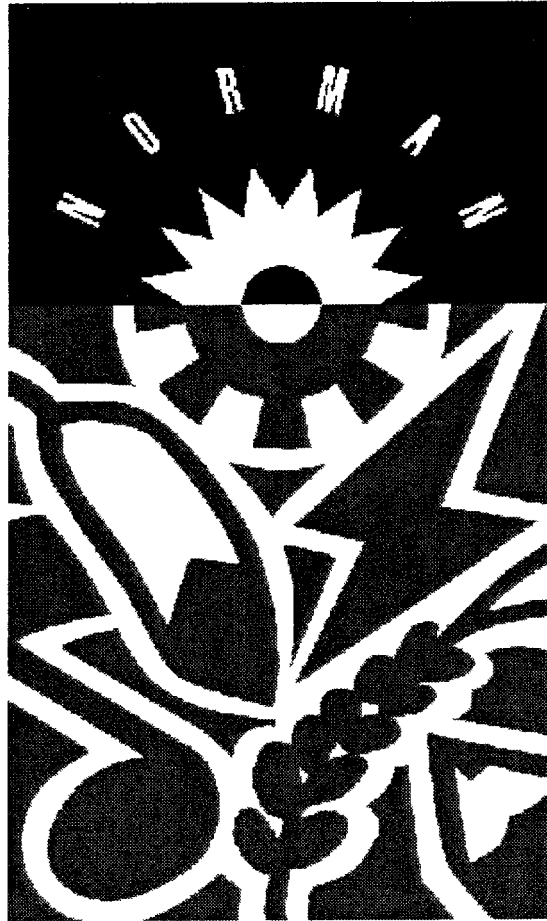


City of Norman



Monthly Departmental Report **September 2016**

MONTHLY PROGRESS

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CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
SEPTEMBER 2016**

CITY COUNCIL

Councilmembers attended National Night Out activities on October 4, 2016.

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	9	21	Noise	1	6
Building Permits	19	58	Norman Forward Questions	0	0
CDBG	0	6	Parks and Recreation	14	39
City Clerk	7	*303	Planning	11	24
City Manager/Mayor	0	4	Police	39	90
Code Enforcement	44	183	Recycling	4	17
Engineering/Public Works	13	53	Sanitation	12	64
Finance	7	33	Sidewalks	2	11
Fire/Civil Defense	2	8	Storm Debris	0	0
Human Resources	6	8	Storm Water	19	*126
Information (General)	23	83	Streets	13	61
Information Technology	3	3	Street Lights	29	73
Legal	4	14	Traffic	20	69
Line Maintenance	9	39	Utilities	7	28
Municipal Court	1	7	WC Questions	0	0
			WC Violations	1	1
Total for September		319	Total FYE YTD		1,432

WC (Water Conservation)

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

LICENSES

25 New licenses were 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	5	18	Bee Keeper	0	0
Class I Beer	1	4	Solicitor/Peddler (30 day)	0	0
Class II Beer	2	5	Solicitor/Peddler (60 day)	0	0
Mixed Beverage	1	1	Solicitor/Peddler (one day)	2	8
Mixed Beverage/Caterer	0	1	Coin-Operated Devices	0	11
Brewer or Distiller	0	0	Game Machines	0	0
Wine & Beer/Winemaker	0	0	Taxi/Motorbus/Limousine	0	0
Temporary Food (30 day)	9	15	Impoundment Yard	0	0
Temp Food (180 day)	1	5	Salvage Yard	0	0
Temp Food (one day)	1	7	Transient Amusement	0	0
Kennel	0	0	Special Event	3	5
Pawnbrokers	0	0	Special Event Beer	0	0
Retail Liquor Store	0	0	Sidewalk Dining	0	0

LICENSES, continued:

New Establishment/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Amazonian Latin Flavor	584 Buchanan	Class II Beer
Coolgreens	765 Asp Avenue	Food Service
Insane Nutrition	1257 East Lindsey	Food Service
Red Horse Grill	3022 Classen Boulevard	Food Service
Sandros Sicilian Pizza	757 Asp Avenue	Food Service and Class I and II Beer
Tropical Smoothie	156 12th Avenue S.E.	Food Service

Existing Establishment/Additional Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Volare	315 White	Mixed Beverage/Caterer

- 1 One Day Mobile Temporary Food Service License was issued to Phill Me Up for October 18, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to Cutie Pie Concession for August 5 through September 3, 2016
- 3 30 Day Mobile Temporary Food Service Licenses were issued to Hickory Farms for October 27 through December 26, 2016, in Sooner Mall
- 1 30 Day Mobile Temporary Food Service License was issued to the Loaded Bowl for September 9 through October 8, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to Mutts Amazing Hot Dogs and Burgers for September 2 through October 1, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to Pops Pockets for September 17 through October 16, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to T.T.'s Hawaiian Snow for September 9 through October 8, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to That Pie Place for September 16 through October 15, 2016
- 1 180 Day Mobile Temporary Food Service License was issued to Big Truck Tacos for September 9 through March 7, 2017
- 1 Special Event License was issued to Flower Power Local Market for September 9, 2016, at 412 East Main Street
- 1 Special Event License was issued to Groovefest for October 3, 2016, in Andrews Park
- 1 Special Event License was issued to Norman Arts Council for September 9, 2016, for the 2nd Friday Art Walk
- 2 30 Day Outdoor Solicitor/Peddler Licenses were issued to Sooner Bloomers for September 15 through November 13, 2016, in the Sooner Mall parking lot

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09-07-16	Claims Management Resources for OG&E	Damages to an OG&E facility – claimant alleges City crews working in the area of 1009 Madison Street damaged the facility on July 7, 2016.	\$ 5,325.55
09-07-16	Will Graham	Reimbursement of plumbing expense – claimant alleges a sewer backup at 1003 Meadow Ridge Road on September 5, 2016, was caused by a blockage in the main line.	\$ 190.00

CLAIMS FILED, continued:

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09-08-16	Chelsea Morton	Police negligence – claimant alleges she was a patient at the Red Rock Behavioral Center at 900 East Main Street on September 15, 2015, when Norman Police placed an allegedly unstable ex-convict in the facility who victimized her.	Exceeding limit provided by the Governmental Tort Claim Act
09-13-16	Nancy Pierce	Damages to her brick mailbox – claimant alleges a sanitation truck struck her brick mailbox on August 1, 2016, at 3808 Stoneleigh Place.	\$ 475.00
09-26-16	Nancy Kay Fletcher	Reimbursement of plumbing expenses – claimant alleges she was experiencing low water pressure at 1202 Camden Way on September 23, 2016, which was caused by gravel in the line due to the Berry Road Waterline Project.	\$ 75.00
09-23-16	Simone A. Hipp	Personal injuries – claimant alleges she was walking on the sidewalk on Jones Street, near Hughbert Street, on September 22, 2016, when she fell into a hole in the sidewalk twisting her leg.	\$ 1,500.00
09-28-16	Santiago-Brennan's McDonald's, Inc.	Reimbursement of plumbing expenses – claimant alleges on November 6, 2015, the City of Norman was replacing a waterline at 1720 West Lindsey when they inadvertently disconnected the sewerline causing a sewer backup.	\$ 14,000.00

CLAIMS ADMINISTRATIVELY PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Christina L. Divilio-Carter	Damages to her vehicle when a City vehicle struck her vehicle in the 7-Eleven parking lot at 3205 West Robinson on March 7, 2016.	09-02-16	\$ 1,496.01

LAWSUITS FILED

NAME	JUSTIFICATION	DATE FILED	AMOUNT
Charles Williams	False imprisonment – claimant alleges he was falsely arrested after attempting to subdue his girlfriend who was being violent at 3148 Rock Creek Trail, Apartment 914, on September 18, 2015.	09-12-16	\$ 75,000.00 In excess of

CONFERENCES

A City Council Conference was held on September 13, 2016, regarding the Urban Land Institute Advisory Panel Report on the Griffin Land Site.

A City Council Conference was held on September 27, 2016, regarding Change Order No. Two to the contract with McKee Utility Contractors, Inc., increasing the contract amount by \$233,198.71 for a revised contract amount of \$1,849,427.21 for the Berry Road Water Line Replacement Project, Phase 2, and the Downtown Main Street Streetscape Project, Phase II (Park Drive to James Garner Avenue).

RETREATS

A City Council Retreat was held on September 12, 2016, for Goal Planning Session Regarding City Council Policy Agenda for FYE 2017.

SPECIAL SESSIONS

A City Council Special Session was held on September 27, 2016, regarding compromise settlement in the case of Jason Simpson versus the City of Norman, Workers' Compensation Case No. WCC-2013-05574 J.

STUDY SESSIONS

A City Council Study Session was held on September 20, 2016, regarding a presentation from Meyer, Scherer & Rockcastle, LTD., (MSR) regarding a Design Development Phase Update for the Central Branch Library.

FACILITY MAINTENANCE

1A

**City of Norman Facility Maintenance
September 2016 Monthly Hourly Materials Cost Report**

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	65.40	\$812.45	\$0.00	\$812.45
	Building A	42.00	\$538.60	\$0.00	\$538.60
	Building B	94.50	\$1,231.41	\$0.00	\$1,231.41
	Building C	42.00	\$538.60	\$0.00	\$538.60
	Library	137.50	\$1,709.98	\$0.00	\$1,709.98
Custodial Total		381.40	\$4,831.05	\$0.00	\$4,831.05
Doors and Hardware	Fire Station 2	2.00	\$92.86	\$0.00	\$92.86
	Library	1.50	\$34.08	\$0.00	\$34.08
Doors and Hardware Total		3.50	\$126.94	\$0.00	\$126.94
Electrical	Administration Building-201	7.00	\$179.85	\$0.00	\$179.85
	Animal Welfare	6.00	\$153.28	\$70.39	\$223.67
	Building B	0.50	\$23.21	\$0.00	\$23.21
	Building C	37.00	\$945.25	\$24.81	\$970.06
	Facility Maintenance	14.00	\$357.66	\$22.05	\$379.71
	Fire Station 4	2.50	\$63.87	\$0.00	\$63.87
	Fire Station 7	0.50	\$12.77	\$0.00	\$12.77
	Fleet Maintenance	2.00	\$51.09	\$0.00	\$51.09
	Irving Rec Center	4.50	\$114.96	\$0.00	\$114.96
	Lindsey Yard-Administration	1.00	\$25.55	\$14.95	\$40.50
	Little Axe Rec Center	14.50	\$376.56	\$36.10	\$412.66
	Park Maintenance-Shop	3.00	\$118.41	\$0.00	\$118.41
	Parks-Andrews	4.00	\$102.19	\$0.00	\$102.19
	Parks-Community	7.50	\$316.90	\$0.00	\$316.90
	Parks-Griffin	10.00	\$255.47	\$114.29	\$369.76
	Parks-Reaves	4.00	\$164.84	\$650.63	\$815.47
	Parks-Rotary Park House	1.00	\$25.55	\$0.00	\$25.55
	Sanitation	8.00	\$206.42	\$14.95	\$221.37
	Senior Citizens Center	11.00	\$323.81	\$0.00	\$323.81
	Transfer Station	4.00	\$102.19	\$0.00	\$102.19

**City of Norman Facility Maintenance
September 2016 Monthly Hourly Materials Cost Report**

Electrical	Water Reclamation Facility-Other	3.50	\$89.42	\$0.00	\$89.42
	Water Treatment Plant	1.00	\$25.55	\$4.94	\$30.49
	Westwood Golf Cart Storage Bldg.	1.00	\$25.55	\$0.00	\$25.55
	Westwood Pool	3.00	\$76.64	\$0.00	\$76.64
Electrical Total		150.50	\$4,136.99	\$953.11	\$5,090.10
General Maintenance	Animal Welfare	2.00	\$53.14	\$0.00	\$53.14
	Building B	1.00	\$26.57	\$0.00	\$26.57
	Building C	1.50	\$49.78	\$0.00	\$49.78
	Fire Station 4	3.00	\$119.43	\$0.00	\$119.43
	Senior Citizens Center	1.00	\$26.57	\$0.00	\$26.57
General Maintenance Total		8.50	\$275.49	\$0.00	\$275.49
Heating/Ventilation	12th Avenue Rec Center	4.00	\$119.59	\$8.94	\$128.53
	Administration Building-201	12.00	\$358.77	\$0.00	\$358.77
	Animal Welfare	12.00	\$358.77	\$210.64	\$569.41
	Building B	10.00	\$298.98	\$0.00	\$298.98
	Building C	6.00	\$179.39	\$0.00	\$179.39
	Facility Maintenance	22.00	\$657.75	\$292.84	\$950.59
	Fire Station 1	4.00	\$119.59	\$7.54	\$127.13
	Fire Station 2	4.00	\$119.59	\$0.00	\$119.59
	Fire Station 3	11.50	\$328.60	\$132.64	\$461.24
	Library	8.00	\$239.18	\$0.00	\$239.18
	Norman Investigations Center	4.00	\$119.59	\$0.00	\$119.59
	Parks-Reaves	6.00	\$170.68	\$260.90	\$431.58
	Police Range-Main Bldg	2.00	\$59.80	\$0.00	\$59.80
	Senior Citizens Center	4.00	\$119.59	\$0.00	\$119.59
	Water Reclamation Facility-Environment	4.00	\$119.59	\$0.00	\$119.59
	Water Reclamation Facility-Main Control	4.00	\$119.59	\$0.00	\$119.59
	Water Reclamation Facility-Other	20.00	\$597.95	\$0.00	\$597.95
	Water Treatment Plant	15.00	\$418.01	\$189.92	\$607.93
Heating/Ventilation /Air Conditioning Total		152.50	\$4,505.00	\$1,103.42	\$5,608.42
Lighting	Building A	1.50	\$38.32	\$24.57	\$62.89
	Fire Station 4	13.50	\$346.93	\$50.54	\$397.47
	Library	0.50	\$12.77	\$4.14	\$16.91

**City of Norman Facility Maintenance
September 2016 Monthly Hourly Materials Cost Report**

Lighting	Police Range-Main Bldg	2.00	\$51.09	\$44.98	\$96.07
	Santa Fe Depot	11.00	\$281.02	\$0.00	\$281.02
Lighting Total		28.50	\$730.14	\$124.23	\$854.37
Miscellaneous	Administration Building-201	1.00	\$25.55	\$0.00	\$25.55
	Facility Maintenance	1.50	\$38.32	\$0.00	\$38.32
Miscellaneous Total		2.50	\$63.87	\$0.00	\$63.87
Pest Control	Building A	0.25	\$4.55	\$0.00	\$4.55
	Building B	1.00	\$46.43	\$0.00	\$46.43
Pest Control Total		1.25	\$50.98	\$0.00	\$50.98
Plumbing	12th Avenue Rec Center	3.00	\$79.71	\$0.00	\$79.71
	Administration Building-201	5.50	\$156.06	\$0.00	\$156.06
	Animal Welfare	3.00	\$78.69	\$0.00	\$78.69
	Building A	4.00	\$106.28	\$0.00	\$106.28
	Building B	1.00	\$26.57	\$0.00	\$26.57
	Building C	10.00	\$264.67	\$99.05	\$363.72
	Compost Facility	3.00	\$79.71	\$0.00	\$79.71
	Facility Maintenance	6.00	\$159.41	\$4.30	\$163.71
	Fire Station 2	1.00	\$26.57	\$0.00	\$26.57
	Fire Station 6	1.00	\$26.57	\$20.66	\$47.23
	Fire Station 7	2.00	\$53.14	\$0.00	\$53.14
	Firehouse Art Center	1.00	\$26.57	\$0.00	\$26.57
	Fleet Maintenance	1.00	\$26.57	\$0.00	\$26.57
	Library	9.00	\$239.12	\$0.00	\$239.12
	Parks-Andrews	7.00	\$185.98	\$0.00	\$185.98
	Parks-Community	22.00	\$584.52	\$70.68	\$655.20
	Parks-Griffin	13.00	\$345.40	\$155.58	\$500.98
	Parks-Neighborhood	10.50	\$278.97	\$0.00	\$278.97
	Parks-Reaves	2.00	\$53.14	\$0.00	\$53.14
	Sanitation	1.00	\$26.57	\$0.00	\$26.57
	Senior Citizens Center	2.00	\$53.14	\$0.00	\$53.14
	Sooner Theatre	3.00	\$79.71	\$2.75	\$82.46
	Transfer Station	1.00	\$26.57	\$0.00	\$26.57
	Water Reclamation Facility-Main Control	2.00	\$53.14	\$0.00	\$53.14

**City of Norman Facility Maintenance
September 2016 Monthly Hourly Materials Cost Report**

Plumbing	Water Treatment Plant	8.00	\$212.55	\$131.47	\$344.02
	Westwood Clubhouse	2.00	\$53.14	\$0.00	\$53.14
	Westwood Golf Cart Storage Bldg.	2.00	\$53.14	\$0.00	\$53.14
	Westwood Pool	1.00	\$26.57	\$0.00	\$26.57
	Westwood Tennis Center	1.50	\$39.85	\$0.00	\$39.85
	Whittier Recreation Center	1.00	\$26.57	\$2.24	\$28.81
Plumbing Total		129.50	\$3,448.56	\$486.73	\$3,935.29
Grand Total		858.15	\$18,169.01	\$2,667.49	\$20,836.50

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

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

10/18/2016

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
WA0305	Berry Road WL Phase 3	\$0	\$0	Water Fund 031
WW0202	Sewer Maintenance Plan FYE14	\$0	\$0	Sewer Maint Fund 321
PUBLIC WORKS				
DR0059	Sutton Wilderness Lake Dam & Spillway Repair Project	\$0	\$14,164	Capital Fund 50
DR0012	West Main Street Drainage Project	\$0	\$0	Capital Fund 50
TR0105	CNG Storage Upgrade Project	\$0	\$0	Capital Fund 50
PLANNING				
none				
PARKS AND RECREATION				
none				
CITY CLERK				
none				
INFORMATION TECHNOLOGY				
none				
FIRE				
none				
POLICE				
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 Relation's Office September 2016

	July 2016	August 2016	September 2016
Number of Press Releases	9	10	13
Media Contacts	15	14	11
Normans News Members	860	877	874
Website Visits	199,777	202,937	183,829
Facebook Likes	4,440	4,604	4,705
Twitter Followers	2,199	2,338	2,393
NORMAN FORWARD Quarterly Reports	1		
NORMAN FORWARD Communication Plan <i>(included in NF Implementation Plan)</i>	1		
Annual Media Training for City Staff			

DEVELOPMENT COORDINATOR 2C

City of Norman - Development Coordinator Monthly Report September 2016

Below are activities and projects that the Development Coordinator has been involved with during the month of September 2016.

General Inquiries, Contacts and Meetings

- Development Review Team
- City Council Meeting
- City Council Study Session
- NORMAN FORWARD Library Ad Hoc Group Meeting
- Chamber of Commerce General Membership Meeting
- Planning Commission

Building Permit and Plat Application Meetings

- Discussed development requirements for new restaurant development
- Discussed development requirements for new grocery store development
- Assisted homeowners in permit requirements and regulations for housing renovations.
- Met with project representatives to discuss development requirements for an existing industrial project.
- Discussed requirements with staff and project representative for a commercial business renovation.
- Met with staff and project representatives to discuss requirements for Downtown business renovation.

Development Process Improvements

- ***Customer Service Survey for Development Services Division*** –The latest round of surveys for the September 2016 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



ADG. PC
920 W Main
Oklahoma City, OK 73106
405.232.5700 ▪ www.adgokc.com

MONTHLY REPORT – SEPTEMBER 2016

NORMAN FORWARD

DATE: October 11, 2016

PROJECT: NORMAN FORWARD

PROJECT NO: 16-003

REPORT PERIOD: September 1, 2016 to September 30, 2016

MEETINGS ATTENDED THIS MONTH

1. Monday, September 5, 2016 | 11:00 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, September 6, 2016 | 1:30 p.m. | Westwood Pre-Bid Meeting
 - a. Required meeting for Westwood Family Aquatic Center bidders
3. Wednesday, September 7, 2016 | 1:00 p.m. | City Council 1:1s
 - a. One-on-One sessions with City Council members to review the Central Library design
4. Thursday, September 8, 2016 | 9:00 a.m. | City Council 1:1s
 - a. One-on-One sessions with City Council members to review the Central Library design
5. Thursday, September 8, 2016 | 1:00 p.m. | City Council 1:1s
 - a. One-on-One sessions with City Council members to review the Central Library design
6. Friday, September 9, 2016 | 11:00 a.m. | Teleconference Central Library DD Comment Review
 - a. Discussion between City Staff, ADG and MSR regarding the Design Documents comments
7. Monday, September 12, 2016 | 11:00 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
8. Wednesday, September 14, 2016 | 8:30 a.m. | Bi-monthly Pioneer Library System Update
 - a. Bi-monthly discussion of Libraries projects, schedules, and budgets
9. Wednesday, September 14, 2016 | 2:00 p.m. | Central Library Door Access Control Meeting



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- a. Discussion between City of Norman, MSR, The McKinney Partnership, PLS and ADG regarding door controls, technology and hardware for the Central Library.
- 10. Wednesday, September 14, 2016 | 4:00 p.m. | Teleconference Central Library DD Presentation
 - a. Discussion between City of Norman, MSR and ADG reviewing the Central Library DD presentation to City Council.
- 11. Thursday, September 15, 2016 | 2:00 p.m. | Westwood Bid Opening
 - a. Official opening of the Westwood Family Aquatic Center project for bids.
- 12. Monday, September 19, 2016 | 11:00 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
- 13. Monday, September 19, 2016 | 12:30 p.m. | Libraries LEED Commissioning Meeting
 - a. Discussion between City of Norman, Burns & McDonnell, MSR, PLS, and ADG regarding LEED commissioning for the Libraries projects
- 14. Monday, September 19, 2016 | 2:00 p.m. | Libraries Ad Hoc Committee
 - a. Presentation by MSR of Central Library DDs for acceptance and recommendation to Council
- 15. Monday, September 19, 2016 | 3:30 p.m. | Libraries Public Art Meeting
 - a. Discussion of public art bid and selection process for the Libraries
- 16. Monday, September 19, 2016 | 3:30 p.m. | Westwood Pool Bid Discussion
 - a. Discussion of post-bid and selection of contractor for pool
- 17. Tuesday, September 20, 2016 | 5:30 p.m. | City Council Conference
 - a. Presentation of the Central Library DDs by MSR for Council acceptance
- 18. Monday, September 26, 2016 | 11:00 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
- 19. Tuesday, September 27, 2016 | 6:30 p.m. | City Council
 - a. Agenda Item No. 16: K-1617-56 Approval of contract with W.L. McNatt & Company for Westwood Family Aquatic Center project construction
- 20. Thursday, September 29, 2016 | 11:00 a.m. | Library Coordination Meeting
 - a. Discussion of project coordination including geotechnical and audio visual elements

WORK ANTICIPATED THE UPCOMING MONTH

- Westwood Family Aquatic Center construction
- Continued development East Branch Library Construction Drawings
- Continued development of Central Library construction elements
- Continued discussion of program budgets



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PROJECTS STATUS

1. East Library
 - a. Schedule: CDs in Progress
 - b. Budget: Within Budget
 - c. Issues: None
2. Central Library
 - a. Schedule: CDs in Progress
 - b. Budget: Within Budget
 - c. Issues: None
3. Westwood Family Aquatic Center
 - a. Schedule: Under Construction
 - b. Budget: Within Budget
 - c. Issues: None
4. Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: No changes since adoption on June 28, 2016
 - d. Issues: Continued discussion regarding senior center location 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 2016

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

Treasury Division:

In the month of September, the Treasury division processed 27,446 total payments. The traffic counter at the Drive-up Facility counted 5,025 customers. The Treasury division processed 1,195 credit card utility payments, a decrease of -13.3% from last month, and the IVR (Interactive Voice Response) system processed 1,470 credit card utility payments, a decrease of -17.5% from last month. Utility customers also have the option of paying on the City of Norman website. There were 4,346 credit card payments made on the internet in September, a decrease of -12.0% from last month. The Municipal Court processed 679 credit card payments for court fines, an increase of 2.6% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$24,522 in convenience fees in the month of September with a fiscal year-to-date total of \$69,012.

Utility Services Division:

The Meter Reading Division read 36,517 meters. Out of 77 meter reading routes, 23 (30%) were read within the targeted 30-day reading cycle. All routes were read by the 37th day. No routes were estimated in September.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are below target for the month of September at -2.2%. Revenues from the City's largest single source of revenue, sales tax, are below target at -3.6% for the year to date and -5.5% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 17 Budget To Date	FYE 17 Actual To Date	FYE 16 Actual To Date	FYE 15 Actual To Date
Sales Tax Revenue	\$9,834,470	\$9,484,771	\$10,040,588	\$9,321,519
General Fund Revenue	\$19,485,456	\$17,440,916	\$17,795,138	\$18,127,888
General Fund Expenses	\$20,255,949	\$18,188,594	\$19,506,475	\$18,019,324

Administration Division

	FYE 17		FYE 16	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	320.00	1,120.00
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	320.00	320.00	320.00	1,120.00
Benefit Hours Taken	32.00	32.00	74.25	170.25
TOTAL ACCOUNTABLE STAFF HOURS	288.00	288.00	245.75	949.75
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	41.50	41.50	0.00	0.00
Total Overtime Hours	0.00		0.00	0.00
TOTAL HOURS AVAILABLE	41.50	41.50	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 17		FYE 16	
	September	YTD	September	YTD
Total Regular Hours Available	960.00	960.00	960.00	3,360.00
Total Comp Time Available	1.00	1.00	2.00	16.25
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 961.00	 961.00	 962.00	 3,376.25
Benefit Hours Taken	143.50	143.50	142.50	484.25
 TOTAL ACCOUNTABLE STAFF HOURS	 817.50	 817.50	 819.50	 2,892.00
 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

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 17 September	FYE 16 September	
Total Revenue Received (\$)	\$1,257,506	\$12,903,013	(\$11,645,507)
Utility Payments - Office (#)	2,650	2,523	127
Utility Payments - Office (\$)	\$487,582	\$616,120	(\$128,538)
Lockbox (#)	17,110	19,430	(2,320)
Lockbox (\$)	\$2,151,184	\$2,330,319	(\$179,135)
IVR Credit Card (#)	1,470	1,430	40
IVR Credit Card (\$)	\$181,384	\$170,336	\$11,048
Click to Gov (#)	4,346	4,349	(3)
Click to Gov (\$)	\$474,142	\$415,699	\$58,443
UT Credit Card Payments (#)	1,195	1,227	(32)
UT Credit Card Payments (\$)	\$126,687	\$148,487	(\$21,800)
Art Donations (#)	160	137	23
Art Donations (\$)	\$203	\$164	\$39
Bank Draft Payments (#)	5,428	7,166	(1,738)
Bank Draft Payments (\$)	\$609,572	\$815,335	(205,763)
Utility Deposits (#)	35	34	1
Utility Deposits (\$)	\$1,050	\$1,010	\$40
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	40	54	(14)
Processed Return Checks (\$)	(\$11,321)	(\$8,481)	(\$2,840)
Other Revenue Transactions (#)	317	296	21
Other Revenue Received (\$)	\$7,842,942	\$7,549,639	\$293,303
Accounts Receivable Payments (\$)	\$182,905	\$350,270	(\$167,365)
Accounts Receivable - Credit Card #	2	0	2
Accounts Receivable - Credit Card \$	\$1,128	\$0	\$1,128
Municipal Court - Fines/Bonds (\$)	\$123,029	\$129,954	(\$6,925)
Municipal Court - Credit Card (#)	679	551	128
Municipal Court - Credit Card (\$)	\$114,233	\$90,294	\$23,939
Municipal Court - C2G (#)	472	321	151
Municipal Court - C2G (\$)	\$38,070	\$25,853	\$12,217
Building Permits Cash Report (\$)	\$162,672	\$167,850	(\$5,178)
Building Permits Credit Card (#)	139	147	(8)
Building Permits Credit Card (\$)	\$46,948	\$69,310	(\$22,362)
Building Permits C2G (#)	98	83	15
Building Permits C2G (\$)	\$9,892	\$4,638	\$5,254
Occupational License - Bldg Insp. (\$)	\$2,700	\$1,500	\$1,200
Occupational License - Bldg Insp. CC (#)	15	5	10
Occupational License - Bldg Insp. CC (\$)	\$2,500	\$800	\$1,700
Business License - City Clerk (\$)	\$1,665	\$3,720	(\$2,055)
Business License - City Clerk CR CD (#)	5	6	(1)
Business License - City Clerk CR CD (\$)	\$1,380	\$455	\$925
Convenience Fees - All Payments (#)	6,947	6,581	366
Convenience Fees - All Payments (\$)	\$24,522	\$19,743	\$4,779
Bank Drafts Billed (#)	7,514	7,218	296
Bank Drafts Billed (\$)	\$900,543	\$802,110	\$98,433
Interdepartmental Billing (#)	156	154	2
Interdepartmental Billing (\$)	\$28,163	\$24,128	\$4,035
Accounts Receivable Billed (\$)	\$307,999	\$555,548	(\$247,549)

Budget Services Division

	FYE 17		FYE 16	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	160.00	160.00	590.00
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	 160.00	 160.00	 590.00
Benefit Hours Taken	40.00	40.00	32.00	88.00
 TOTAL ACCOUNTABLE STAFF HOURS	 120.00	 120.00	 128.00	 502.00
 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 17		FYE 16	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	800.00	800.00	2,800.00
Total Comp Time Available	29.75	29.75	17.75	79.75
Total Overtime Hours	2.50	2.50	9.00	35.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 832.25	 832.25	 826.75	 2,915.00
Benefit Hours Taken	186.50	186.50	159.25	577.25
 TOTAL ACCOUNTABLE STAFF HOURS	 645.75	 645.75	 667.50	 2,337.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

UTILITY 3C

Utility Division

	FYE 17		FYE 16	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,144.00	2,144.00	2,240.00	7,224.00
Total Comp Time Available	0.00	0.00	3.75	37.25
Total Overtime Hours	17.75	17.75	63.00	262.00
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	2,161.75	2,161.75	2,306.75	7,523.25
Benefit Hours Taken	293.00	293.00	273.25	864.25
TOTAL ACCOUNTABLE STAFF HOURS	1,868.75	1,868.75	2,033.50	6,659.00
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

Office Services

	FYE 17		FYE 16	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	320.00	1,120.00
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	320.00	320.00	320.00	1,120.00
Benefit Hours Taken	56.00	56.00	39.00	153.00
TOTAL ACCOUNTABLE STAFF HOURS	264.00	264.00	281.00	967.00
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

Drive-up Window and Mail Payments

	FYE 17 September	FYE 16 September
Mail Payments - Lockbox	17,110	19,430
Mail Payments - Office	234	241
Mail Payments - Subtotal	17,344	19,671
Night Deposit	441	505
Click-to-Gov Payments	4,346	4,349
IVR Payments	1,470	1,430
Without assistance payments - Subtotal	6,257	6,284
Drive-up window & inside counter	2,650	2,523
Credit Card machine payments (swipe)	833	803
Credit Card machine payments (phone)	362	424
With assistance payments - Subtotal	3,845	3,750
Total Payments Processed - Subtotal	27,446	29,705
Bank Draft (ACH) Payments	5,428	7,166
Total Payments (Utility)	32,874	36,871
Total Convenience Fees - all Payments	18,535	6,581
Grand Total Payments	51,409	43,452

Traffic Counter at Drive-up Facility

Night Drop *	592	700
8-5 Drive-up Window Customers *	4,433	5,281
Total Traffic Counter	5,025	5,981

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

Meter Reading Division

	FYE 17		FYE 16	
	September	YTD	September	YTD
Number of Meters Read	36,517	36,517	49,428	132,028
New Service	731	731	787	2,857
Request for Termination	715	715	783	2,861
Delinquent On(s)	164	164	210	281
Delinquent Offs	255	255	417	600
Collect Deposit Tags Hung	36	36	208	338
Collect Deposit Cut Offs	23	23	116	151
Blue Tags	34	34	15	26
Number of Meters Re-read	1,637	1,637	1,677	5,640
Meters Cleaned	28	28	34	108
Customer Assists	47	47	42	122
Meters Pulled	1	1	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	20	20	0	0
TOTAL	40,208	40,208	53,717	145,012

Utility Division Activity Report

	FYE 17		FYE 16	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,020	42,020	40,555	122,069
New Ons	981	981	923	3,287
Final Accounts Billed	765	765	713	2,801
TOTAL ACCOUNTS BILLED	43,766	43,766	42,191	128,157

FIRE DEPARTMENT

4

NFD Monthly Progress Report September 2016

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	27	2.23%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	819	67.57%
4 - Hazardous Conditions (No Fire)	21	1.73%
5 - Service Call	84	6.93%
6 - Good Intent Call	172	14.19%
7 - False Alarm & False Call	88	7.26%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	1	0.08%
Total Incident Count	1212	

Total Fire Loss \$ 146,800.00

NFD Monthly Progress Report September 2016

Average Response Times

	Number of Calls	Average Time/Seconds	Average Time/Minutes
Station #1	214	273	0:04:33
Station #2	172	334	0:05:34
Station #3	243	316	0:05:16
Station #4	150	313	0:05:13
Station #5	54	454	0:07:34
Station #6	38	587	0:09:47
Station #7	103	361	0:06:01
Station #8	101	350	0:05:50
Station #9	136	378	0:06:18

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
September, 2016**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	124/85.25 staff hours
Re-Inspections	59/40.5 staff hours
Residential Inspections	0
Smoke Detector Batteries	14/13.5 staff hours
Plan/Platt Review	51/67.5 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	183/125.75 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	84/113.5 staff hours
Training (hours)	15/50 staff hours
Fire Education Classes	4/12 staff hours
Investigations	9/17 staff hours
Investigative Activities	27/ 8 staff hours
Miscellaneous/Special	

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: September 2016
Mitigation:	
Safe room program	375 Installed
Preparedness:	
Amateur Radio Testing	8 Sept
Amateur Radio Meeting	10 Sept
Emergency Response Volunteer Meeting	15 Sept
Coaches Cabana Support	10 and 17 Sept
Preparedness Day at the Mall	23 Sept
OU Parade Meeting	6 Sept
Local Preparedness Committee Meeting	14 Sept
Supported opening of National Weather Museum	17 Sept
Board Meeting Envision Success	22 Sept
DR-4222 Appeal Meeting	29 Sept
Central EM Meeting at OEM	29 Sept
Response: N/A	
Recovery:	
OK-DR-4222	Ongoing

HUMAN RESOURCES 5

HUMAN RESOURCES

Monthly Report

September, 2016

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held two (2) conference calls with management regarding negotiations
- Held four (4) pre-disciplinary hearings
- Met with two (2) employees to discuss workplace issues
- Met with two (2) department heads to discuss employee disciplines
- Met with interim EAP provider to discuss contract
- Met with insurance consultants to discuss pharmacy benefits

B. Grievances (active AFSCME and Non-Union)

- AFSCME Grievance FYE17-01 - Hodges – written reprimand
- AFSCME Grievance FYE15-07 - Raney (Streets) – Crew assignment
Grievance meeting to be held upon employee's return from OJI
Employee did not return from OJI. Grievance resolved
- 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

- Prepared a tentative agreement packet for the IAFF President to review and distribute to the IAFF membership prior to them voting on the FYE17 Collective Bargaining Agreement

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed September 2016 Employee Newsletter
- Coordinated United Way Cookout & Bake Sale
- Coordinated two raffles for United Way fundraising
- Processed invoices and reconciled expense accounts

BENEFITS

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Conducted twenty-six (26) employee orientations
- Meeting with Washington National Supplemental Plan Rep
- Employee Insurance Advisory Committee Meeting
- Facilitated Lunch and Learn Sponsored by Tinker Credit Union
- Volunteered at the United Way Cookout
- Continuing to update payroll system for the Affordable Care Act
- Responded to 93 benefit/wellness inquiries

COMPENSATION

The following personnel actions were processed:

Twenty-seven (27) employees hired:

- 2 – Finance – (1) Customer Service Rep and (1) Meter Reader
- 1 – Utilities/Sewer Line Maintenance – Maintenance Worker I
- 23 – Police – (21) Police Officers, (1) Animal Welfare Officer, and (1) Shelter Veterinarian (PPT)
- 1 – Parks and Recreation – Umpire (PT)

Twenty-three (23) employees separated employment from the City of Norman:

- 1 – Police – Animal Welfare Officer
- 1 – Public Works/Streets – Heavy Equipment Operator
- 21 – Parks and Recreation – (18) Umpires (PT), (2) Golf Course Attendants (PT), and (1) Laborer (PT)

Twelve (12) employees promoted:

- 1 – City Clerk/Custodial – Custodian (PPT)
- 1 – Utilities/Sewer Line Maintenance – Maintenance Worker II
- 1 – Utilities/Water Treatment – Lab Manager
- 8 – Fire – (5) Captains and (3) Fire Driver Engineers
- 1 – Parks and Recreation/Park Maintenance – Maintenance Worker II

COMPENSATION/BENEFIT SURVEYS

- No surveys conducted this month.

RECRUITMENT

Accepted applications for the following positions:

- Youth Baseball/Softball Umpire (PT), Parks & Recreation/Recreation
- Marshal (PT), Municipal Court
- Deputy Marshal (PT), Municipal Court
- Parks Temporary Laborer (PT), Parks & Recreation/Park Maintenance
- Tennis Shop Attendant (PT), Parks & Recreation/Recreation
- Golf Course Attendant (PT), Parks & Recreation/Recreation
- Custodian (PPT), City Clerk's Office
- Maintenance Worker I, Utilities/Sewer Line Maintenance
- Laboratory Manager, Utilities/Water Treatment Plant
- Animal Welfare Administrative Technician II, Police/Animal Welfare
- Communications Officer I, Police/Emergency Communications Bureau
- Communications Officer II, Police/Emergency Communications Bureau
- Sanitation Dispatcher, Utilities/Sanitation

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	395	Written Exams	1
Phone	480	Practical Testing/Assessment Center	2
Mail	255	Panel Board Interviews	6
Email	185	Promotions	5
Total Subscribers on E-mail Vacancy List	3940	Oral Interviews	5
Total Visits to City of Norman HR website	2153	Hiring/Promotion Board	1

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	6	Advertisements Placed	5
Pre-Employment Drug Screens	6	Applications Received	61
Pre-Employment Physicals	5	Job Announcements Emailed	26
Pre-Employment OSBI	3	Job Announcements to CON Depts.	225

TRAINING AND DEVELOPMENT

Conducted training for twenty-six (26) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Conduct and IT Acceptable Use policies.

SAFETY

Safety activities during September, 2016:

- Safety meetings were held for all departments covering aerial truck safety
- Walkthrough inspections were conducted at ten (10) facilities
- Sent safety material documents to facilities each week
- Conducted twenty-six (26) new employee orientations
- Held four (4) Return to Work meetings (Park Maintenance-3, Streets-1)

Recordable Injuries – 8

Dept./Division	Nature of the injury	Activity	Prognosis
Finance/ Meter Services	Rash on right leg	Employee noticed rash after working shift	Released to duty
Fire/ Suppression	Left shoulder strain	Employee was lifting weights when he felt something pop	Work restrictions
Fire/ Suppression	Head injury	Employee was hit in the head during training	Work restrictions
Fire/ Suppression	Lower back sprain	Employee injured back while lifting medical bag	Work restrictions
Police/ Patrol	Heat exhaustion	Cadet experienced heat related symptoms during training	Work restrictions
Police/ Patrol	Heat exhaustion	Cadet experienced heat related symptoms during training	Work restrictions

Police/ Patrol	Right calf strain	Officer pushed vehicle from road & jogged back to patrol car	Work restrictions
Utilities/ Sanitation	Broken right middle finger	Employee smashed his finger in door of vehicle	Released to duty

Cumulative number of Recordable Injuries per year, 2016 is total year to date:

2016	2015	2014
52	70	75

Vehicle Collisions - 0

Division	Description of Collision	Status

**Cumulative number of “AT FAULT” Vehicle Collisions of the indicated year:
(FYE 2017 is current to date)**

2017	2016	2015	2014	2013	2012
2	13	10	23	15	18

CITY OF NORMAN

Information Technology Department
Monthly Report –September 2016.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Study and RFP Development	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology and business review process.	In Progress - consultant working through RFP Requirements with city staff, project team meets weekly to discuss milestones
Genetec replacement for current access control system	Full replacement of old technology that increases security by providing centralized management of building access on a building by building basis.	In planning: Building Working on Building C Doors and cameras.
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.	PD reviewing vendors in final RFP's, IT Storage project will assist in storing data
Website Rebuild/Redesign	Our current design is 5 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design.	In Planning: Meeting with PIO's, CCO, and Marketing
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 Planning: EMC systems selected - hardware delivery in progress. Design and rebuilding of old datacenter structure.

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 Planning: Building Maintenance has assisted with AC vendor selection. Server upgrade to proceed once AC complete.
Fire suppression System for Main IT Datacenter in 201 Building C	Increases the safety and protection of city staff and the citizens investments by providing fire suppression in the city's main data center.	In Planning, working with Safety Manager - fully funded electrical quotes in process. Electrical fixes and HVAC dampers going in place before suppression project can move forward.
Document Image Scanning and Consolidated Printer/fax/copiers evaluation.	Cost savings for printer usage, reduced service calls for PC Techs, consolidated application use for various departments document image scanning.	Laserfiche Implementation Phase I complete - requesting additional funds for future phases.
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.	In Planning: Right of Way approved 10/13/15. Have hit a snag on a small amount of right of way that will delay the project. Exploring a different path to finish the connection.
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
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	
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.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction to begin around June 1.
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.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction to begin around June 1.
Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction to begin around June 1.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	In Progress
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	In Planning
License Plate Reader System	Improves the ability to identify stolen vehicles and vehicles with outstanding citations.	System is installed and in use - data connection with LERMS being evaluated

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	Bids in April 2016
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	Bids in July 2016.
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	Bids in Oct 2016
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

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 2016.

Mass Communications:

The following statistics represent email space and resource savings. 25 emails from the groups shown in the table below were sent from city servers using city resources – of those 15,313 were delivered to outside mailboxes for the month of September 2016. The city servers generated mass communications to Norman citizens of 15,313 messages from only 25 sent (see **IT Table 2**).

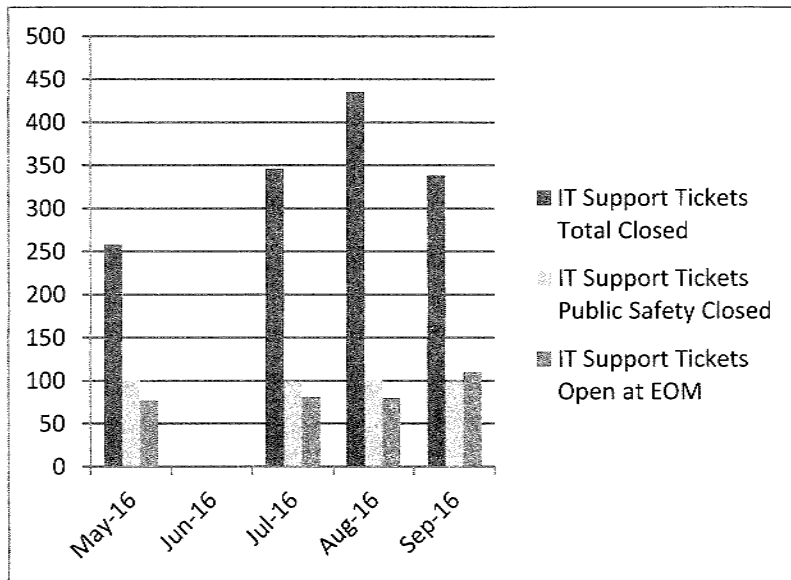
Email Security Appliance:

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 a total of 1,051,531 attempted incoming and 57,667 outgoing messages for the month of September 888,704 of the incoming messages 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 that much additional mail which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from being bombarded with spam, phishing, and other types of potentially harmful emails. We continue to see a very concerning increase in malicious email traffic inbound to our email servers on a monthly basis. Even though the email security appliance has successfully blocked this traffic, the IT Department is actively exploring various counter measures to combat the potential of malicious software attacking our network.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of September 2016 the City of Norman's web site had 81,586 individual web sessions access the web site for a total of 183,829 total page views. Of those sessions 41,857 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 2016 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	13	2	26
Job Posting	2138	2	4190
Norman News	873	11	9410
Police - Animal Welfare Volunteers	42	0	0
Police – Citizens' Academy	82	0	0
Police – Neighborhood Watch	105	0	0
Public Works Consultants	123	0	0
Westwood Golf	718	2	1430
Westwood Golf Members	23	0	0
Westwood Men's Clinic	18	2	36
Westwood Men's Golf Assoc.	75	2	147
Westwood Women's Clinic	33	2	66
Westwood Women's Golf Assoc.	4	2	8
Totals	4247	25	15313

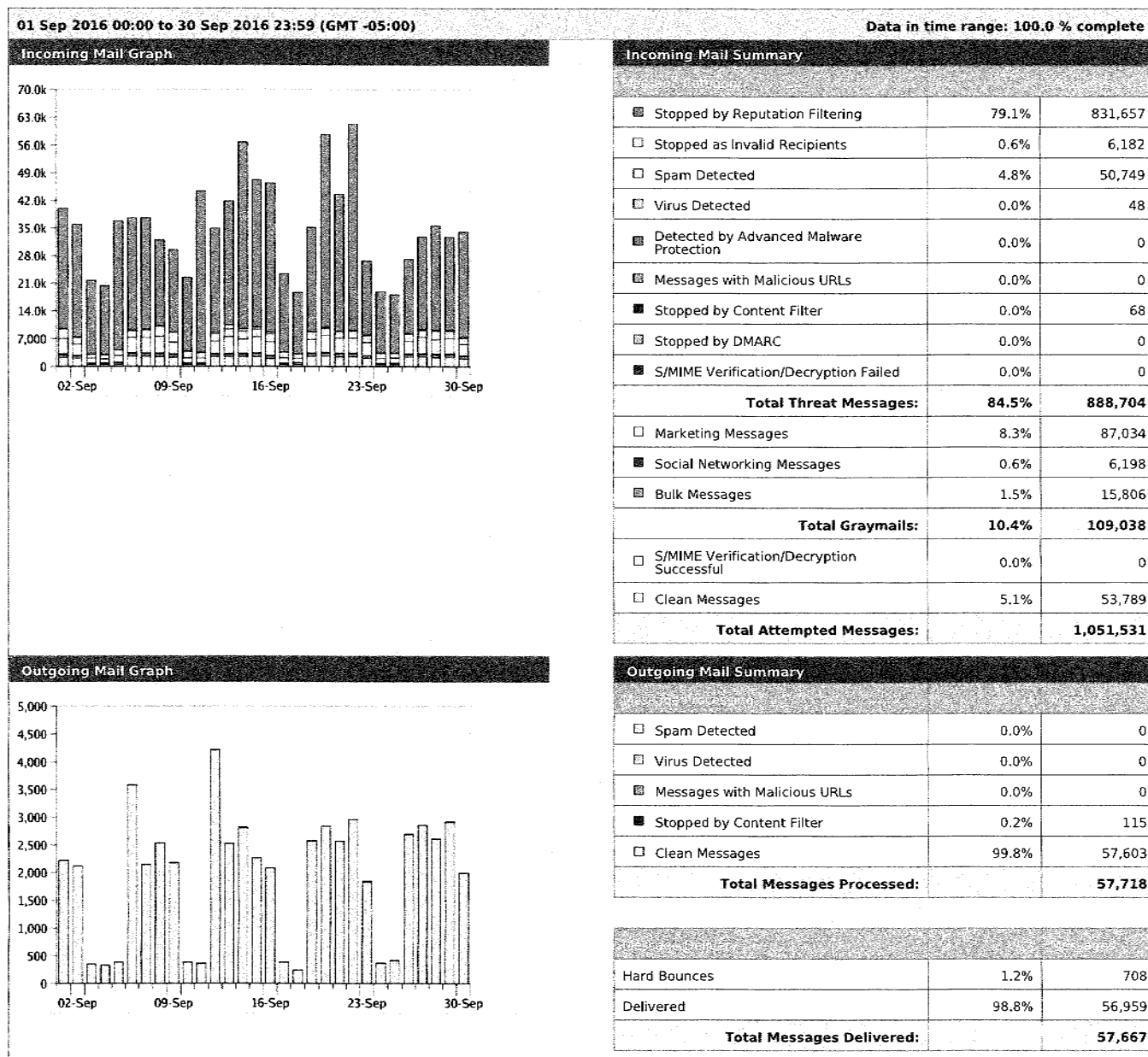
IT Table 3



EMAIL SECURITY APPLIANCE

Executive Summary

mail.ci.norman.ok.us



mail.ci.norman.ok.us - 01 Oct 2016 01:00 (GMT -05:00)

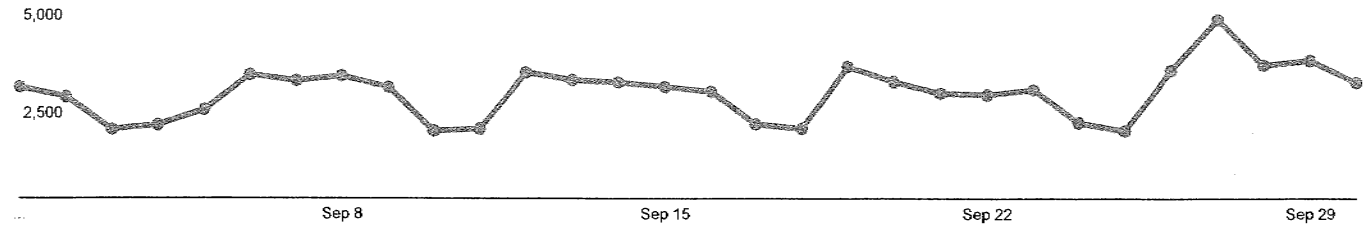
Monthly Web Site Statistics

Sep 1, 2016 - Sep 30, 2016


 All Users
 100.00% Sessions

Explorer

● Sessions



Date	Sessions	Pages / Session	Pageviews	Users (Deprecated)	Users	New Users	Bounce Rate	Avg. Time on Page
	81,586	2.25	183,829	72,239	54,926	41,857	50.79%	00:01:32
	% of Total:	Avg for View:	% of Total:	% of Total:	% of Total:	% of Total:	Avg for View:	Avg for View:
	100.00%	2.25	100.00%	131.52%	100.00%	100.06%	50.79%	00:01:32
	(81,586)	(0.00%)	(183,829)	(54,926)	(54,926)	(41,832)	(0.00%)	(0.00%)
1. 20160927	4,579 (5.61%)	2.11	9,655 (5.25%)	4,121 (5.70%)	4,121 (5.70%)	2,640 (6.31%)	60.01%	00:01:34
2. 20160929	3,530 (4.33%)	2.27	8,026 (4.37%)	3,164 (4.38%)	3,164 (4.38%)	1,685 (4.03%)	56.66%	00:01:37
3. 20160928	3,409 (4.18%)	2.32	7,913 (4.30%)	3,001 (4.15%)	3,001 (4.15%)	1,694 (4.05%)	52.21%	00:01:36
4. 20160919	3,384 (4.15%)	2.14	7,244 (3.94%)	3,019 (4.18%)	3,019 (4.18%)	1,861 (4.45%)	54.28%	00:01:24
5. 20160926	3,284 (4.03%)	2.50	8,213 (4.47%)	2,842 (3.93%)	2,842 (3.93%)	1,618 (3.87%)	48.48%	00:01:39
6. 20160912	3,229 (3.95%)	2.18	7,037 (3.83%)	2,841 (3.93%)	2,841 (3.93%)	1,617 (3.86%)	48.28%	00:01:55
7. 20160906	3,162 (3.88%)	2.35	7,429 (4.04%)	2,794 (3.87%)	2,794 (3.87%)	1,551 (3.71%)	46.08%	00:01:36
8. 20160908	3,134 (3.84%)	2.23	6,983 (3.80%)	2,727 (3.77%)	2,727 (3.77%)	1,524 (3.64%)	47.64%	00:01:36
9. 20160913	3,033 (3.72%)	2.36	7,171 (3.90%)	2,660 (3.68%)	2,660 (3.68%)	1,508 (3.60%)	46.52%	00:01:24
10. 20160907	3,010 (3.69%)	2.20	6,629 (3.61%)	2,677 (3.71%)	2,677 (3.71%)	1,526 (3.65%)	46.94%	00:01:33

Rows 1 - 10 of 30

MONTHLY REPORT - LEGAL DEPARTMENT
September 2016 Report
(Submitted October 14, 2016)

MONTHLY HIGHLIGHTS:

City of Norman v. AFSCME, Green, and Fox, No. SD – 114640

This case arises out of the termination of Robert Green and William Fox for various violations of the AFSCME Collective Bargaining Agreement. The district court vacated the arbitrator's decision reinstating Messrs Green and Fox. On September 16, 2016, the Court of Civil Appeals affirmed the district court's ruling. AFSCME and Mr. Green have filed a petition asking the Oklahoma Supreme Court to consider the district court's ruling; consequently, this case will remain on the monthly report.

Adrian Brown v. City of Norman and Norman Police Department, CIV-16-0897 HE (K, S, B)

This case arises out of Mr. Brown's arrest for interference with official process. The case was settled on September 19, 2016. The City agreed to dismiss the criminal charge filed against Mr. Brown in exchange for dismissal of the civil suit. This case will no longer appear on the monthly report.

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)

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

This case was filed on August 31, 2016 against the City and two unnamed defendants. It was served on September 5, 2016. The case arises out of the plaintiff's arrest for domestic assault and battery.

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)

Oklahoma Association of Broadcasters, Inc. v. City of Norman, et al., Case No. 113,973

COURT OF CRIMINAL APPEALS – None pending

OTHER COURTS

MBS Surety Agency v. AT&T, Circuit Court of the City of St. Louis, Case No. 1222-CC09746

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)

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

Easley, Kevin v. City of Norman, CV-2012-346 L (K, B)

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

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

FOP Lodge 122 v. City of Norman & Gambill, CJ-2005-112 L (K)

Following a Show Cause Hearing on August 24, 2016, the case was dismissed. This case will no longer appear on the monthly report.

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

These two FOP cases are dormant. They remain open until the Court issues a Show Cause Order.

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

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

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

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

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

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

The following condemnation cases were filed by the City on May 5, 2015, with regard to the West Lindsey Street project. Along with the defendant property owners, the Cleveland County Treasurer and Commissioners were named. In each case, the Treasurer and Commissioners have entered their disclaimers.

City of Norman v. Big Dog Properties, LLC, et al; CV-2015-666 TB

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

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

City of Norman v. KFC U.S. Properties, Inc., a Delaware Corp., et al; CV-2015-669 V

City of Norman v. B. Chris Mayes Revocable Trust, et al; CV-2015-679 W

City of Norman v. TABU Property IV, LLC, et al; CV-2015-670 TB

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

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

Bank of America NA v. Jessica Baker, et al., CJ-2012-696

U.S. Bank National Association v. Suzanne M. Hames, et al., CJ-2013-1180

Mortgage Clearing Corporation v. Ursula A. Daly, et al., CJ-2013-740L

Mortgage Clearing Corporation v. Wilson S. Doiron, et al., CJ-2014-1459

Lakeview Loan Servicing, LLC v. Dustin Franks, et al., CJ-2015-302

Ventures Trust v. John C. Green, et al., CJ-2015-773

Federal National Mortgage Association v. Linda K. Van Dyke, et al., CJ-2015-1344

Mortgage Clearing Corporation v Alyssa J. Kesner, et al., CJ-2015-1387

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*

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green Termination)

FOP Grievance FYE 16 – (Assignment Pay)

This grievance was resolved with an amendment to the FY 2017 FOP Contract. It will no longer appear on the Monthly Report.

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

B. *Public Employees Relations Board (PERB)*

C. Equal Employment Opportunity Commission (EEOC)

Robert Green v. City of Norman, EEOC Charge No. 564-2015-00286

D. Contested Unemployment Claims (OESC)

MEDIATION PROGRAM

For the month of September, 2016, the Early Settlement Norman Mediation Program accepted 49 new cases and closed 47 cases. The number of mediations conducted in September, 2016 was 5.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through September 2016. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
Month	FYE 15	FYE 16	FYE 17	FYE 15	FYE 16	FYE 17	FYE 15	FYE 16	FYE 17
JULY	548	550	516	40	48	19	16	15	13
AUG	795	501	588	32	46	29	15	14	16
SEPT	684	467	467	25	30	32	8	11	12
OCT	711	431		46	45		17	14	
NOV	437	459		21	29		10	10	
DEC	491	437		46	39		12	12	
JAN	668	436		39	31		16	15	
FEB	507	528		33	37		12	16	
MAR	493	600		42	30		10	10	
APR	669	512		76	31		19	14	
MAY	436	521		20	32		9	11	
JUNE	515	572		54	47		11	15	
TOTALS / YTD	6,954	6,014	1,571	474	445	80	155	157	41

WORKERS' COMPENSATION COURT

The total number cases pending are 22. During the month of September 2016 there were no new workers compensation cases filed. One settlement offer was made and will be considered by Council on October 11, 2016. The remaining cases are proceeding in active litigation in the Workers' Compensation Court of Existing Claims & 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	FYE17 CASES	FYE16 CASES	FYE15 CASES
Fire	Suppression	7	2	4	
Parks/Rec.	Park Maintenance	1		2	1
Planning	Development Services	1			1
Police	Patrol	5		1	3
Police	Administration	1			2
Public Works	Street Maintenance	1		1	
Public Works	Vehicle Maintenance				1
Public Works	Storm Water				2
Utilities	Line Maintenance	1		1	1
Utilities	Sanitation	4		1	4
TOTALS		21	2	10	15

List of Pending Cases (S)

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

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

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)

Blalock, Rick v. City of Norman, WCC 2009-08466 H

(Utilities, Sanitation, SWI, Back, Neck, Depression)

Bolenbaugh, v. City of Norman, WCC 2012-13808 Y

(Utilities, Sanitation, SWII, R. Knee)

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

(Utilities, Sewer Line Maintenance, MWII, Back)

Grady, Thomas J. v. City of Norman, WCC 2014-05405 A

(Utilities, Sanitation, SWII, R. Foot)

Hale, Michael G. v City of Norman, CM 2015-00702 H

(Planning, Dev. Svcs., Bldg. Insp., L. Shoulder, Arm)

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)

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)

Lake, Stephanie M. v. City of Norman, WCC 2014-11262 J

(Police, Emerg. Commun., Commun. Officer, Hands, Arms, Shoulders, Neck)

Mulder, Lenny Brian v. City of Norman, WCC 2016-04403 Y

(Fire, Suppression, Fire Captain, Ears)

Nation, Tabitha v. City of Norman, WCC 2014-04282 L

(Police, Patrol, PSO, L. Shoulder)

Raney, Jeremy v. City of Norman, WCC 2015-05518 L

(PW, St. Maintenance, HEO, Lumbar Spine)

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)

Simpson, Jason v. City of Norman, WCC 2013-05574 J

(Police, Patrol, MPO, Back, Neck, Head, Consequential Psychological Overlay)

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, 2016.

<u>DEPARTMENT</u>	<u>FYE 17 Month</u>	<u>FYE 17 YTD</u>	<u>FYE 16</u>	<u>FYE 15</u>	<u>FYE 14</u>
Animal Control					
City Clerk					
Code Enforcement				1	
PW-Engineering			5	1	2
Finance (meter covers)					
Fire			2	1	
Fleet		1	1	1	
Human Resources					1
Legal					
Utilities-Sewer & Line Maintenance	3	4	9	9	6
Parks		1	2	5	
Planning					
Police	1	5	13	10	11
Public Works-Traffic				5	4
Road & Channel		1	2		2
Utilities-Sanitation	1	3	14	15	19
Streets	1	2	6	4	5
Utilities	1	1	6	2	13
Utilities-Waste Water (runoff water)					
<u>Other</u>		1	6	6	6
TOTAL CLAIMS	7	19	66	60	63

<u>CURRENT CLAIM STATUS</u>	<u>FYE 17 TO DATE</u>	<u>FYE 16</u>	<u>FYE 15</u>	<u>FYE 14</u>
Claims Filed	19	66	60	63
Claims Open and Under Consideration	13	9	1	5
Claims Not Accepted Under Statute/Other	1	7	7	2
Claims Paid Administratively	0	20	18	16
Claims Paid Through Council Approval	0	12	9	15
Claims Resulting in a Lawsuit for FY17	0	0	0	2
Claims Barred by Statute (No Further Action Allowed)	0	15	25	23
Claims in Denied Status (Still Subject to Lawsuit)	5	3	0	0

EXPUNGEMENTS

The following represents a breakdown of the Expungement Requests considered by the City Attorney's Office through September 2016.

<u>MONTH</u>	<u>REQUESTS</u>			<u>COMPLETED</u>		
	<u>FYE17</u>	<u>FYE16</u>	<u>FYE15</u>	<u>FYE17</u>	<u>FYE16</u>	<u>FYE15</u>
JULY	10	9	5	12	9	5
AUG	7	12	2	11	6	1
SEPT	16	7	10	5	6	2
OCT		10	8		4	5
NOV		11	6		4	5
DEC		13	9		10	3
JAN		15	12		3	9
FEB		13	8		6	7
MAR		12	13		11	8
APR		15	4		5	7
MAY		22	13		9	3
JUNE		12	11		16	5
TOTALS/YTD	33	151	101	28	89	60

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
SEPTEMBER - FY '17**

CASES FILED

	<u>SEPTEMBER</u>	<u>FY17</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY16</u>	<u>Y-T-D</u>
Traffic	1,351		3,883	1,392		3,147
Non-Traffic	353		880	286		965
SUB TOTAL	1,704		4,763	1,678		4,112
Parking	1,492		3,841	1,276		3,725
GRAND TOTAL	3,196		8,604	2,954		7,837

CASES DISPOSED

	<u>SEPTEMBER</u>	<u>FY17</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY16</u>	<u>Y-T-D</u>
Traffic	1,088		3,420	892		2,490
Non-Traffic	308		907	259		740
SUB TOTAL	1,396		4,327	1,151		3,230
Parking	963		2,691	851		2,817
GRAND TOTAL	2,359		7,018	2,002		6,047

REVENUE

	<u>SEPTEMBER</u>	<u>FY17</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY16</u>	<u>Y-T-D</u>
Traffic	\$133,474.00		\$400,061.60	\$112,193.10		\$349,208.10
Non-Traffic	\$ 49,335.60		\$126,138.54	\$ 43,456.70		\$151,569.10
SUB TOTAL	\$182,809.60		\$526,200.14	\$155,649.80		\$500,777.20
Parking	\$ 20,896.00		\$ 61,479.40	\$ 19,520.00		\$ 62,615.00
GRAND TOTAL	\$203,705.60		\$587,679.54	\$175,169.80		\$563,392.20

Juvenile Community Service Program

In September, 2016, juveniles provided 98.75 hours of community service, worked through our Juvenile Community Service Program, to various local non-profit agencies. Of these hours, 20 hours valued at \$145.00 if paid at minimum wage were devoted to City of Norman projects.

PARKS AND RECREATION 9

Park Planning Activities September, 2016

Neighborhood Parks



OG&E finished the placement of new pedestrian and security lighting at Summit Lakes Park at the request of residents in that neighborhood. Decorative poles were installed along Summit Crossing Parkway while taller standard light poles were installed along the back fence line of the park. Although the parks are closed from dusk to dawn, lights are installed as needed for increased security.

Also, several new drinking fountains were installed at different parks. Some included dog water bowls—at Kevin Gottshall Park, Canadian Trails Park, Northeast Lions Park; while others were our standard drinking fountains—at Reaves Park at Kidspace Playground and at Sunrise Park. Each of these parks had damaged or out-of-date drinking fountains which needed replacement using our annual park site amenities maintenance account.

A contractor installed a memorial plaque in June Benson Park, which tells the story of Norman's first female mayor, who the park is named after. The text was written by Megan Benson (June's daughter) and was installed in the gazebo in the park. This park was created in the 1980's through a combined effort of the Parks and Recreation Department and the Community Development Block Grant (CDBG) program. Several condemned house lots were purchased and demolished to clear the land for the park, which has provided playground and other recreation activities to the Miller Historic District for decades.



Work started last month to replace the damaged sidewalk at High Meadows Park on the south side of High Meadows Dr, which is south and east of the 12th Ave. Recreation Center. Construction was also started on a new segment of sidewalk along Tecumseh Road, west of 36 Avenue NW at Cascade Park, which will complete the sidewalk along Tecumseh between the housing and commercial properties on either side of the park. Another project will begin next month to construct the new basketball courts in Woodcreek Park and at Tull's Park.

Westwood Tennis

Lane's Tree Service removed two trees in the area where we are set to begin construction on the new outdoor tennis courts. We have reviewed the plans from Merritt Track and Tennis and once corrections have been made to those, we will submit for a construction permit and begin grading the site early in October. We have also contacted the FAA regarding their concurrence with our plan for construction of the two-court indoor facility, so that part of the project can go out to bid as soon as possible.

Saxon Park

Downey Construction completed construction of the fitness trail and park road extension in September. Additional work will be done in October to finish grading the site, laying sod, and installing some drainage structures which will be used once the Phase III parking and road are built via the NORMAN FORWARD initiative. We also met with outdoor fitness equipment sales representatives to finalize our order for that equipment which will be placed on three pads along the new fitness trail. Park Maintenance crews will work this winter to continue our program of clearing invasive red cedars in the southern part of the park to create a more pleasing aesthetic for that area and prepare us for future construction of playgrounds, restrooms and picnicking facilities.

SEPTEMBER 2016
RECREATION DIVISION
MONTHLY REPORT

Senior Citizens Center: We had 812 seniors attend the center for daily activities and 685 participate in the meal site in September. All classes and activities are doing well and growing. The monthly birthday party had 50 seniors in attendance and our annual Labor Day Potluck had 60 seniors participating. There were three rentals at the center this month with 196 in attendance.

Little Axe Community Center: The outreach food distribution for the month of September was 260 adults and 108 children for a total of 368. This program assists many members of the Little Axe community and serves more senior citizens than any other age group. There were four facility rentals for the month with 100 in attendance. The Pioneer Library Service Statistics Report Community Book Place shows 600 units of service for the month.

12th Avenue Recreation Center: This school year we have added an instructional program called the Home School Physical Education program. The program is offered every Wednesday from 9:30am -12:45pm. The program is broken down into three levels; Elementary, Junior High and High School level physical education. This physical Education program fulfills the state required number of hours for the home school program certification. The adult basketball league currently has ten teams signed up for this fall's league.

Irving Recreation Center: There were several youth classes that took place this month at Irving Recreation Center. On September 14th we hosted a free Youth Disc Golf Clinic. We had a children's Tie Dye Class on September 15th. During the fourth week of the month we hosted our monthly series of youth classes including; Make & Take building class which made wooden sailboats, Kids in the Kitchen cooking class which made fruit skewers, and lastly the Paint & Play art class which painted wooden snakes.

Whittier Recreation Center: Junior Jammer Basketball Fall registration ended last week with 440 kids registered. Junior Jammer Basketball is for girls and boys aged 5-13 divided over 4 different age groups. The basketball games will be played at both Whittier and Irving Recreation Centers with the league beginning the week of Oct. 10th and ending in December.

FACILITY ATTENDANCE:	Year to	
	Month	Date
Senior Citizens Center (includes congregate meals)	1,803	5,915
Little Axe Community Center	1,948	6,654
12th Avenue Recreation Center	2,300	5,659
Irving Recreation Center	1,050	2,657
Whittier Recreation Center	3,813	6,784
Reaves Center	300	900
Tennis Center	3,348	10,936

**SEPTEMBER 2016
PARK MAINTENANCE DIVISION**

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

SAFETY REPORT	FYE-17MTD	FYE-17YTD		FYE-16MTD	FYE-16YTD
On-The-Job Injuries	0	3		1	2
Vehicle Accidents	0	2		1	1
Employee responsible	0	0		1	1
ROUTINE ACTIVITIES	Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE		Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE
Mowing	399.50	1320.25		373.00	1227.50
Trim Mowing	1100.00	3771.00		756.00	2644.50
Chemical Spraying	25.50	97.50		130.00	2018.50
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	6.00	6.00		47.00	108.00
Tree Trimming/Limb Pick-Up	136.00	273.15		154.00	366.50
Restroom/Trash Maintenance	537.00	1648.75		396.00	1030.00
Play Equipment Maintenance	99.75	230.75		70.50	187.00
Sprinkler Maintenance	156.50	253.00		179.00	421.00
Watering	6.00	43.00		43.00	99.00
Grounds/Building Maintenance	32.00	234.75		108.50	167.00
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	0.00	0.00		4.00	6.00
Special Projects	156.50	479.25		186.50	521.00
Nursery Maintenance	0.00	0.00		0.00	0.00
Flower/Shrub Bed Maintenance	166.00	480.00		15.00	185.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	168.00	358.50		147.50	328.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	206.00	593.00		159.75	474.25
Material Pick-Up	11.50	52.25		15.75	41.25
Miscellaneous	261.00	771.00		134.50	578.75
Shop Time	61.50	269.00		40.00	92.50
Snow/Ice Removal	0.00	0.00		7.00	11.00
Christmas Lights	0.00	0.00		0.00	0.00
Close to Home Fishing	0.00	3.00		0.00	0.00
Forestry	1.00	9.00		5.00	5.00
Graffiti Clean-Up	0.00	4.00		0.00	0.00
Water Fountains	0.00	0.00		0.00	0.00
Inground Trash	11.00	14.00		14.00	14.00
Vector Control	87.00	300.00		15.00	65.50

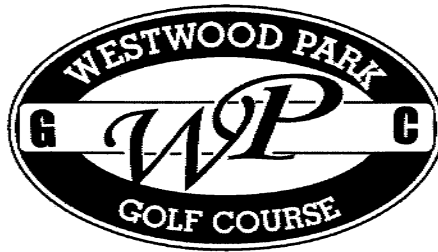
SEPTEMBER 2016
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

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		1		19.00		1		20.00		2		39.00
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				\$137.75				\$145.00				\$282.75

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

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



SEPTEMBER 2016

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPTEMBER FY'17	SEPTEMBER FY'16
Regular Green Fees	574	701
Senior Green Fees	284	344
Junior Fees	67	233
School Fees (high school golf team players)	1	18
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	465	300
Employee Comp Rounds	311	266
Golf Passport Rounds	0	0
9-Hole Green Fee	98	106
2:00 Fees	64	56
4:00 Fees	149	176
Dusk Fees or 6:00 Fees	44	0
PGA Comp Rounds	3	2
*Rainchecks (not counted in total round count)	23	17
Misc Promo Fees (birthday fees, players cards, OU student fees, (Military, player pass)	677	804
Green Fee Adjustments (fee difference on rainchecks)	13	13
Total Rounds (*not included in total round count)	2750	3019
% change from FY '16	-8.91%	
Range Tokens	2395	3010
% change from FY '16	-20.43%	
18 - Hole Carts	138	141
9 - Hole Carts	51	80
1/2 / 18 - Hole Carts	1065	1259
1/2 / 9 - Hole Carts	235	269
Total Carts	1489	1749
% change from FY '16	-14.87%	
18 - Hole Trail Fees	1	3
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	3	5
9 - Hole Senior Trail Fees	2	3
Total Trail Fees	6	11
% change from FY '16	-45.45%	
TOTAL REVENUE	\$74,124.85	\$86,446.86
% change from FY '16	-14.25%	

**'SEPTEMBER 2016
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2017	FY 2017	FY 2016	FY 2016
	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 2017	FY 2017	FY 2016	FY 2016
	MTD	YTD	MTD	YTD
Green Fees	\$39,847.10	\$161,982.32	\$46,907.66	\$180,924.78
Driving Range	\$8,112.59	\$31,112.76	\$10,095.87	\$37,710.33
Cart Rental	\$24,673.28	\$98,529.33	\$27,989.26	\$107,289.92
Restaurant	\$1,402.50	\$4,232.50	\$1,402.50	\$4,554.51
Insufficient Check Charge	\$50.00	\$75.00	\$25.00	\$25.00
Interest Earnings	\$39.38	\$109.01	\$26.57	\$96.52
TOTAL INCOME	\$74,124.85	\$296,040.92	\$86,446.86	\$330,601.06
Expenditures	\$91,608.31	\$274,099.81	\$77,613.54	\$254,044.03
Income vs Expenditures	(\$17,483.46)	\$21,941.11	\$8,833.32	\$76,557.03
Rounds of Golf	2750	10804	3019	11790

September saw excessive heat and humidity at Westwood. Stressed out bent grass greens required more hand watering and an application of fungicide and insecticide. Bermudagrass is doing very well.

Temporary labor has left to return to school. Being shorthanded, we have had to adjust our routine schedule of tasks. We have reduced Greensmowing and cup changing to five or six days a week. Fairways are mowed twice a week. Tees are mowed two to three times a week. Traps are raked 4 times a week. Roughs and other areas are mowed once a week.

September is an active month for agronomic practices. Aerification of the putting greens is a 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. Plugs or cores, 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. A fungicide and insecticide application was made to the greens. An application of a wetting agent was also added to the greens. A soil amendment was added to help correct a pH that is tending to be high. All mowers were raised in order to provide more protection from the cold. Preemergent herbicide was applied to tees, greens and collars. Post emergent weed control was also active this month.

We had a power outage near the middle of the month. With weather improving, we were able to survive the outage with minimal disruption to normal activities. A bumper crop of horse apples has us harvesting them off the ground once a week.

SEPTEMBER 2016 WESTWOOD POOL MONTHLY REPORT

Westwood Pool closed July 31st.

FINANCIAL INFORMATION

	FY2016 MTD	FY2016 YTD	FY2015 MTD	FY2015 YTD
Admission Fees	\$100.00	\$27,519.50	4,784.00	\$55,587.15
Waterslide Fees	\$0.00	\$5,430.00	682.00	\$11,166.00
Swim Lesson Fees	\$0.00	\$3,105.00	0.00	\$9,742.50
Pool/Slide Rental	\$440.00	\$4,925.00	2,500.00	\$9,940.00
Locker Fees	\$0.00	\$11.50	0.00	\$19.00
Concessions	\$0.00	\$1,550.00	1,025.00	\$1,975.00
TOTAL INCOME	\$540.00	\$42,541.00	8,991.00	\$88,429.65
Expenditures	\$4,063.95	\$79,832.56	5,858.73	\$108,037.65
Income verses Expenditures	(\$3,523.95)	(\$37,291.56)	\$3,132.27	(\$19,608.00)

ATTENDANCE INFORMATION

	FY 2016 Month to Date	FY 2016 Season to Date (May-Sept 16)	FY 2015 Month to Date	FY 2015 Season to Date (May-Sept 15)
a. swim tags	0	4369	0	4168
b. pool admission	0	7751	0	12628
c. slide admission- (not inc. in total)	0	5761	341	8680
d. group admission	0	1211	1176	3545
e. noon admission	0	59	0	73
f. evening admission	0	1199	0	2676
g. evening tags	0	1417	0	1104
TOTAL ATTENDANCE	0	16006	1176	24194

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS 10A

**PLANNING DEPARTMENT ACTIVITY
September 2016**

ADMINISTRATIVE DIVISION

Comprehensive Plan

The consultants were in Norman during the second week of September. The Steering Committee met on Wednesday, September 14th and the first community meeting was held on Thursday, September 15th. Both meetings were held in the Multi-Purpose Room of the Conference Center at Norman High School. The website for the Comprehensive Plan, plannorman.com, went live. The website will be kept up to date with Steering Committee meeting and Community meeting information. There is general information regarding the Comprehensive Plan process, a documents library and news regarding other events planned.

Center City Form Based Code

The amended draft document was placed on the City's website. There will be a study session held with City Council on October 18th where Mary Madden from Ferrell Madden will make a presentation on what is a Form Based Code as well as how the Center City Code has developed.

GREENBELT COMMISSION

The Commission did not meet in September due to lack of agenda items. The next scheduled meeting is October 17, 2016.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on September 6, 2016. Due to the Labor Day holiday the meeting was held on Tuesday instead of Monday.

Certificates of Appropriateness Requests:

620 Classen Blvd – a COA granted for the replacement of gravel ribbon driveway with stone ribbons for the driveway.

432 Chautauqua Ave – a COA granted for a swimming pool, concrete pads in rear yard, front sidewalk, and shutters on the front of the house.

635 S Lahoma Ave – A request for addition to the rear of the structure was withdrawn by the applicant because it was discovered that it was not structurally possible to do the addition desired.

COA Extensions:

506 S Lahoma – Garage and associated paving

COA Administrative Bypass granted by staff:

710 S Lahoma - Pergola in rear yard

Certified Local Government (CLG) Program Report (FY 2016-2017):

Staff is working on the CLG Program project for the Intensive Level Survey of the Hetherington Heights Addition. Staff is in the process of selecting a consultant and then will negotiate a contract with that selected consultant. Staff anticipates the Hetherington Heights Addition Intensive Survey to begin in October.

MISCELLANEOUS

	2015 Sept	Oct	Nov	Dec	2016 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Walk-Ins	58	80	65	53	80	65	73	47	46	61	66	66	62
Email Contacts	404	352	337	300	294	249	227	256	295	276	299	320	263
Lot Line Adjustments	2	3	1	4	2	1	2	1	2	-	-	4	2
Landscape Maint. & Replacement Bonds	1	-	4	7	5	1	4	3	3	4	5	2	2
Board of Adjustment Variance Appl.	1	4	1	-	4	3	3	2	1	1	7	3	5
Legal Notices Sent	70	65	13	-	118	101	85	60	33	31	119	33	174
Planning Commission Applications Rec'd	4	5	2	3	1	-	3	2	4	2	1	4	3
Legal Notices Sent	264	174	33	95	16	-	46	201	116	88	39	322	499
Pre-Development Meeting Appl. Rec'd	4	7	1	3	2	-	2	3	2	1	1	2	2
Notices Sent	175	212	21	111	29	-	46	290	71	17	39	89	499

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2015 Sept	Oct	Nov	Dec	2016 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Ordinance Amendments				1									
NORMAN 2025 Land Use Plan Amendments	1	2	2		1		1		1	1		1	
Rezoning Requests	1	5	1	2			2	2	2	2	1	3	2
Utility Easement/Road Closures	2			1			1		2			1	
Preliminary Plats		4	2		2		1						
Rural Certificates of Survey	1					1		1				1	
Short Form Plats	1		1				1		1				
Site Plan Amendments													
Certificate of Plat Correction													

During September, two applications for Pre-Development were received for the meeting held on September 22, 2016.

During September, submittals for the October 13, 2016 Planning Commission meeting included two rezoning applications.

The Planning Commission met in Regular Session on September 8, 2016 and approved one Norman Rural Certificate of Survey, one utility easement closure, one special use for a professional office, and one historic district overlay. One project which included a NORMAN 2025 amendment and rezoning was postponed to the October 13 meeting. One set of minutes was prepared for the Planning Commission Regular Meeting and one set of minutes was prepared for a meeting with the PlanNorman consultants because a quorum of Planning Commission members was present.

During the month of September, 26 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 13.

Board of Adjustment

The Board of Adjustment met on September 28, 2016. The Board approved one variance to the setback for an electronic digital sign, one variance to setbacks for new construction to replace an existing home, and one variance to the exterior appearance requirements for a new accessory building for a church. The Board approved variances from the requirement to install fencing around a well and tank battery for a total of eight sites for three different applicants; one site was withdrawn by the applicant; and one site was postponed to the October 26 meeting. The next regular meeting is scheduled for October 26, 2016.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

Staff updated with Public Works the Construction Projects map. Much like the Current Plat Activity map does for plats, this map will give snap shot of construction of CIP and Bond projects that have broken ground or will break ground in the next six months. Staff started the work for transfer of the Construction Map to an interactive map.

Staff continues support of the New World public safety software. There continued to be changes to the GIS data that were needed to make the system function more effectively.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 82 requests for service that resulted in the production of 73 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

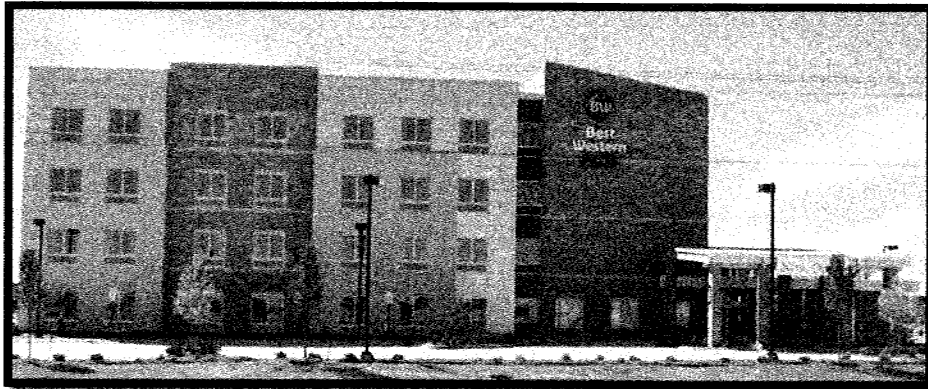
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DEVELOPMENT SERVICES DIVISION

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

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

ADDRESS	DESCRIPTION	VALUATION	WARD
7327 E. Franklin Rd.	Franklin Baptist Church	\$485,000	5
1898 Legacy Park Dr.	Legacy Park Maintenance Building and Stage Structure	\$725,000	8
3100 Medical Park Pl.	Best Western Swimming Pool	\$50,000	8
3100 Medical Park Pl.	Best Western Plus Hotel	\$11,000,000	8
1809 Stubbeman Ave.	NPS Temporary Dressing Room Buildings	\$70,000	8

Best Western Plus

The Best Western Plus located at 3100 Medical Park Pl. advanced to Certificate of Occupancy on September 23rd, 2016. The reported valuation of the project including the shell and new building totaled \$11,810,000 with a total square footage of 77,791.

Shell Construction

ADDRESS	DESCRIPTION	VALUATION	WARD
3100 Medical Park Pl.	Best Western Plus Shell Building	\$810,000	8
3421 W. Rock Creek Rd.	Legacy Business Park Building-J Shell Building	\$496,400	8

Legacy Business Park Shell Building-J



Legacy Business Park Building-J located at 3421 W. Rock Creek Road received Certificate of Completion on September 20th, 2016. The reported valuation of the project totaled \$496,440 with a total square footage of 8,274. Keller Williams Realty occupies one of the three tenant spaces.

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED (CONTINUED):

Multi-Family Addition/Alteration:

ADDRESS	DESCRIPTION	VALUATION	WARD
1600 Ann Branden Blvd.	Renaissance Apartments New Pool House	\$10,000	5

Addition/Alteration:

ADDRESS	DESCRIPTION	VALUATION	WARD
333 Interstate Dr.	Walmart Pick-up Canopy	\$200,000	2
1218 W. Lindsey St.	Speak! Norman Language Academy	\$1,400	2
2001 W. Main St. 103	The Clothing Bar	\$5,000	2
765 Asp Ave. 100	Coolgreens Restaurant	\$175,000	4
201 W. Gray St. A	Public Works Department Renovation	\$6,270	4
730 Asp Ave. 105	The Callaway House Leasing Office	\$40,000	4
584 Buchanan Ave.	Amazonia Restaurant	\$10,000	4
156 12th Ave. SE	Tropical Smoothie Café	\$125,000	4
7327 E. Franklin Rd.	Portable Classrooms	\$40,000	5
1800 Interstate Dr.	Nextep Second Floor Remodel	\$750,000	8

Interior Finish:

ADDRESS	DESCRIPTION	VALUATION	WARD
1049 12th Ave. NE 100	Roserock Dental Remodel	\$186,000	6
3560 R.C. Luttrell Dr. 200	Dr. Bhermann Orthodontic	\$200,000	8
3421 W. Rock Creek Rd. 110	Keller Williams Realty	\$319,950	8

Mobile Field Inspection System

During September 1,561 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 1-2	September 6-9	September 12-16	September 19-23	September 26-30
MFI Insp. Results	184	294	382	342	359

BUILDING INSPECTOR TRAINING

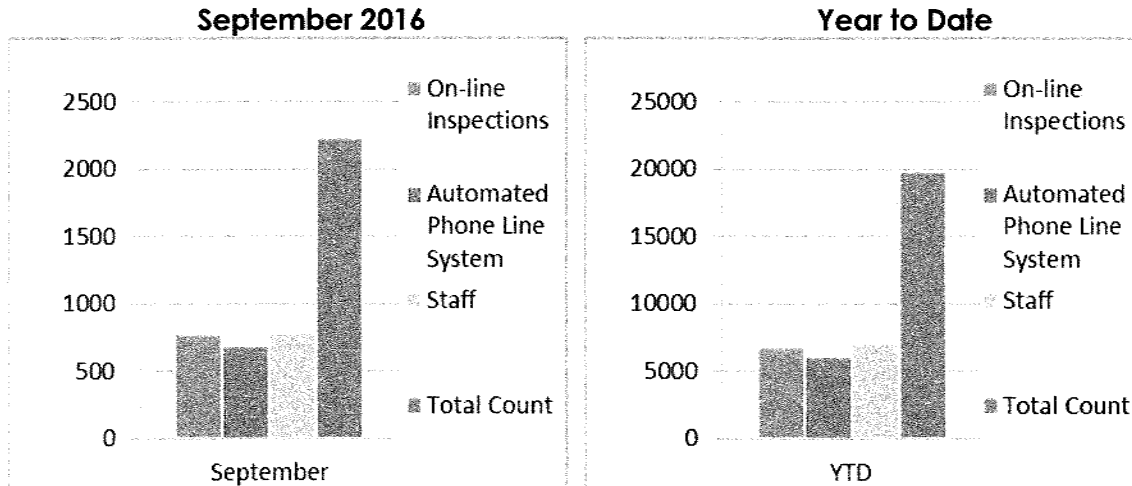
The Building Inspectors and Permit Manager attended CEU Training offered by the Southwest Construction Codes Council during September. The training was held in Del City at the Oklahoma County Western Music Hall of Fame. The training covered four categories as outlined below, and provided 6 hours of Continuing Education Units for each class attended which are required to maintain the Inspector's licenses. Building Inspector Denis Mantooth instructed the Mechanical Code Class on Thursday, September 8th.

DATE	TRAINING CATEGORY	TOPIC
Thursday, September 8 th	MECHANICAL	International Mechanical Code (IMC) Update by Denis Mantooth
Thursday, September 15 th	PLUMBING	International Plumbing Code (IPC) Update by Jack Fricker
Thursday, September 22 nd	ELECTRIC	National Electric Code (NEC) Update by Paul Abernthy
Thursday, September 29 th	BUILDING	Wall bracing and tornado bracing by Simpson Strong Tie

ON-LINE INSPECTION SERVICES

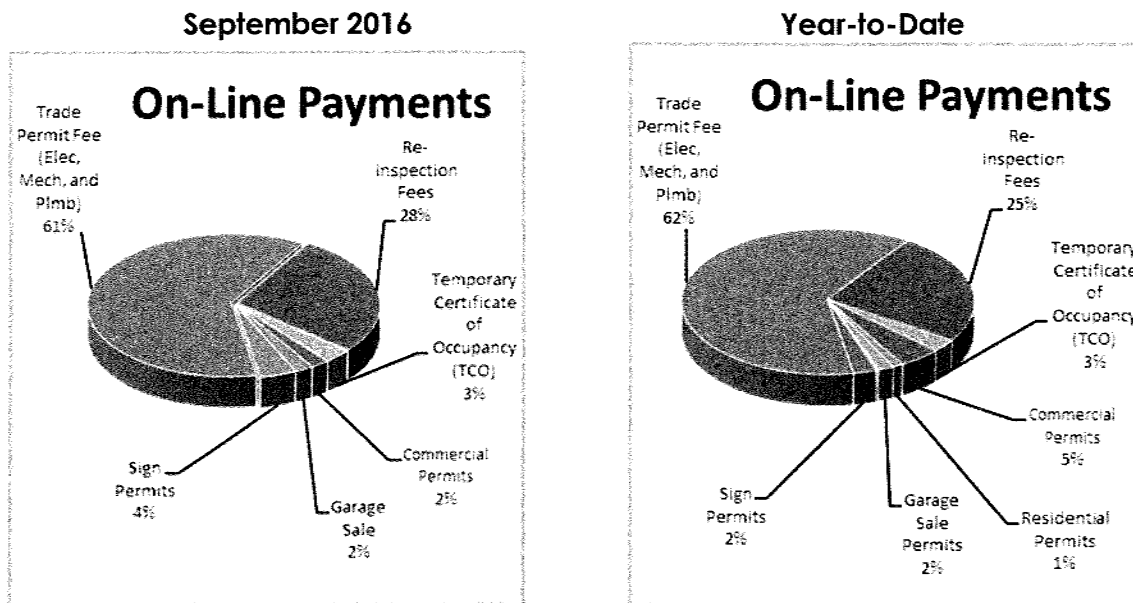
Inspection Requests

During September a total of 2,226 inspections were requested. 769 inspection requests were made on-line, 682 inspection requests were made using the Automated Phone Line System, and 775 inspections were made by the staff. Inspection requests made by the staff include phone and in-person requests, as well as administrative items.



On-line Payments

During September 101 payments were made on-line totaling \$9,730.68. Year-to-date 740 payments have been made on-line totaling \$71,500.33.



STORM SHELTER PERMITS

Storm Shelter Permits

30 storm shelter permits were issued in September. Staff continues to make every effort to provide the best customer service by scheduling and coordinating the storm shelter inspections, particularly those inside the garage that require the homeowner to be on-site for the inspection. The Building Inspectors meet homeowners on-site as needed to accommodate their storm shelter inspections.

September 1-2	September 5-9	September 12-16	September 19-23	September 26-30
0	2	7	10	11

CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in SEPTEMBER of 2016 totaled \$37,512,925, higher than the \$21,743,230 for the same month last year. A total of 126 permits were issued in SEPTEMBER of 2016, down from 172 in SEPTEMBER of 2015. The lower number in SEPTEMBER of 2016 is primarily due to residential storm shelter permits. The higher dollar value in SEPTEMBER of 2016 is reflected in Non-Residential New Full Permits.

Total new residential permitting activity in SEPTEMBER 2016 was valued at \$8,562,265 compared to \$12,548,347 in SEPTEMBER 2015. New single-family detached residential construction in SEPTEMBER 2016 represented 26 new homes valued at \$7,778,265 compared with 38 new homes in SEPTEMBER 2015 valued at \$10,268,626. There were no attached single-family in SEPTEMBER 2016 compared to 2 permits in SEPTEMBER 2015 valued at \$250,650. There were no non-dwelling permits in either year. There were 2 new manufactured home permits valued at \$84,000 in SEPTEMBER 2016 compared to 1 in SEPTEMBER 2015 valued at \$37,000. There were 4 new duplex units valued at \$700,000 permitted in SEPTEMBER 2016 compared to 6 new duplex units valued at \$1,800,000 in SEPTEMBER 2015. There were no garage apartment permits in either year. There were no 3+ Family dwelling unit permits in SEPTEMBER 2016 compared to 4 foundation permits valued at \$192,071 in SEPTEMBER 2015. There were no non-dwelling unit multi-family permits in either year.

Residential addition/alteration permits in SEPTEMBER 2016 numbered 70 valued at \$1,986,182 compared to 112 permits valued at \$1,137,386 for SEPTEMBER 2015. The fewer permits in SEPTEMBER 2016 are primarily due to storm shelters. The value was higher in SEPTEMBER 2016 is primarily due to additions/alterations, paving/pools, and accessory buildings.

New non-residential construction permits in SEPTEMBER of 2016 totaled 9 with a value of \$22,306,465 compared to 3 permits valued at \$6,605,000 for SEPTEMBER 2015. The higher number of permits in SEPTEMBER 2016 is primarily due to shells and interior finish permits. The higher value in SEPTEMBER 2016 is primarily due to the higher value of a full permit located at 5005 York valued at \$20,035,000.

Non-residential Addition/Alteration permits in SEPTEMBER of 2016 totaled 15 with a value of \$4,658,013 compared to 6 permits valued at \$1,452,497 for SEPTEMBER 2015. The number and value of permits is higher in SEPTEMBER 2016 primarily due to projects at 914 Elm and 1809 Stubbeman valued at \$3,110,000.

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL ADD/ALT-2	SUN CONSTRUCTION SERVICES	2632	09/30/16	914		ELM	AVE	31	1	FLOYD ADD	O1	\$ 1,000,000	13,118
COMMERCIAL ADD/ALT-2	MDC COAST 4, LLC.	2898	09/12/16	860		INTERSTATE	DR	6	1	SPRING BROOK # 9	C2	\$ 300,000	525
COMMERCIAL ADD/ALT-2	SOONER TRADITIONS, LLC.	3618	09/06/16	1300	SE	12TH	AVE	1	1	EAST VILLAGE PUD	PUD	\$ 5,000	863
COMMERCIAL ADD/ALT-2	TIMBERLAKE CONSTRUCTION	4129	09/15/16	1809		STUBBEMAN	AVE	19	2W	NOT SUBDIVIDED	R1	\$ 2,110,000	45,205
COMMERCIAL ADD/ALT-2	HOLLYWOOD SHOPPING CENTER,	4303	09/27/16	1614	W	LINDSEY	ST		A	HOLLYWOOD ADD	C2	\$ 206,125	12,125
COMMERCIAL ADD/ALT-2	DAVIS, STEVE	4362	09/02/16	421	W	GRAY	ST	11	88	NORMAN, ORIGINAL TOWNSHIP	C1	\$ 20,000	5,600
COMMERCIAL ADD/ALT-2	ZHANG, ZHENGYANG	4402	09/16/16	2230	W	MAIN	ST	2	1	JENNINGS ESTATES #1	C2	\$ 20,000	2,550
COMMERCIAL ADD/ALT-2	Q4L CONSTRUCTION	4453	09/12/16	3056		CLASSEN	BLVD	6	1	EMPIRE ADDITION	C2	\$ 150,000	1,493
COMMERCIAL ADD/ALT-2	B C SIMS CONSTRUCTION, LLC.	4569	09/16/16	505		HIGHLAND	PKY	3	2	WOODSLAWN INDUSTRIAL TRACT	I1	\$ 40,000	890
COMMERCIAL ADD/ALT-2	MASTEC NETWORK SOLUTIONS	4576	09/06/16	3099	NW	36TH	AVE	1	1	MASTERCRAFT PROPERTIES	I1	\$ 15,000	5
COMMERCIAL ADD/ALT-2	ACS ENTERPRISES, LLC.	4601	09/07/16	130	E	EUFULA	ST	13	8	NORMAN, ORIGINAL TOWNSHIP	C2	\$ 22,000	5,142
COMMERCIAL ADD/ALT-2	VIP CONSTRUCTION, LLC.	4640	09/29/16	209	W	MAIN	ST	5	72	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 40,000	2,107
COMMERCIAL ADD/ALT-2	TAJBAKHSH, MOHAMMAD REZA	4682	09/16/16	768		JENKINS	AVE	37	3	LARSH'S UNIVERSITY ADD	RO	\$ 2,000	690
COMMERCIAL ADD/ALT-2	NORMAN PUBLIC SCHOOLS	4689	09/12/16	728	S	FLOOD	AVE		4	LANDT'S #2	R1	\$ 27,000	800
COMMERCIAL FOUNDATION PERMIT2	CROSSLAND CONSTRUCTION CO.	4596	09/02/16	3261	NW	24TH	AVE	5	1	UNIVERSITY NORTH PARK PROF-1	PUD	\$ 100,000	12,305
COMMERCIAL INTERIOR FINISH-2	BROOKFIELD CUSTOM HOMES LLC	1988	09/14/16	4150	NW	28TH	AVE	2	2	PEPCO INDUSTRIAL PARK PHASE	C1	\$ 65,000	3,000
COMMERCIAL INTERIOR FINISH-2	BROOKFIELD CUSTOM HOMES LLC	1993	09/14/16	4150	NW	28TH	AVE	2	2	PEPCO INDUSTRIAL PARK PHASE	C1	\$ 65,000	3,000
COMMERCIAL INTERIOR FINISH-2	BROOKFIELD CUSTOM HOMES LLC	4457	09/14/16	3351	W	ROCK CREEK	RD	1	1	LEGACY BUSINESS PARK SEC. #1	C2	\$ 130,000	1,923
COMMERCIAL INTERIOR FINISH-2	BYBLOS HOLDING, LLC.	4472	09/12/16	3640	W	TECUMSEH	RD	2	1	WINDSOR ADDITION	C1	\$ 275,000	2,520
COMMERCIAL NEW CONSTRUCTION-2	TIMBERLAKE CONSTRUCTION	3108	09/02/16	5005		YORK	DR	2	7	WESTINGHOUSE ELECTRIC	I1	\$ 20,000,000	120,000
COMMERCIAL NEW CONSTRUCTION-2	BUTNER BROTHERS, LLC.	4389	09/08/16	3540		WELLSITE	DR			NORTHBRIDGE IND PARK #3	I1	\$ 35,000	1,500
COMMERCIAL NEW SHELL BLDG-2	RED SUN CONSTRUCTION CO. INC	2941	09/07/16	102	W	MAIN	ST	31	67	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 608,465	6,578
COMMERCIAL NEW SHELL BLDG-2	BYBLOS HOLDING, LLC.	4470	09/12/16	3640	W	TECUMSEH	RD	2	1	WINDSOR ADDITION	C1	\$ 1,028,000	9,745
COMMERCIAL PARKING LOT-2	ALLENTON COMMERCIAL CONST.	2580	09/09/16	4343	N	FLOOD	AVE	11	3W	REVISED NEW LIFE ADDITION	I1	\$ 700,888	78,200
TEMPORARY BLDG/CONST TRAILER-2	OKC PARTY TENT & EVENT	2055	09/26/16	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2		
TEMPORARY BLDG/CONST TRAILER-2	PEERLESS EVENTS & TENTS	3496	09/26/16	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2		
TEMPORARY BLDG/CONST TRAILER-2	LOWE, DEBBIE & TIM	4464	09/14/16	3299	W	MAIN	ST	1	1	SOONER FASHION MALL	C2		
TEMPORARY BLDG/CONST TRAILER-2	PEERLESS EVENTS & TENTS	5016	09/29/16	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2		
Average Valuation \$ 1,123,520													Average Project Area 13,745
Total Valuation \$ 26,964,478													Total Project Area 329,864
NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)													
CONTRACTOR	BUILDING SIZE (Square Feet)	USE /CLASSIFICATION	BUSINESS	ADD/ALTS		NEW CONSTRUCTION		NEW CONSTRUCTION		NEW CONSTRUCTION		NEW CONSTRUCTION	
				COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL, NEW SHELL BLDG-2		
				\$ 3,957,125	\$ -	\$ 535,000	\$ 1,636,465	\$ 20,035,000					
				14	-	4	2	2					
TIMBERLAKE CONSTRUCTION	120,000	INDUSTRIAL	JOHNSON CONTROLS										
BUTNER BROTHERS, LLC.	1,500	INDUSTRIAL	BUTNER BROTHERS										
RED SUN CONSTRUCTION CO. INC.	6,578	OFFICE	DENCO'S										
BYBLOS HOLDING, LLC.	9,745	COMMERCIAL	HERITAGE PLAZA SHELL AND FUEL										
Total Permits (excluding TBCT)				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Valuation				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14	-	535,000	\$ 1,636,465	\$ 20,035,000	2	2	2	2	2
Total Project Area				14									

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTERS, LLC	4625	09/09/16	822		BARBAROOT	DR	10	2	TRAILWOODS SEC 9	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CONST	4795	09/09/16	505		STONE WELL	DR	3	3	CHERRY CREEK #4	R1	\$ 4,500	16
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4819	09/12/16	3720		PRESIDIO	CIR	6	1	CEDAR LANE SEC #1	R1	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4823	09/12/16	3816		TEYOUT	ST	10	3	CASCADE ESTATES SEC 1	R1	\$ 2,800	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4827	09/12/16	10250	E	TECUMSEH	RD	15	1W	NOT SUBDIVIDED	A2	\$ 2,650	55
1 & 2 FAMILY STORM SHELTER-3	MUD & STEEL CONSTRUCTION/	4832	09/19/16	5515		PIONEER	CIR	1	4	MARLATT ADD	R1	\$ 8,000	42
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	4845	09/13/16	3000		SKYE RIDGE	DR	8	6	HIGHLAND VILLAGE ADD SEC 5	R1	\$ 2,580	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4858	09/14/16	972		PINEBROOKE	CT	19	1	PINEBROOKE ADD	PUD	\$ 2,800	22
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	4893	09/16/16	219		AMERICANA	CT	5	3	CRYSTAL HEIGHTS #3	R1	\$ 2,999	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4896	09/16/16	4124		BIARCREST	DR	5	3	BROOKHAVEN #03	R1	\$ 3,200	34
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	4911	09/19/16	1618		SHEFFIELD	DR	7	8	SHILOH HEIGHTS #3	R1	\$ 2,250	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	4914	09/20/16	4304		LYREWOOD	LN	6	3	QUAILBROOK ADD #6	R1	\$ 1,850	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4927	09/20/16	11004		BETHEL	RD	35	1W	NOT SUBDIVIDED	A2	\$ 2,557	55
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	4954	09/21/16	2040		TURTLE CREEK	WAY	8	2	HALLBROOKE ADD #2	PUD	\$ 2,100	18
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	4957	09/21/16	4232		HACKNEY WICK	RD	4	2	CARRINGTON PLACE ADD #12	R1	\$ 3,250	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4961	09/21/16	2741		LERKIM	LN	19	2	TRAILWOODS SEC 6	PUD	\$ 1,999	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4992	09/23/16	2636		TRUFFULA	CIR	15	1	TRAILWOODS SEC 3	PUD	\$ 1,995	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4993	09/23/16	3036		WEYMOUTH	WAY	9	1	WOODLAKE ESTATES #2	R1	\$ 3,200	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4994	09/23/16	2509		WEYMOUTH	PL	3	1	WOODLAKE ESTATES #2	R1	\$ 3,000	32
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5020	09/26/16	3404		STAFFORD	DR	40	2	BROOKHAVEN SQUARE #2	RM6	\$ 3,000	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5030	09/26/16	1601		COUNTRYWOOD EST#	CT	5	1E	CLEAR BAY ESTATES (SURVEY)	A2	\$ 3,500	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5031	09/26/16	409		HORIZON VIEW	DR	51	1	SUMMIT LAKES ADD #9	R1	\$ 3,000	32
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE	5032	09/26/16	3233		WOOD VALLEY	RD	21	6	SUMMIT VALLEY #2	R1	\$ 2,800	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5070	09/27/16	3903		CATALINA	CT	6	1	MONTEREY ADD #2	R1	\$ 4,000	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5094	09/28/16	4215		COUNTRY CLUB	TER	1	1	COUNTRY CLUB EST WILLA	R1	\$ 2,800	34
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5110	09/29/16	4017		NORTHWICH	DR	3	12	QUAILBROOK ADD #2	R1	\$ 4,000	36
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	5129	09/30/16	6109		CROOKED OAK	DR	3	1	FLAMING OAKS ESTATES	RE	\$ 3,200	28
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	5133	09/30/16	2901		SLOANE	ST	2	4	BERKELEY ADD #5	R1	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5146	09/30/16	4713		STONEGATE	DR	9	1	ROCK CREEK POLO CLUB #3	R1	\$ 2,700	23
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	5150	09/30/16	321		HIGHLAND VILLAGE	DR	9	3	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 3,699	40
1 & 2 FAMILY, ADD OR ALTER-2	THORNHILL, TYLER & CANDACE	4687	09/06/16	1513		FAWN RUN CROSSING	DR	4	2	DEERFIELD ADD SEC 6	R1	\$ 2,000	112
1 & 2 FAMILY, ADD OR ALTER-2	GLADIATOR ROOFING & CONST.LLC.	4853	09/21/16	814	W	COMANCHE	ST	9	2	MCNAMEE ADD	R1	\$ 48,000	490
1 & 2 FAMILY, ADD OR ALTER-2	CHAMPION WINDOWS & PATIO ROOM	4856	09/29/16	3111	NE	96TH	AVE	17	2	UNRECORDED PLAT. 9N-1W-15	A2	\$ 34,000	0
1 & 2 FAMILY, ADD OR ALTER-2	MUSTARD SEED CONSTRUCTION,LLC	4859	09/14/16	3900		CEDAR	LN	14	2W	NOT SUBDIVIDED	A2	\$ 17,000	465
1 & 2 FAMILY, ADD OR ALTER-2	JARVIS, LAURA & HENRY	4865	09/15/16	4016		BRECKENRIDGE	CT	18	2	BROOKHAVEN #12	R1	\$ 45,000	733
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	4890	09/16/16	2307		PARKLAND	WAY	24	4	WESTWOOD ESTATES NORTH ADD	R1	\$ 190,000	375
1 & 2 FAMILY, ADD OR ALTER-2	TECUMSEH, CHRIS	4933	09/28/16	629	S	FLOOD	AVE	19	2	LANDT'S SECOND ADD	R1	\$ 85,000	1,260
1 & 2 FAMILY, ADD OR ALTER-2	EXPRESS SUNROOMS	4979	09/28/16	1626		FRANKLIN	DR	12	3	VALLEY VIEW ADD	R1	\$ 11,000	80
1 & 2 FAMILY, ADD OR ALTER-2	EXPRESS SUNROOMS	4980	09/28/16	2931		QUEENSTON	AVE	3	3	PARK HILL ADDITION	PUD	\$ 38,000	252
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	5136	09/30/16	3205	NE	108TH	AVE	14	1W	NOT SUBDIVIDED	A2	\$ 175,611	819
1 & 2 FAMILY, CARPORT-2	OWNER	4910	09/19/16	3001	NE	80TH	AVE	17	1W	HIDDEN VALLEY EST	A2	\$ 5,000	720
1 & 2 FAMILY, CARPORT-2	EAGLE CARPORTS	5057	09/28/16	4815		CEDAR	LN	12	2W	NOT SUBDIVIDED	A2	\$ 900	252
1 & 2 FAMILY, FIRE REPAIR	THORNHILL, TYLER & CANDACE	4609	09/01/16	1513		FAWN RUN CROSSING	CT	4	2	DEERFIELD ADD SEC 6	R1	\$ 150,000	1,720
1 & 2 FAMILY, FIRE REPAIR	LS & SON CONSTRUCTION, LLC.	5103	09/29/16	1427		PHEASANT RUN	CT	7	5	CROSSROADS WEST #1	R1	\$ 30,000	450
1 & 2 FAMILY, PAVING-2	ANYTHING CONCRETE (TIM KEYES)	4220	09/15/16	105	E	RICH	ST	3	13	JA JONES ADDITION	R2	\$ 3,850	364
1 & 2 FAMILY, PAVING-2	QUALITY CONCRETE CONSTRUCTION	4585	09/20/16	2735		POPLAR	LN	10	9	FOREST HILLS ADD	R1	\$ 5,900	525
1 & 2 FAMILY, PAVING-2	HARRIS, MIKE	4654	09/02/16	4508		GREYSTONE	LN	3	3	BROOKHAVEN #37	R1	\$ 1,200	45
1 & 2 FAMILY, PAVING-2	GARY GREEN CONST. INC.	4685	09/08/16	1813		TERRYTON	DR	3	9	CHISHOLM TRAIL EST SEC 3	R1	\$ 4,500	425
1 & 2 FAMILY, PAVING-2	TJ FOOD & FUEL, LLC	4828	09/16/16	104		OLDE BROOK	CT	2	1	BROOKHAVEN ON MAIN	RM6	\$ 1,200	45
1 & 2 FAMILY, PAVING-2	MCCURLEY, SAM T. & BONNIE J.	4868	09/15/16	820		RICHMOND	DR	12	4	COLONIAL EST #1	R1	\$ 250	
1 & 2 FAMILY, STORAGE BLDG-2	BROOKFIELD CUSTOM HOMES LLC.	4480	09/08/16	2714		LAUREL	DR	4A	4	BROAD ACRES ADD SEC 2-AMENDED	R1	\$ 380,000	3,578
1 & 2 FAMILY, STORAGE BLDG-2	AK CONSTRUCTION	4628	09/02/16	4903		ALAMEDA	ST	25	2W	NOT SUBDIVIDED	A2	\$ 56,000	2,400
1 & 2 FAMILY, STORAGE BLDG-2	HUFFMAN CONSTRUCTION	4647	09/12/16	2821		TANGLED OAK TRAIL	CT	3	2	TANGLEWOODS PUD	PUD	\$ 80,000	1,259
1 & 2 FAMILY, STORAGE BLDG-2	BETTER BARNS	4870	09/15/16	11451		IMPERIAL	DR	11	1W	FRANKLIN HILLS 2	RE	\$ 4,185	240
1 & 2 FAMILY, STORAGE BLDG-2	MALLARD CONSTRUCTION	4884	09/16/16	1227		GREENBRIAR	CT	6	11	COLLEGE MANOR	R1	\$ 50,900	600
1 & 2 FAMILY, STORAGE BLDG-2	EAGLE CARPORTS	4897	09/16/16	3400		SEXTON	DR	12	1W	WHISPERING OAKS (SURVEY)	R1	\$ 13,100	620
1 & 2 FAMILY, STORAGE BLDG-2	HONE DEPOT	4905	09/19/16	308		HOOD	CT	3	1	CAMBRIDGE PLACE #4	RM6	\$ 4,803	240
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY BUILDINGS INC.	4907	09/19/16	9929		BLACKJACK	TRL	8	1	OAKRIDGE EST #3	RE	\$ 5,000	288
1 & 2 FAMILY, STORAGE BLDG-2	LAWN MASTER OUTDOOR LIVING	4950	09/21/16	4217		WHITMIRE	LN	5	4	CARRINGTON PLACE ADD #11	R1	\$ 6,000	192
1 & 2 FAMILY, STORAGE BLDG-2	CAROLINA CARPORTS INC.	4956	09/23/16	1500		COUNTRYWOOD EST#	LN	5	1E	CLEAR BAY ESTATES (SURVEY)	A2	\$ 1,919	378
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	5033	09/26/16	4105		CANNON	DR	8	2	CARRINGTON PLACE ADD #4	R1	\$ 3,500	192
1 & 2 FAMILY, STORAGE BLDG-2	S & L CREATIONS	5037	09/26/16	205	W	VIDA	WAY	16	5	TULL'S ADD #1	I1	\$ 2,720	160

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY, SWIMMING POOL-3	HOMEWORKS PLUS	3843	09/01/16	2301	E	ROCK CREEK	RD	10	2W	NOT SUBDIVIDED	A2	\$ 30,000	1,048
1 & 2 FAMILY, SWIMMING POOL-3	PLEASANT POOLS	4571	09/02/16	1911		ITHACA	DR	10A	2	HALLBROOKE ADD #4	R1	\$ 65,000	400
1 & 2 FAMILY, SWIMMING POOL-3	SEA BREEZE POOLS	4634	09/13/16	927		MCCALL	DR	10	4	WILLOW BROOK ADD	R1	\$ 38,000	462
1 & 2 FAMILY, SWIMMING POOL-3	SEA BREEZE POOLS	4635	09/13/16	3602		SUSSEX	PL	1		OAK CREEK #2	RM6	\$ 25,000	210
1 & 2 FAMILY, SWIMMING POOL-3	BOWEN POOLS & SPAS	4680	09/06/16	6427		ALAMEDA	ST	30	1W	NOT SUBDIVIDED	A2	\$ 45,000	800
1 & 2 FAMILY, SWIMMING POOL-3	BLUE HAVEN POOLS OF OK	4831	09/16/16	3200		ALLSPICE RUN	ST	10	2	CINNAMON RUN	RE	\$ 86,665	565
1 & 2 FAMILY, SWIMMING POOL-3	THREE STAR POOLS	4906	09/29/16	1621		CHESTNUT	LN	4	12	FOREST HILLS ADD	R1	\$ 60,000	650
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	4970	09/27/16	2630		BERRY FARM	RD	15	2	ASHTON GROVE ADD SEC 2	PUD	\$ 88,000	872
1 FAMILY, MANUFACTURED HOME-2	CARY B DAVIS REAL ESTATE, LLC.	4127	09/06/16	17551		BLACKBERRY	RD	3	1E	H & L #5 (SURVEY)	A2	\$ 3,000	1,568
1 FAMILY, MANUFACTURED HOME-2	LESSLY, HEATHER N.	4967	09/23/16	3750	SE	72ND	AVE	18	1W	NOT SUBDIVIDED	A2	\$ 81,000	1,792
1 FAMILY, NEW CONSTRUCTION-2	MIKE PIERCE ENTERPRISES	748	09/28/16	421	W	SYMMES	ST	11	15	WAGGONER'S T.R. FIRST ADD	R3	\$ 110,000	1,759
1 FAMILY, NEW CONSTRUCTION-2	HARTLEY HOMES	4428	09/19/16	5515		PIONEER	CIR	8	6	MARLATT ADD	R1	\$ 350,000	4,853
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4590	09/02/16	1009		MIDLAND VALLEY	ST	7	1	GREENLEAF TRAILS ADD 1	PUD	\$ 186,390	2,071
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	4623	09/09/16	3300		MOUNT MITCHELL	LN	4	4	SPRINGS AT GREENLEAF TRAILS #2	PUD	\$ 280,215	2,463
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4646	09/09/16	882		BARBAROOT	DR	10	2	TRAILWOODS SEC 9	PUD	\$ 198,810	2,209
1 FAMILY, NEW CONSTRUCTION-2	HUFFMAN CONSTRUCTION	4646	09/12/16	2821		TANGLED OAK TRAIL	LN	12	3	TANGLEWOODS PUD	PUD	\$ 825,000	7,046
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4676	09/12/16	217		SONORA	LN	16	1	LITTLE RIVER TRAILS SEC 1	PUD	\$ 228,780	3,637
1 FAMILY, NEW CONSTRUCTION-2	HOME FIRST, INC.	4683	09/09/16	3101		FIREFLY	DR	16	1	FROST CREEK ADD.	PUD	\$ 650,000	6,082
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4685	09/14/16	1105		MIDLAND VALLEY	ST	3	1	GREENLEAF TRAILS ADD 1	PUD	\$ 231,390	2,571
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4696	09/14/16	3133		MIDLAND VALLEY	ST	14	2	GREENLEAF TRAILS ADD 1	PUD	\$ 222,750	2,475
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING COMPANY	4709	09/26/16	3350	SE	48TH	AVE	11	2W	NOT SUBDIVIDED	A2	\$ 500,000	5,333
1 FAMILY, NEW CONSTRUCTION-2	MALLARD CONSTRUCTION	4782	09/16/16	3000		SOUTHAMPTON	DR	29	2	ST JAMES PARK ADD 6	R1	\$ 249,000	2,970
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	4791	09/09/16	2001		JACKSON	DR	5	3	ALAMEDA PARK ADD #3	R1	\$ 130,500	2,057
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4810	09/14/16	718		MOSSY	RD	5	1	TRAILWOODS SEC 9	PUD	\$ 165,330	1,837
1 FAMILY, NEW CONSTRUCTION-2	OWNER	4834	09/22/16	4150	NE	101ST	AVE	10	1W	NOT SUBDIVIDED	A2	\$ 110,000	2,700
1 FAMILY, NEW CONSTRUCTION-2	MONTEREY CONSTRUCTION	4842	09/20/16	1316		MONTEREY	DR	3	4	MONTEREY ADD. #2	R1	\$ 330,000	3,602
1 FAMILY, NEW CONSTRUCTION-2	MUIRFIELD HOMES	4843	09/14/16	3028		TERRACE PARK	TR	3	3	HIGHLAND VILLAGE ADD SEC 7	R1	\$ 215,910	3,523
1 FAMILY, NEW CONSTRUCTION-2	SJM DESIGNS	4846	09/29/16	3906		BELLWOOD	DR	11	2	BROOKHAVEN #01	R1	\$ 260,000	3,215
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	4847	09/20/16	521		HUNTER	DR	47	1	ALAMEDA PARK ADD #3	R1	\$ 109,000	2,378
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4849	09/21/16	723		MOSSY	RD	16	2	TRAILWOODS SEC 9	PUD	\$ 161,280	1,792
1 FAMILY, NEW CONSTRUCTION-2	J.MERTENS CONSTRUCTION, INC.	4854	09/21/16	841		SIENA SPRINGS	DR	1	3	SIENA SPRINGS ADD #1	PUD	\$ 237,080	3,893
1 FAMILY, NEW CONSTRUCTION-2	HOMES OF DISTINCTION, INC.	4862	09/20/16	317		MILLBROOK	PL	24B	1	BROOKHAVEN SQUARE #4	RM6	\$ 1,090,000	6,475
1 FAMILY, NEW CONSTRUCTION-2	HANDMADE HOMES, LLC.	4908	09/26/16	1601		COUNTRYWOOD ESTA	DR	5	1E	CLEAR BAY ESTATES (SURVEY)	A2	\$ 285,000	3,561
1 FAMILY, NEW CONSTRUCTION-2	MONTEREY CONSTRUCTION	4932	09/27/16	1401		MONTEREY	DR	3	3	MONTEREY ADD. #2	R1	\$ 295,000	3,352
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4986	09/30/16	2709		LEOPARD LILY	DR	3	4	TRAILWOODS SEC 9	PUD	\$ 182,160	2,024
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5017	09/30/16	727		MOSSY	RD	15	2	TRAILWOODS SEC 9	PUD	\$ 174,690	1,941
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	4565	09/01/16	1106		MERLIN	DR	3	2	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	4566	09/01/16	1108		MERLIN	DR	3	2	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	4567	09/01/16	1110		MERLIN	DR	4	2	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	4568	09/01/16	1112		MERLIN	DR	4	2	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
RESIDENTIAL STORAGE CONTAINER	PODS ENT. INC	5055	09/27/16	1008		GOLDEN EAGLE	DR	10	2	EAGLE CLIFF ADD # 5	RM2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	4876	09/16/16	1950		GODDARD	AVE	24	3W		UNC		
TEMPORARY ROLL-OFF, RESIDENTIAL	WASTE MANAGEMENT	4471	09/24/16	540	S	LAHOMA	AVE	20	3	ROSS ADDITION	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	4582	09/01/16	808	N	PORTER	AVE	13	4	J A JONES ADDITION	C2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4627	09/02/16	503	W	DAWS	ST	17	2	WATSON ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4653	09/02/16	713	E	JOHNSON	ST	14	1	ELLIOTT ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	4688	09/06/16	11201		TRACY	CIR	7	3	PRIDE #003	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	4790	09/09/16	803		MONNETT	AVE	10	2	STATE UNIVERSITY ADD	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4799	09/09/16	1212		BARBOUR	ST	4	6	WESTFIELD MANOR ADDITION	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	4960	09/22/16	817		MOCKINGBIRD	LN	2	6	LINCOLN TERRACE ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	4984	09/23/16	3910		HAVASU	DR	12	2	RED CANYON RANCH SEC 2	PUD		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5003	09/23/16	1105	E	LINDSEY	ST	27	7	FACULTY HEIGHTS ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	SOONER ROLL-OFF	5047	09/28/16	3420	N	PORTER	AVE	2	1		C2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5051	09/27/16	1314		LOUISIANA	ST	9	1	COLONIAL EST # 2	R1		
Total Permits (excluding temp roll-off)													Average Project Area Total Project Area
102													1,202 sq ft 122,650 sq ft
1 FAMILY, NEW CONSTRUCTION-2		Sq Ft											
26		3,301											
\$7,778,265		2,282											
Average Project Area													
Average Living Area													
Total Living Area													
2 FAMILY, NEW CONSTRUCTION													
4													
\$700,000													
8,056 SF TOTAL LIVING AREA													
3+ FAMILY, FOUNDATION PERMIT-2													
0													
\$0													
Total Accessory Buildings													
14													
\$614,027													
Total Paving & Pools													
8													
\$437,665													
\$454,315													
Total													
12													
\$825,611													
Total 3+													
Family													
Add/Alt													
0													
\$0													
Total Permits													
102													
\$10,548,447													
TOTAL VALUE													
12													
TEMPORARY ROLL-OFF, RESIDENTIAL													
1													
RESIDENTIAL STORAGE CONTAINER													
1													
SEASONAL STORAGE CONTAINER													
0													

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

10/5/2016

	SEPTEMBER 2016			SEPTEMBER 2015		
RESIDENTIAL PERMITS	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	26	26	\$7,778,265	38	38	\$10,268,626
Attached Dwellings	0	0	\$0	2	2	\$250,650
Manufactured Home (New)	2	2	\$84,000	1	1	\$37,000
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	4	4	\$700,000	6	6	\$1,800,000
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	4	na	\$192,071
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (1 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	32	32	\$8,562,265	51	47	\$12,548,347
Net Residential Demos & Removals		-3			0	
Net Residential Units		29			47	
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	12		\$825,611	14		\$383,495
Manufactured Home (Replace)	0		\$0	0		\$0
Paving & Pools	14		\$454,315	14		\$283,959
Accessory Buildings	14		\$614,027	15		\$229,825
Storm Shelters	30		\$92,229	69		\$240,107
3+ Family						
Addition & Alteration (All Types)	0		\$0	0		\$0
Total Residential Additions & Alterations	70		\$1,986,182	112		\$1,137,386
TOTAL RESIDENTIAL	102		\$10,548,447	163		\$13,685,733

NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	1	\$100,000	0	\$0
Shell	2	\$1,636,465	0	\$0
Interior Finish	4	\$535,000	1	\$20,000
Full Permit	2	\$20,035,000	2	\$6,585,000
Total Non-Residential New	9	\$22,306,465	3	\$6,605,000
Additions & Alterations				
Additions & Alterations (All Types)	15	\$4,658,013	6	\$1,452,497
Total Non-Residential Additions & Alterations	15	\$4,658,013	6	\$1,452,497
TOTAL NON-RESIDENTIAL	24	\$26,964,478	9	\$8,057,497

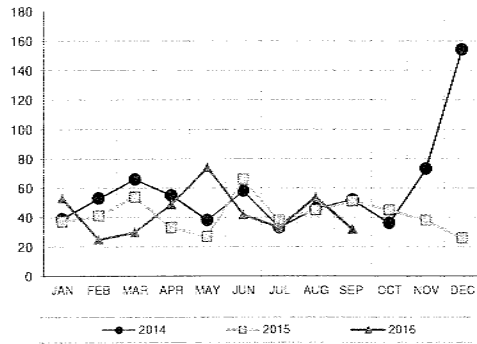
TOTAL ALL PERMITS	126	\$37,512,925	172	\$21,743,230
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OTHER ACTIVITY	Number	Number
Electrical Permits	124	121
Heat/Air/Refrigeration Permits	131	127
Plumbing & Gas Permits	165	139
Sign Permits	36	29
Water Well Permits	4	1
Garage Sale Permits	215	243
Structure Moving Permits	2	1
Demo - Residential Permits	2	1
Demo - Non-residential Permits	3	0
Temporary Const Bldgs & Roll-off Permits	18	12
Lot Line Adjustments Filed	4	1
Certificate of Occupancy (CO) Permits	111	128
All Field Inspections	2,189	2,108

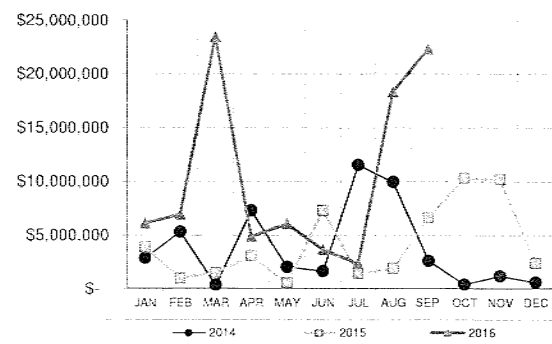
YEAR TO DATE	JANUARY TO SEPTEMBER 2016			JANUARY TO SEPTEMBER 2015		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	392	1294	\$171,351,577	392	477	\$111,399,506
Residential Demos/Removals	na	-25	na	na	-28	na
Residential Additions/Alterations	1064	na	\$15,894,266	1415	na	\$18,010,080
Non-residential New Construction	152	na	\$94,087,928	58	na	\$27,246,394
Non-residential Additions/Alterations	144	na	\$76,690,931	91	na	\$23,994,114
TOTAL YEAR TO DATE	1752	1269	\$358,024,702	1956	449	\$180,650,094

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.

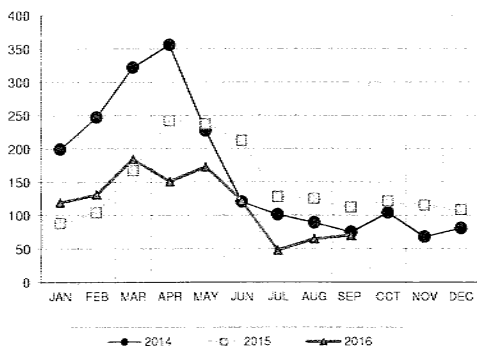
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New Residential: Number of Permits
Monthly Comparison

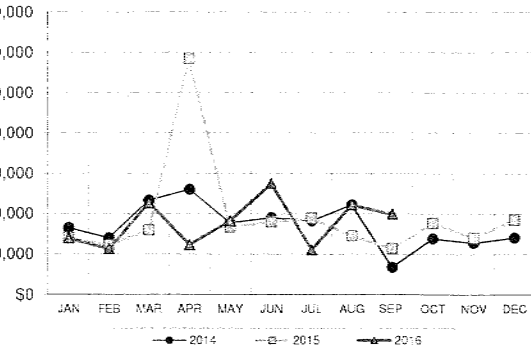
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New Residential: Dollar Value of Permits
Monthly Comparison

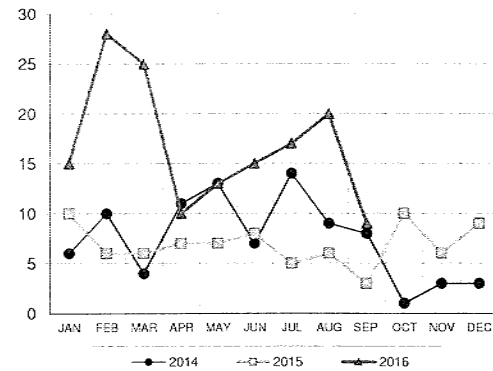
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Residential Additions and Alterations: Number of Permits
Monthly Comparison

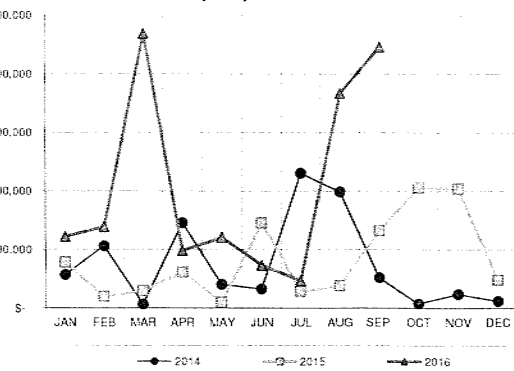
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Residential Addition and Alterations: Value of Permits
Monthly Comparison

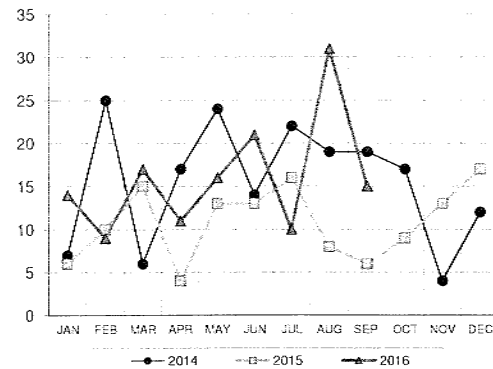
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New Non-Residential: Number of Permits
Monthly Comparison

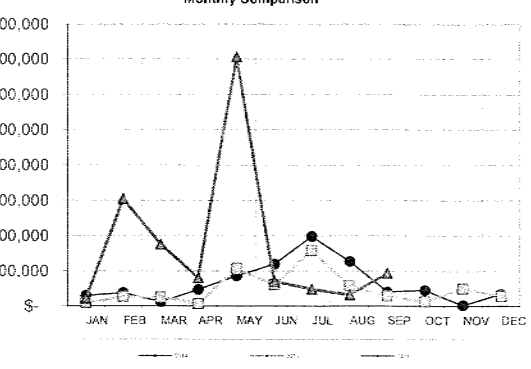
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New Non-Residential: Value of Permits
Monthly Comparison

7

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

8

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

REVITILIZATION 10C

CDBG and HOME Investment Partnerships Programs

One bid in the amount of \$817,811.12 was accepted by Norman 2015 CHDO for the Vicksburg six-unit development. Building Permit has been applied for and it is scheduled that construction will commence before November 1. LG Construction, Inc. will be the construction contractor.

On September 7, 2016 a Public Hearing was held to discuss the needs of low and moderate income citizens of Norman and possible uses of CDBG and HOME funds to address these issues.

A neighborhood meeting for the CDBG Target Area was held on September 14, 2016. At this meeting were representatives from the Norman Police Department and the Code Compliance Division. Attendees were able to discuss specific neighborhood issues face to face with the department representatives. Issues that were brought up for other City Departments were forwarded to the appropriate person for input.

CDBG Disaster Relief Grant

Redesign of drainage structure on 120th continues. Mobilization of contractor is complete and construction on 108th Ave has commenced.

Engineering and design for the remaining four projects is substantially complete. Right-of way acquisition for parcels along Tecumseh Road has been initiated. Estimated bid date of January 2017 for these projects.

Homeless Activities

On September 20, the housing placement report for the Zero:2016 initiative was made to Community Solutions for the month of August. There were five housing placement made (5 veterans).

Staff attended the Zarrow Mental Health Symposium in Tulsa, September 28-30. Community Solutions was in attendance to provide technical assistance to the Zero:2016 communities.

Housing Programs

September 2016

CDBG

- One rehabilitation project is under contract, two rehabilitation projects completed since July 1, 2016.
- Two emergency repairs are under contract, four emergency repair projects have been completed since July 1, 2016. One is verified and awaiting contracts.
- Two accessibility modifications under contract. One accessibility modification project has been completed since July 1, 2016.

Social and Voluntary Services Commission

The award of nineteen contracts totaling \$175,000 was executed at the August 9, 2016 City Council Meeting. Agencies have been provided start up materials for the contracts and expenditures are occurring.

Code Compliance

Code Compliance investigated 821 new code violation cases and 409 of those were proactive. 859 code cases were closed with 610 cases remaining open. 2,833 Tasks were completed, such as initial inspections, re-inspections, additional site visits, charges, postings, inspector abated, etc. City-wide proactive enforcement began on March 15, 2012.

Total New Cases and Number of Proactive Cases for FYE 2017													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Total Cases	1045	1381	821										3247
Proactive Only	402	772	409										1583

Work Orders, Owner Abatement after Work Order Issued, and Liens Filed FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	71	67	31										169
Owner Abated	12	16	2										30
Liens Filed	7	18	30										55

Signs Removed from Rights-of-Way FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Removed	122	85	94										301

Oil & Gas

1. Semi-annual inspections = 30
2. Drilling permits received = 1. Thunderbird #1=28 located in the SE ¼, SE ¼, SE ¼, SE ¼ of section 21, T 8 N, R 1 W, NW corner of Etowah road and 96th Ave SE.
3. Wells plugged = 1. Frank Tullius # 2, located south of Cedar Lane road, west of railroad tracks in Cedar Lane Section #2 plat.
4. Board of Adjustment Items = 3
 - A. BOA-1617-8 – Veenker Resources. Fencing Variances granted until 12-31-2020 or well becomes productive.
 - B. BOA-1617-13 – Finley Resources. Sooner #1 withdrawn, all equipment has been removed and no longer requiring fencing.
Boswell #1, Preble #3 and Berry #1, fencing variance granted for each until 12-31-2020 or until becoming active.
Oklahoma C-16-4 required installing lockable gate at entrance and granting fencing variance until 12-31-2017.
Gill #1 was required to place a lockable gate at entrance by 11-30-2016 and granted fencing variance until 12-31-2017.
Oklahoma B-16-2 was postponed until October meeting.
 - C. BOA-16-17-14 – Southcreek Petroleum. Kennedy #1 and Niles #1, both were granted a fencing Variance until 12-31-2020.



Administrative Summary

September 2016 Summary



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	16	15	16	15
Part I Crimes	318	418	3,266	3,676
Murder	0	0	2	3
Rape	4	6	49	30
Robbery	2	8	47	41
Agg. Assault	14	32	149	148
Burglary	58	94	545	588
Larceny	214	253	2,177	2,637
Motor Vehicle Theft	25	24	292	223
Arson	1	1	5	6

Part II Crimes

DUI/APC	21	32	294	293
Drunkenness	67	56	479	484
Drug Violations	77	67	703	676
Forgery	15	26	179	245
Vandalism	47	70	677	630
Others	420	434	4,030	3,721
Total Crime	965	1,103	9,628	9,725

Collisions

Fatality	0	0	2	5
Injury	56	60	559	450
Non-Injury	159	161	1,326	1,347
Total Collisions:	215	221	1,887	1,802

Miscellaneous

CAD Activity (Total)	12,073			
Calls for Service (Police)	7,404			
Citations	1,284	1,251	12,811	9,642
Warnings	1,467	733	11,351	6,976

** Data extracted with NW DSS Module and subject to adjustment

** Unfounded Disposition cases removed

ANIMAL CONTROL 11A



Norman Animal Welfare Shelter Animal Count

09/01/2016 to 09/30/2016



Beginning Animal Counts

CANINE		
Adult	Up to 5 Months	Age Unknown
78	32	5

FELINE		
Adult	Up to 5 Months	Age Unknown
26	73	2

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
60	10	10
22	2	0
0	0	0
0	0	0
3	0	0
85	12	10

FELINE		
Adult	Up to 5 Months	Age Unknown
44	47	7
7	11	2
0	0	0
0	0	0
0	0	0
51	58	9

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
43	17	3
32	0	1
16	0	3
0	0	0
0	0	0
91	17	7

FELINE		
Adult	Up to 5 Months	Age Unknown
21	14	1
0	0	0
24	18	4
0	0	0
0	0	0
45	32	5



Norman Animal Welfare Shelter Animal Count

09/01/2016 to 09/30/2016



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
12	1	1
0	0	0
14	1	1
105	18	8

FELINE		
Adult	Up to 5 Months	Age Unknown
0	6	0
0	0	1
1	2	1
0	0	0
1	8	2
46	40	7

Ending Animal Counts

CANINE		
Adult	Up to 5 Months	Age Unknown
69	15	7

FELINE		
Adult	Up to 5 Months	Age Unknown
47	75	4



Norman Animal Welfare Kennel Comparisons Statistics



"Intake Comparisons"

9/1/15 to 9/30/15

9/1/16 to 9/30/16

Dogs				
Strays	75	80	↑	6.7 %
Owner Surrenders	16	24	↑	50.0 %
Others	79	3	↓	96.2 %
Total Dogs Received:	170	107	↓	37.1 %
Cats				
Strays	76	98	↑	28.9 %
Owner Surrenders	5	20	↑	300.0 %
Total Cats Received:	81	118	↑	45.7 %
Total Intakes:	251	225	↓	10.4 %

"Outcome Comparisons"

9/1/15 to 9/30/15

9/1/16 to 9/30/16

Dogs				
Adoption	90	83	↓	7.8 %
Euthanasia	22	14	↓	36.4 %
Return to Owner	16	33	↑	106.3 %
Others	6	1	↓	83.3 %
Total Dogs Dispositioned:	134	131	↓	2.2 %
Cats				
Adoption	70	85	↑	21.4 %
Euthanasia	46	4	↓	91.3 %
Others	12	7	↓	41.7 %
Total Cats Dispositioned:	128	96	↓	25.0 %
Total Outcomes:	262	227	↓	13.4 %



Norman Animal Welfare
Norman, Oklahoma

Outcomes Between 9/1/2016 and 9/30/2016
Statistical count of animals that left the shelter during the above mentioned date.
This report was printed on 10/11/2016



Total Dogs: 252

Adopted	32.937 %	83
Euthanized	5.556 %	14
RTO	13.095 %	33
Other Outcome	48.413 %	122

Total Cats: 186

Adopted	45.699 %	85
Euthanized	2.151 %	4
Other Outcome	52.151 %	97

Total Other: 3

Adopted	33.333 %	1
RTO	33.333 %	1
Other Outcome	33.333 %	1



Norman Animal Welfare
Norman, Oklahoma

Outcomes Between 9/1/2016 and 9/30/2016
Statistical count of animals that left the shelter during the above mentioned date.
This report was printed on 10/11/2016



Intakes Between 9/1/2016 and 9/30/2016
Statistical count of animals that entered the shelter during the above mentioned date.
This report was printed on 10/11/2016

Total Dogs: 239

CONFISCATE/POLICE	1.26	3.00
DISPO REQ/FIELD	0.42	1.00
DISPO REQ/OTC	0.42	1.00
FOSTER/OTC	17.99	43.00
HOME/OTC	7.11	17.00
LOST/OTC	29.29	70.00
OWNER SUR/FIELD	0.42	1.00
OWNER SUR/OTC	8.37	20.00
RETURN/OTC	1.26	3.00
STRAY/FIELD	13.81	33.00
STRAY/OTC	19.67	47.00

Total Cats: 187

DISPO REQ/FIELD	1.07	2.00
FOSTER/OTC	17.11	32.00
HOME/OTC	0.53	1.00
LOST/OTC	18.18	34.00
OWNER SUR/OTC	9.63	18.00
RETURN/OTC	1.07	2.00
STRAY/FIELD	8.56	16.00
STRAY/OTC	43.85	82.00

Total Other: 2

HOME/OTC	50.00	1.00
STRAY/FIELD	50.00	1.00



Norman Animal Welfare
Norman, Oklahoma

Outcomes Between 9/1/2016 and 9/30/2016
Statistical count of animals that left the shelter during the above mentioned date.
This report was printed on 10/11/2016



Euthanasia Breakdown Subreport

Total Dogs Euthanized: 14		
AGED	7.143 %	1
AGGRESSIVE	35.714 %	5
BEH MANAGE	7.143 %	1
BEH SEVERE	21.429 %	3
COND SEVER	7.143 %	1
HW MINOR	7.143 %	1
HW SEVERE	7.143 %	1
ILL SEVERE	7.143 %	1
Total Cats Euthanized: 4		
ILL SEVERE	50.000 %	2
UNDRAGE/WT	50.000 %	2

Calls for Service 477

Kennel Statistics Report
Owner Surrender / Euth from 09/01/16 to 09/30/16

		DOG	TOTAL
EUTH	AGED	1	1
	AGGRESSIVE	2	2
	BEH SEVERE	3	3
	COND SEVER	1	1
	Total	7	7
TOTAL		7	7



Norman Animal Welfare Average Days In Kennel

9/1/2016 - 9/30/2016



Type	Total Animals	Average Days
Dogs	93	14
<u>Strays</u>	<u>67</u>	<u>13</u>
<u>Owner Surrenders</u>	<u>21</u>	<u>16</u>
<u>Others</u>	<u>5</u>	<u>23</u>
Cats	68	16
<u>Strays</u>	<u>45</u>	<u>17</u>
<u>Owner Surrenders</u>	<u>20</u>	<u>16</u>
<u>Others</u>	<u>3</u>	<u>16</u>
Others	36	1
<u>Strays</u>	<u>4</u>	<u>5</u>
<u>Others</u>	<u>32</u>	<u>1</u>

PUBLIC WORKS

12

**DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
September, 2016**

ENGINEERING DIVISION

DEVELOPMENT

The Development Coordinator processed 1 Preliminary Plat and 2 Final Plats for Planning Commission; 1 Street Name Change, 1 Final Plat and 1 Preliminary Plat were processed for City Council review; and 1 Final Plat for Development Committee. The Development Engineer reviewed 21 sets of construction plans and 4 punch lists. There were 117 permits reviewed and/or issued. Fees were collected in the amount of \$18,642.05

CAPITAL PROJECTS

SH-9E and Lindsey Street Interchanges

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:

- Continue to construct the retaining walls on the west side of I-35
- Continue to construct the bridge located on the east side of I-35, north of SH-9E
- Completed construction of the foundation of the Lindsey Street Bridge on the east & west sides of I-35
- Continue the reconstruction of Ed Noble Parkway/Lindsey Street intersection
- Continue laying sod in areas that have been final graded on the project
- Completed the earthwork for the ramps on the north side of Lindsey Street
- Completed paving the I-35 northbound outside lane

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

*Monthly Progress Report
Public Works (September 2016)*

- 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

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:

- Continue work on underground drainage box on Lindsey Drive
- Continue to construct the Lindsey Street Bridge over Imhoff Creek
- Continue retaining wall construction near the Lindsey Street Bridge over Imhoff Creek
- Continue decorative paving on the west half of the 24th Ave. SW/Lindsey Street intersection
- Continue storm sewer installation between Berry Road and Pickard
- Continue water line lowering on Wylie Road
- Continue to construct the temporary widening north side of Lindsey Street
- Completed tree removal south of Lindsey along the Imhoff Creek Channel

SH-9E from 36th Avenue SE to 72nd Avenue SE:

Construction on the SH-9E Reconstruction and Widening Project began on Tuesday, September 8, 2015. This is a \$22 million construction project under construction by Silver Star Construction of Moore, Oklahoma. The contract time is set at 420 days with a \$7,500 per day incentive. Completion of this project is estimated to be November 2016. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project. State Highway 9 will remain open during construction.

The project involves the following items:

- This phase of construction will begin just east of 36th Avenue and continue to a point just east of SE 72nd Ave.
- The road will be widened to 4 lanes (2 lanes east/west, with a flush median).
- Access will be maintained to the neighborhoods and homes during the project.
- Public Works staff will be working with ODOT and the contractor to ensure that any temporary access is appropriate for local traffic (both residents and emergency responders).
- A new bridge will be constructed across Dave Blue Creek; phased construction of the new bridge in conjunction with the existing bridge will maintain 2-way traffic on SH-9E.
- One week advance notice will be provided to the public in advance of major construction phasing changes
- A 5-day work week is typical, but may include some Saturdays. No construction will occur on OU football game days.

The contractor is working on construction activities associated with installing a temporary roadway widening on the north side of SH-9E. When completed, 2-way traffic will be shifted northward to allow more room to construct permanent improvements on the south side of SH-9E.

The contractor's activities this month were as follows:

- Continue laying sod on north side of SH-9E where final grading is complete
- Continue placing asphalt surface on all SH-9E and side street asphalt areas
- Continue Guard rail installation at bridge
- Finish channel clean out and riprap at Dave Blue Creek
- Finish fencing on the north side of SH-9E, 60th Avenue SE, and 72nd Avenue SE

2013 CDBG-DR Project Groups 1 and 2:

Construction on the CDBG-DR Project Groups 1 and 2 began on June 16th, 2016. 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. This is a \$7.8 million construction project under contract with Silver Star Construction of Moore, Oklahoma. Completion of this project is estimated to be March 2017. This project is 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

The major focus of work now with is culvert replacements starting on Project Group 2 locations.

The contractor's activities this month were as follows:

- Continue culvert construction on 108th Avenue SE between Etowah Road and Post Oak Road
- AT&T utility relocations at various locations

Sutton Wilderness Lake Dam & Spillway Repair Project

This project will upgrade the Sutton Urban Wilderness Dam and Spillway to current Oklahoma Water Resources Board (OWRB) safety standards. The dam was classified as a High Hazard Dam by OWRB in 2011. A dam is classified as a High Hazard Dam if loss of life or significant loss of property could occur should there be a catastrophic breach of the dam. On March 22, 2016, City Council awarded the contract to Downey Contracting, LLC, in the amount of \$548,251.98. The project began on April 14, 2016, and is scheduled to be completed by October 16, 2016.

The project involves the following items:

- The lake will be drained down to a level recommended by the Oklahoma Department of Wildlife Conservation to balance the needs of the construction project and area wildlife.
- Trees will be removed from the face of the dam per OWRB requirements, and some cedars will be removed from the immediate surroundings of the dam for use in the lake as habitat for fish populations.
- The top of the dam will be raised.
- The spillway will be expanded and an improved trail surface established that does not impede emergency overflows out of the lake.
- The face of the dam will be replanted with native grass upon completion of the project.
- Installation of a decorative wetland sign.

During the month of September, Downey Contracting LLC completed construction of the concrete pathway across the spillway. The contractor also completed the installation of the concrete block reinforcement mat (CBRM) on the inside slope of the dam and on the axillary spillway. Additional construction activities included the completion of the crushed granite walkway over the dam, and the hydro-seeding of the back slopes of the dam. The contractor has also formed the footings which will hold the base of the wetland sign which is expected to be installed in coming weeks.

Havenbrook Street Bridge Failure

Emergency closure of the bridge on Havenbrook Street East of 36th Avenue NW (Ward 3)

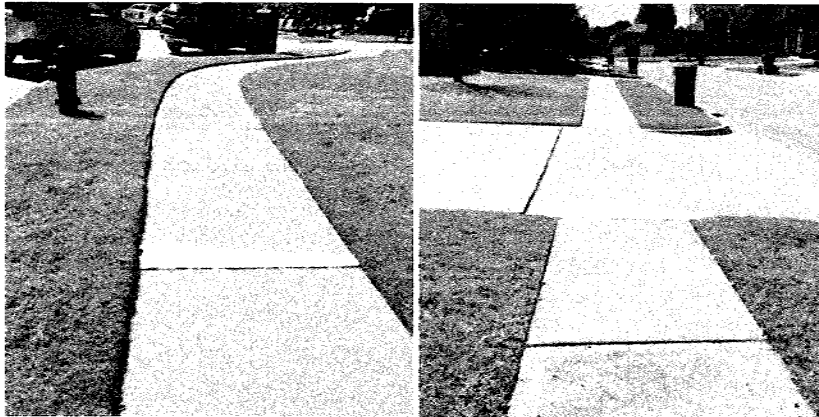
On Saturday September 24, 2016, Public Works staff was contacted by the Norman Police Department about settlement on the bridge structure located on Havenbrook Street east of 36th Avenue NW over Brookhaven Creek. Staff inspected the bridge at that time and determined it could remain open. Further investigations Sunday evening indicated that there had been more damage caused by the rain events that had occurred over the weekend and the integrity of the structure was compromised. The photos below show the same location on Saturday and on Monday indicating the amount of settlement that occurred over this timeframe making the bridge unsafe. Due to the damage to the bridge structure and the roadway, the bridge was closed to all traffic on Monday. Traffic detour signs were placed for the travelling public. Preliminary engineering calculations are underway for the temporary repairs and City crews have begun work to prepare for the temporary repairs for the bridge. Pending the preliminary engineering report, materials will be ordered for the repair and the repairs will begin as soon as possible.

Ollar and Ollar Engineering is currently under contract with the City of Norman to complete bridge inspections. On Monday October 3, 2016, they inspected the bridge and determined that the bridge is now considered structurally deficient due to the recent damage. This indicates that there are significant issues with the integrity of the bridge. Staff has investigated several temporary and mid-term repair option for the bridge to reopen under a load posted restriction where it would have a weight limit posted. Staff will continue to research for a best cost solution to get the bridge repaired while a permanent solution is designed. Further information to follow.

Sidewalk Program:

FYE 2017 Concrete Projects bid was awarded on August 9, 2016 by City Council to Central Contracting services in the amount of \$246,025.00 for the four following projects to be completed throughout the fiscal year 2017:

- **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. Project location where completed this month included are 2001 Trophy Drive, 802 S. Flood Ave., 400 feet of sidewalk at 1215 South Classen Blvd. and 90 properties in Cambridge Addition using horizontal Saw cutting to remove raised edges of sidewalk throughout the addition.



"Horizontal Saw cutting in Cambridge Addition"

- **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 fourteen (50) 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. Project sites in this year's program will include the intersections along Wylie Road, Biloxi Drive, Boyd Street and Chautauqua Avenue.

Monthly Progress Report
Public Works (September 2016)

- **Sidewalk Program for Schools and Arterials Program** 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 south side of Westlawn Drive from Berry Road to Wylie Road, with new ramps crossing Wylie at the east entrance of Jackson School. Construction is scheduled to begin in June, 2017.
- **Downtown Area Sidewalks and Curbs Program** will repair hazardous or deteriorated sidewalks, ramps and curbs in the downtown area. The location will be concentrated on the north/south corridors on the east side of downtown, along Crawford Avenue and Peters Ave. north and south of Main Street. Work on Peters north and south of Main Street began September 15, 2016 to reconstruct curb and cracked sidewalks; also new sidewalk and sidewalk repair with 8 ramps were constructed north of Gray Street on the east side of Crawford Ave.



"Peters North of Main Street"



"Intersection of Crawford & Tonhawa"

STORMWATER MANAGEMENT PROGRAM:
Construction Site Stormwater Management

- Performed 180 Inspections of 83 active sites
- Issued 5 Earth Change Permits to new projects (29 YTD)
- 5 Notice of Violation letters issued

MS4 Operations

- Received and responded to 12 citizen calls/ YTD Total is 109
- Stormwater public education Fertilizer Use Brochure distributed in utility bills.
- 11 contacts with yard care crews/citizens to discuss proper disposal of grass clippings & other yard waste
- Inspections performed on 8 detention ponds.
- Meeting with OWRB to discuss TMDL Sampling, 9/29/16.

STREETS

ASPHALT OPERATIONS

INDIAN HILLS RD B/120TH AVE NE AND E.12800 OVERLAY
2,081.84 tons of asphalt

72ND AVE NE B/ROCK CREEK RD AND TECUMSEH RD OVERLAY
143.92 tons of asphalt

Monthly Progress Report
Public Works (September 2016)

DEEP PATCH OPERATIONS

W.3400 PATHWAY CIR.

246.06 tons of asphalt

CONCRETE OPERATIONS

HIGH TRAIL RD PANEL REPLACEMENT

117.5 cubic yards of concrete

FLEET CNG FACILITY STORAGE UPGRADE

10.0 cubic yards of concrete

CONSTITUTION ST AT BNSF GRADE CROSSING QUIET ZONE

38.0 cubic yards of concrete

Roadside Maintenance

PLANT GROWTH REGULATOR APPLICATION

Applied plant growth regulator to 3 miles roadside right-of-ways in the urban/rural area.

MOWING OF DRAINAGE/ROADSIDE RIGHT-OF-WAYS

Mowed and trim mowed 371,102 feet of drainage right-of-ways in the urban area.

Mowing 50 miles of urban roadside right-of-ways (smooth cut).

Mowing 85.50 miles of urban/rural roadside right-of-ways (rough mowing).

OTHER

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 2.38 tons of asphalt was utilized in routine pothole patching operations.

STORMWATER DRAINAGE

3408 VALLEY HOLLOW

Replacing deteriorated concrete panel. Placed 8 cubic yards of concrete.

48TH AVENUE N.W.

Excavating sediment from roadside drainage ditch. Hauled 45 tons debris.

2705 BISHOPS DRIVE

Removing sediment from concrete flume. Hauled 7 tons debris.

HANGER PARK ON ROCK CREEK ROAD

Performing erosion repair to storm water culvert pipe. Hauled 7 tons 6-inch rock.

2104 OAKSIDE DRIVE

Repairing deteriorated storm water inlet structure. Placed 5 cubic yards of concrete.

STORM WATER MANAGEMENT

Cleared 198 inlets of debris from drainage right-of-ways in the urban/rural area.

MISCELLANEOUS WORK ORDERS

Crews sealed storm water culvert pipes at various locations, assisted Street Maintenance crews with projects and placed 1.18 tons of asphalt patching potholes.

DRAINAGE MAINTENANCE

Removed 39 tons debris/sediment and trimmed trees in drainage right-of-ways in the urban area.

SANITATION COMPOST FACILITY

Burning tree debris and stumps at burn pit.

URBAN STREET SWEEPING OPERATIONS

Urban street sweeping operations, a total of 515 miles were swept resulting in the removal of approximately 223 tons of debris from various curblane streets.

*Monthly Progress Report
Public Works (September 2016)*

NORTH PORTER AVENUE

Pushing/leveling construction debris at dumpsite.

URBAN/RURAL LITTER PROGRAM

Removed 3.42 tons of trash/debris from urban/rural right-of-ways.

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.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2017

STREET DIVISION					
	FYE 2017 September, 2016	FYE 2017 September, 2016	Year to Date	Year to Date	FYE 2017
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	248.44	100%	250.77	100%	95%
Overlay/pave 10 miles per year.	0.75	8%	3.75	38%	100%
Replace 1,160 square yards of concrete pavement panels	377.00	33%	1,488.00	128%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	30.00	7%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 12 miles)	1.00	1%	3.00	2%	100%

STORM WATER DIVISION					
	FYE 2017 September, 2016	FYE 2017 September, 2016	Year to Date	Year to Date	FYE 2017
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)	515.00	103%	1,003.00	17%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	198.00	1%	486.00	3%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	50.00	1%	154.75	5%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	85.50	29%	532.50	180%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	371,102.00	3%	2,537,604.00	19%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	3.00	1%	20.25	6%	65%

SEPTEMBER 2016
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

FY 16-17 Associated Fees

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

*Norman Rural Cert of Survey..0
 *Final Plats.....2
 *Preliminary Plats.....1
 *Short Form Plat.....0

City Council Review:

Certificate of Survey.....0
 Preliminary Plat.....1
 Final Plats.....1
 Street Name Change.....1
 Pedestrian Bridge Removal.....0
 Easement.....0
 Closure.....0

\$10,610.00

Development Committee:

Final Plats.....1

\$0.00

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

Subtotal:

\$10,610.00

\$2,750.00

\$13,360.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family.....30
 ***Commercial.....26
 Multi-Family.....0
 Addition/Alteration.....10
 House Moving.....1
 Paving Only.....4
 Storage Building.....11
 Swimming Pool.....7
 Storm Shelters.....23
 Public Improvements.....4
 Temporary Encroachments.....0
 Fire Line Pits/Misc.....1
 Flood Plain (@\$100.00 each).....4

\$400.00

\$0.00

\$400.00

Total Permits.....

\$7,632.05

\$16,449.15

\$32,873.21

Grand Total.....

\$18,642.05

\$19,199.15

\$46,633.21

*****Construction Plan Review occurrences**

21

19

71

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

4

5

14

* 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 2016

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	4	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	30	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	26	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	21	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%

**FLEET MANAGEMENT
ACTIVITY REPORT
August 2016**

FYE 2017

FUEL REPORT

IN GALLONS

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	22,088.00	23,994.00	28,785.07
Outside - sublet	613.17	361.70	0.00
TOTAL	22,701.17	24,355.70	28,785.07

TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	21,712.44	25,060.10	21,027.24	7,757.83

FYE 2017 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	41,844.76	48,059.20	36,856.94	15,320.13

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.78	Low	\$1.55	UNLEADED	High	\$2.01	Low	\$1.68
DIESEL	High	\$1.61	Low	\$1.34	DIESEL	High	\$2.00	Low	n/a
CNG	High	n/a	Low	\$0.49	CNG	High	n/a	Low	n/a

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	\$65,450.08
BATTERIES	\$2,228.66
OILS/FLUIDS	\$3,272.36
TIRES	<u>\$25,585.73</u>
TOTAL	\$96,536.83
SUBLET REPAIRS \$12,270.90	

PUBLIC CNG SALES	
Month Total Public CNG Sales	\$7,362
FYE 2017 To Date Public Sales	\$14,539
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	634,786
Total Gross Sales Life To Date	\$915,767
Life To Date CNG Gas Gallon Equivalent	
Total Public/City Through-Put CNG Gallons @ Station	1,111,253

<u>COMBINED SHOPS</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>	<u>TWO MONTHS AGO</u>	<u>YEAR TO DATE</u>
ROAD SERVICE	14	16	13	30
EMERGENCY ROAD CALLS	10	4	5	14
PM SERVICES	116	98	136	214
DISASTER REPAIRS	3	2	5	5
WORK ORDERS	467	342	431	809
SCHEDULED REPAIRS	161	126	175	287
NON SCHEDULED REPAIRS	306	216	256	522

<u>Light Shop</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>	<u>Two Months Ago</u>	<u>YEAR TO DATE</u>
ROAD SERVICE	4	2	5	2
EMERGENCY ROAD CALLS	2	0	0	0
PM SERVICES	85	58	88	58
DISASTER REPAIRS	0	2	3	2
WORK ORDERS	228	156	211	156
SCHEDULED REPAIRS	116	78	112	78
NON SCHEDULED REPAIRS	112	78	99	78

<u>Heavy Shop</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>	<u>Two Months Ago</u>	<u>YEAR TO DATE</u>
ROAD SERVICE	10	14	8	14
EMERGENCY ROAD CALLS	8	4	5	4
PM SERVICES	31	40	48	40
DISASTER REPAIRS	3	0	2	0
WORK ORDERS	239	186	220	186
SCHEDULED REPAIRS	45	48	63	48
NON SCHEDULED REPAIRS	194	138	157	138

FLEET MANAGEMENT
Technician Productivity
Report

FYE 2017

September 2016

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	140.67	72%		209.6%	137.6%
# 002	119.61	72%		87.0%	15.0%
# 003	111.56	72%		75.9%	3.9%
# 004	116.32	72%		83.5%	11.5%
# 005	0.00	172%		0.0%	0.0%
# 006	0.00	72%		0.0%	0.0%
# 007	92.54	72%		76.9%	4.9%
# 008	59.64	72%		78.1%	6.1%
# 009	118.76	72%		81.9%	9.9%
# 010	84.63	72%		78.6%	6.6%
# 011	107.86	72%		83.3%	11.3%
# 012	129.66	72%		82.8%	10.8%
# 013	122.26	72%		82.5%	10.5%
# 014	121.27	72%		82.4%	10.4%
# 015	100.19	72%		79.8%	7.8%
# 016	121.70	72%		0.0%	0.0%
# 019	1.74	72%		0.0%	0.0%
# 021	145.63	72%		83.3%	11.3%

DIRECT LABOR HOURS

1694.04

TOTAL AVAILABLE HOURS

1980.15

PRODUCTIVITY GOAL

72.0%

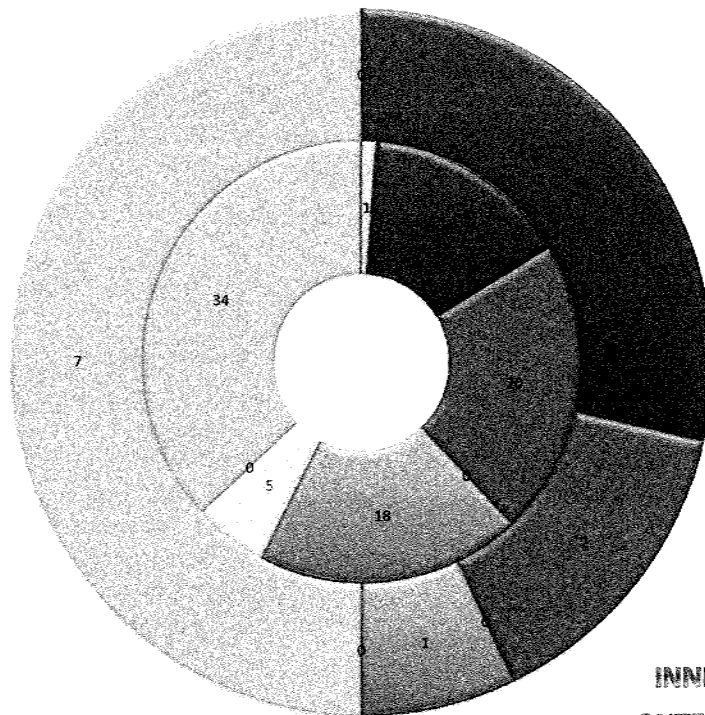
ACTUAL PRODUCTIVITY

85.6%

September FYE 2017

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
Fire										
0043	2009 Ford F450	Fire Suppression	42790	42700	90	miles	9/1/2016	Light Shop	PMC	11/16/2015
0032	2014 Pierce Velocity	PSST Fire Suppression	1753	1651	102	hours	9/5/2016	Light Shop	PMC/PMI	4/8/2016
Utilities										
285T	1994 Terry's Trailer	Sanitation Recycle	10/7/2016	5/4/2016	156	Days	5/4/2016	Light Shop	PMC	5/15/2012
0210	2010 Chevy Silverado	Sanitation Transfer	53006	53000	6	miles	9/29/2016	Light Shop	PMA/PMN	10/19/2015
324T	2015 Belshe Trailer	Waterline Maintenance	10/7/2016	9/1/2016	36	Days	9/1/2016	Light Shop	PMA	3/18/2016
326T	2006 Belshe BF9T Trailer	Waterline Maintenance	10/7/2016	9/2/2016	35	Days	9/2/2016	Light Shop	PMA	9/15/2015
0326	2014 John Deere Back Hoe	Waterline Maintenance	1007	920	87	hours	9/3/2016	Light Shop	PMA	9/16/2015



**PM Compliance Report
September FYE 2017**

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

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

Department	Scheduled	Missed/Late	% Late
City Council	1	0	0.0%
Fire	14	4	28.6%
Police	20	2	10.0%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	18	1	5.6%
Parks & Rec.	5	0	0.0%
Planning	0	0	0.0%
Utilities	34	7	20.6%
Citywide Total	92	14	15.2%

FLEET MANAGEMENT DIVISION PM COMPLIANCE REPORT

September FYE 2017

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE	1	1			0%	50%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	100%
FINANCE						
METER SERVICES					0%	0%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
PUBLIC WORKS						
ENGINEERING					0%	0%
STREET MAINTENANCE	10	9	1		0%	24%
STORM WATER DRAINAGE	3	3			0%	8%
TRAFFIC	1	1			0%	0%
STORM WATER QUALITY	2	2			0%	0%
FLEET MANAGEMENT	2	2			0%	0%
POLICE						
ANIMAL CONTROL	1	1			0%	0%
POLICE ADMINISTRATION					0%	0%
POLICE STAFF SERVICES					0%	50%
POLICE CRIMINAL INVESTIGATIONS	2	2			0%	33%
POLICE PATROL	12	10	2		0%	19%
POLICE SPECIAL INVESTIGATIONS					0%	0%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	2	2			0%	0%
FIRE PREVENTION	2	1	1		0%	50%
FIRE SUPPRESSION	7	6		1	14%	22%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	5	5			0%	0%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	5	5			0%	6%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	0%
PSST FIRE SUPPRESSION	3	1		2	67%	43%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	1	1			0%	0%
WATER PLANT WELLS	1	1			0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	9	5	1	3	33%	17%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	2	2			0%	0%
WRF OPERATIONS	1	1			0%	0%
SEWER LINE MAINTENANCE	5	5			0%	9%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	1	1			0%	0%
SANITATION COMMERCIAL	4	3	1		0%	12%
SANITATION TRANSFER	6	4	1	1	17%	17%
SANITATION COMPOST	1	1			0%	0%
SANITATION RECYCLE	1	1			0%	33%
SANITATION YARD WASTE	2	2			0%	17%
CITYWIDE TOTAL	92	78	7	7	8%	14%

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

SEPTEMBER 2016		PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days		100%	108	108	100%	343	343	100%
Provide information requested by citizens within 7 days		95%	108	108	100%	343	343	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%	61	61	100%	176	176	100%
Worker Hours Per Gallon of Paint Installed.		0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
			1256	342.75	0.27	1774	534.75	0.30
Thermoplastic legend, arrows, stop bars & crosswalks installed.		4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
			0	0	0.00	5.9	28	4.75
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.		100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
			13	13	100%	44	44	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
			38	38	100%	91	91	100%
Response to reports of sign damage:		Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour		99%	6	6	100%	21	21	100%
<i>Lower Priority</i> all other signs within one day		90%	50	50	100%	175	175	100%
<i>Street Name Signs</i> within two weeks		90%	20	20	100%	34	34	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
			3192	0	0.00%	9576	0	0.00%

Monthly Report

Sept 2016

LINE MAINTENANCE:

Capital Projects

- Wilderness Dr. – 100% Complete
- Robinson Crossing – 100% Complete
- Warbird Drive – 100% Complete
- Vida Way – 100% Complete
- Maddison St. – 100% Complete

Water Line Breaks - 15

Sewer Line Data

- Total obstruction service requests - 25
- Private Plumbing: 25
- City Infrastructure: 0
- Sanitary Sewer Overflows: 0

Lift Station D Flows:

- Days - 30
- Average daily flow: .94 MGD
- Total flow: 28.2 MG

WASTEWATER PROJECTS:

Royal Oaks Force Main Rehab (WW0062): Project will replace 2,260 feet of 16-inch ductile iron force main along 24th Avenue NE, from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. NUA staff is coordinating with Public Works staff on their bond project to widen 24th Avenue NE.. Design by Cardinal Engineering; project scope expanded to include new gravity sewer; final plans approved 7/5/16; ODEQ permit application submitted in July; ODEQ response due shortly.

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; project advertised 1/14/16; pre-bid meeting held 1/28. 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; Project is on schedule and within budget; payment for \$959,889 of \$1,725,750, or 56% approved to date.

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 expenditure with Lemke for surveying and drafting assistance; five (5) bids 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; Change Order No. 1 (CO1) increasing contract amount by \$128,190, and the contract time by thirty (30) calendar days approved by NUA on 7/12/16; construction is on schedule and within budget; payment for \$1,577,684 of revised contract total of \$1,912,870, or 85% 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. NUA staff has requested a proposal from Cardinal under our on-call professional services contract, and will meet with Cardinal and Line Maintenance staff shortly.

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. Project survey and TV survey are in progress by NUA staff.

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 \$552,451 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 approved by NUA on 05/10/16. Staff is preparing CO#3 for NUA consideration on around 11/22/16. All work is now scheduled to be complete by 02/05/17. The following briefly summarizes the work completed this period:

- Headworks/Screening: electrical control panels installed on concrete slab with metal cover over equipment to NW of structure. Existing concrete wall to south removed with new slab and walls poured for new conveying system. Odor control system vessels installed to west of structure with piping system nearing completion.
- Influent Flow Measurement Structure: 36-inch bypass piping and valving installed between screens and primary clarifiers allowing existing influent flumes to be demolished; piping will be in place 3 to 4 months. Excavation for new structure encountered a portion of the abandoned aerated grit chamber constructed in the 1960's; structure has been removed and we have negotiated additional cost of \$20,000 for additional work; concrete slab, walls and interior piping is complete; interior and exterior coatings ongoing as is new 36-inch piping to aeration basins which will allow temporary bypass piping removal.
- Primary Clarifiers 1, 2, 3 and 4: will demolish clarifier mechanisms one at a time. PC#1 PC#2 placed in service 10/28/15; PC#3 placed in service in June 2016; FC#4 concrete repair, new coating and mechanism complete; start-up to be initiated soon.
- RBC and Bio-Tower structures: removal is complete.
- Aeration Basins: New basins 4, 5 and 6 placed in operation 10/11/16; beginning rehab of existing aeration basins 1, 2 and 3. Will also begin raising effluent weir wall.
- Final Clarifiers 5 and 6: Concrete, mechanisms, baffles and weirs in both clarifiers complete; need handrail, grading and leak repair in sludge discharge line to complete. Expect to place in service in October 2016.
- RAS/WAS Pump station concrete, pumps and piping installation in drywell complete; building exterior and interior walls and doors, structural steel, sheetrock, interior painting and roofing complete. Roof stairway complete; electrical panel and wiring nearing completion; new generator complete with new transformer in service. Preparing road base.
- UV/Post Aeration Facility: Connection to existing outfall is complete. 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, slide gates, effluent troughs and aluminum covers complete and placed into operation on 10/29/15. Fencing, sidewalks and asphalt drive essentially complete.

Punch list prepared November 2015; repairs are required for building roof and asphalt drive; blowers not meeting specs will be replaced upon arrival of new blowers. Performance testing completed 03/02/16; first discharge monitoring report submitted for July 2016.

- Outfall Structure and 66-inch Outfall Piping: New structure complete 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 cover materials stockpiled on landfill; need to complete erosion control on landfill areas. Asphalt access road installed.
- Sludge Blending Tank and Pump Station Building: New sludge blending tank with mixing system and pump station building essentially complete.
- Sludge Thickening Centrifuges: two new centrifuges, monorail crane and access platform installed in Main Control Building; working on piping, electrical connections, motor controls and painting.
- Digester Modifications: sludge removal from Digester 2 and 4 complete. Demolition of existing cover, new cover, interior exterior coating and exterior insulation complete; installing new doors and windows.
- 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 installed and awaiting testing.
- Odor Control filter vessels installed at Westside LS and Headworks, air piping installation ongoing. Concrete for Odor Control System 3 in sludge holding area is complete with filter media installed; piping installation is ongoing.
- Pay Estimate No. 28 for period ending 09/30/16 received for total of \$41,695,275 or 85% of the contract amount. OWRB reimbursement requests total \$27.4M.
- 851 calendar days or 87% of the 979 calendar day contract time has been consumed.
- Monthly Progress Meeting No. 28 was held 09/28/16.

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 Phase 2 improvements | 01/01/17 |
| • Attain compliance with Ammonia and TSS limits | 07/01/17 |

WRF South Digester Boiler Replacement (WW0169): The existing sludge boilers in the South Digester complex were installed in 1988 and have out-lived their useful life. The two new boilers will match the boilers installed in the North Digester Complex in 2013; Garver has submitted design documents for the improvements; Archer Western preparing cost proposal for new work as possible CO#4 to Phase 2 project.

WRF Primary Sludge Thickener Replacement (WW0171): The existing primary sludge thickeners were installed in 1965 and 1988 and have out-lived their useful life. Four new sludge thickener mechanisms will be installed in the existing concrete basins after repairing the concrete surface and coating the internal surface. Garver has submitted design documents for the improvements; Archer Western preparing cost proposal for new work as possible CO#4 to Phase 2 project.

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.

WATER PROJECTS:

Segment D Waterline, Phase 2: 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 under consideration. Staff is negotiating a potential design contract with Poe and Associates under our Engineering Services Agreement. Staff is meeting with OU staff the week of October 17th to walk out proposed alignments that will cross OU property. Staff anticipates taking the contract for NUA approval in November 2016.

Raw Waterline, Phase I (WA0051): Design completed by Garver Engineers. Red Cliff, Inc. began construction 09/27/10 and installed 48-inch pipe but not the connection vaults at both ends by end date of 06/24/11. Change Order #1 was executed delaying the project during the summer due to high water demand. Red Cliff returned but after excavating for the WTP vault, it was determined that the existing pipe was a special fabricated curved concrete pipe not anticipated by staff or the design consultant. Therefore, Garver asked Red Cliff to reconsider utilizing ductile iron fittings as opposed to the original design of fiber glass fittings. Red Cliff proposed price increase of \$86,575 which was excessive. Staff consulted with legal department and further negotiations with the contractor's attorney were unsuccessful and we were unable to get the contractor to complete vaults. Legal prepared a letter to contractor and bonding company terminating the contract. Staff rebid the work to complete the vaults; bids were opened 01/11/13 and BRB Contractors was low bidder at \$788,505. Work began 02/27/13 and was substantially complete by 07/01/13. Project is complete and final payment was made to contractor. Red Cliff lawsuit ended last month with a settlement of \$75,000 paid to the contractor's representatives out of the \$284,266.68 retainage being withheld. This project will be closed out this month.

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 about 80% complete with bidding expected in early 2017.

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

Waterline Relocation: Robinson Under I-35 (WA0195): RFP 1314-28 distributed to consultants on 09/06/13; 14 proposals received 10/09/13; Alan Plummer and Associates (APAI) selected and NUA approved preliminary design contract on 01/28/14. Meetings held consultant, ODOT, NUA and Public Works staff. Draft Engineering Report (ER) received 04/18/14 and Final ER received 09/25/14. NUA approved APAI Amendment 1 for final design 10/14/14; 80% plans received 06/05/15 and were submitted to ODOT 06/12/15; ODOT has approved permit for proposed I-35 crossings. NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase 2 waterline between Crossroads Blvd. and Brookhaven Blvd. Final design plans and specifications submitted to DEQ 01/12/16 and were approved 01/29/16. APAI has submitted draft easement acquisition documents and staff is working to acquire easements/ROW. Smith Roberts Land Acquisition selected to help acquire 6 easements. Offer's made for 3 easements west of I-35 nearing completion; 3 UNP easements are in process of being donated. Project advertised 04/21/16 and pre-bid conference held 05/15/16; 3 bids opened 05/19/16 with McKee Utility Contractors submitting low bid. Award, contract and bonds were approved by NUA 06/14/16 and began 06/15/16. Crews completed the bore under Rambling Oaks and the holes are being backfilled with gravel this week. Project is approximately 55% complete and is expected to be complete March 2017.

Berry Road Waterline Replacement: Poe and Associates are developing final design plans. The project will be split into two phases with Phase 1 being a half mile along Lindsey. Bids were opened January 22 for Phase 1 which runs along Lindsey from Chautauqua to Berry and then north approximately 400 feet. The bid was awarded to Central Contracting and construction is complete. Phase 2 has been bid with McKee Utility Contractors, Inc. being the low bidder. Construction was complete April 2016 and NUA approved final reconciliation change order 09/27/16. Phase 3 awarded to Central Contracting Services, Inc.; construction began 05/02/16; with completion expected by 01/29/17. NUA approved CO#1 on 05/10/16 adding 1,800 feet of 16-inch waterline along Main Street to the project. Work on Berry from Main to Acres and work along Main between Berry and Flood is complete. Work on Berry Road north of Acres to be initiated after Kansas State football game.

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.

Water Storage Tank (WA0293): Staff submitted a memo to the NUA regarding the siting of the proposed water storage tank on 12/30/13. NUA approved engineering design contract with PEC on 01/14/14 for 1 MG elevated storage tank just northeast of the intersection of Robinson and 24th NE. OGE easement approved by NUA 01/13/15 and power installed by OGE Design drawings submitted to DEQ 08/22/14 and permit received 09/15/14. Bids opened 03/05/15 and NUA awarded the bids and approved contract with Landmark Structures for \$2,636,000 on 03/24/15. Preconstruction conference held 04/21/15 and contractor mobilized to site 08/10/15; concrete foundation pedestal construction complete in December 2015. Erection of steel tank began 01/11/16; tank hoisted to top of pedestal 04/03/16 after completing painting of the tank exterior; steel top and sandblasting/painting of the tank interior complete in mid-May and tank filling began 06/06/16. Tank placed into service 06/17/16; concrete access drive, fencing and sodding complete; final change order and project acceptance expected to be considered by NUA in October 2016.. Construction payment #9 through 08/25/16 approved for total of \$2,496,980 or 95% of the total contract amount of \$2,636,000.

Lindsey Street 24-inch Water Line Improvements (WB0184): In order for the roadway and drainage improvements associated with the Lindsey Street Widening project to proceed, numerous public and privately owned utilities will need to be relocated. The Lindsey Street Waterline Improvements will install about 6,000 feet of 24-inch waterline along Lindsey between 24th Avenue SW and Berry Road. On 03/10/15, NUA approved Contract K-1415-103 for \$2,130,885 with McKee Utility Contractors, Inc. (McKee). The work began 04/06/15 at Briggs Street and 24th Avenue NW and proceeded in an easterly direction along Lindsey Drive to Lindsey Street, to McGee and finally to Berry Road. Phase 1 completion date of June 4, 2015 was established to complete all waterlines west of McGee Street; Phase 1 work in operation on 06/06/15. Waterline installation east of McGee to Berry completed, tested and connected to system on 08/28/15; cleanup work is complete. NUA approved final change order increasing contract by \$146,015.90 to \$2,276,900.90 and accepted project on 02/09/16. Final payment from contractor processed 03/01/16. Project closed out; staff working on as-built drawings.

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. APAI awaits updated information from NUA metering department to load the model and finalize the calibrations. NUA staff expects to have this data within November timeframe. 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.

Water Line Replacement: Crossroads Blvd Area (WA2013): Project will replace about 16,000 feet of ductile iron (DI) water lines in the Crossroads Blvd area north of Robinson between 36th Ave NW and I-35. Failing ductile iron pipes are causing street failure and driveway damage and will be replaced with C900 PVC pipe. Line Maintenance requested an additional 1,400 feet of DI waterline be replaced along 24th Avenue NW. On 02/09/16, the NUA approved expenditure with Cardinal Engineering for project design. Project kick-off meeting was held February 2016 and proposed waterline layout was approved on 04/21/16. Cardinal delivered 90% plans on 7/8/16; review and comments are in progress.

Well Field Blending at WTP (WA0214): 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 held telephone conference call 10/14/16 and explained progress on well blending design. They have reviewed a blending scheme and want to gather additional information related to our gross alpha results. Staff has agreed to take another round of samples for Uranium to confirm previous data.

Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18th. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo will use this information along with the OWRB model to better define the proper spacing of wells so that maximum yields can be achieved. Carollo awaits modeling information from APAI before they can proceed with optimizing for the best well sites and groundwater treatment plant site. Staff is working with Carollo to update our scheduling Gantt chart to share with staff.

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.

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 12 commercial entities last month. This resulted in assessments made upon 7 entities whose projects will increase wastewater flows. A total of \$55,301.36 was assessed on the 7 entities, which included \$40,428 for a new Hampton Inn, and \$2,276 for the main facility of Food and Shelter on its new campus.

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.

Collected \$3,307.58 during FYE12 from new Wal-Mart Market. Annual payback to investors for collections through end of FYE12 approved by NUA on 08/14/12. Releases for many properties now served by North interceptor system projects were filed of record. Payback of \$2,645 received from 36th NW Business Park on 03/17/15.

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. NEDC and City of Norman have been advised of need to pay for connection of new roadways along 24th Avenue NW. NEDC made payment of \$5,885.46 on 06/30/14; total of \$60,398 collected to date.

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 is complete and final payback costs approved 01/25/11.

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.

**SEPTEMBER 2016
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	September	Year to date
Fats, oil and grease (FOG) program	30	92
Food license approval	4	6
Significant Industrial Users	6	6
Total inspections	40	104

5

ROUTINE ACTIVITIES

	September	Year to date
Significant Industrial User sites sampled	0	4
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	50%
Household hazardous waste disposal calls	24	76

REVENUE

	September	Year to date
FOG Program	\$450.00	\$550.00
Surcharge	\$5,996.45	\$11,265.85
Lab Analysis Recovery	\$0.00	\$0.00
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$6,446.45	\$11,815.85

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

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, 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 2016, approx. 59,400 gallons of grease/solids did not enter the sanitary sewer in FYE 17 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. Staff assisting the Water Reclamation Facility and the Water Treatment Facility with their Tier 2 reports
8. Represented the City of Norman at the Chamber of Commerce Greenovation Committee meeting
9. Staff attended the Oklahoma Compost Conference.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 17		FYE 16	
September, 2016	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	2	1	3
Property Owner Responsibility	25	75	20	74
TOTAL	25	77	21	77
Number of Feet of Sewer Cleaned:				
Cleaned	452,960	443,125	170,428	437,926
Rodded	2,800	6,370	1,640	9,230
Foamed	0	90,135	8,076	95,642
TOTAL	455,760	539,630	180,144	542,798
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	0	1
Private	0	0	2	2
Other (Lift Station, Line Break, etc.)	0	1	0	0
Total Overflows	0	1	2	3
Feet of Sewer Lines Televised	20,769	56,696	10,312	63,616
Locates Completed	417	1,200	355	1,045
Manholes:				
Inspected	911	2,528	817	2,798
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	1
Feet of Sewer Lines Replaced/Repaired	0	0	0	0
Hours Worked at Lift Station	188	600	186	536
Hours Worked for Other Departments	44	44	0	0
OJI Percentage	0.00	0	0.00	1.59
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.40	0.46	0.44	0.39
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 17		FYE 16	
September, 2016	MONTH	YTD	MONTH	YTD
New Meter Sets:	58	135	48	139
Number Short Sets	58	133	46	133
Number Long Sets	0	2	2	6
Average Meter Set Time	5.68	5.96	3.31	2.65
Number of Work Orders:				
Service Calls	420	1,474	649	1,969
Meter Resets	0	2	0	2
Meter Removals	0	4	3	10
Meter Changes	39	146	26	117
Locates Completed	394	1,333	514	1,653
Number of Water Main Breaks	15	67	10	36
Average Time Water Off	2.13	2.40	1.65	4.06
Fire Hydrants:				
New	0	5	0	1
Replaced	1	5	3	6
Maintained	92	345	71	320
Number of Valves Exercised	223	832	179	598
Feet of Main Construction	38	2,228	940	2,934
Hours of Main Construction	448	1,867	825	1,897
Meter Changeovers	20	63	51	51
OJI Percentage	4.17	4.00	0.40	0.13
Hours Flushing/Testing New Mains	122	282	98	233
Hours Worked Outside of Division	86	240	156	459

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
September 1-30 2016
Flow Statistics

	FYE 2017		FYE 2016	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	296.7	923.0	290.0	1017.1
Total Effluent Flow (M.G.)	294.4	894.1	287.0	1010.1
Influent Peak Flow (MGD)	12.9	14.8	13.2	26.7
Effluent Peak Flow (MGD)	12.2	14.5	12.4	23.1
Daily Avg. Influent Flow (MGD)	9.9	10.6	9.7	11.0
Daily Avg. Effluent Flow (MGD)	9.8	10.3	9.6	11.0
Precipitation (inches)	3.4	9.2	3.1	10.8

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	254	260
Effluent Carbonaceous Total	6	5.4
Percent Removal	97.6	97.4
Total Suspended Solids:		
Influent (mg/L)	195	183
Effluent (mg/L)	36	23.3
Percent Removal	81.5	87.3
Dissolved Oxygen:		
Influent (min)	0.4	0.5
Effluent (min)	6.4	5.6
pH		
Influent (Low)	6.80	7.23
(High)	7.00	7.33
Effluent (Low)	6.85	7.04
(High)	7.13	7.21
Ammonia Nitrogen		
Influent (mg/L)	33.1	21.8
Effluent (mg/L)	1.80	0.26
Percent Removal	94.6	98.8

Utilities

Electrical

Total kWh Used (Plant wide)	372,540	1,097,900	479,340	1,414,040
Aeration Blowers, WSL&Headworks	196,100	546,200	321,440	965,600
UV Facility	74,000	218,000	1400	1400

Natural Gas

Total cubic feet/day (plant wide)	496,000	1,404,000	897,000	2,739,000
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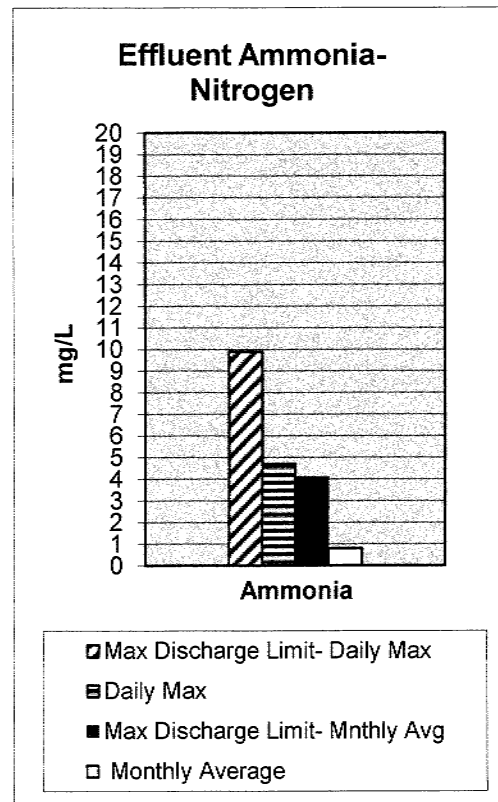
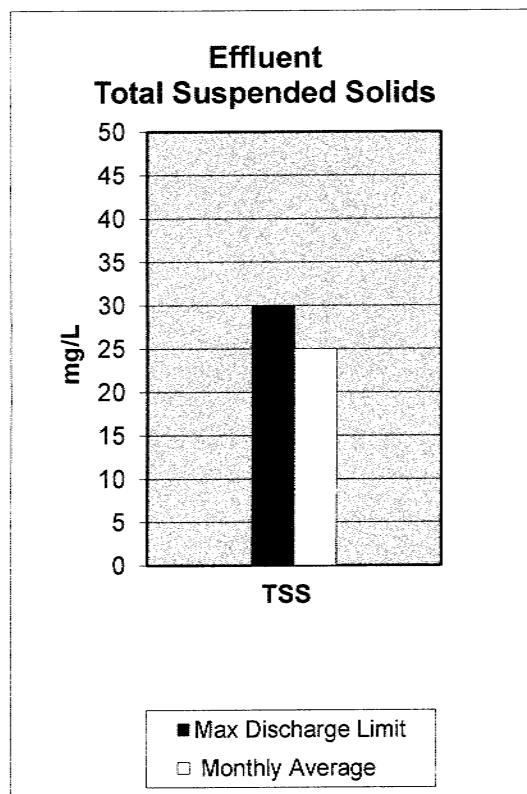
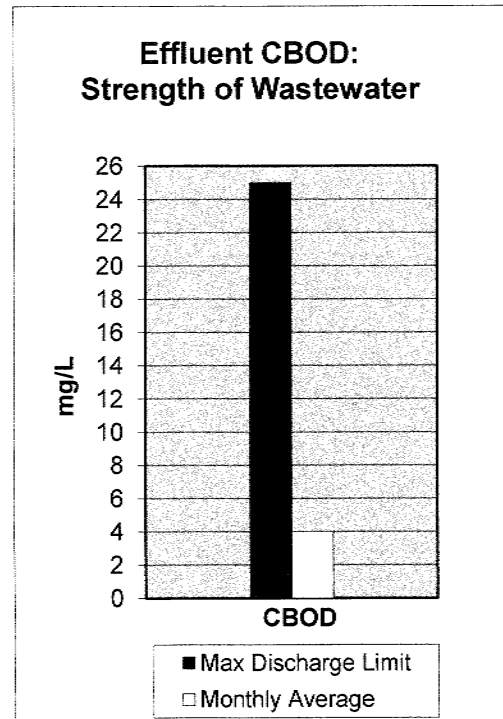
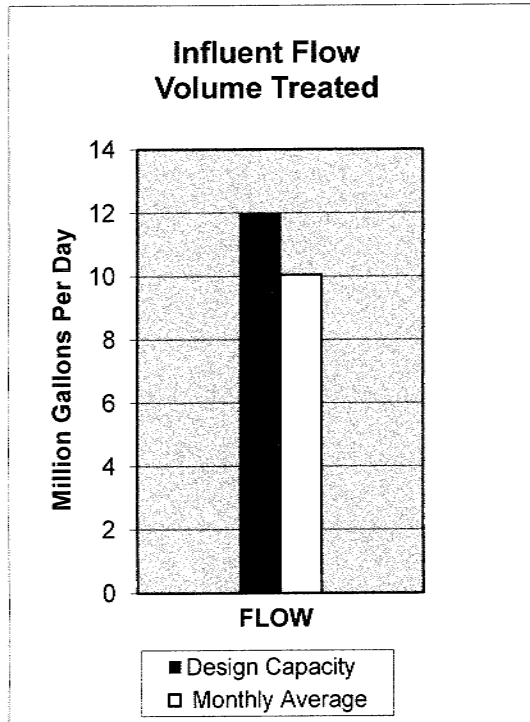
Public Education (Tours)	2	2	2	3
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Total Attendees for FYE 16	34	34	6	12
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Reclaimed Water System (MG)	0.0	0.0	15.3	46.8
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OU Golf Course	7.3	27.0	9.2	32.8
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CITY OF NORMAN
WATER RECLAMATION FACILITY
September 2016



Comments here

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

WATER TREATMENT DIVISION

MONTH: September-2016

	FYE 2017		FYE 2016	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	288.29	955.73	351.658	1086.09
Well Production (MG)	105.83	326.48	122.06	368.99
Oklahoma City Water Used (MG)	31.28	92.26	0.12	0.47
Total Water Produced (MG)	425.40	1374.47	473.84	1455.54
Average Daily Production	14.18	14.94	15.79	15.82
Peak Day Demand				
Million Gallons	17.80	18.25	19.87	19.87
Date	9/5/2016	8/15/2016	9/7/2015	9/7/2015
System Capacity (see note 1)	23.35	23.35	23.70	23.70
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	\$438,818.55	\$1,207,910.73	\$419,904.32	\$1,223,936.07
Wells	\$184,336.34	\$563,863.81	\$202,198.85	\$588,581.24
OKC (Estimated)	\$58,690.32	\$178,701.36	\$4,486.32	\$68,330.46
Total	\$681,845.21	\$1,950,475.89	\$626,589.49	\$1,880,847.77

Cost per Million Gallons				
Plant	\$1,522.15	\$1,263.86	\$1,194.07	\$1,126.92
Wells	\$1,741.80	\$1,727.10	\$1,656.51	\$1,595.13
OKC (Estimated)	\$1,876.53	\$1,936.95	\$37,700.17	\$146,631.89
Total	\$1,602.85	\$1,419.07	\$1,322.37	\$1,292.20

Water Quality				
Total Number of Bacterial Samples	80	241	78	273
Bacterial Samples out of Compliance	1	2	2	4
Total number of inquiries (Note 2)	6	35	N/A	N/A
Total number of complaints (Note 2)	8	36	2	9
Number of complaints per 1000 service connections	0.22	1.00	0.06	0.25

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

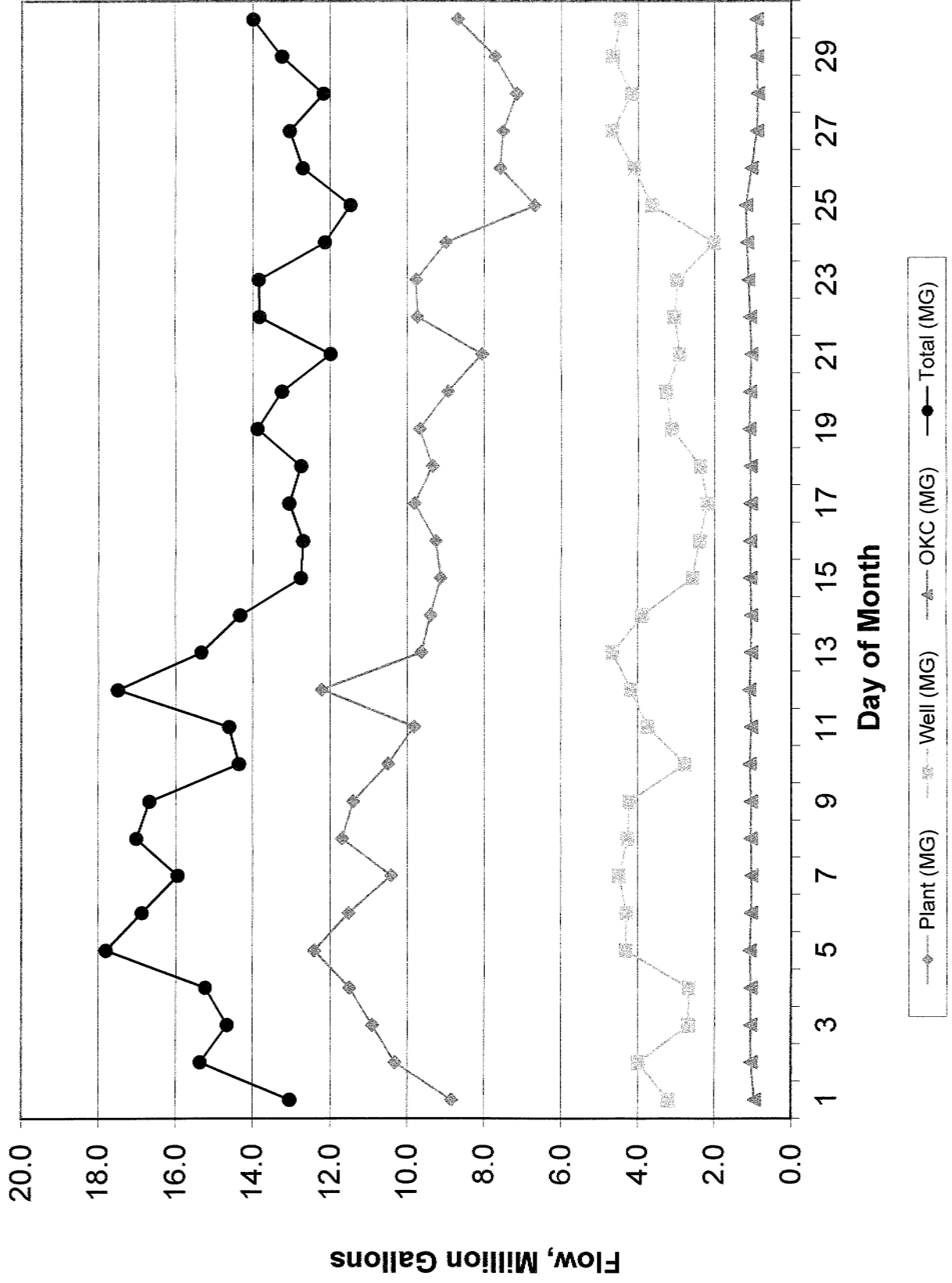
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	5	15	4	14

Public Education				
Number of tours conducted	1	3	1	6
Number of people on tours	23	61	30	81

Notes:

Well #55 flow meter quit working - staff is troubleshooting. Clarifier #3 lime pinch valve broke - has been repaired. Well# 8 pump/motor went bad - it has been replaced.

Water Production for September, 2016



SANITATION DIVISION PROGRESS REPORT
SEPTEMBER 2016

	FY 16		FY17	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	6	3	6
<u>On The Job Injuries</u>	1	2	1	2
<u>Bulk Pickups</u>	26	84	12	87
<u>Refuse Complaints</u>	69	258	68	192
<u>New Polycarts Requests</u>	64	208	54	167
<u>Polycarts Exchanges</u>	18	52	7	35
<u>Additional Polycart Requests</u>	48	145	41	154
<u>Replaced Stolen Polycarts</u>	24	79	21	80
<u>Replaced Damaged Polycarts</u>	170	522	106	431
<u>Polycarts Repaired</u>	31	87	29	97

COMPOST MONTHLY REPORT

SEPT 2016

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	356.37	1,495.82
LANDFILL TIPPING FEE'S	\$ 20.10	\$ 20.10
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 7,163.04	\$ 30,065.98
TONS BROUGHT IN BY PUBLIC:	294.00	1,024.00
TONS BROUGHT IN BY CONTRACTORS :	462.00	1,623.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	90.00	275.00
LANDFILL TIPPING FEE'S	\$ 20.10	20.10
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 2,565.00	27,198.10
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 9,728.04	57,264.08
REVENUE COLLECTED FROM COMPOST SALES:	\$ 1,620.00	\$ 1,620.00

	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	0	0	0	0
SELF LOADING BIN	40	60	0	0
DRYING BEDS	680	1,000	0	0
COMPOST SOLD BY CUBIC YARDS	0	0	487	487
TOTAL	720	1,060	487	487

MONTHLY RECYCLING REPORT
(CURBSIDE)
Sep-16

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	93%	93%
AVERAGE TONS PER DAY :	22.11	21.49
POUNDS PER HOME:	30.26	30.43

COMMODITY BY TON

	MONTH	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.25	5.75	16.69
#1 PET	3.13	14.45	41.94
NEWS	0	0	0
GLASS CONTAINERS	14.09	64.96	188.59
MIX PAPER	46.36	213.7	620.38
PLASTIC FILM	1.08	4.97	14.43
#2 NATURAL	1.17	5.38	15.61
#2 COLOR	0.86	3.95	11.46
#3-#7	0	0	0
METAL	1	4.6	13.35
RIGIDS	0.96	4.45	12.91
TIN-STEEL SCRAP	2.57	11.84	34.37
TRASH	19.06	87.89	255.15
OCC	8.47	39.02	113.29
	100	460.96	1338.17

	MONTH	YTD
SERVICE CALLS (MISSES)	63	222
REMINDER NOTICES	14	38
MISC. (throwing bins, left in driveway, blowing trash)	2	7
MISSING BINS	7	21
BROKEN GLASS	0	0
PICK UP CART	7	30
REPAIR	14	40
DELIVERY REQUEST	0	0
SCATTERED	0	0
NEW	31	138
EXCHANGE	1	1
ADD	5	10
HOUSESIDE	6	23
REPLACE	2	15
TOTAL CALLS	152	545

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$9,316.00	\$27,044.42

MONTHLY TRANSFER STATION REPORT

SEPTEMBER 2016

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	449.24	1,070.25	19,034.42	45,359.47
CONT. TONS:	94.81	282.92	\$ 4,790.08	14,338.58
CASH TONS:	1,023.57	3,462.97	\$ 45,977.28	162,437.12
BRUSH/YDS:		0.00		0.00
PULL OFFS:	12	42.00	\$ 180.00	630.00
TOTALS:	1,567.62	4,816.14	\$ 69,981.78	\$ 222,765.17

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	380	1,154
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8,013.83	24,361
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0	0
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00	0.00
GRAND TOTAL TONS TO LANDFILLS	8,013.83	24,361

DISPOSAL COST PER TON (OKC)	\$ 20.10	\$ 20.10
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 161,077.98	\$ 489,665.55
GRAND TOTAL TIPPING FEE'S	\$ 161,077.98	\$ 489,665.55

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	497	1636
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,537.51	11,095.24
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	340	1060
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,279.21	7,352.50
TOTAL LOADS BROUGHT TO TRANSFER STATION:	837	3,047
TOTAL TONS BROUGHT TO TRANSFER STATION:	5,816.72	26307.59
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	2.68	396.90

Drop Center Report

MONTHLY UNIT F	Revenue	pe	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$750.00		\$0.00		0	0	\$20.10	\$278.01	\$5,588.00
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 PA	\$50.00		\$0.00						
CARDBOARD:	\$90.00		\$0.00						
NEWSPAPER:	\$60.00		\$0.00						

RECYCLING CENT #9	HollyWood		Fairgrounds		Hobby Lobby		PRO/FEE	REVENUES	Net
	TONS	TONS	TONS	TONS	Tons	Total Tons			
ALUMINUM:	0.02	0.1	0.2	0.28	0.6		\$0.00	\$450.00	\$450.00
PLASTICS:	1.4	1.5	2.03	3.03	7.96		\$0.00	\$398.00	\$398.00
STEEL CANS:	0.09	0.49	0.57	0.77	1.92		\$0.00	\$48.00	\$48.00
CLEAR GLASS:	1.2	2.16	3.4	4.96	11.72		\$234.40	\$0.00	(\$234.40)
GREEN GLASS:	0	0	0	0	0		\$0.00	\$0.00	\$0.00
BROWN GLASS:	0	0	0	0	0		\$0.00	\$0.00	\$0.00
MIXED OFFICE PA	1.9	4.5	6.6	7.49	20.49		\$0.00	\$1,024.50	\$1,024.50
CARDBOARD:	2.1	27	29.41	35	93.51		\$0.00	\$8,415.90	\$8,415.90
NEWSPAPER:	1.9	2.9	3.1	3.98	11.88		\$0.00	\$712.80	\$712.80
RECYCLING CENT	8.61	38.65	45.31	55.51	148.08		\$234.40	\$11,049.20	\$10,814.80

Cardboard	Other Cardboard Container Compactors						
TONS	\$	TONS	\$	Total tons	Total Rev	Tons	\$
21.86	\$1,967.40	14.56	\$1,310.40	36.42	\$3,277.80		
						129.93	\$11,693.70
Newspaper	Other News Containers						
Tons	\$			Total CB	Total Recy	278.01	\$14,092.60
0	\$0.00					0	0

[illegible]

