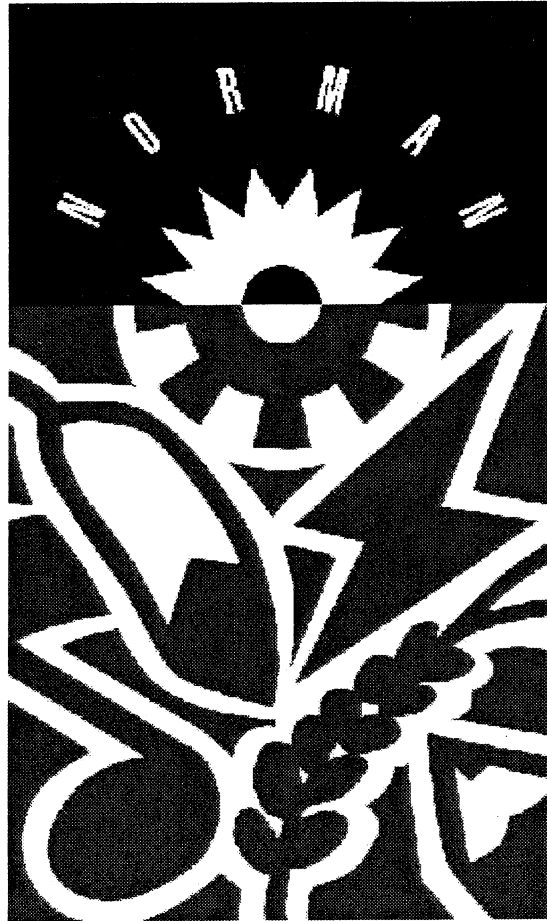


# City of Norman



## Monthly Departmental Report

**July 2020**

## **MONTHLY PROGRESS**

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**CITY CLERK 1**

**CITY CLERK  
MONTHLY PROGRESS REPORT  
July 2020**

**CITY CLERK**

<b>ACTION CENTER</b>				
<b>DEPARTMENT</b>	<b>CALLS</b>	<b>CALLS YTD</b>	<b>ADDITIONAL CONTACTS</b>	<b>ADDITIONAL CONTACTS YTD</b>
Animal Welfare	4	4	5	5
Bus Service	1	1	0	0
CDBG	4	4	2	2
City Clerk	642	642	5	5
City Manager/Mayor	32	32	33	33
City Wide Garage Sale	160	160	0	0
Code Enforcement	104	104	3	3
Finance	2	2	0	0
Fire/Civil Defense	3	3	0	0
Human Resources	7	7	0	0
I.T.	6	6	0	0
Legal	10	10	2	2
Line Maintenance	30	30	0	0
Municipal Court	2	2	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	31	31	27	27
Permits/Inspections	34	34	0	0
Planning	2	2	0	0
Police/Parking	69	69	18	18
Public Works	10	10	1	1
Recycling	0	0	0	0
Sanitation	81	81	2	2
Sidewalks	6	6	0	0
Storm Debris	(259)	(259)	0	0
Storm Water	20	20	25	25
Streets	61	61	4	4
Street Lights	14	14	0	0
Traffic	16	16	0	0
Utilities	166	166	0	0
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>July Total: 1618</b>	<b>1517</b>		<b>101</b>	

**LICENSES**

12 New licenses were issued and 13 renewals 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	0	0	Retail Beer	0	0
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	0	0	Retail Wine	1	1
Distiller	0	0	Salvage Yard	0	0
Food	8	8	Sidewalk Dining	1	1
Game Machines	0	0	Solicitor/Peddler (30 day)	0	0
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	0	0
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	3	3	Special Event	0	0
Medical Marijuana Grower	3	3	Strong Beer & Wine/Winemaker	1	1
Medical Marijuana Processor	1	1	Taxi/Motorbus/Limousine	2	2
Mixed Beverage	1	1	Temp Food (one day)	0	0
Mixed Beverage/Caterer	3	3	Temp Food (30 day)	1	1
Pawnbroker	0	0	Temp Food (180 day)	0	0
Pedicab	0	0	Transient Amusement	0	0
<b>YTD License Total: 25</b>					

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Alameda Market & Tackle	7500 Alameda Drive	Retail Wine
Brooks Peaceful Farms, L.L.C.	415 Highland Parkway	Medical Marijuana Grower
Diamond Dogs	753 Asp Avenue	Mixed Beverage/Caterer
JJ's Cannabis Cultivators, L.L.C.	8006 E. Rock Creek Road	Medical Marijuana Grower
Moon Sushi Bar & Asian Bistro	326 E. Main Street	Food Service / Sidewalk Dining
Shell Belles	331 White Street	Food Service
Top Terpz	704 Research Park Blvd. 110A	Medical Marijuana Processor

EXISTING ESTABLISHMENT/NEW OWNERS		
NAME	ADDRESS	LICENSE TYPE(S)
A-1 Taxi	3511 Charleston Rd.	Taxi/Motorbus/Limousine (2)
Diamond Dogs	753 Asp Avenue	Food Service

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
	Pops Pockets	

**CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
07/29/2020	Michelle Johnston	Claim for reimbursement of plumbing expenses that occurred on June 10, 2020 due to a water leak that is allegedly at the meter at 314 South Carter.	\$315.94
07/29/2020	Katelynn O'Neal	Additional claim for rental car fees.	\$180.73
07/28/2020	Beau Deen	Claim for reimbursement of plumbing expenses due to a City meter allegedly being misread and causing a high water bill. He hired a plumber to find the leak and the plumber stated there were no leaks at 115 South Carter Avenue in July 2020.	\$300.00

**LAWSUITS**

DATE FILED	NAME	JUSTIFICATION	Case No.
07/06/2020	Fraternal Order of Police and Bratcher/Miner Memorial Lodge, Lodge No. 122	Requesting the City be ordered to be restrained and enjoined from decreasing funding to the Police Department and reallocate \$865,000 to the Police Department budget. Petition also requests the CON pay court costs and attorney fees.	CJ-2020-661

**SPECIAL SESSION**

A City Council Special Session/Swearing in Ceremony was held on July 7, 2020 to discuss Ordinance O-1920-68 regarding compensation of the City Manager; Ordinance O-2021-3 mandating the use of face coverings; Administering Oaths of Office for Ward 2, Ward 4, Ward 6, and Ward 8; Election of Mayor Pro Tem; Election of a representative and an alternate to the Oklahoma Municipal League Board of Directors; Election of a representative to the Association of Central Oklahoma Governments Board of Directors; Election of a City Councilmember to serve on the Board of Trustees for the City of Norman Retirement System; Resolution R-2021-8, R-2021-15, R-2021-9, commending and extending appreciation to Joe Carter, Bill Scanlon, and Alexandra Scott for serving as a Councilmember in Norman.

A City Council Special Session was held on July 21, 2020 to adjourn into Executive Session.

**COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE**

A City Council Community Planning and Transportation meeting was held on July 30, 2020 to discuss Public Transit Ridership report for the month of June 2020; discussion regarding female cottonwood trees on public property; discussion related to temporary use of parking lots and/or spaces for outdoor dining uses.

**OVERSIGHT COMMITTEE**

A City Council Oversight meeting was held on July 9, 2020 to discussion to determine budget priorities for the community needs reserve fund; discussion regarding bans on neck holds, no-knock warrants and the use of civil asset forfeiture funds by the Police Department.

**FACILITY MAINTENANCE**

**1A**



**City of Norman Facility Maintenance  
June 2020 Monthly Hourly Materials Cost Report**

<b>Location</b>	<b>Labor Hrs</b>	<b>Labor Cost</b>	<b>Materials Cost</b>	<b>Total</b>
<b>Misc</b>				
Facility Maint	25.50	\$803.14	\$306.05	\$1,109.19
City Hall	5.00	\$157.69	\$0.00	\$157.69
Bldg A	6.00	\$187.06	\$109.98	\$297.04
Bldg B	6.00	\$189.77	\$22.34	\$212.11
Bldg C	4.00	\$128.32	\$0.00	\$128.32
Bldg D	3.00	\$93.53	\$0.00	\$93.53
Animal Control	1.00	\$32.08	\$0.00	\$32.08
Parks	4.00	\$128.32	\$0.00	\$128.32
Park Maint	4.00	\$128.32	\$0.00	\$128.32
Rec Centers	1.00	\$32.08	\$0.00	\$32.08
Fire Stations	3.00	\$96.24	\$0.00	\$96.24
Fleet	6.00	\$192.48	\$25.59	\$218.07
Library	3.00	\$88.11	\$0.00	\$88.11
Senior Center	1.00	\$32.08	\$0.00	\$32.08
Fire Admin	2.00	\$58.74	\$0.00	\$58.74
Pistol Range	2.00	\$58.74	\$0.00	\$58.74
<b>Total</b>	<b>76.50</b>	<b>\$2,406.70</b>	<b>\$463.96</b>	<b>\$2,870.66</b>
<b>Electrical</b>				
Facility Maint	0.00	\$0.00	\$82.83	\$82.83
City Hall	50.00	\$1,566.06	\$626.69	\$2,192.75
Bldg A	7.00	\$219.14	\$154.81	\$373.95
Bldg B	8.50	\$267.26	\$0.00	\$267.26
Bldg C	6.50	\$208.52	\$29.53	\$238.05
Bldg D	5.00	\$149.56	\$0.00	\$149.56
Library	1.00	\$29.37	\$0.00	\$29.37
NIC	4.50	\$132.17	\$0.00	\$132.17
Animal Welfare	3.00	\$88.11	\$0.00	\$88.11
Fire Stations	18.50	\$543.35	\$173.00	\$716.35

**City of Norman Facility Maintenance  
June 2020 Monthly Hourly Materials Cost Report**

Parks	21.50	\$659.91	\$160.13	\$820.04
Rec Centers	12.00	\$374.12	\$0.00	\$374.12
Senior Center	36.00	\$1,152.17	\$412.59	\$1,564.76
WW Golf	7.00	\$205.59	\$190.61	\$396.20
WW Tennis	9.50	\$304.76	\$0.00	\$304.76
Sanitation	10.00	\$296.41	\$49.75	\$346.16
Wells	11.00	\$336.62	\$0.00	\$336.62
WTP	8.00	\$240.38	\$0.00	\$240.38
Traffic	10.50	\$308.39	\$0.00	\$308.39
Fleet	16.50	\$484.61	\$0.00	\$484.61
Line Maint	3.00	\$88.11	\$0.00	\$88.11
NIC	4.50	\$132.17	\$0.00	\$132.17
Pistol Range	2.00	\$58.74	\$0.00	\$58.74
WRF	28.00	\$822.36	\$406.17	\$1,228.53

**Total** **\$2,286.11** **\$10,821.82**

**HVAC**

Facility Maint	0.00	\$0.00	\$401.40	\$401.40
City Hall	24.00	\$750.32	\$0.00	\$750.32
Bldg A	11.50	\$332.17	\$0.00	\$332.17
Bldg B	19.00	\$575.22	\$0.00	\$575.22
Bldg C	20.00	\$622.00	\$0.00	\$622.00
Bldg D	12.00	\$384.96	\$0.00	\$384.96
Library	12.50	\$352.00	\$8.54	\$360.54
Water Towers	8.00	\$256.64	\$0.00	\$256.64
Animal Control	1.00	\$27.18	\$0.00	\$27.18
NIC	16.00	\$513.28	\$0.00	\$513.28
Special Ops	2.00	\$57.36	\$0.00	\$54.36
Fire Admin	5.00	\$155.50	\$0.00	\$155.50
Fire Stations	35.00	\$1,000.30	\$212.93	\$1,213.23
Parks	11.50	\$312.57	\$0.00	\$312.57
Rec Centers	33.50	\$988.88	\$78.27	\$1,067.15

**City of Norman Facility Maintenance  
June 2020 Monthly Hourly Materials Cost Report**

<b>WW Golf</b>	7.00	\$214.76	\$0.00	\$214.76
<b>WW Tennis</b>	9.00	\$274.02		\$274.02
<b>Firehouse Art</b>	4.00	\$128.32	\$0.00	\$128.32
<b>Sooner Theatre</b>	8.00	\$237.04	\$0.00	\$237.04
<b>Senior Center</b>	11.50	\$332.17	\$0.00	\$332.17
<b>WTP</b>	19.50	\$608.41	\$0.00	\$608.41
<b>WRF</b>	3.50	\$95.13	\$0.00	\$95.13
<b>Sanitation</b>	1.00	\$27.18	\$0.00	\$27.18
<b>Streets</b>	10.00	\$291.40	\$11.04	\$302.44
<b>Stormwater</b>	4.00	\$108.72	\$0.00	\$108.72
<b>Fleet</b>	1.00	\$27.18	\$35.82	\$63.00
<b>Traffic</b>	1.00	\$27.18	\$0.00	\$27.18
<b>Line Maint</b>	1.00	\$27.18	\$0.00	\$27.18

**Total** 291.50 \$8,724.07 \$748.00 \$9,472.07

**Plumbing**

<b>Bldg A</b>	2.00	\$64.16	\$0.00	\$64.16
<b>Bldg B</b>	20.00	\$641.60	\$23.68	\$665.28
<b>Bldg D</b>	3.00	\$88.11	\$0.00	\$88.11
<b>City Hall</b>	1.00	\$32.08	\$0.00	\$32.08
<b>Parks</b>	22.00	\$705.76	\$19.52	\$725.28
<b>WW Golf</b>	14.00	\$449.12	\$0.00	\$449.12
<b>Fire Stations</b>	10.00	\$318.09	\$18.79	\$336.88
<b>Rec Centers</b>	7.00	\$224.56	\$33.30	\$257.86
<b>Sooner Theatre</b>	3.00	\$96.24	\$0.00	\$96.24
<b>Pistol Range</b>	3.00	\$96.24	\$0.00	\$96.24
<b>Fleet</b>	3.00	\$96.24	\$0.00	\$96.24
<b>Santa Fe Depot</b>	8.00	\$256.64	\$222.10	\$478.74

**Total** 96.00 \$3,068.84 \$322.64 \$3,391.48

**City of Norman Facility Maintenance  
June 2020 Monthly Hourly Materials Cost Report**

<b>Custodial</b>						
	<b>Bldg A</b>	102.00	\$1,616.51	\$253.07	\$1,869.58	
	<b>Bldg B</b>	135.00	\$2,018.39	\$244.32	\$2,262.71	
	<b>Bldg C</b>	102.00	\$1,616.51	\$253.07	\$1,869.58	
	<b>City Hall</b>	102.00	\$1,616.51	\$253.07	\$1,869.58	
	<b>Facility Maintenance</b>	75.00	\$1,769.25	\$131.25	\$1,900.50	
	<b>Library</b>	5.00	\$117.95	\$790.66	\$908.61	
	<b>Fire Stations</b>	24.00	\$566.16	\$103.27	\$669.43	
	<b>Total</b>	<b>545.00</b>	<b>\$9,321.28</b>	<b>\$2,028.71</b>	<b>\$11,349.99</b>	
	<b>Total</b>	<b>1288.00</b>	<b>\$32,056.10</b>	<b>\$5,885.42</b>	<b>\$37,906.02</b>	

**CITY MANAGER            2**

**COMMUNITY RELATIONS**

**2A**



**NORMAN FORWARD 2B**





## Memorandum

**To:** The City of Norman  
**From:** ADG - Jason Cotton, Randy Hill, Bill Harrell, Sarah Margaret Hendrickson, AJ Kirkpatrick  
**ADG Project Number:** 16-003  
**ADG Project Name:** Norman FORWARD  
**Date:** 08.06.2020  
**Re:** July 2020 Monthly Report

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**REPORT PERIOD:** July 1 through July 31, 2020

### WORK THIS MONTH

1. Wednesday, July 1, 2020 | 10:30 a.m. | Norman Forward Marketing Meeting
  - a. On-going discussion of marketing strategy for upcoming Norman Forward projects
2. Thursday, July 2, 2020 | 9:00 a.m. | Ruby Grant/Softball-Adult Football Kick-off Meeting
  - a. On-going discussion of project schedules, budgets, and critical issues
3. Monday, July 6, 2020 | 10:30 p.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
4. Tuesday, July 7, 2020 | 10:00 a.m. | Ruby Grant Park OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
5. Wednesday, July 8, 2020 | 9:00 a.m. | August Election Educational Committee
  - a. Weekly meeting to discuss August G.O. Bond issues
6. Monday, July 13, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
7. Tuesday, July 14, 2020 | 10:00 a.m. | Griffin 3B On-site observation meeting
  - a. Consultant/Owner on-site meeting to evaluate grow-in period progress
8. Wednesday, July 15, 2020 | 9:00 a.m. | August Election Educational Committee
  - a. Weekly meeting to discuss August G.O. Bond issues
9. Monday, July 20, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
10. Tuesday, July 21, 2020 | 10:00 a.m. | Ruby Grant Park OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
11. Wednesday, July 22, 2020 | 9:00 a.m. | August Election Educational Committee
  - a. Weekly meeting to discuss August G.O. Bond issues
12. Thursday, July 23, 2020 | 10:30 a.m. | Municipal Complex Budget Meeting
  - a. Meeting to discuss current budget status for Municipal Complex Project
13. Monday, July 27, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
14. Tuesday, July 28, 2020 | 10:00 a.m. | Griffin 3B On-site observation meeting
  - a. Consultant/Owner on-site meeting to evaluate grow-in period progress
15. Tuesday, July 28, 2020 | 6:30 p.m. | City Council Meeting
  - a. Items relating to Norman Forward Projects on Agenda

16. Wednesday, July 29, 2020 | 9:00 a.m. | August Election Educational Committee
  - a. Weekly meeting to discuss August G.O. Bond issues
17. Thursday, July 30 2020 | 9:00 a.m. | Westwood Tennis Surface Review
  - a. Consultant/Owner/Contractor Meeting to Review Slab Resurfacing
18. Thursday, July 30, 2020 | 10:00 a.m. | Development Center Hardware Meeting
  - a. Owner discussion with Consultant on Hardware for Development Center
19. July 2020 Construction Observation Site Visits
  - a. Central Library: 8
  - b. Ruby Grant: 10
  - c. Griffin Phase III-B: 8

#### WORK ANTICIPATED THE UPCOMING MONTH (August 2020)

- Griffin Park Master Plan Phase III-B-Grow-In Period from 2020-6-6 to 2020-8-6
- Griffin N.W. Fields, 100% C.D.'s in progress by PDG, L.L.C.
- Central Library-Final Completion-Landscaping and Release of Retainage Plan with MSR
- Reaves Park- SDs for enhanced design programing meetings
- Ruby Grant - CDs for enhanced design programing meetings/CMaR working on GMP estimate for additional work
- Ruby Grant Park OAC Meetings 2020-8-4 and 2020-8-18 at 10:00 a.m.
- North Base Complex- CDs complete
- Indoor Aquatic Facility- SDs for enhanced design programing meetings
- Indoor Multi-Sport-SDs for enhanced design programing meetings
- Senior Wellness Center – SDs for enhanced design programing meetings
- Softball and Football- Adult Football Kick-off Meeting
- SDs for enhanced design programing meetings
- Norman Forward- Bond Election August 25, 2020
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

#### PROJECT STATUS

- East Library
  - a. Schedule: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
  - c. In operation
- Central Library
  - a. Schedule: Construction contract awarded April 25, 2017
  - b. Budget: Within budget
  - c. In operation
- Westwood Family Aquatic Center
  - a. Schedule: Opening Celebration on May 26, 2018
  - b. Budget: Final Pay App approved on July 24, 2018
  - c. In operation
- Griffin Park
  - a. Griffin Park Master Plan-Amendment #4 approved by Council for PDG, L.L.C., to provide additional professional Schematic Design Services for the Griffin Park Sports Complex Budget:
- Griffin Park Phase III-A
  - a. Schedule: Final Pay App Released
  - b. Budget: Within budget

- c. Issues: No known issues
- Griffin Park Phase III-B
  - a. Schedule: Notice to Proceed: 2/10/20
  - b. Substantial Completion issued on 6/15/20
  - c. Budget: Within budget
  - d. Issues: No known issues
- Reaves Park Phase I
  - a. Schedule: Amendment #1 approved by Council for Haiff Associates, Inc. to provide additional professional Schematic Design Services for the Reaves Park Sports Complex Project
  - b. Budget: Budget alignment 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-Contractor agreed to re-paint courts at no cost to City
- Ruby Grant
  - a. Schedule: Construction in progress
  - b. Budget: In budget
  - c. Issues: No known issues
- Indoor Multi-Sport Facility
  - a. Schedule: Amendment #1 approved by Council to FSB, P.C. to provide additional professional Schematic Design Services
  - b. Budget: pending August Bond Results
  - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
  - a. Schedule: Amendment #1 approved by Council to FSB, P.C. to provide additional professional Schematic Design Services
  - b. Budget: pending August Bond Results
  - c. Issues: site/operator/MOU determination
- Senior Wellness Center
  - a. Schedule: Amendment #1 approved by Council to FSB, P.C. to provide additional professional Schematic Design Services
  - b. Budget: pending August Bond Results
  - c. Issues: funding source determination, operator/MOU determination, Council site resolution approved on May 14, 2019
- Softball and Football
  - a. Amendment #1 approved by Council to Howell and VanCuren, Inc., to provide Conceptual Design Phase
  - b. Budget: pending August Bond Results
  - c. Issues: No known issues
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan
  - c. Implementation Plan: Revised/Updated September 30, 2019
  - d. Issues: No known issues
    - Continued discussion regarding August Bond Election
    - Continued discussion regarding AE contract amendments
    - Continued discussion regarding Indoor Aquatic Center operating budget
    - Continued discussion regarding Senior Wellness Center budget/funding source

- Continued discussion regarding Senior Wellness Center operator/fees
- Continued discussion regarding budget deficit for all Norman Forward projects

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



CITY OF NORMAN

Department of Finance  
Monthly Report – July 2020

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 27,960 total payments. The Treasury division processed 1,395 credit card utility payments, a decrease of -3% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,698 credit card utility payments, a decrease of -6% from last month. Utility customers also have the option of paying on the City of Norman website, however, online credit card payments were suspended for the month of July while the City transitioned to a new credit card processor. The Municipal Court processed 532 credit card payments for court fines, an increase of 4.3% 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 \$8,922 in convenience fees in the month of July.

Utility Services Division:

The Meter Reading Division read 33,843 meters. Out of 77 meter reading routes, 18 (23%) were read within the targeted 30-day reading cycle. 38 routes (49%) were read by the 31st day, and all routes were read by the 34th day. Ten 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 -15.9%. Revenues from the City's largest single source of revenue, sales tax, are below target by -.1% for the year to date and 5.1% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 21 Budget To Date	FYE 21 Actual To Date	FYE 20 Actual To Date	FYE 19 Actual To Date
Sales Tax Revenue	\$3,721,901	\$3,718,474	\$3,536,698	\$3,422,361
General Fund Revenue	\$7,080,436	\$5,952,005	\$5,497,435	\$4,939,969
General Fund Expenses	\$7,104,037	\$5,976,812	\$10,890,786	\$5,351,199

## Administration Division

	FYE 21		FYE 20	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	320.00	320.00
Total Comp Time Available	3.75	3.75	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	323.75	323.75	320.00	320.00
Benefit Hours Taken	76.00	76.00	38.00	38.00
TOTAL ACCOUNTABLE STAFF HOURS	247.75	247.75	282.00	282.00
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

**ACCOUNTING 3A**



## Accounting Division

	FYE 21		FYE 20	
	July	YTD	July	YTD
Total Regular Hours Available	960.00	960.00	960.00	960.00
Total Comp Time Available	3.00	3.00	19.75	19.75
Total Overtime Hours	6.00	6.00	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
<b>TOTAL HOURS AVAILABLE</b>	<b>969.00</b>	<b>969.00</b>	<b>979.75</b>	<b>979.75</b>
Benefit Hours Taken	110.75	110.75	143.50	143.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>858.25</b>	<b>858.25</b>	<b>836.25</b>	<b>836.25</b>
 <b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	5.00	5.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>

**CITY REVENUE REPORTS**

**3B**

## City Revenue Report

	FYE 21	FYE 20	
	July	June	
Total Revenue Received (\$)	\$4,671,456	\$4,699,761	(\$28,305)
Utility Payments - Office (#)	40,012	43,270	(3,258)
Utility Payments - Office (\$)	\$4,150,443	\$4,071,917	\$78,526
Lockbox (#)	16,113	17,841	(1,728)
Lockbox (\$)	\$1,740,191	\$1,706,840	\$33,351
IVR Credit Card (#)	1,698	1,808	(110)
IVR Credit Card (\$)	\$161,883	\$168,783	(\$6,900)
Click to Gov (#)	0	567	(567)
Click to Gov (\$)	\$0	\$102,358	(\$102,358)
Paymentus (#)	\$8,000	\$7,604	\$396
Paymentus (\$)	\$717,886	\$711,574	\$6,312
UT Credit Card Payments (#)	1,376	1,437	(61)
UT Credit Card Payments (\$)	\$170,838	\$181,986	(\$11,148)
Art Donations (#)	0	0	0
Art Donations (\$)	\$0	\$0	\$0
Bank Draft Payments (#)	8,586	9,155	(569)
Bank Draft Payments (\$)	\$842,400	\$757,144	85,256
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	430	150	280
Processed Return Checks (\$)	(\$35,265)	(\$12,243)	(\$23,022)
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$120,505	\$646,096	(\$525,591)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$969,632	\$194,663	\$774,969
Municipal Court - Credit Card (#)	532	510	22
Municipal Court - Credit Card (\$)	\$113,956	\$101,928	\$12,028
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$305,184	\$322,453	(\$17,269)
Building Permits Credit Card (#)	274	325	(51)
Building Permits Credit Card (\$)	\$188,868	\$202,635	(\$13,767)
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$5,163	\$5,542	(\$379)
Occupational License - Bldg Insp. CC (#)	26	25	1
Occupational License - Bldg Insp. CC (\$)	\$4,663	\$4,042	\$621
Business License - City Clerk (\$)	\$10,685	\$33,485	(\$22,800)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	2,268	2,417	(149)
Convenience Fees - All Payments (\$)	\$6,804	\$7,251	(\$447)
Bank Drafts Billed (#)	8,586	8,573	13
Bank Drafts Billed (\$)	\$1,015,892	\$795,034	\$220,858
Interdepartmental Billing (#)	181	180	1
Interdepartmental Billing (\$)	\$41,499	\$30,129	\$11,370
Accounts Receivable Billed (\$)	\$142,574	\$517,049	(\$374,475)

## Budget Services Division

	FYE 21		FYE 20	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	160.00	160.00
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
<b>TOTAL HOURS AVAILABLE</b>	<b>320.00</b>	<b>320.00</b>	<b>160.00</b>	<b>160.00</b>
Benefit Hours Taken	16.00	16.00	16.00	16.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>304.00</b>	<b>304.00</b>	<b>144.00</b>	<b>144.00</b>
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Treasury Division

	FYE 21		FYE 20	
	July	YTD	July	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	800.00	800.00	800.00	800.00
Total Comp Time Available	14.00	14.00	21.25	21.25
Total Overtime Hours	15.75	15.75	15.50	15.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>829.75</b>	<b>829.75</b>	<b>836.75</b>	<b>836.75</b>
Benefit Hours Taken	179.50	179.50	191.75	191.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>650.25</b>	<b>650.25</b>	<b>645.00</b>	<b>645.00</b>
<b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**UTILITY 3C**

## Utility Division

	FYE 21		FYE 20	
	July	YTD	July	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	2,720.00	2,720.00	2,560.00	2,560.00
Total Comp Time Available	23.25	23.25	0.00	0.00
Total Overtime Hours	30.75	30.75	45.00	45.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>2,774.00</b>	<b>2,774.00</b>	<b>2,605.00</b>	<b>2,605.00</b>
Benefit Hours Taken	610.25	610.25	330.50	330.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>2,163.75</b>	<b>2,163.75</b>	<b>2,274.50</b>	<b>2,274.50</b>
 <b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Office Services

	FYE 21		FYE 20	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	160.00	160.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	9.50	9.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>320.00</b>	<b>320.00</b>	<b>169.50</b>	<b>169.50</b>
Benefit Hours Taken	16.00	16.00	28.75	28.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>304.00</b>	<b>304.00</b>	<b>140.75</b>	<b>140.75</b>
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	114.50	114.50
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	1.50	1.50
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>116.00</b>	<b>116.00</b>
Benefit Hours Taken	0.00		7.00	7.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>109.00</b>	<b>109.00</b>
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Drive-up Window and Mail Payments

	FYE 20 June	FYE 21 July
Mail Payments - Lockbox	17,841	16,113
Mail Payments - Office	349	475
<b>Mail Payments - Subtotal</b>	<b>18,190</b>	<b>16,588</b>
Night Deposit	177	279
Click-to-Gov Payments	567	0
Paymentus Payments	7,604	8,000
IVR Payments	1,808	1,698
<b>Without assistance payments - Subtotal</b>	<b>10,156</b>	<b>9,977</b>
Drive-up window & inside counter	0	0
Credit Card machine payments (swipe)	805	818
Credit Card machine payments (phone)	633	577
<b>With assistance payments - Subtotal</b>	<b>1,438</b>	<b>1,395</b>
<b>Total Payments Processed - Subtotal</b>	<b>29,784</b>	<b>27,960</b>
Bank Draft (ACH) Payments	9,155	8,586
<b>Total Payments (Utility)</b>	<b>38,939</b>	<b>36,546</b>
Total Convenience Fees - all Payments	2,417	2,268
<b>Grand Total Payments</b>	<b>41,356</b>	<b>38,814</b>

## Traffic Counter at Drive-up Facility

Night Drop *	0	0
8-5 Drive-up Window Customers *	0	0
<b>Total Traffic Counter</b>	<b>0</b>	<b>0</b>

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

## Meter Reading Division

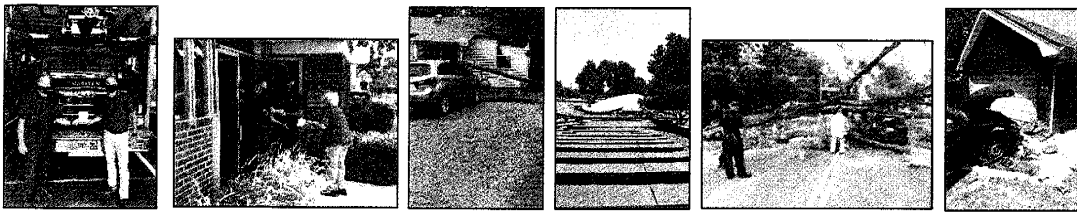
	FYE 21		FYE 20	
	July	YTD	July	YTD
Number of Meters Read	33,843	33,843	44,728	44,728
New Service	1,152	1,152	1,145	1,145
Request for Termination	1,090	1,090	1,135	1,135
Delinquent On(s)	1	1	273	273
Delinquent Offs	0	0	418	418
Collect Deposit Tags Hung	17	17	18	18
Collect Deposit Cut Offs	12	12	2	2
Blue Tags	20	20	35	35
Number of Meters Re-read	634	634	1,139	1,139
Meters Cleaned	113	113	115	115
Customer Assists	137	137	89	89
Meters Pulled	0	0	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	77	77	84	84
TOTAL	37,096	37,096	49,181	49,181

## Utility Division Activity Report

	FYE 21		FYE 20	
	July	YTD	July	YTD
STATUS REPORT				
Regular Utility Accounts Billed	43,178	43,178	42,538	42,538
New Ons	1,459	1,459	1,308	1,308
Final Accounts Billed	997	997	1,055	1,055
TOTAL ACCOUNTS BILLED	45,634	45,634	44,901	44,901

**FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report July 2020

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	23	1.58%
2 - Overpressure Rupture, explosion, Overheat - No Fire	2	0.14%
3 - Rescue & emergency	815	55.98%
4 - Hazardous Conditions (No Fire)	95	6.52%
5 - Service Call	119	8.17%
6 - Good Intent Call	289	19.85%
7 - False Alarm & False Call	82	5.63%
8 - Severe Weather & Natural Disaster	1	0.07%
9 - Special Incident Type	1	0.07%
Incomplete Reports	29	1.99%
<b>Total Incident Count (Unique Calls)</b>	<b>1456</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>1853</b>	

Total Fire Loss \$166,000.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	271	275	0:04:35
<b>Station #2</b>	215	332	0:05:32
<b>Station #3</b>	240	326	0:05:26
<b>Station #4</b>	174	328	0:05:28
<b>Station #5</b>	74	491	0:08:11
<b>Station #6</b>	52	553	0:09:13
<b>Station #7</b>	147	337	0:05:37
<b>Station #8</b>	81	317	0:05:17
<b>Station #9</b>	199	373	0:06:13

### Community Outreach

4th of July	1 Fireworks Show Stand-By & 2 neighborhood parades
Tours & Drive-By Appearances	2 birthday drive-by Request

### Burn Permits

Burn Permits Issued	204	Total of 21 burn days
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### Training

Total Personnel Training Hours	1942	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

July 2020

## 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
NFD2	1							1		
Chief 301	35	10	2	3	5	1	1	8	3	2
Chief 302	24	5	7	2		2	2		3	3
Chief 303	12	3	1	3		2		2	1	
Chief 304	11	4	1	3				1	1	1
Engine 1	290	270	4	4		1		6	1	4
Brush 1	9	8		1						
Ladder 1	16	5	1	2	2			4	1	1
Engine 2	224	1	215		3	1		3	1	
Brush 2	4		4							
Ladder 2	16	4	2	2	3			3	1	1
Engine 3	260	7	2	241	1	1		2		6
Brush 3	4			3						1
Engine 4	187	3	3		173			4	4	
Brush 4	5		1		2				2	
Engine 5	74					73	1			
Brush 5	50					49	1			
Tanker 5	8					7	1			
Engine 6	29			1		8	17	1		2
Brush 6	62			1		8	52			1
Rescue Boat 6	2					1	1			
Rescue 7	2							1	1	
Squad 7	193	16	7	9	4	1		145	5	6
Rescue Boat 7	1					1				
Engine 8	92				4			7	80	1
Brush 8	5				1				4	
Tanker 8	2				1				1	
Engine 9	218	8		4		2	2	4	1	197
Brush 9	4						1			3
Brush 92	1	1								
Tanker 9	3					2	1			
Fire Marshal 2	4	2		1		1				
Fire Marshal 3	2	1				1				
Fire Marshal 4	1	1								
Fire Marshal 5	2	2								
	<b>1853</b>	<b>351</b>	<b>250</b>	<b>280</b>	<b>200</b>	<b>161</b>	<b>80</b>	<b>192</b>	<b>110</b>	<b>229</b>

**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
July 2020**

**Fire Review Coordinator Activities**

<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Building Permits/Development Review Team		15	30
Inspections		21	24
Citizen Calls for Information		6	2
Training			32
Meetings		10	12
<b>Totals</b>		<b>52</b>	<b>100</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: July 2020
<b>Mitigation:</b>	
Siren System	98% functional, Unit 34 awaiting circuit board
<b>Preparedness:</b>	
Siren silent test each morning at 0700	Provided information on the current status of the system
Amateur Radio "Elmer" Night	Each Tuesday, currently being held in combination of VTC and in person, respecting social distancing
State Emergency Management radio check	Provides opportunity to test emergency communications over various media
Provided presentation to the State Individual Assistance Office by VTC	Subject was lessons learned from grant writing, Do's and Don'ts
South West EM Meeting in Chickasha	July 9
Amateur Radio Meeting	July 11, masking required
Completed OK-First Recertification	July 28
<b>Response:</b>	
Weather response	Very early the morning of July 11, brought straight line winds of 80 mph, severe lightning and thunderstorms. Vegetative debris mainly, with some public damage
<b>Recovery:</b>	
Applied for State Assistance for the July 11 storm.	Submitted the State application for damage assistance on July 24. Maximum assistance will be \$100,000. Damage estimated over \$300,000.



## **HUMAN RESOURCES**

**5**

## HUMAN RESOURCES

### Monthly Report

July, 2020

#### ADMINISTRATION

##### A. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed July 2020 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Coordinated United Way Kickoff Meetings
- Assembled United Way packets and distributed

#### BENEFITS

- Conducted two (2) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciliation of health, dental, and supplemental products
- Held one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately 252 phone calls and one-on-one meetings to discuss benefits and claims
- Conference call with Gallagher regarding Wellness providers and plan options to help reduce insurance costs
- Training regarding new Payroll System – 6.5 days
- Completed 1 hr. webinar “New federal agency guidance for COVID-19 return-to-work and workplace issues” provided by McAfee & Taft law firm
- Meeting with Washington National Client Manager regarding universal life insurance
- HUB International GoToMeeting regarding health plan financial viability in the era of COVID-19

#### PERSONNEL ACTIONS

##### New Hires – 7

Dept./Div.	Position	Number of Employees
Public Works/ADA	ADA Technician	1
Utilities/Sanitation	Sanitation Worker I	1
City Clerk/Custodial Svs	Custodian (PPT)	1
City Council	Councilmember (PT)	3
Parks/Westwood Pool	Lifeguard (PT)	1

##### Separations – 32

Dept./Div.	Position	Number of Employees
Public Works/Traffic	Traffic Signal Tech	1
Public Works/Stormwater	Crew Chief	1
Public Works/Fleet	Transit Support Tech (PPT)	1
Utilities/Water Line Maint.	Utility Distribution Worker I	1
Police/Patrol	Police Officer	2

Police/Patrol	Police Captain	1
Police/Patrol	Police Sergeant	3
Police/Patrol	Police Lieutenant	1
Police/Investigations	Administrative Technician III	1
Parks/Recreation	Recreation Supervisor	1
Parks/Recreation	Recreation Center Spec. (PT)	1
Parks/Westwood Golf	Golf Course Attendant (PT)	1
Parks/Westwood Pool	PT Pool personnel	17

### Promotions – 1

Dept./Div.	Position	Number of Employees
Planning and Comm. Dev./Adm	Planning Services Manager	1

### SURVEYS

No surveys conducted this month.

### RECRUITMENT

Accepted applications for the following positions:

Department/Division	Position
City Clerk's Office/Facility Maintenance	Custodian (PPT)
Parks & Recreation/Recreation	Food & Beverage Tech I (PT)
Parks & Recreation/Recreation	Food & Beverage Tech II (PT)
Parks & Recreation/Westwood Pool	Lifeguard (PT)
Parks & Recreation/Recreation	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Public Works/Administration	ADA Technician
Public Works/Engineering	Administrative Technician III
Public Works/Fleet	Field Service Mechanic II
Public Works/Fleet	Transit Support Technician (PPT)
Public Works/Traffic	Traffic Signal Technician
Utilities/Administration	Capital Projects Engineer
Utilities/Administration	Director of Utilities
Utilities/Sanitation	Sanitation Worker I
Utilities/Sewer Line Maintenance	Utility Collection Worker I
Utilities/Sewer Line Maintenance	Utility Collection Worker II
Utilities/Water Line Maintenance	Utility Distribution Worker I
Utilities/Water Reclamation Facility	Maintenance Worker I

### Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	300	Written Exams	3
Phone	350	Practical Testing/Assessment Ctr	0
Mail	220	Panel Board Interviews	9
Email	195	Promotions	1
Total Subscribers on E-mail Vacancy List	997	Oral Interviews	2
Total Visits to HR website	0	Hiring/Promotion Board	1

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	6	Advertisements Placed	21
Pre-Employment Drug Screens	5	Applications Received	140
Pre-Employment Physicals	3	Job Announcements Emailed	60
Pre-Employment OSBI	3	Job Announcements to CON Depts.	301

## **TRAINING AND DEVELOPMENT**

Conducted training for two (2) 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
- Coordinated training with Oklahoma Rural Water Association for forty-three (43) employees to earn credit hours toward water license certification
- Conducted one (1) Fitness for Duty Meetings (Police)
- Conducted two (2) new employee orientations

### **Recordable Injuries – 5**

<b>Dept./Division</b>	<b>Nature of the Injury</b>	<b>Activity</b>	<b>Prognosis</b>
Fire/Suppression	Strained left leg	While transporting patient, stepped off porch & felt pain in left leg	Work restrictions
Parks & Rec. Aquatics Center	Dislocated right shoulder	While swimming, shoulder became dislocated	Physical therapy
Police/Animal Welfare	Dog bite to left arm	While giving dog a treat, officer was bit on left arm area	Released to duties
Public Works/Fleet	Metal fragment in right thigh	While hammering gear box, metal flew into leg	Work restrictions
Public Works/Fleet	Laceration to face & bruised clavicle	Kickback on chainsaw caused small laceration to facial area & bruised clavicle	Released to duties

### **Recordable Injuries per calendar year. CY 2020 is current year to date:**

<b>2020</b>	<b>2019</b>	<b>2018</b>
22	65	71

### **Vehicle Collisions - 4**

<b>Division</b>	<b>Description of Collision</b>	<b>Status</b>
Parks & Recreation/Park Maintenance	Driver's foot slipped off of brake causing City vehicle to rear-end vehicle at intersection resulting in damage to both vehicles	"At Fault"

Utilities/ Line Maintenance	City vehicle was hit on the driver side bumper while crew was away from the vehicle	“No Fault”
Utilities/ Sanitation	As City vehicle was turning left, another driver crossed the lane striking the driver’s side right bumper	“No Fault”
Utilities/ Sanitation	As driver was attempting to back up into parking lot, the vehicle behind him was out of sight causing it to be hit resulting in minor damage to said vehicle	“At Fault”

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

2021	2020	2019	2018	2017	2016
2	3	8	5	17	13

**INFORMATION TECHNOLOGY**

**6**

**CITY OF NORMAN**

Information Technology Department  
Monthly Report – July 2020.

Working projects for the IT Department are as follows:

<b>Project</b>	<b>Description/improvement anticipated</b>	<b>Status</b>
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 Financials, and is currently in the implementation phase for Advanced Utilities for utility billing, and EAM for Work Orders, Intellitime for Time and Attendance. Munis for HR Module also began in Jan 2020.
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 finalized 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.	Complete: The City has completed full implementation and gone live with the updated city website as of 3 June 2020.
Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a	Awaiting Approval possible launch in FYE21

	redundant loop for the WTP and EOC incase of lost service from the main connection.	
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.	Complete.
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centrats	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 Centrats	In Progress



<p>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.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centracs</p>	<p>Complete</p>
<p>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.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	<p>In Progress</p>
<p>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.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	<p>Expected completion in Q1 or Q2 2019</p>
<p>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.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	<p>In Progress</p>
<p>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</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	
<p>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.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	

### 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 2020.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 21 emails from the groups shown were sent from city servers using city resources – of those 23,382 were delivered to outside mailboxes for the month of July 2020. The city servers generated mass communications to Norman citizens of 23,382 messages from only 21 sent (see **IT Table 2**).

### Email Security Appliance:

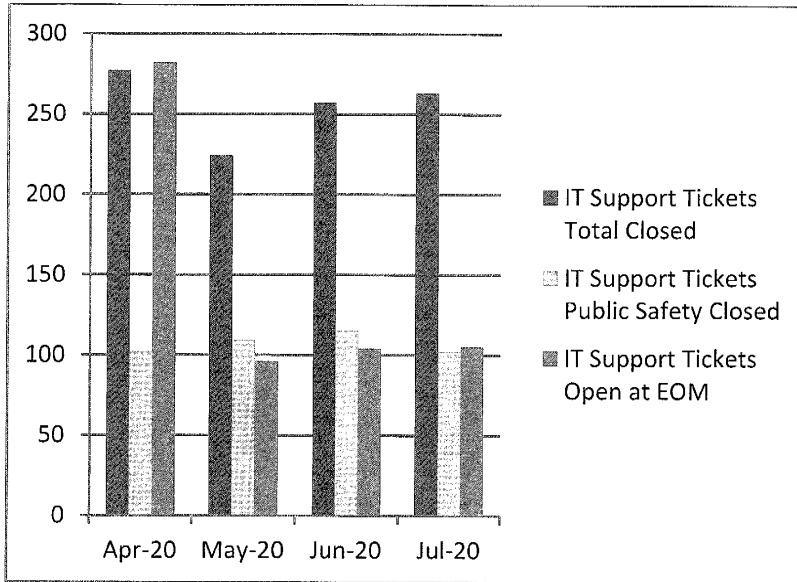
The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 558,939 attempted incoming and 86,967 outgoing messages for the month of July 2020. Incoming messages totaling 374,215 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 67% of our inbound mail. This high percentage 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 and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the email filter appliance 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 2020, the City of Norman's web site had 130,123 individual web sessions access the web site for 287,947 total page views. Of those sessions, 69,356 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 June 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**

<b>July 2020 LIST SERVER REPORT</b>			
<b>Group</b>	<b>Active Members</b>	<b>Mailings</b>	<b>Total Delivered</b>
Affirmative Action Group	20	3	60
Job Posting	994	3	2982
Norman News	1356	15	20340
Westwood Golf	627	0	0
Westwood Golf Members	41	0	0
Westwood Men's Clinic	14	0	0
Westwood Men's Golf Assoc.	52	0	0
Westwood Women's Clinic	34	0	0
Westwood Women's Golf Assoc.	2	0	0
<b>Totals</b>	<b>3140</b>	<b>21</b>	<b>23382</b>



# Executive Summary

mail.ci.norman.ok.us

**01 Jul 2020 00:00 to 31 Jul 2020 23:59 (GMT -05:00)**
**Data in time range: 100.0 % complete**

### Incoming Mail Graph

### Incoming Mail Summary

Message Category	Percentage	Count
<input checked="" type="checkbox"/> Stopped by Reputation Filtering	61.5%	343,580
<input type="checkbox"/> Stopped as Invalid Recipients	0.8%	4,476
<input type="checkbox"/> Spam Detected	4.5%	24,984
<input type="checkbox"/> Virus Detected	0.0%	94
<input checked="" type="checkbox"/> Detected by Advanced Malware Protection	0.0%	1
<input checked="" type="checkbox"/> Messages with Malicious URLs	0.1%	671
<input checked="" type="checkbox"/> Stopped by Content Filter	0.2%	1,080
<input checked="" type="checkbox"/> Stopped by DMARC	0.0%	0
<input checked="" type="checkbox"/> S/MIME Verification/Decryption Failed	0.0%	0
<b>Total Threat Messages:</b>	<b>67.0%</b>	<b>374,215</b>
<input type="checkbox"/> Marketing Messages	12.0%	67,321
<input checked="" type="checkbox"/> Social Networking Messages	0.8%	4,533
<input checked="" type="checkbox"/> Bulk Messages	7.3%	40,603
<b>Total Graymails:</b>	<b>20.1%</b>	<b>112,457</b>
<input type="checkbox"/> S/MIME Verification/Decryption Successful	0.0%	0
<input type="checkbox"/> Clean Messages	12.9%	72,267
<b>Total Attempted Messages:</b>		<b>558,939</b>

### Outgoing Mail Graph

### Outgoing Mail Summary

Message Category	Percentage	Count
<input type="checkbox"/> Spam Detected	0.0%	0
<input type="checkbox"/> Virus Detected	0.0%	0
<input checked="" type="checkbox"/> Detected by Advanced Malware Protection	0.0%	0
<input checked="" type="checkbox"/> Messages with Malicious URLs	0.0%	0
<input checked="" type="checkbox"/> Stopped by Content Filter	0.1%	46
<input checked="" type="checkbox"/> Stopped by DLP	0.0%	0
<input type="checkbox"/> Clean Messages	99.9%	86,983
<b>Total Messages Processed:</b>		<b>87,029</b>

Hard Bounces	3.8%	3,265
Delivered	96.2%	83,702
<b>Total Messages Delivered:</b>		<b>86,967</b>

mail.ci.norman.ok.us - 01 Aug 2020 01:00 (GMT -05:00)

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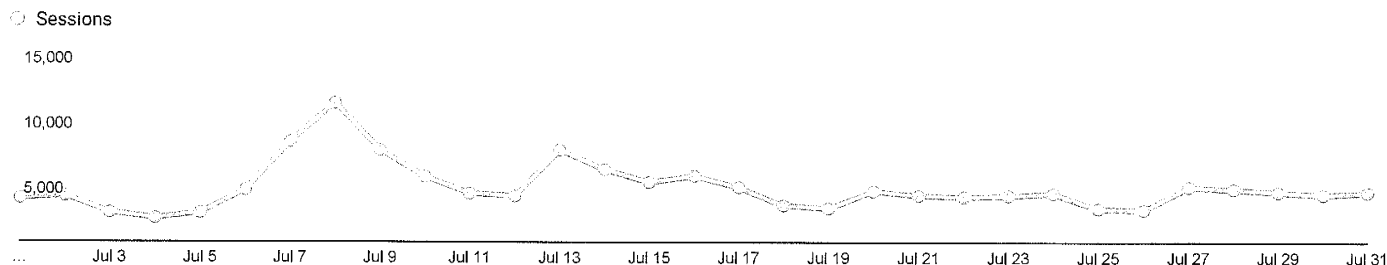
1

### Site Traffic

All Users  
100.00% Sessions

Jul 1, 2020 - Jul 31, 2020

Report Tab



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	<b>130,123</b> % of Total: 100.00% (130,123)	<b>2.21</b> Avg for View: 2.21 (0.00%)	<b>287,947</b> % of Total: 100.00% (287,947)	<b>81,462</b> % of Total: 100.00% (81,462)	<b>69,356</b> % of Total: 100.05% (69,323)	<b>43.31%</b> Avg for View: 43.31% (0.00%)	<b>00:01:38</b> Avg for View: 00:01:38 (0.00%)
1. 08	<b>10,668</b> (8.20%)	2.08	22,218 (7.72%)	8,881 (7.96%)	6,198 (8.94%)	35.62%	00:01:43
2. 07	<b>7,704</b> (5.92%)	2.54	19,602 (6.81%)	6,459 (5.79%)	4,472 (6.45%)	34.46%	00:01:35
3. 13	<b>7,076</b> (5.44%)	1.96	13,879 (4.82%)	6,172 (5.53%)	3,950 (5.70%)	57.69%	00:01:41
4. 09	<b>7,060</b> (5.43%)	2.11	14,923 (5.18%)	5,967 (5.35%)	3,862 (5.57%)	41.44%	00:01:55
5. 14	<b>5,570</b> (4.28%)	2.14	11,945 (4.15%)	4,773 (4.28%)	2,710 (3.91%)	50.04%	00:01:43
6. 16	<b>5,084</b> (3.91%)	2.09	10,634 (3.69%)	4,373 (3.92%)	2,610 (3.76%)	47.15%	00:01:39
7. 10	<b>5,031</b> (3.87%)	2.22	11,176 (3.88%)	4,402 (3.94%)	2,758 (3.98%)	41.13%	00:01:41
8. 15	<b>4,590</b> (3.53%)	2.20	10,091 (3.50%)	3,842 (3.44%)	2,251 (3.25%)	44.03%	00:01:40
9. 27	<b>4,248</b> (3.26%)	2.27	9,633 (3.35%)	3,586 (3.21%)	2,106 (3.04%)	43.55%	00:01:44
10. 17	<b>4,224</b> (3.25%)	2.12	8,946 (3.11%)	3,619 (3.24%)	2,146 (3.09%)	44.27%	00:01:44

Rows 1 - 10 of 31



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**July 2020 Report**  
**(Submitted August 14, 2020)**

**MONTHLY HIGHLIGHTS:**

Vargas v. City of Norman, et al., CJ-2019-1090 (K); CIV-2019-805 (K, B)

Judgement was granted in favor of all defendants in April 2000 and the time for Plaintiff to appeal this ruling has expired. Accordingly, this case will no longer appear on the Monthly Report.

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)

On April 13, 2020, the Oklahoma Supreme Court denied the City's petition for certiorari. The mandate returning this case to the district court for a decision regarding appellate attorney fees was issued on July 8, 2020. This issue was recently resolved by the parties, and thus this case will no longer appear on the Monthly Report.

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

On June 18, 2020, the mandate affirming the district court's ruling regarding class certification was issued by the Oklahoma Supreme Court. The district court now has jurisdiction to resolve the underlying claims alleged by Plaintiff.

City of Norman v. Arce, Case No. CM-2020-483 (March 13, 2020)

This is an appeal from the City's municipal court from a conviction for interference with official property. The appeal was heard by the district court on July 10, 2020. The district court found the defendant guilty and fined him \$500 plus court costs. This case will no longer appear on the Monthly Report.

**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, CJ-2012-262; CIV-12-234 W (K) supra

Doughty v. Centralsquare Technologies LLC, et al., CJ-2020-451; CIV-2020-451 (K, B)

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)

Magnum Energy, Inc. v. Board of Adjustment for the City of Norman, Case No. SD-117912 (M): On  
Rodgers v. City of Norman, Case No. DF-118,420 (K)

**COURT OF CRIMINAL APPEALS**

None

**CLEVELAND COUNTY DISTRICT COURT**

**A. General Lawsuits**

227 McCullough L.L.C. v. BNS Railway Co., et al., CV-2019-2036 (K, M)

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

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

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

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

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

Doughty v. Centralsquare Technologies LLC, et al., CJ-2020-451

This case was removed to federal court. See Doughty v. Centralsquare Technologies LLC, et al., CIV-20-500 (K)

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

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)

FOP v. City of Norman, CJ-2020-661 (K)

This case was filed on July 2, 2020. It arises out of Council's decision to amend the FYE 2021 budget. A hearing on the City's motion to dismiss is set for August 28, 2020.

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

Henderson, Randolph, Wilk, Green v. City of Norman, IAFF, Travis King., CJ-2016-610 LW

Hinckley v. City of Norman, CM-2016-1048 SS (K)

McCarver v. City of Norman, CJ-2013-128 TS (K)

Ohlsen v. City of Norman, CJ-2019-1506 (K)

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

Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

Webb, et al. v. City of Norman, et al., CJ-2018-4756 (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. Tietsort Revocable Trust, et al., CJ-2013-775 (M)

City of Norman v. Chris Walker and Catherine Madera, CJ-2020-564 (M): A First Amended Petition was filed June 30, 2020 that substituted new Mortgagee parties in the action and dismissed the original Mortgagee party. A new hearing to Appoint Commissioners was set for August 18, 2020.

**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):

**D. *Municipal Court Appeals***

**E. *Small Claims Court***

Almost Home Investment, et al. v. City of Norman, Case No. SC-2014-3027 (K)  
Riden v. City of Norman, et al., SC-2020-1995 (K)  
This case was filed on July 6, 2020. It alleges damage to a septic system as a result of negligent road design.

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

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

AFSMCE Grievance FYE 20-4 (Wray – Security Concerns)

AFSCME Grievance FYE 20-5 – (Baze – Discipline)

AFSCME Grievance FYE 20-9 – (Barksdale – Discipline)

IAFF Grievance FYE 18 – (Baldwin Training)

IAFF Grievance FYE 18 – (Wilk Training)

IAFF Grievance FYE 19 – (Palmer – Light Duty)

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

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

IAFF Grievance FYE 20 – (NREMT Recertification Policy)

IAFF Grievance FYE 20 – (Probationary Firefighter Evaluation)

IAFF Grievance FYE 20 – (Harris – Leave Without Pay)

IAFF Grievance FYE 20 – (Line of Duty Death Guidebook)

IAFF Grievance FYE 20 – (OJI Paperwork – New World Reporting Requirement)

IAFF Grievance FYE 20 – (Leaving “Districts” for Physical Training)

IAFF Grievance FYE 20 – (New Firefighter Reassignment)

IAFF Grievance FYE 20 – (Smith Disability Retirement)

IAFF Grievance FYE 20 – (Wilkins – Leave)

IAFF Grievance FYE 20 – (Covid-19 Policy)

IAFF Grievance FYE 21 – (Abdication of Enforcement Responsibilities)

IAFF Grievance FYE 21 – (Failure to Property Promote)

IAFF Grievance FYE 21 – (Insurance Premium Rate Increase)

IAFF Grievance FYE 21 – (Mask Distribution)

IAFF Grievance FYE 21 – (Smith – Improper Compensation)

IAFF Grievance FYE 21 – (New Position Agreement Violation)

FOP Grievance FYE 18 – (Burriss and Hackbarth – Discipline)

FOP Grievance FYE 19 – (Deese – Discipline)

FOP Grievance FYE 20 – (Maldonado - Termination)

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

None

**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 2020. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 19	FYE 20	FYE 21	FYE 19	FYE 20	FYE 21	FYE 19	FYE 20	FYE 21
JULY	421	640	545	21	35	23	12	15	16
AUG	1,130	683		24	10		15	15	
SEPT	412	497		28	17		13	14	
OCT	445	581		45	23		14	18	
NOV	300	390		14	9		5	11	
DEC	279	444		2	25		3	12	
JAN	561	522		43	32		15	15	
FEB	540	597		16	22		14	13	
MAR	1139	420		13	22		10	7	
APR	491	104		23	0		12	0	
MAY	626	137		34	2		14	0	
JUNE	542	528		31	25		14	9	
TOTALS / YTD	6,886	5,543	545	294	222	23	141	129	16

**WORKERS' COMPENSATION COURT**

The total number cases pending as of July 2020 are 14. During the Month of July 2020, there was one new workers compensation case filed and one settlement approved. A court order is set to be

considered by Council in August 2020. 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	FYE21 CASES	FYE20 CASES	FYE19 CASES	FYE18 CASES
Fire	Suppression	5		2	4	3
Parks/Rec.	Park Maintenance	2			1	1
Planning	Development Services					
Police	Animal Welfare	2	1	1		1
Police	Patrol	4		2	1	1
Police	Administration					
Public Works	Street Maintenance	1		1	3	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	1		1		2
Utilities	Sanitation					
<b>TOTALS</b>		<b>15</b>	<b>1</b>	<b>7</b>	<b>9</b>	<b>9</b>

***List of Pending Cases***

Adams, Malia Jessie v. City of Norman, CM-2020-01069 Q

(Police, Animal Welfare, Animal Welfare Officer, R. Hip, Low Back with Radicular Symptoms, Mid-Back Consequential)

Adams, Travis S. v. City of Norman, CM-2018-06545 A

(Parks & Rec, Park Maintenance, Irrigation Tech, L. Shoulder, Back, Neck)

Amason, Amber v. City of Norman, WCC 2012-12306 K

(Police, Patrol, MPO, Intestinal/Parasite/Infection)

**Baskeyfield, Henry L v. City of Norman, CM-2020-03971 A**

***(Police/Animal Control/AWO, Low Back)***

**Crawley, Frank v. City of Norman, CM-2019-07594 Y**

***(Fire, Suppression, Captain, R. Ankle)***

***A settlement in the above case was approved by Council on July 14, 2020 and will no longer appear on the monthly report.***

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K

(Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)

Landrum, Sean v. City of Norman, CM-2019-05618 L

(Utilities, Water Maintenance, Utility Distribution Worker II, Head, Headaches, Face, Jaw, Teeth, Tongue, Neck, and R. Shoulder)

McGrane, Edward v. City of Norman, CM-2018-03311 J

(Fire, Suppression, Firefighter, L. Shoulder/Arm+Cervical, Neck)

**Morgan, James Darin v. City of Norman, CM-2019-07496 L**

***(Police, Narcotics, MPO, Bilateral Ears)***

***A court order filed July 27, 2020 in the above case will be considered by Council August 11, 2020.***

Mosley, Kent v. City of Norman, CM-2020-00585 X

(Police, Patrol, Sergeant (Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks)

Pack, Robert v. City of Norman, CM 2017-06285 K

(PW, Street Maintenance, HEO; Low Back/Reopen Request)

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)

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

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

Wilkins, Levi v. City of Norman, CM-2019-05323 X

(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)

**TORT CLAIMS**

The following is a breakdown of the Tort Claims activity through July 2020.

DEPARTMENT	FYE 21 Month	FYE 21 YTD	FYE 20	FYE 19	FYE 18
Animal Control					1
Fire			4		3
Other	1	1	10	9	11
Parks			6	6	5
Planning					1
Police			5	10	6
Public Works – other			3		
Public Works – Stormwater			2		6
Public Works – Engineering			2		2
Public Works – Streets	1	1	11	6	11
Utilities – Water	3	3	11	12	12
Utilities – Sanitation	1	1	12	10	11
Utilities – Sewer			5	3	5
<b>TOTAL CLAIMS</b>	<b>6</b>	<b>6</b>	<b>71</b>	<b>56</b>	<b>74</b>

CURRENT CLAIM STATUS	FYE 21 TO DATE	FYE 20	FYE 19	FYE 18
Claims Filed	6	71	56	74
Claims Open and Under Consideration	5	8	1	0
Claims Not Accepted Under Statute/Other	1	10	8	11

Claims Paid Administratively	0	12	10	18
Claims Paid Through Council Approval	0	12	11	12
Claims Resulting in a Lawsuit for FY	0	0	4	4
Claims Barred by Statute (No Further Action Allowed)	0	15	21	30
Claims in Denied Status (Still Subject to Lawsuit)	0	14	1	0

**EXPUNGEMENTS**

The following represents a breakdown of the Expungement Requests considered by the City Attorney’s Office through July 2020.

MONTH	REQUESTS			COMPLETED		
	FYE21	FYE20	FYE19	FYE21	FYE20	FYE19
JULY	20	11	18	9	6	20
AUG		15	27		32	6
SEPT		8	21		17	11
OCT		14	15		22	22
NOV		12	24		15	23
DEC		13	11		22	13
JAN		16	15		20	28
FEB		14	31		14	7
MAR		1	25		14	13
APR		9	8		9	15
MAY		15	17		4	14
JUNE		20	16		16	8
<b>TOTALS/YTD</b>	<b>20</b>	<b>148</b>	<b>228</b>	<b>9</b>	<b>191</b>	<b>180</b>

**MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
JULY - FY '21**

**CASES FILED**

	<u>JULY</u>	<u>FY21</u>	<u>Y-T-D</u>	<u>JULY</u>	<u>FY20</u>	<u>Y-T-D</u>
Traffic	695		695	1,708		1,708
Non-Traffic	421		421	227		227
SUB TOTAL	1,116		1,116	1,935		1,935
Parking	182		182	1,152		1,152
<b>GRAND TOTAL</b>	<b>1,298</b>		<b>1,298</b>	<b>3,087</b>		<b>3,087</b>

**CASES DISPOSED**

	<u>JULY</u>	<u>FY21</u>	<u>Y-T-D</u>	<u>JULY</u>	<u>FY20</u>	<u>Y-T-D</u>
Traffic	1059		1059	1,306		1,306
Non-Traffic	306		306	257		257
SUB TOTAL	1,365		1,365	1,563		1,563
Parking	120		120	818		818
<b>GRAND TOTAL</b>	<b>1,485</b>		<b>1,485</b>	<b>2,381</b>		<b>2,381</b>

**REVENUE**

	<u>JULY</u>	<u>FY21</u>	<u>Y-T-D</u>	<u>JULY</u>	<u>FY20</u>	<u>Y-T-D</u>
Traffic	\$97,013.54		\$97,013.54	\$144,118.97		\$144,118.97
Non-Traffic	\$26,877.23		\$26,877.23	\$33,541.54		\$33,541.54
SUB TOTAL	\$123,890.77		\$123,890.77	\$177,660.51		\$177,660.51
Parking	\$2,615.00		\$2,615.00	\$18,112.00		\$18,112.00
<b>GRAND TOTAL</b>	<b>\$126,505.77</b>		<b>\$126,505.77</b>	<b>\$195,772.51</b>		<b>\$195,772.51</b>



MUNICIPAL COURT - MONTHLY REPORT  
JULY 2020

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

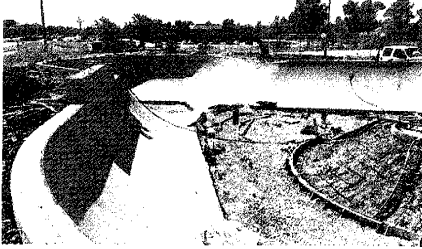
The Early Settlement – Norman Mediation Program accepted 47 new cases and closed 82 cases during the month of July 2020. 2 Mediations were held.

**PARKS AND RECREATION**

**9**

## Park Planning Activities July 2020

### Andrews Park Skate Park



Work continues on the new Blake Baldwin Skate Park project. The large concrete bowl feature was the main focus in July. Also, the concrete pad was placed for the new half-pipe; and that structure will start being framed next month. As that work is completed, crews will begin grading the area for the street course plaza features and access paths. The engineering team is finalizing lighting layout and pricing details for the fixtures to be purchased and installed during construction by a separate contractor, who will coordinate

with American Ramp Company. The project will continue throughout the summer; and will include new artwork/logo design for the park name, which we are working with the Baldwin family to approve. Final dirt work, access routes and landscaping will be coordinated by Park Planning staff as the work nears completion later this fall.

### NORMAN FORWARD Andrews Park

The RFP is being released for the Andrews Park project's artwork, as is done with many of the NORMAN FORWARD projects. The committee will review submissions this summer and work to select an artist as soon as possible. The park did receive damage from a wind storm in mid-July; with the saddle-span structure over the amphitheater stage being destroyed. We are working on replacement costs and options this week; and will coordinate that work with the planned addition of shade over some of the seating area at the site.

### Bicycle Planning

We received notice that Norman has once again been awarded "Bronze"-level designation as a Bicycle Friendly Community from the League of American Cyclists. The committee will review the report card feedback from the League, and advise the City on how we can take more steps towards becoming even more bike-friendly in the coming years. The current designation goes through 2024.



### NORMAN FORWARD Ruby Grant Park

Crews continue their progress on the construction of the restrooms, shelters, trails, and parking areas throughout the park. Supplemental watering is scheduled to help establish grass coverage in drill-seeded areas, which have begun germination, on the cross-country trails and practice fields. We are receiving delivery of various site furnishings and disc golf course equipment and are working with the contractor (Crossland Construction) to continue the development of the dog park area.

### NORMAN FORWARD Neighborhood Parks

Crews finished the perimeter concrete around the new playground equipment at Rotary Park. The installation of the synthetic turf fall-surface will be done in August, which will complete that part of the park revision. We are also working to coordinate the demolition of the old restroom at Rotary Park to make way for constructing a new building, per the contract awarded in July. Cavins Construction will build the new building. Also, the final round of replacement park signs is ready for installation, and we will begin the work of removing the old signs and placing the new sign frames this summer. The last signs will be installed at Russell Bates, Canadian Trails, Kiwanis, Lions, Vineyard, Sequoyah Trail, and Chisholm's Cattle Trail Parks as part of the overall neighborhood park improvement project.

**JULY 2020  
PARK MAINTENANCE DIVISION**

Park Maintenance staff performed routine trash removal, landscape bed maintenance and mowing in City Parks as well as cleared trails and inspected playground equipment. Crews removed storm debris and broken limbs from City Streets and Parks following a storm event that occurred July 5th.

<b>SAFETY REPORT</b>	<b>FYE-21MTD</b>	<b>FYE-21YTD</b>		<b>FYE-20MTD</b>	<b>FYE-20YTD</b>
On-The-Job Injuries	0	0		0	0
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man</b>	<b>Hours</b>		<b>Total Man</b>	<b>Hours</b>
		<b>YEAR-TO-DATE</b>			<b>YEAR-TO-DATE</b>
Mowing	81.00	81.00		191.00	191.00
Trim Mowing	1004.50	1004.50		1312.00	1312.00
Chemical Spraying	49.00	49.00		67.50	67.50
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	1.00	1.00		0.00	0.00
Tree & Stump Removal	0.00	0.00		0.00	0.00
Tree Trimming/Limb Pick-Up	165.00	165.00		6.00	6.00
Restroom/Trash Maintenance	225.00	225.00		440.00	440.00
Play Equipment Maintenance	0.00	0.00		58.00	58.00
Sprinkler Maintenance	54.00	54.00		31.00	31.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	66.00	66.00		4.50	4.50
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	0.00	0.00		48.50	48.50
Nursery Maintenance	0.00	0.00		0.00	0.00
Flower/Shrub Bed Maintenance	154.00	154.00		9.00	9.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	0.00		0.00	0.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	189.50	189.50		161.25	161.25
Material Pick-Up	10.25	10.25		8.75	8.75
Miscellaneous	67.00	67.00		66.50	66.50
Shop Time	36.00	36.00		0.00	0.00
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	0.00	0.00		38.00	38.00
Graffiti Clean-Up	0.00	0.00		0.00	0.00
Water Fountains	0.00	0.00		0.00	0.00
Inground Trash	0.00	0.00		8.00	8.00
Vector Control	0.00	0.00		126.50	126.50

JULY 2020  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Center:** The Senior Center had 305 participants for the month of July. The cardio class averaged 10-12 participants every Monday, Wednesday, and Friday. The Senior Center helped celebrate a citizen's 99<sup>th</sup> birthday on Wednesday July 29<sup>th</sup> and she is a regular in the cardio class. The activities that are going on at the center are well attended and hopes are to have more of our activities, to include Tai Chi and Bridge, taking place by mid-September. The meal site is also hoping to open by mid -September depending on the COVID-19 pandemic. They are still doing home delivery and drive-by. They have been delivering between 61-65 home deliveries every day, as well as handing out 23-25 meals at the east entrance of the Senior Center. Staff helps with either with home deliveries, and/or with handing out the meals whenever needed.

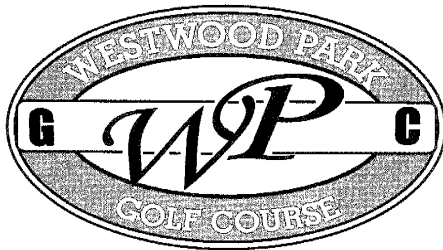
**12th Avenue Recreation Center:** The 12<sup>th</sup> Avenue Recreation Center's Summer Camp Program continued through the month of July. Camp hours are 7:00am to 6:00pm and the camp averaged approximately 13 campers per day. Multiple groups came to the recreation center including Oklahoma Battle Darts and Mobile Laser Forces. These groups brought in equipment to give the campers field trip like experiences such as, having nerf gun battles and laser tag matches. Campers also took two field trips a week, one to the Westwood Family Aquatic Center and the other to George M. Sutton Wilderness Park. The group Mountain Folk lead by Travis Monroe guided the campers through Sutton Wilderness Park and gave engaging educational lessons about understanding nature. The 12<sup>th</sup> Avenue Recreation Center closed on July 10<sup>th</sup> due to an employee testing positive for COVID-19. The building was sanitized, employees were tested twice and all tests came back negative before the Center reopened on July 20<sup>th</sup>. Employees wore masks while around campers and coworkers and all parents/guardians and class instructors were informed about the City of Norman face covering ordinance. Signage about the face covering ordinance has been posted throughout the building. Classes and activities continue with their regularly scheduled times. The Rouges Revenge rental group and Silver Spurs Square Dancing class did not meet in July due to the higher number of COVID-19 cases in the Norman area.

**Irving Recreation Center:** The Irving Explorer Camp completed weeks 5 through 9 during the month of July. The campers enjoyed various fun activities and crafts to include making slime, cookie decorating, flamingo pom-pom craft, lava lamps, crazy hair day, mini microphones, ninja paper plate and ninja turtle crafts, karate lessons, star-wars craft, light saber battle, mobile laser tag, ceramic rocket ships craft, pop bottle rockets, science experiments and a Mad Science show. Other activities also included field trips to Westwood Pool, Multi-Sports Class with Athletes Global, Lego robotics with Bricks 4 Kidz, and Library Outreach with the Pioneer Library System.

**Whittier Recreation Center:** Weeks 6 through 10 of the Whittier Discovery camp completed this month with 20 participants total. This month at Discovery Camp the campers participated in: scavenger hunts, group games such as Deal or No Deal, Jeopardy, and Disney Bingo, spirit week activities, gym games. They had visitors from Extreme Animals and Mobile Laser Tag. The campers visited 4 different parks around the City to celebrate the Parks and Recreation Month. Every week, the campers received visitors from Bricks 4 Kidz, a guest reader, Eskimo Sno, Athletes Global and visited the Westwood Aquatic Center. The campers made clay figures, hydro-dipped plates, Troll Magnets, fluffy slime, painted terracotta flower pots and more. The Okie Stompers clogging class continued their spring classes this month. They continued to meet on Tuesday and Thursday evenings at the Center from 6:00-8:00 p.m. School construction continued in the Center as well as the gymnasium this month. The new hallway flooring was completed this month as well as the after school door being installed.

<b><u>FACILITY ATTENDANCE:</u></b>	<u>Month</u>	Year to <u>Date</u>
Senior Center (includes congregate meals)	305	305
12th Avenue Recreation Center	339	339
Irving Recreation Center	335	335
Whittier Recreation Center	374	374
Reaves Center	300	300
Tennis Center	3,292	3,292

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



**JULY 2020**

**Westwood Golf Course Division Monthly Progress Report**

<b>ACTIVITY</b>	<b>JULY FY'21</b>	<b>JULY FY'20</b>
Regular Green Fees	889	826
Senior Green Fees	435	327
Junior Fees	365	465
School Fees ( high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	807	621
Employee Comp Rounds	396	401
Golf Passport Rounds	0	0
9-Hole Green Fee	338	141
2:00 Fees	156	99
4:00 Fees	203	454
Dusk Fees or 6:00 Fees	137	131
PGA Comp Rounds	4	6
*Rainchecks (not counted in total round count)	12	38
Misc Promo Fees (birthday, players cards, OU student, n	884	851
Green Fee Adjustments (fee difference on rainchecks)	9	2
<b>Total Rounds</b> (*not included in total round count)	<b>4623</b>	<b>4324</b>
% change from FY '20	6.91%	
<b>Range Tokens</b>	<b>4461</b>	<b>4034</b>
% change from FY '20	10.59%	
18 - Hole Carts	146	178
9 - Hole Carts	73	79
1/2 / 18 - Hole Carts	1650	1511
1/2 / 9 - Hole Carts	579	522
<b>Total Carts</b>	<b>2448</b>	<b>2290</b>
% change from FY '20	6.90%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	3	3
9-Hole Senior Trail Fees	0	2
<b>Total Trail Fees</b>	<b>3</b>	<b>5</b>
% change from FY '20	-40.00%	
<b>TOTAL REVENUE</b>	<b>\$ 143,343.22</b>	<b>\$132,997.95</b>
% change from FY '20	7.78%	

**JULY 2020  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2021 MTD</b>	<b>FY 2021 YTD</b>	<b>FY 2020 MTD</b>	<b>FY 2020 YTD</b>
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FYE 2021 MTD</b>	<b>FYE 2021 YTD</b>	<b>FY 2020 MTD</b>	<b>FYE 2020 YTD</b>
Green Fees	\$66,809.66	\$66,809.66	\$60,201.40	\$60,201.40
Driving Range	\$16,817.57	\$16,817.57	\$13,980.91	\$13,980.91
Cart Rental	\$37,474.00	\$37,474.00	\$33,429.86	\$33,429.86
Restaurant	\$22,082.10	\$22,082.10	\$24,638.87	\$24,638.87
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$159.89	\$159.89	\$746.91	\$746.91
<b>TOTAL INCOME</b>	<b>\$143,343.22</b>	<b>\$143,343.22</b>	<b>\$132,997.95</b>	<b>\$132,997.95</b>
Expenditures	\$116,940.15	\$116,940.15	\$79,134.30	\$79,134.30
Income vs Expenditures	<b>\$26,403.07</b>	<b>\$26,403.07</b>	<b>\$53,863.65</b>	<b>\$53,863.65</b>
Rounds of Golf	4623	4623	4324	4324

Routine maintenance practices include: daily greensmowing, cup changing, handwatering of putting green dry spots, trash pick up, restroom maintenance, irrigation monitoring, testing, and repair as required, and manual valve irrigation of 10 acres. We incorporate rolling of the greens at least once a week. Tee, fairway and aprons are mowed three times per week. Roughs are mowed when possible.

We celebrated our 45th Forth of July tournament the first week in July. This requires many overtime hours, as the tourney is always on a weekend and often includes the holiday. All maintenance employees are utilized, as this is the biggest tournament of the year.

July also sees us eradicating weeds by use of post emergent herbicides when possible. 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 and all fairways.

On the 12<sup>th</sup> of July a storm producing 80 plus mile per hour winds came through Norman leaving a wide path of destruction of trees and limbs that we have been cleaning up and removing from the course. Improved growing conditions had us using our turbine blower to scatter grass clippings left in the fairways and aprons. The driving range tee is mowed daily.

Sand trap improvements (drainage and refill) was done on #2 and #16 greens traps. An application of wetting agent was applied to all greens. Nuisance water on cart paths was addressed with drainage improvements. Irrigation repair was average this month. A high voltage regulator was replaced on the pump station. Multiple irrigation heads have been replaced.



JULY 2020  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2021 MTD	FY2021 YTD	FY2020 TOTAL
Swim Pool Passes	\$1,577.50	\$1,577.50	\$191,747.00
Swim Pool Gate Admission	\$47,907.00	\$47,907.00	\$284,993.00
Swim Lesson Fees	\$277.00	\$277.00	\$33,547.50
Pool Rental	\$2,647.00	\$2,647.00	\$28,128.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$2,940.00	\$2,940.00	\$6,495.22
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$23,909.29	\$23,909.29	\$127,066.89
<b>TOTAL INCOME</b>	<b>\$79,257.79</b>	<b>\$79,257.79</b>	<b>\$671,977.61</b>
Expenditures	\$117,700.51	\$117,700.51	\$624,044.12
<b>Income verses Expenditures</b>	<b>(\$38,442.72)</b>	<b>(\$38,442.72)</b>	<b>\$84,856.65</b>

ATTENDANCE INFORMATION

	Season to Date Jul-20	Season to Date May 20-July 20	2020 YTD May 19-Sept 19
a. Pool Attendance	13,334	30,383	68,202
b. Adult Lap Swim Morning/Night	110	395	282
c. Water Walkers	680	2,224	1,607
d. Toddler Time	843	1,997	2,314
e. Swim Team	146	746	3,167
f. Swim Lessons	87	567	1,214
g. Movie Night/Special Events	0	0	3,391
h. Party / Rentals	35	63	323
<b>TOTAL ATTENDANCE</b>	<b>15,235</b>	<b>36,375</b>	<b>80,500</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**

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

**PLANNING DEPARTMENT ACTIVITY  
July 2020**

**ADMINISTRATIVE DIVISION**

**PlanNorman**

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

**GREENBELT COMMISSION**

The Greenbelt Commission met on July 20, 2020 via ZOOM video conference. There were two items on the consent docket: Tami Rudd, COS, located at 521 48<sup>th</sup> Ave. N.E. and Car-Mart, Preliminary Plat, located at 512 N. Interstate Dr. These items were forwarded with no additional comments.

**HISTORIC DISTRICT COMMISSION**

The regular Historic District Commission Meeting for July 1, 2020 was cancelled due to a lack of agenda items.

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

None

**COA Administrative Bypass granted by staff:**

None

**Certified Local Government (CLG) Program Report (FY 2019-2020):**

Mainstreet Architects continued working on the development of the Historic District Guidelines to meet the anticipated September deadline. A preliminary draft was provided which staff marked up and returned to the consultant.

Council approved the 2020-21 CLG program year contract with the State Historic Preservation Office at their July 21 meeting. Staff began work on one of budgeted CLG projects. Staff began discussions with a regional contractor on a series of wood window repair workshops that can be offered virtually to local residents.

## MISCELLANEOUS

	2019 July	Aug	Sept	Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	June	July
Walk-Ins	30	75	68	58	52	45	59	36	32	-	37	58	34
Email Contacts	325	395	377	515	464	302	406	292	321	477	617	372	396
Lot Line Adjustments	3	1	2	2	-	-	-	-	2	2	-	4	2
Landscape Maint. & Replacement Bonds	-	2	-	1	4	2	1	4	3	4	3	-	5
Board of Adjustment Variance Appl. <i>Legal Notices Sent</i>	1 -	- -	2 54	4 84	6 149	- -	1 7	- -	4 136	1 172	1 12	1 26	1 9
Planning Commission Applications Rec'd <i>Legal Notices Sent</i>	4 76	6 154	8 272	1 26	5 201	3 101	5 152	5 68	3 31	2 128	5 134	2 37	- -
Pre-Development Meeting Appl. Rec'd <i>Notices Sent</i>	5 267	7 169	7 270	1 14	4 193	4 200	2 51	3 54	7 309	2 386	1 15	1 13	1 25

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

	2019 July	Aug	Sept	Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	June	July
Ordinance Amendments							1	2	1	3			
NORMAN 2025 Land Use Plan Amendments	1	2	3		1	1			1	2	2		
Rezoning Requests	2	6	8	1	4	3	3	2	2	3	4	2	
Utility Easement/Road Closures			1		2		1	1		1	1		
Preliminary Plats	2	1	2	1	2		2		1	2	1		1
Rural Certificates of Survey				1					2	2			1
Short Form Plats													
Site Plan Amendments													
Certificate of Plat Correction													

During July, one application for Pre-Development was received for the meeting scheduled for July 23, 2020.

During July, submittals for the August 13, 2020 Planning Commission included: one Norman Rural Certificate of Survey and one preliminary plat.

The Planning Commission met on July 9 via ZOOM video conference with seven members present. They unanimously recommended approval of a Norman Rural Certificate of Survey for Peebly Estates; and an alley right-of-way closure west of James Garner Avenue. The motion to approve a project with a NORMAN 2025 Plan amendment and SPUD zoning at the northeast corner of Lindsey Street and Berry Road was defeated by a vote of 1-6. A request for Special Use to allow medical marijuana Tier I processing in conjunction with an allowed medical marijuana commercial grow was approved by a vote of 5-2. A PUD amendment to signage for Legacy Trail Apartments was approved by a vote of 5-2. They received the Annual Development Report for 2019. The next regular Planning Commission meeting is scheduled for August 13, 2020.

### **PLANNING REVIEW**

During the month of July, Current Planning received 22 commercial building permit applications for review. Of those applications submitted, Current Planning staff reviewed and approved 15; 3 have been reviewed and placed on Hold and 4 have not yet been reviewed.

### **BOARD OF ADJUSTMENT**

The Board of Adjustment met on July 22, 2020 via ZOOM video conference with five members present. The Board unanimously approved one application which included three variance requests: (1) front yard setback, from 25' to 19'2"; (2) side yard setback, from 5' to 3'; and (3) rear yard setback, from 20' to 5' on an L-shaped lot. The next regular meeting is scheduled for August 26, 2020.

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

Staff took part in discussions of digital data submissions for the Engineering Design Criteria. Staff also worked with the Public Works Stormwater staff to identify open space that the city is preserving. This information is used as part of the flood insurance review. GIS Staff also worked with Stormwater staff on the set-up of the camera truck. Staff also worked with Information Technology staff on data conversion for the ERP related to the Munis EAM work order software.

Staff continued to work on several ongoing projects. Staff completed the maps to be included in the *Capital Improvement Budget* and completed the *Annual 2019 Status Report on Development and the Norman 2025 Plan*. Staff made several GPS data dictionaries and continued the general update and maintenance of GIS databases. Staff completed 82 service requests that resulted in 60 maps, reports or data files being produced.

**DEVELOPMENT SERVICES**

**10B**



## **DEVELOPMENT SERVICES DIVISION**

### **CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:**

#### **New Construction:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
2550 W. Main St.	NLA ADSO Norman Shell Building	\$511,000	2
8006 E. Rock Creek Rd.	JJ's Cannabis Cultivator Medical Marijuana Building	\$70,000	5
17401 Blackberry Rd.	RHM Farms Medical Marijuana Building	\$7,000	5
3800 Journey Pkwy.	First Citizens Bank	\$4,150,000	8

#### **Multi-Family New Construction:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
114 W. Eufaula St.	CSO Development Nine-Unit Apartment Building	\$900,000	4
217 W. Symmes St.	CSO Development Six-Unit Apartment Building	\$600,000	4

#### **Addition/Alteration and Interior Finish:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
1111 Oak Tree Ave.	Commons on Oak Tree Clubhouse Remodel	\$76,000	7
1444 N. Porter Ave.	Oklahoma Discount Flooring Remodel	\$15,000	8
712 Research Park Blvd. Suite 106	Oklahoma Best Buds, LLC Medical Marijuana Remodel	\$10,000	8
1278 N. Interstate Dr.	Green Medical, LLC Medical Marijuana Remodel	\$4,000	8

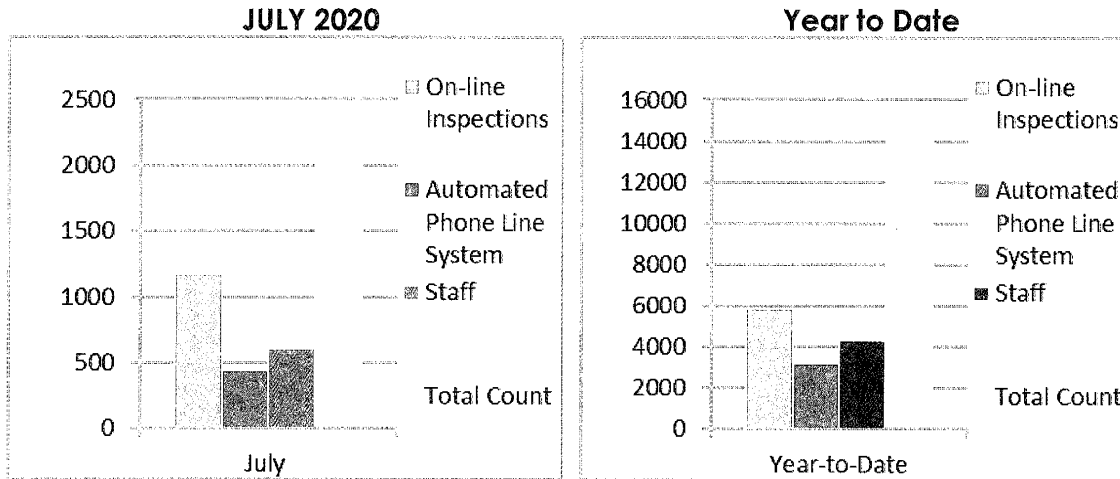
### **REMOTE VIDEO INSPECTIONS**

During the COVID-19 pandemic, Remote Video Inspections (RVI) have been completed on some inspection/re-inspection requests. Frequently these sites are occupied by homeowners, workers, or contractors, so as to promote the health and safety of the Inspection staff, and citizens, and to maximize social distancing RVIs were utilized. The (RVI) inspection process requires communication between the individual requesting the inspection, and the Building Inspector conducting the inspection, the RVI is conducted via FaceTime or Google Duo. Multiple RVI inspections were conducted during July.

## ON-LINE INSPECTION SERVICES

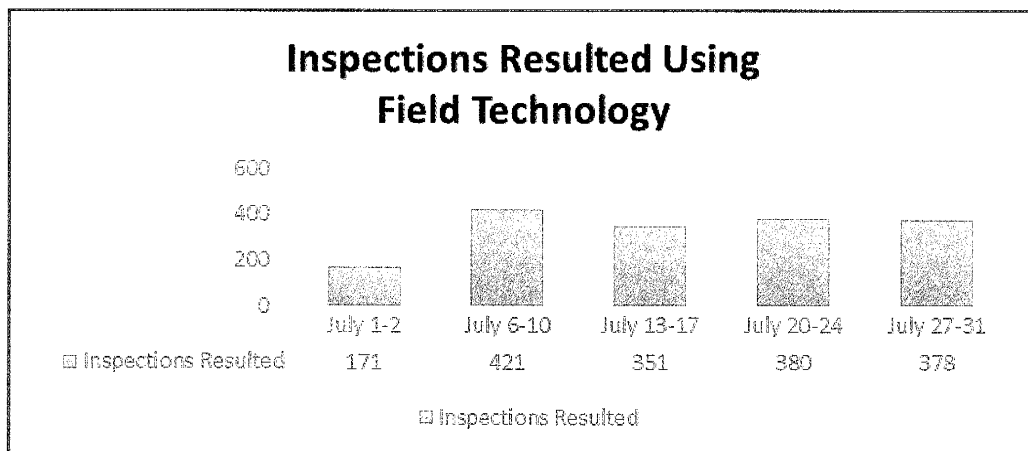
### Inspection Requests

During July 2,215 inspections were requested. 1,166 inspection requests were made on-line, and 445 inspection requests were made using the Automated Phone Line System. Staff made 604 inspection requests, which include phone and in-person requests, as well as administrative items.



## MOBILE FIELD INSPECTION SYSTEM

During July 1,701 inspection results were entered using the Mobile Field Inspection (MFI) System (Field Technology). 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.



## COMMERCIAL PLAN REVIEW

During the month of July, Development Services received 22 commercial building permit applications for review. Of those applications submitted, Development Services staff reviewed and approved 10, 6 were reviewed and placed on Hold and 6 have not yet been reviewed.

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

During July, twenty (20) applications for new single-family permits applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, three hundred fifty-one (351) applications have applied to the program.

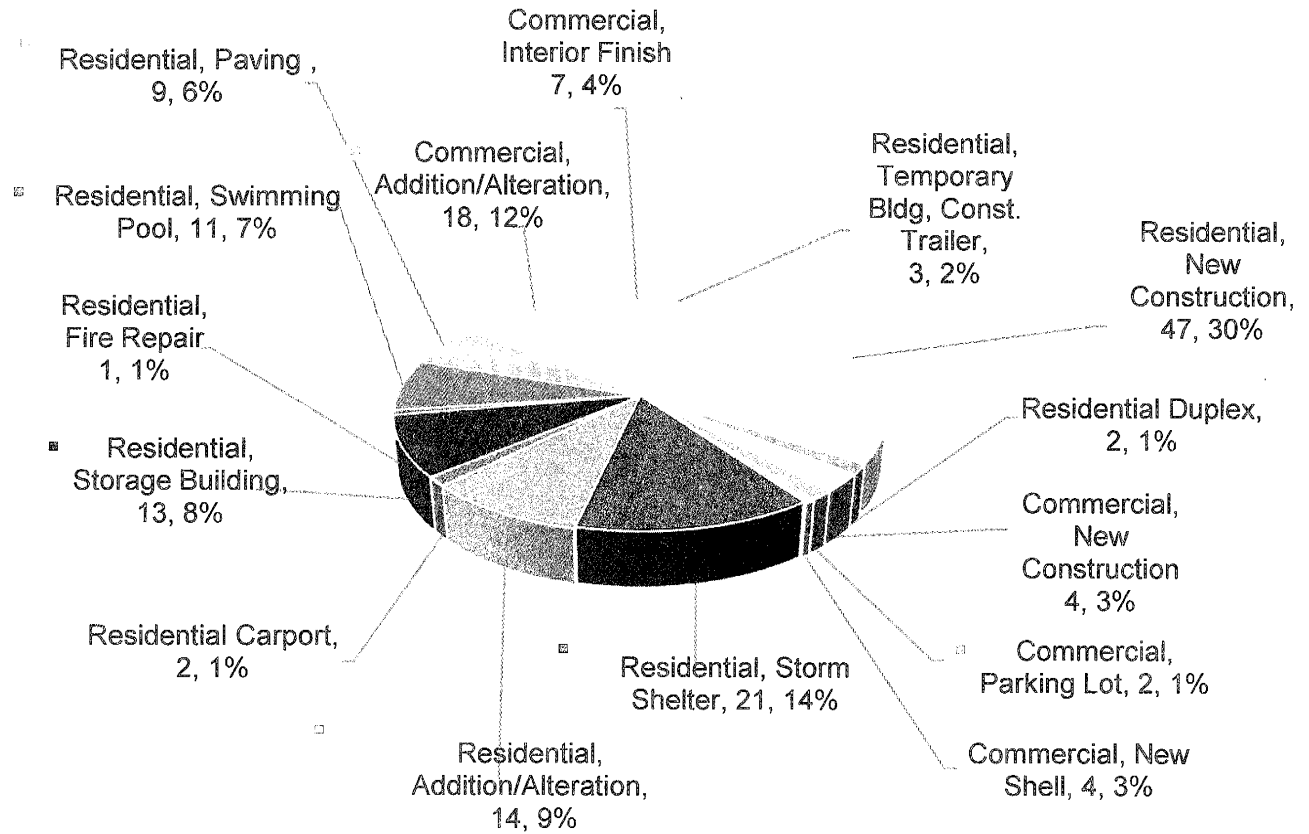
HERS/ERI reports were received for 19 homes that received CO during July with scores averaging 56.40. Four homes withdrew from the program. HERS scores of 55 or less allowed full adjustment of permit fees pursuant to Section 5-104 of the City of Norman Code. Scores of 56 and higher required a percentage of the original permit fees to be paid in advance of the issuance of Certificate of Occupancy (CO), per Resolution R-1718-117.

The HERS/ERI Pilot Program initially began on July 1, 2018, with the adoption of Resolution R-1718-117 in May of 2018. Council approved three additional 6-month extensions of the HERS/ERI Program. Recently Resolution R-1920-125 extended the program an additional twelve (12) months to July 30, 2021.



## CITY OF NORMAN Building Permit Activity- JULY 2020

8/10/2020



Permit Type	Permits Issued	Valuation
Residential, New Construction	47	\$ 12,409,735
Residential Duplex, New Construction	2	\$ 280,000
Residential, New Manufactured Home	0	\$ -
Commercial, New Construction	4	\$ 2,313,074
Commercial, Parking Lot	2	\$ 104,500
Commercial, Shell Building	1	\$ 500,000
Residential, Storm Shelter	21	\$ 63,441
Residential, Addition/Alteration	14	\$ 624,686
Residential, Carport	2	\$ 2,804
Residential, Storage Building	13	\$ 496,321
Residential, Fire Repair	1	\$ 51,117
Residential, Swimming Pool	11	\$ 334,941
Residential, Manufactured Home Repl	0	\$ -
Residential, Paving	9	\$ 55,340
Commercial, Addition/Alteration	18	\$ 27,972,783
Commercial, Interior Finish	7	\$ 710,000
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	3	\$ 67,000
Multi-Family, New	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	0	\$ -
<b>Total</b>	<b>155</b>	<b>\$ 45,985,742</b>



**CITY OF NORMAN**  
**Building Permit Activity-JULY 2020**

	DESCRIPTION	2020 YEAR TO-DATE	VALUATION	2019 TOTALS	2019 TOTAL VALUATION
<b>RESIDENTIAL</b>	Residential, New Construction.....	291	\$ 78,462,579	434	\$ 119,350,883
	Residential, New Dwelling Unit Attached.....	0	\$ -	-	\$ -
	Residential, New Manufactured Home.....	1	\$ 97,500	11	\$ 719,240
	Residential, New Non Dwelling Unit.....	0	\$ -	1	\$ 68,700
	Residential Duplex, New Construction.....	2	\$ 280,000	21	\$ 4,945,000
	Residential, Garage Apartment.....	0	\$ -	-	\$ -
	Multi-Family, New Construction 3-4 DU.....	0	\$ -	-	\$ -
	Multi-Family, New Construction 5+ DU.....	1	\$ 650,000	2	\$ 1,500,000
	Multi-Family, Fire Repair.....	2	\$ 52,228	8	\$ 1,168,000
	Multi-Family, Foundation	26	\$ 894,930		
	Multi-Family, Addition/Alteration.....	0	\$ -	33	\$ 331,497
	Residential, Addition/Alteration.....	91	\$ 3,619,884	144	\$ 7,654,298
	Residential, Carport.....	8	\$ 32,644	5	\$ 12,700
	Residential, Storm Shelter.....	258	\$ 839,031	304	\$ 1,034,701
	Residential, Storage Building.....	85	\$ 2,467,521	107	\$ 3,130,414
	Residential, Fire Repair.....	12	\$ 572,657	22	\$ 1,146,968
	Residential, Swimming Pool.....	79	\$ 3,956,819	92	\$ 5,118,469
Residential, Manufactured Home Replacement...	1	\$ 68,000	1	\$ 67,924	
Residential, Paving.....	52	\$ 538,879	71	\$ 497,459	
<b>TOTAL</b>	<b>789</b>	<b>\$ 92,532,672</b>	<b>1256</b>	<b>\$ 146,746,253</b>	
<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	35	\$ 21,405,074	44	\$ 29,484,352
	Commercial, New Shell Building.....	7	\$ 3,241,000	15	\$ 10,675,000
	Commercial, Addition/Alteration.....	94	\$ 40,931,725	56	\$ 56,552,749
	Commercial, Interior Finish.....	25	\$ 2,925,413	47	\$ 5,406,721
	Commercial, New Foundation.....	11	\$ 2,246,353	5	\$ 177,000
	Commercial, Fire Repair.....	0	\$ -	2	\$ 150,000
	Commercial, Parking Lot.....	7	\$ 480,452	12	\$ 1,788,520
	Commercial, Temporary Bldg./Const Trailer	11	\$ 138,500		
<b>TOTAL</b>	<b>190</b>	<b>\$ 71,368,517</b>	<b>181</b>	<b>\$ 104,234,342</b>	
<b>OTHER ACTIVITY</b>	Electrical Permits.....	844		1347	
	Heat/Air/Refrigeration Permits.....	844		1425	
	Plumbing and Gas Permits.....	987		1600	
	Sign Permits.....	218		315	
	Water Well Permits.....	16		31	
	Garage Sale Permits.....	222		1227	
	Structure Moving Permits.....	7		35	
	Demo-Residential Permits.....	30		32	
	Demo-Non-Residential Permits.....	0		13	
	Temp. Const. Bldgs. & Roll-off Permits.....	88		191	
	Lot Line Adjustments Filed.....	10		23	
	Certificate of Occupancy (CO).....	641		1118	
	All Field Inspections.....	14,329		24061	
Net Residentail Demos & Removals.....	-30				
<b>TOTAL VALUATION</b>		<b>\$ 163,901,189</b>		<b>\$ 250,980,595</b>	

City of Norman  
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS  
ISSUED JULY 2020 - Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	OWNER	VISTA VERDE FARM MM GROW	976	7/22/2020	3030		24TH	AVE	16	2W	NOT SUBDIVIDED	A2	\$ 30,000	2800
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-PERFORMING ARTS CENTER REM/ADDN	1022	7/22/2020	1809		STUBBEMAN	AVE	19	2W	SCHOOL LAND	R1	\$ 7,425,515	28307
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-LONGFELLOW SHELTER ADDN	1124	7/20/2020	1809		PONCA	AVE	35	3W	SCHOOL LAND	R1	\$ 4,612,973	10088
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-NORMAN HIGH BAND/SAFEROOM	1582	7/21/2020	911 W		MAIN	ST	30	2W	SCHOOL LAND	C1	\$ 5,893,884	13558
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-NORMAN NORTH BAND ADDN	1583	7/21/2020	1809		STUBBEMAN	AVE	19	2W	SCHOOL LAND	R1	\$ 3,955,047	12066
COMMERCIAL, ADD/ALT	MOSCO CONSTRUCTION	HERBAL HOUSE INT. STORAGE AREA REMODEL	2435	7/16/2020	421 W		GRAY	ST	11	6S	NORMAN ORIGINAL TOWNSHIP	C1	\$ 45,000	1686
COMMERCIAL, ADD/ALT	JE REMODELING	D&R VENTURES INTERIOR WALL	2625	7/23/2020	2278		INDUSTRIAL	BLVD	5	1	NORMAN ORIGINAL TOWNSHIP	C1	\$ 10,000	1430
COMMERCIAL, ADD/ALT	STONERIDGE ENTERPRISES, INC.	TOP QUALITY DOOR OFFICE/SUNROOM REMODEL	2644	7/16/2020	1111		BEVERLY HILLS	ST	1	3W	HOUCHINS ADDITION	I1	\$ 10,000	460
COMMERCIAL, ADD/ALT	ROX HILL CONSTRUCTION	COMMONS ON THE OAK TREE CLUBHOUSE REMODEL 2	2684	7/16/2020	2320		OAK TREE	AVE	4	2	BROCE INDUSTRIAL PARK #2	PUD	\$ 19,000	500
COMMERCIAL, ADD/ALT	OWNER	KINDERBERRY ACADEMY CHILDRENS REMODEL	2723	7/22/2020	2795		BROCE	DR	4	2	BROCE INDUSTRIAL PARK #2	PUD	\$ 19,000	500
COMMERCIAL, ADD/ALT	NEES, FRANK CONTRACTING	WILDWOOD CHURCH INT. CLASSROOM REMODEL	2772	7/17/2020	1501 W		24TH	AVE	1	17	MURPHY'S ADD	R1	\$ 45,000	1200
COMMERCIAL, ADD/ALT	MONTGOMERY CONSTRUCTION	LAND/LOD REMODEL	2832	7/22/2020	2100 W		LINDSEY	ST	1	1	MURPHY'S ADD	R1	\$ 45,000	1200
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-LONGFELLOW MIDDLE SCHOOL CLASSROOM REMODEL	2834	7/20/2020	215 N		PONCA	AVE	38	3S	NORMAN ORIGINAL TOWNSHIP	C2	\$ 400,000	5500
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-LONGFELLOW MIDDLE SCHOOL ELEVATOR ADDITION	2835	7/20/2020	215 N		PONCA	AVE	38	3S	NORMAN ORIGINAL TOWNSHIP	C2	\$ 400,000	5500
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-NORMAN NORTH GYM LOCKER	2880	7/21/2020	1809		STUBBEMAN	AVE	19	2W	SCHOOL LAND	A2	\$ 300,000	364
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-NORMAN NORTH LOCKER OFFICE	2881	7/31/2020	1809		STUBBEMAN	AVE	19	2W	SCHOOL LAND	R1	\$ 1,807,217	8900
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-NORMAN NORTH LOCKER OFFICE	2882	7/31/2020	1809		STUBBEMAN	AVE	19	2W	SCHOOL LAND	R1	\$ 2,629,363	12172
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-NORMAN HIGH SCHOOL STAIRWELL RENOVATION	2889	7/31/2020	911 W		MAIN	ST	30	2W	SCHOOL LAND	R1	\$ 1,216,614	8977
COMMERCIAL, INTERIOR FINISH	BOH CONSTRUCTION	DR. MILLER ENDODONTICS	969	7/12/2020	3321 W		ROCK CREEK	RD	2	1	LEGACY BUSINESS PARK SEC. #1	C2	\$ 175,000	2868
COMMERCIAL, INTERIOR FINISH	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES TENANT FNSH#100	1304	7/12/2020	2900		ADAMS	RD	2	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 100,000	1424
COMMERCIAL, INTERIOR FINISH	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES TENANT FNSH#110	1305	7/12/2020	2900		ADAMS	RD	2	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 100,000	1339
COMMERCIAL, INTERIOR FINISH	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES TENANT FNSH#120	1306	7/12/2020	2900		ADAMS	RD	2	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 100,000	1339
COMMERCIAL, INTERIOR FINISH	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES TENANT FNSH#130	1307	7/12/2020	2900		ADAMS	RD	2	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 100,000	1424
COMMERCIAL, INTERIOR FINISH	OWNER	KITCHEN 21 RESTAURANT	1368	7/15/2020	2566 W		TECLIMSEH	RD	14	3W	SHOPS AT TECLIMSEH	C2	\$ 100,000	1300
COMMERCIAL, INTERIOR FINISH	CRAFTSMEN PRIDE CONSTRUCTION,	TLC CANNABIS DISPENSARY	2384	7/16/2020	2627		CLASSEN	BLVD	1	1	CRIMSON CENTER ADDITION	PUD	\$ 100,000	1836
COMMERCIAL, NEW CONSTRUCTION-2	MANHATTAN CONSTRUCTION	NPS-NORMAN HIGH ATHLETICS LOCKER ROOMS/OFFICES	1337	7/22/2020	125		VICKSBURG	AVE	33	2W	SCHOOL LAND	A2	\$ 2,203,074	7953
COMMERCIAL, NEW CONSTRUCTION-2	NORMAN PUBLIC SCHOOLS	NPS-KENNEDY ELEMENTARY PORTABLE CLASSROOM	2490	7/16/2020	621		SUNRISE	ST	7	7	COLONIAL EST # 4	R1	\$ 35,000	700
COMMERCIAL, NEW CONSTRUCTION-2	NORMAN PUBLIC SCHOOLS	NPS-MCKINLEY ELEMENTARY PORTABLE CLASSROOM	2543	7/16/2020	728 S		FLOOD	AVE	4	4	LANDT'S #2	R1	\$ 35,000	700
COMMERCIAL, NEW CONSTRUCTION-2	BRAD PERRY CONTRACTING, LLC	SULLIVAN MEMORIAL CENTER MAINTENANCE BUILDING	2585	7/22/2020	601		84TH	AVE	33	1W	NOT SUBDIVIDED	A2	\$ 40,000	1600
COMMERCIAL, NEW SHELL BLDG-2	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES TENANT FNSH#20	1303	7/12/2020	2900		ADAMS	RD	2	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 500,000	5526
COMMERCIAL, PARKING LOT-2	ENCOMPASS DESIGN BUILD	RAMP INSTALLATION AT PHYSICAL THERAPY CENTRAL	2707	7/15/2020	2821		36TH	AVE	1	1	36TH NORTH BUSINESS PARK	PUD	\$ 4,500	220
COMMERCIAL, PARKING LOT-2	MANHATTAN CONSTRUCTION	NPS-NORMAN HIGH PARKING LOT EXPANSION	2800	7/15/2020	911 W		MAIN	ST	30	2W	SCHOOL LAND	C1	\$ 100,000	27885
TEMPORARY BLDG/CONST TRAILER-2	WILLIAM SCOTSMAN, INC.	TEMPORARY BLDG/CONST TRAILER-2	1756	7/12/2020	1809		STUBBEMAN	AVE	19	2W	SCHOOL LAND	R1	\$ 60,000	1800
TEMPORARY BLDG/CONST TRAILER-2	MARIANNE'S RENTALS	TEMPORARY BLDG/CONST TRAILER-2	2484	7/12/2020	1117		BERRY	CIR	1	1	WOODLAND ADD #2	R1	\$ 6,000	1000
TEMPORARY BLDG/CONST TRAILER-2	MARIANNE'S RENTALS	TEMPORARY BLDG/CONST TRAILER-2	2821	7/24/2020	102 W		EUPAULA	ST	1	89	LARSH ADD #1	COFB	\$ 1,000	900

Total Permits	35	Average Valuation	\$ 904,792
Total Permits	35	Total Valuation	\$ 31,667,357
		Average Project Area	5,229
		Total Project Area	183,024

Permit Type	Permit Counts	Valuation
COMMERCIAL, ADD/ALT	18	\$ 27,972,783
COMMERCIAL, FOUNDATION PERMIT	0	\$ -
COMMERCIAL, INTERIOR FINISH	7	\$ 710,000
COMMERCIAL, NEW CONSTRUCTION	4	\$ 2,313,074
COMMERCIAL, NEW SHELL BLDG	1	\$ 500,000
COMMERCIAL, PARKING LOT	2	\$ 104,500
TEMPORARY BLDG/CONST TRAILER	3	\$ 67,000
<b>TOTAL</b>	<b>35</b>	<b>\$ 31,667,357</b>

New Construction Business Information (New Construction and New Shell Building)		
Building Size (SF)	Use/Classification	Business
7,653	INSTITUTIONAL	NPS-NORMAN HIGH ATHLETICS LOCKER ROOMS/OFFICES
700	INSTITUTIONAL	NPS-KENNEDY ELEMENTARY PORTABLE CLASSROOM
700	INSTITUTIONAL	NPS-MCKINLEY ELEMENTARY PORTABLE CLASSROOM
1,600	INSTITUTIONAL	SULLIVAN MEMORIAL CENTER MAINTENANCE BUILDING

**City of Norman**  
**BUILDING PERMITS AND INSPECTIONS**

**RESIDENTIAL BUILDING PERMITS**  
**Issued JULY 2020 - Sorted by Permit Type**

Permit Type	Contractor	Permit #	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	811	07/22/20	3400 HOLLISTER TR	4	3	MONTECITO RANCH	PUD	\$ 4,400	40
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	825	07/22/20	4109 COLCHESTER CT	7		BROOKHAVEN #21A	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER	HARBOR ENTERPRISES, LLC	2036	07/22/20	3900 EL CERRITO RD	11	2W	NOT SUBDIVIDED	A2	\$ 5,106	48
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2818	07/13/20	3772 BLACK MESA DR	19	2	RED CANYON RANCH SEC 6	PUD	\$ 2,300	22
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2870	07/17/20	321 MAYBURY DR	5	3	LITTLE RIVER TRAILS SEC #3	PUD	\$ 2,895	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2873	07/17/20	4308 MORGATE DR	1	2	CARRINGTON PLACE ADD #13	R1	\$ 3,695	35
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	2735	07/14/20	314 PURCHASE DR	6	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	2736	07/14/20	310 PURCHASE CT	7	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	2738	07/14/20	3700 BURMA CT	46	7	CEGAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2751	07/17/20	325 GREENS PKY	4	1	HIGHLAND VILLAGE ADD SEC 7	R1	\$ 3,200	24
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2787	07/14/20	321 TURNBERRY DR	1	1	HIGHLAND VILLAGE ADD SEC 7	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2791	07/23/20	915 KINGS CANYON DR	4	6	RED CANYON RANCH SEC 6	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2854	07/23/20	3012 MONTANA DR	4	2	GREENLEAF TRAILS ADD 9	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2925	07/23/20	401 TRENTON DR	3	2	NORMANDY PARK	R1	\$ 3,085	22
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	2945	07/23/20	1720 KALEBS CT	18	9	CEGAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	2946	07/27/20	1724 KALEBS CT	17	9	CEGAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	2947	07/27/20	1716 KALEBS CT	17	9	CEGAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2976	07/27/20	3912 VINTAGE DR	3	10	VINTAGE CREEK ADDITION	PUD	\$ 2,450	23
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2988	07/28/20	1821 QUAIL CREEK DR	10	1	QUAIL CREEK ACRES #1	RE	\$ 3,800	32
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	3030	07/30/20	510 HANGING ELM DR	17	10	WOODCREST EST #6	R1	\$ 3,100	22
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	3039	07/30/20	5203 N PORTER AVE	5	2W	BLISS FARMS (COS 1920-5)	R1	\$ 3,100	32
1 & 2 FAMILY, ADD OR ALTER	OWNER	2431	07/07/20	4508 60TH AVE	8	3W	NOT SUBDIVIDED	A2	\$ 100,000	4,557
1 & 2 FAMILY, ADD OR ALTER	4 STAR RESTORATION, LLC.	2507	07/01/20	542 CHALUJOLUA AVE	11	2	ROSS ADDITION	R1	\$ 14,500	618
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	2558	07/07/20	1765 CLIFFSIDE CT	6A	3	CROSSROADS WEST #6	R1	\$ 19,602	208
1 & 2 FAMILY, ADD OR ALTER	OWNER	2584	07/09/20	319 LAKESHORE CIR	5	6	LAKEVIEW ESTATES	RE	\$ 190,000	2,290
1 & 2 FAMILY, ADD OR ALTER	SAM & SONS, INC.	2589	07/29/20	14915 E IMHOFF	5	1E	NOT SUBDIVIDED	A2	\$ 126,000	900
1 & 2 FAMILY, ADD OR ALTER	SHINE SOLAR	2626	07/07/20	12903 E FRANKLIN	29	5	WHISPERING HILLS	R1	\$ 21,104	297
1 & 2 FAMILY, ADD OR ALTER	SHINE SOLAR	2653	07/06/20	908 W EUPAULA ST	12	3	WHISPERING HILLS	R1	\$ 1,500	10
1 & 2 FAMILY, ADD OR ALTER	SHINE SOLAR	2657	07/09/20	1010 LOUISIANA ST	3	6	EPPELY-DOTSON ADD	R1	\$ 12,980	135
1 & 2 FAMILY, ADD OR ALTER	LYNCH CONSTRUCTION, LLC	2692	07/09/20	1228 WESTLAWN DR	15	3	FACULTY HEIGHTS ADD	R1	\$ 27,000	393
1 & 2 FAMILY, ADD OR ALTER	OWNER	2695	07/17/20	1904 BROONE DR	10	2	PARK PLACE ADD #4	R1	\$ 7,000	500
1 & 2 FAMILY, ADD OR ALTER	SUTTON, TERRY	2715	07/13/20	223 COCKREL AVE	1	6	COLLEY'S #2	R1	\$ 5,000	95
1 & 2 FAMILY, ADD OR ALTER	ARTISTIC POOLS	2725	07/20/20	4516 N COCKREL	8	4	CARRINGTON PLACE ADD #6	R1	\$ 40,000	405
1 & 2 FAMILY, ADD OR ALTER	OWNER	2843	07/21/20	908 CAVECREEK ST	0002	002	SHADOWLAKE ADD #3	R1	\$ 20,000	450
1 & 2 FAMILY, ADD OR ALTER	OWNER	3012	07/28/20	2700 E TEUCUMSEH AVE	15	2W	NOT SUBDIVIDED	A2	\$ 40,000	2,845
1 & 2 FAMILY, CARPORT	BETTER BARNS	608	07/06/20	48TH AVE	26	2W	NOT SUBDIVIDED	A2	\$ 1,600	420
1 & 2 FAMILY, CARPORT	BETTER BARNS	2714	07/10/20	104TH AVE	22	1W	BENT OAKS RANCH (SURVEY)	R1	\$ 1,204	378
1 & 2 FAMILY, FIRE REPAIR	SERVICEMASTER RESTORE BY RSI	2741	07/13/20	505 CHESWICK CT	22	1	STARBROOK ADD	R1	\$ 51,117	1,484
1 & 2 FAMILY, PAVING	STEWART, TERRY	2349	07/06/20	718 OLIVER ST	1	3	ELLIOTT ADD	R1	\$ 3,800	200
1 & 2 FAMILY, PAVING	KINSEY, CARL	2575	07/09/20	3708 WOOD CASTLE ST	10	5	CASTLEROCK ADD #1	R1	\$ 6,800	180
1 & 2 FAMILY, PAVING	A & L CONCRETE	2630	07/07/20	510 KENSINGTON AVE	5	2	QUAILBROOK ADD #1	R1	\$ 2,000	880
1 & 2 FAMILY, PAVING	AVILA, WILLIAM	2727	07/13/20	2112 HENDERSON CT	12	3	PEARSON EST #1	R1	\$ 14,000	682
1 & 2 FAMILY, PAVING	N8 RESOURCES COMPANY	2789	07/16/20	707 DAKOTA AVE	4	1	PARK ADD	R1	\$ 7,000	230
1 & 2 FAMILY, PAVING	ZARAGOZA, JOSE	2797	07/16/20	139 MOUNT VERNON DR	26	4	LAKEVIEW TERRACE	R1	\$ 7,850	550
1 & 2 FAMILY, PAVING	BILLS CUSTOM CONCRETE, INC.	2863	07/28/20	1913 DELANEY DR	8	3	PARK PLACE ADD	R1	\$ 4,000	499
1 & 2 FAMILY, PAVING	RICHARDS CUSTOM CONCRETE, LLC.	2889	07/24/20	907 HULBERT DR	8	4	FAIRFIELD MANOR ADD	R1	\$ 3,000	108
1 & 2 FAMILY, PAVING	SHEPARD CONCRETE	2948	07/24/20	508 W ARLIMADO ST	18	2	EAGLE CLIFF SOUTH ADD #5	R1	\$ 4,000	199
1 & 2 FAMILY, STORAGE BLDG	QUALITY BUILDINGS INC.	1800	07/01/20	2000 CANDLEWOOD DR	23	1	AMERICANIA ESTATES ADD #1	R1	\$ 10,000	288
1 & 2 FAMILY, STORAGE BLDG	OWNER	1851	07/24/20	4701 N PORTER AVE	6	2W	NOT SUBDIVIDED	A2	\$ 180,000	6,000
1 & 2 FAMILY, STORAGE BLDG	OWNER	1852	07/24/20	4701 N PORTER AVE	6	2W	NOT SUBDIVIDED	A2	\$ 36,000	1,200
1 & 2 FAMILY, STORAGE BLDG	BETTER BARNS	2361	07/01/20	709 KANSAS ST	14	12	PARK ADD	R1	\$ 8,464	336
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED	2624	07/17/20	4100 STONEHURST ST	3	2	CASTLEROCK ADD #1	R1	\$ 5,000	140
1 & 2 FAMILY, STORAGE BLDG	DERKSEN PORTABLE BUILDINGS	2700	07/17/20	416 TRENTON AVE	22	1W	NORMANDY PARK	R1	\$ 7,000	252
1 & 2 FAMILY, STORAGE BLDG	BETTER BARNS	2713	07/10/20	4950 104TH AVE	5	6	BENT OAKS RANCH (SURVEY)	RE	\$ 8,245	780
1 & 2 FAMILY, STORAGE BLDG	ROWLAND FAMILY CONSTRUCTION	2748	07/16/20	9206 WHITEBROOK ST	5	6	PRIDE #931	RE	\$ 25,000	1,500
1 & 2 FAMILY, STORAGE BLDG	BRAD PERRY CONTRACTING, LLC	2794	07/16/20	6301 E ROCK CREEK RD	18	1E	NOT SUBDIVIDED	A2	\$ 64,008	3,200
1 & 2 FAMILY, STORAGE BLDG	RAMEY STEEL CONSTRUCTION	2817	07/20/20	15351 E FRANKLIN RD	5	1W	NOT SUBDIVIDED	RE	\$ 109,109	2,400
1 & 2 FAMILY, STORAGE BLDG	DABNEY STEEL FRAMED CONST. LLC.	2836	07/20/20	6305 CROOKED OAK DR	6	1	FLAMING OAKS ESTATES	RE	\$ 5,495	624
1 & 2 FAMILY, STORAGE BLDG	BARGAIN BARNS & BUILDINGS, LLC.	2842	07/23/20	13601 CHAFARRAL DR	3	14	THUNDERBIRD HILLS	RE	\$ 18,000	1,200
1 & 2 FAMILY, STORAGE BLDG	ROCK CREEK BUILDINGS, LLC.	2895	07/30/20	10804 N TIMBERLINE DR	16	11	WHISPERING HILLS	R1	\$ 40,000	450
1 & 2 FAMILY, SWIMMING POOL	PREMIER POOLS AND SPAS	2274	07/06/20	600 CAROLYN RIDGE DR	12	1	RED CANYON RANCH SEC 5	PUD	\$ 60,000	161
1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PONDS	2415	07/01/20	3700 ELLIES PL	28	9	CEGAR LANE SEC #2	R1	\$ 25,000	214
1 & 2 FAMILY, SWIMMING POOL	REFLECTION POOLS & SPAS, LLC.	2534	07/01/20	504 BAKER AVE	9	6	CEDAR BRIDGE ADD	R1	\$ 40,000	925
1 & 2 FAMILY, SWIMMING POOL	LOGNNESS POOLS	2553	07/07/20	3712 HIDDEN HILL RD	27	2	BROOKHAVEN #25	R1	\$ 11,000	700
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	2571	07/01/20	4050 73RD AVE	7	1W	OAKWOOD HAVEN	A2	\$ 55,000	384
1 & 2 FAMILY, SWIMMING POOL	SERENITY POOLS	2627	07/22/20	324 PAXTON CT	3	1	HAWTHORNE PLACE #4	R1	\$ 10,500	1,500
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	2629	07/20/20	3001 YOSEMITE DR	4	1	PARK HILL ADDITION	PUD	\$ 10,000	242
1 & 2 FAMILY, SWIMMING POOL	OWNER	2706	07/13/20	4401 VINCENT ST	7	22	QUAILBROOK ADD #5	R1	\$ 64,000	476
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	2724	07/20/20	4227 HACKNEY WICK RD	2	3	CARRINGTON PLACE ADD #12	R1	\$ 5,441	576
1 & 2 FAMILY, SWIMMING POOL	OWNER	2870	07/23/20	1025 SAWMILL CT	4	2	RED CANYON RANCH SEC 6	PUD	\$ 14,000	452
1 & 2 FAMILY, SWIMMING POOL	BLUE WORLD POOLS	2923	07/27/20	2900 PINECREST CT	5	2	SHADOWLAKE ADD	R1	\$ 377,000	4,252
1 FAMILY, NEW CONSTRUCTION	FIRST STAR HOME DBC	1850	07/09/20	3500 132ND AVE	12	1W	WHISPERING OAKS (SURVEY)	AZ	\$ 316,000	4,212
1 FAMILY, NEW CONSTRUCTION	BAER HALL HOMES, INC.	2408	07/02/20	5303 N PORTER AVE	3	2W	BLISS FARMS (COS 1920-5)	AZ	\$ 176,670	2,758
1 FAMILY, NEW CONSTRUCTION	FIRST OKLAHOMA CONST. INC.	2502	07/01/20	2717 SUMMIT CROSSING PKY	5	3	SUMMIT LAKES ADD #11	R1	\$ 175,950	2,804
1 FAMILY, NEW CONSTRUCTION	FIRST OKLAHOMA CONST. INC.	2503	07/09/20	2721 SUMMIT CROSSING PKY	6	3	SUMMIT LAKES ADD #11	R1	\$ 176,670	2,758
1 FAMILY, NEW CONSTRUCTION	FIRST OKLAHOMA CONST. INC.	2504	07/09/20	2809 SUMMIT CROSSING PKY	10	3	SUMMIT LAKES ADD #11	R1	\$ 175,950	2,804
1 FAMILY, NEW CONSTRUCTION	FIRST OKLAHOMA CONST. INC.	2505	07/15/20	2813 SUMMIT CROSSING PKY	11	3	SUMMIT LAKES ADD #11	R1	\$ 175,950	2,804
1 FAMILY, NEW CONSTRUCTION	FIRST OKLAHOMA CONST. INC.	2506	07/15/20	2817 SUMMIT CROSSING PKY	12	3	SUMMIT LAKES ADD #11	R1	\$ 173,700	2,790

Permit Type	Permit Counts	Valuation	Permit Type	Permit Counts	Valuation					
1 FAMILY, NEW CONSTRUCTION	2560	07/09/20	PICKARD	7	6	PICKARD AGREES	R1	300,000	3,924	
1 FAMILY, NEW CONSTRUCTION	2616	07/17/20	EPORA	19	1	MONTORO RIDGE SEC. #2	PUD	530,000	5,115	
1 FAMILY, NEW CONSTRUCTION	2619	07/10/20	BRETFORD	21	2	ST. JAMES PARK ADD 6	A2	265,000	2,754	
1 FAMILY, NEW CONSTRUCTION	2659	07/29/20	120TH	12	1W	NOT SUBDIVIDED	R1	182,000	2,424	
1 FAMILY, NEW CONSTRUCTION	2668	07/17/20	EPORA	21	3	MONTORO RIDGE SEC. #2	PUD	500,000	5,148	
1 FAMILY, NEW CONSTRUCTION	2669	07/17/20	MAYBURY	5	1	LITTLE RIVER TRAILS SEC #3	PUD	390,000	3,636	
1 FAMILY, NEW CONSTRUCTION	2672	07/14/20	MOORGATE	1	2	CARRINGTON PLACE ADD SEC 9	R1	351,000	4,051	
1 FAMILY, NEW CONSTRUCTION	2703	07/14/20	PURCHASE	6	1	HIGHLAND VILLAGE ADD SEC 9	R1	339,000	3,080	
1 FAMILY, NEW CONSTRUCTION	2704	07/14/20	BURWA	46	10	CEDAR LAKE SEC #2	R1	271,000	2,595	
1 FAMILY, NEW CONSTRUCTION	2705	07/14/20	STORM KING	10	1W	SHADOW RUN	A2	150,000	2,700	
1 FAMILY, NEW CONSTRUCTION	2750	07/17/20	GREENS	4	1	HIGHLAND VILLAGE ADD SEC 9	R1	409,000	3,710	
1 FAMILY, NEW CONSTRUCTION	2777	07/20/20	ADISON	20	1	CEDAR LAKE SEC #2	R1	270,000	3,132	
1 FAMILY, NEW CONSTRUCTION	2784	07/17/20	C.A. MCCARTY CONSTRUCTION, LLC.	19	12	VINEYARD PHASE III	A2	400,000	3,485	
1 FAMILY, NEW CONSTRUCTION	2885	07/22/20	TECUMSEH	12	2W	NOT SUBDIVIDED	R1	215,000	3,742	
1 FAMILY, NEW CONSTRUCTION	2890	07/27/20	KALEB'S	17	9	CEDAR LAKE SEC #2	R1	312,000	3,170	
1 FAMILY, NEW CONSTRUCTION	2891	07/27/20	KALEB'S	17	9	CEDAR LAKE SEC #2	R1	324,000	3,230	
1 FAMILY, NEW CONSTRUCTION	2892	07/27/20	KALEB'S	17	9	CEDAR LAKE SEC #2	R1	322,000	2,585	
1 FAMILY, NEW CONSTRUCTION	2893	07/30/20	LINDSEY	33	1W	NOT SUBDIVIDED	A2	415,000	4,341	
1 FAMILY, NEW CONSTRUCTION	5160	07/09/20	ENCLAVE	9	2	FOUNTAIN VIEW NORTH	PUD	180,000	2,379	
1 FAMILY, NEW CONSTRUCTION	2380	07/23/20	LEGACY	5	3	VINTAGE CREEK ADDITION	PUD	248,985	4,185	
1 FAMILY, NEW CONSTRUCTION	2382	07/23/20	LEGACY	3	6	VINTAGE CREEK ADDITION	PUD	263,530	3,839	
1 FAMILY, NEW CONSTRUCTION	2384	07/23/20	MAPLE HILL	3	3	VINTAGE CREEK ADDITION	PUD	278,635	4,327	
1 FAMILY, NEW CONSTRUCTION	2386	07/15/20	FOX HOLLOW	8	2	VINTAGE CREEK ADDITION	PUD	248,985	4,185	
1 FAMILY, NEW CONSTRUCTION	2413	07/23/20	TARA	15	1	HIGHLAND VILLAGE ADD SEC 2	PUD	119,560	4,849	
1 FAMILY, NEW CONSTRUCTION	2433	07/07/20	MONTANE	6	3	GREENLEAF TRAILS ADD 3	R1	165,000	4,849	
1 FAMILY, NEW CONSTRUCTION	2532	07/02/20	NORWOOD	5	2	BELLATONA SEC. #2	PUD	216,980	2,411	
1 FAMILY, NEW CONSTRUCTION	2617	07/13/20	BLACK MESA	19	2	BELLATONA SEC. #2	R1	145,710	2,162	
1 FAMILY, NEW CONSTRUCTION	2628	07/13/20	JACKSON	6	3	ALAMEDA PARK ADD #3	PUD	133,830	2,063	
1 FAMILY, NEW CONSTRUCTION	2728	07/16/20	MONTANE	5	2	RED CANYON RANCH SEC 6	PUD	324,930	3,601	
1 FAMILY, NEW CONSTRUCTION	2790	07/23/20	NORWOOD	4	6	RED CANYON RANCH SEC 6	PUD	122,000	2,119	
1 FAMILY, NEW CONSTRUCTION	2838	07/22/20	NORWOOD	7	2	BELLATONA SEC. #2	R1	146,000	2,127	
1 FAMILY, NEW CONSTRUCTION	2839	07/23/20	NORWOOD	4	2	BELLATONA SEC. #2	R1	150,820	2,388	
1 FAMILY, NEW CONSTRUCTION	2853	07/23/20	ADISON	32	9	GREENLEAF TRAILS ADD 9	PUD	250,000	3,418	
1 FAMILY, NEW CONSTRUCTION	2855	07/23/20	ADISON	28	4	CEDAR LAKE SEC #2	PUD	304,920	4,567	
1 FAMILY, NEW CONSTRUCTION	2859	07/31/20	LEGACY	2	4	VINTAGE CREEK ADDITION	PUD	185,870	1,843	
1 FAMILY, NEW CONSTRUCTION	2817	07/30/20	BLUE FISH	11	3	TRAILWOODS SEC 11	PUD	177,300	1,970	
1 FAMILY, NEW CONSTRUCTION	2818	07/30/20	BLUE FISH	11	3	TRAILWOODS SEC 11	PUD	177,300	1,970	
1 FAMILY, NEW CONSTRUCTION	2895	07/31/20	NORWOOD	6	2	BELLATONA SEC. #2	R1	140,850	2,117	
2 FAMILY, NEW CONSTRUCTION	2544	07/07/20	BELKNAP	8	8	ROLLING HILLS ESTATES #2	R2	140,000	1,902	
2 FAMILY, NEW CONSTRUCTION	2545	07/07/20	BELKNAP	8	8	ROLLING HILLS ESTATES #2	R2	140,000	1,902	
TEMPORARY ROLL-OFF, OTHER	2581	07/13/20	BEALMOUNT	1	1	CAMPUS LODGE ADDITION	PUD	0	40	
TEMPORARY ROLL-OFF, OTHER	2821	07/06/20	STEAMBOAT	1	1	ASPEN HEIGHTS NORMAN, 1ST ADD	PUD	0	0	
TEMPORARY ROLL-OFF, OTHER	2881	07/13/20	OAK TREE	1	1	OAK TREE APARTMENTS ADD, A PUD	PUD	0	120	
TEMPORARY ROLL-OFF, OTHER	2740	07/13/20	OAK TREE	1	1	OAK TREE SOUTH ADD #3	RMB	0	0	
TEMPORARY ROLL-OFF, OTHER	2773	07/15/20	RAMBLING OAKS	24C	1	SPRING BROOK #6	RMB	0	0	
TEMPORARY ROLL-OFF, OTHER	2837	07/27/20	RIDGECREST	1	1	WALNUT RIDGE ADD #2	RMB	0	80	
TEMPORARY ROLL-OFF, OTHER	2873	07/21/20	SUNSET	1	17	HALL PARK #4	R1	0	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2572	07/01/20	108TH	10	1W	EDGEWATER 4TH ADD	R1	0	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2590	07/02/20	KYLE	14	1W	NOT SUBDIVIDED	A2	0	20	
TEMPORARY ROLL-OFF, RESIDENTIAL	2612	07/06/20	CHAUTEAU	34	2	NOT SUBDIVIDED	A2	0	40	
TEMPORARY ROLL-OFF, RESIDENTIAL	2685	07/10/20	CHATEAU	8	1W	NORMANDY PARK	R1	0	20	
TEMPORARY ROLL-OFF, RESIDENTIAL	2718	07/13/20	POST OAK	1	1	CHIBHOLM TRAIL EST SEC 1	R1	0	20	
TEMPORARY ROLL-OFF, RESIDENTIAL	2731	07/13/20	BLUE CREEK	9	1	BLUE CREEK ADD	RE	0	20	
TEMPORARY ROLL-OFF, RESIDENTIAL	2766	07/14/20	12TH	9	2W	NOT SUBDIVIDED	RE	0	120	
TEMPORARY ROLL-OFF, RESIDENTIAL	2793	07/16/20	MILLER	18	14	CLASSEN/MILLER ADDITION	R3	0	10	
TEMPORARY ROLL-OFF, RESIDENTIAL	2840	07/17/20	PUDNER	17	1W	NOT SUBDIVIDED	A2	0	80	
TEMPORARY ROLL-OFF, RESIDENTIAL	2881	07/18/20	BRUSH CREEK	5	2	OAKRIDGE EST #1	RE	0	20	
TEMPORARY ROLL-OFF, RESIDENTIAL	2906	07/23/20	BRUSH CREEK	5	2	OAKRIDGE EST #1	RE	0	20	
TOTAL PERMITS (EXCLUDING TEMP ROLL-OFF)					120		AVERAGE VALUATION	1,680		
TOTAL VALUATION							TOTAL PROJECT AREA	201,616		
TOTAL VALUATION							AVERAGE PROJECT AREA	1,680		
TOTAL VALUATION							TOTAL PROJECT AREA	201,616		
1 & 2 FAMILY, STORM SHELTER	21	\$ 63,441	RESIDENTIAL STORAGE CONTAINER	0					N/A	
1 & 2 FAMILY, ADD OR ALT	14	\$ 624,686	TEMPORARY ROLL-OFF, RESIDENTIAL	11					N/A	
1 & 2 FAMILY, CARPORT	2	\$ 2,804	TEMPORARY ROLL-OFF, OTHER	7					N/A	
1 & 2 FAMILY, FIRE REPAIR	9	\$ 51,117	SEASONAL STORAGE CONTAINER	0					N/A	
1 & 2 FAMILY, PAVING	13	\$ 496,321	DEMOS-RESIDENTIAL	NET # DU						
1 & 2 FAMILY, STORAGE BLDG	11	\$ 55,340	748 COLLEGE AVE.	-1						
1 & 2 FAMILY, SWIMMING POOL	0	\$ -	810 1/2 COMMANCHE ST.	-1						
1 FAMILY, MANUFACTURED HOME	0	\$ -	4608 FOUNTAIN VIEW DR.	-1						
1 FAMILY, NEW CONSTRUCTION	47	\$ 12,409,735								
2-FAMILY, NEW CONSTRUCTION	2	\$ 280,000								
3-FAMILY, FIRE REPAIR	0	\$ -								
3-FAMILY, FOUNDATION	0	\$ -								
TOTAL	120	\$ 14,318,365	TOTAL DEMO-NET DWELLING UNITS	-3						



**CDGB, CODE COMPLIANCE, OIL & GAS**

**10C**

### **CDBG and HOME Investment Partnerships Programs**

The CDBG Consolidated Plan and Substantial Amendment Two for the FYE20 CDBG Funds (Fifth Year Action Plan) was submitted for HUD review which includes the additional CDBG funding that is being appropriated by the CARES Act (\$535,688). This funding was included within the Public Hearing on May 12, 2020. Availability of funding for a Rent and Utility Program is now available.

Staff is finalizing design documents for the construction of three single family homes in conjunction with the CHDO and the Norman Affordable Housing Corporation. Site preparation is underway. Projects will be bid in August 2020 with construction to begin early fall.

The Tree Planting Project for Original Townsite Neighborhood is completed. The scope was expanded to include removal of diseased trees identified by City of Norman Forester, Tim Vermillion, and approved by the owner. All removal work was coordinated by the Parks and Recreation Department. Tree planting coordination was overseen by the Grants Manager during the COVID-19 staff reduction timeframe. Several additional diseased trees have recently been identified and the project expanded to utilize remaining budget. The 2020 Tree Planting Project is being discussed with the Parks and Recreation Department as to the targeted location and focus.

### **Homeless Activities**

On July 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of June. There were zero housing placements made.

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. Norman City Council appointed a three-member Council Committee on October 22, 2019 to work with the Continuum of Care to develop strategies in addressing this increasing issue. Staff is in constant contact with the service providers and national officials pertaining to developing and implementing protocols for addressing the unique issues of the unsheltered population during the COVID-19 crisis. The Committee has begun meeting to plan for the Winter Warming shelter for the 2020-2021 winter.

### **Housing Programs**

July 2020

CDBG – The summary below includes the status of each of the rehabilitation programs that are offered. Currently all rehabilitation activity has been paused due to the COVID-19 Crisis. Emergency repair requests are being considered on a case by case basis.

- One emergency repair project is currently under contract; one emergency repair is in the development stage.
- Two accessibility modification projects are under contract.

**Social and Voluntary Services Commission**

The FYE20 Requests for Application was be released July 15, 2020 with a return date on August 5, 2020.





**POLICE 11**



## Administrative Summary

July 2020 Summary

### Operations



Part I Crimes	Current			Year-To-Date		
	2020	MONTH 5YR AVG	2019	2020	YTD 5YR AVG	2019
Murder	1	1	1	3	3	2
Rape	3	4	5	21	35	45
Robbery	4	5	6	32	32	32
Agg. Assault	28	15	13	146	106	110
Burglary	53	61	57	324	370	301
Larceny	225	239	225	1,455	1,692	1,508
Motor Vehicle Theft	32	27	30	224	198	206
Arson	0	2	2	4	3	6
<b>Part I Totals:</b>	<b>346</b>		<b>339</b>	<b>2,209</b>		<b>2,210</b>

Part II Crimes						
DUI/APC	26	35	42	224	262	329
Drunkenness	33	56	57	258	362	356
Drug Violations	20	81	84	336	623	653
Forgery	10	24	22	80	134	112
Vandalism	70	86	84	493	552	541
Others	403	NA	345	3,000	NA	2,697
<b>Part II Totals:</b>	<b>562</b>		<b>634</b>	<b>4,391</b>		<b>4,688</b>

**Total Reported Crime: 908 2020, 973 2019, 6,600 YTD 2020, 6,898 YTD 2019**

#### Other Reported Activity

Public Peace Reports	178	193	219	1,364	1,316	1,376
Warrants Served	82	129	142	657	0	1,135
<b>Other Reports Totals:</b>	<b>260</b>		<b>361</b>	<b>2,021</b>		<b>2,511</b>

**Total Case Reports: 1,168 2020, 1,334 2019, 8,621 YTD 2020, 9,409 YTD 2019**

Collisions	2020	MONTH 5YR AVG	2019	2020	YTD 5YR AVG	2019
Fatality	0	0	0	0	4	4
Injury	46	52	58	271	377	335
Non-Injury	100	118	99	637	906	794
<b>Total Collisions:</b>	<b>146</b>		<b>157</b>	<b>908</b>		<b>1,133</b>

#### Call for Service

CAD Activity (All Other CFS)	3,177	NA	3,313	20,236	NA	21,893
Calls for Service (Only Police)	6,705	NA	9,034	49,267	NA	61,480
<b>Total CFS:</b>	<b>9,882</b>		<b>12,347</b>	<b>69,503</b>		<b>83,373</b>

#### Citations & Warnings:

Citations	666	NA	1,635	6,292	NA	10,095
Warnings	1,001	NA	2,406	9,622	NA	15,904
<b>Total Citations &amp; Warnings:</b>	<b>1,667</b>		<b>4,041</b>	<b>15,914</b>		<b>25,999</b>

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

\*\* Five Year Average based on 2015 to 2019

**ANIMAL CONTROL 11A**



# Norman Animal Welfare Monthly Statistical Report July 2020



## IN SHELTER ANIMAL COUNTS

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	64	154	218	27	39	66	(152)	-70%
Ending	84	138	222	42	55	97	(125)	-56%

## ANIMAL INTAKES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	149	96	245	100	75	175	(70)	-29%
Owner Relinquish	9	24	33	9	16	25	(8)	-24%
Owner Intended Euth	2	1	3	3	1	4	1	33%
Transfer In	1	1	2	0	34	34	32	1600%
Other Intakes*	14	6	20	13	1	14	(6)	-30%
Returned Animal	4	4	8	5	9	14	6	75%
<b>TOTAL LIVE INTAKES</b>	<b>179</b>	<b>132</b>	<b>311</b>	<b>130</b>	<b>136</b>	<b>266</b>	<b>(45)</b>	<b>-14%</b>

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

## OTHER STATISTICS

	2019		2020		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	4	4	3	3	(1)	-25%
Dog Collected (DOA)	9	9	2	2	(7)	-78%
Cat Collected (DOA)	5	5	0	0	(5)	-100%
Wildlife Transferred	1	1	2	2	1	100%
Intake Horses	0	0	0	0	0	
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	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	
Intake Other	0	0	0	0	0	
<b>TOTAL OTHER ITEMS</b>	<b>20</b>	<b>20</b>	<b>7</b>	<b>7</b>	<b>(13)</b>	<b>-65%</b>

## LENGTH OF STAY (DAYS)

	2019	2020
Dog	13	7.5
Puppy	14.7	10.8
Cat	11.8	15.3
Kitten	11.8	5.2

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	13	20	0	33

# Norman Animal Welfare Monthly Statistical Report July 2020



## LIVE ANIMAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	71	100	171	43	88	131	(40)	-23%
Return To Owner	56	11	67	56	4	60	(7)	-10%
Transferred Out	17	35	52	10	23	33	(19)	-37%
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>144</b>	<b>146</b>	<b>290</b>	<b>109</b>	<b>115</b>	<b>224</b>	<b>(66)</b>	<b>-23%</b>

## OTHER ANIMAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	2	3	0	0	0	(3)	-100%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	13	5	18	3	5	8	(10)	-56%
Owner Intended Euth	2	1	3	3	1	4	1	33%
<b>TOTAL OTHER OUTCOMES</b>	<b>16</b>	<b>8</b>	<b>24</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>(12)</b>	<b>-50%</b>

## TOTAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	144	146	290	109	115	224	(66)	-23%
Total Other Outcomes	16	8	24	6	6	12	(12)	-50%
<b>TOTAL OUTCOMES</b>	<b>160</b>	<b>154</b>	<b>314</b>	<b>115</b>	<b>121</b>	<b>236</b>	<b>(78)</b>	<b>-25%</b>

## SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	4	3	0	7
Medical - Injured	0	3	0	3	25%
Behavior - Aggressive	2	0	0	2	17%
Behavior - Other	0	0	0	0	0%
<b>TOTAL EUTHANASIA</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>12</b>	

## MONTHLY LIVE RELEASE RATE

2019	2020
93.2%	96.6%

Live Outcomes / (Total Outcomes - Owner Int Euth)



# Monthly Service By Assignment

January 2020 to July 2020  
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Jan 2020 Hours	Feb 2020 Hours	Mar 2020 Hours	Apr 2020 Hours	May 2020 Hours	Jun 2020 Hours	Jul 2020 Hours	Total Hours	
Norman Animal Welfare Center	Community Services-NAWC	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
	NAWC-Bather / Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
	NAWC-Cat Socializer	57:45	116:57	56:19	0:00	0:00	0:00	2:45	12:49	246:35
	NAWC-Community Outreach Volunteer	1:41	7:28	0:00	0:00	0:00	0:00	0:00	0:00	9:09
	NAWC-Dog Handler	101:33	113:33	72:39	2:19	0:00	0:00	21:45	34:06	345:55
	NAWC-Foster Program	0:00	0:00	0:00	1:00	6:00	0:00	0:00	4:00	11:00
	NAWC-Kennel Assistant	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	7:09	2:05	3:54	0:00	0:00	0:00	0:00	0:00	13:08
	NAWC-Lobby Greeter	9:38	0:00	0:00	0:00	0:00	0:00	0:00	0:00	9:38
	NAWC-Orientation	8:00	10:00	1:00	0:00	0:00	0:00	0:00	4:00	23:00
	NAWC-Photographer	0:00	0:00	2:00	0:00	0:00	0:00	0:00	0:00	2:00
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Veterinarian Assistant Tech	0:00	2:17	0:00	0:00	0:00	0:00	0:00	0:00	2:17	
<b>Total</b>		185:46	252:20	135:52	3:19	6:00	24:30	54:55	662:42	
<b>Grand total</b>		<b>185:46</b>	<b>252:20</b>	<b>135:52</b>	<b>3:19</b>	<b>6:00</b>	<b>24:30</b>	<b>54:55</b>	<b>662:42</b>	

**PUBLIC WORKS**

**12**

DEPARTMENT OF PUBLIC WORKS  
MONTHLY PROGRESS REPORT  
CITY OF NORMAN, OKLAHOMA  
July 2020

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Rural Certificate of Survey for the Planning Commission; one (1) Rural Certificate of Survey; one (1) Preliminary Plat; one (1) Final Plat to City Council. The Development Engineer reviewed 27 sets of construction plans and 6 punch lists. There were 149 permits reviewed and/or issued. Fees were collected in the amount of \$9,907.89.

**CAPITAL PROJECTS:**

**24<sup>th</sup> Avenue East Widening Project- Lindsey Street to Robinson Street:**

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on June 20, 2019, for both phases of the 24<sup>th</sup> Avenue East Project, located from Lindsey Street to Robinson Street. The low bidder was Silver Star Construction Company of Moore, Oklahoma in the amount of \$9,437,000 for the combined projects. ODOT awarded these projects at the July 1, 2019, Transportation Commission Meeting. Silver Star started construction on Monday, September 23, 2019. This project has a 270-calendar day construction schedule, which will likely result in a Fall 2020 completion. ODOT is administering the construction of this project because federal transportation funds are being used.

The project involves the following items:

- Widen two miles of roadway from two lanes to four lanes
- Intersection improvements at 24th Ave. East/Meadowood Boulevard and 24th Avenue East /Robinson Street
- Interconnect traffic signals on 24th Avenue East from Lindsey St. to Robinson St.
- Continuous sidewalks and accessibility
- Stormwater improvements
- On-street bike lanes

The contractor's activities this month were as follows:

- *Finished final grading, block retaining wall, sod and sidewalk installations between Alameda Street and Robinson Street on the east side of 24<sup>th</sup> Avenue East*
- *Finished asphalt pavement milling between Lindsey Street and Alameda Street on the west side of 24<sup>th</sup> Avenue East*
- *Shifted traffic from existing lanes to new northbound lanes between Alameda Street and Robinson Street*
- *Started grading of the new southbound lanes between Lindsey Street and Alameda Street*
- *Started storm pipeline and inlet installations between Lindsey Street and Alameda Street on the west side of 24<sup>th</sup> Avenue East.*

**Roadway Bond Projects:**

During the month of July, concrete paving maintenance continued in Westerfield Manor Addition as part of the Street Maintenance Bond 2019 Urban Concrete Project.

**Public Transit**

**Public Transit Response to COVID-19 (coronavirus)**

Below are actions taken by City and EMBARK staff altering transit service in response to COVID-19 and to align with the Mayor's Proclamations and social distancing guidelines. These are actions that continued through July.

- Enhanced cleaning of vehicles.
- Suspended operations of route 144-Social Security.
- Limit fixed route bus seating to comply with social distancing guidelines.
- Maximum of two paratransit customers per vehicle.
- Mandatory face coverings while using transit services.

- Requiring passengers to use the rear door for entry and exit off of fixed route vehicles, unless passengers need to use the front door for the ramp or kneeling feature.

#### **Grant Activity**

Staff continued working to program the CARES Act funding, \$5.05 million dollars, that was allocated to the Norman urbanized area for public transit expenses. Staff expects the formal obligation of funds to be finalized in August by the Federal Transit Administration.

Staff continued working on the FY21 annual grant application for public transit eligible expenses. This includes funding for operations, ADA paratransit, preventative maintenance, planning, and security. In addition, unused OU/CART funds earmarked for capital expenses are being programmed for vehicle replacements. Staff expects the formal obligation of funds to be finalized in August by the Federal Transit Administration.

#### **Service Changes to Occur in August 2020**

- Operation of Saturday service beginning August 15, 2020, and will be offered from 10am-7pm. This will include University football game days, with operations out of a temporary hub due to street closures and traffic conditions around the current transfer station on Brooks Street.
- Combination of Norman Route 124 and EMBARK OKC Route 024 effective August 10, 2020. Service frequency will be increased from 6 to 9 total round trips per day.

#### **Transit Long Range Plan Update**

- On July 14, 2020, City Council approved contract K-2021-18 with Nelson\Nygaard Consulting Associates, Inc. to provide professional consulting services to update the transit long range plan and to perform associated tasks. City staff are working with the consultant to create a public outreach plan and will inform the public of opportunities for input when they become available.

#### **Transit Monthly Ridership Report**

Attached is the transit monthly ridership report that shows total and average daily ridership by route.

### **Storm Debris Removal**

The City of Norman was hit with a severe wind storm on July 11, 2020, that caused extensive tree and fence damage throughout Norman. After assessing the damage and the amount of debris, the City's on-call debris removal contractor TFR Enterprises, Inc., was contacted for assistance. TFR Enterprises, Inc. is assisting City staff in conducting the debris removal from the on-call contract K-1920-105 approved by City Council January 28, 2020. On July 16, 2020, a Debris Removal Program Kick-Off Meeting was conducted and it was determined that Debris removal will occur in an area bordered by 48<sup>th</sup> Avenue West, 48<sup>th</sup> Avenue East, and the city limits on the north and south sides. TFR Enterprises, Inc. is providing debris removal from the street right-of-way, generally the area 15 feet behind the edge of the street, beginning on Friday, July 17, 2020 and estimates the removal to be completed by mid-August 2020. Two passes through this area will be made to allow citizens enough time to bring all storm debris to the curb for pickup. TFR's estimate for the entire removal of debris is \$199,085.00.

For the month of July TFR removed a total of 286.58 tons of debris. The debris removal is expected to be completed by mid-August.

### **STREETS DIVISION**

#### **ASPHALT OPERATIONS:**

##### **INDIAN HILLS BETWEEN BROADWAY AND PORTER AVENUE**

Streets crews worked a deep patch at Indian Hills between Broadway and Porter Avenue and required 593.59 tons of asphalt for the repair.

##### **EAGLE CLIFF ADDITION VARIOUS LOCATIONS (CRACK REPAIR)**

Streets crews worked crack repair at Eagle Cliff Addition and required 174.55 tons of asphalt for the repair.

**CONCRETE OPERATIONS:**

**PAGE STREET**

Streets crews replaced damaged concrete panels on Page Street. This repair required 237.50 cubic yards of concrete and resulted in over 989 square yards repaired.

**GREYSTONE LANE AND MEADOWRIDGE CIRCLE**

Streets crews replaced damaged concrete panels at Greystone Lane and Meadowridge Circle. This repair required 10.50 cubic yards of concrete and resulted in over 38 square yards repaired.

**ROADSIDE OPERATIONS:**

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

Streets Roadside Mowing crew continued their summer mowing schedule. During July, 2020, 59.00 miles of rural rights-of way and 2,411,929 sq. ft. of urban rights-of-way were mowed.

**STORMWATER**

**WORK ORDER RESPONSE**

Stormwater Division received 28 work order requests and closed 32 work orders.

**INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew worked to repair a leaking stormwater pipe on Lady Bank Lane, a leaking inlet box at Lahoma Avenue and Main Street, and a stormwater pipe damaged during a water line break at Rich Street and Crawford Avenue. The Infrastructure Maintenance crew also installed a new pipe on East Hughbert Street to help improve drainage in that area and raised a manhole at Gray Street and Peters Avenue.

**DRAINAGE MAINTENANCE**

The Channel Maintenance crew continued their mowing schedule and mowed 1,308,204 ft<sup>2</sup> of urban drainage way to ensure clear channels and proper flow for recent rains. They reshaped ditch lines on Della Street and Timberline Drive. The crew also removed fallen trees from Imhoff Creek, Bishop Creek and Bart Connor Channel. The Channel Maintenance crew also cleaned flumes at Dayflower Lane, Gallant Way and Sundance Court.

**URBAN STREET SWEEPING OPERATIONS**

A total of 516 lane miles were swept in July resulting in the removal of approximately 338 tons of debris from various curb lined streets throughout the city.

The Litter Crew has been postponed due to the COVID-19 pandemic, and no litter removal was performed.

**STORMWATER OKIE LOCATES**

During the month of July, 2572 Call 811 Okie Spots were received. Of those requests, 39 were stormwater pipe locates, 71 were marked, and 627 were referred to other departments.

**CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 142 inspections of 103 active sites  
Issued 0 citation and 0 NOVs to active sites  
Issued 3 Earth Change Permits to new projects.

**MS4 OPERATIONS**

Conducted 5 outfall inspections.

Conducted 7 detention/retention pond inspections.

On July 1, 2020, Michele Loudenback participated in the EPA Region 6 Stormwater Conference Agenda/Keynote Committee Conference Call.

*Monthly Progress Report  
Public Works (July 2020)*

On July 2, 2020, Carrie Evenson and Michele Loudenback spoke with Rebecca Bond, Blue Thumb Director, about partnering with Blue Thumb or the Oklahoma Conservation Commission to perform bioassessment monitoring.

On July 7, 2020, inlet protection was installed within storm inlets throughout North Base to help minimize the impact of the facility's outdoor activities on stormwater quality.

On July 9, 2020, Faith Haynes and Stuart Shumate attended a virtual lunch and learn titled, "Erosion and Sediment Control BMPs", provided by Jeff King, American Excelsior Company.

On July 15, 2020, the OFMA Stormwater Technical Workshop was held via Zoom. Dr. Evenson and Michele Loudenback facilitated an informative and well-received workshop with over 240 attendees.

On July 21, 2020, Carrie Evenson and Hans Osgood attended Americans with Disabilities Act Technical Training.

On July 22, 2020, Carrie Evenson, Michele Loudenback, Amy Shepard, and Todd McLellan participated in the 2020 FEMA Community Rating System cycle visit.

On July 31, 2020, Dr. Evenson, Ms. Loudenback, Scott Sturtz, Courtney Dekalb-Myers, and Amanda Nairn, working as the Lake Thunderbird TMDL projects RFP Selection Committee, met to discuss the proposals that were submitted for three Lake Thunderbird TMDL projects and decide whether interviews were appropriate for one or more of the RFPs.

#### **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 2020**

**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	6	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	49	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	16	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	27	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%

**July 2020**  
**DEVELOPMENT COORDINATION, ENGINEERING,**  
**AND PERMIT REVIEW**

**Subdivision Development:**

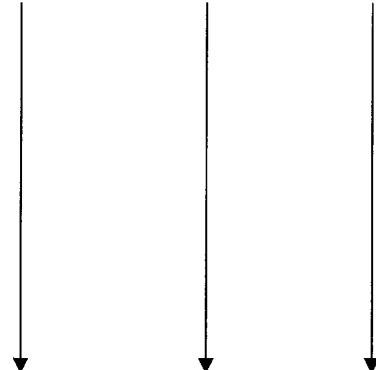
FY 2021 Associated Fees

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

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

**City Council Review:**

- Certificate of Survey.....1
- Preliminary Plat.....1
- Final Plats .....1
- Certificate of Plat Correction...0
- Encroachment.....0
- Easements.....0
- Closure..... 0
- Release of Deferral.....0



**Development Committee:**

- Final Plats.....0

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

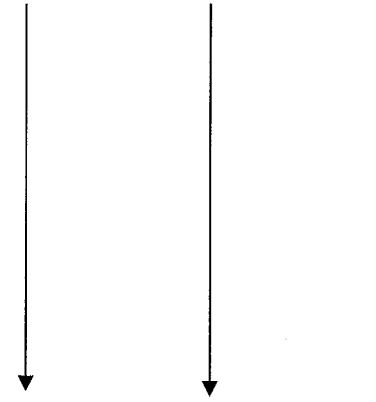
**Subtotal:**

\$6,430.00			
\$0.00			
\$6,430.00	\$7,740.00	\$6,430.00	

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

- \*\*Single Family..... 49
- \*\*\*Commercial..... 16
- Multi-Family.....1
- Addition/Alteration..... 21
- House Moving..... 4
- Paving Only.....13
- Storage Building.....13
- Swimming Pool.....10
- Storm Shelters..... 19
- Public Improvements.....7
- Temporary Encroachments.....0
- 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
\$3,477.89	\$2,008.85	\$3,477.89
\$9,907.89	\$7,740.00	\$9,907.89
27	22	27
6	2	6

- \* 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

# NORMAN TRANSIT RIDERSHIP TOTALS

Month: July 2020

FY21: July 1, 2020 - June 30, 2021 (FY20: July 1, 2019 - June 30, 2020)

## Average Daily Fixed-Route Passengers

ROUTE	Jul-19	Jul-20	% Change	# Change	FYTD20	FYTD21	% Change	# Change
110 Main Street	229	184	-19%	-45	229	184	-19%	-45
111 Lindsey East	273	214	-22%	-59	273	214	-22%	-59
112 Lindsey West	98	80	-18%	-18	98	80	-18%	-18
120 West Norman Link	13	10	-24%	-3	13	10	-24%	-3
121 Alameda / E. Norman	146	145	-1%	-1	146	145	-1%	-1
124 Sooner Express	46	24	-47%	-21	46	24	-47%	-21
144 Social Security	2	0	-100%	-2	2	0	-100%	-2
<b>TOTAL</b>	<b>806</b>	<b>658</b>	<b>-18%</b>	<b>-148</b>	<b>806</b>	<b>658</b>	<b>-18%</b>	<b>-148</b>

## Days of Service

Month	Mon-Fri	Sat	Total
Jul-20	23	NA	23
Jul-19	22	NA	22
<b>FYTD21</b>	<b>23</b>	<b>NA</b>	<b>23</b>
<b>FYTD20</b>	<b>22</b>	<b>NA</b>	<b>22</b>
<b>44 Social Security (Tues. &amp; Fri.)</b>			
Month	Days	FYTD	FYTD
Jul-20	0	0	0
Jul-19	9	9	9

## Total Fixed-Route Passengers

ROUTE	Jul-19	Jul-20	% Change	# Change	FYTD20	FYTD21	% Change	# Change
110 Main Street	5,039	4,242	-16%	-797	5,039	4,242	-16%	-797
111 Lindsey East	6,010	4,917	-18%	-1,093	6,010	4,917	-18%	-1,093
112 Lindsey West	2,153	1,847	-14%	-306	2,153	1,847	-14%	-306
120 West Norman Link	288	229	-20%	-59	288	229	-20%	-59
121 Alameda / E. Norman	3,217	3,331	4%	114	3,217	3,331	4%	114
124 Sooner Express	1,005	562	-44%	-443	1,005	562	-44%	-443
144 Social Security	22	0	-100%	-22	22	0	-100%	-22
<b>TOTAL</b>	<b>17,734</b>	<b>15,128</b>	<b>-15%</b>	<b>-2,606</b>	<b>17,734</b>	<b>15,128</b>	<b>-15%</b>	<b>-2,606</b>

## Paratransit Passenger Information

ZONE	Jul-19	Jul-20	% Change	# Change	FYTD20	FYTD21	% Change	# Change
Zone 1	2,054	1,003	-51%	-1,051	2,054	1,003	-51%	-1,051
Zone 2	349	248	-29%	-101	349	248	-29%	-101
<b>TOTAL</b>	<b>2,403</b>	<b>1,251</b>	<b>-48%</b>	<b>-1,152</b>	<b>2,403</b>	<b>1,251</b>	<b>-48%</b>	<b>-1,152</b>

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2021

<b>STREET DIVISION</b>					
	<b>FYE 2021 July 2020</b>	<b>FYE 2021 July 2020</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2021</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
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 (tons of material used)	100%	100%	100%	100%	95%
	8.35		8.35		
Overlay/pave 10 miles per year.	-	0%	-	0%	100%
Replace 1,160 square yards of concrete pavement panels	989.00	85%	989.00	85%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	5.00	1%	5.00	1%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	2,411,929.00	19%	2,411,929.00	19%	100%
Mow 148 miles of Rural Right-of-way twice per year	59.00	20%	59.00	20%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2021

<b>STORMWATER DIVISION</b>					
	<b>FYE 2021 JULY, 2020</b>	<b>FYE 2021 JULY, 2020</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2020</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	516.00	103%	516.00	9%	50%
Collect litter from rights of way in the Urban area (Tons)	-	0%	-	0%	70%
Collect litter from rights of way in the rural area (Tons)	-	0%	-	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	765.00	765.00	765.00	8%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,308,204.00	10%	1,308,204.00	10%	90%
Perform erosion control inspections of permitted sites within 30 days.	142.00	138%	142.00		100%
Permit all earth disturbing operations over 1 acre in size.	3.00	100%	3.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	2.00	200%	2.00		50%
Inspect stormwater outfalls.	5.00	0%	5.00		20%
Respond to stormwater complaints within 24 hours of the time reported	28.00	100%	28.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

July 2020

IN GALLONS	FYE 2021	FUEL REPORT	
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	17,545.00	19,392.00	25,662.50
Outside - sublet	1,941.00	1,371.00	5,515.61
<b>TOTAL</b>	<b>19,486.00</b>	<b>20,763.00</b>	<b>31,178.11</b>
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	20,598.92	21,041.60	20,146.89
			<b>5,515.61</b>

FYE 2020 TO DATE CONSUMPTION			
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	259,771.05	246,346.80	293,748.39
			<b>73,372.47</b>

INTERNAL PRICE PER GALLON:				EXTERNAL PRICE PER GALLON:			
UNLEADED	High	\$1.47	Low	\$1.29	UNLEADED	High	\$1.47
						Low	\$1.29
DIESEL	High	\$1.44	Low	\$1.24	DIESEL	High	\$1.44
						Low	\$1.24
CNG	High	\$1.02	Low	\$1.02	CNG	High	\$1.37
						Low	\$1.07

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$70,522.34	Month Total Public CNG Sales	\$5,516
BATTERIES	\$2,201.02	FYE 2021 To Date Public Sales	\$6,718
OILS/FLUIDS	\$4,290.25	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	\$20,709.87	Total Sold Gallons Life To Date	921,684
SUBLET REPAIRS	\$17,223.70	Total Gross Sales Life To Date	\$1,321,755
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$114,947.18</b>	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Statio	2,311,818

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TRG MONS. AGO	YEAR TO DATE
ROAD SERVICE	14	15	13	159
EMERGENCY ROAD CALLS	32	28	21	214
PM SERVICES	131	158	135	1400
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	524	561	462	4999
SCHEDULED REPAIRS	192	218	183	1867
NON SCHEDULED REPAIRS	283	272	215	2631

Light Shop	CURRENT MONTH	LAST MONTH	TRG MONS. AGO	YEAR TO DATE
ROAD SERVICE	3	7	4	43
EMERGENCY ROAD CALLS	6	6	4	41
PM SERVICES	80	96	86	880
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	209	254	221	2298
SCHEDULED REPAIRS	114	129	116	1173
NON SCHEDULED REPAIRS	71	87	74	948

Heavy Shop	CURRENT MONTH	LAST MONTH	TRG MONS. AGO	YEAR TO DATE
ROAD SERVICE	9	7	9	107
EMERGENCY ROAD CALLS	24	22	17	168
PM SERVICES	41	53	37	390
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	232	243	185	2,178
SCHEDULED REPAIRS	63	77	54	585
NON SCHEDULED REPAIRS	147	139	101	1,474

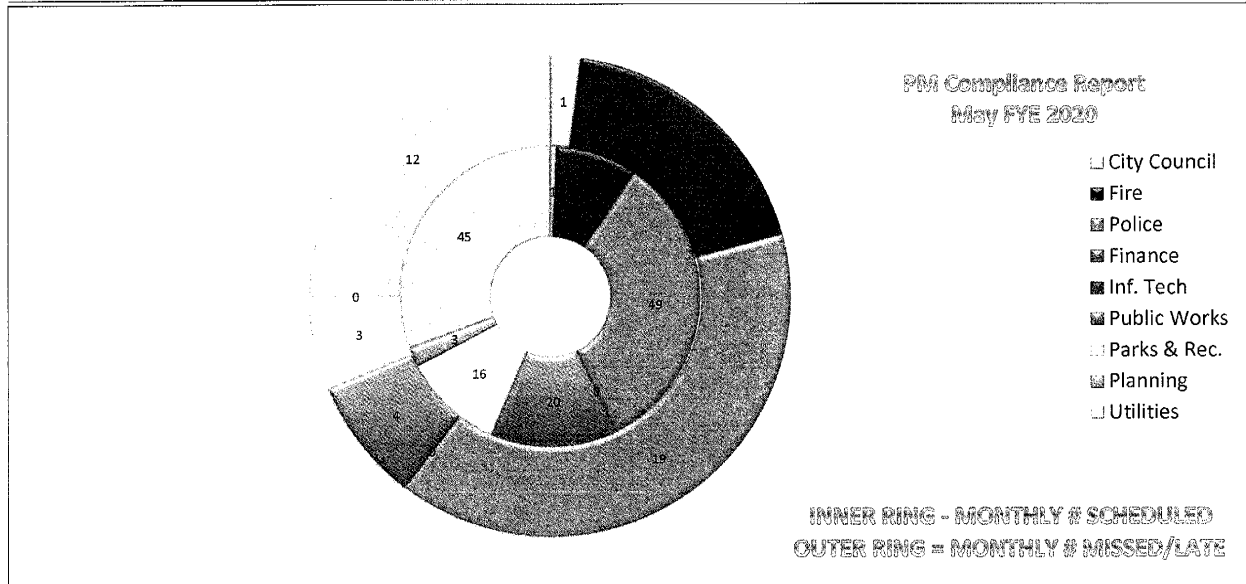
Transit Shop	LAST Month	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	1	0
EMERGENCY ROAD CALLS	2	0	3
PM SERVICES	9	7	9
INCLEMENT WEATHER	0	0	0
WORK ORDERS	73	51	46
SCHEDULED REPAIRS	14	10	10
NON SCHEDULED REPAIRS	56	40	35

## PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

July FYE 2021

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>PSST FIRE SUPPRESSION</b>										
0047	2015 Ford F450	PSST Fire	19287	19565	-278	miles	7/14/2020	Light Repair	PM-C	8/21/2019
<b>POLICE</b>										
1164T	2013 Belshe WB-12 Trailer	Police Patrol	7/31/2020	11/7/2019	267	days	11/7/2019	Heavy Repair	PM-A	11/7/2018
1040T	2001 TM WFCII Trailer	Police Staff Services	7/31/2020	5/8/2020	84	days	4/5/2019	Light Repair	PM-A	5/8/2019
1069T	2010 Pacer 6x10	Police Special Investigations	7/31/2020	2/13/2020	169	days	5/6/2020	Light Repair	PM-A	2/13/2019
1155	2016 Ford Interceptor	Police Patrol	62915	62464	451	miles	6/12/2020	Light Repair	PM-C	2/6/2020
1146	2010 Ford Crown Vic	Police Patrol	121002	121121	-119	miles	7/16/2020	Light Repair	PM-C	3/23/2020
1198	2002 Chevy C6500	Police Patrol	14331	5000	9331	miles	7/21/2020	Light Repair	PM-D	3/11/2019
1118	2008 Ford Crown Vic	Police Patrol	173421	172957	464	miles	7/27/2020	Light Repair	PM-D	5/4/2020
1162	2009 Ford Crown Vic	Police Patrol	124203	123667	536	miles	7/29/2020	Light Repair	PM-C	4/6/2020
<b>FIRE</b>										
033T	2002 Trailer 10/6 Utility	Fire Suppression	7/31/2020	5/13/2020	79	days	5/29/2020	Light Repair	PM-A	5/10/2019
2004	2001 John Deere LT155	Fire Suppression	6/30/2020	6/3/2020	27	days	6/15/2020	Light Repair	PM-D	6/6/2018
<b>SANITATION</b>										
291T	2016 Titan Trailer	Sanitation Transfer Station	6/30/2020	2/26/2020	125	days	5/1/2020	Heavy Repair	PM-A	3/16/2020
298T	2016 Titan Trailer	Sanitation Transfer Station	6/30/2020	5/14/2020	47	days	6/26/2020	Heavy Repair	PM-A	11/14/2019
0224	2019 Peterbilt Front Loader	Sanitation Recycle	2195	1613	582	hours	7/9/2020	Heavy Repair	PM-C & PM-T	2/5/2020
5201	2018 Chevy 2500	Sanitation Compost	117862	117847	15	miles	7/30/2020	Heavy Repair	PM-D	3/15/2016
<b>PARK MAINTENANCE</b>										
444T	2005 Holt Equipment Trailer	Park Maintenance	6/30/2020	5/28/2020	33	days	6/26/2020	Light Repair	PM-A	5/28/2019
<b>FINANCE</b>										
0065	2017 Ford F150	Finance Water Meter Services	7/31/2020	6/25/2020	36	days	6/5/2020	Light Repair	PM-N	6/25/2018
0066	2014 Ford F150	Finance Water Meter Services	7/31/2020	3/15/2020	138	days	6/5/2020	Light Repair	PM-N	3/15/2018
<b>PUBLIC WORKS</b>										
0161	2011 Wacker Packer	Streets	7/31/2020	7/22/2020	9	days	7/31/2020	Light Repair	PM-C	7/22/2019
0675	2001 Toro 3300 Truckster	Streets	6/30/2020	5/30/2020	31	days	6/26/2020	Light Repair	PM-C	5/30/2019
667A	2017 Air Compressor	Streets	7/31/2020	3/26/2020	127	days	7/14/2020	Light Repair	PM-C	9/26/2019
123G	2005 Briggs Generator	Streets	7/31/2020	2/22/2020	160	days	7/23/2020	Light Repair	PM-C	2/22/2019
<b>UTILITIES</b>										
0335	2015 Honda Trash Pump	Water Line Maintenance	6/30/2020	4/9/2020	82	days	5/15/2020	Light Repair	PM-C	12/6/2019
567T	2017 Big Tex 22GN Trailer	Water Treatment	6/30/2020	5/14/2020	47	days	6/24/2020	Heavy Repair	PM-A	5/14/2019



Department	Scheduled	Missed/Late	% Late
City Council	1	1	100.0%
Fire	13	9	69.2%
Police	49	19	38.8%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	20	4	20.0%
Parks & Rec.	16	3	18.8%
Planning	3	0	0.0%
Utilities	45	12	26.7%
<b>Citywide Total</b>	<b>147</b>	<b>48</b>	<b>32.7%</b>



**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**July FYE 2021**

Industry Standard Compliance: Not To Exceed 5%

					<b>Current % PENDING</b>	
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY					0%	0%
<b>FINANCE</b>						
METER SERVICES	2		2		100%	100%
<b>PLANNING</b>						
PLANNING	2	2			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1	1			0%	0%
<b>PUBLIC WORKS</b>						
ENGINEERING	2	2			0%	0%
STREETS	11	9		2	18%	18%
STORMWATER	6	5	1		0%	17%
TRAFFIC	4	4			0%	0%
STORMWATER QUALITY					0%	0%
FLEET	4	4			0%	0%
<b>POLICE</b>						
ANIMAL CONTROL					0%	0%
POLICE ADMINISTRATION	2	2			0%	0%
POLICE STAFF SERVICES	3	1	1	1	33%	67%
POLICE CRIMINAL INVESTIGATIONS	5	4	1		0%	20%
POLICE PATROL	26	16	1	9	35%	38%
POLICE SPECIAL INVESTIGATIONS	5	4		1	20%	20%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION	1	1			0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION	2	2			0%	0%
FIRE SUPPRESSION	4	3		1	25%	25%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	10	9	1		0%	10%
PARKS & RECREATION					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	7	5		2	29%	29%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	0%
PSST FIRE SUPPRESSION	6	5	1		0%	17%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	1	1			0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	8	3	4	1	13%	63%
UTILITIES INSPECTOR					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	0%
WRF INDUSTRIAL	1		1		0%	100%
WRF BIOSOLIDS	1	1			0%	0%
WRF OPERATIONS	2	2			0%	0%
SEWER LINE MAINTENANCE	2	1	1		0%	50%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	4	3	1		0%	25%
SANITATION COMMERCIAL	7	4	2	1	14%	43%
SANITATION TRANSFER	6	6			0%	0%
SANITATION COMPOST	1			1	100%	100%
SANITATION RECYCLE	4	2		2	50%	50%
SANITATION YARD WASTE	4	4			0%	0%
<b>CITYWIDE TOTAL</b>	<b>144</b>	<b>106</b>	<b>15</b>	<b>23</b>	<b>16%</b>	<b>26%</b>

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

**FYE 2021**

July 2020

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	123.21	72%	83.3%	11.3%	
# 002	160.80	72%	88.7%	16.7%	
# 003	124.94	72%	76.0%	4.0%	
# 004	98.05	72%	100.0%	28.0%	
# 006	59.27	72%	55.2%	-16.8%	
# 007	126.20	72%	79.0%	7.0%	
# 008	113.05	72%	77.9%	5.9%	
# 009	133.77	72%	74.2%	2.2%	
# 010	84.19	72%	58.6%	-13.4%	
# 011	115.72	72%	82.4%	10.4%	
# 012	133.07	72%	90.7%	18.7%	
# 013	131.23	72%	86.1%	14.1%	
# 014	78.08	72%	54.0%	-18.0%	
# 016	111.94	72%	74.8%	2.8%	
# 018	131.17	72%	91.0%	19.0%	
# 021	129.56	72%	86.0%	14.0%	

DIRECT LABOR HOURS	1854.25
TOTAL AVAILABLE HOURS	2356.37
PRODUCTIVITY GOAL	72.0%
<b>ACTUAL PRODUCTIVITY</b>	<b>78.7%</b>

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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
<b>JULY 2020</b>							
Provide initial response to citizen inquiries within 2 days	100%	115	115	100%	115	115	100%
Provide information requested by citizens within 7 days	95%	115	115	100%	115	115	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%	20	20	100%	20	20	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		688	157	0.23	688	157	0.23
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
		4.69	45	9.59	4.69	45	9.59
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
		13	13	100%	13	13	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
		28	28	100%	28	28	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	9	9	100%	9	9	100%
<i>Lower Priority</i> all other signs within one day	90%	108	108	100%	108	108	100%
<i>Street Name Signs</i> within two weeks	90%	40	40	100%	40	40	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
		2744	0	0.00	2744	0	0.00

**UTILITIES**

**13**

## Monthly Report

July 2020

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Hunting Horse Tr. – 90%
- Eufaula St.- 100%
- East Robinson – Griffin Park 98%

East Eufaula Street: Staff will replace 455 feet of deteriorated 6" Ductile iron pipe with 6" C-900 PVC from Porter Avenue to Ponca Avenue. Staff spread 12 yards of topsoil, and laid 2,000 feet of sod and poured a concrete approach, project 100% complete.

Hunting Horse Trail: Staff will replace 500 feet of 6" Ductile Iron pipe with 6" PVC from 1006 Hunting Horse Trail to Wyandotte Way. Staff installed one new fire hydrant, made tie-in on east end of Hunting Horse Trail, poured drive approaches and one street panel, project 90% complete.

Page Street: Unfunded assistance for Public Works, staff laid 420 feet of 2" SDR poly pipe, connected three water meter services to it and hauled construction debris from job site.

#### Water Line Breaks – 17 in July

#### Sewer Line Data

- Total obstruction service requests - 31
  - Private Plumbing: 30
  - City Infrastructure: 1
  - Sanitary Sewer Overflows 3; 1 overflow on City side and 2 on private service line

#### Lift Station D Flows:

- Days - 31
- Average daily flow: 1.21 MGD
- Total flow: 37.5 MG

### **UTILITIES ENGINEERING:**

Line Maintenance Building (WA/WW0329)/WRF Storage Building (WW0318): 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, Barrett L. Williamson Architects selected to provide design and construction services for the projects. approved preliminary design contract K-1920-109 with Barrett L. Williamson Architects on 01/28/20 for \$124,550. Preliminary design expected to be completed in August 2020.

### **WASTEWATER PROJECTS:**

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; Line Maintenance completed additional survey of existing manholes along 12th Avenue NE/Main to determine need for repair/replacement in FYE17 project; The bidding documents were finalized on February 3, 2020 and the project advertised February 13;. Six bidders attended the pre-bid conference on March 3, 2020. Addendum No. 1 issued 03/09/20. Staff construction estimate is \$3.3M for the Base and Alternate Bids; \$2.28 M is available. bids opened on March 12, 2020 with the low bid of \$2.8M submitted by Horseshoe Construction of La Porte, TX. NUA approved Award of Bid 1920-49 (Phase 1) and Contract K-1920-73 with Horseshoe for \$2,796,161.25 on 4/14/20. Phase 2 16-inch Alternate Bid advertised separately was opened 04/09/20 with low bid of \$370,105 from Jordan Contractors of Tecumseh, OK. NUA approved Award of Bid 1920-57 and Contract K-1920-123 with Jordan for \$370,105 approved by NUA on 4/28/20. Television inspection for Phase 1 work began 05/04/20. The contractor has replaced approximately 6,300 feet of sewer line. Work along Chautauqua Avenue is currently on-going.

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. 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. Additional funding of \$1.96M is proposed in the FYE21 CIP budget. Staff will review plans in October 2020 and have final plans in December 2020.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet (over 4 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Peter Pan St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Line Maintenance has begun internal video survey of project area which should be complete by December 2020. Award contract to Lemke for surveying and drafting assistance should be in December 2020.

Engineer: Staff with assistance from local surveyor

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. Pre-Bid Conference held 09/12/19 with five contractors attending; bids will be opened 09/19/19. Four bids were received 09/19/19 ranging between \$438,670 and \$635,892 and were much higher than estimated; staff has met with low bidder in attempt to reduce costs and is awaiting additional information. APAI and staff have worked to reduce project scope and cost and we met with the low bidder, Mathews Trenching, in an attempt to reduce the price. Negotiations were only able to reduce the price to about \$350,000 that is still too much to justify contract award. Bids were rejected and the project will not proceed. Staff will work with DEQ to select and bid another SEP

project. DEQ agreed but demanded a quick turnaround time so staff selected a solar installation project on top of the UV building at the WRF. NUA will approve design contract July 14, 2020.

WRF Land Purchase (WW0170): 20-acre parcel to west and south of WRF is being considered for purchase with portion of land for potential WRF expansion and area south of Bratcher Minor Road for potential Compost Facility expansion. Appraisal of property obtained March 6, 2020. Phase I Environmental Site Assessment completed in June 17, Council approval received July 14<sup>th</sup>. Property closing expected in September 2020.

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. Application was submitted in September and we learned in December that we will be receiving up to \$700,00 in grant funding. Staff held a check receiving / project kickoff ceremony January 31, 2020 at the Central Library. NUA approved Garver's contract February 11, 2020. Staff is preparing an agenda item to bring BOR contract forward for NUA approval but awaits final contract from BOR. Staff will bring an Amendment No. 1 to Garver's contract June 23, 2020 to allow them to administer all of the rental equipment and sampling/analyses on behalf of WRF..

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 expects to bring a contract forward to NUA in June, 2020.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the in the Bishop Creek wastewater basin to accomodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. Staff will soon prepare an RFP to select design consultant for this and other water/sewer projects.

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. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. Geotechnical work and potholing will be completed in August and September 2020 allowing the design to be finalized. Downstream manhole rehabilitations were also added to the project due to severe corrosion that has deteriorated the manholes impacting their structural integrity.

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 5, 2019. At the end of February, the Contractor has completed the project. The final inspection was completed and punch list items addressed. The project was accepted by Council.

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 TM1 completed September 6, 2019  
Engineer: Garver, Inc. (Steve Rice)

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 for FYE20. Engineering contract approved in April 2019, Staff and Olsson toured OKC septage facility in May. The TM1 was received in July and TM2 in March 2020. The draft report was received in May 2020 and significant revisions were requested and a revised report was received late in June 2020. Additional revisions were requested and a revised report was received in late June. Additional revisions will be required but will be done in August 2020 and received in September 2020.  
Engineer: Olsson, Inc. (Kevin Rood)

WRF Waste Sludge Blower Replacement Project: The Water Reclamation Facility (WRF) currently utilizes blowers to mixed waste activated sludge to agitate the sludge to allow for proper thickening prior to feeding the anaerobic digesters. The existing blowers have reached the end of their useful life and their replacement is warranted in order to maintain reliable operations. The project was bid and awarded and equipment was shipped in July 2020 with the replacement work to take about one week. The project was bid and awarded and the contractor is currently procuring the replacement blowers for project which have a long lead time. Plans and Specifications Advertised for Bids – December 2019; Bid Opening – January 23, 2020; Start of Construction – March 2020; Estimated Completion – August 2020

## **WATER PROJECTS:**

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; 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. Easements are still being acquired for the project with four of the six parcels received.

Engineer: Cardinal Engineering. Staff is coordinating this work with ongoing WL construction by Sooner Fashion Mall. Final plans submitted to DEQ 05/08/20. Easement acquisition in August 2020, Bid project in September 2020.

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 to bid was issued September 19, 2019, Bid opening was October 10, 2019. Due to the low bid prices for the reuse line, the contract award included the 16-inch reuse line. Additionally, an 8-inch water line replacement was added to the project to improve service reliability to the future Reaves Park upgrades. The existing line was installed in the 1940s. The project is complete for the original scope except for testing and disinfection and final cleanup. The 8-inch water line replacement within Reaves Park that was added to the project and has been installed. Project is complete except for final cleanup items.

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. After initial field investigation and discussions with potential contractors, an alternative alignment further away from utility conflicts was evaluated. The OU Board of Regents approved an easement to be donated to the City to allow for a more constructible alignment. The invitation to bid was in June, and contract will be awarded to Garney Companies Inc, in the amount of \$1,978,875.

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. Based on detailed field survey, the alignment appears to require the removal of the existing 16-inch line and installation of the new line in the same corridor. Water model simulations have indicated that this will not impact service levels but this work is going to be scheduled during the non-demand seasons to reduce the impacts of this outage. Comments on preliminary plans were provided to Engineer on April 3, 2020. Plans at 65 percent were received in June and are being reviewed by staff.

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. Completion of design in September, submittal to DEQ for permit in September, completion of railroad permit in September and invitation to bid October 24, 2019. Bid opening November 21, 2019. Project has been bid and awarded with construction began in March 2020. To-date, approximately 2,500 feet of pipe has been installed of the 11,850 linear feet in the project.  
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 99% complete and is being used to store equipment. Administration building is 90% complete. Contractor has completed \$29,189,188 of the \$30,515,462 total contract. Staff is running new Sodium Hypochlorite (chlorine) system for two weeks and if successful with no disruptions, gas chlorine cylinders will be shipped back to manufacturer. The new Liquid Ammonium Sulfate (LAS) is currently be fed as well as Fluorosilicic acid (fluoride). Once the old chlorine units are removed. The water treatment had two unexpected pipe failures December 13 & 14 and caused a shut down over the holidays. Repair was made and plant restart January 13, 2020. Buildings are near completion and Contractor is requesting final inspections for Certificates of Occupancy. Project completion date is now anticipated to be end of June 2020. City Manager approved CO#3 in the amount of \$37,487.96 for NUA approval since under \$40K on April 3, 2020 and approved CO#4 in the amount of \$37,614.13 May 18, 2020 and CO#5 in the amount of \$20,398.71. A final change order is expected upon completion of the project.  
.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 APAL 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 submitted an application to OWRB on behalf of NUA. Due to COVID 19, OWRB are all working from home and seem to be behind on processing our request. Application is under review by OWRB and they stated it should go before their board in August 2020. Public notice requirements will be sent to us from OWRB.  
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. APAI is performing a model scenario for the well field and defining potential blending/treatment sites for the wellfield as a whole. APAI presented their draft findings in a webcast Monday May 11<sup>th</sup> and submitted a draft technical memorandum May 29, 2020. Staff reviewed tech memo and made edits. APAI made corrections and submitted final report 7/1/20. Staff will determine next step for this project.

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18<sup>th</sup> 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 all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. The first screened well (Park) is complete and awaits pump testing.

Crews have completed all wells and are now completing monitoring wells. They currently have 2 of the 6 monitoring wells complete and should be done with all drilling activity by June 26, 2020. Well house construction is underway and the first slab was poured June 11, 2020 at Simpson and crews have poured pads for Shaver and Hays  
Engineer: Carollo Engineers (Rebecca Poole)

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 MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24<sup>th</sup> NE to 12<sup>th</sup> NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. Staff anticipates having an agreement established by August 2020.

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 opened bids September 12, 2019. CTEX from Texas was apparent low bidder at \$220,000. NUA approved the contract October 22, 2019. CTEX met with staff March 9, 2020 at the WTP and held a pre-construction meeting. After looking at site, CTEX and WTP staff agreed that April 1, 2020 is a good start date for the project. Crews were delayed and mobilized to site April 13<sup>th</sup>. The contractor for this project began in April and completed the project June 10, 2020. NUA will consider approval for the final payment and project acceptance July 14, 2020. Once approved, project can be closed out 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: 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 been agreed to and a contract was considered by NUA November 26, 2019. Project kickoff meeting is scheduled for week January 14th. Consultant met with staff 5/6/20 and reviewed 35% plans and specs. Soil borings were taken along Robinson on May 27, 2020. Received updated 35% plans 7/6/20 and staff will review.  
Engineer: Jacobs Engineering (Lars Ostervold).

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness 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. Crews completed last concrete pours November 5, 2019. A final walk through was performed Friday November 8, 2019 and project had minor punch list items to complete. NUA approved final as-bid to as-built quantities change order January 28th. Phase II will be delayed until March 2021 and construction will begin May 11, 2021.

Engineer: Cabbiness Engineering, LLC (Sean Price)

Water Wells Water Line: 108<sup>th</sup> & Tecumseh – Cardinal Engineering was selected as the consultant for one of the well water line projects. The consultant prepared scope and fee for staff to consider and NUA approved contract November 12, 2019. Project design is underway and project will bid June 2020. Staff is finalizing review of 60% plans. Final plans and specs expected for advertising July 16, 2020. Engineer: Cardinal Engineering (Josh Risely)

Water Wells Water Line: 60<sup>th</sup> and Franklin – Garver Engineers were selected as the consultant for one of the well water line projects. The consultant prepared scope and fee for staff to consider and NUA approved contract November 26, 2019. Project kickoff meeting was held December 19, 2019 and design is 60% complete. Staff will advertise July 16, 2020 and will open bids August 6, 2020. Garver Engineers (Daniel Ethington)

Cascade Water Tower & Lindsey Water Tower – Dunham Engineering is performing detailed inspections on these two towers May 11<sup>th</sup> and will prepare engineered cost estimates to use for budgeting and planning purposes. Staff has prepared and NUA will consider a design contract with Dunham Engineering July 14, 2020 for the Cascade Tower Resurfacing Project. Staff is reviewing the costs of Lindsey tower. Project. Engineer: Dunham Engineering (Joe Seiter)

### **SANITATION CAPITAL PROJECTS:**

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009) / Household Hazardous Waste Facility (SA0012): 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. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun discussions regarding coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

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.

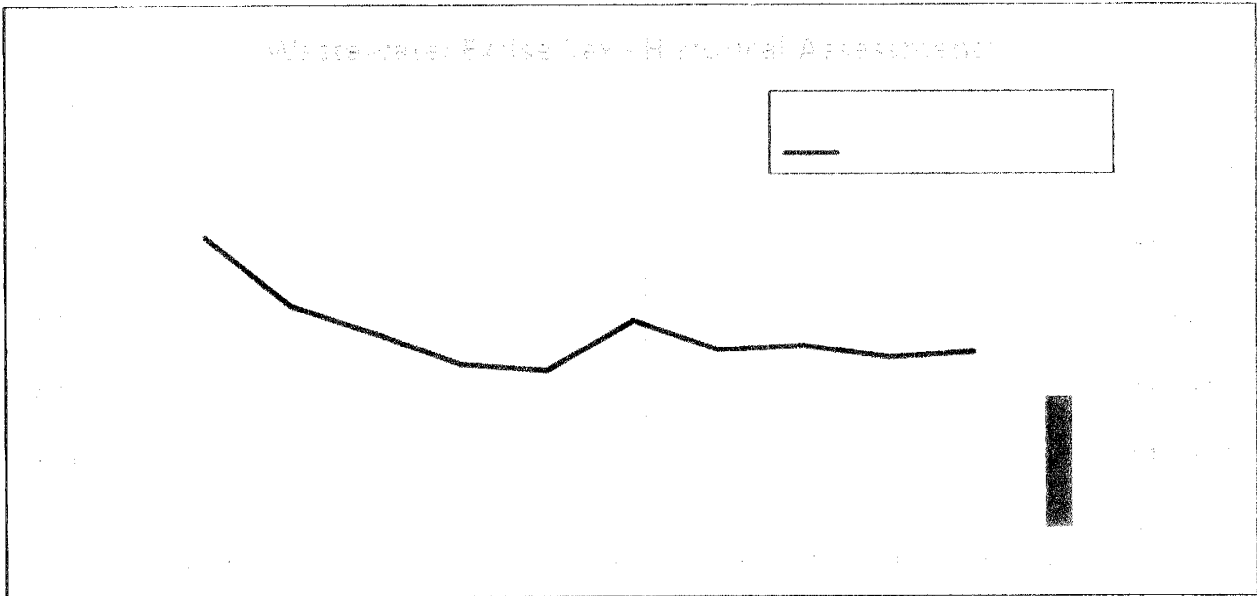
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household Hazardous Waste and Container Maintenance facilities and entry drive modifications to the Transfer Station facility to improve accessibility and safety for vehicles entering and leaving the facility. 30% plans received in April; 70% plans received on May; Final plans September 2020.

Architect: Studio Architects, LLC (George Winters)

### **RECOUPMENT/PAYBACK PROJECTS:**

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 14 commercial entities last month. Assessments of \$185,699.15 were made on the 14 entities whose projects will increase wastewater flows. Through July, 14 commercial properties were reviewed and a total of \$185,699.15 have been assessed to

the entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



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. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 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.

36<sup>th</sup> 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 was approved 12/10/19 concurrently with the proposed Ruby Grant Payback project described below. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.

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. Ruby Grant Waterline Payback project approved by Council 12/10/19. Construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

**Plan Review**

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
6/1/2020	Turtle Crossing	Paving & Drainage	Crafton Tull	6/8/2020	7
6/1/2020	Turtle Crossing	Water	Crafton Tull	6/8/2020	7
6/1/2020	Turtle Crossing	Sewer	Crafton Tull	6/8/2020	7
6/11/2020	Norman North High School	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NHS Academics - NHS Campus	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NHS Athletics - Irving Campus	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NHS Athletics – NHS Campus	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	Nancy O'Brian PAC Addition	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NPS Longfellow - 2019 Bond Issue	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NPS Alcott - 2019 Bond Issue	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NPS Irving - 2019 Bond Issue	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/12/2020	Norman North High School Supplement	Site Improvements and Site Utilities	CEC	6/16/2020	4
6/11/2020	Tri Delta Addition - 1611 College Avenue	Site Improvements and Site Utilities	Wallace	6/18/2020	7
6/24/2020	Sage Cobblestone (Senior Living)	Paving, Drainage, Water	SMC	6/29/2020	5

6/25/2020	Sage Cobblestone (Senior Living)	Sanitary Sewer	SMC	6/29/2020	4
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**Private Water Well Permits Issued**

1 Water Well Permit 20-2052 was issued for month of June.



**JULY 2020  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

<b>INSPECTIONS</b>	<b>July</b>	<b>Year to date</b>
Fats, oil and grease (FOG) program	26	26
Food license approval	0	0
Significant Industrial Users	0	0
<b>Total inspections</b>	<b>26</b>	

<b>ROUTINE ACTIVITIES</b>	<b>July</b>	<b>Year to date</b>
Significant Industrial User sites sampled	0	0
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	33	33
Immediate assistance requested	2	2

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

\* revenue report not available

**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.

**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, 2020, approximately 13,000 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 21 as a result of the FOG program.
4. Staff is 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.
9. Staff is developing new technically based local limits.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 21		FYE 20	
July, 2020	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	1	0	0
Property Owner Responsibility	30	30	13	13
TOTAL	31	31	13	13
Number of Feet of Sewer Cleaned:				
Cleaned	72,443	72,443	71,018	71,018
Rodded	2,895	2,895	1,735	1,735
Foamed	73,117	73,117	78,298	78,298
SL-RAT (New Program)	0	0	0	0
TOTAL	148,455	148,455	151,051	151,051
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	1	1	0	0
Private	2	2	1	1
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	3	3	1	1
Feet of Sewer Lines Televised	21,260	21,260	28,083	28,083
Locates Completed	291	291	251	251
Manholes:				
Inspected	1,087	1,087	1,013	1,013
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	104	104	146	146
Hours Worked for Other Departments	0	0	0	0
OJI Percentage	0.00	0.00	0.00	0.00
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.24	0.24	0.49	0.46
Claims Paid Per 10,000 People	0	0.0000	0	0.00

CITY OF NORMAN  
DEPARTMENT OF UTILITIES  
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT  
WATER MAINTENANCE

	FYE 21		FYE 20	
July, 2020	MONTH	YTD	MONTH	YTD
New Meter Sets:	42	42	39	39
Number Short Sets	42	42	39	39
Number Long Sets	0	0	0	0
Average Meter Set Time	5.36	5.36	4.81	4.81
Number of Work Orders:				
Service Calls	358	358	369	369
Meter Resets	1	1	1	1
Meter Removals	2	2	0	0
Meter Changes	58	58	70	70
Locates Completed	492	492	536	536
Number of Water Main Breaks	17	17	14	14
Average Time Water Off	2.50	2.50	2.41	2.41
Fire Hydrants:				
New	2	2	0	0
Replaced	0	0	1	1
Maintained	109	109	80	80
Number of Valves Exercised	232	232	174	174
Feet of Main Construction	472	472	120	120
Hours of Main Construction	607	607	448	448
Meter Changeovers	3	3	11	11
OJI Percentage	0.00	0.00	0.48	0.48
Hours Flushing/Testing New Mains	70	70	72	72
Hours Worked Outside of Division	6	6	33	33

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

**WATER TREATMENT DIVISION**

**MONTH: July-2020**

	<u>FYE 2021</u>		<u>FYE 2020</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
<b>Water Supply</b>				
Plant Production (MG)	428.23	428.23	402.31	402.31
Well Production (MG)	104.61	104.61	145.76	145.76
Oklahoma City Water Used (MG)	30.90	30.90	30.31	30.31
Total Water Produced (MG)	563.73	563.73	578.38	578.38
Average Daily Production	18.18	18.18	18.66	18.66
<b>Peak Day Demand</b>				
Million Gallons	21.15	21.15	21.37	21.37
Date	7/8/2020	7/8/2020	7/31/2019	7/31/2019
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	\$696,959.08	\$696,959.08	\$667,048.97	\$667,048.97
Wells	\$229,481.62	\$229,481.62	\$214,056.82	\$214,056.82
OKC	\$74,232.83	\$74,232.83	\$85,434.49	\$85,434.49
Total	\$1,000,673.53	\$1,000,673.53	\$966,540.28	\$966,540.28

**Cost per Million Gallons**

Plant	\$1,627.53	\$1,627.53	\$1,658.06	\$1,658.06
Wells	\$2,193.79	\$2,193.79	\$1,468.55	\$1,468.55
OKC	\$2,402.51	\$2,402.51	\$2,818.60	\$2,818.60
Total	\$1,775.08	\$1,775.08	\$1,671.12	\$1,671.12

\*Okc water bill was estimated - current bill not available at time of report

**Water Quality**

Total Number of Bacterial Samples	80	80	80	80
Bacterial Samples out of Compliance	0	0	0	0
Total number of inquiries (Note 2)	8	8	5	5
Total number of complaints (Note 2)	14	14	2	2
Number of complaints per 1000 service connections	0.35	0.35	0.05	0.05

Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.

**Safety**

Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	0	0	1	1

**Public Education**

Number of tours conducted	0	0	0	0
Number of people on tours	0	0	0	0

**Notes:**

Phase II construction - Contractor in process of completing the hydrogen peroxide feed system. Administration Building pending final punch list. Ozone system has been commissioned. Water well #3 pump/motor has been installed - disinfection in progress.

# Water Production for July 2020

Flow, Million Gallons

25.0

20.0

15.0

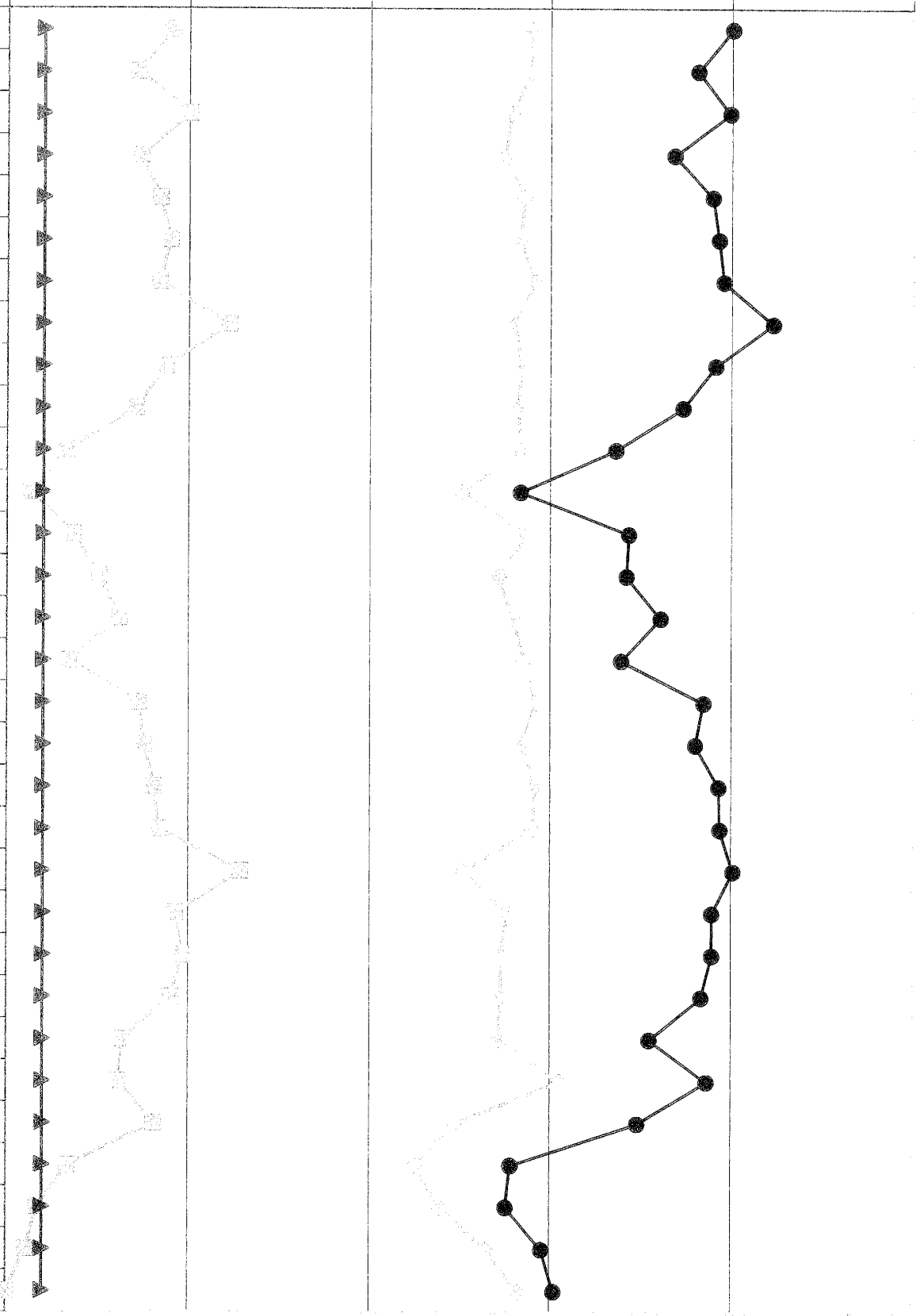
10.0

5.0

0.0

1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31

Day of Month



City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
July 1-31,2020  
**Flow Statistics**

	<b>FYE 2021</b>		<b>FYE 2020</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	333.0	333.0	324.4	324.4
Total Effluent Flow (M.G.)	326.6	326.5	309.7	309.7
Influent Peak Flow (MGD)	12.2	12.2	12.1	12.1
Effluent Peak Flow (MGD)	12.2	12.2	11.0	11.0
Daily Avg. Influent Flow (MGD)	10.7	10.7	10.5	10.5
Daily Avg. Effluent Flow (MGD)	10.5	10.5	9.4	9.4
Precipitation (inches)	2.2	2.2	0.4	0.4

**Discharge Monitoring Report Stats**

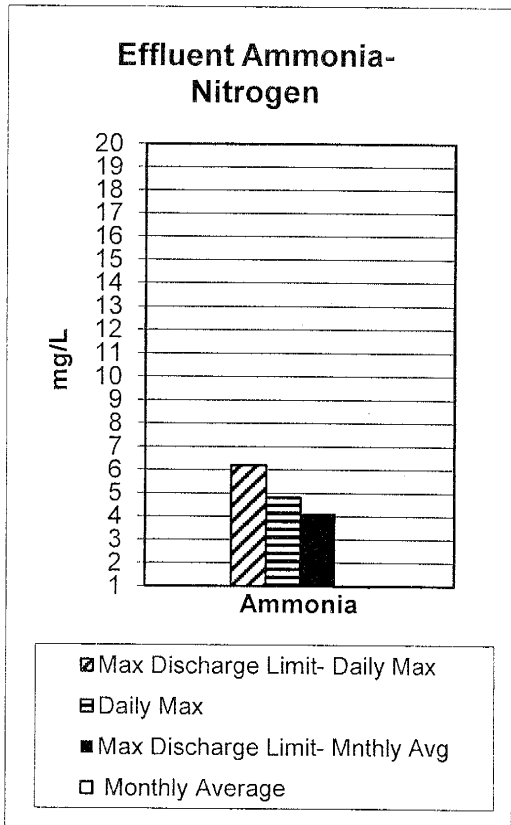
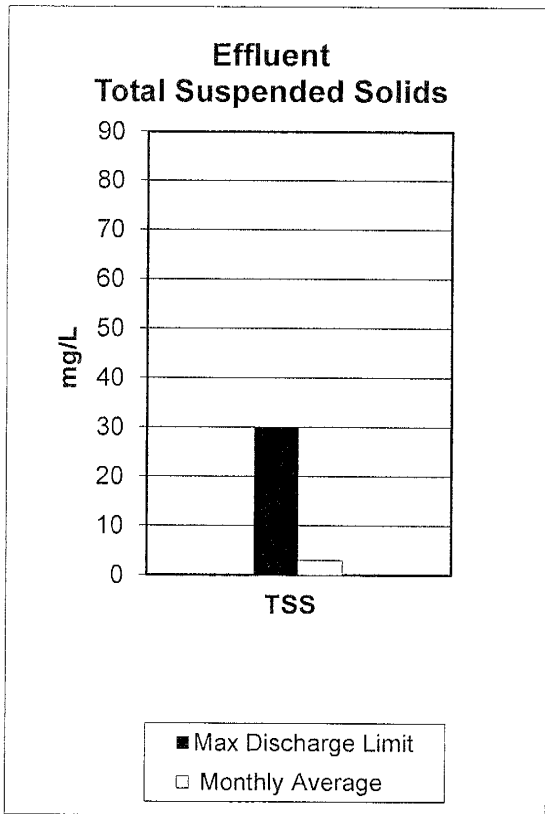
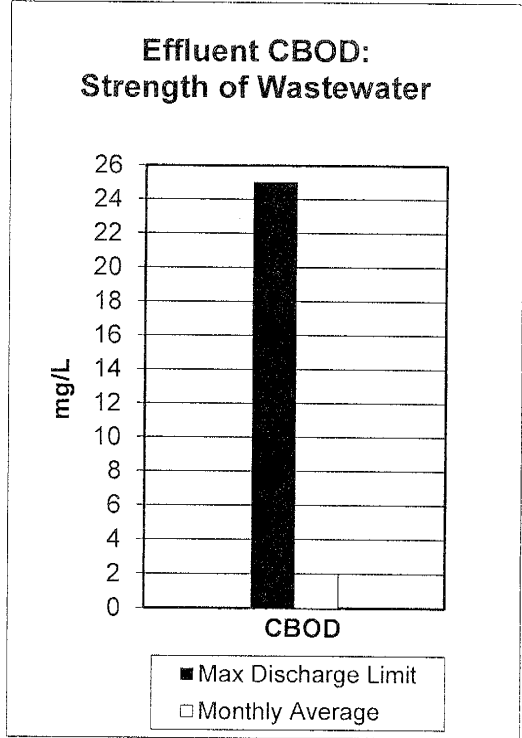
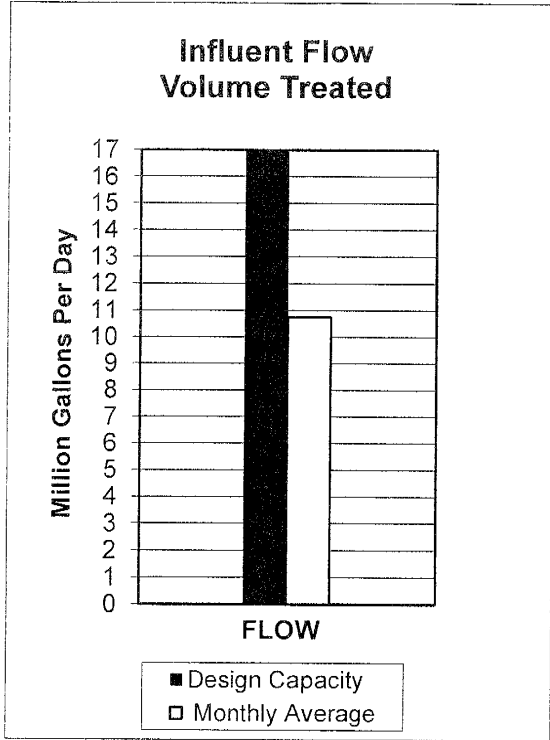
	EPA minimum percentage removal 85%	
5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	91	188
Effluent Carbonaceous Total	3	2
Percent Removal	96.7	98.9
Total Suspended Solids:		
Influent (mg/L)	234	405
Effluent (mg/L)	3	3
Percent Removal	98.7	99.3
Dissolved Oxygen:		
Influent (min)	0.3	0.4
Effluent (min)	6.6	7.0
pH		
Influent (Low)	6.8	7.2
(High)	7.4	7.5
Effluent (Low)	7.0	7.7
(High)	7.5	7.4
Ammonia Nitrogen		
Influent (mg/L)	24.9	25.7
Effluent (mg/L)	0.7	0.2
Percent Removal	97.3	99.2

**Utilities**

<b>Electrical</b>				
Total kWh Used (Plant wide)	491,260	491,260	432,580	432,580
Aeration Blowers & Headworks	191,000	191,000	113,800	113,800
UV Facility	64,600	64,600	97,000	97,000
<b>Natural Gas</b>				
Total cubic feet/day (plant wide)	409,000	409,000	434,000	434,000
Public Education (Tours)	0	0	1	9
Total Attendees FYE 21	0		9	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	11.3	11.3	17.4	17.4
E. coli geometric mean for July <b>136 MPN</b> (Limit is 126) Over limit				

**CITY OF NORMAN  
WATER RECLAMATION FACILITY**

July 2020



Comments here

# MONTHLY TRANSFER STATION REPORT

July 2021

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	161.11	\$7,473.46
STANDARD TONS	1,778.53	\$98,565.00
RESIDENTIAL TONS:	429.69	\$17,626.42
PULL OFFS:	31.00	\$465.00
<b>TOTALS:</b>	<b>2,400.33</b>	<b>\$124,129.88</b>

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	429.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9040.45
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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:	429.00
GRAND TOTAL TONS TO LANDFILLS	9,040.45

DISPOSAL COST PER TON (OKC)	\$20.31
TIPPING FEE'S FOR DUMPING AT OKC:	\$183,611.54
GRAND TOTAL TIPPING FEE'S	\$183,611.54

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	652.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3825.35
---	---------

# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	486.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	3124.67
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TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	1138.00
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TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	6950.02
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	9.45
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<b>TOTAL TONS RECEIVED AT TRANSFER STATION</b>	<b>9328.80</b>
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# Drop Center Report

JULY 2021

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$500.00	\$0.00	0	0	0%	\$20.31	\$313.36	\$6,364.34
PLASTICS:	\$20.00	\$0.00						
STEEL CANS:	\$15.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$45.00	\$0.00						

**RECYCLING CENTER DATA: #9**

	TONS	Fairgrounds	Hollywood	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.24	0.38	0.32	0.94	\$0.00	\$470.00	\$470.00
PLASTICS:	1.46	3.82	4.33	9.61	\$0.00	\$192.20	\$192.20
STEEL CANS:	0.4	0.85	0.76	2.01	\$0.00	\$30.15	\$30.15
MIXED OFFICE PAPER:	2.23	4.34	21.38	27.95	\$0.00	\$0.00	\$0.00
CARDBOARD:	5.84	21.84	25.45	53.13	\$0.00	\$2,390.85	\$2,390.85
RECYCLING CENTER TOTALS:	10.17	31.23	52.24	93.64	\$0.00	\$3,083.20	\$3,083.20

Other Cardboard Containers	Compactors	Wood	Glass	Metal
TONS	TONS	TONS	TONS	TONS
62.66	5.45	245.25	0.00	6.55
Revenues	Revenues	Revenues	Revenues	Revenues
\$2,819.70	\$245.25	\$0.00	\$0.00	\$458.50
				Cost
				\$300.00
				Profit
				\$158.50

**Expenses**

Average hrly+ benefits	Cardboard	Occ Compact	MXD Office	Total
Cage Rolloff	60	581.08	6	18
Hours	\$1,606.80	\$15,561.32	\$160.68	\$482.04
Labor \$	\$999.00	\$3,130.80	\$99.90	\$299.45
Vehicle cost				\$4,529.15

Revenue	Income	Expense	Net
	\$18,018.78	\$22,339.99	\$
			(4,321.21)
			Customer Revenue
			\$11,712.13

Total All Recycle and Cardboard	Total Recycle Only	Total Cardboard
Tons	Tons	Tons
197.79	76.55	121.24
Revenues	Revenues	Revenues
\$6,306.65	\$850.85	\$5,455.80

**CURBSIDE MONTHLY RECYCLING REPORT**

Jul-21

**PROGRAM STATISTICS**

	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	92%
AVERAGE TONS PER DAY :	13.81
POUNDS PER HOME:	29.94

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.24%	5.31
#1 PET	4.00%	17.13
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	62.29
MIX PAPER	38.26%	163.81
PLASTIC FILM	2.66%	11.39
#2 NATURAL	1.19%	5.09
#2 COLOR	1.09%	4.67
#3-#7	0.00%	0
METAL	0.59%	2.53
RIGIDS	1.41%	6.04
TIN-STEEL SCRAP	1.62%	6.94
TRASH	22.24%	95.22
OCC	11.15%	47.74
<b>TOTAL</b>	<b>100.00%</b>	<b>428.16</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	52
HOUSESIDE	4
REMINDER	2
SCATTERED	0
MISC.	0
REPAIR	25
NEW	52
ADD	5
MISSING	16
EXCHANGE	0
REPLACE	8
PICK UP	5
<b>TOTAL CALLS</b>	<b>169.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$8,695.93</b>

**SANITATION DIVISION PROGRESS REPORT**

SUMMARY 2020

	FYE 20		FYE 21	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	1		0
<u>On The Job Injuries</u>	0	0		0
<u>Bulk Pickups</u>	42	42		0
<u>Refuse Complaints</u>	90	90		0
<u>New Polycarts Requests</u>	74	74		0
<u>Polycarts Exchanges</u>	15	15		0
<u>Additional Polycart Requests</u>	74	74		0
<u>Replaced Stolen Polycarts</u>	25	25		0
<u>Replaced Damaged Polycarts</u>	98	98		0
<u>Polycarts Repaired</u>	59	59		0

**COMPOST MONTHLY REPORT**

JULY 2021

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	700.94
LANDFILL TIPPING FEE'S	\$ 20.31
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 14,236.09
<b>TONS BROUGHT IN BY PUBLIC:</b>	690.00
TONS BROUGHT IN BY CONTRACTORS :	960.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	60.00
LANDFILL TIPPING FEE'S	\$ 20.31
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 34,730.10
<b>TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:</b>	\$ 48,966.19
<b>REVENUE COLLECTED FROM COMPOST SALES:</b>	\$0.00
<b>REVENUE COLLECTED FROM MULCH SALES:</b>	\$0.00
<b>REVENUE COLLECTED FROM DUMP SALES:</b>	\$0.00
<b>TOTAL TONS COLLECTED</b>	<b>2,410.94</b>

	MULCH CUBIC YDS	COMPOST CUBIC YDS
	MONTH	MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS	320	
COMPOST SOLD BY CUBIC YARDS		
MULCH SOLD BY CUBIC YARDS		
<b>TOTAL:</b>	<b>320</b>	<b>0</b>

