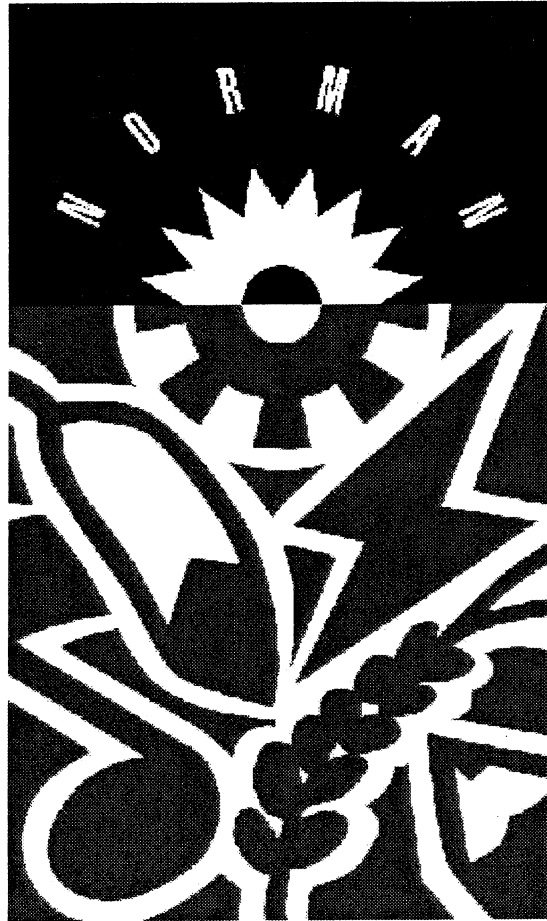


# City of Norman



## Monthly Departmental Report

**July 2019**

## **MONTHLY PROGRESS**

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**CITY CLERK       1**

**CITY CLERK  
MONTHLY PROGRESS REPORT  
July 2019**

**CITY CLERK**

<b>ACTION CENTER</b>				
<b>DEPARTMENT</b>	<b>CALLS</b>	<b>CALLS YTD</b>	<b>CONTACTS</b>	<b>CONTACTS YTD</b>
Animal Welfare	5	5	5	5
Bus Service	0	0	5	5
CDBG	3	3	5	5
City Clerk	55	55	65	65
City Manager/Mayor	0	0	3	3
City Wide Garage Sale	2	2	2	2
Code Enforcement	78	78	82	82
Finance	3	3	3	3
Fire/Civil Defense	3	3	3	3
Human Resources	0	0	0	0
I.T.	7	7	8	8
Legal	3	3	5	5
Line Maintenance	23	23	24	24
Municipal Court	0	0	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	21	21	29	29
Permits/Inspections	14	14	17	17
Planning	9	9	13	13
Police/Parking	29	29	42	42
Public Works	18	18	32	32
Recycling	3	3	3	3
Sanitation	41	41	44	44
Sidewalks	2	2	2	2
Storm Debris	0	0	0	0
Storm Water	10	10	15	15
Streets	21	21	31	31
Street Lights	15	15	16	16
Traffic	11	11	14	14
Utilities	36	36	37	37
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>Total:</b>	<b>412</b>	<b>412</b>	<b>505</b>	<b>505</b>

## LICENSES

22 New licenses were issued and 1 license was renewed during the month of July. Following is a list of each license type and the number issued for that specific type:

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

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Evan Taylor	630 E. Main Street	Bee Keeper
Kebabish Bites	1320 E. Lindsey Street	Food Service
The Meating Place	121 E. Main Street	Food Service
The Meating Place	121 E. Main Street	Mixed Beverage/Caterer
Lit Leaf, L.L.C.	2101 Classen Blvd.	Medical Marijuana Dispensary
Okie Kush Club	541 S. University Blvd.	Medical Marijuana Dispensary
Proper Cannabis	1230 Classen Blvd. Suite 100	Medical Marijuana Dispensary
The Royal Tree	2202 Tecumseh Drive	Medical Marijuana Dispensary
UWD OK	1304 Lindsey Plaza Drive	Medical Marijuana Dispensary
The Crawfish Pot	3025 William Pereira Drive	Mixed Beverage
K&H Pedicabs	999 Outside of City	Pedicab
Pedicats Cooperative	999 Outside of City	Pedicab

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Abbey Road Express	Riko's Tacos	Mama Rae's Café
Snow Stop		Snow Stop
Taqueria Express Lavillita		Sonshine Shaved Ice

SPECIAL EVENTS PERMITS		
3 DAY	2 DAY	1 DAY
		Guam Liberation
		Norman Arts Council

EXISTING ESTABLISHMENT/NEW OWNERS		
NAME	ADDRESS	LICENSE TYPE(S)
Corner Market	8320 E. Franklin Road	Food Service
Corner Market	8320 E. Franklin Road	Retail Beer

### **CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
7-3-19	Robert D. and Royetta B. Provine	Claim for restoration services, replacement of wood flooring, tile, miscellaneous rugs, drape cleaning, etc. due to claim of a sewer backup at 201 Olde Brooke Court on May 21, 2019.	\$11,507.25
7-2-19	Burt Stevens on behalf of WNSOU, LLC	Claim for restoration services for replacement of carpet/tile due to claim of a sewer backup at 1211 Olde Brooke Court on May 21, 2019.	\$2,918.23
7-5-19	Wendy Carr	Claim for damages to a tire on her vehicle after she hit a pothole on East Eufaula near Berry Road.	\$1,510.73
7-15-19	Southwestern Bell Telephone Company d/b/a AT&T	Claim for damages to a buried cable caused by City crew while digging in the easement at 1515 Morren Drive on June 1, 2019.	\$2,411.57
7-16-19	Claims Management Resources (CMR) for Oklahoma Gas & Electric (OG&E)	Claim for damages to a cable at 224 North Sherry Avenue on June 26, 2019, caused by City crew installing a sewer line.	undetermined
7-19-19	Jim Pennington	Claim for damages caused by a dump truck that backed into the left front fender of his vehicle on April 20, 2019 at 3901 South Chautauqua (Transfer Station).	\$778.73
7-24-19	Todd Potter	Claim for damages to a tire and rim from a pothole on July 19, 2019, at 6301 North Interstate Drive.	\$521.05
7-24-19	Claims Management Resources (CMR) for Cox Communications	Claim for damages to a Cox facility located at 1316 Rebecca Lane on July 8, 2019, caused by Hudson Trenching, Inc., while installing street lights for the City.	undetermined
7-25-19	Southwestern Bell Telephone Company d/b/a AT&T	Claim for damages to a telephone cable caused by a contractor for the City that was digging in the area of 204 Mount Vernon Drive on June 20, 2019.	\$522.43

### **SPECIAL SESSION**

A City Council Special Session was held on July 30, 2019, to appoint the Ward 4 Candidate Selection Committee and approve contracts and purchase items connected with the City's operation of the bus system.

### **STUDY SESSION**

A City Council Study Session was held on July 16, 2019, to discuss possible amendments to the Civil Rights Ordinance; renewal of existing sales tax currently dedicated to Cleveland County; Public Transit; the Regional Parking Plan and other forms of Economic Development.

## **FACILITY MAINTENANCE**

**1A**

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

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	67.00	\$875.35	\$0.00	\$875.35
	Building A	45.00	\$616.96	\$0.00	\$616.96
	Building B	103.50	\$1,437.85	\$0.00	\$1,437.85
	Building C	77.00	\$1,256.96	\$0.00	\$1,256.96
	Facility Maintenance	6.50	\$130.00	\$4,375.65	\$4,505.65
	Library	148.50	\$1,966.95	\$0.00	\$1,966.95
Custodial Total		448.50	\$6,313.12	\$4,375.65	\$10,688.77
Doors and Hardware	Norman Investigations Center	2.00	\$49.78	\$0.00	\$49.78
	Westwood Clubhouse	2.00	\$58.12	\$0.00	\$58.12
Doors and Hardware Total		4.00	\$107.90	\$0.00	\$107.90
Electrical	Administration Building-201	3.00	\$80.00	\$0.00	\$80.00
	Animal Welfare	9.00	\$229.34	\$95.56	\$324.90
	Building C	5.00	\$129.78	\$8.88	\$138.66
	Fire Station 1	2.00	\$49.78	\$10.12	\$59.90
	Fire Station 2	10.00	\$280.88	\$174.59	\$455.47
	Fire Station 4	11.00	\$273.79	\$35.32	\$309.11
	Fire Station 8	1.00	\$24.89	\$0.00	\$24.89
	Fleet Maintenance	13.00	\$323.58	\$0.00	\$323.58
	Library	9.00	\$224.01	\$0.00	\$224.01
	Lindsey Yard-Administration	4.00	\$99.56	\$31.65	\$131.21
	Norman Investigations Center	2.00	\$60.44	\$0.00	\$60.44
	Park Maintenance-Shop	4.00	\$99.56	\$89.37	\$188.93
	Parks-Community	9.00	\$234.67	\$0.00	\$234.67
	Parks-Reaves	5.00	\$151.10	\$0.00	\$151.10
	Police Range-Classroom A	7.00	\$184.89	\$184.54	\$369.43
	Police-Special Ops	4.00	\$99.56	\$0.00	\$99.56
	Sanitation	4.50	\$135.99	\$0.00	\$135.99
	Santa Fe Depot	14.50	\$438.19	\$0.00	\$438.19

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

<b>Electrical</b>	Sooner Theatre	7.00	\$210.38	\$77.89	\$288.27
	Traffic Control	13.00	\$323.58	\$0.00	\$323.58
	Transfer Station	1.00	\$24.89	\$0.00	\$24.89
	Water Treatment Plant	2.00	\$49.78	\$0.00	\$49.78
	Westwood Clubhouse	18.00	\$448.03	\$47.72	\$495.75
<b>Electrical Total</b>		158.00	\$4,176.68	\$755.64	\$4,932.32
<b>General Maintenance</b>	12th Avenue Rec Center	1.00	\$29.06	\$0.00	\$29.06
	Administration Building-201	5.00	\$141.13	\$23.70	\$164.83
	Library	2.00	\$58.12	\$0.00	\$58.12
	Norman Investigations Center	3.00	\$74.67	\$0.00	\$74.67
	Senior Citizens Center	2.00	\$58.12	\$0.00	\$58.12
<b>General Maintenance Total</b>		13.00	\$361.10	\$23.70	\$384.80
<b>Heating/Ventilation</b>	12th Avenue Rec Center	4.00	\$120.88	\$0.00	\$120.88
	Administration Building-201	22.50	\$679.95	\$0.00	\$679.95
	Animal Welfare	24.00	\$725.28	\$131.25	\$856.53
	Building B	3.00	\$89.50	\$0.00	\$89.50
	Facility Maintenance	4.00	\$120.88	\$7,274.00	\$7,394.88
	Fire Station 1	6.00	\$181.32	\$139.92	\$321.24
	Fire Station 3	6.50	\$196.43	\$9,172.00	\$9,368.43
	Fire Station 8	13.00	\$392.86	\$0.00	\$392.86
	Firehouse Art Center	2.00	\$60.44	\$0.00	\$60.44
	Irving Rec Center	4.00	\$120.88	\$0.00	\$120.88
	Library	15.00	\$453.30	\$0.00	\$453.30
	Norman Investigations Center	16.00	\$483.52	\$140.40	\$623.92
	Sooner Theatre	8.00	\$241.76	\$0.00	\$241.76
	Water Reclamation Facility-Main Cor	14.00	\$423.08	\$161.74	\$584.82
	Water Treatment Plant	8.00	\$241.76	\$0.00	\$241.76
	Westwood Clubhouse	16.00	\$483.52	\$105.93	\$589.45
	Westwood Tennis Center	1.00	\$30.22	\$0.00	\$30.22
<b>Heating/Ventilation /Air Conditioning Total</b>		167.00	\$5,045.58	\$17,125.24	\$22,170.82
<b>Inspections</b>	Fire Station 3	2.00	\$49.78	\$170.40	\$220.18
<b>Inspections Total</b>		2.00	\$49.78	\$170.40	\$220.18
<b>Lighting</b>	Administration Building-201	31.00	\$930.33	\$495.34	\$1,425.67

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

<b>Lighting</b>	Building A	2.00	\$49.78	\$0.00	\$49.78
	Building B	10.00	\$290.38	\$18.92	\$309.30
	Building C	4.00	\$120.88	\$0.00	\$120.88
	Facility Maintenance	6.00	\$181.32	\$252.23	\$433.55
	Fire Station 9	11.00	\$273.79	\$122.59	\$396.38
	Firehouse Art Center	2.00	\$49.78	\$42.82	\$92.60
	Line Maintenance	2.00	\$49.78	\$0.00	\$49.78
	Norman Investigations Center	4.00	\$99.56	\$73.08	\$172.64
	Parks-Community	5.50	\$144.89	\$33.84	\$178.73
	Parks-Griffin	1.00	\$24.89	\$0.00	\$24.89
	Parks-Neighborhood	6.00	\$181.32	\$0.00	\$181.32
	Sanitation	6.00	\$149.34	\$403.30	\$552.64
	Senior Citizens Center	1.00	\$30.22	\$0.00	\$30.22
	Transfer Station	1.00	\$30.22	\$0.00	\$30.22
<b>Lighting Total</b>		92.50	\$2,606.49	\$1,442.12	\$4,048.61
<b>Miscellaneous</b>	Administration Building-201	8.00	\$215.80	\$0.00	\$215.80
	Building B	2.00	\$58.12	\$80.64	\$138.76
	Facility Maintenance	19.50	\$509.47	\$15,446.07	\$15,955.54
	Firehouse Art Center	1.00	\$29.06	\$0.00	\$29.06
	Irving Rec Center	4.00	\$116.24	\$150.85	\$267.09
	Library	1.00	\$29.06	\$0.00	\$29.06
	Library East	8.00	\$234.80	\$0.00	\$234.80
	Westwood Clubhouse	1.00	\$29.06	\$0.00	\$29.06
<b>Miscellaneous Total</b>		44.50	\$1,221.61	\$15,677.56	\$16,899.17
<b>Pest Control</b>	12th Avenue Rec Center	3.00	\$87.18	\$105.55	\$192.73
<b>Pest Control Total</b>		3.00	\$87.18	\$105.55	\$192.73
<b>Plumbing</b>	12th Avenue Rec Center	5.00	\$149.94	\$23.19	\$173.13
	Animal Welfare	3.00	\$87.18	\$48.50	\$135.68
	Building A	5.00	\$145.30	\$33.89	\$179.19
	Building B	13.00	\$385.90	\$101.99	\$487.89
	Building C	1.00	\$29.06	\$0.00	\$29.06
	Compost Facility	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 2	2.00	\$58.12	\$0.00	\$58.12

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

<b>Plumbing</b>	Fire Station 5	3.00	\$87.18	\$101.00	\$188.18
	Fire Station 6	2.00	\$58.12	\$0.00	\$58.12
	Fire Station 7	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 9	1.00	\$29.06	\$30.93	\$59.99
	Fleet Maintenance	6.50	\$191.79	\$45.28	\$237.07
	Library	1.00	\$29.06	\$0.00	\$29.06
	Library East	10.00	\$290.60	\$0.00	\$290.60
	Little Axe Rec Center	5.00	\$145.30	\$0.00	\$145.30
	Parks-Andrews	5.00	\$141.13	\$0.00	\$141.13
	Parks-Community	13.00	\$377.78	\$0.00	\$377.78
	Parks-Griffin	2.00	\$58.12	\$0.89	\$59.01
	Parks-Neighborhood	3.00	\$87.18	\$0.00	\$87.18
	Sanitation	20.00	\$591.64	\$0.00	\$591.64
	Sooner Theatre	2.00	\$58.12	\$27.46	\$85.58
	Transfer Station	1.00	\$29.06	\$0.00	\$29.06
	Water Reclamation Facility-Main Cor	5.00	\$145.30	\$109.60	\$254.90
	Westwood Tennis Center	1.00	\$29.06	\$3.20	\$32.26
<b>Plumbing Total</b>		111.50	\$3,262.12	\$525.93	\$3,788.05
<b>Grand Total</b>		1044.00	\$23,231.58	\$40,201.79	\$63,433.37

**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.
<b>FIRE</b>				
EF0180; BP0356	Fire Admin Remodel	\$0	\$20,000	Capital Fund 50
<b>UTILITIES</b>				
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
<b>PARKS AND RECREATION</b>				
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
<b>CITY MANAGER</b>				
NFB017	Eastside Library	\$0	\$280,000	Norman Forward Fund 051
<b>PUBLIC WORKS</b>				
NFB008	James Garner and Acres Intersection	\$0	\$8,275.35	Norman Forward Fund 051
<b>POLICE</b>	none			
<b>INFORMATION TECHNOLOGY</b>				
BG0071	City Center Core Replacement	\$0	\$0	Capital Fund 50
<b>PLANNING</b>	none			
<b>CITY CLERK</b>	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  
July 2019

[illegible]

**DEVELOPMENT COORDINATOR      2C**

## **City of Norman - Development Coordinator Monthly Report July 2019**

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

### **General Inquiries, Contacts and Meetings**

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- Municipal Complex Design – Staff Meetings and Council Tours
- ADA Staff Liaison Committee Meeting
- Economic Development Professionals Meeting with NEDC
- Presentation to East Side Business Association
- City Manager's Association of Oklahoma Summer Conference
- Public Art Dedication – “Unbound”
- Ward 8 Meeting

### **Building Permit and Plat Application Meetings**

- Assisted representatives and staff in discussions regarding medical marijuana facilities.
- Met with project representatives and staff regarding proposed Cleveland County projects.
- Assisted Norman Public Schools in development meetings for bond projects
- Assisted developer in discussions regarding commercial re-development and site plan
- Assisted property owners for land development processes/ideas near downtown Norman.
- Met with representatives from Max Westheimer Airport regarding development issues
- Assisted Norman Economic Development Coalition (NEDC) with requirements/process for new industrial prospect
- Met with staff and ECAB members regarding environmental initiatives
- Met with staff and OU representatives regarding LID and parking minimum issues

###

**NORMAN FORWARD 2D**



ADG, PC  
920 W Main  
Oklahoma City, OK 73106  
405.232.5700 ▪ www.adgokc.com

## MONTHLY REPORT – JULY 2019

### NORMAN FORWARD

**DATE:** August 1, 2019

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**PROJECT:** NORMAN FORWARD

**PROJECT NO:** 16-003

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**REPORT PERIOD:** July 1 through July 31, 2019

#### WORK THIS MONTH

1. Monday, July 1, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, July 2, 2019 | 11:00 a.m. | Central Library Bi-Weekly Change Order Meeting
  - a. Meeting to review and discuss budget and pending change orders
3. Monday, July 8, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
4. Tuesday, July 9, 2019 | 10:00 a.m. | Central Library Weekly Furnishings Update
  - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
5. Tuesday, July 9, 2019 | 11:00 a.m. | Central Library OAC
  - a. Weekly construction meeting with City Staff, Flintco, MSR, PLS, TMP, and ADG to discuss critical path issues
6. Wednesday, July 10, 2019 | 1:30 p.m. | Central Library FFE Conference Call
  - a. Call between MSR and ADG to discuss critical path issues
7. Wednesday, July 10, 2019 | 2:00 p.m. | Central Library Green Roof Irrigation Owner Training
  - a. Meeting with sub-contractor to provide owner training
8. Thursday, July 11, 2019 | 11:30 a.m. | Central Library Site Walk with Debby Williams – Art Dedication Ceremony for “Unbound”
  - a. Planning for Art Dedication on July 25, 2019
9. Thursday, July 11, 2019 | 4:00 p.m. | Reaves Park Pre-Meeting Cost Discussion
  - a. Meeting to review and discuss budget
10. Friday, July 12, 2019 | 8:00 a.m. | Reaves Park Budget Update
  - a. Meeting to review and discuss budget
11. Friday, July 12, 2019 | 10:00 a.m. | Central Library FFE Conference Call
  - a. Call between MSR and ADG to discuss critical path issues
12. Monday, July 15, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues



ADG, PC  
920 W Main  
Oklahoma City, OK 73106  
405.232.5700 ▪ www.adgokc.com

13. Tuesday, July 16, 2019 | 9:00 a.m. | Ruby Grant Pre-Bid Meeting
  - a. Non-Mandatory Pre-Bid Meeting On-Site
14. Tuesday, July 16, 2019 | 10:00 a.m. | Central Library Weekly Furnishings Update
  - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
15. Tuesday, July 16, 2019 | 11:00 a.m. | Central Library OAC
  - a. Weekly construction meeting with City Staff, Flintco, MSR, PLS, TMP, and ADG to discuss critical path issues
16. Thursday, July 18, 2019 | 9:00 a.m. | Central Library Kiosk Delivery Pre-Walk
  - a. Site walk to review location and IT support for kiosks
17. Thursday, July 18, 2019 | 3:30 p.m. | FSB Contract Review
  - a. Meeting to review the contract for the Senior Center, Indoor Aquatics Facility, and Indoor Multi-Sport Facility projects
18. Monday, July 22, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
19. Tuesday, July 23, 2019 | 10:00 a.m. | Central Library Weekly Furnishings Update
  - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
20. Tuesday, July 23, 2019 | 11:00 a.m. | Central Library OAC
  - a. Weekly construction meeting with City Staff, Flintco, MSR, PLS, TMP, and ADG to discuss critical path issues
21. Tuesday, July 23, 2019 | 6:30 p.m. | City Council Conference
  - a. Presentation by representatives from Cleveland County regarding their Healthy Living Block Project located in the Center City Tax Increment Finance District Area
22. Tuesday, July 23, 2019 | 6:30 p.m. | City Council Meeting
  - a. Amendment No. One to Contract K-1819-132: by and between the Norman Municipal Authority and Flintco, L.L.C., increasing the contract amount by \$789,352 for a revised contract amount of \$844,352 for Construction Management at Risk services to provide construction of the Norman Forward Griffin Park Phase III Project.
  - b. Acting as the Norman Municipal Authority, motion to approve or reject Amendment No. One to Contract K-1819-132 with Flintco, L.L.C., increasing the contract amount by \$789,352 for a revised contract amount of \$844,352; and, if approved, authorize the execution thereof and the Mayor to sign performance, statutory, and maintenance bonds contingent upon the City Attorney's approval.
23. Wednesday, July 24, 2019 | 12:00 p.m. | Reaves Park Budget Update
  - a. Meeting to review and discuss budget
24. Thursday, July 25, 2019 | 5:00 p.m. | Central Library Art Piece, "Unbound", Dedication
  - a. Official Public Dedication of NCL Art by Norman Arts Council and City of Norman
25. Thursday, July 25, 2019 | 6:15 p.m. | Central Library Art Piece, "Unbound", Celebration Dinner
  - a. Appreciation Dinner at 122 E. Main



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26. Monday, July 29, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
27. Tuesday, July 30, 2019 | 10:00 a.m. | Central Library Weekly Furnishings Update
  - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
28. Tuesday, July 30, 2019 | 11:00 a.m. | Central Library OAC
  - a. Weekly construction meeting with City Staff, Flintco, MSR, PLS, TMP, and ADG to discuss critical path issues
29. Wednesday, July 31, 2019 | 1:30 p.m. | Reaves Park Budget Update
  - a. Meeting to review and discuss budget
30. Central Library site visits for observation: 10
31. East Library: 2
32. Westwood Tennis: 1

#### **WORK ANTICIPATED THE UPCOMING MONTH (August 2019)**

- Central Library ongoing construction
- Griffin Park Master Plan Phase III construction
- Reaves Park Master Plan Phase I cost estimating-bidding
- Parks & Recreation Maintenance Facility/ Bus Maintenance Facility programming and cost estimating
- Ruby Grant Park GMP approval-construction
- Indoor Aquatic Facility- consultant contract approval
- Indoor Multi-Sport Facility- consultant contract approval
- Senior & Cultural Center - consultant contract approval
- 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

#### **PROJECTS STATUS**

- East Library
  - a. Schedule: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
  - c. In operation – approaching end of warranty year
- 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: Within budget
  - c. In operation
- Griffin Park Phase III



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- a. Schedule: Notice to Proceed issued July 24, 2019
  - b. Budget: Within budget
  - c. Issues: No known issues
- Reaves Park Phase I
  - a. Schedule: Construction Documents approaching 95%
  - b. Budget: In Progress
  - c. Issues: No known issues
- Westwood Indoor Tennis Facility
  - a. Schedule: Opening Celebration on May 24, 2019
  - b. Budget: Within budget
  - c. In operation
- Ruby Grant
  - a. Schedule: Bids Opened on 7/30/19 Crosslands compiling GMP
  - b. Budget: In Progress
  - c. Issues: N/A
- Indoor Multi-Sport Facility
  - a. Schedule: Consultant contract negotiation
  - b. Budget: Within budget
  - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
  - a. Schedule: Consultant contract negotiation
  - b. Budget: Within budget
  - c. Issues: site/operator/MOU determination
- Senior Center
  - a. Schedule: Consultant contract negotiation
  - b. Budget: Within budget
  - c. Issues: funding source determination, operator/MOU determination, Council site resolution approved on May 14, 2019
- 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

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SUBMITTED BY: ADG – Jason Cotton, Randy Hill, William Harrell, Sarah Margaret Hendrickson



## CITY OF NORMAN

### Department of Finance Monthly Report – July 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 July are discussed below:

#### Treasury Division:

In the month of July, the Treasury division processed 38,247 total payments. The traffic counter at the Drive-up Facility counted 9,409 customers. The Treasury division processed 1,521 credit card utility payments, an increase of 16% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,688 credit card utility payments, an increase of 16% from last month. Utility customers also have the option of paying on the City of Norman website. There were 7,524 credit card payments made on the internet in July, an increase of 13% from last month. The Municipal Court processed 787 credit card payments for court fines, an increase of 29% 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 \$29,047 in convenience fees in the month of July with a fiscal year-to-date total of \$29,047.

#### Utility Services Division:

The Meter Reading Division read 40,457 meters. Out of 77 meter reading routes, 62 (80%) were read within the targeted 30-day reading cycle. 70 routes (90%) were read by the 31st day and all routes were read by the 33rd day. No routes were estimated in July.

#### General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of July by -20%. Revenues from the City's largest single source of revenue, sales tax, are below target by -5.3% for the year to date and 3.3% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 20 Budget To Date	FYE 20 Actual To Date	FYE 19 Actual To Date	FYE 18 Actual To Date
Sales Tax Revenue	\$3,735,404	\$3,536,698	\$3,422,361	\$3,246,538
General Fund Revenue	\$6,913,024	\$5,497,435	\$4,939,969	\$4,796,504
General Fund Expenses	\$7,593,156	\$10,890,786	\$5,351,199	\$5,152,164

## Administration Division

	FYE 20		FYE 19	
	JULY	YTD	JULY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	320.00	320.00
Total Comp Time Available	0.00	0.00	0.25	0.25
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	320.00	320.00	320.25	320.25
Benefit Hours Taken	38.00	38.00	48.00	48.00
TOTAL ACCOUNTABLE STAFF HOURS	282.00	282.00	272.25	272.25
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

**ACCOUNTING      3A**

## Accounting Division

	FYE 20		FYE 19	
	JULY	YTD	JULY	YTD
Total Regular Hours Available	960.00	960.00	960.00	960.00
Total Comp Time Available	19.75	19.75	14.75	14.75
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	 979.75	 979.75	 974.75	 974.75
Benefit Hours Taken	143.50	143.50	212.50	212.50
 TOTAL ACCOUNTABLE STAFF HOURS	 836.25	 836.25	 762.25	 762.25
 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	5.00	5.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 5.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

# City Revenue Report

	FYE 20 JULY	FYE 19 JUNE	
Total Revenue Received (\$)	\$4,826,943	\$4,011,669	\$815,274
Utility Payments - Office (#)	42,861	37,853	5,008
Utility Payments - Office (\$)	\$4,226,553	\$3,611,215	\$615,338
Lockbox (#)	18,585	16,327	2,258
Lockbox (\$)	\$1,822,646	\$1,397,212	\$425,434
IVR Credit Card (#)	1,688	1,460	228
IVR Credit Card (\$)	\$159,480	\$137,179	\$22,301
Click to Gov (#)	7,524	6,644	880
Click to Gov (\$)	\$981,250	\$580,051	\$401,199
UT Credit Card Payments (#)	1,521	1,307	214
UT Credit Card Payments (\$)	\$179,128	\$142,102	\$37,026
Art Donations (#)	66	76	(10)
Art Donations (\$)	\$333	\$151	\$182
Bank Draft Payments (#)	8,933	7,973	960
Bank Draft Payments (\$)	\$784,282	\$713,222	71,060
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	38	46	(8)
Processed Return Checks (\$)	(\$2,719)	(\$6,250)	\$3,531
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$375,449	\$298,169	\$77,280
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$287,809	\$270,638	\$17,171
Municipal Court - Credit Card (#)	787	610	177
Municipal Court - Credit Card (\$)	\$129,600	\$120,297	\$9,303
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$305,920	\$117,678	\$188,242
Building Permits Credit Card (#)	261	199	62
Building Permits Credit Card (\$)	\$105,670	\$46,463	\$59,207
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$4,421	\$3,221	\$1,200
Occupational License - Bldg Insp. CC (#)	17	16	1
Occupational License - Bldg Insp. CC (\$)	\$3,521	\$2,421	\$1,100
Business License - City Clerk (\$)	\$2,240	\$6,601	(\$4,361)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,522	7,753	769
Convenience Fees - All Payments (\$)	\$25,566	\$23,259	\$2,307
Bank Drafts Billed (#)	8,474	8,478	(4)
Bank Drafts Billed (\$)	\$813,924	\$765,181	\$48,743
Interdepartmental Billing (#)	172	126	46
Interdepartmental Billing (\$)	\$37,600	\$17,330	\$20,270
Accounts Receivable Billed (\$)	\$541,648	\$189,720	\$351,928

## Budget Services Division

	FYE 20		FYE 19	
	JULY	YTD	JULY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	160.00	312.00	312.00
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	160.00	312.00	312.00
Benefit Hours Taken	16.00	16.00	168.00	168.00
TOTAL ACCOUNTABLE STAFF HOURS	144.00	144.00	144.00	144.00
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 20		FYE 19	
	JULY	YTD	JULY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	800.00	640.00	640.00
Total Comp Time Available	21.25	21.25	0.00	0.00
Total Overtime Hours	15.50	15.50	74.50	74.50
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	836.75	836.75	714.50	714.50
Benefit Hours Taken	191.75	191.75	109.00	109.00
TOTAL ACCOUNTABLE STAFF HOURS	645.00	645.00	605.50	605.50
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

**UTILITY      3C**

## Utility Division

	FYE 20		FYE 19	
	JULY	YTD	JULY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,560.00	2,560.00	2,448.00	2,448.00
Total Comp Time Available	0.00	0.00	22.00	22.00
Total Overtime Hours	45.00	45.00	47.75	47.75
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	2,605.00	2,605.00	2,517.75	2,517.75
Benefit Hours Taken	330.50	330.50	383.00	383.00
TOTAL ACCOUNTABLE STAFF HOURS	2,274.50	2,274.50	2,134.75	2,134.75
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	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 20		FYE 19	
	JULY	YTD	JULY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	160.00	160.00	160.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	9.50	9.50	6.50	6.50
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	169.50	169.50	166.50	166.50
Benefit Hours Taken	28.75	28.75	8.00	8.00
TOTAL ACCOUNTABLE STAFF HOURS	140.75	140.75	158.50	158.50
PERMANENT PART-TIME				
Total Regular Hours Available	114.50	114.50	103.00	103.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	1.50	1.50	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	116.00	116.00	103.00	103.00
Benefit Hours Taken	7.00	7.00	33.00	33.00
TOTAL ACCOUNTABLE STAFF HOURS	109.00	109.00	70.00	136.00
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

### Drive-up Window and Mail Payments

	FYE 20 JULY	FYE 19 JUNE
Mail Payments - Lockbox	18,585	16,327
Mail Payments - Office	291	297
<b>Mail Payments - Subtotal</b>	<b>18,876</b>	<b>16,624</b>
Night Deposit	292	216
Click-to-Gov Payments	7,524	6,644
IVR Payments	1,688	1,460
<b>Without assistance payments - Subtotal</b>	<b>9,504</b>	<b>8,320</b>
Drive-up window & inside counter	8,346	8,461
Credit Card machine payments (swipe)	985	841
Credit Card machine payments (phone)	536	466
<b>With assistance payments - Subtotal</b>	<b>9,867</b>	<b>9,768</b>
<b>Total Payments Processed - Subtotal</b>	<b>38,247</b>	<b>34,712</b>
Bank Draft (ACH) Payments	8,933	7,973
<b>Total Payments (Utility)</b>	<b>47,180</b>	<b>42,685</b>
Total Convenience Fees - all Payments	8,522	7,753
<b>Grand Total Payments</b>	<b>55,702</b>	<b>50,438</b>

### Traffic Counter at Drive-up Facility

Night Drop *	2,584	1,754
8-5 Drive-up Window Customers *	6,825	7,154
<b>Total Traffic Counter</b>	<b>9,409</b>	<b>8,908</b>

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

## Meter Reading Division

	FYE 20		FYE 19	
	JULY	YTD	JULY	YTD
Number of Meters Read	44,728	44,728	40,789	40,789
New Service	1,145	1,145	1,051	1,051
Request for Termination	1,135	1,135	1,062	1,062
Delinquent On(s)	273	273	189	189
Delinquent Offs	418	418	289	289
Collect Deposit Tags Hung	18	18	6	6
Collect Deposit Cut Offs	2	2	4	4
Blue Tags	35	35	11	11
Number of Meters Re-read	1,139	1,139	939	939
Meters Cleaned	115	115	87	87
Customer Assists	89	89	109	109
Meters Pulled	0	0	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	84	84	35	35
TOTAL	49,181	49,181	44,571	44,571

## Utility Division Activity Report

	FYE 20		FYE 19	
	JULY	YTD	JULY	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,538	42,538	41,691	41,691
New Ons	1,308	1,308	1,338	1,338
Final Accounts Billed	1,055	1,055	1,083	1,083
TOTAL ACCOUNTS BILLED	44,901	44,901	44,112	44,112

## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report July 2019

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	33	2.31%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.07%
3 - Rescue & emergency	942	65.92%
4 - Hazardous Conditions (No Fire)	21	1.47%
5 - Service Call	113	7.91%
6 - Good Intent Call	232	16.24%
7 - False Alarm & False Call	68	4.76%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	19	1.33%
<b>Total Incident Count (Unique Calls)</b>	<b>1429</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>1841</b>	

Total Fire Loss    \$630,600.00

### Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	266	285	0:04:45
Station #2	233	302	0:05:02
Station #3	206	365	0:06:05
Station #4	184	319	0:05:19
Station #5	64	497	0:08:17
Station #6	61	535	0:08:55
Station #7	114	329	0:05:29
Station #8	81	306	0:05:06
Station #9	219	324	0:05:24

### Community Outreach

Tours	7	Station Tours, School/Daycare Visits (Approx 350 total)
Community/Special Events	13	Fireworks support, neighborhood parades, Touch a Truck, VBS, Car Show

### Burn Permits

Burn Permits Issued	124	Total of 14 burn days
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### Training

Total Personnel Training Hours	2073	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

## July 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	11	3	2					1	2	3
Chief 302	25	4	2	4	1	1	1	7	3	2
Chief 303	16	2	2	2		2	2	2	4	
Chief 304	18	4	2	1	1	1	2	2	2	3
Engine 1	282	261	3	7			1	7		3
Brush 1	8	4					1	1	1	1
Engine 2	239		229	4	3			2	1	
Brush 2	9		5	1	1			1	1	
Engine 3	224	3	3	206			5			7
Brush 3	7			3			3			1
Engine 4	200	1	8		185			4	2	
Brush 4	5		1		1			1	2	
Engine 5	64					62	1			1
Brush 5	64					62	1			1
Tanker 5	7					6	1			
Engine 6	71					4	61			6
Brush 6	71					4	61			6
Rescue Boat 6	1						1			
Rescue 7	2							1	1	
Squad 7	144	10	7	4				112	7	4
Brush 7	1							1		
Engine 8	85		1		1			3	80	
Brush 8	6				1			1	4	
Tanker 8	8			1			1	1	4	1
Engine 9	233	6		5		2	5		1	214
Brush 9	11	1				2	3			5
Tanker 9	8					1	3			4
Ladder 9	11	2		4				1		4
EM1	1	1								
Fire Marshal 2	1					1				
Fire Marshal 3	2						1			1
Fire Marshal 4	2					1				1
Fire Marshal 5	4						2			2
	1841	302	265	242	194	149	156	148	115	270

**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
Jul-19**

**FIRE PREVENTION DIVISION ACTIVITIES**

<b>Inspections/Plan Review</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Inspections		162	154
Re-Inspections		58	41
Residential Inspections			
Plan/Platt Review		60	74.5
Company Inspections			
Re-Inspections			
<b>Total Inspections</b>		<b>220</b>	<b>195</b>

<b>Smoke Detector Program</b>			
<b>Activites</b>	<b>Notes</b>	<b>Units</b>	<b>Staff Hours</b>
Smoke Detector Batteries		41	27
Smoke Detectors Installed			

<b>Training/Public Education Education</b>			
<b>Activites</b>	<b>Notes</b>	<b>Events</b>	<b>Staff Hours</b>
Training (hours)		8	33
Fire Education Classes		7	20

<b>Code Issues/Investigation</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		132	150
Investigations		14	36.5
Investigative Activities		31	59
Miscellaneous/Special			

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: July 2019
<b>Mitigation:</b>	
Siren maintenance	Replacing outdated batteries two units awaiting solar panels
<b>Preparedness:</b>	
Intern Assigned from OU	Designed and implemented over 20 activities for the Teen CERT Camp
Conducted walk through for Teen Camp	2 July
Amateur Radio Elmer Night Every Tuesday night at the Red Cross building	An opportunity to do projects, repair items and learn HAM Radio
TEEN CERT CAMP in Tahlequah 12-18 July	35 Students 21 Adults Appreciation to North Eastern University, very good event
Amateur Radio Meeting	13 July
Veterans Administration Mental Health Summit	26 July
First Aid Station support to Classic Car Show	27 July
<b>Response:</b>	
N/A	
<b>Recovery:</b>	
N/A	

**HUMAN RESOURCES 5**

## HUMAN RESOURCES

### Monthly Report

July, 2019

#### ADMINISTRATION/LABOR RELATIONS

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

- FYE19-10 – Adams (Engineering) – termination – Arbitration has been scheduled
- FYE19-13 - Berry (Sanitation) – denial of pay for working through lunch – employee was paid, grievance resolved
- FYE19-14 – Cook (Sanitation) – denial of pay for working through lunch – employee was paid, grievance resolved
- FYE19-15 – Goldsby (Streets) – Selection process – no response from employee
- FYE19-16 – Goldsby (Streets) – Reclassification of position – no response from employee

##### *B. Collective Bargaining*

- Held two (2) FY20 negotiations sessions with FOP
- Held one (1) FY20 negotiation session with IAFF
- Held two (2) FY20 negotiation sessions with AFSCME

##### *C. Administrative Support*

- Processed Monthly Department Report
- Compiled and distributed July 2019 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Coordinated United Way Kickoff Meeting (Municipal Offices)
- Attended/Summarized five (5) negotiation sessions
  - 2 – FOP
  - 1 – IAFF
  - 2 – AFSCME

#### PERSONNEL ACTIONS

##### **New Hires - 25**

Dept./Div.	Position	Number of Employees
City Manager	City Manager	1
Police/Staff Services	Police Records Clerk	1
Fire/Suppression	Firefighter Recruit	16
City Council	Councilmember (PT)	2
Utilities/Water Treatment	Laborer (PT)	1
Parks/Westwood Pool	Lifeguard (PT)	2
Parks/Westwood Pool	Slide and Gate Attendant (PT)	2

##### **Separations - 13**

Dept./Div.	Position	Number of Employees
Public Works/Street Maint.	Maintenance Worker I	1
Public Works/Street Maint.	Maintenance Worker II	1
Utilities/Sewer Line Maint.	Utility Collection Worker II	3
Fire/Suppression	Firefighter	2
Parks/Westwood Golf	Golf Course Laborer (PPT)	1
City Council	Councilmember (PT)	1
City Council	Mayor (PT)	1

City Manager	Interim City Manager (PT)	1
Police/Animal Welfare	Registered Vet Tech (PT)	1
Parks/Westwood Golf	Laborer (PT)	1

### **Promotions – 3**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Utilities/Sanitation	Sanitation Worker II	1
Parks/Park Maint.	Maintenance Worker I	1
Parks/Park Maint.	Heavy Equipment Operator	1

### **SURVEYS**

Conducted a survey on the Fleet Superintendent position.

### **RECRUITMENT**

Accepted applications for the following positions:

- Communications Officer I, Police/Emergency Comm. Bureau
- Mechanic I, Public Works/Fleet
- Parks Superintendent, Parks & Recreation/Park Maintenance
- Maintenance Worker I, Public Works/Streets
- Maintenance Worker I, Public Works/Traffic
- Police Records Clerk, Police/Staff Services
- Public Works Supervisor, Public Works/Fleet
- Sanitation Worker I, Utilities/Sanitation
- Sanitation Worker II, Utilities/Sanitation
- Utility Distribution Worker I, Utilities/Water Line Maintenance
- Public Works Supervisor, Public Works/Streets
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Construction Inspector, Public Works/Engineering
- Benefits Specialist, Human Resources
- Auto Service Technician, Public Works/Fleet
- Planner II, Planning & Community Development
- Permit Manager, Planning & Community Development
- Utility Collection Worker I, Utilities/Sewer Line Maintenance
- System Administrator/Security Analyst, Information Technology
- Public Transit Coordinator, Public Works/Fleet Management
- Mechanic II (Transit), Public Works/Fleet Management
- Forester, Parks & Recreation/Forestry
- Fleet Service Writer/Public Works/Fleet Management
- Maintenance Worker II, Parks & Recreation/Park Maintenance
- Heavy Equipment Operator, Public Works/Stormwater
- Police Chief, Police Department
- City Attorney, Legal Department
- Director of Planning & Community Development, Planning & Community Development Department
- Custodian (PPT), City Clerk's Office/Facility Maintenance
- Parks Temporary Laborer (PT), Parks & Recreation/Park Maintenance
- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Admissions Clerk I (PT), Parks & Recreation/Recreation
- Admissions Clerk II (PT), Parks & Recreation/Recreation

- Concessions Cashier I (PT), Parks & Recreation/Recreation
- Concessions Cashier II (PT), Parks & Recreation/Recreation
- Aquatics Facility Maintenance (PT), Parks & Recreation/Recreation
- Head Lifeguard (PT), Parks & Recreation/Recreation
- Lifeguard (PT), Parks & Recreation/Recreation
- Slide & Gate Attendant (PT), Parks & Recreation/Recreation
- Assistant Aquatic Manager (PT), Parks & Recreation/Recreation
- Temporary Laborer (PT), Parks & Recreation/Westwood Golf Course
- Food & Beverage Tech I (PT), Parks & Recreation/Recreation
- Food & Beverage Tech II (PT), Parks & Recreation/Recreation
- Recreation Center Specialist (PT), Parks & Recreation/Recreation
- Temporary Laborer (PT), Utilities/Water Treatment Plant
- Mechanic Apprentice (PT), Public Works/Fleet Management
- Golf Shop Attendant (PT), Parks & Recreation/Westwood Golf Course

#### **Recruitment & Hiring Statistics:**

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	440	Written Exams	4
Phone	490	Practical Testing/Assessment Center	2
Mail	275	Panel Board Interviews	10
Email	195	Promotions	3
Total Subscribers on E-mail Vacancy List	2121	Oral Interviews	4
Total Visits to City of Norman HR website	356	Hiring/Promotion Board	3

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	14	Advertisements Placed	22
Pre-Employment Drug Screens	12	Applications Received	174
Pre-Employment Physicals	12	Job Announcements Emailed	150
Pre-Employment OSBI	7	Job Announcements to CON Depts.	630

#### **TRAINING AND DEVELOPMENT**

Conducted training for eighteen (18) 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 ERP project management for IT and ERP training for various departments.

#### **SAFETY**

- Safety material documents were sent to divisions each week
- Conducted eighteen (18) new employee orientations
- Conducted two (2) Fitness for Duty Meetings (Line Maint./Police)

#### **Recordable Injuries – 8 Total**

<b>Dept./Division</b>	<b>Nature of the injury</b>	<b>Activity</b>	<b>Prognosis</b>
Fire/ Suppression	Right bicep strain	Injured right bicep while returning tool to compartment	Work restrictions
Fire/ Suppression	Left wrist sprain	Sprained left wrist while moving metal	Work restrictions
Police/ Patrol	Lower back strain	Strained lower back during tactical training	Work restrictions

Police/ Patrol	Strained right quad	Strained right quad during takedown of a suspect	Work restrictions
Police/ Records	Pain in right shoulder, upper arm & hand	Pain radiates during regular duties of answering phones and other activities	Work restrictions
Public Works/ Streets	Strained left neck & shoulder	Strained neck & shoulder while pouring concrete	Work restrictions
Utilities/ Line Maint.	Spider bite to left arm	While working felt a bite and noticed swelling on left arm	Released to work
Utilities/ Line Maint.	Broken jaw & laceration to chin	Saw kicked back & forcefully hit face & shoulder area	Under doctor's care

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

<b>2019</b>	<b>2018</b>	<b>2017</b>
32	71	59

**Vehicle Collisions - 0**

<b>Division</b>	<b>Description of Collision</b>	<b>Status</b>
-----------------	---------------------------------	---------------

**Cumulative number of "at fault" Vehicle Collisions per fiscal year:**

<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2013</b>
0	8	5	17	13	10



## CITY OF NORMAN

### Information Technology Department Monthly Report – July 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 began in March 2019.
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 began implementation and testing in March FYE19.
Website Rebuild/Redesign	Our current design is 9 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 Implementation: The City has selected Interpersonal Frequency to lead the redesign <a href="https://ifsight.com/">https://ifsight.com/</a> . The new site is set to launch in April 2020.
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 completed in March 2019. Configuration and redirection of the data loop(s) are in progress.

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	Complete.
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.	Contract approved by City Council Feb 2019 – work to began July 2019. The datacenter air should be complete by September 2019.
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 Centracas	Complete
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 Q1 or Q2 2019
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	In Progress
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 Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

### 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 July 2019.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 40 emails from the groups shown were sent from city servers using city resources – of those 35,337 were delivered to outside mailboxes for the month of July 2019. The city servers generated mass communications to Norman citizens of 35,337 messages from only 40 sent (see **IT Table 2**).

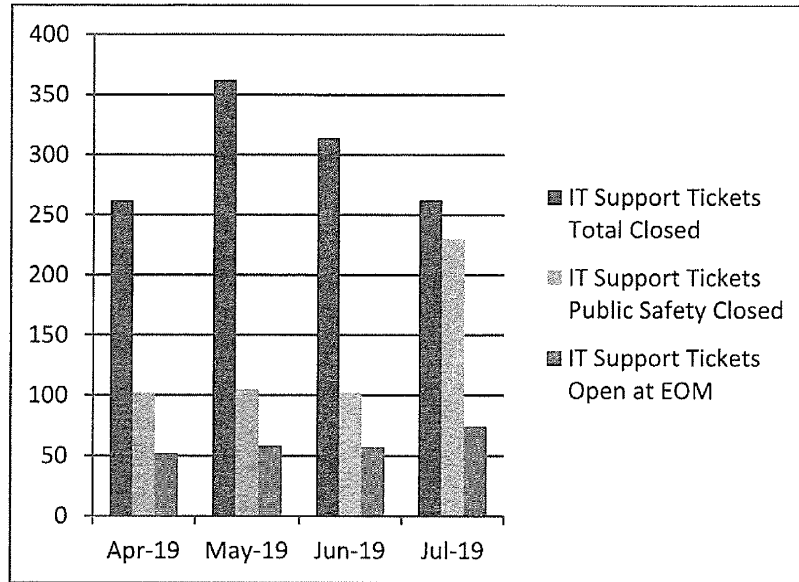
### Email Security Appliance:

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 694,788 attempted incoming and 82,670 outgoing messages for the month of July 2019. Incoming messages totaling 536,686 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 80% of our inbound mail, which continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor the situation on a monthly basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. 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 July 2019, the City of Norman's web site had 93,628 individual web sessions access the web site for 226,131 total page views. Of those sessions, 49,052 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. When complete (set for April 2020), the site will have reduced and more relevant information as well as the ability to function from mobile devices and tablets.



**Table 1****Table 2**

July 2019 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	25	6	150
Job Posting	2125	6	12750
Norman News	984	22	21648
Westwood Golf	625	1	625
Westwood Golf Members	37	1	37
Westwood Men's Clinic	16	1	16
Westwood Men's Golf Assoc.	72	1	72
Westwood Women's Clinic	36	1	36
Westwood Women's Golf Assoc.	3	1	3
<b>Totals</b>	<b>3923</b>	<b>40</b>	<b>35337</b>

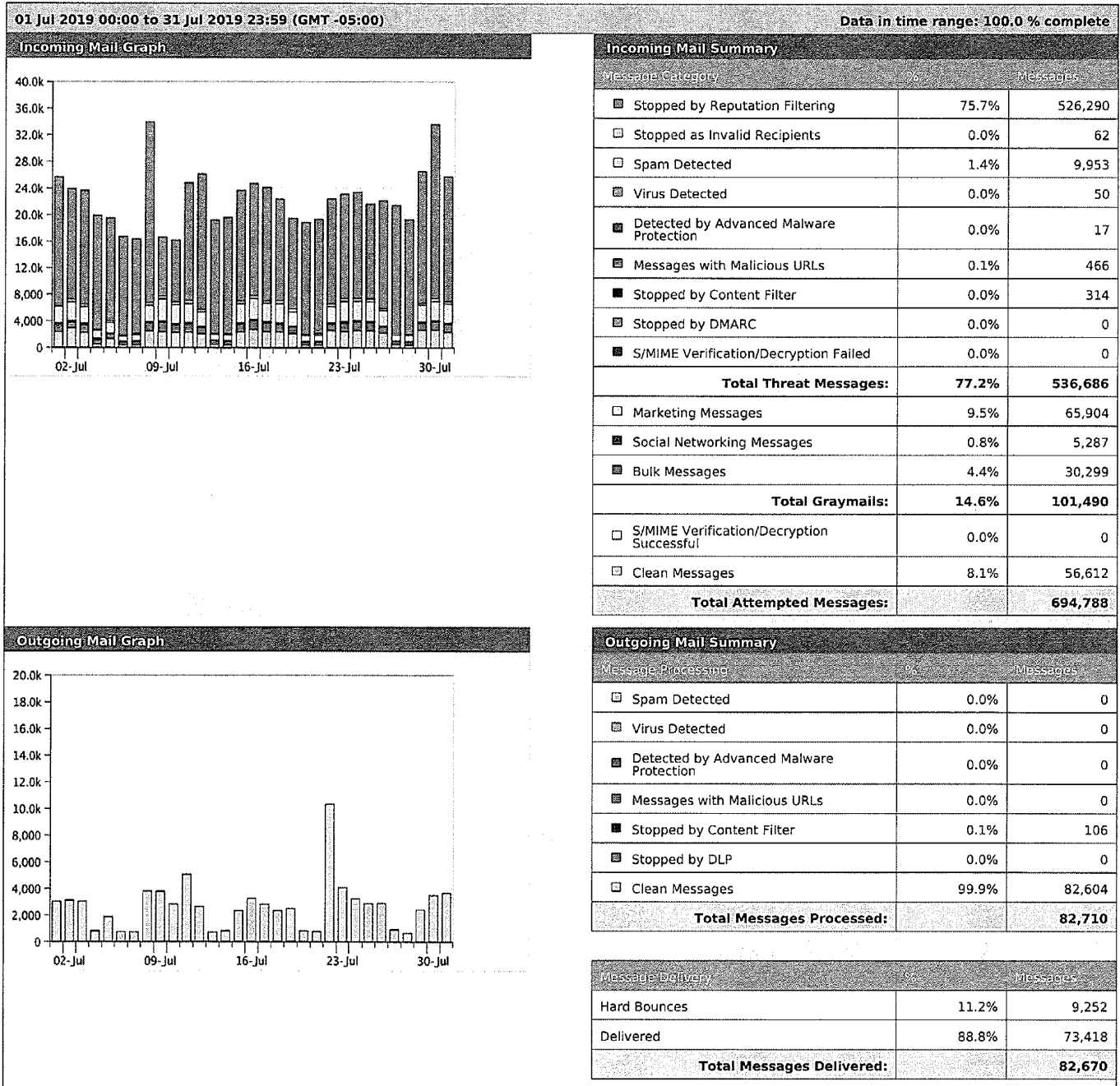
# I.T. Table 3

EMAIL SECURITY APPLIANCE



## Executive Summary

mail.ci.norman.ok.us



mail.ci.norman.ok.us - 01 Aug 2019 01:00 (GMT -05:00)

## Site Traffic

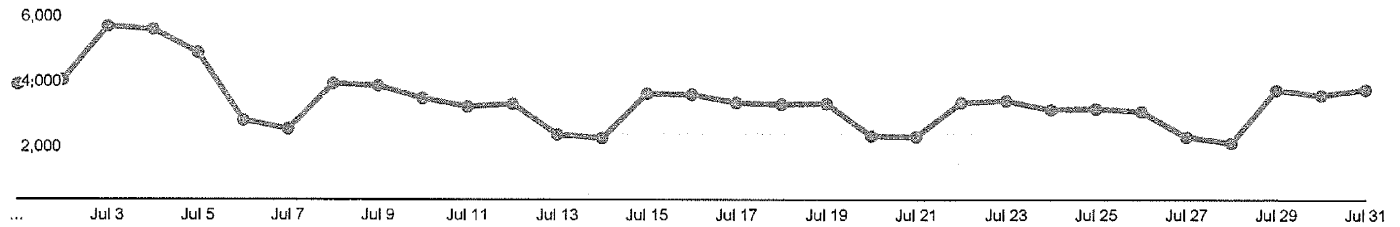
○ All Users  
100.00% Sessions

Jul 1, 2019 - Jul 31, 2019

### Report Tab

I.T. Table 4

● Sessions



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	93,628 % of Total: 100.00% (93,628)	2.42 Avg for View: 2.42 (0.00%)	226,131 % of Total: 100.00% (226,131)	61,382 % of Total: 100.00% (61,382)	49,052 % of Total: 100.06% (49,025)	46.46% Avg for View: 46.46% (0.00%)	00:01:24 Avg for View: 00:01:24 (0.00%)
1. 03	5,311 (5.67%)	2.20	11,695 (5.17%)	4,667 (5.75%)	2,979 (6.07%)	53.25%	00:01:27
2. 04	5,224 (5.58%)	1.98	10,361 (4.58%)	4,592 (5.66%)	3,140 (6.40%)	59.76%	00:01:13
3. 05	4,501 (4.81%)	2.14	9,625 (4.26%)	3,946 (4.86%)	2,439 (4.97%)	54.21%	00:01:22
4. 02	3,666 (3.92%)	2.53	9,285 (4.11%)	3,182 (3.92%)	1,904 (3.88%)	43.92%	00:01:23
5. 08	3,563 (3.81%)	2.37	8,453 (3.74%)	3,010 (3.71%)	1,716 (3.50%)	43.00%	00:01:30
6. 01	3,538 (3.78%)	2.49	8,793 (3.89%)	3,057 (3.77%)	1,813 (3.70%)	42.88%	00:01:22
7. 09	3,484 (3.72%)	2.57	8,951 (3.96%)	2,982 (3.68%)	1,750 (3.57%)	42.54%	00:01:27
8. 31	3,371 (3.60%)	2.49	8,410 (3.72%)	2,894 (3.57%)	1,727 (3.52%)	42.18%	00:01:37
9. 29	3,357 (3.59%)	2.50	8,403 (3.72%)	2,878 (3.55%)	1,741 (3.55%)	43.97%	00:01:31
10. 15	3,244 (3.46%)	2.55	8,264 (3.65%)	2,763 (3.41%)	1,629 (3.32%)	41.28%	00:01:23

Rows 1 - 10 of 31



## MONTHLY REPORT - LEGAL DEPARTMENT

July 2019 Report  
(Submitted August 9, 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)

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

#### **OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS**

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)

On June 27, 2019, the Oklahoma Supreme Court denied Carrington Place Property Owners' Association's petition for writ of certiorari. This case has been remanded to the district court for a determination regarding costs and attorney fees.

Holloway v. Harris et al, Case No. SD-117606; CJ-2013-566 (K, B)

Magnum Energy, Inc. v. Board of Adjustment for the City of Norman, Case No. SD-117912 (M):

#### **COURT OF CRIMINAL APPEALS**

None

#### **CLEVELAND COUNTY DISTRICT COURT**

##### **A. *General Lawsuits***

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

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. 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)

*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)

*Matthew Casey Holcomb v. William Hickman*, Case No. CV-2019-276 (K)

*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. 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. Tietzort 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 matter was stayed effective August 2, 2017 and has not proceeded since.

*NS-Norman LLC v. City of Norman et al.*, CV-2019-388/O-1819-19 (M): This matter was filed February 15, 2019. The City filed its Answer and Disclaimer on March 5, 2019. A Journal Entry of Judgment was entered on April 9, 2019. This matter is concluded and will be removed from the report going forward.

Tabor Enterprises, Inc. v City of Norman, CV-2019-270/O-1819-23 (M): This matter was filed February 1, 2019. The City of Norman filed its Answer and Disclaimer February 25, 2019. A decree vacating the easement per O-1819-23 was entered by the court on March 12, 2019. This matter is concluded and will be removed from the report going forward.

Select Portfolio Servicing, Inc. v. City of Norman, et al, CJ-2019-316 (M): This matter was filed on March 7, 2019. The City filed its Answer on April 22, 2019. The case has not proceeded further since that date.

Mortgage Clearing Corporation v. Wilson S. Doiron, et al, CJ-2014-1459 (M): This matter was filed in 2014, the City answered and judgment was entered in 2015. The sheriff's sale was not conducted and a motion was recently granted to allow the Plaintiff to obtain a new appraisal for the property.

**D. *Municipal Court Appeals***  
None

**E. *Small Claims Court***  
Almost Home Investment, et al. v. City of Norman, Case No. SC-2014-3027 (K)

**F. *Board of Adjustment Appeals***

**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 19-10 – (Adams - Termination)

AFSCME Grievance FYE 19-11 – (Boutwell - Separation)

This grievance has been settled and will no longer appear on the monthly report.

AFSCME Grievance FYE 19-13 – (Berry – Lunch Breaks)

AFSCME Grievance FYE 19-14 – (Cook – Lunch Breaks)

IAFF Grievance FYE 18 – (Baldwin Training)

IAFF Grievance FYE 18 – (Wilk Training)

IAFF Grievance FYE 19 – (Palmer – Light Duty)

IAFF Grievance FYE 19 – (Jones – Sick Leave)

IAFF Grievance FYE 19 – (Assistant Fire Chief-Administration)

IAFF Grievance FYE 19 – (Books – Condition of Employment)

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 18 – (Burris and Hackbarth – Discipline)

FOP Grievance FYE 19 – (Holiday Pay – Memorial Day 2018)

FOP Grievance FYE 19 – (Barrett - Termination)

FOP Grievance FYE 19 – (Deese – Discipline)

**B. *Equal Employment Opportunity Commission (EEOC)***

In the matter of Randolph, Henderson, Wilk, Green, and Baldwin, EEOC Charge Nos. 564 2018 02264, 564 2018 02265, 564 2018 02283, & 564 2018 02288, 564 2018 02281  
 The EEOC has issued right to sue letters in these cases. They will no longer appear on the monthly report.

**C. *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 July 2019. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<b><u>ADULT CASES</u></b>			<b><u>JUVENILE CASES</u></b>			<b><u>COURT SESSIONS</u></b>		
	FYE 18	FYE 19	FYE 20	FYE 18	FYE 19	FYE 20	FYE 18	FYE 19	FYE 20
JULY	543	421	640	50	21	35	13	12	15
AUG	629	1,130		48	24		17	15	
SEPT	552	412		49	28		12	13	
OCT	436	445		26	45		10	14	
NOV	439	300		26	14		12	5	
DEC	428	279		250	2		9	3	
JAN	1,371	561		31	43		14	15	
FEB	421	540		24	16		14	14	
MAR	508	1139		30	13		9	10	
APR	521	491		38	23		16	12	
MAY	503	626		20	34		16	14	
JUNE	544	542		46	31		15	14	
TOTALS / YTD	6,893	6,886	640	638	294	35	157	141	15

**WORKERS' COMPENSATION COURT**

The total number cases pending as of July 31, 2019 are 23. During the month of July 2019, there were four settlements and one court order approved by the City Council July 23, 2019. One settlement will be considered by Council on August 13, 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	FYE20 CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES
Fire	Suppression	10		4	3	4
Parks/Rec.	Park Maintenance	3		1	1	3
Planning	Development Services					
Police	Animal Welfare	1			1	
Police	Patrol	2		1	1	3
Police	Administration					
Public Works	Street Maintenance	4		3	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	3			2	
Utilities	Sanitation					1
<b>TOTALS</b>		<b>23</b>	<b>0</b>	<b>9</b>	<b>9</b>	<b>12</b>

### *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, Fire Driver Engineer, Low Back)**

*A court order in the above case was approved by Council on July 23, 2019 and will no longer appear on the monthly report.*

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)

Hiatt, 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)

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)**

*A settlement in the above case was approved by Council on July 23, 2019 and will no longer appear on the monthly report.*

**Koscinski, Chris v. City of Norman, CM 2015-06809 A**

(Fire, Suppression, Firefighter, Back)

*A settlement in the above case was approved by Council on July 23, 2019 and will no longer appear on the monthly report.*

**Koscinski, Chris v. City of Norman, CM 2016-00738 H**

(Fire, Suppression, Firefighter, Left Shoulder)

*A settlement in the above case was approved by Council on July 23, 2019 and will no longer appear on the monthly report.*

**Koscinski, Chris v. City of Norman, CM-2017-00239 Q**

(Fire, Suppression, Firefighter, Back)

*A settlement in the above case was approved by Council on July 23, 2019 and will no longer appear on the monthly report.*

**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)

**Palmer, Andrew David v. City of Norman, CM-2018-07531 J**

(Fire, Suppression, Firefighter, R. Knee)

**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)

**Schmidt, Jennifer v. City of Norman, CM 2019-02577 K**

(Fire, Suppression, Firefighter, R. Shoulder, Neck, Head)

*A settlement in the above case is scheduled to be considered by Council on August 13, 2019.*

**Searcy, Terry v. City of Norman, CM 2019-00448 Y**

(Public Works, Street Maintenance, HEO, L. Shoulder, L. Elbow, Head, Ribs)

**Searcy, Terry v. City of Norman, WCC-2019-04001 A**

(Public Works, Street Maintenance, HEO, Hearing Loss)

**Terhune, Dylan v. City of Norman, CM-2019-03394 Q**

(Fire, Suppression, Firefighter, Pubic/Genital Area)

**SPECIAL CLAIMS**

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

DEPARTMENT	FYE 20 Month	FYE 20 YTD	FYE 19	FYE 18	FYE 17
Animal Control				1	1
Finance - IT					1
Fire				3	1
Fleet					1
Other	2	2	9	11	8
Parks	1	1	6	5	4
Planning				1	1

Police			10	6	12
Public Works – Stormwater				6	2
Public Works – Engineering				2	
Public Works – Streets	3	3	6	11	11
Utilities – Water	2	2	12	12	9
Utilities – Sanitation	1	1	10	11	13
Utilities – Sewer	3	3	3	5	4
<b>TOTAL CLAIMS</b>	<b>12</b>	<b>12</b>	<b>56</b>	<b>74</b>	<b>68</b>

<b>CURRENT CLAIM STATUS</b>	<b>FYE 20 TO DATE</b>	<b>FYE 19</b>	<b>FYE 18</b>	<b>FYE 17</b>
Claims Filed	12	56	74	68
Claims Open and Under Consideration	9	8	0	0
Claims Not Accepted Under Statute/Other	2	8	11	5
Claims Paid Administratively	0	8	18	17
Claims Paid Through Council Approval	0	8	15	12
Claims Resulting in a Lawsuit for FY	0	1	3	4
Claims Barred by Statute (No Further Action Allowed)	0	11	27	30
Claims in Denied Status (Still Subject to Lawsuit)	1	12	0	0

**EXPUNGEMENTS**

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

<b>MONTH</b>	<b>REQUESTS</b>			<b>COMPLETED</b>		
	<b>FYE20</b>	<b>FYE19</b>	<b>FYE18</b>	<b>FYE20</b>	<b>FYE19</b>	<b>FYE18</b>
JULY	11	18	26	6	20	14
AUG		27	20		6	10
SEPT		21	15		11	5
OCT		15	24		22	11
NOV		24	13		23	26
DEC		11	12		13	14
JAN		15	21		28	10
FEB		31	19		7	10
MAR		25	20		13	31
APR		8	14		15	15
MAY		17	27		14	19
JUNE		16	16		8	11
<b>TOTALS/YTD</b>	<b>11</b>	<b>228</b>	<b>227</b>	<b>6</b>	<b>180</b>	<b>176</b>

**MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
JULY - FY '20**

**CASES FILED**

	<b><u>JULY</u></b>	<b><u>FY20</u></b>	<b><u>Y-T-D</u></b>	<b><u>JULY</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,708		1,708	1,767		1,767
Non-Traffic	227		227	307		307
SUB TOTAL	1,935		1,935	2,074		2,074
Parking	1,152		1,152	799		799
<b>GRAND TOTAL</b>	<b>3,087</b>		<b>3,087</b>	<b>2,873</b>		<b>2,873</b>

**CASES DISPOSED**

	<b><u>JULY</u></b>	<b><u>FY20</u></b>	<b><u>Y-T-D</u></b>	<b><u>JULY</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,306		1,306	1,084		1,084
Non-Traffic	257		257	294		294
SUB TOTAL	1,563		1,563	1,378		1,378
Parking	818		818	604		604
<b>GRAND TOTAL</b>	<b>2,381</b>		<b>2,381</b>	<b>1,982</b>		<b>1,982</b>

**REVENUE**

	<b><u>JULY</u></b>	<b><u>FY20</u></b>	<b><u>Y-T-D</u></b>	<b><u>JULY</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$144,118.97		\$144,118.97	\$122,429.70		\$122,429.70
Non-Traffic	\$33,541.54		\$33,541.54	\$51,151.23		\$51,151.23
SUB TOTAL	\$177,660.51		\$177,660.51	\$173,580.93		\$173,580.93
Parking	\$18,112.00		\$18,112.00	\$14,936.00		\$14,936.00
<b>GRAND TOTAL</b>	<b>\$195,772.51</b>		<b>\$195,772.51</b>	<b>\$188,516.93</b>		<b>\$188,516.93</b>

# MUNICIPAL COURT - MONTHLY REPORT

## July 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 July, 2019, the Early Settlement - Norman Mediation Program accepted 41 new cases and closed 22 cases. There were 5 mediations conducted in July.

**PARKS AND RECREATION 9**

## **Park Planning Activities July, 2019**

### **NORMAN FORWARD Neighborhood Parks**

A contractor was hired to install the tree irrigation at the new Songbird Park, now that the city has set a new water meter for the park. The park sign is being produced and will be installed at the same time as the walking trail, basketball court and site furnishing pads in the coming weeks. The new playground is also scheduled to be installed in August for Songbird.

Crews continued work to install the playground and walking trail at Prairie Creek Park. The playground surfacing is scheduled to begin installation next month. Site furnishings and a new picnic shelter have also been ordered for that park to complete its renovation in the coming weeks. Our next large-scale park/playground renovation is planned for Rotary Park; while we will also work to complete smaller projects to add shelters, play equipment, surfacing, and segments of walking trails in various other neighborhood parks.

We are also continuing our program to top-off all of the playground areas that still have wood mulch safety surfacing. These renovations are being completed under the NORMAN FORWARD program which allows us to upgrade small sections of parks which aren't scheduled for a big budget renovation any time soon.

### **Skate Park**

City Council approved a contract in July week for construction of the new Blake Baldwin Skatepark in Andrews Park. The work for that project will begin in the coming weeks with input/feedback sessions with the public to help make design decisions and get us moving with drawings for the skatepark. Proposals were also received in July from local engineering firms to work with City staff and our skatepark contractor to complete the survey, geotechnical work, drainage design and utility design for the project. That contract will be awarded in August.

### **Bike Park**

Crews from Progressive Bike Ramps are making good progress on completing the installation of the major features at the new Creekside Bike Park. Additional trail clearing and park details were addressed throughout the month as we work to install the proper signage, parking area and connections to the surrounding neighborhoods and streets. We will plan a grand opening for the facility in August.

**JULY 2019**  
**PARK MAINTENANCE DIVISION**

Parks Maintenance crews performed routine trash removal, landscape bed maintenance , irrigation repair and mowing in city parks.

<b>SAFETY REPORT</b>	<b>FYE-20MTD</b>	<b>FYE-20YTD</b>		<b>FYE-19MTD</b>	<b>FYE-19YTD</b>
On-The-Job Injuries	0	0		1	1
Vehicle Accidents	0	0			0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man</b>	<b>Hours YEAR-TO-DATE</b>		<b>Hours YEAR-TO-DATE</b>	
Mowing	191.00	191.00		220.00	220.00
Trim Mowing	1312.00	1312.00		1571.50	1571.50
Chemical Spraying	67.50	67.50		32.00	32.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	0.00	0.00		0.00	0.00
Tree Trimming/Limb Pick-Up	6.00	6.00		153.50	153.50
Restroom/Trash Maintenance	440.00	440.00		216.00	216.00
Play Equipment Maintenance	58.00	58.00		0.00	0.00
Sprinkler Maintenance	31.00	31.00		69.00	69.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	4.50	4.50		15.00	15.00
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	48.50	48.50		124.50	124.50
Nursery Maintenance	0.00	0.00		0.00	0.00
Flower/Shrub Bed Maintenance	9.00	9.00		46.00	46.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	0.00		56.00	56.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	161.25	161.25		138.50	138.50
Material Pick-Up	8.75	8.75		19.00	19.00
Miscellaneous	66.50	66.50		82.00	82.00
Shop Time	0.00	0.00		19.00	19.00
Snow/Ice Removal	0.00	0.00		0.00	0.00
Christmas Lights	0.00	0.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	38.00	38.00		21.00	21.00
Graffiti Clean-Up	0.00	0.00		0.00	0.00
Water Fountains	0.00	0.00		32.00	32.00
Inground Trash	8.00	8.00		0.00	0.00
Vector Control	126.50	126.50		114.00	114.00

JULY 2019  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Center:** The Senior Center celebrated the 4<sup>th</sup> of July early with a potluck on the 3<sup>rd</sup> and Staff grilled hot dogs. Twenty seniors took a day trip to the Western Heritage Center and Cowboy Hall of Fame on July 16<sup>th</sup>. They also ate lunch at the Bricktown Brewery at Remington Park and enjoyed playing at the casino afterwards. On July 26<sup>th</sup> the Senior Center hosted a dinner and movie night with 10 seniors enjoying "The Sandlot" and eating Subway sandwiches. Mystery lunch was held at KT's Smokehouse in Blanchard with 15 seniors in attendance.

**Little Axe Community Center:** The outreach food distribution for the month of July was 138 adults and 25 children for a total of 163. There was one rental in June for a wedding with approximately 60 in attendance. The Head Start program is out for the summer and the Pioneer Library Services (PLS) indicated 284 units of service for the month of June. The Regional Food Bank of Oklahoma "Summer Feeding" program provided 255 meals for the month of June and 245 meals for the month of July. This program is for children 18 years of age or younger.

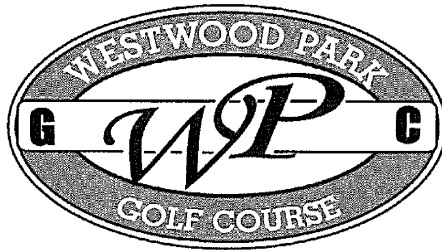
**12th Avenue Recreation Center:** All instructional programming at the 12<sup>th</sup> Avenue Recreation Center continued their summer season with the exception of the Karate Program. Karate is offered September thru May each year. There were 12 rentals this month (3 were The Maker's Church, 3 were the Korean Baptist Church and three were the "Rouges" mid-evil re-enactment group). The summer camp program continued this month with an average of 33 campers participating daily. The summer camp program has gone on such field trips as; the Westwood Aquatic Center, Sooner Bowling Center, Chucky Cheese and Harkins Theaters to see "Lion King" and "Toy Story 4."

**Irving Recreation Center:** During July, the campers in Irving Explorer Camp, enjoyed many different crafts, Lego Robotics, Field Trip to Harkins Theater, making Pop Bottle Rockets, and Sno-cones. Our Annual Camp Scavenger Hunt and Annual Camp Spelling Bee, a Hawaiian Luau and a visit from the Pioneer Library System. During Week 8 (July 15<sup>th</sup>-19) campers went on a Field Trip to Chuck-E-Cheese and received a visit from the Pioneer Library System. Some of the remaining activities that took place this month were: Knight's Mask craft, making Root Beer Floats, Camp Talent Show, Tissue Paper Hearts craft, and Tournament Time/Camp Olympics.

**Whittier Recreation Center:** Enrollment for the fall 2019 Junior Jammer basketball program opened this month. The league will begin in October and will end by Thanksgiving Break. This league is for players ages 5-13. The deadline to enroll online at [www.juniorjammer.com](http://www.juniorjammer.com) is August 25<sup>th</sup>. The fee to enroll is \$75 and includes a jersey. There is financial assistance (\$25 enrollment fee) to those who qualify for the NPS free/reduced lunch program. The Whittier Discovery Camp had 30 campers registered in July. Every Monday the Norman Public Library West held story/craft time with the campers. Bricks 4 Kidz, a STEAM learning group, came out twice this month to hold demonstration classes with the campers and every Wednesday the campers visited the Westwood Aquatic Center for swim time. The Center was visited by a magician who put on a magic show as well at the OKC mobile Zoo who brought their "Zooperheroes" to camp. The campers visited Harkins Theatre for a private screening of Toy Story 4 and the Lion King and got to go to the Sooner Bowling Alley. The campers made various crafts that can be seen throughout the Rec Center. The Okie Stompers clogging class continued to meet twice a week on Tuesday and Thursday evenings from 6:00-8:00 p.m. Every Tuesday evening the clogging group held two classes one from 6:00-7:00 and one from 7:00-8:00 p.m. One class was held for beginners (6:00-7:00) and the other class was held for the advanced students.

<b>FACILITY ATTENDANCE:</b>	Month	Year to Date
Senior Center (includes congregate meals)	1,277	1,277
Little Axe Community Center	1,416	1,416
12th Avenue Recreation Center	3,895	3,895
Irving Recreation Center	1,041	1,041
Whittier Recreation Center	250	250
Reaves Center	300	300
Tennis Center	4,162	4,162

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



**JULY 2019**

**Westwood Golf Course Division Monthly Progress Report**

ACTIVITY	JULY FY'20	JULY FY'19
Regular Green Fees	826	964
Senior Green Fees	327	297
Junior Fees	465	309
School Fees ( high school golf team players)	0	376
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	621	715
Employee Comp Rounds	401	444
Golf Passport Rounds	0	0
9-Hole Green Fee	141	104
2:00 Fees	99	110
4:00 Fees	454	454
Dusk Fees or 6:00 Fees	131	151
PGA Comp Rounds	6	15
*Rainchecks (not counted in total round count)	38	31
Misc Promo Fees (birthday, players cards, OU student)	851	831
Green Fee Adjustments (fee difference on rainchecks)	2	10
<b>Total Rounds</b> (*not included in total round count)	<b>4324</b>	<b>4780</b>
% change from FY '18	-9.54%	
<b>Range Tokens</b>	<b>4034</b>	<b>4396</b>
% change from FY '18	-8.23%	
18 - Hole Carts	178	165
9 - Hole Carts	79	77
1/2 / 18 - Hole Carts	1511	1608
1/2 / 9 - Hole Carts	522	549
<b>Total Carts</b>	<b>2290</b>	<b>2399</b>
% change from FY '18	-4.54%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	1
18 - Hole Senior Trail Fees	3	4
9 - Hole Senior Trail Fees	2	0
<b>Total Trail Fees</b>	<b>5</b>	<b>5</b>
% change from FY '18	0.00%	
<b>TOTAL REVENUE</b>	<b>\$132,997.95</b>	<b>\$ 118,503.44</b>
% change from FY '18	12.23%	

**JULY 2019**  
**WESTWOOD GOLF DIVISION**  
**MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2020 MTD</b>	<b>FY 2020 YTD</b>	<b>FY 2019 MTD</b>	<b>FY 2019 YTD</b>
Injuries On The Job	0	0	0	1
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FY 2019</b>	<b>FY 2019</b>	<b>FY 2019</b>	<b>FY 2018</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$60,201.40	\$60,201.40	\$64,975.86	\$64,975.86
Driving Range	\$13,980.91	\$13,980.91	\$15,749.02	\$15,749.02
Cart Rental	\$33,429.86	\$33,429.86	\$35,450.25	\$35,450.25
Restaurant	\$24,638.87	\$24,638.87	\$1,402.50	\$1,402.50
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$746.91	\$746.91	\$925.81	\$925.81
<b>TOTAL INCOME</b>	<b>\$132,997.95</b>	<b>\$132,997.95</b>	<b>\$118,503.44</b>	<b>\$118,503.44</b>
Expenditures	\$79,134.30	\$79,134.30	\$77,896.23	\$77,896.23
Income vs Expenditures	<b>\$53,863.65</b>	<b>\$53,863.65</b>	<b>\$40,607.21</b>	<b>\$40,607.21</b>
Rounds of Golf	4324	4324	4780	4780

July 2019

Routine Maintenance practices include: Daily greensmowing, cup changing (putting green hole relocation), hand-watering of putting green dry spots, trash pick up, restroom maintenance, irrigation monitoring, testing, and repair as required, and manual valve irrigation of 10 acres. Tees, fairways and aprons are mowed three times each week and roughs are mowed daily. Peripheral areas are mowed once a week and sodded areas around the club house and tennis courts are being watered by hand when needed. The 44th Annual 4th of July tournament was held the first week of July and is the biggest tournament of the year. July also sees us eradicating weeds, by use of post emergent herbicides. With this spring's unusually frequent rainfall, these applications are considerably more frequent than normal. Chemical trimming of all turf areas is underway. Disease and insect control were applied twice this month to putting greens. An application of fertilizer was applied to the tees, as well as all the fairways. Aerification and fertilization was done on some tee boxes and slopes. Part circle heads were turned to water aprons; a practice delayed by frequent spring and early summer rains. Many low hanging limbs on mature trees were removed. Improved growing conditions had us using our turbine blower to scatter grass clippings left in the fairways. Blowing of goose droppings is a daily occurrence. The driving range sod is being pampered and aerifying, hand watering and fertilizing has been added to its maintenance. Sand trap improvements (drainage and refill) was done on #4 and #18 greens traps. The converted grass trap on #17 green was opened. An application of wetting agent was applied to all greens and sickle mowing of all creek banks was completed. Nuisance water on cart paths was addressed with drainage improvements. The irrigation system is approximately 16 years old and repairs this month were more than average. Sticky valves that had required cleaning are now being replaced. Two isolation valves failed; one has been replaced and a flowmeter on the pump station that failed was replaced, but still is not functioning properly. Technicians have been informed. A meeting with City Staff was held, to plan for temporary City of Norman water usage at the golf course during the heat of the summer.

JULY 2019  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2020 MTD	FY2020 YTD	FY2019 MTD	FY2019 YTD
Swim Pool Passes	\$6,850.00	\$6,850.00	130,908.66	\$130,908.66
Swim Pool Gate Admission	\$136,255.00	\$136,255.00	0.00	\$0.00
Swim Lesson Fees	\$8,100.00	\$8,100.00	(455.50)	(\$455.50)
Pool Rental	\$9,525.00	\$9,525.00	2,294.00	\$2,294.00
Locker Fees	\$0.00	\$0.00	888.00	\$888.00
Pool Classes	\$735.00	\$735.00	0.00	\$0.00
Pool Merchandise Sales	\$0.00	\$0.00	0.00	\$0.00
Concessions	\$53,304.75	\$53,304.75	49,628.38	\$49,628.38
<b>TOTAL INCOME</b>	<b>\$214,769.75</b>	<b>\$214,769.75</b>	183,263.54	\$183,263.54
Expenditures	\$149,309.22	\$149,309.22	\$ 174,469.76	\$174,469.76
<b>Income verses Expenditures</b>	<b>\$65,460.53</b>	<b>\$65,460.53</b>	<b>\$ 8,793.78</b>	<b>\$8,793.78</b>

ATTENDANCE INFORMATION

	Season to Date Jul-19	Season to Date Jul-19	2019 MTD Jul-18	2019 YTD Jul-18
a. Pool Attendance	28,256	28,256	29,472	0
b. Adult Lap Swim Morning/Night	86	86	80	0
c. Water Walkers	677	677	420	0
d. Toddler Time	814	814	840	0
e. Swim Team	1,402	1,402	1,250	0
f. Swim Lessons	575	575	150	0
g. Movie Night/Special Events	2,225	2,225	400	0
h. Party / Rentals	97	97	0	0
<b>TOTAL ATTENDANCE</b>	<b>34,132</b>	<b>34,132</b>	<b>32,612</b>	<b>0</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**

**ADMINISTRATION, CURRENT PLANNING, GIS 10A**

**PLANNING DEPARTMENT ACTIVITY**  
**July 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**

At the July 8, 2019 meeting the Commission reviewed three enhancement statements – SHAZ Investment Group - Eagle Cliff South Addition a Preliminary Plat, Carrington Place, LLC - Carrington Place Addition a Preliminary Plat and Savannah Inc. et al – a Preliminary Plat. Eagle Cliff South and Carrington Place were forwarded without additional comments from the Commission.

The Commission forwarded the Preliminary Plat for Savannah Inc with the following comment:

The developers are to be commended for their efforts to preserve the existing trees, and for the installation of the green space.

Discussion about promoting the visibility of the Greenbelt Commission – one suggestion was installing fitness stations along trails, approaching the councilmembers, and issuing an invitation to Mayor Breea Clark to attend a Greenbelt Commission meeting, and creating incentives for developers for providing green space and trails. Ms. Hudson offered to contact the City Manager to inquire about the Mayor's schedule.

The Commission discussed the need to have discussions with other boards, commissions and committees of the City about updating the master plan and implementation strategies.

The next regular meeting is scheduled for August 19, 2019.

**HISTORIC DISTRICT COMMISSION**

The Historic District Commission regular meeting was held on July 1, 2019. The following occurred or was reported at that meeting:

**COA requests approved by Historic District Commission:**

**510 Shawnee St** – Installation of an addition and decks on the rear of the house.

**425 Macy St** – Installation of swimming pool in the rear yard.

Preliminary review of a request to install balconies on the rear of the Logan Apartments at 720 W Boyd Street was discussed with feedback given to the applicant. The applicant intended to return with a formal COA request utilizing the feedback from the Commissioners to modify his design.

**COA Administrative Bypass granted by staff:**

515 Miller Ave – Widening of driveway to 10'.

228 E. Duffy – Installation of storage building less than 108 sq ft

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

The 2019-2020 CLG Grant contract was approved by City Council at their July 9<sup>th</sup> meeting. Staff received the signed contract from SHPO on July 26<sup>th</sup>.

## MISCELLANEOUS

	2018 July	Aug	Sept	Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	June	July
Walk-Ins	38	21	21	27	6	29	59	22	43	51	33	29	30
Email Contacts	354	305	340	396	357	350		357	338		368	303	
Lot Line Adjustments	5	2	-	-	1	-	2	-	6	2	2	4	3
Landscape Maint. & Replacement Bonds	1	1	3	4	3	1	4	2	3	4	1	2	-
Board of Adjustment Variance Appl.	4	2	1	-	1	-	2	1	1	1	-	1	1
Legal Notices Sent	82	47	9	-	15	-	70	18	15	12	-	18	-
Planning Commission Applications Rec'd	3	-	5	3	5	1	2	1	3	-	1	1	4
Legal Notices Sent	99		137	14	79	38	85	-	72	-	-	14	76
Pre-Development Meeting Appl. Rec'd	2	-	3	2	1	-	1	-	2	1	-	1	5
Notices Sent	71		97	18	9	-	47	-	26	54	-	14	267

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

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

During July, five applications for Pre-Development were received for the meeting scheduled for July 25, 2019.

During July, submittals for the August 8, 2019 Planning Commission included: one project which included a NORMAN 2025 amendment, a rezoning and preliminary plat, and one special use.

The Planning Commission met on July 8 in a Special Meeting to consider amendments to the Center City Form-Based Code. The Planning Commission met on July 11, 2019 and recommended denial of an application for a SPUD to allow medical marijuana growing and processing, as well as a dispensary, in property currently zoned C-2. They recommended approval of an ordinance amending the Zoning Code and licensing requirements regarding medical marijuana. The next regular meeting is scheduled for August 8, 2019.

During the month of June, 31 commercial building permit applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 20.

## BOARD OF ADJUSTMENT

The Board of Adjustment did not meet during July. One application was received for the meeting, but was incomplete and the applicants did not provide the additional information needed. The next regular meeting is scheduled for August 28, 2019.

## **GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION**

All of the pilot projects: orthophoto, elevation, and planimetric, for Contract K-1819-90 for Base Map Update Services with The Sanborn Map Company, LLC are approved. 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 implemented GIS Portal which will allow development of secured web projects on the intranet. GIS is working with Environmental Services and the Police have expressed interest. GIS Staff completed GASB34 review. Staff attended the Annual ESRI User Conference.

Staff completed the *Annual Status Report on Development and the Norman 2025 Plan*. 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 55 requests for service that resulted in the production of 125 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 July:

**CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:****New Construction:**

ADDRESS	DESCRIPTION	VALUATION	WARD
103 W. Apache St.	Garner Crossing Phase I	\$817,000	4
2000 168th Ave. NE	Little Axe Public School New South Canopy	\$250,000	5
4606 E. Rock Creek Rd.	Rock Creek Youth Camp New Safe Room Building	\$102,000	5

**Addition/Alteration and Interior Finish:**

ADDRESS	DESCRIPTION	VALUATION	WARD
242 24 <sup>th</sup> Ave. NW	OEC Office	\$100,000	2
941 26 <sup>th</sup> Ave. NW Suite 100	G. J. Equity, LLC Office	\$60,000	2
1404 W. Lindsey St.	Meds & Wares Marijuana Dispensary	\$40,000	2
513 24 <sup>th</sup> Ave. NW Unit C	Broadmoor 24 Apartments Repair Fire Damage	\$40,000	2
4151 W. Robinson St.	Sprint PSC New Antennas on Tower	\$15,000	3
3445 W. Main St.	Lionesse Beauty	\$10,000	3
114 W. Main St.	Downtown Legal Group	\$100,000	4
123 W. Main St.	Pryor's Pizza Kitchen	\$75,000	4
541 S. University Blvd.	Oklahoma Kush Club Medical Marijuana Dispensary	\$18,000	4
421 W. Gray St.	Herbal House Dispensary	\$5,000	4
5005 York Dr.	Johnson Controls Manufacturing Addition	\$20,000,000	8
3580 R.C. Luttrell Dr. Suite 102	Dermatology & Cosmetic Center	\$350,000	8
1000 W. Rock Creek Rd.	ABC Supply Co. Office/Warehouse	\$150,000	8
5740 Huettner Ct. 100	Private Softball Training	\$140,000	8
3311 W. Rock Creek Rd. Suite 110	Legacy Business Park Offices	\$80,000	8
1344 Interstate Dr.	Boot Camp Gym	\$15,000	8

## MOBILE FIELD INSPECTION SYSTEM

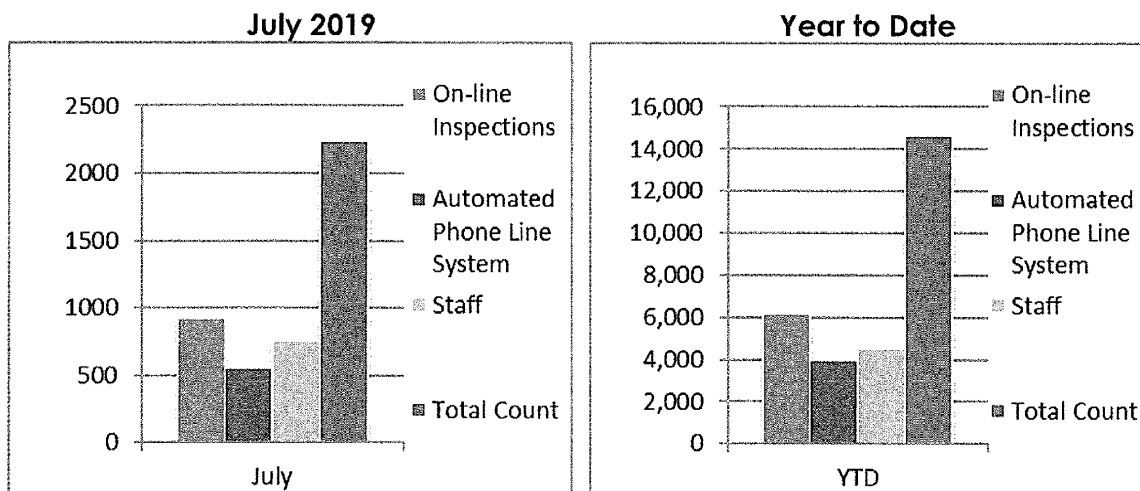
During July, 1,633 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

July 1-5	July 8-12	July 15-19	July 22-26	July 29-31
265	364	368	410	226

## ON-LINE INSPECTION SERVICES

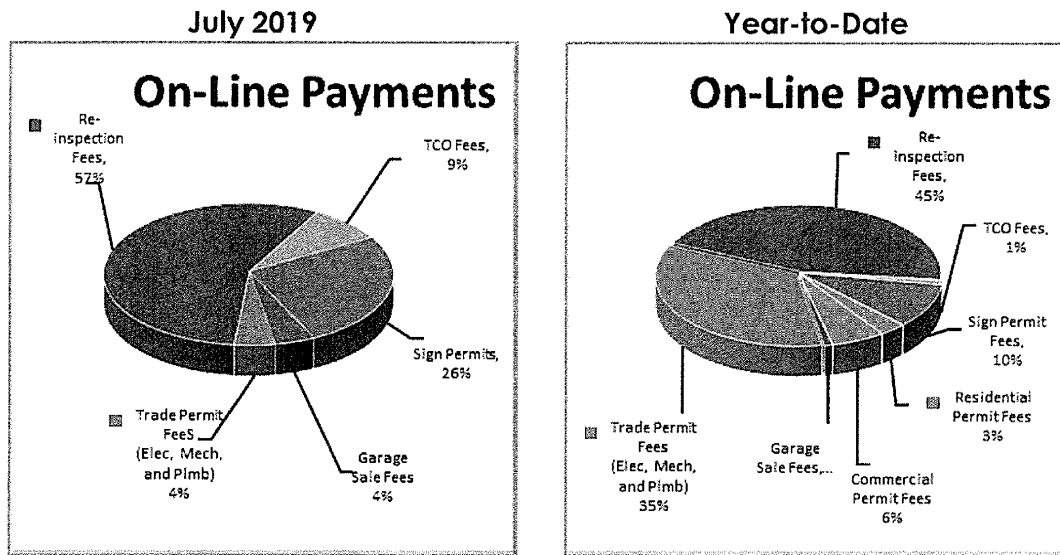
### Inspection Requests

During July, 2,237, inspections were requested. 927 inspection requests were made on-line, and 554 inspections requests were made using the Automated Phone Line System. Staff made 756 inspection requests, which include phone and in-person requests, as well as administrative items.



### **On-line Payments**

During July, 23 on-line payments were made totaling \$1,157.00. Year-to-date 240 on-line payments have been made totaling \$60,696.81.



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

During July, fifteen (15) 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, one hundred and fifteen (115) applications have been applied to the program.

HERS/ERI reports were received for seven (7) homes that received CO during July. Scores were reported at 47, 48, 54, 54, 56, 56, and 56 for a combined average of 53. HERS scores of 55 or less allowed full adjustment of permit fees pursuant to Section 5-104 of the City of Norman Code. Scores of 56 and higher required a percentage of the original permit fees to be paid in advance of the issuance of Certificate of Occupancy (CO), per Resolution R-1718-117.

Resolution R-1718-117 regarding the HERS/ERI program was extended to July 30, 2019 with Resolution R-1819-61, and later extended to December 31, 2019 with Resolution R-1819-120. The resolution allows 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.

### **COMMERCIAL PLAN REVIEW**

During the month of July, 31 commercial building permit applications were submitted for review. Of those applications submitted, Commercial Plan Review staff reviewed and approved 10, 9 were placed on HOLD and 12 have had no review completed.

## **Construction Activity**

Total value of all construction activity permitted in JULY of 2019 totaled \$44,274,541, less than the \$17,475,130 for the same month last year. A total of 149 permits were issued in JULY of 2019, more than the 133 permits issued in JULY of 2018. The higher number of permits in JULY 2019 is due to a higher volume of new residential construction. The difference in dollar value attributed to various permit values.

Total new residential permitting activity in JULY 2019 was valued at \$13,131,776 compared to \$9,713,350 in JULY 2018. New single-family detached residential construction in JULY 2019 represented 45 new homes valued at \$11,878,400 compared with 32 new homes valued at \$9,713,350 in JULY 2018. There were two (2) new manufactured home permits in 2019. There were eight (8) 3+ family add/alt permits in 2019. There were no single-family attached permits in either year. There were no single-family non-dwelling unit permits in either year. There were no new duplex units permitted in either year. There were no garage apartments permitted in either year.

Residential addition/alteration permits in JULY 2019 numbered 69 valued at \$1,762,294 compared to 75 permits valued at \$2,308,380 in JULY 2018. The higher number of permits in JULY 2018 is primarily due to residential addition/alterations. The higher dollar value in JULY 2018 was primarily due to 1 & 2 family additions/alterations.

Non-residential new construction permits in JULY of 2019 totaled 14 with a value of \$5,019,971 compared to 6 permits valued at \$3,242,000 for JULY 2018. The higher number of permits in JULY 2019 is primarily due to the increased number in interior finish projects. The difference in dollar value is due to the shell building permits issued in 2019.

Non-residential addition/alteration permits in JULY of 2019 totaled 19 with a value of \$24,360,500 compared to 18 permits valued at \$2,211,400 for JULY 2018. The primary reason for the higher dollar value in JULY 2019 was due to an addition for Moore Norman Technology Center located at 4701 12<sup>th</sup> Ave. NW, valued at \$17,000,000.

# MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

8/5/2019

	JULY 2019			JULY 2018		
<b>RESIDENTIAL PERMITS</b>	<b>Number of Permits</b>	<b>Dwelling Units</b>	<b>Valuation</b>	<b>Number of Permits</b>	<b>Dwelling Units</b>	<b>Valuation</b>
<b>New Construction</b>						
1 Family						
Detached Dwellings	45	45	\$11,878,400	34	32	\$9,713,350
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	2	2	\$85,376	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	0	0	\$0
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	0	\$0	0	0	\$0
Full Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	8	na	\$1,168,000	0	na	\$0
<b>Total Residential New</b>	<b>47</b>	<b>47</b>	<b>\$13,131,776</b>	<b>34</b>	<b>32</b>	<b>\$9,713,350</b>
<b>Net Residential Demos &amp; Removals</b>		<b>-2</b>			<b>-3</b>	
<b>Net Residential Units</b>		<b>45</b>			<b>29</b>	
<b>Additions &amp; Alterations</b>						
1 & 2 Family						
Additions & Alterations	14		\$753,464	20		\$1,622,500
Manufactured Home (Replace)	0		\$0	1		\$43,000
Paving & Pools	18		\$704,889	13		\$282,886
Accessory Buildings	11		\$249,896	11		\$234,958
Storm Shelters	18		\$54,045	23		\$86,640
3+ Family						
Addition & Alteration (All Types)	8		\$0	7		\$38,396
<b>Total Residential Additions &amp; Alterations</b>	<b>69</b>		<b>\$1,762,294</b>	<b>75</b>		<b>\$2,308,380</b>
<b>TOTAL RESIDENTIAL</b>	<b>116</b>		<b>\$14,894,070</b>	<b>109</b>		<b>\$12,021,730</b>

<b>NON-RESIDENTIAL PERMITS</b>	<b>Number of Permits</b>	<b>Valuation</b>	<b>Number of Permits</b>	<b>Valuation</b>
<b>New Construction</b>				
Foundation	1	\$50,000	0	\$0
Shell	3	\$1,900,000	0	\$0
Interior Finish	7	\$369,971	2	\$475,000
Full Permit	3	\$2,700,000	4	\$2,767,000
<b>Total Non-Residential New</b>	<b>14</b>	<b>\$5,019,971</b>	<b>6</b>	<b>\$3,242,000</b>
<b>Additions &amp; Alterations</b>				
Additions & Alterations (All Types)	19	\$24,360,500	18	\$2,211,400
<b>Total Non-Residential Additions &amp; Alterations</b>	<b>19</b>	<b>\$24,360,500</b>	<b>18</b>	<b>\$2,211,400</b>
<b>TOTAL NON-RESIDENTIAL</b>	<b>33</b>	<b>\$29,380,471</b>	<b>24</b>	<b>\$5,453,400</b>

<b>TOTAL ALL PERMITS</b>	<b>149</b>	<b>\$44,274,541</b>	<b>133</b>	<b>\$17,475,130</b>
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<b>OTHER ACTIVITY</b>	<b>Number</b>	<b>Number</b>
Electrical Permits	132	115
Heat/Air/Refrigeration Permits	167	169
Plumbing & Gas Permits	159	117
Sign Permits	15	31
Water Well Permits	4	3
Garage Sale Permits	166	163
Structure Moving Permits	3	7
Demo - Residential Permits	2	5
Demo - Non-residential Permits	0	1
Temporary Const Bldgs & Roll-off Permits	24	24
Lot Line Adjustments Filed	3	4
Certificate of Occupancy (CO) Permits	119	112
All Field Inspections	2,247	2,236

<b>YEAR TO DATE</b>	<b>JANUARY-MAY 2019</b>			<b>JANUARY-MAY 2018</b>		
	<b>Number of Permits</b>	<b>Dwelling Units</b>	<b>Valuation</b>	<b>Number of Permits</b>	<b>Dwelling Units</b>	<b>Valuation</b>
Residential New Construction	257	259	\$69,363,743	252	251	\$70,211,688
Residential Demos/Removals	na	-18	na	na	-23	na
Residential Additions/Alterations	492	na	\$11,350,398	594	na	\$13,466,205
Non-residential New Construction	71	na	\$35,840,721	73	na	\$25,417,052
Non-residential Additions/Alterations	105	na	\$46,757,980	95	na	\$26,641,159
<b>TOTAL YEAR TO DATE</b>	<b>925</b>	<b>241</b>	<b>\$163,312,842</b>	<b>1014</b>	<b>228</b>	<b>\$135,736,104</b>

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Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area				
COMMERCIAL, ADD/ALT-2	SD LAND COMPANY, LLC.	397	07/26/19	2881		CLASSEN	BLVD	9	2W	NOT SUBDIVIDED	C2	\$ 12,000	40				
COMMERCIAL, ADD/ALT-2	MANHATTAN CONSTRUCTION	411	07/18/19	4701		12TH	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 17,000,000	87,445				
COMMERCIAL, ADD/ALT-2	36TH NW, LLC.	731	07/26/19	3099		36TH	AVE	1	1	MASTERCRAFT PROPERTIES	I1	\$ 110,000	5				
COMMERCIAL, ADD/ALT-2	HALL, JOHN MALCOLM	816	07/26/19	12999	E	IMHOFF	RD	1	1W	NOT SUBDIVIDED	NA	\$ 55,000	1,169				
COMMERCIAL, ADD/ALT-2	MARRIOTT, ROBERT	1033	07/11/19	103	W	APACHE	ST	5	2	LARSH ADD #1	CCFB	\$ 75,000	34,440				
COMMERCIAL, ADD/ALT-2	A C OWEN CONSTRUCTION	1942	07/02/19	700		COLLEGE	AVE	1	2	JOHNSON'S ADD	R2	\$ 5,500,000	98				
COMMERCIAL, ADD/ALT-2	DRAGOO, BU	1992	07/22/19	211	E	MAIN	ST	6	14	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 3,500	5				
COMMERCIAL, ADD/ALT-2	CITY OF NORMAN OK	2031	07/22/19	7597		ALAMEDA	DR	29	1W	NOT SUBDIVIDED	C3	\$ 25,000	300				
COMMERCIAL, ADD/ALT-2	SUN CONSTRUCTION SERVICES	2052	07/17/19	2248		ROGERS	CIR	1	3	BOYD VIEW #1	R1	\$ 35,000	160				
COMMERCIAL, ADD/ALT-2	MARLER, RANDY	2184	07/22/19	1248		INTERSTATE	DR	4	1	TOWNE WEST VILLAGE	C2	\$ 5,000	655				
COMMERCIAL, ADD/ALT-2	CASTON CONSTRUCTION	2192	07/12/19	2538		MOUNT WILLIAMS	DR	1	1	UNIVERSITY NORTH PARK SEC 8	PUD	\$ 50,000	762				
COMMERCIAL, ADD/ALT-2	KEL-CO CONSTRUCTION	2194	07/22/19	550		24TH	AVE	1	1	UNIVERSITY NORTH PARK SEC 8	PA	\$ 50,000	2,050				
COMMERCIAL, ADD/ALT-2	ROTH, CHRIS	2220	07/02/19	1398	E	MAIN	ST	8	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 200,000	4,491				
COMMERCIAL, ADD/ALT-2	HAYLEY PROPERTIES, LLC.	2224	07/23/19	215	W	LINDSEY	ST	1	2	BERRY EST #4	C2	\$ 25,000	528				
COMMERCIAL, ADD/ALT-2	KRG NORMAN UNIVERSITY III, LLC.	2252	07/26/19	2226		24TH	AVE	2	36	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 500,000	1,300				
COMMERCIAL, ADD/ALT-2	SUN CONSTRUCTION SERVICES	2352	07/02/19	215	N	PONCA	AVE	17	20	NORMAN, ORIGINAL TOWNSHIP	A2	\$ 100,000	500				
COMMERCIAL, ADD/ALT-2	SUN CONSTRUCTION SERVICES	2483	07/17/19	320	N	PORTER	AVE	17	20	NORMAN, ORIGINAL TOWNSHIP	C2	\$ 310,000	6,865				
COMMERCIAL, ADD/ALT-2	BROWN, NICK	3010	07/19/19	1104		24TH	AVE	4	1	SOUTHLAND PLAZA ADD	C1	\$ 5,000	2,840				
COMMERCIAL, FOUNDATION PERMIT-2	PRECISION BUILDERS, LLC.	2578	07/07/19	921		26TH	AVE	3	1	WESTPORT PROFESSIONAL PARK	G1	\$ 50,000	2,844				
COMMERCIAL, INTERIOR FINISH-2	OWNER	1278	07/03/19	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAF	I1	\$ 100,000	2,844				
COMMERCIAL, INTERIOR FINISH-2	JOHNSON, ADAM	2175	07/25/19	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAF	I1	\$ 30,000	2,844				
COMMERCIAL, INTERIOR FINISH-2	JOHNSON, ADAM	2176	07/25/19	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAF	I1	\$ 30,000	2,844				
COMMERCIAL, INTERIOR FINISH-2	JOHNSON, ADAM	2177	07/25/19	4210		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAF	I1	\$ 80,000	5,896				
COMMERCIAL, INTERIOR FINISH-2	BROOKFIELD CUSTOM HOMES, LLC	2197	07/16/19	4150		28TH	AVE	2	2	PEPCO INDUSTRIAL PARK PHASE	C1	\$ 4,000	1,500				
COMMERCIAL, INTERIOR FINISH-2	HEINTZELMAN CONST. & ROOF LLC	5799	07/24/19	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAF	I1	\$ 50,000	4,800				
COMMERCIAL, INTERIOR FINISH-2	SKYBRIDGE CONSTRUCTION	2318	07/31/19	4216		CLASSEN	CIR	3	1	SOUTH CLASSEN INDUSTRIAL PAF	I1	\$ 75,971	5,307				
COMMERCIAL, PARKING LOT-2	WILDWOOD COMMUNITY CHURCH	2238	07/15/19	1501		24TH	AVE	1	17	HALL PARK #4	R1	\$ 300,000	22,374				
COMMERCIAL, NEW CONSTRUCTION-2	PRECISION BUILDERS, LLC.	1221	07/10/19	921		26TH	AVE	3	1	WESTPORT PROFESSIONAL PARK	G1	\$ 500,000	6,865				
COMMERCIAL, NEW CONSTRUCTION-2	ZERNCO, INC.	1436	07/17/19	3451	W	TECUMSEH	RD	2A	1	CARROLL FARM SEC. 3	PUD	\$ 1,200,000	2,643				
COMMERCIAL, NEW CONSTRUCTION-2	WILSON, JOE	2493	07/22/19	6650		POST OAK	RD	19	1W	NOT SUBDIVIDED	A2	\$ 1,000,000	19,300				
COMMERCIAL, NEW SHELL BLDG-2	AZTEC BUILDING SYSTEMS, INC.	1487	07/16/19	1800	W	TECUMSEH	RD	12	7	NORTHBRIDGE IND PARK #3	I1	\$ 612,000	8,304				
COMMERCIAL, NEW SHELL BLDG-2	AZTEC BUILDING SYSTEMS, INC.	1488	07/16/19	1820	W	TECUMSEH	RD	11	7	NORTHBRIDGE IND PARK #3	I1	\$ 1,088,000	14,062				
COMMERCIAL, NEW SHELL BLDG-2	GRACE CONTRACTING, LLC.	1857	07/28/19	2713	W	BART CONNER	CT	3	2	BROCK INDUSTRIAL PARK #4	I1	\$ 200,000	4,500				
TEMPORARY BLDG/CONST TRAILER-2	RENT-A-TENT	2731	07/16/19	301	E	MAIN	ST	1	22	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 900	1,000				
TEMPORARY BLDG/CONST TRAILER-2	JW CONSTRUCTION MANAGEMENT	2764	07/08/19	1911		TWISTED OAK	DR	1	22	OAKHURST ADD SEC 07	RM6	\$ 2,000	100				
Average Valuation \$ 839,525												Average Project Area					
Total Valuation \$ 29,383,371												Total Project Area					
Total Permits 35												7,018					
245,642																	
NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)																	
CONTRACTOR	PRECISION BUILDERS, LLC	ZERNCO, INC.	BUILDING SIZE (Square Feet)	6,865 2,643	OFFICE BUILDING BUSINESS OFFICE BUILDING WENDY'S RESTAURANT	OFFICE RETAIL	ON USE	CLASSIFICATION	NEW CONSTRUCTION								
									COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	NEW SHELL BLDG-2	CONSTRUCTION-NEW				
									18	-	-	7	3				
									\$ 24,060,500	\$	\$	\$ 389,971	\$ 1,900,000	\$ 2,700,000	\$	\$	\$
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					COMMERCIAL, SUBTOTAL ADDITIONS AND ALTERATIONS	FOUNDATION PERMIT-2	SUBTOTAL NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW COMMERCIAL		TEMPORARY BLDG/CONST TRAILER-2						
					\$ 300,000	\$ 24,360,500	\$ 50,000	\$ 5,019,971		\$ 23,380,471							
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					\$ 300,000	\$ 24,360,500	\$ 50,000	\$ 5,019,9									

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	1391	07/23/19	4225		MOORGATE	DR	3	1	CARRINGTON PLACE ADD #13	R1	\$ 3,800	24
1.2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	2488	07/02/19	205		CHARDONWAY	LN	11	4	CHARDONWAY AT THE VINEYARD	PUD	\$ 3,700	35
1.2 FAMILY STORM SHELTER-3	STORM SAFE	2502	07/01/19	916		VILLAVARDE	DR	6	2	MONTORRIDGE SEC. #2	PUD	\$ 3,650	35
1.2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	2604	07/01/19	4420		SPYGLASS	DR	1	1	COBBLESTONE CREEK II	R1	\$ 3,000	24
1.2 FAMILY STORM SHELTER-3	STORM SAFE	2733	07/11/19	1610		SKYLER	WAY	2	10	CEDAR LANE SEC #2	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	2746	07/03/19	1712		SCHOONER	DR	4	5	CROSSROADS WEST #6	R1	\$ 4,300	40
1.2 FAMILY STORM SHELTER-3	STORM SAFE	2788	07/16/19	3712		BURMA	CT	49	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	2885	07/24/19	313		GREENS	PKY	1	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	2887	07/24/19	2809		VILLAGE LAKE	DR	4	2	HIGHLAND VILLAGE ADD SEC 10	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	2889	07/24/19	2812		HAMDEN	AVE	11	2	LITTLE RIVER TRAILS SEC #1	PUD	\$ 2,500	22
1.2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2961	07/18/19	3909		BANDERA	TR	1	1	HALLBROOKE ADD #6	R1	\$ 4,085	28
1.2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	3003	07/19/19	1801		PROVIDENCE	DR	11	3	SUMMIT VALLEY SEC. #2	R1	\$ 3,000	22
1.2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	3024	07/22/19	2108		VALLEY HOLLOW	DR	4	5	CEDAR LANE SEC #2	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	3028	07/29/19	3707		LLEYTON	DR	15	8	CEDAR LANE SEC #2	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	3030	07/29/19	3723		LLEYTON	DR	19	8	CEDAR LANE SEC #2	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	3032	07/29/19	1512		FULWIDER	LN	8	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1.2 FAMILY STORM SHELTER-3	STORM SAFE	3085	07/24/19	914		CRESTON	WAY	1	4	HANLY ADD	R1	\$ 3,500	24
1.2 FAMILY STORM SHELTER-3	STORM SAFE	3083	07/29/19	616		BLUE FISH	RD	1	3	TRAILWOODS SEC 10	PUD	\$ 2,500	21
1.2 FAMILY, ADD OR ALTER-2	LAUREL GROUP NORMAN	2486	07/16/19	1810		GEORGIA	ST	6	1	FACILITY HEIGHTS ADD	R1	\$ 60,000	750
1.2 FAMILY, ADD OR ALTER-2	MITCHCO RR CONSTRUCTION, INC	2527	07/10/19	709		CHAUTAUQUA	AVE	43	2	REEDS ADD	R2	\$ 32,000	300
1.2 FAMILY, ADD OR ALTER-2	LAUREL GROUP NORMAN	2548	07/25/19	5471	N	BROADWAY	AVE	6	2W	ARMS ACRES	A2	\$ 10,000	1,078
1.2 FAMILY, ADD OR ALTER-2	FREDGREN, TOM	2714	07/05/19	1634		HOLLYWOOD	AVE	4	10	WESTLAND ADD	R1	\$ 100,000	768
1.2 FAMILY, ADD OR ALTER-2	LAW CONSTRUCTION	2723	07/02/19	902		WILSON	ST	1	5	OAK RIDGE ADD - AMENDED	R1	\$ 85,000	2,564
1.2 FAMILY, ADD OR ALTER-2	SCISSORTAIL ROOFING & CONST.	2785	07/08/19	3914		WARWICK	DR	3	19	BROOKHAVEN #02	R1	\$ 75,000	275
1.2 FAMILY, ADD OR ALTER-2	M & P INVESTMENTS, LLC.	2819	07/10/19	9700		DEEP FORK	DR	10	1	OAKRIDGE EST #2	RE	\$ 60,000	863
1.2 FAMILY, ADD OR ALTER-2	OWNER	2855	07/12/19	4302		WILLOWPOINT	DR	19	4	WILLOWAY ESTATES	RN2	\$ 800	32
1.2 FAMILY, ADD OR ALTER-2	CHAMPION WINDOWS & PATIO RO	2859	07/11/19	711		LAKEWOOD	DR	25	1	BROAD ACRES SEC 1	R1	\$ 23,792	0
1.2 FAMILY, ADD OR ALTER-2	WILSON QUALITY HOMES	2867	07/22/19	1019		ROCKINGBIRD	LN	25	4	BEL-AIRE ADD SEC 1	R1	\$ 39,645	365
1.2 FAMILY, ADD OR ALTER-2	LAUREL GROUP NORMAN	2829	07/23/19	1513		GOLDFINCH	CT	38	1	SUTTON PLACE ADD #7	R1	\$ 75,000	600
1.2 FAMILY, ADD OR ALTER-2	HALFORD, WILLIAM TABER	3041	07/22/19	4009		NORTHWICH	DR	1	12	QUALBROOK ADD #2	R1	\$ 35,000	210
1.2 FAMILY, ADD OR ALTER-2	GENESIS FINE HOMES, LLC.	3143	07/26/19	1808		MARYMOUNT	RD	3	9	HALLBROOKE ADD #2	R1	\$ 40,000	360
1.2 FAMILY, CARPORT-2	OWNER	3005	07/23/19	422	E	FRANK	ST	13	2	COLLEYS #1	R1	\$ 5,000	400
1.2 FAMILY, FIRE REPAIR	BLACKMON MOORING	2745	07/03/19	1515		OKCREST	AVE	4	15	OKHURST ADD #05	R1	\$ 117,227	2,263
1.2 FAMILY, PAVING-2	RE3 CONSTRUCTION	2600	07/01/19	4310		WAKEFIELD	CT	11	13	BROOKHAVEN #03	R1	\$ 2,700	425
1.2 FAMILY, PAVING-2	OWNER	2608	07/01/19	228	E	DUFFY	ST	10	15	CLASSEN-MILLER ADDITION	R1	\$ 250	15
1.2 FAMILY, PAVING-2	ALEX'S CONSTRUCTION CO, LLC.	2706	07/10/19	3323		WILLOW ROCK	RD	9	3	CROSSROADS WEST #1	R1	\$ 13,000	225
1.2 FAMILY, PAVING-2	STEWART, TERRY	2732	07/03/19	1107		CHAUTAUQUA	AVE	6	2W	NOT SUBDIVIDED	R1	\$ 1,980	200
1.2 FAMILY, PAVING-2	OWNER	2780	07/10/19	707		TIFFIN	AVE	4	4	TIFFIN ADD	R1	\$ 2,500	450
1.2 FAMILY, PAVING-2	REVIVAL LANDSCAPE & DESIGN	2823	07/10/19	702		NORMANDIE	DR	1	5	VALLEY VIEW ADD	R1	\$ 3,000	510
1.2 FAMILY, PAVING-2	METRO CONTRACTORS	2921	07/26/19	635		OKMULGEE	ST	28	6	SOUTHURDGE ADD	R1	\$ 12,500	632
1.2 FAMILY, PAVING-2	CONCRETE CONSTRUCTION, INC	3077	07/24/19	1318		COLUMBIA	CR	17	4	COLONIAL EST #4	R1	\$ 8,100	920
1.2 FAMILY, STORAGE BLDG-2	OWNER	2599	07/01/19	1237		BARKLEY	AVE	23	5	BEL-AIRE ADD SEC 1	R1	\$ 7,200	620
1.2 FAMILY, STORAGE BLDG-2	OWNER	2702	07/09/19	1300		PEMBROKE	DR	11	2	BROOKHAVEN #19	R1	\$ 6,500	476
1.2 FAMILY, STORAGE BLDG-2	TILLER, LUKE	2734	07/11/19	2900	E	TECUMSEH	RD	15	2W	NOT SUBDIVIDED	A2	\$ 100,000	3,000
1.2 FAMILY, STORAGE BLDG-2	OWNER	2782	07/08/19	2010		MELROSE	DR	7	4	PLUMWOOD HEIGHTS	R1	\$ 3,500	192
1.2 FAMILY, STORAGE BLDG-2	TUFF SHED	2784	07/08/19	1514		OKACLIFF	RD	16	8	OKHURST ADD SEC 02	R1	\$ 6,096	200
1.2 FAMILY, STORAGE BLDG-2	OWNER	2809	07/09/19	412		RHOADES	CT	7	7	CAMBRIDGE ADD	R1	\$ 3,600	288
1.2 FAMILY, STORAGE BLDG-2	BETTER BARNS	2832	07/11/19	5800		24TH	AVE	2	3W	NOT SUBDIVIDED	A2	\$ 18,000	900
1.2 FAMILY, STORAGE BLDG-2	OWNER	2844	07/19/19	10315		ALAMEDA	DR	22	1W	NOT SUBDIVIDED	A2	\$ 25,000	6,000
1.2 FAMILY, STORAGE BLDG-2	OWNER	2879	07/12/19	9750		STELLA	RD	27	1W	NOT SUBDIVIDED	A2	\$ 60,000	3,000
1.2 FAMILY, STORAGE BLDG-2	OWNER	2973	07/25/19	6100		158TH	AVE	32	1E	NOT SUBDIVIDED	A2	\$ 15,000	1,200
1.2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	2500	07/01/19	4311		CRITTENDEN	DR	3	3	ASHTON GROVE ADD SEC 2	PUD	\$ 100,000	842
1.2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	2553	07/01/19	1313		SAWGRASS	DR	8	3	COBBLESTONE CREEK III	R1	\$ 60,000	500
1.2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	2559	07/03/19	4226		MOORGATE	CT	5	2	CARRINGTON PLACE ADD #13	R1	\$ 66,208	885
1.2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	2560	07/03/19	3901		DANFIELD	LN	1	1	BROOKHAVEN #40	R1	\$ 59,000	560
1.2 FAMILY, SWIMMING POOL-3	AQUASCAPE POOLS	2603	07/01/19	3405		ASILENE	CIR	2	4	PRARE CREEK ADD #2	R1	\$ 66,000	616
1.2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	2757	07/11/19	3008		ROLLING WOODS	DR	3	1	LAS COLINAS SEC. #2	R1	\$ 70,000	544
1.2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	2758	07/11/19	4609		WELLMAN	DR	10	2	ARBOR LAKE ADD #5	R1	\$ 62,000	544
1.2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	2760	07/11/19	550		60TH	AVE	36	2W	NOT SUBDIVIDED	A2	\$ 58,000	560
1.2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & SPAS, LLC	3017	07/22/19	2005		QUAL CREEK	CIR	5	2	QUAL CREEK ACRES #1	RE	\$ 50,000	535
1.2 FAMILY, SWIMMING POOL-3	THUNDER POOLS & SPAS, LLC	3201	07/23/19	4200		LORINGS	CIR	9	4	CARRINGTON PLACE ADD #11	R1	\$ 67,650	424
1 FAMILY, MANUFACTURED HOME-2	OWNER	2141	07/15/19	901		RED ROCK	RD	32	1E	H & R #9 (SURVEY)	A2	\$ 28,500	1,400
1 FAMILY, MANUFACTURED HOME-2	OWNER	2852	07/29/19	800		108TH	AVE	19	1W	WINDEVERE HEIGHTS	A2	\$ 58,876	1,216

City of Norman  
BUILDING PERMITS AND INSPECTIONS

Issued JULY 2019 - Sorted by Permit Type

RESIDENTIAL PERMITS

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2	SING, JOHNNY	2030	07/09/19	10209		CLINKENBEARD	RD	34	1W	CLINKENBEARD ACRES	A2	\$ 150,000	1,502
1 FAMILY, NEW CONSTRUCTION-2	RASHBURN FAIRES HOMES, LLC.	2314	07/05/19	7117	E	ROCK CREEK	RD	18	1W	NOT SUBDIVIDED	A2	\$ 310,090	4,846
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	2501	07/01/19	916		VILLAGEVERDE	DR	6	2	MONTORO RIDGE SEC #2	PUD	\$ 428,000	4,200
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	2523	07/01/19	3220		EPORA	CT	5	1	MONTORO RIDGE SEC #2	PUD	\$ 444,000	4,629
1 FAMILY, NEW CONSTRUCTION-2	OWNER	2569	07/03/19	3604		VANTAGE	DR	1	10	VANTAGE CREEK ADDITION	PUD	\$ 204,595	3,637
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LL	2574	07/03/19	6900	E	LINDSEY	ST	6	1W	NOT SUBDIVIDED	A2	\$ 470,000	4,890
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2602	07/11/19	1610		KUNSEY	WAY	2	10	CEDAR LAKE SEC #2	R1	\$ 274,000	2,845
1 FAMILY, NEW CONSTRUCTION-2	ROGERS, J. NEAL	2743	07/08/19	3609		VANTAGE	DR	20	2	VANTAGE CREEK ADDITION	PUD	\$ 202,045	3,491
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	2754	07/11/19	3329		CRAMPTON GAP	WAY	20	2	SPRINGS AT GREENLEAF TRAILS	PUD	\$ 245,000	2,605
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING	2755	07/17/19	4712		LAS COLINAS	CT	49	7	LAS COLINAS SEC #1	R1	\$ 500,000	4,510
1 FAMILY, NEW CONSTRUCTION-2	HOME FIRST, INC.	2786	07/16/19	3712		FREELY	LN	14	2	CEDAR LAKE SEC #2	PUD	\$ 318,000	3,180
1 FAMILY, NEW CONSTRUCTION-2	WINDSTONE CONSTRUCTION	2821	07/15/19	3060		WINDSTONE	DR	14	2	FROST CREEK ADD.	PUD	\$ 596,000	4,847
1 FAMILY, NEW CONSTRUCTION-2	BROOKFIELD CUSTOM HOMES, LLC	2864	07/22/19	5620		PRESIDIO	DR	16	3	GLENRIDGE SEC. #1	PUD	\$ 400,000	4,000
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2884	07/24/19	313		GREENS	DR	1	4	MONTEREY ADD. #2	R1	\$ 280,000	3,158
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2888	07/24/19	2809		VILLAGE LAKE	DR	1	4	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 386,000	3,415
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2888	07/24/19	2812		HAMDEN	AVE	11	2	HIGHLAND VILLAGE ADD SEC 10	R1	\$ 386,000	3,305
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2888	07/24/19	2812		STONE CREEK	DR	10	2	STONE LAKE ADDITION	R1	\$ 185,000	2,627
1 FAMILY, NEW CONSTRUCTION-2	LEGACY HOMES CONSTRUCTION,LL	2959	07/17/19	2134		TURTLE CREEK	WAY	4	2	HALLBROOKE ADD #3	PUD	\$ 189,000	3,357
1 FAMILY, NEW CONSTRUCTION-2	MURFIELD HOMES	2996	07/19/19	3905		TIMBER	TR	4	9	VANTAGE CREEK ADDITION	PUD	\$ 251,000	3,813
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LL	3021	07/22/19	4607		KENSAL RISE	CIR	3	5	CARRINGTON PLACE ADD #8	R1	\$ 600,000	5,994
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	3027	07/29/19	3707		LLEYTON	DR	15	8	CEDAR LAKE SEC #2	R1	\$ 214,000	1,975
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	3029	07/29/19	3723		LLEYTON	DR	19	8	CEDAR LAKE SEC #2	R1	\$ 238,000	2,225
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	3031	07/29/19	1512		FULWIDER	LN	8	7	CEDAR LAKE SEC #2	R1	\$ 263,000	2,695
1 FAMILY, NEW CONSTRUCTION-2	RED LEAF CONSTRUCTION, INC.	1958	07/23/19	3424		ENCLAVE	LN	3	1	FOUNTAIN VIEW NORTH	PUD	\$ 172,000	2,283
1 FAMILY, NEW CONSTRUCTION-2	RED LEAF CONSTRUCTION, INC.	1959	07/23/19	3432		ENCLAVE	LN	3	1	FOUNTAIN VIEW NORTH	PUD	\$ 175,000	2,308
1 FAMILY, NEW CONSTRUCTION-2	RED LEAF CONSTRUCTION, INC.	1960	07/23/19	3440		ENCLAVE	LN	25	3	FOUNTAIN VIEW NORTH	PUD	\$ 150,000	2,051
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2063	07/23/19	4700		ENCLAVE	LN	8	3	FOUNTAIN VIEW NORTH	PUD	\$ 195,000	2,177
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2487	07/03/19	1028		BLACK MESA	RD	8	3	RED CANYON RANCH SEC 6	PUD	\$ 271,800	3,020
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2564	07/03/19	712		CAROLYN RIDGE	RD	1	1	RED CANYON RANCH SEC 5	PUD	\$ 271,530	3,017
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2713	07/11/19	800		BLUE FISH	RD	6	3	TRAILWOODS SEC 10	PUD	\$ 164,610	1,829
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2715	07/10/19	917		OLD FRISCO	RD	1	1	GREENLEAF TRAILS ADD #8	PUD	\$ 226,860	2,522
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	2720	07/02/19	4213		EAGLE CLIFF	DR	1	1	EAGLE CLIFF SOUTH ADD #5	R1	\$ 145,710	2,115
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	2726	07/06/19	2004		TYLER	DR	15	1	ALAMEDA PARK ADD #3	R1	\$ 140,400	2,101
1 FAMILY, NEW CONSTRUCTION-2	HALOKA HOMES, LLC.	2727	07/08/19	2000		TYLER	DR	16	1	ALAMEDA PARK ADD #3	R1	\$ 140,400	2,101
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2794	07/15/19	3717		ELIE'S	PL	30	5	GREENLEAF TRAILS ADD 8	PUD	\$ 220,880	2,942
1 FAMILY, NEW CONSTRUCTION-2	K & E REALTY, LLC.	2871	07/12/19	3711		BURMA	CT	43	7	CEDAR LAKE SEC #2	R1	\$ 265,000	3,056
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2912	07/22/19	3715		BURMA	CT	42	7	CEDAR LAKE SEC #2	R1	\$ 265,000	3,132
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2962	07/23/19	909		OLD FRISCO	RD	4	3	GREENLEAF TRAILS ADD 8	PUD	\$ 221,000	3,056
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2963	07/23/19	616		BLUE FISH	RD	4	3	TRAILWOODS SEC 10	PUD	\$ 217,170	2,413
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	3049	07/23/19	4300		CONDOR	DR	1	3	EAGLE CLIFF SOUTH ADD #5	PUD	\$ 177,640	1,975
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	3107	07/25/19	3818		MISTWOOD	PL	11	6	BELLATONA SEC. #1	R1	\$ 154,980	2,224
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	3176	07/30/19	3819		ABINGDON	DR	2	3	BELLATONA SEC. #1	R1	\$ 140,940	2,172
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	3177	07/30/19	4221		EAGLE CLIFF	DR	3	3	BELLATONA SEC. #1	R1	\$ 218,160	2,994
3+ FAMILY, FIRE REPAIR	ZETINA CONSTRUCTION SOLUTION	1358	07/02/19	1111		OAK TREE	AVE	1	1	EAGLE CLIFF SOUTH ADD #5	R1	\$ 131,400	1,965
3+ FAMILY, FIRE REPAIR	OKLAHOMA COATINGS & DESIGN	2452	07/08/19	1111		WYLLIE	RD	13	6	UNIVERSITY COMMONS	PUD	\$ 900,000	30,285
3+ FAMILY, FIRE REPAIR	OKLAHOMA COATINGS & DESIGN	2453	07/08/19	1111		WYLLIE	RD	14	6	LYDICK'S #1	R3	\$ 35,000	699
3+ FAMILY, FIRE REPAIR	OKLAHOMA COATINGS & DESIGN	2454	07/08/19	1111		WYLLIE	RD	15	6	LYDICK'S #1	R3	\$ 35,000	699
3+ FAMILY, FIRE REPAIR	OKLAHOMA COATINGS & DESIGN	2455	07/08/19	1111		WYLLIE	RD	16	6	LYDICK'S #1	R3	\$ 35,000	699
3+ FAMILY, FIRE REPAIR	OKLAHOMA COATINGS & DESIGN	2456	07/08/19	1111		WYLLIE	RD	17	6	LYDICK'S #1	R3	\$ 35,000	699
3+ FAMILY, FIRE REPAIR	OKLAHOMA COATINGS & DESIGN	2457	07/08/19	1111		WYLLIE	RD	18	6	LYDICK'S #1	R3	\$ 35,000	699
3+ FAMILY, FIRE REPAIR	HILL, ROX CONSTRUCTION	2537	07/08/19	300		HAL MULBROW	DR	12	2	PEARSON EST #1	RM6	\$ 58,000	620
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	2800	07/08/19	2200		CLASSEN	BLVD	5	2W	NOT SUBDIVIDED	PUD	\$ -	60
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	2801	07/08/19	4520		FRANKLIN	RD	11	2W	NOT SUBDIVIDED	PUD	\$ -	30
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2816	07/15/19	1300	E	STEAMBOAT	WAY	1	1	ASPEN HEIGHTS NORMAN, 1ST /	A2	\$ -	40
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2841	07/11/19	3001		OAK TREE	AVE	1	1	OAK TREE APARTMENTS ADD. A	R3	\$ -	0
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2842	07/11/19	1100		OAK TREE	AVE	1	1	OAK TREE SOUTH ADD #3	RM6	\$ -	0
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2843	07/11/19	705		RIDGECREST	CT	1	1	WALNUT RIDGE ADD #2	RM6	\$ -	0
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2826	07/24/19	3201		BEAUMONT	DR	9	2W	NOT SUBDIVIDED	PUD	\$ -	80
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2871	07/18/19	1800		ED NORBLE	DR	1	1	CAMPUS LODGE ADDITION	PUD	\$ -	0
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	3066	07/24/19	530		INTERSTATE	PKY	1	1	PARKWAY PLAZA ADD #2	C2	\$ -	20
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	3131	07/25/19	1300		RAMPAH	DR	4	1	TOWNE WEST VILLAGE	C2	\$ -	20
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	2709	07/05/19	2825		HERMILL	DR	1	1	KINGSTON HILLS SEC 1	R1	\$ -	40
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	2710	07/05/19	2555		SHERWOOD	DR	13	1	MORNINGSIDE	R1	\$ -	20
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	2716	07/02/19	626		36TH	AVE	14	2W	NOT SUBDIVIDED	A2	\$ -	20
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2753	07/03/19	4131		SILVERTON	CIR	14	12	CHERRY CREEK #3	R1	\$ -	40
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2777	07/05/19	4109		GOLDEN EAGLE	DR	6	12	THE LODGE AT STINSON	RM6	\$ -	40
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2781	07/09/19	812		STINSON	ST	1	1	EAGLE CLIFF SOUTH ADD #3	R1	\$ -	40
TEMPORARY ROLL-OFF, OTHER	WASTE MANAGEMENT	2847	07/24/19	730	E	EUFULA	ST	45	2	RUCKER'S SECOND	RM6	\$ -	20
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2870	07/12/19	909		CHARLES	ST	23	10	WOODSLAWN ADD #3	R1	\$ -	20
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2976	07/18/19	1416		12TH	AVE	1	3W	NOT SUBDIVIDED	RM6	\$ -	20
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	3042	07/20/19	1848		INDIAN HILLS	DR	1	2W	NOT SUBDIVIDED	RM6	\$ -	20
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	3046	07/29/19	2020	W	OAKBROOK	DR	1	3W	NOT SUBDIVIDED	A2	\$ -	40
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	3084	07/25/19	816		LA DEAN	DR	4	3	WILLOW BROOK ADD	R1	\$ -	20
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	3171	07/30/19	2001		CHUKKAR	DR	11	2	UNIVERSAL HEIGHTS 2ND ADD	NA	\$ -	10
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	3174	07/30/19	1804		CHUKKAR	CT	9	2	BROOKHAVEN #28	R1	\$ -	10

RESIDENTIAL PERMITS  
Issued JULY 2019 - Sorted by Permit Type

DEMOS-RESIDENTIAL ADDRESS	NET # DU
715 S. CRAWFORD AVE	0
10209 CLINKENBEARD RD.	-1
	DETACHED GARAGE ONLY MANUFACTURED HOME

**REVITALIZATION      10C**

**CDBG and HOME Investment Partnerships Programs**

Contracts were approved on July 9, 2019 for Metropolitan Fair Housing (\$25,000) and the Norman Affordable Housing Corporation (\$100,000).

Staff has begun the planning process for the development of the 2020-2024 Consolidated Plan.

**CDBG Disaster Relief Grant**

All CDBG DR projects are substantially complete with minor punch list items being addressed. Final acceptance of all contracts occurred on June 11, 2019. Closeout and final reimbursement procedures are underway with the Oklahoma Department of Commerce.

**Homeless Activities**

On July 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of April. There was one housing placements made (0 Veteran; 1 Chronic).

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**

July 2019

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

- One rehabilitation project is currently under contract and one project in development stage, with one rehabilitation project being completed since July 1, 2019.
- Three emergency repair projects are currently under contract; one emergency repair project was completed since July 1, 2019.
- One accessibility modification project is currently under contract.

**Social and Voluntary Services Commission**

The FYE20 Requests for Application was be released July 1, 2019 with a return date on July 19, 2019. Thirty applications were received. The SVSC Commission met on July 29, 2019 to begin review of the applications.

City-wide proactive enforcement began on March 15, 2012.

## Code Violation Activity for FYE 2020

[illegible]

## Work Orders, Owner Abatement after Work Order Issued, Invoices Mailed, and Legal Documents Filed FYE 2020

[illegible]

## Signs Removed from Rights-of-Way FYE 2020

[illegible]

[illegible]





# Administrative Summary

July 2019 Summary

## Operations

8/5/2019



Part I Crimes	Current			Year-To-Date		
	2019	MONTH 5YR AVG	2018	2019	YTD 5YR AVG	2018
Murder	1	1	0	2	3	2
Rape	5	4	6	44	33	46
Robbery	6	5	4	32	33	30
Agg. Assault	16	17	17	113	100	109
Burglary	55	61	47	300	400	335
Larceny	212	266	256	1,490	1,860	1,586
Motor Vehicle Theft	31	24	25	206	185	194
Arson	1	2	0	5	3	4
Part I Totals:	327		355	2,192		2,306
<b>Part II Crimes</b>						
DUI/APC	42	39	46	328	277	276
Drunkenness	57	60	49	356	383	331
Drug Violations	79	85	122	646	654	754
Forgery	22	25	16	113	157	97
Vandalism	78	83	91	534	540	523
Others	331	NA	335	2,673	NA	2,537
Part II Totals:	609		659	4,650		4,518
<b>Total Reported Crime:</b>	<b>936</b>		<b>1,014</b>	<b>6,842</b>		<b>6,824</b>
<b>Other Reported Activity</b>						
Public Peace Reports	210	173	202	1,369	1,222	1,423
Warrants Served	142	139	164	1,135	919	959
Other Reports Totals:	352		366	2,504		2,382
<b>Total Case Reports:</b>	<b>1,288</b>		<b>1,380</b>	<b>9,346</b>		<b>9,206</b>
<b>Collisions</b>						
Fatality	0	1	0	3	3	4
Injury	52	46	49	305	377	373
Non-Injury	94	124	92	726	960	691
Total Collisions:	146		141	1,034		1,068
<b>Call for Service</b>						
CAD Activity (Total)	3,313	NA	2,970	21,893	NA	20,704
Calls for Service (Police)	9,034	NA	8,511	61,480	NA	57,140
Total CFS:	12,347		11,481	83,373		77,844
<b>Citations &amp; Warnings:</b>						
Citations	1,634	NA	1,688	10,089	NA	8,660
Warnings	2,301	NA	2,183	15,795	NA	15,263
Total Citations & Warnings:	3,935		3,871	25,884		23,923

\*\* 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 July 2019



## IN SHELTER ANIMAL COUNTS

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	83	144	227	64	154	218	(9)	-4%
Ending	88	143	231	84	138	222	(9)	-4%

## ANIMAL INTAKES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	157	101	258	149	96	245	(13)	-5%
Owner Relinquish	9	11	20	9	24	33	13	65%
Owner Intended Euth	1	0	1	2	1	3	2	200%
Transfer In	0	13	13	1	1	2	(11)	-85%
Other Intakes*	3	1	4	14	6	20	16	400%
Returned Animal	16	12	28	4	4	8	(20)	-71%
<b>TOTAL LIVE INTAKES</b>	<b>186</b>	<b>138</b>	<b>324</b>	<b>179</b>	<b>132</b>	<b>311</b>	<b>(13)</b>	<b>-4%</b>

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

## OTHER STATISTICS

	2018		2019		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	3	3	4	4	1	33%
Dog Collected (DOA)	4	4	9	9	5	125%
Cat Collected (DOA)	3	3	5	5	2	67%
Wildlife Transferred	4	4	1	1	(3)	-75%
Intake Horses	1	1	0	0	(1)	-100%
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	1	1	1	1	0	0%
Intake Pigs	0	0	0	0	0	
Intake Other	0	0	0	0	0	
<b>TOTAL OTHER ITEMS</b>	<b>16</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>4</b>	<b>25%</b>

## LENGTH OF STAY (DAYS)

	2018	2019
Dog	12.8	13
Puppy	7.5	14.7
Cat	16.3	11.8
Kitten	16.3	11.8

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	121	29	0	150

# Norman Animal Welfare Monthly Statistical Report

## July 2019



### LIVE ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	101	101	202	71	100	171	(31)	-15%
Return To Owner	45	3	48	56	11	67	19	40%
Transferred Out	12	23	35	17	35	52	17	49%
Returned in Field	0	0	0	0	0	0	0	
Other Outcome	0	0	0	0	0	0	0	
<b>TOTAL LIVE OUTCOMES</b>	<b>158</b>	<b>127</b>	<b>285</b>	<b>144</b>	<b>146</b>	<b>290</b>	<b>5</b>	<b>2%</b>

### OTHER ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	5	6	1	2	3	(3)	-50%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	19	7	26	13	5	18	(8)	-31%
Owner Intended Euth	1	0	1	2	1	3	2	200%
<b>TOTAL OTHER OUTCOMES</b>	<b>21</b>	<b>12</b>	<b>33</b>	<b>16</b>	<b>8</b>	<b>24</b>	<b>(9)</b>	<b>-27%</b>

### TOTAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	158	127	285	144	146	290	5	2%
Total Other Outcomes	21	12	33	16	8	24	(9)	-27%
<b>TOTAL OUTCOMES</b>	<b>179</b>	<b>139</b>	<b>318</b>	<b>160</b>	<b>154</b>	<b>314</b>	<b>(4)</b>	<b>-1%</b>

### SHELTER EUTHANASIA DATA

	2018			2019	
	Canine	Feline	Other	Total	Percentage
Medical - Sick	7	4	0	11	52%
Medical - Injured	2	1	0	3	14%
Behavior - Aggressive	6	1	0	7	33%
Behavior - Other	0	0	0	0	0%
<b>TOTAL EUTHANASIA</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>21</b>	

### MONTHLY LIVE RELEASE RATE

2018	2019
<b>89.9%</b>	<b>93.2%</b>

*Live Outcomes : (Total Outcomes - Owner Int Euth)*



# Monthly Service By Assignment

January 2019 to July 2019  
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Jan 2019 Hours	Feb 2019 Hours	Mar 2019 Hours	Apr 2019 Hours	May 2019 Hours	Jun 2019 Hours	Jul 2019 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	5:37	5:03	0:00	0:00	0:00	10:40
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	42:13	58:19	49:46	55:37	69:22	67:40	67:48	410:45
	NAWC-Community Outreach Volunteer	0:00	0:00	19:30	0:00	0:00	0:00	0:00	19:30
	NAWC-Dog Handler	105:25	115:39	126:02	125:23	149:48	40:56	43:48	707:01
	NAWC-Foster Program	0:00	0:00	13:00	19:00	19:00	58:00	48:00	157:00
	NAWC-Laundry	0:00	0:00	2:10	0:00	3:30	3:30	6:02	15:12
	NAWC-Lobby Greeter	52:55	39:30	48:35	56:15	47:12	18:00	56:15	318:42
	NAWC-Orientation	14:00	14:00	11:00	20:00	11:00	9:00	8:00	87:00
	NAWC-Photographer	0:00	0:00	0:00	0:00	1:45	0:00	5:20	7:05
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Grand total	Veterinarian Assistant Tech	16:50	15:00	37:00	15:00	25:40	21:23	0:00	130:53
	Total	231:23	242:28	312:40	296:18	327:17	218:29	235:13	1,863:48
		231:23	242:28	312:40	296:18	327:17	218:29	235:13	1,863:48

## **PUBLIC WORKS**

**12**

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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Rural Certificate of Survey item for Planning Commission. Three (3) Rural Certificates of Survey, two (2) final plats, one (1) resolution for exemption and one (1) preliminary plat items went to City Council review. The Development Engineer reviewed 18 sets of construction plans and 1 punch list. There were 106 permits reviewed and/or issued. Fees were collected in the amount of \$4,068.55.

**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 began on the project on August 13, 2018. Weather permitting, construction is expected to take 340 days. On Monday April 15, eastbound and westbound traffic on West Main Street was switched to the south half of the roadway, so the contractor can begin reconstructing the north half of the roadway. The West Main Street roadway was completed on June 10, 2019. Full-width paved lanes will remain open at all times to eastbound and westbound traffic until project completion. For traffic safety reasons, eastbound and westbound lanes will not be placed in their permanent configuration until the end of the project.

The contractor's activities this month were as follows:

- Installed 140 linear feet of high-strength turf reinforcement mat along the south side of Main Street
- Completed concrete encasement of the 24-Inch sanitary interceptor line
- Continued vegetation and debris removal along the creek south of West Main Street Bridge
- Continued slope grading along the channel banks on the south side of West Main Street Bridge
- Completed installing high-strength turf reinforcement mat and sod on the north side of Main Street.
- Completed 44% of the earth removals along Brookhaven Creek.

**Sidewalk Program:**

- The **Acres Street Sidewalk Project** is intended to provide sidewalk along the north side of Acres Street in the gap between Flood Avenue and the new Central Library located on James Garner Avenue. The project will also construct missing sidewalk, ramps, rebuild existing non-compliant ramps and repair deficient sidewalk along the north side of Acres Street between the railroad tracks and Porter Avenue. This Sidewalk Project bid was awarded on July 9<sup>th</sup>, 2019 by City Council to Central Contracting Services in the amount of \$131,185.00. Project work is scheduled to begin in early August and expected to be completed in 90 days.

FYE 2020 Sidewalk Program went to bid on July 25<sup>th</sup>, 2019 with EMC Services, LLC providing the winning bid at \$312,298.50 for five projects to be completed throughout the fiscal year 2020. The contract and supporting documents are being developed for submission to City Council on August 27<sup>th</sup>, 2019 for final approval.

This year's sidewalk projects include:

**1. "FYE 2020 Citywide Sidewalk Reconstruction Project"**

The purpose of the *Citywide Sidewalk Reconstruction Project* is to assist property owners in repairing existing sidewalks, and constructing new sidewalks. Property owners who wish to participate in this *Sidewalk Program* will pay 50% of the City of Norman estimated cost.

## **2. "FYE 2020 Sidewalk Accessibility Project"**

The purpose of the *Sidewalk Accessibility Project* is to create ADA accessible routes in needed areas. This will be a "Work Order" type contract. Contractor must be capable of forming and pouring concrete sidewalks and wheel chair ramps which meet current ADA Specifications without the guidance of the inspector. The FYE 2020 project will focus on the area along Cherry Creek Drive from Knob Hill Court to Durango Circle.

## **3. "FYE 2020 Sidewalk Program for Schools and Arterials Project"**

The *Sidewalk Program for Schools and Arterials* will construct new sidewalk for pedestrian routes to schools. The FYE 2020 project will focus on the sidewalks along High Meadows Drive from 12<sup>th</sup> Avenue NE to Northcliff Drive.

## **4. "FYE 2020 Downtown Area Sidewalks and Curbs"**

The *Downtown Area Sidewalks and Curbs Program* are sidewalk, ramp, and curb repair work in specified locations in the downtown area. The FYE2020 project will focus on sidewalk and curb improvements along Crawford Avenue from Main Street south to Apache Street.

## **5. "FYE 2020 Sidewalks and Trails Project"**

The *Sidewalks and Trails Project* are sidewalk, ramp, and curb repair work in specified locations primarily along arterial road routes. The FYE 2020 project will focus on the south sidewalk along West Main Street from 24<sup>th</sup> Avenue NW to Park Drive.

### **STREETS DIVISION**

#### **BOND PROJECTS:**

##### **ROCK CREEK – 24<sup>TH</sup> AVENUE NE TO 60<sup>TH</sup> AVENUE NE - OVERLAY**

Streets crews worked an overlay project at Rock Creek – 24<sup>th</sup> Avenue NE to 60<sup>th</sup> Avenue NE and required 4,905.69 tons of asphalt for the repair. (deep patching)

#### **ASPHALT OPERATIONS:**

##### **TIMBERLAKE ROAD**

Streets crews worked a deep patch at Timberlake Road and required 1.02 tons of asphalt for the repair.

##### **JENKINS & BOYD**

Streets crews worked a deep patch at Jenkins and Boyd and required 178.36 tons of asphalt for the repair.

#### **CONCRETE OPERATIONS:**

##### **BROOKS-FLOOD AVENUE TO PICKARD AVENUE**

Streets crews replaced damaged concrete panels at Brooks-Flood Avenue to Pickard Avenue. This repair required 273.50 cubic yards of concrete and resulted in over 709.60 square yards of repaired driving surface.

##### **JENKINS AVENUE – GREEK HOUSE**

Streets crews replaced damaged concrete panels at Jenkins Avenue – Greek House. This repair required 24 cubic yards of concrete and resulted in over 44.40 square yards of repaired driving surface.

#### **ROADSIDE OPERATIONS:**

##### **MOWING OF ROADSIDE RIGHTS-OF-WAY**

Streets Roadside Mowing crew continued their summer mowing schedule. During July, 2019, 234.00 miles of rural rights-of way and 4,406,136 sq. ft. of urban rights-of-way were mowed.

### **STORMWATER**

#### **WORK ORDER RESPONSE**

Stormwater Division received 25 work order requests and closed 25.

### **INFRASTRUCTURE**

The Infrastructure Maintenance crew completed an inlet box replacement on Thornton Drive, which required the removal of 15 tons of debris and placement of 13 cubic yards of concrete to replace the apron and a street panel. Infrastructure Maintenance crew also completed multiple work order requests from citizens including a pipe repair on Industrial Blvd and sealing of pipes identified by citizens reporting sinkholes. The project on Industrial Blvd required 16 tons of debris removal and placement of 15 cubic yards of concrete. The Infrastructure Maintenance crew also completed sinkhole repairs on Spyglass Dr., Waverly Ct., Sundown Dr., and Woodland Dr.

### **DRAINAGE MAINTENANCE**

The Channel Maintenance crew removed over 296 tons of debris from drainage channels throughout Norman in July. Locations included Merkle Creek, Hollywood Channel, Berkley Park with over 110 tons of debris removed. The Channel Maintenance crew performed a thorough clearing of vegetation and debris in Anatole detention pond, Imhoff Channel, and Bishop Channel which resulted in over 180 tons of debris removed.

The Channel Maintenance crew also continued their mowing schedule in July and mowed 1,205,682ft<sup>2</sup> of urban drainage way.

### **URBAN STREET SWEEPING OPERATIONS**

A total of 390 lane miles were swept resulting in the removal of approximately 263 tons of debris from various curb lined streets.

The Litter Crew continued to complete their route in July. The four-person crew collected a total of 11.03 tons of debris in July; 5.97 tons from urban areas and 5.66 tons from rural areas.

### **STORMWATER OKIE LOCATES**

During the month of July, 2922 Call 811 Okie Spots were received. Of those requests, 71 were stormwater pipe locates, 116 were physically checked, and 1,016 were referred to other departments.

### **CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 95 inspections of 85 active sites  
Issued 0 citation and 0 NOVs to active sites  
Issued 5 Earth Change Permit to new projects

### **MS4 OPERATIONS**

Received and responded to 23 citizen calls.

On July 2, Carrie Evenson attended a meeting of the EPA's Environmental Finance Advisory Board Stormwater Advisory Group to discuss stormwater infrastructure financing.

On July 8 – 11, Dr. Evenson attended the FEMA L0278 Community Rating System training workshop hosted by Texas Floodplain Managers Association in Arlington, TX.

On July 10, Michele Loudenback participated in the WEF Stormwater Committee conference call.

On July 11, Ms. Loudenback participated in the WEF Stormwater Communications and Messaging Subcommittee conference call.

On July 12, Faith Haynes and Ms. Loudenback hosted a table and answered questions at the East Side Library during the Norman's Water Universe session on Water Treatment.

On July 17, Dr. Evenson, Michele Loudenback, Stuart Shumate, and Faith Haynes attended the Second Annual OFMA Stormwater Quality Workshop at Moore Norman Technology Center's Franklin Road Campus. Dr. Evenson served as a moderator, participated in a panel discussion on stormwater utility fees, and gave a presentation on the Artful Inlets program. Ms. Loudenback gave presentations on conducting stormwater inspections and preparing for MS4 evaluations.

On July 17, 2019, Dr. Evenson and Ms. Loudenback attended the July ECAB meeting.

On July 18 and 19, Ms. Loudenback participated in the Discovery Summit for the new website.

On July 22, 2019, Dr. Evenson and Ms. Loudenback participated in the Utility Department's kickoff meeting for the design of the Household Hazardous Waste facility.

On July 24, 2019, Ms. Loudenback attended the website training meeting.

On July 25, 2019, Dr. Evenson and Ms. Loudenback facilitated and attended the preliminary meeting with ODEQ's Land Protection Division's permitting group to set up expectations and ease the permitting process for the Household Hazardous Waste facility.

On July 29 – August 1, Dr. Evenson and Ms. Loudenback attended the EPA Region 6 Stormwater Conference in Denton, TX.

### **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.

**JULY 2019**  
**DEVELOPMENT COORDINATION, ENGINEERING,**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FY 2020 Associated Fees

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

\*Norman Rural Cert of Survey...0  
 \*Final Plats.....0  
 \*Preliminary Plats.....2  
 \*Short Form Plat.....0  
 \*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.....0

**Development Committee:**

Final Plats.....0

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

**Subtotal:**

\$820.00

\$0.00

\$820.00

\$550.00

\$0.00

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 50  
 \*\*\*Commercial..... 9  
 Multi-Family..... 8  
 Addition/Alteration..... 23  
 House Moving.....4  
 Paving Only..... 9  
 Storage Building..... 12  
 Swimming Pool..... 6  
 Storm Shelters..... 23  
 Public Improvements.....0  
 Temporary Encroachments.....1  
 Fire Line Pits/Misc..... 1  
 Flood Plain (@\$100.00 each).....0

**Total Permits.....**

**Grand Total.....**

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

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

\$0.00	\$0.00	\$0.00
\$680.99	\$3,518.55	\$680.99
\$1,500.99	\$4,068.55	\$1,500.99
16	18	16
2	1	2

\* 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

**July 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	2	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	50	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	9	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	16	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	0	100%

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STREET DIVISION					
	FYE 2019 July 2019	FYE 2019 July 2019	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)	115.81		115.81		
Overlay/pave 10 miles per year.	-	0%	-	0%	100%
Replace 1,160 square yards of concrete pavement panels	754.00	65%	754.00	65%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	6.00	1%	6.00	1%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	4,406,136.00	417%	4,406,136.00	35%	100%
Mow 148 miles of Rural Right-of-way twice per year	234.00	949%	234.00	79%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2018

STORMWATER DIVISION					
	FYE 2020 JULY, 2019	FYE 2020 JULY, 2019	Year to Date	Year to Date	FYE 2020
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)	390.00	78%	390.00	7%	50%
Collect litter from rights of way in the Urban area (Tons)	5.97	85%	5.97	0%	70%
Collect litter from rights of way in the rural area (Tons)	5.66	283%	5.66	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	-	-	-	0%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,205,682.00	9%	1,205,682.00	9%	90%
Perform erosion control inspections of permitted sites within 30 days.	95.00	112%	95.00		100%
Permit all earth disturbing operations over 1 acre in size.	5.00	100%	5.00		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	18.00	100%	18.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT  
July 2020**

IN GALLONS      **FYE 2020**      **FUEL REPORT**

	<u>UNLEADED PURCHASE</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	21,219.00	20,744.00	25,336.00	
Outside - sublet	474.95	382.20	0.00	
TOTAL	21,693.95	21,126.20	25,336.00	
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	22,757.31	22,133.20	18,830.09	6,505.91

<b>FYE 2020 TO DATE CONSUMPTION</b>				
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	22,757.31	22,133.20	18,830.09	6,505.91

<b>INTERNAL PRICE PER GALLON:</b>					<b>EXTERNAL PRICE PER GALLON:</b>				
UNLEADED	High	\$2.17	Low	\$2.03	UNLEADED	High	\$2.44	Low	\$2.13
DIESEL	High	\$1.98	Low	\$1.89	DIESEL	High	\$2.70	Low	\$2.70
CNG	High	n/a	Low	\$1.02	CNG	High	n/a	Low	n/a

<b>FASTER CONSUMABLE PARTS PURCHASED</b>			<b>PUBLIC CNG SALES</b>		
REPAIR PARTS	\$60,617.70		Month Total Public CNG Sales	\$9,802	
BATTERIES	\$2,444.55		FYE 2020 To Date Public Sales	\$9,802	
OILS/FLUIDS	\$4,604.48		<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>		
TIRES	\$44,140.31		Total Sold Gallons Life To Date	855,368	
SUBLET REPAIRS	\$22,121.02		Total Gross Sales Life To Date	\$1,233,269	
<b>TOTAL SPENT ALL parts/sul</b>			Life To Date CNG Gas Gallon Equivalent		
			Total Public/City Through-Put CNG Gallons @ Station	1,926,437	

<b>COMBINED SHOPS</b>	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>TWO MONTHS AGO</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	26	19	16	26
EMERGENCY ROAD CALLS	23	18	16	23
PM SERVICES	114	92	143	114
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	486	504	551	486
SCHEDULED REPAIRS	211	295	267	211
NON SCHEDULED REPAIRS	275	209	284	275

<b>Light Shop</b>	<b>CURRENT MONTH</b>	<b>LAST Month</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	2	1	1	2
EMERGENCY ROAD CALLS	5	7	5	5
PM SERVICES	78	63	105	78
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	200	271	258	200
SCHEDULED REPAIRS	134	224	166	134
NON SCHEDULED REPAIRS	66	47	92	66

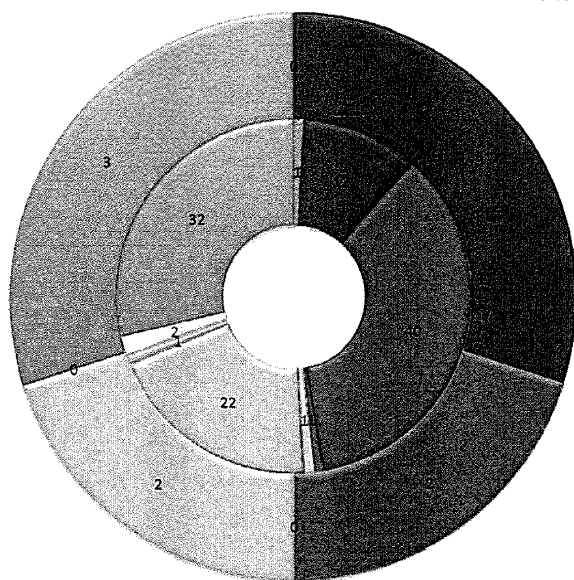
<b>Heavy Shop</b>	<b>CURRENT MONTH</b>	<b>LAST Month</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	24	17	15	24
EMERGENCY ROAD CALLS	18	11	11	18
PM SERVICES	34	27	38	34
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	277	224	283	277
SCHEDULED REPAIRS	70	64	96	70
NON SCHEDULED REPAIRS	207	160	187	207

# July FYE 2020

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>PUBLIC WORKS</b>										
0667	2002 Ford F350	Streets	128405	127562	843	miles	7/3/2019	Light Repair	PM-C	9/18/2018
<b>UTILITIES</b>										
0200	2009 Chevy Colorado	Sanitation Administration	64310	63379	931	miles	7/9/2019	Light Repair	PM-C	1/18/2019
292T	2016 CTS CTV 45 Trailer	Sanitation Transfer Station	8/5	6/14	52	days	7/11/2019	Heavy Repair	PM-A	12/14/2018
0276	2005 IHC Rearloader	Sanitation Yard Waste	18729	18670	59	hours	7/29/2019	Heavy Repair	PM-C	1/24/2019
<b>POLICE</b>										
1187	2016 Chevy Tahoe	Police Patrol	28532	28000	532	miles	5/9/2019	Light Repair	PM-D	11/13/2018
1054	2013 Honda Civic	Police Patrol	55484	54075	1,409	miles	6/13/2019	Light Repair	PM-C	10/9/2018
1130	2018 Ford Interceptor	Police Staff Services	4629	4000	629	miles	6/21/2019	Light Repair	PM-C	NEW
1174	2016 Ford Interceptor	Police Patrol	27658	26470	1,188	miles	6/26/2019	Light Repair	PM-C	11/26/2018
<b>FIRE</b>										
0005	2011 Chevy Tahoe	Fire Administration	110327	110300	27	miles	7/30/2019	Light Repair	PM-D & G	11/1/2018
0047	2015 Ford F450	PSST Fire Suppression	15365	14985	380	miles	7/22/2019	Light Repair	PM-D & G	6/13/2018

## PM Compliance Report July FYE 2020



- City Council
- MUNICIPAL COURT
- Fire
- Police
- Finance
- Inf. Tech
- Public Works
- Parks & Rec.
- Planning
- Utilities

**INNER RING - MONTHLY # SCHEDULED**  
**OUTER RING = MONTHLY # MISSED/LATE**

Department	Scheduled	Missed/Late	% Late
City Council	1	0	0.0%
MUNICIPAL COURT	0	0	0.0%
Fire	12	3	25.0%
Police	40	2	5.0%
Finance	1	0	0.0%
Inf. Tech	1	0	0.0%
Public Works	22	2	9.1%
Parks & Rec.	1	0	0.0%
Planning	2	0	0.0%
Utilities	32	3	9.4%
<b>Citywide Total</b>	<b>112</b>	<b>10</b>	<b>8.9%</b>

# FLEET DIVISION PM COMPLIANCE REPORT

July FYE 2020

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION	1	1			0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY	1	1			0%	0%
<b>FINANCE</b>						
METER SERVICES	1	1			0%	0%
<b>PLANNING</b>						
PLANNING					0%	0%
BUILDING INSPECTIONS	2	2			0%	0%
CODE COMPLIANCE					0%	0%
<b>PUBLIC WORKS</b>						
<b>ENGINEERING</b>						
STREETS	10	8	1	1	10%	20%
STORMWATER	6	6			0%	0%
TRAFFIC	2	2			0%	0%
STORMWATER QUALITY					0%	0%
FLEET	4	4			0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	1	1			0%	0%
POLICE ADMINISTRATION					0%	0%
POLICE STAFF SERVICES	4	4			0%	0%
POLICE CRIMINAL INVESTIGATIONS	5	4	1		0%	20%
POLICE PATROL	15	15			0%	0%
POLICE SPECIAL INVESTIGATIONS	2	2			0%	0%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION	2			2	100%	100%
FIRE TRAINING					0%	0%
FIRE PREVENTION	1	1			0%	0%
FIRE SUPPRESSION	6	5	1		0%	17%
FIRE DISASTER PREPAREDNESS	1	1			0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	1	1			0%	0%
PARKS & RECREATION					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	11	11			0%	0%
PSST POLICE CRIMINAL INVESTIGATION	2	1	1		0%	50%
PSST FIRE SUPPRESSION	2	2			0%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	1	1			0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	5	5			0%	0%
UTILITIES INSPECTOR					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	2	2			0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	3	3			0%	0%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	5	5			0%	0%
SANITATION COMMERCIAL	8	7	1		0%	13%
SANITATION TRANSFER	6	5		1	17%	17%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE					0%	0%
SANITATION YARD WASTE	2	1		1	50%	50%
<b>CITYWIDE TOTAL</b>	<b>112</b>	<b>102</b>	<b>5</b>	<b>5</b>	<b>4%</b>	<b>9%</b>

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

**FYE 2020**

July 2019

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	78.49	72%	80.6%	8.6%	
# 002	140.83	72%	77.6%	5.6%	
# 003	129.04	72%	79.7%	7.7%	
# 004	127.19	72%	84.5%	12.5%	
# 007	133.55	72%	81.5%	9.5%	
# 008	127.36	72%	87.1%	15.1%	
# 009	131.75	72%	79.4%	7.4%	
# 011	147.57	72%	82.1%	10.1%	
# 012	127.07	72%	86.5%	14.5%	
# 013	134.16	72%	83.9%	11.9%	
# 014	96.94	72%	81.3%	9.3%	
# 016	111.67	72%	71.3%	-0.7%	
# 021	148.68	72%	84.6%	12.6%	

DIRECT LABOR HOURS

1634.30

TOTAL AVAILABLE HOURS

2005.43

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

**81.5%**

**CITY OF NORMAN**  
**DEPARTMENT OF PUBLIC WORKS-TRAFFIC CONTROL DIVISION**  
**MONTHLY PROGRESS REPORT**

<b>JULY 2019</b>		<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
		<b>Percentage</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days		100%	104	104	100%	104	104	100%
Provide information requested by citizens within 7 days		95%	104	104	100%	104	104	100%
Complete traffic engineering studies within 45 days.		99%	0	0	100%	0	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.		95%	47	47	100%	47	47	100%
Worker Hours Per Gallon of Paint Installed.		0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
			179	213	1.19	179	213	1.19
Thermoplastic legend, arrows, stop bars & crosswalks installed.		4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
			0	0	0.00	0	0	0.00
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.		100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
			15	15	100%	15	15	100%
Response to reports on traffic signal malfunctions within one hour.		99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
			26	26	100%	26	26	100%
Response to reports of sign damage:		Percentage						
High Priority Stop or Yield Signs within one hour		99%	4	4	100%	4	4	100%
Lower Priority all other signs within one day		90%	67	67	100%	67	67	100%
Street Name Signs within two weeks		90%	2	2	100%	2	2	100%
Percent of work hours lost due to on the job injuries.		<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
			3168	0	0.00	3168	0	0.00



## Monthly Report

July 2019

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Burgundy Court – 100% Complete
- Morren Drive – 65% Complete
- Rhoades Drive – 65%

Morren Drive: Staff will replace 900 feet of 8" Ductile Iron with 8" PVC from Mount Vernon Drive to Crest Place. Staff re-chlorinated new water main to pass bacteriological samples; changed over 10 meter services, project 65% complete.

Rhoades Drive – WA0331: Staff will replace 375 feet of 8" Ductile Iron with 8" PVC on Rhoades Drive from Portland Court to Edwards Court. Staff laid 95 feet of 8" and 15 feet of 6", passed bacteriological samples, changed over 1 meter service, installed one new fire hydrant and made a 6" and 8" tie-in's, project 65% complete.

#### Water Line Breaks – 15 in June

#### Sewer Line Capital Projects:

Fiscal Year 19 Summit Lakes Lift Station Rehabilitation Project;

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 100% complete.

#### Sewer Line Data

- Total obstruction service requests - 13
  - Private Plumbing: 13
  - City Infrastructure: 0
  - Sanitary Sewer Overflows: 1 on private plumbing

#### Lift Station D Flows:

- Days - 31
- Average daily flow: 1.06 MGD
- Total flow: 32.9 MGD

### **UTILITIES ENGINEERING:**

Line Maintenance Building (WA/WW0329)/WRF Storage Building (WW0318): Project will design and construct a new building and parking for the Line Maintenance Division currently housed on North Base. The building will be located on East Robinson north of the WTP and directly adjacent to the HPP Water Storage Tower. A storage/maintenance building will also be constructed at the WRF.

Architect: Barrett Williamson

1. Request for Proposal (RFP) 1819-05 issued on 06/12/18 and proposals received 07/10/18.
2. Barrett Williamson selected on 08/19/18 to design the two buildings.
3. Work scope and associated pricing is being developed at this time.
4. Expect NUA to consider design contract in June 2019.

### **WASTEWATER PROJECTS:**

Lift Station Modifications FY17 (WW0305): Three existing lift stations (LS) need modifications more extensive than is possible under our annual LS Rehabilitation projects. The Ashton Grove, Franklin Road, and Royal Oaks LS work will consist of new pumps, pump guide rails and brackets, and discharge fittings and piping. The Royal Oaks LS also required replacement of the existing wet well with a 10-foot wet well.

Engineer: CP&Y through Lemke Surveying

- Five bids received 02/01/18 with low bidder being Crossland Heavy Contractors of Columbus, KS;
- NUA award to Crossland and contract in amount of \$639,553 approved 02/27/18;
- City Manager approved CO#1 increasing contract amount by \$24,307.46 to \$663,860.46 on 12/14/18;
- All work was complete 12/10/18;
- NUA approved CO#2 decreasing contract by \$11,006.90 to \$652,853.56 and accepted project on 02/12/19.
- Request to close remaining PO's submitted to Finance 07/10/19; project closeout to be completed in August 2019.

Sewer Maintenance Project FYE14 (WW0202): Annual project will replace deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate manholes in two construction phases. Phase 1 will replace 25,100 feet of sewer and rehab or replace 148 manholes and is bounded by Robinson Street to the north, Sherry Avenue to the west, Denison Street to the south and Berry Road to the east. Phase 2 is bounded by Iowa Street to the north, Sherry Avenue to the west, Main Street to the south, and Berry Road to the east.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

- Phase 1 completed 01/19/17;
- Five bids received 08/09/18 for Phase 2 work with low bidder being PM Construction and Rehab, LLC of Pasadena, TX;
- NUA award to PM Construction and contract in amount of \$1,348,501 approved 08/28/18;
- Notice to Proceed issued effective 09/17/18 with completion by 06/12/19;
- 9 payments have been processed for total of \$1,199,788 or 90% of the contract amount;
- All pipe-bursting, open trench installation and manhole rehab work is complete;
- Concrete sidewalk and street repairs are complete.
- Project acceptance and final change order expected to be considered by NUA 08/27/19.

Sewer Maintenance Project FYE17 (WW0307): This annual project will rehabilitate about 23,800 feet of sewer and 105 manholes, 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.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

- Line Maintenance staff completed television work in March 2017
- NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 7/26/16;
- Lemke forwarded draft plans to NUA in 06/29/17
- NUA staff met in March 2019 to review draft plans prior to return to Lemke;
- Line Maintenance completed additional survey of existing manholes along 12th Avenue NE/Main to determine need for repair/replacement in FYE17 project;
- NUA staff continuing to review draft plans prior to return to Lemke.

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.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

- Line Maintenance staff completed television work 10/19/18 and forwarded to NUA engineering staff;
- NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 02/12/19;
- Lemke completed initial survey work and delivered draft plans to NUA 07/03/19.
- Plans are being reviewed by Line Maintenance and NUA staff.

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.

Engineer: Staff with assistance from local surveyor

- 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.

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. 100% plans submitted to DEQ 06/19/19 and the DEQ approved the plans 07/15/19. Expect to advertise in late August 2019.

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. Letter regarding pilot study protocol submitted to DEQ June, 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. Developers might initially fund the lift station 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 September 2019.

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. The project is currently on hold pending easement due to the change of ownership for the Sutton Wilderness and potential lease/purchase by City of Norman.

Engineer: PEC, Inc.. (Chris Grizer)

Summit Valley Interceptor (WW0278): The Summit Valley interceptor will extend 12 and 15-inch sewer line northerly from the Summit Valley development to the existing Eastridge LS and allow the Eastridge LS constructed in the 1980's to be removed from service. The existing Summit Valley LS has capacity to serve the area served by

the Eastridge LS. Bid Opening – June 27, 2019, Construction Contract Award – August 13, 2019, Start of Construction – September 2019

Engineer: SMC Consulting, Inc. (Chris Anderson)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The engineering contract was approved November 2018, Staff and Garver made multiple visits to similar facilities from April to June, Draft of the TM1 was submitted in July and an estimated completion of the report is end of summer 2019.

Engineer: Garver, Inc. (Kyle Kruger)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution.

To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted the following year. Engineering contract approved in April 2019, Staff and Olsson toured OKC septage facility in May. The TM1 was received in July and TM2 is expected in September.

Engineer: Olsson, Inc. (Kevin Rood)

## **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 pre-bid meeting was held 01/8/19 with 11 contractors attending. Bids were opened 02/14/19 and six bids were received with Central

Contracting Services being the low bidder at \$2,845,591. NUA approved award to Central Contracting Services and approved contract and bonds on 03/26/19. Notice to proceed issued with contract time starting on 04/15/19 and continuing for 270 through 12/11/19. Preconstruction Conference held 07/18/19; work expected to start in September 2019.

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.

Waterline Replacement: Interstate Drive (WA0245): Project will replace approximately 7,500 feet of failing ductile iron water lines with PVC pipe to reduce service disruptions to customers and damage to driveways and streets. The project is located along North Interstate Drive from Sooner Fashion Mall north to Northwest Boulevard and along Copperfield Drive from Northwest Blvd. to Interstate Drive with an extension west into Springbrook Addition. New piping will include about 3,600 feet of 12-inch and 2,700 feet of 8-inch PVC pipe.

Engineer: Cardinal Engineering

- Proposals for engineering design of the project received 7/10/18;
- Cardinal Engineering selected and the NUA approved Contract K-1819-72 totaling \$90,400 on 2/26/19;
- Kickoff meeting held 03/11/19;
- 50% plans received 04/22/19 and returned 05/06/19;
- Additional surveying work approved 05/14/19;
- Staff is coordinating this work with ongoing WL construction by Sooner Fashion Mall
- Amendment #1 to Cardinal design contract to be considered by NUA 08/27/19;
- Expect to bid project in late summer 2019.

Waterline Transmission: Timberdell and Chautauqua to Jenkins and Constitution – Segment D (WA0239): Project will install approximately 4,800 feet of 24-inch PVC C900 along the south side of Timberdell Road and then along the east side of Jenkins Ave within Reaves Park to the south side of Constitution Avenue. The existing 12-inch ductile iron pipe within Reaves Park will be abandoned and services will be transferred over to the new main. This project was recommended by the 2003 Water Master Plan (Segment D) and the future connection down to Highway 9 will be done by a future construction project.

Additionally, the recommended portfolio for the 2060 Strategic Water Supply Plan recommended a future non-potable irrigation system from the Water Reclamation Facility to irrigate Reaves Park to reduce the demand on the water system. This project will now be designed and bid with an alternate to install the recommended 16-inch non-potable water line parallel to the proposed 24-inch potable water line. The easement was acquired from OU in March; the engineering design was completed in June and submitted to DEQ. The DEQ permit was received in August and an invitation for bidding will be in August.

Engineer: Poe & Associates, Inc. (Richard Grotte)

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project will reinstall approximately 6,800 feet of 30-inch PVC C900 along Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue. The Preliminary alignment was reviewed in April 2019 and the estimated completion of design is expected in September with an invitation for bidding in October.

Engineer: Alan Plummer and Associates, Inc. (Chris Ferguson)

Waterline Replacement: Flood Avenue - Robinson to Venture (WA0328): Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Design is funded in FYE19, with construction funded in FYE20. Engineering contract approved March 26, 2019. Project kickoff meeting was held in April. Completion of field investigation in June with an estimated submittal to DEQ in November.  
Engineer: CP&Y, Inc. (John Leavitt)

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. 50% plan review completed in May 2019; submittal of Railroad permit application in June; Floodplain permit submittal and hearing July/August. Estimated completion of design in August along with submittal to DEQ for permit.  
Engineer: Guernsey (Larry Roach)

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 completed 104 required piers for chemical building, installed all ductwork, poured slab and building is roofed and equipment being installed. Contractor excavated ozone contact basin, installed piping, poured slab and completed roof. Contractor excavated UV building, poured slab and inside is nearing completion. Large piping was completed that passed through UV building. First partial plant shutdown was held 11/13/17 and the project has required 5 others to date. All shutdowns have been without issue. The high pressure plane pumps have been installed and were placed back in operation 4/23/19. Maintenance building is 95% complete and is being used to store equipment. Administration building is walled in and crews are ready to begin brick. Contractor has completed \$24,624,610 of the \$30,515,462 total contract. Project completion date is anticipated to be December 2019.  
Engineer: Carollo Engineers (Amber Wooten)

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. Cowan has begun the water rights process and they are determining certified mail notification list for affect land owners. They also plan to host a public meeting in August per OWRB requirements. Engineer: Cowan Group (Tim Ward)

#### 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 32 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 Christensen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019. Layne has drilled 6 test wells and plans to resume drilling in September. They have 4 test holes to complete before starting the final wells.

Engineer: Carollo Engineers (Rebecca Poole)

#### Project Tasks/Dates:

- Well Drilling Began – February 2019
- Estimated Completion – May 2020

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. Staff met with consultant and discussed options of normal construction bid build, Construction Management at Risk (CMAR), Public Private Partnership (PPP). Staff met again with consultant to select a path forward and it was decided to bring a PPP plan for NUA further discussion. The plan was received June 2019 and staff is reviewing and will provide comments to Contractor July 16, 2019. A meeting was held August 1 and water quality portions of a potential contract were discussed. Staff is internally discussing options and plan to have a direction by end of August.

Engineer: Garver Engineers (Mary Mach)

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 Fall 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 is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with Votech.

Engineer: In House

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. Preliminary design was complete by June 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete. Project is expected to bid September 2019.

Engineer: Dunham Engineering (Joe Seiter)

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. Project opened bids April 25, 2019 and McKee Utility Contractors, Inc. was low bidder at \$1.46 million. Construction is scheduled to begin July 2019. Vault and water connection are expected in September 2019. Remaining water line installation is still scheduled to be complete by December 2019.

Engineer: Freese and Nichols, Inc. (Clay Hernden)

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 prepared scope and fee in January for staff to consider and contract negotiations are underway. A scope and fee have tentatively been agreed to and a contract will be taken to NUA in September.

Engineer: Jacobs Engineering (Erika Cooper)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabbiness Engineering, LLC

was approved by NUA 12/11/18. Survey has been completed and a technical design memo was completed and reviewed by staff. With the existence of several large trees that will be impacted, staff held a neighborhood meeting 4/10/19. Approximately 21 people attended representing OU, sororities and fraternities, homeowners and landlords. The direction taken from the meeting was to start this summer and work through fall until completion. Staff offered summer work only and perform over two summers but it was unanimous 21 votes to start and continue until finished. It was also decided to install water line in the street and not under sidewalks. Staff followed up with meetings between consultant and potential contractors and it was decided that the project must be split into 2 summer phases to be successful. Phase I will begin July 1, 2019 and complete December 2019. Phase II is scheduled to begin May 15, 2020 and complete August 15, 2020. Bids were opened June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. 1500 LF of the 4500 LF has been installed thus far.  
Engineer: Cabbiness Engineering, LLC (Sean Price)

Line Maintenance Building/WRF Storage Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing.  
RFP issued 06/12/18 for this work with proposals due 07/15/18.

On 08/07/18, staff selected Barrett L. Williamson Architects. to design and provide limited construction assistance for the two building projects.

Draft scope of work provided to staff 11/08/18; comment provided and proposed contract K-1819-142 was forwarded to Architect 04/19/19.

Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19  
Staff is still working to finalize contract language and contract amount and expects to bring a contract forward to NUA in August 2019.

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### **SANITATION CAPITAL PROJECTS:**

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the newly proposed location is on the site of the Transfer Station with the planned future use of the building to be a Household Hazardous Waste facility.

For the container maintenance facility, the proposed location is adjacent to the Truck Wash Facility to allow for efficient operations by staff.

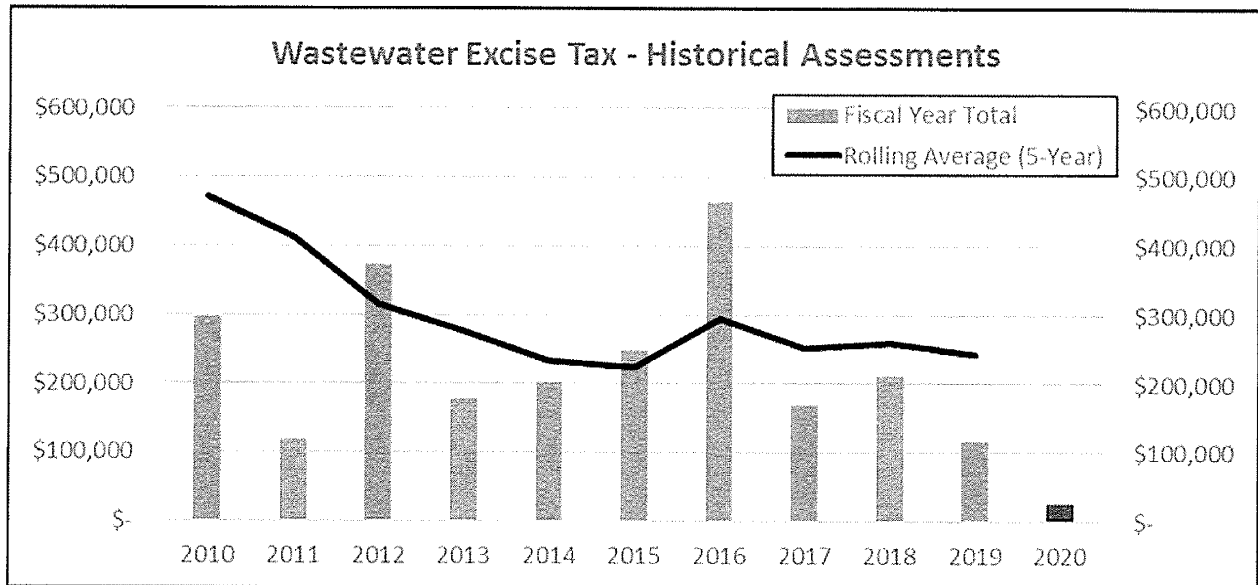
A Household Hazardous Waste Facility will also be included within this project. This Facility is necessary to allow for City residents a timely disposal option for household wastes that cannot be disposed using their normal polycart service. Currently, an annual collection day is held for City residents to dispose of their items but this has proven to

be challenging in recent years. Draft scope received in March 2019 and the contract was review completed and approved in July. Staff and Studio Architects visited other HHW facilities in May. Draft engineering report expected in September.

Architect: Studio Architects, LLC (George Winters)

## **RECOUPMENT/PAYBACK PROJECTS:**

**WWTP Investment Fee/Wastewater Excise Tax:** Staff calculated the Wastewater Excise Tax on 11 commercial entities last month. Assessments of \$22,037.05 were made on 10 entities whose projects will increase wastewater flows. Through July, 11 commercial properties were reviewed and a total of \$22,037.05 has been assessed. Below are graphs showing the amount assessed and the number reviewed which includes the applications reviewed to-date for August 2019 as well.



**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. Staff is working to issue payback checks to developers in August 2019.

**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.

**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. Links check reissued in July 2019 as previous check was never cashed.

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 was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item will likely be considered concurrently with the proposed Ruby Grant Payback project described below.

Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Staff has completed agenda item to declare the project a payback project but must wait for lowest bid price to be determined.

### Plan Review

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
7/3/2019	Artisan Crossing	Sewer	Tuttle & Associates	7/5/2019	2
7/8/2019	University North Park - Section XVI	Water	SMC	7/9/2019	1
7/18/2019	Creekside Bike Park - Pavement Improvements	Paving	Cardinal	7/18/2019	0
7/15/2019	Sooner Fashion Mall	Water	Isch & Associates	7/22/2019	7
7/23/2019	Opie's	Water	Anchor Engineering	7/30/2019	7
7/29/2019	Star Kids Day Care Center	Water	Morris Engineering	7/30/2019	1

### Private Water Well Permits Issued

5 Water Well Permits #19-2853, 3071, 3172, 3234, 3097 were issued for month of July.

Utilities Administration  
Monthly Capital Projects Report

Project Information				Design Information				Construction Information						
Project Number	Project Name	Ward	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contractor	Adjusted Amount	Amount Paid	Percent Change	Sched. %	Actual %	Complete Date
WAWB0292	WTP Phase II Improvements	6	Carollo	1617-94	5,071,870	4,949,669	98%							
WA0173	Master Meter Replacement	5,6	Staff	NA	-									
WA0212	Water Wells Water Rights Permitting	5,6	Cowan	1516-114	79,284	45,167	57%							
WA0212	Water Wells and Supply Lines	5,6	Garver	K-1617-94	74,800	74,800	100%							
WA0214	Water Well Blending	5,6	Carollo		-									
WA0235	Water Wells and Supply Lines	5,6	Carollo	1516-139	758,254	591,222	78%							
WA0235	Water Wells and Supply Lines	5,6	Garver	K-1617-94	306,790	188,279	61%							
WA0239	Waterline Segment D, Phases 3, 4 & 5	4	Poe & Associates	1617-93	194,000	104,086	54%							
WA0242	Robinson WL: WTP to 24th Ave NE	6	Freese and Nichols	1819-59	168,400	116,529	69%							
WA0242	Robinson WL: 24th Ave NE to 12th Ave NE	6	Jacobs											
WA0246	WL Replacement: Parsons Addition	2,4	Cabbiness	1819-87	125,900	7,400	6%							
WA0274	WTP Backwash Tower Rehab	6	Dunham Engineering	1819-56	30,000		0%							
WW0011	WW Flow Metering Phase 2		R/JN		-									
WA0195	Robinson/IL-35 WL Replacement Phase II	3	Alan Plummer	01314-111	628,060	552,326	88%							
WA0245	Waterline Replacement: Interstate Drive	8	Cardinal	1819-72	90,400	23,074	26%							
WW0050	WRF Effluent Truck Wash		APAI	1213-54	18,700	18,700	100%							
WW0058	Effluent Reuse at Composting Facility		APAI	1213-54	45,800	60,567	132%							
WW0202	SMP FYE 2014 Phase 2	2,8	Staff / Lemke	0910-55	50,010		0%							
WW0305	Lift Station Upgrades, FYE17	6,8	Lemke/CP&Y	0910-55	69,800	65,083	93%							
WW0307	Sewer Maintenance Project FYE 2017	6	Staff / Lemke	0910-55	78,400		0%							
WW0308	SE Lift Station Payback	5	Search, Inc.	TBA										
WW0316	Sewer Maintenance Project FYE 2018	2	Staff / Lemke	TBA	53,000		0%							
WW0321	Sewer Maintenance Project FYE 2019	2	Staff / Lemke	TBA										
WA0195	Robinson WL Replacement Phase III	3	Alan Plummer	1819-06										
WA0202	Gray/Main WL		Guernsey	1415-120	39,400	39,400	100%							
WA0224	Gray/Tonhawa Water Line		Guernsey	1415-120	87,200	14,325	16%							
WA0239	Waterline Segment D, Phase 5	7	Poe & Associates	1617-93	-	(see above)								
WA0328	WL Replacement: Flood-Robinson to Venture		CP&Y	1819-73	311,000		0%							
WW0050	Truck Wash/Container Rehab (SA0009)		Studio Architecture	TBA	18,700	18,700	100%							
WW0091	Lift Station D Force Main Phase 2		PEC	1617-66	55,800		0%							
WW0278	Summit Valley Interceptor		SMC Consultants	1718-130	54,000	11,000	20%							
WW0312	WRF Class A Sludge Co-Composting	7	Garver	1819-75	106,900	41,790	39%							
WA0240	24th NE WL: Robinson to Alameda	6	Cardinal/Atkins	TBA	-									
Totals					8,516,468	6,922,117	81.28%		36,884,225	22,164,379	60.09%			

**JULY 2019  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	July	Year to date
Fats, oil and grease (FOG) program	28	28
Food license approval	0	0
Significant Industrial Users	1	1
<b>Total inspections</b>	<b>29</b>	<b>29</b>

**ROUTINE ACTIVITIES**

	July	Year to date
Significant Industrial User sites sampled	1	1
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	25%
Household hazardous waste disposal calls	29	29
Immediate assistance requested	4	4

**REVENUE**

	July	Year to date
FOG Program	\$0.00	\$0.00
Surcharge	\$0.00	\$0.00
Lab Analysis Recovery	\$467.50	\$467.50
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$467.50</b>	<b>\$467.50</b>

**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 is researching implementation of the US Mayors' Climate Protection Agreement.
5. Met with representatives from Planning regarding solar installation.
6. Assisted board with Sustainable Yard of the Month.

**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 July 31, 2019, approximately 237,200 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. Staff is assisting with plans for a permanent HHW facility; visiting several permanent facilities, visited DEQ regarding permit requirements.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 20		FYE 19	
July, 2019	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	0	0	0
Property Owner Responsibility	13	13	14	14
TOTAL	13	13	14	14
Number of Feet of Sewer Cleaned:				
Cleaned	71,018	71,018	102,216	102,216
Rodded	1,735	1,735	2,175	2,175
Foamed	78,298	78,298	0	0
TOTAL	151,051	151,051	104,391	104,391
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	0	0
Private	1	1	0	0
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	1	0	0
Feet of Sewer Lines Televised	28,083	28,083	20,231	20,231
Locates Completed	251	251	291	291
Manholes:				
Inspected	1,013	1,013	766	766
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	0	0	0
Hours Worked at Lift Station	146	146	186	186
Hours Worked for Other Departments	0	0	0	0
OJI Percentage	0.00	0.00	0.00	2.02
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.49	0.46	0.390	0.43
Claims Paid Per 10,000 People	0	0.00	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 20		FYE 19	
July, 2019	MONTH	YTD	MONTH	YTD
New Meter Sets:	39	39	56	56
Number Short Sets	39	39	55	55
Number Long Sets	0	0	1	1
Average Meter Set Time	4.81	4.81	4.76	4.76
Number of Work Orders:				
Service Calls	369	369	337	337
Meter Resets	1	1	2	2
Meter Removals	0	0	3	3
Meter Changes	70	70	22	22
Locates Completed	536	536	411	411
Number of Water Main Breaks	14	14	19	19
Average Time Water Off	2.41	2.41	2.76	2.76
Fire Hydrants:				
New		0	2	2
Replaced	1	1	0	0
Maintained	80	80	55	55
Number of Valves Exercised	174	174	120	120
Feet of Main Construction	120	120	847	847
Hours of Main Construction	448	448	693	693
Meter Changeovers	11	11	0	0
OJI Percentage	0.48	0.48	0.00	0.16
Hours Flushing/Testing New Mains	72	72	37	37
Hours Worked Outside of Division	33	33	12	12

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
July 1-31, 2019

**Flow Statistics**

	<b>FYE 2020</b>		<b>FYE 2019</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	324.4	324.4	297.8	297.8
Total Effluent Flow (M.G.)	309.7	309.7	278.6	278.6
Influent Peak Flow (MGD)	12.1	12.1	13.4	13.4
Effluent Peak Flow (MGD)	11.0	11.0	13.4	13.4
Daily Avg. Influent Flow (MGD)	10.5	10.5	9.6	9.6
Daily Avg. Effluent Flow (MGD)	9.4	9.4	9.0	9.0
Precipitation (inches)	0.4	0.4	1.5	1.5

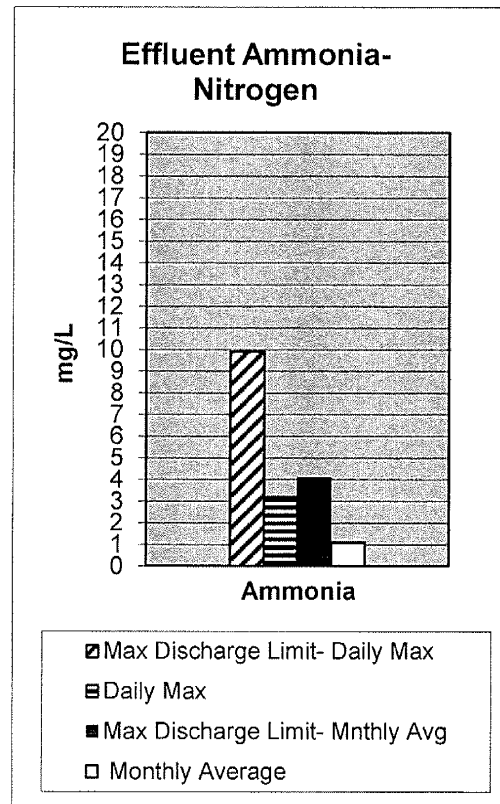
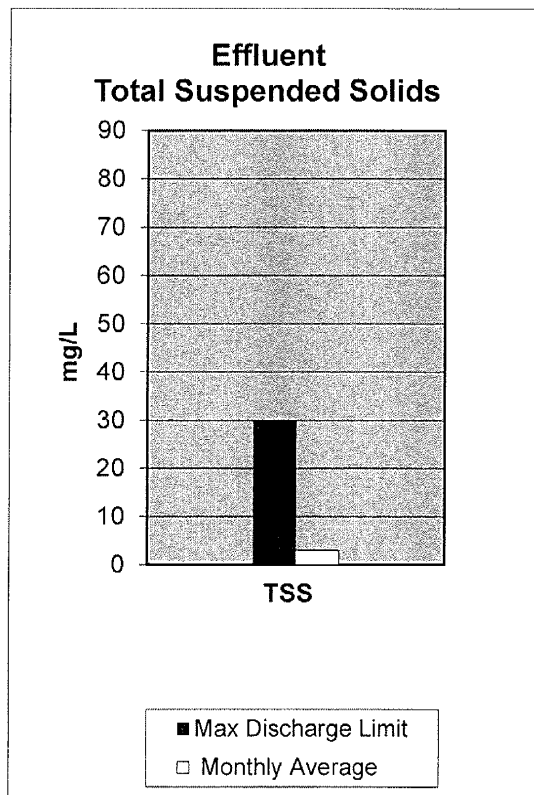
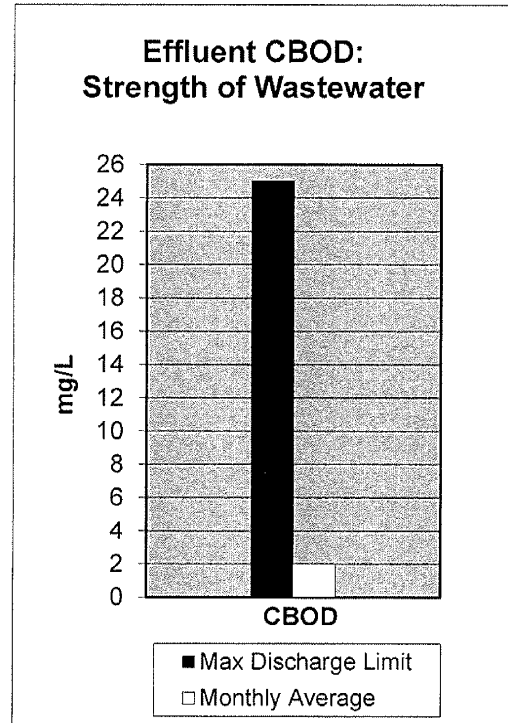
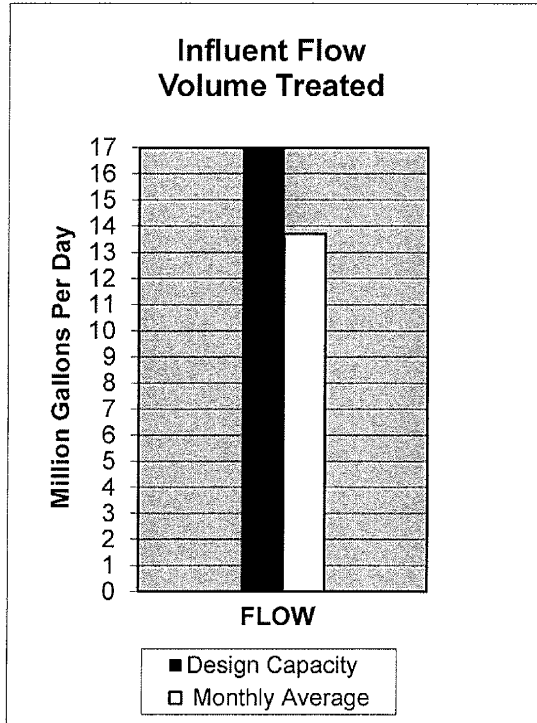
**Discharge Monitoring Report Stats**

5 day BOD:	EPA minimum percentage removal 85%	
	Avg.	Avg.
Influent Total (mg/l)	188	152
Effluent Carbonaceous Total	2	2
Percent Removal	98.9	98.7
Total Suspended Solids:		
Influent (mg/L)	405	179
Effluent (mg/L)	3	4
Percent Removal	99.3	97.8
Dissolved Oxygen:		
Influent (min)	0.4	0.2
Effluent (min)	7.0	5.6
pH		
Influent (Low)	7.2	6.92
(High)	7.5	7.40
Effluent (Low)	7.7	6.58
(High)	7.4	7.24
Ammonia Nitrogen		
Influent (mg/L)	25.7	22.3
Effluent (mg/L)	0.2	0.5
Percent Removal	99.2	97.8

**Utilities**

Electrical				
Total kWh Used (Plant wide)	432,580	432,580	446,640	446,640
Aeration Blowers & Headworks	113,800	113,800	162,900	162,900
UV Facility	97,000	97,000	64,600	64,600
Natural Gas				
Total cubic feet/day (plant wide)	434,000	434,000	280,000	280,000
Public Education (Tours)	1	9	0	0
Total Attendees FYE 20	9			
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	17.4	17.4	15.0	15.0
Fecal Coliform Geometric Mean for July 2019	16	(Limit is 200)		

**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
**July 2019**



Comments here

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

**WATER TREATMENT DIVISION**

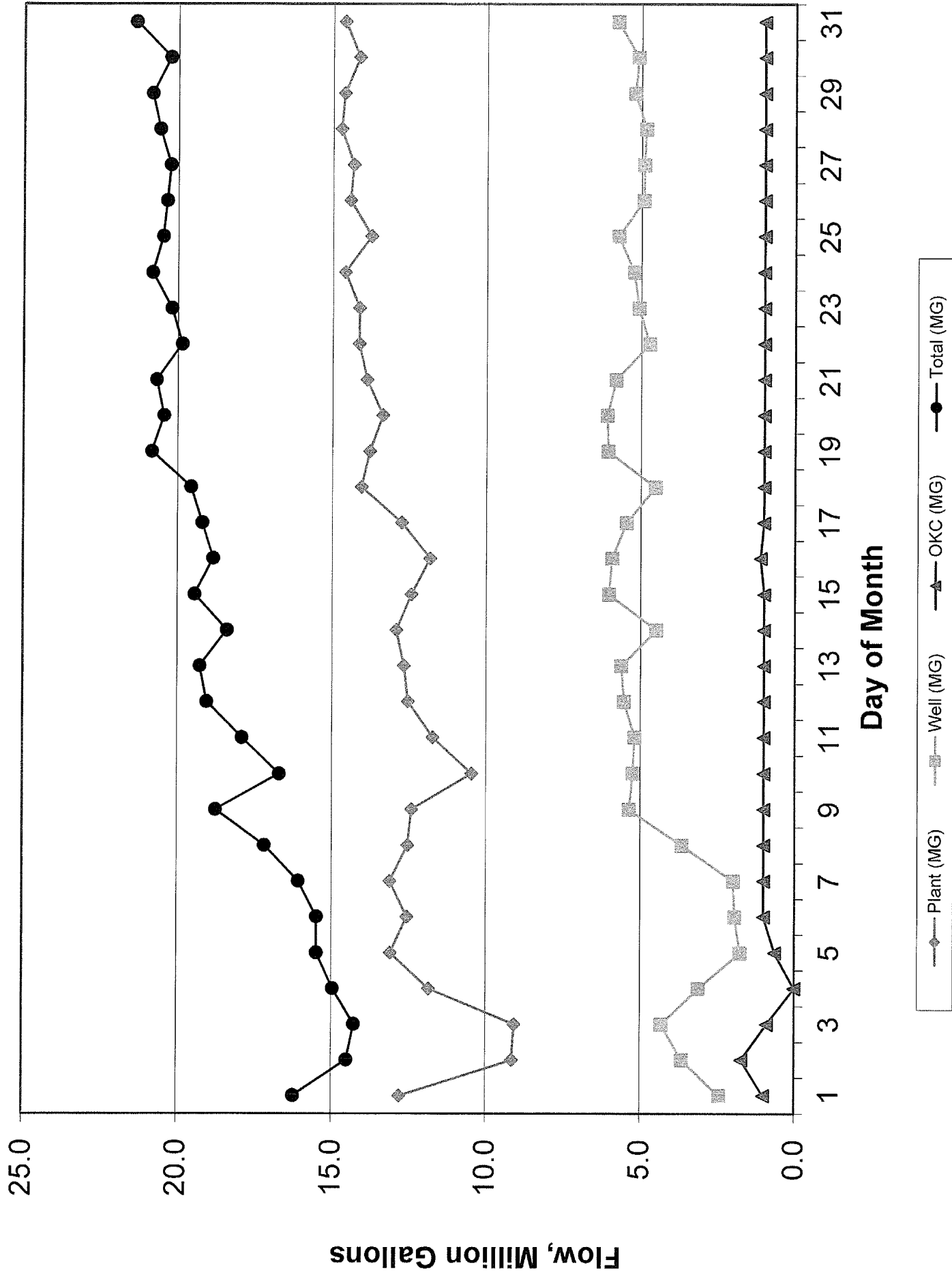
**MONTH: July-2019**

	<b>FYE 2020</b>		<b>FYE 2019</b>	
	<b><u>This month</u></b>	<b><u>Year to date</u></b>	<b><u>This month</u></b>	<b><u>Year to date</u></b>
<b>Water Supply</b>				
Plant Production (MG)	402.31	402.31	466.32	466.32
Well Production (MG)	145.76	145.76	50.21	50.21
Oklahoma City Water Used (MG)	30.31	30.31	32.22	32.22
Total Water Produced (MG)	578.38	578.38	548.75	548.75
Average Daily Production	18.66	18.66	17.70	17.70
<b>Peak Day Demand</b>				
Million Gallons	21.37	21.37	21.29	21.29
Date	7/31/2019	7/31/2019	7/16/2018	7/16/2018
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)				
<b>Costs</b>				
Plant	\$667,048.97	\$667,048.97	\$535,939.82	\$535,939.82
Wells	\$214,056.82	\$214,056.82	\$190,804.45	\$190,804.45
OKC	\$83,704.49	\$83,704.49	\$94,888.99	\$94,888.99
Total	\$964,810.28	\$964,810.28	\$821,633.26	\$821,633.26
<b>Cost per Million Gallons</b>				
Plant	\$1,658.06	\$1,658.06	\$1,149.29	\$1,149.29
Wells	\$1,468.55	\$1,468.55	\$3,800.36	\$3,800.36
OKC	\$2,761.52	\$2,761.52	\$2,945.13	\$2,945.13
Total	\$1,668.13	\$1,668.13	\$1,497.29	\$1,497.29
<b>Water Quality</b>				
Total Number of Bacterial Samples	80	80	80	80
Bacterial Samples out of Compliance	0	0	0	0
Total number of inquiries (Note 2)	4	4	10	10
Total number of complaints (Note 2)	2	2	4	4
Number of complaints per 1000 service connections	0.05	0.05	0.10	0.10
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
<b>Safety</b>				
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	1	1	1	1
<b>Public Education</b>				
Number of tours conducted	0	0	0	0
Number of people on tours	0	0	0	0

**Notes:**

Phase II construction - UV building 90% complete, chemical building - feed lines are being installed.  
Administration building electrical in progress. Staff repaired lime pinch valve failure on clarifier #4.  
Staff has went 3312 days without a lost time

# Water Production for July 2019



## SANITATION DIVISION PROGRESS REPORT

SUMMARY 2020

	FYE 19		FYE 20	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	3	3	1	1
<u>On The Job Injuries</u>	1	1	0	0
<u>Bulk Pickups</u>	49	49	42	42
<u>Refuse Complaints</u>	69	69	90	90
<u>New Polycarts Requests</u>	49	49	74	74
<u>Polycarts Exchanges</u>	15	15	15	15
<u>Additional Polycart Requests</u>	74	74	74	74
<u>Replaced Stolen Polycarts</u>	23	23	25	25
<u>Replaced Damaged Polycarts</u>	97	97	98	98
<u>Polycarts Repaired</u>	44	44	59	59

## COMPOST MONTHLY REPORT

JULY 2019

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	548.65
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,835.84
TONS BROUGHT IN BY PUBLIC:	760.00
TONS BROUGHT IN BY CONTRACTORS :	940.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	100.00
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 35,550.00
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 46,385.84
REVENUE COLLECTED FROM COMPOST SALES:	\$480.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00
TOTAL TONS COLLECTED	2,348.65

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		12
DRYING BEDS	120	
COMPOST SOLD BY CUBIC YARDS		145
MULCH SOLD BY CUBIC YARDS		
TOTAL:	120	157

# MONTHLY TRANSFER STATION REPORT

July 2019

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	213.78	\$9,828.40
COMMERCIAL TONS	1,493.84	\$77,743.50
CASH TONS:	485.07	\$23,050.22
BRUSH/YDS:		
PULL OFFS:	30.00	\$450.00
TOTALS:	2,222.69	\$111,072.12

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	458.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8561.27
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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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:	458.00
GRAND TOTAL TONS TO LANDFILLS	8,561.27

DISPOSAL COST PER TON (OKC)	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$169,085.08
GRAND TOTAL TIPPING FEE'S	\$169,085.08

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	656.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	4093.02
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	382.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2613.49
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1038.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	6706.51
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	101.38
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TOTAL TONS RECEIVED AT TRANSFER STATION	17591.85
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**CURBSIDE MONTHLY RECYCLING REPORT****Jul-19****PROGRAM STATISTICS**

	<b>AVERAGE MONTH</b>
SET OUT/PARTICIPATION RATE:	92%
AVERAGE TONS PER DAY :	16.82
POUNDS PER HOME:	31.96

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.24%	6.46
#1 PET	4.00%	20.85
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	75.85
MIX PAPER	38.26%	199.24
PLASTIC FILM	2.66%	13.87
#2 NATURAL	1.19%	6.2
#2 COLOR	1.09%	5.68
#3-#7	0.00%	0
METAL	0.59%	3.08
RIGIDS	1.41%	7.35
TIN-STEEL SCRAP	1.62%	8.44
TRASH	22.24%	115.93
OCC	11.15%	58.12
<b>TOTAL</b>	<b>100.00%</b>	<b>521.07</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	47
HOUSESIDE	6
REMINDER	6
SCATTERED	0
MISC.	0
REPAIR	20
NEW	54
ADD	13
MISSING	11
EXCHANGE	1
REPLACE	6
PICK UP	207
<b>TOTAL CALLS</b>	<b>371.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$10,291.13</b>

# Drop Center Report

JULY 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	0%	\$19.75	\$207.09
PLASTICS:	\$50.00	\$0.00						\$4,090.03
STEEL CANS:	\$25.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$10.00	\$0.00						

RECYCLING CENTER DATA:	#9	Fairgrounds	Hollywood
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	TONS	TONS	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.17	0.25	0.39	0.81	\$0.00	\$445.50	\$445.50
PLASTICS:	2.31	2.76	5.53	10.6	\$0.00	\$530.00	\$530.00
STEEL CANS:	0.48	0.54	1.16	2.18	\$0.00	\$54.50	\$54.50
MIXED OFFICE PAPER:		11.56	19.47	31.03	\$0.00	\$0.00	\$0.00
CARDBOARD:	1.48	19.98	22.86	44.32	\$0.00	\$443.20	\$443.20
RECYCLING CENTER TOTALS:	4.44	35.09	49.41	88.94	\$0.00	\$1,473.20	\$1,473.20

Cardboard	Other	Cardboard Containers	Compactors
TONS	Revenues	TONS	Revenues
60.02	\$600.20	13.37	\$133.70

Expenses	Average hrly+ benefits				
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	64	536.63	6	18	624.63
Labor \$	\$1,713.92	\$14,370.95	\$160.68	\$482.04	\$16,727.59
Vehicle cost	\$0.00	\$2,092.86	\$23.40	\$0.00	\$2,116.26

Revenue	Income	Expense	Net
	\$2,207.10	\$18,843.85	\$ (16,636.75)

Total All Recycle and Cardboard	Revenues
162.33	\$2,207.10

Total Recycle Only	Revenues
44.62	\$1,030.00

Total Cardboard	Revenues
117.71	\$1,177.10

