

FUND  
DEPARTMENT  
BUDGET YEAR

PLANNING COMMISSION FEE FUND - 1240	▼
Planning Commission	▼
FY 2007-08	▼

## County Officer's Annual Report

For Oklahoma County Only

*Please Read Carefully*

This form is designed for use by all **SPECIAL REVENUE FUNDS/CASH FUNDS** including the following

HIGHWAY CASH - 1110 - 9100

HIGHWAY CASH - 1110 - 9200

HIGHWAY CASH - 1110 - 9300

RESALE PROPERTY-BUDGETED - 1130

TREASURER MORTGAGE FEE FUND - 1140

COUNTY ASSESSOR REVOLVING FEE FUND - 1201

COUNTY CLERK LIEN FEE FUND - 1150

COUNTY CLERK UCC FUND - 1151

COUNTY CLERK RECORDS MGMT. & PRESERVATION FUND - 1152

SHERIFF SER. FEE FUND - 1160

SHERIFF SPECIAL REV. FUND - 1161

MAKING THE GRADE - 1191

ASSESSOR'S REVOLVING FEE FUND - 1201

COURT CLERK REVOLVING FEE FUND - 1210

JUVENILE PROBATION FEE - 1231

JUVENILE WORK RESTITUTION FUND - 1232

JUVENILE GRANT FUND - 1233

PLANNING COMMISSION - 1240

LOCAL EMERGENCY PLANNING COMMITTEE

EMERGENCY MANAGEMENT FUND - 1251

COMMUNITY SERVICE FEE FUND - 1260

COMMUNITY SENTENCING FEE FUND - 1270

DRUG COURT FUND - 1280

CAPITAL PROJECTS- REGULAR - 2010

CAPITAL PROJECTS - DISTRICT - 2020

TINKER CLEARING 2002 FUND - 2031

JAIL FACILITY FUND - 2040

SALE OF PROPERTY PROCEEDS - 2050

EMPLOYEE BENEFITS - 4010

WORKER'S COMPENSATION - 4020

SELF INSURANCE - 4030

PBA-LINCOLN BUILDING - 2803

PBA-METRO PARKING GARAGE - 3300

PBA-INVESTOR'S CAPITAL BUILDING - 3400

PBA-DEBT SERVICE - 3600

STATE OF OKLAHOMA  
OK COUNTY  
RECORDED & FILED

2007 APR 16 P 3:50

STATE OF OKLAHOMA  
CAROLYNN CAUDILL  
COUNTY CLERK

SA& I No. 1161-A Special Revenues (2000)

Adjusted by the Office of Carolynn Caudill, County Clerk



Office of:  ▼

**Oklahoma County, Oklahoma**  
**ANNUAL REPORT FOR THE FISCAL YEAR ENDING JUNE**  ▼  
**FOR SPECIAL REVENUES - CASH FUNDS**

To The Honorable Board of County Commissioners  
 and the County Excise Board

I,  Tyler Gammon, Jr. , the duly qualified and acting  ▼ of the  
 County and State aforesaid, do hereby certify that the following is a true and correct report of expenditures of this office during the  
 fiscal year just closed with an estimate of my actual needs for the ensuing fiscal year.

**REPORT OF PRIOR EXPENDITURES AND ESTIMATE OF NEEDS**

CLASSIFICATION Items of Expense	Total Appropriations As of March 31	Estimated Appropriations April thru June	Checks Issued	Reserves	Estimated Appropriations to carry forward	Estimate of Needs
Salaries and Wages	166,214.85	61,943.43	125,843.70	102,314.58	0.00	255,066.89
Fringe Benefits	54,227.77	19,912.26	41,060.58	33,079.45	0.00	81,082.00
Travel	24,001.27	3,000.00	14,890.25	12,111.02	0.00	36,800.00
Operating Expense	32,535.56	3,000.00	20,038.49	15,035.77	461.30	34,560.00
Capital Outlay	672.88	0.00	544.00	128.88	0.00	12,900.00
<b>Total</b>	<b>\$277,652.33</b>	<b>\$87,855.69</b>	<b>\$202,377.02</b>	<b>\$162,669.70</b>	<b>\$461.30</b>	<b>\$420,408.89</b>

**SET OUT BELOW ANY DETAIL DEEMED ESSENTIAL TO EXPLAIN ESTIMATE FOR ENSUING YEAR**

**Personal Services**

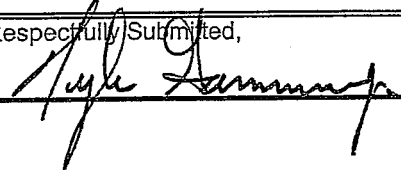
Statutory Annual Salary of Principal Officer	<input type="text"/>
Annual Salary of First Deputy	<input type="text"/>
Annual Salary of Second Deputies at \$ _____ Per Month	Per Annum <input type="text"/>
Annual Salary of Third Deputies at \$ _____ Per Month	Per Annum <input type="text"/>
Annual Salary of Fourth Deputies at \$ _____ Per Month	Per Annum <input type="text"/>
Annual Salary of (Insert Desc.) Deputies at \$ _____ Per Month	Per Annum <input type="text"/>
Total of Principal Officer and Deputies Salaries	<input type="text"/>
Wages and/or Compensation of Part-time Help	<input type="text"/>
Travel Expenses as Authorized and/or Defined by Law	<input type="text"/>
<b>TOTAL FOR ALL PERSONAL SERVICES</b>	<b><u>327,422.72</u></b>

**Maintenance and Operation**

Postage, Telephone and Telegraph	<input type="text"/>
Books, Printed Forms, Ledgers and other Supplies	<input type="text"/>
Premiums on Surety Bonds of Officers, Deputies and Employees	<input type="text"/>
Repair and Upkeep of Office Furniture, Machines and Equipment	<input type="text"/>
<b>TOTAL FOR MAINTENANCE AND OPERATION</b>	<b><u>34,020.00</u></b>

**Capital Outlay**

Furniture, Machines and Equipment to be replaced	<input type="text"/>
Additional Furniture, Machines and Equipment Needed	<input type="text"/>
<b>TOTAL FOR CAPITAL OUTLAY</b>	<b><u>12,900.00</u></b>

Respectfully Submitted,  


Official Title  ▼

Oklahoma County		
Budget Request Worksheet		
<b>Fund</b>	PLANNING COMMISSION FEE FUND - 1240	
<b>Cost Center</b>	Planning Commission	
		FY 07-08
<b>Exp</b>		Proposed
<b>Acct</b>	<b>Description</b>	<b>Budget</b>
<b>51000</b>	<b>Salaries and Wages</b>	
51010	FT Salaries and Wages	\$ 224,977
51020	PT Salaries and Wages	\$ 30,090
51030	Overtime Salaries	
51090	Temporary Services	
	Other Salaries & Wages	
<b>51000</b>	<b>Total Salary &amp; Wages</b>	<b>\$ 255,066.89</b>
<b>52000</b>	<b>Fringe Benefits</b>	
52010	FICA and Medicare--7.65%	\$ 19,513.00
52032	Retirement-Dept. Defined Contrib	\$ 26,997.00
52040	Unemployment	
52045	Dept-Health, Dental & Life Ins.	\$ 34,572.00
<b>52000</b>	<b>Total Fringe Benefits</b>	<b>\$ 81,082.00</b>
<b>53000</b>	<b>Travel</b>	
53010	Monthly Mileage	\$ 28,000
53030	Lodging	\$ 4,000
53040	Meals	\$ 300
53060	Registration Fees	\$ 2,000
53080	Incidentals/In State	\$ 500
53150	Airfare	\$ 2,000
<b>53000</b>	<b>Total Travel</b>	<b>\$ 36,800.00</b>
<b>54000</b>	<b>Maintenance &amp; Operation</b>	
54011	Postage	\$ 4,000
54017	Memberships	\$ 1,000
54030	Subscriptions	\$ 100
54041	Publication	\$ 5,000
54045	Parking	\$ 7,920
54046	Cellular-Telephone Stipend	\$ 5,040
54104	Equiment-Maint	\$ 6,500
54352	Office supplies	\$ 5,000
<b>54000</b>	<b>Total Maint &amp; Operations</b>	<b>\$ 34,560.00</b>
<b>55000</b>	<b>Capital Outlay</b>	
55080	Computer Equipment-Purchase	\$ 10,000
55095	Computer Software	\$ 1,000
55110	Office Equipment-purchase	\$ 300
55390	Copier-Lease	\$ 1,600.00
	<b>Total Capital</b>	<b>\$ 12,900</b>
	<b>Grand Total Budget Request</b>	<b>\$ 420,409</b>

**Oklahoma County - Salary Computation Worksheet**

Department:

Year:

Fund:

<b>Section 1 Full Time</b>						
<Column A> Section 1 No. of Full Time Positions/ Position Title	<Column B> March 2007 Monthly Salary Rate per Payroll PO	<Column C> Annual Salary at current rates	<Column D> Remaining 2006- 07 Salary Adjustments Annualized	<Column E> Projected 2007- 08 raise (total for the year)	<Column F> Total Est. 2007- 08 Salaries	Explanation
Planning Director	5,579.17	66,950.04	-	1,339.00	68,289.04	MGT
Planning Assistant	3,222.63	38,671.56		386.72	39,058.28	MGT
GIS Systems Specialist	3,839.39	46,071.60		230.36	46,301.96	MGT
Code Inspector	3,403.04	40,836.48			40,836.48	
Office Assistant	2,096.17	25,154.04		251.54	25,405.58	MGT
PERFORMANCE PAY					5,085.55	Performance
<b>Subtotal Section 1:</b>	<b>18,140.40</b>	<b>217,683.72</b>		<b>2,207.62</b>	<b>224,976.89</b>	

<b>Section 2 Part time</b>						
<Column A> Section 2 No. of Part Time Positions/ Position Title	<Column B> March 2007 Monthly Salary Rate per Payroll PO	<Column C> No. of Months factored into budget	<Column D> Remaining 2006- 07 Salary Adjustments Annualized	<Column E> Projected 2007- 08 raise (total for the year)	<Column F> Total Est. 2007- 08 Salaries	Explanation
Chief Building Inspector	1,597.50	12			19,170.00	
Mechanical Inspector	910.00	12			10,920.00	
<b>Subtotal Section 2:</b>	<b>2,507.50</b>	<b>24.00</b>		<b>0.00</b>	<b>30,090.00</b>	

<b>Section 3 Additional Staffing or Vacancies to be Filled</b>						
<Column A> Section 3 No. of Positions/ Position Title	<Column B> Estimated Monthly Salary	<Column C> Est. months	<Column D> Total Est. 2007- 08 Salaries	<Column E> Fringe Benefit Costs budgeted	<Column F> Indicate Vacant, new position, or previously paid out of fund	<Column G> If filling before end of 2006-07, please indicate when:
	0		0	0		
<b>Subtotal Section 3:</b>	<b>0</b>		<b>0</b>	<b>0</b>		

**Grand Total Sections 1, 2 & 3** **255,066.89**

<b>Section 4 Health and Dental Benefits</b>				
Section 4	Employer Premium	No. of Employees	Total	
Current Single Coverage	\$ 308.00	2	\$	7,392.00
Current Family Coverage	\$ 755.00	3	\$	27,180.00
Additional Staffing (Sect 3)	\$ 755.00		\$	-
<b>Total</b>		<b>5</b>	\$	<b>34,572.00</b>



# 5 Year Expense History

OKLAHOMA COUNTY  
 Period: MAR-06/07 currency USD  
 Submitted: 03-APR-07 13:44:33

Fund=1240 (Planning Commission Fee Fund)

	YTD Expenses 06/07	YTD Expenses 05/06	YTD Expenses 04/05	YTD Expenses 03/04	YTD Expenses 02/03
	10.00	Salary			
51010 Full Time Salaries & Wages	111,441.20	215,195.82	175,735.87	156,016.00	114,876.00
51020 Part Time Salaries & Wages	14,402.50	29,130.75	31,781.00	43,815.25	13,140.00
Salary Total	<u>125,843.70</u>	<u>244,326.57</u>	<u>207,516.87</u>	<u>199,831.25</u>	<u>128,016.00</u>
Fringe Benefits					
52010 FICA	9,363.62	18,102.31	15,269.88	14,809.37	9,443.08
52022 Retirement-Co Defined Contrib	0.00	0.00	0.00	0.00	6,892.56
52032 Retirement-Dept Defined Contr	13,372.96	25,823.54	20,262.33	18,721.92	6,892.56
52045 Dept-Health & Life	18,324.00	34,634.00	29,052.00	0.00	0.00
Fringe Benefit Total	<u>41,060.58</u>	<u>78,559.85</u>	<u>64,584.21</u>	<u>33,531.29</u>	<u>23,228.20</u>
Travel					
53020 Mileage/In State	13,030.25	23,443.56	20,244.97	17,263.31	2,795.16
53030 Lodging/In State	0.00	530.68	0.00	0.00	0.00
53040 Meals/In State	0.00	188.50	0.00	0.00	0.00
53060 Registration Fees/In State	1,860.00	2,181.88	1,263.00	135.00	0.00
53080 Incidentals/In State	0.00	0.00	0.00	0.00	0.00
53100 Mileage/Out State	0.00	0.00	0.00	0.00	1,525.52
53110 Lodging/Out State	0.00	297.72	954.00	0.00	0.00
53120 Meals/Out State	0.00	189.00	0.00	0.00	0.00
53140 Registration Fees/Out State	0.00	685.00	725.00	0.00	0.00
53150 Airfare/Out State	0.00	342.60	866.00	0.00	0.00
53160 Incidentals/Out State	0.00	25.10	700.36	0.00	0.00
Travel Total	<u>14,890.25</u>	<u>27,884.04</u>	<u>24,753.33</u>	<u>17,398.31</u>	<u>4,320.68</u>
Maintenance & Operations					
54011 Postage	879.20	2,772.17	3,311.76	2,345.71	965.74
54012 Printing & Binding	710.62	0.00	4,878.00	4,490.87	2,212.29
54016 Fees for Licenses & Permits	120.00	32.50	350.00	0.00	1,030.00
54017 Memberships	1,085.00	630.00	690.00	595.00	1,850.00
54028 Books	0.00	2,247.74	1,020.48	1,657.37	2,457.23
54030 Subscriptions	75.00	300.00	660.00	390.00	65.00
54033 Freight & Storage	0.00	130.50	136.96	18.00	26.55
54041 Publications	3,186.90	8,307.77	7,651.92	7,458.80	5,665.82
54045 Parking	4,627.00	7,242.50	2,882.50	2,397.50	1,131.00
54046 Cellular Telephone	2,340.00	4,080.00	2,140.00	0.00	0.00
54104 Equipment-Copiers	2,912.46	1,152.00	1,152.00	0.00	0.00
54107 Equipment-Hardware	0.00	0.00	0.00	0.00	357.00
54108 Equipment-Telecommunications	214.50	0.00	0.00	395.75	0.00
54157 Equipment-Vendors Maint	0.00	0.00	0.00	0.00	1,870.00
54162 Equipment-Vendors Repair	0.00	0.00	0.00	0.00	225.00
54210 A&E Supplies	0.00	0.00	0.00	1,386.50	0.00
54217 Photographic Supplies	0.00	713.75	970.95	0.00	31.99
54222 Misc Supplies	0.00	0.00	143.00	2,060.79	1,076.76
54301 Uniform & Wearing Apparel	597.84	0.00	351.75	670.84	0.00
54352 Office Supplies-Expendable	3,289.97	6,788.81	4,683.96	3,789.09	1,899.02
54355 Paper	0.00	0.00	0.00	936.00	0.00
54455 Professional Services-Other	0.00	30.00	0.00	0.00	2,490.00
54456 Services Other	0.00	0.00	0.00	1,596.37	1,269.00
Maintenance & Operations Total	<u>20,038.49</u>	<u>34,427.74</u>	<u>31,023.28</u>	<u>30,188.59</u>	<u>24,622.40</u>
Capital Outlay					
55080 Computer Equipment-Purchases	0.00	12,660.05	23,366.80	10,809.31	1,861.42
55095 Computer Software	544.00	904.00	5,504.00	10,036.17	702.40
55100 Furniture	0.00	0.00	2,701.05	3,150.61	0.00
55110 Office Equipment-Purchase	0.00	0.00	1,109.99	0.00	0.00
55230 Shop Equipment	0.00	0.00	0.00	185.00	0.00
Capital Outlay Total	<u>544.00</u>	<u>13,564.05</u>	<u>32,681.84</u>	<u>24,181.09</u>	<u>2,563.82</u>
Grand Total	<u>202,377.02</u>	<u>398,762.25</u>	<u>360,559.53</u>	<u>305,130.53</u>	<u>182,751.10</u>