

City of Norman



Monthly Departmental Report

September 2019

MONTHLY PROGRESS

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CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
October 2019**

CITY CLERK

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	CONTACTS	CONTACTS YTD
Animal Welfare	12	31	0	23
Bus Service	8	18	2	17
CDBG	3	10	0	9
City Clerk	55	172	2	131
City Manager/Mayor	3	5	0	6
City Wide Garage Sale	0	4	2	6
Code Enforcement	78	208	0	134
Finance	0	8	0	9
Fire/Civil Defense	2	8	0	7
Human Resources	2	5	0	3
I.T.	1	10	0	10
Legal	2	9	2	12
Line Maintenance	15	61	0	48
Municipal Court	3	5	0	2
Noise Complaint	5	5	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	19	64	1	56
Permits/Inspections	19	56	1	41
Planning	3	19	0	20
Police/Parking	24	78	11	92
Public Works	16	49	0	50
Recycling	0	9	0	9
Sanitation	27	98	0	77
Sidewalks	0	4	0	4
Storm Debris	0	0	0	0
Storm Water	9	40	2	39
Streets	15	60	0	58
Street Lights	14	58	0	45
Traffic	13	36	1	30
Utilities	25	105	1	83
WC Questions	0	0	0	0
WC Violations	0	0	0	0
Total:	373	1235	25	1021

LICENSES

27 New licenses were issued during the month of October. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	1	Retail Beer	0	2
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	0	0	Retail Wine	0	0
Distiller	0	0	Salvage Yard	0	0
Food	7	13	Sidewalk Dining	0	0
Game Machines	0	0	Solicitor/Peddler (30 day)	0	1
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	2	4
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	2	8	Special Event	3	11
Medical Marijuana Grower	3	9	Strong Beer & Wine/Winemaker	4	4
Medical Marijuana Processor	0	1	Taxi/Motorbus/Limousine	1	2
Mixed Beverage	0	3	Temp Food (one day)	0	8
Mixed Beverage/Caterer	0	3	Temp Food (30 day)	2	10
Pawnbroker	0	0	Temp Food (180 day)	2	7
Pedicab	1	22	Transient Amusement	0	0
YTD License Total: 109					

NEW ESTABLISHMENT LICENSES

NAME	ADDRESS	LICENSE TYPE(S)
Amish Heirloom Furniture	3623 W. Main Street	Food
El Sombrero Mexican Restaurant	1424 W. Lindsey Street	Food
Haystack Coffee	1203 Elm Avenue	Food
Flying Couch	999 Outside of City	Pedicab
Green Plus Norman	3160 Classen Blvd.	Medical Marijuana Dispensary
Hollywood Spotlight Stadium 14	1100 Interstate Drive	Strong Wine/Beer
Home Sweet Grown	17501 Reynolds Lake Drive	Medical Marijuana Grower
The Honey Pot Shop	1035 36 th Avenue N.W.	Medical Marijuana Dispensary
I Drive Norman	4008 Bluestem Circle	Taxi Cab/Limo/Motorbus
Michelangelo's	207 E. Main Street	Strong Wine/Beer
Nompton Social	529 Buchanan Avenue	Food
Nompton Social	529 Buchanan Avenue	Mixed Beverage
Party City	552 Ed Noble Parkway	Food
Robinson Crossing 6	1300 Interstate Drive	Mixed Beverage
SDAG Agriculture	1501 E. Tecumseh Road	Medical Marijuana Grower
Slice House Pizzeria	1440 W. Lindsey Street	Food
Soul	6700 Coyote Trail	Medical Marijuana Grower
Triple X Chicken	757 Asp Avenue	Food

TEMPORARY FOOD PERMITS

180 DAY	30 DAY	1 DAY
Donut Man II	Big Biang Theory	
Taqueria San Tadeo	Disco Dogs Catering	

SOLICITOR/PEDDLER PERMITS			
60 DAY	30 DAY	30 DAY/OUTDOOR FIXED LOCATION	1 DAY
Edward Jones			
Sooner Bloomers			

SPECIAL EVENTS PERMITS		
3 DAY	2 DAY	1 DAY
		Groovefest
		Norman Arts Council
		Stash

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
9-4-19	Paul Zuck	Claim for damages to his vehicle caused by a City maintenance truck that had a blow out on the I-35/I-40 junction on August 20, 2019.	\$2,407.27
09-18-19	Daniel Kerr	Claim for damages to his windshield when a golf ball struck it on September 7, 2019, while he was driving westbound on Robinson Street near Westwood Golf Course.	\$249.00
09-23-19	Claims Management Resources (CMR) for OG&E	Claim for damages to a utility pole at 3901 Chautauqua Avenue, that was allegedly struck by a City vehicle on April 26, 2019.	\$8,805.00
09-27-19	Claims Management Resources (CMR) for OG&E	Claim for damages caused by a City crew to a buried cable located at 1710 Iowa Street on May 16, 2019.	\$3,330.99
9-30-19	Judy A. Turner	Claim for reimbursement of plumbing expenses and gas bill overcharge from September 4, 2019. Claiming a City employee that was mowing behind her residence at 2705 Cheyenne Way struck her gas meter.	\$208.00

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

A City Council Business and Community Affairs Committee meeting was held on September 5, 2019 to discuss the Cleveland County Continuum of Care efforts to address homelessness.

COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE

A City Council Community Planning and Transportation Committee meeting was held on September 26, 2019, to discuss the public transit ridership report for July & August, ridership fares, blocked crossing statute related to railroads, and zoning/licensing requirements for Medical Marijuana processors, disposal, and outdoor consumption.

FINANCE COMMITTEE

A City Council Finance Committee meeting was held on September 19, 2019, to discuss the City fee structure and revenue manual, FYE 2021 budget calendar, revenue/expenditure reports, and report on open positions.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on September 12, 2019, to continue the discussion regarding E-Scooters.

STUDY SESSIONS

A City Council Study Session was held on September 20, 2019, to discuss additional amendments to the Marijuana Ordinance.

SPECIAL SESSIONS

A City Council Special Session was held on September 3, 2019, to get an update on the Municipal Complex Renovation Project and to discuss pending litigation associated with Rodgers vs. City of Norman, Fleske Holding Company vs. City of Norman, and Tort claims related to sewer backups at 121 Olde Brook Court, 201 Olde Brook Court, and 213 Olde Brook Court.

A City Council Special Session was held on September 17, 2019, to discuss the Campus Corner Safety Plan, and pending litigation associated with Rodgers vs. City of Norman, CJ-2016-1185.

FACILITY MAINTENANCE

1A

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

Craft	Location	Data			
		Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201				
	Building A	85.00	\$1,075.25	\$0.00	\$1,075.25
	Building B	52.50	\$691.32	\$0.00	\$691.32
	Building C	115.50	\$1,546.34	\$0.00	\$1,546.34
	Building C	52.50	\$691.32	\$0.00	\$691.32
	Facility Maintenance	5.50	\$110.00	\$3,040.25	\$3,150.25
	Fire Station 2	1.00	\$20.00	\$0.00	\$20.00
	Fire Station 6	1.00	\$20.00	\$0.00	\$20.00
	Library	178.50	\$2,274.20	\$0.00	\$2,274.20
Custodial Total		491.50	\$6,428.42	\$3,040.25	\$9,468.67
Doors and Hardware	Administration Building-201				
	Animal Welfare	4.00	\$116.24	\$0.00	\$116.24
	Building B	1.00	\$29.06	\$0.00	\$29.06
	Building C	3.00	\$87.18	\$6.87	\$94.05
	Building C	1.00	\$29.06	\$0.00	\$29.06
	Irving Rec Center	1.00	\$29.06	\$0.00	\$29.06
	Library East	4.00	\$116.24	\$28.86	\$145.10
Doors and Hardware Total		14.00	\$406.84	\$35.73	\$442.57
Electrical	12th Avenue Rec Center				
	Animal Welfare	12.00	\$298.68	\$0.00	\$298.68
	Animal Welfare	5.00	\$151.10	\$0.00	\$151.10
	Building C	9.00	\$240.00	\$55.35	\$295.35
	Facility Maintenance	7.00	\$211.54	\$0.00	\$211.54
	Fire Station 4	6.00	\$149.34	\$389.96	\$539.30
	Fire Station 8	1.00	\$24.89	\$0.00	\$24.89
	Fleet Maintenance	40.00	\$1,011.60	\$257.27	\$1,268.87
	Irving Rec Center	11.50	\$310.22	\$115.48	\$425.70
	Library	8.00	\$220.44	\$0.00	\$220.44
	Lindsey Yard-Administration	1.00	\$24.89	\$0.00	\$24.89
	Little Axe Rec Center	0.00	\$0.00	\$15.16	\$15.16
	Parks-Community	18.50	\$559.07	\$236.01	\$795.08
	Parks-Griffin	17.50	\$518.19	\$463.74	\$981.93

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

Electrical	Parks-Reaves	22.50	\$677.63	\$164.75	\$842.38
	Santa Fe Depot	2.00	\$60.44	\$13.50	\$73.94
	Senior Citizens Center	15.00	\$416.68	\$80.35	\$497.03
	Traffic Control	8.00	\$199.12	\$0.00	\$199.12
	Transfer Station	1.00	\$24.89	\$0.00	\$24.89
	Westwood Clubhouse	5.00	\$151.10	\$2.50	\$153.60
	Westwood Golf Cart Storage Bldg.	4.00	\$99.56	\$0.00	\$99.56
	Westwood Tennis Center	5.00	\$140.44	\$21.06	\$161.50
Electrical Total		199.00	\$5,489.85	\$1,815.13	\$7,304.98
General Maintenance	Animal Welfare Tower Building B	4.00	\$116.24	\$0.00	\$116.24
	Fire Station 8	2.00	\$78.09	\$0.80	\$78.89
	Norman Investigations Center	3.00	\$74.67	\$4.99	\$79.66
	Norman Investigations Center	1.00	\$49.03	\$0.00	\$49.03
	Westwood Clubhouse	4.00	\$196.12	\$0.00	\$196.12
General Maintenance Total		14.00	\$514.15	\$5.79	\$519.94
Heating/Ventilation	12th Avenue Rec Center	4.00	\$120.88	\$0.00	\$120.88
	Administration Building-201	16.00	\$558.76	\$20.62	\$579.38
	Animal Welfare	22.00	\$664.84	\$131.25	\$796.09
	Building B	10.00	\$302.20	\$0.00	\$302.20
	Building C	4.00	\$120.88	\$0.00	\$120.88
	Facility Maintenance	2.00	\$60.44	\$0.00	\$60.44
	Fire Station 8	1.00	\$49.03	\$0.00	\$49.03
	Library	6.00	\$218.94	\$439.82	\$658.76
	Library East	10.00	\$490.30	\$3,107.00	\$3,597.30
	Lindsey Yard-Administration	3.00	\$90.66	\$0.00	\$90.66
	Line Maintenance	10.00	\$329.16	\$14.24	\$343.40
	Little Axe Rec Center	4.00	\$196.12	\$22,717.00	\$22,913.12
	Norman Investigations Center	4.00	\$120.88	\$0.00	\$120.88
	Senior Citizens Center	19.00	\$570.70	\$0.00	\$570.70
	Sooner Theatre	25.50	\$770.61	\$175.77	\$946.38
	Traffic Control	4.00	\$120.88	\$0.00	\$120.88
	Water Reclamation Facility-Main Cor	4.00	\$120.88	\$30.80	\$151.68
Heating/Ventilation /Air Conditioning Total		148.50	\$4,906.16	\$26,636.50	\$31,542.66

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

Lighting	12th Avenue Rec Center	2.00	\$49.78	\$0.00	\$49.78
	Administration Building-201	10.50	\$317.31	\$10.00	\$327.31
	Building A	5.00	\$147.62	\$33.59	\$181.21
	Building B	3.50	\$89.78	\$25.30	\$115.08
	Building C	7.50	\$226.65	\$141.30	\$367.95
	Fire Station 1	5.00	\$124.45	\$243.86	\$368.31
	Fire Station 8	8.00	\$199.12	\$50.31	\$249.43
	Firehouse Art Center	1.00	\$24.89	\$0.00	\$24.89
	Fleet Maintenance	8.00	\$199.12	\$10.12	\$209.24
	Irving Rec Center	8.00	\$220.44	\$218.40	\$438.84
	Library	18.00	\$522.64	\$161.47	\$684.11
	Parks-Griffin	2.00	\$49.78	\$0.00	\$49.78
	Police Range-Main Bldg	2.00	\$49.78	\$53.06	\$102.84
	Senior Citizens Center	3.00	\$90.66	\$20.58	\$111.24
Lighting Total		83.50	\$2,312.04	\$967.99	\$3,280.03
Miscellaneous	Administration Building-201	1.00	\$29.06	\$25.86	\$54.92
	Building C	3.00	\$87.18	\$0.00	\$87.18
	Facility Maintenance	50.00	\$1,569.40	\$868.87	\$2,438.27
	Norman Investigations Center	1.50	\$53.58	\$0.00	\$53.58
	Parks-Andrews	1.00	\$29.06	\$0.00	\$29.06
	Parks-Community	2.00	\$60.44	\$0.00	\$60.44
	Santa Fe Depot	3.00	\$87.18	\$0.00	\$87.18
Miscellaneous Total		61.50	\$1,915.90	\$894.73	\$2,810.63
Plumbing	Administration Building-201	13.00	\$377.78	\$222.98	\$600.76
	Animal Welfare	6.00	\$174.36	\$58.85	\$233.21
	Building A	9.00	\$261.54	\$601.06	\$862.60
	Building B	5.00	\$145.30	\$48.45	\$193.75
	Fire Station 2	3.00	\$87.18	\$0.00	\$87.18
	Fire Station 6	2.00	\$58.12	\$0.00	\$58.12
	Firehouse Art Center	2.00	\$58.12	\$24.25	\$82.37
	Fleet Maintenance	2.00	\$58.12	\$4.69	\$62.81
	Library	2.00	\$58.12	\$0.00	\$58.12
	Parks-Andrews	9.00	\$263.86	\$0.00	\$263.86

City of Norman Facility Maintenance

September 2019 Monthly Hourly Materials Cost Report

Plumbing	Parks-Community	21.00	\$610.26	\$133.47	\$743.73
	Parks-Griffin	2.00	\$58.12	\$24.25	\$82.37
	Senior Citizens Center	9.00	\$261.54	\$106.35	\$367.89
	Sooner Theatre	8.00	\$233.64	\$76.34	\$309.98
	Water Treatment Plant	2.00	\$58.12	\$0.00	\$58.12
	Westwood Clubhouse	2.00	\$58.12	\$20.52	\$78.64
	Westwood Pool	3.00	\$87.18	\$94.73	\$181.91
	Westwood Tennis Center	3.00	\$87.18	\$2.71	\$89.89
Plumbing Total		103.00	\$2,996.66	\$1,418.65	\$4,415.31
Grand Total		1115.00	\$24,970.02	\$34,814.77	\$59,784.78

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS				
		1/11/2019		
Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
FIRE				
EF0180; BP0356	Fire Admin Remodel	\$0	\$20,000	Capital Fund 50
UTILITIES				
WW00065	WRF Phase 2 Improvements	\$0	\$300,000	Sewer Excise Tax 322
WW00065	WRF Phase 2 Improvements	\$0	\$570,000	Water Reclamation Fund 032
WW0169	WRF Digester Boiler	\$0	\$45,000	Water Reclamation Fund 032
WW0171	WRF Primary Sludge Thickener	\$0	\$30,000	Water Reclamation Fund 032
WW0309	WRF Replace Grit Classifier	\$0	\$15,000	Water Reclamation Fund 032
PARKS AND RECREATION				
NFB018	Westwood Family Aquatics Center	\$0	\$300,000	Norman Forward Fund 051
NFB001	Griffin Park Renovation Phase I Field Grading & Lighting	\$0	\$0	Norman Forward Fund 051
CITY MANAGER				
NFB017	Eastside Library	\$0	\$280,000	Norman Forward Fund 051
PUBLIC WORKS				
NFB008	James Garner and Acres Intersection	\$0	\$8,275.35	Norman Forward Fund 051
POLICE	none			
INFORMATION TECHNOLOGY				
IG0071	City Center Core Replacement	\$0	\$0	Capital Fund 50
PLANNING	none			
CITY CLERK	none			
Notes				
* Source of information Project Managers.				
** Project numbers correspond to the projects identified in the adopted Capital Improvements Budget.				

COMMUNITY RELATIONS

2B

Community Relations Office
September 2019

[illegible]

NORMAN FORWARD 2C



ADG. PC
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MONTHLY REPORT – SEPTEMBER 2019

NORMAN FORWARD

DATE: October 1, 2019

PROJECT: NORMAN FORWARD

PROJECT NO: 16-003

REPORT PERIOD: September 1 through September 30, 2019

WORK THIS MONTH

1. Tuesday, September 3, 2019 | 11:00 a.m. | Central Library OAC
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, September 3, 2019 | 3:00 p.m. | Indoor Facilities Kick-Off Meeting
 - a. Meeting between City of Norman, ADG, and FSB to discuss pre-design of Indoor Aquatic, Indoor Multi-Sport, and Senior Center
3. Wednesday, September 4, 2019 | 9:00 a.m. | East Library Conference Call
4. Wednesday, September 4, 2019 | 5:00 p.m. | Senior Center Ad Hoc Meeting
5. Thursday, September 5, 2019 | 3:00 p.m. | Griffin Park OAC
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
6. Monday, September 9, 2019 – Tuesday, September 10, 2019 | 8:00 a.m. | Central Library Punch Walk led by MSR
 - a. ADG assisted MSR and Flintco in conducting a punch walk of the library
7. Monday, September 9, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
8. Monday, September 9, 2019 | 9:00 a.m. | Central Library Fire Marshal Inspection
9. Tuesday, September 10, 2019 | 4:00 p.m. | Reaves Park Conference Call
10. Wednesday, September 11, 2019 – Friday, September 13, 2019 | 8:00 a.m. | Central Library Furniture Punch Walk led by MSR
 - a. ADG assisted MSR in conducting a punch walk of library furniture
11. Wednesday, September 11, 2019 | 4:00 p.m. | Reaves Park Ad Hoc Meeting
12. Thursday, September 12, 2019 | 8:00 a.m. | Central Library Landscape Punch Walk led by Ten x Ten
13. Thursday, September 12, 2019 | 9:00 a.m. | Central Library Grand Opening Meeting
14. Thursday, September 12, 2019 | 12:00 p.m. | Central Library Discussion/Lunch
15. Thursday, September 12, 2019 | 3:00 p.m. | Griffin Park OAC
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
16. Friday, September 13, 2019 | 12:30 p.m. | ADG / Kathryn Walker Meeting



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17. Friday, September 13, 2019 | 1:00 p.m. | Central Library Safe Room Training
18. Monday, September 16, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
19. Monday, September 16, 2019 – Tuesday, September 17, 2019 | 8:00 a.m. | Central Library MEP Punch Walk led by Modus
20. Tuesday, September 17, 2019 | 10:00 a.m. | Central Library Furnishings Update
 - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
21. Tuesday, September 17, 2019 | 11:00 a.m. | Central Library OAC
 - a. Weekly discussion of project schedules, budgets, and critical issues
22. Tuesday, September 17, 2019 | 2:00 p.m. | Ruby Grant VE Option Conference Call
23. Tuesday, September 17, 2019 | 3:00 p.m. | Central Library Conference Call
 - a. Meeting to discuss the FFE manufacturer discrepancy concerning furniture whips
24. Tuesday, September 17, 2019 | 6:00 p.m. | Senior Ad-Hoc Meeting
25. Wednesday, September 18, 2019 | 11:00 a.m. | ADG / Ray Young Meeting
26. Wednesday, September 18, 2019 | 6:00 p.m. | Senior Center Workshop
27. Thursday, September 19, 2019 | 9:00 a.m. | Central Library Grand Opening Meeting
28. Thursday, September 19, 2019 | 10:00 a.m. | Reaves Park Discussion
29. Thursday, September 19, 2019 | 4:00 p.m. | Indoor Aquatics Ad-Hoc
30. Monday, September 23, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
31. Monday, September 23, 2019 | 3:00 p.m. | Reaves Park Conference Call
32. Tuesday, September 24, 2019 | 10:00 a.m. | Central Library Furnishings Update
 - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
33. Wednesday, September 25, 2019 | 9:00 a.m. | Griffin Park OAC and Site Walk
 - a. Bi-weekly meeting and site walk to discuss project schedules, budgets, and critical issues
34. Wednesday, September 25, 2019 | 1:30 p.m. | Central Library Lighting Controls Owner Training
35. Wednesday, September 25, 2019 | 3:30 p.m. | Ruby Grant Ad-Hoc Meeting
36. Thursday, September 26, 2019 | 9:00 a.m. | Central Library Grand Opening Meeting
37. Monday, September 30, 2019 | 3:00 p.m. | CFOB Meeting
 - a. ADG presented Norman Forward project financial data tracking
38. Central Library FFE Delivery and Installation Coordination and Oversight:
 - a. Tuesday, September 3, 2019 | L&M Office Furniture Punch Walk
 - b. Tuesday, September 3, 2019 – Tuesday, September 10, 2019 | Cultural Surroundings Phase I Installation
 - c. Monday, September 9, 2019 – Tuesday, September 10, 2019 | MSR Punch Walk
 - d. Monday, September 9, 2019 – Friday, September 13, 2019 | Furniture Marketing Group Installation



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- e. Thursday, September 5, 2019 – Friday, September 6, 2019 | Merrifield Office Plus Installation
- f. Monday, September 23, 2019 – Tuesday, September 24, 2019 | Copelin's Phase II Installation
- g. Thursday, September 26, 2019 | L&M and JSI Walk to Review Punch List Items
- h. Friday, September 27, 2019 | Merrifield Phase II Delivery
- i. Monday, September 30, 2019 | Buffalo Table Delivery and Installation
- 39. August 2019 Construction Observation Site Visits
 - a. Norman Central Library: 13
 - b. Griffin Phase 3 Reduced Scope: 9

WORK ANTICIPATED THE UPCOMING MONTH (OCTOBER 2019)

- Central Library ongoing construction – awaiting TCO
- Central Library Furniture Delivery
- Griffin Park Master Plan Phase III (a) ongoing construction
- Griffin Park Master Plan Phase III (b) construction documents and bidding
- Reaves Park budget, field enhancements and Schematic Design, Phase 1 approved by Ad Hoc
- Parks & Recreation Maintenance Facility programming and cost estimating
- Bus Facility programming and cost estimating
- Ruby Grant Park bidding complete, waiting GMP approval by City Council
- Indoor Aquatic Facility discussion of site location by Council
- Indoor Multi-Sport Facility discussion of site location by Council
- Senior center programming and Ad-Hoc participation
- Softball and Football consultant selection
- Continued development of standardized contracts for use with architectural, design, and construction consultants
- Continued discussion of project budgets

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. Issues: No known issues
- Westwood Family Aquatic Center
 - a. Schedule: Opening Celebration on May 26, 2018
 - b. Budget: Final Pay App approved on July 24, 2018
 - c. In operation
- Griffin Park Phase IIIA



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- a. Schedule: Under construction
 - b. Budget: Within budget
 - c. Issues: No known issues
- Reaves Park Phase I
 - a. Schedule: Design waiting Ad-Hoc approval
 - 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: GMP accepted by Ad Hoc group on September 25, 2019
 - b. Budget: Currently in VE
 - c. Issues: No known issues
- Indoor Multi-Sport Facility
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: site/operator/MOU determination
- Senior Center
 - a. Schedule: Programing started
 - 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: Adopted on June 28, 2016
 - d. Issues: No known issues
 - Continued discussion regarding operator for indoor multi-sport facility
 - Continued discussion regarding operator for indoor aquatic center
 - Continued discussion regarding indoor aquatic center operating budget
 - Continued discussion regarding indoor aquatic center capital improvements responsibility
 - Continued discussion regarding senior center budget/funding source
 - Continued discussion regarding senior center operator/fees

CITY OF NORMAN

Department of Finance Monthly Report – September 2019

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

Treasury Division:

In the month of September, the Treasury division processed 26,556 total payments. The Treasury division processed 1,512 credit card utility payments, an increase of 2.6% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,617 credit card utility payments, a decrease of 2.8% from last month. Utility customers also have the option of paying on the City of Norman website. There were 6,832 credit card payments made on the internet in September, an increase of 2.4% from last month. The Municipal Court processed 732 credit card payments for court fines, an increase of 4.4% 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 \$26,310 in convenience fees in the month of September with a fiscal year-to-date total of \$81,115.

Utility Services Division:

The Meter Reading Division read 37,886 meters. Out of 77 meter reading routes, 62 (80%) were read within the targeted 30-day reading cycle. 69 routes (89%) were read by the 31st day and all routes were read by the 33rd day. Seven routes were estimated in September.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of September by -11%. Revenues from the City's largest single source of revenue, sales tax, are below target by -10% for the year to date and .01% 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	\$11,206,212	\$10,037,131	\$10,036,320	\$9,507,659
General Fund Revenue	\$20,753,562	\$18,358,470	\$17,762,598	\$17,264,466
General Fund Expenses	\$22,749,382	\$26,109,399	\$17,075,397	\$16,718,402

Administration Division

	FYE 20		FYE 19	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	960.00	320.00	960.00
Total Comp Time Available	0.00	0.00	0.00	0.25
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	960.00	320.00	960.25
Benefit Hours Taken	36.00	167.00	16.00	64.00
TOTAL ACCOUNTABLE STAFF HOURS	284.00	793.00	304.00	896.25
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	
	September	YTD	September	YTD
Total Regular Hours Available	960.00	2,880.00	968.00	2,888.00
Total Comp Time Available	12.50	53.75	18.00	47.50
Total Overtime Hours	2.00	2.00	18.00	27.50
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	 974.50	 2,935.75	 1,004.00	 2,963.00
Benefit Hours Taken	100.00	336.75	75.50	458.00
 TOTAL ACCOUNTABLE STAFF HOURS	 874.50	 2,599.00	 928.50	 2,505.00
 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	5.00	15.00	5.00	5.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 15.00	 5.00	 5.00

CITY REVENUE REPORTS

3B

City Revenue Report

FYE 20
September

FYE 20
August

Total Revenue Received (\$)	\$5,120,180	\$4,827,723	\$292,457
Utility Payments - Office (#)	32,069	39,969	(7,900)
Utility Payments - Office (\$)	\$4,666,470	\$4,277,538	\$388,932
Lockbox (#)	15,849	16,900	(1,051)
Lockbox (\$)	\$2,058,095	\$1,837,769	\$220,326
IVR Credit Card (#)	1,617	1,663	(46)
IVR Credit Card (\$)	\$168,582	\$165,062	\$3,520
Click to Gov (#)	6,832	6,669	163
Click to Gov (\$)	\$736,365	\$643,716	\$92,649
UT Credit Card Payments (#)	1,488	1,474	14
UT Credit Card Payments (\$)	\$166,556	\$157,923	\$8,633
Art Donations (#)	79	83	(4)
Art Donations (\$)	\$232	\$258	(\$26)
Bank Draft Payments (#)	9,072	8,461	611
Bank Draft Payments (\$)	\$1,113,955	\$844,525	269,430
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	46	72	(26)
Processed Return Checks (\$)	(\$5,346)	(\$9,395)	\$4,049
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$139,419	\$437,785	(\$298,366)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$265,069	\$267,826	(\$2,757)
Municipal Court - Credit Card (#)	732	701	31
Municipal Court - Credit Card (\$)	\$131,461	\$131,440	\$21
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$140,874	\$221,247	(\$80,373)
Building Permits Credit Card (#)	193	228	(35)
Building Permits Credit Card (\$)	\$71,066	\$73,493	(\$2,427)
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$3,121	\$2,815	\$306
Occupational License - Bldg Insp. CC (#)	13	16	(3)
Occupational License - Bldg Insp. CC (\$)	\$1,921	\$2,115	(\$194)
Business License - City Clerk (\$)	\$7,320	\$8,765	(\$1,445)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	7,974	7,527	447
Convenience Fees - All Payments (\$)	\$23,922	\$22,581	\$1,341
Bank Drafts Billed (#)	8,470	8,496	(26)
Bank Drafts Billed (\$)	\$1,045,723	\$1,069,422	(\$23,699)
Interdepartmental Billing (#)	166	175	(9)
Interdepartmental Billing (\$)	\$42,805	\$47,058	(\$4,253)
Accounts Receivable Billed (\$)	\$335,292	\$164,341	\$170,951

Budget Services Division

	FYE 20		FYE 19	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	480.00	160.00	792.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	160.00	480.00	160.00	792.00
Benefit Hours Taken	8.00	32.00	8.00	336.00
TOTAL ACCOUNTABLE STAFF HOURS	152.00	448.00	152.00	456.00
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	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	2,400.00	672.00	1,952.00
Total Comp Time Available	19.50	62.25	2.00	2.00
Total Overtime Hours	14.00	47.50	62.50	201.75
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	 833.50	 2,509.75	 736.50	 2,155.75
Benefit Hours Taken	137.50	453.00	79.00	339.00
 TOTAL ACCOUNTABLE STAFF HOURS	 696.00	 2,056.75	 657.50	 1,816.75
 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

UTILITY 3C

Utility Division

	FYE 20		FYE 19	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,560.00	7,680.00	2,240.00	7,088.00
Total Comp Time Available	17.25	28.75	0.00	41.00
Total Overtime Hours	43.25	137.50	45.25	117.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,620.50	7,846.25	2,285.25	7,246.75
Benefit Hours Taken	489.25	1,071.75	322.75	1,129.25
TOTAL ACCOUNTABLE STAFF HOURS	2,131.25	6,774.50	1,962.50	6,117.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 20		FYE 19	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	478.00	160.00	480.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	9.25	30.25	7.25	15.75
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	169.25	508.25	167.25	495.75
Benefit Hours Taken	42.00	99.50	53.00	85.00
TOTAL ACCOUNTABLE STAFF HOURS	127.25	408.75	114.25	410.75
PERMANENT PART-TIME				
Total Regular Hours Available	120.00	347.00	115.00	330.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	2.50	5.50	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	122.50	352.50	115.00	330.00
Benefit Hours Taken	11.00	18.00	31.00	64.00
TOTAL ACCOUNTABLE STAFF HOURS	111.50	334.50	84.00	394.00
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 September	FYE 20 August
Mail Payments - Lockbox	15,849	16,900
Mail Payments - Office	366	297
Mail Payments - Subtotal	16,215	17,197
Night Deposit	380	287
Click-to-Gov Payments	6,832	6,669
IVR Payments	1,617	1,663
Without assistance payments - Subtotal	8,829	8,619
Drive-up window & inside counter	0	0
Credit Card machine payments (swipe)	916	911
Credit Card machine payments (phone)	596	563
With assistance payments - Subtotal	1,512	1,474
Total Payments Processed - Subtotal	26,556	27,290
Bank Draft (ACH) Payments	9,072	8,461
Total Payments (Utility)	35,628	35,751
Total Convenience Fees - all Payments	7,974	7,527
Grand Total Payments	43,602	43,278

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

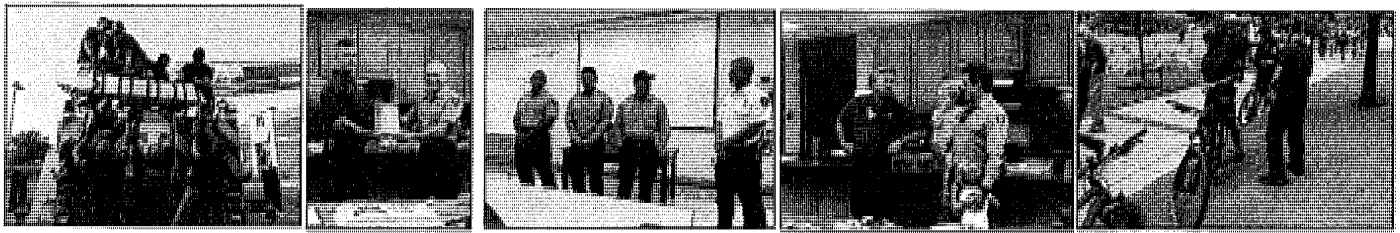
	FYE 20		FYE 19	
	September	YTD	September	YTD
Number of Meters Read	37,886	119,410	32,321	111,724
New Service	644	2,857	545	2,704
Request for Termination	607	2,730	573	2,663
Delinquent On(s)	257	808	181	556
Delinquent Offs	404	1,249	302	912
Collect Deposit Tags Hung	58	88	11	39
Collect Deposit Cut Offs	17	25	4	12
Blue Tags	15	66	17	43
Number of Meters Re-read	1,337	4,635	1,235	3,852
Meters Cleaned	105	321	101	297
Customer Assists	97	279	89	287
Meters Pulled	0	0	2	3
Meters Re-set	0	0	0	1
Meter Exchanges	60	233	39	103
TOTAL	41,487	132,701	35,420	123,196

Utility Division Activity Report

	FYE 20		FYE 19	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,882	42,538	42,184	41,691
New Ons	1,111	1,308	1,327	1,338
Final Accounts Billed	659	1,055	709	1,083
TOTAL ACCOUNTS BILLED	44,652	44,901	44,220	44,112

FIRE DEPARTMENT

4



NFD Monthly Progress Report September 2019

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	16	1.11%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.07%
3 - Rescue & emergency	936	65.05%
4 - Hazardous Conditions (No Fire)	36	2.50%
5 - Service Call	131	9.10%
6 - Good Intent Call	258	17.93%
7 - False Alarm & False Call	46	3.20%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.07%
Incomplete Reports	14	0.97%
Total Incident Count (Unique Calls)	1439	100.00%
Number of Total Unit Responses	1774	

Total Fire Loss \$123,840.00

Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	255	282	0:04:42
Station #2	229	306	0:05:06
Station #3	260	332	0:05:32
Station #4	175	336	0:05:36
Station #5	53	470	0:07:50
Station #6	49	516	0:08:36
Station #7	114	333	0:05:33
Station #8	90	331	0:05:31
Station #9	208	394	0:06:34

Community Outreach

Tours	5	Station Tours, School/Daycare Visits (Approx 186 total)
Community/Special Events	11	Cleveland Co Fair, United Way bake sale, Parades, Festivals, Events
Ride Alongs	2	Martin Muldrow

Burn Permits

Burn Permits Issued	107	Total of 14 burn days
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Training

Total Personnel Training Hours	5131	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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NFD Monthly Progress Report

September 2019

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9	
Chief 301	13	2	2			1	1	2	4	1	
Chief 302	27	4	6	3	2			5	6	1	
Chief 303	25	5	6	1	3		1	5	2	2	
Chief 304	16	2	5	2			1	4	2		
Engine 1	268	251		3	1		1	4	4	4	
Brush 1	3	2							1		
Engine 2	242	3	227	1	4		1	4	2		
Brush 2	7		5	1					1		
Engine 3	277	3	3	260			1	5	2	3	
Brush 3	2			2							
Engine 4	195	2	4		173			5	9	2	
Brush 4	5						2			3	
Engine 5	53							52		1	
Brush 5	45						44	1			
Engine 6	30	1		1			4	20		4	
Brush 6	59	2		1			4	48		4	
Rescue 7	1		1								
Squad 7	155	9	15	3	4			1	110	10	3
Engine 8	102	1	2		2				8	89	
Brush 8	6		2		1		1	2			
Tanker 8	3					1	1		1		
Engine 9	218	8		4			1	1		204	
Brush 9	4	2		1							1
Tanker 9	4	1					1	1			
Ladder 9	8	1			1				2	3	1
Fire Marshal 2	1										
Fire Marshal 3	2		1								
Fire Marshal 4	2		1				1				
Fire Marshal 5	1										
	1774	299	280	283	193	107	80	156	145	233	

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		118	120
Re-Inspections		30	28
Residential Inspections			
Plan/Platt Review		60	73
Company Inspections			
Re-Inspections			
Total Inspections		148	148

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries		21	16.5
Smoke Detectors Installed			

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		7	67
Fire Education Classes		3	1

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		66	62
Investigations		11	17
Investigative Activities		14	44.5
Miscellaneous/Special	Bomb Team Training, NIMS ICS training, Pub Ed event Avara Safety Conference		

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: September 2019
Mitigation:	
Hazard Mitigation Plan	Approved by State 08-06-2019 Sent to FEMA for approval
Preparedness:	
Kick off on the Corner	09-01, provided full First aid station and cooling station for the Campus Corner Merchants
Amateur Radio Testing	First Thursday evening each month at Norman Fire Training Center
Bureau of Reclamation Exercise	09-10, Table top dealing with issues involving Lake Thunderbird and the DAM. Flooding of occupied recreation areas and Lake Draper effect on Norman
Local Emergency Planning Committee Meeting	09-11, Provided back briefing on the Youth Preparedness Camp
SW Area Emergency Managers meeting	09-12, discussion on Emergency Management Performance Grant
Meeting with State EM on State and Local Assistance Program	09-13
Amateur Radio Meeting	09-14 moved to 09-21
Elmer Night each Tuesday evening at the Red Cross Building	A night dedicated for hands on assistance with Amateur Radio projects
Norman Public Schools Safety Advisory Committee meeting	09-18
Medical Reserve CORPS Conference Call	09-19, discussion on reestablishing the local grant program
Provided interview to college student on choice of professional career.	09-23
Training on New system for accounting	09-24
Meeting with the VA Center on Preparedness	09-27
Response:	
N/A	
Recovery:	
N/A	

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
September, 2019

ADMINISTRATION/LABOR RELATIONS

- A. Grievances (active AFSCME and Non-Union)**
- FYE20-03 – Salley (Animal Control) - Discipline
 - FYE20-02 – Gulley, Sewell, Gilleland (Treasury) - Reclassifications
 - FYE19-10 – Adams (Engineering) – termination – Arbitration has been scheduled
- B. Collective Bargaining**
- Held one (1) FY20 negotiation sessions with AFSCME
 - Provided the updated FYE20 collective bargaining agreement to the City Manager and the FOP President for signatures
- C. Administrative Support**
- Processed Monthly Department Report
 - Compiled and distributed September 2019 Employee Newsletter
 - Processed invoices and reconciled expense accounts
 - Distributed FYE 20 FOP contract & updated City website
 - Attended/Summarized one (1) negotiation session
 - 1 – AFSCME

PERSONNEL ACTIONS

New Hires – 19

Dept./Div.	Position	Number of Employees
Planning/Admin	Planner II	1
Public Works/Engineering	Construction Inspector	1
Public Works/Fleet	Fleet Service Writer	1
Public Works/Fleet	Public Works Supervisor	1
Utilities/Sewer Line Maint.	Utility Collection Worker I	4
Utilities/Sanitation	Sanitation Worker I	1
Utilities/Water Line Maint.	Utility Distribution Worker I	1
Public Works/Fleet	Mechanic II	2
Police/Emergency Comm.	Communications Officer I	1
Parks/Westwood Golf	Golf Course Laborer (PPT)	1
Police/Animal Welfare	Animal Welfare Technician (PT)	1
Public Works/Fleet	Mechanic Apprentice (PT)	1
Parks/Recreation	Intern (PT)	1
City Manager	Councilmember (PT)	1
Parks/Recreation	Tennis Shop Attendant (PT)	1

Separations – 13

Dept./Div.	Position	Number of Employees
City Manager/Admin	Development Coordinator	1

Police/Animal Welfare	Animal Welfare Tech	1
Fire/Suppression	Firefighter	1
Public Works/Streets	Maintenance Worker I	1
Police/Emergency Comm	Communications Officer II	1
Police/Patrol	Master Police Officer	1
Parks/Park Maint.	Maintenance Worker I	1
Parks/Recreation	Recreation Leader I (PPT)	1
Utilities/Water Treatment	Laborer (PT)	1
Parks/Westwood Golf	Laborer (PT)	2
Parks/Westwood Golf	Food and Beverage Tech I	2

SURVEYS

Responded to the following surveys:

- Owassa Management Survey

RECRUITMENT

Accepted applications for the following positions:

- Communications Officer I, Police/Emergency Comm. Bureau
- Budget Technician, Finance Department
- Transit Fleet Specialist, Public Works/Fleet
- Sanitation Worker I, Utilities/Sanitation
- Utility Distribution Worker I, Utilities/Water Line Maintenance
- Planner II, Planning & Community Development
- Permit Manager, Planning & Community Development
- Utility Collection Worker I, Utilities/Sewer Line Maintenance
- System Administrator/Security Analyst, Information Technology
- Mechanic II (Transit), Public Works/Fleet Management
- Forester, Parks & Recreation/Forestry
- Sustainability Coordinator, City Manager
- Environmental Services Assistant, Utilities/Environmental Services
- Tradesworker, City Clerk/Facility Maintenance
- Animal Welfare Technician, Police/Animal Welfare
- GIS Utilities Technician, Utilities/Administration
- Utility Billing Services Representative, Finance/Utility Services
- Crew Chief, Public Works/Streets
- Benefits Specialist, Human Resources
- Recreation Leader I (PPT), Parks & Recreation/Recreation
- Golf Course Laborer (PPT), Parks & Recreation/WW Golf Course
- Custodian (PPT), City Clerk's Office/Facility Maintenance
- Transit Support Technician (PT), Public Works/Fleet
- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Food & Beverage Tech I (PT), Parks & Recreation/Recreation
- Food & Beverage Tech II (PT), Parks & Recreation/Recreation
- Recreation Center Specialist (PT), Parks & Recreation/Recreation
- Mechanic Apprentice (PT), Public Works/Fleet Management

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	400	Written Exams	1
Phone	480	Practical Testing/Assessment Center	1
Mail	255	Panel Board Interviews	9
Email	190	Promotions	2
Total Subscribers on E-mail Vacancy List	2141	Oral Interviews	2
Total Visits to City of Norman HR website	392	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	22	Advertisements Placed	6
Pre-Employment Drug Screens	8	Applications Received	164
Pre-Employment Physicals	9	Job Announcements Emailed	25
Pre-Employment OSBI	11	Job Announcements to CON Depts.	270

TRAINING AND DEVELOPMENT

Conducted training for fourteen (14) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social Media policies.

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

SAFETY

- Safety material documents were sent to divisions each week
- Conducted fourteen (14) new employee orientations
- Conducted three (3) Return to Work meetings (Line Maint./Streets/Parks)
- Conducted one (1) Fitness for Duty meeting for Streets
- Safety meetings were held for all departments covering Personal Protective Equipment

Recordable Injuries – 8

Dept./Division	Nature of the injury	Activity	Prognosis
Fire/Suppression	Right shoulder strain	Strained shoulder lifting medical bag	Work restrictions
Fire/Suppression	Strained left hamstring	Hamstring popped lifting patient into ambulance	Work restrictions
Fire/Suppression	Strained right knee	Sharp pain felt going upstairs	Work restrictions
Parks & Rec./ Park Maint.	Strained left knee & right wrist	Tripped over tents landing on left knee and right wrist	Work restrictions
Police/Cadet	Strained left Achilles tendon	Cadet's Achilles tightened during running exercise	Work restrictions
Police/Patrol	Right shoulder strain	Injured shoulder taking suspect to ground	Work restrictions

Police/Patrol	Left ankle fracture	Fell through attic onto ground of the garage floor at suspect's home	Work restrictions
Public Works/ Street Maint.	Lumbar strain	Tractor tipped mowing and caused back to be injured	Work restrictions

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

2019	2018	2017
47	71	59

Vehicle Collisions - 0

Division	Description of Collision	Status
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Cumulative number of "at fault" Vehicle Collisions per fiscal year:

2020	2019	2018	2017	2016	2013
0	8	5	17	13	10

CITY OF NORMAN

Information Technology Department
Monthly Report – September 2019.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court. Munis for Finance is currently in the implementation phase, Advanced Utilities for utility billing began in March 2019.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalizing purchases and began implementation and testing in March FYE19.
Website Rebuild/Redesign	Our current design is 9 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Implementation: The City has selected Interpersonal Frequency to lead the redesign https://ifsight.com/ . The new site is set to launch in April 2020.
Fiber Optic Installation for redundant loop	Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.	In Construction: Phase I complete. Phase II completed in March 2019. Configuration and redirection of the data loop(s) are in progress.

Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Complete.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	Ongoing
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	Contract approved by City Council Feb 2019 – work to began July 2019. The datacenter air should be complete by September 2019.
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centrac	In Progress
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress

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

Support Tickets:

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

Mass Communications:

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

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 708,727 attempted incoming and 85,555 outgoing messages for the month of September 2019. Incoming messages totaling 547,979 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 80% of our inbound mail, which continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor the situation on a monthly basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of September 2019, the City of Norman's web site had 83,445 individual web sessions access the web site for 200,514 total page views. Of those sessions, 43,370 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. When complete (set for April 2020), the site will have reduced and more relevant information as well as the ability to function from mobile devices and tablets.

ERP Project Implementation Progress:

The chart below shows the current progress of the ERP Implementation Project. The project began in January of 2018 and is expected to run through the second quarter of 2021. The City Council has approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced automated services and web services for our citizen base as well as the employees who use and track their daily work with these business systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems) and Municipal Court software (Incode), and is currently working to implement Finance software (Munis) and Utility Billing software (CIS Infinity). Daily work continues on the Finance software package, which is due to be implemented by November of 2019, and Utility Billing by April of 2020. IT has begun implementation of the new work/inventory tracking order system (EAM). Server installation and configuration for Planning and Community Services (CityView) application is set to start in August of 2019, due for completion in November of 2020.

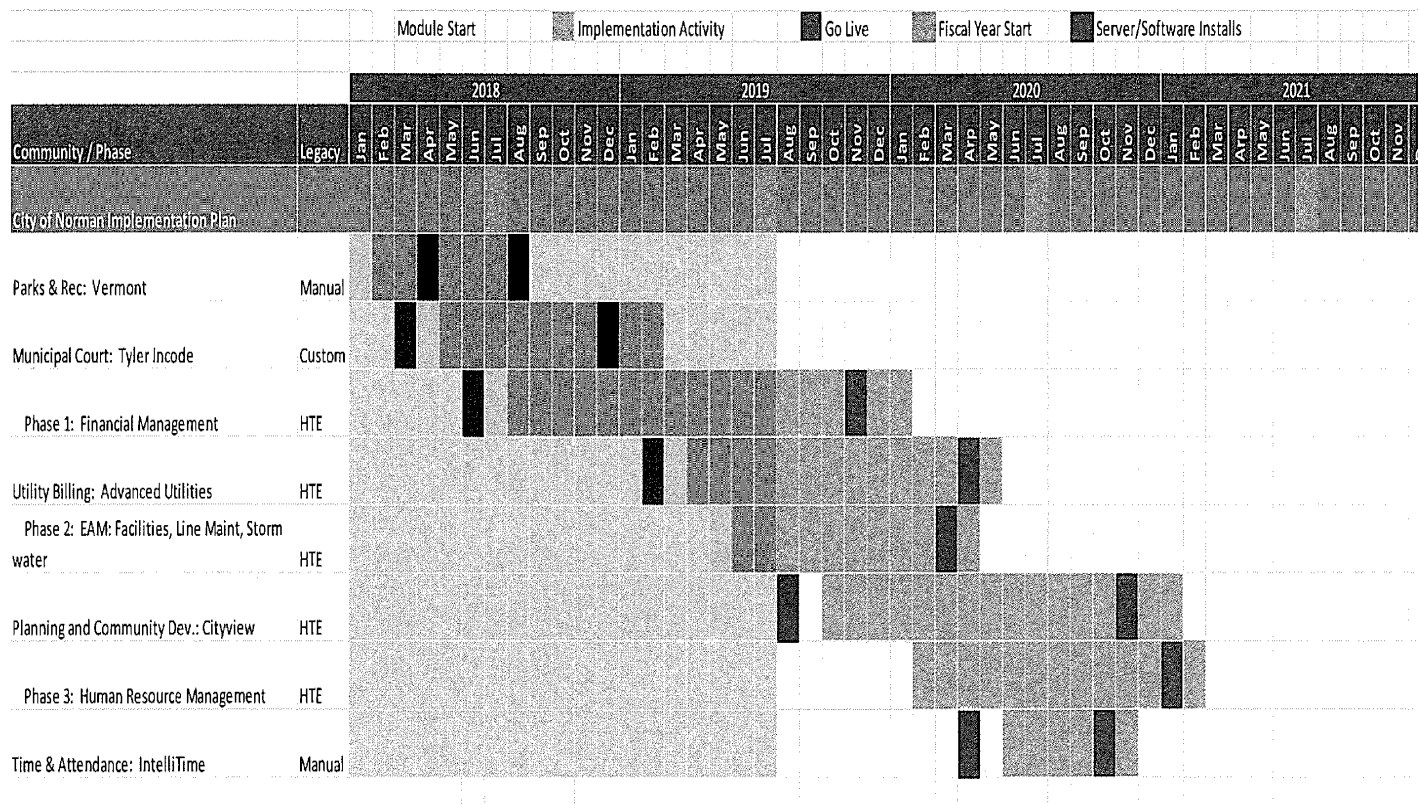
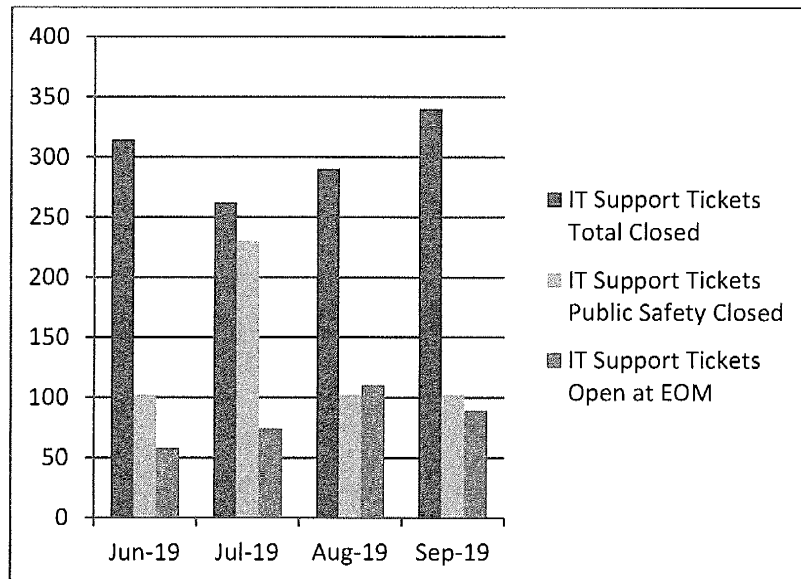


Table 1**Table 2**

Sept 2019 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	25	1	25
Job Posting	2141	1	2141
Norman News	1015	16	16240
Westwood Golf	629	1	629
Westwood Golf Members	36	1	36
Westwood Men's Clinic	17	1	17
Westwood Men's Golf Assoc.	71	1	71
Westwood Women's Clinic	26	1	26
Westwood Women's Golf Assoc.	4	1	4
Totals	3964	24	19191

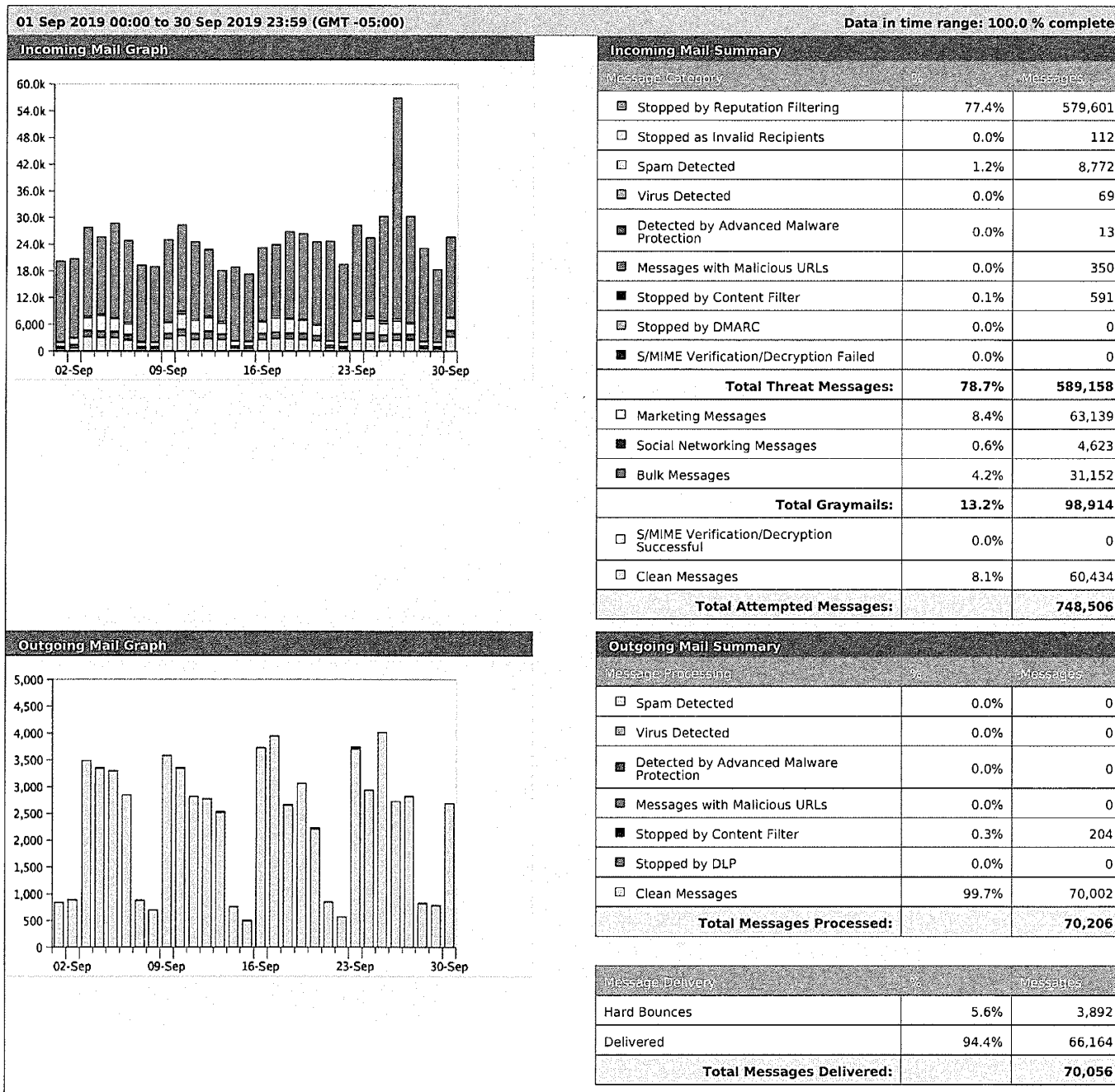
I.T. Table 3



EMAIL SECURITY APPLIANCE

Executive Summary


mail.ci.norman.ok.us




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

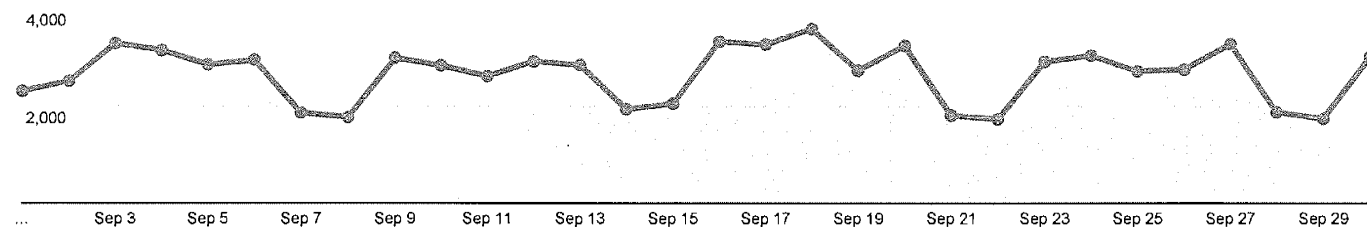
Site Traffic I.T. Table 4

Sep 1, 2019 - Sep 30, 2019

 All Users
100.00% Sessions

Report Tab

 Sessions



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	79,705 % of Total: 100.00% (79,705)	2.42 Avg for View: 2.42 (0.00%)	192,514 % of Total: 100.00% (192,514)	52,828 % of Total: 100.00% (52,828)	42,281 % of Total: 100.06% (42,257)	45.76% Avg for View: 45.76% (0.00%)	00:01:25 Avg for View: 00:01:25 (0.00%)
1. 18	3,573 (4.48%)	2.29	8,174 (4.25%)	3,178 (4.60%)	2,086 (4.93%)	51.61%	00:01:28
2. 16	3,317 (4.16%)	2.59	8,597 (4.47%)	2,748 (3.98%)	1,518 (3.59%)	41.48%	00:01:21
3. 03	3,291 (4.13%)	2.57	8,460 (4.39%)	2,831 (4.10%)	1,698 (4.02%)	42.33%	00:01:30
4. 27	3,265 (4.10%)	2.51	8,188 (4.25%)	2,820 (4.08%)	1,754 (4.15%)	47.93%	00:01:16
5. 17	3,261 (4.09%)	2.30	7,502 (3.90%)	2,863 (4.14%)	1,657 (3.92%)	45.78%	00:01:20
6. 20	3,232 (4.05%)	2.35	7,594 (3.94%)	2,850 (4.13%)	1,962 (4.64%)	54.39%	00:01:19
7. 04	3,140 (3.94%)	2.56	8,032 (4.17%)	2,709 (3.92%)	1,589 (3.76%)	42.04%	00:01:20
8. 24	3,029 (3.80%)	2.49	7,528 (3.91%)	2,577 (3.73%)	1,586 (3.75%)	42.23%	00:01:28
9. 30	3,008 (3.77%)	2.64	7,949 (4.13%)	2,622 (3.80%)	1,546 (3.66%)	39.63%	00:01:27
10. 09	2,985 (3.75%)	2.75	8,196 (4.26%)	2,544 (3.68%)	1,508 (3.57%)	40.57%	00:01:23

Rows 1 - 10 of 30

MONTHLY REPORT - LEGAL DEPARTMENT
September 2019 Report
(Submitted October 11, 2019)

MONTHLY HIGHLIGHTS:

FOP Grievance FYE 17 – (Holiday Pay – President’s Day 2017)

FOP Grievance FYE 18 – (Holiday Pay – Labor Day 2017)

FOP Grievance FYE 18 – (Holiday Pay – Christmas 2017)

These grievances involve the amount of pay police officers receive when they are called back to duty on a holiday. The FOP Contract provides that the maximum rate of pay can never be more than 3 times an officer’s regular rate. FOP’s construction of the contract was not consistent with this limitation. On September 16, 2019, Arbitrator Danielle L. Hargrove denied FOP’s grievance. Thus, FOP members called back to work on a holiday are not entitled to more than 3 times their regular rate.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

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

Vargas v. City of Norman, et al., Case No. 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)

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

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

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

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

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

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

This is a quiet title action regarding the alley running north and south along the east boundary of 227 McCullough Street. It was filed on August 29, 2019.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. *Condemnation Proceedings*

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

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

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

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

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

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

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

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

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M): This matter was stayed effective August 2, 2017 and has not proceeded since.

D. *Municipal Court Appeals*
None

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

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (B, K)*
This office has assisted with the following grievances:

AFSCME Grievance FYE 19-10 – (Adams - Termination)

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)

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

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

FOP Grievance FYE 19 – (Barrett - Termination)

FOP Grievance FYE 19 – (Deese – Discipline)

B. *Equal Employment Opportunity Commission (EEOC)*
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 September 2019. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 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		26	45		10	14	
NOV	439	300		26	14		12	5	
DEC	428	279		250	2		9	3	
JAN	1,371	561		31	43		14	15	
FEB	421	540		24	16		14	14	
MAR	508	1139		30	13		9	10	
APR	521	491		38	23		16	12	
MAY	503	626		20	34		16	14	
JUNE	544	542		46	31		15	14	
TOTALS / YTD	6,893	6,886	1,820	638	294	62	157	141	44

WORKERS' COMPENSATION COURT

The total number cases pending as of September 30, 2019 are 20. During the month of September 2019, the City received a new claim. Settlement were approved by the City Council on September 24, 2019 and October 8, 2019. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE20 CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES
Fire	Suppression	5	1	4	3	4
Parks/Rec.	Park Maintenance	3		1	1	3
Planning	Development Services					
Police	Animal Welfare	1			1	
Police	Patrol	2		1	1	3
Police	Administration					
Public Works	Street Maintenance	5	1	3	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	4	1		2	
Utilities	Sanitation					1
TOTALS		20	3	9	9	12

List of Pending Cases

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)

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

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

Ashley, Grant v. City of Norman, CM 2016-07496 A

(Parks & Rec, Recreation, Custodian, Neck, Upper Back, & Both Hands)

A settlement in the above case was approved by Council on September 24, 2019 and will no longer appear on the monthly report.

Bozeman, Christopher E. v. City of Norman, CM-2018-02917 J

(Utilities, Sewer Line Maintenance, MWII, R. Arm/R. Shoulder)

Bozeman, Chris v. City of Norman, CM 2015-08111 R

(Utilities, Sewer Line Maintenance, MWII, Back)

Hiett, Darin L. v. City of Norman, CM-2017-00909 Q

(Public Works, Streets, HEO, L. Shoulder, Spine/Neck, L. Arm, L. Wrist)

Honeycutt, Kyle v. City of Norman, CM-2018-06808 H

(Fire, Suppression, Firefighter, R. Thumb)

Joy, Cynthia S. v. City of Norman, CM 2018-00679 X

(Police, Animal Welfare, Animal Welfare Officer, Low Back)

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

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

Loveless, Ryan L. v. City of Norman, CM 2017-05504 A

(Utilities, Water Line Maintenance, HEO, Spine)

A settlement in the above case was approved by Council on October 8, 2019 and will no longer appear on the monthly report.

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-2018-02917 J

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

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)

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

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

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

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

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 September 2019.

DEPARTMENT	FYE 20 Month	FYE 20 YTD	FYE 19	FYE 18	FYE 17
Animal Control				1	1
Finance - IT					1
Fire				3	1
Fleet					1
Other	2	6	9	11	8
Parks	2	3	6	5	4
Planning				1	1
Police		1	10	6	12
Public Works – Stormwater				6	2
Public Works – Engineering		2		2	
Public Works – Streets	1	4	6	11	11
Utilities – Water	1	4	12	12	9
Utilities – Sanitation	1	2	10	11	13
Utilities – Sewer		4	3	5	4
TOTAL CLAIMS	7	26	56	74	68

CURRENT CLAIM STATUS	FYE 20 TO DATE	FYE 19	FYE 18	FYE 17
Claims Filed	26	56	74	68
Claims Open and Under Consideration	13	5	0	0
Claims Not Accepted Under Statute/Other	6	8	11	5
Claims Paid Administratively	1	8	18	17
Claims Paid Through Council Approval	3	11	15	12
Claims Resulting in a Lawsuit for FY	0	2	3	4
Claims Barred by Statute (No Further Action Allowed)	0	12	27	30
Claims in Denied Status (Still Subject to Lawsuit)	3	10	0	0

EXPUNGEMENTS

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

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		15	24		22	11
NOV		24	13		23	26
DEC		11	12		13	14
JAN		15	21		28	10
FEB		31	19		7	10
MAR		25	20		13	31
APR		8	14		15	15
MAY		17	27		14	19
JUNE		16	16		8	11
TOTALS/YTD	34	228	227	55	180	176

MUNICIPAL COURT

8

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

CASES FILED

	<u>SEPTEMBER</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	1,360		4,456	938		3,757
Non-Traffic	204		614	314		956
SUB TOTAL	1,564		5,070	1,252		4,713
Parking	841		2,798	1,174		3,349
GRAND TOTAL	2,405		7,868	2,426		8,062

CASES DISPOSED

	<u>SEPTEMBER</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	1,330		4,211	842		3,123
Non-Traffic	203		755	272		823
SUB TOTAL	1,533		4,966	1,114		3,946
Parking	583		2,041	783		2,312
GRAND TOTAL	2,116		7,007	1,897		6,258

REVENUE

	<u>SEPTEMBER</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	\$129,907.21		\$409,437.50	\$103,778.50		\$356,043.20
Non-Traffic	\$25,417.65		\$90,357.56	\$ 37,913.20		\$123,872.10
SUB TOTAL	\$155,324.86		\$499,795.06	\$141,691.70		\$479,915.30
Parking	\$16,971.00		\$51,625.75	\$ 19,111.00		\$ 54,399.00
GRAND TOTAL	\$172,295.86		\$551,420.81	\$160,802.70		\$534,314.30

MUNICIPAL COURT - MONTHLY REPORT

September 2019

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

For the month of September, 2019, the Early Settlement - Norman Mediation Program accepted 27 new cases and closed 25 cases. There were no mediations conducted in September.

PARKS AND RECREATION 9

Park Planning Activities September, 2019

Creekside Bike Park Ribbon Cutting



A ribbon cutting occurred on Saturday, September 21, at 11:00 a.m., at the new Creekside Bike Park located on the north side of Lindsey Street at 24th Avenue SE. The final signage, landscape, site furnishings and trail details were completed just prior to the event. The park is a 14 acre site that includes a variety of off-road mountain bike trails, including a perimeter trail, a bicycle playground, a jump line with various skill levels, drop zone, and a technical skills area in the wooded area of the park. Riders of all skill levels are welcome; while rules are posted to encourage safe and courteous riding by all who choose to use the park. The project was funded from Room Tax collections and

was built by Progressive Bike Ramps of Joplin, Missouri.

Bike Planning

The Bicycle Advisory Committee will begin working on the Bicycle Friendly Community application this fall to upgrade our status beyond "Bronze" designation. Several public works, park projects, and policy decisions have been put in place since our last application. These should help us get the necessary points to move Norman to the next level.

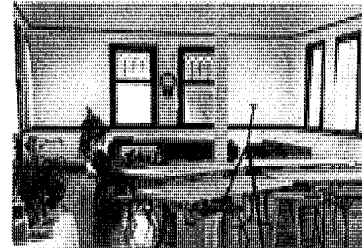
Also, a contractor poured concrete at three sites on west Lindsey Street where the last of our current artistic bike racks created through the Public Arts Board project were then placed. Another round of artist submittals is currently under review to produce more racks, with placement locations to be determined.

Norman Forward Indoor Aquatic, Multi-Sport and Senior Wellness Facilities

City Staff met with the design team from FSB during the first week of September for a kick-off meeting and then for their first meeting with the Senior Center Ad Hoc Committee. Discussions were held relative to various types of input that will be used to gather information from the senior population in Norman; and that information was used to produce the survey for the Senior Wellness Center. Paper copies of the survey were printed and are now available at City Hall; Central, East and West Libraries; Senior Center; Little Axe Community Center; Irving; Whittier and 12th Avenue Recreation Centers; and Westwood Park. The survey is available online at www.normanwellnesscenter.com. The survey will be available through October 25, 2019.

Special Event Spaces

We are working on several projects at the various buildings housed in our department. We are currently putting together a bid spec for the replacement of the roof at the Moore-Lindsey House Historical Museum, which will include the main house and the Carriage House at that property. Additional work will be done to replace old glass storm windows on the house and re-paint both structures this fiscal year. We also had contractors working at the Norman Depot to make wall repairs, re-paint the main gallery space, and repair areas discovered by the operators during art installations. That same contractor was also hired to work at the Sooner Theatre to begin repairs in an area in the basement/dressing rooms where water has been entering during heavy rains.



NORMAN FORWARD Ruby Grant Park

The Ruby Grant Park Ad Hoc Group met to review and approve the final cost estimates and plan changes for the project. We will follow with a City Council agenda item in October to amend the Crossland Construction contract to add the construction funding for the project.

SEPTEMBER 2019
PARK MAINTENANCE DIVISION

Parks Maintenance crews performed routine trash removal, restroom and shelter cleaning, landscape bed maintenance, and mowing in city parks.

SAFETY REPORT	FYE-20MTD	FYE-20YTD		FYE-19MTD	FYE-19YTD
On-The-Job Injuries	1	1		1	3
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours			Hours
		YEAR-TO-DATE			YEAR-TO-DATE
Mowing	84.00	359.00		114.00	453.50
Trim Mowing	493.00	2298.00		802.75	3655.25
Chemical Spraying	55.50	178.50		18.00	77.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	0.00	0.00		0.00	16.00
Tree Trimming/Limb Pick-Up	8.00	22.00		0.00	167.50
Restroom/Trash Maintenance	310.00	1060.00		193.00	620.00
Play Equipment Maintenance	77.00	212.00		91.50	115.50
Sprinkler Maintenance	64.00	159.00		19.00	135.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	11.00	26.50		25.50	77.50
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	12.00	24.00		0.00	0.00
Special Projects	101.00	250.50		75.50	332.50
Nursery Maintenance	0.00	0.00		0.00	8.00
Flower/Shrub Bed Maintenance	88.00	185.00		34.00	112.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	0.00		175.00	438.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	109.00	379.25		173.50	515.50
Material Pick-Up	5.00	18.75		13.00	55.50
Miscellaneous	120.00	306.50		117.25	283.75
Shop Time	44.00	88.00		5.00	41.00
Snow/Ice Removal	0.00	0.00		0.00	0.00
Christmas Lights	0.00	0.00		20.00	20.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	38.00		0.00	31.00
Graffiti Clean-Up	0.00	0.00		0.00	0.00
Water Fountains	0.00	0.00		12.00	44.00
Inground Trash	0.00	8.00		0.00	0.00
Vector Control	123.00	372.50		149.00	419.00

SEPTEMBER 2019
RECREATION DIVISION
MONTHLY REPORT

Senior Center: The Senior Center hosted its annual Health Fair on September 19th and 24 vendors participated to include Healing Hands Hospice, Relay Telephone, Dignity Memorial, I Love to Kickbox, and Urgent Care. The seniors who attended were able to get their flu, pneumonia, and shingle shots.

Little Axe Community Center: The outreach food distribution for the month of September was 157 adults and 33 children for a total of 190. There were no rentals at the Center in September. The Head Start program is full with 17 children and has a waiting list. Attendance for September was 85%. The Center staff assisted with a local rally sponsored by the Cleveland County Sheriff's office to benefit a child who was attacked by dogs in the Little Axe area in June.

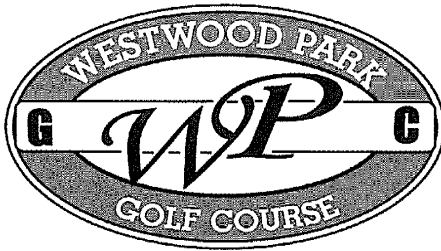
12th Avenue Recreation Center: Staff at the 12th Avenue Recreation Center have been currently working on the upcoming Moonlight Masquerade Halloween Family Dance as well as a new esports program for youth and adult participants. The after school program continued this month with an average daily attendance of 30 children. The adult basketball league currently has nine teams and ninety-six players signed up for this fall's league. Open gym to the public was offered from 12:00-2:30pm Monday through Friday and in the evenings from 6-8pm on Mondays. Makers Church rented the facility every Sunday during the month of September and the Park Place neighborhood association held their monthly meeting.

Irving Recreation Center: Irving had four facility rentals in September which were reoccurring rentals from the Silver Spurs Square Dance group. Contract classes resumed to include Tippi Toes Dance and Baton Twirling. Tippi Toes Dance is now on Tuesday evenings instead of Thursdays and Baton Twirling now meets on Wednesday evenings instead of Tuesdays. The Irving After School Program has added Lincoln Elementary School to its service schools and we now service five schools: Kennedy, Reagan, Washington, Le Monde International Charter School and now Lincoln. Irving hosted a Parent's Night Out event for kids in grades K-5th from 6-9pm on Friday, September 27th and activities included pizza, games, crafts, etc. Irving also hosted a new program, Teens' Night Out for tweens/teens in grades 6th-8th from 6-9pm on Friday, September 27th and participants enjoyed a social trip to Hollywood Theater.

Whittier Recreation Center: The Okie Stompers clogging class continued to meet twice a week on Tuesday and Thursday evenings from 6:00-8:00 p.m. and every Tuesday evening from 6:00-7:00 and 7:00-8:00 p.m. Whittier began to host a STEM class on behalf of Bricks4Kids where students utilize Lego bricks for educational play. This class was offered to students Kindergarten-5th grade and took place on Wednesdays from 6:00-7:00 P.M. This class session will last 6 weeks. The fall 2019 Junior Jammer basketball program began on September 30th and included 39 teams. This league is for players ages 5-13. Each team will play a minimum of 6 regular season games and participate in a single-elimination tournament. Games are played weekly at both the Whittier and Irving Recreational Centers. The league session will be completed by Thanksgiving Break. The Whittier after school program continued to meet this month, Monday-Friday and is offered to students who attend the following schools: Jackson Elementary, Cleveland Elementary, Monroe Elementary, Truman Primary and Truman Elementary School. The program runs daily when school is in session from 3:00-6:00 p.m.

FACILITY ATTENDANCE:	Month	Year to Date
Senior Center (includes congregate meals)	2,250	4,770
Little Axe Community Center	1,400	4,066
12th Avenue Recreation Center	2,341	7,836
Irving Recreation Center	823	2,633
Whittier Recreation Center	263	750
Reaves Center	300	900
Tennis Center	3,255	11,294

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



SEPTEMBER 2019

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPTEMBER FY'20	SEPTEMBER FY'19
Regular Green Fees	530	392
Senior Green Fees	224	163
Junior Fees	191	172
School Fees (high school golf team players)	11	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	409	396
Employee Comp Rounds	271	227
Golf Passport Rounds	0	0
9-Hole Green Fee	87	85
2:00 Fees	42	84
4:00 Fees	118	112
Dusk Fees or 6:00 Fees	27	35
PGA Comp Rounds	4	2
*Rainchecks (not counted in total round count)	10	10
Misc Promo Fees (birthday, players cards, OU student)	1077	587
Green Fee Adjustments (fee difference on rainchecks)	10	7
Total Rounds (*not included in total round count)	3001	2262
% change from FY '19	32.67%	
Range Tokens	2443	2331
% change from FY '19	4.80%	
18 - Hole Carts	130	137
9 - Hole Carts	152	75
½ / 18 - Hole Carts	958	725
½ / 9 - Hole Carts	412	202
Total Carts	1652	1139
% change from FY '19	45.04%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	2	1
9 - Hole Senior Trail Fees	0	0
Total Trail Fees	2	1
% change from FY '19	100.00%	
TOTAL REVENUE	\$94,807.17	\$ 59,538.44
% change from FY '19	59.24%	

SEPTEMBER 2019
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

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

FINANCIAL INFORMATION

	FYE 2020	FYE 2020	FY 2019	FYE 2019
	MTD	YTD	MTD	YTD
Green Fees	\$43,976.59	\$158,685.51	\$31,006.00	\$144,164.88
Driving Range	\$8,872.16	\$33,567.23	\$8,294.42	\$36,622.27
Cart Rental	\$26,660.86	\$92,500.08	\$18,220.02	\$83,684.15
Restaurant	\$14,567.20	\$59,713.41	\$1,402.50	\$4,207.50
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$730.36	\$2,407.47	\$615.50	\$2,361.51
TOTAL INCOME	\$94,807.17	\$346,873.70	\$59,538.44	\$271,040.31
Expenditures	\$101,893.40	\$260,162.00	\$42,826.70	\$283,169.82
Income vs Expenditures	(\$7,086.23)	\$86,711.70	\$16,711.74	(\$12,129.51)
Rounds of Golf	3001	11197	2262	10899

September saw heat and excessive humidity at Westwood Golf. Stressed out bent grass greens required more hand watering and an extra application of fungicide and insecticide. Bermudagrass is doing very well and we have reduced greensmowing and cup changing to five or six days a week. Fairways are mowed twice a week. Tees are mowed two to three times a week. Traps are raked 4 times a week. Roughs and other areas are mowed once a week. September is an active month for agronomic practices. Aerification of the putting greens is a three day process which sees 1/2 inch holes on 2 inch centers punched on 3 acres of putting greens, with 100 tons of golf course sand evenly spread over those three acres. Two applications of fertilizer were made to the greens this month and an insecticide application was made to the greens. An application of a wetting agent with an acid amendment was also added to the greens. A soil amendment was added to help correct a pH that is tending to be high. Preemergent herbicide was applied to tees, greens and collars. Post emerge herbicide is used as needed. Irrigation repairs were made, including a power outage which sent the system into "fault mode" causing several head issues and three piping repairs.

SEPTEMBER 2019
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2020 MTD	FY2020 YTD	FY2019 TOTAL
Swim Pool Passes	-\$200.00	\$6,650.00	\$464,558.55
Swim Pool Gate Admission	\$8,346.00	\$208,500.00	\$137,284.31
Swim Lesson Fees	\$0.00	\$8,757.00	\$35,425.50
Pool Rental	\$3,525.00	\$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	\$2,535.97	\$79,675.74	\$115,353.29
TOTAL INCOME	\$14,206.97	\$320,892.74	\$777,411.58
Expenditures	\$35,893.76	\$370,299.20	\$684,381.77
Income verses Expenditures	(\$21,686.79)	(\$49,406.46)	\$93,029.81

ATTENDANCE INFORMATION

	Season to Date Sep-19	Season to Date Jul 19-Sept 19	2019 MTD Sep-18	2019 YTD May 18-Aug 18
a. Pool Attendance	1308	46,340	4,906	82,540
b. Adult Lap Swim Morning/Night	22	187	0	250
c. Water Walkers	217	1,454	94	1,654
d. Toddler Time	320	1,929	250	2,205
e. Swim Team	270	2,532	515	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	750	8,489
TOTAL ATTENDANCE	2137	56,054	6,515	114,657

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS 10A

PLANNING DEPARTMENT ACTIVITY
September 2019

ADMINISTRATIVE DIVISION

PlanNorman

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

GREENBELT COMMISSION

At the September 16, 2019 meeting, the Commission reviewed four enhancement statements – Cobblestone Creek Senior Community Preliminary Plat and NORMAN 2025 Land Use; TJ Food & Fuel a NORMAN 2025 Land Use Plan Amendment; Jerry's L.L.C. a NORMAN 2025 Land Use Plan Amendment and Avara Technologies a Preliminary Plat.

The Commission forwarded the Jerry's L.L.C. application with the following comment:

The Commission encourages the applicant to preserve any healthy trees if possible.

Miscellaneous Discussion: The Commission requests staff presentations for consent items. Staff explained to the Commission that presentations are not done for consent items and due to staff constraints, it is difficult to prepare staff presentations for consent items. There will be a discussion item on the next agenda about the purview of the Greenbelt Commission for clarity. The Commission requests the staff reports be shown on the screen during meetings. The meeting invitation to Mayor Clark was passed along. The Commission asked about the status of the Director of Planning vacancy, there is no update on the Director of Planning vacancy.

The next regular meeting is scheduled for October 21, 2019.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on Tuesday, September 3, 2019 due to the Labor Day Holiday on Monday, September 2.

Certificates of Appropriateness Requests:

COA granted by Historic District Commission:

904 Miller Avenue – The Commission denied a request to retain all 28 replacement vinyl windows for this contributing structure in the Miller Historic District.

Subsequently, the applicant submitted an appeal of the Commission's denial to the City Clerk on September 13th as allowed by Ordinance. This appeal will be heard at the October 8th City Council meeting.

COA Administrative Bypass granted by staff:

323 E Apache – Staff approved a 4' side yard fence and a 6' rear yard fence for this contributing structure in the Miller Historic District.

631 S Lahoma – Staff approved a 6' rear yard fence for this contributing structure in the Chautauqua Historic District.

Certified Local Government (CLG) Program Report (FY 2017-2018):

The annual Historic Preservation Conference sponsored by the State Historic Preservation Office and the Main Street Program, is now sponsored by the Oklahoma Historical Society along with the State Historic Preservation Office. With this change last year, the conference offered fewer planning sessions and focused on historic events. Staff attended the Western Planner Association Quad State Conference September 6-11 in Santa Fe in order to obtain required continuing education credits needed to maintain AICP certification. Staff obtained 15 hours.

Staff prepared and released an RFP for a consultant to update the Historic District Guidelines at the end of September with a due date of October 10th for proposals.

MISCELLANEOUS

	2018 Sept	Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Walk-Ins	21	27	6	29	59	22	43	51	33	29	30	75	68
Email Contacts	340	396	357	350		357	338		368	303	325	395	377
Lot Line Adjustments	-	-	1	-	2	-	6	2	2	4	3	1	2
Landscape Maint. & Replacement Bonds	3	4	3	1	4	2	3	4	1	2	-	2	-
Board of Adjustment Variance Appl.	1	-	1	-	2	1	1	1	-	1	1	-	2
Legal Notices Sent	9	-	15	-	70	18	15	12	-	18	-	-	54
Planning Commission Applications Rec'd	5	3	5	1	2	1	3	-	1	1	4	6	8
Legal Notices Sent	137	14	79	38	85	-	72	-	-	14	76	154	272
Pre-Development Meeting Appl. Rec'd	3	2	1	-	1	-	2	1	-	1	5	7	7
Notices Sent	97	18	9	-	47	-	26	54	-	14	267	169	270

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2018 Sept	Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Ordinance Amendments		2				1				1			
NORMAN 2025 Land Use Plan Amendments	1										1	2	3
Rezoning Requests	5		3	1	2		3	3		1	2	6	8
Utility Easement/Road Closures		1	2										1
Preliminary Plats											2	1	2
Rural Certificates of Survey					2	1	2	2	2				
Short Form Plats			3		1	1							
Site Plan Amendments													
Certificate of Plat Correction													

During September, seven applications for Pre-Development were received for the meeting scheduled for September 26, 2019.

During September, submittals for the October 10, 2019 Planning Commission included: two Special Use applications for Medical Marijuana Commercial Growers in the RE Zoning District, two Special Use applications for Medical Marijuana Processors, one request for closure/vacation of a platted front building line, and one project which included a NORMAN 2025 amendment, rezoning to PUD and preliminary plat.

The Planning Commission met on September 12, with six members present. They recommended approval of two Special Use for Medical Marijuana Processors, one project with a Special Use for Light Manufacturing, Special Use for a Bar, Lounge or Tavern and Special Use for Live Entertainment Venue, one project with a NORMAN 2025 amendment and rezoning, and one project with a NORMAN 2025 amendment, rezoning, and Special Use for Municipal Use and preliminary plat. One Center City PUD was postponed to the October meeting. The next regular meeting is scheduled for October 10, 2019.

During the month of September, Current Planning received 26 commercial building permit applications for review. Of those applications submitted, Current Planning staff reviewed and approved 23.

BOARD OF ADJUSTMENT

The Board of Adjustment met during September 25th and reviewed and approved two Variance requests to side yard setbacks to allow for carports. The next regular meeting is scheduled for October 23, 2019.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

Staff received the planimetrics mapping for Contract K-1819-90 for Base Map Update Services with The Sanborn Map Company, LLC. It and photos are currently under review. For Norman, this project will update the City's base map to reflect new construction and any other changes on the ground that can be detected using airborne sensors. The deliverable products are updated color digital aerial photography, updated planimetric mapping and updated topography. Planimetric mapping layers to be collected include the following: streets, pavement, unpaved parking, paved driveways, unpaved driveways, hydrology, building footprints and height, fences, sidewalks. This is standard maintenance of the GIS database. This information is used for many purposes throughout the city including: permitting, storm water planning, utility management, and public safety. Almost every development project, both public and private, starts with a map. The availability of recent, accurate, and complete mapping facilitates the effective management of the City's resources.

Staff worked to get the new GPS unit into the field and syncing properly with the database. GIS continued rolling out updated ArcGIS projects to users and provided support for both Cityworks and New World. Staff also continued to add layers to the Open Data Site.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 66 requests for service that resulted in the production of 100 mapping products and reports. The GIS division provided services for 9 of the City's Departments during the month.

DEVELOPMENT SERVICES

10B

DEVELOPMENT SERVICES DIVISION

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

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

ADDRESS	DESCRIPTION	VALUATION	WARD
2761 Washington Dr.	Landmark Fine Homes Shell Building #11	\$600,000	8

Addition/Alteration and Interior Finish:

ADDRESS	DESCRIPTION	VALUATION	WARD
941 26 th Ave. NW Suite 110	G. J. Equity Office	\$60,000	2
112 S. Berry Rd.	Elite Trophies Office Remodel	\$25,000	2
1704 W. Lindsey St.	Hollywood Shopping Center	\$10,000	2
3499 W. Main St.	Dillard's Interior Renovation	\$109,904	3
757 Asp Ave.	XXX Chicken Restaurant	\$20,000	4
1300 Interstate Dr.	AMC Robinson Crossing 6	\$2,760,000	8
2761 Washington Dr. Suite 101	Overman Insurance Agency	\$250,000	8
3300 Healthplex Pky.	NRH Registration	\$100,000	8
2761 Washington Dr. Suite 111	Employee Benefit Advisers	\$50,000	8
2538 Mount Williams Dr.	Credit Union Service Center	\$50,000	8
3408 36 th Ave. NW Suite 106	Finesse Salon	\$20,000	8
3001 36 th Ave. NW	New Moon Cultivation	\$5,000	8

MOBILE FIELD INSPECTION SYSTEM

During September 1,422 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.

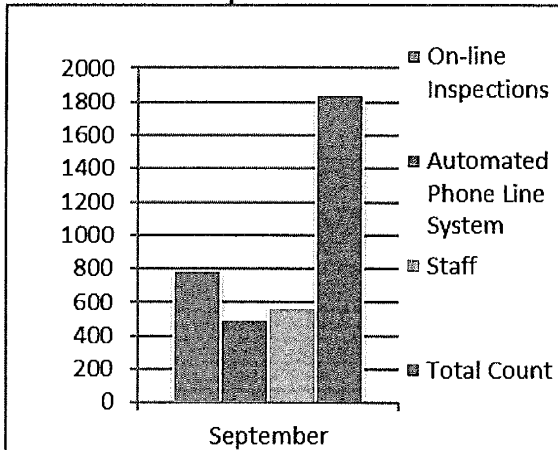
September 2-6	September 9-13	September 16-20	September 23-27	September 30
280	402	357	308	75

ON-LINE INSPECTION SERVICES

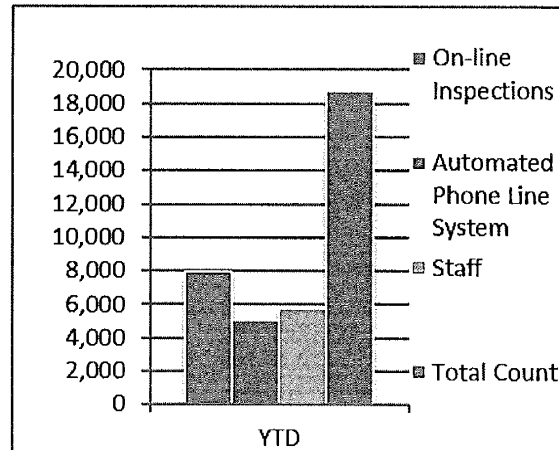
Inspection Requests

During September 1,846 inspections were requested. 786 inspection requests were made on-line, and 499 inspections requests were made using the Automated Phone Line System. Staff made 561 inspection requests, which include phone and in-person requests, as well as administrative items.

September 2019



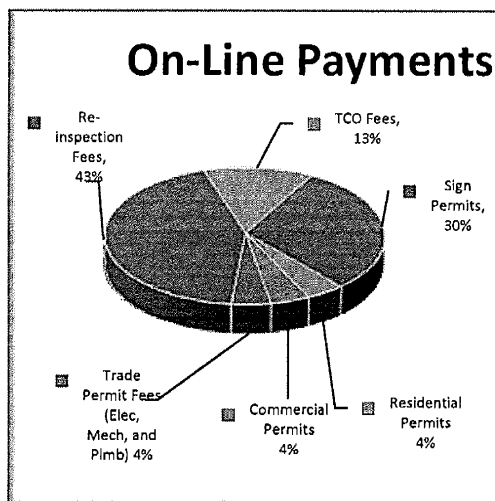
Year to Date



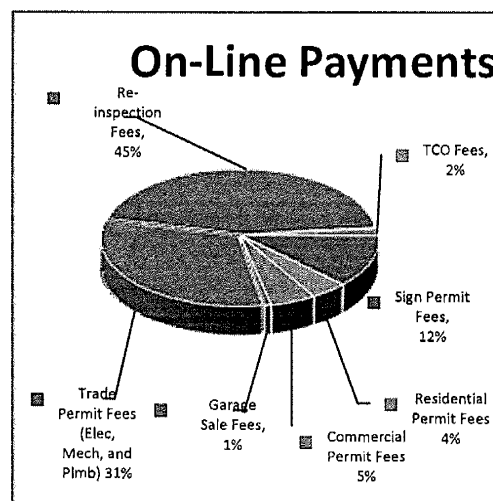
On-line Payments

During September, 23 on-line payments were made totaling \$1,688.00. Year-to-date 292 on-line payments have been made totaling \$64,245.81.

September 2019



Year-to-Date



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

During September, eight (8) applications for new single-family permits were applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, one hundred forty-eight (148) applications have been applied to the program.

HERS/ERI reports were received for eight (8) homes that received CO during September. Scores were reported at 51, 56, 59, 54, 59, 57, 49, and 56 for a combined average of 55. 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. 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.

BUILDING INSPECTORS TRAINING

During September, several of the Building Inspectors attended the Construction Codes Education Coalition of Oklahoma Continuing Education Unit Training (CEU) in Yukon, Oklahoma. Training covered electrical, mechanical, plumbing and building categories, and provided 6 hours of Continuing Education Units (CEU's) for each class attended, which are required to maintain licenses.

COMMERCIAL PLAN REVIEW

During the month of September, 26 commercial building permit applications were submitted for review. Of those applications submitted, Commercial Plan Review staff reviewed and approved 12, 6 were placed on HOLD and 8 have had no review completed.

CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in SEPTEMBER of 2019 totaled \$11,461,239, more than the \$11,383,238 for the same month last year. A total of 95 permits were issued in SEPTEMBER of 2019, less than the 123 permits issued in SEPTEMBER of 2018. The higher number of permits in SEPTEMBER 2018 is due to a higher volume of residential additions & alteration construction. The difference in dollar is insignificant.

Total residential permitting activity in SEPTEMBER 2019 was valued at \$9,340,515 compared to \$8,569,238 in SEPTEMBER 2018. New single-family detached residential construction in SEPTEMBER 2019 represented 27 new homes valued at \$8,146,817 compared with 28 new homes valued at \$7,807,830 in SEPTEMBER 2018. One (1) new manufactured home permit was issued in 2019. There were no single-family attached permits in either year. There were no single-family non-dwelling unit permits in either

year. There were no new duplex units permitted in either year. There were no garage apartments permitted in either year.

Residential addition/alteration permits in SEPTEMBER 2019 numbered 46 valued at \$1,193,698 compared to 72 permits valued at \$761,408 in SEPTEMBER 2018. The higher number of permits in SEPTEMBER 2018 is primarily due to residential addition/alterations and storm shelter permits. The higher dollar value in SEPTEMBER 2019 was due to residential addition/alterations and swimming pools.

Total non-residential permitting activity in SEPTEMBER of 2019 totaled 7 with a value of \$1,082,000 compared to 10 permits valued at \$1,817,000 for SEPTEMBER 2018. The higher number of permits in SEPTEMBER 2018 is primarily due to the increased number of new construction full permit projects. The difference in dollar value is due to the new construction full permit projects issued in 2018.

Non-residential addition/alteration permits in SEPTEMBER of 2019 totaled 15 with a value of \$1,038,724 compared to 13 permits valued at \$997,000 for SEPTEMBER 2018. The difference in dollar value is not significant.

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

10/14/2019

	SEPTEMBER 2019			SEPTEMBER 2018		
RESIDENTIAL PERMITS	<u>Number of Permits</u>	<u>Dwelling Units</u>	<u>Valuation</u>	<u>Number of Permits</u>	<u>Dwelling Units</u>	<u>Valuation</u>
New Construction						
1 Family						
Detached Dwellings	26	26	\$7,967,817	25	35	\$7,807,830
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	1	1	\$179,000	1	1	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	2	0	\$0
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3-4 DU per bldg)	0	0	\$0	0	0	\$0
Full Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
Total Residential New	27	27	\$8,146,817	28	36	\$7,807,830
Net Residential Demos & Removals		-1			-6	
Net Residential Units		26			30	
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	15		\$676,959	12		\$355,575
Manufactured Home (Replace)	0		\$0	1		\$29,300
Paving & Pools	15		\$333,347	17		\$208,153
Accessory Buildings	8		\$161,102	14		\$106,900
Storm Shelters	8		\$22,290	28		\$61,480
3+ Family						
Addition & Alteration (All Types)	0		\$0	0		\$0
Total Residential Additions & Alterations	46		\$1,193,698	72		\$761,408
TOTAL RESIDENTIAL	73		\$9,340,515	100		\$8,569,238

NON-RESIDENTIAL PERMITS	<u>Number of Permits</u>	<u>Valuation</u>	<u>Number of Permits</u>	<u>Valuation</u>
New Construction				
Foundation	3	\$105,000	0	\$0
Shell	0	\$0	1	\$0
Interior Finish	3	\$600,000	2	\$0
Full Permit	1	\$377,000	7	\$1,817,000
Total Non-Residential New	7	\$1,082,000	10	\$1,817,000
Additions & Alterations				
Additions & Alterations (All Types)	15	\$1,038,724	13	\$997,000
Total Non-Residential Additions & Alterations	15	\$1,038,724	13	\$997,000
TOTAL NON-RESIDENTIAL	22	\$2,120,724	23	\$2,814,000

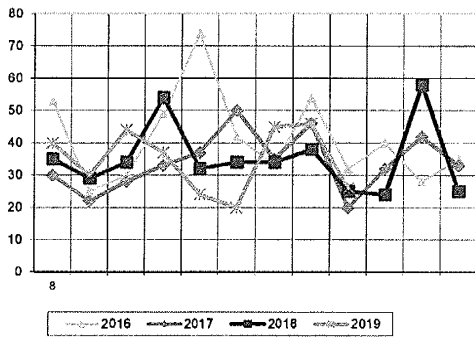
TOTAL ALL PERMITS	95	\$11,461,239	123	\$11,383,238
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OTHER ACTIVITY	<u>Number</u>	<u>Number</u>
Electrical Permits	85	77
Heat/Air/Refrigeration Permits	108	100
Plumbing & Gas Permits	121	97
Sign Permits	30	22
Water Well Permits	1	1
Garage Sale Permits	117	101
Structure Moving Permits	4	1
Demo - Residential Permits	2	7
Demo - Non-residential Permits	0	0
Temporary Const Bldgs & Roll-off Permits	7	12
Lot Line Adjustments Filed	3	2
Certificate of Occupancy (CO) Permits	66	84
All Field Inspections	1,843	1,648

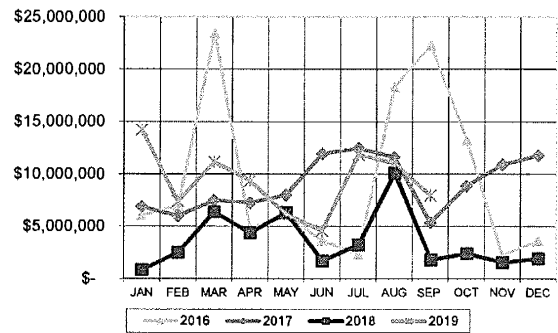
YEAR TO DATE	JANUARY-SEPTEMBER 2019			JANUARY-SEPTEMBER 2018		
	<u>Number of Permits</u>	<u>Dwelling Units</u>	<u>Valuation</u>	<u>Number of Permits</u>	<u>Dwelling Units</u>	<u>Valuation</u>
Residential New Construction	341	335	\$88,703,545	315	314	\$89,406,606
Residential Demos/Removals	na	-21	na	na	-30	na
Residential Additions/Alterations	618	na	\$13,985,532	707	na	\$15,857,196
Non-residential New Construction	84	na	\$38,149,073	87	na	\$37,314,046
Non-residential Additions/Alterations	136	na	\$50,381,311	113	na	\$29,014,676
TOTAL YEAR TO DATE	1179	314	\$191,219,461	1222	284	\$171,592,524

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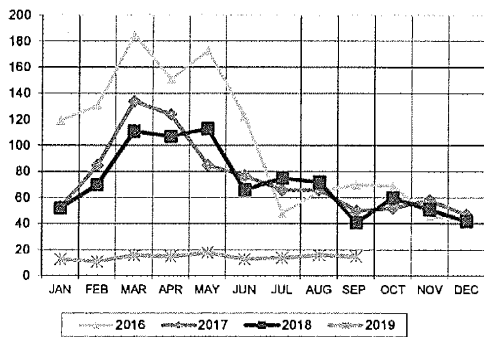
1

New Residential: Number of Permits
Monthly Comparison

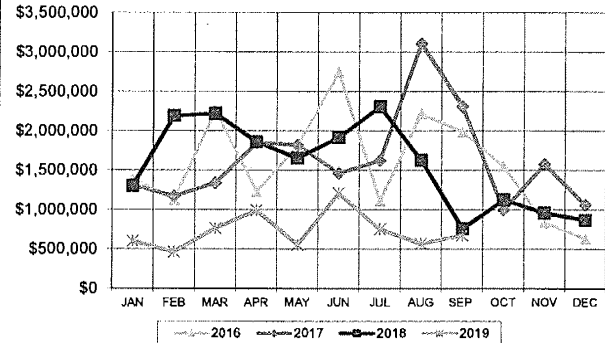
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New Residential: Dollar Value of Permits
Monthly Comparison

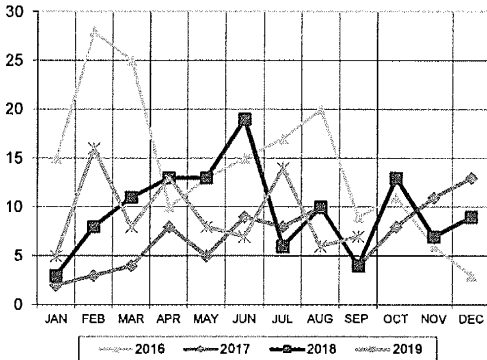
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Residential Additions and Alterations: Number of Permits
Monthly Comparison

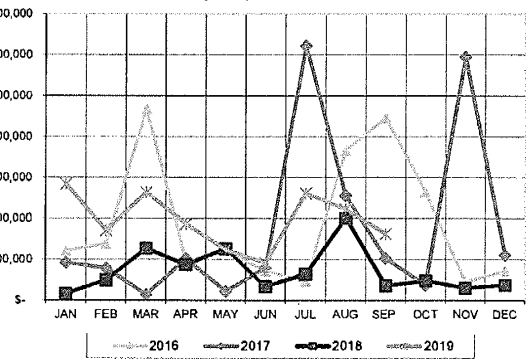
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Residential Addition and Alterations: Value of Permits
Monthly Comparison

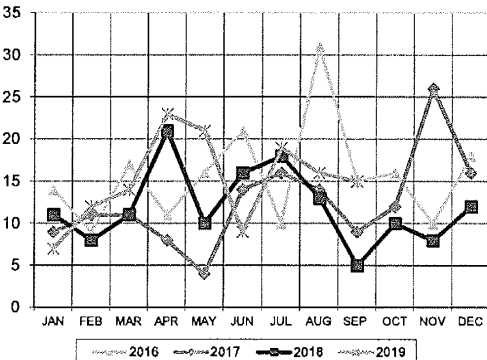
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New Non-Residential: Number of Permits
Monthly Comparison

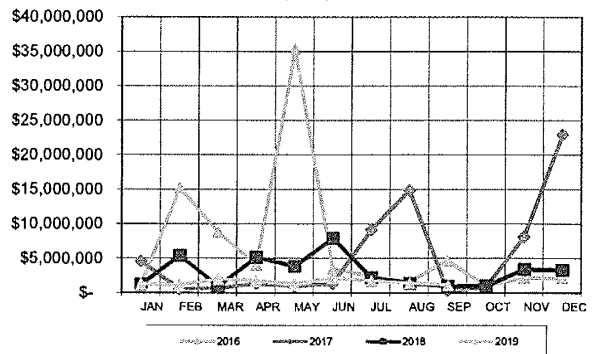
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New Non-Residential: Value of Permits
Monthly Comparison

7

Non-Residential Add/Alts: Number of Permits
Monthly Comparison

8

Non-Residential Addition/Alterations: Value of Permits
Monthly Comparison

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	NOLAN, LARRY	1705	9/10/2019	421 W		GRAY	ST	11	88	NORMAN, ORIGINAL TOWNSHIP	C-1	\$ 70,000	1500
COMMERCIAL, ADD/ALT-2	BCH	2862	9/20/2019	419 S		UNIVERSITY	BLVD	9	11	WAGONER'S T.R. FIRST ADD	R3	\$ 50,000	316
COMMERCIAL, ADD/ALT-2	CLASSIC CONTRACTING	3225	9/4/2019	1100 N		PORTER	AVE	18	4	HIGHLAND ADDITION	I1	\$ 15,000	1689
COMMERCIAL, ADD/ALT-2	TIMBERLAKE CONSTRUCTION	3364	9/4/2019	546 W		MAIN	ST	31	2W	NOT SUBDIVIDED	CCFB	\$ 285,500	2678
COMMERCIAL, ADD/ALT-2	LYON, TAYLOR	3379	9/6/2019	1230		CLASSEN	BLVD	1	23	CLASSEN-MILLER ADDITION	C2	\$ 800	600
COMMERCIAL, ADD/ALT-2	WILSON, JOE	3623	9/16/2019	232 E		MAIN	ST	16	13	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 20,000	1400
COMMERCIAL, ADD/ALT-2	SPUNER ENTERPRISES, INC.	3678	9/16/2019	1251		ALAMEDA	ST	2	1	LAKEVIEW TERR #6 REPLAT LOT 1	C2	\$ 32,224	1632
COMMERCIAL, ADD/ALT-2	RODRIGUEZ, DANIEL	3715	9/20/2019	5733		HUETTNER	CT	5A	1	HUETTNER ADDITION SEC 3	I1	\$ 130,000	12000
COMMERCIAL, ADD/ALT-2	TITAN CONSTRUCTION, LLC	3719	9/12/2019	688 E		LINDESEY	ST	5	2W	NOT SUBDIVIDED	R1	\$ 25,000	3000
COMMERCIAL, ADD/ALT-2	HONEYCHOME HORTICULTURE	3726	9/24/2019	704		RESEARCH PARK	BLVD	39	3	NORMAN RESEARCH PARK	I1	\$ 8,000	931
COMMERCIAL, ADD/ALT-2	BALDWIN ACOUSTICS	3739	9/25/2019	3770 W		ROBINSON	ST	1	1	BROOKHAVEN, VILLAGE AT #3	C1	\$ 14,900	1746
COMMERCIAL, ADD/ALT-2	USBD, INC.	3776	9/20/2019	540 W		MAIN	ST	31	2W	NOT SUBDIVIDED	C2	\$ 17,500	900
COMMERCIAL, ADD/ALT-2	AM FENCE	3940	9/27/2019	215 E		MAIN	ST	8	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 3,800	600
COMMERCIAL, FOUNDATION PERMIT2	FRANKLIN BUILD, LLC	3760	9/3/2019	3505		MEDICAL PARK	DR	4	1	NRH MEDICAL PARK WEST	PUD	\$ 25,000	5176
COMMERCIAL, FOUNDATION PERMIT2	CSO DEVELOPMENT	4012	9/23/2019	217 W		SYMMES	ST	10	8	LARSH ADD #1	CCFB	\$ 40,000	2500
COMMERCIAL, FOUNDATION PERMIT2	CSO DEVELOPMENT	4013	9/23/2019	114 W		ELFAULA	ST	24	69	LARSH ADD #1	CCFB	\$ 40,000	2500
COMMERCIAL, INTERIOR FINISH-2	LANDMARK FINE HOMES, LP.	3241	9/3/2019	2781		WASHINGTON	DR	9	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 150,000	2711
COMMERCIAL, INTERIOR FINISH-2	LANDMARK FINE HOMES, LP.	3242	9/3/2019	2781		WASHINGTON	DR	9	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 150,000	2711
COMMERCIAL, INTERIOR FINISH-2	LANDMARK FINE HOMES, LP.	3243	9/3/2019	2771		WASHINGTON	DR	10	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 300,000	5430
COMMERCIAL, NEW CONSTRUCTION-2	APOLLO BUILDING SYSTEMS INC	2329	9/3/2019	5300		INTERSTATE	DR	1	1	COMMUNITY CHRISTIAN SCHOOL	A2	\$ 377,000	2000
COMMERCIAL, PARKING LOT-2	EVANS BUILDING CONCEPTS	3735	9/3/2019	301		36TH	AVE	2	1	RIVER OAKS #4	C2	\$ 350,000	35000
COMMERCIAL, PARKING LOT-2	BROWN, RANDY	3924	9/3/2019	1224		ALAMEDA	ST	2	1	MCHUGHES ADD	C2	\$ 16,000	1700
TEMPORARY BLDG/CONST TRAILER	OWNER	3604	9/3/2019	1221		ED NOBLE	PKY	1	1	NORMAN AUTOMOTIVE BUSINESS P	C2	\$ 846	900
TEMPORARY BLDG/CONST TRAILER-2	LOWE, TIM	3485	9/16/2019	3299 W		MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 2,500	1500
TEMPORARY BLDG/CONST TRAILER-2	OWNER	3884	9/19/2019	3786 N		PORTER	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 1,000	2400
Total Permits													
25													
Average Valuation \$ 85,003													
Total Valuation \$ 2,125,070													
Average Project Area 3,741													
Total Project Area 93,520													

NEW CONSTRUCTION (BUSINESS) INFORMATION (New Const & New Shell Bldg)

CONTRACTOR	USE/CLASSIFICATION	BUILDING SIZE (Square Feet)	ADDITIONALS		NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW CONSTRUCTION	TEMPORARY BLDG/CONST TRAILER-2
			COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW SHELL BLDG-2		
APOLLO BUILDING SYSTEMS, INC	INSTITUTIONAL	2,000	\$ 672,724	\$ -	\$ 600,000	\$ 377,000	\$ 2,120,724	3
FOOTBALL/CONCESSIONS AND RESTROOMS			COMMERCIAL, PARKING LOT-2	SUBTOTAL ADDITIONS AND ALTERATIONS	COMMERCIAL, FOUNDATION PERMIT2	SUBTOTAL NEW CONSTRUCTION	\$ 2,120,724	
			2	2	3	7	\$ 2,120,724	
			\$ 366,000	\$ 1,038,724	\$ 105,000	\$ 1,082,000	\$ 2,120,724	
			2	15	3	7	22	
			DEMOLITIONS		STRUCTURE MOVING			
			Address	Purpose	Address	Purpose		
						none		
			Use		Use			

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-; STORM SHELTER	3833	09/09/19	3611	CT	BURMA	DR	15	12	7	CEDAR LAKE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-; SMART SHELTER	3913	09/09/19	3611	CT	BURMA	DR	15	12	7	VINTAGE CREEK ADDITION	PUD	\$ 2,500	18
1 & 2 FAMILY STORM SHELTER-; GROUND ZERO STORM SHELTER	3958	09/12/19	209	LN	SONORA	RD	10	2	3	LITTLE RIVER TRAILS SEC #1	PUD	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER-; GROUND ZERO STORM SHELTER	4003	09/16/19	3121	RD	PINE HILL	RD	10	2	3	CASCADE ESTATES PUD #2	PUD	\$ 2,500	24
1 & 2 FAMILY STORM SHELTER-; GROUND ZERO STORM SHELTER	4046	09/16/19	3908	CT	CHARING CROSS	RD	34	2	2	BROOKHAVEN #04	R1	\$ 2,900	24
1 & 2 FAMILY STORM SHELTER-; GROUND ZERO SHELTERS	4167	09/26/19	3122	CT	WALNUT	RD	4	4	4	SHERWOOD FOREST #3	R1	\$ 2,850	21
1 & 2 FAMILY STORM SHELTER-; FLAT SAFE TORNADO SHELTER	4182	09/27/19	3808	DR	BRISTOL	DR	2	1	2	BROOKHAVEN #01	R1	\$ 3,070	22
1 & 2 FAMILY STORM SHELTER-; FLAT SAFE TORNADO SHELTER	4197	09/30/19	1307	DR	PEBBLE POND	DR	5	2	2	STONE LAKE ADDITION	R1	\$ 2,770	18
1 & 2 FAMILY, ADD OR ALTER-2	3159	09/09/19	800	AVE	36TH	ST	34	2W	7	NOT SUBDIVIDED	A2	\$ 11,360	3,772
1 & 2 FAMILY, ADD OR ALTER-2	3374	09/09/19	614	E	BOYD	ST	9	2	2	SOUTHRIDGE ADD	R1	\$ 52,000	800
1 & 2 FAMILY, ADD OR ALTER-2	3728	09/06/19	1313	DR	BROOKSIDE	DR	10	2	2	SUTTON WOOD	R1	\$ 35,000	191
1 & 2 FAMILY, ADD OR ALTER-2	3736	09/04/19	5220	DR	MONTROSE	DR	6	1	1	CAMBRIDGE ADD #3	R1	\$ 100,000	1,600
1 & 2 FAMILY, ADD OR ALTER-2	3744	09/11/19	450	DR	BRYARWOOD	DR	2	20	2	WESTWOOD ESTATES	R1	\$ 130,350	822
1 & 2 FAMILY, ADD OR ALTER-2	3890	09/05/19	2345	AVE	HOUSTON	AVE	15	1	1	NOT SUBDIVIDED	R1	\$ 1,000	1,400
1 & 2 FAMILY, ADD OR ALTER-2	3964	09/12/19	1916	DR	INGLEWOOD	DR	4	2	2	PARK PLACE ADD #2	R1	\$ 44,682	142
1 & 2 FAMILY, ADD OR ALTER-2	4021	09/26/19	1618	CT	CHARLES	ST	9	10	10	WOODSLAWN ADD #3	R1	\$ 60,000	600
1 & 2 FAMILY, ADD OR ALTER-2	4056	09/24/19	4404	DR	WARRINGTON	DR	3	2	2	CARRINGTON PLACE ADD #3	R1	\$ 37,789	258
1 & 2 FAMILY, ADD OR ALTER-2	4057	09/24/19	4213	DR	CANNON	DR	4	8	8	CARRINGTON PLACE ADD #5	R1	\$ 13,289	258
1 & 2 FAMILY, ADD OR ALTER-2	4171	09/27/19	4404	CT	PENNINGTON	CT	7	1	1	CARRINGTON PLACE ADD	R1	\$ 4,000	384
1 & 2 FAMILY, ADD OR ALTER-2	4181	09/27/19	2224	AVE	BARBOUR	AVE	19	6	6	WESTFIELD MANOR ADDITC	R1	\$ 5,000	408
1 & 2 FAMILY, ADD OR ALTER-2	4183	09/27/19	2820	DR	PECAN VALLEY	DR	8	1	1	HIGHLAND VILLAGE ADD SEC	R1	\$ 25,000	230
1 & 2 FAMILY, FIRE REPAIR	3853	09/06/19	2417	DR	ARBOR	DR	4	2	2	ROYAL OAKS ADD #3	R1	\$ 11,479	400
1 & 2 FAMILY, PAVING-2	3857	09/10/19	603	DR	WELSTON	DR	5	6	6	MEADOWOOD ESTATES ADD	RM2	\$ 40,000	300
1 & 2 FAMILY, PAVING-2	3765	09/12/19	108	ST	HADDOCK	ST	5	6	6	TULL'S ADD #1	R1	\$ 4,025	581
1 & 2 FAMILY, PAVING-2	3853	09/11/19	208	DR	MILDERNESS	DR	10	5	5	SUTTON PLACE ADD #2	R1	\$ 1,500	356
1 & 2 FAMILY, PAVING-2	3858	09/11/19	2703	DR	WILLOW CREEK	DR	4	4	4	WOODCREST TEST #4	R1	\$ 4,000	360
1 & 2 FAMILY, PAVING-2	4065	09/18/19	1703	RD	VALLEY RIDGE	RD	5	1	1	BROOKHAVEN #03	R1	\$ 12,400	2,000
1 & 2 FAMILY, PAVING-2	4069	09/25/19	2632	RD	SUNRISE OAK	RD	5	1	1	CONVERSE HEIGHTS	R1	\$ 17,050	700
1 & 2 FAMILY, PAVING-2	4070	09/20/19	410	ST	SUNRISE	ST	11	6	6	CONVERSE HEIGHTS	R1	\$ 1,900	350
1 & 2 FAMILY, PAVING-2	4121	09/25/19	3704	CT	BARWICK	CT	6	1	1	BROOKHAVEN #01	R1	\$ 7,854	682
1 & 2 FAMILY, PAVING-2	4122	09/25/19	110	ST	SYMMES	ST	14	4	4	CLASSENHILLER ADDITION	R1	\$ 8,000	160
1 & 2 FAMILY, PAVING-2	4150	09/27/19	1012	ST	LINSEY	ST	6	2W	2	OAK RIDGE ADD, AMENDED	R1	\$ 10,000	100
1 & 2 FAMILY, PAVING-2	4151	09/27/19	1016	ST	LINSEY	ST	6	2W	2	NOT SUBDIVIDED	R1	\$ 10,000	100
1 & 2 FAMILY, STORAGE BLDG-2	3773	09/18/19	5550	DR	BLUE LAKE	DR	36	2W	2	NOT SUBDIVIDED	A2	\$ 61,500	3,600
1 & 2 FAMILY, STORAGE BLDG-2	3868	09/04/19	550	AVE	60TH	AVE	35	1W	1	NOT SUBDIVIDED	A2	\$ 8,500	768
1 & 2 FAMILY, STORAGE BLDG-2	3893	09/17/19	7050	DR	120TH	DR	12	1W	1	WHISPERING OAKS (SURVE)	A2	\$ 35,000	2,400
1 & 2 FAMILY, STORAGE BLDG-2	3952	09/24/19	3400	SEXTON	SEXTON	DR	11	13	13	BLUE CREEK ADD	RE	\$ 18,975	1,200
1 & 2 FAMILY, STORAGE BLDG-2	3975	09/18/19	6523	FLUOY COX	FLUOY COX	DR	8	2	2	PRIDE #130	RE	\$ 8,627	240
1 & 2 FAMILY, STORAGE BLDG-2	4023	09/17/19	4003	N	BLIND	DR	4	1	1	OAK RIDGE ADD	R1	\$ 16,000	96
1 & 2 FAMILY, STORAGE BLDG-2	4131	09/25/19	818	W	LINSEY	AVE	10	1	1	REBUD ESTATES	RE	\$ 1,500	144
1 & 2 FAMILY, STORAGE BLDG-2	4140	09/30/19	312	FLOYD	FLOYD	AVE	10	1	1	RED CANYON RANCH SEC 3	PUD	\$ 43,000	978
1 & 2 FAMILY, SWIMMING POOL-; LEISURE TIME POOLS	3946	09/11/19	361	DR	HAVASU	DR	14	1	1	FROST CREEK ADD	PUD	\$ 95,000	608
1 & 2 FAMILY, SWIMMING POOL-; ROSE HILL BUILDERS	3959	09/12/19	3561	CT	DRAGONFLY	CT	28	1	1	SMOKING OAK #2	R1	\$ 50,000	800
1 & 2 FAMILY, SWIMMING POOL-; SIGNATURE CUSTOM POOLS	3966	09/12/19	1706	PL	SMOKING OAK	PL	10	1	1	EAGLE CLIFF SOUTH ADD #3	R1	\$ 38,000	232
1 & 2 FAMILY, SWIMMING POOL-; AQUAMARINE POOLS OF DFW	3989	09/17/19	1012	DR	CAPACARA	DR	4	2	2	SMOKING OAK #4-REPLAT	R3	\$ 28,732	673
1 & 2 FAMILY, SWIMMING POOL-; AQUA HAVEN, LLC	4130	09/25/19	2517	DR	MCREE	DR	1	004	004	BENT OAKS RANCH (SURVE)	A2	\$ 179,000	2,400
1 FAMILY, MANUFACTURED HOMES	3348	09/12/19	4950	AVE	104TH	AVE	22	1W	1	BELLATONA SEC. #1	R1	\$ 140,000	2,061
1 FAMILY, NEW CONSTRUCTION HOME CREATIONS, INC.	887	09/30/19	3907	LN	SLEDMERE	LN	2	11	11	BELLATONA SEC. #1	R1	\$ 145,710	2,125
1 FAMILY, NEW CONSTRUCTION HOME CREATIONS, INC.	1006	09/27/19	3816	PL	MANDERLY	PL	5	6	6	HALLBROOKE ADD #5	PUD	\$ 160,000	2,720
1 FAMILY, NEW CONSTRUCTION ARMSTRONG HOMES	3670	09/20/19	2015	WAY	TURTLE CREEK	WAY	4	1	1	VINTAGE CREEK ADDITION	PUD	\$ 160,000	2,485
1 FAMILY, NEW CONSTRUCTION ARMSTRONG HOMES	3671	09/09/19	504	DR	VINTAGE	DR	11	13	13	NOT SUBDIVIDED	A2	\$ 300,000	4,344
1 FAMILY, NEW CONSTRUCTION SWM & SONS, INC.	3687	09/05/19	3120	RD	ISIM	RD	13	1W	1	FLAMING OAKS ESTATES	RE	\$ 425,000	4,264
1 FAMILY, NEW CONSTRUCTION SUM CUSTOM HOMES	3722	09/11/19	1148	DR	FLAMING OAKS	DR	13	2	2	VISTA SPRINGS ESTATES AL	RE	\$ 403,000	5,377
1 FAMILY, NEW CONSTRUCTION MONTEREY CONSTRUCTION	3737	09/17/19	7437	DR	SPRING VIEW	DR	8	1E	1E	NOT SUBDIVIDED	A2	\$ 231,237	3,391
1 FAMILY, NEW CONSTRUCTION TIMBER RIDGE CUSTOM HOME	3746	09/11/19	14750	RD	IMHOFF	RD	2	1W	1	CEDAR LAKE SEC #2	R1	\$ 450,000	6,723
1 FAMILY, NEW CONSTRUCTION OWNER	3804	09/11/19	11603	CT	BURMA	CT	47	7	7	ASHTON GROVE ADD SEC 2	PUD	\$ 1,400,000	8,661
1 FAMILY, NEW CONSTRUCTION TABER BUILT HOMES, LLC	3862	09/20/19	3704	DR	EPORA	DR	3	2	2	MONTRO RIDGE SEC. #2	PUD	\$ 680,000	6,106
1 FAMILY, NEW CONSTRUCTION WILLIAMS, DAVID CONSTRUCT	3955	09/20/19	4430	DR	CRITTENDEN	DR	23	1	1	LAS COLINAS SEC. #2	PUD	\$ 390,000	3,482
1 FAMILY, NEW CONSTRUCTION LANDMARK FINE HOMES, LP	3956	09/20/19	3101	RD	ALAMOSA	RD	5	5	5	GLENHURST SEC. #2	PUD	\$ 625,000	4,819
1 FAMILY, NEW CONSTRUCTION LANDMARK FINE HOMES, LP	3957	09/20/19	203	RD	ROLLING WOODS	RD	6	4	4	GLERIDGE SEC. #2	PUD	\$ 323,000	3,123
1 FAMILY, NEW CONSTRUCTION BROOKFIELD FINE HOMES, LLC	3974	09/20/19	3004	TR	FOSTER	TR	6	4	4	GLERIDGE SEC. #2	PUD	\$ 323,000	3,123
1 FAMILY, NEW CONSTRUCTION BROOKFIELD FINE HOMES, LLC	4066	09/30/19	5905	CT	PERTH	CT	7	3	3	EAGLE CLIFF ADD #5	R1	\$ 173,600	1,950
1 FAMILY, NEW CONSTRUCTION SHERIDAN HOMES, LLC	4093	09/20/19	505	RD	BLUE FISH	RD	12	3	3	BELLATONA SEC. #1	R1	\$ 163,750	2,351
1 FAMILY, NEW CONSTRUCTION IDEAL HOMES OF NORMAN	1555	09/27/19	516	CONCOR	CONCOR	DR	12	4	4	TRAILWOODS SEC. #1	PUD	\$ 163,170	1,813
1 FAMILY, NEW CONSTRUCTION HOME CREATIONS, INC.	3731	09/05/19	4200	DR	ASINGDON	DR	4	14	14	TRAILWOODS SEC. #1	PUD	\$ 163,170	1,813
1 FAMILY, NEW CONSTRUCTION IDEAL HOMES OF NORMAN	3732	09/05/19	3915	RD	BLUE FISH	RD	2	1	1	TRAILWOODS SEC. #1	PUD	\$ 163,170	1,813
1 FAMILY, NEW CONSTRUCTION IDEAL HOMES OF NORMAN	3763	09/09/19	706	RD	BLUE FISH	RD	14	1	1	TRAILWOODS SEC. #1	PUD	\$ 163,170	1,813
1 FAMILY, NEW CONSTRUCTION IDEAL HOMES OF NORMAN	3909	09/19/19	702	RD	BLUE FISH	RD	1	1	1	TRAILWOODS SEC. #1	PUD	\$ 163,170	1,813
1 FAMILY, NEW CONSTRUCTION IDEAL HOMES OF NORMAN	3910	09/19/19	709	RD	BLUE FISH	RD	7	5	5	TRAILWOODS SEC. #1	PUD	\$ 163,170	1,813
1 FAMILY, NEW CONSTRUCTION IDEAL HOMES OF NORMAN	4045	09/18/19	3911	RD	ABINGDON	RD	3	14	14	BELLATONA SEC. #1	PUD	\$ 140,040	2,676
1 FAMILY, NEW CONSTRUCTION HOME CREATIONS, INC.	4065	09/26/19	912	RD	OLD FRISCO	RD	4	4	4	EAGLE CLIFF SOUTH ADD #5	R1	\$ 148,140	2,372
1 FAMILY, NEW CONSTRUCTION HOME CREATIONS, INC.	4082	09/20/19	4208	DR	CONCOR	DR	10	3	3	EAGLE CLIFF SOUTH ADD #5	R1	\$ 148,140	2,372

CDGB, CODE COMPLIANCE, OIL & GAS

10C

CDBG and HOME Investment Partnerships Programs

Staff has begun the planning process for the development of the 2020-2024 Consolidated Plan. Citizen Participation will begin with Neighborhood Meetings in November and a Public Hearing in December.

CDBG Disaster Relief Grant

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

Homeless Activities

On September 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of August. There were five housing placements made (0 Veteran; 8 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 will be appointing a three member Council Committee to work with the Continuum of Care to develop strategies in addressing this increasing issue.

Housing Programs

September 2019

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

- One rehabilitation project is currently under contract and one project in development stage, with one rehabilitation project being completed since July 1, 2019.
- One emergency repair project is currently under contract; five emergency repair projects were completed since July 1, 2019.
- One accessibility modification project has been completed since July 1, 2019. Two 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.

[illegible]

[illegible]



Administrative Summary

September 2019 Summary

10/2/2019



Operations

Part I Crimes	Current			Year-To-Date		
	2019	MONTH 5YR AVG	2018	2019	YTD 5YR AVG	2018
Murder	0	0	0	2	4	3
Rape	5	6	5	56	43	60
Robbery	2	6	6	35	43	40
Agg. Assault	14	20	21	142	135	143
Burglary	45	60	62	386	518	455
Larceny	231	257	225	1,933	2,360	2,032
Motor Vehicle Theft	34	31	37	275	246	270
Arson	1	1	0	8	4	4
Part I Totals:	332		356	2,837		3,007

Part II Crimes						
DUI/APC	41	33	47	414	349	369
Drunkenness	48	62	66	450	513	461
Drug Violations	62	86	124	792	829	972
Forgery	11	18	14	134	197	121
Vandalism	76	77	95	693	693	689
Others	381	NA	383	3,448	NA	3,311
Part II Totals:	619		729	5,931		5,923

Total Reported Crime: 951 1,085 8,768 8,930

Other Reported Activity

Public Peace Reports	197	185	219	1,765	1,598	1,853
Warrants Served	124	119	165	1,377	1,169	1,275
Other Reports Totals:	321		384	3,142		3,128

Total Case Reports: 1,272 1,469 11,910 12,058

Collisions	2019	MONTH 5YR AVG	2018	2019	YTD 5YR AVG	2018
Fatality	0	1	0	3	5	5
Injury	65	61	52	427	451	500
Non-Injury	135	161	152	1,004	1,280	984
Total Collisions:	200		204	1,434		1,489

Call for Service

CAD Activity (All Other CFS)	3,480	NA	3,258	28,734	NA	27,103
Calls for Service (Only Police)	8,181	NA	8,437	78,491	NA	74,206
Total CFS:	11,661		11,695	107,225		101,309

Citations & Warnings:

Citations	1,311	NA	949	12,720	NA	10,614
Warnings	1,580	NA	2,055	19,619	NA	19,386
Total Citations & Warnings:	2,891		3,004	32,339		30,000

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

** Five Year Average based on 2013 to 2017

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report September 2019



IN SHELTER ANIMAL COUNTS

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	84	126	210	107	128	235	25	12%
Ending	80	118	198	66	102	168	(30)	-15%

ANIMAL INTAKES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	126	83	209	75	118	193	(16)	-8%
Owner Relinquish	4	7	11	7	8	15	4	36%
Owner Intended Euth	2	1	3	1	0	1	(2)	-67%
Transfer In	0	1	1	0	0	0	(1)	-100%
Other Intakes*	7	0	7	14	6	20	13	186%
Returned Animal	19	5	24	5	8	13	(11)	-46%
TOTAL LIVE INTAKES	158	97	255	102	140	242	(13)	-5%

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

OTHER STATISTICS

	2018		2019		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	5	5	6	6	1	20%
Dog Collected (DOA)	0	0	1	1	1	
Cat Collected (DOA)	2	2	2	2	0	0%
Wildlife Transferred	0	0	0	0	0	
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	1	1	1	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	0	0	0	0	0	
Intake Pigs	0	0	1	1	1	
Intake Other	5	5	2	2	(3)	-60%
TOTAL OTHER ITEMS	12	12	13	13	1	8%

LENGTH OF STAY (DAYS)

	2018	2019
Dog	17.6	15.4
Puppy	14.7	18.1
Cat	20.7	17.5
Kitten	37	11.8

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	47	52	0	99

Norman Animal Welfare Monthly Statistical Report

September 2019



LIVE ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	99	95	194	57	104	161	(33)	-17%
Return To Owner	43	1	44	41	4	45	1	2%
Transferred Out	9	1	10	33	46	79	69	690%
Returned in Field	0	0	0	0	0	0	0	
Other Outcome	0	0	0	0	0	0	0	
TOTAL LIVE OUTCOMES	151	97	248	131	154	285	37	15%

OTHER ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	5	6	1	3	4	(2)	-33%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	8	5	13	5	2	7	(6)	-46%
Owner Intended Euth	2	1	3	1	0	1	(2)	-67%
TOTAL OTHER OUTCOMES	11	11	22	7	5	12	(10)	-45%

TOTAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	151	97	248	131	154	285	37	15%
Total Other Outcomes	11	11	22	7	5	12	(10)	-45%
TOTAL OUTCOMES	162	108	270	138	159	297	27	10%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	0	0		0	0%
Medical - Injured	2	2		4	50%
Behavior - Aggressive	4	0		4	50%
Behavior - Other	0	0		0	0%
TOTAL EUTHANASIA	6	2	0	8	

MONTHLY LIVE RELEASE RATE

2018	2019
92.9%	96.3%

Live Outcomes / (Total Outcomes - Owner Int Euth)



Monthly Service By Assignment

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

Place	Assignment	Jan 2019 Hours	Feb 2019 Hours	Mar 2019 Hours	Apr 2019 Hours	May 2019 Hours	Jun 2019 Hours	Jul 2019 Hours	Aug 2019 Hours	Sep 2019 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	5:37	5:03	0:00	0:00	0:00	0:00	0:00	10:40
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	42:13	58:19	49:46	55:37	69:22	67:40	67:48	112:37	139:51	663:13
	NAWC-Community Outreach Volunteer	0:00	0:00	19:30	0:00	0:00	0:00	0:00	0:00	0:00	19:30
	NAWC-Dog Handler	105:25	115:39	126:02	125:23	149:48	40:56	43:48	75:21	83:09	865:31
	NAWC-Foster Program	0:00	0:00	13:00	19:00	19:00	58:00	48:00	118:00	55:00	330:00
	NAWC-Laundry	0:00	0:00	2:10	0:00	3:30	3:30	6:02	10:05	4:45	30:02
	NAWC-Lobby Greeter	52:55	39:30	48:35	56:15	47:12	18:00	56:15	75:30	45:30	439:42
	NAWC-Orientation	14:00	14:00	11:00	20:00	11:00	9:00	8:00	11:00	8:00	106:00
	NAWC-Photographer	0:00	0:00	0:00	0:00	1:45	0:00	5:20	0:00	0:00	7:05
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Total	Veterinarian Assistant Tech	16:50	15:00	37:00	15:00	25:40	21:23	0:00	0:00	0:00	130:53
		231:23	242:28	312:40	296:18	327:17	218:29	235:13	402:33	336:15	2,602:36
	Grand total	231:23	242:28	312:40	296:18	327:17	218:29	235:13	402:33	336:15	2,602:36

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) preliminary plat item for Planning Commission; one (1) final plat to the development Committee; two (2) Preliminary Plats, one final plat and one (1) consent to encroach for City Council. The Development Engineer reviewed 29 sets of construction plans and 3 punch lists. There were 96 permits reviewed and/or issued. Fees were collected in the amount of \$11,063.29.

CAPITAL PROJECTS:

Main Street Bridge over Brookhaven Creek

The project was awarded on June 4, 2018 by ODOT. The successful bidder was Silver Star Construction. The cost of the project is \$4,905,000. The project includes replacing a Structurally Deficient (SD) bridge structure with a triple cell 16' x 8' Reinforced Concrete Box (RCB) and 2100' of channel improvements downstream of the bridge. Work began on the project on August 13, 2018. Weather permitting, construction is expected to take 340 days. On Monday April 15, eastbound and westbound traffic on West Main Street was switched to the south half of the roadway, so the contractor can begin reconstructing the north half of the roadway. The West Main Street roadway was completed on June 10, 2019. Full-width paved lanes will remain open at all times to eastbound and westbound traffic until project completion. For the safety of the traveling public, work zone safety devices will remain on the roadway until the end of the project. On August 27, eastbound and westbound lanes on Main Street were placed in the final and permanent configurations using work zone safety devices.

The contractor's activities this month were as follows:

- Continued to construct the access road along the west side of the channel.
- Continued vegetation and debris removal along the creek south of West Main Street Bridge
- Continued slope grading along both sides of Brookhaven Creek.

Sidewalk Program:

The **Acres Street Sidewalk Project** is intended to provide sidewalk along the north side of Acres Street in the gap between Flood Avenue and the new Central Library located on James Garner Avenue. The project will also construct missing sidewalk, ramps, rebuild existing non-compliant ramps and repair deficient sidewalk along the north side of Acres Street between the railroad tracks and Porter Avenue. This Sidewalk Project bid was awarded on July 9th, 2019 by City Council to Central Contracting Services in the amount of \$131,185.00. Project work began in early August and expected to be completed on or about October 1, 2019. The section of sidewalk connecting from N. Jones Ave. to University Blvd. is complete placing the project at about 98% complete. Work will commence in October 2019 to repair sidewalk ramps and sections from N. Jones Avenue to Porter Avenue.

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 27th, 2019. A notice-to-proceed has been provided to this contractor. Work was completed at 115 Park Drive in late September 2019 with the Citywide Sidewalk Reconstruction Project funds. City Staff is coordinating with EMC Services regarding starting the next project along West Main Street starting near Park Drive heading westward to 24th Avenue NW. Expected start date will be middle October 2019.

FYE 2020 Horizontal Saw Cutting Project went to bid on August 8th, 2019 with Precision Concrete Cutting of Oklahoma submitting the winning bid at \$39,900.00 for completing work along Lindsey Street from Classen Blvd. to 24th Ave. SE and along 12th Ave SE from Alameda Street to East Imhoff Road. Members of Precision Concrete Cutting performed a survey of this area locating and marking sidewalk joints which need to be shaved down for ADA compliance. The total area of work to be completed is 1,050 inch-feet of sidewalk to be corrected. Work started near the corner of Lindsey Street and Classen Boulevard near the railroad tracks the week of September 23, 2019. Work is expected to be completed on the first full week of October 2019.

STREETS DIVISION

CAPITAL PROJECTS:

60TH AVENUE NW – ROBINSON STREET TO TECUMSEH ROAD

Streets crews worked an overlay project at 60th Avenue NW – Robinson Street to Tecumseh Road and required 4,511.05 tons of asphalt for the repair.

60TH AVENUE NW– ROBINSON STREET TO TECUMSEH ROAD

Streets crews replaced damaged concrete panels at 60th Avenue NW– Robinson Street to Tecumseh Road. This repair required 2 cubic yards of concrete and resulted in over 6 square yards of repaired driving surface.

POST OAK ROAD – 60TH AVENUE SE TO 72ND AVENUE SE

Streets crews worked an overlay project at 60th Avenue SE to 72nd Avenue SE and required 1,222.37 tons of asphalt for the repair.

BOND PROJECTS:

ROCK CREEK ROAD – 24TH AVENUE NE TO 60TH AVENUE NE

Streets crews worked an overlay project at Rock Creek Road – 24th Avenue NE to 60th Avenue NE and required 15.68 tons of asphalt for the repair.

ASPHALT OPERATIONS:

204 PECAN VALLEY DEEP PATCH

Streets crews worked a deep patch at 204 Pecan Valley and required 30.85 tons of asphalt for the repair.

TECUMSEH ROAD AND 24TH AVENUE NE RURAL PATCH

Streets crews worked a deep patch at Tecumseh Road and 24th Avenue NE and required 2.01 tons of asphalt for the repair.

CONCRETE OPERATIONS:

2127 BROOKHAVEN BLVD

Streets crews replaced damaged concrete panels at 2127 Brookhaven Blvd. This repair required 14 cubic yards of concrete and resulted in over 44 square yards of repaired driving surface.

405 MIMOSA DRIVE

Streets crews replaced damaged concrete panels at 405 Mimosa Drive. This repair required 24 cubic yards of concrete and resulted in over 105 square yards of repaired driving surface.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During September, 2019, 171.50 miles of rural rights-of way and 4,477,379 sq. ft. of urban rights-of-way were mowed.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 16 work order requests and closed 16.

INFRASTRUCTURE

The Infrastructure Maintenance crew completed an inlet box replacement project on Madra Street. The project consisted of reconstructing two inlet boxes and replacing the stormwater pipe between them. They poured 26.5 yards of concrete, removed 63 tons of debris, and laid 5 tons of asphalt to complete this project. The Infrastructure Maintenance crew was also able to clean a flume on Sawgrass Drive, repair a manhole lid on 12th Ave NE, and repair an inlet box floor on War Bird Drive.

DRAINAGE MAINTENANCE

The Channel Maintenance crew removed over 54.5 tons of debris from drainage channels and drainage flumes throughout Norman in September. Locations included Beaumont Drive, Hollywood Channel, and Willow Grove.

*Monthly Progress Report
Public Works (September 2019)*

The Channel Maintenance crew also continued their mowing schedule in September and mowed 2,321,772 ft² of urban drainage way.

URBAN STREET SWEEPING OPERATIONS

A total of 282 lane miles were swept resulting in the removal of approximately 151 tons of debris from various curb lined streets.

The Litter Crew concluded the season on September 27, 2019 and will resume March of 2020. The four-person crew collected a total of 4.05 tons of debris in September from the urban areas.

STORMWATER OKIE LOCATES

During the month of September, 2741 Call 811 Okie Spots were received. Of those requests, 53 were stormwater pipe locates, 94 were physically checked, and 796 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 89 inspections of 59 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 44 citizen calls/ YTD Total is 86.

On September 4, 2019, Carrie Evenson facilitated the FIRM Public Meeting regarding the proposed new floodplain maps.

On September 8-12, Dr. Evenson attended APWA PWX, a national public works expo and conference, in Seattle, WA.

On September 12, 2019, Michele Loudenback attended the first stakeholder meeting for the reauthorization of OKR04, the Phase II Municipal Separate Storm Sewer System General Permit, at ODEQ's Central Office.

On September 16-18, Dr. Evenson and Ms. Loudenback attended the OFMA Fall Conference where Dr. Evenson gave a presentation on the City of Norman's Artful Inlet program.

On September 18, Dr. Evenson and Ms. Loudenback attended the ECAB meeting.

On September 19, Dr. Evenson and Ms. Loudenback attended the Central Oklahoma Storm Water Alliance meeting in Midwest City where Richard Fielding, Upcycle Products, provided a lunch and learn about the rain barrel program and various expansions/alternatives to the program including art barrels.

On September 21, Amy Shepard, Faith Haynes, and Ms. Loudenback facilitated the 12th Ave SE Cleanup. We had 19 participants, including 10 Cub Scouts from Pack 233. We removed almost 90 pounds from the watershed.

On September 27, Dr. Evenson and Ms. Loudenback attended the Lake Thunderbird Watershed Partnership quarterly meeting in Moore.

On September 29, Dr. Evenson, Ms. Haynes and Ms. Loudenback hosted the "Scoop the Poop" game at the Monarch Festival in Andrews Park. Additionally, they staffed a table and handed out educational literature and promotional items.

On September 29, Ms. Shepard and Ms. Loudenback facilitated the first clean-up event of the Lake Thunderbird Watershed Cleanup Blitz at Crestland Park. Eight participants removed almost 135 pounds of material from the watershed.

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.

AUGUST 2019
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

FY 2020 Associated Fees

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

*Norman Rural Cert of Survey...0

*Final Plats.....0

*Preliminary Plats.....1

*Short Form Plat.....0

*Center City Form Based Code..0

City Council Review:

Certificate of Survey.....0

Preliminary Plat.....2

Final Plats1

Certificate of Plat Correction....0

Encroachment.....1

Easements.....0

Closure.....0

\$8,940.00

Development Committee:

Final Plats.....1

Fee-In-Lieu of Detention.....0 \$0.00

Subtotal: \$8,940.00 \$0.00 \$820.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 20

***Commercial..... 9

Multi-Family..... 0

Addition/Alteration..... 25

House Moving..... 2

Paving Only..... 9

Storage Building.....12

Swimming Pool..... 5

Storm Shelters..... 9

Public Improvements.....2

Temporary Encroachments.....1

Fire Line Pits/Misc..... 1

Flood Plain (@\$100.00 each).....0

Total Permits.....

Grand Total.....

****Construction Plan Review occurrences

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

\$0.00	\$100.00	\$100.00
\$212.29	\$754.23	\$1,647.51
\$11,063.29	\$854.23	\$13,418.51
29	20	65
3	4	9

* 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

September 2019

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

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	3	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	20	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	9	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	29	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	0	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020

STREET DIVISION					
	FYE 2020 September 2019	FYE 2020 September 2019	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% 32.86	100%	100% 343.07	100%	95%
Overlay/pave 10 miles per year.	3.00	30%	5.00	50%	100%
Replace 1,160 square yards of concrete pavement panels	111.00	10%	1,326.00	114%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	16.00	4%	34.00	8%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	4,477,379.00	424%	11,558,812.00	91%	100%
Mow 148 miles of Rural Right-of-way twice per year	171.50	695%	494.50	167%	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 SEPTEMBER, 2019	FYE 2020 SEPTEMBER, 2019	Year to Date	Year to Date	FYE 2020
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	282.00	56%	975.00	16%	50%
Collect litter from rights of way in the Urban area (Tons)	4.05	58%	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)	1,201.00	-	1,859.00	19%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	2,321,772.00	17%	3,766,126.00	28%	90%
Perform erosion control inspections of permitted sites within 30 days.	89.00	151%	268.00		100%
Permit all earth disturbing operations over 1 acre in size.	1.00	100%	8.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	-	0%	-		20%
Respond to stormwater complaints within 24 hours of the time reported	44.00	100%	86.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

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

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

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	21,382.00	20,207.00	23,038.27	
Outside - sublet	667.82	2,645.40	7,272.53	
TOTAL	22,049.82	22,852.40	30,310.80	
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	21,512.38	22,621.20	23,038.27	7,272.53

FYE 2020 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	67,156.82	62,891.20	66,249.88	22,023.42

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.14	Low	\$1.79	UNLEADED	High	\$2.43	Low	\$2.17
DIESEL	High	\$2.14	Low	\$1.91	DIESEL	High	\$2.59	Low	\$2.59
CNG	High	n/a	Low	\$1.02	CNG	High	\$1.71	Low	\$1.71

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS	\$45,213.70		Month Total Public CNG Sales	\$10,179	
BATTERIES	\$4,204.38		FYE 2020 To Date Public Sales	\$32,354	
OILS/FLUIDS	\$4,719.64		LIFE TO DATE CNG GAS GALLON EQUIVALENT		
TIRES	\$26,252.95		Total Sold Gallons Life To Date	870,457	
SUBLET REPAIRS	\$6,390.89		Total Gross Sales Life To Date	\$1,255,821	
TOTAL SPENT ALL parts/sublet			Life To Date CNG Gas Gallon Equivalent		
			Total Public/City Through-Put CNG Gallons @ Station	1,989,374	

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	25	13	26	64
EMERGENCY ROAD CALLS	24	23	23	70
PM SERVICES	105	116	114	335
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	446	476	486	1408
SCHEDULED REPAIRS	159	164	211	534
NON SCHEDULED REPAIRS	287	312	275	874

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	6	3	2	11
EMERGENCY ROAD CALLS	3	1	5	9
PM SERVICES	79	82	78	239
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	211	246	200	657
SCHEDULED REPAIRS	116	123	134	373
NON SCHEDULED REPAIRS	95	123	66	284

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	19	10	24	53
EMERGENCY ROAD CALLS	20	20	18	58
PM SERVICES	24	30	34	88
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	202	210	277	689
SCHEDULED REPAIRS	41	54	70	165
NON SCHEDULED REPAIRS	161	156	207	524

**FLEET DIVISION
PM COMPLIANCE REPORT
September FYE 2020**

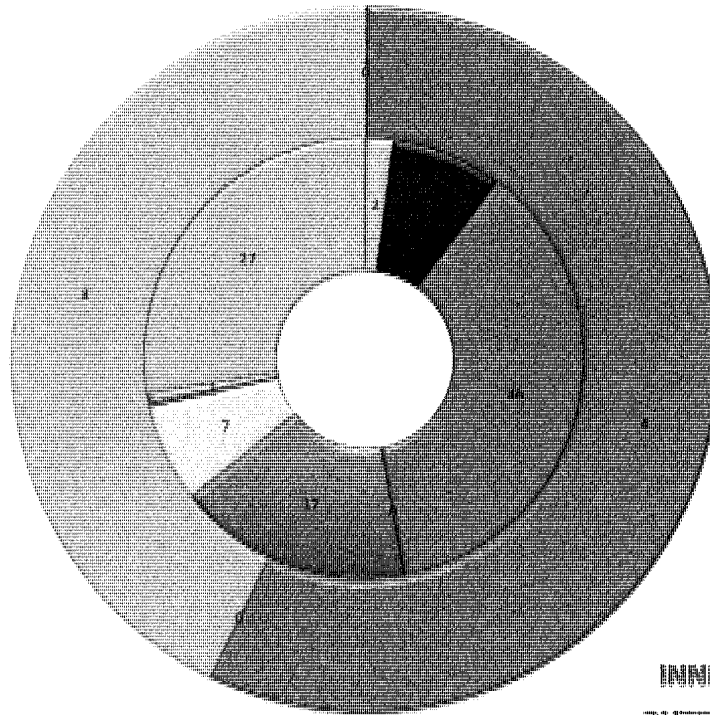
Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On-Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
CITY CLERK						
CITY COUNCIL	1	1			0%	0%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE	1	1			0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
FINANCE						
METER SERVICES					0%	0%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1	1			0%	0%
PUBLIC WORKS						
ENGINEERING					0%	0%
STREETS	13	13			0%	6%
STORMWATER	2	2			0%	0%
TRAFFIC	1	1			0%	0%
STORMWATER QUALITY					0%	0%
FLEET	1	1			0%	0%
POLICE						
ANIMAL CONTROL	2	2			0%	0%
POLICE ADMINISTRATION	2	2			0%	0%
POLICE STAFF SERVICES	2	2			0%	14%
POLICE CRIMINAL INVESTIGATIONS	3	2		1	33%	23%
POLICE PATROL	17	14		3	18%	20%
POLICE SPECIAL INVESTIGATIONS	1	1			0%	0%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	80%
FIRE TRAINING					0%	0%
FIRE PREVENTION	1	1			0%	0%
FIRE SUPPRESSION	5	5			0%	5%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	7	7			0%	4%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	8	8			0%	4%
PSST POLICE CRIMINAL INVESTIGATION	1	1			0%	40%
PSST FIRE SUPPRESSION	2	2			0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	7	7			0%	0%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	2	2			0%	13%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	100%
SANITATION RESIDENTIAL	1	1			0%	0%
SANITATION COMMERCIAL	4	2	1	1	25%	20%
SANITATION TRANSFER	3	2	1		0%	27%
SANITATION COMPOST	4	4			0%	0%
SANITATION RECYCLE	3	3			0%	0%
SANITATION YARD WASTE	3	3			0%	29%
CITYWIDE TOTAL	98	91	2	5	5%	11%

September FYE 2020

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
UTILITIES										
292T	2016 CTS CTV 45 Trailer	Sanitation Transfer Station	10/1	6/14	109	days	7/11/2019	Heavy Repair	PM-A	12/14/2018
0295	2016 Peterbilt 365 Semi	Sanitation Transfer Station	163347	156197	7,150	miles	8/29/2019	Heavy Repair	PM-C	4/23/2019
0222	2006 Roll Offs USA 34 YD Compacto	Sanitation Commercial	10/1	7/25	68	days	7/25/2019	Heavy Repair	PM-C	7/25/2018
POLICE										
1012	2013 Chevy Tahoe	Police Criminal Investigations	43832	43500	332	miles	8/7/2019	Light Repair	PM-C	11/15/2018
1187	2016 Chevy Tahoe	Police Patrol	30154	28000	2,154	miles	5/9/2019	Light Repair	PM-D & G	11/13/2018
1146	2010 Ford Crown Victoria 2nd Miss	Police Patrol	111959	109794	2,165	miles	8/16/2019	Light Repair	PM-C	2/12/2019
1131	2014 Ford Interceptor	Police Patrol	48560	47101	1,459	miles	8/23/2019	Light Repair	PM-C	1/31/2019
1119	2008 Ford Crown Victoria	Police Patrol	152986	152050	936	miles	9/10/2019	Light Repair	PM-C	2/19/2019
1130	2018 Ford Interceptor	Police Staff Services	5628	4000	1,628	miles	6/21/2019	Light Repair	PM-C	NEW
MOTORT	2012 Motorcycle Trailer 2nd Miss	PSST Criminal Investigations	10/1	8/6	56	days	8/6/2019	Light Repair	PM-A	7/9/2018
FIRE										
0005	2011 Chevy Tahoe	Fire Administration	111590	110300	1,290	miles	7/30/2019	Light Repair	PM-D & G	11/1/2018



**PM Compliance Report
September FYE 2020**

- 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	2	0	0.0%
Fire	8	0	0.0%
Police	36	4	11.1%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	17	0	0.0%
Parks & Rec.	7	0	0.0%
Planning	1	0	0.0%
Utilities	27	3	11.1%
Citywide Total	98	7	7.1%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2020

September 2019

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	118.68	72%	78.8%	6.8%	
# 002	121.07	72%	86.8%	14.8%	
# 003	115.82	72%	74.5%	2.5%	
# 004	163.88	72%	94.7%	22.7%	
# 006	103.52	72%	70.9%	-1.1%	
# 007	108.14	72%	78.1%	6.1%	
# 008	94.06	72%	77.3%	5.3%	
# 009	99.51	72%	82.6%	10.6%	
# 010	96.74	72%	71.7%	-0.3%	
# 011	101.07	72%	63.4%	-8.6%	
# 012	90.66	72%	86.0%	14.0%	
# 013	109.50	72%	80.5%	8.5%	
# 014	78.19	72%	84.1%	12.1%	
# 016	2.43	72%	75.5%	3.5%	
# 019	4.21	72%	87.2%	15.2%	
# 020	28.75	72%	86.5%	14.5%	
# 021	127.25	72%	83.8%	11.8%	

DIRECT LABOR HOURS	1563.48
TOTAL AVAILABLE HOURS	1967.16
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	79.5%

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

SEPTEMBER 2019	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	139	139	100%	403	403	100%
Provide information requested by citizens within 7 days	95%	139	139	100%	403	403	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	0	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	32	32	100%	114	114	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		1114	297.25	0.27	1619	648.5	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	0.00	1.13	8	7.08
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
		17	17	100%	46	46	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		28	28	100%	106	106	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	4	4	100%	15	15	100%
<i>Lower Priority</i> all other signs within one day	90%	63	63	100%	243	243	100%
<i>Street Name Signs</i> within two weeks	90%	4	4	100%	18	18	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
		3040	0	0.00	9536	0	0.00

Monthly Report

September 2019

LINE MAINTENANCE:

Waterline Capital Projects

- Burgundy Court – 100% Complete
- Morren Drive – 100% Complete
- Rhoades Drive – 100% Complete
- East Robinson to Griffin Park – 65% Complete

East Robinson to Griffin Park: Staff will replace 900 feet of deteriorated 6" Ductile iron pipe with 8" PVC from Robinson Street to end at concession stand at Griffin Park. Staff made an 8" tap on the 16" Ductile Iron main on Robinson Street, made two bores and laid 840 feet of 8" PVC, project 65% complete.

Water Line Breaks – 10 in September

Sewer Line Capital Projects:

Fiscal Year 19 Summit Lakes Lift Station Rehabilitation Project;
Project complete.

Sewer Line Data

- Total obstruction service requests - 21
 - Private Plumbing: 21
 - City Infrastructure: 0
 - Sanitary Sewer Overflows: 0

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.40 MGD
- Total flow: 42,0 MG

UTILITIES ENGINEERING:

Request For Proposal for On-Call Services issued jointly by the Department of utilities and Public Works. Thirty-five engineering proposals were received and Council is expected to consider multiple on-call contracts in October 2019.

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; Staff is still working to finalize contract language and amount; expect to bring a contract forward to NUA in October 2019.

WASTEWATER PROJECTS:

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

Engineer: CP&Y through Lemke Surveying

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

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

- Phase 1 completed 01/19/17;
- Five bids received 08/09/18 for Phase 2 work with low bidder being PM Construction and Rehab, LLC of Pasadena, TX;
- NUA award to PM Construction and contract in amount of \$1,348,501 approved 08/28/18;
- Notice to Proceed issued effective 09/17/18 with completion by 06/12/19;
- 9 payments have been processed for total of \$1,199,788 or 90% of the contract amount;
- All pipe-bursting, open trench installation and manhole rehab work is complete;
- Concrete sidewalk and street repairs are complete.
- Project acceptance and final change order approved by NUA 08/27/19.
- Close out project in October 2019

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; Staff expects to advertise project 10/31/19 and open bids 11/20/19.

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet (5 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Westbrook Terrace to the North, Highway 9 to the Southwest and Berry Road to the East. Preliminary project layout and scope definition are complete.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

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

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet (over 4 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Peter Pan St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. 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

WRF Reuse Pilot Study (WW0317): Project will consider treatment alternatives to produce highly treated effluent at the WRF suitable for discharge into Lake Thunderbird. Pilot project may be co-funded through a Bureau of Reclamation grant. FYE19 funding is for preliminary engineering with pilot phase to be funded in future years. Letter regarding pilot study protocol submitted to DEQ June, 2019.

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

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

Engineer: PEC, Inc.. (Chris Grizer)

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

the Eastridge LS. Bid Opening – June 27, 2019, Construction Contract Award – August 13, 2019, Start of Construction – September 5, 2019
Engineer: SMC Consulting, Inc. (Chris Anderson)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The engineering contract was approved November 2018, Staff and Garver made multiple visits to similar facilities from April to June, Draft of the TM1 was submitted in July, and TM1 completed September 6, 2019
Engineer: Garver, Inc. (Kyle Kruger)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted the following year. Engineering contract approved in April 2019, Staff and Olsson toured OKC septage facility in May. The TM1 was received in July and TM2 is expected in October. Estimated completion of report in November.
Engineer: Olsson, Inc. (Kevin Rood)

WATER PROJECTS:

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

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

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

Contracting Services being the low bidder at \$2,845,591. NUA approved award to Central Contracting Services and approved contract and bonds on 03/26/19. Notice to proceed issued with contract time starting on 04/15/19 and continuing for 270 through 12/11/19. Preconstruction Conference held 07/18/19; Contractor initiated work installing steel casing and 30-inch piping under Brookhaven Creek 09/03/19. Payment of \$948,527 or 33% of the \$2,845,591 contract amount has been paid; Construction is approaching the intersection of Robinson and 36th NW at this time.

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

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;
- Expect to bid project in late fall 2019.

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

Additionally, the recommended portfolio for the 2060 Strategic Water Supply Plan recommended a future non-potable irrigation system from the Water Reclamation Facility to irrigate Reaves Park to reduce the demand on the water system. This project will now be designed and bid with an alternate to install the recommended 16-inch non-potable water line parallel to the proposed 24-inch potable water line. The easement was acquired from OU in March; the engineering design was completed in June and submitted to DEQ. The DEQ permit was received in August and an invitation to bid was issued September 19, 2019.

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

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project will reinstall approximately 6,800 feet of 30-inch PVC C900 along Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue. The

Preliminary alignment was reviewed in April 2019 and the estimated completion of field design was in August, estimated completed design in November, invitation to bid January 2020.

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

Waterline Replacement: Flood Avenue - Robinson to Venture (WA0328): Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Design is funded in FYE19, with construction funded in FYE20. Engineering contract approved March 26, 2019. Project kickoff meeting was held in April. Completion of field investigation in June with an estimated submittal to DEQ in November, Final design in February 2020 and invitation to bid in March 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. Estimated completion of design in September, submittal to DEQ for permit in September, completion of railroad permit in September and invitation to bid in October. Engineer: Guernsey (Larry Roach)

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and preliminary engineering plans presented to NUA 07/08/14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31st with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor completed 104 required piers for chemical building, installed all ductwork, poured slab and building is roofed and equipment being installed. Contractor excavated ozone contact basin, installed piping, poured slab and completed roof. Contractor excavated UV building, poured slab and inside is nearing completion. Large piping was completed that passed through UV building. First partial plant shutdown was held 11/13/17 and the project has required 5 others to date. All shutdowns have been without issue. The high pressure plane pumps have been installed and were placed back in operation 4/23/19. Maintenance building is 95% complete and is being used to store equipment. Brick is underway on the administration building. Contractor has completed \$26,171,510 of the \$30,515,462 total contract. Project completion date is anticipated to be December 2019.

Engineer: Carollo Engineers (Amber Wooten)

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

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

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 32 active wells from being at 31 previously. The design for a blending scheme will be delayed until deemed necessary.

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christensen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019. Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds are being considered by NUA on October 22, 2019. Engineer: Carollo Engineers (Rebecca Poole)

Project Tasks/Dates:

- Well Drilling Began – February 2019

- Estimated Completion – May 2020

Horizontal Well Feasibility Study – Garver met with staff and proposed an option that could be advantageous for future Norman wells. Normal wells are drilled vertically down through various sand layers. Screens are placed at each sand layer to allow the water in the sand layer to enter the well and be removed by pumping. Horizontal wells are directed down to the sand layer and then steered horizontally within the sand layer. This will significantly increase the ability for water to enter the well since it is dependent on the amount of screen surface area against the sand layer. A few consultants have approached staff to further investigate this concept that is unproven in this aquifer but has a potential to yield much more water per well. Staff finalized a contract with Garver and NUA approved it February 14, 2017. Staff supplied past well data to Garver and a draft technical memorandum was submitted to staff for review. Garver partnered with Pumps of Oklahoma and researched how much more water can be expected utilizing horizontal water wells. They also reviewed the operation and maintenance that the City can expect with a completed horizontal well. The oil and gas industry has utilized these types of wells and have found great success in increased yields. The water industry has only applied this concept for river (alluvial) wells but not for sand layers deeper into aquifer formations such as the Garber-Wellington. Staff coordinated a meeting between Garver and selected peer review team interested in vetting the concept of deep horizontal wells for domestic water. The group met Friday 12/1/17 and had no major concerns with the concept. Staff and Garver presented findings to NUA 12/5/17 and again there was support for the concept to date. Staff and Garver met again with 2 hydrogeologists on 1/12/18 to finalize comments received to date. Staff prepared an amendment to Garver's contract to begin Phase II of the Design which will include test wells as part of the investigation. The NUA approved amendment 2/13/18 which allows Garver to proceed with Technical Memorandum (TM) #2. The findings from this TM will determine if the NUA will move forward with drilling the wells or not. The next step to drill a test well awaits permission granted by a potential landowner. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements. Two of these landowners are not interested and one has not responded to mailed letters and/or been contacted. Staff proposed a site near one of the chosen sites and the landowner accepted offer. The horizontal test well began drilling in September and staff awaits results of water quality from the various sand zones. Another test was drilled in October at a different land site and it showed favorable results in both sand thickness and water quality. Staff and consultant held meeting Friday November 9, 2018 and both agreed that a proposal and cost should be brought forth for NUA consideration to proceed with the next phase of drilling a horizontal well as a pilot project. Staff met with consultant and discussed options of normal construction bid build, Construction Management at Risk (CMAR), Public Private Partnership (PPP). Staff met again with consultant to select a path forward and it was decided to bring a PPP plan for NUA further discussion. The plan was received June 2019 and staff is reviewing and will provide comments to Contractor July 16, 2019. A meeting was held August 1 and water quality portions of a potential contract were discussed. Staff met several times and after fully vetting the risk/reward regarding water quality, it was decided to postpone any additional work on horizontal well. Staff will instead shift focus to vertical wells to complete the project to obtain 2 MGD additional water supply. A final letter was mailed to CWS and Garver thanking them for their work thus far and confirming we will not pursue a horizontal well at this time.

Engineer: Garver Engineers (Mary Mach)

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

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

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

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

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with Votech.

Engineer: In House

WTP Backwash Tower Resurfacing Project – This project has been delayed as to not interfere with the current ongoing WTP Phase II project. Staff met with a consultant that will be preparing the specifications for recoating. NUA approved design contract with Dunham Engineering on September 25, 2018. Preliminary design was complete by June 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete. Project opened bids September 12, 2019. CTEX from Texas was apparent low bidder at \$220,000. NUA will consider awarding contract October 22, 2019. Engineer: Dunham Engineering (Joe Seiter)

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

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Project opened bids April 25, 2019 and McKee Utility Contractors, Inc. was low bidder at \$1.46 million. Construction began in July 2019. Vault is underway and water connection is still anticipated in September 2019. Remaining water line installation is being installed and anticipated to be complete by December 2019. Engineer: Freese and Nichols, Inc. (Clay Hernden)

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant prepared scope and fee in January for

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

Engineer: Jacobs Engineering (Erika Cooper)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC was approved by NUA 12/11/18. Survey has been completed and a technical design memo was completed and reviewed by staff. With the existence of several large trees that will be impacted, staff held a neighborhood meeting 4/10/19. Approximately 21 people attended representing OU, sororities and fraternities, homeowners and landlords. The direction taken from the meeting was to start this summer and work through fall until completion. Staff offered summer work only and perform over two summers but it was unanimous 21 votes to start and continue until finished. It was also decided to install water line in the street and not under sidewalks. Staff followed up with meetings between consultant and potential contractors and it was decided that the project must be split into 2 summer phases to be successful. Phase I will begin July 1, 2019 and complete December 2019. Phase II is scheduled to begin May 15, 2020 and complete August 15, 2020. Bids were opened June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. 3732 LF of the 4500 LF has been installed thus far.

Engineer: Cabiness Engineering, LLC (Sean Price)

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

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

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

Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19

Staff is still working to finalize contract language and contract amount and expects to bring a contract forward to NUA in August 2019.

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- Staff is still working to finalize contract language and contract amount and expects to bring a contract forward to NUA in August 2019.

SANITATION CAPITAL PROJECTS:

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

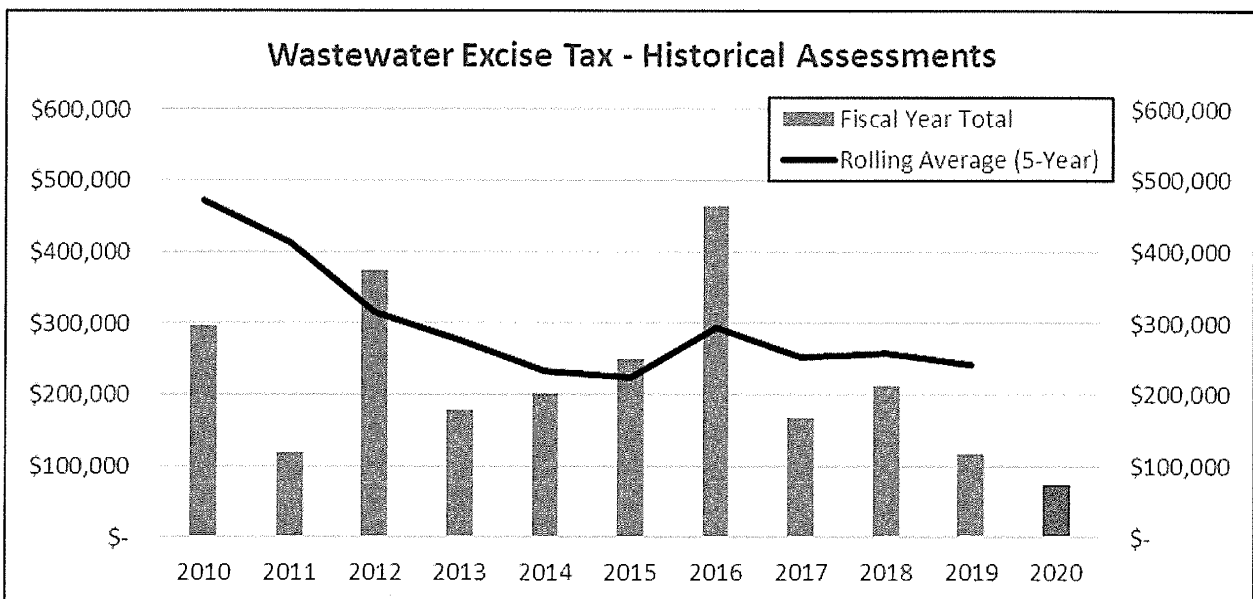
For the container maintenance facility, the proposed location is adjacent to the Truck Wash Facility to allow for efficient operations by staff.

A Household Hazardous Waste Facility will also be included within this project. This Facility is necessary to allow for City residents a timely disposal option for household wastes that cannot be disposed using their normal polycart service. Currently, an annual collection day is held for City residents to dispose of their items but this has proven to be challenging in recent years. Draft scope received in March 2019 and the contract was review completed and approved in July. Staff and Studio Architects visited other HHW facilities in May. Draft engineering report expected in November.

Architect: Studio Architects, LLC (George Winters)

RECOUPMENT/PAYBACK PROJECTS:

WRF Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 4 commercial entities last month. Assessments of \$38,352.10 were made on 4 entities whose projects will increase wastewater flows. Through September, 27 commercial properties were reviewed and a total of \$74,132.48 has been assessed. Below are graphs showing the amount assessed and the number reviewed which includes the applications reviewed to-date for October 2019 as well.



NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. Staff is working to issue payback checks to developers in November 2019.

Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.

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

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

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

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

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item will likely be considered concurrently with the proposed Ruby Grant Payback project described below.

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

Plan Review

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
9/9/2019	Ashton Grove Section 3	Water	SMC	9/16/2019	7
9/9/2019	Ashton Grove Section 3	Sewer	SMC	9/16/2019	7
9/16/2019	Greenleaf Trails Section 10	Paving, Water, Drainage	SMC	9/20/2019	4
9/16/2019	Greenleaf Trails Section 10	Sewer	SMC	9/20/2019	4
9/19/2019	Garner Crossing Parking Lot	Site Plan	Cedar Creek	10/1/2019	12

Private Water Well Permits Issued

2 Water Well Permits #19-3757, 3954 were issued for month of September.

**SEPTEMBER 2019
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	September	Year to date
Fats, oil and grease (FOG) program	32	92
Food license approval	1	2
Significant Industrial Users	1	6
Total inspections	34	100

ROUTINE ACTIVITIES

	September	Year to date
Significant Industrial User sites sampled	2	3
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	25%
Household hazardous waste disposal calls	18	73
Immediate assistance requested	0	6

REVENUE

	September	Year to date
FOG Program	\$0.00	\$0.00
Surcharge	\$10,447.27	\$42,470.56
Lab Analysis Recovery	\$0.00	\$7,619.81
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$10,447.27	\$50,090.37

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided staff liaison support including attending meetings, preparation of minutes, and issue research.
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education material and projects for water issues and recycling.
4. Subcommittee is researching implementation of the US Mayors' Climate Protection Agreement.
5. Met with two ECAB members, staff and Mayor and City Manager regarding Climate Agreement
6. Assisted board with Sustainable Yard of the Month.

CLEVELAND COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

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

MISCELLANEOUS ACTIVITIES

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of September 30, 2019, approximately 56,100 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. Staff applied for and received a grant from DEQ for equipment for the new HHW facility
10. Attended Requisition and AP training for new software
11. Interviewed applicants for Environmental Services Assistant position



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

WATER TREATMENT DIVISION

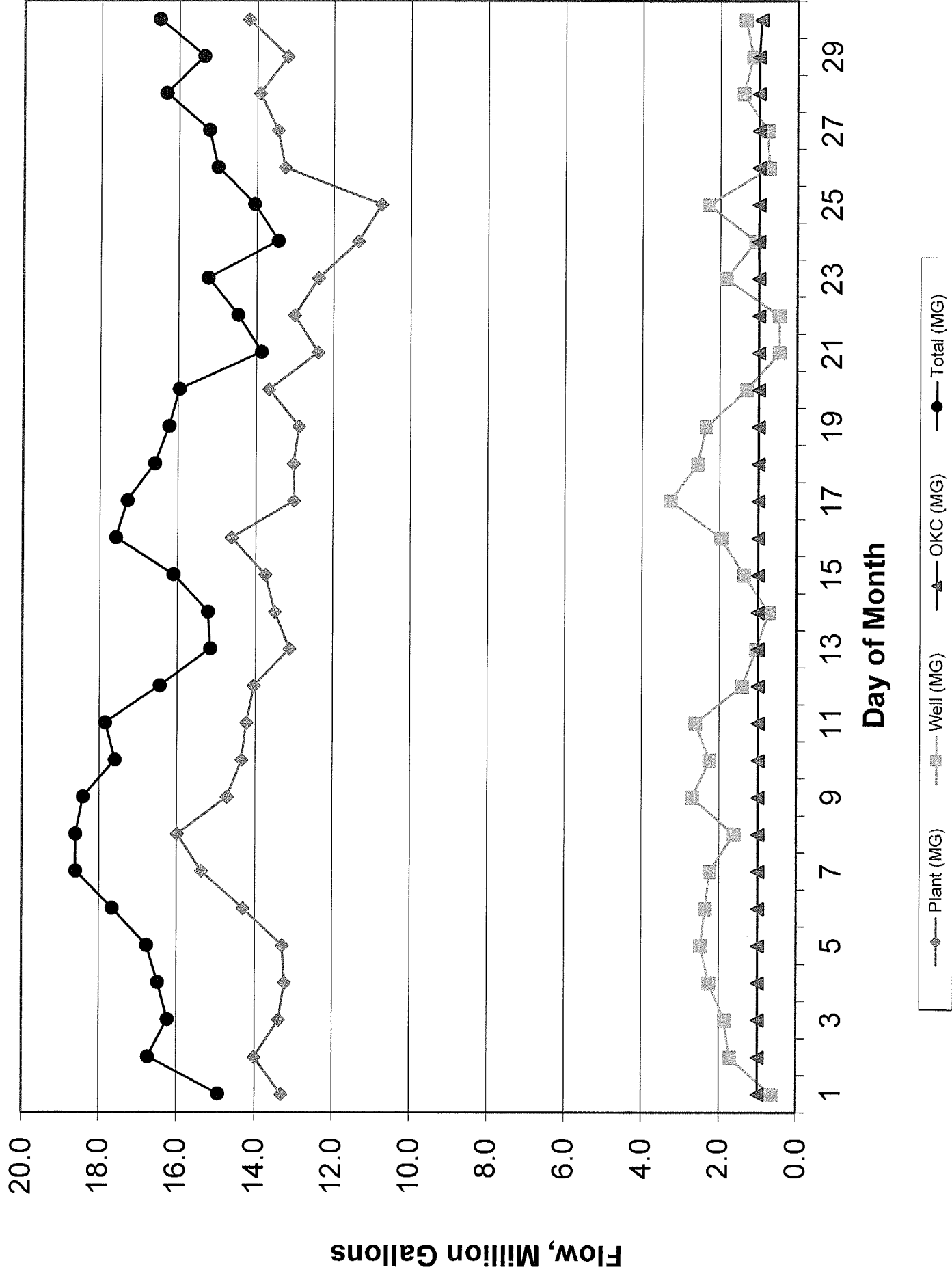
MONTH: September-2019

	FYE 2020		FYE 2019	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	405.70	1242.44	287.65	1158.70
Well Production (MG)	50.35	321.67	70.53	170.60
Oklahoma City Water Used (MG)	29.92	90.70	39.01	99.29
Total Water Produced (MG)	485.96	1654.81	397.19	1428.59
Average Daily Production	16.20	17.99	13.24	15.53
Peak Day Demand				
Million Gallons	18.61	22.20	18.26	21.29
Date	9/7/2019	8/20/2019	9/1/2018	7/16/2018
System Capacity (see note 1)	0.00	0.00	23.35	23.35
Demand Above Capacity (Peak Day)	18.61	22.20	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$695,352.00	\$2,066,688.46	\$529,718.18	\$1,606,794.76
Wells	\$211,523.85	\$664,319.44	\$199,785.51	\$599,404.76
OKC	\$70,840.19	\$225,900.65	\$99,646.99	\$260,808.17
Total	\$977,716.04	\$2,956,908.55	\$829,150.68	\$2,467,007.69
Cost per Million Gallons				
Plant	\$1,713.98	\$1,663.41	\$1,841.54	\$1,386.72
Wells	\$4,201.49	\$2,065.21	\$2,832.71	\$3,513.59
OKC	\$2,367.34	\$2,490.77	\$2,554.40	\$2,626.81
Total	\$2,011.91	\$1,786.86	\$2,087.55	\$1,726.89
Water Quality				
Total Number of Bacterial Samples	80	240	80	284
Bacterial Samples out of Compliance	0	0	0	2
Total number of inquiries (Note 2)	0	7	2	16
Total number of complaints (Note 2)	4	11	10	21
Number of complaints per 1000 service connections	0.10	0.27	0.25	0.52
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	1	3	1	3
Public Education				
Number of tours conducted	1	2	2	5
Number of people on tours	50	77	36	108

Notes:

Phase II construction - UV building 95% complete, chemical building - feed lines are being tested.
Administration building drywall in progress. SCC #3 mixer blades and pipe have been repaired.

Water Production for September 2019



City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
September 1-30 2019

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.)	334.2	992.9	376.7	1007.5
Total Effluent Flow (M.G.)	330.7	961.8	357.5	961.8
Influent Peak Flow (MGD)	14.6	16.0	20.2	20.2
Effluent Peak Flow (MGD)	14.6	16.0	20.2	20.2
Daily Avg. Influent Flow (MGD)	11.1	10.8	12.6	11.0
Daily Avg. Effluent Flow (MGD)	11.0	10.3	11.9	10.5
Precipitation (inches)	2.0	5.6	7.6	14.5

Discharge Monitoring Report Stats

5 day BOD:	EPA minimum percentage removal 85%	
	Avg.	Avg.
Influent Total (mg/l)	205	160
Effluent Carbonaceous Total	2	2
Percent Removal	99.0	98.8
Total Suspended Solids:		
Influent (mg/L)	282	202
Effluent (mg/L)	3	4
Percent Removal	98.9	98.0
Dissolved Oxygen:		
Influent (min)	0.5	0.3
Effluent (min)	7.4	5.4
pH		
Influent (Low)	7.20	7.00
(High)	7.50	7.77
Effluent (Low)	7.20	6.95
(High)	7.40	7.44
Ammonia Nitrogen		
Influent (mg/L)	29.0	24.0
Effluent (mg/L)	0.3	0.5
Percent Removal	99.0	97.9

Utilities

Electrical

Total kWh Used (Plant wide)	442,980	1,277,040	403,900	1,257,240
Aeration Blowers, WSL&Headworks	176,300	427,200	151,500	465,600
UV Facility	62,600	226,200	41,800	148,200

Natural Gas

Total cubic feet/day (plant wide)	460,000	1,346,000	479,000	1,032,000
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Public Education (Tours)	0	0	1	23
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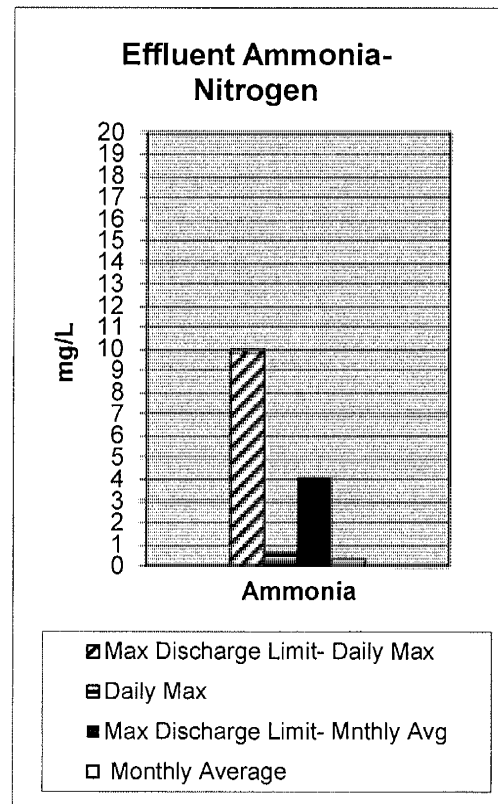
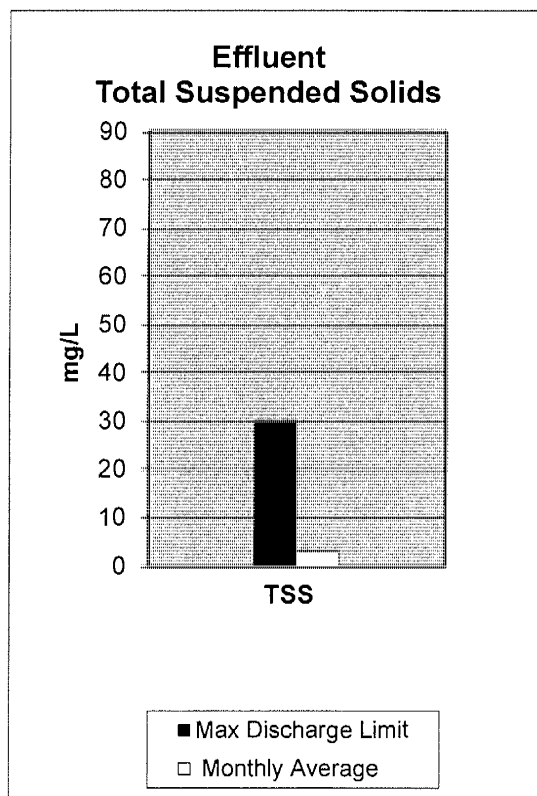
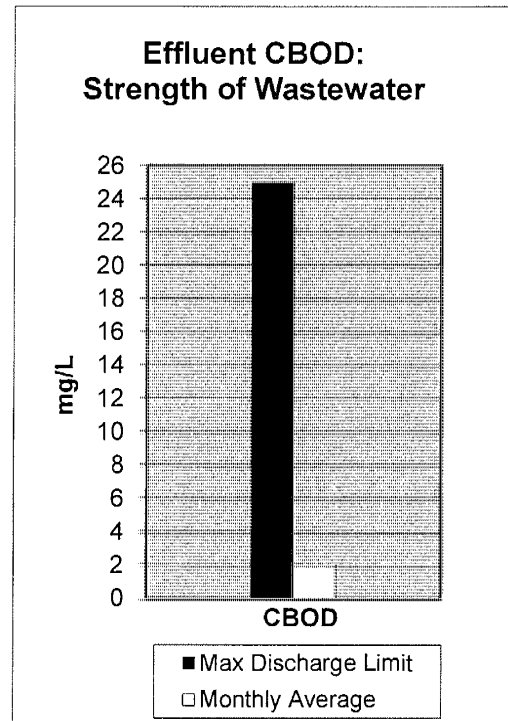
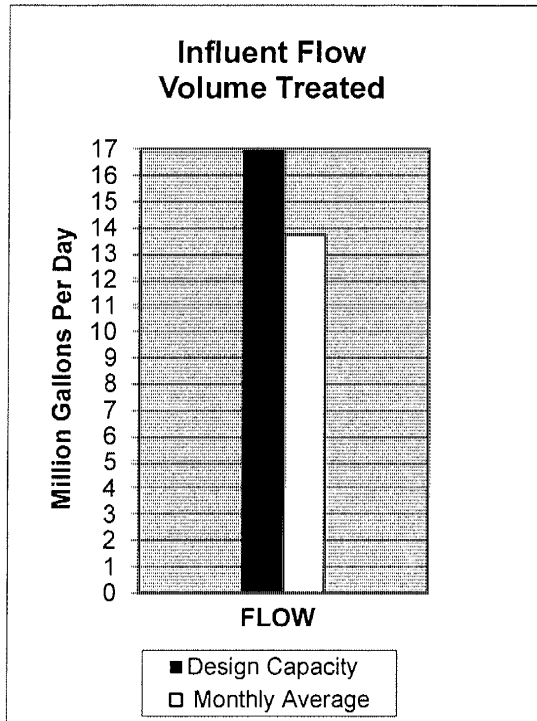
Total Attendees for FYE 20	9		23	
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Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
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OU Golf Course	12.8	42.2	8.7	35.8
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Fecal Coliform Geometric Mean for September 2019 **104 MPN** (Limit is 200)

CITY OF NORMAN
WATER RECLAMATION FACILITY
September 2019



Comments here

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 20		FYE 19	
September, 2019	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	1	0	1
Property Owner Responsibility	22	54	18	50
TOTAL	22	55	18	51
Number of Feet of Sewer Cleaned:				
Cleaned	103,423	259,903	132,975	363,499
Rodded	4,523	9,337	2,690	8,950
Foamed	0	81,183	0	0
SL-RAT (New Program)	0	3,130	NEW PROG	NEW PROG
TOTAL	107,946	353,553	135,665	372,449
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	0	1
Private	0	1	1	1
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	0	1	1	2
Feet of Sewer Lines Televised	21,359	72,647	11,447	52,135
Locates Completed	242	764	245	825
Manholes:				
Inspected	742	2,465	768	2,452
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	3	3	0	0
Hours Worked at Lift Station	137	426	175	576
Hours Worked for Other Departments	67	67	0	0
OJI Percentage	0.00	0.00	0.00	0.00
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.46	0.45	0.600	0.44
Claims Paid Per 10,000 People	0.024	0.05	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 20		FYE 19	
September, 2019	MONTH	YTD	MONTH	YTD
New Meter Sets:	42	133	33	129
Number Short Sets	42	133	32	88
Number Long Sets	0	0	1	41
Average Meter Set Time	5.34	4.91	6.18	5.90
Number of Work Orders:				
Service Calls	367	1,242	354	1,064
Meter Resets	0	1	3	7
Meter Removals	0	0	7	11
Meter Changes	63	220	23	77
Locates Completed	453	1,475	366	1,269
Number of Water Main Breaks	10	45	6	38
Average Time Water Off	1.46	2.41	8.75	4.52
Fire Hydrants:				
New	0	0	0	2
Replaced	1	2	0	1
Maintained	106	356	41	270
Number of Valves Exercised	55	428	48	282
Feet of Main Construction	833	1,083	210	1,627
Hours of Main Construction	480	1,353	402	1,746
Meter Changeovers	2	13	0	16
OJI Percentage	0.00	0.71	0.00	0.00
Hours Flushing/Testing New Mains	46	159	42	109
Hours Worked Outside of Division	55	138	13	37

Drop Center Report

SEPTEMBER 2020

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	Lbs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$550.00	\$0.00		120	0.06	0%	\$19.75	\$3,694.83
PLASTICS:	\$40.00	\$0.00						
STEEL CANS:	\$15.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$10.00	\$0.00						

RECYCLING CENTER DATA:	#9	Fairgrounds	Hollywood
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	TONS	TONS	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.12	0.28	0.39	0.79	\$0.00	\$434.50	\$434.50
PLASTICS:	1.3	2.61	4.64	8.55	\$0.00	\$342.00	\$342.00
STEEL CANS:	0.2	0.48	0.82	1.5	\$0.00	\$22.50	\$22.50
MIXED OFFICE PAPER:	2.46	7.03	21.49	30.98	\$0.00	\$0.00	\$0.00
CARDBOARD:	5.84	20.88	23.9	50.62	\$0.00	\$506.20	\$506.20
RECYCLING CENTER TOTALS:	9.92	31.28	51.24	92.44	\$0.00	\$1,305.20	\$1,305.20

Cardboard	Other Cardboard Containers		Compactors	
	TONS	Revenues	TONS	Revenues
	63.06	\$630.60	11.28	\$112.80

Expenses	Average hrly+ benefits \$26.78			
Hours	Cage Rolloff	Cardboard	Occ Compact	MXD Office
Labor \$	52	508.49	6	20
Vehicle cost	\$1,392.56	\$13,617.36	\$160.68	\$535.60
	\$0.00	\$0.00	\$0.00	\$0.00
				586.49
				\$15,706.20
				\$0.00

Revenue	Income	Expense	Net
	\$2,048.60	\$15,706.20	\$ (13,657.60)

Total All Recycle and Cardboard	
Tons	166.78
Revenues	\$2,048.60

Total Recycle Only	
Tons	41.82
Revenues	\$799.00

Total Cardboard	
Tons	124.96
Revenues	\$1,249.60

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2020

	FYE 19		FYE 20	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	3	7	0	1
<u>On The Job Injuries</u>	0	1	1	1
<u>Bulk Pickups</u>	34	123	21	99
<u>Refuse Complaints</u>	80	236	90	268
<u>New Polycarts Requests</u>	45	159	48	180
<u>Polycarts Exchanges</u>	7	43	8	29
<u>Additional Polycart Requests</u>	61	208	59	196
<u>Replaced Stolen Polycarts</u>	20	86	13	64
<u>Replaced Damaged Polycarts</u>	112	322	88	293
<u>Polycarts Repaired</u>	45	129	47	148

COMPOST MONTHLY REPORT

SEPTEMBER 2020

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	519.37
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,257.56
TONS BROUGHT IN BY PUBLIC:	790.00
TONS BROUGHT IN BY CONTRACTORS :	1,010.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	60.00
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 36,735.00
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 46,992.56
REVENUE COLLECTED FROM COMPOST SALES:	\$1,180.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00
REVENUE COLLECTED FROM DUMP SALES:	\$1,190.00
TOTAL TONS COLLECTED	2,379.37

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC	5,820	
SELF LOADING BIN		
DRYING BEDS	220	
COMPOST SOLD BY CUBIC YARDS		355
MULCH SOLD BY CUBIC YARDS		
TOTAL:	6,040	355

MONTHLY TRANSFER STATION REPORT

September 2020

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	469.00	\$21,598.79
COMMERCIAL TONS	1,413.92	\$74,549.50
CASH TONS:	340.16	\$12,687.98
PULL OFFS:	13.00	\$195.00
TOTALS:	2,236.08	\$109,031.27

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	442.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8868.78
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
--	------

# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	442.00
GRAND TOTAL TONS TO LANDFILLS	8,868.78

DISPOSAL COST PER TON (OKC)	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$175,158.41
GRAND TOTAL TIPPING FEE'S	\$175,158.41

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	587.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	4058.86
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	431.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2557.75
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TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	1018.00
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TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	6616.61
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	52.67
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TOTAL TONS RECEIVED AT TRANSFER STATION	8892.36
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CURBSIDE MONTHLY RECYCLING REPORT**Sep-20****PROGRAM STATISTICS**

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	15.80
POUNDS PER HOME:	28.44

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.24%	5.88
#1 PET	4.00%	18.96
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	68.97
MIX PAPER	38.26%	181.37
PLASTIC FILM	2.66%	12.61
#2 NATURAL	1.19%	5.64
#2 COLOR	1.09%	5.17
#3-#7	0.00%	0
METAL	0.59%	2.8
RIGIDS	1.41%	6.68
TIN-STEEL SCRAP	1.62%	7.68
TRASH	22.24%	105.43
OCC	11.15%	52.86
TOTAL	100.00%	474.05

	MONTH
SERVICE CALLS (MISSES)	51
HOUSESIDE	2
REMINDER	1
SCATTERED	1
MISC.	0
REPAIR	16
NEW	39
ADD	3
MISSING	6
EXCHANGE	0
REPLACE	6
PICK UP	12
TOTAL CALLS	137.00

	MONTH
LANDFILL COST AVOIDANCE	\$9,362.49

