

# City of Norman



## Monthly Departmental Report

**April 2019**

## **MONTHLY PROGRESS**

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**CITY CLERK            1**



**CITY CLERK  
MONTHLY PROGRESS REPORT  
April 2019**

**CITY COUNCIL**

A Transportation Bond, Stormwater Bond and Stormwater Utility Election, as well as, a Run-Off Election for Ward 3 Council Seat were held on April 2, 2019. Please see the following descriptions and election results for the three propositions and run-off election listed in the chart below.

The Transportation Bond (Proposition One) was a \$72 million bond and is limited to the purpose of constructing, reconstructing, improving or repairing streets or bridges. The City specifically described the 19 transportation projects, outlined in Ordinance O-1819-25, which represent 100 percent of the bond proceeds; remaining funds, if any, after completion of all the specific projects will be used for other projects in the City's Comprehensive Transportation Plan.

The Stormwater Bond (Proposition Two) was a \$60 million bond proposed to fund critical stormwater infrastructure projects.

The Stormwater Utility (Proposition Three) was proposed to establish an Enterprise Fund that only allows collected fees to be used for stormwater needs.

Ward 3 Run-Off Election Candidate Alison Petrone	Ward 3 Run-Off Election Candidate Richard Bailey
1,548 Votes	1,365 Votes
FOR PROPOSITION ONE	AGAINST PROPOSITION ONE
9,041 Votes	4,601 Votes
FOR PROPOSITION TWO	AGAINST PROPOSITION TWO
5,813 Votes	7,826 Votes
FOR PROPOSITION THREE	AGAINST PROPOSITION THREE
5,408 Votes	8,221 Votes

**CITY CLERK**

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	11	73	Noise	1	3
Building Permits	11	61	Norman Forward Questions	0	0
CDBG	1	18	Parks and Recreation	23	142
City Clerk	18	120	Planning	5	55
City Manager/Mayor	5	30	Police	33	212
Code Enforcement	40	349	Recycling	0	0
Engineering/Public Works	20	144	Sanitation	47	162
Finance	5	33	Sidewalks	3	0
Fire/Civil Defense	3	30	Storm Debris	0	1
Fleet/Public Works	0	24	Storm Water	20	154
Human Resources	1	12	Streets	12	132
Information (General)	16	206	Street Lights	19	17
Information Technology	2	14	Traffic	18	197
Legal	2	43	Utilities	15	109
Line Maintenance	18	106	WC Questions	0	0
Municipal Court	4	27	WC Violations	0	0
Total for March		353	Total FYE YTD		2832

## LICENSES

5 New licenses were issued and 191 licenses were renewed during the month of April. 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	103	503	Medical Marijuana Processor	1	4
Class I Beer	0	5	Bee Keeper	1	9
Class II Beer	0	3	Solicitor/Peddler (30 day)	1	3
Mixed Beverage	12	64	Solicitor/Peddler (60 day)	1	2
Mixed Beverage/Caterer	11	47	Solicitor/Peddler (one day)	0	0
Brewer	2	5	Coin-Operated Devices	36	482
Wine & Beer/Winemaker	5	31	Game Machines	11	268
Temporary Food (30 day)	6	23	Taxi/Moterbus/Limousine	5	11
Temp Food (180 day)	5	17	Impoundment Yard	1	4
Temp Food (one day)	6	10	Salvage Yard	0	1
Kennel	4	21	Transient Amusement	1	1
Retail Spirits Store	0	18	Special Event	5	13
Retail Beer	4	105	Sidewalk Dining	2	11
Retail Wine	5	91	PediCab	0	7
Distiller	0	0	Pawnbrokers	0	5
Medical Marijuana Dispensary	12	28	Medical Marijuana Grower	3	10

### **New Establishment/Licenses**

NAME	ADDRESS	LICENSE TYPE(S)
El Huevo Mexi Diner	3522 NW 24 <sup>th</sup> Ave Suite124	Food Service License / Mixed Beverage
Sam's Southern Eatery	408 W Main	Food Service License
Beer is Good Brewing Company	216 E Main St	Brewer
La Madeleine French Bakery	1954 NW 24 <sup>th</sup> Ave	Beer and Wine
Dollison, Wanpen	1920 Shelby Ct	Private Kennel License
PR Gas Express	1305 N Porter Ave	Retail Beer
Bast	220 S Porter Ave	Medical Marijuana Dispensary
Buddies Cannabis Co.	1224 Alameda St	Medical Marijuana Dispensary
Cali Roots	777 Jenkins Ave	Medical Marijuana Dispensary
Cannabless	325 E Comanche St.	Medical Marijuana Dispensary
Friendly Market, Inc.	301 S Porter Ave Suite 130	Medical Marijuana Dispensary
Gas Station/Life Organics Well	588 Buchanan Ave	Medical Marijuana Dispensary
Meds & Wares	1404 W Lindsey St.	Medical Marijuana Dispensary
Quan Extracts	415 Highland Parkway	Medical Marijuana Dispensary
Lamb Towing & Recovery Norman	1221 W Rock Creek Rd	Impoundment Yard License
Pure Green Grow	2206 Research Park Blvd	Medical Marijuana Grower
Rooted Organics	708 Research Park Blvd	Medical Marijuana Grower

### **TEMPORARY FOOD PERMITS**

#### **30 DAY PERMIT**

- 1 New 30 Day Temporary Food Service License issued to Good Ranchers.
- 1 New 30 Day Temporary Food Service License issued to The Meating Place.
- 1 New 30 Day Temporary Food Service License issued to Nosh Restaurant/Catering Creat.
- 1 New 30 Day Temporary Food Service License issued to Papa Odies Faux Carb Kitchen.
- 1 New 30 Day Temporary Food Service License issued to Riko's Tacos.
- 1 New 30 Day Temporary Food Service License issued to Rockin Rotolo.

#### **180 DAY PERMIT**

- 1 New 180 Day Temporary Food Service License issued to Apple Tree Chocolate Mobile.
- 1 New 180 Day Temporary Food Service License issued to Eskimo Sno.
- 1 New 180 Day Temporary Food Service License issued to Eskimo Sno IV.
- 1 New 180 Day Temporary Food Service License issued to Super Taco Loco #2.
- 1 New 180 Day Temporary Food Service License issued to Taqueria San Tadeo.

#### **2 DAY PERMIT**

- 1 New 2 Day Temporary Food Service License issued to Norman Lions Club.

#### **1 DAY PERMIT**

- 1 New 1 Day Temporary Food Service License issued to Cookie Dough to Go.
- 1 New 1 Day Temporary Food Service License issued to Cookie Dough to Go.
- 1 New 1 Day Temporary Food Service License issued to Disco Dogs Catering.
- 1 New 1 Day Temporary Food Service License issued to Popworth's Kettlecorn.
- 1 New 1 Day Temporary Food Service License issued to Span Devu.

### **SOLICITOR/PEDDEER PERMITS**

- 1 New 60 Day Temporary Outdoor Solicitor Peddler License to Sooner Bloomers.
- 1 New 60 Day Temporary Door-to-Door Solicitor Peddler License to Urbanex OKC.

### **SPECIAL EVENTS PERMITS**

- 1 New 3 Day Temporary Special Event License to Medieval Fair.
- 1 New 1 Day Temporary Special Event License to Norman Arts Council.
- 1 New 2 Day Temporary Special Event License to Norman Music Alliance.
- 1 New 1 Day Temporary Special Event License to Stash.
- 1 New 1 Day Temporary Special Event License to Stash.

### **TRANSIENT AMUSEMENT PERMIT**

- 1 New 3 Day Temporary Transient Amusement License to Norman Lions Club.

**Existing Establishment/New Owners**

NAME	ADDRESS	LICENSE TYPE(S)
Golden Chef	3203 W. Robinson St.	Food Service License
Greek House	768 Jenkins Ave 100	Food Service License
La Madeleine French Bakery	1954 NW 24 <sup>th</sup> Ave	Food Service License

**Existing Establishment/Additional License**

NAME	ADDRESS	LICENSE TYPE(S)
Country Corner Junction	8321 NE 120 <sup>th</sup> Ave	Retail Beer
Country Corner Junction	8321 NE 120 <sup>th</sup> Ave	Retail Wine
PR Gas Express	1305 N Porter Ave	Retail Wine
CBD Plus	2102 W Lindsey St	Medical Marijuana Dispensary
CBD Plus	820 W Robinson St	Medical Marijuana Dispensary
CBD Plus USA	1100 E Constitution St, Suite 114	Medical Marijuana Dispensary

**CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
04/02/19	Catherine Montgomery	Medical expenses due to her stumbling and falling on the sidewalk in front of 217 West Boyd Street on February 20, 2019.	Not Yet Determined
04/05/19	Roy and Amy Wood	Damages to their mailbox allegedly caused by a Sanitation vehicle 03/15/2019.	\$1,321.00
04/05/19	Josephine Ohlsen	Injuries caused by her tripping/falling on a raised section of sidewalk near 2820 Cedar Crest Street on August 1, 2018.	Not Yet Determined
04/08/19	Taylor Jones for Donald Jones	Damages to their vehicle as a result of hitting several potholes in the alley behind 212 North Flood Avenue on March 10, 2019.	\$345.47
04/26/19	Charles Ayers	Medical expenses due to him tripping and falling on the sidewalk at the intersection of Lindsey Street and Jenkins Avenue on September 22, 2019. Still being treated for injuries.	\$1,340.00

### **FINANCE COMMITTEE**

A City Council Finance Committee meeting was held on April 18, 2019, with a presentation by Crawford and Associates of the Performer Financial Statement Analysis for FYE 2018 and discussion regarding alternative revenue options, submission of revenue/expenditure reports and open positions.

### **OVERSIGHT COMMITTEE**

A City Council Oversight Committee meeting was held on April 11, 2019, to discuss Short Term Rentals and the Noise Ordinance.

### **SPECIAL SESSION**

A City Council Special Session was held on April 2, 2019, to discuss the appointment of the City Attorney.

A City Council Special Session was held on April 9, 2019, to interview City Manager Candidates.

### **STUDY SESSIONS**

A City Council Study Session was held on April 4, 2019, to discuss a Resolution establishing a Charter Review Commission for the purpose of conducting a targeted review of the Norman City Charter and to report its findings to the City Council.

A City Council Study Session was held on April 16, 2019, regarding the proposed FYE 2020 Norman Budget-General Fund and Special Revenue Funds.

A City Council Study Session was held on April 23, 2019, to discuss the Proposed FYE 2020 Capital Budget and Capital Improvements Financial Plan for FYE 2021 through 2024.

## **FACILITY MAINTENANCE**

**1A**

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

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	88.00	\$1,105.50	\$0.00	\$1,105.50
	Building A	55.00	\$724.24	\$0.00	\$724.24
	Building B	121.00	\$1,619.97	\$0.00	\$1,619.97
	Building C	55.00	\$724.24	\$0.00	\$724.24
	Facility Maintenance	3.00	\$60.00	\$3,402.79	\$3,462.79
	Library	187.00	\$2,382.49	\$0.00	\$2,382.49
Custodial Total		509.00	\$6,616.44	\$3,402.79	\$10,019.23
Doors and Hardware	Irving Rec Center	3.00	\$87.18	\$26.32	\$113.50
	Library	13.00	\$323.58	\$288.30	\$611.88
	Norman Investigations Center	5.00	\$147.62	\$0.00	\$147.62
	Sooner Theatre	1.00	\$29.06	\$0.00	\$29.06
Doors and Hardware Total		22.00	\$587.44	\$314.62	\$902.06
Electrical	Administration Building-201	7.00	\$230.35	\$345.14	\$575.49
	Animal Welfare	4.00	\$120.88	\$74.73	\$195.61
	Building A	1.00	\$30.22	\$0.00	\$30.22
	Fire Station 1	1.00	\$24.89	\$0.00	\$24.89
	Fire Station 2	1.00	\$24.89	\$20.56	\$45.45
	Fire Station 3	4.00	\$120.88	\$0.00	\$120.88
	Fire Station 4	6.00	\$149.34	\$0.00	\$149.34
	Firehouse Art Center	3.00	\$74.67	\$0.00	\$74.67
	Fleet Maintenance	33.00	\$832.04	\$73.45	\$905.49
	Library	2.00	\$98.06	\$0.00	\$98.06
	Lindsey Yard-Administration	2.00	\$49.78	\$0.00	\$49.78
	Lindsey Yard-Stormwater	4.00	\$115.55	\$0.00	\$115.55
	Line Maintenance	2.00	\$98.06	\$0.00	\$98.06
	Parks-Community	39.00	\$1,162.59	\$263.52	\$1,426.11
	Parks-Griffin	11.00	\$332.42	\$25.38	\$357.80
	Parks-Neighborhood	3.00	\$74.67	\$0.00	\$74.67
	Parks-Reaves	19.00	\$536.87	\$232.33	\$769.20

**City of Norman Facility Maintenance**

**April 2019 Monthly Hourly Materials Cost Report**

<b>Electrical</b>	Police Range-Classroom A	13.00	\$388.22	\$71.46	\$459.68
	Police Range-Main Bldg	7.00	\$211.54	\$0.00	\$211.54
	Sooner Theatre	2.50	\$75.55	\$32.50	\$108.05
	Traffic Control	1.00	\$24.89	\$0.00	\$24.89
	Transfer Station	10.00	\$248.90	\$0.00	\$248.90
	Water Treatment Plant	5.00	\$151.10	\$125.37	\$276.47
	Westwood Pool	4.00	\$120.88	\$43.20	\$164.08
	Westwood Tennis Center	1.00	\$24.89	\$0.00	\$24.89
<b>Electrical Total</b>		<b>185.50</b>	<b>\$5,322.15</b>	<b>\$1,307.64</b>	<b>\$6,629.79</b>
<b>General Maintenance</b>	12th Avenue Rec Center	1.00	\$29.06	\$0.00	\$29.06
	Administration Building-201	7.00	\$219.22	\$0.00	\$219.22
	Building A	3.00	\$147.09	\$0.00	\$147.09
	Historic Museum	1.00	\$29.06	\$0.00	\$29.06
	Library	2.00	\$58.12	\$0.00	\$58.12
	Little Axe Rec Center	2.00	\$98.06	\$0.00	\$98.06
	Norman Investigations Center	4.00	\$196.12	\$0.00	\$196.12
	Water Reclamation Facility-Environn	1.00	\$29.06	\$0.00	\$29.06
	Westwood Clubhouse	2.00	\$58.12	\$0.00	\$58.12
	<b>General Maintenance Total</b>	<b>23.00</b>	<b>\$863.91</b>	<b>\$0.00</b>	<b>\$863.91</b>
<b>Grounds</b>		<b>4.00</b>	<b>\$120.88</b>	<b>\$0.00</b>	<b>\$120.88</b>
<b>Grounds Total</b>		<b>4.00</b>	<b>\$120.88</b>	<b>\$0.00</b>	<b>\$120.88</b>
<b>Heating/Ventilation</b>	12th Avenue Rec Center	4.00	\$120.88	\$38.16	\$159.04
	Administration Building-201	9.00	\$290.79	\$117.60	\$408.39
	Animal Welfare	23.00	\$732.68	\$684.56	\$1,417.24
	Building A	5.00	\$151.10	\$63.12	\$214.22
	Building B	20.00	\$604.40	\$133.36	\$737.76
	Building C	28.00	\$846.16	\$0.00	\$846.16
	Facility Maintenance	4.00	\$120.88	\$6.36	\$127.24
	Fire Station 1	4.00	\$120.88	\$34.68	\$155.56
	Fire Station 4	2.00	\$60.44	\$0.00	\$60.44
	Fire Station 8	1.00	\$30.22	\$0.00	\$30.22
	Fleet Maintenance	4.00	\$120.88	\$47.10	\$167.98
	Historic Museum	4.00	\$120.88	\$29.00	\$149.88



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

<b>Heating/Ventilation</b>	<b>Library</b>	<b>7.00</b>	<b>\$230.35</b>	<b>\$0.00</b>	<b>\$230.35</b>
	<b>Library East</b>	<b>20.00</b>	<b>\$679.64</b>	<b>\$0.00</b>	<b>\$679.64</b>
	<b>Little Axe Rec Center</b>	<b>2.00</b>	<b>\$98.06</b>	<b>\$18.11</b>	<b>\$116.17</b>
	<b>Norman Investigations Center</b>	<b>8.00</b>	<b>\$317.00</b>	<b>\$419.34</b>	<b>\$736.34</b>
	<b>Sooner Theatre</b>	<b>5.00</b>	<b>\$149.94</b>	<b>\$9.96</b>	<b>\$159.90</b>
	<b>Water Reclamation Facility-Main Con</b>	<b>7.00</b>	<b>\$211.54</b>	<b>\$0.00</b>	<b>\$211.54</b>
	<b>Westwood Tennis Center</b>	<b>7.00</b>	<b>\$267.97</b>	<b>\$0.00</b>	<b>\$267.97</b>
<b>Heating/Ventilation /Air Conditioning Total</b>		<b>164.00</b>	<b>\$5,274.69</b>	<b>\$1,601.35</b>	<b>\$6,876.04</b>
<b>Lighting</b>	<b>12th Avenue Rec Center</b>	<b>3.00</b>	<b>\$74.67</b>	<b>\$0.00</b>	<b>\$74.67</b>
	<b>Animal Welfare</b>	<b>17.00</b>	<b>\$423.14</b>	<b>\$20.95</b>	<b>\$444.09</b>
	<b>Building A</b>	<b>3.00</b>	<b>\$90.66</b>	<b>\$0.00</b>	<b>\$90.66</b>
	<b>Building C</b>	<b>2.00</b>	<b>\$60.44</b>	<b>\$209.74</b>	<b>\$270.18</b>
	<b>Fire Station 3</b>	<b>1.00</b>	<b>\$24.89</b>	<b>\$0.00</b>	<b>\$24.89</b>
	<b>Fire Station 4</b>	<b>9.00</b>	<b>\$224.01</b>	<b>\$55.54</b>	<b>\$279.55</b>
	<b>Fire Station 7</b>	<b>7.50</b>	<b>\$200.00</b>	<b>\$148.49</b>	<b>\$348.49</b>
	<b>Fire Station 9</b>	<b>8.00</b>	<b>\$241.76</b>	<b>\$55.00</b>	<b>\$296.76</b>
	<b>Fleet Maintenance</b>	<b>2.00</b>	<b>\$49.78</b>	<b>\$36.75</b>	<b>\$86.53</b>
	<b>Library</b>	<b>2.00</b>	<b>\$49.78</b>	<b>\$0.00</b>	<b>\$49.78</b>
	<b>Line Maintenance</b>	<b>2.00</b>	<b>\$49.78</b>	<b>\$41.99</b>	<b>\$91.77</b>
	<b>Norman Investigations Center</b>	<b>5.00</b>	<b>\$124.45</b>	<b>\$130.05</b>	<b>\$254.50</b>
	<b>Parks-Griffin</b>	<b>6.00</b>	<b>\$149.34</b>	<b>\$0.00</b>	<b>\$149.34</b>
	<b>Parks-Reaves</b>	<b>6.00</b>	<b>\$149.34</b>	<b>\$9.93</b>	<b>\$159.27</b>
	<b>Senior Citizens Center</b>	<b>20.50</b>	<b>\$619.51</b>	<b>\$326.48</b>	<b>\$945.99</b>
	<b>Sooner Theatre</b>	<b>1.00</b>	<b>\$30.22</b>	<b>\$0.00</b>	<b>\$30.22</b>
	<b>Traffic Control</b>	<b>5.00</b>	<b>\$124.45</b>	<b>\$21.94</b>	<b>\$146.39</b>
	<b>Westwood Tennis Center</b>	<b>6.00</b>	<b>\$149.34</b>	<b>\$19.04</b>	<b>\$168.38</b>
<b>Lighting Total</b>		<b>106.00</b>	<b>\$2,835.58</b>	<b>\$1,075.90</b>	<b>\$3,911.48</b>
<b>Mechanical</b>	<b>Library East</b>	<b>1.00</b>	<b>\$30.22</b>	<b>\$0.00</b>	<b>\$30.22</b>
<b>Mechanical Total</b>		<b>1.00</b>	<b>\$30.22</b>	<b>\$0.00</b>	<b>\$30.22</b>
<b>Miscellaneous</b>	<b>Administration Building-201</b>	<b>2.00</b>	<b>\$73.92</b>	<b>\$0.00</b>	<b>\$73.92</b>
	<b>Animal Welfare</b>	<b>1.00</b>	<b>\$29.06</b>	<b>\$0.00</b>	<b>\$29.06</b>
	<b>Facility Maintenance</b>	<b>15.00</b>	<b>\$431.76</b>	<b>\$322.20</b>	<b>\$753.96</b>
	<b>Library</b>	<b>3.00</b>	<b>\$87.18</b>	<b>\$18.80</b>	<b>\$105.98</b>

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

Miscellaneous	Westwood Clubhouse	1.00	\$29.06	\$0.00	\$29.06
	Westwood Tennis Center	3.00	\$87.18	\$0.00	\$87.18
Miscellaneous Total		25.00	\$738.16	\$341.00	\$1,079.16
Pest Control	Facility Maintenance	6.50	\$130.00	\$367.50	\$497.50
	Fleet Maintenance	2.00	\$58.12	\$0.00	\$58.12
Pest Control Total		8.50	\$188.12	\$367.50	\$555.62
Plumbing	Administration Building-201	3.00	\$87.18	\$24.25	\$111.43
	Animal Welfare	3.00	\$87.18	\$0.00	\$87.18
	Building A	1.00	\$29.06	\$24.25	\$53.31
	Building B	12.00	\$354.52	\$0.00	\$354.52
	Building C	1.00	\$29.06	\$24.25	\$53.31
	Compost Facility	6.00	\$174.36	\$30.22	\$204.58
	Facility Maintenance	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 1	8.00	\$237.12	\$30.67	\$267.79
	Fire Station 3	10.00	\$282.26	\$318.32	\$600.58
	Fire Station 6	2.00	\$58.12	\$0.00	\$58.12
	Fire Station 7	3.00	\$87.18	\$0.00	\$87.18
	Fire Station 8	8.00	\$372.27	\$33.55	\$405.82
	Fire Station 9	2.00	\$58.12	\$4.99	\$63.11
	Firehouse Art Center	2.00	\$58.12	\$93.52	\$151.64
	Fleet Maintenance	1.00	\$29.06	\$2.77	\$31.83
	Norman Investigations Center	8.00	\$252.45	\$172.07	\$424.52
	Park Maintenance-Shop	2.00	\$58.12	\$19.98	\$78.10
	Parks-Community	41.00	\$1,198.42	\$260.23	\$1,458.65
	Parks-Griffin	1.00	\$29.06	\$9.27	\$38.33
	Parks-Neighborhood	3.00	\$87.18	\$0.00	\$87.18
	Parks-Reaves	3.00	\$87.18	\$0.00	\$87.18
	Police Range-Main Bldg	3.00	\$87.18	\$0.00	\$87.18
	Senior Citizens Center	3.00	\$87.18	\$0.00	\$87.18
	Water Reclamation Facility-Main Cor	4.00	\$116.24	\$0.00	\$116.24
	Water Reclamation Facility-Other	4.00	\$116.24	\$0.00	\$116.24
	Westwood Clubhouse	4.00	\$116.24	\$8.71	\$124.95
	Westwood Pool	8.00	\$232.48	\$0.00	\$232.48

City of Norman Facility Maintenance

April 2019 Monthly Hourly Materials Cost Report

Plumbing	Westwood Tennis Center	1.00	\$29.06	\$0.00	\$29.06
Plumbing Total		148.00	\$4,469.70	\$1,057.05	\$5,526.75
Grand Total		1196.00	\$27,047.28	\$9,467.85	\$36,515.13

**CITY MANAGER                      2**

**CIP FINANCIAL STATUS      2A**

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS					
		4/9/2019			
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	\$280,000	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>					
BP0030	Emergency Communications System		\$500,000	PSST Capital Fund 015	
<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 Budget.					

## **COMMUNITY RELATIONS**

**2B**

## April 2019

[illegible]



**DEVELOPMENT COORDINATOR      2C**

## **City of Norman - Development Coordinator Monthly Report April 2019**

Below are activities and projects that the Development Coordinator has been involved with during the month of April 2019.

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

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- City Council Oversight
- Mayor's Roundtable – Central Library Tour
- Municipal Complex Design – Staff Meetings
- Center City Form Based Code – Ad Hoc Review Committee Meetings

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

- Assisted representatives and staff in discussions regarding medical marijuana facilities.
- Met with project representatives and staff regarding proposed feed store.
- Assisted Norman Public Schools in development meetings for bond projects
- Assisted contractor/architect with development/building permit requirements for restaurant expansion
- Assisted property owners for land development processes/ideas in east Norman.
- Met with representatives from OG&E regarding rebate programs
- Assisted Norman Economic Development Coalition (NEDC) with requirements/process for new industrial prospect
- Met with staff and potential developers of property in north Norman.

###

**NORMAN FORWARD 2D**



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# MONTHLY REPORT – APRIL 2019

## NORMAN FORWARD

**DATE:** May 6, 2019

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**PROJECT:** NORMAN FORWARD

**PROJECT NO:** 16-003

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**REPORT PERIOD:** April 1 through April 30, 2019

### WORK THIS MONTH

1. Monday, April 1, 2019 | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, April 2, 2019 | 11:00 a.m. | Central Library OAC
  - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
3. Wednesday, April 3, 2019 | Westwood Indoor Tennis Facility
  - a. Meeting on-site with City Staff, architect, and contractor for HVAC systems start-up
4. Wednesday, April 3, 2019 | Parks & Recreation Kick-Off Meeting
  - a. Meeting with CMaR, designers, and City Staff to kick-off the Reaves Park/Maintenance Building and Griffin Park Phase III projects
5. Monday, April 8, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
6. Tuesday, April 9, 2019 | 6:30 p.m. | City Council Meeting
  - a. Agenda Item 8 Contract K-1819-135: Consideration of awarding of Bid 1819-48, Group G; Approval of Contract K-1819-135 by and between the Norman Municipal Authority and Cultural Surroundings in the amount of \$189,242.75, Performance Bond B-1819-86, Statutory Bond B-1819-87, and Maintenance Bond MB-1819-65 for the purchase and installation of furniture and accessories for the Norman Public Library Central.
  - b. Agenda Item 9 Contract K-1819-136: Consideration of awarding bid 1819-48, Groups C, F, H, J, K, P, R, U, V, W, Y, and CC; Contract K-1819-136 with McKinney Office Supply, Inc. in the amount of \$167,024.38, Performance Bond B-1819-88, Statutory Bond B-1819-89, and Maintenance Bond MB-1819-66 for the purchase and installation of furniture and accessories for the Norman Public Library Central.
  - c. Agenda Item 10 Contract K-1819-137: Consideration of awarding Bid 1819-48; Groups B, N, O, Q, S, T, X, BB, and EE; Approval of Contract K-1819-137 by and



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between the Norman Municipal Authority and John A. Marshall Company in the amount of \$336,515.23; Performance Bond B-1819-90; Statutory Bond B-1819-91; and Maintenance Bond MB-1819-67 for the purchase and installation of furniture and accessories for the Norman Public Library Central.

- d. Agenda Item 11 Contract K-1819-138: Consideration of awarding Bid 1819-48, Group L; Approval of Contract K-1819-138 by and between the Norman Municipal Authority and Merrifield Office and School Supply, Inc., in the amount of \$30,047.79 for the purchase and installation of furniture and accessories for the Norman Public Library Central.
  - e. Agenda Item 12 Contract K-1819-139: Consideration of awarding of Bid 1819-48; Groups D, E, M, and Z, Approval of Contract K-1819-139 by and between the Norman Municipal Authority and Workspace Solutions, D/B/A Scott Rice, in the amount of \$112,725.40, Performance Bond B-1819-94, Statutory Bond B-1819-95, and Maintenance Bond MB-1819-69 for the purchase and installation of furniture and accessories, Groups D, E, M, and Z, for the Norman Public Library Central.
  - f. Agenda Item 25 Contract K-1819-132: A Contract by and between the Norman Municipal Authority and Flintco, L.L.C., in the amount of \$55,000 to provide construction manager at risk services for the NORMAN FORWARD Reaves and Griffin Park renovation projects.
  - g. Agenda Item 26 Contract K-1819-133: A contract by and between the City of Norman and Crossland Construction Company, Inc., in the amount of \$17,575 to provide construction manager at risk services for the NORMAN FORWARD Ruby Grant Park development project and resolution R-1819-102 granting tax exempt status.
7. Wednesday, April 10, 2019 | 7:30 a.m. | Mayor's Community Roundtable
    - a. Mayor's Community Roundtable tour of the new Norman Public Library Central project, guided by City Staff and Flintco
  8. Wednesday, April 10, 2019 | 1:30 p.m. | Maintenance Building Meeting
    - a. Meeting to review required programming for the new parks and recreation maintenance building with maintenance staff and Flintco, begin pricing exercises
  9. Friday, April 12, 2019 | 1:00 p.m. | Indoor Facility Site Analysis Teleconference
    - a. Teleconference with City Staff to discuss site analysis scope to provide information on the feasibility of the University North Park and North Base sites for the indoor aquatic facility and indoor multi-sport facility
  10. Monday, April 15, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
    - a. Weekly discussion of project schedules, budgets, and critical issues
  11. Monday, April 15, 2019 | 1:30 p.m. | East Library Warranty Walk-Through
    - a. Building walk with City Staff and Pioneer Library System staff to identify and confirm warranty items for the Norman Public Library East branch
  12. Tuesday, April 16, 2019 | 11:00 a.m. | Central Library OAC
    - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues



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13. Wednesday, April 17, 2019 | 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
14. Wednesday, April 17, 2019 | 10:00 a.m. | Griffin Park Phase III OAC
  - a. Kick-off OAC for the Griffin Park Phase III project with City Staff, PDG, and Flintco
15. Monday, April 22, 2019 | 9:30 a.m. | Westwood Tennis Meeting
  - a. Meeting with City Staff to coordinate needs for the Westwood Indoor Tennis Facility opening celebration in May
16. Monday, April 22, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
17. Tuesday, April 23, 2019 | 6:30 p.m. | City Council Meeting
  - a. Agenda Item 10 Appointment AP-1819-8 Consideration of the Mayor's appointments as follows:
    - i. NORMAN FORWARD Senior Center Ad Hoc Advisory Group Tammy Vaughn, Ward 5 and Richard Bailey, Ward 3
18. Tuesday, April 30, 2019 | 11:00 a.m. | Central Library OAC
  - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
19. Central Library site visits for observation: 8
20. Westwood Indoor Tennis site visits for observation: 15
21. Westwood Family Aquatic Center site visit for warranty: 8

#### **WORK ANTICIPATED THE UPCOMING MONTH (MAY 2019)**

- Central Library ongoing construction
- Griffin Park Master Plan Phase III pre-construction
- Westwood Indoor Tennis Facility closeout and opening celebration
- Reaves Park Master Plan Phase I construction document drafting and pre-construction
- Parks & Recreation Maintenance Facility programming and cost estimating
- Ruby Grant Park construction document drafting and pre-construction
- Indoor Aquatic Facility discussion of site locations by Council
- Indoor Multi-Sport Facility discussion of site locations by Council
- Senior Citizens Center discussion of site location by Council
- Indoor Aquatic Facility, Multi-Sport Facility, and Senior & Cultural Center Master Plan Services 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 programming and funding options

#### **PROJECTS STATUS**

- East Library
  - a. Schedule: Opening Celebration on July 20, 2018



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- b. Budget: Within budget
  - c. In operation – approaching end of warranty year
- 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 – approaching end of warranty year
- Griffin Park Phase III
  - a. Schedule: Project out to bid
  - b. Budget: Within budget
  - c. Issues: No known issues
- Reaves Park Phase I
  - a. Schedule: Construction Documents approaching 95%
  - b. Budget: 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: Within budget
  - d. Issues: No known issues
- Ruby Grant
  - a. Schedule: Construction Documents approaching 100%
  - b. Budget: Within budget
  - c. Issues: No known issues
- Indoor Multi-Sport Facility
  - a. Schedule: pending project start
  - b. Budget: pending project start
  - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
  - a. Schedule: pending project start
  - b. Budget: pending project start
  - c. Issues: site/operator/MOU determination
- Senior Center
  - a. Schedule: pending project start
  - b. Budget: pending project start
  - c. Issues: funding source determination, site/operator/MOU determination
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan



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- c. Implementation Plan: Adopted on June 28, 2016
  - d. Issues: No known issues
    - Continued discussion regarding operator for indoor multi-sport facility
    - Continued discussion regarding operator for indoor aquatic center
    - Continued discussion regarding indoor aquatic center operating budget
    - Continued discussion regarding indoor aquatic center capital improvements responsibility
    - Continued discussion regarding senior center budget/funding source
    - Continued discussion regarding senior center operator/fees
- 

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



## **FINANCE      3**

## CITY OF NORMAN

### Department of Finance Monthly Report – April 2019

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

#### Treasury Division:

In the month of April, the Treasury division processed 38,035 total payments. The traffic counter at the Drive-up Facility counted 9,556 customers. The Treasury division processed 1,430 credit card utility payments, an increase of 1% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,610 credit card utility payments, an increase of 8% from last month. Utility customers also have the option of paying on the City of Norman website. There were 7,068 credit card payments made on the internet in April, an increase of 6% from last month. The Municipal Court processed 759 credit card payments for court fines, an increase of 13% 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 \$30,513 in convenience fees in the month of April with a fiscal year-to-date total of \$278,884.

#### Utility Services Division:

The Meter Reading Division read 37,662 meters. Out of 77 meter reading routes, 55 (71%) were read within the targeted 30-day reading cycle. 67 routes (87%) were read by the 32nd day and all routes were read by the 33rd day. 4 routes were estimated in April.

#### General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of April by -1.5%. Revenues from the City's largest single source of revenue, sales tax, are above target by 2.5% for the year to date and 3.6% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 19 Budget To Date	FYE 19 Actual To Date	FYE 18 Actual To Date	FYE 17 Actual To Date
Sales Tax Revenue	\$32,760,931	\$33,599,650	\$32,405,495	\$31,773,570
General Fund Revenue	\$63,205,593	\$62,198,853	\$65,134,093	\$58,534,237
General Fund Expenses	\$67,938,781	\$62,075,706	\$57,849,883	\$59,918,394

## Administration Division

	FYE 19		FYE 18	
	April	YTD	April	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	5,600.00	320.00	5,440.00
Total Comp Time Available	0.00	4.75	3.50	3.50
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	5,615.75	323.50	5,453.50
Benefit Hours Taken	24.00	826.00	26.00	758.00
TOTAL ACCOUNTABLE STAFF HOURS	296.00	4,789.75	297.50	4,695.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	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	
	April	YTD	April	YTD
Total Regular Hours Available	960.00	16,648.00	960.00	15,848.00
Total Comp Time Available	14.25	92.50	0.00	26.50
Total Overtime Hours	0.00	68.75	0.00	14.25
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	 974.25	 16,809.25	 960.00	 15,888.75
Benefit Hours Taken	127.00	2,879.00	151.00	2,244.00
 TOTAL ACCOUNTABLE STAFF HOURS	 847.25	 13,930.25	 809.00	 13,644.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	5.00	30.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 30.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

# City Revenue Report

	FYE 19 March	FYE 19 April	
Total Revenue Received (\$)	\$4,544,850	\$4,435,844	\$109,006
Utility Payments - Office (#)	40,039	40,663	(624)
Utility Payments - Office (\$)	\$3,648,457	\$3,827,518	(\$179,061)
Lockbox (#)	18,572	18,310	262
Lockbox (\$)	\$1,615,773	\$1,618,419	(\$2,646)
IVR Credit Card (#)	1,485	160	1,325
IVR Credit Card (\$)	\$145,577	\$154,754	(\$9,177)
Click to Gov (#)	6,690	7,068	(378)
Click to Gov (\$)	\$577,692	\$630,908	(\$53,216)
UT Credit Card Payments (#)	1,425	1,430	(5)
UT Credit Card Payments (\$)	\$148,038	\$173,559	(\$25,521)
Art Donations (#)	88	80	8
Art Donations (\$)	\$329	\$367	(\$38)
Bank Draft Payments (#)	8,390	8,955	(565)
Bank Draft Payments (\$)	\$697,625	\$725,140	(27,515)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	39	37	2
Processed Return Checks (\$)	(\$6,574)	(\$3,274)	(\$3,300)
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$476,338	\$107,980	\$368,358
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$277,900	\$287,386	(\$9,486)
Municipal Court - Credit Card (#)	671	759	(88)
Municipal Court - Credit Card (\$)	\$136,242	\$145,951	(\$9,709)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$375,683	\$247,260	\$128,423
Building Permits Credit Card (#)	218	231	(13)
Building Permits Credit Card (\$)	\$125,511	\$103,699	\$21,812
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$48,940	\$10,951	\$37,989
Occupational License - Bldg Insp. CC (#)	93	29	64
Occupational License - Bldg Insp. CC (\$)	\$11,717	\$4,401	\$7,316
Business License - City Clerk (\$)	\$227,233	\$50,230	\$177,003
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,705	9,109	(404)
Convenience Fees - All Payments (\$)	\$26,115	\$27,327	(\$1,212)
Bank Drafts Billed (#)	8,487	8,795	(308)
Bank Drafts Billed (\$)	\$693,125	\$730,477	(\$37,352)
Interdepartmental Billing (#)	159	170	(11)
Interdepartmental Billing (\$)	\$12,752	\$14,966	(\$2,214)
Accounts Receivable Billed (\$)	\$227,579	\$469,671	(\$242,092)

## Budget Services Division

	FYE 19		FYE 18	
	April	YTD	April	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	3,112.00	160.00	2,720.00
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	3,112.00	160.00	2,720.00
Benefit Hours Taken	24.00	836.00	32.00	368.00
TOTAL ACCOUNTABLE STAFF HOURS	136.00	2,276.00	128.00	2,352.00
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	
	April	YTD	April	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	13,280.00	800.00	12,422.00
Total Comp Time Available	11.25	350.75	29.25	335.25
Total Overtime Hours	20.50	428.00	13.00	470.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	831.75	14,058.75	842.25	13,227.75
Benefit Hours Taken	62.75	2,201.50	128.50	2,058.00
TOTAL ACCOUNTABLE STAFF HOURS	769.00	11,857.25	713.75	11,169.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	133.75	0.00	133.75
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	133.75	0.00	133.75

**UTILITY      3C**

## Utility Division

	FYE 19		FYE 18	
	April	YTD	April	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,592.00	44,399.00	2,320.00	40,888.00
Total Comp Time Available	1.50	189.00	11.50	106.25
Total Overtime Hours	128.50	974.75	64.00	504.75
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	2,722.00	45,562.75	2,395.50	41,499.00
Benefit Hours Taken	390.00	7,671.50	251.50	5,160.75
TOTAL ACCOUNTABLE STAFF HOURS	2,332.00	37,891.25	2,144.00	36,338.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Office Services

	FYE 19		FYE 18	
	April	YTD	April	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	2,715.00	160.00	2,995.00
Total Comp Time Available	0.00	40.25	0.00	32.00
Total Overtime Hours	0.00	89.00	7.50	89.75
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	160.00	2,844.25	167.50	3,116.75
Benefit Hours Taken	9.00	276.50	12.00	273.00
TOTAL ACCOUNTABLE STAFF HOURS	151.00	2,567.75	155.50	2,843.75
PERMANENT PART-TIME				
Total Regular Hours Available	112.00	1,939.50	112.00	1,431.75
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	112.00	1,939.50	112.00	1,431.75
Benefit Hours Taken	0.00	195.00		58.00
TOTAL ACCOUNTABLE STAFF HOURS	112.00	1,744.50	112.00	1,489.75
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 March	FYE 19 April
Mail Payments - Lockbox	18,572	18,310
Mail Payments - Office	266	293
<b>Mail Payments - Subtotal</b>	<b>18,838</b>	<b>18,603</b>
Night Deposit	246	294
Click-to-Gov Payments	6,690	7,068
IVR Payments	1,485	1,610
<b>Without assistance payments - Subtotal</b>	<b>8,421</b>	<b>8,972</b>
Drive-up window & inside counter	9,138	9,030
Credit Card machine payments (swipe)	897	931
Credit Card machine payments (phone)	528	499
<b>With assistance payments - Subtotal</b>	<b>10,563</b>	<b>10,460</b>
<b>Total Payments Processed - Subtotal</b>	<b>37,822</b>	<b>38,035</b>
Bank Draft (ACH) Payments	8,390	8,955
<b>Total Payments (Utility)</b>	<b>46,212</b>	<b>46,990</b>
Total Convenience Fees - all Payments	8,705	9,109
<b>Grand Total Payments</b>	<b>54,917</b>	<b>56,099</b>

## Traffic Counter at Drive-up Facility

Night Drop *	1,926	1,956
8-5 Drive-up Window Customers *	7,713	7,600
<b>Total Traffic Counter</b>	<b>9,639</b>	<b>9,556</b>

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

## Meter Reading Division

	FYE 19		FYE 18	
	April	YTD	April	YTD
Number of Meters Read	37,662	599,062	35,444	616,936
New Service	603	11,627	614	13,479
Request for Termination	646	11,679	623	13,150
Delinquent On(s)	328	4,026	294	3,714
Delinquent Offs	436	5,768	444	5,125
Collect Deposit Tags Hung	34	363	51	478
Collect Deposit Cut Offs	17	101	4	2,892
Blue Tags	14	260	15	448
Number of Meters Re-read	1,601	20,506	1,045	23,776
Meters Cleaned	107	1,735	101	1,203
Customer Assists	89	1,464	85	814
Meters Pulled	0	12	0	9
Meters Re-set	0	10	0	6
Meter Exchanges	51	935	29	739
TOTAL	41,588	657,548	38,749	682,769

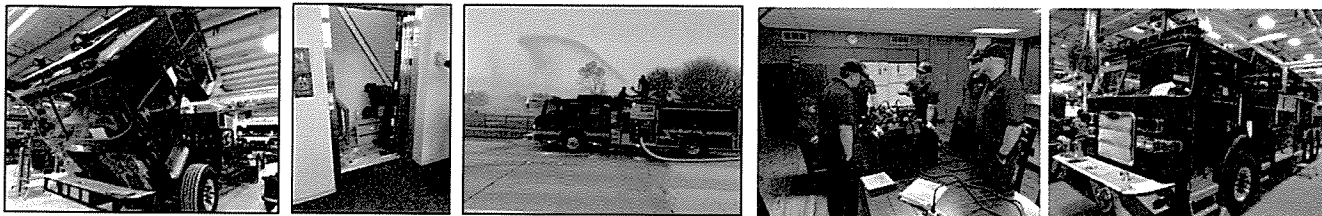
## Utility Division Activity Report

	FYE 19		FYE 18	
	April	YTD	April	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,612	631,585	41,913	629,346
New Ons	856	11,168	669	11,080
Final Accounts Billed	564	10,630	556	10,423
TOTAL ACCOUNTS BILLED	44,032	653,383	43,138	650,849

## **FIRE DEPARTMENT**

**4**





## NFD Monthly Progress Report

April 2019

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	16	1.23%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	824	63.19%
4 - Hazardous Conditions (No Fire)	30	2.30%
5 - Service Call	123	9.43%
6 - Good Intent Call	232	17.79%
7 - False Alarm & False Call	62	4.75%
8 - Severe Weather & Natural Disaster	2	0.15%
9 - Special Incident Type	2	0.15%
Incomplete Reports	13	1.00%
<b>Total Incident Count (Unique Calls)</b>	<b>1304</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>1625</b>	

Total Fire Loss    \$99,025.00

### Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	229	312	0:05:12
Station #2	203	303	0:05:03
Station #3	221	348	0:05:48
Station #4	153	304	0:05:04
Station #5	47	410	0:06:50
Station #6	59	566	0:09:26
Station #7	113	340	0:05:40
Station #8	98	303	0:05:03
Station #9	178	349	0:05:49

## NFD Monthly Progress Report

April 2019

### Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Chief 301	13	1	3				3	2	4	
Chief 302	20	4		1	1	2	4	3	4	1
Chief 303	12	1	2		1			5	2	1
Chief 304	5	2	2					1		
Engine 1	240	226	2	6				2	1	3
Brush 1	1	1								
Engine 2	211	2	202	2	3					2
Brush 2	4		3		1					
Engine 3	233	5	1	220			2	3		2
Brush 3	2			1			1			
Engine 4	171		11		152			4	4	
Brush 4	5		1		2				2	
Engine 5	51			1		47	3			
Brush 5	53			1		34	3			
Tanker 5	3					1	2			
Engine 6	62		1			2	59			
Brush 6	62		1				12			
Rescue 7	1							1		
Squad 7	140	9	7	1	2			112	8	1
Engine 8	105		1		1			5	98	
Brush 8	2								2	
Engine 9	194	3	2	7			4	6		172
Brush 9	5	1					2			2
Tanker 9	4						3			1
Ladder 9	15	2	2	1				3		7
Fire Marshal 2	4			1			2	1		
Fire Marshal 3	2			1				1		
Fire Marshal 4	4						2	2		
Fire Marshal 5	1							1		
	1625	257	243	243	163	86	102	152	125	192

### Community Outreach

Tours	6	Station Tours, School/Daycare Visits (Approx 200 total)
Community/Special Events	4	Week of the Young Child, CON Easter Egg Hunt, Healthy Kids Day, Earth Day Festival
Ride Along	1	Konner Reed

### Burn Permits

Burn Permits Issued	133	Total of 7 burn days
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### Training

Total Personnel Training Hours	2097	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
Apr-19**

**FIRE PREVENTION DIVISION ACTIVITIES**

<b>Inspections/Plan Review</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Inspections		181	186.5
Re-Inspections		63	44.5
Residential Inspections			
Plan/Platt Review		30	63.5
Company Inspections			
Re-Inspections			
<b>Total Inspections</b>		<b>244</b>	<b>231</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		28	15.5

<b>Training/Public Education Education</b>			
<b>Activites</b>	<b>Notes</b>	<b>Events</b>	<b>Staff Hours</b>
Training (hours)		17	152.5
Fire Education Classes		1	1

<b>Code Issues/Investigation</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		108	147
Investigations		7	15
Investigative Activities		19	36.5
Miscellaneous/Special			

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management

Comments: April 2019

<b>Mitigation:</b>	
Safe Room Program	Awaiting Close Out from State
Mitigation Plan Update	First Review at State
<b>Preparedness:</b>	
	Every Tuesday at the Red Cross, Amateur radio members conduct technical trials and repairs
“ELMER” Night	
Medieval Fair set up and Operations	Apr 3-7
Youth Preparedness Council Meeting	Apr 10
Monthly Preparedness Volunteer Mtging	Apr 11
Amateur Radio Monthly Meeting	Apr 13
Central EM Meeting	Apr 18
Youth Preparedness Presentation	Apr 22, Newcastle, HS
Envision Success Board Meeting	Apr 22
<b>Response:</b>	
	Apr 30, 4 Response Volunteers, 22 Storm Spotters reported in on the SKYWARN Net
Severe Storm Response	
<b>Recovery:</b>	

<b>HUMAN RESOURCES</b>	<b>5</b>
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## **HUMAN RESOURCES**

### **Monthly Report**

**April, 2019**

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

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

- FYE19-10 – Adams (Engineering) – termination
- FYE19-11 – Boutwell (Police) - termination

**B. *Collective Bargaining***

- Held one (1) FY20 negotiation session with FOP
- Held one (1) FY20 negotiation session with AFSCME

**C. *Administrative Support***

- Processed Monthly Department Report
- Compiled and distributed April 2019 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Attended/Summarized two (2) negotiation sessions
  - 1 – FOP
  - 1 – AFSCME

#### **BENEFITS**

- Conducted six (6) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled 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 over 625 phone calls to discuss benefits, claims, FSA, and wellness screenings
- Wellness Program
  - Multiple communications to employees regarding registration deadline and start of onsite screenings
  - Held five wellness clinics with approximately 460 participants
- Conference calls with Gallagher to discuss RFP for new TPA
  - Compiled census for all unions and non-union
- Worked with Gallagher on four-tier and premium increase proposal
- Weekly conference calls with Gallagher and Meritain representatives to discuss ongoing claims issues and non-participating claims (reimbursement issues)
- Gathered additional information for FOP regarding:
  - Breakdown of eligible employees and dependents on health plan for 2018, per group
  - Number of employees and spouses that have participated in the wellness program for 2018, per group
- Finalized ACA errors
  - Contacted employees to correct names and/or social security numbers
- Made and distributed posters for Health/Dental and Vision Open Enrollment for every location
- Edited/created Personal & Financial Diary for employees

## **PERSONNEL ACTIONS**

### **New Hires - 54**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Legal	Legal Intern (PT)	2
Public Works/Streets	Maintenance Worker I	3
Public Works/Engineering	Engineering Assistant	1
Police/Animal Welfare	Shelter Veterinarian	1
Parks/Park Maint.	Laborer (PT)	1
Parks/Westwood Golf	Laborer (PT)	1
Parks/Westwood Golf	Golf Course Attendant (PT)	1
Parks/Recreation	Recreation Center Spec. (PT)	2
Parks/Westwood Pool	Concession Cashier I (PT)	8
Parks/Westwood Pool	Concession Cashier II (PT)	2
Parks/Westwood Pool	Admissions Clerk I (PT)	2
Parks/Westwood Pool	Admissions Clerk II (PT)	1
Parks/Westwood Pool	Lifeguard (PT)	23
Parks/Westwood Pool	Head Lifeguard (PT)	1
Parks/Westwood Pool	Slide and Gate Attendant (PT)	2
Parks/Westwood Pool	Aquatic Maintenance Wkr. (PT)	1
Parks/Westwood Golf	Golf Grill Asst. Mgr. (PT)	1
Parks/Park Maint.	Maintenance Worker I	1

### **Separations - 9**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Legal	Legal Intern (PT)	1
Parks/Recreation	Custodian (PPT)	1
Police/Patrol	Police Officer	1
Police/Emergency Comm.	Communications Officer I	1
Public Works/Fleet	Public Works Supv.	1
Public Works/Engineering	Construction Inspector	1
Utilities/Sewer Line Maint.	Utility Coll. Worker II	1
Police/Admin	Police Chief	1
Police/Patrol	Parking Service Officer	1

### **Promotions - 4**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Public Works/Streets	Maintenance Worker II	1
Parks/Park Maint.	Crew Chief	1
Utilities/Sewer Line Maint.	Utility Coll. Worker II	1
Utilities/Sanitation	Sanitation Worker II	1

## **SURVEYS**

Received compensation/benefit information from 23 local/comparable cities for compilation of AFSCME survey.

Conducted compensation and benefit surveys for the following cities: Edmond, Durant, and Stillwater.

## **RECRUITMENT**

Accepted applications for the following positions:

- Deputy Marshal (PT), Municipal Court
- Community Center Assistant (PT), Parks & Recreation/Recreation
- Parks Temporary Laborer (PT), Parks & Recreation/Park Maintenance
- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Golf Grill Assistant Manager (PT), Parks & Recreation/Recreation
- Admissions Clerk I (PT), Parks & Recreation/Recreation
- Admissions Clerk II (PT), Parks & Recreation/Recreation
- Concessions Cashier I (PT), Parks & Recreation/Recreation
- Concessions Cashier II (PT), Parks & Recreation/Recreation
- Aquatics Facility Maintenance (PT), Parks & Recreation/Recreation
- Head Lifeguard (PT), Parks & Recreation/Recreation
- Lifeguard (PT), Parks & Recreation/Recreation
- Slide & Gate Attendant (PT), Parks & Recreation/Recreation
- Assistant Aquatic Manager (PT), Parks & Recreation/Recreation
- Hearing Officer (PT), Municipal Court
- Temporary Laborer (PT), Parks & Recreation/Westwood Golf Course
- 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
- Custodian (PPT), City Clerk's Office/Facility Maintenance
- Communications Officer I, Police/Emergency Comm. Bureau
- Capital Projects Engineer, Public Works/Engineering
- Mechanic II, Public Works/Fleet
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Maintenance Worker I, Public Works/Streets
- Maintenance Worker I, Public Works/Traffic
- Maintenance Worker I, Utilities/Water Treatment Plant
- Utilities Supervisor-Commercial, Utilities/Sanitation
- Systems Support Technician, Information Technology
- Meter Reader, Finance/Utilities Service
- Police Records Clerk, Police/Staff Services
- Public Works Supervisor, Public Works/Fleet
- Sanitation Worker I, Utilities/Sanitation
- Maintenance Worker II, Public Works/Streets
- Heavy Equipment Operator, Parks & Recreation/Park Maintenance
- Crew Chief, Public Works/Stormwater
- Utility Collection Worker II, Utilities/Sewer Line Maintenance
- Utility Distribution Worker II, Utilities/Water Line Maintenance



**Recruitment & Hiring Statistics:**

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	475	Written Exams	3
Phone	510	Practical Testing/Assessment Center	2
Mail	300	Panel Board Interviews	11
Email	210	Promotions	4
Total Subscribers on E-mail Vacancy List	2122	Oral Interviews	6
Total Visits to City of Norman HR website	3508	Hiring/Promotion Board	0

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	88	Advertisements Placed	6
Pre-Employment Drug Screens	56	Applications Received	198
Pre-Employment Physicals	39	Job Announcements Emailed	78
Pre-Employment OSBI	44	Job Announcements to CON Depts.	540

**TRAINING AND DEVELOPMENT**

Conducted training for six (6) 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.

Conducted Reasonable Suspicion/HR Topics training for 145 Department Heads, Managers, Superintendents, Supervisors, Crews Chiefs, Fire Assistant Chiefs and Captains, and Police Majors, Captains and Lieutenants.

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

**SAFETY**

- Safety material documents were sent to divisions each week
- Safety meetings were held for all departments covering Blood borne Pathogens
- Conducted six (6) new employee orientations
- Certified two (2) employees in First Aid/CPR/AED
- Conducted two (2) Return to Work Meetings (Fire/Line Maintenance)

**Recordable Injuries – 1**

<b>Dept./Division</b>	<b>Nature of the injury</b>	<b>Activity</b>	<b>Prognosis</b>
Utilities/ Line Maint.	Left hernia strain	While lifting pallets, strained groin	Released to work

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

<b>2019</b>	<b>2018</b>	<b>2017</b>
11	71	59

**Vehicle Collisions - 1**

<b>Division</b>	<b>Description of Collision</b>	<b>Status</b>
Utilities/ Sanitation	While backing inside Transfer Station, the City vehicle struck the front fender of an F-150 truck	"At Fault"

**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>
8	5	17	13	10	23



**CITY OF NORMAN**

Information Technology Department  
Monthly Report – April 2019.

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 Incode for Municipal Court. Munis for Finance is currently in the implementation phase, Advanced Utilities for utility billing began in March.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalizing purchases and began implementation in March FYE19.
Website Rebuild/Redesign	Our current design is 9 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Implementation: The City has selected Interpersonal Frequency to lead the redesign <a href="https://ifsight.com/">https://ifsight.com/</a> . Contract approved by City Council Feb 2019.
Fiber Optic Installation for redundant loop	Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.	In Construction: Phase I complete. Phase II completed in March 2019. Configuration and redirection of the data loop(s) are in progress.

Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction began around June 1 2017.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	Ongoing
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	Contract approved by City Council Feb 2019 – work to begin May 2019
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centrac	In Progress
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress

Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter.	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centracos	Complete
Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q3 or Q4 2018
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 April 2019.

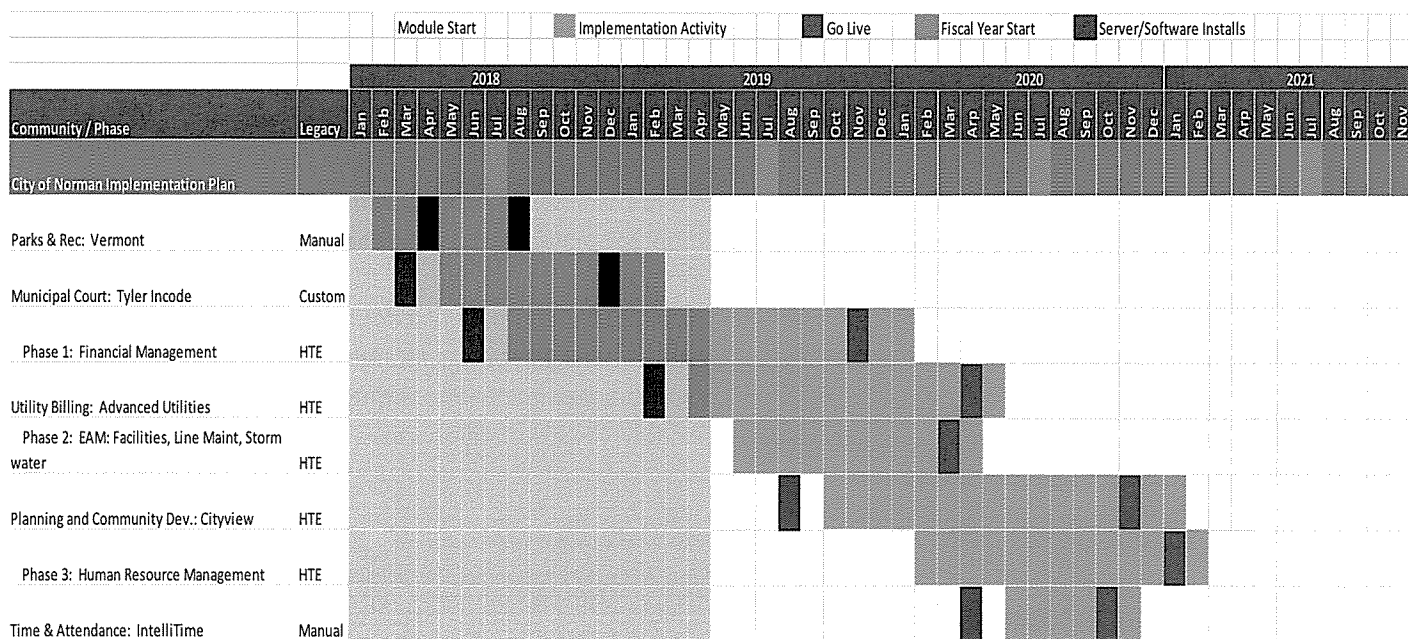
### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 51 emails from the groups shown were sent from city servers using city resources – of those 34,282 were delivered to outside mailboxes for the month of April 2019. The city servers generated mass communications to Norman citizens of 34,282 messages from only 51 sent (see **IT Table 2**).

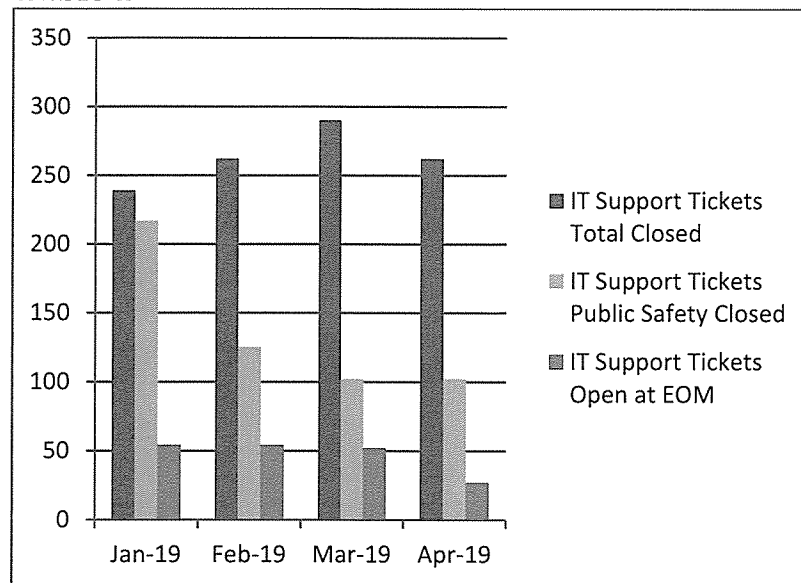
### Email Security Appliance:

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 738,779 attempted incoming and 75,764 outgoing messages for the month of April 2019. Incoming messages totaling 575,767 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 78% of our inbound mail, which continues to be the norm for malicious email/spam. We continue to 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.







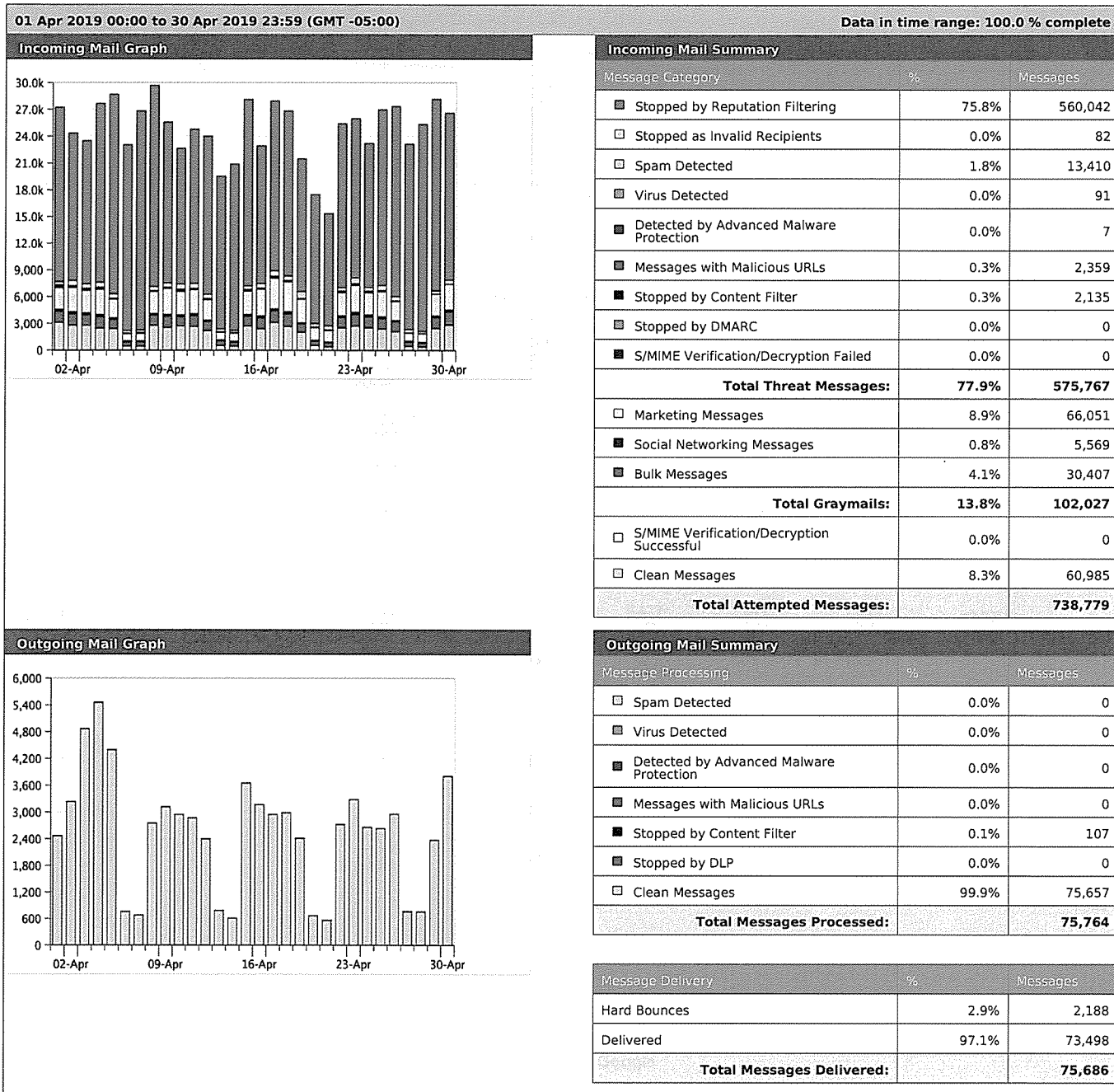
**Table 1****Table 2**

April 2019 LIST SERVER REPORT			
<b>Group</b>	<b>Active Members</b>	<b>Mailings</b>	<b>Total Delivered</b>
Affirmative Action Group	26	3	78
Job Posting	2124	3	6372
Norman News	910	28	25480
Westwood Golf	631	3	1893
Westwood Golf Members	40	3	120
Westwood Men's Clinic	17	3	51
Westwood Men's Golf Assoc.	73	3	219
Westwood Women's Clinic	21	3	63
Westwood Women's Golf Assoc.	3	2	6
<b>Totals</b>	<b>3845</b>	<b>51</b>	<b>34282</b>



## Executive Summary

mail.ci.norman.ok.us



## Site Traffic

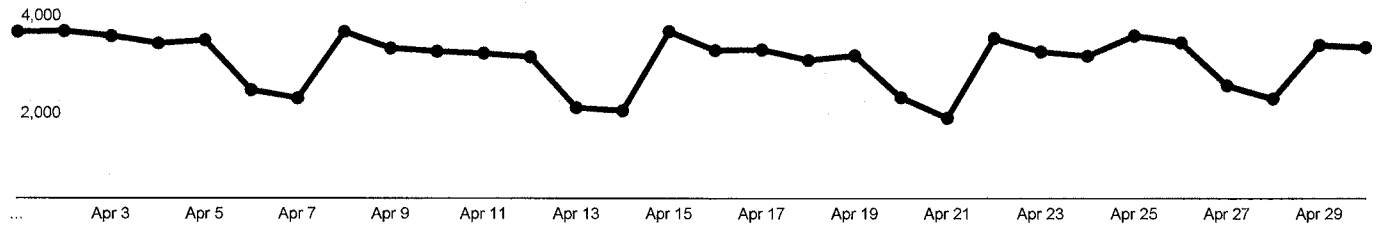
○ All Users  
100.00% Sessions

Apr 1, 2019 - Apr 30, 2019

### 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>84,869</b> % of Total: 100.00% (84,869)	<b>2.50</b> Avg for View: 2.50 (0.00%)	<b>212,455</b> % of Total: 100.00% (212,455)	<b>56,072</b> % of Total: 100.00% (56,072)	<b>41,305</b> % of Total: 100.07% (41,277)	<b>45.23%</b> Avg for View: 45.23% (0.00%)	<b>00:01:22</b> Avg for View: 00:01:22 (0.00%)
1. 02	<b>3,421</b> (4.03%)	2.44	8,331 (3.92%)	2,975 (4.03%)	1,648 (3.99%)	41.74%	00:01:34
2. 08	<b>3,409</b> (4.02%)	2.61	8,909 (4.19%)	2,934 (3.97%)	1,655 (4.01%)	43.71%	00:01:21
3. 15	<b>3,407</b> (4.01%)	2.75	9,362 (4.41%)	2,882 (3.90%)	1,609 (3.90%)	41.68%	00:01:25
4. 01	<b>3,406</b> (4.01%)	2.33	7,932 (3.73%)	2,964 (4.01%)	1,628 (3.94%)	42.13%	00:01:38
5. 03	<b>3,323</b> (3.92%)	2.54	8,427 (3.97%)	2,949 (3.99%)	1,686 (4.08%)	43.97%	00:01:23
6. 25	<b>3,321</b> (3.91%)	2.36	7,848 (3.69%)	2,912 (3.94%)	1,682 (4.07%)	50.35%	00:01:17
7. 22	<b>3,268</b> (3.85%)	2.52	8,250 (3.88%)	2,799 (3.79%)	1,533 (3.71%)	43.51%	00:01:28
8. 05	<b>3,234</b> (3.81%)	2.19	7,075 (3.33%)	2,829 (3.83%)	1,622 (3.93%)	47.28%	00:01:31
9. 26	<b>3,176</b> (3.74%)	2.42	7,686 (3.62%)	2,766 (3.75%)	1,604 (3.88%)	48.65%	00:01:11
10. 04	<b>3,167</b> (3.73%)	2.55	8,064 (3.80%)	2,761 (3.74%)	1,577 (3.82%)	44.62%	00:01:24

Rows 1 - 10 of 30



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**April 2019 Report**  
**(Submitted May 10, 2019)**

**MONTHLY HIGHLIGHTS:**

Gulledge, Tyler v. City of Norman, Case No. CJ-2017-411 (K)

This case was filed on April 4, 2017. It alleges a negligence claim against the City that arises out of injuries sustained by the plaintiff when he fell into a hole dug by Defendant ONG's contractor Defendant B&H Construction. The plaintiff settled his claims against ONG and B&H Construction. On April 12, 2019, the plaintiff dismissed his claim against the City. This case will no longer appear on the Monthly Report.

Holcomb and Woodson v. Hall, City of Norman, Case No. CV-2015-2343 (K)

This case was filed on December 23, 2015. It alleges violations of the Oklahoma Open Records Act, 51 O.S. § 24A.1, *et seq.*, that arise out of request for emails submitted to the City by the plaintiffs. On April 29, 2019, the case was dismissed without prejudice by agreement of the parties. This case will no longer appear on the Monthly Report.

**LIST OF PENDING CASES:**

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

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

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

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

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

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

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

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

**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 (HDC Appeal) (K, B)

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

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

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)

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

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

The City of Norman filed its appeal of the lower court's grant of judgment in Magnum's favor on April 18, 2019. Magnum's Response to the Petition in Error was filed on May 8, 2019. If the Supreme Court does not require additional briefing or a hearing, the matter will proceed for consideration and the parties can expect a decision between six and twelve months from now.

## **COURT OF CRIMINAL APPEALS**

None

## **CLEVELAND COUNTY DISTRICT COURT**

### **A. General Lawsuits**

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

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

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

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

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

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

This case has been dismissed and will no longer appear on the Monthly Report.

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)

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

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

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

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

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

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

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

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

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

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

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

### **B. Condemnation Proceedings**

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

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

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

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

City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)  
Commissioner's award paid into court in July of 2015, not currently active.

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

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

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

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

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

This action was stayed in August of 2017 and remains inactive.

NS-Norman LLC v. City of Norman et al., CV-2019-388/O-1819-19 (M)

Sam Tippens v. City of Norman et al., CV-2019-297/O-1819-21 (M)

This case was filed February 12, 2019. The City of Norman filed its Answer and Disclaimer on February 25, 2019. An agreed Journal Entry of Judgment was entered on April 5, 2019.

Tabor Enterprises, Inc. v City of Norman, CV-2019-270/O-1819-23 (M)

Select Portfolio Servicing, Inc. v. City of Norman, et al, CJ-2019-316 (M)

This case was filed on March 7, 2019. It alleges a mortgage foreclosure for property that received CDBG funding in 2016.

**D. *Municipal Court Appeals***

None

**E. *Small Claims Court***

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

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

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

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

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

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

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

This grievance arises out of Mr. Adams' termination for misuse of work time in violation of Article 14, §§ 1 and 2 of the AFSCME Contract.

AFSCME Grievance FYE 19-11 – (Boutwell - Separation)

This grievance arises out of Ms. Boutwell's separation from City employment because she exhausted all of her injury leave.

IAFF Grievance FYE 18 – (Baldwin Training)  
IAFF Grievance FYE 18 – (Wilk Training)  
IAFF Grievance FYE 19 – (McGrane – Light Duty)  
IAFF Grievance FYE 19 – (Honeycutt – Light Duty)  
IAFF Grievance FYE 19 – (Palmer – Light Duty)  
IAFF Grievance FYE 19 – (Jones – Sick Leave)  
IAFF Grievance FYE 19 – (Assistant Fire Chief-Administration)  
IAFF Grievance FYE 19 – (Books – Condition of Employment)

FOP Grievance FYE 17 – (Holiday Pay – President’s Day 2017)  
FOP Grievance FYE 18 – (Holiday Pay – Labor Day 2017)  
FOP Grievance FYE 18 – (Holiday Pay – Christmas 2017)  
FOP Grievance FYE 18 – (Burris and Hackbarth – Discipline)  
FOP Grievance FYE 19 – (Holiday Pay – Memorial Day 2018)  
FOP Grievance FYE 19 – (Barrett - Termination)

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

In the matter of Randolph, Henderson, Wilk, Green, and Baldwin, EEOC Charge Nos. 564 2018 02264, 564 2018 02265, 564 2018 02283, & 564 2018 02288, 564 2018 02281

**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 April 2019. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<b><u>ADULT CASES</u></b>			<b><u>JUVENILE CASES</u></b>			<b><u>COURT SESSIONS</u></b>		
	FYE 17	FYE 18	FYE 19	FYE 17	FYE 18	FYE 19	FYE 17	FYE 18	FYE 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	412	32	49	28	11	12	13
OCT	466	436	445	32	26	45	14	10	14
NOV	468	439	300	23	26	14	10	12	5
DEC	414	428	279	25	250	2	12	9	3
JAN	432	1,371	561	46	31	43	15	14	15
FEB	381	421	540	37	24	16	16	14	14
MAR	593	508	1139	58	30	13	10	9	10



	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
APR	406	521	491	49	38	23	14	16	12
MAY	543	503		38	20		11	16	
JUNE	544	544		43	46		15	15	
TOTALS / YTD	5,818	6,893	5,718	431	638	229	157	157	113

### **WORKERS' COMPENSATION COURT**

The total number cases pending as of April 30, 2019 are 24. During the month of April 2019, there was one new claim received. There were no court orders or settlements sent to Council for consideration during the month of April 2019. One settlement offer was made and will be considered by Council on May 14, 2019. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES	FYE16 CASES
Fire	Suppression	10	3	3	4	4
Parks/Rec.	Park Maintenance	3	1	1	3	2
Planning	Development Services					
Police	Animal Welfare	1		1		
Police	Patrol	2	1	1	3	1
Police	Administration					
Public Works	Street Maintenance	3	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>24</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>10</b>

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

Adams, Travis S. v. City of Norman, CM-2018-06545 A  
 (Parks & Rec, Park Maintenance, HEO, L. Shoulder, Back, Neck)  
Albertson II, Kenneth Wayne, CM-2018-07857 J  
 (PW/Street Maintenance/MWI, Knee, Consequential Blood Clot)  
Amason, Amber v. City of Norman, WCC 2012-12306 K  
 (Police, Patrol, MPO, Intestinal/Parasite/Infection)  
Ashley, Grant v. City of Norman, CM 2016-07496 A  
 (Parks & Rec, Recreation, Custodian, Neck, Upper Back, & Both Hands)  
Bernhardt, Kyle v. City of Norman, CM-2018-00235 R  
 (Fire, Suppression, Fire Driver Engineer, 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)

*A settlement offer in the above case will be considered by Council on May 14, 2019.*

Hiett, Darin L. v. City of Norman, CM-2017-00909 Q  
(Public Works, Streets, HEO, L. Shoulder, Spine/Neck, L. Arm, L. Wrist)

Honeycutt, Kyle v. City of Norman, CM-2018-06808 H  
(Fire, Suppression, Firefighter, R. Thumb)

Joy, Cynthia S. v. City of Norman, CM 2018-00679 X  
(Police, Animal Welfare, Animal Welfare Officer, Low Back)

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K  
(Parks & Rec, Park Maintenance, HEO, R. Knee (Reopen–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, HEO, Spine)

McGrane, Edward v. City of Norman, CM-2018-02917 J  
(Fire, Suppression, Firefighter, L. Shoulder/Arm; Cervical, Neck)

Palmer, Andrew David v. City of Norman, CM-2018-07531 J  
(Fire, Suppression, Firefighter, R. Knee)

Robertson, Kellee v. City of Norman, WCC 2010-13896 F  
(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

Rohr, Robert “Shane” v. City of Norman, CM 2017-01333 R  
(Utilities, Sanitation, SWII, Neck)

**Schmidt, Jennifer v. City of Norman, CM 2019-02577 K**  
**(Fire, Suppression, Firefighter, R. Shoulder, Neck, Head)**

Searcy, Terry v. City of Norman, CM 2019-00448 Y  
(Public Works, Street Maintenance, HEO)

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 April 2019.

<b>DEPARTMENT</b>	<b>FYE 19 Month</b>	<b>FYE 19 YTD</b>	<b>FYE 18</b>	<b>FYE 17</b>	<b>FYE 16</b>
Animal Control			1	1	
Finance - IT				1	
Fire			3	1	2
Fleet					1
Other		7	11	5	6
Legal			1		
Parks		3	5	3	2
Planning			1	1	
Police		9	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	4	2	10	5	6
Utilities – Water		9	12	13	6
Utilities – Sanitation	1	9	11	12	14
Utilities – Sewer & Line Maintenance		2	5	4	9
<b>TOTAL CLAIMS</b>	<b>5</b>	<b>41</b>	<b>74</b>	<b>65</b>	<b>66</b>

<b>CURRENT CLAIM STATUS</b>	<b>FYE 19 TO DATE</b>	<b>FYE 18</b>	<b>FYE 17</b>	<b>FYE 16</b>
Claims Filed	46	74	72	66
Claims Open and Under Consideration	10	0	0	0
Claims Not Accepted Under Statute/Other	7	11	8	7
Claims Paid Administratively	5	17	19	23
Claims Paid Through Council Approval	7	15	12	13
Claims Resulting in a Lawsuit for FY	1	3	2	2
Claims Barred by Statute (No Further Action Allowed)	0	22	31	21
Claims in Denied Status (Still Subject to Lawsuit)	16	6	0	0

**EXPUNGEMENTS**

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

MONTH	REQUESTS			COMPLETED		
	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	15	24	19	22	11	12
NOV	24	13	22	23	26	18
DEC	11	12	21	13	14	20
JAN	15	21	21	28	10	11
FEB	31	19	27	7	10	14
MAR	25	20	16	13	31	27
APR	8	14	19	15	15	15
MAY		27	25		19	12
JUNE		16	14		11	15
<b>TOTALS/YTD</b>	<b>195</b>	<b>227</b>	<b>217</b>	<b>158</b>	<b>176</b>	<b>172</b>

**MUNICIPAL COURT**

**8**

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

**CASES FILED**

	<b><u>APRIL</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>	<b><u>APRIL</u></b>	<b><u>FY18</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,326		12,652	1,102		12,700
Non-Traffic	372		2,943	319		3,234
SUB TOTAL	1,698		15,595	1,421		15,934
Parking	1,211		10,367	1,232		12,916
<b>GRAND TOTAL</b>	<b>2,909</b>		<b>25,962</b>	<b>2,653</b>		<b>28,850</b>

**CASES DISPOSED**

	<b><u>APRIL</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>	<b><u>APRIL</u></b>	<b><u>FY18</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,548		10,761	1,029		10,881
Non-Traffic	352		2,632	324		4,183
SUB TOTAL	1,900		13,393	1,353		15,064
Parking	1,205		7,451	987		9,703
<b>GRAND TOTAL</b>	<b>3,105</b>		<b>20,844</b>	<b>2,340</b>		<b>24,767</b>

**REVENUE**

	<b><u>APRIL</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>	<b><u>APRIL</u></b>	<b><u>FY18</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 131,334.86		\$1,151,330.29	\$ 130,695.00		\$1,275,681.88
Non-Traffic	\$ 24,691.04		\$ 331,989.33	\$ 43,397.00		\$ 444,533.53
SUB TOTAL	\$ 156,025.90		\$1,483,319.62	\$ 174,092.00		\$1,720,215.41
Parking	\$ 16,301.00		\$ 174,652.20	\$ 20,591.00		\$ 207,532.00
<b>GRAND TOTAL</b>	<b>\$ 172,326.90</b>		<b>\$1,657,971.82</b>	<b>\$ 194,683.00</b>		<b>\$1,927,747.41</b>

## MUNICIPAL COURT - MONTHLY REPORT

### April 2019

#### JUVENILE COMMUNITY SERVICE PROGRAM

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

#### MEDIATION PROGRAM

For the month of April, 2019, the Early Settlement - Norman Mediation Program accepted 43 new cases and closed 52 cases. There were five mediations conducted in April.

**PARKS AND RECREATION 9**

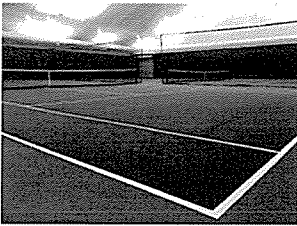


## Park Planning Activities

### **NORMAN FORWARD New Neighborhood Parks**

Griffis Tree Farm installed 49 trees of various species at the new park in the Monterey/Cedar Lane neighborhoods. Irrigation will be extended to the new trees before contractors mobilize on the site to begin installing the walking trails, basketball court, soccer goals, a gazebo, playground and all assorted site furnishings in the new park this spring and summer. The park was designed based on extensive input gathered from surveys distributed last year to the surrounding neighborhoods.

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



Flintco and their sub-contractors worked in April to complete most of the remaining work at the facility. The court surface, netting, court divider and drapes surrounding the courts were installed. Other tradespeople completed their work on the entry vestibule, exterior hardscape, and the remaining mechanical and electrical closeout items. Work continued as the weather allowed on the final exterior concrete and drainage systems, along with the final landscape and signage for the project as we head towards a grand opening in May.

### **Moore-Lindsey Historical House**

Fredgren Quality Works made emergency repairs to the roof over the downstairs rear of the house above the bathroom where a leak had developed. The old wood shingle roof was removed and the underlying deck was repaired in several places. New flashing and a rubber membrane were installed to make the project watertight and ready for new wood shingles when the entire museum is re-roofed in Fiscal Year 2020 via a Room Tax project proposed for that budget. The rain which occurred after the repair allowed us to confirm the leak had been stopped.

### **Northeast Lions Park**

B & B Sod Farms installed Bermuda grass sod around the new restroom building at the park in April, after the contractor finished grading the site. Final punch list items are being addressed on the building; and the new picnic tables will be installed next, as we prepare to open the building for use in early May. The project has dramatically increased the accessibility and usability of the park, which hosts hundreds of people each week to fish, play disc golf and use the playground and picnicking facilities located there.

### **Norman Community Dog Park**

Griffis Tree Farm installed 21 trees throughout the Dog Park. All trees will be watered by the new irrigation system installed last year, and the tree health will be monitored with help from the volunteer group that helps with the park. In May, we will close the middle section of the park and fertilize that heavily used area of the grass to help it break dormancy and fill back in the bare areas created this winter. Also, OG&E had crews in the field in April, working on getting the trail and parking lot lights back on leading to the dog park and along the road which goes through the disc golf area.



### **George M. Sutton Urban Wilderness**

A contractor worked to install the last ecological education sign in the park, which describes the aquatic wildlife and landscape, similar to those placed at the end of last year for the prairie, woodlands and riparian areas. Also, they installed several "etiquette and use" signs at the various entries to the park. These will help park goers know the "do's and don'ts" of an urban wilderness; and were placed at the main entry by the parking lot on 12th Avenue, as well as at the walk-in entrances on the south border (approached through Griffin Park) and the north border (accessed from the Rock Creek Road sidewalk).

**APRIL 2019**  
**PARK MAINTENANCE DIVISION**

Parks Maintenance crews performed routine trash removal, 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	0	5		0	1
Vehicle Accidents	0	0		0	1
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man</b>	<b>Hours YEAR- TO-DATE</b>		<b>Total Man</b>	<b>Hours YEAR- TO-DATE</b>
Mowing	139.00	776.50		263.25	68.00
Trim Mowing	703.50	5189.25		594.50	268.00
Chemical Spraying	28.00	437.00		2.00	0.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	0.00	168.00		2.00	30.00
Tree Trimming/Limb Pick-Up	6.00	334.50		24.00	2.00
Restroom/Trash Maintenance	276.00	1908.00		384.00	509.50
Play Equipment Maintenance	77.50	500.25		39.00	32.50
Sprinkler Maintenance	18.00	206.50		29.00	92.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	41.50	696.25		42.00	0.00
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	0.00	0.00		0.00	0.00
Special Projects	94.50	1324.25		182.00	97.00
Nursery Maintenance	0.00	8.00		0.00	0.00
Flower/Shrub Bed Maintenance	47.00	477.50		90.00	114.00
Seeding/Sodding	8.00	16.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	999.00		264.50	0.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	117.50	1194.00		164.75	47.00
Material Pick-Up	9.25	103.75		10.50	9.25
Miscellaneous	167.75	2511.50		135.75	218.25
Shop Time	51.00	231.75		60.50	14.00
Snow/Ice Removal	0.00	400.50		0.00	0.00
Christmas Lights	0.00	1080.00		0.00	1294.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	31.00		2.00	0.00
Graffiti Clean-Up	0.00	16.00		3.00	0.00
Water Fountains	0.00	44.00		0.00	0.00
Inground Trash	0.00	0.00		0.00	0.00
Vector Control	56.00	491.00		0.00	0.00

APRIL 2019  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Center:** The Senior Center hosted its first movie night on Friday April 26th from 5:00-8:00. We had 5 seniors including staff attend the showing of "The Greatest Showman". We served pizza, popcorn, and peanuts, along with several other "circus snacks" to make the evening more enjoyable.

**Little Axe Community Center:** The outreach food distribution for the month of April was 141 adults and 38 children for a total of 179. There were three rentals in April. The Head Start program currently has 17 children enrolled and attendance for the classroom for April was 77%. Pioneer Library Services (PLS) indicated 513 units of service for the month of March through the Book Place Activity.

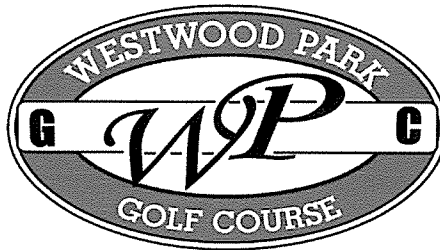
**12th Avenue Recreation Center:** We had four rentals this month and all of them were the "Maker's Church". Open gym to the public continued this month; the open gym hours are 12:00-2:30pm Monday, Wednesday, Friday from 10:00am-2:30pm as well as Tuesday and Thursday afternoons. Monday evenings the center was open from 6-8pm. The 12th Avenue After School program currently has an average of 29 participating in the program. The 12th Avenue staff participated in the "Easter Egg Hunt" special event. Registration is currently filled for the upcoming summer day camp program. The summer camp program has 43 children signed up for a summer of fun.

**Irving Recreation Center:** The Irving Recreation Center had 9 facility rentals this month, including reoccurring rentals from Silver Spurs & H2 Volleyball and also a birthday party rental. The Junior Jammer Volleyball season began this month. Irving hosted practices and games throughout the month for the Junior, Jammer and Senior divisions. Irving Recreation Center staff members participated in the annual Open Streets Norman event which was held on Sunday, April 14th. This event encourages community members to be active by getting out and walking, biking, etc. and interacting with other community members. Irving participated as an activity hub at the event and had disc golf available for patrons to participate in. Irving hosted the last series of youth activity classes for the 2018-19 school year this month. Summer camp registrations continue for the Irving Explorer Camp. Summer camp will run from May 28th-August 9th and is open to youth ages 5-11.

**Whittier Recreation Center:** The Junior Jammer Volleyball teams began practicing this month at both the Irving and Whittier Recreational Centers. There were a total of 21 teams this season in comparison to only 13 last spring session. Games began on April 9th and are played on Tuesday and Thursday evenings at the Whittier and Irving Rec Centers with occasional weekend games. The Okie Stompers clogging class met twice a week on Tuesday and Thursday evenings and Tippi Toes met on Wednesday evenings and offered a ballet/tap/jazz class for 3-6 year olds and a hip-hop/jazz class. The afterschool program continued to meet from 3:00-6:00 p.m. on days when school is in session. Registration for the 2019 summer sports camps (during the month of June) is open for enrollment and includes 5 camps (junior jammer basketball, sooner junior football, volleyball, sooner junior basketball and shooting camp). More information can be found at [www.juniorjammer.com](http://www.juniorjammer.com). Registration for the Whittier Discovery Camp is now open for enrollment for campers ages 5-11 and will meet from May 28th- August 9th from 7:30 a.m. - 6:00 p.m. There will be indoor/outdoor activities, arts and crafts, sports and recreation as well as water activities and field trips. The movie listing for the 2019 Outdoor Movie Series at Lions Park presented by Republic Bank and Trust was announced this month. This year's viewings will include: May 17th- Wreck-It Ralph 2: Ralph Breaks the Internet, June 7th- Spider-Man: Into the Spider-Verse, June 21st- The Greatest Showman, Sept 20th- Incredibles 2 and October 4th- Hocus Pocus. This year's free activities will include but may not be limited to: arts and crafts brought to us by the Firehouse Art Center, family friendly yard game, STEAM activities from Bricks 4 Kidz, and spin the wheel for free prizes from Raising Canes. This month the supervisor of the Rec Center attended a career fair at Norman North High School. This is the second year the Center has sent a representative to meet with students who are interested in seeking seasonal employment with the Center. The Center is currently hiring staff for the sports camps/summer day camp.

<b>FACILITY ATTENDANCE:</b>	Month	Year to Date
Senior Center (includes congregate meals)	2,254	17,441
Little Axe Community Center	2,132	15,787
12th Avenue Recreation Center	4,035	30,178
Irving Recreation Center	1,725	11,659
Whittier Recreation Center	372	6,596
Reaves Center	300	3,000
Tennis Center	3,225	22,367

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



APRIL 2019

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	APRIL FY'19	APRIL FY'18
Regular Green Fees	364	262
Senior Green Fees	179	155
Junior Fees	337	250
School Fees ( high school golf team players)	7	78
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	451	536
Employee Comp Rounds	318	279
Golf Passport Rounds	0	0
9-Hole Green Fee	182	90
2:00 Fees	90	50
4:00 Fees	114	167
Dusk Fees or 6:00 Fees	55	39
PGA Comp Rounds	2	7
*Rainchecks (not counted in total round count)	11	8
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	882	635
Green Fee Adjustments (fee difference on rainchecks)	4	6
<b>Total Rounds</b> (*not included in total round count)	<b>2985</b>	<b>2554</b>
% change from FY '18	16.88%	
<b>Range Tokens</b>	<b>3400</b>	<b>3235</b>
% change from FY '18	5.10%	
18 - Hole Carts	112	89
9 - Hole Carts	82	43
½ / 18 - Hole Carts	848	707
½ / 9 - Hole Carts	337	281
<b>Total Carts</b>	<b>1379</b>	<b>1120</b>
% change from FY '18	23.13%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	2	1
9 - Hole Senior Trail Fees	2	2
<b>Total Trail Fees</b>	<b>4</b>	<b>3</b>
% change from FY '18	33.33%	
<b>TOTAL REVENUE</b>	<b>\$88,643.75</b>	<b>\$ 65,296.63</b>
% change from FY '18	35.76%	

**APRIL 2019**  
**WESTWOOD GOLF DIVISION**  
**MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2019</b> MTD	<b>FY 2019</b> YTD	<b>FY 2018</b> MTD	<b>FY 2018</b> YTD
Injuries On The Job	0	0	0	1
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<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	\$44,195.47	\$308,984.42	\$33,579.51	\$360,570.65
Driving Range	\$12,325.56	\$74,927.43	\$12,301.65	\$76,424.28
Cart Rental	\$24,554.26	\$174,681.77	\$18,237.10	\$206,091.49
Restaurant	\$6,853.51	\$35,084.08	\$789.15	\$8,513.51
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$714.95	\$6,668.18	\$389.22	\$2,331.97
<b>TOTAL INCOME</b>	<b>\$88,643.75</b>	<b>\$600,345.88</b>	<b>\$65,296.63</b>	<b>\$653,654.14</b>
Expenditures	\$103,367.39	\$925,494.41	\$75,593.47	\$773,849.95
Income vs Expenditures	<b>(\$14,723.64)</b>	<b>(\$325,148.53)</b>	<b>(\$10,296.84)</b>	<b>(\$120,195.81)</b>
Rounds of Golf	2985	22543	2554	23862

April 2019 Maintenance Summary

Aerification is a labor intensive practice that sees some 1.2 million holes punched in the three acres of bent grass. Seventy-five tons of golf course sand is then spread over the greens and drug in to fill the holes. This is essential to the health of the turf. Aerification cores were used to smooth rough areas and depressions, and saved to use for another purpose. Greens are mowed daily. Putting green cups are changed daily. Tees, collars and fairways are mowed once a week. Roughs are mowed as needed. Sand bunkers are raked 4 times a week. Frequent blowing of leaves, bird droppings and other tree debris still occurs. Regular rains had us pumping sand traps several times. Agronomically, fertilizer was applied to all tees and weak fairways. Two applications of fertilizer were applied to the greens in order to accelerate the healing from aerification. Post emerge herbicides were applied in select areas as needed. It has been a banner year for winter weeds this year. Reels, greatly worn from mowing sand are repaired, sharpened and replaced on the greens mowers. All tees were aerified. Four donated trees have been planted. The lightning detector has been reinstalled after repairs. Ground leveling was done to work area around the water meter replaced by contractors. The water leak that had our driving range tee dug up for some time has been readied for sod. This was a massive effort by contractor, city water department and Westwood staff. The chain gate on the split rail fence south of the swimming pool has been reinstalled. A drainage issue in the line between 1 and 2 fairways has been located and will be addressed soon.

APRIL 2019  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2019 MTD	FY2019 YTD	FY2018 MTD	FY2018 YTD
Swim Pool Passes	\$29,321.00	\$111,285.70	0.00	\$0.00
Swim Pool Gate Admission	\$0.00	\$158,181.00	0.00	\$0.00
Swim Lesson Fees	\$5,820.00	\$12,175.00	0.00	\$0.00
Pool Rental	\$300.00	\$22,829.00	0.00	\$0.00
Locker Fees	\$0.00	\$894.53	0.00	\$0.00
Pool Merchandise Sales	\$0.00	\$27.60	0.00	\$0.00
Concessions	\$0.00	\$76,897.16	0.00	\$0.00
<b>TOTAL INCOME</b>	<b>\$35,441.00</b>	<b>\$382,289.99</b>	<b>0.00</b>	<b>\$0.00</b>
Expenditures	\$18,185.77	\$439,622.67	\$908.84	\$6,263.67
<b>Income verses Expenditures</b>	<b>\$17,255.23</b>	<b>(\$57,332.68)</b>	<b>(\$908.84)</b>	<b>(\$6,263.67)</b>

ATTENDANCE INFORMATION

	Season to Date Apr-19	Season to Date May 2018-Apr 2019	Season to Date May 2018-Apr 2019	Season to Date (May 2017-Jan 2018)
a. Pool Attendance	0	82,540	0	0
b. Adult Lap Swim Morning/Night	0	250	0	0
c. Water Walkers	0	1,654	0	0
d. Toddler Time	0	2,205	0	0
e. Swim Team	0	3,542	0	0
f. Swim Lessons	0	13,952	0	0
g. Movie Night/Special Events	0	2025	0	0
h. Party / Rentals	0	8489	0	0
<b>TOTAL ATTENDANCE</b>	<b>0</b>	<b>114,657</b>	<b>0</b>	<b>0</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**



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

**PLANNING DEPARTMENT ACTIVITY**  
**April 2019**

**ADMINISTRATIVE DIVISION**

**PlanNorman**

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

**GREENBELT COMMISSION**

The Greenbelt Commission's regularly scheduled meeting on April 15, 2019 included two Greenbelt Enhancement Statements:

- GBC19-07 Circle M Farms COS – rural certificate of survey plat for residential use.
- GBC19-08 Varena Landing Subdivision – preliminary plat for residential use.

Both were forwarded to Planning Commission with no additional comments.

The next meeting is scheduled for May 20, 2019.

**HISTORIC DISTRICT COMMISSION**

The Historic District Commission regular meeting was held on April 8, 2019. The following occurred or was reported at that meeting:

**Certificates of Appropriateness Requests:**

**527 Chautauqua** - A request for a Certificate of Appropriateness for the installation of a side yard fence was approved.

**638 Okmulgee** - A request for a Certificate of Appropriateness for the installation of an addition, a side yard concrete patio, French doors on the rear, removal of front porch steps and the widening of a driveway were all approved. The request to paint the historic brick on the original house was denied.

**520 Macy** - A request for a Certificate of Appropriateness for the installation of three windows on a historic garage structure was approved.

**415/415 ½ Chautauqua** - A request for a Certificate of Appropriateness for installation and replacement of windows on a non-contributing garage structure was approved. The request to replace a window with aluminum clad on the house was withdrawn by the applicant at the meeting.

**COA Six-Month Extensions Request:**

No requests were made in April.

**COA Administrative Bypass granted by staff:**

No requests for Bypass were made in April.

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

Staff contacted Wood Window Rescue in Oklahoma City regarding a one-day window restoration workshop to be held in May/June in Norman. Discussions regarding details of the workshop continued through April. Due to the limited content of the Oklahoma Preservation Conference and staff's limited time, city staff did not attend the conference this year. The Oklahoma Preservation Conference will, going forward, have a history based agenda with less of a focus on preservation activities such as local municipalities participate in.

**MISCELLANEOUS**

	2018 Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr
Walk-Ins	39	43	36	38	21	21	27	6	29	59	22	43	51
Email Contacts	344	382	324	354	305	340	396	357	350		357	338	
Lot Line Adjustments	2	1	2	5	2	-	-	1	-	2	-	6	2
Landscape Maint. & Replacement Bonds	2	2	1	1	1	3	4	3	1	4	2	3	4
Board of Adjustment Variance Appl. <i>Legal Notices Sent</i>	2 22	2 40	2 65	4 82	2 47	1 9	- -	1 15	- -	2 70	1 18	1 15	1 12
Planning Commission Applications Rec'd <i>Legal Notices Sent</i>	4 134	3 115	3 215	3 99	- -	5 137	3 14	5 79	1 38	2 85	1 -	3 72	- -
Pre-Development Meeting Appl. Rec'd <i>Notices Sent</i>	3 80	3 91	- -	2 71	- -	3 97	2 18	1 9	- -	1 47	- -	2 26	1 54

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

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

During April, two applications for Pre-Development were received for the meeting scheduled for April 24, 2019, but one was put on hold by the applicant.

During April, submittals for the May 9, 2019 Planning Commission included: one Norman Rural Certificate of Survey, and one Preliminary Plat.

The Planning Commission met on April 11, 2019 and recommended approval of the following: one Norman Rural Certificate of Survey, one Special Use for a Mixed Building, one PUD amendment, and one Center City PUD. One Norman Rural Certificate of Survey was postponed to the May 9 meeting for additional information. The next regular meeting is scheduled for May 9, 2019.

During the month of April, 42\* commercial building permit applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 36. (\*16 of the 42 applications submitted for permit were tents associated with the Norman Music Festival.)

## BOARD OF ADJUSTMENT

The Board of Adjustment met on April 24, 2019 and approved one Special Exception to allow a mobile home as a temporary second dwelling on an A-2 property to relieve a medical hardship. The next regular meeting is scheduled for May 22, 2019.

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

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

Staff attended Tyler Connect in Dallas. Tyler is the parent company for Munis, the city's financial and asset management software, and New World, the city's public safety software. Sometime during the next year New World will undergo a major upgrade. The conference provided information that will assist GIS in providing high quality support during that effort. GIS also came away with a much better understanding of how to configure GIS services to be incorporated into the Munis software that will be implemented as part of the ERP in the coming year.

Staff continued working on the *Annual Status rRport on Development and the Norman 2025 Plan*. 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 80 requests for service that resulted in the production of 79 mapping products and reports. The GIS division did work 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 April:

### CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:

#### **New Construction:**

ADDRESS	DESCRIPTION	VALUATION	WARD
2240 36 <sup>th</sup> Ave NW	Brookhaven Office Park New Shell Building O	\$650,000	3
2232 36 <sup>th</sup> Ave. NW	Brookhaven Office Park Office Building N	\$400,000	3
3500 24 <sup>th</sup> Ave. NW	First Liberty Bank	\$1,000,000	8
2901 Broce Dr.	Norman Music Institute Theater/Classroom Building	\$500,000	8
4343 N. Flood Ave.	Victory Family Church Two Temporary Classrooms	\$10,000	8

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

ADDRESS	DESCRIPTION	VALUATION	WARD
940 Wall St. Suite 100 & 110	G. J. Equity Office	\$100,000	2
2240 36 <sup>th</sup> Ave. NW Suite 100 & 110	Brookhaven Office Park Tenant Finish	\$300,000	3
216 E. Main St.	Big Brew Co. Brewery Remodel	\$150,000	4
1915 Classen Blvd. Suite 125	Goodwill Donation Center	\$2,000	4
3000 E. Robinson St.	Sprint Three New Antennas on Tower	\$27,000	6
4343 N. Flood Ave.	Victory Family Church Classroom & Auditorium Addn.	\$3,000,000	8
4343 N. Flood Ave.	Victory Family Church Second Floor Office	\$325,000	8
110 36 <sup>th</sup> Ave. NW	Sooner West Liquors Storage Area Expansion	\$38,000	8

## MOBILE FIELD INSPECTION SYSTEM

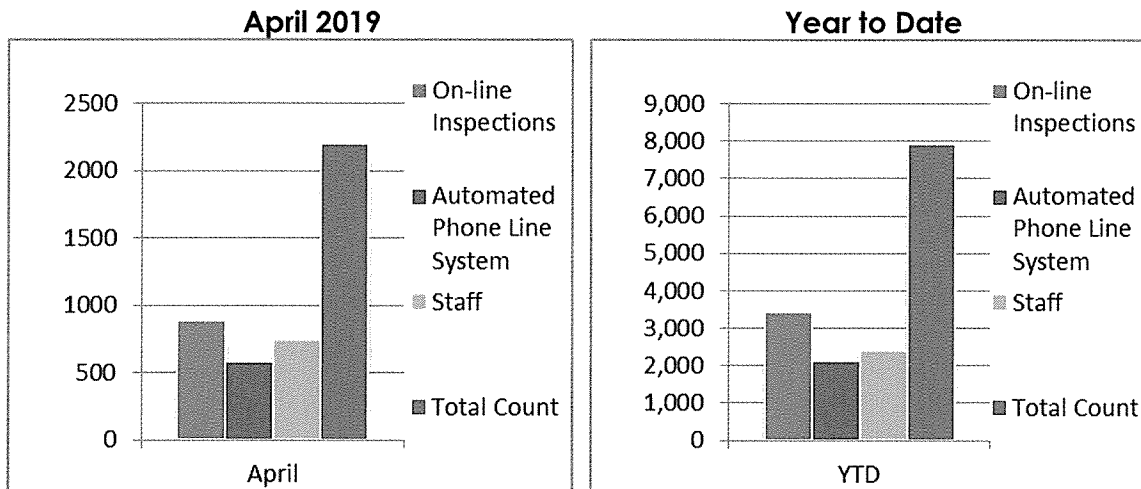
During April, 1,621 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

April 1-5	April 8-12	April 15-19	April 22-26	April 29 and 30
341	385	368	369	158

## ON-LINE INSPECTION SERVICES

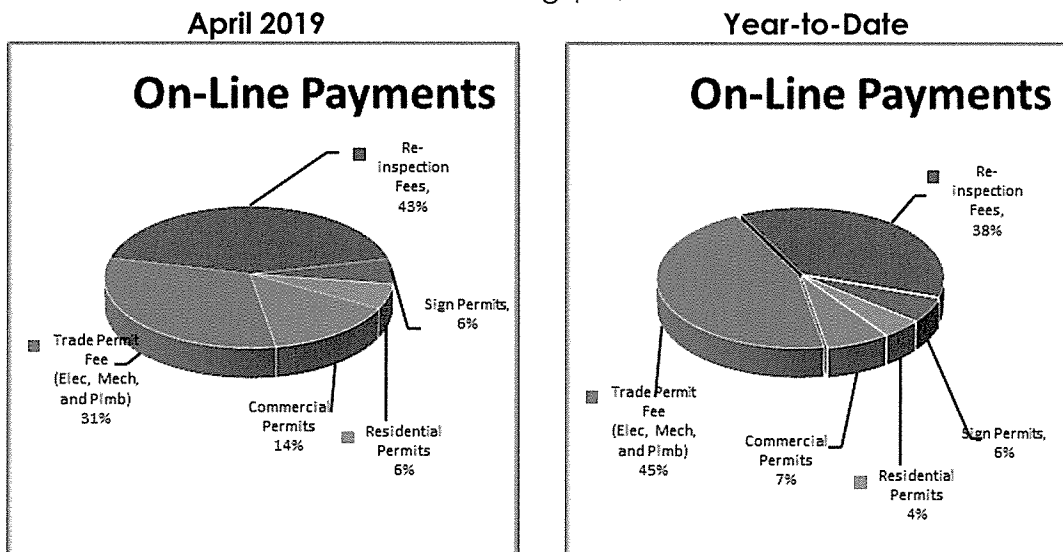
### Inspection Requests

During April a total of 2,200 inspections were requested. 886 inspection requests were made on-line, 579 inspection requests were made using the Automated Phone Line System, and 735 inspections were made by the staff. Inspection requests made by the staff include phone and in-person requests, as well as administrative items.



### On-line Payments

During April 35 payments were made on-line totaling \$1,635.00. Year-to-date 159 payments have been made on-line totaling \$57,279.13.





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

During April, twelve (12) applications for new single family permits were applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, seventy-two (72) applications have been applied to the program.

Resolution R-1718-117 regarding the HERS/ERI program was extended to June 30, 2019 with Resolution R-1819-61 allowing building permit fees charged pursuant to Section 5-104 of the City of Norman Code to be adjusted and satisfied as an incentive for residential homes achieving certain energy rating system (HERS)/Energy Rating Index (ERI) score.

### **CONSTRUCTION ACTIVITY**

Total value of all construction activity permitted in APRIL of 2019 totaled \$21,009,302, less than the \$26,404,768 for the same month last year. A total of 156 permits were issued in APRIL of 2019, less than the 195 permits issued in APRIL of 2018. The higher number in APRIL 2018 is due to more residential permits of all types. The higher dollar values in APRIL of 2018 are in new residential permits.

Total new residential permitting activity in APRIL 2019 was valued at \$9,378,830 compared to \$15,030,337 in APRIL 2018. New single-family detached residential construction in APRIL 2019 represented 37 new homes valued at \$9,378,830 compared with 52 new homes valued at \$14,920,350 in APRIL 2018. There were no single-family attached permits in either year. There were no new manufactured home permits in APRIL 2019 compared to 2 new mobile home permits valued at \$109,987 in APRIL 2018. There were no single-family non-dwelling unit permits in either year. There were no new duplex units permitted in APRIL of either year. There were no garage apartments permitted in either year. There were no new 3+ family permits in either year.

Residential addition/alteration permits in APRIL 2019 numbered 83 valued at \$1,753,621 compared to 107 permits valued at \$1,862,733 in APRIL 2018. The higher number of permits in APRIL 2018 is primarily due to 1 & 2 family additions/alterations and storm shelters. The higher value in APRIL 2018 is also primarily due to 1 & 2 family additions/alterations and storm shelters.

New non-residential construction permits in APRIL of 2019 totaled 13 with a value of \$5,738,750 compared to 13 permits valued at \$4,371,425 for APRIL 2018. The number of permits is the same. The higher value in APRIL 2019 is due to new shell construction and interior finish permits.

Non-residential addition/alteration permits in APRIL of 2019 totaled 23 with a value of \$4,138,101 compared to 21 permits valued at \$5,140,273 for APRIL 2018. There is only a slightly higher number of permits in APRIL 2019. The primary reason for the higher dollar value in APRIL 2018 is due to the AAA Car Care Center remodel project at 2520 W. Main valued at \$1,400,000.

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE OF SOUTHERN OK	50	04/10/19	4801		CORBETT	DR	15	1	ARBOR LAKE ADD	R1	\$ 3,700	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1116	04/01/19	310		GLADE	CT	27	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1117	04/01/19	314		GLADE	CT	26	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE OF SOUTHERN OK	1189	04/30/19	508		DALTON	LN	6	5	INDEPENDENCE VALLEY SEC #	R1	\$ 4,000	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1211	04/01/19	410		TELSSTAR	WAY	19	2	CRYSTAL HEIGHTS #3	R1	\$ 3,295	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1217	04/10/19	1614		SKYLER	WAY	3	10	CRYSTAL LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1218	04/01/19	1513		FULWIDER	LN	9	6	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1229	04/01/19	3915		SLEDMERE	LN	4	11	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	OZ SAFEROOMS	1279	04/02/19	11010		ALAMEDA	DR	26	1W	BELLATONA SEC. #1	R1	\$ 2,800	18
1 & 2 FAMILY STORM SHELTER-3	JOHNSON CONSTRUCTION	1298	04/03/19	10321	E	TECUMSEH	RD	10	1W	NOT SUBDIVIDED	A2	\$ 30,000	112
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	1300	04/03/19	3821		IVES	WAY	86	1	FAIOF #1 (SURVEY)	A2	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1313	04/04/19	1709		WINDCHIME	DR	10	6	BROOKHAVEN, VILLAGE AT #2	RM6	\$ 2,250	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1320	04/04/19	3714		PAINTED BIRD	LN	3	3	COLONIAL EST SOUTH SEC 2	R1	\$ 3,350	35
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE OF SOUTHERN OK	1327	04/05/19	206		CREST	PL	14	2	RED CANYON RANCH SEC 4	PUD	\$ 2,700	22
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS	1347	04/05/19	2205		MERIDIAN	DR	21	5	CRESTLAND ESTATES #1	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	1356	04/10/19	2951		GINGER	DR	2	3	COLONIAL EST # 9	R1	\$ 600	36
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	1357	04/10/19	2008		WOOD VALLEY	CT	4	2	CINNAMON RUN	RE	\$ 3,800	24
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	1364	04/08/19	3800		WILTSHIRE	DR	6	7	SUMMIT VALLEY #2	R1	\$ 3,500	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1387	04/09/19	1003		FLAMING OAKS	DR	14	4	BELLATONA SEC. #1	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1395	04/10/19	2612		DUNHAM	DR	1	6	FLAMING OAKS ESTATES	RE	\$ 3,650	56
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	1409	04/11/19	3628		CAROLYN RIDGE	RD	20	1	SUMMIT LAKES ADD #8	R1	\$ 2,250	22
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1414	04/11/19	3721		ADDISON	AVE	33	9	RED CANYON RANCH SEC 5	PUD	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	1415	04/11/19	1409		CHAMBERS	ST	12	2	CEDAR LANE SEC #2	R1	\$ 2,400	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1418	04/11/19	2119		MARTINGALE	DR	24	2	PARK PLACE ADD #5	R1	\$ 2,850	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1429	04/12/19	2311		OAKRIDGE	DR	1	1	ROCK CREEK POLO CLUB	R1	\$ 2,800	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1437	04/12/19	1701		ROLLING STONE	DR	17	16	OAKRIDGE EST #1	RE	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	1445	04/12/19	129	S	MERCEDES	DR	7	1	OAKHURST ADD #05	R1	\$ 3,500	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1449	04/15/19	1709		CAMBRIDGE	DR	16	9	MARIAN ADD	R1	\$ 3,910	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1452	04/15/19	4008		PLEASANT GROVE	LN	11	5	WOODSLAWN ADD #2	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1454	04/15/19	5618		LILAC	LN	11	4	CASTLEROCK ADD #5	RE	\$ 3,395	28
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS	1476	04/18/19	302		PURCHASE	CT	1	9	HOWARD BIG OAK	RE	\$ 3,200	24
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS	1477	04/18/19	904		ACCIPITER	ST	8	3	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS	1478	04/18/19	1112	W	APACHE	ST	6	1	EAGLE CLIFF SOUTH ADD #4	R1	\$ 5,000	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1510	04/22/19	3319		OLD CENTRAL	DR	17	1	ELM HEIGHTS ADD SEC	R1	\$ 4,000	16
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1512	04/22/19	3414		MOUNT MITCHELL	LN	22	1	EAST RIDGE ADD #11	R1	\$ 2,000	8
1 & 2 FAMILY STORM SHELTER-3	LANDMARK FINE HOMES, LP.	1535	04/18/19	1713		CRAMPTON GAP	WAY	5	3	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 3,695	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1538	04/18/19	3402		CRAMPTON GAP	WAY	8	3	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 2,845	23
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS	1589	04/26/19	5230		CRYSTAL SPRING	CT	2	1	SUTTON PLACE ADD #2	R1	\$ 3,350	35
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS	1590	04/26/19	3701		CRAIL	DR	13	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 3,695	16
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1595	04/26/19	1712	W	SKYLER	WAY	4	3	WEST PARK ADD	R1	\$ 3,500	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1608	04/24/19	2330		MORGAN	DR	1	1	CRYSTAL SPRING	RE	\$ 6,000	36
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1612	04/25/19	1803		WELLESLEY	PL	1	4	BERKELEY ADD #6	R1	\$ 4,000	16
1 & 2 FAMILY STORM SHELTER-3	HAUSNER'S, INC.	1666	04/26/19	3100		LITTLE POND	RD	15	1W	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	1668	04/29/19	5501		BIG BEND	CJR	5	1E	WESTWOOD ESTATES NORTH #	R1	\$ 3,400	35
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	575	04/11/19	1224	W	BROOKS	ST	13	1	HALL PARK #6	R1	\$ 3,500	21
1 & 2 FAMILY, ADD OR ALTER-2	TYE MOORE ELECTRIC INC	1265	04/18/19	708	E	BROOKS	ST	11	1	FAIOF #2 (SURVEY)	A2	\$ 2,800	55
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	1268	04/05/19	223		OLIPHANT	AVE	4	3	NOT SUBDIVIDED	A2	\$ 2,330	55
1 & 2 FAMILY, ADD OR ALTER-2	S & R CONSTRUCTION	1328	04/22/19	607	N	PETERS	AVE	21	8	HERTINGTON HEIGHTS #2	R1	\$ 600	400
1 & 2 FAMILY, ADD OR ALTER-2	GENESIS FINE HOMES, LLC.	1344	04/10/19	4521		RIDGELINE	DR	20	1	UNIVERSITY VIEW ADD	R1	\$ 13,949	268
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	1369	04/09/19	1114	E	MCNAMEE	ST	21	1	REDBUD ESTATES	RE	\$ 5,000	1,200
1 & 2 FAMILY, ADD OR ALTER-2	LAUREL GROUP NORMAN	1381	04/16/19	535		BOYD	ST	36	22	J A JONES ADDITION	R3	\$ 200,000	3,193
1 & 2 FAMILY, ADD OR ALTER-2	KAPHAR ROOFING & CONSTRUCTI	1398	04/12/19	2813		MARBEL	DR	4	2	GRANDVIEW EST NORTH #4	RE	\$ 250,000	5,614
1 & 2 FAMILY, ADD OR ALTER-2	CENEX CONSTRUCTION CO.	1435	04/12/19	5100	N	BROADWAY	DR	6	2W	DELONG ADD	R1	\$ 30,000	340
1 & 2 FAMILY, ADD OR ALTER-2	THE SOLAR INSTALLERS	1441	04/15/19	1312		REAGENT	ST	29	5	GLASSEN-MILLER ADDITION	R1	\$ 170,000	2,410
1 & 2 FAMILY, ADD OR ALTER-2	SCISSORTAIL ROOFING & CONST.	1442	04/26/19	613		TIMBERBROOK	DR	2	13	HIGHLAND VILLAGE ADD SEC 4	R1	\$ 30,000	600
1 & 2 FAMILY, ADD OR ALTER-2	TORVI CONSTRUCTION, LLC.	1598	04/23/19	113		CADDELL	LN	4	4	NOT SUBDIVIDED	A2	\$ 22,000	530
1 & 2 FAMILY, FIRE REPAIR	FITZGERALD, STEVEN	1519	04/18/19	1616		HARRINGTON	CT	2	2	WOODSLAWN ADD #1	R1	\$ 20,000	313
1 & 2 FAMILY, FIRE REPAIR	OKC RENOVATION & CONSTRUCTI	1523	04/18/19	2613	E	DAWS	ST	27	20	VINTAGE CREEK ADDITION	PUD	\$ 76,375	535
1 & 2 FAMILY, FIRE REPAIR	IDEAL HOMES OF NORMAN	5934	04/17/19	310		DAWS	ST	27	20	HIGHLAND VILLAGE ADD SEC 3	R1	\$ 23,000	243
1 & 2 FAMILY, FIRE REPAIR	IDEAL HOMES OF NORMAN	5934	04/17/19	310		DAWS	ST	27	20	HERTINGTON HEIGHTS 3RD /	R1	\$ 28,600	912
1 & 2 FAMILY, FIRE REPAIR	IDEAL HOMES OF NORMAN	5934	04/17/19	310		DAWS	ST	27	20	HAWTHORNE PLACE #2	R1	\$ 105,000	2,831
1 & 2 FAMILY, FIRE REPAIR	IDEAL HOMES OF NORMAN	5934	04/17/19	310		DAWS	ST	27	20	NORMAN, ORIGINAL TOWNSHIP	R3	\$ 20,000	832

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY, PAVING-2	H & H CONSTRUCTION	1203	04/05/19	617	N	PETERS	AVE	16	8	J A JONES ADDITION	R3	\$ 5,250	717
1 & 2 FAMILY, PAVING-2	H & H CONSTRUCTION	1204	04/05/19	621	N	PETERS	AVE	13	8	J A JONES ADDITION	R3	\$ 5,250	717
1 & 2 FAMILY, PAVING-2	IDEAL HOMES OF NORMAN	1212	04/08/19	3708		BLACK MESA	RD	2	1	RED CANYON RANCH SEC 6	PUD	\$ 10,000	4,800
1 & 2 FAMILY, PAVING-2	ROSE HILL BUILDERS	1492	04/25/19	600		OKMULGEE	ST	1	7	SOUTHBRIDGE ADD	R1	\$ 22,000	1,900
1 & 2 FAMILY, PAVING-2	CHARLEYS CONCRETE & DRAINAGE	1557	04/19/19	3809		ELIE	ST	12	3	CASCADE ESTATES PUD #5	PUD	\$ 2,400	375
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	576	04/11/19	1224	W	BROOKS	ST	13	1	HETHERINGTON HEIGHTS #2	R1	\$ 200	240
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	1228	04/01/19	1001		HAMMER	DR	26	2W	PECAN HEIGHTS (SURVEY)	A2	\$ 3,200	500
1 & 2 FAMILY, STORAGE BLDG-2	BARGAIN BARNS & BUILDINGS, LLC	1277	04/05/19	4501		NEWPORT	DR	5	3	CAMBRIDGE PLACE #3	RM6	\$ 3,876	252
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	1315	04/04/19	550	SE	60TH	AVE	36	2W	NOT SUBDIVIDED	A2	\$ 13,700	864
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	1325	04/04/19	5200		RUSTIC ACRES	TRL	20	1W	PARK ONE EAST (NCOs)	A2	\$ 45,000	2,750
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	1439	04/12/19	109		BAILEY	CT	15	1	CAMBRIDGE ADD #8	R1	\$ 4,556	120
1 & 2 FAMILY, STORAGE BLDG-2	PERRY, BRAD	1548	04/22/19	5501	E	LINDSEY	ST	36	2W	NOT SUBDIVIDED	A2	\$ 20,000	308
1 & 2 FAMILY, STORAGE BLDG-2	GENEX CONSTRUCTION CO.	1602	04/24/19	5100	N	BROADWAY		6	2W	NOT SUBDIVIDED	A2	\$ 6,000	220
1 & 2 FAMILY, SWIMMING POOL-3	GOMEZ POOL & CONST., INC.	1220	04/01/19	3217		EPORA	CT	8	1	MONITORO RIDGE SEC. #2	PUD	\$ 45,000	544
1 & 2 FAMILY, SWIMMING POOL-3	S & S POOLS	1274	04/02/19	4501		HIGHLAND HILLS	DR	1	1	HIGHLAND HILLS SEC #5	RE	\$ 42,500	500
1 & 2 FAMILY, SWIMMING POOL-3	S & S POOLS	1275	04/02/19	4505		MOORGATE	DR	9	1	CARRINGTON PLACE ADD #6	R1	\$ 42,000	648
1 & 2 FAMILY, SWIMMING POOL-3	OUTDOOR ESCAPES, LLC.	1289	04/04/19	624		MONOMOY	CT	2	11	VINEYARD PHASE III	R1	\$ 75,000	725
1 & 2 FAMILY, SWIMMING POOL-3	BLUE HAVEN POOLS OF OK	1311	04/04/19	5451		COTTONWOOD CRE	CIR	5		COTTONWOOD CREEK	RE	\$ 72,550	652
1 & 2 FAMILY, SWIMMING POOL-3	THREE STAR POOLS	1359	04/08/19	4205		LAS COLINAS	LN	7	3	LAS COLINAS SEC. #2	R1	\$ 39,750	408
1 & 2 FAMILY, SWIMMING POOL-3	OWNER	1491	04/17/19	618		VILLA	DR	9	3	HANLY ADD	R1	\$ 8,500	450
1 & 2 FAMILY, SWIMMING POOL-3	GROTTO POOL DESIGNS	1504	04/17/19	3111		VENICE	CT	8	1	SIENA SPRINGS ADD #1	PUD	\$ 48,000	720
1 & 2 FAMILY, SWIMMING POOL-3	GALAXY HOME RECREATION	1659	04/26/19	3005		LOCHINVER	DR	2	1	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 28,000	200
1 FAMILY, NEW CONSTRUCTION-2	SUDJAKARAN, BYJU P.E.	759	04/08/19	3221		VALLEY MEADOW		16	3	SUMMIT VALLEY	R1	\$ 200,000	2,703
1 FAMILY, NEW CONSTRUCTION-2	SUDJAKARAN, BYJU P.E.	760	04/08/19	2128		VALLEY HOLLOW		3	1	SUMMIT VALLEY	R1	\$ 200,000	2,703
1 FAMILY, NEW CONSTRUCTION-2	HARBOR HOMES, INC.	1074	04/12/19	3721		ANDREW	CT	26	7	CEDAR LANE SEC #2	R1	\$ 230,660	3,400
1 FAMILY, NEW CONSTRUCTION-2	HARBOR HOMES, INC.	1075	04/12/19	3730		ANDREW	CT	38	7	CEDAR LANE SEC #2	R1	\$ 196,270	2,954
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	1111	04/01/19	310		GLADE	CT	27	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 376,000	3,595
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	1112	04/01/19	314		GLADE	CT	26	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 337,000	3,170
1 FAMILY, NEW CONSTRUCTION-2	BLOOM FINE HOMES, LLC	1195	04/03/19	3105		BIRMINGHAM	DR	2	2	ST JAMES PARK ADD 5	R1	\$ 258,000	3,497
1 FAMILY, NEW CONSTRUCTION-2	BLOOM FINE HOMES, LLC	1196	04/03/19	2221		BRETTFORD	WAY	22	2	ST JAMES PARK ADD 6	R1	\$ 215,000	2,754
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	1216	04/10/19	1614		SKYLER	WAY	3	10	CEDAR LANE SEC #2	R1	\$ 269,000	2,645
1 FAMILY, NEW CONSTRUCTION-2	ARMSTRONG HOMES	1318	04/19/19	3615		TIMBERBROOK	DR	16	12	VINTAGE CREEK ADDITION	PUD	\$ 200,000	2,446
1 FAMILY, NEW CONSTRUCTION-2	MURFIELD HOMES	1321	04/05/19	3708		VINTAGE CREEK	DR	9	1	VINTAGE CREEK ADDITION	PUD	\$ 210,000	3,304
1 FAMILY, NEW CONSTRUCTION-2	STONEMALL HOMES, LLC.	1374	04/09/19	4408		LAS COLINAS	LN	16	1	LAS COLINAS SEC. #1	R1	\$ 690,000	5,276
1 FAMILY, NEW CONSTRUCTION-2	CUSTOM BUILDERS OF OK, LLC.	1377	04/09/19	3916		LEGACY	DR	20	4	VINTAGE CREEK ADDITION	PUD	\$ 400,000	3,891
1 FAMILY, NEW CONSTRUCTION-2	MORTON BUILDINGS, INC.	1423	04/15/19	10900		SHORT-A-ROSA	DR	11	1W	FRANKLIN HILLS 1	A2	\$ 300,000	3,532
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	1468	04/23/19	302		PURCHASE	CT	1	9	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 347,000	3,180
1 FAMILY, NEW CONSTRUCTION-2	OWNER	1502	04/23/19	10451		KIAMICHI	CT	22	1W	NOT SUBDIVIDED	A2	\$ 268,200	3,401
1 FAMILY, NEW CONSTRUCTION-2	OWNER	1503	04/23/19	10351		KIAMICHI	CT	22	1W	NOT SUBDIVIDED	A2	\$ 251,100	3,401
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	1509	04/22/19	3319		MOUNT MITCHELL	LN	22	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 280,000	2,956
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	1511	04/22/19	3414		CRAMPTON GAP	WAY	5	3	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 285,000	2,836
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	1513	04/22/19	3525		CRAMPTON GAP	WAY	1	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 280,000	2,726
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	1514	04/22/19	3104		EPORA	DR	1	2	MONITORO RIDGE SEC. #2	PUD	\$ 535,000	4,995
1 FAMILY, NEW CONSTRUCTION-2	HALOKA HOMES, LLC.	1586	04/25/19	3703		BURMA	CT	45	2	CEDAR LANE SEC #2	R1	\$ 224,000	3,169
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	1594	04/26/19	1712		SKYLER	WAY	4	11	CEDAR LANE SEC #2	R1	\$ 271,000	2,665
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	1213	04/08/19	3712		BLACK MESA	RD	1	1	RED CANYON RANCH SEC 6	PUD	\$ 320,400	3,560
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	1309	04/11/19	804		BLUE FISH	RD	8	1	TRAILWOODS SEC 10	PUD	\$ 175,500	1,950
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	1310	04/11/19	3125		MONTANE	CT	14	2	GREENLEAF TRAILS ADD 9	PUD	\$ 244,710	2,719
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	1323	04/11/19	516	NE	23RD	AVE	53	1	ALAMEDA PARK ADD #3	R1	\$ 145,890	2,293
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	1353	04/08/19	513	NE	APLOMADO	ST	17	4	EAGLE CLIFF SOUTH ADD #5	R1	\$ 150,120	2,378
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	1354	04/08/19	4200		CARACARA	CT	5	1	EAGLE CLIFF SOUTH ADD #6	R1	\$ 127,440	1,956
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	1446	04/15/19	3802		MISTWOOD	PL	15	6	BELLATONA SEC. #1	R1	\$ 164,070	2,471
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	1447	04/15/19	3810		MISTWOOD	PL	13	6	BELLATONA SEC. #1	R1	\$ 154,980	2,222
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	1516	04/25/19	1104		BLACK MESA	RD	10	3	RED CANYON RANCH SEC 6	PUD	\$ 295,650	3,285
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	1544	04/19/19	3811		MISTWOOD	PL	3	7	BELLATONA SEC. #1	R1	\$ 168,750	2,571
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	1545	04/19/19	3814		MISTWOOD	PL	12	6	BELLATONA SEC. #1	R1	\$ 135,270	2,081
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	1565	04/25/19	516		BLUE FISH	RD	7	3	TRAILWOODS SEC 10	PUD	\$ 175,500	1,950
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	1624	04/29/19	805		BLUE FISH	RD	3	5	TRAILWOODS SEC 10	PUD	\$ 198,450	2,205

## BUILDING PERMITS AND INSPECTIONS

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	1272	04/02/19	3509	W	MAIN	ST	1	1	SOONER FASHION MALL	C2			
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	1421	04/11/19	904		COLLEGE	AVE	6	2W		R3			
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	1496	04/18/19	400	NW	26TH	AVE	7	2	PARK CENTRAL ADD	C2			
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	1637	04/29/19	1051	NE	12TH	AVE	4	2	SONOMA PARK	PUD			
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	1703	04/30/19	112	S	BERRY	RD	12	1	FUZZELLS ADD #2	C1			
TEMPORARY ROLL-OFF, RESIDENTIAL/ DIVISION ONE DISPOSAL	CITY OF NORMAN	1296	04/15/19	707	W	MAIN	ST	1	1	KUNKEL ADDITION	C2			
TEMPORARY ROLL-OFF, RESIDENTIAL/ WASTE CONNECTIONS, INC.	CITY OF NORMAN	1378	04/10/19	4521		RIDGELINE	DR	20	1	GRANDVIEW EST NORTH #4	RE			
TEMPORARY ROLL-OFF, RESIDENTIAL/ CITY OF NORMAN	CITY OF NORMAN	1444	04/12/19	1621		CHAMBLEE	DR	16	7	SHILOH HEIGHTS #3	R1			
TEMPORARY ROLL-OFF, RESIDENTIAL/ CITY OF NORMAN	CITY OF NORMAN	1462	04/16/19	300		HAL MULBROW	DR	12	2	PEARSON EST #1	RM6			
TEMPORARY ROLL-OFF, RESIDENTIAL/ WASTE CONNECTIONS, INC.	CITY OF NORMAN	1464	04/17/19	3209		WALNUT	RD	24	1	WALNUT RIDGE ADD	R1			
TEMPORARY ROLL-OFF, RESIDENTIAL/ MORENO DISPOSAL INC	CITY OF NORMAN	1479	04/16/19	535	E	BOYD	ST	36	22	CLASSEN-MILLER ADDITION	R1			
TEMPORARY ROLL-OFF, RESIDENTIAL/ CITY OF NORMAN	CITY OF NORMAN	1518	04/18/19	502	S	SANTA FE	AVE	29	6	LARSH ADD #1	CCFB			
TEMPORARY ROLL-OFF, RESIDENTIAL/ WASTE CONNECTIONS, INC.	CITY OF NORMAN	1562	04/22/19	1616		CADDELL	LN	4	4	HETHERINGTON HEIGHTS 3RD /	R1			
TEMPORARY ROLL-OFF, RESIDENTIAL/ CITY OF NORMAN	CITY OF NORMAN	1636	04/25/19	13811		CHAPARRAL	RD	4	15	THUNDERBIRD HILLS	RE			
Total Permits (excluding temp roll-off)													Average Project Area	1,266 sq ft
120													Total Project Area	151,944 sq ft
1 FAMILY, NEW CONSTRUCTION-2 37 \$9,378,830	Average Project Area 253,482 Total Project Area 109,033	1 FAMILY, ATTACHED	1 FAMILY, MANUFACTURED HOME-2	1 FAMILY, OTHER NON DWELLINGS										
		0 \$0	0 \$0	0 \$0	1 & 2 FAMILY, STORAGE BLDG-2 8 \$143,332	1 & 2 FAMILY, CARPORT-2 2 \$0	1 & 2 FAMILY, PAVING-2 POOL-3 5 \$44,900	1 & 2 FAMILY, SWIMMING POOL-3 9 \$401,300	Total Paving & Pools 14 \$446,200					
2 FAMILY, NEW CONSTRUCTION 0 \$0 0 SF Project Area	GARAGE APT, NEW CONST 0 \$0 0 SF Project Area													
		3+ FAMILY, NEW FULL PERMIT (3-4 DU/bldg)	3+ FAMILY, NEW FULL PERMIT (5+ DU/ bldg)	3+ FAMILY, STORAGE BLDG-2	3+ FAMILY, CARPORT-2	3+ FAMILY, POOL	3+ FAMILY, OTHER NON-DU							
3+ FAMILY, FOUNDATION PERMIT-2 0 \$0	3+ FAMILY, SHELL 0 \$0	3+ FAMILY, INTERIOR FINISH 0 \$0	0 DU \$0 0 DU	0 \$0 0 DU	0 \$0 0 DU	0 \$0 0 DU	0 \$0 0 DU							
Total Permits													120	TOTAL PERMITS
													\$11,132,451	TOTAL VALUE
RESIDENTIAL STORAGE CONTAINER													0	
TEMPORARY ROLL-OFF, RESIDENTIAL/													9	
TEMPORARY ROLL-OFF, OTHER													5	
SEASONAL STORAGE CONTAINER													0	
DEMOS-RESIDENTIAL ADDRESS													NET # DU None	

# MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

5/2/2019

	APRIL 2019			APRIL 2018		
<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	37	37	\$9,378,830	52	52	\$14,920,350
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	0	0	\$0	2	2	\$109,987
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>37</b>	<b>37</b>	<b>\$9,378,830</b>	<b>54</b>	<b>54</b>	<b>\$15,030,337</b>
<b>Net Residential Demos &amp; Removals</b>		<b>0</b>			<b>-4</b>	
<b>Net Residential Units</b>		<b>37</b>			<b>50</b>	
<b>Additions &amp; Alterations</b>						
1 & 2 Family						
Additions & Alterations	15		\$994,524	24		\$1,124,364
Manufactured Home (Replace)	0		\$0	0		\$0
Paving & Pools	14		\$446,200	13		\$490,788
Accessory Buildings	8		\$143,332	8		\$58,873
Storm Shelters	46		\$169,565	62		\$188,708
3+ Family						
Addition & Alteration (All Types)	0		\$0	0		\$0
<b>Total Residential Additions &amp; Alterations</b>	<b>83</b>		<b>\$1,753,621</b>	<b>107</b>		<b>\$1,862,733</b>
<b>TOTAL RESIDENTIAL</b>	<b>120</b>		<b>\$11,132,451</b>	<b>161</b>		<b>\$16,893,070</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	0	\$0
Shell	3	\$3,750,000	2	\$2,300,000
Interior Finish	8	\$1,358,750	6	\$780,000
Full Permit	2	\$630,000	5	\$1,291,425
<b>Total Non-Residential New</b>	<b>13</b>	<b>\$5,738,750</b>	<b>13</b>	<b>\$4,371,425</b>
<b>Additions &amp; Alterations</b>				
Additions & Alterations (All Types)	23	\$4,138,101	21	\$5,140,273
<b>Total Non-Residential Additions &amp; Alterations</b>	<b>23</b>	<b>\$4,138,101</b>	<b>21</b>	<b>\$5,140,273</b>
<b>TOTAL NON-RESIDENTIAL</b>	<b>36</b>	<b>\$9,876,851</b>	<b>34</b>	<b>\$9,511,698</b>

<b>TOTAL ALL PERMITS</b>	<b>156</b>	<b>\$21,009,302</b>	<b>195</b>	<b>\$26,404,768</b>
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<b>OTHER ACTIVITY</b>	<b>Number</b>	<b>Number</b>
Electrical Permits	126	139
Heat/Air/Refrigeration Permits	119	129
Plumbing & Gas Permits	153	144
Sign Permits	29	28
Water Well Permits	2	4
Garage Sale Permits	149	145
Structure Moving Permits	0	3
Demo - Residential Permits	0	4
Demo - Non-residential Permits	2	0
Temporary Const Bldgs & Roll-off Permits	32	18
Lot Line Adjustments Filed	1	0
Certificate of Occupancy (CO) Permits	110	205
All Field Inspections	2,095	2,219

<b>YEAR TO DATE</b>	<b>JANUARY-APRIL 2019</b>			<b>JANUARY-APRIL 2018</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>
Residential New Construction	166	168	\$45,426,363	152	152	\$39,272,270
Residential Demos/Removals	na	-15	na	na	-14	na
Residential Additions/Alterations	296	na	\$6,195,322	340	na	\$7,583,371
Non-residential New Construction	42	na	\$26,760,750	35	na	\$14,119,225
Non-residential Additions/Alterations	56	na	\$7,785,311	51	na	\$12,706,273
<b>TOTAL YEAR TO DATE</b>	<b>560</b>	<b>153</b>	<b>\$86,167,746</b>	<b>578</b>	<b>138</b>	<b>\$73,681,139</b>

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Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	WIELAND	62	04/23/19	560		ED NOBLE	PKY	6	1	PARKWAY PLAZA	C2	\$ 734,628	23,807
COMMERCIAL, ADD/ALT-2	WIELAND	65	04/28/19	560		ED NOBLE	PKY	6	1	PARKWAY PLAZA	C2	\$ 108,653	15,230
COMMERCIAL, ADD/ALT-2	ARROWHEAD INDUSTRIES	296	04/25/19	103	W	BOYD	ST	39	3	LARGHS UNIVERSITY ADD	C1	\$ 600,000	10,500
COMMERCIAL, ADD/ALT-2	JQ SERVICES, LLC.	469	04/09/19	1000		ALAMEDA	ST	1	1	CINEMA EAST ADD	C2	\$ 9,000	1,150
COMMERCIAL, ADD/ALT-2	BRADY'S PROPERTIES	707	04/03/19	1204	N	INTERSTATE	DR	4	1	TOWNE WEST VILLAGE	C2	\$ 10,000	1,400
COMMERCIAL, ADD/ALT-2	GEDDES-ARMSTRONG CONSTRUCT	730	04/18/19	242	NW	24TH	DR	1	3	TWENTY-FOURTH AVE IND PARK	I1	\$ 100,000	3,100
COMMERCIAL, ADD/ALT-2	PATEL, NILESH	804	04/03/19	110	NW	36TH	AVE	1	1	RIVER OAKS #5	C2	\$ 7,500	450
COMMERCIAL, ADD/ALT-2	SCRUGGS CONSTRUCTION	993	04/15/19	1632	NW	24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 1	PUD	\$ 20,000	1,254
COMMERCIAL, ADD/ALT-2	SD LAND COMPANY LLC	1043	04/17/19	194	NW	36TH	AVE	1	1	RIVER OAKS #5	C2	\$ 6,000	5
COMMERCIAL, ADD/ALT-2	SD LAND COMPANY LLC	1044	04/17/19	5511	E	LINDSEY	ST			NOT SUBDIVIDED	A2	\$ 65,000	5
COMMERCIAL, ADD/ALT-2	SD LAND COMPANY LLC	1047	04/17/19	2881		CLASSEN	BLVD			NOT SUBDIVIDED	C2	\$ 6,000	5
COMMERCIAL, ADD/ALT-2	GOLDEN, ANDY	1047	04/29/19	112	S	BERRY	RD	12	1	FUZZELLS ADD #2	C1	\$ 25,000	800
COMMERCIAL, ADD/ALT-2	HOEFERT, SCOTT	1057	04/22/19	3437	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 90,000	871
COMMERCIAL, ADD/ALT-2	PRECISION BUILDERS, LLC.	1135	04/16/19	333		INTERSTATE	DR	1	1	TSTB ADD #2	C2	\$ 5,000	403
COMMERCIAL, ADD/ALT-2	MUTI, INC.	1187	04/05/19	1017	N	UNIVERSITY	BLVD	4A	1	ADBAR #2	I1	\$ 35,000	5
COMMERCIAL, ADD/ALT-2	BRADY'S PROPERTIES	1188	04/05/19	1441	NW	24TH	AVE	2	1	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 35,000	5
COMMERCIAL, ADD/ALT-2	MUTI, INC.	1192	04/30/19	1344		INTERSTATE	DR	3	1	TOWNE WEST VILLAGE	C2	\$ 15,000	4,016
COMMERCIAL, ADD/ALT-2	BRADY'S PROPERTIES	1290	04/16/19	1251		ALAMEDA	ST	2	1	LAKEVIEW TERR #6 REPLAT LOT 1	C2	\$ 37,000	424
COMMERCIAL, ADD/ALT-2	CLEVENGER, JAMES	1460	04/23/19	630	E	LINDSEY	ST	5	2W	NOT SUBDIVIDED	R1	\$ 15,000	5
COMMERCIAL, ADD/ALT-2	CITY OF NORMAN	1460	04/23/19	2520	W	MAIN	ST	1	1	NORMANDY ACRES #2	C2	\$ 1,400,000	9,482
COMMERCIAL, ADD/ALT-2	HERMANSTEWART CONSTRUCTK	5495	04/10/19										
COMMERCIAL, INTERIOR FINISH-2	TC GRISSOM BUILDING CO.	448	04/23/19	3441	NW	24TH	AVE	3A	1	UNIVERSITY NORTH PARK PROF. 1	PUD	\$ 230,000	6,653
COMMERCIAL, INTERIOR FINISH-2	POPE CONTRACTING, INC.	530	04/23/19	3637	W	MAIN	ST	1	1	RIVER OAKS #5	C2	\$ 425,000	6,517
COMMERCIAL, INTERIOR FINISH-2	TC GRISSOM BUILDING CO.	554	04/15/19	5742	NW	HUETTNER	CT	6	1	HUETTNER ADDITION SEC 3	I1	\$ 120,000	6,000
COMMERCIAL, INTERIOR FINISH-2	HARROLD, JANA	602	04/02/19	480		24TH	AVE	1	1	SKM ADD, REPLAT OF MADISON S	C2	\$ 90,000	5,037
COMMERCIAL, INTERIOR FINISH-2	GOODWILL OF CENTRAL OKLAHAI	945	04/01/19	1915	NW	CLASSEN	BLVD	32	2W	NOT SUBDIVIDED	C2	\$ 2,000	1,539
COMMERCIAL, INTERIOR FINISH-2	PRECISION BUILDERS, LLC.	1098	04/23/19	941		26TH	AVE	1	1	WESTPORT PROFESSIONAL PARK	C1	\$ 60,000	1,330
COMMERCIAL, INTERIOR FINISH-2	PRECISION BUILDERS, LLC.	1645	04/02/19	3100		INTERSTATE	DR	31	6	MEDICAL PARK WEST SEC 5	PUD	\$ 168,000	6,720
COMMERCIAL, INTERIOR FINISH-2	PRECISION BUILDERS, LLC.	1646	04/02/19	3100		INTERSTATE	DR	31	6	MEDICAL PARK WEST SEC 5	PUD	\$ 263,750	10,550
COMMERCIAL, NEW CONSTRUCTION-2	PRECISION CONST. GROUP, LLC.	839	04/28/19	1000	W	ROCK CREEK	RD	1	3	NORMAN INDUSTRIAL TRACT	I2	\$ 600,000	22,080
COMMERCIAL, NEW CONSTRUCTION-2	ENGAGE LEARNING OKLAHOMA, II	1159	04/22/19	911	W	MAIN	RD	1	3	NOT SUBDIVIDED	C1	\$ 30,000	423
COMMERCIAL, NEW SHELL BLDG-2	TC GRISSOM BUILDING CO.	436	04/10/19	3441	NW	24TH	AVE	3A	1	UNIVERSITY NORTH PARK PROF. 1	PUD	\$ 1,000,000	6,653
COMMERCIAL, NEW SHELL BLDG-2	TC GRISSOM BUILDING CO.	437	04/10/19	3421	NW	24TH	AVE	3B	1	UNIVERSITY NORTH PARK PROF. 1	PUD	\$ 750,000	7,010
COMMERCIAL, NEW SHELL BLDG-2	PRECISION BUILDERS, LLC.	1539	04/02/19	3100		INTERSTATE	DR	31	6	MEDICAL PARK WEST SEC 5	PUD	\$ 2,000,000	27,835
COMMERCIAL, PARKING LOT-2	HILER, SARAH	289	04/15/19	609	W	ACRES	ST	30	2W	NOT SUBDIVIDED	C2	\$ 5,520	2,192
COMMERCIAL, PARKING LOT-2	PRECISION CONST. GROUP, LLC.	590	04/28/19	1000	W	ROCK CREEK	RD	1	3	NORMAN INDUSTRIAL TRACT	I2	\$ 800,000	105,627
COMMERCIAL, PARKING LOT-2	KEAR CONSTRUCTION INC.	1131	04/09/19	421	W	GRAY	ST	11	88	NORMAN, ORIGINAL TOWNSHIP	C1	\$ 8,800	614

CONTRACTOR	BUILDING SIZE (Square Feet)	USE /CLASSIFICAT ION	BUSINESS	548	1724	W	LINDSEY	ST	A	C2	\$	80
TEMPORARY BLDG/CONST TRAILER-2	BUENDIA, ADRIAN	548	04/01/19	1724	W	LINDSEY	ST	A	C2	\$	10,000	80
TEMPORARY BLDG/CONST TRAILER-2	BUENDIA, ADRIAN	549	04/01/19	1100	E	CONSTITUTION	ST	37	C2	\$	10,000	80
TEMPORARY BLDG/CONST TRAILER-2	LOWE, TIM	848	04/02/19	3259	W	MAIN	ST	1	C2	\$	2,500	1,500
TEMPORARY BLDG/CONST TRAILER-2	FACTOR 110-DESTINATION OK	985	04/08/19	105	W	MAIN	ST	66	C3	\$	400	300
TEMPORARY BLDG/CONST TRAILER-2	GOOD RANCHERS	1284	04/24/19	3301	W	MAIN	ST	1	C2	\$	1,900	400
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1331	04/25/19	204	E	GRAY	ST	23	C3	\$	7,500	480
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1332	04/25/19	316	E	GRAY	ST	25	C3	\$	7,500	480
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1333	04/25/19	126	W	MAIN	ST	19	ROW	\$	7,500	480
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1334	04/25/19	332	W	MAIN	ST	67	ROW	\$	7,500	480
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1335	04/25/19	123	W	MAIN	ST	85	ROW	\$	20,000	1,600
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1336	04/25/19	118	W	MAIN	ST	12	ROW	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1337	04/25/19	198	S	JONES	AVE	6	ROW	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1338	04/25/19	208	E	GRAY	ST	32	ROW	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1339	04/25/19	210	E	GRAY	ST	23	C3	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1340	04/25/19	200	E	MAIN	ST	28	C3	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1341	04/25/19	230	E	MAIN	ST	1	ROW	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	NORMAN MUSIC ALLIANCE INC.	1342	04/25/19	306	E	MAIN	ST	15	C3	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2	FACTOR 110-DESTINATION OK	1603	04/26/19	105	W	MAIN	ST	23	ROW	\$	1,500	800
TEMPORARY BLDG/CONST TRAILER-2								66	C3	\$	1,800	288

Total Permits  
36

Average Valuation \$ 274,357  
Total Valuation \$ 9,876,851

Average Project Area  
Total Project Area

8,214  
295,697

NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)									
CONTRACTOR	BUILDING SIZE (Square Feet)	USE /CLASSIFICAT ION	BUSINESS	ADD/ALTS		NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW	
PRECISION CONST GROUP LLC	22,080	INDUSTRIAL OFFICE	ABC Supply Company Warehouse NW Norman Medical Center	COMMERCIAL, ADD/ALT-2	COMMERCIAL FIRE REPAIR	COMMERCIAL INTERIOR FINISH-2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL NEW CONSTRUCTION-	COMMERCIAL
TC GHISSOM BUILDING CO	6,653			\$ 3,323,781	\$ -	\$ 1,358,750	\$ 3,750,000	\$ 630,000	
				20	-	8	3	2	
TC GRISSOM BUILDING CO	7,010	OFFICE	NW Norman Medical Center	COMMERCIAL, SUBTOTAL ADDITIONS PARKING LOT-2	FOUNDATIONS AND ALTERATIONS	COMMERCIAL FOUNDATION PERMIT2	SUBTOTAL NEW CONSTRUCTION		TEMPORARY BLDG/CONST TRAILER-2
PRECISION BUILDERS LLC	27,895	OFFICE	Aria Plaza Shell Office	\$ 814,320	\$ 4,138,101	\$ -	\$ 5,738,750	\$ 9,876,851	18
				3	23	-	13	36	

DEMOLITIONS	
Address	Use
1000 W Rock Ck	warehouse
707 W Main	interior commercial

STRUCTURE MOVING	
Address	Use
	none



**REVITALIZATION      10C**

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

The CDBG Policy Committee met on April 3<sup>rd</sup> and unanimously approved the FYE20 CDBG and HOME recommendations for funding. A Public Hearing will be held on May 14<sup>th</sup> during the City Council Meeting. Once approved by the Norman City Council, the application will be forwarded to HUD for a July 1, 2019 program start date.

Parks Department has contracted with Lyons Fence for the removal of damaged fence in Cate Park.

Norman Affordable Housing Corporation in partnership with Norman CHDO (Community Development Housing Corporation) and the City of Norman CDBG and HOME programs have identified three additional properties for purchase to expand the inventory of affordable housing.

### **CDBG Disaster Relief Grant**

All CDBG DR projects are substantially complete with minor punch list items being addressed. Final acceptance of all contracts is anticipated summer 2019.

### **Homeless Activities**

On April 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of March. There were nine housing placements made (3 Veteran; 6 Chronic).

Due to the increased visibility of persons who are experiencing homelessness by the establishment of multiple campsites on city property, the Continuum of Care, the Norman Police Department, and the Homeless Services Coordinator are developing guidelines and strategies to address this increasing problem.

A full-day mandatory training for all Continuum of Care members was held on April 23, 2019.

### **Housing Programs**

April 2019

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

- Two rehabilitation projects are currently under contract and one projects in development stage, with one rehabilitation project being completed since July 1, 2018.
- Four emergency repair projects are currently under contract; five emergency repair projects were completed since July 1, 2018.
- One accessibility modification project is currently under contract; eighteen accessibility modification projects have been completed since July 1, 2018.

### **Social and Voluntary Services Commission**

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 were approved by the Norman City Council on November 27, 2018.

The Social and Voluntary Services Commission met on March 25, 2019. Staff updated Commissioners on the status of the contracts and the FYE20 Application Cycle. Commissioners presented their site visit reports.

## Code Compliance

City-wide proactive enforcement began on March 15, 2012.													
Code Violation Activity for FYE 2019													
	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Total Cases	851	1227	869	505	320	409	608	593	786	1178			7346
Proactive Cases	352	678	423	256	188	305	416	335	438	834			4225
Cases Closed	854	1110	1027	729	407	344	479	487	599	1180			7216
Cases Still Open	520	712	574	383	326	403	551	686	871	896			5922
Tasks Completed	2833	3824	3053	2034	1113	1368	2037	2110	2489	3750			24611
Violation Letters Mailed	489	697	489	332	137	205	366	383	387	567			4052
Charges & Citations	2	2	1	9	11	8	8	4	2	19			66
Impounds	1	2	2	3	0	3	1	3	5	5			25
Work Orders, Owner Abatement after Work Order Issued, Invoices Mailed, and Legal Documents Filed FYE 2019													
	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Work Orders	58	68	71	23	3	8	11	17	17	25			301
Owner Abated	13	20	25	13	3	0	2	0	11	1			88
Liens	23	33	27	39	39	7	8	14	8	5			203
Notices of Intent	46	30	51	23	10	3	8	7	13	14			205
Releases of Intent	12	20	23	16	13	1	9	0	2	11			107
Release of Liens	1	13	10	10	16	13	13	14	8	6			104
Invoices Mailed	35	50	31	27	5	3	8	7	18	9			193
Signs Removed from Rights-of-Way FYE 2019													
	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Signs Removed	99	178	69	139	798	80	117	115	164	480			2239

	Oil & Gas Activity - FYE 2019												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Active Producing Wells	87	87	87	85	85	84	83	83	83	82			
Inactive Producing Wells	50	50	49	51	51	50	50	50	48	48			
Active Injection Wells	6	6	6	6	6	5	5	5	5	5			
Inactive Injection Wells	12	12	12	12	12	13	13	13	13	13			
<b>Total Wells:</b>	<b>155</b>	<b>155</b>	<b>154</b>	<b>154</b>	<b>154</b>	<b>152</b>	<b>151</b>	<b>151</b>	<b>149</b>	<b>148</b>			
Monthly Well Inspections	155	155	154	154	154	152	151	151	149	148			<b>1523</b>
Additional Well Inspections	3			6		2	3		1				<b>15</b>
Drilling Permit Applications Received													<b>0</b>
Drilling Permits Issued													<b>0</b>
Active Drilling Locations & Completions													<b>0</b>
Wells Plugged		1			2	1		2	1	2			<b>9</b>
Plugged Location Restoration							1			2			<b>3</b>
Hazardous Incidents													<b>0</b>
Mechanical Integrity Tests			1						1	1			<b>3</b>
FOIA Requests			1										<b>1</b>
BOA Hearings													<b>0</b>
Charges Filed													<b>0</b>
Predevelopment Notices													<b>0</b>
Public Works Assist/Plat Review	1		1	1	1		1	1	1				<b>7</b>

\*One well not counted on this form for a few years. Added back in for this year on 2/13/19.





# Administrative Summary

April 2019 Summary

## Operations



Part I Crimes	2019	Current	2018	2019	Year-To-Date	2018
		MONTH 5YR AVG			YTD 5YR AVG	
Murder	0	1	1	1	3	1
Rape	9	5	0	28	20	29
Robbery	0	4	4	12	19	19
Agg. Assault	23	15	14	73	51	53
Burglary	30	57	56	142	226	197
Larceny	193	277	233	800	1,044	853
Motor Vehicle Theft	18	27	33	118	105	121
Arson	2	2	3	3	2	4
Part I Totals:	275		344	1,177		1,277
<b>Part II Crimes</b>						
DUI/APC	45	40	37	183	155	160
Drunkenness	46	54	39	186	208	174
Drug Violations	99	89	103	389	374	408
Forgery	27	22	15	63	93	56
Vandalism	75	84	92	288	312	294
Others	366	NA	332	1,496	NA	1,421
Part II Totals:	658		618	2,605		2,513
<b>Total Reported Crime:</b>	<b>933</b>		<b>962</b>	<b>3,782</b>		<b>3,790</b>
<b>Other Reported Activity</b>						
Public Peace Reports	191	186	188	787	684	773
Warrants Served	183	120	133	614	505	508
Other Reports Totals:	374		321	1,401		1,281
<b>Total Case Reports:</b>	<b>1,307</b>		<b>1,283</b>	<b>5,183</b>		<b>5,071</b>
<b>Collisions</b>						
Fatality	0	0	0	1	2	3
Injury	45	61	50	157	213	191
Non-Injury	109	150	99	430	557	388
Total Collisions:	154		149	588		582
<b>Call for Service</b>						
CAD Activity (Total)	3,098	NA	2,879	12,285	NA	11,687
Calls for Service (Police)	9,030	NA	7,931	34,293	NA	32,343
Total CFS:	12,128		10,810	46,578		44,030
<b>Citations &amp; Warnings:</b>						
Citations	1,199	NA	1,033	5,615	NA	4,933
Warnings	1,490	NA	2,153	8,125	NA	9,201
Total Citations & Warnings:	2,689		3,186	13,740		14,134

\*\* 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**



# Monthly Service By Assignment

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

Place	Assignment	Jan 2019 Hours	Feb 2019 Hours	Mar 2019 Hours	Apr 2019 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	5:37	5:03	10:40
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	42:13	58:19	50:46	55:37	206:55
	NAWC-Community Outreach Volunteer	0:00	0:00	19:30	0:00	19:30
	NAWC-Dog Handler	105:25	115:39	127:02	125:23	473:29
	NAWC-Foster Program	0:00	0:00	13:00	19:00	32:00
	NAWC-Laundry	0:00	0:00	2:10	0:00	2:10
	NAWC-Lobby Greeter	52:55	39:30	48:35	56:15	197:15
	NAWC-Orientation	14:00	14:00	12:00	20:00	60:00
	NAWC-Photographer	0:00	0:00	0:00	0:00	0:00
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00
	Veterinarian Assistant Tech	16:50	15:00	37:00	15:00	83:50
Total		231:23	242:28	315:40	296:18	1,085:49
<b>Grand total</b>		<b>231:23</b>	<b>242:28</b>	<b>315:40</b>	<b>296:18</b>	<b>1,085:49</b>



# Norman Animal Welfare Monthly Statistical Report

## April 2019



### IN SHELTER ANIMAL COUNTS

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	71	52	123	49	61	110	(13)	-11%
Ending	79	53	132	73	73	146	14	11%

### ANIMAL INTAKES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	125	56	181	129	52	181	0	0%
Owner Relinquish	27	18	45	23	14	37	(8)	-18%
Owner Intended Euth	2	0	2	1	0	1	(1)	-50%
Transfer In	0	2	2	0	0	0	(2)	-100%
Other Intakes*	0	2	2	13	5	18	16	800%
Returned Animal	7	3	10	10	6	16	6	60%
<b>TOTAL LIVE INTAKES</b>	<b>161</b>	<b>81</b>	<b>242</b>	<b>176</b>	<b>77</b>	<b>253</b>	<b>11</b>	<b>5%</b>

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

### OTHER STATISTICS

	2018		2019		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	7	7	5	5	(2)	-29%
Dog Collected (DOA)	2	2	6	6	4	200%
Cat Collected (DOA)	3	3	5	5	2	67%
Wildlife Transferred	9	9	7	7	(2)	-22%
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	0	0	0	0	0	
Intake Pigs	0	0	0	0	0	
Intake Other	3	3	4	4	1	33%
<b>TOTAL OTHER ITEMS</b>	<b>24</b>	<b>24</b>	<b>27</b>	<b>27</b>	<b>3</b>	<b>13%</b>

### LENGTH OF STAY (DAYS)

	2018	2019
Dog	10.8	11
Puppy	8.8	9
Cat	11.4	17.4
Kitten	4.4	12.7

### OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	82	10	0	92

# Norman Animal Welfare Monthly Statistical Report

## April 2019



### LIVE ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	66	43	109	63	47	110	1	1%
Return To Owner	51	4	55	60	1	61	6	11%
Transferred Out	24	28	52	18	12	30	(22)	-42%
Returned in Field	0	0	0	0	0	0	0	
Other Outcome	0	0	0	0	0	0	0	
<b>TOTAL LIVE OUTCOMES</b>	<b>141</b>	<b>75</b>	<b>216</b>	<b>141</b>	<b>60</b>	<b>201</b>	<b>(15)</b>	<b>-7%</b>

### OTHER ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	1	2	0	1	1	(1)	-50%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	11	2	13	10	4	14	1	8%
Owner Intended Euth	0	0	0	1	0	1	1	
<b>TOTAL OTHER OUTCOMES</b>	<b>12</b>	<b>3</b>	<b>15</b>	<b>11</b>	<b>5</b>	<b>16</b>	<b>1</b>	<b>7%</b>

### TOTAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	141	75	216	141	60	201	(15)	-7%
Total Other Outcomes	12	3	15	11	5	16	1	7%
<b>TOTAL OUTCOMES</b>	<b>153</b>	<b>78</b>	<b>231</b>	<b>152</b>	<b>65</b>	<b>217</b>	<b>(14)</b>	<b>-6%</b>

### SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	7	2	0	9	60%
Medical - Injured	0	2	0	2	13%
Behavior - Aggressive	4	0	0	4	27%
Behavior - Other	0	0	0	0	0%
<b>TOTAL EUTHANASIA</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>15</b>	

### MONTHLY LIVE RELEASE RATE

2018	2019
<b>93.5%</b>	<b>93.1%</b>

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

## **PUBLIC WORKS**

**12**

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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed 2 Rural Certificates of Survey items for Planning Commission. One Rural Certificate of Survey item and one Certificate of Plat Correction went to City Council review. The Development Engineer reviewed 21 sets of construction plans and 5 punch lists. There were 142 permits reviewed and/or issued. Fees were collected in the amount of \$6,704.75

**CAPITAL PROJECTS:**

**Main Street Bridge over Brookhaven Creek**

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

The contractor's activities this month were as follows:

- Completed sidewalk along the south half of West Main Street
- Completed the roadway pavement removals on West Main Street
- Continued vegetation and debris removal along the creek south of West Main Street Bridge
- Continued grading of the channel banks on the south side of West Main Street Bridge

**James Garner Avenue – Phase I**

The project was awarded on March 13, 2018 to Silver Star Construction. The project cost 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:

- Began addressing final punch list items

**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 Avenue from Gray Street to Nebraska Street and FYE 2018 Lahoma Avenue from Nebraska Street to Hughbert Street. 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 R/W, 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 1, from Gray Street to Nebraska Street. Phase I has been substantially completed. Construction of Phase 2 is anticipated to be completed by June of 2019.

*The Contractor's Activities this month included:*

- *Clean up and complete punch list items on Phase 1*
- *Placement of final surface course from Nebraska Street to Acres street*
- *Mill and repave from Gray Street to the bridge south of Tonhawa Street, and from Acres Street to Hughbert Street*

**Sidewalk Program:**

FYE 2019 Sidewalk Program bid was awarded on July 24th, 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. One sidewalk repair made by owner in April.
- **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 began January 22 and project was completed is on February 15, 2019.
- **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 is complete in the downtown area.
- **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 24th 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 *May of 2019 through August of 2019*. No school projects were completed in *April 2019*.
- **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 side of Main Street from 700 feet west of 24th Avenue West to Berry Road to close sidewalk gaps and provide sidewalk and ramp improvements at intersections.

**STREETS DIVISION**

**BOND PROJECTS:**

**ROCK CREEK – 24TH AVENUE NE TO 60TH AVENUE NE - OVERLAY**

Streets crews worked an overlay project at Rock Creek – 24th Avenue NE to 60th Avenue NE and required 1651.93 tons of asphalt for the repair. (deep patching)

**ASPHALT OPERATIONS:**

**ALLEYWAY BETWEEN BOYD & PAGE –DEEP PATCH**

Streets crews worked a deep patch at alleyway between Boyd & Page and required 2.18 tons of asphalt for the repair.

**JAMES GARNER OFF-ROAD PARKING BETWEEN SYMMES & APACHE**

Streets crews worked an off-road parking lot project at James Garner parking lot between Symmes & Apache and required 216.19 tons of asphalt.

**MONTECITO RANCH – DEEP PATCH**

Streets crews worked a deep patch at Montecito Ranch and required 1.56 tons of asphalt for the repair.

**CONCRETE OPERATIONS:**

**PARK HOLLOW COURT**

Streets crews replaced damaged concrete panels at Park Hollow Court. This repair required 57.50 cubic yards of concrete and resulted in over 173 square yards of repaired driving surface.

**JAMES GARNER OFF-ROAD PARKING BETWEEN SYMMES & APACHE**

Streets crews replaced curb & gutter at James Garner off-road parking between Symmes and Apache. This project required 28.50 cubic yards of concrete and resulted in over 84 square yards of repaired driving surface.

**STORMWATER**

**WORK ORDER RESPONSE**

Stormwater Division received 19 work order requests and closed 21.

Crews for the Streets and Stormwater Divisions checked and cleaned inlet boxes throughout the City during rain events in April. Approximately 1,371 inlets were checked and of those 352 were cleaned, resulting in 8.50 tons of drainage debris removed from the stormwater system.

**INFRASTRUCTURE**

The Infrastructure Maintenance crew poured 13.50 yards of concrete at five different stormwater locations. The crew repaired three sinkhole requests at Wellman Drive, Chardonnay, and Brookside Ave., and repaired a leaking joint and stormwater box on Rock Creek Bridge. They also installed a drainage pipe on Burlington Drive.

**DRAINAGE MAINTENANCE**

The Channel Maintenance crew removed over 83 tons of debris from drainage channels throughout Norman in April. Locations included ditch lines at Broadway Ave, Northwest Pioneer Circle, 84<sup>th</sup> Ave NE, and debris removal in Brookhaven Creek and Bishop Creek.

**URBAN STREET SWEEPING OPERATIONS**

A total of 355 lane miles were swept resulting in the removal of approximately 233 tons of debris from various curb lined streets.

The Litter crew continued to complete their route in April. The four-person crew collected a total of 11.51 tons of debris in April; 6.11 tons from urban areas and 5.40 tons from rural areas.

**STORMWATER OKIE LOCATES**

During the month of April, 2,380 Call 811 Okie Spots were received. Of those requests, 73 were stormwater pipe locates, 135 were physically checked, and 938 were referred to other departments.

Twelve members of the Stormwater Maintenance group attended the Annual Okie 811 Expo where they attended multiple classes including those on excavation safety and 811 reporting.

**CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 82 inspections of 75 active sites  
Issued 0 citation and 0 NOVs to active sites  
Issued 3 Earth Change Permit to new projects.

**MS4 OPERATIONS**

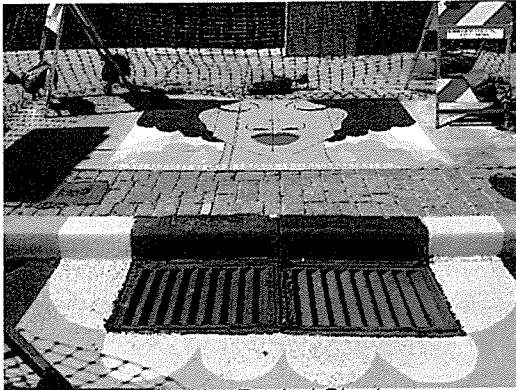
Received and responded to citizen calls 32/ YTD Total is 316.

On April 4th, Michele Loudenback and Carrie Evenson attended the Oklahoma Floodplain Managers Association's Spring Technical Workshop in Tulsa, OK.

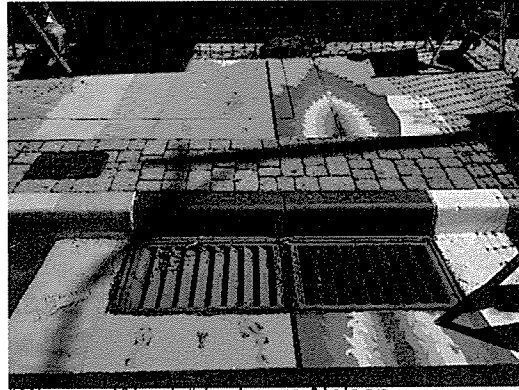
On April 5th and 6th, the Stormwater Division handed out 139 rain barrels and accessories to people who ordered them through the Central Oklahoma Stormwater Alliance (COSWA) rain barrel promotion. COSWA (of which the City of Norman is a member) is a consortium of Phase I and Phase II MS4 permittees located throughout the Oklahoma City Metropolitan Area who pool resources to meet permit requirements. In addition to handing out the barrels to purchasers, the Stormwater Division facilitated two rain barrel workshops at the Lindsey Yard presented by Amanda Nairn, ECAB Chair, with approximately 29 people in attendance.

*Monthly Progress Report*  
*Public Works (April 2019)*

On April 11th and 12th, the Stormwater Division, in conjunction with the Norman Arts Council and Public Arts Board, hosted the 2019 Artful Inlets program. During the April Second Friday Art Walk, on April 12th, five local artists transformed five storm drain inlets into artwork as part of the inaugural Artful Inlets program. Local artists Derrick Adams, Jazmin Crawford, Laura Nelsen, Ginna Dowling and Rachel Stout were selected to paint five inlets along Main Street, and Art Walk patrons were able to watch the artists in action as they created artworks that will educate the public and raise awareness about the harmful effects that pollutants in stormwater runoff can have on our local waterways. On April 17th, Mayor-elect Clark and Councilmember Bierman led a tour of the artwork, which began at 10 am in front of the Moxie Shop located at 319 E. Main Street and ended at Benvenuti's located at 105 W. Main Street.



"Cumulonimbus" by Rachel Stout



"Choose Wisely" by Laura Nelsen



"Every Drop Counts" by Derrick Adams



"Do Something" by Jazmin Crawford



"Runoff Pollutes" by Ginna Dowling

On April 18th, Carrie Evenson gave a presentation on floodplain management to attendees of the Oklahoma Excavation Safety Expo at the Embassy Suites in Norman.

*Monthly Progress Report*  
*Public Works (April 2019)*

On April 20th, the second annual 12th Ave SE Clean-up was held between Boyd and Lindsey. Five people helped remove 90 pounds of trash from the Right-of-Way.

On April 25th, Dr. Evenson attended the Oklahoma Floodplain Managers Association Board meeting in Del City and held a planning meeting for the 2019 Stormwater Quality Technical Workshop.

On April 27th, the Stormwater Division hosted a Ward 1 Park Cleanup at Woodcreek Park. Four people helped remove over 113 pound of trash from the Bishop Creek watershed.

On April 28th, the Stormwater Division participated in the Earth Day Festival held at Reaves Park. Norman community members learned about their ability to positively or negatively impact stormwater quality. Stormwater Division staff led an educational activity called "Scoop the Poop" where we taught both children and adults how to properly pick up after their pets to keep this material from entering our stormwater and had street sweeper available for attendees to view. We estimate over 200 people came by our table and participated in our game during the event.

### **FLEET DIVISION**

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

#### **Fuel Report**

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

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

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

#### **Maintenance Report**

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

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

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

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

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

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

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

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

#### **Productivity Report**

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

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

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



**APRIL 2019**  
**DEVELOPMENT COORDINATION, ENGINEERING,**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FY 18-19 Associated Fees

<b>Planning Commission/Dev Comm Review:</b>	<b>This Month</b>	<b>Last Month</b>	<b>Total</b>
*Norman Rural Cert of Survey...2			
*Final Plats.....0			
*Preliminary Plats.....1			
*Short Form Plat.....0			
*Center City Form Based Code..0			
<b>City Council Review:</b>			
Certificate of Survey.....1			
Preliminary Plat.....0			
Final Plats.....0			
Certificate of Plat Correction...1			
Encroachment.....0			
Easements.....0			
Closure.....0			
<b>Development Committee:</b>			
Final Plats.....0			
<b>Fee-In-Lieu of Detention.....0</b>	<b>\$0.00</b>		
<b>Subtotal:</b>	<b>\$900.00</b>	<b>\$3,260.00</b>	<b>\$49,820.00</b>

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

**Single Family..... 31			
***Commercial..... 11			
Multi-Family..... 1			
Addition/Alteration..... 32			
House Moving.....0			
Paving Only..... 5			
Storage Building..... 7			
Swimming Pool.....10			
Storm Shelters..... 41			
Public Improvements.....0			
Temporary Encroachments.....4			
Fire Line Pits/Misc..... 1			
Flood Plain (@\$100.00 each).....1			
<b>Total Permits.....</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$1,400.00</b>
<b>Grand Total.....</b>	<b>\$5,704.75</b>	<b>\$2,627.25</b>	<b>\$120,809.73</b>
<b>****Construction Plan Review occurrences</b>	<b>21</b>	<b>15</b>	<b>398</b>
<b>*****Punch Lists prepared.....</b>	<b>5</b>	<b>3</b>	<b>110</b>

\* 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

**April 2019**

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

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

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	5	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	31	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	11	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	21	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	0	100%

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

<b>STREET DIVISION</b>					
	<b>FYE 2019</b>	<b>FYE 2019</b>	<b>Year to</b>	<b>Year to</b>	<b>FYE 2019</b>
	<b>April</b>	<b>April</b>	<b>Date</b>	<b>Date</b>	
	<b>2019</b>	<b>2019</b>			
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
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)	507.28		1,755.30		
Overlay/pave 10 miles per year.	-	0%	13.75	138%	100%
Replace 1,160 square yards of concrete pavement panels	85.50	7%	574.00	49%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	8.00	2%	64.50	15%	100%
Mow 15 ROW-miles of Urban right-of-way, eight times per year	20.00	1%	142.50	119%	100%
Mow 148 miles of Rural Right-of-way twice per year	15.00	5%	670.00	226%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STORMWATER DIVISION					
	FYE 2019 APRIL, 2019	FYE 2019 APRIL, 2019	Year to Date	Year to Date	FYE 2019
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	355.00	71%	3,953.50	66%	50%
Collect litter from rights of way in the Urban area (Tons)	6.11	0%	14.06	0%	70%
Collect litter from rights of way in the rural area (Tons)	5.40	0%	5.40	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	352.00	4%	6,527.00	65%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	4,168,428.00	31%	90%
Perform erosion control inspections of permitted sites within 30 days.	82.00	109%	1,346.00		100%
Permit all earth disturbing operations over 1 acre in size.	3.00	95%	15.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	5.00	0%	5.00		50%
Inspect stormwater outfalls.	-	0%	-		20%
Respond to stormwater complaints within 24 hours of the time reported	32.00	100%	327.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT  
April 2019**

**FYE 2019  
FUEL REPORT  
IN GALLONS**

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	22,550.00	23,936.00	28,112.00	
Outside - sublet	534.77	383.30	0.00	
<b>TOTAL</b>	<b>23,084.77</b>	<b>24,319.30</b>	<b>28,112.00</b>	
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	20,706.82	21,520.05	21,723.25	6,388.75

<b>FYE 2019 TO DATE CONSUMPTION</b>				
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	173,856.49	164,803.46	177,172.14	50,254.79

<b>INTERNAL PRICE PER GALLON:</b>					<b>EXTERNAL PRICE PER GALLON:</b>				
UNLEADED	High	\$2.24	Low	\$2.10	UNLEADED	High	\$2.70	Low	\$2.50
DIESEL	High	\$2.19	Low	\$2.06	DIESEL	High	\$2.84	Low	\$2.84
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	\$54,587.88		Month Total Public CNG Sales	\$9,537
BATTERIES	\$1,164.03		FYE 2019 To Date Public Sales	\$96,196
OILS/FLUIDS	\$2,899.03		<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	\$21,928.32		Total Sold Gallons Life To Date	835,284
SUBLET REPAIRS	\$6,446.13		Total Gross Sales Life To Date	\$1,203,102
			Life To Date CNG Gas Gallon Equivalent	
<b>TOTAL SPENT parts/sublet</b>	<b>\$87,025.39</b>		Total Public/City Through-Put CNG Gallons @ Station:	1,844,285

<b>COMBINED SHOPS</b>	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>TWO MONTHS AGO</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	13	22	17	171
EMERGENCY ROAD CALLS	14	6	7	50
PM SERVICES	122	125	109	985
INCLEMENT WEATHER	0	0	1	3
WORK ORDERS	468	486	405	3603
SCHEDULED REPAIRS	206	249	227	1695
NON SCHEDULED REPAIRS	262	237	178	1908

<b>Light Shop</b>	<b>CURRENT MONTH</b>	<b>LAST Month</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	1	2	0	21
EMERGENCY ROAD CALLS	4	6	7	30
PM SERVICES	86	82	72	583
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	198	218	167	1431
SCHEDULED REPAIRS	123	141	127	878
NON SCHEDULED REPAIRS	75	77	40	553

<b>Heavy Shop</b>	<b>CURRENT MONTH</b>	<b>LAST Month</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	12	20	17	110
EMERGENCY ROAD CALLS	10	0	0	16
PM SERVICES	32	40	37	276
INCLEMENT WEATHER	0	0	1	3
WORK ORDERS	260	260	238	1,506
SCHEDULED REPAIRS	78	105	100	591
NON SCHEDULED REPAIRS	182	155	138	915

**PUBLIC WORKS FLEET DIVISION**  
**PM COMPLIANCE REPORT**  
 April FYE 2019

Currently Past Due:

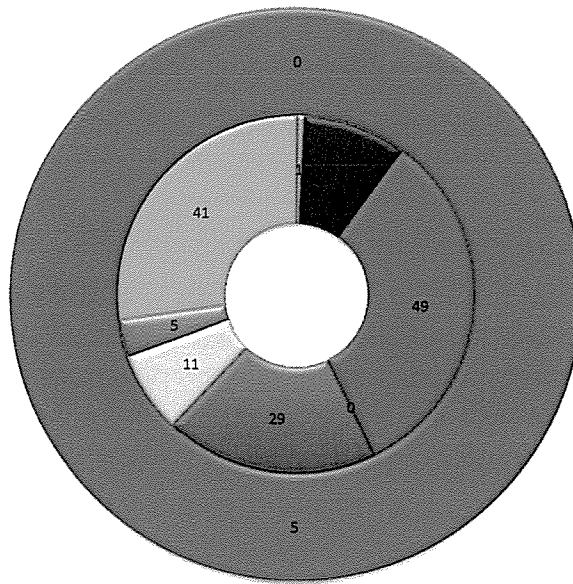
Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
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**POLICE**

1040T	2001 TM WFCH Trailer	Police Staff Services	5/6/2019	4/5/2019	<b>31</b>	days	4/5/2019	Light Repair	<b>PM-A</b>	<b>3/6/2018</b>
1063	2017 Jeep Grand Cherokee	Police Special Investigations	32642	33746	<b>-1104</b>	miles	4/5/2019	Light Repair	<b>PM-D</b>	<b>11/27/2018</b>
1112	2015 Ford Interceptor	Police Patrol	24124	22955	<b>1169</b>	miles	4/5/2019	Light Repair	<b>PM-C</b>	<b>7/25/2018</b>
1199	2015 Ford Interceptor	PSST Patrol	67590	63434	<b>4156</b>	miles	4/3/2019	Light Repair	<b>PM-C</b>	<b>10/3/2018</b>

**PARKS & RECREATION**

0410	2016 Ford F150 Pickup	Park Maintenance	18284	18181	<b>103</b>	miles	4/19/2019	Light Repair	<b>PM-C</b>	<b>10/4/2018</b>



**PM Compliance Report**  
**April 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	14	0	0.0%
Police	49	5	10.2%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	29	0	0.0%
Parks & Rec.	11	0	0.0%
Planning	5	0	0.0%
Utilities	41	0	0.0%
<b>Citywide Total</b>	<b>150</b>	<b>5</b>	<b>3.3%</b>

**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

April FYE 2019

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
<b>CITY CLERK</b>						
CITY COUNCIL					0%	50%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE	1	1			0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY					0%	50%
<b>FINANCE</b>						
METER SERVICES					0%	18%
<b>PLANNING</b>						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS	4	4			0%	0%
CODE COMPLIANCE					0%	20%
<b>PUBLIC WORKS</b>						
ENGINEERING	3	3			0%	0%
STREETS	10	10			0%	9%
STORMWATER	5	5			0%	3%
TRAFFIC	6	6			0%	11%
STORMWATER QUALITY	1	1			0%	0%
FLEET	4	4			0%	0%
<b>POLICE</b>						
ANIMAL CONTROL					0%	6%
POLICE ADMINISTRATION	1	1			0%	0%
POLICE STAFF SERVICES	3	2		1	33%	21%
POLICE CRIMINAL INVESTIGATIONS	6	5	1		0%	14%
POLICE PATROL	24	23		1	4%	21%
POLICE SPECIAL INVESTIGATIONS	3	2		1	33%	14%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	50%
FIRE TRAINING	1	1			0%	0%
FIRE PREVENTION	5	5			0%	15%
FIRE SUPPRESSION	6	6			0%	2%
FIRE DISASTER PREPAREDNESS	2	2			0%	40%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	11	11			0%	6%
PARKS & RECREATION					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	10	9		1	10%	27%
PSST POLICE CRIMINAL INVESTIGATION	2	2			0%	50%
PSST FIRE SUPPRESSION					0%	30%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION	1	1			0%	0%
WATER TREATMENT PLANT	1	1			0%	13%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	6	6			0%	15%
UTILITIES INSPECTOR					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS	1	1			0%	0%
SEWER LINE MAINTENANCE	7	7			0%	2%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	8	8			0%	6%
SANITATION COMMERCIAL	9	9			0%	2%
SANITATION TRANSFER	4	4			0%	3%
SANITATION COMPOST	4	4			0%	7%
SANITATION RECYCLE					0%	0%
SANITATION YARD WASTE					0%	0%
<b>CITYWIDE TOTAL</b>	<b>150</b>	<b>145</b>	<b>1</b>	<b>4</b>	<b>3%</b>	<b>26%</b>

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

FYE 2019

April 2019

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	136.56	72%	76.5%		4.5%
# 002	214.81	72%	92.7%		20.7%
# 003	127.05	72%	74.5%		2.5%
# 004	139.21	72%	89.4%		17.4%
# 007	135.68	72%	80.1%		8.1%
# 008	153.32	72%	87.3%		15.3%
# 009	119.82	72%	78.2%		6.2%
# 010	146.81	72%	70.3%		-1.7%
# 011	109.94	72%	60.1%		-11.9%
# 012	143.87	72%	89.3%		17.3%
# 013	109.38	72%	81.3%		9.3%
# 014	124.23	72%	85.4%		13.4%
# 016	136.33	72%	82.4%		10.4%
# 021	159.39	72%	84.8%		12.8%

DIRECT LABOR HOURS

1956.40

TOTAL AVAILABLE HOURS

2420.96

PRODUCTIVITY GOAL

72.0%

**ACTUAL PRODUCTIVITY**

**80.8%**



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

<b>APRIL 2019</b>	<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
		<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days	100%	95	95	100%	908	908	100%
Provide information requested by citizens within 7 days	95%	95	95	100%	908	908	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%	40	40	100%	359	359	100%
Worker Hours Per Gallon of Paint Installed.	0.80	<b>Gallons</b>	<b>Worker Hours</b>	<b>Percentage</b>	<b>Gallons</b>	<b>Worker Hours</b>	<b>Percentage</b>
		0	0	0.00	3190.5	720.75	0.23
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	<b>Crew Work Days</b>	<b>Total Installations</b>	<b>Average</b>	<b>Crew Work Days</b>	<b>Total Installations</b>	<b>Average</b>
		3.69	32	8.67	8.02	67	8.35
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	<b>Number Performed</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number Performed</b>	<b>Goal Met</b>	<b>Percentage Met</b>
		14	14	100%	173	173	100%
Response to reports on traffic signal malfunctions within one hour.	99%	<b>Number of Reports</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Reports</b>	<b>Goal Met</b>	<b>Percentage Met</b>
		24	24	100%	318	318	100%
Response to reports of sign damage:	<b>Percentage</b>						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	10	10	100%	58	58	100%
<i>Lower Priority</i> all other signs within one day	90%	40	40	100%	592	592	100%
<i>Street Name Signs</i> within two weeks	90%	32	32	100%	211	211	100%
Percent of work hours lost due to on the job injuries.	<.01%	<b>Total Work Hours</b>	<b>Work Hours Lost</b>	<b>Percentage Met</b>	<b>Total Work Hours</b>	<b>Work Hours Lost</b>	<b>Percentage Met</b>
		3168	0	0.00	30984	0	0.00



## Monthly Report

April 2019

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Timberdell Road – 100% Complete
- Timberdell Road Cul-de-Sac 100% Complete
- Wheaton Drive – 100% Complete
- Columbia Circle – 100% Complete
- Queenston Avenue – 100% Complete
- Burgundy Court – 90% Complete

Queenston Avenue – Staff will replace 900 feet of 8" Ductile Iron with 8" C-900 PVC on Queenston Avenue from Rock Creek Road to Pine Wood Drive. Staff poured 8 yards of concrete, laid 9 tons of asphalt, replaced ADA sidewalk approach and replace 500 feet of sod, project 100% complete.

Burgundy Court – WA0323: Staff laid 200 feet of 6" PVC, set 1 new fire hydrant, changed over meter services, poured 24 yards of concrete, laid 13 tons of asphalt and spread 6 yards of topsoil, project 90% complete.

Water Line Breaks – Nine, with estimated water loss of 213,500 gallons

#### Sewer Line Capital Projects:

Fiscal Year 19 Summit Lakes Lift Station Rehabilitation Project – WW0320

Replaced both Paco pumps and motors, with 20 HP Flygt, replaced existing chain link fencing with no climb fencing, replaced gates and grading work to improve drainage around station, project 95% complete.

#### Sewer Line Data

- Total obstruction service requests - 35
- Private Plumbing: 31
- City Infrastructure: 4
- Sanitary Sewer Overflows: 2 Total; 2-City obstruction

#### Lift Station D Flows:

- Days - 30
- Average daily flow: 1.58 MGD
- Total flow: 47.4 MGD

### **UTILITIES ENGINEERING:**

Line Maintenance Building (WA/WW0329)/WRF Storage Building (WW0318): Project will design and construct a new building and parking for the Line Maintenance Division currently housed on North Base. The building will be located on East Robinson north of the WTP and directly adjacent to the HPP Water Storage Tower. A storage/maintenance building will also be constructed at the WRF.

Architect: Barrett Williamson

1. Request for Proposal (RFP) 1819-05 issued on 06/12/18 and proposals received 07/10/18.
2. Barrett Williamson selected on 08/19/18 to design the two buildings.
3. Work scope and associated pricing is being developed at this time.
4. Expect NUA to consider design contract in June 2019.

## **WASTEWATER PROJECTS:**

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

Engineer: CP&Y through Lemke Surveying

5. Five bids received 02/01/18 with low bidder being Crossland Heavy Contractors of Columbus, KS;
6. NUA award to Crossland and contract in amount of \$639,553 approved 02/27/18;
7. City Manager approved CO#1 increasing contract amount by \$24,307.46 to \$663,860.46 on 12/14/18;
8. All work was complete 12/10/18;
9. NUA approved CO#2 decreasing contract by \$11,006.90 to \$652,853.56 and accepted project on 02/12/19.
10. Project closeout is ongoing at this time.

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

1. Phase 1 completed 01/19/17;
2. Five bids received 08/09/18 for Phase 2 work with low bidder being PM Construction and Rehab, LLC of Pasadena, TX;
3. NUA award to PM Construction and contract in amount of \$1,348,501 approved 08/28/18;
4. Notice to Proceed issued effective 09/17/18 with completion by 06/12/19;
5. 6 payments have been processed for total of \$847,742 or 63% of the contract amount;
6. Work continuing along Logan, Crestmont and Mercedes in western portion of project.
7. Expect to be complete by June 12, 2019.

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

1. On 7/26/16, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance.
2. Staff is revising and finalizing plans for revisions by Lemke
3. Project should bid June 2019.

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

1. All video survey work complete by Line Maintenance and delivered to Utilities Engineering
2. Utilities engineering is reviewing video to determine sewer lines to be rehabbed.
3. On 2/12/19, NUA approved on-call professional services expenditure with Lemke for surveying and drafting assistance.
4. Surveying work is underway.

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

Engineer: Staff with assistance from local surveyor

1. Line Maintenance will soon begin video survey of project area.
2. 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): OPDES permit issued in July 2010 included deadline of July 2013 for implementing disinfection. 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. Significant tasks completed are:

3. Preliminary design contract with Garver approved 03/08/11 for preparation of Engineering Report (ER); 4 contract amendments for design, bidding, and construction phases approved thereafter;
4. Final ER approved 06/27/13.
5. Public Meeting on proposed rate hike held 08/12/13 and was approved 11/12/13 by 67% of voters.
6. Final design approved by DEQ 11/26/13.
7. NUA approved R-1314-89 authorizing OWRB \$50.3 million loan application; loan approved 04/15/14.
8. Bids received March 2014 and NUA approved award to Archer Western Construction, LLC on 04/22/14
9. Contract and bonds approved 05/13/14.
10. DEQ Consent Order (CO) #13-077 including completion schedule approved by NUA on 09/12/14.
11. Construction of the \$48.82 million (M) project began 06/02/14.
12. Six change orders approved increasing contract amount to \$52.15 M and extending contract time through 01/12/18.
13. Construction was complete 01/12/18.
14. DEQ submitted revised Addendum A for CO#13-077 to NUA on 03/05/19 regarding revised schedule of completion for SEP project to utilize treated effluent at the Compost Facility.
15. NUA approved Addendum A to CO#13-077 on 04/23/19 with new schedule of completion by 07/01/20.

The following summarizes the work completed:

1. Screens, screening conveyers, and grit washer/classifiers at the Headworks and Influent Flow Measurement.
2. Four Primary Clarifiers with odor control.
3. Three new Aerations Basins and rehab three existing Aeration Basins.
4. Two turbo blowers in Blower Building.
5. Splitter box and two new Final Clarifiers with RAS/WAS Pump Station.
6. Ultraviolet Disinfection/Post Aeration Facility.
7. 66-inch outfall piping and Outfall Structure at Canadian River.
8. Four Primary Sludge Thickener mechanisms with odor control.
9. Two Sludge Thickening Centrifuges with Sludge Blending Tank and Pump Station.
10. Clean Secondary Digesters; convert Digester 4 to primary digester and replace South Digester Boilers.
11. Odor control at Headworks, Westside LS, Primary Clarifiers, Sludge Thickeners, and Centrifuge Room.
12. Five Standby Generators.
13. Install new asphalt paving to new facilities; mill and overlay existing roadways.

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.

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 WRF. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to deliver irrigation water to the compost facility.

Engineer: APAI (Alan Swartz)

1. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12.
2. After numerous meetings with DEQ, ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14.
3. 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.
4. Since completion of WRF Phase 2 Improvements, decision made to use UV disinfected effluent in lieu of chlorinated effluent for compost irrigation.
5. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18.
6. 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.
7. APAI and staff negotiated scope and price of Compost Reuse Pump Station project; the NUA approved Contract 1819-82 with APAI 12/11/18 to design the project using UV reuse water at the compost facility.
8. Staff met with APAI on 02/08/19 to discuss project with Compost Facility staff and discuss potential project solutions.
9. 90% plans received 03/29/19 were returned 04/30/19 to APAI for revision.
10. Expect to advertise in June 2019

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

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

Engineer: PEC, Inc.. (Chris Grizer)

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

Engineer: SMC Consulting, Inc. (Chris Anderson)

Project Tasks/Dates:

1. Floodplain Permit Approved – May 6, 2019
2. Submittal to DEQ for Construction Permit – April 2019
3. 95% Plans Reviewed by Norman Staff – April 2019
4. *Estimated Final Easements to be Donated by Developers – May 2019*
5. *Estimated Completion of Design – May 2019*

## 6. *Invitation for Bidding – July 2019*

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan.

Engineer: Garver, Inc. (Kyle Kruger)

Project Tasks/Dates:

1. Engineering Contract Approval – November 2018
2. Site Visits to Similar Facilities – April/May 2019
3. Estimated Completion of Report – Summer 2019
4. Estimated Completion of Sludge Management Plan – Fall 2019

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution.

To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted the following year.

Engineer: Olsson, Inc. (Kevin Rood)

Project Tasks/Dates:

1. Contract Approved – April 2019
2. Project Kickoff Meeting – April 2019
3. Estimated Completion of Report – September 2019

## **WATER PROJECTS:**

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

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

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as

well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019. Revised plans received 10/26/18 and were returned to APAI on 11/8/18 for revision. Revised plans received and submitted to DEQ 11/28/18 for review. Project advertised 12/27/18 and pre-bid meeting was held 01/8/19 with 11 contractors attending. Bids were opened 02/14/19 and six bids were received with Central Contracting Services being the low bidder at \$2,845,591. NUA will consider award to Central Contracting Services and contract approval on 03/26/19. Contract time of 270 calendar days expected to begin 04/08/19.

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

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

Proposals for engineering design of the project were received on 7/10/18. Staff selected Cardinal Engineering. NUA approval of a contract with Cardinal rescheduled to 2/26/19. 50% plans received in April 2019 and were returned to Cardinal 05/07/19.

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

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

Project Tasks/Dates:

1. Easement from OU Acquired – March 2019
2. 65% Plans Reviewed by Norman Staff – April 2019
3. *Estimated Completion of Design – May 2019*
4. *Estimated DEQ Submittal – May 2019*
5. *Invitation for Bidding – July 2019*

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24<sup>th</sup> Avenue NW to Flood Ave (WA0242): Project will reinstall approximately 6,800 feet of 30-inch PVC C900 along Robinson Avenue from just



east of the 24<sup>th</sup> Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue.

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

Project Tasks/Dates:

1. Preliminary Alignment Reviewed – April 2019
2. *Estimated Completion of Field Investigation – June 2019*
3. *Estimated Completion of Design – August 2019*
4. *Estimated DEQ Submittal – September 2019*
5. *Invitation for Bidding – November 2019*

Waterline Replacement: Flood Avenue - Robinson to Venture (WA0328): Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Design is funded in FYE19, with construction funded in FYE20.

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

Project Tasks/Dates:

1. Engineering Contract Approved – 3/26/2019
2. Project Kickoff Completed – 4/16/19
3. Survey Completed – May 2019
4. *Estimated Completion of Field Investigation – June 2019*
5. *Estimated Completion of Design – December 2019*
6. *Estimated DEQ Submittal – November 2019*
7. *Invitation for Bidding – January 2020*

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.

Engineer: Guernsey (Larry Roach)

Project Tasks/Dates:

1. 50% Plan Review Completed – May 2019
2. *Estimated Completion of Design – July 2019*
3. *Estimated Floodplain Permit Submittal – July 2019*
4. *Estimated DEQ Submittal – August 2019*
5. *Invitation for Bidding – January 2020*

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. Partial shutdown scheduled for August 2018 was without issue. Maintenance building is near completion. Chemical building has roof and tanks are installed. UV building is being bricked. Ozone contact and destruct building are having roofs finalized. High pressure plane pumps are excavated and new vault is about to be formed. Maintenance building is 95% complete and is being used to store equipment. Footing for administration building is complete and crews are pouring stem wall this week. Contractor has completed \$21,217,596 of the \$30,197,892 total contract. Project completion date is anticipated to be November 2019. Engineer: Carollo Engineers (Amber Wooten)

Project Tasks/Dates:

1. Construction Began – June 2017
2. *Estimated Completion – November 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. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time. Water Rights will proceed once test well water quality and quantity are confirmed. Engineer: Cowan Group (Tim Ward)

Project Tasks/Dates:

1. Technical Memorandum submitted – December 7, 2016
2. Estimated Date to Resume Water Rights Acquisition – June 2019

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 were opened and read aloud October 18, 2018. Layne Christensen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Layne has drilled test wells and plans to drill 2 additional test wells the week of April 22nd. Engineer: Carollo Engineers (Rebecca Poole)

Project Tasks/Dates:

Well Drilling Began – February 2019

Estimated Completion – May 2020

Horizontal Well Feasibility Study – Garver met with staff and proposed an option that could be advantageous for future Norman wells. Normal wells are drilled vertically down through various sand layers. Screens are placed at each sand layer to allow the water in the sand layer to enter the well and be removed by pumping. Horizontal wells are directed down to the sand layer and then steered horizontally within the sand layer. This will significantly increase the ability for water to enter the well since it is dependent on the amount of screen surface area against the sand layer. A few consultants have approached staff to further investigate this concept that is unproven in this aquifer but has a potential to yield much more water per well. Staff finalized a contract with Garver and NUA approved it February 14, 2017. Staff supplied past well data to Garver and a draft technical memorandum was submitted to staff for review. Garver partnered with Pumps of Oklahoma and researched how much more water can be expected utilizing horizontal water wells. They also reviewed the operation and maintenance that the City can expect with a completed horizontal well. The oil and gas industry has utilized these types of wells and have found great success in increased yields. The water industry has only applied this concept for river (alluvial) wells but not for sand layers deeper into aquifer formations such as the Garber-Wellington. Staff coordinated a meeting between Garver and selected peer review team interested in vetting the concept of deep horizontal wells for domestic water. The group met Friday 12/1/17 and had no major concerns with the concept. Staff and Garver presented findings to NUA 12/5/17 and again there was support for the concept to date. Staff and Garver met again with 2 hydrogeologists on 1/12/18 to finalize comments received to date. Staff prepared an amendment to Garver's contract to begin Phase II of the Design which will include test wells as part of the investigation. The NUA approved amendment 2/13/18 which allows Garver to proceed with Technical Memorandum (TM) #2. The findings from this TM will determine if the NUA will move forward with drilling the wells or not. The next step to drill a test well awaits permission granted by a potential landowner. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements. Two of these landowners are not interested and one has not responded to mailed letters and/or been contacted. Staff proposed a site near one of the chosen sites and the landowner accepted offer. The horizontal test well began drilling in September and staff awaits results of water quality from the various sand zones. Another test was drilled in October at a different land site and it showed favorable results in both sand thickness and water quality. Staff and

consultant held meeting Friday November 9, 2018 and both agreed that a proposal and cost should be brought forth for NUA consideration to proceed with the next phase of drilling a horizontal well as a pilot project. Proposal is expected in March 2019. Engineer: Garver Engineers (Mary Mach)

Project Tasks/Dates:

1. Technical Memorandum #1 Received – December 2017
2. Technical Memorandum #2 Received – November 2018
3. *Scope and Fee for Design Delivered to Staff Estimated – May 2019*

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 June of 2019.

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

Project Tasks/Dates:

Construct Vault at USPS – August 2017

Estimated Vault #2 at USPS – July 2019

Estimated Resume Negotiations with OMES, J.D. McCarty, Veteran's Hospital Completion – June 2019

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. Engineer: Dunham Engineering (Joe Seiter)  
Project Tasks/Dates:  
Design began - October 2018  
Estimated Design Completion – May 2019

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

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Consultant is now finalizing 90% plans and staff has prepared comments. Project is expected to bid late March. Engineer: Freese and Nichols, Inc. (Clay Hernden)  
Project Tasks/Dates:

1. Design Began – September 2018
2. Design Complete – March 2019
3. Estimated Bid Opening – April 2019
4. Estimated Construction Begin – May 2019
5. Estimated Construction Completion – December 2019

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant prepared scope and fee in January for staff to consider and contract negotiations are underway. A scope and fee have tentatively been agreed to and a contract will be taken to NUA early April. Engineer: Jacobs Engineering (Erika Cooper)  
Project Tasks/Dates:  
Estimated NUA Consider Design Contract – May 2019  
Estimated Design Begin – June 2019

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabbiness Engineering, LLC was approved by NUA 12/11/18. Survey has been completed and a technical design memo was completed and reviewed by staff. With the existence of several large trees that will be impacted, staff held a neighborhood meeting 4/10/19. Approximately 21 people attended representing OU, sororities and fraternities, homeowners and landlords. The direction taken from the meeting was to start this summer and work through fall until completion. Staff offered summer work only and perform over two summers but it was unanimous 21 votes to start and continue until finished. It was also decided to install water line in the street and not under sidewalks. Engineer: Cabbiness Engineering, LLC (Sean Price)

Project Tasks/Dates:

6. Technical Design Memo complete – February 2019
7. *Estimated Completion of Design – May 2019*
8. *Estimated DEQ Submittal – May 2019*
9. *Invitation for Bidding – May 2019*

## **SANITATION CAPITAL PROJECTS:**

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

Architect: Studio Architects, LLC (George Winters)

Project Tasks/Dates:

1. Draft Scope and Fee Received – March 2019
2. Contract Review Completed – April 2019
3. *Visits to Other Household Hazardous Waste Facilities – May 2019*
4. *Estimated Contract Approval – June 2019*

## **RECOUPMENT/PAYBACK PROJECTS:**

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the WET on 8 commercial entities last month. Assessments of \$5,103.79 were made on 4 entities whose projects will increase wastewater flows.

NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. 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.

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

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

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

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

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.

## **PLAN REVIEW**

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
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## **PRIVATE WATER WELL PERMITS ISSUED**

4 Water Well Permits #19-761, 901, 922, 923 were issued for Month of March.

Utilities Administration  
Monthly Capital Projects Report

Project Information				Design Information				Construction Information									
Project Number	Project Name	Ward	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contract Number	Contractor	Contract End	Sched. Complete	Percent Change	Adjusted Amount	Amount Paid	Actual %	Complete Date	
WAAWB0292	WTP Phase II Improvements	6	Carollo	1617-94	5,071,870	4,949,669	98%	1617-121	Foley/Enerfab Company	5/15/2019	5/15/2019	0.00%	29,990,165	20,156,716	67%		
WAO173	Master Meter Replacement	5,6	Staff	NA	-	-			Mathews	7/31/2017	NA	0.00%	24,060	24,060	100%		
WAO212	Water Wells Water Rights Permitting	5,6	Cowan	1516-114	79,284	45,167	57%										
WAO212	Water Wells and Supply Lines	5,6	Garver	K-1617-94	74,800	74,800	100%										
WAO214	Water Well Blending	5,6	Carollo	-	-	-											
WAO235	Water Wells and Supply Lines	5,6	Carollo	1516-139	758,254	591,222	78%										
WAO235	Water Wells and Supply Lines	5,6	Garver	K-1617-94	306,790	188,279	61%										
WAO239	Waterline Segment D, Phases 3, 4 & 5	4	Poe & Associates	1617-93	194,000	104,086	54%										
WAO242	Robinson WL: WTP to 24th Ave NE	6	Freese and Nichols	1819-59	168,400	116,529	69%										
WAO242	Robinson WL: 24th Ave NE to 12th Ave NE	6	Jacobs	1819-87	125,900	7,400	6%		TBD	NA							
WAO246	WL Replacement: Parsons Addition	2,4	Cabiness	1819-56	30,000	-	0%			NA							
WAO274	WTP Backwash Tower Rehab	6	Dunham Engineering	1819-56	628,060	552,326	88%	0405-116	RJN Group	NA	NA	0.00%	154,244	130,982	85%		
WAO195	Robinson/1-35 WL Replacement Phase II	3	Alan Plummer	01314-111	-	-			Future	NA							
WAO245	Waterline Replacement: Interstate Drive	8	Cardinal	1819-72	-	-			TBD	NA							
WW0050	WRF Effluent Truck Wash	APAI	APAI	1213-54	18,700	18,700	100%		Cannot be Permitted by DEQ	NA							
WW0058	Effluent Reuse at Composting Facility	APAI	APAI	1213-54	45,800	60,567	132%		TBD	NA							
WW0202	SMP FYE 2014 Phase 2	2,8	Staff / Lemke	0910-55	50,010	50,010	0%	1819-6	PM Construction & Rehab	6/14/2019	6/14/2019	0.00%	1,348,501	847,742	63%	12/10/2018	
WW0305	Lift Station Upgrades, FYE17	6,8	Lemke/CP&Y	0910-55	69,800	65,083	93%	1718-6	Crossland	7/17/2018	NA	2.08%	652,834	652,834	100%		
WW0307	Sewer Maintenance Project FYE 2017	6	Staff / Lemke	0910-55	78,400	-	0%		TBD	NA							
WW0308	SE Lift Station Payback	5	Search, Inc.	TBA	-	-			TBD	NA							
WW0316	Sewer Maintenance Project FYE 2018	2	Staff / Lemke	TBA	53,000	-	0%		TBD	NA							
WW0321	Sewer Maintenance Project FYE 2019	2	Staff / Lemke	TBA	-	-			TBD	NA							
WAO195	Robinson WL Replacement Phase III	3	Alan Plummer	1819-06	-	-											
WAO202	Gray/Main WL		Guernsey	1415-120	39,400	39,400	100%			NA							
WAO224	Gray/Tonhawa Water Line		Guernsey	1415-120	87,200	14,325	16%			NA							
WAO239	Waterline Segment D, Phase 5	7	Poe & Associates	1617-93	-	(see above)				NA							
WAO328	WL Replacement: Flood-Robinson to Venture		CP&Y	1819-73	311,000	-	0%			NA							
WW0050	Truck Wash/Container Rehab (SA0009)		Studio Architecture	TBA	18,700	18,700	100%			NA							
WW0091	Lift Station D Force Main Phase 2		PEC	1617-66	55,800	-	0%			NA							
WW0278	Summit Valley Interceptor		SMC Consultants	1718-130	54,000	11,000	20%			NA							
WW0312	WRF Class A Sludge Co-Composting	7	Garver	1819-75	106,900	41,790	39%			NA							
WAO240	24th NE WL: Robinson to Alameda	6	Cardinal/Atkins	TBA	-	-				NA							
				Totals	8,426,068	6,899,043	81.88%						36,884,225	21,812,333	59.14%		

**APRIL 2019  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	April	Year to date
Fats, oil and grease (FOG) program	36	324
Food license approval	2	32
Significant Industrial Users	0	18
<b>Total inspections</b>	<b>38</b>	<b>374</b>

**ROUTINE ACTIVITIES**

	April	Year to date
Significant Industrial User sites sampled	0	37
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	75%
Household hazardous waste disposal calls	30	268
Immediate assistance requested	1	26

**REVENUE**

	April	Year to date
FOG Program	\$3,300.00	\$33,650.00
Surcharge	\$7,853.19	\$86,854.17
Lab Analysis Recovery	\$3,747.00	\$12,991.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$14,900.19</b>	<b>\$133,495.17</b>

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

1. Provided staff liaison support including attending meetings, preparation of minutes, and issue research.
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education material and projects for water issues and recycling.
4. Subcommittee was formed to discuss implementation of the US Mayors' Climate Protection Agreement.
5. Assisted with the Water's Worth It Poster Show
6. Clean-up planned for Big Event - canceled because of rain

**CLEVELAND COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

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

**MISCELLANEOUS ACTIVITIES**

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of April 30, 2019, approximately 203,400 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 19 as a result of the FOG program.
4. Staff are working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
5. DEQ and staff are working with the Product Stewardship Institute on a statewide effort to initiate take-back programs similar to Oregon's take-back program for paint.
6. Implementing a Dental Amalgam Program to comply with new federal regulations.
7. Working on annual renewals for participants in the FOG Program.
8. Working with an OU Student on their Capstone Project to determine the feasibility of a permanent HHW Facility
9. Continue working with OU for the 2019 Earth Month



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 19		FYE 18	
April, 2019	MONTH	YTD	MONTH	YTD
New Meter Sets:	48	371	42	324
Number Short Sets	48	326	41	317
Number Long Sets	0	45	1	7
Average Meter Set Time	5.26	6.28	4.34	5.11
Number of Work Orders:				
Service Calls	506	4,140	672	4,971
Meter Resets	4	19	5	17
Meter Removals	2	35	15	38
Meter Changes	74	556	127	565
Locates Completed	630	4,757	473	3,812
Number of Water Main Breaks	8	114	7	143
Average Time Water Off	2.22	2.80	1.20	1.93
Fire Hydrants:				
New	1	8	1	8
Replaced	0	2	0	6
Maintained	96	926	59	858
Number of Valves Exercised	71	964	136	976
Feet of Main Construction	290	4,165	441	7,726
Hours of Main Construction	586	5,084	1,030	7,968
Meter Changeovers	4	65	11	166
OJI Percentage	0.00	0.16	0.00	0.18
Hours Flushing/Testing New Mains	15	278	32.00	466
Hours Worked Outside of Division	291	690	176	903

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 19		FYE 18	
April, 2019	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	16	1	25
Property Owner Responsibility	29	204	25	255
TOTAL	31	220	26	280
Number of Feet of Sewer Cleaned:				
Cleaned	126,475	1,066,299	94,599	914,662
Rodded	2,390	34,280	3,150	35,995
Foamed	0	83,224	0	84,301
TOTAL	128,865	1,183,803	97,749	1,034,958
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	0
Obstruction	1	9	1	11
Private	2	6	1	11
Other (Lift Station, Line Break, etc.)	1	1	0	0
Total Overflows	4	17	2	22
Feet of Sewer Lines Televised	38,054	232,865	28,691	207,870
Locates Completed	300	2,803	278	2,783
Manholes:				
Inspected	965	8,378	763	6,897
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	13	13	0	34
Hours Worked at Lift Station	164	2,107	201	1,905
Hours Worked for Other Departments	205	419	159	319
OJI Percentage	0.00	0.00	0.00	2.43
Square Feet of Concrete	0	1,080	0	1,242
Average Response Time (Hours)	0.490	0.45	0.420	0.440
Claims Paid Per 10,000 People	0	0	0	0

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
April 1-30, 2019

**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.)	394.7	3569.0	313.5	3079.7
Total Effluent Flow (M.G.)	382.7	3482.3	288.9	2997.3
Influent Peak Flow (MGD)	21.2	21.2	13.5	18.3
Effluent Peak Flow (MGD)	21.2	21.2	9.6	17.8
Daily Avg. Influent Flow (MGD)	13.2	11.8	10.5	10.1
Daily Avg. Effluent Flow (MGD)	12.8	11.4	9.6	9.9
Precipitation (inches)	5.8	35.7	2.7	26.5

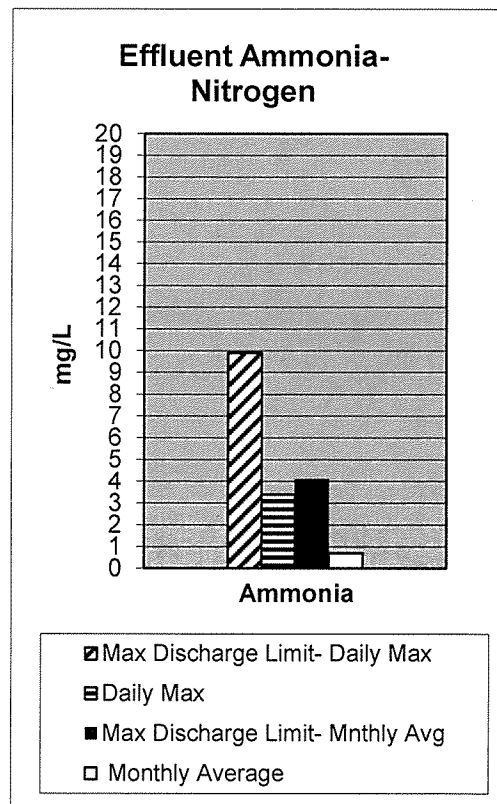
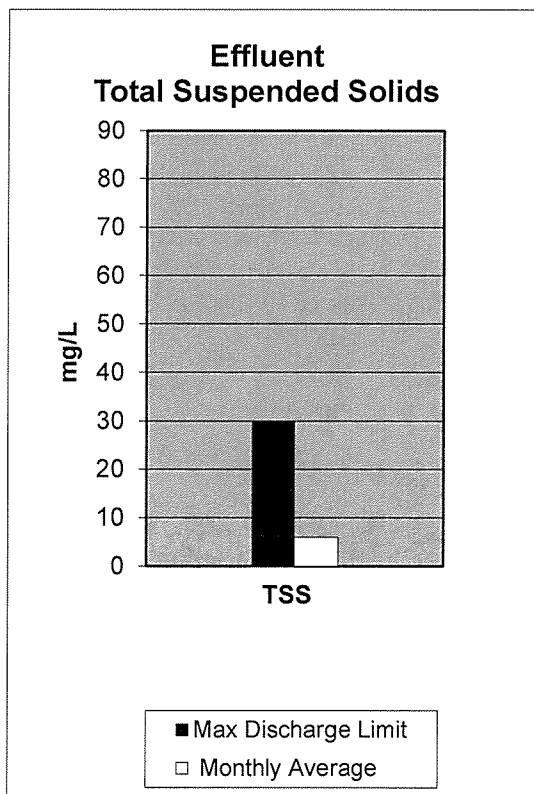
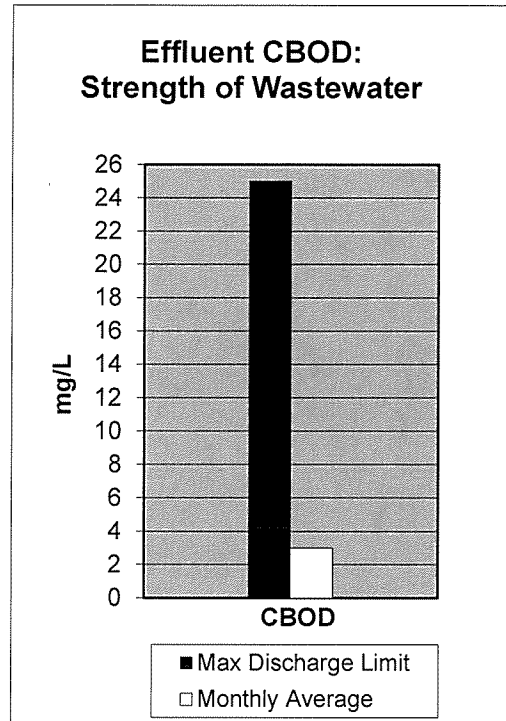
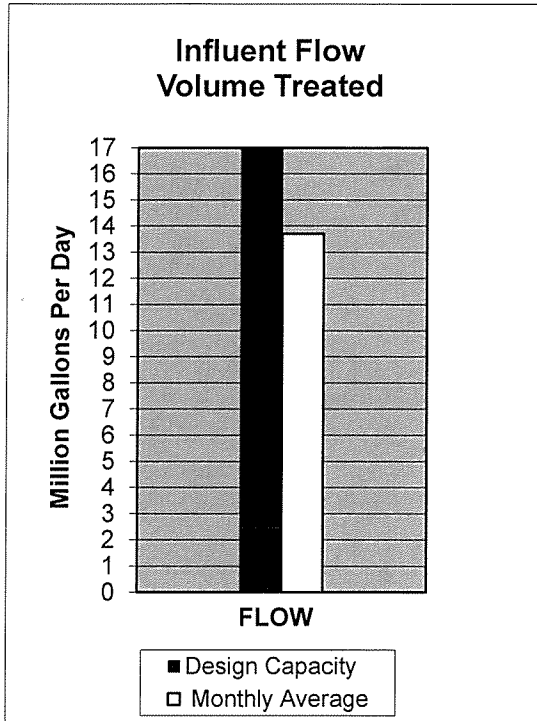
**Discharge Monitoring Report Stats**

5 day BOD:	EPA minimum percentage removal 85%	
	Avg.	Avg.
Influent Total (mg/l)	169	168
Effluent Carbonaceous Total	3	3
Percent Removal	98.2	98.2
Total Suspended Solids:		
Influent (mg/L)	257	219
Effluent (mg/L)	6	12
Percent Removal	99.6	94.5
Dissolved Oxygen:		
Influent (min)	0.6	0.6
Effluent (min)	8.9	5.8
pH		
Influent (Low)	7.3	7.28
(High)	7.7	7.5
Effluent (Low)	7.00	7.13
(High)	7.6	7.41
Ammonia Nitrogen		
Influent (mg/L)	17.9	28
Effluent (mg/L)	0.7	0.7
Percent Removal	96.1	97.5

**Utilities**

Electrical				
Total kWh Used (Plant wide)	496,800	5,861,960	457,980	4,534,240
Aeration Blowers	162,800	1,444,000	160,200	1,490,200
UV Facility	67,400	479,200	33,600	361,600
Natural Gas				
Total cubic feet/day (plant wide)	707,000	6,876,000	781,000	6,963,000
Public Education (Tours)	0	0	0	0
Total Attendees for FYE 19		163		137
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	9.0	75.5	7.4	58.9
Fecal Coliform average for April 2019 (Limit is 1000)				

CITY OF NORMAN  
WATER RECLAMATION FACILITY  
April 2019



Comments here

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

**WATER TREATMENT DIVISION**

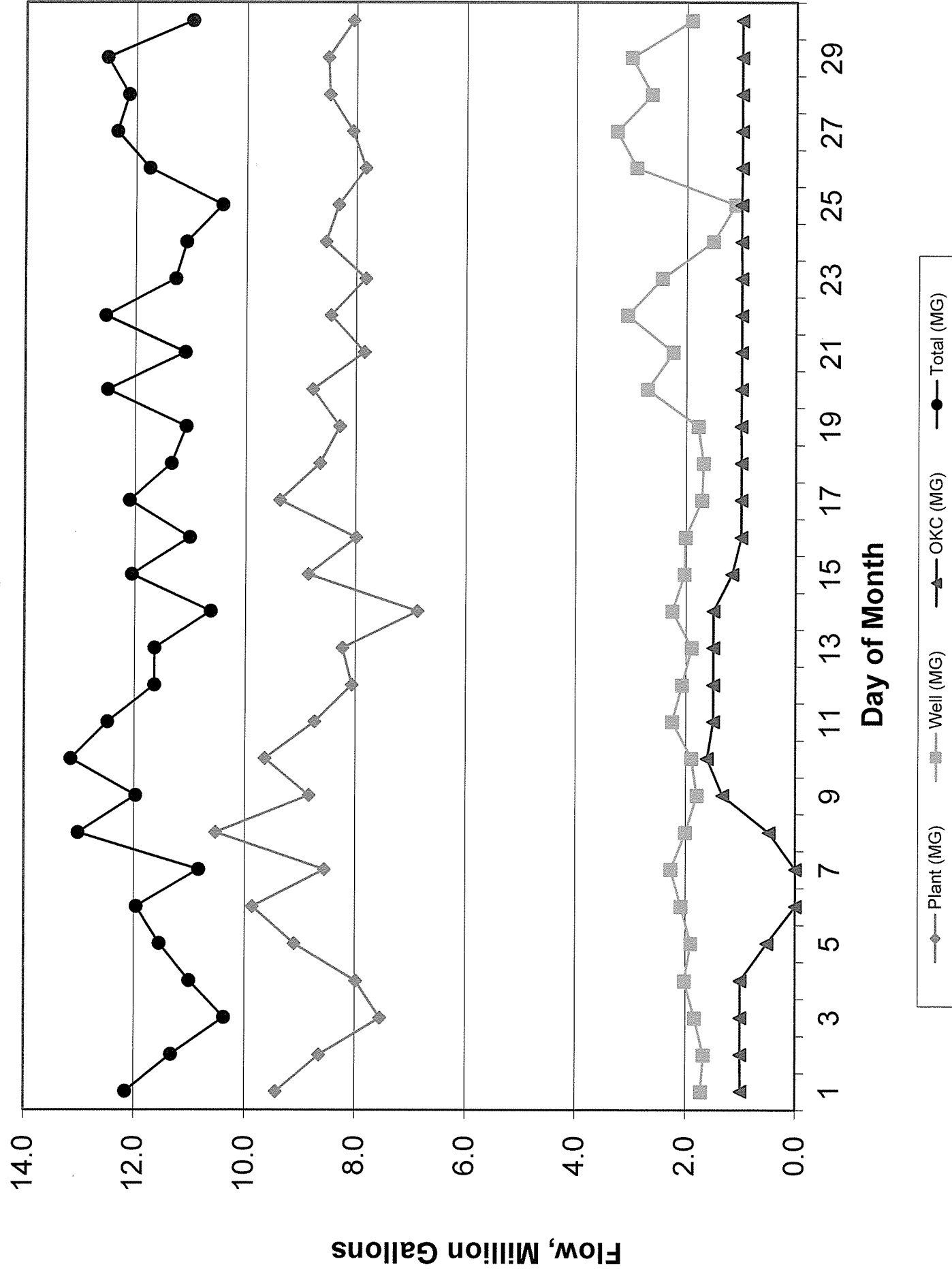
**MONTH: April-2019**

	<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)	256.08	2763.03	289.63	2762.08
Well Production (MG)	64.56	627.80	62.77	871.52
Oklahoma City Water Used (MG)	30.07	311.73	29.92	303.06
Total Water Produced (MG)	350.71	3702.56	382.32	3936.66
Average Daily Production	11.69	12.18	12.74	12.95
<b>Peak Day Demand</b>				
Million Gallons	13.16	21.29	15.22	20.56
Date	4/10/2019	7/16/2018	4/16/2018	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	\$503,713.44	\$5,108,238.05	\$322,993.01	\$3,413,203.84
Wells	\$190,997.87	\$1,970,719.60	\$168,590.40	\$1,788,421.24
OKC	\$83,880.89	\$781,437.32	\$94,268.69	\$743,552.05
Total	\$778,592.20	\$7,860,394.97	\$585,852.10	\$5,945,177.13
<b>Cost per Million Gallons</b>				
Plant	\$1,967.01	\$1,848.78	\$1,115.21	\$1,235.74
Wells	\$2,958.59	\$3,139.08	\$2,685.67	\$2,052.06
OKC	\$2,789.71	\$2,506.77	\$3,150.69	\$2,453.45
Total	\$2,220.07	\$2,122.96	\$1,532.36	\$1,510.21
<b>Water Quality</b>				
Total Number of Bacterial Samples	91	881	80	801
Bacterial Samples out of Compliance	0	3	0	1
Total number of inquiries (Note 2)	3	30	1	65
Total number of complaints (Note 2)	5	52	2	114
Number of complaints per 1000 service connections	0.12	1.30	0.04	2.23
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	9	3	45
<b>Public Education</b>				
Number of tours conducted	3	11	2	16
Number of people on tours	34	139	17	230

**Notes:**

Phase II construction - UV building 90% complete, chemical building - feed lines are being installed, ozone generators have been installed, contractor continues to pour concrete vaults. Contractor has finished the third test well for the new wells. Staff has went 3214 days without a lost time injury.

# Water Production for April 2019



## SANITATION DIVISION PROGRESS REPORT

April 2019

	FYE 18		FYE 19	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	12	1	24
<u>On The Job Injuries</u>	1	7	0	6
<u>Bulk Pickups</u>	32	249	0	206
<u>Refuse Complaints</u>	80	722	87	640
<u>New Polycarts Requests</u>	51	470	53	494
<u>Polycarts Exchanges</u>	9	104	4	88
<u>Additional Polycart Requests</u>	46	430	59	558
<u>Replaced Stolen Polycarts</u>	10	122	24	202
<u>Replaced Damaged Polycarts</u>	55	741	76	870
<u>Polycarts Repaired</u>	15	253	49	404

## COMPOST MONTHLY REPORT

April 2019

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	513.96
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,150.71
TONS BROUGHT IN BY PUBLIC:	702.00
TONS BROUGHT IN BY CONTRACTORS :	896.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	40.00
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 32,350.50
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 42,501.21
REVENUE COLLECTED FROM COMPOST SALES:	\$4,640.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		50
DRYING BEDS		
COMPOST SOLD BY CUBIC YARDS		1,394
MULCH SOLD BY CUBIC YARDS		
TOTAL:	0	1,444

# MONTHLY TRANSFER STATION REPORT

Apr 2019

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	345.08	\$15,452.71
COMMERCIAL TONS	1,338.20	\$68,764.00
CASH TONS:	540.00	\$17,067.00
BRUSH/YDS:	0	\$0.00
PULL OFFS:	43	\$645.00
TOTALS:	2,223.28	\$101,928.71

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	537

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9,828.96
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	537.00
GRAND TOTAL TONS TO LANDFILLS	9,828.96

DISPOSAL COST PER TON (OKC)	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$194,121.96
GRAND TOTAL TIPPING FEE'S	\$194,121.96

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	632.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	4448.47
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	929.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	3982.31
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TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	1561.00
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TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	8430.78
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CURBSIDE MONTHLY RECYCLING REPORT		
	April-19	

PROGRAM STATISTICS		
	AVERAGE	
	MONTH	
SET OUT/PARTICIPATION RATE:	92%	
AVERAGE TONS PER DAY :	15.87	
POUNDS PER HOME:	27.58	

COMMODITY BY TON		
	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.24%	5.9
#1 PET	4.00%	19.04
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	69.27
MIX PAPER	38.26%	182.14
PLASTIC FILM	2.66%	12.66
#2 NATURAL	1.19%	5.66
#2 COLOR	1.09%	5.19
#3-#7	0.00%	0
METAL	0.59%	2.81
RIGIDS	1.41%	6.71
TIN-STEEL SCRAP	1.62%	7.71
TRASH	22.24%	105.87
OCC	11.15%	53.08
<b>TOTAL</b>	<b>100.00%</b>	<b>476.04</b>

	MONTH
SERVICE CALLS (MISSES)	45
HOUSESIDE	5
REMINDER	2
SCATTERED	0
MISC.	0
REPAIR	16
NEW	43
ADD	6
MISSING	5
EXCHANGE	0
REPLACE	4
PICK UP	7
<b>TOTAL CALLS</b>	<b>133</b>

	MONTH
<b>LANDFILL COST AVOIDANCE</b>	<b>\$9,834.99</b>

Drop Center Report	April 2019
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# Drop Center Report

MONTHLY UNIT PRICES		Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:		\$550.00	\$0.00		0	0	\$19.75	182.01	\$3,594.70
PLASTICS:		\$50.00	\$0.00						
STEEL CANS:		\$25.00	\$0.00						
MIXED GLASS:		\$0.00	\$20.00						
MIXED PAPER:		\$0.00	\$0.00						
CARDBOARD:		\$30.00	\$0.00						

RECYCLING CENTER DATA:	#9	TONS			Fairgrounds		Tons		Total Tons	PRO/FEE	Revenues	Net
		TONS	HollyWood	TONS	TONS							
ALUMINUM:			0.11	0.23		0.24		0.22	0.8		\$0.00	\$440.00
PLASTICS:			1.33	3.49		2.99		3	10.81		\$0.00	\$540.50
STEEL CANS:			0.3	0.7		0.68		0.65	2.33		\$0.00	\$58.25
MIXED GLASS:									0		\$0.00	\$0.00
MIXED PAPER:			0	7.51		10.56		29.77	47.84		\$0.00	\$0.00
CARDBOARD:			4.63	14.67		18.11		15.39	52.8		\$0.00	\$1,584.00
RECYCLING CENTER TOTALS:			6.37	26.6		32.58		49.03	114.58		\$0.00	\$2,622.75

Cardboard	Other Cardboard Containers		Compactors	
	TONS	Revenues	TONS	Revenues
		64.79	\$1,943.70	2.64
				\$79.20

Rental	\$0.00
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Expenses	Average hrly+ benefits						
	Cage Rolloff	Glass	Cardboard	Newsprint	Occ Compact	MXD Office	Total
Hours		68	0	580.65	0	2	24
Labor \$	\$1,821.04		\$0.00	\$15,549.81	\$0.00	\$53.56	\$642.72
Vehicle cost	\$256.02			\$2,350.70		\$7.53	\$90.36
							\$2,704.61
							\$18,067.13
							\$74.65

Revenue	Income	Expense	Net
		\$4,645.65	\$20,771.74
			-\$16,126.09

Total All Recycle and Cardboard	
Tons	Revenues
	\$4,645.65

Total Recycle Only	
Tons	Revenues
61.78	\$1,038.75

Total Cardboard	
Tons	Revenues
120.23	\$3,606.90

