

# City of Norman



## Monthly Departmental Report

**JUNE 2020**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**



**CITY CLERK  
MONTHLY PROGRESS REPORT  
June 2020**

**CITY CLERK**

<b>ACTION CENTER</b>				
<b>DEPARTMENT</b>	<b>CALLS</b>	<b>CALLS YTD</b>	<b>ADDITIONAL CONTACTS</b>	<b>ADDITIONAL CONTACTS YTD</b>
Animal Welfare	2	72	2	57
Bus Service	1	43	0	17
CDBG	3	39	0	13
City Clerk	153	1302	20	159
City Manager/Mayor	35	78	29	41
City Wide Garage Sale	0	5	0	7
Code Enforcement	64	497	4	150
Finance	3	21	0	10
Fire/Civil Defense	6	33	0	10
Human Resources	7	37	0	3
I.T.	5	33	0	11
Legal	5	53	0	23
Line Maintenance	19	171	0	52
Municipal Court	6	40	0	5
Noise Complaint	0	7	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	30	177	0	64
Permits/Inspections	31	194	1	52
Planning	5	51	0	21
Police/Parking	135	477	15	154
Public Works	7	108	0	57
Recycling	0	9	0	9
Sanitation	78	425	2	89
Sidewalks	3	25	0	7
Storm Debris	0	0	0	0
Storm Water	16	125	2	49
Streets	33	212	4	66
Street Lights	10	180	1	47
Traffic	12	112	1	38
Utilities	108	373	0	90
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>June Total: 858</b>	<b>777</b>	<b>4899</b>	<b>81</b>	<b>1292</b>

**LICENSES**

15 New licenses were issued and 266 renewals during the month of June. 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	3	9	Retail Beer	4	77
Brewer	0	4	Retail Spirits Store	1	15
Coin-Operated Devices	127	425	Retail Wine	3	49
Distiller	0	0	Salvage Yard	0	1
Food	35	464	Sidewalk Dining	4	15
Game Machines	72	234	Solicitor/Peddler (30 day)	1	7
Impoundment Yard	0	4	Solicitor/Peddler (60 day)	0	7
Kennel	2	20	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	4	46	Special Event	0	17
Medical Marijuana Grower	3	65	Strong Beer & Wine/Winemaker	4	28
Medical Marijuana Processor	1	18	Taxi/Motorbus/Limousine	1	6
Mixed Beverage	6	59	Temp Food (one day)	0	16
Mixed Beverage/Caterer	6	49	Temp Food (30 day)	1	21
Pawnbroker	0	5	Temp Food (180 day)	3	33
Pedicab	0	22	Transient Amusement	0	0
<b>YTD License Total: 1638</b>					

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Black Camel Coffee	1220 E. Robinson Street #200	Food Service
C and O 168, L.L.C.	3508 Wellsite Drive	Medical Marijuana Grower
Commonspace Game Café	1708 W. Lindsey Street	Food Service
Credibles	712 Research Park Blvd. 100	Medical Marijuana Processor
Donuts	3451 36 <sup>th</sup> Avenue N.W. #120	Food Service
Hilltop Natural Produce	4200 Hammer Drive	Medical Marijuana Grower
Radical Botanicals	10251 E. Tecumseh Road	Medical Marijuana Grower
Red Brick Bar	311 E. Main Street	Sidewalk Dining
Star Buds	1207 12th Avenue N.E.	Medical Marijuana Dispensary

EXISTING ESTABLISHMENT/NEW OWNERS		
NAME	ADDRESS	LICENSE TYPE(S)
Cool Beans Coffee	1230 Alameda Street	Food Service

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Cousins Maine Lobster	Big Tasties Eats & Treats	
OK Sandwich		
Super Taco Loco		

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

### **CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
06/04/2020	Samantha Lovelady and Thomas Davis	Claim for damages to their vehicle and medical expenses when a Norman Fire Truck allegedly struck their vehicle at Classen Blvd. and Alameda Street on January 2, 2020.	\$10,027.97
06/05/2020	Bruce Allen	Claim for damages to his windshield when a golf ball allegedly hit his windshield while driving near Westwood Golf Course on June 4, 2020.	\$185.00
06/05/2020	Carolyn Leidner	Claim for damages to her sprinkler system that was allegedly caused by the City while replacing a waterline located at 716 Grickle during the winter of 2020.	\$452.63
06/15/2020	Claims Management Resources (CMR) for OG&E	Claim for damages to a pedestal allegedly caused by a City crew on May 16, 2019 at 1001 East Robinson Street.	undetermined
06/17/2020	Ann and Kent Faison	Claim for plumbing expenses regarding a non-working circulating pump motor that allegedly burned out when the City turned the water off to install new waterlines at 4113 Coventry Lane on April 24, 2020.	\$632.95
06/29/2020	Jon Wanland	Claim for the amount allowed for personal injury and damages to his vehicle when he was allegedly struck by a City bus in the eastbound lane of Brooks Street on October 29, 2019.	undetermined
06/30/2020	Houston Joy	Claim for damages to her vehicle and rental car expenses due to a Norman Fire Truck allegedly hitting her vehicle at 9300 N. Rockwell Avenue on June 4, 2020.	\$5,723.94

### **STUDY SESSION**

A City Council Study Session was held on June 2, 2020 to continue discussion regarding the proposed FYE 2021 CON Budget and the Capital Budget.

A City Council Study Session was held on June 16, 2020 to discuss the Norman Police Department Budget and Associated Programs.

### **SPECIAL SESSION**

A City Council Special Session was held on June 16, 2020 to discuss the adoption of the FYE 2021 CON proposed Operating and Capital Budgets, and the Norman Convention and Visitors Bureau, Inc. Budget with detailed annual plan of work.

A City Council Special Session was held on June 23, 2020 to adjourn into Executive Session in order to evaluate the City Manager.

A City Council Special Session was held on June 30, 2020 to get an update on the Coronavirus; Addendum to City Manager compensation contract.

## **FACILITY MAINTENANCE**

**1A**

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

Location	Labor Hrs	Labor Cost	Materials Cost	Total
<b>Misc</b>				
Facility Maint	49.50	\$1,541.36	\$9,788.50	\$11,329.86
City Hall	1.00	\$32.08		\$32.08
Bldg A	4.00	\$128.32		\$128.32
Bldg B	2.00	\$64.16		\$64.16
Bldg C	4.00	\$128.32		\$128.31
Bldg D	2.00	\$58.76		\$58.76
Senior Center	4.00	\$128.32		\$128.32
NIC	2.00	\$58.76		\$58.76
<b>Total</b>	<b>68.50</b>	<b>\$2,140.08</b>	<b>\$9,788.50</b>	<b>\$11,928.58</b>
<b>Electrical</b>				
Facility Maint	13.00	\$381.94	\$4,791.08	\$5,173.20
City Hall	39.00	\$1,224.12	\$71.18	\$1,224.12
Bldg A	5.00	\$157.70		\$157.50
Bldg B	5.00	\$164.40		\$164.40
Bldg C	4.00	\$128.32		\$128.38
Bldg D	12.00	\$368.76		\$368.76
Library	8.00	\$235.04		\$235.04
NIC	1.00	\$32.08		\$32.04
Animal Welfare	2.00	\$58.76		\$58.76
Fire Stations	29.00	\$865.52	\$609.26	\$1,474.78
Parks	26.00	\$790.88	\$537.30	\$1,328.18
Rec Centers	17.00	\$521.26		\$521.26
Senior Center	19.00	\$604.12	\$102.55	\$706.67
WW Golf	2.00	\$58.76		\$58.76
WW Tennis	23.50	\$753.88	\$397.00	\$1,150.88
Compactor	1.00	\$32.08		\$32.08
Transfer Station	3.00	\$88.14		\$88.14
Streets	2.00	\$58.76		\$58.76

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

Traffic	11.00	\$323.18		\$323.18
Fleet	15.00	\$440.70		\$440.70
WRF	12.00	\$352.56		\$352.56
<b>Total</b>	<b>249.50</b>	<b>\$7,640.96</b>	<b>\$6,437.19</b>	<b>\$14,078.15</b>
<b>HVAC</b>				
City Hall	10.00	\$311.00		\$311.00
Bldg A	20.00	\$602.40	\$1,984.54	\$2,586.94
Bldg B	14.00	\$409.20	\$196.26	\$606.18
Bldg C	42.00	\$1,288.56	\$380.00	\$1,668.56
Library	18.00	\$508.84	\$52.68	\$516.42
Radio Towers	16.00	\$513.28		\$513.28
Pistol Range	7.00	\$209.86	\$18.64	\$228.50
NIC	10.00	\$281.60	\$390.00	\$671.60
Special Ops	8.00	\$237.04		\$237.04
Fire Admin	12.00	\$345.76	\$39.68	\$385.44
Fire Stations	37.50	\$1,068.25	\$909.91	\$1,978.16
Rec Centers	24.00	\$730.72	\$22.92	\$753.64
WW Golf	4.00	\$118.52		\$118.52
WW Pool	2.00	\$64.16		\$64.16
WW Tennis	18.00	\$518.64		\$518.64
Firehouse Art	2.00	\$54.36		\$54.36
Sooner Theatre	2.00	\$54.36		\$54.36
Historic House	8.00	\$237.04	\$68.35	\$305.39
Senior Center	4.00	\$108.72		\$108.72
WTP	14.00	\$419.72		\$419.72
WRF	16.50	\$487.67	\$149.15	\$636.82
Sanitation	2.50	\$72.85		\$72.85
Transfer Station	3.00	\$91.34		\$91.34
Streets	8.00	\$237.04		\$237.04
Stormwater	12.00	\$326.16	\$54.16	\$380.32
Fleet	2.00	\$59.26		\$59.26

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

Traffic	4.50	\$127.21			\$127.21
	5.00	\$160.40		\$413.01	\$160.40
Total	326.00	\$9,644.68		\$4,266.29	\$13,910.97
Plumbing	0.00	\$0.00		\$859.74	\$859.74
	2.00	\$64.16			\$64.16
Bldg A					
Bldg B	32.00	\$1,026.56			\$1,026.56
Bldg C	2.00	\$64.16		\$16.86	\$81.02
Bldg D	2.00	\$64.16			\$64.16
City Hall	2.00	\$64.16			\$64.16
Parks	73.00	\$2,341.84		\$123.18	\$2,465.02
WW Tennis	1.00	\$32.08		\$4.47	\$36.55
WW Golf	5.00	\$160.40			\$160.40
WW Pool	10.00	\$320.80			\$320.80
Fire Stations	11.00	\$352.88		\$439.95	\$792.83
Rec Centers	5.00	\$160.40		\$14.26	\$174.66
Sooner Theatre	2.00	\$64.16			\$64.16
NIC	1.00	\$32.08			\$32.08
Library	4.00	\$128.32			\$128.32
Transfer Station	1.00	\$32.08		\$16.90	\$45.98
Sanitation	1.00	\$32.08			\$32.08
Santa Fe Deppot	2.00	\$64.16			\$64.16
Total	156.00	\$5,004.48		\$1,475.36	\$6,479.84
Custodial	66.00	\$916.24			\$916.24
	88.00	\$1,190.36			\$1,190.36
	66.00	\$916.24			\$916.24
	67.00	\$939.83			\$916.24
	26.00	\$613.34		\$10,211.40	\$10,824.74

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

C. Library	7.00	\$165.13		\$165.13
Total	320.00	\$4,741.14	\$10,211.40	\$14,952.54
Total	1120.00	\$29,171.34	\$32,178.74	\$61,350.08



**CITY MANAGER                      2**

## **COMMUNITY RELATIONS**

**2A**

Community Relations Office  
June 2020

[illegible]

**NORMAN FORWARD 2B**



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## MONTHLY REPORT – June 2020

NORMAN FORWARD

DATE: July 6, 2020

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**PROJECT:** NORMAN FORWARD

**PROJECT NO:** 16-003

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**REPORT PERIOD:** June 1 through June 30, 2020

### WORK THIS MONTH

1. Monday, June 1, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, June 2, 2020 | 10:00 a.m. | Griffin 3B OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
3. Tuesday, June 2, 2020 | 6:30 p.m. | City Council Meeting
  - a. Items on Agenda relating to Norman Forward Project Budgets
4. Wednesday, June 3, 2020 | 10:30 a.m. | N.F. Marketing Meeting
  - a. Discussion of upcoming project schedules, budgets, and critical issues
5. Thursday, June 4, 2020 | 10:00 a.m. Development Center - IT/AV Requirements
  - a. Owner discussion with City staff on IT/AV Requirements for Development Center
6. Monday, June 8, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
7. Tuesday, June 9, 2020 | 5:00 p.m. | City Council Conference & Regular Mtg.
  - a. Polling Results for G.O. Bond Election-N.F. Projects
8. Friday, June 12, 2020 | 9:00 a.m. | Central Library Irrigation Walk with Flintco
  - a. On site walk with Flintco and City to discuss operation of irrigation system
9. Monday, June 15, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
10. Tuesday, June 16, 2020 | 10:00 a.m. | Griffin 3B OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
11. Thursday, June 18, 2020 | 1:00 p.m. | 65% Park Maint. Bldg./North Base Review
  - a. ADG Review and Comments on 65% Documents
12. Friday, June 19, 2020 | 8:30 a.m. | Scott Martin N.F. Meeting
  - a. Meeting to discuss future plans for Norman Forward
13. Monday, June 22, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
14. Tuesday, June 23, 2020 | 9:00 a.m. | Griffin Park Punch Walk Thru with Mid America
  - a. Punch List walk of project with Owner, Consultant, and Contractor



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15. Tuesday, June 23, 2020 | 10:00 a.m. | Norman Ad Hoc for Homelessness
  - a. Virtual Meeting with Ad Hoc Committee for Homelessness
16. Tuesday, June 23, 2020 | 6:30 p.m. | City Council Meeting
  - a. Items on Agenda relating to Norman Forward Project Budgets
17. Wednesday, June 24, 2020 | 9:00 a.m. | Development Center IT/AV Meeting
  - a. Owner discussion with City staff on IT/AV Requirements for Development Center
18. Wednesday, June 24, 2020 | Reaves Park Kick-Off Meeting
  - a. Project kick-off meeting with Owner and Consultant
19. Monday, June 29, 2020 | 10:00 a.m. | Senior Cnt'r/Indoor Aquat/Multi Kick-Off Meeting
  - a. Project kick-off meeting with Owner and Consultant
20. Tuesday, June 30, 2020 | 9:00 a.m. | Griffin Park Kick-Off Meeting
  - a. Project kick-off meeting with Owner and Consultant
21. Tuesday, June 30, 2020 | Meeting with Brenda Hall on August Election
  - a. Meeting to discuss future results of August G.O. Bond Election Results
22. June 2020 Construction Observation Site Visits
  - a. Central Library: 8
  - b. Ruby Grant: 10
  - c. Griffin Phase III-B: 8

#### **WORK ANTICIPATED THE UPCOMING MONTH (July 2020)**

- Griffin Park Master Plan Phase III-B-Grow-In Period from 2020-6-6 to 2020-8-6
- 95% CD Review Set this month for Griffin N.W. Fields, in progress by PDG, L.L.C.
- Central Library-Final Completion-Landscaping and Release of Retainage Plan with MSR
- Reaves Park- SDs for enhanced design programing meetings
- Ruby Grant - CDs for enhanced design programing meetings/CMaR working on GMP estimate for additional work
- Ruby Grant Park OAC Meetings 2020-7-7 and 2020-7-21 at 10:00 a.m.
- North Base Complex- CDs complete
- Indoor Aquatic Facility- SDs for enhanced design programing meetings
- Indoor Multi-Sport-SDs for enhanced design programing meetings
- Senior Wellness Center – SDs for enhanced design programing meetings
- Softball and Football- Adult Football Kick-off Meeting
- SDs for enhanced design programing meetings
- Norman Forward- Bond Election information
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants



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## PROJECT STATUS

- East Library
  - a. Schedule: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
  - c. In operation
- Central Library
  - a. Schedule: Construction contract awarded April 25, 2017
  - b. Budget: Within budget
  - c. In operation
- Westwood Family Aquatic Center
  - a. Schedule: Opening Celebration on May 26, 2018
  - b. Budget: Final Pay App approved on July 24, 2018
  - c. In operation
- Griffin Park
  - a. Griffin Park Master Plan-Amendment #4 approved by Council for PDG, L.L.C., to provide additional professional Schematic Design Services for the Griffin Park Sports Complex Budget:
- Griffin Park Phase III-A
  - a. Schedule: Final Pay App Released
  - b. Budget: Within budget
  - c. Issues: No known issues
- Griffin Park Phase III-B
  - a. Schedule: Notice to Proceed: 2/10/20
  - b. Substantial Completion issued on 6/15/20
  - c. Budget: Within budget
  - d. Issues: No known issues
- Reaves Park Phase I
  - a. Schedule: Amendment #1 approved by Council for Halff Associates, Inc., to provide additional professional Schematic Design Services for the Reaves Park Sports Complex Project
  - b. Budget: Budget alignment in progress
  - c. Issues: No known issues
- Westwood Indoor Tennis Facility
  - a. Schedule: Opening Celebration on May 24, 2019
  - b. Budget: Within budget
  - c. In operation- TMP writing correction letter to Flintco on Slab Color
- Ruby Grant
  - a. Schedule: Construction in progress
  - b. Budget: In budget
  - c. Issues: No known issues
- Indoor Multi-Sport Facility



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- a. Schedule: Amendment #1 approved by Council to FSB, P.C. to provide additional professional Schematic Design Services
  - b. Budget: pending August Bond Results
  - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
  - a. Schedule: Amendment #1 approved by Council to FSB, P.C. to provide additional professional Schematic Design Services
  - b. Budget: pending August Bond Results
  - c. Issues: site/operator/MOU determination
- Senior Wellness Center
  - a. Schedule: Amendment #1 approved by Council to FSB, P.C. to provide additional professional Schematic Design Services
  - b. Budget: pending August Bond Results
  - c. Issues: funding source determination, operator/MOU determination, Council site resolution approved on May 14, 2019
- Softball and Football
  - a. Amendment #1 approved by Council to Howell and Van Curen, Inc., to provide Conceptual Design Phase
  - b. Budget: pending August Bond Results
  - c. Issues: No known issues
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan
  - c. Implementation Plan: Revised/Updated September 30, 2019
  - d. Issues: No known issues
    - Continued discussion regarding August Bond Election
    - Continued discussion regarding AE contract amendments
    - Continued discussion regarding Indoor Aquatic Center operating budget
    - Continued discussion regarding Senior Wellness Center budget/funding source
    - Continued discussion regarding Senior Wellness Center operator/fees
    - Continued discussion regarding budget deficit for all Norman Forward projects

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



**FINANCE 3**

## CITY OF NORMAN

### Department of Finance Monthly Report – June 2020

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

#### Treasury Division:

In the month of June, the Treasury division processed 29,784 total payments. The Treasury division processed 1,438 credit card utility payments, an increase of 18.7% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,808 credit card utility payments, an increase of 3.7% from last month. Utility customers also have the option of paying on the City of Norman website. There were 567 credit card payments made on the internet in June, a decrease of -41% from last month. The Municipal Court processed 510 credit card payments for court fines, a decrease of -.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 \$9,675 in convenience fees in the month of June with a fiscal year-to-date total of \$201,869.

#### Utility Services Division:

The Meter Reading Division read 39,843 meters. Out of 77 meter reading routes, 22 (29%) were read within the targeted 30-day reading cycle. 40 routes (52%) were read by the 31st day, and all routes were read by the 34th day. No routes were estimated in June.

#### General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of June by -8.8%. Revenues from the City's largest single source of revenue, sales tax, are below target by -10.4% for the year to date and -1% below 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	\$44,824,850	\$40,182,876	\$40,598,393	\$39,189,350
General Fund Revenue	\$84,024,255	\$76,667,826	\$74,502,137	\$78,119,428
General Fund Expenses	\$91,243,439	\$82,542,993	\$73,200,828	\$71,331,243

## Administration Division

	FYE 20		FYE 19	
	June	YTD	June	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	4,160.00	320.00	4,160.00
Total Comp Time Available	6.25	24.75	0.00	0.25
Total Overtime Hours	0.00	4.50	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	326.25	4,189.25	320.00	4,160.25
Benefit Hours Taken	64.00	657.00	77.00	525.00
TOTAL ACCOUNTABLE STAFF HOURS	262.25	3,532.25	243.00	3,635.25
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	
	June	YTD	June	YTD
Total Regular Hours Available	960.00	12,322.00	960.00	12,488.00
Total Comp Time Available	0.00	80.75	14.00	100.50
Total Overtime Hours	3.00	87.25	0.00	38.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 963.00	 12,490.00	 974.00	 12,627.25
Benefit Hours Taken	139.00	1,764.25	125.75	1,887.75
 TOTAL ACCOUNTABLE STAFF HOURS	 824.00	 10,725.75	 848.25	 10,739.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	25.00	5.00	50.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 25.00	 5.00	 50.00

## **CITY REVENUE REPORTS**

**3B**

# City Revenue Report

	FYE 20 May	FYE 20 June	
Total Revenue Received (\$)	\$3,823,806	\$4,699,761	(\$875,955)
Utility Payments - Office (#)	37,341	43,270	(5,929)
Utility Payments - Office (\$)	\$3,387,199	\$4,071,917	(\$684,718)
Lockbox (#)	14,988	17,841	(2,853)
Lockbox (\$)	\$1,351,156	\$1,706,840	(\$355,684)
IVR Credit Card (#)	1,744	1,808	(64)
IVR Credit Card (\$)	\$162,414	\$168,783	(\$6,369)
Click to Gov (#)	962	567	395
Click to Gov (\$)	\$52,282	\$102,358	(\$50,076)
Paymentus (#)	\$6,770	\$7,604	(\$834)
Paymentus (\$)	\$621,726	\$711,574	(\$89,848)
UT Credit Card Payments (#)	1,211	1,437	(226)
UT Credit Card Payments (\$)	\$156,196	\$181,986	(\$25,790)
Art Donations (#)	0	0	0
Art Donations (\$)	\$0	\$0	\$0
Bank Draft Payments (#)	8,043	9,155	(1,112)
Bank Draft Payments (\$)	\$653,974	\$757,144	(103,170)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	67	150	(83)
Processed Return Checks (\$)	(\$19,723)	(\$12,243)	(\$7,480)
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$158,255	\$646,096	(\$487,841)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$179,560	\$194,663	(\$15,103)
Municipal Court - Credit Card (#)	512	510	2
Municipal Court - Credit Card (\$)	\$101,346	\$101,928	(\$582)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$196,602	\$322,453	(\$125,851)
Building Permits Credit Card (#)	242	325	(83)
Building Permits Credit Card (\$)	\$86,250	\$202,635	(\$116,385)
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$6,500	\$5,542	\$958
Occupational License - Bldg Insp. CC (#)	28	25	3
Occupational License - Bldg Insp. CC (\$)	\$5,525	\$4,042	\$1,483
Business License - City Clerk (\$)	\$47,935	\$33,485	\$14,450
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	2,368	2,417	(49)
Convenience Fees - All Payments (\$)	\$7,104	\$7,251	(\$147)
Bank Drafts Billed (#)	8,582	8,573	9
Bank Drafts Billed (\$)	\$732,120	\$795,034	(\$62,914)
Interdepartmental Billing (#)	178	180	(2)

Interdepartmental Billing (\$)	\$27,192	\$30,129	(\$2,937)
Accounts Receivable Billed (\$)	\$235,593	\$517,049	(\$281,456)



## Budget Services Division

	FYE 20		FYE 19	
	June	YTD	June	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,056.00	160.00	1,600.00
Total Comp Time Available	8.00	8.00	0.00	0.00
Total Overtime Hours	3.00	5.25	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	331.00	3,069.25	160.00	1,600.00
Benefit Hours Taken	32.00	294.00	56.00	540.00
TOTAL ACCOUNTABLE STAFF HOURS	299.00	2,775.25	104.00	1,060.00
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	
	June	YTD	June	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	10,400.00	800.00	9,952.00
Total Comp Time Available	11.25	256.75	14.25	199.75
Total Overtime Hours	16.25	223.00	25.25	355.00
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	827.50	10,879.75	839.50	10,506.75
Benefit Hours Taken	127.00	2,184.00	129.00	1,480.50
TOTAL ACCOUNTABLE STAFF HOURS	700.50	8,695.75	710.50	9,026.25
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

**UTILITY      3C**

## Utility Division

	FYE 20		FYE 19	
	June	YTD	June	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,720.00	34,279.50	2,560.00	32,736.00
Total Comp Time Available	20.50	167.50	5.00	91.00
Total Overtime Hours	47.75	790.25	72.75	919.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,788.25	35,237.25	2,637.75	33,746.50
Benefit Hours Taken	399.50	5,734.75	319.25	5,591.75
TOTAL ACCOUNTABLE STAFF HOURS	2,388.75	29,502.50	2,318.50	28,154.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Office Services

	FYE 20		FYE 19	
	June	YTD	June	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,022.00	160.00	2,080.00
Total Comp Time Available	0.00	0.00	0.00	8.25
Total Overtime Hours	0.00	174.25	6.50	60.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	3,196.25	166.50	2,148.50
Benefit Hours Taken	62.00	371.00	8.00	226.00
TOTAL ACCOUNTABLE STAFF HOURS	258.00	2,825.25	158.50	1,922.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	459.00	116.00	1,456.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	5.50	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	464.50	116.00	1,456.00
Benefit Hours Taken	0.00	71.00	43.00	153.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	393.50	73.00	1,609.00
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 June	FYE 20 May
Mail Payments - Lockbox	17,841	14,988
Mail Payments - Office	349	316
<b>Mail Payments - Subtotal</b>	<b>18,190</b>	<b>15,304</b>
Night Deposit	177	281
Click-to-Gov Payments	567	962
Paymentus Payments	7,604	6,770
IVR Payments	1,808	1,744
<b>Without assistance payments - Subtotal</b>	<b>10,156</b>	<b>9,757</b>
Drive-up window & inside counter	0	0
Credit Card machine payments (swipe)	805	689
Credit Card machine payments (phone)	633	522
<b>With assistance payments - Subtotal</b>	<b>1,438</b>	<b>1,211</b>
<b>Total Payments Processed - Subtotal</b>	<b>29,784</b>	<b>26,272</b>
Bank Draft (ACH) Payments	9,155	8,043
<b>Total Payments (Utility)</b>	<b>38,939</b>	<b>34,315</b>
Total Convenience Fees - all Payments	2,417	2,612
<b>Grand Total Payments</b>	<b>41,356</b>	<b>36,927</b>

## Traffic Counter at Drive-up Facility

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

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

## Meter Reading Division

	FYE 20		FYE 19	
	June	YTD	June	YTD
Number of Meters Read	44,172	415,307	39,843	442,802
New Service	1,120	7,958	1,205	8,805
Request for Termination	1,172	7,896	1,137	8,795
Delinquent On(s)	2	2,507	310	3,008
Delinquent Offs	1	3,712	401	4,462
Collect Deposit Tags Hung	17	188	50	332
Collect Deposit Cut Offs	1	53	24	107
Blue Tags	9	191	36	157
Number of Meters Re-read	433	11,252	3,697	18,161
Meters Cleaned	101	1,019	133	1,258
Customer Assists	97	1,052	98	1,175
Meters Pulled	0	1	0	4
Meters Re-set	0	0	0	2
Meter Exchanges	48	779	75	764
TOTAL	47,173	451,915	47,009	489,832

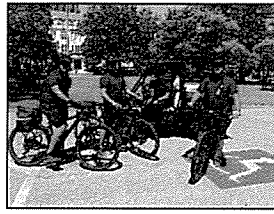
## Utility Division Activity Report

	FYE 20		FYE 19	
	June	YTD	June	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,891	385,748	42,397	379,975
New Ons	1,068	8,493	1,145	9,037
Final Accounts Billed	1,130	7,283	1,351	7,790
TOTAL ACCOUNTS BILLED	45,089	401,524	44,893	396,802



## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report

June 2020

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	20	1.58%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.08%
3 - Rescue & emergency	759	59.86%
4 - Hazardous Conditions (No Fire)	29	2.29%
5 - Service Call	115	9.07%
6 - Good Intent Call	261	20.58%
7 - False Alarm & False Call	63	4.97%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.16%
Incomplete Reports	18	1.42%
<b>Total Incident Count (Unique Calls)</b>	<b>1268</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>1625</b>	

Total Fire Loss \$188,800.00

### Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	252	274	0:04:34
Station #2	165	299	0:04:59
Station #3	214	340	0:05:40
Station #4	133	291	0:04:51
Station #5	59	562	0:09:22
Station #6	56	466	0:07:46
Station #7	138	339	0:05:39
Station #8	80	287	0:04:47
Station #9	171	353	0:05:53

### Community Outreach

Tours & Drive-By Appearances		Station are closed to tours. In June, there were no request for Drive-Bys
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### Burn Permits

Burn Permits Issued	106	Total of 11 burn days
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### Training

Total Personnel Training Hours	2122	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

June 2020

## Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Chief 301	22	4	3	3	3		3	4	1	1
Chief 302	17	4		2	1			5	3	2
Chief 303	8	2	1	1		1	1	2		
Chief 304	20	3	2	1	1	1	2	5	2	3
Engine 1	267	248	5	3	1		1	3	2	4
Brush 1	7	5	1						1	
Ladder 1	16	4	2	2	2			2	2	2
Engine 2	170	3	159	2	3			2	1	
Brush 2	5	1	4							
Ladder 2	20	4	6	2	2			2	2	2
Engine 3	231	5	3	214	1		1	4		3
Brush 3	4			3			1			
Engine 4	149	4	5	1	134			2	3	
Brush 4	2		1		1					
Engine 5	59					58	1			
Brush 5	44					43	1			
Brush 52	1					1				
Tanker 5	2					2				
Engine 6	25					1	19	1		4
Brush 6	63					1	56	1		5
Rescue 7	1	1								
Squad 7	172	11	4	6	5			137	5	4
Brush 7	2							1	1	
Engine 8	97	2			4			11	80	
Brush 8	2								2	
Tanker 8	2						1	1		
Engine 9	192	4		9			4	1	1	173
Brush 9	6	1		2			1			2
Tanker 9	3					1	2			
HAZMAT	1							1		
Fire Marshal 2	4			1	1		1	1		
Fire Marshal 3	6	2		1	1			1	1	
Fire Marshal 4	2				1			1		
Fire Marshal 5	3	1		1					1	
	1625	309	196	254	161	109	95	188	108	205

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

**FIRE PREVENTION DIVISION ACTIVITIES**

<b>Inspections/Plan Review</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Inspections		81	75
Re-Inspections		27	21.5
Re-Inspections			
<b>Total Inspections</b>		<b>108</b>	<b>96.5</b>

<b>Smoke Detector Program</b>			
<b>Activites</b>	<b>Notes</b>	<b>Units</b>	<b>Staff Hours</b>
Smoke Detector Batteries			
Smoke Detectors Installed		36	31

<b>Training/Public Education Education</b>			
<b>Activites</b>	<b>Notes</b>	<b>Events</b>	<b>Staff Hours</b>
Training (hours)		120	143
Fire Education Classes		1	1

<b>Code Issues/Investigation</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		96	135
Investigations		13	15
Investigative Activities		13	34
Miscellaneous/Special			

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

**Fire Review Coordinator Activities**

<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Building Permits/Development Review Team		43	92
Inspections		22	26
Citizen Calls for Information		6	2
Training	Online Plan Review Tutorial		2
Meetings			4
<b>Totals</b>		<b>71</b>	<b>124</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: June 2020
<b>Mitigation:</b>	
Siren status	Continues at 97% or higher
<b>Preparedness:</b>	
Amateur license testing	First Thursday each month
Amateur Virtual Elmer night	Each Tuesday evening
Amateur monthly meeting	Second Saturday
South Canadian Amateur Radio National Recognition	<p>June 27, 2020, The South Canadian Amateur Radio Club was honored as</p> <p><b>The 2020 Hamvention Award winner.</b> The Hamvention Awards event has been held since 1955. Over these years many amateurs have been honored for their dedication and selfless contributions to our avocation and to mankind. <b>The Club of the Year</b> is honored for clearly demonstrating their involvement in varied aspects of Amateur Radio for the greater good of their community and/or their nation. These awards are considered the “Academy Awards” of Amateur Radio.</p>
Region 3 Communications drill	June 9, 2020, Region 3 is South west Oklahoma response area
Amateur Field Day	<p>June 27-28, 2020, numerous radio operators established three radio stations to participate in the annual field day exercise. Utilizing the Fire Training Center, Morse Code, Voice and Data operations occurred over a 24 hour period of contesting. The group attempted contacts with over 10,000 other operators across North America. Morse Code made 350 contacts, the digital station made 210 contacts and the voice station made 399 contacts. Due to the COVID-19 issue many members operated from</p>

	their home stations.																																						
<b>Response:</b>																																							
Provided PPE	<p>To date the PPE distributed:</p> <table border="1"> <thead> <tr> <th colspan="2">Totals received</th></tr> </thead> <tbody> <tr> <td>N95 Masks</td><td>1560</td></tr> <tr> <td>KN95</td><td>14120</td></tr> <tr> <td>Surgical Masks</td><td>18100</td></tr> <tr> <td>Face Shields</td><td>1675</td></tr> <tr> <td>Gloves (Small)</td><td>6400</td></tr> <tr> <td>Gloves (Medium)</td><td>17100</td></tr> <tr> <td>Gloves (Large)</td><td>19800</td></tr> <tr> <td>Gloves (XLarge)</td><td>13500</td></tr> <tr> <td>Gloves (XXLarge)</td><td>0</td></tr> <tr> <td>Tyvek (Medium)</td><td>25</td></tr> <tr> <td>Tyvek (Large)</td><td>75</td></tr> <tr> <td>Tyvek (XLarge)</td><td>93</td></tr> <tr> <td>Tyvek (XXLarge)</td><td>25</td></tr> <tr> <td>Coveralls (Medium)</td><td>25</td></tr> <tr> <td>Coverall (Large)</td><td>50</td></tr> <tr> <td>Gowns</td><td>200</td></tr> <tr> <td>Sanitizer</td><td>8</td></tr> <tr> <td>Cloth Masks</td><td>1000</td></tr> </tbody> </table> <p>93756 total items</p>	Totals received		N95 Masks	1560	KN95	14120	Surgical Masks	18100	Face Shields	1675	Gloves (Small)	6400	Gloves (Medium)	17100	Gloves (Large)	19800	Gloves (XLarge)	13500	Gloves (XXLarge)	0	Tyvek (Medium)	25	Tyvek (Large)	75	Tyvek (XLarge)	93	Tyvek (XXLarge)	25	Coveralls (Medium)	25	Coverall (Large)	50	Gowns	200	Sanitizer	8	Cloth Masks	1000
Totals received																																							
N95 Masks	1560																																						
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Tyvek (Medium)	25																																						
Tyvek (Large)	75																																						
Tyvek (XLarge)	93																																						
Tyvek (XXLarge)	25																																						
Coveralls (Medium)	25																																						
Coverall (Large)	50																																						
Gowns	200																																						
Sanitizer	8																																						
Cloth Masks	1000																																						
Supported Protest March with cooling station, fans, water	June 6, 2020																																						
Provided protective equipment to Norman Public Schools for graduation ceremonies	June 27, 2020																																						
<b>Recovery:</b>																																							
Submitted for CARES reimbursement	\$752,362.00																																						
Submitted to FEMA for reimbursement	\$172,266.00																																						
	/																																						

**HUMAN RESOURCES 5**



## HUMAN RESOURCES

### Monthly Report

June, 2020

#### ADMINISTRATION

##### A. Administration

Provided written updates to all employees regarding policy revisions due to COVID-19.

##### B. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed June 2020 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Closed out EOY FYE 20 budget accounts
- Began drafting updates to Personnel Manual

#### BENEFITS

- Conducted five (5) new hire and one (1) PT to FT orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciliation of health, dental, and supplemental products
- Continued education of plan documents
- Fielded approximately 225 phone calls and one-on-one meetings to discuss benefits and claims
- Conference call with EnvisionRx and Gallagher to discuss information needed regarding Rx90 Program and other prescription changes.
- Calculation of premiums to include health and dental premium increases
  - Calculated Retiree and COBRA rates
  - Calculated FOP and H/W rates
  - Updated premium increase changes to ABT and Benefit Codes
- Conference call with Meritain and Gallagher to discuss wellness issues
- Attended a consultation meeting with AFSCME to discuss health/dental premium increases
- ACA maintenance for aged out dependents
- Emailed information to all employees regarding upcoming “re-branding” of Envision Rx to Elixir
- Assisted employees with prior authorizations for prescriptions
- Auditing health and dental enrollments and terminations
- Finalizing updates to insurance summaries handed out during orientations

#### PERSONNEL ACTIONS

##### New Hires – 23

Dept./Div.	Position	Number of Employees
City Clerk/Custodial Services	Custodian	1
Parks & Rec/Golf	Maintenance Worker I	1
Parks & Rec/Golf	Golf Course Attendant	1
Parks & Rec/Recreation	Recreation Center Specialist	1
Parks & Rec/Westwood Pool	Concession Cashier I (PT)	2
Parks & Rec/Westwood Pool	Food and Beverage Tech I (PT)	2

Parks & Rec/Westwood Pool	Lifeguard (PT)	9
Parks & Rec/Westwood Pool	Slide and Gate Attendant (PT)	1
Planning & Comm Dev/Current	Homeless Services Tech	1
Utilities/Sanitation	Sanitation Worker I	1
Utilities/WLM	Utility Distribution Worker I	3

### **Separations – 9**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Fire/Suppression	Fire Captain	1
Fire/Suppression	Firefighter	1
Parks & Rec/Golf	Parks & Rec Superintendent	1
Parks & Rec/Westwood Pool	Lifeguard (PT)	2
Police/Patrol	Police Officer	1
Public Works/Traffic	Traffic Signal Technician	1
Utilities/Admin	Utilities Engineer	1
Utilities/Sewer Line Maint	Utility Collection Worker II	1

### **Promotions – 10**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Fire/Admin	Assistant Fire Chief	1
Parks & Rec/Pool	Lifeguard (PT)	1
Police/Patrol	Lieutenant	1
Utilities/Admin	Utilities Engineer	1
Utilities/Sanitation	Sanitation Worker II	1
Utilities/Sewer Line Maint	Heavy Equipment Operator	2
Utilities/Water Line Maint	Utility Distribution Worker II	2
Utilities/Water Line Maint	Heavy Equipment Operator	1

### **SURVEYS**

No surveys conducted this month.

### **RECRUITMENT**

**Accepted applications for the following positions:**

<b>Department/Division</b>	<b>Position</b>
City Clerk's Office/Facility Maintenance	Custodian (PPT)
Parks & Recreation/Recreation	Food & Beverage Tech I (PT)
Parks & Recreation/Recreation	Food & Beverage Tech II (PT)
Parks & Recreation/Recreation	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)
Parks & Recreation/Westwood Golf Course	Temporary Laborer (PT)
Planning & Community Development	Planning Services Manager
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Public Works/Administration	ADA Technician
Public Works/Fleet	Mechanic II (Transit)
Utilities/Administration	Capital Projects Engineer
Utilities/Administration	Utilities Engineer
Utilities/Sanitation	Sanitation Worker I

Utilities/Sanitation	Sanitation Worker II
Utilities/Sewer Line Maintenance	Heavy Equipment Operator
Utilities/Sewer Line Maintenance	Utility Collection Worker I
Utilities/Water Line Maintenance	Utility Distribution Worker I
Utilities/Water Reclamation Facility	Maintenance Worker I

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

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	260	Written Exams	4
Phone	315	Practical Testing/Assessment Ctr	3
Mail	190	Panel Board Interviews	7
Email	170	Promotions	8
Total Subscribers on E-mail Vacancy List	984	Oral Interviews	5
Total Visits to HR website	73	Hiring/Promotion Board	2

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	22	Advertisements Placed	10
Pre-Employment Drug Screens	24	Applications Received	79
Pre-Employment Physicals	19	Job Announcements Emailed	60
Pre-Employment OSBI	11	Job Announcements to CON Depts.	215

### **TRAINING AND DEVELOPMENT**

Conducted training for five (5) 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
- Certified two (2) employees in Forklift Safety
- Conducted four (4) Fitness for Duty Meetings (2-Fire/2-Animal Welfare)
- Conducted five (5) new employee orientations

### **Recordable Injuries – 1**

<b>Dept./Division</b>	<b>Nature of the Injury</b>	<b>Activity</b>	<b>Prognosis</b>
Police/ Animal Welfare	Left side, back & rib area	Strained left side lifting large crates, dogs & a deer	Work restrictions

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

<b>2020</b>	<b>2019</b>	<b>2018</b>
15	65	71

### **Vehicle Collisions - 1**

<b>Division</b>	<b>Description of Collision</b>	<b>Status</b>
Fire/Administration	Unit #6 was backing and hit another vehicle which was backing at the same time in a Sonic parking lot	tbd

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

<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2013</b>
3	8	5	17	13	10

## **INFORMATION TECHNOLOGY**

**6**

## CITY OF NORMAN

### Information Technology Department Monthly Report – June 2020.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, and is currently in the implementation phase for Advanced Utilities for utility billing, and EAM for Work Orders, Intellitime for Time and Attendance. Munis for HR Module also began in Jan 2020.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalized purchases and began implementation and testing in March FYE19.
Website Rebuild/Redesign	Our current design is 9 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	Complete: The City has completed full implementation and gone live with the updated city website as of 3 June 2020.
Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilities Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a	Awaiting Approval possible launch in FYE21

	redundant loop for the WTP and EOC incase of lost service from the main connection.	
Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Complete.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	Ongoing
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	Complete.
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centracs	In Progress
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centracs	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 June 2020.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 22 emails from the groups shown were sent from city servers using city resources – of those 17190 were delivered to outside mailboxes for the month of June 2020. The city servers generated mass communications to Norman citizens of 17190 messages from only 22 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 553,244 attempted incoming and 100,122 outgoing messages for the month of June 2020. Incoming messages totaling 368,629 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 74% of our inbound mail. This high percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the email filter appliance kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

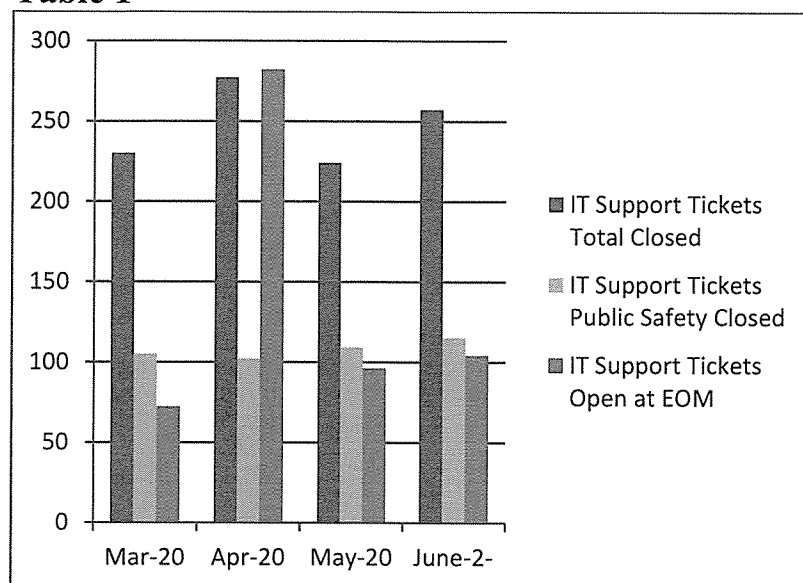
### Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of June 2020, the City of Norman's web site had 69,272 individual web sessions access the web site for 178,609 total page views. Of those sessions, 38,447 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. When complete (set for June 2020), the site will have reduced and more relevant information as well as the ability to function from mobile devices and tablets.

### 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), Municipal Court software (Incode), and Finance software (Munis). Currently, Utility Billing software (CIS Infinity), Human Resource Management (HRM), and EAM for Work Orders is our focus. Daily work continues on these systems as well as additional training on the Financial software. Utility Billing is scheduled for full implementation in Q3 of 2020. Server installation and configuration for Planning and Community Services (CityView) application is set to start in July of 2020 but may be delayed because of the COVID-19 pandemic, and its effect on travel.

[illegible]

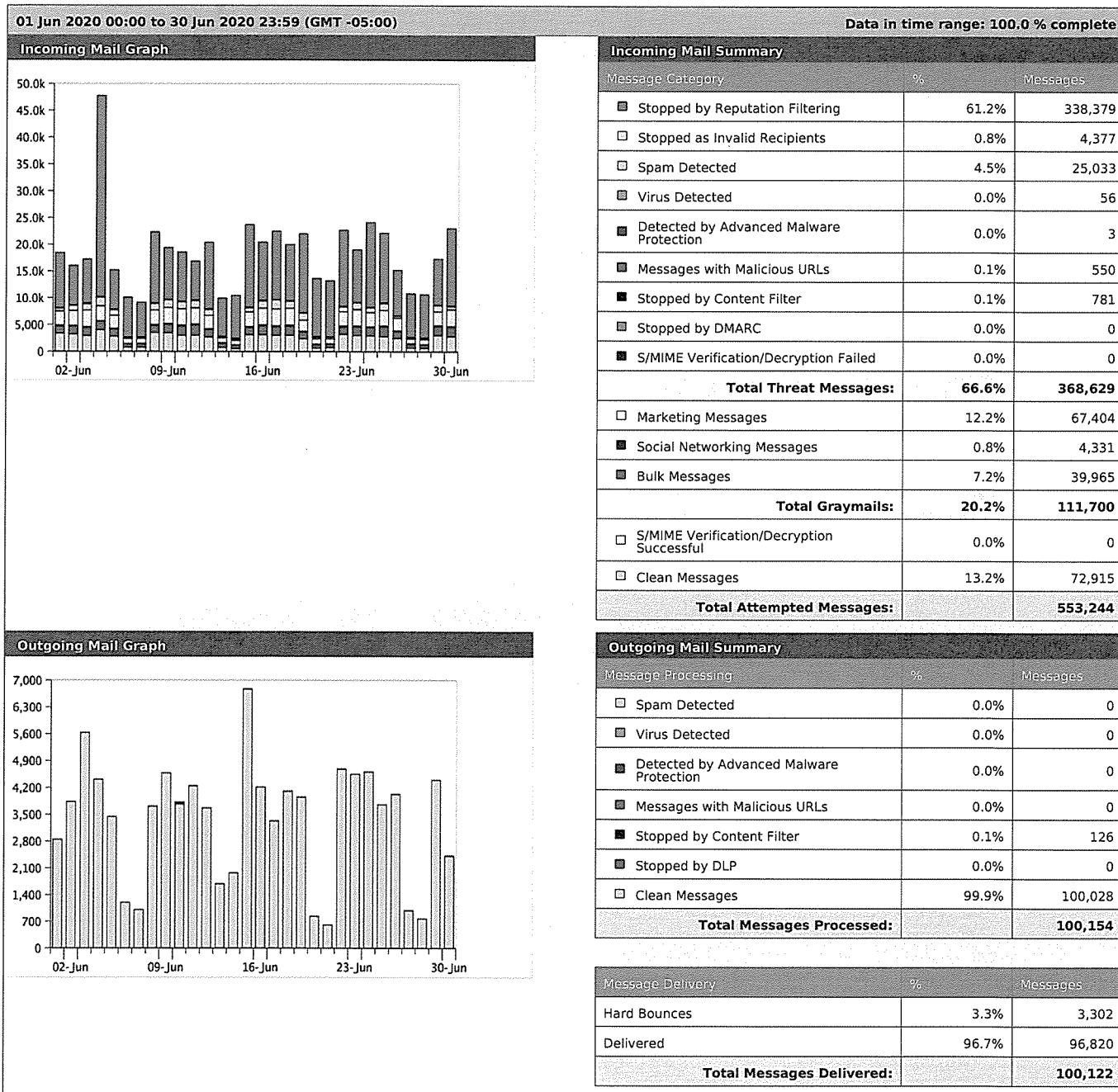
**Table 1****Table 2**

June 2020 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	20	3	60
Job Posting	982	3	2946
Norman News	1241	14	17374
Westwood Golf	627	0	0
Westwood Golf Members	41	0	0
Westwood Men's Clinic	14	0	0
Westwood Men's Golf Assoc.	52	0	0
Westwood Women's Clinic	34	0	0
Westwood Women's Golf Assoc.	2	0	0
<b>Totals</b>	<b>3013</b>	<b>20</b>	<b>20380</b>



## Executive Summary

mail.ci.norman.ok.us

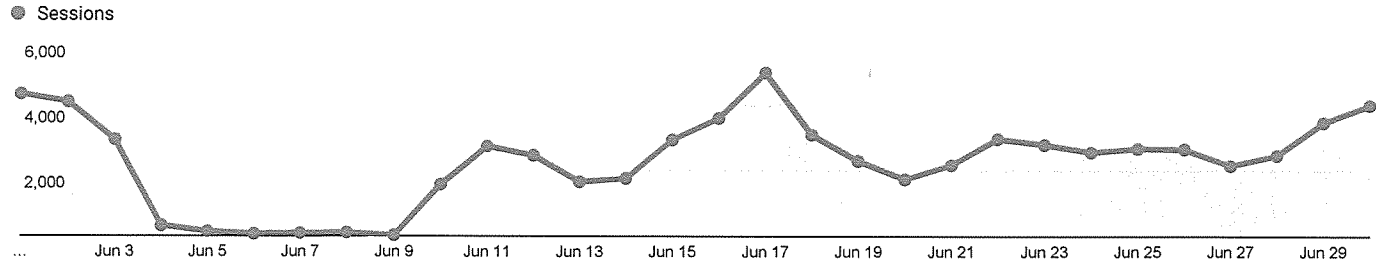


## Site Traffic

○ All Users  
100.00% Sessions

Jun 1, 2020 - Jun 30, 2020

### Report Tab



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	<b>69,272</b> % of Total: 100.00% (69,272)	<b>2.58</b> Avg for View: 2.58 (0.00%)	<b>178,609</b> % of Total: 100.00% (178,609)	<b>47,090</b> % of Total: 100.00% (47,090)	<b>38,447</b> % of Total: 100.08% (38,415)	<b>38.10%</b> Avg for View: 38.10% (0.00%)	<b>00:01:30</b> Avg for View: 00:01:30 (0.00%)
1. 17	<b>5,018</b> (7.24%)	3.16	<b>15,870</b> (8.89%)	<b>4,287</b> (7.16%)	<b>2,977</b> (7.74%)	35.93%	00:01:21
2. 01	<b>4,359</b> (6.29%)	2.25	<b>9,807</b> (5.49%)	<b>3,763</b> (6.28%)	<b>2,359</b> (6.14%)	45.65%	00:01:38
3. 02	<b>4,119</b> (5.95%)	2.26	<b>9,320</b> (5.22%)	<b>3,529</b> (5.89%)	<b>2,218</b> (5.77%)	47.66%	00:01:40
4. 30	<b>4,013</b> (5.79%)	2.45	<b>9,826</b> (5.50%)	<b>3,481</b> (5.81%)	<b>2,206</b> (5.74%)	37.25%	00:01:28
5. 16	<b>3,625</b> (5.23%)	2.78	<b>10,092</b> (5.65%)	<b>3,019</b> (5.04%)	<b>1,980</b> (5.15%)	28.94%	00:01:44
6. 29	<b>3,485</b> (5.03%)	2.67	<b>9,312</b> (5.21%)	<b>3,000</b> (5.01%)	<b>1,841</b> (4.79%)	34.98%	00:01:24
7. 18	<b>3,111</b> (4.49%)	2.76	<b>8,580</b> (4.80%)	<b>2,707</b> (4.52%)	<b>1,696</b> (4.41%)	38.44%	00:01:32
8. 22	<b>2,986</b> (4.31%)	2.76	<b>8,240</b> (4.61%)	<b>2,572</b> (4.29%)	<b>1,581</b> (4.11%)	37.11%	00:01:27
9. 03	<b>2,964</b> (4.28%)	2.35	<b>6,970</b> (3.90%)	<b>2,529</b> (4.22%)	<b>1,536</b> (4.00%)	45.48%	00:01:42
10. 15	<b>2,958</b> (4.27%)	2.56	<b>7,562</b> (4.23%)	<b>2,531</b> (4.23%)	<b>1,613</b> (4.20%)	35.36%	00:01:34

Rows 1 - 10 of 30



## **MONTHLY REPORT - LEGAL DEPARTMENT**

**June 2020 Report**

**(Submitted July 10, 2020)**

### **MONTHLY HIGHLIGHTS:**

Due to the current national, state and local Declarations of Emergency related to COVID-19, some of the information was not available for report.

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

On June 5, 2020, the Plaintiff salon owners dismissed the case against the Mayor related to restrictions in the Reboot Norman phased reopening plan. The parties agreed that the District Court ruling had no precedential value and that the recent U.S. Supreme Court case *South Bay United Pentecostal Church, et. al., v. Gavin Newsom, Governor of California, et. al.*, 140 S. Ct. 1613 (2020) would be instructional in the future if the City had to consider imposing similar restrictions.

### **LIST OF PENDING CASES:**

#### **UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT**

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

#### **UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK**

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

#### **UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA**

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

Ashton Grove, et al. v. City of Norman, CJ-2012-262; CIV-12-234 W (K) supra

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

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

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

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

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

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

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

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

Magnum Energy, Inc. v. Board of Adjustment for the City of Norman, Case No. SD-117912 (M): On June 4, 2020, the Oklahoma Court of Civil Appeals ruled in favor of the Board of Adjustment for the City of Norman, reversing the trial court's grant of summary judgment to Magnum Energy, Inc.

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

## **COURT OF CRIMINAL APPEALS**

None

## **CLEVELAND COUNTY DISTRICT COURT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Webb, et al. v. City of Norman, et al., CJ-2018-4756 (K)

### ***B. Condemnation Proceedings***

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

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

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

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

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

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

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

City of Norman v. Chris Walker and Catherine Madera, CJ-2020-564 (M): This action was filed June 2, 2020. A hearing appointing commissioners was set for July 21, 2020, and the named Defendants are in the process of being served.



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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)  
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M):

**D. *Municipal Court Appeals***

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

**E. *Small Claims Court***

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

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

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

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

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

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

IAFF Grievance FYE 18 – (Baldwin Training)

IAFF Grievance FYE 18 – (Wilk Training)

IAFF Grievance FYE 19 – (Palmer – Light Duty)

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

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

IAFF Grievance FYE 20 – (NREMT Recertification Policy)

IAFF Grievance FYE 20 – (Probationary Firefighter Evaluation)

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

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

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

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

IAFF Grievance FYE 20 – (New Firefighter Reassignment)

IAFF Grievance FYE 20 – (Smith Disability Retirement)

IAFF Grievance FYE 20 – (Wilkins – Leave)

IAFF Grievance FYE 20 – (Covid-19 Policy)

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

FOP Grievance FYE 19 – (Deese – Discipline)

FOP Grievance FYE 20 – (Maldonado - Termination)

FOP Grievance FYE 20 – (Gribauto – Discipline)

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

**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 June 2020. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court. Due to Covid-19, there were no court sessions during the month of April or May 2020. Court resumed June 16<sup>th</sup>.

Month	<b><u>ADULT CASES</u></b>			<b><u>JUVENILE CASES</u></b>			<b><u>COURT SESSIONS</u></b>		
	FYE 18	FYE 19	FYE 20	FYE 18	FYE 19	FYE 20	FYE 18	FYE 19	FYE 20
JULY	543	421	640	50	21	35	13	12	15
AUG	629	1,130	683	48	24	10	17	15	15
SEPT	552	412	497	49	28	17	12	13	14
OCT	436	445	581	26	45	23	10	14	18
NOV	439	300	390	26	14	9	12	5	11
DEC	428	279	444	250	2	25	9	3	12
JAN	1,371	561	522	31	43	32	14	15	15
FEB	421	540	597	24	16	22	14	14	13
MAR	508	1139	420	30	13	22	9	10	7
APR	521	491	104	38	23	0	16	12	0
MAY	503	626	137	20	34	2	16	14	0
JUNE	544	542	528	46	31	25	15	14	9
TOTALS / YTD	6,893	6,886	5,543	638	294	222	157	141	129

**WORKERS' COMPENSATION COURT**

The total number cases pending as of June 2020 are 14. During the Month of June 2020, there were no new workers compensation cases filed or Court Orders/Settlements. One settlement is set to be considered by Council July 14, 2020. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE20 CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES
Fire	Suppression	5	2	4	3	4
Parks/Rec.	Park Maintenance	2		1	1	3
Planning	Development Services					

Police	Animal Welfare	1	1		1	
Police	Patrol	4	2	1	1	3
Police	Administration					
Public Works	Street Maintenance	1	1	3	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	1	1		2	
Utilities	Sanitation					1
<b>TOTALS</b>		<b>14</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>12</b>

### ***List of Pending Cases***

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

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

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

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

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

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

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

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

***A settlement in the above case is scheduled to be considered on July 14, 2020.***

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

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

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

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

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

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

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

(Police, Narcotics, MPO, Bilateral Ears)

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

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

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

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

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

(Fire, Suppression, Firefighter, R. Knee)

Robertson, Kellee v. City of Norman, WCC 2010-13896 F

(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

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

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

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

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

## **TORT CLAIMS**

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

<b>DEPARTMENT</b>	<b>FYE 20 Month</b>	<b>FYE 20 YTD</b>	<b>FYE 19</b>	<b>FYE 18</b>	<b>FYE 17</b>
Animal Control				1	1
Finance - IT					1
Fire	2	2		3	1
Fleet					1
Other	4	9	9	11	8
Parks	2	4	6	5	4
Planning				1	1
Police	1	4	10	6	12
Public Works – Stormwater		2		6	2
Public Works – Engineering		2		2	
Public Works – Streets		11	6	11	11
Utilities – Water	2	9	12	12	9
Utilities – Sanitation		12	10	11	13
Utilities – Sewer		5	3	5	4
<b>TOTAL CLAIMS</b>	<b>11</b>	<b>60</b>	<b>56</b>	<b>74</b>	<b>68</b>

<b>CURRENT CLAIM STATUS</b>	<b>FYE 20 TO DATE</b>	<b>FYE 19</b>	<b>FYE 18</b>	<b>FYE 17</b>
Claims Filed	71	56	74	68
Claims Open and Under Consideration	11	1	0	0
Claims Not Accepted Under Statute/Other	10	8	11	5
Claims Paid Administratively	11	10	18	17
Claims Paid Through Council Approval	12	11	15	12
Claims Resulting in a Lawsuit for FY	0	4	3	4
Claims Barred by Statute (No Further Action Allowed)	14	21	27	30
Claims in Denied Status (Still Subject to Lawsuit)	13	1	0	0

**EXPUNGEMENTS**

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

MONTH	REQUESTS			COMPLETED		
	FYE20	FYE19	FYE18	FYE20	FYE19	FYE18
JULY	11	18	26	6	20	14
AUG	15	27	20	32	6	10
SEPT	8	21	15	17	11	5
OCT	14	15	24	22	22	11
NOV	12	24	13	15	23	26
DEC	13	11	12	22	13	14
JAN	16	15	21	20	28	10
FEB	14	31	19	14	7	10
MAR	1	25	20	14	13	31
APR	9	8	14	9	15	15
MAY	15	17	27	4	14	19
JUNE	20	16	16	16	8	11
<b>TOTALS/YTD</b>	<b>148</b>	<b>228</b>	<b>227</b>	<b>191</b>	<b>180</b>	<b>176</b>

**MUNICIPAL COURT**

**8**

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

**CASES FILED**

	<u>JUNE</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>JUNE</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	616		13,422	1,706		15,509
Non-Traffic	132		2,421	267		3,585
SUB TOTAL	748		15,843	1,973		19,094
Parking	159		6,576	696		12,029
<b>GRAND TOTAL</b>	<b>907</b>		<b>22,419</b>	<b>2,669</b>		<b>31,123</b>

**CASES DISPOSED**

	<u>JUNE</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>JUNE</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	1,128		13,054	1,502		13,450
Non-Traffic	330		2,709	291		3,213
SUB TOTAL	1,458		15,763	1,793		16,663
Parking	101		5,455	605		8,841
<b>GRAND TOTAL</b>	<b>1,559</b>		<b>21,218</b>	<b>2,398</b>		<b>25,504</b>

**REVENUE**

	<u>JUNE</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>JUNE</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	\$ 111,588.52		\$1,406,803.77	\$ 135,316.74		\$1,409,084.20
Non-Traffic	\$ 14,980.62		\$ 322,262.48	\$ 32,882.54		\$ 403,352.48
SUB TOTAL	\$ 126,569.14		\$1,729,066.25	\$ 168,199.28		\$1,812,436.68
Parking	\$ 2,805.00		\$ 147,822.75	\$ 13,266.00		\$ 205,968.20
<b>GRAND TOTAL</b>	<b>\$ 129,374.14</b>		<b>\$1,876,889.00</b>	<b>\$ 181,465.28</b>		<b>\$2,018,404.88</b>

MUNICIPAL COURT - MONTHLY REPORT  
JUNE 2020

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 56 new cases and closed 55 cases during the month of June 2020. No Mediations were held.

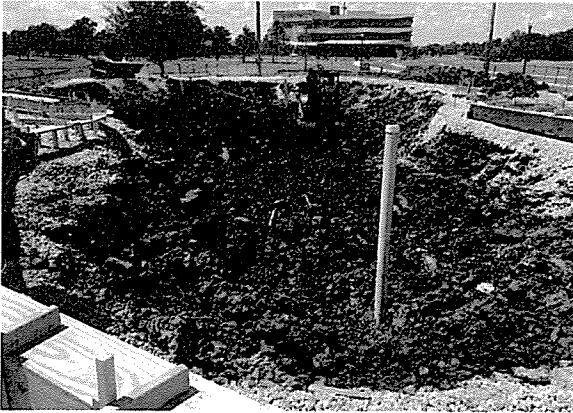


## **PARKS AND RECREATION**

**9**

## **Park Planning Activities June 2020**

### **NORMAN FORWARD Andrews Park:**



Crews from American Ramp Company (ARC) arrived in June to begin construction of the new concrete skate park. The excavation of the triple-bowl and the extensive form work for its construction are progressing towards a first concrete pour scheduled for early July. A city work crew set drain lines for the new drop-in bowls on the north end of the park, and worked with OG&E and our local engineering team to make sure all utilities are being considered as we work on finalizing a layout for park lighting. The area for the half-pipe pad is also being finished, so that work can proceed as the bowls are built. We are also

working with the park design team to finalize the paths and landscape around the skate park; so those elements can be installed as the project progresses.

Also, the NORMAN FORWARD Art Project Ad-hoc committee for Andrews Park met again in June to finalize the project scope, which will allow them to send a call for artists in the coming weeks. The area available for art will be in the southern half of the park and/or at the park perimeter. Work will progress in the park throughout the summer for the skate park, shade structures, paving improvements and tree planting.

### **NORMAN FORWARD Neighborhood Parks:**



Crews installed the new playground equipment at Rotary Park; and we are now working to get the synthetic turf fall surface installed around the equipment in the coming month. Also, we have selected a contractor for the construction of the new restroom building in that park. An agenda item is being prepared to hire that work to start construction in July. We will demolish the existing restroom and build the new, larger stone structure in the same general area south of the tennis court in the park, next to the new playground. The design from The McKinney Partnership, Architects, will use similar finish materials as the house and shelter in the park to help provide a common aesthetic in one of Norman's most popular centrally located parks.

### **Park Splashpads:**

We worked to de-winterize and test the equipment in both Colonial Estates Park and Andrews Park in preparation to open those water play areas in June. Crews cleaned the deck areas and inspected the shelters and site furnishings as we anticipated high use for those free public spray-grounds this summer.

### **NORMAN FORWARD Ruby Grant Park:**

Crews are making good progress on the construction of the restrooms, shelters, trails and parking areas throughout the park. We are working with the City Forester to identify trees to be saved and trees to be pruned at the park's new dog park site. Additional work to finish drainage structures, detention areas and establishing grass coverage in areas that have been graded for trails and practice fields is on-going. We are receiving delivery of various site furnishings and disc golf course equipment. Final color selections for the inclusive playground surfacing have been made; and that equipment is in-production—to be delivered late this summer.

**NORMAN FORWARD Reaves Park:**

We met in June with a group wanting to provide new scoreboards for our youth baseball & softball fields as the park renovation proceeds. The new boards will also include video advertising boards; and we believe we can proceed now with the first four boards at the 4-plex of fields in the southeast part of the park, where the Ball Clubs of Norman are currently playing games. Those fields will remain in-place, with major upgrades to the complex restroom/concession and field surface planned that won't affect the scoreboards beyond the fences. An agenda item is being prepared for council to consider the deal. Also, we met with Halff Associates to get them started on the expanded design drawings for the full build-out of the park planned as part of the bond election vote this August. The plans they will produce will be able to be used immediately or kept on-file for future build-out, depending on the results of the bond issue vote.

# JUNE 2020

## RECREATION DIVISION

### MONTHLY REPORT

**Senior Center:** The Senior Center re-opened on June 15, after closing since March 13<sup>th</sup>, due to COVID-19. Currently, two weekly activities have resumed to include the cardio and the ceramics classes. Both activities are being well attended, although attendance is down for both classes. The line dance class will start Tuesday, July 7<sup>th</sup> at 10:00 am; the Tai Chi Class will begin in September, and both bridge groups will start in late August or early September. Staff continues to help with the meal site, which is scheduled to re-open mid-August or early September.

**Little Axe Community Center:** Some activities and events did not meet in June, 2020 due to the COVID-19 pandemic. Those activities include: food distribution, Head Start Program, and Pioneer Library Services, however, the Little Axe Youth Sports (LAYS) hosted two tournaments in June. The tournaments were held June 13<sup>th</sup> and 14<sup>th</sup> and June 26<sup>th</sup> through June 28<sup>th</sup>. Both tournaments had an attendance of 1,000+ each weekend.

**12th Avenue Recreation Center:** The 12<sup>th</sup> Avenue Recreation Center opened back up at the start of June for the Summer Camp Program. The fee for the Summer Camp Program is \$150 per week and a \$15 discount is given to children that were enrolled full time in a City of Norman After School Program. Summer Camp hours are from 7:00 am to 6:00 pm and attendance was approximately 16 campers each day. Activities include weekly field trips to the Westwood Family Aquatic Center and visits to the 12<sup>th</sup> Avenue Recreation Center from Mobile Laser Tag, Mad Science Demonstrations, and Extreme Animals. Athletes Global and Bricks 4 Kids also come weekly to provide the campers fun fitness activities and offer them STEM building skills. On June 12, most instructional classes and activities resumed their normal schedule to include: Aikido, Tai Chi, Body Sculpting, American Karate, Tae Kwon Do, and Square Dancing. The Greater OKC Pickleball Club also went back to their normal schedule holding indoor matches on Wednesday and Friday's from 6:00 to 9:00 pm.

**Irving Recreation Center:** In June, the Irving Recreation Center began the Summer 2020 Irving Explorer Camp and participants have enjoyed various fun activities throughout the month. This summer Irving incorporated weekly themes into the summer camp experience. Week 1 was "Animal Adventures" with fun activities such as: zoo animal masks craft, visit from Extreme Animals, and dress like your favorite animal day. Week 2 was "Peace & Love" and activities included: ceramic flower pots craft, making tie dye shirts and flying kites. For Week 3 was "Super Friends" activities included: superhero drawstring bags craft, superhero tag, and wear your favorite superhero gear. Week 4 was "Beach Fun" and activities included: beach ball craft, decorating tropical visors and Hawaiian shirt day. Other fun activities that were incorporated included Lego Robotics with Bricks 4 Kidz, Fun Fitness Class with Athletes Global and swimming at Westwood Pool.

**Whittier Recreation Center:** In June, the Okie Stompers clogging class reconvened their spring classes at the Whittier Recreation Center and met on Tuesday and Thursday evenings from 6:00-8:00 p.m. The Whittier Discovery Camp completed its first five weeks with 23 campers total per week. Campers kicked off the month with Spirit Week (Marvel Monday, Tourist Tuesday, Wacky Wednesday, Throwback Thursday and Nerf Party Friday)! In addition to spirit week this month, the campers participated in: making superhero masks, tie dye tank tops, participated in group games and an in-house escape room, sno cone visits from Eskimo Sno, scavenger hunts, weekly STEM activities from Bricks 4 Kidz and pool visits to the Westwood Aquatic Center. They had their weekly afternoon visit from Athletes Global, a visit from the Dart Battles of Oklahoma, story/craft time from a guest visitor and much more! Lastly, the campers have enjoyed a pizza/ice cream sundae party, making picture frames, self-portraits and friendship bracelets for their family members.

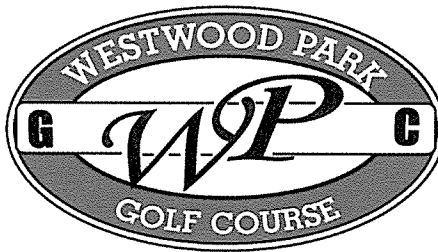
<b>FACILITY ATTENDANCE:</b>	Month	Year to Date
Senior Center (includes congregate meals)	173	10,884
Little Axe Community Center	375	12,027
12th Avenue Recreation Center	495	24,970
Irving Recreation Center	327	22,222
Whittier Recreation Center	63	7,436
Reaves Center	300	3,000
Tennis Center	3,179	26,411

**JUNE 2020**  
**PARK MAINTENANCE DIVISION**

Park Maintenance crews performed routine trash removal, landscape bed maintenance and mowing in City parks.

<b>SAFETY REPORT</b>	<b>FYE-20MTD</b>	<b>FYE-20YTD</b>		<b>FYE-19MTD</b>	<b>FYE-19YTD</b>
On-The-Job Injuries	0	3		1	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man</b>	<b>Hours YEAR-TO-DATE</b>			<b>Hours YEAR-TO-DATE</b>
Mowing	100.00	1070.00		105.00	1130.50
Trim Mowing	610.00	6110.50		801.00	6682.75
Chemical Spraying	133.00	975.00		40.00	532.00
Fertilization	0.00	40.00		0.00	0.00
Tree Planting	8.00	8.00		0.00	0.00
Tree & Stump Removal	0.00	80.00		2.00	170.00
Tree Trimming/Limb Pick-Up	0.00	438.00		150.00	604.50
Restroom/Trash Maintenance	184.00	3083.00		327.00	2535.00
Play Equipment Maintenance	0.00	236.50		107.00	765.50
Sprinkler Maintenance	16.00	520.00		4.00	286.25
Watering	0.00	8.00		0.00	0.00
Grounds/Building Maintenance	16.00	228.25		5.00	690.50
Painting	0.00	0.00		0.00	63.50
Planning Design	0.00	81.00		0.00	0.00
Park Development	0.00	12.00		0.00	4.00
Special Projects	59.00	545.00		56.00	1551.25
Nursery Maintenance	0.00	52.00		0.00	34.00
Flower/Shrub Bed Maintenance	203.00	1228.75		4.00	423.50
Seeding/Sodding	0.00	9.50		0.00	124.00
Ballfield Maintenance/Marking	0.00	12.00		0.00	931.00
Fence Repairs	0.00	4.00		7.00	81.00
Equipment Repairs/Maintenance	101.25	1146.50		180.50	1468.75
Material Pick-Up	11.25	106.25		16.75	199.75
Miscellaneous	40.50	1082.75		83.00	2376.75
Shop Time	32.00	233.00		7.00	536.50
Snow/Ice Removal	0.00	325.50		0.00	368.75
Christmas Lights	0.00	818.00		0.00	927.50
Close to Home Fishing	0.00	0.00		0.00	245.50
Forestry	0.00	288.00		24.00	55.00
Graffiti Clean-Up	0.00	340.50		0.00	16.00
Water Fountains	0.00	32.00		0.00	44.00
Inground Trash	0.00	48.00		0.00	0.00
Vector Control	0.00	498.00		128.00	756.00

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



**JUNE 2020**

**Westwood Golf Course Division Monthly Progress Report**

ACTIVITY	JUNE FY'20	JUNE FY'19
Regular Green Fees	907	1073
Senior Green Fees	442	414
Junior Fees	340	330
School Fees ( high school golf team players)	146	278
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	808	699
Employee Comp Rounds	347	361
Golf Passport Rounds	0	0
9-Hole Green Fee	228	167
2:00 Fees	214	133
4:00 Fees	343	373
Dusk Fees or 6:00 Fees	174	85
PGA Comp Rounds	1	10
*Rainchecks (not counted in total round count)	29	18
Misc Promo Fees (birthday, players cards, OU student)	1003	721
Green Fee Adjustments (fee difference on rainchecks)	19	11
<b>Total Rounds</b> (*not included in total round count)	<b>4972</b>	<b>4655</b>
% change from FY '19	6.81%	
<b>Range Tokens</b>	<b>5112</b>	<b>4346</b>
% change from FY '19	17.63%	
18 - Hole Carts	270	216
9 - Hole Carts	129	123
½ / 18 - Hole Carts	1649	1588
½ / 9 - Hole Carts	520	516
<b>Total Carts</b>	<b>2568</b>	<b>2443</b>
% change from FY '19	5.12%	
18 - Hole Trail Fees	3	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	2	6
9-Hole Senior Trail Fees	3	3
<b>Total Trail Fees</b>	<b>8</b>	<b>9</b>
% change from FY '19	-11.11%	
<b>TOTAL REVENUE</b>	<b>\$ 159,703.66</b>	<b>\$134,531.92</b>
% change from FY '19	18.71%	

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

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

**FINANCIAL INFORMATION**

	<b>FYE 2020</b>	<b>FYE 2020</b>	<b>FY 2019</b>	<b>FYE 2019</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$78,040.10	\$474,300.78	\$65,864.65	\$426,217.90
Driving Range	\$18,489.40	\$91,891.90	\$15,139.07	\$100,327.82
Cart Rental	\$44,258.83	\$254,194.70	\$36,220.25	\$240,025.02
Restaurant	\$18,827.00	\$127,946.40	\$16,012.88	\$68,800.75
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$88.33	\$6,362.31	\$1,295.07	\$8,931.26
<b>TOTAL INCOME</b>	<b>\$159,703.66</b>	<b>\$954,696.09</b>	<b>\$134,531.92</b>	<b>\$844,302.75</b>
Expenditures	\$150,254.86	\$996,329.98	\$100,513.33	\$1,008,406.86
Income vs Expenditures	<b>\$9,448.80</b>	<b>(\$41,633.89)</b>	<b>\$34,018.59</b>	<b>(\$164,104.11)</b>
Rounds of Golf	4972	30845	4655	30428

The month of June leaves just as oddly as it came. For the first three weeks of the month daily high temperatures were above normal and average monthly rainfall was not in existence. I decided to fertilize the fairways at a half rate of nitrogen than we normally would use to make sure that mowing would not get out of control. The first few weeks of June gave the golf course an appearance like we were in late August. Among other variables, high temperatures dictate when greens rollers are put into use. We mow greens 5 to 7 times a week this time of year and may insert the use of greens rollers 1 to 2 times a week instead of mowing to relieve stress on the greens. This allows for smoothing the surface without cutting the grass for a day. Cups are changed on the putter every other day to handle the amount of traffic forced on that specific green. We are currently changing cups placement every other day. The numbers fluctuate from day to day depending on events and temperatures. The rounds of play numbers are supplied by the pro shop and are watched very closely. The tee markers are moved daily as well as trash and debris removal and the course bathrooms are cleaned, disinfected, and monitored throughout the day. We are mowing tees, and fairways at two thirds the amount as is usual for this time of year. Traps are raked as often as possible which equates to 5-6 times a week. Immediate rough is mowed as often as possible to alleviate scalping and the deep rough is mostly nonexistent. Sickle mowing has been performed one time and only in areas that cross fairways. We have applied post emergent as time allows. The driving range tee is evenly fertilized every three weeks, is blown with a turbo blower to remove unsightly divots and clippings and is mowed daily. Greens were sprayed with fungicide, insecticide, a wetting polymer, fertilizer, and an acid product to flush soluble salts. Hand watering of greens has been more than usual due to high temperatures. Watering 10 acres of mounds with manual valves started earlier than normal this month and continues as a weekly task that takes one man approximately 4 hours and all to be completed. The top of #7 fairway was aerified and cores removed to allow better water uptake by the turf. Park maintenance graciously did groundwork and removed trees on the slope of the pond at #3 fairway that was a non-mowable wash out area



JUNE 2020  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	<b>FY2020 MTD</b>	<b>FY2020 YTD</b>	<b>FY2019 TOTAL</b>
Swim Pool Passes	\$88,645.00	\$191,747.00	\$464,558.55
Swim Pool Gate Admission	\$72,442.00	\$284,993.00	\$137,284.31
Swim Lesson Fees	\$16,350.50	\$33,547.50	\$35,425.50
Pool Rental	\$10,653.00	\$28,128.00	\$21,191.00
Locker Fees	\$0.00	\$0.00	\$894.53
Pool Classes	\$4,590.22	\$6,495.22	\$2,640.00
Pool Merchandise Sales	\$0.00	\$0.00	\$64.40
Concessions	\$44,086.78	\$127,066.89	\$115,353.29
<b>TOTAL INCOME</b>	<b>\$236,767.50</b>	<b>\$671,977.61</b>	<b>\$777,411.58</b>
Expenditures	\$137,275.36	\$624,044.12	\$684,381.77
<b>Income verses Expenditures</b>	<b>\$99,492.14</b>	<b>\$47,933.49</b>	<b>\$93,029.81</b>

ATTENDANCE INFORMATION

	<b>Season to Date Jun-20</b>	<b>Season to Date May 19-June 20</b>	<b>2019 MTD Oct-18</b>	<b>2019 YTD May 18-Oct 18</b>
a. Pool Attendance	11,049	46,340	0	82,540
b. Adult Lap Swim Morning/Night	160	187	0	250
c. Water Walkers	1,294	1,454	0	1,654
d. Toddler Time	1,129	1,929	0	2,205
e. Swim Team	300	2,532	0	3,542
f. Swim Lessons	480	700	0	13,952
g. Movie Night/Special Events	0	2705	0	2,025
h. Party / Rentals	28	207	0	8,489
<b>TOTAL ATTENDANCE</b>	<b>14,440</b>	<b>56,054</b>	<b>0</b>	<b>114,657</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**

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

**PLANNING DEPARTMENT ACTIVITY**  
**June 2020**

**ADMINISTRATIVE DIVISION**

**PlanNorman**

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

**GREENBELT COMMISSION**

The Greenbelt Commission met on June 15, 2020 via video conference. There was one item on the consent docket: Peebly Estates COS, located at Franklin Road and 156<sup>th</sup> Ave. N.E. This item was forwarded with no further comments.

**HISTORIC DISTRICT COMMISSION**

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

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

None

**COA Administrative Bypass granted by staff:**

None

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

Mainstreet Architects progress on the Historic District Guidelines was delayed due the Coronavirus pandemic and associated stay at home orders. City Council at their June 23<sup>rd</sup> meeting approved amended contracts with the State Historic Preservation Office (SHPO) and the consultant that allows for completion of the Guidelines by September. Staff received the first draft of the revised Guidelines on June 26<sup>th</sup> and is in the process of reviewing. Staff also received the new 2020-21 CLG program year contract with the State Historic Preservation Office. This will be forwarded to Council for approval in July. Staff is currently working with five residents who are interested in alterations to their historic homes. It is anticipated that there will be five COA requests for review by the Historic District Commission for the August 3<sup>rd</sup> meeting.

## MISCELLANEOUS

	2019 June	July	Aug	Sept	Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	June
Walk-Ins	29	30	75	68	58	52	45	59	36	32	-	37	58
Email Contacts	303	325	395	377	515	464	302	406	292	321	477	617	372
Lot Line Adjustments	4	3	1	2	2	-	-	-	-	2	2	-	4
Landscape Maint. & Replacement Bonds	2	-	2	-	1	4	2	1	4	3	4	3	-
Board of Adjustment Variance Appl. <i>Legal Notices Sent</i>	1 18	1 -	- -	2 54	4 84	6 149	- -	1 7	- -	4 136	1 172	1 12	1 26
Planning Commission Applications Rec'd <i>Legal Notices Sent</i>	1 14	4 76	6 154	8 272	1 26	5 201	3 101	5 152	5 68	3 31	2 128	5 134	2 37
Pre-Development Meeting Appl. Rec'd <i>Notices Sent</i>	1 14	5 267	7 169	7 270	1 14	4 193	4 200	2 51	3 54	7 309	2 386	1 15	1 13

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

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

During June, one application for Pre-Development was received for the meeting scheduled for June 25, 2020.

During June, submittals for the July 9, 2020 Planning Commission included: one PUD amendment for the signage at Legacy Trail Apartments; and one application for a special use.

The Planning Commission met on June 11 via video conference with nine members present. They unanimously postponed one project with a NORMAN 2025 Plan amendment and rezoning, as well as vacation/closure of an alley right-of-way, at the request of the applicants. They unanimously recommended approval of a PUD amendment for a portion of University North Park, and the NORMAN 2025 Plan amendment, rezoning, and preliminary plat for Norman Regional Health System East Campus. They recommended approval of a special use to allow medical marijuana processing on a parcel zoned A-2, by a vote of 5-3. The next regular Planning Commission meeting is scheduled for July 9, 2020 via video conference.

### **PLANNING REVIEW**

During the month of June, Current Planning received 28 commercial building permit applications for review. Of those applications submitted, Current Planning staff reviewed and approved 16; 2 have been reviewed and placed on HOLD and 10 have not yet been reviewed.

### **BOARD OF ADJUSTMENT**

The Board of Adjustment met on June 24, 2020 via ZOOM video conference with five members present (one was experiencing technical difficulties and had no video, so was unable to participate). The Board unanimously approved one application which included three variance requests: (1) intensity of use, to allow a house on a 3,750 sq. ft. lot; (2) front yard setback, to allow the new house to be set back approximately the same distance as adjacent structures; (3) rear yard setback, of not less than 10'. The next regular meeting is scheduled for July 22, 2020.

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

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

Staff continued to work on several ongoing projects. Staff completed the maps to be included in the *Capital Improvement Budget* and completed the *Annual 2019 Status Report on Development and the Norman 2025 Plan*. Staff made several GPS data dictionaries and continued the general update and maintenance of GIS databases. Staff completed 76 service request that resulted in 60 maps, reports or data files being produced.

## **DEVELOPMENT SERVICES**

**10B**



**DEVELOPMENT SERVICES DIVISION****CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:****New Construction:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
10251 E. Tecumseh Rd.	Radical Botanicals Medical Marijuana Building	\$40,000	5
850 36 <sup>th</sup> Ave. SE	Terra Verde School	\$1,597,860	6
1201 12 <sup>th</sup> Ave. NE	7-Eleven New Convenience Store with Lease Space	\$1,000,000	6
2300 Conference Dr.	Hampton Inn & Suites	\$8,000,000	8
501 E. Robinson St.	Carlstone Senior Living	\$7,500,969	8
4100 N. Flood Ave.	NPS New Warehouse Building	\$165,000	8
2300 Conference Dr.	Hampton Inn & Suites Pool & Equip. Bldg., & Trash Enclosure	\$97,000 (Combined)	8

**Hampton Inn & Suites Hotel**

Hampton located at 2300 Conference Dr. received Certificate of Occupancy (CO) on June 20, 2020. The reported valuation of the 64,509 project totaled 8,000,000.

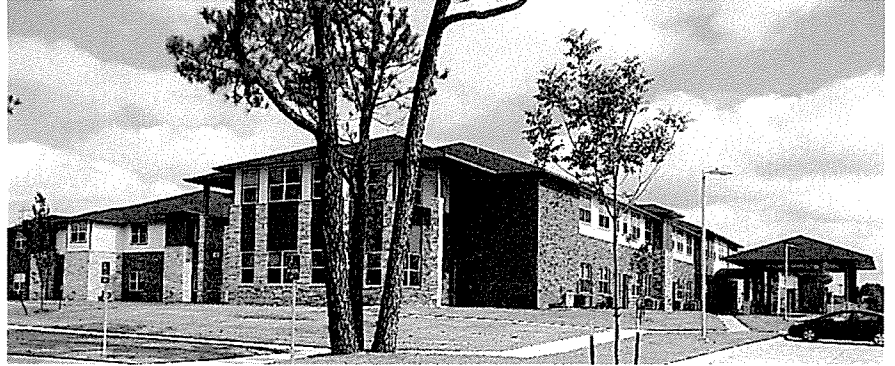


## Carlstone Senior Living



Carlstone Senior Living located at 501 E. Robinson St., received Certificate of Occupancy (CO) on June 12, 2020.

The reported valuation of the near 95,000 square foot project including 88 units totalled \$7,500,969.



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

ADDRESS	DESCRIPTION	VALUATION	WARD
1800 E. Imhoff Rd.	Hitachi Interior Lab Renovation	\$1,500,000	1
1430 W. Lindsey St.	Happy Monk Dance Club Remodel	\$275,000	2
1004 24 <sup>th</sup> Ave. NW Suite 102	Oklahoma Blood Institute Office Remodel/Expansion	\$125,000	2
2505 W. Main St.	Evianna Medical Marijuana Remodel	\$50,000	2
1337 E. Lindsey St.	Buddy's Home Furnishings Retail Remodel	\$50,000	2
1708 W. Lindsey St.	JKCKI-DC, LLC Game Café Remodel	\$30,000	2
3637 W. Main St.	BBA West Main Shopping, LLC Tenant Finish	\$425,000	3
319 W. Boyd St.	Lucca Expansion to Adjacent Space	\$178,000	4
630 E. Lindsey St.	Sprint Replace Three Antennas	\$15,000	4
2800 Technology Pl.	Top of the World Exterior Doors with Canopies	\$266,000	5
11001 Agape Ln.	PDQ OMG Medical Marijuana Remodel	\$25,000	5
1251 Alameda St.	Homeland New Front Sliding Doors	\$37,000	6

100 Stinson St.	St. Thomas More University Parish Addition	\$5,500,000	7
1800 Interstate Dr.	Nextep, Inc. First Floor Office Remodel	\$1,800,000	8
3421 24 <sup>th</sup> Ave. NW Suite 109	Diagnostic Laboratory of Oklahoma	\$120,000	8
2400 36 <sup>th</sup> Ave. NW	7-Eleven #85 Roof Dormer for Signs	\$10,000	8

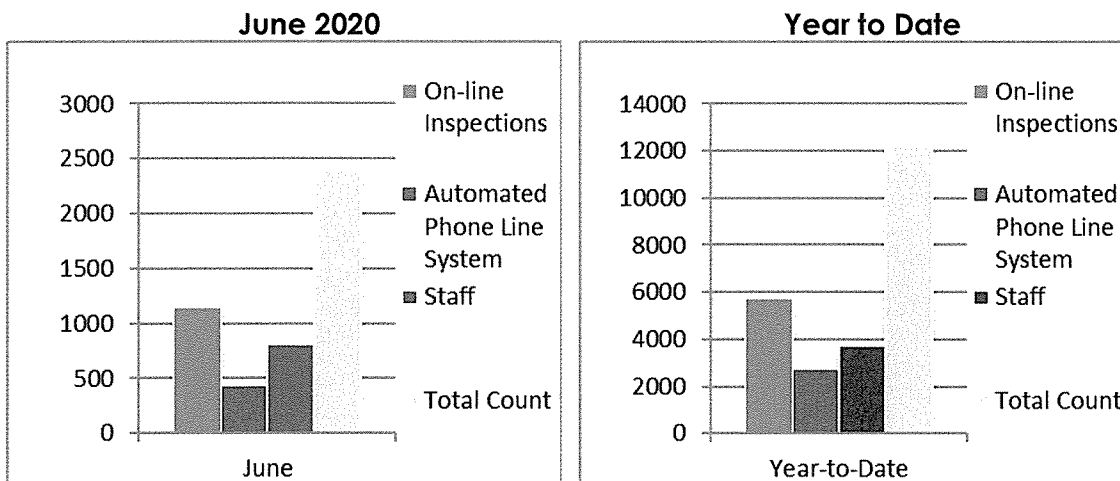
### REMOTE VIDEO INSPECTIONS

During the initial COVID-19 pandemic, Remote Video Inspections (RVI) were completed on some inspections/re-inspection requests frequently occupied by homeowners, workers, or contractors, to promote the health and safety of the Inspection staff, and citizens, and to maximize social distancing. The (RVI) inspection process requires communication between the individual requesting the inspection, and the Building Inspector conducting the inspection which is conducted via FaceTime or Google Duo. Multiple RVI inspections were conducted during June with compliments from citizens about the (RVI) process.

### ON-LINE INSPECTION SERVICES

#### Inspection Requests

During June 2,394 inspections were requested. 1,153 inspection requests were made on-line, and 431 inspections were requests were made using the Automated Phone Line System. Staff made 810 inspection requests, which include phone and in-person requests, as well as administrative items.

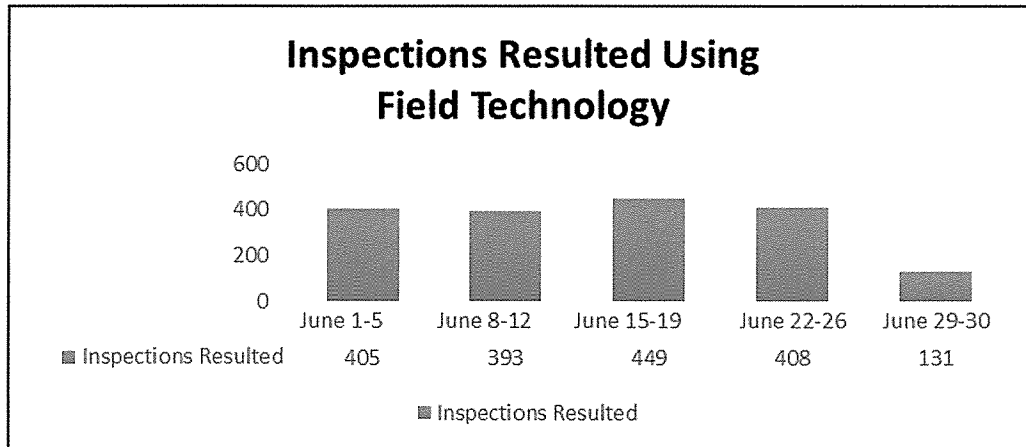


### **COMMERCIAL PLAN REVIEW**

During the month of June, Development Services received 28 commercial building permit applications for review. Of those applications submitted, Development Services staff reviewed and approved 13, 1 was reviewed and placed on HOLD and 14 have not yet been reviewed.

### **MOBILE FIELD INSPECTION SYSTEM**

During June 1,786 inspection results were entered using the Mobile Field Inspection (MFI) System (Field Technology). Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.



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

During June several applications for new single-family permits were applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, about three hundred thirty (330) applications have been applied to the program.

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

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

City of Norman  
BUILDING PERMITS AND INSPECTIONS

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

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	BOLDT	NPS-ADA HEALTH CLINIC REMODEL WASHINGTON ELEM	799	6/16/2020	600		48TH	AVE	35	2W	NOT SUBDIVIDED/SCHOOL LAND	A2	\$ 75,000	578
COMMERCIAL, ADD/ALT	BOLDT	NPS-ADA WORMBURN REHABILITATION NEW ELEM	801	6/16/2020	3310		108TH	AVE	15	1W	NOT SUBDIVIDED	A2	\$ 80,000	408
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	NPS-EXT AND INT REMODEL IRVING ELEM	813	6/23/2020	228		VICKSBURG	AVE	1	1	WESTWOOD PLAZA - REPLAT BLK B	A2	\$ 1,230,651	22346
COMMERCIAL, ADD/ALT	OWNER	AARONS INTERIOR REMODEL	1216	6/16/2020	2200		60TH	ST	20	3W	NOT SUBDIVIDED	A2	\$ 400,000	18835
COMMERCIAL, ADD/ALT	OWNER	LAVA GARDENS MM GROW FACILITY	1367	6/10/2020	3508		WELL SITE	DR	6A	1	NOT SUBDIVIDED	A2	\$ 50,000	3200
COMMERCIAL, ADD/ALT	BCH CONSTRUCTION	CAO-168 MM GROW REMODEL	1519	6/10/2020	625	E	FRANK	ST	1	1	NOT SUBDIVIDED	R1	\$ 200,000	14200
COMMERCIAL, ADD/ALT	MANHATTAN CONSTRUCTION	SOUTHERN OK CHINESE CHURCH FIRE DAMAGE REBUILD	1581	6/23/2020	911	W	MAIN	ST	30	2W	FIRST FREE WILLY ADD	R1	\$ 1,950,000	8610
COMMERCIAL, ADD/ALT	OWNER	NPS-WEIGHT ROOM ADORNATION NORMAN HIGH	1592	6/5/2020	3851		132ND	AVE	18	1E	NOT SUBDIVIDED/SCHOOL LAND	R1	\$ 1,950,000	1200
COMMERCIAL, ADD/ALT	GRAHAM CONSTRUCTION	SMTOW TURNPAUGH MM GROW SHOP REMODEL	1600	6/6/2020	913	W	LINDESEY	ST	1	1	NOT SUBDIVIDED	C1	\$ 10,000	1200
COMMERCIAL, ADD/ALT	CAVINS CONSTRUCTION, LLC.	TRUE SKY CREDIT UNION FRONT ENTRY TOWER	1815	6/6/2020	1212	N	FLOOD	ST	1	1	POWELL FLOOD ST ADD	C2	\$ 12,538	1082
COMMERCIAL, ADD/ALT	VAZQUEZ, HECTOR	REDUB FLORAL REMODEL	1954	6/22/2020	1108	W	MAIN	ST	1	1	STERR'S ADD	C2	\$ 15,000	877
COMMERCIAL, ADD/ALT	OWNER	KINZAS BROW BAR&SPA	2009	6/24/2020	704		CEAR LANE	RD	1	1	EAGLE CLIFF ADD #14	C2	\$ 15,000	1000
COMMERCIAL, ADD/ALT	JONES, SUNG W.	TOP TERPZ MM PROCESSING	2030	6/24/2020	1278	N	INTERSTATE	BLVD	39	3	NORMAN RESEARCH PARK	I1	\$ 10,000	950
COMMERCIAL, ADD/ALT	R.G. CONSTRUCTION DBO POINTING	GREEN MEDICAL MM DISPENSARY	2110	6/24/2020	2040	W	BOYD	DR	4	1	TOWNE WEST VILLAGE	C2	\$ 4,000	2170
COMMERCIAL, ADD/ALT	CELLULAR	IGLESIA PUEBLO DE DIOS ENCLOSE FRONT LOBBY	2189	6/24/2020	188		24TH	AVE	33	2W	FAITH ASSEMBLY OF GOD CH ADD	R1	\$ 14,000	864
COMMERCIAL, ADD/ALT	HEADS	U.S. CELLULAR ANTENNAS	2428	6/28/2020	1001	ELM	BUCHANAN	AVE	16	1	NOT SUBDIVIDED	C3	\$ 125,000	3000
COMMERCIAL, ADD/ALT	SCISORTAL ROOFING & CONST.	NOMPTION SOCIAL RESTAURANT REMODEL	3023	6/16/2020	529		ELM	AVE	1	3	LARSH'S UNIVERSITY ADD	R1	\$ 65,000	850
COMMERCIAL, ADD/ALT	DUTY, NICHOLAS	ALAMEDA CHURCH OF CHRIST KITCHEN REMODEL	3703	6/12/2020	530	W	LINDESEY	ST	12	1	FLOYD ADD	C1	\$ 20,000	1500
COMMERCIAL, ADD/ALT	RAINES, NATHAN	PHARMHOUSE MM DISPENSARY	5487	6/17/2020	317		WHITE	ST	1	23	LARSH'S UNIVERSITY ADD	C2	\$ 3,000	100
COMMERCIAL, ADD/ALT	ELSLAM GROUP, INC.	LIFTED SMOKE AND VAPE EXTERIOR WALL EXTENSION	5611	6/23/2020	1226		CLASSEN	BLVD	1	1	CLASSEN-MILLER ADDITION	C2	\$ 352,000	1808
COMMERCIAL, FOUNDATION PERMIT	CLARK CONSTRUCTION, INC.	ZANE FUEL RETAIL AND APARTMENT ADDITION	1737	6/17/2020	3305		CORPORATE CENTRE	DR	1	1	UNIVERSITY NORTH PARK SEC 17	PUD	\$ 60,000	37976
COMMERCIAL, INTERIOR FINISH	FIRST OKLAHOMA CONST. INC.	HUBBARD SUBARU FOUNDATION ONLY	280	6/12/2020	2520		MC GEE	DR	2	5	SMOKING OAK #1-REPLAT	CO	\$ 60,000	2014
COMMERCIAL, INTERIOR FINISH	AZTEC BUILDING SYSTEMS, INC.	SNODGRASS OFFICE BUILDING-TENANT FINISH	2346	6/30/2020	1820	W	TECUMSEH	DR	11	7	NORTHBRIDGE IND PARK #3	I1	\$ 60,000	2812
COMMERCIAL, INTERIOR FINISH	OWNER	BUTNER BROTHERS SIGNS TENANT FINISH	1846	6/10/2020	3408		36TH	AVE	15	3W	NOT SUBDIVIDED	C1	\$ 75,000	1702
COMMERCIAL, NEW CONSTRUCTION	MOORE NORMAN TECHNOLOGY CENTER	TAVOLA RESTAURANT	888	6/3/2020	4701	12TH		AVE	7	2W	NOT SUBDIVIDED	A2	\$ 45,000	1560
COMMERCIAL, NEW CONSTRUCTION	EMAX CONSTRUCTION, INC.	MTCO STUDENT HOUSING PROJECT#9	927	6/3/2020	2701	W	MAIN	ST	1	1	NORMAN CENTER NORTH	C2	\$ 100,000	1400
COMMERCIAL, NEW CONSTRUCTION	OWNER	CHICK-FILA DRIVE THRU CANOPY	1116	6/4/2020	4520	E	FRANKLIN	RD	11	2W	NOT SUBDIVIDED	A2	\$ 300,000	10680
COMMERCIAL, NEW CONSTRUCTION	OWNER	FRANKLIN WAREHOUSE MM GROW	1245	6/5/2020	1501	W	BOYD	ST	36	3W	PARK LAND	R1	\$ 250,000	405
COMMERCIAL, NEW CONSTRUCTION	OWNER	ROTARY PARK RESTROOM BUILDING	1777	6/10/2020	17401		BLACKBERRY	RD	3	1E	H & L #5 (SURVEY)	A2	\$ 7,000	320
COMMERCIAL, NEW CONSTRUCTION	GRANITE CONSTRUCTION	RHM FARMS MM GROW BUILDING	1789	6/8/2020	8481	E	TECUMSEH	RD	9	1W	NOT SUBDIVIDED	A2	\$ 700,000	300
COMMERCIAL, NEW CONSTRUCTION	GRANITE CONSTRUCTION	CITY OF NORMAN WATER WELL	1790	6/8/2020	10999	E	TECUMSEH	RD	11	1W	NOT SUBDIVIDED	A2	\$ 700,000	300
COMMERCIAL, NEW CONSTRUCTION	GRANITE CONSTRUCTION	CITY OF NORMAN WATER WELL	1791	6/8/2020	3188		108TH	AVE	15	1W	NOT SUBDIVIDED	A2	\$ 700,000	300
COMMERCIAL, NEW CONSTRUCTION	GRANITE CONSTRUCTION	CITY OF NORMAN WATER WELL	1792	6/8/2020	8485	E	FRANKLIN	AVE	4	1W	NOT SUBDIVIDED	A2	\$ 700,000	300
COMMERCIAL, NEW CONSTRUCTION	NORMAN PUBLIC SCHOOLS	CITY OF NORMAN WATER WELL	1826	6/11/2020	250	N	COCKREL	AVE	5	5	COLLEYS #2	A2	\$ 35,000	700
COMMERCIAL, NEW CONSTRUCTION	NORMAN PUBLIC SCHOOLS	NPS-PORTABLE CLASSROOM #1 JEFFERSON ELEM	1827	6/23/2020	250	N	COCKREL	AVE	5	5	COLLEYS #2	A2	\$ 35,000	700
COMMERCIAL, NEW CONSTRUCTION	NORMAN PUBLIC SCHOOLS	NPS-PORTABLE CLASSROOM #2 JEFFERSON ELEM	1828	6/23/2020	250	N	COCKREL	AVE	5	5	COLLEYS #2	A2	\$ 35,000	700
COMMERCIAL, NEW CONSTRUCTION	NORMAN PUBLIC SCHOOLS	NPS-PORTABLE CLASSROOM #4 JEFFERSON ELEM	1829	6/23/2020	250	N	COCKREL	AVE	5	5	COLLEYS #2	A2	\$ 35,000	700
COMMERCIAL, NEW CONSTRUCTION	LANDMARK CONST. GROUP, LLC.	SCOOTER'S COFFEE KIOSK	2067	6/8/2020	2223	W	MAIN	ST	1	1	WESTWOOD PLAZA - REPLAT BLK B	C2	\$ 350,000	557
COMMERCIAL, NEW CONSTRUCTION	LAYNE CHRISTENSEN COMPANY	CITY OF NORMAN WATER WELL	2068	6/24/2020	4486	E	FRANKLIN	RD	11	2W	NOT SUBDIVIDED	A2	\$ 800,000	300
COMMERCIAL, NEW CONSTRUCTION	LAYNE CHRISTENSEN COMPANY	CITY OF NORMAN WATER WELL	2069	6/24/2020	5188	E	FRANKLIN	RD	12	2W	NOT SUBDIVIDED	A2	\$ 800,000	300
COMMERCIAL, NEW CONSTRUCTION	LAYNE CHRISTENSEN COMPANY	CITY OF NORMAN WATER WELL	2088	6/24/2020	3187		60TH	AVE	18	1W	NOT SUBDIVIDED	A2	\$ 800,000	300
COMMERCIAL, NEW CONSTRUCTION	LAYNE CHRISTENSEN COMPANY	CITY OF NORMAN WATER WELL	2089	6/24/2020	5489	E	TECUMSEH	AVE	6	1W	NOT SUBDIVIDED	A2	\$ 800,000	300
COMMERCIAL, NEW CONSTRUCTION	LAYNE CHRISTENSEN COMPANY	CITY OF NORMAN WATER WELL	2100	6/24/2020	5182	E	TECUMSEH	RD	13	2W	NOT SUBDIVIDED	A2	\$ 800,000	300
COMMERCIAL, NEW CONSTRUCTION	THE RIVERSIDE GROUP, INC.	ONCUE CONVENIENCE STORE	5440	6/4/2020	2980		CLASSEN	BLVD	9	2W	CEDARWOOD ADDITION	C2	\$ 5,350,000	8979
COMMERCIAL, NEW CONSTRUCTION	THE RIVERSIDE GROUP, INC.	ONCUE FUEL CANOPY	5441	6/4/2020	2980		CLASSEN	BLVD	9	2W	CEDARWOOD ADDITION	C2	\$ 350,000	17431
COMMERCIAL, NEW SHELL BLDG	FIRST OKLAHOMA CONST. INC.	SNODGRASS SHELL BUILDING	279	6/12/2020	2520		MC GEE	DR	2	5	SMOKING OAK #1-REPLAT	CO	\$ 230,000	3309
COMMERCIAL, PARKING LOT	LISKE, BOBBY	BOOMER EXPRESS DRIVE THRU	679	6/12/2020	622	N	PORTER	AVE	17	2	J.A.JONES ADDITION	C3	\$ 2,000	40
TEMPORARY BLDG/CONST TRAILER	BOX TALENT AGENCY	CAMPUS CORNER TEMP STAGE	907	6/16/2020	297	W	BOYD	ST	43	2	LARSH'S UNIVERSITY ADD	C3	\$ 8,000	1000
TEMPORARY BLDG/CONST TRAILER	COWEN CONSTRUCTION	MEDCORE TEMPORARY CONSTRUCTION TRAILER/OFFICE	2362	6/23/2020	2803		24TH	AVE	1	1	UNIVERSITY NORTH PARK SEC 16	PUD	\$ 30,000	1536
TEMPORARY BLDG/CONST TRAILER	THE BOLDT COMPANY	THE BOLDT COMPANY CONSTRUCTION TRAILER/OFFICE	2417	6/19/2020	3310		108TH	AVE	15	1W	NOT SUBDIVIDED	A2	\$ 5,000	200
TEMPORARY BLDG/CONST TRAILER	THE BOLDT COMPANY	THE BOLDT COMPANY CONSTRUCTION TRAILER/OFFICE	2418	6/19/2020	600		48TH	AVE	35	2W	NOT SUBDIVIDED/SCHOOL LAND	A2	\$ 5,000	200
TEMPORARY BLDG/CONST TRAILER	NUNEZ, MARIAN	OPOLIS TEMP STAGE	3513	6/16/2020	312	E	GRAY	ST	27	22	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 1,000	480

Total Permits  
54

Average Valuation  
\$ 373,960

Total Valuation  
\$ 20,193,839

Average Project Area  
Total Project Area  
190.612

Permit Type	Permit Counts	Valuation	Use/Classification	New Construction Business Information (New Construction and New Shell Building)
COMMERCIAL, ADD/ALT	22	\$ 5,673,839	Building Size (SF) 8,979	Business ONCUE CONVENIENCE STORE
COMMERCIAL, FOUNDATION PERMIT	1	\$ 352,000	17,431	ONCUE FUEL CANOPY
COMMERCIAL, INTERIOR FINISH	3	\$ 195,000		
COMMERCIAL, NEW CONSTRUCTION	21	\$ 13,692,000		
COMMERCIAL, NEW SHELL BLDG	1	\$ 230,000		
COMMERCIAL, PARKING LOT	5	\$ 49,000		
TEMPORARY BLDG/CONST TRAILER	1	\$ 2,000		
TOTAL		\$ 20,193,839		



City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS  
Issued JUNE 2020 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER	ATLAS SAFE ROOMS	1041	06/16/20	3005 MONTANE	7	3	GREENLEAF TRAILS ADD 9	PUD	\$ 5,995	32
1 & 2 FAMILY STORM SHELTER	ATLAS SAFE ROOMS	1043	06/16/20	1112 WESTBROOKE	4	2	WESTBROOKE TERRACE	R1	\$ 4,200	16
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	1361	06/16/20	2908 CARACARA	7	1	EAGLE CLIFF SOUTH ADD #6	R1	\$ 3,900	35
1 & 2 FAMILY STORM SHELTER	DAVID WILLIAMS CONTRACTING INC	1642	06/15/20	4201 CRITTENDEN	7A	1	ASHTON GROVE ADD SEC 3	PUD	\$ 10,000	147
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	1650	06/17/20	605 APLOMADO	15	4	EAGLE CLIFF SOUTH ADD #5	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	1679	06/17/20	1910 TRAILVIEW	3	2	TRAILS ADD	R1	\$ 3,800	24
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	1680	06/17/20	521 BOULDER	10	8	WESTERN VIEW #2	R1	\$ 3,600	15
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	1720	06/16/20	3608 CRAIL	5	1	BERKELEY ADD #7	R1	\$ 2,900	21
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2000	06/05/20	3605 LLEYTON	8	8	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2002	06/05/20	315 PURCHASE	13	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2004	06/05/20	316 PURCHASE	5	1	LITTLE RIVER TRAILS SEC #2	PUD	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2008	06/04/20	311 ALMOOSA	13	5	SHADOWLAKE ADD #4	R1	\$ 3,095	23
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2037	06/03/20	708 SHADOWHILL	27	4	NOT SUBDIVIDED	R1	\$ 3,400	40
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2054	06/02/20	1521 TREE LINE	15	5	TRAILWOODS SEC 11	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	HAUSNERS, INC.	2063	06/03/20	1511 72ND	5	1W	MONTE ROUGE SEC. #1	R1	\$ 3,300	21
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2102	06/09/20	603 GREEN FISH	1	3	PEARSON EST #1	R1	\$ 3,700	35
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	2107	06/25/20	800 VILLAVARDE	3	3	LAGO VISTA	A2	\$ 4,000	48
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2133	06/05/20	2124 HENDERSON	10	3	WILLOWOOD GREEN #1	PUD	\$ 3,400	21
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	2139	06/17/20	2509 WOODSONG	5	4	GREENLEAF TRAILS ADD 8	PUD	\$ 3,400	21
1 & 2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	2182	06/10/20	11711 LAGO VISTA	2	2	OAKHURST ADD #06	R1	\$ 4,300	40
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2180	06/11/20	2503 WYANDOTTE	11	3	HAWTHORNE PLACE #3	R1	\$ 4,000	26
1 & 2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	2259	06/11/20	900 OLD FRISCO	8	19	BRADLEY'S PLACE	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	2266	06/11/20	1825 LAKEHURST	17	1	WILLOWOOD GREEN #2	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2268	06/23/20	2704 BROOKSIDE	4	10	CEDAR LANE SEC #2	R1	\$ 2,300	22
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2268	06/12/20	2713 QUANAH PARKER	4	3	CAMBRIDGE ADD #4	R1	\$ 2,800	23
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2311	06/16/20	909 LLEYTON	20	8	ROYAL OAKS ADD #9	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2314	06/22/20	3721 BAKER	7	2	SUMMIT LAKES ADD #9	R1	\$ 3,700	24
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2318	06/25/20	4928 SADDLEBACK	7	2	CARRINGTON PLACE ADD #12	R1	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2319	06/15/20	3103 WHITE OAKS	17	1	PRIDE #003	R1	\$ 3,300	23
1 & 2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	2320	06/15/20	300 HORIZON VIEW	16	2	WOODSLAWN ADD #1	R1	\$ 2,800	57
1 & 2 FAMILY STORM SHELTER	TORNADO SAFE OF SOUTHERN OK	2321	06/16/20	4220 HACKNEY WICK	7	2	NOT SUBDIVIDED	A2	\$ 9,950	80
1 & 2 FAMILY STORM SHELTER	WILLIAMS AEROBICS & STORM	2328	06/19/20	11300 SPENCER	6	2	GREENLEAF TRAILS ADD 8	PUD	\$ 2,475	55
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2389	06/19/20	4932 BAKER	44	3	CARRINGTON PLACE ADD #6	R1	\$ 16,000	336
1 & 2 FAMILY STORM SHELTER	WILLIAMS AEROBICS & STORM	2406	06/19/20	713 HIGHLAND	44	3	WESTLAND ADD	R1	\$ 18,831	0
1 & 2 FAMILY STORM SHELTER	OWNER	2407	06/19/20	811 72ND	32	1W	LEWIS BRYANT ADD #1	RE	\$ 60,000	875
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2419	06/23/20	3701 ADDISON	38	9	WELLINGTON LAKE ADD A PUD	PUD	\$ 1,000	176
1 & 2 FAMILY STORM SHELTER	VETS SEPTIC SERVICE	2442	06/23/20	3004 MONTANE	2	2	CASTLEROCK ADD #3	R1	\$ 6,850	216
1 & 2 FAMILY STORM SHELTER	STORM SAFE	2479	06/29/20	921 OLD FRISCO	7	3	CAMBRIDGE ADD #4	R1	\$ 15,000	480
1 & 2 FAMILY ADD OR ALTER	J. HOWELL CONSTRUCTION	1878	06/01/20	4405 CANNON	15A	2	MORNINGSIDE	R1	\$ 5,500	30
1 & 2 FAMILY ADD OR ALTER	BLUESTEM BUILD LLC.	1922	06/03/20	3000 WOODCREST CRE	4	14	BROOKHAVEN #218	R1	\$ 1,650	40
1 & 2 FAMILY ADD OR ALTER	SHINE SOLAR	1975	06/04/20	1705 CINDERELLA	10	3	CLINKENBEARD ACRES	A2	\$ 21,784	275
1 & 2 FAMILY ADD OR ALTER	ALLIN, MARK	1978	06/04/20	1550 BRYANT	3	3	CASTLEROCK ADD #1	R1	\$ 71,000	328
1 & 2 FAMILY ADD OR ALTER	OWNER	1983	06/05/20	2401 SHORELINE	1	2	MONTE ROUGE SEC. #2	PUD	\$ 100,000	825
1 & 2 FAMILY ADD OR ALTER	GRAY'S CONSTRUCTION	1989	06/09/20	3909 NICOLE	8	3	LAS COLINAS SEC. #2	R1	\$ 80,000	867
1 & 2 FAMILY ADD OR ALTER	SALVADOR	2024	06/09/20	309 WINSTON	24	2	ST JAMES PARK ADD 5	R1	\$ 16,575	216
1 & 2 FAMILY ADD OR ALTER	OWNER	2124	06/15/20	711 SCHULZE	11	3	NOT SUBDIVIDED	R1	\$ 115,000	811
1 & 2 FAMILY ADD OR ALTER	SHINE SOLAR	2128	06/09/20	4509 HARROGATE	2	1	BROOKHAVEN #25	R1	\$ 40,000	292
1 & 2 FAMILY ADD OR ALTER	CONSTRUCTION SERVICES OF	2138	06/22/20	10201 INDIAN HILLS	1W	10	TULL'S ADD #2	R1	\$ 75,851	684
1 & 2 FAMILY ADD OR ALTER	M & P INVESTMENTS, LLC.	2200	06/12/20	3104 EPORA	5	5	HANSMEYER HEIGHTS #1	RE	\$ 1,195	378
1 & 2 FAMILY ADD OR ALTER	METRO CONTRACTORS	2204	06/12/20	4212 CASTLEROCK	1	2	NOT SUBDIVIDED	A2	\$ 2,445	252
1 & 2 FAMILY ADD OR ALTER	HARTLAND CONSTRUCTION	2221	06/15/20	2345 LAS COLINAS	17	2	LARSH'S UNIVERSITY ADD	CCFB	\$ 100,000	1,300
1 & 2 FAMILY ADD OR ALTER	OWNER	2308	06/15/20	2345 BIRMINGHAM	9	1	WESTWOOD ESTATES	R1	\$ 20,000	1,020
1 & 2 FAMILY ADD OR ALTER	MOHR CONSTRUCTION, LLC	2336	06/22/20	3701 HOUSTON	15	1	LEWIS BRYANT ADD #1	RE	\$ 60,000	875
1 & 2 FAMILY ADD OR ALTER	OWNER	2350	06/19/20	219 RIDGE	3	2	SHERWOOD FOREST #1	R1	\$ 15,000	2,633
1 & 2 FAMILY ADD OR ALTER	MARC JONES CONSTRUCTION LLC	2485	06/29/20	1905 OLD CENTRAL	6	3	HEATHERINGTON HEIGHTS 3RD ADD	R1	\$ 22,000	1,040
1 & 2 FAMILY CARPORT	BETTER BARN	2448	06/29/20	4720 W FRANKLIN	55	3	ROYAL OAKS ADD #4	R1	\$ 3,500	600
1 & 2 FAMILY FIRE REPAIR	SOONER BARN REMODELING	2549	06/30/20	757 DEANS ROW	11	2W	SHERWOOD ESTATES	R1	\$ 2,000	510
1 & 2 FAMILY FIRE REPAIR	CASTILLO, BILLY	2477	06/29/20	3401 38TH	11	21	WESTWOOD ESTATES	R1	\$ 1,500	760
1 & 2 FAMILY PAVING	OWNER	1928	06/04/20	2 BRYARWOOD	3	3	LEWIS BRYANT ADD #1	RE	\$ 60,000	875
1 & 2 FAMILY PAVING	ALIN, MARK	1978	06/05/20	1550 BRYANT	3	3	SHERWOOD FOREST #1	R1	\$ 15,000	2,633
1 & 2 FAMILY PAVING	TMC CONSTRUCTION	2066	06/04/20	1030 KINGS	3	2	TIFFIN ADD	R1	\$ 22,000	1,040
1 & 2 FAMILY PAVING	EAGLE CARPORTS	2176	06/10/20	707 TIFFIN	4	4	HEATHERINGTON HEIGHTS 3RD ADD	R1	\$ 3,500	600
1 & 2 FAMILY PAVING	OWNER	2181	06/19/20	1626 BOYD	11	1	ROYAL OAKS ADD #4	R1	\$ 2,000	192
1 & 2 FAMILY PAVING	OWNER	2184	06/10/20	2903 SANDSTONE	27	2	SHERWOOD FOREST #1	R1	\$ 1,500	760
1 & 2 FAMILY PAVING	GATICA, CELSO	2276	06/15/20	1039 ROBINHOOD	7	1	WESTWOOD ESTATES	R1	\$ 2,000	500
1 & 2 FAMILY PAVING	SMITH, MARTIN	2344	06/30/20	443 BRYARWOOD	12	21	NORMAN HEIGHTS ADDITION	R1	\$ 3,875	125
1 & 2 FAMILY PAVING	LOPEZ, ERNESTO	2416	06/24/20	601 NEBRASKA	31	9	EAGLE CLIFF ADD #3	R1	\$ 1,000	100
1 & 2 FAMILY PAVING	BILLS CUSTOM CONCRETE, INC.	2470	06/25/20	701 COOPERS HAWK	83	4	STATE UNIVERSITY ADD	R3	\$ 1,000	100
1 & 2 FAMILY PAVING	OWNER	2493	06/25/20	701 JENKINS	80	4	ARBOR LAKE ADD #4	R1	\$ 5,800	234
1 & 2 FAMILY PAVING	OWNER	2494	06/25/20	705 JENKINS	80	4				
1 & 2 FAMILY PAVING	A & L CONCRETE	2510	06/28/20	4900 KATHY LYNN	2	1				

1 & 2 FAMILY, STORAGE BLDG	DAVID WILLIAMS CONTRACTING, INC	1641	06/15/20	2801	CRITTENDEN	DR	7A	1	ASHTON GROVE ADD SEC 3	PUD	\$	80,000	1,267
1 & 2 FAMILY, STORAGE BLDG	OWNER	1690	06/09/20	1607	OKARRIDGE	CT	3		NOT SUBDIVIDED	PUD	\$	15,000	1,500
1 & 2 FAMILY, STORAGE BLDG	OWNER	1691	06/09/20	1607	OKARRIDGE	CT	3		NOT SUBDIVIDED	PUD	\$	1,000	600
1 & 2 FAMILY, STORAGE BLDG	GOBER POST FRAME CONSTRUCTION	1780	06/10/20	7700	LETT	CT	25	1W	LETT FARMS COS	A2	\$	25,600	1,600
1 & 2 FAMILY, STORAGE BLDG	OWNER	1841	06/09/20	1807	OKARRIDGE	CT	3		NOT SUBDIVIDED	A2	\$	200	160
1 & 2 FAMILY, STORAGE BLDG	OWNER	1855	06/19/20	970	72ND	AVE	31	1W	NOT SUBDIVIDED	A2	\$	1,350	900
1 & 2 FAMILY, STORAGE BLDG	RICE, TRAVIS	1857	06/01/20	447	COLLEGE	AVE	9	1	LINCOLN ADD	R1	\$	50,000	536
1 & 2 FAMILY, STORAGE BLDG	OWNER	1858	06/01/20	447	COLLEGE	AVE	9	1	LINCOLN ADD	R1	\$	50,000	224
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED	1926	06/04/20	2	BRYARWOOD	PL	11	21	WESTWOOD ESTATES	R1	\$	20,000	1,020
1 & 2 FAMILY, STORAGE BLDG	SHINE SOLAR	2018	06/01/20	1436	SEBASTIAN	CT	39	2	SONOMA PARK #4	R1	\$	2,499	120
1 & 2 FAMILY, STORAGE BLDG	MEGA SHEDS	2090	06/19/20	7801	W	AVE	27	1W	NOT SUBDIVIDED	A2	\$	41,561	480
1 & 2 FAMILY, STORAGE BLDG	EAGLE CARPORTS	2106	06/04/20	216	HADDOCK	ST	29	5	TULL'S ADD #1	R1	\$	4,684	228
1 & 2 FAMILY, STORAGE BLDG	BARGAIN BARNS & BUILDINGS, LLC.	2176	06/10/20	707	TIFFIN	AVE	4	14	THUNDERBIRD HILLS	RE	\$	22,000	1,040
1 & 2 FAMILY, STORAGE BLDG	THE SOLAR INSTALLERS FORMERLY	2183	06/10/20	13801	E	RD	3	1W	NOT SUBDIVIDED	A2	\$	3,700	200
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED	2188	06/15/20	8006	ROCK CREEK	RD	20	3	WESTERN VIEW #1	RE	\$	90,000	1,704
1 & 2 FAMILY, STORAGE BLDG	ACTION PORTABLE BUILDING	2335	06/19/20	404	TRINIDAD	DR	5	3	STABLE RUN	R1	\$	3,500	128
1 & 2 FAMILY, STORAGE BLDG	OWNER	2361	06/22/20	4610	DERBY	DR	11	1	CINNAMON RUN	RE	\$	2,000	366
1 & 2 FAMILY, STORAGE BLDG	GREEN OKIE, LLC.	2373	06/19/20	7201	NUTMEG	DR	1	19	BROOKHAVEN #02	RE	\$	3,000	286
1 & 2 FAMILY, STORAGE BLDG	MOBILE MINI, INC	2402	06/22/20	1618	W	ST	19	26	HIGHLAND ADDITION	R1	\$	7,612	252
1 & 2 FAMILY, STORAGE BLDG	OWNER	2436	06/23/20	229	84TH	AVE	5	1W	NOT SUBDIVIDED	A2	\$	3,900	250
1 & 2 FAMILY, STORAGE BLDG	HAYES FAMILY HOMES, LLC.	2458	06/24/20	4650	QUAIL CREEK	DR	11	1	QUAIL CREEK ACRES #1	RE	\$	10,000	624
1 & 2 FAMILY, SWIMMING POOL	DEMEETER, KENDRICK	1933	06/19/20	4423	FOUNTAIN VIEW	DR	23	3	FOUNTAIN VIEW SEC. #1	R1	\$	53,602	282
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	1997	06/09/20	700	NIGHT HAWK	DR	11	2	EAGLE CLIFF ADD #9	RE	\$	4,000	300
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	2019	06/23/20	4521	RIDGELINE	DR	20	1	GRANDVIEW EST NORTH #4	RE	\$	60,000	608
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	2118	06/09/20	212	PECAN VALLEY	RD	3	3	HIGHLAND VILLAGE ADD SEC 4	R1	\$	10,129	346
1 & 2 FAMILY, SWIMMING POOL	GARZA'S GREEN GRASS	2134	06/09/20	924	CAROLYN RIDGE	RD	11	6	RED CANYON RANCH SEC 1	PUD	\$	7,500	346
1 & 2 FAMILY, SWIMMING POOL	FAMILY LEISURE	2136	06/09/20	3715	BURLINGTON	DR	1	6	BROOKHAVEN #02	R1	\$	45,000	1,048
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	2171	06/10/20	522	DEE ANN	DR	5	7	MEADOW PARK ADD	R1	\$	5,100	522
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	2174	06/12/20	4801	ISABELLA	RD	10	2	LAS COLINAS SEC. #1	R1	\$	75,000	510
1 & 2 FAMILY, SWIMMING POOL	BLUE HAVEN POOLS OF OK	2198	06/23/20	4301	HACKNEY WICK	RD	6	4	CARRINGTON PLACE ADD #12	R1	\$	48,000	574
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	2227	06/15/20	5009	SEXTON	DR	10	1W	WHISPERING OAKS (SURVEY)	R1	\$	65,000	782
1 & 2 FAMILY, SWIMMING POOL	OKLAHOMA POOL AND PATIO	2324	06/19/20	3401	PAYTON	LN	4	1	CHERRIDGE ADD #7	A2	\$	7,400	707
1 & 2 FAMILY, SWIMMING POOL	THUNDER POOLS & SPAS, LLC	2359	06/19/20	8701	FIRELY	LN	4	1E	FROST CREEK ADD	PUD	\$	12,000	696
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	2395	06/22/20	14915	IMHOFF	RD	5	4	RED CANYON RANCH SEC 3	A2	\$	82,900	3,456
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	2427	06/24/20	3917	E	LN	4	4	STONE LAKE ADDITION	PUD	\$	60,000	520
1 & 2 FAMILY, SWIMMING POOL	COUNTRY LEISURE	2454	06/30/20	3125	STONE CREEK	DR	26	1	TECUMSEH MEADOWS ADD #1	R1	\$	9,679	452
1 & 2 FAMILY, SWIMMING POOL	OWNER	2481	06/26/20	3301	12TH	AVE	15	2	BLUE LAKES ADDITION	A2	\$	20,000	512
1 & 2 FAMILY, SWIMMING POOL	SUN CONSTRUCTION SERVICES	2511	06/30/20	5720	PARK	DR	12	2	PARKVIEW ADDITION	R1	\$	300,000	4,060
1 & 2 FAMILY, NEW CONSTRUCTION	PERRY, BRAD	865	06/15/20	11010	ALAMEDA	DR	26	1W	NOT SUBDIVIDED	A2	\$	53,000	2,100
1 & 2 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC.	1475	06/01/20	3419	ENCLAVE	PL	3	3	FOUNTAIN VIEW NORTH	PUD	\$	159,000	2,021
1 & 2 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC.	1477	06/01/20	3423	ENCLAVE	PL	3	3	FOUNTAIN VIEW NORTH	PUD	\$	169,000	2,124
1 & 2 FAMILY, NEW CONSTRUCTION	DAVID WILLIAMS CONTRACTING, INC	1640	06/15/20	2901	CRITTENDEN	DR	7A	1	ASHTON GROVE ADD SEC 3	PUD	\$	2,800,000	15,166
1 & 2 FAMILY, NEW CONSTRUCTION	OWNER	1689	06/09/20	1807	OKARRIDGE	CT	3	1W	NOT SUBDIVIDED	A2	\$	221,760	3,435
1 & 2 FAMILY, NEW CONSTRUCTION	WINDSTONE CONSTRUCTION	1741	06/19/20	970	72ND	AVE	31	1W	NOT SUBDIVIDED	A2	\$	114,300	1,602
1 & 2 FAMILY, NEW CONSTRUCTION	WILLIAMS, DAVID CONSTRUCTING,	1951	06/03/20	517	LEGACY	CT	29	4	VINTAGE CREEK ADDITION	PUD	\$	382,000	3,644
1 & 2 FAMILY, NEW CONSTRUCTION	STORAGE OKLAHOMA, LLC.	1977	06/10/20	4510	CRITTENDEN	CT	1	2	ASHTON GROVE ADD SEC 2	PUD	\$	750,000	8,187
1 & 2 FAMILY, NEW CONSTRUCTION	TABER BUILT HOMES, LLC.	1983	06/15/20	3104	MONTANE	CT	6	1	GREENLEAF TRAILS ADD 9	PUD	\$	251,000	3,019
1 & 2 FAMILY, NEW CONSTRUCTION	TABER BUILT HOMES, LLC.	1988	06/05/20	3605	LLAYTON	DR	9	8	CEDAR LAKE SEC #2	R1	\$	242,000	2,160
1 & 2 FAMILY, NEW CONSTRUCTION	TABER BUILT HOMES, LLC.	2001	06/05/20	315	PURCHASE	CT	13	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$	420,000	3,860
1 & 2 FAMILY, NEW CONSTRUCTION	SMITH, MARTIN	2006	06/05/20	318	BENNY BRUCE	ST	5	1	PRIDE #031	RE	\$	477,000	4,315
1 & 2 FAMILY, NEW CONSTRUCTION	OWNER	2167	06/17/20	5301	ALAMEDA	ST	25	2W	NOT SUBDIVIDED	A2	\$	140,000	1,925
1 & 2 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	2207	06/23/20	5405	RAWHIDE	RD	7	5	GLENRIDGE SEC. #2	PUD	\$	357,000	3,863
1 & 2 FAMILY, NEW CONSTRUCTION	OWNER	2208	06/17/20	5171	84TH	AVE	21	1W	VICTORY MEADOW ADDITION (NCOs)	A2	\$	800,000	6,403
1 & 2 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	2210	06/19/20	5417	RAWHIDE	RD	4	5	GLENRIDGE SEC. #2	PUD	\$	293,000	3,372
1 & 2 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	2212	06/23/20	4309	FRONTIER	TR	2	1	GLENRIDGE SEC. #2	PUD	\$	289,000	3,112
1 & 2 FAMILY, NEW CONSTRUCTION	BROOKFIELD CUSTOM HOMES, LLC.	2216	06/19/20	5422	FRONTIER	TR	7	4	GLENRIDGE SEC. #2	PUD	\$	290,000	3,164
1 & 2 FAMILY, NEW CONSTRUCTION	RIVERSTONE HOMES	2292	06/22/20	1915	ASHFORD	LN	16	1	BROOKHAVEN PLACE	PUD	\$	359,880	2,650
1 & 2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	2294	06/22/20	2010	EPORA	CT	11	1	MONTORO RIDGE SEC. #2	PUD	\$	424,950	2,942
1 & 2 FAMILY, NEW CONSTRUCTION	TABER BUILT HOMES, LP.	2298	06/19/20	3205	BULLERDE	CT	5	2	CEDAR LAKE SEC #2	PUD	\$	315,000	4,121
1 & 2 FAMILY, NEW CONSTRUCTION	TRILL ELECTRIC	2313	06/22/20	3721	LLAYTON	DR	20	6	LITTLE RIVER TRAILS SEC #3	PUD	\$	222,000	3,586
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2455	06/24/20	3824	LEGACY	DR	13	4	VINTAGE CREEK ADDITION	PUD	\$	237,000	3,598
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1923	06/01/20	2320	NORWOOD	DR	4	3	BELLATONA SEC. #2	R1	\$	117,500	2,115
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1949	06/04/20	3008	MONTANE	DR	3	2	BELLATONA SEC. #2	PUD	\$	242,820	2,698
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	1955	06/01/20	221	BULLERDE	DR	4	6	LITTLE RIVER TRAILS SEC #3	PUD	\$	322,110	3,579
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2014	06/04/20	619	GREEN FISH	DR	2	3	TRAILWOODS SEC 11	PUD	\$	177,840	1,976
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2015	06/09/20	2937	BLUE FISH	DR	10	2	TRAILWOODS SEC 11	PUD	\$	275,220	3,058
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2016	06/04/20	3734	MESA	RD	1	5	RED CANYON RANCH SEC 6	PUD	\$	140,850	2,018
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2017	06/09/20	2100	MANDERLY	CT	4	6	EAGLE CLIFF SOUTH ADD #5	R1	\$	162,540	2,391
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2059	06/09/20	4308	EAGLE CLIFF	DR	27	2	TRAILWOODS SEC 11	PUD	\$	177,750	1,976
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2196	06/19/20	2813	BLUE FISH	RD	4	2	TRAILWOODS SEC 11	PUD	\$	163,800	1,920
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2197	06/19/20	2929	BLUE FISH	RD	8	2	TRAILWOODS SEC 11	PUD	\$	190,170	2,113
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2229	06/19/20	702	BLUE FISH	CT	13	3	GREENLEAF TRAILS ADD 9	PUD	\$	186,660	2,074
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2310	06/22/20	3000	MONTANE	CT	11	2	GREENLEAF TRAILS ADD 9	PUD	\$	260,000	3,350
1 & 2 FAMILY, NEW CONSTRUCTION	HALOKA HOMES, LLC.	2423	06/25/20	3124	ADDITION	AVE	37	9	CEDAR LAKE SEC #2	R1	\$	164,070	1,983
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2432	06/26/20	3705	EAGLE CLIFF	DR	26	2	EAGLE CLIFF SOUTH ADD #5	R1	\$	135,270	1,983
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2459	06/29/20	4304	NORWOOD	DR	7	5	BELLATONA SEC. #2	R1	\$	145,710	2,163
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2460	06/29/20	3804	ABINGDON	DR	6	1	BELLATONA SEC. #1	R1	\$	157,750	2,162
1 & 2 FAMILY, NEW CONSTRUCTION	HOMER CREATIONS, INC.	2461	06/29/20	3820	WATERBROOK	DR	8	3	BELLATONA SEC. #1	R1	\$	168,750	2,574
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2462	06/29/20	3928	WATERBROOK	DR	10	3	GREENLEAF TRAILS ADD 9	PUD	\$	243,610	2,709
1 & 2 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	2473	06/29/20	3904	MONTANE	DR	2	2	VINTAGE CREEK ADDITION	PUD	\$	330,000	3,132
1 & 2 FAMILY, NEW CONSTRUCTION	CUSTOM BUILDERS OF OK, LLC.	2515	06/30/20	601	TIMBERBROOK	DR	5	13					



TEMPORARY ROLL-OFF, OTHER	1748	06/18/20	1320	COLLEGE	AVE	6	2W	R3	0	0	
BOOMER ENVIRONMENTAL				MAIN	ST	3A	1	MURDOCK VILLAGE	C2	0	
WASTE MANAGEMENT	2046	06/29/20	2440	STINSON	ST	1	1	THE LODGE AT STINSON	RM6	0	
TEMPORARY ROLL-OFF, OTHER	2064	06/15/20	730	COLLIER	DR	7	5	MELROSE ADD	C2	0	
TEMPORARY ROLL-OFF, OTHER	2137	06/05/20	122	GRAY FOX	DR	7	2	FROST CREEK ADD.	R1	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2048	06/02/20	1301	ISIM	RD	13	1W	NOT SUBDIVIDED	A2	20	
TEMPORARY ROLL-OFF, RESIDENTIAL	2069	06/05/20	3400	BEAURUE	DR	18	4	NORMANDY PARK	R1	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2179	06/09/20	2811	84TH	AVE	21	1W	VICTORY MEADOW ADDITION (NCOS)	A2	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2261	06/11/20	5171	48TH	AVE	25	2W	NOT SUBDIVIDED	A2	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2307	06/15/20	521	LAS COLINAS	LN	17	2	LAS COLINAS SEC. #2	R1	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2316	06/16/20	4212	DUKE	DR	12	1W	NOT SUBDIVIDED	A2	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2337	06/16/20	2600	GEORGE	AVE	5	2W	NOT SUBDIVIDED	C1	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2356	06/17/20	1429	144TH	AVE	10	21	THUNDERBIRD HILLS	RE	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2476	06/25/20	1310	DAKOTA	ST	7	2	NORMAN HEIGHTS ADDITION	R1	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	2539	06/30/20	517							10	
TOTAL PERMITS										1,285	
(EXCLUDING TEMP ROLL-OFF)										206,207	
163											
AVERAGE VALUATION \$ 110,479.00										AVERAGE PROJECT AREA	
TOTAL VALUATION \$ 18,008,122.00										TOTAL PROJECT AREA	
163											
Permit Type										Permit Type	
Permit Counts										Permit Counts	
Valuation										Valuation	
1 & 2 FAMILY, STORM SHELTER	40	\$	141,510	RESIDENTIAL STORAGE CONTAINER						0	N/A
1 & 2 FAMILY, ADD OR ALT	18	\$	738,038	TEMPORARY ROLL-OFF, RESIDENTIAL						10	N/A
1 & 2 FAMILY, CARPORT	2	\$	3,640	TEMPORARY ROLL-OFF, OTHER						4	N/A
1 & 2 FAMILY, FIRE REPAIR	2	\$	130,000	SEASONAL STORAGE CONTAINER						0	N/A
1 & 2 FAMILY, PAVING	13	\$	141,675	DEMOS-RESIDENTIAL						NET # DU	
1 & 2 FAMILY, STORAGE BLDG	22	\$	487,806	2816 DEWEY AVE.						-16	
1 & 2 FAMILY, SWIMMING POOL	18	\$	722,274	5301 ALAMEDA ST.						-1	
1 FAMILY, MANUFACTURED HOME	0	\$	-	716 S. PICKARD AVE.						-1	
1 FAMILY, NEW CONSTRUCTION	48	\$	15,643,179	412 PARK AVE.						-1	
3-FAMILY, FIRE REPAIR	0	\$	-	5509 96TH AVE SE						-1	
3-FAMILY, FOUNDATION	0	\$	-								
TOTAL	163	\$	18,008,122	TOTAL DEMO-NET DWELLING UNITS						-20	

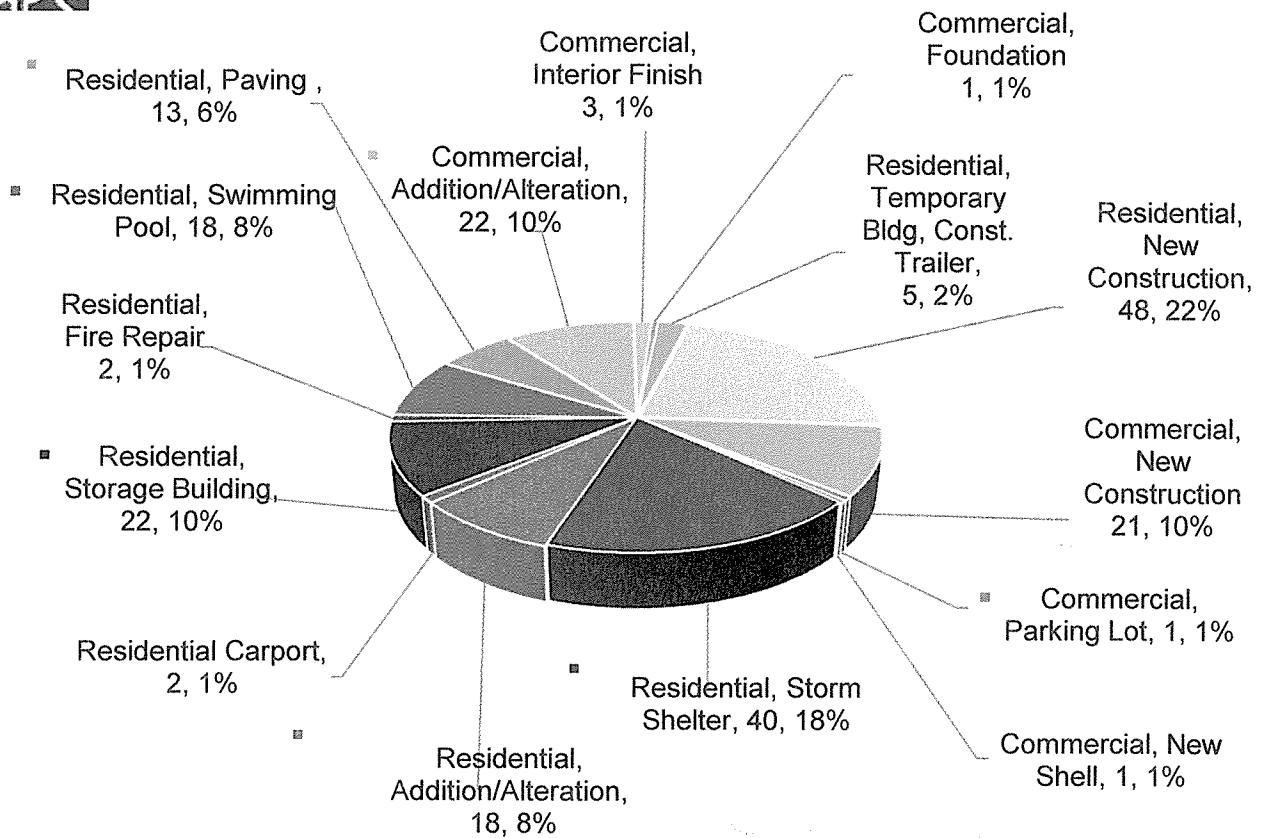




# CITY OF NORMAN

## Building Permit Activity- JUNE 2020

7/7/2020



Permit Type	Permits Issued	Valuation
Residential, New Construction	48	\$ 15,643,179
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	0	\$ -
Commercial, New Construction	21	\$ 13,692,000
Commercial, Parking Lot	1	\$ 2,000
Commercial, Shell Building	1	\$ 230,000
Residential, Storm Shelter	40	\$ 141,510
Residential, Addition/Alteration	18	\$ 738,038
Residential, Carport	2	\$ 3,640
Residential, Storage Building	22	\$ 487,806
Residential, Fire Repair	2	\$ 130,000
Residential, Swimming Pool	18	\$ 722,274
Residential, Manufactured Home Repl	0	\$ -
Residential, Paving	13	\$ 141,675
Commercial, Addition/Alteration	22	\$ 5,673,839
Commercial, Interior Finish	3	\$ 195,000
Commercial, Foundation	1	\$ 352,000
Temporary Bldg./Construction Trailer	5	\$ 49,000
Multi-Family, New	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	0	\$ -
<b>Total</b>	<b>217</b>	<b>\$ 38,201,961</b>



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

	DESCRIPTION	2020 YEAR TO-DATE	VALUATION	2019 TOTALS	2019 TOTAL VALUATION	
RESIDENTIAL	Residential, New Construction.....	244	\$ 66,052,844	434	\$ 119,350,883	RESIDENTIAL
	Residential, New Dwelling Unit Attached.....	0	\$ -	-	\$ -	
	Residential, New Manufactured Home.....	1	\$ 97,500	11	\$ 719,240	
	Residential, New Non Dwelling Unit.....	0	\$ -	1	\$ 68,700	
	Residential Duplex, New Construction.....	0	\$ -	21	\$ 4,945,000	
	Residential, Garage Apartment.....	0	\$ -	-	\$ -	
	Multi-Family, New Construction 3-4 DU.....	0	\$ -	-	\$ -	
	Multi-Family, New Construction 5+ DU.....	1	\$ 650,000	2	\$ 1,500,000	
	Multi-Family, Fire Repair.....	2	\$ 52,228	8	\$ 1,168,000	
	Multi-Family, Foundation.....	26	\$ 894,930	-	\$ -	
	Multi-Family, Addition/Alteration.....	0	\$ -	33	\$ 331,497	
	Residential, Addition/Alteration.....	77	\$ 2,995,198	144	\$ 7,654,298	
	Residential, Carport.....	6	\$ 29,840	5	\$ 12,700	
	Residential, Storm Shelter.....	237	\$ 775,590	304	\$ 1,034,701	
	Residential, Storage Building.....	72	\$ 1,971,200	107	\$ 3,130,414	
	Residential, Fire Repair.....	11	\$ 521,540	22	\$ 1,146,968	
	Residential, Swimming Pool.....	68	\$ 3,621,878	92	\$ 5,118,469	
	Residential, Manufactured Home Replacement...	1	\$ 68,000	1	\$ 67,924	
	Residential, Paving.....	43	\$ 483,539	71	\$ 497,459	
	<b>TOTAL</b>	<b>789</b>	<b>\$ 78,214,287</b>	<b>1256</b>	<b>\$ 146,746,253</b>	
NON-RESIDENTIAL	Commercial, New Construction.....	31	\$ 19,092,000	44	\$ 29,484,352	NON-RESIDENTIAL
	Commercial, New Shell Building.....	6	\$ 2,741,000	15	\$ 10,675,000	
	Commercial, Addition/Alteration.....	76	\$ 12,958,942	56	\$ 56,552,749	
	Commercial, Interior Finish.....	18	\$ 2,215,413	47	\$ 5,406,721	
	Commercial, New Foundation.....	11	\$ 2,246,353	5	\$ 177,000	
	Commercial, Fire Repair.....	-	\$ -	2	\$ 150,000	
	Commercial, Parking Lot.....	5	\$ 375,952	12	\$ 1,788,520	
	Commercial, Temporary Bldg./Const Trailer	8	\$ 71,500	-	\$ -	
	<b>TOTAL</b>	<b>155</b>	<b>\$ 39,701,160</b>	<b>181</b>	<b>\$ 104,234,342</b>	
OTHER ACTIVITY	Electrical Permits.....	682		1347		OTHER ACTIVITY
	Heat/Air/Refrigeration Permits.....	690		1425		
	Plumbing and Gas Permits.....	857		1600		
	Sign Permits.....	193		315		
	Water Well Permits.....	14		31		
	Garage Sale Permits.....	150		1227		
	Structure Moving Permits.....	4		35		
	Demo-Residential Permits.....	28		32		
	Demo-Non-Residential Permits.....	2		13		
	Temp. Const. Bldgs. & Roll-off Permits.....	67		191		
	Lot Line Adjustments Filed.....	7		23		
	Certificate of Occupancy (CO).....	554		1118		
	All Field Inspections.....	12,226		24061		
	Net Residentail Demos & Removals.....	-27				
	<b>TOTAL VALUATION</b>		<b>\$ 117,915,447</b>		<b>\$ 250,980,595</b>	

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

**10C**

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

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

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

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

### **Homeless Activities**

On June 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of May. There were five housing placements made (2 Veteran; 3 Chronic; 0 Family).

Due to the increased visibility of persons who are experiencing homelessness by the establishment of multiple campsites on city property, the Continuum of Care, the Norman Police Department, and the Homeless Services Coordinator are developing guidelines and strategies to address this increasing problem. Norman City Council appointed a three-member Council Committee on October 22, 2019 to work with the Continuum of Care to develop strategies in addressing this increasing issue. Staff is in constant contact with the service providers and national officials pertaining to developing and implementing protocols for addressing the unique issues of the unsheltered population during the COVID-19 crisis. The Committee has begun meeting to plan for the Winter Warming shelter for the 2020-2021 winter.

### **Housing Programs**

June 2020

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

- One rehabilitation project being completed since July 1, 2019.

- No emergency repair projects are currently under contract; eleven emergency repair projects were completed since July 1, 2019. Two emergency repair is in the development stage.
- Twenty-three accessibility modification projects have 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. Planning for the 2020-2021 Application cycle will begin July 2020.

City-wide proactive enforcement began on March 15, 2012.													
	Code Violation Activity for FYE 2020												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
All New Cases	1038	983	1304	754	638	450	788	586	419	822	1177	985	9944
Proactive Cases	558	563	705	387	502	278	492	359	269	613	834	630	6190
Cases Closed	1122	999	1180	994	707	529	652	518	530	616	1155	1165	10167
Cases Still Open	746	744	873	647	592	534	688	769	662	881	908	747	8791
Tasks Completed	3547	2988	4070	2821	2092	1682	2471	1962	1443	2420	3943	3324	32763
Violation Letters Mailed	632	474	746	471	280	220	388	326	162	409	804	476	5388
Charges & Citations	4	7	1	2	15	2	0	4	5	1	0	10	51
Impounds	2	0	1	2	0	3	2	6	5	2	1	7	31
	Work Orders, Owner Abatement after Work Order Issued, Invoices Mailed, and Legal Documents Filed FYE 2020												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	48	24	85	35	10	8	5	12	5	8	16	32	288
Owner Abated After WO Issued	12	2	20	11	5	3	0	1	3	0	0	8	65
Liens	15	32	11	32	20	17	9	3	8	5	5	7	164
Notices of Intent	39	28	34	55	3	9	7	4	10	0	18	9	216
Releases of Intent	10	11	4	15	15	1	1	2	1	0	2	3	65
Release of Liens	7	14	0	8	5	33	22	6	2	0	12	13	122
Invoices Mailed	44	25	52	35	5	7	9	6	7	0	18	9	217
	Signs Removed from Rights-of-Way FYE 2020												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Removed	197	256	66	120	450	82	244	83	218	121	159	597	2593
	Sign Permits Processed												
Limited License	0	3	2	2	0	3	1	1	1	0	0	1	14
Temporary	0	37	19	11	2	7	57	6	5	3	5	4	156
Permanent	0	30	15	21	17	23	23	34	14	9	15	12	213

	Oil & Gas Activity - FYE 2020												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Active Producing Wells	83	83	83	83	83	83	82	83	83	83	85	40	
Inactive Producing Wells	42	42	42	42	42	42	43	42	41	40	44	89	
Active Injection Wells	6	6	6	6	6	6	6	6	6	6	6	6	
Inactive Injection Wells	10	10	10	10	10	10	10	10	10	10	4	4	
<b>Total Wells:</b>	<b>141</b>	<b>141</b>	<b>141</b>	<b>141</b>	<b>141</b>	<b>141</b>	<b>141</b>	<b>141</b>	<b>140</b>	<b>139</b>	<b>139</b>	<b>139</b>	
Monthly Well Inspections	143	141	141	141	141	141	141	141	121	0	139	139	1529
Additional Well Inspections	4	3											7
Drilling Permit Applications Received													0
Drilling Permits Issued													0
Active Drilling Locations & Completions													0
Wells Plugged	2							1	1	1			5
Plugged Location Restoration	2					1				3			6
Hazardous Incidents													0
Mechanical Integrity Tests		1											1
FOIA Requests							1						1
BOA Hearings				1			1	1			1		4
Charges Filed													0
Predevelopment Notices													0
Public Works Assist/Plat Review	1	1			1	1	1	1					6







## Administrative Summary

June 2020 Summary

### Operations



7/1/2020

Part I Crimes	2020	Current	2019	2020	Year-To-Date	2019
		MONTH 5YR AVG			YTD 5YR AVG	
Murder	1	1	0	3	3	1
Rape	3	5	7	17	31	40
Robbery	6	6	6	28	27	26
Agg. Assault	21	13	11	118	91	97
Burglary	36	49	42	268	309	244
Larceny	234	242	217	1,233	1,455	1,283
Motor Vehicle Theft	34	26	26	193	171	176
Arson	0	1	1	4	3	4
Part I Totals:	335		310	1,864		1,871

<b>Part II Crimes</b>						
DUI/APC	28	34	42	197	226	287
Drunkenness	40	53	55	225	305	299
Drug Violations	37	90	84	314	542	569
Forgery	11	16	12	70	110	90
Vandalism	76	76	81	420	466	457
Others	612	NA	353	2,584	NA	2,352
Part II Totals:	804		627	3,810		4,054

**Total Reported Crime:** 1,139 937 5,674 5,925

#### Other Reported Activity

Public Peace Reports	182	183	168	1,183	1,124	1,157
Warrants Served	74	141	194	575	0	993
Other Reports Totals:	256		362	1,758		2,150

**Total Case Reports:** 1,395 1,299 7,432 8,075

Collisions	2020	MONTH 5YR AVG	2019	2020	YTD 5YR AVG	2019
Fatality	0	1	0	0	3	4
Injury	48	54	52	225	325	277
Non-Injury	101	125	90	537	787	695
Total Collisions:	149		142	762		976

#### Call for Service

CAD Activity (All Other CFS)	2,930	NA	3,187	17,058	NA	18,580
Calls for Service (Only Police)	6,693	NA	9,077	42,562	NA	52,446
Total CFS:	9,623		12,264	59,620		71,026

#### Citations & Warnings:

Citations	614	NA	1,695	5,622	NA	8,460
Warnings	1,366	NA	2,436	8,604	NA	13,498
Total Citations & Warnings:	1,980		4,131	14,226		21,958

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

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

**ANIMAL CONTROL      11A**

# Norman Animal Welfare Monthly Statistical Report June 2020



## IN SHELTER ANIMAL COUNTS

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	58	60	118	21	42	63	(55)	-47%
Ending	65	156	221	27	39	66	(155)	-70%

## ANIMAL INTAKES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	162	117	279	55	57	112	(167)	-60%
Owner Relinquish	16	34	50	23	34	57	7	14%
Owner Intended Euth	1	0	1	1	1	2	1	100%
Transfer In	0	17	17	0	14	14	(3)	-18%
Other Intakes*	3	0	3	8	2	10	7	233%
Returned Animal	7	4	11	6	1	7	(4)	-36%
<b>TOTAL LIVE INTAKES</b>	<b>189</b>	<b>172</b>	<b>361</b>	<b>93</b>	<b>109</b>	<b>202</b>	<b>(159)</b>	<b>-44%</b>

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

## OTHER STATISTICS

	2019		2020		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	5	5	3	3	(2)	-40%
Dog Collected (DOA)	7	7	0	0	(7)	-100%
Cat Collected (DOA)	5	5	4	4	(1)	-20%
Wildlife Transferred	3	3	0	0	(3)	-100%
Intake Horses	17	17	0	0	(17)	-100%
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	1	1	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	
Intake Other	1	1	0	0	(1)	-100%
<b>TOTAL OTHER ITEMS</b>	<b>39</b>	<b>39</b>	<b>7</b>	<b>7</b>	<b>(32)</b>	<b>-82%</b>

## LENGTH OF STAY (DAYS)

	2019	2020
Dog	10.3	6.4
Puppy	7.6	5.5
Cat	13.6	8.5
Kitten	9.8	6.2

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	8	11	0	19

# Norman Animal Welfare Monthly Statistical Report

## June 2020



### LIVE ANIMAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	57	57	114	42	78	120	6	5%
Return To Owner	67	10	77	29	5	34	(43)	-56%
Transferred Out	52	4	56	11	22	33	(23)	-41%
Returned in Field	0	0	0	0	0	0	0	
Other Outcome	0	0	0	1	0	1	1	
<b>TOTAL LIVE OUTCOMES</b>	<b>176</b>	<b>71</b>	<b>247</b>	<b>83</b>	<b>105</b>	<b>188</b>	<b>(59)</b>	<b>-24%</b>

### OTHER ANIMAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	2	2	0	0	0	(2)	-100%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	6	3	9	3	6	9	0	0%
Owner Intended Euth	1	0	1	1	1	2	1	100%
<b>TOTAL OTHER OUTCOMES</b>	<b>7</b>	<b>5</b>	<b>12</b>	<b>4</b>	<b>7</b>	<b>11</b>	<b>(1)</b>	<b>-8%</b>

### TOTAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	176	71	247	83	105	188	(59)	-24%
Total Other Outcomes	7	5	12	4	7	11	(1)	-8%
<b>TOTAL OUTCOMES</b>	<b>183</b>	<b>76</b>	<b>259</b>	<b>87</b>	<b>112</b>	<b>199</b>	<b>(60)</b>	<b>-23%</b>

### SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	1	4	0	5	45%
Medical - Injured	0	3	0	3	27%
Behavior - Aggressive	3	0	0	3	27%
Behavior - Other	0	0	0	0	0%
<b>TOTAL EUTHANASIA</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>11</b>	

### MONTHLY LIVE RELEASE RATE

2017	2018
95.7%	95.4%

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



# Monthly Service By Assignment

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

Place	Assignment	Jan 2020 Hours	Feb 2020 Hours	Mar 2020 Hours	Apr 2020 Hours	May 2020 Hours	Jun 2020 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	57:45	116:57	56:19	0:00	0:00	2:45	233:46
	NAWC-Community Outreach Volunteer	1:41	7:28	0:00	0:00	0:00	0:00	9:09
	NAWC-Dog Handler	101:33	113:33	72:39	2:19	0:00	21:45	311:49
	NAWC-Foster Program	0:00	0:00	0:00	1:00	6:00	0:00	7:00
	NAWC-Kennel Assistant	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	7:09	2:05	3:54	0:00	0:00	0:00	13:08
	NAWC-Lobby Greeter	9:38	0:00	0:00	0:00	0:00	0:00	9:38
	NAWC-Orientation	8:00	10:00	1:00	0:00	0:00	0:00	19:00
	NAWC-Photographer	0:00	0:00	2:00	0:00	0:00	0:00	2:00
Total	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Veterinarian Assistant Tech	0:00	2:17	0:00	0:00	0:00	0:00	2:17
		185:46	252:20	135:52	3:19	6:00	24:30	607:47
	<b>Grand total</b>	<b>185:46</b>	<b>252:20</b>	<b>135:52</b>	<b>3:19</b>	<b>6:00</b>	<b>24:30</b>	<b>607:47</b>



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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) final plat for the Development Committee; three (3) Rural Certificates of Survey; three (3) Preliminary Plats; one (1) Deferred Construction and one (1) Closure to City Council. The Development Engineer reviewed 20 sets of construction plans and 2 punch lists. There were 180 permits reviewed and/or issued. Fees were collected in the amount of \$9,868.85.

**CAPITAL PROJECTS:**

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

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

The project involves the following items:

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

The contractor's activities this month were as follows:

- *Finished asphalt base and intermediate layer paving operations on new northbound lanes between Alameda Street and Robinson Street*
- *Finished concrete curb installation between Alameda Street and Robinson Street on the east side of 24<sup>th</sup> Avenue East*
- *Finished the second of four quadrants (southeast) of the Robinson Street/24<sup>th</sup> Avenue NE intersection*
- *Finished concrete drive and side street installations between Lindsey Street and Alameda Street on the east side of 24<sup>th</sup> Avenue East*
- *Finished sidewalk installations between Lindsey Street and Alameda Street on the east side of 24<sup>th</sup> Avenue East*
- *Continued block retaining wall installations between Alameda Street and Robinson Street on the east side of 24<sup>th</sup> Avenue East*
- *Started final grading and sidewalk installations between Alameda Street and Robinson Street on the east side of 24<sup>th</sup> Avenue East*
- *Started asphalt pavement milling between Lindsey Street and Alameda Street on the west side of 24<sup>th</sup> Avenue East*

**Roadway Bond Projects:**

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

## **Public Transit**

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

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

- Enhanced cleaning of vehicles (began March 9).
- Suspended operations of route 144-Social Security (began March 20).
- Limit fixed route bus seating to comply with social distancing guidelines (began March 23).
- One paratransit customer per vehicle.
- Recommending passengers wear face coverings while using transit services (began April 15). This will be updated accordingly with Council's passage of Ordinance No. O-2021-3 on July 7.
- Requiring passengers to use the rear door for entry and exit off of fixed route vehicles, unless passengers need to use the front door for the ramp or kneeling feature (began April 23).

On June 8, the reduction in service hours was reversed with service operating at the regular times between 7am and 10pm. All other measures above are still in place until further notice.

### **Grant Activity**

Staff made final fiscal year 2020 fund drawdowns on the FY20 Federal Transit Administration (FTA) grant for public transit eligible expenses. This includes funding for operations, ADA paratransit, preventative maintenance, planning, and security.

Staff continued working to program the CARES Act funding, \$5.05 million dollars, that was allocated to the Norman urbanized for public transit expenses. Programming the CARES Act funding for the maintenance/operations facility on North Base was approved by the ACOG Intermodal Transportation Technical Committee (ITTC) and Intermodal Transportation Policy Committee (ITPC) in May. Staff is finalizing the formal obligation of the funds in an FTA grant.

Staff continued working on the FY21 annual grant application for public transit eligible expenses. This includes funding for operations, ADA paratransit, preventative maintenance, planning, and security. In addition, unused OU/CART funds earmarked for capital expenses are being programmed for vehicle replacements.

### **City Council Approval of Contract No. K-1920-137 at its June 23, 2020 Meeting**

- Interlocal Agreement with the Central Oklahoma Transportation and Parking Authority (COTPA) dba EMBARK to provide transit services in FYE 2021 (July 1, 2020, to June 30, 2021). The term of this agreement runs through the second fiscal year of the City's operation of the City transit service, the first year being operated by EMBARK as well. Key operational changes from FYE 2020 to 2021 include:
  - Operation of Saturday service beginning August 15, 2020. This will include University football game days, with operations out of a temporary hub due to street closures and traffic conditions around the current transfer station on Brooks Street.
  - Combination of Norman Route 124 and EMBARK OKC Route 024 effective August 10, 2020.
    - For many years, the operations of the commuter route between Norman and Oklahoma City was split between the two transit service providers. This caused confusion for passengers due to the need to contact one entity or the other for route information and bus location. There have been discussions in the past regarding one entity operating the entire commuter route. With EMBARK OKC operating the full route, there will be a decrease in customer confusion and an increase in operation efficiencies.
  - Official adoption of key EMBARK policies: Rider Conduct and Exclusion Policy, EMBARK Norman Plus ADA Guide, and EMBARK Advertising Policy.

### **Transit Monthly Ridership Report**

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



## **STREETS DIVISION**

### **CAPITAL PROJECTS:**

#### **320 EAST COMANCHE – ALLEY REPAIR**

Streets crews worked 320 East Comanche – Alley Repair to replace damaged concrete panels. This repair required 58 cubic yards of concrete and resulted in over 175 square yards repaired.

#### **WINDWARD COURT (CRACK SEAL)**

Streets crews worked a crack seal project at Windward Court and used 12.39 tons of asphalt for the repair.

#### **WILLOWBEND ROAD (CRACK SEAL)**

Streets crews worked a crack seal project at Willowbend Road and used 8.62 tons of asphalt for the repair.

#### **180<sup>TH</sup> AVENUE SE HIGHWAY 9 TO IMHOFF ROAD**

Streets crews worked an overlay project at 180<sup>th</sup> Avenue SE Highway 9 to Imhoff Road and used 3,953.73 tons of asphalt for the repair.

#### **IOWA STREET AND MERKLE DRIVE TO SHERRY AVENUE**

Streets crews replaced damaged concrete panels at Iowa Street and Merkle Drive to Sherry Avenue. This repair required 78.50 cubic yards of concrete and resulted in over 297 square yards repaired.

### **ASPHALT OPERATIONS:**

#### **148 REED AVENUE – DEEP PATCH**

Streets crews worked a deep patch at 404 Egret Lane and required 30.86 tons of asphalt for the repair.

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

Streets crews worked a deep patch at Indian Hills between Broadway and Porter Avenue and required 118.05 tons of asphalt for the repair.

### **CONCRETE OPERATIONS:**

#### **1804 WINDING RIDGE ROAD**

Streets crews replaced damaged concrete panels at 1804 Winding Ridge Road. This repair required 46.50 cubic yards of concrete and resulted in over 138 square yards repaired.

#### **PAGE STREET**

Streets crews replaced damaged concrete panels at Page Street. This repair required 89 cubic yards of concrete and resulted in over 309 square yards repaired.

### **ROADSIDE OPERATIONS:**

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

Streets Roadside Mowing crew continued their summer mowing schedule. During June, 2020, 88 miles of rural rights-of way and 5,551,608 sq. ft. of urban rights-of-way were mowed.

## **STORMWATER**

### **WORK ORDER RESPONSE**

Stormwater Division received 39 work order requests and closed 28 work orders.

### **INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew worked at 2512 Water Leaf and 4350 Lyrewood Lane to repair leaking stormwater pipes. They repaired a leaking inlet box at 1804 Winding Ridge. The crew removed decking placed over a stormwater flume causing a drainage easement obstruction at 2910 Meadow Ave. The Infrastructure Maintenance crew also completed a pipe repair and sidewalk project at Frances Cate Park. The crew completed the Reed Family pond spillway pipe replacement as part of the 24<sup>th</sup> Ave NE road widening project agreement.

### **DRAINAGE MAINTENANCE**

The Channel Maintenance crew continued their mowing schedule and mowed 1,004,070 ft<sup>2</sup> of urban drainage way to ensure clear channels and proper flow for spring rains. The crew also removed 25 tons of debris from Imhoff and Bishop Creeks and repaired a fallen section of WPA wall on Lahoma Ave. The Channel Maintenance crew also repaired a leaking channel wall on 24<sup>th</sup> Ave SW.

### **URBAN STREET SWEEPING OPERATIONS**

A total of 709 lane miles were swept resulting in the removal of approximately 413 tons of debris from various curb lined streets.

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

### **STORMWATER OKIE LOCATES**

During the month of June, 2487 Call 811 Okie Spots were received. Of those requests, 63 were stormwater pipe locates, 128 were marked, and 650 were referred to other departments.

### **CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 107 inspections of 90 active sites  
Issued 0 citation and 0 NOVs to active sites  
Issued 4 Earth Change Permits to new projects

### **MS4 OPERATIONS**

Received and responded to 39 citizen calls/ YTD Total is 329.

Conducted 8 outfall inspections.

Conducted 7 detention/retention pond inspections.

On June 2, Carrie Evenson facilitated staff interviews with Freese and Nichols regarding the Engineering Design Criteria update.

On June 3, 10 and 17, Michele Loudonback participated in the Region 6 EPA Stormwater Conference Agenda Committee Planning Call.

On June 22, Carrie Evenson worked with Freese and Nichols to conduct the first external stakeholder meeting regarding the Engineering Design Criteria update.

On June 30, the Stormwater Division worked with Norman Arts Council to clean and reseal the 2019 Artful Inlets murals.

### **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.

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

**Subdivision Development:**

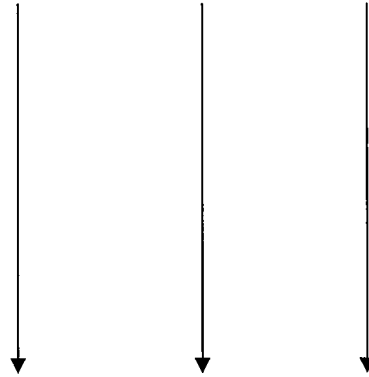
FY 2020 Associated Fees

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

\*Norman Rural Cert of Survey...4  
 \*Final Plats.....0  
 \*Preliminary Plats.....3  
 \*Short Form Plat.....0  
 \*Center City Form Based Code..0

**City Council Review:**

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



**Development Committee:**

\$5,800.00

Final Plats.....1

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

\$0.00

**Subtotal:**

\$5,800.00

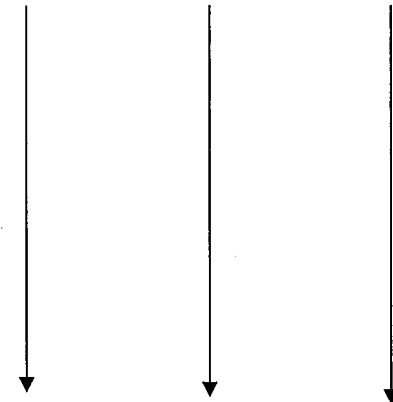
\$4,500.00

\$38,895.00

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 45  
 \*\*\*Commercial..... 6  
 Multi-Family.....2  
 Addition/Alteration..... 24  
 House Moving..... 0  
 Paving Only.....13  
 Storage Building.....25  
 Swimming Pool.....13  
 Storm Shelters.....43  
 Public Improvements.....3  
 Temporary Encroachments.....1  
 Fire Line Pits/Misc..... 0  
 Flood Plain (@\$100.00 each).....2



**Total Permits.....**

**Grand Total.....**

\$200.00	\$100.00	\$600.00
\$1,660.56	\$4,066.61	\$52,643.32
\$5,800.00	\$8,666.61	\$92,448.76
43	24	287
5	3	67

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

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

\* 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

**June 2020**

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

**KEN DANNER/TODD McLELLAN/JACK BURDETT**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	4	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	51	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	20	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	22	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%

## NORMAN TRANSIT RIDERSHIP TOTALS

Month: June 2020

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

### Average Daily Fixed-Route Passengers

ROUTE	Jun-19	Jun-20	% Change	# Change	FYTD19	FYTD20	% Change	# Change
110 Main Street	235	158	-33%	-77	275	243	-12%	-32
111 Lindsey East	339	209	-38%	-130	464	425	-8%	-39
112 Lindsey West	76	66	-13%	-10	94	118	26%	25
120 West Norman Link	12	11	-1%	0	19	11	-42%	-8
121 Alameda / E. Norman	183	124	-32%	-59	203	181	-11%	-22
124 Sooner Express	58	30	-49%	-28	57	49	-14%	-8
144 Social Security	7	2	-70%	-5	5	5	-6%	0
<b>TOTAL</b>	<b>905</b>	<b>598</b>	<b>-34%</b>	<b>-307</b>	<b>1,110</b>	<b>1,029</b>	<b>-7%</b>	<b>-81</b>

### Days of Service

Month	Mon-Fri	Sat	Total
Jun-20	22	NA	22
Jun-19	20	NA	20
<b>FYTD20</b>	<b>256</b>	<b>NA</b>	<b>256</b>
<b>FYTD19</b>	<b>252</b>	<b>19</b>	<b>271</b>
<b>144 Social Security (Tues. &amp; Fri.)</b>			
<b>Month</b>	<b>Days</b>	<b>FYTD</b>	
Jun-20	1	78	
Jun-19	8	101	

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

### Total Fixed-Route Passengers

ROUTE	Jun-19	Jun-20	% Change	# Change	FYTD19	FYTD20	% Change	# Change
110 Main Street	4,709	3,485	-26%	-1,224	74,658	62,256	-17%	-12,402
111 Lindsey East	6,782	4,590	-32%	-2,192	125,629	108,698	-13%	-16,931
112 Lindsey West	1,512	1,453	-4%	-59	25,372	30,254	19%	4,882
120 West Norman Link	230	251	9%	21	5,277	2,889	-45%	-2,388
121 Alameda / E. Norman	3,661	2,729	-25%	-932	54,921	46,359	-16%	-8,562
124 Sooner Express	1,159	653	-44%	-506	14,461	12,605	-13%	-1,856
144 Social Security	54	2	-96%	-52	543	394	-27%	-149
<b>TOTAL</b>	<b>18,107</b>	<b>13,163</b>	<b>-27%</b>	<b>-4,944</b>	<b>300,861</b>	<b>263,455</b>	<b>-12%</b>	<b>-37,406</b>

### CARTaccess Passenger Information

ZONE	Jun-19	Jun-20	% Change	# Change	FYTD19	FYTD20	% Change	# Change
Zone 1	2,034	893	-56%	-1,141	27,471	16,131	-41%	-11,340
Zone 2	346	201	-42%	-145	4,942	2,869	-42%	-2,073
<b>TOTAL</b>	<b>2,380</b>	<b>1,094</b>	<b>-54%</b>	<b>-1,286</b>	<b>32,413</b>	<b>19,000</b>	<b>-41%</b>	<b>-13,413</b>

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020

STREET DIVISION					
	FYE 2020 June 2020	FYE 2020 June 2020	Year to Date	Year to Date	FYE 2020
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	5.14		523.32		
Overlay/pave 10 miles per year.	4.00	40%	17.45	175%	100%
Replace 1,160 square yards of concrete pavement panels	320.50	28%	2,447.75	211%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	29.00	7%	113.00	27%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	5,551,608.00	526%	24,077,359.00	190%	100%
Mow 148 miles of Rural Right-of-way twice per year	88.00	357%	871.00	294%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

**SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020**

<b>STORMWATER DIVISION</b>					
	<b>FYE 2020 JUNE, 2020</b>	<b>FYE 2020 JUNE, 2020</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2020</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
Distribute work order requests to field personnel within one day.	71%	71%	99%	97%	99%
Mechanically sweep 500 curb miles per month (lane miles)	709.00	142%	4,853.00	81%	50%
Collect litter from rights of way in the Urban area (Tons)	-	0%	20.74	0%	70%
Collect litter from rights of way in the rural area (Tons)	-	0%	5.66	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	-	-	12,978.00	130%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,004,070.00	7%	8,552,126.00	63%	90%
Perform erosion control inspections of permitted sites within 30 days.	107.00	119%	1,120.00		100%
Permit all earth disturbing operations over 1 acre in size.	4.00	100%	24.00	100%	95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-	0%	50%
Inspect stormwater outfalls.	8.00	8%	43.00	43%	20%
Respond to stormwater complaints within 24 hours of the time reported	39.00	100%	329.00	100%	100%
Enforcement actions (NOV's and citations)	-	N/A	-	N/A	N/A



**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

June 2020

IN GALLONS		FUEL REPORT	
	FYE 2020		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	19,861.00	18,642.00	15,789.15
Outside - sublet	1,276.00	326.00	5,512.15
<b>TOTAL</b>	<b>21,137.00</b>	<b>18,968.00</b>	<b>21,301.30</b>
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
<b>TOTAL Consumption</b>	<b>19,626.57</b>	<b>18,593.80</b>	<b>15,775.69</b>
			<u>PUBLIC CNG CONSUMED</u>
			<b>5,525.61</b>

FYE 2020 TO DATE CONSUMPTION				
TOTAL Consumption	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
	239,172.13	225,305.20	273,601.50	67,856.86

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.43	Low	\$1.17	UNLEADED	High	\$1.05	Low	\$1.02
DIESEL	High	\$1.31	Low	\$1.05	DIESEL	High	\$1.19	Low	\$0.93
CNG	High	\$1.02	Low	\$1.02	CNG	High	\$1.07	Low	\$1.07

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS	\$75,467.60		Month Total Public CNG Sales	\$5,526	
BATTERIES	\$5,626.18		FYE 2020 To Date Public Sales	\$91,728	
OILS/FLUIDS	\$3,514.90		<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>		
TIRES	\$25,485.18		Total Sold Gallons Life To Date	911,468	
SUBLET REPAIRS	<b>\$35,844.74</b>		Total Gross Sales Life To Date	\$1,309,965	
			Life To Date CNG Gas Gallon Equivalent		
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$145,938.60</b>		Total Public/City Through-Put CNG Gallons @ Statio	2,280,640	

<u>COMBINED SHOPS</u>	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	15	13	5	159
EMERGENCY ROAD CALLS	28	21	24	214
PM SERVICES	158	135	80	1400
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	561	462	404	4999
SCHEDULED REPAIRS	218	183	107	1867
NON SCHEDULED REPAIRS	272	215	247	2631

Light Shop				
ROAD SERVICE	7	4	1	43
EMERGENCY ROAD CALLS	6	4	6	41
PM SERVICES	96	86	52	880
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	254	221	174	2298
SCHEDULED REPAIRS	129	116	72	1173
NON SCHEDULED REPAIRS	87	74	80	948

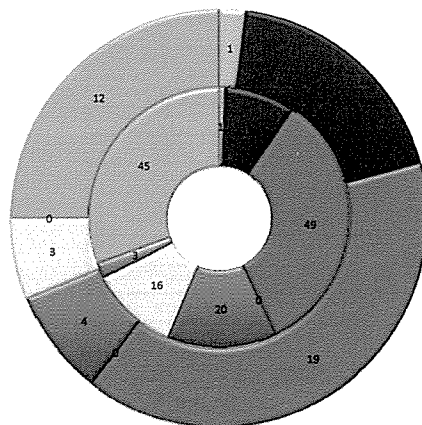
Heavy Shop				
ROAD SERVICE	7	9	4	107
EMERGENCY ROAD CALLS	22	17	18	168
PM SERVICES	53	37	12	390
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	243	185	161	2,178
SCHEDULED REPAIRS	77	54	18	585
NON SCHEDULED REPAIRS	139	101	119	1,474

Transit Shop				
	LAST Month	Two Months Ago	YEAR TO DATE	
ROAD SERVICE	1	0	0	7
EMERGENCY ROAD CALLS	0	3	0	6
PM SERVICES	7	9	15	111
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	51	46	59	467
SCHEDULED REPAIRS	10	10	16	154
NON SCHEDULED REPAIRS	40	35	42	273

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

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past	ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>PSST PATROL</b>									
1224	2011 Ford Crown Vic	PSST Patrol	81290	78878	2412	miles 6/2/2020	Light Repair	PM-C	11/27/2019
1222	2015 Ford Interceptor	PSST Patrol	96657	96204	453	miles 6/10/2020	Light Repair	PM-C	3/2/2020
1220	2018 Ford Interceptor	PSST Patrol	23219	21666	1553	miles 6/29/2020	Light Repair	PM-C	4/2/2020
<b>PSST FIRE SUPPRESSION</b>									
0011	2015 Peterbilt PB367	PSST Fire	1000	982	18	miles 6/1/2020	Heavy Repair	PM-C	7/15/2019
0011	2015 Peterbilt PB367	PSST Fire	1000	982	18	miles 6/1/2020	Heavy Repair	PM-I	7/15/2019
0006	2014 Ford F250	PSST Fire	54200	50862	3338	miles 6/1/2020	Light Repair	PM-C	7/24/2018
<b>POLICE</b>									
1133	2017 Ford Interceptor	Police Criminal Investigations	86259	85463	796	miles 6/4/2020	Light Repair	PM-C	1/13/2020
1201	2011 Chevy Tahoe	Police Criminal Investigations	85047	84132	915	miles 5/7/2020	Light Repair	PM-C	9/26/2019
1164T	2013 Belshe WB-12 Trailer	Police Patrol	6/30/2020	11/7/2019	236	days 11/7/2019	Heavy Repair	PM-A	11/7/2018
1040T	2001 TM WFCH Trailer	Police Staff Services	6/30/2020	5/8/2020	53	days 4/5/2019	Light Repair	PM-A	5/8/2019
1069T	2010 Pacer 6x10	Police Special Investigations	6/30/2020	2/13/2020	138	days 5/6/2020	Light Repair	PM-A	2/13/2019
1155	2016 Ford Interceptor	Police Patrol	62915	62464	451	miles 6/12/2020	Light Repair	PM-C	2/6/2020
1133	2017 Ford Interceptor	Police Patrol	86259	85463	796	miles 6/4/2020	Light Repair	PM-C	1/13/2020
1159	2011 Ford Crown Vic	Police Patrol	136965	136054	911	miles 6/16/2020	Light Repair	PM-D	3/9/2020
<b>FIRE</b>									
033T	2002 Trailer 10/6 Utility	Fire Suppression	6/30/2020	5/13/2020	48	days 5/29/2020	Light Repair	PM-A	5/10/2019
043R	2009 Ford F450	Fire Suppression	10/23/2020	2/12/2020	254	miles 6/11/2020	Light Repair	PM-C	10/28/2019
2004	2001 John Deere LT155	Fire Suppression	6/30/2020	6/3/2020	27	days 6/15/2020	Light Repair	PM-D	6/6/2018
<b>SANITATION</b>									
291T	2016 Titan Trailer	Sanitation Transfer Station	6/30/2020	2/26/2020	125	days 5/1/2020	Heavy Repair	PM-A	3/16/2020
298T	2016 Titan Trailer	Sanitation Transfer Station	6/30/2020	5/14/2020	47	days 6/26/2020	Heavy Repair	PM-A	11/14/2019
0297	2018 Peterbilt 367 Tran Truck	Sanitation Transfer Station	132494	127249	5,245	miles 6/3/2020	Heavy Repair	PM-C	3/3/2020
<b>PARK MAINTENANCE</b>									
444T	2005 Holt Equipment Trailer	Park Maintenance	6/30/2020	5/28/2020	33	days 6/26/2020	Light Repair	PM-A	5/28/2019
<b>PLANNING CODE COMPLIANCE</b>									
0942	2017 Ford F150	Code Compliance	6/30/2020	6/5/2020	25	days 6/16/2020	Light Repair	PM-N	6/5/2018
<b>FINANCE</b>									
0066	2014 Ford F150	Finance Water Meter Services	6/30/2020	3/15/2020	107	days 6/5/2020	Light Repair	PM-N	3/15/2018
<b>PUBLIC WORKS</b>									
0629	2017 Ford F150	Traffic	44012	6/1/2020	29	days 6/12/2020	Light Repair	PM-N	4/18/2019
0629	2017 Ford F150	Traffic	23413	22496	917	miles 5/8/2020	Light Repair	PM-C	4/19/2019
0675	2001 Toro 3300 Truckster	Streets	6/30/2020	5/30/2020	31	days 6/26/2020	Light Repair	PM-C	5/30/2019
<b>WRF UTILITIES</b>									
0592	2012 John Deere Z910A	WRF Operation	6/30/2020	5/15/2020	46	days 5/28/2020	Light Repair	PM-D	5/21/2019
<b>UTILITIES</b>									
0323	2015 Bomag Roller	Water Line Maintenance	6/30/2020	5/4/2020	57	days 5/27/2020	Light Repair	PM-C	10/30/2019
0335	2015 Honda Trash Pump	Water Line Maintenance	6/30/2020	4/9/2020	82	days 5/15/2020	Light Repair	PM-C	12/6/2019
567T	2017 Big Tox 22GN Trailer	Water Treatment	6/30/2020	5/14/2020	47	days 6/24/2020	Heavy Repair	PM-A	5/14/2019



**PM Compliance Report**  
**May 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	1	1	100.0%
Fire	13	9	69.2%
Police	49	19	38.8%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	20	4	20.0%
Parks & Rec.	16	3	18.8%
Planning	3	0	0.0%
Utilities	45	12	26.7%
<b>Citywide Total</b>	<b>147</b>	<b>48</b>	<b>32.7%</b>

**PUBLIC WORKS**  
**FLEET DIVISION**  
Technician Productivity  
Report

**FYE 2020**

May 2020

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	91.26	72%		49.3%	-22.7%
# 002	101.55	72%		78.5%	6.5%
# 003	123.88	72%		75.3%	3.3%
# 004	92.28	72%		100.0%	28.0%
# 006	70.81	72%		43.5%	-28.5%
# 007	130.80	72%		80.6%	8.6%
# 008	113.32	72%		76.3%	4.3%
# 009	130.24	72%		73.1%	1.1%
# 010	110.78	72%		72.7%	0.7%
# 011	108.91	72%		80.6%	8.6%
# 012	128.80	72%		89.3%	17.3%
# 013	121.05	72%		83.0%	11.0%
# 014	78.28	72%		52.7%	-19.3%
# 016	107.17	72%		78.1%	6.1%
# 018	137.79	72%		88.6%	16.6%
# 021	136.09	72%		81.9%	9.9%

DIRECT LABOR HOURS	1783.01
TOTAL AVAILABLE HOURS	2408.07
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	74.0%

**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**June FYE 2020**

**Industry Standard Compliance: Not To Exceed 5%**

Quarterly Performance Report - Q1 2024						
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	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	33%
BUILDING ADMINISTRATION	1		1		0%	50%
CUSTODIAL					0%	100%
BUILDING MAINTENANCE	2	2			0%	14%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	33%
FINANCE						
METER SERVICES	2			2	100%	33%
PLANNING						
PLANNING					0%	40%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	25%
PUBLIC WORKS						
ENGINEERING					0%	25%
STREETS	14	10		4	29%	12%
STORMWATER	1	1			0%	3%
TRAFFIC	6	4		2	33%	13%
STORMWATER QUALITY					0%	0%
FLEET	7	7			0%	0%
POLICE						
ANIMAL CONTROL	1		1		0%	38%
POLICE ADMINISTRATION	1	1			0%	21%
POLICE STAFF SERVICES					0%	12%
POLICE CRIMINAL INVESTIGATIONS	2	1	1		0%	26%
POLICE PATROL	20	11	4	5	25%	33%
POLICE SPECIAL INVESTIGATIONS	6	5		1	17%	14%
POLICE EMERGENCY COMMUNICATION	1	1			0%	0%
FIRE						
FIRE ADMINISTRATION	2	2			0%	60%
FIRE TRAINING	1	1			0%	0%
FIRE PREVENTION					0%	18%
FIRE SUPPRESION	2			2	100%	19%
FIRE DISASTER PREPAREDNESS	2	2			0%	13%
PARKS & RECREATION						
PARK MAINTENANCE	8	7		1	13%	24%
PARKS & RECREATION					0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	12	5	4	3	25%	29%
PSST POLICE CRIMINAL INVESTIGATION	2	1		1	50%	26%
PSST FIRE SUPPRESION	9	3	3	3	33%	33%
CDBG						
PLANNING CDBG	1			1	100%	50%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	1			1	100%	20%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	10	8	2		0%	12%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	1	1			0%	12%
WRF OPERATIONS					0%	29%
SEWER LINE MAINTENANCE	5	5			0%	10%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	100%
SANITATION RESIDENTIAL	6	5		1	17%	17%
SANITATION COMMERCIAL	2	2			0%	26%
SANITATION TRANSFER	6	4		2	33%	28%
SANITATION COMPOST	2	2			0%	18%
SANITATION RECYCLE					0%	22%
SANITATION YARD WASTE	2	1		1	50%	18%
CITYWIDE TOTAL	138	92	16	30	22%	32%

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

<b>JUNE 2020</b>	<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
		<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days	100%	24	25	104%	1126	1127	100%
Provide information requested by citizens within 7 days	95%	0	0	100%	1102	1012	92%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	32	32	100%	376	376	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		54	66.5	1.23	2177	1023.25	0.47
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
		5.16	60	11.63	14.59	145	9.94
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		13	13	100%	164	164	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
		14	14	100%	269	269	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	8	8	100%	70	70	100%
<i>Lower Priority</i> all other signs within one day	90%	82	82	100%	881	881	100%
<i>Street Name Signs</i> within two weeks	90%	26	26	100%	61	61	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
		3008	0	0.00	37046.75	3175.25	0.09



## Monthly Report

June 2020

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Hunting Horse Tr. – 60%
- Eufaula St.- 100%

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

Hunting Horse Trail: Staff will replace 500 feet of 6" Ductile Iron pipe with 6" PVC from 1006 Hunting Horse Trail to Wyandotte Way. Staff laid 420 feet of PVC, installed new fire hydrant, a 2" blow off, filled line, flushed, pass bacteriological samples and changed over 12 water meters services to new water main, project 60% complete.

Page Street: Unfunded assistance for Public Works, staff laid 340 feet of 2" SDR poly pipe, connected three water meter services to it and hauled construction debris from job site.

#### Water Line Breaks – 13 in June

#### Sewer Line Data

- Total obstruction service requests - 19
  - Private Plumbing: 17
  - City Infrastructure: 2
  - Sanitary Sewer Overflows 2; 1 overflow on City side and 1 on private service line

#### Lift Station D Flows:

- Days - 30
- Average daily flow: 1.19 MGD
- Total flow: 35.7 MG

### **UTILITIES ENGINEERING:**

Line Maintenance Building (WA/WW0329)/WRF Storage Building (WW0318): Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, Barrett L. Williamson Architects selected to provide design and construction services for the projects. approved preliminary design contract K-1920-109 with Barrett L. Williamson Architects on 01/28/20 for \$124,550. Preliminary design expected to be completed in August 2020.

### **WASTEWATER PROJECTS:**

Sewer Maintenance Project FYE17 (WW0307): This annual project will rehabilitate about 23,800 feet of sewer and 105 manholes, in the area bounded by Cave Creek Street and Pinecrest Street to the north, partially Sequoyah Trail and partially Woodcrest Creek Drive to the west, Rock Creek Road to the south, and 12th Avenue NE to the east.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering. Line Maintenance staff completed television work in March 2017. NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 7/26/16; Line Maintenance completed additional survey of existing manholes along 12th Avenue NE/Main to determine need for repair/replacement in FYE17 project; The bidding documents were finalized on February 3, 2020 and the project advertised February 13;. Six bidders attended the pre-bid conference on March 3, 2020. Addendum No. 1 issued 03/09/20. Staff construction estimate is \$3.3M for the Base and Alternate Bids; \$2.28 M is available. bids opened on March 12, 2020 with the low bid of \$2.8M submitted by Horseshoe Construction of La Porte, TX. NUA approved Award of Bid 1920-49 (Phase 1) and Contract K-1920-73 with Horseshoe for \$2,796,161.25 on 4/14/20. Phase 2 16-inch Alternate Bid advertised separately was opened 04/09/20 with low bid of \$370,105 from Jordan Contractors of Tecumseh, OK. NUA approved Award of Bid 1920-57 and Contract K-1920-123 with Jordan for \$370,105 approved by NUA on 4/28/20. Television inspection for Phase 1 work began 05/04/20. The contractor has replaced approximately 5,300 feet of sewer line.

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet (5 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Westbrook Terrace to the North, Highway 9 to the Southwest and Berry Road to the East. Preliminary project layout and scope definition are complete. Line Maintenance staff completed television work 10/19/18 and forwarded to NUA engineering staff; NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 02/12/19; Lemke completed initial survey work and delivered draft plans to NUA 07/03/19. Plans are being reviewed by Line Maintenance and NUA staff. Additional funding of \$1.96M is proposed in the FYE21 CIP budget. Staff will review plans in August 2020 and have final plans in October 2020.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

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

Engineer: Staff with assistance from local surveyor

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16. Since completion of WRF Phase 2, staff is considering using UV disinfected effluent in lieu of chlorinated effluent for compost irrigation. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18. Staff and APAI met with DEQ 03/29/18 to discuss the proposed variance; DEQ advised NUA on 07/18/18 that the variance was conditionally approved. APAI and staff negotiated scope and price of Compost Reuse Pump Station project; the NUA approved Contract 1819-82 with APAI 12/11/18 to design the project using UV reuse water at the compost facility. Staff met with APAI on 02/08/19 to discuss project with Compost Facility staff and discuss potential project solutions. 100% plans submitted to DEQ 06/19/19 and the DEQ approved the plans 07/15/19. Pre-Bid Conference held 09/12/19 with five contractors attending; bids will be opened 09/19/19. Four bids were received 09/19/19 ranging between \$438,670 and \$635,892 and were much higher than estimated; staff has met with low bidder in attempt to reduce costs and is awaiting additional information. APAI and staff have worked to reduce project scope and cost and we met with the low bidder, Mathews Trenching, in an attempt to reduce the price. Negotiations were only able to reduce the price to about \$350,000 that is still too much to justify contract award. Bids were rejected and the project will not proceed. Staff will work with DEQ to select and bid another SEP project. DEQ agreed but demanded a quick turnaround time so staff selected a solar installation project on top of the UV building at the WRF. NUA will approve design contract July 14, 2020.



WRF Land Purchase (WW0170): 20-acre parcel to west and south of WRF is being considered for purchase with portion of land for potential WRF expansion and area south of Bratcher Minor Road for potential Compost Facility expansion. Appraisal of property obtained March 6, 2020. Phase I Environmental Site Assessment completed in June 17, Purchase agreement on Council agenda in July.

WRF Reuse Pilot Study (WW0317): Project will consider treatment alternatives to produce highly treated effluent at the WRF suitable for discharge into Lake Thunderbird. Pilot project may be co-funded through a Bureau of Reclamation grant. FYE19 funding is for preliminary engineering with pilot phase to be funded in future years. Letter regarding pilot study protocol submitted to DEQ June, 2019. Application was submitted in September and we learned in December that we will be receiving up to \$700,00 in grant funding. Staff held a check receiving / project kickoff ceremony January 31, 2020 at the Central Library. NUA approved Garver's contract February 11, 2020. Staff is preparing an agenda item to bring BOR contract forward for NUA approval but awaits final contract from BOR. Staff will bring an Amendment No. 1 to Garver's contract June 23, 2020 to allow them to administer all of the rental equipment and sampling/analyses on behalf of WRF..

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. Developers might initially fund the lift station and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff expects to bring a contract forward to NUA in June, 2020.

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

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction.  
Engineer: PEC, Inc.. (Chris Grizer)

Summit Valley Interceptor (WW0278): The Summit Valley interceptor will extend 12 and 15-inch sewer line northerly from the Summit Valley development to the existing Eastridge LS and allow the Eastridge LS constructed in the 1980's to be removed from service. The existing Summit Valley LS has capacity to serve the area served by the Eastridge LS. Bid Opening – June 27, 2019, Construction Contract Award – August 13, 2019, Start of Construction – September 5, 2019. At the end of February, the Contractor has completed the project. The final inspection was completed and punch list items addressed. The project was accepted by Council.  
Engineer: SMC Consulting, Inc. (Chris Anderson)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The engineering contract was approved November 2018,

Staff and Garver made multiple visits to similar facilities from April to June, Draft of the TM1 was submitted in July, and TM1 completed September 6, 2019  
Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted 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 in March 2020. The draft report was received in May 2020 and significant revisions were requested and a revised report was received late in June 2020. Additional revisions were requested and will be completed in July.

Engineer: Olsson, Inc. (Kevin Rood)

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

## **WATER PROJECTS:**

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

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

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

Contracting Services being the low bidder at \$2,845,591. NUA approved award to Central Contracting Services and approved contract and bonds on 03/26/19. Notice to proceed issued with contract time starting on 04/15/19 and continuing for 270 through 12/11/19. Preconstruction Conference held 07/18/19; Contractor initiated work installing steel casing and 30-inch piping under Brookhaven Creek 09/03/19. Payment of \$2,225,119 or 80% of the \$2,845,591 contract amount has been paid;

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

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

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

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

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

CO#1 for \$193,130 approved by NUA 02/11/20 adding approximately 520 LF new waterline at proposed On-Cue just north of Highway 9 and west of Classen Boulevard. Work began 04/30/20 with about 300 feet 30-inch pipe installed. Payment of \$2,814,184.66 or 93% of the \$3,038,721 contract amount has been paid. Final Change Order in the amount of \$60,354.77 and Final Payment were approved by NUA June 9, 2020 for a total project cost of \$3,119,645.77. Project can be closed out.

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

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

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

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

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

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

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

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project will reinstall approximately 6,800 feet of 30-inch PVC C900 along Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue. After initial field investigation and discussions with potential contractors, an alternative alignment further away from utility conflicts was evaluated. The OU Board of Regents approved an easement to be donated to the City to allow for a more constructible alignment. The invitation to bid was in June, and contract will be awarded to Garney Companies Inc, in the amount of \$1,978,875.

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

Waterline Replacement: Flood Avenue - Robinson to Venture (WA0328): Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Design is funded in FYE19, with construction funded in FYE20. Based on detailed field survey, the alignment appears to require the removal of the existing 16-inch line and installation of the new line in the same corridor. Water model simulations have indicated that this will not impact service levels but this work is going to be scheduled during the non-demand seasons to reduce the impacts of this outage. Comments on preliminary plans were provided to Engineer on April 3, 2020. Plans at 65 percent were received in June and are being reviewed by staff.

Engineer: CP&Y, Inc. (John Leavitt)

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Staff is working with the Street Department to install new waterline under 3 intersections associated with the Lahoma Street reconstruction project which crosses the Gray/Tonhawa WL Replacement project. NUA and Guernsey staffs walked majority of project 05/02/18 to finalize proposed location and construction methodology. Open trench construction with pavement repairs was generally chosen in lieu of directional drilling at increased depth with pavement repairs at entry points and service line locations. 50% plan review completed in May 2019; submittal of Railroad permit application in June; Floodplain permit submittal and hearing July/August. Completion of design in September, submittal to DEQ for permit in September, completion of railroad permit in September and invitation to bid October 24, 2019. Bid opening November 21, 2019. Project has been bid and awarded with construction began in March 2020. To-date, approximately 1,920 feet of pipe has been installed of the 11,850 linear feet in the project.

Engineer: Guernsey (Larry Roach)

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved

by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and preliminary engineering plans presented to NUA 07/08/14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31st with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor completed 104 required piers for chemical building, installed all ductwork, poured slab and building is roofed and equipment being installed. Contractor excavated ozone contact basin, installed piping, poured slab and completed roof. Contractor excavated UV building, poured slab and inside is nearing completion. Large piping was completed that passed through UV building. First partial plant shutdown was held 11/13/17 and the project has required 5 others to date. All shutdowns have been without issue. The high pressure plane pumps have been installed and were placed back in operation 4/23/19. Maintenance building is 99% complete and is being used to store equipment. Administration building is 90% complete. Contractor has completed \$29,189,188 of the \$30,515,462 total contract. Staff is running new Sodium Hypochlorite (chlorine) system for two weeks and if successful with no disruptions, gas chlorine cylinders will be shipped back to manufacturer. The new Liquid Ammonium Sulfate (LAS) is currently be fed as well as Fluorosilicic acid (fluoride). Once the old chlorine units are removed. The water treatment had two unexpected pipe failures December 13 & 14 and caused a shut down over the holidays. Repair was made and plant restart January 13, 2020. Buildings are near completion and Contractor is requesting final inspections for Certificates of Occupancy. Project completion date is now anticipated to be end of June 2020. City Manager approved CO#3 in the amount of \$37,487.96 for NUA approval since under \$40K on April 3, 2020 and approved CO#4 in the amount of \$37,614.13 May 18, 2020 and CO#5 in the amount of \$20,398.71. A final change order is expected upon completion of the project.

.Engineer: Carollo Engineers (Amber Wooten)

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

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time. Cowan has begun the water rights process and submitted an application to OWRB on behalf of NUA. Due to COVID 19, OWRB are all working from home and seem to be behind on processing our request. Application is under review by OWRB and they stated it should go before their board in August 2020. Public notice requirements will be sent to us from OWRB.

Engineer: Cowan Group (Tim Ward)

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to

gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 32 active wells from being at 31 previously. APAI is performing a model scenario for the well field and defining potential blending/treatment sites for the wellfield as a whole. APAI presented their draft findings in a webcast Monday May 11<sup>th</sup> and submitted a draft technical memorandum May 29, 2020. Staff reviewed tech memo and made edits. APAI made corrections and submitted final report 7/1/20. Staff will determine next step for this project.

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

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. The first screened well (Park) is complete and awaits pump testing. Crews have completed all wells and are now completing monitoring wells. They currently have 2 of the 6 monitoring wells complete and should be done with all drilling activity by June 26, 2020. Well house construction is underway and the first slab was poured June 11, 2020 at Simpson and crews have poured pads for Shaver and Hays Engineer: Carollo Engineers (Rebecca Poole)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for

the Robinson water line project 24<sup>th</sup> NE to 12<sup>th</sup> NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. Staff anticipates having an agreement established by August 2020.

WTP Backwash Tower Resurfacing Project – This project has been delayed as to not interfere with the current ongoing WTP Phase II project. Staff met with a consultant that will be preparing the specifications for recoating. NUA approved design contract with Dunham Engineering on September 25, 2018. Preliminary design was complete by June 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete. Project opened bids September 12, 2019. CTEX from Texas was apparent low bidder at \$220,000. NUA approved the contract October 22, 2019. CTEX met with staff March 9, 2020 at the WTP and held a pre-construction meeting. After looking at site, CTEX and WTP staff agreed that April 1, 2020 is a good start date for the project. Crews were delayed and mobilized to site April 13<sup>th</sup>. The contractor for this project began in April and completed the project June 10, 2020. NUA will consider approval for the final payment and project acceptance July 14, 2020. Once approved, project can be closed out Engineering (Joe Seiter)

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

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Project opened bids April 25, 2019 and McKee Utility Contractors, Inc. was low bidder at \$1.46 million. Construction clearing began July 2019 and project is 97% complete. Crews began disinfecting lines today and have yet to install lid. The disinfection process was delayed due to the WTP being offline since December 15th through January 13th. Recent rains delayed equipment to the vault site which delayed vault lid installation. Project was completed end of February and final inspection was held March 16, 2020. Contractor finalized punch list items and project final payment and acceptance was approved by NUA May 26, 2020. Project will be closed out.  
Engineer: Freese and Nichols, Inc. (Clay Hernden)

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant prepared scope and fee in January for staff to consider and contract negotiations are underway. A scope and fee have been agreed to and a contract was considered by NUA November 26, 2019. Project kickoff meeting is scheduled for week January 14th. Consultant met with staff 5/6/20 and reviewed 35% plans and specs. Soil borings were taken along Robinson on May 27, 2020. Received updated 35% plans 7/6/20 and staff will review.  
Engineer: Jacobs Engineering (Lars Ostervold).

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

2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. Crews completed last concrete pours November 5, 2019. A final walk through was performed Friday November 8, 2019 and project had minor punch list items to complete. NUA approved final as-bid to as-built quantities change order January 28th. Phase II will be delayed until March 2021 and construction will begin May 11, 2021.

Engineer: Cabiness Engineering, LLC (Sean Price)

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

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

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

### **SANITATION CAPITAL PROJECTS:**

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009) / Household Hazardous Waste Facility (SA0012): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the newly proposed location is on the site of the Transfer Station. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun discussions regarding coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

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

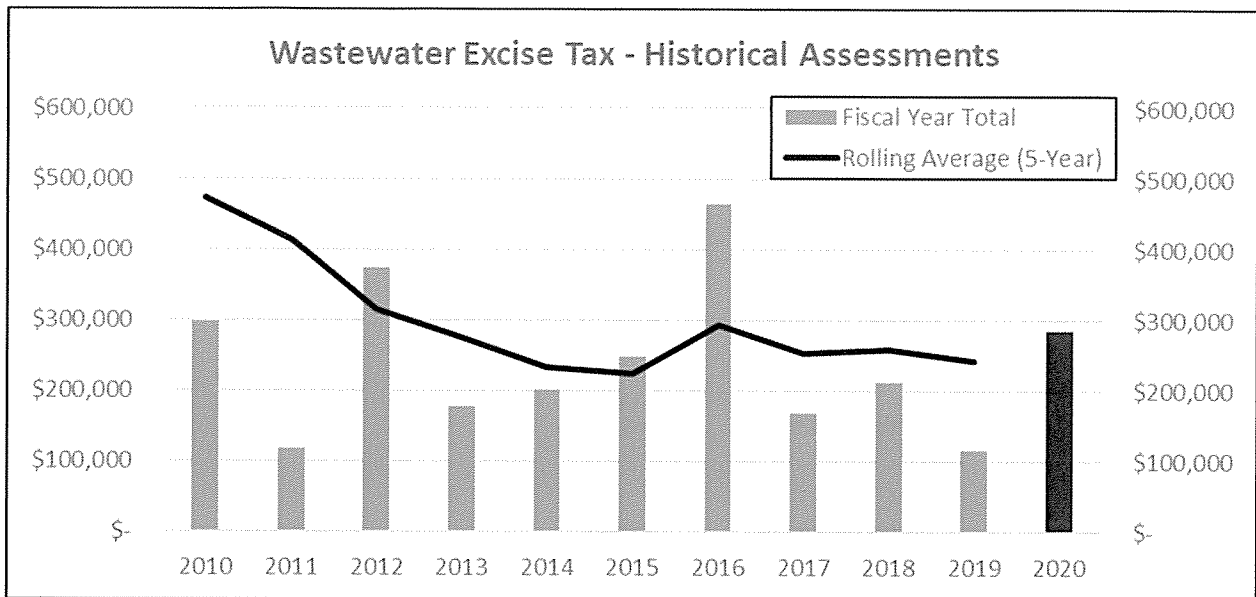
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

Architect: Studio Architects, LLC (George Winters)

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

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 5 commercial entities last month. Assessments of \$2,760.00 were made on 4 entities whose projects will increase wastewater flows (1 application not assessed due to no increase in wastewater flows). Through June and the end of the fiscal year, 93 commercial properties were reviewed and a total of \$286,174.81 has been assessed to the 64 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.





NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.

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

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

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

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

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

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item was approved 12/10/19 concurrently with the proposed Ruby Grant Payback project described below. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.

Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19. Construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant

Waterline.

**Plan Review**

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
6/1/2020	Turtle Crossing	Paving & Drainage	Crafton Tull	6/8/2020	7
6/1/2020	Turtle Crossing	Water	Crafton Tull	6/8/2020	7
6/1/2020	Turtle Crossing	Sewer	Crafton Tull	6/8/2020	7
6/11/2020	Norman North High School	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NHS Academics - NHS Campus	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NHS Athletics - Irving Campus	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NHS Athletics – NHS Campus	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	Nancy O'Brian PAC Addition	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NPS Longfellow - 2019 Bond Issue	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NPS Alcott - 2019 Bond Issue	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/11/2020	NPS Irving - 2019 Bond Issue	Site Improvements and Site Utilities	CEC	6/16/2020	5
6/12/2020	Norman North High School Supplement	Site Improvements and Site Utilities	CEC	6/16/2020	4
6/11/2020	Tri Delta Addition - 1611 College Avenue	Site Improvements and Site Utilities	Wallace	6/18/2020	7
6/24/2020	Sage Cobblestone (Senior Living)	Paving, Drainage, Water	SMC	6/29/2020	5
6/25/2020	Sage Cobblestone (Senior Living)	Sanitary Sewer	SMC	6/29/2020	4

**Private Water Well Permits Issued**

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

# Utilities Administration Monthly Capital Projects Report

Project Information				Design Information				Construction Information								
Project Number	Project Name	Ward	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contractor	Contract End	Adjusted Amount	Amount Paid	Percent Change	Sched. Complete	Sched. %	Actual %	Complete Date
WA/WB0292	WTP Phase II Improvements	6	Carollo	1617-94	5,392,737	5,370,713	100%	Foley/Enerfab Company	5/15/2019	30,610,963	29,189,188	2.07%	1/14/2020	100%	95%	
WA0173	Master Meter Replacement	5,6	Staff	NA	-			Matthews	7/31/2017	24,060	24,060	0.00%	NA	-	100%	
WA0212	Water Wells Water Rights Permitting	5,6	Cowan	1516-114	79,284	65,498	83%		NA	-			NA	-		
WA0214	Water Well Blending	5,6	Carollo		-				NA	-			NA	-		
WA0235	Test Wells and Water Wells	5,6	Carollo	1516-139	758,254	591,222	78%	Layne	7/24/2020	6,322,392	815,329	34.11%	12/31/2020	75%	13%	
WA0235	Water Wells (Horizontal Well Study)	5,6	Garver	1617-94	306,790	258,339	84%		NA	-			NA	-		
WA0235	Ground Water Supply Lines	5	Garver	1920-95	142,555	90,939	64%	TBD		-						
WA0235	Ground Water Supply Lines	5	Cardinal	1920-87	81,500	4,681	6%	TBD		-						
WA0239	Waterline Segment D, Phases 3, 4 & 5	4	Poe & Associates	1617-93	194,000	178,564	92%		NA	-			NA	-		
WA0242	Robinson WL: WTP to 24th Ave NE	6	Freese and Nichols	1819-59	168,400	167,792	100%	McKee Utility Contractors	12/24/2019	1,458,063	1,458,063	0.00%	12/24/2019	100%	100%	3/16/2020
WA0242	Robinson WL: 24th Ave NE to 12th Ave NE	6	Jacobs	1920-96	280,247	52,601	19%	TBD	NA	-			NA	-		
WA0246	WL Replacement: Parsons Addition	2,4	Cabbiness	1819-87	125,900	116,000	92%	SW Waterworks	12/28/2019	844,146	844,146	1.94%	12/28/2019	100%	100%	11/29/2019
WA0274	WTP Backwash Tower Rehab	6	Dunham Engineering	1819-56	30,000	30,000	100%	CTEX	7/8/2020	220,000	214,400	0.00%	7/8/2020	100%	97%	6/9/2020
WA0189	Cascade Tower Rehab	8	Dunham Engineering	2021-22	30,000	-	0%									
WW0011	WW Flow Metering Phase 2	all	RJN		-	-		RJN Group	NA	154,244	130,982	0.00%	NA	-	85%	
WA0195	Robinson/I-35 WL Replacement Phase II	3	Plummer	1314-110	628,060	615,550	98%	Central Contracting Services	1/10/2020	3,119,646	3,043,625	9.63%	6/26/2020	100%	98%	5/27/2020
WA0245	Interstate Drive Waterline Replacement	8	Cardinal	1819-72	108,400	83,034	77%	TBD	NA	-			NA	-		
WA0329	Line Maintenance Building	6	Barrett L. Williamson	1920-109	124,550	\$9,950	8%		NA	-			NA	-		
WW0318	WRF Maintenance Building	7	Barrett L. Williamson		-				NA	-			NA	-		
WW0058	Effluent Reuse at Composting Facility	7	Plummer	1213-54	45,800	41,867	91%			-						
SA0016	Composting Reuse Pump Station	7	Plummer	1819-82	67,000	57,600	86%									
WW0058	WRF Solar PV Project	7	Connor Energy	2021-23	30,000	-	0%									
WW0202	SMP FYE 2014 Phase 2	2,8	Staff / Lemke	0910-55	50,010		0%									7/12/2019
WW0305	Lift Station Upgrades, FYE17	6,8	Lemke/CP&Y	0910-55	69,800	65,083	93%	PM Construction & Rehab	6/14/2019	1,211,907	1,211,907	-10.13%	7/14/2019	100%	100%	12/10/2018
WW0307	Sewer Maintenance Project FYE 2017	6	Staff / Lemke	0910-55	78,400		0%	Crossland	7/17/2018	652,834	652,834	2.08%	12/10/2018	100%	100%	
WW0308	SE Lift Station Payback	5	Search, Inc.	TBA	-			Horseshoe Construction	4/22/2021	2,796,161	-	0.00%	4/22/2021	20%	0%	
WW0316	Sewer Maintenance Project FYE 2018	2	Staff / Lemke	TBA	53,000		0%		NA	-			NA	-		
WW0321	Sewer Maintenance Project FYE 2019	2	Staff / Lemke	TBA	-				NA	-			NA	-		
WA0212	Water Distribution System Modeling	all	APAI	1516-85	305,000	286,983	94%									
WA0195	Robinson WL Replacement Phase III	3	Plummer	1819-06	280,000	193,955	69%		NA				NA	-		
WA0202	Gray/Main WL	4	Guernsey	1415-120	39,400	39,400	100%	Cimarron	11/29/2020	550,000	49,818	0.00%	11/29/2020	47%	9%	
WA0224	Gray/Tonhawa Water Line	4	Guernsey	1415-120	113,700	100,600	88%	Cimarron	11/29/2020	1,586,965	31,275	0.00%	11/29/2020	47%	2%	
WA0239	Waterline Segment D, Phase 5	7	Poe & Associates	1617-93	-	(see above)		H&H Plumbing & Utilities	8/18/2020	1,444,764	848,181	1.78%	9/17/2020	76%	59%	
WA0328	WL Replacement: Flood-Robinson to Venture	8	CP&Y	1819-73	311,000	74,474	24%		NA	-			NA	-		
WW0050	Truck Wash/Container Rehab (SA0009)	7	Studio Architecture	1920-15	221,700	31,684	14%		NA	-			NA	-		
WW0091	Lift Station D Force Main Phase 2	6	PEC	1617-66	55,800	20,932	38%		NA	-			NA	-		
WW0278	Summit Valley Interceptor	5	SMC Consultants	1718-130	54,000	51,000	94%	Matthews Trenching	1/7/2020	579,975	485,508	0.00%	1/7/2020	100%	100%	
WW0312	WRF Class A Sludge Co-Composting	7	Garver	1819-75	106,900	41,790	39%		NA	-			NA	-		
WA0240	24th NE WL: Robinson to Alameda	6	Cardinal/Atkins	PW	-				NA	-			NA	-		
WW0317	WRF Reuse Pilot Study	all	Garver	1920-115	533,250	\$195,283	37%		NA	-			NA	-		
Totals							10,332,187	8,835,535	85.51%	51,576,120	38,999,316	75.62%				

**JUNE 2020  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	June	Year to date
Fats, oil and grease (FOG) program	26	322
Food license approval	3	21
Significant Industrial Users	0	17
<b>Total inspections</b>	<b>29</b>	<b>360</b>

**ROUTINE ACTIVITIES**

	June	Year to date
Significant Industrial User sites sampled	0	24
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	100%
Household hazardous waste disposal calls	21	226
Immediate assistance requested	1	10

**REVENUE**

	June	Year to date
FOG Program	*	\$28,400.00
Surcharge	*	\$97,199.29
Lab Analysis Recovery	*	\$14,371.43
Industrial Discharge Permit		\$0.00
<b>Total revenue</b>	<b>\$0.00</b>	<b>\$139,970.72</b>

\* revenue report not available

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

1. Provided staff liaison support including attending meetings, preparation of minutes, and issue research.
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education material and projects for water issues and recycling.
4. Subcommittee is researching implementation of the US Mayors' Climate Protection Agreement.

**MISCELLANEOUS ACTIVITIES**

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of June 30, 2020, approximately 296,300 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.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 20		FYE 19	
June, 2020	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	12	0	18
Property Owner Responsibility	17	259	22	244
TOTAL	19	271	22	262
Number of Feet of Sewer Cleaned:				
Cleaned	79,500	1,049,805	101,826	1,305,779
Rodded	3,630	44,143	4,960	41,910
Foamed	0	81,182	0	83,224
SL-RAT (New Program)	0	126,205	NEW PROGRAM	
TOTAL	83,130	1,301,335	106,786	1,430,913
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	1
Obstruction	1	6	0	10
Private	1	11	0	5
Other (Lift Station, Line Break, etc.)	0	2	0	2
Total Overflows	2	19	0	18
Feet of Sewer Lines Televised	29,269	262,833	19,924	278,762
Locates Completed	274	2,900	258	3,369
Manholes:		9,860		
Inspected	1,111	0	763	10,077
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	9	0	0
Feet of Sewer Lines Replaced/Repaired	0	1,855	0	13
Hours Worked at Lift Station	132	281	171	2,474
Hours Worked for Other Departments	0	0	0	486
OJI Percentage	0.00	0.00	0.00	0.00
Square Feet of Concrete	0	0	0	1.08
Average Response Time (Hours)	0.40	0.44	0.48	0.46
Claims Paid Per 10,000 People	0	0.0024	0	3,300.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 20		FYE 19	
June, 2020	MONTH	YTD	MONTH	YTD
New Meter Sets:	45	478	16	451
Number Short Sets	44	474	16	395
Number Long Sets	1	4	0	46
Average Meter Set Time	5.50	5.15	5.63	6.08
Number of Work Orders:				
Service Calls	389	4,802	407	4,995
Meter Resets	0	16	2	24
Meter Removals	3	25	0	36
Meter Changes	53	785	85	707
Locates Completed	527	5,639	463	5,700
Number of Water Main Breaks	14	163	13	133
Average Time Water Off	2.72	2.04	2.25	2.64
Fire Hydrants:				
New	1	1	1	9
Replaced		5	0	3
Maintained	137	1,138	45	1,133
Number of Valves Exercised	139	1,535	100	1,123
Feet of Main Construction	800	2,879	805	5,550
Hours of Main Construction	568	3,338	564	6,078
Meter Changeovers	15	48	0	65
OJI Percentage	0.00	0.27	0.00	0.13
Hours Flushing/Testing New Mains	90	485	48	338
Hours Worked Outside of Division	22	438	40	831

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

**WATER TREATMENT DIVISION**

**MONTH: June-2020**

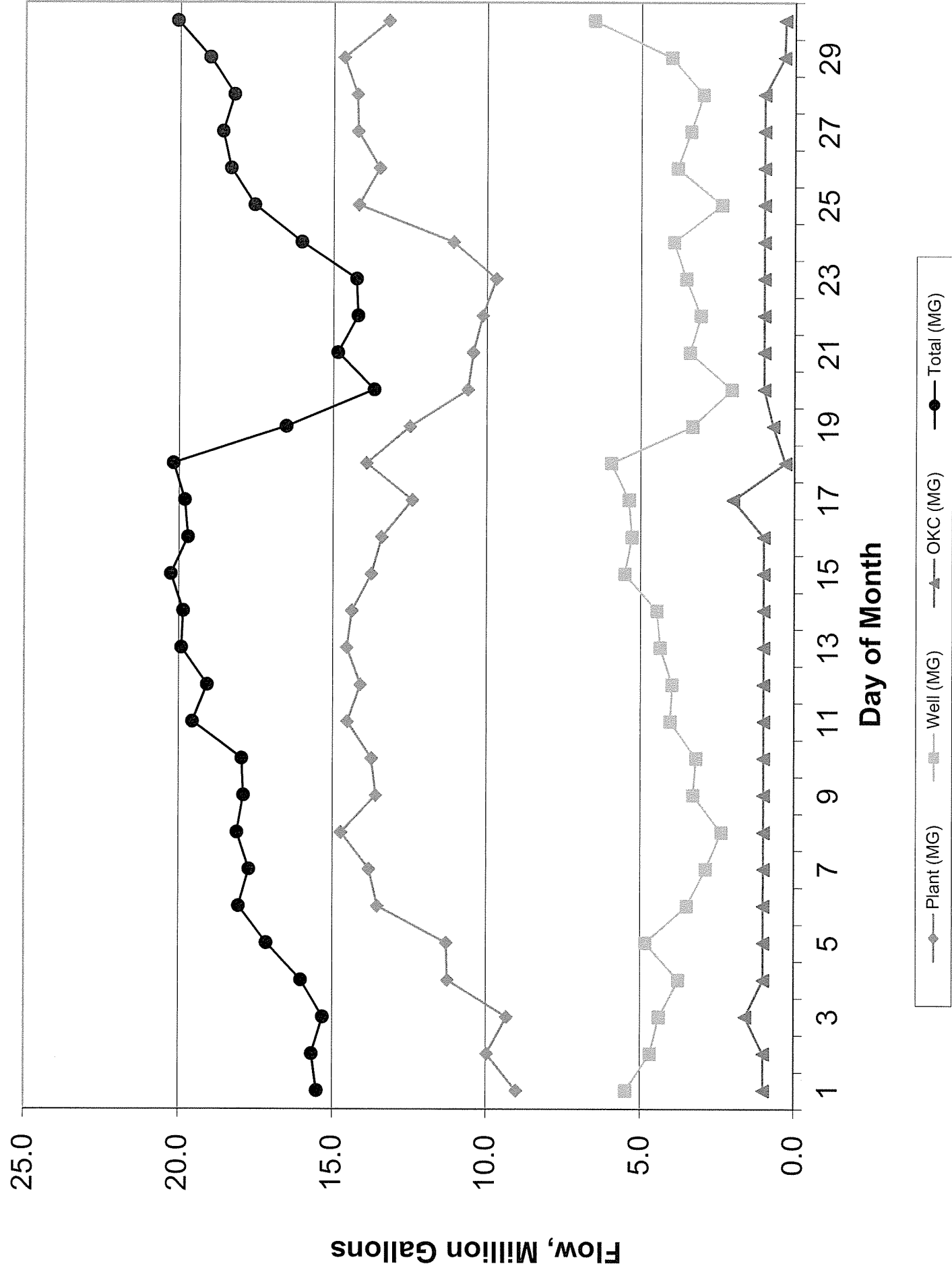
	<b>FYE 2020</b>		<b>FYE 2019</b>	
	<b><u>This month</u></b>	<b><u>Year to date</u></b>	<b><u>This month</u></b>	<b><u>Year to date</u></b>
<b>Water Supply</b>				
Plant Production (MG)	379.94	3251.70	292.32	3275.63
Well Production (MG)	119.85	1248.01	35.70	739.17
Oklahoma City Water Used (MG)	29.22	405.89	29.98	371.78
Total Water Produced (MG)	529.01	4905.60	357.99	4386.58
Average Daily Production	17.63	13.40	11.93	12.02
<b>Peak Day Demand</b>				
Million Gallons	20.26	22.20	16.07	21.29
Date	6/15/2020	8/20/2019	6/30/2019	7/16/2018
System Capacity (see note 1)	23.35	23.35	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
<b>Costs</b>				
Plant	\$675,887.00	\$7,908,263.07	\$510,889.81	\$6,125,222.11
Wells	\$215,580.04	\$2,563,691.13	\$224,944.13	\$2,393,927.73
OKC	\$88,212.83	\$1,199,699.13	\$68,052.28	\$938,255.71
Total	\$979,679.87	\$11,671,653.33	\$803,886.22	\$9,457,405.55
<b>Cost per Million Gallons</b>				
Plant	\$1,778.93	\$2,432.04	\$1,747.73	\$1,869.93
Wells	\$1,798.79	\$2,054.22	\$6,301.49	\$3,238.67
OKC	\$3,018.51	\$2,955.74	\$2,270.07	\$2,523.72
Total	\$1,851.91	\$2,379.25	\$2,245.54	\$2,155.99
<b>Water Quality</b>				
Total Number of Bacterial Samples	80	961	80	1,029
Bacterial Samples out of Compliance	0	0	0	4
Total number of inquiries (Note 2)	2	40	2	36
Total number of complaints (Note 2)	3	36	2	57
Number of complaints per 1000 service connections	0.07	0.89	0.05	1.42
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
<b>Safety</b>				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	0	7	1	11
<b>Public Education</b>				
Number of tours conducted	0	8	0	13
Number of people on tours	0	177	0	167

**Notes:**

Phase II construction - Contractor has completed installation and startup of lime system. Administration Building pending final punch list. Ozone system has been commissioned - pending hydrogen peroxide startup. Repair work on clarifier #3 mixer have been completed.



# Water Production for June 2020



City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
June 1-31, 2020

**Flow Statistics**

	<b>FYE 2020</b>		<b>FYE 2019</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	326.5	4169.1	402.9	4487.4
Total Effluent Flow (M.G.)	310.9	4097.5	390.2	4386.2
Influent Peak Flow (MGD)	13.2	22.7	17.7	27.8
Effluent Peak Flow (MGD)	13.0	22.4	17.2	27.2
Daily Avg. Influent Flow (MGD)	10.9	11.2	13.3	12.3
Daily Avg. Effluent Flow (MGD)	10.4	11.0	13.0	12.0
Precipitation (inches)	1.3	27.4	3.6	51.5

**Discharge Monitoring Report Stats**

5 day BOD:

EPA minimum percentage removal 85%  
Avg.

Influent Total (mg/l)	188	205
Effluent Carbonaceous Total	3	2
Percent Removal	98.4	99.0
Total Suspended Solids:		
Influent (mg/L)	312	278
Effluent (mg/L)	4	3
Percent Removal	98.7	98.9
Dissolved Oxygen:		
Influent (min)	0.2	0.5
Effluent (min)	7.0	5.1
pH		
Influent (Low)	7.0	6.9
(High)	7.5	7.8
Effluent (Low)	7.2	6.8
(High)	7.6	7.5
Ammonia Nitrogen		
Influent (mg/L)	25.0	14.8
Effluent (mg/L)	0.6	0.1
Percent Removal	96.0	99.4

**Utilities**

Electrical

Total kWh Used (Plant wide)	505,260	5,862,500	439,480	6,807,280
Aeration Blowers	184,500	1,927,700	125,900	1,719,900
UV Facility	58,800	505,800	97,600	672,000

Natural Gas

Total cubic feet/day (plant wide)	379,000	7,428,000	610,000	8,129,000
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Public Education (Tours)

1	1	1	10
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Total Attendees for FYE 20

146	173
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Reclaimed Water System (MG)

0.0	0.0	0.0	0.0
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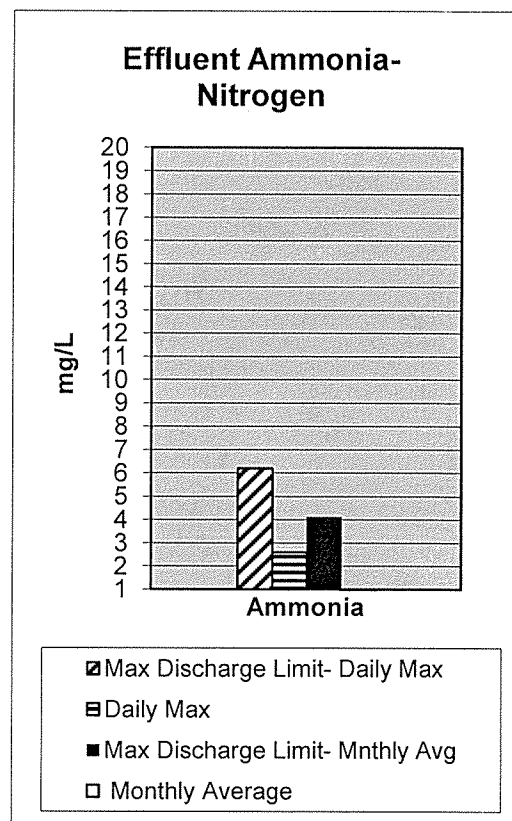
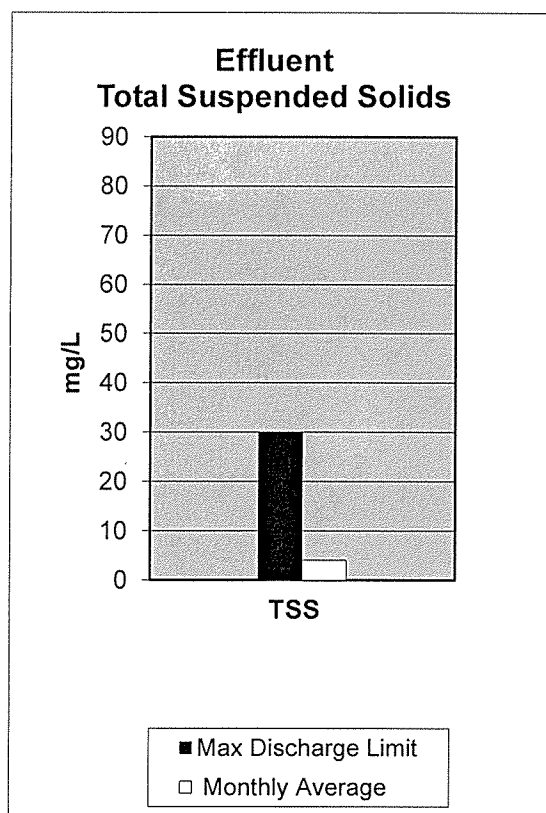
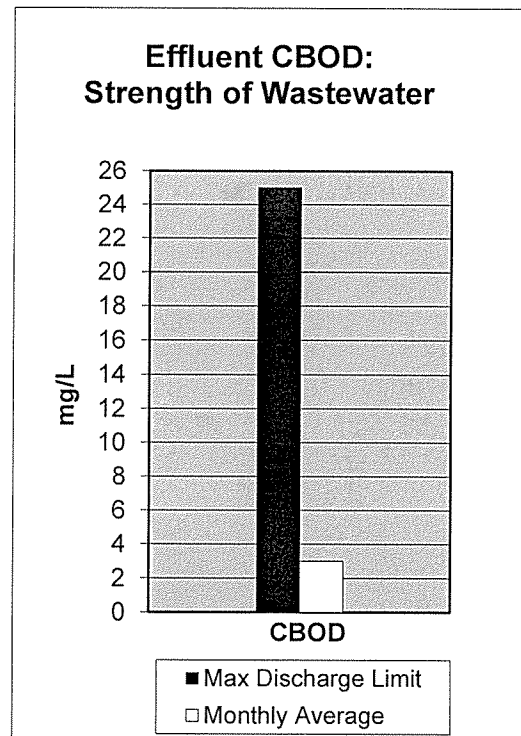
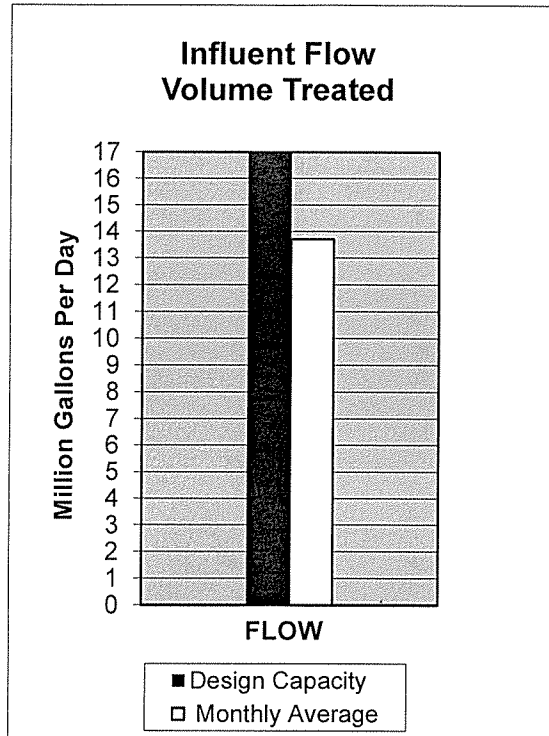
OU Golf Course

13.7	75.4	3.3	83.1
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E. coli average for June 2020 **113 MPN** (Limit is 126)

End of Fiscal Year Totals

CITY OF NORMAN  
WATER RECLAMATION FACILITY  
June 2020



Comments here

# MONTHLY TRANSFER STATION REPORT

June 2020

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	158.69	\$7,307.72
COMMERCIAL TONS	1,775.38	\$98,869.00
CASH TONS:	377.95	\$15,754.64
PULL OFFS:	19.00	\$285.00
TOTALS:	2,331.02	\$122,216.36

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	425.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8848.10
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	425.00
GRAND TOTAL TONS TO LANDFILLS	8,848.10

DISPOSAL COST PER TON (OKC)	\$20.31
TIPPING FEE'S FOR DUMPING AT OKC:	\$179,704.91
GRAND TOTAL TIPPING FEE'S	\$179,704.91

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	612.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3780.75
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	407.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	3012.32
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TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	1019.00
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TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	6793.07
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	50.10
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TOTAL TONS RECEIVED AT TRANSFER STATION	9155.19
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# Drop Center Report

JUNE 2020

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDPL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$500.00	\$0.00	0	0	0	0%	\$20.31	\$741.34
PLASTICS:	\$20.00	\$0.00						\$15,056.62
STEEL CANS:	\$15.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$65.00	\$0.00						

RECYCLING CENTER DATA:	#9	Fairgrounds	Hollywood
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	TONS	TONS	TONS	PRO/FEE	Revenues	Net
ALUMINUM:	0.13	0.32	0.52	0.97	\$0.00	\$485.00
PLASTICS:	1.79	4	4.83	10.62	\$0.00	\$212.40
STEEL CANS:	0.36	0.71	0.97	2.04	\$0.00	\$30.60
MIXED OFFICE PAPER:	3.09	4.7	22.5	30.29	\$0.00	\$0.00
CARDBOARD:	5.45	20.46	22.73	48.64	\$0.00	\$3,161.60
RECYCLING CENTER TOTALS:	10.82	30.19	51.55	92.56	\$0.00	\$3,889.60

Other Cardboard Containers	Revenues	Compactors	Wood	Glass	Metal
TONS	Revenues	TONS	TONS	TONS	TONS
57.58	\$3,742.70	10.36	\$673.40	2.24	\$0.00
					44.06
					\$0.00
					\$822.30
					\$700.00
					\$122.30

## Expenses

Average hrly+ benefits	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	58	529.76	8	16	611.76
Labor \$	\$1,553.24	\$14,186.97	\$214.24	\$428.48	\$16,382.93
Vehicle cost	\$250.50	\$109.72	\$34.50	\$69.06	\$463.78

Revenue	Income	Expense	Net
	\$20,026.42	\$16,846.71	\$3,179.71
			\$11,598.42

Total All Recycle and Cardboard	Revenues
224.07	\$8,428.00

Total Recycle Only	Revenues
107.49	\$850.30

Total Cardboard	Revenues
116.58	\$7,577.70

**CURBSIDE MONTHLY RECYCLING REPORT****Jun-20****PROGRAM STATISTICS**

	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	13.05
POUNDS PER HOME:	28.56

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.24%	4.85
#1 PET	4.00%	15.66
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	56.96
MIX PAPER	38.26%	149.78
PLASTIC FILM	2.66%	10.41
#2 NATURAL	1.19%	4.66
#2 COLOR	1.09%	4.27
#3-#7	0.00%	0
METAL	0.59%	2.31
RIGIDS	1.41%	5.52
TIN-STEEL SCRAP	1.62%	6.34
TRASH	22.24%	87.07
OCC	11.15%	43.65
<b>TOTAL</b>	<b>100.00%</b>	<b>391.48</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	60
HOUSESIDE	5
REMINDER	2
SCATTERED	0
MISC.	1
REPAIR	17
NEW	60
ADD	4
MISSING	6
EXCHANGE	1
REPLACE	6
PICK UP	6
<b>TOTAL CALLS</b>	<b>168.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$7,731.73</b>

## SANITATION DIVISION PROGRESS REPORT

SUMMARY 2020

	FYE 19		FYE 20	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
Vehicle Accidents	0	0	0	13
On The Job Injuries	1	1	0	11
Bulk Pickups	32	47	31	297
Refuse Complaints	80	169	95	884
New Polycarts Requests	51	119	51	601
Polycarts Exchanges	9	16	11	79
Additional Polycart Requests	46	118	115	793
Replaced Stolen Polycarts	10	38	24	220
Replaced Damaged Polycarts	55	134	114	903
Polycarts Repaired	15	41	51	505

## COMPOST MONTHLY REPORT

JUNE 2020

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	529.03
LANDFILL TIPPING FEE'S	\$ 20.31
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,744.60
TONS BROUGHT IN BY PUBLIC:	1,460.00
TONS BROUGHT IN BY CONTRACTORS :	1,620.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	22.00
LANDFILL TIPPING FEE'S	\$ 20.31
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 63,001.62
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 73,746.22
REVENUE COLLECTED FROM COMPOST SALES:	\$0.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00
REVENUE COLLECTED FROM DUMP SALES:	\$0.00
TOTAL TONS COLLECTED	3,631.03

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS	920	
COMPOST SOLD BY CUBIC YARDS		
MULCH SOLD BY CUBIC YARDS		
TOTAL:	920	0

