

# City of Norman



## Monthly Departmental Report

**June 2019**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**



**CITY CLERK  
MONTHLY PROGRESS REPORT  
June 2019**

**CITY CLERK**

<b>ACTION CENTER</b>					
<b>DEPARTMENT</b>	<b>NUMBER OF CALLS</b>	<b>FYE YTD</b>	<b>DEPARTMENT</b>	<b>NUMBER OF CALLS</b>	<b>FYE YTD</b>
Animal Control	12	117	Noise	0	5
Building Permits	14	115	Norman Forward Questions	0	0
CDBG	2	21	Parks and Recreation	40	243
City Clerk	18	202	Planning	3	78
City Manager/Mayor	4	42	Police	40	348
Code Enforcement	89	564	Recycling	4	4
Engineering/Public Works	22	219	Sanitation	58	496
Finance	2	45	Sidewalks	2	10
Fire/Civil Defense	7	55	Storm Debris	12	13
Fleet/Public Works	0	25	Storm Water	27	239
City Wide Garage Sale	0	200	Streets	30	219
Human Resources	4	28	Street Lights	18	65
Information (General)	55	380	Traffic	13	303
Information Technology	2	27	Utilities	9	188
Legal	6	57	WC Questions	0	0
Line Maintenance	22	189	WC Violations	0	0
Municipal Court	4	46			
Total for June		519	Total FYE YTD		4543

**LICENSES**

33 New licenses were issued and 4 licenses were renewed during the month of June. Following is a list of each license type and the number issued for that specific type:

<b>LICENSE TYPE</b>	<b>NUMBER</b>	<b>FYE</b>	<b>LICENSE TYPE</b>	<b>NUMBER</b>	<b>FYE</b>
	<b>ISSUED</b>	<b>YTD</b>		<b>ISSUED</b>	<b>YTD</b>
Bee Keeper	0	9	Pedicab	0	7
Brewer	0	5	Retail Beer	0	105
Class I Beer	0	5	Retail Spirits Store	0	18
Class II Beer	0	3	Retail Wine	0	91
Coin-Operated Devices	0	484	Salvage Yard	0	1
Distiller	0	0	Sidewalk Dining	0	11
Food	4	525	Solicitor/Peddler (30 day)	3	10
Game Machines	0	268	Solicitor/Peddler (60 day)	1	3
Impoundment Yard	0	4	Solicitor/Peddler (one day)	0	0
Kennel	1	22	Special Event	2	17
Medical Marijuana Dispensary	4	36	Taxi/Motorbus/Limousine	3	18
Medical Marijuana Grower	5	22	Temp Food (one day)	0	13
Medical Marijuana Processor	0	5	Temp Food (30 day)	5	33
Mixed Beverage	1	67	Temp Food (180 day)	3	26
Mixed Beverage/Caterer	0	49	Transient Amusement	0	1
Pawnbrokers	0	5	Wine & Beer/Winemaker	1	32

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
The Crawfish Pot	3025 William Pereira Drive	Food Service
El Rincon Chapin	2305 W. Lindsey Street Suite 103	Food Service
El Senor De Los Tacos	1119 E. Constitution Street	Food Service
Volcano Sushie at Norman	3700 W. Robinson Street Suite 164	Food Service/Mixed Beverage
Schlotzsky's	1000 Alameda Street Suite 110	Beer and Wine
Dispo	1100 N. Porter Avenue Suite 104	Medical Marijuana Dispensary
The Grateful Bud	230 W. Gray Street	Medical Marijuana Dispensary
Tokelahoma's Finest	1032 N. Porter Avenue	Medical Marijuana Dispensary
46 Releaf No. 3	320 12 <sup>th</sup> Ave S.E. Suite 106	Medical Marijuana Dispensary
CW Cultivation	4216 Classen Circle Suite 124	Medical Marijuana Grower
D & R Ventures	2278 Industrial Blvd. Suite 107	Medical Marijuana Grower
DMW Growers	1400 112 <sup>th</sup> Avenue N.E.	Medical Marijuana Grower
JHW Manu West Processing	6650 Post Oak Road	Medical Marijuana Grower
46 Farms	4216 Classen Circle Suite 100	Medical Marijuana Grower

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Kona Ice Norman	Ash & Whit's Frozen Fun	
OK Sandwich	Disco Dogs Catering	
Super Taco Loco	The Melt Down	
	Nosh Restaurant/Catering Creations	
	Papa Odies Faux Carb Kitchen	

SOLICITOR/PEDDLER PERMITS			
60 DAY	30 DAY	30 DAY/OUTDOOR FIXED LOCATION	1 DAY
Edward Jones Investments	Armor Pest Defense, LLC		
	Moxie Pest Control		
	Smart Homes Pro, Inc.		

SPECIAL EVENTS PERMITS		
3 DAY	2 DAY	1 DAY
		Norman Arts Council
		Stash

**CLAIMS ADMINISTRATIVELY PAID**

NAME	JUSTIFICATION	DATE PAID	AMOUNT
Lewis Griffin	Claim filed for a cell phone that was lost during his arrest on May 19 <sup>th</sup> , 2019.	05/31/2019	\$239.00

**CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
6/07/19	Kaela Dawn Chitwood	Additional medical expenses due to her tripping and falling on tree root at Reaves Park on April 28, 2019.	\$10,541.77

**CLAIMS FILED, CONTINUED**

6/10/19	Judy Shaver	Claim that her sewer line at 213 Olde Brook Court on May 21, 2019, was caused by a problem with the City's line	undetermined
6/13/19	Todd Bayles	Claim for damages done to his brick fence on January 7, 2019 when a City crew was repairing a water line break under his driveway.	\$1,550.00
06/19/19	Claims Management Resources (CMR) for OG&E	Claim for damages caused to a cable, caused by a City crew on June 5, 2019 at 300 Beacon Avenue.	undetermined
06/19/19	Claims Management Resources (CMR) for OG&E	Claim for damages to a buried cable located at 1710 Iowa Street on or around May 16, 2019, allegedly caused by City crew.	undetermined
6/24/19	Claims Management Resources (CMR) for Cox Communications	Claim for damages to a pedestal allegedly caused by a City mowing crew on or around April 22, 2019, at 599 Ed Noble Parkway for \$1,256.64. A claim in an undetermined amount was filed on May 7, 2019.	\$1,256.64
6/26/19	Oklahoma Natural Gas (ONG)	Claim for damages to a gas line allegedly caused by City crews installing a meter at 219 Alamosa Road.	\$547.21

**COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE**

A City Council Community Planning and Transportation Committee meeting was held on June 27, 2019, to discuss Cleveland Area Rapid Transit (CART) ridership report including SafeRide and extended service for the month of May 2019, as well as carports in residential zoning districts.

**FINANCE COMMITTEE**

A City Council Finance Committee meeting was held on June 20, 2019, with a submission of revenue/expenditure reports, and the open positions, report.

**OVERSIGHT COMMITTEE**

A City Council Oversight Committee meeting was held on June 6, 2019, with a discussion regarding updates to the Medical Marijuana Ordinance, handicap parking fines, and a possible fee for single use bags.

**SPECIAL SESSION**

A City Council Special Session was held on June 11, 2019, in order to to discuss the acquisition of real property for recreational purposes located on the north side of West Robinson Street just East of 60th Avenue N.W. and the northwest corner of Franklin Road and 12th Avenue N.E., and possible litigation associated with the University North Park (UNP) Tax Increment Finance (TIF) District.

A City Council Special Session was held on June 18, 2019, to update the progress on the memorandum of understanding regarding the UNP TIF District and analysis of the sites for the NORMAN FORWARD projects; and possible litigation associated with the UNP TIF District.

**STUDY SESSIONS**

A City Council Study Session was held on June 4, 2019, to discuss on the Cleveland Area Rapid Transit (CART) Public Transit Program; the proposed FYE 2020 Budget and Capital Budget; final closeout change orders and final acceptance of the CDBG-DR grant projects; and Change Order No. Two for K-1617-121 with Enerfab Power & Industrial (formerly Foley Company), for the Water Treatment Plant Phase II Improvements.

A City Council Study Session was held on June 18, 2019, regarding recommendations from the Center City Administrative Delay Ad Hoc Committee regarding proposed amendments to the Center City Form Based Code.

## **FACILITY MAINTENANCE**

**1A**

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

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	75.00	\$949.15	\$0.00	\$949.15
	Building A	47.50	\$630.48	\$0.00	\$630.48
	Building B	105.00	\$1,416.85	\$0.00	\$1,416.85
	Building C	49.50	\$670.48	\$0.00	\$670.48
	Facility Maintenance	2.00	\$40.00	\$3,424.51	\$3,464.51
	Library	160.00	\$2,054.20	\$0.00	\$2,054.20
Custodial Total		439.00	\$5,761.15	\$3,424.51	\$9,185.66
Doors and Hardware	Building A	2.00	\$58.12	\$0.00	\$58.12
	Building C	1.00	\$29.06	\$0.00	\$29.06
	Facility Maintenance	1.00	\$30.22	\$21.55	\$51.77
	Irving Rec Center	1.00	\$29.06	\$0.00	\$29.06
	Library East	1.00	\$29.06	\$8.99	\$38.05
	Norman Investigations Center	6.00	\$174.36	\$15.21	\$189.57
	Parks-Community	1.00	\$29.06	\$0.00	\$29.06
	Santa Fe Depot	1.00	\$29.06	\$0.00	\$29.06
	Doors and Hardware Total	14.00	\$408.00	\$45.75	\$453.75
Electrical	Administration Building-201	7.00	\$200.88	\$6.75	\$207.63
	Animal Welfare	6.00	\$170.66	\$0.00	\$170.66
	Building B	11.00	\$273.79	\$113.16	\$386.95
	Building C	2.50	\$75.55	\$95.16	\$170.71
	Facility Maintenance	2.00	\$49.78	\$0.00	\$49.78
	Fire Station 8	11.00	\$273.79	\$44.08	\$317.87
	Fleet Maintenance	23.00	\$572.48	\$40.57	\$613.05
	Library	31.00	\$888.85	\$114.18	\$1,003.03
	Library East	1.00	\$30.22	\$0.00	\$30.22
	Lindsey Yard-Administration	5.00	\$124.45	\$0.00	\$124.45
	Line Maintenance	1.00	\$30.22	\$0.00	\$30.22
	Little Axe Rec Center	9.00	\$271.98	\$171.75	\$443.73
	Parks-Community	52.00	\$1,400.89	\$112.36	\$1,513.25
	Electrical Total				

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

Electrical	Parks-Griffin	7.50	\$221.32	\$0.00	\$221.32
	Parks-Reaves	16.00	\$440.88	\$40.92	\$481.80
	Santa Fe Depot	4.00	\$120.88	\$0.00	\$120.88
	Senior Citizens Center	2.00	\$60.44	\$0.00	\$60.44
	Water Treatment Plant	4.00	\$110.22	\$0.00	\$110.22
	Westwood Clubhouse	3.00	\$80.00	\$72.11	\$152.11
	Westwood Equipment Maintenance	3.00	\$90.66	\$15.00	\$105.66
	Westwood Pool	5.50	\$144.89	\$0.00	\$144.89
Electrical Total		206.50	\$5,632.86	\$826.04	\$6,458.90
General Maintenance	Administration Building-201	2.00	\$98.06	\$495.92	\$593.98
	Building B	2.00	\$98.06	\$0.00	\$98.06
	Library	4.00	\$136.21	\$9.94	\$146.15
	Lindsey Yard-Administration	2.00	\$98.06	\$0.00	\$98.06
General Maintenance Total		10.00	\$430.39	\$505.86	\$936.25
Heating/Ventilation	Administration Building-201	5.00	\$207.53	\$0.00	\$207.53
	Animal Welfare	23.00	\$695.06	\$866.91	\$1,561.97
	Building B	8.00	\$241.76	\$0.00	\$241.76
	Building C	1.50	\$45.33	\$0.00	\$45.33
	Facility Maintenance	76.00	\$2,371.96	\$7,754.27	\$10,126.23
	Fire Station 1	1.00	\$49.03	\$0.00	\$49.03
	Fire Station 2	4.00	\$120.88	\$0.00	\$120.88
	Fire Station 3	3.00	\$90.66	\$0.00	\$90.66
	Fire Station 5	4.00	\$120.88	\$0.00	\$120.88
	Fleet Maintenance	6.50	\$196.43	\$0.00	\$196.43
	Library	10.00	\$339.82	\$0.00	\$339.82
	Lindsey Yard-Administration	4.00	\$120.88	\$0.00	\$120.88
	Line Maintenance	2.00	\$60.44	\$0.00	\$60.44
	Parks-Andrews	6.50	\$196.43	\$0.00	\$196.43
	Senior Citizens Center	6.00	\$181.32	\$0.00	\$181.32
	Sooner Theatre	2.00	\$60.44	\$0.00	\$60.44
	Water Reclamation Facility-Main Control	4.00	\$120.88	\$0.00	\$120.88
	Water Treatment Plant	4.00	\$120.88	\$0.00	\$120.88
Heating/Ventilation /Air Conditioning Total		170.50	\$5,340.61	\$8,621.18	\$13,961.79

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

Lighting	Administration Building-201	7.00	\$211.54	\$50.14	\$261.68
	Building A	5.00	\$124.45	\$7.59	\$132.04
	Building B	2.00	\$49.78	\$12.65	\$62.43
	Building C	3.00	\$90.66	\$185.00	\$275.66
	Firehouse Art Center	2.00	\$49.78	\$0.00	\$49.78
	Fleet Maintenance	4.00	\$99.56	\$8.10	\$107.66
	Line Maintenance	2.00	\$49.78	\$39.55	\$89.33
	Parks-Community	6.00	\$181.32	\$31.88	\$213.20
	Parks-Griffin	2.00	\$49.78	\$21.66	\$71.44
	Transfer Station	6.00	\$149.34	\$0.00	\$149.34
Lighting Total		39.00	\$1,056.00	\$356.57	\$1,412.57
Miscellaneous	Administration Building-201	4.00	\$118.56	\$0.00	\$118.56
	Building B	1.00	\$29.06	\$0.00	\$29.06
	Facility Maintenance	10.00	\$277.84	\$2,875.73	\$3,153.57
	Library	8.00	\$228.78	\$12.14	\$240.92
	Library East	6.00	\$177.84	\$0.00	\$177.84
	Westwood Pool	2.00	\$58.12	\$0.00	\$58.12
Miscellaneous Total		31.00	\$890.20	\$2,887.87	\$3,778.07
Pest Control	Facility Maintenance	0.00	\$0.00	\$2,215.50	\$2,215.50
	Fleet Maintenance	8.00	\$237.12	\$0.00	\$237.12
Pest Control Total		8.00	\$237.12	\$2,215.50	\$2,452.62
Plumbing	12th Avenue Rec Center	2.00	\$58.12	\$0.00	\$58.12
	Administration Building-201	7.00	\$203.42	\$0.00	\$203.42
	Animal Welfare	2.00	\$58.12	\$24.25	\$82.37
	Building A	1.00	\$29.06	\$0.00	\$29.06
	Building B	11.50	\$342.89	\$235.29	\$578.18
	Building C	1.00	\$29.06	\$24.25	\$53.31
	Fire Station 1	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 2	4.00	\$107.90	\$36.05	\$143.95
	Fire Station 5	9.00	\$261.54	\$254.25	\$515.79
	Fire Station 6	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 8	3.00	\$87.18	\$131.00	\$218.18
	Fire Station 9	4.00	\$116.24	\$4.28	\$120.52

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

Plumbing	Library	11.00	\$309.47	\$131.31	\$440.78
	Lindsey Yard-Administration	2.00	\$53.95	\$0.00	\$53.95
	Parks-Andrews	2.00	\$58.12	\$0.00	\$58.12
	Parks-Community	27.00	\$788.10	\$0.00	\$788.10
	Parks-Griffin	6.00	\$174.36	\$0.00	\$174.36
	Parks-Neighborhood	6.00	\$174.36	\$0.00	\$174.36
	Parks-Reaves	2.00	\$58.12	\$216.25	\$274.37
	Sanitation	9.00	\$255.52	\$15.55	\$271.07
	Senior Citizens Center	9.00	\$249.03	\$24.25	\$273.28
	Sooner Theatre	3.00	\$87.18	\$12.75	\$99.93
	Water Reclamation Facility-Main Control	2.00	\$58.12	\$500.00	\$558.12
	Westwood Clubhouse	10.00	\$290.60	\$220.92	\$511.52
	Westwood Pool	4.00	\$116.24	\$0.00	\$116.24
	Whittier Recreation Center	1.00	\$29.06	\$0.00	\$29.06
Plumbing Total		140.50	\$4,053.88	\$1,830.40	\$5,884.28
Grand Total		1058.50	\$23,810.21	\$20,713.68	\$44,523.89



**CITY MANAGER**

**2**

**CIP FINANCIAL STATUS    2A**

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS				
		1/1/2019		
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>	none			
<b>INFORMATION TECHNOLOGY</b>				
BG0071	City Center Core Replacement	\$0	\$0	Capital Fund 50
<b>PLANNING</b>	none			
<b>CITY CLERK</b>	none			
Notes				
* Source of information Project Managers.				
** Project numbers correspond to the projects identified in the adopted Capital Improvements Budget.				

## **COMMUNITY RELATIONS**

**2B**

Community Relations Office  
June 2019

[illegible]

**DEVELOPMENT COORDINATOR      2C**

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

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

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

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- City Council Oversight
- Norman Regional Hospital Visioning Meeting
- Municipal Complex Design – Staff Meetings
- American Public Works Association (APWA) Accreditation Interview
- Center City Form Based Code – Ad Hoc Review Committee Meetings
- ADA Staff Liaison Committee Meeting
- Bridge Initiative Training with Police Department
- Design Firm Interviews - Senior Center, Indoor Aquatic Facility and Indoor Multi-Sport Facility
- BASCO meeting

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

- Assisted representatives and staff in discussions regarding medical marijuana facilities.
- Met with project representatives and staff regarding proposed Cleveland County projects.
- Assisted Norman Public Schools in development meetings for bond projects
- Assisted developer in discussions regarding drainage issues for pending residential plat
- 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**





ADG, PC  
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# MONTHLY REPORT – JUNE 2019

NORMAN FORWARD

**DATE:** July 1, 2019

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**PROJECT:** NORMAN FORWARD

**PROJECT NO:** 16-003

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

## WORK THIS MONTH

1. Monday, June 3, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
2. Wednesday, June 5, 2019 | 3:30 p.m. | Griffin Park Budget Meeting
  - a. Meeting with City Staff, Flintco, and ADG to discuss Griffin Park Phase III GMP Budget
3. Wednesday, June 5, 2019 | 3:30 p.m. | East Library Landscaping Teleconference
  - a. Discussion with MSR, TENxTEN, and City Staff to review East Library landscaping at end of warranty year
4. Friday, June 7, 2019 | 9:00 a.m. | Griffin Park Schedule Meeting
  - a. Meeting with City Staff, Flintco, Operator, and ADG to discuss schedule and scope impacts resulting from soccer season update from Operator
5. Monday, June 10, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
6. Thursday, June 13, 2019 | 10:30 a.m. | Senior Center, Indoor Aquatic & Indoor Multi-Sport Design Team Interviews
  - a. Interviews led by City Staff to determine best team for project design, programming, and coordination
7. Thursday, June 14, 2019 | 9:00 a.m. | Senior Center, Indoor Aquatic & Indoor Multi-Sport Design Team Interviews
  - a. Interviews led by City Staff to determine best team for project design, programming, and coordination
8. Monday, June 17, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
9. Tuesday, June 18, 2019 | 11:00 a.m. | Central Library Bi-Weekly Change Order Meeting
  - a. Meeting to review and discuss budget and pending change orders for the Central Library project
10. Wednesday, June 19, 2019 | 1:30 p.m. | Central Library Test & Balance Kick-Off



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- a. Meeting on-site to review commissioning with Burns & McDonnell and kick-off test and balancing for project systems
- 11. Monday, June 24, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
- 12. Monday, June 24, 2019 | 3:00 p.m. | Senior Center, Indoor Aquatic & Indoor Multi-Sport Design Contract Discussion
  - a. Discussion with potential firm to discuss Civil Engineering and team members for the three major projects
- 13. Friday, June 28, 2019 | 8:00 a.m. | Reaves Park Budget Meeting
  - a. Meeting with City Staff, Halff, and Flintco to review 60% cost estimate differences and talk through concerns about the impact from project changes
- 14. Friday, June 28, 2019 | 10:00 a.m. | Central Library Skyfold Wall Owner Training
  - a. Training on-site with vendor to train Operator on Skyfold use
- 15. Central Library site visits for observation: 9

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

- Central Library ongoing construction
- Griffin Park Master Plan Phase III pre-construction
- Reaves Park Master Plan Phase I cost estimating
- Parks & Recreation Maintenance Facility programming and cost estimating
- Ruby Grant Park pre-construction and bidding
- Indoor Aquatic Facility discussion of site locations by Council
- Indoor Multi-Sport Facility discussion of site locations by Council
- Indoor Aquatic Facility, Multi-Sport Facility, and Senior & Cultural Center Master Plan Services interviews
- 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
  - 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



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- 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: Opening Celebration on May 24, 2019
  - b. Budget: Within budget
  - c. In operation
- 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, operator/MOU determination, Council site resolution approved on May 14, 2019
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan
  - c. Implementation Plan: Adopted on June 28, 2016
  - d. Issues: No known issues
    - 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



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



## CITY OF NORMAN

### Department of Finance Monthly Report – June 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 June are discussed below:

#### Treasury Division:

In the month of June, the Treasury division processed 34,712 total payments. The traffic counter at the Drive-up Facility counted 8,908 customers. The Treasury division processed 1,307 credit card utility payments, a decrease of -11% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,460 credit card utility payments, a decrease of -7% from last month. Utility customers also have the option of paying on the City of Norman website. There were 6,644 credit card payments made on the internet in June, a decrease of -4% from last month. The Municipal Court processed 610 credit card payments for court fines, a decrease of -2.6% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$26,175 in convenience fees in the month of June with a fiscal year-to-date total of \$333,765.

#### Utility Services Division:

The Meter Reading Division read 35,226 meters. Out of 77 meter reading routes, 36 (46%) were read within the targeted 30-day reading cycle. 61 routes (79%) were read by the 32nd day and all routes were read by the 35th day. No routes were estimated in June.

#### Budget Division:

The budget for the fiscal year ending 2020 was adopted by the City Council on June 11, 2019, in the amount of \$265,561,605 for all funds. This budget maintains basic City services and expands services in some targeted areas of priority identified by the Council, including the addition of 10 new positions. Please see the FYE 20 Budget in Brief document attached for budget highlights.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of June by -1.7%. Revenues from the City's largest single source of revenue, sales tax, are above target by 3.2% for the year to date and 3.5% 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	\$39,313,117	\$40,598,393	\$39,189,350	\$37,961,211
General Fund Revenue	\$75,847,948	\$74,502,137	\$78,119,428	\$69,268,987
General Fund Expenses	\$81,679,713	\$73,200,828	\$71,331,243	\$73,553,715



# **Budget-In-Brief**

## **Fiscal Year Ending 2020**

**City of Norman  
Oklahoma**



## Introduction

Norman is Oklahoma's third largest city and is home to the University of Oklahoma. Family-oriented activities are abundant. Places of interest include Lake Thunderbird, the Sam Noble Museum of Natural History, the Fred Jones Museum of Art, and great shopping areas including downtown Norman, Campus Corner and University North Park.

Widely recognized as a "City of Festivals," Norman is the host of several annual festivals that are free to the public.



## CITY OF NORMAN BUDGET

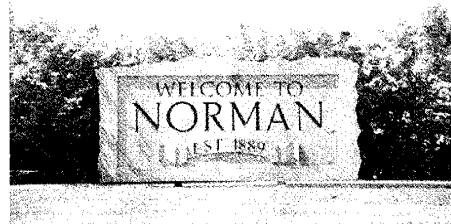
The City of Norman maintains a balanced budget, which means the total proposed expenditures do not exceed the estimated revenues plus the available fund balance reserves. The fund balance provides the flexibility to manage cash flow and respond to emergencies,

as well as to balance the budget across years where revenue may fluctuate due to economic conditions.

This is because Oklahoma is the only state in the nation in which cities cannot use property taxes to pay for day to day operations. Cities in other states use a mix of sales tax

and property tax. Property taxes are more stable than sales tax which fluctuates depending on the economy and consumer spending.

The City of Norman's goal is that our operating expenditures not exceed our operating revenues on an annualized basis. The fund balance allows for accommodating fluctuations and still balancing the budget while maintaining a consistent level of services to residents. In addition, as part of a commitment to sound financial practices, we maintain a Rainy Day Fund for extreme emergencies or unexpected revenue losses.



## ORGANIZATIONAL CHART



## Employees by the Numbers



**884** Full-time and permanent part-time employees budgeted for FY 2019-20

**251** Police Department personnel of which 177 are members of the Fraternal Order of Police union and 50 are AFSCME union members

**13** Department directors and the City Manager comprise the Management Team

**358** Employees represented by the American Federation of State, County and Municipal Employees union (AFSCME)

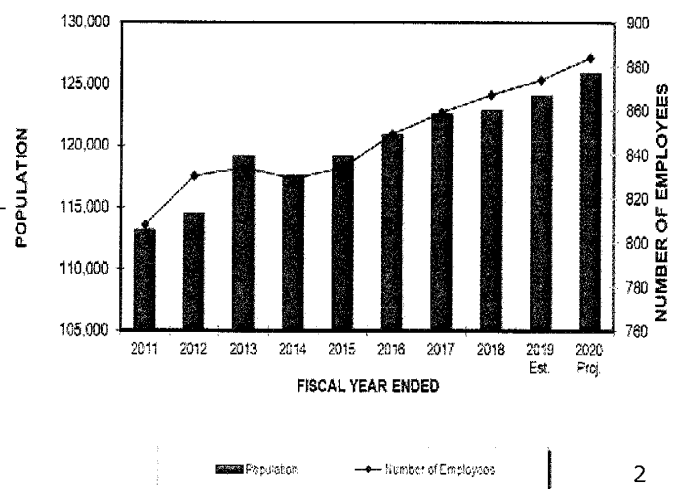
**164** Fire Department personnel of which 158 are members of the International Association of Fire Fighters union

**191** Employees not members of a union

The City of Norman has 884 employees delivering a full range of municipal services including:

- police, animal welfare, emergency and fire response, code enforcement
- municipal court
- parks and recreation
- street maintenance, flood control and storm-water management
- water system, sewage system
- solid waste (trash) collection, yard waste collection and composting, curbside and drop-off recycling services
- building inspection

### POPULATION AND EMPLOYEES



## Employees & Budgets by Department

This table shows total budget and budgeted positions by department for Fiscal Year Ending 2020.

No positions are budgeted in the non-departmental category (debt service, citywide capital projects and other miscellaneous commissions and programs). The Grand Total, or net city budget, excludes interfund transfers, internal services and cost allocations.

*\* City Council members are not included in the total as they are elected.*

### Interfund Transfers

are transfers between funds or departments for services exchanged. For example, there is a transfer of funds from the Capital

Improvement Fund to the General Fund to finance General Fund Capital equipment needs.

**Internal Service** expenditures are payments for a service provided by one department to another department such as when the Office Services division provides printing and mailing services to other departments, and those departments "pay" Office Services

3

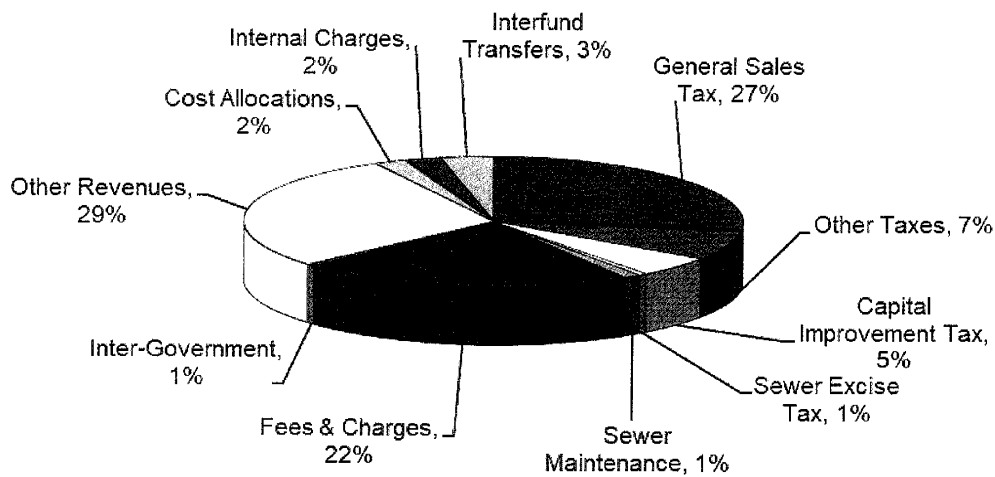
Department	FY20 Positions	FY20 Budget
City Council	*-	\$ 2,841,275
City Manager	7	\$ 1,103,568
City Clerk	19	\$ 1,578,279
Finance	34	\$ 3,523,121
Fire	164	\$ 20,689,830
Human Resources	7	\$ 1,165,489
Information Technology	13	\$ 2,951,651
Legal	8	\$ 1,286,725
Municipal Court	12	\$ 1,348,725
Parks & Recreation	67	\$ 9,637,877
Planning & Community Development	36	\$ 4,977,638
Police	251	\$ 31,568,877
Public Works	117	\$ 19,750,138
Utilities - Sanitation	52	\$ 15,935,812
Utilities - Water	52	\$ 29,882,048
Utilities - Water Reclamation & Sewer		
Line Maintenance	45	\$ 20,237,780
Non-Departmental	0	\$ 99,534,783
Subtotal	884	\$ 265,561,605
(Less) Interfund Transfers	-	\$ (9,207,022)
(Less) Internal Services	-	\$ (6,311,234)
(Less) Cost Allocations	-	\$ (5,448,573)
Grand Total	884	\$ 244,594,776

for their printing and postage out of their budgets.

**Cost Allocation Charges** are used to distribute the costs of centrally provided support services such as management, accounting, purchasing, payroll and legal. For example, the Commercial Collection division in the Sanitation Services department pays payroll cost allocation charges to pay its share of payroll expenses for its employees.

# *Revenues Summary*

## FYE 2020 All Funds Projected Total Revenues



All funds adopted total revenues **\$266,419,757**

As shown in the chart, General Sales Tax and utility user fees are the primary sources of revenue for FYE 2020. (Oklahoma is the only state in the nation where cities depend almost entirely on sales tax for general operations.)

**User Fees and Charges** are collected from Sanitation, Water, Water Reclamation, Westwood Park customers, and licenses and fees for other City services.

The **“Other Taxes”** portion includes the small percentage of property tax the City receives for repayment of voter-approved general obligation debt.

The **“Other Revenues”** portion includes capital improvement bond proceeds, interest income from all funds, health insurance premiums from employees, Federal Emergency Management Agency (FEMA) reimbursements, sales of fixed assets and other miscellaneous sales, contributions, refunds, and rental revenue.

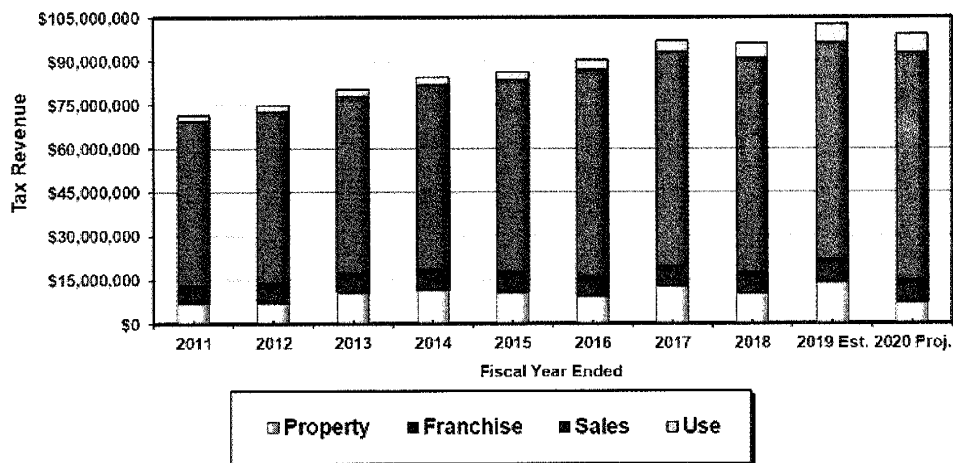
**Cost Allocation** revenues are from providing centralized support services to the enterprise funds.

## Primary Tax Sources Summary

Sales, Use, Franchise, and Property Tax are the primary tax sources available to the City of Norman.

The sales and franchise taxes are used for General Fund operations and capital, while the property tax is only used for bonded debt and court judgments.

### PROPERTY, FRANCHISE, SALES & USE TAXES 10 Year Comparison

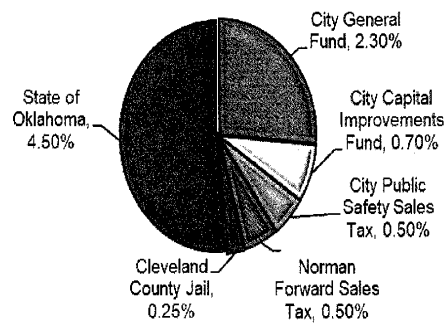


### FYE 2020 Projected Sales Tax Revenues

Operations	\$44,824,850
Capital	\$13,565,038
Public Safety	\$9,939,431
<b>NORMAN FORWARD</b>	<b>\$9,634,945</b>

<b>TOTAL</b>	<b>\$77,964,264</b>
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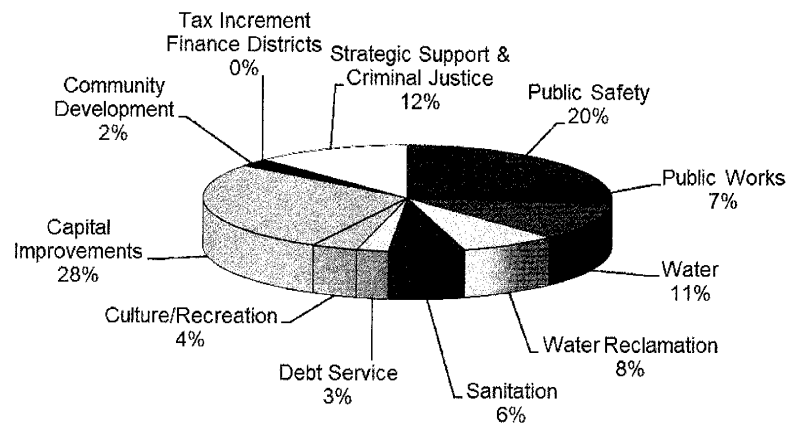
### Distribution of the 8.75% Sales Tax



2.30% of the sales tax paid in Norman goes to the City General Fund

## Expenditures Summary

FYE 2020 All Funds Projected Total Expenditures \$265,561,605

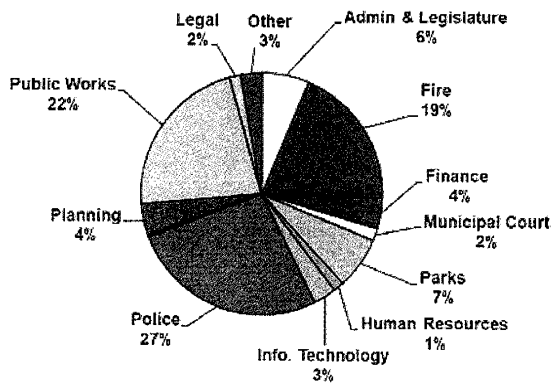


The projected city expenditures for FYE 2020 total \$265,561,605. The Largest non-capital portion is Public Safety at 20%.

Norman Music Festival



### FY 2020 General Fund Expenditures



By Department

# 27%

The chart to the left represents expenditures from the General Fund. The largest departmental expenditure is the Police Department totaling \$22,350,569 or 27% of total General Fund expenditures.

# 68%

Public Safety and Public Works combined account for 68% of General Fund expenditures.

## City Council

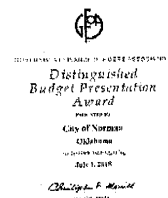


*Left to right:* Stephen Tyler Holman, Ward 7; Alexandra Scott, Ward 8; Kate Bierman, Ward 1; Mayor Lynne Miller; Robert Castleberry, Ward 3; Breea Clark, Ward 6; Sereta Wilson, Ward 5; Joe Carter, Ward 2; Bill Hickman, Ward 4.

## Budget & Research Staff



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This document was prepared by the City of Norman, Finance Department and printed by City of Norman, Office Services Division.

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City of Norman Finance Department PO Box 370, Norman, OK 73070  
(405) 366-5413 or visit [NormanOK.gov/finance/currentbudget](http://NormanOK.gov/finance/currentbudget)

## Administration Division

	FYE 19		FYE 18	
	JUNE	YTD	JUNE	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	320.00	6,400.00	480.00	6,240.00
Total Comp Time Available	0.00	4.75	0.00	4.50
Total Overtime Hours	0.00	11.00	1.00	11.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>320.00</b>	<b>6,415.75</b>	<b>481.00</b>	<b>6,255.50</b>
Benefit Hours Taken	77.00	920.00	56.00	873.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>243.00</b>	<b>5,495.75</b>	<b>425.00</b>	<b>5,382.50</b>
 <b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	124.50
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>124.50</b>



## **ACCOUNTING    3A**

## Accounting Division

	FYE 19		FYE 18	
	JUNE	YTD	JUNE	YTD
Total Regular Hours Available	960.00	19,048.00	1,440.00	18,248.00
Total Comp Time Available	14.00	116.75	9.75	36.25
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	 974.00	 19,233.50	 1,449.75	 18,298.50
Benefit Hours Taken	125.75	3,140.25	177.00	2,575.00
 TOTAL ACCOUNTABLE STAFF HOURS	 848.25	 16,093.25	 1,272.75	 15,723.50
 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	5.00	40.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 40.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

# City Revenue Report

	FYE 19 May	FYE 19 JUNE	
Total Revenue Received (\$)	\$4,063,738	\$4,011,669	\$52,069
Utility Payments - Office (#)	40,683	37,853	2,830
Utility Payments - Office (\$)	\$3,651,503	\$3,611,215	\$40,288
Lockbox (#)	17,372	16,327	1,045
Lockbox (\$)	\$1,541,714	\$1,397,212	\$144,502
IVR Credit Card (#)	1,573	1,460	113
IVR Credit Card (\$)	\$143,337	\$137,179	\$6,158
Click to Gov (#)	6,933	6,644	289
Click to Gov (\$)	\$640,005	\$580,051	\$59,954
UT Credit Card Payments (#)	1,470	1,307	163
UT Credit Card Payments (\$)	\$145,001	\$142,102	\$2,899
Art Donations (#)	69	76	(7)
Art Donations (\$)	\$39	\$151	(\$112)
Bank Draft Payments (#)	8,463	7,973	490
Bank Draft Payments (\$)	\$708,089	\$713,222	(5,133)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	40	46	(6)
Processed Return Checks (\$)	(\$4,657)	(\$6,250)	\$1,593
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$231,792	\$298,169	(\$66,377)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$254,270	\$270,638	(\$16,368)
Municipal Court - Credit Card (#)	626	610	16
Municipal Court - Credit Card (\$)	\$130,370	\$120,297	\$10,073
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$141,591	\$117,678	\$23,913
Building Permits Credit Card (#)	245	199	46
Building Permits Credit Card (\$)	\$73,043	\$46,463	\$26,580
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$141,591	\$3,221	\$138,370
Occupational License - Bldg Insp. CC (#)	245	16	229
Occupational License - Bldg Insp. CC (\$)	\$73,043	\$2,421	\$70,622
Business License - City Clerk (\$)	\$10,638	\$6,601	\$4,037
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,569	7,753	816
Convenience Fees - All Payments (\$)	\$25,707	\$23,259	\$2,448
Bank Drafts Billed (#)	9,322	8,478	844
Bank Drafts Billed (\$)	\$813,393	\$765,181	\$48,212
Interdepartmental Billing (#)	170	126	44
Interdepartmental Billing (\$)	\$17,148	\$17,330	(\$182)
Accounts Receivable Billed (\$)	\$242,935	\$189,720	\$53,215

## Budget Services Division

	FYE 19		FYE 18	
	JUNE	YTD	JUNE	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	3,512.00	240.00	3,120.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	160.00	3,512.00	240.00	3,120.00
Benefit Hours Taken	56.00	900.00	160.00	576.00
TOTAL ACCOUNTABLE STAFF HOURS	104.00	2,612.00	80.00	2,544.00
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	
	JUNE	YTD	JUNE	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	15,280.00	960.00	14,022.00
Total Comp Time Available	14.25	400.00	16.50	375.25
Total Overtime Hours	25.25	474.25	88.00	580.75
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	839.50	16,154.25	1,064.50	14,978.00
Benefit Hours Taken	129.00	2,504.75	181.50	2,281.50
TOTAL ACCOUNTABLE STAFF HOURS	710.50	13,649.50	883.00	12,696.50
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	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	
	JUNE	YTD	JUNE	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,560.00	50,799.00	3,760.00	47,191.00
Total Comp Time Available	5.00	207.75	17.00	130.50
Total Overtime Hours	72.75	1,132.75	74.00	594.75
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	2,637.75	52,139.50	3,851.00	47,916.25
Benefit Hours Taken	319.25	8,482.25	429.50	5,837.25
TOTAL ACCOUNTABLE STAFF HOURS	2,318.50	43,657.25	3,421.50	42,079.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00



## Office Services

	FYE 19		FYE 18	
	JUNE	YTD	JUNE	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	3,115.00	240.00	3,395.00
Total Comp Time Available	0.00	40.25	0.00	32.00
Total Overtime Hours	6.50	96.50	6.00	107.25
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	166.50	3,251.75	246.00	3,534.25
Benefit Hours Taken	8.00	321.50	33.00	306.00
TOTAL ACCOUNTABLE STAFF HOURS	158.50	2,930.25	213.00	3,228.25
PERMANENT PART-TIME				
Total Regular Hours Available	116.00	2,223.50	172.00	1,715.75
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	116.00	2,223.50	172.00	1,715.75
Benefit Hours Taken	43.00	242.00	7.00	120.00
TOTAL ACCOUNTABLE STAFF HOURS	73.00	1,981.50	165.00	1,835.75
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 May	FYE 19 JUNE
Mail Payments - Lockbox	17,372	16,327
Mail Payments - Office	268	297
<b>Mail Payments - Subtotal</b>	<b>17,640</b>	<b>16,624</b>
Night Deposit	341	216
Click-to-Gov Payments	6,933	6,644
IVR Payments	1,573	1,460
<b>Without assistance payments - Subtotal</b>	<b>8,847</b>	<b>8,320</b>
Drive-up window & inside counter	9,618	8,461
Credit Card machine payments (swipe)	960	841
Credit Card machine payments (phone)	510	466
<b>With assistance payments - Subtotal</b>	<b>11,088</b>	<b>9,768</b>
<b>Total Payments Processed - Subtotal</b>	<b>37,575</b>	<b>34,712</b>
Bank Draft (ACH) Payments	8,463	7,973
<b>Total Payments (Utility)</b>	<b>46,038</b>	<b>42,685</b>
Total Convenience Fees - all Payments	8,569	7,753
<b>Grand Total Payments</b>	<b>54,607</b>	<b>50,438</b>

## Traffic Counter at Drive-up Facility

Night Drop *	1,747	1,754
8-5 Drive-up Window Customers *	8,148	7,154
<b>Total Traffic Counter</b>	<b>9,895</b>	<b>8,908</b>

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

## Meter Reading Division

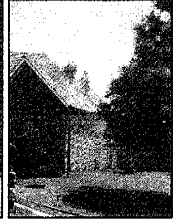
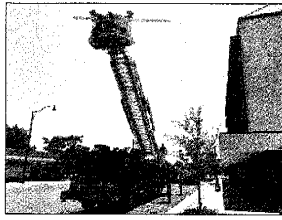
	FYE 19		FYE 18	
	JUNE	YTD	JUNE	YTD
Number of Meters Read	39,843	680,561	35,226	695,266
New Service	1,205	13,756	1,104	15,554
Request for Termination	1,137	13,861	1,107	15,430
Delinquent On(s)	310	4,588	279	4,374
Delinquent Offs	401	6,549	285	5,947
Collect Deposit Tags Hung	50	428	5	492
Collect Deposit Cut Offs	24	130	1	2,896
Blue Tags	36	311	20	486
Number of Meters Re-read	3,697	25,381	1,067	25,890
Meters Cleaned	133	1,995	85	1,473
Customer Assists	98	1,651	101	990
Meters Pulled	0	12	0	10
Meters Re-set	0	10	0	6
Meter Exchanges	75	1,136	50	961
TOTAL	47,009	750,369	39,330	769,775

## Utility Division Activity Report

	FYE 19		FYE 18	
	JUNE	YTD	JUNE	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,397	673,982	41,434	670,780
New Ons	1,145	12,313	1,007	12,087
Final Accounts Billed	1,351	11,981	983	11,406
TOTAL ACCOUNTS BILLED	44,893	698,276	43,424	694,273

## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report

June 2019

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	25	1.79%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	851	60.92%
4 - Hazardous Conditions (No Fire)	44	3.15%
5 - Service Call	115	8.23%
6 - Good Intent Call	257	18.40%
7 - False Alarm & False Call	99	7.09%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	6	0.43%
<b>Total Incident Count (Unique Calls)</b>	<b>1397</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>1797</b>	

Total Fire Loss \$445,455.00

### Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	233	316	0:05:16
Station #2	236	318	0:05:18
Station #3	215	346	0:05:46
Station #4	159	346	0:05:46
Station #5	79	596	0:09:56
Station #6	49	577	0:09:37
Station #7	130	359	0:05:59
Station #8	94	331	0:05:31
Station #9	202	350	0:05:50

### Community Outreach

Tours	9	Station Tours, School/Daycare Visits (Approx 225 total)
Community/Special Events	10	NPS Special Event, Safety Town, VBS, Bike Ride Support, Envision Success - Norman Summer Nights

### Burn Permits

Burn Permits Issued	179	Total of 17 burn days
---------------------	-----	-----------------------

### Training

Total Personnel Training Hours	2457	Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, etc.
--------------------------------	------	---

# NFD Monthly Progress Report

June 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	16	3	1		1	1	1	2	4	3
Chief 302	9	2		1	1			1	1	3
Chief 303	24	1	7	2	1		1	10	2	
Chief 304	14	2	2	5		3				2
Engine 1	254	231	4	3				9		7
Brush 1	2	1								1
Engine 2	244		234	3	2			3	2	
Brush 2	1		1							
Engine 3	231	1	7	216				3		4
Brush 3	1			1						
Engine 4	178		8	1	159			5	5	
Brush 4	2		1						1	
Engine 5	80			1		77	2			
Brush 5	80			1		77	2			
Engine 6	66	1		1		8	49	1		6
Brush 6	66			1		8	49			6
Rescue 7	3		1		1			1		
Squad 7	167	8	7	6	3	1		129	8	5
Rescue Boat 7	1				1					
Brush 7	1							1		
Engine 8	98				2			3	93	
Brush 8	2								2	
Tanker 8	2				1					1
Engine 9	212	5		4				3		200
Brush 9	4	1					1			2
Brush 92	1									1
Tanker 9	7				1	1	1	1		3
Ladder 9	19	2	2	4	2			3	2	4
Fire Marshal 2	3		3							
Fire Marshal 3	2				1		1			
Fire Marshal 4	6		3		1		1		1	
Fire Marshal 5	1								1	
	1797	258	281	250	177	176	108	175	124	248

**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
Jun-19**

**FIRE PREVENTION DIVISION ACTIVITIES**

<b>Inspections/Plan Review</b>			
<b>Activites</b>	<b>Notes</b>	<b>Number</b>	<b>Staff Hours</b>
Inspections		124	118
Re-Inspections		33	26
Residential Inspections			
Plan/Platt Review		43	61.5
Company Inspections			
Re-Inspections			
<b>Total Inspections</b>		<b>157</b>	<b>144</b>

<b>Smoke Detector Program</b>			
<b>Activites</b>	<b>Notes</b>	<b>Units</b>	<b>Staff Hours</b>
Smoke Detector Batteries		28	22.5
Smoke Detectors Installed			

<b>Training/Public Education Education</b>			
<b>Activites</b>	<b>Notes</b>	<b>Events</b>	<b>Staff Hours</b>
Training (hours)		13	38.5
Fire Education Classes		20	63

<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		78	72.5
Investigations		20	44
Investigative Activities		29	61.5
Miscellaneous/Special	Safety Town		



## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: June 2019
<b>Mitigation:</b>	
Siren maintenance	Replacing outdated batteries
<b>Preparedness:</b>	
Intern Assigned from OU	Degree is in Public relations, assigning projects and scheduling interviews with appropriate leaders
Local Emergency Preparedness Council	5 June Requested sponsorship for Youth Camp – Provided \$100
Norman Response Volunteer Meeting	6 June
Amateur Radio Meeting	8 June
APWA re-accreditation	13 June
Presented the Youth Camp to Norman Business Association	14 June
Norman Summer Nights	15 June
Long Term Care Facility Wrkshop Planning	18 June
Central EM Meeting	20 June
Amateur Field Day	22 June
Tribal CERT Camp conference call	24 June
FEMA Region 6 Youth Council meeting	25,26 June
Interview with Boy Scouts to earn Merit Badge	27 June
<b>Response:</b>	
Severe Weather Response	9 June
Severe Weather Response	15 June
<b>Recovery:</b>	
N/A	

## **HUMAN RESOURCES**

**5**

## HUMAN RESOURCES

### Monthly Report

June, 2019

#### ADMINISTRATION/LABOR RELATIONS

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

- FYE19-10 – Adams (Engineering) – termination – AFSCME has requested arbitration
- FYE19-12 – AFSCME – denial of comp time usage – waived due to improper filing
- FYE19-13 - Berry (Sanitation) – denial of pay for working through lunch
- FYE19-14 – Cook (Sanitation) – denial of pay for working through lunch
- FYE19-15 – Goldsby (Streets) – Selection process
- FYE19-16 – Goldsby (Streets) – Reclassification of position

**B. Collective Bargaining**

- Held one (1) FY20 negotiation sessions with FOP
- Held one (1) FY20 negotiation session with IAFF
- Held two (2) FY20 negotiation sessions with AFSCME

**C. Administrative Support**

- Processed Monthly Department Report
- Compiled and distributed June 2019 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Attended United Way Pacesetter Kickoff Meeting
- Attended/Summarized four (4) negotiation sessions
  - 1 – FOP
  - 1 – IAFF
  - 2 – AFSCME

#### PERSONNEL ACTIONS

**New Hires - 29**

Dept./Div.	Position	Number of Employees
Utilities/Sanitation	Sanitation Worker I	1
Parks/Park Maint.	Laborer (PT)	3
Parks/Recreation	Tennis Shop Attendant (PT)	1
Parks/Recreation	Recreation Leader I (PPT)	1
Parks/Westwood Golf	Laborer (PT)	2
Parks/Westwood Golf	Golf Course Attendant (PT)	1
Parks/Pool	Concession Cashier I (PT)	2
Parks/Pool	Slide and Gate Attendant (PT)	3
Parks/Pool	Lifeguard (PT)	5
Parks/Pool	Admissions Clerk I (PT)	3
Parks/Westwood Grill	Food and Beverage Tech I (PT)	2
Parks/Westwood Grill	Food and Beverage Tech II (PT)	1
Public Works/Streets	Maintenance Worker I	1
Utilities/Water Reclamation	Laborer (PT)	1
Utilities/Sanitation	Sanitation Worker I	1
Parks/Pool	Aquatic Facility Maint. (PT)	1

**Separations - 10**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Human Resources	Benefits Specialist	1
Planning/Adm.	Planner II	1
Police/Patrol	Police Officer	1
Police/Staff Svs	Police Records Clerk	1
Parks/Park Maint.	Maintenance Worker I	1
Fire/Suppression	Firefighter	1
Parks/Park Maint.	Parks Supt.	1
Parks/Pool	Aquatic Facility Maint. (PT)	1
Parks/Pool	Concession Cashier I (PT)	1
Parks/Pool	Admissions Clerk II (PT)	1

**Promotions – 7**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Utilities/Sanitation	Sanitation Worker I	2
Police/Staff Svs.	Admin Tech III	1
Fire/Suppression	Fire Driver Engineer	1
Public Works/Stormwater	Crew Chief	1
Utilities/Sewer Line Maint.	Utility Coll. Worker II	2

**SURVEYS**

Compiled Executive and Non Union data for salary surveys.

**RECRUITMENT**

Accepted applications for the following positions:

- Parks Temporary Laborer (PT), Parks & Recreation/Park Maintenance
- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Tennis Shop Attendant (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
- 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
- Temporary Laborer (PT), Utilities/Water Treatment Plant
- Recreation Leader I (PPT), Parks & Recreation/Irving Recreation Center
- Custodian (PPT), City Clerk's Office/Facility Maintenance
- Communications Officer I, Police/Emergency Comm. Bureau
- Mechanic I, Public Works/Fleet
- Parks Superintendent, Parks & Recreation/Park Maintenance

- Maintenance Worker I, Public Works/Streets
- Maintenance Worker I, Public Works/Traffic
- Police Records Clerk, Police/Staff Services
- Public Works Supervisor, Public Works/Fleet
- Sanitation Worker I, Utilities/Sanitation
- Sanitation Worker II, Utilities/Sanitation
- Utility Distribution Worker I, Utilities/Water Line Maintenance
- Public Works Supervisor, Public Works/Streets
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Construction Inspector, Public Works/Engineering
- Benefits Specialist, Human Resources
- Auto Service Technician, Public Works/Fleet
- Planner II, Planning & Community Development
- Permit Manager, Planning & Community Development

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

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	470	Written Exams	5
Phone	510	Practical Testing/Assessment Center	3
Mail	300	Panel Board Interviews	11
Email	205	Promotions	6
Total Subscribers on E-mail Vacancy List	2126	Oral Interviews	7
Total Visits to City of Norman HR website	1554	Hiring/Promotion Board	0

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	38	Advertisements Placed	10
Pre-Employment Drug Screens	35	Applications Received	227
Pre-Employment Physicals	31	Job Announcements Emailed	78
Pre-Employment OSBI	19	Job Announcements to CON Depts.	315

#### **TRAINING AND DEVELOPMENT**

Conducted training for three (3) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social Media policies.

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

#### **SAFETY**

- Safety material documents were sent to divisions each week
- Safety meetings were held for all departments covering “5 Keys to Driving Safety”
- Conducted three (3) new employee orientations
- Conducted two (2) Fitness for Duty Meetings (Line Maint./Police)
- Conducted one (1) Return to Work Meeting (Fire)
- Certified ten (10) employees in First Aid/CPR/AED through the American Red Cross

**Recordable Injuries – 5**

<b>Dept./Division</b>	<b>Nature of the injury</b>	<b>Activity</b>	<b>Prognosis</b>
Fire/ Suppression	Right ankle sprain	Injured ankle jumping over rushing water of flooded street	Work restrictions
Police/ Patrol	Lower back strain	Injured back during altercation with suspect	Work restrictions
Police/ Patrol	Left knee sprain	Injured left knee during altercation with suspect	Work restrictions
Police/ Patrol	Right shoulder strain	Fell with arm extended while taking suspect into custody	Work restrictions
Utilities/ Sanitation	Lower back strain	Felt strain in lower back while picking up brush pile	Work restrictions

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

<b>2019</b>	<b>2018</b>	<b>2017</b>
24	71	59

**Vehicle Collisions - 0**

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

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

<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
8	5	17	13	10	23



**CITY OF NORMAN**

Information Technology Department  
Monthly Report – June 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 2019.
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 and testing in March FYE19.
Website Rebuild/Redesign	Our current design is 9 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Implementation: The City has selected Interpersonal Frequency to lead the redesign <a href="https://ifsight.com/">https://ifsight.com/</a> . Currently surveying the community.
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	Complete.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	Ongoing
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	Contract approved by City Council Feb 2019 – work to began July 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 Centrac	Complete
Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q1 or Q2 2019
Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

### Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of June 2019.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 36 emails from the groups shown were sent from city servers using city resources – of those 19,821 were delivered to outside mailboxes for the month of June 2019. The city servers generated mass communications to Norman citizens of 19,821 messages from only 36 sent (see **IT Table 2**).

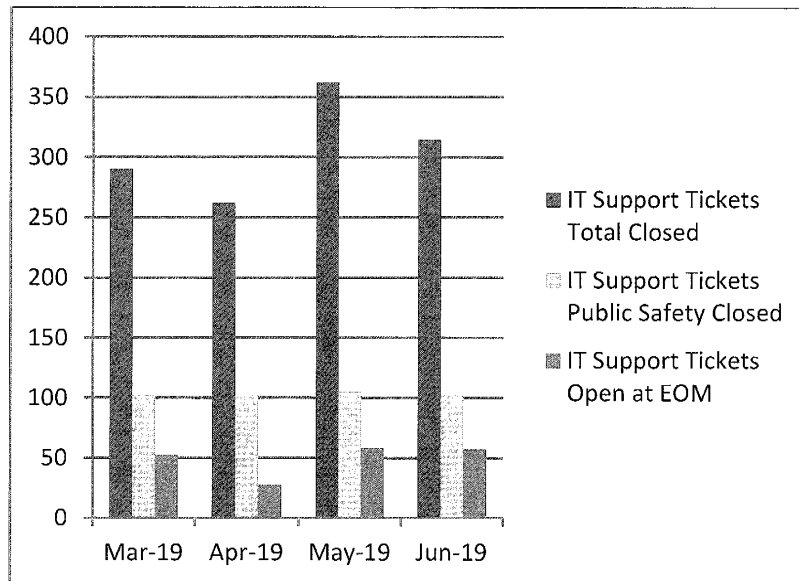
### Email Security Appliance:

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 723,734 attempted incoming and 69,049 outgoing messages for the month of June 2019. Incoming messages totaling 574,123 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 80% of our inbound mail, which continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor the situation on a monthly basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

### Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of June 2019, the City of Norman's web site had 93,060 individual web sessions access the web site for 213,331 total page views. Of those sessions, 49,778 were identified as New Users to view content on the City web site (see **IT Table 4**).



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

<b>June 2019 LIST SERVER REPORT</b>			
<b>Group</b>	<b>Active Members</b>	<b>Mailings</b>	<b>Total Delivered</b>
Affirmative Action Group	26	3	78
Job Posting	2123	3	6369
Norman News	918	12	11016
Westwood Golf	621	3	1863
Westwood Golf Members	38	3	117
Westwood Men's Clinic	16	3	48
Westwood Men's Golf Assoc.	71	3	213
Westwood Women's Clinic	36	3	108
Westwood Women's Golf Assoc.	3	3	9
<b>Totals</b>	<b>3852</b>	<b>36</b>	<b>19821</b>

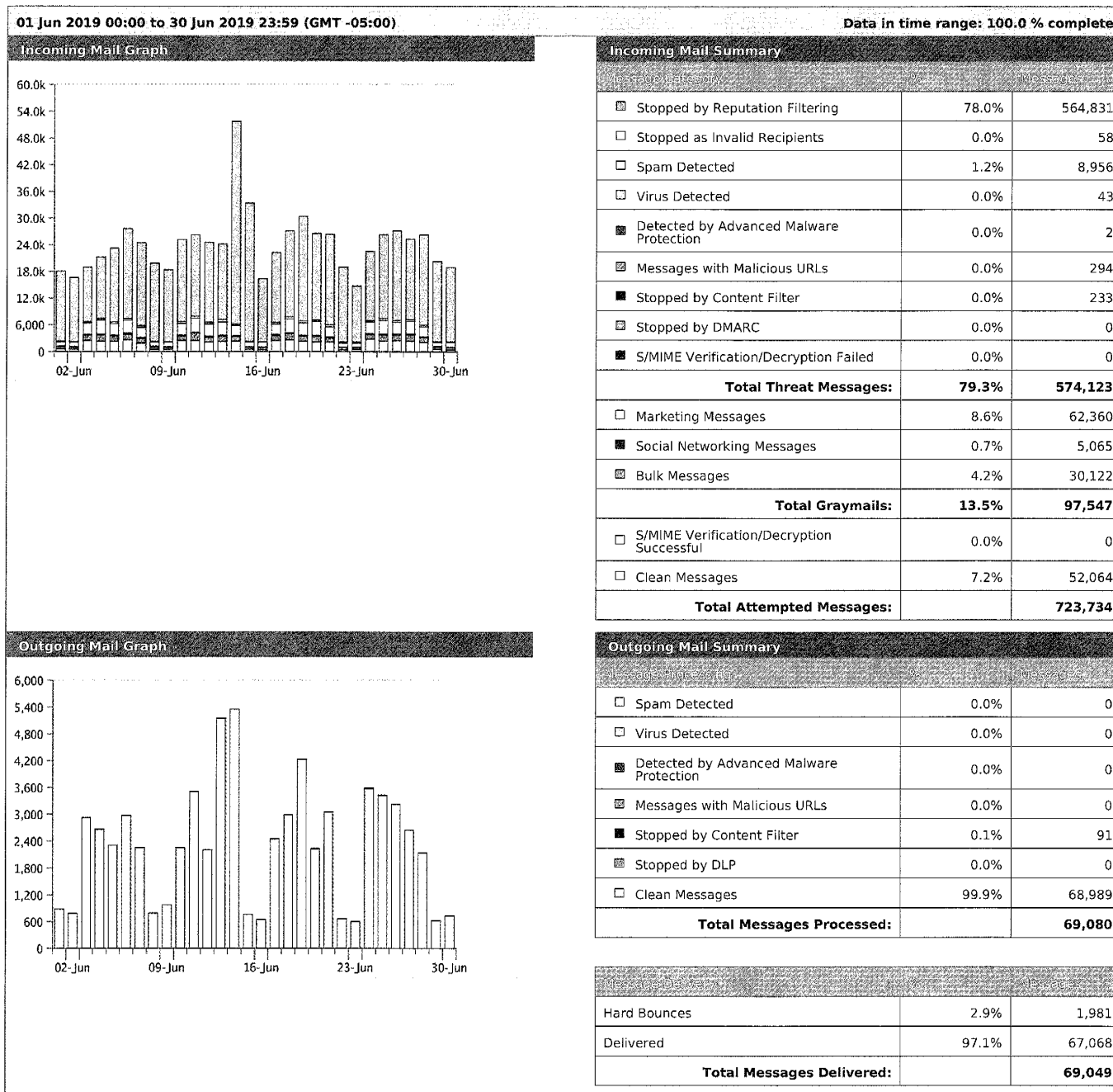


## I.T. Table 3

### EMAIL SECURITY APPLIANCE

## Executive Summary

mail.ci.norman.ok.us



mail.ci.norman.ok.us - 01 Jul 2019 01:00 (GMT -05:00)

Copyright © 2003-2017 Cisco Systems, Inc. All rights reserved.

## Site Traffic



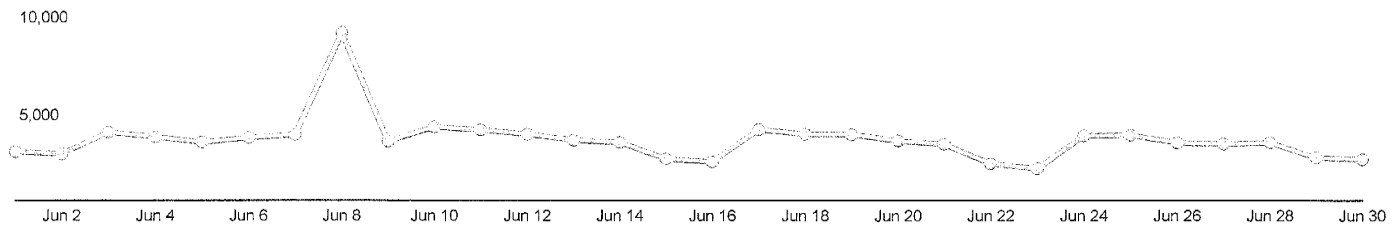
All Users  
100.00% Sessions

Jun 1, 2019 - Jun 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>93,060</b> % of Total: 100.00% (93,060)	<b>2.29</b> Avg for View: 2.29 (0.00%)	<b>213,331</b> % of Total: 100.00% (213,331)	<b>63,031</b> % of Total: 100.00% (63,031)	<b>49,778</b> % of Total: 100.04% (49,756)	<b>49.45%</b> Avg for View: 49.45% (0.00%)	<b>00:01:24</b> Avg for View: 00:01:24 (0.00%)
1. 08	<b>8,565</b> (9.20%)	1.38	11,855 (5.56%)	8,160 (10.05%)	7,403 (14.87%)	80.62%	00:01:18
2. 10	<b>3,756</b> (4.04%)	2.53	9,518 (4.46%)	3,224 (3.97%)	1,964 (3.95%)	44.36%	00:01:25
3. 17	<b>3,635</b> (3.91%)	2.53	9,211 (4.32%)	3,053 (3.76%)	1,703 (3.42%)	41.54%	00:01:31
4. 11	<b>3,595</b> (3.86%)	2.45	8,803 (4.13%)	3,104 (3.82%)	1,841 (3.70%)	48.85%	00:01:22
5. 03	<b>3,480</b> (3.74%)	2.35	8,170 (3.83%)	2,930 (3.61%)	1,592 (3.20%)	42.24%	00:01:19
6. 18	<b>3,388</b> (3.64%)	2.41	8,152 (3.82%)	2,848 (3.51%)	1,624 (3.26%)	43.60%	00:01:30
7. 12	<b>3,379</b> (3.63%)	2.33	7,876 (3.69%)	2,913 (3.59%)	1,689 (3.39%)	46.52%	00:01:30
8. 19	<b>3,378</b> (3.63%)	2.63	8,880 (4.16%)	2,871 (3.53%)	1,647 (3.31%)	43.34%	00:01:24
9. 07	<b>3,367</b> (3.62%)	2.40	8,096 (3.80%)	2,923 (3.60%)	1,671 (3.36%)	45.26%	00:01:20
10. 25	<b>3,331</b> (3.58%)	2.42	8,072 (3.78%)	2,858 (3.52%)	1,646 (3.31%)	44.46%	00:01:23

Rows 1 - 10 of 30





## **MONTHLY REPORT - LEGAL DEPARTMENT**

**June 2019 Report**  
**(Submitted July 11, 2019)**

### **MONTHLY HIGHLIGHTS:**

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

On May 14, 2019, the Oklahoma Supreme Court issued a decision vacating the opinion of the Court of Civil Appeals, reversing the district court's decision, and remanding the case for proceedings consistent with the Court's opinion that the arbitrator's decision is final and binding. This case will remain on the Monthly Report in the Cleveland County District Court section until it becomes final.

### **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**

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*

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

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

**D. *Municipal Court Appeals***

None

**E. *Small Claims Court***

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

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

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green - Termination)  
AFSCME Grievance FYE 19-10 – (Adams - Termination)  
AFSCME Grievance FYE 19-11 – (Boutwell - Separation)

IAFF Grievance FYE 18 – (Baldwin Training)  
IAFF Grievance FYE 18 – (Wilk Training)  
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)  
FOP Grievance FYE 19 – (Deese – Discipline)

**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

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

None

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through June 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
APR	406	521	491	49	38	23	14	16	12
MAY	543	503	626	38	20	34	11	16	14
JUNE	544	544	542	43	46	18	15	15	14
TOTALS / YTD	5,818	6,893	6,886	431	638	281	157	157	141

**WORKERS' COMPENSATION COURT**

The total number cases pending as of June 30, 2019 are 24. During the month of June 2019, there was one new claim and one settlement approved by the City Council June 25, 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	4	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	4	3	1	1	1

Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	3		2		1
Utilities	Sanitation	1			1	1
<b>TOTALS</b>		<b>24</b>	<b>9</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)

Hiatt, 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)***

***A settlement in the above Rohr case was approved by Council June 25, 2019 and will no longer appear on the monthly report.***

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, L. Shoulder, L. Elbow, Head, Ribs)

**Searcy, Terry v. City of Norman, WCC-2019-04001 A**

***(Public Works, Street Maintenance, HEO, Hearing Loss)***

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

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

## **SPECIAL CLAIMS**

The following is a breakdown of the Special Claims activity through June 2019.

DEPARTMENT	FYE 19 Month	FYE 19 YTD	FYE 18	FYE 17	FYE 16
Animal Control			1	1	
Finance - IT				1	
Fire			3	1	2
Fleet					1
Other	1	7	11	5	6
Legal			1		
Parks		5	5	3	2
Planning			1	1	
Police		10	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		2	10	5	6
Utilities – Water	4	9	12	13	6
Utilities – Sanitation		10	11	12	14
Utilities – Sewer & Line Maintenance	1	2	5	4	9
<b>TOTAL CLAIMS</b>	<b>5</b>	<b>45</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	56	74	72	66
Claims Open and Under Consideration	12	0	0	0
Claims Not Accepted Under Statute/Other	8	11	8	7
Claims Paid Administratively	8	17	19	23
Claims Paid Through Council Approval	8	15	12	13
Claims Resulting in a Lawsuit for FY	1	3	2	2
Claims Barred by Statute (No Further Action Allowed)	8	27	31	21
Claims in Denied Status (Still Subject to Lawsuit)	11	1	0	0

**EXPUNGEMENTS**

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

<b>MONTH</b>	<b>REQUESTS</b>			<b>COMPLETED</b>		
	FYE19	FYE18	FYE17	FYE19	FYE18	FYE17
JULY	18	26	10	20	14	12
AUG	27	20	7	6	10	11
SEPT	21	15	16	11	5	5
OCT	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	17	27	25	14	19	12
JUNE	16	16	14	8	11	15
<b>TOTALS/YTD</b>	<b>228</b>	<b>227</b>	<b>217</b>	<b>180</b>	<b>176</b>	<b>172</b>

## **MUNICIPAL COURT**

**8**



**MUNICIPAL COURT  
MONTHLY REP9RT  
JUNE - FY '19**

**CASES FILED**

	<b><u>JUNE</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>	<b><u>JUNE</u></b>	<b><u>FY18</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,706		15,509	1,108		14,985
Non-Traffic	267		3,585	272		3,792
SUB TOTAL	1,973		19,094	1,380		18,777
Parking	696		12,029	980		14,836
<b>GRAND TOTAL</b>	<b>2,669</b>		<b>31,123</b>	<b>2,360</b>		<b>33,613</b>

**CASES DISPOSED**

	<b><u>JUNE</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>	<b><u>JUNE</u></b>	<b><u>FY18</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,502		13,450	918		12,794
Non-Traffic	291		3,213	312		4,771
SUB TOTAL	1,793		16,663	1,230		17,565
Parking	605		8,841	637		11,080
<b>GRAND TOTAL</b>	<b>2,398</b>		<b>25,504</b>	<b>1,867</b>		<b>28,645</b>

**REVENUE**

	<b><u>JUNE</u></b>	<b><u>FY19</u></b>	<b><u>Y-T-D</u></b>	<b><u>JUNE</u></b>	<b><u>FY18</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 135,316.74		\$1,409,084.20	\$ 113,759.00		\$1,527,902.88
Non-Traffic	\$ 32,882.54		\$ 403,352.48	\$ 33,602.74		\$ 535,687.37
SUB TOTAL	\$ 168,199.28		\$1,812,436.68	\$ 147,361.74		\$2,063,590.25
Parking	\$ 13,266.00		\$ 205,968.20	\$ 14,118.00		\$ 238,035.00
<b>GRAND TOTAL</b>	<b>\$ 181,465.28</b>		<b>\$2,018,404.88</b>	<b>\$ 161,479.74</b>		<b>\$2,301,625.25</b>

## MUNICIPAL COURT - MONTHLY REPORT

### June 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 June, 2019, the Early Settlement - Norman Mediation Program accepted 56 new cases and closed 48 cases. There were 4 mediations conducted in June.

## **PARKS AND RECREATION**

**9**

## Park Planning Activities June, 2019

**NORMAN FORWARD Neighborhood Parks** Park Maintenance staff finished removal of the old play equipment at Prairie Creek Park, and the site was graded to allow our contract crew to install the new playground. Once the installation crew is done, the concrete contractor who is on-site installing the new perimeter walking trail in the park will also install a border around the new equipment to make the area ready for the safety surfacing crew to come and complete the project. That same concrete crew will then move on to the new Songbird park (in Cedar Lane/Monterey neighborhoods) and do the same type of work when the crews arrive next month to install the new playground and shade structure purchased earlier this year. Also at Songbird, we will build a basketball court, walking trails, and soccer practice area, park furniture and a gazebo to go along with the shaded playground and the 50 trees planted earlier this spring in Norman's newest neighborhood park.

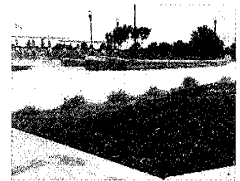


Crews also worked in June to top-dress several old neighborhood playground safety surfacing areas. The engineered wood fiber (mulch) is used as an impact-absorbing surface; and it needs regular attention to keep it at the prescribed depth for safety purposes. The playgrounds at Lions, Crestland, Walnut Ridge, Little Axe and Northeast Lions parks were addressed first. Other parks will be scheduled in the coming weeks and months. We are working to convert all of our playgrounds to a synthetic turf surfacing placed on top of padding and impact-absorbing drainage material. All NORMAN FORWARD park renovations and new park construction will be built this way; while

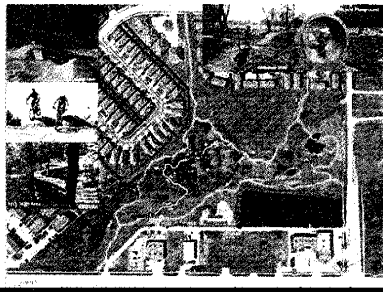
several other parks have been converted already prior to the NORMAN FORWARD initiative.

### Legacy Park

Grissom's Landscape planted replacement plant material in the landscape beds around the amphitheater seating, along the stage area and at the entry drive and walkways. We also advertised last month for the construction of a parking lot for the park-to be constructed west of the pond and accessed from the I-35 service road. That work will be awarded next month and completed this summer.



### Creekside Bike Park



After a pre-construction walk-through at the site of the new bicycle skills course (Creekside Bike Park) early in the month, the crew from Progressive Bike Ramps began working on the preliminary clearing in the land north of the businesses at the Northwest corner of Lindsey Street and 24th Avenue NE. The park will be built as weather permits over the next two months, and will include different trails for jumps, drops, technical skills and distance riding in the park, along with a beginner's bike playground for young riders to learn mountain biking skills before attacking the several trails that have



increasingly challenging features and obstacles. There will be a parking area at the park; however, the park trails will also connect to the surrounding neighborhoods and streets' sidewalks to allow riders to flow directly into the park without needing to drive to the site and un-load their bikes. The park will have user safety and skills signs for the different areas and will be adopted by the local trail riding clubs (similar to their adoption of the trails out by Lake Thunderbird). The project is being funded via Room Tax, and a grand opening will be scheduled for later this summer.

### NORMAN FORWARD Andrews Park

A Request For Proposal (RFP) was advertised in June for Engineering Services for the new Blake Baldwin Skatepark being built to replace the old skate park removed during the James Garner Avenue re-alignment in conjunction with the new Central Library construction. An agenda item is also being prepared for Council to hire the skatepark construction as a turnkey project from a nationally-bid government contract by American Ramp Company (ARC). Once that work is approved, we will schedule a series of public input and design feedback meetings this summer and begin construction in the fall. At this time, the project is planned to be located in the southeast part of the park. The local engineering firm we are looking to hire will help coordinate all site surveying, geotechnical services, grading, drainage, utilities and coordinate final landscape details with the Park Planning Division. Proposals are due for submittal to the City on July 12, 2019.

JUNE 2019  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Center:** The Senior Center celebrated National Donut Day on June 7<sup>th</sup> and everyone that came to the center was treated to a donut. The center also hosted its 2<sup>nd</sup> movie night on June 21<sup>st</sup> and 10 seniors were in attendance. We had hot dogs and watched Space Cowboys.

**Little Axe Community Center:** The outreach food distribution for the month of June was 146 adults and 30 children for a total of 176. There were two rentals in June. The Head Start program is out for the summer. Pioneer Library Services (PLS) indicated 342 units of service for May and 284 for the month of June.

**12th Avenue Recreation Center:** All instructional programming at the 12<sup>th</sup> Avenue Recreation Center began their summer season this month with the exception of the Karate Program. Karate is offered September thru May each year. We had 12 rentals this month (3 were The Maker's Church, 3 were the Korean Baptist Church and three were the "Rouges" mid-evil re-enactment group). The summer camp program continued this month with an average of thirty-three campers participating daily. The summer camp program has gone on such field trips as; the Westwood Aquatic Center, Regal and Harkins Movie Theaters, Hey Days and Andy Alligator's.

**Irving Recreation Center:** During Week #2 of the Irving Explorer Camp, campers enjoyed wooden birdhouse craft, visit from the OKC Zoo Outreach, the noodle hair game, field trip to Fire Station #9 and CiCi's Pizza and also participated in Wacky Wardrobe Day. During Week #3 (June 10<sup>th</sup>-14<sup>th</sup>) campers enjoyed ceramic robot craft, a field trip to Westwood Pool, the carrot race game, a field trip to Unpluggit's Paint & Play and participated in Pajama Day! During Week #4 (June 17<sup>th</sup>-21<sup>st</sup>) campers enjoyed decorating their own sailor hat craft, field trip to Westwood Pool, jazz & hip-hop dancing with Tippi Toes Dance, field trip to OKC Science Museum and Hat Day! Lastly during Week #5 campers enjoyed wooden fans craft, field to Westwood Pool, the fly-swatter game, field trip to Get Air Trampoline Park and participated in Crazy Hair Day!

**Whittier Recreation Center:** The 2019 Summer Sports Camp Series kicked off this month. There were 5 camps (junior jammer basketball, sooner junior football, volleyball, sooner junior basketball and shooting camp) being offered through the month of June. All sports camps were for campers ages 8-14 except the Junior Jammer Basketball camp which was offered to 5-8 year olds. Most camps were held from 9:00 a.m. -12:00 p.m. with the exception of the sooner junior basketball shooting camp which met from 1:00 p.m.-4:00 p.m. All campers received a camp T-shirt and a Sno-cone on the last day of camp. There were 256 participants enrolled. The Whittier Discovery Camp had 19 campers registered this month. Every Monday the Norman Public Library West held story/craft time with the campers. Bricks 4 Kidz, a STEAM learning group, came out twice this month to hold demonstration classes with the campers. Every Wednesday this month the campers visited the Westwood Aquatic Center. Wes a representative from Mad Science visited the Center and demonstrated many hands-on and interactive science experiments. The campers visited the following field trip sites this month: Sam Noble Museum/ Braum's Ice Cream, UnPluggits Paint & Play, and Chuck E. Cheese. The campers made various crafts that can be seen throughout the Rec Center including: dream catchers, mandalas, tie-dye butterflies, and self-portraits. The Okie Stompers clogging class continued to meet twice a week on Tuesday and Thursday evenings from 6:00-8:00 p.m. Every Tuesday evening the clogging group held two classes one from 6:00-7:00 and one from 7:00-8:00 p.m. One class was held for beginners (6:00-7:00) and the other class was held for the advanced students.

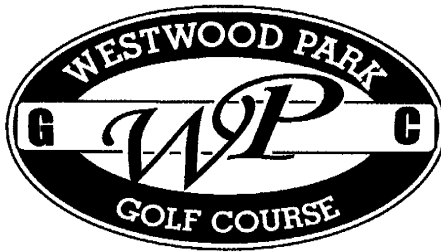
<b>FACILITY ATTENDANCE:</b>	<b>Month</b>	<b>Year to Date</b>
Senior Center (includes congregate meals)	2,117	21,739
Little Axe Community Center	1,395	19,156
12th Avenue Recreation Center	3,880	38,424
Irving Recreation Center	3,988	18,772
Whittier Recreation Center	435	7,364
Reaves Center	300	3,600
Tennis Center	3,622	29,048

**JUNE 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	1	7		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>Hours YEAR-TO-DATE</b>
Mowing	105.00	1130.50		608.50	68.00
Trim Mowing	801.00	6682.75		1762.75	268.00
Chemical Spraying	40.00	532.00		56.50	0.00
Fertilization	0.00	0.00		8.00	0.00
Tree Planting	0.00	0.00		36.00	0.00
Tree & Stump Removal	2.00	170.00		130.00	30.00
Tree Trimming/Limb Pick-Up	150.00	604.50		663.00	2.00
Restroom/Trash Maintenance	327.00	2682.00		46.00	509.50
Play Equipment Maintenance	107.00	678.25		207.50	32.50
Sprinkler Maintenance	4.00	226.50		79.50	92.00
Watering	0.00	0.00		288.25	0.00
Grounds/Building Maintenance	5.00	754.00		122.50	0.00
Painting	0.00	0.00		193.00	0.00
Planning Design	0.00	0.00		250.00	0.00
Park Development	0.00	4.00		13.55	0.00
Special Projects	56.00	1577.25		243.25	97.00
Nursery Maintenance	0.00	8.00		83.00	0.00
Flower/Shrub Bed Maintenance	4.00	531.50		70.00	114.00
Seeding/Sodding	0.00	16.00		41.00	0.00
Ballfield Maintenance/Marking	0.00	999.00		22.00	0.00
Fence Repairs	7.00	13.00		2822.75	0.00
Equipment Repairs/Maintenance	180.50	1528.75		164.75	47.00
Material Pick-Up	16.75	143.75		10.50	9.25
Miscellaneous	83.00	2668.75		135.75	218.25
Shop Time	7.00	301.75		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	24.00	55.00		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	128.00	756.00		0.00	0.00

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



**JUNE 2019**

**Westwood Golf Course Division Monthly Progress Report**

<b>ACTIVITY</b>	<b>JUNE FY'19</b>	<b>JUNE FY'18</b>
Regular Green Fees	1073	882
Senior Green Fees	414	405
Junior Fees	330	251
School Fees ( high school golf team players)	278	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	699	663
Employee Comp Rounds	361	395
Golf Passport Rounds	0	0
9-Hole Green Fee	167	121
2:00 Fees	133	129
4:00 Fees	373	453
Dusk Fees or 6:00 Fees	85	132
PGA Comp Rounds	10	16
*Rainchecks (not counted in total round count)	18	31
Misc Promo Fees (birthday fees, players cards, OU student fees, (Military, player pass))	721	643
Green Fee Adjustments (fee difference on rainchecks)	11	8
<b>Total Rounds</b> (*not included in total round count)	<b>4655</b>	<b>4098</b>
% change from FY '18	13.59%	
<b>Range Tokens</b>	<b>4346</b>	<b>3882</b>
% change from FY '18	11.95%	
18 - Hole Carts	216	252
9 - Hole Carts	123	109
½ / 18 - Hole Carts	1588	1376
½ / 9 - Hole Carts	516	510
<b>Total Carts</b>	<b>2443</b>	<b>2247</b>
% change from FY '18	8.72%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	4
18 - Hole Senior Trail Fees	6	3
9 - Hole Senior Trail Fees	3	0
<b>Total Trail Fees</b>	<b>9</b>	<b>7</b>
% change from FY '18	28.57%	
<b>TOTAL REVENUE</b>	<b>\$134,531.92</b>	<b>\$ 101,462.91</b>
% change from FY '18	32.59%	



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

<b>SAFETY REPORT</b>	<b>FY 2019 MTD</b>	<b>FY 2019 YTD</b>	<b>FY 2018 MTD</b>	<b>FY 2018 YTD</b>
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	\$65,864.65	\$426,217.90	\$53,720.51	\$466,040.14
Driving Range	\$15,139.07	\$100,327.82	\$13,605.83	\$102,579.55
Cart Rental	\$36,220.25	\$240,025.02	\$31,742.50	\$269,521.31
Restaurant	\$16,012.88	\$35,084.08	\$1,402.50	\$11,318.51
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$1,295.07	\$8,931.26	\$991.57	\$3,869.73
<b>TOTAL INCOME</b>	<b>\$134,531.92</b>	<b>\$810,586.08</b>	<b>\$101,462.91</b>	<b>\$853,051.48</b>
Expenditures	\$100,513.33	\$925,494.41	\$85,055.35	\$955,700.93
Income vs Expenditures	<b>\$34,018.59</b>	<b>(\$114,908.33)</b>	<b>\$16,407.56</b>	<b>(\$102,649.45)</b>
Rounds of Golf	4655	30428	4098	31933

June 2019

Routine June maintenance included daily greensmowing, cup changing (putting green hole relocation), handwatering of putting green dry spots, trash pick up, restroom maintenance, irrigation monitoring and testing, repairs as required, and operating manual valve irrigation of 10 acres. Additionally, we rake sand bunkers daily.

Tees, fairways and aprons are mowed three times a week. Roughs are mowed daily. Buffer zones around water features are mowed once a week and peripheral areas are mowed once a week. A second application of pre-emerge herbicide to greens was applied and post-emergent herbicides are applied as needed, with play areas being the highest priority. Greens were sprayed with fungicide and insecticide twice, as well as a wetting agent and a micronutrient package. # 13 green was spiked early in the month and benefits of no burning, were realized for the rest of the month. Fertilizer was added to weaker areas of turf. The strip of ground behind the driving range tee has been sodded and fertilized, along with the area on the east side of the new tennis building. The tees on the course that are the firmest were aerified and fertilized. In advance of our 4th of July tournament we initiated a chemical and mechanical trimming application. Sickie mowing around all waterways is completed. Low hanging limbs and suckers around the base of trees were pruned and two dead trees were removed. Yardage markers and basin lids were painted, and out of bounds poles were straightened. All bed areas around clubhouse and patio were trimmed and cleaned. The fans were installed at #s 8 and 14 greens. Poison ivy was hunted and destroyed.

Fifteen rental cars were traded in and new cars with windshields were put into service in the third week. Reflective tape was added to our putting green flag poles, to assist players with yardage range finders. Repairs were made to the split rail fence along # 9 fairway. Routine maintenance duties were performed on all rental cars. (Corrosion and tire checks.)

JUNE 2019  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2019 MTD	FY2019 YTD	FY2018 MTD	FY2018 YTD
Swim Pool Passes	\$69,435.00	\$411,024.36	0.00	\$0.00
Swim Pool Gate Admission	\$114,929.00	\$173,808.00	0.00	\$0.00
Swim Lesson Fees	\$14,452.00	\$35,425.50	0.00	\$0.00
Pool Rental	\$12,169.00	\$35,290.00	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	\$16,012.88	\$103,592.08	0.00	\$0.00
<b>TOTAL INCOME</b>	<b>\$226,997.88</b>	<b>\$760,062.07</b>	0.00	\$0.00
Expenditures	\$194,788.69	\$689,600.21	\$ 1,591.97	\$6,263.67
<b>Income verses Expenditures</b>	<b>\$32,209.19</b>	<b>\$70,461.86</b>	<b>\$ (1,591.97)</b>	<b>(\$6,263.67)</b>

ATTENDANCE INFORMATION

	Season to Date May 2018-June 2019	Season to Date May 2018-June 2019	Season to Date May 2018-June 2019	Season to Date May 2018-June 2019
a. Pool Attendance	15,540	104,402	0	0
b. Adult Lap Swim Morning/Night	47	345	0	0
c. Water Walkers	89	1,807	0	0
d. Toddler Time	272	2,590	0	0
e. Swim Team	275	4,177	0	0
f. Swim Lessons	514	14,466	0	0
g. Movie Night/Special Events	686	2711	0	0
h. Party / Rentals	114	789	0	0
<b>TOTAL ATTENDANCE</b>	<b>17537</b>	<b>131,287</b>	<b>0</b>	<b>0</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**

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

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

At the June 17, 2019 meeting the Commission reviewed two enhancement statements – Cottonwood Creek Rural Certificate of Survey and Turkey Valley Estates Rural Certificate of Survey. These were forwarded without comments.

The Commission also began discussion of updating the master plan map. They discussed the need to have discussions with other boards, commissions and committees of the City about updating the master plan and implementation strategies.

The next regular meeting is scheduled for July 15, 2019.

**HISTORIC DISTRICT COMMISSION**

The Historic District Commission regular meeting was held on June 3, 2019. The following occurred or was reported at that meeting:

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

**715 S Crawford Ave** – Demolition of a garage

**478 College Ave** – Installation of French doors on the side of the garage

The following COA requests were postponed to the following meeting due to the lack of a representative present to answer questions regarding the projects:

**425 Macy St** – Installation of a swimming pool

**514 Shawnee Ave** – Re-installation of windows

Additionally, an applicant for 720 W Boyd Street requested a preliminary review of proposed exterior alterations for the rear of the Logan Apartments. This applicant was absent and the item was postponed to the next meeting.

**COA Administrative Bypass granted by staff:**

There was one request by Administrative Bypass processed in June:

**717 W Boyd St** – Installation of an accessory structure less than 108 sq. ft.

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

Projects utilizing the FY 2018-2019 CLG Grant funds have been completed. The 2019-2020 CLG Grant projects will begin in July.

## MISCELLANEOUS

	2018 June	July	Aug	Sept	Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	June
Walk-Ins	36	38	21	21	27	6	29	59	22	43	51	33	29
Email Contacts	324	354	305	340	396	357	350		357	338		368	303
Lot Line Adjustments	2	5	2	-	-	1	-	2	-	6	2	2	4
Landscape Maint. & Replacement Bonds	1	1	1	3	4	3	1	4	2	3	4	1	2
Board of Adjustment Variance Appl.	2	4	2	1	-	1	-	2	1	1	1	-	1
Legal Notices Sent	65	82	47	9	-	15	-	70	18	15	12	-	18
Planning Commission Applications Rec'd	3	3	-	5	3	5	1	2	1	3	-	1	1
Legal Notices Sent	215	99		137	14	79	38	85	-	72	-	-	14
Pre-Development Meeting Appl. Rec'd	-	2	-	3	2	1	-	1	-	2	1	-	1
Notices Sent	-	71		97	18	9	-	47	-	26	54	-	14

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

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

During June, one application for Pre-Development was received for the meeting scheduled for June 27, 2019.

During June, submittals for the July 11, 2019 Planning Commission included: one rezoning request, and one ordinance amendment.

The Planning Commission met on June 13, 2019 and recommended approval of the following: two Norman Rural Certificates of Survey. The Planning Commission held a Study Session immediately following the June 13 Regular Meeting to receive a "Training Refresher and Zoning Primer" presentation from the Law Department. The next regular meeting is scheduled for July 11, 2019.

During the month of June, 37 commercial building permit applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 22. Of the 37 commercial applications submitted, 7 applications did not require Current Planning review.

## BOARD OF ADJUSTMENT

The Board of Adjustment met on June 26, 2019 and approved one application for a Special Exception to allow a mobile home as a temporary second dwelling to relieve a medical hardship. The next regular meeting is scheduled for July 24, 2019.

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

All of the pilot projects: orthophoto, elevation, and planimetric, for Contract K-1819-90 for Base Map Update Services with The Sanborn Map Company, LLC were completed in June. 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 continued working on the *Annual Status Report 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 74 requests for service that resulted in the production of 106 mapping products and reports. The GIS division provided services for 9 of the City's departments during the month.



**DEVELOPMENT SERVICE**

**10B**

**DEVELOPMENT SERVICES DIVISION**

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

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

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
2000 168 <sup>th</sup> Ave. NE	Little Axe Public School New Athletic Facility/Gym	\$1,000,000	5
4701 12 <sup>th</sup> Ave. NW	MNTC Five Precast Storm Shelters	\$650,000	6
2420 Westport Dr.	Westwood Park Indoor Tennis Court	\$1,006,634	8
3901 N. Flood Ave.	Black Mesa Brewing	\$500,000	8

**Addition/Alteration and Interior Finish:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
2030 W. Lindsey St.	La Casita Restaurant Remodel	\$35,000	2
333 Interstate Dr.	Avis Budget Group Interior Remodel	\$5,000	2
3509 W. Main St.	Shoe Dept. Encore Interior Remodel	\$408,360	3
3400 W. Robinson St. Suite 164	Volcano Sushi Interior Remodel	\$200,000	3
1100 W. Main St. Suite 120	2020 U.S. Census Office Remodel	\$525,000	4
546 W. Main St.	Landlord Improvements	\$50,000	4
109 E. Tonhawa St.	Yellow Dog Coffee Roaster Remodel	\$30,000	4
1119 E. Constitution St.	El Senor De Los Tacos Interior Remodel	\$50,000	7
1942 24 <sup>th</sup> Ave. NW	Cyclebar Retail Fitness	\$125,000	8
5742 Huettnr Ct. Suite 170	Biorite Acquisition Office/Warehouse	\$120,000	8
1301 Da Vinci St.	City of Norman Fleet/Public Works Office Remodel	\$40,000	8
3300 Deskin Dr.	Native Distribution Expansion & Remodel	\$40,000	8
3240 Deskin Dr. Suite 110	Armstrong Homes Office/Warehouse	\$20,000	8
1632 24 <sup>th</sup> Ave. NW	Color Me Mine Interior Remodel	\$20,000	8

## MOBILE FIELD INSPECTION SYSTEM

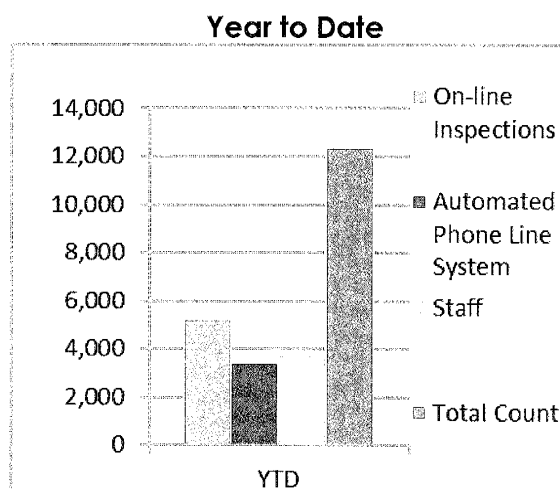
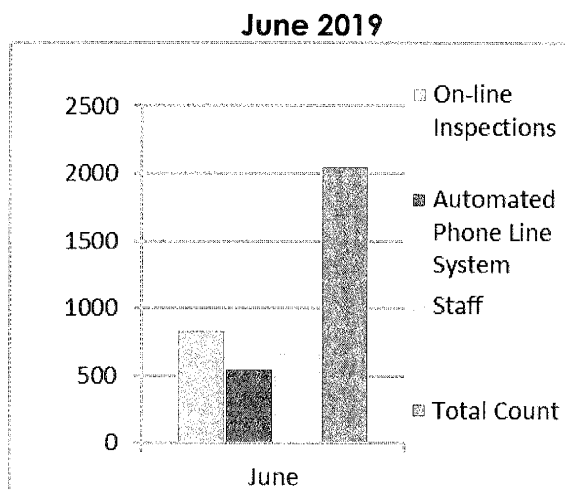
During June 1,376 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

June 3-7	June 10-14	June 17-21	June 24-28
331	351	355	339

## ON-LINE INSPECTION SERVICES

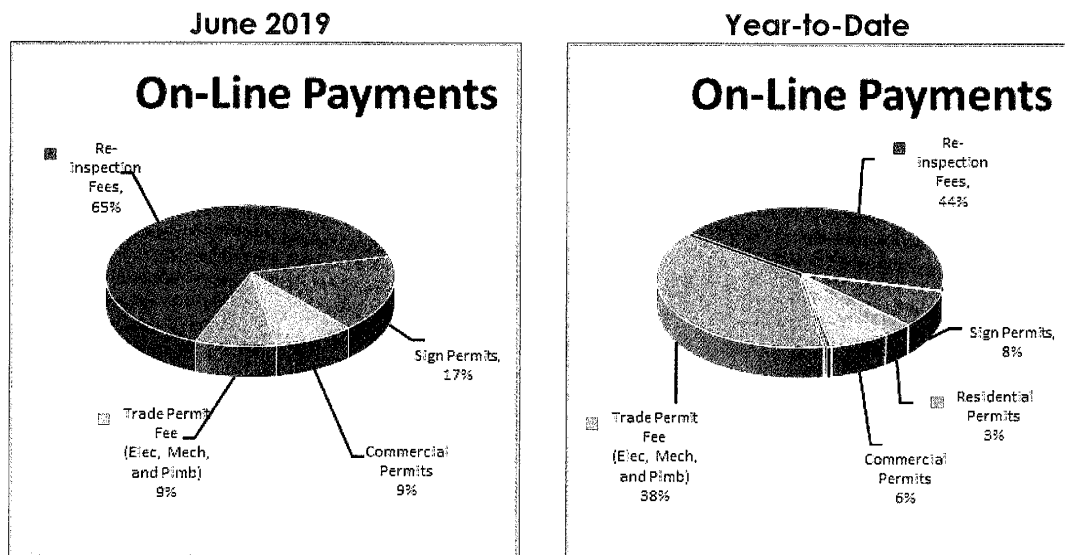
### Inspection Requests

During June 2,059 inspections were requested. 835 inspection requests were requested on-line, and 558 inspections were requests were made using the Automated Phone Line System. Staff made 666 inspection requests, which include phone and in-person requests, as well as administrative items.



### **On-line Payments**

During June, 23 on-line payments were made totaling \$766.00. Year-to-date 217 on-line payments have been made totaling \$59,539.81.



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

During June, 10 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, 100 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/ERI score. More recently, Resolution R-1819-120 extended the program to continue through December 31, 2019.

### **COMMERCIAL PLAN REVIEW**

During the month of June, 37 commercial building permit applications were submitted for review. Of those applications submitted, Commercial Plan Review staff reviewed and approved 20, 7 were placed on HOLD and 10 have had no review completed.

## CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in JUNE of 2019 totaled \$10,555,702, less than the \$22,678,484 for the same month last year. A total of 95 permits were issued in JUNE of 2019, less than the 135 permits issued in JUNE of 2018. The higher number of permits in JUNE 2018 is due to a higher volume of new residential construction, and non-residential addition/alterations. The higher dollar values in JUNE of 2018 are primarily due to new residential construction, and non-residential addition/alterations.

Total new residential permitting activity in JUNE 2019 was valued at \$4,603,854 compared to \$11,130,563 in JUNE 2018. New single-family detached residential construction in JUNE 2019 represented 20 new homes valued at \$4,603,854 compared with 33 new homes valued at \$10,955,563 in JUNE 2018. There were four (4) 3+ family add/alt permits in 2018. There were no single-family attached permits in either year. There were no new manufactured home permits in either year. There were no single-family non-dwelling unit permits in either year. There were no new duplex units permitted in either year. There were no garage apartments permitted in either year.

Residential addition/alteration permits in JUNE 2019 numbered 59 valued at \$2,169,248 compared to 66 permits valued at \$1,917,421 in JUNE 2018. The higher number of permits in JUNE 2018 is primarily due to residential accessory buildings. The higher dollar value in JUNE 2019 was primarily due to 1 & 2 family additions/alterations, paving and pools, and storm shelters.

Non-residential new construction permits in JUNE of 2019 totaled 7 with a value of \$1,580,000 compared to 19 permits valued at \$1,716,000 for JUNE 2018. The higher number of permits in JUNE 2018 is primarily due to the increased number in new construction and interior finish projects. The difference in dollar value is insignificant and attributed to various permit values.

Non-residential addition/alteration permits in JUNE of 2019 totaled 9 with a value of \$2,202,600 compared to 16 permits valued at \$7,914,500 for JUNE 2018. The primary reason for the higher dollar value in JUNE 2018 was due to the project at 100 Stinson Street, St. Thomas Moore Church Addition, valued at \$5,500,000.

# MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

7/5/2019

	JUNE 2019			JUNE 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	20	20	\$4,603,854	33	33	\$10,955,563
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	0	0	\$0
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3-4 DU per bldg)	0	0	\$0	0	0	\$0
Full Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	1	na	\$175,000
<b>Total Residential New</b>	<b>20</b>	<b>20</b>	<b>\$4,603,854</b>	<b>34</b>	<b>33</b>	<b>\$11,130,563</b>
<b>Net Residential Demos &amp; Removals</b>		<b>0</b>			<b>-2</b>	
<b>Net Residential Units</b>		<b>20</b>			<b>31</b>	
<b>Additions &amp; Alterations</b>						
1 & 2 Family						
Additions & Alterations	13		\$1,211,000	10		\$602,090
Manufactured Home (Replace)	0		\$0	1		\$80,000
Paving & Pools	16		\$840,000	20		\$491,765
Accessory Buildings	2		\$21,200	12		\$383,100
Storm Shelters	28		\$97,048	19		\$60,466
3+ Family						
Addition & Alteration (All Types)	0		\$0	4		\$300,000
<b>Total Residential Additions &amp; Alterations</b>	<b>59</b>		<b>\$2,169,248</b>	<b>66</b>		<b>\$1,917,421</b>
<b>TOTAL RESIDENTIAL</b>	<b>79</b>		<b>\$6,773,102</b>	<b>100</b>		<b>\$13,047,984</b>

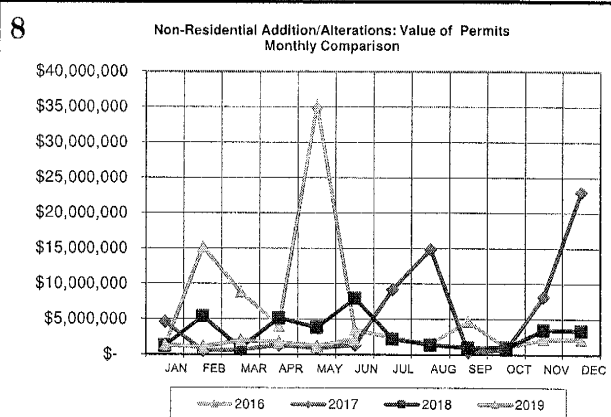
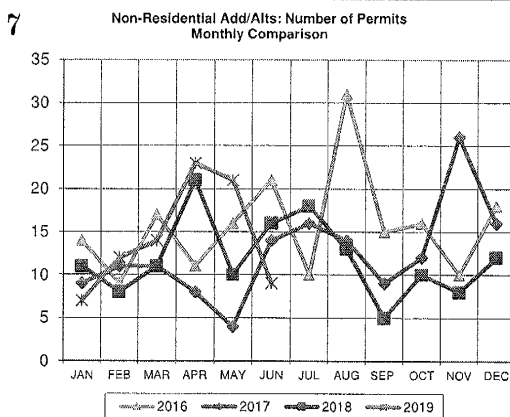
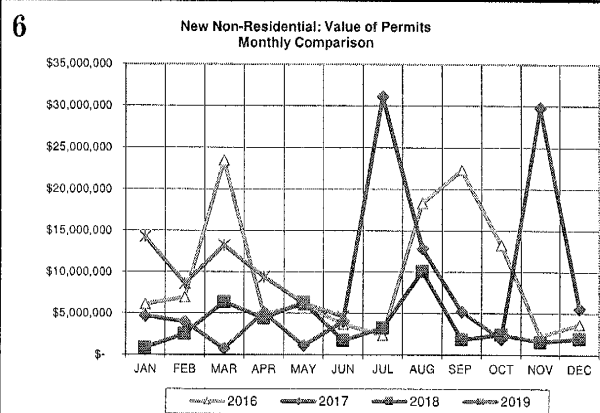
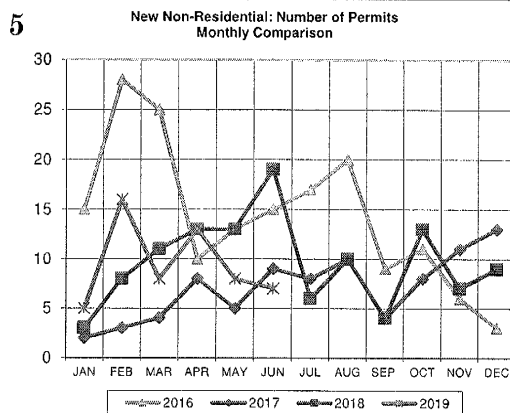
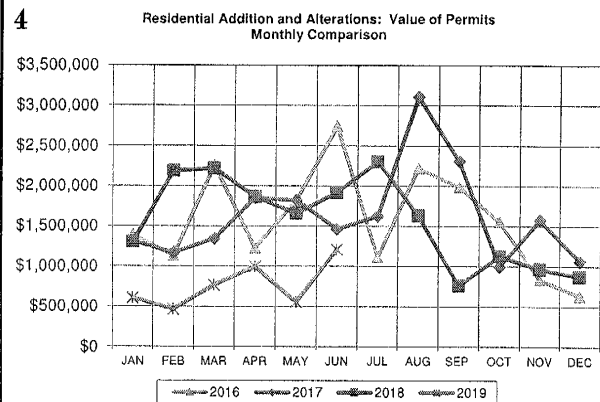
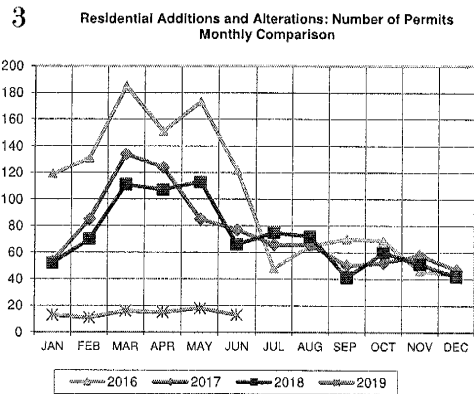
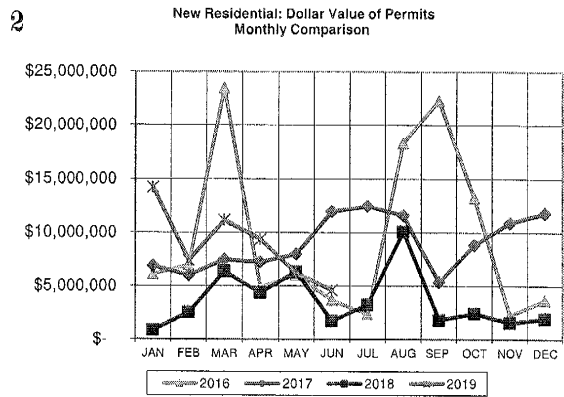
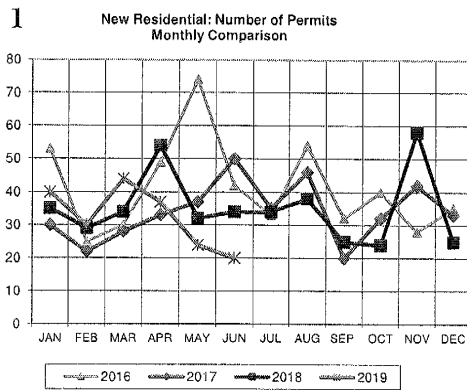
<b>NON-RESIDENTIAL PERMITS</b>	<b>Number of Permits</b>	<b>Valuation</b>	<b>Number of Permits</b>	<b>Valuation</b>
<b>New Construction</b>				
Foundation	0	\$0	1	\$220,000
Shell	0	\$0	0	\$0
Interior Finish	3	\$500,000	10	\$645,000
Full Permit	4	\$1,080,000	8	\$851,000
<b>Total Non-Residential New</b>	<b>7</b>	<b>\$1,580,000</b>	<b>19</b>	<b>\$1,716,000</b>
<b>Additions &amp; Alterations</b>				
Additions & Alterations (All Types)	9	\$2,202,600	16	\$7,914,500
<b>Total Non-Residential Additions &amp; Alterations</b>	<b>9</b>	<b>\$2,202,600</b>	<b>16</b>	<b>\$7,914,500</b>
<b>TOTAL NON-RESIDENTIAL</b>	<b>16</b>	<b>\$3,782,600</b>	<b>35</b>	<b>\$9,630,500</b>

<b>TOTAL ALL PERMITS</b>	<b>95</b>	<b>\$10,555,702</b>	<b>135</b>	<b>\$22,678,484</b>
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<b>OTHER ACTIVITY</b>	<b>Number</b>	<b>Number</b>
Electrical Permits	101	113
Heat/Air/Refrigeration Permits	127	148
Plumbing & Gas Permits	102	112
Sign Permits	19	32
Water Well Permits	3	2
Garage Sale Permits	197	270
Structure Moving Permits	2	1
Demo - Residential Permits	0	2
Demo - Non-residential Permits	0	0
Temporary Const Bldgs & Roll-off Permits	20	21
Lot Line Adjustments Filed	3	2
Certificate of Occupancy (CO) Permits	87	100
All Field Inspections	1,794	2,059

<b>YEAR TO DATE</b>	<b>JANUARY-JUNE 2019</b>			<b>JANUARY-JUNE 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	210	212	\$56,231,967	218	217	\$60,498,338
Residential Demos/Removals	na	-17	na	na	-19	na
Residential Additions/Alterations	423	na	\$9,588,104	519	na	\$11,157,825
Non-residential New Construction	57	na	\$30,820,750	67	na	\$22,175,052
Non-residential Additions/Alterations	86	na	\$22,397,480	77	na	\$24,429,759
<b>TOTAL YEAR TO DATE</b>	<b>776</b>	<b>195</b>	<b>\$119,038,301</b>	<b>881</b>	<b>198</b>	<b>\$118,260,974</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	NETCOM, LLC.	815	06/20/19	1098		168TH	AVE	28	1E	NOT SUBDIVIDED	A2	\$ 35,000	5
COMMERCIAL, ADD/ALT-2	CORNMANN, KYLE	1040	06/11/19	1430	W	LINDSEY	ST	3		BERRY EST #4	C2	\$ 275,000	5,585
COMMERCIAL, ADD/ALT-2	PANJWANI, SALIM	1129	06/10/19	1728		24TH	AVE	1A	2	FRITZLAN ACRES	C2	\$ 20,000	550
COMMERCIAL, ADD/ALT-2	SUN CONSTRUCTION SERVICES	1134	06/05/19	225	E	EUFULA	ST	17	12	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 215,000	2,500
COMMERCIAL, ADD/ALT-2	KORTE CONSTRUCTION	1961	06/19/19	1800	E	IMHOFF	RD	1		HITACHI ADD	11	\$ 1,500,000	18,000
COMMERCIAL, ADD/ALT-2	OWNER	2195	06/25/19	3213	N	FLOOD	AVE	3A	3	NORTHBRIDGE IND PARK #2	11	\$ 100,000	688
COMMERCIAL, ADD/ALT-2	OWNER	2937	06/25/19	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PARK	11	\$ 3,800	63
COMMERCIAL, ADD/ALT-2	OWNER	2338	06/25/19	4216	W	GRAY	ST	3		SOUTH CLASSEN INDUSTRIAL PARK	11	\$ 3,800	51
COMMERCIAL, ADD/ALT-2	NOLAN, LARRY	2380	06/18/19	421				11	88	NORMAN, ORIGINAL TOWNSHIP	C1	\$ 5,000	200
COMMERCIAL, INTERIOR FINISH-2	PRECISION BUILDERS, LLC.	1084	06/03/19	2821		36TH	AVE	1		SOMC ADD	PUD	\$ 300,000	13,481
COMMERCIAL, INTERIOR FINISH-2	TC GRISSOM BUILDING CO.	1539	06/04/19	5740		HUETTNER	CT	6	1	HUETTNER ADDITION SEC 3	11	\$ 140,000	9,000
COMMERCIAL, INTERIOR FINISH-2	PRECISION BUILDERS, LLC.	1876	06/14/19	941		26TH	AVE	1		WESTPORT PROFESSIONAL PARK #	C1	\$ 60,000	1,330
COMMERCIAL, NEW CONSTRUCTION-2	ASHTON GRAY, LLC.	1017	06/06/19	4015	N	FLOOD	AVE	1	1	BIO-CIDE-EAST PARK SEC. #2	11	\$ 350,000	2,840
COMMERCIAL, NEW CONSTRUCTION-2	ASHTON GRAY, LLC.	1018	06/06/19	4019	N	FLOOD	AVE	1	1	BIO-CIDE-EAST PARK SEC. #2	11	\$ 350,000	3,072
COMMERCIAL, NEW CONSTRUCTION-2	ASHTON GRAY, LLC.	1019	06/18/19	4023	N	FLOOD	AVE	1	1	BIO-CIDE-EAST PARK SEC. #2	11	\$ 350,000	3,346
COMMERCIAL, NEW CONSTRUCTION-2	GOBER POST FRAME CONSTRUCTION	5756	06/18/19	1221	W	ROCK CREEK	RD	1		MILLIGAN ADDITION SFP	11	\$ 30,000	1,050
COMMERCIAL, PARKING LOT-2	BROWN, RANDY	1926	06/04/19	2416		TEE	CIR	11	5	WESTPORT PROFESSIONAL PARK	CO	\$ 25,000	4,500
TEMPORARY BLDG/CONST TRAILER-2	OKC PARTY TENT & EVENT	2017	06/04/19	2214	W	BOYD	ST	1		INTERNATIONAL SQUARE 2ND ADD	PUD	\$ 625	600
TEMPORARY BLDG/CONST TRAILER-2	OKC TENTS AND MOORE	2126	06/04/19	1221		ED NOBLE	PKY	1		NORMAN AUTOMOTIVE BUSINESS P	C2	\$ 3,000	2,400
TEMPORARY BLDG/CONST TRAILER-2	SMALL POCKET POETS	2221	06/17/19	201	W	DAWS	ST			CITY PROPERTY	R1	\$ 10,000	1,344
TEMPORARY BLDG/CONST TRAILER-2	SMALL POCKET POETS	2222	06/17/19	3700	W	ROBINSON	ST	1	1	BROOKHAVEN, VILLAGE AT #3	C1	\$ 10,000	1,344
Total Permits												Average Valuation	3,898
17												Total Valuation	66,261
Average Valuation												Average Project Area	3,898
Total Valuation												Total Project Area	66,261

NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)													
CONTRACTOR	BUILDING SIZE (Square Feet)	USE /CLASSIFICATION	BUSINESS	ADD/ALTS		NEW CONSTRUCTION TOTALS				DEMOLITIONS		STRUCTURE MOVING	
				COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW SHELL BLDG. CONSTRUCTION	COMMERCIAL, LOT-2	SUBTOTAL ADDITIONS AND ALTERATIONS	FOUNDATION PERMIT2	SUBTOTAL NEW CONSTRUCTION	Address	Purpose
ASHTON GRAY, LLC	2840	OFFICE	BOOMER DENTAL THERAPY	9	2,177,600	\$ -	\$ 500,000	\$ -	\$ 1,080,000	4			
ASHTON GRAY, LLC	3072	OFFICE	BODYWORX PHYSICAL THERAPY										
ASHTON GRAY, LLC	3346	OFFICE	OKLAHOMA PAIN MANAGEMENT										
GOBER POST FRAME CONSTRUCTION	1050	OFFICE	OFFICE BUILDING										
				1	25,000	\$	2,202,600	\$ -	\$ 1,580,000	7			
							</						



Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2153	06/05/19	3719		BURMA	CT	41	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2155	06/05/19	3722		ANDREW	CT	36	7	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	VETS SEPTIC SERVICE	2157	06/10/19	3100		MONTANE	CT	5	1	GREENLEAF TRAILS ADD #9	PUD	\$ 2,475	55
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2187	06/03/19	1020		RIVERA	DR	16	2	CANADIAN TRAILS ADD #2	RM2	\$ 3,650	24
1 & 2 FAMILY STORM SHELTER-3	AREA SEPTIC SERVICES, INC.	2191	06/04/19	901		RED ROCK	DR	32	1E	H & L #9 (SURVEY)	A2	\$ 2,795	55
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2196	06/03/19	5013		LADROOK	ST	11	5	CAMBRIDGE ADD	R1	\$ 3,400	35
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2246	06/06/19	915		LEKIM	LN	9	4	TRAILWOODS SEC 8	PUD	\$ 3,850	28
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2269	06/07/19	1413		SKYLER	WAY	62	3	CEDAR LANE SEC #1	R1	\$ 3,200	22
1 & 2 FAMILY STORM SHELTER-3	OZ SAFEROOMS	2287	06/13/19	1020		BENTROOK	PL	1	1	BROOKHAVEN #32	R1	\$ 11,950	48
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE NORMAN	2302	06/10/19	3920		COLEFAX	LN	6	11	BELLATONA SEC. #1	R1	\$ 2,692	30
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	2305	06/11/19	808		DENISON	DR	12	6	WOODSLAWN ADD #1	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2310	06/19/19	1606		SKYLER	WAY	1	10	CEDAR LANE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2311	06/11/19	4014		HIDDEN HILL	RD	21	2	BROOKHAVEN #04	R1	\$ 4,000	34
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2327	06/12/19	3915		BELLWOOD	DR	16	1	BROOKHAVEN #01	R1	\$ 5,500	48
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	2344	06/13/19	3804		LORINGS	RD	4	4	CARRINGTON PLACE ADD #2	R1	\$ 2,600	29
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	2363	06/14/19	5017		DEERHURST	DR	14	1	CAMBRIDGE ADD #5	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2374	06/17/19	210		SONORA	LN	9	2	LITTLE RIVER TRAILS SEC #1	PUD	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2377	06/17/19	424		SUMMIT HILL	RD	7	1	SUMMIT LAKES ADD #5	R1	\$ 3,500	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2428	06/27/19	703		ORION	RD	2	3	SPRINGS AT GREENLEAF TRAILS #	PUD	\$ 3,695	24
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE SHELTERS	2447	06/20/19	4008		TROON	ST	18	2	CASCADE ESTATES PUD #7	PUD	\$ 3,000	28
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2468	06/21/19	4008	N	CHAMBERLYNE	WAY	8	2	WARWICK ADD #7	R1	\$ 3,800	32
1 & 2 FAMILY STORM SHELTER-3	ERS SERVICES	2479	06/21/19	5610		FLOYD COX	DR	5	2	PRIDE #130	RE	\$ 1,940	74
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	2503	06/27/19	2700		MOUNTAIN OAKS	DR	21	2	ROYAL OAKS ADD #6	R1	\$ 3,750	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2508	06/25/19	2136		BLUE CREEK	DR	11	1	BLUE CREEK ADD	RE	\$ 3,751	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2518	06/25/19	3705		ANDREW	CT	30	7	CEDAR LANE SEC #2	R1	\$ 2,400	22
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2544	06/26/19	112		SUMMIT BEND	CT	14	1	SUMMIT LAKES ADD #9	R1	\$ 3,500	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2545	06/26/19	1817		CONCORD	PL	7	1	WOODCREEK ADD #7	R1	\$ 3,100	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2566	06/27/19	4650		WELLINGTON LAKE	DR	5	2	WELLINGTON LAKE SEC 2	PUD	\$ 2,500	22
1 & 2 FAMILY, ADD OR ALTER-2	TREASE, CHAD	2041	06/05/19	405		PARK	DR	1	1	PARKVIEW ADDITION	R3	\$ 650,000	3,318
1 & 2 FAMILY, ADD OR ALTER-2	OUTDOOR ESCAPES, LLC.	2218	06/04/19	4313		CARRINGTON	CT	3	1	CARRINGTON PLACE ADD #10	R1	\$ 45,000	500
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	2235	06/07/19	2100		36TH	AVE	22	2W	NOT SUBDIVIDED	A2	\$ 130,000	2,172
1 & 2 FAMILY, ADD OR ALTER-2	SHOLETTE, TED	2271	06/07/19	612		BROAD	LN	7	3	PICKARD ACRES	R1	\$ 75,000	120
1 & 2 FAMILY, ADD OR ALTER-2	RED BRIDGE FINE HOMES	2326	06/12/19	4208		BLUE SAGE	RD	4	4	BROOKHAVEN #05	R1	\$ 70,000	308
1 & 2 FAMILY, ADD OR ALTER-2	WINDSTONE CONSTRUCTION	2376	06/17/19	3401		36TH	AVE	11	2W	MILLER (SURVEY)	A2	\$ 40,000	325
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	2398	06/17/19	3512		TETON	LN	4	3	CASCADE ESTATES PUD #6	PUD	\$ 5,000	224
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	2419	06/19/19	478		COLLEGE	AVE	31	2W	LINCOLN ADD	R1	\$ 7,000	7
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	2557	06/27/19	220	S	UNIVERSITY	BLVD	7	16	WAGGONERS T.R. FIRST ADD	R3	\$ 3,000	838
1 & 2 FAMILY, CARPORT-2	BBM OF OKC	2321	06/11/19	5450		HIDEAWAY HOLLOW	RD	1	2W	NOT SUBDIVIDED	A2	\$ 3,200	600
1 & 2 FAMILY, FIRE REPAIR	BYRD BUILDING	2365	06/14/19	501		FLINT RIDGE	DR	1	2	BROOKHAVEN #35	R1	\$ 5,000	100
1 & 2 FAMILY, FIRE REPAIR	C.A. MCCARTHY CONSTRUCTION LL	2395	06/21/19	4509		BLACK HORSE	RD	6	3	CARRINGTON PLACE ADD #6	R1	\$ 100,000	400
1 & 2 FAMILY, FIRE REPAIR	OWNER	2413	06/18/19	1905		TEXAS	ST	7	8	FACULTY HEIGHTS ADD	R1	\$ 3,000	224
1 & 2 FAMILY, FIRE REPAIR	STONEWALL HOMES, LLC.	2511	06/25/19	7905		GORDON	CR	6	3	OAKCREST ADD	RE	\$ 78,000	1,537
1 & 2 FAMILY, PAVING-2	SNCC CONSTRUCTION, LLC.	2025	06/24/19	525	W	SYMMES	ST	12	19	WAGGONERS T.R. FIRST ADD	R3	\$ 5,000	1,040
1 & 2 FAMILY, PAVING-2	FITZGERALD, STEVEN	2229	06/13/19	501		MERRYWOOD	LN	1	1	MERRYWOOD ACRES	R1	\$ 12,500	650
1 & 2 FAMILY, PAVING-2	OWNER	2283	06/10/19	417	N	MERCEDES	DR	24	21	WESTWOOD ESTATES	R1	\$ 4,500	350
1 & 2 FAMILY, PAVING-2	KINSEY, CARL	2402	06/24/19	710		JENKINS	AVE	7A	3	LARSH'S UNIVERSITY ADD	CCFB	\$ 1,000	188
1 & 2 FAMILY, STORAGE BLDG-2	MUIRFIELD HOMES	2202	06/04/19	4311		GRITTENDEN	DR	3	3	ASHTON GROVE ADD SEC 2	PUD	\$ 18,000	576
1 & 2 FAMILY, SWIMMING POOL-3	SCHINDLER DESIGN CO.	2208	06/04/19	4013		SAM GORDON	DR	5	1	BROOKHAVEN #36	R1	\$ 65,000	496
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	2226	06/05/19	420		LAKE GROVE	CT	5	4	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 70,000	589
1 & 2 FAMILY, SWIMMING POOL-3	FOX POOLS OF CENTRAL OK	2289	06/10/19	1101		HEARTHSTONE	CT	2	7	BROOKHAVEN #36	R1	\$ 60,000	602
1 & 2 FAMILY, SWIMMING POOL-3	FOX POOLS OF CENTRAL OK	2290	06/27/19	3134		PINE HILL	RD	15	1	CASCADE ESTATES PUD #2	PUD	\$ 58,000	560
1 & 2 FAMILY, SWIMMING POOL-3	RED VALLEY LANDSCAPE & CON'S	2291	06/11/19	5075	N	BROADWAY	DR	6	2W	NOT SUBDIVIDED	A2	\$ 30,000	430
1 & 2 FAMILY, SWIMMING POOL-3	S & S POOLS	2384	06/28/19	4513		MOORGATE	DR	7	1	CARRINGTON PLACE ADD #6	R1	\$ 46,000	684
1 & 2 FAMILY, SWIMMING POOL-3	AQUASCAPE POOLS	2423	06/19/19	3005		TRAILRIDGE	DR	2	1	TRAILS ADD #2	R1	\$ 175,000	833
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	2459	06/21/19	725		LEGACY	DR	7	4	VINTAGE CREEK ADDITION	PUD	\$ 60,000	465
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	2460	06/21/19	4313		CARRINGTON	CT	3	1	CARRINGTON PLACE ADD #10	R1	\$ 77,000	487
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	2495	06/24/19	3701		BURLINGTON	DR	15	2	BROOKHAVEN #19	R1	\$ 64,000	581
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	2561	06/27/19	606		LEGACY	AVE	5	8	VINTAGE CREEK ADDITION	PUD	\$ 70,000	660
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	2562	06/27/19	704		LEGACY	AVE	22	4	VINTAGE CREEK ADDITION	PUD	\$ 42,000	497

City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL PERMITS  
Issued JUNE 2019 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2	LEGACY HOMES CONSTRUCTION, INC.	2065	06/04/19	3121		STONE CREEK	DR	27	1	STONE LAKE ADDITION	R1	\$ 130,000	2,766
1 FAMILY, NEW CONSTRUCTION-2	LEGACY HOMES CONSTRUCTION, INC.	2066	06/04/19	1301		STONE CREEK	DR	20	1	STONE LAKE ADDITION	R1	\$ 132,000	2,563
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2152	06/05/19	3719		BURMA	CT	41	7	CEDAR LAKE SEC #2	R1	\$ 267,000	2,665
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2154	06/05/19	3722		ANDREW	CT	36	7	CEDAR LAKE SEC #2	R1	\$ 281,000	2,865
1 FAMILY, NEW CONSTRUCTION-2	WHEELER, FRANKLIN	2261	06/20/19	2601		168TH	AVE	10	1E	NOT SUBDIVIDED	A2	\$ 306,810	7,065
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	2369	06/19/19	1606		SKYLER	WAY	1	10	CEDAR LAKE SEC #2	R1	\$ 272,000	2,845
1 FAMILY, NEW CONSTRUCTION-2	STONERIDGE ENTERPRISES, INC.	2328	06/24/19	8109	E	ROCK CREEK	RD	17	1W	HIDDEN VALLEY EST	A2	\$ 241,614	3,016
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	2339	06/20/19	701		MONTILLA RIDGE	DR	11	2	MONTORO RIDGE SEC. #1	PUD	\$ 440,000	4,717
1 FAMILY, NEW CONSTRUCTION-2	OWNER	2403	06/25/19	7100		120TH	AVE	35	1W	NOT SUBDIVIDED	A2	\$ 187,020	3,329
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	2427	06/27/19	703		ORION	RD	2	3	SPRINGS AT GREENLEAF TRAILS #	PUD	\$ 255,000	2,568
1 FAMILY, NEW CONSTRUCTION-2	OWNER	2449	06/20/19	2800		SEXTON	DR	12	1W	NOT SUBDIVIDED	A2	\$ 30,000	462
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2156	06/10/19	3100		MONTANE	CT	5	1	GREENLEAF TRAILS ADD 9	PUD	\$ 222,210	2,469
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2158	06/10/19	1106		SAWMILL	RD	1	2	RED CANYON RANCH SEC 6	PUD	\$ 301,230	3,347
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2164	06/06/19	226		ALAMOSA	RD	6	3	LITTLE RIVER TRAILS SEC #2	PUD	\$ 256,000	4,645
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2165	06/06/19	3101		MONTANE	DR	8	2	GREENLEAF TRAILS ADD 8	PUD	\$ 244,710	2,719
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	2223	06/05/19	4304		CONDOR	DR	6	3	EAGLE CLIFF SOUTH ADD #5	R1	\$ 144,000	2,172
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2239	06/13/19	717		BLUE FISH	RD	5	5	TRAILWOODS SEC 10	PUD	\$ 162,090	1,801
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2340	06/24/19	921		OLD FRISCO	RD	7	3	GREENLEAF TRAILS ADD 8	PUD	\$ 223,380	2,482
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2341	06/24/19	3105		OLD FRISCO	RD	12	4	GREENLEAF TRAILS ADD 8	PUD	\$ 221,130	2,457
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	2438	06/27/19	3116		OLD FRISCO	RD	13	3	GREENLEAF TRAILS ADD 8	PUD	\$ 186,660	2,074
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2130	06/03/19	100		12TH	AVE	1	1	EASTPARK CROSSING #1	PUD		
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	2230	06/07/19	1917		ATCHISON	DR	2	1	NORTHBRIDGE IND PARK	I1		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2275	06/10/19	13101		ALAMEDA	DR	24	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2276	06/10/19	1201		CLEAR BAY	AVE	31	1E		A2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2300	06/11/19	333		INTERSTATE	DR				C3		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2528	06/26/19	429	E	ROBINSON	ST	1	1	RONIN #1 ADD	C2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	2540	06/05/19	300		HAL MULBROW	DR	12	2	PEARSON EST #1	RM6		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2215	06/05/19	1024		RIVIERA	DR	17	2	CANADIAN TRAILS ADD #2	RM2		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2254	06/07/19	1905		TEXAS	ST	7	8	FACULTY HEIGHTS ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2258	06/07/19	5110		120TH	AVE	23	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2264	06/24/19	1004	N	BERRY	RD	4	1	WOODSLAWN ADD #2	R1		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2325	06/13/19	1616		OAKCLIFF	RD	20	20		R1		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2414	06/18/19	210	E	MOSIER	ST	15	8	HIGHLAND ADDITION	R2		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2437	06/21/19	406		ROSEWOOD	DR	1	4	WESTWOOD ESTATES	R1		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2512	06/25/19	1908		MARYMOUNT	RD	3	9	HALLBROOKE ADD #2	R1		
TEMPORARY ROLL-OFF, RESIDENTIA CITY OF NORMAN	CITY OF NORMAN	2563	06/28/19	2134		VANESSA	DR	7	1	CRESTLAND ESTATES 2ND	R1		
Total Permits (excluding temp roll-off)													
79													
Average Valuation													1,016 sq ft
Total Valuation													80,290 sq ft
Average Project Area													
Total Project Area													

City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL PERMITS  
Issued JUNE 2019 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2 20 \$4,603.854	Average Project Area Total Project Area	Sq Ft 2,951 59,027	1 FAMILY ATTACHED HOME-2 0 \$0	1 FAMILY, MANUFACTURED HOME-2 0 \$0	1 FAMILY, OTHER NON-DWELLINGS 0 \$0			1 & 2 FAMILY, STORAGE BLDG-2 1 \$18,000	1 & 2 FAMILY, CARPORT-2 1 \$3,200	<b>Total Accessory Buildings</b> 2 \$21,200	1 & 2 FAMILY, PAVING-2 4 \$23,000	1 & 2 FAMILY, SWIMMING POOL-3 12 \$817,000	<b>Total Paving &amp; Pools</b> 16 \$840,000
2 FAMILY, NEW CONSTRUCTION 0 \$0 0 SF Project Area	GARAGE APT, NEW CONST 0 \$0 0 SF Project Area	0 SF	0 SF					1 FAMILY, MANUF HOME REPLACE-2 0 \$0	1 & 2 FAMILY STORM SHELTER-3 28 \$97,048		1 & 2 FAMILY, ADD OR ALTER-2 REPAIR 9 \$1,025,000	1 & 2 FAMILY, FIRE 4 \$186,000	<b>Total Add/Alt</b> 13 \$1,211,000
3+ FAMILY, FOUNDATION PERMIT 0 \$0	3+ FAMILY, SHELL 0 \$0	3+ FAMILY INTERIOR FINISH 0 \$0	3+ FAMILY, NEW FULL PERMIT (3-4 DU/BDG) 0 \$0 0 DU	FAMILY, NEW FULL PERMIT (5+ DU/ bldg) 0 \$0 0 DU	3+ FAMILY, STORAGE BLDG 0 \$0			3+ FAMILY, OTHER NON-DU 0 \$0	3+ FAMILY, CARPORT 0 \$0		3+ FAMILY, ADD OR ALTER 0 \$0	3+ FAMILY, FIRE REPAIR 0 \$0	<b>Total 3+ Family Add/Alt</b> 0 \$0
<div>RESIDENTIAL STORAGE CONTAINER</div> <div>TEMPORARY ROLL-OFF, RESIDENTIAL</div> <div>TEMPORARY ROLL-OFF, OTHER</div> <div>SEASONAL STORAGE CONTAINER</div>													
<div>DEMOS-RESIDENTIAL ADDRESS</div> <div>NET # DU</div>													
										79	<b>TOTAL PERMITS</b>		
										\$6,773,102	<b>TOTAL VALUE</b>		

**REVITILIZATION 10C**

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

A Public Hearing on the FYE20 Action Plan was held on May 14<sup>th</sup> during the City Council Meeting. The Action Plan was forwarded to HUD for review prior to the July 1, 2019 program start date.

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 occurred on June 11, 2019. Closeout and final reimbursement procedures are underway with the Oklahoma Department of Commerce.

### **Homeless Activities**

On June 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of April. There were five housing placements made (1 Veteran; 4 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.

### **Housing Programs**

June 2019

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

- One rehabilitation project is currently under contract and one project in development stage, with one rehabilitation project being completed since July 1, 2018.
- Four emergency repair projects are currently under contract; Eight emergency repair projects were completed since July 1, 2018.
- One accessibility modification project is currently under contract; nineteen 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 with no issues noted.

The FYE20 Requests for Application will be released July 1, 2019 with a return date of July 19, 2019.

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	1032	1013	9391
Proactive Cases	352	678	423	256	188	305	416	335	438	834	620	578	5423
Cases Closed	854	1110	1027	729	407	344	479	487	599	1180	1166	977	9359
Cases Still Open	520	712	574	383	326	403	551	686	871	896	772	818	7512
Tasks Completed	2833	3824	3053	2034	1113	1368	2037	2110	2489	3750	3723	3272	31606
Violation Letters Mailed	489	697	489	332	137	205	366	383	387	567	722	571	5345
Charges & Citations	2	2	1	9	11	8	8	4	2	19	5	4	75
Impounds	1	2	2	3	0	3	1	3	5	5	1	2	28
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	25	30	356
Owner Abated	13	20	25	13	3	0	2	0	11	1	5	6	99
Liens	23	33	27	39	39	7	8	14	8	5	7	25	235
Notices of Intent	46	30	51	23	10	3	8	7	13	14	27	19	251
Releases of Intent	12	20	23	16	13	1	9	0	2	11	1	4	112
Release of Liens	1	13	10	10	16	13	13	14	8	6	8	5	117
Invoices Mailed	35	50	31	27	5	3	8	7	18	9	32	20	245
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	35	180	2454

	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	87	85	
Inactive Producing Wells	50	50	49	51	51	50	50	50	48	48	41	42	
Active Injection Wells	6	6	6	6	6	5	5	5	5	5	6	6	
Inactive Injection Wells	12	12	12	12	12	13	13	13	13	13	12	10	
Total Wells:	155	155	154	154	154	152	151	151	149	148	146	143	
Monthly Well Inspections	155	155	154	154	154	152	151	151	149	148	148	146	1817
Additional Well Inspections	3			6		2	3		1		6	4	25
Drilling Permit Applications Received													0
Drilling Permits Issued													0
Active Drilling Locations & Completions													0
Wells Plugged		1			2	1		2	1	2		3	12
Plugged Location Restoration							1			2			3
Hazardous Incidents													0
Mechanical Integrity Tests			1						1	1			3
FOIA Requests			1										1
BOA Hearings													0
Charges Filed													0
Predevelopment Notices													0
Public Works Assist/Plat Review	1		1	1	1		1	1	1		1	1	9

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



**POLICE**

**11**



# Administrative Summary

## June 2019 Summary

### Operations



Part I Crimes	<u>Current</u>			<u>Year-To-Date</u>		
	2019	MONTH 5YR AVG	2018	2019	YTD 5YR AVG	2018
Murder	0	1	1	1	3	2
Rape	6	4	6	39	29	40
Robbery	5	5	3	25	28	26
Agg. Assault	11	13	19	97	83	92
Burglary	35	57	41	236	339	288
Larceny	194	272	243	1,250	1,595	1,330
Motor Vehicle Theft	22	26	25	172	161	169
Arson	1	1	0	4	2	4
Part I Totals:	274		338	1,824		1,951
<b>Part II Crimes</b>						
DUI/APC	36	36	26	280	238	230
Drunkenness	46	58	52	290	323	282
Drug Violations	76	97	124	560	569	632
Forgery	14	20	12	98	134	82
Vandalism	75	73	58	449	457	432
Others	300	NA	364	2,280	NA	2,201
Part II Totals:	547		636	3,957		3,859
<b>Total Reported Crime:</b>	<b>821</b>		<b>974</b>	<b>5,781</b>		<b>5,810</b>
<b>Other Reported Activity</b>						
Public Peace Reports	148	176	219	1,134	1,049	1,221
Warrants Served	189	132	144	988	780	795
Other Reports Totals:	337		363	2,122		2,016
<b>Total Case Reports:</b>	<b>1,158</b>		<b>1,337</b>	<b>7,903</b>		<b>7,826</b>
<b>Collisions</b>						
Fatality	0	1	1	3	3	4
Injury	42	53	61	253	330	324
Non-Injury	78	133	96	632	836	599
Total Collisions:	120		158	888		927
<b>Call for Service</b>						
CAD Activity (Total)	3,187	NA	2,948	18,580	NA	17,734
Calls for Service (Police)	9,077	NA	7,716	52,446	NA	48,629
Total CFS:	12,264		10,664	71,026		66,363
<b>Citations &amp; Warnings:</b>						
Citations	1,604	NA	942	8,364	NA	6,972
Warnings	2,009	NA	1,761	13,066	NA	13,080
Total Citations & Warnings:	3,613		2,703	21,430		20,052

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

**ANIMAL CONTROL      11A**

# Norman Animal Welfare Monthly Statistical Report

## June 2019



### IN SHELTER ANIMAL COUNTS

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	87	103	190	58	60	118	(72)	-38%
Ending	83	144	227	65	156	221	(6)	-3%

### ANIMAL INTAKES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	132	147	279	162	117	279	0	0%
Owner Relinquish	9	15	24	16	34	50	26	108%
Owner Intended Euth	0	1	1	1	0	1	0	0%
Transfer In	1	9	10	0	17	17	7	70%
Other Intakes*	0	0	0	3	0	3	3	
Returned Animal	15	4	19	7	4	11	(8)	-42%
<b>TOTAL LIVE INTAKES</b>	<b>157</b>	<b>176</b>	<b>333</b>	<b>189</b>	<b>172</b>	<b>361</b>	<b>28</b>	<b>8%</b>

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

### OTHER STATISTICS

	2018		2019		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	6	6	5	5	(1)	-17%
Dog Collected (DOA)	0	0	7	7	7	
Cat Collected (DOA)	1	1	5	5	4	400%
Wildlife Transferred	2	2	3	3	1	50%
Intake Horses	0	0	17	17	17	
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	6	6	1	1	(5)	-83%
Intake Pigs	0	0	0	0	0	
Intake Other	0	0	1	1	1	
<b>TOTAL OTHER ITEMS</b>	<b>15</b>	<b>15</b>	<b>39</b>	<b>39</b>	<b>24</b>	<b>160%</b>

### LENGTH OF STAY (DAYS)

	2018	2019
Dog	9.7	10.3
Puppy	10.6	7.6
Cat	13.1	13.6
Kitten	11.2	9.8

### OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	108	15	0	123

# Norman Animal Welfare Monthly Statistical Report

## June 2019



### LIVE ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	77	115	192	57	57	114	(78)	-41%
Return To Owner	58	4	62	67	10	77	15	24%
Transferred Out	17	9	26	52	4	56	30	115%
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>152</b>	<b>128</b>	<b>280</b>	<b>176</b>	<b>71</b>	<b>247</b>	<b>(33)</b>	<b>-12%</b>

### OTHER ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	3	3	0	2	2	(1)	-33%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	9	4	13	6	3	9	(4)	-31%
Owner Intended Euth	0	0	0	1	0	1	1	
<b>TOTAL OTHER OUTCOMES</b>	<b>9</b>	<b>7</b>	<b>16</b>	<b>7</b>	<b>5</b>	<b>12</b>	<b>(4)</b>	<b>-25%</b>

### TOTAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	152	128	280	176	71	247	(33)	-12%
Total Other Outcomes	9	7	16	7	5	12	(4)	-25%
<b>TOTAL OUTCOMES</b>	<b>161</b>	<b>135</b>	<b>296</b>	<b>183</b>	<b>76</b>	<b>259</b>	<b>(37)</b>	<b>-13%</b>

### SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	0	2	0	2	20%
Medical - Injured	1	1	0	2	20%
Behavior - Aggressive	6	0	0	6	60%
Behavior - Other	0	0	0	0	0%
<b>TOTAL EUTHANASIA</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>10</b>	

### MONTHLY LIVE RELEASE RATE

2018	2019
<b>94.6%</b>	<b>95.7%</b>

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

## **PUBLIC WORKS**

**12**

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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Rural Certificate of Survey item for Planning Commission. Three (3) Rural Certificates of Survey, two (2) final plats, one (1) resolution for exemption and one (1) preliminary plat items went to City Council review. The Development Engineer reviewed 18 sets of construction plans and 1 punch list. There were 106 permits reviewed and/or issued. Fees were collected in the amount of \$4068.55.

**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 began on the project on August 13, 2018. Weather permitting, construction is expected to take 340 days. On Monday April 15, eastbound and westbound traffic on West Main Street was switched to the south half of the roadway, so the contractor can begin reconstructing the north half of the roadway. The West Main Street roadway was completed on June 10, 2019. Full-width paved lanes will remain open at all times to eastbound and westbound traffic until project completion. For traffic safety reasons, eastbound and westbound lanes will not be placed in their permanent configuration until the end of the project.

The contractor's activities this month were as follows:

- Continued vegetation and debris removal along the creek south of West Main Street Bridge
- Continued slope grading along the channel banks on the south side of West Main Street Bridge
- Completed Main Street roadway paving on June 10, 2019.
- Installed 80% of the fencing along Brookhaven Creek.

**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 *June*.

• **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 Adams Elementary School District; second, the south side of West Boyd Street from 650 feet east of 24<sup>th</sup> Ave. S.W. to Nancy Lynn Terrace in the Alcott Middle School district; and third, the south side of West Imhoff Road from Walnut Road to Castlewood Drive serving the McKinley Elementary school and the University of Oklahoma. Construction will be in *May of 2019 through August of 2019*. The school sidewalk in project on Berry Road was completed on June 10<sup>th</sup>, 2019. *Work began on June 18<sup>th</sup>, 2019 on Boyd Street and is 25% Complete.*

- **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 24<sup>th</sup> Ave. West to Berry Road to close sidewalk gaps & 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 – 24<sup>th</sup> Avenue NE to 60<sup>th</sup> Avenue NE and required 4,100.27 tons of asphalt for the repair. (deep patching and leveling course)

#### **ASPHALT OPERATIONS:**

##### **ROBINSON STREET - 36<sup>TH</sup> AVENUE NE TO 108<sup>TH</sup> AVENUE NE**

Streets crews worked a deep patch at Robinson Street 36<sup>th</sup> Avenue NE to 108<sup>th</sup> Avenue NE and required 115.46 tons of asphalt for the repair.

##### **TECUMSEH ROAD – 156<sup>TH</sup> AVENUE NE TO 168<sup>TH</sup> AVENUE NE**

Streets crews worked a deep patch at Tecumseh Road – 156<sup>th</sup> Avenue NE to 168<sup>th</sup> Avenue NE and required 16.66 tons of asphalt for the repair.

##### **NORTH HIGHLAND RIDGE DRIVE**

Streets crews worked a deep patch at North Highland Ridge and required 5.06 tons of asphalt for the repair.

##### **4744 RIDGELINE DRIVE**

Streets crews worked a deep patch at 4744 Ridgeline Drive and required 48.87 tons of asphalt for the repair.

##### **ROBINSON STREET & FIREFLY DRIVE**

Streets crews worked a deep patch at Robinson and Firefly and required 91.10 tons of asphalt for the repair.

##### **JENKINS AVENUE & BOYD STREET**

Streets crews worked a deep patch at Jenkins and Boyd and required 62.02 tons of asphalt for the repair.

#### **CONCRETE OPERATIONS:**

##### **BROOKS STREET-JENKINS AVENUE TO CLASSEN BOULEVARD**

Streets crews replaced damaged concrete panels at Brooks-Jenkins to Classen. This repair required 172 cubic yards of concrete and resulted in over 537.00 square yards of repaired driving surface.

#### **ROADSIDE OPERATIONS:**

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

Streets Roadside Mowing crew continued their summer mowing schedule. During June 2019, 233.50 miles of rural rights-of way and 175.50 miles of urban rights-of-way were mowed.



## **STORMWATER**

### **WORK ORDER RESPONSE**

Stormwater Division received 34 work order requests and closed 34.

Crews for the Streets and Stormwater Divisions checked and cleaned inlet boxes throughout the City during rain events in June. Approximately 2,684 inlets were checked and of those 1,252 were cleaned, resulting in 14.00 tons of drainage debris removed from the stormwater system.

### **INFRASTRUCTURE**

The Infrastructure Maintenance crew assisted the Traffic Control and Streets Divisions with several heavy rain events by setting out road closure signs, inspecting roads, and reopening roadways. In between rain events, the Infrastructure Maintenance crew was able to repair two manhole lids on Franklin Road and North Interstate Drive. They also cleared debris from channels at Colonial Park, Oklahoma Ave., and Brookhaven Creek. The Infrastructure Maintenance crew repaired sinkholes at Sawgrass Drive, Vicksburg Ave., Sandstone Drive and Winding Ridge Road.

### **DRAINAGE MAINTENANCE**

The Channel Maintenance crew removed over 164 tons of debris from drainage channels throughout Norman in June. Locations included Saddleback Blvd., Beverly Hills, Chamblee Drive, Meadow Ave., and Berkley Park.

The Channel Maintenance crew also continued their mowing schedule in June and mowed 1,221,789 ft<sup>2</sup> of urban drainage way.

### **URBAN STREET SWEEPING OPERATIONS**

A total of 316 lane miles were swept resulting in the removal of approximately 165 tons of debris from various curb lined streets.

The Litter Crew continued to complete their route in June. The four-person crew collected a total of 13.75 tons of debris in June; 11.53 tons from urban areas and 2.22 tons from rural areas.

### **STORMWATER OKIE LOCATES**

During the month of June, 2274 Call 811 Okie Spots were received. Of those requests, 76 were stormwater pipe locates, 136 were physically checked, and 807 were referred to other departments.

### **CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 94 inspections of 77 active sites  
Issued 0 citation and 0 NOVs to active sites  
Issued 3 Earth Change Permits to new projects

### **MS4 OPERATIONS**

Received and responded to 56 citizen calls/ YTD Total is 439.

On June 5 and 12, 2019, Carrie Evenson and Michele Loudonback attended the opening sessions of the OKR04 Stormwater Stakeholder meetings held in Oklahoma City and Broken Arrow, respectively. They discovered that DEQ is considering an additional Minimum Control Measure for larger Phase II MS4s (population of 50,000 or more) which would require the City of Norman to develop, implement, and enforce an industrial stormwater program as part of their Stormwater Management Plan.

On June 11, the Stormwater Division hosted a Central Oklahoma Stormwater Alliance meeting where discussion topics included the 2019 Rain Barrel promotion, the 2020 rain barrel promotion, the 2019 EPA Region 6 MS4 Operators Conference, the 2020 Home and Garden Show, and future training opportunities.

On June 13, Dr. Evenson, Ms. Loudonback, and Hans Osgood met with Sarah Owsiany, APWA Reaccreditation Team, to discuss practices described within Chapters 25 and 27 as part of the City of Norman's APWA Reaccreditation process.

*Monthly Progress Report  
Public Works (June 2019)*

On June 13, Dr. Evenson, Ms. Loudenback, Mr. Osgood and Amy Shepard attended the APWA Reaccreditation Reception.

On June 17, Dr. Evenson and Ms. Loudenback gave a debriefing regarding the ODEQ evaluation findings for North Base with Fleet, Sanitation, and Line Maintenance representatives.

On June 19, the Spring 2019 Builders Workshop was held at the Trail Woods Addition. The Stormwater Division's construction stormwater program and Low Impact Development (LID) were discussed with the participants. The Oklahoma Water Survey discussed the LID features located in the subdivision and the monitoring program implemented by one of their students.

On June 19, Dr. Evenson and Ms. Loudenback attended the monthly ECAB meeting.

On June 27, Dr. Evenson, Ms. Loudenback and Ms. Shepard attended the Cash Handling class provided by Anthony Francisco and became Certified Cash Handlers.

### **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.

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

**Subdivision Development:**

FY 18-19 Associated Fees

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

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

**City Council Review:**

Certificate of Survey.....3  
 Preliminary Plat.....1  
 Final Plats .....2  
 Certificate of Plat Correction...0  
 Encroachment.....0  
 Easements.....0  
 Closure.....0

\$550.00

**Development Committee:**

Final Plats.....2

**Fee-In-Lieu of Detention.....0**    \$0.00

**Subtotal:**    \$550.00    \$5,590.00    \$55,960.00

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family.....20  
 \*\*\*Commercial.....9  
 Multi-Family.....0  
 Addition/Alteration.....28  
 House Moving.....0  
 Paving Only.....3  
 Storage Building.....3  
 Swimming Pool.....16  
 Storm Shelters.....23  
 Public Improvements.....1  
 Temporary Encroachments.....5  
 Fire Line Pits/Misc.....0  
 Flood Plain (@\$100.00 each).....0

**Total Permits.....**

**Grand Total.....**

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

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

	\$0.00	\$100.00	\$1,500.00
	\$3,518.55	\$4,071.21	\$128,399.49
	\$4,068.55	\$9,761.21	\$177,168.89
	18	19	435
	1	4	115

\* All Final Plat review completed within ten days..... PI # 13

\*\* All Single Family Permits were reviewed and completed within three days....PI # 10

\*\*\* All Commercial Permits were reviewed and completed within seven days.... PI # 11

\*\*\*\* All Construction Plans were reviewed within ten days.....PI # 12

\*\*\*\*\*All Punch Lists prepared within one day of Final Inspection.....PI # 8

**June 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	1	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	20	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	9	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	18	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STREET DIVISION					
	FYE 2019 June 2019	FYE 2019 June 2019	Year to Date	Year to Date	FYE 2019
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	356.86		2,457.65		
Overlay/pave 10 miles per year.	-	0%	13.75	138%	100%
Replace 1,160 square yards of concrete pavement panels	537.00	46%	1,358.00	117%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	20.00	5%	90.50	22%	100%
Mow 15 ROW-miles of Urban right-of-way, eight times per year	175.50	5%	341.25	284%	100%
Mow 148 miles of Rural Right-of-way twice per year	233.50	79%	968.50	327%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

**SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019**

<b>STORMWATER DIVISION</b>					
	<b>FYE 2019 JUNE, 2019</b>	<b>FYE 2019 JUNE, 2019</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2019</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
Distribute work order requests to field personnel within one day.	100%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	316.00	63%	4,558.50	76%	50%
Collect litter from rights of way in the Urban area (Tons)	11.53	165%	30.13	72%	70%
Collect litter from rights of way in the rural area (Tons)	2.22	111%	14.48	121%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	2,684.00	27%	10,467.00	105%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,221,789.00	9%	6,744,472.00	49%	90%
Perform erosion control inspections of permitted sites within 30 days.	94.00	122%	1,557.00		100%
Permit all earth disturbing operations over 1 acre in size.	3.00	95%	19.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	5.00		50%
Inspect stormwater outfalls.	11.00	100%	63.00	105%	20%
Respond to stormwater complaints within 24 hours of the time reported	56.00	100%	450.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

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

**FYE 2019  
FUEL REPORT  
IN GALLONS**

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	20,539.00	20,251.00	28,408.00	
Outside - sublet	344.86	330.80	0.00	
<b>TOTAL</b>	<b>20,883.86</b>	<b>20,581.80</b>	<b>28,408.00</b>	
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	20,285.99	20,627.00	20,016.41	6,495.59

<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	236,810.88	225,877.41	240,462.90	77,808.15

<b>INTERNAL PRICE PER GALLON:</b>					<b>EXTERNAL PRICE PER GALLON:</b>				
UNLEADED	High	\$1.79	Low	\$2.02	UNLEADED	High	\$2.63	Low	\$2.13
DIESEL	High	\$1.77	Low	\$1.98	DIESEL	High	\$2.72	Low	\$2.72
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	\$43,128.76		Month Total Public CNG Sales	\$9,927
BATTERIES	\$832.96		FYE 2019 To Date Public Sales	\$116,561
OILS/FLUIDS	\$2,886.92		<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	\$30,763.73		Total Sold Gallons Life To Date	848,862
SUBLET REPAIRS	\$19,949.84		Total Gross Sales Life To Date	\$1,223,467
			Life To Date CNG Gas Gallon Equivalent	
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$97,562.21</b>		Total Public/City Through-Put CNG Gallons @ Station:	1,901,101

<b>COMBINED SHOPS</b>	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>TWO MONTHS AGO</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	19	16	13	206
EMERGENCY ROAD CALLS	18	16	14	84
PM SERVICES	92	143	122	1220
INCLEMENT WEATHER	0	0	0	3
WORK ORDERS	504	551	468	4658
SCHEDULED REPAIRS	295	267	206	2257
NON SCHEDULED REPAIRS	209	284	262	2401

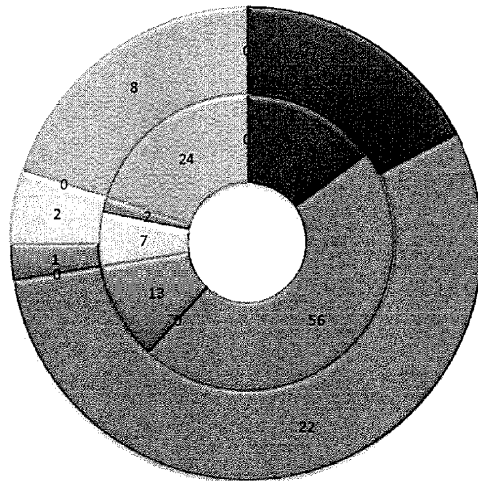
<b>Light Shop</b>	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	1	1	1	22
EMERGENCY ROAD CALLS	7	5	4	37
PM SERVICES	63	105	86	616
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	271	258	258	1702
SCHEDULED REPAIRS	224	166	166	1102
NON SCHEDULED REPAIRS	47	92	92	600

<b>Heavy Shop</b>	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	17	15	12	127
EMERGENCY ROAD CALLS	11	11	10	27
PM SERVICES	27	38	32	303
INCLEMENT WEATHER	0	0	0	3
WORK ORDERS	224	283	260	1,730
SCHEDULED REPAIRS	64	96	78	655
NON SCHEDULED REPAIRS	160	187	182	1,075

June FYE 2019

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>FIRE</b>										
2004	2001 John Deere L1T155	Fire Suppression	2765		<b>2,765</b>	miles	6/10/2019	Light Repair	PM-C	6/6/2018
0022	2007 Pierce Pumper	Fire Suppression	7374	7290	<b>84</b>	hours	6/26/2019	Heavy Repair	PM-C	9/12/2018
0022	2007 Pierce Pumper	Fire Suppression	7374	7290	<b>84</b>	hours	6/26/2019	Heavy Repair	PM-I	9/12/2018
<b>POLICE</b>										
1024	2018 Chevy Tahoe	Police Staff Services	10875	7813	<b>3,062</b>	miles	5/3/2019	Light Repair	PM-C	12/26/2018
1187	2016 Chevy Tahoe	Police Patrol	28532	28000	<b>532</b>	miles	5/9/2019	Light Repair	PM-D	11/13/2018
1196	2015 Ford Interceptor	PSST Police Patrol	80542	75812	<b>4,730</b>	miles	5/30/2019	Light Repair	PM-D	2/19/2019
1054	2013 Honda Civic	Police Patrol	54946	54075	<b>871</b>	miles	6/13/2019	Light Repair	PM-C	10/9/2018
1105	2015 Ford Interceptor	Police Patrol	25306	24964	<b>342</b>	miles	6/18/2019	Light Repair	PM-C	9/10/2018
1179	2009 Ford Crown Vic	Police Patrol	108585	107254	<b>1,331</b>	miles	6/19/2019	Light Repair	PM-C	2/25/2019
1128	2014 Ford Interceptor	Police Patrol	103846	99635	<b>4,211</b>	miles	6/6/2019	Light Repair	PM-C	2/13/2019
1130	2018 Ford Interceptor	Police Staff Services	4152	4000	<b>152</b>	miles	6/21/2019	Light Repair	PM-C	NEW
991T	2016 Jackson Trailer	Police Animal Control					6/25/2019	Light Repair	PM-A	6/26/2018
991G	2015 Cummins Generator	Police Animal Control			<b>0</b>		6/25/2019	Light Repair	PM-D	6/26/2018
1174	2016 Ford Interceptor	Police Patrol	26664	26470	<b>194</b>	miles	6/26/2019	Light Repair	PM-C	11/26/2018
1168	2008 Ford Crown Vic	Police Patrol	89557	88947	<b>610</b>	miles	6/27/2019	Light Repair	PM-C	11/28/2018
<b>Parks &amp; Rec</b>										
0410	2016 Ford F150	Park Maintenance	19539	18181	<b>1,358</b>	miles	6/7/2019	Light Repair	PM-C	10/4/2018



**PM Compliance Report  
June FYE 2018**

- 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	0	0	0.0%
Fire	18	7	38.9%
Police	56	22	39.3%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	13	1	7.7%
Parks & Rec.	7	2	28.6%
Planning	2	0	0.0%
Utilities	24	8	33.3%
<b>Citywide Total</b>	<b>120</b>	<b>40</b>	<b>33.3%</b>



# FLEET DIVISION PM COMPLIANCE REPORT

June FYE 2019

Industry Standard Compliance: Not To Exceed 5%

2019-2020						
Department/Division	Number of PMs Scheduled	Number of PMs		Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
		Completed On Time	Completed LATE			
CITY CLERK						
CITY COUNCIL					0%	50%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	50%
FINANCE						
METER SERVICES					0%	18%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS	1	1			0%	0%
CODE COMPLIANCE	1	1			0%	14%
PUBLIC WORKS						
ENGINEERING					0%	0%
STREETS	5	5			0%	8%
STORMWATER	3	2	1		0%	4%
TRAFFIC	2	2			0%	10%
STORMWATER QUALITY					0%	0%
FLEET	3	3			0%	0%
POLICE						
ANIMAL CONTROL	3	1		2	67%	13%
POLICE ADMINISTRATION	2	2			0%	0%
POLICE STAFF SERVICES	2			2	100%	32%
POLICE CRIMINAL INVESTIGATIONS	6	5	1		0%	14%
POLICE PATROL	29	19	3	7	24%	22%
POLICE SPECIAL INVESTIGATIONS	4	4			0%	9%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	50%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	14%
FIRE SUPPRESSION	14	11		3	21%	7%
FIRE DISASTER PREPAREDNESS					0%	40%
PARKS & RECREATION						
PARK MAINTENANCE	7	5	1	1	14%	7%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	9	3	5	1	11%	30%
PSST POLICE CRIMINAL INVESTIGATION	1		1		0%	57%
PSST FIRE SUPPRESSION	4		4		0%	34%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	2	1	1		0%	18%
WATER PLANT	1	1			0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	6	6			0%	13%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN	1		1		0%	50%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS	1		1		0%	14%
SEWER LINE MAINTENANCE	3	2	1		0%	4%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	2	2			0%	5%
SANITATION COMMERCIAL	3	3			0%	3%
SANITATION TRANSFER	3		3		0%	11%
SANITATION COMPOST	1		1		0%	11%
SANITATION RECYCLE	1	1			0%	0%
SANITATION YARD WASTE					0%	0%
CITYWIDE TOTAL	120	80	24	16	13%	25%

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

FYE 2019

June 2019

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	118.31	72%	82.4%	10.4%	
# 002	134.48	72%	79.3%	7.3%	
# 003	64.90	72%	79.1%	7.1%	
# 004	128.91	72%	89.2%	17.2%	
# 007	120.37	72%	80.5%	8.5%	
# 008	143.04	72%	91.6%	19.6%	
# 009	99.60	72%	76.3%	4.3%	
# 011	80.20	72%	68.7%	-3.3%	
# 012	99.04	72%	88.5%	16.5%	
# 013	119.34	72%	85.5%	13.5%	
# 014	118.80	72%	83.0%	11.0%	
# 016	94.58	72%	81.5%	9.5%	
# 021	141.23	72%	86.0%	14.0%	

DIRECT LABOR HOURS	1462.80
TOTAL AVAILABLE HOURS	1767.49
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	82.8%

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

<b>JUNE 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%	79	79	100%	0	0	100%
Provide information requested by citizens within 7 days	95%	79	79	100%	0	0	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	0	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	24	24	100%	0	0	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		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%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		2.47	25	10.12	13.33	140	20.71
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		21	21	100%	210	210	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		31	31	100%	383	383	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	5	5	100%	73	73	100%
Lower Priority all other signs within one day	90%	46	46	100%	658	658	100%
Street Name Signs within two weeks	90%	14	14	100%	280	280	100%
Percent of work hours lost due to on the job injuries.	<01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		2880	0	0.00	37320	0	0.00



## Monthly Report

June 2019

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Burgundy Court – 100% Complete
- Morren Drive – 52% Complete
- Rhoades Drive – 35%

Morren Drive: Staff will replace 900 feet of 8" Ductile Iron with 8" PVC from Mount Vernon Drive to Crest Place. Staff laid 490 feet of 8" PVC, set one hydrant and poured 1.5 cubic yards of concrete; project 52% complete

Rhoades Drive – WA0331: Staff will replace 375 feet of 8" Ductile Iron with 8" PVC on Rhoades Drive from Portland Court to Edwards Court. Staff assisted B&H with 300 foot bore and pull 8" pipe from bore hole to bore hole, project 35% complete.

#### Water Line Breaks – 12 in June

#### Sewer Line Capital Projects:

Fiscal Year 19 Summit Lakes Lift Station Rehabilitation Project;

Replaced both Paco pumps and motors, with 20 HP Flyght, replaced existing chain link fencing with no climb fencing, replaced gates and grading work to improve drainage around station, project 100% complete.

#### Sewer Line Data

- Total obstruction service requests - 22
  - Private Plumbing: 22
  - City Infrastructure: 0
  - Sanitary Sewer Overflows: 0

#### Lift Station D Flows:

- Days - 30
- Average daily flow: 2.04 MGD
- Total flow: 61.2 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

- Five bids received 02/01/18 with low bidder being Crossland Heavy Contractors of Columbus, KS;
- NUA award to Crossland and contract in amount of \$639,553 approved 02/27/18;
- City Manager approved CO#1 increasing contract amount by \$24,307.46 to \$663,860.46 on 12/14/18;
- All work was complete 12/10/18;
- NUA approved CO#2 decreasing contract by \$11,006.90 to \$652,853.56 and accepted project on 02/12/19.
- Request to close remaining PO's submitted to Finance 07/10/19; project closeout to be completed in July 2019.

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

- Phase 1 completed 01/19/17;
- Five bids received 08/09/18 for Phase 2 work with low bidder being PM Construction and Rehab, LLC of Pasadena, TX;
- NUA award to PM Construction and contract in amount of \$1,348,501 approved 08/28/18;
- Notice to Proceed issued effective 09/17/18 with completion by 06/12/19;
- 8 payments have been processed for total of \$1,120,032 or 87% of the contract amount;
- All pipe-bursting, open trench installation and manhole rehab work is complete;
- Concrete sidewalk and street repairs ongoing with some final cleanup also remaining.
- Punch list forwarded to contractor 07/09/19.

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

- Line Maintenance staff completed television work in March 2017
- NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 7/26/16;
- Lemke forwarded draft plans to NUA in 06/29/17
- NUA staff met in March 2019 to review draft plans prior to return to Lemke;
- Line Maintenance completed additional survey of existing manholes along 12th Avenue NE/Main to determine need for repair/replacement in FYE17 project;
- NUA staff continuing to review draft plans prior to return to Lemke.

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

- Line Maintenance staff completed television work 10/19/18 and forwarded to NUA engineering staff;
- NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 02/12/19;
- Lemke completed initial survey work and delivered draft plans to NUA 07/03/19.
- Plans are being reviewed by Line Maintenance and NUA staff.

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

- Line Maintenance will soon begin video survey of project area.
- No design work to date, awaiting new on-call RFP approval, to award contract to Lemke for surveying and drafting assistance.

Phase 2 South WRF Improvements (WW0065): 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:

- 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;
- Final ER approved 06/27/13.
- Public Meeting on proposed rate hike held 08/12/13 and was approved 11/12/13 by 67% of voters.
- Final design approved by DEQ 11/26/13.
- NUA approved R-1314-89 authorizing OWRB \$50.3 million loan application; loan approved 04/15/14.
- Bids received March 2014 and NUA approved award to Archer Western Construction, LLC on 04/22/14
- Contract and bonds approved 05/13/14.
- DEQ Consent Order (CO) #13-077 including completion schedule approved by NUA on 09/12/14.
- Construction of the \$48.82 million (M) project began 06/02/14.
- Six change orders approved increasing contract amount to \$52.15 M and extending contract time through 01/12/18.
- Construction was complete 01/12/18.
- 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.
- NUA approved Addendum A to CO#13-077 on 04/23/19 with new schedule of completion by 07/01/20.
- Final OWRB reimbursement completed in June 2019 for a total of \$42,12M of \$52.15M construction contract.
- This may be the final monthly report for the project.

The following summarizes the work completed:

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

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes

offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16. Since completion of WRF Phase 2, staff is considering using UV disinfected effluent in lieu of chlorinated effluent for compost irrigation. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18. Staff and APAI met with DEQ 03/29/18 to discuss the proposed variance; DEQ advised NUA on 07/18/18 that the variance was conditionally approved. APAI and staff negotiated scope and price of Compost Reuse Pump Station project; the NUA approved Contract 1819-82 with APAI 12/11/18 to design the project using UV reuse water at the compost facility. Staff met with APAI on 02/08/19 to discuss project with Compost Facility staff and discuss potential project solutions. 100% plans returned 06/19/19 and are waiting for review comments and/or approval.

WRF Reuse Pilot Study (WW0317): Project will consider treatment alternatives to produce highly treated effluent at the WRF suitable for discharge into Lake Thunderbird. Pilot project may be co-funded through a Bureau of Reclamation grant. FYE19 funding is for preliminary engineering with pilot phase to be funded in future years. Letter regarding pilot study protocol submitted to DEQ June, 2019.

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 August 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. Bid Opening – June 27, 2019, Construction Contract Award – August 2019, Start of Construction – September 2019

Engineer: SMC Consulting, Inc. (Chris Anderson)

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

Engineer: Garver, Inc. (Kyle Kruger)



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)

## **WATER PROJECTS:**

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

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

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019. Revised plans received 10/26/18 and were returned to APAI on 11/8/18 for revision. Revised plans received and submitted to DEQ 11/28/18 for review. Project advertised 12/27/18 and pre-bid meeting was held 01/8/19 with 11 contractors attending. Bids were opened 02/14/19 and six bids were received with Central Contracting Services being the low bidder at \$2,845,591. NUA approved award to Central Contracting Services and approved contract and bonds on 03/26/19. Notice to proceed issued with contract time starting on 04/15/19 and continuing for 270 through 12/11/19. Work expected to start in July. Preconstruction conference scheduled for 7/18/19

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.

Engineer: Cardinal Engineering

- Proposals for engineering design of the project received 7/10/18;
- Cardinal Engineering selected and the NUA approved Contract K-1819-72 totaling \$90,400 on 2/26/19;
- Kickoff meeting held 03/11/19;
- 50% plans received 04/22/19 and returned 05/06/19;
- Additional surveying work approved 05/14/19;
- Staff is coordinating this work with ongoing WL construction by Sooner Fashion Mall
- Expect to bid project in late summer 2019.

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

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

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

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project will reinstall approximately 6,800 feet of 30-inch PVC C900 along Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue.

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

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

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

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Staff is working with the Street Department to install new waterline under 3 intersections associated with the Lahoma Street reconstruction

project which crosses the Gray/Tonhawa WL Replacement project. NUA and Guernsey staffs walked majority of project 05/02/18 to finalize proposed location and construction methodology. Open trench construction with pavement repairs was generally chosen in lieu of directional drilling at increased depth with pavement repairs at entry points and service line locations.

Engineer: Guernsey (Larry Roach)

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and preliminary engineering plans presented to NUA 07/08/14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31st with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor completed 104 required piers for chemical building, installed all ductwork, poured slab and building is roofed and equipment being installed. Contractor excavated ozone contact basin, installed piping, poured slab and completed roof. Contractor excavated UV building, poured slab and inside is nearing completion. Large piping was completed that passed through UV building. First partial plant shutdown was held 11/13/17 and the project has required 5 others to date. All shutdowns have been without issue. The high pressure plane pumps have been installed and were placed back in operation 4/23/19. Maintenance building is 95% complete and is being used to store equipment. Slab and walls for administration building are complete and crews beginning to add roof trusses. Contractor has completed \$23,987,325 of the \$30,515,462 total contract. Project completion date is anticipated to be December 2019.

Engineer: Carollo Engineers (Amber Wooten)

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

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time. Cowan has begun the water rights process and they are determining certified mail notification list for affect land owners. They also plan to host a public meeting in August per OWRB requirements. Engineer: Cowan Group (Tim Ward)

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional

samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 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. Held kick off meeting January 23, 2019 and again met February 27, 2019. Layne has drilled 6 test wells and plans to resume drilling in July once paperwork from landowners is signed for next three. 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. Staff met with consultant and discussed options of normal construction bid build, Construction Management at Risk (CMAR), Public Private Partnership (PPP). Staff met again with consultant to select a path forward and it was decided to bring a PPP plan for NUA further discussion. The plan was received June 2019 and staff is reviewing and will provide comments to Contractor July 16, 2019.

Engineer: Garver Engineers (Mary Mach)

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

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

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

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

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)

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

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Project opened bids April 25, 2019 and McKee Utility Contractors, Inc. was low bidder at \$1.46 million. Construction is scheduled to begin July 2019.  
Engineer: Freese and Nichols, Inc. (Clay Hernden)

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant prepared scope and fee in January for staff to consider and contract negotiations are underway. A scope and fee have tentatively been agreed to and a contract will be taken to NUA in July.  
Engineer: Jacobs Engineering (Erika Cooper)

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. Staff followed up with meetings between consultant and potential contractors and it was decided that the project must be split into 2 summer phases to be successful. Phase I will begin July 1, 2019 and complete December 2019. Phase II is scheduled to begin May 15, 2020 and complete August 15, 2020. Bids were opened June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019.  
Engineer: Cabbiness Engineering, LLC (Sean Price)

Line Maintenance Building/WRF Storage Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Barrett L. Williamson Architects. to design and provide limited construction assistance for the two building projects. Draft scope of work provided to staff 11/08/18; comment provided and proposed contract K-1819-142 was forwarded to Architect 04/19/19. Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19. Staff is still working to finalize contract language and contract amount and expects to bring a contract forward to NUA in August 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.

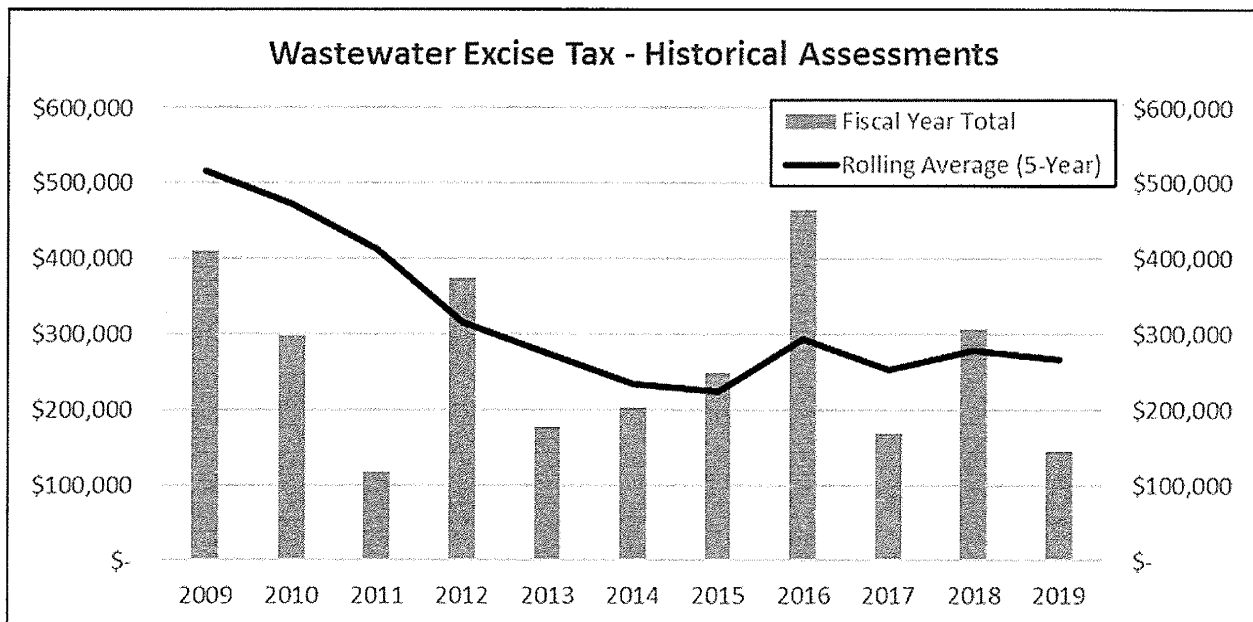
For the container maintenance facility, the proposed location is adjacent to the Truck Wash Facility to allow for efficient operations by staff.

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

Architect: Studio Architects, LLC (George Winters)

## **RECOUPMENT/PAYBACK PROJECTS:**

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 11 commercial entities last month. Assessments of \$12,151.12 were made on 10 entities whose projects will increase wastewater flows. Through June and the completion of the fiscal year, 106 commercial properties were reviewed and a total of \$145,628.07 has been assessed. Below are graphs showing the amount assessed and the number reviewed.



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

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

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

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

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

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

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item will likely be considered concurrently with the proposed Ruby Grant Payback project described below.

Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19..Staff has completed agenda item to declare the project a payback project but must wait for lowest bid price to be determined.

### Plan Review

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
6/6/2019	2719 Bart Conner Court	Sewer	Crafton Tull	6/6/2019	0
6/5/2019	NPS 4100 N. Flood	Water	Cardinal	6/6/2019	1
6/10/2019	Senior Living at UNP	Water & Sewer	SMC	6/12/2019	2
6/17/2019	Opie's	Water	Anchor Engineering	6/19/2019	2
6/17/2019	KKG House	Water	Rhombic	6/19/2019	2
6/21/2019	Apache Street Fire Vault	Water	Cedar Creek	6/26/2019	5

### Private Water Well Permits Issued

4 Water Well Permits #19-2262, 2353, 2509, 2575 were issued for month of June.



Utilities Administration  
Monthly Capital Projects Report

Project Information				Design Information				Construction Information					
Project Number	Project Name	Ward	Engineer	Design Total	Total to Date	% Comp	Contractor	Adjusted Amount	Amount Paid	Percent Change	Sched. %	Actual %	Complete Date
WA/WB0292	WTP Phase II Improvements	6	Carollo	5,071,870	4,949,669	98%	Foley/Enerfab Company	29,990,165	20,156,716	0.00%	100%	67%	
WA0173	Master Meter Replacement	5,6	Staff	-			Matthews	24,060	24,060	0.00%	-	100%	
WA0212	Water Wells Water Rights Permitting	5,6	Cowan	79,284	45,167	57%		-					
WA0212	Water Wells and Supply Lines	5,6	Garver	74,800	74,800	100%		-					
WA0214	Water Well Blending	5,6	Carollo	-				-					
WA0235	Water Wells and Supply Lines	5,6	Carollo	758,254	591,222	78%	Layne	4,714,422		0.00%	31%	0%	
WA0235	Water Wells and Supply Lines	5,6	Garver	306,790	188,279	61%		-					
WA0239	Waterline Segment D, Phases 3, 4 & 5	4	Poe & Associates	194,000	104,086	54%		-					
WA0242	Robinson WL: WTP to 24th Ave NE	6	Freese and Nichols	168,400	116,529	69%		-					
WA0242	Robinson WL: 24th Ave NE to 12th Ave NE	6	Jacobs					-					
WA0246	WL Replacement: Parsons Addition	2,4	Cabbiness	125,900	7,400	6%	TBD	-					
WA0274	WTP Backwash Tower Rehab	6	Dunham Engineering	30,000		0%		-					
WW0011	WW Flow Metering Phase 2		RJN		-		RJN Group	154,244	130,982	0.00%	-	85%	
WA0195	Robinson/I-35 WL Replacement Phase II	3	Alan Plummer	628,060	552,326	88%	Future	-					
WA0245	Waterline Replacement: Interstate Drive	8	Cardinal	90,400	23,074	26%	TBD	-					
WW0050	WRF Effluent Truck Wash		APAI	18,700	18,700	100%	Cannot be Permitted by DE						
WW0058	Effluent Reuse at Composting Facility		APAI	45,800	60,567	132%	TBD	-					
WW0202	SMP FYE 2014 Phase 2	2,8	Staff / Lemke	50,010		0%	PM Construction & Rehab	1,348,501	1,010,826	0.00%	100%	75%	12/10/2018
WW0305	Lift Station Upgrades, FYE17	6,8	Lemke/CP&Y	69,800	65,083	93%	Crossland	652,834	652,834	2.08%	100%	100%	
WW0307	Sewer Maintenance Project FYE 2017	6	Staff / Lemke	78,400		0%	TBD	-					
WW0308	SE Lift Station Payback							-					
WW0316	Sewer Maintenance Project FYE 2018	5	Search, Inc.	-		0%	TBD	-					
WW0321	Sewer Maintenance Project FYE 2019	2	Staff / Lemke	-			TBD	-					
WA0195	Robinson WL Replacement Phase III	3	Alan Plummer					-					
WA0202	Gray/Main WL		Guernsey	39,400	39,400	100%		-					
WA0224	Gray/Tonhawa Water Line		Guernsey	87,200	14,325	16%	TBD	-					
WA0239	Waterline Segment D, Phase 5	7	Poe & Associates	-	(see above)		TBD	-					
WA0328	WL Replacement: Flood-Robinson to Venture		CP&Y	311,000		0%	TBD	-					
WW0050	Truck Wash/Container Rehab (SA0009)		Studio Architecture	18,700	18,700	100%	TBD	-					
WW0091	Lift Station D Force Main Phase 2		PEC	55,800		0%		-					
WW0278	Summit Valley Interceptor		SMC Consultants	54,000	11,000	20%		-					
WW0312	WRF Class A Sludge Co-Composting	7	Garver	106,900	41,790	39%		-					
WA0240	24th NE WL: Robinson to Alameda	6	Cardinal/Atkins	-				-					
				8,516,468	6,922,117	81.28%		36,884,225	21,975,417	59.58%			

**June 2019  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	June	Year to date
Fats, oil and grease (FOG) program	35	385
Food license approval	0	36
Significant Industrial Users	0	18
<b>Total inspections</b>	<b>35</b>	<b>439</b>

**ROUTINE ACTIVITIES**

	June	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	29	329
Immediate assistance requested	4	35

**REVENUE**

	June	Year to date
FOG Program	\$500.00	\$34,150.00
Surcharge	\$7,208.16	\$94,062.33
Lab Analysis Recovery	\$1,810.00	\$14,801.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$9,518.16</b>	<b>\$143,013.33</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 is researching implementation of the US Mayors' Climate Protection Agreement.

**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 June 30, 2019, approximately 219,900 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.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 19		FYE 18	
June, 2019	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	18	0	26
Property Owner Responsibility	22	244	19	295
TOTAL	22	262	19	321
Number of Feet of Sewer Cleaned:				
Cleaned	101,826	1,305,779	109,566	1,148,078
Rodded	4,960	41,910	4,635	43,380
Foamed	0	83,224	0	84,301
TOTAL	106,786	1,430,913	114,201	1,275,759
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	0
Obstruction	0	10	0	11
Private	0	5	0	11
Other (Lift Station, Line Break, etc.)	0	2	0	0
Total Overflows	0	18	0	22
Feet of Sewer Lines Televised	19,924	278,762	13,154	241,258
Locates Completed	258	3,369	274	3,353
Manholes:				
Inspected	763	10,077	803	8,498
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	13	0	34
Hours Worked at Lift Station	171	2,474	183	2,252
Hours Worked for Other Departments	0	486	0	387
OJI Percentage	0.00	0.00	0.00	2.02
Square Feet of Concrete	0	1.08	0	1,242
Average Response Time (Hours)	0.48	0.46	0.350	0.43
Claims Paid Per 10,000 People	0	3,300.00	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 19		FYE 18	
June, 2019	MONTH	YTD	MONTH	YTD
New Meter Sets:	16	451	42	407
Number Short Sets	16	395	40	397
Number Long Sets	0	46	2	10
Average Meter Set Time	5.63	6.08	5.16	5.03
Number of Work Orders:				
Service Calls	407	4,995	380	5,800
Meter Resets	2	24	4	24
Meter Removals	0	36	3	43
Meter Changes	85	707	47	656
Locates Completed	463	5,700	423	4,709
Number of Water Main Breaks	13	133	12	166
Average Time Water Off	2.25	2.64	1.95	1.96
Fire Hydrants:				
New	1	9	0	8
Replaced	0	3	3	9
Maintained	45	1,133	61	1,007
Number of Valves Exercised	100	1,123	115	1,213
Feet of Main Construction	805	5,550	641	8,505
Hours of Main Construction	564	6,078	521	9,071
Meter Changeovers	0	65	0	166
OJI Percentage	0.00	0.13	0.00	0.14
Hours Flushing/Testing New Mains	48	338	43	539
Hours Worked Outside of Division	40	831	16	1,012

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
June 1-31, 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.)	402.9	4487.4	315.2	3743.4
Total Effluent Flow (M.G.)	390.2	4386.2	309.6	3642.4
Influent Peak Flow (MGD)	17.7	27.8	17.5	19.8
Effluent Peak Flow (MGD)	17.2	27.2	17.8	19.6
Daily Avg. Influent Flow (MGD)	13.3	12.3	10.5	10.3
Daily Avg. Effluent Flow (MGD)	13.0	12.0	10.3	10.0
Precipitation (inches)	3.6	51.5	2.9	33.0

**Discharge Monitoring Report Stats**

5 day BOD:

EPA minimum percentage removal 85%

Avg.

Avg.

Influent Total (mg/l)	205	139
Effluent Carbonaceous Total	2	2
Percent Removal	99.0	98.6
Total Suspended Solids:		
Influent (mg/L)	278	190
Effluent (mg/L)	3	4
Percent Removal	98.9	97.9
Dissolved Oxygen:		
Influent (min)	0.5	0.5
Effluent (min)	5.1	5.4
pH		
Influent (Low)	6.9	6.7
(High)	7.8	7.5
Effluent (Low)	6.8	6.4
(High)	7.5	6.9
Ammonia Nitrogen		
Influent (mg/L)	14.8	24.8
Effluent (mg/L)	0.1	0.3
Percent Removal	99.4	99.0

**Utilities**

Electrical

Total kWh Used (Plant wide)	439,480	6,807,280	421,120	5,411,360
Aeration Blowers	125,900	1,719,900	167,900	1,852,500
UV Facility	97,600	672,000	37,200	435,800

Natural Gas

Total cubic feet/day (plant wide)	610,000	8,129,000	387,000	7,943,000
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Public Education (Tours)

1	10	2	35
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Total Attendees for FYE 19

173	198
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Reclaimed Water System (MG)

0.0	0.0	0.0	0.0
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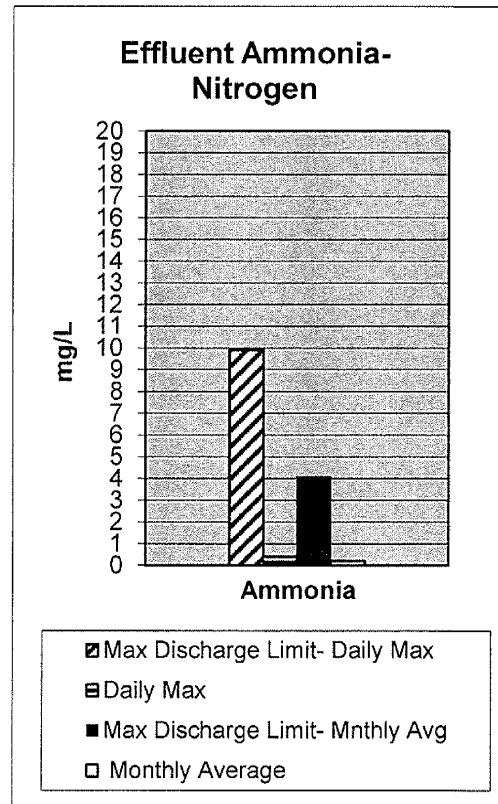
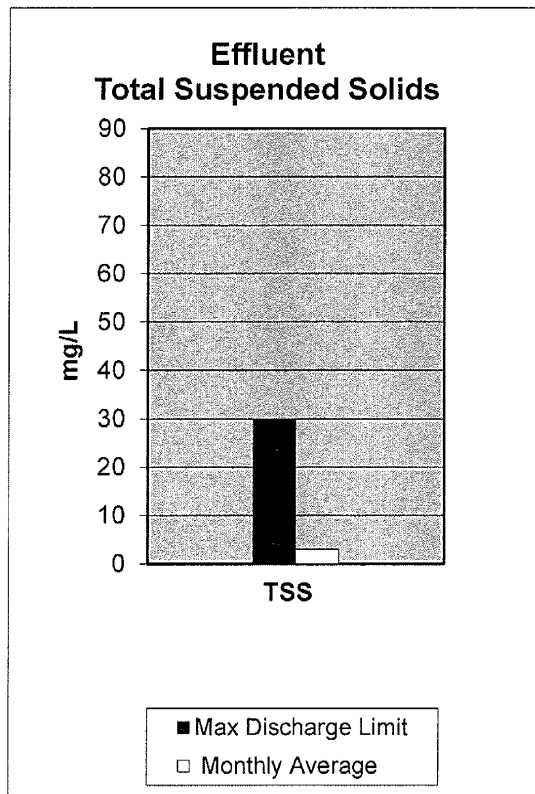
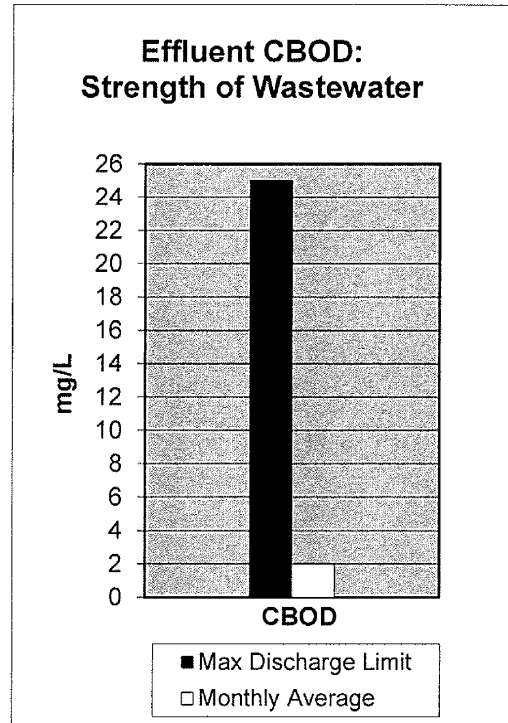
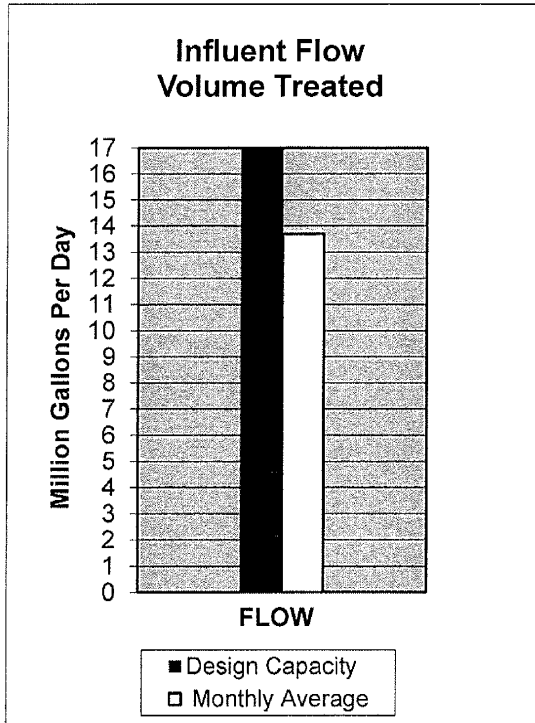
OU Golf Course

3.3	83.1	12.7	81.2
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Fecal Coliform average for June 7 (Limit is 200)

End of Fiscal Year Totals

**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
June 2019



Comments here

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

**WATER TREATMENT DIVISION**

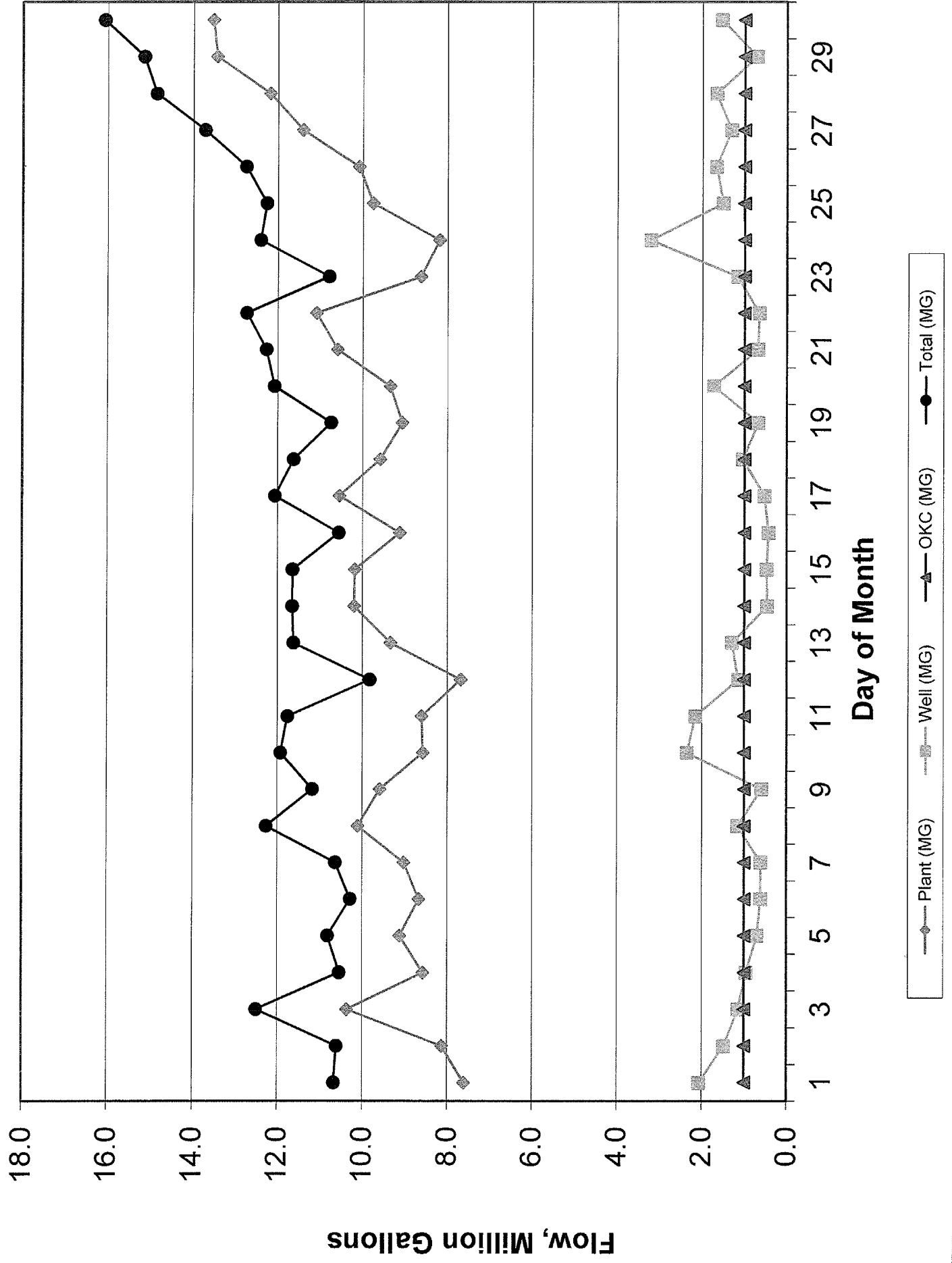
**MONTH: June-2019**

	<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)	292.32	3275.63	389.40	3494.48
Well Production (MG)	35.70	739.17	50.31	979.11
Oklahoma City Water Used (MG)	29.98	371.78	27.88	361.81
Total Water Produced (MG)	357.99	4386.58	467.59	4835.40
Average Daily Production	11.93	12.02	15.59	13.25
<b>Peak Day Demand</b>				
Million Gallons	16.07	21.29	18.67	20.56
Date	6/30/2019	7/16/2018	6/4/2018	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	\$510,889.81	\$6,125,222.11	\$363,608.40	\$4,114,606.80
Wells	\$224,944.13	\$2,393,927.73	\$172,124.02	\$2,126,341.58
OKC	\$68,052.28	\$933,364.91	\$63,574.19	\$880,780.43
Total	\$803,886.22	\$9,452,514.75	\$599,306.61	\$7,121,728.81
<b>Cost per Million Gallons</b>				
Plant	\$1,747.73	\$1,869.93	\$933.77	\$1,177.46
Wells	\$6,301.49	\$3,238.67	\$3,421.06	\$2,171.70
OKC	\$2,270.07	\$2,510.56	\$2,280.52	\$2,434.41
Total	\$2,245.54	\$2,154.87	\$1,281.70	\$1,472.83
<b>Water Quality</b>				
Total Number of Bacterial Samples	80	1,030	80	961
Bacterial Samples out of Compliance	0	3	0	1
Total number of inquiries (Note 2)	2	35	22	91
Total number of complaints (Note 2)	2	57	8	125
Number of complaints per 1000 service connections	0.05	1.42	0.16	2.45
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	11	1	47
<b>Public Education</b>				
Number of tours conducted	0	13	0	16
Number of people on tours	0	167	0	230

**Notes:**

Phase II construction - UV building 90% complete, chemical building - feed lines are being installed.  
Administration building wall framing in progress. Contractor has completed the sixth test well for the new wells.  
Well 19 and 49 rehab is completed - in process of disinfection. Staff has went 3271 days without a lost time injury.

# Water Production for June 2019





## SANITATION DIVISION PROGRESS REPORT

June 2019

	FYE 18		FYE 19	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	12		24
<u>On The Job Injuries</u>	1	9		6
<u>Bulk Pickups</u>	32	313		221
<u>Refuse Complaints</u>	80	882		729
<u>New Polycarts Requests</u>	51	572		562
<u>Polycarts Exchanges</u>	9	122		95
<u>Additional Polycart Requests</u>	46	522		630
<u>Replaced Stolen Polycarts</u>	10	142		230
<u>Replaced Damaged Polycarts</u>	55	851		949
<u>Polycarts Repaired</u>	15	283		430

## COMPOST MONTHLY REPORT

June 2019

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	697.68
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 13,779.18
TONS BROUGHT IN BY PUBLIC:	706.00
TONS BROUGHT IN BY CONTRACTORS :	980.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	50.00
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 34,286.00
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 48,065.18
REVENUE COLLECTED FROM COMPOST SALES:	\$1,830.00
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		550
MULCH SOLD BY CUBIC YARDS	120	
TOTAL:	50	550

# MONTHLY TRANSFER STATION REPORT

June 2019

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	253.04	\$11,331.12
COMMERCIAL TONS	1,522.60	\$78,494.00
CASH TONS:	529.76	\$25,177.08
BRUSH/YDS:	0	\$0.00
PULL OFFS:	28	\$420.00
TOTALS:	2,305.40	\$115,422.20

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	441

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8,798.81
--	----------

# 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
---	------

TOTAL LOADS BROUGHT TO LANDFILLS:	441.00
GRAND TOTAL TONS TO LANDFILLS	8,798.81

DISPOSAL COST PER TON (OKC)	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$173,776.50
GRAND TOTAL TIPPING FEE'S	\$173,776.50

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	561.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3788.81
---	---------

# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	347.00
---	--------

# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2595.23
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TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	908.00
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TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	6384.04
---	---------

MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	136.73
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TOTAL TONS RECEIVED AT TRANSFER STATION	8826.17
---	---------

**CURBSIDE MONTHLY RECYCLING REPORT****June-19****PROGRAM STATISTICS**

	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	14.64
POUNDS PER HOME:	30.28

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.24%	5.45
#1 PET	4.00%	17.57
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	63.91
MIX PAPER	38.26%	168.06
PLASTIC FILM	2.66%	11.68
#2 NATURAL	1.19%	5.23
#2 COLOR	1.09%	4.79
#3-#7	0.00%	0
METAL	0.59%	2.59
RIGIDS	1.41%	6.19
TIN-STEEL SCRAP	1.62%	7.12
TRASH	22.24%	97.69
OCC	11.15%	48.98
<b>TOTAL</b>	<b>100.00%</b>	<b>439.26</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	44
HOUSESIDE	6
REMINDER	7
SCATTERED	0
MISC.	0
REPAIR	15
NEW	48
ADD	6
MISSING	9
EXCHANGE	1
REPLACE	5
PICK UP	11
<b>TOTAL CALLS</b>	<b>152</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$9,075.11</b>

# Drop Center Report

June 2019

MONTHLY UNIT PRICES		Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:		\$550.00	\$0.00						
PLASTICS:		\$50.00	\$0.00						
STEEL CANS:		\$25.00	\$0.00						
MIXED PAPER:		\$0.00	\$0.00						
CARDBOARD:		\$15.00	\$0.00						
						0	\$19.75	176.463	\$3,485.14

RECYCLING CENTER DATA:		#9	HollyWood		Fairgrounds	Hobby Lobby	
		TONS	TONS		TONS		
						Total Tons	PRO/FEE
							Revenues
							Net
ALUMINUM:		0.12	0.543	0.24	0.23	1.133	\$0.00
PLASTICS:		0.9	3.23	2.36	2.41	8.9	\$0.00
STEEL CANS:		0.22	0.72	0.49	0.49	1.92	\$0.00
MIXED PAPER:		0	12.57	8.97	13.21	34.75	\$0.00
CARDBOARD:		4.94	16.59	17.73	11.78	51.04	\$0.00
RECYCLING CENTER TOTALS:		6.18	33.653	29.79	28.12	97.743	\$0.00
							\$623.15
							\$445.00
							\$48.00
							\$0.00
							\$765.60
							\$1,881.75

Cardboard	Other Cardboard Containers		Compactors	
	TONS	Revenues	TONS	Revenues
		55.03		\$355.35
			23.69	

Rental	\$0.00
--------	--------

Expenses	Average hrly+ benefits			Total
	Cage Rolloff	Cardboard	Occ Compact	
Hours	50	487.14	10	563.14
Labor \$	\$1,339.00	\$13,045.61	\$267.80	\$15,080.89
Vehicle cost	\$32.00	\$3,113.49	\$6.40	\$3,162.13

Revenue	Income	Expense	Net
	\$3,062.55	\$18,243.02	-\$15,180.47

Total All Recycle and Cardboard	
Tons	176,463
Revenues	\$3,062,55

Total Recycle Only	
Tons	Revenues
46,703	\$1,116.15

Total Cardboard	
Tons	Revenues
129.76	\$1,946.40

