

City of Moore

MOORE PUBLIC WORKS AUTHORITY
MOORE ECONOMIC DEVELOPMENT AUTHORITY

FY 2018-2019

**ADOPTED ANNUAL OPERATING
& CAPITAL BUDGET**

CITY OF MOORE

MOORE PUBLIC WORKS AUTHORITY

MOORE ECONOMIC DEVELOPMENT AUTHORITY

OPERATING BUDGET ADOPTED JUNE 18, 2018

INCLUDING:

MOORE PUBLIC WORKS AUTHORITY

INTERNAL SERVICE FUND

ENTERPRISE FUND

MOORE ECONOMIC DEVELOPMENT AUTHORITY

CITY OF MOORE

GENERAL FUND

SPECIAL REVENUE FUND

DEBT SERVICE FUND

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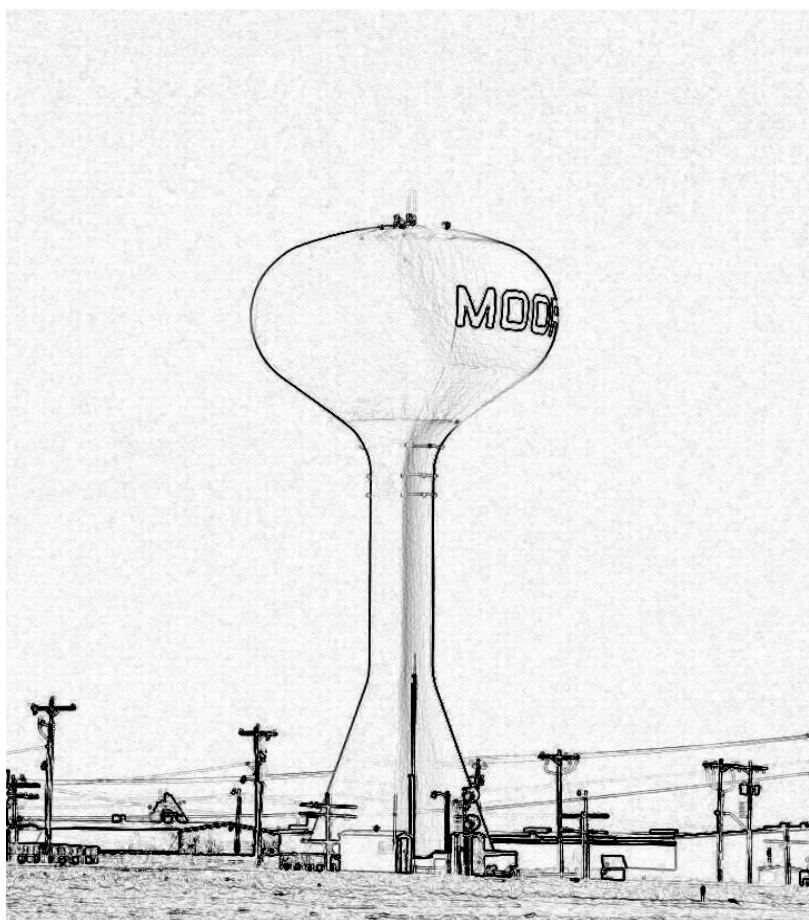
MORE ABOUT MOORE

Form of Government



Council-Manager

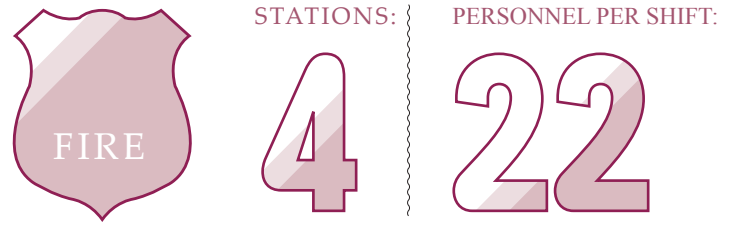
The City Council is comprised of one Mayor elected at large and six Council Members, two from each of three wards. The City Council has the power to appoint and remove the City Manager.



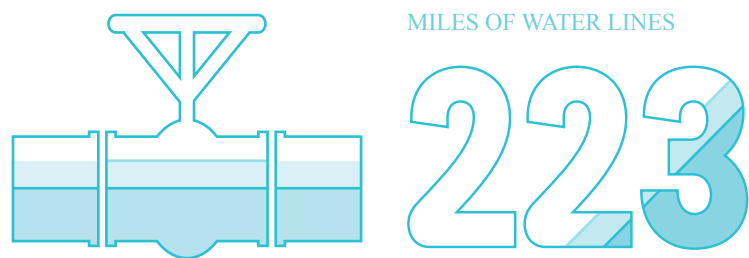
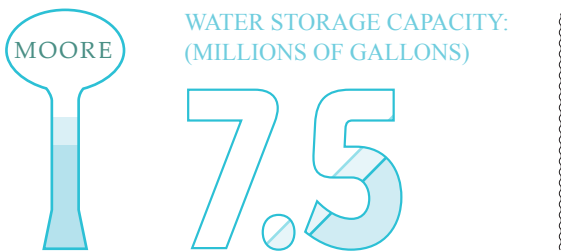
Police



Fire



Public Works



Demographic

Source: City of Moore Community Development Department.

YEAR	ESTIMATED POPULATION ¹	AVERAGE ANNUAL WAGES ²	MOORE PUBLIC SCHOOL DISTRICT ³	UNEMPLOYMENT RATE (PERCENTAGE) ⁴
2017	60,701	43,340	24,516	3.3
2016	60,451	42,760	22,899	3.2
2015	60,299	41,820	23,000	3.5
2014	59,973	40,850	23,000	3.4
2013	59,407	41,288	22,818	4.6
2012	58,819	39,160	23,031	5.0
2011	57,704	36,940	22,568	6.1
2010	55,081	35,830	22,500	6.1
2009	52,361	34,920	21,650	6.5
2008	51,277	33,720	21,140	3.9

¹ Estimated based on Census Count for 2010.

² Per U. S. Department of Labor, Bureau of Labor Statistics. Average annual wages for the State of Oklahoma

³ Figure taken from the Moore Public Schools Website.

⁴ This figure provided by the office of Oklahoma Employment Security Commission.

BUDGET CALENDAR

FISCAL YEAR 2018-2019

TARGET DATE	ACTIVITY
February 5, 2018	Budget documents and information to department heads
February 5 - February 23, 2018	Department heads prepare budget requests and return to the Finance Director
March 5 - March 9, 2018	City Manager will meet with departments individually to discuss requests
March 23, 2018	Initial draft of proposed budget
April 9 - May 7, 2018	City Council consideration of the proposed budget
May 26, 2018	Publish Proposed Budget Summary and Notice of Public Hearing on the proposed budget
June 4, 2018	Public Hearing
June 18, 2018	Budget adoption (Legal deadline is June 23)
June 30, 2018	Budget published and filed with State Auditor and City Clerk
July 1, 2018	Begin new fiscal year 2018-2019

CITYMANAGER'S LETTER

June 18, 2018

Honorable Mayor and City Council, City of Moore
Honorable Chairman and Trustees, Moore Public Works Authority ("MPWA")
Honorable Chairman and Trustees, Moore Economic Development Council ("MEDA")

RE: FY 2018-2019 Operating Budgets – City of Moore, Moore Public Works Authority (MPWA); and Moore Economic Development Authority (MEDA)

In supporting the goals adopted by the City Council, the FY 2018-2019 operating budgets of the City of Moore, the Moore Public Works Authority, and the Moore Economic Development Authority are hereby submitted for your review, consideration, and adoption as required by the Charter of the City of Moore, Oklahoma; O.S. § 17-201 et seq. ("The Municipal Budget Act"); the Trust Indenture of the Moore Public Works Authority; and 60 O.S. § 176 ("The Public Trust Act").

The combined FY 18-19 budgets of the City, MPWA and MEDA total \$108,939,813 which represents a 2.8% increase over FY17-18. This results in a projected expenditure of \$1,797 per capita based on an estimated population of 60,636.

Sales and Use tax collections for FY 17-18 have increased \$635,008 over the previous year's actual collections. We anticipated that there would be 5% growth in FY17-18. Actual growth was 4.2%. This includes increased Use Tax from online sales. Going into FY 18-19 we are projecting that sales tax collections will increase 2%, with total projected collections of \$26,863,366. Due to businesses that have recently opened and are scheduled to open during the next fiscal year we feel that our retail economy will increase. An agreement reached by the State of Oklahoma with Amazon will also increase our sales tax collections. Even though there is reason for optimism we still intend to reassess the projected sales tax collections mid-year and present any recommended adjustments to the Council.

The MPWA has recovered as a result of the water and sanitation rate adjustments made at the beginning of FY 15-16; however, due to our water contract with the City of Oklahoma City we will see a 7% increase in our water purchase costs for each of the next four years. The total revenue projection is \$23,737,515 including water sewer and sanitation fees. This is a 6.0% increase over FY 17-18. This has enabled the MPWA to again establish a Contingency Fund (\$238K), meet all of its debt service requirements, purchase needed equipment (\$621K), and continue the historical transfer of \$3M to the City General Fund.

The budgets include cost-of-living increases for all employees. The increases range from 1.8% to 4.4% depending on the employee group. The budget also includes merit increases for all eligible employees. There is one new position included in the MPWA budget. There are 376.5 full-time equivalents (FTEs) in the budget. This breaks down to 309 full time positions and 156 part-time positions.

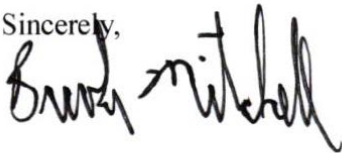
Neither the City General Fund nor the MPWA budgets anticipate the use of undesignated fund balance.

The City General Fund has fared somewhat better in recent years, but we remain cautious going forward given the general economic conditions that exist today. There is a small contingency of (\$428K), in the City General Fund budget, which will enable the City to deal with unexpected expenses. In addition, the City General Fund includes set-asides of sales tax agreements to meet obligations under the existing sales tax rebate agreements for the Warren Theaters IMAX project in the amount of \$200K and Dick's Sporting Goods in the amount of \$200K.

The budgets include approximately \$27.0M in capital expenditures. This includes residential street repairs, side walk construction, water and sewer line replacement and improvements to various parks funded by the earmarked sales tax and hotel-motel tax. Also included are HUD funded street construction projects, including reconstruction of 17th Street between Telephone Road and Max Morgan Road. Also included is the purchase of a new sanitation truck, several new police vehicles and other equipment.

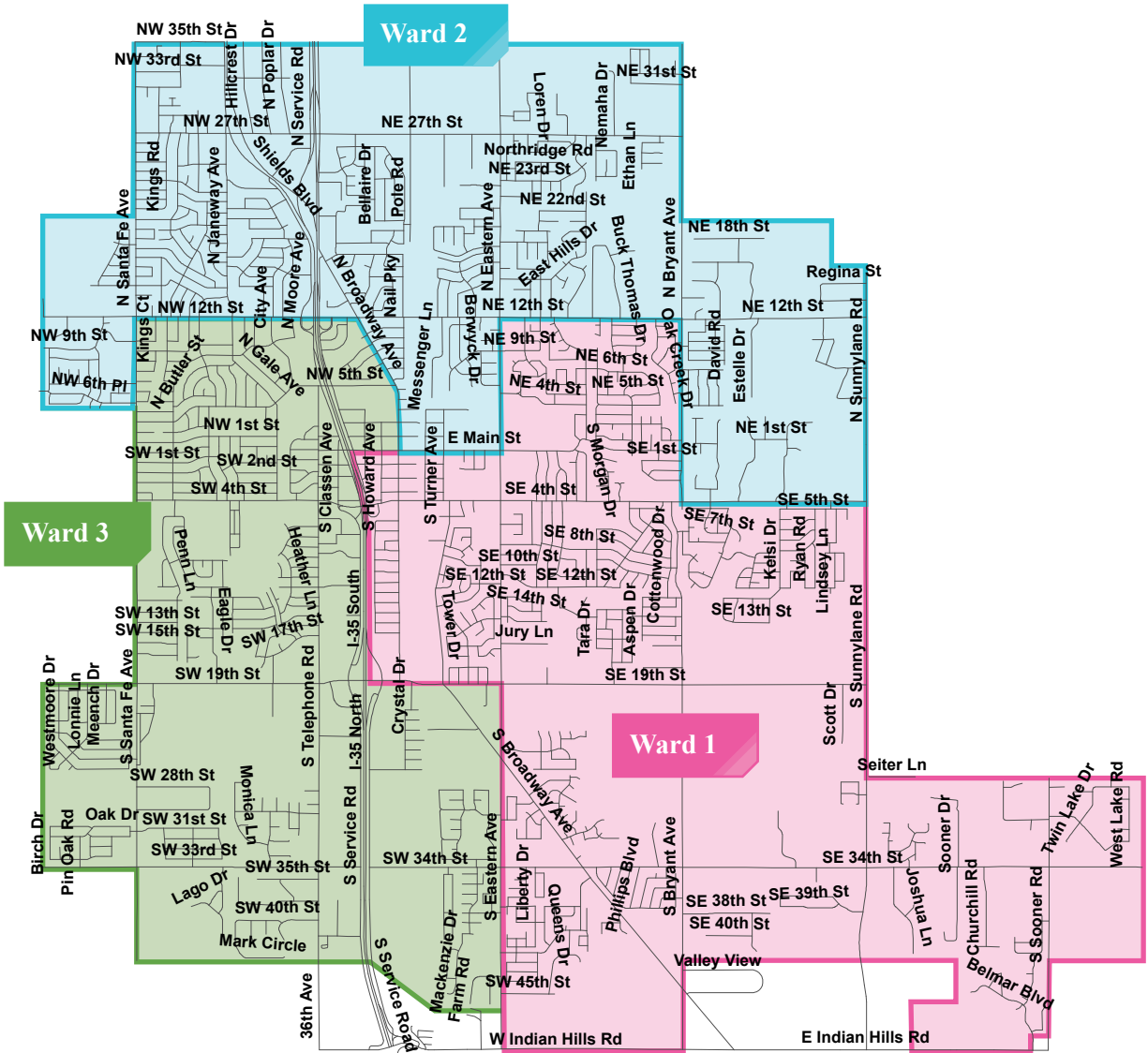
In summary, the budgets proposed for FY 2018-2019 will enable the City and the Trust to function on a solid financial basis. On behalf of all employees of the City of Moore, I wish to extend our sincere congratulations to the Mayor and City Council for a job well done in guiding the growth and development of our community. Your decisions have been sound and your policy formulation excellent. I look forward to the future and to working with the Mayor and City Council to implement the budget, as we continually strive to be "A Progressive City Committed to a Quality Community."

Sincerely,

A handwritten signature in black ink that reads "Brooks Mitchell". The signature is written in a cursive, flowing style.

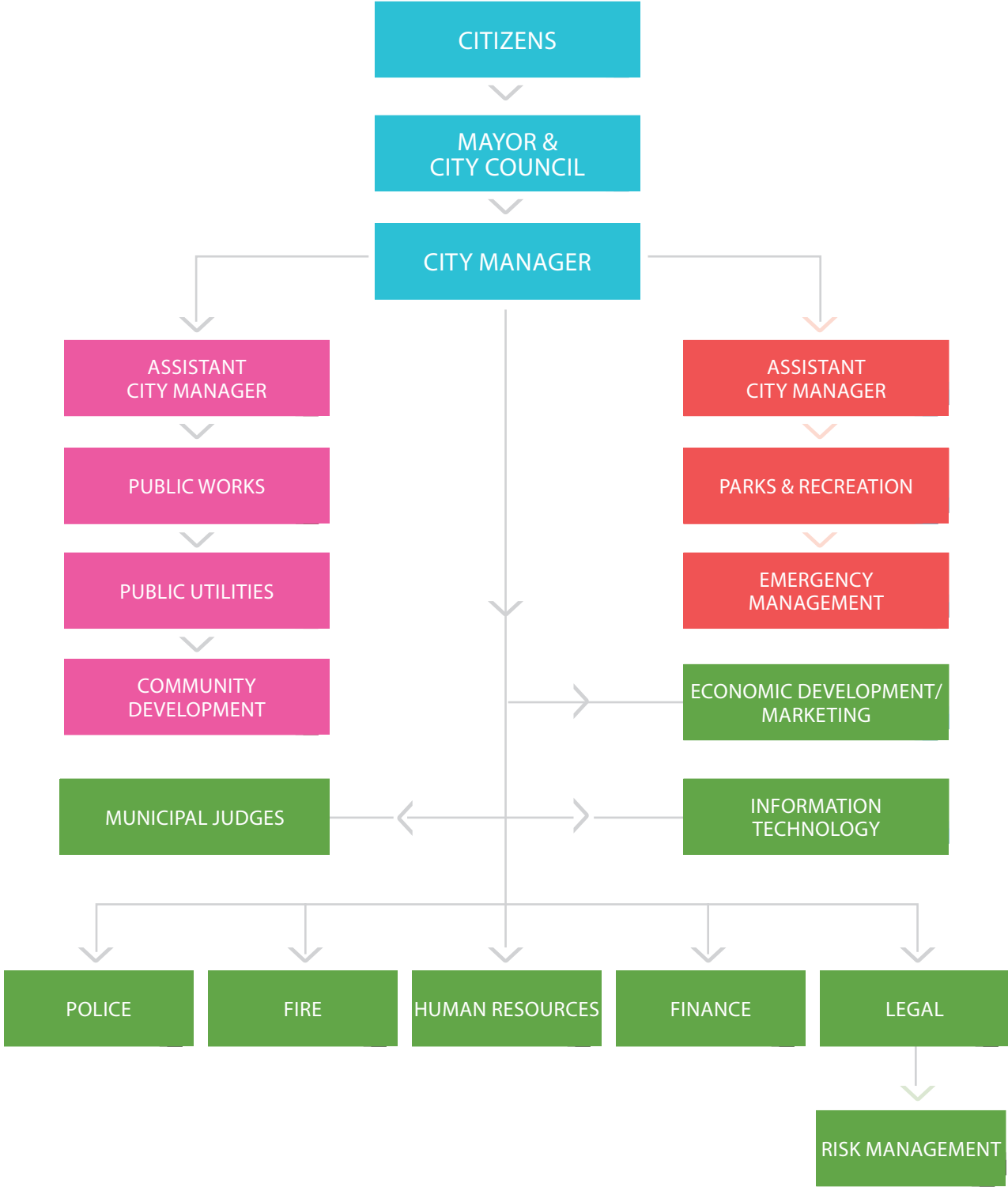
Brooks Mitchell
City Manager

WARD MAP



ORGANIZATIONAL CHART

CITY OF MOORE



CITY ADMINISTRATION

CITY MANAGEMENT

City Management



City Manager
Brooks Mitchell



Assistant City Manager
Stan Drake



Assistant City Manager
Todd Jenson

CITY ADMINISTRATION

DEPARTMENT HEADS

Department Heads



Fire Chief
Gary Bird



City Attorney
Randy C. Brink



Economic Development Director
Deidre Ebrey



Parks and Recreation Director
Todd Jenson



Human Resources Director
Christine Jolly



Finance Director
Betty Koehn



Emergency Management Director
Gayland Kitch



Public Works Director
Richard Sandefur



Police Chief
Jerry Stillings



Information Services Director
David Thompson



Community Development Director
Elizabeth Weitman

CITY OFFICIALS



Mayor

Glenn Lewis
glewis@cityofmoore.com

Ward 1



Danielle McKenzie
Council Member
dmckenzie@cityofmoore.com



Adam Webb
Council Member
awebb@cityofmoore.com

Ward 2



Melissa Hunt
Council Member
mhunt@cityofmoore.com



Mark Hamm
Council Member
mhamm@cityofmoore.com

Ward 3



Jason Blair
Vice Mayor
jblair@cityofmoore.com



Louis Williams
Council Member
lwilliams@cityofmoore.com

RESOLUTION NO. 243(18)

RESOLUTION NO. 243 (18)

A RESOLUTION OF THE TRUSTEES OF THE MOORE PUBLIC WORKS AUTHORITY ADOPTING, APPROVING, AND PROMULGATING AN OFFICIAL BUDGET FOR THE TRUST OF MOORE FOR FISCAL YEAR 2018-2019 IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL BUDGET ACT OF THE STATE OF OKLAHOMA; APPROVING THE APPROPRIATIONS, ESTIMATE OF REVENUES, AND THE PLANNED EXPENSES CONTAINED IN SAID BUDGET FOR FISCAL YEAR 2018-2019; AND DIRECTING THAT SAID BUDGET BE FILED AND PUBLISHED IN ACCORDANCE WITH STATE LAW.

WHEREAS, the legislature of the State of Oklahoma adopted the Municipal Budget Act in 1979, which said Act became effective October 1, 1979, and is now codified as 11 Okla. Stat. (1981), Section 17-201 to Section 17-216, inclusive; and,

WHEREAS, the legislature amended 60 Okla. Stat. 176 effective July 1, 1991, which requires public trust created pursuant to Public Trust Act to comply with annual budget provisions applicable to the beneficiary of such trust; and,

WHEREAS, the Trustees have followed most provisions of the Municipal Budget Act for several years; and,

WHEREAS, in accordance with the provisions of the Municipal Budget Act, the Trustees did receive a proposed and recommended budget from the City Manager acting as Trust Manager, as directed by the Trust Indenture and policies of the Trust; and,

WHEREAS, in accordance with the provisions of the Municipal Budget Act, the Trustees did hold a public hearing on the recommended budget on the date of June 4, 2018 with said hearing being not later than fifteen (15) days prior to the beginning of the next ensuing fiscal year; and,

WHEREAS, the Municipal Budget Act requires that the Trust's budget for Fiscal Year 2018-2019 be adopted at least seven (7) days prior to the beginning of the next ensuing budget year; and,

WHEREAS, the Chairman and Trustees have carefully considered the recommendation of the Trust Manager regarding the Budget for Fiscal Year 2018-2019, and have further received public input into the budget process at the public hearing above-referenced; and,

WHEREAS, the final and complete budget for the Moore Public Works Authority for Fiscal 2018-2019 (subject to any necessary amendments or supplements thereto during the fiscal year as provided by law), has been reduced to writing in detail as required by law, and a copy of said final and complete budget for Fiscal Year 2018-2019 is attached hereto and made a part hereof and marked Exhibit "A" (Budget for the Moore Public Works Authority); and,

WHEREAS, the final budget for Fiscal Year 2018-2019 containing the appropriations for the various departments of the Trust an estimate of revenues, a planned program for expenditures and deposits into appropriate revenue debt retirement accounts for Fiscal Year 2018-2019, all of which are supported by full and sufficient financial information; and,

WHEREAS, the adoption of said budget for Fiscal Year 2018-2019, all as set forth in Exhibit "A" attached, in compliance with the provisions of the Municipal Budget Act, would be in the best interest of the Moore Public Works Authority, the City of Moore, and the residents thereof; and,

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Trustees of the Moore Public Works Authority that:


1. The final and complete budget for Fiscal Year 2018-2019, subject to amendments allowed under the State Law, all as set forth in Exhibit "-A" attached, are hereby approved, confirmed and established; and,
2. The appropriation for each of the various Trust departments, the estimate of revenues, the planned program of expenditures, and the deposits into revenue debt retirement accounts for Fiscal Year 2018-2019, all as set forth in Exhibit "A" attached, are hereby approved, confirmed and established; and,
3. The City's Director of Finance and the City Clerk, acting on behalf of the Moore Public Works Authority in their capacity as City employees, are hereby instructed to file the adopted budget, set forth in Exhibit "A" attached, with the Cleveland County Excise Board, and transmit at least one (1) copy of said budget to the office of the State Auditor and Inspector; and
4. The City Clerk is hereby requested and instructed to retain at least one (1) copy of the final and complete budget for Fiscal Year 2018-2019 as the same may be amended during said fiscal year, on file in the City Clerk's office for inspection; and
5. In accordance with the Municipal Budget Act of 1979, specifically 11 Okla. Stat. (1981) 17-215, the Trust Manager, as Chief Executive Officer of the Trust, is hereby authorized to transfer unexpended and unencumbered appropriations, or any portion thereof, from one account to another within the same department or to another within the same fund, except that no appropriation for debt service or other appropriation required by law, contract, covenant, or ordinance may be reduced below the required minimum. The Trust's appropriation shall be established at the expenditure classification levels of personal services, materials and supplies, other services and charges, capital outlays, and debt service, as provided by 11 Okla. Stat. (1981) 17-213, further account detail is provided in the budget for explanation only.

PASSED AND APPROVED by the Chairman and Trustees of the Moore Public Works Authority this 18th day of June, 2018.


GLENN LEWIS, CHAIRMAN OF THE TRUST


ADAM WEBB, SECRETARY

APPROVED AS TO FORM & LEGALITY:


RANDY C. BRINK, CITY ATTORNEY

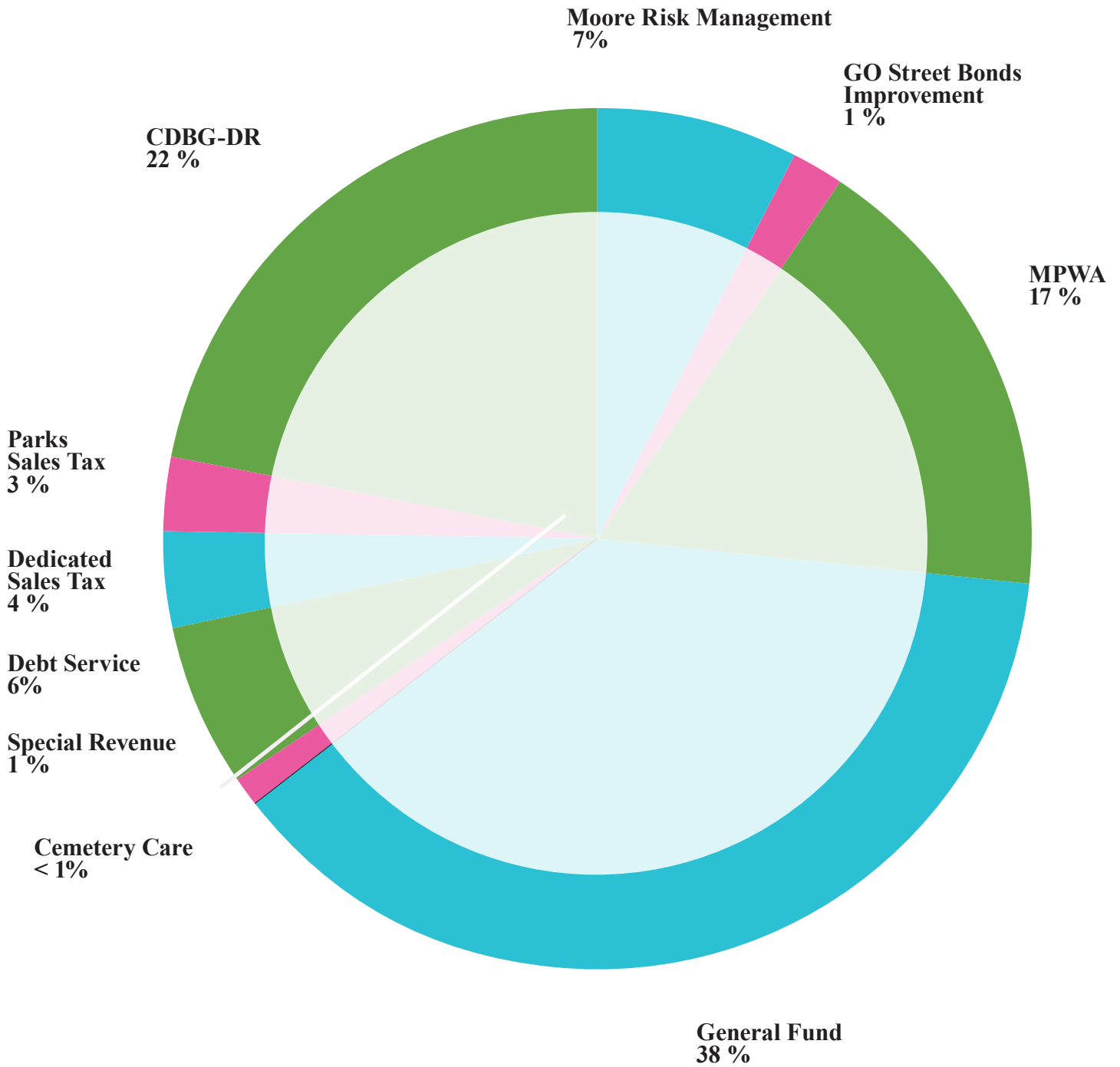
FUND TOTALS

CITY OF MOORE, MEDA & MPWA

FUND	FUND NAME	FUND TOTAL
Fund 2	Moore Risk Management	8,432,362
Fund 5	Moore Public Works Authority	18,616,302
	Total Moore Public Works Authority	27,048,664
Fund 3	Moore Economic Development Authority	0
	Total Moore Economic Development Authority	0
Fund 4	2013 & 2015 GO Street Bonds	2,000,000
Fund 6	General Fund	41,332,154
Fund 7	Cemetery Perpetual Care	20,516
Fund 8	Special Revenue Fund	1,213,482
Fund 9	Debt Service	6,576,131
Fund 12	Dedicated Sales Tax	4,056,771
Fund 13	Parks Sales Tax	2,840,194
Fund 14	Parks GO Bonds	0
Fund 15	CDBG DR	23,851,901
	Total City of Moore	81,891,149
	Grand Total	\$108,939,813

EXPENDITURES BY FUND

CITY OF MOORE



NOTICE OF PUBLIC HEARING

Public notice published in The Oklahoman on May 26, 2018.

The City of Moore-Moore Public Works Authority will hold a Public Budget Hearing at 6:30 p.m. on June 4, 2018, in the City Council Chambers, City Hall, 301 N. Broadway, Moore, Oklahoma, for the purpose of receiving and hearing comments from the public concerning the proposed budgets for the Fiscal Year 2018-2019 as summarized below: The public is encouraged to

Department Function	General Fund	G.O. Debt Service	Moore Public Works Authority	Special Revenue
General Government	3,458,842		15,216,905	
GO Street Bonds Improvements				2,000,000
Moore Risk Management			8,432,362	
Sanitation			3,399,397	
Moore Economic Development Authority				0
Managerial	937,171			
City Attorney	201,652			
Finance	1,457,551			
Information Services	1,299,107			
Human Resources	277,098			
Municipal Court	577,375			
Police	11,837,156			
Communications	945,520			
Emergency Management	450,113			
Fire	9,489,347			
Public Works	2,062,693			
Animal Adoption Center	592,890			
Fleet Maintenance	1,045,626			
Building Maintenance	853,189			
Parks and Recreation	745,877			
Brand Sr. Citizen Center	190,450			
Landscape and Beautification	143,594			
Parks and Recreation Activities	223,905			
Parks and Cemetery Maintenance	892,370			
Moore Recreation Center	1,462,897			
Aquatic Park	594,820			
Library	42,980			
Planning	521,249			
Inspections	535,697			
Code Enforcement	303,453			
Capital Planning & Resiliency	189,532			
Special Revenue - Cemetery				20,516
Special Revenue				1,213,482
G.O. Debt Service		6,576,131		
Dedicated Sales Tax				4,056,771
Parks Sales Tax				2,840,194
Park GO Bonds				0
CDBG DR				23,851,901
Total	\$41,332,154	\$6,576,131	\$27,048,664	\$33,982,864

Total Budget: \$108,939,813

A copy of this information, the proposed budget, and related materials are available for public inspection from 8:00 a.m. to 5:00 p.m. weekdays at the office of the City Clerk, City Hall, 301 North Broadway, Moore, Oklahoma.

Glenn Lewis, Mayor
City of Moore

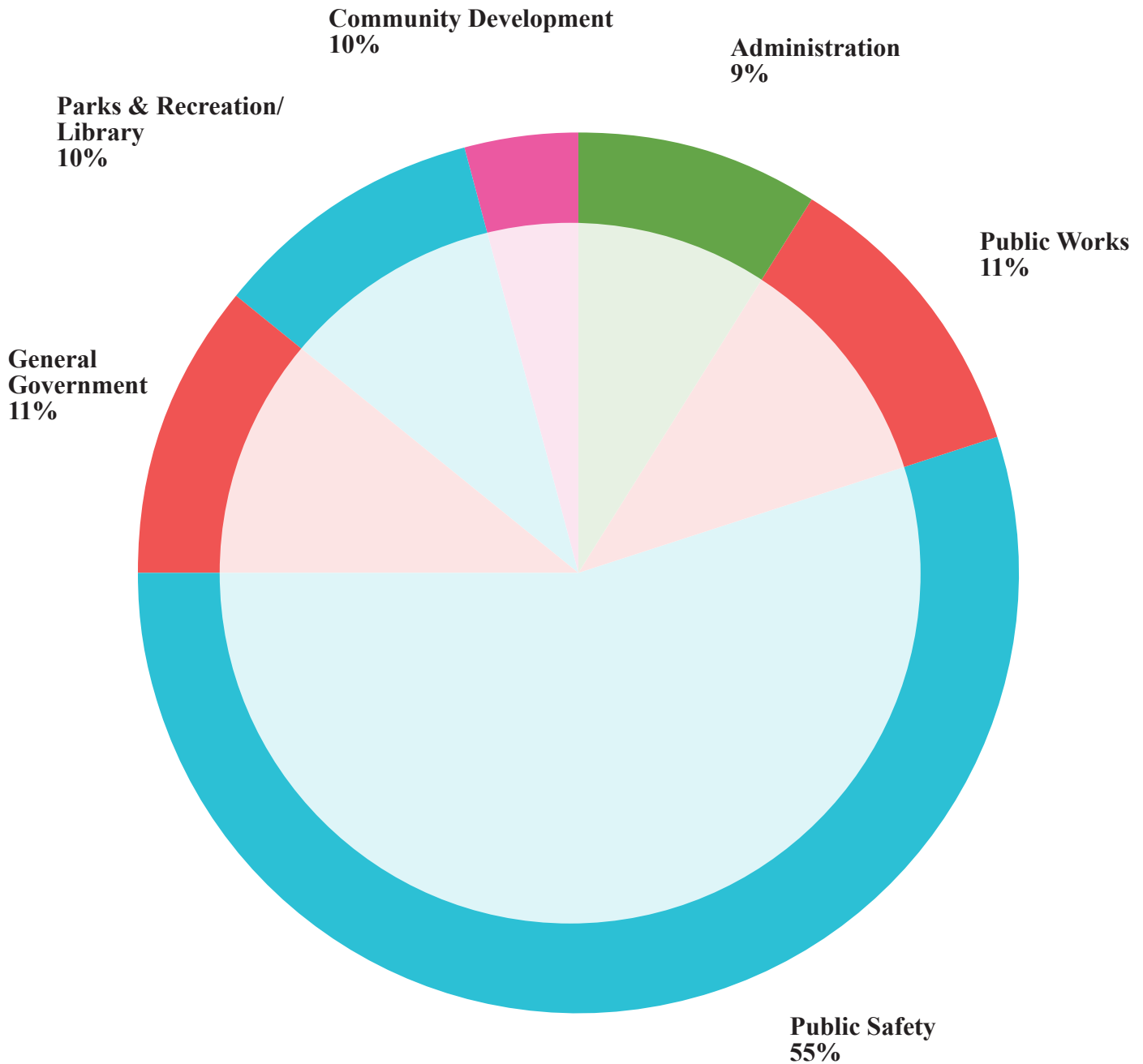
EXHIBIT "A"

MPWA SCHEDULE OF REVENUES

REVENUE SOURCE	2016-2017	2017-2018	2017-2018	2018-2019
Moore Risk Management	Actual	Budget	Revised Estimate	Budget
CHARGES FOR SERVICES:				
Health Insurance Premiums	5,024,669	5,174,668	5,174,668	5,750,000
AD & D Premiums	241,689	240,516	240,516	245,000
Cobra/Retiree Health Premiums	266,164	200,000	200,000	300,000
TOTAL CHARGES FOR SERVICES	5,532,522	5,615,184	5,615,184	6,295,000
MISCELLANEOUS REVENUE:				
Interest Income	-	-	-	-
Transfer In	1,988,117	2,010,000	2,010,000	1,742,362
Other	1,377,875	600,000	600,000	395,000
TOTAL MISCELLANEOUS REVENUE	1,273,390	2,741,925	2,610,000	2,610,000
RISK MANAGEMENT TOTAL REVENUES	8,898,514	8,225,184	8,225,184	8,430,000
Less: Expenses	8,829,686	8,225,184	8,225,818	8,432,362
Beginning Unrestricted Fund Balance	-	-	-	-
UNRESTRICTED FUND BALANCE	68,828	-	(634)	(2,362)
UTILITY OPERATIONS BUDGET				
CHARGES FOR SERVICES:				
Water Receipts	9,099,136	9,070,819	9,070,819	9,977,583
Water Installations	46,323	50,000	50,000	75,000
Penalty/Reconnect Fees	179,439	195,000	195,000	180,000
Temporary/Bulk Water	16,094	12,000	12,000	12,000
New Service Connection Fee	113,872	113,000	113,000	113,000
Sewer Receipts	3,919,141	3,888,389	3,888,389	3,997,524
Sewer Surcharge/Impact Fee	3,808,379	3,788,194	3,788,194	3,857,660
Sewer Installations	10,965	9,600	9,600	11,074
Refuse Collection Receipts	4,646,728	4,582,490	4,582,490	4,679,074
Landfill Collection Fee	64,037	61,500	61,500	62,500
TOTAL CHARGES FOR SERVICES	21,904,114	21,770,992	21,770,992	22,965,415
MISCELLANEOUS REVENUE:				
Interest Income	58,394	20,000	20,000	60,000
Other	96,857	477,189	611,689	712,100
TOTAL MISCELLANEOUS REVENUE	155,251	497,189	631,689	772,100
MPWA FUND TOTAL REVENUES	22,059,365	22,268,181	22,402,681	23,737,515
Beginning Unrestricted Fund Balance	-	-	-	-
Sales Tax Transfer from General Fund	25,630,307	27,134,700	27,134,700	26,533,760
SUB-TOTAL	47,689,672	49,402,881	49,537,381	50,271,275
Sales Tax Transfer to General Fund	(25,630,307)	(27,134,700)	(27,134,700)	(26,533,760)
Transfer to General Fund/Other Fund	(3,500,000)	(3,333,539)	(3,333,539)	(3,641,213)
Transfer to Risk Management	(1,650,000)	(1,750,000)	(1,750,000)	(1,480,000)
Total MPWA Revenues	16,909,365	17,184,642	17,319,142	18,616,302
Reserved Fund Balance	-	-	720,000	-
Less Expenses/Encumbrances	18,087,925	17,184,642	18,271,037	18,616,302
UNRESTRICTED FUND BALANCE	(1,178,560)	0	(231,895)	-

General Fund Expenditures

CITY OF MOORE



SUMMARY OF GENERAL FUND EXPENDITURES

CITY OF MOORE

Department	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19	Difference FY 18-19 / 17-18
General Government	4,333,300	4,501,768	3,508,842	(992,926)
Managerial	823,008	739,909	937,171	197,262
City Attorney	195,695	211,198	201,652	(9,546)
Central Purchasing	(4,478)	-	-	-
City Clerk/Finance	1,361,686	1,439,673	1,457,551	17,878
Information Services	1,346,757	1,343,235	1,299,107	(44,128)
Human Resources	0	0	277,098	277,098
Municipal Court	593,438	600,227	577,375	(22,852)
Police	11,166,584	11,546,350	11,837,156	290,806
Communications	817,341	931,911	945,520	13,608
Emergency Management	307,704	355,013	400,113	45,100
Fire	8,966,381	9,091,829	9,489,347	397,518
Street Improvements	110,415	24,929	-	(24,929)
Public Works	1,892,321	2,012,419	2,062,693	50,274
Animal Adoption	465,949	549,388	592,890	43,502
Fleet Maintenance	1,013,645	1,084,292	1,045,626	(38,666)
Building Maintenance	485,895	878,897	853,189	(25,708)
Parks & Recreation	773,633	775,858	745,877	(29,981)
Senior Citizen Services	153,313	184,452	190,450	5,998
Landscape & Beautification	130,924	138,068	143,594	5,526
Parks & Recreation Activities	141,816	159,547	223,905	64,358
Parks & Cemetery Maintenance	840,300	845,269	892,370	47,101
Recreation Center	1,328,015	1,313,767	1,462,897	149,130
Aquatic Park	460,800	418,858	594,820	175,962
Library	16,894	42,460	42,980	520
Community Development/Planning	415,289	514,094	521,249	7,155
Inspections	485,213	541,650	535,697	(5,953)
Code Enforcement	259,599	277,225	303,453	26,228
Capital Planning & Resiliency	95,479	260,200	189,532	70,688
Moore/Smith Cemetery	93	-	-	-
Total	\$38,977,009	\$40,782,486	\$41,332,154	\$549,668

ALLOCATION OF CITY/MEDA/MPWA PERSONNEL FULL TIME EQUIVALENT(FTE)

Department	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Economic Development Authority	1.00	1.00	1.00	0.00
Total MEDA	3.00	1.00	1.00	0.00
General Government	1.00	1.00	1.00	1.00
Managerial	5.50	5.00	5.00	6.00
City Attorney	2.00	1.00	1.00	1.00
Finance	16.50	17.50	16.50	16.50
Information Services	4.00	4.00	5.00	5.00
Human Resources	0.00	0.00	3.00	3.00
Municipal Court	7.00	7.00	7.00	7.00
Police	94.00	94.00	94.00	94.00
Communications	12.50	12.50	12.50	12.50
Emergency Management	2.00	2.00	2.00	2.00
Fire Department	74.00	74.00	74.00	74.00
Public Works (Streets & Drainage)	11.50	11.50	11.50	11.50
Animal Adoption Center	5.00	5.00	5.00	6.00
Fleet Maintenance	6.00	6.00	6.00	6.00
Building Maintenance	7.00	7.00	7.00	7.00
Parks and Recreation	7.00	7.00	8.00	8.00
Senior Citizen Services	2.00	2.00	2.00	2.00
Landscape and Beautification	2.00	2.00	2.00	2.00
Parks and Recreation Activities	8.00	8.00	8.00	8.00
Parks and Cemetery Maintenance	6.00	6.00	9.50	9.50
Moore Recreation Center	18.75	18.75	18.75	20.50
Aquatic Park ¹	37.00	37.00	37.00	37.00
Planning	4.00	4.00	4.00	4.00
Inspections	9.00	9.00	9.00	9.00
Code Enforcement	3.00	3.00	3.00	3.00
HUD DR Grant	4.00	5.00	4.00	4.00
Total City	348.75	350.25	355.75	359.50
Risk Management	4.00	4.00	2.00	2.00
Sanitation	15.00	15.00	15.00	15.00
Total MPWA	19.00	19.00	17.00	17.00

¹ Seasonal positions, approximately 14 weeks

MPWA

Moore Public Works Authority

FUND 02 | RISK MANAGEMENT

FUND 05 | PUBLICWORKS AUTHORITY

BUDGET SUMMARY

PUBLIC WORKS AUTHORITY

DEPARTMENT	ACTUAL FY 16-17	ESTIMATED FY 17-18	PROPOSED FY 18-19	DIFFERENCE FY 18-19 /17-18
Risk Management	\$8,829,686	\$8,225,818	\$8,432,362	\$ 206,544
General Government	14,508,574	14,819,953	15,216,905	396,952
Sanitation	3,579,351	3,451,084	3,399,397	(51,687)
TOTAL	\$26,917,611	\$26,496,855	\$27,048,664	\$ 551,809

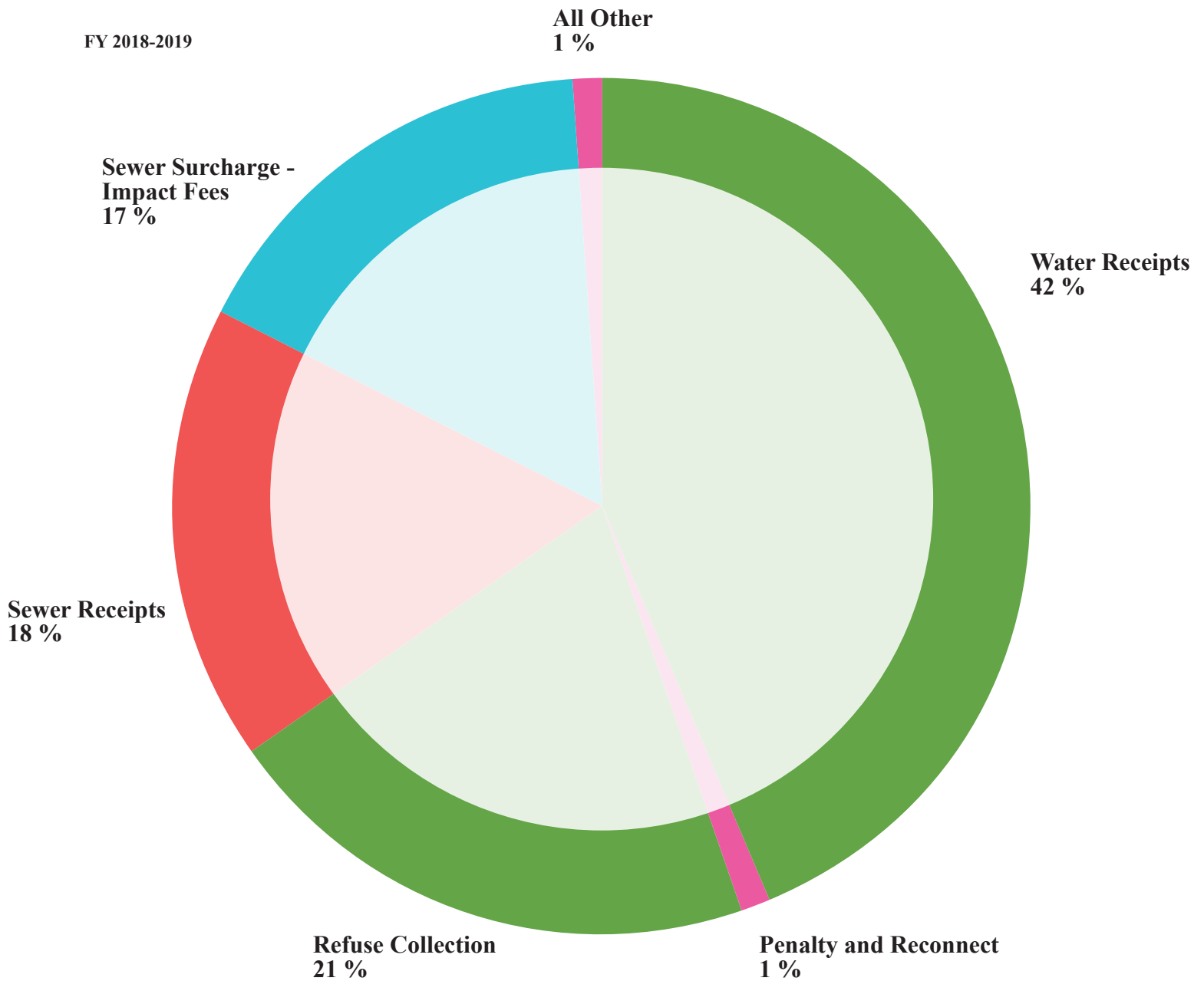
ACCOUNT	ACTUAL FY 15-16	ACTUAL FY 16-17	ESTIMATED FY 17-18	PROPOSED FY 18-19
Personal Services	1,421,946	1,541,079	1,509,302	1,316,229
Materials & Supplies	3,523,217	4,767,882	4,381,352	5,112,195
Other Services & Charges	14,484,178	16,567,399	16,170,519	16,473,378
Debt Service	3,848,303	3,322,796	3,325,135	3,325,762
Capital Outlay	249,402	718,455	1,110,547	821,100
TOTAL	\$23,527,046	\$26,917,611	\$26,496,855	\$27,048,664

This table includes Moore Risk Management, Sanitation, and General Government Operations.

CHART OF REVENUE

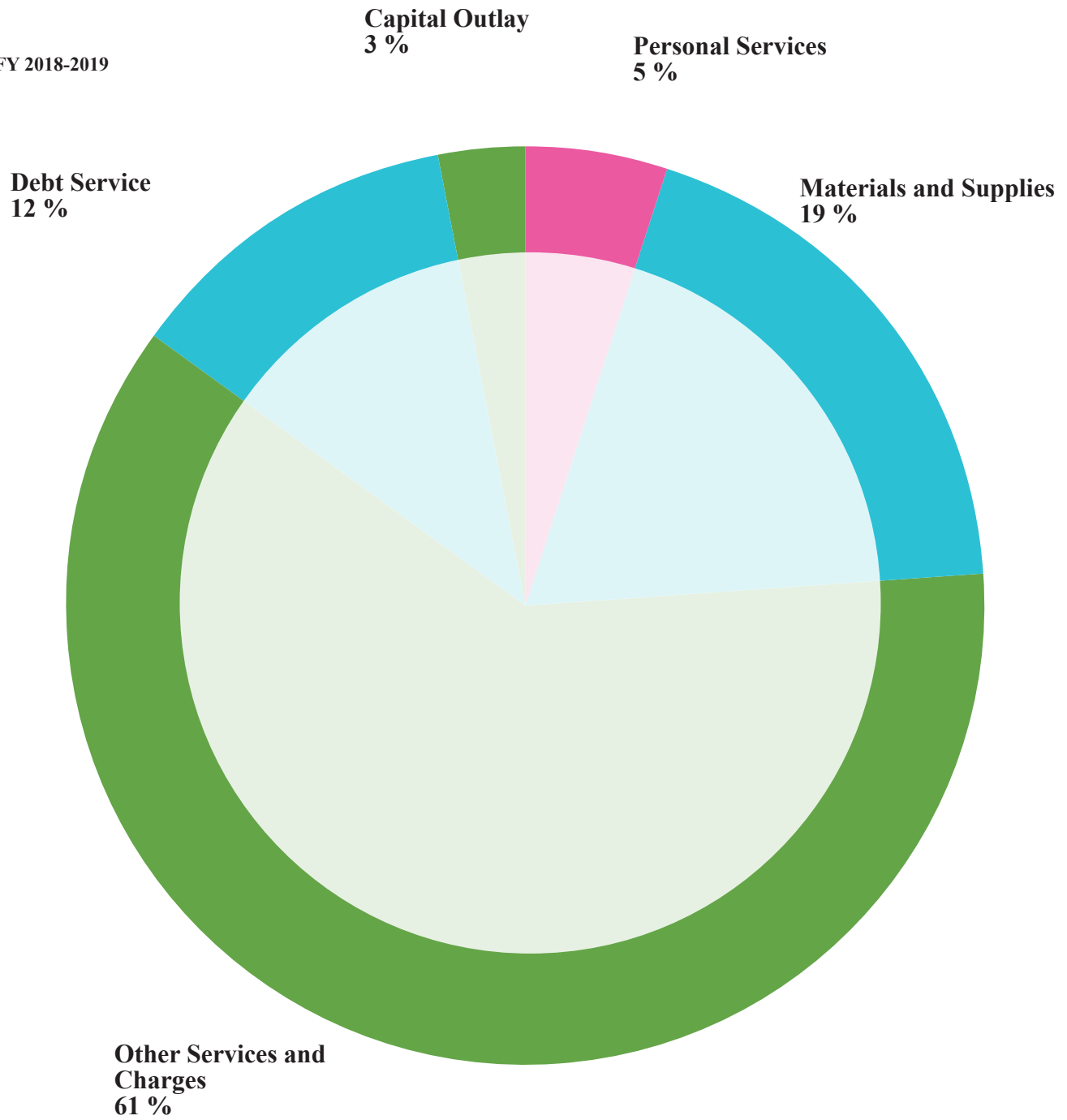
PUBLIC WORKS AUTHORITY

FY 2018-2019



UTILITY EXPENSE CATEGORIES ALLOCATION PUBLIC WORKS AUTHORITY

FY 2018-2019



RISK MANAGEMENT

FUND 02 | DEPARTMENT 025

RISK MANAGEMENT

FUND 02 | DEPARTMENT 025

Goals

1. Evaluate and improve Human Resource functions;
 2. Reduce risk(s) and prevent losses;
 3. Promote departmental safety awareness through safety training programs;
 4. Minimize liability from Tort Claims;
 5. Maintain an efficient Workers' Compensation Program;
 6. Maintain an efficient Health Benefit Program.
-

Objectives

1. Continue to improve hiring processes;
2. Continue to update Job Descriptions;
3. Perform job safety analysis and incident investigations;
4. Complete Risk Management Analysis;
5. Continue Health Benefit Committee Meetings;
6. Assist with Munis HR implementation;
7. Implement new compensation program;
8. Implement new Wellness Program.

RISK MANAGEMENT

FUND 02 | DEPARTMENT 025

	Actual CY 2016	Actual CY 2017	Projected CY 2018	
PERFORMANCE MEASUREMENTS	Task			
	Safety Training	147	159	175
	Workplace injuries	35	26	28

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19	
BUDGET SUMMARY	Category			
	Personal Services	\$458,857	\$418,465	\$177,632
	Materials & Supplies	3,983	3,651	1,775
	Other Services & Charges	8,366,845	7,803,701	8,252,955
	Capital Outlay	0	0	0
Total	\$8,829,685	\$8,225,817	\$8,432,362	

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19	
PERSONNEL SUMMARY	Departmental Position:				
	Human Resources/ Risk Management Director	1.00	1.00	0.00	0.00
	Personnel Technician	1.00	1.00	0.00	0.00
	Benefit Specialist	1.00	1.00	0.00	0.00
	Assitant City Attorney	0.00	0.00	1.00	1.00
	Loss Control Officer	1.00	1.00	1.00	1.00
	Total	4.00	4.00	2.00	2.00

GENERAL GOVERNMENT

FUND 05 | DEPARTMENT 035

GENERAL GOVERNMENT

FUND 05 | DEPARTMENT 035

Goals

1. To maintain and expand the City's water and sewer system;
2. To provide timely and accurate utility bills;
3. To improve the information and service level for utility customers.

Objectives

1. To provide the finest utility and customer service for all customers;
2. To minimize down time following water main breaks.

Note: The Water, Sewer and Commercial Sanitation Departments are currently privatized services. (This department includes utility billing costs, paying agent fees, debt costs, and contractual agreements with a private company to provide service for utility departments.)

GENERAL GOVERNMENT

FUND 05 | DEPARTMENT 035

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	142	0	0
Materials & Supplies	4,637,339	4,268,500	5,001,220
Other Services & Charges	6,354,715	6,835,218	6,498,823
Capital Outlay	193,582	391,100	391,100
Debt Service	3,322,796	3,325,135	3,325,762
Total	\$14,508,574	\$14,819,953	\$15,216,905

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
No Budgeted Personnel				
Total	0.00	0.00	0.00	0.00

SANITATION

FUND 05 | DEPARTMENT 066

SANITATION

FUND 05 | DEPARTMENT 066

Goals

1. Reduce yard waste to landfill;
 2. Research benefits of using a solid waste transfer station for residential trash
 3. Use poly carts for grass clippings and leaves;
 4. Build and manage compost facility.
-

Objectives

1. Use mass media to encourage citizens to mulch instead of bagging grass clippings;
2. Use the Recycling Center on 300 Telephone;
2. Continue to provide professional service to our citizens;
3. Adjust routes to add new residential development.

SANITATION

FUND 05 | DEPARTMENT 066

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	1,082,080	1,090,837	1,138,597
Materials & Supplies	126,560	109,200	109,200
Other Services & Charges	1,845,838	1,531,600	1,721,600
Capital Outlay	524,873	719,447	430,000
Total	\$3,579,351	\$3,451,084	\$3,399,397

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Sanitation Supervisor	1.00	1.00	1.00	1.00
Terminator Operator	3.00	3.00	3.00	3.00
Sanitation Equipment Operator	11.00	11.00	11.00	11.00
Total	15.00	15.00	15.00	15.00

MEDA

MOORE ECONOMIC DEVELOPMENT AUTHORITY

MOORE ECONOMIC DEVELOPMENT AUTHORITY

FUND 03 | DEPARTMENT 030

Goals

1. Provide timely and accurate information to the business community, commercial real estate professionals and the public at large;
 2. Recruit business and industry to the City that complements our existing and developing economy and increases our sales tax revenues;
 3. Develop and participate in strategic relationships that impact the local and regional economies.
-

Objectives

1. Compile and disseminate accurate, detailed data on an as-needed/ as-requested basis;
2. Maintain consistent data that coordinates with other departments as well as coordinates with sources outside of the City;
3. Participate in recruiting efforts that are offered locally, regionally and nationally;
4. Serve on boards and committees with community partners whose goals are to grow the local workforce, increase commercial development, and/or enhance the quality of life in Moore, Oklahoma.

MOORE ECONOMIC DEVELOPMENT AUTHORITY

FUND 03 | DEPARTMENT 030

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	\$129,707	\$149,762	\$0
Materials & Supplies	6	0	0
Other Services & Charges	6,065	0	0
Capital Outlay	0	215,000	0
Total	\$135,778	\$364,762	\$0

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Economic Development Director	1.00	1.00	1.00	0.00
Total	1.00	1.00	1.00	0.00

CITY OF MOORE



RESOLUTION NO. 899 (18)

RESOLUTION NO. 899 (18)

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MOORE ADOPTING, APPROVING AND PROMULGATING AN OFFICIAL BUDGET FOR THE CITY OF MOORE FOR FISCAL YEAR 2018-2019 IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL BUDGET ACT OF THE STATE OF OKLAHOMA; APPROVING THE APPROPRIATIONS, ESTIMATE OF REVENUES, AND THE PLANNED EXPENDITURES CONTAINED IN SAID BUDGET FOR FISCAL YEAR 2018-2019; ESTABLISHING AND APPROVING THE SINKING FUND LEVIES SET FORTH IN SAID BUDGET FOR FISCAL YEAR 2018-2019; AND DIRECTING THAT SAID BUDGET BE FILED AND PUBLISHED IN ACCORDANCE WITH STATE LAW.

WHEREAS, the legislature of the State of Oklahoma adopted the Municipal Budget Act in 1979, which said Act became effective October 1, 1979, and is now codified as 11 Okla. Stat. § 17-201 to 17-216 (1981), inclusive; and,

WHEREAS, in accordance with the provisions of 11 Okla. Stat. § 17-203 (1981), the governing body of the City of Moore has formally elected to come under the terms and provisions of the Municipal Budget Act; and,

WHEREAS, in accordance with the provisions of the Municipal Budget Act, the City Council did receive a proposed and recommended budget from the City Manager, as directed by both law and the City Charter of the City of Moore; and,

WHEREAS, in accordance with provisions of the Municipal Budget Act, the City Council did hold a public hearing on the recommended budget on the date of June 4, 2018, with said hearing being not later than fifteen (15) days prior to the beginning of the next ensuing fiscal year; and,

WHEREAS, the Municipal Budget Act requires that the City's budget for Fiscal Year 2018-2019 be adopted at least seven (7) days prior to the beginning of the next ensuing budget year; and,

WHEREAS, the Mayor and City Council have carefully considered the recommendation of the City Manager regarding the budget for Fiscal Year 2018-2019 (subject to any necessary amendments or supplements thereto during the fiscal year as provided by law), has been reduced to writing in detail as required by law, and a copy of said final and complete budget for Fiscal Year 2018-2019 is attached hereto and made a part hereof and marked Exhibit "B"; and,

WHEREAS, the final budget for Fiscal Year 2018-2019 containing the appropriations for various departments of the City, an estimate of revenues, a planned program for expenditures and sinking fund levies for Fiscal Year 2018-2019, all of which are supported by full and sufficient financial information; and,

WHEREAS, the adoption of said budget for Fiscal Year 2018-2019, all as set forth in Exhibit "B", attached, in compliance with the provisions of the Municipal Budget Act, would be in the best interest of the City of Moore and the residents thereof;

WHEREAS, certain budgeted appropriations require adjustments at various times during the fiscal year and the Municipal Budget Act of 1979 permits the governing body to authorize the Chief Executive Officer to exercise the authority to transfer unexpended and unencumbered appropriations as set forth in 11 Okla. Stat. (1981) § 17-125.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moore that:

1. The final and complete budget for Fiscal Year 2018-2019, subject to amendments allowed under state law, all as set forth in Exhibit "B" attached are hereby approved, confirmed and established; and,
2. The appropriations for each of the various City departments, the estimate of revenues, the planned program of expenditures, and the sinking fund levies for Fiscal Year 2018-2019, all as set forth in Exhibit "B" attached, are hereby approved, confirmed and established; and,
3. The Director of Finance and the City Clerk are hereby instructed to file the adopted budget, set forth in Exhibit "B" attached, with the office of the State Auditor and Inspector; and,
4. The Finance Director is further instructed to take the necessary steps as required by law to present the sinking fund levies for Budget Year 2018-2019 to the Cleveland County Excise Board for approval; and,
5. The City Clerk is hereby directed and instructed to retain at least one copy of the final and complete budget for Fiscal Year 2018-2019 as the same may be amended during said fiscal year, on file in his/her office for inspection; and,
6. In accordance with the Municipal Budget Act of 1979, specifically 11 Okla. Stat. (1981) § 17-215, the City Manager as Chief Executive Officer of the City, or his designee, is hereby authorized to transfer unexpended and unencumbered appropriations, or any portion thereof, from one account to another within the same department or to another within the same fund, except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the required minimum. The City's appropriation shall be established at the expenditure classification levels of personal services, materials and supplies, other services and charges, capital outlays, and debt services, as provided by 11 Okla. Stat. (1981) § 17-213, further account detail are provided in the budget for explanation only.

PASSED AND APPROVED this 18th day of June, 2018.



ATTEST: (Seal)


LINDA STEWART, CITY CLERK


GLENN LEWIS, MAYOR

APPROVED AS TO FORM & LEGALITY:


RANDY C. BRINK, CITY ATTORNEY

EXHIBIT “B” SCHEDULE OF REVENUES

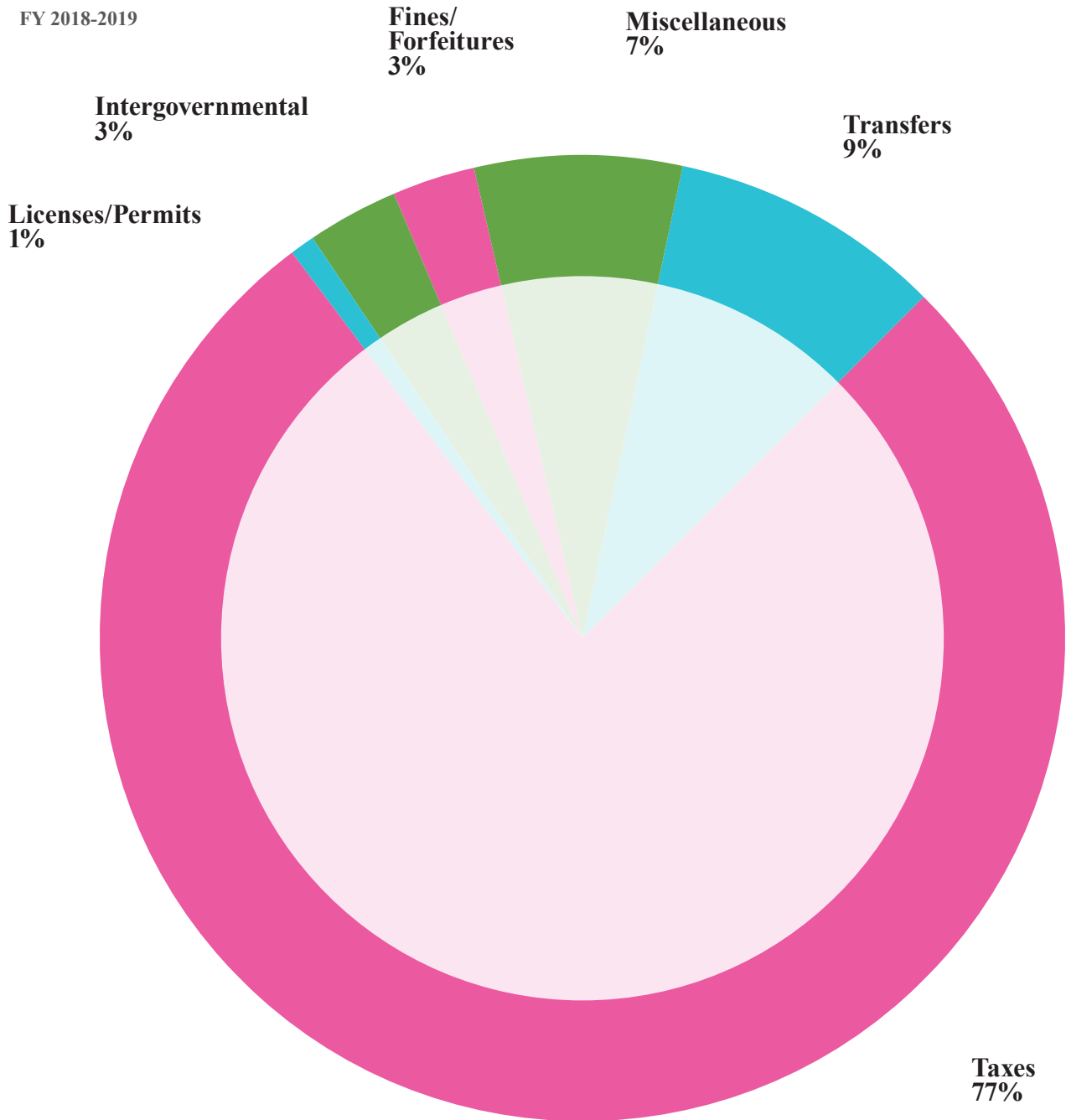
CITY OF MOORE

REVENUE SOURCE	2016-2017 Actual	2017-2018 Budget	2017-2018 Revised Estimate	2018-2019 Budget
TAXES:				
Sales Tax	25,461,167	26,734,700	26,734,700	26,863,366
Sales Tax-Rebates	0	400,000	400,000	400,000
Franchise (Cable)	442,686	360,744	360,744	570,624
Franchise (Electric)	1,616,228	1,865,887	1,865,887	1,629,570
Franchise (Gas)	285,779	294,041	294,041	317,510
Franchise (Telephone)	47,229	32,993	32,993	35,000
AT&T Video Franchise	365,841	439,009	439,009	229,921
Use Tax	1,262,215	1,210,831	1,210,831	1,678,181
Cigarette/Tobacco Tax	383,864	377,077	377,077	375,278
TOTAL TAXES	\$29,865,009	\$31,715,282	\$31,715,282	\$32,099,450
LICENSES AND PERMITS:				
Oil Well Permits	13,050	17,400	17,400	13,913
Alarm Permits	6,665	6,648	6,648	7,720
Contractor Licenses	76,562	82,615	82,615	80,014
Licenses and Permits - Clerk	56,169	30,258	30,258	45,647
Cemetery Staking Fees	16,010	16,374	16,374	17,244
Building/Occupancy Permits	83,497	85,894	85,894	130,195
Licenses and Permits - Inspections	158,369	149,942	149,942	136,749
Other Permits & Fees	63,855	66,814	66,814	78,846
TOTAL LICENSES AND PERMITS	\$474,177	\$455,945	\$455,945	\$510,328
INTERGOVERNMENTAL REVENUE:				
Alcoholic Beverage Tax	157,484	156,774	156,774	180,000
Gasoline Excise Tax	109,548	110,438	110,438	120,804
Motor Vehicle Tax	413,462	411,503	411,503	425,531
School System Cost Sharing	309,345	310,000	310,000	310,000
TOTAL INTERGOVERNMENTAL REVENUE	\$989,839	\$988,715	\$988,715	\$1,036,335
FINES AND FORFEITURES:				
Court Fines	1,214,809	1,193,102	1,193,102	1,133,814
Impound Fees and Fines	196	235	235	0
Jail Cost Fees	8,766	8,856	8,856	16,518
Technology Fees	65,418	64,350	64,350	60,000
TOTAL FINES AND FORFEITURES	\$1,289,189	\$1,266,543	\$1,266,543	\$1,210,332

REVENUE SOURCE	2016-2017 Actual	2017-2018 Budget	2017-2018 Revised Estimate	2018-2019 Budget
MISCELLANEOUS REVENUES:				
Park/Community Center Rental	30,028	24,583	24,583	28,968
Various Class Fees/Rentals	100,884	81,720	95,220	99,478
Basketball/Volleyball League Fees	71,941	70,293	70,293	75,663
Concessions	139,955	79,596	79,596	75,663
Recreation Class/Activities	163,858	58,518	58,518	176,941
Recreation Center Memberships	879,908	821,934	821,934	1,090,000
Recreation Center Day Passes	61,596	54,390	54,390	55,000
Swimming Pool Admission	298,657	300,000	300,000	300,000
Swimming Pool Concession	148,358	0	0	89,250
Swimming Pool Season Pass	0	81,498	81,498	100,000
Interest Income	38,358	16,258	16,258	33,930
Sales Tax Interest	19,085	19,367	19,367	19,075
Miscellaneous	411,752	483,812	483,812	81,606
Cemetery Lot Sales	109,886	110,064	110,064	135,647
Animal Welfare Fees	40,429	37,718	37,718	42,239
Sales of Material	14,791	13,890	13,890	12,392
Payment Agency Receipts	0	0	0	0
Reports and Copies	29,294	0	0	25,000
Application Fees	9,452	7,644	7,644	8,069
Inspection Fees - Planning	(215)	(258)	(258)	0
Mowing Liens	88,900	89,009	89,009	92,850
Auction Proceeds	0	0	2,053	20,000
Reimbursement	0	0	10,825	0
Various Fee Increases	0	0	0	225,000
TOTAL MISCELLANEOUS REVENUE	\$2,656,915	\$2,350,036	\$2,376,414	\$2,796,858
GENERAL FUND REVENUES:				
Beginning Unrestricted Fund Balance	0	0	0	0
Sales Tax Transfer from MPWA	25,630,307	27,134,700	27,134,700	27,263,366
Sales Tax Transfer to MPWA	(25,630,307)	(27,134,700)	(27,134,700)	(27,263,366)
Transfer from MPWA	3,500,000	3,333,539	3,333,539	3,641,213
Transfer (to) from Other Funds	(22)	(149,762)	(149,762)	(2,362)
Total General Fund Revenues	38,775,107	39,960,298	39,986,676	41,292,154
Plus: Reserved Fund Balance	0	0	0	40,000
Less: Expenditures/Encumbrances	38,080,668	39,960,298	40,782,486	41,332,154
UNRESTRICTED FUND BALANCE	694,439	0	(795,810)	0

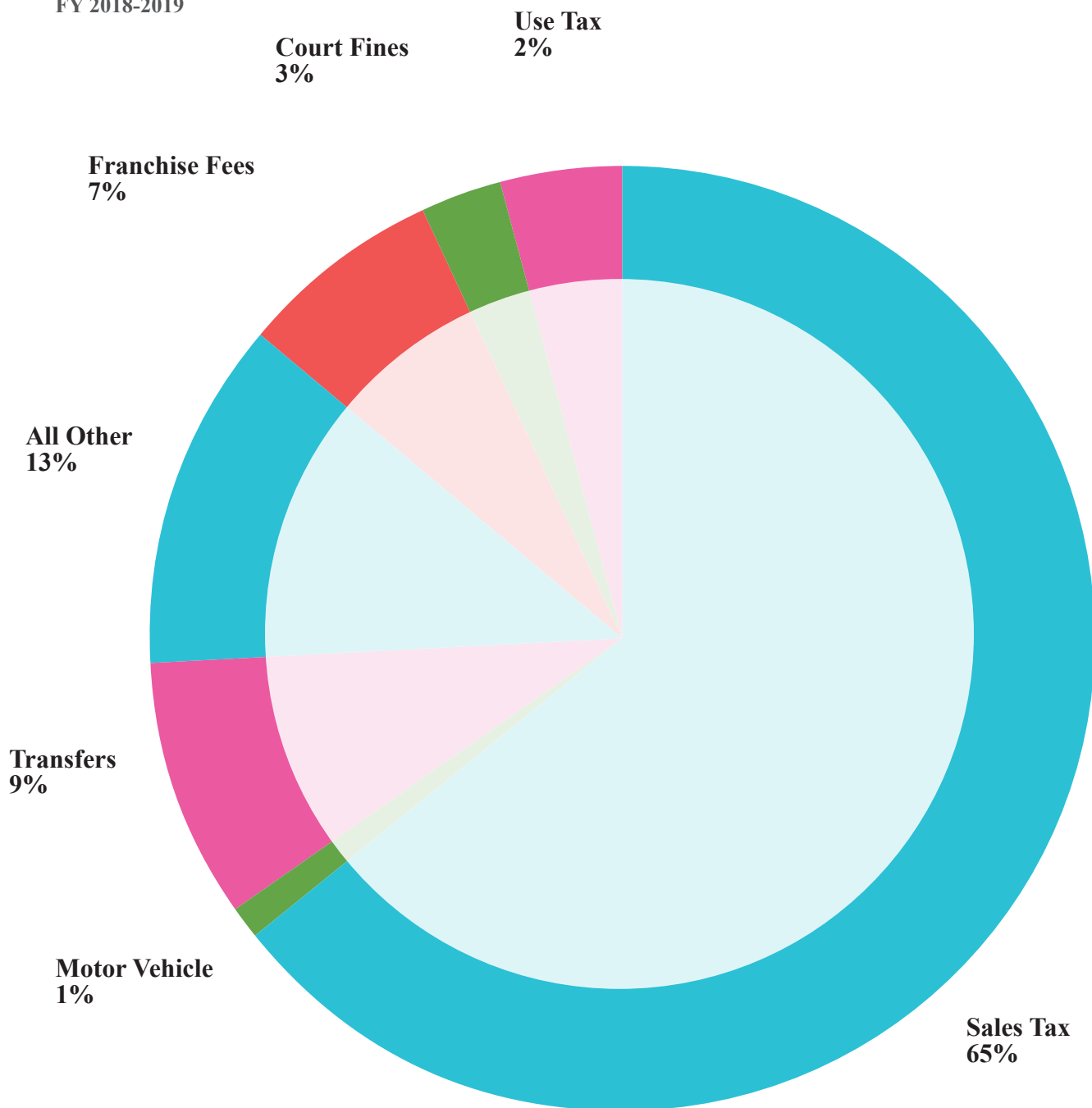
GENERAL FUND REVENUES BY CATEGORY CITY OF MOORE

FY 2018-2019



SOURCES OF REVENUE CITY OF MOORE

FY 2018-2019

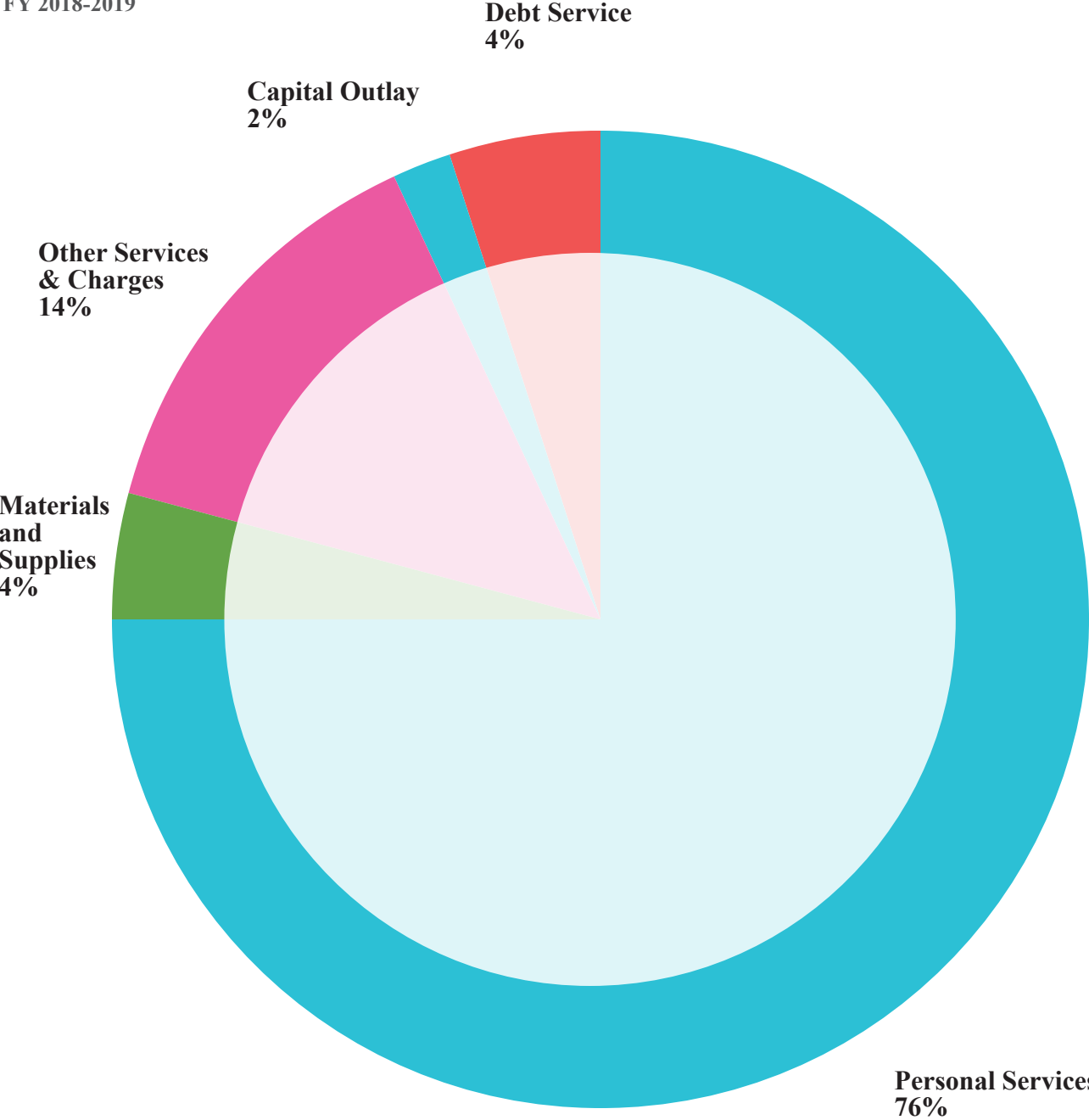


SUMMARY OF GENERAL FUND EXPENDITURE BY COST CATEGORY CITY OF MOORE

CATEGORY	ACTUAL FY 15-16	ACTUAL FY 16-17	ESTIMATED FY 17-18	PROPOSED FY 18-19
Personal Services	26,927,654	28,871,557	29,355,371	31,285,910
Materials & Supplies	2,135,497	1,731,468	1,875,712	1,752,934
Other Services & Charges	5,177,683	5,464,233	6,136,614	5,690,247
Capital Outlay	1,339,884	406,576	975,724	741,825
Debt Service	2,499,949	2,503,175	2,439,065	1,861,238
 TOTAL	 \$38,080,668	 \$39,007,498	 \$40,782,486	 \$41,332,154

ALLOCATION OF GENERAL FUND EXPENDITURES CITY OF MOORE

FY 2018-2019



GO STREET BONDS

Fund 04 |

Street Improvements
2016B GO Street Bonds
2018 GO Bonds

GENERAL OBLIGATION STREET BONDS

FUND 04

Goals

1. To build a bridge on SW 34th Street overpassing Interstate 35 approved by the voters of the general election on November 4, 2014.
-

Objectives

1. Complete engineering design;
2. Complete right-of-way acquisition.

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Street Improvements	464,637	598,983	0
2016B GO Streets Bonds	2,510,796	10,050,830	0
2018 GO Bonds	0	0	2,000,000
Total	\$2,975,433	\$10,649,813	\$2,000,000

GENERAL FUND

FUND 06 | DEPARTMENTS:

035-GENERAL GOVERNMENT

040-MANAGERIAL

041-LEGAL

042-CENTRAL PURCHASING

043-FINANCE

044-INFORMATION SERVICES

045-HUMAN RESOURCES

050-MUNICIPAL COURT

051-POLICE

052-COMMUNICATIONS

053-EMERGENCY MANAGEMENT

054-FIRE

064-PUBLIC WORKS

065-ANIMAL ADOPTION CENTER

068-FLEET MAINTENANCE

060-STREET IMPROVEMENTS

069-BUILDING MAINTENANCE

FUND 06 | DEPARTMENTS:

070-PARKS AND RECREATION

071-SENIOR CITIZEN SERVICES

072-LANDSCAPE AND BEAUTIFICATION

073-PARKS AND RECREATION ACTIVITIES

074-PARKS AND CEMETERY MAINTENANCE

075-RECREATION CENTER

076-AQUATIC PARK

077-LIBRARY

080-COMMUNITY DEVELOPMENT

081-INSPECTIONS

082-CODE ENFORCEMENT

083-CAPITAL PLANNING AND RESILIENCY

090-MOORE-SMITH CEMETERY

GENERAL GOVERNMENT

FUND 06 | DEPARTMENT 035

Personnel

Note: This department includes City Council expenditures, professional and legal fees and utility costs; Personal services cost includes \$16,627 for Mayor's and the City Council's annual salary and payroll tax.

Goals

1. To improve operational efficiency within all city departments;
 2. To improve communications and relations with existing businesses and citizens;
 3. To oversee policy decisions for citizens.
-

Objectives

1. To improve communications between city departments;
2. Fair and equitable process for growth of City.

GENERAL GOVERNMENT

FUND 06 | DEPARTMENT 035

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	7,783	11,627	11,627
Materials & Supplies	58,072	56,100	55,000
Other Services & Charges	1,712,659	1,758,915	1,515,977
Capital Outlay	51,611	258,185	15,000
Debt Service	2,503,175	2,439,065	1,861,238
Total	\$4,333,300	\$4,523,892	\$3,458,842

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Mayor	1.00	1.00	1.00	1.00
Council Members	6.00	6.00	6.00	6.00
Total	7.00	7.00	7.00	7.00

MANAGERIAL

FUND 06 | DEPARTMENT 040

Goals

1. To effectively and efficiently coordinate projects and day-to-day operation of City of Moore;
 2. To improve communications and relations with existing businesses and citizens;
 3. To investigate and review numerous options, as well as measures to economize, yet furnish consistent and improved services to the citizens of Moore;
 4. To provide support and direction to departments and offices engaged in operation of the City functions;
 5. To provide proper guidance to enable officials to make sound decisions concerning the City's business.
-

Objectives

1. To continue to provide expected services to the citizens of Moore at the greatest economy;
2. To continue to improve services by finding more efficient methods;
3. To continue to utilize the abilities of employees to the fullest extent.

MANAGERIAL

FUND 06 | DEPARTMENT 040

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	817,800	734,409	924,671
Materials & Supplies	2,435	2,000	2,000
Other Services & Charges	2,772	3,500	10,500
Capital Outlay	0	0	0
Total	\$823,007	\$739,909	\$937,171

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00	2.00
Economic Development Director	0.00	0.00	0.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Total	5.00	5.50	5.00	6.00

LEGAL

FUND 06 | DEPARTMENT 041

Goals

1. To provide legal advice and counsel to all departments of the City, Mayor, City Council, and employees; To have the highest quality of services;
 2. Provide legal representation for the City in all administrative proceedings, all courts within the State of Oklahoma, prosecute all violations of the City Code; and handle all appeals if a convicted defendant appeals to the District Court;
 3. Provide assistance to citizens for orderly resolution of disputes;
 4. Provide assistance to the City Manager by assisting other departments in the use of reports and other documents;
 5. Work closely with any/all outside counsel to control costs;
 6. Continue to send/use electronic reports to DPS, receipts, suspension releases, etc.;
 7. Continue to use online payment reports, electronic forms for defendants, electronic signatures;
 8. Keep litigation at its current low level.
-

Objectives

1. Continue to provide legal services to all areas of the City of Moore by assisting the City Manager, Mayor, City Council, Departments, employees and citizens;
2. Provide court agreements and forms on our website for uploading;
3. Provide OLETS access for court clerks;
4. Maintain a successful juvenile court system.

LEGAL

FUND 06 | DEPARTMENT 041

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Juvenile Citations	1,230	1,354	1,700
Court Citations	11,782	10,225	12,000
Warrants Issued	2,134	2,003	2,000
Trial Docket Cases	187	162	150

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	186,708	191,348	192,152
Materials & Supplies	186	600	600
Other Services & Charges	8,801	19,250	8,900
Capital Outlay	0	0	0
Total	\$195,695	\$211,198	\$201,652

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
City Attorney	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

CENTRAL PURCHASING

FUND 06 | DEPARTMENT 042

Goals

1. Make optimum use of the time saving programs provided via the Internet;
 2. Continue to strive for better and more efficient services for the departments;
 3. Increase knowledge regarding Oklahoma purchasing law;
 4. Utilize “GovProBid” by Mainstreet Exchange in quotes, etc.;
 5. Consider the implementation of a bar code system for Central Purchasing in the receipt and disbursement of office and janitorial supplies.
-

Objectives

1. Continue data entry of inventory and price lists of items in Central Purchasing;
2. Continue to seek vendors who will provide cost savings to the City;
3. Update inventory room and clean out contract files.

CENTRAL PURCHASING

FUND 06 | DEPARTMENT 042

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
General Office Supplies	2,633	34,850	0
Janitorial Supplies	13,635	21,000	21,000
Electrical Supplies	(123)	2,000	2,000
Printing & Publications	894	2,000	2,000
Transfer/Charge Backs	(21,517)	(59,850)	(25,000)
Total	\$(4,478)	\$0	\$0

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
**Finance Department staff operates the Central Supply Office. See Department 043.				
Total	0.00	0.00	0.00	0.00

FINANCE

FUND 06 | DEPARTMENT 043

Goals

1. Accountability of public funds;
 2. Preparation of accurate, timely financial reports for the public, bondholders, auditors, City Council, management, and city departments;
 3. Legal compliance and best practice methods regarding cash and investment funds management;
 4. Excellent customer service;
 5. Compliance with federal and state statutes regarding grant management.
-

Objectives

1. Improved customer service with training and equipment;
2. Continual improvement of cost management;
3. Increased use of e-bills and electronic payments;
4. Accurate conversion of financial software to new vendor.

FINANCE

FUND 06 | DEPARTMENT 043

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	1,247,879	1,302,370	1,309,171
Materials & Supplies	12,153	1,393	13,750
Other Services & Charges	101,654	135,910	134,630
Capital Outlay	0	0	0
Total	\$1,361,686	\$1,439,673	\$1,457,551

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Asst. to the Finance Director	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Customer Service Supervisor	1.00	1.00	1.00	1.00
Payroll Clerk	1.00	1.00	1.00	1.00
Utility Billing Clerk	0.75	0.75	0.75	0.75
Accounts Payable Clerk	1.00	1.00	1.00	1.00
Cashier	2.00	3.00	0.00	0.00
Head Cashier	1.00	1.00	1.00	1.00
Customer Service Representative	2.00	2.00	4.00	4.00
Customer Service Representative (Part-Time)	0.00	0.00	0.75	0.75
Part-Time Cashiers	0.75	0.75	0.00	0.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00
Part-Time Receptionist (2)	1.00	1.00	1.00	1.00
Total	16.50	17.50	16.50	16.50

INFORMATION SERVICES

FUND 06 | DEPARTMENT 044

Goals

1. Leverage existing, emerging, and innovative technologies to enhance, improve, and streamline business processes;
 2. Ensure the privacy, integrity, reliability and appropriate use of information resources;
 3. Meet or exceed customer requirements for technology service and delivery.
-

Objectives

1. Maintain a reliable and scalable information technology infrastructure, enabling innovative uses of technology.
2. Obtain feedback from users on satisfaction levels and desired new services and implement changes accordingly.
3. Evaluate and maintain the existing security program and services to align with best practices or new/pending legislation
4. Evaluate and implement security technologies to ensure the privacy and integrity of information resources.
5. Evaluate business processes and identify efficiencies that could be gained by leveraging the use of existing or emerging technologies.
6. Improve and enhance access to information resources required to effectively accomplish The City of Moore's objectives
7. Develop information technology policies, procedures, and practices that efficiently and effectively manage IT assets and meet the technology needs of the city.

INFORMATION SERVICES

FUND 06 | DEPARTMENT 044

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Service Calls	6,621	7,500	7,500
New Computers Installed	10	25	40

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	368,695	372,245	454,632
Materials & Supplies	55,150	51,671	31,525
Other Services & Charges	799,885	869,604	775,450
Capital Outlay	123,027	49,715	37,500
Total	\$1,346,757	\$1,343,235	\$1,299,107

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Information Services Director	1.00	1.00	1.00	1.00
IT Security Specialist	0.00	0.00	1.00	1.00
Network Technician	2.00	2.00	1.00	1.00
PC Technician	0.00	0.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Total	4.00	4.00	5.00	5.00

HUMAN RESOURCES

FUND 06 | DEPARTMENT 045

Goals

1. Evaluate and improve Human Resource functions;
 2. Maintain an effective and efficient Health Benefit Program;
 3. To provide human resources support and guidance to departments;
 4. To provide human resources advice and counsel to all departments of the city;
 5. Work closely with health benefit consultants and third party administrators to control employee health care costs.
-

Objectives

1. Utilize Munis to implement paperless, web-based job applications;
2. Utilize Munis to implement paperless, web-based performance evaluations;
3. Implement new, approved salary schedule for all non-union employees;
4. Organize a disciplined health benefits committee in order to best utilize city funds for employee health care.

HUMAN RESOURCES

FUND 06 | DEPARTMENT 045

	Actual CY 2016	Estimated CY 2017	Projected CY 2018
PERFORMANCE MEASUREMENTS			
Task			
New Hire Orientations	147	159	175

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	0	0	270,598
Materials & Supplies	0	0	1,125
Other Services & Charges	0	0	5,375
Capital Outlay	0	0	0
Total	\$0	\$0	\$277,098

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Human Resources Director	0.00	0.00	1.00	1.00
Benefits Specialist	0.00	0.00	1.00	1.00
HR Generalist	0.00	0.00	1.00	1.00
Total	0.00	0.00	3.00	3.00

COURT

FUND 06 | DEPARTMENT 050

Goals

1. Public service in a courteous, professional manner;
 2. Continue the phone notification system for warrants and officers through the use of Brazos;
 3. Continue to operate Session Works for judges' documents and information for court;
 4. Train employees to use A.V. in courtroom.
-

Objectives

1. Coordinate juvenile citation information with Brazos for officers;
2. Increase collections of outstanding citations;
3. Increase electronic processing and storage of documents.

COURT

FUND 06 | DEPARTMENT 050

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Fines Collected	\$1.4M	\$1.3M	\$1.4M
Warrant Officer Calls	2,285	2,086	2,200

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	486,320	467,301	461,449
Materials & Supplies	4,866	5,361	5,361
Other Services & Charges	102,252	127,565	107,565
Capital Outlay	0	0	3,000
Total	\$593,438	\$600,227	\$577,375

	Prior Year FY 16-17	Current Year Budgeted FY 17-16	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Municipal Judge	2.00	2.00	2.00	2.00
Municipal Court Administrator	1.00	1.00	1.00	1.00
Deputy Court Clerk	3.00	3.00	3.00	3.00
Warrant Officer	1.00	1.00	1.00	1.00
Total	7.00	7.00	7.00	7.00

POLICE

FUND 06 | DEPARTMENT 051

Goals

1. To continue our efforts to work with the community in a proactive and positive manner with the goal of solving or reducing problems that affect the quality of life within our community.
 2. To continue to foster positive interactions with students in our school system.
 3. To continue to benefit by utilizing our Community Service division, fostering partnerships with our business community, apartment complexes and the citizens of Moore.
 4. To implement our policies through the “Lexipol” program.
 5. To consider implementation of Dispatch receiving and dispatching medical calls.
 6. To provide a more effective service to the community by increasing manpower in the patrol division and the investigations divisions.
-

Objectives

1. To continue the school resource officer program and the utilization of the community service officers to expose citizens and students to the police department through citizens and student police academies and positive student/officer interaction. Also, improving our crime prevention efforts through citizen education and targeting areas of high crime and Crime Free Zones.
2. To seek all available grants and sources of revenue that will assist the department in its goal of quality, professional police service.
3. To add three patrol officer positions to increase and improve service in the city as a whole by creating a minimum staffing of 6 officers on all three shifts. Three officers were added in the 13-14 budget and this would complete the expansion to the sixth district.
4. To add an additional officer position to our General Investigations Unit, (Detective) to keep up with the population and business growth of the City of Moore.

POLICE

FUND 06 | DEPARTMENT 051

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Citations Written	7,776	7,000	7,200
Warnings Written	8,859	8,200	8,000
Arrests	2,839	2,385	2,400

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	10,769,671	10,996,676	11,318,497
Materials & Supplies	222,062	293,083	282,939
Other Services & Charges	171,521	256,591	235,720
Capital Outlay	3,330	0	0
Total	\$11,166,584	\$11,546,350	\$11,837,156

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
Chief of Police	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00	1.00
Police Major	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Clerk-Detective	1.00	1.00	1.00	1.00
Records - Administrative Clerk	3.00	3.00	3.00	3.00
Captain	5.00	5.00	5.00	5.00
Lieutenant	8.00	8.00	8.00	8.00
Sergeant	49.00	57.00	54.00	53.00
Police Officer I & II	23.00	15.00	18.00	19.00
Total	94.00	94.00	94.00	94.00

COMMUNICATIONS

FUND 06 | DEPARTMENT 052

Goals

- 1 To provide timely and accurate emergency telecommunications services to and between the general public and the City's public safety responders.
 2. To work with the Police and Fire Departments in researching the possibility of dispatching medical calls without using a third party system.
 3. Provide a more effective service by adding two additional dispatch positions.
-

Objectives

1. To rapidly and accurately answer and assess all telephone calls for public safety assistance within the City of Moore.
2. To accurately respond City of Moore assets to events requiring public safety assistance and do so in a timely matter.
3. To promote a culture of Professionalism, Respect, Integrity, Accountability and Service within the communications department.

COMMUNICATIONS

FUND 06 | DEPARTMENT 052

	Actual CY 2016	Estimated CY 2017	Projected CY 2018
PERFORMANCE MEASUREMENTS			
Task			
Calls Received	78,971	77,889	69,595

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	805,517	901,111	916,220
Materials & Supplies	1,361	7,750	9,750
Other Services & Charges	10,462	23,050	19,550
Capital Outlay	0	0	0
Total	\$817,340	\$931,911	\$945,520

	Prior Year FY 16-18	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Supervisor	1.00	1.00	1.00	1.00
Dispatcher II	2.00	2.00	2.00	2.00
Dispatcher I	9.00	9.00	9.00	9.00
Part Time Dispatcher	0.50	0.50	0.50	0.50
Total	12.50	12.50	12.50	12.50

EMERGENCY MANAGEMENT

FUND 06 | DEPARTMENT 053

Goals

1. Aid in mitigation and preparedness before a disaster and to alleviate injury or damage through a coordinated response and recovery from damages resulting from any disaster or major emergency;
 2. Protect the lives and health of the citizens of Moore and their property and property rights in any emergency or disaster event.
-

Objectives

1. Monitoring and maintaining an awareness of all threats to and vulnerabilities of the City, including those that are natural, man-made, or technological in nature; promoting actions to mitigate where possible the threats and vulnerabilities identified; coordinating and disseminating information concerning those threats and vulnerabilities to the emergency management forces of the City, the civilian population, and other interested parties; and providing alerting and/or warning concerning impending threats to the population of the City of Moore;
2. Developing and coordinating plans for the immediate use of all of the facilities, equipment, manpower and other resources of the City of Moore for the purpose of minimizing or preventing damage to persons and property; protecting and restoring to usefulness governmental services and public utilities necessary for public health, safety and welfare;
3. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the City of Moore for disaster purposes;
4. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or other property for emergency purposes and designating suitable buildings as public shelters;
5. Providing and promoting informational, educational, outreach, and training programs to emergency management forces of the City, the civilian population, and other interested parties as to the mitigation of, preparation for, response to, and recovery from disasters, civil emergencies and enemy attack;
6. Conducting practice exercises to insure the efficient operation of emergency and disaster forces and to familiarize disaster workers and residents with disaster regulations, procedures and operations;
7. Maintaining and managing an Emergency Operations Center and other support facilities and locations during disaster operations, so as to facilitate coordination of emergency management forces during disasters, civil emergencies and enemy attack;
8. Coordinating the activity of all other public and private agencies engaged in any disaster activity;
9. Assuming such authority and conducting such activity as the City Manager may direct to promote and execute the Emergency Operations Plan;
10. Supporting long-term recovery efforts within the City of Moore after disasters, civil emergencies and enemy attack; promoting efforts to increase the City's resiliency prior to, during, and after emergency events;
11. Documenting all activities conducted in support of emergency management program objectives; providing required information and reports to the City Manager, the Oklahoma Department of Emergency Management, the Federal Emergency Management Agency, and other governmental agencies and organizations as required and appropriate.

EMERGENCY MANAGEMENT

FUND 06 | DEPARTMENT 053

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Emergency Operations Plan update performed	Yes	In Progress	Yes
Emergency Management Training Hours	200	270	250
Emergency exercises participated in	6	7	6
Community preparedness projects/presentations	15	27	25
Central Oklahoma Emergency Management workshop and Oklahoma Emergency Management conference attendance	5	6	5
LEPC, MIPS, COEMA, UASI IOC and other mitigation/preparedness/response/recovery work groups attendance	50	46	50
Citizen volunteer staff members	19	17	20
Grant funding received	\$35,507	\$44,814	\$25,000

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	\$220,202	\$247,853	\$234,553
Materials & Supplies	8,324	17,244	19,060
Other Services & Charges	79,178	89,916	90,500
Capital Outlay	0	0	56,000
Total	\$307,704	\$355,013	\$450,113

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
Emergency Manager	1.00	1.00	1.00	1.00
Assistant Emergency Manager	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

FIRE

FUND 06 | DEPARTMENT 054

Goals

1. Provide the highest level of municipal fire protection, E.M.S. (Emergency Medical Service) and ambulance service to the citizens and businesses of Moore;
2. Expand training and public education in Fire Prevention, Car Seat Safety Classes, Medical Care, and Fire Safety.

Objectives

1. Continually upgrading the fire and emergency medical services for the citizens of Moore while maintaining our ISO Class rating of 2.
2. Complete our Firefighter I certification for personnel that are not yet certified, & begin a Firefighter II certification program for those that need it.
3. Developing and providing more in-depth & hands-on training programs for our Firefighters. Increase our training for various safety situations that we may encounter including Rope I & II, Water Rescue, Extrication, and Confined Space training classes.
4. Continually upgrading fire and medical equipment, as well as other safety gear to comply with current national standards.

FIRE

FUND 06 | DEPARTMENT 054

	Actual CY 2017	Estimated CY 2018	Projected CY 2019
PERFORMANCE MEASUREMENTS			
Task			
Fire calls for Service	5,175	5,300	5,450
FIRE PREVENTION ACTIVITIES			
Business Inspections	1,796	1,865	1,902
Occupancy Inspections	165	184	203
Commercial Plan Review	93	100	108
Public Fire Education	58	68	80
Burn Permits Issued	6	8	8

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	8,725,344	8,774,849	9,194,025
Materials & Supplies	135,518	153,417	139,657
Other Services & Charges	101,605	163,563	155,665
Capital Outlay	0	0	0
Total	\$8,966,381	\$9,091,829	\$9,489,347

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
Fire Chief	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00
Assistant Fire Marshal	2.00	2.00	2.00	2.00
Assistant Chief Training Officer	1.00	1.00	1.00	1.00
Training Major	1.00	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00	3.00
Major	10.00	11.00	11.00	11.00
Captain	2.00	2.00	2.00	2.00
Lieutenant	9.00	12.00	12.00	12.00
Corporal	30.00	34.00	37.00	33.00
Firefighter I & II	9.00	5.00	1.00	5.00
Total	74.00	74.00	74.00	74.00

STREET IMPROVEMENTS

FUND 06 | DEPARTMENT 060

Goals

1. Utilize funding from the MEDA \$5M Sales Tax Revenue Note of 2014 to improve City streets.

Objectives

Start and complete the following street improvements:

1. SW 4th Street and Telephone Road;
2. W Service Rd (SW 19th Street to 34th Street).

STREET IMPROVEMENTS

FUND 06 | DEPARTMENT 060

**BUDGET
SUMMARY**

Category	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
W Service Rd SW 19th - 34th	1,096	0	0
SW 19th Max Morgan - Eagle Dr	83,760	0	0
19th & Broadway Improvements	0	7,842	0
SW 4th & Telephone	4,139	8,830	0
SW 19th Fritts/Max Morgan Blvd	21,420	8,617	0
Total	\$110,415	\$1,464,145	\$0

**PERSONNEL
SUMMARY**

Departmental Position:	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
Projects assigned to private contractor.				
Total	0.00	0.00	0.00	0.00

PUBLIC WORKS

FUND 06 | DEPARTMENT 064

Goals

1. Sidewalk and curb repair crew;
2. Drainage channel and storm water detention pond maintenance crew;
3. Install GPS technology on all signaled intersections and emergency vehicles to clear traffic during emergencies.

Objectives

1. Continue joint sealing during winter months;
2. Continue spraying program for weed control on right of ways and drainage channels during mowing season;
3. Continue employee training for signal light maintenance;
4. Continue debris removal in drainage structures;
5. Continue edging all right of way sidewalks and curbing;
6. Continue street striping.

PUBLIC WORKS

FUND 06 | DEPARTMENT 064

PERFORMANCE MEASUREMENTS

Task
 Third year to edge all curbing and sidewalks on arterial streets.
 Continue program to remove large dead trees from rights-of-way.
 Approximately same amount of spraying for weed control as previous year.

BUDGET SUMMARY

Category	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
Personal Services	718,033	806,106	824,743
Materials & Supplies	356,245	332,173	315,250
Other Services & Charges	814,602	766,039	822,700
Capital Outlay	3,441	108,101	100,100
Total	\$1,892,321	\$2,012,419	\$2,062,693

PERSONNEL SUMMARY

Departmental Position:	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
Public Works Director	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Streets Supervisor	1.00	1.00	1.00	1.00
Maintenance II	2.50	2.50	2.50	2.50
Maintenance I	4.50	4.50	4.50	4.50
Administrative Clerk	1.00	1.00	1.00	1.00
Street Sweeper	0.50	0.50	0.50	0.50
Total	11.50	11.50	11.50	11.50

ANIMAL ADOPTION CENTER

FUND 06 | DEPARTMENT 065

Goals

1. Eliminate the need for euthanasia;
 2. Build new Animal Adoption Center with minor veterinarian services;
 3. Work with surrounding cities to develop comprehensive regulations dealing with aggressive canines;
 4. Catch and relocate aggressive wildlife program.
-

Objectives

1. Make presentations at local schools dealing with responsible pet ownership;
2. Continue to support efforts to build new Adoption Center;
3. Plan and host conferences with surrounding cities to discuss new ideals for ordinances and regulations dealing with pet ownership;
4. Continue training with federal and state wildlife departments dealing with aggressive wildlife.

ANIMAL ADOPTION CENTER

FUND 06 | DEPARTMENT 065

	Actual CY 2016	Estimated CY 2017	Projected CY 2018
PERFORMANCE MEASUREMENTS			
Task			
Canine:			
Impounds	739	667	783
Owner Claimed	332	251	336
Euthanasia	109	78	129
Adoptions	232	198	266
Feline:			
Impounds	296	287	195
Owner Claimed	15	10	20
Euthanasia	51	75	47
Adoptions	223	172	167

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	346,743	342,414	423,390
Materials & Supplies	39,046	56,554	49,000
Other Services & Charges	65,682	54,000	49,000
Capital Outlay	14,478	96,420	71,500
Total	\$465,949	\$549,388	\$592,890

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Animal Control Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	4.00	4.00	4.00	4.00
Adoption Coordinator	0.00	0.00	0.00	1.00
Total	5.00	5.00	5.00	6.00

FLEET MAINTENANCE

FUND 06 | DEPARTMENT 068

Goals

1. Implement vehicle replacement program;
2. Design and manage vehicle and equipment motor pool;
3. Expand Fleet Maintenance building to include two CNG service bays.

Objectives

1. Determine guidelines based on our needs for the replacement of vehicles;
2. Evaluate the replaced vehicles to determine if they can be repaired and used to build a reliable motor pool;
3. Continue mechanic training for CNG, Flex-Fuel, Hybrid maintenance

FLEET MAINTENANCE

FUND 06 | DEPARTMENT 068

PERFORMANCE MEASUREMENTS

Task

The total number of fleet vehicles and equipment has increased.

Current personnel is handling this increase by outsourcing to local vendors the minor vehicle maintenance.

BUDGET SUMMARY

Category	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
Personal Services	450,909	454,059	468,006
Materials & Supplies	311,037	420,613	368,000
Other Services & Charges	243,336	189,620	189,620
Capital Outlay	8,363	20,000	20,000
Total	\$1,013,645	\$1,084,292	\$1,045,626

PERSONNEL SUMMARY

Departmental Position:	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00
Fleet Maintenance Clerk	1.00	1.00	1.00	1.00
Senior Mechanic	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00
Mechanic Helper	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00

BUILDING MAINTENANCE

FUND 06 | DEPARTMENT 069

Goals

1. Reduce energy consumption in city buildings by installing energy efficient lighting and modern HVAC equipment;
 2. Build new Building Maintenance facility;
 3. Increase and train staff to include custodial and maintenance of all city facilities.
-

Objectives

1. Identify city facilities that can benefit from modern lighting and HVAC equipment;
2. Continue to provide professional services;
3. Continue efforts to improve appearance of older facilities;
4. Continue efforts to identify and repair potential problems with older facilities.

BUILDING MAINTENANCE

FUND 06 | DEPARTMENT 069

PERFORMANCE MEASUREMENTS

Task

During the last two years Building Maintenance’s responsibilities have increased because of moves to new facilities by Fire and Police. The building maintenance department has done without additional manpower.

Building Maintenance Personnel plays a major role in the installation of the irrigation systems on the new football fields at Buck Thomas Park.

Plays a major role in relocating and installing new sewer lines and services at Buck Thomas Park.

BUDGET SUMMARY

Category	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
Personal Services	462,751	474,813	508,189
Materials & Supplies	21,064	23,045	23,000
Other Services & Charges	1,815	8,000	8,000
Capital Outlay	265	373,039	314,000
Total	\$485,895	\$878,897	\$853,189

PERSONNEL SUMMARY

Departmental Position:	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
Building Maintenance Superintendent	1.00	1.00	1.00	1.00
Maintenance Worker II	2.00	2.00	2.00	2.00
Custodian	4.00	4.00	4.00	4.00
Total	7.00	7.00	7.00	7.00

PARKS & RECREATION

FUND 06 | DEPARTMENT 070

Goals

1. Provide quality recreational opportunities for all the citizens of Moore;
 2. Provide a coordinated effort to maximize the use of existing parks and recreational areas;
 3. Provide safe and aesthetically pleasing areas for recreational purposes;
 4. Enhance the programs at the Community Center by making them more current and relevant to the community;
 5. Continue to improve the quality of the special events offered by the Parks and Recreation Department;
 6. Continue to implement the improvements funded by the 2016 1/4 cent sales tax;
 7. Continue to expand the Adopt-A-Park program;
 8. Continue to successfully operate the Moore Recreation Center and Aquatic Park.
-

Objectives

1. Increase recreational programming and opportunities for all the citizens of Moore;
2. Provide better maintenance and upkeep of our parks and facilities;
3. Perform regular park inspections and to correct unsafe conditions;
4. Continue to complete the components of the PATH 2022 Parks Master Plan that are funded by the voter-approved 2016 1/4 cent sales tax;
5. Continue to evaluate each program offered in order to determine its effectiveness and benefit to the community;
6. Continue to “brand” our parks as it pertains to facilities and park amenities;
7. Invest taxpayer funds wisely and effectively by improving our parks and facilities;
8. Meet financial goals (revenue and costs) for Central Park.

PARKS & RECREATION

FUND 06 | DEPARTMENT 070

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Our Parks...Our Future			
Projects Completed	5	6	4
New Park Land Developed (Acres)	0	0	2

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	438,168	481,045	489,337
Materials & Supplies	17,588	18,310	18,290
Other Services & Charges	287,497	251,503	223,250
Capital Outlay	30,380	25,000	15,000
Total	\$773,632	\$775,858	\$745,877

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Park & Recreation Director	1.00	1.00	0.00	1.00
Assistant Park & Recreation Director	1.00	1.00	1.00	1.00
Sports Coordinator	0.50	0.50	0.50	0.50
Administrative Assistant	1.00	2.00	2.00	2.00
Special Events Coordinator	1.00	1.00	0.00	0.00
Marketing Specialist	0.00	0.00	1.00	1.00
Parks & Community Center Coordinator	1.00	1.00	1.00	1.00
Recreation Specialists PT	1.50	1.50	1.50	1.50
Total	7.00	8.00	7.00	8.00

SENIOR CITIZEN SERVICES

FUND 06 | DEPARTMENT 071

Goals

1. Provide services to more senior citizens in the Moore area;
 2. Provide a safe, comfortable and pleasant place for the elderly to fellowship and enjoy each other's company;
 3. Develop programs that can be implemented at the Brand Senior Center outside the normal operating hours of the Senior Center;
 4. Continue to recruit volunteers for the homebound meal delivery program;
 5. Develop a process to make capital improvements to the building.
-

Objectives

1. To maintain a level of service consistent with the growing number of seniors in Moore;
2. To invest in improvements at the Moore Senior Center;
3. Continue to improve working relations with the Moore Council on Aging;
4. To expand programs for the Senior Center and to continue to develop classes and programs for the computer room and the center as a whole;
5. Develop a project list for the 2020 ¼ cent sales tax;

SENIOR CITIZEN SERVICES

FUND 06 | DEPARTMENT 071

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Annual # of Meals Delivered	48,250	49,000	48,000

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	125,533	128,847	134,930
Materials & Supplies	2,403	8,585	8,500
Other Services & Charges	25,377	47,020	47,020
Capital Outlay	0	0	0
Total	\$153,313	\$184,452	\$190,450

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Senior Service Coordinator	1.00	1.00	1.00	1.00
Assistant Senior Services Coordinator	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

LANDSCAPE & BEAUTIFICATION

FUND 06 | DEPARTMENT 072

Goals

1. Professional spraying of city parks, cemeteries, and rights-of-way;
2. Clean and respectful care of the city cemeteries;
3. Maintain flower beds at a very high level of service;
4. Continue to help maintenance of the City parks remain at a Mode 2 level of service as identified in the PATH 2022 Parks Master Plan.

Objectives

1. Effective schedule of weed and pest control at parks and cemeteries;
2. Use of latest techniques and equipment for turf management;
3. Continue to spray for weeds in the Fall and Winter in the parks; ROW, public buildings and cemeteries;
4. Continue to support the Park Maintenance crew with mowing as needed;
5. Continue to maintain existing flower beds and planting areas. Keeping them free of weeds and maintaining quality flowers and plant material in them;
6. Assist in the maintenance of weeds/lawn care of Central Park.

LANDSCAPE & BEAUTIFICATION

FUND 06 | DEPARTMENT 072

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Acres Sprayed	398	398	398
Miles of Right-of-Way Sprayed	13	13	13
Flower Beds Maintained	22	22	23

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	100,822	109,476	115,569
Materials & Supplies	24,725	25,067	24,500
Other Services & Charges	5,377	3,525	3,525
Capital Outlay	0	0	0
Total	\$130,924	\$138,068	\$143,594

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Spraying Technician Supervisor	1.00	1.00	1.00	1.00
Spraying Technician	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

PARKS & RECREATION ACTIVITIES

FUND 06 | DEPARTMENT 073

Goals

1. Provide safe and well organized activities for all the citizens of Moore;
2. Provide an atmosphere that promotes the learning of sports and sportsmanship;
3. Offer recreation programs for any youth in Moore;
4. Evaluate the recreation programs that are offered by the department;
5. Continue to improve the special events offered by the department;
6. Continue to develop innovative and creative programming for The Station Recreation Center;
7. Develop a successful Summer Camp program for citizens and patrons of The Station;

Objectives

1. Continually educate players, coaches, and fans as to the proper behavior at youth sporting events;
2. Evaluate each program to determine effectiveness and benefit to the community;
3. Expand the participation in the Play in the Park program;
4. Expand participation in the Daddy-Daughter Dance and Mummy Son Dance;
5. Evolve and adapt the Summer Sports Camps to the needs of the community;
6. Create new programming based on the findings of the PATH 2022 Parks Master Plan;
7. Continue to make changes to special events as needed;
8. Expand and improve the Haunted Trail at Little River Park;
9. Create new programs and recreation classes for the Recreation Center;
10. Assist in the operation of Central Park and the Recreation Center/Aquatic Center;
11. Develop a 3on 3 league, Co-Ed basketball league, and an Adult Kickball league;

PARKS & RECREATION ACTIVITIES

FUND 06 | DEPARTMENT 073

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Camp Participants	744	775	800
Youth Basketball Participants	732	722	750
Adult Volleyball Participants	48	52	60

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	19,371	65,247	67,100
Materials & Supplies	19,130	23,000	28,500
Other Services & Charges	102,879	71,300	128,305
Capital Outlay	436	0	0
Total	\$141,816	\$159,547	\$223,905

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Score Keepers	4.00	4.00	4.00	4.00
Recreation Specialists	1.00	1.00	1.00	1.00
Concession Worker	3.00	3.00	3.00	3.00
Total	8.00	8.00	8.00	8.00

PARKS & CEMETERY MAINTENANCE

FUND 06 | DEPARTMENT 074

Goals

1. Professional maintenance of city parks, cemeteries, and rights-of-way;
2. Clean and respectful care of Moore and Smith cemetery;
3. Maintain City of Moore playgrounds and facilities at a very high level of service;
4. Maintain the Mode Two level of park maintenance service that was established in FY 13-14 and continued in FY 14-15 and FY 15-16;
5. Continue to plant trees in parks and rights-of-way;
6. Continue to implement an aggressive capital replacement/enhancement program;
7. Care for and maintain the new Central Park with a dedicated park maintenance crew;
8. Continue to replace at least one truck per year in order to modernize and improve vehicle fleet.

Objectives

1. Effective schedule of weed and pest control at parks and cemeteries;
2. Use of latest techniques and equipment for turf management;
3. Maintain regular checks of security lights in parks and cemeteries;
4. Implement the capital replacement/vehicle program;
5. Continue to use the contract mowing program;
6. Maintain the 5-6 day mowing schedule for parks that was established in FY 13-14;
7. Continue to improve the landscaping and beautification of Central Park.

PARKS & CEMETERY MAINTENANCE

FUND 06 | DEPARTMENT 074

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
City Parks Maintained	13	13	13
Acres of Park Land	306	306	308
Trees Planted	240	300	250

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	485,924	491,035	543,720
Materials & Supplies	110,495	114,554	109,800
Other Services & Charges	190,287	238,825	206,350
Capital Outlay	53,594	855	32,500
Total	\$840,300	\$845,269	\$892,370

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-198
PERSONNEL SUMMARY				
Departmental Position:				
Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker I	4.00	4.00	6.00	6.00
Maintenance Worker II	1.00	1.00	2.00	2.00
Total	6.00	6.00	9.00	9.00

RECREATION CENTER

FUND 06 | DEPARTMENT 075

Goals

1. Continue to develop and train staff for operating the Station;
 2. Operate a first class facility;
 3. Provide high quality service and recreational opportunities to the citizens and users of the facility;
 4. Implement programming that enhances the quality of life in Moore and surrounding areas;
 5. Operate a facility that has minimal financial impact on the General Fund;
 6. Maintain the facility to a very high standard;
 7. Implement recreation programming that takes advantage of the new Recreation Program Assistant position.
-

Objectives

1. Continue to develop creative programming that is relevant and highly used by patrons of the Recreation Center;
2. Annual review of policy and Procedures;
3. Implement business plan and timetable for operation;
4. Expand number of annual passes by 5%;
5. Increase number of birthday parties and meeting room reservations by 10%;
6. Develop an annual marketing plan for the Station.

RECREATION CENTER

FUND 06 | DEPARTMENT 075

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Annual Passes	2,300	3,362	3,500
Group Exercise Participants	16,900	19,842	20,000
Child Watch Usage	8,000	20,123	20,000
Scanned (Users)	126,000	179,955	185,000
Day Passes Sold	11,000	14,210	14,500

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	667,991	607,454	704,073
Materials & Supplies	199,221	160,406	158,000
Other Services & Charges	460,803	545,907	601,824
Capital Outlay	0	0	0
Total	\$1,328,015	\$1,313,767	\$1,462,897

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Aquatic/Fitness Coordinator	0.00	0.50	0.50	0.50
Recreation Center Supervisor	1.00	1.00	1.00	1.00
Sales Coordinator	0.00	1.00	1.00	1.00
Recreation Facility Maintenance	0.00	1.00	1.00	1.00
Recreation Coordinator	0.00	1.00	1.00	1.00
Front Desk Specialist	0.00	0.00	2.00	2.00
Recreation Specialist	0.00	3.00	1.00	1.00
Room and Rental Specialist	0.00	1.00	1.00	1.00
Fitness Center Attendant	0.00	5.00	2.50	2.50
Child Care Specialist	0.00	12.00	3.25	3.25
Child Care Coordinator	0.00	1.00	1.00	1.00
Front Desk Clerk	0.00	1.00	1.00	1.00
Front Desk Attendants	0.00	5.00	2.50	2.50
Summer Day Camp Supervisor	0.00	0.00	1.00	1.00
Summer Day Camp Specialist	0.00	0.00	1.00	1.00
Recreation Program Assistant	0.00	0.00	1.00	1.00
Total	1.00	34.00	21.75	21.75

AQUATIC PARK

FUND 06 | DEPARTMENT 076

Goals

1. Have an efficient and well run 2017 season;
 2. Build and operate a first class aquatic center;
 3. Provide high quality service and recreational water opportunities to the citizens and users of the aquatic center;
 4. Train and fully staff lifeguard team;
 5. Operate a facility that has minimal financial impact on the General Fund;
 6. Maintain facility to a very high standard.
-

Objectives

1. Hire all needed staff for Aquatic Park;
2. Train new staff re: city and department policies;
3. Create programming that is relevant and highly used by patrons;
4. Review and make changes in policy and procedures;
5. Follow business plan;
6. Ensure that all staff have proper training and certifications;
7. Maintain attendance at Aquatic Center at 2017 level;
8. Minimize breakdowns in mechanical equipment;
9. Increase number of birthdays and private parties by 5%;
10. Implement pool maintenance/painting program.

AQUATIC PARK

FUND 06 | DEPARTMENT 076

PERFORMANCE MEASUREMENTS

Task	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
Total Attendance	75,979	102,436	95,000
Avg. Daily Attendance	873	1,138	1,044
Swim Lessons	463	481	545
After Hours Events	22	42	35
Day Passes Sold	39,560	50,941	48,450

BUDGET SUMMARY

Category	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
Personal Services	300,295	300,183	488,070
Materials & Supplies	108,613	71,434	55,375
Other Services & Charges	51,892	47,241	51,375
Capital Outlay	0	0	0
Total	\$460,800	\$418,858	\$594,820

PERSONNEL SUMMARY

Departmental Position:	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
Aquatic/Fitness Coordinator	0.50	0.50	0.50	0.50
Lifeguard	17.00	21.00	21.00	21.00
Concession Supervisor	1.00	2.00	2.00	2.00
Concession Attendant	4.00	3.00	3.00	3.50
Aquatic Cashier	4.00	3.50	3.50	3.50
Aquatic Deck Attendant	0.00	3.00	3.00	3.00
Head Lifeguard	7.00	3.50	3.50	3.50
Total	33.50	37.00	37.00	37.00

FACTS ABOUT LIBRARY

MOORE PUBLIC LIBRARY AND THE PIONEER LIBRARY SYSTEM

MOORE PUBLIC LIBRARY EXPENDITURES FY 2017-2018

Salaries	1,035,452
Payroll Taxes	79,212
Benefits	265,050
Materials Budget - PLS (Prior YR)	350,880
Technology Budget -PLS (Prior YR)	361,000
Total:	\$2,091,594

EXPLANATIONS OF EXPENDITURES:

Pioneer Library System budgets \$503,000 for ebooks, downloadables, and system collections. The Strategy and Innovation budget is \$287,700 system-wide, providing online research tools including services for students, like homework tutoring, and services for businesses, like market segmentation data.

System Services, Administrative Services, and System Salaries charged to Moore are 19% of the cost. The percentage is based on the total amount of Ad Valorem collected for the System.

OTHER INTERESTING FACTS ABOUT THE LIBRARY

1. A new 9 bin Automated Materials Handling System was added. This new system allows upwards of 2,000 items per hour to be sorted and routed to the other 10 branches. It also allows for immediate check in for customers.
2. For the fifth year in a row, the Moore Library received a \$7,000 Oklahoma Department of Libraries Health Literacy Grant to provide basic health literacy information for members of our community. Free fitness classes, community resource guides, a Back to School Health Fair, and brochures featuring the library's health research databases were offered to residents.
3. In October 2017, Chris Manna took over as Branch Manager for the Moore Library. He comes to Moore with over 18 years of experience working in libraries across the country.
4. There were 301,000 library visits.
5. There were 4,125 new users registered.
6. Moore has 52,635 registered card holders that consider the library their home library.
7. There were 26,000 Wi-Fi uses in the library.
8. The Moore Library is open 72 hours a week with PLS providing 4,346 hours in staffing a month. This does not include the 169 hours for Security Guards.
9. The Moore Library has approximately 125,342 items for customers to check out.
10. Moore circulated 530,000 items.
11. There are 65 public computers in the Moore Public Library and 35 staff computers for a total of 100 computers furnished by the Pioneer Library System.
12. The Moore Public Library held 697 programs with 29,212 customers attending those programs.

LIBRARY

FUND 06 | DEPARTMENT 077

Goals

Moore Public Library's and Pioneer System's Mission is to *Inspire Innovation, Engagement and Learning in our Communities*. The partnership between the City of Moore and Pioneer Library System enhances our community and offers something special to our customers. Together, we help residents in our area secure resources they require through innovative programs and services such as health living initiatives, financial wellness programs and career assistance through job fairs, resume reviews and small business classes.

Moore Public Library is also committed to the following long range goals:

1. Help people explore life's pathways by pioneering tomorrow's libraries. Whether developing new skills, transitioning to new technologies, or finding another great book, Pioneer Library System acts as a catalyst in the lives of our customers and communities;
2. Increase active card holders and retain current card uses.

Objectives

In June 2017 the Moore Library will celebrate its 50th anniversary in the current building. This year, customers visited the library 318,397 times and attended 754 public programs. It is one of the first city buildings new residents utilize, with 4,046 new customers registering this year alone. It remains vital that we continually work towards maintaining the building both inside and out so that it reflects the progressive city that Moore has become today.

1. Replace worn and broken seating and furniture;
2. Make needed repairs to the interior and exterior of the building.

LIBRARY

FUND 06 | DEPARTMENT 077

		Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY	Category			
	Materials & Supplies	4,583	4,530	4,530
	Other Services & Charges	12,311	18,450	18,450
	Capital Outlay	0	19,480	20,000
	Total	\$16,894	\$42,460	\$42,980

		Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY	Departmental Position:				
	No City Personnel Budgeted				
	Total	0.00	0.00	0.00	0.00

COMMUNITY DEVELOPMENT

FUND 06 | DEPARTMENT 080

Goals

1. Provide the highest quality service to all customers including citizens, builders, contractors, and developers;
2. Encourage and promote a quality community through the creation and consistent enforcement of city development regulations and plans;
3. Promote a sustainable community to meet all State and Federal regulations.

Objectives

1. Increase efficiency and accuracy of operations, record keeping, and reporting by increasing organization, communication to customers, and attention to details;
2. Build and maintain a Geographic Information System to provide accurate and useful data and maps to the public and other departments;
3. Update city codes and plans to maintain relevancy. Update Comprehensive Plan every 5-7 years;
4. Pursue policies, procedures and funding for infrastructure and sustainability needs.

COMMUNITY DEVELOPMENT/ PLANNING

FUND 06 | DEPARTMENT 080

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Final Plats	6	4	6
Processed Building Lots	165	33	100
Multi-Family Units	262	14	20

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	377,487	387,459	386,114
Materials & Supplies	3,308	3,450	4,050
Other Services & Charges	34,496	123,185	112,585
Capital Outlay	0	0	18,500
Total	\$415,290	\$514,094	\$521,249

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Community Development Director	1.00	1.00	1.00	1.00
Community Development Assistant Director	1.00	1.00	1.00	1.00
Assistant Planner/Current Planning	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

INSPECTIONS

FUND 06 | DEPARTMENT 081

Goals

1. Provide quality inspection services to the public that are prompt, courteous, and competent;
2. Ensure that all construction meets city standards and adopted building codes to ensure safe, quality structures and development for businesses and citizens;
3. Maintain accurate records on all permit, inspection, and licensing activities;
4. Secure methods of having the permitting process in an online method to ensure the builders and developers a faster and more efficient way of permitting.

Objectives

1. Maintain licensing and continue professional development in inspector licensing, certifications, and continuing education;
2. Perform inspections in a timely manner, no later than the next business day;
3. Provide accurate information and advice to the public;
4. Increase efficiency of operations, record keeping and reporting through software training and utilization and through ongoing improved procedures for staff.

INSPECTIONS

FUND 06 | DEPARTMENT 081

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Building Inspections	8,585	7,910	8,000

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	472,843	520,150	506,397
Materials & Supplies	8,684	11,000	11,000
Other Services & Charges	3,686	10,500	10,300
Capital Outlay	0	0	8,000
Total	\$485,213	\$541,650	\$535,697

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Building Inspector	3.00	3.00	3.00	3.00
Environmental Service Manager	1.00	1.00	1.00	1.00
Administrative Clerk II	2.00	2.00	2.00	2.00
Administrative Clerk III	1.00	1.00	1.00	1.00
Recycling Specialist	1.00	1.00	1.00	1.00
Total	8.00	8.00	8.00	8.00

CODE ENFORCEMENT

FUND 06 | DEPARTMENT 082

Goals

1. Maintain the appearance of the City through timely and consistent enforcement of nuisance violations;
2. Provide prompt and courteous service to the public;
3. Maintain accurate records and files on code enforcement cases and follow all proper procedures, timelines, and standards.

Objectives

1. Investigate all code enforcement complaints within two working days;
2. Provide accurate code interpretations to the public regarding code enforcement issues;
3. Assist other city departments when needed to enforce codes and regulations;
4. Increase efficiency of operations, record keeping and reporting through software training, enhancements, and defined procedures.

CODE ENFORCEMENT

FUND 06 | DEPARTMENT 082

	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
PERFORMANCE MEASUREMENTS			
Task			
Code Enforcement Postings	2,465	2,167	2,250
Code Enforcement Inspections	3,480	3,777	3,800

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	185,011	187,292	182,695
Materials & Supplies	5,617	8,172	8,172
Other Services & Charges	68,971	81,761	81,761
Capital Outlay	0	0	30,825
Total	\$259,599	\$277,225	\$303,453

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Code Enforcement Officer	2.00	2.00	2.00	2.00
Administrative Clerk II	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

CAPITAL PLANNING & RESILIENCY

FUND 06 | DEPARTMENT 083

Goals

1. Operation of federal CDBG grants;
2. Oversee the expenditure of CDBG-DR funds;
3. Use DR funds to continue redevelopment after the May 20, 2013 tornado.

Objectives

1. Compliance with all federal regulations regarding grant management;
2. Timely reporting for Quarterly Performance Report (QPR);
3. Timely draw-down of funds for reimbursement.

CAPITAL PLANNING & RESILIENCY

FUND 06 | DEPARTMENT 083

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Personal Services	83,757	0	155,332
Materials & Supplies	4,955	8,200	8,200
Other Services & Charges	3,540	252,000	26,000
Capital Outlay	3,227	0	0
Total	\$95,479	\$260,200	\$189,532

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
Personnel for this department are funded in Fund 15.				
Total	0.00	0.00	0.00	0.00

MOORE-SMITH CEMETERY

FUND 06 | DEPARTMENT 090

Goals

1. To provide adequate development of the cemeteries.
-

Objectives

1. To maintain a beautiful cemetery and provide security for all property.

MOORE-SMITH CEMETERY

FUND 06 | DEPARTMENT 090

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Other Services & Charges	93	0	0
Total	\$93	\$0	\$0

	Prior Year FY 16-17	Current Year Budgeted FY 17-18	Current Year Estimated FY 17-18	Budget Year FY 18-19
PERSONNEL SUMMARY				
Departmental Position:				
**The administrative duties are performed by the Finance Department personnel and landscaping and maintenance is performed by the Parks and Cemetery Department.				
Total	0.00	0.00	0.00	0.00

CEMETERY PERPETUAL CARE

FUND 07 | DEPARTMENT:

090-CEMETERY PERPETUAL CARE

CEMETERY PERPETUAL CARE

FUND 07 | DEPARTMENT 090

Goals

1. To legally administer the state mandated cemetery perpetual care funds.

Objectives

1. To beautify, maintain and improve the cemeteries.

CEMETERY PERPETUAL CARE

FUND 07 | DEPARTMENT 090

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Cemetery Perpetual Care	385	28,000	20,516
Total	\$385	\$28,000	\$20,516

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
**The administrative duties are performed by the Finance Department personnel and landscaping and maintenance is performed by the Parks and Cemetery Department.				
Total	0.00	0.00	0.00	0.00

SPECIAL REVENUE FUND

FUND 08 | DEPARTMENTS:

8010080 INTEREST

8020010 911 COLLECTIONS

8020030 SPECIAL REVENUE PUBLIC SAFETY
INTERGOVERNMENTAL

8030020 SPECIAL REVENUE STREETS/PERMITS/LICENSES

8050010 SPECIAL REVENUE C & R TAXES

8050020 NEIGHBORHOOD PARK DEVELOPMENT FEES

8050060 SPECIAL REVENUE PARKS & RECREATION

8050080 DONATIONS/GRANTS

SPECIAL REVENUE FUND

BUDGET SUMMARY

Organization	Object	Category	Budgeted
08022030	50105	DEA Task Force	12,173
08022040	50105	Emergency Management Grant	25,000
08022050	50105	Economic & Identity Crime Grant	13,830
08022190	55305	Police Discretionary Federal	47,000
08022190	55305	911 System Maint./Upgrade	15,979
08032200	55140	Transportation Impact Fees	152,600
08042140	55140	CDBG 2017	300,000
08042160	55140	Sidewalk Improvements	150,000
08052070	55040	Buck Thomas - Baseball Improvements	6,000
08052070	55030	Buck Thomas - Football Improvements	3,800
08052070	55035	Buck Thomas - Softball Improvements	4,000
08052170	55220	Neighborhood Park Development	17,000
08052180	55205	Westmoore Park Improvements	200,000
08050010	55210	Veterans Park Improvements	50,000
08050010	55215	Apple Valley Improvements	15,000
08052180	55240	Fairmoore Park Improvements	20,000
08052180	55255	Buck Thomas Park Improvements	50,000
08052180	55275	Central Park	50,000
08052180	55290	Old Town Park	81,100
		Total	\$1,213,482

DEBT SERVICE

FUND 09 | DEPARTMENTS:

500-2009-STREET GO BONDS

501-2010-STREET GO BONDS

502-2013-STREET GO BONDS

503-2013B-PARK GO BONDS

504-2014-PARK GO BONDS

505-2015-PARK GO BONDS

DEBT SERVICE

OUTSTANDING DEBT AS OF JUNE 30, 2016

FYE	General Obligation Bonds	Revenue Bonds	Judgments Notes Loans/Leases	Total Debt
1997	9,850,000	28,325,000	4,091,310	42,226,310
1998	8,975,000	26,325,000	3,129,147	38,429,147
1999	8,975,000	21,820,000	2,553,058	32,473,058
2000	7,350,000	21,320,000	1,956,308	30,626,308
2001	6,600,000	18,305,000	4,211,780	29,116,780
2002	6,000,000	15,135,000	8,208,294	29,343,294
2003	13,270,000	7,605,000	9,948,265	30,823,265
2004	12,670,000	5,505,000	10,047,642	28,222,642
2005	11,200,000	3,325,000	9,010,000	23,535,000
2006	10,600,000	1,055,000	6,084,164	17,739,164
2007	9,000,000	0	24,363,370	33,363,370
2008	7,400,000	0	20,373,524	27,773,524
2009	13,200,000	0	17,732,133	30,932,133
2010	18,525,000	0	30,953,943	49,478,943
2011	16,925,000	0	36,911,935	53,836,935
2012	14,925,000	0	56,436,695	71,361,695
2013	22,925,000	0	63,547,354	86,472,354
2014	29,075,000	0	75,309,851	104,384,851
2015	30,015,000	0	73,663,804	103,678,804
2016	34,685,000	0	67,331,178	102,016,178
2017	30,015,000	0	73,663,804	98,725,408

Prepared by: B. Koehn

DEBTSERVICE

FUND 09 | DEPARTMENTS 500, 501, 502, 503, 504 & 505

Goals

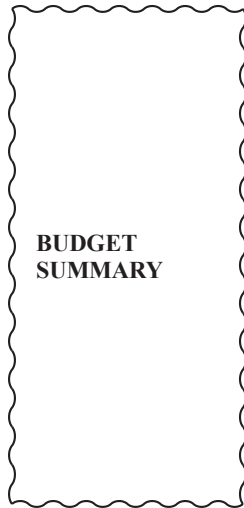
1. To legally administer the City's debt service fund.
-

Objectives

1. To process and provide timely payments for the retirement of the City's bonds and judgments.
-

DEBTSERVICE

FUND 09 | DEPARTMENTS 500, 501, 502, 503, 504 & 505



Category	Actual FY 16-17	Estimated FY 17-18	Projected FY 18-19
G.O. Street Bonds 2009	1,105,250	1,105,000	1,052,750
2010 G.O. Street Bonds	1,055,750	1,055,500	1,028,250
2013 G.O. Street Bonds	634,235	631,240	625,390
2013B Park GO Bonds	651,725	644,000	639,075
2014 Park GO Bonds	1,005,306	997,013	981,175
2015 Park GO Bonds	446,500	442,500	439,000
2015B Parks GO Bonds	198,873	312,056	650,275
2016 Park GO Bonds	0	0	307,206
2016B Bridge GO I-35 Bonds	0	589,875	543,500
2017 GO 34th Street Bridge	0	0	309,510
Total	\$5,097,639	\$5,777,184	\$6,576,131

DEDICATED SALES TAX

FUND 12 | DEPARTMENTS:

PUBLIC SAFETY EQUIPMENT

RESIDENTIAL STREETS



DEDICATED SALESTAX

FUND 12 | DEPARTMENTS 580 AND 582

Goals

1. Improve public safety operations for all citizens of Moore;
 2. Repair and improve residential streets.
-

Objectives

1. Purchase public safety equipment for police, fire, 911 dispatch and emergency management;
 2. Spend street money wisely and equitably among the wards.
-

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Public Safety Equipment	1,143,430	1,485,838	810,754
Residential Streets	3,877,543	3,866,031	3,246,017
Total	\$5,020,973	\$5,351,869	\$4,056,771



PARKSALESTAX

FUND 13 | DEPARTMENTS:

GENERAL GOVERNMENT

KIWANIS PARK

PARMELE PARK

LITTLE RIVER PARK

VETERANS MEMORIAL PARK

ARBOR GARDENS

APPLE VALLEY PARK

BUCK THOMAS PARK

FAIRMOORE PARK

CENTRAL PARK

PARK SALES TAX

FUND 13 | DEPARTMENTS 035, 603, 606, 608 & 611

Goals

1. Improve all parks in Moore;
2. Expand and modernize park and recreation opportunities.

Objectives

1. Implement advertised park enhancements;
2. Fully account for designated sales tax as approved by voters in November 2012;

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
General Government (1)	3,075,295	372,185	1,345,194
Kiwanis Park	0	50,000	0
Little River Park	101,328	51,650	0
Veterans Memorial Park	365	0	125,000
Apple Valley Park	0	130,000	0
Buck Thomas Park	363,722	17,044	175,000
Fairmoore Park	918,457	501,326	0
Central Park	371,159	100,000	0
Westmoore Trail Park	0	515,000	670,000
Fires Station #2	100,322	1,095,385	0
Old Town Park	0	0	525,000
Total	\$4,930,648	\$2,832,590	\$2,840,194

PARKS GO BONDS

FUND 14 | DEPARTMENTS:

035-GENERAL GOVERNMENT

075-CENTRAL MOORE PARK

PARKS GO BONDS

FUND 14 | DEPARTMENTS II AND 77

Goals

1. To build and operate a first class park;
 2. To provide high quality service and recreational opportunities to the citizens and users of the park;
 3. To operate a park that has minimal financial impact on the General Fund;
 4. Maintain park to a very high standard;
 5. To have a smooth transition and opening of park;
 6. To open a park that the citizens of Moore can take pride in.
-

Objectives

1. Fully account for designated bond funds approved by voters in November 2012.
-

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 17-18
BUDGET SUMMARY			
Category			
General Government	5,534,438	0	0
Central Moore Park	8,170	0	0
Total	\$5,542,608	\$0	\$0

CDBG-DR HUD

FUND 15 | DEPARTMENTS:

ADMINISTRATION

DR

HOUSING

INFRASTRUCTURE

PUBLIC FACILITIES

RESILIENCY

PLANNING

CDBG-DR HUD FUND 15

Goals

1. Administer federal funds for disaster recovery;
 2. Plan and oversee disaster recovery.
-

Objectives

1. Accurate accounting of grant funds.

CDBG-DR HUD

FUND 15

	Actual FY 16-17	Estimated FY 17-18	Proposed FY 18-19
BUDGET SUMMARY			
Category			
Administration	311,501	30,987	258,938
DR			
Housing	263,199	85,460	11,408,084
Infrastructure	7,352,710	10,528,586	2,698,775
Public Facilities	1,177,790	239,749	0
Resiliency	0	0	544,720
Planning	1,182,197	1,091,688	8,941,384
Total	\$10,287,397	\$11,976,470	\$23,851,901

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
PERSONNEL SUMMARY				
Departmental Position:				
Associate Planner/ Grants Manager	1.00	1.00	0.00	0.00
Accountant II	1.00	1.00	1.00	1.00
Compliance Specialist	1.00	2.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total	4.00	5.00	5.00	5.00

GLOSSARY OF TERMS

Accrual Basis of Accounting – The basis of accounting that records revenue at the time earned and expenses when incurred, rather than when collected or paid.

Allocated Administrative Costs – Allocates the cost of general administrative departments that are required to manage the City and provide support to all funds.

Annual Budget – A plan for the coordination of resources and expenditures. The budget is the financial plan for the City's allocation of resources to provide services, accomplish the City's goals and objectives, and perform activities.

Assigned Fund Balance – This describes the portion of fund balance that reflects the City's intended use of resources. This authority rests with Mayor/City Council and is delegated to staff through the use of encumbrances.

Balanced Budget – A budget in which revenue sources are identified to balance with expenditures for services provided in a specific fiscal year.

Beginning Fund Balance – The unexpended amount in a fund at fiscal year-end that is available for appropriation in the next fiscal year.

Breakthrough Strategies – A defined strategy of a department/division objective with outcomes measured or completed by a determined timeframe that achieve the governing body goals for the City.

Capital Improvement – A project of relatively high monetary value (at least \$50,000), long life (at least five years), and the outcome of the project results in the creation of a fixed asset or a significant revitalization that upgrades and extends the useful life of a fixed asset.

Capital Outlay – A major object category that includes expenditures for land purchase, buildings (purchase or construction), improvements other than building (purchase or construction), or equipment and furniture.

Fund Balance – This represents the portion of fund balance whose use is constrained by limitations that the City imposes on itself by City Council (highest decision making level) and remains binding unless removed in the same manner.

- Requires action by City Council to commit fund balance

- Formal City Council action is necessary to impose, remove or modify a constraint reflected in the committed fund balance

Community Development Block Grant (CDBG) – Federal grant funds dedicated for programs and activities which primarily benefit low and moderate-income families, individuals, and neighborhoods. Programs include but are not limited to housing rehabilitation, affordable housing development and preservation, human service activities, and capital improvement activities.

Comprehensive Annual Financial Report (CAFR) – This report is commonly known as the annual Audit and is completed by an independent certified public accounting firm for the Finance Department. It contains information regarding all general-purpose financial statements for revenue and expenditures, selected financial and demographic information, and amortization of long-term debt and selected investment portfolio data.

Contingency – An account established for the purpose of meeting unanticipated requirements.

Debt Service – Payment of interest and principal on an obligation resulting from the issuance of bonds.

Moore Public Works Authority – MPWA which has been created under Title 60 Statute § 176 A.3. To provide public facilities and service specific to the citizens of Moore. MPWA has the authority to issue debt.

Expenditure – The actual outlay of or obligation to pay cash.

Fiscal Year – A 12-month period at the beginning of which the City implements a new budget based on expected revenue and expenditures and at the end of which the City determines its financial positions and the results of its operations. The City of Moore's fiscal year is July 1 through June 30.

Full-Time Equivalent (FTE) – 40-hour per week or 56 hour per week for firefighters position on an ongoing basis that is specifically authorized for ongoing funding by classification in the annual budget.

Fund – A budgetary and fiscal accounting mechanism for designating a sum of money or other resources set aside for the purpose of providing services and achieving objectives in accordance with state and local laws, regulations, or other limitations. Each fund constitutes an independent budgetary, fiscal, and accounting entity.

Fund Balance – The balance remaining in a fund after expenditures have been subtracted from revenue.

General Fund – A fund used to account for all general purpose activities of the City supported by City taxes and other non-dedicated revenue such as license and permit fees, user charges, etc. This fund includes all traditional municipal expenditures such as Public Safety and Parks.

General Obligation Bonds (GO Bonds) – These bonds are typically issued to finance government improvements benefiting the community as a whole and are secured by an unlimited tax levy of the issuer.

Government Finance Officers Association (GFOA) – The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

Grants Fund – Various grants provide funding for grant activities as approved by City Council.

Infrastructure – The underlying foundation or basic framework of the City’s physical assets, buildings, roadways, etc.

Objective – A desired result of a group of related activities performed by a department or division in which the achievement satisfies part or all of the department’s or division’s mission.

Operating Budget – The annual expenditures for the routine, ongoing activities and work program of a department or division as opposed to budgets which may also be established for capital projects, grant-funded projects, and other activities of a non-permanent nature.

Outsourcing – Contracting with private companies to provide the same level of services while reducing personnel costs.

Public Safety Sales Tax Fund – On November 7, 2006, voters approved a 1/2-cent sales tax, which authorized the City of Moore a sales tax rate increase to be used to fund public safety capital improvement needs.

Restricted Fund Balance – This represents the portion of fund balance that is subject to externally enforceable legal restrictions. Such restrictions are typically imposed by parties altogether outside the City such as creditors, grantors, contributors or other

governments. Restrictions can also arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose.

Revenue – Money received by the City during the fiscal year, which includes taxes, fees, charges, special assessments, and other funds collected that support the services the City provides.

Revenue Bonds – Bonds issued by a public agency authorized to build, acquire, or improve a revenue-producing property and payable out of revenue derived from such property.

Sales Tax Revenue Bonds – Those bonds issued to finance various capital improvement projects that have a definable revenue base. These bonds are secured by the City Sales Tax revenue.

Strategic Plans – The Mayor’s Strategic Plan is comprised of goals and objectives that set priorities for resource allocation, establishes policy guidelines, and provides governance direction. Also as directed in the City Charter, each year, City Council determines its areas of priority for the following year and provides them to the Mayor for consideration in the development of the municipal budget.

Unrestricted Fund Balance – The GFOA recommended, at a minimum, that general-purpose governments, regardless of size, incorporate in its financial policies that unrestricted fund balance in their general fund be no less than two months of regular General Fund operating expenditures. The City’s goal target range for General Fund Reserve – Unrestricted Fund Balance is 10% of the following year’s expenditure budget.

User Fees – The payment of a fee for direct receipt of a public service by the person benefiting from the service.



CITY OF MOORE

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