



FY 2011-2012
OPWA FUND

—
Budget Summary
Department Documentation

Taking the right steps toward a future of increased opportunity for all residents, young and old.

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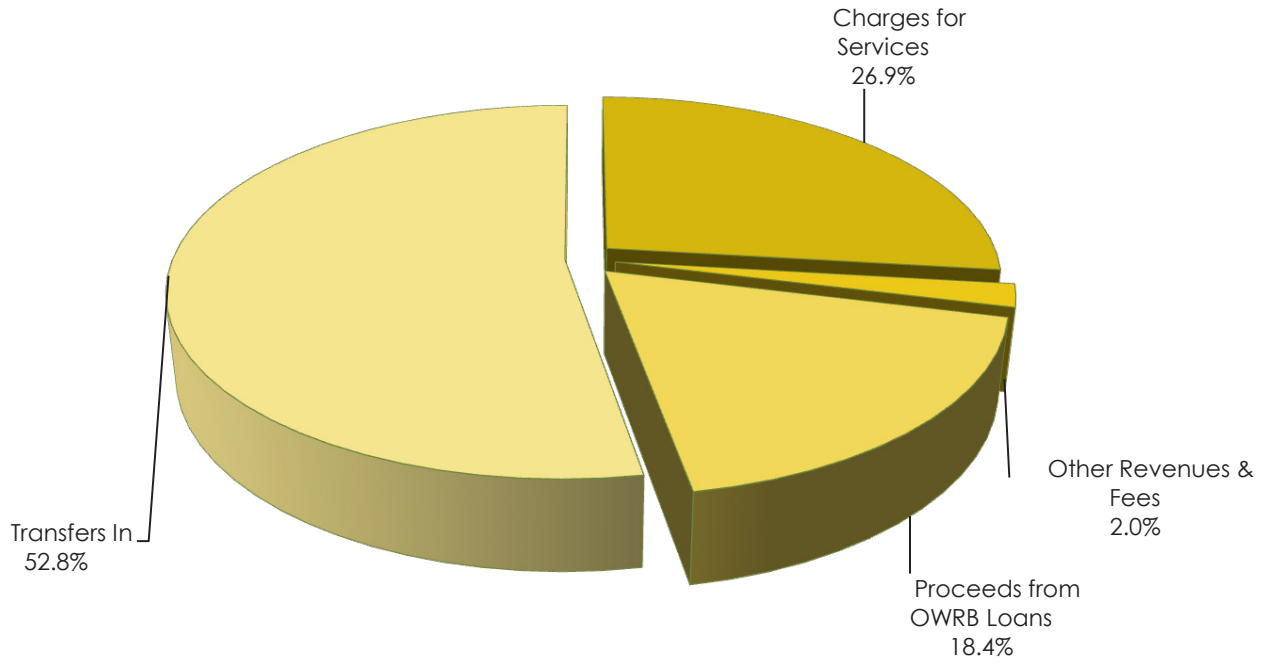
OPWA FUND SUMMARY

Fiscal Year 2011 - 2012

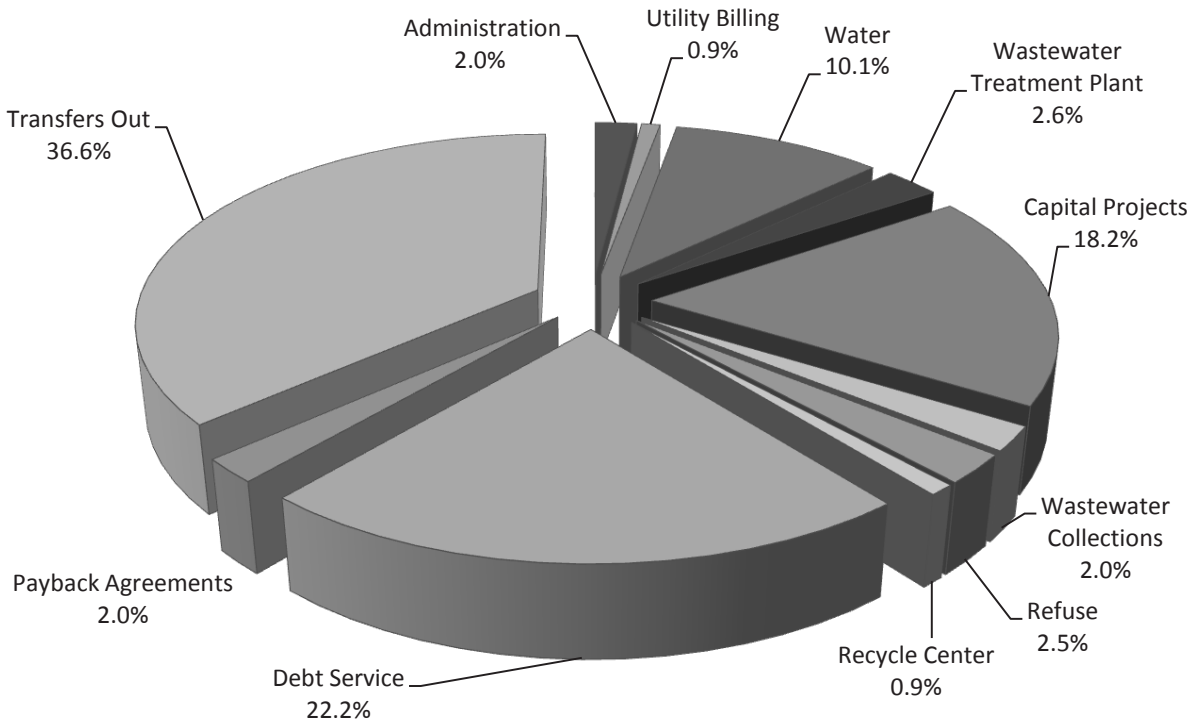
OPWA FUND SUMMARY

	Actual	Actual	Projected Actual	Proposed	Percent Change
	FY 08 09	FY 09 10	FY 10 11	FY 11 12	
Revenues					
Charges for Services	\$8,346,837	\$8,755,644	\$9,286,879	\$9,652,700	3.94%
Other Revenues & Fees	708,946	705,873	573,126	707,800	23.50%
Proceeds from Sales Tax Notes	7,462,000	0	0	0	-
Proceeds from OWRB Loans	0	5,271,945	10,822,745	6,600,000	-39.02%
Total Charges, Fees & Other Revenue:	16,517,783	14,733,462	20,682,750	16,960,500	-18.00%
Transfers In					
Sales Tax from General Fund	17,343,313	17,266,692	17,582,505	17,964,000	2.17%
Capital Improvements	0	3	0	0	-
Sales Tax Payback	562,191	700,150	736,000	742,000	0.82%
Stormwater RAN	63,594	228,101	234,801	235,900	0.47%
Workers' Compensation	0	0	0	14,000	-
Total Transfers In	17,969,098	18,194,946	18,553,306	18,955,900	2.17%
Total Revenues & Other Sources	34,486,881	32,928,408	39,236,056	35,916,400	-8.46%
Expenditures					
Departmental					
Administration	808,418	676,528	690,105	723,733	4.87%
Utility Billing	317,897	330,275	336,678	321,513	-4.50%
Water	2,671,934	2,899,460	3,079,002	3,655,354	18.72%
Wastewater Treatment Plant	1,240,058	3,565,217	8,368,460	956,119	-88.57%
Wastewater Collections	848,643	1,823,015	4,043,923	7,343,107	81.58%
Refuse	1,253,266	1,275,869	866,414	896,476	3.47%
Recycle Center	171,881	222,377	270,163	325,599	20.52%
Total Departmental	7,312,097	10,792,741	17,654,745	14,221,901	-19.44%
Debt Service	7,033,228	7,483,338	7,749,076	8,063,836	4.06%
Payback Agreements	562,191	700,150	736,000	742,000	0.82%
Transfers Out					
General Fund - Sales Tax	11,000,018	10,810,978	11,100,000	11,234,000	1.21%
General Fund	0	0	500,000	300,000	-40.00%
Capital Improvement - Sales Tax Note	7,462,000	0	0	0	-
Capital Improvement - Sales Tax Proj.	575,000	400,000	420,000	1,000,000	138.10%
Sales Tax Sub-Account	562,191	700,150	736,000	742,000	0.82%
Stormwater RAN	11,678	0	0	0	-
Stormwater (OWRB Funds)	0	745,992	415,800	0	-100.00%
Total Transfers Out	19,610,887	12,657,120	13,171,800	13,276,000	0.79%
Total Expenditures & Other Uses	34,518,403	31,633,349	39,311,621	36,303,737	-7.65%
Change in Fund Balance	(\$31,522)	\$1,295,059	(\$75,565)	(\$387,337)	412.59%
Projected Beginning Fund Balance	1,080,138	1,048,616	2,343,675	2,268,110	-3.22%
Projected Ending Fund Balance	1,048,616	2,343,675	2,268,110	1,880,773	-17.08%

OPWA FUND REVENUES



OPWA FUND EXPENDITURES



ADMINISTRATION

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- Handled over 900 phone calls per month on average from internal and external customers.
- In January 2011, became the administrator of cemetery operations, providing customer service to a new sector of businesses and citizens.
- Continued progress on the Public Works facility training room, as heating and air conditioning was installed, and wiring was completed for the sound system.

DESCRIPTION

The main function of the Administration Division of the Owasso Public Works Authority is to provide support to the field operations divisions and serve the citizens of Owasso in a courteous and professional manner, with quality service.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

- Normal operations of the department.
- Additional repairs to the Public Works Department facility, including ceiling tile replacement throughout the main office and floor tile replacement in the copy room and hallways.
- Upgrade of department's generator, allowing Public Works to continue normal operations in emergency situations.
- Replacement of the existing copy machine.
- Replacement of inspection vehicle, currently unreliable for daily use, with new pickup truck.
- Development and implementation of a Strategic Plan for the Public Works Department.

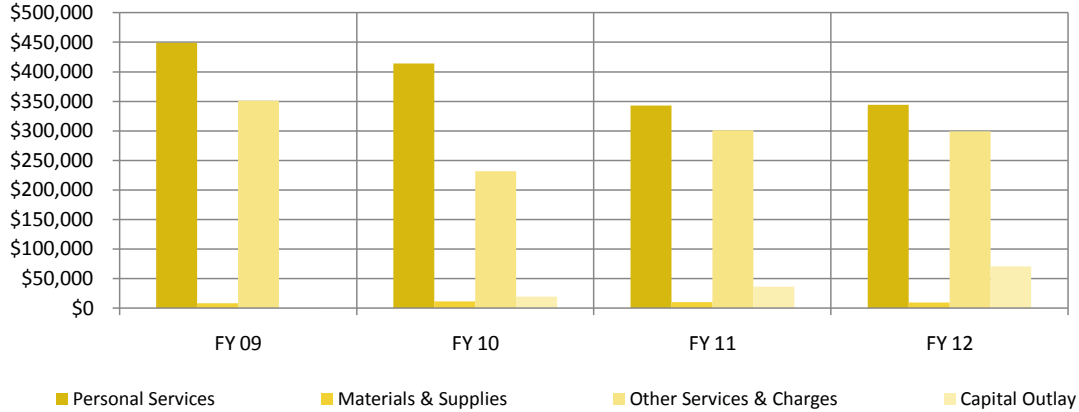


Established the Public Works Department Facebook page in an effort to provide immediate updates relating to department-related activities, events, and information to Owasso residents and businesses.

EXPENDITURE BY CATEGORY
(OPWA Fund 61-400)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	448,892	414,107	342,876	344,283	0.4%
Materials & Supplies	8,298	11,038	9,800	9,550	-2.6%
Other Services & Charges	350,905	231,976	301,129	299,200	-0.6%
Capital Outlay	323	19,407	36,300	70,700	94.8%
Total	808,418	676,528	690,105	723,733	4.9%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Director	1	1	1	1
Deputy Director	1	0	0	0
Process Analyst	0	1	0	0
Infrastructure Inspector	1	1	1	1
Secretary/Clerical	2	2	2	2
Engineer	1	1	1	1/2
CAD Technician	-	-	-	1/2
	6	6	5	5

Fractions indicate split funding unless otherwise stated.

UTILITY BILLING

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- From July 1, 2010 through March 3, 2011, the Utility Department has set up approximately 1,300 new accounts (including transfers).
- Engaged in an analysis of existing rates and fees, including a comparison to those of surrounding cities. A number of the services provided by the City are supported by rates and/or fees, with some having been implemented to offset a portion of the costs of delivering those services or to provide funding to increase the flexibility and availability of services to citizens. Staff-recommended changes were approved by the City Council, and became effective October 1, 2010.
- Established monthly meetings to examine water loss reports and determine if there may be a more efficient way to identify areas of loss.

DESCRIPTION

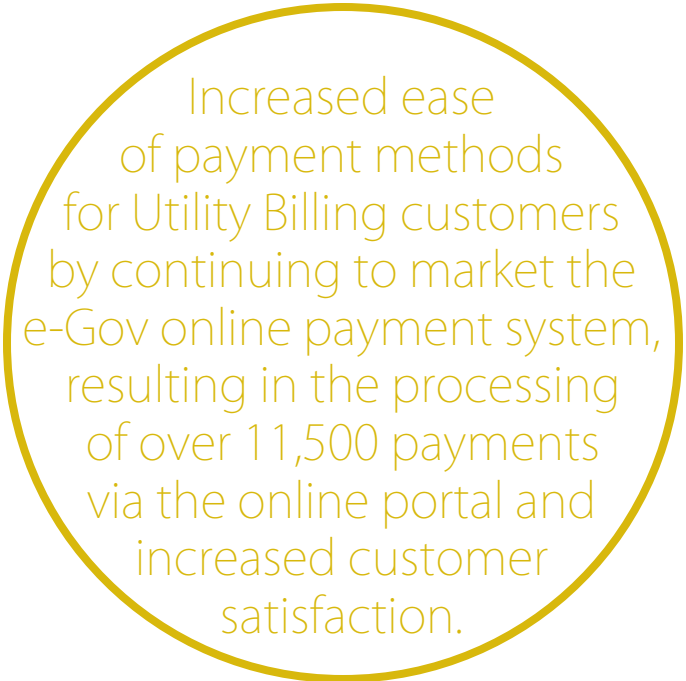
The Utility Billing Department for the City of Owasso is committed to delivering superior customer service that meets the needs of our residents, business owners, and others with unsurpassed professionalism, politeness, and promptness. The Utility Billing Department exists primarily for the purpose of providing the best possible customer service to the citizens of Owasso regarding their utility billing issues. The Department is committed to providing this service with honesty, integrity, fairness, and with a commitment to excellence while complying with City ordinances and policies.

One of the many responsibilities of the Customer Service Department is managing the City's billing for water, wastewater, stormwater, refuse, and ambulance service. Other responsibilities include establishing new accounts, finalizing customer accounts, processing of all utility bills, processing of all payments, customer inquiries, and providing information to new and existing customers.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

- An increase in funding for normal operations by approximately \$6,250 as a result of additional fees for utility billing expenses and bank card service fees.
- No capital outlay expenses have been requested.

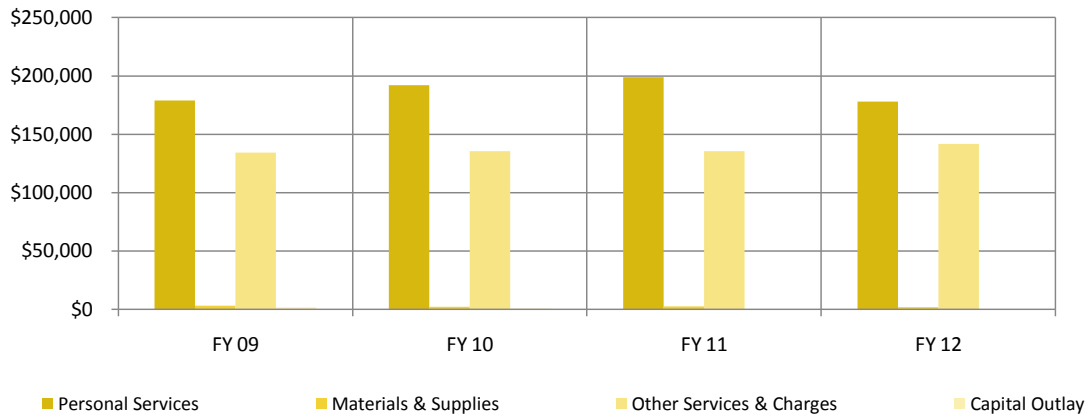


Increased ease of payment methods for Utility Billing customers by continuing to market the e-Gov online payment system, resulting in the processing of over 11,500 payments via the online portal and increased customer satisfaction.

EXPENDITURE BY CATEGORY
(OPWA Fund 61-405)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	178,897	192,035	198,778	177,863	-10.5%
Materials & Supplies	3,241	2,070	2,500	2,000	-20.0%
Other Services & Charges	134,315	135,559	135,400	141,650	4.6%
Capital Outlay	1,444	611	-	-	-
Total	317,897	330,275	336,678	321,513	-4.5%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Utility Billing Clerk	4	4	4	4
	4	4	4	4

WATER DISTRIBUTION

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- Repaired 278 service line water leaks.
- Installed 106 new residential and commercial service connections.
- Repaired seven (7) fire hydrants, and replaced five (5) others.
- Initiated the engineering design for installation of 700 feet of 12" water line for the tie in on Owasso expressway in front of Classic Chevrolet.
- Continued to meet the national average of 10% to 12% annual water loss.

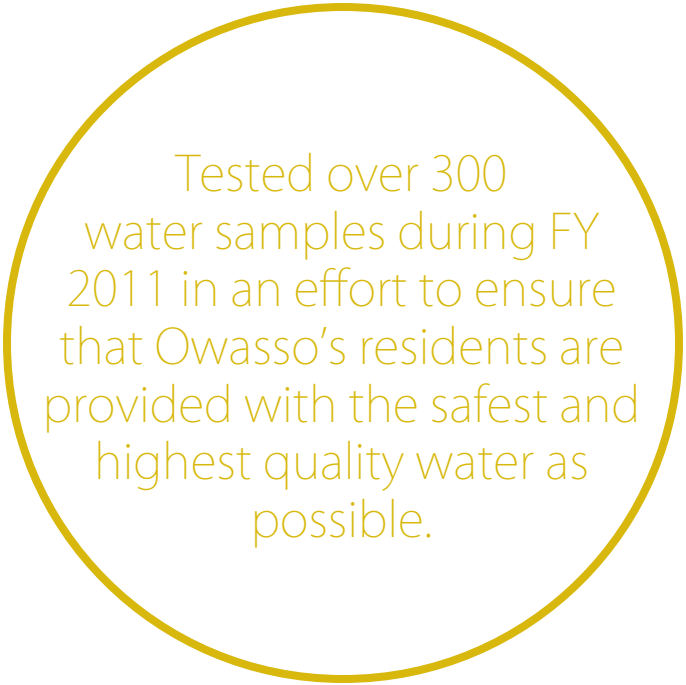
DESCRIPTION

The Water Division of the Public Works Department is responsible for the repair and maintenance of the City water distribution utility system, and provides new water service installations to residential and commercial customers. The mission of the division is to provide safe, quality, uninterrupted water service with acceptable flow and pressure. The Water Division is also dedicated to providing its customers with excellent and highly responsive service.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

- Normal operations of the department.
- The material purchase and installation of a 12" water line from the Bailey Medical Center entrance to 106th and Mingo. The installation will be performed by City personnel.
- The material purchase and installation of a 12" water line along the east service road in front of Classic Chevrolet. The installation will be performed by City personnel.
- Interior improvements to the Highway 169 Water Tank.
- A decrease in the annual water loss average to 8%.
- Identification and implementation of procedures which will reduce process costs.
- Increased funding for Other Services and Charges for consulting services required for the Chloramine conversion.

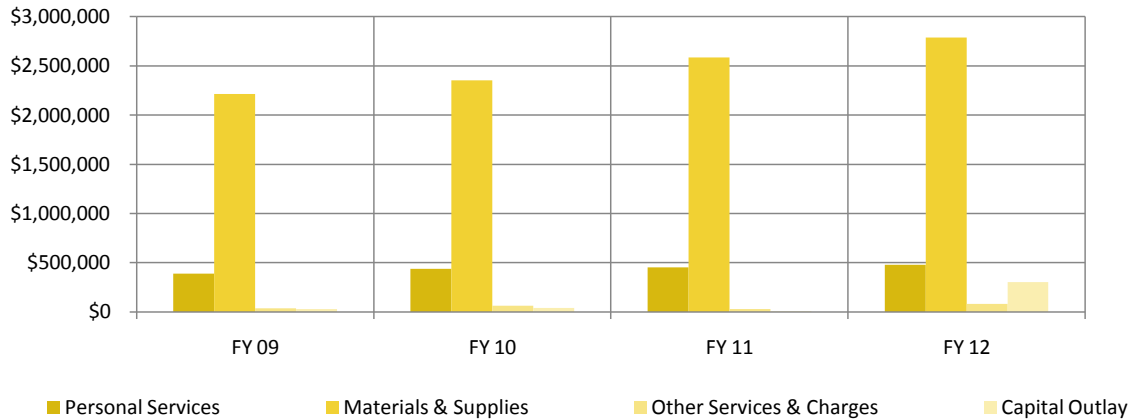


Tested over 300
water samples during FY
2011 in an effort to ensure
that Owasso's residents are
provided with the safest and
highest quality water as
possible.

EXPENDITURE BY CATEGORY
(OPWA Fund 61-420)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	391,205	438,687	452,997	479,879	5.9%
Materials & Supplies	2,213,327	2,354,525	2,587,300	2,788,300	7.8%
Other Services & Charges	36,687	65,215	30,705	83,675	172.5%
Capital Outlay	30,715	41,033	8,000	303,500	3693.8%
Total	2,671,934	2,899,460	3,079,002	3,655,354	18.7%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Utility Superintendent	1/3	1/3	1/3	1/3
Supervisor	1	1	1	1
Utility Service Worker	6	6	6	6
	7 1/3	7 1/3	7 1/3	7 1/3

Fractions indicate split funding unless otherwise stated.

WASTEWATER TREATMENT PLANT

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- Complied with Oklahoma Department of Environmental Quality (ODEQ) water quality permit requirements for City of Owasso Wastewater Treatment Plant discharge.
- Purchased new incubator due to the increase in water quality testing performed by the lab. In addition, a portable probe was purchased to increase the efficiency of testing the water quality in the discharge creek.
- Installed a new software program for recording process data and calculating sensitive permit requirement data.

DESCRIPTION

The Wastewater Treatment Plant Division of the Public Works Department is responsible for providing cost-effective treatment of sewage collected in the service area, using the best available technologies to produce a discharge in conformance with established regulatory criteria. The primary mission of the division is to provide a safe and efficient, high-quality, environmentally sensitive wastewater treatment system to serve the needs of the City of Owasso. The division provides wastewater treatment, equipment maintenance, and service in a cooperative, effective, professional, courteous, responsible, and equitable manner.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

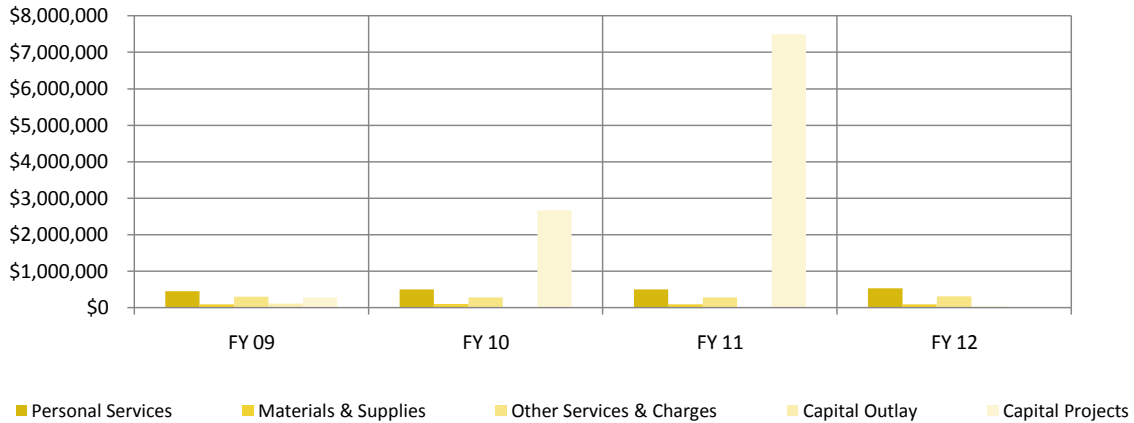
- Normal operations of the department.
- Capital outlay for the purchase of a Hach DR 2800 Spectrophotometer and Solitax Analyzers. The purchase of the Solitax Analyzers will be installed in the clarifiers to monitor sludge depth and alarm the operators before an organic matter can pollute the effluent water.
- Identification and implementation of procedures which will reduce process costs.

Continued the upgrade of the Wastewater Treatment Plant, which is on schedule and will be complete by the summer of 2011, thus helping to ensure a quality effluent and a healthy environment in downstream tributaries.

EXPENDITURE BY CATEGORY
(OPWA Fund 61-450)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	451,269	497,592	495,644	529,919	6.9%
Materials & Supplies	92,381	101,144	87,750	89,650	2.2%
Other Services & Charges	300,863	282,993	274,200	308,050	12.3%
Capital Outlay	113,848	12,681	20,000	28,500	42.5%
Capital Projects	281,697	2,670,807	7,490,866	-	-100.0%
Total	1,240,058	3,565,217	8,368,460	956,119	-88.6%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Utility Superintendent	1/3	1/3	1/3	1/3
Chief Plant Operator	1	1	1	1
Plant Operator	4	4	4	4
Maintenance Technician	1	1	1	1
Maintenance Tech. Asst.	1	1	1	1
	7 1/3	7 1/3	7 1/3	7 1/3

Fractions indicate split funding unless otherwise stated.

WASTEWATER COLLECTIONS

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- Completed internal inspection of 30,295 linear feet of sanitary sewer line located in various additions throughout the City of Owasso.
- Cleaned 213,395 linear feet of sanitary sewer line.
- Repaired 54 manholes and 4 pinpoint repairs that were identified during internal inspections.
- Began initial phase of collecting flow monitoring data that will identify stormwater inflow and infiltration into the sanitary sewer system, as the areas of concern are corrected; an increased collection system capacity will reduce future capital and operational cost.
- Applied root control product to 12,465 linear feet of sanitary sewer line.
- Initiated upgrade of the 117th St lift station.
- Initiated installation of the Meadowcrest relief line.
- Began research for the implementation of a fats, oil, and grease reduction program.
- Design of Santa Fe lift station is 95% complete.

DESCRIPTION

The Wastewater Collections Division of the Public Works Department is responsible for the operation and maintenance of the City gravity sewers and force mains in accordance with local, State, and Federal requirements. The mission of the division is to ensure safe, reliable, and cost effective wastewater conveyance services to residents and businesses for the protection of public health and the environment.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

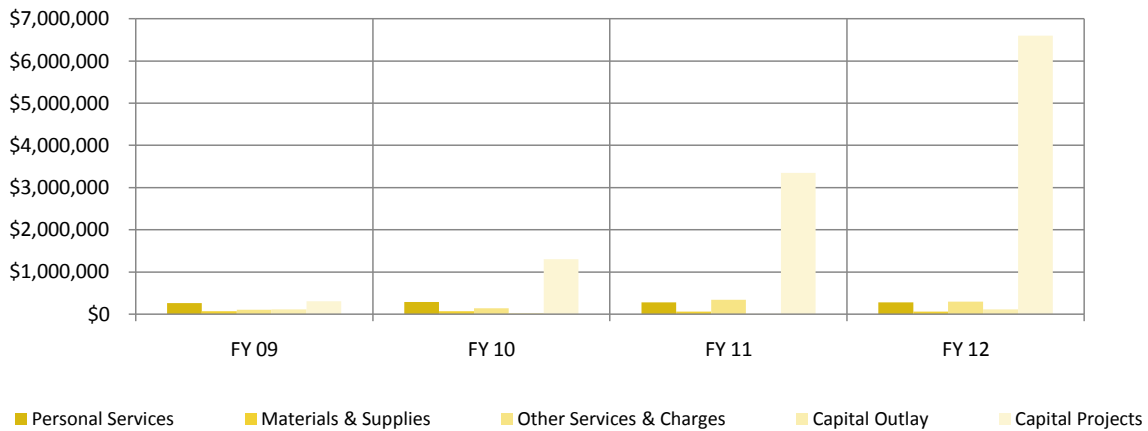
- Normal operations of the department.
- Continued funding for additional smoke testing to identify inflow and infiltration of the sanitary sewer lines.
- Continued funding for a root control program which will help reduce dry weather sanitary sewer overflows.
- Replacement of an existing manhole located on the Elm Creek Interceptor.
- Wastewater system improvements include the upgrade of the Santa Fe lift station.
- Initiation of the design for the upgrade of the Ranch Creek Interceptor.
- Replacement of a 1995 model backhoe, currently in need of major repairs.
- Identification and implementation of procedures which will reduce process costs.
- Purchase of new confined space entry equipment.



EXPENDITURE BY CATEGORY
(OPWA Fund 61-455)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	257,228	286,987	280,444	275,007	-1.9%
Materials & Supplies	70,868	66,882	60,000	63,800	6.3%
Other Services & Charges	103,509	139,968	342,400	293,800	-14.2%
Capital Outlay	114,465	23,031	10,000	110,500	1005.0%
Capital Projects	302,573	1,306,147	3,351,079	6,600,000	97.0%
Total	848,643	1,823,015	4,043,923	7,343,107	81.6%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Utility Superintendent	1/3	1/3	1/3	1/3
Supervisor	1	1	1	1
Service Worker	4	4	4	4
	5 1/3	5 1/3	5 1/3	5 1/3

Fractions indicate split funding unless otherwise stated.

REFUSE COLLECTIONS

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- Continued to refine the automated collection system in an effort to maximize the division's return on investment.
- Distributed informational flyer on cart placement for the automated collection system.
- Continued to review the automated truck collection routes and efficiency ratings.
- Enhanced employee skills, safety, knowledge, and capabilities through continuous on-the-job training initiatives.
- Conducted observation rides with each refuse worker to evaluate work methods and route efficiency.
- Continued to provide instruction and training of the recommended safety practices and the proper operation of the refuse collection vehicles with each division employee.
- Continued to provide training for proper maintenance, service, trouble-shooting, and repair of the refuse collection vehicles with staff members.


DESCRIPTION

The Refuse Division of the Public Works Department is responsible for the collection and disposal of residential refuse/yardwaste materials, as well as the distribution and repair of refuse containers. The mission of the Refuse Division is to provide a comprehensive, responsive, environmentally safe, efficient, and cost-effective solid waste collection and disposal program for the citizens of Owasso.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

- Normal operations of the division.
- Annual Free Landfill Day.
- Bi-annual household pollutant collection event.
- Two (2) neighborhood clean-up events.
- Installation of a concrete slab and fencing for the division's container area.

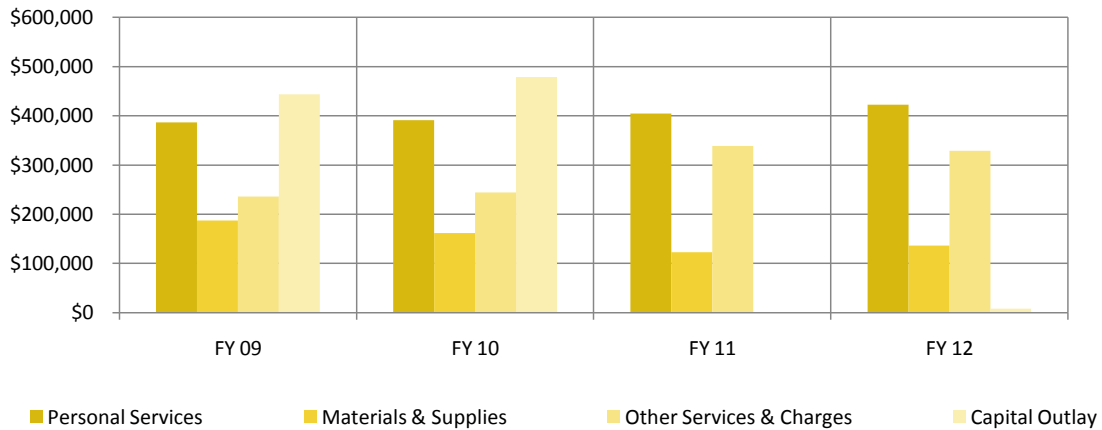


Maintained
99% same-day
service delivery rate
for curbside refuse and
yardwaste collection, and
enhanced equipment life
and promoted prompt
equipment maintenance
by emphasizing daily
maintenance.

EXPENDITURE BY CATEGORY
(OPWA Fund 61-480)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	386,767	391,267	404,759	422,901	4.5%
Materials & Supplies	186,938	161,798	122,755	136,660	11.3%
Other Services & Charges	236,055	244,105	338,900	328,665	-3.0%
Capital Outlay	443,506	478,699	-	8,250	-
Total	1,253,266	1,275,869	866,414	896,476	3.5%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Gen. Serv. Superintendent	1/3	1/3	1/3	1/3
Supervisor	1	1	1	1
Sanitation Worker	4	4	4	4
Worker Assistant	1	1	1	1
Cart Repair	1	1	1	1
Seasonal	2	2	2	2
	9 1/3	9 1/3	9 1/3	9 1/3

Fractions indicate split funding unless otherwise stated.

RECYCLE CENTER

OPWA Fund

PROJECT STATUS AND ACCOMPLISHMENTS

Objectives achieved during FY 2011 include:

- Continued to divert the highest possible volume of materials from the waste stream through increasing accepted items and materials.
- Distributed educational literature to the public promoting the benefits of recycling.
- Conducted public outreach activity to promote recycling.
- Improved the appearance, efficiency, and functionality of the center by completing the tire collection area and completing the purchase and installation of a cardboard compactor.
- Provided customer-oriented services to Owasso residents by continuing to sponsor seasonal clean-up events.
- Designed and conducted a customer survey to gather opinions on how to improve services.
- Created a short- and long-term planning committee for the development of a sustainable recycle program, with the ideal planning goal of zero waste.


DESCRIPTION

The Recycle Center exists to encourage and educate the public on environmental and recycling issues, conserve landfill space, and reduce unlawful roadside dumping. The mission of the Center is to provide a state-of-the-art, safe, clean, and customer-friendly waste disposal and recycling facility to the citizens of Owasso.

BUDGET HIGHLIGHTS

The recommended FY 2012 budget includes funding for the following:

- Normal operations of the department.
- Development of a Recycle Master Plan and preliminary design for a new recycling facility.
- Installation of an automated gate at the east yardwaste area entrance.
- Staff manufacture of a recycle trailer for a remote collection site pilot project.
- Refrigerant collection tools and equipment to provide a new collection service for Recycle Center customers.

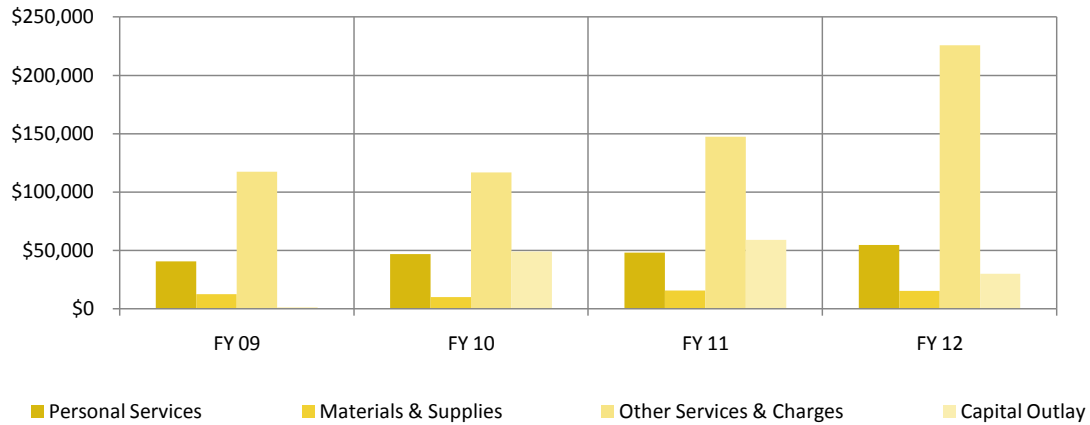


Continued to reduce the volume of materials in the waste stream by implementing a full-time tire collection service, additional battery collection services, and a new metals collection service.

EXPENDITURE BY CATEGORY
(OPWA Fund 61-485)

Expenditure Category	Actual FY 2008-2009	Actual FY 2009-2010	Budget 2010-2011	Proposed 2011-2012	Percent Change
Personal Services	40,526	46,844	48,143	54,779	13.8%
Materials & Supplies	12,572	9,885	15,595	15,150	-2.9%
Other Services & Charges	117,486	116,644	147,425	225,670	53.1%
Capital Outlay	1,297	49,004	59,000	30,000	-49.2%
Total	171,881	222,377	270,163	325,599	20.5%

YEAR TO YEAR EXPENDITURE COMPARISON



AUTHORIZED PERSONNEL

Position Title	2009	2010	2011	2012
Operator	1	1	1	1
Part-time Labor	1	1	1	1
	2	2	2	2

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