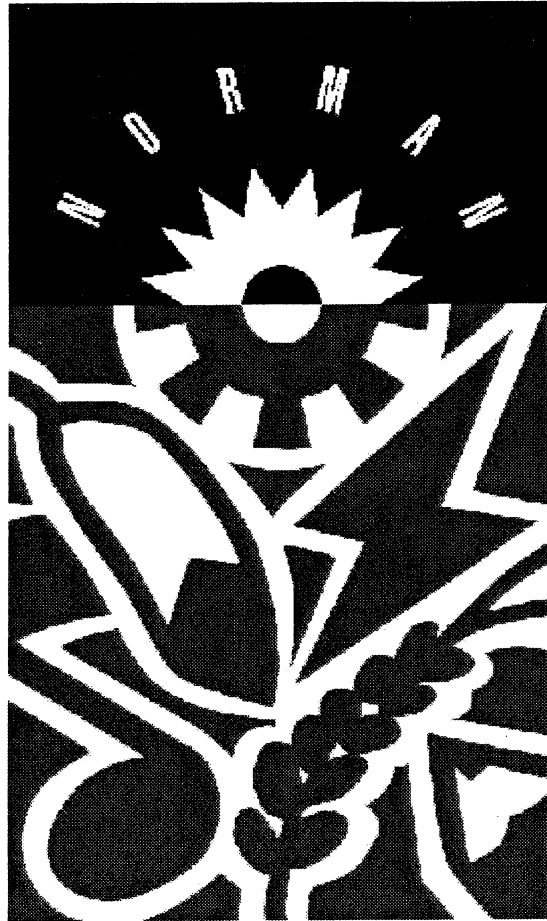


City of Norman



Monthly Departmental Report

September 2017

MONTHLY PROGRESS

**TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS**

City Clerk	1
Facility Maintenance	1A
City Manager	2
CIP Financial Status	2A
Community Relations	2B
Development Coordinator	2C
NORMAN FORWARD	2D
Finance	3
Accounting	3A
City Revenue Reports	3B
Utility	3C
Fire	4
Human Resources	5
Information Technology	6
Legal	7
Municipal Court	8
Parks	9
Westwood/Norman Municipal Authority	9A
Planning and community Development	10
Comprehensive Planning	10A
Development	10B
Revitalization	10C
Police	11
Animal Control	11A
Public Works	12
Utilities	13

CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
SEPTEMBER 2017**

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	14	111	Noise	0	33
Building Permits	6	181	Norman Forward Questions	0	1
CDBG	2	18	Parks and Recreation	18	262
City Clerk	10	*470	Planning	6	104
City Manager/Mayor	1	23	Police	33	367
Code Enforcement	63	751	Recycling	0	21
Engineering/Public Works	30	308	Sanitation	24	382
Finance	9	103	Sidewalks	10	46
Fire/Civil Defense	4	51	Storm Debris	0	48
Human Resources	0	28	Storm Water	12	*284
Information (General)	42	383	Streets	16	286
Information Technology	6	23	Street Lights	9	274
Legal	3	70	Traffic	29	335
Line Maintenance	12	155	Utilities	23	153
Municipal Court	9	45	WC Questions	0	0
			WC Violations	0	1
Total for August		391	Total FYE YTD		5,307

WC (Water Conservation)

* Volume due to Citywide Garage Sale
Volume due to Stormwater Utility Fee

LICENSES

28 new licenses were issued during the month of September. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	3	515	Bee Keeper	0	6
Class I Beer	2	144	Solicitor/Peddler (30 day)	0	8
Class II Beer	3	148	Solicitor/Peddler (60 day)	2	5
Mixed Beverage	0	65	Solicitor/Peddler (one day)	0	9
Mixed Beverage/Caterer	1	33	Coin-Operated Devices	0	493
Brewer or Distiller	0	4	Game Machines	0	255
Wine & Beer/Winemaker	0	11	Taxi/Motorbus/Limousine	0	6
Temporary Food (30 day)	9	40	Impoundment Yard	0	3
Temp Food (180 day)	3	35	Salvage Yard	0	1
Temp Food (one day)	2	34	Transient Amusement	0	1
Kennel	0	28	Special Event	3	34
Pawnbrokers	0	5	Special Event Beer	0	4
Retail Liquor Store	0	22	Sidewalk Dining	0	13

New Establishment/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Chixs & Styxs	529 Buchanan Avenue	Food Service, Class I Beer, Class II Beer, & Mixed Beverage/Caterer
Java Nova	3301 West Main Street	Food Service
Louie's Deli & Bar	529 Buchanan Avenue	Class II Beer
Tatsumaki Ramen	1300 Southeast 12 th Avenue, Suite 230	Class I Beer
The Porch	311 West Boyd Street	Class II Beer
Tino's Italian Eats and Sweets	734 Asp Avenue	Food Service

- 1 1 Day Temporary Food Permit was issued to Amore To Go for September 16, 2017
- 1 1 Day Temporary Food Permit was issued to 2 Okie Chics for September 23, 2017
- 1 30 Day Temporary Food Service License was issued to Fatt Boys Smoke Wagon for September 5, 2017 through October 3, 2017
- 1 30 Day Temporary Food Service License was issued to Hawaiian Snow for September 6, 2017 through October 7, 2017
- 2 30 Day Temporary Food Service License was issued to Hickory Farms for November 11, 2017 through December 31, 2017
- 1 30 Day Temporary Food Service License was issued to Ice Cream Delight OKC for October 7, 2017 through November 5, 2017
- 1 30 Day Temporary Food Service License was issued to Mutts Amazing Hot Dogs and Burgers for October 1, 2017 through October 31, 2017
- 1 30 Day Temporary Food Service License was issued to R 'Lil Diner for September 22, 2017 through October 22, 2017
- 1 30 Day Temporary Food Service License was issued to Snow Stop for September 1, 2017 through October 1, 2017
- 1 30 Day Temporary Food Service License was issued to Star South Steaks for September 29, 2017 through October 29, 2017
- 1 180 Day Temporary Food Service License was issued to Big Truck Tacos for September 6, 2017 through March 4, 2018
- 1 180 Day Temporary Food Service License was issued to Burritos El Tin-Tin for September 15, 2017 through March 8, 2018
- 1 180 Day Temporary Food Service License was issued to La Gordita Sabrosa for September 8, 2017 through March 7, 2018
- 1 Special Event License was issued to Campus Corner Association for September 2, 2017, September 16, 2017, October 7, 2017, October 28, 2017, and November 11, 2017 for OU Game Days
- 1 Special Event License was issued to Stash for September 8, 2017, for 2nd Friday Art Walk
- 1 Special Event License was issued to Tyler Media for September 2, 2017, September 16, 2017, October 7, 2017, October 28, 2017, and November 11, 2017 for OU Game Days
- 1 60 Day Door-to-Door Solicitor/Peddler License was issued to Edward Jones Investments for September 18, 2017 through November 16, 2017
- 1 60 Day Solicitor/Peddler License was issued to Sooner Bloomers for September 13, 2017 through November 11, 2017

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09-05-17	Adam Pitluk	Damages to garage and kitchen – claimant alleges on August 24, 2017, the City placed a huge mound of dirt and heavy equipment on his property, which resulted in clogged storm drains and flooding of the claimant’s garage and kitchen at 806 Dakota Street.	\$ 494.00
09-19-17	Jerry McCormick	Damages to vehicle – claimant alleges on April 19, 2017, his daughter’s car, legally parked, was struck by a Fire Department truck at McAlister’s Deli, 1440 West Lindsey Street.	\$ 1,282.27
09-21-17	Jonathan McCurry	Damages to vehicle – claimant alleges on September 2, 2017, his car was struck by a Police car while parked on the north bound side of Chautauqua Avenue.	\$ 915.68
09-22-17	Joan Strayer	Damages to fence – claimant alleges on August 31, 2017, mowing crew struck the fence damaging several of the metal pieces at 4020 Grange Hill Way.	\$ 462.40
09-28-17	Dorothy Walker	Damages to property – claimant alleges June 6, 2014, CON executed a two year easement agreement, which exceeded an additional year for the West Lindsey Street Widening Project and the property was not restored to its former condition, 2516 Briggs Street.	\$ 11,000

COMMUNITY PLANNING AND TRANSPORTATION

A City Council Community Planning and Transportation Committee meeting was held on September 28, 2017, to discuss Cleveland Area Rapid Transit (CART) Ridership Report including Saferide and Extended Service for the month of August 2017, creation of potential regulation for tiny houses and wedding venues, and regulations for pedicabs.

CONFERENCES

A City Council Conference was held on September 12, 2017, to discuss a Council media policy and review the FYE 2017-2018 Council goal setting results and Committee assignments.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on September 21, 2017, to discuss possible amendments to the City Council Ethics Ordinance.

SPECIAL SESSIONS

A Special Session was held on September 26, 2017, to discuss the acquisition of real property for recreational purposes currently owned by the Oklahoma Department of Mental Health and Substance Abuse Services located in the vicinity of East Robinson Street and 12th Avenue N.E. and East Robinson Street and 24th Avenue N.E.; and property currently owned by the University of Oklahoma along Lexington Avenue between Flood Avenue and Halley Avenue.

STUDY SESSIONS

A City Council Study Session was held on September 19, 2017, a presentation and discussion of the University North Park Master Development Plan and related matters.

FACILITY MAINTENANCE

1A

**City of Norman Facility Maintenance
September 2017 Monthly Hourly Materials Cost Report**

Craft	Location	Data			
		Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	82.00	\$1,000.71	\$0.00	\$1,000.71
	Building A	50.50	\$645.45	\$0.00	\$645.45
	Building B	110.50	\$1,435.99	\$0.00	\$1,435.99
	Building C	50.50	\$645.45	\$0.00	\$645.45
	Library	175.50	\$2,168.47	\$0.00	\$2,168.47
Custodial Total		469.00	\$5,896.07	\$0.00	\$5,896.07
Doors and Hardware	Administration Building-201	7.00	\$191.67	\$0.00	\$191.67
	Building A	1.00	\$26.57	\$0.00	\$26.57
	Fire Station 7	2.00	\$53.14	\$0.00	\$53.14
	Library	1.50	\$49.78	\$0.00	\$49.78
Doors and Hardware Total		11.50	\$321.16	\$0.00	\$321.16
Electrical	Animal Welfare	2.00	\$55.92	\$0.00	\$55.92
	Building A	2.00	\$57.86	\$0.00	\$57.86
	Building C	6.50	\$188.52	\$0.00	\$188.52
	Facility Maintenance	24.00	\$693.29	\$0.00	\$693.29
	Fire Station 4	4.00	\$115.71	\$0.00	\$115.71
	Fire Station 8	2.00	\$55.92	\$0.00	\$55.92
	Fleet Maintenance	16.00	\$461.87	\$0.00	\$461.87
	Parks-Community	12.00	\$345.74	\$0.00	\$345.74
	Sanitation	27.00	\$781.05	\$64.63	\$845.68
	Senior Citizens Center	3.00	\$86.78	\$1.84	\$88.62
	Traffic Control	7.50	\$211.62	\$0.00	\$211.62
	Water Reclamation Facility-Main Control House	0.50	\$14.95	\$0.00	\$14.95
	Water Reclamation Facility-Other	7.00	\$202.49	\$0.00	\$202.49
	Water Treatment Plant	1.00	\$28.93	\$0.00	\$28.93
	Westwood Clubhouse	10.00	\$289.28	\$0.00	\$289.28
	Westwood Equipment Maintenance	3.00	\$86.78	\$0.00	\$86.78
	Westwood Pool	4.00	\$115.71	\$0.00	\$115.71
Westwood Tennis Center	4.00	\$115.71	\$0.00	\$115.71	
Electrical Total		135.50	\$3,908.13	\$66.47	\$3,974.60
General Maintenance	Administration Building-201	2.00	\$53.14	\$60.80	\$113.94
	Library	6.00	\$168.85	\$0.00	\$168.85
	General Maintenance Total	8.00	\$221.99	\$60.80	\$282.79
Heating/Ventilation /Air Conditioning	Animal Welfare	17.00	\$508.26	\$0.00	\$508.26
	Building B	7.00	\$225.82	\$513.18	\$739.00
	Building C	18.00	\$538.16	\$468.00	\$1,006.16

**City of Norman Facility Maintenance
September 2017 Monthly Hourly Materials Cost Report**

Heating/Ventilation /Air Conditioning	Fire Station 8	18.00	\$538.16	\$0.00	\$538.16
	Line Maintenance	10.00	\$298.98	\$449.82	\$748.80
	Norman Investigations Center	3.00	\$89.69	\$0.00	\$89.69
	Police-Special Ops	4.00	\$119.59	\$0.00	\$119.59
	Sooner Theatre	14.00	\$402.21	\$48.61	\$450.82
	Transfer Station	4.00	\$119.59	\$0.00	\$119.59
	Water Reclamation Facility-Environmental Svs	6.00	\$179.39	\$0.00	\$179.39
	Water Reclamation Facility-Other	14.00	\$418.57	\$14.50	\$433.07
	Water Treatment Plant	33.00	\$969.16	\$146.90	\$1,116.06
Heating/Ventilation /Air Conditioning Total		148.00	\$4,407.56	\$1,641.01	\$6,048.57
Lighting	Administration Building-201	12.50	\$362.08	\$0.00	\$362.08
	Building A	8.00	\$230.45	\$20.43	\$250.88
	Building B	7.00	\$209.28	\$0.00	\$209.28
	Building C	3.00	\$86.78	\$51.18	\$137.96
	Fire Station 7	5.00	\$142.70	\$34.62	\$177.32
	Fleet Maintenance	2.00	\$57.86	\$0.00	\$57.86
	Library	9.00	\$261.32	\$0.00	\$261.32
	Police-Special Ops	1.00	\$46.43	\$0.00	\$46.43
	Senior Citizens Center	7.50	\$215.50	\$14.58	\$230.08
	Transfer Station	7.00	\$202.49	\$0.00	\$202.49
	Westwood Tennis Center	2.00	\$57.86	\$0.00	\$57.86
Lighting Total		64.00	\$1,872.75	\$120.81	\$1,993.56
Miscellaneous	Administration Building-201	2.00	\$53.14	\$0.00	\$53.14
	Animal Welfare	2.00	\$53.14	\$0.00	\$53.14
	Building A	4.50	\$175.87	\$0.00	\$175.87
	Facility Maintenance	12.00	\$346.73	\$0.00	\$346.73
	Fire Station 4	1.00	\$26.57	\$0.00	\$26.57
	Norman Investigations Center	5.00	\$132.84	\$0.00	\$132.84
Miscellaneous Total		26.50	\$788.29	\$0.00	\$788.29
Plumbing	12th Avenue Rec Center	2.00	\$53.14	\$0.00	\$53.14
	Administration Building-201	4.00	\$106.28	\$0.00	\$106.28
	Building A	5.00	\$132.84	\$0.00	\$132.84
	Building B	2.00	\$53.14	\$0.00	\$53.14
	Building C	15.00	\$497.84	\$152.28	\$650.12
	Facility Maintenance	5.00	\$135.20	\$0.00	\$135.20
	Fire Station 1	1.00	\$26.57	\$0.00	\$26.57
	Fire Station 2	1.00	\$26.57	\$0.00	\$26.57
	Fire Station 4	5.00	\$132.84	\$0.00	\$132.84
	Fire Station 5	2.00	\$53.14	\$0.00	\$53.14
	Fire Station 6	3.00	\$79.71	\$0.00	\$79.71

**City of Norman Facility Maintenance
September 2017 Monthly Hourly Materials Cost Report**

Plumbing										
Fire Station 7	7.00	\$199.30	\$139.88	\$339.18						
Fire Station 9	2.00	\$53.14	\$28.58	\$81.72						
Library	6.00	\$159.41	\$0.00	\$159.41						
Parks-Andrews	4.00	\$106.28	\$0.00	\$106.28						
Parks-Community	7.00	\$185.98	\$0.00	\$185.98						
Parks-Griffin	2.00	\$53.14	\$0.00	\$53.14						
Parks-Neighborhood	23.00	\$611.08	\$0.00	\$611.08						
Parks-Reaves	4.00	\$106.28	\$0.00	\$106.28						
Senior Citizens Center	3.00	\$79.71	\$0.00	\$79.71						
Sooner Theatre	12.00	\$328.81	\$1.95	\$330.76						
Water Treatment Plant	2.00	\$53.14	\$0.00	\$53.14						
Westwood Clubhouse	9.00	\$239.12	\$0.00	\$239.12						
Westwood Equipment Maintenance	3.00	\$79.71	\$0.00	\$79.71						
Westwood Pool	2.00	\$53.14	\$0.00	\$53.14						
Plumbing Total	131.00	\$3,605.49	\$322.69	\$3,928.18						
Grand Total	993.50	\$21,021.44	\$2,211.78	\$23,233.22						

CITY MANAGER

2

CIP FINANCIAL STATUS 2A

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS

		10/12/2017		
Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
FIRE				
EF0180; BP0356	10/2/2017 Fire Admin Remodel	\$0	\$40,000	Capital Fund 50
UTILITIES				
	10/2/2017			
WA0305	Berry Road Phase 3/Main Street WL	\$0	\$50,000	Water Fund 031
WW0062	Royal Oak FM Rehab	\$0	\$250,000	Sewer Maintenance Fund 321
WW0065	WRF Phase 2 Improvements	\$0	\$200,000	Sewer Excise Tax 322
WW0065	WRF Phase 2 Improvements	\$0	\$500,000	Water Reclamation Fund 032
WW0120	Woodcrest Interceptor	\$0	\$275,000	Sewer Excise Tax 322
PUBLIC WORKS	none			
POLICE	none			
INFORMATION TECHNOLOGY	none 10/2/17			
PLANNING	none			
PARKS AND RECREATION	none			
CITY CLERK	none			
Notes				
* Source of information Quarterly CIP Reports and Project Managers.				
** Project numbers correspond to the projects identified in the adopted Capital Improvements Plan.				

COMMUNITY RELATIONS

2B

Community Relations' Office September 2017

	July 2017	August 2017	September 2017
Number of Press Releases	9	7	11
Media Contacts	10	8	11
Norman News Members	863	878	885
Website Visits	188,376	179,233	160,027
Facebook Likes	6,605	6,862	7,131
Twitter Followers	3,229	3,321	3,383
NORMAN FORWARD Quarterly Report	1		
Weekly Electronic Manager's Report	4	4	5
Citizen's Satisfaction Survey			
Annual Media Training for Staff			

DEVELOPMENT COORDINATOR 2C

City of Norman - Development Coordinator Monthly Report September 2017

Below are activities and projects that the Development Coordinator has been involved with during the month of September 2017.

General Inquiries, Contacts and Meetings

- City Council Meeting
- City Council Study Session
- East Library Construction Meeting
- Central Library Construction Meeting
- City-Wide Construction Coordination Meeting
- Economic Development Professionals Meeting

Building Permit and Plat Application Meetings

- Discussed development requirements for new commercial development
- Assisted homeowners in permit requirements and regulations for home in East Norman
- Discussed requirements with staff and project representative for industrial development project
- Met with project representatives and staff to discuss permit requirements for a private school.
- Assisted representatives and staff in discussions regarding Norman Public School project.
- Met with staff and organization representatives regarding a new project for the Norman Downtowners.

Development Process Improvements

- ***Customer Service Survey for Development Services Division*** –The latest round of surveys for the September 2017 CO'ed projects has been sent.
- ***Building Permit Outreach Program*** – work continues on this project, and contacts continue being made with building permit applicants that fall into the criteria outlined in the plan concept. Periodic follow-up checks (generally every two weeks) continue taking place. The reaction to the program continues to be positive.
- ***ICC and NFPA Code Clarification Project*** – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear.

###

NORMAN FORWARD 2D



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920 W Main
Oklahoma City, OK 73106
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MONTHLY REPORT – SEPTEMBER 2017

NORMAN FORWARD

DATE: October 11, 2017

PROJECT: NORMAN FORWARD
PROJECT NO: 16-003

REPORT PERIOD: September 1 through September 30, 2017

WORK THIS MONTH

1. Tuesday, September 5, 2017 | 8:30 a.m. | East Library Construction Meeting
 - a. Weekly on-site construction meeting with City Staff, Globe Construction Co., MSR, and ADG to discuss critical path issues
2. Tuesday, September 5, 2017 | 11:00 a.m. | Central Library Construction Meeting
 - a. Weekly on-site construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
3. Thursday, September 7, 2017 | 5:30 p.m. | Parks Board Meeting
 - a. Presentation for approval of the Reaves Park Master Plan by Halff and Associates
4. Monday, September 11, 2017 | 9:30 a.m. | Meeting to Discuss East Library Fire Suppression Drawing Revisions
 - a. Meeting on site to discuss fire suppression for the East Library with the fire marshal and Globe Construction
5. Monday, September 11, 2017 | 11:00 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
6. Tuesday, September 12, 2017 | 8:30 a.m. | East Library Construction Meeting
 - a. Weekly on-site construction meeting with City Staff, Globe Construction Co., MSR, and ADG to discuss critical path issues
7. Tuesday, September 12, 2017 | 11:30 a.m. | Central Library Jobwide Safety Luncheon
 - a. Flintco-hosted luncheon to celebrate incident-free first quarter construction
8. Tuesday, September 12, 2017 | 6:30 p.m. | City Council Meeting
 - a. Agenda Item 28 Contract K-1718-47: A contract by and between the City of Norman, Oklahoma, and James K. Johnson in the amount of \$30,000



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- funded through the NORMAN FORWARD Public Arts Fund for the purchase of a sculpture to be placed at the East Branch Library
9. Wednesday, September 13, 2017 | 3:30 p.m. | Teleconference Central Library
 - a. Teleconference to discuss relocation of change order for emergency generator location and panel
 10. Monday, September 18, 2017 | 3:00 p.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
 11. Tuesday, September 19, 2017 | 8:30 a.m. | East Library Construction Meeting
 - a. Weekly on-site construction meeting with City Staff, Globe Construction Co., MSR, and ADG to discuss critical path issues
 12. Tuesday, September 19, 2017 | 11:00 a.m. | Central Library Construction Meeting
 - a. Weekly on-site construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
 13. Wednesday, September 20, 2017 | 9:00 a.m. | Westwood Family Aquatic Center Construction Meeting
 - a. Regular construction meeting with McNatt and Waters Edge to discuss construction progress, critical path, and any project issues
 14. Friday, September 22, 2017 | 10:00 a.m. | Parks Master Plans Coordination Meeting
 - a. Meeting with PDG, Halff and Associates, Parks & Recreation Staff, and ADG to discuss appropriate phasing and program movement for the construction of Griffin and Reaves Parks per the new Master Plans
 15. Friday, September 22, 2017 | 1:30 p.m. | East Library AV/IT Review
 - a. Review of owner, operator, and contractor AV and IT responsibilities for the East Library for construction coordination purposes
 16. Monday, September 25, 2017 | 3:00 p.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
 17. Tuesday, September 26, 2017 | 8:30 a.m. | East Library Construction Meeting
 - a. Weekly on-site construction meeting with City Staff, Globe Construction Co., MSR, and ADG to discuss critical path issues
 18. Tuesday, September 26, 2017 | 4:00 p.m. | Teleconference Central Library
 - a. Teleconference to discuss potential change order no. 10
 19. Friday, September 29, 2017 | 11:00 a.m. | Teleconference East Library
 - a. Teleconference with James Johnson and Globe Construction to discuss site needs for the East Library public art
 20. Westwood site visits for observation: 22
 21. East Library site visits for observation: 12
 22. Central Library site visits for observation: 16



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WORK ANTICIPATED THE UPCOMING MONTH

- Westwood Family Aquatic Center ongoing construction
- East Library ongoing construction
- Central Library ongoing construction
- Griffin Park Master Plan construction documents
- Reaves Park Master Plan presentation to Council Conference
- Westwood Indoor Tennis Facility budget evaluation
- Continued development of standardized contracts for use with architectural, design, and construction consultants
- Continued discussion of project budgets
- Continued discussion of indoor multi-sport facility project development
- Continued discussion of indoor aquatic center project development
- Continued discussion of senior center location and funding options

PROJECTS STATUS

1. East Library
 - a. Schedule: Construction contract awarded February 28, 2017
 - b. Budget: Within budget
 - c. Issues: No known issues
2. Central Library
 - a. Schedule: Construction contract awarded April 25, 2017
 - b. Budget: Within budget
 - c. Issues: No known issues
3. Westwood Family Aquatic Center
 - a. Schedule: Delay days submitted by McNatt; under review
 - b. Budget: Within budget
 - c. Issues: Delay days submitted by McNatt; under review
4. Griffin Park Master Plan
 - a. Schedule: Design contract awarded March 14, 2017
 - b. Budget: Phase I within budget
 - c. Issues: No known issues
5. Reaves Park Master Plan
 - a. Schedule: Design contract awarded March 28, 2017
 - b. Budget: Cost estimate in progress
 - c. Issues: No known issues
6. Westwood Indoor Tennis Facility
 - a. Schedule: Design contract awarded Tuesday, June 27
 - b. Budget: Under evaluation
 - c. Issues: No known issues
7. Norman Forward Program Management



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- a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Adopted on June 28, 2016
 - d. Issues:
 - Continued discussion regarding lease for indoor multi-sport facility
 - Continued discussion regarding operator for indoor multi-sport facility
 - Continued discussion regarding operator for indoor aquatic center
 - Continued discussion regarding senior center location, commercial kitchen inclusion, and potential budget impact
-

SUBMITTED BY: ADG Team - Leslie Tabor, Kyle Lombardo, William Harrell, Mike Mize

CITY OF NORMAN

Department of Finance
Monthly Report – September 2017

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

Utility Services Division:

The Meter Reading Division read 37,772 meters. Out of 77 meter reading routes, 40 (51.9%) were read within the targeted 30-day reading cycle. All routes were read by the 34th day. No routes were estimated in September.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are on target for the month of September at -0.11%. Revenues from the City's largest single source of revenue, sales tax, are below target at -1.9% for the year to date and 0.2% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 18 Budget To Date	FYE 18 Actual To Date	FYE 17 Actual To Date	FYE 16 Actual To Date
Sales Tax Revenue	\$9,689,889	\$9,507,659	\$9,484,771	\$10,040,588
General Fund Revenue	\$19,071,765	\$17,264,466	\$17,440,916	\$17,795,138
General Fund Expenses	\$19,838,737	\$16,718,402	\$18,188,594	\$19,506,475

Administration Division

	FYE 18		FYE 17	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	4,912.00	320.00	320.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	10.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	4,922.00	320.00	320.00
Benefit Hours Taken	36.00	573.00	32.00	32.00
TOTAL ACCOUNTABLE STAFF HOURS	284.00	4,349.00	288.00	288.00
 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	 0.00	 0.00		
Total Regular Hours Available	0.00	290.50	41.50	41.50
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	290.50	41.50	41.50

ACCOUNTING 3A

Accounting Division

	FYE 18		FYE 17	
	September	YTD	September	YTD
Total Regular Hours Available	960.00	15,280.00	960.00	960.00
Total Comp Time Available	4.25	27.50	1.00	1.00
Total Overtime Hours	0.00	29.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	964.25	15,336.50	961.00	961.00
Benefit Hours Taken	130.75	1,766.75	143.50	143.50
TOTAL ACCOUNTABLE STAFF HOURS	833.50	13,569.75	817.50	817.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS

3B

City Revenue Report
FYE 18
September

FYE 17
September

Total Revenue Received (\$)	\$1,257,506	(\$1,257,506)
Utility Payments - Office (#)	2,650	(2,650)
Utility Payments - Office (\$)	\$487,582	(\$487,582)
Lockbox (#)	17,110	(17,110)
Lockbox (\$)	\$2,151,184	(\$2,151,184)
IVR Credit Card (#)	1,470	(1,470)
IVR Credit Card (\$)	\$181,384	(\$181,384)
Click to Gov (#)	4,346	(4,346)
Click to Gov (\$)	\$474,142	(\$474,142)
UT Credit Card Payments (#)	1,195	(1,195)
UT Credit Card Payments (\$)	\$126,687	(\$126,687)
Art Donations (#)	160	(160)
Art Donations (\$)	\$203	(\$203)
Bank Draft Payments (#)	5,428	(5,428)
Bank Draft Payments (\$)	\$609,572	(609,572)
Utility Deposits (#)	35	(35)
Utility Deposits (\$)	\$1,050	(\$1,050)
Fix Payments (#)	0	0
Fix Payments (\$)	\$0	\$0
Processed Return Checks (#)	40	(40)
Processed Return Checks (\$)	(\$11,321)	\$11,321
Other Revenue Transactions (#)	317	(317)
Other Revenue Received (\$)	\$7,842,942	(\$7,842,942)
Accounts Receivable Payments (\$)	\$182,905	(\$182,905)
Accounts Receivable - Credit Card #	2	(2)
Accounts Receivable - Credit Card \$	\$1,128	(\$1,128)
Municipal Court - Fines/Bonds (\$)	\$123,029	(\$123,029)
Municipal Court - Credit Card (#)	679	(679)
Municipal Court - Credit Card (\$)	\$114,233	(\$114,233)
Municipal Court - C2G (#)	472	(472)
Municipal Court - C2G (\$)	\$38,070	(\$38,070)
Building Permits Cash Report (\$)	\$162,672	(\$162,672)
Building Permits Credit Card (#)	139	(139)
Building Permits Credit Card (\$)	\$46,948	(\$46,948)
Building Permits C2G (#)	98	(98)
Building Permits C2G (\$)	\$9,892	(\$9,892)
Occupational License - Bldg Insp. (\$)	\$2,700	(\$2,700)
Occupational License - Bldg Insp. CC (#)	15	(15)
Occupational License - Bldg Insp. CC (\$)	\$2,500	(\$2,500)
Business License - City Clerk (\$)	\$1,665	(\$1,665)
Business License - City Clerk CR CD (#)	5	(5)
Business License - City Clerk CR CD (\$)	\$1,380	(\$1,380)
Convenience Fees - All Payments (#)	6,947	(6,947)
Convenience Fees - All Payments (\$)	\$24,522	(\$24,522)
Bank Drafts Billed (#)	7,514	(7,514)
Bank Drafts Billed (\$)	\$900,543	(\$900,543)
Interdepartmental Billing (#)	156	(156)
Interdepartmental Billing (\$)	\$28,163	(\$28,163)
Accounts Receivable Billed (\$)	\$307,999	(\$307,999)

Budget Services Division

	FYE 18		FYE 17	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	4,480.00	160.00	160.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	160.00	4,480.00	160.00	160.00
Benefit Hours Taken	24.00	664.00	40.00	40.00
TOTAL ACCOUNTABLE STAFF HOURS	136.00	3,816.00	120.00	120.00
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 18		FYE 17	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	752.00	12,022.00	800.00	800.00
Total Comp Time Available	11.75	332.75	29.75	29.75
Total Overtime Hours	27.25	474.50	2.50	2.50
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	791.00	12,829.25	832.25	832.25
Benefit Hours Taken	91.25	2,258.75	186.50	186.50
TOTAL ACCOUNTABLE STAFF HOURS	699.75	10,570.50	645.75	645.75
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	31.00	133.75	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	31.00	133.75	0.00	0.00

UTILITY 3C

Utility Division

	FYE 18		FYE 17	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,240.00	37,608.00	2,144.00	2,144.00
Total Comp Time Available	2.00	8.50	0.00	0.00
Total Overtime Hours	104.00	298.00	17.75	17.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,346.00	37,914.50	2,161.75	2,161.75
Benefit Hours Taken	235.00	4,208.50	293.00	293.00
TOTAL ACCOUNTABLE STAFF HOURS	2,111.00	33,706.00	1,868.75	1,868.75
 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 18		FYE 17	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	3,960.00	320.00	320.00
Total Comp Time Available	0.00	24.25	0.00	0.00
Total Overtime Hours	12.75	48.50	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	172.75	4,032.75	320.00	320.00
Benefit Hours Taken	24.00	415.00	56.00	56.00
TOTAL ACCOUNTABLE STAFF HOURS	148.75	3,617.75	264.00	264.00
PERMANENT PART-TIME				
Total Regular Hours Available	113.50	609.25	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	113.50	609.25	0.00	0.00
Benefit Hours Taken	4.00	12.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	109.50	597.25	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

Drive-up Window and Mail Payments

	FYE 18 September	FYE 17 September
Mail Payments - Lockbox		17,110
Mail Payments - Office		234
Mail Payments - Subtotal	0	17,344
Night Deposit		441
Click-to-Gov Payments		4,346
IVR Payments		1,470
Without assistance payments - Subtotal	0	6,257
Drive-up window & inside counter		2,650
Credit Card machine payments (swipe)		833
Credit Card machine payments (phone)		362
With assistance payments - Subtotal	0	3,845
Total Payments Processed - Subtotal	0	27,446
Bank Draft (ACH) Payments		5,428
Total Payments (Utility)	0	32,874
Total Convenience Fees - all Payments		18,535
Grand Total Payments	0	51,409

Traffic Counter at Drive-up Facility

Night Drop *		592
8-5 Drive-up Window Customers *		4,433
Total Traffic Counter	0	5,025

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

Meter Reading Division

	FYE 18		FYE 17	
	September	YTD	September	YTD
Number of Meters Read	37,772	566,753	36,517	36,517
New Service	825	12,789	731	731
Request for Termination	745	12,548	715	715
Delinquent On(s)	122	3,347	164	164
Delinquent Offs	167	4,790	255	255
Collect Deposit Tags Hung	49	578	36	36
Collect Deposit Cut Offs	31	444	23	23
Blue Tags	11	409	34	34
Number of Meters Re-read	1,509	24,080	1,637	1,637
Meters Cleaned	23	748	28	28
Customer Assists	3	599	47	47
Meters Pulled	0	7	1	1
Meters Re-set	0	5	0	0
Meter Exchanges	39	736	20	20
TOTAL	41,296	627,833	40,208	40,208

Utility Division Activity Report

	FYE 18		FYE 17	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	41,466	586,950	42,020	42,020
New Ons	1,194	11,165	981	981
Final Accounts Billed	896	10,667	765	765
TOTAL ACCOUNTS BILLED	43,556	608,782	43,766	43,766

FIRE DEPARTMENT

4



NFD Monthly Progress Report September 2017

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	22	1.73%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	815	64.17%
4 - Hazardous Conditions (No Fire)	30	2.36%
5 - Service Call	114	8.98%
6 - Good Intent Call	201	15.83%
7 - False Alarm & False Call	80	6.30%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.16%
Incomplete Reports	6	0.47%
Total Incident Count (Unique Calls)	1270	100.00%
Number of Total Unit Responses	1556	

Total Fire Loss \$50,800.00

Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	240	279	0:04:39
Station #2	165	352	0:05:52
Station #3	230	332	0:05:32
Station #4	161	293	0:04:53
Station #5	64	447	0:07:27
Station #6	35	430	0:07:10
Station #7	90	328	0:05:28
Station #8	85	245	0:04:05
Station #9	195	323	0:05:23

NFD Monthly Progress Report September 2017

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Chief 301	11		2	2	1	1	1	3	1	
Chief 302	19	3	2	4	1	1	1	3	2	2
Chief 303	21	5	3	3	4			3	1	2
Chief 304	1	1								
Engine 1	256	238	4	5				4		5
Brush 1	1	1								
Engine 2	173	2	165	1	4			1		
Brush 2	1			1						
Engine 3	240	5		228				2		5
Brush 3	1			1						
Engine 4	167	1	2		161			2	1	
Engine 5	65					64				1
Brush 5	65					64				1
Tanker 5	1					1				
Engine 6	37					1	35			1
Brush 6	37					1	35			1
Squad 7	128	9	8	6	5		1	90	3	6
Engine 8	95		1		2			7	85	
Tanker 8	2							1	1	
Engine 9	186	4		1	1			1		179
Brush 9	3						1			2
Tanker 9	2						1	1		
Ladder 9	29	4	3	1	2			3		16
Gator 1	1			1						
Fire Marshal 2	4	1	1		1					1
Fire Marshal 3	4	1		1			1			1
Fire Marshal 4	4		1	1	1		1			
Fire Marshal 5	2	1		1						
	1556	276	192	257	183	133	77	121	94	223

Community Outreach

Tours	12	350 Kids/Parents - Students/Teachers
Special Events	10	Halos & Horns, Hot Dog Howdy, Fall Festival, Homecoming Parades, Touch-A-Truck, Safety Events, Etc

Burn Permits

Burn Permits Issued	106	Total of 14 Burn Days
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Training

Personnel Training Hours	1802	Total number of training credit hours taken by NFD Personnel
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**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
September 2017**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		196	201
Re-Inspections		29	60
Residential Inspections			
Plan/Platt Review		60	64
Company Inspections			
Re-Inspections			
Total Inspections		225	261

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries			
Smoke Detectors Installed		14	10.5

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		25	35.5
Fire Education Classes		5	5

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		111	171
Investigations		8	16.5
Investigative Activities		8	19
Miscellaneous/Special	Lexipol / New World / Total Solutions Training		

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: September 2017
Mitigation:	
Outdoor Warning System	Preparation for the next storm season, repaired-replaced items as needed
Safe room Program	Pending response for adding additional participants for the program. 1 original participant is still in progress
Preparedness:	
Briefing to Boy Scouts for Merit Badge	September 1
Aid Station for Campus Corner	September 2
Amateur Radio Testing	September 7
Aircraft Owners and Pilots Association Fly In at Max Wertheimer Airport	September 8-9
Local Emergency Preparedness Committee Meeting	September 13
Badging and Credentialing policy meeting	September 14
Aid Station for Campus Corner	September 16
Comprehensive Planning Meeting	September 18
Emergency Response Volunteer Meeting	September 14
Long Term Care Facility Workshop	September 29
Response:	
	N/A
Recovery:	
	N/A

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
September, 2017

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held eleven (11) meetings with management personnel to discuss employee issues
- Held two (2) meetings with individual employees to address their concerns
- Held one (1) pre-disciplinary meeting – Water Treatment
- Held one (1) return to work meeting – Police
- Held two (2) meetings to investigate employee complaints
- Participated in Customer Service Supervisor interviews

B. Grievances (active AFSCME and Non-Union)

- AFSCME Grievance FYE18-05 – Gilmore (Water Treatment) – denial of working out class pay
- AFSCME Grievance FYE18-04 – Goldsby (Street Maint.) – favoritism/co-worker issue *Resolved*
- AFSCME Grievance FYE18-03 – Wray (Water Treatment) – denial of merit increase *Resolved*
- AFSCME Grievance FYE18-02 – Lake (Police Comm.) – denial of overtime work
- AFSCME Grievance FYE17-02 – Goldsby (Street Maint.) – demotion *Union has requested arbitration.*
- AFSCME Grievance FYE14-06 - Green (Sewer Line Maint.) – termination *District Court Judge vacated the arbitrator's decision. Pending action- settle Green's employment issues with the City or schedule another arbitration.*

C. Collective Bargaining

- Held one (1) consultation with AFSCME regarding the 10-hour work days

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed September 2017 Employee Newsletter
- Reconciled 2017 United Way Campaign pledge donations with cookout
- Processed invoices and reconciled expense accounts
- Coordinated & worked the United Way Cookout and Bake Sale

BENEFITS

- Conducted 10 new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products
- Reconciliation of health, dental, and supplemental products
- Continued education of plan documents
- Held approximately 17 one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately 95 phone calls discussing benefits and claims
- Assisted one employee with getting personal case managers to assist with claims, treatment, etc.
- Working with VSP to reconcile Vision billing
 - Gathering information from Finance to review past payments
- Assisted Gallagher Benefit Services with updating Revenue Model
 - Includes verifying number of employees and dependents on medical plan
 - Includes review of premiums
- Meeting with Gallagher Benefit Services to review plan language and to discuss possible changes to plans
- Meeting with American Fidelity to review current supplemental product offered; discussion of new products and possibility of additional services
- Meeting with Washington National to review current supplemental products offered; discussed process of Open Enrollment and schedule for upcoming meetings
- Meeting with CareATC to discuss their proposal of an on-site clinic for City of Norman
- Mailed approximately 810 Medicare Part B Notices to all full-time employees
 - Obtained new addresses as a result of returned mail
 - Communicated address changes to Compensation and Payroll
- Worked with Norman Regional to schedule The City of Norman's upcoming Flu Shot Clinic
 - Communicated with departments regarding date, time, and locations
- Worked with Oklahoma Blood Institute to schedule The City of Norman's Annual Blood Drive

COMPENSATION

New Hires - 11

Dept./Div.	Position	Number of Employees
Municipal Court	Juv. Comm. Svs. Asst. (PT)	1
Municipal Court	Deputy Marshal (PT)	1
Information Technology	Systems Support Tech	1
Information Technology	Business Systems Analyst	1
Finance/Utilities	Customer Account Specialist	1
Police/Admin.	Police Standards Adm.	1
Police/Animal Welfare	Animal Welfare Tech	1
Utilities/Sanitation	Sanitation Worker I	1
Parks/Park Maintenance	Maintenance Worker I	2
Parks/Recreation	Tennis Shop Attendant (PT)	1

Separations - 9

Dept./Div.	Position	Number of Employees
City Clerk/Custodial Svs.	Custodian (PPT)	1
Public Works/Storm Water	Maintenance Worker II	1
Utilities/Water Treatment	Plant Operator	1
Utilities/Water Reclamation	Laborer (PT)	1
Utilities/Water Line Maint.	Maintenance Worker I	1
Utilities/Water Treatment	Custodian (PPT)	1
Parks/Recreation	Special Instructor I (PT)	1
Parks/Golf	Golf Course Attendant (PT)	2

Promotions - 5

Dept./Div.	Position	Number of Employees
Utilities/Water Treatment	Laboratory Technician	1
Police/Staff Svs.	Admin Tech III	1
Police/Patrol	Police Lieutenant	1
Utilities/Water Treatment	Plant Operator	1
Parks/Recreation	Recreation Leader I (PPT)	1

SURVEYS

No surveys conducted this month.

RECRUITMENT

Accepted applications for the following positions:

- Juvenile Community Services Supervisor (PT)/Municipal Court
- Parks Temporary Laborer (PT), Parks & Recreation/Park Maintenance
- Community Center Assistant (PT), Parks & Recreation/Recreation
- Special Instructor I: After School (PT), Parks & Recreation/Recreation
- Deputy Marshall (PT), Municipal Court
- Recreation Leader I (PPT), Parks & Recreation/Recreation
- Custodian (PPT), City Clerk/Custodial Services
- Laboratory Intern (PPT), Utilities/Water Treatment Plant
- Customer Service Representative I, Finance/Utility Services
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Communications Officer I, Police/Emergency Comm. Bureau
- Public Works Superintendent, Public Works/Streets
- Sanitation Worker I, Utilities/Sanitation
- Laboratory Technician, Utilities/Water Treatment Plant
- Maintenance Worker II, Utilities/Water Reclamation Facility
- Plant Operator, Utilities/Water Treatment Plant
- Police Records Clerk, Police/Staff Services
- Animal Welfare Center Manager, Police/Animal Welfare
- Maintenance Worker II, Public Works/Stormwater
- Maintenance Worker II, Utilities/Sewer Line Maintenance

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	385	Written Exams	1
Phone	460	Practical Testing/Assessment Center	1
Mail	235	Panel Board Interviews	5
Email	190	Promotions	5
Total Subscribers on E-mail Vacancy List	3319	Oral Interviews	2
Total Visits to City of Norman HR website	2234	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	6	Advertisements Placed	7
Pre-Employment Drug Screens	9	Applications Received	112
Pre-Employment Physicals	4	Job Announcements Emailed	60

TRAINING AND DEVELOPMENT

Conducted training for ten (10) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Conduct, Social Media and IT Acceptable Use policies.

SAFETY

- Walkthrough inspections were conducted at ten (10) facilities
- Safety meetings were held for all departments covering Fire Extinguisher Safety
- Safety material documents were sent to divisions each week
- Conducted ten (10) new employee orientations
- Held one (1) Return to Work Meeting (Facility Maintenance)
- Conducted PEOSH consultation audits at Streets Facility & Park Maintenance
- Conducted Safety Committee Meeting at Fire Station # 8

Recordable Injuries – 5

Dept./Division	Nature of the injury	Activity	Prognosis
Fire/ Firefighter	Back strain	Strained back during duty hours	Work restrictions
Police/ Patrol	Left wrist strain	During foot pursuit, tripped & landed on wrist	Work restrictions
Police/ Investigations	Broken left middle & ring fingers	Fell on stairs landing on left hand	Work restrictions
Utilities/ Line Maintenance	Lumbar strain	Stepped in hole while in a field & hurt lower back	Work restrictions
Utilities/ Sanitation	Upper back strain	Strained back while lifting couch	Work restrictions

Recordable Injuries per calendar year. CY2017 is current year to date:

2017	2016	2015
53	69	70

Vehicle Collisions - 3

Division	Description of Collision	Status
Police/ Patrol	Citizen backed into Police Unit during traffic stop	“No Fault”

Finance/ Meter Services	City vehicle was rear-ended by citizen while reading meters	“No Fault”
Utilities/ Line Maint.	Vehicle struck City vehicle while attempting to maneuver through 7-11 parking lot	“No Fault”

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

2018	2017	2016	2015	2014	2013
1	17	13	10	23	15

CITY OF NORMANInformation Technology Department
Monthly Report –September 2017.

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 and business review process.	In Progress - Team is working with software vendors to finalize pricing. Project team meets weekly to discuss milestones. Currently working contracts for Council review.
PD body camera and patrol car dash camera infrastructure build.	Introduces technology to help police officers and citizens with increased security by providing video and audio evidence on a case-by-case basis.	In live testing: IT techs will train on data uploads from cameras. IT Data Storage Upgrade project will assist in storing data
Website Rebuild/Redesign	Our current design is 6 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Planning: Meeting with PIO's, CCO - exploring vendors and purchasing options, RFP in development.
Datacenter Storage Upgrade	\$1.4M project to add storage and improved technology to expand the amount of storage available for daily data storage, backups, and disaster recover.	In Implementation: EMC systems hardware install complete. Old systems removal complete. Configuration of systems and connectivity 95% complete.

Water Reclaim Facility network closet construction and redundant cooling for equipment	Enhance our existing network infrastructure, which is currently in a very high temperature environment, which degrades the equipment life.	In Progress : AC upgrade complete, room build complete, Hardware and Software installation complete. Room to be sealed Late Sept.
Fiber Optic Installation for redundant loop	Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.	In Construction: Conduit and junction box placement complete. Fiber connection and move complete for Phase I. Planning Phase II.
Water Treatment Facility Fiber connectivity	This will replace the existing network connections with fiber connectivity which will greatly enhance speed and help to complete our connectivity to remote sites. There is a cost savings initiative and partnership with Cleveland County.	Holding: Right of Way approved 10/13/15. Have hit a snag on a small amount of right of way that will delay the project. Discussing ROW with land owners to negotiate a path.
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 reviewing options for purchase.
Active Directory/Domain Controller Upgrade	Current Operating system is MS 2003 and needs to be upgraded to MS 2008	2008 R2 installed prepping for Domain Controller Upgrades on 2 DC Servers
TAMS/FASTER Integration for City's NAPA Parts Room.	City of Norman and NAPA will integrate a program that will download data nightly from NAPA'S TAMS into the City's FASTER Fleet management Software, eliminating the need for NAPA to manually enter the data into FASTER	

<p>Installation of fiber optic cable along Main Street from 24th Avenue West to 36th Avenue West with switches at 26th Street/Interstate Drive, I-35 Interchange, Ed Noble Parkway, and 36th Avenue West.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure</p>	<p>Construction began around June 1. Near full completion.</p>
<p>Installation of fiber optic cable along Robinson Street from Peters Avenue to 12th Avenue NE with switches at Porter Avenue, Findlay Avenue, and 12th Avenue NE.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure</p>	<p>Construction to begin around June 1.</p>
<p>Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure</p>	<p>Construction to begin around June 1.</p>
<p>Wireless phone bills audit for cost savings.</p>	<p>Cost savings for telecommunications, waste elimination.</p>	<p>In Progress</p>
<p>Water tower and mono-pole contract negotiations.</p>	<p>Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.</p>	<p>Ongoing</p>
<p>IT main computer room return air system improvements.</p>	<p>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.</p>	<p>In Planning FYE18</p>
<p>License Plate Reader System</p>	<p>Improves the ability to identify stolen vehicles and vehicles with outstanding citations.</p>	<p>System is installed and in use - data connection with LERMS being evaluated</p>

Credit Card installs at Rec Centers	Allow citizens to pay class fees, after school fees, etc. at the rec centers.	In Discussion
Replacement of fiber optic cable along Lindsey Street from 24th Avenue SW to Berry Road includes a new traffic signal with fiber optic switch on Lindsey Street at Wylie Road.	New fiber with connections to three signals including new signal at Wylie--will require IP addresses	In progress with Lindsey Street Widening project.
Westwood Fuelmaster Merger	Merge Westwood Golf from Phoenix SQL to the Fuelmaster Fuel System, making all city fuel keys congr	
Installation of fiber optic cable along Boyd Street from Berry Road to Classen Boulevard with switches at Berry Road, Flood Avenue, Chautauqua Avenue, Elm Avenue, University Boulevard, Asp Avenue, and Classen Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Complete.
Installation of a new traffic signal on Robinson Street at 48th Avenue NW with a fiber switch and extension of fiber optic cable east toward Brookhaven Boulevard intersection.	Increase the coverage of traffic signals and the IT Fiber infrastructure will require IP addresses	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 Centrac	Bids in Oct 2016

Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress
Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter.	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centrac	In Progress
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	Bids in Oct 2016
City Works Upgrade	Upgrade City Works software to new version. This software tracks public works projects in a ticket format.	
North Base Gate Security Access		
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	Bids in Oct 2017

Installation of fiber optic cable along Rock Creek Road from Flood Avenue to Porter Avenue with switches Stubbeman Avenue, Porter Avenue, and at new signals at 12th Avenue NW and Trailwoods Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Bids in Oct 2018
New traffic signal on Alameda Street at Summit Lakes Boulevard/Lochwood Drive with a switch to connect to existing fiber.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of September 2017.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 45 emails from the groups shown were sent from city servers using city resources – of those 20,617 were delivered to outside mailboxes for the month of September 2017. The city servers generated mass communications to Norman citizens of 20,617 messages from only 45 sent (see **IT Table 2**).

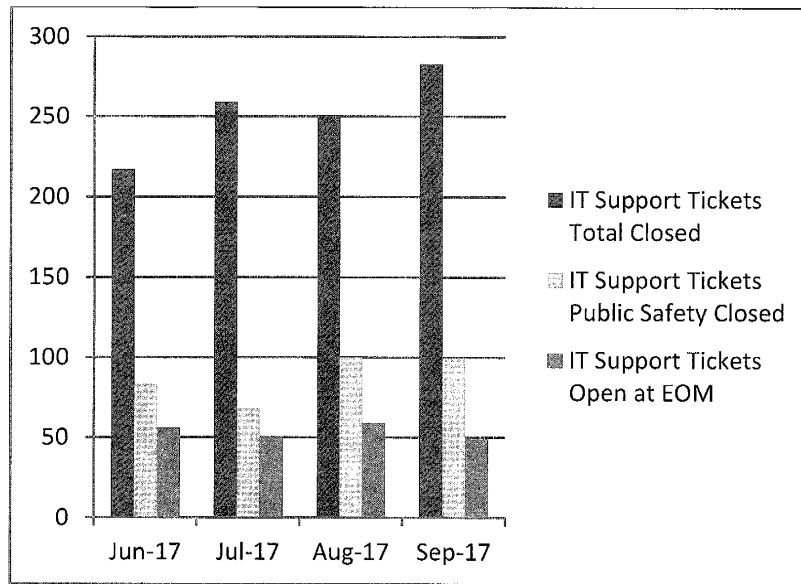
Email Security Appliance:

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. IT had 490,516 attempted incoming and 55,088 outgoing messages for the month of September 2017. Incoming messages totaling 333,516 were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). Without the email filter, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails. This downward turn in malicious traffic continues and we will continue to monitor for any spikes. Even though the email security appliance has successfully blocked this traffic, the IT Department has deployed various counter measures to combat the potential of malicious software attacking our network - newer sophisticated attacks have been able to penetrate the system periodically.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of September 2017 the City of Norman's web site had 65,363 individual web sessions access the web site for a total of 160,027 total page views. Of those sessions, 33,413 were identified as New Users to view content on the City web site (see **IT Table 4**).

I.T. Table 1



I.T. Table 2

September 2017 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	15	4	60
Job Posting	2164	0	0
Norman News	884	21	18564
Police - Animal Welfare Volunteers	42	0	0
Police – Citizens’ Academy	82	0	0
Police – Neighborhood Watch	105	0	0
Public Works Consultants	104	1	104
Westwood Golf	706	2	1412
Westwood Golf Members	35	3	70
Westwood Men's Clinic	17	4	68
Westwood Men’s Golf Assoc.	60	3	180
Westwood Women's Clinic	36	4	144
Westwood Women’s Golf Assoc.	5	3	15
Totals	4255	45	20617



I.T. Table 3

EMAIL SECURITY APPLIANCE

Executive Summary

mail.ci.norman.ok.us

01 Sep 2017 00:00 to 30 Sep 2017 23:59 (GMT -05:00) Data in time range: 100.0 % complete

Incoming Mail Graph

Incoming Mail Summary

Stopped by Reputation Filtering	63.2%	309,860
Stopped as Invalid Recipients	0.9%	4,584
Spam Detected	3.9%	18,943
Virus Detected	0.0%	10
Detected by Advanced Malware Protection	0.0%	60
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	59
Stopped by DMARC	0.0%	0
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	68.0%	333,516
Marketing Messages	15.3%	75,009
Social Networking Messages	1.3%	6,212
Bulk Messages	3.2%	15,743
Total Graymails:	19.8%	96,964
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	12.2%	60,036
Total Attempted Messages:		490,516

Outgoing Mail Graph

Outgoing Mail Summary

Spam Detected	0.0%	0
Virus Detected	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.1%	70
Clean Messages	99.9%	55,018
Total Messages Processed:		55,088

Hard Bounces	1.2%	642
Delivered	98.8%	54,100
Total Messages Delivered:		54,742

mail.ci.norman.ok.us - 01 Oct 2017 01:02 (GMT -05:00)

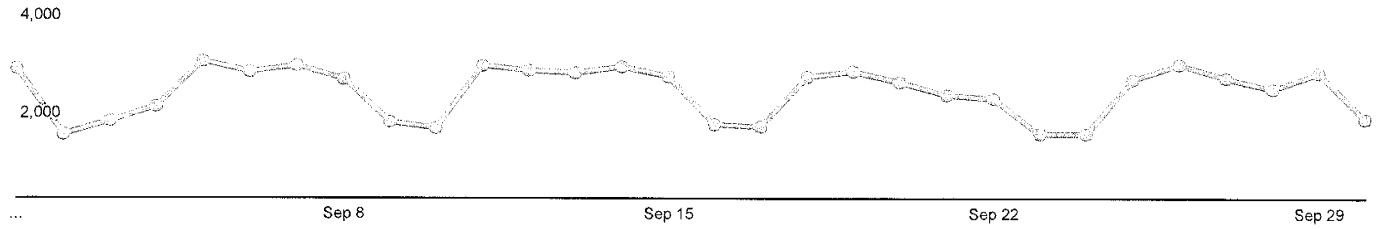
Monthly Web Site Statistics
I.T. Table 4

Sep 1, 2017 - Sep 30, 2017

All Users
100.00% Sessions

Explorer

Sessions



Date	Sessions	Pages / Session	Pageviews	Users (Deprecated)	Users	New Users	Bounce Rate	Avg. Time on Page
	65,363 % of Total: 100.00% (65,363)	2.45 Avg for View: 2.45 (0.00%)	160,027 % of Total: 100.00% (160,027)	57,889 % of Total: 129.76% (44,612)	57,889 % of Total: 129.76% (44,612)	33,413 % of Total: 100.07% (33,391)	45.19% Avg for View: 45.19% (0.00%)	00:01:27 Avg for View: 00:01:27 (0.00%)
1. 20170905	2,806 (4.29%)	2.60	7,285 (4.55%)	2,492 (4.30%)	2,492 (4.30%)	1,470 (4.40%)	41.02%	00:01:27
2. 20170926	2,735 (4.18%)	2.35	6,431 (4.02%)	2,393 (4.13%)	2,393 (4.13%)	1,371 (4.10%)	46.69%	00:01:35
3. 20170907	2,717 (4.16%)	2.33	6,341 (3.96%)	2,420 (4.18%)	2,420 (4.18%)	1,455 (4.35%)	46.85%	00:01:32
4. 20170911	2,713 (4.15%)	2.61	7,089 (4.43%)	2,346 (4.05%)	2,346 (4.05%)	1,278 (3.82%)	41.17%	00:01:28
5. 20170914	2,693 (4.12%)	2.37	6,374 (3.98%)	2,408 (4.16%)	2,408 (4.16%)	1,444 (4.32%)	47.16%	00:01:33
6. 20170901	2,654 (4.06%)	2.38	6,324 (3.95%)	2,375 (4.10%)	2,375 (4.10%)	1,401 (4.19%)	44.69%	00:01:28
7. 20170912	2,614 (4.00%)	2.40	6,261 (3.91%)	2,291 (3.96%)	2,291 (3.96%)	1,242 (3.72%)	42.65%	00:01:26
8. 20170919	2,601 (3.98%)	2.71	7,052 (4.41%)	2,255 (3.90%)	2,255 (3.90%)	1,249 (3.74%)	43.68%	00:01:27
9. 20170906	2,590 (3.96%)	2.68	6,949 (4.34%)	2,296 (3.97%)	2,296 (3.97%)	1,300 (3.89%)	43.28%	00:01:24
10. 20170913	2,568 (3.93%)	2.58	6,622 (4.14%)	2,230 (3.85%)	2,230 (3.85%)	1,279 (3.83%)	44.20%	00:01:34

Rows 1 - 10 of 30

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
September 2017 Report
(Submitted October 13, 2017)

MONTHLY HIGHLIGHTS:

On September 25, 2017, judgment was granted in favor of the defendants in Williams, et al. v. City of Norman, et al., CIV-16-1008. *Williams* involved an arrest for domestic violence. The plaintiffs have 30 days to appeal the federal district court's decision to the Court of Appeals for the 10th Circuit. This case will remain on the monthly report until the plaintiffs' appeal time runs.

On September 28, 2017, the City's motion for summary judgment was granted in Easley, Kevin v. City of Norman, CV-2017-474. *Easley* involves a request for declaratory and injunctive relief under the Oklahoma Open Records Act, 51 O.S. § 24A.1 through 24A.30. The plaintiff has 30 days to appeal the district court's decision to the Oklahoma Supreme Court. This case will remain on the monthly report until the plaintiff's appeal time runs.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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)

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

Green v. City of Norman, CIV-17-510 (K, B)

Williams v. City of Norman, CIV-16-1008 C (K, B)

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

AFSCME, Fox, and Green v. City of Norman, SD-114640; CV-2015-267 JV (K, B)

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

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

COURT OF CRIMINAL APPEALS – None pending

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

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

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

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

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

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

Cox, Holman, Franklin & Walters v. Oklahoma, District Attorney, City of Norman, CP-2017-33

Easley, Kevin v. City of Norman, CJ-2015-304 (K, B)

Easley, Kevin v. City of Norman, CV-2017-474 (K,S, B)

Fabian v. City of Norman, et al., CJ-2013-1388 W (K)

Fabian v. City of Norman et al., CV-2017-1931 (K, B)

This case was filed on September 19, 2017. It arises out of an open records request submitted to the Norman Police Department. It is similar to CJ-2013-1388.

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)

Gulledge, Tyler v. City of Norman, CJ-2017-411 (K)

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

Hamoush v. City of Norman and Kody Rogers, CJ-2014-1116 (K, B)

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

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

Casey Holcomb and Darcie Woodson v. Brenda Hall, in her official capacity as Clerk of the City of Norman, City of Norman, ex rel. Office of the City Clerk, and City of Norman, Case No. CV-2015-2343

Holloway v. Harris et al, CJ-2013-566

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

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

Oklahoma Association of Broadcasters, Inc. v. Ronda Hall, et al., Case No. CJ-2016-750 (K)

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

This case arises out of a number of open records requests submitted by the plaintiff.

Rogers v. City of Norman, Case No. CJ-2014-1116 TS (K, B)

Rodgers v. City of Norman, Case No. CJ-2016-1185

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

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

B. *Condemnation Proceedings*

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

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

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

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

City of Norman v. Jerry Madole and Neva Madole, et al, CJ-2017-333 (S)

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

Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219

JPMorgan Chase Bank, National Association v James L. Martin, et al., CJ-2016-461

D. *Municipal Court Appeals*

E. *Small Claims Court*

Hamoush v. City of Norman, SC 2013-3366 (K)

This case has been consolidated with Rogers v. City of Norman, Case No. CJ-2014-1116 TS and transferred to the Cleveland County District Court's CJ docket.

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

F. *Board of Adjustment Appeals*

None

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green - Termination)

AFSCME Grievance FYE 17-2 – (Goldsby – Demotion)

AFSCME Grievance FYE 17-03 – (Fleet Group - Harassment)

This grievance was resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE 18-1 – (Wray - Harassment)

This grievance was not timely moved to Step 3 of the grievance process and will no longer appear on the monthly report.

AFSCME Grievance FYE 18-2 – (Lake - Overtime)

AFSCME Grievance FYE 18-3 – (Wray – Merit Denied)

This grievance was not timely moved to Step 4 of the grievance process and will no longer appear on the monthly report.

AFSCME Grievance FYE 18-4 – (Goldsby - Harassment)

This grievance was not moved to Step 3 of the grievance process and will no longer appear on the monthly report.

AFSCME Grievance FYE 18-5 – (Gilmore – Exception Performance Pay)

This grievance concerns an alleged denial of performance pay.

IAFF Grievance FYE 16 – (Hazmat Physicals - Nuclear Stress Test)

IAFF Grievance FYE 17 – (Terhune Suspension)

On August 31, 2017, the arbitrator reduced Mr. Terhune's discipline from a one-day suspension without pay to a written reprimand. This case will no longer appear on the monthly report.

IAFF Grievance FYE 17 – (Brooks Suspension)

On August 31, 2017, the arbitrator reduced Mr. Brooks' discipline from a one-day suspension without pay to a written reprimand. This case will no longer appear on the monthly report.

IAFF Grievance FYE 17 – (Smith Termination)

On August 31, 2017, the arbitrator reduced Mr. Smith's discipline from termination to a three-day suspension without pay. This case will no longer appear on the monthly report.

IAFF Grievance FYE 17 – (Social Media Policy)
IAFF Grievance FYE 17 – (Koscinski – Functional Capacity Exam)
IAFF Grievance FYE 17 – (Water Testing at Station 5)

FOP Grievance FY 17 – (Holiday Pay – President’s Day 2017)
FOP Grievance FY 18 – (Holiday Pay – Labor Day, 2017)

This grievance was filed on September 29, 2017. It requests additional pay for employees that were called in on Labor Day.

FOP Grievance FY 18 – (National Police Shooting Championship)

This grievance was filed on September 29, 2017. It requests duty time and a departmental vehicle to attend out of state shooting matches.

FOP Grievance FY 18 – (Burriss and Hackbarth)

This grievance was filed on September 29, 2017. It arises out of shift level counseling imposed on Officers Burriss and Hackbarth for a sustained complaint for a violation of laws, rules, and orders.

B. Public Employees Relations Board (PERB)

None

C. Equal Employment Opportunity Commission (EEOC)

D. Contested Unemployment Claims (OESC)

None

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through September 2017. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 16	FYE 17	FYE 18	FYE 16	FYE 17	FYE 18	FYE 16	FYE 17	FYE 18
JULY	550	516	543	48	19	50	15	13	13
AUG	501	588	629	46	29	48	14	16	17
SEPT	467	467	552	30	32	49	11	12	12
OCT	431	466		45	32		14	10	
NOV	459	468		29	23		10	12	
DEC	437	414		39	25		12	9	
JAN	436	432		31	46		15	13	
FEB	528	381		37	37		16	13	
MAR	600	593		30	58		10	14	
APR	512	406		31	49		14	10	
MAY	521	543		32	38		11	10	

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
JUNE	572	544		47	43		15	16	
TOTALS / YTD	6,014	5,818	1,724	445	431	147	157	148	42

WORKERS' COMPENSATION COURT

The total number cases pending as of September 30, 2017 are 28. During the month of September 2017, there was one new workers compensation case received. There were no court orders or settlements that went to Council for consideration. 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	FYE18 CASES	FYE17 CASES	FYE16 CASES	FYE15 CASES
Fire	Suppression	9		4	4	
Parks/Rec.	Park Maintenance	4		3	2	1
Planning	Development Services	1				1
Police	Patrol	7	1	3	1	3
Police	Administration	1				2
Public Works	Street Maintenance	1		1	1	
Public Works	Vehicle Maintenance					1
Public Works	Storm Water					2
Utilities	Line Maintenance	2	1		1	1
Utilities	Sanitation	3		1	1	4
TOTALS		28	2	12	10	15

List of Pending Cases (S)

- Amason, Amber v. City of Norman, WCC 2012-12306 K
(Police, Patrol, MPO, Intestinal/Parasite/Infection)
- Ashley, Grant v. City of Norman, CM 2016-07496 A
(Parks/Rec, Custodian, Neck, Upper Back, & Both Hands)
- Atteberry, William v. City of Norman, CM 2015-06559 Q
(Fire, Suppression, Fire Captain, Neck)
- Atteberry, William v. City of Norman, CM 2016-05332 L
(Fire, Suppression, Fire Captain, L. Shoulder)
- Bolenbaugh, v. City of Norman, WCC 2012-13808 Y
(Utilities, Sanitation, SWII, R. Knee-Re-Open Change in Condition)
- Bozeman, Chris v. City of Norman, CM 2015-08111 R
(Utilities, Sewer Line Maintenance, MWII, Back)
- Burright, Justin v. City of Norman, CM-2017-00238 K
(Fire, Suppression, Firefighter, Left Shoulder)
- Garrett, Curtis W. v. City of Norman, CM-2017-03730 A
(Police, Patrol, Police Sergeant, Left Hand/Left Index Finger)
- Grippen, Barry v. City of Norman, CM 2016-07136 R
(Police, Patrol, Police Sergeant, R. Knee)

- Hale, Michael G. v City of Norman, CM 2015-00702 H
(Planning, Dev. Svcs., Bldg. Insp., L. Shoulder, Arm)
- Hiatt, Darin L. v. City of Norman, CM-2017-00909 Q
(Public Works, Streets, MWII, L. Shoulder, Spine/Neck, L. Arm, L. Wrist)
- Helm, Mark v. City of Norman, WCC 2007-07137 A
(Fire, Suppression, Firefighter, Multiple)
- Houser, Jason v. City of Norman, CM 2015-02888 Y
(Police, Patrol, MPO, R. Wrist)
- Ingraham, Brandon Chad v. City of Norman, CM 2016-02864 H
(Parks/Rec., Park Maint., MWI, L. Shoulder, Arm)
- Johnson III, Tommie v. City of Norman, CM 2016-06766 R
(Police, Patrol, Police Officer, L. Shoulder)
- Kizzia, Derrald v. City of Norman, WCC 2014-06995 K
(Parks & Rec, Park Maintenance, HEO, R. Knee, Body (Reopen–Change of Condition))
- Koscinski, Chris v. City of Norman, CM 2015-06363 K
(Fire, Suppression, Firefighter, Heart/Cardiovascular)
- Koscinski, Chris v. City of Norman, CM 2015-06809 A
(Fire, Suppression, Firefighter, Back)
- Koscinski, Chris v. City of Norman, CM 2016-00738 H
(Fire, Suppression, Firefighter, Left Shoulder)
- Koscinski, Chris v. City of Norman, CM-2017-00239 Q
(Fire, Suppression, Firefighter, Back)
- Lake, Stephanie M. v. City of Norman, WCC 2014-11262 J
(Police, Emerg. Commun., Commun. Officer, Hands, Arms, Shoulders, Neck, Low Back)
- Loveless, Ryan L. v. City of Norman, CM 2017-05504 A
(Utilities, Water Line Maintenance, MWI, Spine)
- Mulder, Lenny Brian v. City of Norman, WCC 2016-04403 Y
(Fire, Suppression, Fire Captain, Ears)
- Paczosa, Donald v. City of Norman, CM 2016-08419 F
(Parks/Rec, Park Maint., MWII, R. Shoulder, R. Arm)
- 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)
- Rohr, Robert “Shane”, CM 2017-01333 R
(Utilities/Sanitation, MWII, Neck)
- Teuscher, David v. City of Norman, WCC 2017-04378 K
(Police, Patrol, Major, Left Shoulder)
- Tillman, Daniel A. v. City of Norman, CM 2015-01499 A
(Utilities, Sanitation, SWI, Back)

SPECIAL CLAIMS

The following is a breakdown of the Special Claims activity through September, 2017.

DEPARTMENT	FYE 18 Month	FYE 18 YTD	FYE 17	FYE 16	FYE 15
Animal Control		1	1		
Code Enforcement					1
Finance - IT			1		
Fire	1	1	1	2	1
Fleet				1	1
Human Resources					
Other	3	4	5	6	6
Legal	1	1			
Parks	1	2	3	2	5
Planning			1		
Police	1	4	12	13	10
Public Works – Stormwater	1	2	2		
Public Works - Traffic			4		5
Public Works - Engineering			1	5	1
Public Works - Road & Channel				2	
Public Works - Streets		1	5	6	4
Utilities – Water			13	6	2
Utilities – Sanitation		1	12	14	15
Utilities - Sewer & Line Maintenance			4	9	9
TOTAL CLAIMS	8	17	65	66	60

CURRENT CLAIM STATUS	FYE 18 TO DATE	FYE 17	FYE 16	FYE 15
Claims Filed	17	72	66	60
Claims Open and Under Consideration	7	3	6	1
Claims Not Accepted Under Statute/Other	4	8	7	7
Claims Paid Administratively	1	16	22	18
Claims Paid Through Council Approval	4	12	12	9
Claims Resulting in a Lawsuit for FY18	0	5 ¹	0	0
Claims Barred by Statute (No Further Action Allowed)	0	20	16	25
Claims in Denied Status (Still Subject to Lawsuit)	1	11	3	0

¹ Lawsuits are 2 for FYE 16 torts and 2 for FYE 17 torts.

EXPUNGEMENTS

The following represents a breakdown of the Expungement Requests considered by the City Attorney’s Office through September 2017.

MONTH	REQUESTS				COMPLETED			
	FYE18	FYE17	FYE16	FYE15	FYE18	FYE17	FYE16	FYE15
JULY	26	10	9	5	14	12	9	5
AUG	20	7	12	2	10	11	6	1
SEPT	15	16	7	10	5	5	6	2
OCT		19	10	8		12	4	5
NOV		22	11	6		18	4	5
DEC		21	13	9		20	10	3
JAN		21	15	12		11	3	9
FEB		27	13	8		14	6	7
MAR		16	12	13		27	11	8
APR		19	15	4		15	5	7
MAY		25	22	13		12	9	3
JUNE		14	12	11		15	16	5
TOTALS/YTD	61	217	151	101	29	172	89	60

Monthly Highlights Updated – 10/4/17 rjk
 Cases and Grievances Updated – 10/4/17 rjk
 Municipal Ct. Prosecutions – 10/12/17 dv
 Workers’ Comp – 10/12/17
 Expungements – 10/12/17
 Tort Claims Updated – sge 10/4/17
 Foreclosures Updated – sge 10/4/17
 Condemnations Updated – sge 10/4/17
 Vacations Update – sge 10/4/17

MUNICIPAL COURT

8

MUNICIPAL COURT - MONTHLY REPORT
September 2017

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

For the month of September, 2017, the Early Settlement-Norman Mediation Program accepted 47 new cases and closed 47 cases. There were two mediations conducted in September.

**MUNICIPAL COURT
MONTHLY REPORT
SEPTEMBER - FY '18**

CASES FILED

	<u>FY18</u>		<u>FY17</u>	
	<u>SEPTEMBER</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>Y-T-D</u>
Traffic	1,050	3,913	1,351	3,883
Non-Traffic	335	1,101	353	880
SUB TOTAL	1,385	5,014	1,704	4,763
Parking	1,402	4,213	1,492	3,841
GRAND TOTAL	2,787	9,227	3,196	8,604

CASES DISPOSED

	<u>FY18</u>		<u>FY17</u>	
	<u>SEPTEMBER</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>Y-T-D</u>
Traffic	1,083	3,508	1,088	3,420
Non-Traffic	340	969	308	907
SUB TOTAL	1,423	4,477	1,396	4,327
Parking	1,087	3,186	963	2,691
GRAND TOTAL	2,510	7,663	2,359	7,018

REVENUE

	<u>FY18</u>		<u>FY17</u>	
	<u>SEPTEMBER</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>Y-T-D</u>
Traffic	\$124,184.00	\$385,821.88	\$133,474.00	\$400,061.60
Non-Traffic	\$ 45,292.00	\$156,706.19	\$ 49,335.60	\$126,138.54
SUB TOTAL	\$169,476.00	\$542,528.07	\$182,809.60	\$526,200.14
Parking	\$ 24,097.00	\$ 66,899.00	\$ 20,896.00	\$ 61,479.40
GRAND TOTAL	\$193,573.00	\$609,427.07	\$203,705.60	\$587,679.54

PARKS AND RECREATION

9

OCTOBER 13, 2017

Park Planning Activities September, 2017

NORMAN COMMUNITY DOG PARK

Norman will be receiving a \$10,000 Maintenance Grant from the PetSafe Brand "Bark For Your Park" program. City staff applied for funding in June to help improve the dog park by installing an irrigation system and then re-grading and adding sod to the bare and eroded areas of the park, as well as installing additional shade trees. These improvements were requested recently by dog park users. The City continues work with the volunteer group at the park to make these and other improvements over the coming months.



DISC GOLF COURSES



A new information kiosk was constructed at the Little Axe disc golf course. Along with the new kiosk, work is underway on repairing and building new pedestrian walk bridges over or through areas of the course that routinely hold water. Repairing and painting the disc golf baskets is completed. Funding for these projects and other disc golf improvements throughout the City was budgeted from the Room Tax Fund.

SPLASHPADS

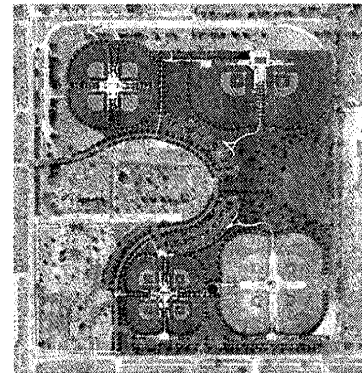
The splashpads at Andrews and Colonial Estates Parks were shut off for the season on Monday September 18. This is normally done after Labor Day weekend; however the dates were extended this year due to the Westwood Pool complex construction extending through the entire 2017 swim season.

SOONER THEATER

Council approved the purchase of new speaker arrays for the theatre to replace the existing system, which is over 20 years old. The new array includes new smaller technology for the amp racks, which will help the Sooner provide more wing space for performances when the old large amp rack cabinet is relocated from the stage floor up to a wall mounted rack. This project is part of the ongoing plan to modernize the systems in the building while also preserving the architectural details of this National Register of Historic Places structure.

NORMAN FORWARD REAVES PARK SPORTS COMPLEX

City staff continued working with Halff Associates to finalize the public presentation of the Reaves Park Masterplan at September's meeting of the Norman Board of Park Commissioners. The plan has been developed over the past four months through meetings with the Ad-hoc Group appointed for this project. The next step is to produce a final version of the masterplan to present to the City Council at a study session and then at a full council meeting. The work schedule for this project will be coordinated with the design team working on the Griffin Park Masterplan, so the two projects can proceed simultaneously and keep the Norman youth and adult sports programs operational during construction in the coming years.



HIGHLAND VILLAGE PARK



The park construction was completed in September and the new park was dedicated at a ribbon cutting and cookout on the 30th. Residents were invited to enjoy a day in the park and were treated with hot dogs, cookies and drinks. The new park includes a large playground area with synthetic turf and shade structure, a half-mile walking trail around the perimeter, picnicking facilities, a stocked fishing pond, large areas of mature trees and native landscape, half-court basketball and access to the extensive neighborhood walking trails in the Trailwoods Addition next to the park.

SEPTEMBER 2017
RECREATION DIVISION
MONTHLY REPORT

Senior Citizens Center: The Senior Center participated in the Friday night Art Walk and had crafts on display as well as art work from several seniors. Also, Robbie Lamberson, our resident author, signed her books that she brought. The line dance class performed several numbers as well as doing a group dance with many of the attendees. We had over 100 people take part in the fun, food, and festivities. The ceramics class had their mystery dinner night and eighteen seniors ate at Logans. Their next mystery dinner will be after the first of the year.

Little Axe Community Center: The outreach food distribution for the month of September was 203 adults and 79 children for a total of 282. There was one facility rental for the month of September with approximately 30 in attendance. The average daily attendance and/or service were 49. The Pioneer Library Service Statistics Report indicated 400 units of service. The Head Start program is full with 17 children and they do have a waiting list. The classroom attendance for August was 84%.

12th Avenue Recreation Center: All instructional programming at the 12th Avenue Recreational Center have begun their fall season and classes are having a good participation level. We have added an instructional program this fall and it is Tai Chi, a physical form of meditation and relaxation. The after school program continued with a daily average attendance of 32 children. The fall adult basketball league currently has eight teams and eighty four players signed up. We had no rentals this month. Open gym to the public was offered from 12:00 noon – 2:30 p.m., Monday thru Friday and in the evenings from 6 – 8 p.m. on Mondays and Thursdays. Work has continued on the minor repairs (painting, cleaning, etc.) to the facility.

Irving Recreation Center: Irving Recreational Center hosted School's Out-Camp Days on September 1st and 5th and had 21 kids ages 5-11 enrolled in camp. We hosted a Family Disc Golf night on September 13th which was a free outdoor event for the whole family. A series of youth activity classes were held in September, to include Make & Take, Kids in the Kitchen and Paint & Play, all were very successful! The Irving Recreation Center also hosted a Parents' Night Out on Friday, September 29th from 6-9pm. The event was open to all children ages 5-11. The cost of the program was \$15 per child. We had 10 children in attendance

Whittier Recreation Center: Junior Jammer Basketball teams started practicing in September and games will begin in October. This year's fall league has 60 teams and nearly 500 participants. The league will begin in October and end before Thanksgiving. The Whittier After School program has kids from Jackson, Cleveland, Truman and Truman Primary. We have 28 kids enrolled and are averaging 25 kids per day in the program.

FACILITY ATTENDANCE:	Month	Year to Date
Senior Citizens Center (includes congregate meals)	1,981	5,102
Little Axe Community Center	2,172	7,083
12th Avenue Recreation Center	2,528	6,010
Irving Recreation Center	765	2,395
Whittier Recreation Center	3,959	6,912
Reaves Center	300	900
Tennis Center	2,993	9,997

SEPTEMBER 2017
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

This program provides offenders opportunities to complete their court ordered
 community service hours in a supervised environment.

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control												
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf												
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month												
Value of hours Y-T-D												

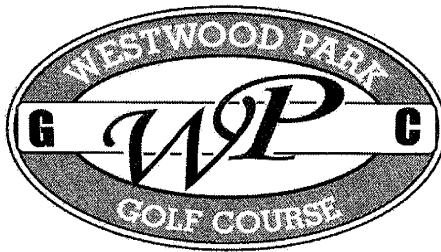
*clients and hours are counted in month in which total service hours are completed

**SEPTEMBER 2017
PARK MAINTENANCE DIVISION**

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

SAFETY REPORT	FYE-18MTD	FYE-18YTD		FYE-17MTD	FYE-17YTD
On-The-Job Injuries	0	4		0	4
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man Hours MONTH- DATE	YEAR-TO- DATE		Total Man Hours MONTH- TO-DATE	YEAR-TO- DATE
Mowing	410.00	1511.00		399.50	1500.50
Trim Mowing	1066.50	3229.50		1100.00	3263.00
Chemical Spraying	16.00	38.50		25.50	2188.50
Fertilization	21.00	21.00		0.00	0.00
Tree Planting	112.00	112.00		0.00	0.00
Tree & Stump Removal	313.50	313.50		6.00	6.00
Tree Trimming/Limb Pick-Up	79.50	285.50		136.00	342.00
Restroom/Trash Maintenance	65.50	775.00		537.00	1246.50
Play Equipment Maintenance	6.00	142.50		99.75	236.25
Sprinkler Maintenance	92.00	254.75		156.50	319.25
Watering	103.00	119.50		6.00	22.50
Grounds/Building Maintenance	145.50	263.00		32.00	149.50
Painting	235.00	235.00		0.00	0.00
Planning Design	34.00	42.00		0.00	8.00
Park Development	108.50	111.50		0.00	3.00
Special Projects	103.00	541.00		156.50	594.50
Nursery Maintenance	1.50	1.50		0.00	0.00
Flower/Shrub Bed Maintenance	8.00	265.50		166.00	423.50
Seeding/Sodding	8.00	8.00		0.00	0.00
Ballfield Maintenance/Marking	74.00	326.50		168.00	420.50
Fence Repairs	0.00	77.00		0.00	77.00
Equipment Repairs/Maintenance	216.00	576.50		206.00	566.50
Material Pick-Up	10.75	33.75		11.50	34.50
Miscellaneous	124.75	330.75		261.00	467.00
Shop Time	58.00	162.00		61.50	165.50
Snow/Ice Removal	0.00	0.00		0.00	0.00
Christmas Lights	0.00	0.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	0.00		1.00	1.00
Graffiti Clean-Up	0.00	0.00		0.00	0.00
Water Fountains	0.00	0.00		0.00	0.00
Inground Trash	19.00	42.00		11.00	34.00
Vector Control	49.00	141.00		87.00	179.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



SEPTEMBER 2017

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPTEMBER FY'18	SEPTEMBER FY'17
Regular Green Fees	654	574
Senior Green Fees	229	284
Junior Fees	52	67
School Fees (high school golf team players)	0	1
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	453	465
Employee Comp Rounds	283	311
Golf Passport Rounds	0	0
9-Hole Green Fee	70	98
2:00 Fees	57	64
4:00 Fees	159	149
Dusk Fees or 6:00 Fees	56	44
PGA Comp Rounds	6	3
*Rainchecks (not counted in total round count)	26	23
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	701	677
Green Fee Adjustments (fee difference on rainchecks)	6	13
Total Rounds <small>(*not included in total round count)</small>	2726	2750
% change from FY '17	-0.87%	-0.089102352
Range Tokens	2400	2395
% change from FY '17	0.21%	-0.204318937
18 - Hole Carts	108	138
9 - Hole Carts	68	51
½ / 18 - Hole Carts	1062	1065
½ / 9 - Hole Carts	218	235
Total Carts	1456	1489
% change from FY '17	-2.22%	-0.148656375
18 - Hole Trail Fees	3	1
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	3	3
9 - Hole Senior Trail Fees	0	2
Total Trail Fees	6	6
% change from FY '17	0.00%	-0.454545455
TOTAL REVENUE	\$66,800.63	74124.85
% change from FY '17	-9.88%	-14.25%

**SEPTEMBER 2017
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2018	FY 2018	FY 2017	FY 2017
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FY 2018	FY 2018	FY 2017	FY 2017
	MTD	YTD	MTD	YTD
Green Fees	\$44,791.84	\$151,443.44	39,847.10	\$161,982.32
Driving Range	\$9,038.58	\$31,898.98	8,112.59	\$31,112.76
Cart Rental	\$25,853.92	\$90,186.20	24,673.28	\$98,529.33
Restaurant	\$1,402.50	\$4,309.36	1402.5	\$4,232.50
Insufficient Check Charge	\$0.00	\$0.00	50	\$75.00
Interest Earnings	\$204.04	\$481.80	39.38	\$109.01
TOTAL INCOME	\$81,290.88	\$278,319.78	74,124.85	\$296,040.92
Expenditures	\$71,781.98	\$232,549.41	91,608.31	\$274,099.81
Income vs Expenditures	\$9,508.90	\$45,770.37	-17,483.46	\$21,941.11
Rounds of Golf	3555	11267	2750	10804

September 2017 Maintenance Summary

Dry and hot conditions returned to Westwood this month. Handwatering of greens, supplemental watering of manual irrigation areas, and watering of recently planted trees, continue. Additionally, the control system for the irrigation system failed, the first week of September. As of this date (10/6/17) it is still being repaired. The system has to be controlled manually, requiring somebody to be here any time water is applied. Routine September maintenance practices include:

Daily greensmowing, cup changing (putting green hole relocation), handwatering of putting green dry spots, trash pick up, restroom maintenance, as well as manual valve irrigation of 10 acres. Additionally we rake sand bunkers twice a week.

Weekly, we mow tees, fairways and aprons two times. Roughs are mowed once weekly. Buffer zones around water features and peripheral areas are mowed as needed. Volunteers have helped with light pruning and sand trap maintenance,

September is an active month for agronomic practices. Aerification of the putting greens is a very labor intensive practice which sees 1/2 inch holes on 2 inch centers punched on 3 acres of putting greens, with 75 tons of golf course sand evenly spread over those 3 acres. This sand is then drug into the holes. Plugs or cores are removed prior to the sand application, and are used for erosion control throughout the course. This is a three day process that requires all hands. 2 applications of fertilizer were made to the greens this month. An application of a wetting agent and soil amendment was also added to the greens. Preemergent herbicide was also applied to the greens. Post emergent herbicides are applied as necessary.

A drainage clog on the line that drains the north half of the practice area was dug up and removed. On a rainy day at the end of the month battery corrosion was removed from the rental car fleet. Trees growing along Robinson Street were pruned of any limbs that might interfere with the sidewalk.

SEPTEMBER 2017
WESTWOOD POOL
MONTHLY REPORT

Westwood Pool closed July 31, 2016

FINANCIAL INFORMATION

	FY2018 MTD	FY2018 YTD	FY2017 MTD	FY2017 YTD
Admission Fees	\$0.00	\$0.00	100.00	\$27,519.50
Waterslide Fees	\$0.00	\$0.00	0.00	\$5,430.00
Swim Lesson Fees	\$0.00	\$0.00	0.00	\$3,105.00
Pool/Slide Rental	\$0.00	\$0.00	440.00	\$4,925.00
Locker Fees	\$0.00	\$0.00	0.00	\$11.50
Concessions	\$0.00	\$0.00	0.00	\$1,550.00
TOTAL INCOME	\$0.00	\$0.00	540.00	\$42,541.00
Expenditures	\$659.46	\$2,556.82	4,063.95	\$79,832.56
Income verses Expenditures	(\$659.46)	(\$2,556.82)	(3,523.95)	(\$37,291.56)

ATTENDANCE INFORMATION

	FY 2018 Month to Date	FY 2018 Season to Date (May-Sept 17)	FY 2017 Month to Date	FY 2017 Season to Date (May-Sept 16)
a. swim tags	0	0	0	4369
b. pool admission	0	0	0	7751
c. slide admission- (not inc. in total)	0	0	0	5761
d. group admission	0	0	0	1211
e. noon admission	0	0	0	59
f. evening admission	0	0	0	1199
g. evening tags	0	0	0	1417
TOTAL ATTENDANCE	0	0	0	16006

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS 10A

PLANNING DEPARTMENT ACTIVITY
September 2017

ADMINISTRATIVE DIVISION

Comprehensive Plan Update Monthly Report

During September, staff worked with the consultants, MIG, to refine future land use component of the Comprehensive Plan along with the proposed neighborhood types. Additionally, city staff in various departments provided the consultant team with information regarding emergency response plans. The Future Growth Survey which sought feedback from public regarding the future land use growth and neighborhood types closed on September 15th. MIG has provided a summation of the results from the survey for staff to review.

GREENBELT COMMISSION

Greenbelt Commission met on September 18, 2017 and considered the following projects for comments:

- i. **GBC 17-15**
Applicant: Indian Hill Investment Group, LLC
Project: Indian Hill Industrial
Location: North side of Indian Hills Rd, east of I-35 (2855 Indian Hills Rd)
Request: Land Use Plan Amendment & Preliminary Plat
Land Use: Industrial

- ii. **GBC 17-16**
Applicant: Hallbrooke Development Group One, LLC
Project: Hallbrooke Addition
Location: South and West of the intersection of Rock Creek Rd and 24th Ave NE
Request: Preliminary Plat
Land Use: Residential

Their next regularly scheduled meeting is October 16, 2017.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on September 11, 2017.

Certificates of Appropriateness Requests:

502 Macy Street – An amendment to the COA to allow for the use of concrete footing and decking for the proposed screened porch on the rear of the house was granted.

904 Classen Boulevard – A COA was granted for exterior modifications of an existing accessory structure and the addition of a pergola in the rear yard.

508 Chautauqua Avenue – A COA was granted for the replacement of the front porch, exterior modifications, replacement of metal windows with wood doors, the installation of a front sidewalk and for the modification of the second floor dormer.

COA Six-Month Extensions Request:

There were not any applications that needed extensions at the September meeting.

COA Administrative Bypass granted by staff:

516 Macy Street – A COA by Administrative Bypass was granted for the replacement of dilapidated wood windows with wood windows, the removal of non-functioning secondary chimney, the installation of 4' wrought-iron side yard fence, the installation of 6' rear yard wood fence and the installation of a 104 square foot decking on the rear of the house.

MISCELLANEOUS

	2016 Sept	Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Walk-Ins	62	103	77	40	32	28	51	50	56	42	44	37	39
Email Contacts	263	301	319	285	318	275	367	280	317	247	260	294	230
Lot Line Adjustments	2	4	1	-	2	-	-	3	2	-	2	2	-
Landscape Maint. & Replacement Bonds	2	1	3	1	4	2	4	1	4	3	3	2	3
Board of Adjustment Variance Appl.	5	1	5	-	-	2	4	3	2	1	2	1	1
Legal Notices Sent	174	5	89	-	-	47	98	86	59	25	52	41	38
Planning Commission Applications Rec'd	3	6	3	2	6	2	2	2	2	-	-	4	5
Legal Notices Sent	499	168	58	35	53	84	-	13	63	-	-	97	187
Pre-Development Meeting Appl. Rec'd	2	6	1	1	4	2	4	-	3	-	1	3	2
Notices Sent	499	146	29	23	53	84	675	-	775	-	23	156	194

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2016 Sept	Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Ordinance Amendments		1			1		2	1	2				1
NORMAN 2025 Land Use Plan Amendments			2	1	1	3		1				1	2
Rezoning Requests	2	5	1	2	4	3		1	2			4	4
Utility Easement/Road Closures		1		1	1	2							
Preliminary Plats			1	2	1	2		1	1				1
Rural Certificates of Survey				1	1	2	1					1	
Short Form Plats		1	1				1			1			1
Site Plan Amendments							1						
Certificate of Plat Correction													

During September, two applications for Pre-Development were received for the meeting scheduled for September 28, 2017.

During September, submittals for the October 12, 2017 Planning Commission meeting included one short form plat; one preliminary plat; two projects which included a NORMAN 2025 Land Use & Transportation Plan amendment, rezoning and preliminary plat; one Center City Form Based Code PUD; an amendment to the University North Park PUD for the area north of Rock Creek Road; and one Zoning Code amendment. In addition, several items were postponed at the September 14 Planning Commission meeting and added to the upcoming October agenda: one certificate of survey; an amendment to the UNP PUD; a request for Special Use for a Recreational Camp; and an item which includes a NORMAN 2025 Land Use & Transportation Plan amendment and rezoning with Special Use for a Live Entertainment Venue and Special Use for a Nightclub or Tavern.

The Planning Commission met on September 14, 2017 and recommended approval of the following items: Special Use for a Mixed Building on Main Street; and amendment of the PUD for property at the NW corner of 12th Avenue N.E. and Alameda Street. As noted above, several items were postponed to the October agenda. One set of minutes was prepared for the Planning Commission Regular Meeting.

During the month of September, 35 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 26. Of the 35 applications submitted, 11 of them are for multi-family unit applications.

BOARD OF ADJUSTMENT

The Board of Adjustment met on September 27, 2017 and postponed one variance for a sign to the October 25 meeting at the request of the applicant. One set of minutes was prepared for the Board of Adjustment Regular Meeting. The next regular meeting is scheduled for October 25, 2017.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

Fugro continued processing data. The project is behind because Fugro is correcting some problems with the ground control. For Norman, this project will update the City's base map to reflect new construction and any other changes on the ground that can be detected using airborne sensors. The deliverable products are updated color digital aerial photography and updated planimetric mapping. Planimetric mapping layers to be collected include the following: streets, pavement, unpaved parking, paved driveways, unpaved driveways, hydrology, building footprints and height, fences, sidewalks, and vegetation.

Staff attended the South Central Arc User Conference and the Moore Norman Technology center. GIS staff continued to work on reconfiguring the backend of the ESRI GIS database to more effectively serve our customers. Staff also continued support of the New World public safety software. Staff met with ESRI to start revamping some of our web presence, and started a prototype for an Open Data Page. Continued work on Interactive construction map and started to standardize attributes of CIP Map data. Updated the Floodplain layer to show new LOMA.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 67 requests for service that resulted in the production of 50 mapping products and reports. The GIS division did work for 9 of the City's departments during the month of September, as well as providing information for and staffing of City Council and Planning Commission meetings.

DEVELOPMENT SERVICE

10B

DEVELOPMENT SERVICES DIVISION

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

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:

New Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
110 12 th Ave. NE	Del Taco	\$500,000	4
3500 Healthplex Pky. Suite 202	Cardiothoracic Surgeons	\$157,174	8
3351 W. Rock Creek Rd. Suite 130	Brookfield Office	\$150,000	8
2719 Bart Conner Ct. Suite 107	Norman Strength Gymnastics	\$10,000	8
3680 W. Tecumseh Rd.	The Beverage Co. Liquor Store	\$20,000	8

Addition/Alteration:

ADDRESS	DESCRIPTION	VALUATION	WARD
915 Classen Blvd.	Lincoln Elementary Interior Renovation	\$2,500,000	4
1217 Lindsey Plaza Dr. Suite 113	White Box	\$6,000	1
914 Elm Ave.	University Lutheran addition & Remodel	\$1,000,000	7
209 W. Main St.	Tino's Italian Eats	\$40,000	4
1330 E. Lindsey St.	Antioch Community Church	\$40,000	1
1289 Northcliff Ave.	Immanuel Baptist Church Gathering & Restroom Areas	\$133,605	6
701 E. Robinson St. Suite 100	NRH Offices Interior Remodel	\$75,000	8
3300 Marshall Ave.	Avara Lobby/Reception Remodel	\$200,000	7
201 Woodcrest Dr. Suite 1102 & 1202	Garland Square Apartments Repair Fire Damage	\$25,000	6
1268 Interstate Dr.	Dale K. Graham Veterans Foundation	\$10,000	8

Addition/Alteration (Continued):

751 Canadian Trail Dr. Suite 100	9 East Liquor Interior Expansion	\$3,000	2
2719 Bart Conner Ct. Suite 107	Norman Strength Gymnastics	\$10,000	8
758 Asp Ave.	Insomnia Cookies Interior Remodel	\$62,000	4

MOBILE FIELD INSPECTION SYSTEM

During September 1,329 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

September 1	September 4-8	September 11-15	September 18-22	September 25-29
56	260	369	344	300

ON-LINE INSPECTION SERVICES**On-line Payments**

During September 31 payments were made on-line totaling \$2,431.50. Year-to-date 693 payments have been made on-line totaling \$77,438.32.

CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in SEPTEMBER of 2017 totaled \$13,210,295, much less than the \$37,512,925 for the same month last year. A total of 83 permits were issued in SEPTEMBER of 2017, down from 126 in SEPTEMBER of 2016. The higher number in SEPTEMBER 2016 is due to all permit types. The higher dollar value in SEPTEMBER of 2016 is primarily due to non-residential new construction permits.

Total new residential permitting activity in SEPTEMBER 2017 was valued at \$5,528,884 compared to \$8,368,430 in SEPTEMBER 2016. New single-family detached residential construction in SEPTEMBER 2017 represented 20 new homes valued at \$5,368,430 compared with 26 new homes valued at \$7,778,265 in SEPTEMBER 2016. There were no attached single family permits in SEPTEMBER 2017 or SEPTEMBER 2016. There was no new mobile home valued in SEPTEMBER 2017 compared to 2 new mobile homes valued at \$84,000 in SEPTEMBER 2016. There were no single family non-dwelling unit permits in either year. There were no new duplex units permitted in SEPTEMBER 2017 compared to 4 units in SEPTEMBER 2016 valued at \$700,000. There were no garage apartments either year. There were no new 3+ family permits in either year.

Residential addition/alteration permits in SEPTEMBER 2017 numbered 50 valued at \$2,310,787 compared to 70 permits valued at \$1,986,182 for SEPTEMBER 2016. The higher number of permits in SEPTEMBER 2016 is primarily due to storm shelters. The higher value in SEPTEMBER 2017 is primarily due to 1 & 2 Family Additions/Alterations. The higher number in SEPTEMBER 2016 is primarily due to storm shelters.

New non-residential construction permits in SEPTEMBER of 2017 totaled 4 with a value of \$5,200,000 compared to 9 permits valued at \$22,306,465 for SEPTEMBER 2016. The higher number in SEPTEMBER 2016 is primarily due to shells and interior finishes. The higher value in SEPTEMBER 2016 is due to a \$20,000,000 project at 5005 York Drive.

Non-residential Addition/Alteration permits in SEPTEMBER of 2017 totaled 9 with a value of \$331,078 compared to 15 permits valued at \$4,658,013 for SEPTEMBER 2016. The lower number of permits in SEPTEMBER 2017 is primarily due to smaller remodeling projects. The primary difference in value is due to SEPTEMBER 2016 remodeling projects at 914 Elm Avenue, 860 Interstate Drive, 1614 W Lindsey Street and 1809 Stubbeman Avenue valued at \$3,616,125.

City of Norman
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS
Issued SEPTEMBER 2017 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	JENCO CONSTRUCTION COMPANY	1226	09/19/17	2217	SW	24TH	AVE	1	1	VANDELL ACRES ADD	R1	\$ 120,000	1,336
COMMERCIAL, ADD/ALT-2	TRIGG GENERAL CONSTRUCTION	3361	09/27/17	800		ELM	AVE	1	1	CAMPUS ADD	R2	\$ 5,000	600
COMMERCIAL, ADD/ALT-2	TC GRISSOM BUILDING CO.	3559	09/15/17	2627		CLASSEN	BLVD	1	1	CRIMSON CENTER ADDITION	PUD	\$ 43,000	3,145
COMMERCIAL, ADD/ALT-2	PRESTON CONST. & CONSULTING	3597	09/05/17	4343	N	FLOOD	AVE	1	1	VICTORY FAMILY CHURCH	I1	\$ 70,000	700
COMMERCIAL, ADD/ALT-2	SOONER TRADITIONS, LLC.	3638	09/05/17	2586	W	TECUMSEH	RD	1	1	SHOPS AT TECUMSEH	C2	\$ 20,000	426
COMMERCIAL, ADD/ALT-2	BARGAIN BARNES & BUILDINGS, LLC	4020	09/26/17	2601	SE	24TH	AVE	1	1	FIRST FREE WILL ADD #2	CO	\$ 3,000	150
COMMERCIAL, ADD/ALT-2	CREGGER, CHRISTOPHER	4054	09/26/17	2001	W	MAIN	ST	1	1	CARRIAGE PLAZA	C2	\$ 18,000	1,400
COMMERCIAL, FOUNDATION PERMIT2	PRECISION BUILDERS, LLC.	3981	09/28/17	811	NW	24TH	AVE	36	3W	CONCURRENT	C2	\$ 50,000	11,170
COMMERCIAL, NEW CONSTRUCTION-2	G & S SIGN SERVICES, LLC.	4137	09/28/17	1284	NW	24TH	AVE		C	UNIVERSITY NORTH PARK SEC 1	PUD	\$ -	120
COMMERCIAL, NEW CONSTRUCTION-2	G & S SIGN SERVICES, LLC.	4138	09/28/17	1295	NW	24TH	AVE		C	UNIVERSITY NORTH PARK SEC 1	PUD	\$ 150,000	120
COMMERCIAL, NEW CONSTRUCTION-2	APOLLO BUILDING SYSTEMS INC	6127	09/28/17	6707		INTERSTATE	DR	35	3W	NOT SUBDIVIDED	I2	\$ 5,000,000	55,000
COMMERCIAL, PARKING LOT-2	CAVINS CONSTRUCTION, LLC.	3793	09/05/17	550	NW	24TH	AVE	1	1	TWENTY-FOURTH AVE OFFICE PA	C2	\$ 50,000	800
COMMERCIAL, PARKING LOT-2	CHARLEYS CONCRETE & DRAINAC	4174	09/22/17	505		EMERALD	WAY				R3	\$ 2,078	120
TEMPORARY BLDG/CONST TRAILER-2	LOWE, DEBBIE & TIM	3600	09/12/17	3289	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ -	
TEMPORARY BLDG/CONST TRAILER-2	PEERLESS EVENTS & TENTS	4080	09/20/17	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2	\$ -	
Total Permits												13	
Average Valuation												\$ 425,468	
Total Valuation												\$ 5,531,078	
Average Project Area												5,776	
Total Project Area												75,087	

CONTRACTOR	BUILDING SIZE (Square Feet)	USE (CLASSIFICATION)	ADD/ALTS		NEW CONSTRUCTION		Project Area
			COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW CONSTRUCTION	
APOLLO BUILDING SYSTEMS INC	55,000	INDUSTRIAL	279,000	-	-	5,150,000	2
NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)			7	3	3		
SUBTOTAL ADDITIONS AND ALTERATIONS			331,078	331,078	50,000	5,200,000	13
SUBTOTAL NEW CONSTRUCTION			52,078	52,078	50,000	5,531,078	13
TOTAL ADD/ALT AND NEW CONSTRUCTION			383,156	383,156	100,000	10,731,078	26
DEMOLITIONS			Address: 1415 W Main St		Use: interior only		

RESIDENTIAL PERMITS
Issued SEPTEMBER 2017 - Sorted by Permit Type

City of Norman
BUILDING PERMITS AND INSPECTIONS

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	3840	09/07/17	1909		OLD CENTRAL	DR	5	3	EAST RIDGE ADD #11	R1	\$ 2,400	22
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	3956	09/15/17	3132		OLD FRISCO	RD	9	3	GREENLEAF TRAILS ADD 8	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	3970	09/08/17	2804		WHEATLAND	ST	16	2	EAST RIDGE ADD #19	R1	\$ 2,090	41
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	3984	09/15/17	421	W	HAYES	ST	2	1A	SOONER HOMES ADD	R1	\$ 2,475	28
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	4042	09/13/17	303		GLADE	CT	30	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4048	09/13/17	1404		LUKE	CT	24	3	CEDAR LANE SEC #1	R1	\$ 1,995	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4106	09/18/17	5116		MONTROSE	CT	2	3	CAMBRIDGE ADD #3	R1	\$ 3,200	34
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4132	09/19/17	4405		WARRINGTON	WAY	20	1	CARRINGTON PLACE ADD	R1	\$ 2,400	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4187	09/22/17	2821		BELLWOOD	DR	14	1	BROOKHAVEN #01	R1	\$ 5,000	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4198	09/25/17	901		KANSAS	DR	14	10	EAST RIDGE ADD #20	R1	\$ 3,200	34
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4269	09/26/17	3808		IRVINE	ST	3	2	CASCADE ESTATES PUD #5	PUD	\$ 3,000	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4317	09/26/17	626		SEDONA	DR	19	2	RED CANYON RANCH SEC 5	PUD	\$ -	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4378	09/27/17	501		SHRILL	ST	8	2	SUTTON PLACE ADD #7	R1	\$ 3,200	32
1 & 2 FAMILY STORM SHELTER-3	QUALITY BUILDINGS INC.	4399	09/29/17	400	SE	84TH	AVE	7	1	NORMANDY ESTATES	RE	\$ 3,000	55
1 & 2 FAMILY, ADD OR ALTER-2	THE LAUREL GROUP	3209	09/11/17	1604		CLASSEN	BLVD	42	9	SOUTH RIDGE ADD	R1	\$ 200,000	2,760
1 & 2 FAMILY, ADD OR ALTER-2	NSC SOLUTIONS	3437	09/13/17	1700		ECHO	TRL	1	3	SMOKING OAKS SOUTH #2	R1	\$ 914,780	8,315
1 & 2 FAMILY, ADD OR ALTER-2	LAW CONSTRUCTION	3544	09/12/17	1706		SMOKING OAK	PL	10	1	SMOKING OAK #2	R1	\$ 185,900	3,172
1 & 2 FAMILY, ADD OR ALTER-2	BTL ENTERPRISES, INC	3969	09/08/17	2601		MCGEE	DR	1	2	ROLLING HILLS ESTATES #1	R1	\$ 60,000	970
1 & 2 FAMILY, ADD OR ALTER-2	HALFORD, WILLIAM TABER	4047	09/14/17	109	W	RICH	ST	3	20	JA JONES ADDITION	R2	\$ 20,000	1,260
1 & 2 FAMILY, ADD OR ALTER-2	SWIFT, BRENT	4053	09/14/17	717	W	BOYD	ST	14	2	ROSS ADDITION	R1	\$ 10,000	120
1 & 2 FAMILY, ADD OR ALTER-2	BOWDEN, DOUGLAS L & CATHRYN	4064	09/19/17	2725	S	MEADOWBROOK	DR	21	7	BROAD ACRES SEC 1	R1	\$ 50,000	448
1 & 2 FAMILY, ADD OR ALTER-2	VON BUJANNI DESIGN, LLC.	4101	09/18/17	808	NE	FLOOD	AVE	30	5	PARSONS ADDITION	R1	\$ 154,807	100
1 & 2 FAMILY, ADD OR ALTER-2	MORREN HOME IMPROVEMENT	4129	09/19/17	4900	NE	84TH	AVE	5	1W	NOT SUBDIVIDED	A2	\$ 2,000	50
1 & 2 FAMILY, ADD OR ALTER-2	HOME MODS BY THERAPISTS	4183	09/25/17	901		KANSAS	ST	14	10	PARK ADD	R1	\$ 40,000	1,488
1 & 2 FAMILY, PAVING-2	MUNGUJA, JARED	828	09/14/17	1203		KANSAS	ST	35	2	WESTFIELD MANOR ADDITION	R1	\$ 1,000	200
1 & 2 FAMILY, PAVING-2	ADVANCED CONCRETE DESIGNS, I	3899	09/07/17	119	W	JOHNSON	ST	25	20	HIGHLAND ADDITION	R2	\$ 16,574	686
1 & 2 FAMILY, PAVING-2	DOW METAL BUILDINGS	3936	09/07/17	5055	SE	104TH	AVE	22	1W	BENT OAKS RANCH (SURVEY)	A2	\$ 5,000	773
1 & 2 FAMILY, PAVING-2	OPES, INC.	4040	09/14/17	3417		PATHWAY	DR	6	3	PRAIRE CREEK ADD #2	R1	\$ 5,000	390
1 & 2 FAMILY, PAVING-2	CHARLEYS CONCRETE & DRAINAG	4043	09/22/17	1620		ORIOLE	DR	11	2	SUTTON PLACE ADD #2	R1	\$ 1,620	141
1 & 2 FAMILY, PAVING-2	MEYERS, SHAWN & RUSSELL, ANGI	4103	09/18/17	1508	NE	RANGELINE	RD	3	3	DEERFIELD ADD SEC 6	R1	\$ 500	180
1 & 2 FAMILY, PAVING-2	MARTINEZ, OSCAR	4112	09/19/17	2250	NE	120TH	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 15,000	3,866
1 & 2 FAMILY, PAVING-2	FREDGREN, TOM	4276	09/26/17	1008		MCGAMEE	ST	5	1	DELONG ADD	R1	\$ 1,000	425
1 & 2 FAMILY, PAVING-2	WATKINS, VICTOR LEE	4365	09/28/17	607	N	PETERS	AVE	21	8	J.A. JONES ADDITION	R3	\$ 11,000	1,920
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	2161	09/15/17	529		BOULDER	CT	8	8	WESTERN VIEW #2	R1	\$ 1,000	160
1 & 2 FAMILY, STORAGE BLDG-2	BARGAIN BARNS & BUILDINGS, LLC	3850	09/05/17	708	W	EUFULA	ST	17	1	EAGLETON ADD	R1	\$ 3,500	160
1 & 2 FAMILY, STORAGE BLDG-2	ACCESS CONSTRUCTION SVCS, LI	3887	09/01/17	1904	SE	142ND	AVE	5	9	THUNDERBIRD HILLS	RE	\$ 20,000	900
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	3893	09/05/17	633		RIDGE LAKE	BLVD	4	3	SUMMIT LAKES ADD #7	R1	\$ 3,347	120
1 & 2 FAMILY, STORAGE BLDG-2	BETTER BARNS	3954	09/08/17	1051		SIENA SPRINGS	DR	7	2	SIENA SPRINGS ADD #1	R1	\$ 6,795	288
1 & 2 FAMILY, STORAGE BLDG-2	SPARKS LIVING TRUST	4001	09/12/17	4176	NE	24TH	AVE	9	2W	NOT SUBDIVIDED	A2	\$ 40,000	2,700
1 & 2 FAMILY, STORAGE BLDG-2	ALL AMERICAN BARN, LLC	4044	09/13/17	3501		ALLSPICE RUN	DR	26	1	CINNAMON RUN	RE	\$ 20,650	3,200
1 & 2 FAMILY, STORAGE BLDG-2	SCOTT, JONATHAN M & LUCINDA F	4073	09/14/17	4500		STABLE	DR	33	2	ROCK CREEK POLO CLUB	R1	\$ 2,100	140
1 & 2 FAMILY, STORAGE BLDG-2	R & R GENERAL CONTRACTING, INC	4184	09/22/17	4615	E	ROBINSON	ST	23	2W	NOT SUBDIVIDED	A2	\$ 70,000	2,400
1 & 2 FAMILY, STORAGE BLDG-2	BRYANT BUILDINGS, LLC.	4277	09/26/17	5880	E	TECUMSEH	RD	13	2W	NOT SUBDIVIDED	A2	\$ 7,000	864
1 & 2 FAMILY, STORAGE BLDG-2	PIÑON, JACKIE L & CAMILLE A.	4284	09/26/17	3226		WILLOW ROCK	RD	3	1	CROSSROADS WEST #1	R1	\$ 4,500	224
1 & 2 FAMILY, STORAGE BLDG-2	LAWN MASTER OUTDOOR LIVING	4387	09/28/17	2721		BELMONT	DR	7	4	BROAD ACRES ADD SEC 2-AMER	R1	\$ 10,000	192
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	3905	09/13/17	202		SONORA	LN	7	2	HIGHLAND VILLAGE SEC #1	PUD	\$ 40,000	512
1 & 2 FAMILY, SWIMMING POOL-3	GLORIA, JOHN	3907	09/05/17	3216		SKYE RIDGE	DR	2	3	LITTLE RIVER TRAILS SEC 5	R1	\$ 47,600	620
1 FAMILY, MANUF HOME REPLACE-2	GERLING, SHARON & JAMES	3951	09/15/17	4708	NE	108TH	AVE	2	1W	NOT SUBDIVIDED	A2	\$ 140,000	2,220
1 FAMILY, MANUF HOME REPLACE-2	FOSTER SIGNATURE HOMES	3979	09/13/17	4205	N	PORTER	AVE	7	2W	NOT SUBDIVIDED	RE	\$ 160,454	2,432
1 FAMILY, NEW CONSTRUCTION-2	SWAN HOLLOW, LLC.	3723	09/01/17	3901	E	TIMBER	TR	3	9	VINTAGE CREEK ADDITION	PUD	\$ 300,000	3,611
1 FAMILY, NEW CONSTRUCTION-2	MCGEE, FLOYD G.	3743	09/06/17	10201		TECUMSEH	DR	10	1W	NOT SUBDIVIDED	A2	\$ 300,000	3,107
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS-DIAMOND HOM	3773	09/05/17	1915		INGLENOOK	DR	11	4	SUMMIT VALLEY #2	R1	\$ 188,640	3,047
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	3821	09/11/17	813		MOSSY	DR	11	2	TRAILWOODS SEC 9	PUD	\$ 169,200	1,880
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	3845	09/11/17	2721		LEOPARD LILY	DR	6	4	TRAILWOODS SEC 9	PUD	\$ 198,450	2,205
1 FAMILY, NEW CONSTRUCTION-2	ACCESS CONSTRUCTION SVCS, LI	3886	09/01/17	1904	SE	142ND	AVE	5	9	THUNDERBIRD HILLS	RE	\$ 20,000	1,800
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	3900	09/19/17	508		PERTH	CT	23	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 216,270	3,252
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING COMPANY	3925	09/07/17	4423		FOUNTAIN VIEW	RD	11	3	FOUNTAIN VIEW SEC. #1	R1	\$ 700,000	6,100
1 FAMILY, NEW CONSTRUCTION-2	BRYANT SHIRE CONSTRUCTION &	3935	09/15/17	2600	SE	156TH	AVE	8	1E	DAMANN HILLS COS	A2	\$ 212,000	3,047
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	3955	09/15/17	3132		OLD FRISCO	RD	9	3	GREENLEAF TRAILS ADD 8	PUD	\$ 218,350	2,475

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

10/11/2017

RESIDENTIAL PERMITS	SEPTEMBER 2017			SEPTEMBER 2016		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	20	20	\$5,368,430	26	26	\$7,778,265
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	0	0	\$0	2	2	\$84,000
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	4	4	\$700,000
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3-4 DU per bldg)	0	0	\$0	0	0	\$0
Full Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
Total Residential New	20	20	\$5,368,430	32	32	\$8,562,265
Net Residential Demos & Removals		-1			-3	
Net Residential Units		19			29	
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	10		\$1,637,487	12		\$825,611
Manufactured Home (Replace)	2		\$300,454	0		\$0
Paving & Pools	11		\$144,294	14		\$454,315
Accessory Buildings	12		\$188,892	14		\$614,027
Storm Shelters	15		\$39,660	30		\$92,229
3+ Family						
Addition & Alteration (All Types)	0		\$0	0		\$0
Total Residential Additions & Alterations	50		\$2,310,787	70		\$1,986,182
TOTAL RESIDENTIAL	70		\$7,679,217	102		\$10,548,447

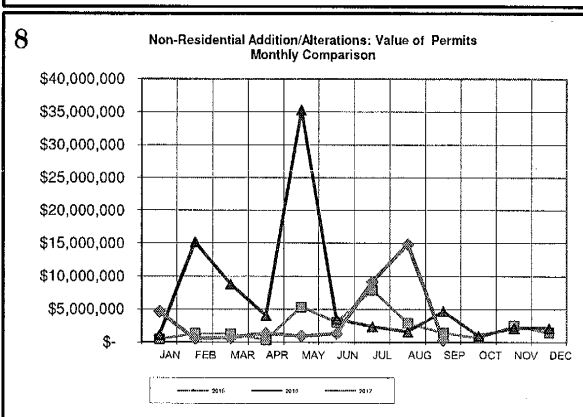
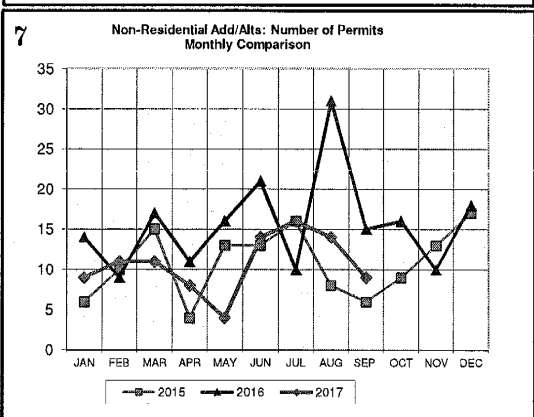
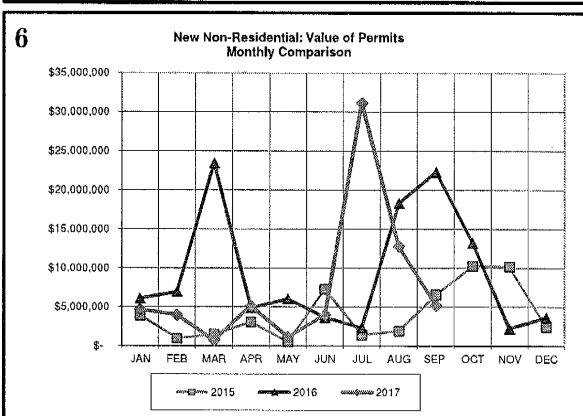
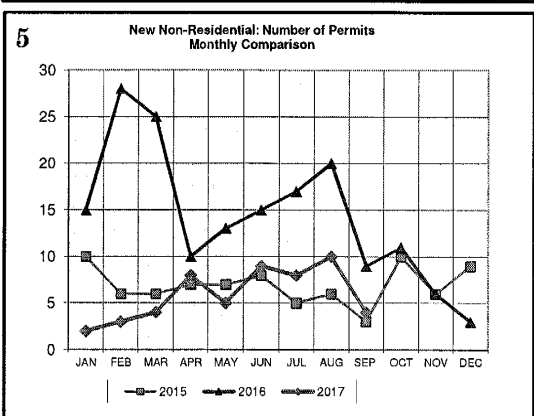
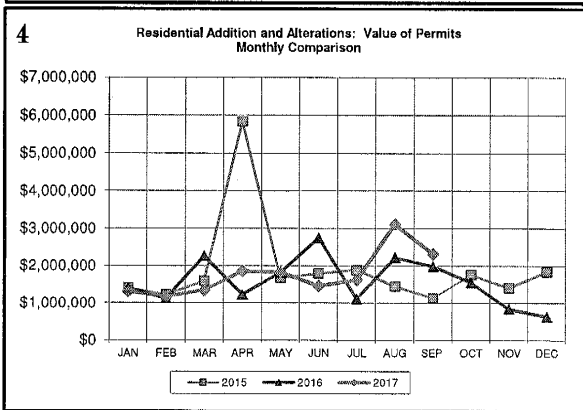
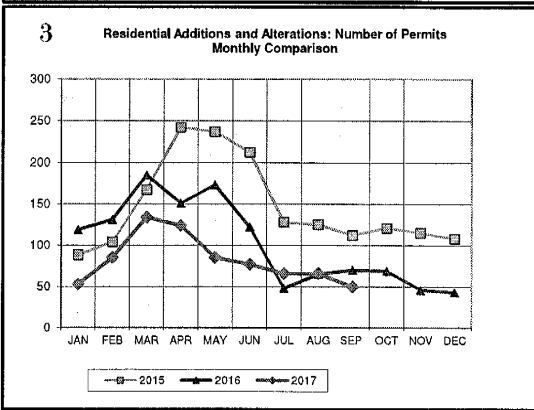
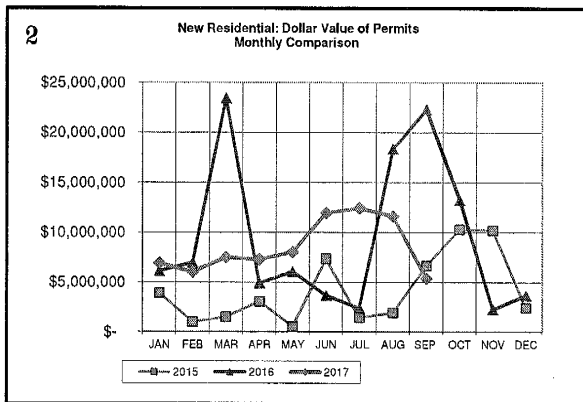
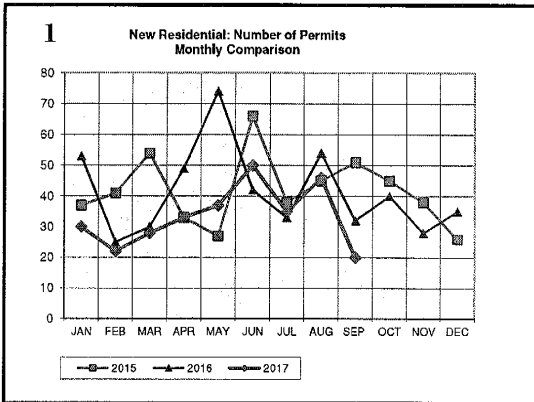
NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	1	\$50,000	1	\$100,000
Shell	0	\$0	2	\$1,636,465
Interior Finish	0	\$0	4	\$535,000
Full Permit	3	\$5,150,000	2	\$20,035,000
Total Non-Residential New	4	\$5,200,000	9	\$22,306,465
Additions & Alterations				
Additions & Alterations (All Types)	9	\$331,078	15	\$4,658,013
Total Non-Residential Additions & Alterations	9	\$331,078	15	\$4,658,013
TOTAL NON-RESIDENTIAL	13	\$5,531,078	24	\$26,964,478

TOTAL ALL PERMITS	83	\$13,210,295	126	\$37,512,925
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OTHER ACTIVITY	Number	Number
Electrical Permits	95	124
Heat/Air/Refrigeration Permits	106	131
Plumbing & Gas Permits	105	165
Sign Permits	36	36
Water Well Permits	0	4
Garage Sale Permits	187	215
Structure Moving Permits	2	2
Demo - Residential Permits	2	2
Demo - Non-residential Permits	1	3
Temporary Const Bldgs & Roll-off Permits	17	18
Lot Line Adjustments Filed	0	4
Certificate of Occupancy (CO) Permits	75	111
All Field Inspections	1,802	2,189

YEAR TO DATE	JANUARY-SEPTEMBER 2017			JANUARY-SEPTEMBER 2016		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	301	297	\$77,020,512	392	1294	\$171,351,577
Residential Demos/Removals	na	-15	na	na	-25	na
Residential Additions/Alterations	740	na	\$33,794,203	1064	na	\$76,690,931
Non-residential New Construction	53	na	\$68,738,029	152	na	\$94,087,928
Non-residential Additions/Alterations	96	na	\$33,794,203	144	na	\$76,690,931
TOTAL YEAR TO DATE	1190	282	\$213,346,947	1752	1269	\$418,821,367

Reporting of data changed with the July 2015 report. The purpose is to more thoroughly delineate residential construction for reporting to the Reapportionment Commission and Census Bureau. Data previously reported was grouped differently and individual permit types may or may not correspond to data after this date.



REVITALIZATION 10C

CDBG and HOME Investment Partnerships Programs

The Vicksburg six-unit development being undertaken by the Norman 2015 CHDO is under construction with completion estimated for October 2017. This project is partially funded by the City of Norman HOME Program. LG Construction, Inc. is the construction contractor.

CDBG Disaster Relief Grant

Construction is underway on Project #1 (100% complete) located on 108th Ave SE and Project #2 (100% complete) located on 120th Ave SE. Punch lists are being completed by contractor. Project #'s 3, 5, and 6 generally located at 120th AVE NE and Tecumseh NE are underway.

Contracts were awarded to SilverStar Construction for Projects #8 (120th Ave NE from Tecumseh Road to Stella Road) and #9 (Stella Road from 132nd Ave NE to 144th Ave NE). Anticipated completion date is early 2018.

Project 4: 84th Ave NE from Rock Creek Road to north end (.3 miles) and Project 7: Rock Creek Road from 108th Ave NE to 120th Ave NE (1 mile) are scheduled to be out to bid in November 2017.

Homeless Activities

On September 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of August. There were nine housing placements made (1 Veteran; 8 Chronic). Community Solutions and HUD are have reviewed the housing placement data for Veterans and determined that Functional Zero has been obtained. A formal review is underway with the Federal Partners, verification will be completed in late fall 2017.

Housing Programs

September 2017

CDBG

- One rehabilitation project is under contract, One rehabilitation project was completed since July 1, 2017.
- One emergency repair project is under contract; Four emergency repair projects were completed since July 1, 2017.
- One accessibility modification is under contract; five accessibility modification projects has been completed since July 1, 2017.

Social and Voluntary Services Commission

Twenty-four non-profit agencies submitted applications totaling almost \$270,000 for the \$175,000 allocated in the FYE18 City of Norman budget. On June 19, 2017 applicants made presentations to the Social and Voluntary Services Commission. On June 26, 2017, the Social and Voluntary Services Commission met and recommended funding to twenty-two of the applicants. Contracts for these awards were approved by the Norman City Council at the August 22, 2017 meeting. All expenditures are progressing.

POLICE 11



Administrative Summary

September 2017 Summary



Operations

Part I Crimes	2017	Current	2016	2017	Year-To-Date	2016
		MONTH 5YR AVG			YTD 5YR AVG	
Murder	0	1	0	8	3	2
Rape	7	5	3	44	42	42
Robbery	5	6	2	37	45	47
Agg. Assault	14	17	14	129	128	146
Burglary	38	64	60	449	591	550
Larceny	267	285	210	1,985	2,666	2,161
Motor Vehicle Theft	31	27	28	223	231	313
Arson	0	1	1	1	5	5
Part I Totals:	362		318	2,876		3,266
Part II Crimes						
DUI/APC	32	37	21	304	407	295
Drunkenness	57	69	68	526	577	484
Drug Violations	71	82	77	795	868	710
Forgery	21	20	13	183	223	175
Vandalism	62	73	77	724	694	797
Others	372	NA	344	3,312	NA	3,422
Part II Totals:	615		600	5,844		5,883
Total Reported Crime:	977		918	8,720		9,149
Other Reported Activity						
Public Peace Reports	194	151	164	1,726	1,293	1,608
Warrants Served	104	107	113	998	1,146	1,056
Other Reports Totals:	298		277	2,724		2,664
Total Case Reports:	1,275		1,195	11,444		11,813
Collisions						
Fatality	0	0	0	3	3	2
Injury	61	63	56	469	506	559
Non-Injury	131	185	159	1,213	1,542	1,326
Total Collisions:	192		215	1,685		1,887
Call for Service						
CAD Activity (Total)	11,399	NA	10,286	96,597	NA	90,359
Calls for Service (Police)	8,395	NA	7,404	72,228	NA	66,456
Total CFS:	19,794		17,690	168,825		156,815
Citations & Warnings:						
Citations	987	NA	1,288	12,794	NA	12,823
Warnings	1,926	NA	1,482	19,067	NA	11,385
Total Citations & Warnings:	2,913		2,770	31,861		24,208

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

** Five Year Average based on 2012 to 2016

ANIMAL CONTROL 11A

Kennel Statistics Report
Intakes from 09/01/17 to 09/20/17

	DOG	PUPPY	CAT	KITTEN	OTHER	TOTAL
TOTAL	69	15	25	33	18	160
CONFISCAT	2	0	0	0	0	2
POLICE	2	0	0	0	0	2
DISPO REQ	3	0	4	0	8	15
FIELD	3	0	4	0	7	14
OTC	0	0	0	0	1	1
EUTH REQ	5	0	0	0	0	5
OTC	5	0	0	0	0	5
FOSTER	1	0	0	6	0	7
OTC	1	0	0	6	0	7
OWNER SUF	3	2	7	1	0	13
FIELD	0	1	0	0	0	1
OTC	3	1	7	1	0	12
RETURN	2	0	1	1	0	4
OTC	2	0	1	1	0	4
STRAY	53	13	13	25	0	104
FIELD	28	6	2	5	0	41
OTC	25	7	11	20	0	63
TRANSFER	0	0	0	0	2	2
AN CONTROL	0	0	0	0	2	2
WILDLIFE	0	0	0	0	8	8
FIELD	0	0	0	0	8	8

Kennel Statistics Report
Outcomes from 09/01/17 to 09/20/17

	DOG	PUPPY	CAT	KITTEN	OTHER	TOTAL
TOTAL	111	15	41	42	19	228
ADOPTION	73	13	37	27	1	151
	2	0	0	0	0	2
OUT EVENT	1	0	0	0	0	1
REFERRAL	1	0	1	0	0	2
RESCUE GRP	13	0	5	7	0	25
WALKIN	56	13	31	20	1	121
DISPOSAL	5	0	4	0	11	20
CREM-PRIV	0	0	1	0	1	2
CREM-SHELT	5	0	3	0	10	18
EUTH	13	1	0	0	0	14
AGED	4	0	0	0	0	4
AGGRESSIVE	4	0	0	0	0	4
BEH SEVERE	1	0	0	0	0	1
COND MINOR	1	0	0	0	0	1
COND SEVER	0	1	0	0	0	1
OWNER REQ	3	0	0	0	0	3
FOSTER	1	0	0	15	0	16
INJ MINOR	1	0	0	0	0	1
UNDRAGE/WT	0	0	0	15	0	15
RTO	19	1	0	0	0	20
	2	0	0	0	0	2
MICROCHIP	1	0	0	0	0	1
PHONE	6	0	0	0	0	6
WALKIN	8	1	0	0	0	9
WEB	2	0	0	0	0	2
TRANSFER	0	0	0	0	7	7
WILDCARE	0	0	0	0	7	7

Kennel Statistics Report
Animals On Hand on 09/20/17

	DOG	PUPPY	CAT	KITTEN	Total
Total	31	4	15	16	66
NORMAN	29	4	15	16	64
STATE PARKS	2	0	0	0	2



Norman Animal Welfare Shelter Animal Count

09/01/2017 to 09/20/2017



Beginning Animal Counts

CANINE		
Adult	Up to 5 Months	Age Unknown
60	12	10

FELINE		
Adult	Up to 5 Months	Age Unknown
25	44	11

Animal Intake

Stray At Large
 Relinquished by Owner
 Owner-Intended Euthanasia
 Transferred In
 Other Intakes
Total Live Intakes

CANINE		
Adult	Up to 5 Months	Age Unknown
49	13	4
5	2	0
5	0	0
0	0	0
0	0	2
59	15	6

FELINE		
Adult	Up to 5 Months	Age Unknown
10	25	3
8	2	0
0	0	0
0	0	0
0	0	0
18	27	3

Animal Outcomes

Live Outcomes

Adoption
 Returned to Owner
 Transferred Out
 Returned to Field
 Other Live Outcome
SubTotal Live Outcomes

CANINE		
Adult	Up to 5 Months	Age Unknown
53	13	7
18	1	1
13	0	0
0	0	0
0	0	0
84	14	8

FELINE		
Adult	Up to 5 Months	Age Unknown
26	15	5
0	0	0
0	7	5
0	0	0
0	0	0
26	22	10



Norman Animal Welfare Shelter Animal Count

09/01/2017 to 09/20/2017



Animal Outcomes

Died in Care
 Lost in Care
 Shelter Euthanasia
 Owner-Intended Euthanasia
Subtotal Other Outcomes
Total Outcomes

Other Outcomes

CANINE		
Adult	Up to 5 Months	Age Unknown
0	0	0
2	0	0
8	1	0
5	0	0
15	1	0
99	15	8

FELINE		
Adult	Up to 5 Months	Age Unknown
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
26	22	10

Ending Animal Counts

CANINE		
Adult	Up to 5 Months	Age Unknown
28	4	8

FELINE		
Adult	Up to 5 Months	Age Unknown
17	49	4



Norman Animal Welfare Kennel Comparisons Statistics



"Intake Comparisons"

9/1/16 to 9/20/16

9/1/17 to 9/20/17

Dogs				
Strays	51	66	↑	29.4 %
Owner Surrenders	16	7	↓	56.3 %
Others	3	2	↓	33.3 %
Total Dogs Received:	70	75	↑	7.1 %
Cats				
Strays	62	38	↓	38.7 %
Owner Surrenders	17	10	↓	41.2 %
Total Cats Received:	79	48	↓	39.2 %
Total Intakes:	149	123	↓	17.4 %

"Outcome Comparisons"

9/1/16 to 9/20/16

9/1/17 to 9/20/17

Dogs				
Adoption	59	86	↑	45.8 %
Euthanasia	8	9	↑	12.5 %
Return to Owner	16	20	↑	25.0 %
Others	1	2	↑	100.0 %
Total Dogs Dispositioned:	84	117	↑	39.3 %
Cats				
Adoption	55	64	↑	16.4 %
Euthanasia	4	0	↓	100.0 %
Others	2	0	↓	100.0 %
Total Cats Dispositioned:	61	64	↑	4.9 %
Total Outcomes:	145	181	↑	24.8 %

Shelter Statistics 09/22/17 - 09/30/17

Incoming

Type	Agency	DOA (Surrender)	DOA (Stray)	DOA (Wildlife)	Owner Surrender	Returns	Stray	Wildlife	Total
Dog	9	3	0	0	6	3	10	0	31
Puppy	1	0	0	0	0	0	2	0	3
Cat	1	0	5	0	9	0	17	0	32
Kitten	0	0	0	0	0	2	11	0	13
Bird (wildlife)	0	0	0	0	0	0	0	2	2
Mammal	0	0	0	3	0	0	0	1	4
Marsupial	0	0	0	1	0	0	0	1	2
Sheep	0	1	0	0	0	0	0	0	1
Grand Total:	11	4	5	4	15	5	40	4	88

Outgoing

Status	Bird (Wildlife)	Cat	Dog	Kitten	Mammal	Puppy	Total
Adopted	0	8	10	1	0	0	19
Agency Transfer Out	0	0	0	0	1	0	1
Reclaimed	0	1	10	0	0	0	11
Released by Agency	2	0	1	0	0	0	3
Transfer Out	0	4	5	2	0	3	14
Grand Total:	2	13	26	3	1	3	48



Monthly Service By Assignment

January 2017 to September 2017
Animal Welfare Volunteers Recent

Place	Assignment	Jan 2017 Hours	Feb 2017 Hours	Mar 2017 Hours	Apr 2017 Hours	May 2017 Hours	Jun 2017 Hours	Jul 2017 Hours	Aug 2017 Hours	Sep 2017 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	2:26	0:00	0:00	0:00	0:51	0:00	0:00	0:00	24:00	27:17
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	44:19	42:23	50:52	41:18	31:14	75:02	67:53	52:26	62:13	467:40
	NAWC-Community Outreach Volunteer	0:00	0:00	6:18	0:00	3:25	3:00	0:00	6:28	0:00	19:11
	NAWC-Dog Handler	80:05	79:51	153:40	229:32	141:42	118:18	148:35	70:46	105:37	1,128:06
	NAWC-Foster Program	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00	0:00	2:00
	NAWC-Laundry	3:45	5:57	6:43	11:50	2:47	9:53	11:57	8:01	8:59	69:52
	NAWC-Lobby Greeter	24:13	21:45	16:31	47:35	59:31	44:08	31:52	21:57	45:49	313:21
	NAWC-Orientation	9:00	3:00	11:00	37:00	17:00	20:30	12:00	5:00	5:00	119:30
	NAWC-Photographer	2:15	0:00	12:35	6:40	12:35	11:11	17:21	4:21	4:40	71:38
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Total		166:03	152:56	257:39	373:55	269:05	282:02	289:38	170:59	256:18
Grand total		166:03	152:56	257:39	373:55	269:05	282:02	289:38	170:59	256:18	2,218:35

PUBLIC WORKS

12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
September 2017

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed 4 Final Plats, 3 Preliminary Plats, 1 Short Form Plat, and 1 Certificate of Survey for Planning Commission; also 4 Final Plats and 1 Consent to Encroach for City Council review. The Development Engineer reviewed 19 sets of construction plans and 3 punch lists. There were 102 permits reviewed and/or issued. Fees were collected in the amount of \$15,106.05.

CAPITAL PROJECTS

SH-9E and Lindsey Street Interchanges on Interstate 35

Construction on the I-35/ SH-9E and Lindsey Street Interchanges Reconstruction project began on Monday, March 2, 2015. This is a \$72 million construction project awarded to Sherwood Construction Company of Tulsa, Oklahoma. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project.

The project involves the following items:

- The new SH-9E modified Interchange will allow large volumes of traffic to negotiate the area.
- SH-9E Project will provide a connection from Ed Noble Parkway to SH-9E
- Replace the existing Lindsey Street interchange with a Single Point Urban Interchange (SPUI). The SPUI will include longer on and off ramps at I-35 and a wider Lindsey Street bridge. The SPUI will allow large volumes of traffic to negotiate the area using a single set of traffic signals mounted at the center of the bridge. This is the second SPUI interchange in Norman and the third in the State of Oklahoma.
- Widen I-35, from the Canadian River Bridge to ½ mile south of Main street, from four to six lanes
- Three new bridges will be constructed to vertically separate the on and off ramps from I-35 to SH-9E and Lindsey Street

The contractor's activities this month were as follows:

- On Friday, July 31, the contractor opened the I-35/ Lindsey Street Interchange to traffic.
- Continue installing the planter boxes
- Began installing the Seed Sower panels on the Lindsey Street bridge deck

Lindsey Street from 24th Avenue SW to east of Berry Road:

Construction on the Lindsey Street Reconstruction and Widening Project is scheduled to begin on Tuesday, July 5, 2016. This is a \$28.4 million construction project under construction by Sherwood Construction of Tulsa, Oklahoma. The contract time is set at 500 days with a \$5,000 per day incentive with a maximum of 100 days. Completion of this project is estimated to be October 2017. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project. Lindsey Street between 24th Avenue and Berry Road will remain open during construction. When the Lindsey Street Bridge over Imhoff Creek located between Berry Road and Pickard Avenue is replaced, this portion of the road will be closed, except for local traffic, for a maximum of 100 days.

The project involves the following items:

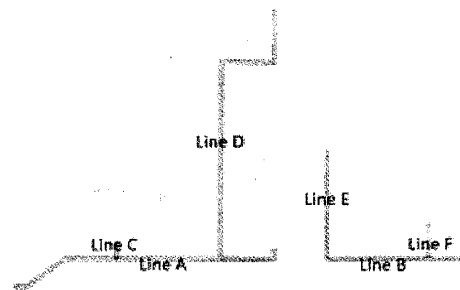
- Widening West Lindsey Street from 3 lanes to 4 lanes with additional lanes at intersections
- New bridge over Imhoff Creek
- Continuous sidewalks on both sides of the street
- Access management to adjacent properties
- Multi-modal improvements including bicycle lanes
- Aesthetic enhancements including decorative pavement, landscaping, and roadway lighting
- Underground utilities
- Accessibility for disabled individuals
- Drainage improvement for the corridor

*Monthly Progress Report
Public Works (September 2017)*

Construction on the Lindsey Street Bridge over Imhoff Creek began on Tuesday, July 5, 2016. The portion of Lindsey Street between Berry Road and Pickard Avenue is closed to through traffic. Signs are placed to direct the traveling public.

The contractor's activities this month were as follows:

- Completed the installation of Line D and Line F
- Complete the decorative concrete pavement at the Wiley Road and West Lindsey Street Intersection
- Completed the construction of the raised center medians.
- Began the installing the decorative concrete pavement on the north leg of Berry Road
- Began installing the concrete footings for the benches along the West Lindsey Street corridor
- Began installing the traffic-signal poles at the intersection of McGee Drive and West Lindsey Street
- Began final pavement operations on McGee Drive
- Continued installing sidewalks, street-light-footings, and driveways throughout the West Lindsey Street corridor



Drainage System on W. Lindsey Street

On Friday, October 6, 2017 the contractor opened the south leg of Wiley Road and W. Lindsey Street intersection to traffic after completion of the decorative concrete pavement. On this same day, the contractor shifted vehicular traffic to the inside lanes on West Lindsey Street in order to complete the installation of driveways, sidewalks, irrigation conduit, and street-lights.

Franklin Road Bridge over the Little River:

Construction on the Franklin Road Bridge Project began on Monday, January 16, 2017. This is a \$3.7 million project under construction by Frontier Bridge of Okarche, Oklahoma. This project is a part of the 2012 Bond Program. Contract time is set at 180 days with an estimated completion date of July 15, 2017. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project. The contractor closed Franklin Road between 24th Avenue NW and 12th Avenue NW to through traffic on January 16 for the duration of the project, in order to remove and reconstruct the bridge over the Little River. The detour during the construction of the project is Tecumseh Road. City staff met with officials from Moore-Norman Technology Center in November 2016 to inform them of the upcoming construction project.

The project involved the following items:

- Replaces existing 2-lane bridge over Little River
- Replaces 2,000 feet of pavement on Franklin Road
- Adds 10-foot shoulders to roadway
- Reduces roadway flooding
- Improves public safety and accessibility

The contractor's activities this month were as follows:

- Completed paving the roadway
- Completed the striping the roadway
- Completed earthwork activities on the roadway shoulders
- Opened the Franklin Road Bridge and roadway to traffic on Wednesday, August 16

2013 CDBG-DR Project Groups 1 and 2:

Construction on the CDBG-DR Project Groups 1 and 2 began on June 16th, 2016 with Silver Star Construction of Moore, Oklahoma. Project Group 1 includes: 84th Avenue NE from Tecumseh Road to Franklin Road, Tecumseh Road from 84th Avenue NE to 120th Avenue NE, and 96th Avenue NE from south of Rock Creek Road to Tecumseh Road. Project Group 2 includes 108th Avenue SE and 120th Avenue SE, both from Etowah Road to State Highway 9. Project Group 3 was awarded on August 22, 2017 and consists of two new Projects: 120th Avenue NE, Tecumseh Road to Stella Road and Stella Road, 132nd Avenue NE to 144th Avenue NE.

These three project groups total \$10.1 million in construction projects under contract with Silver Star Construction and are 100% funded by the Department of Housing and Urban Development (HUD) and administered by Oklahoma Department of Commerce (ODOC). Construction engineering services will be completed by Atkins North America of Norman, Oklahoma. Road closures will be necessary during the culvert replacement phase of construction. Detour routes will be posted and local access will be provided at all times during construction.

The project involves the following items:

- Subgrade Stabilization
- New 6" asphalt pavement
- Some roadway widening
- Culvert replacement at most locations
- Ditch grading

Group 2 projects were substantially complete in April. The major focus of work now is construction of the three Group 1 Projects on 84th Avenue NE, Tecumseh Road and 96th Avenue NE and one Group 3 Project on Stella Road.

The contractor's activities this month were as follows:

- Finish drive culvert pipe installations and drive construction on 96th Avenue NE
- Finish asphalt base on Tecumseh Road between 84th Avenue NE and 96th Avenue NE
- Begin culvert installations, grading and subgrade stabilization on Tecumseh Road between 108th Avenue NE and 120th Avenue NE
- Finish subgrade stabilization on 84th Avenue NE between Franklin Road and Tecumseh Road
- Finish drive surfacing and pavement milling on Stella Road
- Begin asphalt overlay on Stella Road

Main Street Streetscape Project:

Waterline construction on the Main Street Streetscape Project located between James Garner Avenue and Park Drive began on Monday, March 20, 2017 and was completed on Wednesday May 17, 2017.

ODOT held the Streetscape Bid opening on Thursday, May 18, 2017 and awarded the project to the low bidder Rudy Construction on Tuesday, June 5, 2017 in the amount of \$3,052,466.98. The entire streetscape project cost for design, right-of-way, utility relocation and construction will be approximately \$3.9 million.

This project involves the following items:

- New Waterline
- Landscaping and Street Furniture
- Sidewalks and ADA Ramps
- Lighting and Traffic Signal Upgrades
- Asphalt Pavement Rehabilitation

The contractor's activities this month were as follows:

- No work was done on this project this month. Rudy Construction began construction on Monday, October 2, 2017, which coincides with the ODOT late start date.

Imhoff Creek Channel Repair Project:

Construction on the Imhoff Creek Channel Repair Project began on Monday, September 11, 2017. This is a \$450,000 construction project to address damages to a 750-foot segment of articulated concrete block channel caused by the May 2015 Floods. A-Tech Paving of Oklahoma City, Oklahoma is the contractor. The Federal Emergency Management Agency (FEMA) has agreed to reimburse the City 87.5% of the actual construction costs.

This project involves the following items:

- Re-grading the channel bottom and side slopes to match pre-disaster elevations and dimensions
- Re-establishing the plunge pool for energy dissipation located at the downstream end of the project
- Removal of the damaged concrete articulated block segments and drop structure
- Installation of new concrete lined channel and drop structure

The contractor's activities this month were as follows:

- Earthwork to repair the channel bottom at washout location
- Debris removal of the broken and dislodged concrete articulated blocks

Sidewalk Program:

FYE 2018 Sidewalk Program bid was awarded on August 8, 2017 by City Council to MTZ Construction in the amount of \$250,650.00 for the five following projects to be scheduled throughout the fiscal year 2018:

- **Citywide Sidewalk Reconstruction Program** which is intended to assist property owners in repairing existing sidewalks and constructing new sidewalks along an entire city block. Property owners who wish to participate in the Citywide Sidewalk Reconstruction Project will pay fifty percent (50%) of the estimated cost, with the City paying the remaining fifty- percent (50%) from funds allocated to this project. Construction to repair sidewalk in various residential locations in Norman will begin in September 2017. No citywide sidewalk construction in August of 2017.
- **Sidewalk Accessibility Program** which provides sidewalk ramps where none exist and rebuilds existing ramps that do not comply with the current Americans with Disabilities Act (ADA) standards. This project will construct approximately twenty-two (22) curb ramps. Locations are determined at the request of citizens and along arterial and collector streets that do not currently have ramps at street-sidewalk intersections. Construction of ramps on Cherry Creek Drive from Main to Knob Hill Circle is scheduled for October 2017. The FYE 2017 Program will reconstruct ramps at the entrance of Cedar Creek Addition are expected to be complete by October 30th. Construction of ramps on Wylie Road between Lindsey and Boyd Street following the Lindsey Street Improvements in the area scheduled to be completed in October 2017. Construction of new ramps at Chautauqua and south side of Parsons completed September 18th.



Sidewalk Accessibility Parson & Chautauqua Looking East

- The **Sidewalk Program for Schools and Arterials** is used to construct new sidewalks adjacent to elementary schools that have no sidewalks and along walking routes to the schools. The location in this year's program is the east side of Classen Blvd. from Lincoln School to Macy Street, with new ramps at each crossing. A second location will improve accessibility on McGee Drive just south of Monroe School. This sidewalk project is scheduled for June 2018. The FYE 2017 program will construct two ramps associated with a crossing at Whittier Middle School has been scheduled for September 2017.
- The **Downtown Area Sidewalks and Curbs Program** will repair hazardous or deteriorated sidewalks, ramps and curbs in the downtown area. The location will be concentrated along Porter Avenue south of Main Street. Work expected to begin in March 2018.
- The **Sidewalks and Trails Project** constructs new sidewalk and trails throughout the city in conformance with adopted plans including the Greenbelt Master Plan, Bikeway & Transportation Master Plan and Parks Master Plan. The location this fiscal year is concentrated along the north side of Main Street from 26th Avenue West to 700 feet east to close sidewalk gaps and provide sidewalk ramps to provide a contiguous sidewalk route from the I-35 Bridge overpass to the commercial area to the east. Work is scheduled in February 2018.

STREETS DIVISION

CIP/BOND PROJECTS

IOWA ST B/BERRY RD AND PICKARD AVE, FYE 2013 BOND
752.52 tons of asphalt and 11.00 cubic yards of concrete

DAKOTA ST B/ BERRY RD AND UNIVERSITY BLVD, FYE 2015 BOND
36.26 tons of asphalt and 259.50 cubic yards of concrete

ASPHALT OPERATIONS

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 2.05 tons of asphalt was utilized in routine pothole patching operations.

ROADSIDE OPERATIONS

MOWING OF ROADSIDE RIGHTS-OF-WAY

Mow 60.50 miles of urban rights-of-way
Mow 171.00 miles of rural rights-of way

OTHER

INTERLOCAL AGREEMENT CLEVELAND COUNTY DIST 2
BANNER RD B/ 120TH AVE AND 180TH AVE NE
4,435.54 tons of asphalt

INTERLOCAL AGREEMENT CLEVELAND COUNTY DIST 2
FRANKLIN RD B/ POTTAWATOMIE RD AND NS 331
853.56 tons of asphalt

STORMWATER DIVISION

Stormwater Maintenance

WORK ORDER RESPONSE

Stormwater Division received 55 work order requests and closed 52.

1170 ROBINHOOD LN

Stormwater crews cleared 46 tons of debris, poured 22.00 cubic yards of concrete, and replaced 7 curb hoods and 2 grates.

DRAINAGE MAINTENANCE

Channel maintenance crew mowed 2,304,418 sq ft, and trimmed trees in drainage rights-of-way in the urban area and removed 46 tons of debris from channels.

Cleared 131 inlets of debris from drainage rights-of-way in the urban/rural area.

URBAN STREET SWEEPING OPERATIONS

Total of 369 miles were swept resulting in the removal of approximately 216 tons of debris from various curblines streets.

STORMWATER OKIE LOCATES

During the month of September, 2,490 Call 811 Okie Spots were received. Of those requests, 33 were stormwater pipe locates, 83 were physically checked, and 935 were referred to other departments.

STORMWATER QUALITY

Received and responded to 27 citizen calls/ YTD Total is 118.

Performed 145 inspections of 91 active sites.

Issued 0 citations and 1 NOV to active sites.

Issued 6 Earth Change Permits to new projects.

Stormwater Citizen Committee meetings to discuss the stormwater utility, budget, and maintenance were held on September 11th and 25th.

On September 8, 2017, Michele provided a demonstration of the EnviroScape model to the Norman Public Schools Parents as Teachers group at the Trailwoods splash pad. This event was in collaboration with Ideal Homes. There were 20 attendees. A description and tour of the bioretention area near the pad was also given to attendees.

On September 17 - 22, Carrie and Michele attended the EPA Region 6 MS4 Operators' Conference in San Antonio. Carrie presented with Raymond Melton, City of Oklahoma City, on the Lake Thunderbird Watershed TMDL.

On September 30, Hans, Amy, Carrie, and Michele attended the Pioneer Library's Touch-a-Truck Event. Carrie and Michele provided a demonstration of the EnviroScape model. Hans and Amy showcased one of the Stormwater Division's street sweepers.

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.

SEPTEMBER 2017
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

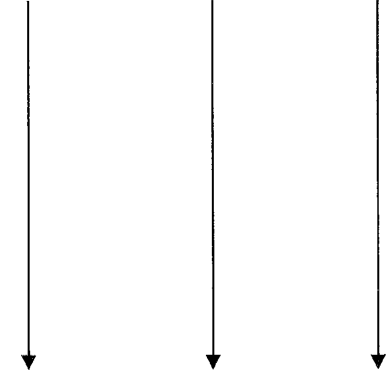
FY 17-18 Associated Fees

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

*Norman Rural Cert of Survey...1
 *Final Plats.....4
 *Preliminary Plats.....3
 *Short Form Plat.....1

City Council Review:

Certificate of Survey.....0
 Preliminary Plat.....0
 Final Plats.....4
 Certificate of Plat Correction...0
 Encroachment.....1
 Resolution for Plat Vacation....0
 Closure.....0



\$0.00

Development Committee:

Final Plats.....0

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

\$0.00

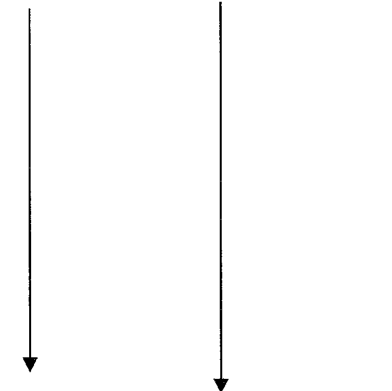
Subtotal:

Permits Reviewed/Issued:

(includes Offsite Construction fees)

\$7,460.00 \$3,230.00 \$10,690.00

**Single Family.....20
 ***Commercial.....16
 Multi-Family.....10
 Addition/Alteration.....11
 House Moving.....1
 Paving Only.....8
 Storage Building.....9
 Swimming Pool.....3
 Storm Shelters.....11
 Public Improvements.....4
 Temporary Encroachments.....5
 Fire Line Pits/Misc.....3
 Flood Plain (@\$100.00 each).....1



\$100.00 \$0.00 \$200.00

Total Permits..... \$7,546.05 \$2,907.36 \$20,344.21

Grand Total..... \$15,106.05 \$6,137.36 \$31,234.21

******Construction Plan Review occurrences 19 19 51**

*******Punch Lists prepared 3 2 8**

* All Final Plat review completed within ten days.....PI # 13
 ** All Single Family Permits were reviewed and completed within three days.....PI # 10
 *** All Commercial Permits were reviewed and completed within seven days.....PI # 11
 **** All Construction Plans were reviewed within ten days.....PI # 12
 *****All Punch Lists prepared within one day of Final Inspection.....PI # 8

SEPTEMBER 2017

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

**KEN DANNER/TODD McLELLAN/DREW
NORLIN**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	3	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	20	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	16	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	19	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	9	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2018

STREET DIVISION					
	FYE 2018 Sept. 2017	FYE 2018 Sept. 2017	Year to Date	Year to Date	FYE 2018
PERFORMANCE INDICATOR	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	10%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	2.05	21%	30.40	100%	95%
Overlay/pave 10 miles per year.	4.00	40%	7.25	73%	100%
Replace 1,160 square yards of concrete pavement panels	-	0%	285.00	25%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	8.00	2%	8.00	2%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 12 miles)	1.00	6%	3.00	25%	100%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	60.50	2%	180.00	5%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	171.00	58%	420.00	142%	50%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	65%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2018

STORMWATER DIVISION					
	FYE 2018 September, 2017	FYE 2018 September, 2017	Year to Date	Year to Date	FYE 2018
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	369.00	74%	909.00	15%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	718.00	7%	1,521.00	15%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	2,304,418.00	17%	6,094,447.00	45%	90%
Perform erosion control inspections of permitted sites within 30 days.	145.00	154%	404.00		100%
Permit all earth disturbing operations over 1 acre in size.	6.00	95%	8.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	-	0%	-		20%
Respond to stormwater complaints within 24 hours of the time reported	27.00	100%	118.00		100%
Enforcement actions (NOV's and citations)	1.00	N/A	11.00		N/A

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT
September 2017**

**FYE 2018
FUEL REPORT
IN GALLONS**

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	22,062.00	23,877.00	25,248.00
Outside - sublet	568.84	313.10	0.00
TOTAL	22,630.84	24,190.10	25,248.00

TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	19,008.60	21,087.05	18,110.94	7,137.06

FYE 2018 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	61,847.19	67,817.56	55,607.00	21,737.00

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.08	Low	\$1.86	UNLEADED	High	\$2.13	2.31	\$2.04
DIESEL	High	\$1.95	Low	\$1.79	DIESEL	High	\$2.41	Low	n/a
CNG	High	n/a	Low	\$1.08	CNG	High	n/a	Low	n/a

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS		\$74,650.83	Month Total Public CNG Sales		\$11,155
BATTERIES		\$1,989.88	FYE 2018 To Date Public Sales		\$34,042
OILS/FLUIDS		\$3,292.14	LIFE TO DATE CNG GAS GALLON EQUIVALENT		
TIRES		\$18,777.99	Total Sold Gallons Life To Date		717,700
SUBLET REPAIRS		\$10,857.28	Total Gross Sales Life To Date		\$1,026,221
TOTAL SPENT		\$109,568.12	Life To Date CNG Gas Gallon Equivalent		
			Total Public/City Through-Put CNG Gallons @ Station		1,362,940

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	27	30	26	56
EMERGENCY ROAD CALLS	8	2	7	9
PM SERVICES	155	136	134	270
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	500	494	466	960
SCHEDULED REPAIRS	238	205	214	419
NON SCHEDULED REPAIRS	262	289	252	541

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	5	4	6	10
EMERGENCY ROAD CALLS	7	2	2	4
PM SERVICES	131	92	92	184
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	256	239	221	460
SCHEDULED REPAIRS	141	109	115	224
NON SCHEDULED REPAIRS	115	130	106	236

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	22	0	20	28
EMERGENCY ROAD CALLS	1	0	5	13
PM SERVICES	45	44	42	166
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	244	255	245	912
SCHEDULED REPAIRS	57	96	99	212
NON SCHEDULED REPAIRS	187	159	146	450

**FLEET DIVISION
PM COMPLIANCE REPORT
September FYE 2018**

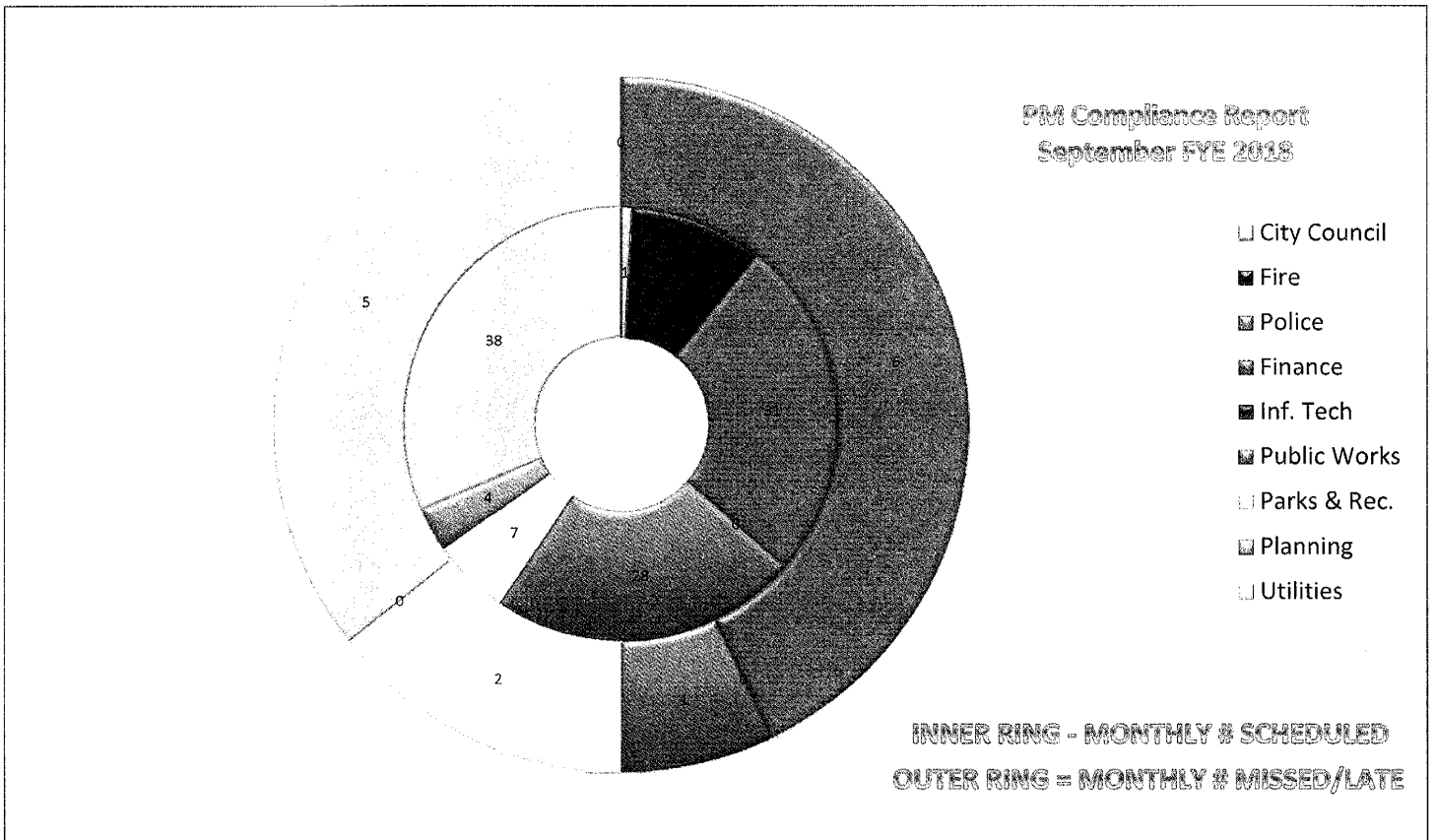
Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed Late	Number of PMs Completed On Time	Number of PMs Completed Late	Current % PENDING	Year To Date Compliance Credit
CITY CLERK							
CITY COUNCIL	1	1				0%	0%
BUILDING ADMINISTRATION						0%	0%
CUSTODIAL						0%	0%
BUILDING MAINTENANCE						0%	0%
MUNICIPAL COURT							
MUNICIPAL COURT						0%	0%
INFORMATION TECHNOLOGY							
INFORMATION TECHNOLOGY						0%	50%
FINANCE							
METER SERVICES						0%	0%
PLANNING							
PLANNING						0%	0%
BUILDING INSPECTIONS	3	3				0%	0%
CODE COMPLIANCE	1	1				0%	0%
PUBLIC WORKS							
ENGINEERING						0%	0%
STREETS	18	17	1			0%	2%
STORMWATER	6	6				0%	0%
TRAFFIC	3	3				0%	0%
STORMWATER QUALITY						0%	0%
FLEET	1	1				0%	0%
POLICE							
ANIMAL CONTROL	1	1				0%	0%
POLICE ADMINISTRATION						0%	0%
POLICE STAFF SERVICES						0%	0%
POLICE CRIMINAL INVESTIGATIONS	2	2				0%	11%
POLICE PATROL	19	13	5	1		5%	18%
POLICE SPECIAL INVESTIGATIONS	2	2				0%	29%
POLICE EMERGENCY COMMUNICATIONS						0%	0%
FIRE							
FIRE ADMINISTRATION	1	1				0%	0%
FIRE TRAINING	1	1				0%	0%
FIRE PREVENTION	1	1				0%	0%
FIRE SUPPRESSION	4	4				0%	5%
FIRE DISASTER PREPAREDNESS						0%	0%
PARKS & RECREATION							
PARK MAINTENANCE	7	5		2		29%	6%
PARKS & RECREATION						0%	0%
PUBLIC SAFETY SALES TAX (PSST)							
PSST POLICE PATROL	3	3				0%	13%
PSST POLICE CRIMINAL INVESTIGATION	4	4				0%	0%
PSST FIRE SUPPRESSION	5	5				0%	0%
CDBG							
PLANNING CDBG						0%	0%
UTILITIES WATER							
UTILITIES ADMINISTRATION						0%	0%
WATER TREATMENT PLANT						0%	0%
WATER PLANT	2			2		100%	100%
WATER PLANT WELLS	2	1	1			0%	50%
WATER PLANT LAB						0%	0%
LINE MAINTENANCE ADMIN.						0%	0%
WATER LINE MAINTENANCE	8	7	1			0%	7%
UTILITIES INSPECTOR						0%	0%
UTILITIES WRF							
WRF ADMIN						0%	0%
WRF INDUSTRIAL						0%	0%
WRF BIOSOLIDS	1	1				0%	0%
WRF OPERATIONS						0%	0%
SEWER LINE MAINTENANCE	4	4				0%	0%
UTILITIES SANITATION							
SANITATION ADMINISTRATION						0%	0%
SANITATION RESIDENTIAL	10	10				0%	0%
SANITATION COMMERCIAL	3	2	1			0%	8%
SANITATION TRANSFER	1	1				0%	14%
SANITATION COMPOST	4	4				0%	29%
SANITATION RECYCLE	1	1				0%	0%
SANITATION YARD WASTE	2	2				0%	0%
CITYWIDE TOTAL	121	107	9	5		4%	8%

September FYE 2018

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
POLICE										
1113	2014 Ford Interceptor	Police Patrol	20005	19972	33	miles	9/6/2017	Light Repair	PM-D	2/8/2017
PARKS & RECREATION										
0417	1997 Ford F250	P&R Park Maintenance	111561	111007	554	miles	9/4/2017	Light Repair	PM-C	5/8/2017
417F	Bulk Fuel Tank on Back of 0417	P&R Park Maintenance	10/3/2017	9/6/2017	27	days	9/5/2017	Light Repair	PM-C	4/5/2016
UTILITIES										
563F	Bulk Fuel Tank on Back of 0153	Utilities Water Plant	10/3/2017	8/8/2017	56	days	9/13/2017	Light Repair	PM-C	~
563F	Bulk Fuel Tank on Back of 0154	Utilities Water Plant	73764	73404	360	miles	9/13/2017	Light Repair	PM-M	~



Department	Scheduled	Missed/Late	% Late
City Council	1	0	0.0%
Fire	12	0	0.0%
Police	31	6	19.4%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	28	1	3.6%
Parks & Rec.	7	2	28.6%
Planning	4	0	0.0%
Utilities	38	5	13.2%
Citywide Total	121	14	11.6%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2018

September 2017

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	122.79	72%	100.0%	0.0%	
# 002	122.79	72%	94.1%	22.1%	
# 003	131.45	72%	84.6%	12.6%	
# 004	114.70	72%	89.8%	17.8%	
# 007	129.88	72%	84.1%	12.1%	
# 008	171.93	72%	91.4%	19.4%	
# 009	91.62	72%	74.7%	2.7%	
# 010	97.74	72%	84.9%	12.9%	
# 011	157.43	72%	88.8%	16.8%	
# 012	158.23	72%	80.2%	8.2%	
# 013	135.45	72%	88.7%	16.7%	
# 014	138.53	72%	86.9%	14.9%	
# 015	129.71	72%	87.0%	15.0%	
# 016	109.27	72%	87.5%	15.5%	
# 021	128.57	72%	87.5%	15.5%	

DIRECT LABOR HOURS	1940.09
TOTAL AVAILABLE HOURS	2232.01
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	86.9%

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

PROJECTED GOAL	THIS MONTH			YEAR TO DATE			
	Percentage Met	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	35	35	100%	271	271	100%
Provide information requested by citizens within 7 days	95%	35	35	100%	271	271	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	0	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	108	108	100%	180	180	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		1230	286	0.23	1782	499.75	0.28
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0.53	6	11.32	2.91	55.78	19.17
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
		12	12	100%	38	38	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
		22	22	100%	106	106	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	7	7	100%	13	13	100%
<i>Lower Priority</i> all other signs within one day	90%	45	45	100%	173	173	100%
<i>Street Name Signs</i> within two weeks	90%	14	14	100%	78	78	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		3040	0	0.00%	9576	0	0.00%

UTILITIES

13

Monthly Report

September 2017

LINE MAINTENANCE:

Capital Projects

- Windwood Court - 100% Complete
- Creekwood Court - 100% Complete
- Cove Hollow Court – 100% Complete
- Greenwood Court - 100% Complete
- Smalley Drive – 100% Complete
- Smalley Circle - 100% Complete
- Kingswood Drive – 85%

Dakota Street – Public Works Bond Project: Staff replaced 1,466 feet of cast iron water main with C-900 PVC, 2 fire hydrants, flushed and caught bacteriological samples on Dakota Street from Berry Road to Utah Avenue, project 75% complete.

Kingswood Drive – Staff laid 140 feet of 6" PVC, installed 1 new fire hydrant, poured 3.5 yards of concrete changed over 8 water meter service connections and cut and capped old ductile iron water main on Kingswood Drive from Meadowood to end of cul-de-sac, project 85% complete.

Water Line Breaks - 15

Sewer Line Data

- Total obstruction service requests - 41
- Private Plumbing: 39
- City Infrastructure: 2
- Sanitary Sewer Overflows: 2 – 1 on Private Plumbing, 1 on City Sewer collection main

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.0 MGD
- Total flow: 31.0 MG

WASTEWATER PROJECTS:

Royal Oaks Force Main Rehab (WW0062): Project will replace 1,900 feet of 16-inch ductile iron force main, and add about 2,900 feet of 18-inch gravity sewer along 24th Avenue NE, from near Alex Plaza Drive south across Alameda to Beaumont Drive; design by Cardinal Engineering; advertised for bids on 6/29; pre-bid meeting held 7/12; seven (7) bids received 7/20/17, with McKee Utility Contractors of Prague low at \$495,503; NUA consideration of award scheduled 8/22. Pre-work meeting held 8/23 and Notice to Proceed issued effective 9/5/17, with contract construction time of 180 calendar days; construction is in progress, on schedule and within budget; payment for \$0 of contract total of \$495,503, or 0% approved to date.

Woodcrest Interceptor (WW0120): Project is a \$1.7 million dollar sewer improvement project funded by the Sewer Excise Tax (SET). It will replace and upsize the existing Woodcrest interceptor from north of Tecumseh Road running SW to near Porter Avenue and Rock Creek Road; design by RJN Group; three (3) bids received 2/11/16 with Jordan Contractors of Tecumseh low at \$1,725,750; NUA award and contract approved 3/8/16; Notice to Proceed issued effective 4/4/16. On 11/8/16, NUA approved Change Order No. 1 (CO1) increasing contract amount by \$92,290, and the contract time by twenty (20) calendar days; all work complete 2/3/17; on 2/28, NUA approved (final) Change Order No. 2 (CO2) decreasing contract amount by \$161,547, and project acceptance; payment for \$1,656,493 of revised contract total \$1,656,493, or 100% approved to date; record drawings delivered by RJN on 5/13/17; Lemke furnished as-built data, which is under review for import into GIS.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate over 47,000 feet (9 miles) of sewers and over 230 manholes in two (2) or more phases, in the area bounded by Robinson Street to the north, Sherry Avenue to the west, Main Street to the south, and Berry Road to the east, excluding Dakota & Iowa, which were in the 2009 project area. On 10/28/14, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance; five (5) bids on Phase 1 received 3/17/16 with Urban Contractors of OKC low at \$1,784,680; NUA award and contract approved 4/12/16; Notice to Proceed issued effective 4/25/16. On 7/12/16, the NUA approved Change Order No. 1 (CO1) increasing contract amount by \$128,190, and the contract time by thirty (30) calendar days. On 5/23/17, the NUA approved Change Order No. 2 (CO1) increasing contract amount by \$268,490, and the contract time by ninety (90) calendar days; construction is nearing completion and within budget; for \$2,113,749 of revised contract total of \$2,181,360, or 97% approved to date.

Lift Station Modification FY17 (WW0305): Three (3) existing lift stations, Ashton Grove, Vo-Tech and Royal Oaks need modifications more extensive than our annual rehabilitation. The work consists of pumps, pump guide rails and brackets, and discharge fittings and piping. Royal Oaks also requires replacement of its 8-foot wet well with a 10-foot wet well. Bypass pumping will be required while stations are off line to prevent back-ups or overflows. On 2/28/17, the NUA approved an On-call Professional Services expenditure with Lemke Land Surveying to provide surveying and design services. Design in progress; Geotech report received 6/2/17; 60% plans received 6/16; currently under review.

Sewer Maintenance Project FYE17 (WW0307): Annual project to rehabilitate about 26,000 feet (5 miles) of sewers and over 110 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. On 7/26/16, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance; survey by Lemke is complete; All TV inspection complete by staff; draft plans received 7/5/17; under review for preliminary design.

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. No work to date

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating our wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data and sewer sub-basin maps reviewed to determine population equivalents for proper loading information under 2025 Plan. Loading data transmitted to HDR 04/25/12 and model development workshop was held 03/14/13. Capacity analysis report received 05/07/13 and collection system improvements report received 04/28/14. Report returned with comments 11/20/15. Staff met with HDR on 05/24/16 to review Final Report and is sending additional loading data to allow report completion. Payments totaling \$570,922 of \$576,699 processed.

Phase 2 South WRF Improvements (WW0065): Preliminary design contract with Garver for preparation of Engineering Report (ER) approved 03/08/11. ER finalized and submitted to DEQ 11/18/11; revised Final ER approved 06/27/13. NUA approved Garver Amendment No.1 for final design and bidding approved 06/12/12. Final design documents submitted to DEQ 08/01/13 and were approved 11/26/13. Floodplain permit submitted 10/15/13 and was approved by the City of Norman 04/05/13. NUA approved Garver Amendment No. 2 for construction administration, inspection, and operation and maintenance manuals on 04/22/14. Public Meeting on proposed rate hike held 08/12/13 and was approved 11/12/13 by 67% of voters. NUA approved Resolution 1314-89 authorizing OWRB \$50.3 million loan application; loan approved 04/15/14.

Phase 2 WRF Improvements project expands design capacity from 12 to 17 MGD, rehabilitates older equipment and adds ultra violet disinfection, effluent aeration and odor control technologies. Bids received 03/27/14 and the NUA approved award to Archer Western Construction, LLC (AW) of Irving, TX on 04/22/14. NUA approved AW contract and bonds 05/13/14 and construction began 06/02/14. Change Order No. 1 (CO#1) extending contract time by 47 days approved by NUA on 09/09/15. CO#2 increasing cost by \$98,546.78 and extending time by 32 days was approved by NUA on 05/10/16. CO#3 increasing cost by \$152,808.92 and extending time by 53 days was approved by NUA 12/13/16. With the change order, all original work is scheduled to be complete by 03/30/17. On 02/14/17, the NUA approved CO#4 incorporating the Phase 2 Maintenance Improvements into the project, increasing the contract by \$2,828,517 and requiring completion by 11/14/17. In late October or early November, the NUA will consider CO#5 increasing the contract amount by \$324,283.30 or 0.66% of the original contract amount; this will

finalize the original work scope of the WRF Phase 2 Improvements which were found to be acceptable on August 1, 2017.

The following briefly summarizes the work completed this period:

- Headworks/Screening: original scope to modify structure, coat channels, rehab screens and install new conveying systems and electrical controls are complete. Odor control system is also in operation. Influent Flow Measurement Structure: new structure, 36-inch piping to aeration basins, slide gates, aluminum covers and handrails are complete.
- Primary Clarifiers 1, 2, 3 and 4: PC#1 and PC#2 placed in service 10/28/15; PC#3 placed in service in June 2016; PC#4 placed in service in November 2016.
- RBC and Bio-Tower structures: demolition and removal of these structures is complete.
- Aeration Basins: New basins 4, 5 and 6 placed in operation 10/11/16; existing aeration basins 1, 2 and 3 cleaned, rehabbed and returned to service 01/24/17.
- Final Clarifiers 5 and 6: Concrete structure, mechanisms, handrail, baffles and weirs in both clarifiers are complete and were placed in service in December 2016; grading, sod and sidewalks complete.
- RAS/WAS Pump station including 3 RAS pumps, 2 WAS pumps, electrical room, pump removal room with hoist, and electrical generator are complete. Pump station was placed in service in December 2016; a correction to concrete stairwell is complete.
- UV/Post Aeration Facility: Blower control building, blowers, electrical controls and backup generator placed into operation in September 2015. UV influent box, UV disinfection and post aeration structures, UV equipment and superstructure complete and placed into operation on 10/29/15. Performance testing completed 03/02/16.
- Outfall Structure and 66-inch Outfall Piping: New outfall structure with 66-inch and 54-inch outfall piping installed and tested. Trash excavated from construction disposed and covered on top of landfill per DEQ requirements; additional demolition waste stockpiled on landfill needs to be capped with erosion control installed on landfill areas. Asphalt access road installed in 2016 but need repairs now due to erosion.
- Sludge Blending Tank and Pump Station Building: New sludge blending tank with mixing system and pump station building began operations in December 2016.
- Sludge Thickening Centrifuges: two new centrifuges, monorail crane and access platform in Main Control Building became operational in late January 2017; performance testing complete.
- Digester Modifications: sludge removal from Digesters 2 and 4 complete. Digester 4 fixed cover with exterior insulation, new doors and windows complete.
- Standby Generators: Generators at Transformer 5 (Environmental Services Building) and UV Blower Building installed; generator startup and testing completed in September 2015. Generator for RAS/WAS Pump Station and Westside Lift Station and Blower Building installed and tested.
- Odor Control system installed at Westside LS, Sludge Holding area and Headworks, 30-day performance testing complete.
- Roadway Replacement: new asphalt paving, milling and overlay work complete; expect to complete minor repairs in November.
- Pay Estimate No. 39 for period ending 08/31/17 received for total of \$48,754,789 or 97% of the contract amount. OWRB reimbursement requests total \$37.9M.
- Work is complete 100% of the 1156 calendar day contract time for Phase 2 Improvements has been consumed.
- 209 calendar days or 77% of the original 270 calendar day contract time for the Maintenance Improvements consumed; contract requires completion by 11/14/17.
- Monthly Progress Meeting No. 39 was held 09/27/17.

WRF Phase 2 Maintenance Improvements: On 02/14/17, the NUA approved CO#4 incorporating the following Phase 2 Maintenance Improvements into the project:

- WRF South Digester Boiler Replacement: Project WW0169 will remove and replace two sludge boilers in the South Digester complex that will match the boilers installed in the North Digester Complex in 2013 at an estimated cost of \$1,044,392. Boiler submittals have been approved and are being manufactured. One Boiler demolished; expecting delivery in early September.

- WRF Primary Sludge Thickener Replacement: Project WW0171 will install four new sludge thickener mechanisms in the refurbished concrete basins at an estimated cost of \$706,903. Received delivery in September and 2 of 4 thickeners are nearing completion.
- WRF Grit Classifiers: Project WW0309 will remove and replace the existing grit washer/classifier unit at an estimated cost of \$333,216. Project WW0310 will provide a new grit washer/classifier unit at an estimated cost of \$433,180. Submittals for classifiers have been approved and are being manufactured. New work to replace grit classifier is underway; demolition of slab and installation of underground piping is complete. Received delivery in September; installation of both classifiers is underway.
- WRF Generator Access Platforms (WW0311) will provide and install access platforms to perform maintenance at four (4) new emergency generators installed at under the ongoing WRF Phase 2 Improvements at an estimated cost of \$310,826. Began installation of concrete pads (5) and sidewalk for handrail installation. Handrail submittal to be rejected as it is angle iron, not round tubing.

South WRF Consent Order from DEQ: OPDES permit issued in July 2010 included deadline of July 2013 for implementing disinfection at the WRF. Staff and DEQ have negotiated Consent Order (CO) #13-077; CO#13-077 approved by NUA on 09/12/14 including the following tasks:

- | | |
|---|--|
| • Submit SEP project and schedule | 11/30/14 (complete) |
| • Complete disinfection improvements | 01/01/16 (complete) |
| • Attain compliance with fecal coliform limits | 07/01/16 (complete) |
| • Complete Phase 2 improvements | 01/01/17 (Operational February 2017) |
| • Attain compliance with Ammonia and TSS limits | 07/01/17 (Will be in compliance as required) |

North WRF Engineering Report (WW0204): This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. NUA approved contract and work scope 01/08/13 but work delayed for 45 days; kickoff meeting held 02/26/13. Amendment No. 1 to HDR contract was considered by Finance Committee in April and will not be forwarded to the NUA for consideration. NUA and HDR staff conducted North WRF alternative treatment technology screening workshop on 05/29/13; alternative technologies were developed for three potential discharge locations. Technical Memorandum No. 1 received 08/01/13 and documents the reasoning for potential discharge limits and treatment technologies proposed prior to more detailed alternative development. Staff provided comments on TM-1 to HDR 08/29/13. Received draft version of TM-2 including cost estimates for 4 treatment and discharge alternatives from the future North Water Reclamation Facility. Staff met with HDR Engineering on 12/17/13 to discuss draft version of TM-2 and provide input regarding non-economic ranking of alternatives. Staff provided comments on TM-2 06/10/14; draft ER received 2/27/15 and is under review.

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.

Bishop Creek Emergency SS Crossing (WW0209): The existing aerial sewer crossing over Bishop Creek just east of the intersection of Constitution and Ryan Avenue failed 11/30/15 when the eastern bank of the creek bed was undermined causing several large trees to fall into the creek. Portable pumping equipment which was installed and operating that night to eliminate the bypass and the DEQ was notified on 12/01/15. Purchase orders were created for

Urban Contractors, Lemke Surveying, Terracon Consultants and CP&Y, for use of emergency bypass pumping equipment, surveying services, completion of geotechnical borings, and expedited design services, respectively. On 12/01/15, the Mayor declared an emergency related to the severe weather and ice storm. Competitive bidding requirements were waived and expedited bidding process was initiated. Five contractors attended an on-site pre-bid conference on 12/16/15 and bids were received from 3 contractors on 12/22/15. Krapff-Reynolds Construction Company was the low bidder at \$344,355 and work was awarded to Krapff-Reynolds. Work began 01/05/16 and was complete 02/01/16. The NUA ratified project costs on 04/12/16; this will be the last report for this project.

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. The lift station might initially be funded by developers and/or the NUA with a portion of the funding paid back as additional areas develop.

WRF Effluent Truck Wash (WW0050): Project will provide a non-potable water line from the Water Reclamation Facility (WRF) to the Sanitation storage yard north of the WRF where an automated truck wash will be constructed to allow reuse of treated effluent. All wastewater generated will be returned to the WRF for reclamation. Certain DEQ criteria have to be met regarding reuse of treated effluent: (A) truck washing must be fully automated to ensure no human contact with the reuse water or (B) a pretreatment system (Ozone) to render the water harmless is required. A periodic maintenance program for the facility will also be developed. Project may be consolidated with SA0009, funded by the Sanitation Division. Staff has held preliminary discussions of concept and location for the facility. An RFP for engineering services is in progress.

WATER PROJECTS:

Main Library Waterline Relocation (WA0233): 16-inch waterline from south of Acres to just north of Library property will be replaced with 24-inch waterline in conjunction with the Acres/James Garner Intersection Improvements. Design plans through Public Works are nearing approval; expect to bid in October 2017. Modeling has indicated a 16" diameter water line is adequate; this will save NUA additional cost.

Segment D Waterline, Phase 2 (WA0239): Final design for the Phase 2 project utilizing Highway 9 right-of-way was completed but the permit to construct from ODOT was not renewed. Alternative routing determined with first portion along Lindsey Street from 24th Avenue SW to Chautauqua. The last phase connecting the 24-inch on Lindsey to the 24-inch along Highway 9 at Jenkins is underway. Staff met with OU staff the week of 10/31/16 to walk out proposed alignments that will cross OU property. All available alignments will require OU to donate easement of some sort. POE prepared the two alignments on a map for OU representatives review. NUA approved full contract for surveying, design, construction administration, and easement acquisition in the amount of \$194,000 1/24/17. Design kickoff meeting was held 2/14/17. OU's Tony Gardner was in attendance and will be our point of contact throughout the project. OU representatives, Poe & Associates, and staff walked the alignments 2/16/17 and determined a favored path of Lindsey to Timberdell, east along Timberdell to Jenkins, and then south to Highway 9. Public Works, NUA, and OU will share costs for street replacement down Chautauqua. NUA approved Berry Road CO#5 on 5/23/17. This change order allowed Central Contracting to begin project immediately after they finish Main Street project. Unfortunately, they were not able to begin until June 19, 2017. Central was substantially complete by 10/4/17. The contractor will switch existing homes over to new line the week of October 9th. Staff still awaits final approval from OU to install next portion of project along Timberdell which is a private road owned by OU. Staff anticipates having the alignment settled and beginning next phase of construction next summer when school is out.

Water Treatment Plant Expansion (WA0291): 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 are complete 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. Scheduled bid date of March 9th was extended until March 23rd. 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 May 9, 2017. Staff held the pre-construction meeting May 31, 2017 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor has now completed 37 of the required 104 piers for chemical building. Project completion date is June 2019.

Gray Street Waterline Replacement: 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.

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 has tentatively selected several consultants and has begun 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.

Update Water Distribution System Modeling APAI and Water Rights Permitting Cowan (WA0212): In association with the FYE15 Water Wells and Supply Lines project, the NUA approved APAI contract K-1516-85 on 02/09/16 to update a city wide water model. On 02/28/17, Amendment No. 1 to APAI Contract K-1516-85 was approved by the NUA to authorize additional funding of \$33,000 for further work toward development and calibration of the hydraulic water model, as identified in Tasks B-2 and B-3 of the contract. This project is approximately 70% complete and is progressing satisfactorily. During the month of August, City staff evaluated APAI's initial draft 10-year Capital Improvement Project list. Staff also provided information on additional improvements that, while perhaps not necessary for increased hydraulic capacity or to resolve pressure issues, would be required in the near future due to deteriorating asset condition. The APAI project team visited City offices on August 9 to conduct a project status workshop and to review the recommended CIP list as a whole with both Utilities Administration and Line Maintenance personnel. Taking into account the City's feedback, APAI has been working to prioritize and categorize the recommended improvements, and will finalize the draft modeling report in the next few weeks.

Cowan submitted a technical memorandum 7/1/16 and staff reviewed and made suggested edits. Cowan is now awaiting well locations from Carollo before they can proceed with their applications for water rights. 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. Carollo has now ranked well sites and is finalizing report, staff has contacted Cowan Group and it is anticipated Water Rights work will resume in November.

Water Line Replacement: Crossroads Blvd Area (WA2013): Project will replace about 13,800 feet of ductile iron (DI) water lines with C900 PVC in the Crossroads Blvd area north of Robinson between 36th Ave NW and I-35; Design by Cardinal Engineering; advertised for bids on 7/20 & 7/27/17; five (5) bids received 8/10/17, with McKee Utility Contractors of Prague low at \$1,184,999; NUA award and contract approved 9/12/17; pre-work meeting held 9/13 and Notice to Proceed issued effective 9/25/17; construction is in progress, on schedule and within budget; payment for \$275,965 of contract total of \$1,184,999, or 22% approved to date.

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 has 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 inflating our past reported values. Staff took another round of samples in March and since results were again favorable, held a conference call with DEQ to discuss the findings. Staff took another round of samples and again they show the same trend. Staff met with DEQ

June 30th and requested to resume using the wells. DEQ responded July 7, 2017 via email and stated a list of items to be completed before wells can be returned to service. All items are achievable and the task of having a lab become certified by Oklahoma DEQ to perform Uranium isotope analyses was completed September 1, 2017. Samples were collected in September by staff and once compliant results are received, staff will be allowed to turn wells back into service. The design for a blending scheme will be delayed until deemed necessary.

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo awaits modeling information from APAI before they can proceed with optimizing the best well sites and groundwater treatment plant site. The information is delayed to model calibrations with staff. Transfer of model data is now expected later in April. Carollo prepared a Gantt chart for all well related projects. 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. The next step is to approach land owners to negotiate test well sites. Test wells are expected to begin in January 2018.

Horizontal Well Feasibility Study – Garver met with staff and proposed an option that could be advantageous for future Norman wells. Normal wells are drilled vertically down through various sand layers. Screens are placed at each sand layer to allow the water in the sand layer to enter the well and be removed by pumping. Horizontal wells are directed down to the sand layer and then steered horizontally within the sand layer. This will significantly increase the ability for water to enter the well since it is dependent on the amount of screen surface area against the sand layer. A few consultants have approached staff to further investigate this concept that is unproven in this aquifer but has a potential to yield much more water per well. Staff finalized a contract with Garver and NUA approved it February 14, 2017. Staff supplied past well data to Garver and a draft technical memorandum was submitted to staff for review. Garver partnered with Pumps of Oklahoma and their hydrogeology team and researched how much more water can be expected utilizing horizontal water wells. They also reviewed the operation and maintenance that the City can expect with a completed horizontal well. Oil and gas has utilized these types of wells and have found great success in increased yields. The water industry has only applied this concept for river alluvium wells but not for sand layers deeper into aquifer formations such as the Garber-Wellington. Edits were made and staff will meet with NUA in December for a discussion to possibly enter Phase II of proceeding with a horizontal well.

Water Line Replacement: Gray St & Tonhawa (WA0224): Project will replace about 4,900 feet of 6", 8" and 12" ductile iron pipe (DIP) with C900 PVC water lines along Gray Street from Porter across BNSF RR to University Blvd; also along Tonhawa from west of City Hall to Flood Avenue. NUA staff will select a design engineer for the project shortly.

Biological Removal of Chromium from Water Pilot Project – NUA staff participated with Carollo Engineers in proposing to perform a pilot study to assess the removal of hexavalent chromium (Cr(VI)) from groundwater using a new biological treatment processes. The Bureau of Reclamation (BOR) selected Norman's project for Desalination and Water Purification Research Program funding through a highly competitive national process in December 2015. Project pilot treated water from Well #5 from September 2016 through July 2017. The project was slow to establish the necessary microbial growth which was anticipated by the Carollo team. Once the microbial growth achieved treatment status, it has shown the ability to remove chromium down to very low levels. Carollo increased the flow of water through the vessels to verify optimal time of treatment and have seen great success. Carollo also tested the robustness of the system by turning off for different time intervals and by shutting off chemical feeds for various times. The pilot was deemed successful and Carollo is now preparing final report to assess the feasibility, scale-up, and sizing of biotita TM for use in removing Cr(VI) to anticipated regulatory thresholds more economically than with currently-available technologies. They also co-treated for arsenic removal in parallel with the Cr(VI) removal process. A ferric compound was fed and showed that Cr(VI) treatment was not compromised as a result. Research results will be applicable to both Norman's wells and countless other utilities as new lower federal regulations on Cr(VI) are expected in the next few years. Carollo plans to give a presentation to Bureau of Reclamation in November/December of this year.

Ion Exchange and Stannous Chloride Reduction Removal of Chromium Pilot Project – March 2016 the Bureau of Reclamation's Science & Technology Program approached the NUA and asked to trial two other types of known

treatment for Chromium VI removal. The first lead lag unit was installed into Well #48 10/28/16. NUA staff assisted in the installation and type of treatment piloted was ion exchange using a resin that is specific for adsorbing Chromium from the water. The lead lag system at Well #48 worked well and did finally exhaust the media. Once the chromium adsorbs to the resin media, the columns can be sent back to a lab for regeneration and the resin media can be re-used. The next trial was scheduled for ion exchange to run the columns in parallel as shown below. Unfortunately, FEDEX shipment damaged a few of the tubes and this unit awaits the replacement tubes. The resin media from the lead lag is being shipped to U.C. Davis for regeneration. They are looking into cost effective ways of regenerating media using brine.

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

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

SP1=94 ppb, SP2=7 ppb, SP3=1 ppb, SP4=6 ppb, SP5=1 ppb. The project has experienced some difficulties with the cartridge filters allowing small amounts to pass through. BOR thinks Norman could pursue larger mixed media filters similar to what is used at the WTP. They applied and have been approved to extend their study of the filters in particular. BOR staff is expected to be back on site October 15, 2017 to perform additional testing on our well water and set up various types of media filtering schemes.

Waterline Replacement: 24th Avenue NE; Robinson to Alameda to Carter: Project will replace and upsize about 5,300 feet of 30" concrete waterline with 48" PVC along 24th Avenue NE from Robinson to Alameda, then replace 9,200 feet of 24" concrete waterline with 36" PVC from 24th NE west to Carter; estimated start of design & ROW acquisition is 2022. However, Public Works will move utilities during FYE18 to widen 24th Avenue NE. Phase 1 of this project is budgeted to partner with PW to upsize the existing 30" between Robinson And Alameda with NUA funds. No expenditure to date.

Waterline: Replacement Interstate Drive (WA0245): Project will replace ductile iron pipe (DIP) with C900 PVC pipe. Failing DIP is causing service disruptions to customers and damage to driveways and streets. The project location is along N Interstate Drive from near Northwest Blvd. south to near River Oaks Drive, along Copperfield Drive from Northwest Blvd. south to Interstate Drive, and an extension west into Springbrook Addition. Approximately 3,600 feet of 6-inch and 8-inch DIP will be upgraded to 12-inch diameter while another 2,700 feet will be upgraded to 8-inch. An RFP for engineering services is in progress.

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 5 commercial entities last month. This resulted in assessments of \$9,511 on 4 entities whose projects will increase wastewater flows.

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. Payback of \$671 received from Carroll Farm Addition on 05/31/17.

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.

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. Staff is working with the developer to establish the city share of sewer improvements in Summit Valley Section 2 Addition. The NUA desires that 1,300 feet of sewer be enlarged from 8-inch to 15-inch to allow Eastridge and Siena Springs lift stations to be decommissioned in future.

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

36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Awaiting payback from Harvest Church; total payback to date is \$64,739.

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 2 made payment of \$8,340.72 on 07/19/16; total of \$68,739 collected to date. Awaiting payment of \$8,799 from UNP Professional Center Lot 5.

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.

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 is complete and staff is working on agenda to finalize project costs and payback amounts.

Water Line Replacement: Crossroads Blvd Area (WA2013): Project will replace about 16,000 feet of ductile iron water lines in the Crossroads Blvd area north of Robinson between I-35 and 36th Ave NW. Failing ductile iron lines are causing damage to driveways, streets, and yards, and will be replaced with C900 PVC pipe. Engineering design is budgeted for FY 2016, while Construction is budgeted in FY 2017. Staff intends to negotiate a design contract shortly; no work to date.

Utilities Administration

Monthly Capital Project Report

Project Information			Design Information			Construction Information					
Project Number	Project Name	Engineer	Design Total	Total to Date	% Comp	Contractor	Contract Amount	Amount Paid	Percent Change	Scheduled Complete	Completion Date
WAO195	Robinson/I-35 WL Replacement Phase 1	Alan Plummer	432,000	\$419,467	97%	McKee Utility Contractors	3,337,685	3,091,588	0.00%	3/24/2017	3/21/2017
WAO195	Robinson/I-35 WL Replacement Phase 2&3	Alan Plummer	196,080	\$80,072	41%	Future				NA	
WAO212	Water Wells Water Rights Permitting	Cowan	79,284	\$36,099	46%					NA	
WAO225/236	Biological Cr(VI) Removal Pilot	Carollo	334,254	\$119,106	36%					NA	
WAO235	Water Wells and Supply Lines	Carollo	228,384	\$28,167	12%					NA	
WAO239	Waterline Segment D, Phases 4 & 5	Poe & Associates	194,000	\$16,250	8%	See Chautauqua WL below				NA	
WAO239	Waterline Segment D, Phase 5	Poe & Associates	-							NA	
WAWB0292	WTP Phase II Improvements	Carollo	5,071,870	\$3,400,575	67%	Foley Company	29,990,165	-	0.00%	5/15/2019	
WAO173	Master Meter Replacement	Staff	-			TBD	249,050	-	0.00%	NA	
WAO239	Chautauqua WL: Lindsey to Timberdell	Poe & Associates	-			Central Contracting Services	CO#5	-		8/17/2017	
	SE Lift Station Payback		-							NA	
	Robinson WL Phase 3		-							NA	
	Water Well Blending		-							NA	
	WTP Backwash Tower Rehab		-							NA	
WAO199	Bishop Creek Waterline Replacement	Lemke/CP&Y	21,850	\$21,480	98%	McKee Utility Contractors				NA	
WWW120	Interceptor Improvements: Woodcrest	RJN Group	189,749	\$167,418	88%	Jordan Contractors, Inc.	1,725,750	1,656,494	-4.01%	4/19/2017	5/6/2016
	WRF Class A Sludge Co-Composting		-							NA	
	Effluent Reuse Truck Wash		-							NA	
	24th NE WL: Robinson to Alameda		-							NA	
WAO0213	Crossroads Blvd Water Line	Cardinal	126,500	\$103,766	82%	T.B.A.				NA	
WWW0062	Royal Oaks Force Main Rehabilitation	Cardinal	66,740	\$58,573	88%	McKee Utility Contractors	495,503		0.00%	NA	
WWW0202	SMP FYE 2014 Phase 1	Staff / Lemke	-	\$49,421		Urban Contractors, LLC	1,784,680	2,113,749	22.23%	5/20/2017	
WWW0202	SMP FYE 2014 Phase 2	Staff / Lemke	-			TBD				NA	
WWW0305	Lift Station Upgrades, FYE17	Lemke/CP&Y	69,800	\$39,143	56%	TBD				NA	
WWW0307	Sewer Maintenance Project FYE 2017	Staff / Lemke	78,400		0%	TBD				NA	
	Sewer Maintenance Project FYE 2018		-			TBD				NA	
	Interstate Drive WL		-			TBD				NA	
	West Campus WL		-			TBD				NA	
WWW0011	WW Flow Metering Phase 2	NA	-	\$0		RJN Group	154,244	130,982	0.00%	NA	
WAO196	I-35 Waterline Relocations	SAIC	62,000	\$45,000	73%	Matthews Trenching Co., Inc	997,875	1,056,100	5.83%	9/1/2014	8/28/2014
WAO305	Berry Road WL Replacement Phase 2	Poe & Associates	-			McKee Utility Contractors	1,206,024	1,600,400	34.01%	5/1/2016	4/1/2016
WAO293	HPP Water Storage Tower	PEC (design)	218,900	\$218,900	100%	Landmark Structures I, LP	2,636,000	2,598,360	0.00%	7/28/2016	6/17/2016
WAO224	Gray/Tonhawa Water Line	Guernsey	87,200		0%	TBD				NA	
WAWB0140	FYE08 12-inch Waterline	Staff / Lemke	-	\$83,709		Red Cliff, Inc.	1,178,194	1,055,036	0.00%	10/27/2011	
WAWB0141	FYE08 16-inch Waterline	Staff / Lemke	-	\$11,944		Red Cliff, Inc.	294,548	226,809	0.00%	10/27/2011	
WAO293	HPP Water Storage Tower	Garver (inspection)	152,700	\$94,008	62%	NA				NA	
WAO305	Berry Road WL Replacement Phase 3	Poe & Associates	-			Central Contracting Services	1,470,680	2,232,171	75.71%	5/24/2017	
WWW0042	Wastewater Flow Monitoring	(see construction)	-			HDR Engineering/RJN Group	576,699	570,922	0.00%	1/9/2011	
WWW0050	WRF Effluent Truck Wash	APAI	18,700	\$18,700	100%	Cannot be Permitted by DEQ				NA	
WWW0058	Effluent Reuse at Composting Facility	APAI	45,800	\$41,867	91%	TBD				NA	
WWW0065	WRF Phase 2 Expansion	Garver	10,271,800	\$9,537,820	93%	Archer Western Constructio	48,822,550	48,158,545	0.51%	11/12/2017	
WWW0091	Lift Station D Force Main Phase 2	Garver	-			Archer Western Constructio	2,828,517		0.00%	11/12/2017	
	Summit Valley Interceptor Payback	PEC	55,800		0%					NA	
	Library WL		-							NA	
WAO202	Gray/Main WL	Guernsey	39,400		0%					NA	
WWW0204	North WRF Engineering Report	HDR/APAI	249,935	\$224,095	90%					NA	
WAO212	Update Distribution System Modeling	APAI	255,000	\$208,686	82%					NA	
			18,546,126				97,748,164	64,491,154	3.01%		

**SEPTEMBER 2017
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS	September	Year to date
Fats, oil and grease (FOG) program	17	88
Food license approval	3	6
Significant Industrial Users	1	1
Total inspections	21	95

ROUTINE ACTIVITIES	September	Year to date
Significant Industrial User sites sampled	11	15
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	25%
Household hazardous waste disposal calls	23	65

REVENUE	September	Year to date
FOG Program	\$750.00	\$750.00
Surcharge	\$28,635.16	\$28,635.16
Lab Analysis Recovery	\$346.00	\$346.00
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$29,731.16	\$29,731.16

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided routine staff support including minutes, attending meetings, and researching information
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education for water issues and recycling.
4. Assisting members with the Water's Worth It Landscape Award
5. Board members and staff are reviewing the US Mayors Climate Protection Agreement to determine progress and make recommendations.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Purchased recycling containers for special events. Containers used by Memorial Marathon, Earth Day, May Fair, Norman Music Festival, Summer Breeze, MidSummer Night Fair, Groovefest and 2nd Friday Artwalk
2. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
3. As of September approx. 34,700 gallons of grease/solids did not enter the sanitary sewer in FYE 18 as a result of the FOG program.
4. Staff working with different departments to increase energy efficiency-i.e turning off computers, duplex printing, printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
5. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate take-back programs similar to the recent paint take-back program in Oregon.
6. Created flyers for distribution to citizens regarding oil and grease in the sewer
7. Represented the City of Norman at the Chamber of Commerce Greenovation Committee meeting
8. Working with delinquent FOG program participants
9. Staff is helping with the planning of the EPA Region VI Pretreatment Workshop to be held in Oklahoma in 2018.
10. Staff is working on the new Dental Amalgam Program.
11. Staff preparing for household hazardous waste collection event to be held November 18, 2017.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 18		FYE 17	
September, 2017	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	4	7	0	2
Property Owner Responsibility	18	77	25	75
TOTAL	22	84	25	77
Number of Feet of Sewer Cleaned:				
Cleaned	73,940	341,814	452,960	443,125
Rodded	1,340	8,595	2,800	6,370
Foamed	0	84,301	0	90,135
TOTAL	75,280	434,710	455,760	539,630
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	2	3	0	0
Private	0	2	0	0
Other (Lift Station, Line Break, etc.)	0	0	0	1
Total Overflows	2	5	0	1
Feet of Sewer Lines Televised	32,199	74,296	20,769	56,696
Locates Completed	250	728	417	1,200
Manholes:				
Inspected	567	2,681	911	2,528
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	30	0	0
Hours Worked at Lift Station	161	603	188	600
Hours Worked for Other Departments	35	35	44	44
OJI Percentage	1.05	0.35	0.00	0
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.400	0.590	0.40	0.46
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

September, 2017	FYE 17		FYE 16	
	MONTH	YTD	MONTH	YTD
New Meter Sets:	34	34	58	135
Number Short Sets	30	30	58	133
Number Long Sets	4	4	0	2
Average Meter Set Time	5.30	5.27	5.68	5.96
Number of Work Orders:				
Service Calls	375	375	420	1,474
Meter Resets	0	0	0	2
Meter Removals	4	4	0	4
Meter Changes	51	51	39	146
Locates Completed	362	362	394	1,333
Number of Water Main Breaks	14	14	15	67
Average Time Water Off	2.45	2.29	2.13	2.40
Fire Hydrants:				
New	1	1	0	5
Replaced	0	0	1	5
Maintained	42	42	92	345
Number of Valves Exercised	92	92	223	832
Feet of Main Construction	331	331	38	2,228
Hours of Main Construction	735	735	448	1,867
Meter Changeovers	32	32	20	63
OJI Percentage	0.00	0.60	4.17	4.00
Hours Flushing/Testing New Mains	57	57	122	282
Hours Worked Outside of Division	82	82	86	240

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

WATER TREATMENT DIVISION

MONTH: September-2017

	<u>FYE 2018</u>		<u>FYE 2017</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	299.41	1086.34	288.29	955.73
Well Production (MG)	128.14	301.67	105.83	326.48
Oklahoma City Water Used (MG)	29.98	90.99	31.28	92.26
Total Water Produced (MG)	457.52	1479.00	425.40	1374.47
Average Daily Production	15.25	16.08	14.18	14.94

Peak Day Demand

Million Gallons	16.93	20.56	17.80	18.25
Date	9/16/2017	7/21/2017	9/5/2016	8/15/2016
System Capacity (see note 1)	23.35	23.35	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00

Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)

Costs

Plant	\$341,715.33	\$1,092,256.29	\$438,818.55	\$1,213,200.73
Wells	\$183,244.34	\$538,720.90	\$184,336.34	\$563,863.81
OKC	\$63,641.54	\$203,465.82	\$58,690.32	\$178,701.36
Total	\$588,601.21	\$1,834,443.01	\$681,845.21	\$1,955,765.90

Cost per Million Gallons

Plant	\$1,141.30	\$1,005.45	\$1,522.15	\$1,269.40
Wells	\$1,430.07	\$1,785.79	\$1,741.80	\$1,727.10
OKC	\$2,123.15	\$2,236.13	\$1,876.53	\$1,936.95
Total	\$1,286.50	\$1,240.33	\$1,602.85	\$1,422.92

Water Quality

Total Number of Bacterial Samples	80	241	80	241
Bacterial Samples out of Compliance	0	1	1	2
Total number of inquirers (Note 2)	3	40	6	35
Total number of complaints (Note 2)	47	69	8	36
Number of complaints per 1000 service connections	0.92	1.35	0.22	1.00

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

Safety

Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	4	13	5	15

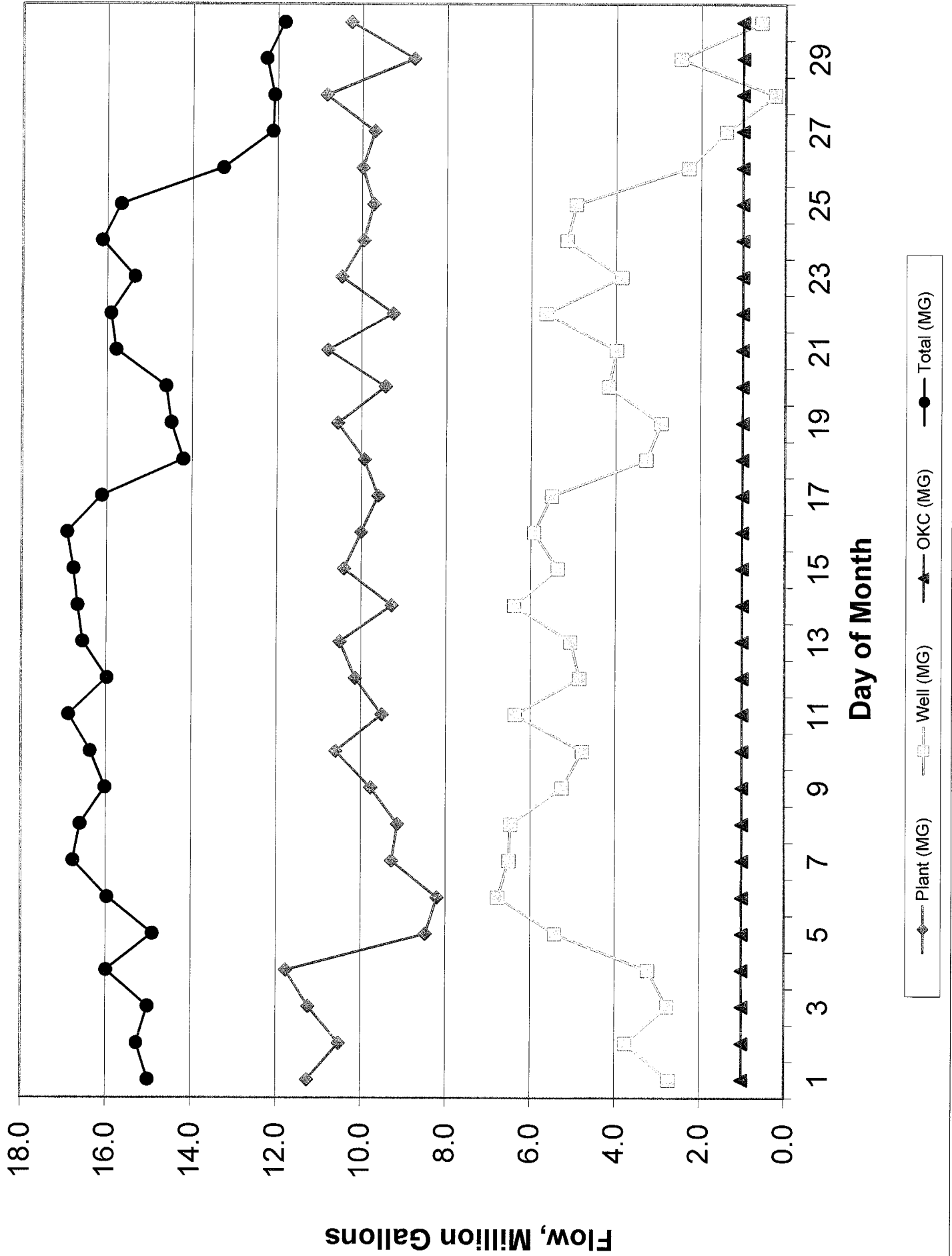
Public Education

Number of tours conducted	4	7	1	3
Number of people on tours	58	87	23	61

Notes:

Ferric pump #2 broke - has been repaired. Lime slaker #2 had a water leak on the 2" line - has been repaired. Staff in process of running new electric to HPP vault for sump. Electric to sanitary lift station was cut during phase II construction - has been repaired.

Water Production for September 2017



SANITATION DIVISION PROGRESS REPORT
SEPTEMBER 2018

	FY 17		FY 18	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	3	6	1	6
<u>On The Job Injuries</u>	1	2	1	2
<u>Bulk Pickups</u>	12	87	30	61
<u>Refuse Complaints</u>	68	192	64	183
<u>New Polycarts Requests</u>	54	167	52	117
<u>Polycarts Exchanges</u>	7	35	14	35
<u>Additional Polycart Requests</u>	41	154	60	112
<u>Replaced Stolen Polycarts</u>	21	80	16	43
<u>Replaced Damaged Polycarts</u>	106	431	108	311
<u>Polycarts Repaired</u>	29	97	32	112

COMPOST MONTHLY REPORT
SEPTEMBER 2018

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	406.95	1,278.16
LANDFILL TIPPING FEE'S	\$ 20.66	\$ 20.66
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,407.59	\$ 26,406.79
TONS BROUGHT IN BY PUBLIC:	208.40	856.40
TONS BROUGHT IN BY CONTRACTORS :	342.60	1,449.60
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	22.00	172.00
LANDFILL TIPPING FEE'S	\$ 20.66	20.66
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 11,838.18	50,590.12
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 20,245.77	76,799.06
REVENUE COLLECTED FROM COMPOST SALES:		1,030.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	260	5660	0	0
SELF LOADING BIN	36	76	0	0
DRYING BEDS	0	220	0	0
COMPOST SOLD BY CUBIC YARDS	0	0	372	954
TOTAL:	296	5,956	372	954

MONTHLY RECYCLING REPORT
(CURBSIDE)
Sep-17

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	92%	92%
AVERAGE TONS PER DAY :	16.24	32.29
POUNDS PER HOME:	29.74	59.8

COMMODITY BY TON

	MONTH	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.3	6.33	19.07
#1 PET	4.06	19.78	59.55
NEWS			0
GLASS CONTAINERS	13.35	65.03	195.8
MIX PAPER	37.32	181.79	547.36
PLASTIC FILM	4.12	20.07	60.43
#2 NATURAL	1.24	6.04	18.18
#2 COLOR	1.02	4.97	14.96
#3-#7			0
METAL	0.8	3.9	11.74
RIGIDS	1.15	5.6	16.87
TIN-STEEL SCRAP	1.67	8.13	24.49
TRASH	26.2	127.63	384.27
OCC	7.77	37.85	113.96
TOTAL	100	487.12	1466.68

	MONTH	YTD
SERVICE CALLS (MISSES)	65	124
HOUSESIDE	6	15
REMINDER	3	11
MISC.	0	3
REPAIR	13	38
NEW	34	119
ADD	1	11
MISSING	11	25
EXCHANGE	0	2
REPLACE	3	15
PICK UP	13	26
		0
		0
		0
TOTAL CALLS	149	389

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$9,844.70	\$29,641.60

MONTHLY TRANSFER STATION REPORT

Sept 2018

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	434.87	1,119.68	18,949.30	48,712.56
CONT. TONS:	332.30	1,004.61	\$ 25,137.00	36,367.50
CASH TONS:	1,168.47	3,996.21	\$ 582,020.02	721,394.84
BRUSH/YDS:		0.00		0.00
PULL OFFS:	8	32.00	\$ 120.00	480.00
TOTALS:	1,935.64	6,120.50	\$ 626,226.32	\$ 806,954.90

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	392	763
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7,951.59	15,541
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0	0
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00	0
GRAND TOTAL TONS TO LANDFILLS	7,951.59	15,541

DISPOSAL COST PER TON (OKC)	\$ 20.66	\$ 20.66
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 164,279.85	\$ 321,066.73
GRAND TOTAL TIPPING FEE'S	\$ 164,279.85	\$ 511,036.64

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	572	1580
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3768.18	15278.14
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	343	713
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,209.89	4891.24
TOTAL LOADS BROUGHT TO TRANSFER STATION:	915	9,511
TOTAL TONS BROUGHT TO TRANSFER STATION:	5,978.07	12,580
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:		

Drop Center Report

2018

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBS Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINIUM:	\$750.00	\$0.00		0	0	\$20.66	150.46	\$3,108.50
PLASTICS:	\$50.00	\$0.00						
STEEL CANS:	\$25.00	\$0.00						
CLEAR GLASS:	\$0.00	\$20.00						
GREEN GLASS:	\$0.00	\$20.00						
BROWN GLASS:	\$0.00	\$11.28						
MIXED OFFICE PAPER:	\$45.00	\$0.00						
CARDBOARD:	\$165.00	\$0.00						
NEWSPAPER:	\$60.00	\$0.00						

RECYCLING CENTER DATA: #9	TONS	HollyWood		Fairgrounds		Hobby Lobby		Total Tons	PRO/FEE	REVENUES		Net
		TONS	TONS	TONS	TONS	REVENUES	REVENUES					
ALUMINIUM:	0	0.16	0.2	0.21	0.57	\$0.00	\$427.50	\$427.50		\$0.00	\$427.50	\$427.50
PLASTICS:	0	2.09	3.03	2.86	7.98	\$0.00	\$399.00	\$399.00		\$0.00	\$399.00	\$399.00
STEEL CANS:	0	0.54	0.79	0.89	2.22	\$0.00	\$55.50	\$55.50		\$0.00	\$55.50	\$55.50
CLEAR GLASS:	0	4.4	4.57	4.17	13.14	\$262.80	\$0.00	(\$262.80)		\$0.00	\$0.00	\$0.00
GREEN GLASS:	0	0	0	0	0	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
BROWN GLASS:	0	0	0	0	0	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
MIXED OFFICE PAPER:	0	3.55	4.64	13.19	21.38	\$0.00	\$962.10	\$962.10		\$0.00	\$962.10	\$962.10
CARDBOARD:	0	19.78	19.54	20.69	60.01	\$0.00	\$9,901.65	\$9,901.65		\$0.00	\$9,901.65	\$9,901.65
NEWSPAPER:	0	1.64	3.57	3.02	8.23	\$0.00	\$493.80	\$493.80		\$0.00	\$493.80	\$493.80
RECYCLING CENTER TOTALS:	0	32.16	36.34	45.03	113.53	\$262.80	\$12,239.55	\$11,976.75		\$262.80	\$12,239.55	\$11,976.75

Cardboard	Other Cardboard Containers	Compactors	Totals
TONS	\$	TONS	Tons
25.83	\$4,261.95	11.1	\$1,831.50
			36.93
			\$6,093.45

Newsprinter	Other News Containers	Totals
Tons	\$	Tons
96.94	\$15,995.10	96.94
150.46	\$18,070.20	150.46

Rental	\$0.00
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Expenses	Average hrly+- benefits	Glass	Cardboard	Newsprint	Occ Compact	MIXD Office	Total
Hours	50	6	50	2	4	16	128
Labor \$	\$1,339.00	\$160.68	\$1,339.00	\$53.56	\$107.12	\$428.48	\$3,427.84
Vehicle cost	\$675.25	\$81.03	\$910.22	\$136.53	\$54.02	\$216.08	\$2,073.13

Revenue	Expense	Net
\$	\$18,333.00	\$5,500.97
		\$12,832.03