

# City of Norman



## Monthly Departmental Report

**September 2018**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**

**CITY CLERK**  
**MONTHLY PROGRESS REPORT**  
 September 2018

| <b>ACTION CENTER</b>     |                 |         |                          |                 |         |
|--------------------------|-----------------|---------|--------------------------|-----------------|---------|
| DEPARTMENT               | NUMBER OF CALLS | FYE YTD | DEPARTMENT               | NUMBER OF CALLS | FYE YTD |
| Animal Control           | 13              | 87      | Noise                    | 0               | 7       |
| Building Permits         | 7               | 99      | Norman Forward Questions | 0               | 0       |
| CDBG                     | 1               | 7       | Parks and Recreation     | 32              | 208     |
| City Clerk               | 7               | 141     | Planning                 | 4               | 79      |
| City Manager/Mayor       | 6               | 23      | Police                   | 37              | 251     |
| Code Enforcement         | 59              | 516     | Recycling                | 0               | 11      |
| Engineering/Public Works | 35              | 189     | Sanitation               | 37              | 261     |
| Finance                  | 3               | 95      | Sidewalks                | 0               | 23      |
| Fire/Civil Defense       | 2               | 44      | Storm Debris             | 0               | 12      |
| Fleet/Public Works       | 0               | 6       | Storm Water              | 26              | 171     |
| Human Resources          | 2               | 16      | Streets                  | 13              | 194     |
| Information (General)    | 21              | 247     | Street Lights            | 0               | 69      |
| Information Technology   | 1               | 26      | Traffic                  | 27              | 228     |
| Legal                    | 6               | 34      | Utilities                | 10              | 101     |
| Line Maintenance         | 2               | 130     | WC Questions             | 0               | 0       |
| Municipal Court          | 0               | 22      | WC Violations            | 0               | 0       |
| Total for September      |                 | 351     | Total FYE YTD            |                 | 3297    |

## **LICENSES**

65 New licenses were issued and 0 licenses were renewed 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                    | 4             | 508     | Bee Keeper                  | 0             | 9       |
| Class I Beer            | 0             | 139     | Solicitor/Peddler (30 day)  | 1             | 7       |
| Class II Beer           | 0             | 136     | Solicitor/Peddler (60 day)  | 1             | 5       |
| Mixed Beverage          | 0             | 61      | Solicitor/Peddler (one day) | 0             | 0       |
| Mixed Beverage/Caterer  | 0             | 41      | Coin-Operated Devices       | 0             | 498     |
| Brewer or Distiller     | 0             | 3       | Game Machines               | 0             | 261     |
| Wine & Beer/Winemaker   | 0             | 20      | Taxi/Motorbus/Limousine     | 0             | 9       |
| Temporary Food (30 day) | 0             | 18      | Impoundment Yard            | 0             | 3       |
| Temp Food (180 day)     | 3             | 27      | Salvage Yard                | 0             | 1       |
| Temp Food (one day)     | 0             | 10      | Transient Amusement         | 0             | 1       |
| Kennel                  | 1             | 28      | Special Event               | 2             | 17      |
| Pawnbrokers             | 0             | 5       | Special Event Beer          | 0             | 1       |
| Retail Spirits Store    | 1             | 22      | Sidewalk Dining             | 0             | 16      |
| Retail Beer             | 24            | 63      | PediCab                     | 3             | 6       |
| Retail Wine             | 15            | 41      |                             |               |         |

### New Establishment/Licenses

| NAME                 | ADDRESS                          | LICENSE TYPE(S)          |
|----------------------|----------------------------------|--------------------------|
| On The Rocks         | 2821 NW 36 <sup>th</sup> Ave 120 | New Retail Spirits Store |
| Pedicats Cooperative | Outside of Norman                | New Pedicab              |

- 1 New 30 Day Temporary Food Service License was issued to Café Rica for September 3, 2018 – October 10, 2019
- 1 New 30 Day Temporary Food Service License was issued to Hickory Farms for October 12, 2018 – November 12, 2018
- 1 New 30 Day Temporary Food Service License was issued to Hickory Farms for November 13, 2018 – December 13, 2018
- 1 New 30 Day Temporary Food Service License was issued to Hickory Farms for December 14, 2018 – December 31, 2018
- 1 New 30 Day Temporary Food Service License was issued to The Loaded Bowl for September 17, 2018 – October 15, 2018
- 1 New 30 Day Temporary Food Service License was issued to Midway Food Truck for September 12, 2018 – November 10, 2018
- 1 New Special Event License was issued to Norman Arts Council for August 10, 2018 2<sup>nd</sup> Friday Art Walk
- 1 New 30 Day Door to Door Solicitor Peddle was issued to Renewal by Anderson of Oklahoma for September 7, 2018 – October 6, 2018
- 1 New 180 Day Temporary Food Service License was issued to Ron D's for October 4, 2018- April 1, 2019
- 1 New 60 Day Outdoor Solicitor/Peddler License issued for Sooner Bloomers for October 19, 2018 –November17,2018
- 1 New Special Event License was issued to Stash for September 14, 2018
- 1 New 180 Day Temporary Food Service License was issued to Taqueria San Tadeo for October 2, 2018 -April27,2019
- 1 New 180 Day Temporary Food Service License was issued to Whole Latte Pie for September 14, 2018 –March14,2019

### Existing Establishment/ New Additional Licenses

| NAME                          | ADDRESS                       | LICENSE TYPE(S)                     |
|-------------------------------|-------------------------------|-------------------------------------|
| Alameda Market                | 7500 Alameda Dr.              | New Retail Beer                     |
| Aldi #13                      | 2440 W. Main St.              | New Retail Beer                     |
| Aldi # 13                     | 2440 W. Main St.              | New Retail Wine                     |
| Annie's Ruff House II         | 1900 Industrial Blvd.         | New Commercial Kennel License       |
| B & B Country Store           | 3831 Alameda St.              | New Retail Beer                     |
| Barn Burger and Grill         | 5302 W. Lindsey St.           | New Occupational Tax/Beer and Wine  |
| Boomer's Express              | 622 N. Porter Ave.            | New Retail Beer                     |
| C Checkers                    | 506 N. Porter Ave.            | New Retail Beer                     |
| C Checkers                    | 506 N. Porter Ave.            | New Retail Wine                     |
| Campus Corner Market          | 211 W. Boyd St.               | New Retail Beer                     |
| Chipotle Mexican Grill #1383  | 765 Asp Ave.# 110             | New Occupational Tax/Mixed Beverage |
| Chipotle Mexican Grill # 1951 | 1641 NW 24 <sup>th</sup> Ave. | New Occupational Tax/Mixed Beverage |
| Corner Market                 | 8320 E Franklin Rd.           | New Retail Beer                     |
| CVS Pharmacy #2271            | 3501 NW 36 <sup>th</sup> Ave. | New Retail Beer                     |
| CVS Pharmacy # 2271           | 3501 NW 36 <sup>th</sup> Ave  | New Retail Wine                     |
| CVS Pharmacy # 6024           | 1100 E Lindsey St.            | New Retail Beer                     |

|                               |                               |  |
|-------------------------------|-------------------------------|--|
| CVS Pharmacy # 6024           | 1100 E. Lindsey St.           | New Retail Wine                              |
| CVS Pharmacy # 6165           | 3651 W. Robinson St.          | New Retail Beer                              |
| CVS Pharmacy # 6165           | 3651 W. Robinson St.          | New Retail Wine                              |
| CVS Pharmacy # 6228           | 700 W. Main St.               | New Retail Beer                              |
| CVS Pharmacy # 6228           | 700 W. Main St.               | New Retail Wine                              |
| Fina Stop #5                  | 2132 W. Main St.              | New Retail Beer                              |
| J Botie's Food Store          | 3750 W. Main St.              | New Retail Beer                              |
| Midway Grocery & Market       | 601 W. Eufaula St.            | New Occupational Tax/Beer and Wine           |
| Rudy's Country Store & BBQ    | 3450 Chautauqua Ave.          | New Occupational Tax/Beer and Wine           |
| Sandro's Pizza and Pasta      | 914 W. Main St.               | New Occupational Tax/Mixed Beverage/Catering |
| Scissortail Travel Stop       | 1161 NE 12 <sup>th</sup> Ave. | New Retail Beer                              |
| Scissortail Travel Stop       | 1161 NE 12 <sup>th</sup> Ave. | New Retail Wine                              |
| Smart Saver # 1205            | 1205 E Lindsey St.            | New Retail Beer                              |
| Smart Saver # 1205            | 1205 E Lindsey St.            | New Retail Wine                              |
| Sooner Stop 66                | 2550 W. Main St.              | New Retail Beer                              |
| Sooner West Liquor            | 110 NW 36 <sup>th</sup> Ave.  | New Food Service License                     |
| Spoke Monkeys, LLC            | Outside of Norman             | New Pedicab                                  |
| Sprouts Farmers Market        | 559 W. Main St.               | New Retail Beer                              |
| Sprouts Farmers Market        | 559 W. Main St.               | New Retail Wine                              |
| STS                           | 3640 W Tecumseh Rd.           | New Retail Beer                              |
| STS                           | 3640 W Tecumseh Rd.           | New Retail Wine                              |
| STS                           | 101 N. Porter Ave.            | New Retail Beer                              |
| Sunshine Supersaver           | 201 N Flood Ave.              | New Retail Beer                              |
| Sunshine Supersaver           | 201 N. Flood Ave.             | New Retail Wine                              |
| Target Store T2220            | 1400 NW 24 <sup>th</sup> Ave. | New Retail Beer                              |
| Target Store T2220            | 1400 NW 24 <sup>th</sup> Ave. | New Retail Wine                              |
| Thunder Thighs Bike Cab, Inc. | Outside of Norman             | New Pedicab                                  |
| U.S. Postal Service Housing   | 2801 E. State Hwy 9 Hotel     | New Food Service License                     |
| U.S. Postal Service Housing   | 2801 E. State Hwy 9 Hotel     | New Food Service License                     |
| U.S. Postal Service Housing   | 2801 E. State Hwy 9 Hotel     | New Food Service License                     |
| Wal-Mart Store # 2734         | 601 NE 12 <sup>th</sup> Ave.  | New Retail Beer                              |
| Wal-Mart Store # 2734         | 601 NE 12 <sup>th</sup> Ave.  | New Retail Wine                              |
| Walgreens # 03647             | 100 NE 12 <sup>th</sup> Ave.  | New Retail Beer                              |
| Walgreens # 03647             | 100 NE 12 <sup>th</sup> Ave.  | New Retail Wine                              |
| Walgreens #06477              | 615 W. Main St.               | New Retail Beer                              |
| Walgreens #06477              | 615 W. Main St.               | New Retail Wine                              |

**CLAIMS FILED**

| <b>DATE FILED</b> | <b>NAME</b>   | <b>JUSTIFICATION</b>  | <b>AMOUNT</b>            |
|-------------------|---|---|--------------------------|
| 09/20/18          | Richard Sexton  | To repair a brick mailbox due to his claim that a sanitation truck backed into it at 2827 Misty Ridge Dr.   | \$2,070.00               |
| 09/24/18          | Jason Taylor  | Damages sustained from a water leak due to his claim that while installing a new sewer line at 3120 Tisbury Rd that the water line was damaged.   | \$3,306.86               |
| 09/24/18          | Estate of Marconia Lynne Kessee ( deceased), Connie De'Von Smith, minor, Marconia L. Green, Sabrina Kessee, Arnelious keesee, and Patricia Thompson | A claim that on January 18, 2018, Marconia Lynn Kessee was presented to Norman Regional Hospital with a life-threatening condition; however, Norman Regional Hospital negligently failed to assess or treat Mr. Kessee and discharged him. The claim also states the Norman PD failed to recognize the deceased's medical emergency, used excessive force on the deceased, and wrongfully arrested him. | In Excess of \$10,000.00 |
| 09/25/18          | Cody Murphy   | Damages to his vehicle due to his claim that on September 18, 2018 a police officer exited his vehicle at the NE corner of 12 <sup>th</sup> Ave. and Boyd St. without putting it into park and the police vehicle rolled into his vehicle.  | \$251.31                 |

**LAWSUITS FILED**

| <b>NAME</b>          | <b>JUSTIFICATION</b>   | <b>DATE FILED</b> | <b>AMOUNT</b> |
|----------------------|--|-------------------|---------------|
| AMF Development, LLC | Plaintiff alleges the City never disclosed the fact that a nearby earthen dam would prevent development of the aforementioned lots even though building permits were issued. | 09/10/18          | \$75,000      |



### **CONFERENCES**

A City Council Conference was held on September 11 2018, to discuss the Transportation Bond Program as well as a presentation from Jason Smith regarding the next steps for the Strategic Economic Plan.

### **SPECIAL SESSION**

A Special Session was held on September 18, 2018, for consideration of adjourning into an executive to interview an interim City Manager candidate.

### **CITY COUNCIL RETREAT**

A City Council Retreat Training Session was held on September 13, 2018, with Representatives from Oklahoma Municipal Management Services.

### **FINANCE COMMITTEE**

A City Council Finance Committee meeting was held on September 20, 2018, to discuss FYE 2018 year end processes, FYE 2019-2020 Budget Process, submission of the revenue/expenditure reports, and the submission of the report on open positions.

### **OVERSIGHT COMMITTEE**

A City Council Oversight Committee meeting was held on September 18, 2018, to discuss the Presentation on Sales Tax Apportionment Options, updates and possible Action on New Businesses and ongoing projects, Financial Reports.

### **COMMUNITY PLANNING AND TRANSPORTATION**

A City Council Community Planning and Transportation Committee meeting was held on September 27, 2018, to discuss Cleveland Area Rapid Transit (CART) Ridership Report including Saferide and Extended Service for the months of August, 2018; the Transportation Bond Program; diaper changing table requirements in commercial applications; As well as a presentation from Dr. Gabriel Bird regarding the Norman Flag Project.

## **FACILITY MAINTENANCE**

**1A**

**City of Norman Facility Maintenance  
September 2018 Monthly Hourly Materials Cost Report**

|                          |   | Data       |            |                |            |
|--------------------------|---|------------|------------|----------------|------------|
| Craft                    | Location                                | Labor Hrs. | Labor Cost | Materials Cost | Total      |
| Custodial                | Administration Building-201             | 95.00      | \$1,166.98 | \$0.00         | \$1,166.98 |
|                          | Building A                              | 57.00      | \$731.60   | \$0.00         | \$731.60   |
|                          | Building B                              | 123.50     | \$1,611.30 | \$0.00         | \$1,611.30 |
|                          | Building C                              | 57.00      | \$731.60   | \$0.00         | \$731.60   |
|                          | Library                                 | 199.50     | \$2,482.07 | \$0.00         | \$2,482.07 |
| Custodial Total          |   | 532.00     | \$6,723.53 | \$0.00         | \$6,723.53 |
| Doors and Hardware       | Building B                              | 3.00       | \$88.34    | \$0.00         | \$88.34    |
|                          | Library                                 | 2.00       | \$58.12    | \$0.00         | \$58.12    |
| Doors and Hardware Total |   | 5.00       | \$146.46   | \$0.00         | \$146.46   |
| Electrical               | 12th Avenue Rec Center                  | 6.00       | \$169.50   | \$0.00         | \$169.50   |
|                          | Administration Building-201             | 2.00       | \$60.44    | \$20.00        | \$80.44    |
|                          | Building A                              | 3.50       | \$105.77   | \$15.00        | \$120.77   |
|                          | Building B                              | 22.50      | \$625.49   | \$138.81       | \$764.30   |
|                          | Building C                              | 3.00       | \$90.66    | \$230.74       | \$321.40   |
|                          | Fire Station 2                          | 3.00       | \$74.67    | \$31.43        | \$106.10   |
|                          | Fire Station 8                          | 3.00       | \$74.67    | \$0.00         | \$74.67    |
|                          | Firehouse Art Center                    | 36.50      | \$1,098.39 | \$243.26       | \$1,341.65 |
|                          | Fleet Maintenance                       | 14.00      | \$364.45   | \$223.74       | \$588.19   |
|                          | Library                                 | 20.50      | \$598.19   | \$25.00        | \$623.19   |
|                          | Parks-Community                         | 3.00       | \$90.66    | \$55.00        | \$145.66   |
|                          | Parks-Griffin                           | 5.00       | \$124.45   | \$58.18        | \$182.63   |
|                          | Parks-Neighborhood                      | 4.00       | \$120.88   | \$5.00         | \$125.88   |
|                          | Traffic Control                         | 6.00       | \$149.34   | \$0.00         | \$149.34   |
|                          | Water Reclamation Facility-Main Control | 1.50       | \$45.33    | \$25.85        | \$71.18    |
|                          | Westwood Tennis Center                  | 1.00       | \$24.89    | \$0.00         | \$24.89    |
|                          |   | 134.50     | \$3,817.80 | \$1,072.01     | \$4,889.81 |
| Electrical Total         |   |            |            |                |            |
|                          | General Maintenance                     | 1.00       | \$49.03    | \$0.00         | \$49.03    |
|                          |   | 2.00       | \$78.09    | \$0.00         | \$78.09    |
|                          | Building A                              | 3.00       | \$87.18    | \$244.96       | \$332.14   |
|                          | Building B                              |            |            |                |            |

**City of Norman Facility Maintenance  
September 2018 Monthly Hourly Materials Cost Report**

|   |   |        |            |             |             |
|---|---|--------|------------|-------------|-------------|
| General Maintenance                         | Fire Station 1                          | 2.50   | \$122.58   | \$0.00      | \$122.58    |
|   | Fleet Maintenance                       | 2.50   | \$122.58   | \$0.00      | \$122.58    |
|   | Irving Rec Center                       | 1.00   | \$49.03    | \$0.00      | \$49.03     |
|   | Library                                 | 3.50   | \$171.61   | \$0.00      | \$171.61    |
|   | Little Axe Rec Center                   | 4.50   | \$220.64   | \$0.00      | \$220.64    |
|   | Norman Investigations Center            | 5.50   | \$269.67   | \$0.00      | \$269.67    |
|   | Water Treatment Plant                   | 3.50   | \$171.61   | \$0.00      | \$171.61    |
|   | Westwood Clubhouse                      | 1.00   | \$49.03    | \$0.00      | \$49.03     |
| General Maintenance Total                   |   | 30.00  | \$1,391.02 | \$244.96    | \$1,635.98  |
| Heating/Ventilation                         | 12th Avenue Rec Center                  | 4.00   | \$120.88   | \$0.00      | \$120.88    |
|   | Administration Building-201             | 15.00  | \$453.30   | \$0.00      | \$453.30    |
|   | Animal Welfare                          | 27.50  | \$831.05   | \$0.00      | \$831.05    |
|   | Building A                              | 7.00   | \$267.97   | \$0.00      | \$267.97    |
|   | Building B                              | 8.00   | \$241.76   | \$0.00      | \$241.76    |
|   | Building C                              | 12.00  | \$362.64   | \$0.00      | \$362.64    |
|   | Facility Maintenance                    | 14.00  | \$611.18   | \$1,635.49  | \$2,246.67  |
|   | Fire Station 2                          | 4.00   | \$120.88   | \$15.20     | \$136.08    |
|   | Fire Station 4                          | 4.00   | \$120.88   | \$0.00      | \$120.88    |
|   | Fire Station 8                          | 14.00  | \$423.08   | \$0.00      | \$423.08    |
|   | Fleet Maintenance                       | 4.00   | \$120.88   | \$0.00      | \$120.88    |
|   | Historic Museum-Carriage House          | 2.00   | \$60.44    | \$0.00      | \$60.44     |
|   | Library                                 | 4.00   | \$196.12   | \$8,941.57  | \$9,137.69  |
|   | Santa Fe Depot                          | 4.00   | \$120.88   | \$0.00      | \$120.88    |
|   | Transfer Station                        | 4.00   | \$120.88   | \$0.00      | \$120.88    |
|   | Water Reclamation Facility-Main Control | 4.00   | \$120.88   | \$0.00      | \$120.88    |
|   | Water Reclamation Facility-Other        | 8.00   | \$241.76   | \$18,941.00 | \$19,182.76 |
|   | Westwood Clubhouse                      | 8.00   | \$241.76   | \$30.94     | \$272.70    |
| Heating/Ventilation /Air Conditioning Total |   | 147.50 | \$4,777.22 | \$29,564.20 | \$34,341.42 |
| Inspections                                 | Norman Investigations Center            | 2.50   | \$74.30    | \$6.03      | \$80.33     |
| Inspections Total                           |   | 2.50   | \$74.30    | \$6.03      | \$80.33     |
| Lighting                                    | 12th Avenue Rec Center                  | 4.00   | \$99.56    | \$6.04      | \$105.60    |
|   | Administration Building-201             | 28.50  | \$744.02   | \$94.90     | \$838.92    |
|   | Building B                              | 3.00   | \$90.66    | \$18.41     | \$109.07    |

**City of Norman Facility Maintenance  
September 2018 Monthly Hourly Materials Cost Report**

|                     |   |       |            |            |            |
|---------------------|---|-------|------------|------------|------------|
| Lighting            | Building C                              | 2.00  | \$49.78    | \$63.12    | \$112.90   |
|                     | Fire Station 3                          | 10.00 | \$248.90   | \$0.00     | \$248.90   |
|                     | Fleet Maintenance                       | 8.00  | \$199.12   | \$0.00     | \$199.12   |
|                     | Library                                 | 11.00 | \$273.79   | \$18.63    | \$292.42   |
|                     | Parks-Community                         | 13.00 | \$323.58   | \$66.48    | \$390.06   |
|                     | Transfer Station                        | 4.00  | \$99.56    | \$0.00     | \$99.56    |
|                     | Water Reclamation Facility-Main Control | 2.00  | \$49.78    | \$0.00     | \$49.78    |
|                     | Westwood Equipment Maintenance          | 4.00  | \$99.56    | \$0.00     | \$99.56    |
| Lighting Total      |   | 89.50 | \$2,278.32 | \$267.58   | \$2,545.90 |
| Mechanical          | Water Reclamation Facility-Main Control | 33.00 | \$972.90   | \$0.00     | \$972.90   |
| Mechanical Total    |   | 33.00 | \$972.90   | \$0.00     | \$972.90   |
| Miscellaneous       | 12th Avenue Rec Center                  | 1.00  | \$29.06    | \$0.00     | \$29.06    |
|                     | Administration Building-201             | 3.00  | \$87.18    | \$0.00     | \$87.18    |
|                     | Building C                              | 1.00  | \$29.06    | \$0.00     | \$29.06    |
|                     | Facility Maintenance                    | 39.00 | \$1,110.49 | \$1,592.34 | \$2,702.83 |
|                     | Library                                 | 2.00  | \$58.12    | \$0.00     | \$58.12    |
|                     | Norman Investigations Center            | 5.50  | \$169.82   | \$74.62    | \$244.44   |
|                     | Senior Citizens Center                  | 2.50  | \$74.39    | \$24.45    | \$98.84    |
| Miscellaneous Total |   | 54.00 | \$1,558.11 | \$1,691.41 | \$3,249.52 |
| Pest Control        | Firehouse Art Center                    | 1.00  | \$29.06    | \$0.00     | \$29.06    |
|                     | Irving Rec Center                       | 1.00  | \$29.06    | \$10.00    | \$39.06    |
|                     | Parks-Community                         | 2.00  | \$58.12    | \$0.00     | \$58.12    |
| Pest Control Total  |   | 4.00  | \$116.24   | \$10.00    | \$126.24   |
| Plumbing            | 12th Avenue Rec Center                  | 5.00  | \$145.30   | \$30.93    | \$176.23   |
|                     | Administration Building-201             | 4.00  | \$116.24   | \$0.00     | \$116.24   |
|                     | Animal Welfare                          | 6.00  | \$174.36   | \$0.00     | \$174.36   |
|                     | Building B                              | 2.00  | \$58.12    | \$13.48    | \$71.60    |
|                     | Building C                              | 2.00  | \$58.12    | \$0.00     | \$58.12    |
|                     | Facility Maintenance                    | 7.00  | \$203.42   | \$0.00     | \$203.42   |
|                     | Fire Station 3                          | 3.00  | \$87.18    | \$24.25    | \$111.43   |
|                     | Fire Station 4                          | 2.00  | \$58.12    | \$24.25    | \$82.37    |
|                     | Fire Station 8                          | 6.00  | \$174.36   | \$0.00     | \$174.36   |
|                     | Fire Station 9                          | 1.00  | \$29.06    | \$0.00     | \$29.06    |

**City of Norman Facility Maintenance**

**September 2018 Monthly Hourly Materials Cost Report**

|                |   |         |             |             |             |
|----------------|---|---------|-------------|-------------|-------------|
| Plumbing       | Firehouse Art Center                    | 1.00    | \$29.06     | \$0.00      | \$29.06     |
|                | Fleet Maintenance                       | 4.00    | \$116.24    | \$1.90      | \$118.14    |
|                | Library                                 | 6.00    | \$174.36    | \$30.93     | \$205.29    |
|                | Little Axe Rec Center                   | 7.00    | \$223.39    | \$63.89     | \$287.28    |
|                | Parks-Andrews                           | 2.00    | \$58.12     | \$0.00      | \$58.12     |
|                | Parks-Community                         | 6.00    | \$174.36    | \$1.12      | \$175.48    |
|                | Parks-Griffin                           | 6.00    | \$174.36    | \$73.02     | \$247.38    |
|                | Parks-Neighborhood                      | 3.00    | \$87.18     | \$0.00      | \$87.18     |
|                | Sooner Theatre                          | 1.00    | \$29.06     | \$0.00      | \$29.06     |
|                | Traffic Control                         | 1.00    | \$29.06     | \$0.00      | \$29.06     |
|                | Water Reclamation Facility-Main Control | 1.00    | \$29.06     | \$1.56      | \$30.62     |
|                | Westwood Clubhouse                      | 3.00    | \$87.18     | \$3.57      | \$90.75     |
|                | Westwood Equipment Maintenance          | 1.00    | \$29.06     | \$0.00      | \$29.06     |
|                | Westwood Pool                           | 1.00    | \$29.06     | \$0.00      | \$29.06     |
|                | Whittier Recreation Center              | 1.00    | \$29.06     | \$0.00      | \$29.06     |
| Plumbing Total |   | 82.00   | \$2,402.89  | \$268.90    | \$2,671.79  |
| Grand Total    |   | 1114.00 | \$24,258.79 | \$33,125.09 | \$57,383.88 |

**CITY MANAGER                      2**

**CIP FINANCIAL STATUS      2A**



| CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS                        |  |                      |                     |                            |
|--|--|----------------------|---------------------|----------------------------|
|  |  | 10/15/2018           |                     |                            |
| Project No.**  | Project Title  | Anticipated Overruns | Anticipated Savings | Fund Title & No.           |
| <b>FIRE</b>  |  |                      |                     |                            |
| EF0180; BP0356   | Fire Admin Remodel                                       | \$0                  | \$20,000            | Capital Fund 50            |
| <b>UTILITIES</b>   |  |                      |                     |                            |
| WW0065   | WRF Phase 2 Improvements                                 | \$0                  | \$300,000           | Sewer Excise Tax 322       |
| WW0065   | WRF Phase 2 Improvements                                 | \$0                  | \$570,000           | Water Reclamation Fund 032 |
| WW0169   | WRF Digester Boiler                                      | \$0                  | \$45,000            | Water Reclamation Fund 032 |
| WW0171   | WRF Primary Sludge Thickener                             | \$0                  | \$30,000            | Water Reclamation Fund 032 |
| WW0309   | WRF Replace Grit Classifier                              | \$0                  | \$15,000            | Water Reclamation Fund 032 |
| <b>PARKS AND RECREATION</b>  |  |                      |                     |                            |
| NFB018   | Westwood Family Aquatics Center                          | \$0                  | \$300,000           | Norman Forward Fund 051    |
| NFB001   | Griffin Park Renovation Phase I Field Grading & Lighting | \$0                  | \$0                 | Norman Forward Fund 051    |
| <b>CITY MANAGER</b>  |  |                      |                     |                            |
| NFB017   | Eastside Library   | \$0                  | \$50,000            | Norman Forward Fund 051    |
| <b>PUBLIC WORKS</b>  |  |                      |                     |                            |
| NFB008   | James Garner and Acres Intersection                      | \$0                  | \$8,275.35          | Norman Forward Fund 051    |
| <b>POLICE</b>  | none   |                      |                     |                            |
| <b>INFORMATION TECHNOLOGY</b>  |  |                      |                     |                            |
| BG0071   | City Center Core Replacement                             | \$0                  | \$0                 | Capital Fund 50            |
| <b>PLANNING</b>  | none   |                      |                     |                            |
| <b>CITY CLERK</b>  | none   |                      |                     |                            |
| Notes  |  |                      |                     |                            |
| * Source of information Project Managers.  |  |                      |                     |                            |
| ** Project numbers correspond to the projects identified in the adopted Capital Improvements Plan. |  |                      |                     |                            |

## **COMMUNITY RELATIONS**

**2B**

Community Relations Office  
September 2018

[illegible]

**DEVELOPMENT COORDINATOR      2C**

## **City of Norman - Development Coordinator Monthly Report September 2018**

Below are activities and projects that the Development Coordinator has been involved with during the month of September 2018.

### **General Inquiries, Contacts and Meetings**

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- James Garner Intersection Construction Meeting
- NORMAN FORWARD Westwood Indoor Tennis Facility Groundbreaking
- Council Community Planning and Transportation Committee
- City Council Oversight

### **Building Permit and Plat Application Meetings**

- Assisted representatives and staff in discussions regarding inspection issues for industrial prospect with NEDC
- Assisted Norman Public Schools in development project
- Assisted business owners regarding resolution to use of walkway conflict.
- Met with staff to discuss development requirements for assisted living projects.
- Assisted developer with stormwater inspection questions.

### **Development Process Improvements**

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

###

**NORMAN FORWARD 2D**



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## **MONTHLY REPORT – SEPTEMBER 2018**

**NORMAN FORWARD**

**DATE:** October 1, 2018

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**PROJECT:** NORMAN FORWARD

**PROJECT NO:** 16-003

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**REPORT PERIOD:** September 1 through September 30, 2018

### **WORK THIS MONTH**

1. Tuesday, September 4, 2018 | 2:00 p.m. | Central Library Meeting
  - a. Meeting led by Flintco to coordinate owner-furnished phones for Central Library project: SIP trunk provider, phone line requirements, analog/monitor line provider, and updated installation schedule
2. Wednesday, September 5, 2018 | 9:00 a.m. | Westwood Tennis OAC
  - a. Weekly construction meeting led by Flintco with City Staff, TMP, and ADG to discuss project progress, schedule, and critical path issues
3. Wednesday, September 5, 2018 | 2:00 p.m. | Central Library Meeting
  - a. Meeting led by Flintco to coordinate owner/operator-furnished Internet service for Central Library project: fiber requirements, coordination with OneNet, rack schedule, Pioneer-provided hardware and machines, and updated installation schedule
4. Thursday, September 6, 2018 | 10:00 a.m. | James Garner Phase I Coordination Meeting
  - a. Meeting with City project managers, James Garner contractors, and Central Library contractors to receive update on James Garner Phase I road and library coordination
5. Monday, September 10, 2018 | 10:00 a.m. | Central Library Teleconference
  - a. Central Library public art plan review presentation by Paul Cocksedge Studio and KFC Engineering. Drawings have early October completion deadline
6. Monday, September 10, 2018 | 11:15 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
7. Tuesday, September 11, 2018 | 9 a.m. | Central Library Site Review
  - a. Site-review with Flintco of roof drainage for Central Library project, per RFI 284



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8. Tuesday, September 11, 2018 | 10:30 a.m. | Central Library Furnishings Review
  - a. Review and assessment by MSR of buffalo tables in Public Works and the current library to prepare for relocation to new library
9. Friday, September 14, 2018 | 10:00 a.m. | Westwood Tennis Indoor Facility Groundbreaking
  - a. Groundbreaking ceremony emceed by Parks and Recreation for the Westwood Tennis Indoor Facility
10. Monday, September 17, 2018 | 10:30 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues. MAPS 3 Park project manager spoke to group about accessible playground experience.
11. Tuesday, September 18, 2018 | 1:00 p.m. | Central Library Teleconference
  - a. Teleconference to discuss materials, finishes, and coordination for Central Library public art
12. Wednesday, September 19, 2018 | 9:00 a.m. | Westwood Tennis OAC
  - a. Weekly construction meeting led by Flintco with City Staff, TMP, and ADG to discuss project progress, schedule, and critical path issues
13. Wednesday, September 19, 2018 | 1:00 p.m. | Central Library Teleconference
  - a. Teleconference to discuss Central Library public art location in regard to programming and reading grove
14. Thursday, September 20, 2018 | 10:00 a.m. | James Garner Phase I Coordination Meeting
  - a. Meeting with City project managers, James Garner contractors, and Central Library contractors to receive update on James Garner Phase I road and library coordination
15. Thursday, September 20, 2018 | 1:30 p.m. | Central Library Interview
  - a. Interview with NewsOK, City Staff, architect, contractor, and operator on the Central Library project
16. Monday, September 24, 2018 | 10:30 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
17. Tuesday, September 25, 2018 | 11:00 a.m. | Central Library Construction Meeting
  - a. Weekly on-site construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
18. Central Library site visits for observation: 8
19. Griffin Park site visits for observation: 4
20. Westwood Indoor Tennis site visits for observation: 4

**WORK ANTICIPATED THE UPCOMING MONTH (OCTOBER 2018)**

- Central Library ongoing construction





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- Griffin Park Master Plan Phase I ongoing construction
- Westwood Indoor Tennis Facility ongoing construction
- Reaves Park Master Plan construction document drafting
- Ruby Grant Park construction document drafting
- Indoor Aquatic Facility lease pending
- Indoor Multi-Sport Facility lease pending
- Indoor Aquatic Facility, Multi-Sport Facility, and Senior & Cultural Center Design Services R.F.Q. interviews on hold
- Continued development of standardized contracts for use with architectural, design, and construction consultants
- Continued discussion of project budgets
- Continued discussion of senior center location and funding options

#### **PROJECTS STATUS**

- East Library
  - a. Schedule: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
  - c. In operation
- Central Library
  - a. Schedule: Construction contract awarded April 25, 2017
  - b. Budget: Within budget
  - c. Issues: No known issues
- Westwood Family Aquatic Center
  - a. Schedule: Opening Celebration on May 26, 2018
  - b. Budget: Final Pay App approved on July 24, 2018
  - c. In operation
- Griffin Park
  - a. Schedule: Master Plan Design contract awarded March 14, 2017
  - b. Schedule: Phase I construction contract awarded May 22, 2018
  - c. Budget: Phase I within budget
  - d. Issues: No known issues
- Reaves Park
  - a. Schedule: Master Plan Design contract awarded March 28, 2017
  - b. Budget: Phase I within budget
  - c. Issues: No known issues
- Westwood Indoor Tennis Facility
  - a. Schedule: Design contract awarded June 27, 2017
  - b. Schedule: CMaR contract awarded June 13, 2018
  - c. Budget: Amendment No. 1 approved August 14, 2018; within budget
  - d. Issues: No known issues



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- Ruby Grant
    - a. Schedule: Design contract awarded June 26, 2018
    - b. Budget: Within budget
    - c. Issues: No known issues
  - Indoor Multi-Sport Facility
    - a. Schedule: lease pending
    - b. Budget: pending project start
    - c. Issues: lease pending
  - Indoor Aquatic Center
    - a. Schedule: lease pending
    - b. Budget: pending project start
    - c. Issues: lease pending
  - Norman Forward Program Management
    - a. Schedule: Proceeding per Implementation Plan
    - b. Budget: Proceeding per Implementation Plan
    - c. Implementation Plan: Adopted on June 28, 2016
    - d. Issues: No known issues
      - Indoor Multi-Sport Facility lease
      - Indoor Aquatic Facility lease
      - Continued discussion regarding operator for indoor multi-sport facility
      - Continued discussion regarding operator for indoor aquatic center
      - Continued discussion regarding indoor aquatic center operating budget
      - Continued discussion regarding indoor aquatic center capital improvements responsibility
      - Continued discussion regarding senior center location and budget
- 

SUBMITTED BY: ADG Team – Leslie Tabor, William Harrell, Jason Cotton, Mike Mize



## CITY OF NORMAN

### Department of Finance Monthly Report – September 2018

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 31,482 total payments. The traffic counter at the Drive-up Facility counted 9,316 customers. The Treasury division processed 1,217 credit card utility payments, a decrease of 10% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,384 credit card utility payments, a decrease of 9% from last month. Utility customers also have the option of paying on the City of Norman website. There were 5,852 credit card payments made on the internet in September, a decrease of 7% from last month. The Municipal Court processed 203 credit card payments for court fines, a decrease of 33% 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 \$25,530 in convenience fees in the month of September with a fiscal year-to-date total of \$80,865.

#### Utility Services Division:

The Meter Reading Division read 32,321 meters. Out of 77 meter reading routes, 17 (22%) were read within the targeted 30-day reading cycle. 43 routes (56%) were read by the 32<sup>nd</sup> day and all routes were read by the 35th 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 by -6.1%. Revenues from the City's largest single source of revenue, sales tax, are above target by 2.1% for the year to date and 5.6% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

|                       | FYE 19<br>Budget To Date | FYE 19<br>Actual To Date | FYE 18<br>Actual To Date | FYE 17<br>Actual To Date |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Sales Tax Revenue     | \$9,828,279              | \$10,036,320             | \$9,507,659              | \$9,484,771              |
| General Fund Revenue  | \$18,909,352             | \$17,762,598             | \$17,264,466             | \$17,440,916             |
| General Fund Expenses | \$20,247,182             | \$17,075,397             | \$16,718,402             | \$18,188,594             |

## Administration Division

|                               | FYE 19    |          | FYE 18    |          |
|-------------------------------|-----------|----------|-----------|----------|
|                               | September | YTD      | September | YTD      |
| PERSONNEL HOURS - FULL TIME   |           |          |           |          |
| Total Regular Hours Available | 320.00    | 8,752.00 | 320.00    | 3,040.00 |
| Total Comp Time Available     | 0.00      | 4.75     | 0.00      | 0.00     |
| Total Overtime Hours          | 0.00      | 11.00    | 0.00      | 10.00    |
| 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    | 8,767.75 | 320.00    | 3,050.00 |
| Benefit Hours Taken           | 16.00     | 1,068.00 | 36.00     | 426.00   |
| TOTAL ACCOUNTABLE STAFF HOURS | 304.00    | 7,699.75 | 284.00    | 2,624.00 |
| 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      | 124.50   |
| Total Overtime Hours          | 0.00      | 0.00     | 0.00      | 0.00     |
| TOTAL HOURS AVAILABLE         | 0.00      | 0.00     | 0.00      | 124.50   |

**ACCOUNTING      3A**

## Accounting Division

|                                   | FYE 19       |               | FYE 18     |              |
|-----------------------------------|--------------|---------------|------------|--------------|
|                                   | September    | YTD           | September  | YTD          |
| Total Regular Hours Available     | 968.00       | 26,648.00     | 960.00     | 8,800.00     |
| Total Comp Time Available         | 18.00        | 74.25         | 4.25       | 19.00        |
| Total Overtime Hours              | 18.00        | 57.50         | 0.00       | 5.25         |
| Total Bonus Hours                 | 0.00         | 0.00          | 0.00       | 0.00         |
| Total Furlough Hours              | 0.00         | 0.00          | 0.00       | 0.00         |
| <br>TOTAL HOURS AVAILABLE         | <br>1,004.00 | <br>26,779.75 | <br>964.25 | <br>8,824.25 |
| Benefit Hours Taken               | 75.50        | 3,626.00      | 130.75     | 1,098.25     |
| <br>TOTAL ACCOUNTABLE STAFF HOURS | <br>928.50   | <br>23,153.75 | <br>833.50 | <br>7,726.00 |
| <br>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         |
| <br>TOTAL HOURS AVAILABLE         | <br>0.00     | <br>0.00      | <br>0.00   | <br>0.00     |
| Benefit Hours Taken               | 0.00         | 0.00          | 0.00       | 0.00         |
| <br>TOTAL ACCOUNTABLE STAFF HOURS | <br>0.00     | <br>0.00      | <br>0.00   | <br>0.00     |
| <br>TEMPORARY                     |              |               |            |              |
| Total Regular Hours Available     | 5.00         | 0.00          | 0.00       | 0.00         |
| Total Overtime Hours              | 0.00         | 0.00          | 0.00       | 0.00         |
| <br>TOTAL HOURS AVAILABLE         | <br>5.00     | <br>0.00      | <br>0.00   | <br>0.00     |

## **CITY REVENUE REPORTS**

**3B**



# City Revenue Report

|   | FYE 19<br>August | FYE 19<br>September |             |
|---|------------------|---------------------|-------------|
| Total Revenue Received (\$)               | \$5,230,628      | \$4,766,210         | \$464,418   |
| Utility Payments - Office (#)             | 39,567           | 35,507              | 4,060       |
| Utility Payments - Office (\$)            | \$4,654,331      | \$4,326,689         | \$327,642   |
| Lockbox (#)                               | 18,158           | 15,861              | 2,297       |
| Lockbox (\$)                              | \$2,169,519      | \$1,848,992         | \$320,527   |
| IVR Credit Card (#)                       | 1,528            | 1,384               | 144         |
| IVR Credit Card (\$)                      | \$155,381        | \$143,850           | \$11,531    |
| Click to Gov (#)                          | 6,287            | 5,452               | 835         |
| Click to Gov (\$)                         | \$765,275        | \$697,950           | \$67,325    |
| UT Credit Card Payments (#)               | 1,351            | 1,217               | 134         |
| UT Credit Card Payments (\$)              | \$153,687        | \$147,811           | \$5,876     |
| Art Donations (#)                         | 73               | 79                  | (6)         |
| Art Donations (\$)                        | \$385            | \$298               | \$87        |
| Bank Draft Payments (#)                   | 7,660            | 7,675               | (15)        |
| Bank Draft Payments (\$)                  | \$811,394        | \$933,377           | (121,983)   |
| Utility Deposits (#)                      | 0                | 0                   | 0           |
| Utility Deposits (\$)                     | \$0              | \$0                 | \$0         |
| Fix Payments (#)                          | 0                | 0                   | 0           |
| Fix Payments (\$)                         | \$0              | \$0                 | \$0         |
| Processed Return Checks (#)               | 51               | 40                  | 11          |
| Processed Return Checks (\$)              | (\$6,508)        | (\$5,093)           | (\$1,415)   |
| Other Revenue Transactions (#)            | 0                | 0                   | 0           |
| Other Revenue Received (\$)               | \$0              | \$0                 | \$0         |
| Accounts Receivable Payments (\$)         | \$133,603        | \$230,964           | (\$97,361)  |
| Accounts Receivable - Credit Card #       | 0                | 0                   | 0           |
| Accounts Receivable - Credit Card \$      | \$0              | \$0                 | \$0         |
| Municipal Court - Fines/Bonds (\$)        | \$252,028        | \$345,392           | (\$93,364)  |
| Municipal Court - Credit Card (#)         | 302              | 203                 | 99          |
| Municipal Court - Credit Card (\$)        | \$103,909        | \$88,057            | \$15,852    |
| Municipal Court - C2G (#)                 | 0                | 0                   | 0           |
| Municipal Court - C2G (\$)                | \$0              | \$0                 | \$0         |
| Building Permits Cash Report (\$)         | \$277,889        | \$189,765           | \$88,124    |
| Building Permits Credit Card (#)          | 122              | 102                 | 20          |
| Building Permits Credit Card (\$)         | \$92,529         | \$89,824            | \$2,705     |
| Building Permits C2G (#)                  | 0                | 0                   | 0           |
| Building Permits C2G (\$)                 | \$0              | \$0                 | \$0         |
| Occupational License - Bldg Insp. (\$)    | \$5,930          | \$3,018             | \$2,912     |
| Occupational License - Bldg Insp. CC (#)  | 17               | 11                  | 6           |
| Occupational License - Bldg Insp. CC (\$) | \$3,530          | \$1,318             | \$2,212     |
| Business License - City Clerk (\$)        | \$28,021         | \$17,345            | \$10,676    |
| Business License - City Clerk CR CD (#)   | 0                | 0                   | 0           |
| Business License - City Clerk CR CD (\$)  | \$0              | \$0                 | \$0         |
| Convenience Fees - All Payments (#)       | 8,429            | 8,085               | 344         |
| Convenience Fees - All Payments (\$)      | \$25,287         | \$24,255            | \$1,032     |
| Bank Drafts Billed (#)                    | 7,660            | 8,228               | (568)       |
| Bank Drafts Billed (\$)                   | \$811,394        | \$921,354           | (\$109,960) |
| Interdepartmental Billing (#)             | 120              | 164                 | (44)        |
| Interdepartmental Billing (\$)            | \$16,125         | \$26,108            | (\$9,983)   |
| Accounts Receivable Billed (\$)           | \$161,183        | \$261,209           | (\$100,026) |

## Budget Services Division

|                               | FYE 19    |          | FYE 18    |          |
|-------------------------------|-----------|----------|-----------|----------|
|                               | September | YTD      | September | YTD      |
| PERSONNEL HOURS - FULL TIME   |           |          |           |          |
| Total Regular Hours Available | 160.00    | 6,712.00 | 160.00    | 1,520.00 |
| 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    | 6,712.00 | 160.00    | 1,520.00 |
| Benefit Hours Taken           | 8.00      | 1,360.00 | 24.00     | 208.00   |
| TOTAL ACCOUNTABLE STAFF HOURS | 152.00    | 5,352.00 | 136.00    | 1,312.00 |
| 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 19     |               | FYE 18     |              |
|-----------------------------------|------------|---------------|------------|--------------|
|                                   | September  | YTD           | September  | YTD          |
| PERSONNEL HOURS - FULL TIME       |            |               |            |              |
| Total Regular Hours Available     | 672.00     | 20,902.00     | 752.00     | 6,422.00     |
| Total Comp Time Available         | 2.00       | 535.00        | 11.75      | 173.00       |
| Total Overtime Hours              | 62.50      | 821.25        | 27.25      | 373.25       |
| Total Bonus Hours                 | 0.00       | 0.00          | 0.00       | 0.00         |
| Total Furlough Hours              | 0.00       | 0.00          | 0.00       | 0.00         |
| <br>TOTAL HOURS AVAILABLE         | <br>736.50 | <br>22,258.25 | <br>791.00 | <br>6,968.25 |
| Benefit Hours Taken               | 79.00      | 3,741.50      | 91.25      | 1,139.75     |
| <br>TOTAL ACCOUNTABLE STAFF HOURS | <br>657.50 | <br>18,516.75 | <br>699.75 | <br>5,828.50 |
| <br>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         |
| <br>TOTAL HOURS AVAILABLE         | <br>0.00   | <br>0.00      | <br>0.00   | <br>0.00     |
| Benefit Hours Taken               | 0.00       | 0.00          | 0.00       | 0.00         |
| <br>TOTAL ACCOUNTABLE STAFF HOURS | <br>0.00   | <br>0.00      | <br>0.00   | <br>0.00     |
| <br>TEMPORARY                     |            |               |            |              |
| Total Regular Hours Available     | 0.00       | 133.75        | 31.00      | 133.75       |
| Total Overtime Hours              | 0.00       | 0.00          | 0.00       | 0.00         |
| <br>TOTAL HOURS AVAILABLE         | <br>0.00   | <br>133.75    | <br>31.00  | <br>133.75   |

**UTILITY      3C**

## Utility Division

|                               | FYE 19    |           | FYE 18    |           |
|-------------------------------|-----------|-----------|-----------|-----------|
|                               | September | YTD       | September | YTD       |
| PERSONNEL HOURS - FULL TIME   |           |           |           |           |
| Total Regular Hours Available | 2,240.00  | 67,775.00 | 2,240.00  | 21,872.00 |
| Total Comp Time Available     | 0.00      | 168.50    | 2.00      | 11.50     |
| Total Overtime Hours          | 45.25     | 752.50    | 104.00    | 212.75    |
| Total Bonus Hours             | 0.00      | 0.00      | 0.00      | 0.00      |
| Total Furlough Hours          | 0.00      | 0.00      | 0.00      | 0.00      |
| TOTAL HOURS AVAILABLE         | 2,285.25  | 68,696.00 | 2,346.00  | 22,096.25 |
| Benefit Hours Taken           | 322.75    | 8,463.00  | 235.00    | 2,389.25  |
| TOTAL ACCOUNTABLE STAFF HOURS | 1,962.50  | 60,233.00 | 2,111.00  | 19,707.00 |
| 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 19    |          | FYE 18    |          |
|-------------------------------|-----------|----------|-----------|----------|
|                               | September | YTD      | September | YTD      |
| PERSONNEL HOURS - FULL TIME   |           |          |           |          |
| Total Regular Hours Available | 160.00    | 5,635.00 | 160.00    | 1,800.00 |
| Total Comp Time Available     | 0.00      | 32.00    | 0.00      | 24.25    |
| Total Overtime Hours          | 7.25      | 106.50   | 12.75     | 44.25    |
| 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         | 167.25    | 5,773.50 | 172.75    | 1,868.50 |
| Benefit Hours Taken           | 53.00     | 571.50   | 24.00     | 120.00   |
| TOTAL ACCOUNTABLE STAFF HOURS | 114.25    | 5,202.00 | 148.75    | 1,748.50 |
| PERMANENT PART-TIME           |           |          |           |          |
| Total Regular Hours Available | 115.00    | 1,930.75 | 113.50    | 609.25   |
| 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         | 115.00    | 1,930.75 | 113.50    | 609.25   |
| Benefit Hours Taken           | 31.00     | 153.00   | 4.00      | 12.00    |
| TOTAL ACCOUNTABLE STAFF HOURS | 84.00     | 1,777.75 | 109.50    | 621.25   |
| 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 19<br>August | FYE 19<br>September |
|---|------------------|---------------------|
| Mail Payments - Lockbox                       | 18,158           | 15,861              |
| Mail Payments - Office                        | 192              | 180                 |
| <b>Mail Payments - Subtotal</b>               | <b>18,350</b>    | <b>16,041</b>       |
| Night Deposit                                 | 603              | 336                 |
| Click-to-Gov Payments                         | 6,287            | 5,852               |
| IVR Payments                                  | 1,528            | 1,384               |
| <b>Without assistance payments - Subtotal</b> | <b>8,418</b>     | <b>7,572</b>        |
| Drive-up window & inside counter              | 6,652            | 6,652               |
| Credit Card machine payments (swipe)          | 926              | 763                 |
| Credit Card machine payments (phone)          | 425              | 454                 |
| <b>With assistance payments - Subtotal</b>    | <b>8,003</b>     | <b>7,869</b>        |
| <b>Total Payments Processed - Subtotal</b>    | <b>34,771</b>    | <b>31,482</b>       |
| Bank Draft (ACH) Payments                     | 7,660            | 7,675               |
| <b>Total Payments (Utility)</b>               | <b>42,431</b>    | <b>39,157</b>       |
| Total Convenience Fees - all Payments         | 8,429            | 8,085               |
| <b>Grand Total Payments</b>                   | <b>50,860</b>    | <b>47,242</b>       |

## Traffic Counter at Drive-up Facility

|                                 |              |              |
|---------------------------------|--------------|--------------|
| Night Drop *                    | 1,579        | 2,369        |
| 8-5 Drive-up Window Customers * | 5,073        | 6,947        |
| <b>Total Traffic Counter</b>    | <b>6,652</b> | <b>9,316</b> |

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

## Meter Reading Division

|                           | FYE 19    |           | FYE 18    |         |
|---------------------------|-----------|-----------|-----------|---------|
|                           | September | YTD       | September | YTD     |
| Number of Meters Read     | 32,321    | 1,022,691 | 37,772    | 351,042 |
| New Service               | 545       | 22,694    | 825       | 8,353   |
| Request for Termination   | 573       | 22,415    | 745       | 8,226   |
| Delinquent On(s)          | 181       | 6,184     | 122       | 2,093   |
| Delinquent Offs           | 302       | 8,826     | 167       | 2,823   |
| Collect Deposit Tags Hung | 11        | 808       | 49        | 301     |
| Collect Deposit Cut Offs  | 4         | 546       | 31        | 2,806   |
| Blue Tags                 | 17        | 688       | 11        | 250     |
| Number of Meters Re-read  | 1,235     | 40,105    | 1,509     | 13,717  |
| Meters Cleaned            | 101       | 1,995     | 23        | 523     |
| Customer Assists          | 89        | 1,532     | 3         | 344     |
| Meters Pulled             | 2         | 15        | 0         | 5       |
| Meters Re-set             | 0         | 9         | 0         | 3       |
| Meter Exchanges           | 39        | 1,358     | 39        | 442     |
| TOTAL                     | 35,420    | 1,129,866 | 41,296    | 390,928 |

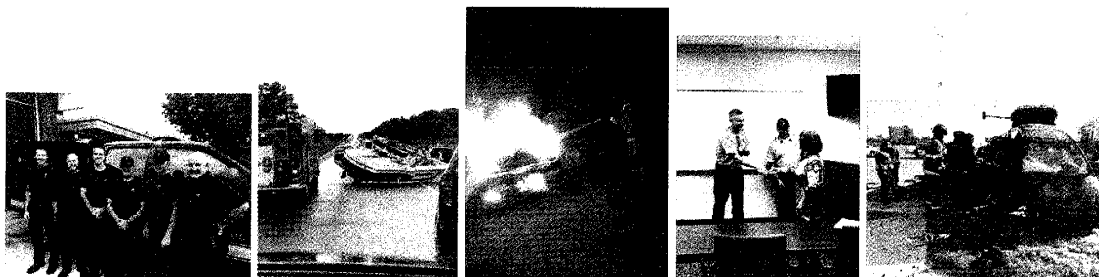


## Utility Division Activity Report

|                                 | FYE 19    |           | FYE 18    |         |
|---------------------------------|-----------|-----------|-----------|---------|
|                                 | September | YTD       | September | YTD     |
| STATUS REPORT                   |           |           |           |         |
| Regular Utility Accounts Billed | 42,184    | 1,005,146 | 41,466    | 336,491 |
| New Ons                         | 1,327     | 19,199    | 1,194     | 6,245   |
| Final Accounts Billed           | 709       | 17,558    | 896       | 6,490   |
| TOTAL ACCOUNTS BILLED           | 44,220    | 1,041,903 | 43,556    | 349,226 |

## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report September 2018

### Incident Response Type Summary

| Incident Type   | Total       | % of Total     |
|---|-------------|----------------|
| 1 - Fire  | 21          | 1.55%          |
| 2 - Overpressure Rupture, explosion, Overheat - No Fire | 2           | 0.15%          |
| 3 - Rescue & emergency                                  | 874         | 64.64%         |
| 4 - Hazardous Conditions (No Fire)                      | 26          | 1.92%          |
| 5 - Service Call  | 105         | 7.77%          |
| 6 - Good Intent Call                                    | 215         | 15.90%         |
| 7 - False Alarm & False Call                            | 81          | 5.99%          |
| 8 - Severe Weather & Natural Disaster                   | 0           | 0.00%          |
| 9 - Special Incident Type                               | 0           | 0.00%          |
| Incomplete Reports                                      | 28          | 2.07%          |
| <b>Total Incident Count (Unique Calls)</b>              | <b>1352</b> | <b>100.00%</b> |
| <b>Number of Total Unit Responses</b>                   | <b>1785</b> |                |

Total Fire Loss    \$126,812.00

### Average Response Times

|            | Number of First-In Calls | Average Time/Seconds | Average Time/Minutes |
|------------|--------------------------|----------------------|----------------------|
| Station #1 | 238                      | 274                  | 0:04:34              |
| Station #2 | 211                      | 309                  | 0:05:09              |
| Station #3 | 266                      | 334                  | 0:05:34              |
| Station #4 | 154                      | 301                  | 0:05:01              |
| Station #5 | 53                       | 518                  | 0:08:38              |
| Station #6 | 43                       | 416                  | 0:06:56              |
| Station #7 | 126                      | 378                  | 0:06:18              |
| Station #8 | 78                       | 311                  | 0:05:11              |
| Station #9 | 177                      | 325                  | 0:05:25              |

### Community Outreach

|                          |    |   |
|--------------------------|----|---|
| Tours                    | 15 | 590 kids  |
| Community/Special Events | 3  | CC Free Fair, UTC Harvest Festival, Halos and Horns Benefit |
| Ride Along               | 1  | Garrett Sellers   |

### Burn Permits

|                     |     |                       |
|---------------------|-----|-----------------------|
| Burn Permits Issued | 143 | Total of 12 burn days |
|---------------------|-----|-----------------------|

### Training

|                                |      |   |
|--------------------------------|------|---|
| Total Personnel Training Hours | 2374 | Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, etc. |
|--------------------------------|------|---|

# NFD Monthly Progress Report

September 2018

## Total Calls By Unit

|                | Total Number<br>of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
|----------------|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Chief 301      | 22                           | 1          | 7          | 6          | 3          |            | 2          | 2          |            | 1          |
| Chief 302      | 20                           | 3          |            | 6          | 1          |            | 1          | 5          | 3          | 1          |
| Chief 303      | 32                           | 6          | 4          | 3          | 1          | 5          | 1          | 7          | 3          | 2          |
| Chief 304      | 11                           | 2          | 2          | 2          |            | 1          | 1          | 2          |            | 1          |
| Engine 1       | 265                          | 238        | 2          | 10         | 2          |            |            | 9          | 1          | 3          |
| Brush 1        | 1                            | 1          |            |            |            |            |            |            |            |            |
| Engine 2       | 228                          | 3          | 209        | 7          | 4          |            |            | 4          | 1          |            |
| Brush 2        | 2                            |            | 1          |            | 1          |            |            |            |            |            |
| Engine 3       | 278                          | 3          | 5          | 264        |            | 1          |            | 2          |            | 3          |
| Brush 3        | 1                            |            |            | 1          |            |            |            |            |            |            |
| Engine 4       | 169                          | 2          | 6          |            | 151        |            |            | 6          | 4          |            |
| Brush 4        | 3                            |            |            |            | 2          |            |            |            | 1          |            |
| Engine 5       | 58                           |            |            | 1          |            | 53         | 4          |            |            |            |
| Brush 5        | 58                           |            |            | 1          |            | 42         | 1          |            |            |            |
| Tanker 5       | 2                            |            |            |            |            | 2          |            |            |            |            |
| Engine 6       | 50                           |            |            |            |            | 7          | 42         |            |            | 1          |
| Brush 6        | 50                           |            |            |            |            | 1          | 6          |            |            |            |
| Rescue 7       | 3                            |            |            |            |            |            |            | 2          | 1          |            |
| Squad 7        | 176                          | 13         | 9          | 16         | 4          |            |            | 125        | 5          | 4          |
| Engine 8       | 90                           |            | 3          |            | 6          |            |            | 5          | 76         |            |
| Brush 8        | 3                            |            | 1          |            |            |            |            |            | 2          |            |
| Tanker 8       | 4                            |            | 1          |            |            |            | 1          |            | 2          |            |
| Engine 9       | 186                          | 6          | 1          | 7          |            | 1          | 5          | 5          |            | 161        |
| Brush 9        | 2                            |            |            |            |            |            | 2          |            |            |            |
| Tanker 9       | 4                            |            |            |            |            | 1          | 2          |            | 1          |            |
| FB10           | 2                            |            |            | 2          |            |            |            |            |            |            |
| FB11           | 2                            |            |            | 2          |            |            |            |            |            |            |
| FB12           | 2                            |            |            | 2          |            |            |            |            |            |            |
| HAZMAT         | 2                            |            | 1          |            |            |            |            | 1          |            |            |
| Ladder 9       | 42                           | 7          | 3          | 8          | 1          |            |            | 6          |            | 17         |
| Fire Marshal 2 | 5                            |            | 1          | 2          |            |            |            | 1          |            | 1          |
| Fire Marshal 3 | 1                            | 1          |            |            |            |            |            |            |            |            |
| Fire Marshal 4 | 5                            |            |            | 2          | 1          |            |            | 1          |            | 1          |
|                | 1785                         | 292        | 259        | 353        | 178        | 114        | 68         | 188        | 100        | 199        |



**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
September 2018**

**FIRE PREVENTION DIVISION ACTIVITIES**

| <b>Inspections/Plan Review</b> |              |               |                    |
|--------------------------------|--------------|---------------|--------------------|
| <b>Activites</b>               | <b>Notes</b> | <b>Number</b> | <b>Staff Hours</b> |
| Inspections                    |              | 101           | 123                |
| Re-Inspections                 |              | 61            | 43                 |
| Residential Inspections        |              |               |                    |
| Plan/Platt Review              |              | 25            | 51                 |
| Company Inspections            |              |               |                    |
| Re-Inspections                 |              |               |                    |
| <b>Total Inspections</b>       |              | <b>162</b>    | <b>166</b>         |

| <b>Smoke Detector Program</b> |              |              |                    |
|-------------------------------|--------------|--------------|--------------------|
| <b>Activites</b>              | <b>Notes</b> | <b>Units</b> | <b>Staff Hours</b> |
| Smoke Detector Batteries      |              |              |                    |
| Smoke Detectors Installed     |              | 27           | 21                 |

| <b>Training/Public Education Education</b> |              |               |                    |
|--|--------------|---------------|--------------------|
| <b>Activites</b>                           | <b>Notes</b> | <b>Events</b> | <b>Staff Hours</b> |
| Training (hours)                           |              | 19            | 116                |
| Fire Education Classes                     |              | 3             | 8                  |

| <b>Code Issues/Investigation</b>  |  |               |                    |
|---|--|---------------|--------------------|
| <b>Activites</b>  | <b>Notes</b>                               | <b>Number</b> | <b>Staff Hours</b> |
| Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints) |  | 15            | 22.5               |
| Code Violation Complaints   |  | 11            | 9.5                |
| Investigations  |  | 12            | 28.5               |
| Investigative Activities  |  | 21            | 42                 |
| Miscellaneous/Special   | Lexipol/New World/Total Solutions Training |               |                    |

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline

Comments: September 2018

|                                      |                              |
|--------------------------------------|------------------------------|
| <b>Mitigation:</b>                   |                              |
| Safe Room Program                    | Completed awaiting close out |
| Siren Status                         | Routine Maintenance on going |
|                                      |                              |
| <b>Preparedness:</b>                 |                              |
| Local Preparedness Committee Meeting | 5 September                  |
| Amateur Radio Meeting                | 8 September                  |
| Public Safety Meeting                | 13 September                 |
| Supported OU-Army Game               | 22 September                 |
|                                      |                              |
| <b>Response:</b>                     |                              |
| N/A                                  |                              |
| <b>Recovery:</b>                     |                              |
| N/A                                  |                              |

**HUMAN RESOURCES 5**

## **HUMAN RESOURCES**

### **Monthly Report**

**September, 2018**

#### **ADMINISTRATION/LABOR RELATIONS**

##### ***A. Grievances (active AFSCME and Non-Union)***

- 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.*

##### ***B. Collective Bargaining***

##### ***C. Administrative Support***

- Processed Monthly Department Report
- Compiled and distributed September 2018 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Held two (2) United Way Committee meetings to coordinate additional fundraisers for the 2018 United Way Campaign

#### **BENEFITS**

- Conducted two (2) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciliation of health, dental, and supplemental products
- Continued education of plan documents
- Held approximately 5 one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately 210 phone calls and one-on-one meetings to discuss benefits and claims
- Meeting with Washington National to discuss November's Open Enrollment
- Attended Oversight Committee Meeting for TSET discussion & Certified Healthy Community
  - Meeting with City Attorney to discuss TSET/Certified Healthy Community implementation and requirements
  - Meeting with HR Director to review implementation and requirements
  - Meeting with City Attorneys, HR Director, Norman Regional, & Ok. State Dept. of Health to discuss application process
- Conference calls with Meritain to discuss Envision contract, monitoring report, and upcoming Employee Insurance Advisory Committee Meeting
- On-site meeting with Meritain to discuss current services and products
- Meeting with Gallagher & Employee Insurance Advisory Committee to review monitoring report: fund balance, large claims, wellness program, current policies and practices, and recommended steps
- Conference call to meet new Envision representative



- Preparation for upcoming Flu Shot Clinics
- Preparation for upcoming Annual Blood Drive

## **PERSONNEL ACTIONS**

### **New Hires - 4**

| <b>Dept./Div.</b>   | <b>Position</b>            | <b>Number of Employees</b> |
|---------------------|----------------------------|----------------------------|
| City Manager        | Interim City Manager       | 1                          |
| Finance/Utilities   | Customer Service Rep I     | 1                          |
| Finance/Treasury    | Customer Service Rep I     | 1                          |
| Parks/Westwood Golf | Golf Course Attendant (PT) | 1                          |

### **Separations - 106**

| <b>Dept./Div.</b>        | <b>Position</b>              | <b>Number of Employees</b> |
|--------------------------|------------------------------|----------------------------|
| Planning/Code Compliance | Administrative Tech IV       | 1                          |
| Public Works/Stormwater  | Maintenance Worker II        | 1                          |
| Police/Animal Welfare    | Animal Welfare Officer       | 1                          |
| Public Works/Fleet       | Auto Service Tech            | 1                          |
| Police/Emergency Comm.   | Communications Officer I     | 1                          |
| Parks/Recreation         | Recreation Center Spec. (PT) | 2                          |
| Parks/Westwood Golf      | Laborer (PT)                 | 2                          |
| Parks/Westwood Golf      | Golf Shop Attendant (PT)     | 1                          |
| Parks/Westwood Golf      | Golf Course Attendant (PT)   | 1                          |
| Parks/Westwood Pool      | Lifeguard I (PT)             | 53                         |
| Parks/Westwood Pool      | Lifeguard II (PT)            | 14                         |
| Parks/Westwood Pool      | Cashier I (PT)               | 18                         |
| Parks/Westwood Pool      | Cashier II (PT)              | 3                          |
| Parks/Westwood Pool      | Maintenance I (PT)           | 4                          |
| Parks/Westwood Pool      | Aquatic Mgr. (PT)            | 1                          |
| Parks/Westwood Pool      | Operations Mgr. (PT)         | 1                          |
| Parks/Westwood Pool      | Asst. Aquatic Mgr. (PT)      | 1                          |

## **SURVEYS**

Responded to three (3) compensation surveys:

Oklahoma City, OK

Stillwater, OK

Ft. Collins, CO

## **RECRUITMENT**

Accepted applications for the following positions:

- Deputy Marshal (PT), Municipal
- Sports Supervisor (PT), Parks & Recreation/Recreation
- Golf Course Attendant (PT), Parks & Recreation/Westwood Golf Course
- Golf Shop Attendant (PT), Parks & Recreation/Westwood Golf Course
- Digital Redaction Clerk (PT), Police/Police Records
- Food & Beverage Tech I (PT), Parks & Recreation/Recreation
- Food & Beverage Tech II (PT), Parks & Recreation/Recreation
- Recreation Center Specialist (PT), Parks & Recreation/Recreation

- Recreation Leader I (PPT), Parks & Recreation/Recreation
- Recreation Food & Beverage Manager, Parks & Recreation/Recreation
- Communications Officer I, Police/Emergency Comm. Bureau
- Chief Communications Officer, City Manager's Office
- Utility Distribution Worker I, Utilities/Water Line Maintenance
- Shelter Veterinarian, Police/Animal Welfare
- Capital Projects Engineer, Public Works/Engineering
- Animal Welfare Technician, Police/Animal Welfare
- Meter Service Representative, Finance/Meter Services
- Utility Collection Worker I, Utilities/Sewer Line Maintenance
- Sanitation Worker I, Utilities/Sanitation
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Animal Welfare Officer, Police/Animal Welfare

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

| <b>Contacts/Inquiries</b>                 |      | <b>Selection Process Elements</b>   |   |
|---|------|-------------------------------------|---|
| In Person                                 | 390  | Written Exams                       | 2 |
| Phone                                     | 465  | Practical Testing/Assessment Center | 0 |
| Mail                                      | 245  | Panel Board Interviews              | 8 |
| Email                                     | 190  | Promotions                          | 0 |
| Total Subscribers on E-mail Vacancy List  | 3273 | Oral Interviews                     | 1 |
| Total Visits to City of Norman HR website | 2102 | Hiring/Promotion Board              | 1 |

| <b>Hiring Statistics</b>                 |    | <b>Recruitment Statistics</b>   |     |
|--|----|---------------------------------|-----|
| Pre-Employment Background Investigations | 10 | Advertisements Placed           | 8   |
| Pre-Employment Drug Screens              | 16 | Applications Received           | 102 |
| Pre-Employment Physicals                 | 13 | Job Announcements Emailed       | 61  |
| Pre-Employment OSBI                      | 5  | Job Announcements to CON Depts. | 360 |

#### **TRAINING AND DEVELOPMENT**

Conducted training for two (2) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social media policies.

The Computer Training Lab was the site for Enterprise Resource Project planning and software training for the Municipal Court and Finance Departments.

Provided City of Norman Supervisory Academy 2018 sessions on the topics of Powerful Presentations and Project Planning for thirty (30) management and supervisory staff representing all City departments.

## **SAFETY**

- Safety material documents were sent to divisions each week
- Safety meetings were held for all departments covering Bloodborne Pathogens
- Conducted two (2) new employee orientations
- Conducted two (2) Fitness for Duty Meetings (Streets & Fire)

### **Recordable Injuries – 2**

| <b>Dept./Division</b>          | <b>Nature of the injury</b>     | <b>Activity</b>                             | <b>Prognosis</b>  |
|--------------------------------|---------------------------------|---|-------------------|
| City Clerk/<br>Facility Maint. | Left knee/right shoulder strain | Fell off step ladder & twisted knee         | Work restrictions |
| Finance/<br>Meter Services     | Strained right knee             | Slipped in mud & twisted knee               | Work restrictions |
| Fire/<br>Suppression           | Right knee sprain               | Hyperextended knee stepping off engine      | Work restrictions |
| Parks/<br>Westwood Pool        | Sprained left knee              | Sprained knee pushing tube down slide       | Work restrictions |
| Public Works/<br>Streets       | Strained left shoulder          | Tripped while walking up a flight of stairs | Work restrictions |

### **Recordable Injuries per calendar year. CY2018 is current year to date:**

| <b>2018</b> | <b>2017</b> | <b>2016</b> |
|-------------|-------------|-------------|
| 52          | 59          | 69          |

### **Vehicle Collisions - 0**

| <b>Division</b> | <b>Description of Collision</b> | <b>Status</b> |
|-----------------|---------------------------------|---------------|
|-----------------|---------------------------------|---------------|

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

| <b>2019</b> | <b>2018</b> | <b>2017</b> | <b>2016</b> | <b>2015</b> | <b>2014</b> |
|-------------|-------------|-------------|-------------|-------------|-------------|
| 2           | 5           | 17          | 13          | 10          | 23          |



## CITY OF NORMAN

### Information Technology Department Monthly Report –September 2018.

Working projects for the IT Department are as follows:

| <b>Project</b>                              | <b>Description/improvement anticipated</b>  | <b>Status</b>   |
|---|---|---|
| ERP Replacement Project                     | Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.                        | In Progress –Project team has completed implementation work on Vermont Systems for Parks and Rec. Currently implementing Incode for Municipal Court, and Munis for Finance. |
| Main Site data center upgrades              | Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. | In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalizing purchases and implementation plan for FYE19.                                |
| Website Rebuild/Redesign                    | Our current design is 7 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.       | In Planning: RFPs in review phase. Project team will focus on the ERP software to find areas to enhance the Website. Parks and Rec website upgrade has been rolled out.     |
| Fiber Optic Installation for redundant loop | Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.                    | In Construction: Phase I complete. Phase II will be requested in November City Council Meeting.   |
| 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 | On Hold  |
| 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 complete. Near full completion of fiber installation. |
| 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 began around June 1 2017.                             |
| 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 began around June 1 2017.                             |
| 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   | In Planning FYE18  |

|  |  |   |
|--|--|---|
|  | addressed this "hot row" could cause server degradation and/or failure.  |   |
| 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 |
| Westwood Fuelmaster Merger   | Merge Westwood Golf from Phoenix SQL to the Fuelmaster Fuel System, making all city fuel keys congr                              |   |
| Video Detection Upgrade (Phase 2)  | Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centracs           | In Progress   |
| Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)  | Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centracs | In Progress   |
| Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter. | Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centracs   | In Progress   |
| Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.    | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses                              | In Progress   |

|  |  |                                |
|--|--|--------------------------------|
| Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.  | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses        | Expected completion in Q3 2018 |
| City Works Upgrade   | Upgrade City Works software to new version. This software tracks public works projects in a ticket format. | In Progress                    |
| North Base Gate Security Access  |  |                                |
| Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.                        | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses        | Bid in Oct 2017                |
| Installation of fiber optic cable along Rock Creek Road from Flood Avenue to Porter Avenue with switches Stubbeman Avenue, Porter Avenue, and at new signals at 12th Avenue NW and Trailwoods Drive. | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses        | Bids in Oct 2018               |
| New traffic signal on Alameda Street at Summit Lakes Boulevard/Lochwood Drive with a switch to connect to existing fiber.  | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses        |                                |
| Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive                  | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses        |                                |



|  |   |  |
|--|---|--|
| Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard. | Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses |  |
|--|---|--|

### Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of September 2018.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 26 emails from the groups shown were sent from city servers using city resources – of those 5,117 were delivered to outside mailboxes for the month of September 2018. The city servers generated mass communications to Norman citizens of 5,117 messages from only 26 sent (see **IT Table 2**).

### Email Security Appliance:

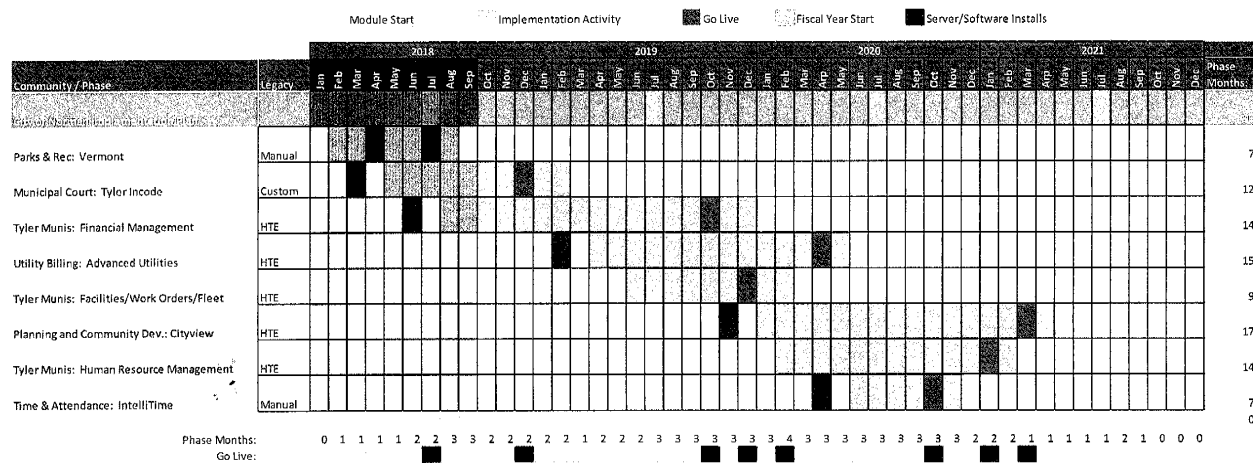
The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 1,529,094 attempted incoming and 63,434 outgoing messages for the month of September 2018. Incoming messages totaling 1,363,929 were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). This is a significant increase in the amount of malicious email from previous months/years. We have blocked traffic from known malicious countries and will continue to monitor the situation. Additional email of this nature means increased vulnerabilities and attack vectors into the city via email. Without the email filter, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

### Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of September 2018 the City of Norman's web site had 65,441 individual web sessions access the web site for a total of 151,057 total page views. Of those sessions, 32,140 were identified as New Users to view content on the City web site (see **IT Table 4**).

ERP Project Implementation Progress:

The chart below shows the current progress of the ERP Implementation Project. The project began in January of 2018 and is expected to run through the second quarter of 2021. The City Council has approved an investment of approximately \$6Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced our automated services and web services for our citizen base as well as the employees who use and track their daily work with these business systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems) and is currently working to implement Courts and Finance software.

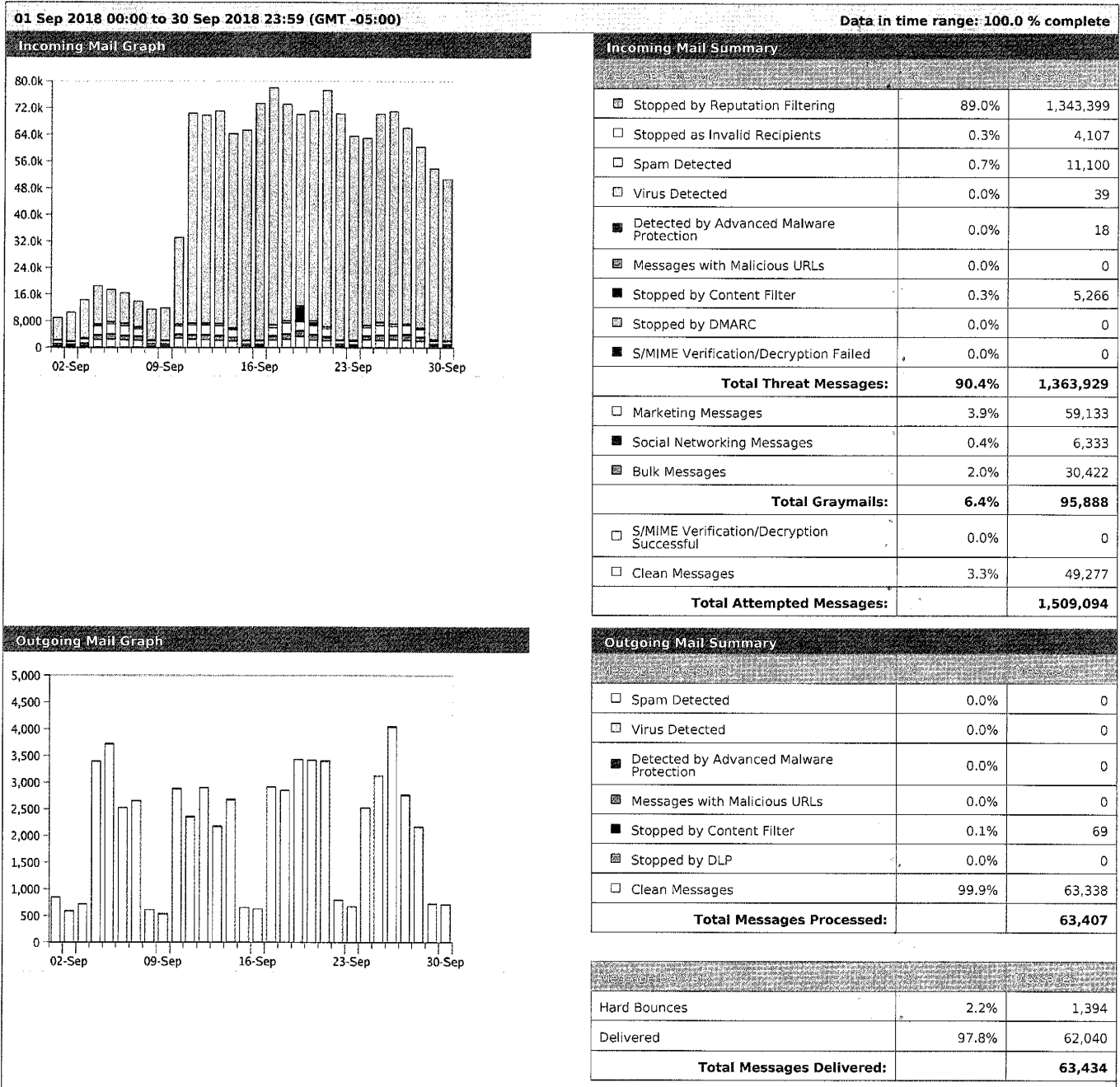




## EMAIL SECURITY APPLIANCE

## Executive Summary

mail.ci.norman.ok.us



mail.ci.norman.ok.us - 01 Oct 2018 01:00 (GMT -05:00)



## Site Traffic



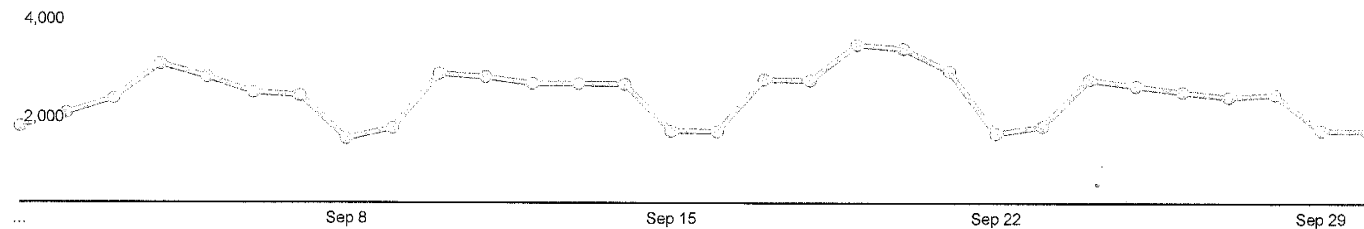
All Users  
100.00% Sessions

Sep 1, 2018 - Sep 30, 2018

### Report Tab

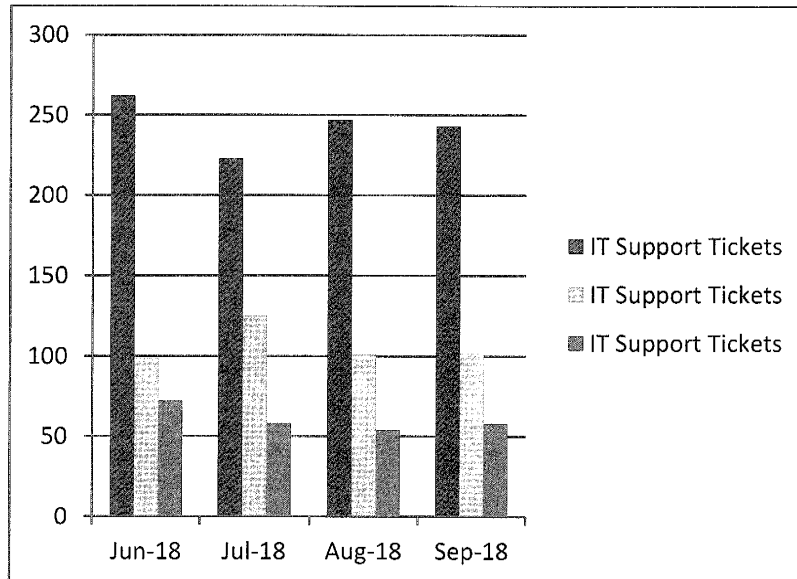
#### I.T. Table 4

Sessions



| Day of the month | Sessions  | Pages / Session                                 | Pageviews   | Users   | New Users   | Bounce Rate   | Avg. Time on Page                                       |
|------------------|---|---|---|---|---|---|---|
|                  | <b>65,441</b><br>% of Total:<br>100.00%<br>(65,441) | <b>2.31</b><br>Avg for View:<br>2.31<br>(0.00%) | <b>151,057</b><br>% of Total:<br>100.00%<br>(151,057) | <b>44,389</b><br>% of Total:<br>100.00%<br>(44,389) | <b>32,140</b><br>% of Total:<br>100.05%<br>(32,125) | <b>44.24%</b><br>Avg for View:<br>44.24%<br>(0.00%) | <b>00:01:34</b><br>Avg for View:<br>00:01:34<br>(0.00%) |
| 1. 19            | <b>3,237</b><br>(4.95%)                             | 2.31  | 7,489<br>(4.96%)                                      | 2,888<br>(5.03%)                                    | 1,779<br>(5.54%)                                    | 45.60%  | 00:01:41  |
| 2. 20            | <b>3,158</b><br>(4.83%)                             | 2.25  | 7,106<br>(4.70%)                                      | 2,744<br>(4.78%)                                    | 1,657<br>(5.16%)                                    | 43.10%  | 00:01:45  |
| 3. 04            | <b>2,841</b><br>(4.34%)                             | 2.31  | 6,560<br>(4.34%)                                      | 2,387<br>(4.16%)                                    | 1,254<br>(3.90%)                                    | 38.68%  | 00:01:53  |
| 4. 21            | <b>2,692</b><br>(4.11%)                             | 2.11  | 5,685<br>(3.76%)                                      | 2,396<br>(4.17%)                                    | 1,441<br>(4.48%)                                    | 49.59%  | 00:01:35  |
| 5. 10            | <b>2,649</b><br>(4.05%)                             | 2.53  | 6,711<br>(4.44%)                                      | 2,220<br>(3.87%)                                    | 1,176<br>(3.66%)                                    | 38.77%  | 00:01:31  |
| 6. 05            | <b>2,578</b><br>(3.94%)                             | 2.20  | 5,668<br>(3.75%)                                      | 2,246<br>(3.91%)                                    | 1,177<br>(3.66%)                                    | 41.16%  | 00:01:36  |
| 7. 11            | <b>2,576</b><br>(3.94%)                             | 2.48  | 6,380<br>(4.22%)                                      | 2,245<br>(3.91%)                                    | 1,246<br>(3.88%)                                    | 40.06%  | 00:01:36  |
| 8. 17            | <b>2,530</b><br>(3.87%)                             | 2.54  | 6,425<br>(4.25%)                                      | 2,199<br>(3.83%)                                    | 1,207<br>(3.76%)                                    | 39.49%  | 00:01:30  |
| 9. 24            | <b>2,522</b><br>(3.85%)                             | 2.57  | 6,481<br>(4.29%)                                      | 2,199<br>(3.83%)                                    | 1,251<br>(3.89%)                                    | 43.85%  | 00:01:30  |
| 10. 18           | <b>2,513</b><br>(3.84%)                             | 2.57  | 6,470<br>(4.28%)                                      | 2,184<br>(3.80%)                                    | 1,190<br>(3.70%)                                    | 40.23%  | 00:01:30  |

Rows 1 - 10 of 30

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

| September 2018 LIST SERVER REPORT  |                       |                 |                        |
|------------------------------------|-----------------------|-----------------|------------------------|
| <b>Group</b>                       | <b>Active Members</b> | <b>Mailings</b> | <b>Total Delivered</b> |
| Affirmative Action Group           | 31                    | 2               | 61                     |
| Job Posting                        | 2102                  | 2               | 4204                   |
| Norman News                        | 888                   | 16              |                        |
| Police - Animal Welfare Volunteers | 42                    | 0               |                        |
| Police – Citizens' Academy         | 82                    | 0               |                        |
| Police – Neighborhood Watch        | 105                   | 0               |                        |
| Public Works Consultants           | 104                   | 0               |                        |
| Westwood Golf                      | 694                   | 1               | 694                    |
| Westwood Golf Members              | 38                    | 1               | 38                     |
| Westwood Men's Clinic              | 16                    | 1               | 16                     |
| Westwood Men's Golf Assoc.         | 69                    | 1               | 69                     |
| Westwood Women's Clinic            | 30                    | 1               | 30                     |
| Westwood Women's Golf Assoc.       | 5                     | 1               | 5                      |
| <b>Totals</b>                      | <b>4206</b>           | <b>26</b>       | <b>5117</b>            |



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**September 2018 Report**  
**(Submitted October 12, 2018)**

**MONTHLY HIGHLIGHTS:**

Wolff, Virginia v. City of Norman, SC-2018-3956 (K)

This case was filed on August 3, 2018, and served on the City on August 9, 2018. It arises out of a cat that was surrendered to the Norman Animal Welfare Center by Ms. Wolff. Because more than a year passed between the time Ms. Wolff surrendered the cat and returned to retrieve it, judgment was granted in favor of the City. This case will no longer appear on the monthly report.

Harmon, Toby, Shane Dodson, Tammi Dodson v. City of Norman, Jeff Robertson, CIV-18-688-HE (K, B)

This case was filed on July 17, 2018. It alleges that the Defendants have prohibited the Plaintiffs from peacefully protesting at the Abortion Surgery Center located at 2453 Wilcox Drive. A hearing on the Plaintiffs' Motion for a Preliminary Injunction was held on September 24, 2018. On September 25, 2018, the court issued an order denying the Plaintiffs' Motion. It is anticipated that the Plaintiffs will commence discovery in an effort to gather evidence to support a permanent injunction. Consequently, this case will remain 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)

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

Harmon, Toby, Shane Dodson, Tammi Dodson v. City of Norman, Jeff Robertson, CIV-18-688-HE (K, B)

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

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

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

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

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

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

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

## COURT OF CRIMINAL APPEALS

### CLEVELAND COUNTY DISTRICT COURT

#### A. *General Lawsuits*

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

This case was filed on September 6, 2018. It alleges that the City issued building permits to Plaintiff and after all inspections Plaintiff was denied certificates of occupancy rendering the homes uninhabitable.

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. Hollywood Corners Station, LLC, CV-2018-960 (K, S)

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

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

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

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

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

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

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

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

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

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 (K)

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

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

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

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

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

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

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

This case was misfiled in Oklahoma County District Court on August 31, 2018, and served on the City on September 12, 2018. It arises out of water damage to the Plaintiff's home alleged to have been caused by repairs made to the City's water main. An order transferring the case to Cleveland County District Court has been entered but the Plaintiff had not tendered the filing fee.

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

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



**B. *Condemnation Proceedings***

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

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

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

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

City of Norman v. Karla L. Knoepfli, et al; CJ-2018-1263 (M)

City of Norman v. Bread of Life, Inc., et al; CJ-2018-1264 (M)

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

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

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (S)

Veritas Norman, ALDI v. City of Norman, CV-2018-1561 (M)

Norman Properties v. City of Norman, CV-2018-2048 (M)

**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***

Magnum Energy, Inc. v. Board of Adjustment of the City of Norman, Oklahoma, Case No. CV-2018-166 (V)

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

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

IAFF Grievance FYE 17 – (Koscinski – Functional Capacity Exam)

IAFF Grievance FYE 17 – (Water Testing at Station 5)

IAFF Grievance FYE 18 – (Baldwin Training)

IAFF Grievance FYE 18 – (Wilk Training)

FOP Grievance FY 17 – (Holiday Pay – President's Day 2017)

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

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

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

FOP Grievance FY 18 – (National Police Shooting Championship)

FOP Grievance FY 18 – (Burris and Hackbarth)

FOP Grievance FY 19 – (McKenna – Discipline)

The grievance was filed on September 27, 2018. It arises out of discipline imposed on Officer Sean McKenna for a questionable arrest.

**B. *Equal Employment Opportunity Commission (EEOC)***

None

**D. *Contested Unemployment Claims (OESC)***

None

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through September 2018. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

|              | <b><u>ADULT CASES</u></b> |           |           | <b><u>JUVENILE CASES</u></b> |           |           | <b><u>COURT SESSIONS</u></b> |           |           |
|--------------|---------------------------|-----------|-----------|------------------------------|-----------|-----------|------------------------------|-----------|-----------|
| Month        | FYE<br>17                 | FYE<br>18 | FYE<br>19 | FYE<br>17                    | FYE<br>18 | FYE<br>19 | FYE<br>17                    | FYE<br>18 | FYE<br>19 |
| JULY         | 516                       | 543       | 421       | 19                           | 50        | 21        | 15                           | 13        | 12        |
| AUG          | 588                       | 629       | 1,130     | 29                           | 48        | 24        | 14                           | 17        | 15        |
| SEPT         | 467                       | 552       |           | 32                           | 49        |           | 11                           | 12        |           |
| OCT          | 466                       | 436       |           | 32                           | 26        |           | 14                           | 10        |           |
| NOV          | 468                       | 439       |           | 23                           | 26        |           | 10                           | 12        |           |
| DEC          | 414                       | 428       |           | 25                           | 250       |           | 12                           | 9         |           |
| JAN          | 432                       | 1,371     |           | 46                           | 31        |           | 15                           | 14        |           |
| FEB          | 381                       | 421       |           | 37                           | 24        |           | 16                           | 14        |           |
| MAR          | 593                       | 508       |           | 58                           | 30        |           | 10                           | 9         |           |
| APR          | 406                       | 521       |           | 49                           | 38        |           | 14                           | 16        |           |
| MAY          | 543                       | 503       |           | 38                           | 20        |           | 11                           | 16        |           |
| JUNE         | 544                       | 544       |           | 43                           | 46        |           | 15                           | 15        |           |
| TOTALS / YTD | 5,818                     | 6,893     | 1,551     | 431                          | 638       | 45        | 157                          | 157       | 27        |

**WORKERS' COMPENSATION COURT**

The total number cases pending as of September 30, 2018 are 29. During the month, there was one claim amended and one Court Order filed. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

| DEPARTMENT    | DIVISION             | PENDING CASES | FYE19 CASES | FYE18 CASES | FYE17 CASES | FYE16 CASES |
|---------------|----------------------|---------------|-------------|-------------|-------------|-------------|
| Fire          | Suppression          | 11            |             | 3           | 4           | 4           |
| Parks/Rec.    | Park Maintenance     | 3             |             | 1           | 3           | 2           |
| Planning      | Development Services | 1             |             |             |             |             |
| Police        | Animal Welfare       | 1             |             | 1           |             |             |
| Police        | Patrol               | 6             | 1           | 1           | 3           | 1           |
| Police        | Administration       |               |             |             |             |             |
| Public Works  | Street Maintenance   | 2             |             | 1           | 1           | 1           |
| Public Works  | Vehicle Maintenance  |               |             |             |             |             |
| Public Works  | Storm Water          |               |             |             |             |             |
| Utilities     | Line Maintenance     | 3             |             | 2           |             | 1           |
| Utilities     | Sanitation           | 2             |             |             | 1           | 1           |
| <b>TOTALS</b> |                      | <b>29</b>     | <b>1</b>    | <b>9</b>    | <b>12</b>   | <b>10</b>   |

***List of Pending Cases (S)***

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

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

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

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

Atteberry, William v. City of Norman, CM 2015-06559 Q

(Fire, Suppression, Fire Captain, Neck)

Atteberry, William v. City of Norman, CM 2016-05332 L

(Fire, Suppression, Fire Captain, L. Shoulder)

Bernhardt, Kyle v. City of Norman, CM-2018-00235 R

(Fire, Suppression, Firefighter, Low Back)

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

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

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

(Utilities, Sewer Line Maintenance, MWII, Back)

Burright, Justin v. City of Norman, CM-2017-00238 K

(Fire, Suppression, Firefighter, Left Shoulder)

Garrett, Curtis v. City of Norman, CM-2018-04775 Q

(Police, Master MPO Sergeant, L. Knee)

Grippen, Barry v. City of Norman, CM 2016-07136 R

(Police, Patrol, Police Sergeant, R. Knee)

***The Court Order filed September 19, 2018 in the above Grippen case scheduled for Council's consideration October 9, 2018.***

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

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

Hartless, Richard v. City of Norman, CM-2018-01111 A

(Fire, Suppression, firefighter, Back)

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

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

Houser, Jason v. City of Norman, CM 2015-02888 Y

(Police, Patrol, MPO, R. Wrist)

Johnson III, Tommie v. City of Norman, CM 2016-06766 R  
 (Police, Patrol, Police Officer, L. Shoulder)  
Joy, Cynthia S. v. City of Norman, CM 2018-00679 X  
 (Police, Animal Welfare, Animal Welfare Officer, Low Back)  
Kizzia, Derrald v. City of Norman, WCC 2014-06995 K  
 (Parks & Rec, Park Maintenance, HEO, R. Knee, Body (Reopen–Change of Condition))  
Koscinski, Chris v. City of Norman, CM 2015-06363 K  
 (Fire, Suppression, Firefighter, Heart/Cardiovascular)  
Koscinski, Chris v. City of Norman, CM 2015-06809 A  
 (Fire, Suppression, Firefighter, Back)  
Koscinski, Chris v. City of Norman, CM 2016-00738 H  
 (Fire, Suppression, Firefighter, Left Shoulder)  
Koscinski, Chris v. City of Norman, CM-2017-00239 Q  
 (Fire, Suppression, Firefighter, Back)  
Loveless, Ryan L. v. City of Norman, CM 2017-05504 A  
 (Utilities, Water Line Maintenance, MWI, Spine)  
McGrane, Edward v. City of Norman, CM-2018-02917 J  
 (Fire, Suppression, Firefighter, L. Shoulder/Arm; Cervical, Neck)  
***The above McGrane case was amended September 26, 2018 to include Cervical, Neck.***  
Mulder, Lenny Brian v. City of Norman, WCC 2016-04403 Y  
 (Fire, Suppression, Fire Captain, Ears)  
Pack, Robert v. City of Norman, CM-2017-06285 K  
 (Public Works, Streets, HEO, Low Back)  
Paczosa, Donald v. City of Norman, CM 2016-08419 F  
 (Parks/Rec, Park Maint., MWI, R. Shoulder, R. Arm)  
Robertson, Kellee v. City of Norman, WCC 2010-13896 F  
 (Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)  
Rohr, Robert “Shane”, CM 2017-01333 R  
 (Utilities, Sanitation, MWI, Neck)  
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 2018.

| DEPARTMENT       | FYE 19<br>Month | FYE 19<br>YTD | FYE 18 | FYE 17 | FYE 16 |
|------------------|-----------------|---------------|--------|--------|--------|
| Animal Control   |                 |               | 1      | 1      |        |
| Code Enforcement |                 |               |        |        |        |
| Finance - IT     |                 |               |        | 1      |        |
| Fire             |                 |               | 3      | 1      | 2      |
| Fleet            |                 |               |        |        | 1      |
| Human Resources  |                 |               |        |        |        |

|                                      |          |           |           |           |           |
|--------------------------------------|----------|-----------|-----------|-----------|-----------|
| Other                                |          |           | 11        | 5         | 6         |
| Legal                                |          |           | 1         |           |           |
| Parks                                |          |           | 5         | 3         | 2         |
| Planning                             |          |           | 1         | 1         |           |
| Police                               | 2        | 2         | 6         | 12        | 13        |
| Public Works – Stormwater            |          |           | 6         | 2         |           |
| Public Works – Traffic               |          |           |           | 4         |           |
| Public Works – Engineering           |          |           | 1         | 1         | 5         |
| Public Works – Road & Channel        |          |           | 1         |           | 2         |
| Public Works – Streets               |          |           | 10        | 5         | 6         |
| Utilities – Water                    |          | 5         | 12        | 13        | 6         |
| Utilities – Sanitation               | 1        | 3         | 11        | 12        | 14        |
| Utilities – Sewer & Line Maintenance | 1        | 2         | 5         | 4         | 9         |
| <b>TOTAL CLAIMS</b>                  | <b>4</b> | <b>12</b> | <b>74</b> | <b>65</b> | <b>66</b> |

| <b>CURRENT CLAIM STATUS</b>                             | <b>FYE 19<br/>TO DATE</b> | <b>FYE 18</b> | <b>FYE 17</b> | <b>FYE 16</b> |
|---|---------------------------|---------------|---------------|---------------|
| Claims Filed  | 12                        | 74            | 72            | 66            |
| Claims Open and Under Consideration                     | 10                        | 0             | 0             | 0             |
| Claims Not Accepted Under Statute/Other                 | 0                         | 11            | 8             | 7             |
| Claims Paid Administratively                            | 1                         | 17            | 19            | 23            |
| Claims Paid Through Council Approval                    | 0                         | 15            | 12            | 13            |
| Claims Resulting in a Lawsuit for FY                    | 0                         | 3             | 2             | 2             |
| Claims Barred by Statute<br>(No Further Action Allowed) | 0                         | 15            | 31            | 21            |
| Claims in Denied Status<br>(Still Subject to Lawsuit)   | 1                         | 13            | 0             | 0             |

**EXPUNGEMENTS**

The following represents a breakdown of the Expungement Requests considered by the City Attorney's Office through September 2018.

| <b>MONTH</b> | <b>REQUESTS</b> |       |       | <b>COMPLETED</b> |       |       |
|--------------|-----------------|-------|-------|------------------|-------|-------|
|              | FYE19           | FYE18 | FYE17 | FYE19            | FYE18 | FYE17 |
| JULY         | 18              | 26    | 10    | 20               | 14    | 12    |
| AUG          | 27              | 20    | 7     | 6                | 10    | 11    |
| SEPT         | 21              | 15    | 16    | 11               | 5     | 5     |
| OCT          |                 | 24    | 19    |                  | 11    | 12    |
| NOV          |                 | 13    | 22    |                  | 26    | 18    |
| DEC          |                 | 12    | 21    |                  | 14    | 20    |
| JAN          |                 | 21    | 21    |                  | 10    | 11    |

Legal – September 2018 Monthly Report

October 12, 2018

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|                   |           |            |            |           |            |            |
|-------------------|-----------|------------|------------|-----------|------------|------------|
| FEB               |           | 19         | 27         |           | 10         | 14         |
| MAR               |           | 20         | 16         |           | 31         | 27         |
| APR               |           | 14         | 19         |           | 15         | 15         |
| MAY               |           | 27         | 25         |           | 19         | 12         |
| JUNE              |           | 16         | 14         |           | 11         | 15         |
| <b>TOTALS/YTD</b> | <b>66</b> | <b>207</b> | <b>217</b> | <b>37</b> | <b>145</b> | <b>172</b> |

**MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
SEPTEMBER - FY '19**

**CASES FILED**

|                    | <b><u>SEPTEMBER</u></b> | <b><u>FY19</u></b> | <b><u>Y-T-D</u></b> | <b><u>SEPTEMBER</u></b> | <b><u>FY18</u></b> | <b><u>Y-T-D</u></b> |
|--------------------|-------------------------|--------------------|---------------------|-------------------------|--------------------|---------------------|
| Traffic            | 938                     |                    | 3,757               | 1,050                   |                    | 3,913               |
| Non-Traffic        | 314                     |                    | 956                 | 335                     |                    | 1,101               |
| SUB TOTAL          | 1,252                   |                    | 4,713               | 1,385                   |                    | 5,014               |
| Parking            | 1,174                   |                    | 3,349               | 1,402                   |                    | 4,213               |
| <b>GRAND TOTAL</b> | <b>2,426</b>            |                    | <b>8,062</b>        | <b>2,787</b>            |                    | <b>9,227</b>        |

**CASES DISPOSED**

|                    | <b><u>SEPTEMBER</u></b> | <b><u>FY19</u></b> | <b><u>Y-T-D</u></b> | <b><u>SEPTEMBER</u></b> | <b><u>FY18</u></b> | <b><u>Y-T-D</u></b> |
|--------------------|-------------------------|--------------------|---------------------|-------------------------|--------------------|---------------------|
| Traffic            | 842                     |                    | 3,123               | 1,083                   |                    | 3,508               |
| Non-Traffic        | 272                     |                    | 823                 | 340                     |                    | 969                 |
| SUB TOTAL          | 1,114                   |                    | 3,946               | 1,423                   |                    | 4,477               |
| Parking            | 783                     |                    | 2,312               | 1,087                   |                    | 3,186               |
| <b>GRAND TOTAL</b> | <b>1,897</b>            |                    | <b>6,258</b>        | <b>2,510</b>            |                    | <b>7,663</b>        |

**REVENUE**

|                    | <b><u>SEPTEMBER</u></b> | <b><u>FY19</u></b> | <b><u>Y-T-D</u></b> | <b><u>SEPTEMBER</u></b> | <b><u>FY18</u></b> | <b><u>Y-T-D</u></b> |
|--------------------|-------------------------|--------------------|---------------------|-------------------------|--------------------|---------------------|
| Traffic            | \$103,778.50            |                    | \$356,043.20        | \$124,184.00            |                    | \$385,821.88        |
| Non-Traffic        | \$ 37,913.20            |                    | \$123,872.10        | \$ 45,292.00            |                    | \$156,706.19        |
| SUB TOTAL          | \$141,691.70            |                    | \$479,915.30        | \$169,476.00            |                    | \$542,528.07        |
| Parking            | \$ 19,111.00            |                    | \$ 54,399.00        | \$ 24,097.00            |                    | \$ 66,899.00        |
| <b>GRAND TOTAL</b> | <b>\$160,802.70</b>     |                    | <b>\$534,314.30</b> | <b>\$193,573.00</b>     |                    | <b>\$609,427.07</b> |



## MUNICIPAL COURT - MONTHLY REPORT

### September 2018

#### JUVENILE COMMUNITY SERVICE PROGRAM

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

#### MEDIATION PROGRAM

For the month of September, 2018, the Early Settlement-Norman Mediation Program accepted 34 new cases and closed 20 cases. There were two mediations conducted in September.

**PARKS AND RECREATION 9**

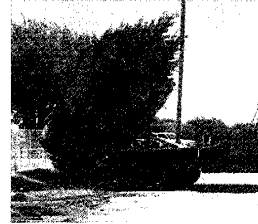
## **Park Planning Activities September, 2018**

### **NORMAN FORWARD Westwood Tennis Indoor Facility:**



A groundbreaking ceremony was held on September 14<sup>th</sup> at the new Westwood Indoor Tennis Facility (2420 Westport Drive). Construction is expected to be complete in spring of 2019. With drier weather, Flintco began demolition of the old outdoor courts (#5 and #6) where the new indoor building will be constructed this winter. As part of this construction, we also

used Little River Trees to move the large Leyland cypress trees that were on the north side of the old courts to the north side of the new outdoor courts along Robinson Street built last year as part of the improvement project. Work will proceed after demolition to prepare the site for the new building slab and be ready for the new structure when that package arrives later this year.



### **Norman Community Dog Park:**



B&B Sod Farms installed new grass in the large dog areas of the park around mid-month. Those areas were closed to patrons for the following two weeks, as we kept the new sod irrigated with the new sprinkler system and allowed it to establish before we allowed people and dogs to be on it. The small dog area remained open to allow all dogs to temporarily use that part of the park; but we will close that side later this season and work to establish a better stand

of shade-tolerant grass in that area. We will also plant more shade trees in the large dog areas this fall and will begin working with the dog park volunteers on more improvement projects and grant opportunities.

### **Firehouse Art Center:**

Contractors worked to make an emergency repair to the gas line that services the facility. ONG located a leak and turned off the service at the end of August, to allow us to excavate the site and locate the line breach. The repair was inspected by the City and ONG; and service was then reconnected. Since the Firehouse Art Center has electric hot water heaters, there was no need to close the building during the repair, as they were able to provide sanitary hand-wash sinks (hot water) throughout the gas cut-off period.

### **Sooner Theatre:**



Interior work continued throughout September in the dressing room area below the stage; and will be wrapping up in early October. Also, APS Fireco installed a backflow preventer on the main line of the sprinkler system, as recommended by the water quality division of the utilities department. They also performed a required 5-year inspection and replaced a corroded sprinkler head in the stage-right area. The system is now green-tagged; and was only out of service for the one day that all work was done.

### **Northeast Lions Park:**

Work continued on the new restroom and shelter building at Northeast Lions Park. The block walls were erected; and progress continued throughout the month towards completion of the structure and the adjacent expanded patio area. When complete, the structure will act as an information and tournament hosting area for the local disc golf groups throughout the year. Additional improvements will be made to the lake-side shelter, playground and walking trails in this large east-side park as we get further into the NORMAN FORWARD Neighborhood Park projects in coming years.

**SEPTEMBER 2018  
PARK MAINTENANCE DIVISION**

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

| <b>SAFETY REPORT</b>          | <b>FYE-19MTD</b>                        | <b>FYE-19YTD</b> |  | <b>FYE-18MTD</b>                        | <b>FYE-18YTD</b> |
|-------------------------------|---|------------------|--|---|------------------|
| On-The-Job Injuries           | 1                                       | 4                |  | 0                                       | 3                |
| Vehicle Accidents             | 0                                       | 0                |  | 0                                       | 2                |
| Employee responsible          | 0                                       | 0                |  | 0                                       | 0                |
| <b>ROUTINE ACTIVITIES</b>     | <b>Total Man Hours<br/>YEAR-TO-DATE</b> |                  |  | <b>Total Man Hours<br/>YEAR-TO-DATE</b> |                  |
| Mowing                        | 114.00                                  | 453.50           |  | 399.50                                  | 1320.25          |
| Trim Mowing                   | 802.75                                  | 3655.25          |  | 1100.00                                 | 3771.00          |
| Chemical Spraying             | 18.00                                   | 77.00            |  | 25.50                                   | 2696.50          |
| Fertilization                 | 0.00                                    | 0.00             |  | 0.00                                    | 0.00             |
| Tree Planting                 | 0.00                                    | 0.00             |  | 0.00                                    | 0.00             |
| Tree & Stump Removal          | 0.00                                    | 16.00            |  | 6.00                                    | 6.00             |
| Tree Trimming/Limb Pick-Up    | 0.00                                    | 167.50           |  | 136.00                                  | 273.15           |
| Restroom/Trash Maintenance    | 193.00                                  | 620.00           |  | 537.00                                  | 1648.75          |
| Play Equipment Maintenance    | 91.50                                   | 115.50           |  | 99.75                                   | 230.75           |
| Sprinkler Maintenance         | 19.00                                   | 135.00           |  | 156.50                                  | 253.00           |
| Watering                      | 0.00                                    | 0.00             |  | 6.00                                    | 43.00            |
| Grounds/Building Maintenance  | 25.50                                   | 77.50            |  | 32.00                                   | 234.75           |
| 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             |  | 0.00                                    | 0.00             |
| Special Projects              | 75.50                                   | 332.50           |  | 156.50                                  | 479.25           |
| Nursery Maintenance           | 0.00                                    | 8.00             |  | 0.00                                    | 0.00             |
| Flower/Shrub Bed Maintenance  | 34.00                                   | 112.00           |  | 166.00                                  | 480.00           |
| Seeding/Sodding               | 0.00                                    | 0.00             |  | 0.00                                    | 0.00             |
| Ballfield Maintenance/Marking | 175.00                                  | 438.00           |  | 168.00                                  | 358.50           |
| Fence Repairs                 | 0.00                                    | 0.00             |  | 0.00                                    | 0.00             |
| Equipment Repairs/Maintenance | 173.50                                  | 515.50           |  | 206.00                                  | 593.00           |
| Material Pick-Up              | 13.00                                   | 55.50            |  | 11.50                                   | 52.25            |
| Miscellaneous                 | 117.25                                  | 283.75           |  | 261.00                                  | 771.00           |
| Shop Time                     | 5.00                                    | 41.00            |  | 61.50                                   | 269.00           |
| Snow/Ice Removal              | 0.00                                    | 0.00             |  | 0.00                                    | 0.00             |
| Christmas Lights              | 20.00                                   | 20.00            |  | 0.00                                    | 0.00             |
| Close to Home Fishing         | 0.00                                    | 0.00             |  | 0.00                                    | 3.00             |
| Forestry                      | 0.00                                    | 31.00            |  | 1.00                                    | 9.00             |
| Graffiti Clean-Up             | 0.00                                    | 0.00             |  | 0.00                                    | 4.00             |
| Water Fountains               | 12.00                                   | 44.00            |  | 0.00                                    | 0.00             |
| Inground Trash                | 0.00                                    | 0.00             |  | 11.00                                   | 14.00            |
| Vector Control                | 149.00                                  | 419.00           |  | 87.00                                   | 300.00           |

SEPTEMBER 2018  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Citizens Center:** Carlsbad Management Group hosted Bingo this month and furnished all the prizes. Twenty seniors participated in this event. Upcoming events include the 1<sup>st</sup> Monday Birthday, Bingo, Flu Shots, and a Craft Show.

**Little Axe Community Center:** The outreach food distribution for the month of September was 127 adults and 18 children for a total of 145. There were two rentals in September. The Head Start program currently has 16 children enrolled and attendance for the classroom for September was 82. The Little Axe Community Center hosted a community public meeting and celebration of the completion of nearly \$20 million dollars in road work improvements in Cleveland County and east Norman. IBTS, the consulting firm that Cleveland County used, sponsored the event and there were 100+ people in attendance.

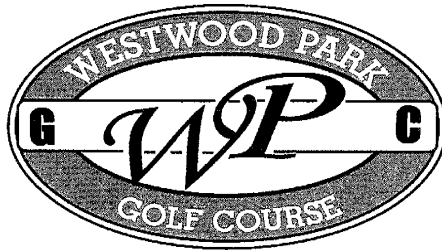
**12th Avenue Recreation Center:** All instructional programs here at the 12<sup>th</sup> Avenue Recreation Center have started the fall season this month with no problems to report and classes are having a good participation level. We had eight rentals this month and they included "The Rogues" and the "Korean Baptist Church". Open gym to the public was offered this month Monday thru Friday with the open gym hours of 12:00-2:30 p.m. and evening open gym was held on Mondays from 6:00-8:00 p.m. The 12<sup>th</sup> Avenue Recreation Center After School program currently has an average of 32 children participating with a total of 40 enrolled in the program. Pickle Ball continued their league play this month and the Pickle Ball association has league play on Wednesday and Friday evenings from 6:30 to 8:30 p.m. Team registration is going well for the upcoming Adult Basketball League. The basketball league will play on evenings beginning October 11<sup>th</sup>. Currently, Staff at the 12<sup>th</sup> Avenue Recreation Center is working on preparation for the upcoming Moonlight Masquerade Ball that will be held on Friday, October 26<sup>th</sup>.

**Irving Recreation Center:** The Irving Recreation Center started two new contract classes this month: Bricks 4 Kidz (Lego Robotics) and Baton Twirling. The Bricks 4 Kidz class is a 6 week class that meets on Mondays from 5:45-6:45 p.m. teaching youth ages 5-11 the principles of STEM while using Legos. The Baton Twirling class which is led by OU's feature baton lead, Emily Perkins is open to youth of all ages and this monthly class meets on Mondays from 6-7 p.m. The Irving Recreation Center restarted monthly youth classes on September 25<sup>th</sup>. Participants enjoyed making glow in the dark bouncy balls in the Make & Take class held September 25<sup>th</sup> and in the Kids in the Kitchen class had fun making edible play-doh on September 26<sup>th</sup>. Children created crayon canvas art at the Paint & Play class that met on Thursday, September 27<sup>th</sup>. The weekly free After School Tutoring program started back up this month and meets on Wednesdays from 6-7 p.m. Staff members help students in grades K-8<sup>th</sup> with homework and problem subject areas as needed.

**Whittier Recreation Center:** The Okie Stompers clogging class continues to meet twice a week on Tuesday and Thursday evenings from 6:00-8:00 p.m. The men's volleyball will begin to meet this month. They rent the facility for 2 hours on Wednesday evenings. Tippi Toes offers a ballet/tap/jazz class for ages 3-6 from 5:00-5:45 p.m. and a hip-hop/jazz class for ages 5-10 that is held from 5:45-6:30 p.m. Both classes meet on Wednesday nights and meet year round at the Center. The after school program continues to meet from 3:00-6:00 p.m. on days when school is in session. The program has extended its services to include Monroe Elementary School. The deadline to register for the fall 2018 Junior Jammer season is September 9<sup>th</sup>. A coaches meeting will be held on September 12<sup>th</sup>. The league currently has 38 teams registered but the Center expects an influx of teams to join as another local basketball organization did not have enough participants enrolled to make their fall league. The schedule will be released on September 21<sup>st</sup> and games are scheduled to begin October 8<sup>th</sup>. Games will be held at the Irving and Whittier Recreation Centers. All leagues play a six-game regular season and a post-season tournament.

| <b>FACILITY ATTENDANCE:</b>                        | Month | Year to Date |
|--|-------|--------------|
| Senior Citizens Center (includes congregate meals) | 1,806 | 3,752        |
| Little Axe Community Center                        | 1,568 | 5,128        |
| 12th Avenue Recreation Center                      | 2,678 | 6,995        |
| Irving Recreation Center                           | 866   | 2,294        |
| Whittier Recreation Center                         | 346   | 1,548        |
| Reaves Center                                      | 300   | 900          |
| Tennis Center                                      | 3,122 | 11,239       |

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



## SEPTEMBER 2018

### Westwood Golf Course Division Monthly Progress Report

| ACTIVITY  | SEPTEMBER<br>FY'19 | SEPTEMBER<br>FY'18 |
|---|--------------------|--------------------|
| Regular Green Fees  | 392                | 654                |
| Senior Green Fees   | 163                | 229                |
| Junior Fees   | 172                | 52                 |
| School Fees ( high school golf team players)  | 0                  | 0                  |
| Advanced Fees (high school golf team pre-pay)   | 0                  | 0                  |
| Annual Fees (Regular, Senior & Junior Members)  | 396                | 453                |
| Employee Comp Rounds  | 227                | 283                |
| Golf Passport Rounds  | 0                  | 0                  |
| 9-Hole Green Fee  | 85                 | 70                 |
| 2:00 Fees   | 84                 | 57                 |
| 4:00 Fees   | 112                | 159                |
| Dusk Fees or 6:00 Fees  | 35                 | 56                 |
| PGA Comp Rounds   | 2                  | 6                  |
| *Rainchecks (not counted in total round count)  | 10                 | 26                 |
| Misc Promo Fees (birthday fees, players cards, OU student fees,<br>Military, player pass) | 587                | 701                |
| Green Fee Adjustments (fee difference on rainchecks)                                      | 7                  | 6                  |
| <b>Total Rounds</b> (*not included in total round count)                                  | <b>2262</b>        | <b>2726</b>        |
| % change from FY '18  | -17.02%            | -0.87%             |
| <b>Range Tokens</b>   | <b>2321</b>        | <b>2400</b>        |
| % change from FY '18  | -3.29%             | 0.21%              |
| 18 - Hole Carts   | 137                | 108                |
| 9 - Hole Carts  | 75                 | 68                 |
| ½ / 18 - Hole Carts   | 725                | 1062               |
| ½ / 9 - Hole Carts  | 202                | 218                |
| <b>Total Carts</b>  | <b>1139</b>        | <b>1456</b>        |
| % change from FY '18  | -21.77%            | -2.22%             |
| 18 - Hole Trail Fees  | 0                  | 3                  |
| 9 - Hole Trail Fees   | 0                  | 0                  |
| 18 - Hole Senior Trail Fees   | 1                  | 3                  |
| 9 - Hole Senior Trail Fees  | 0                  | 0                  |
| <b>Total Trail Fees</b>   | <b>1</b>           | <b>6</b>           |
| % change from FY '18  | -83.33%            | 0.00%              |
| <b>TOTAL REVENUE</b>  | <b>\$59,538.44</b> | <b>\$81,290.88</b> |
| % change from FY '18  | <b>-26.76%</b>     | <b>-9.88%</b>      |

**SEPTEMBER 2018  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

| <b>SAFETY REPORT</b>       | <b>FY 2019<br/>MTD</b> | <b>FY 2019<br/>YTD</b> | <b>FY 2018<br/>MTD</b> | <b>FY 2018<br/>YTD</b> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|
| Injuries On The Job        | 0                      | 0                      | 0                      | 0                      |
| City Vehicles Damaged      | 0                      | 0                      | 0                      | 0                      |
| Vehicle Accidents Reviewed | 0                      | 0                      | 0                      | 0                      |

**FINANCIAL INFORMATION**

|                           | <b>FY 2019</b>     | <b>FY 2019</b>       | <b>FY 2018</b>    | <b>FY 2018</b>      |
|---------------------------|--------------------|----------------------|-------------------|---------------------|
|                           | <b>MTD</b>         | <b>YTD</b>           | <b>MTD</b>        | <b>YTD</b>          |
| Green Fees                | \$31,006.00        | \$144,164.88         | 44,791.84         | \$151,443.44        |
| Driving Range             | \$8,294.42         | \$36,622.27          | 9,038.58          | \$31,898.98         |
| Cart Rental               | \$18,220.02        | \$83,684.15          | 25,853.92         | \$90,186.20         |
| Restaurant                | \$1,402.50         | \$4,207.50           | \$1,402.50        | \$4,309.36          |
| Insufficient Check Charge | \$0.00             | \$0.00               | \$0.00            | \$0.00              |
| Interest Earnings         | \$615.50           | \$2,361.51           | 204.04            | \$481.80            |
| <b>TOTAL INCOME</b>       | <b>\$59,538.44</b> | <b>\$271,040.31</b>  | <b>81,290.88</b>  | <b>\$278,042.02</b> |
| Expenditures              | \$42,826.70        | \$283,169.82         | 71,781.98         | \$232,549.42        |
| Income vs Expenditures    | <b>\$16,711.74</b> | <b>(\$12,129.51)</b> | <b>\$9,508.90</b> | <b>\$45,492.61</b>  |
|                           |                    |                      |                   |                     |
| Rounds of Golf            | 2262               | 10899                | 2726              | 10438               |

**September 2018 Maintenance Summary**

September saw heat and excessive humidity at Westwood. Stressed out bent grass greens required more hand watering and an extra application of fungicide and insecticide. Bermudagrass is doing very well, putting more wear and tear on equipment not to mention a worn full time staff, as temporary labor checks out.

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 100 tons of golf course sand evenly spread over those 3 acres. 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 with an acid amendment was also added to the greens. A soil amendment was added to help correct a pH that is tending to be high. All mowers were raised in order to provide more protection from the cold. Preemergent herbicide was applied to tees, greens and collars. Additionally a pre-emergent was applied to the infield and the pro shop islands. Post emergent weed control was also active this month. Frequent rains have caused an increase of sand trap pumping.

We helped set up a ground breaking ceremony for the tennis court addition. We made some minor repairs to the fuel pump station in order to remain compliant. Vandalism had us replacing 10 of 14 posts and all of the chain used on the cart retention fence on # 7 fairway. A beaver and a drainage issue on # 18 pond have caused a back-up and overflow of the pond, which will be addressed soon. Horse apples are picked up once a week.



# SEPTEMBER 2018 WESTWOOD POOL MONTHLY REPORT

Westwood Pool was closed Summer 2017

## FINANCIAL INFORMATION

|                                   | <b>FY2019<br/>MTD</b> | <b>FY2019<br/>YTD</b> | <b>FY2018<br/>MTD</b> | <b>FY2018<br/>YTD</b> |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Swim Pool Passes                  | \$8,220.00            | \$36,910.00           | 0.00                  | \$0.00                |
| Swim Pool Gate Admission          | \$120.00              | \$158,181.00          | 0.00                  | \$0.00                |
| Swim Lesson Fees                  | \$0.00                | \$4,585.00            | 0.00                  | \$0.00                |
| Pool Rental                       | \$0.00                | \$22,529.00           | 0.00                  | \$0.00                |
| Locker Fees                       | \$0.00                | \$888.00              | 0.00                  | \$0.00                |
| Pool Merchandise Sales            | \$0.00                | \$27.60               | 0.00                  | \$0.00                |
| Concessions                       | \$3,466.08            | \$76,897.16           | 0.00                  | \$0.00                |
| <b>TOTAL INCOME</b>               | <b>\$11,806.08</b>    | <b>\$300,017.76</b>   | <b>0.00</b>           | <b>\$0.00</b>         |
| Expenditures                      | \$31,246.78           | \$400,670.35          | 1,065.34              | \$4,515.49            |
| <b>Income verses Expenditures</b> | <b>(\$19,440.70)</b>  | <b>(\$100,652.59)</b> | <b>(\$1,065.34)</b>   | <b>(\$4,515.49)</b>   |

## ATTENDANCE INFORMATION

|                                 | Season to Date<br>(September 2018) | Season to Date<br>(May-Sept 2018) | Season to Date<br>(September 2017) | Season to Date<br>(May-Sept 2017) |
|---------------------------------|------------------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| a. Pool Attendance              | 4,906                              | 82,540                            | 0                                  | 0                                 |
| b. Adult Lap Swim Morning/Night | 0                                  | 250                               | 0                                  | 0                                 |
| c. Water Walkers                | 94                                 | 1,654                             | 0                                  | 0                                 |
| d. Toddler Time                 | 250                                | 2,205                             | 0                                  | 0                                 |
| e. Swim Team                    | 515                                | 3,542                             | 0                                  | 0                                 |
| f. Swim Lessons                 | 0                                  | 13,952                            | 0                                  | 0                                 |
| g. Movie Night/Special Events   | 0                                  | 2025                              | 0                                  | 0                                 |
| h. Party / Rentals              | 750                                | 8489                              | 0                                  | 0                                 |
| <b>TOTAL ATTENDANCE</b>         | <b>6515</b>                        | <b>114,657</b>                    | <b>0</b>                           | <b>0</b>                          |

**PLANNING AND COMMUNITY DEVELOPMENT 10**

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

**PLANNING DEPARTMENT ACTIVITY**  
**September 2018**

**ADMINISTRATIVE DIVISION**

**PlanNorman**

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

**GREENBELT COMMISSION**

The Greenbelt Commission did not meet September 17, 2018 because there were no Greenbelt Enhancement Statements submitted or other agenda items.

The next meeting is scheduled for October 15, 2018.

**HISTORIC DISTRICT COMMISSION**

The Historic District Commission regular meeting was held on Monday, September 10, 2018 due to the Labor Day Holiday.

**Historic District Guideline Update Subcommittee**

The second meeting of the Historic District Guideline Update Subcommittee was held on September 13, 2018. At this meeting, the review comments by the Subcommittee members of the various sections of the Historic District Guidelines were discussed. Additionally, the general philosophy of the Historic District preservation goals was discussed. Review of Guideline revisions will continue at the next meeting scheduled tentatively for October 24, 2018.

**Certificates of Appropriateness Requests:**

**COA Request:**

**540 S Lahoma Ave** - A COA for the installation of hand and guard rails on the front and rear of the house was approved.

**538 S Lahoma Ave** - A COA for the installation of wood decking over the concrete on the front porch and for the conversion of certain windows from one-over-one to three-over-one or four-over one as appropriate was approved.

**COA Six-Month Extensions Request:**

There were no COA extension requests considered.

**COA Administrative Bypass granted by staff:**

**321 E Apache St** - Staff approved the widening of driveway.

**516 Macy St** - Staff approved the installation of storm windows.

**231 E Symmes St** - Staff approved the installation of an ADA ramp.

**Certified Local Government (CLG) Grant Program Report (FY 2018-2019):**

As noted last month there were no proposals submitted by consultants to update the Historic District Guidelines after the issuance of the RFP. At the request of the State

Historic Office (SHPO), staff re-issued the RFP for the Guideline Update in mid-September with a deadline of October 18, 2018. SHPO also provided a list of out of state consultants they procured for staff to solicit for proposals. Staff continues to be in close contact with the SHPO to ensure that the city meets the requirements of the CLG grant contract.

## MISCELLANEOUS

|  | 2017<br>Sept | Oct      | Nov      | Dec      | 2018<br>Jan | Feb     | Mar     | Apr      | May      | June     | July    | Aug     | Sept     |
|--|--------------|----------|----------|----------|-------------|---------|---------|----------|----------|----------|---------|---------|----------|
| Walk-Ins   | 39           | 26       | 46       | 29       | 34          | 31      | 36      | 39       | 43       | 36       | 38      | 21      | 21       |
| Email Contacts   | 230          | 341      | 315      | 288      | 292         | 369     | 325     | 344      | 382      | 324      | 354     | 305     | 340      |
| Lot Line Adjustments   | -            | -        | 3        | 2        | -           | 1       | -       | 2        | 1        | 2        | 5       | 2       | -        |
| Landscape Maint. &<br>Replacement Bonds                                | 3            | -        | -        | 1        | 1           | -       | 4       | 2        | 2        | 1        | 1       | 1       | 3        |
| Board of Adjustment<br>Variance Appl.<br><i>Legal Notices Sent</i>     | 1<br>14      | 1<br>38  | 1<br>14  | -<br>-   | 3<br>71     | 1<br>25 | 1<br>3  | 2<br>22  | 2<br>40  | 2<br>65  | 4<br>82 | 2<br>47 | 1<br>9   |
| Planning Commission<br>Applications Rec'd<br><i>Legal Notices Sent</i> | 5<br>187     | 2<br>50  | 5<br>99  | 3<br>112 | 5<br>132    | 3<br>58 | 2<br>27 | 4<br>134 | 3<br>115 | 3<br>215 | 3<br>99 | -       | 5<br>137 |
| Pre-Development<br>Meeting Appl. Rec'd<br><i>Notices Sent</i>          | 2<br>194     | 5<br>183 | 4<br>103 | 5<br>166 | 1<br>60     | 3<br>77 | -<br>-  | 3<br>80  | 3<br>91  | -<br>-   | 2<br>71 | -       | 3<br>97  |

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

|                                      | 2017<br>Sept | Oct | Nov | Dec | 2018<br>Jan | Feb | Mar | Apr | May | June | July | Aug | Sept |
|--------------------------------------|--------------|-----|-----|-----|-------------|-----|-----|-----|-----|------|------|-----|------|
| Ordinance Amendments                 | 1            |     |     |     | 2           |     |     | 2   |     |      |      |     |      |
| NORMAN 2025 Land Use Plan Amendments | 2            |     |     | 2   | 1           | 1   | 1   | 2   |     |      | 1    |     | 1    |
| Rezoning Requests                    | 4            | 1   | 5   | 3   | 5           | 2   | 1   | 3   | 1   | 2    | 2    |     | 5    |
| Utility Easement/Road Closures       |              |     | 1   |     |             | 1   | 1   |     | 1   | 1    | 1    |     |      |
| Preliminary Plats                    | 1            |     | 2   | 1   | 1           | 3   |     |     |     |      |      |     |      |
| Rural Certificates of Survey         |              |     |     |     |             | 2   |     | 1   |     |      |      |     |      |
| Short Form Plats                     | 1            | 1   |     |     | 1           | 1   |     |     |     |      |      |     |      |
| Site Plan Amendments                 |              |     |     |     |             |     |     | 1   |     |      |      |     |      |
| Certificate of Plat Correction       |              |     |     |     |             |     |     |     |     |      |      |     |      |

During September, three applications for Pre-Development were received for the meeting scheduled for September 27, 2018.

During September, submittals for the October 11, 2018 Planning Commission included: a PUD amendment at University North Park; Special Use for a Mixed Building on Main Street; rezoning and Special Use for a Fraternity or Sorority House on College Avenue; 2025 amendment and rezoning from R-1 to R-2 on George Avenue; and a Center City PUD.

The Planning Commission did not meet on September 13, 2018 because no applications were received by the filing deadline on August 13.

During the month of September, 19 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 10.

## BOARD OF ADJUSTMENT

The Board of Adjustment met on September 26, 2018 and postponed one application to the October 24 meeting at the request of the applicant; and approved one request for a variance to a side yard setback. Minutes were prepared for the Board of Adjustment meeting. The next regular meeting is scheduled for October 24, 2018.

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

Staff attended and gave a presentation at the 21<sup>st</sup> Annual South Central Arc User Group Meeting on September 25, 2018 at the Moore Norman Technology Center. Staff participated in reduced cost training associated with the conference completing *Migrating from ArcMap to ArcGIS Pro* and *Sharing GIS Content Using ArcGIS*. Taking the courses in conjunction with the conference saved the City over \$900.

Staff was invited to and attended the kick-off of the Participant Statistical Areas Program (PSAP) at Association of Central Oklahoma Governments. The 2020 PSAP allows invited participants to review and update selected statistical area boundaries for 2020 Census data tabulation following U.S. Census Bureau guidelines and criteria. The Census Bureau also will use the statistical areas defined for the 2020 Census to tabulate data for the annual American Community Survey (ACS) estimates and the Economic Census.

Staff attended the initial meeting of the Advanced Utility Core, Management, and Technical Teams. This is the migration of the utility billing system from Sungard to Advanced Utility Billing. GIS staff will serve on the Technical Team. Various GIS databases will be integral to the success of the project and it is critical that the billing system be set up in a way that will facilitate the extraction of consumption data to feed into geographically enabled water models that allow Utility Engineers to plan for future infrastructure needs.

Staff worked on updating the land use that will be used to support the potential stormwater utility. GIS continued rolling out updated ArcGIS projects to users and provided support for both Cityworks and New World. Staff also continued to add layers to the Open Data Site.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 53 requests for service that resulted in the production of 59 mapping products and reports. The GIS division provided services for 9 of the City's departments during the month.

**DEVELOPMENT SERVICE**

**10B**

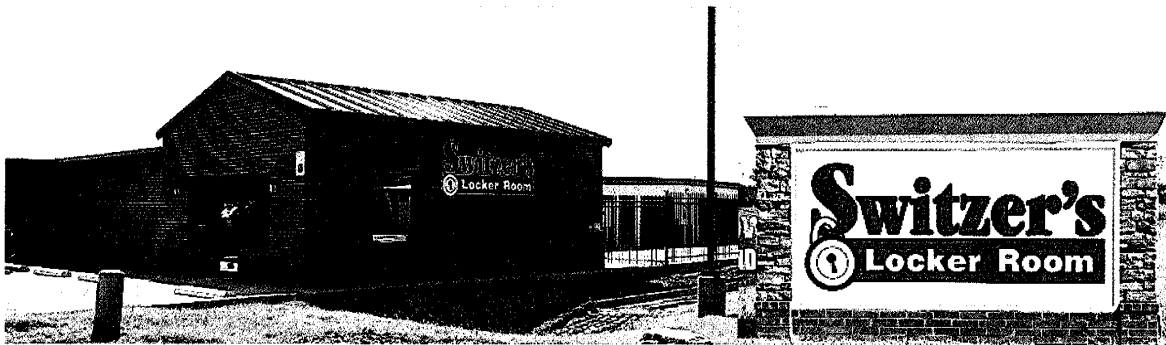


**DEVELOPMENT SERVICES DIVISION**

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

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

| ADDRESS              | DESCRIPTION  | VALUATION   | WARD |
|----------------------|--|-------------|------|
| 2576 W. Tecumseh Rd. | Switzer's Locker Room - Storage Buildings and Office | \$2,737,500 | 8    |
| 4211 28th Ave. NW    | Franklin Business Park Building #9                   | \$800,000   | 8    |

**Switzer Locker Room**

Switzer's Locker Room located at 2576 Tecumseh Rd. advanced to permanent Certificate of Occupancy (CO) on September 17, 2018. The reported valuation of the project was \$2,737,500 with a total square footage of 55,300.

**Addition/Alteration and Interior Finish:**

| ADDRESS                       | DESCRIPTION              | VALUATION | WARD |
|-------------------------------|--------------------------|-----------|------|
| 2800 Chautauqua Ave.          | 7-11 New Cooler          | \$25,000  | 2    |
| 3200 W. Robinson St.          | Arby's Restaurant        | \$450,000 | 3    |
| 555 W. Main St.               | Cellar Wine and Spirit   | \$25,000  | 4    |
| 901 N. Porter Ave.            | Oncology Office          | \$580,000 | 4    |
| 513 S. University Blvd.       | Grayton Energy           | \$30,000  | 4    |
| 2556 Classen Blvd.            | 7-11 New Cooler          | \$25,000  | 7    |
| 428 W. Lindsey St.            | Wesley Student Ministry  | \$194,000 | 7    |
| 2801 36 <sup>th</sup> Ave. NW | Royalty Nails            | \$60,000  | 8    |
| 2596 W. Tecumseh Rd.          | Shops at Tecumseh Canopy | \$20,000  | 8    |

|  |                                    |           |   |
|--|------------------------------------|-----------|---|
| 1810 24 <sup>th</sup> Ave. NW              | Reclaimed Warehouse                | \$600     | 8 |
| 2312 24 <sup>th</sup> Ave. NW              | GoHealth Urgent Care Clinic        | \$335,000 | 8 |
| 4211 28 <sup>th</sup> Ave. NW<br>Suite 111 | Norman Board of Realtors<br>Office | \$2,936   | 8 |

### **BUILDING INSPECTOR TRAINING**

The Building Inspectors, a Plan Review staff member, and the 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 (CEU's) for each class attended which are required to maintain licenses.

#### **Training Dates:**

| <b>DATE</b>            | <b>TRAINING<br/>CATEGORY</b> | <b>TOPIC</b>   |
|------------------------|------------------------------|--|
| Thursday, September 6  | PLUMBING                     | International Plumbing Code (IPC) Update by Jack Fricker |
| Thursday, September 13 | ELECTRICAL                   | National Electric Code (NEC) Update by Paul Abernthy     |
| Thursday, September 20 | MECHANICAL                   | International Mechanical Code (IMC) Update by Jerry King |
| Thursday, September 27 | BUILDING                     | Wall bracing and tornado bracing by Sean Strong-Tie      |

### **MOBILE FIELD INSPECTION SYSTEM**

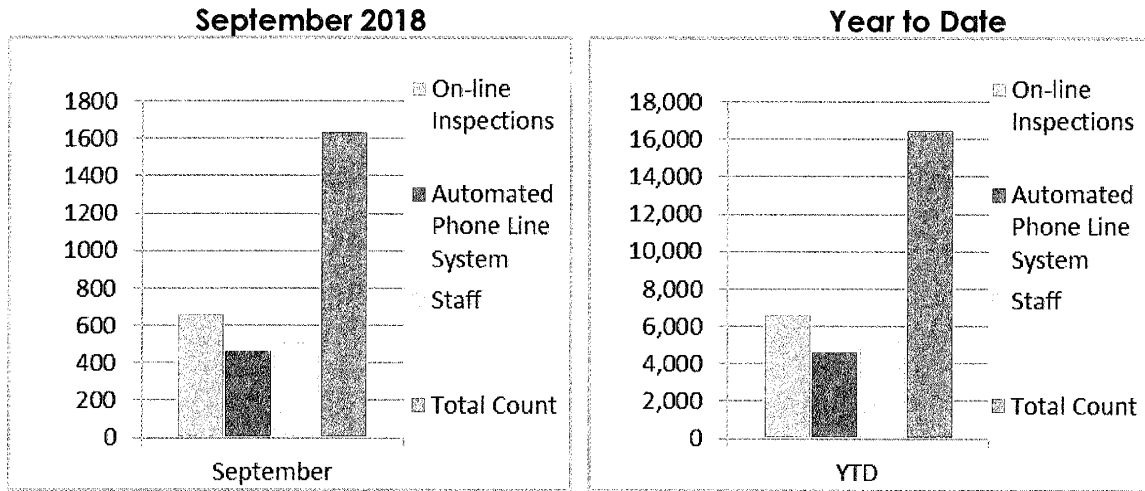
During September 1,269 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15 AM. Inspection Records were printed on-site as needed.

|                  |                    |                    |                    |
|------------------|--------------------|--------------------|--------------------|
| September<br>3-7 | September<br>10-14 | September<br>17-21 | September<br>24-28 |
| 226              | 353                | 413                | 277                |

## ON-LINE INSPECTION SERVICES

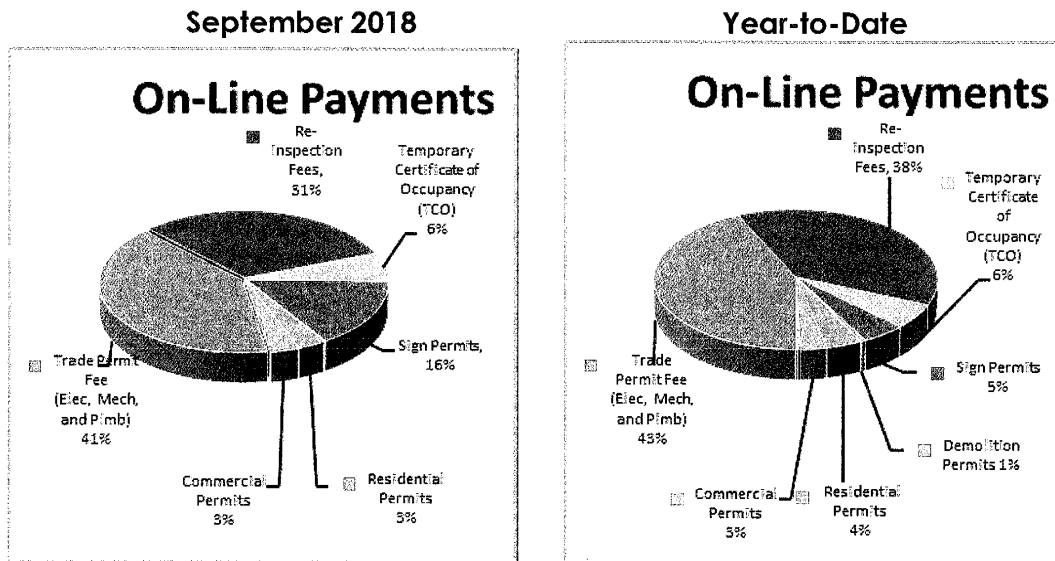
### Inspection Requests

During September, a total of 1,635 inspections were requested: 660 inspection requests were made on-line, 463 inspection requests were made using the Automated Phone Line System, and 512 inspection requests were made by the Development Services staff for contractors/permit holders. Inspection requests made by the staff include phone and in-person requests, as well as administrative items.



### On-line Payments

During September, 32 payments were made on-line totaling \$1,677.00. Year-to-date 378 payments have been made on-line totaling \$40,102.06.



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

During September, three (3) applications for new single family permits applied to the 2018 Home Energy Rating System (HERS)/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, thirteen (13) applications have applied to the program.

| September<br>3-7 | September<br>10-14 | September<br>17-21 | September<br>24-28 |
|------------------|--------------------|--------------------|--------------------|
|                  |                    |                    | 3                  |

Resolution R-1718-117 regarding the HERS/ERI program allows building permit fees charged pursuant to Section 5-104 of the City of Norman Code to be adjusted and satisfied as an incentive for residential homes achieving certain energy rating system (HERS)/Energy Rating Index (ERI) scores.

### CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in SEPTEMBER of 2018 totaled \$11,383,238, lower than the \$13,210,295 for the same month last year. The total number of permits issued in SEPTEMBER of 2018 was 75, down from 83 in SEPTEMBER of 2017. The higher number of permits in SEPTEMBER 2017 is insignificant. The higher dollar value in SEPTEMBER of 2017 is due to higher values of residential additions/alteration and non-residential new construction projects.

Total new residential permitting activity in SEPTEMBER 2018 was valued at \$7,807,830 compared to \$5,368,430 in SEPTEMBER 2017. New single-family detached residential construction in SEPTEMBER 2018 represented 25 new homes valued at \$7,807,830 compared with 20 new homes valued at \$5,368,430 in SEPTEMBER 2017. There were no attached single family permits either year. There were no new mobile home permits in either year. There were no single family non-dwelling unit permits in either year. There were no new duplex units in either year. There were no garage apartments permitted in either year. There were no 3+ family permits in either year.

Residential addition/alteration permits in SEPTEMBER 2018 numbered 41 valued at \$761,408 compared to 50 permits valued at \$2,310,787 for SEPTEMBER 2017. The higher number of permits in SEPTEMBER 2017 is primarily due to paving, pools and accessory buildings. The higher dollar value in SEPTEMBER 2017 is primarily due to additions/alterations and manufactured home replacements.

Non-residential new construction permits in SEPTEMBER of 2018 totaled 4 with a value of \$1,817,000 compared to 4 permits valued at \$5,200,000 for SEPTEMBER 2017. The number of permits is the same. The higher value in SEPTEMBER 2017 is primarily due to the Evans Enterprise Building valued at \$5,000,000, located at 6707 Interstate Drive.

Non-residential Addition/Alteration permits in SEPTEMBER of 2018 totaled 5 with a value of \$997,000 compared to 9 permits valued at \$331,078 for SEPTEMBER 2017. The difference in the number of permits issued is insignificant. The most significant project in SEPTEMBER 2018 was Faith Point Baptist Church located at 3651 Cascade Blvd. and valued at \$900,000.

NON-RESIDENTIAL BUILDING PERMITS  
Issued SEPTEMBER 2018 - Sorted by Permit Type

[illegible]

| 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                    | 4352     | 09/06/18 | 3409     |           | CRAMPTON GAP   | WAY         | 16    | 1     | SPRINGS AT GREENLEAF TRAIL: | R1     | \$ 3,695   | 24           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE SHELTER, LLC       | 4354     | 09/06/18 | 3516     |           | CRAMPTON GAP   | WAY         | 4     | 2     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 3,650   | 35           |
| 1 & 2 FAMILY STORM SHELTER-3   | GROUND ZERO STORM SHELTERS    | 4376     | 09/04/18 | 324      |           | BARBOUR        | AVE         | 10    | 7     | WESTFIELD MANOR ADDITION    | R1     | \$ 3,000   | 32           |
| 1 & 2 FAMILY STORM SHELTER-3   | GROUND ZERO STORM SHELTERS    | 4379     | 09/04/18 | 3926     |           | BIARCREST      | DR          | 19    | 15    | BROOKHAVEN #02              | R1     | \$ 2,500   | 22           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE SHELTER, LLC       | 4466     | 09/13/18 | 905      |           | BUTTERFLY      | WAY         | 10    | 6     | TRAILWOODS SEC 10           | PUD    | \$ 2,500   | 23           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE                    | 4489     | 09/13/18 | 706      |           | SEDONA         | DR          | 25    | 2     | RED CANYON RANCH SEC 5      | PUD    | \$ 2,500   | 23           |
| 1 & 2 FAMILY STORM SHELTER-3   | FLAT SAFE TORNADO SHELTERS    | 4544     | 09/12/18 | 517      |           | QUAIL RIDGE    | RD          | 4     | 6     | QUAILBROOK ADD #2           | R1     | \$ 2,795   | 24           |
| 1 & 2 FAMILY STORM SHELTER-3   | GROUND ZERO STORM SHELTERS    | 4581     | 09/14/18 | 2539     |           | MOGEE          | DR          | 1     | 4     | SMOKING OAK #4-REF PLAT     | R3     | \$ 2,500   | 22           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE                    | 4588     | 09/17/18 | 3145     |           | MIDLAND VALLEY | ST          | 11    | 2     | GREENLEAF TRAILS ADD 1      | PUD    | \$ 2,500   | 23           |
| 1 & 2 FAMILY STORM SHELTER-3   | SURVIVE-A-STORM SHELTERS      | 4589     | 09/19/18 | 313      |           | STONEHAVEN     | DR          | 23    | 2     | BROOKHAVEN SQUARE #2        | RM6    | \$ 3,995   | 13           |
| 1 & 2 FAMILY STORM SHELTER-3   | ATLAS SAFE ROOMS              | 4596     | 09/19/18 | 4005     |           | SAM GORDON     | DR          | 3     | 1     | BROOKHAVEN #42              | R1     | \$ 5,000   | 24           |
| 1 & 2 FAMILY STORM SHELTER-3   | SURVIVE-A-STORM SHELTERS      | 4597     | 09/19/18 | 2412     |           | BIRMINGHAM     | DR          | 10A   | 4     | ST JAMES PARK ADD 3         | R1     | \$ 4,000   | 8            |
| 1 & 2 FAMILY STORM SHELTER-3   | ATLAS SAFE ROOMS              | 4648     | 09/20/18 | 4224     |           | KENSAL RISE    | PL          | 13    | 1     | CARRINGTON PLACE ADD #9     | R1     | \$ 5,000   | 32           |
| 1 & 2 FAMILY STORM SHELTER-3   | ATLAS SAFE ROOMS              | 4649     | 09/20/18 | 452      | S         | PICKARD        | AVE         | 9     | 2     | FRICK ADD                   | R1     | \$ 4,000   | 12           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE                    | 4650     | 09/20/18 | 520      |           | TALON          | DR          | 3     | 4     | EAGLE CLIFF SOUTH ADD #5    | R1     | \$ 2,700   | 23           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE                    | 4685     | 09/24/18 | 1713     |           | BARON          | DR          | 5     | 3     | ALAMEDA PARK ADD #2         | R1     | \$ 3,800   | 35           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE                    | 4692     | 09/28/18 | 3305     |           | MOUNT MITCHELL | LN          | 24    | 1     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 3,695   | 24           |
| 1 & 2 FAMILY STORM SHELTER-3   | STORM SAFE                    | 4693     | 09/28/18 | 3307     |           | MOUNT MITCHELL | LN          | 23    | 1     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 3,650   | 35           |
| 1 & 2 FAMILY, ADD OR ALTER-2   | BENDEL HOMES                  | 2544     | 09/05/18 | 914      |           | HOOVER         | ST          | 3     | 6     | NOT SUBDIVIDED              | R1     | \$ 20,000  | 231          |
| 1 & 2 FAMILY, ADD OR ALTER-2   | MOHR CONSTRUCTION, LLC        | 3952     | 09/20/18 | 1006     |           | MCNAMEE        | ST          | 3     | 1     | DELONG ADD                  | R1     | \$ 55,200  | 506          |
| 1 & 2 FAMILY, ADD OR ALTER-2   | HALFORD, WILLIAM TABER        | 4447     | 09/05/18 | 415      | W         | TONHAWA        | ST          | PT 1  | 1     | BIRCHUM, W B FIRST ADD      | R1     | \$ 20,000  | 984          |
| 1 & 2 FAMILY, ADD OR ALTER-2   | METRO CONTRACTORS             | 4555     | 09/13/18 | 4704     |           | MANOR HILL     | DR          | 3     | 4     | BROOKHAVEN #33              | R1     | \$ 20,000  | 168          |
| 1 & 2 FAMILY, ADD OR ALTER-2   | HEARTLAND PATIOS              | 4576     | 09/14/18 | 520      | E         | COMANCHE       | ST          | 9     | 40    | NORMAN, ORIGINAL TOWNSHIP   | R2     | \$ 5,375   | 132          |
| 1 & 2 FAMILY, ADD OR ALTER-2   | STP HOMES                     | 4658     | 09/20/18 | 119      | S         | PONCA          | AVE         | 29    | 39    | NORMAN, ORIGINAL TOWNSHIP   | R2     | \$ 10,000  | 1,148        |
| 1 & 2 FAMILY, ADD OR ALTER-2   | WEBB ROOFING & CONSTRUCTION   | 4704     | 09/25/18 | 1030     |           | IDAHO          | ST          | 8     | 5     | FACULTY HEIGHTS ADD         | R1     | \$ 20,000  | 1,290        |
| 1 & 2 FAMILY, ADD OR ALTER-2   | DAVID CADDELL CONSTRUCTION    | 4707     | 09/28/18 | 2725     |           | WALNUT         | RD          | 9     | 8     | BROAD ACRES SEC 1           | R1     | \$ 100,000 | 1,620        |
| 1 & 2 FAMILY, ADD OR ALTER-2   | L G CONSTRUCTION              | 4714     | 09/26/18 | 3900     | NE        | 91ST           | AVE         | 9     | 1W    | NOT SUBDIVIDED              | A2     | \$ 45,000  | 380          |
| 1 & 2 FAMILY, FIRE REPAIR      | FITZGERALD, STEVEN            | 4396     | 09/05/18 | 520      |           | BEACON         | AVE         | 29    | 7     | LAKEVIEW TERRACE            | R1     | \$ 60,000  | 2,089        |
| 1 & 2 FAMILY, PAVING-2         | KEAR CONSTRUCTION INC.        | 4317     | 09/05/18 | 1721     |           | ORIOLE         | CT          | 9     | 1     | SUTTON PLACE ADD #2         | R1     | \$ 4,100   | 540          |
| 1 & 2 FAMILY, PAVING-2         | AVILA, WILLIAM                | 4327     | 09/11/18 | 2139     |           | WILKINSON      | CT          | 36    | 1     | PEARSON EST #1              | R1     | \$ 16,000  | 1,570        |
| 1 & 2 FAMILY, PAVING-2         | RILEY CONCRETE LLC.           | 4347     | 09/05/18 | 626      |           | JENKINS        | AVE         | 2-Jan | 4     | LARSH'S FIRST               | CCFB   | \$ 7,893   | 901          |
| 1 & 2 FAMILY, PAVING-2         | STEWART, TERRY                | 4535     | 09/12/18 | 1100     |           | ROBINHOOD      | LN          | 2     | 2     | SHERWOOD FOREST #2          | R1     | \$ 5,900   | 425          |
| 1 & 2 FAMILY, PAVING-2         | 4L CONCRETE, LLC.             | 4536     | 09/12/18 | 2908     |           | TRAILWOOD      | DR          | 23    | 1     | TRAILWOODS SEC 7            | PUD    | \$ 2,460   | 452          |
| 1 & 2 FAMILY, PAVING-2         | METRO CONTRACTORS             | 4708     | 09/25/18 | 515      |           | SHAWNEE        | ST          | 34    | 7     | SOUTHRIDGE ADD              | R1     | \$ -       | 1,020        |
| 1 & 2 FAMILY, STORAGE BLDG-2   | MURFIELD HOMES                | 441      | 09/18/18 | 4321     |           | CRITTENDEN     | DR          | 2     | 3     | ASHTON GROVE ADD SEC 2      | PUD    | \$ 52,000  | 612          |
| 1 & 2 FAMILY, STORAGE BLDG-2   | GOTCHA COVERED INC.           | 4575     | 09/14/18 | 3801     | NE        | 91ST           | AVE         | 9     | 1W    | NOT SUBDIVIDED              | A2     | \$ 19,900  | 1,500        |
| 1 & 2 FAMILY, STORAGE BLDG-2   | MORTON BUILDINGS              | 4647     | 09/26/18 | 1900     |           | GINI LEE       | LN          | 9     | 2W    | NOT SUBDIVIDED              | A2     | \$ 35,000  | 864          |
| 1 & 2 FAMILY, SWIMMING POOL-3  | SIGNATURE CUSTOM POOLS        | 4152     | 09/17/18 | 4700     |           | FOUNTAIN VIEW  | DR          | 3     | 2     | FOUNTAIN VIEW SEC. #1       | R1     | \$ 59,000  | 1,148        |
| 1 & 2 FAMILY, SWIMMING POOL-3  | AQUA CRAFT POOL CONST., LLC.  | 4491     | 09/07/18 | 3005     |           | CORDOVA        | CT          | 12    | 2     | LAS COLINAS SEC. #2         | R1     | \$ 77,000  | 604          |
| 1 & 2 FAMILY, SWIMMING POOL-3  | TRUJILLO, GUSTAVO             | 4720     | 09/26/18 | 1441     |           | VINE           | ST          | 3     | 7     | WESTLAND ADD                | R1     | \$ 35,800  | 480          |
| 1 FAMILY, MANUF HOME REPLACE-2 | DELLUM, TOMMY & BONNIE        | 4420     | 09/06/18 | 1816     | SE        | 142ND          | AVE         | 6     | 9     | THUNDERBIRD HILLS           | RE     | \$ 29,300  | 1,216        |
| 1 FAMILY, NEW CONSTRUCTION-2   | MURFIELD HOMES                | 440      | 09/16/18 | 4321     |           | CRITTENDEN     | DR          | 2     | 3     | ASHTON GROVE ADD SEC 2      | PUD    | \$ 397,530 | 5,836        |
| 1 FAMILY, NEW CONSTRUCTION-2   | MURFIELD HOMES                | 3165     | 09/12/18 | 4311     |           | CRITTENDEN     | DR          | 3     | 3     | ASHTON GROVE ADD SEC 2      | PUD    | \$ 562,000 | 8,081        |
| 1 FAMILY, NEW CONSTRUCTION-2   | IDEAL HOMES OF NORMAN         | 4322     | 09/04/18 | 1109     |           | MIDLAND VALLEY | ST          | 2     | 1     | GREENLEAF TRAILS ADD 1      | PUD    | \$ 216,540 | 2,406        |
| 1 FAMILY, NEW CONSTRUCTION-2   | LANDMARK FINE HOMES, LP.      | 4350     | 09/06/18 | 3402     |           | CRAMPTON GAP   | WAY         | 8     | 3     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 304,970 | 2,766        |
| 1 FAMILY, NEW CONSTRUCTION-2   | LANDMARK FINE HOMES, LP.      | 4351     | 09/06/18 | 3409     |           | CRAMPTON GAP   | WAY         | 16    | 1     | SPRINGS AT GREENLEAF TRAIL: | R1     | \$ 342,410 | 3,187        |
| 1 FAMILY, NEW CONSTRUCTION-2   | LANDMARK FINE HOMES, LP.      | 4353     | 09/06/18 | 3516     |           | CRAMPTON GAP   | WAY         | 4     | 2     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 291,710 | 2,605        |
| 1 FAMILY, NEW CONSTRUCTION-2   | WINDSTONE CONSTRUCTION        | 4355     | 09/07/18 | 4213     |           | FARM HILL      | RD          | 21    | 1     | FOUNTAIN VIEW SEC. #1       | R1     | \$ 600,000 | 5,042        |
| 1 FAMILY, NEW CONSTRUCTION-2   | IDEAL HOMES OF NORMAN         | 4465     | 09/13/18 | 905      |           | BUTTERFLY      | WAY         | 10    | 6     | TRAILWOODS SEC. #2          | PUD    | \$ 189,630 | 2,107        |
| 1 FAMILY, NEW CONSTRUCTION-2   | REDBUD BUILDERS, LLC.         | 4482     | 09/11/18 | 3717     |           | ANDREW         | CT          | 27    | 7     | CEDAR LANE SEC #2           | R1     | \$ 213,000 | 3,144        |
| 1 FAMILY, NEW CONSTRUCTION-2   | IDEAL HOMES OF NORMAN         | 4498     | 09/13/18 | 706      |           | SEDONA         | DR          | 25    | 2     | RED CANYON RANCH SEC 5      | PUD    | \$ 246,890 | 2,741        |
| 1 FAMILY, NEW CONSTRUCTION-2   | CUSTOM BUILDERS OF OK, LLC.   | 4501     | 09/10/18 | 3836     |           | LEGACY         | DR          | 16    | 4     | VINTAGE CREEK ADDITION      | PUD    | \$ 360,000 | 3,311        |
| 1 FAMILY, NEW CONSTRUCTION-2   | BYRD BUILDING CONSULTING      | 4502     | 09/10/18 | 4607     |           | FOUNTAIN VIEW  | DR          | 4     | 1     | FOUNTAIN VIEW SEC. #1       | R1     | \$ 700,000 | 6,066        |
| 1 FAMILY, NEW CONSTRUCTION-2   | STONEMALL HOMES, LLC.         | 4510     | 09/10/18 | 316      |           | GREENS         | PKY         | 1     | 2     | HIGHLAND VILLAGE ADD SEC 9  | R1     | \$ 349,900 | 3,471        |
| 1 FAMILY, NEW CONSTRUCTION-2   | WILLIAMS, DAVID CONSTRUCTING, | 4528     | 09/17/18 | 2620     |           | BERRY FARM     | RD          | 16    | 2     | ASHTON GROVE ADD SEC 2      | PUD    | \$ 700,000 | 5,859        |
| 1 FAMILY, NEW CONSTRUCTION-2   | WALDEN, MICHAEL P.            | 4538     | 09/18/18 | 1608     | NE        | 120TH          | AVE         | 23    | 1W    | NOT SUBDIVIDED              | A2     | \$ 212,130 | 5,000        |
| 1 FAMILY, NEW CONSTRUCTION-2   | IDEAL HOMES OF NORMAN         | 4551     | 09/17/18 | 3917     |           | BANDERA        | TR          | 3     | 1     | LITTLE RIVER TRAILS SEC #1  | PUD    | \$ 233,640 | 3,637        |
| 1 FAMILY, NEW CONSTRUCTION-2   | IDEAL HOMES OF NORMAN         | 4587     | 09/20/18 | 901      |           | KINGS CANYON   | RD          | 1     | 6     | RED CANYON RANCH SEC 6      | PUD    | \$ 267,030 | 2,967        |
| 1 FAMILY, NEW CONSTRUCTION-2   | DP GAMBLE HOMES, INC.         | 4675     | 09/28/18 | 2004     |           | CADE           | CT          | 14    | 6     | SUMMIT VALLEY #2            | R1     | \$ 200,000 | 2,875        |
| 1 FAMILY, NEW CONSTRUCTION-2   | LANDMARK FINE HOMES, LP.      | 4690     | 09/28/18 | 3305     |           | MOUNT MITCHELL | LN          | 24    | 1     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 299,450 | 2,760        |
| 1 FAMILY, NEW CONSTRUCTION-2   | LANDMARK FINE HOMES, LP.      | 4691     | 09/28/18 | 3307     |           | MOUNT MITCHELL | LN          | 23    | 1     | SPRINGS AT GREENLEAF TRAIL: | PUD    | \$ 300,000 | 2,806        |

| Permit Type                  | Contractor           | Permit # | Issued   | Street # | Direction | Street Name | Street Type | Lot | Block | Subdivision                | Zoning | Valuation  | Project Area |
|------------------------------|----------------------|----------|----------|----------|-----------|-------------|-------------|-----|-------|----------------------------|--------|------------|--------------|
| 1 FAMILY, NEW CONSTRUCTION-2 | SHERIDAN HOMES, LLC. | 4364     | 09/13/18 | 109      |           | LOCHINVER   | DR          | 10  | 1     | HIGHLAND VILLAGE ADD SEC 2 | R1     | \$ 214,650 | 3,246        |

City of Norman  
BUILDING PERMITS AND INSPECTIONS  
RESIDENTIAL PERMITS  
Issued SEPTEMBER 2018 - Sorted by Permit Type

| Permit Type                             |  | Contractor                | Permit # | Issued   | Street # | Direction | Street Name   | Street Type | Lot | Block | Subdivision               | Zoning | Valuation | Project Area         |         |       |
|---|--|---------------------------|----------|----------|----------|-----------|---------------|-------------|-----|-------|---------------------------|--------|-----------|----------------------|---------|-------|
| 1 FAMILY, NEW CONSTRUCTION-2            |  | SHERIDAN HOMES, LLC.      | 4365     | 09/13/18 | 2008     |           | TYLER         | DR          | 17  | 1     | ALAMEDA PARK ADD #3       | R1     | \$        | 136,800              |         |       |
| 1 FAMILY, NEW CONSTRUCTION-2            |  | HOME CREATIONS, INC.      | 4455     | 09/06/18 | 2201     |           | WATERBROOK    | CT          | 7   | 3     | BELLATONA SEC. #1         | R1     | \$        | 168,750              |         |       |
| 1 FAMILY, NEW CONSTRUCTION-2            |  | HOME CREATIONS, INC.      | 4571     | 09/14/18 | 3911     |           | SLEDMERE      | LN          | 3   | 11    | BELLATONA SEC. #1         | R1     | \$        | 146,000              |         |       |
| 1 FAMILY, NEW CONSTRUCTION-2            |  | HOME CREATIONS, INC.      | 4573     | 09/14/18 | 3919     |           | SLEDMERE      | LN          | 5   | 11    | BELLATONA SEC. #1         | R1     | \$        | 155,000              |         |       |
| TEMPORARY ROLL-OFF, OTHER               |  | CITY OF NORMAN-SANITATION | 4075     | 09/16/18 | 2815     |           | DEWEY         | AVE         | 1   | 1     |                           | R3     |           | 2,315                |         |       |
| TEMPORARY ROLL-OFF, OTHER               |  | CITY OF NORMAN-SANITATION | 4105     | 09/04/18 | 301      |           | TRIAD VILLAGE | DR          | 1   | 1     |                           | RM6    |           |                      |         |       |
| TEMPORARY ROLL-OFF, OTHER               |  | WASTE CONNECTIONS, INC.   | 4166     | 09/07/18 | 2555     |           | HEMPHILL      | DR          | 1   | 1     | GCSR COMMERCIAL           | C2     |           |                      |         |       |
| TEMPORARY ROLL-OFF, OTHER               |  | WASTE CONNECTIONS, INC.   | 4505     | 09/15/18 | 3301     | W         | MAIN          | ST          | 1   | 1     |                           | C2     |           |                      |         |       |
| TEMPORARY ROLL-OFF, OTHER               |  | WASTE CONNECTIONS, INC.   | 4564     | 09/17/18 | 3251     |           | CLASSEN       | BLVD        | 1   | 1     | SOUTH LAKE ADD #12        | C2     |           |                      |         |       |
| TEMPORARY ROLL-OFF, RESIDENTIAL         |  | CITY OF NORMAN            | 4374     | 09/04/18 | 4510     | E         | FRANKLIN      | RD          | 11  | 2W    | NOT SUBDIVIDED            | A2     |           |                      |         |       |
| TEMPORARY ROLL-OFF, RESIDENTIAL         |  | CITY OF NORMAN            | 4392     | 09/06/18 | 7851     | NE        | 120TH         | AVE         | 25  | 1W    | BELT VILLAGE              | A2     |           |                      |         |       |
| TEMPORARY ROLL-OFF, RESIDENTIAL         |  | CITY OF NORMAN            | 4393     | 09/05/18 | 412      | W         | HIMES         | ST          | 10  | 4     | SOONER HOMES ADD          | R1     |           |                      |         |       |
| TEMPORARY ROLL-OFF, RESIDENTIAL         |  | WASTE CONNECTIONS, INC.   | 4634     | 09/19/18 | 3522     | NW        | 24TH          | AVE         | 1   | 1     | SHOPS AT TECUMSEH CROSSIN | C2     |           |                      |         |       |
| TEMPORARY ROLL-OFF, RESIDENTIAL         |  | ON CALL JUNK HAUL         | 4727     | 09/27/18 | 1819     |           | NAVAJO        | RD          | 12  | 2     | INDIAN HILLS ESTATES      | RE     |           |                      |         |       |
| Total Permits (excluding temp roll-off) |  |                           |          |          |          |           |               |             |     |       |                           |        |           | Average Project Area | 1,659   | sq ft |
| 66                                      |  |                           |          |          |          |           |               |             |     |       |                           |        |           | Total Project Area   | 109,522 | sq ft |

|                              |    |                      |       |                               |                               |                              |                         |                               |                        |                              |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                           |                        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| 1 FAMILY, NEW CONSTRUCTION-2 | 25 | Average Project Area | 3,568 | 1 FAMILY, MANUFACTURED HOME-2 | 1 FAMILY, OTHER NON DWELLINGS | 1 & 2 FAMILY, STORAGE BLDG-2 | 1 & 2 FAMILY, CARPORT-2 | 1 & 2 FAMILY, SWIMMING POOL-3 | 1 & 2 FAMILY, PAVING-2 | 1 & 2 FAMILY, ADD OR ALTER-2 | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE REPAIR | 1 & 2 FAMILY, FIRE 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# MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

10/1/2018

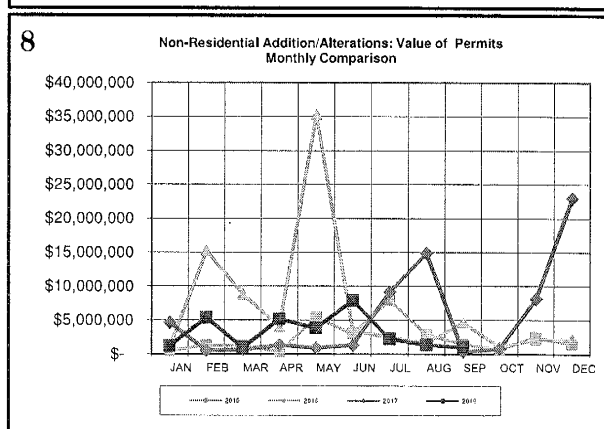
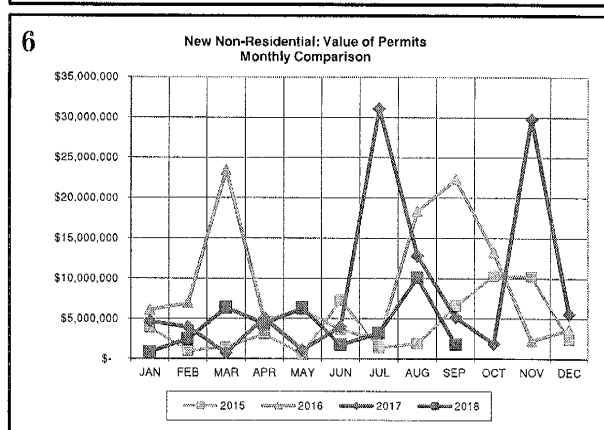
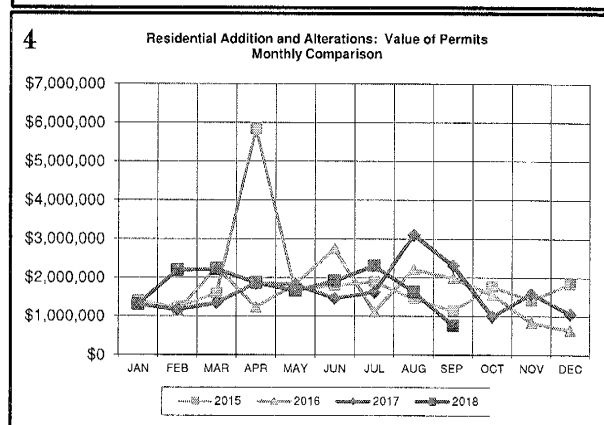
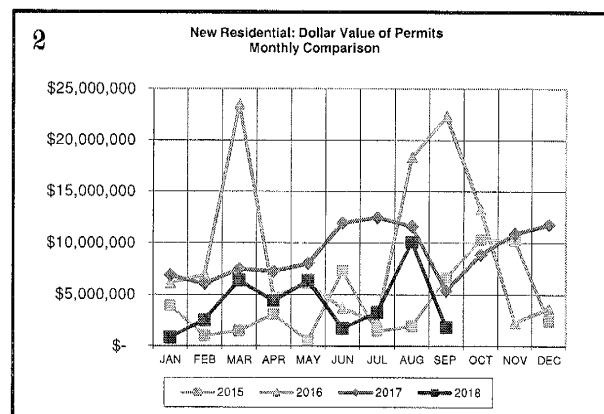
|  | SEPTEMBER 2018           |                       |                    | SEPTEMBER 2017           |                       |                    |
|--|--------------------------|-----------------------|--------------------|--------------------------|-----------------------|--------------------|
| <b>RESIDENTIAL PERMITS</b>                           | <b>Number of Permits</b> | <b>Dwelling Units</b> | <b>Valuation</b>   | <b>Number of Permits</b> | <b>Dwelling Units</b> | <b>Valuation</b>   |
| <b>New Construction</b>                              |                          |                       |                    |                          |                       |                    |
| 1 Family   |                          |                       |                    |                          |                       |                    |
| Detached Dwellings                                   | 25                       | 25                    | \$7,807,830        | 20                       | 20                    | \$5,368,430        |
| Attached Dwellings                                   | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| Manufactured Home (New)                              | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| Other (Non-dwelling)                                 | 0                        | na                    | \$0                | 0                        | na                    | \$0                |
| 2 Family   |                          |                       |                    |                          |                       |                    |
| Duplexes (2 DU per bldg)                             | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| Garage Apartments                                    | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| 3+ Family  |                          |                       |                    |                          |                       |                    |
| Foundation   | 0                        | na                    | \$0                | 0                        | na                    | \$0                |
| Shell  | 0                        | na                    | \$0                | 0                        | na                    | \$0                |
| Interior Finish                                      | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| Full Permit (3-4 DU per bldg)                        | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| Ful Permit (5+ DU per bldg)                          | 0                        | 0                     | \$0                | 0                        | 0                     | \$0                |
| Other (Non-dwelling)                                 | 0                        | na                    | \$0                | 0                        | na                    | \$0                |
| <b>Total Residential New</b>                         | <b>25</b>                | <b>25</b>             | <b>\$7,807,830</b> | <b>20</b>                | <b>20</b>             | <b>\$5,368,430</b> |
| <b>Net Residential Demos &amp; Removals</b>          |                          | <b>-6</b>             |                    |                          | <b>-1</b>             |                    |
| <b>Net Residential Units</b>                         |                          | <b>19</b>             |                    |                          | <b>19</b>             |                    |
| <b>Additions &amp; Alterations</b>                   |                          |                       |                    |                          |                       |                    |
| 1 & 2 Family   |                          |                       |                    |                          |                       |                    |
| Additions & Alterations                              | 10                       |                       | \$355,575          | 10                       |                       | \$1,637,487        |
| Manufactured Home (Replace)                          | 1                        |                       | \$29,300           | 2                        |                       | \$300,454          |
| Paving & Pools                                       | 9                        |                       | \$208,153          | 11                       |                       | \$144,294          |
| Accessory Buildings                                  | 3                        |                       | \$106,900          | 12                       |                       | \$188,892          |
| Storm Shelters                                       | 18                       |                       | \$61,480           | 15                       |                       | \$39,660           |
| 3+ Family  |                          |                       |                    |                          |                       |                    |
| Addition & Alteration (All Types)                    | 0                        |                       | \$0                | 0                        |                       | \$0                |
| <b>Total Residential Additions &amp; Alterations</b> | <b>41</b>                |                       | <b>\$761,408</b>   | <b>50</b>                |                       | <b>\$2,310,787</b> |
| <b>TOTAL RESIDENTIAL</b>                             | <b>66</b>                |                       | <b>\$8,569,238</b> | <b>70</b>                |                       | <b>\$7,679,217</b> |

| <b>NON-RESIDENTIAL PERMITS</b>                           | <b>Number of Permits</b> | <b>Valuation</b>   | <b>Number of Permits</b> | <b>Valuation</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------|
| <b>New Construction</b>                                  |                          |                    |                          |                    |
| Foundation   | 0                        | \$0                | 1                        | \$50,000           |
| Shell  | 0                        | \$0                | 0                        | \$0                |
| Interior Finish  | 0                        | \$0                | 0                        | \$0                |
| Full Permit  | 4                        | \$1,817,000        | 3                        | \$5,150,000        |
| <b>Total Non-Residential New</b>                         | <b>4</b>                 | <b>\$1,817,000</b> | <b>4</b>                 | <b>\$5,200,000</b> |
| <b>Additions &amp; Alterations</b>                       |                          |                    |                          |                    |
| Additions & Alterations (All Types)                      | 5                        | \$997,000          | 9                        | \$331,078          |
| <b>Total Non-Residential Additions &amp; Alterations</b> | <b>5</b>                 | <b>\$997,000</b>   | <b>9</b>                 | <b>\$331,078</b>   |
| <b>TOTAL NON-RESIDENTIAL</b>                             | <b>9</b>                 | <b>\$2,814,000</b> | <b>13</b>                | <b>\$5,531,078</b> |

|                          |           |                     |           |                     |
|--------------------------|-----------|---------------------|-----------|---------------------|
| <b>TOTAL ALL PERMITS</b> | <b>75</b> | <b>\$11,383,238</b> | <b>83</b> | <b>\$13,210,295</b> |
|--------------------------|-----------|---------------------|-----------|---------------------|

| <b>OTHER ACTIVITY</b>                    | <b>Number</b> | <b>Number</b> |
|--|---------------|---------------|
| Electrical Permits                       | 77            | 95            |
| Heat/Air/Refrigeration Permits           | 100           | 106           |
| Plumbing & Gas Permits                   | 97            | 105           |
| Sign Permits                             | 22            | 36            |
| Water Well Permits                       | 1             | 0             |
| Garage Sale Permits                      | 101           | 187           |
| Structure Moving Permits                 | 1             | 2             |
| Demo - Residential Permits               | 7             | 2             |
| Demo - Non-residential Permits           | 0             | 1             |
| Temporary Const Bldgs & Roll-off Permits | 12            | 17            |
| Lot Line Adjustments Filed               | 2             | 0             |
| Certificate of Occupancy (CO) Permits    | 84            | 75            |
| All Field Inspections                    | 1,648         | 1,802         |

| <b>YEAR TO DATE</b>                   | JANUARY-SEPTEMBER 2018   |                       |                      | JANUARY-SEPTEMBER 2017   |                       |                      |
|---------------------------------------|--------------------------|-----------------------|----------------------|--------------------------|-----------------------|----------------------|
|                                       | <b>Number of Permits</b> | <b>Dwelling Units</b> | <b>Valuation</b>     | <b>Number of Permits</b> | <b>Dwelling Units</b> | <b>Valuation</b>     |
| Residential New Construction          | 315                      | 314                   | \$89,406,606         | 301                      | 297                   | \$77,020,512         |
| Residential Demos/Removals            | na                       | -30                   | na                   | na                       | -15                   | na                   |
| Residential Additions/Alterations     | 707                      | na                    | \$15,857,196         | 740                      | na                    | \$16,015,398         |
| Non-residential New Construction      | 87                       | na                    | \$37,314,046         | 53                       | na                    | \$68,738,029         |
| Non-residential Additions/Alterations | 113                      | na                    | \$29,014,676         | 96                       | na                    | \$33,794,203         |
| <b>TOTAL YEAR TO DATE</b>             | <b>1222</b>              | <b>284</b>            | <b>\$171,592,524</b> | <b>1190</b>              | <b>282</b>            | <b>\$195,568,142</b> |



**REVITILIZATION**

**10C**

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

Preliminary work began on the CDBG Target Area Tree Planting Project. Residents within the Target Area will be allowed to select tree species to be planted in the front yard. Selection of the Landscape Contractor is anticipated in early fall with planting to occur over the winter months.

The CDBG and HOME Investment Partnerships participated along with the Norman Affordable Housing Corporation and the Norman CHDO to purchase two duplexes located at 115 and 117 West Hughbert. These two duplexes consist of two one bedroom units each for a total of four units. Each unit will be rented at a rate affordable to a household at or below 60% of the median income. The affordability period is twenty years. Contract K-1819-16 was approved on September 25<sup>th</sup> with the Norman Affordable Housing Corporation. Discussions are underway with the University of Oklahoma for a project similar to the Hughbert Project.

### **CDBG Disaster Relief Grant**

The status of the CDBG DR project locations is as follows:

- Project #1 (108<sup>th</sup> Ave SE from SH9 to Etowah Road) 100% complete.
- Project #2 (120<sup>th</sup> Ave SE from SH9 to Etowah Road) 90% complete with one drainage structure remaining to be installed after AT&T relocation in complete. Change Order approved at the March 13, 2018 City Council meeting for additional drainage structure.
- Projects #3, #5, and #6 generally located at 120<sup>th</sup> Ave NE and Tecumseh NE are completing punch list items and anticipate final acceptance in October 2018.
- Projects #8 (120<sup>th</sup> Ave NE from Tecumseh to Stella Rd) and #9 (Stella Rd from 132 Ave NE to 144<sup>th</sup> Ave NE) are under construction with punch list items being completed on Project #9 and Project #8. Anticipate Final Acceptance in October 2018.

### **Homeless Activities**

On September 20<sup>th</sup>, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of August. There were three housing placements made (3 Veteran; 0 Chronic). The 2018 Continuum of Care Application from the Norman/Cleveland County Continuum of Care was submitted for review. Notice of awards expected in late December 2018.

### **Housing Programs**

September 2018

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

- One rehabilitation project is currently under contract and two projects are in the development stage, with no rehabilitation projects being completed since July 1, 2018.
- One emergency repair project is currently under contract; three emergency repair projects have been completed since July 1, 2018.

- Twenty-two non-profit agencies submitted applications totaling almost \$290,000 for the \$175,000 allocated in the FYE19 City of Norman budget. On June 18, 2018 applicants made presentations to the Social and Voluntary Services Commission. On June 25, 2018, the Social and Voluntary Services Commission met and recommended funding to all twenty-two of the applicants. Contracts for these awards are currently being prepared with consideration by Council tentatively scheduled for December 2018.

[illegible]





# Administrative Summary

## September 2018 Summary

### Operations



| Part I Crimes                    | Current      |               |              | Year-To-Date  |             |               |
|----------------------------------|--------------|---------------|--------------|---------------|-------------|---------------|
|                                  | 2018         | MONTH 5YR AVG | 2017         | 2018          | YTD 5YR AVG | 2017          |
| Murder                           | 0            | 1             | 0            | 3             | 4           | 8             |
| Rape                             | 5            | 6             | 7            | 59            | 43          | 44            |
| Robbery                          | 6            | 7             | 6            | 40            | 45          | 38            |
| Agg. Assault                     | 21           | 18            | 13           | 143           | 133         | 128           |
| Burglary                         | 58           | 60            | 40           | 446           | 561         | 450           |
| Larceny                          | 218          | 285           | 278          | 2,025         | 2,503       | 2,000         |
| Motor Vehicle Theft              | 39           | 29            | 32           | 271           | 234         | 224           |
| Arson                            | 0            | 1             | 0            | 4             | 4           | 1             |
| Part I Totals:                   | 347          |               | 376          | 2,991         |             | 2,893         |
| <b>Part II Crimes</b>            |              |               |              |               |             |               |
| DUI/APC                          | 47           | 34            | 32           | 368           | 360         | 304           |
| Drunkenness                      | 65           | 64            | 57           | 460           | 538         | 526           |
| Drug Violations                  | 117          | 78            | 73           | 965           | 824         | 798           |
| Forgery                          | 14           | 21            | 21           | 123           | 219         | 183           |
| Vandalism                        | 84           | 72            | 73           | 678           | 687         | 735           |
| Others                           | 359          | NA            | 383          | 3,302         | NA          | 3,334         |
| Part II Totals:                  | 686          |               | 639          | 5,896         |             | 5,880         |
| <b>Total Reported Crime:</b>     | <b>1,033</b> |               | <b>1,015</b> | <b>8,887</b>  |             | <b>8,773</b>  |
| <b>Other Reported Activity</b>   |              |               |              |               |             |               |
| Public Peace Reports             | 209          | 159           | 196          | 1,815         | 1,399       | 1,731         |
| Warrants Served                  | 165          | 108           | 104          | 1,275         | 1,156       | 998           |
| Other Reports Totals:            | 374          |               | 300          | 3,090         |             | 2,729         |
| <b>Total Case Reports:</b>       | <b>1,407</b> |               | <b>1,315</b> | <b>11,977</b> |             | <b>11,502</b> |
| <b>Collisions</b>                |              |               |              |               |             |               |
| Fatality                         | 0            | 2             | 1            | 5             | 4           | 4             |
| Injury                           | 52           | 64            | 67           | 500           | 509         | 476           |
| Non-Injury                       | 152          | 174           | 137          | 984           | 1,432       | 1,222         |
| Total Collisions:                | 204          |               | 205          | 1,489         |             | 1,702         |
| <b>Call for Service</b>          |              |               |              |               |             |               |
| CAD Activity (Total)             | 3,258        | NA            | 2,998        | 27,103        | NA          | 24,376        |
| Calls for Service (Police)       | 8,437        | NA            | 8,391        | 74,206        | NA          | 72,232        |
| Total CFS:                       | 11,695       |               | 11,389       | 101,309       |             | 96,608        |
| <b>Citations &amp; Warnings:</b> |              |               |              |               |             |               |
| Citations                        | 934          | NA            | 988          | 10,586        | NA          | 12,800        |
| Warnings                         | 1,977        | NA            | 1,934        | 19,286        | NA          | 19,088        |
| Total Citations & Warnings:      | 2,911        |               | 2,922        | 29,872        |             | 31,888        |

\*\* Public Peace reports include: Animal Bite, Found Property, Recovery/Other Agency Vehicles, Mental Case, Unattended Death and Other  
 \*\* Five Year Average based on 2012 to 2016



**ANIMAL CONTROL     11A**

# Norman Animal Welfare Monthly Statistical Report September 2018



## IN SHELTER ANIMAL COUNTS

|           | 2017   |        |       | 2018   |        |       | Comparisons |         |
|-----------|--------|--------|-------|--------|--------|-------|-------------|---------|
|           | Canine | Feline | Total | Canine | Feline | Total | Difference  | Percent |
| Beginning | 82     | 80     | 162   | 84     | 126    | 210   | 48          | 30%     |
| Ending    | 42     | 94     | 136   | 80     | 118    | 198   | 62          | 46%     |

## ANIMAL INTAKES

|                           | 2017       |           |            | 2018       |           |            | Comparisons |            |
|---------------------------|------------|-----------|------------|------------|-----------|------------|-------------|------------|
|                           | Canine     | Feline    | Total      | Canine     | Feline    | Total      | Difference  | Percent    |
| Stray at Large            | 88         | 67        | 155        | 126        | 83        | 209        | 54          | 35%        |
| Owner Relinquish          | 13         | 19        | 32         | 4          | 7         | 11         | (21)        | -66%       |
| Owner Intended Euth       | 5          | 0         | 5          | 2          | 1         | 3          | (2)         | -40%       |
| Transfer In               | 0          | 0         | 0          | 0          | 1         | 1          | 1           |            |
| Other Intakes*            | 5          | 2         | 7          | 7          | 0         | 7          | 0           | 0%         |
| Returned Animal           | NA         | NA        | 0          | 19         | 5         | 24         | 24          |            |
| <b>TOTAL LIVE INTAKES</b> | <b>111</b> | <b>88</b> | <b>199</b> | <b>158</b> | <b>97</b> | <b>255</b> | <b>56</b>   | <b>28%</b> |

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

## OTHER STATISTICS

|                          | 2017     |          | 2018      |           | Comparisons |         |
|--------------------------|----------|----------|-----------|-----------|-------------|---------|
|                          | Total    |          | Total     |           | Difference  | Percent |
| Wildlife Collected (DOA) | N/A      | 0        | 5         | 5         | 5           |         |
| Dog Collected (DOA)      | N/A      | 0        | 0         | 0         | 0           |         |
| Cat Collected (DOA)      | N/A      | 0        | 2         | 2         | 2           |         |
| Wildlife Transferred     | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Horses            | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Cows              | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Goats             | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Sheep             | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Rabbits           | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Pigs              | N/A      | 0        | 0         | 0         | 0           |         |
| Intake Other             | N/A      | 0        | 5         | 5         | 5           |         |
| <b>TOTAL OTHER ITEMS</b> | <b>0</b> | <b>0</b> | <b>12</b> | <b>12</b> | <b>12</b>   |         |

## LENGTH OF STAY (DAYS)

|        | 2017 | 2018 |
|--------|------|------|
| Dog    | N/A  | 17.6 |
| Puppy  | N/A  | 14.7 |
| Cat    | N/A  | 20.7 |
| Kitten | N/A  | 37   |

## OWNER SURRENDER PENDING INTAKE

|         | Canine | Feline | Other | Total |
|---------|--------|--------|-------|-------|
| Animals | 66     | 55     | 0     | 121   |

# Norman Animal Welfare Monthly Statistical Report

## September 2018



### LIVE ANIMAL OUTCOMES

|                            | 2017       |           |            | 2018       |           |            | Comparisons |            |
|----------------------------|------------|-----------|------------|------------|-----------|------------|-------------|------------|
|                            | Canine     | Feline    | Total      | Canine     | Feline    | Total      | Difference  | Percent    |
| Adoption                   | 83         | 55        | 138        | 99         | 95        | 194        | 56          | 41%        |
| Return To Owner            | 30         | 1         | 31         | 43         | 1         | 44         | 13          | 42%        |
| Transferred Out            | 21         | 18        | 39         | 9          | 1         | 10         | (29)        | -74%       |
| Returned in Field          | 0          | 0         | 0          | 0          | 0         | 0          | 0           |            |
| Other Outcome              | 1          | 0         | 1          | 0          | 0         | 0          | (1)         | -100%      |
| <b>TOTAL LIVE OUTCOMES</b> | <b>135</b> | <b>74</b> | <b>209</b> | <b>151</b> | <b>97</b> | <b>248</b> | <b>39</b>   | <b>19%</b> |

### OTHER ANIMAL OUTCOMES

|                             | 2017      |          |           | 2018      |           |           | Comparisons |            |
|-----------------------------|-----------|----------|-----------|-----------|-----------|-----------|-------------|------------|
|                             | Canine    | Feline   | Total     | Canine    | Feline    | Total     | Difference  | Percent    |
| Died in Care                | 0         | 0        | 0         | 1         | 5         | 6         | 6           |            |
| Lost in Care                | 2         | 0        | 2         | 0         | 0         | 0         | (2)         | -100%      |
| Shelter Euth                | 9         | 0        | 9         | 8         | 5         | 13        | 4           | 44%        |
| Owner Intended Euth         | 5         | 0        | 5         | 2         | 1         | 3         | (2)         | -40%       |
| <b>TOTAL OTHER OUTCOMES</b> | <b>16</b> | <b>0</b> | <b>16</b> | <b>11</b> | <b>11</b> | <b>22</b> | <b>6</b>    | <b>38%</b> |

### TOTAL OUTCOMES

|                       | 2017       |           |            | 2018       |            |            | Comparisons |            |
|-----------------------|------------|-----------|------------|------------|------------|------------|-------------|------------|
|                       | Canine     | Feline    | Total      | Canine     | Feline     | Total      | Difference  | Percent    |
| Total Live Outcomes   | 135        | 74        | 209        | 151        | 97         | 248        | 39          | 19%        |
| Total Other Outcomes  | 16         | 0         | 16         | 11         | 11         | 22         | 6           | 38%        |
| <b>TOTAL OUTCOMES</b> | <b>151</b> | <b>74</b> | <b>225</b> | <b>162</b> | <b>108</b> | <b>270</b> | <b>45</b>   | <b>20%</b> |

### SHELTER EUTHANASIA DATA

|                         | Canine   | Feline   | Other    | Total     | Percentage |
|-------------------------|----------|----------|----------|-----------|------------|
|                         |          |          |          |           |            |
| Medical - Sick          | 3        | 4        |          | 7         | 54%        |
| Medical - Injured       | 0        | 1        |          | 1         | 8%         |
| Behavior - Aggressive   | 5        | 0        |          | 5         | 38%        |
| Behavior - Other        | 0        | 0        |          | 0         | 0%         |
| <b>TOTAL EUTHANASIA</b> | <b>8</b> | <b>5</b> | <b>0</b> | <b>13</b> |            |

### MONTHLY LIVE RELEASE RATE

| 2017  | 2018  |
|-------|-------|
| 95.0% | 92.9% |

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



# Monthly Service By Assignment

January 2018 to September 2018  
Norman Animal Welfare Volunteers (ALL)

| Place                        | Assignment                        | Jan 2018<br>Hours | Feb 2018<br>Hours | Mar 2018<br>Hours | Apr 2018<br>Hours | May 2018<br>Hours | Jun 2018<br>Hours | Jul 2018<br>Hours | Aug 2018<br>Hours | Sep 2018<br>Hours | Total<br>Hours |
|------------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| Norman Animal Welfare Center | Groomer                           | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00           |
|                              | NAWC-Bather / Groomer             | 0:00              | 1:45              | 0:00              | 4:38              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 6:23           |
|                              | NAWC-Beautification Volunteer     | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00           |
|                              | NAWC-Cat Socializer               | 101:36            | 115:22            | 106:15            | 112:13            | 28:09             | 72:27             | 59:42             | 54:06             | 35:49             | 685:39         |
|                              | NAWC-Community Outreach Volunteer | 0:00              | 0:00              | 0:00              | 0:00              | 4:30              | 0:00              | 0:00              | 6:00              | 0:00              | 10:30          |
|                              | NAWC-Dog Handler                  | 126:43            | 133:24            | 236:47            | 221:32            | 119:40            | 96:54             | 76:35             | 122:01            | 77:54             | 1,211:30       |
|                              | NAWC-Foster Program               | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00           |
|                              | NAWC-Laundry                      | 0:00              | 0:00              | 0:00              | 1:17              | 7:12              | 0:00              | 0:00              | 2:50              | 14:00             | 25:19          |
|                              | NAWC-Lobby Greeter                | 58:12             | 62:23             | 30:29             | 51:00             | 47:12             | 57:45             | 50:30             | 75:45             | 45:06             | 478:22         |
|                              | NAWC-Orientation                  | 31:00             | 20:00             | 17:00             | 16:00             | 7:00              | 7:00              | 20:00             | 15:00             | 10:00             | 143:00         |
|                              | NAWC-Photographer                 | 0:00              | 0:00              | 2:38              | 0:00              | 0:00              | 0:00              | 0:55              | 0:00              | 0:00              | 3:33           |
|                              | Other Volunteer Services          | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00              | 0:00           |
|                              | Veterinarian Assistant Tech       | 44:29             | 18:39             | 23:40             | 50:56             | 63:19             | 65:25             | 81:00             | 3:00              | 12:05             | 362:33         |
| Grand total                  | Total                             | 362:00            | 351:33            | 416:49            | 457:36            | 277:02            | 299:31            | 288:42            | 278:42            | 194:54            | 2,926:49       |
|                              |                                   | 362:00            | 351:33            | 416:49            | 457:36            | 277:02            | 299:31            | 288:42            | 278:42            | 194:54            | 2,926:49       |

## **PUBLIC WORKS**

**12**

**DEPARTMENT OF PUBLIC WORKS  
MONTHLY PROGRESS REPORT  
CITY OF NORMAN, OKLAHOMA  
September, 2018**

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed 2 Final Plats and 0 Certificate of Plat Corrections, for City Council review. The Development Engineer reviewed 18 sets of construction plans and 5 punch lists. There were 75 permits reviewed and/or issued. Fees were collected in the amount of \$4,698.83.

**CAPITAL PROJECTS:**

**12<sup>th</sup> Avenue SE Bond Project:**

Construction on the 12<sup>th</sup> Avenue SE Bond Project began on Monday, March 5, 2018. This is a \$2.8 million construction project awarded to Allen Contracting, Inc. of Oklahoma City, Oklahoma. The project will be completed by September 2018. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project because federal transportation funds are being used. The project boundaries are 12<sup>th</sup> Avenue SE from north of Cedar Lane Road to Oak Tree Avenue. Two lanes of traffic will remain open during construction.

The project involves the following items:

- Widening 12<sup>th</sup> Avenue SE from 2-lane to 4-lane
- Addition of five-foot wide on-street bike lanes
- Intersection improvements at 12<sup>th</sup> Avenue SE/Campus Crest and 12<sup>th</sup> Avenue SE/State Highway 9
- Continuous sidewalks on both sides with ADA Ramps
- Stormwater improvements

The contractor substantially completed the project this month and opened the street up to full use in the new 4-lane configuration with intersection improvements.

**2013 CDBG-DR Project Groups 1 and 2:**

Construction on the CDBG-DR Project Groups 1 and 2 began on June 16<sup>th</sup>, 2016 with Silver Star Construction of Moore, Oklahoma. Project Group 1 includes: 84<sup>th</sup> Avenue NE from Tecumseh Road to Franklin Road, Tecumseh Road from 84<sup>th</sup> Avenue NE to 120<sup>th</sup> Avenue NE, and 96<sup>th</sup> Avenue NE from south of Rock Creek Road to Tecumseh Road. Project Group 2 includes 108<sup>th</sup> Avenue SE and 120<sup>th</sup> Avenue SE, both from Etowah Road to State Highway 9. Project Group 3 was awarded on March 13, 2018 and consists of two new Projects: 84<sup>th</sup> Avenue NE from Rock Creek Road north 0.3 miles and Rock Creek Road from 108<sup>th</sup> Avenue NE to 120<sup>th</sup> Avenue NE. Project Group 4 was awarded on August 22, 2017 and consists of two new Projects: 120<sup>th</sup> Avenue NE, Tecumseh Road to Stella Road and Stella Road, 132<sup>nd</sup> Avenue NE to 144<sup>th</sup> Avenue NE.

These three project groups total \$13.9 million in construction projects under contract with Silver Star. Construction, construction management and design are 100% funded by the Department of Housing and Urban Development (HUD) and administered by Oklahoma Department of Commerce (ODOC). Construction engineering services will be completed by Atkins North America of Norman, Oklahoma. Road closures will be necessary during the culvert replacement phase of construction. Detour routes will be posted and local access will be provided at all times during construction.

The project involves the following items:

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

Project Groups 1, 2 and 4 are all now substantially complete. The major focus of work now is the culvert replacement change order on 120<sup>th</sup> Avenue SE, just south of State Highway 9.

The contractor's activities this month were as follows:

- Completed the 9 cell, reinforced concrete box culvert on 120<sup>th</sup> Avenue SE
- Installed drive culvert pipes
- Continued grading on the roadway including raising the elevation to match the new culvert

**Main Street Streetscape Project:**

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

ODOT held the Streetscape Bid opening on Thursday, May 18, 2017 and awarded the project to the low bidder Rudy Construction on Tuesday, June 5, 2017 in the amount of \$3,052,466.98. The entire streetscape project cost for design, right-of-way, utility relocation and construction will be approximately \$3.9 million. Construction on the streetscape project began on Monday, October 2, 2017

This project involves the following items:

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

The contractor completed Phase 9 of the project, which was the pavement mill and overlay with stamped, colored asphalt intersection and cross walk aesthetic improvements. This was the final phase of the project. Pedestrian and vehicle traffic has now been restored to full use on the new facility.

**Main Street Bridge over Brookhaven Creek**

The project was awarded on June 4, 2018 by ODOT. The successful bidder was Silver Star Construction. The cost of the project is \$4,905,000. The project includes replacing a Structurally Deficient (SD) bridge structure with a triple cell 16' x 8' Reinforced Concrete Box (RCB) and 2100' of channel improvements downstream of the bridge. Work should begin on the project August 13, 2018. Construction is expected to take 340 days.

The contractor's activities this month were as follows:

- The contractor completed 90% of the vegetation removals along the west banks
- Completed the installation of the reinforced concrete box culvert floor and cell walls

**James Garner Avenue – Phase I  
Norman Forward Bond Project**

The project was awarded on March 13, 2018 to Silver Star Construction. The cost of the project is \$1,867,880. It includes reconstruction of the Acres Street intersection to improve safety and to meet Railroad Quiet Zone requirements. The project will create the extension of James Garner Avenue between the railroad and the new Central Library. A pre-construction conference was held on March 22, 2018 to ensure coordination between Flintco (Library Contractor) and Silver Star Construction is established.

The project involves the following items:

- Constructing a new roadway and Intersection on James Garner Avenue and Acres Street along with a new Legacy Trail
- Installing a new improved drainage system

The contractor's activities this month were as follows:

- Completed soil stabilization and final grading of Acres and James Garner west of the railroad tracks

- Completed installation of the aggregate base course on Acres Street and James Garner Avenue west of the railroad tracks

**Lahoma Avenue from Gray Street to Hughbert**

The 2016 Norman Street Maintenance Bond Program includes Urban Roads Reconstruction Projects. The next two street projects are the FYE 2017 Lahoma Street from Gray Street to Nebraska Street and FYE 2018 Lahoma Street from Nebraska Street to Hughbert. These projects were awarded on March 13, 2018. The projects were let together to allow continuity of construction and better unit costs for construction items. The projects were awarded to A-Tech Paving in the amount of \$561,799.25 and \$376,872.00 respectively. This work consists of reconstruction to widen the road to 26 feet and install curb and gutter to improve drainage. Existing sidewalks and ramps will be replaced to provide ADA accessibility. Driveways will be replaced within the right-of-way, and are designed to accommodate future sidewalks meeting ADA requirements.

On March 19, 2018 the contractor began mobilization and installation of traffic control for Phase I, from Gray Street to Nebraska Street. Construction of Phase I and Phase II is anticipated to be completed by the end of September, 2018.

The Contractor's Activities this month include:

- Placement of asphalt pavement from Dawes Street to Nebraska Street
- Placement of concrete curb and gutter from Kansas Street to Nebraska Street
- Backfilling of the structures and roadway

**Sidewalk Program:**

FYE 2019 Sidewalk Program bid was awarded on July 24<sup>th</sup>, 2018 by City Council Central Contracting Services in the amount of \$441,750.00, for five projects to be completed throughout the fiscal year 2019.

- **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. Two locations have been completed this month for sidewalk repair.
- **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 Sixteen (16) 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. The location in this year's program will include intersections along Cherry Creek Drive from Main Street to Knob Hill Court. Construction of ADA compliant ramps begins in Mid-October.
- The **Downtown Area Sidewalks and Curbs Program** will repair hazardous or deteriorated sidewalks, ramps and curbs in the downtown area. The location will be concentrated along the east side of Porter Avenue and areas south of Main Street. *Construction has begun on a sidewalk, ramps and curb bump-out at Peters and Eufaula. Work is 50% complete.*
- The **Sidewalk Program for Schools and Arterials** is used to construct new sidewalks adjacent to elementary schools that have no sidewalks and along walking routes to the schools. This year's project has three (3) locations. First, the east side of North Berry Road from Iowa Street to Denison Drive in the Cleveland Elementary School District; second, the south side of West Boyd Street from 650 feet east of 24<sup>th</sup> Ave. S.W. to Nancy Lynn Terrace in the Alcott Middle School district; and third, the south side of West Imhoff Road from Walnut Road to Castlewood Drive serving the McKinley Elementary school and the University of Oklahoma. Construction will be in November of 2018 and June of 2019. *No School projects were completed in September 2018.*
- The **Sidewalk and Trails Project** constructs new sidewalk and trails throughout the city, in conformance with adopted plans; including the Greenbelt Master Plan, Bikeway & Transportation Master Plan and Parks Master Plan. The location this fiscal year is concentrated along the north



*Monthly Progress Report*

*Public Works (September 2018)*

side of Main Street from 700 feet west of 24<sup>th</sup> Avenue West to Berry Road to close sidewalk gaps and provide sidewalk and ramp improvements at intersections.

- **Sidewalk Horizontal Saw Cutting Project** bid was awarded on September 25<sup>th</sup>, 2018 by City Council to Precision Concrete Cutting of Oklahoma, LLC in the amount of \$38,850.00 to repair tripping hazards up to 2 inches high without removing and replacing the existing sidewalk. The project this year is along the arterial roads West Main Street from Park Drive to West 24<sup>th</sup> Ave. and on 24<sup>th</sup> Ave. N.W. from West Main Street to West Robinson Street. Work began October 1<sup>st</sup>, 2018 and is expected to be complete in early November.

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**48<sup>TH</sup> AVENUE NW – INDIAN HILLS ROAD TO FRANKLING ROAD**

Streets crews began an overlay project on 48<sup>th</sup> Avenue NW – Indian Hills Road to Franklin Road in September, 2018. The project included 2143.74 tons of asphalt and drive approach paving.

**ASPHALT OPERATIONS:**

**OAK FOREST DRIVE - DEEP PATCHING**

Streets crews worked in multiple areas deep patch on Oak Forest Drive and required 84.93 tons of asphalt for the repair.

**KNOLLWOOD DRIVE - DEEP PATCHING**

Streets crews worked in multiple areas deep patch on Knollwood Drive and required 49.57 tons of asphalt for the repair.

**INDIAN HILLS ROAD BETWEEN 36<sup>TH</sup> AVENUE NE AND 48<sup>TH</sup> AVENUE NE - DEEP PATCHING**

Streets crews worked in multiple areas deep patch on Indian Hills Road between 36<sup>th</sup> Avenue N.E. and 48<sup>th</sup> Avenue N.E. and required 46.27 tons of asphalt for the repair.

**1720 CLIFFSIDE DRIVE - DEEP PATCHING**

Streets crews worked in multiple areas deep patch at 1720 Cliffside Drive and required 37.42 tons of asphalt for the repair.

**CONCRETE OPERATIONS:**

**1716 – 1720 CLIFFSIDE COURT**

Streets crews replaced damaged concrete panels at 1716 – 1720 Cliffside Court. This repair required 5.50 cubic yards of concrete and resulted in over 40 square yards of repaired driving surface.

**ROADSIDE OPERATIONS:**

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

Streets Roadside Mowing crew continued their summer mowing schedule. During September, 2018 112.00 miles of rural rights-of way and 21.00 miles of urban rights-of-way were mowed.

**STORMWATER**

**WORK ORDER RESPONSE**

Stormwater Division received 36 work order requests and closed 32.

*Monthly Progress Report*  
*Public Works (September 2018)*

Streets and Stormwater crews checked and cleaned inlet boxes throughout the City during multiple rain events in September. 1,724 inlets were checked and of those 511 were cleaned resulting in 87 tons of drainage debris removed from the stormwater system.

The Infrastructure crew worked very hard during the month of September to complete the numerous work order requests that the Stormwater Division received. The City of Norman has experienced an unusual amount of rain, making September one of the rainiest months in history. The Infrastructure crew responded to numerous requests to investigate sinkholes and other infrastructure issues related to these rain events.

#### DRAINAGE MAINTENANCE

The Channel Maintenance crew trimmed trees and cleared debris in drainage rights-of-way in the urban area and removed 32.00 tons of debris from channels.

The Channel Maintenance crew also continued their mowing schedule in September and mowed 346,775 ft<sup>2</sup> of urban drainage way.

#### URBAN STREET SWEEPING OPERATIONS

A total of 425 lane miles were swept resulting in the removal of approximately 278 tons of debris from various curb lined streets.

#### STORMWATER OKIE LOCATES

During the month of September, 1,987 Call 811 Okie Spots were received. Of those requests, 61 were stormwater pipe locates, 111 were physically checked, and 1,175 were referred to other departments.

#### CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 163 inspections of 91 active sites  
Issued 0 citation and 0 NOV's to active sites  
Issued 1 Earth Change Permit to new projects.

#### MS4 OPERATIONS

Received and responded to 51 citizen calls/ YTD Total is 113.

On September 4th, Michele Loudonback and Hans Osgood successfully completed the City of Norman's first Supervisors Academy.

On September 16th – 19th, Michele Loudonback and Carrie Evenson attended the OFMA Annual Conference in Broken Arrow. Carrie gave a presentation on the first OFMA Stormwater Quality Workshop held on July 18th to an audience of approximately 100 floodplain managers, consultants and agency representatives from around the country on September 17th and participated on a panel discussing the future of the stream restoration profession on September 19th.

On September 30th, the Stormwater Division hosted a Lake Thunderbird Watershed Clean-up Blitz at Griffin Park. Five participants removed 40lbs 13oz of trash and debris from the watershed.

#### FLEET DIVISION

The Fleet Management Division Activity Report shows a comprehensive summary of the activity during the month, broken down into 3 subgroups: Fuel Report, Maintenance Report, and Productivity Report.

##### **Fuel Report**

Purchases: The Inventory fuel and Outside fuel purchases are added together for each category of fuel - Unleaded gasoline, Diesel fuel, and CNG.

Amount Sold: The amount of Inventory fuel and Outside fuel disbursed to city divisions are shown.

Price Per Gallon: For Inventory Purchases, each time a purchase is made the invoice information, such as quantity and total price is receipted into the Faster system. The Faster program then tallies the information and decides on a price-per-gallon for that purchase. The monthly high and the monthly low price-per-gallon for unleaded gasoline and diesel fuel are shown.

*Monthly Progress Report*  
*Public Works (September 2018)*

**Maintenance Report**

Repair Parts Sold: This shows the amount of money spent on repair parts for vehicles during the month.

Tires Sold: This shows the amount of money spent on tires for city vehicles during the month.

Total Parts Sold: This is the sum of Repair Parts and Tires Sold added together.

Sublet Repairs: This is the amount spent on outside repairs during the month.

Road Calls: This is the amount of times Fleet was called out to retrieve/repair a vehicle.

Preventative Maintenance Services: This is the amount of times a vehicle failed to make the appointed preventative maintenance service and had to be rescheduled.

Total Work Orders: This is the amount of work orders for the entire month.

Year to Date Work Order Total: This is the amount of work orders for the entire year.

**Productivity Report**

Direct Labor Hours: Each mechanic's total direct labor hours are shown. Then the direct labor hours are tallied together. After that the total available hours are shown to assess productivity.

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities.

Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

**SEPTEMBER 2018**  
**DEVELOPMENT COORDINATION, ENGINEERING,**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FY 18-19 Associated Fees

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

\*Norman Rural Cert of Survey...0  
 \*Final Plats.....5  
 \*Preliminary Plats.....1  
 \*Short Form Plat.....0  
 \*Center City Form Based Code..4

**City Council Review:**

Certificate of Survey.....0  
 Preliminary Plat.....0  
 Final Plats .....2  
 Certificate of Plat Correction...0  
 Encroachment.....1  
 Easements.....0  
 Closure.....0

**Development Committee:**

\$1,040.00

Final Plats.....0

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

\$0.00

**Subtotal:**

\$1,040.00

\$900.00

\$38,710.00

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family.....23  
 \*\*\*Commercial.....8  
 Multi-Family.....0  
 Addition/Alteration.....16  
 House Moving.....1  
 Paving Only.....5  
 Storage Building.....2  
 Swimming Pool.....2  
 Storm Shelters.....18  
 Public Improvements.....0  
 Temporary Encroachments.....0  
 Fire Line Pits/Misc.....0  
 Flood Plain (@\$100.00 each).....1

**Total Permits.....**

**Grand Total.....**

\$100.00 \$200.00 \$1,000.00

\$3,558.83 \$2,065.81 \$95,307.13

\$4,698.83 \$3,165.81 \$129,077.13

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

18 14 287

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

5 6 78

\* 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 2018

### DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/JACK BURDETT

|   | NUMBER OF<br>INSTANCES | PERCENTAGE<br>ACHIEVED |
|---|------------------------|------------------------|
| <i>PI #8</i> PREPARE<br>DEVELOPMENT PUNCH<br>LIST WITHIN 1 DAY OF<br>FINAL INSPECTION | 5                      | 100%                   |
| <i>PI #10</i> SINGLE FAMILY<br>BLDG PERMIT REVIEW<br>W/I 3 DAYS                       | 23                     | 100%                   |
| <i>PI #11</i> COMMERCIAL<br>BLDG PERMIT REVIEW<br>W/I 7 DAYS                          | 8                      | 100%                   |
| <i>PI #12</i> CONSTRUCTION<br>PLAN REVIEW W/I 10<br>DAYS                              | 18                     | 100%                   |
| <i>PI #13</i> FINAL PLAT<br>REVIEW COMPLETED<br>WITHIN 10 DAYS                        | 2                      | 100%                   |

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

| STREET DIVISION   |                               |                               |                 |                 |           |
|---|-------------------------------|-------------------------------|-----------------|-----------------|-----------|
|   | FYE 2019<br>September<br>2018 | FYE 2019<br>September<br>2018 | Year to<br>Date | Year to<br>Date | FYE 2019  |
| PERFORMANCE INDICATORS  | ACTUAL                        | PERCENT                       | ACTUAL          | PER<br>CENT     | PROJECTED |
| Distribute work order requests to field personnel within one day.             | 99%                           | 99%                           | 99%             | 100%            | 100%      |
| Patch potholes smaller than one cubic foot within 24 hours                    | 100%                          | 100%                          | 100%            | 100%            | 95%       |
| (tons of material used)   | 263.43                        |                               | 920.43          |                 |           |
| Overlay/pave 10 miles per year.   | 3.00                          | 30%                           | 9.25            | 308%            | 100%      |
| Replace 1,160 square yards of concrete pavement panels                        | 40.00                         | 3%                            | 379.50          | 33%             | 100%      |
| Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)   | -                             | 0%                            | -               | 0%              | 0%        |
| Mow 15 ROW-miles of Urban right-of-way, eight times per year                  | 21.00                         | 1%                            | 96.50           | 80%             | 100%      |
| Mow 148 miles of Rural Right-of-way twice per year                            | 112.00                        | 38%                           | 443.00          | 150%            | 100%      |
| Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year | -                             | 0%                            | -               | 0%              | 0%        |

**SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019**

| <b>STORMWATER DIVISION</b>  |   |   |                     |                         |                  |
|---|---|---|---------------------|-------------------------|------------------|
|   | <b>FYE 2019<br/>SEPTEMBER,<br/>2018</b> | <b>FYE 2019<br/>SEPTEMBER,<br/>2018</b> | <b>Year to Date</b> | <b>Year to<br/>Date</b> | <b>FYE 2019</b>  |
| <b>PERFORMANCE INDICATORS</b>   | <b>ACTUAL</b>                           | <b>PER CENT</b>                         | <b>ACTUAL</b>       | <b>PER<br/>CENT</b>     | <b>PROJECTED</b> |
| Distribute work order requests to field personnel within one day.   | 99%                                     | 99%                                     | 99%                 | 99%                     | 99%              |
|   |   |   |                     |                         |                  |
| Mechanically sweep 500 curb miles per month (lane miles)  | 425.00                                  | 85%                                     | 1,160.50            | 19%                     | 50%              |
|   |   |   |                     |                         |                  |
| Collect litter from rights of way in the Urban area (Tons)  | -                                       | 0%                                      | 6.36                | 0%                      | 70%              |
|   |   |   |                     |                         |                  |
| Collect litter from rights of way in the rural area (Tons)  | -                                       | 0%                                      | -                   | 0%                      | 70%              |
|   |   |   |                     |                         |                  |
| Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations) | 1,724.00                                | 17%                                     | 2,787.00            | 28%                     | 70%              |
|   |   |   |                     |                         |                  |
| Mow 2,271,548 sq.feet of open drainage ways, six times per year   | 346,775.00                              | 3%                                      | 3,647,467.00        | 27%                     | 90%              |
|   |   |   |                     |                         |                  |
| Perform erosion control inspections of permitted sites within 30 days.                                    | 163.00                                  | 179%                                    | 542.00              |                         | 100%             |
|   |   |   |                     |                         |                  |
| Permit all earth disturbing operations over 1 acre in size.   | 1.00                                    | 95%                                     | 4.00                |                         | 95%              |
|   |   |   |                     |                         |                  |
| Inspect City facilities identified as potential stormwater pollution sources.                             | -                                       | 0%                                      | -                   |                         | 50%              |
|   |   |   |                     |                         |                  |
| Inspect stormwater outfalls.  | -                                       | 0%                                      | -                   |                         | 20%              |
|   |   |   |                     |                         |                  |
| Respond to stormwater complaints within 24 hours of the time reported                                     | 51.00                                   | 100%                                    | 113.00              |                         | 100%             |
|   |   |   |                     |                         |                  |
| Enforcement actions (NOV's and citations)   | -                                       | N/A                                     | -                   |                         | N/A              |

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT  
September 2018**

**FYE 2019  
FUEL REPORT  
IN GALLONS**

|                          | <u>UNLEADED PURCHASED</u> | <u>DIESEL PURCHASED</u> | <u>CNG PURCHASED</u>     |                            |
|--------------------------|---------------------------|-------------------------|--------------------------|----------------------------|
| Internal pumps           | 19,566.00                 | 19,670.00               | 24,728.00                |                            |
| Outside - sublet         | 752.89                    | 335.20                  | 0.00                     |                            |
| <b>TOTAL</b>             | <b>20,318.89</b>          | <b>20,005.20</b>        | <b>24,728.00</b>         |                            |
|                          | <u>UNLEADED CONSUMED</u>  | <u>DIESEL CONSUMED</u>  | <u>CITY CNG CONSUMED</u> | <u>PUBLIC CNG CONSUMED</u> |
| <b>TOTAL Consumption</b> | <b>19,622.07</b>          | <b>18,479.64</b>        | <b>17,651.10</b>         | <b>7,076.90</b>            |

| <b>FYE 2018 TO DATE CONSUMPTION</b> |                          |                        |                          |                            |
|-------------------------------------|--------------------------|------------------------|--------------------------|----------------------------|
| <b>TOTAL Consumption</b>            | <u>UNLEADED CONSUMED</u> | <u>DIESEL CONSUMED</u> | <u>CITY CNG CONSUMED</u> | <u>PUBLIC CNG CONSUMED</u> |
|                                     | <b>61,555.33</b>         | <b>59,103.05</b>       | <b>59,053.07</b>         | <b>14,301.40</b>           |

| <b>INTERNAL PRICE PER GALLON:</b> |      |        |     |        | <b>EXTERNAL PRICE PER GALLON:</b> |      |        |     |        |
|-----------------------------------|------|--------|-----|--------|-----------------------------------|------|--------|-----|--------|
| UNLEADED                          | High | \$2.31 | Low | \$2.22 | UNLEADED                          | High | \$2.74 | Low | \$2.38 |
| DIESEL                            | High | \$2.42 | Low | \$2.30 | DIESEL                            | High | \$3.00 | Low | \$3.00 |
| CNG                               | High | n/a    | Low | \$1.02 | CNG                               | High | n/a    | Low | n/a    |

| <b>FASTER CONSUMABLE PARTS PURCHASED</b> |                    | <b>PUBLIC CNG SALES</b>                              |             |
|--|--------------------|--|-------------|
| REPAIR PARTS                             | \$45,747.40        | Month Total Public CNG Sales                         | \$10,570    |
| BATTERIES                                | \$1,812.20         | FYE 2019 To Date Public Sales                        | \$21,370    |
| OILS/FLUIDS                              | \$1,887.24         | <b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>        |             |
| TIRES                                    | \$22,385.53        | Total Sold Gallons Life To Date                      | 792,386     |
| SUBLET REPAIRS                           | \$4,398.91         | Total Gross Sales Life To Date                       | \$1,138,966 |
| <b>TOTAL SPENT parts/sublet</b>          | <b>\$76,231.28</b> | Life To Date CNG Gas Gallon Equivalent               |             |
|  |                    | Total Public/City Through-Put CNG Gallons @ Station: | 1,661,453   |

| <b>COMBINED SHOPS</b> | <b>CURRENT MONTH</b> | <b>LAST MONTH</b> | <b>TWO MONTHS AGO</b> | <b>YEAR TO DATE</b> |
|-----------------------|----------------------|-------------------|-----------------------|---------------------|
| ROAD SERVICE          | 26                   | 20                | 29                    | 75                  |
| EMERGENCY ROAD CALLS  | 3                    | 3                 | 3                     | 9                   |
| PM SERVICES           | 113                  | 85                | 163                   | 361                 |
| INCLEMENT WEATHER     | 0                    | 0                 | 0                     | 0                   |
| WORK ORDERS           | 422                  | 441               | 464                   | 1327                |
| SCHEDULED REPAIRS     | 167                  | 154               | 242                   | 563                 |
| NON SCHEDULED REPAIRS | 255                  | 287               | 222                   | 764                 |

| <b>Light Shop</b>     | <b>CURRENT MONTH</b> | <b>LAST MONTH</b> | <b>TWO MONTHS AGO</b> | <b>YEAR TO DATE</b> |
|-----------------------|----------------------|-------------------|-----------------------|---------------------|
| ROAD SERVICE          | 6                    | 2                 | 8                     | 14                  |
| EMERGENCY ROAD CALLS  | 2                    | 2                 | 2                     | 4                   |
| PM SERVICES           | 79                   | 54                | 96                    | 175                 |
| INCLEMENT WEATHER     | 0                    | 0                 | 0                     | 0                   |
| WORK ORDERS           | 215                  | 219               | 220                   | 435                 |
| SCHEDULED REPAIRS     | 103                  | 82                | 128                   | 231                 |
| NON SCHEDULED REPAIRS | 112                  | 137               | 92                    | 204                 |

| <b>Heavy Shop</b>     | <b>CURRENT MONTH</b> | <b>LAST MONTH</b> | <b>Two Months Ago</b> | <b>YEAR TO DATE</b> |
|-----------------------|----------------------|-------------------|-----------------------|---------------------|
| ROAD SERVICE          | 20                   | 18                | 21                    | 21                  |
| EMERGENCY ROAD CALLS  | 1                    | 1                 | 1                     | 1                   |
| PM SERVICES           | 34                   | 31                | 67                    | 67                  |
| INCLEMENT WEATHER     | 0                    | 0                 | 0                     | 0                   |
| WORK ORDERS           | 207                  | 222               | 244                   | 244                 |
| SCHEDULED REPAIRS     | 64                   | 72                | 114                   | 114                 |
| NON SCHEDULED REPAIRS | 143                  | 150               | 130                   | 130                 |



**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

FYE 2018

September 2018

| MECHANIC | DIRECT LABOR HOURS | PRODUCTIVITY |        | INDIVIDUAL PRODUCTIVITY |  |
|----------|--------------------|--------------|--------|-------------------------|--|
|          |                    | GOAL         | ACTUAL | DIFFERENCE              |  |
| # 001    | 115.96             | 72%          | 87.6%  | 15.6%                   |  |
| # 002    | 85.44              | 72%          | 94.1%  | 22.1%                   |  |
| # 004    | 121.64             | 72%          | 88.4%  | 16.4%                   |  |
| # 007    | 124.93             | 72%          | 85.7%  | 13.7%                   |  |
| # 008    | 153.88             | 72%          | 92.0%  | 20.0%                   |  |
| # 009    | 99.28              | 72%          | 88.3%  | 16.3%                   |  |
| # 011    | 132.49             | 72%          | 79.6%  | 7.6%                    |  |
| # 012    | 111.89             | 72%          | 88.6%  | 16.6%                   |  |
| # 013    | 128.72             | 72%          | 88.6%  | 16.6%                   |  |
| # 014    | 94.28              | 72%          | 85.6%  | 13.6%                   |  |
| # 015    | 116.38             | 72%          | 86.2%  | 14.2%                   |  |
| # 016    | 112.24             | 72%          | 83.3%  | 11.3%                   |  |
| # 021    | 124.96             | 72%          | 87.9%  | 15.9%                   |  |

DIRECT LABOR HOURS

1522.09

TOTAL AVAILABLE HOURS

1746.50

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

87.2%

# September FYE 2019

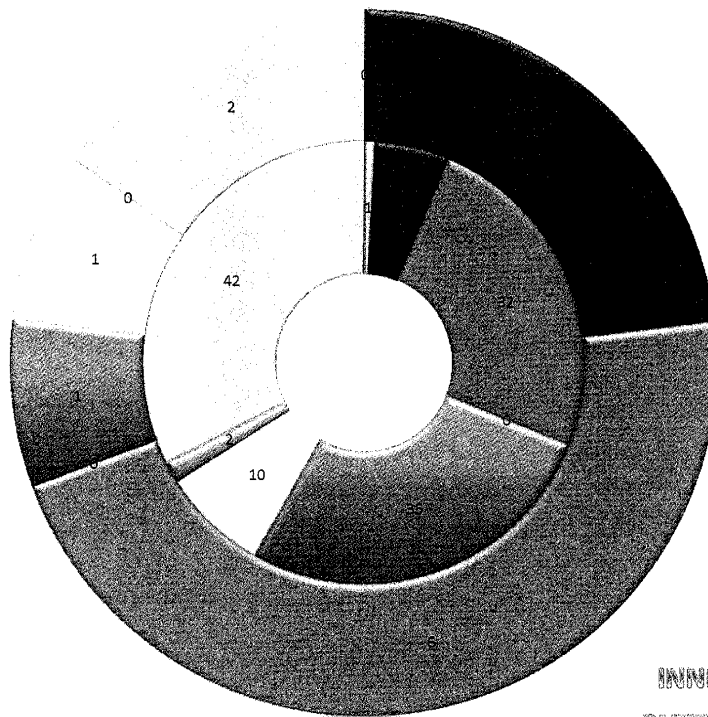
Currently Past Due:

| Unit #        | Unit Description         | Department Division | Current Odometer Reading | or scheduled date | Meter Past   |       | ORIGINAL Scheduled DATE | SHOP         | Type of SERVICE | LAST PM DONE     |
|---------------|--------------------------|---------------------|--------------------------|-------------------|--------------|-------|-------------------------|--------------|-----------------|------------------|
| <b>POLICE</b> |                          |                     |                          |                   |              |       |                         |              |                 |                  |
| 1115          | 2009 Ford Crown Victoria | Police Patrol       | 96354                    | 95289             | <b>1,065</b> | miles | 9/24/2018               | Light Repair | <b>PM-D</b>     | <b>4/20/2018</b> |
| 1128          | 2014 Ford Interceptor    | Police Patrol       | 87,445                   | 84,394            | <b>3,051</b> | days  | 9/27/2018               | Light Repair | <b>PM-C</b>     | <b>5/7/2018</b>  |

## UTILITIES

|      |                           |                       |           |           |           |      |           |              |             |                  |
|------|---------------------------|-----------------------|-----------|-----------|-----------|------|-----------|--------------|-------------|------------------|
| 331T | DJ Trailer 12' Car Hauler | Waterline Maintenance | 10/3/2018 | 9/23/2018 | <b>10</b> | days | 9/24/2018 | Light Repair | <b>PM-A</b> | <b>3/23/2018</b> |
|      |                           |                       |           |           |           |      |           |              |             |                  |
|      |                           |                       |           |           |           |      |           |              |             |                  |

## PVI Compliance Report September FYE 2019



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

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

| Department            | Scheduled  | Missed/Late | % Late       |
|-----------------------|------------|-------------|--------------|
| City Council          | 1          | 0           | 0.0%         |
| Fire                  | 7          | 3           | 42.9%        |
| Police                | 32         | 6           | 18.8%        |
| Finance               | 0          | 0           | 0.0%         |
| Inf. Tech             | 0          | 0           | 0.0%         |
| Public Works          | 35         | 1           | 2.9%         |
| Parks & Rec.          | 10         | 1           | 10.0%        |
| Planning              | 2          | 0           | 0.0%         |
| Utilities             | 42         | 2           | 4.8%         |
| <b>Citywide Total</b> | <b>129</b> | <b>13</b>   | <b>10.1%</b> |

**FLEET DIVISION  
PM COMPLIANCE REPORT  
September FYE 2019**

Industry Standard Compliance: Not To Exceed 5%

| Category                              | Current %  | PENDING    |
|---------------------------------------|------------|------------|
| <b>CITY CLERK</b>                     |            |            |
| CITY COUNCIL                          | 0%         | 50%        |
| BUILDING ADMINISTRATION               | 1          | 1          |
| CUSTODIAL                             | 0%         | 0%         |
| BUILDING MAINTENANCE                  | 0%         | 0%         |
| <b>MUNICIPAL COURT</b>                |            |            |
| MUNICIPAL COURT                       | 0%         | 0%         |
| <b>INFORMATION TECHNOLOGY</b>         |            |            |
| INFORMATION TECHNOLOGY                | 0%         | 50%        |
| <b>FINANCE</b>                        |            |            |
| METER SERVICES                        | 0%         | 0%         |
| <b>PLANNING</b>                       |            |            |
| PLANNING                              | 0%         | 0%         |
| BUILDING INSPECTIONS                  | 2          | 2          |
| CODE COMPLIANCE                       | 0%         | 0%         |
| <b>PUBLIC WORKS</b>                   |            |            |
| ENGINEERING                           | 0%         | 0%         |
| STREETS                               | 14         | 13         |
| STORMWATER                            | 5          | 5          |
| TRAFFIC                               | 8          | 8          |
| STORMWATER QUALITY                    | 0%         | 0%         |
| FLEET                                 | 8          | 8          |
| <b>POLICE</b>                         |            |            |
| ANIMAL CONTROL                        | 0%         | 25%        |
| POLICE ADMINISTRATION                 | 1          | 1          |
| POLICE STAFF SERVICES                 | 2          | 2          |
| POLICE CRIMINAL INVESTIGATIONS        | 3          | 2          |
| POLICE PATROL                         | 24         | 19         |
| POLICE SPECIAL INVESTIGATIONS         | 1          | 1          |
| POLICE EMERGENCY COMMUNICATIONS       | 0%         | 0%         |
| <b>FIRE</b>                           |            |            |
| FIRE ADMINISTRATION                   | 0%         | 0%         |
| FIRE TRAINING                         | 0%         | 0%         |
| FIRE PREVENTION                       | 0%         | 0%         |
| FIRE SUPPRESSION                      | 4          | 3          |
| FIRE DISASTER PREPAREDNESS            | 1          | 1          |
| <b>PARKS &amp; RECREATION</b>         |            |            |
| PARK MAINTENANCE                      | 10         | 9          |
| PARKS & RECREATION                    | 0%         | 0%         |
| <b>PUBLIC SAFETY SALES TAX (PSST)</b> |            |            |
| PSST POLICE PATROL                    | 1          | 1          |
| PSST POLICE CRIMINAL INVESTIGATIONS   | 0%         | 100%       |
| PSST FIRE SUPPRESSION                 | 2          | 2          |
| <b>CDBG</b>                           |            |            |
| PLANNING CDBG                         | 0%         | 0%         |
| <b>UTILITIES WATER</b>                |            |            |
| UTILITIES ADMINISTRATION              | 0%         | 0%         |
| WATER TREATMENT PLANT                 | 1          | 1          |
| WATER PLANT                           | 1          | 1          |
| WATER PLANT WELLS                     | 1          | 1          |
| WATER PLANT LAB                       | 0%         | 0%         |
| LINE MAINTENANCE ADMIN.               | 0%         | 0%         |
| WATER LINE MAINTENANCE                | 10         | 8          |
| UTILITIES INSPECTOR                   | 2          | 2          |
| <b>UTILITIES WRF</b>                  |            |            |
| WRF ADMIN                             | 0%         | 0%         |
| WRF INDUSTRIAL                        | 0%         | 0%         |
| WRF BIOSOLIDS                         | 2          | 2          |
| WRF OPERATIONS                        | 0%         | 0%         |
| SEWER LINE MAINTENANCE                | 6          | 6          |
| <b>UTILITIES SANITATION</b>           |            |            |
| SANITATION ADMINISTRATION             | 0%         | 0%         |
| SANITATION RESIDENTIAL                | 3          | 3          |
| SANITATION COMMERCIAL                 | 6          | 6          |
| SANITATION TRANSFER                   | 2          | 2          |
| SANITATION COMPOST                    | 2          | 2          |
| SANITATION RECYCLE                    | 3          | 3          |
| SANITATION YARD WASTE                 | 3          | 3          |
| <b>CITYWIDE TOTAL</b>                 | <b>129</b> | <b>116</b> |
|                                       | <b>10</b>  | <b>3</b>   |
|                                       | <b>2%</b>  | <b>9%</b>  |

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

| <b>SEPTEMBER 2018</b>  |  | <b>PROJECTED GOAL</b>                             | <b>THIS MONTH</b>         |                     |                       | <b>YEAR TO DATE</b>       |                     |                       |
|--|--|---|---------------------------|---------------------|-----------------------|---------------------------|---------------------|-----------------------|
|  |  | <b>Percentage</b>                                 | <b>Number of Requests</b> | <b>Goal Met</b>     | <b>Percentage Met</b> | <b>Number of Requests</b> | <b>Goal Met</b>     | <b>Percentage Met</b> |
| Provide initial response to citizen inquiries within 2 days  |  | 100%  | 95                        | 95                  | 100%                  | 276                       | 276                 | 100%                  |
| Provide information requested by citizens within 7 days  |  | 95%   | 95                        | 95                  | 100%                  | 276                       | 276                 | 100%                  |
| Complete traffic engineering studies within 45 days.   |  | 99%   | 0                         | 0                   | 100%                  | 1                         | 1                   | 100%                  |
| Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days. |  | 95%   | 37                        | 37                  | 100%                  | 111                       | 111                 | 100%                  |
| Worker Hours Per Gallon of Paint Installed.  |  | 0.80  | Gallons                   | Worker Hours        | Percentage            | Gallons                   | Worker Hours        | Percentage            |
|  |  |   | 777                       | 186.75              | 0.24                  | 2161                      | 497.5               | 0.23                  |
| Thermoplastic legend, arrows, stop bars & crosswalks installed.  |  | 4-6 Installations per day per 2 person crew. 100% | Crew Work Days            | Total Installations | Average               | Crew Work Days            | Total Installations | Average               |
|  |  |   | 0                         | 0                   | #DIV/0!               | 2                         | 6                   | 3.00                  |
| 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        |
|  |  |   | 18                        | 18                  | 100%                  | 56                        | 56                  | 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        |
|  |  |   | 15                        | 15                  | 100%                  | 103                       | 103                 | 100%                  |
| Response to reports of sign damage:  |  | Percentage  |                           |                     |                       |                           |                     |                       |
| <i>High Priority</i> Stop or Yield Signs within one hour   |  | 99%   | 3                         | 3                   | 100%                  | 13                        | 13                  | 100%                  |
| <i>Lower Priority</i> all other signs within one day   |  | 90%   | 67                        | 67                  | 100%                  | 230                       | 230                 | 100%                  |
| <i>Street Name Signs</i> within two weeks  |  | 90%   | 20                        | 20                  | 100%                  | 54                        | 54                  | 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        |
|  |  |   | 2888                      | 0                   | 0.00                  | 9576                      | 0                   | 0.00                  |



**Monthly Report**  
**September 2018**

**LINE MAINTENANCE:**

Waterline Capital Projects

- Timberdell Road – 100% Complete
- Timberdell Road Cul-de-Sac 100% Complete
- Wheaton Drive – 94% Complete
- Columbia Circle – 20% Complete

Wheaton Drive - WA0327: Staff will replace 850 feet of 6" Cast Iron with 6" PVC on Wheaton Drive from N.E. 24<sup>th</sup> Avenue to a point where the new water main can be tied-in to existing 6" PVC. Staff laid 60 feet of 6" to tie-in Barrington Drive, poured 14 yards of concrete and 65 tons of asphalt, project 94% complete.

Columbia Circle – WA0323: Staff will replace 1,300 feet of 4" Cast Iron with 6" PVC on Columbia Circle from Biloxi Drive to end of cul-de-sac. Staff hydro excavated 20 meter services and existing utilities, saw cut concrete street for an 8"x6" tap and laid 100 feet of 6" PVC, project 20% complete.

Water Line Breaks - 5

Sewer Line Data

- Total obstruction service requests - 18
- Private Plumbing: 18
- City Infrastructure: 0
- Sanitary Sewer Overflows: One overflow on private service line

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.49 MGD
- Total flow: 44.7 MG

**UTILITIES ENGINEERING:**

Request For Proposal (RFP) 1819-05: the RFP was issued for eleven (11) water and wastewater projects on 06/12/18 and 26 proposals were received 07/10/18. NUA staff met 08/07/18 to compare and review our individual consultant rankings, discuss consultant qualifications further and ultimately select preferred consultants for the 11 projects. 10 consultants were selected and were so notified on 08/19/18. The consultants selected and the project for which they were selected are listed below. The alternate consultant shown is listed in the event we are unable to successfully negotiate an agreeable project scope, schedule and/or fee with the selected consultant.

| No. | Project                                       | Selected Consultant | Alternate Consultant |
|-----|---|---------------------|----------------------|
| 1   | Interstate Drive WL Replacements              | Cardinal            | CEC                  |
| 2   | West of Campus WL Replacements                | Cabbiness           | CP&Y                 |
| 3   | Robinson WL: WTP to 24th Avenue NE            | Freese and Nichols  | Jacobs/CH2M          |
| 4   | Robinson WL: 12th Avenue NE to 24th Avenue NE | Jacobs/CH2M         | APAI                 |
| 5   | Flood WL: Rock Creek to Venture               | CP&Y                | Garver               |
| 6   | SE Lift Station Payback Study                 | Search              | Olsson               |
| 7   | WRF Septage Receiving Station                 | Olsson              | Garver               |
| 8   | WRF Storage Building                          | Barrett Williamson  | Garver               |
| 9   | Sanitation Truck Wash/Paint Shop Facility     | Studio              | Barrett Williamson   |
| 10  | Line Maintenance Office/Maintenance Building  | Barrett Williamson  | EST                  |

NUA staff and the selected consultants will be meeting in the next few weeks to define the further project scope, schedule and fee. Each contract will then be forwarded separately to the NUA for their consideration.

## **WASTEWATER PROJECTS:**

WRF Effluent Truck Wash (WW0050): Original project scope was to provide non-potable reuse water from the Water Reclamation Facility (WRF) to the Sanitation storage yard north of the WRF. An automated truck wash facility would be constructed to allow reuse of treated effluent. However, DEQ standards impose extreme restrictions on human contact with reuse water, likely yielding untenable costs for the truck wash. Modified plan is a drive through wash with potable water on the same site. Project merged with SA0009, funded by the Sanitation Division, for maintenance, welding and painting facility for solid waste collection containers. Proposals for design of the project were received July 10, 2018. Staff selected Studio Architecture of OKC, and met with the design team on September 4, 2018. Contract and fee negotiations are in progress.

Lift Station Modifications FY17 (WW0305): Three (3) existing lift stations (LS), Ashton Grove, Franklin Road, and Royal Oaks, needed modifications more extensive than our annual rehabilitation. The work consists of pumps, pump guide rails and brackets, and discharge fittings and piping. Royal Oaks LS also requires replacement of its 8-foot wet well with a 10-foot wet well. Project was designed by Lemke through CP&Y. On 2/1/18, we received five (5) bids, with Crossland Heavy Contractors of Columbus, KS low at \$639,553. On 2/27/18, the NUA approved bid award and contract execution. A Notice to Proceed was issued effective 3/19/18. All mechanical work is complete. Site restoration is in progress. Payment for \$599,928 of contract total of \$639,553, or 94% approved to date.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate about 43,000 feet (over 8 miles) of sewers and about 230 manholes in phases. Phase 1 was completed 1/19/17, replacing 25,100 feet of old sewer lines with High Density Polyethylene (HDPE) pipe, and rehabilitating or replacing 148 manholes; project design by NUA staff with Lemke assistance. Phase 2 advertised for bids on 7/19/18, and is bounded by Iowa Street to the north, Sherry Avenue to the west, Main Street to the south, and Berry Road to the east. Five (5) bids were opened 8/9/18. PM Construction and Rehab, LLC, of Pasadena, TX was the low bidder at \$1,348,501. On 8/28/18, the NUA approved bid award and contract execution. Notice to Proceed was issued effective 9/17/18, with a contract completion time of 270 calendar days. Pre-work meeting held 10/2/18; field construction should begin shortly. Payment for \$0 of contract total of \$1,348,501, or 0% approved to date.

Sewer Maintenance Project FYE17 (WW0307): Annual project may rehabilitate about 23,800 feet (4½ miles) of sewers and almost 105 manholes, possibly in two (2) phases, 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 should bid soon.

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet (5 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Westbrook Terrace to the North, Highway 9 to the Southwest and Berry Road to the East. Preliminary project layout and scope definition are nearing completion. Line Maintenance is also nearing completion of video survey of the entire project area. No survey or design work to date, awaiting new on-call RFP approval, to award contract to Lemke for surveying and drafting assistance.

Sewer Maintenance Project FYE19 (WW0316): Annual project may replace about 22,000 feet (over 4 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Peter Pan St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Line Maintenance will soon begin video survey of project area. No design work to date, awaiting new on-call RFP approval, to award contract to Lemke for surveying and drafting assistance.

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.

WRF Phase 2 Improvements expand the design capacity from 12 to 17 MGD, rehabilitates older equipment and adds ultra violet disinfection, effluent aeration and odor control technologies. Bids were received in March 2014 and the NUA approved award to Archer Western Construction, LLC (AW) on 04/22/14 and the contract and bonds were approved 05/13/14. Construction of the \$48.82 million (M) project began 06/02/14 and is scheduled to be complete 11/18/17.

Five change orders have been approved to date increasing the contract amount by \$3.40 M to \$52.23 M and extending the contract time through 08/01/17. CO#4 incorporated the Phase 2 Maintenance Improvements into the project, increasing the contract by \$2.83 M and requiring completion of this new work by 11/14/17. The original work scope of the WRF Phase 2 Improvements was complete on 08/01/17. Payments of \$51.75 M or 99% of the contract amount have been paid through 12/31/17; OWRB reimbursement requests total \$42.12 M. Proposed Final CO#6 will be considered 09/11/18 and will reduce the final contract amount by \$72,545.83 to \$52,154,160.17 and provide a 61 day time extension through January 12, 2018.

The following briefly summarizes the work completed:

- Rehab two perforated screens, install two new screening conveyers, replace the existing and add a new grit washer/classifier at the Headworks.
- Replace Influent Flow Measurement Structure.
- Rehab Primary Clarifiers 1, 2, 3 and 4 and add odor control covers.
- Construct new Aerations Basins 4, 5 and 6.
- Replace diffusers and rehab existing Aeration Basins 1, 2 and 3 and deepen basins by about 1.5 feet.
- Install two new turbo blowers in Blower Building.
- Construct new splitter box and new Final Clarifiers 5 and 6.
- Construct new RAS/WAS Pump Station including 3 RAS pumps and 2 WAS pumps.
- Construct new Ultraviolet Disinfection/Post Aeration Facility.
- Construct new 66-inch outfall piping and new Outfall Structure for new and existing 54-inch outfall piping.
- Install four new Primary Sludge Thickener mechanisms with odor control.
- Construct new Sludge Blending Tank and Pump Station.
- Construct two new Sludge Thickening Centrifuges in Main Control Building.
- Clean Secondary Digesters 2 and 4.
- Convert Digester 4 to primary digester with fixed cover, gas collection and mixing pumps.
- Replace South Digester Boilers.
- Install odor control at Headworks, Westside Lift Station, Primary Clarifiers, Sludge Thickeners, and Centrifuge Room.
- Construct Standby Generators at Environmental Services Building, UV Facility, RAS/WAS Pump Station, Westside Lift Station and Blower Building.
- Install new asphalt paving to new treatment units, mill and overlay existing roadways.

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

DEQ submitted Addendum A for CO#13-077 to NUA on 01/16/18 regarding revised schedule of completion for SEP to utilize treated effluent at the Compost Facility. NUA submitted proposed schedule to DEQ 09/08/17 but that schedule is no longer possible since DEQ failed to respond until January. Staff submitted letter on 02/15/18 requesting change to DEQ schedule in Addendum A and met with DEQ in March 2018 to discuss variance to allow



UV disinfected wastewater effluent for irrigation at the Compost Facility as our revised SEP project (see report below).

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16. Since completion of WRF Phase 2, staff is considering using UV disinfected effluent in lieu of chlorinated effluent for compost irrigation. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18. Staff and APAI met with DEQ 03/29/18 to discuss the proposed variance; DEQ advised NUA on 07/18/18 that the variance was conditionally approved. We are discussing the proposed variance with APAI and will need to process a contract amendment to proceed with the project using UV reuse water at the compost facility.

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. The lift station might initially be funded by developers and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff will bring a contract forward to NUA in October 2018.

Lift Station D Force Main Phase 2 (WW02306): NUA approved contract with PEC on 10/11/16 to design about 2,400 feet of 20-inch force main from Lift Station D between Rock Creek Road and gravity sewer north of Robinson. 50% plans received but project is on hold in hopes of acquiring Sutton Wilderness property from State of Oklahoma to allow force main installation west of existing ROW.

Summit Valley Interceptor (WW0278): Project will install about 3,000 feet 12-inch and 15-inch sewer interceptor and allow the East Ridge LS to be taken out of service. NUA approved design contract with SMC on 06/26/18 with design due to be complete in December 2018. The Easement Availability Report for interceptor project was received 07/30/18 from SMC; report appears to indicate two affected developers will donate easements for the project. Initial surveying of proposed interceptor route completed in August 2018 and first payment to SMC has been processed.

WRF Class A Sludge Co-Composting (WW0312/SA0017): Project will be funded equally by Sanitation and Water Reclamation funds and will consider alternatives to producing Class A sludge (bio-solids) for unrestricted use of co-composted Class B sludge and yard waste. Product can be used in parks, medians, and by homeowners and businesses without restriction; product can also be bagged and sold through retail establishments. Staff will forward design contract with Garver LLC for preliminary design report, final design, bidding and construction administration to NUA in October 2018.

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

## **WATER PROJECTS:**

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

Contractors submitting low bid. Award, contract and bonds were approved by NUA 06/14/16 and work began 06/15/16.

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

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019.

Waterline Relocation: Robinson 24th NW to WTP (WA0195): As a continuing effort from the WA0195 project above, staff has requested that APAI prepare a new contract for design of Phase III waterline between 24th NW (extended) and Flood Avenue. Contract K-1819-06 received from APAI on 08/08/18 and was approved NUA 08/28/18. Kickoff meeting to be held in September 2018 with design completion expected in March 2019. Construction of Phase III project is included in FYE19 budget.

Main Library Waterline Relocation (WA0233): 16-inch waterline from south of Acres to just north of Library property will be relocated placed in conjunction with the Acres/James Garner Intersection Improvements. Design plans through Public Works are nearing approval; expect to bid in January 2017. Modeling has indicated the 16" WL sizing is adequate; this will save NUA \$. NUA has agreed to contribute \$43,000 toward the James Garner project to pay for waterlines along Acres. Waterline relocation is nearing completion at this time.

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

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Staff is working with the Street Department to install new waterline under 3 intersections associated with the Lahoma Street reconstruction project which crosses the Gray/Tonhawa WL Replacement project. NUA and Guernsey staffs walked majority of project 05/02/18 to finalize proposed location and construction methodology. Open trench construction with pavement repairs was generally chosen in lieu of directional drilling at increased depth with pavement repairs at entry points and service line locations. Awaiting 75% plans from Guernsey.

Segment D Waterline, Phase 2 (WA0239): Final design for the Phase 2 project utilizing Highway 9 right-of-way was completed but the permit to construct from ODOT was not renewed. ODOT established this section of Highway 9 from I-35 to Highway 77 as "no access" for allowing utilities within their ROW. Staff searched alternative routing and determined path along Lindsey Street from 24<sup>th</sup> Avenue SW to Chautauqua to convey water to the west side of town. The last phase connecting the 24-inch on Lindsey to the 24-inch along Highway 9 at Jenkins is underway and will be performed in two phases. Staff met with OU staff the week of 10/31/16 to walk out proposed alignments that will cross OU property. All available alignments will require OU to donate easement of some sort. POE prepared the two alignments on a map for OU representatives review. NUA approved full contract for surveying, design, construction administration, and easement acquisition in the amount of \$194,000 1/24/17. Design kickoff meeting was held 2/14/17. OU's Tony Gardner was in attendance and will be our point of contact throughout the project. OU representatives, Poe & Associates, and staff walked the alignments 2/16/17 and determined a favored path along Chautauqua from Lindsey to Timberdell, east along Timberdell to Jenkins, and then south to Highway 9. Public Works, NUA, and OU agreed to share costs for half of Chautauqua to be replaced with new concrete since the water line was installed under the southbound lane. NUA approved contract 5/23/17 as part of the Berry Road CO#5 item. This change order allowed Central Contracting to begin project immediately after they finished Main Street project. Unfortunately, they were not able to begin until June 19, 2017 and expedited the project to see substantial completion by 10/4/17. Staff met with OU officials 11/8/17 and again 1/30/18. First meeting was positive and staff thought the project was moving forward with easements being prepared for taking to Board of Regents for final signature. At the 1/30/18 meeting, OU's A&E services had some reservations due to their upcoming development near Imhoff and Jenkins. OU asked us to consider other pathways. Staff contacted ODOT and they again confirmed no use of ROW from Chautauqua to Jenkins. Poe re-drafted scenarios with one mentioned from OU to tie-in at Constitution and Monitor. Staff utilized the water model and determined that the length of line can be reduced and the tie-in can occur at Jenkins and Constitution. Therefore, staff will proceed with an alignment which has been approved by OU staff to install 24-inch water line east along Timberdell and south along Jenkins to the corner of Constitution. OU emailed approval April 11, 2018 to proceed with survey. Survey is complete, Poe has drawn up alignment and is working with OU to prepare easement for Board of Regents approval in August or September 2018. August 1, 2018 OU staff requested a slight shift of easement to north and we agreed and Poe sent back revised drawing August 8, 18. OU staff again exchanged correspondence on October 5, 2018 and is preparing to take easements to Board of Regents for approval.

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and preliminary engineering plans presented to NUA 07/08/14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31<sup>st</sup> with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor has completed 104 required piers for chemical building, installed all ductwork, and now pouring slab. Contractor has excavated ozone contact basin, installed piping, and preparing to pour slab. Contractor has excavated UV building and poured bottom slab and sump of building. Large piping that will pass through the UV building is installed. First partial plant shutdown was held 11/13/17 and was without issue. Second plant shutdown was week of 12/4/17 and also without issue. Next partial shutdown is scheduled for August 2018 and the valve from Pratt is expected later this month. Maintenance building shell is complete and interior finish is underway. Other buildings are having slabs completed and are beginning to install upright walls and work had begun on the roof of the new chemical building.. NUA approved Change Order #1 July 10<sup>th</sup> in the amount of \$207,727.96. Contractor has completed \$14,100,000 of the \$30,197,892 total contract. Project completion date is August 2019.

FYE15 Water Wells and Supply Lines: Staff issued RFP 08/18/15 for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. 14 proposals were received 09/14/15; staff selected several consultants and followed with contract negotiations. On 02/09/16 the NUA approved APAI contract K-1516-85 to update of our city wide water model; NUA approved contract with Cowan to perform

water right permitting through the OWRB on 02/26/16 and approved contract with Carollo to perform well field design, and test/production well design on 06/14/16. On 2/14/17 NUA approved contract with Garver to study pros and cons for utilizing horizontal well technologies for one of our wells. Each project is broken out below.

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well.

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 34 active wells from being at 31 previously. The design for a blending scheme will be delayed until deemed necessary.

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

Horizontal Well Feasibility Study - Garver met with staff and proposed an option that could be advantageous for future Norman wells. Normal wells are drilled vertically down through various sand layers. Screens are placed at each sand layer to allow the water in the sand layer to enter the well and be removed by pumping. Horizontal wells are directed down to the sand layer and then steered horizontally within the sand layer. This will significantly increase the ability for water to enter the well since it is dependent on the amount of screen surface area against the sand layer. A few consultants have approached staff to further investigate this concept that is unproven in this aquifer but has a potential to yield much more water per well. Staff finalized a contract with Garver and NUA approved it February 14, 2017. Staff supplied past well data to Garver and a draft technical memorandum was submitted to staff for review. Garver partnered with Pumps of Oklahoma and researched how much more water can be expected utilizing horizontal water wells. They also reviewed the operation and maintenance that the City can expect with a completed horizontal well. The oil and gas industry has utilized these types of wells and have found great success in increased yields. The water industry has only applied this concept for river (alluvial) wells but not for sand layers deeper into aquifer formations such as the Garber-Wellington. Staff coordinated a meeting between Garver and selected peer review team interested in vetting the concept of deep horizontal wells for domestic water. The group met Friday 12/1/17 and had no major concerns with the concept. Staff and Garver presented findings to

NUA 12/5/17 and again there was support for the concept to date. Staff and Garver met again with 2 hydrogeologists on 1/12/18 to finalize comments received to date. Staff prepared an amendment to Garver's contract to begin Phase II of the Design which will include test wells as part of the investigation. The NUA approved amendment 2/13/18 which allows Garver to proceed with Technical Memorandum (TM) #2. The findings from this TM will determine if the NUA will move forward with drilling the wells or not. The next step to drill a test well awaits permission granted by a potential landowner. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements. Two of these landowners are not interested and one has not responded to mailed letters and/or been contacted. Staff proposed a site near one of the chosen sites and the landowner accepted offer. The horizontal test well began drilling in September and staff awaits results of water quality from the various sand zones. Another test well will be drilled in October that is located on a different land site to further evaluate.

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

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

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

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

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

WTP Backwash Tower Resurfacing Project – This project has been delayed as to not interfere with the current ongoing WTP Phase II project. Staff met with a consultant that will be preparing the specifications for recoating. NUA approved design contract with Dunham Engineering on September 25, 2018. Design will be complete by Spring 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete.

Water Metering / Billing Audit Project – This project began in March 2018. Staff is working along with a meter consultant to randomly check approximately 130 domestic meters for accuracy. Meters were sent April 10, 2018 to a

third party testing facility that will be used to verify accuracy of measurements. The consultant will compile findings within a report for staff review. Report is expected October 2018.

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

Robinson Water Line: 24<sup>th</sup> Ave NE to 12<sup>th</sup> Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24<sup>th</sup> Ave NE to 12<sup>th</sup> Ave NE. The consultant's contract is planned to be considered by NUA at the November meeting.

Waterline Replacement: Crossroads Blvd Area (WA0213): Project replaced almost 15,000 feet of ductile iron (DI) water lines with C900 PVC in the Crossroads Blvd area, north of Robinson between 36<sup>th</sup> Ave NW and I-35; Design by Cardinal Engineering; five (5) bids received 8/10/17, with McKee Utility Contractors of Prague low at \$1,184,999; NUA award and contract approved 9/12/17; Notice to Proceed issued effective 9/25/17; all work complete 7/13/18; NUA acceptance and final payment due soon. Payment for \$1,057,723 of contract total of \$1,184,999, or 88% approved to date.

Waterline Replacement: Interstate Drive (WA0245): Project will provide C900 PVC pipe replacement of failing ductile iron (DI) water line. The DI pipe is not compatible with the corrosive clay soils, and its failure is causing service disruptions to customers and damage to driveways, streets, and yards. Project extends along N Interstate Drive from near Northwest Blvd. south to near River Oaks Drive, along Copperfield Drive from Northwest Blvd. south to Interstate Drive, and an extension west into Springbrook Addition. Approximately 3,600 feet of 6-inch and 8-inch DI will be upgraded to 12-inch diameter PVC while another 2,700 feet will be replaced with 8-inch PVC pipe. Proposals for engineering design of the project were received July 10, 2018. Staff selected Cardinal Engineering for project design. Contract and fee negotiations are in progress.

Waterline Replacement: Parsons Addition (WA0246): Project has been renamed "," and will be referenced as such in the future. Project will replace about 9,700 feet of 6" and 8" ductile iron (DI) water lines with C900 PVC in the project area, west of OU, bounded by Brooks to the north, Flood to the west, Lindsey to the south, and Elm to the east. The DI pipe is not compatible with the corrosive clay soils and is rupturing, causing damage to driveways, streets, and yards. Proposals for engineering design of the project were received on 7/10/18. Staff selected Cabbiness Engineering and met with the design team on 8/21/18. Contract and fee negotiations are in progress.

Waterline Replacement: Flood Avenue - Rock Creek to Venture (WA0328): Project will provide C900 PVC pipe replacement of 6,800 feet of 16-inch ductile iron (DI) water line along North Flood Avenue, from Rock Creek to Tecumseh and 3,700 feet of 12-inch DI from Tecumseh to Venture Drive. The DI pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. On 06/24/18, the NUA approved Change Order No. 1 to the Rock Creek Road WL Relocations project, in the amount of \$119,870, to install approximately 800 feet of 12-inch waterline just north of 24<sup>th</sup> Avenue NW in advance of the development at that location. Work on that portion was completed on 07/27/18. Proposals for engineering design of the remainder of the project were received July 10, 2018. Staff selected CP&Y for project design. Design is funded in FYE19, but construction is not funded until FYE20. Staff will soon meet with the design team to finalize scope, fees and schedule. Design contract approval will commence thereafter.

Replacement: Interstate Drive (WA0245): Project will replace ductile iron pipe (DIP) water lines along North Flood Avenue from Rock Creek Road across Tecumseh to Venture Drive. DIP is rupturing causing extensive damage to driveways, streets, and yards. The DIP is not compatible with the corrosive clay soils. Project will replace approximately 6,800 feet of 16-inch and 4,400 feet of 12-inch DIP with 6,800 feet of 24-inch and 4,400 feet of 16-inch C900 PVC pipe. Increasing pipe diameter will create additional capacity of about 31% which could be funded by future development.

## **RECOUPMENT/PAYBACK PROJECTS:**

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 9 commercial entities last month. Assessments of \$10,457 were made on 6 entities whose projects will increase wastewater flows.

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

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 lift station 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.

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

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

Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018.

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.

## **PRIVATE WATER WELL PERMITS ISSUED**

3 Water Well Permits #18-3822, 3974, 4288 issued for Month of August.

## **PLAN REVIEW**

| Received<br>by<br>Utilities | Name                          | Description   | Engineer                 | Returned<br>by Utilities | Days<br>to<br>Return | Greater<br>than 10<br>Days? |
|-----------------------------|-------------------------------|---------------|--------------------------|--------------------------|----------------------|-----------------------------|
| 9/7/2018                    | Grace Living Center           | Water & Sewer | SMC                      | 9/11/2018                | 4                    |                             |
| 9/11/2018                   | Rockhouse Neighborhood Bar    | Water & Sewer | Red Prairie Design Group | 9/11/2018                | 0                    |                             |
| 9/11/2018                   | 103 West Symmes 3 x 6-plexes  | Water & Sewer | Red Prairie Design Group | 9/11/2018                | 0                    |                             |
| 9/11/2018                   | 215 West Symmes 2 x 6 plexes  | Water & Sewer | Red Prairie Design Group | 9/11/2018                | 0                    |                             |
| 9/20/2018                   | AAA Car Repair, Main and 26th | Sewer         | SMC                      | 9/27/2018                | 7                    |                             |

|           |  |               |                        |           |   |
|-----------|--|---------------|------------------------|-----------|---|
|           | SW                                       |               |                        |           |   |
| 9/26/2018 | Indian Hills Industrial<br>(Resubmittal) | Water & Sewer | Crafton Tull           | 10/1/2018 | 5 |
| 9/25/2018 | Panda Express South Classen              | Water & Sewer | Clay Moore Engineering | 10/1/2018 | 6 |

**Private Water Well Permits Issued**

3 Water Well Permits #18-3822, 3974, 4288 issued for Month of August.



Utilities Administration  
Monthly Capital Projects Report

| Project Information |   |                     |                 |              |               | Design Information |                 |                                    |              | Construction Information |             |                |          |          |               |  |
|---------------------|---|---------------------|-----------------|--------------|---------------|--------------------|-----------------|------------------------------------|--------------|--------------------------|-------------|----------------|----------|----------|---------------|--|
| Project Number      | Project Name                            | Engineer            | Contract Number | Design Total | Total to Date | % Comp             | Contract Number | Contractor                         | Contract End | Adjusted Amount          | Amount Paid | Percent Change | Sched. % | Actual % | Complete Date |  |
| WAWB0292            | WTP Phase II Improvements               | Carollo             | 1617-94         | 5,071,870    | 4,526,630     | 89%                | 1617-121        | Foley Company                      | 5/15/2019    | 29,990,165               | 11,376,914  | 0.00%          | 71%      | 38%      |               |  |
| WAO1173             | Master Meter Replacement                | Staff               | NA              | 13,350       |               | 0%                 |                 | TBD                                | NA           | 3,675,145                | 3,476,527   | 0.00%          | -        | 95%      |               |  |
| WAO1195             | Robinson/35 WL Replacement Phase 1,2    | Alan Plummer        | 01314-11        | 628,060      | 552,326       | 88%                |                 | Future                             | NA           |                          |             |                | -        |          |               |  |
| WAO212              | Water Wells Water Rights Permitting     | Cowan               | 1516-114        | 79,284       | 43,123        | 54%                |                 |                                    | NA           |                          |             |                | -        |          |               |  |
| WAO212              | Water Wells and Supply Lines            | Garver              | K-1617-94       | 74,800       | 71,060        | 95%                |                 |                                    | NA           |                          |             |                | -        |          |               |  |
| WAO214              | Water Well Blending                     | Carollo             |                 | -            |               |                    |                 |                                    | NA           |                          |             |                | -        |          |               |  |
| WAO225/236          | Biological Cr(VI) Removal Pilot         | Carollo             | 1617-43         | 334,254      | 334,254       | 100%               |                 | Carollo Biotta and In-Kind         | NA           | 102,009                  | 92,546      | 0.00%          |          | 91%      | 1/29/2018     |  |
| WAO235              | Water Wells and Supply Lines            | Carollo             | 1516-139        | 1,440,884    | 219,558       | 15%                |                 |                                    | NA           | -                        |             |                |          |          |               |  |
| WAO235              | Water Wells and Supply Lines            | Garver              | K-1617-94       | 306,790      | 86,449        | 28%                |                 |                                    | NA           |                          |             |                |          |          |               |  |
| WAO239              | Waterline Segment D, Phases 4 & 5       | Poe & Associates    | 1617-93         | 194,000      | 104,086       | 54%                |                 | See Chautauqua WL below            | NA           | -                        |             |                |          |          |               |  |
| WAO239              | Waterline Segment D, Phase 5            | Poe & Associates    | 1617-93         | -            |               |                    |                 |                                    | NA           | -                        |             |                |          |          |               |  |
| WAO239              | Chautauqua WL: Lindsey to Timberdell    | Poe & Associates    | 1617-93         | -            |               |                    |                 |                                    | NA           | -                        |             |                |          |          |               |  |
| WAO274              | WTP Backwash Tower Rehab                | Dunham Engineering  | 1718-???        | 30,000       |               | 0%                 | 1516-80         | Central Contracting Services, Inc. | 10/14/2017   | 777,235                  | 837,996     | 0.00%          | 100%     | 108%     | 10/14/2017    |  |
| WAO213              | Crossroads Blvd Water Line              | Cardinal            | 0910-62         | 126,500      | 109,531       | 87%                | 1718-5          | McKee Utility Contractors          | 4/23/2018    | 1,201,566                | 1,057,723   | 1.40%          | 100%     | 88%      |               |  |
| WAO240              | 24th NE WL: Robinson to Alameda         | Cardinal/w/Atkins?  | TBA             | -            |               |                    |                 |                                    | NA           | -                        |             |                |          |          |               |  |
| WAO245              | Waterline Replacement: Interstate Drive | CP&Y                | TBA             | -            |               |                    |                 | TBD                                | NA           | -                        |             |                |          |          |               |  |
| WAO246              | WL Replcmnt: Parsons Addition (renamed) | Cabbiness           | TBA             | 113,000      |               | 0%                 |                 | TBD                                | NA           | -                        |             |                |          |          |               |  |
| WAO328              | WL Replacement: Flood-Rock/Cr2/Venture  | Cardinal            | TBA             |              |               |                    |                 | TBD                                | NA           | -                        |             |                |          |          |               |  |
| WW0050              | Truck Wash/Container rehab (SA0009)     | Studio Architecture | TBA             | 18,700       | 18,700        | 100%               |                 | McKee Utility Contractors          | 3/4/2018     | 462,921                  | 462,921     | -6.58%         | 100%     | 100%     | 1/18/2018     |  |
| WW0062              | Royal Oaks Force Main Rehabilitation    | Cardinal            | 0910-62         | 66,740       | 58,573        | 88%                | 1718-4          | Urban Contractors, LLC             | 3/21/2017    | 2,124,371                | 2,124,371   | 19.03%         | 100%     | 100%     | 6/16/2017     |  |
| WW0202              | SMP FYE 2014 Phase 1                    | Staff / Lemke       | 0910-55         | 69,520       | 58,234        | 84%                | 1518-122        | PM Construction & Rehab            | 6/14/2019    | 1,348,501                | -           | 0.00%          | 9%       | 0%       |               |  |
| WW0202              | SMP FYE 2014 Phase 2                    | Staff / Lemke       | 0910-55         | 11,286       |               | 0%                 | 1819-6          | Crossland                          | 7/17/2018    | 639,533                  | 599,928     | 0.00%          | 100%     | 94%      |               |  |
| WW0305              | Lift Station Upgrades, FYE17            | Lemke/CP&Y          | 0910-55         | 69,800       | 65,083        | 93%                | 1718-6          | TBD                                | NA           | -                        |             |                |          |          |               |  |
| WW0307              | Sewer Maintenance Project FYE 2017      | Staff / Lemke       | 0910-55         | 78,400       |               | 0%                 | TBA             | TBD                                | NA           | -                        |             |                |          |          |               |  |
| WW0316              | Sewer Maintenance Project FYE 2018      | Staff / Lemke       | TBA             | -            |               |                    |                 | TBD                                | NA           | -                        |             |                |          |          |               |  |
| WW0321              | Sewer Maintenance Project FYE 2019      | Staff / Lemke       | TBA             | -            |               |                    |                 | R/JN Group                         | NA           | 154,244                  | 130,982     | 0.00%          | -        | 85%      |               |  |
| multiple            | WRF Phase 2 Maintenance Improvements    | R/JN                |                 | -            |               |                    | 0405-116        | Archer Western Construction LLC    | 11/12/2017   | 2,828,517                | 2,828,517   | 0.00%          | 100%     | 100%     | 1/14/2018     |  |
| WAO195              | Robinson WL Replacement Phase III       | Alan Plummer        | 1819-06         | -            |               |                    | 1314-136        |                                    |              |                          |             |                |          |          |               |  |
| WAO202              | Gray/Main WL                            | Guernsey            | 1415-120        | 39,400       | 39,400        | 100%               |                 |                                    | NA           | -                        |             |                | -        |          |               |  |
| WAO223              | Library WL                              |                     |                 |              |               |                    |                 |                                    | NA           | -                        |             |                | -        |          |               |  |
| WAO224              | Gray/Tohawa Water Line                  | Guernsey            | 1415-120        | 87,200       | 14,325        | 16%                |                 | TBD                                | NA           | -                        |             |                | -        |          |               |  |
| WAO305              | Berry Road WL Replacement Phase 3       | Poe & Associates    | 0910-61         | -            |               |                    | TBA             | Central Contracting Services, Inc. | 10/29/2016   | 3,437,548                | 3,437,548   | 133.74%        | 100%     | 100%     | 10/14/2017    |  |
| WW0042              | Wastewater Flow Monitoring              | (see construction)  |                 | -            |               |                    | 0910-164        | HDR Engineering/R/JN Group         | 1/9/2011     | 576,699                  | 576,699     | 0.00%          | 100%     | 100%     | 5/31/2018     |  |
| WW0050              | WRF Effluent Truck Wash                 | APAI                | 1213-54         | 18,700       | 18,700        | 100%               |                 | Cannot be Permitted by DEQ         | NA           | -                        |             |                | -        |          |               |  |
| WW0058              | Effluent Reuse at Composting Facility   | APAI                | 1213-54         | 45,800       | 60,567        | 132%               |                 | TBD                                | NA           | -                        |             |                | -        |          |               |  |
| WW0065              | WRF Phase 2 Expansion                   | Garver              | 1011-148        | 10,271,800   | 9,537,820     | 93%                | 1314-136        | Archer Western Construction LLC    | 11/18/2016   | 49,325,643               | 49,325,643  | 1.03%          | 100%     | 100%     | 1/14/2018     |  |
| WW0091              | Lift Station D Force Main Phase 2       | PEC                 | 1617-66         | 55,800       | 249,935       | 0%                 |                 |                                    | NA           | -                        |             |                |          |          |               |  |
| WW0204              | North WRF Engineering Report            | HDR/APAI            | 1213-134        | 249,935      |               | 100%               |                 | NA                                 | NA           | -                        |             |                |          |          |               |  |
| WW0278              | Summit Valley Interceptor               | SMC Consultants     | 1718-130        | 54,000       | 11,000        | 20%                |                 |                                    | NA           | -                        |             |                |          |          | 5/31/2018     |  |
| WW0308              | SE Lift Station Payback                 |                     |                 | -            |               |                    |                 |                                    | NA           | -                        |             |                |          |          |               |  |
| WW0312              | WRF Class A Sludge Co-Composting        | APAI                | 1516-85         | 255,000      | 243,000       | 95%                |                 |                                    | NA           | -                        |             |                | -        |          |               |  |
| WAO212              | Update Distribution System Modeling     |                     |                 | -            |               |                    |                 |                                    | NA           | -                        |             |                | -        |          |               |  |
| Totals              |   |                     |                 | 19,804,873   |               |                    |                 |                                    |              | 93,850,460               | 76,328,314  | 81.33%         | -        |          |               |  |

**SEPTEMBER 2018  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

|                                    | <b>September</b> | <b>Year to date</b> |
|------------------------------------|------------------|---------------------|
| Fats, oil and grease (FOG) program | 34               | 95                  |
| Food license approval              | 1                | 8                   |
| Significant Industrial Users       | 3                | 3                   |
| <b>Total inspections</b>           | <b>38</b>        | <b>106</b>          |

**ROUTINE ACTIVITIES**

|  | <b>September</b> | <b>Year to date</b> |
|--|------------------|---------------------|
| Significant Industrial User sites sampled  | 1                | 16                  |
| Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)     | 0%               | 0%                  |
| Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%) | 0%               | 25%                 |
| Household hazardous waste disposal calls   | 25               | 75                  |
| Immediate assistance requested   | 1                | 7                   |

**REVENUE**

|                             | <b>September</b> | <b>Year to date</b> |
|-----------------------------|------------------|---------------------|
| FOG Program                 | \$0.00           | \$400.00            |
| Surcharge                   | \$0.00           | \$0.00              |
| Lab Analysis Recovery       | \$0.00           | \$0.00              |
| Industrial Discharge Permit | \$0.00           | \$0.00              |
| <b>Total revenue</b>        | <b>\$0.00</b>    | <b>\$400.00</b>     |

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

1. Provided routine staff support including minutes, attending meetings, and researching information
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education for water issues and recycling.
4. Subcommittee was formed to discuss implementation of the US Mayors' Climate Protection Agreement
5. Assisting with Landscape Award
6. Provided educational brochures/pamphlets for the Earth Rebirth Film Festival

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. Provided routine staff support, minutes, attending meetings

**MISCELLANEOUS ACTIVITIES**

1. Purchased recycling containers for special events. Containers used by Memorial Marathon, Earth Day, May Fair, 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 30th, approx. 63,000 gallons of grease/solids did not enter the sanitary sewer in FYE 19 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 attended and presented at the EPA Region VI Pretreatment workshop
8. Working on the new Dental Amalgam Program.
9. Working on annual renewal for participants in the FOG Program.
10. Planning annual household hazardous waste collection event
11. Began annual inspections for Significant Industrial Users

| CITY OF NORMAN                         |         |         |        |         |
|--|---------|---------|--------|---------|
| DEPARTMENT OF UTILITIES                |         |         |        |         |
| LINE MAINTENANCE DIVISION              |         |         |        |         |
| MONTHLY PROGRESS REPORT                |         |         |        |         |
| SEWER MAINTENANCE                      |         |         |        |         |
|  | FYE 19  |         | FYE 18 |         |
| September, 2018                        | MONTH   | YTD     | MONTH  | YTD     |
| Obstructions:                          |         |         |        |         |
| City Responsibility                    | 0       | 1       | 4      | 7       |
| Property Owner Responsibility          | 18      | 50      | 18     | 77      |
| TOTAL                                  | 18      | 51      | 22     | 84      |
| Number of Feet of Sewer Cleaned:       |         |         |        |         |
| Cleaned                                | 132,975 | 363,499 | 73,940 | 341,814 |
| Rodded                                 | 2,690   | 8,950   | 1,340  | 8,595   |
| Foamed                                 | 0       | 0       | 0      | 84,301  |
| TOTAL                                  | 135,665 | 372,449 | 75,280 | 434,710 |
| Sewer Overflows:                       |         |         |        |         |
| Rainwater                              | 0       | 0       | 0      | 0       |
| Grease/Paper/Roots                     | 0       | 0       | 0      | 0       |
| Obstruction                            | 0       | 1       | 2      | 3       |
| Private                                | 1       | 1       | 0      | 2       |
| Other (Lift Station, Line Break, etc.) | 0       | 0       | 0      | 0       |
| Total Overflows                        | 1       | 2       | 2      | 5       |
| Feet of Sewer Lines Televised          | 11,447  | 52,135  | 32,199 | 74,296  |
| Locates Completed                      | 245     | 825     | 250    | 728     |
| Manholes:                              |         |         |        |         |
| Inspected                              | 768     | 2,452   | 567    | 2,681   |
| New                                    | 0       | 0       | 0      | 0       |
| Rebuilt                                | 0       | 0       | 0      | 0       |
| Repaired                               | 0       | 0       | 0      | 0       |
| Feet of Sewer Lines Replaced/Repaired  | 0       | 0       | 0      | 30      |
| Hours Worked at Lift Station           | 175     | 576     | 161    | 603     |
| Hours Worked for Other Departments     | 0       | 0       | 35     | 35      |
| OJI Percentage                         | 0.00    | 0.00    | 1.05   | 0.35    |
| Square Feet of Concrete                | 0       | 0       | 0      | 0       |
| Average Response Time (Hours)          | 0.600   | 0.44    | 0.400  | 0.590   |
| 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 19 |       | FYE 18 |       |
|----------------------------------|--------|-------|--------|-------|
| September, 2018                  | MONTH  | YTD   | MONTH  | YTD   |
|                                  |        |       |        |       |
| New Meter Sets:                  | 33     | 129   | 34     | 101   |
| Number Short Sets                | 32     | 88    | 30     | 97    |
| Number Long Sets                 | 1      | 41    | 4      | 4     |
| Average Meter Set Time           | 6.18   | 5.90  | 5.30   | 5.27  |
| Number of Work Orders:           |        |       |        |       |
| Service Calls                    | 354    | 1,064 | 375    | 1,271 |
| Meter Resets                     | 3      | 7     | 0      | 0     |
| Meter Removals                   | 7      | 11    | 4      | 4     |
| Meter Changes                    | 23     | 77    | 51     | 126   |
| Locates Completed                | 366    | 1,269 | 362    | 1,195 |
| Number of Water Main Breaks      | 6      | 38    | 14     | 53    |
| Average Time Water Off           | 8.75   | 4.52  | 2.45   | 2.29  |
| Fire Hydrants:                   |        |       |        |       |
| New                              | 0      | 2     | 1      | 3     |
| Replaced                         | 0      | 1     | 0      | 2     |
| Maintained                       | 41     | 270   | 42     | 351   |
| Number of Valves Exercised       | 48     | 282   | 92     | 308   |
| Feet of Main Construction        | 210    | 1,627 | 331    | 2,995 |
| Hours of Main Construction       | 402    | 1,746 | 735    | 2,924 |
| Meter Changeovers                | 0      | 16    | 32     | 76    |
| OJI Percentage                   | 0.00   | 0.00  | 0.00   | 0.60  |
| Hours Flushing/Testing New Mains | 42     | 109   | 57     | 97    |
| Hours Worked Outside of Division | 13     | 37    | 82     | 179   |

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
September 1-30 2018  
**Flow Statistics**

|                                | <b>FYE 2019</b>   |            | <b>FYE 2018</b>   |            |
|--------------------------------|-------------------|------------|-------------------|------------|
|                                | <u>This Month</u> | <u>YTD</u> | <u>This Month</u> | <u>YTD</u> |
| Total Influent Flow (M.G.)     | 376.7             | 1007.5     | 311.8             | 962.2      |
| Total Effluent Flow (M.G.)     | 357.5             | 961.8      | 303.5             | 928.8      |
| Influent Peak Flow (MGD)       | 20.2              | 20.2       | 15.9              | 18.3       |
| Effluent Peak Flow (MGD)       | 20.2              | 20.2       | 15.9              | 17.8       |
| Daily Avg. Influent Flow (MGD) | 12.6              | 11.0       | 10.4              | 10.5       |
| Daily Avg. Effluent Flow (MGD) | 11.9              | 10.5       | 10.1              | 10.1       |
| Precipitation (inches)         | 7.6               | 14.5       | 4.3               | 13.2       |

**Discharge Monitoring Report Stats**

5 day BOD:

EPA minimum percentage removal 85%

Avg.

Avg.

|                             |      |      |
|-----------------------------|------|------|
| Influent Total (mg/l)       | 160  | 270  |
| Effluent Carbonaceous Total | 2    | 2    |
| Percent Removal             | 98.8 | 99.3 |

Total Suspended Solids:

|                 |      |      |
|-----------------|------|------|
| Influent (mg/L) | 202  | 228  |
| Effluent (mg/L) | 4    | 5    |
| Percent Removal | 98.0 | 97.8 |

Dissolved Oxygen:

|                |     |     |
|----------------|-----|-----|
| Influent (min) | 0.3 | 0.0 |
| Effluent (min) | 5.4 | 5.5 |

pH

|                |      |      |
|----------------|------|------|
| Influent (Low) | 7.00 | 7.20 |
| (High)         | 7.77 | 6.90 |
| Effluent (Low) | 6.95 | 7.10 |
| (High)         | 7.44 | 6.91 |

Ammonia Nitrogen

|                 |      |      |
|-----------------|------|------|
| Influent (mg/L) | 24.0 | 29.9 |
| Effluent (mg/L) | 0.5  | 2.0  |
| Percent Removal | 97.9 | 93.3 |

**Utilities**

Electrical

|                                 |         |           |         |           |
|---------------------------------|---------|-----------|---------|-----------|
| Total kWh Used (Plant wide)     | 403,900 | 1,257,240 | 380,000 | 1,218,560 |
| Aeration Blowers, WSL&Headworks | 151,500 | 465,600   | 151,200 | 511,300   |
| UV Facility                     | 41,800  | 148,200   | 37,000  | 113,400   |

Natural Gas

|                                   |         |           |         |         |
|-----------------------------------|---------|-----------|---------|---------|
| Total cubic feet/day (plant wide) | 479,000 | 1,032,000 | 322,000 | 783,000 |
|-----------------------------------|---------|-----------|---------|---------|

Public Education (Tours)

|   |    |   |   |
|---|----|---|---|
| 1 | 23 | 2 | 2 |
|---|----|---|---|

**Total Attendees for FYE 19**

|           |          |
|-----------|----------|
| <b>23</b> | <b>2</b> |
|-----------|----------|

Reclaimed Water System (MG)

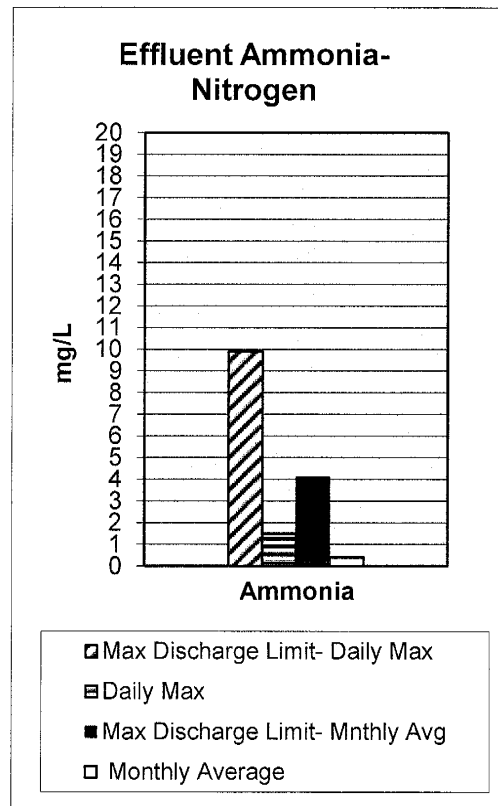
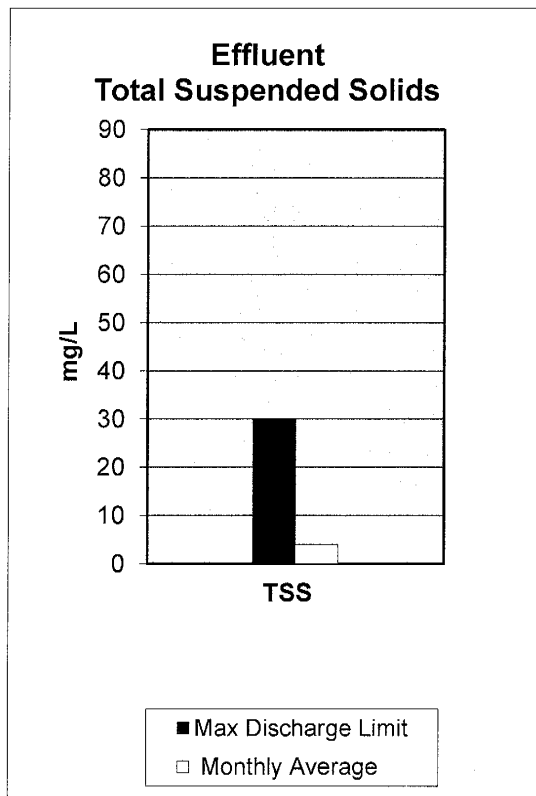
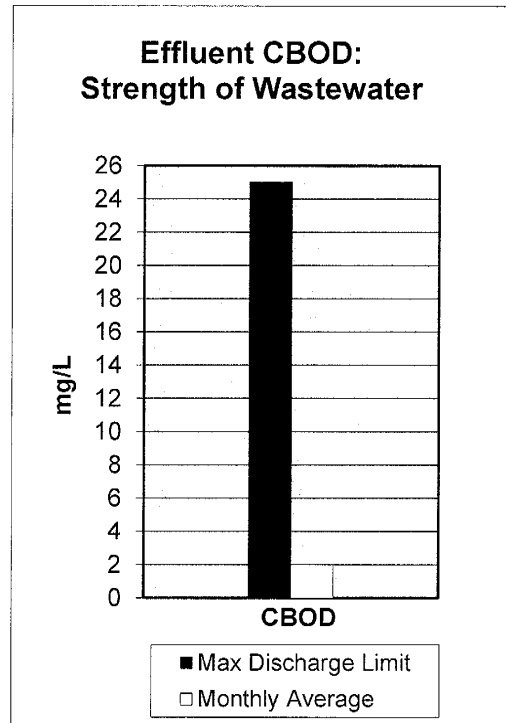
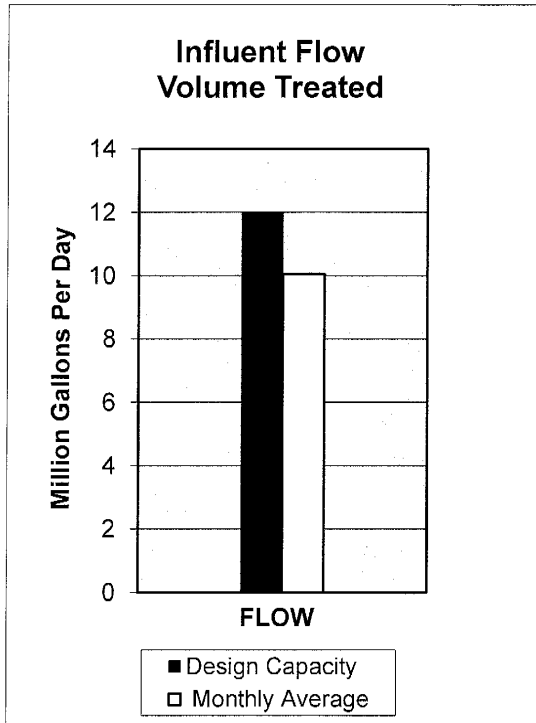
|     |     |
|-----|-----|
| 0.0 | 0.0 |
|-----|-----|

OU Golf Course

|     |      |
|-----|------|
| 7.5 | 34.5 |
|-----|------|

Fecal Coliform Geometric Mean for September 2018 **76** (Limit is 200)

**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
**September 2018**



Comments here

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

**WATER TREATMENT DIVISION**

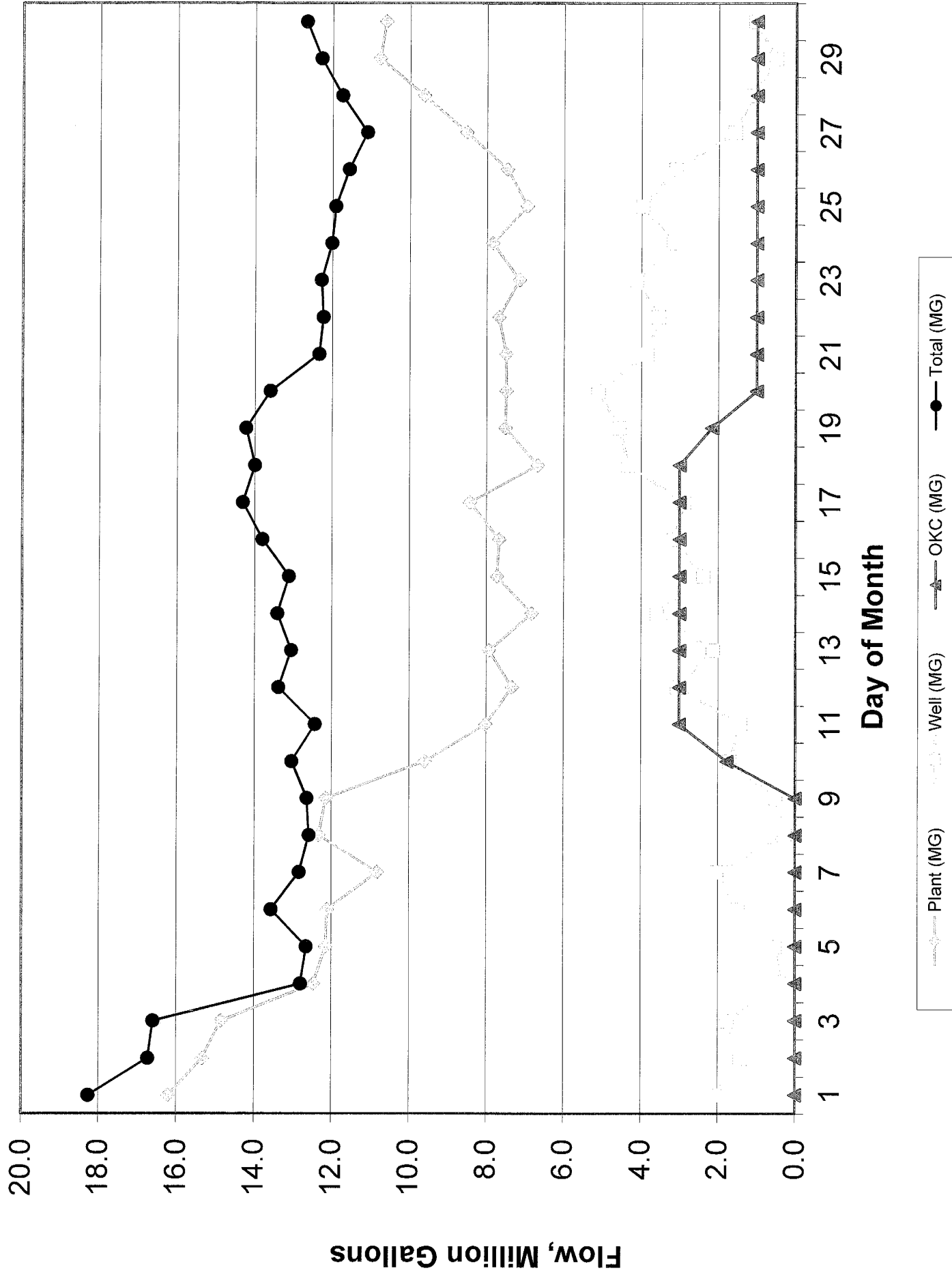
**MONTH: September-2018**

|  | <b>FYE 2019</b>          |                            | <b>FYE 2018</b>          |                            |
|--|--------------------------|----------------------------|--------------------------|----------------------------|
|  | <b><u>This month</u></b> | <b><u>Year to date</u></b> | <b><u>This month</u></b> | <b><u>Year to date</u></b> |
| <b>Water Supply</b>  |                          |                            |                          |                            |
| Plant Production (MG)  | 287.65                   | 1158.70                    | 299.41                   | 1086.34                    |
| Well Production (MG)   | 70.53                    | 170.60                     | 128.14                   | 301.67                     |
| Oklahoma City Water Used (MG)  | 39.01                    | 99.29                      | 29.98                    | 90.99                      |
| Total Water Produced (MG)  | 397.19                   | 1428.59                    | 457.52                   | 1479.00                    |
| Average Daily Production   | 13.24                    | 15.53                      | 15.25                    | 16.08                      |
| <b>Peak Day Demand</b>   |                          |                            |                          |                            |
| Million Gallons  | 18.26                    | 21.29                      | 16.93                    | 20.56                      |
| Date   | 9/1/2018                 | 7/16/2018                  | 9/16/2017                | 7/21/2017                  |
| System Capacity (see note 1)   | 23.35                    | 23.35                      | 23.35                    | 23.35                      |
| Demand Above Capacity (Peak Day)   | 0.00                     | 0.00                       | 0.00                     | 0.00                       |
| Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)             |                          |                            |                          |                            |
| <b>Costs</b>   |                          |                            |                          |                            |
| Plant  | \$529,718.18             | \$1,606,794.76             | \$341,715.33             | \$1,092,256.29             |
| Wells  | \$199,785.51             | \$599,404.76               | \$183,414.34             | \$538,890.90               |
| OKC  | \$99,646.99              | \$255,917.37               | \$63,641.54              | \$203,465.82               |
| Total  | \$829,150.68             | \$2,462,116.89             | \$588,771.21             | \$1,834,613.01             |
| <b>Cost per Million Gallons</b>  |                          |                            |                          |                            |
| Plant  | \$1,841.54               | \$1,386.72                 | \$1,141.30               | \$1,005.45                 |
| Wells  | \$2,832.71               | \$3,513.59                 | \$1,431.39               | \$1,786.35                 |
| OKC  | \$2,554.40               | \$2,577.55                 | \$2,123.15               | \$2,236.13                 |
| Total  | \$2,087.55               | \$1,723.46                 | \$1,286.87               | \$1,240.44                 |
| <b>Water Quality</b>   |                          |                            |                          |                            |
| Total Number of Bacterial Samples  | 80                       | 284                        | 80                       | 241                        |
| Bacterial Samples out of Compliance  | 0                        | 2                          | 0                        | 1                          |
| Total number of inquiries (Note 2)   | 2                        | 16                         | 3                        | 40                         |
| Total number of complaints (Note 2)  | 10                       | 21                         | 47                       | 69                         |
| Number of complaints per 1000 service connections  | 0.25                     | 0.52                       | 0.92                     | 1.35                       |
| Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished. |                          |                            |                          |                            |
| <b>Safety</b>  |                          |                            |                          |                            |
| Hours lost to OJI  | 0                        | 0                          | 0                        | 0                          |
| Hours lost to TTD  | 0                        | 0                          | 0                        | 0                          |
| Total Hours Lost   | 0                        | 0                          | 0                        | 0                          |
| Safety Training Sessions Held  | 1                        | 3                          | 4                        | 13                         |
| <b>Public Education</b>  |                          |                            |                          |                            |
| Number of tours conducted  | 2                        | 5                          | 4                        | 7                          |
| Number of people on tours  | 36                       | 108                        | 58                       | 87                         |

**Notes:**

Phase II construction - brick on chemical building is complete, UV pipe tie in to the clearwell has been installed. Well 34 pump/motor failed - has been replaced and placed back in service.

# Water Production for September 2018





SANITATION DIVISION PROGRESS REPORT  
SEPTEMBER 2018

|                                     | FY 18 |            | FY 19 |            |
|-------------------------------------|-------|------------|-------|------------|
|                                     | MONTH | YR-TO-DATE | MONTH | YR-TO-DATE |
| <u>Vehicle Accidents</u>            | 1     | 6          | 3     | 7          |
| <u>On The Job Injuries</u>          | 1     | 2          | 0     | 1          |
| <u>Bulk Pickups</u>                 | 30    | 61         | 34    | 89         |
| <u>Refuse Complaints</u>            | 64    | 183        | 80    | 156        |
| <u>New Polycarts Requests</u>       | 52    | 117        | 45    | 114        |
| <u>Polycarts Exchanges</u>          | 14    | 35         | 7     | 36         |
| <u>Additional Polycart Requests</u> | 60    | 112        | 61    | 147        |
| <u>Replaced Stolen Polycarts</u>    | 16    | 43         | 20    | 66         |
| <u>Replaced Damaged Polycarts</u>   | 108   | 311        | 112   | 322        |
| <u>Polycarts Repaired</u>           | 32    | 112        | 45    | 129        |

COMPOST MONTHLY REPORT  
SEPTEMBER 2018

|   | MONTH        | YR-TO-DATE   |
|---|--------------|--------------|
| TONS BROUGHT IN BY COMPOST CREWS:           | 485.06       | 1,649.49     |
| LANDFILL TIPPING FEE'S                      | \$ 20.66     | \$ 20.66     |
| SAVINGS FROM NOT DUMPING AT LANDFILL:       | \$ 10,021.34 | \$ 34,078.46 |
| TONS BROUGHT IN BY PUBLIC:                  | 892.00       | 2,390.00     |
| TONS BROUGHT IN BY CONTRACTORS :            | 1,248.00     | 3,347.00     |
| TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:  | 75.00        | 177.00       |
| LANDFILL TIPPING FEE'S                      | \$ 20.66     | 20.66        |
| SAVINGS FROM NOT DUMPING AT LANDFILL:       | \$ 45,761.90 | 121,259.80   |
| TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 55,783.24 | 155,004.15   |
| REVENUE COLLECTED FROM COMPOST SALES:       | \$ 960.00    | 1,470.00     |

|                             | 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          |
| SELF LOADING BIN            |                 | 0          | 0                 | 0          |
| DRYING BEDS                 | 110             | 230        | 0                 | 0          |
| COMPOST SOLD BY CUBIC YARDS | 0               | 0          | 288               | 441        |
| MULCH SOLD BY CUBIC YARDS   | 0               | 3,570      |                   |            |
| TOTAL:                      | 110             | 3,800      | 288               | 441        |

# MONTHLY TRANSFER STATION REPORT

Sept 2018

|             | TONS PER MONTH | TONS PER YEAR | REVENUE PER MONTH | REVENUE PER YEAR |
|-------------|----------------|---------------|-------------------|------------------|
| O.U. TONS   | 463.35         | 1,166.43      | 20,748.83         | 52,162.26        |
| CONT. TONS: | 357.18         | 993.66        | \$ 18,027.00      | 39,582.28        |
| CASH TONS:  | 958.92         | 3,248.42      | \$ 40,194.04      | 132,100.02       |
| BRUSH/YDS:  |                | 0.00          |                   | 0.00             |
| PULL OFFS:  | 1              | 3.00          | \$ 15.00          | 45.00            |
| TOTALS:     | 1,779.45       | 5,408.51      | \$ 78,984.87      | \$ 223,889.56    |

|  | MONTH    | YR-TO-DATE |
|--|----------|------------|
| # OF LOADS TRANSPORTED TO OKC LANDFILL<br>BY TRANSFER STATION TRUCKS.      | 352      | 774        |
| # OF TONS TRANSPORTED TO OKC LANDFILL<br>BY TRANSFER STATION TRUCKS.       | 7,469.19 | 15,546     |
| # OF LOADS TRANSPORTED TO OKC LANDFILL<br>BY INDIVIDUAL SANITATION TRUCKS. | 41       | 55         |
| # OF TONS TRANSPORTED TO OKC LANDFILL<br>BY INDIVIDUAL SANITATION TRUCKS:  | 389.83   | 481        |
| GRAND TOTAL TONS TO LANDFILLS  | 7,859.02 | 16,026     |

|                                   |               |               |
|-----------------------------------|---------------|---------------|
| DISPOSAL COST PER TON (OKC)       | \$ 20.66      | \$ 20.66      |
| TIPPING FEE'S FOR DUMPING AT OKC: | \$ 162,367.35 | \$ 331,106.87 |
| GRAND TOTAL TIPPING FEE'S         | \$ 162,367.35 | \$ 509,086.10 |

|   |          |          |
|---|----------|----------|
| # OF LOADS BROUGHT TO TRANSFER STATION<br>BY COMMERCIAL SANITATION TRUCKS:  | 239      | 1301     |
| # OF TONS BROUGHT TO TRANSFER STATION<br>BY COMMERCIAL SANITATION TRUCKS:   | 3,238.61 | 10636.48 |
| # OF LOADS BROUGHT TO TRANSFER STATION<br>BY RESIDENTIAL SANITATION TRUCKS: | 306      | 1132     |
| # OF TONS BROUGHT TO TRANSFER STATION<br>BY RESIDENTIAL SANITATION TRUCKS:  | 2,094.11 | 7612.08  |
| TOTAL LOADS BROUGHT TO TRANSFER STATION:                                    | 545      | 2,433    |
| TOTAL TONS BROUGHT TO TRANSFER STATION:                                     | 5,332.72 | 18,249   |
| MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:                                 | 0.60     | 10       |

MONTHLY RECYCLING REPORT  
(CURBSIDE)  
Sep-18

PROGRAM STATISTICS

|                             | AVERAGE |        |
|-----------------------------|---------|--------|
|                             | MONTH   | YTD    |
| SET OUT/PARTICIPATION RATE: | 92%     | 92%    |
| AVERAGE TONS PER DAY :      | 14.71   | 17.30  |
| POUNDS PER HOME:            | 30.34   | 31.215 |

COMMODITY BY TON

|                       | MONTH% | TONS   | YTD TONS |
|-----------------------|--------|--------|----------|
| ALUMINUM BEVERAGE CAN | 1.24   | 5.47   | 17.59    |
| #1 PET                | 4      | 17.65  | 56.75    |
| NEWS                  | 0      | 0      | 0        |
| GLASS CONTAINERS      | 14.55  | 64.19  | 206.42   |
| MIX PAPER             | 38.26  | 168.8  | 542.8    |
| PLASTIC FILM          | 2.66   | 11.74  | 37.74    |
| #2 NATURAL            | 1.19   | 5.25   | 16.88    |
| #2 COLOR              | 1.09   | 4.81   | 15.47    |
| #3-#7                 | 0      | 0      | 0        |
| METAL                 | 0.59   | 2.6    | 8.37     |
| RIGIDS                | 1.41   | 6.22   | 20       |
| TIN-STEEL SCRAP       | 1.62   | 7.15   | 22.99    |
| TRASH                 | 22.24  | 98.12  | 315.52   |
| OCC                   | 11.15  | 49.19  | 158.18   |
| TOTAL                 | 100    | 441.19 | 1418.71  |

|                        | MONTH      | YTD        |
|------------------------|------------|------------|
| SERVICE CALLS (MISSES) | 79         | 175        |
| HOUSESIDE              | 12         | 37         |
| REMINDER               | 5          | 10         |
| SCATTERED              | 0          | 0          |
| MISC.                  | 0          | 1          |
| REPAIR                 | 14         | 47         |
| NEW                    | 38         | 143        |
| ADD                    | 12         | 43         |
| MISSING                | 7          | 28         |
| EXCHANGE               | 0          | 4          |
| REPLACE                | 5          | 24         |
| PICK UP                | 16         | 41         |
|                        |            | 0          |
|                        |            | 0          |
|                        |            | 0          |
| <b>TOTAL CALLS</b>     | <b>188</b> | <b>553</b> |

|                         | MONTH      | YTD         |
|-------------------------|------------|-------------|
| LANDFILL COST AVOIDANCE | \$9,114.99 | \$29,310.55 |

# Drop Center Report

## Sept. 2018

| MONTHLY UNIT PRICES | Revenue per ton | Proc. Fee | Lbs Rejected | Tons Rejected | % | LNDFL Fee | Tons Diverted | \$ Diverted |
|---------------------|-----------------|-----------|--------------|---------------|---|-----------|---------------|-------------|
| ALUMINUM:           | \$750.00        | \$0.00    |              |               | 0 | \$20.66   | 267.58        | \$5,528.20  |
| PLASTICS:           | \$50.00         | \$0.00    |              |               |   |           |               |             |
| STEEL CANS:         | \$25.00         | \$0.00    |              |               |   |           |               |             |
| CLEAR GLASS:        | \$0.00          | \$20.00   |              |               |   |           |               |             |
| GREEN GLASS:        | \$0.00          | \$20.00   |              |               |   |           |               |             |
| BROWN GLASS:        | \$0.00          | \$11.28   |              |               |   |           |               |             |
| MIXED OFFICE PAPER: | \$45.00         | \$0.00    |              |               |   |           |               |             |
| CARDBOARD:          | \$165.00        | \$0.00    |              |               |   |           |               |             |
| NEWSPAPER:          | \$60.00         | \$0.00    |              |               |   |           |               |             |

| RECYCLING CENTER DATA:   | #9     | HollyWood | Fairgrounds | Hobby Lobby | Total Tons | PRO/FEE | REVENUES    | Net         |
|--------------------------|--------|-----------|-------------|-------------|------------|---------|-------------|-------------|
| ALUMINUM:                | TONS   | TONS      | TONS        | Tons        | 0.2        | 0.59    | \$0.00      | \$442.50    |
| PLASTICS:                | 0.59   | 0.19      |             | 2.49        | 2.49       | 7.48    | \$0.00      | \$374.00    |
| STEEL CANS:              | 7.48   | 2.5       |             | 0.6         | 0.6        | 1.8     | \$0.00      | \$45.00     |
| MIXED GLASS              | 1.8    | 0.6       |             | 4.01        | 4.12       | 12.27   | \$245.40    | \$0.00      |
| MIXED OFFICE PAPER:      | 12.27  | 4.14      |             | 8.9         | 8.9        | 26.7    | \$0.00      | \$1,201.50  |
| CARDBOARD:               | 26.7   | 8.9       |             | 34.06       | 34.07      | 102.19  | \$0.00      | \$16,861.35 |
| NEWSPAPER:               | 102.19 | 34.06     |             | 50.26       | 50.38      | 151.03  | \$245.40    | \$18,924.35 |
| RECYCLING CENTER TOTALS: | 0      | 50.39     |             |             |            |         | \$0.00      | \$0.00      |
|                          | 151.03 |           |             |             |            |         | \$18,924.35 | \$18,678.95 |

| Cardboard | Other Cardboard Containers | Compactors | Totals      |
|-----------|----------------------------|------------|-------------|
| TONS      | \$                         | TONS       | Tons        |
| 102.19    | \$16,861.35                | 14.36      | \$2,369.40  |
|           |                            |            | 116.55      |
|           |                            |            | \$19,230.75 |

| Newspaper   | Other News Containers |
|---|-----------------------|
| Tons  | \$                    |
| Note: Newspaper has not been run due to truck change. | 0                     |
|   | \$0.00                |
| Total CB  | 218.74                |
| Total Recy  | 267.58                |
|   | \$36,092.10           |
|   | \$37,909.70           |

| Rental       | Average hrly+ benefits | Cage Rolloff | Glass      | Cardboard | Newsprint | Occ Compact | MXD Office | Total       |
|--------------|------------------------|--------------|------------|-----------|-----------|-------------|------------|-------------|
| Expenses     |                        |              |            |           |           |             |            |             |
| Hours        | 36.75                  | 6            | 43.75      |           | 0         | 6           | 17.5       | 110         |
| Labor \$     | \$984.17               | \$160.68     | \$1,171.63 |           | \$0.00    | \$160.68    | \$468.65   | \$2,945.80  |
| Vehicle cost | \$1,627.56             | \$221.94     | \$1,188.04 |           |           | \$221.94    | \$591.84   | \$3,851.32  |
| Revenue      |                        |              |            |           |           |             |            |             |
|              | \$                     | Expense      | Net        |           |           |             |            |             |
|              | \$38,155.10            | \$6,797.12   |            |           |           |             |            | \$31,357.98 |

