

FY 2017-2018

ADOPTED ANNUAL OPERATING & CAPITAL BUDGET



City of Moore

MOORE PUBLIC WORKS AUTHORITY

MOORE ECONOMIC DEVELOPMENT AUTHORITY

CITY OF MOORE

MOORE PUBLIC WORKS AUTHORITY

MOORE ECONOMIC DEVELOPMENT AUTHORITY

OPERATING BUDGET ADOPTED JUNE 19, 2017

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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MOORE PUBLIC WORKS AUTHORITY

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CITY OF MOORE

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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



OFFICERS:

89

Fire



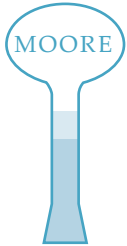
STATIONS:

4

PERSONNEL PER SHIFT:

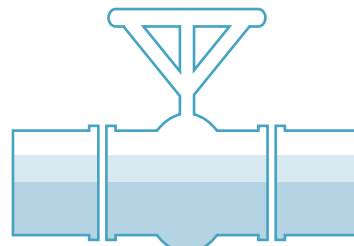
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Public Works



WATER STORAGE CAPACITY:¹
(MILLIONS OF GALLONS)

7.5



MILES OF WATER LINES¹

223

Demographic

Source: City of Moore Community Development Department.

YEAR	ESTIMATED POPULATION ²	AVERAGE ANNUAL WAGES ³	MOORE PUBLIC SCHOOL DISTRICT	UNEMPLOYMENT RATE (PERCENTAGE) ⁴
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
2007	50,117	32,570	20,697	4.5

¹ Information obtained from various departments of the City of Moore.

² Census Count for 2010.

³ Per U. S. Department of Labor, Bureau of Labor Statistics. Average annual wages for the State of Oklahoma.

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

BUDGET CALENDAR

FISCAL YEAR 2017-2018

TARGET DATE	ACTIVITY
January 23, 2017	Budget documents and information to department heads
January 23 - February 10, 2017	Department heads prepare budget requests and return to the Finance Director
February 10 - February 24, 2017	City Manager will meet with departments individually to discuss requests
March 10, 2017	Initial draft of proposed budget
April 10 - May 22, 2017	City Council consideration of the proposed budget
June 14, 2017	Publish Proposed Budget Summary and Notice of Public Hearing on the proposed budget
June 19, 2017	Public Hearing
June 19, 2017	Budget adoption (Legal deadline is June 23)
June 30, 2017	Budget published and filed with State Auditor and City Clerk
July 1, 2017	Begin new fiscal year 2016-2017

CITYMANAGER'S LETTER

June 19, 2017

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 2017-2018 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 2017-2018 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 17-18 budgets of the City, MPWA and MEDA total \$99,070,962 which represents a 21.8% decrease over FY16-17. This results in a projected expenditure of \$1,634 per capita based on an estimated population of 60,636.

Sales tax collections for FY 16-17 have decreased \$303,267 over the previous year's actual collections. We anticipated that there would be no growth in FY16-17 and adjusted accordingly. Going into FY 17-18 we are projecting that sales tax collections will increase 5%, with total projected collections of \$26,734,700. 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. Water and refuse collections are up significantly since the end of FY 14-15. As a result, the MPWA is in much better financial shape than it has been for some time. The total revenue projection is \$21,770,992, including water sewer and sanitation fees. This a 1.0% increase over FY 16-17. This has enabled the MPWA to again establish a Contingency Fund (\$239K), meet all of its debt service requirements, purchase needed equipment (\$879K), and resume the historical transfer of \$3M to the City General Fund.

The budget also includes merit increases for all eligible employees. There is one new position included in the MPWA budget. There are 370.25 full-time equivalents (FTEs) in the budget. This breaks down to 300 full time positions and 157 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 (\$222K), 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 \$16.7M in capital expenditures. This includes residential street repairs, water and sewer line replacement and improvements to various parks funded by the earmarked sales tax and hotel-motel tax. Also included are several HUD funded street construction projects, including reconstruction of 17th Street between Telephone Road and Max Morgan Road, Phase III funding for the new bridge across I-35 at SW 34th Street. Also included is the purchase of a new sanitation truck, several new police vehicles and other equipment.

In summary, the budgets proposed for FY 2017-2018 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 by "A Progressive City Committed to a Quality Community."

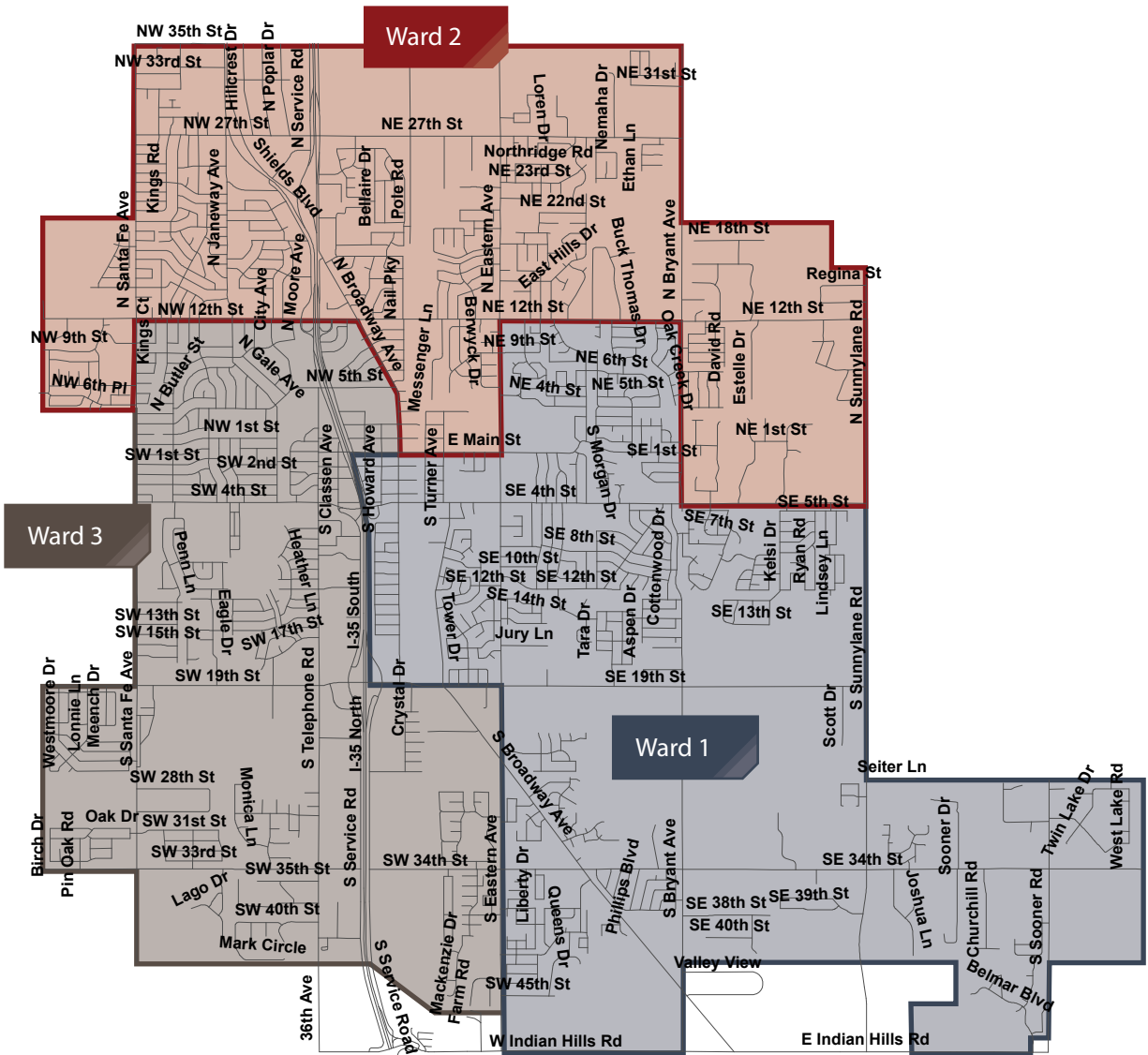
Sincerely,

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

Brooks Mitchell
City Manager

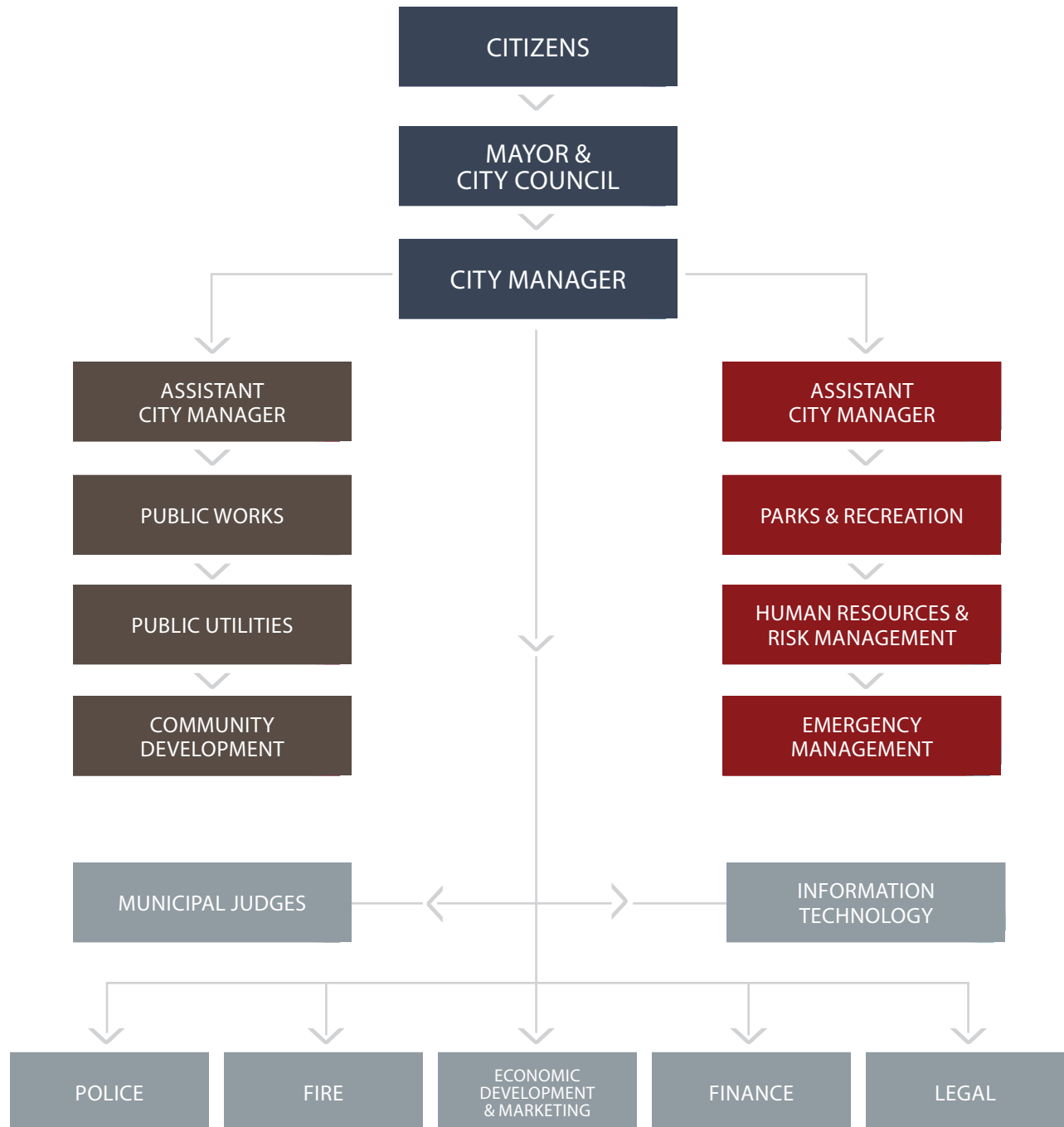


WARD MAP



ORGANIZATIONAL CHART

CITY OF MOORE



CITY ADMINISTRATION

CITY MANAGEMENT/DEPARTMENT HEADS

City Management



City Manager
Brooks Mitchell



Assistant City Manager
Stan Drake



Assistant City Manager
Todd Jenson

Department Heads



Human Resources
Risk Management
Director
Gary Benefield



Fire Chief
Gary Bird



City Attorney
Randy C. Brink



Economic
Development
Director
Deidre Ebrey



Parks and
Recreation
Director
Todd Jenson



Community
Development
Director
Elizabeth Jones



Emergency
Management
Director
Gayland Kitch



Public Works
Director
Richard Sandefur



Police Chief
Jerry Stillings



Information
Services Director
David Thompson

*Betty Koehn, Finance Director, is not pictured.

CITY OFFICIALS

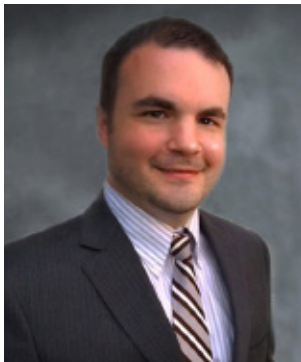


Mayor
Glenn Lewis
glewis@cityofmoore.com

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



Terry Cavnar
Council Member
tcavnar@cityofmoore.com



Jason Blair
Vice Mayor
jblair@cityofmoore.com

RESOLUTION NO. 241(17)

RESOLUTION NO. 241 (17)

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 2017-2018 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 2017-2018; 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 5, 2017 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 2017-2018 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 2017-2018, 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 2017-2018 (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 2017-2018 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 2017-2018 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 2017-2018, all of which are supported by full and sufficient financial information; and,

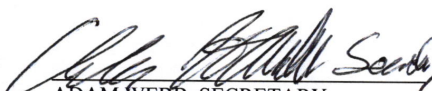
WHEREAS, the adoption of said budget for Fiscal Year 2017-2018, all as set forth in Exhibit "A" attached, in compliance with the provisions of the Municipal Budget Act, would be in the best interest of the Moore Public Works Authority, the City of Moore, and the residents thereof; and,

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

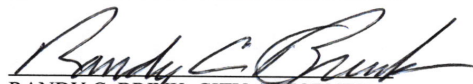
1. The final and complete budget for Fiscal Year 2017-2018, subject to amendments allowed under the State Law, all as set forth in Exhibit "-A" attached, are hereby approved, confirmed and established; and,
2. The appropriation for each of the various Trust departments, the estimate of revenues, the planned program of expenditures, and the deposits into revenue debt retirement accounts for Fiscal Year 2017-2018, 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 2017-2018 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 19th June, 2017.


GLENN LEWIS, CHAIRMAN OF THE TRUST


ADAM WEBB, SECRETARY

APPROVED AS TO FORM & LEGALITY:


RANDY C. BRINK, CITY ATTORNEY

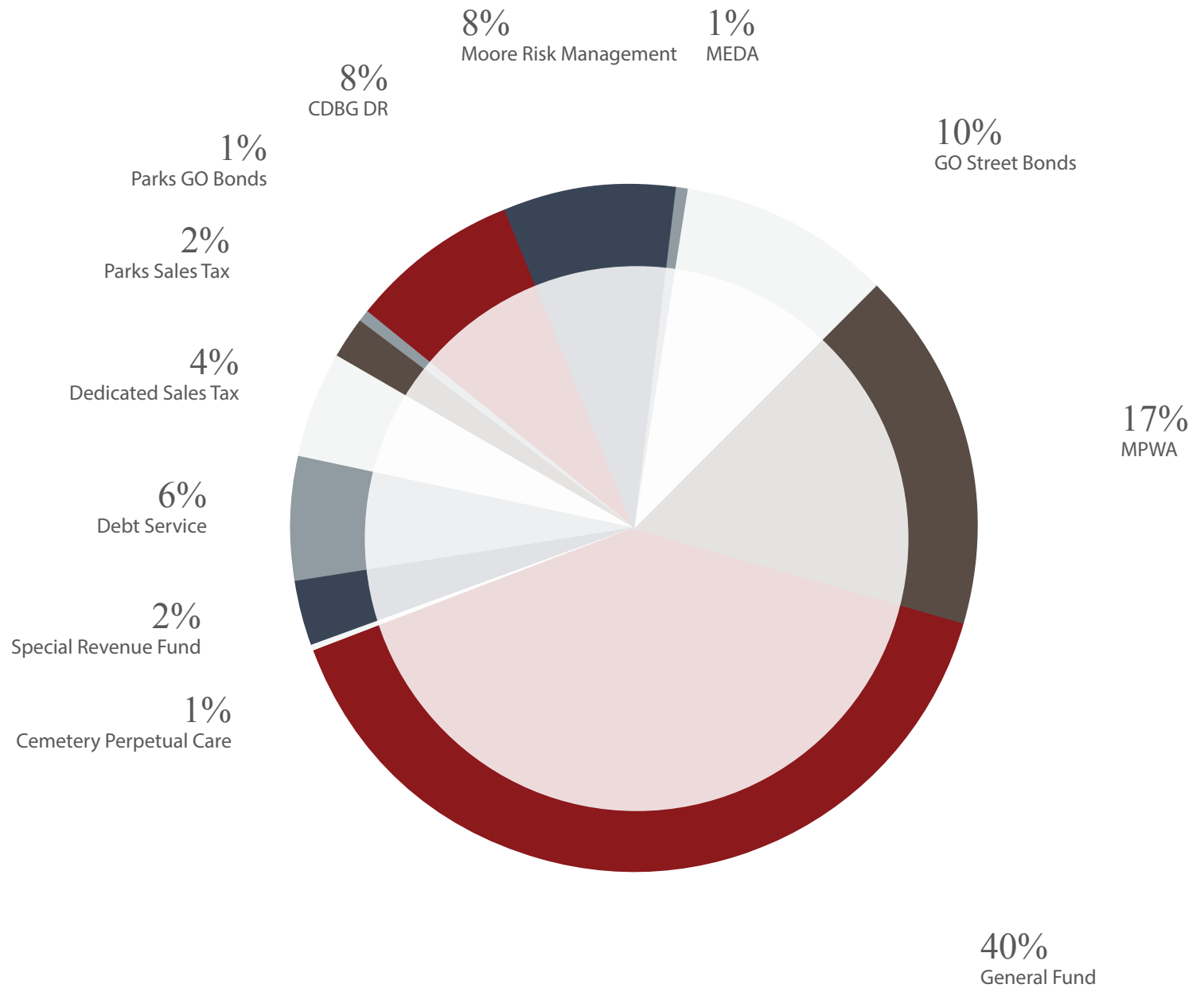
FUND TOTALS

CITY OF MOORE, MEDA & MPWA

FUND	FUND NAME	FUND TOTAL
Fund 2	Moore Risk Management	8,225,184
Fund 5	Moore Public Works Authority	17,184,642
	Total Moore Public Works Authority	\$25,409,826
Fund 3	Moore Economic Development Authority	364,762
	Total Moore Economic Development Authority	\$364,762
Fund 4	2013 & 2015 GO Street Bonds	9,952,916
Fund 6	General Fund	39,960,298
Fund 7	Cemetery Perpetual Care	28,000
Fund 8	Special Revenue Fund	2,483,277
Fund 9	Debt Service	6,037,184
Fund 12	Dedicated Sales Tax	4,522,450
Fund 13	Parks Sales Tax	2,262,570
Fund 14	Parks GO Bonds	49,679
Fund 15	CDBG DR	8,000,000
	Total City of Moore	\$73,296,374
	Grand Total	\$99,070,962

FUND TOTALS

CITY OF MOORE



NOTICE OF PUBLIC HEARING

Public notice published in The Oklahoman on June 1, 2016.

The City of Moore-Moore Public Works Authority will hold a Public Budget Hearing at 6:30 p.m. on June 6, 2016, 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 2016-2017 as summarized below: The public is encouraged to

Department Function	General Fund	G.O. Debt Service	Moore Public Works Authority	Special Revenue
General Government	\$4,091,470		\$13,763,558	
GO Street Bonds Improvements				\$9,952,916
Moore Risk Management			8,225,184	
Moore Economic Development Authority				364,762
Managerial	739,909			
City Attorney	211,198			
Finance	1,438,970			
Municipal Court	580,227			
Information Services	1,239,220			
Sanitation			3,421,084	
Police	11,544,285			
Communications	931,911			
Emergency Management	349,983			
Fire	9,076,171			
Street Improvements	0			
Public Works	1,980,556			
Animal Adoption Center	530,414			
Fleet Maintenance	1,081,679			
Building Maintenance	878,852			
Planning	514,094			
Inspections	541,650			
Code Enforcement	277,225			
Parks and Recreation	745,586			
Brand Sr. Citizen Center	184,367			
Landscape and Beautification	137,501			
Parks and Recreation Activities	159,497			
Parks and Cemetery Maintenance	700,162			
Moore Recreation Center	1,309,778			
Aquatic Park	491,933			
Library	42,460			
Capital Planning & Resiliency	181,200			
Special Revenue - Cemetery				28,000
Special Revenue				2,483,277
G.O. Debt Service		6,037,184		
Dedicated Sales Tax				5,522,450 *
Parks Sales Tax				2,262,570
Park GO Bonds				49,679
CDBG DR				8,000,000
Total	\$39,960,298	\$6,037,184	\$25,409,826	\$28,663,654

Total Budget: \$100,070,962

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

***Dedicated Sales Tax was reduced to \$4,522,450 following publication of notice. Reducing the total budget to \$99,070,962.**

EXHIBIT “A”

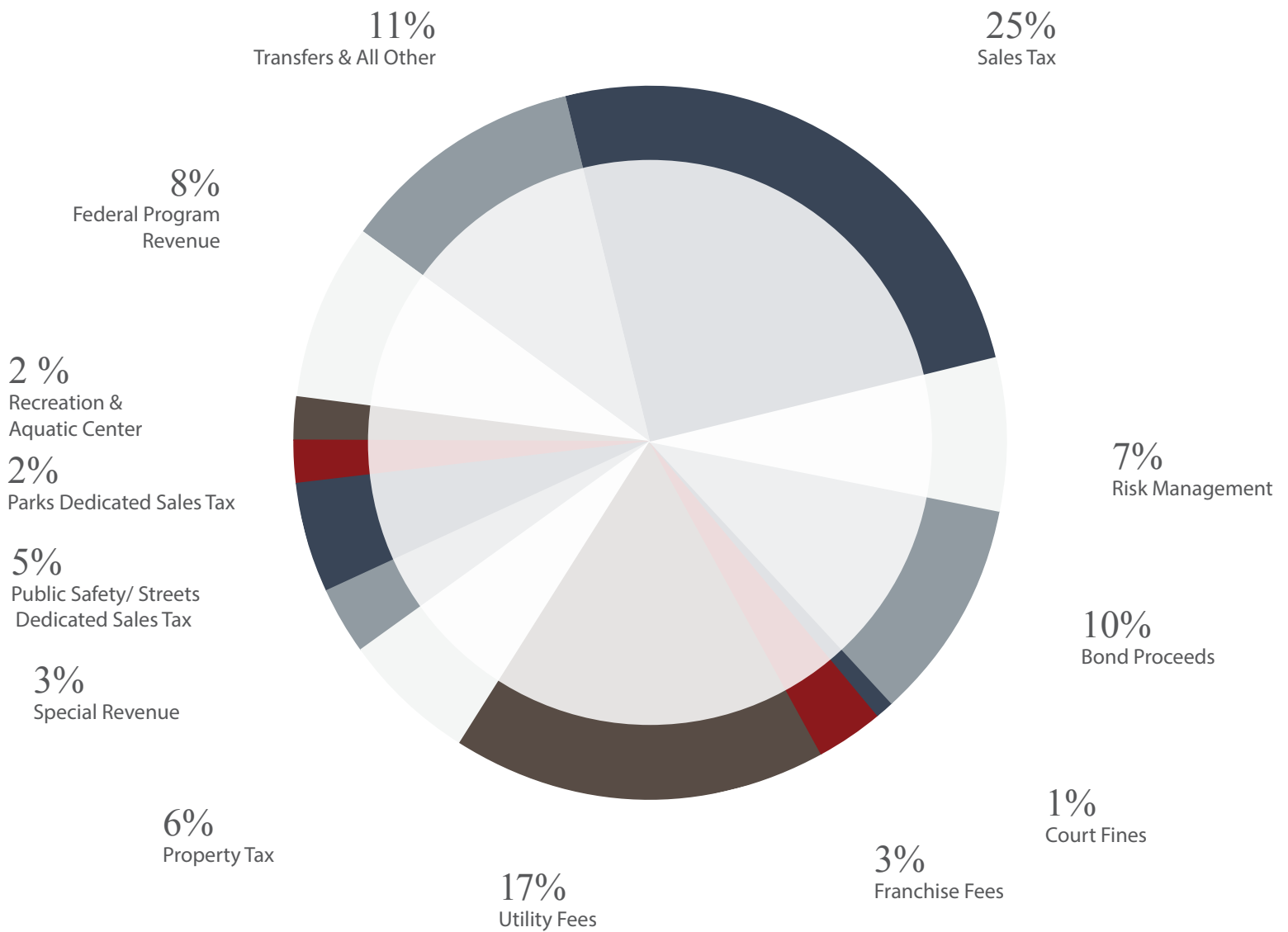
MPWA SCHEDULE OF REVENUES

REVENUE SOURCE Moore Risk Management	2015-2016 Actual	2016-2017 Budget	2016-2017 Revised Estimate	2017-2018 Budget
CHARGES FOR SERVICES:				
Health Insurance Premiums	4,053,603	4,200,000	4,200,000	5,174,668
AD & D Premiums	229,193	252,988	252,988	240,516
Cobra/Retiree Health Premiums	239,103	262,750	262,750	200,000
TOTAL CHARGES FOR SERVICES	4,521,900	4,715,738	4,715,738	5,615,184
MISCELLANEOUS REVENUE:				
Interest Income	-	500	500	-
Transfer In	1,000,000	1,750,000	1,750,000	1,750,000
Other	273,390	991,425	991,425	860,000
TOTAL MISCELLANEOUS REVENUE	1,273,390	2,741,925	2,741,925	2,610,000
RISK MANAGEMENT TOTAL REVENUES	5,795,290	7,457,663	7,457,663	8,225,184
Less: Expenses	7,408,402	7,457,663	9,425,246	8,225,184
Beginning Unrestricted Fund Balance	-	-	-	-
UNRESTRICTED FUND BALANCE	(1,613,112)	-	(1,967,583)	-
UTILITY OPERATIONS BUDGET				
CHARGES FOR SERVICES:				
Water Receipts	8,979,233	9,071,137	9,071,137	9,070,819
Water Installations	214,313	50,000	50,000	50,000
Penalty/Reconnect Fees	191,195	195,000	195,000	195,000
Temporary/Bulk Water	13,693	12,000	12,000	12,000
New Service Connection Fee	116,049	113,000	113,000	113,000
Sewer Receipts	3,831,829	3,888,166	3,888,166	3,888,389
Sewer Surcharge/Impact Fee	3,835,856	3,725,750	3,725,750	3,788,194
Sewer Installations	12,163	9,600	9,600	9,600
Refuse Collection Receipts	4,498,453	4,426,224	4,426,224	4,582,490
Landfill Collection Fee	62,803	61,500	61,500	61,500
TOTAL CHARGES FOR SERVICES	21,755,587	21,552,377	21,552,377	21,770,992
MISCELLANEOUS REVENUE:				
Interest Income	14,794	10,000	10,000	20,000
Other	141,266	148,150	148,150	477,189
TOTAL MISCELLANEOUS REVENUE	156,060	158,150	158,150	497,189
MPWA FUND TOTAL REVENUES	21,911,647	21,710,527	21,710,527	22,268,181
Beginning Unrestricted Fund Balance	-	-	-	-
Sales Tax Transfer from General Fund	25,933,719	27,390,000	27,390,000	27,134,700
SUB-TOTAL	47,845,366	49,100,527	49,100,527	49,402,881
Sales Tax Transfer to General Fund	(25,933,719)	(27,390,000)	(27,390,000)	(27,134,700)
Transfer to General Fund/Other Fund	(2,000,000)	(3,000,000)	(3,000,000)	(3,333,539)
Transfer to Risk Management	(1,000,000)	(1,750,000)	(1,750,000)	(1,750,000)
Total MPWA Revenues	18,911,647	16,960,527	16,960,527	17,184,642
Less Expenses/Encumbrances	17,404,690	17,096,187	17,357,610	17,184,642
UNRESTRICTED FUND BALANCE	1,506,957	(135,660)	(397,083)	0

COMBINED REVENUES

CITY OF MOORE & MPWA

FY 2017-2018



SUMMARY OF GENERAL FUND EXPENDITURES

CITY OF MOORE

Department	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18	Difference FY 17-18 / 16-17
General Government	4,811,978	4,813,360	4,091,470	(721,890)
Managerial	786,938	813,118	739,909	(73,209)
City Attorney	235,024	221,110	211,198	(9,912)
Central Purchasing	3,121	747	0	(747)
City Clerk/Finance	1,458,520	1,314,476	1,438,970	124,494
Information Services	1,122,249	1,448,965	1,239,220	(209,745)
Municipal Court	519,612	567,631	580,227	12,596
Police	10,695,452	10,836,419	11,544,285	707,866
Communications	774,720	922,806	931,911	9,105
Emergency Management	286,929	342,074	349,983	7,909
Fire	8,559,983	8,619,907	9,076,171	456,264
Street Improvements	503,036	1,089,145	0	(1,089,145)
Public Works	2,677,985	1,882,034	1,980,556	98,552)
Animal Adoption	423,845	471,887	530,414	58,527
Fleet Maintenance	947,445	1,013,452	1,081,679	68,227
Building Maintenance	464,620	487,433	878,852	391,419
Parks & Recreation	643,199	851,240	745,586	(105,654)
Senior Citizen Services	144,753	155,061	184,367	29,306
Landscape & Beautification	120,361	132,841	137,501	4,660
Parks & Recreation Activities	143,847	158,222	159,497	1,275
Parks & Cemetery Maintenance	732,211	826,053	700,162	(125,891)
Recreation Center	692,848	1,520,928	1,309,778	(211,150)
Aquatic Park	146,915	567,094	491,933	(75,161)
Library	25,196	22,980	42,460	19,480
Community Develop./Planning	390,763	469,007	514,094	45,087
Inspections	502,932	506,938	541,650	34,712
Code Enforcement	257,048	347,599	277,225	(70,374)
Capital Planning & Resiliency	7,131	51,627	181,200	129,573
Moore/Smith Cemetery	2,004	0	0	0
Total	\$ 38,080,665	\$ 40,454,154	\$ 39,960,298	\$ (493,856)

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

Department	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Economic Development Authority	3.00	1.00	1.00	1.00
Total MEDA	3.00	1.00	1.00	1.00
General Government	1.00	1.00	1.00	1.00
Managerial	4.50	5.50	5.00	5.00
City Attorney	3.00	2.00	1.00	1.00
Finance	16.25	16.50	17.50	17.50
Municipal Court	7.00	7.00	7.00	7.00
Information Services	4.00	4.00	4.00	4.00
Police	92.00	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	5.00
Fleet Maintenance	6.00	6.00	6.00	6.00
Building Maintenance	7.00	7.00	7.00	7.00
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
Parks & 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 & Recreation Activities	8.00	8.00	8.00	8.00
Parks and Cemetery Maintenance	6.00	6.00	6.00	6.00
Moore Recreation Center	18.50	18.75	18.75	18.75
Aquatic Park ¹	0.00	37.00	37.00	37.00
HUD DR Grant	0.00	4.00	5.00	5.00
Total City	341.75	348.75	350.25	350.25
Risk Management/Human Resources	4.00	4.00	4.00	4.00
Sanitation	15.00	15.00	15.00	16.00
Total MPWA	19.00	19.00	19.00	20.00
Grand Total	363.75	368.75	369.25	371.25

¹ Seasonal positions, approximately 14 weeks

MPWA

Moore Public Works Authority

FUND 02 | RISK MANAGEMENT

FUND 05 | PUBLIC WORKS AUTHORITY

BUDGET SUMMARY

PUBLIC WORKS AUTHORITY

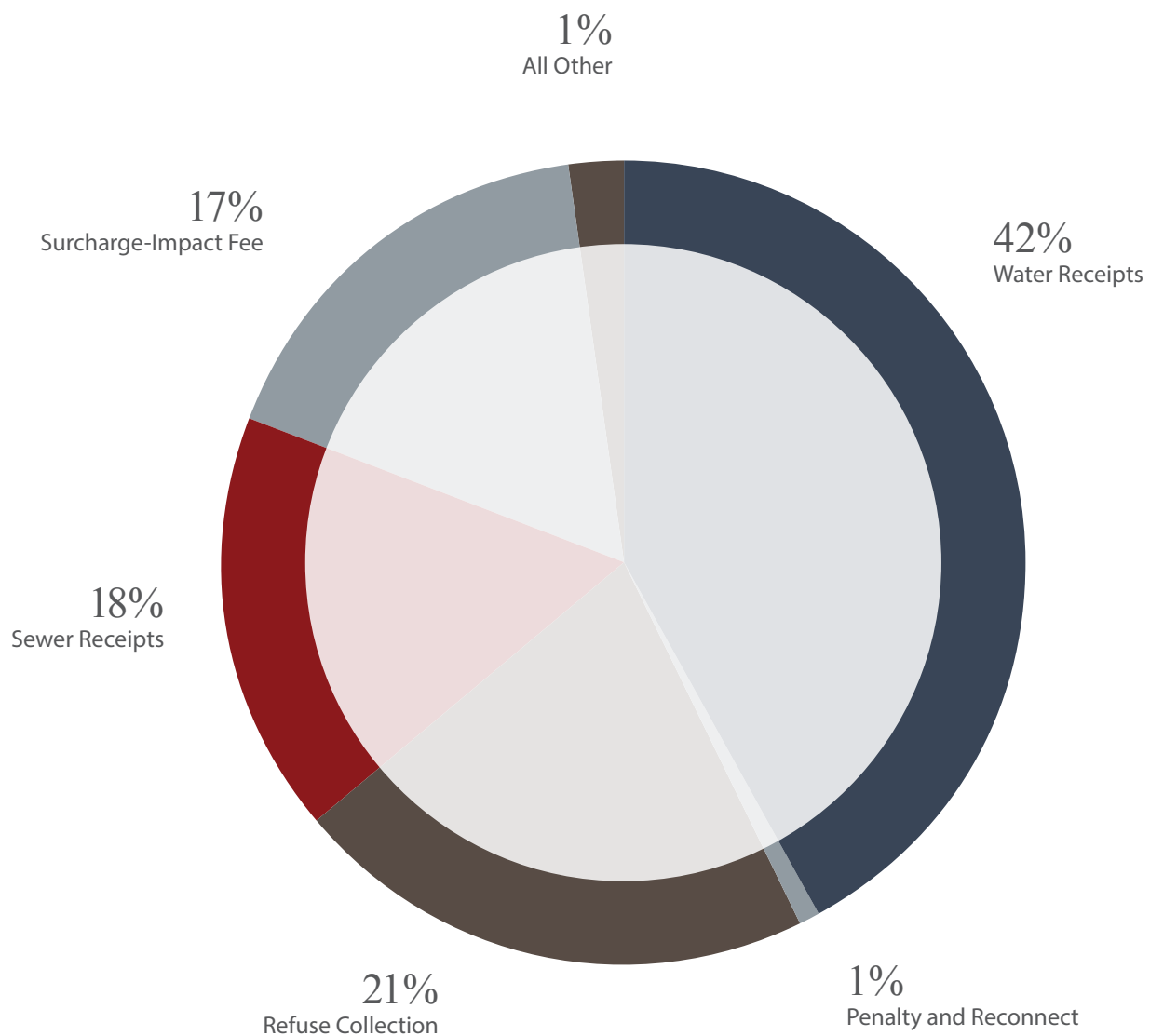
DEPARTMENT	ACTUAL FY 15-16	ESTIMATED FY 16-17	PROPOSED FY 17-18	DIFFERENCE FY 17-18 /16-17
Risk Management	\$7,408,402	\$9,425,246	\$8,225,184	\$ (1,200,062)
General Government	13,280,613	14,831,270	13,763,558	(1,067,712)
Sanitation	2,838,032	3,609,989	3,421,084	(188,905)
TOTAL	\$23,527,047	\$27,866,505	\$25,409,826	\$ (2,456,679)
ACCOUNT	ACTUAL FY 14-15	ACTUAL FY 15-16	ESTIMATED FY 16-17	PROPOSED FY 17-18
Personal Services	\$1,345,063	\$1,421,946	\$1,483,659	\$1,509,302
Materials & Supplies	114,785	3,523,217	3,893,261	3,661,100
Other Services & Charges	17,212,266	14,484,178	17,893,344	15,833,742
Debt Service	3,572,269	3,848,303	3,325,761	3,325,135
Capital Outlay	1,956,652	249,402	1,270,481	1,080,547
TOTAL	\$24,201,035	\$23,527,046	\$27,866,506	\$25,409,826

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

CHART OF REVENUE

PUBLIC WORKS AUTHORITY

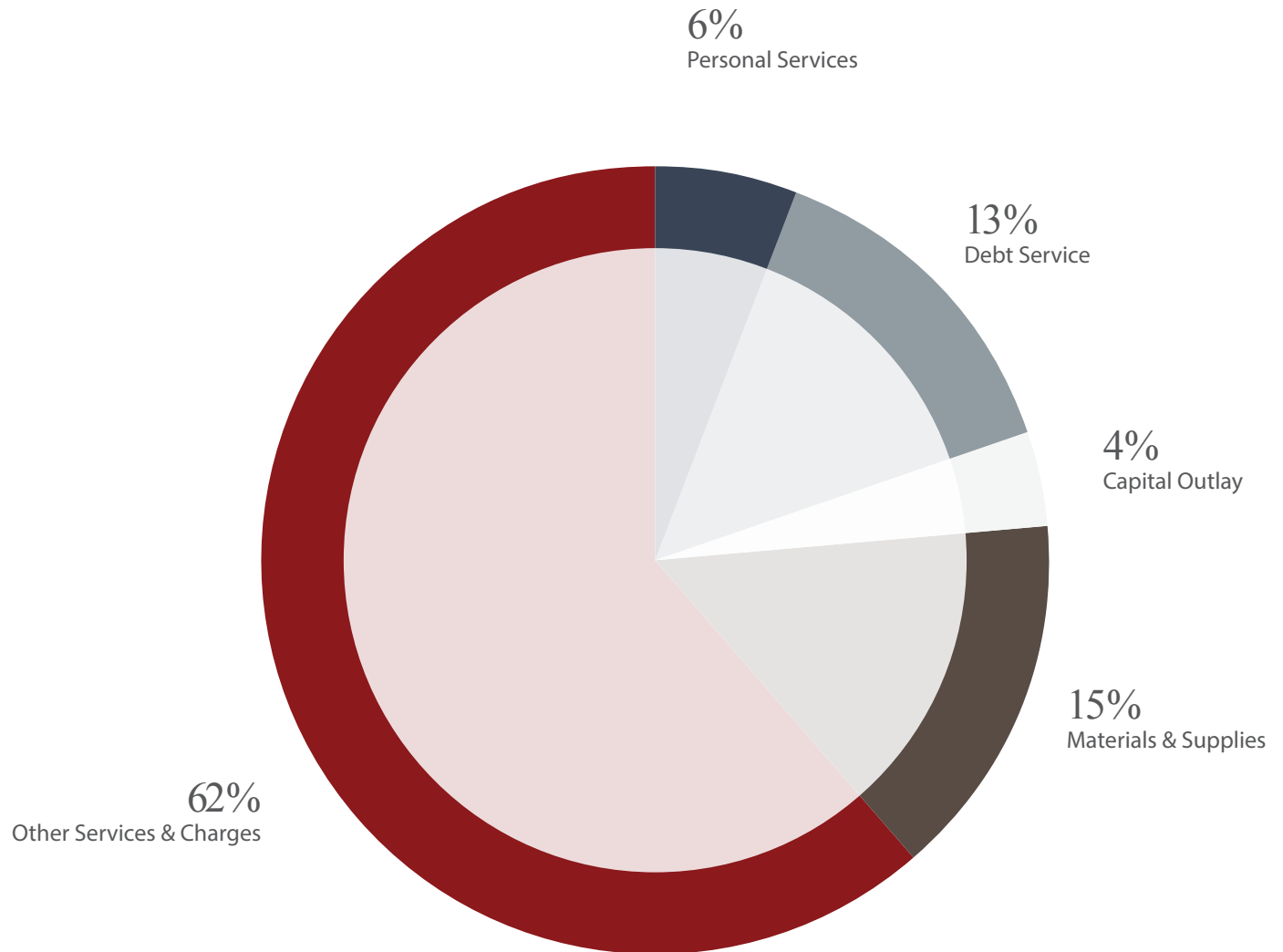
FY 2017-2018



UTILITY EXPENSE CATEGORIES ALLOCATION

PUBLIC WORKS AUTHORITY

FY 2017-2018



RISK MANAGEMENT & HUMAN RESOURCES

FUND 02 | DEPARTMENT 025

RISK MANAGEMENT & HUMAN RESOURCES

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 & HUMAN RESOURCES

FUND 02 | DEPARTMENT 025

	Actual CY 2015	Actual CY 2016	Projected CY 2017
PERFORMANCE MEASUREMENTS			
Task			
New hire orientations	35	147	195
Workplace injuries	26	35	32

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$410,357	\$410,513	\$418,465
Materials & Supplies	3,030	3,900	3,400
Other Services & Charges	6,995,015	7,085,833	7,803,319
Capital Outlay	0	0	0
Total	\$7,408,402	\$7,500,246	\$8,225,184

	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:				
Human Resources/ Risk Management Director	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00
Benefit Specialist	1.00	1.00	1.00	1.00
Loss Control Officer	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$256	\$0	\$0
Materials & Supplies	3,326,902	3,688,877	3,548,500
Other Services & Charges	6,007,061	7,233,550	6,498,823
Capital Outlay	98,091	583,082	391,100
Debt Service	3,848,303	3,325,761	3,325,135
Total	\$13,280,613	\$14,831,270	\$13,763,558

	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 waste stream fifty percent by recycling;
 2. Cart all household trash and yard waste;
 3. Compost all yard waste.
-

Objectives

1. Continue public education about recycling;
2. Encourage citizens to add carts for grass clippings;
3. Continue professional sanitation services.

SANITATION

FUND 05 | DEPARTMENT 066

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18		
PERFORMANCE MEASUREMENTS	Task				
	Poly Carts in use	29,000	31,000	31,500	
BUDGET SUMMARY		Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18	
	Category				
	Personal Services	1,011,333	1,073,146	1,090,837	
	Materials & Supplies	193,286	200,484	109,200	
	Other Services & Charges	1,482,102	1,648,960	1,531,600	
	Capital Outlay	151,311	687,399	689,447	
	Total	\$2,838,032	\$3,609,989	\$3,421,084	
PERSONNEL SUMMARY		Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
	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	12.00
	Total	15.00	15.00	15.00	16.00

MEDA

MOORE ECONOMIC DEVELOPMENT AUTHORITY





FUND03 | MOORE ECONOMIC DEVELOPMENT AUTHORITY

MOORE ECONOMIC DEVELOPMENT AUTHORITY

FUND 03 | DEPARTMENT 030

Goals

1. To provide timely and accurate information to the business community, commercial real estate professionals and the public at large;
 2. To 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

BUDGET SUMMARY	Category	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
	Personal Services	\$181,043	\$149,762	\$149,762
	Materials & Supplies	396	2,500	0
	Other Services & Charges	45,536	21,100	0
	Capital Outlay	0	0	215,000
	Total	\$226,976	\$173,362	\$364,762

PERSONNEL SUMMARY	Departmental Position:	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
	Economic Development Director	1.00	1.00	1.00	1.00
	Total	1.00	1.00	1.00	1.00

CITY OF MOORE





FUND 04 | GOSTREET BONDS
FUND 06 | GENERAL FUND
FUND 07 | CEMETERY PERPETUAL CARE
FUND 08 | SPECIAL REVENUE FUND
FUND 09 | DEBT SERVICE
FUND 12 | DEDICATED SALES TAX
FUND 13 | PARKS SALES TAX
FUND 14 | PARKS GO BONDS
FUND 15 | CDBG DR

RESOLUTION NO. 879 (17)

RESOLUTION NO. 879 (17)

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 2017-2018 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 2017-2018; ESTABLISHING AND APPROVING THE SINKING FUND LEVIES SET FORTH IN SAID BUDGET FOR FISCAL YEAR 2017-2018; 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 5, 2017, 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 2017-2018 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 2017-2018 (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 2017-2018 is attached hereto and made a part hereof and marked Exhibit "B"; and,

WHEREAS, the final budget for Fiscal Year 2017-2018 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 2017-2018, all of which are supported by full and sufficient financial information; and,

WHEREAS, the adoption of said budget for Fiscal Year 2017-2018, 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.

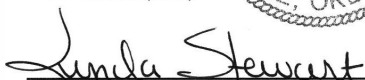
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moore that:

1. The final and complete budget for Fiscal Year 2017-2018, 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 2017-2018, 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 2017-2018 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 2017-2018 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 12th day of June, 2017.



ATTEST: (Seal)


LINDA STEWART, CITY CLERK


GLENN LEWIS, MAYOR

APPROVED AS TO FORM & LEGALITY:



EXHIBIT “B” SCHEDULE OF REVENUES

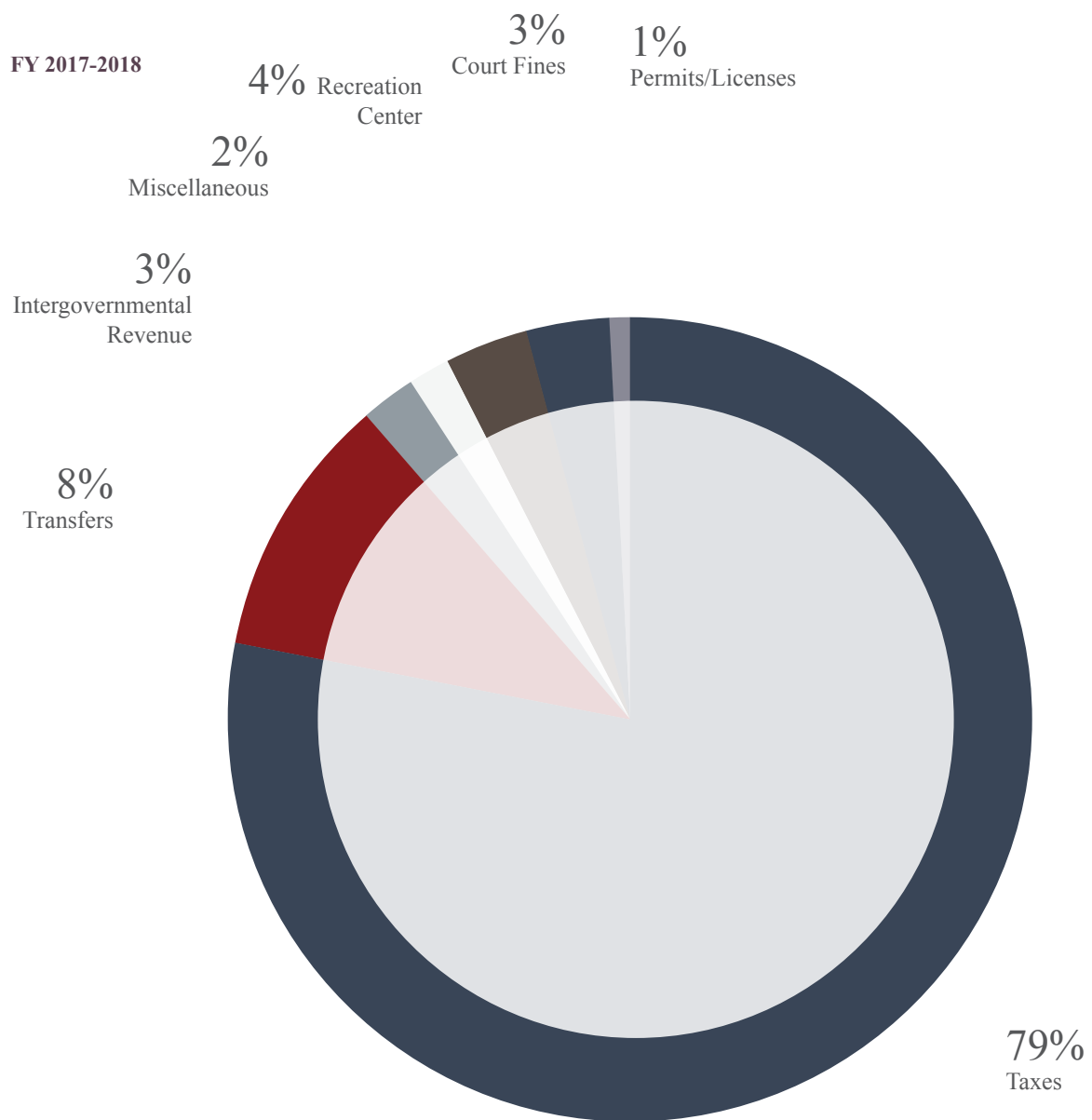
CITY OF MOORE

REVENUE SOURCE	2015-2016 Actual	2016-2017 Budget	2016-2017 Revised Estimate	2017-2018 Budget
TAXES:				
Sales Tax	25,349,112	25,450,000	25,450,000	26,734,700
Sales Tax-Rebates	584,607	400,000	400,000	400,000
Franchise (Cable)	615,744	675,000	675,000	360,744
Franchise (Electric)	1,556,325	1,845,000	1,845,000	1,865,887
Franchise (Gas)	260,579	225,000	225,000	294,041
Franchise (Telephone)	196,286	225,000	225,000	32,993
AT&T Video Franchise	141,321	105,000	105,000	439,009
Use Tax	932,105	940,000	940,000	1,210,831
Cigarette/Tobacco Tax	385,908	394,000	394,000	377,077
TOTAL TAXES	30,021,987	30,259,000	30,259,000	31,715,282
LICENSES AND PERMITS:				
Oil Well Permits	13,350	14,000	14,000	17,400
Alarm Permits	7,425	7,000	7,000	6,648
Contractor Licenses	73,831	85,000	85,000	82,615
Licenses and Permits - Clerk	56,937	30,000	30,000	30,258
Cemetery Staking Fees	18,165	14,500	14,500	16,374
Building/Occupancy Permits	172,271	125,000	125,000	85,894
Licenses and Permits - Inspections	131,826	80,000	80,000	149,942
TOTAL LICENSES AND PERMITS	473,805	355,500	355,500	389,131
INTERGOVERNMENTAL REVENUE:				
Alcoholic Beverage Tax	149,303	150,000	150,000	156,774
Gasoline Excise Tax	111,466	110,000	110,000	110,438
Motor Vehicle Tax	429,160	430,000	430,000	411,503
School System Cost Sharing	304,294	310,000	310,000	310,000
TOTAL INTERGOVERNMENTAL REVENUE	994,224	1,000,000	1,000,000	988,715
FINES AND FORFEITURES:				
Court Fines	1,126,325	1,067,000	1,067,000	1,192,587
Impound Fees and Fines	58	-	-	235
Restitution	-	-	-	-
Jail Cost Fees	10,683	8,400	8,400	9,371
Technology Fees	37,857	50,000	50,000	64,350
Other	50	-	-	-
TOTAL FINES AND FORFEITURES	1,174,973	1,125,400	1,125,400	1,266,543

REVENUE SOURCE	2015-2016 Actual	2016-2017 Budget	2016-2017 Revised Estimate	2017-2018 Budget
MISCELLANEOUS REVENUES:				
Community Center Rental	12,686	16,000	16,000	5,885
Various Class Fees/Rentals	32,159	1,594,800	1,594,800	87,880
Basketball/Volleyball League Fees	58,964	60,000	60,000	70,293
Concessions	9,802	67,000	67,000	79,596
Recreation Class/Activities	57,672	32,575	32,575	58,518
Recreation Center Memberships	157,069	-	-	876,362
Swimming Pool Admission	50,299	370,000	370,000	300,000
Swimming Pool Concession	-	27,000	27,000	-
Swimming Pool Season Pass	51,874	-	-	81,498
Interest Income	15,064	14,000	14,000	16,258
Sales Tax Interest	19,402	20,000	20,000	19,367
Miscellaneous	311,239	168,850	168,850	563,126
Cemetery Lot Sales	137,239	125,000	125,000	110,064
Animal Welfare Fees	47,960	40,000	40,000	37,718
Sales of Material	16,922	11,000	11,000	13,890
Payment Agency Receipts	248	200	200	-
Reports and Copies	22,072	10,000	10,000	-
Application Fees	8,128	12,000	12,000	7,644
Inspection Fees - Planning	-	20,000	20,000	(258)
Mowing Liens	84,964	90,000	90,000	89,009
Auction Proceeds	2,245	1,500	1,500	-
Various Fee Increases	-	-	-	-
Sale of Land	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	1,096,008	2,679,925	2,679,925	2,416,850
GENERAL FUND REVENUES:				
Beginning Unrestricted Fund Balance	-	1,494,897	1,494,897	-
Sales Tax Transfer from MPWA	25,933,719	25,450,000	25,450,000	27,134,700
Sales Tax Transfer to MPWA	(25,933,719)	(25,450,000)	(25,450,000)	(27,134,700)
Transfer from MPWA	2,000,000	3,000,000	3,000,000	3,333,539
Transfer (to) from Other Funds	(1,811)	(171,162)	(171,162)	(149,762)
Total General Fund Revenues	35,759,185	39,743,560	39,743,560	39,960,298
Plus: Reserved Fund Balance	-	2,100,000	2,100,000	-
Less: Expenditures/Encumbrances	38,080,668	39,743,560	40,454,155	39,960,298
UNRESTRICTED FUND BALANCE	(2,321,483)	2,100,000	1,389,405	-

GENERAL FUND REVENUES BY CATEGORY

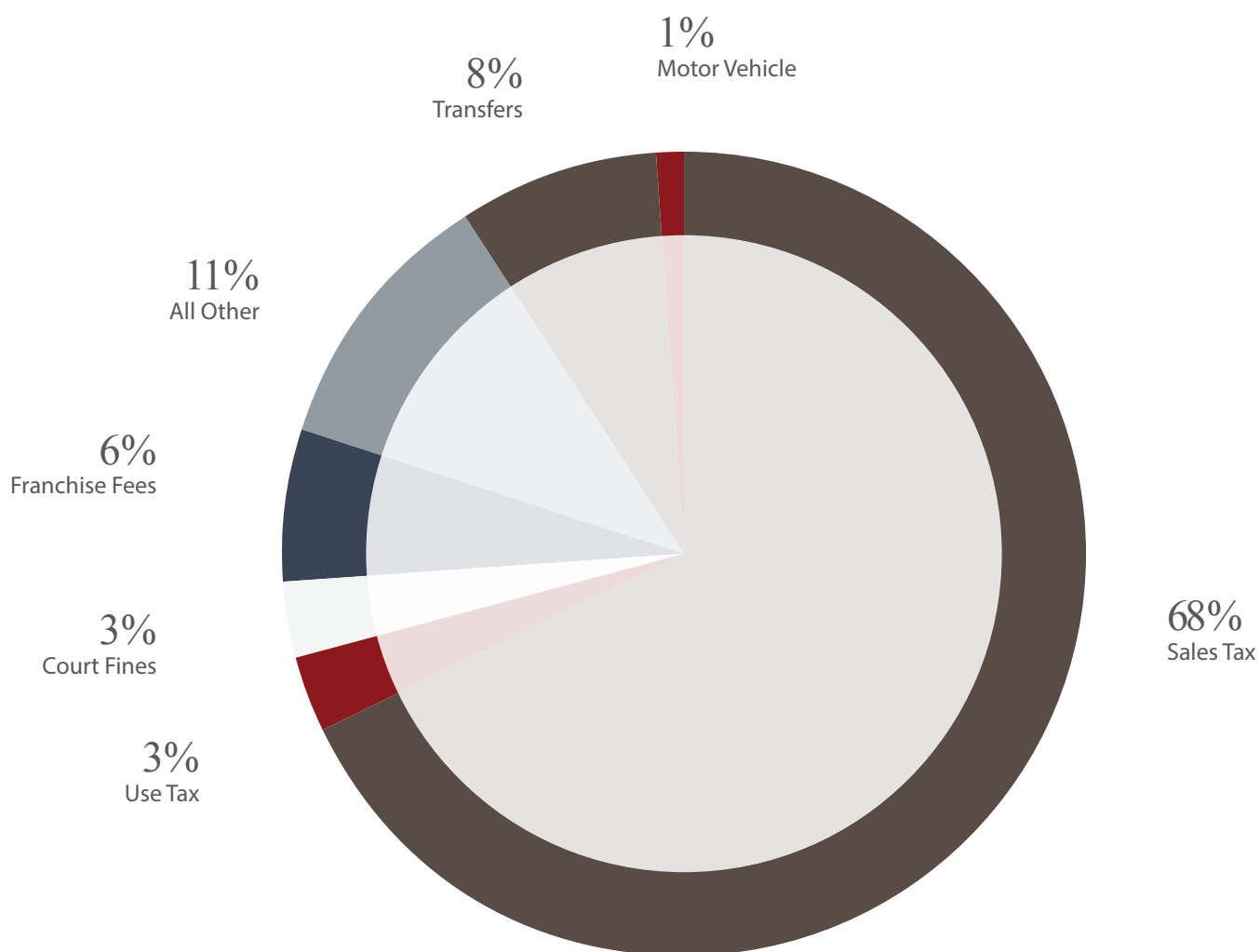
CITY OF MOORE



SOURCES OF REVENUE

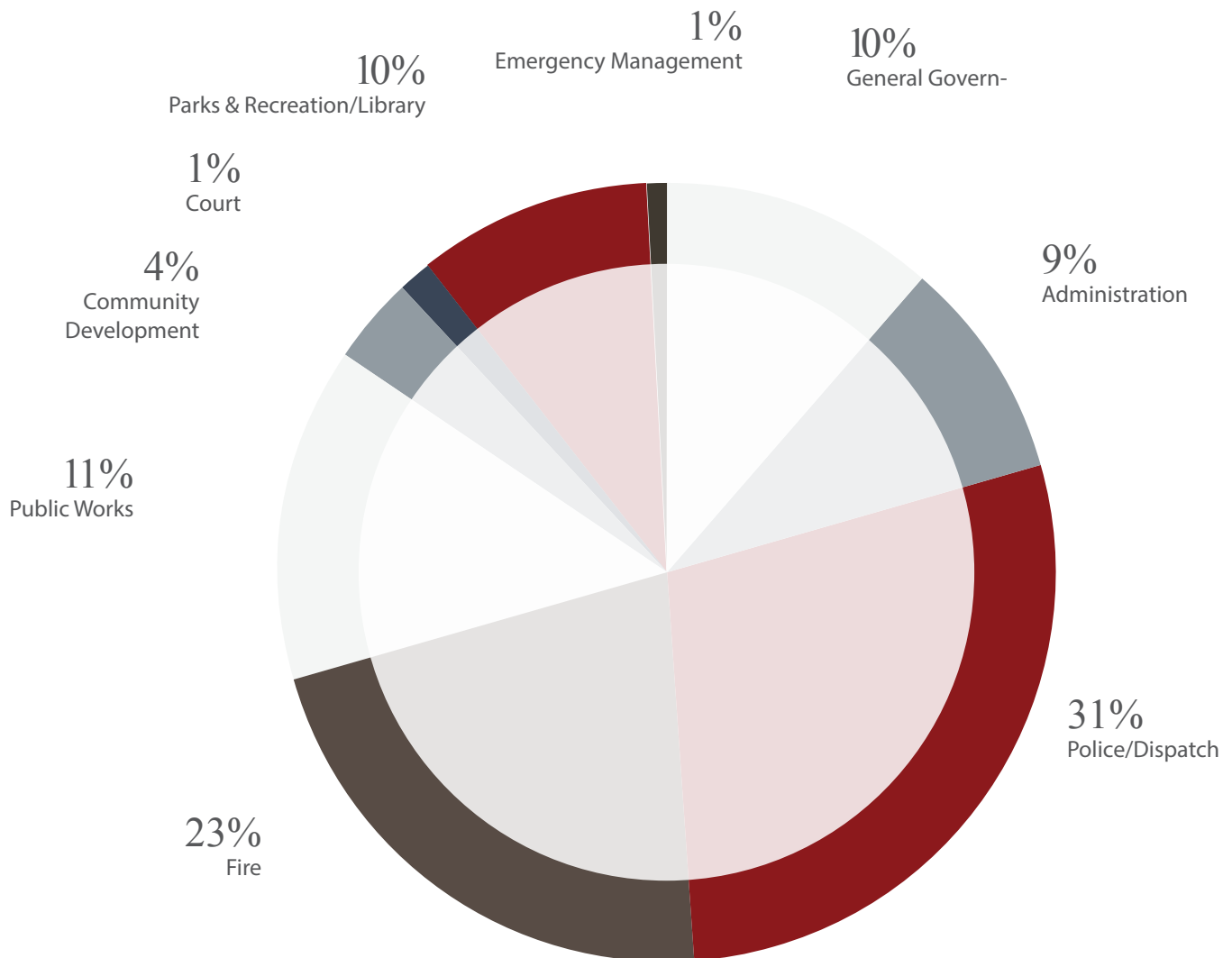
CITY OF MOORE

FY 2017-2018



GENERAL FUND EXPENDITURE OF FUNDS BY DEPARTMENT CITY OF MOORE

FY 2016-2017

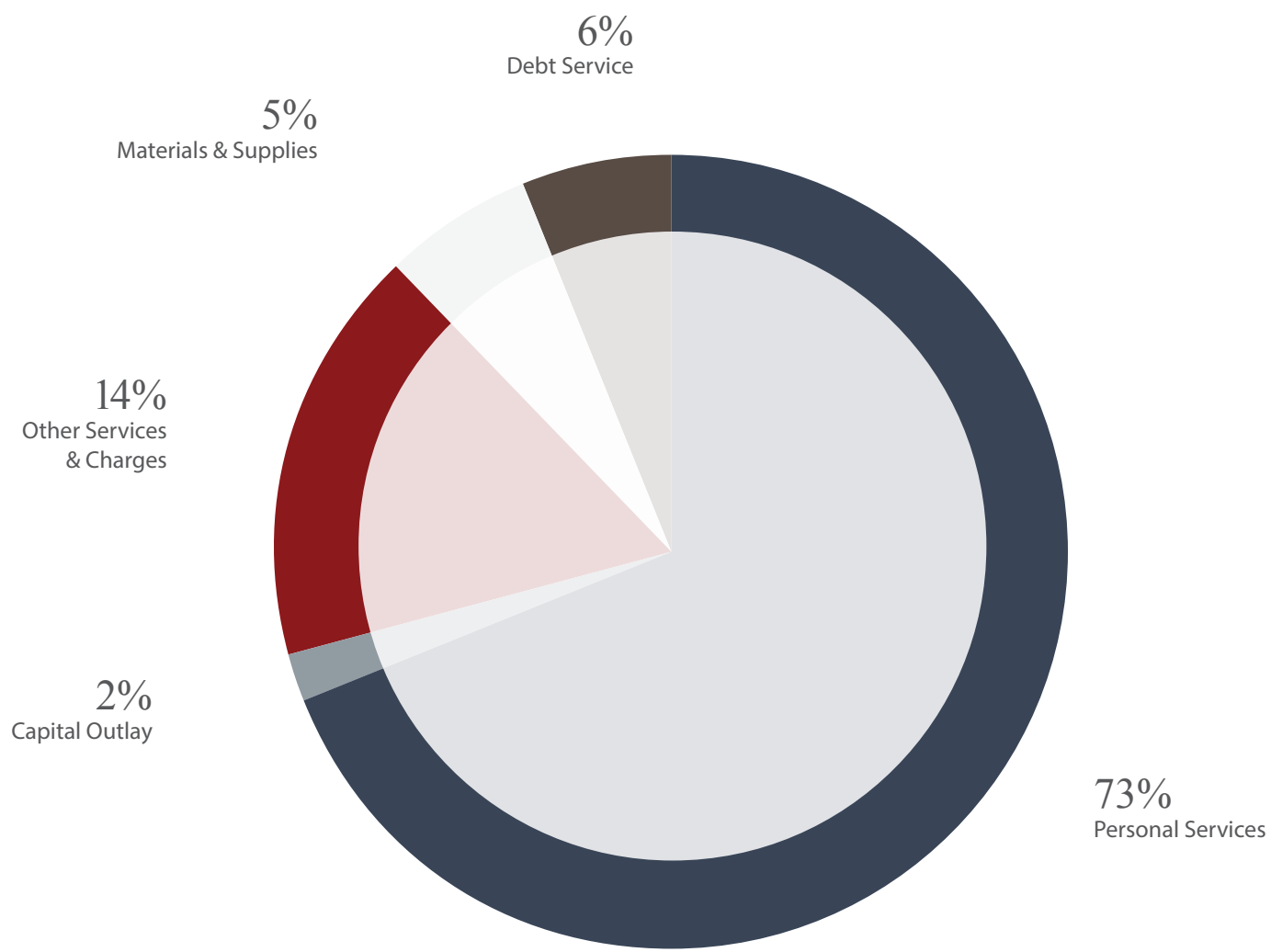


SUMMARY OF GENERAL FUND EXPENDITURE BY COST CATEGORY CITY OF MOORE

CATEGORY	ACTUAL FY 14-15	ACTUAL FY 15-16	ESTIMATED FY 16-17	PROPOSED FY 17-18
Personal Services	25,974,206	26,927,654	28,201,440	29,333,247
Materials & Supplies	1,217,507	2,135,497	1,965,793	1,834,929
Other Services & Charges	8,920,554	5,177,683	6,242,693	5,665,538
Capital Outlay	1,146,936	1,339,884	1,539,095	687,519
Debt Service	1,286,089	2,499,949	2,505,134	2,439,065
TOTAL	\$38,545,292	\$38,080,668	\$40,454,155	\$39,960,298

ALLOCATION OF GENERAL FUND EXPENDITURES CITY OF MOORE

FY 2017-2018



GO STREET BONDS

Fund 04 |

2011 GO Street Bonds

34th Street & Telephone

SW 34th/ I-35 Bridge

GENERAL OBLIGATION STREET BONDS

FUND 04 | DEPARTMENTS 71,80,81,AND 90

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;
- 3. Let project for construction.

<div><div>BUDGET SUMMARY</div></div>		Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
	Category			
	2011 GO Street	1,133,504	\$10,564	\$0
	34th St & Telephone	1,061,418	1,863,338	0
	SW 4th & Telephone	0	0	0
	SW 34th/I-35 Bridge	153,119	\$6,008,419	\$9,952,916
	Total	\$2,381,806	\$7,882,321	\$9,952,916

GENERAL FUND

FUND 06 | DEPARTMENTS:

035-GENERAL GOVERNMENT
040-MANAGERIAL
041-LEGAL
042-CENTRAL PURCHASING
043-FINANCE
044-INFORMATION SERVICES
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
071-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

TOP TEN TAXPAYERS FOR 2016(AD VALOREM)

CITY OF MOORE

ENTERPRISE	TAX
Wal-Mart Real Estate Business Trust	\$5,053,887
Oklahoma Gas & Electric Company	4,978,265
KRG Shops at Moore, LLC	4,124,516
Greens at Moore	3,503,497
Cameron International Corporation	3,261,488
Mission Point Apartments Limited	3,022,376
Oklahoma Warren Theatres, LLC	2,739,432
Horn Equipment	2,660,766
Thirty5 West Apartment LP	2,087,640
Oklahoma Natural Gas	1,861,481

Source: Cleveland County Assessor

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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$3,976	\$11,627	\$11,627
Materials & Supplies	58,997	50,500	55,000
Other Services & Charges	2,125,857	1,755,114	1,545,778
Capital Outlay	112,342	290,985	40,000
Debt Service	2,499,949	2,505,134	2,439,065
Total	\$4,811,979	\$4,613,360	\$4,091,470

	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:				
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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$781,246	\$806,163	\$734,409
Materials & Supplies	1,720	2,000	2,000
Other Services & Charges	3,972	4,955	3,500
Capital Outlay	0	0	0
Total	\$786,938	\$813,118	\$739,909

	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
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	5.00

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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$227,434	\$189,530	\$191,348
Materials & Supplies	444	600	600
Other Services & Charges	7,146	30,980	19,250
Capital Outlay	0	0	0
Total	\$235,024	\$221,110	\$211,198

	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

BUDGET SUMMARY

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
Category			
General Office Supplies	\$(1,852)	\$34,850	\$34,850
Janitorial Supplies	3,309	21,747	21,000
Electrical Supplies	546	2,000	2,000
Printing & Publications	1,119	2,000	2,000
Transfer/Charge Backs	0	(59,850)	(59,850)
Total	\$3,122	\$747	\$0

PERSONNEL SUMMARY

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$1,379,692	\$1,224,956	\$1,302,370
Materials & Supplies	11,895	8,670	750
Other Services & Charges	66,933	80,850	135,850
Capital Outlay	0	0	0
Total	\$1,458,520	\$1,314,476	\$1,438,970

	Prior Year FY 14-15	Current Year Budgeted FY 15-16	Current Year Estimated FY 15-16	Budget Year FY 16-17
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
Administrative Assistant	0.00	1.00	0.00	0.00
Asst. to the Finance Director	0.00	0.00	1.00	1.00
Accountant I	0.00	0.00	1.00	1.00
Accountant II	1.00	0.00	0.00	0.00
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	2.00	2.00	3.00
Head Cashier	1.00	1.00	1.00	1.00
Customer Service Representative	2.00	2.00	2.00	2.00
Part-Time Cashiers	1.50	0.75	0.75	0.75
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) at half time	1.00	1.00	1.00	1.00
Total	15.25	16.50	17.50	17.50

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 current technology hardware, software and network infrastructure;
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 and implement changes accordingly;
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.

INFORMATION SERVICES

FUND 06 | DEPARTMENT 044

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Service Calls	6,500	7,500	7,500
New Computers Installed	150	10	60

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$352,695	\$366,955	\$372,245
Materials & Supplies	26,220	52,055	51,525
Other Services & Charges	643,341	855,740	785,450
Capital Outlay	99,993	174,215	30,000
Total	\$1,122,249	\$1,448,965	\$1,239,220

	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:				
Information Services Director	1.00	1.00	1.00	1.00
Network Technician	1.00	1.00	1.00	1.00
PC Technician	1.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

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 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Fines Collected	\$1.4M	\$1.3M	\$1.4M
Warrant Officer Calls	2,285	2,086	2,200

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$436,593	\$459,729	\$467,301
Materials & Supplies	3,166	5,361	5,361
Other Services & Charges	78,963	102,541	107,565
Capital Outlay	890	0	0
Total	\$519,612	\$567,631	\$580,227

	Prior Year FY 15-17	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
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. Continue our efforts to work with the community in a proactive and positive manner with the goal of solving and reducing problems that affect the quality of life within our community;
 2. Continue to foster positive interactions with students in our school system;
 3. Continue to benefit by utilizing our Community Service division that is funded through September of 2017;
 4. Review, update and implement our policies through “Lexipol” program;
 5. Research the possibility of Dispatch receiving and dispatching medical calls;
 6. Provide a more effective service to the community by increasing manpower in the patrol division and the investigations divisions.
-

Objectives

1. Continue to train and emphasize positive contacts with the community in a manner that reflects our core values;
2. Continue our positive relationship with Moore Public Schools through the School Resource Officer program, as well as the relationship with students that foster trust with those students/future citizens;
3. Preserve our two Community Service Officer positions once our Federal Grant Expires (grant expires in September 2017, but we will apply for an extension that will be determined by the amount of money remaining in the grant allocation);
4. Provide a more efficient up-to-date policy manual, as well as provide training through Lexipol;
5. Explore the feasibility of our Dispatch center having the ability to receive and dispatch medical calls reducing response time and call transfer errors (possible funding available from EMSTAT);
6. Add three patrol officer positions to increase our minimum manning to six officers per shift and adding one detective to assist with the heavy caseload in that division.

POLICE

FUND 06 | DEPARTMENT 051

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Citations Written	9,732	9,669	9,500
Warnings Written	8,888	9,098	9,100
Arrests	3,136	2,842	2,850

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$10,128,100	\$10,348,481	\$10,996,676
Materials & Supplies	218,217	262,556	292,939
Other Services & Charges	121,744	225,382	254,670
Capital Outlay	227,361	0	0
Total	\$10,695,452	\$10,836,419	\$11,544,285

	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
Captain	5.00	5.00	5.00	5.00
Lieutenant	8.00	8.00	8.00	8.00
Sergeant	31.00	45.00	43.00	53.00
Police Officer I & II	37.00	23.00	25.00	15.00
Crime Scene Investigator	1.00	1.00	2.00	2.00
Community Services Coordinator	1.00	1.00	2.00	2.00
Administrative Clerk II	3.00	3.00	3.00	3.00
Total	92.00	94.00	94.00	94.00

COMMUNICATIONS

FUND 06 | DEPARTMENT 052

Goals

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

Objectives

1. Rapidly and accurately answer and assess all telephone calls for public safety assistance within the City of Moore;
2. Accurately respond City of Moore assets to events requiring public safety assistance and do so in a timely matter;
3. Promote a culture of professionalism, respect, integrity, accountability and service within the communications department.

COMMUNICATIONS

FUND 06 | DEPARTMENT 052

	Actual CY 2015	Estimated CY 2016	Projected CY 2017
PERFORMANCE MEASUREMENTS			
Task			
Calls Received	77,799	76,720	71,278

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$761,147	\$883,506	\$901,111
Materials & Supplies	5,155	10,750	7,750
Other Services & Charges	8,418	28,550	23,050
Capital Outlay	0	0	0
Total	\$774,720	\$922,806	\$931,911

	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:				
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 15-16	Estimated FY 16-17	Projected FY 17-18
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/re-sponse/recovery workgroups attendance	50	46	50
Citizen volunteer staff members	19	17	20
Grant funding received	\$35,507	\$44,814	\$25,000

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$208,952	\$237,000	\$247,853
Materials & Supplies	12,188	19,825	14,880
Other Services & Charges	65,789	85,249	87,250
Capital Outlay	0	0	0
Total	\$286,929	\$342,074	\$349,983

	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. Regularly updating our maps & keeping current software on our I-pads which will improve our response capabilities;
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. Continue upgrading fire and medical equipment, as well as other safety gear to comply with current national standards.
5. Providing education, equipment and physical fitness training to the Moore Fire Department personnel while continuing to provide a quality Wellness Program.

FIRE

FUND 06 | DEPARTMENT 054

	Actual CY 2016	Estimated CY 2017	Projected CY 2018
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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$8,294,432	\$8,312,058	\$8,774,849
Materials & Supplies	137,120	141,392	150,957
Other Services & Charges	128,431	166,457	150,365
Capital Outlay	0	0	0
Total	\$8,559,983	\$8,619,907	\$9,076,171

	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:				
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	9.00	10.00	11.00	11.00
Captain	0.00	2.00	1.00	1.00
Lieutenant	9.00	12.00	12.00	12.00
Corporal	29.00	30.00	34.00	34.00
Firefighter I & II	16.00	9.00	5.00	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

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18	
<div>BUDGET SUMMARY</div>	Category			
	Contingency	\$0	\$236,897	\$0
	SW 4th & Telephone	665	511,070	0
	SW 19th & Fritts/Max Morgan Blvd.	32,679	30,037	0
	S 19th Street - Telephone - Santa Fe	36,511	0	0
	19th & Broadway Improvements	20,000	9,381	0
	W Service Road (SW 19th to SW 34th Street)	38,100	593,000	0
	W. Access Rd. S. 4th to 19th	0	0	0
	S Broadway & 19th Street	0	0	0
	SW 19th Max Morgan - Eagle Dr.	375,081	83,760	0
	SW 11th St. Overlay	0	0	0
	Total	\$503,036	\$1,464,145	\$0
	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
<div>PERSONNEL SUMMARY</div>	Departmental Position:			
	Projects assigned to private contractor.			
	Total	0.00	0.00	0.00

PUBLIC WORKS

FUND 06 | DEPARTMENT 064

Goals

1. Develop a plan to bring Public Works property into compliance with storm water runoff;
 2. Develop a plan to move Fleet Maintenance into the Street and Drainage building and Street and Drainage into Fleet Maintenance;
 3. Spray all right of ways and drainage channels for weed control;
 4. Edge all sidewalks and curbing on major streets;
 5. Maintain and repair all signal lights in house.
-

Objectives

1. Continue basic BMP (Best Management Practices) for storm water runoff on City properties;
2. Auction surplus vehicles and equipment stored at Public Works;
3. Continue spraying efforts for right of ways and drainage;
4. Continue edging of curbs and sidewalks;
5. Continue education for personnel maintaining signal lights.

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 15-16	Estimated FY 16-17	Proposed FY 17-18
Personal Services	\$738,805	\$805,573	\$806,106
Materials & Supplies	801,428	331,784	315,250
Other Services & Charges	871,458	669,677	759,200
Capital Outlay	266,293	75,000	100,000
Total	\$2,677,984	\$1,882,034	\$1,980,556

PERSONNEL SUMMARY

Departmental Position:	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
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 except for severely injured animals;
 2. Build new modern facility;
 3. All personnel trained for investigating and recognizing animal cruelty;
 4. All personnel to complete training for the National Animal Control Association A, B, C.
-

Objectives

1. Visit local schools and teach students about pet ownership responsibilities;
2. Continue local adoption, shot clinics and information events;
3. Continue officer training;
4. Continue progress in professionalism when dealing with the public.

ANIMAL ADOPTION CENTER

FUND 06 | DEPARTMENT 065

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$286,421	\$324,952	\$342,414
Materials & Supplies	42,948	44,314	54,000
Other Services & Charges	87,382	86,201	54,000
Capital Outlay	7,094	16,420	80,000
Total	\$423,845	\$471,887	\$530,414

	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:				
Animal Control Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	4.00	4.00	4.00	4.00
Total	5.00	5.00	5.00	5.00

FLEET MAINTENANCE

FUND 06 | DEPARTMENT 068

Goals

1. Decrease overall fleet fuel consumption using modern technology and alternative fuels;
 2. Design and equip Fleet Motor Pool;
 3. Design a plan to replace older high mileage vehicles.
-

Objectives

1. Continue purchase of Hybrid and CNG vehicles and equipment;
2. Begin adding vehicles and equipment to a motor pool;
3. Replace older high maintenance vehicles due to age and mileage.

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

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
Category			
Personal Services	\$444,834	\$435,644	\$454,059
Materials & Supplies	424,812	511,181	418,000
Other Services & Charges	68,954	16,627	189,620
Capital Outlay	8,845	0	20,000
Total	\$947,445	\$963,452	\$1,081,679

PERSONNEL SUMMARY

	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
Departmental Position:				
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. Update or replace Heat and Air Units in older city properties;
 2. Reduce utility usage costs in older city properties using modern technology;
 3. Eliminate major repairs using preventative maintenance;
 4. Provide a high standard custodial service for city properties.
-

Objectives

1. Continue replacing older heat and air units;
2. Continue efforts to reduce utility usage on city properties;
3. Continue efforts to increase preventative maintenance.

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 15-16	Estimated FY 16-17	Proposed FY 17-18
Personal Services	\$444,803	\$459,348	\$474,813
Materials & Supplies	15,378	16,985	23,000
Other Services & Charges	4,439	11,100	8,000
Capital Outlay	0	0	373,039
Total	\$464,620	\$487,433	\$878,852

PERSONNEL SUMMARY

Departmental Position:	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
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 2012 and 2016 1/4 cent sales tax;
 7. Continue to expand the Adopt-A-Park program;
 8. Continue to successfully operate the new 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 2012 and 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 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Our Parks...Our Future			
Projects Completed	7	5	6
New Park Land Developed (Acres)	51	0	0

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$399,968	\$564,872	\$481,046
Materials & Supplies	19,708	18,746	18,290
Other Services & Charges	181,465	242,622	221,250
Capital Outlay	42,058	25,000	25,000
Total	\$643,199	\$851,240	\$745,586

	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:				
Park & Recreation Director	1.00	0.00	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	1.00	2.00	2.00
Special Events Coordinator	1.00	1.00	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	6.00	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. Maintain a level of service consistent with the growing number of seniors in Moore;
2. Invest in improvements at the Moore Senior Center;
3. Improve working relations with the Moore Council on Aging;
4. 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. Replace carpet in building.

SENIOR CITIZEN SERVICES

FUND 06 | DEPARTMENT 071

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18		
PERFORMANCE MEASUREMENTS	Task				
	Annual # of Meals Delivered	49,500	48,250	49,000	
BUDGET SUMMARY	Actual FY 15-16		Estimated FY 16-17	Proposed FY 17-18	
	Category				
	Personal Services	\$117,371	\$120,041	\$128,847	
	Materials & Supplies	2,968	8,500	8,500	
	Other Services & Charges	24,414	26,520	47,020	
	Capital Outlay	0	0	0	
	Total	\$144,753	\$155,061	\$184,367	
PERSONNEL SUMMARY	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18	
	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 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Acres Sprayed	337	398	398
Miles of Right-of-Way Sprayed	13	13	13
Flower Beds Maintained	22	22	22

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$94,506	\$102,141	\$109,476
Materials & Supplies	25,099	27,160	24,500
Other Services & Charges	756	3,540	3,525
Capital Outlay	0	0	0
Total	\$120,361	\$132,841	\$137,501

	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:				
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 new programing for Recreation Center.

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 new Recreation Center;
10. Assist in the operation of Central Park and the new Recreation Center/Aquatic Center.

PARKS & RECREATION ACTIVITIES

FUND 06 | DEPARTMENT 073

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Camp Participants	650	744	775
Youth Basketball Participants	650	732	750
Adult Volleyball Participants	100	48	65

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$46,933	\$65,899	\$65,247
Materials & Supplies	19,329	30,000	23,000
Other Services & Charges	69,896	62,323	71,250
Capital Outlay	7,689	0	0
Total	\$143,847	\$158,222	\$159,497

	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:				
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 15-16	Estimated FY 16-17	Projected FY 17-18		
<div>PERFORMANCE MEASUREMENTS</div>	Task				
	City Parks Maintained	13	13	13	
	Acres of Park Land	288	306	306	
	Trees Planted	240	300	250	
<div>BUDGET SUMMARY</div>	Actual FY 15-16		Estimated FY 16-17	Proposed FY 17-18	
	Category				
	Personal Services	\$383,622		\$445,016	\$386,912
	Materials & Supplies	71,217		107,080	111,900
	Other Services & Charges	241,854		218,957	201,350
	Capital Outlay	35,518		55,000	0
	Total	\$732,211		\$826,053	\$700,162
<div>PERSONNEL SUMMARY</div>		Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18
	Departmental Position:				
	Project Manager	1.00	1.00	1.00	1.00
	Maintenance Worker I	4.00	4.00	4.00	4.00
	Maintenance Worker II	1.00	1.00	1.00	1.00
	Total	6.00	6.00	6.00	6.00

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.
-

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 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Annual Passes	0	2,300	2,370
Group Exercise Participants	0	16,900	17,400
Child Watch Usage	0	8,000	8,200
Scanned (Users)	0	126,000	130,000
Day Passes Sold	0	11,000	11,300

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$307,960	\$592,879	\$607,454
Materials & Supplies	152,386	189,602	158,000
Other Services & Charges	232,502	738,447	544,324
Capital Outlay	0	0	0
Total	\$692,848	\$1,520,928	\$1,309,778

	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:				
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 (part-time)	0.00	3.00	1.00	1.00
Room and Rental Specialist (part-time)	0.00	1.00	1.00	1.00
Fitness Center Attendant	0.00	5.00	2.50	2.50
Child Care Specialist (part-time)	0.00	12.00	3.25	3.25
Child Care Coordinator (part-time)	0.00	1.00	1.00	1.00
Front Desk Clerk (part-time)	0.00	1.00	1.00	1.00
Front Desk Attendants (part-time)	0.00	5.00	2.50	2.50
Total	1.00	34.00	18.75	18.75

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. Train, develop and gain useful experience for Aquatics and Fitness Coordinator;

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. Increase attendance by 5%;
8. Minimize breakdowns in mechanical equipment;
9. Increase number of birthdays and private parties by 10%.

AQUATIC PARK

FUND 06 | DEPARTMENT 076

	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Total Attendance	0	75,979	78,000
Avg. Daily Attendance	0	873	880
Swim Lessons	0	463	475
After Hours Events	0	22	25
Day Passes Sold	0	48	50

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$70,966	\$367,513	\$382,183
Materials & Supplies	52,167	98,331	65,375
Other Services & Charges	23,783	101,250	44,375
Capital Outlay	0	0	0
Total	\$146,916	\$567,094	\$491,933

	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:				
Aquatic/Fitness Coordinator	0.50	0.50	0.50	0.50
Lifeguard	17.00	24.00	17.00	24.00
Concession Supervisor	0.00	2.00	0.00	2.00
Concession Attendant	7.00	3.5	0.00	3.50
Aquatic Cashier	7.00	3.50	3.50	3.50
Head Lifeguard	7.00	1.50	1.50	3.50
Total	22.50	37.00	22.50	37.00

FACTS ABOUT LIBRARY

MOORE PUBLIC LIBRARY AND THE PIONEER LIBRARY SYSTEM

EXPLANATIONS OF EXPENDITURES:

Pioneer Library System pays for the Health Insurance, Retirement, Disability Insurance, and Life Insurance for each employee who works 30 or more hours a week. 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. In addition, the system budgets \$733,000 for eBooks, downloadable items, system collections and online research tools, including services for students, like homework tutoring, and services for businesses, like market segmentation data.

The following information gives the annual dollar amount that the Pioneer Library System spent on the Moore Library in 2012-2013:

MOORE
SALARIES

\$901,551

MOORE

\$294,897

MOORE MATERIALS
BUDGET FROM PLS LAST

\$525,986

MOORE TECHNOLOGY
BUDGET FROM PLS LAST
YEAR

\$638,750

TOTAL

\$2,361,184

TOP 10 FACTS ABOUT THE LIBRARY

1. In January 2017, Lisa Wells, former Moore Branch Manager, became the new Executive Director for the PLS.
2. The PLS Connect App made history. This is the first fully functional app for public libraries in the United States. Cardholders can search, renew, place holds, download magazines and eBooks and stream audiobooks for free.
3. For the fourth 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, a Back to School Health Fair, community resource guides, and brochures featuring the library's health research databases were offered to residents.
4. Moore Library has 57,245 registered card holders that consider this their home library with 4,046 new customers registered this year. Customers visited the library 318,397 times and checked out 657,571 items.
5. Library staff presented 754 free programs for all ages with 34,952 in attendance.
6. The Library partnered with the Police Department to host a Chili Cook Off; with various City offices to host Job Fairs; worked with The Station to provide training computers; hosted activities for Haunt Old Town; provided support for Celebration in the Heartland and celebrated our 25th Holiday Gala!
7. The Moore Library offers approximately 134,539 items for check out and offers 65 public computers for residents to use. There are 35 additional staff computers for a total of 100 computers.
8. Residents used the public computers 59,902 times and accessed the Wi-Fi provided by PLS 22,255 times.
9. Media Surfer Tablet let customers check-out iPads 3,468.
10. The Moore Library is open 72 hours a week with PLS providing 4,520 hours in staffing a month with 169 additional hours for security officers.

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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Materials & Supplies	\$7,532	\$4,530	\$4,530
Other Services & Charges	17,664	18,450	18,450
Capital Outlay	0	0	19,480
Total	\$25,196	\$22,980	\$42,460

	Prior Year FY 14-15	Current Year Budgeted FY 15-16	Current Year Estimated FY 15-16	Budget Year FY 16-17
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 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Final Plats	6	4	6
Processed Building Lots	165	33	100
Multi-Family Units	262	14	20

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$348,445	\$372,892	\$387,459
Materials & Supplies	3,424	3,450	3,450
Other Services & Charges	38,894	92,665	123,185
Capital Outlay	0	0	0
Total	\$390,763	\$469,007	\$514,094

	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:				
Comm. Planning/ Development Director	1.00	1.00	1.00	1.00
Comm. Planning/ 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 15-16	Estimated FY 16-17	Projected FY 17-18		
PERFORMANCE MEASUREMENTS	Task				
	Building Inspections	9,484	8,088	8,500	
BUDGET SUMMARY	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18		
	Category				
	Personal Services	\$472,496	\$493,699	\$520,150	
	Materials & Supplies	8,181	8,500	11,000	
	Other Services & Charges	4,657	4,739	10,500	
	Capital Outlay	17,598	0	0	
	Total	\$502,932	\$506,938	\$541,650	
PERSONNEL SUMMARY	Prior Year FY 15-16	Current Year Budgeted FY 16-17	Current Year Estimated FY 16-17	Budget Year FY 17-18	
	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 15-16	Estimated FY 16-17	Projected FY 17-18
PERFORMANCE MEASUREMENTS			
Task			
Code Enforcement Postings	2,162	2,450	2,400

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Personal Services	\$196,258	\$210,966	\$187,292
Materials & Supplies	6,464	8,172	8,172
Other Services & Charges	54,326	81,461	81,761
Capital Outlay	0	47,000	0
Total	\$257,048	\$347,599	\$277,225

	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:				
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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Materials & Supplies	\$5,331	\$5,000	\$8,200
Other Services & Charges	1,800	43,400	173,000
Capital Outlay	0	3,227	0
Total	\$7,131	\$51,627	\$181,200

	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:				
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 15-16	Estimated FY 16-17	Proposed FY 17-18
BUDGET SUMMARY			
Category			
Other Services & Charges	\$1,696	\$0	\$0
Total	\$1,696	\$0	\$0

	Prior Year FY 14-15	Current Year Budgeted FY 15-16	Current Year Estimated FY 15-16	Budget Year FY 16-17
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	\$5,397	\$27,857	\$28,000
Total	\$5,397	\$27,857	\$28,000

	Prior Year FY 14-15	Current Year Budgeted FY 15-16	Current Year Estimated FY 15-16	Budget Year FY 16-17
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	Department Description	Budgeted
8010080	48000	Interest	Interest	1,529
8020010	41400	911 System Maintenance	Purchase of communication equipment	20,800
8020030	43100	DEA Task Force	Salary Reimbursement	10,336
8020030	43175	Economic & Crime Identity	Computer/financial fraud grant	21,524
8020030	43225	Police	Discretionary	57,484
8030020	42090	Transportation Impact Fees	New development of curb, gutter, streets, water and sewer lines	1,582,736
8030020	42100	Sidewalk Improvement Grant	Sidewalk Maintenance	12,000
8040030	43125	CDBG Entitlement	Social service and low to moderate income improvements	305,790
8050010	41300	Hotel Tax - Candlewood Suites	Hotel/Motel Tax	50,257
8050010	41301	Hotel Tax - Springhill Suites	Hotel/Motel Tax	99,659
8050010	41302	Hotel Tax - Super 8	Hotel/Motel Tax	14,917
8050010	41303	Hotel Tax - Best Western	Hotel/Motel Tax	46,091
8050010	41304	Hotel Tax - Comfort Inn	Hotel/Motel Tax	40,561
8050010	41305	Hotel Tax - LaQuinta Inn	Hotel/Motel Tax	81,339
08050010	41306	Hotel Tax - Hampton Inn	Hotel/Motel Tax	19,419
8050020	42095	Neighborhood Park Development	Neighborhood park development	14,800
8050060	46375	Youth Football	Ball Associations Park Improvements	3,800
8050060	46376	Girls Softball	Ball Associations Park Improvements	6,000
8050060	46377	Youth Baseball	Ball Associations Park Improvements	3,000
08020030	43130	Emergency Management Grant	Emergency operation salary grant	25,000
08010030	43280	COPS Hiring Program	Partial salary costs of two police officers	66,235
Total				\$2,483,277

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
1995	11,825,000	31,900,000	2,951,632	46,676,632
1996	10,725,000	30,180,000	3,680,590	44,585,590
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

Prepared by: B. Mitchell

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.

<div><div></div><div>BUDGET SUMMARY</div></div>	Category	Actual FY 15-16	Estimated FY 16-17	Projected FY 17-18
	G.O. Street Bonds 2009	\$2,259,625	\$1,105,125	\$1,105,000
	2010 G.O. Street Bonds	2,131,625	1,055,625	1,055,500
	2013 G.O. Street Bonds	657,055	636,855	631,240
	2013B Park GO Bonds	659,200	651,725	644,000
	2014 Park GO Bonds	1,021,394	1,013,225	997,013
	2015 Park GO Bonds	377,956	446,500	442,500
	2015 Bridge GO Bonds	0	84,400	589,875
	2015 Parks GO Bonds	0	136,235	312,056
	Judgments	0	180,376	260,000
	Total	\$7,106,855	\$5,129,690	\$6,037,184

DEDICATED SALESTAX

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	Estimated	Proposed
	FY 15-16	FY 16-17	FY 17-18
BUDGET SUMMARY			
Category			
Public Safety Equipment	\$849,752	\$4,371,701	\$904,490
Residential Streets	5,812,826	5,754,711	3,617,960
Total	\$6,662,578	\$10,126,412	\$4,522,450

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 15-16	Estimated FY 16-17	Proposed FY 17-18	
BUDGET SUMMARY	Category			
	General Government (1)	\$75,607	\$3,868,961	\$372,185
	Kiwanis Park	0	0	50,000
	Parmele Park	0	0	0
	Little River Park	159,795	20,000	0
	Veterans Memorial Park	0	0	0
	Arbor Gardens	0	0	130,000
	Apple Valley Park	0	125,000	515,000
	Buck Thomas Park	2,033,936	255,337	0
	Fairmoore Park	9,010	1,600,000	0
	Central Park	214,552	270,765	100,000
	Greenbriar	76,290	0	0
	Fires Station #2	0	0	1,095,385
	Total	\$2,625,480	\$6,140,063	\$2,626,570

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.
-

<div><div><div><div><div><div></div></div></div><div><div>BUDGET SUMMARY</div></div></div></div></div>		Actual	Estimated	Proposed
	Category	FY 14-15	FY 15-16	FY 16-17
	General Government	\$120,026	\$2,794,438	\$49,679
	Central Moore Park	10,144,911	1,982,802	0
	Total	\$10,264,937	\$4,777,240	\$49,679

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

BUDGET SUMMARY

	Actual FY 15-16	Estimated FY 16-17	Proposed FY 17-18
Category			
Administration	\$555,515	\$2,034,424	\$425,004
DR			
Housing	3,567,546	352,531	0
Infrastructure	7,398,544	10,005,879	7,574,996
Public Facilities	709	1,500,000	0
Resiliency	10,032	0	0
Planning	905,196	2,235,914	0
Total	12,437,542	16,128,748	8,000,000

PERSONNEL SUMMARY

	Prior Year FY 14-15	Current Year Budgeted FY 15-16	Current Year Estimated FY 15-16	Budget Year FY 16-17
Departmental Position:				
Associate Planner/ Grants Manager	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Compliance Specialist	1.00	2.00	2.00	2.00
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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