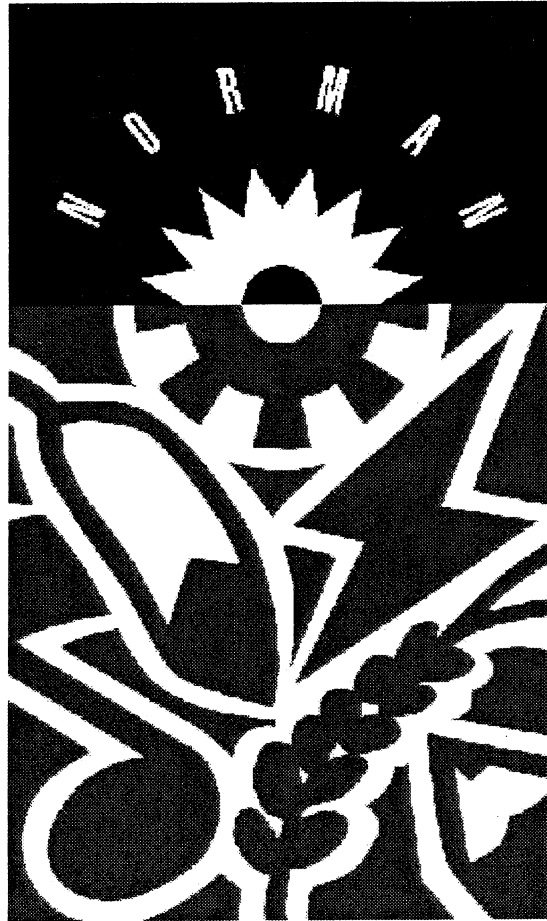


# City of Norman



## Monthly Departmental Report

**November 2015**

**MONTHLY PROGRESS**

**TABLE OF CONTENTS**  
**MONTHLY PROGRESS REPORTS**

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

**CITY CLERK            1**

**CITY CLERK  
MONTHLY PROGRESS REPORT  
NOVEMBER 2015**

**CITY CLERK**

<b>ACTION CENTER</b>					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	5	34	Noise	2	13
Building Permits	6	63	Norman Forward Questions	0	24
CDBG	1	3	Parks and Recreation	15	68
City Clerk	9	*351	Planning	5	19
City Manager/Mayor	0	1	Police	8	74
Code Enforcement	23	281	Recycling	4	27
Engineering/Public Works	8	67	Sanitation	16	112
Finance	7	74	Sidewalks	4	17
Fire/Civil Defense	4	16	Storm Debris	9	17
Human Resources	0	7	Storm Water	4	51
Information (General)	27	155	Streets	16	131
Information Technology	4	11	Street Lights	30	106
Legal	1	15	Traffic	16	66
Line Maintenance	4	47	Utilities	5	32
Municipal Court	1	19	WC Questions	0	5
			WC Violations	1	2
Total for November		235	Total FYE YTD		1,908

WC (Water Conservation)  
Sale

\* Volume due to Citywide Garage

**LICENSES**

15 New licenses were issued during the month of November. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	4	17	Bee Keeper	0	0
Class I Beer	1	4	Solicitor/Peddler (30 day)	1	4
Class II Beer	0	2	Solicitor/Peddler (60 day)	1	4
Mixed Beverage	0	0	Solicitor/Peddler (one day)	0	12
Mixed Beverage/Caterer	0	1	Coin-Operated Devices	0	6
Brewer or Distiller	0	0	Game Machines	0	0
Wine & Beer/Winemaker	1	2	Taxi/Motorbus/Limousine	0	0
Temporary Food (30 day)	2	12	Impoundment Yard	0	0
Temp Food (180 day)	1	4	Salvage Yard	0	0
Temp Food (one day)	4	34	Transient Amusement	0	0
Kennel	0	0	Special Event	0	11
Pawnbrokers	0	1	Special Event Beer	0	0
Retail Liquor Store	0	0	Sidewalk Dining	0	1

**LICENSES, continued:**

**New Establishments/Licenses**

NAME	ADDRESS	LICENSE TYPE(S)
Carnival Treats	3304 West Main	Food Service
Dairy Queen Grill and Chill	1835 West Main	Food Service
U.S. Donuts	865 12th Avenue N.E.	Food Service

**Existing Establishments/New Owner**

NAME	ADDRESS	LICENSE TYPE(S)
Mr. Sushi (formerly Sushi Master)	1204 North Interstate Drive	Food Service, Class I Beer, and Strong Wine and Beer

- 1 One Day Mobile Temporary Food Service License was issued to Chef Ray's Street East for November 21, 2015, for the Second Friday Art Walk Event
- 1 One Day Mobile Temporary Food Service License was issued to St. Paddy Cakes for November 21, 2015, for the Second Friday Art Walk Event
- 1 One Day Mobile Temporary Food Service License was issued to Rolling Fresh for November 21, 2015, for the Second Friday Art Walk Event
- 1 One Day Mobile Temporary Food Service License was issued to Saucee Sicilian for November 21, 2015, for the Second Friday Art Walk Event
- 1 30 Day Mobile Temporary Food Service License was issued to Rolling Fresh for November 13 through December 12, 2015
- 1 30 Day Mobile Temporary Food Service License was issued to Silver City Coffee for November 28 through December 27, 2015
- 1 180 Day Mobile Temporary Food Service License was issued to Tacos Loco for November 21, 2015, through May 18, 2016
- 1 30 day Outdoor Solicitor/Peddler License was issued to John Wiggins for November 27 through December 26, 2015, in the Sooner Mall Parking lot
- 1 60 day Door-to-Door Solicitor/Peddler License was issued to Edward Jones Investment Company for November 16, 2015, through January 14, 2016

**CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-05-15	David Mair	Reimbursement of rental car expenses – claimant filed a claim in the amount of \$857.82 alleging a Fire Department truck struck his parked vehicle at Lake Thunderbird's Fisherman's Point on October 21, 2015.	\$ 153.54
11-11-15	Gloria A. Candelaria	Damages to vehicle - claimant alleges she was struck from behind by a police vehicle while sitting at a stop sign on Sonoma Park Drive on October 27, 2015.	\$ 771.69

**CLAIMS FILED, continued:**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-18-15	Kynda M. Rogers	Reimbursement of towing and impoundment fees – claimant alleges her stolen car was found in the Thunderbird Casino parking lot and police had the vehicle towed instead of calling her to pick the vehicle up.	\$ 285.89
11-20-15	Heather Hahn	Damages to her vehicle – claimant alleges that on November 6, 2015, she was behind a sanitation truck in the alley at 111 North Peters when it began to back up striking her vehicle.	\$ 2,250.84

**CLAIMS ADMINISTRATIVELY PAID**

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Jared Lane Tartsah	Personal injury, lost wages, damages to eyeglasses and iPhone when he was walking along the sidewalk in front of Eastside Village between the offices of Derryberry Chiropractic Clinic and Thunderbird Liquor on October 12, 2015, when he stepped onto a manhole cover that gave way injuring his legs, back, and hips and damaging his eyeglasses and iPhone.	11-18-15	\$ 1,018.67
Gloria A. Candelaria	Damages to vehicle when she was struck from behind by a police vehicle while sitting at a stop sign on Sonoma Park Drive on October 27, 2015.	11-18-15	\$ 771.69

**LAWSUITS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-30-15	Jonathan J. Basile	Reimbursement for a Health Lien, miscellaneous items, and legal fees/court costs – claimant alleges the City cleaned up his property at 2704 Cheyenne Way without reason, disposed of several miscellaneous items, and placed a health lien on the property.	\$ 2,796.08

**WORKERS COMPENSATION**

**Name:** Hugh Crawford

**Compromise Settlement Amount:** \$102,193.70

**Department:** Fire Department

**Injury:** cumulative injuries to spine, neck, left arm, and left shoulder

**Date Approved:** November 24, 2015

### **BUSINESS AND COMMUNITY AFFAIRS COMMITTEE**

A Business and Community Affairs Committee meeting was held on November 5, 2015, regarding a City of Norman Mobile App and the inclusion of “feather/teardrop” banners to the City Sign Code.

### **CONFERENCES**

A City Council Conference was held on November 10, 2015, to discuss Change Order No. Two to Contract K-1415-91 with Urban Contractors, L.L.C., increasing the contract amount by \$166,950 for a revised contract price of \$3,145,424 for the Sewer Maintenance Project FYE 2013; establishing dates for the 2016 City Council Election and Run-off Election; and discussion of Norman Forward financing options.

A City Council Conference was held on November 24, 2015, regarding the City of Norman Phase II Storm Water Permit renewal process.

### **FINANCE COMMITTEE**

A Finance Committee meeting was held on November 12, 2015, regarding a presentation by BKD, L.L.C.; on the FYE 2015 Audit and Comprehensive Annual Financial Report; a presentation by Dr. Aimee Franklin, Director of Programming in Public Administration for the University of Oklahoma, on Zero Based Budgeting; submission of the revenue/expenditure reports; and report on open positions.

### **OVERSIGHT COMMITTEE**

A City Council Oversight Committee was held on November 19, 2015, to discuss Norman’s Floodplain Ordinance.

### **STUDY SESSIONS**

A City Council Study Session was held on November 3, 2015, regarding Planning and Community Updates on Comprehensive Plan revisions; Five Year Consolidated Plan/Housing Market Analysis; Center City Form Based Code; and recent legal ruling that may impact Norman’s Sign Code.

### **RETREATS**

A City Council Retreat was held on November 17, 2015, to discuss the FYE 2016 Capital Improvement Program Budget status and the FYE 2017-2020 Capital Improvements Plan.

**City of Norman Facility Maintenance  
November 2015 Hourly/Materials Cost Report**

Data	
Craft	Location
Doors and Hardware	Building B Building C Library
Doors and Hardware Total	
Electrical	12th Avenue Rec Center Building B Building C Facility Maintenance Fire Station 9 Fleet Maintenance Library Line Maintenance Little Axe Rec Center Norman Investigations Center Parks-Neighborhood Parks-Reaves Water Treatment Plant
Electrical Total	
General Maintenance	Fire Station 5 Firehouse Art Center Santa Fe Depot
General Maintenance Total	
Heating/Ventilation /Air Conditioning	12th Avenue Rec Center Administration Building-201 Building A Building B Building C Fire Station 4 Fire Station 5 Fleet Maintenance Library Little Axe Rec Center Norman Investigations Center Traffic Control Water Reclamation Facility-Main Control House
Heating/Ventilation /Air Conditioning Total	

**City of Norman Facility Maintenance  
November 2015 Hourly/Materials Cost Report**

Lighting	12th Avenue Rec Center	4.00	110.8896	17.7	128.5896
	Administration Building-201	1.00	29.8976	0	29.8976
	Building A	2.00	55.4448	12.42	67.8648
	Building C	1.00	29.8976	0	29.8976
	Fire Station 4	2.00	55.4448	18.98	74.4248
	Library	3.00	83.1672	0	83.1672
	Norman Investigations Center	8.00	221.7792	0	221.7792
	Park Maintenance-Office	1.50	44.8464	0	44.8464
	Parks-Andrews	16.00	443.5584	145.98	589.5384
	Santa Fe Depot	2.00	55.4448	0	55.4448
Mechanical	Senior Citizens Center	3.00	83.1672	14.49	97.6572
	Sooner Theatre	6.00	166.3344	53.38	219.7144
	Westwood Clubhouse	4.00	110.8896	0	110.8896
	Westwood Tennis Center	7.00	194.0568	0	194.0568
	Lighting Total	60.50	1684.8184	262.95	1947.7684
	Facility Maintenance	1.00	25.5472	0	25.5472
	Fleet Maintenance	2.00	53.1378	0	53.1378
	Mechanical Total	3.00	78.685	0	78.685
Miscellaneous	12th Avenue Rec Center	2.00	55.4448	0	55.4448
	Administration Building-201	3.00	83.1672	0	83.1672
	Building B	1.00	26.5689	0	26.5689
	Facility Maintenance	32.00	894.2659	0	894.2659
	Fire Station 5	4.00	106.2756	222.55	328.8256
	Fleet Maintenance	0.50	23.2149	0	23.2149
	Library	1.00	27.7224	0	27.7224
	Norman Investigations Center	2.50	116.0745	0	116.0745
	Park Maintenance-Shop	2.00	55.4448	0	55.4448
	Parks-Andrews	5.00	138.612	0	138.612
Miscellaneous Total	Parks-Community	1.00	27.7224	0	27.7224
	Water Reclamation Facility-Other	11.00	304.9464	0	304.9464
	Miscellaneous Total	65.00	1859.4598	222.55	2082.0098
Plumbing	Animal Welfare	2.00	53.1378	0	53.1378
	Building A	3.00	80.8602	0	80.8602
	Building B	7.00	185.9823	125.72	311.7023
	Compost Facility	1.00	26.5689	223.38	249.9489
	Fire Station 5	4.00	106.2756	1.53	107.8056
	Fire Station 8	2.00	53.1378	0	53.1378
	Fleet Maintenance	1.00	26.5689	3535.9999	3562.5688
	Library	3.00	79.7067	53.82	133.5267
	Lindsey Yard-Administration	1.00	26.5689	4.36	30.9289
	Plumbing Total				

**City of Norman Facility Maintenance  
November 2015 Hourly/Materials Cost Report**

Plumbing	Park Maintenance-Office	44.00	1169.0316	0	1169.0316
	Parks-Andrews	15.00	398.5335	13.92	412.4535
	Parks-Community	4.00	106.2756	0	106.2756
	Parks-Reaves Center	1.00	26.5689	0	26.5689
	Sanitation	1.00	26.5689	0	26.5689
	Water Reclamation Facility-Main Control House	1.00	26.5689	44	70.5689
	Water Treatment Plant	2.00	53.1378	0	53.1378
	Westwood Clubhouse	4.50	119.56	30.4	149.96
	Westwood Golf Cart Storage Bldg.	6.50	172.6978	0	172.6978
	Whittier Recreation Center	3.00	79.7067	404.6	484.3067
Plumbing Total		106.00	2817.4568	4437.7299	7255.1867
Grand Total		531.00	15047.1644	6214.4899	21261.6543

**CITY MANAGER 2**

## **CIP Financial Status 2A**

As previously reported in the September 2015 Monthly Departmental Report; Next quarterly update will be in January 2016.

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS  
10/13/2015

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
WW0303	Lift Station D Improvements	\$0	\$450,000	New Development Excise Tax 322
SA0002	Transfer Station	\$0	\$250,000	Sanitation Fund 033
PUBLIC WORKS				
TR0203/BP0203	Robinson RR Grade Separation	\$ 200,000.00	\$ -	Capital 50
POLICE				
BG0246	Animal Welfare Expansion and Renovation	\$ -	\$ -	Capital 50
INFORMATION TECHNOLOGY				
None Reported				
PARKS AND RECREATION				
None Reported				

Notes

\*\* Project numbers correspond to the projects identified in the adopted Capital Improvements Plan.

## **COMMUNITY RELATIONS**

**2B**

**Community Relation's Office**  
**November 2015**

Number of press releases	13
Contacts with the media	19
<i>Norman News</i> membership	940
Website visits	70,661
Facebook followers	3,451
Twitter followers	1,728

**DEVELOPMENT COORDINATOR      2C**

## **City of Norman - Development Coordinator Monthly Report November 2015**

Below are activities and projects that the Development Coordinator has been involved with during the month of November 2015.

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

- Development Review Team
- City Council Meeting
- City Council Study Session
- Pre-Development Meetings
- Planning Commission
- Council Business and Community Affairs Committee
- Council Community Planning and Transportation Committee

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

- Discussed development requirements for new hotel development
- Assisted homeowners in permit requirements and regulations for housing renovations.
- Met with staff and project representatives to discuss redevelopment of property for multiple residential/non-residential uses.
- Met with project representatives to discuss development requirements for a new multi-family projects.
- Met with staff and project representatives to discuss requirements for potential commercial
- Met with staff and project representatives to discuss requirements for construction of new office development.

### **Development Process Improvements**

- ***Wastewater Excise Tax/Connection Fee Analysis RFP*** –Staff continues working with the consultants to complete draft analysis.
- ***Customer Service Survey for Development Services Division*** –The latest round of surveys for November 2015 CO'ed projects has been sent.
- ***Building Permit Outreach Program*** – work continues on this project, and contacts continue being made with building permit applicants that fall into the criteria outlined in the plan concept. Periodic follow-up checks (generally every two weeks) continue taking place. The reaction to the program continues to be positive.
- ***ICC and NFPA Code Clarification Project*** – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear..
- ***Construction Information for Developers and Businesses*** – work continues with assistance from the Retail Marketing Coordinator on outlining process for informing local developers and businesses of potential impacts from public construction projects. This project is designed to continue establishing a good working relationship with the business community and allow identification of potential problems or issues that may arise for businesses/development during the public construction.

###



## CITY OF NORMAN

### Department of Finance Monthly Report –November 2015

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 November are discussed below:

#### Treasury Division:

In the month of November, the Treasury Division processed 29,866 total payments. The traffic counter at the Drive-up Facility counted 5,707 customers. The Treasury Division processed 1,144 credit card utility payments, a decrease of -10.6% from last month, and the IVR (Interactive Voice Response) system processed 1,436 credit card utility payments, a slight increase of 0.4% from last month. Utility customers also have the option of paying on the City of Norman website. There were 4,239 credit card payments made on the internet in November, an increase of 2.6% from last month. The Municipal Court processed 556 credit card payments for court fines, a very slight decrease of -0.05% 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 \$20,013 in convenience fees in the month of November with a fiscal year-to-date total of \$97,581.

#### Utility Services Division:

The Meter Reading Division read 33,342 meters. Out of 77 meter reading routes, 61 (79%) were read within the targeted 30-day reading cycle. All routes were read by the 34<sup>th</sup> day. No routes were estimated in November.

#### General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are above target for the month of November at 3.6%. Revenues from the City's largest single source of revenue, sales tax, are above target at 3.9% for the year to date and 5.9% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 16 Budget To Date	FYE 16 Actual To Date	FYE 15 Actual To Date	FYE 14 Actual To Date
Sales Tax Revenue*	\$16,216,471	\$16,856,815	\$15,918,568	\$15,954,938
General Fund Revenue*	\$31,176,581	\$30,453,618	\$30,476,393	\$29,398,374
General Fund Expenses*	\$33,149,735	\$33,745,527	\$29,137,300	\$29,143,065

\* Excludes Public Safety Sales Tax

## Administration Division

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	320.00	1,760.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	1,760.00	320.00	1,760.00
Benefit Hours Taken	30.75	201.00	35.25	216.50
TOTAL ACCOUNTABLE STAFF HOURS	289.25	1,559.00	284.75	1,543.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

**ACCOUNTING      3A**

## Accounting Division

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
Total Regular Hours Available	960.00	5,280.00	960.00	5,120.00
Total Comp Time Available	0.00	16.25	0.00	1.25
Total Overtime Hours	0.00	0.00	0.50	3.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 960.00	 5,296.25	 960.50	 5,124.75
Benefit Hours Taken	129.25	709.50	126.75	602.75
 TOTAL ACCOUNTABLE STAFF HOURS	 830.75	 4,586.75	 833.75	 4,522.00
  PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
  TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

# City Revenue Report

**FYE 16  
NOVEMBER**

**FYE 15  
NOVEMBER**

Total Revenue Received (\$)	\$12,783,547	\$10,955,100	\$1,828,447
Utility Payments - Office (#)	2,247	2,179	\$68
Utility Payments - Office (\$)	\$531,232	\$381,343	\$149,889
Lockbox (#)	19,955	18,497	1,458
Lockbox (\$)	\$2,012,195	\$1,782,551	\$229,644
IVR Credit Card (#)	1,436	1,378	\$58
IVR Credit Card (\$)	\$162,496	\$133,197	\$29,299
Click to Gov (#)	4,239	3,304	935
Click to Gov (\$)	\$428,324	\$285,353	\$142,971
UT Credit Card Payments (#)	1,144	1,051	93
UT Credit Card Payments (\$)	\$126,006	\$93,638	\$32,368
Art Donations (#)	160	119	41
Art Donations (\$)	\$169	\$134	\$35
Bank Draft Payments (#)	7,709	6,182	1,527
Bank Draft Payments (\$)	\$777,441	\$573,280	\$204,161
Utility Deposits (#)	16	19	(3)
Utility Deposits (\$)	\$480	\$570	(\$90)
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	30	70	(40)
Processed Return Checks (\$)	(\$4,382)	(\$12,780)	\$8,398
Other Revenue Transactions (#)	270	233	37
Other Revenue Received (\$)	\$7,874,817	\$7,010,104	\$864,713
Accounts Receivable Payments (\$)	\$398,714	\$216,305	\$182,409
Accounts Receivable - Credit Card #	2	1	1
Accounts Receivable - Credit Card \$	\$4,386	\$76	\$4,310
Municipal Court - Fines/Bonds (\$)	\$104,929	\$128,507	(\$23,578)
Municipal Court - Credit Card (#)	556	633	(77)
Municipal Court - Credit Card (\$)	\$98,650	\$121,754	(\$23,104)
Municipal Court - C2G (#)	346	354	(8)
Municipal Court - C2G (\$)	\$33,053	\$37,762	(\$4,709)
Building Permits Cash Report (\$)	\$175,826	\$147,391	\$28,435
Building Permits Credit Card (#)	120	633	(513)
Building Permits Credit Card (\$)	\$30,946	\$33,927	(\$2,981)
Building Permits C2G (#)	57	354	(297)
Building Permits C2G (\$)	\$5,155	\$2,607	\$2,548
Occupational License - Bldg Insp. (\$)	\$651	\$1,000	(\$349)
Occupational License - Bldg Insp. CC (#)	9	7	2
Occupational License - Bldg Insp. CC (\$)	\$850	\$450	\$400
Business License - City Clerk (\$)	\$880	\$735	\$145
Business License - City Clerk CR CD (#)	55	1	54
Business License - City Clerk CR CD (\$)	\$718	\$65	\$653
Convenience Fees - All Payments (#)	6,671	6,821	(150)
Convenience Fees - All Payments (\$)	\$20,013	\$17,133	\$2,880
Bank Drafts Billed (#)	7,248	7,014	234
Bank Drafts Billed (\$)	\$683,533	\$574,728	\$108,805
Interdepartmental Billing (#)	154	152	2
Interdepartmental Billing (\$)	\$17,136	\$14,551	\$2,585
Accounts Receivable Billed (\$)	\$332,330	\$208,521	\$123,809

## Budget Services Division

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	880.00	160.00	880.00
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	880.00	160.00	880.00
Benefit Hours Taken	24.00	128.00	24.00	104.00
TOTAL ACCOUNTABLE STAFF HOURS	136.00	752.00	136.00	776.00
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 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	4,400.00	800.00	4,400.00
Total Comp Time Available	26.00	128.25	25.25	160.00
Total Overtime Hours	10.00	46.75	2.50	37.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 836.00	 4,575.00	 827.75	 4,597.50
Benefit Hours Taken	146.50	854.00	167.75	696.00
 TOTAL ACCOUNTABLE STAFF HOURS	 689.50	 3,721.00	 660.00	 3,901.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

**UTILITY      3C**

## Utility Division

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	2,240.00	11,704.00	1,920.00	10,304.00
Total Comp Time Available	0.00	37.25	0.00	9.50
Total Overtime Hours	8.25	300.00	99.50	475.75
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>2,248.25</b>	<b>12,041.25</b>	<b>2,019.50</b>	<b>10,789.25</b>
Benefit Hours Taken	356.50	1,373.50	239.00	1,000.25
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,891.75</b>	<b>10,667.75</b>	<b>1,780.50</b>	<b>9,789.00</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	0.00
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>0.00</b>

## Office Services

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	160.00	1,440.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	3.00	22.75
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	320.00	1,760.00	163.00	1,462.75
Benefit Hours Taken	71.00	240.00	8.00	139.50
TOTAL ACCOUNTABLE STAFF HOURS	249.00	1,520.00	155.00	1,323.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Drive-up Window and Mail Payments

	FYE 16 NOVEMBER	FYE 15 NOVEMBER
Mail Payments - Lockbox	19,955	18,497
Mail Payments - Office	337	200
<b>Mail Payments - Subtotal</b>	<b>20,292</b>	<b>18,697</b>
Night Deposit	508	398
Click-to-Gov Payments	4,239	3,304
IVR Payments	1,436	1,378
<b>Without assistance payments - Subtotal</b>	<b>6,183</b>	<b>5,080</b>
Drive-up window & inside counter	2,247	2,179
Credit Card machine payments (swipe)	702	655
Credit Card machine payments (phone)	442	396
<b>With assistance payments - Subtotal</b>	<b>3,391</b>	<b>3,230</b>
<b>Total Payments Processed - Subtotal</b>	<b>29,866</b>	<b>27,007</b>
Bank Draft (ACH) Payments	7,709	6,182
<b>Total Payments (Utility)</b>	<b>37,575</b>	<b>33,189</b>
Total Convenience Fees - all Payments	6,671	6,821
<b>Grand Total Payments</b>	<b>44,246</b>	<b>40,010</b>

## Traffic Counter at Drive-up Facility

Night Drop *	1,004	491
8-5 Drive-up Window Customers *	4,703	5,742
<b>Total Traffic Counter</b>	<b>5,707</b>	<b>6,233</b>

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

## Meter Reading Division

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
Number of Meters Read	33,342	208,259	40,929	195,513
New Service	456	3,890	881	7,808
Request for Termination	493	3,908	799	7,174
Delinquent On(s)	113	528	146	1,294
Delinquent Offs	205	1,081	248	2,055
Collect Deposit Tags Hung	67	559	8	166
Collect Deposit Cut Offs	64	325	1	39
Blue Tags	14	57	3	31
Number of Meters Re-read	1,342	8,768	1,418	8,199
Meters Cleaned	34	181	39	278
Customer Assists	32	197	41	297
Meters Pulled	1	2	0	2
Meters Re-set	0	0	0	2
TOTAL	36,163	227,755	44,513	222,858

## Utility Division Activity Report

	FYE 16		FYE 15	
	NOVEMBER	YTD	NOVEMBER	YTD
STATUS REPORT				
Regular Utility Accounts Billed	41,138	204,323	36,546	184,841
New Ons	637	4,898	602	4,423
Final Accounts Billed	546	4,033	546	4,095
TOTAL ACCOUNTS BILLED	42,321	213,254	37,694	193,359

## **FIRE DEPARTMENT**

**4**

**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
November, 2015**

**FIRE PREVENTION DIVISION ACTIVITIES**

Inspections	207/ 221 staff hours
Re-Inspections	75/60 staff hours
Residential Inspections	0
Smoke Detector Batteries	24/23.5 staff hours
Plan/Platt Review	51/72.5 staff hours
Company Inspections	0
Re-Inspections	0
<b>Total Inspections</b>	<b>282/281 staff hours</b>
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	95.5/64.5 staff hours
Training (hours)	17/37.5 staff hours
Fire Education Classes	3/4 staff hours
Investigations	3/4 staff hours
Investigative Activities	6/12 staff hours
Miscellaneous/Special	

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: November 2015
<b>Mitigation:</b>	
Siren System	99% one unit down parts
Red Cross Safe Room Grant	187 Installed of 208
Mitigation Safe Room Program	246 of 406 Installed
<b>Preparedness:</b>	
National Weather Service Festival	1 Nov
Amateur radio testing	5 Nov
Central Emergency Management Meeting	4-6 Nov
Emergency Volunteer Meeting	12 Nov
Earth Wind and Fire exercise meeting	12 Nov
Amateur Volunteer Meeting	14 Nov
Earth Wind and Fire exercise	18 Nov
Public Safety Meeting	19 Nov
Credentialing Meeting	19 Nov
Disaster Prep Community coordination	24 Nov
<b>Response:</b>	
Ice Storm	Declaration submitted for 11-26 to 11-30
<b>Recovery:</b>	
OK-DR-4222	Project Worksheets still on going
OK-DR-4117	Long Term Recovery still operating

## NFD Monthly Progress Report November 2015

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	30	2.73%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	747	68.03%
4 - Hazardous Conditions (No Fire)	38	3.46%
5 - Service Call	80	7.29%
6 - Good Intent Call	139	12.66%
7 - False Alarm & False Call	57	5.19%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.18%
Incomplete Reports	5	0.46%
<b>Total Incident Count</b>	<b>1098</b>	

Total Fire Loss    \$171,325.00

### Average Response Times

	Number of Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	184	290	0:04:50
<b>Station #2</b>	183	299	0:04:59
<b>Station #3</b>	232	332	0:05:32
<b>Station #4</b>	102	304	0:05:04
<b>Station #5</b>	52	500	0:08:20
<b>Station #6</b>	39	425	0:07:05
<b>Station #7</b>	102	334	0:05:34
<b>Station #8</b>	68	281	0:04:41
<b>Station #9</b>	131	312	0:05:12

## **HUMAN RESOURCES**

**5**

**HUMAN RESOURCES**  
**Monthly Report**  
**November, 2015**

**ADMINISTRATION/LABOR RELATIONS**

***A. Administrative***

- Met with IT staff regarding on-line application software issues
- Advised supervisory personnel dealing with leave abuse issues
- Attended the Norman Employee Retirement System board meeting
- Met with insurance consultants to discuss near-site clinic
- Attended Employee Health Committee meeting
- Participated in webinar regarding stereotyping issues

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

- AFSCME Grievance FYE16-03 - Boensch (Fleet) – termination  
*Union has requested arbitration.*
- AFSCME Grievance FYE15-07 - Raney (Streets) – Crew assignment  
*Grievance meeting to be held upon employee's return from OJI*
- Non-Union Grievance FYE15-01 – Borcharding (Municipal Court) – termination
- AFSCME Grievance FYE14-06 - Green (Sewer Line Maint.) – termination  
*Arbitrator ruled for employee, settlement still pending.*

***C. Collective Bargaining***

- Held one (1) negotiation session with AFSCME

***D. Administrative Support***

- Processed Monthly Department Report
- Compiled and distributed November 2015 City Newsletter
- Summarized Insurance Meeting minutes
- Attended/Summarized one (1) negotiation session  
1 – AFSCME
- Processed invoices and reconciled expense accounts

**BENEFITS**

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Conducted five (5) new employee orientations
- Attended Affordable Care Act Training Sessions
- Weekly service call with Meritain Health (Health Insurance Third Party Administrator)
- Attended meeting with Gallagher Benefit Services and Interactive Health (2016 Wellness Program)
- Open Enrollment for Health/Dental Benefits

- Attended Employee Benefit Committee meeting with Gallagher Benefit Services and Interactive Health
- Responded to 197 benefit/wellness inquiries

## **COMPENSATION**

The following personnel actions were processed:

Eight (8) employees hired:

- 2 – Municipal Court – (1) Juvenile Community Services Supervisor (PT) and (1) Juvenile Community Services Coordinator (PT)
- 2 – Public Works/Fleet (1) Auto Service Technician and (1) Mechanic I
- 1 – Utilities/Water Line Maintenance – Maintenance Worker I
- 1 – Utilities/Administration – Utilities Inspector
- 1 – Police/Patrol – Parking Service Officer (PPT)
- 1 – Parks and Recreation – Parks and Recreation Superintendent

Seventeen (17) employees separated employment from the City of Norman:

- 1 – City Clerk/Administration – Administrative Technician III
- 2 – City Clerk/Custodial – Custodian (PPT)
- 1 – Police/Patrol – Police Officer
- 13 – Parks and Recreation – Umpires (PT)

Two (2) employees promoted:

- 1 – City Clerk/Administration – Administrative Technician III
- 1 – Utilities/Water Reclamation – Lab Manager

## **COMPENSATION/BENEFIT SURVEYS**

No surveys conducted this month.

## **RECRUITMENT**

**Accepted applications for the following positions:**

- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Communications Officer I, Police/Emergency Communications Bureau
- Communications Officer II, Police /Emergency Communications Bureau
- Special Instructor I (PT): After School Instructor, Parks & Rec/Recreation
- Custodian (PPT), City Clerk
- Parking Service Officer (PPT), Police Department
- Deputy Marshal (PT), Municipal Court
- Mechanic I, Public Works/Fleet Management
- Aerobics Instructor (PT), Parks & Recreation/Recreation
- Juvenile Community Service Supervisor, Municipal Court
- Pet Adoption Coordinator, Police/Animal Welfare
- Community Service Coordinator, Municipal Court

- Engineering Technician I, Public Works/Engineering
- Administrative Technician III, City Clerk
- Chief Communications Officer, City Manager's Office
- Laboratory Technician, Utilities/Water Reclamation Facility
- Administrative Technician II, City Clerk/Facility Maintenance

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

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	405	Written Exams	0
Phone	500	Practical Testing/Assessment Center	0
Mail	260	Panel Board Interviews	3
Email	180	Promotions	2
Total Subscribers on E-mail Vacancy List	2,081	Oral Interviews	5
Total Visits to City of Norman HR website	4,462	Hiring/Promotion Board	0

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	12	Advertisements Placed	8
Pre-Employment Drug Screens	5	Applications Received	100
Pre-Employment Physicals	2	Job Announcements Emailed	0
Pre-Employment OSBI	6	Job Announcements to CON Depts.	343

#### **TRAINING AND DEVELOPMENT**

Conducted training for five (5) new employees on the topics of Workplace Harassment, Workplace Violence, Customer Service and Ethics.

Conducted training for the Municipal Court Clerks Association on the topic of "The Courage to Coach, Common Sense Approaches to Confronting Tough Employee Performance Situations".

The Computer Training Lab was the site for New World Systems Public Sector Software testing for the Police and Fire Departments.

#### **SAFETY**

Safety Activities during November, 2015:

- Safety meetings were held at City of Norman facilities and the topic covered was "Keys to Foul Weather Driving".(10 meetings total with walkthrough inspections).
- Five (5) minute safety talks were sent to all facilities each week
- Held five (5) new employee orientations
- Held two (2) Safety Committee meetings
- Held six (6) Return to Work meetings (Fire Dept.-2, Line Maint.-1, Police-3)

### Recordable Injuries – 8

Dept./Division	Nature of the injury	Activity	Prognosis
Public Works/ Fleet	Lower Back Strain	Employee was installing tire assembly and strained lower back.	Minor Medical Care/ Returned to Work with Restrictions
Public Works/ Fleet	Left Hand Tendon Strain	Employee was climbing wrecker and felt pain in left hand.	Minor Medical Care Returned to Work with Restrictions
Parks & Recreation/ Park Maint.	Poison Ivy Exposure	Employee was exposed to poison ivy while cutting trees.	Minor Medical Care Returned to Work
Parks & Recreation/ Park Maint.	Poison Ivy Exposure	Employee was exposed to poison ivy while cutting trees.	Minor Medical Care Returned to Work
Police/ Animal Welfare	Right Hand Bruise	Employee was lifting garage pit when he heard a pop sound in right hand.	Minor Medical Care Returned to Work with Restrictions
Police/ Patrol	Muscle Strain	Cadet pulled muscle during defensive tactics training.	Minor Medical Care Returned to Work with Restrictions
Police/ Patrol	Calf and Achilles Strain	Cadet strained calf and Achilles during defensive tactics training.	Minor Medical Care Returned to Work with Restrictions
Police/ Patrol	Throat and Left Pectoral Strain	Cadet strained throat and left pectoral muscle during defensive tactics training.	Minor Medical Care Returned to Work with Restrictions

### Cumulative number of Recordable Injuries per year, 2015 is total year to date:

2015	2014	2013
51	75	96

### Vehicle Collisions - 1

Division	Description of Collision	Status
Utilities/ Sanitation	Employee was backing in an alley place receptacle and struck another vehicle directly behind the sanitation truck.	Chargeable “Fault”

### Cumulative number of “AT FAULT” Vehicle Collisions of the indicated year: (2015 is total year to date)

2015	2014	2013	2012	2011	2010
6	10	23	15	18	34



**CITY OF NORMAN**

Information Technology Department  
Monthly Report –November 2015.

**Working projects for the IT Department are as follows:**

<b>Project</b>	<b>Description/improvement anticipated</b>	<b>Status</b>
Water Treatment Facility Fiber connectivity	This will replace the existing network connections with fiber connectivity which will greatly enhance speed and help to complete our connectivity to remote sites. There is a cost savings initiative and partnership with Cleveland County.	In Planning: Right of Way approved 10/13/15... Starting build in December
Water Reclaim Facility network closet construction and redundant cooling for equipment	Enhance our existing network infrastructure which is currently in a very high temperature environment which degrades the equipment life.	In Planning: Steve H and IT met on site with contractors, construction dimensions defined. Building Maintenance helping with AC assessment.
PD body camera and patrol car dash camera infrastructure build.	Introduces technology to help police officers and citizens with increased security by providing video and audio evidence on a case by case basis.	On Hold:
Fire suppression System for Main IT Datacenter in 201 Building C	Increases the safety and protection of city staff and the citizens investments by providing fire suppression in the city's main data center.	In Planning, working with Safety Manager - fully funded, electrical quotes in process

Genetec replacement for current access control system	Full replacement of old technology that increases security by providing centralized management of building access on a building by building basis.	In Planning: Working with Ross Engineering and City Clerk's office - scope for completion has increased
Document Image Scanning and Consolidated Printer/fax/copiers evaluation.	Cost savings for printer usage, reduced service calls for PC Techs, consolidated application use for various departments document image scanning.	Software presentation to various dept. reps complete. RFP for Phase I in December/ requesting additional funds for future phases.
Legistar/Granicus Update	This update will fix issues that were introduced by the software vendor that effects older platforms.	In Implementation
ATT U-verse implementation	This will provide Norman Citizens who subscribe to ATT U-verse as their cable provider the ability to watch city council, and other meetings	Quoting services
ERP Study and Consultant Selection	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology and business review process.	In Planning - Statement of Purpose and Need reviewed by management, will be presented to Finance Committee
Installation of fiber optic cable from City Hall south along Webster and west along Main Street to Norman High School which will bring seven more signals on-line.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction in Progress
Examining the possibility of Coordination with Norman Public Schools/ODOT/Cleveland County/OKC for EOC Redundant Data Center	Increased disaster recovery and hardened security for the City of Norman information systems in coordination with other entities in the Norman area.	In Planning: Regular meetings with City of OKC IT, NPS
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

Website Rebuild/Redesign	Our current design is 5 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design.	In Planning: City Council to review mid-year budget for funds.
Active Directory/Domain Controller Upgrade	Current Operating system is MS 2003 and needs to be upgraded to MS 2008	2008 R2 installed prepping for Domain Controller Upgrades on 2 DC Servers
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	In Progress
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	In Planning
License Plate Reader System	Improves the ability to identify stolen vehicles and vehicles with outstanding citations.	System is installed and in use - data connection with LERMS being evaluated
Credit Card installs at Rec Centers	Allow citizens to pay class fees, after school fees, etc. at the rec centers.	In Discussion
Phase II Animal Control facility improvements	Improved facility for Animals awaiting adoption. Communications and data processing improvements for City staff	In Construction
Replacement of fiber optic cable along Lindsey Street from 24th Avenue SW to Berry Road includes a new traffic signal with fiber optic switch on Lindsey Street at Wylie Road.	Repair cables	Bids in March 2016
Westwood Fuelmaster Merger	Merge Westwood Golf from Phoenix SQL to the Fuelmaster Fuel System, making all city fuel keys congr	
Centralized Fuel Key	Creating a centralized location	

Programmer Access Location	where fuel keys are programmed eliminating the need for the Fuelmaster system to be located only on the employee's computer	
City Works Upgrade	Upgrade City Works software to new version. This software tracks public works projects in a ticket format.	
Installation of fiber optic cable along Alameda Street from 12th Avenue East to Porter Avenue/Classen Boulevard with switches at Porter Avenue/Classen Boulevard and a new signal at Findlay Avenue.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Switches arrived 12/2

### **Support Tickets:**

The IT department tracks work requests with a new 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 November 2015.

### **Mass Communications:**

The following statistics represent email space and resource savings. 35 emails from the groups shown in the table below were sent from city servers using city resources – of those 17,519 were delivered to outside mailboxes for the month of November 2015. Basically the city generated mass communications of 17,519 messages from only 35 sent (see **IT Table 2**).

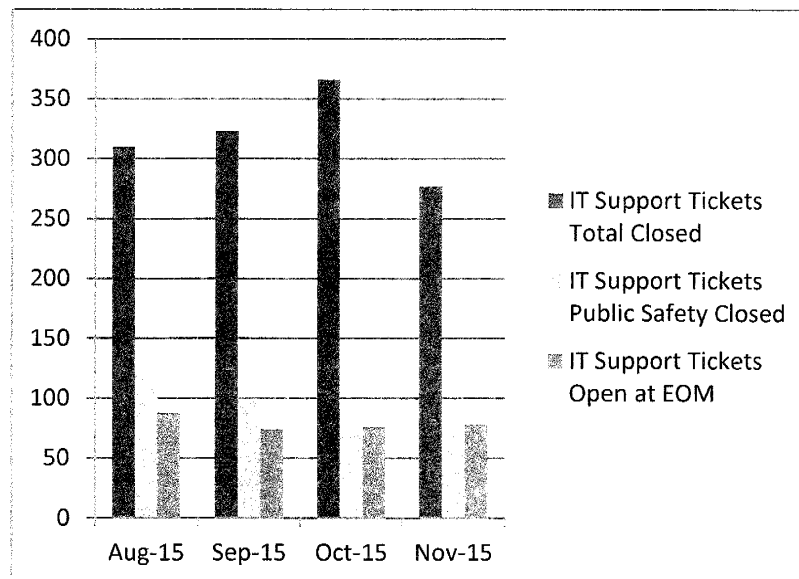
### **Email Security Appliance:**

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. IT had a total of 656,081 attempted incoming and 45,617 outgoing messages for the month of November. 502,736 of the incoming messages were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). Without the email filter our email server would have received that much additional mail which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from being bombarded with spam and 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 November 2015 the City of Norman's web site had 70,661 individual web sessions access the web site for a total of 155,189 total page views. Of those sessions 36,807 were identified as New Users to view content on the City web site.

**I.T. Table 1**



**I.T. Table 2**

November 2015 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	16	0	0
Job Posting	2084	0	0
Norman News	934	17	15748
Police - Animal Welfare Volunteers	42	0	0
Police – Citizens' Academy	82	0	0
Police – Neighborhood Watch	105	1	99
Public Works Consultants	139	0	0
Westwood Golf	730	2	1422
Westwood Golf Members	28	1	27
Westwood Men's Clinic	17	2	31
Westwood Men's Golf Assoc.	91	2	134
Westwood Women's Clinic	31	2	50
Westwood Women's Golf Assoc.	5	8	8
<b>Totals</b>	<b>4304</b>	<b>35</b>	<b>17519</b>



MAIL SECURITY APPENDIX

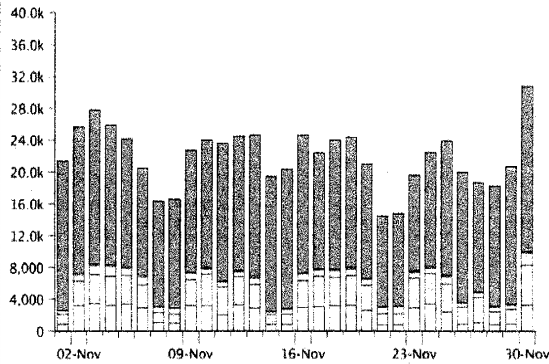
## Executive Summary

mail.ci.norman.ok.us

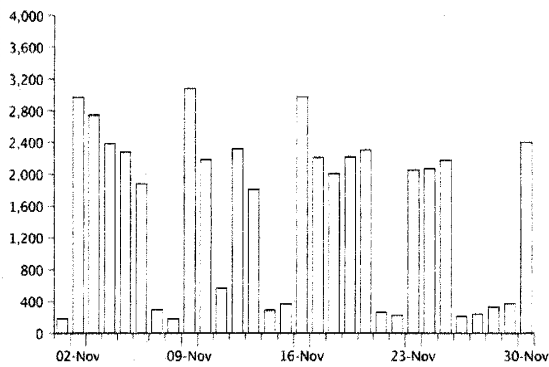
01 Nov 2015 00:00 to 30 Nov 2015 23:59 (GMT -06:00)

Data in time range: 100.0 % complete

Incoming Mail Graph



Outgoing Mail Graph



Incoming Mail Summary

Stopped by Reputation Filtering	72.4%	474,848
Stopped as Invalid Recipients	0.7%	4,843
Spam Detected	3.5%	22,793
Virus Detected	0.0%	71
Stopped by Content Filter	0.0%	181
<b>Total Threat Messages:</b>	<b>76.6%</b>	<b>502,736</b>
Marketing Messages	13.2%	86,311
Clean Messages	10.2%	67,034
<b>Total Attempted Messages:</b>		<b>656,081</b>

Outgoing Mail Summary

Spam Detected	0.0%	0
Virus Detected	0.0%	0
Stopped by Content Filter	0.2%	98
Clean Messages	99.8%	45,519
<b>Total Messages Processed:</b>		<b>45,617</b>

Hard Bounces	1.8%	843
Delivered	98.2%	44,727
<b>Total Messages Delivered:</b>		<b>45,570</b>



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**November 2015 Report**  
**(Submitted December 11, 2015)**

**MONTHLY HIGHLIGHTS:**

The Legal staff has not received any notable decisions this month.

**LIST OF PENDING CASES:**

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

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

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

**UNITED STATES DISTRICT COURT**

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)

Holloway v. City of Norman, CJ-2013-566 D; CIV 13-01204 (K, B)

On September 14, 2015, Mr. Holloway moved the court to reconsider its ruling that Mr. Holloway was not seized. This case will remain on the Monthly Report until this issue is resolved.

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

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

Oklahoma Association of Broadcasters v. City of Norman, et al., SD-113913 (K, B)

**COURT OF CRIMINAL APPEALS – None pending**

**OTHER COURTS**

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

**CLEVELAND COUNTY DISTRICT COURT**

**A. *General Lawsuits***

AFSCME, Fox, and Green v. City of Norman, CV-2015-267 JV

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Red Cliff v. Norman Utilities Authority, CJ-2013-1223 (K, M)

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

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

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

**B. *Condemnation Proceedings***

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

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

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

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

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

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

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

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

The following condemnation cases were filed by the City on November 2, 2015, with regard to the West Main Street bridge project. Along with the defendant property owners, the Cleveland County Treasurer and Commissioners were named in both cases. In both cases, the Treasurer and Commissioners have entered their disclaimers:

City of Norman v. Canadian Shores, LLC, et al; CV-2015-1922 TS

City of Norman v. Mona Randolph, et al; CV-2015-1923 B

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

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

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

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

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

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

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

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

**D. *Municipal Court Appeals***

Musgrove v. City of Norman, CM-2015-324 (S, B)

***E. Small Claims Court***

Basile v. City of Norman, SC-2015-5709 (K, D)

This case was filed on November 24, 2015. It arises out of abatement of code violations on the Plaintiff's property and seeks damages in the amount of \$396.08 for the health lien filed on the Plaintiff's property and \$900 for various items that were removed. A trial date of December 22, 2015, has been set by the Court.

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

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

Latham v. City of Norman, Case No. SC-2014-3027 (K)

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

**LABOR / ADMINISTRATIVE PROCEEDINGS**

None.

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green Termination)

IAFF Grievance FYE14 – (Time Exchange)

IAFF Grievance FYE14 – (Time Exchange)

IAFF Grievance FYE14 – (Bobby Smith Time Exchange)

IAFF Grievance FYE 15 – (Instructions for Reporting in Sick)

The arbitrator ruled in favor of the City – i.e., it is not unreasonable for the Fire Chief to expect that his subordinates return job related phone calls while on sick leave. This grievance will no longer appear on the monthly report.

IAFF Grievance FYE 15 – (Bobby Smith Discipline)

IAFF Grievance FYE 16 – (CAD Procedures) – Arbitration has been stayed because there is no contract between the City and IAFF.

IAFF Grievance FYE 16 – (Hazmat Physicals - Nuclear Stress Test) - Arbitration has been stayed because there is no contract between the City and IAFF.

***B. Public Employees Relations Board (PERB)***

FOP Lodge 122 v. City of Norman, Case No. 2015-ULPC-548

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

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

Fred Henderson v. City of Norman and IAFF, EEOC Charge No. 564-2015-01382

**D. Contested Unemployment Claims (OESC)**Boensch v. City of Norman, OESC Case No. 16000078 (B)**MEDIATION PROGRAM**

For the month of November, 2015, the Early Settlement Norman Mediation Program accepted 18 new cases and closed 23 cases. The number of mediations conducted in November, 2015 was 5.

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through November 30, 2015. 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 14	FYE 15	FYE 16	FYE 14	FYE 15	FYE 16	FYE 14	FYE 15	FYE 16
JULY	478	548	550	30	40	48	16	16	15
AUG	460	795	501	55	32	46	17	15	14
SEPT	450	684	467	40	25	30	14	8	11
OCT	497	711	431	52	46	45	16	17	14
NOV	456	437	459	58	21	29	12	10	10
DEC	413	491		84	46		13	12	
JAN	551	668		46	39		14	16	
FEB	632	507		49	33		12	12	
MAR	634	493		40	42		12	10	
APR	651	669		38	76		15	19	
MAY	548	436		57	20		12	9	
JUNE	734	515		49	54		13	11	
TOTALS / YTD	6,504	6,954	2,408	598	474	198	166	155	64

**WORKERS' COMPENSATION COURT**

The total number cases pending are 27. During the month of November 2015, there were no new cases filed. There was one settlement that went to Council for approval. The remaining cases are proceeding in active litigation in the Workers' Compensation Court of Existing Claims & Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE16	FYE15 CASES	FYE14 CASES	FYE13 CASES	FYE12 CASES
Finance						1	
Fire	Suppression	9	3		9	11	10
IT	Tech Support						
Municipal Court	Court Officer	1			1		

Parks/Rec.	Park Maintenance	1	1	1	1		1
Planning	Development Services	1		1			
Police	Patrol	4		3	2	3	
Police	Administration	3		2			2
Public Works	Street Maintenance	1	1		1	3	
Public Works	Traffic Control						2
Public Works	Vehicle Maintenance			1			
Public Works	Storm Water			2		2	
Utilities	Line Maintenance			1	1		1
Utilities	Sanitation	7	1	4	1	1	1
<b>TOTALS</b>		<b>27</b>	<b>6</b>	<b>15</b>	<b>16</b>	<b>21</b>	<b>15</b>

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

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

(Police, Patrol, MPO, Intestinal)

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

(Fire, Suppression, Fire Captain, Neck)

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

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

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

Utilities/Sanitation Division/SWII

Borcherding, Alan ("Kent") v. City of Norman, WCC 2014-05125Q

(Municipal Court, Admin., Court Officer; R. Shoulder, Neck)

Cecil, Gary v. City of Norman, WCC 2007-04745 A

(Fire, Suppression, Firefighter, R. Knee Aggravation of Pre-Existing Injury, Depression, L.

Foot, Back, Consequential injury to L. Shoulder/Arms/Knee, Both Hips, Neck)

Cochran, Marcus v. City of Norman, WCC 2013-13012 F

(Fire, Suppression, Firefighter, L. Shoulder, L. Hip, Back)

Condit, Shelby v. City of Norman, CM 2014-10691 R

(Police, Emerg. Commun., Call Taker, Both Arms, Bilateral Hands)

Crawford, Hugh L. v. City of Norman, WCC 2011-11738 L

(Fire, Suppression, Firefighter, Lungs)

***Crawford, Hugh L. v. City of Norman, WCC 2011-11741 Q***

***(Fire, Suppression, Firefighter, Spine, Neck, L. Arm, L. Shoulder)***

***The settlement in the above Crawford case was approved by Council on November 24, 2015 and will no longer appear on the monthly report.***

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

(Utilities, Sanitation, SWII, R. Foot)

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

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

Helm, Mark v. City of Norman, WCC 2007-07137 A

(Fire, Suppression, Firefighter, Multiple)

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

(Police, Patrol, MPO, R. Wrist)

Kizzia, Derrald v. City of Norman, WCC 2015-05508 F

(Parks/Rec, Park Maintenance, HEO, Hearing Loss, Tinnitus, Ears)

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)

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

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

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

(Police, Admin., PSO, L. Shoulder)

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

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

Robertson, Kellee v. City of Norman, WCC 2010-13896 F

(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

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

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

Suchy, Tim v. City of Norman, WCC 2013-11624 J

(Fire, Suppression, Firefighter, Lungs)

Suchy, Tim v. City of Norman, WCC 2013-13117 X

(Fire, Suppression, Firefighter, Back)

Tillman, Daniel A. v. City of Norman, CM 2015-01499 A

(Utilities, Sanitation, SWI, Back)

Williams, Scottie v. City of Norman, WCC 2015-04405 K

(Utilities, Sanitation, Util. Supervisor, Neck)

Williams, Scottie v. City of Norman, WCC 2015-04406 Q

(Utilities, Sanitation, Util. Supervisor, Back)

Williams, Scottie v. City of Norman, WCC 2015-04408 A

(Utilities, Sanitation, Util. Supervisor, L. Shoulder)

## **SPECIAL CLAIMS**

The following is a breakdown of the Special Claims activity through November, 2015.

<b><u>DEPARTMENT</u></b>	<b><u>FYE 16 Month</u></b>	<b><u>FYE 16 YTD</u></b>	<b><u>FYE 15</u></b>	<b><u>FYE 14</u></b>	<b><u>FYE 13</u></b>
Animal Control					
City Clerk					
Code Enforcement			1		
PW-Engineering		2	1	2	2
Finance (meter covers)					
Fire		1	1		1
Fleet			1		
Human Resources				1	
Legal					
Utilities-Sewer & Line Maintenance		1	9	6	11
Parks		2	5		2

Planning					
Police	2	5	10	11	9
Public Works-Traffic			5	4	4
Road & Channel		1		2	
Utilities-Sanitation	1	6	15	19	7
Streets		3	4	5	7
Utilities		3	2	13	3
Utilities-Waste Water (runoff water)					
Other	1	4	6		
<b>TOTAL CLAIMS</b>	<b>4</b>	<b>28</b>	<b>60</b>	<b>63</b>	<b>46</b>

<b><u>CURRENT CLAIM STATUS</u></b>	<b><u>FYE 16 TO DATE</u></b>	<b><u>FYE 15</u></b>	<b><u>FYE 14</u></b>	<b><u>FYE 13</u></b>
Claims Filed	28	60	63	46
Claims Open and Under Consideration	11	4	5	3
Claims Not Accepted Under Statute/Other	4	7	2	
Claims Paid Administratively	5	17	16	13
Claims Paid Through Council Approval	1	9	15	11
Claims Resulting in a Lawsuit for FY15	0	0	2	1
Claims Barred by Statute (No Further Action Allowed)	0	19	23	18
Claims in Denied Status (Still Subject to Lawsuit)	7	4	0	0

**UNIVERSITY NORTH PARK TIF**

First year assessments for the first University North Park Business Improvement District have been collected. These funds will be available to fund the maintenance of Legacy Park and Legacy Trail in FYE16.

**EXPUNGEMENTS**

The following represents a breakdown of the Expungement Requests considered by the City Attorney's Office through October 31, 2015.

<b>MONTH</b>	<b>REQUESTS</b>		<b>COMPLETED</b>	
	<b>FYE16</b>	<b>FYE15</b>	<b>FYE16</b>	<b>FYE15</b>
JULY	9	5	9	5
AUG	12	2	6	1
SEPT	7	10	6	2
OCT	10	8	4	5
NOV	11	6	4	5
DEC		9		3

Legal – November 2015 Monthly Report

December 11, 2015

Page | 8

JAN		12		9
FEB		8		7
MAR		13		8
APR		4		7
MAY		13		3
JUNE		11		5
<b>TOTALS/YTD</b>	<b>49</b>	<b>101</b>	<b>29</b>	<b>60</b>

## **MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
NOVEMBER - FY '16**

**CASES FILED**

	<b><u>NOVEMBER</u></b>	<b><u>FY16</u></b>	<b><u>Y-T-D</u></b>	<b><u>NOVEMBER</u></b>	<b><u>FY15</u></b>	<b><u>Y-T-D</u></b>
Traffic	1,211		5,712	1,274		8,027
Non-Traffic	358		1,663	334		2,030
SUB TOTAL	1,569		7,375	1,608		10,057
Parking	902		5,849	944		7,421
<b>GRAND TOTAL</b>	<b>2,471</b>		<b>13,224</b>	<b>2,552</b>		<b>17,478</b>

**CASES DISPOSED**

	<b><u>NOVEMBER</u></b>	<b><u>FY16</u></b>	<b><u>Y-T-D</u></b>	<b><u>NOVEMBER</u></b>	<b><u>FY15</u></b>	<b><u>Y-T-D</u></b>
Traffic	982		4,651	579		6,453
Non-Traffic	265		1,358	121		1,641
SUB TOTAL	1,247		6,009	700		8,094
Parking	703		4,396	867		6,121
<b>GRAND TOTAL</b>	<b>1,950</b>		<b>10,405</b>	<b>1,567</b>		<b>14,215</b>

**REVENUE**

	<b><u>NOVEMBER</u></b>	<b><u>FY16</u></b>	<b><u>Y-T-D</u></b>	<b><u>NOVEMBER</u></b>	<b><u>FY15</u></b>	<b><u>Y-T-D</u></b>
Traffic	138,161.00		626,093.10	141,416		777,710
Non-Traffic	45,660.60		244,045.60	47,462		276,192
SUB TOTAL	183,821.60		870,138.70	188,878		1,053,902
Parking	16,620.00		103,520.00	21,450		142,189
<b>GRAND TOTAL</b>	<b>200,441.60</b>		<b>973,658.70</b>	<b>210,328</b>		<b>1,196,091</b>

**PARKS AND RECREATION 9**

## **Park Planning Activities November, 2015**

### **Little Axe Community Center**

Downey Construction worked to repair areas of the main parking lot for the Community Center and Fire Station. We are also working to get bids to replace the bleachers and dugout furnishings at the baseball and softball fields at the park. That work will be done over the winter, during the Little Axe Youth Sports off-season.

### **Cleveland County Historical Museum**

Alex Vile, local Boy Scout, worked on the weekends and after school with a group of volunteers to complete his Eagle Scout community service project by scraping and re-painting the front porch at the Moore-Lindsey historical museum and building a faux bucket reel structure over the reproduction well in the back yard of the house museum. The City provided the paint, which was color-matched to the rest of the house. Also, the Historical Museum will host its Victorian Christmas on December 11th—during the 2nd Friday Art Walk activities.

### **Park Trails**

Texoma Paving and Construction began work this month to upgrade the walking trails in three parks. They started at Oak Tree South Park, where we are converting the gravel trail through the park to concrete and repairing the existing curbside concrete sidewalk along the street. As weather permitted, they moved on next to Lions Memorial Park and are upgrading that park trail from gravel to concrete; and they will finish by replacing and widening the concrete walk that runs east-west across Colonial Estates Park.

NOVEMBER 2015  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Citizens Center:** The month of November was a slow month for the center. We had 503 seniors participate in various activities such as dominoes and exercise classes. The bridge groups had 348 participants. There was one rental at the center this month with 400 in attendance. The monthly birthday party had 40 seniors participate. There were 720 seniors who participated in the congregate meal site this month.

**Little Axe Community Center:** Outreach food distribution for the month of November was 202 adults and 84 children for a total of 286. There were six facility rentals for the month. The Pioneer Library Service Statistics Report Community Book Place report shows 253 units of service for the month. The Head Start program is full with 18 children enrolled and has a waiting list.

**12th Avenue Recreation Center:** The Adult Basketball Leagues which consists of a Monday Night, Tuesday Night and Thursday Night divisions have finished their league play this month. Tournament playoffs should finish the second week in December. The American Karate program has finished their fall programming this month with belt tests for the students so that they can achieve a higher belt classification. The American Karate program will be offering their seasonal "Stranger Danger" program next month. The program is open to all children ages 5-12. Topics will include; Who is a stranger; How to break free from grips or holds; What to do if someone touches inappropriately; What to do if a friend plays with a gun or knife; Be wary of a stranger enticing you; What to do in an attempted kidnapping; Bullies; and How to fall without hurting yourself.

**Irving Recreation Center:** The Irving Recreation Center had over 2,000 patrons and participants take part in Junior Jammer basketball games at Irving Recreation Center throughout the month of November. We started our 1st annual Winter Coat & Gloves drive during the month of November which will continue until December 18th. So far we have collected over 50 coats for youth! All proceeds will benefit a local organization that provides clothing to those in need. We have 37 students that participate in our after school program each day. We have partnered with Earth Rebirth and also the OU IT Store to offer our kids lessons in gardening each week and also learning about new technology.

**Whittier Recreation Center:** The Fall Junior Jammer league is coming to a close with tournament championship games the second week of December. The Whittier After School Program continues with students from Jackson and Truman Elementary. Classes this month at Whittier include Body Sculpting, Clogging, Teams of Tomorrow and guitar lessons. Looking toward next month will we be concluding registrations for both our Junior Jammer Basketball and Youth Cheerleading programs.

<b>FACILITY ATTENDANCE:</b>	<b>Month</b>	<b>Year to Date</b>
Senior Citizens Center (includes congregate meals)	1,816	9,885
Little Axe Community Center	1,372	7,727
12th Avenue Recreation Center	2,453	11,598
Irving Recreation Center	3,531	8,722
Whittier Recreation Center	3,760	12,371
Reaves Center	300	1500
Tennis Center	1,530	13,685

**NOVEMBER 2015**  
**PARK MAINTENANCE DIVISION**

Park Maintenance crews began installation of the Christmas decorations around town this month. They prepared Andrews Park for the annual Holiday Celebration. Crews performed routined trash and leaf clean up.

<b>SAFETY REPORT</b>	<b>FYE-16MTD</b>	<b>FYE-16YTD</b>		<b>FYE-15MTD</b>	<b>FYE-15YTD</b>
On-The-Job Injuries	1	4		0	2
Vehicle Accidents	0	3		0	0
Employee responsible	0	3		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man Hours MONTH- TO-DATE</b>	<b>YEAR-TO- DATE</b>		<b>Total Man Hours MONTH- TO-DATE</b>	<b>YEAR-TO- DATE</b>
Mowing	89.00	1327.00		0.00	4848.50
Trim Mowing	44.00	2988.00		33.00	337.50
Chemical Spraying	25.00	218.00		0.00	0.00
Fertilization	0.00	0.00		0.00	8.00
Tree Planting	0.00	0.00		0.00	497.50
Tree & Stump Removal	90.00	380.00		0.00	595.50
Tree Trimming/Limb Pick-Up	104.00	656.50		16.50	2423.50
Restroom/Trash Maintenance	254.00	1764.00		209.50	620.50
Play Equipment Maintenance	42.00	185.50		9.00	504.25
Sprinkler Maintenance	98.75	541.75		34.00	423.00
Watering	0.00	143.00		0.00	464.75
Grounds/Building Maintenance	24.50	292.50		59.00	97.00
Painting	0.00	0.00		16.00	16.00
Planning Design	0.00	0.00		0.00	62.00
Park Development	0.00	4.00		0.00	1418.50
Special Projects	301.00	1058.50		118.00	160.00
Nursery Maintenance	0.00	0.00		0.00	248.50
Flower/Shrub Bed Maintenance	58.00	241.00		15.00	59.00
Seeding/Sodding	0.00	0.00		0.00	538.25
Ballfield Maintenance/Marking	138.00	539.50		48.50	110.00
Fence Repairs	4.00	6.00		11.00	796.25
Equipment Repairs/Maintenance	58.00	590.25		82.25	171.50
Material Pick-Up	21.00	55.25		15.00	981.00
Miscellaneous	207.00	853.75		282.00	602.75
Shop Time	10.00	182.25		95.50	103.50
Snow/Ice Removal	6.00	13.00		119.00	130.00
Christmas Lights	752.50	832.50		1033.50	1033.50
Close to Home Fishing	0.00	0.00			3.00
Forestry	1.00	6.00			7.00
Graffiti Clean-Up	0.00	0.00			2.00
Water Fountains	0.00	0.00		0.00	0.00
Inground Trash	0.00	54.00		0.00	0.00
Vector Control	0.00	27.00		0.00	0.00

NOVEMBER 2015  
COMMUNITY SERVICE PROGRAM  
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	1	1	30.00	30.00		1		40.00	1	2	30.00	70.00
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf						1		24.00		1		24.00
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value			\$7.25				\$7.25				\$7.25	
Value of hours Month			\$217.50								\$217.50	
Value of hours Y-T-D			\$217.50				\$464.00				\$681.50	

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

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**

**NOVEMBER 2015  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2015</b>	<b>FY 2015</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>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 2016</b>	<b>FY 2016</b>	<b>FY 2015</b>	<b>FY 2015</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$24,948.33	\$246,535.09	\$21,364.31	\$245,175.60
Driving Range	\$3,633.12	\$49,257.49	\$2,749.08	\$47,142.22
Cart Rental	\$14,008.65	\$142,437.09	\$12,269.59	\$143,527.99
Restaurant	\$902.50	\$6,162.51	\$902.50	\$6,094.72
Insufficient Check Charge	\$0.00	\$50.00	\$25.00	\$75.00
Interest Earnings	\$2.42	\$112.59	\$13.13	\$118.96
<b>TOTAL INCOME</b>	<b>\$43,495.02</b>	<b>\$444,554.77</b>	<b>\$37,323.61</b>	<b>\$442,134.49</b>
Expenditures	\$115,808.60	\$443,682.53	\$92,865.44	\$436,995.26
Income vs Expenditures	<b>(\$72,313.58)</b>	<b>\$872.24</b>	<b>(\$55,541.83)</b>	<b>\$5,139.23</b>
Rounds of Golf	1634	16067	1422	15569

Over five inches of rain fell this month. This required pumping of sand traps on seven occasions. This is unusual and requires many man-hours. An ice storm at the end of the month also required man-hours for clean-up.

Routine maintenance practices in November include: Greensmowing, cup changing and sand trap raking are daily at the start of the month and twice a week by months end. Leaf management becomes an issue in November. Blowers are used almost daily on traps and greens, as well as the club house area. A mower is sent to mulch the leaves that gather. Collars, an area immediately around the greens, are mowed weekly. Irrigation water is added as required by the weather conditions.

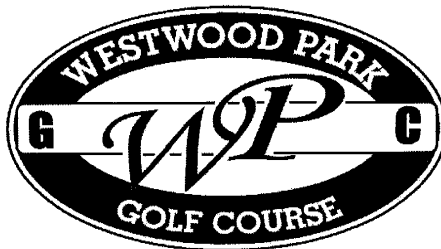
November is the month for winterizing the golf course. Heaters are added to all out buildings. Vents are sealed and insulated. The outdoor drinking fountain is removed. Exposed water hydrants are turned off and insulated.

This month we started the process of retooling for next season. Ball washers were brought in for refurbishing. Metal cups are replaced with plastic to minimize freezing with the ground. In the next few months every piece of equipment will be examined and serviced. Our annual fuel station inspection was performed. Golf car maintenance, including checking torque on all battery connections, and filling all tires with air was completed.

Agronomically, greens were fertilized. All other cool season grasses were fertilized. Post emergent herbicides were applied where needed. An application of wetting agent was applied to the greens. Spot treatments of fungicide were applied to several greens. Seedlings established in October were watered as needed and is establishing nicely. The driving range tee was overseeded with intermediate ryegrass, a cultivar that is designed to transition to bermudagrass in early summer. An application of insecticide was applied to all cool-season tees.

The drainage repair project between 1 & 2 fairways is complete except for valve boxes. The practice sand trap drain was repaired and sand was added. The tee sign at #3 was rotated to a proper position. Stumps left by volunteers were trimmed with a chain saw. A sprinkler head raising project was started and is about 10% complete. This is a labor intensive project that has us digging up each head to adjust the swing joint and bring the sprinkler up to grade. A repair was made to the split-rail fence along #9 fairway.

A beaver has returned to Westwood. He peeled off our protective screen and took out two trees along # 14 fairway. We have shored up our screens and notified the trapper.



NOVEMBER 2015

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOVEMBER FY'16	NOVEMBER FY'15
Regular Green Fees	393	328
Senior Green Fees	153	96
Junior Fees	19	23
School Fees ( high school golf team players)	3	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	269	189
Employee Comp Rounds	192	185
Golf Passport Rounds	0	0
9-Hole Green Fee	34	14
2:00 Fees	0	5
4:00 Fees	107	136
6:00 Fees	0	0
PGA Comp Rounds	1	4
*Rainchecks (not counted in total round count)	7	2
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	461	440
Green Fee Adjustments (fee difference on rainchecks)	2	2
<b>Total Rounds</b> (*not included in total round count)	<b>1634</b>	<b>1422</b>
% change from FY '15	14.91%	
<b>Range Tokens</b>	<b>967</b>	<b>769</b>
% change from FY '15	25.75%	
18 - Hole Carts	51	60
9 - Hole Carts	14	20
1/2 / 18 - Hole Carts	643	573
1/2 / 9 - Hole Carts	105	62
<b>Total Carts</b>	<b>813</b>	<b>715</b>
% change from FY '15	13.71%	
18 - Hole Trail Fees	1	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	2	0
9 - Hole Senior Trail Fees	0	0
<b>Total Trail Fees</b>	<b>3</b>	<b>0</b>
% change from FY '15	300.00%	
<b>TOTAL REVENUE</b>	<b>\$43,495.02</b>	<b>\$37,323.61</b>
% change from FY '15	16.53%	

# NOVEMBER 2015 WESTWOOD POOL MONTHLY REPORT

Westwood Pool closed for the season on August 16th.

## FINANCIAL INFORMATION

	<b>FY2016 MTD</b>	<b>FY2016 YTD</b>	<b>FY2015 MTD</b>	<b>FY2015 YTD</b>
Admission Fees	\$0.00	\$55,577.15	0.00	\$37,693.00
Waterslide Fees	\$0.00	\$11,166.00	0.00	\$11,360.00
Swim Lesson Fees	\$0.00	\$9,742.50	0.00	\$5,138.00
Pool/Slide Rental	\$0.00	\$9,940.00	0.00	\$9,900.00
Locker Fees	\$0.00	\$19.00	0.00	\$46.00
Concessions	\$0.00	\$1,975.00	0.00	\$1,962.25
<b>TOTAL INCOME</b>	<b>\$0.00</b>	<b>\$88,419.65</b>	<b>0.00</b>	<b>\$66,099.25</b>
Expenditures	\$1,047.79	\$110,958.11	1,748.84	\$109,753.33
<b>Income verses Expenditures</b>	<b>(\$1,047.79)</b>	<b>(\$22,538.46)</b>	<b>(1,748.84)</b>	<b>(\$43,654.08)</b>

## ATTENDANCE INFORMATION

	<b>FY 2016 Month to Date</b>	<b>FY 2016 Season to Date (May-Sept 15)</b>	<b>FY 2015 Month to Date</b>	<b>FY 2015 Season to Date (May-Sept 14)</b>
a. swim tags	0	4168		5811
b. pool admission	0	12628		10381
c. slide admission- (not inc. in total)	0	8680	0	8976
d. group admission	0	3545	0	2206
e. noon admission	0	73		73
f. evening admission	0	2676		2411
g. evening tags	0	1104		2051
<b>TOTAL ATTENDANCE</b>	<b>0</b>	<b>24194</b>	<b>0</b>	<b>22933</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**

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

**PLANNING DEPARTMENT ACTIVITY  
November 2015**

**ADMINISTRATIVE DIVISION**

**Center City Vision Plan (CCV)**

Staff received the final draft of the Form Based Code from the consultant in November and scheduled a presentation by the consultant, Mary Madden for a Study Session with City Council, the Planning Commission and the Steering Committee on December 1, 2015.

After the City Council Study Session, staff will schedule two public meetings to accept public comments on the Code. Once the public meetings are concluded, the Steering Committee will prepare the final draft for public hearings at Planning Commission and City Council.

**GREENBELT COMMISSION**

There was one Greenbelt Enhancement Statements submitted for the November 16, 2015 meeting:

**GBC 15-32**

Applicant:	Wildwood Community Church
Project:	Wildwood North Parking II
Location:	1501 24 <sup>th</sup> Ave NE
Request:	Land Use Plan Amendment
Land Use:	Parking for church

**HISTORIC DISTRICT COMMISSION**

The Commission met at their regular monthly meeting on November 2, 2015.

**Certificates of Appropriateness were granted for:**

**432 Chautauqua:** Approval of an amendment request for revisions to door configurations on the previously approved elevation drawings for the proposed primary structure.

**432 Chautauqua:** Approval of an amendment request for revisions to window configurations on the previously approved elevation drawings for the proposed garage structure.

**710 S Lahoma:** Approval of the removal of structures located on the rear of the primary structure and the installation of a rear parking pad.

**506 Chautauqua:** Approval of an 18' X 25' covered patio.

**Certificates of Appropriateness were denied for:**

**506 Chautauqua:** Installation of a 2-car garage.

**Administrative By Pass/Extensions:**

There were 3 COA's granted 6 month extensions at the following addresses:

**432 Chautauqua**

**415 S Lahoma**

**642 S Lahoma**

There were no Administrative Bypasses granted for the month of November.

**Certified Local Government (CLG) Report (FY 2015-2016) Program:**

A contract was signed with consultant, Cynthia Savage, with Architectural Resources & Community Heritage Consultants for the Wetzler Addition historic survey. She has begun gathering background data on this addition.

A Fall Historic Home Design Seminar was offered November 13<sup>th</sup> and 14<sup>th</sup>. Lynn Taylor was the featured speaker for the Seminar. Ms. Taylor is owner of Taylor Made Plans in Nashville, TN, and is considered an expert in new house designs that preserve the historic integrity of neighborhoods while offering modern amenities. In addition, Anaïs Starr, Historic Preservation Officer for the City of Norman, did brief presentations regarding design guidelines for the City of Norman's two designated historic districts, Chautauqua Historic District and Miller Historic District. The twenty attendees were given practical advice on how to design, build, and maintain their historic home over the course of two days. Attendees were a broad spectrum of people including design professionals, realtors, Historic District Commissioners, and homeowners from within and out of the two designated historic districts. Sessions included: *"How Compatible New Homes Enhance Historic Neighborhoods"*, *"Sensitive Garages Design for Historic Homes"*, *"Designing Sensitive Additions to Historic Homes"*, *"Affordable, Green, Energy Efficient Building Products and Methods for Historic Homes"*, *"How to Maintain Your Home and be Green"*, *"How to Pick the Right Contractor for your Home"*. The seminar was sponsored by the Norman Historic District Commission and made possible by a grant from the National Park Service, U.S. Department of the Interior, through the Oklahoma State Historic Preservation Office's Certified Local Government (CLG) program.

**Miscellaneous**

	2014 Nov	Dec	2015 Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Walk-Ins	43	53	51	54	69	77	62	87	45	77	58	80	65
Email Contacts	350	354		280	315	298	306	362	305	310	404	352	
Lot Line Adjustments	1	7	1	3	3	4	1	-	2	5	2	3	1
Landscape Maint. & Replacement Bonds	3	3	2	-	-	4	5	4	3	4	1	-	4
Board of Adjustment Variance Appl.	0	6	2	2	2	-	3	1	0	2	1	4	1
Legal Notices Sent	16	129	28	99	67	-	66	39	0	65	70	65	13
Planning Commission Applications Rec'd	8	1	2	3	1	1	6	2	3	2	4	5	2
Legal Notices Sent	179	0	18	73	38	35	158	50	142	89	264	174	33
Pre-Development Meeting Appl. Rec'd	4	1	2	3	2	2	7	4	3	5	4	7	1
Notices Sent	97	24	15	56	74	53	264	92	161	231	175	212	21

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

	2014 Nov	Dec	2015 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Ordinance Amendments	1			1									
NORMAN 2025 Land Use Plan Amendments	4			3		1	1	1	2		1	2	2
Rezoning Requests	7		1	3	1	1	7	2	2		1	5	1
Utility Easement/Road Closures	2		1					1	1		2		
Preliminary Plats	4	1		6		2	3	1	2			4	2
Rural Certificates of Survey	2						2		1		1		
Short Form Plats											1		1
Site Plan Amendments													
Certificate of Plat Correction													

During November, one application for Pre-Development was received.

During November, submittals for the December 10, 2015 Planning Commission meeting included one preliminary plat; one Special Use for a church; one project which included a NORMAN 2025 amendment and a Short Form Plat; one project which included a NORMAN 2025 amendment, rezoning, and preliminary plat; one project which included rezoning and a preliminary plat, which was postponed from November; one project which included a NORMAN 2025 amendment and rezoning, which was postponed from October; and one rezoning, which was postponed from November.

The Planning Commission met in Regular Session on November 12, 2015 and approved one preliminary plat; one project which included a NORMAN 2025 amendment, rezoning, and preliminary plat; one project which included a PUD amendment and platted building line vacation; one project which included a NORMAN 2025 amendment, PUD amendment, and preliminary plat; and one PUD amendment. One project which included a PUD amendment and preliminary plat and one rezoning project were postponed to the December agenda. One set of minutes was prepared for the Planning Commission Regular Meeting.

During the month of November, 50 commercial building applications were submitted for review. Of those applications submitted for review, Current Planning staff reviewed and approved 21.

### Board of Adjustment

The Board of Adjustment did not meet during November. The next regular meeting is scheduled for December 9, 2015.

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

The base map update project being completed by Sanborn continued this month. This project will update the City's base map to reflect new construction and any other changes on the ground, which have occurred since the last base map update was completed. 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. ACOG communities participating in the project this year include: Norman, Edmond, Choctaw, Del City, Midwest City, Moore, Yukon, and Oklahoma County. LiDAR and contours were delivered in July and are being reviewed by engineering. Planimetrics were delivered in November. They are currently under review by GIS.

GIS Staff worked with Staff from the Engineering Division of Public Works to prepare maps and information for the FEMA audit of infrastructure in the floodplain. Staff continued support of the New World public safety software go-live. There continued to be changes to the GIS data that were needed to make the system function more effectively. Staff had a booth at University of Oklahoma's GIS Day event November 17.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 75 requests for service that resulted in the production of 121 mapping products and reports. The GIS division did work for 8 of the City's Departments during the month of November, as well as providing information for and staffing of City Council and Planning Commission meetings.

**DEVELOPMENT SERVICE**

**10B**

**DEVELOPMENT SERVICES DIVISION**

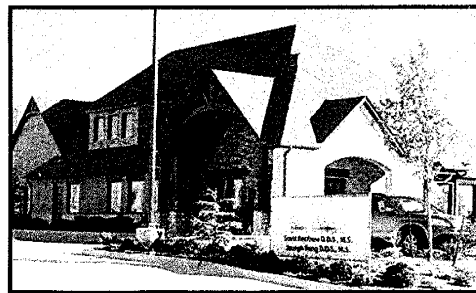
**Commercial New Construction, Addition/Alterations, and Interior Finish, Multi-Family Certificate of Occupancies (CO's) and Certificate of Completions (CC's) issued during November:**

**New Construction (CO):**

ADDRESS	DESCRIPTION	VALUATION	WARD
521 Merchant Dr.	Scott Renfrow DDS	\$540,500	2
131 S. Flood Ave.	NPS Admin Building	\$3,200,000	4
3402 Mount Mitchell Ln.	Springs at Greenleaf Clubhouse	\$330,000	6

**521 Merchant Dr.**

Dr. Renfrow's new dental office received its permanent Certificate of Occupancy on November 16th. The office is located on Merchant Dr., off of 24th Ave. NW & Hemphill. The building is 5,106 square feet, with a reported value of \$540,500.



Dr.

**Additions and Alterations (CO's)**

ADDRESS	DESCRIPTION	VALUATION	WARD
129 Ed Noble Pky.	Angel's Foster Care Office	\$200,000	3

**Tenant Finish (CO's)**

ADDRESS	DESCRIPTION	VALUATION	WARD
480 24 <sup>th</sup> Ave. NW Suite 300	Madison Square Night Watchman's Suite	\$240,500	2

**Multi-Family (CO's)**

ADDRESS	DESCRIPTION	VALUATION	WARD
2525 E. Lindsey St.	Mission Norman	\$200,000	1
2400 & 2402 W. Brooks St.	Brooks Apartment Buildings 2400 and 2402-Repair	\$118,170	2

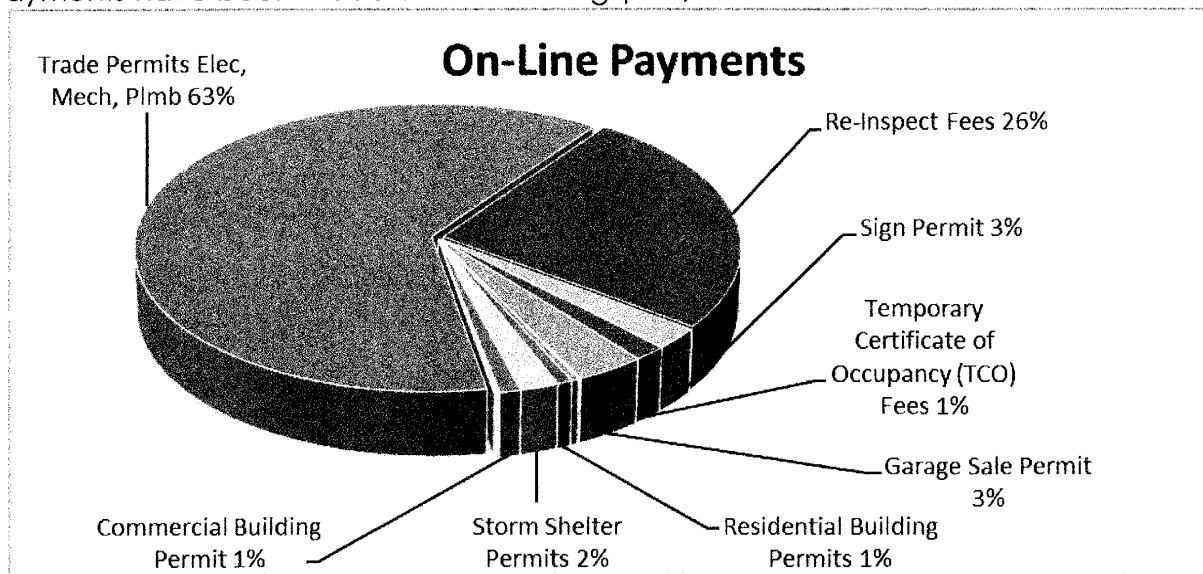
**Certificate of Completion (CC):**

ADDRESS	DESCRIPTION	VALUATION	WARD
217 W. Boyd St.	OU IT Office-Exterior Elevator	\$63,435	4
3300 Healthplex Pky.	NRH Healthplex Basement Equipment Storage	\$35,000	8

## ON-LINE INSPECTION SERVICES

### On-line Payments

During November 62 payments were made on-line totaling \$5,340.50. To-date 1,928 payments have been made on-line totaling \$207,647.33.



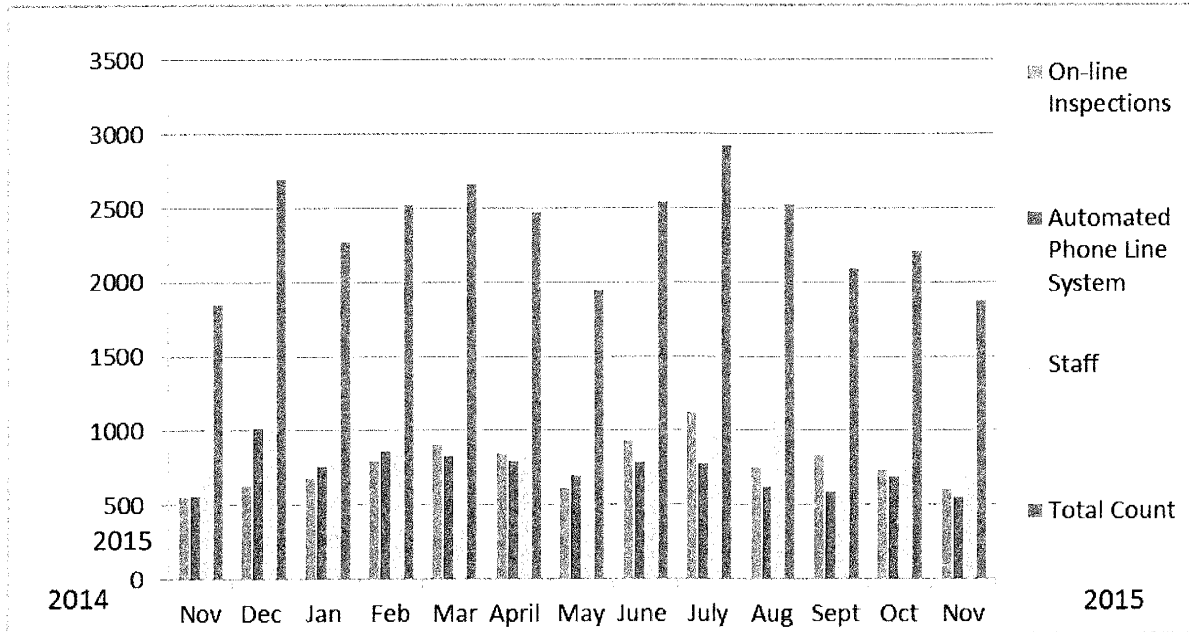
### Mobile Field Inspection System

During November 1,464 inspection results were entered using the Mobile Field Inspection (MFI) System. These 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. The dates below also include a modest number of inspection results conducted and resulted during the weekend. These inspection requests were completed on Saturdays to accommodate citizen's schedules and the heavy workload.

	November 2-6	October 9-13	October 16-20	October 23-25	October 30
MFI Inspection Results	388	355	381	260	80

## **Inspection Requests**

During November 1,880 inspection requests were made on-line. The graph below indicates the inspection requests received during the last twelve months on-line, through the automated phone line system, and the permit staff. The staff- scheduled inspection requests include phone and in-person requests, as well as administrative items.



## **STORM SHELTER PERMITS**

### **Storm Shelter Permits**

Storm shelter activity decreased slightly during November with 70 storm shelter permits issued. Staff continues to make every effort to provide the best customer service by scheduling and coordinating the storm shelter inspections, particularly those inside the garage that require the homeowner to be on-site for the inspection. The Building Inspectors meet homeowners on-site as needed to accommodate their storm shelter inspections.

November 1-6	November 9-13	November 16-20	November 23-25	November 30
18	20	20	11	1

## CONSTRUCTION ACTIVITY

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

Total Value of all construction activity permitted in NOVEMBER of 2015 totaled \$24,143,126, approximately twice the \$12,400,194 for the same month last year. A total of 172 permits were issued in NOVEMBER of 2015, up from 148 in NOVEMBER of 2014. The higher dollar value in NOVEMBER of 2014 is primarily due to non-residential construction. The higher number of permits in NOVEMBER of 2015 is primarily due to non-residential and storm shelter permits.

Total new residential permitting activity in NOVEMBER 2015 was valued at \$10,016,392 compared to \$9,790,255 in NOVEMBER 2014. New single-family detached residential construction in NOVEMBER 2015 represented 28 new homes compared with 30 new homes in NOVEMBER 2014. There were no attached single family permits in either period. There were 2 new mobile homes in NOVEMBER 2015 compared to 1 new mobile home in NOVEMBER 2014. There were 2 duplex units permitted in NOVEMBER 2015 compared to none in NOVEMBER 2014. There were no garage apartments in NOVEMBER 2015 or NOVEMBER 2014. There were 6 multi-family permits valued at \$1,720,938 (foundations) in NOVEMBER 2015 compared to 6 permits in NOVEMBER 2014 valued at \$554,200 (41 foundations 1 triplex).

Residential addition/alteration permits in NOVEMBER 2015 numbered 115 valued at \$1,412,283 compared to 68 permits valued at \$1,282,939 for NOVEMBER 2014. There are more permits in NOVEMBER 2015 primarily due to storm shelters. The higher value in NOVEMBER 2015 is primarily due to accessory buildings and storm shelters.

New non-residential construction permits in NOVEMBER of 2015 totaled 6 with a value of \$10,205,678 compared to 3 permits valued at \$1,203,000 for NOVEMBER 2014. The higher number of permits in NOVEMBER 2015 is primarily due to the project at 2701 Corporate Center Drive and 2 foundation projects at 6707 Interstate Drive and 2620 Classen Blvd. The higher value in NOVEMBER 2015 is primarily due to the \$8,000,000 permit for 2701 Corporate Center Drive.

Non-residential Addition/Alteration permits in NOVEMBER of 2015 totaled 13 with a value of \$2,508,773 compared to 4 permits valued at \$124,000 for NOVEMBER 2014. There are more permits in NOVEMBER 2015 and consequently the total value is also higher. None of the individual projects were of significantly large value.

City of Norman  
BUILDING PERMITS AND INSPECTIONS  
NON-RESIDENTIAL BUILDING PERMITS  
Issued NOVEMBER 2015 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	GRB BUILDERS, LLC	3774	11/17/15	3300		MARSHALL	AVE	1	2	SHAKLEE ADD	I1	\$ 1,500,000	781
COMMERCIAL, ADD/ALT-2	MICHAEL V. CONSTRUCTION LLC.	4469	11/30/15	785		ASP		49	2	LARSH'S UNIVERSITY ADD	C3	\$ 175,000	1,790
COMMERCIAL, ADD/ALT-2	YOZZO, MARK	6002	11/02/15	2228	W	MAIN	ST	2	2	JENNINGS ESTATES #1	C2	\$ 20,000	2,550
COMMERCIAL, ADD/ALT-2	TRAY, ZACHARY	6051	11/02/15	2301	NW	36TH	AVE	4A	1	PRAIRIE CREEK #5	C1	\$ 4,000	687
COMMERCIAL, ADD/ALT-2	WOOD, CORAMAN CONSTRUCTION I	6095	11/24/15	1644	NW	24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 1	PUD	\$ 80,000	1,966
COMMERCIAL, ADD/ALT-2	CAVINS ROOFING & REMODELING	6341	11/10/15	3369	W	MAIN	ST	1	12	SOONER FASHION MALL	C2	\$ 20,073	12
COMMERCIAL, ADD/ALT-2	CENTRAL STATE CONST., INC.	6345	11/23/15	1210		MC GEE	DR	1	A	HILLTOP ADD	C2	\$ 36,000	2,350
COMMERCIAL, ADD/ALT-2	GENERAL GROWTH PROPERTIES	6352	11/10/15	3369	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 60,000	540
COMMERCIAL, ADD/ALT-2	LANCASTER, JENNIFER	6380	11/09/15	800	W	ROCK CREEK	RD	1	3	NORMAN RESEARCH PARK	I1	\$ 1,200	100
COMMERCIAL, ADD/ALT-2	HORN, KURT	6390	11/09/15	2276	W	MAIN	ST	2	1	JENNINGS ESTATES #1	C2	\$ 7,500	100
COMMERCIAL, ADD/ALT-2	DESIGN-BUILD GROUP, LLC.	6448	11/06/15	1350	W	TECUMSEH	RD	13	3W	WESTRIDGE OFFICE PARK	PUD	\$ 30,000	800
COMMERCIAL, ADD/ALT-2	GRB BUILDERS, LLC.	7233	11/10/15	3300		MARSHALL	AVE	1	2	SHAKLEE ADD	I1	\$ 300,000	1,594
COMMERCIAL, FOUNDATION PERMIT/2	APOLLO BUILDING SYSTEMS INC	6463	11/23/15	8707		INTERSTATE	DR	35	3W	NOT SUBDIVIDED	I2	\$ 800,000	7,910
COMMERCIAL, FOUNDATION PERMIT/2	SOONER TRADITIONS, LLC.	6743	11/13/15	2620		CLASSEN	BLVD	5	2W	NOT SUBDIVIDED	A2	\$ 300,000	11,687
COMMERCIAL, NEW CONSTRUCTION-2	BOOKFIELD CUSTOM HOMES LLC	2692	11/09/15	481		MERCHANT	DR	2A	2	RIEGER 2006 ADD	C2	\$ 604,733	4,366
COMMERCIAL, NEW CONSTRUCTION-2	TIMBERLAKE CONSTRUCTION	3773	11/06/15	2701		CORPORATE CENTR	DR	3	1	UNP CORPORATE CENTRE SEC. #	PUD	\$ 8,000,000	39,932
COMMERCIAL, NEW CONSTRUCTION-2	TYLER OUTDOOR ADVERTISING LL	5535	11/23/15	494	NW	MAIN	ST			CITY PROPERTY	ROW	\$ 945	32
COMMERCIAL, NEW SHELL BLDG-2	HIXON CONSTRUCTION, LLC.	1081	11/24/15	2160	NW	24TH	AVE	8A	1	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 500,000	6,670
COMMERCIAL, PARKING LOT-2	GRACE CONTRACTING, LLC.	5886	11/17/15	6450	NW	36TH	AVE	1	0	HEARTLAND HARVEST ADDITION	A2	\$ 275,000	103,665
TEMPORARY BLDG/CONST TRAILER-2	CDORCE CONSTRUCTION	6417	11/04/15	333		BROOKS	ST	19	3	MILLER ADDITION	PUD		
TEMPORARY BLDG/CONST TRAILER-2	BETA THETA PI CORP. OF OK	6443	11/06/15	800	E	CHAUTAUQUA	AVE	31	7	PARSONS ADDITION	R2		
TEMPORARY BLDG/CONST TRAILER-2	BENT-A-TEN CORP	6544	11/12/15	1898		LEGACY PARK	DR	2	1	UNIVERSITY NORTH PARK SEC 9	PUD		

[illegible]

NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)									
CONTRACTOR	BUILDING SIZE (Square Feet)	/CLASSIFI CATION	USE	ADD/ALTS		NEW CONSTRUCTION			3
				COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW SHELL BLDG- CONSTRUCTO	COMMERCIAL, NEW	
BROOKFIELD CUSTOM HOMES LLC. TIMBERLAKE CONSTRUCTION	4,366 39,982	OFFICE OFFICE	BUSINESS Health Source Immy	\$ 2,233,773	\$ -	\$ -	\$ 500,000	\$ 8,605,678	
TYLER OUTDOOR ADVERTISING LLC	32	INSTITUTI ONAL	CART bus bench						
HIXON CONSTRUCTION, LLC.	6,670	RETAIL	UNP Shops	\$ 275,000	\$ 2,508,773	\$ 1,100,000	\$ 10,205,678	\$ 12,714,451	TEMPORARY BLDG/CONST TRAILER-2
				1	13	2	5	13	
				TOTAL ADD/ALT AND NEW COMMERCIAL					

DEMOLITIONS	
Address	Use
none	

STRUCTURE MOVING	
Address	Use
none	

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 SHELTER, LLC	3576	11/20/15	3412		MOUNT MITCHELL	LN	16	2	SPRINGS AT GREENLEAF TRAIL:	PUD	\$ 3,200	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5286	11/20/15	3328		MOUNT MITCHELL	LN	20	2	SPRINGS AT GREENLEAF TRAIL:	PUD	\$ 3,200	19
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	6313	11/10/15	1575	NE	108TH	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 2,750	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6432	11/02/15	3323		BERGEN PEAK	DR	6	2	GREENLEAF TRAILS ADD #6	PUD	\$ 3,000	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6436	11/03/15	3627		CAROLYN RIDGE	DR	15	2	RED CANYON RANCH SEC 5	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6437	11/02/15	2900		WEYMOUTH	WAY	22A	2	WOODLAKE ESTATES	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6445	11/02/15	1316		OLMSTEAD	CT	12	2	PARK HILL ADDITION	PUD	\$ 3,050	35
1 & 2 FAMILY STORM SHELTER-3	OZ SAFEROOMS	6447	11/02/15	3823	NW	PIONEER	ST	15	3	MARLATT ADD	R1	\$ 11,000	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6452	11/02/15	1391	NE	48TH	AVE	24	2W	NOT SUBDIVIDED	A2	\$ 2,400	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6457	11/03/15	4909		LYON	DR	16	1	CAMBRIDGE ADD #7	R1	\$ 2,000	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6484	11/03/15	11350	E	STELLA	RD	26	1W	NOT SUBDIVIDED	A2	\$ 2,500	45
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTER	6485	11/03/15	1926		MELROSE	DR	5	4	PLUMWOOD HEIGHTS	R1	\$ 4,101	76
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6519	11/03/15	4005		CARRINGTON	LN	9	5	CARRINGTON PLACE ADD #5	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	HIDE-AWAY TORNADO SHELTERS	6545	11/04/15	3616		LADYBANK	LN	29	1	CASCADE ESTATES PUD #4	PUD	\$ 3,000	20
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTER	6546	11/04/15	1032		CARLISLE	CIR	1	5	WOODSLAWN ADD #2	R1	\$ 3,700	73
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6569	11/05/15	1108		WELLMAN	DR	24	2	ARBOR LAKE ADD #5	R1	\$ 2,900	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6642	11/06/15	2901		LEARNING ELM	DR	6	2	WOODCREST EST #7	R1	\$ 2,500	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6647	11/06/15	1124	N	FAY	AVE	11	24	HIGHLAND ADDITION	R2	\$ 2,850	23
1 & 2 FAMILY STORM SHELTER-3	KUSTOM KRETE CONCRETE	6650	11/06/15	229		OLDE BROOK	CT	11	1	BROOKHAVEN ON MAIN #2	PUD	\$ 4,200	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6651	11/06/15	4121		NAILON	DR	12	2	WARWICK ADD	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6658	11/06/15	213		MARBEL	DR	10	3	HIGHLAND VILLAGE ADD SEC 4	R1	\$ 3,300	25
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE OF SOUTHERN OK	6660	11/09/15	410		POPPY	LN	10	2	POPPY GROVE ADD	R1	\$ 4,299	40
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	6665	11/09/15	12521	E	FRANKLIN	RD	9	2	WHISPERING HILLS	R1	\$ 2,890	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6677	11/09/15	1529		DAVINBROOK	RD	25	3	ROCK CREEK POLO CLUB #3	R1	\$ -	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6678	11/09/15	10200		BETHEL	RD	34	1W	NOT SUBDIVIDED	A2	\$ 3,500	69
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	6689	11/10/15	3117		PINE HILL	RD	11	2	CASCADE ESTATES PUD #2	PUD	\$ 2,650	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6694	11/10/15	1899		SADDELEBACK	BLVD	027	4		R1	\$ 2,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6696	11/10/15	4612		LAS COLINAS	LN	6	1	LAS COLINAS SEC. #1	R1	\$ 2,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6703	11/10/15	1118		EAGLE ROCK	LN	1	1	GREENLEAF TRAILS ADD #6	PUD	\$ 2,150	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6710	11/10/15	1812		CLEARWATER	DR	8	1	EAST RIDGE ADD #18	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6730	11/12/15	4116		CHAMBERLYNE	WAY	1	2	WARWICK ADD #7	R1	\$ 2,400	24
1 & 2 FAMILY STORM SHELTER-3	OWNER	6754	11/12/15	1437		PETER PAN	ST	19	5	WESTLAND ADD	R1	\$ 2,600	21
1 & 2 FAMILY STORM SHELTER-3	NEW DAY TORNADO SHELTERS	6755	11/12/15	2213		LINDENWOOD	LN	50	2	HALL PARK #2	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6761	11/12/15	3108		SKYE RIDGE	DR	7	4	HIGHLAND VILLAGE ADD SEC 5	R1	\$ 3,700	35
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	6771	11/13/15	5450		COTTONWOOD CRE	CIR	2	2	COTTONWOOD CREEK	RE	\$ 3,800	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6774	11/13/15	1533		HIGH TRAIL	DR	4	2	HIGH MEADOWS #3	RM2	\$ 3,500	32
1 & 2 FAMILY STORM SHELTER-3	PRECISION SHELTERS	6778	11/13/15	4425		CANNON	DR	10	1	CARRINGTON PLACE ADD #6	R1	\$ 2,900	23
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	6781	11/13/15	3204		LANGLEY	DR	23	4	ST JAMES PARK ADD 3	R1	\$ 2,499	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6785	11/20/15	701		MOUNT MITCHELL	LN	5	1	SPRINGS AT GREENLEAF TRAIL:	PUD	\$ 2,800	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6809	11/13/15	4405	NE	WHITMERE	CT	10	1E	CARRINGTON PLACE ADD	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	JOHNSON CONSTRUCTION	6810	11/13/15	3601		168TH	AVE	10	1	NOT SUBDIVIDED	A2	\$ 2,500	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6813	11/16/15	3321		PINEHURST	DR	9	1	CANADIAN TRAILS ADD #6	RM6	\$ 3,300	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6832	11/17/15	1899		SADDELEBACK	BLVD	026	4	PRIDE #005	RM6	\$ 850	32
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	6833	11/17/15	13713		NORRIS	CIR	9	1	NOT SUBDIVIDED	A2	\$ 2,705	55
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6835	11/20/15	6351	E	TECUMSEH	RD	7	1W	NOT SUBDIVIDED	A2	\$ 5,000	16
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6836	11/20/15	3304		CHARDONNAY	LN	10	4	CHARDONNAY AT THE VINEYAR	PUD	\$ 5,000	16
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6837	11/20/15	1229		MOUNTAIN BROOK	DR	15	1	MOUNTAIN BROOK	R1	\$ 5,000	16
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6844	11/17/15	8551		PAYTON	LN	2	1	STERLING HEIGHTS	RE	\$ 2,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6845	11/17/15	3901		GLISTEN	CT	15	4	CASADE ADDITION	R1	\$ 2,700	35
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTER	6847	11/17/15	3301		SILVERADO	WAY	27	2W	BOESKEN ACRES	A2	\$ 3,906	77
1 & 2 FAMILY STORM SHELTER-3	HIDE-AWAY TORNADO SHELTERS	6848	11/17/15	905		EAGLE CLIFF	DR	7	2	EAGLE CLIFF SOUTH ADD #2	R1	\$ 4,925	24
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6873	11/20/15	8001		ETOWAH	RD	20	1W	NOT SUBDIVIDED	A2	\$ 6,000	24
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6874	11/20/15	211		AMERICANA	CT	6	3	CRYSTAL HEIGHTS #3	R1	\$ 5,000	16
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6879	11/19/15	1101		FALCO CONCOLOR	DR	8	2	EAGLE CLIFF SOUTH ADD	R1	\$ 3,300	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6889	11/20/15	2808		BISHOPS	CT	5	3	BERKELEY ADD #3	R1	\$ 2,400	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6890	11/20/15	3912		BROWNWOOD	LN	3	2	CASTLEROCK ADD #4	R1	\$ 3,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6893	11/20/15	212		HIGHLAND	TER	10	4	HIGHLAND VILLAGE ADD SEC 3	R1	\$ 2,850	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6907	11/20/15	2808		VICTORIA	DR	3	2	BERKELEY ADD #3	R1	\$ 2,550	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6920	11/23/15	3213		GRANT	RD	15	10	PARK HILL ADDITION	PUD	\$ 3,300	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6924	11/23/15	1215		NORTHERN HILLS	RD	11	2	NORTHERN HILLS ADD	R1	\$ 3,300	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	6940	11/24/15	1000		BENTBROOK	PL	6	1	BROOKHAVEN #32	R1	\$ 3,450	35

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6942	11/25/15	4704		FOUNTAIN VIEW	DR	2	2	FOUNTAIN VIEW SEC. #1	R1	\$ 5,000	24
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON	6943	11/25/15	4105		BEECHWOOD	DR	8	5	CHERRY CREEK #2	R1	\$ 5,500	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6945	11/24/15	7100		COYOTE	TRL	18	1W	WILLOW BRANCH (C.O.S.)	A2	\$ 2,400	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6947	11/24/15	6700	NE	103RD	AVE	34	1W	NOT SUBDIVIDED	A2	\$ 2,400	45
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6949	11/24/15	2000		HALLBROOKE	DR	6	13	HALLBROOKE ADD #2	R1	\$ 2,850	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6955	11/25/15	3912		PIMICO	DR	13	2	CARRINGTON PLACE ADD #5	R1	\$ 2,150	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6960	11/25/15	2739		SHARPSH	WAY	12	15	TRAILWOODS SEC 5	PUD	\$ 2,150	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6964	11/25/15	2008		OAK FOREST	DR	7	8	DOUBLE TREE AT HALL PARK	R1	\$ 3,500	23
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	6977	11/30/15	1109		IDAHO	ST	20	4	FACILITY HEIGHTS ADD	R1	\$ 2,499	21
1 & 2 FAMILY, ADD OR ALTER-2	MOHR CONTRACTING, INC.	6520	11/06/15	2021	NW	72ND	AVE	20	3W	NOT SUBDIVIDED	A2	\$ 91,000	1,189
1 & 2 FAMILY, ADD OR ALTER-2	MCGARRY RESTORATION&REMO	6545	11/30/15	4732		SUNDANCE	CT	17	17	BROOKHAVEN #27	R1	\$ 45,000	259
1 & 2 FAMILY, ADD OR ALTER-2	HOMES BY THE BRAVE, LLC	6690	11/13/15	901	W	EUFULA	ST	16	3	EPPELY-DOTSON ADD	R1	\$ 38,720	608
1 & 2 FAMILY, ADD OR ALTER-2	MKF PROPERTIES, LLC.	6695	11/16/15	711	E	JOHNSON	ST	13	1	ELLIOTT ADD	R1	\$ 25,000	100
1 & 2 FAMILY, ADD OR ALTER-2	RGP RESTORATION, INC.	6705	11/10/15	901		HEARTHSTONE	RD	5	3	BROOKHAVEN #31	R1	\$ 10,000	144
1 & 2 FAMILY, ADD OR ALTER-2	D&R PRO TRIM	6726	11/12/15	9400	E	POST OAK	RD	21	1W	NOT SUBDIVIDED	A2	\$ 20,000	144
1 & 2 FAMILY, ADD OR ALTER-2	COLE GREG	6772	11/13/15	1130		GROVER	LN	7	2	GROVER ADD	R1	\$ 25,000	500
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	6866	11/19/15	211	E	DAWS	ST	6	17	NORMAN, ORIGINAL TOWNSHIP	R3	\$ 4,000	168
1 & 2 FAMILY, ADD OR ALTER-2	METRO CONTRACTORS	6868	11/25/15	515		SHAWNEE	ST	34	7	SOUTHRIDGE ADD	R1	\$ 35,000	593
1 & 2 FAMILY, PAVING-2	OPES, INC.	6455	11/06/15	1117		MCNAMEE	ST	13	1	ELM HEIGHTS ADD SEC	R1	\$ 4,500	270
1 & 2 FAMILY, PAVING-2	OPES, INC.	6456	11/06/15	1607		IOWA	ST	39	3	SUNSET ADDITION	R1	\$ 4,500	250
1 & 2 FAMILY, PAVING-2	KEAR CONSTRUCTION INC	6462	11/05/15	1307		ERIE	AVE	7	4	LAKECREST ESTATES	R1	\$ 5,000	593
1 & 2 FAMILY, PAVING-2	L & B CONTRACTORS	6465	11/12/15	501	E	MAIN	ST	1	38	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 7,050	1,200
1 & 2 FAMILY, PAVING-2	HAWKINS CONCRETE	6467	11/03/15	2635		WALNUT	RD	16	1	SHERWOOD FOREST #1	R1	\$ 8,000	1,350
1 & 2 FAMILY, PAVING-2	DORADO, ARMANDO	6565	11/04/15	2207		BEVERLY HILLS	ST	12	1	SOUTHERN HILLS ADD	R1	\$ 700	150
1 & 2 FAMILY, PAVING-2	VELASCO, PEDRO	6699	11/10/15	1217		BROAD ACRES	DR	5	1	BROOKHAVEN #18	R1	\$ 7,800	1,360
1 & 2 FAMILY, PAVING-2	OWNER	6749	11/12/15	1901		OAKHILL	DR	14	7	OAKHURST ADD SEC 02	R1	\$ 2,500	450
1 & 2 FAMILY, PAVING-2	CAVINS ROOFING & REMODELING	6871	11/19/15	714		RICHMOND	DR	4	4	COLONIAL EST # 1	R1	\$ 4,767	458
1 & 2 FAMILY, PAVING-2	AZTEC BUILDING SYSTEMS, INC.	6872	11/19/15	4104	W	ROCK CREEK	RD	22	3W	NOT SUBDIVIDED	A2	\$ 6,000	3,969
1 & 2 FAMILY, PAVING-2	MOLINA'S CONSTRUCTION	6918	11/23/15	4000		TETON	LN	13	4	CASCADE ESTATES PUD #6	PUD	\$ 9,500	1,300
1 & 2 FAMILY, STORAGE BLDG-2	MCGARRY RESTORATION&REMO	487	11/30/15	4732		SUNDANCE	CT	17	1	BROOKHAVEN #27	R1	\$ 108,777	1,054
1 & 2 FAMILY, STORAGE BLDG-2	LOWE CONSTRUCTION	6316	11/13/15	3100	SE	60TH	AVE	7	1W	NOT SUBDIVIDED	A2	\$ 30,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	D5 ARCHITECTURE	6358	11/13/15	5281	SE	60TH	AVE	19	1W	THOUSAND OAKS COS	A2	\$ 60,000	2,640
1 & 2 FAMILY, STORAGE BLDG-2	ROGERS, BENJAMIN	6450	11/02/15	2600	SE	48TH	AVE	11	2W	GOLDRIDGE RANCH (SURVEY)	A2	\$ 22,000	1,728
1 & 2 FAMILY, STORAGE BLDG-2	BARGAIN BARNS & BUILDINGS, LLC	6572	11/10/15	1575	NE	108TH	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 6,500	540
1 & 2 FAMILY, STORAGE BLDG-2	GOBER POST FRAME CONSTRUCT	6601	11/09/15	7610		ALAMEDA	ST	18	3	REDBUD ESTATES	RE	\$ 15,800	1,200
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	6628	11/05/15	3922	NE	96TH	AVE	9	1W	NOT SUBDIVIDED	A2	\$ 20,000	1,500
1 & 2 FAMILY, STORAGE BLDG-2	DAVIS, RODGER D.	6686	11/09/15	215	SE	36TH	AVE	35	2W	NOT SUBDIVIDED	A2	\$ 1,200	347
1 & 2 FAMILY, STORAGE BLDG-2	ROSE, JAMES G.	6745	11/12/15	5005		PULLIN	LN	5	1	QUAIL CREEK ADD	RE	\$ 3,500	300
1 & 2 FAMILY, STORAGE BLDG-2	WHATLEY, NATHAN & SUSAN	6753	11/12/15	1500		GRAND CANYON	DR	3	2W	LINSEY HEIGHTS	A2	\$ 36,000	3,000
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	6757	11/12/15	4420	SE	132ND	AVE	13	1W	MARLATT ADD	A2	\$ 27,245	2,000
1 & 2 FAMILY, STORAGE BLDG-2	BARKSDALE, RICHARD	6777	11/13/15	5552		PIONEER	CIR	7	4	NOT SUBDIVIDED	R1	\$ 70,000	4,000
1 & 2 FAMILY, STORAGE BLDG-2	REAGAN, ROBERT	6787	11/13/15	3907	NE	91ST	AVE	9	1W	NOT SUBDIVIDED	A2	\$ 12,200	720
1 & 2 FAMILY, STORAGE BLDG-2	PRUITT, JEREMY	6882	11/19/15	1926		MELROSE	DR	5	4	PLUMWOOD HEIGHTS	R1	\$ 7,400	294
1 & 2 FAMILY, STORAGE BLDG-2	LANDMARK FINE HOMES, LP.	6917	11/30/15	3416		MOUNT MITCHELL	LN	15	2	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 5,800	80
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	6938	11/25/15	3919		PINE TREE	CIR	3	8	CHERRY CREEK #3	R1	\$ 3,300	144
1 & 2 FAMILY, STORAGE BLDG-2	BARGAIN BARNS & BUILDINGS, LLC	6969	11/30/15	480	NE	60TH	AVE	25	2W	NOT SUBDIVIDED	A2	\$ 18,300	1,200
1 & 2 FAMILY, SWIMMING POOL-3	PALM ISLAND POOLS	5713	11/10/15	1810		MARYMOUNT	RD	2	5	HALLBROOKE ADD #6	R1	\$ 31,000	600
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	6192	11/02/15	2607		LYNNWOOD	CIR	12	3	ROLLING HILLS ESTATES #1	R1	\$ 64,000	1,672
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	6193	11/02/15	221		DEERHURST	DR	29	1	CAMBRIDGE ADD #5	R1	\$ 53,000	912
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	6571	11/10/15	2705		CRITTENDEN	DR	4C	1	ASHTON GROVE ADD SEC 2	PUD	\$ 66,000	712
1 & 2 FAMILY, SWIMMING POOL-3	AQUATIC DREAMS, LLC.	6639	11/12/15	504		SUMMIT VIEW	CT	14	2	SUMMIT LAKES ADD #5	R1	\$ 35,000	432
1 & 2 FAMILY, MANUF HOME REPLACE-2	OWNER	6314	11/05/15	5901		DIXON	ST	13	3	PRIDE #130	RE	\$ 115,000	2,280
1 & 2 FAMILY, MANUFACTURED HOME-2	MILLER, MURDOCK	1396	11/04/15	2600	NE	180TH	AVE	15	1E	REYNOLDS LAKE ADD (SURVEY)	A2	\$ 89,900	2,752
1 & 2 FAMILY, MANUFACTURED HOME-2	BURRILL, JAMES	6911	11/25/15	900		RED ROCK	RD	32	1E	NOT SUBDIVIDED	A2	\$ 38,000	1,152
1 & 2 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING COMPANY	3871	11/25/15	2630		BERRY FARM	RD	15	2	ASHTON GROVE ADD SEC 2	PUD	\$ 411,030	6,035
1 & 2 FAMILY, NEW CONSTRUCTION-2	CANTERRA HOMES	6254	11/03/15	5450		COTTONWOOD CRE	CIR	2	2	COTTONWOOD CREEK	RE	\$ 600,000	5,101
1 & 2 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6328	11/02/15	640		SEDONA	AVE	19	1W	RED CANYON RANCH SEC 5	R1	\$ 304,830	3,387
1 & 2 FAMILY, NEW CONSTRUCTION-2	D5 ARCHITECTURE	6357	11/13/15	5281	SE	60TH	AVE	19	1W	THOUSAND OAKS COS	A2	\$ 440,000	6,160
1 & 2 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6369	11/03/15	1005		LERKIM	LN	6	4	TRAILWOODS SEC 8	PUD	\$ 221,490	2,461
1 & 2 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6433	11/12/15	2916		LERKIM	LN	10	1	TRAILWOODS SEC 8	PUD	\$ 177,030	1,967
1 & 2 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6435	11/06/15	3627		CAROLYN RIDGE	RD	15	2	RED CANYON RANCH SEC 5	PUD	\$ 302,130	3,357

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2	VESTA HOMES, INC.	6440	11/10/15	2248		BRETTFORD	WAY	12	3	ST JAMES PARK ADD 6	R1	\$ 210,000	3,024
1 FAMILY, NEW CONSTRUCTION-2	VESTA HOMES, INC.	6441	11/10/15	2316		BRETTFORD	WAY	6	3	ST JAMES PARK ADD 6	R1	\$ 205,000	2,838
1 FAMILY, NEW CONSTRUCTION-2	ENGLAND CONSTRUCTION	6453	11/09/15	5751	SE	108TH	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 258,000	4,176
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6533	11/12/15	2901		LERKIM	LN	5	2	TRAILWOODS SEC 8	PUD	\$ 217,810	2,420
1 FAMILY, NEW CONSTRUCTION-2	SOONER TRADITIONS, LLC.	6550	11/19/15	3712		PRESIDIO	CIR	8	1	CEDAR LANE SEC #1	R1	\$ 134,900	2,638
1 FAMILY, NEW CONSTRUCTION-2	SOONER TRADITIONS, LLC.	6551	11/19/15	1405		SKYLER	WAY	60	3	CEDAR LANE SEC #1	R1	\$ 182,880	2,713
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LL	6655	11/06/15	3316		WAUWNET	WAY	5	8	VINEYARD PHASE III	R1	\$ 500,000	5,753
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6663	11/12/15	3714		PAINTED BIRD	LN	3	3	RED CANYON RANCH SEC 4	PUD	\$ 267,930	2,977
1 FAMILY, NEW CONSTRUCTION-2	BROOKFIELD CUSTOM HOMES LLC	6666	11/17/15	4001	E	ROCK CREEK	RD	14	2W	NOT SUBDIVIDED	A2	\$ 380,000	4,760
1 FAMILY, NEW CONSTRUCTION-2	MONTEREY CONSTRUCTION	6741	11/16/15	1305		TORREY PINES	RD	1	1	MONTEREY ADD. #2	R1	\$ 275,000	3,123
1 FAMILY, NEW CONSTRUCTION-2	BARNETT BUILDING CO.	6748	11/17/15	5302	N	MOA	CIR	10	1	PRIDE #032	RE	\$ 165,000	2,608
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	6768	11/13/15	520		SPERRY	DR	1	4	INDEPENDENCE VALLEY SEC. #	R1	\$ 148,140	2,189
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	6769	11/13/15	3601		TRUMAN	DR	1	3	INDEPENDENCE VALLEY SEC. #	R1	\$ 144,000	2,051
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6770	11/20/15	903		EAGLE ROCK	LN	15	4	GREENLEAF TRAILS ADD 6	PUD	\$ 219,240	2,436
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	6784	11/19/15	701		MOUNT MITCHELL	LN	5	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 222,435	2,392
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	6786	11/19/15	3505		MOUNT MITCHELL	LN	5	3	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 250,249	2,458
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING COMPANY	6824	11/16/15	1904		ROSEBROOK	CT	4	1	BROOKHAVEN #43	R1	\$ 650,000	5,376
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	6854	11/20/15	2912		LERKIM	LN	9	1	TRAILWOODS SEC 8	PUD	\$ 161,280	1,792
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	6875	11/19/15	3212		TERRACE PARK	TR	20	1	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 345,000	3,172
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	6897	11/30/15	3300		VALLEY HOLLOW		20	1	SUMMIT VALLEY	R1	\$ 171,450	2,765
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	6975	11/30/15	3304		VALLEY HOLLOW		21	1	SUMMIT VALLEY	R1	\$ 155,250	2,485
2 FAMILY, NEW CONSTRUCTION	RU2 PROPERTIES, LLC.	6318	11/05/15	215	E	BOYD	ST	24	3	STATE UNIVERSITY ADD	R3	\$ 223,740	2,540
2 FAMILY, NEW CONSTRUCTION	RU2 PROPERTIES, LLC.	6319	11/05/15	215	E	BOYD	ST	24	3	STATE UNIVERSITY ADD	R3	\$ 223,740	2,540
3+ FAMILY, FIRE REPAIR	NIETO, JESUS	6287	11/03/15	2140	W	BROOKS	ST	C	140	BLUE RIDGE VILLAGE	RM6	\$ 2,000	40
3+ FAMILY, FIRE REPAIR	MARTINEZ, LUIS	6783	11/13/15	3001		PHEASANT RUN	RD	1	1		RM6	\$ 20,000	35
3+ FAMILY, FOUNDATION PERMIT-2	CARLSBAD CONST. CO. LLC.	6670	11/13/15	2501		PENDLETON	DR	14	3W	LEGACY TRAILS APTS - PUD	PUD	\$ 75,872	9,412
3+ FAMILY, FOUNDATION PERMIT-2	CARLSBAD CONST. CO. LLC.	6671	11/13/15	2501		PENDLETON	DR	14	3W	LEGACY TRAILS APTS - PUD	PUD	\$ 64,730	8,031
3+ FAMILY, FOUNDATION PERMIT-2	CARLSBAD CONST. CO. LLC.	6672	11/13/15	2501		PENDLETON	DR	14	3W	LEGACY TRAILS APTS - PUD	PUD	\$ 64,730	8,031
3+ FAMILY, FOUNDATION PERMIT-2	N.E. CONSTRUCTION, LLP.	6685	11/10/15	2751	NW	24TH	AVE	1	1	UNIVERSITY NORTH PARK SEC	PUD	\$ 1,375,000	97,550
3+ FAMILY, FOUNDATION PERMIT-2	CARLSBAD CONST. CO. LLC.	6817	11/20/15	2501		PENDLETON	DR	14	3W	LEGACY TRAILS APTS - PUD	PUD	\$ 75,876	9,412
3+ FAMILY, FOUNDATION PERMIT-2	CARLSBAD CONST. CO. LLC.	6818	11/20/15	2501		PENDLETON	DR	14	3W	LEGACY TRAILS APTS - PUD	PUD	\$ 64,730	8,031

City of Norman  
**BUILDING PERMITS AND INSPECTIONS**  
**Issued NOVEMBER 2015 - Sorted by Permit Type**  
**RESIDENTIAL PERMITS**

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
SEASONAL STORAGE CONTAINER	WORSTER, BRAD	6603	11/05/15	132	N	SANTA FE	AVE	30	72	NORMAN, ORIGINAL TOWNSHIP	C2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	6876	11/19/15	6706	N	ALAMEDA	ST	31	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	6929	11/23/15	3225	N	FLOOD	AVE	2	3	NORTHBRIDGE IND PARK #2	I1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	6439	11/02/15	3814	NW	DELLA	ST	8	2	MARLATT ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	6711	11/12/15	1407		OAKHURST	AVE	2	4	OAKHURST ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	6725	11/12/15	221		FALCON	CT	13	2	CRYSTAL HEIGHTS #8	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	6760	11/12/15	1101	W	EUFAULA	ST	12	2	MCCALL'S ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	6767	11/12/15	1024		RAMBLING OAKS	DR	24C	1	SPRING BROOK #6	RM6		

**Total Permits** (excluding temp roll-off)  
153  
**Average Project Area** 1,882 sq ft  
**Total Project Area** 287,959 sq ft

1 FAMILY, NEW CONSTRUCTION-2	Sq Ft	1 FAMILY, ATTACHED	1 FAMILY, MANUFACTURED HOME-2	1 FAMILY, OTHER NON DWELLINGS	1 & 2 FAMILY, STORAGE BLDG-2	1 & 2 FAMILY, CARPORT-2	<b>Total Accessory Buildings</b>	1 & 2 FAMILY, 1 & 2 FAMILY, PAVING-2 POOL-3	<b>Total Paving &amp; Pools</b>
28	3,308	0	2	0	17	0	17	11	16
\$7,720,074	2,300	\$0	\$127,900	\$0	\$448,022	\$0	\$448,022	\$60,317	\$309,317
2 FAMILY, NEW CONSTRUCTION	Total Living Area	3+ FAMILY, NEW FULL PERMIT (3-4 DU/Bldg)	3+ FAMILY, NEW FULL PERMIT (5+ DU/Bldg)	3+ FAMILY, STORAGE BLDG-2	1 & 2 FAMILY, MANUFACTURED HOME REPLACE-2	1 & 2 FAMILY, STORM SHELTER-3		1 & 2 FAMILY, ADD OR ALTER-2	<b>Total Add/Alt</b>
2	64,402	0	0	0	1	70		9	9
\$447,480	0	\$0	\$0	\$0	\$115,000	\$224,224		\$293,720	\$293,720
	\$0							\$0	\$22,000

3+ FAMILY, FOUNDATION PERMIT-2	3+ FAMILY, SHELL	3+ FAMILY, INTERIOR FINISH	3+ FAMILY, NEW FULL PERMIT (3-4 DU/Bldg)	3+ FAMILY, NEW FULL PERMIT (5+ DU/Bldg)	3+ FAMILY, STORAGE BLDG-2	3+ FAMILY, OTHER NON-DU	<b>Total 3+ Family Add/Alt</b>
6	0	0	0	0	0	0	2
\$1,720,938	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000

**TOTAL PERMITS**  
153  
**TOTAL VALUE**  
\$11,428,675

TEMPORARY ROLL-OFF, RESIDENTIAL	5
TEMPORARY ROLL-OFF, OTHER	2
SEASONAL STORAGE CONTAINER	1

DEMOS-RESIDENTIAL ADDRESS	BUILDINGS	NET # DU
	NONE	0

HOUSE MOVING FROM ADDRESS	TO ADDRESS	NET UNITS
Oklahoma City	900 Red Rock Road	0
Fl. Worth	5901 Dixion Street	0
10219 US Hwy 77	3100 60th Ave SE	1

# MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

12/3/2015

	NOVEMBER 2015			NOVEMBER 2014		
<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	28	28	\$7,720,074	30	30	\$9,227,555
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	2	2	\$127,900	1	1	\$8,500
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	2	2	\$447,480	0	0	\$0
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	6	na	\$1,720,938	41	na	\$254,200
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3 or 4 DU per bldg)	0	0	\$0	1	3	\$300,000
Ful Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
<b>Total Residential New</b>	<b>38</b>	<b>32</b>	<b>\$10,016,392</b>	<b>73</b>	<b>34</b>	<b>\$9,790,255</b>
<b>Net Residential Demos &amp; Removals</b>		<b>0</b>			<b>0</b>	
<b>Net Residential Units</b>		<b>32</b>			<b>34</b>	
<b>Additions &amp; Alterations</b>						
1 & 2 Family						
Additions & Alterations	9		\$293,720	14		\$496,502
Manufactured Home (Replace)	1		\$115,000	1		\$31,000
Paving & Pools	16		\$309,317	10		\$249,844
Accessory Buildings	17		\$448,022	7		\$81,600
Storm Shelters	70		\$224,224	34		\$93,465
3+ Family						
Addition & Alteration (All Types)	2		\$22,000	2		\$330,528
<b>Total Residential Additions &amp; Alterations</b>	<b>115</b>		<b>\$1,412,283</b>	<b>68</b>		<b>\$1,282,939</b>
<b>TOTAL RESIDENTIAL</b>	<b>153</b>		<b>\$11,428,675</b>	<b>141</b>		<b>\$11,073,194</b>

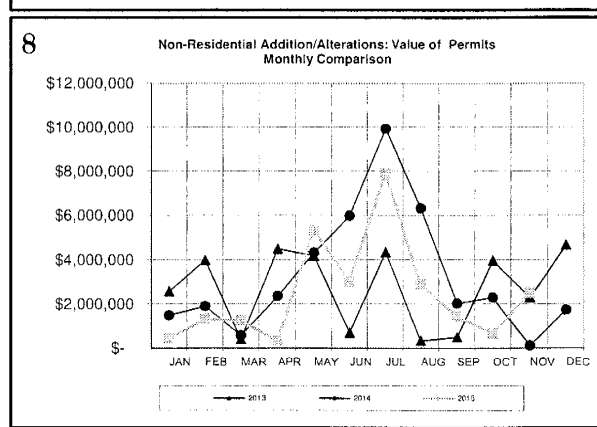
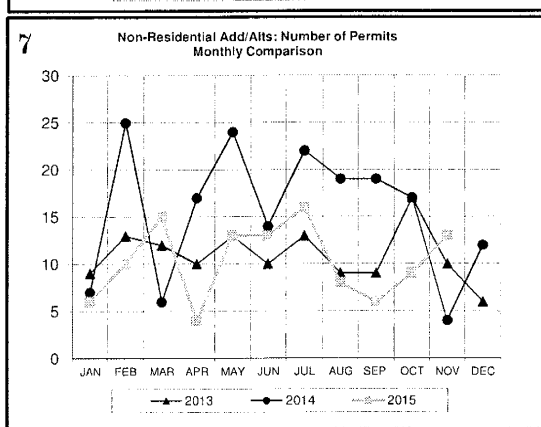
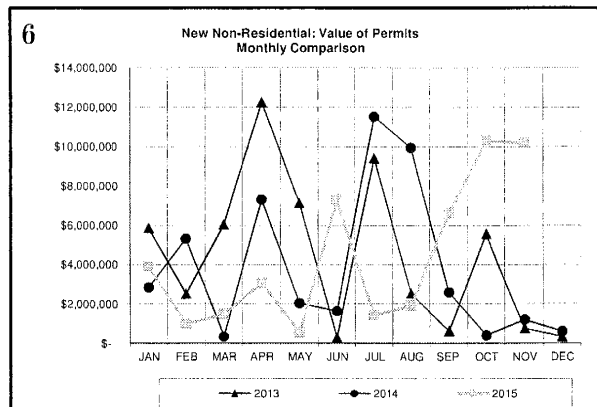
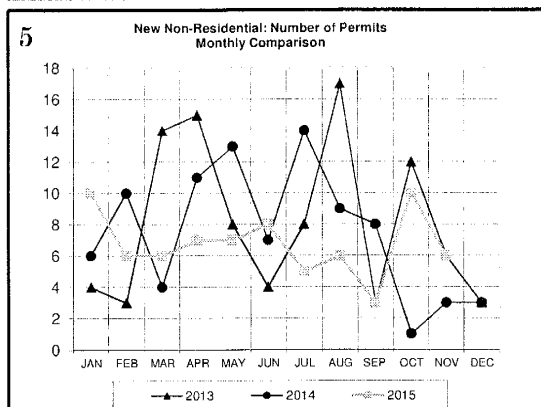
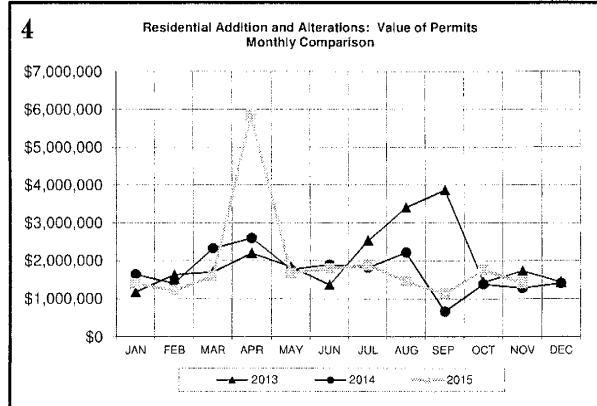
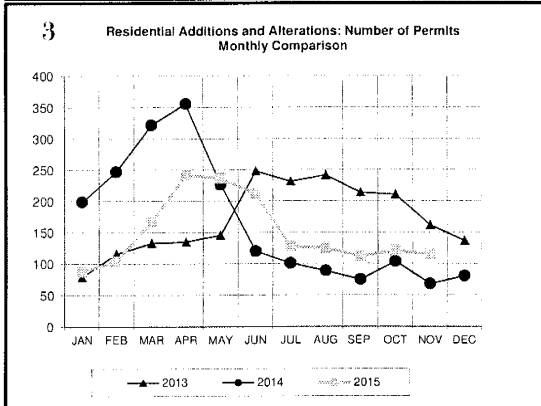
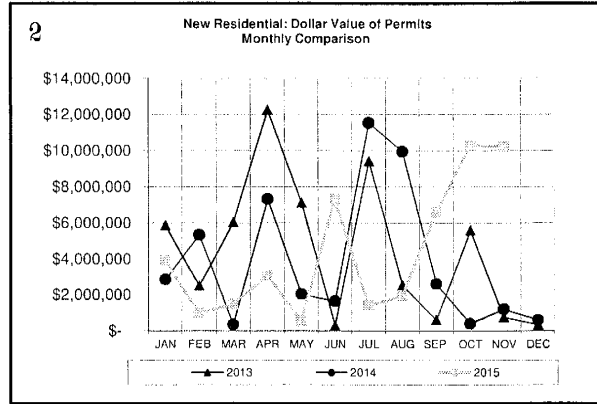
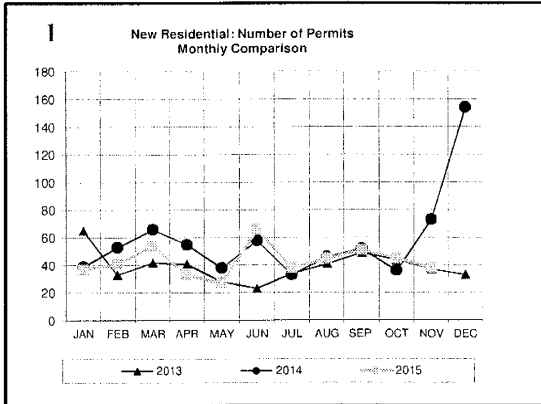
<b>NON-RESIDENTIAL PERMITS</b>	<b>Number of Permits</b>	<b>Valuation</b>	<b>Number of Permits</b>	<b>Valuation</b>
<b>New Construction</b>				
Foundation	2	\$1,100,000	0	\$0
Shell	1	\$500,000	0	\$0
Interior Finish	0	\$0	0	\$0
Full Permit	3	\$8,605,678	3	\$1,203,000
<b>Total Non-Residential New</b>	<b>6</b>	<b>\$10,205,678</b>	<b>3</b>	<b>\$1,203,000</b>
<b>Additions &amp; Alterations</b>				
Additions & Alterations (All Types)	13	\$2,508,773	4	\$124,000
<b>Total Non-Residential Additions &amp; Alterations</b>	<b>13</b>	<b>\$2,508,773</b>	<b>4</b>	<b>\$124,000</b>
<b>TOTAL NON-RESIDENTIAL</b>	<b>19</b>	<b>\$12,714,451</b>	<b>7</b>	<b>\$1,327,000</b>

<b>TOTAL ALL PERMITS</b>	<b>172</b>	<b>\$24,143,126</b>	<b>148</b>	<b>\$12,400,194</b>
--------------------------	------------	---------------------	------------	---------------------

<b>OTHER ACTIVITY</b>	<b>Number</b>	<b>Number</b>
Electrical Inspections	81	95
Heat/Air/Refrigeration Inspections	105	113
Plumbing & Gas Inspections	113	153
Sign Permits	18	22
Water Well Permits	4	3
Garage Sale Permits	121	69
Structure Moving Permits	3	3
Demo - Residential Permits	0	2
Demo - Non-residential Permits	0	0
Temporary Const Bldgs & Roll-off Permits	11	3
Lot Line Adjustments Filed	1	2
Certificate of Occupancy (CO) Permits	101	93
All Field Inspections	1,865	1,880

<b>YEAR TO DATE</b>	<b>JANUARY TO NOVEMBER 2015</b>			<b>JANUARY TO NOVEMBER 2014</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	475	544	\$131,088,632	549	1013	\$159,115,360
Residential Demos/Removals	na	-297	na	na	-23	na
Residential Additions/Alterations	1651	na	\$21,188,868	1908	na	\$19,044,217
Non-residential New Construction	74	na	\$47,758,087	86	na	\$45,185,644
Non-residential Additions/Alterations	113	na	\$27,154,418	174	na	\$37,403,272
<b>TOTAL YEAR TO DATE</b>	<b>2313</b>	<b>247</b>	<b>\$227,190,005</b>	<b>2717</b>	<b>990</b>	<b>\$260,748,493</b>

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



**REVITILIZATION      10C**

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

A letter of request was received by the City Manager's Office from Food and Shelter, Inc. for financial assistance in conjunction with the construction of their new facility. This request was forwarded for consideration by the CDBG Policy Committee. A special meeting of the Policy Committee was held on November 4, to consider this request. After a staff presentation, April Heiple, Executive Director for Food and Shelter, Inc. discussed with the committee the need for the funds. After a lengthy debate the Policy Committee voted unanimously to deny the request. The Policy Committee is an advisory Committee to the City Council, therefore the request for funding will be forwarded to the City Council to be considered at the December 8, 2015 Meeting with a recommendation for denial.

### **CDBG Disaster Relief Grant**

The City of Norman submitted evaluation of the status of the current projects and a timetable of both the current and proposed projects to ODOC for forwarding to HUD to insure that the projects are progressing at a reasonable rate to insure completion within the established deadlines.

### **Homeless Activities**

On November 20, the housing placement report for the Zero:2016 initiative was made to Community Solutions for the month of October. There were two housing placements made in October.

### **Housing Programs**

November 2015

CDBG

- 1 rehabilitation project is under contract, 2 Rehabilitation Projects completed since July.
- 4 emergency repairs are under contract, 6 completed since July.
- 1 accessibility modification under contract, two completed since July.

Exterior Property Maintenance Grants

- No potential applications received from Code Compliance in November.

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

On November 6, the Social and Voluntary Services Commission release a Request for Proposals (RFP-1516-32) to fund three awards in the amount of \$5,000 each. Funding for these awards is part of the 2015-2016 allocation from the City of Norman. The RFP is for a special project apart from the 2015-2016 award made in August and cannot subsidize the general operation of the agency. Proposals were due on November 30, 2015.

Twelve proposals were received and will be evaluated by the committee on December 7, 2015.

### **Code Compliance**

Code Compliance investigated 474 new code violation cases and 293 of those were proactive. 491 code cases were closed with 399 cases remaining open. 1307 Tasks were completed, such as initial inspections, re-inspections, additional site visits, charges, postings, inspector abated, etc. City-wide proactive enforcement began on March 15, 2012.

Total New Cases and Number of Proactive Cases for FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Total Cases	1467	922	1099	446	474								4408
Proactive Only	737	402	620	194	293								2246

Work Orders, Owner Abatement after Work Order Issued, and Liens Filed FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	90	61	39	22	17								229
Owner Abated	19	21	7	2	0								49
Liens Filed	29	25	42	19	25								140

Signs Removed from Rights-of-Way FYE 2016													
Signs	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Removed	4	10	100	102	53								269

## Oil & Gas

Oil & gas inspections continued with 161 operating oil wells. 56 annual inspections were performed.





## Administrative Summary

### November 2015 Summary



#### Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	15	14	15	14
<b>Part I Crimes</b>	<b>444</b>	<b>380</b>	<b>4,712</b>	<b>4,691</b>
Murder	0	0	2	4
Rape	8	4	46	48
Robbery	5	7	51	60
Agg. Assault*	20	13	197	145
Burglary *	103	55	904	669
Larceny	266	281	3,200	3,501
Motor Vehicle Theft	42	20	305	258
Arson	0	0	7	6
<i>* Under Review</i>				
<b>Part II Crimes</b>				
DUI/APC	27	43	350	568
Drunkenness	51	70	614	743
DrugViolations	48	103	796	1,183
Forgery	16	19	299	319
Vandalism	70	69	780	743
Others	429	369	5,169	4,929
<b>Total Crime</b>	<b>1,085</b>	<b>1,053</b>	<b>12,720</b>	<b>13,176</b>
<b>Collisions</b>				
Fatality	0	1	5	4
Injury	56	62	568	604
Non-Injury	139	164	1,626	1,841
<b>Miscellaneous</b>				
CAD Activity (Total)	9,948			
Calls for Service (Police)	6,314			
Citations	1,092	1,247	12,258	17,295
Warnings	489	848	8,149	13,838
Community Activity (Hours)	271	680	4,276	5,348

## **Crime Free Multi-Housing Program November 2015**

During the month of November 2015, we remained in contact with a many of the managers that we have developed partnerships with throughout the program's beginning. We have also started speaking with managers that are not yet a part of the program and inviting them to join.

We will be hosting a management training course on Dec. 16<sup>th</sup> for the new managers and several new employees of properties already in the program.



**Teddy Wilson**  
MASTER POLICE OFFICER  
Commission #0615  
[teddy.wilson@normanok.gov](mailto:teddy.wilson@normanok.gov)

**Norman Police Department**  
201-B West Gray St.  
Norman, OK 73069  
(405)366-5438

Integrity \* Accountability \* Mutual Respect \* Service Attitude \* Partnerships

**ANIMAL CONTROL      11A**

**ANIMAL CENTER DIVISION  
PRELIMINARY REPORT FORM  
November 2015**

	FY2016		FY2015	
<b>OPERATIONAL INFORMATION</b>	<b>This Month</b>	<b>Year to Date</b>	<b>This Month</b>	<b>Year to Date</b>
<b>DOGS:</b>				
Number on hand from last month	57		46	
Number impounded this month	133	818	117	650
Owner relinquish	13	28	9	55
In field pickup	0	0	1	13
Adoption returns	8	29	6	10
Disposal	5	17	2	10
Picked up dead	6	28	6	28
Number redeemed	33	118	33	151
Number adopted to public	57	294	35	184
Number turned to rescues	15	74	14	72
Number euthanized - Adoptable	0	0	3	19
Number euthanized - Non adoptable	1	42	10	72
Number died for unknown reason	1	6	0	5
Number fostered	27	244	18	125
Escaped	0	3	1	2
Total now on hand	45		41	
<b>CATS:</b>				
Number on hand from last month	34		35	
Number impounded this month	94	653	66	483
Owner relinquish	10	42	2	51
In field pickup	0	0	0	0
Adoption returns	2	7	0	0
Disposal	0	8	0	2
Picked up dead	6	29	5	49
Number redeemed	1	5	2	12
Number adopted to public	38	228	17	92
Number turned to rescues	3	29	14	113
Number euthanized - Adoptable	0	0	4	30
Number euthanized - Non adoptable	8	95	30	120
Number died for unknown reason	1	30	0	6
Number fostered	37	230	8	71
Escaped	0	1	0	1
Total now on hand	34		21	
<b>MISCELLANEOUS:</b>				
Domesticated Animals	4	12	1	4
Wildlife	37	336	117	462
TOTAL	41	348	118	466

NOTES:

	FY2016		FY2015	
<b>SAFETY REPORT</b>	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	1	3	1	1
City Vehicle Damaged	0	0	0	1
Vehicle Accidents Reviewed	0	0	0	0
a. Employee Responsible	0	0	0	1
b. Employee Not Responsible	0	0	0	0

<b>PET LICENSES ENFORCEMENT ACTION</b>	This Month	Year to Date	This Month	Year to Date
<b>January to December</b>				
Total Licenses Sold (Annual)	185	4,126	400	4,842
Citations Issued (AWO)	40	748	18	529
Citations Issued (Private Citizen)	0	21	1	13
Warnings Issued	2	48	4	43

<b>FINANCIAL INFORMATION</b>	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$805.00	\$3,486.00	\$995.00	\$5,779.00
10-1532 Amount-dog adoption	\$3,120.00	\$12,569.60	\$2,190.00	\$10,441.00
10-1531 Amount-cat redemption	\$55.00	\$155.00	\$75.00	\$370.00
10-1532 Amount-cat adoption	\$2,160.00	\$12,810.00	\$780.00	\$4,860.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$110.00
10-1532 Amount-Misc. adoption	\$30.00	\$60.00	\$50.00	\$140.00
10-1533 Miscellaneous	\$380.00	\$1,690.00	\$285.00	\$1,925.00
<b>TOTAL</b>	<b>\$6,550.00</b>	<b>\$30,770.60</b>	<b>\$4,375.00</b>	<b>\$23,625.00</b>
Donation 010-0000-227.24-31	\$75.00	\$1,168.00	\$410.00	\$1,229.00
Donation account balance		<b>\$87,034.31</b>		<b>\$20,930.55</b>
<b>Liability payback (July to June)</b>	This Month	Year to Date	This Month	Year to Date
<b>2003 Adoption expansion</b>				
Payback Balance	-\$4,743.50		-\$4,510.00	
22-L432 Liability - pet licenses	\$777.50	\$5,521.00	\$1,999.00	\$5,743.00
<b>TOTAL (New Balance)</b>	<b>-\$5,521.00</b>		<b>-\$6,509.00</b>	

**NOTES:**

Replacement CPL \$1.50

	FY2016		FY2015	
<b>SPAY / NEUTER PROCEDURES</b>	This Month	Year to Date	This Month	Year to Date
Dogs	31	220	28	130
Cats	34	192	12	82
<b>TOTAL</b>	<b>65</b>	<b>412</b>	<b>40</b>	<b>212</b>

	FY2016		FY2015	
<b>ANIMAL BITES July to June</b>	This Month	Year to Date	This Month	Year to Date
Dogs	7	22	3	24
Cats	1	6	0	6
Other	0	0	0	0

## **SUMMARY**

Dogs returned to the owner prior to coming to the shelter

3	City pet license
	Rabies tag
3	Microchips
	Personal ID tag
1	Knew animal do to prior contact
	Neighbor told officer
	Lost & Found slip at shelter
<b>7</b>	<b>Total</b>

Incident No.	Offense	Court
2015-325890	City Pet license	Municipal Court
2015-326366	City Pet license	Municipal Court
2015-326842	Rabies Vacc/Shots	Municipal Court
2015-327726	City Pet license	Municipal Court
2015-327726	City Pet license	Municipal court
2015-326439	City Pet license	Municipal court
2015-326439	City Pet license	Municipal court
2015-326439	City Pet license	Municipal Court
2015-327773	Rabies Vacc/Shots	Municipal Court
2015-327773	City Pet license	Municipal court
2015-327773	Animal at Large	Municipal court
2015-328151	City Pet license	Municipal Court
2015-328151	City Pet license	Municipal Court
2015-328151	City Pet license	Municipal Court
2015-328214	City Pet license	Municipal Court
2015-328214	City Pet license	Municipal Court
2015-327773	Rabies Vacc/Shots	Municipal Court
2015-327773	City Pet license	Municipal court
2015-327773	Animal at Large	Municipal court
2015-327726	Rabies Vacc/Shots	Municipal Court
2015-327726	City Pet license	Municipal Court
2015-331725	Rabies Vacc/Shots	Municipal Court
2015-331725	Rabies Vacc/Shots	Municipal Court
2015-331725	City Pet License	Municipal court
2015-326453	Rabies Vacc/Shots	Municipal court
2015-326453	City Pet License	Municipal court
2015-326778	City Pet License	Municipal court
2015-326778	City Pet license	Municipal court
2015-326778	City Pet license	Municipal court
2015-329819	City Pet license	Municipal court
2015-329819	City Pet license	Municipal court
2015-329819	Rabies Vacc/Shots	Municipal court
2015-329819	Rabies Vacc/Shots	Municipal court
2015-329819	Animal at Large	Municipal court
2015-330142	City Pet license	Municipal court
2015-330142	Rabies Vacc/Shots	Municipal court
2015-330773	City Pet license	Municipal court
2015-330773	City Pet license	Municipal court
2015-330773	City Pet license	Municipal court
2015-330773	City Pet license	Municipal court

Kennel Statistics Report  
Intakes from 11/01/15 to 11/30/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
<b>TOTAL</b>	<b>109</b>	<b>24</b>	<b>43</b>	<b>51</b>	<b>4</b>	<b>37</b>	<b>268</b>
CONFISCAT	1	0	1	0	0	0	2
POLICE	1	0	1	0	0	0	2
DISPO REQ	11	0	6	0	3	14	34
FIELD	7	0	5	0	3	14	29
OTC	4	0	1	0	0	0	5
FOSTER	10	19	8	23	0	0	60
OTC	10	19	8	23	0	0	60
OWNER SUP	13	0	6	4	0	0	23
FIELD	0	0	1	0	0	0	1
OTC	13	0	5	4	0	0	22
RETURN	7	1	1	1	0	0	10
OTC	7	1	1	1	0	0	10
STRAY	67	4	21	23	1	0	116
FIELD	33	3	6	5	1	0	48
OTC	34	1	15	18	0	0	68
WILDLIFE	0	0	0	0	0	23	23
FIELD	0	0	0	0	0	21	21
OTC	0	0	0	0	0	2	2

Kennel Statistics Report  
Outcomes from 11/01/15 to 11/30/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
<b>TOTAL</b>	<b>111</b>	<b>34</b>	<b>40</b>	<b>54</b>	<b>4</b>	<b>37</b>	<b>280</b>
ADOPTION	51	21	20	21	1	0	114
IN FOSTER	6	0	4	14	0	0	24
OUT EVENT	2	16	0	0	0	0	18
RESCUE GRP	12	3	3	0	0	0	18
WALKIN	31	2	13	7	1	0	54
DIED	1	0	0	1	0	0	2
IN FOSTER	0	0	0	1	0	0	1
IN KENNEL	1	0	0	0	0	0	1
DISPOSAL	11	0	6	0	3	14	34
CREM-PRIV	5	0	0	0	0	0	5
CREM-SHELT	6	0	6	0	3	14	29
EUTH	0	1	8	0	0	0	9
COND SEVER	0	1	0	0	0	0	1
FELV/FIV	0	0	2	0	0	0	2
FERAL	0	0	5	0	0	0	5
INJ SEVERE	0	0	1	0	0	0	1
FOSTER	15	12	5	32	0	0	64
COND MINOR	0	0	1	0	0	0	1
HW MINOR	1	0	0	0	0	0	1
ILL MINOR	0	0	0	1	0	0	1
SPACE	14	3	4	22	0	0	43
UNDRAGE/WT	0	9	0	9	0	0	18
RTO	33	0	1	0	0	0	34
LOST RPT	1	0	0	0	0	0	1
MICROCHIP	5	0	0	0	0	0	5
PHONE	20	0	0	0	0	0	20
TAG ID	2	0	0	0	0	0	2
TAG VAX	1	0	0	0	0	0	1
WALKIN	4	0	1	0	0	0	5

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TRANSFER	0	0	0	0	0	23	23
WILDCARE	0	0	0	0	0	23	23

	TRANSFER
Wildcare Wildcare	23
Total	23

# Kennel Statistics Report

## Animals On Hand on 11/30/15

	DOG	PUPPY	CAT	KITTEN	Total
<b>Total</b>	<b>43</b>	<b>2</b>	<b>22</b>	<b>12</b>	<b>79</b>
NORMAN	42	2	22	12	78
UNIVERSITY OK	1	0	0	0	1

# **Spay/Neuter Activity Between 11/1/2015 and 11/30/2015**

	Neuter	Spay	Total
<b>CAT</b>	6	6	12

A020064  
A020882  
A020743

A020065  
A021017  
A021154

A020744  
A020990

A020835  
A020921

A020861  
A020938

	Neuter	Spay	Total
<b>DOG</b>	7	14	21

A020095  
A021094  
A020248  
A018776  
A021190

A020902  
A021095  
A020251  
A020659

A020946  
A020908  
A020255  
A021099

A020926  
A020239  
A020381  
A021125

A020994  
A020241  
A020256  
A021136

	Neuter	Spay	Total
<b>KITTEN</b>	9	13	22

A019028  
A020479  
A021004  
A020385  
A021102

A019683  
A020494  
A021005  
A020991  
A021104

A019920  
A020737  
A019900  
A020736

A020058  
A020992  
A020059  
A019682

A020062  
A020993  
A020594  
A020877

	Neuter	Spay	Total
<b>PUPPY</b>	6	4	10

A020717  
A020355

A020718  
A020357

A020324  
A020380

A020322  
A020530

A020323  
A020531



DEPARTMENT OF PUBLIC WORKS  
MONTHLY PROGRESS REPORT  
CITY OF NORMAN, OKLAHOMA  
November, 2015

---

**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Coordinator processed 2 Final Plats, 1 Short Form Plat, and 3 Preliminary Plats for Planning Commission; 1 Final Plat was processed for Development Committee; 3 Preliminary Plats, 1 Final Plat, 1 Closure, and 1 Certificate of Survey were processed for City Council review. The Development Engineer reviewed 25 sets of construction plans and 8 punch lists. There were 156 permits reviewed and/or issued. Fees were collected in the amount of \$47,303.04.

**CAPITAL PROJECTS**

**SH-9E and Lindsey Street Interchanges**

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

The project involves the following items:

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

The contractor's activities this month were as follows:

- Continue to install the Lindsey Street storm water box culvert on the east side of I-35. Construction of the box is currently located on Briggs Street.
- Continue to lower and reconstruct the I-35 main line pavement to north of Lindsey Street
- Continue to construct the retaining wall south of Lindsey Street and west of I-35.
- Continue work on the deck of the first ramp bridge located on the west side of I-35.
- Continue work on the second ramp bridge located on the west side of I-35.
- Continue to build the abutment on the east side of I-35 for the Lindsey Street Bridge (existing Lindsey Street will not be closed until Spring 2016)

**Lindsey Street – 24<sup>th</sup> Avenue SW to Berry Road**

On August 28, 2012 the citizens of Norman voted in favor of a bond issue to finance the local share of 8 projects. One of the projects is Lindsey Street from 24<sup>th</sup> Ave. SW to Berry Road. The proposed improvements are:

- Widening Lindsey Street from 3 lanes to 4 lanes with a raised median
- New bridge over Imhoff Creek
- Continuous sidewalks on both sides of the street
- Multi-modal improvements including bicycle lanes
- Aesthetic enhancements including decorative pavement, landscaping, and roadway lighting
- Underground utilities
- Accessibility to disabled individuals
- Improved drainage system on Lindsey Street

The estimated cost of this project is \$38.4 million with the City receiving \$13.1 million in federal funds.

*Monthly Progress Report*  
*Public Works (November 2015)*

The relocation of the City's water line and the construction of the common utility trench are complete. OG&E, and AT&T are placing their utilities in the common utility trench. All utility activities are expected to be complete in December 2015. The bid opening for the Lindsey Street roadway improvement is scheduled in February 2016.

**Timberdell Road between Chautauqua Avenue and Jenkins Avenue**

Construction on the Timberdell Road Project began on Monday, June 15, 2015 and is tentatively scheduled to be completed by September 2015. A-Tech Paving, working under contract for the University of Oklahoma, will reconstruct Timberdell Road. During construction, the roadway will be closed to through traffic and signs will be installed to direct the traveling public.

The contractor's activities this month were as follows:

- Resolved the utility conflict with AT&T
- Continue the earthwork between Asp and Chautauqua

**SH-9E from 36<sup>th</sup> Avenue SE to 72<sup>nd</sup> Avenue SE:**

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

The project involves the following items:

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

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

The contractor's activities this month were as follows:

- Milled the existing pavement south of centerline.
- Extended drainage structures south of SH-9E.
- Completed vegetation removal within right-of-way on south side of SH-9E.
- Continue the foundations for the south half of the new Dave Blue Creek Bridge.

**FYE 2016 Sidewalk Program:**

FYE 2016 Concrete Projects bid was awarded on August 11, 2015 by City Council to Central Contracting services in the amount of \$237,227.00 for the four following projects to be completed throughout the fiscal year 2016:

- **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. Reconstruction of residential sidewalk on Pine Tree Lane was completed Nov. 25<sup>th</sup>, 2015. Overall project is 59% complete.

*Monthly Progress Report  
Public Works (November 2015)*

**Construction Site Stormwater Management:**

- 131 Construction Inspections (76 Sites Active)
- 2 New Earth Change Permits Issues
- 5 Citizen Calls (99 YTD)

**MS4 Stormwater Management:**

- Notice of Violation (NOV) issued to S&S Properties for sidewalk maintenance at Rock Creek & Pendleton.
- Presented stormwater education session to homeschool group in Eastwood Park with local Blue Thumb group.
- Prepared presentation brief for City Council Study Session on November 24 regarding Stormwater Permit OKR04 permit renewal.

**Streets**

**DEEP PATCH OPERATIONS**

N. 2000 GRASSLAND DR

45.86 tons of asphalt

NORMAN INVESTIGATION CENTER PARKING LOT

14.20 tons of asphalt

W.3600-W.4800 ROCK CREEK RD

476.37 tons of asphalt

WELL SITE DR

80.56 tons of asphalt

**CONCRETE OPERATIONS**

1300 CROWN POINT PANEL REPLACEMENT

7.0 cubic yards of concrete

**FEMA STORM# SR0013 OPERATIONS**

Repair was performed at the following FEMA project sites

SITE 66 - Post Oak Rd B/ 96<sup>th</sup> Ave SE and 108<sup>th</sup> Ave SE 42.0 cubic yards of concrete

**OTHER**

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 7.17 tons of asphalt was utilized in routine pothole patching operations.

**STORM WATER**

POST OAK ROAD BRIDGE REPAIR FEMA SITE 66

Performing repairs to bridge on Post Oak Road just east of 96<sup>th</sup> Avenue S.E. Hauled 15 tons select material and hauled 60 tons of 12-inch rock.

3300 HILLVIEW DRIVE

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

MISCELLANEOUS WORK ORDERS

Crews assisted in pothole patching in the urban area.

URBAN STREET SWEEPING OPERATIONS

Urban street sweeping operations, a total of 266 miles were swept resulting in the removal of approximately 185 tons of debris from various curb line streets.

*Monthly Progress Report  
Public Works (November 2015)*

ROADSIDE MAINTENANCE

Trimming trees on roadside right-of-ways in the rural area and hauled 21 tons of debris/wood chips.

NORTH PORTER AVENUE

Pushing/leveling construction debris at dumpsite.

STORM WATER MANAGEMENT

Cleared 969 inlets and 15 tons of debris from drainage right-of-ways in the urban/rural area.

URBAN/RURAL LITTER PROGRAM

Removed 1.29 tons of trash/debris from urban/rural right-of-ways.

MOWING OF DRAINAGE/ROADSIDE RIGHT-OF-WAYS

Mowed and trim mowed 1,383,141 feet of drainage right-of-ways in the urban area.

Mowing 37 miles of urban/rural roadside right-of-ways (rough mowing).

**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.

**NOVEMBER 2015**  
**DEVELOPMENT COORDINATION, ENGINEERING,**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FY 15-16 Associated Fees

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

\*Norman Rural Cert of Survey..0  
 \*Final Plats.....2  
 \*Preliminary Plats.....3  
 \*Short Form Plat.....1

**City Council Review:**

Certificate of Survey.....1  
 Preliminary Plat.....3  
 Final Plats.....1  
 Consent to Encroach.....0  
 Certificate of Plat Correction...0  
 Sidewalk Easements.....0  
 Closure.....1

\$21,310.00

**Development Committee:**

Final Plats.....1

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

\$0.00

**Subtotal: \$25,893.04 \$965.00 \$33,923.04**

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family.....27  
 \*\*\*Commercial.....21  
 Multi-Family.....5  
 Addition/Alteration.....9  
 House Moving.....3  
 Paving Only.....11  
 Storage Building.....10  
 Swimming Pool.....4  
 Storm Shelters.....53  
 Public Improvements.....8  
 Temporary Encroachments.....0  
 Fire Line Pits/Misc.....4  
 Flood Plain (@\$100.00 each).....1

\$100.00

\$100.00

\$400.00

**Total Permits..... \$25,893.04 \$21,226.35 \$114,421.46**

**Grand Total..... \$47,303.04 \$33,745.66 \$144,151.46**

**\*\*\*\*Construction Plan Review occurrences 25 15 137**

**\*\*\*\*\*Punch Lists prepared..... 8 3 25**

\* 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

## **NOVEMBER 2015**

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

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

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	8	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	27	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	21	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	25	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	6	100%

# FLEET MANAGEMENT

## ACTIVITY REPORT

November 2015

FYE 2016

### FUEL REPORT

IN GALLONS

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	15,445.00	18,489.00	21,917.50
Outside - sublet	454.42	351.70	0.00
<b>TOTAL</b>	<b>15,899.42</b>	<b>18,840.70</b>	<b>21,917.50</b>

TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	17,438.00	21,129.00	12,214.06	9,703.44

FYE 2016 TO DATE CONSUMPTION				
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	62,816.28	75,301.50	36,310.70	36,926.65

### INTERNAL PRICE PER GALLON:

UNLEADED	High	\$1.66	Low	\$1.38
DIESEL	High	\$1.61	Low	\$1.43
CNG	High	n/a	Low	\$0.85

### EXTERNAL PRICE PER GALLON:

UNLEADED	High	\$2.04	Low	\$1.67
DIESEL	High	\$2.32	Low	n/a
CNG	High	n/a	Low	n/a

### CONSUMABLE PARTS PURCHASED

REPAIR PARTS	\$44,343.75
BATTERIES	\$1,337.08
OILS/FLUIDS	\$5,380.45
TIRES	\$23,036.40
<b>TOTAL</b>	<b>\$74,097.68</b>

**SUBLET REPAIRS \$8,585.12**

### PUBLIC CNG SALES

Month Total Public CNG Sales	\$16,105
FYE 2016 To Date Public Sales	\$93,768

### LIFE TO DATE CNG GAS GALLON EQUIVALENT

Total Sold Gallons Life To Date	560,985
Total Gross Sales Life To Date	\$830,137
Life To Date CNG Gas Gallon Equivalent	
Total Public/City Through-Put CNG Gallons @ Station	902,101

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	7	13	24	76
EMERGENCY ROAD CALLS	21	15	8	60
PM SERVICES	123	183	163	734
DISASTER REPAIRS	1	1	0	2
WORK ORDERS	415	493	386	1,772
SCHEDULED REPAIRS	175	232	215	916
NON SCHEDULED REPAIRS	240	261	171	856

ROAD SERVICE	3	0	4	11
EMERGENCY ROAD CALLS	2	1	0	8
PM SERVICES	73	114	98	432
DISASTER REPAIRS	1	1	0	2
WORK ORDERS	185	255	195	880
SCHEDULED REPAIRS	98	137	119	565
NON SCHEDULED REPAIRS	87	118	76	315

Heavy Shop	CURRENT MONTH	LAST MONTH	LAST MONTH	YEAR TO DATE
ROAD SERVICE	4	13	13	48
EMERGENCY ROAD CALLS	19	14	14	41
PM SERVICES	50	69	69	217
DISASTER REPAIRS	0	0	0	0
WORK ORDERS	230	238	238	672
SCHEDULED REPAIRS	77	95	95	294
NON SCHEDULED REPAIRS	153	143	143	368

**FLEET MANAGEMENT**  
Technician Productivity  
Report

FYE 2016

November 2015

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	117.54	72%	85.7%	13.7%	
# 002	77.15	72%	87.2%	15.2%	
# 003	117.53	72%	80.2%	8.2%	
# 004	94.10	72%	85.0%	13.0%	
# 006	2.52	72%	100.0%	28.0%	
# 007	93.46	72%	79.9%	7.9%	
# 008	66.94	72%	82.1%	10.1%	
# 009	122.67	72%	90.8%	18.8%	
# 010	96.63	72%	83.2%	11.2%	
# 011	118.20	72%	82.7%	10.7%	
# 012	92.48	72%	83.5%	11.5%	
# 013	117.57	72%	83.1%	11.1%	
# 014	97.51	72%	100.0%	0.0%	
# 015	80.09	72%	75.3%	3.3%	
# 016	42.40	72%	86.5%	14.5%	
# 021	132.52	72%	82.5%	10.5%	

DIRECT LABOR HOURS

1469.31

TOTAL AVAILABLE HOURS

1759.61

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

83.5%

## To Reschedule PM Service: 292-9708 Heavy & Light Equipment

Equipment Late for PM by Equipment Number

Unit #	Unit Description	Department Division	Odometer Reading	Due at Meter	Meter Past	ORIGINAL Scheduled DATE	SHOP	Type of SERVICE
1017	2004 Chevy Impala	Police Criminal	77633	77482	151 Mls	18-Nov	Light Shop	PMC
1023	2009 Chevy Impala	Police Criminal	48355	48216	139 Mls	Nov. 25	Light Shop	PMC
1198	2002 Chevy C6500	Police Patrol	12087	12000	87 Mls	Nov. 25	Light Shop	PMC
1069T	2014 Pacer 6 x 10	Police Special Inv.	12/04/2015	09/12/2015	83 Days	12-Sep	Light Shop	PMA
0041	2009 Ford F450	PSST Fire Suppression	22280	22154	126 Mls	Nov. 19	Light Shop	PMC
0296	2005 Golf Cart	Sanitation Transfer	12/04/2015	10/13/2015	52 Days	13-Oct	Light Shop	PMC
0691T	2012 Maxey	Storm Water	12/04/2015	05/07/2015	211 Days	7-May	Light Shop	PMC
0131	2009 Ingersoll SX 170H	Street Maintenance	12/04/2015	11/30/2015	4 Days	Nov. 25	Light Shop	PMC
					0 Mls			

## Missed Preventive Maintenance

	COMPLETED		PENDING		TO DATE		PENDING	
	FYE 15	FYE 15	FYE 15	FYE 15	FYE 16	FYE 16	FYE 16	FYE 16
CITY COUNCIL	0	0	0	0	0	0	0	0
BUILDING MAINTENANCE	0	0	0	0	0	0	0	0
CUSTODIAL	0	0	0	0	0	0	0	0
FIRE ADMINISTRATION	4	0	3	0	3	0	0	0
FIRE TRAINING	1	0	0	0	0	0	0	0
FIRE PREVENTION	6	0	0	0	0	0	0	0
FIRE SUPPRESION	17	0	7	1	7	1	0	0
FIRE DISASTER PREPAREDNESS	0	0	0	0	0	0	0	0
ANIMAL CONTROL	9	0	8	0	8	0	0	0
POLICE ADMINISTRATION	0	0	3	0	3	0	0	0
POLICE STAFF SERVICES	8	0	3	1	3	1	0	0
POLICE CRIMINAL INVESTIGATIONS	16	0	9	2	9	2	0	0
POLICE PATROL	66	0	31	1	31	1	0	0
POLICE SPECIAL INVESTIGATIONS	6	0	4	1	4	1	0	0
POLICE COMMUNICATIONS	1	0	0	0	0	0	0	0
METER SERVICES	2	0	0	0	0	0	0	0
INFORMATION TECHNOLOGY	0	0	0	0	0	0	0	0
ENGINEERING	2	0	0	0	0	0	0	0
FLEET MANAGEMENT	0	0	0	0	0	0	0	0
STREET MAINTENANCE	13	0	21	1	21	1	0	0
STORM WATER DRAINAGE	6	0	3	1	3	1	0	0
STORM WATER QUALITY	0	0	0	0	0	0	0	0
TRAFFIC	1	0	1	0	1	0	0	0
PARK MAINTENANCE	4	0	2	0	2	0	0	0
PARKS & RECREATION	2	0	0	0	0	0	0	0
PLANNING	0	0	0	0	0	0	0	0
PLANNING CDBG	0	0	0	0	0	0	0	0
DEVELOPMENT SERVICES	0	0	0	0	0	0	0	0
CODE COMPLIANCE	0	0	0	0	0	0	0	0
WATER PLANT	5	0	2	0	2	0	0	0
WATER RECLAMATION	2	0	3	0	3	0	0	0
UTILITIES - ENVIRONMENTAL	0	0	0	0	0	0	0	0
LINE MAINTENANCE ADMIN.	0	0	0	0	0	0	0	0
WATER LINE MAINTENANCE	1	0	1	0	1	0	0	0
SEWER LINE MAINTENANCE	1	0	0	0	0	0	0	0
SANITATION ADMINISTRATION	0	0	0	0	0	0	0	0
SANITATION RESIDENTIAL	3	0	2	0	2	0	0	0
SANITATION COMMERCIAL	6	0	0	0	0	0	0	0
SANITATION TRANSFER	9	0	5	0	5	0	0	0
SANITATION COMPOST	15	0	4	0	4	0	0	0
SANITATION RECYCLE	3	0	0	0	0	0	0	0
SANITATION YARD WASTE	2	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>211</b>	<b>0</b>	<b>112</b>	<b>8</b>	<b>112</b>	<b>8</b>		

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

<b>NOVEMBER 2015</b>		<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
		<b>Percentage</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days		100%	89	89	100%	553	553	100%
Provide information requested by citizens within 7 days		95%	89	89	100%	553	553	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%	25	25	100%	176	176	100%
Worker Hours Per Gallon of Paint Installed.		0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
			7	6	0.86	2461	748.23	0.30
Thermoplastic legend, arrows, stop bars & crosswalks installed.		4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
			0.75	10	13.33	14.94	33	2.21
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.		100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
			13	13	100%	64	64	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
			46	46	100%	189	189	100%
Response to reports of sign damage:		Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour		99%	5	5	100%	23	23	100%
<i>Lower Priority</i> all other signs within one day		90%	29	29	100%	115	115	100%
<i>Street Name Signs</i> within two weeks		90%	49	49	100%	140	140	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
			2736	0	0.00%	15328	0	0.00%

## **UTILITIES**

**13**

**Monthly Report**  
**November 2015**

**Line Maintenance:**

Division Fiscal Year 2016 Capital Projects

- Wilderness Dr. – 90% Complete
- Rhoades Dr. – 100% Complete

Water Line Breaks for the Month – 17

- Total obstruction service requests for month September - 31
- Private Plumbing: 29
- City Infrastructure: 1
- Sanitary Sewer Overflows: Four overflows; Two on private plumbing and two on City collection system

D Lift Station Flows:

- Days - 30
- Average daily flow: 0.92 MGD.
- Average total flow: 27.6 MG.

**Wastewater Projects:**

Royal Oaks Force Main Rehab (WW0062): Project will replace 2,260 feet of 16-inch ductile iron force main along 24<sup>th</sup> Avenue NE, from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. NUA staff is coordinating with Public Works staff on their bond project to widen 24<sup>th</sup> Avenue NE. The NUA approved an On-call Professional Services expenditure with Cardinal Engineering on 2/28/15; 50% plans reviewed with comments 5/29/15; no permits required; Project scope is expanding to include new gravity sewer; met with Cardinal and Adkins (consultant for 24<sup>th</sup> Ave SE widening bond project); refined additional ROW and easement required on 10/20/2015; 90% plans due in December.

Woodcrest Interceptor (WW0120): Project will replace and upsize the existing Woodcrest interceptor from north of Tecumseh Road running SW to near Porter Avenue and Rock Creek Road. Revisions to the final design by RJN Group were required; supplemental TV survey completed by Line Maintenance; easements are in hand; final specifications comments to RJN on 12/4/15; project should advertise in January.

Sewer Maintenance Project FYE13 (WW0200): Annual project will replace about 37,000 feet (7 miles) of residential sanitary sewer lines and rehabilitate or replace over 200 manholes in the area bounded by Lindsey Street to the North, Bishop Creek to the West, Imhoff Road to the South, and 24<sup>th</sup> Ave SE to the East. Project advertised 2/5/15; five (5) bids received 2/26/15, with Urban Contractors of OKC low at \$2,873,020; NUA award and contract approved 3/24/15; pre-work meeting held, and Notice to Proceed effective 4/6/15; Change Order No. 1 (CO1) increasing contract amount by \$105,454 approved by NUA on 8/25/15; Change Order No. 2 (CO2) increasing contract amount by \$166,950 approved by NUA on 11/10/15; project is on schedule and within budget. Payments totaling \$2,917,446 of current contract total \$3,145,424 or 93% have been processed.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate over 47,000 feet (9 miles) of sewers and over 230 manholes in two (2) or more phases, in the area bounded by Robinson Street to the North, Sherry Avenue to the West, Main Street to the South, and Berry Road to the East, excluding Dakota & Iowa, which were in the 2009 project area. On 10/28/14, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance. Staff TV inspection

complete; preliminary plans received 5/26/15, comments to Lemke in November; staff in-house final design is nearing completion; project should bid in February.

Woodcrest Interceptor (WW0120): Project will replace and upsize the existing Woodcrest interceptor from north of Tecumseh Road running SW to near Porter Avenue and Rock Creek Road. Permits are in hand. Easement acquisition is nearing completion; supplemental TV survey complete by Line Maintenance; final plan review scheduled with RJN Group 11/19/14; project should bid in February.

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating the new Wallingford Infoworks wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data; Flow Monitoring Report received 12/21/10. Sewer sub-basin maps reviewed to determine proper loading information under 2025 Plan and corresponding population equivalents. Loading data transmitted to HDR in 04/25/12 so modeling can begin. Model development workshop held 03/14/13; capacity analysis report received 05/07/13. Collection system improvements report received 04/28/14 and is under review. Payments totaling \$541,387 of \$576,699 processed.

Phase 2 South WRF Improvements (WW0065): Preliminary design contract with Garver for preparation of Engineering Report (ER) approved 03/08/11. ER finalized and submitted to DEQ 11/18/11; Garver and staff met with DEQ on numerous occasions and DEQ approved 5 variances.. Final ER submitted to DEQ on 03/29/13 and was approved 06/27/13. Garver Amendment No.1 for final design and bidding approved 06/12/12. Final design documents for Phase 2 Improvements were submitted to DEQ 08/01/13 and DEQ approved the P&S on 11/26/13. Floodplain permit submitted 10/15/13 and was approved by the City of Norman on 04/05/13. Garver Amendment No. 2 for construction administration, inspection, and operation and maintenance manuals approved by NUA on 04/22/14.

Public Meeting on proposed rate hike held 08/12/13 and the vote passed on 11/12/13 by an approximate majority of 76%. NUA approved Resolution 1314-89 authorizing loan application submission to OWRB; \$50.3 million loan approved by OWRB on 04/15/14.

Phase 2 WRF Improvements project expands design capacity from 12 to 17 MGD, rehabilitates OLDER EQUIPMENT and adds ultra violet disinfection, effluent aeration and odor control technologies. Five prime contractors were pre-qualified and bids were opened 03/27/14. Bids were received from three and the NUA approved award to Archer Western Construction, LLC of Irving, TX on 04/22/14. Contract and bonds approved by NUA 05/13/14.

Archer Western Construction, LLC began construction of the Phase 2 Improvements on June 2, 2014. All work is scheduled to be complete by November 18, 2016. The following briefly summarizes the work completed this period:

- Headworks/Screening: replacement parts for existing screens ordered; electrical control panels installed on concrete slab to NW of structure; beginning construction of metal cover over equipment. Protective coatings on grit channels and screening modifications to be initiated soon.
- Headworks/Screening: replacement parts for existing screens ordered; electrical control panels installed on concrete slab to NW of structure; construction of metal cover over equipment on-going. Protective coatings on grit channels and screening modifications to be initiated soon.
- Influent Flow Measurement Structure: no work date
- Primary Clarifiers 1, 2, 3 and 4: will demolish clarifier mechanisms one at a time. PC#1 placed into service; PC#2 placed in service 10/28/15.
- RBC and Bio-Tower structures: removal is complete.
- Aeration Basins 4, 5 and 6: Dewatering continues; excavation is approximately 90% complete; mud slab installed and steel placement is nearing completion. Concrete slab poured at splitter box and in other areas totaling about 75% of floor.
- Final Clarifiers 5 and 6: Steel piers and shoring installed along east side of FC's. Continued dewatering; demolition and excavation of both clarifiers is complete. Bottom slab concrete placement and placement of exterior wall is complete for FC#5 and FC#6; FC#6 hydrostatically

- tested with installation of mechanism on-going; backfill installed around 50% of FC#6; effluent trough construction to begin soon.
- RAS/WAS Pump station bottom slab, interior and exterior walls and floating slab in place; will begin backfilling on west and south sides of structure soon.
  - UV/Post Aeration Facility: Concrete structure is essentially complete. 66-inch and 54-inch connection to existing outfall is complete. Concrete and all piping for UV influent box are complete. Blower control building roofing complete but repairs are required; electrical control panels and wiring complete and blowers placed into operation in September 2015. Electrical generator installed with startup complete in September 2015. Slide gates, effluent troughs and aluminum covers installed; UV equipment installed and placed into operation in 10/29/15. Galvanized superstructure complete; fencing and sidewalks nearing completion. Preparing for asphalt drive construction.
  - Outfall Structure and 66-inch Outfall Piping: New structure complete and 66-inch outfall piping installed and tested. 54-inch bypass piping removed and is connected to structure. Trash excavated from construction disposed and covered on top of landfill per DEQ requirements; additional cover materials also stockpiled on landfill. Need to install access road and complete erosion control on landfill areas.
  - Sludge Blending Tank and Pump Station Building: old Co-Generation Facility, slab and sludge tank demolished. New sludge blending tank nearing completion with mixing system installed. Pump station building nearing completion; pumps and piping installed; finalizing building interior at this time.
  - Sludge Thickening Centrifuges: completed electrical conduit installation to and within Main Control Building. New control room painted and motor controls are installed.
  - Digester Modifications: sludge removal from Digester 4 and 2 is now complete; additional sludge removal approved in Change Order No. 1. Demolition of existing cover on Digester 4 complete; expect to begin coating and new cover installation soon.
  - Standby Generators: Generators at Transformer 5 (Environmental Services Building) and UV Blower Building installed; generator startup and testing completed in September.
  - Odor Control: installing fill adjacent to Westside LS for new odor control units; air piping installation initiated.
  - Pay Estimate No. 17 submitted 11/05/15 in the amount of \$2,074,697 for total of \$26,156,207 or 54% of the contract amount. OWRB reimbursement requests total \$16.52M.
  - 516 calendar days or 54% of the 947 calendar day contract time has been consumed. Note Change Order No. 1 approved 09/08/15 granted 47 day time extension.
  - Monthly Progress Meeting No. 16 was held 10//15.

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

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

North WRF Engineering Report (WW0204): This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road. Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants

on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. NUA approved contract and work scope 01/08/13 but work delayed for 45 days; kickoff meeting held 02/26/13. Amendment No. 1 to HDR contract was considered by Finance Committee in April and will not be forwarded to the NUA for consideration. NUA and HDR staff conducted North WRF alternative treatment technology screening workshop on 05/29/13; alternative technologies were developed for three potential discharge locations. Technical Memorandum No. 1 received 08/01/13 and documents the reasoning for potential discharge limits and treatment technologies proposed prior to more detailed alternative development. Staff provided comments on TM-1 to HDR 08/29/13. Received draft version of TM-2 including cost estimates for 4 treatment and discharge alternatives from the future North Water Reclamation Facility. Staff met with HDR Engineering on 12/17/13 to discuss draft version of TM-2 and provide input regarding non-economic ranking of alternatives. Staff provided comments on TM-2 06/10/14; draft ER received 2/27/15 and is under review.

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects.

This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with draft plans received in November.

Bishop Creek Aerial Crossing (Proj. # T.B.A.): On Monday, December 30, 2015, staff discovered the existing aerial crossing near Jimmie Austin Golf Course (OU) had been crushed by a fallen tree. A combination of high rainfall and possible ice are suspected causes. Staff engaged CP&Y to commence emergency design to replace the crossing on piers. Emergency quotes will be obtained from contractors as soon as possible to construct the replacement.

## **Water Projects:**

Segment D Waterline, Phase 2: Crafton, Tull & Associates, Inc. has completed final design for the Phase 2 project and plans to utilize Highway 9 right-of-way has been delayed by ODOT. The permit to construct from ODOT has not been renewed. Alternative routes have been partially determined with one portion utilizing the waterline relocation along Lindsey Ave where the lines along this route were upgraded to 24 inch. The last phase connecting the 24 inch on Lindsey to the 24 inch along Hwy 9 at Jenkins is under consideration.

Waterline replacement: Bishop Creek (WA0199): Project will replace a failed 12" Ductile Iron water main under Bishop Creek near the west terminus of Cedar Lane Road. On 1/28/14 the NUA approved budget transfers from other nearly complete projects to fund waterline replacement. On 1/29/14 staff issued a survey and design work order to Lemke under their On-call Services Contract; final design by CP&Y is complete; Project advertised 11/26/2015; pre-bid meeting held 12/9; bids due 12/17/15.

Raw Waterline, Phase I (WA0051) – Design was prepared by Garver Engineers. Red Cliff, Inc. began September 27, 2010 and was scheduled to complete by June 24, 2011. They have installed all pipe and only lack connection vaults at both ends. Staff delayed the project due to high water demand during the summer and Change Order #1 was executed and signed by all parties. After excavating the WTP vault site, it was realized that the existing 1960's concrete pipe was a special fabricated curved pipe which was not anticipated by staff or the consultant in design. Therefore, our consultant has asked the contractor to reconsider utilizing ductile iron fittings as opposed to the original recommendation of fiber glass fittings. Increase pricing received was higher than original by \$86,575. Contractor and staff met and have not been able to resolve a resolution to move the project forward. Staff is consulting with legal department to aid in

handling project talks. Staff was unable to get the contractor to complete vaults. NUA legal staff engaged talks with the contractor's attorney and were unsuccessful. Legal prepared a letter ending the contract and sent to contractor as well as bonding company. Staff rebid the project to complete the vaults and bids were opened 1/11/13. BRB was low bidder at \$788,505. Work began 2/27/13 and was substantially complete by July 2013. One major leak found due to a failed pipe was repaired. The line still has a small leak and in an attempt to save money, staff will order a repair once the leak surfaces. Project is complete and final payment has been made to contractor. Staff will closeout project once all accounts are reconciled.

Water Treatment Plant Expansion – Phase II is underway. This phase will include the installation of ozone treatment, UV treatment, an upgrade of the old high service pumps that supply pressure to the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. An ozone pilot study began October 2012 and was complete March 2013. The study was valuable and will be presented to Council January 2014. Total costs are estimated at \$33,540,000. The design contract is underway and was approved by NUA May 22, 2012. Council was update with engineering plans and pilot plant results on July 8, 2014. Council approved final engineering contract with Carollo on Feb. 10, 2015. Engineering plans are about 40% complete.

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

Waterline Relocation: Robinson Under I-35 (WA0195): RFP 1314-28 distributed to consultants on 09/06/13; 14 proposals received 10/09/13. APAI was selected as most qualified for the project the NUA approved preliminary design contract on 01/28/14. Kickoff meeting held 02/14/14 with consultant, NUA and Public Works staff. Staff met with representatives of ODOT. Draft report received 04/18/14; meeting held 04/30/14 to discuss alternative ranking matrix. Staff provided comments to APAI on draft engineering report on 7/31/14. Final ER received 09/25/14. APAI Amendment 1 for final design approved by NUA 10/14/14; kickoff meeting held 11/05/14; draft design plans received 01/26/15 and returned to APAI. 80% plans received 06/05/15 and were submitted to ODOT 06/12/15; ODOT has verbally indicated proposed I-35 crossings are acceptable. Design review meeting held 07/10/15 with APAI plans and specifications are being revised at this time for submission to DEQ. APAI working to draft easement acquisition documents at this time. NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of waterline between Crossroads Blvd. and Brookhaven Blvd.

Berry Road Waterline Replacement: Poe and Associates are developing final design plans. The project will be split into two phases with Phase 1 being a half mile along Lindsey. Bids were opened January 22 for Phase 1 which runs along Lindsey from Chatauqua to Berry and then north approximately 400 feet. The bid was awarded to Central Contracting and construction is complete. Phase 2 has been bid with McKee Utility Contractors, Inc. being the low bidder. Construction is underway.

Gray Street Waterline Replacement: C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Design is underway with the project expected to bid later this year.

Water Storage Tank (WA0293): Originally, this project proposed construction of a new 2 MG water storage facility in SE or SW Norman. However, through water modeling completed under project WB0134,

the most appropriate location for new storage was found to be in the high-pressure zone in NE Norman. Staff has considered various locations and comparing costs of ground versus elevated storage. Staff submitted a memo to the NUA regarding the siting of the proposed water storage tank on 12/30/13. The NUA approved engineering contract with PEC on 01/14/14 for design of the 1 MG elevated storage tank just northeast of the intersection of Robinson and 24th NE. Design drawings submitted to DEQ 08/22/14 and permit received 09/15/14. Bids were opened 03/05/15 with Landmark Structures as the low bidder; NUA awarded the bids and approved contract with Landmark in the amount of \$2,636,000 on 03/24/15. Preconstruction conference held 04/21/15. Foundation and tank design submittal approved and contractor mobilized to site 08/10/15; foundation steel and concrete placed and crews have placed 17 of 21 pours for concrete pedestal construction. Construction payment #4 is being reviewed at this time; total of \$723,211 or 27% of the total contract amount of \$2,636,000.

Lindsey Street 24-inch Water Line Improvements (WB0184): In order for the roadway and drainage improvements associated with the Lindsey Street Widening project to proceed, numerous public and privately owned utilities will need to be relocated. The Lindsey Street Waterline Improvements will install about 6,000 feet of 24-inch waterline along Lindsey between 24th Avenue SW and Berry Road. On March 10, 2015, the NUA approved Contract K-1415-103 for \$2,130,885 with McKee Utility Contractors, Inc. (McKee). The work began 04/06/15 at Briggs Street and 24th Avenue NW and has proceeded in an easterly direction along Lindsey Drive to Lindsey Street. Phase 1 completion date of June 4, 2015 was established to complete all waterlines west of McGee Street; contractor completed all testing and all services west of McGee were in operation on 06/06/15. Waterline installation east of McGee to Berry completed, tested and connected to system on 08/28/15; cleanup work is complete. Staff processed construction estimate #2 on 10/07/15 in total amount of \$2,110,885 or 99% of contract amount. Staff is working on agenda item for final reconciliation change order and project acceptance.

FYE15 Water Wells and Supply Lines: Staff completed RFP for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. RFP issued 08/18/15; 14 proposals were received 09/14/15; staff has tentatively selected several consultants to do the work and has begun contract negotiations. Initial contracts will be to perform water right permitting through the OWRB and to perform an update of our city wide water model originally prepared in 2003; proposed contract for model update is under review.

#### **RECOUPMENT PROJECTS:**

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 6 commercial entities this month. A total of \$23,814.27 was assessed on the 6 entities.

NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Collected \$3,307.58 during FYE12 from new Wal-Mart Market. Annual payback to investors for collections through end of FYE12 approved by NUA on 08/14/12. Releases for many properties now served by North interceptor system projects were filed of record. Payback of \$2,645 received from 36th NW Business Park on 03/17/15.

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

Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS. Staff is working with the developer to establish the city share of sewer improvements in Summit Valley Section 2 Addition. The NUA desires that 1,300 feet of sewer be enlarged from 8-inch to 15-inch to allow Eastridge and Siena Springs lift stations to be decommissioned in future.

North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north 1,530 feet. 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 NUA construction of 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Awaiting payback from Harvest Church; total payback to date is \$64,739.

24th Avenue NW Waterline Payback: Payback project established 04/22/08 for NUA construction of 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. NEDC and City of Norman have been advised of need to pay for connection of new roadways along 24th Avenue NW. NEDC made payment of \$5,885.46 on 06/30/14; total of \$60,398 collected to date.

Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development as well as other properties in SE Norman. Construction is complete and final payback costs approved 01/25/11.

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction is complete and staff is working to finalize payback costs.

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

#### **DEVELOPMENT PLAN REVIEW:**

As shown on the attached spreadsheet, staff reviewed 10 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 49 sets of plans with an average review time of 10.3 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 63% of the time.

# DEVELOPMENT PLAN REVIEW DEVELOPMENT PLAN REVIEW

November, 2015

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
11/10/2015	Walmart Supercenter	Sewer Change Order	SMC	11/16/2015	Returned	6	0
11/10/2015	CCC Addition No. 3	Preliminary Plat	NSE Engineering	11/16/2015	Returned	6	0
11/10/2015	Corporate Addition I	Preliminary Plat	Cabbiness	11/16/2015	Returned	6	0
11/10/2015	Wildwood North Parking II	Short Form Plat	Lemke	11/16/2015	Returned	6	0
11/10/2015	Shops At Tecumseh Crossing	Preliminary Plat	SMC	11/16/2015	Returned	6	0
11/10/2015	Shops At Tecumseh	Final Plat	SMC	11/16/2015	Returned	6	0
11/12/2015	Shops At Tecumseh	Water	SMC	11/18/2015	Returned	6	0
11/12/2015	Shops At Tecumseh	Sewer	SMC	11/18/2015	Returned	6	0
11/16/2015	Vintage Creek Addition	Water	SMC	11/30/2015	Returned	14	1
11/16/2015	Vintage Creek Addition	Sewer	SMC	11/30/2015	Returned	14	1

## FYE16 Data

Average Days to Return = 10.3

Number of Plans Reviewed 49

Plan Review > 10 days 18

Percentage Reviewed < 10 Days 63%

Goal for Review < 10 Days 90%

Utilities Administration  
Monthly Capital Projects Report

Project Information						Design Information						Construction Information					
Project Number	Project Name	Engineer	Design Total	Total to Date	% Comp	Contract Amount	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete	Scheduled % Complete	Actual % Complete	Completion Date				
WA0199	Bishop Creek Waterline Replacement	Lemke/CP&Y	21,850	\$13,030	60%					NA							
WW0062	Royal Oaks Force Main Rehabilitation	Cardinal	66,740	\$48,055	72%					NA							
WW0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	73,580	\$71,875	98%	2,577,053	2,577,053	2,132,835	0.00%	12/2/2015	100%	83%					
WW0120	Interceptor Improvements: Woodcrest	R/JN Group	133,849	\$113,641	85%					NA							
WW0200	Sewer Maintenance Project FYE 2013	Staff / Lemke	69,415	\$54,003	78%	2,873,020	3,145,424	2,917,446	9.48%	5/15/2016	61%	93%					
WW0202	Sewer Maintenance Project FYE 2014	Staff / Lemke	69,520	50,754	73%					NA							
WW0011	WW Flow Metering Phase 2	NA	-	\$0		154,244	154,244	130,982	0.00%	NA							
WA0305	Berry Road WL Replacement Phase 1	Poe & Associates	172,000	\$138,000	80%	1,334,675	1,334,675	1,264,201	0.00%	NA							
WA0305	Berry Road WL Replacement Phase 2	Poe & Associates				1,206,024	1,206,024	-	0.00%	4/22/2016	37%	0%					
WA0305	Berry Road WL Replacement Phase 3	Poe & Associates															
WB0140	FYE08 12-inch Waterline	Staff / Lemke	-	\$83,709		1,178,194	1,178,194	1,055,036	0.00%	10/27/2011	100%	90%					
WB0141	FYE08 16-inch Waterline	Staff / Lemke	-	\$11,944		294,548	294,548	226,809	0.00%	10/27/2011	100%	77%					
WB0184	Waterline Segment D, Phase 2	Crafton Tull	95,625	\$87,188	91%					NA							
WA0173	Master Meter Replacement	Staff	-			249,050	249,050	-	0.00%	NA							
WA0195	Robinson/L-35 Waterline Replacement	Alan Plummer	398,500	\$253,904	64%					NA							
WA0196	L-35 Waterline Relocations	SAIC	62,000	\$45,000	73%	997,875	1,056,100	1,056,100	5.83%	9/1/2014	100%	100%	8/28/2014				
WA0293	HPP Water Storage Tower	PEC	218,900	\$171,785	78%	2,636,000	2,636,000	412,742	0.00%	7/28/2016	50%	16%					
WB0184	Waterline Segment D, Lindsey	SAIC/Poe	81,000	\$75,000	93%	2,130,885	2,130,885	2,110,885	0.00%	9/16/2015	100%	99%	8/28/2015				
WW	Lindsey Street SS Rehab	R/JN Group	73,800	\$73,800	100%	362,844	358,666	358,666	-1.15%	9/24/2015	100%	100%	9/3/2015				
WW0042	Wastewater Flow Monitoring	(see construction)	-			576,699	576,699	541,378	0.00%	1/9/2011	100%	94%					
WW0050	WRF Effluent Truck Wash	APAI	18,700	\$18,700	100%					NA							
WW0058	Effluent Reuse at Composting Facility	APAI	45,800	\$37,215	81%					NA							
WW0065	WRF Phase 2 Expansion	Garver	9,432,700	\$6,545,654	69%	48,822,550	48,822,550	26,156,207	0.00%	1/4/2017	59%	54%					
WW0204	North WRF Engineering Report	HDR/APAI	249,935	\$224,095	90%					NA							

**NOVEMBER 2015  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	<b>November</b>	<b>Year to date</b>
Fats, oil and grease (FOG) program	24	151
Food license approval	2	6
Significant Industrial Users	10	19
<b>Total inspections</b>	<b>36</b>	<b>176</b>

**ROUTINE ACTIVITIES**

	<b>November</b>	<b>Year to date</b>
Significant Industrial User sites sampled	0	0
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	25%
Household hazardous waste disposal calls	11	120

**REVENUE**

	<b>November</b>	<b>Year to date</b>
FOG Program	\$50.00	\$300.00
Surcharge	\$6,833.81	\$31,604.40
Lab Analysis Recovery	\$0.00	\$0.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$6,883.81</b>	<b>\$31,904.40</b>

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

1. Provided routine staff support including minutes, attending meetings, and researching information
2. Created street signs to promote protecting the Lake Thunderbird watershed pending approval by the Central Oklahoma Master Conservancy District
3. ECAB members developed water conservation tips and practices to be distributed to the media.
4. Members are working on public education for water issues.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. Provided routine staff support, minutes, attending meetings

**MISCELLANEOUS ACTIVITIES**

1. Purchased recycling containers for special events. Containers used by Memorial Marathon, Earth Day, Norman Music Festival, Summer Breeze, MidSummer Night Fair, Groovefest and 2nd Friday Artwalk
2. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
3. As of November 2015, approx. 68,400 gallons of grease/solids did not enter the sanitary sewer in FYE 16 as a result of the FOG program.
4. Staff working with different departments to increase energy efficiency-i.e turning off computers, duplex printing, printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
5. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate take-back programs similar to the recent paint take-back program in Oregon.
6. Created flyers for distribution to citizens regarding oil and grease in the sewer
7. Staff assisting the Water Reclamation Facility and the Water Treatment Facility with their Tier 2 reports
8. Represented the City of Norman at the Chamber of Commerce Greenovation Committee meeting
9. Started plans for Gray Water Workshop
10. Staff is assisting with the Backflow Prevention Program..
11. Staff audited Water Treatment Facility's Risk Management Program.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 16		FYE 15	
November, 2015	MONTH	YTD	MONTH	YTD
New Meter Sets:	36	228	32	230
Number Short Sets	35	216	32	225
Number Long Sets	1	11	0	5
Average Meter Set Time	3.40	2.84	3.60	3.61
Number of Work Orders:				
Service Calls	301	2,774	437	2,096
Meter Resets	0	2	0	3
Meter Removals	0	14	1	17
Meter Changes	40	200	29	183
Locates Completed	540	2,765	338	2,188
Number of Water Main Breaks	17	72	15	87
Average Time Water Off	3.05	2.80	2.29	2.40
Fire Hydrants:				
New	0	1	2	2
Replaced	1	7	0	5
Maintained	188	594	57	332
Number of Valves Exercised	227	1,029	94	1,633
Feet of Main Construction	330	3,805	422	2,879
Hours of Main Construction	482	2,386	363	2,001
Meter Changeovers	0	54	10	42
OJI Percentage	0.00	0.08	0.00	4.25
Hours Flushing/Testing New Mains	82	494	133	537
Hours Worked Outside of Division	0	680	175	619

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 16		FYE 15	
November, 2015	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	5	5	17
Property Owner Responsibility	29	137	32	124
TOTAL	30	142	37	141
Number of Feet of Sewer Cleaned:				
Cleaned	149,165	746,386	90,450	589,320
Rodded	4,805	19,780	2,600	21,510
Foamed	0	109,109	0	99,470
TOTAL	153,970	875,275	93,050	710,300
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	1	0	0
Obstruction	0	1	1	5
Private	2	5	0	3
Other (Lift Station, Line Break, etc.)	1	1	0	0
Total Overflows	4	8	1	8
Feet of Sewer Lines Televised	15,993	96,760	6,685	79,683
Locates Completed	351	1,815	329	1,976
Manholes:				
Inspected	812	4,582	542	3,821
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	1	0	0
Feet of Sewer Lines Replaced/Repaired	0	0	4	12
Hours Worked at Lift Station	202	955	96	637
Hours Worked for Other Departments	0	132	0	225
OJI Percentage	5.00	2.50	0.00	0.00
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.49	0.41	0.53	0.45
Claims Paid Per 10,000 People	0	0	0	0

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

**WATER TREATMENT DIVISION**

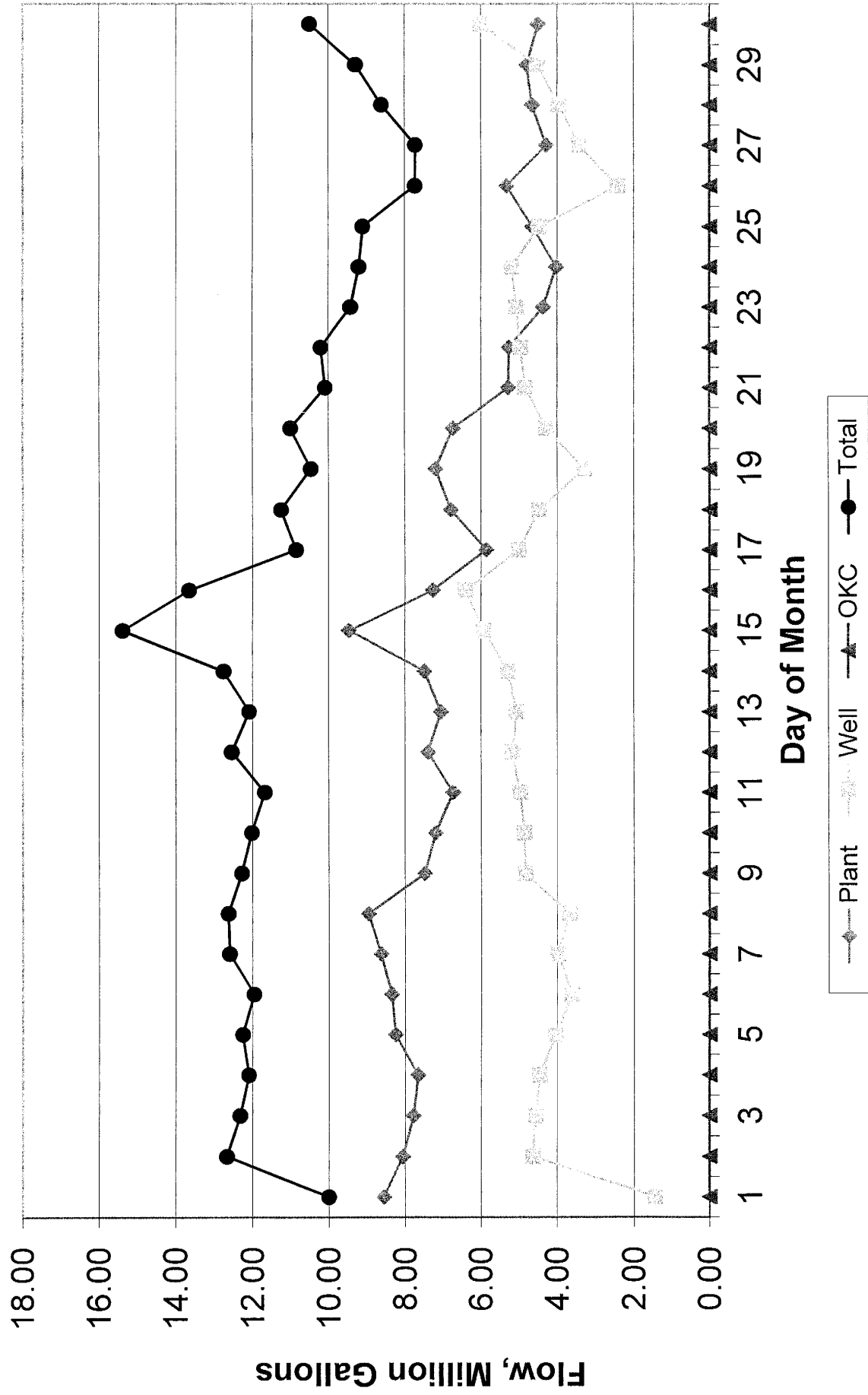
**MONTH: November-2015**

	<u>FYE 2016</u>		<u>FYE 2015</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
<b>Water Supply</b>				
Plant Production (MG)	199.85	1608.58	219.37	1757.37
Well Production (MG)	134.58	615.99	101.20	509.46
Oklahoma City Water Used (MG)	0.00	0.47	0.00	5.07
Total Water Produced (MG)	334.43	2225.03	320.57	2271.89
Average Daily Production	11.15	14.54	10.69	14.75
<b>Peak Day Demand</b>				
Million Gallons	15.38	19.87	13.14	21.80
Date	11/15/2015	9/7/2015	11/2/2014	8/26/2014
System Capacity (see note)	23.70	23.70	23.70	23.70
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note: System Capacity does not include the Oklahoma City water line.				
<b>Costs</b>				
Plant	\$326,706.99	\$1,899,180.47	\$347,644.07	\$1,965,168.55
Wells	\$196,948.43	\$977,410.13	\$178,061.80	\$917,609.98
OKC (Estimated)	\$6,306.62	\$79,777.70	\$3,779.82	\$36,487.45
Total	\$529,962.04	\$2,956,368.30	\$529,485.69	\$2,919,265.98
<b>Cost per Million Gallons</b>				
Plant	\$1,634.73	\$1,180.66	\$1,584.73	\$1,118.25
Wells	\$1,463.43	\$1,586.74	\$1,759.56	\$1,801.16
OKC (Estimated)	N/A	\$171,196.78	N/A	\$7,198.16
Total	\$1,584.65	\$1,328.69	\$1,651.71	\$1,284.95
<b>Water Quality</b>				
Total Number of Bacterial Samples	90	453	80	443
Bacterial Samples out of Compliance	0	4	0	1
Total number of complaints	3	16	4	182
Number of complaints per 1000 service connections	0.08	0.44	0.11	5.06
<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	5	23	1	5
<b>Public Education</b>				
Number of tours conducted	1	9	0	10
Number of people on tours	9	118	0	77

**Notes:**

Ferric pump #2 failed - has been repaired. Repaired auger barring in lime aging tank.

# Water Production for November, 2015



City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
November 1-30, 2015

**Flow Statistics**

	<b>FYE 2016</b>		<b>FYE 2015</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	297.8	1597.4	275.7	1409.2
Total Effluent Flow (M.G.)	295.7	1580.9	255.1	1345.6
Influent Peak Flow (MGD)	17.6	26.7	15.3	12.6
Effluent Peak Flow (MGD)	16.6	23.1	14.2	12.1
Daily Avg. Influent Flow (MGD)	9.9	10.4	9.2	9.2
Daily Avg. Effluent Flow (MGD)	9.9	10.3	14.2	8.5
Precipitation (inches)	6.2	20.2	3.1	12.1

**Discharge Monitoring Report Stats**

EPA minimum percentage removal 85%

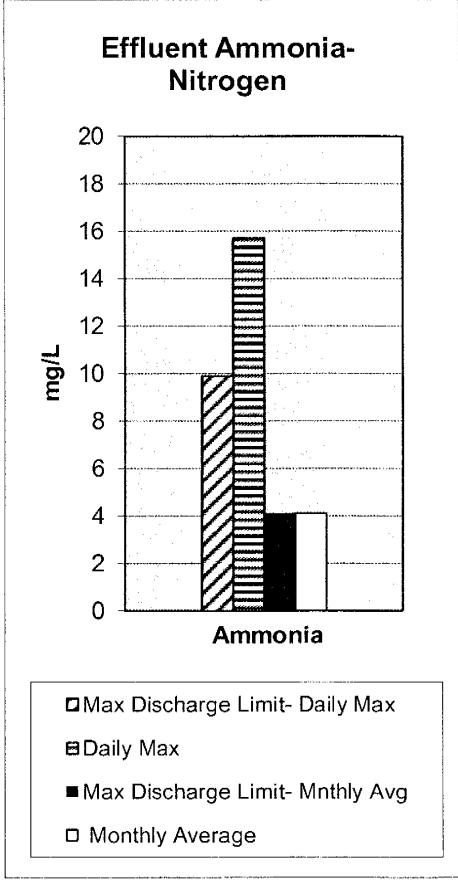
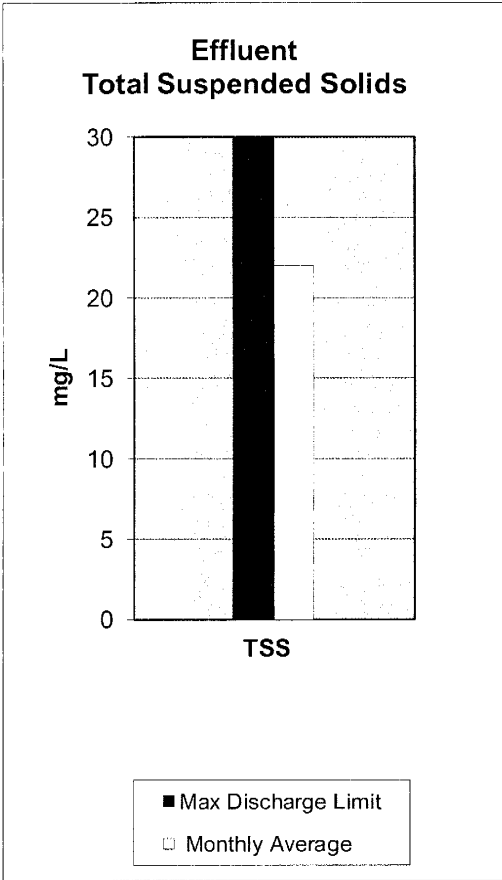
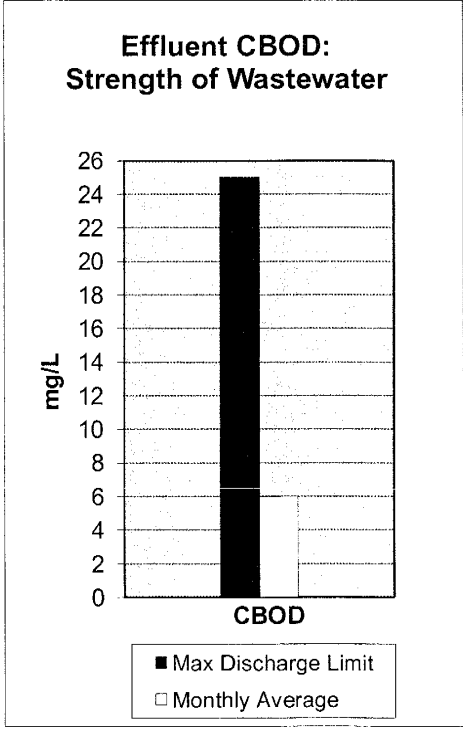
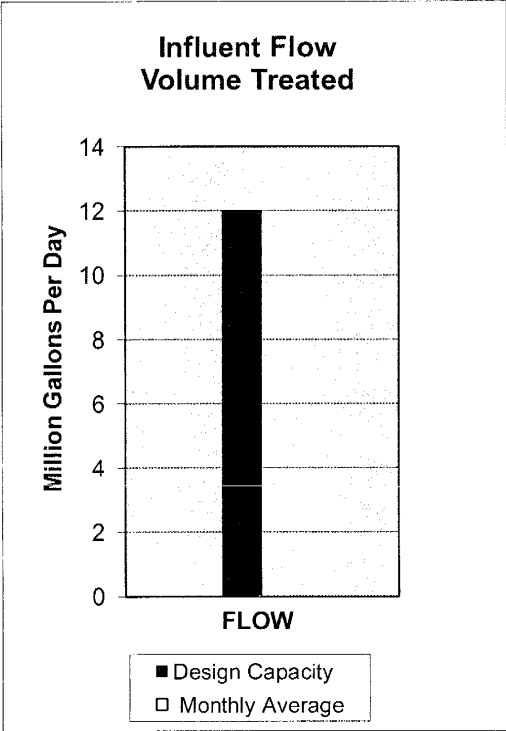
5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	247	245
Effluent Carbonaceous Total	6.2	4.5
Percent Removal	97.5	98.2
Total Suspended Solids:		
Influent (mg/L)	164	132
Effluent (mg/L)	27.1	36
Percent Removal	83.5	72.7
Dissolved Oxygen:		
Influent (min)	0.5	0.4
Effluent (min)	5.4	5.3
pH		
Influent (Low)	7.09	6.94
(High)	7.66	7.46
Effluent (Low)	6.80	6.66
(High)	7.23	7.12
Ammonia Nitrogen		
Influent (mg/L)	27.1	25.7
Effluent (mg/L)	3.83	1.63
Percent Removal	85.9	93.7

**Utilities**

Electrical				
Total kWh (Plant wide w/ UV)	520,520	2,468,209	489,300	2,404,420
Aeration Blowers	329,600	1,763,688	269,280	1,580,800
Natural Gas				
Total cubic feet/day (plant wide)	1,327,000	5,435,000	868,000	4,527,000
UV Facility/ OEC	32,000	72,600		
Public Education (Tours)	2	28	1	24
Total Attendees for FYE 16		79		42
Reclaimed Water System (MG)	0.0	0.0	12.4	76.8
OU Golf Course	1.0	33.6	0.4	37.3

UV Facility is off line until performance test is completed.

CITY OF NORMAN  
WATER RECLAMATION FACILITY  
NOVEMBER 2015



Comments here

**SANITATION DIVISION PROGRESS REPORT**  
NOVEMBER 2015

	FY 15		FY16	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	3	4	5
<u>On The Job Injuries</u>	0	1	0	1
<u>Bulk Pickups</u>	38	78	26	58
<u>Refuse Complaints</u>	55	129	69	189
<u>New Polycarts Requests</u>	76	132	64	144
<u>Polycarts Exchanges</u>	22	31	18	34
<u>Additional Polycart Requests</u>	60	128	48	97
<u>Replaced Stolen Polycarts</u>	32	68	24	55
<u>Replaced Damaged Polycarts</u>	202	478	170	352
<u>Polycarts Repaired</u>	25	67	31	56

**COMPOST MONTHLY REPORT**  
NOV 2015

	<u>MONTH</u>	<u>YR-TO-DATE</u>
TONS BROUGHT IN BY COMPOST CREWS:	330.39	2,034.83
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,217.94	\$ 38,295.50
TONS BROUGHT IN BY PUBLIC:	192.00	1,091.00
TONS BROUGHT IN BY CONTRACTORS :	359.00	1,868.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	88.00	336.00
LANDFILL TIPPING FEE'S	\$ 18.82	18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 2,207.16	21,346.66
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,425.10	48,541.17
REVENUE COLLECTED FROM COMPOST SALES:	\$ 2,350.00	6,410.00

	<u>MULCH CUBIC YDS</u>		<u>COMPOST CUBIC YDS</u>	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	15	56	0	0
DRYING BEDS	120	2,475	0	0
COMPOST SOLD BY CUBIC YARDS	0	165	705	1,825
TOTAL:	135	2,696	705	1,825

MONTHLY RECYCLING REPORT  
(CURBSIDE)  
Nov-15

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	90%	88%
AVERAGE TONS PER DAY :	22.79	17.92
POUNDS PER HOME:	31.72	31.04

COMMODITY BY TON

	MONTH	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.34	5.92	29.05
#1 PET	3.75	16.57	82.44
NEWS	0	0	354.69
GLASS CONTAINERS	14.88	35.77	336.52
MIX PAPER	38.85	171.71	667.63
#2 NATURAL	1.55	6.85	38.28
#2 COLOR	1.36	6.01	37.9
#3-#7	0	0	33.59
TIN-STEEL SCRAP	2.55	11.27	56.29
TRASH	17.03	75.27	335.88
OCC	16.13	71.29	312.55
PLASTIC FILM	1	4.42	9.11
METAL	0.78	3.45	7.11
RIGIDS	0.78	3.45	6.81
<b>TOTALS</b>	<b>100</b>	<b>411.98</b>	<b>2307.85</b>

	MONTH	YTD
SERVICE CALLS (MISSES)	34	211
REMINDER NOTICES	9	49
MISC. (throwing bins, left in driveway, blowing trash)	2	7
MISSING BINS	6	50
BROKEN GLASS	0	0
PICK UP CART	6	31
REPAIR	5	47
DELIVERY REQUEST	0	0
SCATTERED	0	2
NEW	35	208
EXCHANGE	1	4
ADD	9	42
HOUSESIDE	4	38
REPLACE	3	16
<b>TOTAL CALLS</b>	<b>114</b>	<b>705</b>

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$7,753.46	\$43,433.74

# MONTHLY TRANSFER STATION REPORT

NOV 2015

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	394.98	1,896.59	16,281.09	78,207.25
CONT. TONS:	70.30	576.01	\$ 3,522.50	28,999.50
CASH TONS:	938.84	5,853.45	\$ 45,518.24	283,863.02
BRUSH/YDS:	0	0.00	\$ -	0.00
PULL OFFS:	16	122.00	\$ 240.00	1,830.00
TOTALS:	1,404.12	8,326.05	\$ 65,561.83	\$ -

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	370	2,068
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7,284.28	39,432
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0	124
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00	1,063
GRAND TOTAL TONS TO LANDFILLS	7,284.28	40,495

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 137,090.15	\$ 762,117.97
GRAND TOTAL TIPPING FEE'S	\$ 137,090.15	\$ 762,117.97

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	571	2514
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,832.14	16,888.68
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	308	1695
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,194.34	11,721.31
TOTAL LOADS BROUGHT TO TRANSFER STATION:	879	4,209
TOTAL TONS BROUGHT TO TRANSFER STATION:	6,026.48	28609.99
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	1.29	29.72

# Drop Center Report

MONTHLY UNIT PRICES	Revenue per to Proc. Fee	LBs Rejected	Tons Rejected %	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$750.00	\$0.00	0	\$19.55	\$264.16	\$5,164.33
PLASTICS:	\$50.00	\$0.00				
STEEL CANS:	\$5.00	\$0.00				
CLEAR GLASS:	\$0.00	\$20.00				
GREEN GLASS:	\$0.00	\$20.00				
BROWN GLASS:	\$0.00	\$11.28				
MIXED OFFICE PAPER:	\$30.00	\$0.00				
CARDBOARD:	\$70.00	\$0.00				
NEWSPAPER:	\$40.00	\$0.00				

RECYCLING CENTER DATA:	#9	HollyWood	Fairgrounds	Hobby Lobby	Total Tons	PRO/FEE	REVENUES	Net
ALUMINUM:	TONS	TONS	TONS	Tons	0.29	0.88	\$0.00	\$660.00
PLASTICS:	0.03	0.26	0.3	0.3	2.19	8.33	\$0.00	\$416.50
STEEL CANS:	0.36	2.83	2.95	2.95	0.41	1.55	\$0.00	\$7.75
CLEAR GLASS:	0.07	0.45	0.62	0.62	4.14	12.61	\$252.20	\$0.00
GREEN GLASS:	0	4.35	4.12	4.12	0	0	\$0.00	\$0.00
BROWN GLASS:	0	0	0	0	0	0	\$0.00	\$0.00
MIXED OFFICE PAPER:	0	0	0	0	8.36	25.08	\$282.90	\$752.40
CARDBOARD:	0.82	7	8.9	8.9	19.26	59.51	\$0.00	\$4,165.70
NEWSPAPER:	6	16.05	18.2	18.2	2.89	8.66	\$0.00	\$346.40
RECYCLING CENTER TOTALS:	1.2	1.98	2.59	2.59	37.54	116.62	\$535.10	\$6,348.75
	8.48	32.92	37.68	37.68				\$5,813.65

Cardboard	Other Cardboard Containers	Compactors	Totals
TONS	\$	TONS	Tons
44.06	\$3,084.20	43.97	\$3,077.90
			\$6,162.10

Newspaper	Other News Containers	total cb	\$10,327.80
Tons	\$	total recy	\$264.16
0	\$0.00	0	\$12,258.65

Rental	\$10,347.61	Average hrly+ benefits	\$26.78
Expenses		Cage Rolloff	Glass
Hours	46	6	6
Labor \$	\$1,231.88	\$160.68	\$1,339.00
Vehicle cost	\$565.11	\$73.71	\$3,483.50
Revenue	\$	Expense	Net
\$22,858.46	\$7,974.39		\$14,884.07

