

City of Norman



Monthly Departmental Report

January 2019

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK
MONTHLY PROGRESS REPORT
 January 2019

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	11	56	Noise	1	2
Building Permits	14	55	NORMAN FORWARD	0	0
CDBG	1	10	Parks and Recreation	7	111
City Clerk	14	94	Planning	6	42
City Manager/Mayor	2	20	Police	19	166
Code Enforcement	15	284	Recycling	0	0
Engineering/Public Works	20	114	Sanitation	43	199
Finance	5	24	Sidewalks	0	0
Fire/Civil Defense	2	18	Storm Debris	0	1
Fleet/Public Works	0	3	Storm Water	14	108
Human Resources	2	7	Streets	10	100
Information (General)	36	167	Street Lights	0	1
Information Technology	4	8	Traffic	41	164
Legal	3	31	Utilities	13	64
Line Maintenance	27	74	WC Questions	0	0
Municipal Court	7	18	WC Violations	0	0
Total for January		317	Total FYE YTD		1941

LICENSES

21 New licenses were issued and 0 licenses were renewed during the month of January. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	8	25	Bee Keeper	1	2
Class I Beer	0	5	Solicitor/Peddler (30 day)	1	3
Class II Beer	0	3	Solicitor/Peddler (60 day)	1	2
Mixed Beverage	0	6	Solicitor/Peddler (one day)	0	0
Mixed Beverage/Caterer	1	5	Coin-Operated Devices	0	1
Brewer	0	1	Game Machines	0	1
Wine & Beer/Winemaker	0	6	Taxi/Motorbus/Limousine	0	0
Temporary Food (30 day)	0	15	Impoundment Yard	0	0
Temp Food (180 day)	1	7	Salvage Yard	0	0
Temp Food (one day)	0	3	Transient Amusement	0	0
Kennel	0	2	Special Event	0	8
Retail Spirits Store	0	3	Special Event Beer	0	0
Retail Beer	0	67	Sidewalk Dining	0	0
Retail Wine	0	44	PediCab	0	7
Distiller	0	0	Pawnbrokers	0	0
Medical Marijuana Dispensary	4	7	Medical Marijuana Grower	3	3
Medical Marijuana Processor	1	1		0	0

New Establishment/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Chick-Fil-A	120 NE 12 th Ave.	Food Service
Fire Leaf	751 Canadian Trail Dr. 120	Medical Marijuana Dispensary
The Grass Pharm	2015 Industrial Blvd.	Medical Marijuana Grower
Green Thumb Extract	3927 NW 12 th Ave.	Medical Marijuana Grower
Greenlove Compassionate Care	112 W. Main St.	Medical Marijuana Dispensary
Jamaican-Me-Happy	6401 Interstate Dr. Ste. 132	Medical Marijuana Dispensary
JJ's Boutique	3433 W. Main St.	Food Service License
Life Organics Wellness	2015 Industrial Blvd.	Medical Marijuana Processor
Medicinal Marijuana of Norman	1430 W. Lindsey St.	Medical Marijuana Dispensary
Press & Plow	2596 W. Tecumseh Rd. 118	Occ. Tax/Mixed Beverage/Catering
Sadie J's Popcorn Shoppe	1000 Alameda St. 102-A	Food service license
SJ Enterprises, Inc.	4212 Classen Blvd.	Medical Marijuana Grower
Starbucks Coffee	3251 Classen Blvd.	Food Service License

- 1 New 60 Day Temporary Door to Door Solicitor Peddle was issued to Edward Jones for January 30, 2019 – March 30, 2019.
- 1 New 30 Day Door to Door Solicitor Peddle was issued to Renewal by Anderson of Oklahoma for January 11, 2019 – February 22, 2019.
- 1 New 180 Day Temporary Food Service License was issued to Tacos El Rey for January 11, 2019 – July 9, 2019.

Existing Establishment/ New Additional Licenses/ New Owners

NAME	ADDRESS	LICENSE TYPE(S)
Arby's	3200 W. Robinson St.	Food Service – New Owner
Arby's	2490 W. Main St.	Food Service – New Owner
Cellar Wine and Spirits	555 W. Main St.	Food Service – Additional License
Ashley Taylor	2525 McGee Dr.	Bee Keeping License
University Liquor	1215 E. Lindsey St.	Food Service License

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
1/10/19	Austin Shaw	Negligence, excess use of force and unnecessary creation of danger to the public; conspiracy; denial of equal protection and due process.	\$10,000.00
1/24/19	David Huettner d/b/a Peppertree Plaza	Damages to sprinkler system and high water bills due to City moving the existing fire hydrant to install new sidewalks with wheelchair ramps at Tee Dr. and 24 th Ave. N.W.	\$3,471.26
1/25/19	Michelle Fortner	Son lost his cell phone during an arrest	\$520.00
01/30/19	Bonnie King	Damage to a wheel cover and vehicle alignment due to traveling on Interstate drive in front of the mile of cars claiming she hit a pot hole causing damages.	\$147.12

STUDY SESSIONS

A City Council Study Session was held on January 29, 2019, for discussion regarding possible amendments to the zoning ordinance relative to outdoor live entertainment, and temporary administrative delay for the Center City study area.

CONFERENCES

A City Council Conference was held on January 8, 2019, to discuss Change Order to K-1718-127, with Rudy Construction increasing the contract amount for the Main Street Paving Project. Change Order to K-1819-9, with MTZ Construction increasing the contract for the Burlington Drive Drainage Improvement Project. There was also continued discussion regarding a Stormwater Capital Bond Program.

A City Council Conference was held on January 22, 2019, for a presentation and discussion regarding the Non-Potable Reuse Pilot Project.

FINANCE COMMITTEE

A City Council Finance Committee meeting was held on January 17, 2019, for mid-year budget review including discussion of additional personnel positions; discussion regarding a performer financial status monitoring system; submission of the revenue/expenditure reports; and submission of the report on open positions.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on January 10, 2019, for continued discussions regarding City of Norman Noise Ordinance, and the implementation of the backflow preventor program.

COMMUNITY PLANNING AND TRANSPORTATION

A City Council Community Planning and Transportation Committee meeting was held on January 24, 2019, to discuss Cleveland Area Rapid Transit (CART) Ridership Report including Saferide and Extended Service for the month of December 2018, and affordable housing.

FACILITY MAINTENANCE

1A

City of Norman Facility Maintenance
January 2019 Monthly Hourly Materials Cost Report

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	82.00	\$1,024.07	\$0.00	\$1,024.07
	Building A	50.50	\$660.14	\$0.00	\$660.14
	Building B	113.00	\$1,507.36	\$0.00	\$1,507.36
	Building C	50.50	\$660.14	\$0.00	\$660.14
	Facility Maintenance	0.00	\$0.00	\$3,442.91	\$3,442.91
	Library	166.00	\$2,123.52	\$0.00	\$2,123.52
Custodial Total		462.00	\$5,975.23	\$3,442.91	\$9,418.14
Doors and Hardware	Administration Building-201	3.00	\$87.18	\$2.60	\$89.78
	Building A	1.00	\$29.06	\$0.00	\$29.06
	Building B	4.00	\$116.24	\$0.00	\$116.24
	Historic Museum	14.00	\$414.96	\$0.00	\$414.96
	Norman Investigations Center	5.00	\$145.30	\$22.31	\$167.61
	Transfer Station	2.00	\$58.12	\$0.00	\$58.12
	Whittier Recreation Center	2.00	\$58.12	\$128.00	\$186.12
Doors and Hardware Total		31.00	\$908.98	\$152.91	\$1,061.89
Electrical	Administration Building-201	8.50	\$256.87	\$68.16	\$325.03
	Animal Welfare	6.50	\$161.79	\$101.62	\$263.41
	Building B	6.00	\$181.32	\$0.00	\$181.32
	Building C	6.50	\$215.24	\$20.99	\$236.23
	Firehouse Art Center	4.00	\$120.88	\$0.00	\$120.88
	Fleet Maintenance	1.00	\$30.22	\$11.95	\$42.17
	Irving Rec Center	1.00	\$30.22	\$0.00	\$30.22
	Library	19.00	\$574.18	\$0.00	\$574.18
	Lindsey Yard-Administration	10.00	\$302.20	\$156.54	\$458.74
	Norman Investigations Center	3.00	\$74.67	\$56.46	\$131.13
	Parks-Community	20.00	\$604.40	\$554.96	\$1,159.36
	Sanitation	18.00	\$543.96	\$292.44	\$836.40
	Senior Citizens Center	1.00	\$24.89	\$0.00	\$24.89
	Traffic Control	19.00	\$478.25	\$159.32	\$637.57

**City of Norman Facility Maintenance
January 2019 Monthly Hourly Materials Cost Report**

Electrical	Water Reclamation Facility-Other	0.50	\$15.11	\$0.00	\$15.11
	Westwood Tennis Center	3.00	\$90.66	\$0.00	\$90.66
	Whittier Recreation Center	3.00	\$90.66	\$5.00	\$95.66
Electrical Total		130.00	\$3,795.52	\$1,427.44	\$5,222.96
General Maintenance	Administration Building-201	4.00	\$176.15	\$3.48	\$179.63
	Animal Welfare Building A	1.00	\$29.06	\$0.00	\$29.06
	Facility Maintenance	4.00	\$147.84	\$0.00	\$147.84
	Irving Rec Center	19.00	\$859.15	\$101.02	\$960.17
	Library East	10.00	\$393.74	\$0.00	\$393.74
	Little Axe Rec Center	4.00	\$158.50	\$0.00	\$158.50
	Little Axe Rec Center	2.00	\$98.06	\$0.00	\$98.06
General Maintenance Total		44.00	\$1,862.50	\$104.50	\$1,967.00
Grounds	Library	4.00	\$120.88	\$0.00	\$120.88
Grounds Total		4.00	\$120.88	\$0.00	\$120.88
Heating/Ventilation	Administration Building-201	16.00	\$483.52	\$26.92	\$510.44
	Animal Welfare Building A	34.00	\$1,140.34	\$0.00	\$1,140.34
	Building B	8.00	\$241.76	\$0.00	\$241.76
	Building C	18.50	\$606.10	\$139.21	\$745.31
	Facility Maintenance	19.00	\$630.61	\$240.00	\$870.61
	Fire Station 5	4.00	\$120.88	\$0.00	\$120.88
	Irving Rec Center	4.00	\$120.88	\$18.42	\$139.30
	Library	4.00	\$120.88	\$0.00	\$120.88
	Little Axe Rec Center	4.00	\$120.88	\$0.00	\$120.88
	Norman Investigations Center	12.00	\$362.64	\$0.00	\$362.64
	Parks-Andrews	10.50	\$317.31	\$67.53	\$384.84
	Water Reclamation Facility-Main Con	4.00	\$120.88	\$0.00	\$120.88
	Water Treatment Plant	6.00	\$218.94	\$0.00	\$218.94
	Westwood Clubhouse	4.00	\$120.88	\$0.00	\$120.88
	Westwood Clubhouse	0.50	\$24.52	\$0.00	\$24.52
Heating/Ventilation /Air Conditioning Total		148.50	\$4,751.01	\$492.08	\$5,243.09
Inspections	Building A	3.00	\$74.67	\$0.00	\$74.67
Inspections Total		3.00	\$74.67	\$0.00	\$74.67
Lighting	12th Avenue Rec Center	3.00	\$74.67	\$21.87	\$96.54

**City of Norman Facility Maintenance
January 2019 Monthly Hourly Materials Cost Report**

Lighting	Administration Building-201	3.00	\$80.00	\$18.68	\$98.68
	Building A	2.00	\$49.78	\$126.80	\$176.58
	Building B	2.00	\$49.78	\$75.84	\$125.62
	Building C	3.50	\$105.77	\$145.64	\$251.41
	Facility Maintenance	2.00	\$60.44	\$69.55	\$129.99
	Fire Station 4	2.00	\$49.78	\$25.30	\$75.08
	Fire Station 6	1.00	\$24.89	\$66.24	\$91.13
	Fleet Maintenance	18.00	\$448.03	\$71.66	\$519.69
	Historic Museum	10.50	\$317.31	\$0.00	\$317.31
	Irving Rec Center	2.00	\$49.78	\$0.00	\$49.78
	Library	6.00	\$149.34	\$53.46	\$202.80
	Lindsey Yard-Administration	3.00	\$74.67	\$0.00	\$74.67
	Line Maintenance	12.00	\$357.31	\$240.56	\$597.87
	Norman Investigations Center	3.50	\$87.12	\$320.00	\$407.12
	Parks-Griffin	12.00	\$298.68	\$77.20	\$375.88
	Parks-Reaves	1.00	\$24.89	\$50.42	\$75.31
	Police Range-Classroom A	3.00	\$74.67	\$0.00	\$74.67
Mechanical	Police-Special Ops	1.00	\$30.22	\$151.80	\$182.02
	Transfer Station	19.50	\$485.36	\$301.62	\$786.98
	Water Reclamation Facility-Main Cor	2.00	\$49.78	\$0.00	\$49.78
	Lighting Total	112.00	\$2,942.28	\$1,816.64	\$4,758.92
	12th Avenue Rec Center	4.00	\$120.88	\$0.00	\$120.88
	Facility Maintenance	1.00	\$29.06	\$0.00	\$29.06
	Mechanical Total	5.00	\$149.94	\$0.00	\$149.94
Miscellaneous	Administration Building-201	4.00	\$152.01	\$7.49	\$159.50
	Animal Welfare	1.00	\$29.06	\$0.00	\$29.06
	Building C	0.50	\$24.52	\$0.00	\$24.52
	Facility Maintenance	51.00	\$1,462.66	\$524.95	\$1,987.61
	Library East	2.00	\$58.12	\$0.00	\$58.12
	Lindsey Yard-Administration	1.00	\$29.06	\$0.00	\$29.06
	Norman Investigations Center	2.00	\$98.06	\$0.00	\$98.06
	Parks-Community	1.00	\$30.22	\$0.00	\$30.22
	Water Reclamation Facility-Main Cor	2.00	\$58.12	\$0.00	\$58.12

**City of Norman Facility Maintenance
January 2019 Monthly Hourly Materials Cost Report**

Miscellaneous Total		64.50	\$1,941.82	\$532.44	\$2,474.26
Plumbing	Animal Welfare	10.00	\$290.60	\$0.00	\$290.60
	Building A	2.00	\$58.12	\$0.00	\$58.12
	Building B	7.50	\$219.69	\$179.66	\$399.35
	Building C	6.00	\$174.36	\$195.64	\$370.00
	Fire Station 1	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 6	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 9	4.00	\$116.24	\$0.00	\$116.24
	Irving Rec Center	8.00	\$215.80	\$0.00	\$215.80
	Library	4.00	\$116.24	\$44.43	\$160.67
	Line Maintenance	1.00	\$29.06	\$0.00	\$29.06
	Parks-Community	11.00	\$319.66	\$41.96	\$361.62
	Parks-Griffin	3.00	\$87.18	\$0.00	\$87.18
	Parks-Reaves Center	2.00	\$58.12	\$0.00	\$58.12
	Police Range-Main Bldg	3.00	\$87.18	\$19.98	\$107.16
	Sanitation	29.00	\$839.04	\$11.03	\$850.07
	Senior Citizens Center	18.00	\$523.08	\$0.00	\$523.08
	Water Reclamation Facility-Main Cor	1.00	\$29.06	\$0.00	\$29.06
	Westwood Clubhouse	6.00	\$174.36	\$26.85	\$201.21
	Westwood Tennis Center	1.00	\$29.06	\$0.00	\$29.06
	Whittier Recreation Center	1.00	\$29.06	\$0.00	\$29.06
Plumbing Total		119.50	\$3,454.03	\$519.55	\$3,973.58
Grand Total		1123.50	\$25,976.87	\$8,488.47	\$34,465.34

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS					
			1/11/2019		
Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.	
FIRE					
EF0180; BP0356	Fire Admin Remodel	\$0	\$20,000		Capital Fund 50
UTILITIES					
WW0065	WRF Phase 2 Improvements	\$0	\$300,000		Sewer Excise Tax 322
WW0065	WRF Phase 2 Improvements	\$0	\$570,000		Water Reclamation Fund 032
WW0169	WRF Digester Boiler	\$0	\$45,000		Water Reclamation Fund 032
WW0171	WRF Primary Sludge Thickener	\$0	\$30,000		Water Reclamation Fund 032
WW0309	WRF Replace Grit Classifier	\$0	\$15,000		Water Reclamation Fund 032
PARKS AND RECREATION					
NFB018	Westwood Family Aquatics Center	\$0	\$300,000		Norman Forward Fund 051
NFB001	Griffin Park Renovation Phase I Field Grading & Lighting	\$0	\$0		Norman Forward Fund 051
CITY MANAGER					
NFB017	Eastside Library	\$0	\$280,000		Norman Forward Fund 051
PUBLIC WORKS					
NFB008	James Garner and Acres Intersection	\$0	\$8,275.35		Norman Forward Fund 051
POLICE	none				
INFORMATION TECHNOLOGY					
BG0071	City Center Core Replacement	\$0	\$0		Capital Fund 50
PLANNING	none				
CITY CLERK	none				
Notes					
* Source of information Project Managers.					
** Project numbers correspond to the projects identified in the adopted Capital Improvements Budget.					

COMMUNITY RELATIONS

2B

Community Relations Office
January 2019

[illegible]

DEVELOPMENT COORDINATOR 2C

City of Norman - Development Coordinator Monthly Report January 2019

Below are activities and projects that the Development Coordinator has been involved with during the month of January 2019.

General Inquiries, Contacts and Meetings

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- Council Community Planning and Transportation Committee
- City Council Oversight
- Insulation Workshop – Builders Association of South Central Oklahoma (BASCO)

Building Permit and Plat Application Meetings

- Assisted representatives and staff in discussions regarding medical marijuana facilities
- Assisted Norman Public Schools in development project
- Assisted business owners regarding building permit requirements and development for east Norman
- Met with staff and a developer to discuss potential areas for development in Norman.
- Met with staff and an architect to discuss a commercial project renovation.

###

NORMAN FORWARD 2D



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MONTHLY REPORT – JANUARY 2019

NORMAN FORWARD

DATE: February 4, 2019

PROJECT: NORMAN FORWARD

PROJECT NO: 16-003

REPORT PERIOD: January 1 through January 31, 2019

WORK THIS MONTH

1. Monday, January 7, 2019 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, January 8, 2019 | 11:00 a.m. | Central Library OAC
 - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
3. Wednesday, January 9, 2019 | 9:00 a.m. | Westwood Tennis OAC
 - a. Weekly construction meeting led by Flintco with City Staff, TMP, and ADG to discuss project progress, schedule, and critical path issues
4. Monday, January 14, 2019 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
5. Tuesday, January 15, 2019 | 10:00 a.m. | Central Library Strategic Planning
 - a. Discussion on-site to plan for successful project completion and closeout
6. Tuesday, January 15, 2018 | 11:00 a.m. | Central Library Bi-Weekly Change Order Meeting
 - a. Meeting to review and discuss pending change orders for the Central Library project
7. Tuesday, January 15, 2019 | 5:30 p.m. | City Council Special Session
 - a. Agenda Item 2 RPT-1819-49 Discussion regarding project timelines for the Senior Center, Multi-Sport Facility, and Indoor Aquatic Facility.
8. Wednesday, January 16, 2019 | 10:00 a.m. | Central Library Glazed Rail Code Issue Meeting
 - a. Meeting on-site with MSR, City Staff, and Flintco to discuss glazed rail and building code variation
9. Thursday, January 17, 2019 | 9:00 a.m. | Reaves Park 60% Coordination Meeting



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- a. Meeting with City Staff and Halff to coordinate remaining owner and operator items to complete 60% Reaves Park CDs
- 10. Thursday, January 17, 2019 | 11:00 a.m. | Central Library Cox Installation Coordination
 - a. Meeting on-site with Cox and Flintco to coordinate installation of phone service
- 11. Friday, January 18, 2019 | 10:30 a.m. | Ruby Grant DD Accessibility Meeting with Jack McMahan
 - a. Meeting at City offices with City Staff and Howell & Vancuren to review DD plans and accessibility comments with Jack McMahan
- 12. Monday, January 21, 2019 | 2:00 p.m. | Westwood Tennis
 - a. In-wall backing walk on site with contractor to observe installation
- 13. Tuesday, January 22, 2019 | 11:00 a.m. | Central Library Construction Meeting
 - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
- 14. Tuesday, January 22, 2019 | 6:30 p.m. | City Council Meeting
 - a. Agenda Item 9 AP-1819-6 Consideration of the Mayor's appointments as follows:
 - NORMAN FORWARD Citizens Financial Oversight Board
 - Term: 12-22-18 to 12-22-21: McKenzie Britt, Ward 4
 - Term: 12-22-18 to 12-22-21: Linda Price, Ward 1
 - Term: 12-22-18 to 12-22-21: Andy Rieger, Ward 4
 - NORMAN FORWARD Senior Center Ad Hoc Advisory Group
 - Gale Hobson, Chair, Ward 4
 - Julie Knudsen, Ward 8
 - b. Agenda Item 26 K-1819-99 Contract K-1819-99: A contract by and between the City of Norman, Oklahoma, and The McKinney Partnership Architects in an amount not-to-exceed \$857,000, and authorizing staff to issue a Notice to Proceed for the initial phase of design services, at a cost of \$215,000 related to the 2008 general obligation bond for the City of Norman municipal complex renovation and improvements.
 - c. Agenda Item 27 K-1819-104 Contract K-1819-104: A memorandum of understanding by and between the City of Norman, Oklahoma, and the University of Oklahoma (OU) for the purchase of land south of Lexington Avenue for NORMAN FORWARD projects.
 - d. Agenda Item 28 R-1819-72 Resolution R 1819-72: A resolution of the Council of the City of Norman, Oklahoma requesting that the Norman University North Park Project Plan Statutory Tax Increment Finance District Review Committee consider a proposal to declare a multi-



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generation recreational complex located in the project area eligible as a cultural facility cost.

15. Wednesday, January 23, 2019 | 9:00 a.m. | Westwood Tennis OAC
 - a. Weekly construction meeting led by Flintco with City Staff, TMP, and ADG to discuss project progress, schedule, and critical path issues
16. Monday, January 28, 2019 | 8:30 a.m. | Ruby Grant DD Comment Review
 - a. Meeting with Howell & Vancuren to review and respond to DD review comments
17. Monday, January 28, 2019 | 10:30 a.m. | Ruby Grant Budget Review
 - a. Meeting with Howell & Vancuren to review updated Ruby Grant DD cost estimate and strategize for possible project alternates and confirm line item details
18. Monday, January 28, 2019 | 11:45 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
19. Wednesday, January 30, 2019 | 1:00 p.m. | Central Library MEP and Commissioning Check for Conditioned Space Milestone
 - a. Meeting led by Flintco to coordinate necessary parties heading into conditioned space milestone on critical path schedule
20. Thursday, January 31, 2019 | 1:30 p.m. | Central Library Keying Coordination
 - a. Meeting led by Flintco to confirm keying details with operator and subcontractor
21. East Library site visits for observation: 2
22. Central Library site visits for observation: 6
23. Westwood Indoor Tennis site visits for observation: 12

WORK ANTICIPATED THE UPCOMING MONTH (FEBRUARY 2019)

- Central Library ongoing construction
- Griffin Park Master Plan Phase II closeout and final acceptance
- Griffin Park Master Plan Phase III CMar RFQ
- Westwood Indoor Tennis Facility ongoing construction
- Reaves Park Master Plan construction document drafting and CMar RFQ
- Ruby Grant Park construction document drafting and CMar RFQ
- Indoor Aquatic Facility Council CMar RFQ
- Indoor Multi-Sport Facility Council CMar RFQ
- Indoor Aquatic Facility, Multi-Sport Facility, and Senior & Cultural Center Master Plan Services interview preparation
- Continued development of standardized contracts for use with architectural, design, and construction consultants
- Continued discussion of project budgets
- Continued discussion of senior center programming and funding options



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PROJECTS STATUS

- East Library
 - a. Schedule: Opening Celebration on July 20, 2018
 - b. Budget: Within budget
 - c. In operation
- Central Library
 - a. Schedule: Construction contract awarded April 25, 2017
 - b. Budget: Within budget
 - c. Issues: No known issues
- Westwood Family Aquatic Center
 - a. Schedule: Opening Celebration on May 26, 2018
 - b. Budget: Final Pay App approved on July 24, 2018
 - c. In operation
- Griffin Park
 - a. Schedule: Master Plan Design contract awarded March 14, 2017
 - b. Schedule: Phase I construction contract awarded May 22, 2018
 - c. Budget: Phase I within budget
 - d. Issues: No known issues
- Reaves Park
 - a. Schedule: Master Plan Design contract awarded March 28, 2017
 - b. Budget: Phase I within budget
 - c. Issues: No known issues
- Westwood Indoor Tennis Facility
 - a. Schedule: Design contract awarded June 27, 2017
 - b. Schedule: CMaR contract awarded June 13, 2018
 - c. Budget: Amendment No. 1 approved August 14, 2018; within budget
 - d. Issues: No known issues
- Ruby Grant
 - a. Schedule: Design contract awarded June 26, 2018
 - b. Budget: Within budget
 - c. Issues: No known issues
- Indoor Multi-Sport Facility
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: operator/MOU determination
- Indoor Aquatic Center
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: operator/MOU determination



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- Senior Center
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: funding source determination, operator/MOU determination
 - Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Adopted on June 28, 2016
 - d. Issues: No known issues
 - Continued discussion regarding operator for indoor multi-sport facility
 - Continued discussion regarding operator for indoor aquatic center
 - Continued discussion regarding indoor aquatic center operating budget
 - Continued discussion regarding indoor aquatic center capital improvements responsibility
 - Continued discussion regarding senior center budget/funding source
 - Continued discussion regarding senior center operator/fees
-

SUBMITTED BY: ADG Team – Leslie Tabor, William Harrell, Jason Cotton

FINANCE 3

CITY OF NORMAN

Department of Finance Monthly Report – January 2019

Statistics on outputs from the various divisions of the Department of Finance (DOF) are presented on the following pages. Major projects which were completed or initiated by the DOF in January are discussed below:

Treasury Division:

In the month of January, the Treasury division processed 37,768 total payments. The traffic counter at the Drive-up Facility counted 9,902 customers. The Treasury division processed 1,441 credit card utility payments, an increase of 6% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,624 credit card utility payments, an increase of 1% from last month. Utility customers also have the option of paying on the City of Norman website. There were 6,695 credit card payments made on the internet in January, an increase of 1% from last month. The Municipal Court processed 343 credit card payments for court fines, an increase of 221% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$28,578 in convenience fees in the month of January with a fiscal year-to-date total of \$192,195.

Utility Services Division:

The Meter Reading Division read 36,614 meters. Out of 77 meter reading routes, 16 (21%) were read within the targeted 30-day reading cycle. 32 routes (42%) were read by the 33rd day and 64 routes were read by the 36th day. 13 routes were estimated in January.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of January by -2.4%. Revenues from the City's largest single source of revenue, sales tax, are above target by 4.2% for the year to date and 5% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 19 Budget To Date	FYE 19 Actual To Date	FYE 18 Actual To Date	FYE 17 Actual To Date
Sales Tax Revenue	\$22,932,652	\$23,898,284	\$22,769,433	\$22,491,053
General Fund Revenue	\$44,155,021	\$43,093,538	\$41,441,036	\$41,256,373
General Fund Expenses	\$47,307,757	\$43,006,618	\$40,662,292	\$43,565,553

Administration Division

	FYE 19		FYE 18	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	4,640.00	320.00	4,480.00
Total Comp Time Available	0.00	4.75	0.00	0.00
Total Overtime Hours	0.00	11.00	0.00	10.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	4,655.75	320.00	4,490.00
Benefit Hours Taken	80.00	759.00	110.00	708.00
TOTAL ACCOUNTABLE STAFF HOURS	240.00	3,896.75	210.00	3,782.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	124.50
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	124.50

ACCOUNTING 3A

Accounting Division

	FYE 19		FYE 18	
	January	YTD	January	YTD
Total Regular Hours Available	960.00	13,768.00	960.00	13,120.00
Total Comp Time Available	4.00	76.75	0.00	26.50
Total Overtime Hours	3.00	64.50	3.50	12.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 967.00	 13,909.25	 963.50	 13,159.25
Benefit Hours Taken	233.25	2,443.50	363.25	1,924.50
 TOTAL ACCOUNTABLE STAFF HOURS	 733.75	 11,465.75	 600.25	 11,234.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	5.00	15.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 15.00	 0.00	 0.00

City Revenue Report

	FYE 19 January	FYE 19 December	
Total Revenue Received (\$)	\$4,370,839	\$4,352,498	\$18,341
Utility Payments - Office (#)	40,610	37,709	2,901
Utility Payments - Office (\$)	\$3,963,657	\$4,009,709	(\$46,052)
Lockbox (#)	18,205	17,375	830
Lockbox (\$)	\$1,715,823	\$1,708,097	\$7,726
IVR Credit Card (#)	1,624	1,615	9
IVR Credit Card (\$)	\$158,250	\$154,325	\$3,925
Click to Gov (#)	6,695	6,621	74
Click to Gov (\$)	\$628,949	\$635,058	(\$6,109)
UT Credit Card Payments (#)	1,441	1,360	81
UT Credit Card Payments (\$)	\$159,824	\$171,000	(\$11,176)
Art Donations (#)	88	87	1
Art Donations (\$)	\$285	\$208	\$77
Bank Draft Payments (#)	8,319	8,281	38
Bank Draft Payments (\$)	\$742,277	\$767,119	(24,842)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	53	41	12
Processed Return Checks (\$)	(\$13,029)	(\$8,121)	(\$4,908)
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$406,663	\$200,295	\$206,368
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$244,844	\$200,880	\$43,964
Municipal Court - Credit Card (#)	343	107	236
Municipal Court - Credit Card (\$)	\$122,904	\$100,161	\$22,743
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$306,828	\$144,602	\$162,226
Building Permits Credit Card (#)	140	80	60
Building Permits Credit Card (\$)	\$160,119	\$40,209	\$119,910
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$1,609	\$1,006	\$603
Occupational License - Bldg Insp. CC (#)	7	7	0
Occupational License - Bldg Insp. CC (\$)	\$1,156	\$803	\$353
Business License - City Clerk (\$)	\$2,443	\$3,320	(\$877)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,776	8,712	64
Convenience Fees - All Payments (\$)	\$26,328	\$26,694	(\$366)
Bank Drafts Billed (#)	8,443	8,401	42
Bank Drafts Billed (\$)	\$745,105	\$769,550	(\$24,445)
Interdepartmental Billing (#)	169	167	2
Interdepartmental Billing (\$)	\$14,879	\$18,068	(\$3,189)
Accounts Receivable Billed (\$)	\$545,523	\$1,078,400	(\$532,877)

Budget Services Division

	FYE 19		FYE 18	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	2,632.00	160.00	2,240.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	160.00	2,632.00	160.00	2,240.00
Benefit Hours Taken	60.00	804.00	48.00	320.00
TOTAL ACCOUNTABLE STAFF HOURS	100.00	1,828.00	112.00	1,920.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 19		FYE 18	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	10,880.00	800.00	10,022.00
Total Comp Time Available	19.25	305.50	17.25	252.50
Total Overtime Hours	11.50	380.25	14.00	434.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	830.75	11,565.75	831.25	10,708.50
Benefit Hours Taken	222.00	2,011.00	231.50	1,701.75
TOTAL ACCOUNTABLE STAFF HOURS	608.75	9,554.75	599.75	9,006.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	133.75	0.00	133.75
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	133.75	0.00	133.75

UTILITY 3C

Utility Division

	FYE 19		FYE 18	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,560.00	36,535.00	2,720.00	33,688.00
Total Comp Time Available	3.00	178.50	15.50	53.75
Total Overtime Hours	79.75	543.75	8.50	350.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,642.75	37,257.25	2,744.00	34,092.00
Benefit Hours Taken	693.50	6,280.25	905.00	4,279.75
TOTAL ACCOUNTABLE STAFF HOURS	1,949.25	30,977.00	1,839.00	29,812.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 19		FYE 18	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	2,235.00	160.00	2,515.00
Total Comp Time Available	0.00	32.00	0.00	24.25
Total Overtime Hours	4.00	72.50	5.50	74.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	164.00	2,339.50	165.50	2,613.50
Benefit Hours Taken	32.00	253.50	42.50	238.50
TOTAL ACCOUNTABLE STAFF HOURS	132.00	2,086.00	123.00	2,375.00
PERMANENT PART-TIME				
Total Regular Hours Available	111.00	1,599.00	117.00	1,097.75
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	111.00	1,599.00	117.00	1,097.75
Benefit Hours Taken	19.00	191.00	23.00	51.00
TOTAL ACCOUNTABLE STAFF HOURS	92.00	1,408.00	94.00	1,148.75
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments

	FYE 19 January	FYE 19 December
Mail Payments - Lockbox	18,208	17,375
Mail Payments - Office	280	272
Mail Payments - Subtotal	18,488	17,647
Night Deposit	323	490
Click-to-Gov Payments	6,695	6,621
IVR Payments	1,624	1,615
Without assistance payments - Subtotal	8,642	8,726
Drive-up window & inside counter	9,197	9,070
Credit Card machine payments (swipe)	923	851
Credit Card machine payments (phone)	518	509
With assistance payments - Subtotal	10,638	10,430
Total Payments Processed - Subtotal	37,768	36,803
Bank Draft (ACH) Payments	8,319	8,281
Total Payments (Utility)	46,087	45,084
Total Convenience Fees - all Payments	8,776	8,820
Grand Total Payments	54,863	53,904

Traffic Counter at Drive-up Facility

Night Drop *	2,146	1,972
8-5 Drive-up Window Customers *	7,756	7,710
Total Traffic Counter	9,902	9,682

* These figures are included in the above Total Customer Contact Payments.

Meter Reading Division

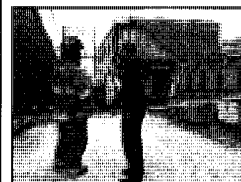
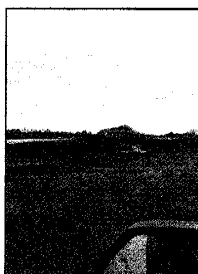
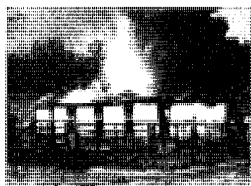
	FYE 19		FYE 18	
	January	YTD	January	YTD
Number of Meters Read	36,614	496,279	43,087	500,594
New Service	554	9,921	557	11,160
Request for Termination	536	9,944	546	10,910
Delinquent On(s)	232	3,234	279	3,073
Delinquent Offs	346	4,657	404	4,264
Collect Deposit Tags Hung	38	287	9	405
Collect Deposit Cut Offs	1	77	11	2,884
Blue Tags	5	227	35	367
Number of Meters Re-read	1,048	16,382	1,692	20,362
Meters Cleaned	131	1,452	167	903
Customer Assists	85	1,160	90	604
Meters Pulled	1	12	1	8
Meters Re-set	0	10	1	4
Meter Exchanges	53	657	47	636
TOTAL	39,644	544,299	46,926	556,174

Utility Division Activity Report

	FYE 19		FYE 18	
	January	YTD	January	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,625	503,825	41,922	503,571
New Ons	614	9,213	649	9,249
Final Accounts Billed	591	8,983	602	8,783
TOTAL ACCOUNTS BILLED	43,830	522,021	43,173	521,603

FIRE DEPARTMENT

4



NFD Monthly Progress Report January 2019

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	23	1.75%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	841	64.15%
4 - Hazardous Conditions (No Fire)	33	2.52%
5 - Service Call	94	7.17%
6 - Good Intent Call	243	18.54%
7 - False Alarm & False Call	52	3.97%
8 - Severe Weather & Natural Disaster	1	0.08%
9 - Special Incident Type	0	0.00%
Incomplete Reports ** (Reporting Software Issues) **	24	1.83%
Total Incident Count (Unique Calls)	1311	100.00%
Number of Total Unit Responses	1634	

Total Fire Loss \$176,115.00

Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	239	276	0:04:36
Station #2	206	302	0:05:02
Station #3	197	324	0:05:24
Station #4	169	327	0:05:27
Station #5	57	552	0:09:12
Station #6	45	616	0:10:16
Station #7	113	347	0:05:47
Station #8	99	317	0:05:17
Station #9	183	355	0:05:55

NFD Monthly Progress Report

January 2019

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Chief 301	16	2	8		1		2	2	1	
Chief 302	28	6	1	3	2	2	3	7	2	2
Chief 303	13	3		2		2	2	2	1	1
Engine 1	246	233	3	2	1		2	4		1
Brush 1	4	3					1			
Engine 2	206		197	1	6			2		
Brush 2	1		1							
Engine 3	207	2	4	197				2		2
Engine 4	177		3		169			3	2	
Engine 5	64					57	6			1
Brush 5	64					40	5			1
Tanker 5	6					2	4			
Engine 6	50					3	44			3
Brush 6	50					3	7			2
Rescue 7	4	1						1	2	
Squad 7	148	10	8	5	4		1	113	5	2
Engine 8	109	1	4					5	99	
Brush 8	2	1							1	
Tanker 8	5	1	1				2		1	
Engine 9	190	4		3			4	1		178
Brush 9	4						1			3
Tanker 9	7						6			1
Ladder 9	14	4	3	2	1			1		3
Fire Marshal 2	3		2						1	
Fire Marshal 3	5		2				1	2		
Fire Marshal 4	3	1	1						1	
Fire Marshal 5	5	1		1			1	2		
	1634	273	241	217	184	109	94	147	116	200

Community Outreach

Tours	4	Station Tours, Lunch with Robin Hill Kids (Approx 395 total)
Community/Special Events	1	
Ride Along	11	Pre Hiring Ride Alongs

Burn Permits

Burn Permits Issued	73	Total of 11 burn days
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Training

Total Personnel Training Hours	2802	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
January 2019**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		222	229.5
Re-Inspections		66	43
Residential Inspections			
Plan/Platt Review		58	55
Company Inspections			
Re-Inspections			
Total Inspections		288	272.5

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries			
Smoke Detectors Installed		51	28.5

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		20	37
Fire Education Classes			

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)		32	27.5
Code Violation Complaints		132	124
Investigations		15	33
Investigative Activities		30	56
Miscellaneous/Special	NPD New Training		

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: January 2019
Mitigation:	
Safe Room Program	Awaiting close out from State
Mitigation Plan Update	First draft to State for review
Preparedness:	
Amateur Radio Elmer Night	Each Tuesday Night at the Red Cross at 6:30 pm
Youth Preparedness Camp Meeting	03 Jan, This will be the first of its kind in Oklahoma and will be held In July 2019
Norman Response Volunteer Meeting	10 Jan Prepared for the Tribal Youth Train the Trainer
Tribal Youth Train the Trainer course	11-13 Jan, conducted an instructor course for Tribal Teens certifying them as CERT Teen Instructors
Envision Success Board Meeting	14 Jan Envision Success provides various programs for Veterans and the Community
Southern Political Science Association Conference	16-20 Jan, Dr. Amy Goodin and I completed a survey for public input for the Mitigation Plan update. It was submitted for peer review and we were invited to present it at the conference.
Long Term Care Facility Workshop in Stillwater	23 Jan Conducted the first of the LTCF for 2019, this deals with the training of administrators and staff of facilities
Site visit to Tahlequah	Site visit to view the facilities at NSU for the Youth Preparedness Camp
Amateur Radio Winter Field Day	26 Jan Amateur radio conducted a 24 hour exercise testing equipment and operator abilities
Medical Reserve CORPS Conference call	31 Jan A discussion concerning the activities of the State MRC
Response:	N/A
Recovery:	N/A

HUMAN RESOURCES

5

HUMAN RESOURCES

Monthly Report

January, 2019

ADMINISTRATION/LABOR RELATIONS

A. *Grievances (active AFSCME and Non-Union)*

- FYE19-07 – Stillwell (Police) – promotional process
- FYE19-06 – Bibb (Recreation) – Elimination of position

B. *Collective Bargaining*

- Held one (1) FY19 negotiation session with AFSCME
- Held one (1) FY20 negotiation session with IAFF

C. *Administrative Support*

- Processed Monthly Department Report
- Compiled and distributed January 2019 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Complete budget requests for FYE20
- Prepared Employee Recognition Ceremony Programs
- Created and mailed Employee Recognition Ceremony invitations
- Coordinated catering services with Sooner Legends for employee ceremony
- Attended/Summarized two (2) negotiation sessions
 - 1 – IAFF
 - 1 – AFSCME

BENEFITS

- Conducted nine (9) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Continued education of plan documents
- Held approximately 5 one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately 276 phone calls to discuss benefits, claims, FSA, and wellness screenings
- Finalized ACA data for year-end reporting
 - Sent communication via email advising employees to review Form 1095-C for accuracy
- Wellness Program
 - Worked with Interactive Health to ensure wellness registration was ready for start date
 - Audited file that Meritain sent to Interactive Health for accuracy
 - Created posters for all City locations to advertise wellness screenings (date, locations, registration deadlines, etc.)
- Conference calls with Gallagher to discuss Meritain and Interactive Health
- Met with Gallagher and Meritain to discuss wellness data and claims issues
- Scheduled upcoming meetings with Gallagher to discuss premiums and network options
- Completed Budget Request Forms for Wellness Program

- Corresponded with The City's life insurance carrier
 - Discussed possible flat rate option for new hires
 - Learned about free funeral planning services and travel assistance programs that are available to employees enrolled in The City's basic life insurance coverage
- Met with The City's Washington National representative to discuss guarantee-issue, optional life insurance coverage that could be offered to all full-time employees.

PERSONNEL ACTIONS

New Hires - 14

Dept/Div	Position	Number of Employees
Public Works/Engineering	Capital Projects Engineer	1
Utilities/Water Treatment	Water Lab Intern (PPT)	1
Utilities/Water Line Maint.	Utility Distr. Worker I	1
Utilities/Sanitation	Sanitation Worker I	1
Police/Staff Svs.	Digital Redaction Clerk (PT)	1
Police/Patrol	Police Officer	1
Public Works/Streets	Maintenance Worker I	1
Public Works/Fleet	Mechanic I	1
Police/Staff Svs.	Police Records Clerk	1
Police/Emergency Comm.	Communications Officer I	1
Police/Animal Welfare	Animal Welfare Tech	1
Parks/Recreation	Sports Supervisor (PT)	3

Separations - 10

Dept/Div	Position	Number of Employees
Municipal Court	Marshal (PT)	1
Public Works/Fleet	Auto Service Tech	1
Police/Emergency Comm.	Communications Officer II	1
Parks/Recreation	Custodian (PPT)	1
Parks/Recreation	Sports Supervisor (PT)	5
Parks/Recreation	Parks and Recreation Supt.	1

Promotions - 4

Dept/Div	Position	Number of Employees
Fire/Suppression	Fire Driver Engineer	1
Police/Patrol	Police Lieutenant	1
Public Works/Streets	Heavy Equipment Operator	2

SURVEYS

Requested compensation/benefit survey information from 23 local/comparable cities for Police and Fire.

RECRUITMENT

Accepted applications for the following positions:

- Deputy Marshal (PT), Municipal Court
- Hearing Officer (PT), Municipal Court
- Sports Supervisor (PT)-Basketball, Parks & Recreation/Recreation
- Food & Beverage Tech I (PT), Parks & Recreation/Recreation
- Food & Beverage Tech II (PT), Parks & Recreation/Recreation
- Recreation Center Specialist (PT), Parks & Recreation/Recreation
- Recreation Leader I (PPT), Parks & Recreation/Recreation
- Custodian (PPT), City Clerk's Office/Facility Maintenance
- Communications Officer I, Police/Emergency Comm. Bureau
- Utility Distribution Worker I, Utilities/Water Line Maintenance
- Capital Projects Engineer, Public Works/Engineering
- Capital Projects Engineer, Utilities/Administration
- Animal Welfare Technician, Police/Animal Welfare
- Mechanic II, Public Works/Fleet
- Firefighter Recruit, Fire Department
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Maintenance Worker I, Public Works/Streets
- Utilities Supervisor-Transfer Station, Utilities/Sanitation
- Meter Reader, Finance/Utilities Service
- Auto Service Technician, Public Works/Fleet
- Police Records Clerk, Police/Staff Services
- Police Records Supervisor, Police/Staff Services
- ADA Technician, Public Works/Administration
- Parks Supervisor, Parks & Recreation/Park Maintenance
- Maintenance Worker II, Public Works/Streets
- Administrative Technician III, City Clerk's Office

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	565	Written Exams	2
Phone	550	Practical Testing/Assessment Center	2
Mail	350	Panel Board Interviews	5
Email	250	Promotions	2
Total Subscribers on E-mail Vacancy List	2188	Oral Interviews	4
Total Visits to City of Norman HR website	6287	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	6	Advertisements Placed	7
Pre-Employment Drug Screens	11	Applications Received	453
Pre-Employment Physicals	8	Job Announcements Emailed	58
Pre-Employment OSBI	3	Job Announcements to CON Depts.	360

TRAINING AND DEVELOPMENT

Conducted training for nine (9) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social media policies.

The Computer Training Lab was the site for Enterprise Resource Project planning and software training.

SAFETY

- Safety material documents were sent to divisions each week
- Safety meetings were held for all departments covering Hazard Communication
- Conducted nine (9) new employee orientations
- Conducted one (1) Return to Work meeting (Sanitation)
- Certified three (3) employees in Adult First Aid/CPR/AED

Recordable Injuries –

Dept./Division	Nature of the injury	Activity	Prognosis
Fire Dept./ Suppression	Lower back strain	Fell down ice covered steps	Work restrictions
Fire Dept./ Suppression	Right knee strain	Fell down while holding ladder	Work restrictions
Fire Dept./ Suppression	Left knee strain	Twisted left knee coming down steps	Work restrictions
Utilities/ Line Maint.	Right forearm strain	8” pipe rolled onto forearm area	Work restrictions
Utilities/ Sanitation	Strained right foot	Injured foot pulling down stack of poly-carts	Work restrictions

Recordable Injuries per calendar year. CY2019 is current year to date:

2019	2018	2017
5	71	59

Vehicle Collisions -

Division	Description of Collision	Status
City Clerk/ Facility Maint.	While at an intersection, City vehicle was rear-ended causing minor damage to bumper	“No fault”
Utilities/ Sanitation	Grippers on Sanitation vehicle caught the rear end of a parked vehicle causing damage to the rear side and tire	“At fault”

Cumulative number of “at fault” Vehicle Collisions per fiscal year:

2019	2018	2017	2016	2015	2014
7	5	17	13	10	23

INFORMATION TECHNOLOGY

6

CITY OF NORMAN

Information Technology Department
Monthly Report – January 2019.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court. Munis for Finance is currently in the implementation phase, Advanced Utilities for utility billing will begin in March.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalizing purchases and implementation plan for FYE19.
Website Rebuild/Redesign	Our current design is 8 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Planning: The City has selected Interpersonal Frequency to lead the redesign https://ifsight.com/ . Contract to City Council Feb 2019.
Fiber Optic Installation for redundant loop	Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.	In Construction: Phase I complete. Phase II Approved in Dec 2018 City Council Meeting. Construction will begin Q1 2019.

Active Directory/Domain Controller Upgrade	Current Operating system is MS 2003 and needs to be upgraded to MS 2008	2008 R2 installed prepping for Domain Controller Upgrades on 2 DC Servers
TAMS/FASTER Integration for City's NAPA Parts Room.	City of Norman and NAPA will integrate a program that will download data nightly from NAPA'S TAMS into the City's FASTER Fleet management Software, eliminating the need for NAPA to manually enter the data into FASTER	On Hold
Installation of fiber optic cable along Main Street from 24th Avenue West to 36th Avenue West with switches at 26th Street/Interstate Drive, I-35 Interchange, Ed Noble Parkway, and 36th Avenue West.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction complete. Near full completion of fiber installation.
Installation of fiber optic cable along Robinson Street from Peters Avenue to 12th Avenue NE with switches at Porter Avenue, Findlay Avenue, and 12th Avenue NE.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction began around June 1 2017.
Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction began around June 1 2017.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	Ongoing

Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	In Planning FYE19
License Plate Reader System	Improves the ability to identify stolen vehicles and vehicles with outstanding citations.	System is installed and in use - data connection with LERMS being evaluated
Westwood Fuelmaster Merger	Merge Westwood Golf from Phoenix SQL to the Fuelmaster Fuel System, making all city fuel keys congr	
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centrac	In Progress
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress
Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter.	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centrac	In Progress

Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q3 or Q4 2018
Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Bid in Oct 2017
Installation of fiber optic cable along Rock Creek Road from Flood Avenue to Porter Avenue with switches Stubbeman Avenue, Porter Avenue, and at new signals at 12th Avenue NW and Trailwoods Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Bids in Oct 2018
New traffic signal on Alameda Street at Summit Lakes Boulevard/Lochwood Drive with a switch to connect to existing fiber.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

Boulevard, Renaissance Drive, and Southlake Boulevard.		
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Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of January 2019.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 28 emails from the groups shown were sent from city servers using city resources – of those 19,518 were delivered to outside mailboxes for the month of January 2019. The city servers generated mass communications to Norman citizens of 19,518 messages from only 28 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 1,111,346 attempted incoming and 59,978 outgoing messages for the month of January 2019. Incoming messages totaling 956,317 were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). This is a significant increase in the amount of malicious email from previous months/years. We have blocked traffic from known malicious countries and will continue to monitor the situation. Additional email of this nature means increased vulnerabilities and attack vectors into the city via email. Without the email filter, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of January 2019 the City of Norman's web site had 79,908 individual web sessions access the web site for a total of 192,666 total page views. Of those sessions, 39,053 were identified as New Users to view content on the City web site (see **IT Table 4**).

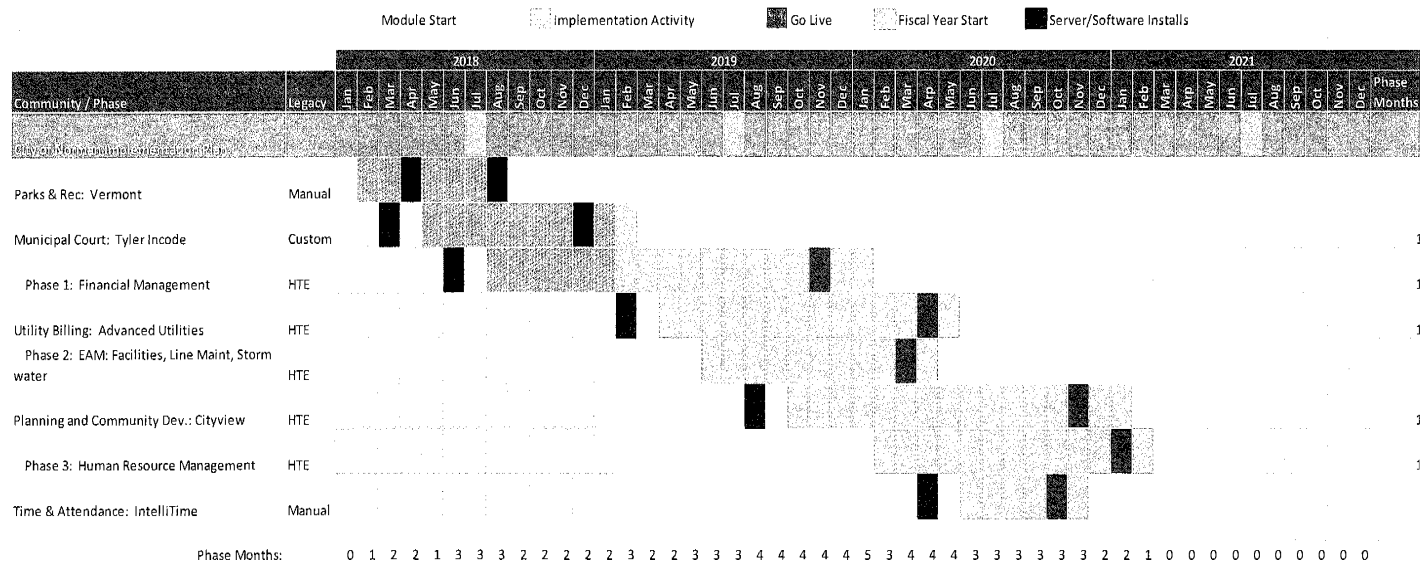


Table 1

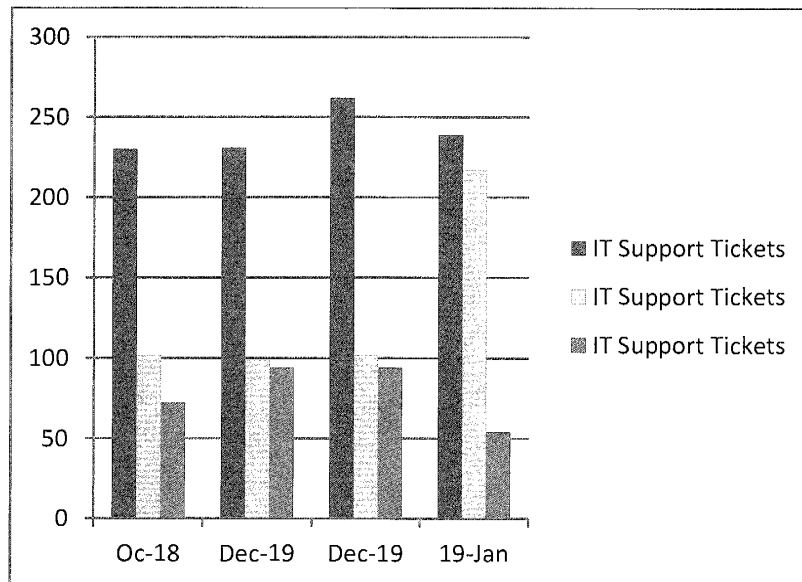


Table 2

Jan 2018 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	29	2	58
Job Posting	2179	2	2458
Norman News	900	18	16200
Westwood Golf	635	1	635
Westwood Golf Members	39	1	39
Westwood Men's Clinic	16	1	16
Westwood Men's Golf Assoc.	77	1	77
Westwood Women's Clinic	30	1	30
Westwood Women's Golf Assoc.	5	1	5
Totals	3910	28	19518

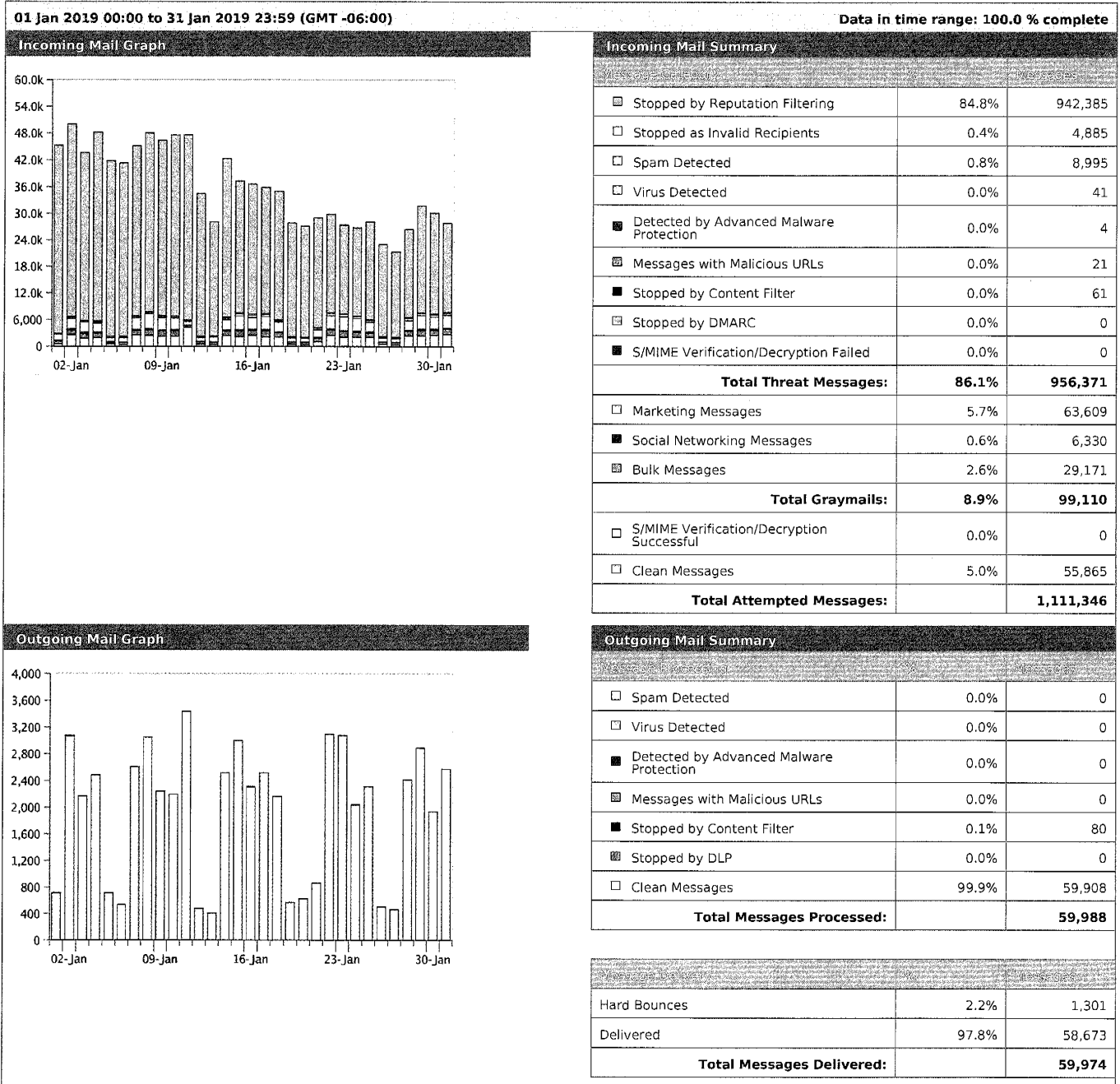
I.T. Table 3



EMAIL SECURITY APPLIANCE

Executive Summary

mail.ci.norman.ok.us



mail.ci.norman.ok.us - 01 Feb 2019 01:01 (GMT -06:00)

MONTHLY REPORT - LEGAL DEPARTMENT
January 2019 Report
(Submitted February 8, 2019)

MONTHLY HIGHLIGHTS:

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Harmon, Toby, Shane Dodson, Tammi Dodson v. City of Norman, Jeff Robertson, Case No. 18-6187; CIV-18-688-HE (K, B)

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

In re Payment Card Interchange Fee and Merchant Discount Antitrust Litigation, Case No. 05-MD-01720 (JG)(JO) (K, B)

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

Ashton Grove, et al. v. City of Norman, CIV-10-1002 W (K, B)

Ashton Grove, et al. v. City of Norman, CIV-12-234 W (K, B)

Green v. City of Norman, CIV-17-510 (K, B)

Patricia Thompson v. City of Norman, et al, CJ-2019-71; CIV-19-13 (K, B)

This case was filed in Cleveland County District Court on January 15, 2019. It was removed to the United States District Court for the Western District of Oklahoma on February 5, 2019. It arises out the arrest and subsequent in-custody death of Marconia Kessee.

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

AFSCME, Fox, and Green v. City of Norman, SD-114640; CV-2015-267 JV (K, B)

Nees, et. al v. Ashton Grove. L.C., et al., CJ-2006-313 L; DF 106979 (K)

Kevin Easley v. City of Norman, CV-2012-346 L; Case No. 115811 (HDC Appeal) (K, B)

Kevin Easley v. City of Norman, CJ-2015-304 T; Case No. 117292 (Convenience Fee) (K, B)

Rogers v. City of Norman v. Michael Hamoush and Mary K. O'Brien-Hamoush v. Richard Harding, et al., CJ-2014-1116; Case No. DF-116655 (K)

Dustin B. and Courtney J. Graham v. Carrington Place Property Owners Association, Inc. and City of Norman, CJ-2016-705 LW; Case No. 116968 (K)

COURT OF CRIMINAL APPEALS

City v. The Honorable Scott Brockman, CM-2018-1287; PR 2018-1282

This case was filed on December 28, 2018. It request clarification regarding discovery subpoenas served in criminal cases.

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

AMF Development v. City of Norman, et al, CJ-2018-1134 (K)

Armstrong v. City of Norman, CJ-2012-1638 (K)

Ashton Grove v. City of Norman, CJ-2012-262-TL (K)

This case was removed to federal court. See Ashton Grove, et al. v. City of Norman, CIV-12-234 W (K) supra.

City v. Haddock, CV-2010-357 TS (S, K)

City v. Hollywood Corners Station, LLC, CV-2018-960 (K, S)

City v. IAFF, CV-2011-48 L; DF-109447 (P, K)

City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)

Fleske Holding Company LLC v. City of Norman, CV-2018-956

FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)

FOP v. City of Norman, CV-2011-876 L (K)

Golden Tribe, LLC v. City of Norman, CV-2018-1141 (K)

Gulledge, Tyler v. City of Norman, CJ-2017-411 (K)

Henderson, Randolph, Wilk, Green v. City of Norman, IAFF, Travis King, Case No. CJ-2016-610 LW

Hinckley v. City of Norman, Case No. CM-2016-1048 SS (K)

Casey Holcomb and Darcie Woodson v. Brenda Hall, in her official capacity as Clerk of the City of Norman, City of Norman, ex rel. Office of the City Clerk, and City of Norman, Case No. CV-2015-2343 (K)

Holloway v. Harris et al, Case No. CJ-2013-566 (K, B)

Kirk v. City of Norman, Case No. CJ-2016-1238 TS (K)

McCarver v. City of Norman, Case No. CJ-2013-128 TS (K)

Remy v. Brenda Hall, et al., Case No. CIV-2017-1853 (K, B, S)

Rodgers v. City of Norman, Case No. CJ-2016-1185 (K, B)

Walling v. Norman Regional Health System, et al, Case No. CJ-2014-874 (K)

Webb, et al. v. City of Norman, et al., Case No. CJ-2018-4756 (K)

Windrock Apartments v. City of Norman, CJ-2018-1030 (K, B)

Young v. City of Norman, CJ-2006-819 BH (K)

B. Condemnation Proceedings

City of Norman v Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)

Commissioner's award paid into court in July of 2015, not currently active.

City of Norman v Historic Berry Farms, LLC, et al., CV-2015-674 (M)

Commissioner's award paid into court in July of 2015, not currently active.

City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)

Commissioner's award paid into court in July of 2015, not currently active.

City of Norman v. Tietzsort Revocable Trust, et al., CJ-2013-775 (M)

Commissioners' award paid into court in 2013 and withdrawn by Plaintiff December 19, 2018.

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
This action was stayed in August of 2017 and remains inactive.

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

Hamoush v. City of Norman, SC 2013-3366 (K)
This case has been consolidated with Rogers v. City of Norman, Case No. CJ-2014-1116 TS and transferred to the Cleveland County District Court's CJ docket.
Almost Home Investment, et al. v. City of Norman, Case No. SC-2014-3027 (K)

F. *Board of Adjustment Appeals*

Magnum Energy, Inc. v. Board of Adjustment of the City of Norman, Oklahoma, Case No. CV-2018-166 (M)
This matter has no current pending deadlines and may complete some discovery prior to the filing of a dispositive motion.

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (B, K)*

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green - Termination)
AFSCME Grievance FYE 19-03 – (Wray - Merit)
AFSCME Grievance FYE 19-04 – (Pack – Interview Process)
AFSCME Grievance FYE 19-05 – (Stilwell – FMLA)
AFSCME Grievance FYE 19-06 – (Bibb – Reduction in Force)
AFSCME Grievance FYE 19-07 – (Stilwell – Promotion)

IAFF Grievance FYE 17 – (Water Testing at Station 5)
IAFF Grievance FYE 18 – (Baldwin Training)
IAFF Grievance FYE 18 – (Wilk Training)
IAFF Grievance FYE 19 – (McGrane – Light Duty)
IAFF Grievance FYE 19 – (Honeycutt – Light Duty)
IAFF Grievance FYE 19 – (Palmer – Light Duty)
IAFF Grievance FYE 19 – (Jones – Sick Leave)

FOP Grievance FYE 17 – (Holiday Pay – President's Day 2017)
FOP Grievance FYE 18 – (Holiday Pay – Labor Day 2017)
FOP Grievance FYE 18 – (Holiday Pay – Christmas 2017)

FOP Grievance FYE 19 – (Holiday Pay – Memorial Day 2018)
FOP Grievance FYE 18 – (National Police Shooting Championship)
FOP Grievance FYE 18 – (Burris and Hackbarth)

B. *Equal Employment Opportunity Commission (EEOC)*
 None

D. *Contested Unemployment Claims (OESC)*
 None

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through January 2019. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
Month	FYE 17	FYE 18	FYE 19	FYE 17	FYE 18	FYE 19	FYE 17	FYE 18	FYE 19
JULY	516	543	421	19	50	21	15	13	12
AUG	588	629	1,130	29	48	24	14	17	15
SEPT	467	552	412	32	49	28	11	12	13
OCT	466	436	445	32	26	45	14	10	14
NOV	468	439	300	23	26	14	10	12	5
DEC	414	428	279	25	250	2	12	9	3
JAN	432	1,371	561	46	31	43	15	14	15
FEB	381	421		37	24		16	14	
MAR	593	508		58	30		10	9	
APR	406	521		49	38		14	16	
MAY	543	503		38	20		11	16	
JUNE	544	544		43	46		15	15	
TOTALS / YTD	5,818	6,893	3,548	431	638	177	157	157	77

WORKERS' COMPENSATION COURT

The total number cases pending as of February 8, 2019 are 29. One new workers compensation case was filed during the month. One settlement was approved by the City Council January 22, 2019 and one settlement will be considered by City Council February 12, 2019. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES	FYE16 CASES
Fire	Suppression	11	2	3	4	4
Parks/Rec.	Park Maintenance	4	1	1	3	2
Planning	Development Services					
Police	Animal Welfare	1		1		
Police	Patrol	4	1	1	3	1
Police	Administration					
Public Works	Street Maintenance	4	2	1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	3		2		1
Utilities	Sanitation	2			1	1
TOTALS		29	6	9	12	10

List of Pending Cases

Adams, Travis S. v. City of Norman, CM-2018-06545 A
 (Parks & Rec, Park Maintenance, HEO, L. Shoulder, Back, Neck)

Albertson II, Kenneth Wayne, CM-2018-07857 J
 (PW/Street Maintenance/MWI, Knee, Consequential Blood Clot)

Amason, Amber v. City of Norman, WCC 2012-12306 K
 (Police, Patrol, MPO, Intestinal/Parasite/Infection)

Ashley, Grant v. City of Norman, CM 2016-07496 A
 (Parks & Rec, Recreation, Custodian, Neck, Upper Back, & Both Hands)

Bernhardt, Kyle v. City of Norman, CM-2018-00235 R
 (Fire, Suppression, Firefighter, Low Back)

Bozeman, Christopher v. City of Norman, CM-2018-02917 J
 (Utilities, Sewer Line Maintenance, MWII, R. Arm/R. Shoulder)

Bozeman, Chris v. City of Norman, CM 2015-08111 R
 (Utilities, Sewer Line Maintenance, MWII, Back)

Burright, Justin v. City of Norman, CM-2017-00238 K
 (Fire, Suppression, Firefighter, Left Shoulder)

Garrett, Curtis v. City of Norman, CM-2018-04775 Q
 (Police, Patrol, MPO Sergeant, L. Knee)

Hartless, Richard v. City of Norman, CM-2018-01111 A
 (Fire, Suppression, Firefighter, Back)

A settlement in the above case is scheduled to be considered by Council on February 12, 2019.

Hiett, Darin L. v. City of Norman, CM-2017-00909 Q
 (Public Works, Streets, HEO, L. Shoulder, Spine/Neck, L. Arm, L. Wrist)

Honeycutt, Kyle v. City of Norman, CM-2018-06808 H
 (Fire, Suppression, Firefighter, R. Thumb)

Houser, Jason v. City of Norman, CM 2015-02888 Y
 (Police, Patrol, MPO, R. Wrist)

Joy, Cynthia S. v. City of Norman, CM 2018-00679 X
 (Police, Animal Welfare, Animal Welfare Officer, Low Back)

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K
 (Parks & Rec, Park Maintenance, HEO, R. Knee (Reopen–Change of Condition))

Koscinski, Chris v. City of Norman, CM 2015-06363 K
 (Fire, Suppression, Firefighter, Heart/Cardiovascular)

Koscinski, Chris v. City of Norman, CM 2015-06809 A
 (Fire, Suppression, Firefighter, Back)

Koscinski, Chris v. City of Norman, CM 2016-00738 H
 (Fire, Suppression, Firefighter, Left Shoulder)

Koscinski, Chris v. City of Norman, CM-2017-00239 Q
 (Fire, Suppression, Firefighter, Back)

Loveless, Ryan L. v. City of Norman, CM 2017-05504 A
 (Utilities, Water Line Maintenance, HEO, Spine)

McGrane, Edward v. City of Norman, CM-2018-02917 J
 (Fire, Suppression, Firefighter, L. Shoulder/Arm; Cervical, Neck)

Mulder, Lenny Brian v. City of Norman, WCC 2016-04403 Y
 (Fire, Suppression, Fire Captain, Ears)

Pack, Robert v. City of Norman, CM-2017-06285 K
 (Public Works, Streets, HEO, Low Back)

Palmer, Andrew David v. City of Norman, CM-2018-07531 J
 (Fire, Suppression, Firefighter, R. Knee)

Paczosa, Donald v. City of Norman, CM 2016-08419 F
 (Parks & Rec, Park Maintenance, MWII, R. Shoulder, R. Arm)

The Settlement in the above Johnson case was approved by Council 1/22/19 and will no longer appear on the monthly report.

Robertson, Kellee v. City of Norman, WCC 2010-13896 F
 (Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

Rohr, Robert “Shane” v. City of Norman, CM 2017-01333 R
 (Utilities, Sanitation, SWII, Neck)

Searcy, Terry v. City of Norman, CM 2019-00448 Y
(Public Works, Street Maintenance, HEO)

Tillman, Daniel A. v. City of Norman, CM 2015-01499 A
 (Utilities, Sanitation, SWI, Back)

SPECIAL CLAIMS

The following is a breakdown of the Special Claims activity through January 2019.

DEPARTMENT	FYE 19 Month	FYE 19 YTD	FYE 18	FYE 17	FYE 16
Animal Control			1	1	
Code Enforcement					
Finance - IT				1	
Fire			3	1	2
Fleet					1

Human Resources					
Other		3	11	5	6
Legal			1		
Parks		2	5	3	2
Planning			1	1	
Police	2	7	6	12	13
Public Works – Stormwater			6	2	
Public Works – Traffic				4	
Public Works – Engineering			1	1	5
Public Works – Road & Channel			1		2
Public Works – Streets	1	2	10	5	6
Utilities – Water	1	7	12	13	6
Utilities – Sanitation		6	11	12	14
Utilities – Sewer & Line Maintenance		2	5	4	9
TOTAL CLAIMS	4	29	74	65	66

CURRENT CLAIM STATUS	FYE 19 TO DATE	FYE 18	FYE 17	FYE 16
Claims Filed	29	74	72	66
Claims Open and Under Consideration	5	0	0	0
Claims Not Accepted Under Statute/Other	3	11	8	7
Claims Paid Administratively	3	17	19	23
Claims Paid Through Council Approval	6	15	12	13
Claims Resulting in a Lawsuit for FY	0	3	2	2
Claims Barred by Statute (No Further Action Allowed)	0	22	31	21
Claims in Denied Status (Still Subject to Lawsuit)	11	6	0	0

EXPUNGEMENTS

The following represents a breakdown of the Expungement Requests considered by the City Attorney's Office through January 2019.

MONTH	REQUESTS			COMPLETED		
	FYE19	FYE18	FYE17	FYE19	FYE18	FYE17
JULY	18	26	10	20	14	12
AUG	27	20	7	6	10	11
SEPT	21	15	16	11	5	5
OCT	15	24	19	22	11	12
NOV	24	13	22	23	26	18
DEC	11	12	21	13	14	20

Legal – January 2019 Monthly Report

February 8, 2019

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JAN	15	21	21	28	10	11
FEB		19	27		10	14
MAR		20	16		31	27
APR		14	19		15	15
MAY		27	25		19	12
JUNE		16	14		11	15
TOTALS/YTD	131	207	217	123	145	172

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
JANUARY - FY '19**

CASES FILED

	<u>JANUARY</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>JANUARY</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	1,763		8,437	1,439		9,015
Non-Traffic	339		2,034	355		2,364
SUB TOTAL	2,102		10,471	1,794		11,379
Parking	820		7,157	1,012		9,374
GRAND TOTAL	2,922		17,628	2,806		20,753

CASES DISPOSED

	<u>JANUARY</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>JANUARY</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	1,410		6,959	1,116		7,621
Non-Traffic	352		1,811	1,104		3,200
SUB TOTAL	1,762		8,770	2,220		10,821
Parking	609		5,089	707		7,046
GRAND TOTAL	2,371		13,859	2,927		17,867

REVENUE

	<u>JANUARY</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>JANUARY</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	\$ 125,028.16		\$ 728,721.73	\$ 138,512.00		\$ 877,843.88
Non-Traffic	\$ 22,554.90		\$ 241,410.12	\$ 64,253.44		\$ 333,068.03
SUB TOTAL	\$ 147,583.06		\$ 970,131.85	\$ 202,765.44		\$1,210,911.91
Parking	\$ 15,052.20		\$ 125,525.20	\$ 15,988.00		\$ 151,338.00
GRAND TOTAL	\$ 162,635.26		\$1,095,657.05	\$ 218,753.44		\$1,362,249.91

MUNICIPAL COURT - MONTHLY REPORT

January 2019

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

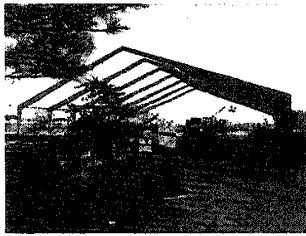
For the month of January, 2019, the Early Settlement - Norman Mediation Program accepted 28 new cases and closed 39 cases. There were four mediations conducted in January.

PARKS AND RECREATION

9

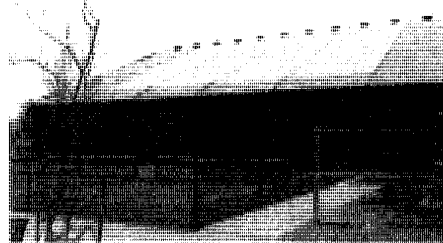
Park Planning Activities January 2019

NORMAN FORWARD Westwood Tennis Indoor Facility

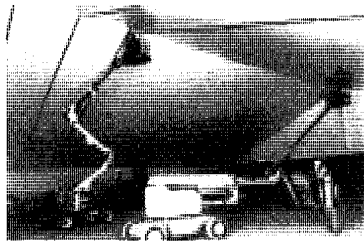


Crews worked in January to erect the building frame and roll the outer fabric layer over the structure. Once it was all in place, they pulled it into tension and then moved on to the building penetrations and attachment points for all

mechanical and electrical systems, signage, sports equipment and interior finishes. Crews next worked installing the building insulation, began hanging the interior wall membrane and install the fire suppression system. Also, work has begun to provide electric service to the new building, which



is being done by OG&E crews. The gas meter at the pro shop will be replaced with a higher-volume meter to service the new HVAC system being put in the new facility. We are also working with Norman Sign Company to develop graphics for the sign which will hang on the west end of the building. Winter rains have adjusted the schedule slightly; with the planned completion day now set for the first week of April—well ahead of the summer tournament schedule at Westwood



NORMAN FORWARD Neighborhood Park Construction & Renovations

Bids were due on January 18th for the playground replacement at Prairie Creek Park; and a contract and bonds will be prepared to award that project in February. Also, an RFP was advertised in January for the concrete work at Prairie Creek Park which will include installation of a perimeter walking trail and replacement of old broken sidewalk segments along Pendleton Drive and by the east playground area across the creek in the park. We also plan to build a new picnic shelter along the creek area where hundreds of trees have been planted recently as part of the mitigation plan for the bridge work being done downstream on Brookhaven Creek. The Prairie Creek Trail RFP also includes the concrete work for the development of the new park in the Cedar Lane/Monterey Additions. That project will also include a large playground area, outdoor fitness equipment, a basketball court, practice soccer field, extensive tree planting and a park shelter/gazebo along with the new walking trail. Concrete bids are due on February 8th, and the work will occur this spring, as weather permits.

Landscaping Projects

We are working with the Streets Division to have landscaping installed at the new public parking lot being constructed on the west side of Asp Street (at the Duffy Street intersection). Also, several memorial tree planting projects are being installed at neighborhood parks and we are getting bids for additional tree planting at the Norman Community Dog Park. Finally, a plant list is being prepared for landscaping improvements at Legacy Park, to be installed this spring, as weather conditions improve and plants become more readily available in the local nurseries.

JANUARY 2019
RECREATION DIVISION
MONTHLY REPORT

Senior Center: The Senior Center bingo on January 23rd and had 15 seniors in attendance. Upcoming events include 1st Monday birthdays; AARP Tax Aide begins February 6th; and a Senior Valentine Dance scheduled for February 14th.

Little Axe Community Center: The outreach food distribution for the month of January was 158 adults and 38 children for a total of 196. There were two rentals in January. The Head Start program currently has 17 children enrolled and attendance for the classroom for January was 79%. Pioneer Library Services (PLS) through the Book Place Activity indicated 513 units of service for the month of December.

12th Avenue Recreation Center: All instructional programming at the 12th Avenue Recreation Center continued the season this month with no problems to report and classes are having a good participation level. Open gym to the public continued this month; the open gym hours are 12:00-2:30pm Monday thru Friday afternoons and on Monday evenings from 6 – 8pm. The Open Adult Basketball League began their winter season this month with 6 teams and 72 players participating. Pickle Ball action continued their activity on Wednesday and Friday evenings from 6:30-9:0pm as well as on Tuesday and Thursday mornings from 10-11am. The 12th Avenue After School program currently has an average of 29 children participating in the program.

Irving Recreation Center: The Irving Recreation Center had eight facility rentals this month, including reoccurring rentals from Silver Spurs & H2 Volleyball. The Irving Recreation Center finished up its Winter Break Camp this month and had 13 children enrolled in camp. Monthly youth activity classes (Make & Take, Kids in the Kitchen, and Paint & Play) and there were 20 children enrolled between the three classes. Junior Jammer Basketball season began this month and Irving hosted one night of 13 & under boys division games. Contract classes Tippi Toes & Baton Twirling resumed this month from the winter break.

Whittier Recreation Center: The Okie Stompers clogging class met twice a week on Tuesday and Thursday evenings from 6:00-8:00 p.m. Every Tuesday evening the clogging group held two classes from 7:00-8:00 p.m. One class was held for beginners and the other class was held for the advanced students. They did not meet the first two week of the month. There was open gym for adult volleyball held on Wednesdays from 7:00-9:00 p.m. Tippi Toes offered a ballet/tap/jazz class for 3-6 year olds from 5:00-5:45 p.m. and a hip-hop/jazz class for 5-10 year olds that is held from 5:45-6:30 p.m. The afterschool program continued to meet from 3:00-6:00 p.m. on days when school is in session. The 2019 Winter Junior Jammer league held its coaches meeting on January 9th. Coaches received their team rosters, medical authorization forms, a league rule book and a coach's handbook. The 2019 winter league kicked off January 26th and games will be played every day of the week except for Wednesdays and Sundays. Games will be held at the Irving and Whittier Recreation Centers as well as Alcott and Longfellow Middle School. There was limited open gym offered this month due to Whittier Middle School basketball games; however, Junior Jammer basketball was able to schedule practices and games that were held in the Rec gym.

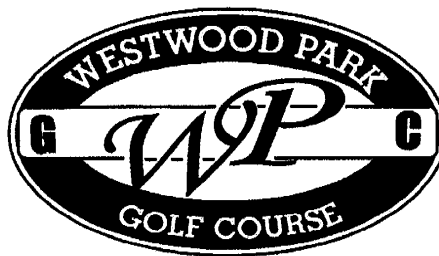
FACILITY ATTENDANCE:	Month	Year to Date
Senior Center (includes congregate meals)	1,881	10,646
Little Axe Community Center	1,414	11,019
12th Avenue Recreation Center	2,702	17,638
Irving Recreation Center	1,500	6,914
Whittier Recreation Center	952	4,365
Reaves Center	300	2,100
Tennis Center	525	16,077

JANUARY 2019
PARK MAINTENANCE DIVISION

Parks Maintenance crews performed routine trash, leaf and landscape bed clean-up. Crews also performed tree maintenance and irrigation repair, as well as removal of ice/snow on public sidewalks and parking lots.

SAFETY REPORT	FYE-19MTD	FYE-19YTD		FYE-18MTD	FYE-18YTD
On-The-Job Injuries	0	5		0	1
Vehicle Accidents	0	0		1	1
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours YEAR- TO-DATE		Total Man	Hours YEAR- TO-DATE
Mowing	0.00	493.50		0.00	68.00
Trim Mowing	0.00	4007.75		0.00	268.00
Chemical Spraying	0.00	97.00		116.00	0.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	16.00	40.00		207.00	30.00
Tree Trimming/Limb Pick-Up	0.00	167.50		198.00	2.00
Restroom/Trash Maintenance	208.00	1094.00		270.00	509.50
Play Equipment Maintenance	58.00	179.50		24.50	32.50
Sprinkler Maintenance	18.50	160.50		81.50	92.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	80.00	211.50		20.00	0.00
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	0.00	0.00		0.00	0.00
Special Projects	169.50	863.50		238.50	97.00
Nursery Maintenance	0.00	8.00		24.00	0.00
Flower/Shrub Bed Maintenance	0.00	214.50		460.00	114.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	28.00	771.00		0.00	0.00
Fence Repairs	0.00	0.00		6.00	0.00
Equipment Repairs/Maintenance	110.00	786.25		109.00	47.00
Material Pick-Up	8.75	76.50		20.75	9.25
Miscellaneous	611.00	1251.50		243.75	218.25
Shop Time	8.00	83.50		154.00	14.00
Snow/Ice Removal	133.00	133.00		148.00	0.00
Christmas Lights	194.00	834.50		263.00	1294.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	31.00		6.50	0.00
Graffiti Clean-Up	4.00	4.00		47.00	0.00
Water Fountains	0.00	44.00		0.00	0.00
Inground Trash	0.00	0.00		0.00	0.00
Vector Control	0.00	435.00		0.00	0.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



JANUARY 2019

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	JANUARY FY'19	JANUARY FY'18
Regular Green Fees	99	105
Senior Green Fees	66	129
Junior Fees	18	23
School Fees (high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	194	288
Employee Comp Rounds	150	165
Golf Passport Rounds	0	0
9-Hole Green Fee	18	10
2:00 Fees	0	0
4:00 Fees	77	97
Dusk Fees or 6:00 Fees	39	43
PGA Comp Rounds	1	1
*Rainchecks (not counted in total round count)	7	9
Misc Promo Fees (birthday fees, players cards, OU student fees, (Military, player pass))	198	178
Green Fee Adjustments (fee difference on rainchecks)	2	1
Total Rounds (*not included in total round count)	862	1040
% change from FY '18	-17.12%	-19.50%
Range Tokens	417	718
% change from FY '18	-41.92%	-29.26%
18 - Hole Carts	23	29
9 - Hole Carts	6	12
1/2 / 18 - Hole Carts	227	304
1/2 / 9 - Hole Carts	57	30
Total Carts	313	375
% change from FY '18	-16.53%	-32.19%
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	1
9 - Hole Senior Trail Fees	0	0
Total Trail Fees	0	1
% change from FY '18	-100.00%	-75.00%
TOTAL REVENUE	\$21,150.61	\$30,023.11
% change from FY '18	-29.55%	-7.08%

JANUARY 2019
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

SAFETY REPORT	FY 2019	FY 2019	FY 2018	FY 2018
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FY 2019	FY 2019	FY 2018	FY 2018
	MTD	YTD	MTD	YTD
Green Fees	\$11,057.98	\$220,093.49	17,301.29	\$255,241.79
Driving Range	\$1,739.92	\$50,269.47	3,036.26	\$49,268.34
Cart Rental	\$5,962.46	\$126,051.66	9,067.73	\$146,820.81
Restaurant	\$1,848.85	\$15,639.55	\$402.50	\$6,919.36
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$541.40	\$4,619.65	215.33	\$1,332.52
TOTAL INCOME	\$21,150.61	\$416,673.82	30,023.11	\$459,305.06
Expenditures	\$57,988.79	\$594,795.00	54,880.36	\$564,290.58
Income vs Expenditures	(\$36,838.18)	(\$178,121.18)	(\$24,857.25)	(\$104,985.52)
Rounds of Golf	862	16308	1040	17070

Routine maintenance practices include: Greensmowing, cup changing and sand trap raking one to two times a week, depending on weather conditions. No mowing is done when ground is frozen. Leaf and goose dropping management is a daily occurrence. Weather conditions produced 15 "unplayable days"; therefore, no irrigation was used in the month of January. This was a first in 35 years. The process of weed control is under way and pre and post emergent herbicide is being applied to all turf.

In January, all weatherizing practices are monitored daily to protect against freezing. This month we continue the process of retooling for next season. Valve lids, putting green cups and ball washers are being refurbished. Work continues on tee markers and trash receptacles. The three fans we use on the golf course are being dismantled sanded and painted. Service and repairs continue on equipment being readied for the season.

Some dirt work was done with our front end loader to help the tennis construction project. The drain in the practice sand trap was reworked.

JANUARY 2019
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2019 MTD	FY2019 YTD	FY2018 MTD	FY2018 YTD
Swim Pool Passes	\$925.00	\$45,988.20	0.00	\$0.00
Swim Pool Gate Admission	\$0.00	\$158,181.00	0.00	\$0.00
Swim Lesson Fees	\$0.00	\$4,585.00	0.00	\$0.00
Pool Rental	\$0.00	\$22,529.00	0.00	\$0.00
Locker Fees	\$0.00	\$888.00	0.00	\$0.00
Pool Merchandise Sales	\$0.00	\$27.60	0.00	\$0.00
Concessions	\$0.00	\$76,897.16	0.00	\$0.00
TOTAL INCOME	\$925.00	\$309,095.96	0.00	\$0.00
Expenditures	\$1,376.50	\$411,834.48	491.47	\$5,565.51
Income verses Expenditures	(\$102,738.52)	(\$102,738.52)	(\$491.47)	(\$5,565.51)

ATTENDANCE INFORMATION

	Season to Date (January 2018)	Season to Date (May 2018-January 2019)	Season to Date (January 2018)	Season to Date (May 2017-Jan 2018)
a. Pool Attendance	0	82,540	0	0
b. Adult Lap Swim Morning/Night	0	250	0	0
c. Water Walkers	0	1,654	0	0
d. Toddler Time	0	2,205	0	0
e. Swim Team	0	3,542	0	0
f. Swim Lessons	0	13,952	0	0
g. Movie Night/Special Events	0	2025	0	0
h. Party / Rentals	0	8489	0	0
TOTAL ATTENDANCE	0	114,657	0	0

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS

10A

PLANNING DEPARTMENT ACTIVITY
January 2019

ADMINISTRATIVE DIVISION

PlanNorman

PlanNorman is pending the scheduling of a City Council Study Session at which responses to citizen comments and concerns will be addressed.

GREENBELT COMMISSION

The Greenbelt Commission met on January 28, 2019. Action items were to elect officers and consider two greenbelt enhancement statements. Stella Estates COS had no comments to forward. Kirby Ranch COS comment was the appreciation for the trail easement dedication along the section line roads.

The next meeting is scheduled for February 18, 2019.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on Monday, January 7, 2018. The following occurred or was reported at that meeting:

Certificates of Appropriateness Requests:

301 E Keith - A request for a Certificate of Appropriateness to remove a deteriorated garage and to install a paving area was approved by the Commission at their January meeting.

COA Six-Month Extensions Request:

There were not any COA extension requests to be considered at the January meeting.

COA Administrative Bypass granted by staff:

There were not any COA requests by Administrative Bypass for January.

Certified Local Government (CLG) Grant Program Report (FY 2018-2019):

City staff has signed a contract with the National Alliance of Preservation Commissioners (NAPC) to hold a one-day C.A.M.P. training session for Historic District Commissioners. The date for the training is set for March 29, 2019. Staff is working on the details and preparation for the training session.

MISCELLANEOUS

	2018 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2019 Jan
Walk-Ins	34	31	36	39	43	36	38	21	21	27	6	29	59
Email Contacts	292	369	325	344	382	324	354	305	340	396	357	350	
Lot Line Adjustments	-	1	-	2	1	2	5	2	-	-	1	-	2
Landscape Maint. & Replacement Bonds	1	-	4	2	2	1	1	1	3	4	3	1	4
Board of Adjustment Variance Appl.	3	1	1	2	2	2	4	2	1	-	1	-	2
Legal Notices Sent	71	25	3	22	40	65	82	47	9	-	15	-	70
Planning Commission Applications Rec'd	5	3	2	4	3	3	3	-	5	3	5	1	2
Legal Notices Sent	132	58	27	134	115	215	99		137	14	79	38	85
Pre-Development Meeting Appl. Rec'd	1	3	-	3	3	-	2	-	3	2	1	-	1
Notices Sent	60	77	-	80	91	-	71		97	18	9	-	47

CURRENT PLANNING DIVISION**Planning Commission – number of applications received**

	2018 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2019 Jan
Ordinance Amendments	2			2						2			
NORMAN 2025 Land Use Plan Amendments	1	1	1	2			1		1				
Rezoning Requests	5	2	1	3	1	2	2		5		3	1	2
Utility Easement/Road Closures		1	1		1	1	1			1	2		
Preliminary Plats	1	3											
Rural Certificates of Survey		2		1									2
Short Form Plats	1	1									3		1
Site Plan Amendments				1									
Certificate of Plat Correction													

During January, one application for Pre-Development was received for the meeting scheduled for January 24, 2019.

During January, submittals for the February 14, 2019 Planning Commission included: two Norman Rural Certificates of Survey, one Short Form Plat, one request for Special Use for a school, and one Center City PUD.

The Planning Commission did not meet during January 2019 because there were no agenda items. The next regular meeting is scheduled for February 14, 2019.

During the month of January, 23 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 18.

BOARD OF ADJUSTMENT

The Board of Adjustment met on January 23, 2019 and approved one three-year extension to a Special Exception to permit a mobile home as a temporary second dwelling to relieve a medical hardship; and one Special Exception to allow off-street parking in the front yard in the Core Area, with a companion variance request being postponed to the February meeting. The next regular meeting is scheduled for February 27, 2019.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

Contract K-1819-90 for Base Map Update services was approved by the City Council on January 15, 2019. The contract was based on Request for Proposals 2019-1 by Central Oklahoma Alliance of Government Agencies (COAGA 2019) for Regional Digital Ortho Images and Associated Data, released by ACOG on November 21, 2018. Five companies responded with proposals by the due date of December 7, 2018: The Sanborn Map Company, Inc. (Sanborn) of Colorado Springs, Colorado; Kucera International Inc. of Willoughby, Ohio; Surdex Corporation of St. Louis, Missouri; Digital and Digital Mapping, Inc. of Huntington Beach, California; and Lidar America, Inc. of Fullerton, California. The members of COAGA 2019 met December 12, 2018 and selected Sanborn's proposal as the best submitted. For Norman, this project will update the City's base map to reflect new construction and any other changes on the ground that can be detected using airborne sensors. The deliverable products are updated color digital aerial photography, updated planimetric mapping and updated topography. Planimetric mapping layers to be collected include the following: streets, pavement, unpaved parking, paved driveways, unpaved driveways, hydrology, building footprints and height, fences, sidewalks. This is standard maintenance of the GIS database. This information is used for many purposes throughout the city including: permitting, storm water planning, utility management, and public safety. Almost every development project, both public and private, starts with a map. The availability of recent, accurate, and complete mapping facilitates the effective management of the City's resources.

Staff began work on a story map to support the upcoming bond election. Staff attended training on the Munis software for project and grant accounting and a meeting on stormwater utility requirements. GIS continued rolling out updated ArcGIS projects to users and provided support for both Cityworks and New World. Staff also continued to add layers to the Open Data Site.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 80 requests for service that resulted in the production of 67 mapping products and reports. The GIS division provided services for 9 of the City's Departments during the month.

DEVELOPMENT SERVICE

10B

DEVELOPMENT SERVICES DIVISION

Commercial New Construction, Addition/Alteration and Interior Finish projects received Certificate of Occupancies (CO's) and Certificate of Completions (CC's) during January:

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:

New Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
120 12 th Ave. NE	Chick-Fil-A	\$925,000	4

Chick-Fil-A



Chick-Fil-A located at 120 12th Ave. NE received Certificate of Occupancy (CO) on January 28, 2019. The reported valuation of the 4,676 square foot building totaled \$925,000. The grand opening of the new restaurant was reported to be scheduled Thursday, January 31.

New Shell Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
940 Wall St.	Intelek Shell Building#3	\$200,000	2
941 26 th Ave. NW	Intelek Shell Building#4	\$200,000	2

Intelek Shell Building #3



Intelek Shell Building #3 received Certificate of Completion (CC) on January 14, 2019. The reported valuation of the 2,644 square foot building totaled \$200,000.

New Shell Construction (continued):

Intelek Shell Building #4



Intelek Shell Building #4 received Certificate of Completion (CC) on January 14, 2019. The reported valuation of the 2,644 square foot building totaled \$200,000.

Addition/Alteration and Interior Finish Projects:

ADDRESS	DESCRIPTION	VALUATION	WARD
101 Ed Noble Pky.	McDonald's Remodel	\$305,000	3
333 E. Brooks St.	Callaway House Trash Compactor	\$65,000	4
212 N. Crawford Ave.	Prime Architects Remodel	\$5,000	4
4701 12 th Ave. NW	Moore Norman Technology Center-Classroom Addition Phase 2	\$13,336,488	6
3054 Classen Blvd.	Herbalife	\$30,000	7
5740 Huettner Ct. Building 3-100	H Industrial, LLC Warehouse Tenant	\$15,000	8
5740 Huettner Ct. Building 1-100	H Industrial, LLC Tenant Finish	\$90,000	8
2000 Research Park Blvd. Building 1, 100 & 104	Research Park Industrial Office/Warehouses	\$30,000	8

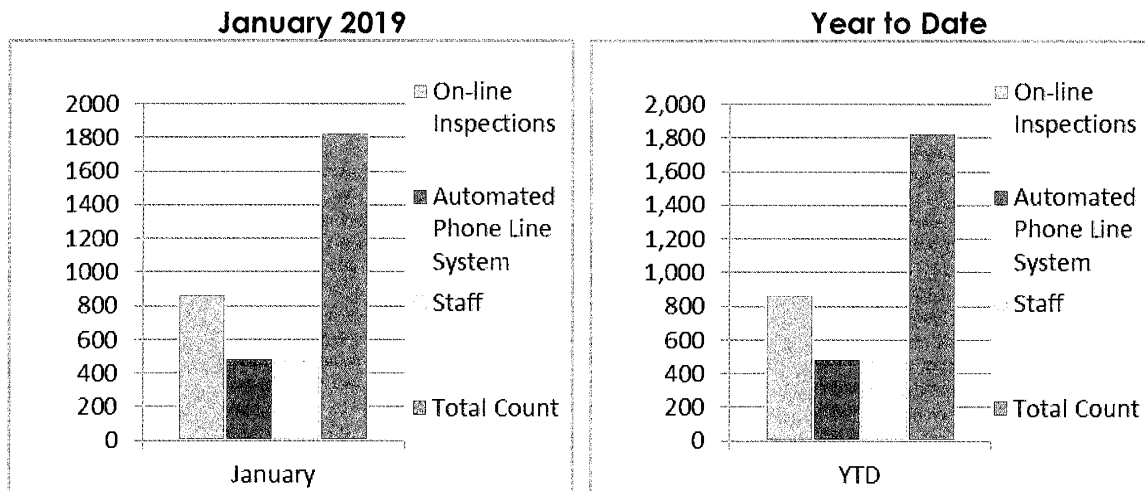
INSULATION INSTALLATION TRAINING WITH PROFESSIONAL KELLY PARKER

Development Services Staff conducted an afternoon workshop on Wednesday January 23rd attended by BASCO Members where Kelly Parker, P.E., President of Guaranteed Watt Saver Systems, Inc. and Professional Engineer in several states presented information about the standards for Grade I, II, and III Insulation installation. The workshop was informative to all who attended.

ON-LINE INSPECTION SERVICES

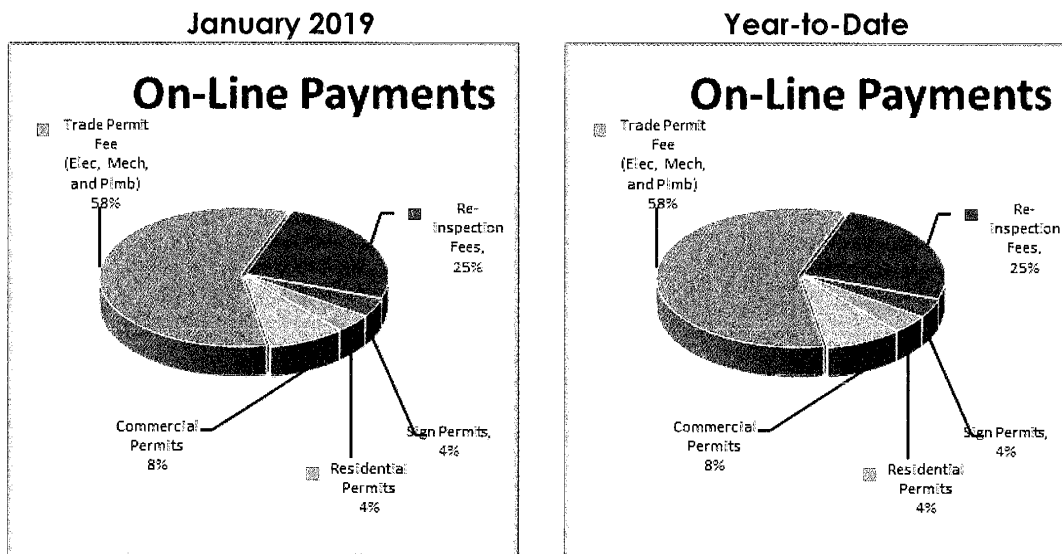
Inspection Requests

During January a total of 1,824 inspections were requested. 864 inspection requests were made on-line, 483 inspection requests were made using the Automated Phone Line System, and 477 inspections were made by the staff. Inspection requests made by the staff include phone and in-person requests, as well as administrative items.



On-line Payments

During January 24 payments were made on-line totaling \$31,846.56. Year-to-date 24 payments have been made on-line totaling \$31,846.56.



MOBILE FIELD INSPECTION SYSTEM

During January 1,413 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

January 1-4	January 7-11	January 14-18	January 22-25	January 28-31
108	331	345	314	315

HOME ENERGY RATING SYSTEM (HERS)/ENERGY RATING INDEX (ERI) PILOT PROGRAM

During January, five (5) applications for new single family permits were applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, twenty-seven (27) applications have applied to the program.

Resolution R-1718-117 regarding the HERS/ERI program was extended to June 30, 2019 with Resolution R-1819-61 allowing building permit fees charged pursuant to Section 5-104 of the City of Norman Code to be adjusted and satisfied as an incentive for residential homes achieving certain energy rating system (HERS)/Energy Rating Index (ERI) score.

CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in JANUARY of 2019 totaled \$19,252,879, more than the \$11,039,728 for the same month last year. A total of 112 permits were issued in JANUARY of 2019, up from 101 in JANUARY of 2018. The higher number in JANUARY 2018 is due to residential new and residential additions/alterations. The higher dollar values in JANUARY of 2019 are in all permit types.

Total new residential permitting activity in JANUARY 2019 was valued at \$14,842,656 compared to \$7,642,981 in JANUARY 2018. New single-family detached residential construction in JANUARY 2019 represented 40 new homes valued at \$14,229,906 compared with 30 new homes valued at \$7,373,065 in JANUARY 2018. There were no attached single family permits either year. There were no new mobile homes in JANUARY 2018 compared to 1 new mobile home valued at \$39,916 in JANUARY 2018. There were no single family non-dwelling unit permits in either year. There were no new duplex units permitted in JANUARY 2019 compared to 4 units in JANUARY 2018 valued at \$230,000. There were no garage apartments either year. There were no 3+ family permits either year.

Residential addition/alteration permits in JANUARY 2019 numbered 60 valued at \$1,321,973 compared to 52 permits valued at \$1,305,747 for JANUARY 2018. The differences in number of permits and value are not significantly different.

New non-residential construction permits in JANUARY of 2019 totaled 5 with a value of \$3,447,000 compared to 3 permits valued at \$850,000 for JANUARY 2018. The difference in number of permits is statistically insignificant. The higher value in JANUARY 2019 is due to a project in the University North Park (Ranch Steakhouse) valued at \$2,500,000. The project at 103 West Apache Street was a mixed use building consisting of office on the ground floor and 3 dwelling units above.

Non-residential Addition/Alteration permits in JANUARY of 2019 totaled 7 with a value of \$254,000 compared to 11 permits valued at \$1,241,000 for JANUARY 2018. The higher number of permits is in JANUARY 2018. The primary reason for the higher dollar value in JANUARY 2018 is due to the project at 434 Buchanan valued at \$900,000.

NON-RESIDENTIAL BUILDING PERMITS
Issued JANUARY 2019 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL ADD/ALT-2	SUN CONSTRUCTION SERVICES	105	07/11/19	201	W	GRAY	ST	1	64	NORMAN, ORIGINAL TOWNSHIP	IT	\$ 35,000	377
COMMERCIAL ADD/ALT-2	MUTI	147	01/31/19	630	E	LINSEY	ST	5	2W	NOT SUBDIVIDED	R1	\$ 35,000	5
COMMERCIAL ADD/ALT-2	ULTIMATE SOLUTIONS	527	01/31/19	1051	NE	12TH AVE	AVE	4	2	SONOMA PARK	PUD	\$ 49,000	2,400
COMMERCIAL ADD/ALT-2	PRIME RETAIL SERVICES, INC.	5110	01/28/19	333		INTERSTATE DR	DR	1	1	TSTB ADD #2	C2	\$ 35,000	50
COMMERCIAL ADD/ALT-2	LANDMARK FINE HOMES, LP.	5722	01/04/19	2740		WASHINGTON DR	DR	3	1	FRANKLIN BUSINESS PARK SEC 1	C2	\$ 60,000	1,200
COMMERCIAL ADD/ALT-2	PRECISION BUILDERS, LLC.	5733	01/08/19	1915		CLASSEN BLVD	BLVD	1	1	CLASSEN LANDING	C2	\$ 20,000	1,539
COMMERCIAL ADD/ALT-2	WILSON, JOE	5958	01/28/19	784		ASP AVE	AVE	22	1	LARSH UNIVERSITY	C3	\$ 20,000	3,000
COMMERCIAL INTERIOR FINISH-2	HELI CAPITAL, LLC.	4979	01/10/19	1915		CLASSEN BLVD	BLVD	1	1	CLASSEN LANDING	C2	\$ 100,000	1,598
COMMERCIAL NEW CONSTRUCTION-2	CLARK CONSTRUCTION, INC.	4340	07/14/19	2120	NW	24TH AVE	AVE	10A	1	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 2,500,000	9,671
COMMERCIAL NEW CONSTRUCTION-2	PRINCIPAL CONSTRUCTION, LLC.	5426	01/30/19	103	W	APACHE ST	ST	5	2	LARSH ADD #1	CCFB	\$ 817,000	8,615
COMMERCIAL NEW CONSTRUCTION-2	BUCKMASTER, STANLEY	5539	01/28/19	1818		ALAMEDA ST	ST	1	1	SEVENTH DAY ADVENTIST CHURCH	R1	\$ 8,000	768
COMMERCIAL FOUNDATION PERMIT2	BTE, LLC.	88	01/18/19	103	W	APACHE ST	ST	5	2	LARSH ADD #1	CCFB	\$ 22,000	2,200
Total Permits		12	Average Valuation		\$	308,417	Average Project Area		2,619	Total Project Area		31,423	
NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)													
CONTRACTOR	CLARK CONSTRUCTION, INC PRINCIPAL CONSTRUCTION, LLC	USE /CLASSIFICAT ION	BUSINESS	BUILDING SIZE (Square Feet) 9,671 2,153	RANCH STEAKHOUSE GARNER CROSSING *	ADD/ALTS		NEW CONSTRUCTION					
						COMMERCIAL, ADD/ALT-2	COMMERCIAL FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL NEW SHELL BLDG. CONSTRUCTO				
						\$ 254,000	\$ -	\$ 100,000	\$ -	\$ 3,325,000			
						7	-	1	-	3			
						COMMERCIAL, SUBTOTAL ADDITIONS AND ALTERATIONS		COMMERCIAL FOUNDATION PERMIT2		SUBTOTAL NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW COMMERCIAL	
						\$ - \$ 254,000		\$ 22,000		\$ 3,447,000		\$ 3,701,000	
						7		1		3		22	
TEMPORARY BLDG/CONST TRAILER-2													
* Garner Crossing is a mixed use building with office on the ground floor and 3 residential units above.													
						DEMOLITIONS		STRUCTURE MOVING					
						Address	Purpose	Address	Purpose	Use			
						123 W MAIN	restaurant			none			

City of Norman
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL PERMITS
Issued JANUARY 2019 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	8	01/02/19	1601		HOME LAND	AVE	7	8	HILLTOP ADD	R1	\$ 3,100	15
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	30	01/17/19	1024		BLACK MESA	RD	7	3	RED CANYON RANCH SEC 6	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	31	01/07/19	702		SEDONA	DR	24	2	RED CANYON RANCH SEC 5	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	36	01/07/19	2825		CREEKVIEW	TER	48	1	EAST RIDGE ADD #03	R1	\$ 4,623	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	52	01/08/19	3404		VALLEY HOLLOW		28	1	SUMMIT VALLEY	R1	\$ 2,800	23
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	78	01/09/19	203		TERRA	CT	8	4	CRYSTAL HEIGHTS #3	R1	\$ 2,900	21
1 & 2 FAMILY STORM SHELTER-3	TABER BUILT HOMES, LLC.	86	01/09/19	3616		JUDY LYNN	CIR	5	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	104	01/28/19	1021		SAWMILL	RD	5	3	RED CANYON RANCH SEC 6	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	118	01/11/19	434		MERKLE	DR	14	11	WESTWOOD ESTATES	R1	\$ 3,745	35
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	181	01/17/19	3917		GLISTEN	CT	12	4	CASCADE ADDITION	R1	\$ 2,600	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	200	01/18/19	2520		FAWN RUN CROSSIN		6	5	DEERFIELD ADD SEC 6	R1	\$ 3,700	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	204	01/18/19	1408		BAYCHARTER	ST	1	2	PARK PLACE ADD #5	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	228	01/23/19	410		ENGLISH ELM	LN	12	1	POPPY GROVE ADD	RTA	\$ 1,950	20
1 & 2 FAMILY STORM SHELTER-3	MODERN EDGE HOMES, LLC.	235	01/23/19	1313		MONTEREY	DR	8	3	MONTEREY ADD. #2	R1	\$ 2,900	22
1 & 2 FAMILY STORM SHELTER-3	MODERN EDGE HOMES, LLC.	236	01/23/19	3915		CATALINA	CT	5	1	MONTEREY ADD. #2	R1	\$ 2,900	22
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	259	01/24/19	3327		MOUNT MITCHELL	LN	3	4	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 2,999	23
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	260	01/24/19	3440		MOUNT MITCHELL	LN	9	2	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 2,050	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	261	01/24/19	1200		BROOKHAVEN	BLVD	1	1	BROOKHAVEN #01	R1	\$ 2,050	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	275	01/25/19	3501		DRAGONFLY	CT	26	1	FROST CREEK ADD.	PUD	\$ 4,400	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	282	01/28/19	2404		NORTHERN HILLS	RD	2	1	DEERFIELD ADD SEC 3	R1	\$ 2,800	22
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	285	01/29/19	216		SUMMIT CREST	LN	16	1	SUMMIT LAKES ADD #10	R1	\$ 2,250	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	396	01/31/19	3905		LYNFORD	LN	2	12	BELLATONA SEC. #1	R1	\$ 2,700	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	6019	01/09/19	3608		JUDY LYNN	CIR	3	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	6021	01/09/19	3612		JUDY LYNN	CIR	4	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	24	01/04/19	1205		WESTLAWN	DR	30	2	EDGEMERE 3RD ADD	R1	\$ 75,000	194
1 & 2 FAMILY, ADD OR ALTER-2	LAUREL GROUP NORMAN	68	01/22/19	1323		SPRUCE	DR	9	7	COLLEGE MANOR	R1	\$ 86,500	1,300
1 & 2 FAMILY, ADD OR ALTER-2	BLOOM FINE HOMES, LLC	109	01/23/19	601		HEATHERHILL	DR	6	1	BROOKHAVEN #12	R1	\$ 50,000	1,000
1 & 2 FAMILY, ADD OR ALTER-2	BILL STEWART CONST, LLC.	110	01/10/19	2609		ACACIA	CT	10	1	FOREST HILLS ADD	R1	\$ 22,225	230
1 & 2 FAMILY, ADD OR ALTER-2	MCWHIRTER, KRISTI	115	01/11/19	3215		LYNN	RD	12	7	LITTLE AXE ACRES	RE	\$ 3,000	100
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	170	01/16/19	10315		POST OAK	RD	15	1W	NOT SUBDIVIDED	A2	\$ 50,000	372
1 & 2 FAMILY, ADD OR ALTER-2	THE SOLAR INSTALLERS	183	01/31/19	2134		JACKSON	DR	1	4	CRESTLAND ESTATES 2ND	R1	\$ 20,000	150
1 & 2 FAMILY, ADD OR ALTER-2	BRANDENBURG, LORRAINE & JOH	226	01/22/19	824		COLLEGE	AVE	12	2	CAMPUS ADD	R2	\$ 10,000	694
1 & 2 FAMILY, ADD OR ALTER-2	BRANDENBURG, LORRAINE & JOH	227	01/22/19	824		COLLEGE	AVE	12	2	CAMPUS ADD	R2	\$ 10,000	694
1 & 2 FAMILY, ADD OR ALTER-2	JONES ENTERPRISES, LLC	5549	01/10/19	13275	E	CEDAR	LN	7	1E	CEDAR HILLS	A2	\$ 45,000	600
1 & 2 FAMILY, ADD OR ALTER-2	JONES ENTERPRISES, LLC	5795	01/07/19	2508		ATWOOD	DR	2	4	NORMANDY MANOR	R1	\$ 26,000	390
1 & 2 FAMILY, ADD OR ALTER-2	THREE KINGS CONSTRUCTION	5959	01/04/19	709	E	BOYD	ST	2	4	LINCOLN TERRACE ADD	R1	\$ 185,000	2,970
1 & 2 FAMILY, FIRE REPAIR	NGUYEN, SON & DINH, VIVIAN	127	01/11/19	1337		EASTGATE	DR	3	3	EAST LINSEY PLAZA #3 REPLA	NA	\$ 22,962	100
1 & 2 FAMILY, PAVING-2	MORALES, JOSEPH	202	01/18/19	2801		CEDARGREST	ST	13	1	SHADOWLAKE ADD	R1	\$ 1,200	110
1 & 2 FAMILY, PAVING-2	ESCALER, SALVADOR	232	01/23/19	1411		DORCHESTER	DR	6	1	WOODSLAWN ADD #1	R1	\$ 3,000	400
1 & 2 FAMILY, PAVING-2	BETTER BUILT HOMES, LLC.	5222	01/03/19	1810		MARYMOUNT	RD	2	5	HALLBROOKE ADD #6	R1	\$ 3,000	414
1 & 2 FAMILY, STORAGE BLDG-2	JANUARY, CRIS A & SALLY M	45	01/10/19	4600		WILLOW GROVE	DR	34	3W	NOT SUBDIVIDED	A2	\$ 25,000	2,400
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	94	01/09/19	1621		MOHAWK	RD	10	12	INDIAN HILLS ESTATES #2	RE	\$ 40,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	S & L CREATIONS	131	01/14/19	4012		SILVERTON	CIR	15	13	CHERRY CREEK #3	R1	\$ 3,000	120
1 & 2 FAMILY, STORAGE BLDG-2	C.A. MCCARTY CONSTRUCTION LL	152	01/15/19	3001		CORDOVA	CT	13	2	LAS COLINAS SEC. #2	R1	\$ 40,000	870
1 & 2 FAMILY, STORAGE BLDG-2	FAUCHIER, DANIEL J & GLENDA A	194	01/18/19	3090		TWIN ACRES	DR	18	1	TWIN ACRES	R1	\$ 40,000	1,650
1 & 2 FAMILY, STORAGE BLDG-2	FAUCHIER, DANIEL J & GLENDA A	195	01/18/19	3090		TWIN ACRES	DR	18	1	TWIN ACRES	R1	\$ 17,000	400
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	203	01/18/19	811	SE	72ND	AVE	32	1W	NOT SUBDIVIDED	A2	\$ 16,000	910
1 & 2 FAMILY, STORAGE BLDG-2	MOHR CONSTRUCTION, LLC	222	01/31/19	804	S	LAHOMA	AVE	25	6	PARSONS ADDITION	R1	\$ 5,995	106
1 & 2 FAMILY, STORAGE BLDG-2	WAGNER, ROBIN	286	01/28/19	1700	NE	108TH	AVE	22	1W	NOT SUBDIVIDED	A2	\$ 25,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	WILLIAMS, DAVID CONSTRUCTION	2032	01/18/19	611	S	FLOOD	AVE	9	2	LANDT'S SECOND	R1	\$ 30,000	756
1 & 2 FAMILY, STORAGE BLDG-2	HUNTER, JEREMY & AMY	6002	01/24/19	1411	NE	72ND	AVE	20	1W	NOT SUBDIVIDED	A2	\$ 25,000	1,600
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE GUSTOM POOLS	47	01/15/19	1017		CONNELLY	LN	1	1	WESTBROOKE TERRACE	R1	\$ 55,000	576
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	96	01/09/19	2012		HALLBROOKE	DR	3	13	HALLBROOKE ADD #2	R1	\$ 85,000	595
1 & 2 FAMILY, SWIMMING POOL-3	BELL & BELL POOLS	141	01/15/19	2900		TANGLED OAK TRAIL	DR	8	1	TANGLEWOODS PUD	PUD	\$ 70,000	627
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	230	01/23/19	2720		CRITTENDEN LINK	RD	4	4	ASHTON GROVE ADD SEC 2	PUD	\$ 40,000	348
1 FAMILY, NEW CONSTRUCTION-2	MUIRFIELD HOMES	20	01/03/19	1963		BURNING TREE		21	5	HALLBROOKE ADD #6	R1	\$ 351,000	5,562
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	28	01/17/19	918		BUTTERFLY	WAY	16	5	TRAILWOODS SEC 10	PUD	\$ 197,730	2,197
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	29	01/17/19	1024		BLACK MESA	RD	7	3	RED CANYON RANCH SEC 6	PUD	\$ 282,780	3,142
1 FAMILY, NEW CONSTRUCTION-2	FIRST OKLAHOMA CONST. INC.	33	01/30/19	1213		PEBBLE POND	DR	1	2	STONE LAKE ADDITION	R1	\$ 153,330	2,624
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING	46	01/25/19	2710		CRITTENDEN LINK	RD	3	4	ASHTON GROVE ADD SEC 2	PUD	\$ 850,000	7,500
1 FAMILY, NEW CONSTRUCTION-2	HALOKA HOMES, LLC.	79	01/22/19	3705		ANDREW	CT	30	7	CEDAR LANE SEC #2	R1	\$ 221,000	3,147

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	136	01/14/19	509		VINTAGE	DR	4	14	VINTAGE CREEK ADDITION	PUD	\$ 310,000	3,008
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LL	151	01/15/19	3001		CORDOVA	CT	13	2	LAS COLINAS SEC. #2	R1	\$ 650,000	4,553
1 FAMILY, NEW CONSTRUCTION-2	WINDSTONE CONSTRUCTION	176	01/24/19	512		LEGACY	CT	30	4	VINTAGE CREEK ADDITION	PUD	\$ 450,000	4,052
1 FAMILY, NEW CONSTRUCTION-2	WINDSTONE CONSTRUCTION	177	01/22/19	609		TIMBERBROOK	DR	3	13	VINTAGE CREEK ADDITION	PUD	\$ 247,500	2,283
1 FAMILY, NEW CONSTRUCTION-2	WINDSTONE CONSTRUCTION	178	01/22/19	609		VINTAGE	DR	2	11	VINTAGE CREEK ADDITION	PUD	\$ 270,000	2,492
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	179	01/25/19	314		ALAMOSA	RD	2	3	LITTLE RIVER TRAILS SEC #2	PUD	\$ 384,267	3,582
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	213	01/22/19	303		SHADY RIDGE	CT	20	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 432,200	4,670
1 FAMILY, NEW CONSTRUCTION-2	MODERN EDGE HOMES, LLC.	231	01/23/19	1313		MONTEREY	DR	8	3	MONTEREY ADD. #2	R1	\$ 309,000	3,162
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	240	01/31/19	2809		LEOPARD LILY	DR	1	3	TRAILWOODS SEC 10	PUD	\$ 199,932	2,214
1 FAMILY, NEW CONSTRUCTION-2	HOME FIRST, INC.	253	01/29/19	3561		DRAGONFLY	CT	28	1	FROST CREEK ADD.	PUD	\$ 550,000	5,185
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	274	01/25/19	3501		PEBBLE POND	CT	26	1	FROST CREEK ADD.	PUD	\$ 530,000	5,204
1 FAMILY, NEW CONSTRUCTION-2	FIRST OKLAHOMA CONST. INC.	5791	01/30/19	1217		PEBBLE POND	DR	2	2	STONE LAKE ADDITION	R1	\$ 139,950	2,205
1 FAMILY, NEW CONSTRUCTION-2	FIRST OKLAHOMA CONST. INC.	5792	01/30/19	1303		PEBBLE POND	DR	4	2	STONE LAKE ADDITION	R1	\$ 139,950	2,205
1 FAMILY, NEW CONSTRUCTION-2	FIRST OKLAHOMA CONST. INC.	5793	01/30/19	1311		PEBBLE POND	DR	6	2	STONE LAKE ADDITION	R1	\$ 139,950	2,205
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LL	5914	01/15/19	7300		VISTA SPRINGS	DR	4A	2	VISTA SPRINGS ESTATES ADD 1	RE	\$ 600,000	5,724
1 FAMILY, NEW CONSTRUCTION-2	D P GAMBLE HOMES	5935	01/04/19	2116		VALLEY HOLLOW	RD	6	5	SUMMIT VALLEY #2	R1	\$ 205,000	2,946
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	5942	01/15/19	3111		WOOD VALLEY	RD	5	4	SUMMIT VALLEY #2	R1	\$ 180,810	2,996
1 FAMILY, NEW CONSTRUCTION-2	VESTA HOMES, INC.	5944	01/22/19	2451		TANGLED OAK TRAIL	RD	1	3	TANGLEWOODS PUD	PUD	\$ 1,804,905	10,447
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5978	01/10/19	1018		SAWMILL	RD	6	2	RED CANYON RANCH SEC 6	PUD	\$ 271,800	3,020
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5985	01/09/19	3616		JUDY LYNN	CIR	5	7	RED CANYON RANCH SEC 6	R1	\$ 263,000	2,665
1 FAMILY, NEW CONSTRUCTION-2	DP GAMBLE HOMES, INC.	5986	01/04/19	2004		WOOD VALLEY	CT	3	2	CEDAR LANE SEC #2	R1	\$ 200,000	2,557
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5988	01/09/19	1508		FULWIDER	LN	7	7	SUMMIT VALLEY #2	R1	\$ 251,000	2,595
1 FAMILY, NEW CONSTRUCTION-2	RIVERSTONE HOMES	6009	01/09/19	3812		BRENTON	CIR	7	1	CEDAR LANE SEC #2	R1	\$ 575,410	4,764
1 FAMILY, NEW CONSTRUCTION-2	SNCC CONSTRUCTION, LLC.	6010	01/10/19	4040		PIONEER	CIR	14A	4	BROOKHAVEN #44	R1	\$ 220,000	2,756
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	6013	01/09/19	310		ALAMOSA	RD	3	3	MARLATT ADD	R1	\$ 395,745	3,928
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	6014	01/09/19	4224		HACKNEY WICK	RD	6	2	LITTLE RIVER TRAILS SEC #2	PUD	\$ 499,922	4,260
1 FAMILY, NEW CONSTRUCTION-2	DENALI HOMES, LLC.	6015	01/18/19	605		MAPLE HILL	RD	7	2	CARRINGTON PLACE ADD #12	R1	\$ 248,995	4,185
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	6018	01/09/19	3608		JUDY LYNN	CIR	3	7	VINTAGE CREEK ADDITION	PUD	\$ 326,000	3,415
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	6020	01/17/19	3200		JUDY LYNN	CIR	4	7	CEDAR LANE SEC #2	R1	\$ 299,000	3,065
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	26	01/17/19	1021		LANGLEY	DR	22	4	ST JAMES PARK ADD 3	R1	\$ 184,500	2,936
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	103	01/28/19	612		SAWMILL	RD	5	3	RED CANYON RANCH SEC 6	PUD	\$ 271,440	3,016
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	130	01/28/19	612		CAROLYN RIDGE	RD	9	1	RED CANYON RANCH SEC 5	PUD	\$ 237,510	2,639
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	245	01/31/19	809		BLUE FISH	RD	2	5	TRAILWOODS SEC 10	PUD	\$ 171,270	1,903
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	281	01/31/19	616		CAROLYN RIDGE	RD	8	1	RED CANYON RANCH SEC 5	PUD	\$ 215,010	2,389
3+ FAMILY, FIRE REPAIR	BLACKMON MOORING	5709	01/14/19	505	E	BOYD	ST	12	22	GLASSEN-MILLER ADDITION	R3	\$ 20,906	700
3+ FAMILY, FIRE REPAIR	BLACKMON MOORING	5710	01/14/19	505	E	BOYD	ST	12	22	GLASSEN-MILLER ADDITION	R3	\$ 10,906	700
3+ FAMILY, FIRE REPAIR	BLACKMON MOORING	5711	01/14/19	505	E	BOYD	ST	12	22	GLASSEN-MILLER ADDITION	R3	\$ 35,906	700
3+ FAMILY, FIRE REPAIR	BLACKMON MOORING	5712	01/14/19	505	E	BOYD	ST	12	22	GLASSEN-MILLER ADDITION	R3	\$ 15,906	700
3+ FAMILY, FIRE REPAIR	ELITE PROPERTIES	5926	01/14/19	1112		MC GEE	DR		1	CARMEL ADD	RM6	\$ 40,000	600

RESIDENTIAL PERMITS
Issued JANUARY 2019 - Sorted by Permit TypePage 3 of 3

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

2/8/2019

	JANUARY 2019			JANUARY 2018		
RESIDENTIAL PERMITS	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	40	40	\$14,229,906	30	30	\$7,373,065
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	0	0	\$0	1	1	\$39,916
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	4	4	\$230,000
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3-4 DU per bldg) *	0	3	\$0	0	0	\$0
Ful Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
Total Residential New	40	43	\$14,229,906	35	35	\$7,642,981
Net Residential Demos & Removals		-12			-5	
Net Residential Units		31			30	
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	13		\$605,687	15		\$724,700
Manufactured Home (Replace)	0		\$0	2		\$124,562
Paving & Pools	7		\$257,200	5		\$269,000
Accessory Buildings	11		\$266,995	6		\$117,600
Storm Shelters	24		\$68,467	24		\$69,885
3+ Family						
Addition & Alteration (All Types)	5		\$123,624	0		\$0
Total Residential Additions & Alterations	60		\$1,321,973	52		\$1,305,747
TOTAL RESIDENTIAL	100		\$15,551,879	87		\$8,948,728

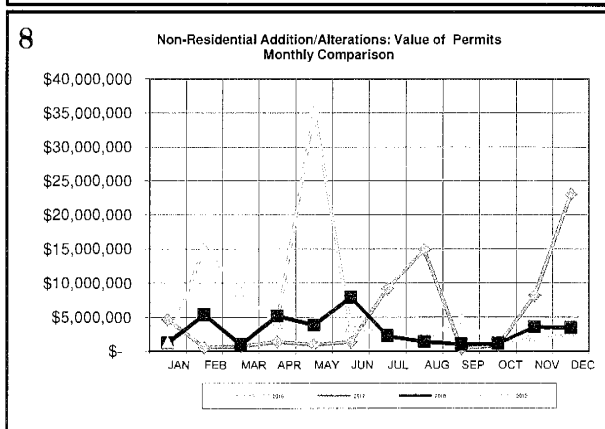
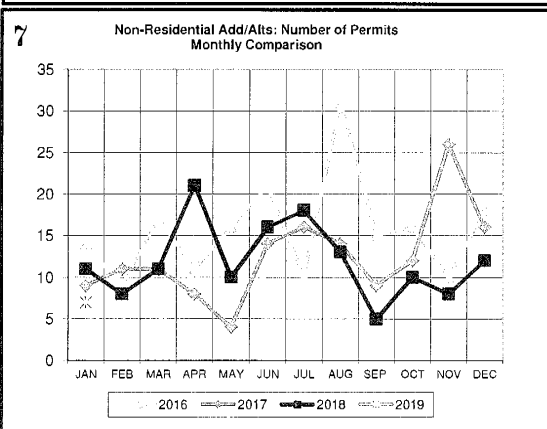
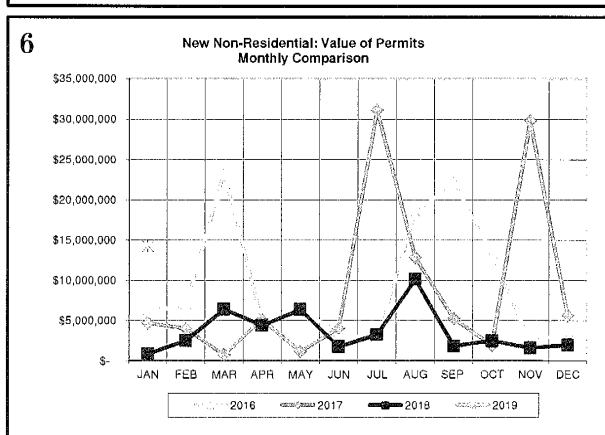
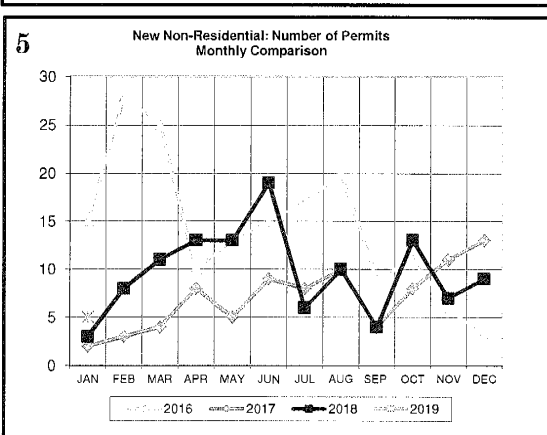
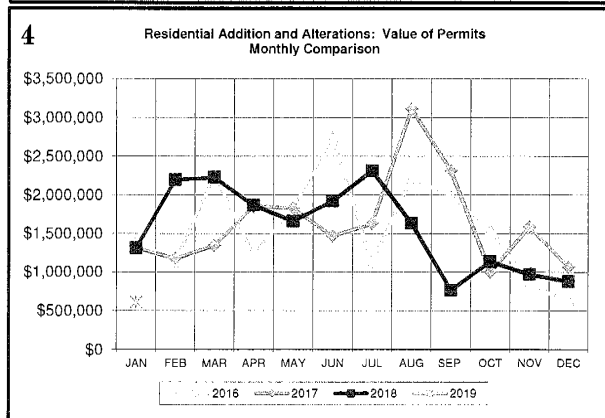
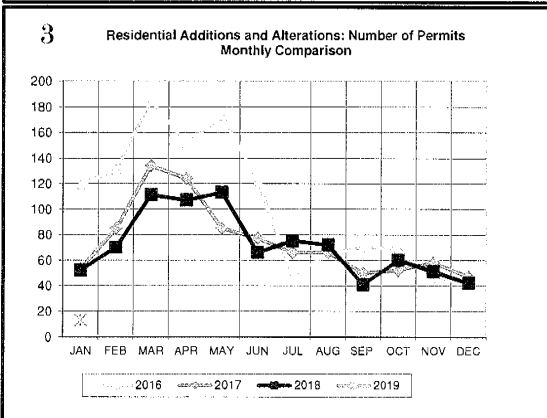
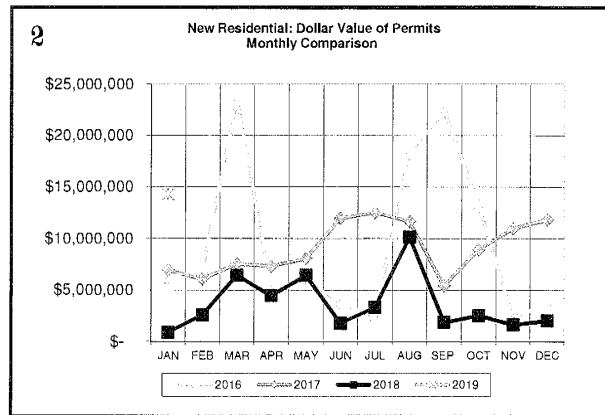
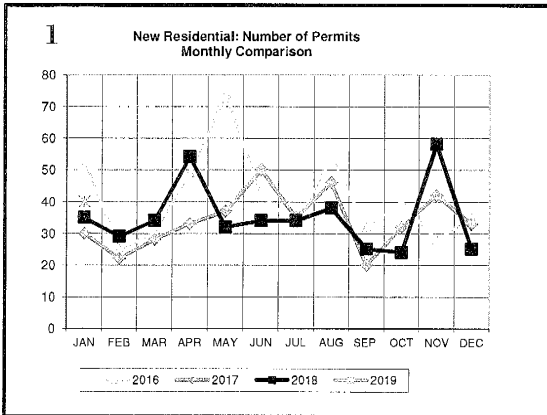
NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	1	\$22,000	0	\$0
Shell	0	\$0	0	\$0
Interior Finish	1	\$100,000	0	\$0
Full Permit	3	\$3,325,000	3	\$850,000
Total Non-Residential New	5	\$3,447,000	3	\$850,000
Additions & Alterations				
Additions & Alterations (All Types)	7	\$254,000	11	\$1,241,000
Total Non-Residential Additions & Alterations	7	\$254,000	11	\$1,241,000
TOTAL NON-RESIDENTIAL	12	\$3,701,000	14	\$2,091,000

TOTAL ALL PERMITS	112	\$19,252,879	101	\$11,039,728
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OTHER ACTIVITY	Number	Number
Electrical Permits	122	100
Heat/Air/Refrigeration Permits	98	111
Plumbing & Gas Permits	122	142
Sign Permits	33	16
Water Well Permits	1	6
Garage Sale Permits	16	26
Structure Moving Permits	1	5
Demo - Residential Permits	9	2
Demo - Non-residential Permits	1	2
Temporary Const Bldgs & Roll-off Permits	12	17
Lot Line Adjustments Filed	2	0
Certificate of Occupancy (CO) Permits	64	67
All Field Inspections	1,856	1,945

YEAR TO DATE	JANUARY 2019			JANUARY 2018		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	40	43	\$14,229,906	35	35	\$7,642,981
Residential Demos/Removals	na	-12	na	na	-5	na
Residential Additions/Alterations	60	na	\$1,321,973	52	na	\$1,305,747
Non-residential New Construction	5	na	\$3,447,000	3	na	\$850,000
Non-residential Additions/Alterations	7	na	\$254,000	11	na	\$1,241,000
TOTAL YEAR TO DATE	112	31	\$19,252,879	101	30	\$11,039,728

* A Mixed Use permit was issued which included commercial on the ground floor and 3 residential units above. Residential units are counted in residential units but the remainder of the permit information is included in non-residential above.



REVITALIZATION 10C

CDBG and HOME Investment Partnerships Programs

The CDBG Target Area Tree Planting Project RFP 1819-41 and RFP 1819-42 were received on January 25, 2019 with TerraScapes, Inc. having the lowest and best proposal. Preconstruction conference and release of the Notice to Proceed is scheduled for early February with all work to be completed by March 31, 2019. This activity was divided into two areas to encourage participation by small and/or minority contractors. Staff has identified the planting locations within the right-of-way where the street tree canopy needs increased and have notified residents with the intent and an opportunity to opt out.

The CDBG Neighborhood Meeting was held on January 16, 2019 and the CDBG Public Hearing was held on January 23, 2019. At each meeting, the citizens that were in attendance were very engaged and provided staff with valuable information regarding possibilities in the upcoming year for greater participation and potential projects.

CDBG Disaster Relief Grant

All CDBG DR projects are substantially complete with minor punch list items being addressed. Final acceptance of all contracts is anticipated early 2019.

Homeless Activities

On January 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of December. There were four housing placements made (1 Veteran; 3 Chronic).

The Point in Time Count was conducted January 24-25, 2019. This year the count included an electronic survey instrument that was developed by ESRI in conjunction with HUD to assist communities with the count. The City of Norman Geographic Information Division was able to modify and oversee the use of this valuable tool. Because of the availability of this tool, multiple volunteers were utilized to assist in the canvassing and assessment of the unsheltered citizens. The Norman Police Department coordinated their Quarterly ID event to coincide with the count to provide an additional venue to assess citizens who are experiencing homelessness. Results of the Point in Time Count will be released in March.

Due to the increased visibility of persons who are experiencing homelessness by the establishment of multiple campsites on city property, the Continuum of Care, the Norman Police Department, and the Homeless Services Coordinator are developing guidelines and strategies to address this increasing problem.

Housing Programs

January 2019

CDBG – The summary below includes the status of each of the rehabilitation programs that are offered.

- Two rehabilitation projects are currently under contract and one projects in development stage, with no rehabilitation projects being completed since July 1, 2018.

- One emergency repair project is currently under contract; four emergency repair projects were completed since July 1, 2018.
- No accessibility modification projects are currently under contract; seventeen accessibility modification projects have been completed since July 1, 2018.

Social and Voluntary Services Commission

Twenty-two non-profit agencies submitted applications totaling almost \$290,000 for the \$175,000 allocated in the FYE19 City of Norman budget. On June 18, 2018 applicants made presentations to the Social and Voluntary Services Commission. On June 25, 2018, the Social and Voluntary Services Commission met and recommended funding to all twenty-two of the applicants. Contracts for these awards were approved by the Norman City Council on November 27, 2018.

City-wide proactive enforcement began on March 15, 2012.													
Code Violation Activity for FYE 2019													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Total Cases	851	1227	869	505	320	409	608						4789
Proactive Cases	352	678	423	256	188	305	416						2618
Cases Closed	854	1110	1027	729	407	344	479						4950
Cases Still Open	520	712	574	383	326	403	551						3469
Tasks Completed	2833	3824	3053	2034	1113	1368	2037						16262
Violation Letters Mailed	489	697	489	332	137	205	366						2715
Work Orders, Owner Abatement after Work Order Issued, and Legal Documents Filed FYE 2019													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	58	68	71	23	3	8	11						242
Owner Abated	13	20	25	13	3	0	2						76
Liens	23	33	27	39	39	7	8						176
Notices of Intent	46	30	51	23	10	3	8						171
Releases of Intent	12	20	23	16	13	1	9						94
Release of Liens	1	13	10	10	16	13	13						76
Signs Removed from Rights-of-Way FYE 2019													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Removed	99	178	69	139	798	80	117						1480

	Oil & Gas Activity - FYE 2019												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Active Producing Wells	87	87	87	85	85	84	83						
Inactive Producing Wells	49	49	48	50	50	49	49						
Active Injection Wells	6	6	6	6	6	5	5						
Inactive Injection Wells	12	12	12	12	12	13	13						
Total Wells:	154	154	153	153	153	151	150						
Monthly Well Inspections	154	154	153	153	153	151	150						1068
Additional Well Inspections	3			6		2	3						14
Drilling Permit Applications Received													0
Drilling Permits Issued													0
Active Drilling Locations & Completions													0
Wells Plugged		1			2	1							4
Plugged Location Restoration							1						1
Hazardous Incidents													0
Mechanical Integrity Tests			1										1
FOIA Requests			1										1
BOA Hearings													0
Charges Filed													0
Predevelopment Notices													0
Public Works Assist/Plat Review	1		1	1	1		1						5



Administrative Summary

January 2019 Summary

Operations



Part I Crimes	Current			Year-To-Date		
	2019	MONTH 5YR AVG	2018	2019	YTD 5YR AVG	2018
Murder	0	1	0	0	1	0
Rape	1	5	6	1	5	6
Robbery	5	6	7	5	6	7
Agg. Assault	21	12	12	21	12	12
Burglary	29	63	42	29	63	42
Larceny	185	269	205	185	269	205
Motor Vehicle Theft	26	33	28	26	33	28
Arson	0	1	1	0	1	1
Part I Totals:	267		301	267		301
Part II Crimes						
DUI/APC	35	39	38	35	39	38
Drunkenness	47	51	55	47	51	55
Drug Violations	100	95	92	100	95	92
Forgery	11	25	16	11	25	16
Vandalism	60	71	53	60	71	53
Others	344	NA	340	344	NA	340
Part II Totals:	597		594	597		594
Total Reported Crime:	864		895	864		895
Other Reported Activity						
Public Peace Reports	190	170	186	190	170	186
Warrants Served	120	137	136	120	137	136
Other Reports Totals:	310		322	310		322
Total Case Reports:	1,174		1,217	1,174		1,217
Collisions						
Fatality	0	1	2	0	1	2
Injury	26	53	54	26	53	54
Non-Injury	106	139	95	106	139	95
Total Collisions:	132		151	132		151
Call for Service						
CAD Activity (Total)	3,084	NA	3,185	3,084	NA	3,185
Calls for Service (Police)	8,388	NA	7,956	8,388	NA	7,956
Total CFS:	11,472		11,141	11,472		11,141
Citations & Warnings:						
Citations	1,716	NA	1,426	1,716	NA	1,426
Warnings	2,063	NA	2,185	2,063	NA	2,185
Total Citations & Warnings:	3,779		3,611	3,779		3,611

** Public Peace reports include: Animal Bite, Found Property, Recovery/Other Agency Vehicles, Mental Case, Unattended Death and Other

** Five Year Average based on 2012 to 2016

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report

January 2019



IN SHELTER ANIMAL COUNTS

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	94	68	162	51	62	113	(49)	-30%
Ending	90	54	144	79	56	135	(9)	-6%

ANIMAL INTAKES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	122	45	167	124	38	162	(5)	-3%
Owner Relinquish	41	33	74	26	22	48	(26)	-35%
Owner Intended Euth	1	1	2	0	0	0	(2)	-100%
Transfer In	0	0	0	1	11	12	12	
Other Intakes*	25	2	27	0	0	0	(27)	-100%
Returned Animal			0	9	3	12	12	
TOTAL LIVE INTAKES	189	81	270	160	74	234	(36)	-13%

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

OTHER STATISTICS

	2018		2019		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	18	18	49	49	31	172%
Dog Collected (DOA)	4	4	1	1	(3)	-75%
Cat Collected (DOA)	4	4	4	4	0	0%
Wildlife Transferred	9	9	0	0	(9)	-100%
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	0	0	0	
Intake Goats	2	2	0	0	(2)	-100%
Intake Sheep	0	0	0	0	0	
Intake Rabbits	1	1	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	
Intake Other	2	2	0	0	(2)	-100%
TOTAL OTHER ITEMS	40	40	54	54	14	35%

LENGTH OF STAY (DAYS)

	2018	2019
Dog	10.2	11.5
Puppy	8.7	4.2
Cat	13.5	22.3
Kitten	8.5	25.6

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	45	5	0	50

Norman Animal Welfare Monthly Statistical Report

January 2018



LIVE ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	85	50	135	54	51	105	(30)	-22%
Return To Owner	59	8	67	52	13	65	(2)	-3%
Transferred Out	30	26	56	20	19	39	(17)	-30%
Returned in Field	0	0	0	0	0	0	0	
Other Outcome	0	0	0	0	0	0	0	
TOTAL LIVE OUTCOMES	174	84	258	126	83	209	(49)	-19%

OTHER ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	1	0	1	1	
Lost in Care	0	0	0	0	3	3	3	
Shelter Euth	17	9	26	7	3	10	(16)	-62%
Owner Intended Euth	1	1	2	0	0	0	(2)	-100%
TOTAL OTHER OUTCOMES	18	10	28	8	6	14	(14)	-50%

TOTAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	174	84	258	126	83	209	(49)	-19%
Total Other Outcomes	18	10	28	8	6	14	(14)	-50%
TOTAL OUTCOMES	192	94	286	134	89	223	(63)	-22%

SHELTER EUTHANASIA DATA

	2018			2019	
	Canine	Feline	Other	Total	Percentage
Medical - Sick	0	2	0	2	20%
Medical - Injured	1	1	0	2	20%
Behavior - Aggressive	6	0	0	6	60%
Behavior - Other	0	0	0	0	0%
TOTAL EUTHANASIA	7	3	0	10	

MONTHLY LIVE RELEASE RATE

2018	2019
90.8%	93.7%

Live Outcomes / (Total Outcomes - Owner Int Euth)



Monthly Service By Assignment

December 2018 to January 2019
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Dec 2018 Hours	Jan 2019 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	0:00
	NAWC-Beautification Volunteer	0:00	0:00	0:00
	NAWC-Cat Socializer	57:35	42:13	99:48
	NAWC-Community Outreach Volunteer	0:00	0:00	0:00
	NAWC-Dog Handler	148:41	105:25	254:06
	NAWC-Foster Program	0:00	0:00	0:00
	NAWC-Laundry	0:00	0:00	0:00
	NAWC-Lobby Greeter	43:57	52:55	96:52
	NAWC-Orientation	9:00	14:00	23:00
	NAWC-Photographer	0:00	0:00	0:00
	Other Volunteer Services	0:00	0:00	0:00
	Veterinarian Assistant Tech	12:05	16:50	28:55
Total		271:18	231:23	502:41
Grand total		271:18	231:23	502:41

**DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
January, 2019**

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed 1 final plat for the Development Committee. No items for Planning Commission. 1 Certificate of Survey and 3 Closures items for City Council review. The Development Engineer reviewed 13 sets of construction plans and 7 punch lists. There were 117 permits reviewed and/or issued. Fees were collected in the amount of \$3,596.65.

CAPITAL PROJECTS:

Main Street Bridge over Brookhaven Creek

The project was awarded on June 4, 2018 by ODOT. The successful bidder was Silver Star Construction. The cost of the project is \$4,905,000. The project includes replacing a Structurally Deficient (SD) bridge structure with a triple cell 16' x 8' Reinforced Concrete Box (RCB) and 2100' of channel improvements downstream of the bridge. Work should begin on the project August 13, 2018. Construction is expected to take 340 days.

The contractor's activities this month were as follows:

- Completed roadway pavement on the north half of West Main Street west of Main Street Bridge
- Completed debris removal along the west bank and north of West Main Street Bridge.
- Began installing the turf-reinforcement matting along the west bank and north of West Main Street Bridge

James Garner Avenue – Phase I

The project was awarded on March 13, 2018 to Silver Star Construction. The cost of the project is \$1,867,880. It includes reconstruction of the Acres Street intersection to improve safety and to meet Railroad Quiet Zone requirements. The project will create the extension of James Garner Avenue between the railroad and the new Central Library. A pre-construction conference was held on March 22, 2018 to ensure coordination between Flintco (Library Contractor) and Silver Star Construction is established.

The project involves the following items:

- Constructing a new roadway and Intersection on James Garner Avenue and Acres Street along with a new Legacy Trail
- Installing a new improved drainage system

The contractor's activities this month were as follows:

- Completed the roadway pavement on the Jones Avenue and Acres Street intersection
- Completed the roadway pavement on the north leg of James Garner Avenue and Acres Street

Lahoma Avenue from Gray Street to Hughbert

The 2016 Norman Street Maintenance Bond Program includes Urban Roads Reconstruction Projects. The next two street projects are the FYE 2017 Lahoma Street from Gray Street to Nebraska Street and FYE 2018 Lahoma Street from Nebraska Street to Hughbert. These projects were awarded on March 13, 2018. The projects were let together to allow continuity of construction and better unit costs for construction items. The projects were awarded to A-Tech Paving in the amount of \$561,799.25 and \$376,872.00 respectively. This work consists of reconstruction to widen the road to 26 feet and install curb and gutter to improve drainage. Existing sidewalks and ramps will be replaced to provide ADA accessibility. Driveways will be replaced within R/W, and are designed to accommodate future sidewalks meeting ADA requirements.

*Monthly Progress Report
Public Works (January 2019)*

On March 19, 2018 the contractor began mobilization and installation of traffic control for Phase 1, from Gray Street to Nebraska Street. Phase I has been substantially completed. Construction of Phase 2 is anticipated to be completed by February of 2019.

The Contractor's Activities December included:

- *Clean up and completion of punch list items on Phase 1*
- *Installation of drainage structures for Phase 2*
- *Mobilizing and preparing for demolition of existing roadway from Nebraska Street to Hughbert Street*

Sidewalk Program:

FYE 2019 Sidewalk Program bid was awarded on July 24th, 2018 by City Council Central Contracting Services in the amount of \$441,750.00, for five projects to be completed throughout the fiscal year 2019.

- **Citywide Sidewalk Reconstruction Program** which is intended to assist property owners in repairing existing sidewalks and constructing new sidewalks along an entire city block. Property owners who wish to participate in the Citywide Sidewalk Reconstruction Project will pay fifty percent (50%) of the estimated cost, with the City paying the remaining fifty-percent (50%) from funds allocated to this project. Four locations have been completed this month for sidewalk repair.

- **Sidewalk Accessibility Program** which provides sidewalk ramps where none exist and rebuilds existing ramps that do not comply with the current Americans with Disabilities Act (ADA) standards. This project will construct approximately sixteen (16) curb ramps. Locations are determined at the request of citizens and along arterial and collector streets that do not currently have ramps at street-sidewalk intersections. The location in this year's program will include intersections along Cherry Creek Drive from Main Street to Knob Hill Court. Construction of ADA compliant ramps began January 22nd and is 60% complete. Expected project completion is on February 15th, 2019.

- **The Downtown Area Sidewalks and Curbs Program** will repair hazardous or deteriorated sidewalks, ramps and curbs in the downtown area. The location will be concentrated along the east side of Porter Avenue and areas south of Main Street. Construction is complete in the downtown area.

- **The Sidewalk Program for Schools and Arterials** is used to construct new sidewalks adjacent to elementary schools that have no sidewalks and along walking routes to the schools. This year's project has three (3) locations. First, the east side of North Berry Road from Iowa Street to Denison Drive in the Cleveland Elementary School District; second, the south side of West Boyd Street from 650 feet east of 24th Ave. S.W. to Nancy Lynn Terrace in the Alcott Middle School district; and third, the south side of West Imhoff Road from Walnut Road to Castlewood Drive serving the McKinley Elementary school and the University of Oklahoma. Construction will be in December of 2018 and June of 2019. No school projects were completed in *January 2019*.

- **The Sidewalk and Trails Project** constructs new sidewalk and trails throughout the city, in conformance with adopted plans; including the Greenbelt Master Plan, Bikeway & Transportation Master Plan and Parks Master Plan. The location this fiscal year is concentrated along the north side of Main Street from 700 feet west of 24th Avenue West to Berry Road to close sidewalk gaps and provide sidewalk and ramp improvements at intersections.

STREETS DIVISION

ASPHALT OPERATIONS:

3425 TECUMSEH RIDGE ROAD- DEEP PATCH

Streets crews worked at 3425 Tecumseh Ridge Road and required 15.85 tons of asphalt for the repair.

DAISY AND EGRET LANE – DEEP PATCH

Streets crews worked a deep patch at Daisy and Egret Lane and required 30.48 tons of asphalt for the repair.

*Monthly Progress Report
Public Works (January 2019)*

409 EGRET LANE – DEEP PATCH

Streets crews worked a deep patch at 409 Egret Lane and required 30.46 tons of asphalt for the repair.

1912 PENDLETON DRIVE – DEEP PATCH

Streets crews worked a deep patch at 1912 Pendleton Drive and required 32.70 tons of asphalt for the repair.

710 ASP PARKING LOT - OVERLAY

Streets crews continued with an overlay project at 710 Asp Parking Lot and required 14.21 tons of asphalt for the repair.

SNOW AND ICE OPERATIONS

Spread 372.75 tons of sand/salt mix during snow and ice operations.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 26 work order requests and closed 25.

Crews for the Streets and Stormwater Divisions checked and cleaned inlet boxes throughout the City during rain events in January. 710 inlets were checked and of those 405 were cleaned, resulting in 0.75 tons of drainage debris removed from the stormwater system.

Stormwater Crews assisted Street Division with Snow and Ice Operations during the first week of January. They assisted in placing the weatherization cover on roads and bridges and collected downed tree limbs and debris. Over 4 tons of tree debris was removed during the storm event.

The Infrastructure crew responded to multiple work order requests and stormwater infrastructure failures. The crew repaired a hole in a 48" pipe on Barry Switzer Ave that caused a large sinkhole 3 feet by 5 feet. The crew cleared a backed up culvert on Little River Road that required 250 gallons of high pressure flushing. The crew removed a failing stormwater pipe under 72nd Ave SE, installed 33' of new 18" stormwater pipe, removed over 15 tons of debris, and secured the new pipe with 15 tons of traffic bound surface course.

DRAINAGE MAINTENANCE

The Channel Maintenance crew trimmed trees and cleared debris in drainage rights-of-way in the urban area and removed 54 tons of debris from channels.

The Channel Maintenance crew replaced a collapsed inlet at 2745 Broce Drive. Over 45 tons of debris was removed from the inlet, new curb hoods were set and 5 cubic yards of concrete was used in pouring the new inlet box.

URBAN STREET SWEEPING OPERATIONS

A total of 566 lane miles were swept resulting in the removal of approximately 453 tons of debris from various curb lined streets.

STORMWATER OKIE LOCATES

During the month of January, 2,054 Call 811 Okie Spots were received. Of those requests, 85 were stormwater pipe locates, 156 were physically checked, and 1056 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 111 inspections of 79 active sites
Issued 0 citation and 0 NOVs to active sites
Issued 1 Earth Change Permit to new projects

MS4 OPERATIONS

Received and responded to 36 citizen calls/ YTD Total is 221.

*Monthly Progress Report
Public Works (January 2019)*

On January 11, Carrie Evenson and Michele Loudenback met with representatives from the Oklahoma Water Resources Board to discuss TMDL Loading Calculations and making data accessible to the public. On January 15, Dr. Evenson and Ms. Loudenback met with Mr. Justin Milner, COO of Norman Public Schools, to discuss a capital project near Cleveland Elementary School and to discuss coordinating a water festival for the City.

On January 16, Dr. Evenson and Ms. Loudenback attended the ECAB meeting.

Over the weekend of January 18-20, Dr. Evenson and Ms. Loudenback staffed the COSWA booth at the Home & Garden Show to promote rain barrels; additionally, they facilitated presentations by Jeri Fleming and Amanda Nairn on rain barrel installation.

On January 22, Council voted unanimously to advance the Vision for Norman propositions to an April 2 election.

On January 31, Dr. Evenson and Ms. Loudenback attended training on the Vision for Norman for City staff, Stormwater Citizen Committee members, and Council members.

FLEET DIVISION

The Fleet Management Division Activity Report shows a comprehensive summary of the activity during the month, broken down into 3 subgroups: Fuel Report, Maintenance Report, and Productivity Report.

Fuel Report

Purchases: The Inventory fuel and Outside fuel purchases are added together for each category of fuel - Unleaded gasoline, Diesel fuel, and CNG.

Amount Sold: The amount of Inventory fuel and Outside fuel disbursed to city divisions are shown.

Price Per Gallon: For Inventory Purchases, each time a purchase is made the invoice information, such as quantity and total price is receipted into the Faster system. The Faster program then tallies the information and decides on a price-per-gallon for that purchase. The monthly high and the monthly low price-per-gallon for unleaded gasoline and diesel fuel are shown.

Maintenance Report

Repair Parts Sold: This shows the amount of money spent on repair parts for vehicles during the month.

Tires Sold: This shows the amount of money spent on tires for city vehicles during the month.

Total Parts Sold: This is the sum of Repair Parts and Tires Sold added together.

Sublet Repairs: This is the amount spent on outside repairs during the month.

Road Calls: This is the amount of times Fleet was called out to retrieve/repair a vehicle.

Preventative Maintenance Services: This is the amount of times a vehicle failed to make the appointed preventative maintenance service and had to be rescheduled.

Total Work Orders: This is the amount of work orders for the entire month.

Year to Date Work Order Total: This is the amount of work orders for the entire year.

Productivity Report

Direct Labor Hours: Each mechanic's total direct labor hours are shown. Then the direct labor hours are tallied together. After that the total available hours are shown to assess productivity.

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities.

Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

JANUARY 2019
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

FY 18-19 Associated Fees

Planning Commission/Dev Comm Review: This Month Last Month Total

*Norman Rural Cert of Survey...2
 *Final Plats.....1
 *Preliminary Plats.....0
 *Short Form Plat.....1
 *Center City Form Based Code..0

City Council Review:

Certificate of Survey.....1
 Preliminary Plat.....0
 Final Plats.....0
 Certificate of Plat Correction...0
 Encroachment.....0
 Easements.....0
 Closure.....3

Development Committee:

Final Plats.....1

Fee-In-Lieu of Detention.....0

Subtotal:

\$2,960.00

\$0.00

\$3,020.00

\$45,660.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 33
 ***Commercial..... 7
 Multi-Family..... 1
 Addition/Alteration..... 27
 House Moving.....1
 Paving Only..... 3
 Storage Building.....10
 Swimming Pool.....4
 Storm Shelters..... 29
 Public Improvements.....0
 Temporary Encroachments.....2
 Fire Line Pits/Misc..... 0
 Flood Plain (@\$100.00 each).....0

Total Permits.....

Grand Total.....

******Construction Plan Review occurrences**

*******Punch Lists prepared.....**

\$0.00

\$0.00

\$1,200.00

\$636.65

\$3,759.09

\$107,373.52

\$3,596.65

\$6,779.09

\$149,433.52

13

7

343

7

5

98

* All Final Plat review completed within ten days..... PI # 13

** All Single Family Permits were reviewed and completed within three days....PI # 10

*** All Commercial Permits were reviewed and completed within seven days.... PI # 11

**** All Construction Plans were reviewed within ten days.....PI # 12

*****All Punch Lists prepared within one day of Final Inspection.....PI # 8

JANUARY 2019

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	7	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	33	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	7	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	13	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	0	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STREET DIVISION					
	FYE 2019 January 2018	FYE 2019 January 2018	Year to Date	Year to Date	FYE 2019
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	111.70		1,212.10		
Overlay/pave 10 miles per year.	-	0%	13.25	133%	100%
Replace 1,160 square yards of concrete pavement panels	7.50	1%	422.00	36%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	18.00	4%	42.00	10%	0%
Mow 15 ROW-miles of Urban right-of-way, eight times per year	-	0%	122.50	102%	100%
Mow 148 miles of Rural Right-of-way twice per year	-	0%	655.00	221%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STORMWATER DIVISION					
	FYE 2019 JANUARY, 2019	FYE 2019 JANUARY, 2019	Year to Date	Year to Date	FYE 2019
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	314.00	63%	2,920.50	49%	50%
Collect litter from rights of way in the Urban area (Tons)	-	0%	6.36	0%	70%
Collect litter from rights of way in the rural area (Tons)	-	0%	-	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	466.00	5%	5,136.00	51%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	18,000.00	0%	4,168,428.00	31%	90%
Perform erosion control inspections of permitted sites within 30 days.	80.00	101%	1,053.00		100%
Permit all earth disturbing operations over 1 acre in size.	1.00	95%	8.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	-	0%	-		20%
Respond to stormwater complaints within 24 hours of the time reported	26.00	100%	221.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT
January 2019**

FYE 2019

FUEL REPORT

IN GALLONS

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	20,851.00	19,641.00	25,736.00	
Outside - sublet	552.61	387.30	0.00	
TOTAL	21,403.61	20,028.30	25,736.00	
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	20,032.38	18,404.00	19,748.99	5,987.01

FYE 2019 TO DATE CONSUMPTION				
TOTAL Consumption	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
	135,958.73	133,121.66	137,956.17	38,798.77

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.49	Low	\$1.42	UNLEADED	High	\$1.97	Low	\$1.62
DIESEL	High	\$1.89	Low	\$1.72	DIESEL	High	\$2.64	Low	\$2.64
CNG	High	n/a	Low	\$1.02	CNG	High	n/a	Low	n/a

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$42,503.10	Month Total Public CNG Sales	\$8,917
BATTERIES	\$2,071.08	FYE 2019 To Date Public Sales	\$69,524
OILS/FLUIDS	\$3,380.35	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
TIRES	\$31,137.92	Total Sold Gallons Life To Date	817,439
SUBLET REPAIRS	\$20,187.46	Total Gross Sales Life To Date	\$1,176,430
TOTAL SPENT parts/sublet	\$99,279.91	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station:	1,765,501

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	16	23	13	119
EMERGENCY ROAD CALLS	11	1	3	23
PM SERVICES	101	94	153	629
INCLEMENT WEATHER	2	0	0	2
WORK ORDERS	403	380	459	2244
SCHEDULED REPAIRS	200	189	267	1013
NON SCHEDULED REPAIRS	203	191	192	1231

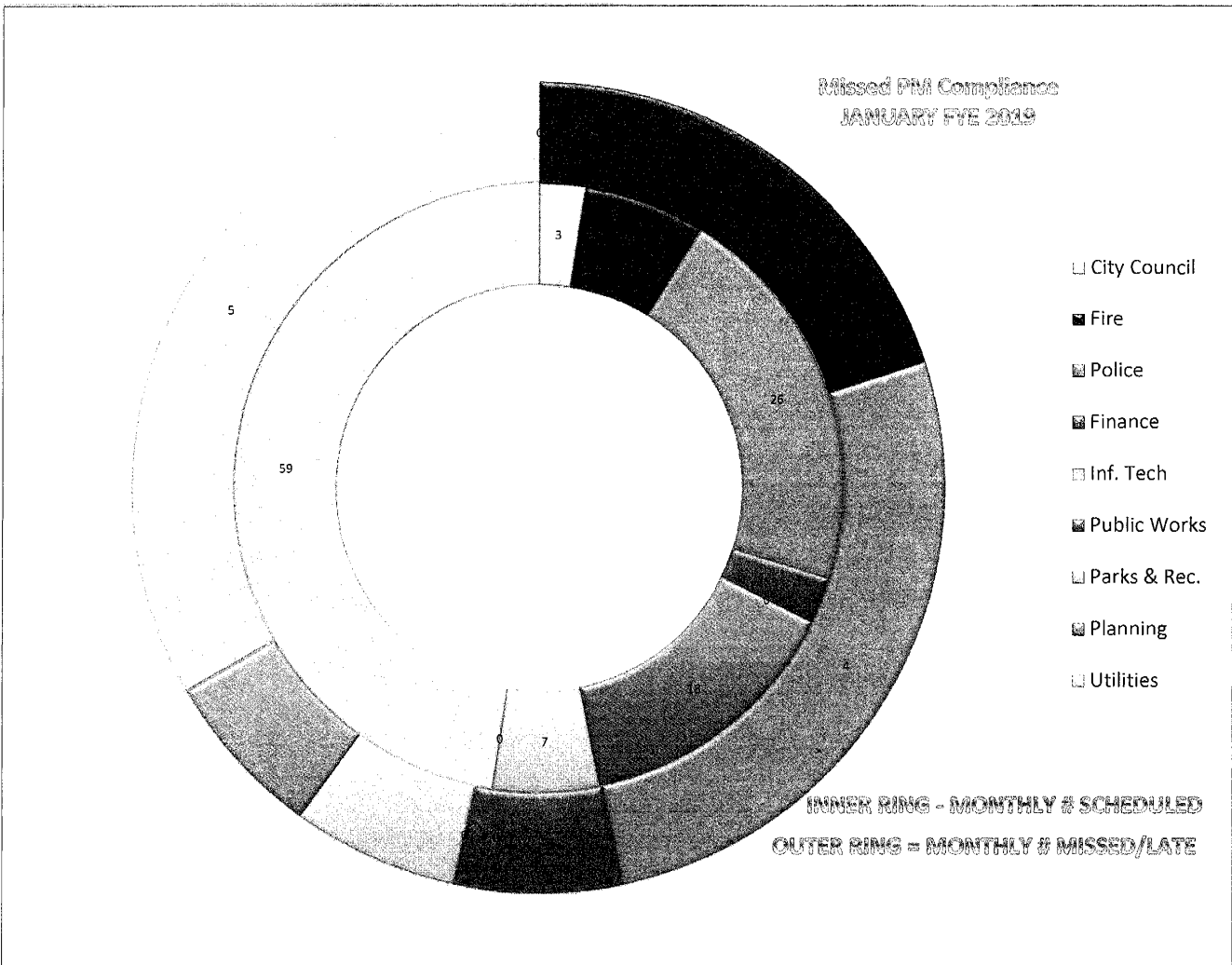
Light Shop	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	0	5	2	18
EMERGENCY ROAD CALLS	6	1	1	13
PM SERVICES	67	63	114	343
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	167	194	231	848
SCHEDULED REPAIRS	118	122	172	487
NON SCHEDULED REPAIRS	49	72	59	361

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	16	18	11	61
EMERGENCY ROAD CALLS	5	0	2	6
PM SERVICES	34	31	39	167
INCLEMENT WEATHER	2	0	0	2
WORK ORDERS	236	186	228	748
SCHEDULED REPAIRS	82	67	95	308
NON SCHEDULED REPAIRS	154	119	133	440

January FYE 2019

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Due at Meter or scheduled	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
PARKS & RECREATION										
0408	2016 Ford Explorer	Park Maintenance	17335	17053	282	miles	1/24/2019	Light Repair	PM-C	7/11/2018
FIRE										
DP39T	2016 Wells Trailer	Disaster Preparedness	2/5/2019	1/2/2019	34	days	1/2/2019	Light Repair	PM-D	11/21/2017
POLICE										
1128	2014 Ford Interceptor	Police Patrol	95300	91445	3855	miles	1/3/2019	Light Repair	PM-C	10/4/2018
1188	2015 Polaris Ranger	Police Patrol	2/5/2019	1/4/2019	32	days	1/2/2019	Light Repair	PM-C	11/16/2017
1188T	2016 BigTex Trailer	Police Patrol	2/5/2019	1/4/2019	32	days	1/2/2019	Light Repair	PM-A	6/4/2018
1069T	2010 Pacer Trailer (seized with 1069)	Police SID	2/5/2019	12/19/2018	48	days	1/2/2019	Light Repair	PM-A	12/19/2017
1227	2014 Ford Interceptor	Police Patrol	41504	40884	620	miles	1/17/2019	Light Repair	PM-C	10/1/2018
1185	2009 Ford Crown Victoria	Police Patrol	103513	102925	588	miles	1/22/2019	Light Repair	PM-C	7/16/2018



Department	Scheduled	Missed/Late	% Late
City Council	3	0	0.0%
Fire	8	3	37.5%
Police	26	4	15.4%
Finance	3	1	33.3%
Inf. Tech	0	0	0.0%
Public Works	18	0	0.0%
Parks & Rec.	7	1	14.3%
Planning	0	1	#DIV/0!
Utilities	59	5	8.5%
Citywide Total	124	15	12.1%

Monthly Report

January 2019

LINE MAINTENANCE:

Waterline Capital Projects

- Timberdell Road – 100% Complete
- Timberdell Road Cul-de-Sac 100% Complete
- Wheaton Drive – 100% Complete
- Columbia Circle – 95% Complete
- Queenston Avenue – 60% Complete

Columbia Circle – WA0323: Staff will replace 1,300 feet of 4" Cast Iron with 6" PVC on Columbia Circle from Biloxi Drive to end of cul-de-sac. Staff abandoned the existing 6" water main, capped the 8X6" tee on Biloxi Drive, poured 5 yards of concrete, spread 18 yards of top soil and laid 3,000 feet of sod, project, 95% complete.

Queenston Avenue – WA0326: Staff will replace 900 feet of 8" Ductile Iron with 8" PVC on Queenston Avenue from Rock Creek Road to Pine Wood Drive. Staff laid 780 feet of 8" PVC and compacted trench line in preparation for pouring concrete back in the street, project 60% complete.

Water Line Breaks - 20

Sewer Line Capital Projects:

Fiscal Year 19 Summit Lakes Lift Station Rehabilitation Project – WW0320

Replaced both Paco pumps and motors, with 20 HP Flygt, replaced existing chain link fencing with no climb fencing, replaced gates and grading work to improve drainage around station, project 95% complete.

Sewer Line Data

- Total obstruction service requests - 25
- Private Plumbing: 24
- City Infrastructure: 1
- Sanitary Sewer Overflows: 2 Total; 1-City obstruction, 1-Private

Lift Station D Flows:

- Days - 31
- Average daily flow: 2.1 MGD
- Total flow: 65.4 MG

UTILITIES ENGINEERING:

Request For Proposal (RFP) 1819-05: the RFP was issued for eleven (11) water and wastewater projects on 06/12/18 and 26 proposals were received 07/10/18. NUA staff met 08/07/18 to compare and review our individual consultant rankings, discuss consultant qualifications further and ultimately select preferred consultants for the 11 projects. 10 consultants were selected and were so notified on 08/19/18. The consultants selected and the project for which they were selected are listed below.

No.	Project	Selected Consultant	Scheduled Agenda Date
1	Interstate Drive WL Replacements	Cardinal	To be considered 02/26/19
2	West of Campus WL Replacements	Cabbiness	K-1819-xx approved 12/11/18
3	Robinson WL: WTP to 24 th Avenue NE	Freese and Nichols	K-1819-xx approved 09/11/18
4	Robinson WL: 12 th Avenue NE to 24 th Avenue NE	Jacobs/CH2M	TBD
5	Flood WL: Rock Creek to Venture	CP&Y	To be considered 2/12/19
6	SE Lift Station Payback Study	Search	March 2019

7	WRF Septage Receiving Station	Olsson	March 2019
8	WRF Storage Building	Barrett Williamson	March 2019
9	Sanitation Truck Wash/Paint Shop Facility	Studio	TBD
10	Line Maintenance Office/Maintenance Building	Barrett Williamson	March 2019
11	Water Meter GPS	Lemke	TBD

NUA staff and the selected consultants will be meeting in the next few weeks to define the further project scope, schedule and fee. Each contract will then be forwarded separately to the NUA for their consideration.

WASTEWATER PROJECTS:

Lift Station Modifications FY17 (WW0305): Three (3) existing lift stations (LS), Ashton Grove, Franklin Road, and Royal Oaks, needed modifications more extensive than our annual rehabilitation. The work consists of pumps, pump guide rails and brackets, and discharge fittings and piping. Royal Oaks LS also requires replacement of its 8-foot wet well with a 10-foot wet well. Project was designed by Lemke through CP&Y. On 2/1/18, we received five (5) bids, with Crossland Heavy Contractors of Columbus, KS low at \$639,553. On 2/27/18, the NUA approved bid award and contract. On 12/14/11/18, Interim City Manager approved Change Order No. 1, increasing the contract amount by \$24,307 to \$633,860; all work complete 12/10/18. Payment for \$649,589 of revised contract total of \$663,860, or 98% approved to date. NUA approval of final reconciliation change order and project acceptance scheduled 2/12/19.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate about 43,000 feet (over 8 miles) of sewers and about 230 manholes in phases. Phase 1 was completed 1/19/17, replacing 25,100 feet of old sewer lines with High Density Polyethylene (HDPE) pipe, and rehabilitating or replacing 148 manholes; project design by NUA staff with Lemke assistance. Phase 2 advertised for bids on 7/19/18, and is bounded by Iowa Street to the north, Sherry Avenue to the west, Main Street to the south, and Berry Road to the east. Five (5) bids were opened 8/9/18. PM Construction and Rehab, LLC, of Pasadena, TX was the low bidder at \$1,348,501. On 8/28/18, the NUA approved bid award and contract execution. Notice to Proceed was issued effective 9/17/18, with a contract completion time of 270 calendar days. Project is on schedule and within budget. Payment for \$392,765 of contract total \$1,348,501, or 29% approved to date.

Sewer Maintenance Project FYE17 (WW0307): Annual project may rehabilitate about 23,800 feet (4½ miles) of sewers and almost 105 manholes, possibly in two (2) phases, in the area bounded by Cave Creek Street and Pinecrest Street to the north, partially Sequoyah Trail and partially Woodcrest Creek Drive to the west, Rock Creek Road to the south, and 12th Avenue NE to the east. On 7/26/16, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance. Project should bid soon.

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet (5 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Westbrook Terrace to the North, Highway 9 to the Southwest and Berry Road to the East. Preliminary project layout and scope definition are complete. All TV survey work complete by Line Maintenance. On 2/12/19, NUA is expected to approve an On-call Professional Services expenditure with Lemke for surveying and drafting assistance.

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet (over 4 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Peter Pan St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Line Maintenance will soon begin video survey of project area. No design work to date, awaiting new on-call RFP approval, to award contract to Lemke for surveying and drafting assistance.

Phase 2 South WRF Improvements (WW0065): Preliminary design contract with Garver for preparation of Engineering Report (ER) approved 03/08/11. ER finalized and submitted to DEQ 11/18/11; revised Final ER approved 06/27/13. NUA approved Garver Amendment No.1 for final design and bidding approved 06/12/12. Final design documents submitted to DEQ 08/01/13 and were approved 11/26/13. Floodplain permit submitted 10/15/13 and was approved by the City of Norman 04/05/13. NUA approved Garver Amendment No. 2 for construction administration, inspection, and operation and maintenance manuals on 04/22/14. Public Meeting on proposed rate

hike held 08/12/13 and was approved 11/12/13 by 67% of voters. NUA approved Resolution 1314-89 authorizing OWRB \$50.3 million loan application; loan approved 04/15/14.

WRF Phase 2 Improvements expand the design capacity from 12 to 17 MGD, rehabilitates older equipment and adds ultra violet disinfection, effluent aeration and odor control technologies. Bids received in March 2014 and the NUA approved award to Archer Western Construction, LLC (AW) on 04/22/14; contract and bonds were approved 05/13/14. Construction of the \$48.82 million (M) project began 06/02/14 and was complete 01/12/18. Six change orders were approved increasing the contract amount to \$52.15 M and extending the contract time through January 12, 2018. 100% of the contract amount has been paid and OWRB has reimbursed \$42.12 M. Staff is working on final closeout documents for OWRB to allow processing of the final reimbursement request and loan closeout.

The following briefly summarizes the work completed:

- Rehab two perforated screens, install two new screening conveyers, replace the existing and add a new grit washer/classifier at the Headworks.
- Replace Influent Flow Measurement Structure.
- Rehab Primary Clarifiers 1, 2, 3 and 4 and add odor control covers.
- Construct new Aerations Basins 4, 5 and 6.
- Replace diffusers and rehab existing Aeration Basins 1, 2 and 3 and deepen basins by about 1.5 feet.
- Install two new turbo blowers in Blower Building.
- Construct new splitter box and new Final Clarifiers 5 and 6.
- Construct new RAS/WAS Pump Station including 3 RAS pumps and 2 WAS pumps.
- Construct new Ultraviolet Disinfection/Post Aeration Facility.
- Construct new 66-inch outfall piping and new Outfall Structure for new and existing 54-inch outfall piping.
- Install four new Primary Sludge Thickener mechanisms with odor control.
- Construct new Sludge Blending Tank and Pump Station.
- Construct two new Sludge Thickening Centrifuges in Main Control Building.
- Clean Secondary Digesters 2 and 4.
- Convert Digester 4 to primary digester with fixed cover, gas collection and mixing pumps.
- Replace South Digester Boilers.
- Install odor control at Headworks, Westside Lift Station, Primary Clarifiers, Sludge Thickeners, and Centrifuge Room.
- Construct Standby Generators at Environmental Services Building, UV Facility, RAS/WAS Pump Station, Westside Lift Station and Blower Building.
- Install new asphalt paving to new treatment units, mill and overlay existing roadways.

South WRF Consent Order from DEQ: OPDES permit issued in July 2010 included deadline of July 2013 for implementing disinfection at the WRF. Staff and DEQ have negotiated Consent Order (CO) #13-077; CO#13-077 approved by NUA on 09/12/14 including the following tasks:

- | | |
|---|--------------------------------------|
| • Submit SEP project schedule | 11/30/14 (complete) |
| • Complete disinfection improvements | 01/01/16 (complete) |
| • Attain compliance with fecal coliform limits | 07/01/16 (complete) |
| • Complete Phase 2 improvements | 01/01/17 (Operational February 2017) |
| • Attain compliance with Ammonia and TSS limits | 07/01/17 (in compliance as required) |

DEQ submitted Addendum A for CO#13-077 to NUA on 01/16/18 regarding revised schedule of completion for SEP to utilize treated effluent at the Compost Facility. NUA submitted proposed schedule to DEQ 09/08/17 but that schedule is no longer possible since DEQ failed to respond until January. Staff submitted letter on 02/15/18 requesting change to DEQ schedule in Addendum A and met with DEQ in March 2018 to discuss variance to allow UV disinfected wastewater effluent for irrigation at the Compost Facility as our revised SEP project (see report below).

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16. Since completion of WRF Phase 2, staff is considering using UV disinfected effluent in lieu of chlorinated effluent for compost irrigation. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18. Staff and APAI met with DEQ 03/29/18 to discuss the proposed variance; DEQ advised NUA on 07/18/18 that the variance was conditionally approved. APAI and staff negotiated scope and price of Compost Reuse Pump Station project; the NUA approved Contract 1819-82 with APAI 12/11/18 to design the project using UV reuse water at the compost facility. Staff met with APAI on 02/08/19 to discuss project with Compost Facility staff and discuss potential project solutions. We expect final plans in April 2019.

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. The lift station might initially be funded by developers and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff will bring a contract forward to NUA in March 2019..

Lift Station D Force Main Phase 2 (WW02306): NUA approved contract with PEC on 10/11/16 to design about 2,400 feet of 20-inch force main from Lift Station D between Rock Creek Road and gravity sewer north of Robinson. 50% plans received but project is on hold in hopes of acquiring Sutton Wilderness property from State of Oklahoma to allow force main installation west of existing ROW.

Summit Valley Interceptor (WW0278): Project will install about 3,000 feet 12-inch and 15-inch sewer interceptor and allow the East Ridge LS to be taken out of service. NUA approved design contract with SMC on 06/26/18 with design due to be complete in December 2018. The Easement Availability Report for interceptor project was received 07/30/18 from SMC; report appears to indicate two affected developers will donate easements for the project. Initial surveying of proposed interceptor route completed in August 2018 second payment to SMC has been processed. 90% plans were forwarded on 01/14/19 to NUA by SMC and are being reviewed in preparation for submission to DEQ. NUA staff walked interceptor alignment with consultant on 02/06/19.

WRF Class A Sludge Co-Composting (WW0312/SA0017): Project will be funded equally by Sanitation and Water Reclamation funds and will consider alternatives to producing Class A sludge (bio-solids) for unrestricted use of co-composted Class B sludge and yard waste. Product can be used in parks, medians, and by homeowners and businesses without restriction; product can also be bagged and sold through retail establishments. Staff will forward design contract with Garver LLC for preliminary design to NUA on 11/13/18. Kickoff meeting to be held 01/11/19 and numerous documents have been forwarded to Garver.

WRF Reuse Pilot Study (WW0317): Project will consider treatment alternatives to produce highly treated effluent at the WRF suitable for discharge into Lake Thunderbird. Pilot project may be co-funded through a Bureau of Reclamation grant. FYE19 funding is for preliminary engineering with pilot phase to be funded in future years.

WATER PROJECTS:

Waterline Relocation: Robinson Under I-35 (WA0195): RFP 1314-28 distributed to consultants on 09/06/13; 14 proposals received 10/09/13; Alan Plummer and Associates (APAI) selected and NUA approved preliminary design contract on 01/28/14. Draft Engineering Report (ER) received 04/18/14 and Final ER received 09/25/14. NUA approved APAI Amendment 1 for final design 10/14/14; plans received 06/05/15 were submitted to ODOT 06/12/15; ODOT approved permit for proposed I-35 crossings. Final plans submitted to DEQ 01/12/16 and were approved 01/29/16. APAI submitted easement acquisition documents and all easements/ROW were executed and filed.

Project advertised 04/21/16 and pre-bid conference held 05/15/16; 3 bids were received 05/19/16 with McKee Utility Contractors submitting low bid. Award, contract and bonds were approved by NUA 06/14/16 and work began 06/15/16.

Phase I project under I-35 included 3,440 linear feet (LF) of 30-inch water line (with 1,030 LF installed in 48-inch steel casing) and 3,400 LF 12-inch waterlines. McKee completed 30-inch waterline on 12/22/16 to qualify for early completion incentive. All work was completed ahead of schedule on 03/23/17. Final change order #1 reconciled as-bid to as-built quantities and incorporated early completion bonus for net increase of \$26,371.86 (or 0.79%) for a final contract amount of \$3,364,057. CO#6 and acceptance of the Phase I Robinson Waterline project was approved by NUA 06/27/17.

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019. Revised plans received 10/26/18 and were returned to APAI on 11/8/18 for revision. Revised plans received and submitted to DEQ 11/28/18 for review. Project advertised 12/27/18 and bids scheduled to be opening 02/14/19, bid opening was delayed 3 weeks.. Pre-bid meeting held 01/8/19 and 11 contractors attended.

Waterline Relocation: Robinson 24th NW to WTP (WA0195): As a continuing effort from the WA0195 project above, staff has requested that APAI prepare a new contract for design of Phase III waterline between 24th NW (extended) and Flood Avenue. Contract K-1819-06 received from APAI on 08/08/18 and was approved NUA 08/28/18. Kickoff meeting to be held in September 2018 with design completion expected in March 2019. Construction of Phase III project is included in FYE19 budget.

Main Library Waterline Relocation (WA0233): 16-inch waterline from south of Acres to just north of Library property will be relocated placed in conjunction with the Acres/James Garner Intersection Improvements. Design plans through Public Works are nearing approval; expect to bid in January 2017. Modeling has indicated the 16" WL sizing is adequate; this will save NUA \$. NUA has agreed to contribute \$43,000 toward the James Garner project to pay for waterlines along Acres. Waterline relocation is nearing completion at this time.

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. Design is underway. ODOT has required I-35 crossing at Briggs Street to be deepened to 28 feet below grade; construction costs will increase approximately \$450,000. Project advertised 04/29/14 and three bids were opened 05/22/14; Matthews Trenching was the low bidder at \$997,875. NUA approved contract on 06/10/14; work began 06/11/14 and must be complete by 09/01/14. Bore and encasement and waterline installation complete at 24th SW and at Brooks Street and at Briggs Street. NUA approved Final change order #1 and project acceptance on 12/23/14. NUA submitted 1st reimbursement request to ODOT and \$840,780 has been reimbursed by ODOT; staff will soon submit another request to ODOT. Final engineering invoice from Benham received and final payment has been made; staff will soon request ODOT reimbursement.

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Staff is working with the Street Department to install new waterline under 3 intersections associated with the Lahoma Street reconstruction project which crosses the Gray/Tonhawa WL Replacement project. NUA and Guernsey staffs walked majority of project 05/02/18 to finalize proposed location and construction methodology. Open trench construction

with pavement repairs was generally chosen in lieu of directional drilling at increased depth with pavement repairs at entry points and service line locations. Awaiting 75% plans from Guernsey.

Segment D Waterline, Phase 2 (WA0239): Final design for the Phase 2 project utilizing Highway 9 right-of-way was completed but the permit to construct from ODOT was not renewed. ODOT established this section of Highway 9 from I-35 to Highway 77 as "no access" for allowing utilities within their ROW. Staff searched alternative routing and determined path along Lindsey Street from 24th Avenue SW to Chautauqua to convey water to the west side of town. The last phase connecting the 24-inch on Lindsey to the 24-inch along Highway 9 at Jenkins is underway and will be performed in two phases. Staff met with OU staff the week of 10/31/16 to walk out proposed alignments that will cross OU property. All available alignments will require OU to donate easement of some sort. POE prepared the two alignments on a map for OU representatives review. NUA approved full contract for surveying, design, construction administration, and easement acquisition in the amount of \$194,000 1/24/17. Design kickoff meeting was held 2/14/17. OU's Tony Gardner was in attendance and will be our point of contact throughout the project. OU representatives, Poe & Associates, and staff walked the alignments 2/16/17 and determined a favored path along Chautauqua from Lindsey to Timberdell, east along Timberdell to Jenkins, and then south to Highway 9. Public Works, NUA, and OU agreed to share costs for half of Chautauqua to be replaced with new concrete since the water line was installed under the southbound lane. NUA approved contract 5/23/17 as part of the Berry Road CO#5 item. This change order allowed Central Contracting to begin project immediately after they finished Main Street project. Unfortunately, they were not able to begin until June 19, 2017 and expedited the project to see substantial completion by 10/4/17. Staff met with OU officials 11/8/17 and again 1/30/18. First meeting was positive and staff thought the project was moving forward with easements being prepared for taking to Board of Regents for final signature. At the 1/30/18 meeting, OU's A&E services had some reservations due to their upcoming development near Imhoff and Jenkins. OU asked us to consider other pathways. Staff contacted ODOT and they again confirmed no use of ROW from Chautauqua to Jenkins. Poe re-drafted scenarios with one mentioned from OU to tie-in at Constitution and Monitor. Staff utilized the water model and determined that the length of line can be reduced and the tie-in can occur at Jenkins and Constitution. Therefore, staff will proceed with an alignment which has been approved by OU staff to install 24-inch water line east along Timberdell and south along Jenkins to the corner of Constitution. OU emailed approval April 11, 2018 to proceed with survey. Survey is complete. Poe drafted alignment and worked with OU to take easement for Board of Regents approval. August 1, 2018 OU staff requested a slight shift of easement to north which was agreed to by all parties Poe sent revised drawing August 8, 2018. OU staff again exchanged correspondence on October 5, 2018 and is preparing to take easements to Board of Regents for approval. Poe is meeting with OU officials November 8, 2018 to check current status of easements and it was decided that OU would take them to January 2019 meeting for approval. OU Board of Regents approved easements January 30, 2019 and Poe is finalizing plan and profiles for job.

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and preliminary engineering plans presented to NUA 07/08/14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31st with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor has completed 104 required piers for chemical building, installed all ductwork, and now pouring slab. Contractor has excavated ozone contact basin, installed piping, and preparing to pour slab. Contractor has excavated UV building and poured bottom slab and sump of building. Large piping that will pass through the UV building is installed. First partial plant shutdown was held 11/13/17 and was without issue. Second plant shutdown was week of 12/4/17 and also without issue. Partial shutdown scheduled for August 2018 was without issue. Maintenance building is near completion. Chemical building has roof and tanks are installed. UV building is being bricked. Ozone contact and destruct building are having roofs finalized. High pressure plane pumps are excavated and new vault is about to be formed. Maintenance building is 95% complete and is being used to store equipment. Pier drilling is complete and footing is being poured

on Admin building. Contractor has completed \$17,119,350 of the \$30,197,892 total contract. Project completion date is August 2019 but more accurately will be given incurred rain days which extends final date into October 2019.

FYE15 Water Wells and Supply Lines: Staff issued RFP 08/18/15 for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. 14 proposals were received 09/14/15; staff selected several consultants and followed with contract negotiations. On 02/09/16 the NUA approved APAI contract K-1516-85 to update of our city wide water model; NUA approved contract with Cowan to perform water right permitting through the OWRB on 02/26/16 and approved contract with Carollo to perform well field design, and test/production well design on 06/14/16. On 2/14/17 NUA approved contract with Garver to study pros and cons for utilizing horizontal well technologies for one of our wells. Each project is broken out below.

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time.

Well Field Blending at WTP (WA0214) and Wellfield Design:

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 34 active wells from being at 31 previously. The design for a blending scheme will be delayed until deemed necessary.

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiensen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Kick off meeting is scheduled for January 23, 2019 and test wells are scheduled to begin late February 2019.

Horizontal Well Feasibility Study – Garver met with staff and proposed an option that could be advantageous for future Norman wells. Normal wells are drilled vertically down through various sand layers. Screens are placed at each sand layer to allow the water in the sand layer to enter the well and be removed by pumping. Horizontal wells

are directed down to the sand layer and then steered horizontally within the sand layer. This will significantly increase the ability for water to enter the well since it is dependent on the amount of screen surface area against the sand layer. A few consultants have approached staff to further investigate this concept that is unproven in this aquifer but has a potential to yield much more water per well. Staff finalized a contract with Garver and NUA approved it February 14, 2017. Staff supplied past well data to Garver and a draft technical memorandum was submitted to staff for review. Garver partnered with Pumps of Oklahoma and researched how much more water can be expected utilizing horizontal water wells. They also reviewed the operation and maintenance that the City can expect with a completed horizontal well. The oil and gas industry has utilized these types of wells and have found great success in increased yields. The water industry has only applied this concept for river (alluvial) wells but not for sand layers deeper into aquifer formations such as the Garber-Wellington. Staff coordinated a meeting between Garver and selected peer review team interested in vetting the concept of deep horizontal wells for domestic water. The group met Friday 12/1/17 and had no major concerns with the concept. Staff and Garver presented findings to NUA 12/5/17 and again there was support for the concept to date. Staff and Garver met again with 2 hydrogeologists on 1/12/18 to finalize comments received to date. Staff prepared an amendment to Garver's contract to begin Phase II of the Design which will include test wells as part of the investigation. The NUA approved amendment 2/13/18 which allows Garver to proceed with Technical Memorandum (TM) #2. The findings from this TM will determine if the NUA will move forward with drilling the wells or not. The next step to drill a test well awaits permission granted by a potential landowner. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements. Two of these landowners are not interested and one has not responded to mailed letters and/or been contacted. Staff proposed a site near one of the chosen sites and the landowner accepted offer. The horizontal test well began drilling in September and staff awaits results of water quality from the various sand zones. Another test was drilled in October at a different land site and it showed favorable results in both sand thickness and water quality. Staff and consultant held meeting Friday November 9, 2018 and both agreed that a proposal and cost should be brought forth for NUA consideration to proceed with the next phase of drilling a horizontal well as a pilot project. Proposal is expected in February 2019.

Ion Exchange and Stannous Chloride Reduction Removal of Chromium Pilot Project – March 2016 the Bureau of Reclamation's Science & Technology Program approached the NUA and asked to trial two other types of known treatment for Chromium VI removal. The first lead lag unit was installed into Well #48 10/28/16. NUA staff assisted in the installation and type of treatment piloted was ion exchange using a resin that is specific for adsorbing Chromium from the water. The lead lag system at Well #48 worked well and did finally exhaust the media. Once the chromium adsorbs to the resin media, the columns can be sent back to a lab for regeneration and the resin media can be re-used. The next trial was scheduled for ion exchange to run the columns in parallel as shown below. Unfortunately, FEDEX shipment damaged a few of the tubes and this unit awaits the replacement tubes. The resin media from the lead lag was shipped to U.C. Davis for regeneration. They investigated cost effective ways of regenerating media using brine.

RCF - The second type of treatment at Well #44 was Reduction Coagulation Filtration utilizing Stannous Chloride. The pilot unit was commissioned November 30, 2016. There is much known literature utilizing Ferrous Sulfate and or Ferrous Chloride but stannous chloride is a newly discovered less expensive form of treatment that has the water treatment industry excited.

BOR and WTP crews installed the RCF system at Well #44 and the system works by reducing the Cr VI (dissolved form) into Cr III (solid form particulate). Once it forms the particulates, they are filtered and removed from the water. The stannous chloride is a liquid which is pumped into the well stream which goes through a reaction column. After the reaction column, cartridge filters are utilized to remove the chromium particulates. Sample ports are utilized throughout the sequence to analyze the amount of chromium in the water and the goal is to reduce the chromium to levels below 10 ppb. As shown from a snap shot of Cr VI data on 12/15/16,

SP1=94 ppb, SP2=7 ppb, SP3=1 ppb, SP4=6 ppb, SP5=1 ppb. The project has experienced some difficulties with the cartridge filters allowing small amounts to pass through. BOR thinks Norman could pursue larger mixed media filters similar to what is used at the WTP. They applied and were approved to extend their study of the filters in particular. BOR staff returned October 12, 2017 and constructed a pilot to perform additional testing on our well water and set up a deeper bed media filter system. In addition, they set up 3 pipe materials to test for any possible precipitation to pipe walls. BOR has extended the project and now expect results by late Spring of 2019.

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On

6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff will follow up this month with state officials to see if new information is available.

WTP Backwash Tower Resurfacing Project – This project has been delayed as to not interfere with the current ongoing WTP Phase II project. Staff met with a consultant that will be preparing the specifications for recoating. NUA approved design contract with Dunham Engineering on September 25, 2018. Design will be complete by Spring 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete.

Water Metering / Billing Audit Project – This project began in March 2018. Staff is working along with a meter consultant to randomly check approximately 130 domestic meters for accuracy. Meters were sent April 10, 2018 to a third party testing facility that will be used to verify accuracy of measurements. The consultant will compile findings within a report for staff review. Report was received October 2018 and after reviewing results, the ROI was not favorable at this time. Staff is continuing research for a better method to improving our meter replacement program.

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Consultant is now finalizing 90% plans.

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant is preparing scope and fee for staff to consider and contract negotiations are underway.

Waterline Replacement: Interstate Drive (WA0245): Project will provide C900 PVC pipe replacement of failing ductile iron (DI) water line. The DI pipe is not compatible with the corrosive clay soils, and its failure is causing service disruptions to customers and damage to driveways, streets, and yards. Project extends along N Interstate Drive from near Northwest Blvd. south to near River Oaks Drive, along Copperfield Drive from Northwest Blvd. south to Interstate Drive, and an extension west into Springbrook Addition. Approximately 3,600 feet of 6-inch and 8-inch DI will be upgraded to 12-inch diameter PVC while another 2,700 feet will be replaced with 8-inch PVC pipe. Proposals for engineering design of the project were received July 10, 2018. Staff selected Cardinal Engineering for project design. NUA approval of a contract with Cardinal rescheduled to 2/26/19.

Waterline Replacement: Parsons Addition (WA0246): Project has been renamed “,” and will be referenced as such in the future. Project will replace about 9,700 feet of 6" and 8" ductile iron (DI) water lines with C900 PVC in the project area, west of OU, bounded by Brooks to the north, Flood to the west, Lindsey to the south, and Elm to the east. The DI pipe is not compatible with the corrosive clay soils and is rupturing, causing damage to driveways, streets, and yards. Proposals for engineering design of the project were received on 7/10/18. Staff selected Cabbiness Engineering and met with the design team on 8/21/18. On 12/11/18, NUA approved contract with Cabbiness for design, which is in progress.

Waterline Replacement: Flood Avenue - Rock Creek to Venture (WA0328): Project will provide C900 PVC pipe replacement of 6,800 feet of 16-inch ductile iron (DI) water line along North Flood Avenue, from Rock Creek to Tecumseh and 3,700 feet of 12-inch DI from Tecumseh to Venture Drive. The DI pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. On 06/24/18, the NUA approved Change Order No. 1 to the Rock Creek Road WL Relocations project, in the amount of \$119,870, to install approximately 800 feet of 12-inch waterline just north of 24th Avenue NW in advance of the development at that location. Work on that portion was completed on 07/27/18. Proposals for engineering design of the remainder of the project were received July 10, 2018. Staff selected CP&Y for project design. Design is funded in FYE19, with construction funded in FYE20. The design contract with CP&Y was renegotiated, with NUA approval tentatively rescheduled to 2/26/19.

Replacement: Interstate Drive (WA0245): Project will replace ductile iron pipe (DIP) water lines along North Flood Avenue from Rock Creek Road across Tecumseh to Venture Drive. DIP is rupturing causing extensive damage to driveways, streets, and yards. The DIP is not compatible with the corrosive clay soils. Project will replace approximately 6,800 feet of 16-inch and 4,400 feet of 12-inch DIP with 6,800 feet of 24-inch and 4,400 feet of 16-inch C900 PVC pipe. Increasing pipe diameter will create additional capacity of about 31% which could be funded by future development.

SANITATION CAPITAL PROJECTS:

Truck Wash Facility (SA0015): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF. Facility will be available to all City vehicles, but designed primarily for large equipment. Project merged with SA0009 for economy and efficiency. Proposals for design of the project were received July 10, 2018. Staff selected Studio Architecture of OKC, and met with the design team on September 4, 2018. Design contract and fee negotiations are nearing completion. Staff is pursuing NUA contract approval in February.

Container Maintenance Facility (SA0009): Project will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. Project merged with Truck Wash Facility (SA0015). See that project report for status.

RECOUPMENT/PAYBACK PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 9 commercial entities last month. Assessments of \$8,855 were made on 5 entities whose projects will increase wastewater flows.

NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18.

Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS. Staff is working with the developer to establish the city share of sewer improvements in Summit Valley Section 2 Addition. The NUA desires that 1,300 feet of sewer be enlarged from 8-inch to 15-inch to allow Eastridge lift station to be decommissioned in future.

North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.

36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.

24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. UNP Professional Center Lot 5 paid \$8,848.53 on 10/13/17 and Shops at Tecumseh Crossing paid \$9,485.15 on 10/06/17; total payback to date is \$87,074 of original project cost of \$346,134.

Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018.

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction is complete and staff is working on agenda to finalize project costs and payback amounts.

PLAN REVIEW

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
1/4/2019	Republic Bank Fire Vault	Water	SMC	1/11/2019	7

Private Water Well Permits Issued

1 Water Well Permit #18-6003 issued for Month of January.

Utilities Administration
Monthly Capital Projects Report

Project Information				Design Information				Construction Information							
Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contract Number	Contractor	Contract Number	Adjusted Amount	Amount Paid	Percent Change	Sched. %	Actual %	Complete Date
WA/WB0292	WTP Phase II Improvements	Carollo	1617-94	5,071,870	4,526,630	89%		Foley Company	1617-121	29,990,165	11,376,914	0.00%	87%	38%	
WA0173	Master Meter Replacement	Staff	NA	13,350		0%		TBD		3,675,145	3,476,527	0.00%	-	95%	
WA0195	Robinson/I-35 WL Replacement Phase 1,2	Alan Plummer	01314-111	628,060	552,326	88%		Future		-	-	-	-	-	
WA0212	Water Wells Water Rights Permitting	Cowan	1516-114	79,284	43,123	54%				-	-	-	-	-	
WA0212	Water Wells and Supply Lines	Garver	K-1617-94	74,800	71,060	95%				-	-	-	-	-	
WA0214	Water Well Blending	Carollo	-	-	-	-				-	-	-	-	-	
WA0225/236	Biological Cr(VI) Removal Pilot	Carollo	1617-43	334,254	334,254	100%		Carollo Biotta and In-Kind		102,009	92,546	0.00%	-	91%	1/29/2018
WA0235	Water Wells and Supply Lines	Carollo	1516-139	1,440,884	219,558	15%				-	-	-	-	-	
WA0235	Water Wells and Supply Lines	Garver	K-1617-94	306,790	86,449	28%				-	-	-	-	-	
WA0239	Waterline Segment D, Phases 4 & 5	Poe & Associates	1617-93	194,000	104,086	54%		See Chautauqua WL below		-	-	-	-	-	
WA0239	Waterline Segment D, Phase 5	Poe & Associates	1617-93	-	-	-				-	-	-	-	-	
WA0239	Chautauqua WL - Lindsey to Timberdell	Poe & Associates	1617-93	-	-	-				-	-	-	-	-	
WA0274	WTP Backwash Tower Rehab	Dunham Engineering	1718-???	30,000		0%		Central Contracting Services, Inc.	1516-80	777,235	837,996	0.00%	100%	108%	10/14/2017
WA0213	Crossroads Blvd Water Line	Cardinal	0910-62	126,500	109,531	87%		McKee Utility Contractors	1718-5	1,178,293	1,178,293	-0.57%	100%	100%	7/3/2018
WA0240	24th NE WL - Robinson to Alameda	Cardinal/Atkins	TBA	-	-	-		TBD		-	-	-	-	-	
WA0245	Waterline Replacement: Interstate Drive	CP&Y	TBA	-	-	-		TBD		-	-	-	-	-	
WA0246	WL Replacement: Parsons Addition	Cabiness	1819-87	125,900	7,400	6%		TBD		-	-	-	-	-	
WA0328	WL Replacement: Flood-RockCrk2Venture	Cardinal	1819-72	-	-	-		TBD		-	-	-	-	-	
WW0050	Truck Wash/Container rehab (SA0009)	Studio Architecture	TBA	18,700	18,700	100%		McKee Utility Contractors	1718-4	462,921	462,921	-6.58%	100%	100%	1/18/2018
WW0062	Royal Oaks Force Main Rehabilitation	Cardinal	0910-62	66,740	58,573	88%		Urban Contractors, LLC	1516-122	2,124,371	2,124,371	19.03%	100%	100%	6/16/2017
WW0202	SMP FYE 2014 Phase 1	Staff / Lemke	0910-55	69,520	58,234	84%		PM Construction & Rehab	1819-6	1,348,501	391,765	0.00%	54%	29%	
WW0202	SMP FYE 2014 Phase 2	Staff / Lemke	0910-55	11,286		0%		Crossland	1718-6	663,840	649,589	3.80%	100%	98%	
WW0305	Lift Station Upgrades, FYE17	Lemke/CP&Y	0910-55	69,800	65,083	93%		TBD	TBA	-	-	-	-	-	
WW0307	Sewer Maintenance Project FYE 2017	Staff / Lemke	0910-55	78,400		0%		TBD		-	-	-	-	-	
WW0316	Sewer Maintenance Project FYE 2018	Staff / Lemke	TBA	-	-	-		TBD		-	-	-	-	-	
WW0321	Sewer Maintenance Project FYE 2019	Staff / Lemke	TBA	-	-	-		TBD		-	-	-	-	-	
WW0011	WW Flow Metering Phase 2	RJN		-	-	-		RJN Group	0405-116	154,244	130,982	0.00%	-	85%	
multiple	WRF Phase 2 Maintenance Improvements	Garver	1011-148	-	-	-		Archer Western Construction LLC	1314-136	2,828,517	2,828,517	0.00%	100%	100%	1/14/2018
WA0195	Robinson WL Replacement Phase III	Alan Plummer	1819-06	-	-	-				-	-	-	-	-	
WA0202	Gray/Main WL	Guernsey	1415-120	39,400	39,400	100%				-	-	-	-	-	
WA0223	Library WL			-	-	-				-	-	-	-	-	
WA0224	Gray/Tonhawa Water Line	Guernsey	1415-120	87,200	14,325	16%		TBD	TBA	-	-	-	-	-	
WA0305	Berry Road WL Replacement Phase 3	Poe & Associates	0910-61	-	-	-		Central Contracting Services, Inc.	1516-80	3,437,548	3,437,548	133.74%	100%	100%	10/14/2017
WW0042	Wastewater Flow Monitoring	(see construction)		-	-	-		HDR Engineering/RJN Group	0910-164	576,699	576,699	0.00%	100%	100%	5/31/2018
WW0050	WRF Effluent Truck Wash	APAI	1213-54	18,700	18,700	100%		Cannot be Permitted by DEQ		-	-	-	-	-	
WW0058	Effluent Reuse at Composting Facility	APAI	1213-54	45,800	60,567	132%		TBD		-	-	-	-	-	
WW0065	WRF Phase 2 Expansion	Garver	1011-148	10,271,800	9,957,098	97%		Archer Western Construction LLC	1314-136	49,325,643	49,325,643	1.030%	100%	100%	1/14/2018
WW0091	Lift Station D Force Main Phase 2	PEC	1617-66	55,800		0%				-	-	-	-	-	
WW0204	North WRF Engineering Report	HDR/APAI	1213-134	249,935	249,935	100%		NA		-	-	-	-	-	
WW0278	Summit Valley Interceptor	SMC Consultants	1718-130	54,000	11,000	20%				-	-	-	-	-	
WW0308	SE Lift Station Payback			-	-	-				-	-	-	-	-	
WW0312	WRF Class A Sludge Co-Composting	APAI	1516-85	255,000	243,000	95%				-	-	-	-	-	
WA0212	Update Distribution System Modeling		Totals	19,817,773						93,850,460	76,890,310	81.93%	-	-	

**JANUARY 2019
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	January	Year to date
Fats, oil and grease (FOG) program	32	223
Food license approval	4	19
Significant Industrial Users	0	18
Total inspections	36	260

ROUTINE ACTIVITIES

	January	Year to date
Significant Industrial User sites sampled	1	18
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	75%
Household hazardous waste disposal calls	25	187
Immediate assistance requested	6	17

REVENUE

	January	Year to date
FOG Program	\$17,900.00	\$24,450.00
Surcharge	\$0.00	\$36,666.52
Lab Analysis Recovery	\$0.00	\$8,826.72
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$17,900.00	\$69,943.24

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided staff liaison support including attending meetings, preparation of minutes, and issue research.
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education material and projects for water issues and recycling.
4. Subcommittee was formed to discuss implementation of the US Mayors' Climate Protection Agreement.
5. Assisted with the Water's Worth It Poster Contest

CLEVELAND COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support including attending meetings and preparation of minutes.

MISCELLANEOUS ACTIVITIES

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of January 31, approximately 134,300 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 19 as a result of the FOG program.
4. Staff are working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
5. DEQ and staff are working with the Product Stewardship Institute on a statewide effort to initiate take-back programs similar to Oregon's take-back program for paint.
6. Implementing a Dental Amalgam Program to comply with new federal regulations.
7. Working on annual renewals for participants in the FOG Program.
8. Working with an OU Student on their Capstone Project to determine the feasibility of a permanent HHW Facility
9. Began working with OU for the 2019 Earth Month

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 19		FYE 18	
January, 2019	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	8	3	16
Property Owner Responsibility	24	127	37	196
TOTAL	25	135	40	212
Number of Feet of Sewer Cleaned:				
Cleaned	93,175	768,716	77,732	683,258
Rodded	5,245	25,985	765	27,075
Foamed	0	83,224	0	84,301
TOTAL	98,420	877,925	78,497	794,634
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	1	5	2	6
Private	1	3	3	8
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	2	8	5	14
Feet of Sewer Lines Televised	24,903	148,941	10,675	139,777
Locates Completed	296	1,900	283	1,912
Manholes:				
Inspected	634	6,035	525	4,968
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	0	0	34
Hours Worked at Lift Station	255	1,553	203	1,329
Hours Worked for Other Departments	0	214	0	160
OJI Percentage	0.00	0.00	5.00	1.42
Square Feet of Concrete	0	0	0	1,242
Average Response Time (Hours)	0.370	0.45	0.420	0.430
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 19		FYE 18	
January, 2019	MONTH	YTD	MONTH	YTD
New Meter Sets:	32	251	19	209
Number Short Sets	32	208	19	203
Number Long Sets	0	43	0	6
Average Meter Set Time	5.20	6.43	6.55	5.20
Number of Work Orders:				
Service Calls	384	2,647	575	3,116
Meter Resets	1	11	0	6
Meter Removals	14	29	2	18
Meter Changes	51	253	25	284
Locates Completed	457	3,079	336	2,596
Number of Water Main Breaks	20	88	17	115
Average Time Water Off	2.19	2.86	1.98	2.08
Fire Hydrants:				
New	1	6	0	7
Replaced	0	2	0	5
Maintained	129	619	82	686
Number of Valves Exercised	118	700	99	721
Feet of Main Construction	830	3,778	0	6,035
Hours of Main Construction	622	3,681	533	5,612
Meter Changeovers	0	40	13	137
OJI Percentage	0.20	0.22	0.00	0.26
Hours Flushing/Testing New Mains	23	227	17.00	386
Hours Worked Outside of Division	18	272	39	517

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
January 1-31, 2019
Flow Statistics

	FYE 2019		FYE 2018	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	424.5	2505.5	293.1	2158.0
Total Effluent Flow (M.G.)	424.5	2441.6	293.1	2122.2
Influent Peak Flow (MGD)	20.1	20.2	10.0	18.3
Effluent Peak Flow (MGD)	20.1	20.2	10.0	17.8
Daily Avg. Influent Flow (MGD)	13.7	11.8	9.5	10.0
Daily Avg. Effluent Flow (MGD)	1.4	11.3	9.5	9.9
Precipitation (inches)	2.0	27.8	0.3	18.3

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	150	265
Effluent Carbonaceous Total	2	2
Percent Removal	98	99.2
Total Suspended Solids:		
Influent (mg/L)	263	481
Effluent (mg/L)	3	11
Percent Removal	98.9	97.7
Dissolved Oxygen:		
Influent (min)	0.8	1.06
Effluent (min)	6.26	7
pH		
Influent (Low)	7.40	7.39
(High)	7.70	8.27
Effluent (Low)	7.28	7.01
(High)	7.46	7.18
Ammonia Nitrogen		
Influent (mg/L)	18.2	32.5
Effluent (mg/L)	0.1	0.2
Percent Removal	99.4	99.9

Utilities

Electrical

Total kWh Used (Plant wide)	583,400	3,775,340	568,940	3,103,780
Aeration Blowers, WSL&Headworks	137,400	975,400	142,600	1,061,200
UV Facility	48,000	328,200	37,800	259,800

Natural Gas

Total cubic feet/day (plant wide)	940,000	4,360,000	941,000	4,494,000
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Public Education (Tours)

0 0

Total Attendees for FYE 19

0 0 76 25

Reclaimed Water System (MG)

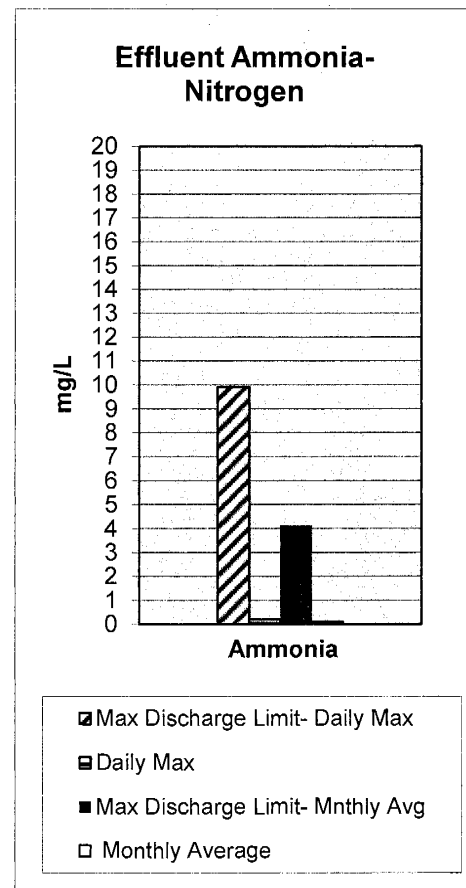
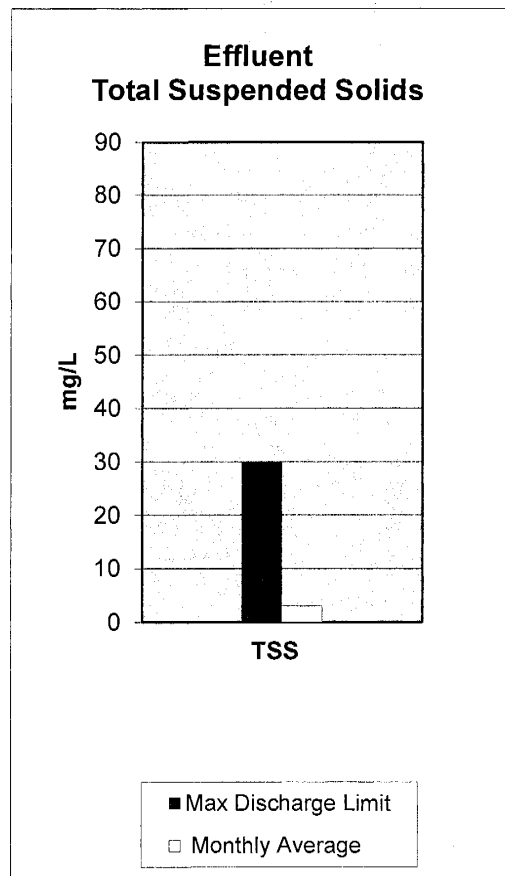
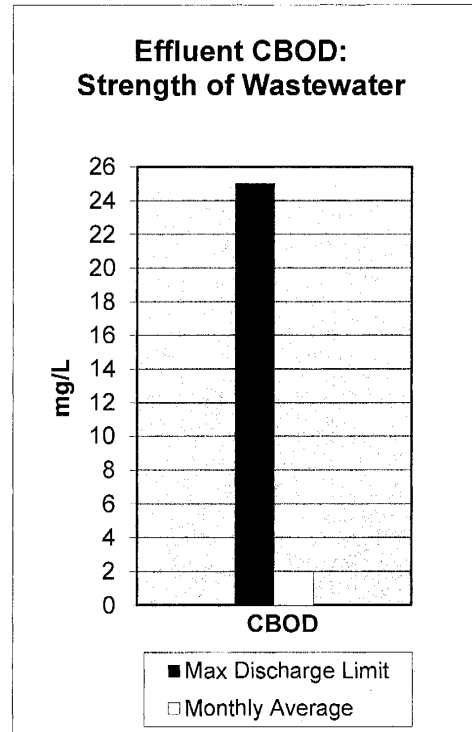
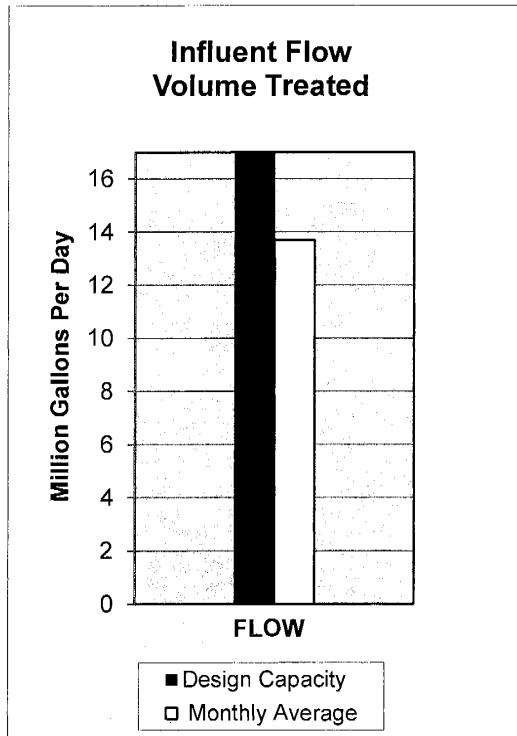
0.0 0.0 0.0

OU Golf Course

5.2 53.1 3.3 50.4

Fecal Coliform average for January 2019 16 MPN/100ml (Limit is 1000)

CITY OF NORMAN
WATER RECLAMATION FACILITY
January 2019



Comments here

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

WATER TREATMENT DIVISION

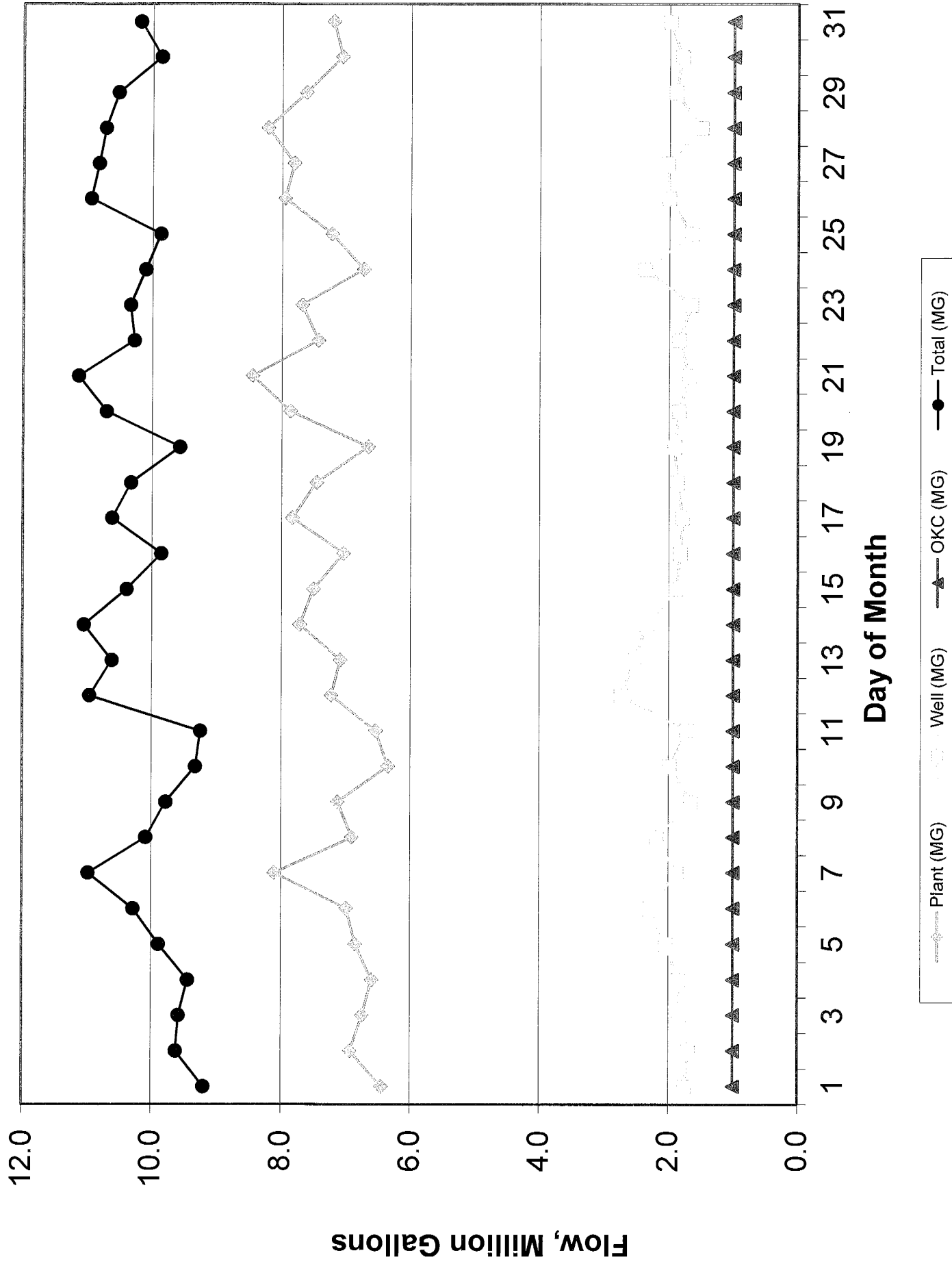
MONTH: January-2019

	FYE 2019		FYE 2018	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	225.33	2059.79	204.57	2035.24
Well Production (MG)	59.98	449.45	104.91	647.00
Oklahoma City Water Used (MG)	30.97	222.58	31.31	214.28
Total Water Produced (MG)	316.28	2731.82	340.80	2896.51
Average Daily Production	10.20	12.71	10.99	13.47
Peak Day Demand				
Million Gallons	11.14	21.29	12.84	20.56
Date	1/21/2019	7/16/2018	1/1/2018	7/21/2017
System Capacity (see note 1)	23.35	23.35	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$509,219.67	\$3,615,669.17	\$334,247.14	\$2,434,278.80
Wells	\$197,435.57	\$1,384,504.52	\$171,940.28	\$1,259,103.55
OKC	\$81,660.89	\$556,929.55	\$82,112.69	\$501,962.98
Total	\$788,316.13	\$5,557,103.24	\$588,300.11	\$4,195,345.33
Cost per Million Gallons				
Plant	\$2,259.90	\$1,755.36	\$1,633.90	\$1,196.07
Wells	\$3,291.58	\$3,080.42	\$1,638.88	\$1,946.07
OKC	\$2,636.52	\$2,502.15	\$2,622.40	\$2,342.60
Total	\$2,492.44	\$2,034.21	\$1,726.26	\$1,448.41
Water Quality				
Total Number of Bacterial Samples	80	630	80	561
Bacterial Samples out of Compliance	0	3	0	1
Total number of inquiries (Note 2)	0	20	7	56
Total number of complaints (Note 2)	5	41	30	103
Number of complaints per 1000 service connections	0.12	1.02	0.59	2.02
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	6	6	5	33
Public Education				
Number of tours conducted	2	2	4	14
Number of people on tours	72	72	96	213

Notes:

Phase II construction - brick is 90% completed on UV building, chemical building roof has been completed, ozone contactor is being tested for water leaks, LOX system has been completed. Staff is troubleshooting HSP #2 failure, and repaired ferric leak on pump. Staff has went 3,136 days without a lost time accident.

Water Production for January 2019



SANITATION DIVISION PROGRESS REPORT

January 2019

	FYE 18		FYE 19	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	12	3	14
<u>On The Job Injuries</u>	1	3	1	2
<u>Bulk Pickups</u>	32	121	15	122
<u>Refuse Complaints</u>	80	402	55	348
<u>New Polycarts Requests</u>	51	266	44	302
<u>Polycarts Exchanges</u>	9	68	7	68
<u>Additional Polycart Requests</u>	46	246	56	331
<u>Replaced Stolen Polycarts</u>	10	82	17	119
<u>Replaced Damaged Polycarts</u>	55	521	54	610
<u>Polycarts Repaired</u>	15	193	26	258

COMPOST MONTHLY REPORT

January 2019

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	205.33
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 4,055.27
TONS BROUGHT IN BY PUBLIC:	910.00
TONS BROUGHT IN BY CONTRACTORS :	1,490.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	70.00
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 48,782.50
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 52,837.77
REVENUE COLLECTED FROM COMPOST SALES:	\$1,880.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS	310	
COMPOST SOLD BY CUBIC YARDS		565
MULCH SOLD BY CUBIC YARDS		
TOTAL:	310	565

MONTHLY TRANSFER STATION REPORT

Jan 2019

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	270.78	\$12,125.94
COMMERCIAL TONS	974.68	\$50,270.00
CASH TONS:	321.51	\$15,676.64
BRUSH/YDS:	0	\$0.00
PULL OFFS:	13	\$195.00
TOTALS:	1,566.97	\$78,267.58

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	421

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7,681.72
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	421.00
GRAND TOTAL TONS TO LANDFILLS	7,681.72

DISPOSAL COST PER TON (OKC)	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$151,713.97
GRAND TOTAL TIPPING FEE'S	\$151,713.97

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	591.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3628.77
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	456.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2473.71
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1047.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	6102.48
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	1.14
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CURBSIDE MONTHLY RECYCLING REPORT	
	January-19

PROGRAM STATISTICS	
	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	92%
AVERAGE TONS PER DAY :	16.72
POUNDS PER HOME:	29.94

COMMODITY BY TON		
	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.24%	6.43
#1 PET	4.00%	20.73
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	75.39
MIX PAPER	38.26%	198.25
PLASTIC FILM	2.66%	13.78
#2 NATURAL	1.19%	6.17
#2 COLOR	1.09%	5.65
#3-#7	0.00%	0
METAL	0.59%	3.06
RIGIDS	1.41%	7.31
TIN-STEEL SCRAP	1.62%	8.39
TRASH	22.24%	115.24
OCC	11.15%	57.78
TOTAL	100.00%	518.18

	MONTH
SERVICE CALLS (MISSES)	34
HOUSESIDE	9
REMINDER	2
SCATTERED	0
MISC.	1
REPAIR	7
NEW	101
ADD	4
MISSING	9
EXCHANGE	0
REPLACE	6
PICK UP	7
TOTAL CALLS	180

	MONTH
LANDFILL COST AVOIDANCE	\$10,234.06

Drop Center Report

January 2019

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$550.00	\$0.00		0	0	\$19.75	179.99	\$3,554.80
PLASTICS:	\$50.00	\$0.00						
STEEL CANS:	\$25.00	\$0.00						
MIXED GLASS:	\$0.00	\$20.00						
MIXED PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$70.00	\$0.00						

RECYCLING CENTER DATA:		#9	TONS			TONS		TONS		TONS		TONS	
				HollyWood	Fairgrounds		Tons						
ALUMINUM:			0.09	0.27		0.21	0.22	0.79	\$0.00	\$434.50	\$434.50		
PLASTICS:			1.07	3.17		2.96	3.05	10.25	\$0.00	\$512.50	\$512.50		
STEEL CANS:			0.18	0.65		0.6	0.64	2.07	\$0.00	\$51.75	\$51.75		
MIXED GLASS:				4.41		4.63		9.04	\$180.80	\$0.00	(\$180.80)		
MIXED PAPER:				8.55		5.73	16.68	30.96	\$0.00	\$0.00	\$0.00		
CARDBOARD:			4.2	17.25		18.91	16.97	57.33	\$0.00	\$4,013.10	\$4,013.10		
RECYCLING CENTER TOTALS:			5.54	34.3		33.04	37.56	110.44	\$180.80	\$5,011.85	\$4,831.05		

Cardboard	Other Cardboard Containers		Compactors	
	TONS	Revenues	TONS	Revenues
	59.78	\$4,184.60		9.77
				\$683.90

Rental	\$0.00
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Expenses	Average hrly+ benefits					\$26.78			
	Cage Rolloff	Glass	Cardboard	Newsprint	Occ Compact	MXD Office	Total		
Hours	62	4	583.47	0	4	22	675.47		
Labor \$	\$1,660.36	\$107.12	\$15,625.33	\$0.00	\$107.12	\$589.16	\$18,089.09		
Vehicle cost	\$512.74	\$33.08	\$1,703.67	\$0.00	\$33.08	\$181.94	\$2,464.51		
Revenue	Income	Expense	Net						
	\$9,699.55	\$20,553.60	-\$10,854.05						

Total All Recycle and Cardboard	
Tons	Revenues
	\$9,699.55

Total Recycle Only	
Tons	Revenues
53.11	\$817.95

Total Cardboard	
Tons	Revenues
	126.88
	\$8,881.60

