEERING) FOR AVADON TERRACE ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT FOR 7.48 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
3. SPUD Narrative
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Jablonski asked the threshold between Low and Medium Density.
3. Ms. Hudson responded.
4. Mr. Boeck asked questions.
5. Mr. Jablonski asked about common areas and parks.
6. Ms. Hudson responded.

PRESENTATION BY THE APPLICANT:

1. Steve Landes, Landes Engineering, representing the applicant, responded to some of the previous questions and explained the project.
2. Mr. Boeck made comments.
3. Mr. Jablonski made comments.
4. Mr. Landes explained the detention more in-depth.
5. Mr. McDaniel asked about the NORMAN 2025 designation.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Ms. Bird made comments.

Steven McDaniel moved to recommend adoption of Resolution No. R-2122-105 with Low Density Residential Designation, Ordinance No. O-2122-41, and PP-2122-11, to City Council. Michael Jablonski seconded the motion.

1. Mr. Boeck made comments.
2. Ms. Muckala made procedural recommendations.

Dave Boeck moved to recommend adoption of Resolution No. R-2122-105 with Medium Density Residential Designation to City Council. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|---|
| YEAS | Kevan Parker, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | Steven McDaniel |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-105 to City Council, passed by a vote of 5-1.

Michael Jablonski moved to recommend adoption of Ordinance No. O-2122-41 to City Council. Dave Boeck seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|--|
| YEAS | Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | None |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-41 to City Council, passed by a vote of 6-0.

Dave Boeck moved to recommend adoption of PP-2122-11, to City Council. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|--|
| YEAS | Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | None |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of PP-2122-11 to City Council, passed by a vote of 6-0.

March 25, 2022
 Secretary of Norman Planning Commission
 201-A West Gray Street (P.O. Box 370)
 Norman, OK 73069

To whom it may concern,

I am writing to **PROTEST** the request for **NORMAN 2025 LAND USE AND TRANSPORTATION PLAN AMENDMENT AND REZONING**. Attached is a screenshot from a CMA showing that almost every home sold in Crystal Heights in the past were unoccupied (not including foreclosures), and there is no way to pull the data – but I know that at least two homes on our street are currently completely vacant. Given this information, why are we approving the construction of more homes? Supply costs are up, so of course builders want to build at a premium and then sell well over market value—But what happens when material cost and demand don't align? The market is hitting an unstable mark, and with another crashed market, all Crystal Heights will be left with is an ugly cluster of new-construction homes that sit for years after the market tanks.

As a resident of the Crystal Heights neighborhood, I feel strongly that this request should be **REJECTED** – Further development at this time is unnecessary and only comes with habitat loss, destruction of virgin land, and an uncertain future for the proposed homes to be built here.

Thank you for your consideration,

Concerned Crystal Heights residents

Terra Court

| Residential | | | |
|--------------------|---------------------------------|------------|-------|
| Pending Properties | | | |
| MLS # | Address | Status | SqFt |
| 999984 | 1814 N Crawford Avenue #1816 | PEND | 2,118 |
| 999284 | 420 Sunburst Street | PEND | 1,505 |
| 995305 | 411 Telstar Street | PEND | 2,027 |
| 1000015 | 203 Terra Court | PEND | 1,724 |
| <hr/> | | | |
| # LISTINGS: | 4 | Medians: | 1,876 |
| | | Minimums: | 1,505 |
| | | Maximums: | 2,118 |
| | | Averages: | 1,844 |
| Sold Properties | | | |
| MLS # | Address | Closed | SqFt |
| 976678 | 307 Mimosa Drive | 10/28/2021 | 1,750 |
| 980508 | 410 Mimosa Drive | 07/08/2021 | 1,086 |
| 982114 | 417 Mimosa Drive | 06/10/2021 | 1,083 |
| 975060 | 1615 N Crawford Avenue | 11/12/2021 | 1,716 |
| 974433 | 205 Falcon Court | 11/05/2021 | 1,272 |
| 975812 | 1714 Telstar Court | 10/13/2021 | 1,793 |
| 957092 | 403 Sunburst Road | 07/09/2021 | 1,987 |
| <hr/> | | | |
| # LISTINGS: | 7 | Medians: | 1,716 |
| | | Minimums: | 1,083 |
| | | Maximums: | 1,987 |
| | | Averages: | 1,524 |

FILED IN THE OFFICE
 OF THE CITY CLERK
 ON 3/28/22 - LW

File Attachments for Item:

29. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR AVADON TERRACE ADDITION. (GENERALLY LOCATED APPROXIMATELY ONE-HALF MILE NORTH OF ROBINSON STREET ON THE WEST SIDE OF PORTER AVENUE).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/24/2022

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 AVADON TERRACE ADDITION. (GENERALLY LOCATED APPROXIMATELY ONE-HALF MILE NORTH OF ROBINSON STREET ON THE WEST SIDE OF PORTER AVENUE).

BACKGROUND:

This item is a preliminary plat for Avadon Terrace Addition, a Simple Planned Unit Development, that is generally located approximately one-half mile north of Robinson Street on the west side of Porter Avenue. The preliminary plat contains 4.05 acres with 24 single family residential lots and two (2) common areas and 3.38 acres serving the existing Masonic Lodge. With the subdividing of the Masonic Lodge platted lot, a Replat for Masonic Lodge will need to go through the process at a later date.

Planning Commission, at its meeting of April 14, 2022, recommended to City Council amending the NORMAN 2025 Land Use and Transportation Plan placing a portion of this property in the Medium Density Residential Designation and removing it from Institutional Designation and recommended to City Council placing a portion of this property in the SPUD, Simple Planned Unit Development and removing it from R-1, Single-Family Dwelling District with Permissive Use for a Masonic Lodge. Also, Planning Commission recommended to City Council that the preliminary plat for Avadon Terrace Addition, a Simple Planned Unit Development be approved.

DISCUSSION:

The proposed 24 single-family residential lots are expected to generate approximately 283 trips per day, 27 AM peak hour trips and 29 PM peak hour trips. This projected traffic volume is below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), so the developer did not submit a traffic impact memorandum. The values in the table below were calculated using the Trip Generation Manual, 9th Edition by the Institute of Transportation Engineers. The development is proposed for location on the northwest corner of the intersection of Sandpiper Lane and Porter Avenue. Since no traffic counts were taken, the Trip Generation Manual was also used to estimate the amount of weekday trips on Sandpiper Lane for the Sutton

Place addition located on the west side of Porter Avenue. The east side of Porter Avenue currently consists of the Masonic Lodge which currently has 34 parking stalls connected to the west access drive of Sandpiper Lane. Under the maximum scenario, 34 weekday trips were estimated for Sandpiper Lane on the west side of Porter Avenue.

| STREET | NO. OF LANES | BACKGROUND TRAFFIC (Veh/day) | PROJECTED TRAFFIC (Veh/day) | TOTAL PROJECTED TRAFFIC (Veh/day) | ROADWAY CAPACITY L.O.S. "E" | % CAPACITY USED (EXISTING) | % CAPACITY USED (PROJECTED) |
|----------------|--------------|------------------------------|-----------------------------|-----------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Sandpiper Lane | 2 | 2,840 | 283 | 3,123 | 13,680 | 20.76 | 22.83 |
| Porter Avenue | 4 | 13,869 | 283 | 14,152 | 36,000 | 38.53 | 39.31 |

The proposed addition will access Porter Avenue to the east of the development by way Sandpiper Lane at the signalized intersection with Porter Avenue. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated. The cost of any modifications or adjustments needed to the existing signalized intersection of Porter Avenue and Sandpiper Lane are the responsibility of the owner/developer of Avadon Terrace, Hampton Investments Prime, LLC.

PUBLIC IMPROVEMENTS.

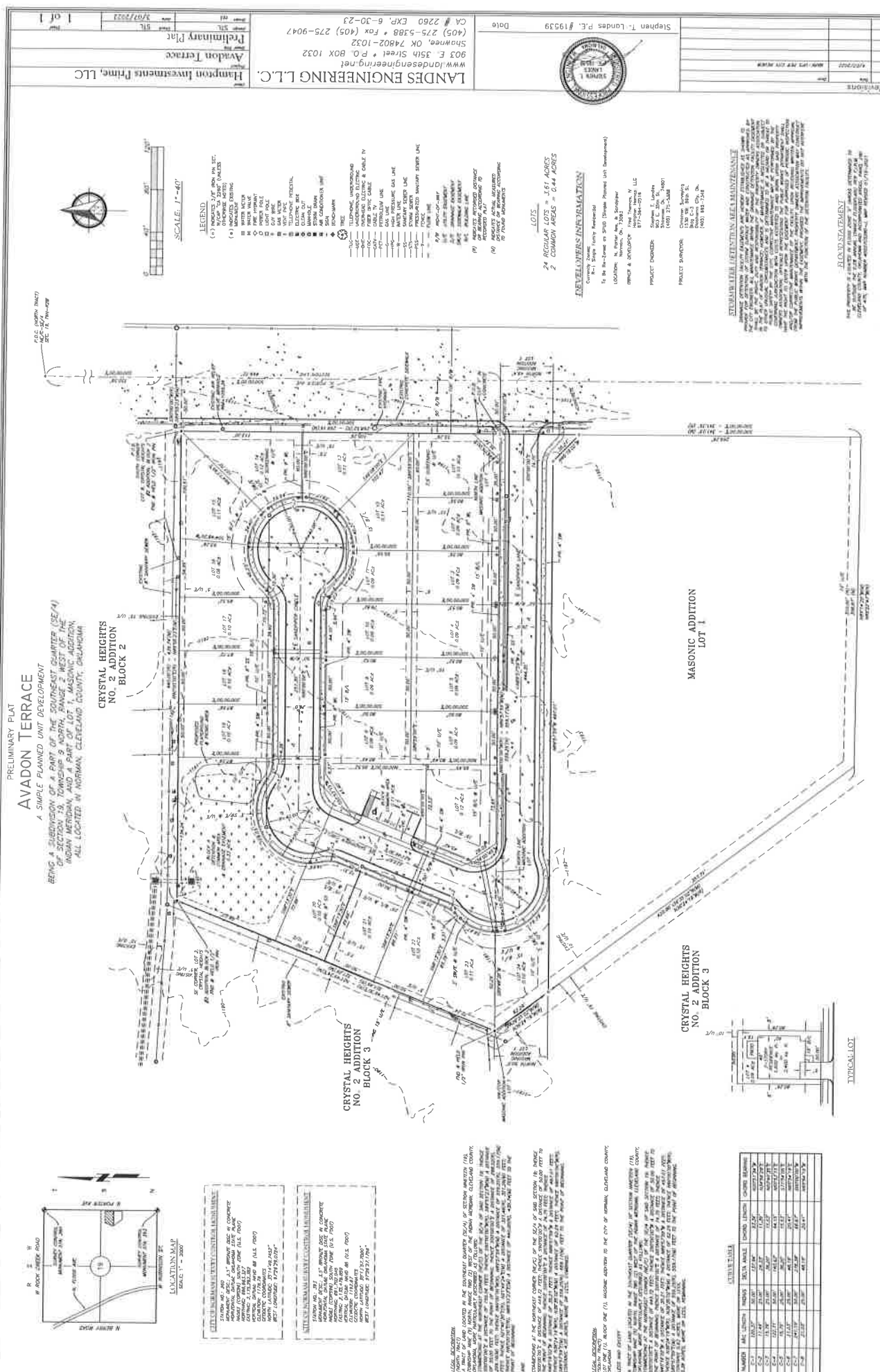
1. **Fire Hydrants.** Fire hydrants will be installed in accordance with approved plans. Their locations have been approved by the Fire Department.
2. **Sanitary Sewers.** Sanitary sewer mains will be installed to serve the development. These improvements will be constructed in accordance with approved plans and City and State Department of Environmental Quality standards.
3. **Sidewalks.** Sidewalks will be constructed adjacent to the interior residential streets. There is an existing sidewalk adjacent to Porter Avenue.
4. **Storm Sewers.** Stormwater runoff will be conveyed to proposed privately maintained detention facility.
5. **Streets.** Interior streets will be constructed in accordance with approved plans and City paving standards. Porter Avenue paving is existing.
6. **Water Mains.** Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 12-inch water main located within the Porter Avenue right-of-way

PUBLIC DEDICATIONS.

1. **Rights-of-Way and Easements.** All rights-of-way and easements will be dedicated to the City with final platting.
2. **Park Land.** A fee in lieu of park land will be required with final platting.

RECOMMENDATIONS:

Staff recommends approval of the revised preliminary plat for Avadon Terrace Addition, a Simple Planned Unit Development.



**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

APRIL 14, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14th day of April, 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 6:35 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton
Dave Boeck
Michael Jablonski

MEMBERS ABSENT

Erin Williford

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Ken Danner, Subdivision Development
Manager
Jack Burdett, Subdivision Development
Coordinator
Jami Short, Traffic Engineer

* * *

NON-CONSENT ITEMS

Item No. 3, being:

R-2122-105 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION No. R-2122-105, FOR FRED THOMAS IV AND HAMPTON HOMES, L.L.C. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM INSTITUTIONAL DESIGNATION TO MEDIUM DENSITY RESIDENTIAL DESIGNATION FOR PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 4, being:

O-2122-41 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-41, FOR FRED THOMAS IV AND HAMPTON HOMES, L.L.C. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR 4.05 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative
4. Pre-Development Summary

and

Item No. 5, being:

PP-2122-11 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2122-11, CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY FRED THOMAS IV, HAMPTON HOMES, L.L.C. AND NORMAN LODGE 38 AF&AM (LANDES ENGINEERING) FOR AVADON TERRACE ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT FOR 7.48 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF 1700 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
3. SPUD Narrative
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Jablonski asked the threshold between Low and Medium Density.
3. Ms. Hudson responded.
4. Mr. Boeck asked questions.
5. Mr. Jablonski asked about common areas and parks.
6. Ms. Hudson responded.

PRESENTATION BY THE APPLICANT:

1. Steve Landes, Landes Engineering, representing the applicant, responded to some of the previous questions and explained the project.
2. Mr. Boeck made comments.
3. Mr. Jablonski made comments.
4. Mr. Landes explained the detention more in-depth.
5. Mr. McDaniel asked about the NORMAN 2025 designation.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Ms. Bird made comments.

Steven McDaniel moved to recommend adoption of Resolution No. R-2122-105 with Low Density Residential Designation, Ordinance No. O-2122-41, and PP-2122-11, to City Council. Michael Jablonski seconded the motion.

1. Mr. Boeck made comments.
2. Ms. Muckala made procedural recommendations.

Dave Boeck moved to recommend adoption of Resolution No. R-2122-105 with Medium Density Residential Designation to City Council. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|---|
| YEAS | Kevan Parker, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | Steven McDaniel |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2122-105 to City Council, passed by a vote of 5-1.

Michael Jablonski moved to recommend adoption of Ordinance No. O-2122-41 to City Council. Dave Boeck seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|--|
| YEAS | Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | None |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-41 to City Council, passed by a vote of 6-0.

Dave Boeck moved to recommend adoption of PP-2122-11, to City Council. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

| | |
|----------------|--|
| YEAS | Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski |
| NAYES | None |
| MEMBERS ABSENT | Erin Williford |

Ms. Tromble announced that the motion, to recommend adoption of PP-2122-11 to City Council, passed by a vote of 6-0.



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: April 12, 2022

CONDUCTED BY: Jami L. Short, P.E.
City Traffic Engineer

PROJECT NAME: Avadon Terrace PP

PROJECT TYPE: Residential

Developer: Hampton Investments Prime, LLC
Developer's Engineer: Landes Engineering
Developer's Traffic Engineer: N/A

SURROUNDING ENVIRONMENT (Streets, Developments)

The areas surrounding this site are generally low density residential to the east and west with a Masonic Lodge directly south of the proposed development location, some commercial further to the south along Porter Avenue, as well as institutional with a church to the northeast and a cemetery further to the north along the east side of Porter Avenue. Sandpiper Lane connects to the residential development of Sutton Place to the east and currently connects to the access drive to the Masonic Lodge on the west side of Porter Avenue. Porter Avenue connects to Rock Creek Road and Tecumseh Road to the north and to Robinson Street and Alameda Street 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)

Sandpiper Lane: 2 lanes (existing and future). Speed Limit—25 mph. No sight distance problems. No median.

Porter Avenue: 4 lanes (existing and future). Speed Limit—40 mph. No sight distance problems. Two way left turn lane.

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 | 283 | 142 | 141 |
| A.M. Peak Hour | 27 | 7 | 20 |
| P.M. Peak Hour | 29 | 18 | 11 |

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 did not submit a traffic impact memorandum. The trip generation values were calculated using the Trip Generation Manual, 9th Edition by the Institute of Transportation Engineers. The development is proposed for location on the north-west corner of the intersection of Porter Avenue and Sandpiper Lane.

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 Porter Avenue to the east of the development by way Sandpiper Lane at the signalized intersection with Porter Avenue. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated. The cost of any modifications or adjustments needed to the existing signalized intersection of Porter Avenue and Sandpiper Lane are the responsibility of the owner/developer of Avadon Terrace, Hampton Investments Prime, LLC.

AVADON TERRACE PRELIMINARY

The proposed 24 single-family residential lots are expected to generate approximately 283 trips per day, 27 AM peak hour trips and 29 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 did not submit a traffic impact memorandum. The values in the table below were calculated using the Trip Generation Manual, 9th Edition by the Institute of Transportation Engineers. The development is proposed for location on the northwest corner of the intersection of Sandpiper Lane and Porter Avenue. Since no traffic counts were taken, the Trip Generation Manual was also used to estimate the amount of weekday trips on Sandpiper Lane for the Sutton Place addition located on the west side of Porter Avenue. The east side of Porter Avenue currently consists of the Masonic Lodge which currently has 34 parking stalls connected to the west access drive of Sandpiper Lane. Under the maximum scenario, 34 weekday trips were estimated for Sandpiper Lane on the west side of Porter Avenue.

| 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) |
|----------------|--------------|-------------------------------|-----------------------------|-----------------------------------|-----------------------------|------------------------------|-----------------------------|
| Sandpiper Lane | 2 | 2,840 | 283 | 3,123 | 13,680 | 20.76 | 22.83 |
| Porter Avenue | 4 | 13,869 | 283 | 14,152 | 36,000 | 38.53 | 39.31 |

The proposed addition will access Porter Avenue to the east of the development by way Sandpiper Lane at the signalized intersection with Porter Avenue. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated. The cost of any modifications or adjustments needed to the existing signalized intersection of Porter Avenue and Sandpiper Lane are the responsibility of the owner/developer of Avadon Terrace, Hampton Investments Prime, LLC.

Planning Commission Agenda
April 14, 2022

PRELIMINARY PLAT

ITEM NO. 5

PP-2122-11

STAFF REPORT

ITEM: Consideration of a preliminary plat for **AVADON TERRACE ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT.**

LOCATION: Generally located approximately one-half mile north of Robinson Street on the west side of Porter Avenue.

INFORMATION:

1. Owners. Fred Thomas IV, Hampton Homes, L.L.C. and Norman Lodge 38 AF & AM
2. Developer. Fred Thomas IV, Hampton Homes, L.L.C.
3. Engineer. Landes Engineering.

HISTORY:

1. August 7, 1961. City Council adopted Ordinance No. 1299 annexing this property into the Norman Corporate City Limits.
2. November 21, 1961. Planning Commission, on a vote of 6-0, recommended to City Council that this property be placed in R-1, Single-Family Dwelling District.
3. December 26, 1961. City Council adopted Ordinance No. 1327 placing this property in the R-1, Single-Family Dwelling District.
4. February 6, 1968. Planning Commission, on a vote of 6-0-3, recommended to City Council that this property be placed in R-1, Single-Family Dwelling District with Permissive Use for Masonic Lodge and removing it from R-1, Single-Family Dwelling District.
5. March 12, 1968. City Council adopted Ordinance No. 2039 placing this property in R-1, Single-Family District with Permissive Use for Masonic Lodge and removing it from R-1, Single-Family Dwelling District.
6. June 10, 1971. Planning Commission, on a vote of 7-0, approved the preliminary plat for Crystal Heights Addition including this property.

7. October 14, 1971. Planning Commission approved the final plat for Masonic Addition.
8. November 23, 1971. City Council approved the final plat for Masonic Addition.
9. December 3, 1971. The final plat for Masonic Addition was filed of record with the Cleveland County Clerk.
10. April 7, 2022. The Norman Board of Parks Commissioners was scheduled to consider park requirements for Avadon Addition, a Simple Planned Unit Development. Results of that review will be presented separately.
11. April 14, 2022. The applicant has submitted a request amending the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation for a portion of this property to Medium Density Residential Designation.
12. April 14, 2022. The applicant has submitted a request to place a portion of this property in the SPUD, Simple Planned Unit Development and remove it from R-1, with Permissive Use for Masonic Lodge.

IMPROVEMENT PROGRAM:

1. Fencing. Fencing will be required for the residential lots backing or siding Porter Avenue.
2. Fire Protection. Fire hydrants will be installed in accordance with approved plans. Their locations will be reviewed by the Norman Fire Department.
3. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.
4. Sanitary Sewers. Sanitary sewer mains will be installed to serve the development. These improvements will be constructed in accordance with approved plans and City and State Department of Environmental Quality standards.
5. Sidewalks. Sidewalks will be constructed adjacent to the interior residential streets. There is an existing sidewalk adjacent to Porter Avenue.
6. Storm Sewers. Storm sewers 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 runoff.
7. Streets. Interior streets will be constructed in accordance with approved plans and City paving standards. Porter Avenue paving is existing
8. Water Mains. Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 12-inch water main located within the Porter Avenue right-of-way.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way will be dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat/preliminary site development plan are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The preliminary plat consists of 4.05 acres with 24 residential and two (2) common areas and 3.38 acres serving the Masonic Lodge. With the subdividing of the Masonic Lodge platted lot, a Replat will need to go through the process at a later date. Staff recommends approval of the preliminary plat for Avadon Terrace Addition, a Simple Planned Unit Development.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Avadon Terrace Addition, a Simple Planned Unit Development to the City Council.

ACTION TAKEN: _____

File Attachments for Item:

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2122-45 UPON SECOND AND FINAL READING:: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDING SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDING SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDING ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDING SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDING SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDING SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDING SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDING SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: May 10, 2022

REQUESTER: Kathryn Walker, City Attorney

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2122-45 UPON SECOND AND FINAL READING:: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDING SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDING SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDING ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDING SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDING SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDING SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO

REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDING SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDING SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The Charter Review Commission ("CRC") was appointed in the Summer of 2019 to review specific items as requested by members of the City Council. The CRC met monthly, with the exception of several months missed due to COVID-19. Council held a Special Session on August 3, 2021 to hear the recommendations of the CRC and to decide whether to send each recommendation to the voters for their consideration. Council voted to send five of the recommendations to the voters. Recent discussions have targeted a possible June 28, 2022 election for these ballot measures. Charter amendments are adopted by ordinance. In order to meet the State's deadlines for a June 2022 election, Council will be required to vote on the ordinance on Second Reading no later than April 12, 2022.

At the Special Session on August 3, 2021, Council asked for further discussion on 5 of the recommendations related to term expiration, Council vacancies, utility rates, recall elections, and tax-increment financing. Council discussed these items during its conference on August 24, 2021 and reached consensus on sending the CRC recommendation related to term expiration and filling vacant Council positions forward to the voters and *not* sending any Charter amendments forward related to tax increment financing. Further information and discussion was requested for the CRC recommendations related to utility rates and recall elections. During its meeting of January 4, 2022, Council reached consensus to send forward the CRC recommendations related to recall elections and identified language to send forward related to utility rates as well as changes to the reapportionment process to enable the committee to be responsive to revised precinct boundaries.

DISCUSSION:

Council reviewed the final ballot language during its Study Session on May 3, 2022 and gave additional recommendation to add previously prepared Charter amendments related to the creation of a City Auditor position to the ballot. The ordinance language has been amended to reflect this direction.

Ordinance O-2122-46 calls the Special Election for voter consideration of the Charter amendments and sets forth 9 propositions that will appear on the ballot.

RECOMMENDATION:

If Ordinances O-2122-45 and O-2122-46 are adopted on Second and Final Reading on May 26, 2022, an election will be set on August 22, 2022 for voter consideration of nine propositions.

Charter Amendments

1st Reading – May 10, 2022

2nd Reading – May 24, 2022

Election Date – August 23, 2022



Background

- Charter Review Commission appointed in Summer of 2019 to review specific items as requested by City Council
- Council voted on August 3, 2021 whether to send each recommendation to a vote of the people
- Additional discussion was requested, and held on August 24, 2021 on 4 topics:
 - Term Expiration – consensus reached to send forward
 - Appointment Process – consensus reached to send forward clarifying language and look at an adopted policy or ordinance for appointment selection process
 - Recall of Elective Officers - more discussion needed
 - Utility Rates – more discussion needed
- In the Fall, the City tested out the 2014 Charter amendments related to Reapportionment and suggested improvements
- Additional discussion on January 4, 2022
 - Recall of Elective Officers – consensus reached to send forward
 - Utility Rates - consensus reached on revisions to send forward
 - Reapportionment – consensus reached on revisions to send forward
- August 23, 2022 Election Date
 - First Reading Ordinance - May 10, 2022
 - Second and Final Reading Ordinance – May 24, 2022
- Ballot language should be an adequate summary of changes, but cannot exceed 200 words per question; 8th grade reading level

Proposition 1

Art. II, Section 1 – Stipend Increase

- Beginning with the 2025 term, the Mayor's stipend would increase to \$8,100 annually
- Beginning with 2025 terms, the Councilmember stipend would increase to \$5,400 annually
- Additional increases would be reviewed and determined every 3 years by a 5 member Compensation Commission based on the consumer price index, the City's overall budget and other relevant factors. Any future increases would become effective the following Councilmember/Mayor term.
- Dates were intended to ensure sitting officials were not voting on an increase that would impact the current terms. Therefore, dates have been updated based on an August 2022 election.

Proposition 1

Art. II, Section 1 – Stipend Increase

Section 1. - Elected Officers: Powers and duties; stipend.

The Mayor shall receive an annual stipend of \$8,100 for his or her service per annum, payable monthly beginning with the mayoral term that begins in 2025. Each of the Councilmembers shall receive an annual stipend of \$5,400 per annum, payable monthly, beginning with the terms that begin in 2025. The Mayor, with the consent of Council, shall appoint a five member Compensation Commission to determine and set the appropriate monthly stipend for the Mayor and each of the Councilmembers shall receive based on the consumer price index, the City's overall budget, and other relevant factors every three years thereafter. Said Compensation Commission shall be appointed every three years and any monthly stipend increases approved by the Commission shall not become effective until the following Council or Mayoral (as applicable) term., a stipend for their services, fifty dollars per month, plus ten dollars for each regular or special meeting attended, provided, however, that no Councilmember shall receive more than one hundred dollars total stipend for any given calendar month.

Proposition 1

Art. II, Section 1 – Stipend Increase

Shall Section 1 of Article II of the Charter of the City of Norman be amended to increase the annual stipend for the Mayor from a maximum of \$1,200 to \$8,100 beginning in 2025 and for Councilmembers from a maximum of \$1,200 to \$5,400 beginning in 2025 and providing for a Compensation Commission to be appointed to determine any future increases every three years based on the consumer price index, the City's budget, and other relevant factors, as more particularly described in Ordinance O-2122-45?

Proposition 2

Art. II, Section 2 – Term Increase/Expiration

Item 30.

- Beginning in 2025, move to three year terms for Council members
- Beginning in 2026, terms will begin on the first Tuesday following scheduled run-off election

Proposition 2

Art. II, Section 2 –Term Increase/Expiration

| | Current Term | 2025 Elections | 2026 Election | 2027 Elections | 2028 Elections |
|-------------------|-----------------------------|---|---|---|--|
| Odd Wards | July 7, 2021 – July 4 2023 | April 2025 – April 2027 * New start date following run-off election begins | | April 2027- April 2030 *Three year term begins | |
| Even Wards | July 5, 2022 – July 2 2024 | | April 2026- April 2029 * New start date following run-off election begins *Three year terms begin | | |
| Mayor | July 5, 2022 – July 1, 2025 | July 1, 2025 – July 2028 | | | April 2028 – April 2031 *New start date following run-off election begins |

Proposition 2

Art. II, Section 2 –Term Increase/Expiration

Section 2. - Term of office.

The term of Councilmembers shall be for a period of two years through the 2025 elections. Beginning with the 2026 elections, elections for Councilmembers shall occur every three years, with the even-numbered ward elections occurring in 2026 and every three years thereafter, and the odd-numbered ward elections occurring in 2027 and every three years thereafter. The terms of Councilmembers chosen to represent Council wards two (2), four (4), six (6), and eight (8) shall ~~expire~~begin on the first Tuesday of July of the next even numbered year after their election through July 2024. Beginning in 2026, the terms of Councilmembers chosen to represent even-numbered wards shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

The term of Councilmembers chosen to represent Council wards one (1), three (3), five (5), and seven (7) shall ~~expire~~begin on the first Tuesday of July of the next odd numbered year after their election through July 2023. Beginning in 2025, the terms of Councilmembers chosen to represent odd-numbered wards shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

Each elected officer shall continue to hold and to perform the duties of his office until his successor is elected and qualified, unless he is removed or forfeits his office under other provisions of this Charter.

~~The term of office of the Mayor elected at regular elections,~~Elections for Mayor shall be occur every three (3) years. The term of the Mayor shall ~~expire~~begin on the first Tuesday of July and each three (3) years thereafter through July 2025. Beginning with the 2028 election, and every third year thereafter, the term of the Mayor shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices

Proposition 2

Art. II, Section 5 –Term Increase/Expiration

Section 5. – Municipal Elections.

By resolution duly 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 election, at which time there will be election contests conducted by the Cleveland County Election Board for each of the following positions for which two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8) in even-numbered years; wards one (1), three (3), five (5), and seven (7) in odd-numbered years; and Mayor in 2007 and each third year thereafter. Beginning in 2026, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8). Beginning in 2027, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards one (1), three (3), five (5), and seven (7). Beginning in 2028, and every third year thereafter, elections for Mayor shall be held, provided two (2) or more qualified (as described above) registered voters have filed for office. If allowed by then-current state law, the date for municipal elections shall be in February. In each such municipal election, a person receiving a majority of votes cast shall be deemed to be the winner. If no person receives a majority of votes in the municipal election, the two candidates receiving the most votes shall proceed in the municipal runoff election, described below. If two or more persons tie for second place in the municipal election, and the person receiving the most votes did not receive a majority of votes cast, then the second-place nominee shall be determined from among those tying, fairly by lot, by the Cleveland County Election Board. If three or more persons tie for first place in the municipal election, then the two municipal runoff election nominees shall be determined from among those tying, fairly by lot, by the Cleveland County Election Board.

Proposition 2

Art. II, Section 6 –Term Increase/Expiration

Section 6. – Municipal Runoff Elections.

By resolution duly adopted each year, the City Council shall designate a date in the following year that is subsequent to the date chosen for Norman's municipal election described in Section 5 herein, which is approved under then-current state law, for the holding of Norman's municipal runoff election, at which time there will be runoff election contests, if necessary, conducted by the Cleveland County Election Board for each of the following positions for which two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8) in even-numbered years through 2024; wards one (1), three (3), five (5), and seven (7) in odd-numbered years through 2025; and Mayor in 2007 and each third year thereafter. Beginning in 2026, and every third year thereafter, elections for the following wards should be held: wards two (2), four (4), six (6), and eight (8). Beginning in 2027, and every third year thereafter, elections for the following wards should be held: wards one (1), three (3), five (5), and seven (7). Beginning in 2028, and every third year thereafter, elections for Mayor shall be held. If allowed by then-current state law, the date for municipal runoff elections shall be in April.

Proposition 2

Art. II, Section 14 –Term Increase/Expiration

Section 14. – Form of ballot.

In ~~odd-numbered~~ years in which the terms of the odd numbered wards expire, the names of the candidates for City Council for each Council ward numbered one (1), three (3), five (5) and seven (7) shall appear upon the ballot in the appropriate ward of the City and placed under the words: "For Councilmember in Ward No. _____", followed by the instruction in each case: "Vote for One".

In ~~even-numbered~~ years in which the terms of the even numbered wards expire, the names of the candidates for City Council for each Council ward numbered two (2), four (4), six (6) and eight (8) shall appear upon the ballot in the appropriate ward of the City and placed under the words: "For Councilmember in Ward No. _____", followed by the instruction in each case: "Vote for One".

In the years in which the Mayor's term expires, the names of candidates for Mayor shall be placed upon the ballot under the words: "For Mayor", followed by the instruction: "Vote for One".

Proposition 2

Art. II, Section 2 – Residency

- Must reside in the ward for which you seek election for 6 months prior to the election date.
- If ward designation changes within the 6 months prior to the election date due to reapportionment, then the 6 month requirement is waived (must still live in the ward boundaries at time of filing).

Proposition 2

Art. II, Section 2 – Residency

For purposes of filing and election to the positions of City Council, only persons who have been duly registered to vote in accordance with state law within the City of Norman and reside within the ward for which they seek election for the six months prior to the date of the municipal election ~~and reside in the ward from which they seek election, on the date of their filing~~, shall be eligible to seek election to the City Council. If a candidate's ward designation has changed in the six months prior to the election due to reapportionment, then the requirement of six months durational residency shall be waived, although the candidate is still required to live in the newly established boundaries of the ward for which he or she seeks office.

Proposition 2

Art. II, Section 14 –Term Increase/Expiration

Shall Sections 2, 5, 6, and 14 of Article II of the Charter of the City of Norman be amended to increase Councilmember terms from two to three years beginning with terms in 2026; to change the beginning of Councilmember and Mayoral terms from the first Tuesday of July to the first Tuesday following scheduled run-off elections beginning in 2025 for the Councilmember positions and 2028 for the Mayor position; and to require those seeking election to a Councilmember position be residents of the ward for which they seek office for six months; and providing exceptions when ward boundaries are changed, as more particularly described in Ordinance O-2122-45?

Proposition 3

Art. II, Section 22 - Filling Vacant Council Positions

- Clarify language to match historic practice that appointments to fill a vacancy are for the remainder of the expired term.
- Any vacancy occurring on the City Council shall be filled by a majority vote of the remaining members of the City Council for ~~a period extending until the next regular municipal election, at which time an election, conducted as provided by this Charter and applicable State law, shall be held to fill any~~ the balance of the unexpired term; provided, however, if the City Council does not fill the vacancy by appointment within sixty (60) days after the same occurs, it shall be mandatory on the part of the City Council to call and schedule a special election to fill the vacancy for the unexpired term, which election shall be held for the election of a City Councilmember, only, and said election shall be conducted in the same manner as a regular municipal election.

Proposition 3

Art. II, Section 22 - Filling Vacant Council Positions

Shall Section 22 of Article II of the Charter of the City of Norman be amended to clarify that vacancies on City Council that are filled by majority vote of the City Council are filled for the balance of the unexpired term of the vacant position, as more particularly described in Ordinance O-2122-45?

Proposition 4 City Auditor

- Initially added to CRC Resolution by former CM Castleberry
- Council postponed O-2021-06 in August 2020 to await CRC review; it was rejected unanimously in October 2020
- CRC presented its recommendation for no change to Charter in January 2020, October 2020 and August 2021.
- May 3, 2022 - Council consensus to add it to the ballot

Proposition 4 City Auditor

- Create the office of City Auditor in new Article V
- Mirror City Manager and City Attorney language
- Outline duties of City Auditor
- Renumber Article V - XX

Proposition 4

City Auditor

ARTICLE V. – CITY AUDITOR

Section 1. – Office created.

The office of City Auditor is hereby created.

Section 2. – Appointment and Removal of City Auditor.

Council shall by an affirmative vote of five (5) members appoint a City Auditor, who shall serve at the pleasure of the City Council as a full-time at-will employee. He or she shall be chosen by the Council solely upon the basis of his or her qualifications, including graduation from an accredited college or university with a bachelor's degree in accounting, finance or a related field, Certified Public Accountant (CPA) and with a minimum of five (5) years of professional level experience in auditing, and without regard to age, race, color, religion, ancestry, national origin, sex or place of birth, and need not, when appointed, be a resident of the City or State. No member of the Council shall, during the time for which he is elected, be chosen City Auditor, nor for two years after he ceases to be a member. In case of absence or disability of the City Auditor, the Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Auditor may be removed or suspended at any time, upon an affirmative vote of five (5) members of the Council. Should at least four (4) Councilmembers desire that a majority of Council discuss removal or suspension of the City Auditor, then a notice of such a request shall be filed with the City Clerk, who shall then place an item for Executive Session for that purpose on the Agenda of the next regularly scheduled Council meeting or at a special meeting of the Council called for that purpose. In the event Council should desire to suspend or remove the City Auditor following the Executive Session, an additional item shall be included on the same Agenda of the meeting in which the Executive Session is to be held to consider immediate suspension or removal of the City Auditor. If the Council suspends or removes the City Auditor from office, the Council may provide for the temporary performance of the City Auditor's duties. The action of the Council in suspending or removing the City Auditor shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such suspension or removal in the Council.

Section 3. – Duties of the City Auditor.

It shall be the City Auditor's duty to advise the Council and each member thereof, and the City Manager, of operational and financial audits relating to the efficient and economical operation of Norman City government, and other related matters as may be required by the Council or the City Manager. The foregoing provisions shall not be deemed to prevent the City Manager, with the approval of a majority of the City Council, from employing private auditors as it is deemed necessary.

Proposition 4

City Auditor

Shall Article V be added, and subsequent Articles be renumbered accordingly, to the Charter of the City of Norman to create the position of Municipal Auditor to be appointed by the City Council by at least an affirmative vote of five (5) members; to establish the City Auditor's employment status as an at-will employee; to provide a process for an interim City Auditor to be appointed in case of the absence or disability of the City Auditor; to provide a process for Councilmembers to request discussion and/or consideration of the removal or suspension of the City Auditor to be placed on the agenda of a regularly or specially scheduled meeting; and to describe the duties of the City Auditor, as more particularly described in Ordinance No. O-2122-45?

Proposition 5

Art. VII, Section 2 – City Attorney

- Model City Attorney appointment after the City Manager appointment language in the Charter
- Position would change from a “for-cause” protected position to an “at-will” position
- Appointed by a majority of Council
- Could be removed with 5 votes of Council

Proposition 5

Art. VII, Section 2 –City Attorney

Council shall by an affirmative vote of five (5) members appoint a City Attorney, who shall serve at the pleasure of the City Council as an at-will employee. He or she shall be chosen by the Council solely upon the basis of his or her qualifications, without regard to age, race, color, religion, ancestry, national origin, sex or place of birth, and need not, when appointed, be a resident of the City or State. No member of the Council shall, during the time for which he is elected, be chosen City Attorney, nor for two years after he ceases to be a member. In case of absence or disability of the City Attorney, the Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Attorney may be removed or suspended at any time, upon an affirmative vote of five (5) members of the Council. Should at least four (4) Councilmembers desire that a majority of Council discuss removal or suspension of the City Attorney, then a notice of such a request shall be filed with the City Clerk, who shall then place an item for Executive Session for that purpose on the Agenda of the next regularly scheduled Council meeting or at a special meeting of the Council called for that purpose. In the event Council should desire to suspend or remove the City Attorney following the Executive Session, an additional item shall be included on the same Agenda of the meeting in which the Executive Session is to be held to consider immediate suspension or removal of the City Attorney. If the Council suspends or removes the City Attorney from office, the Council may provide for the temporary performance of the City Attorney's duties. The action of the Council in suspending or removing the City Attorney shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such suspension or removal in the Council.

Proposition 5

Art. VII, Section 2 –City Attorney

Shall Section 2 of Article VII of the Charter of the City of Norman be amended to change the City Attorney to an at-will employee hired by majority vote of the City Council instead of hired by the City Manager and confirmed by City Council; to provide a process for an interim City Attorney to be appointed in case of the absence or disability of the City Attorney; to provide a process for Councilmembers to request discussion and/or consideration of the removal or suspension of the City Attorney to be placed on the agenda of a regularly or specially scheduled meeting, as more particularly described in Ordinance O-2122-45?

Proposition 6

NRHA Board Membership

- Increase the number of board members from 9 to 11; at least 9 must be Norman residents; no more than 2 may be appointed from other communities with a NRH facility
- The Mayor, with the approval of the City Councilmembers, shall appoint a Board of Norman Regional Hospital Authority consisting of ~~nine~~eleven registered voters who shall serve for a term of three years. At least nine of the board members shall be Norman residents. A maximum of two members may be appointed from other communities in which the Norman Regional Hospital Authority operates at least one facility. In case of a vacancy in the Board, an appointment to fill the unexpired term shall be made in the same manner as the original appointments. The City Manager shall be an ex-officio member of the Board of Norman Regional Hospital Authority but he shall have no vote. His advice and services shall be given to the Board in the planning and execution of its work.

Proposition 6

NRHA Board Membership

Shall Section 1 of Article IX of the Charter of the City of Norman be amended to increase the number of board members for the Norman Regional Hospital Authority Board from nine to eleven and allowing for a maximum of two board members to be appointed from other communities in which Norman Regional Hospital Authority operates at least one facility, as more particularly described in Ordinance O-2122-45?

Proposition 7

Article XIII, Recall of Elective Officials

- Elected officials may be removed by recall beginning 6 months from the date of taking office and ending 6 months prior to the expiration of the official's term.
- Use form provided for in State law for referendum petitions
- Provide a simple statement ("gist")
- Clerk has 30 days to review if one petition to recall a ward representative; 60 days for the Mayor; and 90 days if multiple petitions
- Add a publication requirement in advance of any recall election in accordance with State law.
- Delete language requiring that recall be the only question on the ballot
- Add language allowing an affirmative vote of the majority of the remaining seated Councilmembers if more than 4 are recalled.
- Simplify language and tie to State election laws

Proposition 7

Article XIII, Recall of Elective Officials

Section 1. - Time of commencing proceedings.

The holder of any elective office, either by election or appointment to fill a vacancy, may be removed at any time during the time period beginning after six months from the date of his accession to said office and ending six months prior to the expiration of the current term of the elected official so subject to recall, by the registered voters qualified to vote for a successor to such incumbent, in the following manner:

Proposition 7

Article XIII, Recall of Elective Officials

Section 2 – Filing of Petition; validation of signatures

A petition bearing the signatures, names and addresses of twenty-five per cent (25%) of the registered voters qualified to vote for the officer whose recall is sought, shall be necessary to initiate recall proceedings. The City Clerk shall maintain on file and for public use proper petition forms that are in substantial conformance with the form provided in State law for referendum petitions to initiate such proceedings.

At the top of each page of said petition(s) there shall be a ~~short simple~~ statement of the ~~reasons for which recall is being sought~~. gist of the recall proposition: “If successful, this petition will allow the voters to decide whether to recall [insert elected officer] prior to the expiration of his/her term, or allow he/she to continue to serve in office.”

The petition must be returned to the City Clerk within thirty (30) days, Sundays and legal holidays excepted, of its initiation in order to be valid. Failure to return the petition(s) within the proper time limits shall render them null and void.

Upon receipt of the petition(s), the City Clerk shall inspect said petition(s) to see that all the signatures are valid and that they are those of registered voters eligible to vote for the office from which the officer's removal is sought. Such inspection by the City Clerk shall be completed in a reasonable amount of time, not to exceed ~~not more than~~ thirty (30) days for one petition to recall a ward representative, sixty (60) days for a petition to recall the Mayor, and ninety (90) days if multiple petitions are undergoing inspection concurrently.

Proposition 7

Article XIII, Recall of Elective Officials

Section 3 – Notice and publication.

The City Clerk shall cause to be published upon the filing of the said petition with the City Clerk's office, in some newspaper of general circulation in the City of Norman a notice to the voters, stating the name of the officer(s) whose recall is sought and the time limit within which said petition(s) must be signed. Further, the City Clerk shall cause to be mailed to the officer(s) whose recall is sought an official notice that the petition has been commenced and the time limit in which it must be completed. Such notice shall be by certified mail, return receipt requested, and the refusal of the officer(s) to accept delivery shall in no way affect the validity of the notice. Failure of the City Clerk to keep the City Clerk's office open during regular office hours, which failure prevents the proper filing of said petition(s), shall be adjudged a misdemeanor and upon conviction thereof the Clerk shall be punished by a fine of not less than ten dollars and not more than fifty dollars, and each day said City Clerk violates the provisions hereof shall constitute a separate and distinct offense. In the event such a failure on the part of the City Clerk occurs, petitioners may file the petition(s) with the City Manager.

In addition to publishing notice upon receipt of a petition, the City Clerk shall also publish notice in advance of any recall election in accordance with Title 34, Section 17 of the Oklahoma Statutes.

Proposition 7

Article XIII, Recall of Elective Officials

Section 4 – Calling election; votes required for recall.

Upon determination by the City Clerk that the petition(s) bear the signatures of the requisite number of registered voters, said petition(s) shall be presented by the City Clerk to the City Council which body shall, in accordance with state election laws, call a recall election.

~~The sole question in said election shall be the recall of the officer(s) affected.~~ The recall shall be adopted when the total number of votes in favor of the recall is a majority of all the votes cast on the issue and that majority equals a majority of all the votes cast in the most recent previous election for the particular office in question. Should more than four Councilmembers be recalled in the same recall election, then an affirmative vote of a majority of the remaining seated Councilmembers shall be sufficient to take action until the vacancies resulting from the recall are filled as set forth herein.

Proposition 7

Article XIII, Recall of Elective Officials

Section 5. – Election to fill vacancy created by recall.

In the event the recall is adopted, a vacancy shall be declared and an election shall be called for the next available election date in accordance with state election laws. ~~it shall be filled in the following manner for the unexpired term of the recalled officer(s): the City Council shall set filing for an election to fill the vacancy to commence ten (10) days after the date of the recall vote and last until 5:00 p.m. of the eleventh (11th) day after the recall election.~~ Qualification to be a candidate shall be as for a regular election as set out in Article II. ~~The election to fill the vacancy created by the recall shall be set in accordance with state election laws.~~ Election shall be by a plurality of the votes cast and shall be certified in the regular manner.

Proposition 7

Article XIII, Recall of Elective Officials

Shall Sections 1, 2, 3, 4, and 5 of Article XIII of the Charter of the City of Norman be amended to set forth a timeframe in which an elected municipal official can be recalled, to amend procedures to be consistent with State law, to provide additional time for review of recall petitions when a recall petition for Mayor or multiple petitions are undergoing inspection concurrently, to provide for a majority vote of remaining Councilmembers to take any action if there are more than four vacancies on Council as a result of a recall election, and to require City Council to call an election to fill any vacancy created by a successful recall for the next available election date, as more particularly described in Ordinance O-2122-45?

Proposition 8

Article XVI, Section 2 - Utility Rate Elections

- Council allowed to impose a utility rate increase of up to 3% without submission to the voters for approval IF:
 - Rate study has been conducted
 - Rate study has been reviewed by an appointed Utility Rate Commission have 8 ward representatives and one at-large representative

Proposition 8

Article XVI, Section 2 - Utility Rate Elections

Section 2. – Utility Rate Increases within the Control of the City of Norman

Precedent to an increase in utility rates within the control of the City of Norman, such increase proposal must be submitted to the legal voters of the City for their approval or rejection at the next regular general election, or at a special election which might be called for said purpose. Prior to any proposed increase in utility rates, Staff shall prepare a rate study for the utility for which a rate increase is proposed. A nine-member Utility Rate Commission shall be appointed by the Mayor, with the consent of Council, with members representing each ward and one at-large member for the purpose of reviewing proposed utility increases and the corresponding rate study. Upon receipt of the rate study and the recommendation of the Utility Rate Commission, the City Council may adopt an ordinance imposing a rate increase provided it does not exceed three percent. Any proposed rate increase that exceeds a three percent increase over existing rates must be submitted to the legal voters of the City for their approval or rejection at the next regular general election, or at a special election which might be called for such purpose.

Proposition 8

Article XVI, Section 2 - Utility Rate Elections

Shall Section 2 of Article XVI of the Charter of the City of Norman be amended to allow utility rate increases of no more than three percent to be adopted by City Council rather than by submittal to the registered voters of Norman, but only after a rate study and review by an appointed Utility Rate Commission having a representative appointed from each ward and one at-large, as more particularly described in Ordinance O-2122-45?

Proposition 9

Article XX- Reapportionment

- Appoint the Committee within 30 days of release of new precinct information for Norman by the Election Board
- Committee has 180 days from the release of the new precinct information to complete the redrawing of the ward boundaries
- Council action is limited to 1) adopt the Committee's recommendation; 2) reject the Committee's recommendation; or 3) send the recommendation back to the Committee for further consideration.

Proposition 9

Article XX- Reapportionment

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. After the release of new precinct information by the Election Board pursuant to the release of the final Federal Decennial Census ~~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~~ within thirty (30) days of the release of new precinct information for Norman by the Election Board ~~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).

Proposition 9

Article XX- Reapportionment

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 release by the Election Board of new precinct information for Norman ~~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.

Proposition 9

Article XX- Reapportionment

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

~~At least ten (10) days before~~ Prior to 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.

Proposition 9

Article XX- Reapportionment

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 send the resolution back to the Reapportionment Ad Hoc Committee for further consideration. 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 set by the City Council, and for all other purposes on the day on which the terms of the Councilmembers elected that year begin.

Proposition 9

Article XX- Reapportionment

Shall Sections 2, 3, 4, and 5 of Article XX of the Charter of the City of Norman be amended to modify the deadlines and process for the Reapportionment Ad Hoc Committee to review census data and reapportion wards to be more similar to the State's timeline for modifying precinct boundaries, and to limit Council action on the recommendations of the Reapportionment Ad Hoc Committee to either 1) adopt proposed ward boundaries without modification, 2) reject proposed boundaries, or 3) refer the proposed boundaries back to the Committee for further consideration, as more particularly described in Ordinance O-2122-45?

QUESTIONS?

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDING SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDING SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDING ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDING SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDING SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDING SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDING SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDING SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, Resolution No. R-1819-66, as amended, was adopted by the Council of the City of Norman on July 23, 2019 and established a Charter Review Commission to conduct a targeted review of the Norman City Charter; and
- § 2. WHEREAS, the Charter Review Commission presented ten (10) recommendations for amendments to the City Charter to the City Council on August 3, 2021; and
- § 3. WHEREAS, on August 3, 2021, the Council voted affirmatively to place five (5) of the recommendations on an election ballot for consideration by the voters, and asked for further discussion on the remaining five (5) recommendations of the Charter Review Commission; and
- § 4. WHEREAS, on August 24, 2021, the Council, after additional discussion, reached consensus to place two (2) additional recommendations of the Charter Review Commission on an election ballot for consideration by the voters; and
- § 5. WHEREAS, on January 4, 2022, the Council had additional discussion on two additional recommendations of the Charter Review Commission, as well as a discussion about the Reapportionment Process, and reached consensus to place one (1) additional recommendation of the Charter Review Commission, modify and place an additional question initially considered by the Charter Review Consideration, and place changes to the Reapportionment Process outlined in the Charter on a ballot for consideration by the voters.
- § 6. WHEREAS, on May 3, 2022, Council had additional discussion on the proposed Charter changes and ballot language and provided direction to include the addition of a City Auditor position to the Charter; and
- § 7. WHEREAS, pursuant to the provisions of Section 12, Article XVII of the Charter of the City of Norman, said amendments must be submitted to the registered voters of the City for their approval before the same become effective.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 8. That, the Mayor is hereby authorized and directed to call a special election to be held in the City on the 23rd day of August, 2022, for the purpose of submitting to the registered voters of the City the various proposed amendments to the Charter of said City, to-wit:
- § 9. That, Section 1 of Article II of the Charter of the City of Norman, Oklahoma shall be amended to read as follows:

Section 1. – Elected Officers: Powers and duties; stipend.

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The Mayor shall receive an annual stipend of \$8,100 for his or her service per annum, payable monthly beginning with the mayoral term that begins in 2025. Each of the Councilmembers shall receive an annual stipend of \$5,400 per annum, payable monthly, beginning with the terms that begin in 2025. The Mayor, with the consent of Council, shall appoint a five-member Compensation Commission to determine and set the appropriate monthly stipend for the Mayor and each of the Councilmembers ~~shall receive~~ based on the consumer price index, the City's overall budget, and other relevant factors every three years thereafter. Said Compensation Commission shall be appointed every three years and any monthly stipend increases approved by the Commission shall not become effective until the following Council or Mayoral (as applicable) term.

- § 10. That, Section 2, 5, 6 and 14 of Article II of the Charter of the City of Norman, Oklahoma shall be amended to read as follows:

Section 2. - Term of office.

The term of Councilmembers shall be for a period of two years through the 2025 elections. Beginning with the 2026 elections, elections for Councilmembers shall occur every three years, with the even-numbered ward elections occurring in 2026 and every three years thereafter, and the odd-numbered ward elections occurring in 2027 and every three years thereafter. The terms of Councilmembers chosen to represent Council wards two (2), four (4), six (6), and eight (8) shall begin on the first Tuesday of July of the next even numbered year after their election through July 2024. Beginning in 2026, the terms of Councilmembers chosen to represent even-numbered wards shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

The term of Councilmembers chosen to represent Council wards one (1), three (3), five (5), and seven (7) shall begin on the first Tuesday of July of the next odd numbered year after their election through July 2023. Beginning in 2025, the terms of Councilmembers chosen to represent odd-numbered wards shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

Each elected officer shall continue to hold and to perform the duties of his office until his successor is elected and qualified, unless he is removed or forfeits his office under other provisions of this Charter.

Elections for Mayor shall ~~be~~ occur every three (3) years. The term of the Mayor shall ~~expire~~ begin on the first Tuesday of July and each three (3) years thereafter through July 2025. Beginning with the 2028 election, and every third year thereafter, the term of the Mayor shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

For purposes of filing and election to the positions of City Council, only persons who have been duly registered to vote in accordance with state law within the City of

Norman and reside within the ward for which they seek election for the six months prior to the date of the municipal election shall be eligible to seek election to the City Council. If a candidate's ward designation has changed in the six months prior to the election due to reapportionment, then the requirement of six months durational residency shall be waived, although the candidate is still required to live in the newly established boundaries of the ward for which he or she seeks office.

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Section 5. – Municipal Elections.

By resolution duly 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 election, at which time there will be election contests conducted by the Cleveland County Election Board for each of the following positions for which two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8) in even-numbered years; wards one (1), three (3), five (5), and seven (7) in odd-numbered years; and Mayor in 2007 and each third year thereafter. Beginning in 2026, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8). Beginning in 2027, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards one (1), three (3), five (5), and seven (7). If allowed by then-current state law, the date for municipal elections shall be in February. In each such municipal election, a person receiving a majority of votes cast shall be deemed to be the winner. If no person receives a majority of votes in the municipal election, the two candidates receiving the most votes shall proceed in the municipal runoff election, described below. If two or more persons tie for second place in the municipal election, and the person receiving the most votes did not receive a majority of votes cast, then the second-place nominee shall be determined from among those tying, fairly by lot, by the Cleveland County Election Board. If three or more persons tie for first place in the municipal election, then the two municipal runoff election nominees shall be determined from among those tying, fairly by lot, by the Cleveland County Election Board.

Section 6. – Municipal Runoff Elections.

By resolution duly adopted each year, the City Council shall designate a date in the following year that is subsequent to the date chosen for Norman's municipal election described in Section 5 herein, which is approved under then-current state law, for the holding of Norman's municipal runoff election, at which time there will be runoff election contests, if necessary, conducted by the Cleveland County Election Board for each of the following positions for which two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8) in even-numbered years through 2024; wards one (1), three (3), five (5), and seven (7) in odd-numbered years through 2025; and Mayor in 2007 and each third year thereafter. Beginning in 2026, and

every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8). Beginning in 2027, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards one (1), three (3), five (5), and seven (7). If allowed by then-current state law, the date for municipal runoff elections shall be in April.

Section 14. – Form of ballot.

In years in which the terms of the odd numbered wards expire, the names of the candidates for City Council for each Council ward numbered one (1), three (3), five (5) and seven (7) shall appear upon the ballot in the appropriate ward of the City and placed under the words: "For Councilmember in Ward No. _____", followed by the instruction in each case: "Vote for One".

In years in which the terms of the even numbered wards expire, the names of the candidates for City Council for each Council ward numbered two (2), four (4), six (6) and eight (8) shall appear upon the ballot in the appropriate ward of the City and placed under the words: "For Councilmember in Ward No. _____", followed by the instruction in each case: "Vote for One".

In the years in which the Mayor's term expires, the names of candidates for Mayor shall be placed upon the ballot under the words: "For Mayor", followed by the instruction: "Vote for One".

- § 11. That, Section 22 of Article II of the Charter of Norman, Oklahoma, shall be amended to read as follows:

Section 22. – Vacancies in office.

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Any vacancy occurring on the City Council shall be filled by a majority vote of the remaining members of the City Council for the balance of the unexpired term; provided, however, if the City Council does not fill the vacancy by appointment within sixty (60) days after the same occurs, it shall be mandatory on the part of the City Council to call and schedule a special election to fill the vacancy for the unexpired term, which election shall be held for the election of a City Councilmember, only, and said election shall be conducted in the same manner as a regular municipal election.

- § 12. That, a new Article V shall be added to the Charter of Norman, Oklahoma and that existing Articles V-XX be renumbered accordingly to read as follows:

Section 1. – Office created.

The office of City Auditor is hereby created.

Section 2. – Appointment and Removal of City Auditor.

Council shall by an affirmative vote of five (5) members appoint a City Auditor, who shall serve at the pleasure of the City Council as a full-time at-will employee. He or she shall be chosen by the Council solely upon the basis of his or her qualifications, including graduation from an accredited college or university with a bachelor's degree in accounting, finance or a related field, Certified Public Accountant (CPA) and with a minimum of five (5) years of professional level experience in auditing, and without regard to age, race, color, religion, ancestry, national origin, sex or place of birth, and need not, when appointed, be a resident of the City or State. No member of the Council shall, during the time for which he is elected, be chosen City Auditor, nor for two years after he or she ceases to be a member. In case of absence or disability of the City Auditor, the Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Auditor may be removed or suspended at any time, upon an affirmative vote of five (5) members of the Council. Should at least four (4) Councilmembers desire that a majority of Council discuss removal or suspension of the City Auditor, then a notice of such a request shall be filed with the City Clerk, who shall then place an item for Executive Session for that purpose on the Agenda of the next regularly scheduled Council meeting or at a special meeting of the Council called for that purpose. In the event Council should desire to suspend or remove the City Auditor following the Executive Session, an additional item shall be included on the same Agenda of the meeting in which the Executive Session is to be held to consider immediate suspension or removal of the City Auditor. If the Council suspends or removes the City Auditor from office, the Council may provide for the temporary performance of the City Auditor's duties. The action of the Council in suspending or removing the City Auditor shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such suspension or removal in the Council.

Section 3. – Duties of the City Auditor.

It shall be the City Auditor's duty to advise the Council and each member thereof, and the City Manager, of operational and financial audits relating to the efficient and economical operation of Norman City government, and other related matters as may be required by the Council or the City Manager. The foregoing provisions shall not be deemed to prevent the City Manager, with the approval of a majority of the City Council, from employing private auditors as it is deemed necessary.

ARTICLE VI. – CITY CLERK

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ARTICLE VII. – MUNICIPAL COURT

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ARTICLE VIII. – CITY ATTORNEY

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ARTICLE IX. – CITY PARKS

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ARTICLE X. – HOSPITAL

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ARTICLE XI. – REMOVAL

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ARTICLE XII. – LEGISLATIVE DEPARTMENT

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ARTICLE XIII. – ORDINANCES

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ARTICLE XIV. – RECALL OF ELECTIVE OFFICERS

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ARTICLE XV. – REVENUE

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ARTICLE XVI. – PUBLIC SERVICE CORPORATIONS

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ARTICLE XVII. – MUNICIPALLY OWNED UTILITIES

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ARTICLE XVIII. – MISCELLANEOUS PROVISIONS.

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ARTICLE XIX. – LABOR RELATIONS

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ARTICLE XX. – PLANNING; ZONING AND SUBDIVISION REGULATIONS

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ARTICLE XXI. – REAPPORTIONMENT

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- § 13. That, Section 2 of Article VII of the Charter of the City of Norman, Oklahoma, shall be amended to read as follows:

Section 2. – Appointment and removal of City Attorney.

Council shall by an affirmative vote of five (5) members appoint a City Attorney, who shall serve at the pleasure of the City Council as an at-will employee. He or she shall be chosen by the Council solely upon the basis of his or her qualifications, without regard to age, race, color, religion, ancestry, national origin, sex or place of birth, and need not, when appointed, be a resident of the City or State. No member of the Council shall, during the time for which he is elected, be chosen City Attorney, nor for two years after he ceases to be a member. In case of absence or disability of the City Attorney, the Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Attorney may be removed or suspended at any time, upon an affirmative vote of five (5) members of the Council. Should at least four (4) Councilmembers desire that a majority of Council discuss removal or suspension of the City Attorney, then a notice of such a request shall be filed with the City Clerk, who shall then place an item for Executive Session for that purpose on the Agenda of the next regularly scheduled Council meeting or at a special meeting of the Council called for that purpose. In the event Council should desire to suspend or remove the City Attorney following the Executive Session, an additional item shall be included on the same Agenda of the meeting in which the Executive Session is to be held to consider immediate suspension or removal of the City Attorney. If the Council suspends or removes the City Attorney from office, the Council may provide for the temporary performance of the City Attorney's duties. The action of the Council in suspending or removing the City Attorney shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such suspension or removal in the Council.

- § 14. That, Section 1 of Article IX of the Charter of Norman, Oklahoma, shall be amended to read as follows:

Section 1. – Appointment of Board.

The Mayor, with the approval of the City Councilmembers, shall appoint a Board of Norman Regional Hospital Authority consisting of eleven registered voters who shall serve for a term of three years. At least nine of the board members shall be Norman residents. A maximum of two members may be appointed from other communities in which the Norman Regional Hospital Authority operates at least one facility. In case of

a vacancy in the Board, an appointment to fill the unexpired term shall be made in the same manner as the original appointments. The City Manager shall be an ex-officio member of the Board of Norman Regional Hospital Authority but he shall have no vote. His advice and services shall be given to the Board in the planning and execution of its work.

- § 15. That, Sections 1, 2, 3, 4 and 5 of Article XIII of the Charter of the City of Norman shall be amended as follows:

Section 1. - Time of commencing proceedings.

The holder of any elective office, either by election or appointment to fill a vacancy, may be removed at any time during the time period beginning six months from the date of his accession to said office and ending six months prior to the expiration of the current term of the elected official so subject to recall, by the registered voters qualified to vote for a successor to such incumbent, in the following manner:

Section 2. - Filing of petition; validation of signatures.

A petition bearing the signatures, names and addresses of twenty-five per cent (25%) of the registered voters qualified to vote for the officer whose recall is sought, shall be necessary to initiate recall proceedings. The City Clerk shall maintain on file and for public use proper petition forms that are in substantial conformance with the form provided in State law for referendum petitions to initiate such proceedings.

At the top of each page of said petition(s) there shall be a simple statement of the gist of the recall proposition: "If successful, this petition will allow the voters to decide whether to recall [insert elected officer] prior to the expiration of his/her term, or allow him/her to continue to serve in office."

The petition must be returned to the City Clerk within thirty (30) days of its initiation in order to be valid. Failure to return the petition(s) within the proper time limits shall render them null and void.

Upon receipt of the petition(s), the City Clerk shall inspect said petition(s) to see that all the signatures are valid and that they are those of registered voters eligible to vote for the office from which the officer's removal is sought. Such inspection by the City Clerk shall be completed in a reasonable amount of time, not to exceed thirty (30) days for one petition to recall a ward representative, sixty (60) days for a petition to recall the Mayor, and ninety (90) days if multiple petitions are undergoing inspection concurrently.

Section 3. – Notice and publication.

The City Clerk shall cause to be published upon the filing of the said petition with the City Clerk's office, in some newspaper of general circulation in the City of Norman a

notice to the voters, stating the name of the officer(s) whose recall is sought and the time limit within which said petition(s) must be signed. Further, the City Clerk shall cause to be mailed to the officer(s) whose recall is sought an official notice that the petition has been commenced and the time limit in which it must be completed. Such notice shall be by certified mail, return receipt requested, and the refusal of the officer(s) to accept delivery shall in no way affect the validity of the notice. Failure of the City Clerk to keep the City Clerk's office open during regular office hours, which failure prevents the proper filing of said petition(s), shall be adjudged a misdemeanor and upon conviction thereof the Clerk shall be punished by a fine of not less than ten dollars and not more than fifty dollars, and each day said City Clerk violates the provisions hereof shall constitute a separate and distinct offense. In the event such a failure on the part of the City Clerk occurs, petitioners may file the petition(s) with the City Manager.

In addition to publishing notice upon receipt of a petition, the City Clerk shall also publish notice in advance of any recall election in accordance with Title 34, Section 17 of the Oklahoma Statutes.

Section 4. – Calling election; votes required for recall.

Upon determination by the City Clerk that the petition(s) bear the signatures of the requisite number of registered voters, said petition(s) shall be presented by the City Clerk to the City Council which body shall, in accordance with state election laws, call a recall election.

The recall shall be adopted when the total number of votes in favor of the recall is a majority of all the votes cast on the issue and that majority equals a majority of all the votes cast in the most recent previous election for the particular office in question. Should more than four Councilmembers be recalled in the same recall election, then an affirmative vote of a majority of the remaining seated Councilmembers shall be sufficient to take any action until the vacancies resulting from the recall are filled as set forth herein.

Section 5. – Election to fill vacancy created by recall.

In the event the recall is adopted, a vacancy shall be declared and an election shall be called for the next available election date in accordance with state election laws. Qualification to be a candidate shall be as for a regular election as set out in Article II. Election shall be by a plurality of the votes cast and shall be certified in the regular manner.

- § 16. That, Section 2 of Article XVI of the Charter of the City of Norman shall be amended as follows:

Section 2. – Utility Rate Increases within the Control of the City of Norman

Prior to any proposed increase in utility rates, Staff shall prepare a rate study for the utility for which a rate increase is proposed. A nine-member Utility Rate Commission shall be appointed by the Mayor, with the consent of Council, with members representing

each ward and one at-large member for the purpose of reviewing proposed utility increases and the corresponding rate study. Upon receipt of the rate study and the recommendation of the Utility Rate Commission, the City Council may adopt an ordinance imposing a rate increase provided it does not exceed three percent. Any proposed rate increase that exceeds a three percent increase over existing rates must be submitted to the legal voters of the City for their approval or rejection at the next regular general election, or at a special election which might be called for such purpose.

- § 17. That, Sections 2, 3, 4 and 5 of Article XX of the Charter of the City of Norman shall be amended as follows:

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. After the release of new precinct information by the Election Board pursuant to the release of the final Federal Decennial 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 within thirty (30) days of the release of new precinct information for Norman by the Election Board. 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 release by the Election Board of new precinct information for Norman 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.

Prior to 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 send the resolution back to the Reapportionment Ad Hoc Committee for further consideration. 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.

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

- § 18. That the remaining portions of the Articles and Sections referred to herein shall remain unchanged.
- § 19. That the amendments of the City Charter proposed herein shall be effective provided by law.
- § 20. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this resolution 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.

[The remainder of this page is intentionally left blank.]

ADOPTED this _____ day
of _____, 2022.

NOT ADOPTED this _____ day
of _____, 2022.

Breea D. Clark, Mayor

Breea D. Clark, Mayor

ATTEST:

Brenda Hall, City Clerk

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDING SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDING SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDING ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDING SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDING SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDING SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDING SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDING SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, Resolution No. R-1819-66, as amended, was adopted by the Council of the City of Norman on July 23, 2019 and established a Charter Review Commission to conduct a targeted review of the Norman City Charter; and
- § 2. WHEREAS, the Charter Review Commission presented ten (10) recommendations for amendments to the City Charter to the City Council on August 3, 2021; and
- § 3. WHEREAS, on August 3, 2021, the Council voted affirmatively to place five (5) of the recommendations on an election ballot for consideration by the voters, and asked for further discussion on the remaining five (5) recommendations of the Charter Review Commission; and
- § 4. WHEREAS, on August 24, 2021, the Council, after additional discussion, reached consensus to place two (2) additional recommendations of the Charter Review Commission on an election ballot for consideration by the voters; and
- § 5. WHEREAS, on January 4, 2022, the Council had additional discussion on two additional recommendations of the Charter Review Commission, as well as a discussion about the Reapportionment Process, and reached consensus to place one (1) additional recommendation of the Charter Review Commission, modify and place an additional question initially considered by the Charter Review Consideration, and place changes to the Reapportionment Process outlined in the Charter on a ballot for consideration by the voters.
- § 6. WHEREAS, on May 3, 2022, Council had additional discussion on the proposed Charter changes and ballot language and provided direction to include the addition of a City Auditor position to the Charter; and
- § 7. WHEREAS, pursuant to the provisions of Section 12, Article XVII of the Charter of the City of Norman, said amendments must be submitted to the registered voters of the City for their approval before the same become effective.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 8. That, the Mayor is hereby authorized and directed to call a special election to be held in the City on the 23rd day of August, 2022, for the purpose of submitting to the registered voters of the City the various proposed amendments to the Charter of said City, to-wit:
- § 9. That, Section 1 of Article II of the Charter of the City of Norman, Oklahoma shall be amended to read as follows:

Section 1. – Elected Officers: Powers and duties; stipend.

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The Mayor shall receive an annual stipend of \$8,100 for his or her service per annum, payable monthly beginning with the mayoral term that begins in 2025. Each of the Councilmembers shall receive an annual stipend of \$5,400 per annum, payable monthly, beginning with the terms that begin in 2025. The Mayor, with the consent of Council, shall appoint a five-member Compensation Commission to determine and set the appropriate monthly stipend for the Mayor and each of the Councilmembers shall receive based on the consumer price index, the City's overall budget, and other relevant factors every three years thereafter. Said Compensation Commission shall be appointed every three years and any monthly stipend increases approved by the Commission shall not become effective until the following Council or Mayoral (as applicable) term, a stipend for their services, fifty dollars per month, plus ten dollars for each regular or special meeting attended, provided, however, that no Councilmember shall receive more than one hundred dollars total stipend for any given calendar month.

- § 10. That, Section 2, 5, 6 and 14 of Article II of the Charter of the City of Norman, Oklahoma shall be amended to read as follows:

Section 2. - Term of office.

The term of Councilmembers shall be for a period of two years through the 2025 elections. Beginning with the 2026 elections, elections for Councilmembers shall occur every three years, with the even-numbered ward elections occurring in 2026 and every three years thereafter, and the odd-numbered ward elections occurring in 2027 and every three years thereafter. The terms of Councilmembers chosen to represent Council wards two (2), four (4), six (6), and eight (8) shall ~~expire~~begin on the first Tuesday of July of the next even numbered year after their election through July 2024. Beginning in 2026, the terms of Councilmembers chosen to represent even-numbered wards shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

The term of Councilmembers chosen to represent Council wards one (1), three (3), five (5), and seven (7) shall ~~expire~~begin on the first Tuesday of July of the next odd numbered year after their election through July 2023. Beginning in 2025, the terms of Councilmembers chosen to represent odd-numbered wards shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.

Each elected officer shall continue to hold and to perform the duties of his office until his successor is elected and qualified, unless he is removed or forfeits his office under other provisions of this Charter.

~~The term of office of the Mayor elected at regular elections. Elections for Mayor shall be occur every three (3) years. The term of the Mayor shall ~~expire~~begin on the first Tuesday of July and each three (3) years thereafter through July 2025. Beginning with the 2028 election, and every third year thereafter, the term of the Mayor shall begin at six-thirty in the evening (6:30pm) on the first Tuesday following the date of the scheduled run-off election for such offices.~~

For purposes of filing and election to the positions of City Council, only persons who have been duly registered to vote in accordance with state law within the City of Norman and reside within the ward for which they seek election for the six months prior to the date of the municipal election ~~and reside in the ward from which they seek election, on the date of their filing~~, shall be eligible to seek election to the City Council. If a candidate's ward designation has changed in the six months prior to the election due to reapportionment, then the requirement of six months durational residency shall be waived, although the candidate is still required to live in the newly established boundaries of the ward for which he or she seeks office.

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Section 5. – Municipal Elections.

By resolution duly 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 election, at which time there will be election contests conducted by the Cleveland County Election Board for each of the following positions for which two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8) in even-numbered years; wards one (1), three (3), five (5), and seven (7) in odd-numbered years; and Mayor in 2007 and each third year thereafter. Beginning in 2026, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8). Beginning in 2027, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards one (1), three (3), five (5), and seven (7). If allowed by then-current state law, the date for municipal elections shall be in February. In each such municipal election, a person receiving a majority of votes cast shall be deemed to be the winner. If no person receives a majority of votes in the municipal election, the two candidates receiving the most votes shall proceed in the municipal runoff election, described below. If two or more persons tie for second place in the municipal election, and the person receiving the most votes did not receive a majority of votes cast, then the second-place nominee shall be determined from among those tying, fairly by lot, by the Cleveland County Election Board. If three or more persons tie for first place in the municipal election, then the two municipal runoff election nominees shall be determined from among those tying, fairly by lot, by the Cleveland County Election Board.

Section 6. – Municipal Runoff Elections.

By resolution duly adopted each year, the City Council shall designate a date in the following year that is subsequent to the date chosen for Norman's municipal election described in Section 5 herein, which is approved under then-current state law, for the holding of Norman's municipal runoff election, at which time there will be runoff election

contests, if necessary, conducted by the Cleveland County Election Board for each of the following positions for which two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8) in even-numbered years through 2024; wards one (1), three (3), five (5), and seven (7) in odd-numbered years through 2025; and Mayor in 2007 and each third year thereafter. Beginning in 2026, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards two (2), four (4), six (6), and eight (8). Beginning in 2027, and every third year thereafter, elections for the following wards should be held, provided two (2) or more qualified (as described above) registered voters have filed for office: wards one (1), three (3), five (5), and seven (7). If allowed by then-current state law, the date for municipal runoff elections shall be in April.

Section 14. – Form of ballot.

In ~~odd-numbered~~ years in which the terms of the odd numbered wards expire, the names of the candidates for City Council for each Council ward numbered one (1), three (3), five (5) and seven (7) shall appear upon the ballot in the appropriate ward of the City and placed under the words: "For Councilmember in Ward No. _____", followed by the instruction in each case: "Vote for One".

In ~~even-numbered~~ years in which the terms of the even numbered wards expire, the names of the candidates for City Council for each Council ward numbered two (2), four (4), six (6) and eight (8) shall appear upon the ballot in the appropriate ward of the City and placed under the words: "For Councilmember in Ward No. _____", followed by the instruction in each case: "Vote for One".

In the years in which the Mayor's term expires, the names of candidates for Mayor shall be placed upon the ballot under the words: "For Mayor", followed by the instruction: "Vote for One".

- § 11. That, Section 22 of Article II of the Charter of Norman, Oklahoma, shall be amended to read as follows:

Section 22. – Vacancies in office.

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Any vacancy occurring on the City Council shall be filled by a majority vote of the remaining members of the City Council for ~~a period extending until the next regular municipal election, at which time an election, conducted as provided by this Charter and applicable State law, shall be held to fill any~~ the balance of the unexpired term; provided, however, if the City Council does not fill the vacancy by appointment within sixty (60) days after the same occurs, it shall be mandatory on the part of the City Council to call and schedule a special election to fill the vacancy for the unexpired term, which election shall be held for the election of a City Councilmember, only, and said election shall be conducted in the same manner as a regular municipal election.

- § 12. That, a new Article V shall be added to the Charter of Norman, Oklahoma and that existing Articles V-XX be renumbered accordingly to read as follows:

Section 1. – Office created.

The office of City Auditor is hereby created.

Section 2. – Appointment and Removal of City Auditor.

Council shall by an affirmative vote of five (5) members appoint a City Auditor, who shall serve at the pleasure of the City Council as a full-time at-will employee. He or she shall be chosen by the Council solely upon the basis of his or her qualifications, including graduation from an accredited college or university with a bachelor's degree in accounting, finance or a related field, Certified Public Accountant (CPA) and with a minimum of five (5) years of professional level experience in auditing, and without regard to age, race, color, religion, ancestry, national origin, sex or place of birth, and need not, when appointed, be a resident of the City or State. No member of the Council shall, during the time for which he is elected, be chosen City Auditor, nor for two years after he or she ceases to be a member. In case of absence or disability of the City Auditor, the Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Auditor may be removed or suspended at any time, upon an affirmative vote of five (5) members of the Council. Should at least four (4) Councilmembers desire that a majority of Council discuss removal or suspension of the City Auditor, then a notice of such a request shall be filed with the City Clerk, who shall then place an item for Executive Session for that purpose on the Agenda of the next regularly scheduled Council meeting or at a special meeting of the Council called for that purpose. In the event Council should desire to suspend or remove the City Auditor following the Executive Session, an additional item shall be included on the same Agenda of the meeting in which the Executive Session is to be held to consider immediate suspension or removal of the City Auditor. If the Council suspends or removes the City Auditor from office, the Council may provide for the temporary performance of the City Auditor's duties. The action of the Council in suspending or removing the City Auditor shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such suspension or removal in the Council.

Section 3. – Duties of the City Auditor.

It shall be the City Auditor's duty to advise the Council and each member thereof, and the City Manager, of operational and financial audits relating to the efficient and economical operation of Norman City government, and other related matters as may be required by the Council or the City Manager. The foregoing provisions shall not be deemed to prevent the City Manager, with the approval of a majority of the City Council, from employing private auditors as it is deemed necessary.

ARTICLE VI. – CITY CLERK

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ARTICLE VII. – MUNICIPAL COURT

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ARTICLE VIII. – CITY ATTORNEY

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ARTICLE ~~VIII~~IX. – CITY PARKS

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ARTICLE IX. – HOSPITAL

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ARTICLE XI. – REMOVAL

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ARTICLE XII. – LEGISLATIVE DEPARTMENT

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ARTICLE XIII. – ORDINANCES

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ARTICLE XIV. – RECALL OF ELECTIVE OFFICERS

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ARTICLE XIV. – REVENUE

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ARTICLE XVI. – PUBLIC SERVICE CORPORATIONS

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ARTICLE XVII. – MUNICIPALLY OWNED UTILITIES

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ARTICLE XVIII. – MISCELLANEOUS PROVISIONS.

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ARTICLE XIX. – LABOR RELATIONS

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ARTICLE XX. – PLANNING; ZONING AND SUBDIVISION REGULATIONS

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ARTICLE XXI. – REAPPORTIONMENT

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- § 13. That, Section 2 of Article VII of the Charter of the City of Norman, Oklahoma, shall be amended to read as follows:

Section 2. – Appointment and removal of City Attorney.

The City Attorney shall be appointed by Manager; such appointment shall be subject to the approval of a majority of the City Council. The City Attorney may be removed by the City Manager. Council shall by an affirmative vote of five (5) members appoint a City Attorney, who shall serve at the pleasure of the City Council as an at-will employee. He or she shall be chosen by the Council solely upon the basis of his or her qualifications, without regard to age, race, color, religion, ancestry, national origin, sex or place of birth, and need not, when appointed, be a resident of the City or State. No member of the Council shall, during the time for which he is elected, be chosen City Attorney, nor for two years after he ceases to be a member. In case of absence or disability of the City Attorney, the Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Attorney may be removed or suspended at any time, upon an affirmative vote of five (5) members of the Council. Should at least four (4) Councilmembers desire that a majority of Council discuss removal or suspension of the City Attorney, then a notice of such a request shall be filed with the City Clerk, who shall then place an item for Executive Session for that purpose on the Agenda of the next regularly scheduled Council meeting or at a special meeting of the Council called for that purpose. In the event Council should desire to suspend or remove the City Attorney following the Executive Session, an additional item shall be included on the same Agenda of the meeting in which the Executive Session is to be held to consider immediate suspension or removal of the City Attorney. If the Council suspends or removes the City Attorney from office, the Council may provide for the temporary performance of the City Attorney's duties. The action of the Council in suspending or removing the City Attorney shall be final, it being the intention of this Charter to vest all authority and fix all responsibility for such suspension or removal in the Council.

- § 14. That, Section 1 of Article IX of the Charter of Norman, Oklahoma, shall be amended to read as follows:

Section 1. – Appointment of Board.

The Mayor, with the approval of the City Councilmembers, shall appoint a Board of Norman Regional Hospital Authority consisting of ~~nine~~ eleven registered voters who shall serve for a term of three years. At least nine of the board members shall be Norman residents. A maximum of two members may be appointed from other communities in which the Norman Regional Hospital Authority operates at least one facility. In case of a vacancy in the Board, an appointment to fill the unexpired term shall be made in the same manner as the original appointments. The City Manager shall be an ex-officio member of the Board of Norman Regional Hospital Authority but he shall have no vote. His advice and services shall be given to the Board in the planning and execution of its work.

- § 15. That, Sections 1, 2, 3, 4 and 5 of Article XIII of the Charter of the City of Norman shall be amended as follows:

Section 1. - Time of commencing proceedings.

The holder of any elective office, either by election or appointment to fill a vacancy, may be removed at any time during the time period beginning after six months from the date of his accession to said office and ending six months prior to the expiration of the current term of the elected official so subject to recall, by the registered voters qualified to vote for a successor to such incumbent, in the following manner:

Section 2. - Filing of petition; validation of signatures.

A petition bearing the signatures, names and addresses of twenty-five per cent (25%) of the registered voters qualified to vote for the officer whose recall is sought, shall be necessary to initiate recall proceedings. The City Clerk shall maintain on file and for public use proper petition forms that are in substantial conformance with the form provided in State law for referendum petitions to initiate such proceedings.

At the top of each page of said petition(s) there shall be a ~~short-simple~~ statement of the ~~reasons for which recall is being sought~~. gist of the recall proposition: “If successful, this petition will allow the voters to decide whether to recall [insert elected officer] prior to the expiration of his/her term, or allow him/her to continue to serve in office.”

The petition must be returned to the City Clerk within thirty (30) days, ~~Sundays and legal holidays excepted~~, of its initiation in order to be valid. Failure to return the petition(s) within the proper time limits shall render them null and void.

Upon receipt of the petition(s), the City Clerk shall inspect said petition(s) to see that all the signatures are valid and that they are those of registered voters eligible to vote for the office from which the officer's removal is sought. Such inspection by the City Clerk shall be completed in a reasonable amount of time, not to exceed ~~not more than~~ thirty (30) days for one petition to recall a ward representative, sixty (60) days for a petition to recall the Mayor, and ninety (90) days if multiple petitions are undergoing inspection concurrently.

Section 3. – Notice and publication.

The City Clerk shall cause to be published upon the filing of the said petition with the City Clerk's office, in some newspaper of general circulation in the City of Norman a notice to the voters, stating the name of the officer(s) whose recall is sought and the time limit within which said petition(s) must be signed. Further, the City Clerk shall cause to be mailed to the officer(s) whose recall is sought an official notice that the petition has been commenced and the time limit in which it must be completed. Such notice shall be by certified mail, return receipt requested, and the refusal of the officer(s) to accept delivery shall in no way affect the validity of the notice. Failure of the City Clerk to keep the City Clerk's office open during regular office hours, which failure prevents the proper filing of said petition(s), shall be adjudged a misdemeanor and upon conviction thereof the Clerk shall be punished by a fine of not less than ten dollars and not more than fifty dollars, and each day said City Clerk violates the provisions hereof shall constitute a separate and distinct offense. In the event such a failure on the part of the City Clerk occurs, petitioners may file the petition(s) with the City Manager.

In addition to publishing notice upon receipt of a petition, the City Clerk shall also publish notice in advance of any recall election in accordance with Title 34, Section 17 of the Oklahoma Statutes.

Section 4. – Calling election; votes required for recall.

Upon determination by the City Clerk that the petition(s) bear the signatures of the requisite number of registered voters, said petition(s) shall be presented by the City Clerk to the City Council which body shall, in accordance with state election laws, call a recall election.

~~The sole question in said election shall be the recall of the officer(s) affected.~~ The recall shall be adopted when the total number of votes in favor of the recall is a majority of all the votes cast on the issue and that majority equals a majority of all the votes cast in the most recent previous election for the particular office in question. Should more than four Councilmembers be recalled in the same recall election, then an affirmative vote of a majority of the remaining seated Councilmembers shall be sufficient to take any action until the vacancies resulting from the recall are filled as set forth herein.

Section 5. – Election to fill vacancy created by recall.

In the event the recall is adopted, a vacancy shall be declared and an election shall be called for the next available election date in accordance with state election laws. it shall be filled in the following manner for the unexpired term of the recalled officer(s): the City Council shall set filing for an election to fill the vacancy to commence ten (10) days after the date of the recall vote and last until 5:00 p.m. of the eleventh (11th) day after the recall election. Qualification to be a candidate shall be as for a regular election as set out in Article II. ~~The election to fill the vacancy created by the recall shall be set in accordance with state election laws.~~ Election shall be by a plurality of the votes cast and shall be certified in the regular manner.

- § 16. That, Section 2 of Article XVI of the Charter of the City of Norman shall be amended as follows:

Section 2. – Utility Rate Increases within the Control of the City of Norman

~~Precedent to an increase in utility rates within the control of the City of Norman, such increase proposal must be submitted to the legal voters of the City for their approval or rejection at the next regular general election, or at a special election which might be called for said purpose. Prior to any proposed increase in utility rates, Staff shall prepare a rate study for the utility for which a rate increase is proposed. A nine-member Utility Rate Commission shall be appointed by the Mayor, with the consent of Council, with members representing each ward and one at-large member for the purpose of reviewing proposed utility increases and the corresponding rate study. Upon receipt of the rate study and the recommendation of the Utility Rate Commission, the City Council may adopt an ordinance imposing a rate increase provided it does not exceed three percent. Any proposed rate increase that exceeds a three percent increase over existing rates must be submitted to the legal voters of the City for their approval or rejection at the next regular general election, or at a special election which might be called for such purpose.~~

- § 17. That, Sections 2, 3, 4 and 5 of Article XX of the Charter of the City of Norman shall be amended as follows:

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. After the release of new precinct information by the Election Board pursuant to the release of the final Federal Decennial Census ~~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~~ within thirty (30) days of the release of new precinct information for Norman by the Election Board ~~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 release by the Election Board of new precinct information for Norman ~~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~~ Prior to 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 send the resolution back to the Reapportionment Ad Hoc Committee for further consideration, ~~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 set by the City Council,

and for all other purposes on the day on which the terms of the Councilmembers elected that year begin.

- § 18. That the remaining portions of the Articles and Sections referred to herein shall remain unchanged.
- § 19. That the amendments of the City Charter proposed herein shall be effective provided by law.
- § 20. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this resolution 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.

[The remainder of this page is intentionally left blank.]

ADOPTED this _____ day
of _____, 2022.

NOT ADOPTED this _____ day
of _____, 2022.

Breea D. Clark, Mayor

Breea D. Clark, Mayor

ATTEST:

Brenda Hall, City Clerk

File Attachments for Item:

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2122-46 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, COUNTY OF CLEVELAND, STATE OF OKLAHOMA, ON THE 23RD DAY OF AUGUST, 2022, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED VOTERS OF THE CITY OF NORMAN THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2122-45, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDS SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDS SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDS ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDS SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDS SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDS SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDS SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDS SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND

PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN
CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT
BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S
RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: May 10, 2022

REQUESTER:

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2122-46 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, COUNTY OF CLEVELAND, STATE OF OKLAHOMA, ON THE 23RD DAY OF AUGUST, 2022, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED VOTERS OF THE CITY OF NORMAN THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2122-45, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDS SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDS SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDS ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDS SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDS SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO

BE APPOINTED FROM OTHER COMMUNITIES; AMENDS SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDS SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDS SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The Charter Review Commission ("CRC") was appointed in the Summer of 2019 to review specific items as requested by members of the City Council. The CRC met monthly, with the exception of several months missed due to COVID-19. Council held a Special Session on August 3, 2021 to hear the recommendations of the CRC and to decide whether to send each recommendation to the voters for their consideration. Council voted to send five of the recommendations to the voters. Recent discussions have targeted a possible June 28, 2022 election for these ballot measures. Charter amendments are adopted by ordinance. In order to meet the State's deadlines for a June 2022 election, Council will be required to vote on the ordinance on Second Reading no later than April 12, 2022.

At the Special Session on August 3, 2021, Council asked for further discussion on 5 of the recommendations related to term expiration, Council vacancies, utility rates, recall elections, and tax-increment financing. Council discussed these items during its conference on August 24, 2021 and reached consensus on sending the CRC recommendation related to term expiration and filling vacant Council positions forward to the voters and *not* sending any Charter amendments forward related to tax increment financing. Further information and discussion was requested for the CRC recommendations related to utility rates and recall elections. During its meeting of January 4, 2022, Council reached consensus to send forward the CRC recommendations related to recall elections and identified language to send forward related to utility rates as well as changes to the reapportionment process to enable the committee to be responsive to revised precinct boundaries.

DISCUSSION:

Council reviewed the final ballot language during its Study Session on May 3, 2022 and gave additional recommendation to add previously prepared Charter amendments related to the creation of a City Auditor position to the ballot. The ordinance language has been amended to reflect this direction.

Ordinance O-2122-46 calls the Special Election for voter consideration of the Charter amendments and sets forth 9 propositions that will appear on the ballot.

RECOMMENDATION:

If Ordinances O-2122-45 and O-2122-46 are adopted on Second and Final Reading on May 26, 2022, an election will be set on August 22, 2022 for voter consideration of nine propositions.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, COUNTY OF CLEVELAND, STATE OF OKLAHOMA, ON THE 23RD DAY OF AUGUST, 2022, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED VOTERS OF THE CITY OF NORMAN THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2122-45, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 1 OF THE CHARTER OF THE CITY OF NORMAN BY INCREASING THE STIPEND RECEIVED BY COUNCILMEMBERS AND THE MAYOR AND CREATING A COMPENSATION COMMISSION; AMENDS SECTIONS 2, 5, 6, AND 14 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO INCREASE COUNCILMEMBER TERMS FROM TWO TO THREE YEARS BEGINNING WITH THE 2026 ELECTIONS, CHANGING THE BEGINNING OF THE COUNCILMEMBER AND MAYORAL TERMS TO FOLLOW THE DESIGNATED RUN-OFF ELECTION DATE BEGINNING WITH THE 2025 WARD ELECTIONS AND THE 2028 MAYORAL ELECTION, AND REQUIRING WARD REPRESENTATIVES TO LIVE IN THE WARD SIX MONTHS PRIOR TO SEEKING ELECTION AND PROVIDING EXCEPTIONS WHEN WARD BOUNDARIES CHANGE; AMENDS SECTION 22 OF ARTICLE II OF THE CHARTER OF THE CITY OF NORMAN TO CLARIFY THAT VACANCIES ON COUNCIL FILLED BY COUNCIL VOTE SHALL BE FILLED FOR THE REMAINDER OF THE TERM IN QUESTION; ADDS ARTICLE V PROVIDING FOR THE CREATION OF THE OFFICE OF THE CITY AUDITOR, PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY AUDITOR BY CITY COUNCIL, SETTING FOR THE DUTIES OF THE CITY AUDITOR, AND PROVIDING FOR THE RENUMBERING OF SUBSEQUENT ARTICLES; AMENDS SECTION 2 OF ARTICLE VII PROVIDING FOR THE APPOINTMENT AND REMOVAL OF THE CITY ATTORNEY BY CITY COUNCIL INSTEAD OF THE CITY MANAGER; AMENDS SECTION 1 OF ARTICLE IX TO INCREASE THE NUMBER OF BOARD MEMBERS ON THE NORMAN REGIONAL HOSPITAL AUTHORITY FROM NINE TO ELEVEN AND ALLOWING A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM OTHER COMMUNITIES; AMENDS SECTIONS 1, 2, 3, 4 AND 5 OF ARTICLE XIII OF THE CHARTER OF THE CITY OF NORMAN TO LIMIT THE TIME OF COMMENCING RECALL PROCEEDINGS, TO MODIFY THE PROCESS TO BE CONSISTENT OKLAHOMA STATE LAW, AND TO ALLOW FOR ADDITIONAL TIME TO REVIEW PETITIONS WHEN MULTIPLE PETITIONS ARE RECEIVED; AMENDS SECTION 2 OF ARTICLE XVI TO ALLOW CITY COUNCIL TO IMPOSE A MAXIMUM THREE PERCENT (3%) INCREASE IN UTILITY RATES ONLY AFTER A RATE STUDY AND A RECOMMENDATION FROM A UTILITY RATE COMMISSION; AND AMENDS SECTIONS 2, 3, 4 AND 5 OF ARTICLE XX

MODIFYING DEADLINES AND PROCESS FOR THE REAPPORTIONMENT
AD HOC COMMITTEE IN CONSIDERATION OF THE STATE'S TIMELINE
FOR MODIFYING PRECINCT BOUNDARIES AND LIMITING COUNCIL'S
ACTION ON THE COMMITTEE'S RECOMMENDATION; AND PROVIDING
FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, Resolution No. R-1819-66, as amended, was adopted by the Council of the City of Norman on July 23, 2019 and established a Charter Review Commission to conduct a targeted review of the Norman City Charter; and
- § 2. WHEREAS, the Charter Review Commission presented ten (10) recommendations for amendments to the City Charter to the City Council on August 3, 2021; and
- § 3. WHEREAS, on August 3, 2021, the Council voted affirmatively to place five (5) of the recommendations on an election ballot for consideration by the voters, and asked for further discussion on the remaining five (5) recommendations of the Charter Review Commission; and
- § 4. WHEREAS, on August 24, 2021, the Council, after additional discussion, reached consensus to place two (2) additional recommendations of the Charter Review Commission on an election ballot for consideration by the voters; and
- § 5. WHEREAS, on January 4, 2022, the Council had additional discussion on two additional recommendations of the Charter Review Commission, as well as a discussion about the Reapportionment Process, and reached consensus to place one (1) additional recommendation of the Charter Review Commission, modify and place an additional question initially considered by the Charter Review Consideration, and place changes to the Reapportionment Process outlined in the Charter on a ballot for consideration by the voters.
- § 6. WHEREAS, on May 3, 2022, Council had additional discussion on the proposed Charter changes and ballot language and provided direction to include the addition of a City Auditor position to the Charter; and
- § 7. WHEREAS, pursuant to the provisions of Section 12, Article XVII of the Charter of the City of Norman, said amendments must be submitted to the registered voters of the City for their approval before the same become effective.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN,
OKLAHOMA:

§ 8. PROPOSITION I

Shall Section 1 of Article II of the Charter of the City of Norman be amended to increase the annual stipend for the Mayor from a maximum of \$1,200 to \$8,100 beginning in 2025 and for Councilmembers from a maximum of \$1,200 to \$5,400 beginning in 2025 and

providing for a Compensation Commission to be appointed to determine any future increases every three years based on the consumer price index, the City's budget, and other relevant factors, as more particularly described in Ordinance O-2122-45?

§ 9. **PROPOSITION II**

Shall Sections 2, 5, 6, and 14 of Article II of the Charter of the City of Norman be amended to increase Councilmember terms from two to three years beginning with terms in 2026; to change the beginning of Councilmember and Mayoral terms from the first Tuesday of July to the first Tuesday following scheduled run-off elections beginning in 2026 for the Councilmember positions and 2028 for the Mayor position; and to require those seeking election to a Councilmember position be residents of the ward for which they seek office for six months; and providing exceptions when ward boundaries are changed, as more particularly described in Ordinance O-2122-45?

§ 10. **PROPOSITION III**

Shall Section 22 of Article II of the Charter of the City of Norman be amended to clarify that vacancies on City Council that are filled by majority vote of the City Council are filled for the balance of the unexpired term of the vacant position, as more particularly described in Ordinance O-2122-45?

§ 11. **PROPOSITION IV**

Shall Article V be added, and subsequent Articles be renumbered accordingly, to the Charter of the City of Norman to create the position of Municipal Auditor to be appointed by the City Council by at least an affirmative vote of five (5) members; to establish the City Auditor's employment status as an at-will employee; to provide a process for an interim City Auditor to be appointed in case of the absence or disability of the City Auditor; to provide a process for Councilmembers to request discussion and/or consideration of the removal or suspension of the City Auditor to be placed on the agenda of a regularly or specially scheduled meeting; and to describe the duties of the City Auditor, as more particularly described in Ordinance No. O-2122-45?

§ 12. **PROPOSITION V**

Shall Section 2 of Article VII of the Charter of the City of Norman be amended to change the City Attorney to an at-will employee hired by majority vote of the City Council instead of hired by the City Manager and confirmed by City Council; to provide a process for an interim City Attorney to be appointed in case of the absence or disability of the City Attorney; to provide a process for Councilmembers to request discussion and/or consideration of the removal or suspension of the City Attorney to be placed on the agenda of a regularly or specially scheduled meeting, as more particularly described in Ordinance O-2122-45?

§ 12. PROPOSITION VI

Shall Section 1 of Article IX of the Charter of the City of Norman be amended to increase the number of board members for the Norman Regional Hospital Authority Board from nine to eleven and allowing for a maximum of two board members to be appointed from other communities in which Norman Regional Hospital Authority operates at least one facility, as more particularly described in Ordinance O-2122-45?

§ 13. PROPOSITION VII

Shall Sections 1, 2, 3, 4, and 5 of Article XIII of the Charter of the City of Norman be amended to set forth a timeframe in which an elected municipal official can be recalled, amends procedures to be consistent with State law, to provide additional time for review of recall petitions when a recall petition for Mayor or multiple petitions are undergoing inspection concurrently, to provide for a majority vote of remaining Councilmembers to take any action if there are more than four vacancies on Council as a result of a recall election, and to require City Council to call an election to fill any vacancy created by a successful recall for the next available election date, as more particularly described in Ordinance O-2122-45?

§ 14. PROPOSITION VIII

Shall Section 2 of Article XVI of the Charter of the City of Norman be amended to allow utility rate increases of no more than three percent to be adopted by City Council rather than by submittal to the registered voters of Norman, but only after a rate study and review by an appointed Utility Rate Commission having a representative appointed from each ward and one at-large, as more particularly described in Ordinance O-2122-45?

§ 15. PROPOSITION IX

Shall Sections 2, 3, 4, and 5 of Article XX of the Charter of the City of Norman be amended to modify the deadlines and process for the Reapportionment Ad Hoc Committee to review census data and reapportion wards to be more similar to the State's timeline for modifying precinct boundaries, and to limit Council action on the recommendations of the Reapportionment Ad Hoc Committee to either 1) adopt proposed ward boundaries without modification, 2) reject proposed boundaries, or 3) refer the proposed boundaries back to the Committee for further consideration, as more particularly described in Ordinance O-2122-45?

§ 16. That the remaining portions of the Articles and Sections referred to herein shall remain unchanged.

§ 17. That the amendments of the City Charter proposed herein shall be effective provided by law.

§ 18. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this resolution 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.

Breea D. Clark, Mayor

NOT ADOPTED this _____ day
of _____, 2022.

Breea D. Clark, Mayor

ATTEST:

Brenda Hall, City Clerk

SPECIAL ELECTION PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of the Statutes of the State of Oklahoma and acts complimentary, supplementary and enacted pursuant thereto, and Ordinance No. O-2122-46 dated May 26, 2022, authorizing the calling of an election on the Propositions hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma, hereby call a special election and give notice thereof to be held in the City of Norman, Oklahoma, on the 23rd day of August, 2022, for the purpose of submitting to the registered qualified voters in said City the following Propositions:

PROPOSITION 1

Shall Section 1 of Article II of the Charter of the City of Norman be amended to increase the annual stipend for the Mayor from a maximum of \$1,200 to \$8,100 beginning in 2025 and for Councilmembers from a maximum of \$1,200 to \$5,400 beginning in 2025 and providing for a Compensation Commission to be appointed to determine any future increases every three years based on the consumer price index, the City's budget, and other relevant factors, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 2

Shall Sections 2, 5, 6, and 14 of Article II of the Charter of the City of Norman be amended to increase Councilmember terms from two to three years beginning with terms in 2026; to change the beginning of Councilmember and Mayoral terms from the first Tuesday of July to the first Tuesday following scheduled run-off elections beginning in 2026 for the Councilmember positions and 2028 for the Mayor position; and to require those seeking election to a Councilmember position be residents of the ward for which they seek office for six months; and providing exceptions when ward boundaries are changed, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 3

Shall Section 22 of Article II of the Charter of the City of Norman be amended to clarify that vacancies on City Council that are filled by majority vote of the City Council are filled for the balance of the unexpired term of the vacant position, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 4

Shall Article V be added, and subsequent Articles be renumbered accordingly, to the Charter of the City of Norman to create the position of Municipal Auditor to be appointed by the City Council by at least an affirmative vote of five (5) members; to establish the City Auditor's employment status as an at-will employee; to provide a process for an interim City Auditor to be appointed in case of the absence or disability of the City Auditor; to provide a process for Councilmembers to request discussion and/or consideration of the removal or suspension of the City Auditor to be placed on the agenda of a regularly or specially scheduled meeting; and to describe the duties of the City Auditor, as more particularly described in Ordinance No. O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 5

Shall Section 2 of Article VII of the Charter of the City of Norman be amended to change the City Attorney to an at-will employee hired by majority vote of the City Council instead of hired by the City Manager and confirmed by City Council; to provide a process for an interim City Attorney to be appointed in case of the absence or disability of the City Attorney; to provide a process for Councilmembers to request discussion and/or consideration of the removal or suspension of the City Attorney to be placed on the agenda of a regularly or specially scheduled meeting, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 6

Shall Section 1 of Article IX of the Charter of the City of Norman be amended to increase the number of board members for the Norman Regional Hospital Authority Board from nine to eleven and allowing for a maximum of two board members to be appointed from other communities in which Norman Regional Hospital Authority operates at least one facility, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 7

Shall Sections 1, 2, 3, 4, and 5 of Article XIII of the Charter of the City of Norman be amended to set forth a timeframe in which an elected municipal official can be recalled, amends procedures to be consistent with State law, to provide additional time for review of recall petitions when a recall petition for Mayor or multiple petitions are undergoing inspection concurrently, to provide for a majority vote of remaining Councilmembers to take any action if there are more than four vacancies on Council as a result of a recall election, and to require City Council to call an election to fill any vacancy created by a successful recall for the next available election date, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 8

Shall Section 2 of Article XVI of the Charter of the City of Norman be amended to allow utility rate increases of no more than three percent to be adopted by City Council rather than by submittal to the registered voters of Norman, but only after a rate study and review by an appointed Utility Rate Commission having a representative appointed from each ward and one at-large, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
- ☐ NO - AGAINST THE PROPOSITION

PROPOSITION 9

Shall Sections 2, 3, 4, and 5 of Article XX of the Charter of the City of Norman be amended to modify the deadlines and process for the Reapportionment Ad Hoc Committee to review census data and reapportion wards to be more similar to the State's timeline for modifying precinct boundaries, and to limit Council action on the recommendations of the Reapportionment Ad Hoc Committee to either 1) adopt proposed ward boundaries without modification, 2) reject proposed boundaries, or 3) refer the proposed boundaries back to the Committee for further consideration, as more particularly described in Ordinance O-2122-45?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

- ☐ YES - FOR THE PROPOSITION
☐ NO - AGAINST THE PROPOSITION

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Propositions as above set forth.

The polls shall be opened at 7:00 o'clock a.m. and shall remain open continuously until and be closed at 7:00 p.m.

The special election shall be held at the same places and in the same manner prescribed by law for conducting county and state elections and the numbers and locations of the polling places and the persons who shall conduct said election shall be the same as for county and state elections, all as respectively designated and prescribed by the County Election Board of Cleveland County, Oklahoma.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the Seal of said City affixed hereto on the 24th day of May, 2022.

Mayor

(SEAL)

ATTEST:

City Clerk