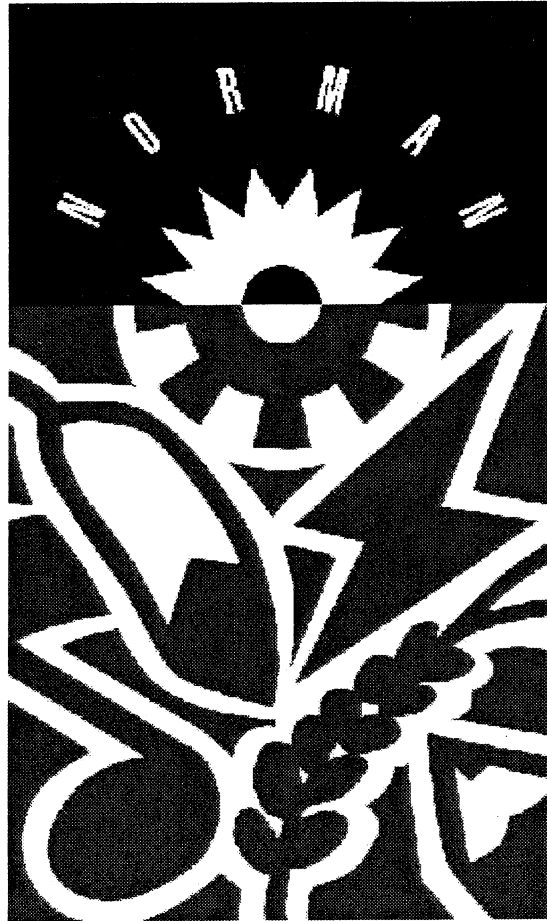


City of Norman



Monthly Departmental Report

APRIL 2020

MONTHLY PROGRESS

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MONTHLY PROGRESS REPORTS

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CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
April 2020**

CITY CLERK

| ACTION CENTER | | | | |
|--------------------------|--------------|------------------|----------------------------|--------------------------------|
| DEPARTMENT | CALLS | CALLS YTD | ADDITIONAL CONTACTS | ADDITIONAL CONTACTS YTD |
| Animal Welfare | 3 | 65 | 2 | 49 |
| Bus Service | 0 | 41 | 0 | 17 |
| CDBG | 1 | 35 | 1 | 13 |
| City Clerk | 284 | 1035 | 3 | 138 |
| City Manager/Mayor | 19 | 32 | 4 | 12 |
| City Wide Garage Sale | 1 | 5 | 0 | 7 |
| Code Enforcement | 39 | 392 | 2 | 144 |
| Finance | 1 | 18 | 0 | 10 |
| Fire/Civil Defense | 3 | 25 | 0 | 10 |
| Human Resources | 3 | 27 | 0 | 3 |
| I.T. | 0 | 27 | 0 | 10 |
| Legal | 15 | 45 | 3 | 23 |
| Line Maintenance | 10 | 145 | 0 | 52 |
| Municipal Court | 0 | 31 | 0 | 4 |
| Noise Complaint | 0 | 5 | 0 | 0 |
| Norman Forward Questions | 0 | 0 | 0 | 0 |
| Parks & Recreation | 16 | 140 | 0 | 64 |
| Permits/Inspections | 20 | 152 | 9 | 51 |
| Planning | 4 | 40 | 0 | 21 |
| Police/Parking | 45 | 292 | 7 | 134 |
| Public Works | 6 | 92 | 0 | 56 |
| Recycling | 0 | 9 | 0 | 9 |
| Sanitation | 28 | 325 | 1 | 87 |
| Sidewalks | 2 | 16 | 0 | 6 |
| Storm Debris | 0 | 0 | 0 | 0 |
| Storm Water | 13 | 90 | 2 | 47 |
| Streets | 11 | 158 | 1 | 61 |
| Street Lights | 9 | 161 | 0 | 46 |
| Traffic | 3 | 93 | 0 | 36 |
| Utilities | 19 | 238 | 2 | 88 |
| WC Questions | 0 | 0 | 0 | 0 |
| WC Violations | 0 | 0 | 0 | 0 |
| Total: | 555 | 3734 | 37 | 1190 |

LICENSES

23 New licenses were issued and 346 renewals during the month of April. Following is a list of each license type and the number issued for that specific type:

| LICENSE TYPE | NUMBER | FYE | LICENSE TYPE | NUMBER | FYE |
|--------------------------------|--------|-----|------------------------------|--------|-----|
| | ISSUED | YTD | | ISSUED | YTD |
| Bee Keeper | 1 | 6 | Retail Beer | 10 | 69 |
| Brewer | 0 | 3 | Retail Spirits Store | 5 | 12 |
| Coin-Operated Devices | 212 | 287 | Retail Wine | 3 | 46 |
| Distiller | 0 | 0 | Salvage Yard | 0 | 1 |
| Food | 74 | 389 | Sidewalk Dining | 1 | 8 |
| Game Machines | 2 | 160 | Solicitor/Peddler (30 day) | 1 | 4 |
| Impoundment Yard | 0 | 2 | Solicitor/Peddler (60 day) | 0 | 6 |
| Kennel | 1 | 13 | Solicitor/Peddler (one day) | 0 | 0 |
| Medical Marijuana Dispensary | 11 | 34 | Special Event | 0 | 17 |
| Medical Marijuana Grower | 16 | 50 | Strong Beer & Wine/Winemaker | 3 | 20 |
| Medical Marijuana Processor | 7 | 13 | Taxi/Motorbus/Limousine | 0 | 4 |
| Mixed Beverage | 6 | 46 | Temp Food (one day) | 0 | 13 |
| Mixed Beverage/Caterer | 10 | 29 | Temp Food (30 day) | 1 | 18 |
| Pawnbroker | 1 | 5 | Temp Food (180 day) | 4 | 23 |
| Pedicab | 0 | 22 | Transient Amusement | 0 | 0 |
| YTD License Total: 1227 | | | | | |

| NEW ESTABLISHMENT LICENSES | | |
|-------------------------------|---------------------------------|-----------------------------|
| NAME | ADDRESS | LICENSE TYPE(S) |
| D&J Quick Stop | 2007 W. Lindsey St. | Food Service/Retail Beer |
| D&J Quick Stop | 1200 Alameda St. | Food Service/Retail Beer |
| D&J Quick Stop | 1230 E. Lindsey St. | Food Service/Retail Beer |
| Norman Nutrition & Energy | 920 W. Main St. | Food Service |
| Qdoba Mexican Eats | 2450 W. Robinson St. | Food Service |
| Chronic Solutions Collective | 5738 Huettner Ct. 120 | Medical Marijuana Grower |
| OKAG | 3001 36 th Ave. N.W. | Medical Marijuana Grower |
| Red River Trading Corporation | 3400 Bart Conner Dr. 110 | Medical Marijuana Grower |
| Wildroots Farm | 1451 E. Cedar Lane Rd. | Medical Marijuana Grower |
| Aura Extracts | 2000 Research Park Blvd. 100 | Medical Marijuana Processor |
| OK Bud Processors | 5738 Huettner Ct. 110 | Medical Marijuana Processor |
| Imhoff Kwick Stop | 2401 E. Imhoff Rd. | Retail Beer |
| Norman Super Mart | 1150 Cedar Lane Rd. Suite 120 | Retail Beer/Retail Wine |

| TEMPORARY FOOD PERMITS | | |
|------------------------|--------------|-------|
| 180 DAY | 30 DAY | 1 DAY |
| Abbey Road Express | Pops Pockets | |
| Destiny Ranch | | |
| Taqueria San Tadeo | | |
| Whole Latte Pie | | |

| SOLICITOR/PEDDLER LICENSE | | |
|---------------------------|-----------------|-------|
| 60 DAY | 30 DAY | 1 DAY |
| | Sooner Bloomers | |

CLAIMS FILED

| DATE FILED | NAME | JUSTIFICATION | AMOUNT |
|------------|---------------------------------|---|--------------|
| 4-2-20 | Caleb Fulton | Claim for property and medical expenses after his motorcycle collided with a truck at the corner of 48 th Ave. N.E. and Bruehl Lane on October 3, 2019. The City allegedly did not maintain the site triangle at the intersection. | \$930,212.75 |
| 4-14-20 | Scissortail Travel Stop, L.L.C. | Claim for the replacement cost of a HVAC unit that a sanitation truck allegedly struck while emptying a dumpster at 1161 12 th Ave. N.E. on February 24, 2020. | \$3,152.00 |
| 4-28-20 | Ryan Collins | Claim for damages to his aluminum wheel allegedly caused by a pothole at 24th Ave. S.E. just north of Meadowood Blvd. on December 27, 2019. | \$253.38 |

LAWSUITS

| DATE FILED | NAME | JUSTIFICATION | Case No. |
|------------|---------------|---|-------------|
| 4-30-20 | Laura Doughty | Petition for money that was stolen from her bank account due to an alleged utility customer service data breach that occurred in August, September, and October 2019. | CJ-2020-451 |

STUDY SESSION

A City Council Study Session was held on April 7, 2020 to discuss the proposed FYE 2021 budget, general fund and special revenue fund.

A City Council Study Session was held on April 21, 2020 to discuss the “Stay at Home” order and the FYE 2021 Capital Budget; Capital Improvements Financial Plan for FYE 2022 through 2025.

FACILITY MAINTENANCE

1A

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

| | | Data | | | |
|----------------------------------|---------------------------------------|---------------|-------------------|-------------------|-------------------|
| Craft | Location | Labor Hrs. | Labor Cost | Materials Cost | Total |
| Custodial | Administration Building-201 | 53.00 | \$637.55 | \$0.00 | \$637.55 |
| | Building A | 46.50 | \$545.01 | \$0.00 | \$545.01 |
| | Building B | 51.00 | \$597.55 | \$0.00 | \$597.55 |
| | Building C | 46.50 | \$545.01 | \$0.00 | \$545.01 |
| | Facility Maintenance Library | 8.00 | \$160.00 | \$1,862.11 | \$2,022.11 |
| Custodial Total | | 265.00 | \$3,187.74 | \$1,862.11 | \$5,049.85 |
| Doors and Hardware | Animal Welfare Building B | 2.00 | \$58.12 | \$0.00 | \$58.12 |
| | Parks-Community | 2.00 | \$58.12 | \$0.00 | \$58.12 |
| | Police Range-Main Bldg | 1.00 | \$29.06 | \$0.00 | \$29.06 |
| | | 1.00 | \$30.22 | \$0.00 | \$30.22 |
| Doors and Hardware Total | | 6.00 | \$175.52 | \$0.00 | \$175.52 |
| Electrical | Building A | 2.00 | \$49.78 | \$0.00 | \$49.78 |
| | Building B | 11.00 | \$305.77 | \$34.65 | \$340.42 |
| | Building C | 8.00 | \$241.76 | \$25.44 | \$267.20 |
| | Compost Facility | 1.00 | \$24.89 | \$16.08 | \$40.97 |
| | Facility Maintenance | 30.00 | \$746.71 | \$0.00 | \$746.71 |
| | Fire Station 1 | 13.00 | \$387.53 | \$89.94 | \$477.47 |
| | Fire Station 8 | 32.00 | \$897.76 | \$208.65 | \$1,106.41 |
| | Fire Station 9 | 7.00 | \$211.54 | \$335.27 | \$546.81 |
| | Library | 15.00 | \$614.75 | \$0.00 | \$614.75 |
| | Police Range-Main Bldg Sooner Theatre | 12.00 | \$298.68 | \$362.31 | \$660.99 |
| Electrical Total | | 133.00 | \$3,839.62 | \$1,092.78 | \$4,932.40 |
| General Maintenance | Animal Welfare | 1.50 | \$45.33 | \$5.98 | \$51.31 |
| General Maintenance Total | | 1.50 | \$45.33 | \$5.98 | \$51.31 |
| Grounds | Fire Station 9 | 4.00 | \$106.88 | \$0.00 | \$106.88 |
| Grounds Total | | 4.00 | \$106.88 | \$0.00 | \$106.88 |
| Heating/Ventilation | Administration Building-201 | 9.00 | \$268.48 | \$0.00 | \$268.48 |

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

| | | | | | |
|---|-------------------------------------|--------|------------|-------------|-------------|
| Heating/Ventilation | Building A | 7.00 | \$187.04 | \$0.00 | \$187.04 |
| | Building B | 14.00 | \$446.70 | \$0.00 | \$446.70 |
| | Building C | 33.00 | \$948.26 | \$2.56 | \$950.82 |
| | Facility Maintenance | 0.00 | \$0.00 | \$75.00 | \$75.00 |
| | Fire Station 1 | 4.00 | \$120.88 | \$0.00 | \$120.88 |
| | Fire Station 2 | 2.00 | \$53.44 | \$0.00 | \$53.44 |
| | Fire Station 3 | 4.00 | \$120.88 | \$0.00 | \$120.88 |
| | Fire Station 5 | 2.00 | \$53.44 | \$7.16 | \$60.60 |
| | Fire Station 7 | 4.00 | \$106.88 | \$0.00 | \$106.88 |
| | Fire Station 8 | 17.00 | \$468.24 | \$0.00 | \$468.24 |
| | Library | 28.00 | \$846.16 | \$98.65 | \$944.81 |
| | Library East | 14.50 | \$387.44 | \$0.00 | \$387.44 |
| | Norman Investigations Center | 4.00 | \$120.88 | \$0.00 | \$120.88 |
| | Parks-Reaves Center | 4.00 | \$120.88 | \$0.00 | \$120.88 |
| | Santa Fe Depot | 12.50 | \$348.00 | \$0.00 | \$348.00 |
| | Sooner Theatre | 12.00 | \$334.64 | \$0.00 | \$334.64 |
| | Water Reclamation Facility-Main Cor | 2.00 | \$53.44 | \$0.00 | \$53.44 |
| | Water Reclamation Facility-Other | 4.00 | \$120.88 | \$0.00 | \$120.88 |
| | Water Treatment Plant | 12.00 | \$348.64 | \$0.00 | \$348.64 |
| Heating/Ventilation /Air Conditioning Total | | 189.00 | \$5,455.20 | \$183.37 | \$5,638.57 |
| Lighting | Building A | 2.00 | \$49.78 | \$18.50 | \$68.28 |
| | Building B | 1.00 | \$29.06 | \$0.00 | \$29.06 |
| | Building C | 1.00 | \$24.89 | \$5.60 | \$30.49 |
| | Fire Station 2 | 4.00 | \$120.88 | \$75.45 | \$196.33 |
| | Fire Station 5 | 2.00 | \$49.78 | \$0.00 | \$49.78 |
| | Fleet Maintenance | 13.00 | \$323.58 | \$13,823.58 | \$14,147.15 |
| Lighting Total | | 23.00 | \$597.97 | \$13,923.13 | \$14,521.10 |
| Miscellaneous | Administration Building-201 | 18.00 | \$686.32 | \$758.46 | \$1,444.78 |
| | Facility Maintenance | 30.00 | \$889.20 | \$982.08 | \$1,871.28 |
| | Fire Station 1 | 2.00 | \$59.28 | \$0.00 | \$59.28 |
| | Fire Station 3 | 2.00 | \$73.92 | \$84.39 | \$158.31 |
| | Line Maintenance | 4.00 | \$116.24 | \$0.00 | \$116.24 |
| | Parks-Andrews | 1.50 | \$45.33 | \$0.00 | \$45.33 |

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

| | | | | | |
|---------------------|------------------------------|--------|-------------|-------------|-------------|
| Miscellaneous | Transfer Station | 7.00 | \$203.42 | \$0.00 | \$203.42 |
| Miscellaneous Total | | 64.50 | \$2,073.71 | \$1,824.93 | \$3,898.64 |
| Pest Control | Facility Maintenance | 8.00 | \$218.06 | \$0.00 | \$218.06 |
| | Transfer Station | 2.00 | \$58.12 | \$0.00 | \$58.12 |
| Pest Control Total | | 10.00 | \$276.18 | \$0.00 | \$276.18 |
| Plumbing | 12th Avenue Rec Center | 2.00 | \$58.12 | \$0.00 | \$58.12 |
| | Administration Building-201 | 6.00 | \$174.36 | \$0.00 | \$174.36 |
| | Animal Welfare | 1.00 | \$29.06 | \$0.00 | \$29.06 |
| | Building A | 4.00 | \$116.24 | \$0.00 | \$116.24 |
| | Building B | 21.00 | \$610.26 | \$58.56 | \$668.82 |
| | Building C | 6.00 | \$174.36 | \$0.00 | \$174.36 |
| | Facility Maintenance | 4.00 | \$116.24 | \$0.00 | \$116.24 |
| | Fire Station 1 | 4.00 | \$116.24 | \$40.93 | \$157.17 |
| | Fire Station 4 | 1.00 | \$29.06 | \$24.25 | \$53.31 |
| | Fire Station 5 | 3.00 | \$87.18 | \$120.00 | \$207.18 |
| | Fire Station 7 | 4.00 | \$116.24 | \$117.93 | \$234.17 |
| | Fire Station 8 | 4.00 | \$116.24 | \$33.95 | \$150.19 |
| | Fire Station 9 | 3.00 | \$87.18 | \$1.80 | \$88.98 |
| | Fleet Maintenance | 1.00 | \$29.06 | \$0.00 | \$29.06 |
| | Library | 2.00 | \$58.12 | \$0.00 | \$58.12 |
| | Little Axe Rec Center | 2.00 | \$58.12 | \$0.00 | \$58.12 |
| | Norman Investigations Center | 4.00 | \$116.24 | \$40.92 | \$157.16 |
| | Parks-Community | 6.00 | \$174.36 | \$0.00 | \$174.36 |
| | Parks-Griffin | 17.00 | \$503.30 | \$0.00 | \$503.30 |
| | Parks-Neighborhood | 6.00 | \$174.36 | \$0.00 | \$174.36 |
| | Sanitation | 1.00 | \$29.06 | \$9.42 | \$38.48 |
| | Sooner Theatre | 26.00 | \$755.56 | \$44.33 | \$799.89 |
| | Westwood Pool | 6.00 | \$174.36 | \$0.00 | \$174.36 |
| Plumbing Total | | 134.00 | \$3,903.32 | \$492.09 | \$4,395.41 |
| Grand Total | | 830.00 | \$19,661.47 | \$19,384.39 | \$39,045.85 |

CITY MANAGER

2

COMMUNITY RELATIONS

2A

NORMAN FORWARD 2B



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MONTHLY REPORT – APRIL 2020

NORMAN FORWARD

DATE: May 05, 2020

PROJECT: NORMAN FORWARD

PROJECT NO: 16-003

REPORT PERIOD: April 1 through April 30, 2020

WORK THIS MONTH

1. Monday, April 6, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, April 7, 2020 | 10:00 a.m. | Griffin Park 3B S.W. Fields OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
3. Wednesday, April 8, 2020 | 10:00a.m. | GO Bond Follow Up Zoom Meeting
 - a. Continued Discussion Regarding a General Obligation Bond Election
4. Thursday, April 9 2020 | 11:00 a.m. | CC Review Meeting on Ruby Grant with Crossland
 - a. Discussion on new Contingency Modification Issues
5. Monday, April 13, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
6. Tuesday, April 14, 2020 | 5:00 p.m. | City Council Conference Meeting
 - a. Continued Discussion Regarding a General Obligation Bond Election
7. Tuesday, April 14, 2020 | 6:30 p.m. | City Council Meeting
 - a. Items on Agenda Relating to Norman Forward
8. Thursday, April 16, 2020 | 3:00 p.m. | Norman Municipal FFE Meeting
 - a. Meeting to discuss FFE requirements for the Norman Municipal Complex Project
9. Friday, April 17 2020 | 9:00 p.m. | Municipal Complex Renovation Meeting
 - a. Discussion of project schedules, budgets, and critical issues
10. Monday, April 20, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
11. Tuesday, April 21, 2020 | 10:00 a.m. | Griffin Park 3B S.W. Fields OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
12. Friday, April 24, 2020 | 9:00 a.m. | Norman Municipal Complex FF&E
 - a. Meeting to discuss FFE requirements for the Norman Municipal Complex Project
13. Friday, April 24, 2020 | 9:00 a.m. | GO Bond Prep for 4-28-20
 - a. Continued discussion on a possible General Obligation Bond Election
14. Monday, April 27, 2020 | 9:00 a.m. | Develop. Center Architect Meeting
 - a. Planning Department



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15. Tuesday, April 28, 2020 | 10:00 a.m. | Ruby Grant OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
16. Tuesday, April 28, 2020 | 5:00 p.m. | City Council Conference Meeting
 - a. Continued Discussion Regarding a General Obligation Bond Election
17. April 2020 Construction Observation Site Visits
 - a. Central Library: 2
 - b. Griffin Phase III-A: 4
 - c. Ruby Grant: 10
 - d. Griffin Phase III-B: 8

WORK ANTICIPATED THE UPCOMING MONTH (MAY 2020)

- Griffin Park Master Plan Phase III-A-Final Completion
- Griffin Park Master Plan Phase III-B-OAC On Line Meetings May 5 and 19 at 10:00 a.m.
- Central Library-Final Completion
- Reaves Park 100% CDs ready
- Parks & Recreation Maintenance Facility Programming and Cost Estimating
- Bus Facility Programming and Cost Estimating
- Ruby Grant OAC Meetings May 12 and 26, Skype Meetings at 10:00 a.m.
- Indoor Aquatic Facility Budget discussions Operator submittals due May 15th
- Indoor Multi-Sport Facility Budget discussions Operator submittals due May 15th
- Senior Wellness Center Operator – Operator Interviews pending. Budget discussions
- Softball and Football Budget discussions
- Norman Forward Funding Deficit Discussions
- 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
 - d. Schedule: Opening Celebration on May 26, 2018
 - e. Budget: Final Pay App approved on July 24, 2018
 - f. In operation



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- Griffin Park Phase III-A
 - a. Schedule: Final Punch Walk on 2/25/20
 - b. Budget: Within budget
 - c. Issues: No known issues
- Griffin Park Phase III-B
 - a. Schedule: Notice to Proceed: 2/10/20
 - b. Budget: Within budget
 - c. Issues: No known issues
- Reaves Park Phase I
 - a. Schedule: 100% CDs
 - 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
- Ruby Grant
 - a. Schedule: Construction in progress
 - b. Budget: In budget
 - c. Issues: No known issues
- Indoor Multi-Sport Facility
 - a. Schedule: Programing waiting on Council direction
 - b. Budget: In discussion
 - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
 - a. Schedule: Programing waiting on Council direction
 - b. Budget: In discussion
 - c. Issues: site/operator/MOU determination
- Senior Wellness Center
 - a. Schedule: Programing waiting on Council direction
 - b. Budget: pending project start
 - c. Issues: funding source determination, operator/MOU determination, Council site resolution approved on May 14, 2019
- Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Revised/Updated September 30, 2019
 - d. Issues: No known issues
 - Continued discussion regarding August Bond Election
 - Continued discussion regarding AE contract amendments



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- 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

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

CITY OF NORMAN

Department of Finance Monthly Report – April 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 April are discussed below:

Treasury Division:

The City's Treasury area has been closed to walk-in customers with the closing of the Municipal Complex, Building "C" to the public. The drive-up payment window remains open, and payments continue to be processed through on-line and call-in methods.

In the month of April, the Treasury division processed 28,415 total payments. The Treasury division processed 1,279 credit card utility payments, a decrease of -15.13% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,981 credit card utility payments, an increase of 6.11% from last month. Utility customers also have the option of paying on the City of Norman website. There were 1,087 credit card payments made on the internet in April, a decrease of -9.57% from last month. The Municipal Court processed 246 credit card payments for court fines, a decrease of -61.32% 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 \$9,357 in convenience fees in the month of April with a fiscal year-to-date total of \$183,154.50.

Utility Services Division:

The City's Utility Customer Service area was closed to walk-in customers with the closing of the Municipal Complex, Building "C" to the public during April. Utility customers were served through on-line and call-in methods.

The Meter Reading Division read 21,684 meters. Out of 77 meter reading routes, 47 (61%) were read within the targeted 30-day reading cycle. 71 routes (92%) were read by the 31st day, and all routes were read by the 33rd day. Thirty-five routes were estimated in April due to COVID-19.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of April by -8.2%. Revenues from the City's largest single source of revenue, sales tax, are below target by -8.4% for the year to date and 1.8% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

| | FYE 20 Budget To Date | FYE 20 Actual To Date | FYE 19 Actual To Date | FYE 18 Actual To Date |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Sales Tax Revenue | \$37,354,042 | \$34,219,097 | \$33,599,650 | \$32,405,495 |
| General Fund Revenue | \$69,895,765 | \$64,190,155 | \$62,198,853 | \$65,134,093 |
| General Fund Expenses | \$76,026,616 | \$69,043,146 | \$62,075,706 | \$57,849,883 |

Administration Division

| | FYE 20 | | FYE 19 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 3,360.00 | 320.00 | 3,360.00 |
| Total Comp Time Available | 4.00 | 15.50 | 0.00 | 0.25 |
| Total Overtime Hours | 0.00 | 4.50 | 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 | 324.00 | 3,380.00 | 320.00 | 3,360.25 |
| Benefit Hours Taken | 70.00 | 517.00 | 24.00 | 431.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 254.00 | 2,863.00 | 296.00 | 2,929.25 |
| | | | | |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

ACCOUNTING 3A

Accounting Division

| | FYE 20 | | FYE 19 | |
|-------------------------------|--------|-----------|--------|-----------|
| | April | YTD | April | YTD |
| Total Regular Hours Available | 960.00 | 10,022.00 | 960.00 | 10,088.00 |
| Total Comp Time Available | 0.00 | 77.75 | 14.25 | 76.25 |
| Total Overtime Hours | 0.00 | 84.25 | 0.00 | 38.75 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| TOTAL HOURS AVAILABLE | 960.00 | 10,184.00 | 974.25 | 10,203.00 |
| Benefit Hours Taken | 296.00 | 1,362.50 | 127.00 | 1,626.50 |
| | | | | |
| TOTAL ACCOUNTABLE STAFF HOURS | 664.00 | 8,821.50 | 847.25 | 8,576.50 |
| | | | | |
| PERMANENT PART-TIME | | | | |
| | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| TEMPORARY | | | | |
| | | | | |
| Total Regular Hours Available | 0.00 | 25.00 | 5.00 | 40.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | |
| TOTAL HOURS AVAILABLE | 0.00 | 25.00 | 5.00 | 40.00 |

CITY REVENUE REPORTS

3B

City Revenue Report

| | FYE 20 March | FYE 20 April | |
|---|-------------------------|-------------------------|------------|
| Total Revenue Received (\$) | \$4,912,112 | \$4,025,125 | \$886,987 |
| Utility Payments - Office (#) | 42,449 | 39,231 | 3,218 |
| Utility Payments - Office (\$) | \$4,076,191 | \$3,480,730 | \$595,461 |
| Lockbox (#) | 18,689 | 16,597 | 2,092 |
| Lockbox (\$) | \$1,709,888 | \$1,383,515 | \$326,373 |
| IVR Credit Card (#) | 1,867 | 1,981 | (114) |
| IVR Credit Card (\$) | \$186,285 | \$197,683 | (\$11,398) |
| Click to Gov (#) | 1,202 | 1,087 | 115 |
| Click to Gov (\$) | \$67,660 | \$59,006 | \$8,654 |
| Paymentus (#) | \$6,594 | \$7,047 | (\$453) |
| Paymentus (\$) | \$581,986 | \$616,942 | (\$34,956) |
| UT Credit Card Payments (#) | 1,507 | 1,278 | 229 |
| UT Credit Card Payments (\$) | \$173,960 | \$182,957 | (\$8,997) |
| Art Donations (#) | 0 | 0 | 0 |
| Art Donations (\$) | \$0 | \$0 | \$0 |
| Bank Draft Payments (#) | 8,577 | 8,647 | (70) |
| Bank Draft Payments (\$) | \$714,356 | \$684,988 | 29,368 |
| Utility Deposits (#) | 0 | 0 | 0 |
| Utility Deposits (\$) | \$0 | \$0 | \$0 |
| Fix Payments (#) | 0 | 0 | 0 |
| Fix Payments (\$) | \$0 | \$0 | \$0 |
| Processed Return Checks (#) | 101 | 49 | 52 |
| Processed Return Checks (\$) | (\$12,156) | (\$16,358) | \$4,202 |
| Other Revenue Transactions (#) | 0 | 0 | 0 |
| Other Revenue Received (\$) | \$0 | \$0 | \$0 |
| Accounts Receivable Payments (\$) | \$217,498 | \$191,473 | \$26,025 |
| Accounts Receivable - Credit Card # | 0 | 0 | 0 |
| Accounts Receivable - Credit Card \$ | \$0 | \$0 | \$0 |
| Municipal Court - Fines/Bonds (\$) | \$253,186 | \$85,143 | \$168,043 |
| Municipal Court - Credit Card (#) | 636 | 246 | 390 |
| Municipal Court - Credit Card (\$) | \$130,091 | \$51,144 | \$78,947 |
| Municipal Court - C2G (#) | 0 | 0 | 0 |
| Municipal Court - C2G (\$) | \$0 | \$0 | \$0 |
| Building Permits Cash Report (\$) | \$254,419 | \$223,319 | \$31,100 |
| Building Permits Credit Card (#) | 223 | 252 | (29) |
| Building Permits Credit Card (\$) | \$147,708 | \$194,291 | (\$46,583) |
| Building Permits C2G (#) | 0 | 0 | 0 |
| Building Permits C2G (\$) | \$0 | \$0 | \$0 |
| Occupational License - Bldg Insp. (\$) | \$27,260 | \$6,719 | \$20,541 |
| Occupational License - Bldg Insp. CC (#) | 58 | 49 | 9 |
| Occupational License - Bldg Insp. CC (\$) | \$3,760 | \$3,066 | \$694 |
| Business License - City Clerk (\$) | \$170,560 | \$65,645 | \$104,915 |
| Business License - City Clerk CR CD (#) | 0 | 0 | 0 |
| Business License - City Clerk CR CD (\$) | \$0 | \$0 | \$0 |
| Convenience Fees - All Payments (#) | 2,641 | 2,612 | 29 |
| Convenience Fees - All Payments (\$) | \$7,923 | \$7,836 | \$87 |
| Bank Drafts Billed (#) | 8,596 | 8,579 | 17 |
| Bank Drafts Billed (\$) | \$699,663 | \$697,414 | \$2,249 |
| Interdepartmental Billing (#) | 171 | 188 | (17) |

| | | | |
|---------------------------------|-----------|-----------|------------|
| Interdepartmental Billing (\$) | \$21,796 | \$22,996 | (\$1,200) |
| Accounts Receivable Billed (\$) | \$181,501 | \$210,252 | (\$28,751) |

Budget Services Division

| | FYE 20 | | FYE 19 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 2,256.00 | 160.00 | 1,200.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 2.25 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 320.00 | 2,258.25 | 160.00 | 1,200.00 |
| Benefit Hours Taken | 48.00 | 212.00 | 24.00 | 476.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 272.00 | 2,046.25 | 136.00 | 724.00 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Treasury Division

| | FYE 20 | | FYE 19 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 800.00 | 8,400.00 | 800.00 | 7,952.00 |
| Total Comp Time Available | 13.00 | 207.00 | 11.25 | 150.50 |
| Total Overtime Hours | 16.00 | 180.25 | 20.50 | 308.75 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 829.00 | 8,787.25 | 831.75 | 8,411.25 |
| Benefit Hours Taken | 241.00 | 1,592.00 | 62.75 | 1,177.25 |
| TOTAL ACCOUNTABLE STAFF HOURS | 588.00 | 7,195.25 | 769.00 | 7,234.00 |
| 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 |

UTILITY 3C

Utility Division

| | FYE 20 | | FYE 19 | |
|--------------------------------------|-----------------|------------------|-----------------|------------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 2,720.00 | 27,479.50 | 2,592.00 | 26,336.00 |
| Total Comp Time Available | 26.25 | 104.00 | 1.50 | 72.25 |
| Total Overtime Hours | 72.00 | 647.75 | 128.50 | 761.50 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 2,818.25 | 28,231.25 | 2,722.00 | 27,169.75 |
| Benefit Hours Taken | 538.25 | 4,257.75 | 390.00 | 4,781.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 2,280.00 | 23,973.50 | 2,332.00 | 22,388.75 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Office Services

| | FYE 20 | | FYE 19 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | April | YTD | April | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 2,222.00 | 160.00 | 1,680.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 8.25 |
| Total Overtime Hours | 6.00 | 174.25 | 0.00 | 52.75 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 326.00 | 2,396.25 | 160.00 | 1,741.00 |
| Benefit Hours Taken | 36.00 | 209.00 | 9.00 | 181.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 290.00 | 2,187.25 | 151.00 | 1,560.00 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 459.00 | 112.00 | 1,172.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 5.50 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 464.50 | 112.00 | 1,172.00 |
| Benefit Hours Taken | 0.00 | 71.00 | 0.00 | 106.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 393.50 | 112.00 | 1,278.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Drive-up Window and Mail Payments

| | FYE 20 April | FYE 20 March |
|---|-----------------|-----------------|
| Mail Payments - Lockbox | 16,597 | 18,689 |
| Mail Payments - Office | 234 | 328 |
| Mail Payments - Subtotal | 16,831 | 19,017 |
| | | |
| Night Deposit | 190 | 266 |
| Click-to-Gov Payments | 1,087 | 1,202 |
| Paymentus Payments | 7,047 | 6,594 |
| IVR Payments | 1,981 | 1,867 |
| Without assistance payments - Subtotal | 10,305 | 9,929 |
| | | |
| Drive-up window & inside counter | 0 | 0 |
| Credit Card machine payments (swipe) | 669 | 860 |
| Credit Card machine payments (phone) | 610 | 647 |
| With assistance payments - Subtotal | 1,279 | 1,507 |
| | | |
| Total Payments Processed - Subtotal | 28,415 | 30,453 |
| | | |
| Bank Draft (ACH) Payments | 8,647 | 8,577 |
| | | |
| Total Payments (Utility) | 37,062 | 39,030 |
| | | |
| Total Convenience Fees - all Payments | 2,612 | 2,641 |
| | | |
| Grand Total Payments | 39,674 | 41,671 |

Traffic Counter at Drive-up Facility

| | | |
|---------------------------------|----------|----------|
| Night Drop * | 0 | 0 |
| 8-5 Drive-up Window Customers * | 0 | 0 |
| | | |
| Total Traffic Counter | 0 | 0 |

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

Meter Reading Division

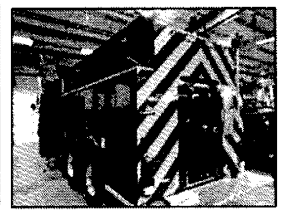
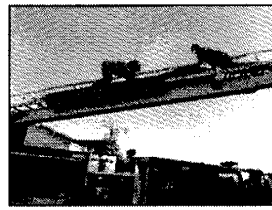
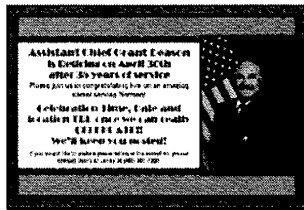
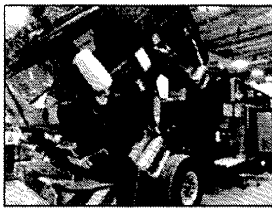
| | FYE 20 | | FYE 19 | |
|---------------------------|--------|---------|--------|---------|
| | April | YTD | April | YTD |
| Number of Meters Read | 21,684 | 330,426 | 37,662 | 361,303 |
| New Service | 476 | 6,023 | 603 | 6,676 |
| Request for Termination | 505 | 5,963 | 646 | 6,613 |
| Delinquent On(s) | 5 | 2,505 | 328 | 2,446 |
| Delinquent Offs | 0 | 3,711 | 436 | 3,681 |
| Collect Deposit Tags Hung | 0 | 170 | 34 | 267 |
| Collect Deposit Cut Offs | 0 | 52 | 17 | 78 |
| Blue Tags | 6 | 168 | 14 | 106 |
| Number of Meters Re-read | 739 | 10,594 | 1,601 | 13,286 |
| Meters Cleaned | 50 | 828 | 107 | 998 |
| Customer Assists | 67 | 846 | 89 | 988 |
| Meters Pulled | 0 | 1 | 0 | 4 |
| Meters Re-set | 0 | 0 | 0 | 2 |
| Meter Exchanges | 7 | 666 | 51 | 563 |
| TOTAL | 23,539 | 361,953 | 41,588 | 397,011 |

Utility Division Activity Report

| | FYE 20 | | FYE 19 | |
|---------------------------------|--------|---------|--------|---------|
| | April | YTD | April | YTD |
| STATUS REPORT | | | | |
| Regular Utility Accounts Billed | 43,160 | 299,829 | 42,612 | 294,988 |
| New Ons | 724 | 6,743 | 856 | 7,053 |
| Final Accounts Billed | 522 | 5,374 | 564 | 5,560 |
| TOTAL ACCOUNTS BILLED | 44,406 | 311,946 | 44,032 | 307,601 |

FIRE DEPARTMENT

4



NFD Monthly Progress Report April 2020

Incident Response Type Summary

| Incident Type | Total | % of Total |
|---|-------|------------|
| 1 - Fire | 21 | 1.99% |
| 2 - Overpressure Rupture, explosion, Overheat - No Fire | 0 | 0.00% |
| 3 - Rescue & emergency | 534 | 50.57% |
| 4 - Hazardous Conditions (No Fire) | 21 | 1.99% |
| 5 - Service Call | 83 | 7.86% |
| 6 - Good Intent Call | 349 | 33.05% |
| 7 - False Alarm & False Call | 35 | 3.31% |
| 8 - Severe Weather & Natural Disaster | 0 | 0.00% |
| 9 - Special Incident Type | 2 | 0.19% |
| Incomplete Reports | 11 | 1.04% |
| Total Incident Count (Unique Calls) | 1056 | 100.00% |
| Number of Total Unit Responses | 1344 | |

Total Fire Loss \$148,150.00

Average Response Times

| | Number of First-In Calls | Average Time/Seconds | Average Time/Minutes |
|------------|--------------------------|----------------------|----------------------|
| Station #1 | 212 | 262 | 0:04:22 |
| Station #2 | 157 | 325 | 0:05:25 |
| Station #3 | 196 | 339 | 0:05:39 |
| Station #4 | 100 | 301 | 0:05:01 |
| Station #5 | 49 | 603 | 0:10:03 |
| Station #6 | 38 | 524 | 0:08:44 |
| Station #7 | 94 | 328 | 0:05:28 |
| Station #8 | 57 | 294 | 0:04:54 |
| Station #9 | 153 | 308 | 0:05:08 |

Community Outreach

| | |
|------------------------|--|
| Special Event Drive-By | We have been trying to honor requests for drive-by visits as tours are not available |
|------------------------|--|

Burn Permits

| | | |
|---------------------|-----|----------------------|
| Burn Permits Issued | 204 | Total of 7 burn days |
|---------------------|-----|----------------------|

Training

| | | |
|--------------------------------|------|---|
| Total Personnel Training Hours | 2697 | Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, etc. |
|--------------------------------|------|---|

NFD Monthly Progress Report

April 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 |
|----------------|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Chief 301 | 8 | 2 | | | | | 2 | 1 | 1 | 2 |
| Chief 302 | 17 | 2 | 1 | 4 | 3 | | 1 | 2 | 1 | 3 |
| Chief 303 | 18 | 3 | 2 | 2 | 2 | 4 | | 3 | 1 | 1 |
| Chief 304 | 1 | | | | | | 1 | | | |
| Engine 1 | 226 | 212 | 3 | 2 | | | | 4 | | 5 |
| Brush 1 | 3 | 1 | | | | | | | | 2 |
| Ladder 1 | 8 | 2 | | 4 | | | | 2 | | |
| Engine 2 | 160 | 2 | 152 | 1 | | | 1 | 2 | | 2 |
| Brush 2 | 4 | | 2 | | | | 1 | | | 1 |
| Ladder 2 | 13 | 2 | 5 | 4 | | | | 2 | | |
| Engine 3 | 214 | 2 | 1 | 196 | | 1 | | 7 | | 7 |
| Brush 3 | 2 | | | 2 | | | | | | |
| Engine 4 | 111 | 1 | 3 | | 102 | | | 3 | 2 | |
| Brush 4 | 4 | | 2 | | | | | | 2 | |
| Engine 5 | 50 | | | | | 48 | 2 | | | |
| Brush 5 | 40 | | | | | 38 | 2 | | | |
| Tanker 5 | 7 | | | | | 5 | 2 | | | |
| Engine 6 | 27 | | | 3 | | 6 | 15 | 1 | | 2 |
| Brush 6 | 50 | 1 | 1 | 3 | | 5 | 37 | 1 | | 2 |
| Rescue 7 | 2 | | | | 1 | | | 1 | | |
| Squad 7 | 113 | 6 | 2 | 4 | 5 | | 1 | 90 | 3 | 2 |
| Rescue Boat 7 | 2 | | | | | | 1 | 1 | | |
| Brush 7 | 1 | | | | | | | 1 | | |
| Engine 8 | 65 | 2 | 2 | | 2 | | | 2 | 57 | |
| Brush 8 | 3 | 1 | | | | | | | 2 | |
| Tanker 8 | 4 | | 1 | | | | | | 3 | |
| Engine 9 | 166 | 5 | | 6 | | 2 | 1 | 1 | | 151 |
| Brush 9 | 4 | | | | | | | | | 4 |
| Tanker 9 | 5 | | | 2 | | | 1 | | | 2 |
| Fire Marshal 2 | 2 | 1 | | | | | | 1 | | |
| Fire Marshal 3 | 4 | | | 2 | | 2 | | | | |
| Fire Marshal 4 | 6 | 1 | 1 | 3 | | | | 1 | | |
| Fire Marshal 5 | 4 | | 1 | 1 | | 2 | | | | |
| | 1344 | 246 | 179 | 239 | 115 | 113 | 68 | 126 | 72 | 186 |

NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
April 2020

FIRE PREVENTION DIVISION ACTIVITIES

| Inspections/Plan Review | | | |
|--------------------------------|-------|-----------|-------------|
| Activites | Notes | Number | Staff Hours |
| Inspections | | 50 | 67 |
| Re-Inspections | | 1 | 1 |
| Residential Inspections | | | |
| Plan/Platt Review | | | |
| Company Inspections | | | |
| Re-Inspections | | | |
| Total Inspections | | 51 | 68 |

| Smoke Detector Program | | | |
|-------------------------------|-------|-------|-------------|
| Activites | Notes | Units | Staff Hours |
| Smoke Detector Batteries | | | |
| Smoke Detectors Installed | | 5 | 2 |

| Training/Public Education Education | | | |
|--|-------|--------|-------------|
| Activites | Notes | Events | Staff Hours |
| Training (hours) | | 14 | 35 |
| Fire Education Classes | | | |

| Code Issues/Investigation | | | |
|---|-------|--------|-------------|
| Activites | Notes | Number | Staff Hours |
| Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints) | | 15 | 50 |
| Code Violation Complaints | | 63 | 150 |
| Investigations | | 20 | 48 |
| Investigative Activities | | 7 | 8.5 |
| Miscellaneous/Special | | | |

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

| Emergency Management Discipline | Comments: April 2020 |
|---|---|
| Mitigation: | |
| 2011 Saferoom program completed | Final payment received and final payments to residents will be completed |
| | |
| Preparedness: | |
| All training and meetings have been cancelled to due to COVID 19 activities | |
| | |
| Response: | |
| All activities have been dedicated to the COVID-19 response. | EM Volunteers organized the Norman Community Relief flow of operation, provided ID cards and vehicle flyer for credentials. Completed a resources listing of over 40 pages of resources for the residents. Provided list to 211, United Way and the City. Coordinated procurement of Protective Equipment through EM Channels and distribution of supplies. |
| Added a temporary employee for COVID response | Responsible for tracking and issuing PPE, training on reimbursement process, attend required VTC's other duties as assigned. |
| | |
| Recovery: N/A | |
| | |

HUMAN RESOURCES

5

HUMAN RESOURCES

Monthly Report

April, 2020

ADMINISTRATION/LABOR RELATIONS

A. Collective Bargaining

Discussions were held with each bargaining unit regarding FYE21 contract negotiations. The City and the bargaining units acknowledged that current economic difficulties facing our nation, state and city has resulted in financial uncertainty for the City. As a result, all three bargaining units have agreed to “roll” their contracts into the next fiscal year.

B. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed March 2020 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Coordinated with Terryberry (employee gift vendor) with ordering and delivery of employee appreciation gifts.

BENEFITS

- Conducted two (2) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Audit of health and dental current enrollments and terminations
- Held approximately five (5) one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately fifty (50) phone calls to discuss benefits, claims, FSA, and wellness screenings
- Two (2) conference calls were held with Gallagher to discuss insurance rates and recommended rate increases
- Prepared and distributed posters & change forms to employees for May 2020 Health/Dental Open Enrollment

PERSONNEL ACTIONS

New Hires – 2

| Dept./Div. | Position | Number of Employees |
|------------------------|--------------------------|---------------------|
| Police/Emergency Comm. | Communications Officer I | 2 |

Separations – 3

| Dept./Div. | Position | Number of Employees |
|-----------------------------|------------------------------|---------------------|
| Utilities/Sanitation | Sanitation Worker II | 1 |
| Utilities/Sewer Line Maint. | Sewer Maintenance Specialist | 1 |
| City Clerk/Custodial Svs. | Custodian (PT) | 1 |

Promotions – 1

| Dept./Div. | Position | Number of Employees |
|-----------------------------|----------------------|---------------------|
| Utilities/Sewer Line Maint. | Utilities Supervisor | 1 |

SURVEYS

- Requested compensation survey information from 12 local/comparable cities for City Manager survey.

RECRUITMENT

Accepted applications for the following positions:

| Department/Division | Position |
|---|--|
| Parks & Recreation/Recreation | Food & Beverage Tech I (PT) |
| Parks & Recreation/Recreation | Food & Beverage Tech II (PT) |
| Parks & Recreation/Recreation | Recreation Center Specialist (PT) |
| Parks & Recreation/Recreation | Westwood Aquatic Center positions (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/Fleet | Mechanic II (Transit) |
| Utilities/Sanitation | Sanitation Worker I |
| Utilities/Sewer Line Maintenance | Crew Chief |
| Utilities/Water Line Maintenance | Utility Distribution Worker I |
| Utilities/Water Line Maintenance | Utility Distribution Worker II |

Recruitment & Hiring Statistics:

| Contacts/Inquiries | | Selection Process Elements | |
|---|-----|-------------------------------------|---|
| In Person | 0 | Written Exams | 0 |
| Phone | 75 | Practical Testing/Assessment Center | 0 |
| Mail | 80 | Panel Board Interviews | 0 |
| Email | 90 | Promotions | 0 |
| Total Subscribers on E-mail Vacancy List | 948 | Oral Interviews | 0 |
| Total Visits to City of Norman HR website | 275 | Hiring/Promotion Board | 0 |

| Hiring Statistics | | Recruitment Statistics | |
|--|----|---------------------------------|----|
| Pre-Employment Background Investigations | 14 | Advertisements Placed | 0 |
| Pre-Employment Drug Screens | 18 | Applications Received | 46 |
| Pre-Employment Physicals | 16 | Job Announcements Emailed | 0 |
| Pre-Employment OSBI | 7 | Job Announcements to CON Depts. | 0 |

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 City of Norman Supervisory Academy 2020 participants were notified that classes have been suspended for the near future due to the coronavirus situation.

Conducted Reasonable Suspicion Training management and supervisory employees from various departments.

The Computer Training Lab was the site for ERP project management for IT and ERP training for various departments.

SAFETY

- Supervisors were notified that safety meetings have been suspended until further notice due to the coronavirus situation
- Conducted two (2) new employee orientations

Recordable Injuries – 4

| Dept./Division | Nature of the injury | Activity | Prognosis |
|--------------------------|--------------------------------|--|-------------------|
| Utilities/ Sanitation | Injured left hip & head | Injured left hip & head during an altercation with coworker | Work restrictions |
| Utilities/ Sanitation | Strained lower back | Injured back while picking up heavy bags of dirt | Work restrictions |
| Utilities/ Sanitation | Strained left shoulder & elbow | Injured shoulder & elbow picking up a container to load into truck | Work restrictions |
| Utilities/ Sanitation | Strained lower back | Injured back after stepping into hole & falling | Work restrictions |

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

| 2020 | 2019 | 2018 |
|------|------|------|
| 12 | 65 | 71 |

Vehicle Collisions - 1

| Division | Description of Collision | Status |
|--------------------------|---|----------|
| Utilities/ Sanitation | Unit # 232 was heading northbound on I-35 when another vehicle hit City vehicle from behind | No fault |

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

| 2020 | 2019 | 2018 | 2017 | 2016 | 2013 |
|------|------|------|------|------|------|
| 2 | 8 | 5 | 17 | 13 | 10 |

INFORMATION TECHNOLOGY

6

CITY OF NORMAN

Information Technology Department
Monthly Report – April 2020.

Working projects for the IT Department are as follows:

| Project | Description/improvement anticipated | Status |
|--------------------------------|---|---|
| ERP Replacement Project | Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes. | In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for 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. | In Implementation: The City has selected Interpersonal Frequency to lead the redesign https://ifsight.com/ . The new site is set to launch in June 2020. Current beta site is available at beta.normanok.gov |

| | | |
|--|--|--|
| 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 redundant loop for the WTP and EOC incase of lost service from the main connection. | Awaiting Approval possible launch in FYE21 |
| 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 Centracs | In Progress |

| | | |
|--|---|--------------------------------------|
| Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter) | Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac | In Progress |
| Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter. | Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centrac | Complete |
| Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street. | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses | In Progress |
| Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive. | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses | Expected completion in Q1 or Q2 2019 |
| Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive. | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses | In Progress |
| Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses | |
| Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses | |

| | | |
|--|--|--|
| Boulevard, Renaissance Drive, and Southlake Boulevard. | | |
|--|--|--|

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 April 2020.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 8 emails from the groups shown were sent from city servers using city resources – of those 9248 were delivered to outside mailboxes for the month of April 2020. The city servers generated mass communications to Norman citizens of 9248 messages from only 8 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 580,697 attempted incoming and 77,424 outgoing messages for the month of April 2020. Incoming messages totaling 409,649 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 70% 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 April 2020, the City of Norman's web site had 96,740 individual web sessions access the web site for

Table 1

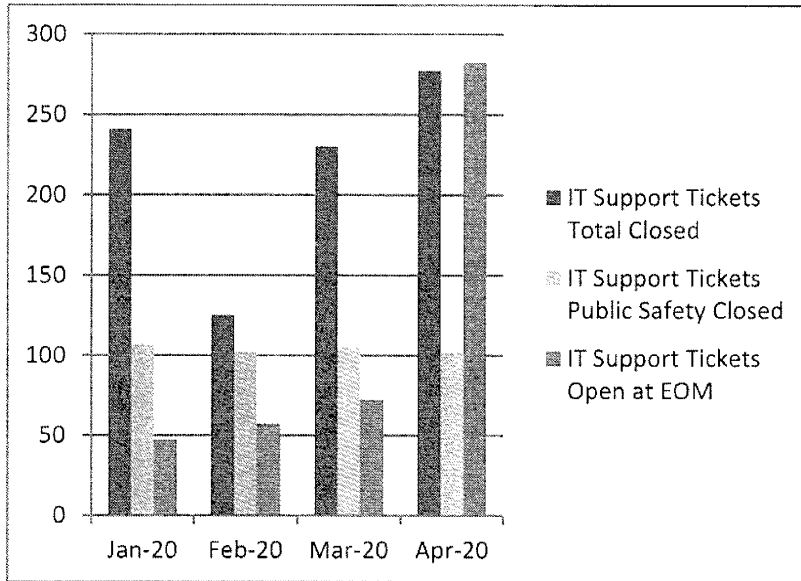


Table 2

| April 2020 LIST SERVER REPORT | | | |
|--------------------------------------|-----------------------|-----------------|------------------------|
| Group | Active Members | Mailings | Total Delivered |
| Affirmative Action Group | 20 | 0 | 0 |
| Job Posting | 926 | 0 | 0 |
| Norman News | 1156 | 8 | 9248 |
| Westwood Golf | 622 | 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 |
| Totals | 2786 | 8 | 9248 |

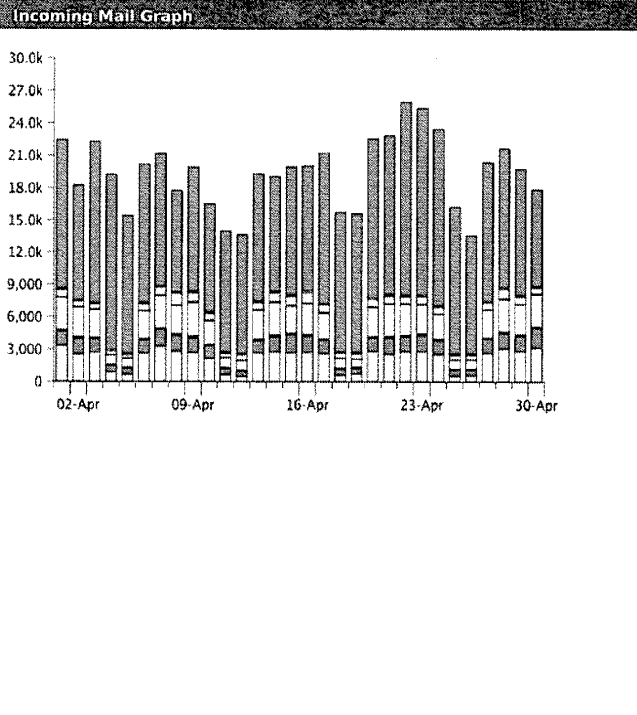


Executive Summary

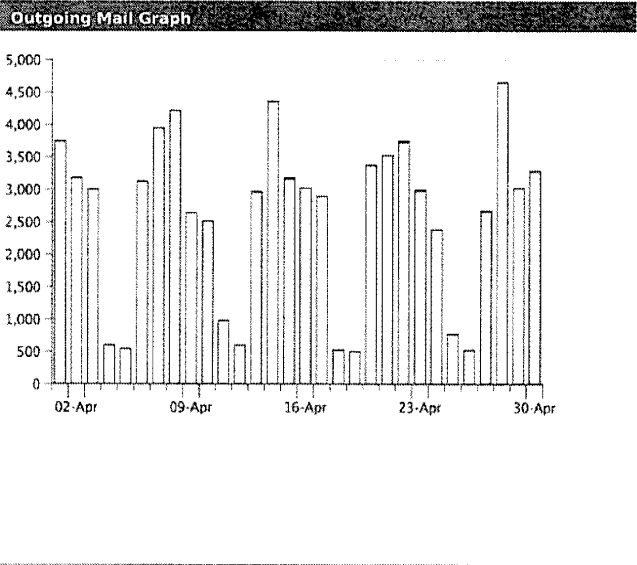
mail.ci.norman.ok.us

01 Apr 2020 00:00 to 30 Apr 2020 23:59 (GMT -05:00)

Data in time range: 100.0 % complete



| Message Category | % | Messages |
|---|--------------|----------------|
| Stopped by Reputation Filtering | 66.4% | 385,673 |
| Stopped as Invalid Recipients | 0.7% | 4,316 |
| Spam Detected | 3.3% | 18,961 |
| Virus Detected | 0.0% | 63 |
| Detected by Advanced Malware Protection | 0.0% | 3 |
| Messages with Malicious URLs | 0.2% | 875 |
| Stopped by Content Filter | 0.1% | 633 |
| Stopped by DMARC | 0.0% | 0 |
| S/MIME Verification/Decryption Failed | 0.0% | 0 |
| Total Threat Messages: | 70.5% | 409,649 |
| Marketing Messages | 11.4% | 65,953 |
| Social Networking Messages | 0.7% | 4,353 |
| Bulk Messages | 6.0% | 34,955 |
| Total Graymails: | 18.1% | 105,261 |
| S/MIME Verification/Decryption Successful | 0.0% | 0 |
| Clean Messages | 11.3% | 65,787 |
| Total Attempted Messages: | | 580,697 |



| Message Processing | % | Messages |
|---|-------|---------------|
| Spam Detected | 0.0% | 0 |
| Virus Detected | 0.0% | 0 |
| Detected by Advanced Malware Protection | 0.0% | 0 |
| Messages with Malicious URLs | 0.0% | 0 |
| Stopped by Content Filter | 0.2% | 162 |
| Stopped by DLP | 0.0% | 0 |
| Clean Messages | 99.8% | 77,317 |
| Total Messages Processed: | | 77,479 |

| Message Delivers | % | Messages |
|----------------------------------|-------|---------------|
| Hard Bounces | 4.1% | 3,148 |
| Delivered | 95.9% | 74,276 |
| Total Messages Delivered: | | 77,424 |



Site Traffic

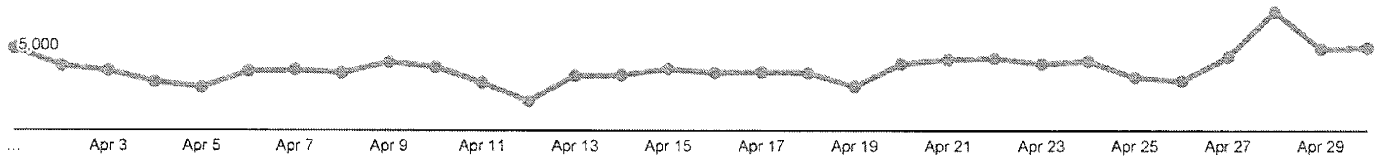
Apr 1, 2020 - Apr 30, 2020

All Users
100.00% Sessions

Report Tab

Sessions

10,000



| Day of the month | Sessions | Pages / Session | Pageviews | Users | New Users | Bounce Rate | Avg. Time on Page |
|------------------|---|---|---|---|---|---|---|
| | 96,740 % of Total: 100.00% (96,740) | 2.30 Avg for View: 2.30 (0.00%) | 222,667 % of Total: 100.00% (222,667) | 62,470 % of Total: 100.00% (62,470) | 51,505 % of Total: 100.05% (51,480) | 42.46% Avg for View: 42.46% (0.00%) | 00:01:31 Avg for View: 00:01:31 (0.00%) |
| 1. 28 | 6,094 (6.30%) | 2.08 | 12,661 (5.69%) | 4,923 (7.88%) | 3,012 (5.85%) | 35.28% | 00:02:10 |
| 2. 30 | 4,263 (4.41%) | 2.35 | 10,009 (4.50%) | 3,680 (5.89%) | 2,145 (4.16%) | 40.72% | 00:01:32 |
| 3. 01 | 4,211 (4.35%) | 2.20 | 9,280 (4.17%) | 3,752 (6.01%) | 2,461 (4.78%) | 46.05% | 00:01:32 |
| 4. 29 | 4,208 (4.35%) | 2.38 | 9,995 (4.49%) | 3,690 (5.90%) | 2,153 (4.18%) | 39.45% | 00:01:35 |
| 5. 27 | 3,798 (3.93%) | 2.24 | 8,492 (3.81%) | 3,324 (5.32%) | 2,013 (3.91%) | 43.15% | 00:01:25 |
| 6. 22 | 3,709 (3.83%) | 2.25 | 8,333 (3.74%) | 3,249 (5.20%) | 1,960 (3.81%) | 40.44% | 00:01:36 |
| 7. 21 | 3,646 (3.77%) | 2.46 | 8,961 (4.02%) | 3,149 (5.04%) | 1,904 (3.70%) | 38.43% | 00:01:27 |
| 8. 24 | 3,571 (3.69%) | 2.22 | 7,923 (3.56%) | 3,152 (5.04%) | 1,969 (3.82%) | 46.32% | 00:01:29 |
| 9. 09 | 3,509 (3.63%) | 2.30 | 8,067 (3.62%) | 3,086 (4.94%) | 1,876 (3.64%) | 40.41% | 00:01:28 |
| 10. 23 | 3,448 (3.56%) | 2.35 | 8,099 (3.64%) | 3,012 (4.82%) | 1,783 (3.46%) | 42.20% | 00:01:29 |

Rows 1 - 10 of 30

MONTHLY REPORT - LEGAL DEPARTMENT
March 2020 Report
(Submitted April 10, 2020)

MONTHLY HIGHLIGHTS:

Due to the current national, state and local Declarations of Emergency related to COVID-19, some of the information was not available for 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, the Oklahoma Supreme Court denied the City's Petition for Writ of Certiorari. This case arises out of a vehicle accident that occurred in 2013. This case will return to Cleveland County District Court for a determination regarding the Plaintiff's attorney fees.

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

On April 23, 2020, the Oklahoma Supreme Court denied the City's Petition for Writ of Certiorari. This case involves convenience fees charged by the City for credit and debit card transactions made by phone. This case will return to Cleveland County District Court to allow the parties to litigate the merits of the Plaintiff's claims.

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

On April 27, 2020, judgment was entered in favor of all Defendants on all of Plaintiff's claims. This case arises out of the Plaintiff's arrest for public intoxication in November 2018. The Plaintiff has until May 27, 2020 to file an appeal.

Holloway v. Harris, et al., CJ-2013-566 (K); Case No. SD-117,606

On April 27, 2020, the Oklahoma Supreme Court denied the Plaintiff's Petition for Writ of Certiorari. This case arises out of perjury charges filed against the Plaintiff. Because Plaintiff has not exhausted his appeals, 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, CIV-12-234 W (K, B)

Russell, et al. v. Breea Clark, in her official capacity as Mayor of the City of Norman, CJ-2020-471; CIV-20-417-J

This case arises out of an amended emergency proclamation issued by Mayor Clark. It alleged violations of federal and state law and request declaratory and injunctive relief. After an adverse ruling in state court, the case was removed to federal court. A status conference is scheduled for June 4, 2020.

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

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

Holloway v. Harris, et al., CJ-2013-566 (K); Case No. SD-117,606

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

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

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

Rodgers v. City of Norman, Case No. DF-118,420

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)

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

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

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

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

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

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

This case was filed on April 20, 2020. It arises out of theft of data by someone believed to be affiliated with Centralsquare Technologies LLC.

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

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

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

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

Henderson, Randolph, Wilk, Green v. City of Norman, IAFF, Travis King., 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. CIV-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)

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*

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

E. *Small Claims Court*

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

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

AFSMCE Grievance FYE 20-4 (Wray – Security Concerns)
AFSCME Grievance FYE 20-5 – (Baze – Discipline)
AFSCME Grievance FYE 20-09 – (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)

- 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 April 2020. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court. Due to Covid-19, there were no court sessions during the month of April 2020.

| Month | <u>ADULT CASES</u> | | | <u>JUVENILE CASES</u> | | | <u>COURT SESSIONS</u> | | |
|--------------|--------------------|--------|--------|-----------------------|--------|--------|-----------------------|--------|--------|
| | FYE 18 | FYE 19 | FYE 20 | FYE 18 | FYE 19 | FYE 20 | FYE 18 | FYE 19 | FYE 20 |
| JULY | 543 | 421 | 640 | 50 | 21 | 35 | 13 | 12 | 15 |
| AUG | 629 | 1,130 | 683 | 48 | 24 | 10 | 17 | 15 | 15 |
| SEPT | 552 | 412 | 497 | 49 | 28 | 17 | 12 | 13 | 14 |
| OCT | 436 | 445 | 581 | 26 | 45 | 23 | 10 | 14 | 18 |
| NOV | 439 | 300 | 390 | 26 | 14 | 9 | 12 | 5 | 11 |
| DEC | 428 | 279 | 444 | 250 | 2 | 25 | 9 | 3 | 12 |
| JAN | 1,371 | 561 | 522 | 31 | 43 | 32 | 14 | 15 | 15 |
| FEB | 421 | 540 | 597 | 24 | 16 | 22 | 14 | 14 | 13 |
| MAR | 508 | 1139 | 420 | 30 | 13 | 22 | 9 | 10 | 7 |
| APR | 521 | 491 | 104 | 38 | 23 | 0 | 16 | 12 | 0 |
| MAY | 503 | 626 | | 20 | 34 | | 16 | 14 | |
| JUNE | 544 | 542 | | 46 | 31 | | 15 | 14 | |
| TOTALS / YTD | 6,893 | 6,886 | 4,878 | 638 | 294 | 195 | 157 | 141 | 113 |

WORKERS' COMPENSATION COURT

The total number cases pending as of April 2020 are 15. There were no new workers compensation cases filed during the month. The City Council approved one settlement in April 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 | FYE20 CASES | FYE19 CASES | FYE18 CASES | FYE17 CASES |
|---------------|----------------------|---------------|-------------|-------------|-------------|-------------|
| Fire | Suppression | 5 | 2 | 4 | 3 | 4 |
| Parks/Rec. | Park Maintenance | 2 | | 1 | 1 | 3 |
| Planning | Development Services | | | | | |
| Police | Animal Welfare | 1 | 1 | | 1 | |
| Police | Patrol | 4 | 2 | 1 | 1 | 3 |
| Police | Administration | | | | | |
| Public Works | Street Maintenance | 2 | 1 | 3 | 1 | 1 |
| Public Works | Vehicle Maintenance | | | | | |
| Public Works | Storm Water | | | | | |
| Utilities | Line Maintenance | 1 | 1 | | 2 | |
| Utilities | Sanitation | | | | | 1 |
| TOTALS | | 15 | 7 | 9 | 9 | 12 |

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)

Albertson II, Kenneth Wayne, CM-2018-07857 J

(PW, Street Maintenance, MWI, R. Knee, Consequential Blood Clot)

A settlement in the above case was approved by Council on April 28, 2020 and will no longer appear on the monthly report.

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

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

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

(Fire, Suppression, Captain, R. Ankle)

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)

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 April 2020.

| DEPARTMENT | FYE 20 Month | FYE 20 YTD | FYE 19 | FYE 18 | FYE 17 |
|----------------------------|-----------------|---------------|-----------|-----------|-----------|
| Animal Control | | | | 1 | 1 |
| Finance - IT | | | | | 1 |
| Fire | | 2 | | 3 | 1 |
| Fleet | | | | | 1 |
| Other | | 9 | 9 | 11 | 8 |
| Parks | | 4 | 6 | 5 | 4 |
| Planning | | | | 1 | 1 |
| Police | | 4 | 10 | 6 | 12 |
| Public Works – Stormwater | | 2 | | 6 | 2 |
| Public Works – Engineering | | 2 | | 2 | |
| Public Works – Streets | 2 | 10 | 6 | 11 | 11 |
| Utilities – Water | | 9 | 12 | 12 | 9 |
| Utilities – Sanitation | 1 | 9 | 10 | 11 | 13 |
| Utilities – Sewer | 1 | 5 | 3 | 5 | 4 |
| TOTAL CLAIMS | 4 | 56 | 56 | 74 | 68 |

| CURRENT CLAIM STATUS | FYE 20 TO DATE | FYE 19 | FYE 18 | FYE 17 |
|---|-------------------|--------|--------|--------|
| Claims Filed | 56 | 56 | 74 | 68 |
| Claims Open and Under Consideration | 13 | 1 | 0 | 0 |
| Claims Not Accepted Under Statute/Other | 7 | 8 | 11 | 5 |
| Claims Paid Administratively | 8 | 10 | 18 | 17 |
| Claims Paid Through Council Approval | 9 | 11 | 15 | 12 |

| | | | | |
|---|----|----|----|----|
| Claims Resulting in a Lawsuit for FY | 0 | 4 | 3 | 4 |
| Claims Barred by Statute (No Further Action Allowed) | 10 | 21 | 27 | 30 |
| Claims in Denied Status (Still Subject to Lawsuit) | 9 | 1 | 0 | 0 |

EXPUNGEMENTS

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

| MONTH | REQUESTS | | | COMPLETED | | |
|-------------------|----------|------------|------------|------------|------------|------------|
| | FYE20 | FYE19 | FYE18 | FYE20 | FYE19 | FYE18 |
| JULY | 11 | 18 | 26 | 6 | 20 | 14 |
| AUG | 15 | 27 | 20 | 32 | 6 | 10 |
| SEPT | 8 | 21 | 15 | 17 | 11 | 5 |
| OCT | 14 | 15 | 24 | 22 | 22 | 11 |
| NOV | 12 | 24 | 13 | 15 | 23 | 26 |
| DEC | 13 | 11 | 12 | 22 | 13 | 14 |
| JAN | 16 | 15 | 21 | 20 | 28 | 10 |
| FEB | 14 | 31 | 19 | 14 | 7 | 10 |
| MAR | 1 | 25 | 20 | 14 | 13 | 31 |
| APR | 9 | 8 | 14 | 9 | 15 | 15 |
| MAY | | 17 | 27 | | 14 | 19 |
| JUNE | | 16 | 16 | | 8 | 11 |
| TOTALS/YTD | | 228 | 227 | 171 | 180 | 176 |

MUNICIPAL COURT

8

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

CASES FILED

| | <u>FY20</u> | | <u>FY19</u> | |
|--------------------|---------------------|---------------------|---------------------|---------------------|
| | <u>APRIL</u> | <u>Y-T-D</u> | <u>APRIL</u> | <u>Y-T-D</u> |
| Traffic | 315 | 11,323 | 1,326 | 12,652 |
| Non-Traffic | 95 | 2,122 | 372 | 2,943 |
| SUB TOTAL | 410 | 13,445 | 1,698 | 15,595 |
| Parking | 8 | 6,400 | 1,211 | 10,367 |
| GRAND TOTAL | 418 | 19,845 | 2,909 | 25,962 |

CASES DISPOSED

| | <u>FY20</u> | | <u>FY19</u> | |
|--------------------|---------------------|---------------------|---------------------|---------------------|
| | <u>APRIL</u> | <u>Y-T-D</u> | <u>APRIL</u> | <u>Y-T-D</u> |
| Traffic | 338 | 11,131 | 1,548 | 10,761 |
| Non-Traffic | 64 | 2,287 | 352 | 2,632 |
| SUB TOTAL | 402 | 13,418 | 1,900 | 13,393 |
| Parking | 63 | 5,318 | 1,205 | 7,451 |
| GRAND TOTAL | 465 | 18,736 | 3,105 | 20,844 |

REVENUE

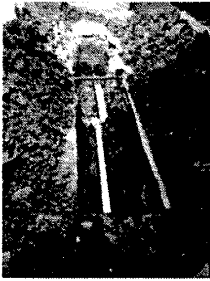
| | <u>FY20</u> | | <u>FY19</u> | |
|--------------------|---------------------|-----------------------|----------------------|-----------------------|
| | <u>APRIL</u> | <u>Y-T-D</u> | <u>APRIL</u> | <u>Y-T-D</u> |
| Traffic | \$ 44,533.20 | \$1,210,472.27 | \$ 131,334.86 | \$1,151,330.29 |
| Non-Traffic | \$ 12,905.65 | \$ 291,276.18 | \$ 24,691.04 | \$ 331,989.33 |
| SUB TOTAL | \$ 57,438.85 | \$1,501,748.45 | \$ 156,025.90 | \$1,483,319.62 |
| Parking | \$ 2,100.00 | \$ 143,742.75 | \$ 16,301.00 | \$ 174,652.20 |
| GRAND TOTAL | \$ 59,538.85 | \$1,645,491.20 | \$ 172,326.90 | \$1,657,971.82 |

PARKS AND RECREATION

9

Park Planning Activities April 2020

Cultural Facilities:



While shut-down due to the COVID-19 pandemic, Staff worked with the City's plumber and local contractors to discover and repair a large section of the original cast-iron plumbing that had failed under the lobby floor at the Sooner Theatre. The project included replacement of a large section of drain line, along with filling any additional voids in the sub-floor area we discovered when the floor was cut open. The work was completed, and the concrete floor has been replaced on top of the work. The lobby carpet will be re-set prior to full re-opening later this year. No events are scheduled until late July.

The 22 downstairs storm windows as well as the front and back doors at the Moore-Lindsey Historical House were repaired and/or replaced and re-painted during the shut-down due to the COVID-19 pandemic. The upstairs windows will receive similar treatment after the roof replacement is completed this summer.



Bike Route Bridge:



The bridge over Imhoff Creek, between Berry Road and Brookside Drive (south of Lindsey Street) was given a facelift in April. All bridge deck boards, below-deck nailer boards and 4X4 wooden kickers were replaced; and both of the side rails were cleaned and painted. All work was done in sections, which allowed the bridge to be open each night for pedestrians. We plan to add solar-powered down-lighting on the bridge uprights this summer to complete the improvements.

NORMAN FORWARD Andrews Park:

We received bids for the demolition of the old water storage tank on the east side of the park and will do that work in early May to make way for the new skate park to be built in that area. Crews from American Ramp Company will work for the next few months to build the new Blake Baldwin Skatepark featuring a concrete triple-bowl and expansive skate plaza with a separate warm-up half-pipe area and skateable features along the walkway leading to the new park. We will also add a shaded viewing area with picnic tables and durable landscaping as the project is completed, while also working with the Public Arts Board and the Baldwin family to complete plans for art and additional lighting at the park. We also planted a memorial tree in Andrews north of the large rock picnic shelter on the Friday before the 25th anniversary of the Murrah Building bombing in Oklahoma City. We also purchased 25 "survivor elm" trees that we will plant in other parks after they have grown to a more substantial planting size this year.



NORMAN FORWARD Ruby Grant Park:

Work continues on construction of the walking trails and cross-country course, the restroom building and parking lot area along 36th Avenue, the memorial pavilion and parking area off Franklin Avenue, and at the parking area along the I-35 service road at the dog park and disc golf areas. All of these areas are progressing towards completion of the parking areas and park structures; while we are still planning for the delivery and installation later this summer of the disc golf equipment, inclusive playground features, park furniture and vegetation currently awarded to our Construction Manager—Crossland Construction. We will also be prepared to phase-in any additional paving/lighting/construction that may be approved via a potential bond election to fully fund the various Norman Forward Projects city-wide. Phase I of the currently-funded park development is scheduled for substantial completion in October of this year.

NORMAN FORWARD Neighborhood Parks:



Work was done in April to complete the dirt work and lay sod at Songbird Park. The wooden gazebo at this new neighborhood park was also delivered and its construction began late in the month. Final site furnishings will be installed as the sod gets established and we will continue to monitor the 50 new trees at the park as they spend their second season growing at Songbird. Our next new neighborhood park will be Southlake—just east of Highway 77 and south of Highway 9; which will serve the residents of Southlake and St. James Additions.

Park Maintenance crews removed the old play equipment at Rotary Park in April; and the new equipment is scheduled for installation beginning in early May. Meanwhile, we have received bids for the demolition of the old restroom building in the park; and we will advertise for Proposals for the construction of the new restrooms, now that the plan set has been finalized by The McKinney Partnership, Architects. Funds donated over the years by the Rotary Clubs will be used to help fund the building replacement and any additional work for this popular central Norman park renovation

APRIL 2020 RECREATION DIVISION MONTHLY REPORT

Senior Center: Due to the COVID-19 pandemic, the Senior Center was closed during the month of April, 2020, and all regular activities and events were cancelled. Staff has been working on Mondays with the meal site helping them prepare meals by putting together frozen foods as well as shelf staple meals to be delivered to other sites as well as home-bound seniors. There are 6-7 volunteers that come every Monday to deliver 50-60 meals to home bound seniors. This site also delivers meals to five other centers to include: Rose Rock, Noble, Moore, East Lake, and Little Axe/Lexington. The kitchen staff and Aging Services are an amazing group and have worked hard to keep seniors fed during this time.

Little Axe Community Center: Due to the COVID-19 pandemic, the Little Axe Community Center was closed during the month of April, 2020. All activities and events were cancelled to include: food distribution; Head Start Program; and Little Axe Youth Sports.

12th Avenue Recreation Center: Due to the COVID-19 pandemic, the 12th Avenue Recreation Center was closed during the month of April, 2020, and all programs and activities were cancelled. The annual Easter Egg Hunt Special Event was also cancelled; however, over 2,000 bags of Easter candy was distributed to children throughout Norman for a virtual Easter Egg hunt held April 10th. The bags were filled by 10 volunteer staff who delivered them to area elementary schools free lunch program and to those individuals who emailed in a request for the candy.

Irving Recreation Center: Due to the COVID-19 pandemic, the Irving Recreation Center was closed during the month of April, 2020, and all activities and events were cancelled.

Whittier Recreation Center: Due to the COVID-19 pandemic, the Whittier Recreation Center was closed during the month of April, 2020, and all activities and events were cancelled.

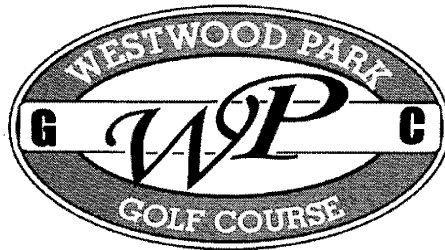
| FACILITY ATTENDANCE: | Month | Year to Date |
|---|-------|-----------------|
| Senior Center (includes congregate meals) | 0 | 10,711 |
| Little Axe Community Center | 0 | 11,652 |
| 12th Avenue Recreation Center | 0 | 24,475 |
| Irving Recreation Center | 0 | 21,566 |
| Whittier Recreation Center | 0 | 7,373 |
| Reaves Center | 0 | 2,700 |
| Tennis Center | 0 | 21,078 |

**APRIL 2020
PARK MAINTENANCE DIVISION**

Due to COVID-19 pandemic; Park Maintenance crews rotated work schedules the month of April 2020. Park Maintenance crews performed routine trash, landscape bed maintenance and mowing in City parks.

| SAFETY REPORT | FYE-20MTD | FYE-20YTD | | FYE-19MTD | FYE-19YTD |
|-------------------------------|------------------|------------------------------------|--|------------------|------------------------------------|
| On-The-Job Injuries | 0 | 3 | | 0 | 5 |
| Vehicle Accidents | 0 | 0 | | 0 | 0 |
| Employee responsible | 0 | 0 | | 0 | 0 |
| ROUTINE ACTIVITIES | Total Man | Hours YEAR- TO-DATE | | | Hours YEAR- TO-DATE |
| Mowing | 142.00 | 752.00 | | 144.00 | 781.50 |
| Trim Mowing | 208.00 | 4613.50 | | 478.00 | 4963.75 |
| Chemical Spraying | 34.00 | 748.50 | | 144.00 | 553.00 |
| Fertilization | 8.00 | 8.00 | | 0.00 | 0.00 |
| Tree Planting | 0.00 | 0.00 | | 0.00 | 0.00 |
| Tree & Stump Removal | 0.00 | 76.00 | | 40.00 | 208.00 |
| Tree Trimming/Limb Pick-Up | 60.00 | 438.00 | | 36.00 | 364.50 |
| Restroom/Trash Maintenance | 114.00 | 2675.00 | | 162.00 | 1647.00 |
| Play Equipment Maintenance | 0.00 | 236.50 | | 84.00 | 594.00 |
| Sprinkler Maintenance | 0.00 | 472.00 | | 0.00 | 248.25 |
| Watering | 0.00 | 8.00 | | 0.00 | 0.00 |
| Grounds/Building Maintenance | 6.00 | 184.25 | | 90.75 | 682.00 |
| Painting | 0.00 | 0.00 | | 0.00 | 63.50 |
| Planning Design | 0.00 | 81.00 | | 0.00 | 0.00 |
| Park Development | 0.00 | 12.00 | | 0.00 | 0.00 |
| Special Projects | 16.00 | 394.00 | | 191.25 | 1395.00 |
| Nursery Maintenance | 0.00 | 52.00 | | 0.00 | 34.00 |
| Flower/Shrub Bed Maintenance | 0.00 | 804.25 | | 16.00 | 338.50 |
| Seeding/Sodding | 0.00 | 9.50 | | 8.00 | 124.00 |
| Ballfield Maintenance/Marking | 0.00 | 12.00 | | 16.00 | 947.00 |
| Fence Repairs | 0.00 | 4.00 | | 0.00 | 68.00 |
| Equipment Repairs/Maintenance | 84.00 | 953.00 | | 135.00 | 1151.50 |
| Material Pick-Up | 2.00 | 80.00 | | 5.00 | 155.50 |
| Miscellaneous | 65.00 | 959.00 | | 287.50 | 2339.25 |
| Shop Time | 20.00 | 137.50 | | 1.00 | 416.50 |
| Snow/Ice Removal | 0.00 | 325.50 | | 0.00 | 368.75 |
| Christmas Lights | 0.00 | 818.00 | | 0.00 | 927.50 |
| Close to Home Fishing | 0.00 | 0.00 | | 0.00 | 245.50 |
| Forestry | 3.00 | 288.00 | | 0.00 | 31.00 |
| Graffiti Clean-Up | 0.00 | 340.50 | | 12.00 | 28.00 |
| Water Fountains | 0.00 | 32.00 | | 0.00 | 44.00 |
| Inground Trash | 16.00 | 48.00 | | 0.00 | 0.00 |
| Vector Control | 12.00 | 490.00 | | 0.00 | 435.00 |

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



APRIL 2020

Westwood Golf Course Division Monthly Progress Report

THE GOLF COURSE WAS CLOSED APRIL 2020 DUE TO THE COVID -19 PANDEMIC

| ACTIVITY | APRIL FY'20 | APRIL FY'19 |
|--|--------------------|--------------------|
| Regular Green Fees | 0 | 364 |
| Senior Green Fees | 0 | 179 |
| Junior Fees | 0 | 337 |
| School Fees (high school golf team players) | 0 | 7 |
| Advanced Fees (high school golf team pre-pay) | 0 | 0 |
| Annual Fees (Regular, Senior & Junior Members) | 0 | 451 |
| Employee Comp Rounds | 0 | 318 |
| Golf Passport Rounds | 0 | 0 |
| 9-Hole Green Fee | 0 | 182 |
| 2:00 Fees | 0 | 90 |
| 4:00 Fees | 0 | 114 |
| Dusk Fees or 6:00 Fees | 0 | 55 |
| PGA Comp Rounds | 0 | 2 |
| *Rainchecks (not counted in total round count) | 0 | 11 |
| Misc Promo Fees (birthday, players cards, OU student) | 0 | 882 |
| Green Fee Adjustments (fee difference on rainchecks) | 0 | 4 |
| Total Rounds (*not included in total round count) | 0 | 2985 |
| % change from FY '19 | -100.00% | |
| Range Tokens | 0 | 3400 |
| % change from FY '19 | -100.00% | |
| 18 - Hole Carts | 0 | 112 |
| 9 - Hole Carts | 0 | 82 |
| ½ / 18 - Hole Carts | 0 | 848 |
| ½ / 9 - Hole Carts | 0 | 337 |
| Total Carts | 0 | 1379 |
| % change from FY '19 | -100.00% | |
| 18 - Hole Trail Fees | 0 | 0 |
| 9 - Hole Trail Fees | 0 | 0 |
| 18 - Hole Senior Trail Fees | 0 | 2 |
| 9-Hole Senior Trail Fees | 0 | 2 |
| Total Trail Fees | 0 | 4 |
| % change from FY '19 | -100.00% | |
| TOTAL REVENUE | \$ (530.55) | \$88,643.75 |
| % change from FY '19 | -100.60% | |

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

| SAFETY REPORT | FY 2020 MTD | FY 2020 YTD | FY 2019 MTD | FY 2019 YTD |
|----------------------------|------------------------|------------------------|------------------------|------------------------|
| Injuries On The Job | 0 | 0 | 0 | 0 |
| City Vehicles Damaged | 0 | 0 | 0 | 0 |
| Vehicle Accidents Reviewed | 0 | 0 | 0 | 0 |

FINANCIAL INFORMATION

| | FYE 2020 MTD | FYE 2020 YTD | FY 2019 MTD | FYE 2019 YTD |
|---------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| Green Fees | \$0.00 | \$336,953.54 | \$44,195.47 | \$308,984.42 |
| Driving Range | \$0.00 | \$65,486.68 | \$12,325.56 | \$74,927.43 |
| Cart Rental | \$0.00 | \$179,254.81 | \$24,554.26 | \$174,681.77 |
| Restaurant | \$0.00 | \$98,617.22 | \$6,853.51 | \$41,367.59 |
| Insufficient Check Charge | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Interest Earnings | -\$530.55 | \$5,001.83 | \$714.95 | \$6,668.18 |
| TOTAL INCOME | -\$530.55 | \$685,314.08 | \$88,643.75 | \$606,629.39 |
| Expenditures | \$64,490.49 | \$749,632.56 | \$103,367.39 | \$822,127.02 |
| Income vs Expenditures | (\$65,021.04) | (\$64,318.48) | (\$14,723.64) | (\$215,497.63) |
| Rounds of Golf | 0 | 22110 | 2985 | 22543 |

Due to the COVID-19 pandemic, Westwood Golf Course was closed during the month of April. Maintenance employees were retained as essential to continue working and to protect the investment of the course all while practicing social distancing with the best of ability. The last day of March all golf course trash cans, tee markers, yardage poles, flag sticks and cups were retrieved from the golf course to prevent theft. All cup holes were filled with plugs from the chipping green, these holes were then backfilled with sand. Aerification is a labor intensive practice that sees some 1.2 million holes punched in the three acres of bent grass. 75 tons of golf course sand is then spread over the greens and drug in to fill the holes. This is essential to the health of the turf. Greens are mowed or rolled daily to smooth from aerification. Tees, collars, and fairways are mowed as needed. Roughs and fescue plots are mowed weekly. Frequent blowing of leaves, bird droppings and other tree debris still occurs. Regular rains had us pumping sand traps several times.

Agronomically, fertilizer was applied to all tees, collars and aprons. Two applications of fertilizer were applied to the greens in order to accelerate the healing from aerification. A fungicide and a pre emerge application has been applied to the greens. Post emerge herbicides were applied in select areas as needed. A new weather record was set on the April 14th with a snow fall. Back pack spraying has been started for weeds in trim areas. It has been a banner year for winter weeds this year. Reels, greatly worn from mowing sand are repaired, sharpened and replaced on the greens mowers. The entire driving range tee was aerified and top dressed with cores from the greens. Two donated trees have been planted. The entire rental cart fleet was unplugged from the chargers and plugged back in, in stages for the purpose of cycling the batteries. The rental cart trade in's were identified and all were stripped of windshields, message holders, sand bottles, and bottle holders. We keep these parts in inventory so as to replace damaged or broken parts in the future. Cup "ball lifters" were manufactured and installed on every flag stick for the greens so when play resumed the players may retrieve their ball from the putting cup by lifting a lever with their putter while leaving the flag stick in place.

APRIL 2020
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

| | FY2020 MTD | FY2020 YTD | FY2019 TOTAL |
|-----------------------------------|----------------------|----------------------|---------------------|
| Swim Pool Passes | \$2,970.00 | \$28,304.58 | \$464,558.55 |
| Swim Pool Gate Admission | \$0.00 | \$208,500.00 | \$137,284.31 |
| Swim Lesson Fees | \$300.00 | \$10,107.00 | \$35,425.50 |
| Pool Rental | \$0.00 | \$16,575.00 | \$21,191.00 |
| Locker Fees | \$0.00 | \$0.00 | \$894.53 |
| Pool Classes | \$0.00 | \$735.00 | \$2,640.00 |
| Pool Merchandise Sales | \$0.00 | \$0.00 | \$64.40 |
| Concessions | \$0.00 | \$79,675.74 | \$115,353.29 |
| TOTAL INCOME | \$3,270.00 | \$343,897.32 | \$777,411.58 |
| Expenditures | \$21,731.48 | \$433,185.15 | \$684,381.77 |
| Income versus Expenditures | (\$18,461.48) | (\$89,287.83) | \$93,029.81 |

ATTENDANCE INFORMATION

| | Season to Date Apr-20 | Season to Date May 19- April 20 | 2019 MTD Oct-18 | 2019 YTD May 18-Oct 18 |
|---------------------------------|--------------------------|------------------------------------|--------------------|---------------------------|
| a. Pool Attendance | 0 | 46,340 | 0 | 82,540 |
| b. Adult Lap Swim Morning/Night | 0 | 187 | 0 | 250 |
| c. Water Walkers | 0 | 1,454 | 0 | 1,654 |
| d. Toddler Time | 0 | 1,929 | 0 | 2,205 |
| e. Swim Team | 0 | 2,532 | 0 | 3,542 |
| f. Swim Lessons | 0 | 700 | 0 | 13,952 |
| g. Movie Night/Special Events | 0 | 2705 | 0 | 2,025 |
| h. Party / Rentals | 0 | 207 | 0 | 8,489 |
| TOTAL ATTENDANCE | 0 | 56,054 | 0 | 114,657 |

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS

10A

PLANNING DEPARTMENT ACTIVITY
April 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

Due to the COVID-19 emergency, the April 20 meeting was not held. City staff forwarded to the Commissioners any applications that would be moving forward to Planning Commission. Commissioners responded with the following comment on the Trailwoods Addition application:

- Sidewalks along 12th NW are critical for connecting Flood Street and Tecumseh, both of which will be planned for pedestrian trails/sidewalks (Norman Forward and the Greenbelt Priority Trail System, respectively).
- Greatly appreciate that there is a road connection to the housing division to the east so children can travel to Highland Village Park without having to go onto arterial roads.

HISTORIC DISTRICT COMMISSION

Historic District Commission

The regular Historic District Commission Meeting for April 6, 2020 was cancelled due to the Coronavirus Pandemic.

COA requests approved by Historic District Commission:

None

COA Administrative Bypass granted by staff:

616 Tulsa Street

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

The consultants, Mainstreet Architects, work on the Historic District Guidelines was delayed due the Coronavirus pandemic and associated stay at home orders. It is anticipated that a draft will be ready in May for the Commission's review. Staff prepared an application for CLG Grant funds through the State Historic Preservation Office for the FY20-21 in the amount of \$19,459.

MISCELLANEOUS

| | 2019 Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | 2020 Jan | Feb | Mar | Apr |
|--|-------------|-----|------|------|-----|------|-----|-----|-----|-------------|-----|-----|-----|
| Walk-Ins | 51 | 33 | 29 | 30 | 75 | 68 | 58 | 52 | 45 | 59 | 36 | 32 | - |
| Email Contacts | | 368 | 303 | 325 | 395 | 377 | 515 | 464 | 302 | 406 | 292 | 321 | 477 |
| Lot Line Adjustments | 2 | 2 | 4 | 3 | 1 | 2 | 2 | - | - | - | - | 2 | 2 |
| Landscape Maint. & Replacement Bonds | 4 | 1 | 2 | - | 2 | - | 1 | 4 | 2 | 1 | 4 | 3 | 4 |
| Board of Adjustment Variance Appl. | 1 | - | 1 | 1 | - | 2 | 4 | 6 | - | 1 | - | 4 | 1 |
| Legal Notices Sent | 12 | - | 18 | - | - | 54 | 84 | 149 | - | 7 | - | 136 | 172 |
| Planning Commission Applications Rec'd | - | 1 | 1 | 4 | 6 | 8 | 1 | 5 | 3 | 5 | 5 | 3 | 2 |
| Legal Notices Sent | - | - | 14 | 76 | 154 | 272 | 26 | 201 | 101 | 152 | 68 | 31 | 128 |
| Pre-Development Meeting Appl. Rec'd | 1 | - | 1 | 5 | 7 | 7 | 1 | 4 | 4 | 2 | 3 | 7 | 2 |
| Notices Sent | 54 | - | 14 | 267 | 169 | 270 | 14 | 193 | 200 | 51 | 54 | 309 | 386 |

CURRENT PLANNING DIVISION
Planning Commission – number of applications received

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

During March, seven applications for Pre-Development were received for the meeting scheduled for March 25, 2020. The meetings were not held due to COVID-19, and were rescheduled for April 22 and 23, 2020. Two additional applications were received for the April meetings. Five applications were addressed via ZOOM video conference on Wednesday, April 22, and four applications were addressed via ZOOM video conference on Thursday, April 23.

During March, submittals for the April 9, 2020 Planning Commission included: two Norman Rural Certificates of Survey; one Preliminary Plat; one special use for a bar, lounge or tavern; one special use for a fraternity or sorority house; and one ordinance amending the Zoning Code. The April 9 Planning Commission meeting was not held due to COVID-19, and these items were carried over to the May 14 meeting. During April, submittals for the May 14 meeting included: two additional Norman Rural Certificates of Survey; one project which includes a NORMAN 2025 plan amendment, rezoning, and preliminary plat; one project which includes a NORMAN 2025 plan amendment, Center City PUD rezoning, and utility easement closure; one project which includes a PUD amendment and preliminary plat; and three additional ordinances to amend the Zoning Code.

The Planning Commission did not meet on April 9 due to the COVID-19 emergency. The agenda items for that meeting were re-advertised and will be heard at the May 14, 2020 meeting.

PLANNING REVIEW

During the month of April, Current Planning received 26 commercial building permit applications for review. Of those applications submitted, Current Planning staff reviewed and approved 23; 2 have been reviewed and placed on HOLD and 1 has not yet been reviewed.

BOARD OF ADJUSTMENT

The Board of Adjustment met on April 22, 2020 via ZOOM video conference. The Board welcomed new member Rick Roberts. The Board unanimously approved five (5) variance requests: two variances in the rear yard for additions to existing houses; a variance to the maximum sign height for a building identification sign on an architectural feature; a variance to a side yard setback to replace a garage and carport destroyed by fire; and a variance of 2% over the maximum building coverage for a new home. The next regular meeting is scheduled for May 27, 2020.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

GIS staff worked on the configuration of the addresses and import of the addresses into Advanced/CIS Infinity. GIS Staff provided a service that allows Advanced to interface with GIS and the schema of the address database. Last month, GIS also provided a spreadsheet that contains an x,y of the Location ID in SunGard which can be used by Advanced to import the x,y, which is needed to allow the map interface to work correctly. This month, Information Technology provided an additional 10,000 addresses that need to be converted that do not currently have an x,y. GIS is working on determining the x,y of those accounts. Advanced will replace SunGard as the primary utility billing program.

GIS Staff also began entering the division's information into the format required for the new website that will launch later in the year. Staff also continued working on the Annual Development Report.

Staff continued to work on several other ongoing projects. Those include work on the Annual Development Report, work with Plummer to update the water model to examine blending scenarios and the optimal site of future treatment, work with Half and Associates to wrap up data request related to the machine learning project for water network risk assessment, and work with the Fire Department on data needed for the ISO review, and the general update and maintenance of GIS databases.

DEVELOPMENT SERVICES

10B

DEVELOPMENT SERVICES DIVISION

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:

New Construction:

| ADDRESS | DESCRIPTION | VALUATION | WARD |
|-------------------------------|--------------------------|-----------|------|
| 1221 W. Rock Creek Rd. | Lamb Towing & Recovery | \$30,000 | 8 |
| 3421 24 th Ave. NW | NW Norman Medical Center | \$750,000 | 8 |

Addition/Alteration and Interior Finish:

| ADDRESS | DESCRIPTION | VALUATION | WARD |
|-----------------------------------|--|-----------|------|
| 2627 Classen Blvd. Suite 104 | Sauce It Up Interior Kitchen Remodel | \$65,000 | 1 |
| 2450 W. Robinson St. Suite 100 | Qdoba Restaurant | \$345,000 | 2 |
| 110 36 th Ave. NW | Sooner West Liquor Interior Remodel | \$7,500 | 3 |
| 333 W. Boyd St. Suite 120 | Crossed Cannons Brewery Interior Remodel | \$283,758 | 4 |
| 2206 Tecumseh Dr. | Fueled Fitness & Nutrition | \$100,000 | 8 |

MOBILE FIELD INSPECTION SYSTEM

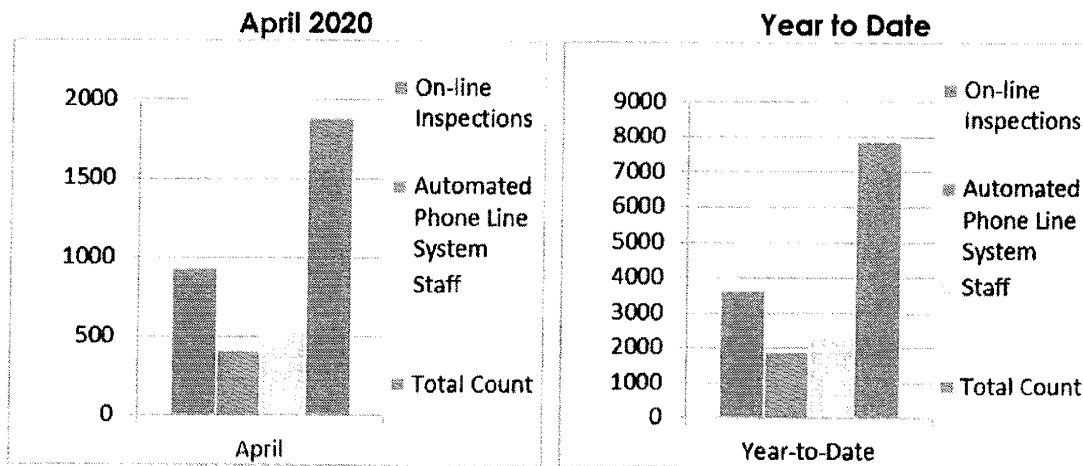
During April, 1,451 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

| April 1-3 | April 6-10 | April 13-17 | April 20-24 | April 27-30 |
|--------------|---------------|----------------|----------------|----------------|
| 182 | 353 | 325 | 313 | 278 |

ON-LINE INSPECTION SERVICES

Inspection Requests

During April, 1,886 inspections were requested. 934 inspection requests were made on-line, and 413 inspections were requests were made using the Automated Phone Line System. Staff made 539 inspection requests, which include phone and in-person requests, as well as administrative items.



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

During April several applications for new single-family permits were applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, over two hundred and sixty-five (265) applications have been applied to the program.

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

Resolution R-1718-117 regarding the HERS/ERI program was extended to September 30, 2019 with Resolution R-1819-61, and later extended to December 31, 2019 with Resolution R-1819-120. In December of 2019, R-1920-75 extended the HERS program once again, extending to June 30, 2020. The resolution allows building permit fees charged pursuant to Section 5-104 of the City of Norman Code to be adjusted and satisfied as an incentive for residential homes achieving certain energy rating system (HERS)/Energy Rating Index (ERI) score.

COMMERCIAL PLAN REVIEW

During the month of April, Development Services received 26 commercial building permit applications for review. Of those applications submitted, Development Services staff reviewed and approved 17, 2 were reviewed and placed on HOLD and 7 have not been reviewed.

City of Norman
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS
Issued APRIL 2020 - Sorted by Permit Type

| Permit Type | Contractor | Tenant Name | Permit # | Issued | Street # | Dr | Street Name | Street Type | Lot | Block | Subdivision | Zoning | Valuation | Project Area |
|--------------------------------|----------------------------|----------------------------------|----------|-----------|----------|----|---------------|-------------|-----|-------|--------------------------------|--------|------------|--------------|
| COMMERCIAL ADD/ALT-2 | KAISER DARREN HOMES INC | DON ARMSTRONG CRA | 183 | 4/27/2020 | 121 W | | MAIN | ST | 11 | 66 | NORMAN ORIGINAL TOWNSHIP | C3 | \$ 60,000 | 870 |
| COMMERCIAL ADD/ALT-2 | MANHATTAN CONSTRUCTION | NPS-WHITTIER INTERIOR REMODEL | 884 | 4/16/2020 | 2000 W | | BROOKS | ST | 36 | 3W | NOT SUBDIVIDED/SCHOOL LAND | R1 | \$ 630,145 | 18556 |
| COMMERCIAL ADD/ALT-2 | OWNER | C & O 168, LLC MM GROW | 947 | 4/7/2020 | 3508 | | WELLSITE | DR | 6A | 7 | NORTHBRIDGE IND PARK #3 | 11 | \$ 100,000 | 8300 |
| COMMERCIAL ADD/ALT-2 | GRACE CONTRACTING, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1049 | 4/9/2020 | 2855 W | | INDIAN HILLS | RD | 35 | 3W | CORE TUNE | 11 | \$ 25,000 | 1954 |
| COMMERCIAL ADD/ALT-2 | GRACE CONTRACTING, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1050 | 4/9/2020 | 2855 W | | INDIAN HILLS | RD | 35 | 3W | CORE TUNE | 11 | \$ 25,000 | 1904 |
| COMMERCIAL ADD/ALT-2 | GRACE CONTRACTING, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1051 | 4/9/2020 | 2855 W | | INDIAN HILLS | RD | 35 | 3W | CORE TUNE | 11 | \$ 25,000 | 1864 |
| COMMERCIAL ADD/ALT-2 | GRACE CONTRACTING, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1052 | 4/9/2020 | 2855 W | | INDIAN HILLS | RD | 35 | 3W | CORE TUNE | 11 | \$ 25,000 | 3220 |
| COMMERCIAL ADD/ALT-2 | GRACE CONTRACTING, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1053 | 4/9/2020 | 2713 | | BART CONNER | CT | 3 | 2 | BROCE INDUSTRIAL PARK #4 | 11 | \$ 20,000 | 1500 |
| COMMERCIAL ADD/ALT-2 | GRACE CONTRACTING, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1054 | 4/9/2020 | 2713 | | BART CONNER | CT | 3 | 2 | BROCE INDUSTRIAL PARK #4 | 11 | \$ 20,000 | 1500 |
| COMMERCIAL ADD/ALT-2 | CAVIN'S CONSTRUCTION, LLC. | INDIAN HILLS INV GROUP-WHITE BOX | 1055 | 4/9/2020 | 2713 | | BART CONNER | CT | 3 | 2 | BROCE INDUSTRIAL PARK #4 | 11 | \$ 20,000 | 1500 |
| COMMERCIAL ADD/ALT-2 | OWNER | SHOPS AT TECUMSEH INT FIRE WALL | 1134 | 4/2/2020 | 2596 W | | TECUMSEH | RD | 14 | 3W | NOT SUBDIVIDED | C2 | \$ 10,000 | 84 |
| COMMERCIAL ADD/ALT-2 | OWNER | GREENLEAF BUDS, LLC MM GROW | 1164 | 4/30/2020 | 704 | | RESEARCH PARK | BLVD | 39 | 3 | NORMAN RESEARCH PARK | 11 | \$ 75,000 | 1250 |
| COMMERCIAL ADD/ALT-2 | OWNER | LEGENDARY BUDZ, LLC MM PROCESS | 1164 | 4/30/2020 | 704 | | RESEARCH PARK | BLVD | 39 | 3 | NORMAN RESEARCH PARK | 11 | \$ 75,000 | 1250 |
| COMMERCIAL ADD/ALT-2 | OWNER | BM GENETICS, LLC-PHASE 2 MM GROW | 1256 | 4/17/2020 | 2239 | | RESEARCH PARK | AVE | 6 | 1W | NORMAN RESEARCH PARK | 11 | \$ 8,000 | 600 |
| COMMERCIAL ADD/ALT-2 | OWNER | CAMPBELL SPARKS, LLC-MM GROW | 1383 | 4/30/2020 | 5445 | | 60TH | AVE | 6 | 2W | NOT SUBDIVIDED | A2 | \$ 56,000 | 4430 |
| COMMERCIAL FOUNDATION PERMITZ | COWEN CONSTRUCTION | MEDCORE NORMAN-IND LIVING FOUND | 1172 | 4/10/2020 | 2863 | | 24TH | AVE | 1 | 1 | UNIVERSITY NORTH PARK SEC 16 | PUD | \$ 592,000 | 32750 |
| COMMERCIAL FOUNDATION PERMITZ | COWEN CONSTRUCTION | MEDCORE NORMAN-IND LIVING FOUND | 1173 | 4/10/2020 | 2863 | | 24TH | AVE | 1 | 1 | UNIVERSITY NORTH PARK SEC 16 | PUD | \$ 720,000 | 33150 |
| COMMERCIAL FOUNDATION PERMITZ | COWEN CONSTRUCTION | MEDCORE NORMAN-IND LIVING FOUND | 1174 | 4/10/2020 | 2863 | | 24TH | AVE | 1 | 1 | UNIVERSITY NORTH PARK SEC 16 | PUD | \$ 120,000 | 16330 |
| COMMERCIAL FOUNDATION PERMITZ | COWEN CONSTRUCTION | MEDCORE NORMAN-IND LIVING FOUND | 1212 | 4/10/2020 | 2803 | | 24TH | AVE | 1 | 1 | UNIVERSITY NORTH PARK SEC 16 | PUD | \$ 30,000 | 2818 |
| COMMERCIAL FOUNDATION PERMITZ | COWEN CONSTRUCTION | MEDCORE NORMAN-IND LIVING FOUND | 1213 | 4/10/2020 | 2803 | | 24TH | AVE | 1 | 1 | UNIVERSITY NORTH PARK SEC 16 | PUD | \$ 30,000 | 2818 |
| COMMERCIAL INTERIOR FINISH-2 | CASE & ASSOCIATES | ARTISAN CROSSING APTS-POOL FOUND | 1454 | 4/23/2020 | 1303 W | | TECUMSEH | RD | 12 | 3W | NOT SUBDIVIDED | PUD | \$ 1,800 | 160 |
| COMMERCIAL INTERIOR FINISH-2 | WINDSTONE CONSTRUCTION | CHICK FILA CORP OFFICE | 5009 | 4/5/2020 | 2216 | | 36TH | AVE | 1 | 1 | BROCKHAVEN OFFICE PARK SEC #1 | C1 | \$ 167,000 | 1128 |
| COMMERCIAL INTERIOR FINISH-2 | LANDMARK FINE HOMES, LP | LANDMARK HOMES TENANT 101 | 5538 | 4/18/2020 | 2771 | | WASHINGTON | DR | 19 | 2 | FRAKLIN BUSINESS PARK SEC 3 | C2 | \$ 300,000 | 2715 |
| COMMERCIAL NEW/CONST TRAILER-2 | SMITH, ROBERT | GLQUB 3 ORGANICS-NEW MM SHOP | 848 | 4/14/2020 | 2300 E | | ROBINSON | ST | 29 | 1W | NOT SUBDIVIDED | A2 | \$ 170,000 | 2403 |
| TEMPORARY BLDG/CONST TRAILER-2 | LOWE, TIM | SOONER BLDG/CONST TEMP TENT | 677 | 4/3/2020 | 3289 W | | MAIN | ST | 1 | 1 | SOONER FASHION MALL | C2 | \$ 2,500 | 1300 |
| TEMPORARY BLDG/CONST TRAILER-2 | BUENDIA, ADRIAN | ESKIMO SNO SEASONAL STAND | 958 | 4/24/2020 | 1100 E | | CONSTITUTION | ST | 1 | 37 | NAVAL AIR TECH TRAINING CENTER | C2 | \$ 10,000 | 60 |
| TEMPORARY BLDG/CONST TRAILER-2 | BUENDIA, ADRIAN | ESKIMO SNO SEASONAL STAND | 959 | 4/24/2020 | 1724 W | | LINDSEY | ST | 1 | A | HOLLYWOOD ADD | C2 | \$ 10,000 | 60 |

| | | | | | | | |
|----------------------|----|--------------------------|------------|------------------------|--------------|-----------------------------|---------|
| Total Permits | 27 | Average Valuation | \$ 125,942 | Total Valuation | \$ 3,400,445 | Average Project Area | 5,171 |
| | | | | | | Total Project Area | 135,521 |

| Permit Type | Permit Counts | Valuation |
|--------------------------------|---------------|---------------------|
| COMMERCIAL ADD/ALT-2 | 15 | \$ 1,184,145 |
| COMMERCIAL INTERIOR FINISH-2 | 2 | \$ 462,000 |
| COMMERCIAL NEW CONSTRUCTION-2 | 1 | \$ 170,000 |
| COMMERCIAL FOUNDATION PERMITZ | 6 | \$ 1,561,800 |
| TEMPORARY BLDG/CONST TRAILER-2 | 3 | \$ 22,500 |
| TOTAL | 27 | \$ 3,400,445 |

| Use/Classification | Business |
|--------------------|---------------|
| INDUSTRIAL | SMITH, ROBERT |

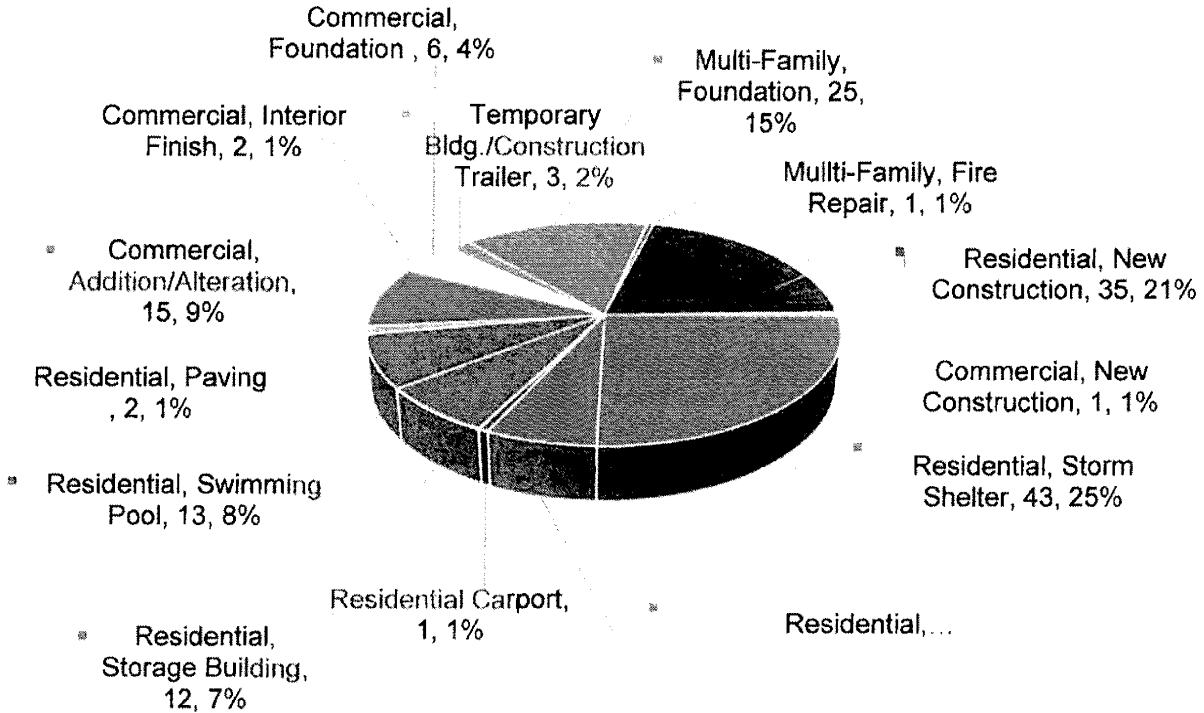
New Construction Business Information (New Construction and New Shell Building)
Building Size (SF) 2,400

| Permit Type | Permit Counts | Valuation | Permit Type | Permit Counts | Valuation |
|------------------------------|---------------|----------------------|--------------------------------------|---------------|-----------|
| 1 & 2 FAMILY STORM SHELTER-3 | 43 | \$ 144,184 | RESIDENTIAL STORAGE CONTAINER | | N/A |
| 1 & 2 FAMILY ADD OR ALT-2 | 11 | \$ 262,257 | TEMPORARY ROLL-OFF, RESIDENTIAL | 3 | N/A |
| 1 & 2 FAMILY CARPORT-2 | 1 | \$ 15,000 | TEMPORARY ROLL-OFF, OTHER | 2 | N/A |
| 1 & 2 FAMILY FIRE REPAIR | 0 | \$ - | SEASONAL STORAGE CONTAINER | | N/A |
| 1 & 2 FAMILY PAVING-2 | 2 | \$ 58,500 | | | |
| 1 & 2 FAMILY STORAGE BLDG-2 | 12 | \$ 409,030 | | | |
| 1 & 2 FAMILY SWIMMING POOL-3 | 10 | \$ 879,264 | | | |
| 1 FAMILY MANUFACTURED HOME-2 | 0 | \$ - | DEMOL-RESIDENTIAL | NET # DU | |
| 1 FAMILY NEW CONSTRUCTION | 35 | \$ 10,885,882 | | 1 | |
| 3-FAMILY FIRE REPAIR | 1 | \$ 28,114 | 8417 Benny Ruess Dr. | 1 | |
| 3-FAMILY FOUNDATION | 25 | \$ 862,930 | 825 Dakota St. | 1 | |
| TOTAL | 143 | \$ 13,334,064 | TOTAL DEMO-NET DWELLING UNITS | 2 | |



CITY OF NORMAN Building Permit Activity- APRIL 2020

5/5/2020



| Permit Type | Permits Issued | Valuation |
|--------------------------------------|----------------|----------------------|
| Residential, New Construction | 35 | \$ 10,685,862 |
| Residential Duplex, New Construction | 0 | \$ - |
| Residential, New Manufactured Home | 0 | \$ - |
| Commercial, New Construction | 1 | \$ 170,000 |
| Commercial, Shell Building | 0 | \$ - |
| Residential, Storm Shelter | 43 | \$ 144,104 |
| Residential, Addition/Alteration | 11 | \$ 262,257 |
| Residential, Carport | 1 | \$ 13,000 |
| Residential, Storage Building | 12 | \$ 400,033 |
| Residential, Fire Repair | 0 | \$ - |
| Residential, Swimming Pool | 13 | \$ 879,284 |
| Residential, Manufactured Home Repl | 0 | \$ - |
| Residential, Paving | 2 | \$ 58,500 |
| Commercial, Addition/Alteration | 15 | \$ 1,184,145 |
| Commercial, Interior Finish | 2 | \$ 462,000 |
| Commercial, Foundation | 6 | \$ 1,561,800 |
| Temporary Bldg./Construction Trailer | 3 | \$ 22,500 |
| Multi-Family, New | 0 | \$ - |
| Multi-Family, Foundation | 25 | \$ 864,930 |
| Multi-Family, Fire Repair | 1 | \$ 26,114 |
| Total | 170 | \$ 16,734,529 |

CDGB, CODE COMPLIANCE, OIL & GAS

10C

CDBG and HOME Investment Partnerships Programs

Staff is completing the 2020-2024 Consolidated Plan. Public Comment is May 7-13, 2020, with a Public Hearing to be held on May 12, 2020. Citizen Participation began with Neighborhood Meetings in November and a Public Hearing was held on December 3. Consultation meetings held in March included the CDBG Policy Committee, DisAbility Coalition, Norman Housing Authority, Norman CHDO, Mental Health Task Force and United Way. Staff is participating in the Community Needs Assessment process that is being undertaken by United Way and the University of Oklahoma and received the final Phase One report at the April meeting.

With the COVID-19 Crisis, staff has been reduced to minimal personnel only in the office with some employees working remotely. During the month of April the Grants Manager was the only staff in the office with the Homeless Programs Coordinator working remotely. All the rest of the CDBG staff are on leave or coming in intermittently to perform specific tasks. The CDBG Consolidated Plan was completed and Substantial Amendment Two for the FYE20 CDBG Funds (Fifth Year Action Plan) was also completed so that the additional CDBG funding that is being appropriated by the CARES Act (\$535,688) can be included within the Public Hearing on May 12, 2020. A Substantial Amendment was approved on April 12, 2020 to reprogram \$75,000 of FYE20 CDBG Funds (Fifth Year Action Plan) to be utilized for an emergency rent and utilities program. Availability of funding for the Rent and Utility Program is estimated to be available to the public in June.

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

Requests for Proposals for Tree Planting Project for Original Townsite Neighborhood were received. Grissom Tree Farm is underway with completion expected mid-April. Scope was expanded to include removal of diseased trees identified by City of Norman Forester, Tim Vermillion, and approved by owner. All removal work is being coordinated by the Parks and Recreation Department. Tree planting coordination was overseen by the Grants Manager during the staff reduction timeframe. All work with the exception of two locations for tree removal was completed in April.

CDBG Disaster Relief Grant

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

Homeless Activities

On March 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of January. There were twelve housing placements made (3 Veteran; 9 Chronic; 0 Family).

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. The Committee has not met since the first of February due to the COVID-19 Crisis. 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 this crisis.

The Point in Time Count of persons who are experiencing homelessness was overnight on January 23-24. A Resource Fair was held at the Norman Public Library in conjunction with the PIT Count. Fourteen Oklahoma State Identification Cards were processed by the Department of Public Safety and twenty-four birth certificates were provided. The results of the Point in Time will be released late spring.

Housing Programs

April 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 rehabilitation project being completed since July 1, 2019.
- No emergency repair projects are currently under contract; ten emergency repair projects were completed since July 1, 2019. One emergency repair is in the development stage.
- Twenty-two accessibility modification projects have been completed since July 1, 2019. Three accessibility modification projects are in the development stage.

Social and Voluntary Services Commission

The FYE20 Requests for Application was released July 1, 2019 with a return date on July 19, 2019. Thirty applications were received. The SVSC Commission met on July 29, 2019 to begin review of the applications. On August 12, 2019 the SVSC Commission met and awarded funding to twenty-eight non-profit agencies totaling \$175,000.

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

| Code Violation Activity for FYE 2020 | | | | | | | | | | | | | |
|---|------|------|------|------|------|------|------|------|------|------|-----|------|--------|
| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Totals |
| All New Cases | 1038 | 983 | 1304 | 754 | 638 | 450 | 788 | 586 | 419 | 822 | | | 7782 |
| Proactive Cases | 558 | 563 | 705 | 387 | 502 | 278 | 492 | 359 | 269 | 613 | | | 4726 |
| Cases Closed | 1122 | 999 | 1180 | 994 | 707 | 529 | 652 | 518 | 530 | 616 | | | 7847 |
| Cases Still Open | 746 | 744 | 873 | 647 | 592 | 534 | 688 | 769 | 662 | 881 | | | 7136 |
| Tasks Completed | 3547 | 2988 | 4070 | 2821 | 2092 | 1682 | 2471 | 1952 | 1443 | 2420 | | | 25496 |
| Violation Letters Mailed | 632 | 474 | 746 | 471 | 280 | 220 | 388 | 326 | 162 | 409 | | | 4108 |
| Charges & Citations | 4 | 7 | 1 | 2 | 15 | 2 | 0 | 4 | 5 | 1 | | | 41 |
| Impounds | 2 | 0 | 1 | 2 | 0 | 3 | 2 | 6 | 5 | 2 | | | 23 |
| Work Orders, Owner Abatement after Work Order Issued, Invoices Mailed, and Legal Documents Filed FYE 2020 | | | | | | | | | | | | | |
| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Totals |
| Work Orders | 48 | 24 | 85 | 35 | 10 | 8 | 5 | 12 | 5 | 8 | | | 240 |
| Owner Abated After WO Issued | 12 | 2 | 20 | 11 | 5 | 3 | 0 | 1 | 3 | 0 | | | 57 |
| Liens | 15 | 32 | 11 | 32 | 20 | 17 | 9 | 3 | 8 | 5 | | | 152 |
| Notices of Intent | 39 | 28 | 34 | 55 | 3 | 9 | 7 | 4 | 10 | 0 | | | 189 |
| Releases of Intent | 10 | 11 | 4 | 15 | 15 | 1 | 1 | 2 | 1 | 0 | | | 60 |
| Release of Liens | 7 | 14 | 0 | 8 | 5 | 33 | 22 | 6 | 2 | 0 | | | 97 |
| Invoices Mailed | 44 | 25 | 52 | 35 | 5 | 7 | 9 | 6 | 7 | 0 | | | 190 |
| Signs Removed from Rights-of-Way FYE 2020 | | | | | | | | | | | | | |
| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Totals |
| Signs Removed | 197 | 256 | 65 | 120 | 450 | 82 | 244 | 83 | 218 | 121 | | | 1837 |
| Sign Permits Processed | | | | | | | | | | | | | |
| Limited License | 0 | 3 | 2 | 2 | 0 | 3 | 1 | 1 | 1 | | | | 13 |
| Temporary | 0 | 37 | 19 | 11 | 2 | 7 | 57 | 6 | 5 | 3 | | | 147 |
| Permanent | 0 | 30 | 15 | 21 | 17 | 23 | 23 | 34 | 14 | 9 | | | 186 |

Oil & Gas Activity - FYE 2020

| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Totals |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|----------|--------|
| Active Producing Wells | 83 | 83 | 83 | 83 | 83 | 83 | 82 | 83 | 83 | 83 | | | |
| Inactive Producing Wells | 42 | 42 | 42 | 42 | 42 | 42 | 43 | 42 | 41 | 40 | | | |
| Active Injection Wells | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | | | |
| Inactive Injection Wells | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | | |
| Total Wells: | 141 | 141 | 141 | 141 | 141 | 141 | 141 | 141 | 140 | 139 | 0 | 0 | |
| Monthly Well Inspections | 143 | 141 | 141 | 141 | 141 | 141 | 141 | 141 | 121 | 0 | | | 1251 |
| Additional Well Inspections | 4 | 3 | | | | | | | | | | | 7 |
| Drilling Permit Applications Received | | | | | | | | | | | | | 0 |
| Drilling Permits Issued | | | | | | | | | | | | | 0 |
| Active Drilling Locations & Completions | | | | | | | | | | | | | 0 |
| Wells Plugged | 2 | | | | | | | 1 | 1 | 1 | | | 5 |
| Plugged Location Restoration | 2 | | | | | 1 | | | | 3 | | | 6 |
| Hazardous Incidents | | | | | | | | | | | | | 0 |
| Mechanical Integrity Tests | | 1 | | | | | | | | | | | 1 |
| FOIA Requests | | | | | | | 1 | | | | | | 1 |
| BOA Hearings | | | | 1 | | | 1 | 1 | | | | | 3 |
| Charges Filed | | | | | | | | | | | | | 0 |
| Predevelopment Notices | | | | | | | | | | | | | 0 |
| Public Works Assist/Plat Review | 1 | 1 | | | 1 | 1 | 1 | 1 | | | | | 6 |

POLICE 11



Administrative Summary

April 2020 Summary

Operations



| Part I Crimes | 2020 | Current | 2019 | 2020 | Year-To-Date | 2019 |
|-----------------------|------------|---------------|------------|------------|--------------|------------|
| | | MONTH SYR AVG | | | YTD SYR AVG | |
| Murder | 1 | 1 | 0 | 2 | 2 | 1 |
| Rape | 2 | 4 | 5 | 11 | 23 | 19 |
| Robbery | 2 | 5 | 4 | 16 | 17 | 12 |
| Agg. Assault | 17 | 19 | 14 | 61 | 60 | 48 |
| Burglary | 48 | 52 | 51 | 133 | 207 | 114 |
| Larceny | 201 | 254 | 213 | 565 | 961 | 615 |
| Motor Vehicle Theft | 40 | 28 | 42 | 100 | 113 | 100 |
| Arson | 0 | 2 | 1 | 3 | 2 | 1 |
| Part I Totals: | 311 | | 330 | 891 | | 910 |

| Part II Crimes | 2020 | Current | 2019 | 2020 | Year-To-Date | 2019 |
|------------------------|------------|---------------|------------|--------------|--------------|--------------|
| | | MONTH SYR AVG | | | YTD SYR AVG | |
| DUI/APC | 25 | 37 | 54 | 99 | 150 | 140 |
| Drunkenness | 27 | 51 | 58 | 105 | 200 | 140 |
| Drug Violations | 49 | 86 | 95 | 165 | 365 | 294 |
| Forgery | 11 | 22 | 15 | 35 | 78 | 37 |
| Vandalism | 65 | 87 | 63 | 186 | 315 | 214 |
| Others | 195 | NA | 423 | 1,086 | NA | 1,156 |
| Part II Totals: | 372 | | 708 | 1,676 | | 1,981 |

Total Reported Crime: 683 1,038 2,567 2,891

Other Reported Activity

| | | | | | | |
|------------------------------|------------|-----|------------|--------------|-----|--------------|
| Public Peace Reports | 213 | 203 | 201 | 647 | 746 | 599 |
| Warrants Served | 71 | 126 | 192 | 370 | 0 | 431 |
| Other Reports Totals: | 284 | | 393 | 1,017 | | 1,030 |

Total Case Reports: 967 1,431 3,584 3,921

| Collisions | 2020 | MONTH SYR AVG | 2019 | 2020 | YTD SYR AVG | 2019 |
|--------------------------|-----------|---------------|------------|------------|-------------|------------|
| Fatality | 0 | 0 | 0 | 0 | 2 | 3 |
| Injury | 24 | 59 | 48 | 144 | 206 | 166 |
| Non-Injury | 33 | 138 | 122 | 358 | 527 | 474 |
| Total Collisions: | 57 | | 170 | 502 | | 643 |

Call for Service

| | | | | | | |
|---------------------------------|--------------|----|---------------|---------------|----|---------------|
| CAD Activity (All Other CFS) | 2,402 | NA | 3,098 | 11,521 | NA | 12,285 |
| Calls for Service (Only Police) | 5,407 | NA | 9,030 | 27,952 | NA | 34,293 |
| Total CFS: | 7,809 | | 12,128 | 39,473 | | 46,578 |

Citations & Warnings:

| | | | | | | |
|--|------------|----|--------------|--------------|----|---------------|
| Citations | 318 | NA | 1,239 | 3,530 | NA | 5,659 |
| Warnings | 365 | NA | 2,262 | 5,768 | NA | 8,934 |
| Total Citations & Warnings: | 683 | | 3,501 | 9,298 | | 14,593 |

** 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 April 2020



IN SHELTER ANIMAL COUNTS

| | 2019 | | | 2020 | | | Comparisons | |
|-----------|--------|--------|-------|--------|--------|-------|-------------|---------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Beginning | 49 | 61 | 110 | 19 | 2 | 21 | (89) | -81% |
| Ending | 73 | 73 | 146 | 24 | 5 | 29 | (117) | -80% |

ANIMAL INTAKES

| | 2019 | | | 2020 | | | Comparisons | |
|---------------------------|------------|-----------|------------|-----------|----------|-----------|--------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Stray at Large | 129 | 52 | 181 | 41 | 8 | 49 | (132) | -73% |
| Owner Relinquish | 23 | 14 | 37 | 1 | 0 | 1 | (36) | -97% |
| Owner Intended Euth | 1 | 0 | 1 | 0 | 0 | 0 | (1) | -100% |
| Transfer In | 0 | 0 | 0 | 2 | 0 | 2 | 2 | |
| Other Intakes* | 13 | 5 | 18 | 11 | 0 | 11 | (7) | -39% |
| Returned Animal | 10 | 6 | 16 | 7 | 0 | 7 | (9) | -56% |
| TOTAL LIVE INTAKES | 176 | 77 | 253 | 62 | 8 | 70 | (183) | -72% |

*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) | 5 | 5 | 14 | 14 | 9 | 180% |
| Dog Collected (DOA) | 6 | 6 | 1 | 1 | (5) | -83% |
| Cat Collected (DOA) | 5 | 5 | 2 | 2 | (3) | -60% |
| Wildlife Transferred | 7 | 7 | 0 | 0 | (7) | -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 | 0 | 0 | 0 | 0 | 0 | |
| Intake Pigs | 0 | 0 | 0 | 0 | 0 | |
| Intake Other | 4 | 4 | 0 | 0 | (4) | -100% |
| TOTAL OTHER ITEMS | 27 | 27 | 17 | 17 | (10) | -37% |

LENGTH OF STAY (DAYS)

| | 2019 | 2020 |
|--------|------|------|
| | Dog | 11 |
| Puppy | 9 | 2.3 |
| Cat | 17.4 | 20.3 |
| Kitten | 12.7 | 0 |

OWNER SURRENDER PENDING INTAKE

| | Canine | Feline | Other | Total |
|---------|--------|--------|-------|-------|
| Animals | 32 | 8 | 0 | 40 |

Norman Animal Welfare Monthly Statistical Report April 2020



LIVE ANIMAL OUTCOMES

| | 2019 | | | 2020 | | | Comparisons | |
|----------------------------|------------|-----------|------------|-----------|----------|-----------|--------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Adoption | 63 | 47 | 110 | 29 | 1 | 30 | (80) | -73% |
| Return To Owner | 60 | 1 | 61 | 22 | 0 | 22 | (39) | -64% |
| Transferred Out | 18 | 12 | 30 | 4 | 2 | 6 | (24) | -80% |
| Returned in Field | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Other Outcome | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL LIVE OUTCOMES | 141 | 60 | 201 | 55 | 3 | 58 | (143) | -71% |

OTHER ANIMAL OUTCOMES

| | 2019 | | | 2020 | | | Comparisons | |
|-----------------------------|-----------|----------|-----------|----------|----------|----------|-------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Died in Care | 0 | 1 | 1 | 0 | 0 | 0 | (1) | -100% |
| Lost in Care | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Shelter Euth | 10 | 4 | 14 | 2 | 2 | 4 | (10) | -71% |
| Owner Intended Euth | 1 | 0 | 1 | 0 | 0 | 0 | (1) | -100% |
| TOTAL OTHER OUTCOMES | 11 | 5 | 16 | 2 | 2 | 4 | (12) | -75% |

TOTAL OUTCOMES

| | 2019 | | | 2020 | | | Comparisons | |
|-----------------------|------------|-----------|------------|-----------|----------|-----------|--------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Total Live Outcomes | 141 | 60 | 201 | 55 | 3 | 58 | (143) | -71% |
| Total Other Outcomes | 11 | 5 | 16 | 2 | 2 | 4 | (12) | -75% |
| TOTAL OUTCOMES | 152 | 65 | 217 | 57 | 5 | 62 | (155) | -71% |

SHELTER EUTHANASIA DATA

| | Canine | Feline | Other | Total | Percentage |
|-------------------------|----------------|----------|----------|----------|------------|
| | Medical - Sick | 1 | 1 | 0 | 2 |
| Medical - Injured | 0 | 1 | 0 | 1 | 25% |
| Behavior - Aggressive | 1 | 0 | 0 | 1 | 25% |
| Behavior - Other | 0 | 0 | 0 | 0 | 0% |
| TOTAL EUTHANASIA | 2 | 2 | 0 | 4 | |

MONTHLY LIVE RELEASE RATE

| 2019 | 2020 |
|-------|-------|
| 93.1% | 93.5% |

Live Outcomes (Total Outcomes - Owner Int Euth)



Monthly Service By Assignment

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

| Place | Assignment | Jan 2020 Hours | Feb 2020 Hours | Mar 2020 Hours | Apr 2020 Hours | Total Hours |
|------------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| Norman Animal Welfare Center | Groomer | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| | NAWC-Bather / Groomer | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| | NAWC-Beautification Volunteer | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| | NAWC-Cat Socializer | 57:45 | 116:57 | 56:19 | 0:00 | 231:01 |
| | NAWC-Community Outreach Volunteer | 1:41 | 7:28 | 0:00 | 0:00 | 9:09 |
| | NAWC-Dog Handler | 101:33 | 113:33 | 72:39 | 2:19 | 290:04 |
| | NAWC-Foster Program | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| | NAWC-Kennel Assistant | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| | NAWC-Laundry | 7:09 | 2:05 | 3:54 | 0:00 | 13:08 |
| | NAWC-Lobby Greeter | 9:38 | 0:00 | 0:00 | 0:00 | 9:38 |
| | NAWC-Orientation | 8:00 | 10:00 | 1:00 | 0:00 | 19:00 |
| | NAWC-Photographer | 0:00 | 0:00 | 2:00 | 0:00 | 2:00 |
| | Other Volunteer Services | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| | Veterinarian Assistant Tech | 0:00 | 2:17 | 0:00 | 0:00 | 2:17 |
| | Total | | 185:46 | 252:20 | 135:52 | 2:19 |
| Grand total | | 185:46 | 252:20 | 135:52 | 2:19 | 576:17 |

PUBLIC WORKS

12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) final plat item for Development Committee; one (1) Final Plat and one (1) Closure for City Council. The Development Engineer reviewed 24 sets of construction plans and 3 punch lists. There were 154 permits reviewed and/or issued. Fees were collected in the amount of \$8,666.61.

CAPITAL PROJECTS:

24th 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 24th 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 late summer 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 Blvd. and 24th Avenue East /Robinson St.
- 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 installing storm pipelines on east side of 24th Avenue throughout the project limits*
- *Finished asphalt base and intermediate layer paving operations on new northbound lanes between Lindsey Street and Alameda Street*
- *Finished grading for new northbound lanes throughout the project in areas not yet paved*
- *Finished cement treated base for new northbound lanes between Lindsey St. and Alameda St.*
- *Started cement treated base for new northbound lanes between Alameda St. and Robinson St.*
- *Finished the first of four quadrants (northeast) of the Robinson Street/24th Avenue NE intersection*
- *Continued concrete drive and side street installations between Lindsey Street and Robinson Street on the east side of 24th Avenue East*
- *Continued sidewalk installations between Lindsey St. and Robinson St. on the east side of 24th Ave. East*

Roadway Bond Projects:

During the month of April, concrete paving maintenance continued in Westerfield Manor Addition as part of the Bond 2019 Urban Concrete Project. Also during the month of April, asphalt paving maintenance continued on Haddock Street between Peters Avenue and Crawford Avenue as part of the CIP Asphalt Maintenance Program. Concrete paving maintenance was completed in the Morningside Addition, as part of the CIP Concrete Maintenance Program.

Sidewalk Program:

FYE 2020 Sidewalk Program:

FYE 2020 Sidewalk Program went to bid on July 25th, 2019 with EMC Services, LLC submitting the winning bid of \$312,298.50 for five projects to be completed throughout the fiscal year 2020. The contract was approved by City Council on August 27, 2019. Work began January 20th on the School Sidewalks and Arterials project on High Meadows Drive, which has constructed ADA compliant ramps at intersections from High Circle to Northcliff Avenue in the Eisenhower Elementary School District. Work was completed April 29, 2020. Citywide Sidewalk Program completed several residential sidewalk repairs in northeast urban area of Norman in April.

Public Transit

Transit Response to COVID-19 (coronavirus)

Staff have been analyzing options to curb services to minimize exposure during the COVID-19 (coronavirus) pandemic and come into line with Mayor Clark's Proclamations. Public transit is considered an essential business or function and may be some of our citizen's only mode of transportation. However, there may be options to temporarily reduce service and apply temporary service policies during this time period. Below are actions taken by the City and EMBARK staff for altering transit service in response to COVID-19 and to align with the Mayor's Proclamations and social distancing guidelines. The goal is to not only reduce exposure to our passengers, but to our operators as well so that service can continue.

- Enhanced cleaning of vehicles (began March 9).
- Suspended operations of route 144-Social Security (began March 20)
- Limit fixed route bus seating to comply with social distancing guidelines (began March 23).
- Temporarily reduce service hours to a 12-hour service span. (began April 6)
 - Weekday service will operate from 7 a.m. to 7 p.m.
 - 30-Minute service – 111, 112, 120
 - 60-Minute service – 110, 121
 - Regular schedule – 124
 - One paratransit customer per vehicle
- Recommending passengers wear face coverings while using transit services. (began April 15)
- 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. (began April 23)

Grant Activity

The FY20 Federal Transit Administration (FTA) grant for public transit eligible expenses was executed on April 9. This includes funding for operations, ADA paratransit, preventative maintenance, planning, and security. The first grant drawdown of federal funds for eligible expenses occurred on April 23. Staff will continue making drawdowns on this grant until all funds are expended.

A grant application was submitted, with Council approval in Resolution R-1920-108, on April 29 to the FY20 FTA Bus and Bus Facilities Grant Program. Proposed projects for federal funding match included the City Vehicle Wash Facility, two fixed route buses, and two paratransit vehicles. Award announcements are expected in the fall of 2020.

Staff was notified that the Norman urbanized area was allocated approximately \$5.05 million dollars in CARES Act funding for public transit expenses. After attending FTA webinars related to CARES Act funding and consultation with FTA region 6 staff, the City has been working to program the CARES Act funding for the maintenance/operations facility on North Base.

Staff began 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 vehicles are being programmed for vehicle replacements.

Transit Monthly Ridership Report

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

STREETS DIVISION

CAPITAL PROJECTS:

12th AVENUE SE (CRACK SEAL)

Streets crews worked a crack seal project at 12th Avenue SE and used 3.40 tons of asphalt for the repair.

COBBLESTONE CREEK DRIVE (CRACK SEAL)

Streets crews worked a crack seal project at Cobblestone Creek Drive and used 2.23 tons of asphalt for the repair.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During April, 2020, 58 miles of rural rights-of way and 2,686,916 sq. ft. of urban rights-of-way were mowed.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 9 work order requests and closed 0 work orders due to the Stay at Home Order and the associated reduction in services.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew responded to a collapsed stormwater pipe, caused by a small fire inside the pipe, at 1802 Lakehurst Drive. The damaged pipe section was removed, a new pipe was placed, and dirt work was completed to set the new pipe.

Crews for the Stormwater Division checked and cleaned inlet boxes throughout the City during rain events in April. 216 inlets were checked and of those 110 were cleaned, which resulted in 0.50 tons of drainage debris removed from the stormwater system.

DRAINAGE MAINTENANCE

The Channel Maintenance crew began their mowing schedule and mowed 836,807 ft² of urban drainage way to ensure clear channels and proper flow for upcoming spring rains.

URBAN STREET SWEEPING OPERATIONS

No street sweeping occurred during the month of April due to the Stay at Home Order and the associated reduction in services.

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

STORMWATER OKIE LOCATES

During the month of April, 2425 Call 811 Okie Spots were received. Of those requests, 56 were stormwater pipe locates, 105 were marked, and 675 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 91 inspections of 98 active sites
Issued 0 citation and 0 NOVs to active sites
Issued 1 Earth Change Permit to new projects

MS4 OPERATIONS

Received and responded to 52 citizen calls.

Michele Loudenback completed 12 dry weather field screening outfall inspections.

Green Norman Eco Month activities planned for April were cancelled or postponed due to the Stay at Home Order.

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.

March 2020
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

FY 2020 Associated Fees

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

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

City Council Review:

- Certificate of Survey.....1
- Preliminary Plat.....2
- Final Plats0
- Certificate of Plat Correction...0
- Encroachment.....0
- Easements.....0
- Closure..... 1
- Release of Deferral.....0

Development Committee:

- Final Plats.....0

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

Subtotal:

| | | |
|--|------------|-------------|
| | \$7,120.00 | |
| | \$0.00 | |
| | \$7,120.00 | \$4,910.00 |
| | | \$28,595.00 |

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family..... 52
- ***Commercial..... 11
- Multi-Family.....1
- Addition/Alteration..... 31
- House Moving..... 0
- Paving Only..... 3
- Storage Building..... 7
- Swimming Pool.....10
- Storm Shelters.....38
- Public Improvements.....4
- Temporary Encroachments.....1
- Fire Line Pits/Misc..... 0
- Flood Plain (@\$100.00 each).....0

Total Permits.....

Grand Total.....

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

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

| | | |
|--|-------------|-------------|
| | | |
| | \$0.00 | \$100.00 |
| | \$11,723.28 | \$5,741.82 |
| | \$18,483.28 | \$10,751.82 |
| | 21 | 22 |
| | 7 | 4 |
| | | 220 |
| | | 59 |

- * 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

April 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 | 3 | 100% |
| <i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS | 32 | 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 | 24 | 100% |
| <i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS | 2 | 100% |

NORMAN TRANSIT RIDERSHIP TOTALS

Month: April 2020

FY20: July 1, 2019 - June 30, 2020 (FY19: July 1, 2018 - June 30, 2019)

Average Daily Fixed-Route Passengers

| ROUTE | Apr-19 | Apr-20 | % Change | # Change | FYTD19 | FYTD20 | % Change | # Change |
|-------------------------|--------------|------------|-------------|-------------|--------------|--------------|------------|------------|
| 110 Main Street | 250 | 108 | -57% | -142 | 283 | 262 | -7% | -20 |
| 111 Lindsey East | 508 | 161 | -68% | -346 | 483 | 470 | -2% | -12 |
| 112 Lindsey West | 115 | 51 | -56% | -64 | 96 | 129 | 34% | 33 |
| 120 West Norman Link | 13 | 5 | -62% | -8 | 21 | 12 | -44% | -9 |
| 121 Alameda / E. Norman | 174 | 75 | -57% | -99 | 207 | 196 | -5% | -11 |
| 124 Sooner Express | 56 | 18 | -68% | -38 | 58 | 54 | -8% | -4 |
| 144 Social Security | 4 | 0 | -100% | -4 | 5 | 5 | -6% | 0 |
| TOTAL | 1,116 | 417 | -63% | -698 | 1,144 | 1,125 | -2% | -19 |

Days of Service

| Month | Mon-Fri | Sat | Total |
|---|------------|-----------|------------|
| Apr-20 | 22 | NA | 22 |
| Apr-19 | 22 | NA | 22 |
| FYTD20 | 214 | NA | 214 |
| FYTD19 | 210 | 19 | 229 |
| 144 Social Security (Tues. & Fri.) | | | |
| Month | Days | FYTD | |
| Apr-20 | 0 | 77 | |
| Apr-19 | 9 | 84 | |

Total Fixed-Route Passengers

| ROUTE | Apr-19 | Apr-20 | % Change | # Change | FYTD19 | FYTD20 | % Change | # Change |
|-------------------------|---------------|--------------|-------------|----------------|----------------|----------------|------------|----------------|
| 110 Main Street | 5,499 | 2,376 | -57% | -3,123 | 64,752 | 56,139 | -13% | -8,613 |
| 111 Lindsey East | 11,166 | 3,546 | -68% | -7,620 | 110,494 | 100,685 | -9% | -9,809 |
| 112 Lindsey West | 2,530 | 1,115 | -56% | -1,415 | 22,027 | 27,648 | 26% | 5,621 |
| 120 West Norman Link | 276 | 104 | -62% | -172 | 4,757 | 2,485 | -48% | -2,272 |
| 121 Alameda / E. Norman | 3,818 | 1,646 | -57% | -2,172 | 47,344 | 41,874 | -12% | -5,470 |
| 124 Sooner Express | 1,222 | 395 | -68% | -827 | 12,166 | 11,449 | -6% | -717 |
| 144 Social Security | 36 | 0 | -100% | -36 | 457 | 392 | -14% | -65 |
| TOTAL | 24,547 | 9,182 | -63% | -15,365 | 261,997 | 240,672 | -8% | -21,325 |

*Saturday service discontinued January 1, 2019. All routes operate Monday-Friday except Route 44, which operates on Tuesday and Friday.

CARTaccess Passenger Information

| ZONE | Apr-19 | Apr-20 | % Change | # Change | FYTD19 | FYTD20 | % Change | # Change |
|--------------|--------------|------------|-------------|---------------|---------------|---------------|-------------|----------------|
| Zone 1 | 2,417 | 452 | -81% | -1,965 | 23,224 | 14,663 | -37% | -8,561 |
| Zone 2 | 492 | 63 | -87% | -429 | 4,206 | 2,592 | -38% | -1,614 |
| TOTAL | 2,909 | 515 | -82% | -2,394 | 27,430 | 17,255 | -37% | -10,175 |

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020

| STREET DIVISION | | | | | |
|---|--------------------------------|--------------------------------|---------------------|---------------------|------------------|
| | FYE 2020 April 2020 | FYE 2020 April 2020 | Year to Date | Year to Date | FYE 2020 |
| PERFORMANCE INDICATORS | ACTUAL | PERCENT | ACTUAL | PER CENT | PROJECTED |
| Distribute work order requests to field personnel within one day. | 99% | 99% | 99% | 100% | 100% |
| Patch potholes smaller than one cubic foot within 24 hours (tons of material used) | 100% | 100% | 100% | 100% | 95% |
| | - | | 518.18 | | |
| Overlay/pave 10 miles per year. | - | 0% | 12.80 | 128% | 100% |
| Replace 1,160 square yards of concrete pavement panels | - | 0% | 1,981.25 | 171% | 100% |
| Grade all unpaved alleys two (2) times per year. (approximately 210 blocks) | - | 0% | 84.00 | 20% | 100% |
| Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year | 2,686,916.00 | 254% | 16,445,459.00 | 130% | 100% |
| Mow 148 miles of Rural Right-of-way twice per year | 58.00 | 235% | 684.00 | 231% | 100% |
| Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year | - | 0% | - | 0% | 0% |

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020

| STORMWATER DIVISION | | | | | |
|---|---------------------------------|---------------------------------|---------------------|-------------------------|------------------|
| | FYE 2020 APRIL, 2020 | FYE 2020 APRIL, 2020 | Year to Date | Year to Date | FYE 2020 |
| PERFORMANCE INDICATORS | ACTUAL | PER CENT | ACTUAL | PER CENT | PROJECTED |
| Distribute work order requests to field personnel within one day. | 99% | 99% | 99% | 99% | 99% |
| Mechanically sweep 500 curb miles per month (lane miles) | - | 0% | 3,617.00 | 60% | 50% |
| Collect litter from rights of way in the Urban area (Tons) | - | 0% | 20.74 | 0% | 70% |
| Collect litter from rights of way in the rural area (Tons) | - | 0% | 5.66 | 0% | 70% |
| Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations) | 216.00 | - | 11,973.00 | 120% | 70% |
| Mow 2,271,548 sq.feet of open drainage ways, six times per year | - | 0% | 6,042,407.00 | 44% | 90% |
| Perform erosion control inspections of permitted sites within 30 days. | 91.00 | 93% | 904.00 | | 100% |
| Permit all earth disturbing operations over 1 acre in size. | 1.00 | 100% | 18.00 | 100% | 95% |
| Inspect City facilities identified as potential stormwater pollution sources. | - | 0% | - | 0% | 50% |
| Inspect stormwater outfalls. | 12.00 | 12% | 28.00 | 28% | 20% |
| Respond to stormwater complaints within 24 hours of the time reported | 52.00 | 100% | 271.00 | 100% | 100% |
| Enforcement actions (NOV's and citations) | - | N/A | - | N/A | N/A |

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

April 2020

| IN GALLONS | FYE 2020 | FUEL REPORT | | | |
|------------------|------------------|---------------------------|-------------------------|--------------------------|----------------------------|
| | | <u>UNLEADED PURCHASED</u> | <u>DIESEL PURCHASED</u> | <u>CNG PURCHASED</u> | |
| Internal pumps | 12,454.00 | 10,406.00 | 26,408.45 | | |
| Outside - sublet | 397.80 | 2,052.70 | 5,689.10 | | |
| TOTAL | 12,851.80 | 12,458.70 | 32,097.55 | | |
| TOTAL | | <u>UNLEADED CONSUMED</u> | <u>DIESEL CONSUMED</u> | <u>CITY CNG CONSUMED</u> | <u>PUBLIC CNG CONSUMED</u> |
| Consumption | 16,804.10 | 13,559.60 | 21,795.27 | 3,835.01 | |

| FYE 2020 TO DATE CONSUMPTION | | | | |
|------------------------------|-------------------|-----------------|-------------------|---------------------|
| TOTAL | UNLEADED CONSUMED | DIESEL CONSUMED | CITY CNG CONSUMED | PUBLIC CNG CONSUMED |
| Consumption | 199,413.03 | 188,994.50 | 242,856.28 | 57,542.18 |

| INTERNAL PRICE PER GALLON: | | | | | EXTERNAL PRICE PER GALLON: | | | | |
|----------------------------|------|--------|-----|--------|----------------------------|------|--------|-----|--------|
| UNLEADED | High | \$1.28 | Low | \$0.57 | UNLEADED | High | \$1.28 | Low | \$0.57 |
| DIESEL | High | \$1.08 | Low | \$0.80 | DIESEL | High | \$1.08 | Low | \$0.80 |
| CNG | High | \$1.02 | Low | \$1.02 | CNG | High | \$1.02 | Low | \$1.02 |

| FASTER CONSUMABLE PARTS PURCHASED | | PUBLIC CNG SALES | |
|-------------------------------------|---------------------|--|-------------|
| REPAIR PARTS | \$95,346.78 | Month Total Public CNG Sales | \$4,138 |
| BATTERIES | \$1,456.87 | FYE 2020 To Date Public Sales | \$80,425 |
| OILS/FLUIDS | \$2,348.90 | LIFE TO DATE CNG GAS GALLON EQUIVALENT | |
| TIRES | \$30,539.24 | Total Sold Gallons Life To Date | 905,943 |
| SUBLET REPAIRS | \$27,448.01 | Total Gross Sales Life To Date | \$1,304,006 |
| TOTAL SPENT ALL parts/sublet | \$157,139.80 | Life To Date CNG Gas Gallon Equivalent | |
| | | Total Public/City Through-Put CNG Gallons @ Statio | 2,234,791 |

| COMBINED SHOPS | CURRENT MONTH | LAST MONTH | TWO MONTHS AGO | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 5 | 4 | 14 | 131 |
| EMERGENCY ROAD CALLS | 24 | 19 | 17 | 165 |
| PM SERVICES | 80 | 168 | 120 | 1107 |
| INCLEMENT WEATHER | 0 | 0 | 1 | 1 |
| WORK ORDERS | 404 | 520 | 459 | 3976 |
| SCHEDULED REPAIRS | 107 | 45 | 179 | 1418 |
| NON SCHEDULED REPAIRS | 247 | 252 | 280 | 2335 |

| Light Shop | CURRENT MONTH | LAST MONTH | TWO MONTHS AGO | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 1 | 1 | 4 | 32 |
| EMERGENCY ROAD CALLS | 6 | 2 | 1 | 31 |
| PM SERVICES | 52 | 96 | 70 | 698 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 174 | 243 | 209 | 1823 |
| SCHEDULED REPAIRS | 72 | 26 | 106 | 898 |
| NON SCHEDULED REPAIRS | 80 | 79 | 103 | 787 |

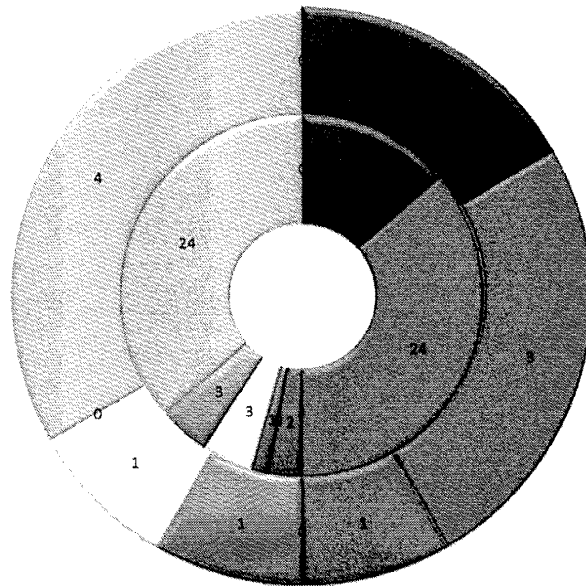
| Heavy Shop | CURRENT MONTH | LAST MONTH | TWO MONTHS AGO | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 4 | 2 | 6 | 91 |
| EMERGENCY ROAD CALLS | 18 | 17 | 16 | 129 |
| PM SERVICES | 12 | 41 | 37 | 300 |
| INCLEMENT WEATHER | 0 | 0 | 1 | 1 |
| WORK ORDERS | 161 | 195 | 186 | 1,750 |
| SCHEDULED REPAIRS | 18 | 17 | 59 | 437 |
| NON SCHEDULED REPAIRS | 119 | 119 | 127 | 1,234 |

| Transit Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 0 | 1 | 4 | 6 |
| EMERGENCY ROAD CALLS | 0 | 0 | 0 | 3 |
| PM SERVICES | 15 | 28 | 9 | 80 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 59 | 71 | 54 | 311 |
| SCHEDULED REPAIRS | 16 | 2 | 10 | 117 |
| NON SCHEDULED REPAIRS | 42 | 50 | 44 | 196 |

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
April FYE 2020**

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 |
|-------------------------------|-------------------------------|-----------------------|--------------------------|-------------------------|------------|-------|-------------------------|--------------|-----------------|--------------|
| POLICE | | | | | | | | | | |
| 1164T | 2013 Belshe WB-12 Trailer | Police Patrol | 4/6/2019 | 11/7/2019 | 16 | month | 11/7/2019 | Heavy Repair | PM-A | 11/7/2018 |
| 1040T | 2001 TM WFCH Trailer | Police Staff Services | 5/6/2019 | 4/5/2019 | 31 | days | 4/5/2019 | Light Repair | PM-A | 3/6/2018 |
| SANITATION | | | | | | | | | | |
| 0268 | 2018 Peterbilt 520 Sideloader | Residential | 3996 | 3600 | 396 | hours | 4/16/2020 | Heavy Repair | PM-T | 5/28/2019 |
| 0295 | 2016 Peterbilt 365 Semi | Transfer Station | 186560 | 176088 | 10,472 | miles | 4/24/2020 | Heavy Repair | PM-D | 11/6/2019 |
| FINANCE | | | | | | | | | | |
| 0066 | 2014 Ford F150 | Water Meters | 3/15/2018 | 3/15/2020 | -731 | days | 4/28/2020 | Light Repair | PM-N | 3/15/2018 |
| PARKS & RECREATION | | | | | | | | | | |
| MP5078 | 2016 Ford Explorer | P&R Admin | 12201 | 11847 | 354 | miles | 1/15/2020 | Light Repair | PM-C | 5/23/2018 |
| 0415 | 1997 Turco Top Dresser | Park Maintenance | 3/15/2019 | 3/15/2020 | 1 | month | 3/16/2020 | Light Repair | PM-B | 3/15/2019 |
| 0457 | 1997 Stone Cement Mixer | Park Maintenance | 3/18/2019 | 3/18/2020 | 1 | month | 3/20/2020 | Light Repair | PM-C | 3/18/2019 |
| 0410 | 2016 Ford F150 Pickup | Park Maintenance | 18284 | 18181 | 103 | miles | 4/19/2019 | Light Repair | PM-C | 10/4/2018 |
| UTILITIES | | | | | | | | | | |
| 598T | 1990 Harmon Trailer | WRF Sludge | 3/15/2019 | 3/15/2020 | 1 | month | 3/13/2020 | Heavy Repair | PM-A | 3/15/2019 |



**PM Compliance Report
April FYE 2019**

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

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

| Department | Scheduled | Missed/Late | % Late |
|-----------------------|-----------|-------------|--------------|
| City Council | 0 | 0 | 0.0% |
| Fire | 9 | 2 | 22.2% |
| Police | 24 | 3 | 12.5% |
| Finance | 2 | 1 | 50.0% |
| Inf. Tech | 0 | 0 | 0.0% |
| Public Works | 1 | 1 | 100.0% |
| Parks & Rec. | 3 | 1 | 33.3% |
| Planning | 3 | 0 | 0.0% |
| Utilities | 24 | 4 | 16.7% |
| Citywide Total | 66 | 12 | 18.2% |

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

April FYE 2020

Industry Standard Compliance: Not To Exceed 5%

| Department/Division | Number of PMs | | Number of PMs Completed LATE | Number of PMs Still Past Due | Current % PENDING | Year To Date Non-Compliance Trend |
|---------------------------------------|---------------|-------------------|------------------------------|------------------------------|-------------------|-----------------------------------|
| | Scheduled | Completed On Time | | | | |
| CITY CLERK | | | | | | |
| CITY COUNCIL | | | | | 0% | 33% |
| BUILDING ADMINISTRATION | | | | | 0% | 0% |
| CUSTODIAL | | | | | 0% | 100% |
| BUILDING MAINTENANCE | | | | | 0% | 20% |
| MUNICIPAL COURT | | | | | | |
| MUNICIPAL COURT | | | | | 0% | 0% |
| INFORMATION TECHNOLOGY | | | | | | |
| INFORMATION TECHNOLOGY | | | | | 0% | 33% |
| FINANCE | | | | | | |
| METER SERVICES | 2 | 1 | | 1 | 50% | 22% |
| PLANNING | | | | | | |
| PLANNING | 2 | 2 | | | 0% | 29% |
| BUILDING INSPECTIONS | 1 | 1 | | | 0% | 0% |
| CODE COMPLIANCE | | | | | 0% | 25% |
| PUBLIC WORKS | | | | | | |
| ENGINEERING | | | | | 0% | 25% |
| STREETS | 1 | | | 1 | 100% | 11% |
| STORMWATER | | | | | 0% | 3% |
| TRAFFIC | | | | | 0% | 9% |
| STORMWATER QUALITY | | | | | 0% | 0% |
| FLEET | | | | | 0% | 0% |
| POLICE | | | | | | |
| ANIMAL CONTROL | 3 | 2 | 1 | | 0% | 33% |
| POLICE ADMINISTRATION | | | | | 0% | 23% |
| POLICE STAFF SERVICES | 1 | 1 | | | 0% | 11% |
| POLICE CRIMINAL INVESTIGATIONS | 3 | 2 | 1 | | 0% | 25% |
| POLICE PATROL | 14 | 13 | 1 | | 0% | 30% |
| POLICE SPECIAL INVESTIGATIONS | | | | | 0% | 13% |
| POLICE EMERGENCY COMMUNICATIONS | | | | | 0% | 0% |
| FIRE | | | | | | |
| FIRE ADMINISTRATION | | | | | 0% | 75% |
| FIRE TRAINING | | | | | 0% | 0% |
| FIRE PREVENTION | 1 | 1 | | | 0% | 17% |
| FIRE SUPPRESSION | 5 | 4 | 1 | | 0% | 16% |
| FIRE DISASTER PREPAREDNESS | | | | | 0% | 17% |
| PARKS & RECREATION | | | | | | |
| PARK MAINTENANCE | 2 | 2 | | | 0% | 25% |
| PARKS & RECREATION | 1 | | 1 | | 0% | 100% |
| PUBLIC SAFETY SALES TAX (PSST) | | | | | | |
| PSST POLICE PATROL | 1 | 1 | | | 0% | 24% |
| PSST POLICE CRIMINAL INVESTIGATION | 2 | 2 | | | 0% | 21% |
| PSST FIRE SUPPRESSION | 3 | 2 | | 1 | 33% | 21% |
| CDBG | | | | | | |
| PLANNING CDBG | | | | | 0% | 0% |
| UTILITIES WATER | | | | | | |
| UTILITIES ADMINISTRATION | | | | | 0% | 0% |
| WATER TREATMENT PLANT | | | | | 0% | 0% |
| WATER PLANT | 4 | 4 | | | 0% | 0% |
| WATER PLANT WELLS | 1 | 1 | | | 0% | 0% |
| WATER PLANT LAB | | | | | 0% | 0% |
| LINE MAINTENANCE ADMIN. | | | | | 0% | 0% |
| WATER LINE MAINTENANCE | 6 | 6 | | | 0% | 9% |
| UTILITIES INSPECTOR | | | | | 0% | 0% |
| UTILITIES WRF | | | | | | |
| WRF ADMIN | | | | | 0% | 0% |
| WRF INDUSTRIAL | | | | | 0% | 0% |
| WRF BIOSOLIDS | | | | | 0% | 13% |
| WRF OPERATIONS | | | | | 0% | 29% |
| SEWER LINE MAINTENANCE | | | | | 0% | 11% |
| UTILITIES SANITATION | | | | | | |
| SANITATION ADMINISTRATION | | | | | 0% | 100% |
| SANITATION RESIDENTIAL | 5 | 2 | 2 | 1 | 20% | 22% |
| SANITATION COMMERCIAL | 4 | 4 | | | 0% | 25% |
| SANITATION TRANSFER | 2 | 1 | | 1 | 50% | 28% |
| SANITATION COMPOST | | | | | 0% | 22% |
| SANITATION RECYCLE | 1 | 1 | | | 0% | 20% |
| SANITATION YARD WASTE | 1 | 1 | | | 0% | 14% |
| CITYWIDE TOTAL | 66 | 54 | 7 | 5 | 8% | 31% |

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2020

April 2020

| MECHANIC | DIRECT LABOR HOURS | INDIVIDUAL PRODUCTIVITY | |
|----------|--------------------|-------------------------|------------|
| | | GOAL | DIFFERENCE |
| # 001 | 17.79 | 72% | 82.1% |
| # 002 | 131.64 | 72% | 87.2% |
| # 003 | 88.25 | 72% | 75.8% |
| # 004 | 86.46 | 72% | 100.0% |
| # 006 | 69.47 | 72% | 79.4% |
| # 007 | 65.63 | 72% | 80.2% |
| # 008 | 104.73 | 72% | 77.6% |
| # 009 | 86.29 | 72% | 84.5% |
| # 010 | 120.39 | 72% | 86.6% |
| # 011 | 108.28 | 72% | 78.8% |
| # 012 | 98.77 | 72% | 84.0% |
| # 013 | 80.14 | 72% | 88.6% |
| # 014 | 25.08 | 72% | 39.0% |
| # 016 | 67.64 | 72% | 81.1% |
| # 018 | 139.85 | 72% | 85.5% |
| # 021 | 118.26 | 72% | 84.3% |

| | |
|----------------------------|--------------|
| DIRECT LABOR HOURS | 1408.67 |
| TOTAL AVAILABLE HOURS | 1718.00 |
| PRODUCTIVITY GOAL | 72.0% |
| ACTUAL PRODUCTIVITY | 82.0% |

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 |
| APRIL 2020 | | | | | | | |
| Provide initial response to citizen inquiries within 2 days | 100% | 38 | 38 | 100% | 1019 | 1019 | 100% |
| Provide information requested by citizens within 7 days | 95% | 38 | 38 | 100% | 929 | 929 | 100% |
| Complete traffic engineering studies within 45 days. | 99% | 1 | 1 | 100% | 1 | 1 | 100% |
| Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days. | 95% | 17 | 17 | 100% | 309 | 309 | 100% |
| Worker Hours Per Gallon of Paint Installed. | 0.80 | Gallons | Worker Hours | Percentage | Gallons | Worker Hours | Percentage |
| | | 0 | 0 | 0.00 | 2008 | 799.75 | 0.40 |
| Thermoplastic legend, arrows, stop bars & crosswalks installed. | 4-6 Installations per day per 2 person crew. 100% | Crew Work Days | Total Installations | Average | Crew Work Days | Total Installations | Average |
| | | 0 | 0 | #DIV/0! | 9.43 | 85 | 9.01 |
| 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 |
| | | 0 | 0 | 100% | 139 | 139 | 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 |
| | | 0 | 0 | #DIV/0! | 236 | 236 | 100% |
| Response to reports of sign damage: | Percentage | | | | | | |
| High Priority Stop or Yield Signs within one hour | 99% | 1 | 1 | 100% | 54 | 54 | 100% |
| Lower Priority all other signs within one day | 90% | 2 | 2 | 100% | 766 | 766 | 100% |
| Street Name Signs within two weeks | 90% | 0 | 0 | #DIV/0! | 35 | 35 | 100% |
| Percent of work hours lost due to on the job injuries. | <.01% | Total Work Hours | Work Hours Lost | Percentage Met | Total Work Hours | Work Hours Lost | Percentage Met |
| | | 3168 | 0 | 0.00 | 31286.75 | 3175.25 | 0.10 |

UTILITIES

13

Monthly Report

April 2020

LINE MAINTENANCE:

Waterline Capital Projects

- Burgundy Court – 100% Complete
- Morren Drive – 100% Complete
- Rhoades Drive – 100% Complete
- East Robinson to Griffin Park – 100% Complete
- Wellsite Drive – 100%
- Eufaula St.- 50%

East Eufaula Street: Staff will replace 455 feet of deteriorated 6" Ductile iron pipe with 6" PVC from Porter Avenue to Ponca Avenue. Work on project delayed due to COVID – 19 restrictions.

Water Line Breaks – 18 in April

Sewer Line Data

- Total obstruction service requests - 27
 - Private Plumbing: 23
 - City Infrastructure: 4
 - Sanitary Sewer Overflows: 3 overflows on City side and 1 on private service line

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.65 MGD
- Total flow: 49.5 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. Draft scope of work submitted 11/08/18; proposed contract K-1819-142 was forwarded to Architect 04/19/19; Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19; NUA approved preliminary design contract K-1920-109 with Barrett L. Williamson Architects on 01/28/20 for \$124,550. Design kickoff meeting held 03/06/20 at Line Maintenance offices to initiate design work; second design meeting scheduled for 04/02/20. multiple Zoom meetings held during April with conceptual drawings submitted 05/01/20. Preliminary cost estimate will be submitted soon to complete preliminary design phase.

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. NUA staff is currently reviewing and approving submittals for both contracts. Television inspection for Phase 1 work began 05/04/20.

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.
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. No design work to date, awaiting new on-call contract approval to award contract to Lemke for surveying and drafting assistance.
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.

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. Staff is working with Legal Department to resolve outstanding issues formulate an offer to purchase.

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.

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 Bishop Creek wastewater basin to accommodate 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.
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 were sent to the contractor to address. Punch list items will be addressed in May and the final close-out will be done on the second docket in May.
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 the following year. Engineering contract approved in April 2019, Staff and Olsson toured OKC septage facility in May. The TM1 was received in July and TM2 is expected in March 2020. Estimated completion of report May 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 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 – July 2020

WATER PROJECTS:

Waterline Relocation: Robinson Under I-35 (WA0195): RFP 1314-28 distributed to consultants on 09/06/13; 14 proposals received 10/09/13; Alan Plummer and Associates (APAI) selected and NUA approved preliminary design contract on 01/28/14. Draft Engineering Report (ER) received 04/18/14 and Final ER received 09/25/14. NUA approved APAI Amendment 1 for final design 10/14/14; plans received 06/05/15 were submitted to ODOT 06/12/15; ODOT approved permit for proposed I-35 crossings. Final plans submitted to DEQ 01/12/16 and were approved 01/29/16. APAI submitted easement acquisition documents and all easements/ROW were executed and filed. Project advertised 04/21/16 and pre-bid conference held 05/15/16; 3 bids were received 05/19/16 with McKee Utility Contractors submitting low bid. Award, contract and bonds were approved by NUA 06/14/16 and work began 06/15/16.

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

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019. Revised plans received 10/26/18 and were returned to APAI on 11/8/18 for revision. Revised plans received and submitted to DEQ 11/28/18 for review. Project advertised 12/27/18 and pre-bid meeting was held 01/8/19 with 11 contractors attending. Bids were opened 02/14/19 and six bids were received with Central Contracting Services being the low bidder at \$2,845,591. NUA approved award to Central Contracting Services and approved contract and bonds on 03/26/19. Notice to proceed issued with contract time starting on 04/15/19 and continuing for 270 through 12/11/19. Preconstruction Conference held 07/18/19; Contractor initiated work installing steel casing and 30-inch piping under Brookhaven Creek 09/03/19. Payment of \$2,225,119 or 80% of the \$2,845,591 contract amount has been paid;

Construction has been slowed by numerous underground obstructions and requirement to work in only one lane of Robinson east of 36th; only 400 feet of pipe installed in last month or about 20 feet per working day.

Phase 1 waterline construction completed 12/06/19; piping installed across 36th Avenue 12/8/19 and road re-opened. 12" WL going south completed 12/11/19 and bacteriological testing passed 12/13/19 allowing concrete placement to begin. Contractor opened 36th & Robinson on 12/16/19 to complete Phase 2.

Waterline completed to Brookhaven Boulevard; interconnections to Brookhaven shopping center and at Brookhaven Boulevard completed 02/07/20 after passing pressure test and obtaining safe bacteriological samples.

Waterline installation continued past Brookdale Boulevard to point just south of water storage tank on 03/06/20; Contractor continues preparations to make interconnections at Brookdale and at water storage tank at this time.

Last segment of waterline flushed 04/02/20; pressure testing, chlorination and bacteriological sampling completed 04/10/20. Asphalt placement and other repairs completed on Robinson 04/17/20; project is essentially complete.

CO#1 for \$193,130 approved by NUA 02/11/20 adding approximately 520 LF new waterline at proposed On-Cue just north of Highway 9 and west of Classen Boulevard. Work began 04/30/20 with about 300 feet 30-inch pipe installed. Payment of \$2,814,184.66 or 93% of the \$3,038,721 contract amount has been paid.

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

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

Engineer: Cardinal Engineering

- Proposals for engineering design of the project received 7/10/18;
- Cardinal Engineering selected and the NUA approved Contract K-1819-72 totaling \$90,400 on 2/26/19;
- Kickoff meeting held 03/11/19;
- 50% plans received 04/22/19 and returned 05/06/19;
- Additional surveying work approved 05/14/19;
- Staff is coordinating this work with ongoing WL construction by Sooner Fashion Mall
- Amendment #1 to Cardinal design contract to be approved by NUA 08/27/19;
- Revised plans from Cardinal received 11/25/19 and are under review by staff.
- Plans reviewed and returned to Cardinal 03/06/20
- Final plans submitted to DEQ 05/08/20.
- Expect to bid project in summer 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 is currently being installed.

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 will be in May. Bid opening in June and Contract award in July.

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.

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 900 feet of pipe has been installed of the 11,500 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 \$27,277,374 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. Staff has prepared CO#4 in the amount of \$37,614.13 for additional items that are being addressed as the project nears completion.
Engineer: Carollo Engineers (Amber Wooten)

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

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time. Cowan has begun the water rights process and submitted an application to OWRB on behalf of NUA. Application is under review by OWRB and next step is to publish legal notice in paper and mail notifications. Public meeting will be later in process June of 2020 if necessary.
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 will present their draft findings in a webcast Monday May 11th.

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

Layne has drilled 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 drilled surface casings for all wells and have completed well holes for 5 of the 7. One (Simpson) has been flow tested and the others are being cemented, allowing cement to dry, or are being perforated. The two remaining perforated sites to begin are Jaime and Argo and crews will begin the final screen well for Meyer after those.

Engineer: Carollo Engineers (Rebecca Poole)

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

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

BOR and WTP crews installed the RCF system at Well #44 and the system works by reducing the Cr VI (dissolved

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

SP1=94 ppb, SP2=7 ppb, SP3=1 ppb, SP4=6 ppb, SP5=1 ppb. The project has experienced some difficulties with the cartridge filters allowing small amounts to pass through. BOR thinks Norman could pursue larger mixed media filters similar to what is used at the WTP. They applied and were approved to extend their study of the filters in particular. BOR staff returned October 12, 2017 and constructed a pilot to perform additional testing on our well water and set up a deeper bed media filter system. In addition, they set up 3 pipe materials to test for any possible precipitation to pipe walls. BOR has extended the project and now expect results by late Fall of 2019. Final draft was reviewed by staff December 2019 and Final Report was transmitted January 2020. The report was published in AWWA Water Science February 2020. This project will be closed out.

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 24th NE to 12th 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 July 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 13th. They have completed sandblasting and priming the exterior. They are now beginning the sandblasting and primer on the inside of tank. Engineer: Dunham Engineering (Joe Seiter)

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

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line

project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Project opened bids April 25, 2019 and McKee Utility Contractors, Inc. was low bidder at \$1.46 million. Construction clearing began July 2019 and project is 97% complete. Crews began disinfecting lines today and have yet to install lid. The disinfection process was delayed due to the WTP being offline since December 15th through January 13th. Recent rains delayed equipment to the vault site which delayed vault lid installation. Project was completed end of February and final inspection was held March 16, 2020. Contractor is finalizing punch list items and project is expected to close out May 2020.
Engineer: Freese and Nichols, Inc. (Clay Hernden)

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant prepared scope and fee in January for staff to consider and contract negotiations are underway. A scope and fee have 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.
Engineer: Jacobs Engineering (Lars Ostervold).

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabbiness Engineering, LLC was approved by NUA 12/11/18. Survey has been completed and a technical design memo was completed and reviewed by staff. With the existence of several large trees that will be impacted, staff held a neighborhood meeting 4/10/19. Approximately 21 people attended representing OU, sororities and fraternities, homeowners and landlords. The direction taken from the meeting was to start this summer and work through fall until completion. Staff offered summer work only and perform over two summers but it was unanimous 21 votes to start and continue until finished. It was also decided to install water line in the street and not under sidewalks. Staff followed up with meetings between consultant and potential contractors and it was decided that the project must be split into 2 summer phases to be successful. Phase I will begin July 1, 2019 and complete December 2019. Phase II is scheduled to begin May 15, 2020 and complete August 15, 2020. Bids were opened June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. 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: 108th & 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. Engineer: Cardinal Engineering (Josh Risely)

Water Wells Water Line: 60th 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. Engineer: Garver Engineers (Daniel Ethington)

Cascade Water Tower & Lindsey Water Tower – Dunham Engineering is performing detailed inspections on these two towers May 11th and will prepare engineered cost estimates to use for budgeting and planning purposes. Staff will take a design contract with Dunham Engineering for Council approval in May for the Cascade Tower Resurfacing Project. Engineer: Dunham Engineering (Joe Seiter)

SANITATION CAPITAL PROJECTS:

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will

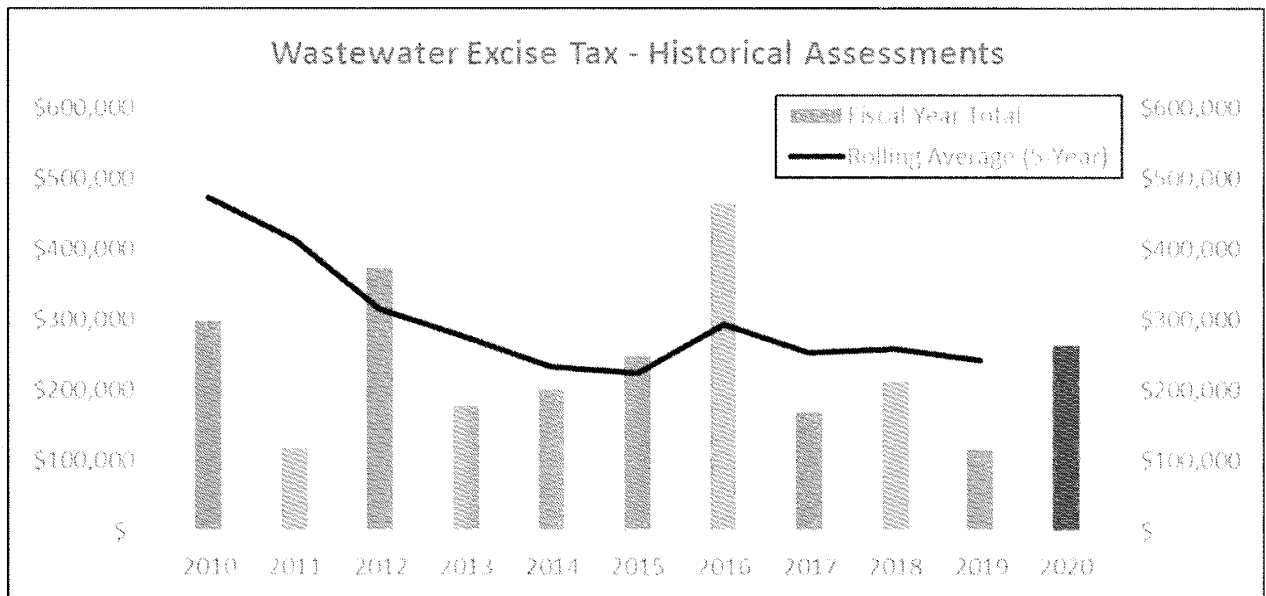
be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the newly proposed location is on the site of the Transfer Station. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public 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 due on May; Final plans June. Architect: Studio Architects, LLC (George Winters)

RECOUPMENT/PAYBACK PROJECTS:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 6 commercial entities last month. Assessments of \$3,181.43 were made on 6 entities whose projects will increase wastewater flows. Through April, 82 commercial properties (note graph shows 83 - 1 has been completed in May) were reviewed and a total of \$272,482.91 has been assessed. 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.

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

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

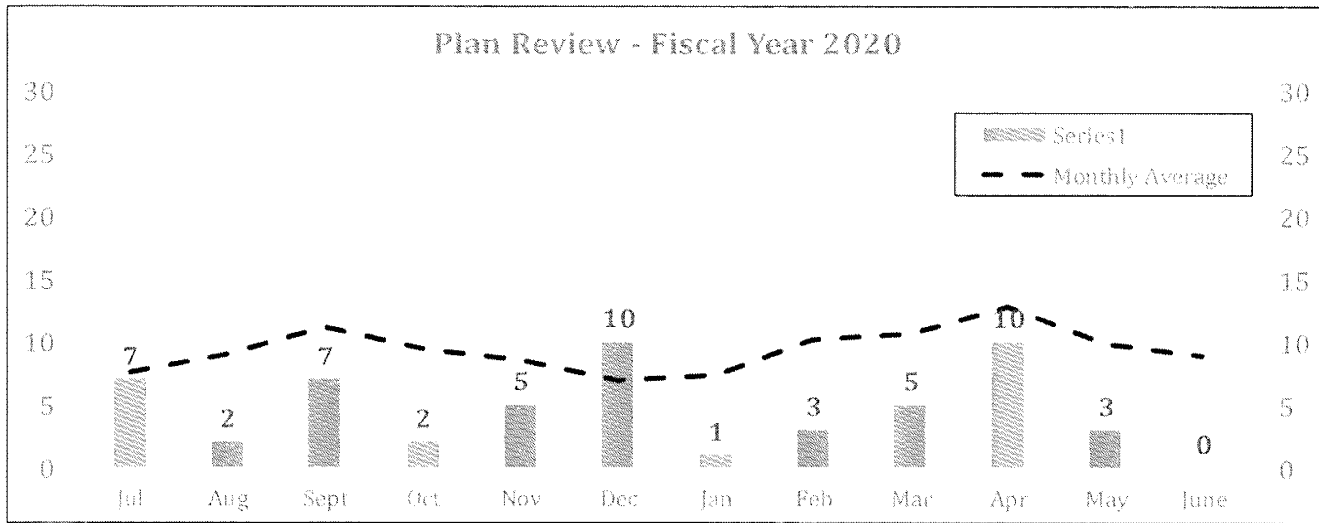
Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item 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 |
|-----------------------|-------------------------------|--------------------------------------|----------|-----------------------|----------------|
| 4/6/2020 | Varenna Landing Phase 1 | Sewer | SMC | 4/14/2020 | 8 |
| 4/6/2020 | Varenna Landing Phase 1 | Paving, Drainage, Water | SMC | 4/14/2020 | 8 |
| 4/6/2020 | Eagle Cliff - Section 7 | Paving, Water, Drainage | SMC | 4/14/2020 | 8 |
| 4/6/2020 | Eagle Cliff - Section 7 | Sewer | SMC | 4/14/2020 | 8 |
| 4/7/2020 | Nancy O'Brian PAC Addition | Site Improvements and Site Utilities | CEC | 4/16/2020 | 9 |
| 4/7/2020 | Whittier Middle School | Site Improvements and Site Utilities | CEC | 4/16/2020 | 9 |
| 4/7/2020 | Irving Middle School | Site Improvements and Site Utilities | CEC | 4/16/2020 | 9 |
| 4/7/2020 | Alcott Middle School | Site Improvements and Site Utilities | CEC | 4/16/2020 | 9 |
| 4/7/2020 | Longfellow Middle School | Site Improvements and Site Utilities | CEC | 4/16/2020 | 9 |
| 4/27/2020 | NHS Athletics - Irving Campus | New Building and Site Improvements | CEC | 5/5/2020 | 8 |



Private Water Well Permits Issued

1 Water Well Permit 20-1267 was issued for month of April.

**APRIL 2020
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

| | April | Year to date |
|------------------------------------|----------|--------------|
| Fats, oil and grease (FOG) program | 4 | 274 |
| Food license approval | 3 | 16 |
| Significant Industrial Users | 0 | 17 |
| Total inspections | 7 | 307 |

ROUTINE ACTIVITIES

| | April | Year to date |
|--|-------|--------------|
| Significant Industrial User sites sampled | 1 | 24 |
| Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%) | 0% | 100% |
| Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%) | 25% | 100% |
| Household hazardous waste disposal calls | 22 | 181 |
| Immediate assistance requested | 1 | 7 |

REVENUE

| | April | Year to date |
|-----------------------------|--------------------|---------------------|
| FOG Program | \$1,450.00 | \$27,100.00 |
| Surcharge | \$10,416.49 | \$97,199.29 |
| Lab Analysis Recovery | \$1,761.43 | \$13,421.43 |
| Industrial Discharge Permit | \$0.00 | \$0.00 |
| Total revenue | \$13,627.92 | \$137,720.72 |

* 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.
5. Big Event cancelled
6. Waters' Worth It Poster Art Show Cancelled

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 April 30, 2020, approximately 246,235 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 20 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. Earth Month festivities cancelled.
10. Earth Day Festival cancelled.

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

WATER TREATMENT DIVISION

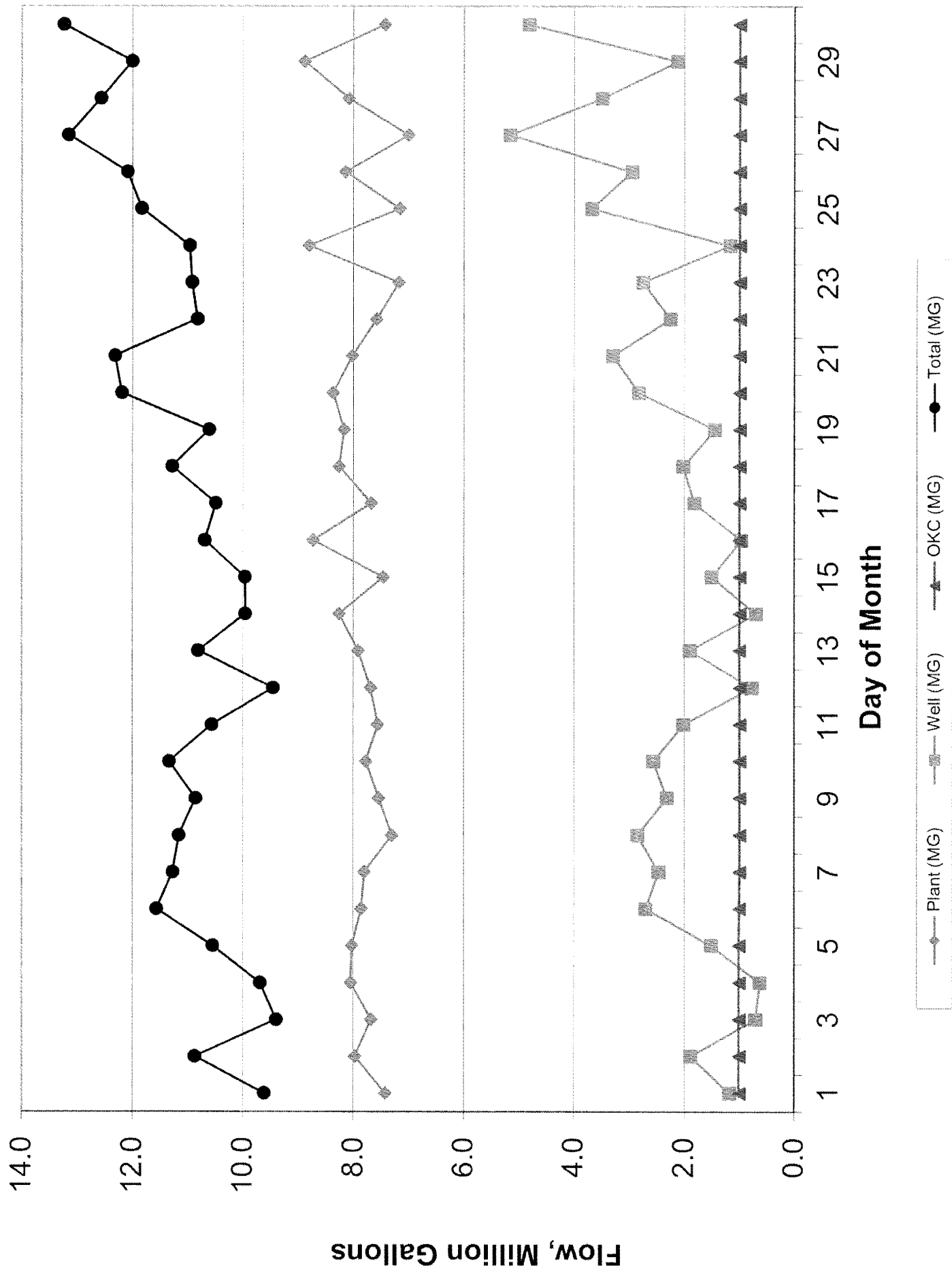
MONTH: April-2020

| | <u>FYE 2020</u> | | <u>FYE 2019</u> | |
|--|-------------------|---------------------|-------------------|---------------------|
| | <u>This month</u> | <u>Year to date</u> | <u>This month</u> | <u>Year to date</u> |
| Water Supply | | | | |
| Plant Production (MG) | 235.90 | 2561.65 | 256.08 | 2763.03 |
| Well Production (MG) | 66.39 | 1071.14 | 64.56 | 627.80 |
| Oklahoma City Water Used (MG) | 29.96 | 345.63 | 30.07 | 311.73 |
| Total Water Produced (MG) | 332.26 | 3978.42 | 350.71 | 3702.56 |
| Average Daily Production | 11.08 | 13.04 | 11.69 | 12.18 |
| Peak Day Demand | | | | |
| Million Gallons | 13.24 | 22.20 | 13.16 | 21.29 |
| Date | 4/30/2020 | 8/20/2019 | 4/10/2019 | 7/16/2018 |
| System Capacity (see note 1) | 23.35 | 23.35 | 23.35 | 23.35 |
| Demand Above Capacity (Peak Day) | 0.00 | 0.00 | 0.00 | 0.00 |
| Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC) | | | | |
| Costs | | | | |
| Plant | \$638,479.47 | \$6,589,286.40 | \$503,713.44 | \$5,108,238.05 |
| Wells | \$201,148.38 | \$2,148,773.75 | \$190,997.87 | \$1,970,719.60 |
| OKC | \$76,562.83 | \$1,037,543.66 | \$83,880.89 | \$786,328.12 |
| Total | \$916,190.68 | \$9,775,603.81 | \$778,592.20 | \$7,865,285.77 |
| Cost per Million Gallons | | | | |
| Plant | \$2,706.56 | \$2,572.28 | \$1,967.01 | \$1,848.78 |
| Wells | \$3,029.66 | \$2,006.06 | \$2,958.59 | \$3,139.08 |
| OKC | \$2,555.33 | \$3,001.93 | \$2,789.71 | \$2,522.46 |
| Total | \$2,757.48 | \$2,457.16 | \$2,220.07 | \$2,124.28 |
| Water Quality | | | | |
| Total Number of Bacterial Samples | 80 | 801 | 80 | 869 |
| Bacterial Samples out of Compliance | 0 | 0 | 0 | 4 |
| Total number of inquiries (Note 2) | 2 | 34 | 3 | 31 |
| Total number of complaints (Note 2) | 1 | 32 | 5 | 52 |
| Number of complaints per 1000 service connections | 0.02 | 0.79 | 0.12 | 1.30 |
| 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 | 7 | 1 | 9 |
| Public Education | | | | |
| Number of tours conducted | 0 | 8 | 3 | 11 |
| Number of people on tours | 0 | 177 | 34 | 139 |

Notes:

Phase II construction - UV system has been completed, chemical building - feed lines are being repaired. Administration building - final punchlist items are being corrected. Lime system vendor will return in June for commissioning new system. Ozone vendor will be back next month for final commissioning of system.

Water Production for April 2020



City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
April 1-30, 2020

Flow Statistics

| | FYE 2020 | | FYE 2019 | |
|--------------------------------|-------------------|------------|-------------------|------------|
| | <u>This Month</u> | <u>YTD</u> | <u>This Month</u> | <u>YTD</u> |
| Total Influent Flow (M.G.) | 390.9 | 3473.6 | 394.7 | 3569.0 |
| Total Effluent Flow (M.G.) | 390.9 | 3430.9 | 382.7 | 3482.3 |
| Influent Peak Flow (MGD) | 20.4 | 22.7 | 21.2 | 21.2 |
| Effluent Peak Flow (MGD) | 20.4 | 22.4 | 21.2 | 21.2 |
| Daily Avg. Influent Flow (MGD) | 13.0 | 11.2 | 13.2 | 11.8 |
| Daily Avg. Effluent Flow (MGD) | 13.0 | 11.0 | 12.8 | 11.4 |
| Precipitation (inches) | 4.0 | 21.7 | 5.8 | 35.7 |

Discharge Monitoring Report Stats

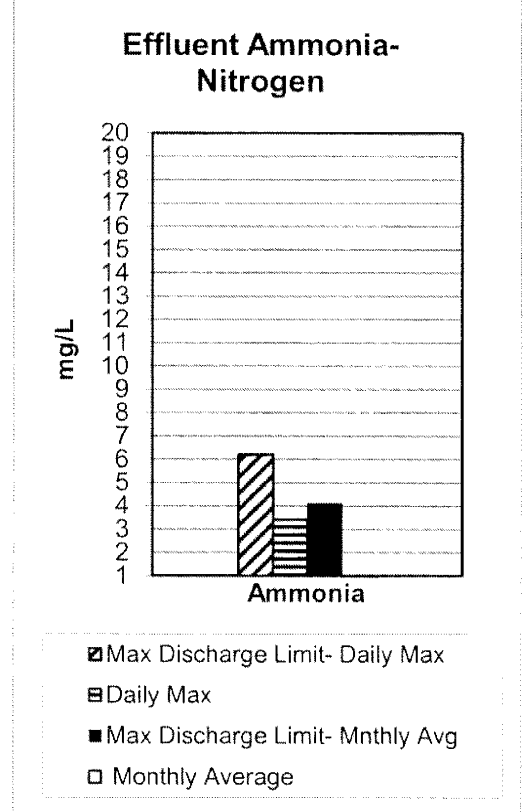
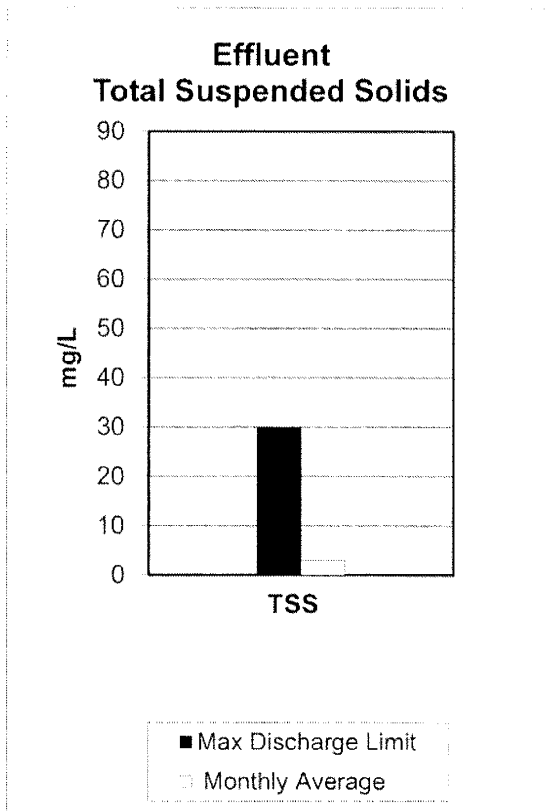
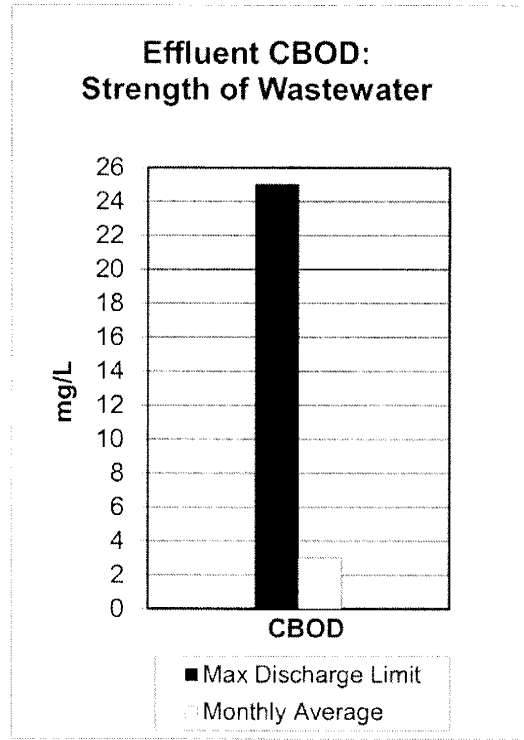
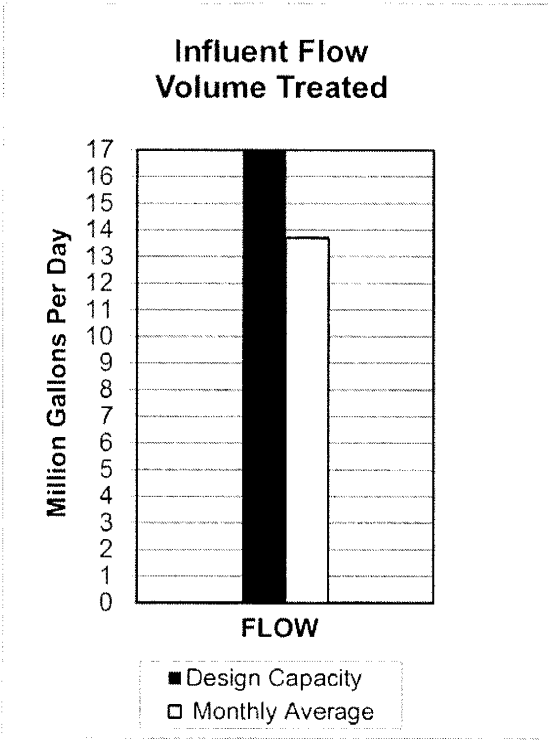
| | EPA minimum percentage removal 85% | |
|-----------------------------|------------------------------------|------|
| 5 day BOD: | Avg. | Avg. |
| Influent Total (mg/l) | 161 | 169 |
| Effluent Carbonaceous Total | 3 | 3 |
| Percent Removal | 98.1 | 98.2 |
| Total Suspended Solids: | | |
| Influent (mg/L) | 239 | 257 |
| Effluent (mg/L) | 3 | 6 |
| Percent Removal | 98.7 | 99.6 |
| Dissolved Oxygen: | | |
| Influent (min) | 1.3 | 0.6 |
| Effluent (min) | 5.8 | 8.9 |
| pH | | |
| Influent (Low) | 7 | 7.3 |
| (High) | 7.6 | 7.7 |
| Effluent (Low) | 7.00 | 7.00 |
| (High) | 7 | 7.6 |
| Ammonia Nitrogen | | |
| Influent (mg/L) | 21.5 | 17.9 |
| Effluent (mg/L) | 0.5 | 0.7 |
| Percent Removal | 97.7 | 96.1 |

Utilities

| | | | | |
|-----------------------------------|---------|-----------|---------|-----------|
| Electrical | | | | |
| Total kWh Used (Plant wide) | 470,200 | 4,897,100 | 496,800 | 5,861,960 |
| Aeration Blowers | 176,600 | 1,555,400 | 162,800 | 1,444,000 |
| UV Facility | 13,600 | 435,000 | 67,400 | 479,200 |
| Natural Gas | | | | |
| Total cubic feet/day (plant wide) | 574,000 | 6,583,000 | 707,000 | 6,876,000 |
| Public Education (Tours) | 0 | 0 | 0 | 0 |
| Total Attendees for FYE 20 | 145 | | 163 | |
| Reclaimed Water System (MG) | 0.0 | 0.0 | 0.0 | 0.0 |
| OU Golf Course | 1.3 | 58.9 | 9.0 | 75.5 |

E. coli average for April 2020 60 (Limit is 630) New permit changes to E.coli

**CITY OF NORMAN
WATER RECLAMATION FACILITY
April 2020**



Comments here

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

| | FYE 20 | | FYE 19 | |
|--|--------|-----------|--------------------|-----------|
| April, 2020 | MONTH | YTD | MONTH | YTD |
| Obstructions: | | | | |
| City Responsibility | 4 | 8 | 2 | 16 |
| Property Owner Responsibility | 23 | 210 | 29 | 204 |
| TOTAL | 27 | 218 | 31 | 220 |
| Number of Feet of Sewer Cleaned: | | | | |
| Cleaned | 56,198 | 872,585 | 126,475 | 1,066,299 |
| Rodded | 1,740 | 39,982 | 2,390 | 34,280 |
| Foamed | 0 | 81,183 | 0 | 83,224 |
| SL-RAT (New Program) | 0 | 122,106 | NEW PROGRAM | |
| TOTAL | 57,938 | 1,115,856 | 128,865 | 1,183,803 |
| Sewer Overflows: | | | | |
| Rainwater | 0 | 0 | 0 | 0 |
| Grease/Paper/Roots | 0 | 0 | 0 | 1 |
| Obstruction | 2 | 3 | 1 | 9 |
| Private | 1 | 10 | 2 | 6 |
| Other (Lift Station, Line Break, etc.) | 1 | 1 | 1 | 1 |
| Total Overflows | 4 | 14 | 4 | 17 |
| Feet of Sewer Lines Televised | 5,327 | 201,461 | 38,054 | 232,865 |
| Locates Completed | 259 | 2,367 | 300 | 2,803 |
| Manholes: | | | | |
| Inspected | 526 | 7,749 | 965 | 8,378 |
| New | 0 | 0 | 0 | 0 |
| Rebuilt | 0 | 0 | 0 | 0 |
| Repaired | 0 | 0 | 0 | 0 |
| Feet of Sewer Lines Replaced/Repaired | 0 | 9 | 13 | 13 |
| Hours Worked at Lift Station | 120 | 1,599 | 164 | 2,107 |
| Hours Worked for Other Departments | 0 | 281 | 205 | 419 |
| OJI Percentage | 0.00 | 0.00 | 0.00 | 0.00 |
| Square Feet of Concrete | 0 | 0 | 0 | 1,080 |
| Average Response Time (Hours) | 0.47 | 0.44 | 0.490 | 0.45 |
| Claims Paid Per 10,000 People | 0 | 0.0024 | 0 | 0 |

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

| April, 2020 | FYE 20 | | FYE 19 | |
|----------------------------------|--------|-------|--------|-------|
| | MONTH | YTD | MONTH | YTD |
| New Meter Sets: | 18 | 354 | 48 | 371 |
| Number Short Sets | 18 | 351 | 48 | 326 |
| Number Long Sets | 0 | 3 | 0 | 45 |
| Average Meter Set Time | 3.71 | 5.27 | 5.26 | 6.28 |
| Number of Work Orders: | | | | |
| Service Calls | 298 | 3,965 | 506 | 4,140 |
| Meter Resets | 6 | 14 | 4 | 19 |
| Meter Removals | 4 | 17 | 2 | 35 |
| Meter Changes | 11 | 655 | 74 | 556 |
| Locates Completed | 305 | 4,746 | 630 | 4,757 |
| Number of Water Main Breaks | 16 | 138 | 8 | 114 |
| Average Time Water Off | 1.23 | 2.06 | 2.22 | 2.80 |
| Fire Hydrants: | | | | |
| New | 0 | 0 | 1 | 8 |
| Replaced | 0 | 5 | 0 | 2 |
| Maintained | 65 | 875 | 96 | 926 |
| Number of Valves Exercised | 228 | 1,298 | 71 | 964 |
| Feet of Main Construction | 0 | 2,079 | 290 | 4,165 |
| Hours of Main Construction | 0 | 2,531 | 586 | 5,084 |
| Meter Changeovers | 0 | 16 | 4 | 65 |
| OJI Percentage | 0.00 | 0.32 | 0.00 | 0.16 |
| Hours Flushing/Testing New Mains | 73 | 383 | 15 | 278 |
| Hours Worked Outside of Division | 24 | 398 | 291 | 690 |

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2020

| | FYE 19 | | FYE 20 | |
|-------------------------------------|--------|------------|--------|------------|
| | MONTH | YR-TO-DATE | MONTH | YR-TO-DATE |
| <u>Vehicle Accidents</u> | 1 | 24 | 2 | 13 |
| <u>On The Job Injuries</u> | 0 | 6 | 5 | 11 |
| <u>Bulk Pickups</u> | 0 | 240 | 0 | 266 |
| <u>Refuse Complaints</u> | 87 | 720 | 63 | 789 |
| <u>New Polycarts Requests</u> | 53 | 539 | 65 | 550 |
| <u>Polycarts Exchanges</u> | 4 | 95 | 2 | 68 |
| <u>Additional Polycart Requests</u> | 59 | 619 | 130 | 678 |
| <u>Replaced Stolen Polycarts</u> | 24 | 222 | 20 | 196 |
| <u>Replaced Damaged Polycarts</u> | 76 | 870 | 97 | 789 |
| <u>Polycarts Repaired</u> | 49 | 404 | 43 | 454 |

COMPOST MONTHLY REPORT

APRIL 2020

| | MONTH |
|---|--------------|
| TONS BROUGHT IN BY COMPOST CREWS: | 325.27 |
| LANDFILL TIPPING FEE'S | \$ 20.31 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 6,606.23 |
| | |
| TONS BROUGHT IN BY PUBLIC: | 1,220.00 |
| TONS BROUGHT IN BY CONTRACTORS : | 1,340.00 |
| TONS BROUGHT IN BY OTHER CITY DEPARTMENTS: | 12.00 |
| LANDFILL TIPPING FEE'S | \$ 20.31 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 52,237.32 |
| | |
| TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 58,843.55 |
| | |
| REVENUE COLLECTED FROM COMPOST SALES: | \$7,550.00 |
| REVENUE COLLECTED FROM MULCH SALES: | \$0.00 |
| REVENUE COLLECTED FROM DUMP SALES: | \$720.00 |
| | |
| TOTAL TONS COLLECTED | 2,897.27 |

| | MULCH CUBIC YDS MONTH | COMPOST CUBIC YDS MONTH |
|-----------------------------|--------------------------|----------------------------|
| PARKS DEPT. | | |
| ROAD & CHANNEL | | |
| LINE MAINTENANCE | | |
| STREET DEPT. | | |
| WATER TREATMENT | | |
| MURPHY PRODUCTS OKC | | |
| SELF LOADING BIN | | |
| DRYING BEDS | 1,120 | |
| COMPOST SOLD BY CUBIC YARDS | | 2,268 |
| MULCH SOLD BY CUBIC YARDS | | |
| TOTAL: | 1,120 | 2,268 |

CURBSIDE MONTHLY RECYCLING REPORT

Apr-20

PROGRAM STATISTICS

| | AVERAGE |
|-----------------------------|----------------|
| | MONTH |
| SET OUT/PARTICIPATION RATE: | 91% |
| | |
| AVERAGE TONS PER DAY : | 14.95 |
| | |
| POUNDS PER HOME: | 28.36 |

COMMODITY BY TON

| | % of Total | TONS |
|-----------------------|-------------------|---------------|
| ALUMINUM BEVERAGE CAN | 1.24% | 5.56 |
| #1 PET | 4.00% | 17.94 |
| NEWS | 0.00% | 0 |
| GLASS CONTAINERS | 14.55% | 65.26 |
| MIX PAPER | 38.26% | 171.6 |
| PLASTIC FILM | 2.66% | 11.93 |
| #2 NATURAL | 1.19% | 5.34 |
| #2 COLOR | 1.09% | 4.89 |
| #3-#7 | 0.00% | 0 |
| METAL | 0.59% | 2.65 |
| RIGIDS | 1.41% | 6.32 |
| TIN-STEEL SCRAP | 1.62% | 7.27 |
| TRASH | 22.24% | 99.75 |
| OCC | 11.15% | 50.01 |
| TOTAL | 100.00% | 448.52 |

| | MONTH |
|------------------------|--------------|
| SERVICE CALLS (MISSES) | 18 |
| HOUSESIDE | 4 |
| REMINDER | 1 |
| SCATTERED | 0 |
| MISC. | 0 |
| REPAIR | 10 |
| NEW | 36 |
| ADD | 6 |
| MISSING | 3 |
| EXCHANGE | 0 |
| REPLACE | 6 |
| PICK UP | 13 |
| | |
| | |
| TOTAL CALLS | 97.00 |

| | MONTH |
|--------------------------------|-------------------|
| LANDFILL COST AVOIDANCE | \$8,858.27 |

Drop Center Report

APRIL 2020

| MONTHLY UNIT PRICES | Revenue per ton | Proc. Fee | LBs Rejected | % Tons Rejected | LNDFL Fee | Tons Diverted | \$ Diverted |
|---------------------|-----------------|-----------|--------------|-----------------|-----------|---------------|-------------|
| ALUMINUM: | \$500.00 | \$0.00 | 0 | 0 | \$20.31 | \$38.74 | \$786.81 |
| PLASTICS: | \$20.00 | \$0.00 | | | 0% | | |
| STEEL CANS: | \$15.00 | \$0.00 | | | | | |
| MIXED OFFICE PAPER: | \$0.00 | \$15.00 | | | | | |
| CARDBOARD: | \$60.00 | \$0.00 | | | | | |

RECYCLING CENTER DATA: #9

| | TONS | Fairgrounds | Hollywood | Total Tons | PRO/FEE | Revenues | Net |
|---------------------------------|-------------|--------------|-----------|--------------|-----------------|-------------------|-------------------|
| ALUMINUM: | 0.16 | 0.22 | 0.25 | 0.63 | \$0.00 | \$315.00 | \$315.00 |
| PLASTICS: | 1.83 | 2.51 | 3.1 | 7.44 | \$0.00 | \$148.80 | \$148.80 |
| STEEL CANS: | 0.41 | 0.47 | 0.56 | 1.44 | \$0.00 | \$21.60 | \$21.60 |
| MIXED OFFICE PAPER: | 2.19 | 4.77 | 21.23 | 28.19 | \$422.85 | \$0.00 | (\$422.85) |
| CARDBOARD: | 4.76 | 20.45 | 19.86 | 45.07 | \$0.00 | \$2,704.20 | \$2,704.20 |
| RECYCLING CENTER TOTALS: | 9.35 | 28.42 | 45 | 82.77 | \$422.85 | \$3,189.60 | \$2,766.75 |

| | Compactors | | Wood | | Glass | | Metal | |
|----------------------------|-------------------|----------|---------------|----------|--------------|----------|---------------|----------|
| | Revenues | TONS | Revenues | TONS | Revenues | TONS | Revenues | TONS |
| Other Cardboard Containers | 38.74 | 0 | \$0.00 | 0 | 20.34 | 0 | \$0.00 | 0 |
| TOTALS | \$2,324.40 | 0 | \$0.00 | 0 | 20.34 | 0 | \$0.00 | 0 |

Expenses

| | |
|------------------------|-------------|
| Average hrly+ benefits | \$26.78 |
| Cage Rolloff | 42 |
| Cardboard | 445.87 |
| Occ Compact | 0 |
| MXD Office | 16 |
| Total | 503.87 |
| Hours | \$1,124.76 |
| Labor \$ | \$11,940.40 |
| Vehicle cost | \$2,341.50 |
| | \$43.08 |
| | \$892.08 |
| | \$3,276.66 |

| | | | |
|---------|-------------|-------------|--------------------|
| Revenue | Income | Expense | Net |
| | \$16,575.86 | \$16,770.30 | \$ (194.44) |
| | | | (Container Rental) |
| | | | \$11,484.71 |

| | |
|---------------------------------|------------|
| Total All Recycle and Cardboard | 146.33 |
| Tons | Revenues |
| | \$5,091.15 |

| | |
|--------------------|----------|
| Total Recycle Only | Tons |
| | 62.52 |
| | Revenues |
| | \$62.55 |

| | |
|-----------------|------------|
| Total Cardboard | Tons |
| | 83.81 |
| | Revenues |
| | \$5,028.60 |

MONTHLY TRANSFER STATION REPORT

April 2020

| | TONS PER MONTH | REVENUE PER MONTH |
|-----------------|------------------|---------------------|
| O.U. TONS | 10,530.62 | \$196,596.12 |
| COMMERCIAL TONS | 1,483.87 | \$80,240.00 |
| CASH TONS: | 706.79 | \$16,024.02 |
| PULL OFFS: | 27.00 | \$405.00 |
| TOTALS: | 12,748.28 | \$293,265.14 |

| | MONTH |
|---|---------------------|
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 440.00 |
| # OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 8588.02 |
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS. | 4.00 |
| # OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS: | 29.73 |
| TOTAL LOADS BROUGHT TO LANDFILLS: | 444.00 |
| GRAND TOTAL TONS TO LANDFILLS | 8,617.75 |
| DISPOSAL COST PER TON (OKC) | \$20.31 |
| TIPPING FEE'S FOR DUMPING AT OKC: | \$175,026.50 |
| GRAND TOTAL TIPPING FEE'S | \$175,026.50 |
| # OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS: | 556.00 |
| # OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS: | 3012.59 |
| # OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS: | 476.00 |
| # OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS: | 3555.57 |
| TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS: | 1032.00 |
| TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS: | 6568.16 |
| MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.: | 17.88 |
| TOTAL TONS RECEIVED AT TRANSFER STATION | 19307.32 |

