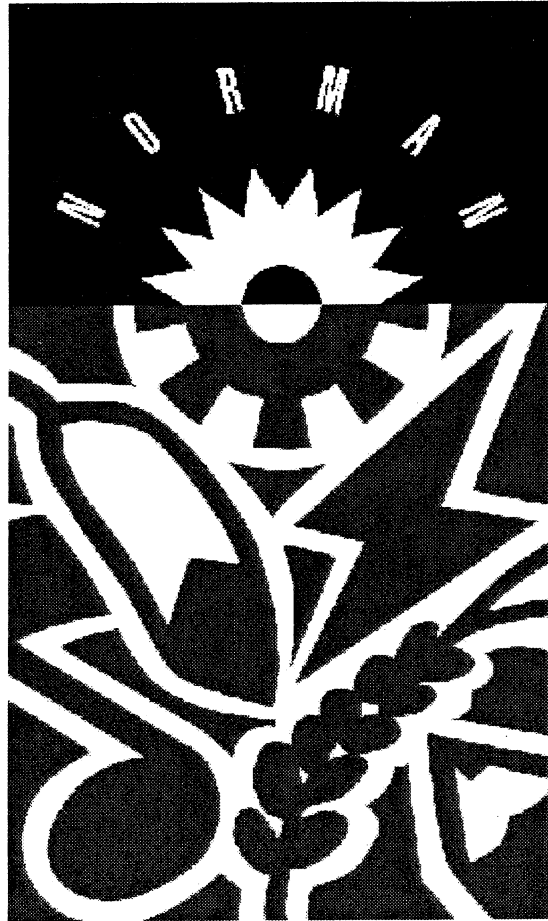


City of Norman



Monthly Departmental Report

November 2019

MONTHLY PROGRESS

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CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
November 2019**

CITY CLERK

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	6	51	1	24
Bus Service	9	33	0	17
CDBG	4	18	1	12
City Clerk	29	261	1	133
City Manager/Mayor	0	6	0	7
City Wide Garage Sale	0	4	0	6
Code Enforcement	22	285	2	137
Finance	0	14	0	9
Fire/Civil Defense	5	14	1	8
Human Resources	4	13	0	3
I.T.	3	14	0	10
Legal	3	17	0	15
Line Maintenance	11	94	0	50
Municipal Court	4	18	0	2
Noise Complaint	0	5	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	12	171	2	61
Permits/Inspections	15	80	1	42
Planning	3	26	0	21
Police/Parking	26	131	13	109
Public Works	7	68	0	53
Recycling	0	9	0	9
Sanitation	37	176	2	81
Sidewalks	3	10	1	6
Storm Debris	0	0	0	0
Storm Water	6	52	0	45
Streets	12	102	0	59
Street Lights	18	97	0	45
Traffic	5	55	1	34
Utilities	34	151	0	85
WC Questions	0	0	0	0
WC Violations	0	0	0	0
Total:	278	1892	26	1084

LICENSES

20 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	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	1	Retail Beer	0	3
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	0	1	Retail Wine	0	1
Distiller	0	0	Salvage Yard	0	0
Food	4	25	Sidewalk Dining	0	1
Game Machines	0	0	Solicitor/Peddler (30 day)	1	2
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	1	5
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	1	12	Special Event	1	14
Medical Marijuana Grower	2	15	Strong Beer & Wine/Winemaker	0	5
Medical Marijuana Processor	1	3	Taxi/Motorbus/Limousine	0	2
Mixed Beverage	1	5	Temp Food (one day)	3	13
Mixed Beverage/Caterer	0	4	Temp Food (30 day)	2	13
Pawnbroker	0	1	Temp Food (180 day)	3	12
Pedicab	0	22	Transient Amusement	0	0
YTD License Total: 160					

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Forward Foods	215 W. Main Street	Food Service
Okie Baking Co.	109 E. Tonhawa St. #100	Food Service
Snacks To Go	3325 W. Main Street	Food Service
Wendy's	3351 W. Tecumseh Road	Food Service
The Good Place	2326 Interstate Drive	Medical Marijuana Dispensary
Lazy Cats	7301 Moonlight Drive	Medical Marijuana Grower
Storm King Farms	10300 Storm King Road	Medical Marijuana Grower
TLB Gardens/Labs	4212 Classen Circle #100	Medical Marijuana Processor
Volcano's Mexican Food	2030 W. Lindsey Street	Mixed Beverage

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Schwan's	Riko's Tacos	Big Biang Theory
Schwan's	The Taco Plant	Rocking G BBQ
Schwan's		Squatchmoe's

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

SOLICITOR/PEDDLER PERMITS			
60 DAY	30 DAY	30 DAY/OUTDOOR FIXED LOCATION	1 DAY
PJ Contracting	Jon Wiggins		

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-04-19	Sherrick Carter	Claim for damages to her tire and rim allegedly caused by a pothole on Highway Nine (9) and Chautauqua on September 27, 2019.	\$380.00
11-22-19	Stephanie Gray	Claim for damages to her tire allegedly caused by two potholes, one on 36th Ave N.W. and one on Grand View and Rock Creek Road on November 21, 2019.	\$58.58

LAWSUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-25-19	Heather Strohmeier attorney for Josephine Ohlsen	Claim for injuries allegedly caused when she tripped and fell on a raised section of sidewalk near 2820 Cedar Crest Street on August 1, 2018.	Excess of \$10,000

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

A City Council Business and Community Affairs Committee meeting was held on November 7, 2019 to discuss Annual Percentage Rate caps on Payday loans, Ban the Box initiative, and a program for Ambulance insurance.

FINANCE COMMITTEE

A City Council Finance Committee meeting was held on November 21, 2019, to discuss the FYE 2019 City of Norman audit, potential budget reductions to the FYE 2020 City of Norman budget, revenue/expenditure reports, and report on Open Positions.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on November 14, 2019, to review Special Uses for Medical Marijuana Commercial Grower, Educational Facility, Processor, Storage Facility allowed in the Residential Estate Dwelling District, and A-2, Rural Agricultural District, from the M-1, Restricted Industrial District. Discussion regarding possible administrative approval of Medical Hardship Special Exception renewals, which are currently approved by the Board of Adjustment.

STUDY SESSION

A City Council Study Session was held on November 19, 2019, to discuss the FYE 2021 Capital Improvements Program Budget and the FYE 2022-2025 Capital Improvements Plan.

SPECIAL SESSION

A City Council Special Session was held on November 5, 2019, to discuss reapportionment of University North Park sales tax options, proposed amendments to the Norman University North Park Project Plan, Ordinance O-1920-24, Contract K-1920-82, Contract K-1314-106, and Resolution R-1920-63.

FACILITY MAINTENANCE

1A

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

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	81.00	\$1,016.33	\$0.00	\$1,016.33
	Building A	50.50	\$664.07	\$0.00	\$664.07
	Building B	111.00	\$1,484.03	\$0.00	\$1,484.03
	Building C	50.50	\$664.07	\$0.00	\$664.07
	Facility Maintenance Library	5.00	\$100.00	\$2,036.68	\$2,136.68
Custodial Total		470.00	\$6,117.05	\$2,036.68	\$8,153.73
Doors and Hardware	Administration Building-201	1.00	\$29.06	\$0.00	\$29.06
	Building B	1.00	\$29.06	\$0.00	\$29.06
	Fleet Maintenance	1.00	\$29.06	\$0.00	\$29.06
	Irving Rec Center	10.00	\$290.60	\$0.00	\$290.60
	Library	3.00	\$74.67	\$0.00	\$74.67
	Library East	1.00	\$29.06	\$0.00	\$29.06
	Norman Investigations Center Westwood Clubhouse	3.00	\$87.18	\$210.00	\$297.18
Doors and Hardware Total		22.00	\$646.78	\$320.00	\$966.78
Electrical	Administration Building-201	19.00	\$574.18	\$21.96	\$596.14
	Animal Welfare	2.00	\$49.78	\$20.78	\$70.56
	Building A	3.00	\$90.66	\$75.85	\$166.51
	Building C	11.00	\$332.42	\$108.19	\$440.61
	Compost Facility	4.00	\$120.88	\$32.18	\$153.06
	Facility Maintenance	5.00	\$135.11	\$0.00	\$135.11
	Fire Station 1	9.75	\$294.65	\$60.69	\$355.34
	Fire Station 2	3.00	\$90.66	\$75.42	\$166.08
	Fire Station 6	2.00	\$60.44	\$0.00	\$60.44
	Fire Station 7	4.00	\$99.56	\$13.97	\$113.53
	Fleet Maintenance	2.00	\$49.78	\$0.00	\$49.78
	Library	3.00	\$85.33	\$0.00	\$85.33
	Library East	13.00	\$323.58	\$0.00	\$323.58

City of Norman Facility Maintenance

November 2019 Monthly Hourly Materials Cost Report

Electrical	Norman Investigations Center	8.00	\$199.12	\$453.28	\$652.40
	Parks-Andrews	4.00	\$120.88	\$0.00	\$120.88
	Parks-Community	24.00	\$693.30	\$185.93	\$879.23
	Parks-Neighborhood	4.00	\$120.88	\$0.00	\$120.88
	Traffic Control	15.00	\$373.36	\$0.00	\$373.36
	Transfer Station	14.50	\$360.91	\$0.00	\$360.91
	Westwood Clubhouse	1.00	\$30.22	\$0.00	\$30.22
Electrical Total		151.25	\$4,205.70	\$1,048.25	\$5,253.95
General Maintenance	Building B	0.50	\$24.52	\$0.00	\$24.52
	Library	6.00	\$153.51	\$74.80	\$228.31
	Water Treatment Plant	0.50	\$24.52	\$0.00	\$24.52
General Maintenance Total		7.00	\$202.54	\$74.80	\$277.34
Heating/Ventilation	12th Avenue Rec Center	20.00	\$569.40	\$212.75	\$782.15
	Administration Building-201	27.00	\$844.37	\$1,140.28	\$1,984.65
	Animal Welfare	19.00	\$574.18	\$23.00	\$597.18
	Building A	5.00	\$245.15	\$1,489.91	\$1,735.06
	Building C	10.00	\$302.20	\$0.00	\$302.20
	Facility Maintenance	77.00	\$2,221.94	\$357.38	\$2,579.32
	Fire Administration	6.00	\$160.32	\$0.00	\$160.32
	Fire Station 6	16.00	\$464.88	\$0.00	\$464.88
	Fire Station 7	9.00	\$261.48	\$465.45	\$726.93
	Library	4.00	\$113.88	\$0.00	\$113.88
	Library East	10.00	\$267.20	\$37.51	\$304.71
	Norman Investigations Center	9.00	\$317.75	\$4,920.00	\$5,237.75
	Northeast Tower/Lakeview	8.00	\$241.76	\$77.59	\$319.35
	Sooner Theatre	4.00	\$106.88	\$0.00	\$106.88
	Water Treatment Plant	8.00	\$241.76	\$27.69	\$269.45
	Westwood Clubhouse	4.00	\$113.88	\$39.11	\$152.99
	Whittier Recreation Center	4.00	\$120.88	\$0.00	\$120.88
Heating/Ventilation /Air Conditioning Total		240.00	\$7,167.91	\$8,790.67	\$15,958.58
Lighting	12th Avenue Rec Center	8.00	\$241.76	\$80.73	\$322.49
	Administration Building-201	3.00	\$74.67	\$0.00	\$74.67
	Building C	1.00	\$24.89	\$0.00	\$24.89

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

Lighting	Fire Station 1	4.00	\$110.22	\$21.22	\$131.44
	Fire Station 8	2.00	\$49.78	\$0.00	\$49.78
	Firehouse Art Center	4.00	\$99.56	\$71.90	\$171.46
	Irving Rec Center	12.00	\$325.33	\$69.51	\$394.84
	Lindsey Yard-Administration	10.00	\$280.88	\$76.31	\$357.19
	Little Axe Rec Center	2.50	\$64.89	\$0.00	\$64.89
	Parks-Community	7.00	\$174.23	\$0.00	\$174.23
	Senior Citizens Center	6.00	\$165.33	\$55.48	\$220.81
	Water Treatment Plant	1.00	\$24.89	\$0.00	\$24.89
	Westwood Tennis Center	3.00	\$90.66	\$0.00	\$90.66
Lighting Total		63.50	\$1,727.10	\$375.15	\$2,102.25
Miscellaneous	Administration Building-201	4.00	\$112.07	\$9.80	\$121.87
	Animal Welfare	1.00	\$30.22	\$0.00	\$30.22
	Building A	4.00	\$158.50	\$0.00	\$158.50
	Building B	4.00	\$116.24	\$51.48	\$167.72
	Facility Maintenance	39.50	\$1,111.83	\$3,410.53	\$4,522.36
	Parks-Andrews	2.00	\$58.12	\$0.00	\$58.12
	Parks-Community	4.00	\$120.88	\$20.68	\$141.56
Miscellaneous Total		58.50	\$1,707.86	\$3,492.49	\$5,200.35
Pest Control	Library East	2.00	\$98.06	\$75.00	\$173.06
Pest Control Total		2.00	\$98.06	\$75.00	\$173.06
Plumbing	Animal Welfare	5.00	\$145.30	\$0.00	\$145.30
	Building C	4.00	\$116.24	\$0.00	\$116.24
	Facility Maintenance	2.00	\$58.12	\$69.25	\$127.37
	Fire Station 3	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 9	1.00	\$29.06	\$0.00	\$29.06
	Irving Rec Center	2.00	\$58.12	\$0.00	\$58.12
	Library	1.00	\$29.06	\$0.00	\$29.06
	Library East	3.00	\$78.84	\$23.54	\$102.38
	Little Axe Rec Center	4.00	\$116.24	\$0.00	\$116.24
	Parks-Andrews	2.00	\$58.12	\$0.00	\$58.12
	Parks-Community	40.00	\$1,162.40	\$310.15	\$1,472.55
	Parks-Griffin	4.00	\$116.24	\$0.00	\$116.24

City of Norman Facility Maintenance

November 2019 Monthly Hourly Materials Cost Report

Plumbing	Parks-Reaves	6.00	\$174.36	\$0.00	\$174.36
	Senior Citizens Center	5.00	\$145.30	\$0.00	\$145.30
	Sooner Theatre	1.00	\$29.06	\$0.93	\$29.99
	Transfer Station	2.00	\$58.12	\$16.70	\$74.82
	Westwood Clubhouse	2.00	\$58.12	\$16.20	\$74.32
	Westwood Golf Cart Storage Bldg.	2.00	\$58.12	\$33.42	\$91.54
	Whittier Recreation Center	2.00	\$58.12	\$5.85	\$63.97
Plumbing Total		89.00	\$2,578.00	\$476.04	\$3,054.04
Grand Total		1103.25	\$24,451.01	\$16,689.08	\$41,140.09

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

Principal Planner position is currently vacant.

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

1/11/2019

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
FIRE				
EF0180; BP0356	Fire Admin Remodel	\$0	\$20,000	Capital Fund 50
UTILITIES				
WW0065	WRF Phase 2 Improvements	\$0	\$300,000	Sewer Excise Tax 322
WW0065	WRF Phase 2 Improvements	\$0	\$570,000	Water Reclamation Fund 032
WW0169	WRF Digester Boiler	\$0	\$45,000	Water Reclamation Fund 032
WW0171	WRF Primary Sludge Thickener	\$0	\$30,000	Water Reclamation Fund 032
WW0309	WRF Replace Grit Classifier	\$0	\$15,000	Water Reclamation Fund 032
PARKS AND RECREATION				
NFB018	Westwood Family Aquatics Center	\$0	\$300,000	Norman Forward Fund 051
NFB001	Griffin Park Renovation Phase I Field Grading & Lighting	\$0	\$0	Norman Forward Fund 051
CITY MANAGER				
NFB017	Eastside Library	\$0	\$280,000	Norman Forward Fund 051
PUBLIC WORKS				
NFB008	James Garner and Acres Intersection	\$0	\$8,275.35	Norman Forward Fund 051
POLICE	none			
INFORMATION TECHNOLOGY				
BG0071	City Center Core Replacement	\$0	\$0	Capital Fund 50
PLANNING	none			
CITY CLERK	none			
Notes				
* Source of information Project Managers.				
** Project numbers correspond to the projects identified in the adopted Capital Improvements Budget.				

COMMUNITY RELATIONS

2B

DEVELOPMENT COORDINATOR 2C

Development Coordinator position is currently vacant.

NORMAN FORWARD 2D



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MONTHLY REPORT – NOVEMBER 2019

NORMAN FORWARD

DATE: December 1, 2019

PROJECT: NORMAN FORWARD
PROJECT NO: 16-003

REPORT PERIOD: November 1 through November 30, 2019

WORK THIS MONTH

1. Friday, November 1, 2019 | 8:00 a.m. | Central Library FF&E Coordination and Oversight
 - a. Delivery and installation of Tallgrass Carpentry Credenza
2. Friday, November 1, 2019 | 1:00 p.m. | Central Library Site Irrigation Owner Training
3. Sunday, November 3, 2019 | 1:00 p.m. | Central Library Ribbon Cutting
4. Monday, November 4, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
5. Monday, November 4, 2019 | 3:00 p.m. | Reaves Park Coordination Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
6. Monday, November 4, 2019 | 4:00 p.m. | Central Library ULI Tour
7. Tuesday, November 5, 2019 | 10:00 a.m. | Central Library Furnishings Update
 - a. Weekly discussion of FFE delivery and installation schedules, receiving strategies, and critical issues
8. Tuesday, November 5, 2019 | 11:00 a.m. | Central Library OAC
 - a. Weekly discussion of project schedules, budgets, and critical issues
9. Tuesday, November 5, 2019 | 2:00 p.m. | Ruby Grant Park Bid Opening
10. Wednesday, November 6, 2019 | 11:00 a.m. | Griffin Park OAC
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
11. Thursday, November 7, 2019 | 9:00 a.m. | NCL Grand Opening Planning
 - a. Meet at PLS Board Room to discuss Central Library Grand Opening
12. Tuesday, November 12, 2019 | 11:00 a.m. | Central Library OAC
 - a. Weekly discussion of project schedules, budgets, and critical issues
13. Tuesday, November 12, 2019 | 5:30 p.m. | City Council Conference
 - a. Joint City Council and Norman Forward Senior Wellness Center Ad Hoc Advisory Group Conference
14. Monday, November 18, 2019 | 10:30 a.m. | Weekly Program Manager Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
15. Monday, November 18, 2019 | 3:00 p.m. | Reaves Park Coordination Meeting



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- a. Discussion of project schedule, budget, and critical issues
16. Tuesday, November 19, 2019 | 11:00 a.m. | Central Library OAC
 - a. Weekly discussion of project schedules, budgets, and critical issues
17. Wednesday, November 20, 2019 | 11:00 a.m. | Griffin Park OAC
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
18. Wednesday, November 20, 2019 | 3:00 p.m. | Indoor Facilities Ad-Hoc Meeting
 - a. Presentation of Floor Plans and Cost Estimates by FSB
19. Wednesday, November 20, 2019 | 3:00 p.m. | Ruby Grant Park Art Selection
 - a. Selection Committee Meeting at Westside Public Library
20. Thursday, November 21, 2019 | 2:00 p.m. | Ruby VE Review
 - a. VE reconfiguration of GMP
21. Tuesday, November 26, 2019 | 9:30 a.m. | Westwood Tennis Center Meeting
 - a. Meeting to discuss cracks in concrete with Hellas and City of Norman
22. November 2019 Construction Observation Site Visits
 - a. Central Library: 8
 - b. Griffin Phase III-A: 8
 - c. Westwood Tennis: 1

WORK ANTICIPATED THE UPCOMING MONTH (DECEMBER 2019)

- Griffin Park Master Plan Phase III-A Construction Ongoing
- Griffin Park Master Plan Phase III-B- Bid Opening December 19, 2019
- Reaves Park Pricing on 90% CDs
- Parks & Recreation Maintenance Facility Programming and Cost Estimating
- Bus Facility Programming and Cost Estimating
- Ruby Grant Park Preliminary Platting filed November 4, 2019
- Ruby Grant OAC Meeting On-Site December 12, 2019 at 10:00 A.M.
- Indoor Aquatic Facility Discussion of Site Location by Council
- Indoor Aquatic Facility RFP for operator in progress
- Indoor Multi-Sport Facility Discussion of Site Location by Council
- Indoor Multi-Sport Facility RFP for operator in progress
- Senior Wellness Center Operator Proposals Due November 15, 2015-Interviews on hold till mid January
- Softball and Football Awaiting Ad-Hoc meetings scheduled
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants
- Continued Discussion of Project Budgets

PROJECT STATUS

- East Library
 - a. Schedule: Opening Celebration on July 20, 2018
 - b. Budget: Within budget
 - c. In operation



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- Central Library
 - a. Schedule: Construction contract awarded April 25, 2017
 - b. Budget: Within budget
 - c. In operation
- Westwood Family Aquatic Center
 - d. Schedule: Opening Celebration on May 26, 2018
 - e. Budget: Final Pay App approved on July 24, 2018
 - f. In operation
- Griffin Park Phase III-A
 - a. Schedule: Under construction
 - b. Budget: Within budget
 - c. Issues: No known issues
- Griffin Park Phase III-B
 - a. Schedule: Advertise November 22 & 29, 2019
 - b. Budget: Within budget
 - c. Issues: No known issues
- Reaves Park Phase I
 - a. Schedule: Design waiting Ad-Hoc approval
 - b. Budget: Budget alignment in progress
 - c. Issues: No known issues
- Westwood Indoor Tennis Facility
 - a. Schedule: Opening Celebration on May 24, 2019
 - b. Budget: Within budget
 - c. In operation
- Ruby Grant
 - a. Schedule: Notice to Proceed October 28, 2019
 - b. Budget: In budget
 - c. Issues: No known issues
- Indoor Multi-Sport Facility
 - a. Schedule: Programing started
 - b. Budget: pending project start
 - c. Issues: site/operator/MOU determination
- Indoor Aquatic Center
 - a. Schedule: Programing started
 - b. Budget: pending project start
 - c. Issues: site/operator/MOU determination
- Senior Wellness Center
 - a. Schedule: Programing started
 - b. Budget: pending project start
 - c. Issues: funding source determination, operator/MOU determination, Council site resolution approved on May 14, 2019
- Norman Forward Program Management



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- a. Schedule: Proceeding per Implementation Plan
- b. Budget: Proceeding per Implementation Plan
- c. Implementation Plan: Revised/Updated September 30, 2019
- d. Issues: No known issues
 - Continued discussion regarding operator for Indoor Multi-Sport Facility
 - Continued discussion regarding operator for Indoor Aquatic Center
 - Continued discussion regarding Indoor Aquatic Center operating budget
 - Continued discussion regarding Indoor Aquatic Center capital improvements responsibility
 - Continued discussion regarding Senior Wellness Center budget/funding source
 - Continued discussion regarding Senior Wellness Center operator/fees

SUBMITTED BY: ADG – Jason Cotton, Randy Hill, William Harrell, Sarah Margaret Hendrickson, Olivia Bell

FINANCE 3

CITY OF NORMAN

Department of Finance Monthly Report – November 2019

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

Treasury Division:

In the month of November, the Treasury division processed 23,744 total payments. The Treasury division processed 2,549 credit card utility payments, an increase of 60.6% from last month, and the Interactive Voice Response (payment by telephone) system processed 3,795 credit card utility payments, an increase of 121% from last month. Utility customers also have the option of paying on the City of Norman website. There were 1,533 credit card payments made on the internet in November, a decrease of 80% from last month. The Municipal Court processed 606 credit card payments for court fines, a decrease of 24% 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 \$16,122 in convenience fees in the month of November with a fiscal year-to-date total of \$119,464.

Utility Services Division:

The Meter Reading Division read 40,613 meters. Out of 77 meter reading routes, 39 (51%) were read within the targeted 30-day reading cycle. 57 routes (74%) were read by the 31st day and all routes were read by the 34th day. No routes were estimated in November.

On November 6, the City was notified of a possible data breach by our online utility payment system provider. This possible breach could affect customers that made online payments between August 26 and October 28, 2019. Upon this notification, the City immediately shut down the online payment system in an effort to protect our customers' information. The City is currently working with a new online payment platform and hopes to have this new system up and running soon so our customers can again enjoy the convenience of the online payment method.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of November by -7.5%. Revenues from the City's largest single source of revenue, sales tax, are below target by -8% for the year to date and 1.6% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 20 Budget To Date	FYE 20 Actual To Date	FYE 19 Actual To Date	FYE 18 Actual To Date
Sales Tax Revenue	\$18,677,021	\$17,175,836	\$16,904,261	\$16,225,792
General Fund Revenue	\$34,941,690	\$32,310,624	\$30,262,649	\$30,012,060
General Fund Expenses	\$37,998,296	\$39,110,290	\$31,414,786	\$30,446,794

Administration Division

	FYE 20		FYE 19	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,760.00	480.00	1,760.00
Total Comp Time Available	3.00	4.00	0.00	0.25
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	483.00	1,764.00	480.00	1,760.25
Benefit Hours Taken	42.00	248.00	80.00	212.00
TOTAL ACCOUNTABLE STAFF HOURS	441.00	1,516.00	400.00	1,548.25
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

ACCOUNTING 3A

Accounting Division

	FYE 20		FYE 19	
	November	YTD	November	YTD
Total Regular Hours Available	1,440.00	5,280.00	1,440.00	5,288.00
Total Comp Time Available	3.00	65.25	4.00	53.50
Total Overtime Hours	9.25	16.25	4.00	31.50
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	1,452.25	5,361.50	1,448.00	5,373.00
Benefit Hours Taken	126.50	495.00	197.25	766.25
TOTAL ACCOUNTABLE STAFF HOURS	1,325.75	4,866.50	1,250.75	4,606.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	5.00	25.00	5.00	15.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	5.00	25.00	5.00	15.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 20	FYE 20	
	November	October	
Total Revenue Received (\$)	\$3,947,736	\$6,018,541	(\$2,070,805)
Utility Payments - Office (#)	34,045	42,714	(8,669)
Utility Payments - Office (\$)	\$3,560,666	\$5,259,009	(\$1,698,343)
Lockbox (#)	15,010	18,059	(3,049)
Lockbox (\$)	\$1,499,435	\$2,216,302	(\$716,867)
IVR Credit Card (#)	3,795	1,717	2,078
IVR Credit Card (\$)	\$359,130	\$180,190	\$178,940
Click to Gov (#)	1,533	7,688	(6,155)
Click to Gov (\$)	\$97,374	\$722,605	(\$625,231)
UT Credit Card Payments (#)	2,549	1,587	962
UT Credit Card Payments (\$)	\$291,476	\$204,139	\$87,337
Art Donations (#)	0	79	(79)
Art Donations (\$)	\$0	\$171	(\$171)
Bank Draft Payments (#)	7,302	9,121	(1,819)
Bank Draft Payments (\$)	\$763,701	\$1,089,140	(325,439)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	15	42	(27)
Processed Return Checks (\$)	(\$2,414)	(\$7,154)	\$4,740
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$246,913	\$1,250,495	(\$1,003,582)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$227,013	\$278,324	(\$51,311)
Municipal Court - Credit Card (#)	606	801	(195)
Municipal Court - Credit Card (\$)	\$109,949	\$144,531	(\$34,582)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$154,592	\$291,967	(\$137,375)
Building Permits Credit Card (#)	192	266	(74)
Building Permits Credit Card (\$)	\$80,706	\$133,075	(\$52,369)
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$1,565	\$1,777	(\$212)
Occupational License - Bldg Insp. CC (#)	10	13	(3)
Occupational License - Bldg Insp. CC (\$)	\$1,215	\$1,277	(\$62)
Business License - City Clerk (\$)	\$3,900	\$7,360	(\$3,460)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	5,374	8,083	(2,709)
Convenience Fees - All Payments (\$)	\$16,122	\$24,249	(\$8,127)
Bank Drafts Billed (#)	8,511	8,467	44
Bank Drafts Billed (\$)	\$843,564	\$925,941	(\$82,377)
Interdepartmental Billing (#)	179	181	(2)
Interdepartmental Billing (\$)	\$48,963	\$39,893	\$9,070
Accounts Receivable Billed (\$)	\$147,605	\$357,228	(\$209,623)

Budget Services Division

	FYE 20		FYE 19	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	240.00	880.00	240.00	400.00
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	240.00	880.00	240.00	400.00
Benefit Hours Taken	24.00	56.00	24.00	360.00
TOTAL ACCOUNTABLE STAFF HOURS	216.00	824.00	216.00	40.00
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 20		FYE 19	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,200.00	4,400.00	1,200.00	3,952.00
Total Comp Time Available	27.50	110.00	26.50	63.75
Total Overtime Hours	33.25	96.75	18.75	235.00
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	1,260.75	4,606.75	1,245.25	4,250.75
Benefit Hours Taken	182.50	706.50	205.25	650.25
TOTAL ACCOUNTABLE STAFF HOURS	1,078.25	3,900.25	1,040.00	3,600.50
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 20		FYE 19	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	3,840.00	14,080.00	3,840.00	13,352.00
Total Comp Time Available	23.00	61.75	4.25	47.75
Total Overtime Hours	30.00	217.25	35.25	203.50
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	3,893.00	14,359.00	3,879.50	13,603.25
Benefit Hours Taken	497.50	1,898.75	801.25	2,232.00
TOTAL ACCOUNTABLE STAFF HOURS	3,395.50	12,460.25	3,078.25	11,371.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 20		FYE 19	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	240.00	878.00	240.00	880.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	46.75	107.50	7.50	29.75
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	286.75	985.50	247.50	909.75
Benefit Hours Taken	8.00	107.50	21.00	106.00
TOTAL ACCOUNTABLE STAFF HOURS	278.75	878.00	226.50	803.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	459.00	169.50	611.50
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	5.50	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	464.50	169.50	611.50
Benefit Hours Taken	0.00	71.00	15.00	79.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	393.50	154.50	690.50
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 20 November	FYE 20 October
Mail Payments - Lockbox	15,010	18,059
Mail Payments - Office	556	329
Mail Payments - Subtotal	15,566	18,388
Night Deposit	301	334
Click-to-Gov Payments	1,533	7,688
IVR Payments	3,795	1,717
Without assistance payments - Subtotal	5,629	9,739
Drive-up window & inside counter	0	958
Credit Card machine payments (swipe)	1,170	629
Credit Card machine payments (phone)	1,379	
With assistance payments - Subtotal	2,549	1,587
Total Payments Processed - Subtotal	23,744	29,714
Bank Draft (ACH) Payments	7,302	9,121
Total Payments (Utility)	31,046	38,835
Total Convenience Fees - all Payments	5,374	8,083
Grand Total Payments	36,420	46,918

Traffic Counter at Drive-up Facility

Night Drop *	0	0
8-5 Drive-up Window Customers *	0	0
Total Traffic Counter	0	0

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

Meter Reading Division

	FYE 20		FYE 19	
	November	YTD	November	YTD
Number of Meters Read	35,553	194,864	31,894	184,665
New Service	512	4,005	562	3,914
Request for Termination	497	3,860	518	3,783
Delinquent On(s)	273	1,411	294	1,122
Delinquent Offs	397	2,142	444	1,755
Collect Deposit Tags Hung	6	118	27	144
Collect Deposit Cut Offs	0	31	8	51
Blue Tags	16	103	11	60
Number of Meters Re-read	1,207	7,361	2,384	7,341
Meters Cleaned	79	489	115	495
Customer Assists	101	487	97	494
Meters Pulled	0	0	0	3
Meters Re-set	0	0	1	2
Meter Exchanges	108	441	70	200
TOTAL	38,749	215,312	36,425	204,029

Utility Division Activity Report

	FYE 20		FYE 19	
	November	YTD	November	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,962	213,587	42,409	209,751
New Ons	712	5,330	730	5,583
Final Accounts Billed	546	4,307	504	4,405
TOTAL ACCOUNTS BILLED	44,220	223,224	43,643	219,739

FIRE DEPARTMENT

4



NFD Monthly Progress Report November 2019

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	33	2.35%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	862	61.35%
4 - Hazardous Conditions (No Fire)	34	2.42%
5 - Service Call	128	9.11%
6 - Good Intent Call	238	16.94%
7 - False Alarm & False Call	61	4.34%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	49	3.49%
Total Incident Count (Unique Calls)	1405	100.00%
Number of Total Unit Responses	1885	

Total Fire Loss \$477,600.00

Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	280	296	0:04:56
Station #2	209	311	0:05:11
Station #3	202	368	0:06:08
Station #4	156	321	0:05:21
Station #5	63	517	0:08:37
Station #6	45	504	0:08:24
Station #7	125	336	0:05:36
Station #8	87	324	0:05:24
Station #9	232	320	0:05:20

Community Outreach

Tours	18	Station Tours, School/Daycare Visits (Approx 250 total kids)
Community/Special Events	5	Parades, Safety Events, Conferences, City Hazardous Waste Collection Event

Burn Permits

Burn Permits Issued	71	Total of 10 burn days
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Training

Total Personnel Training Hours	1680.42	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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NFD Monthly Progress Report

November 2019

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Chief 301	14	1	1		2	1	1	5	2	1
Chief 302	10	3	1		1		2	2	1	
Chief 303	38	6	6	1	2	3	1	7	11	1
Chief 304	28	2	3	4	1	3	1	8	3	3
Engine 1	307	278	5	5	1			12	2	4
Brush 1	5	2							1	2
Ladder 1	20	5	3	2	1			6	3	
Engine 2	225	5	206	4	5			2	3	
Brush 2	2		1		1					
Ladder 2	24	5	6	2	1			7	3	
Engine 3	220	5	3	201	1			6	1	3
Brush 3	2			2						
Engine 4	185	4	11	1	156			6	7	
Brush 4	6		1		1				4	
Engine 5	66			1		61	3			1
Brush 5	63			1		58	3			1
Tanker 5	4					3	1			
Engine 6	21					7	13			1
Brush 6	56			3		8	44			1
Rescue 7	1									1
Squad 7	175	13	10	5	5			122	17	3
Brush 7	4							2	2	
Engine 8	108	2	2		3			13	88	
Brush 8	4								4	
Tanker 8	4								3	1
Engine 9	250	11		2		1	2	4	1	229
Brush 9	11	2				3	2			4
Tanker 9	6					3	2			1
HAZMAT	2		1	1						
Fire Marshal 2	7	1	3					2	1	
Fire Marshal 3	6		2	1		1	1		1	
Fire Marshal 4	4		1					2	1	
Fire Marshal 5	7	1	2	1		1	1		1	
	1885	346	268	237	181	153	77	206	162	257

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		159	137
Re-Inspections		37	20.5
Residential Inspections			
Plan/Platt Review		54	50
Company Inspections			
Re-Inspections			
Total Inspections		196	157.5

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries		40	23.5
Smoke Detectors Installed			

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		4	2
Fire Education Classes		2	1

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		52	56.5
Investigations		16	28.5
Investigative Activities		12	51
Miscellaneous/Special			

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: November 2019
Mitigation:	
Mitigation Plan in Review at FEMA	On Going
Working on project to replace the Fire Prevention Community Education and Awareness trailer	Expected to be funded with PSST monies and approvals for funding in July 2020
Preparedness:	
Central EM Conference in Mustang	Workshop discussing issues applicable to the metro area EM's. The State Director addressed the formation of Computer Assistance Teams to help combat ransom ware.
Unmanned Aerial Conference in Tulsa	Outstanding venue to learn about what is current in the world of UAS
Planning is underway to host the second Youth Preparedness Camp in July 2020	Different locations are being looked at to host the camp, a goal is to have 50 attendees
Amateur Radio Testing	Held each Thursday evening at the Fire Training Center
Amateur Monthly Meeting	Meeting held each second Saturday to discuss the hobby and to interface with City officials in support of severe weather and emergency operations
Emergency Response Volunteer Meeting	Held each second Thursday of the month at the Fire Training Center, provides for time for training and discussions regarding volunteer emergency response
Public Works updated the DAM plans for the City control earth dams	Review was completed and appropriate signatures were obtained
WEB EOC Drill performed	WEB EOC is a virtual EOC that allows for interaction of key personnel internal to the City and to the State EOC
Response:	
N/A	
Recovery:	
N/A	

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
November, 2019

ADMINISTRATION/LABOR RELATIONS

A. Collective Bargaining

- Provided the updated FYE20 collective bargaining agreement to the City Manager and the AFSCME President for signatures

B. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed November 2019 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Attended Munis Training
- Coordinated Breakfast by the Boss United Way fundraiser
- Created City Manager letter, certificates, department lists and invitations for Employee Recognition Ceremony (January 23, 2020)
- Compiled FYE20 AFSCME contract for execution

BENEFITS

- Conducted five (5) new hire orientations
- Administered Open Enrollment for Health and Dental
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Fielded over 227 phone calls to discuss benefits, claims, FSA
- Wellness Program
 - Began process for Wellness Flyers
- Conference calls with Gallagher and Envision RX representatives to discuss upcoming changes
- Assisted employees with Billing/EOB concerns

PERSONNEL ACTIONS

New Hires – 7

Dept./Div.	Position	Number of Employees
IT/Admin	Systems Administrator	1
Parks/Park Maint.	Maintenance Worker I	2
City Clerk/Facility Maint.	Tradesworker	1
Utilities/Water Reclamation	Laborer (PT)	1
Parks/Westwood Golf	Golf Course Attendant (PT)	1
Parks/Recreation	Sports Supervisor (PT)	1

Separations – 11

Dept./Div.	Position	Number of Employees
Public Works/Engineering	Engineering Assistant	1

IT/Admin	Systems Administrator	1
Public Works/Engineering	Construction Manager	1
Police/Investigations	Victim Advocate	1
Fire/Suppression	Firefighter	1
City Clerk/Custodial Svs.	Custodian (PPT)	1
Parks/Westwood Golf	Food and Beverage Tech II (PT)	1
Parks/Westwood Golf	Laborer (PT)	2
Parks/Westwood Golf	Golf Shop Attendant (PT)	1
Police/Animal Welfare	Animal Welfare Tech (PT)	1

Promotions – 6

Dept./Div.	Position	Number of Employees
Public Works/Stormwater	Maintenance Worker II	1
Police/Admin	Police Chief	1
Parks/Park Maint.	Maintenance Worker I	1
Human Resources	Benefits Specialist	1
Public Works/Streets	Heavy Equipment Operator	1
Utilities/Sanitation	Sanitation Worker II	1

SURVEYS

- No surveys conducted this month.

RECRUITMENT

Accepted applications for the following positions:

- Communications Officer I, Police/Emergency Comm. Bureau
- Budget Technician, Finance Department
- Utility Distribution Worker I, Utilities/Water Line Maintenance
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Sanitation Worker II, Utilities/Sanitation
- Permit Manager, Planning & Community Development
- Heavy Equipment Operator, Public Works/Streets
- Sustainability Coordinator, City Manager
- Animal Welfare Technician, Police/Animal Welfare
- Maintenance Worker II, Public Works/Stormwater
- Parking Service Officer, Police Department
- Printing Services Operator I, Finance/Printing Services
- Administrative Technician II (PPT), Utilities/Environmental Services
- Recreation Leader I (PPT), Parks & Recreation/Recreation
- Transit Support Technician (PT), Public Works/Fleet
- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Food & Beverage Tech I (PT), Parks & Recreation/Recreation
- Food & Beverage Tech II (PT), Parks & Recreation/Recreation
- Recreation Center Specialist (PT), Parks & Recreation/Recreation
- Golf Course Attendant (PT), Parks & Recreation/Westwood Golf Course
- Sports Supervisor (PT), Parks & Recreation/Parks & Recreation

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	380	Written Exams	2
Phone	465	Practical Testing/Assessment Center	2
Mail	245	Panel Board Interviews	9
Email	175	Promotions	5
Total Subscribers on E-mail Vacancy List	2166	Oral Interviews	4
Total Visits to City of Norman HR website	321	Hiring/Promotion Board	1

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	14	Advertisements Placed	0
Pre-Employment Drug Screens	4	Applications Received	64
Pre-Employment Physicals	2	Job Announcements Emailed	0
Pre-Employment OSBI	7	Job Announcements to CON Depts.	0

TRAINING AND DEVELOPMENT

Conducted training for five (5) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social Media policies.

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

SAFETY

- Safety material documents were sent to divisions each week
- Safety meetings were held for all departments covering Fire Extinguisher Safety
- Conducted five (5) new employee orientations
- Conducted one (1) Return to Work Meeting (Line Maintenance)

Recordable Injuries – 4 Total

Dept./Division	Nature of the injury	Activity	Prognosis
Public Works/ Storm Water	Strained right shoulder	Fell climbing up a hill	Work restrictions
Police/ Patrol	Injured neck, head, shoulders & back	Police unit was involved in vehicle accident	Work restrictions
Utilities/ Sanitation	Strained left foot	Stepped off back of truck straining left foot	Work restrictions
Utilities/ Sanitation	Contusion to right hand	Cut hand on metal edge of box	Work restrictions

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

2019	2018	2017
60	71	59

Vehicle Collisions - 1

Division	Description of Collision	Status
Police/Patrol	Unit 1111 was hit in the driver side by other vehicle	“No Fault”

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

2020	2019	2018	2017	2016	2013
0	8	5	17	13	10

CITY OF NORMAN

Information Technology Department
Monthly Report – November 2019.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, and is currently in the implementation phase for Advanced Utilities for utility billing, and EAM for Work Orders. Munis for HR Module will begin Jan 2020.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalizing purchases and began implementation and testing in March FYE19.
Website Rebuild/Redesign	Our current design is 9 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Implementation: The City has selected Interpersonal Frequency to lead the redesign https://ifsight.com/ . The new site is set to launch in April 2020.
Fiber Optic Installation for redundant loop	Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.	In Construction: Phase I complete. Phase II completed in March 2019. Configuration and redirection of the data loop(s) are in progress.

<p>Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure</p>	<p>Complete.</p>
<p>Wireless phone bills audit for cost savings.</p>	<p>Cost savings for telecommunications, waste elimination.</p>	<p>Ongoing</p>
<p>Water tower and mono-pole contract negotiations.</p>	<p>Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.</p>	<p>Ongoing</p>
<p>IT main computer room return air system improvements.</p>	<p>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.</p>	<p>Complete.</p>
<p>Video Detection Upgrade (Phase 2)</p>	<p>Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centrac</p>	<p>In Progress</p>
<p>Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac</p>	<p>In Progress</p>

<p>Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centracs</p>	<p>Complete</p>
<p>Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	<p>In Progress</p>
<p>Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	<p>Expected completion in Q1 or Q2 2019</p>
<p>Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	<p>In Progress</p>
<p>Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	
<p>Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.</p>	<p>Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses</p>	

Support Tickets:

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

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 26 emails from the groups shown were sent from city servers using city resources – of those 8,734 were delivered to outside mailboxes for the month of November 2019. The city servers generated mass communications to Norman citizens of 8,734 messages from only 26 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 1,043,060 attempted incoming and 79,432 outgoing messages for the month of November 2019. Incoming messages totaling 887,192 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 85% of our inbound mail, which continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor the situation on a monthly basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the email filter appliance kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of November 2019, the City of Norman's web site had 80,506 individual web sessions access the web site for 190,339 total page views. Of those sessions, 39,403 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. When complete (set for April 2020), the site will have reduced and more relevant information as well as the ability to function from mobile devices and tablets.

Table 1

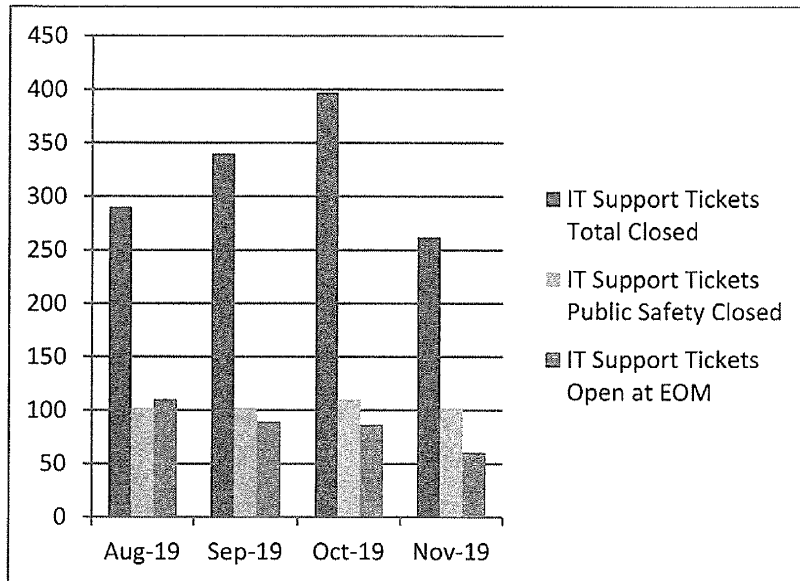


Table 2

Nov 2019 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	24	0	0
Job Posting	2145	0	0
Norman News	513	14	7182
Westwood Golf	617	2	1234
Westwood Golf Members	36	2	72
Westwood Men's Clinic	15	2	30
Westwood Men's Golf Assoc.	71	2	142
Westwood Women's Clinic	34	2	68
Westwood Women's Golf Assoc.	4	2	8
Totals	3459	26	8734



Executive Summary

mail.ci.norman.ok.us

01 Nov 2019 00:00 to 30 Nov 2019 23:59 (GMT -06:00) Data in time range: 100.0 % complete

Incoming Mail Graph

Incoming Mail Summary

Message Category	%	Messages
Stopped by Reputation Filtering	83.9%	875,254
Stopped as Invalid Recipients	0.1%	1,393
Spam Detected	1.0%	10,008
Virus Detected	0.0%	82
Detected by Advanced Malware Protection	0.0%	7
Messages with Malicious URLs	0.0%	221
Stopped by Content Filter	0.0%	448
Stopped by DMARC	0.0%	0
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	85.1%	887,192
Marketing Messages	6.3%	65,425
Social Networking Messages	0.4%	4,413
Bulk Messages	3.0%	30,869
Total Graymails:	9.7%	100,707
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	5.3%	55,161
Total Attempted Messages:		1,043,060

Outgoing Mail Graph

Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.1%	94
Stopped by DLP	0.0%	0
Clean Messages	99.9%	79,450
Total Messages Processed:		79,544

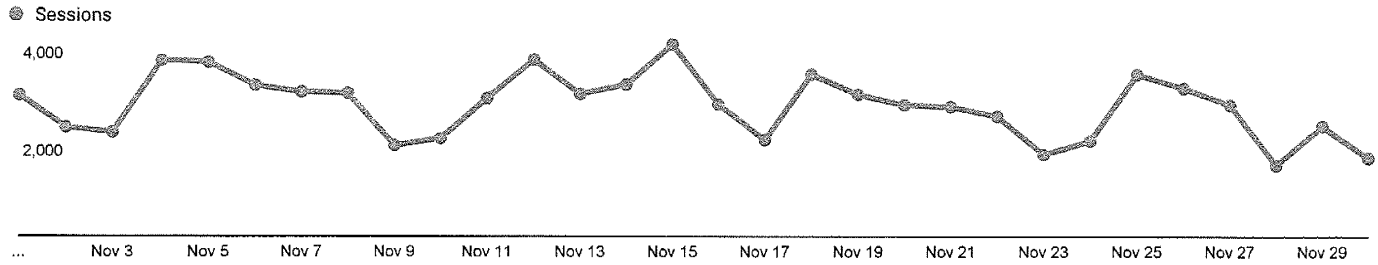
Message Delivery	%	Messages
Hard Bounces	4.2%	3,318
Delivered	95.8%	76,114
Total Messages Delivered:		79,432

Site Traffic

○ All Users
100.00% Sessions

Nov 1, 2019 - Nov 30, 2019

Report Tab



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	80,506 % of Total: 100.00% (80,506)	2.36 Avg for View: 2.36 (0.00%)	190,339 % of Total: 100.00% (190,339)	48,307 % of Total: 100.00% (48,307)	39,403 % of Total: 100.04% (39,387)	44.17% Avg for View: 44.17% (0.00%)	00:01:23 Avg for View: 00:01:23 (0.00%)
1. 15	3,933 (4.89%)	2.15	8,458 (4.44%)	3,360 (4.91%)	2,170 (5.51%)	35.85%	00:01:26
2. 12	3,624 (4.50%)	2.36	8,541 (4.49%)	2,999 (4.38%)	1,667 (4.23%)	42.00%	00:01:32
3. 04	3,612 (4.49%)	2.44	8,827 (4.64%)	2,989 (4.37%)	1,682 (4.27%)	41.78%	00:01:34
4. 05	3,571 (4.44%)	2.36	8,432 (4.43%)	3,005 (4.39%)	1,694 (4.30%)	42.15%	00:01:34
5. 18	3,321 (4.13%)	2.67	8,877 (4.66%)	2,721 (3.98%)	1,496 (3.80%)	43.15%	00:01:20
6. 25	3,315 (4.12%)	2.28	7,564 (3.97%)	2,801 (4.09%)	1,597 (4.05%)	44.25%	00:01:26
7. 14	3,120 (3.88%)	2.75	8,595 (4.52%)	2,630 (3.84%)	1,500 (3.81%)	41.09%	00:01:10
8. 06	3,103 (3.85%)	2.41	7,466 (3.92%)	2,639 (3.86%)	1,471 (3.73%)	45.38%	00:01:19
9. 26	3,033 (3.77%)	2.55	7,742 (4.07%)	2,532 (3.70%)	1,399 (3.55%)	41.84%	00:01:25
10. 07	2,963 (3.68%)	2.59	7,662 (4.03%)	2,510 (3.67%)	1,352 (3.43%)	41.48%	00:01:14

Rows 1 - 10 of 30

MONTHLY REPORT - LEGAL DEPARTMENT
November 2019 Report
(Submitted December 13, 2019)

MONTHLY HIGHLIGHTS:

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

On October 30, 2019, the court awarded attorney fees to the plaintiffs against Carrington Place Property Owners' Association, Inc. only. Carrington Place has paid the award. This indicates that Carrington Place does not intend to appeal the award. This case will no longer appear on the Monthly Report.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

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

Vargas v. City of Norman, et al., CJ-2019-1090 (K); CIV-2019-805

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

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

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

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

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

Rodgers v. City of Norman, Case No. DF-118,420

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

227 McCullough L.L.C. v. BNS Railway Co., et al., CV-2019-2036 (K/M)

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

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

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

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

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

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

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

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

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

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

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

Henderson, Randolph, Wilk, Green v. City of Norman, IAFF, Travis King., CJ-2016-610 LW

Hinckley v. City of Norman, CM-2016-1048 SS (K)

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

Matthew Casey Holcomb v. William Hickman, CV-2019-276 (K)

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

Ohlsen v. City of Norman, CJ-2019-1506 (K)

This case was filed on November 18, 2019. It arises out of a fall that occurred on a sidewalk near the plaintiff's residence.

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

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

Webb, et al. v. City of Norman, et al., CJ-2018-4756 (K)

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

B. *Condemnation Proceedings*

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

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

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

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

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

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

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

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

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

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

Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M): This matter was stayed effective August 2, 2017 and has not proceeded since.

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

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

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

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

IAFF Grievance FYE 18 – (Baldwin Training)

IAFF Grievance FYE 18 – (Wilk Training)

IAFF Grievance FYE 19 – (Palmer – Light Duty)

IAFF Grievance FYE 19 – (Assistant Fire Chief-Administration)

IAFF Grievance FYE 19 – (Books – Condition of Employment)

FOP Grievance FYE 18 – (Burris and Hackbarth – Discipline)

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

FOP Grievance FYE 19 – (Barrett - Termination)

FOP Grievance FYE 19 – (Deese – Discipline)

B. *Equal Employment Opportunity Commission (EEOC)*

None

C. *Contested Unemployment Claims (OESC)*

None

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through November 2019. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 18	FYE 19	FYE 20	FYE 18	FYE 19	FYE 20	FYE 18	FYE 19	FYE 20
JULY	543	421	640	50	21	35	13	12	15
AUG	629	1,130	683	48	24	10	17	15	15
SEPT	552	412	497	49	28	17	12	13	14
OCT	436	445	581	26	45	23	10	14	18
NOV	439	300	390	26	14	9	12	5	11
DEC	428	279		250	2		9	3	
JAN	1,371	561		31	43		14	15	
FEB	421	540		24	16		14	14	
MAR	508	1139		30	13		9	10	
APR	521	491		38	23		16	12	
MAY	503	626		20	34		16	14	
JUNE	544	542		46	31		15	14	
TOTALS / YTD	6,893	6,886	2,791	638	294	94	157	141	73

WORKERS' COMPENSATION COURT

The total number cases pending as of November 2019 are 18. One new workers compensation case was filed during the month. One settlement was approved by the City Council on November 26, 2019. The remaining cases are proceeding in active litigation in the Oklahoma Workers’ Compensation Court of Existing Claims & Oklahoma Workers’ Compensation Commission. The current breakdown of pending Workers’ Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE20 CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES
Fire	Suppression	4	1	4	3	4
Parks/Rec.	Park Maintenance	2		1	1	3
Planning	Development Services					
Police	Animal Welfare	1			1	
Police	Patrol	3	1	1	1	3
Police	Administration					
Public Works	Street Maintenance	5	1	3	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	4	1		2	
Utilities	Sanitation					1
TOTALS		19	4	9	9	12

List of Pending Cases

Adams, Travis S. v. City of Norman, CM-2018-06545 A
(Parks & Rec, Park Maintenance, Irrigation Tech, L. Shoulder, Back, Neck)

Albertson II, Kenneth Wayne, CM-2018-07857 J
(PW/Street Maintenance/MWI, R. Knee, Consequential Blood Clot)

Amason, Amber v. City of Norman, WCC 2012-12306 K
(Police, Patrol, MPO, Intestinal/Parasite/Infection)

Bozeman, Christopher E. v. City of Norman, CM-2018-02917 J
(Utilities, Sewer Line Maintenance, MWII, R. Arm/R. Shoulder)

Bozeman, Chris v. City of Norman, CM 2015-08111 R
(Utilities, Sewer Line Maintenance, MWII, Back)

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

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

A settlement in the above case was approved by Council on 11/26/19 and will no longer appear on the monthly report.

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

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

Landrum, Sean v. City of Norman, CM-2019-05618 L
(Utilities, Water Maintenance, Utility Distribution Worker II, Head, Headaches, Face, Jaw, Teeth, Tongue, Neck, and R. Shoulder)

McGrane, Edward v. City of Norman, CM-2018-03311 J
(Fire, Suppression, Firefighter, L. Shoulder/Arm+Cervical, Neck)

Morgan, James Darin v. City of Norman, CM-2019-07496 L
(Police, Narcotics, MPO, Bilateral Ears)

Pack, Robert v. City of Norman, CM 2017-06285 K
(PW/Street Maintenance/HEO; Low Back/Reopen Request)

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

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

Searcy, Terry v. City of Norman, CM 2019-00448 Y
(Public Works, Street Maintenance, HEO, L. Shoulder, L. Elbow, Head, Ribs+Back)

Searcy, Terry v. City of Norman, WCC-2019-04001 A
(Public Works, Street Maintenance, HEO, Hearing Loss, Tinnitus)

Terhune, Dylan v. City of Norman, CM-2019-03394 Q
(Fire, Suppression, Firefighter, Pubic/Genital Area)

Wilkins, Levi v. City of Norman, CM-2019-05323 X
(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through November, 2019.

DEPARTMENT	FYE 20 Month	FYE 20 YTD	FYE 19	FYE 18	FYE 17
Animal Control				1	1
Finance - IT					1
Fire				3	1
Fleet					1
Other		7	9	11	8
Parks		3	6	5	4
Planning				1	1
Police		1	10	6	12
Public Works – Stormwater		1		6	2
Public Works – Engineering		2		2	
Public Works – Streets	2	7	6	11	11
Utilities – Water	1	7	12	12	9
Utilities – Sanitation		4	10	11	13
Utilities – Sewer		4	3	5	4
TOTAL CLAIMS	3	36	56	74	68

CURRENT CLAIM STATUS	FYE 20 TO DATE	FYE 19	FYE 18	FYE 17
Claims Filed	36	56	74	68
Claims Open and Under Consideration	15	2	0	0
Claims Not Accepted Under Statute/Other	7	8	11	5
Claims Paid Administratively	1	10	18	17
Claims Paid Through Council Approval	3	11	15	12
Claims Resulting in a Lawsuit for FY	0	3	3	4
Claims Barred by Statute (No Further Action Allowed)	0	14	27	30
Claims in Denied Status (Still Subject to Lawsuit)	10	8	0	0

EXPUNGEMENTS

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

MONTH	REQUESTS			COMPLETED		
	FYE20	FYE19	FYE18	FYE20	FYE19	FYE18
JULY	11	18	26	6	20	14
AUG	15	27	20	32	6	10
SEPT	8	21	15	17	11	5
OCT	14	15	24	22	22	11
NOV	12	24	13	15	23	26
DEC		11	12		13	14
JAN		15	21		28	10
FEB		31	19		7	10
MAR		25	20		13	31
APR		8	14		15	15
MAY		17	27		14	19
JUNE		16	16		8	11
TOTALS/YTD	60	228	227	92	180	176

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
NOVEMBER - FY '20**

CASES FILED

	<u>NOVEMBER</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	1,168		6,727	1,018		5,628
Non-Traffic	268		1,101	228		1,509
SUB TOTAL	1,436		7,828	1,246		7,137
Parking	570		4,191	916		5,497
GRAND TOTAL	2,006		12,019	2,162		12,634

CASES DISPOSED

	<u>NOVEMBER</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	981		6,474	696		4,608
Non-Traffic	276		1,261	206		1,314
SUB TOTAL	1,257		7,735	902		5,922
Parking	483		3,460	649		3,813
GRAND TOTAL	1,740		11,195	1,551		9,735

REVENUE

	<u>NOVEMBER</u>	<u>FY20</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>
Traffic	\$ 103,267.10		\$645,632.47	\$ 73,122.50		\$ 519,243.50
Non-Traffic	\$ 33,240.41		\$157,517.79	\$ 32,880.00		\$ 195,606.82
SUB TOTAL	\$ 136,507.51		\$803,150.26	\$ 106,002.50		\$ 714,850.32
Parking	\$ 14,970.00		\$ 84,997.75	\$ 18,225.00		\$ 92,435.00
GRAND TOTAL	\$ 151,477.51		\$888,148.01	\$ 124,227.50		\$ 807,285.32

MUNICIPAL COURT - MONTHLY REPORT
November 2019

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

For the month of November, 2019, the Early Settlement - Norman Mediation Program accepted 37 new cases and closed 36 cases. There were five mediations conducted in November.

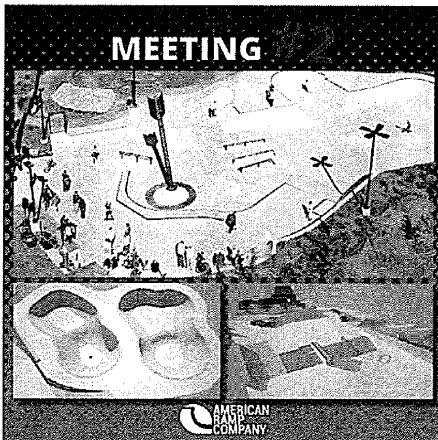
PARKS AND RECREATION 9

Park Planning Activities November 2019

Park Planning:

We had City Council appropriate funds from the Room Tax Fund balance for a project at the 12th Ave. Recreation Center. The project would convert two of the outdoor tennis courts into six permanent pickleball courts and renovate the other two tennis courts to include blended line work to provide six additional temporary pickleball courts, as needed. The project will also include improvements to the fencing around the sports court area and repairs to the sidewalk leading to the courts from the parking lot at the center. Pickleball is a form of modified tennis played on a smaller court with a type of whiffle ball and solid paddles. It is growing nationally in popularity; and there has been an indoor league at 12th Avenue Recreation Center for several years. Local players have requested additional courts be added wherever possible; and also reserve time at Westwood Tennis Center to play tournaments and league events on blended lines with temporary nets whenever that facility is not reserved for tennis.

Park Planning:



We worked with American Ramp Company (ARC) along with Cabbiness Engineering to prepare information for and conduct a second design meeting for the new Blake Baldwin Skatepark in Andrews Park on Monday, November 25. The team from ARC presented different concepts for the park based on the input they gathered at the first design meeting back in September. Once a final design is chosen, we will work to complete the engineering documents to coordinate the project construction this winter and spring-with a Grand Opening planned for next summer. We will also be working in the park this winter to add shade structures in the amphitheater seating area, replace damaged sidewalk sections, making improvements to the area around the

splash pad and working with the Forestry Division to plant additional trees in the park that will showcase "Oklahoma Proven" species that will be recommended for citizens to plant and help grow our urban forest.

Legacy Park:



Contractors completed laying the asphalt surfacing at the new parking lot at Legacy Park in November. The lot was striped at the end of the month; and will be open for regular use after it is used to stage the fireworks display at the annual Winterfest at the park on December 7th. The area around the new lot will be fine-graded and sod will be placed once the irrigation system in that area is repaired and inspected. Also, we will work with our new forester to select trees suited for the site to help enhance the area and provide shade for park users. Final clean-up should be completed in December.

NOVEMBER 2019
RECREATION DIVISION
MONTHLY REPORT

Senior Center: November 14th was our annual trip to Pauls Valley to get pies from Mrs. Fields Pie Factory. The seniors place their orders and Staff picked up the pies before Thanksgiving. This year we delivered 75 pies along with pecans and pie crusts to the seniors.

Little Axe Community Center: The outreach food distribution for the month of November was 167 adults and 51 children for a total of 218. There were five rentals at the Center in November. The Head Start program is full with 17 children and has a waiting list. Attendance for November was 79%. The Pioneer Library Service Statistical Report indicated 394 units of service for October. This report is always a month behind.

12th Avenue Recreation Center: The 12th Avenue After School program currently has an average of 29 children participating in the program and there were two rentals this month - both for children's birthday parties. Open gym to the public continued this month; the open gym hours are 12:00-2:30pm Monday thru Friday afternoons and Mondays from 6:00-8:00pm. Pickle Ball continued their games on Wednesday and Friday evenings from 6:30-8:30pm and Tuesday and Thursday from 10am-12pm. The American Karate program finished their fall session and had belt tests for those students wanting to move up into a higher belt classification. The fall season of the Adult Basketball League continued league play this month with 8 teams participating consisting of 62 participants. The 12th Avenue Recreation Center was closed November 11th for Veterans Day, as well as November 28th and 29th for the Thanksgiving Holiday.

Irving Recreation Center: Irving had five facility rentals this month. These were reoccurring rentals from the Silver Spurs Square Dance group and a new ongoing rental from the Share & Grow Association, which is a non-profit group that is teaching young children the game of Badminton. This month the Junior Jammer Basketball fall season ended. Irving hosted playoff and championship games. Irving hosted another Teens' Night Out this month for tweens/teens in grades 6-8. This month participants enjoyed a social outing to Get Air Trampoline Park and also Braum's. During the entire month of November, Irving Recreation Center hosted our annual Fall Food Drive to benefit those in need.

Whittier Recreation Center: The Okie Stompers clogging class continued to meet twice a week, on Tuesday and Thursday evenings from 6:00-8:00 p.m. and every Tuesday evening from 6:00-7:00 and 7:00-8:00 p.m. The fall 2019 Junior Jammer basketball program continued this month. 32 games were scheduled at the Center in November. Each team played a minimum of 6 regular season games and participate in a single-elimination tournament. Games are played weekly at both the Whittier and Irving Recreation Centers. The post-season tournament began on November 15th and ended with championship games held on November 25th and 26th. The 2020 Winter Junior Jammer basketball season opened for registration on November 1st. People may enroll in person at the Whittier Rec Center during regular office hours or they may enroll online at www.juniorjammer.com. This co-ed league is for players ages 5-13, the deadline to enroll in person is December 13th and online enrollment closes December 15th. Participants enrolled in the team league will begin playing January 25th and participants enrolled in the recreation league will begin playing on January 27th. The Whittier after school program continued to meet this month, Monday-Friday. It is offered to students who attend the following schools: Jackson Elementary, Cleveland Elementary, Monroe Elementary, Truman Primary and Truman Elementary School. The program runs daily when school is in session from 3:00-6:00 p.m.

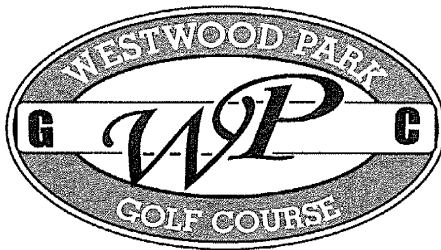
FACILITY ATTENDANCE:	Month	Year to Date
Senior Center (includes congregate meals)	924	7,014
Little Axe Community Center	1,522	6,988
12th Avenue Recreation Center	3,083	13,318
Irving Recreation Center	5,099	13,232
Whittier Recreation Center	932	2,457
Reaves Center	300	1,500
Tennis Center	1,510	15,756

**NOVEMBER 2019
PARK MAINTENANCE DIVISION**

Park Maintenance crews began installation of the holiday decorations around town this month. Staff also prepared Legacy Park for the annual Winterfest Celebration and Andrews Park for the annual Christmas Tree Lighting. Crews also performed trash and leaf removal.

SAFETY REPORT	FYE-20MTD	FYE-20YTD		FYE-19MTD	FYE-19YTD
On-The-Job Injuries	1	3		0	5
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours		Hours	Hours
		YEAR-TO-DATE			YEAR-TO-DATE
Mowing	0.00	542.00		0.00	493.50
Trim Mowing	0.00	4130.50		48.00	4007.75
Chemical Spraying	10.00	212.50		0.00	97.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	0.00	0.00		8.00	24.00
Tree Trimming/Limb Pick-Up	0.00	20.00		0.00	167.50
Restroom/Trash Maintenance	276.00	1809.00		128.00	886.00
Play Equipment Maintenance	8.00	212.50		0.00	121.50
Sprinkler Maintenance	0.00	138.00		3.00	142.00
Watering	0.00	8.00		0.00	0.00
Grounds/Building Maintenance	0.00	76.50		36.00	131.50
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	0.00	12.00		0.00	0.00
Special Projects	68.00	266.00		183.50	694.00
Nursery Maintenance	0.00	0.00		0.00	8.00
Flower/Shrub Bed Maintenance	39.00	347.00		60.50	214.50
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	0.00		124.00	743.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	60.50	603.00		82.00	676.25
Material Pick-Up	2.50	35.50		4.75	67.75
Miscellaneous	62.00	414.00		221.25	640.50
Shop Time	0.00	60.50		4.50	75.50
Snow/Ice Removal	0.00	0.00		0.00	0.00
Christmas Lights	381.00	381.00		620.50	640.50
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	97.00		0.00	31.00
Graffiti Clean-Up	0.00	0.00		0.00	0.00
Water Fountains	0.00	0.00		0.00	44.00
Inground Trash	0.00	16.00		0.00	0.00
Vector Control	0.00	478.00		0.00	435.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



NOVEMBER 2019

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOVEMBER FY'20	NOVEMBER FY'19
Regular Green Fees	269	296
Senior Green Fees	111	230
Junior Fees	28	11
School Fees (high school golf team players)	55	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	257	274
Employee Comp Rounds	184	199
Golf Passport Rounds	0	0
9-Hole Green Fee	51	35
2:00 Fees	72	62
4:00 Fees	143	135
Dusk Fees or 6:00 Fees	57	55
PGA Comp Rounds	0	1
*Rainchecks (not counted in total round count)	16	7
Misc Promo Fees (birthday, players cards, OU student)	444	195
Green Fee Adjustments (fee difference on rainchecks)	2	1
Total Rounds (*not included in total round count)	1673	1494
% change from FY '19	11.98%	
Range Tokens	1264	1049
% change from FY '19	20.50%	
18 - Hole Carts	54	53
9 - Hole Carts	17	20
½ / 18 - Hole Carts	656	604
½ / 9 - Hole Carts	115	77
Total Carts	842	754
% change from FY '19	11.67%	
18 - Hole Trail Fees	1	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	1
9 - Hole Senior Trail Fees	0	1
Total Trail Fees	1	2
% change from FY '19	-50.00%	
TOTAL REVENUE	\$66,137.73	\$ 43,317.48
% change from FY '19	52.68%	

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

SAFETY REPORT	FY 2020 MTD	FY 2020 YTD	FY 2019 MTD	FY 2019 YTD
Injuries On The Job	0	0	0	1
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FYE 2020 MTD	FYE 2020 YTD	FY 2019 MTD	FYE 2019 YTD
Green Fees	\$31,558.12	\$214,325.95	\$21,918.71	\$195,254.37
Driving Range	\$6,194.64	\$44,331.19	\$3,821.51	\$46,219.79
Cart Rental	\$17,718.62	\$123,563.42	\$12,504.85	\$113,520.10
Restaurant	\$10,026.49	\$74,639.43	\$4,534.84	\$12,244.37
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$639.86	\$3,431.09	\$537.57	\$3,417.29
TOTAL INCOME	\$66,137.73	\$460,291.08	\$43,317.48	\$370,655.92
Expenditures	\$123,950.59	\$446,627.59	\$102,531.09	\$474,149.51
Income vs Expenditures	(\$57,812.86)	\$13,663.49	(\$59,213.61)	(\$103,493.59)
Rounds of Golf	1673	15004	1494	14518

Routine maintenance practices in November include: Greensmowing, cup changing and sand trap raking occur daily at the start of the month; and twice a week by months end. Blowers are used almost daily on traps and greens, as well as the club house area to manage the leaves. A mower is sent to mulch the leaves as well. A new use for our blower is to blow off the clubhouse roof in advance of rain events, since the trees from the patio are now tall enough to drop leaves onto the roof and clog up the roof drains. Collars (an area immediately around the greens) are mowed weekly. Irrigation is supplied as required by the weather conditions. Some hand watering of greens was needed due to dry 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. The fans on holes 8 and 14 were brought in.

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 damage that can occur from the ground freezing. In the next few months, every piece of equipment will be examined and serviced.

Agronomically, greens were fertilized. All other cool-season grasses were fertilized. Post emergent herbicides were applied where needed. An application of pre-emerge herbicide was applied to the tee boxes. An application of wetting agent was applied to the greens. Overseeding that started in October was completed and is being watered daily. The "wilderness" area along # 12 fairway was mowed.

A drainage project to replace sixty feet of six inch pipe in-between the # 1 and # 2 fairway and rough has been started. T-posts staking on the new trees planted two years ago were removed. A CEU training session was attended by staff members certified for pesticide applications.

NOVEMBER 2019
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2020 MTD	FY2020 YTD	FY2019 TOTAL
Swim Pool Passes	\$0.00	\$9,845.00	\$464,558.55
Swim Pool Gate Admission	\$0.00	\$208,500.00	\$137,284.31
Swim Lesson Fees	\$0.00	\$8,757.00	\$35,425.50
Pool Rental	\$0.00	\$16,575.00	\$21,191.00
Locker Fees	\$0.00	\$0.00	\$894.53
Pool Classes	\$0.00	\$735.00	\$2,640.00
Pool Merchandise Sales	\$0.00	\$0.00	\$64.40
Concessions	\$0.00	\$79,675.74	\$115,353.29
TOTAL INCOME	\$0.00	\$324,087.74	\$777,411.58
Expenditures	\$5,168.64	\$381,971.65	\$684,381.77
Income verses Expenditures	(\$5,168.64)	(\$57,883.91)	\$93,029.81

ATTENDANCE INFORMATION

	Season to Date Nov-19	Season to Date May 19- Nov 19	2019 MTD Oct-18	2019 YTD May 18-Oct 18
a. Pool Attendance	0	46,340	0	82,540
b. Adult Lap Swim Morning/Night	0	187	0	250
c. Water Walkers	0	1,454	0	1,654
d. Toddler Time	0	1,929	0	2,205
e. Swim Team	0	2,532	0	3,542
f. Swim Lessons	0	700	0	13,952
g. Movie Night/Special Events	0	2705	0	2,025
h. Party / Rentals	0	207	0	8,489
TOTAL ATTENDANCE	0	56,054	0	114,657

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS 10A

PLANNING DEPARTMENT ACTIVITY
November 2019

ADMINISTRATIVE DIVISION

PlanNorman

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

GREENBELT COMMISSION

Two items; Ruby Grant Park and City of Norman North Base Municipal Complex, both items on the Consent Docket with no additional opportunities for trails.

Continued discussion regarding Greenbelt Commission duties and responsibilities in regards to their review process.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on November 4, 2019. The following occurred or was reported at that meeting:

COA requests approved by Historic District Commission:

323 E Apache – New garage and associated paving & expansion of front driveway for contributing structure.

614 E Boyd - Amendment to approved COA for the addition of front window and solar tubes for non-contributing structure.

COA Administrative Bypass granted by staff:

None

Historic District Commission Decision Appeal

904 Miller Avenue – The property owner's request to retain 28 vinyl windows was denied at the September 3, 2019 Historic District Commission meeting. The applicant, filed an appeal to the City Council on September 13, 2019 which was to be heard at the October 8, 2019 City Council meeting. However, the applicant requested a postponement due to illness to the October 22, 2019 City Council meeting. At that meeting, the son of the property owner again requested a postponement due to illness. The City Council granted the request and set the hearing date for November 26, 2019. The City Council heard the appeal request despite applicant not appearing on November 26, 2019. The Council found no reason to overturn Historic District Commission's decision to deny the retention of the 28 vinyl windows and rejected the appeal.

Certified Local Government (CLG) Program Report (FY 2019-2020):

The contract with Mainstreet Architects out of San Antonio, Texas was approved at the November 26, 2019 City Council Meeting. The kick-off meeting with the consultant is set for December 9, 2019.

MISCELLANEOUS

	2018 Nov	Dec	2019 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Walk-Ins	6	29	59	22	43	51	33	29	30	75	68	58	52
Email Contacts	357	350		357	338		368	303	325	395	377	515	464
Lot Line Adjustments	1	-	2	-	6	2	2	4	3	1	2	2	-
Landscape Maint. & Replacement Bonds	3	1	4	2	3	4	1	2	-	2	-	1	4
Board of Adjustment Variance Appl.	1	-	2	1	1	1	-	1	1	-	2	4	6
Legal Notices Sent	15	-	70	18	15	12	-	18	-	-	54	84	149
Planning Commission Applications Rec'd	5	1	2	1	3	-	1	1	4	6	8	1	5
Legal Notices Sent	79	38	85	-	72	-	-	14	76	154	272	26	201
Pre-Development Meeting Appl. Rec'd	1	-	1	-	2	1	-	1	5	7	7	1	4
Notices Sent	9	-	47	-	26	54	-	14	267	169	270	14	193

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2018 Nov	Dec	2019 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Ordinance Amendments				1				1					
NORMAN 2025 Land Use Plan Amendments									1	2	3		1
Rezoning Requests	3	1	2		3	3		1	2	6	8	1	4
Utility Easement/Road Closures	2										1		2
Preliminary Plats									2	1	2	1	2
Rural Certificates of Survey			2	1	2	2	2					1	
Short Form Plats	3		1	1									
Site Plan Amendments													
Certificate of Plat Correction													

During November, four applications for Pre-Development were received for the meeting scheduled for November 21, 2019.

During November, submittals for the December 12, 2019 Planning Commission included: rezoning and preliminary plat for Ruby Grant Park; NORMAN 2025 Plan amendment, rezoning and preliminary plat for City of Norman - North Base Complex; one platted building line closure; one Simple Planned Unit Development; and one project which included right-of-way closures, rezoning, and preliminary plat.

The Planning Commission met on November 14, with nine members present. They postponed one project which included a NORMAN 2025 Plan amendment, rezoning, and closure of a platted front building line, and one special use for medical marijuana growing to the December 12 meeting. One request for a special use for medical marijuana growing was withdrawn by the applicant. The Planning Commission recommended approval of: one Norman Rural Certificate of Survey and one revised preliminary plat. They recommended denial of one Center City PUD. The next regular meeting is scheduled for December 12, 2019.

Planning Review

During the month of November, Current Planning received 47 commercial building permit applications for review, 25 of those applications are for a new apartment complex located at the northwest corner of Tecumseh & 12th Ave. N.W. Of those applications submitted, Current Planning staff reviewed and approved 9, 2 were reviewed and placed on HOLD and 36 have not been reviewed.

BOARD OF ADJUSTMENT

The Board of Adjustment did not meeting during November. The next regular meeting is scheduled for December 4, 2019.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

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

Staff continued to work with the Urban Forester to begin designing a collector application to assist him in surveying the city's trees. Staff worked on the redesign of the address database to comply with NG911 requirements and the needs of the ERP. GIS continued rolling out updated ArcGIS projects to users and provided support for both Cityworks and New World. Staff started work on the GPS unit upgrade. Staff also continued to add layers to the Open Data Site.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 50 requests for service that resulted in the production of 119 mapping products and reports. The GIS division provided services for 9 of the City's departments during the month.

DEVELOPMENT SERVICES

10B

DEVELOPMENT SERVICES DIVISION**CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:****New Construction:**

ADDRESS	DESCRIPTION	VALUATION	WARD
1224 Lindsey Plaza Dr.	Canine Corral	\$450,000	1
3351 W. Rock Creek Rd.	Wendy's Restaurant	\$1,200,000	8

Addition/Alteration and Interior Finish:

ADDRESS	DESCRIPTION	VALUATION	WARD
1111 Wylie Rd. Units 14, 15, 16, 17, & 18	Rentals Unlimited Repair Fire Damage	\$175,000	2
401 W. Main St.	Republic Bank & Trust Parking/Sidewalk Remodel	\$900,000	4
211 W. Comanche St.	First Baptist Church West Wing Restroom Renovation	\$625,000	4
434 Buchanan Ave.	Othello's Restaurant Roof over Existing Patio	\$50,000	4
1915 Classen Blvd. Suite 117	Classen Landing, LLC White Box	\$15,000	4
7301 Moonlight Dr.	Lazy Cat's Medical Marijuana Remodel	\$50,000	5
7500 Alameda Dr.	Alameda Market Interior Kitchen Remodel	\$23,200	5
3651 Classen Blvd.	Walmart Pickup Renovation	\$20,000	5
1720 24 th Ave. SW	Sooner Novelties Vape Shop & Dispensary	\$40,000	8
3571 W. Rock Creek Rd.	Walmart Pickup Renovation	\$20,000	8
1356 Interstate Dr.	Hertz Rent-A-Car Office Remodel	\$10,000	8

MOBILE FIELD INSPECTION SYSTEM

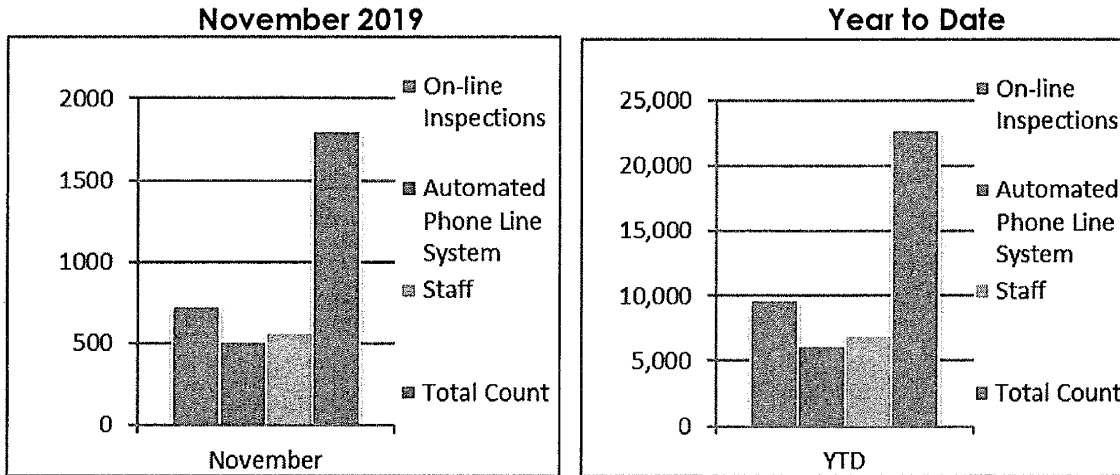
During November, 1,416 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

November 1	November 4-8	November 12-15	November 18-22	November 25-27
58	400	357	381	220

ON-LINE INSPECTION SERVICES

Inspection Requests

During November 1,799 inspections were requested. 727 inspection requests were made on-line, and 508 inspection requests were made using the Automated Phone Line System. Staff made 564 inspection requests, which include phone and in-person requests, as well as administrative items.



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

During November twelve (12) applications for new single-family permits were applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, one hundred eighty-two (182) applications have been applied to the program.

HERS/ERI reports were received for eleven (11) homes that received CO during November. Scores were reported between 45 and 59, with a combined average of 52.3. HERS scores of 55 or less, allowed full adjustment of permit fees pursuant to Section 5-104 of the City of Norman Code. Scores of 56 and higher required a percentage of the original permit fees to be paid in advance of the issuance of Certificate of Occupancy (CO), per Resolution R-1718-117.

Resolution R-1718-117 regarding the HERS/ERI program was extended to September 30, 2019 with Resolution R-1819-61, and later extended to December 31, 2019 with Resolution R-1819-120. The resolution allows building permit fees charged pursuant to Section 5-104 of the City of Norman Code to be adjusted and satisfied as an incentive for residential homes achieving certain energy rating system (HERS)/Energy Rating Index (ERI) score.

COMMERCIAL PLAN REVIEW

During the month of November, Development Services received 47 commercial building permit applications for review, 25 of those applications are for a new apartment complex located at the northwest corner of Tecumseh & 12th Ave. N.W. Of those applications submitted, Development Services staff reviewed and approved 7, 1 was reviewed and placed on HOLD and 39 have not been reviewed.

DEVELOPMENT SERVICES DIVISION

Construction Activity

Total value of all construction activity permitted in NOVEMBER of 2019 totaled \$10,539,690, less than the \$28,541,457 for the same month last year. A total of 70 permits were issued in NOVEMBER of 2019, less than the 128 permits issued in NOVEMBER of 2018. The higher number of permits in NOVEMBER 2018 is due to a higher volume of residential construction. The difference in dollar value is due to the higher project valuation of residential permits issued in 2018.

Total residential permitting activity in NOVEMBER 2019 was valued at \$7,371,790 compared to \$23,505,350 in NOVEMBER 2018. New single-family detached residential construction in NOVEMBER 2019 represented 17 new homes valued at \$5,787,040 compared with 58 new homes valued at \$15,042,012 in NOVEMBER 2018. One (1) new manufactured home permit was issued in 2019. One (1) new manufactured home permit was issued in 2018. No single-family attached permits were issued in 2019. Three (3) single-family attached permits were issued in 2018. There were no single-family non-dwelling unit permits in either year. There were no duplexes permitted in 2019. Two (2) duplexes were permitted in 2018. Two multi-family permits were issued in 2019. There were no multi-family permits issued in 2018. There were no garage apartments permitted in either year.

Residential addition/alteration permits in NOVEMBER 2019 numbered 38 valued at \$1,584,750 compared to 51 permits valued at \$962,369 in NOVEMBER 2018. The higher number of permits in NOVEMBER 2018 is primarily due to residential storm shelter permits. The difference in dollar value is insignificant.

Total non-residential permitting activity in NOVEMBER of 2019 totaled 15 with a value of \$3,167,900 compared to 15 permits valued at \$5,036,107 for NOVEMBER 2018. Fifteen (15) permits were issued in both years. The difference in dollar value is attributed to addition/alterations in 2018.

Non-residential addition/alteration permits in NOVEMBER of 2019 totaled 8 with a value of \$759,400 compared to 8 permits valued at \$3,476,607 for NOVEMBER 2018. The difference in dollar value is due to a NRH project at 3220 Healthplex Dr. valued at \$2,000,000.

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

12/12/2019

RESIDENTIAL PERMITS	NOVEMBER 2019			NOVEMBER 2018		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	14	14	\$4,217,040	52	52	\$13,900,512
Attached Dwellings	0	0	\$0	3	3	\$675,000
Manufactured Home (New)	1	1	\$70,000	1	1	\$16,500
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	2	2	\$450,000
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3-4 DU per bldg)	0	0	\$0	0	0	\$0
Ful Permit (5+ DU per bldg)	2	15	\$1,500,000	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
Total Residential New	17	30	\$5,787,040	58	58	\$15,042,012
Net Residential Demos & Removals		-2			-1	
Net Residential Units		28			57	
Group Quarters, New						
	Number of Permits	Room Units	Valuation	Number of Permits	Room Units	Valuation
				4	88	\$7,500,969
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	12		\$871,000	11		\$701,300
Manufactured Home (Replace)	0		\$0	0		\$0
Paving & Pools	8		\$196,800	11		\$101,794
Accessory Buildings	10		\$495,800	7		\$96,880
Storm Shelters	7		\$17,650	22		\$62,395
3+ Family						
Addition & Alteration (All Types)	1		\$3,500	0		\$0
Total Residential Additions & Alterations	38		\$1,584,750	51		\$962,369
TOTAL RESIDENTIAL	55		\$7,371,790	113		\$23,505,350

NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	0	\$0	0	\$0
Shell	0	\$0	1	\$600,000
Interior Finish	1	\$65,000	6	\$959,500
Full Permit	6	\$2,343,500	0	\$0
Total Non-Residential New	7	\$2,408,500	7	\$1,559,500
Additions & Alterations				
Additions & Alterations (All Types)	8	\$759,400	8	\$3,476,607
Total Non-Residential Additions & Alterations	8	\$759,400	8	\$3,476,607
TOTAL NON-RESIDENTIAL	15	\$3,167,900	15	\$5,036,107

TOTAL ALL PERMITS	70	\$10,539,690	128	\$28,541,457
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OTHER ACTIVITY	Number	Number
Electrical Permits	98	76
Heat/Air/Refrigeration Permits	89	108
Plumbing & Gas Permits	138	160
Sign Permits	27	26
Water Well Permits	1	3
Garage Sale Permits	64	52
Structure Moving Permits	0	1
Demo - Residential Permits	2	1
Demo - Non-residential Permits	0	1
Temporary Const Bldgs & Roll-off Permits	11	11
Lot Line Adjustments Filed	0	0
Certificate of Occupancy (CO) Permits	67	96
All Field Inspections	1,798	1,796

YEAR TO DATE	JANUARY-NOVEMBER 2019			JANUARY-NOVEMBER 2018		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	413	420	\$109,152,234	397	396	\$109,554,563
Residential Demos/Removals	na	-25	na	-40	na	na
Residential Additions/Alterations	722	na	\$16,983,810	818	na	\$17,947,021
Group Quarters, New Construction				4		\$7,500,969
Non-residential New Construction	101	na	\$42,358,073	107	na	\$41,299,429
Non-residential Additions/Alterations	154	na	\$54,258,711	131	na	\$33,529,783
TOTAL YEAR TO DATE	1390	395	\$222,752,828	1457	356	\$209,831,765

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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	4625	11/07/19	307		SHADY RIDGE	CT	21	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	4753	11/06/19	311		SHADY RIDGE	CT	22	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	4755	11/06/19	314		SHADY RIDGE	CT	16	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	4757	11/06/19	315		SHADY RIDGE	CT	23	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5109	11/20/19	3125		QUEENSTON	AVE	4	2	PARK HILL ADDITION	PUD	\$ 2,600	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5118	11/20/19	820		BLUE FISH	RD	4	4	TRAILWOODS SEC 7	PUD	\$ 2,650	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	5139	11/25/19	4716		FOUNTAIN GATE	DR	1	1	FOUNTAIN GATE	R1	\$ 2,400	21
1 & 2 FAMILY, ADD OR ALTER-2	EXPRESS SUNROOMS	3481	11/07/19	3821		CARRINGTON	LN	6	3	CARRINGTON PLACE ADD #3	R1	\$ 15,000	110
1 & 2 FAMILY, ADD OR ALTER-2	THE SOLAR INSTALLERS	4666	11/07/19	301		RIDGE LAKE	BLVD	31	2	SUMMIT LAKES ADD #3	R1	\$ 20,000	280
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	4685	11/07/19	211		FOREMAN	AVE	2	5	TOWN & COUNTRY ESTATES #2	R1	\$ 40,000	882
1 & 2 FAMILY, ADD OR ALTER-2	METRO TECH ELECTRIC(A/R)	4696	11/05/19	2032		SIERRA	ST	5	4	SOUTH LAKE ADD #1	R1	\$ 10,000	168
1 & 2 FAMILY, ADD OR ALTER-2	STANDARD CONTRACTORS, LLC.	4763	11/19/19	4105		NORTHHAMPTON	DR	2	10	BROOKHAVEN #09	R1	\$ 50,000	681
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	4879	11/20/19	1009	S	PICKARD	AVE	9	10	PARSONS ADDITION	R1	\$ 20,000	844
1 & 2 FAMILY, ADD OR ALTER-2	MORREN HOME IMPROVEMENT	4903	11/08/19	1912		LOGAN	DR	8	17	WESTWOOD ESTATES	R1	\$ 39,000	247
1 & 2 FAMILY, ADD OR ALTER-2	TEXXON ELECTRICAL AND COMMUNCI	5088	11/26/19	500		MAJOR	DR	8	4	SOUTH UNIVERSITY PLACE	R1	\$ 17,000	26
1 & 2 FAMILY, ADD OR ALTER-2	METRO CONTRACTORS	5110	11/26/19	1600		HAWTHORNE	CT	16	3	COLLEGE MANOR	R1	\$ 175,000	665
1 & 2 FAMILY, ADD OR ALTER-2	BOWERS CONSTRUCTION	5111	11/27/19	2521		CYPRESS	AVE	1	9	COLLEGE MANOR	R1	\$ 395,000	2,927
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	5148	11/27/19	1600		WESTBROOKE	TER	1	12	WESTLAND ADD	R1	\$ 60,000	217
1 & 2 FAMILY, FIRE REPAIR	OWNER	4759	11/04/19	447		COLLEGE	AVE	9	1	LINCOLN ADD	R1	\$ 10,000	200
1 & 2 FAMILY, PAVING-2	CSO DEVELOPMENT	5019	11/14/19	430		COLLEGE	AVE	9	2	LARSH ADD #1	R3	\$ 20,000	6,000
1 & 2 FAMILY, PAVING-2	PETTUS, INC	5041	11/22/19	1511		HURON	ST	2	3	LAKECREST ESTATES	R1	\$ 3,500	320
1 & 2 FAMILY, PAVING-2	SHEPPARD CONCRETE	5042	11/19/19	3600		BOB WHITE	ST	19	1	QUAIL SPRINGS ADD	R1	\$ 8,000	1,047
1 & 2 FAMILY, PAVING-2	SHEPPARD CONCRETE	5043	11/19/19	3600		BROWNWOOD	LN	3	3	CASTLEROCK ADD #6	R1	\$ 5,800	685
1 & 2 FAMILY, PAVING-2	HOUICK, RICK	5173	11/27/19	801	N	UNIVERSITY	BLVD	19	91	NORMAN, ORIGINAL TOWNSHIP	R1	\$ 4,500	750
1 & 2 FAMILY, STORAGE BLDG-2	WILLIAMS, DAVID CONSTRUCTING,	4103	11/26/19	3819		RIDGELINE	DR	2	4	GRANDVIEW EST NORTH #1	RE	\$ 200,000	2,960
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	4615	11/06/19	4919	E	FRANKLIN	RD	10	1W	H & L #1 (SURVEY)	A2	\$ 30,000	1,840
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	4694	11/07/19	419		FINDLAY	AVE	2	3	COLLEYS #2	R1	\$ 10,000	240
1 & 2 FAMILY, STORAGE BLDG-2	OKLAHOMA BUILDINGS	4866	11/07/19	7491	E	ROCK CREEK	RD	17	1W	OAK LAWN ACRES	A2	\$ 25,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	RAMIREZ, JULIAN	4891	11/07/19	1121		BALD EAGLE	CT	7	4	VISTA SPRINGS ESTATES ADD 2	RM2	\$ 1,500	160
1 & 2 FAMILY, STORAGE BLDG-2	ONE WAY STEEL, LLC	4931	11/20/19	8712		WHITEBROOK	ST	18	6	PRIDE #031	RE	\$ 50,000	1,500
1 & 2 FAMILY, STORAGE BLDG-2	SCRIVNER, TERRY	5002	11/19/19	5200	N	BROADWAY	ST	35	2W	ROLLING MEADOWS (COS)	A2	\$ 50,000	1,500
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	5026	11/19/19	501		108TH	AVE	25	1W	NOT SUBDIVIDED	A2	\$ 4,300	1,200
1 & 2 FAMILY, STORAGE BLDG-2	TEXOLA INC.	5164	11/27/19	2251		108TH	AVE	35	1W	NOT SUBDIVIDED	A2	\$ 65,000	3,200
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	5165	11/27/19	1321		108TH	AVE	37	2	SOUTHERN SHORES ADDITION	RE	\$ 60,000	1,800
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	4715	11/13/19	660		TURKEY RUN	CT	2	2	VISTA SPRINGS ESTATES ADD 2	RE	\$ 65,000	980
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	5029	11/26/19	630		TURKEY RUN	CT	8	2	VISTA SPRINGS ESTATES ADD 2	RE	\$ 60,000	1,088
1 & 2 FAMILY, SWIMMING POOL-3	RED VALLEY LANDSCAPE & CONST.	5031	11/22/19	609		RIVERWALK	DR	7	2	WILLOWBEND SEC 3	A1	\$ 30,000	860
1 FAMILY, MANUFACTURED HOME-2	OWNER	4576	11/07/19	16620	E	INDIAN HILLS	RD	4	1E	NOT SUBDIVIDED	R2	\$ 70,000	1,800
1 FAMILY, NEW CONSTRUCTION-2	WESTPOINT HOMES	4496	11/01/19	4208		LAS COLINAS	RD	16	2	LAS COLINAS SEC. #1	R1	\$ 390,000	4,403
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING	4599	11/20/19	5400	W	FRANKLIN	RD	9	3W	NOT SUBDIVIDED	A2	\$ 575,000	4,853
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	4624	11/01/19	307		SHADY RIDGE	CT	21	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 450,000	3,985
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	4752	11/06/19	311		SHADY RIDGE	CT	22	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 348,000	3,140
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	4754	11/06/19	314		SHADY RIDGE	CT	16	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 416,000	3,860
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	4791	11/06/19	315		SHADY RIDGE	CT	23	1	HIGHLAND VILLAGE ADD SEC 9	R1	\$ 343,000	3,065
1 FAMILY, NEW CONSTRUCTION-2	SWAN HOLLOW, LLC.	4791	11/12/19	613		VINTAGE	DR	1	11	VINTAGE CREEK ADDITION	PUD	\$ 235,000	3,100
1 FAMILY, NEW CONSTRUCTION-2	OWNER	4851	11/07/19	521		48TH	AVE	25	2W	NOT SUBDIVIDED	A2	\$ 40,000	960
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	4916	11/14/19	3108		EPORA	DR	2	2	MONTEIRO RIDGE SEC. #2	PUD	\$ 480,000	4,407
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4729	11/06/19	126		ALAMOSA	RD	7	1	LITTLE RIVER TRAILS SEC #2	PUD	\$ 302,580	3,362
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4915	11/16/19	610		GREEN FISH	CIR	3	1	TRAILWOODS SEC 11	PUD	\$ 186,300	2,070
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	4929	11/21/19	3028		MONTANE	DR	8	2	GREENLEAF TRAILS ADD 9	PUD	\$ 186,660	2,074
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5096	11/20/19	4221		CARACARA	CT	11	1	EAGLE CLIFF SOUTH ADD #6	R1	\$ 116,500	2,008
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	5121	11/22/19	401		HORIZON VIEW	CT	49	1	SUMMIT LAKES ADD #9	R1	\$ 148,000	2,969
3+ FAMILY, FIRE REPAIR	NEWMAN, TROY	5052	11/21/19	216	W	CHALMETTE	DR	7	2	JAMESTOWN ESTATES ADD #3	RM6	\$ 3,500	0
3+ FAMILY, NEW	GARNER CROSSINGS PHASE 3	3527	11/25/19	217		SYMME	ST	10	8	LARSH ADD #1	CCFB	\$ 600,000	7,500
3+ FAMILY, NEW	GARNER CROSSINGS PHASE 3	3528	11/25/19	114	W	EUFAULA	PKY	24	69	LARSH ADD #1	CCFB	\$ 900,000	13,000
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	5027	11/14/19	530		ED NOBLE	AVE	1	1	PARKWAY PLAZA ADD #2	C2	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4880	11/05/19	502	S	SANTA FE	AVE	29	3	LARSH ADD #1	RE	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4888	11/05/19	5802		MASON	ST	3	6	LARSH ADD #1	RE	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4958	11/07/19	2700	W	MEADOWBROOK	DR	1	8	PRIDE #130	R1	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	4963	11/08/19	313	W	HIMES	ST	24	3	BROAD ACRES SEC 1	R1	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5054	11/18/19	513	E	HUGHBERT	ST	7	1	COLLEYS #1	C2	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5055	11/18/19	3302		PHEASANT RUN	RD	21	3	CROSSROADS WEST #1	R1	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5058	11/18/19	3600		JOSEPH	CIR	10	2	CANADIAN TRAILS ADD #3	R1	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5083	11/19/19	1600		HAWTHORNE	CT	16	3	COLLEGE MANOR	R1	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5163	11/26/19	1026		BLOXI	DR	4	5	COLLEGE MANOR	R1	\$ 0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5169	11/26/19	1233		CADELL	LN	17	4	HETHERINGTON HEIGHTS #2	R1	\$ 0	0

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
<p>Total Permits (excluding temp roll-off) Average Project Area Valuation \$ 134,033 Total Valuation \$ 7,371,790 Average Project Area 1,839 sq ft Total Project Area 101,168 sq ft</p>													
1 FAMILY, NEW CONSTRUCTION-2 14 \$4,217,040			1 FAMILY, ATTACHE D 0 \$0	1 FAMILY, MANUFAC TURED HOME-2 1 \$70,000	1 FAMILY, OTHER NON-DWELLING S 0 \$0			1 & 2 FAMILY, STORAGE BLDG-2 10 \$495,800	1 & 2 FAMILY, CARPORT-2 0 \$0	Total Accessory Buildings 10 \$495,800	1 & 2 FAMILY, PAVING-2 POOL-3 5 \$41,800	1 & 2 FAMILY, SWIMMING POOL-3 3 \$155,000	Total Paving & Pools 8 \$196,800
2 FAMILY, NEW CONSTRUCTION 0 \$0 0 SF Project Area			0 SF						1 FAMILY, MANUF HOME REPLACE-2 0 \$0	1 & 2 FAMILY STORM SHELTER-3 7 \$17,650	1 & 2 FAMILY, ADD OR ALTER-2 11 \$861,000	1 & 2 FAMILY, FIRE REPAIR 1 \$10,000	Total Add/Alt 12 \$871,000
3+ FAMILY, FOUNDATION PERMIT-2 0 \$0			3+ FAMILY, INTERIOR FINISH 0 \$0	3+ FAMILY, NEW FULL PERMIT (3- (5+ DU/ 4 DU/Blgg) blgg) 2 \$1,500,000	3+ FAMILY, STORAGE BLDG-2 0 \$0			3+ FAMILY, OTHER NON-DU 0 \$0				3+ FAMILY, FIRE REPAIR 1 \$3,500	Total 3+ Family Add/Alt 1 \$3,500
<p>TOTAL PERMITS 55 TOTAL VALUE \$7,371,790</p>													
<p>RESIDENTIAL STORAGE CONTAINER TEMPORARY ROLL-OFF RESIDENTIAL TEMPORARY ROLL-OFF, OTHER SEASONAL STORAGE CONTAINER</p>													
<p>DEMOS-RESIDENTIAL ADDRESS NET # DU</p>													
<p>HOUSE MOVING FROM ADDRESS TO ADDRESS NET UNITS</p>													

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	DOWELL PROPERTIES, INC	2762	11/27/2019	1820 W	W	LINDSEY	ST	A	1	SESAME ADD	C2	\$ 62,500	2000
COMMERCIAL, ADD/ALT-2	DOWELL PROPERTIES, INC	2763	11/27/2019	1820 W	W	LINDSEY	ST	A	1	SESAME ADD	C2	\$ 37,500	1500
COMMERCIAL, ADD/ALT-2	MILLER-TIPPENS CONSTRUCTION L & H	3771	11/02/2019	3750 W	W	MAIN	ST	1	1	RIVER WEST #2	C2	\$ -	1552
COMMERCIAL, ADD/ALT-2	INGRAM, TOMMY CRAIG	4089	11/20/2019	302	E	INTERSTATE	DR	2	1	NOT SUBDIVIDED	C2	\$ 70,000	5285
COMMERCIAL, ADD/ALT-2	CCLC, LLC.	1515	11/26/2019	10790 E	E	LINDSEY	ST	3	1W	NORMAN, ORIGINAL TOWNSHIP	A2	\$ 65,000	300
COMMERCIAL, ADD/ALT-2	SOONER FASHION MALL LLC.	4526	11/19/2019	214 E	E	MAIN	ST	7	13	NOT SUBDIVIDED	C3	\$ 250,000	3422
COMMERCIAL, ADD/ALT-2	GEDDES-ARMSTRONG CONSTRUCTION	5102	11/27/2019	3301 W	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 8,400	1804
COMMERCIAL, INTERIOR FINISH-2	BLACK ROCK CONSTRUCTION	4570	11/19/2019	2800		TECHNOLOGY	PL	6	1	NORMAN BUSINESS PARK	I1	\$ 266,000	2856
COMMERCIAL, NEW CONSTRUCTION-2	A.C. OWEN CONSTRUCTION	2009	11/12/2019	2202		TECHUMSEH	DR	3	1	TECHUMSEH ROAD BUSINESS PARK #2	PUD	\$ 65,000	1536
COMMERCIAL, NEW CONSTRUCTION-2	PRECISION BUILDERS, LLC.	4018	11/27/2019	3220		HEALTHPLEX	DR	36A	7	MEDICAL PARK WEST SEC 5	PUD	\$ 2,000,000	12687
COMMERCIAL, NEW CONSTRUCTION-2	OWNER	3500	11/22/2019	1400		35TH	AVE	1	1	NOT SUBDIVIDED	C1	\$ 250,000	3421
COMMERCIAL, NEW CONSTRUCTION-2	GOTCHA COVERED INC.	4184	11/22/2019	1801 N	N	PORTER	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 15,000	320
COMMERCIAL, NEW CONSTRUCTION-2	MCGEHEE, KYLE	4202	11/19/2019	10251 E	E	TECHUMSEH	RD	10	1W	NORMAN 1ST CHURCH OF NAZARENE	A2	\$ 36,000	2400
COMMERCIAL, NEW CONSTRUCTION-2	EVERLASTING LIFE BAPTIST CHURCH	3599	11/14/2019	927 E	E	BROOKS	ST	32	2W	NOT SUBDIVIDED	R3	\$ 40,000	1200
TEMPORARY BLDG/CONST TRAILER-2	CROSSLAND CONSTRUCTION CO, INC.	4922	11/20/2019	3110 W	W	FRANKLIN	RD	11	3W	NOT SUBDIVIDED	A2	\$ 32,176	180
Average Valuation												2,763	
Total Valuation												44,211	

NEW CONSTRUCTION (BUSINESS) INFORMATION (New Const & New Shell Bldg)	
CONTRACTOR	BUILDING SIZE (Square Feet) 12,887
AC OWEN CONSTRUCTION	USE/CLASSIFICATION OFFICE
	MEDICAL PARK WEST
	ADDITIONALS
COMMERCIAL, ADD/ALT-2	COMMERCIAL, INTERIOR FINISH-2
\$ 759,400	\$ 65,000
COMMERCIAL, PARKING LOT-2	COMMERCIAL, FOUNDATION PERMIT-2
\$ -	\$ 759,400
COMMERCIAL, NEW CONSTRUCTION	COMMERCIAL, NEW CONSTRUCTION
\$ -	\$ -
COMMERCIAL, SUBTOTAL ADDITIONS AND ALTERATIONS	COMMERCIAL, SUBTOTAL NEW CONSTRUCTION
\$ -	\$ 2,408,500
COMMERCIAL, TOTAL ADD/ALT AND NEW CONSTRUCTION	COMMERCIAL, TOTAL ADD/ALT AND NEW CONSTRUCTION
\$ -	\$ 3,167,900
STRUCTURE MOVING	
Purpose: none	
Address: _____ Use: _____	
DEMOLITIONS	
Purpose: _____ Use: _____	
Address: _____ Use: _____	
TEMPORARY BLDG/CONST TRAILER-2	
1	

CDGB, CODE COMPLIANCE, OIL & GAS

10C

CDBG and HOME Investment Partnerships Programs

Staff began the planning process for the development of the 2020-2024 Consolidated Plan. Citizen Participation began with Neighborhood Meetings in November and a Public Hearing will be held on December 3. Consultation meetings held in November included the DisAbility Coalition, Habitat for Humanity and United Way. Staff is participating in the Community Needs Assessment process that is being undertaken by United Way and the University of Oklahoma.

Staff attended a three-day workshop in Oklahoma City on HOME Rental Project Compliance.

CDBG Disaster Relief Grant

All CDBG DR projects are substantially complete with minor punch list items being addressed. Final acceptance of all contracts occurred on June 11, 2019. Closeout and final reimbursement procedures are underway with the Oklahoma Department of Commerce.

Homeless Activities

On November 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of October. There were four housing placements made (1 Veteran; 3 Chronic; 0 Family).

Due to the increased visibility of persons who are experiencing homelessness by the establishment of multiple campsites on city property, the Continuum of Care, the Norman Police Department, and the Homeless Services Coordinator are developing guidelines and strategies to address this increasing problem. Norman City Council appointed a three member Council Committee on October 22, 2019 to work with the Continuum of Care to develop strategies in addressing this increasing issue. Four meetings were held in November. The Committee is implementing a Warming Shelter to operate nightly beginning December 6th through mid-March. The location is the recently vacated Norman Public Library.

Housing Programs

November 2019

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

- One rehabilitation project is currently under contract and one project in development stage, with one rehabilitation project being completed since July 1, 2019.
- Two emergency repair projects are currently under contract; five emergency repair projects were completed since July 1, 2019.
- Two accessibility modification projects have been completed since July 1, 2019. Two projects are under contract. Sixteen accessibility modification projects are in the development stage.



Administrative Summary

November 2019 Summary

Operations



Part I Crimes	Current			Year-To-Date		
	2019	MONTH 5YR AVG	2018	2019	YTD 5YR AVG	2018
Murder	0	0	0	2	4	3
Rape	2	5	7	60	58	77
Robbery	1	7	9	42	54	57
Agg. Assault	13	12	8	167	164	167
Burglary	51	59	41	482	578	544
Larceny	215	251	234	2,391	2,534	2,531
Motor Vehicle Theft	37	33	32	341	333	340
Arson	2	1	1	10	4	5
Part I Totals:	321		332	3,495		3,724
Part II Crimes						
DUI/APC	34	29	48	487	386	460
Drunkenness	49	53	58	546	599	581
Drug Violations	66	70	63	922	994	1,167
Forgery	17	13	15	165	179	142
Vandalism	76	71	69	869	888	836
Others	366	NA	356	4,223	NA	4,090
Part II Totals:	608		609	7,212		7,276
Total Reported Crime:	929		941	10,707		11,000
Other Reported Activity						
Public Peace Reports	172	194	229	2,151	2,176	2,297
Warrants Served	111	104	120	1,600	1,357	1,560
Other Reports Totals:	283		349	3,751		3,857
Total Case Reports:	1,212		1,290	14,458		14,857
Collisions						
Fatality	0	1	0	3	6	9
Injury	61	59	51	566	622	616
Non-Injury	159	151	127	1,301	1,585	1,242
Total Collisions:	220		178	1,870		1,867
Call for Service						
CAD Activity (All Other CFS)	3,182	NA	3,051	35,214	NA	33,248
Calls for Service (Only Police)	7,925	NA	8,093	93,857	NA	90,491
Total CFS:	11,107		11,144	129,071		123,739
Citations & Warnings:						
Citations	837	NA	1,177	14,602	NA	12,543
Warnings	1,105	NA	2,095	22,124	NA	23,462
Total Citations & Warnings:	1,942		3,272	36,726		36,005

** Public Peace reports include: Animal Bite, Found Property, Recovery/Other Agency Vehicles, Mental Case, Unattended Death and Other
 ** Five Year Average based on 2013 to 2017

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report November 2019



IN SHELTER ANIMAL COUNTS

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	105	131	236	36	75	111	(125)	-53%
Ending	68	103	171	46	50	96	(75)	-44%

ANIMAL INTAKES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	116	54	170	126	62	188	18	11%
Owner Relinquish	8	6	14	16	19	35	21	150%
Owner Intended Euth	1	2	3	4	0	4	1	33%
Transfer In	0	18	18	0	10	10	(8)	-44%
Other Intakes*	0	0	0	5	1	6	6	
Returned Animal	17	6	23	18	13	31	8	35%
TOTAL LIVE INTAKES	142	86	228	169	105	274	46	20%

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

OTHER STATISTICS

	2018		2019		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	0	0	17	17	17	
Dog Collected (DOA)	4	4	1	1	(3)	-75%
Cat Collected (DOA)	1	1	2	2	1	100%
Wildlife Transferred	0	0	0	0	0	
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	1	1	1	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	0	0	0	0	0	
Intake Pigs	0	0	0	0	0	
Intake Other	1	1	1	1	0	0%
TOTAL OTHER ITEMS	6	6	22	22	16	267%

LENGTH OF STAY (DAYS)

	2017	2019
Dog	13.7	21.4
Puppy	17.1	4.4
Cat	20.6	11.9
Kitten	15.5	10.4

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	39	26	0	65

Norman Animal Welfare Monthly Statistical Report November 2019



LIVE ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	91	93	184	95	106	201	17	9%
Return To Owner	51	2	53	54	6	60	7	13%
Transferred Out	17	15	32	19	13	32	0	0%
Returned in Field	0	0	0	0	4	4	4	
Other Outcome	0	0	0	1	0	1	1	
TOTAL LIVE OUTCOMES	159	110	269	169	129	298	29	11%

OTHER ANIMAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	2	0	2	1	0	1	(1)	-50%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	17	2	19	5	2	7	(12)	-63%
Owner Intended Euth	1	2	3	4	0	4	1	33%
TOTAL OTHER OUTCOMES	20	4	24	10	2	12	(12)	-50%

TOTAL OUTCOMES

	2018			2019			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	159	110	269	169	129	298	29	11%
Total Other Outcomes	20	4	24	10	2	12	(12)	-50%
TOTAL OUTCOMES	179	114	293	179	131	310	17	6%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	0	2	0	2
Medical - Injured	1	0	0	1	9%
Behavior - Aggressive	8	0	0	8	73%
Behavior - Other	0	0	0	0	0%
TOTAL EUTHANASIA	9	2	0	11	

MONTHLY LIVE RELEASE RATE

2018	2019
92.8%	97.4%

Live Outcomes / (Total Outcomes - Owner Int Euth)



Monthly Service By Assignment

September 2019 to November 2019
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Sep 2019 Hours	Oct 2019 Hours	Nov 2019 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	2:00	2:00
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	140:06	103:08	113:36	356:50
	NAWC-Community Outreach Volunteer	0:00	0:00	1:30	1:30
	NAWC-Dog Handler	82:09	146:38	127:14	356:01
	NAWC-Foster Program	55:00	17:00	0:00	72:00
	NAWC-Laundry	4:45	1:17	6:13	12:15
	NAWC-Lobby Greeter	45:30	21:28	37:38	104:36
	NAWC-Orientation	10:00	34:30	16:12	60:42
	NAWC-Photographer	0:00	0:00	0:00	0:00
	Other Volunteer Services	0:00	0:00	0:00	0:00
	Veterinarian Assistant Tech	0:00	0:00	0:00	0:00
	Total		337:30	324:01	304:23
Grand total		337:30	324:01	304:23	965:54

PUBLIC WORKS

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) preliminary plat item and one (1) Norman Rural Certificate of Survey for Planning Commission; three (3) final plats for Development Committee; two (2) preliminary plats, one (1) Certificate of plat correction and one (1) closure for City Council. The Development Engineer reviewed 32 sets of construction plans and 8 punch lists. There were 109 permits reviewed and/or issued. Fees were collected in the amount of \$6,993.30.

CAPITAL PROJECTS:

24th Avenue East Widening Project- Lindsey Street to Robinson Street:

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on June 20, 2019, for both phases of the 24th Avenue East Project, located from Lindsey Street to Robinson Street. The low bidder was Silver Star Construction Company of Moore, Oklahoma in the amount of \$9,437,000 for the combined projects. ODOT awarded these projects at the July 1, 2019, Transportation Commission Meeting. Silver Star started construction on Monday, September 23, 2019. This project has a 270-calendar day construction schedule, which will likely result in a late summer 2020 completion. ODOT is administering the construction of this project because federal transportation funds are being used.

The project involves the following items:

- Widen two miles of roadway from two lanes to four lanes
- Intersection improvements at 24th Ave. East/Meadowood Boulevard and 24th Avenue East /Robinson Street
- Interconnect traffic signals on 24th Avenue East from Lindsey St. to Robinson St.
- Continuous sidewalks and accessibility
- Stormwater improvements
- On-street bike lanes

The contractor's activities this month were as follows:

- *Began installing storm pipelines starting at the south end of the project and working north*
- *Continued excavating along the east side of 24th Avenue East and hauling excess material to locations along the project that need fill material.*

Roadway Bond Projects:

During the month of November, concrete reconstruction work continued on McCall Drive between Pickard Road and Chautauqua Avenue as part of the Bond 2020 Urban Reconstruction Project. The contractor has completed approximately 75% of the concrete paving work on the roadway. Asphalt paving maintenance on Indian Hills Road between 72nd Avenue NE and 84th Avenue NE, in Whispering Hills South Addition, and in Whispering Hills North Addition were also completed.

Sidewalk Program:

FYE 2020 Sidewalk Program:

FYE 2020 Sidewalk Program went to bid on July 25th, 2019 with EMC Services, LLC submitting the winning bid of \$312,298.50 for five projects to be completed throughout the fiscal year 2020. The contract was approved by City Council on August 27, 2019. The Contractor has completed the "Downtown Sidewalks and Curbs" project along South Crawford Avenue starting at East Main Street heading southward to East Apache Street.

Public Transit

New Central Library Now Served by Public Transit

The City of Norman began operating a service enhancement to route 121 – the Alameda/East Norman route – to incorporate a stop at the new Central Library starting November 7, 2019. The new library stop, located at 103 W. Acres St., provides the first of many opportunities the City will have to improve transportation options to better serve the needs of residents and visitors. The route will continue to operate the same service hours.

This change was made possible by City staff working with EMBARK. By redirecting an existing route, EMBARK was able to adjust operations without affecting current bus stops. The change will have no additional cost to the City's operating expenses.

Public Transportation Sales Tax Initiative

Council approved ordinance O-1920-16 on September 10, 2019 which set the ballot language for a proposed sales tax of 1/8% for public transportation. On November 12, 2019 voters approved the ballot initiative with 70.4% in favor. The tax will become effective April 1, 2020 (after the County jail tax expires) and will be deposited into the Public Transportation and Parking Fund to be used to fund public transit related expenses. The sales tax terminates only upon successful adoption and implementation of a dedicated funding source sufficient to fund public bus operations in Norman by the RTA of Central Oklahoma.

STREETS DIVISION

CAPITAL PROJECTS:

POST OAK ROAD – 60TH AVENUE SE TO 72ND AVENUE SE

Streets crews worked an overlay project at 60th Avenue SE to 72nd Avenue SE and 1,303.26 tons of asphalt for the repair.

POST OAK ROAD – 72ND AVENUE SE TO 84TH AVENUE SE

Streets crews worked an overlay project at 72nd Avenue SE to 84th Avenue SE and 1,097.36 tons of asphalt for the repair.

ASPHALT OPERATIONS:

DEEP FORK CIRCLE – DEEP PATCH

Streets crews worked a deep patch at Deep Fork Circle and required 84.11 tons of asphalt for the repair.

CONCRETE OPERATIONS:

IOWA STREET – MERKLE STREET TO SHERRY AVENUE

Streets crews replaced damaged concrete panels at Iowa Street – Merkle Street to Sherry Avenue. This repair required 70 cubic yards of concrete and resulted in over 184 square yards of repaired driving surface.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During November, 2019, 8 miles of rural rights-of way.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 6 work order requests and closed 6.

INFRASTRUCTURE

The Infrastructure Maintenance crew finished repairs to Imhoff Creek Channel. Work included placing rip rap at the end of the channel liner to stabilize the edges and pouring 14 yards of concrete on the top edge for erosion control. The crew also repaired handrails at two locations along Bishop Channel. The Infrastructure Maintenance crew also replaced a missing manhole on Lindsey Street and repaired a headwall leak at 24th Ave NW and Dakota St.

DRAINAGE MAINTENANCE

The Channel Maintenance crew removed over 128 tons of vegetative debris from Imhoff Creek Channel. The Channel Maintenance crew also cleaned a flume at Regis Court and several blocked inlets on Stewart Ave and Apache St, totaling 2 tons of debris removed. The Drainage Maintenance crew also assisted the Infrastructure Maintenance crew during the Imhoff Channel project.

The Channel Maintenance crew finished the mowing season in November and mowed 51,750 ft² of urban drainage way.

URBAN STREET SWEEPING OPERATIONS

A total of 486 lane miles were swept resulting in the removal of approximately 598 tons of debris from various curb lined streets.

STORMWATER OKIE LOCATES

During the month of November, 2145 Call 811 Okie Spots were received. Of those requests, 28 were stormwater pipe locates, 58 were physically checked, and 555 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 91 inspections of 79 active sites
Issued 0 citation and 0 NOVs to active sites
Issued 3 Earth Change Permits to new projects.

MS4 OPERATIONS

Received and responded to 25 citizen calls/ YTD Total is 138.

On November 1, Michele Loudenback demonstrated the EnviroScape model to Ms. Reed's 5th grade class at Terra Verde. It was especially rewarding because the class wanted to see the demonstration so much that they attended class even though school was not in session. The school's Headmaster had allowed the students to vote on whether or not they would have classes the day after Halloween, and the student body voted to cancel classes that day.

On November 1, Carrie Evenson and Ms. Loudenback hosted a table at the rescheduled Downtown Norman Fall Festival. They handed out stormwater information, goodies, and candy. Approximately 1,300 participants visited the Stormwater Division's table.

On November 5, Dr. Evenson and Ms. Loudenback attended the kickoff meeting for the 2020 Artful Inlets program with Norman Arts Council.

On November 10, Dr. Evenson and Ms. Loudenback facilitated a clean-up along a tributary to Merkle Creek tributary located behind the Merkle Creek Shopping Center. Participants removed almost 200 pounds of trash and debris from the Canadian River watershed.

On November 14, in conjunction with Stormcrete, the Stormwater Division hosted the 2019 Fall Builders Workshop at Moore Norman Technology Center. There were approximately 60 attendees.

On November 20, Dr. Evenson and Ms. Loudenback attended the ECAB meeting.

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 2019
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

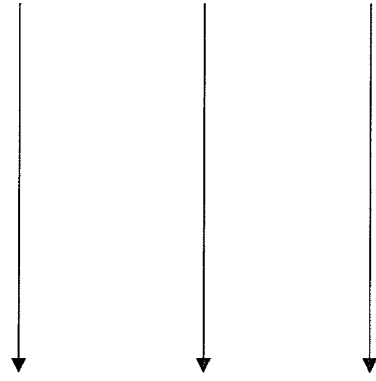
FY 2020 Associated Fees

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

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

City Council Review:

- Certificate of Survey.....0
- Preliminary Plat.....2
- Final Plats0
- Certificate of Plat Correction....1
- Encroachment.....0
- Easements.....0
- Closure..... 1
- Release of Deferral.....0



Development Committee:

- Final Plats.....3

\$1,295.00

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

\$0.00

Subtotal:

\$1,295.00

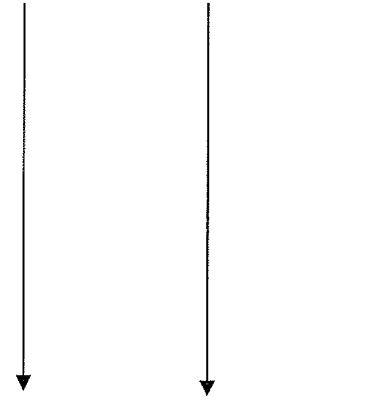
\$1,060.00

\$12,115.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family..... 33
- ***Commercial..... 4
- Multi-Family.....23
- Addition/Alteration..... 22
- House Moving..... 0
- Paving Only..... 6
- Storage Building..... 8
- Swimming Pool..... 3
- Storm Shelters..... 8
- Public Improvements.....6
- Temporary Encroachments.....1
- Fire Line Pits/Misc..... 1
- Flood Plain (@\$100.00 each).....0



Total Permits.....

\$0.00 \$100.00 \$200.00

Grand Total.....

\$5,698.30 \$2,980.86 \$10,326.67

\$6,993.30 \$4,140.86 \$24,552.67

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

32 21 118

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

8 7 24

- * 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 2019

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

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	8	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	33	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	4	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	32	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%

NORMAN TRANSIT RIDERSHIP TOTALS

Month: November 2019

FY20: July 1, 2019 - June 30, 2020 (FY19: July 1, 2018 - June 30, 2019)

Average Daily Fixed-Route Passengers

ROUTE	Nov-18	Nov-19	% Change	# Change	FYTD19	FYTD20	% Change	# Change
10 Main Street	294	273	-7%	-21	290	283	-2%	-7
11 Lindsey East	539	587	9%	48	484	512	6%	28
12 Lindsey West	77	151	96%	74	90	132	47%	42
20 West Norman Link	26	13	-51%	-13	24	14	-43%	-10
21 Alameda/E. Norman	210	192	-9%	-18	225	186	-17%	-39
24 Sooner Express	60	66	9%	6	58	60	3%	2
44 Social Security	5	3	-42%	-2	7	5	-26%	-2
TOTAL	1,211	1,285	6%	74	1,177	1,191	1%	14

Days of Service

Month	Mon-Fri	Sat	Total
Nov-19	20	NA	20
Nov-18	21	2	23
FYTD20	108	NA	108
FYTD19	107	14	121
44 Social Security (Tues. & Fri.)			
Month	Days	FYTD	
Nov-19	9	44	
Nov-18	9	43	

Total Fixed-Route Passengers

ROUTE	Nov-18	Nov-19	% Change	# Change	FYTD19	FYTD20	% Change	# Change
10 Main Street	6,761	5,464	-19%	-1,297	35,130	30,582	-13%	-4,548
11 Lindsey East	12,401	11,738	-5%	-663	58,554	55,278	-6%	-3,276
12 Lindsey West	1,773	3,028	71%	1,255	10,835	14,220	31%	3,385
20 West Norman Link	600	256	-57%	-344	2,847	1,460	-49%	-1,387
21 Alameda/E. Norman	4,832	3,844	-20%	-988	27,210	20,101	-26%	-7,109
24 Sooner Express	1,261	1,311	4%	50	6,222	6,454	4%	232
44 Social Security	43	25	-42%	-18	284	215	-24%	-69
TOTAL	27,671	25,666	-7%	-2,005	141,082	128,310	-9%	-12,772

*Saturday service discontinued January 1, 2019. All routes operate Monday-Friday except Route 44, which operates on Tuesday and Friday.

CARTaccess Passenger Information

ZONE	Nov-18	Nov-19	% Change	# Change	FYTD19	FYTD20	% Change	# Change
Zone 1	2,342	1,518	-35%	-824	12,409	7,936	-36%	-4,473
Zone 2	422	273	-35%	-149	2,178	1,574	-28%	-604
TOTAL	2,764	1,791	-35%	-973	14,587	9,510	-35%	-5,077

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020

STREET DIVISION					
	FYE 2020 November 2019	FYE 2020 November 2019	Year to Date	Year to Date	FYE 2020
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours (tons of material used)	100%	100%	100%	100%	95%
	101.07		477.45		
Overlay/pave 10 miles per year.	3.00	30%	10.50	105%	100%
Replace 1,160 square yards of concrete pavement panels	184.00	16%	1,604.00	138%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	3.00	1%	37.00	9%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	13,758,543.00	109%	100%
Mow 148 miles of Rural Right-of-way twice per year	8.00	32%	618.00	209%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2020

STORMWATER DIVISION					
	FYE 2020 NOVEMBER, 2019	FYE 2020 NOVEMBER, 2019	Year to Date	Year to Date	FYE 2020
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	486.00	97%	2,060.00	34%	50%
Collect litter from rights of way in the Urban area (Tons)	-	0%	20.74	0%	70%
Collect litter from rights of way in the rural area (Tons)	-	0%	5.66	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	711.00	-	5,330.00	53%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	51,750.00	0%	6,042,407.00	44%	90%
Perform erosion control inspections of permitted sites within 30 days.	91.00	115%	457.00		100%
Permit all earth disturbing operations over 1 acre in size.	3.00	100%	11.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	-	0%	-		20%
Respond to stormwater complaints within 24 hours of the time reported	25.00	100%	138.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT
November 2020**

IN GALLONS	FYE 2020	FUEL REPORT	
	<u>UNLEADED PURCHASE</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	16,964.00	15,992.00	25,936.40
Outside - sublet	532.85	2,450.20	5,354.60
TOTAL	17,496.85	18,442.20	31,291.00

TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	21,605.35	22,965.40	25,549.37	5,741.23

FYE 2020 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	106,259.02	104,298.80	121,898.97	34,652.05

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.85	Low	\$1.79	UNLEADED	High	\$2.40	Low	\$1.99
DIESEL	High	\$1.97	Low	\$1.95	DIESEL	High	\$2.12	Low	\$2.59
CNG	High	n/a	Low	\$1.02	CNG	High	\$1.71	Low	\$1.71

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS		\$83,195.07	Month Total Public CNG Sales		\$8,617
BATTERIES		\$1,896.09	FYE 2020 To Date Public Sales		\$51,236
OILS/FLUIDS		\$5,252.79	LIFE TO DATE CNG GAS GALLON EQUIVALENT		
TIRES		\$22,150.41	Total Sold Gallons Life To Date		883,065
SUBLET REPAIRS		\$29,781.77	Total Gross Sales Life To Date		\$1,274,703
TOTAL SPENT ALL parts/sublet \$142,276.13			Life To Date CNG Gas Gallon Equivalent		
			Total Public/City Through-Put CNG Gallons @ Station		2,057,653

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	15	28	25	107
EMERGENCY ROAD CALLS	26	16	24	112
PM SERVICES	141	138	105	614
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	469	500	446	2377
SCHEDULED REPAIRS	181	194	159	909
NON SCHEDULED REPAIRS	288	306	287	1468

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	11	6	25
EMERGENCY ROAD CALLS	5	5	3	19
PM SERVICES	83	86	79	408
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	197	207	211	1061
SCHEDULED REPAIRS	97	112	116	582
NON SCHEDULED REPAIRS	100	95	95	479

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	10	15	19	78
EMERGENCY ROAD CALLS	20	10	20	88
PM SERVICES	39	40	24	167
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	206	242	202	1,137
SCHEDULED REPAIRS	57	67	41	289
NON SCHEDULED REPAIRS	149	175	161	848

**FLEET DIVISION
PM COMPLIANCE REPORT
November FYE 2020**

Industry Standard Compliance: Not To Exceed 5%

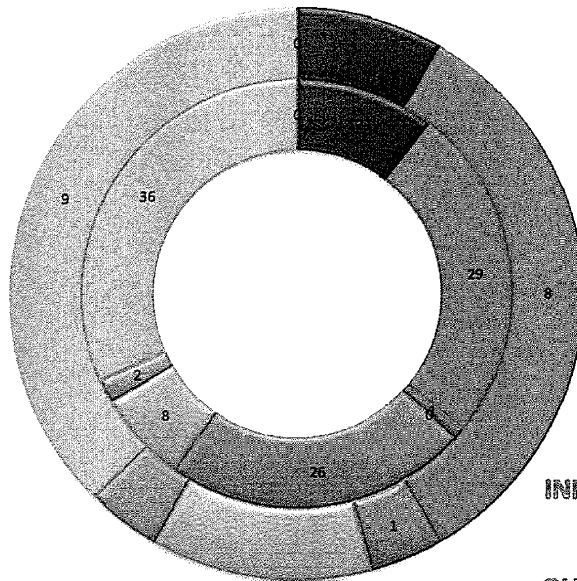
Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
FINANCE						
METER SERVICES	1	1			0%	25%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1		1		0%	25%
PUBLIC WORKS						
ENGINEERING	3	3			0%	0%
STREETS	14	13		1	7%	7%
STORMWATER	1	1			0%	0%
TRAFFIC	6	6			0%	8%
STORMWATER QUALITY					0%	0%
FLEET	2	2			0%	0%
POLICE						
ANIMAL CONTROL	2	1		1	50%	14%
POLICE ADMINISTRATION	1	1			0%	0%
POLICE STAFF SERVICES					0%	17%
POLICE CRIMINAL INVESTIGATIONS	1	1			0%	21%
POLICE PATROL	14	10	2	2	14%	22%
POLICE SPECIAL INVESTIGATIONS	4	3	1		0%	7%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	86%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	7	6	1		0%	13%
FIRE DISASTER PREPAREDNESS	2	2			0%	25%
PARKS & RECREATION						
PARK MAINTENANCE	8	5	3		0%	10%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	5	3	1	1	20%	10%
PSST POLICE CRIMINAL INVESTIGATION	2	2			0%	22%
PSST FIRE SUPPRESSION	3	2		1	33%	11%
CDBG						
PLANNING CDBG	1	1			0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	5	3	2		0%	13%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	20%
WRF OPERATIONS	6	4	1	1	17%	33%
SEWER LINE MAINTENANCE	3	3			0%	5%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	100%
SANITATION RESIDENTIAL	6	6			0%	24%
SANITATION COMMERCIAL	3	1		2	67%	30%
SANITATION TRANSFER	8	7		1	13%	23%
SANITATION COMPOST	1		1		0%	29%
SANITATION RECYCLE	2	1	1		0%	29%
SANITATION YARD WASTE	2	2			0%	30%
CITYWIDE TOTAL	114	90	14	10	9%	16%

November FYE 2020

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Due at Meter or scheduled	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
POLICE										
0985	2016 Ford F-250	Animal Control	45783	45018	765	days	11/22/2019	Light Repair	PM-C	3/29/2019
MotorT	2012 Motorcycle Trailer	PSST Criminal Investigation	12/8/2019	11/8/2019	30	days	11/8/2019	Light Repair	PM-A	7/9/2018
1140	2013 Ford Taurus Interceptor	Police Patrol	129908	126896	3012	miles	11/27/2019	Light Repair	PM-C	8/20/2019
PUBLIC WORKS										
MP5001	2005 Toro 580D Mower	Streets	12/8/2019	11/25/2019	13	days	11/25/2019	Light Repair	PM-C	3/31/2017
FIRE										
53T	2019 Covered Wagon Trailer	PSST Fire Suppression	12/8/2019	11/1/2019	37	days	11/1/2019	Light Repair	PM-A	new
UTILITIES										
0234	2006 Roll Off 34 Yd Compactor	Sanitation Commercial	12/8/2019	7/13/2019	148	days	11/7/2019	Heavy Repair	PM-C	7/13/2018
292T	2016 CTS OTV Trailer	Sanitation Transer Station	12/8/2019	6/14/2019	177	days	11/8/2019	Heavy Repair	PM-A	12/14/2018
0217	2006 Roll Off 34 Yd Compactor	Sanitation Commercial	12/8/2019	7/25/2019	136	days	11/14/2019	Heavy Repair	PM-C	7/25/2018
0222	2006 Roll Off 34 Yd Compactor	Sanitation Commercial	12/8/2019	7/25/2019	136	days	11/14/2019	Heavy Repair	PM-C	7/25/2018
0233	2013 Caterpillar CT660 Rolloff	Sanitation Commercial	9169	8992	177	miles	11/13/2019	Heavy Repair	PM-D	7/17/2019
578B	2018 John Deere Rotary Cutter	Water Reclamation	12/8/2019	8/24/2019	106	days	11/15/2019	Heavy Repair	PM-B	8/24/2018

**PM Compliance Report
November FYE 2020**



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

INNER RING - MONTHLY # SCHEDULED

OUTER RING = MONTHLY # MISSED/LATE

Department	Scheduled	Missed/Late	% Late
City Council	0	0	0.0%
Fire	12	2	16.7%
Police	29	8	27.6%
Finance	1	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	26	1	3.8%
Parks & Rec.	8	3	37.5%
Planning	2	1	50.0%
Utilities	36	9	25.0%
Citywide Total	114	24	21.1%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2020

November 2019

MECHANIC	DIRECT LABOR HOURS	INDIVIDUAL PRODUCTIVITY	
		GOAL	DIFFERENCE
# 001	86.98	72%	0.8%
# 002	125.29	72%	16.6%
# 003	114.51	72%	7.9%
# 004	115.33	72%	16.4%
# 006	112.31	72%	6.2%
# 007	99.84	72%	9.3%
# 008	116.91	72%	7.1%
# 009	118.41	72%	9.8%
# 010	67.39	72%	5.5%
# 011	110.71	72%	4.6%
# 012	97.84	72%	15.9%
# 013	81.76	72%	8.7%
# 014	72.31	72%	-7.0%
# 016	108.60	72%	13.4%
# 017	37.76	72%	14.6%
# 018	134.62	172%	-87.5%
# 019	34.40	72%	11.7%
# 020	151.96	172%	-85.3%
# 021	128.43	72%	13.0%
# 025	1.10	72%	28.0%

DIRECT LABOR HOURS	1916.46
TOTAL AVAILABLE HOURS	2347.76
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	81.6%

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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	106	106	100%	608	608	100%
Provide information requested by citizens within 7 days	95%	106	16	100%	608	518	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	0	0	100%
Review subdivision plans, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	28	28	100%	193	193	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	#DIV/0!	2006	792.75	0.40
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
		4.61	32	6.94	5.74	40	6.97
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
		16	16	100%	77	77	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
		16	16	100%	157	157	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	7	7	100%	28	28	100%
<i>Lower Priority</i> all other signs within one day	90%	85	85	100%	474	474	100%
<i>Street Name Signs</i> within two weeks	90%	0	0	#DIV/0!	23	23	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
		3040	0	0.00	16072	0	0.00

Monthly Report

December 2019

LINE MAINTENANCE:

Waterline Capital Projects

- Burgundy Court – 100% Complete
- Morren Drive – 100% Complete
- Rhoades Drive – 100% Complete
- East Robinson to Griffin Park – 98% Complete
- Wellsite Drive – 7%

East Robinson to Griffin Park: Staff will replace 900 feet of deteriorated 6" Ductile iron pipe with 8" PVC from Robinson Street to end at concession stand at Griffin Park. Staff replaced two fire hydrants, passed bacteriological samples changed over meter service, poured 2 yards of concrete, restored surface, project 98% complete.

Wellsite Drive: Staff will replace 700 feet of 8" Ductile Iron with 8" C-900 PVC from Tecumseh Road to end of cul-de-sac. Materials ordered and delivered, project 7% complete.

Water Line Breaks – 19 in November

Sewer Line Capital Projects:

Fiscal Year 19 Summit Lakes Lift Station Rehabilitation Project;
Project complete.

Sewer Line Data

- Total obstruction service requests - 15
 - Private Plumbing: 15
 - City Infrastructure: 0
 - Sanitary Sewer Overflows: 0

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.17 MGD
- Total flow: 35.1 MG

UTILITIES ENGINEERING:

Request For Proposal for update the City of Norman Design Standards and Construction Specifications was issued jointly by the Department of Utilities and Public Works. Three engineering proposals were received and staff is reviewing proposals at this time.

Line Maintenance Building (WA/WW0329)/WRF Storage Building (WW0318): Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, Barrett L. Williamson Architects selected to provide design and construction services for the projects. Draft scope of work submitted 11/08/18; proposed contract K-1819-142 was forwarded to Architect 04/19/19; Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19; Staff is still working to finalize contract language and amount; expect to bring a contract forward to NUA in October 2019.

WASTEWATER PROJECTS:

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

- Phase 1 completed 01/19/17;
- Five bids received 08/09/18 for Phase 2 work with low bidder being PM Construction and Rehab, LLC of Pasadena, TX;
- NUA award to PM Construction and contract in amount of \$1,348,501 approved 08/28/18;
- Notice to Proceed issued effective 09/17/18 with completion by 06/12/19;
- 9 payments have been processed for total of \$1,199,788 or 90% of the contract amount;
- All pipe-bursting, open trench installation and manhole rehab work is complete;
- Concrete sidewalk and street repairs are complete.
- Project acceptance and final change order approved by NUA 08/27/19.
- Staff has worked with homeowners in the area to resolve issues with restoring yards to pre-construction condition.
- Close out project in January 2020

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering. Line Maintenance staff completed television work in March 2017. NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 7/26/16; Line Maintenance completed additional survey of existing manholes along 12th Avenue NE/Main to determine need for repair/replacement in FYE17 project; Staff expects to advertise project in January 2020.

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

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

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

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet (over 4 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Peter Pan St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Line Maintenance has begun internal video survey of project area. No design work to date, awaiting new on-call contract approval to award contract to Lemke for surveying and drafting assistance.

Engineer: Staff with assistance from local surveyor

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16. Since completion of WRF Phase 2, staff is considering using UV disinfected effluent in lieu of chlorinated effluent for compost irrigation. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18. Staff and APAI met with DEQ 03/29/18 to discuss the proposed variance; DEQ advised NUA on 07/18/18 that the variance was conditionally approved. APAI and staff negotiated scope and price of Compost Reuse Pump Station project; the NUA approved Contract 1819-82 with APAI 12/11/18 to design the project using UV reuse water at the compost facility. Staff met with APAI on 02/08/19 to discuss project with Compost Facility staff and discuss potential project solutions. 100% plans submitted to DEQ 06/19/19 and the DEQ approved the plans 07/15/19. Pre-Bid Conference held 09/12/19 with five contractors attending; bids will be opened 09/19/19. Four bids were received 09/19/19 ranging between \$438,670 and \$635,892 and were much higher than estimated; staff has met with low bidder in attempt to reduce costs and is awaiting additional information. APAI and staff have worked to reduce project scope and cost; we are awaiting a revised cost proposal from the low bidder Mathews Trenching. 60-day timeframe to award bid has expired; may need to re-bid.

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

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. Developers might initially fund the lift station and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff expects to bring a contract forward to NUA in January, 2020.

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

Engineer: PEC, Inc.. (Chris Grizer)

Summit Valley Interceptor (WW0278): The Summit Valley interceptor will extend 12 and 15-inch sewer line northerly from the Summit Valley development to the existing Eastridge LS and allow the Eastridge LS constructed in the 1980's to be removed from service. The existing Summit Valley LS has capacity to serve the area served by the Eastridge LS. Bid Opening – June 27, 2019, Construction Contract Award – August 13, 2019, Start of Construction – September 5, 2019. At the end of November, the Contractor has completed approximately 75% of the project.

Engineer: SMC Consulting, Inc. (Chris Anderson)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The engineering contract was approved November 2018, Staff and Garver made multiple visits to similar facilities from April to June, Draft of the TM1 was submitted in July, and TM1 completed September 6, 2019
Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted the following year. Engineering contract approved in April 2019, Staff and Olsson toured OKC septage facility in May. The TM1 was received in July and TM2 is expected in January 2020. Estimated completion of report February 2020.
Engineer: Olsson, Inc. (Kevin Rood)

WATER PROJECTS:

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

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

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019. Revised plans received 10/26/18 and were returned to APAI on 11/8/18 for revision. Revised plans received and submitted to DEQ 11/28/18 for review. Project advertised 12/27/18 and pre-bid meeting was held 01/8/19 with 11 contractors attending. Bids were opened 02/14/19 and six bids were received with Central Contracting Services being the low bidder at \$2,845,591. NUA approved award to Central Contracting Services and approved contract and bonds on 03/26/19. Notice to proceed issued with contract time starting on 04/15/19 and continuing for 270 through 12/11/19. Preconstruction Conference held 07/18/19; Contractor initiated work installing steel casing and 30-inch piping under Brookhaven Creek 09/03/19. Payment of \$1,139,539 or 40% of the \$2,845,591 contract amount has been paid;

Construction has been slowed by numerous underground obstructions and requirement to work in only one lane of Robinson east of 36th; only 400 feet of pipe installed in last month or about 20 feet per working day. Phase 1 waterline construction completed 12/06/19; piping installed across 36th Avenue 12/8/19 and road re-opened. 12" WL going south completed 12/11/16 and bacteriological testing passed 12/13/19 allowing concrete placement to begin. Contractor will re-open 36th & Robinson on 12/16/19.

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

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

Engineer: Cardinal Engineering

- Proposals for engineering design of the project received 7/10/18;
- Cardinal Engineering selected and the NUA approved Contract K-1819-72 totaling \$90,400 on 2/26/19;
- Kickoff meeting held 03/11/19;
- 50% plans received 04/22/19 and returned 05/06/19;
- Additional surveying work approved 05/14/19;
- Staff is coordinating this work with ongoing WL construction by Sooner Fashion Mall
- Amendment #1 to Cardinal design contract to be approved by NUA 08/27/19;
- Revised plans from Cardinal received 11/25/19 and are under review by staff.
- Expect to bid project in Spring 2020.

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

Additionally, the recommended portfolio for the 2060 Strategic Water Supply Plan recommended a future non-potable irrigation system from the Water Reclamation Facility to irrigate Reaves Park to reduce the demand on the water system. This project will now be designed and bid with an alternate to install the recommended 16-inch non-potable water line parallel to the proposed 24-inch potable water line. The easement was acquired from OU in March; the engineering design was completed in June and submitted to DEQ. The DEQ permit was received in August and an invitation to bid was issued September 19, 2019, Bid opening was October 10, 2019 and Contract is expected to be awarded November; construction estimated to begin in December.

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

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

east of the 24th Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue. After initial field investigation and discussions with potential contractors, an alternative alignment further away from utility conflicts was evaluated. Easement documents have been prepared and submitted to the University of Oklahoma to facilitate a less congested construction corridor. The Preliminary alignment was reviewed in April 2019 and the estimated completion of field design was in August, estimated completed design in January 2020, invitation to bid March 2020.

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

Waterline Replacement: Flood Avenue - Robinson to Venture (WA0328): Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Design is funded in FYE19, with construction funded in FYE20. Engineering contract approved March 26, 2019. Project kickoff meeting was held in April. Completion of field investigation in June with an estimated submittal to DEQ in December, Final design in February 2020 and invitation to bid in March 2020.

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

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Staff is working with the Street Department to install new waterline under 3 intersections associated with the Lahoma Street reconstruction project which crosses the Gray/Tonhawa WL Replacement project. NUA and Guernsey staffs walked majority of project 05/02/18 to finalize proposed location and construction methodology. Open trench construction with pavement repairs was generally chosen in lieu of directional drilling at increased depth with pavement repairs at entry points and service line locations. 50% plan review completed in May 2019; submittal of Railroad permit application in June; Floodplain permit submittal and hearing July/August. Completion of design in September, submittal to DEQ for permit in September, completion of railroad permit in September and invitation to bid October 24, 2019. Bid opening November 21, 2019, Contract award January 12, 2019

Engineer: Guernsey (Larry Roach)

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and preliminary engineering plans presented to NUA 07/08//14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31st with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor completed 104 required piers for chemical building, installed all ductwork, poured slab and building is roofed and equipment being installed. Contractor excavated ozone contact basin, installed piping, poured slab and completed roof. Contractor excavated UV building, poured slab and inside is nearing completion. Large piping was completed that passed through UV building. First partial plant shutdown was held 11/13/17 and the project has required 5 others to date. All shutdowns have been

without issue. The high pressure plane pumps have been installed and were placed back in operation 4/23/19. Maintenance building is 99% complete and is being used to store equipment. Administration building is 90% complete. Contractor has completed \$26,171,510 of the \$30,515,462 total contract. Staff is running new Sodium Hypochlorite (chlorine) system for two weeks and if successful with no disruptions, gas chlorine cylinders will be shipped back to manufacturer. The new Liquid Ammonium Sulfate (LAS) is currently be fed as well as Fluorosilicic acid (fluoride). Once the old chlorine units are removed, Enerfab will begin work on Lime system improvements which will be installed in these areas. Project completion date is anticipated to be February 2020..

Engineer: Carollo Engineers (Amber Wooten)

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

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time. Cowan has begun the water rights process and working with OWRB to complete application before October 1, 2019. After application, they will publish legal notice in paper and mail notifications. Public meeting will be later in process January or February, 2020.

Engineer: Cowan Group (Tim Ward)

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 32 active wells from being at 31 previously. The design for a blending scheme will be delayed until deemed necessary.

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be

utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christensen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019. Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Engineer: Carollo Engineers (Rebecca Poole)

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

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

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

SP1=94 ppb, SP2=7 ppb, SP3=1 ppb, SP4=6 ppb, SP5=1 ppb. The project has experienced some difficulties with the cartridge filters allowing small amounts to pass through. BOR thinks Norman could pursue larger mixed media filters similar to what is used at the WTP. They applied and were approved to extend their study of the filters in particular. BOR staff returned October 12, 2017 and constructed a pilot to perform additional testing on our well water and set up a deeper bed media filter system. In addition, they set up 3 pipe materials to test for any possible precipitation to pipe walls. BOR has extended the project and now expect results by late Fall of 2019.

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

WTP Backwash Tower Resurfacing Project – This project has been delayed as to not interfere with the current ongoing WTP Phase II project. Staff met with a consultant that will be preparing the specifications for recoating. NUA approved design contract with Dunham Engineering on September 25, 2018. Preliminary design was complete by June 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete. Project opened bids September 12, 2019. CTEX from Texas was apparent low bidder at \$220,000. NUA approved the contract October 22, 2019. Staff is delaying a few weeks before issuing NTP due to contractor not ready at water treatment plant project. Engineer: Dunham Engineering (Joe Seiter)

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

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant made revisions and met again with staff on January 23, 2019. Project opened bids April 25, 2019 and McKee Utility Contractors, Inc. was low bidder at \$1.46 million. Construction clearing began July 2019 and project is 95% complete. Crews will disinfect lines next week and project will be complete by December 2019. Engineer: Freese and Nichols, Inc. (Clay Hernden)

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

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC was approved by NUA 12/11/18. Survey has been completed and a technical design memo was completed and reviewed by staff. With the existence of several large trees that will be impacted, staff held a neighborhood meeting 4/10/19. Approximately 21 people attended representing OU, sororities and fraternities, homeowners and landlords. The direction taken from the meeting was to start this summer and work through fall until completion. Staff offered summer work only and perform over two summers but it was unanimous 21 votes to start and continue until finished. It was also decided to install water line in the street and not under sidewalks. Staff followed up with meetings between consultant and potential contractors and it was decided that the project must be split into 2 summer phases to be successful. Phase I will begin July 1, 2019 and complete December 2019. Phase II is scheduled to begin May 15, 2020 and complete August 15, 2020. Bids were opened June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. Crews completed last concrete pours November 5, 2019. A final walk through was performed Friday November 8, 2019 and project had minor punch list items to complete. Staff will bring final as-bid to as-built quantities and change order for NUA consideration in January 2020. Engineer: Cabiness Engineering, LLC (Sean Price)

Line Maintenance Building/WRF Storage Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. RFP issued 06/12/18 for this work with proposals due 07/15/18.

On 08/07/18, staff selected Barrett L. Williamson Architects. to design and provide limited construction assistance for the two building projects.

Draft scope of work provided to staff 11/08/18; comment provided and proposed contract K-1819-142 was forwarded to Architect 04/19/19.

Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19
Staff is still working to finalize contract language and contract amount and expects to bring a contract forward to NUA in August 2019.

Line Maintenance Building/WRF Storage Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing.

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- On 08/07/18, staff selected Barrett L. Williamson Architects. to design and provide limited construction assistance for the two building projects.
- Draft scope of work provided to staff 11/08/18; comment provided and proposed contract K-1819-142 was forwarded to Architect 04/19/19.
- Architect suggested changes in revised to standard language in contract which was forwarded to legal staff 06/14/19
- Staff is still working to finalize contract language and contract amount and expects to bring a contract forward to NUA in August 2019.

Water Wells Water Line: 108th & Tecumseh – Cardinal Engineering was selected as the consultant for one of the well water line projects. The consultant prepared scope and fee for staff to consider and NUA approved contract November 12, 2019. Project design is underway. Engineer: Cardinal Engineering (Josh Risely)

Water Wells Water Line: 60th and Franklin – Garver Engineers were selected as the consultant for one of the well water line projects. The consultant prepared scope and fee for staff to consider and NUA approved contract November 26, 2019. Project kickoff meeting is scheduled for January 2020. Engineer: Garver Engineers (Daniel Ethington)

SANITATION CAPITAL PROJECTS:

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the newly proposed location is on the site of the Transfer Station. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun discussions regarding coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

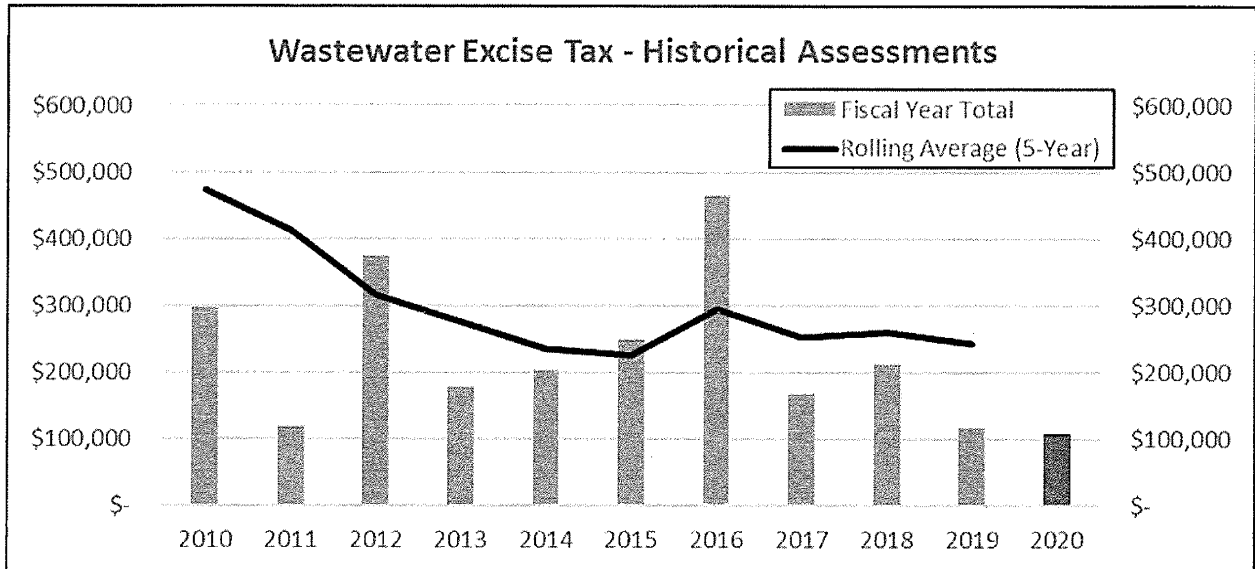
A Household Hazardous Waste Facility will also be included within this project. This Facility is necessary to allow for City residents a timely disposal option for household wastes that cannot be disposed using their normal polycart service. Currently, an annual collection day is held for City residents to dispose of their items but this has proven to be challenging in recent years. Draft scope received in March 2019 and the contract was review completed and approved in July. Staff and Studio Architects visited other HHW facilities in May. Draft engineering report expected in January 2020.

Architect: Studio Architects, LLC (George Winters)

RECOUPMENT/PAYBACK PROJECTS:

WRF Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 6 commercial entities last month. Assessments of \$1,725.00 were made on 2 entities whose projects will increase wastewater flows (4

applications not assessed). Through November, 43 commercial properties were reviewed and a total of \$88,136.68 has been assessed. Below are graphs showing the amount assessed and the number reviewed.



NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.

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

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

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

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

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

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item was approved 12/10/19 concurrently with the proposed Ruby Grant Payback project described below.

Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Staff has completed agenda item to declare the project a payback project and the agenda item was approved 12/10/19.

Plan Review

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return
	Victory Family Church - Ph III				
11/6/2019	Parking	Site Parking	Crafton Tull	11/13/2019	7
11/13/2019	Hudiburg Subaru	Water	SMC	11/14/2019	1
11/13/2019	Hudiburg Subaru	Storm Sewer	SMC	11/14/2019	1
11/13/2019	Hudiburg Subaru	Sewer	SMC	11/14/2019	1
11/4/2019	Ruby Grant	Water & Sewer	Wallace	11/13/2019	9

Private Water Well Permits Issued

2 Water Well Permits 19-4999 and 19-5071 were issued for month of November.

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
November 1-30 2019

Flow Statistics

	FYE 2020		2019	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	318.5	1639.8	324.1	1729.1
Total Effluent Flow (M.G.)	318.1	1606.1	319.3	1668.3
Influent Peak Flow (MGD)	13.1	18.7	12.1	20.2
Effluent Peak Flow (MGD)	12.9	18.4	11.6	20.2
Daily Avg. Influent Flow (MGD)	10.6	10.8	10.8	11.4
Daily Avg. Effluent Flow (MGD)	10.6	10.3	10.6	10.9
Precipitation (inches)	1.1	7.7	0.7	21.6

Discharge Monitoring Report Stats

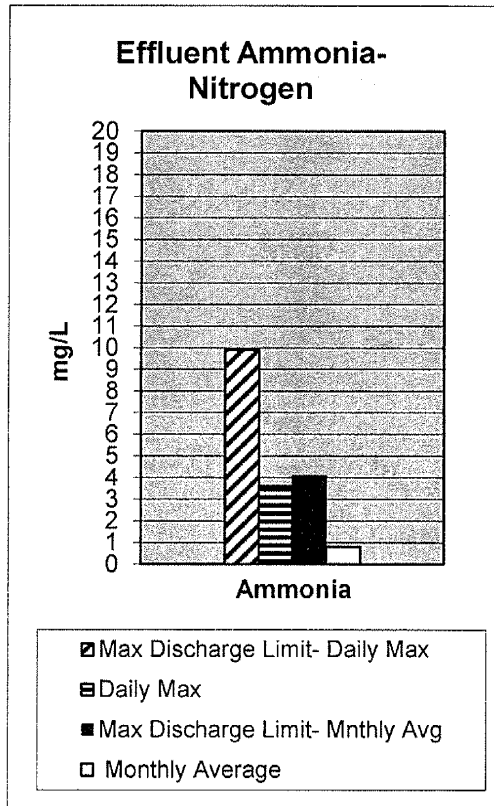
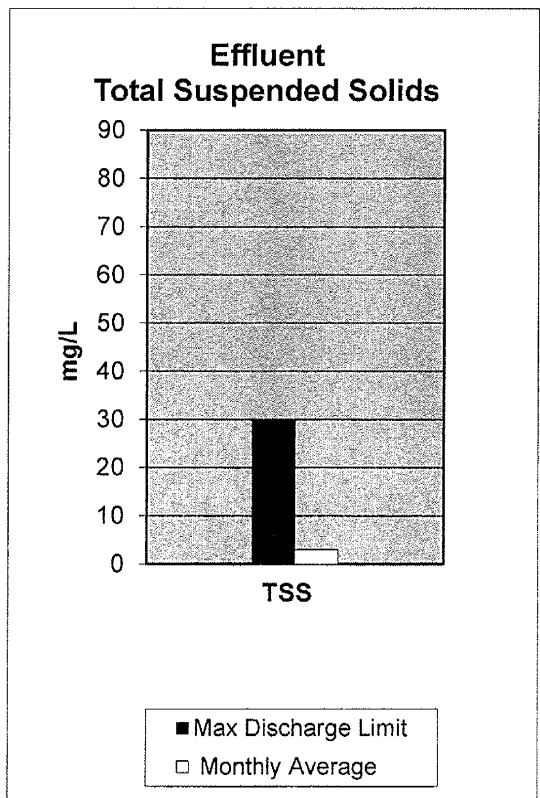
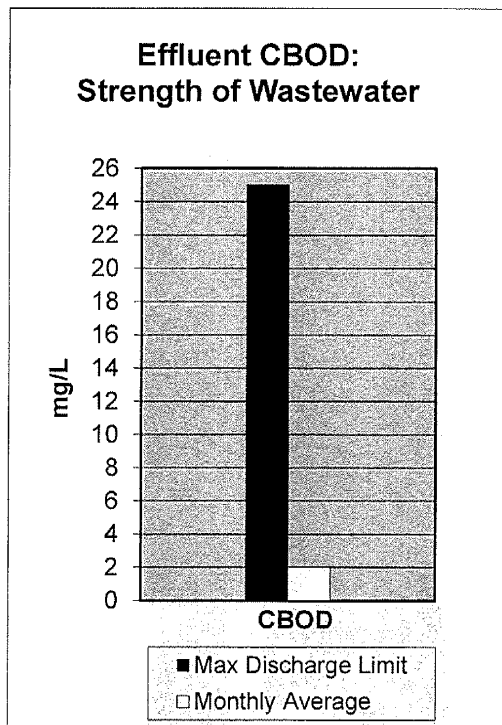
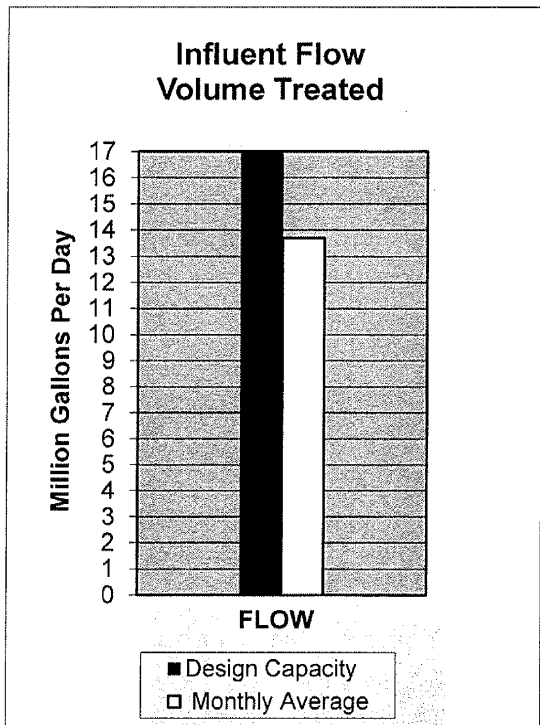
EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	217	176
Effluent Carbonaceous Total	2	2
Percent Removal	99.1	98.9
Total Suspended Solids:		
Influent (mg/L)	316	191
Effluent (mg/L)	3	4
Percent Removal	99.1	97.9
Dissolved Oxygen:		
Influent (min)	0.6	0.4
Effluent (min)	5.9	5.7
pH		
Influent (Low)	7.3	7.0
(High)	7.7	7.7
Effluent (Low)	6.5	6.8
(High)	7.2	7.5
Ammonia Nitrogen		
Influent (mg/L)	33.6	24.4
Effluent (mg/L)	0.8	0.9
Percent Removal	97.6	96.3

Utilities

Electrical				
Total kWh Used (Plant wide)	518,400	2,275,280	472,080	2,153,340
Aeration Blowers	117,600	718,500	119,400	710,800
UV Facility	32,400	322,400	41,000	238,000
Natural Gas				
Total cubic feet/day (plant wide)	777,000	3,105,400	768,000	2,422,000
Public Education (Tours)	0	0	3	19
Total Attendees for FYE 20	24		60	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	1.5	54.2	1.6	44.5
Fecal Coliform geometric mean average for November 2019 67 (Limit is 1000)				

CITY OF NORMAN
WATER RECLAMATION FACILITY
 November 2019



Comments here

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 20		FYE 19	
November, 2019	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	1	1	2
Property Owner Responsibility	15	98	17	90
TOTAL	15	99	18	92
Number of Feet of Sewer Cleaned:				
Cleaned	76,727	431,817	110,920	573,396
Rodded	2,725	20,082	1,850	16,575
Foamed	0	81,183	0	83,224
SL-RAT (New Program)	25,884	64,907	NEW PROGRAM	
TOTAL	105,336	597,989	112,770	673,195
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	1	2
Private	1	3	0	1
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	3	1	3
Feet of Sewer Lines Televised	12,943	96,775	9,184	93,943
Locates Completed	198	1,246	255	1,366
Manholes:				
Inspected	623	4,003	699	4,618
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	9	0	0
Hours Worked at Lift Station	155	767	311	1,109
Hours Worked for Other Departments	0	281	46	214
OJI Percentage	0.00	0.00	0.00	0.00
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.37	0.45	0.570	0.45
Claims Paid Per 10,000 People	0	0.00	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 20		FYE 19	
November, 2019	MONTH	YTD	MONTH	YTD
New Meter Sets:	33	195	25	188
Number Short Sets	32	193	25	147
Number Long Sets	1	2	0	41
Average Meter Set Time	5.61	5.24	6.24	6.81
Number of Work Orders:				
Service Calls	278	2,037	367	1,843
Meter Resets	2	3	1	9
Meter Removals	1	3	1	13
Meter Changes	20	353	57	173
Locates Completed	476	2,489	484	2,227
Number of Water Main Breaks	19	79	14	60
Average Time Water Off	1.34	2.07	1.48	3.25
Fire Hydrants:				
New	0	0	1	4
Replaced	0	4	0	1
Maintained	42	483	21	335
Number of Valves Exercised	102	644	97	512
Feet of Main Construction	0	1,083	380	2,477
Hours of Main Construction	0	1,611	500	2,707
Meter Changeovers	0	15	16	32
OJI Percentage	0.00	0.43	1.37	0.27
Hours Flushing/Testing New Mains	28	240	41	182
Hours Worked Outside of Division	19	278	36	209

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

WATER TREATMENT DIVISION

MONTH: November-2019

	<u>FYE 2020</u>		<u>FYE 2019</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	161.24	1718.98	208.53	1607.60
Well Production (MG)	126.34	526.51	85.60	333.10
Oklahoma City Water Used (MG)	30.02	151.53	33.03	160.74
Total Water Produced (MG)	317.59	2397.03	327.16	2101.44
Average Daily Production	10.59	15.67	10.91	13.73
Peak Day Demand				
Million Gallons	12.06	22.20	11.63	21.29
Date	11/18/2019	8/20/2019	11/5/2018	7/16/2018
System Capacity (see note 1)	23.35	23.35	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$626,182.15	\$3,358,878.32	\$495,736.06	\$2,611,344.47
Wells	\$208,239.55	\$1,077,215.88	\$196,123.52	\$996,523.31
OKC	\$75,500.00 *	\$388,403.75	\$66,585.91	\$409,319.27
Total	\$909,921.70	\$4,824,497.95	\$758,445.49	\$4,017,187.05
Cost per Million Gallons				
Plant	\$3,883.61	\$1,953.99	\$2,377.35	\$1,624.38
Wells	\$1,648.29	\$2,045.95	\$2,291.08	\$2,991.68
OKC	\$2,515.07	\$2,563.16	\$2,015.86	\$2,546.42
Total	\$2,865.06	\$2,012.70	\$2,318.28	\$1,911.64

Water Quality

Total Number of Bacterial Samples	80	400	106	470
Bacterial Samples out of Compliance	0	0	1	3
Total number of inquirers (Note 2)	8	20	3	19
Total number of complaints (Note 2)	2	17	1	24
Number of complaints per 1000 service connections	0.05	0.42	0.02	0.60

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

Safety

Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	5	1	5

Public Education

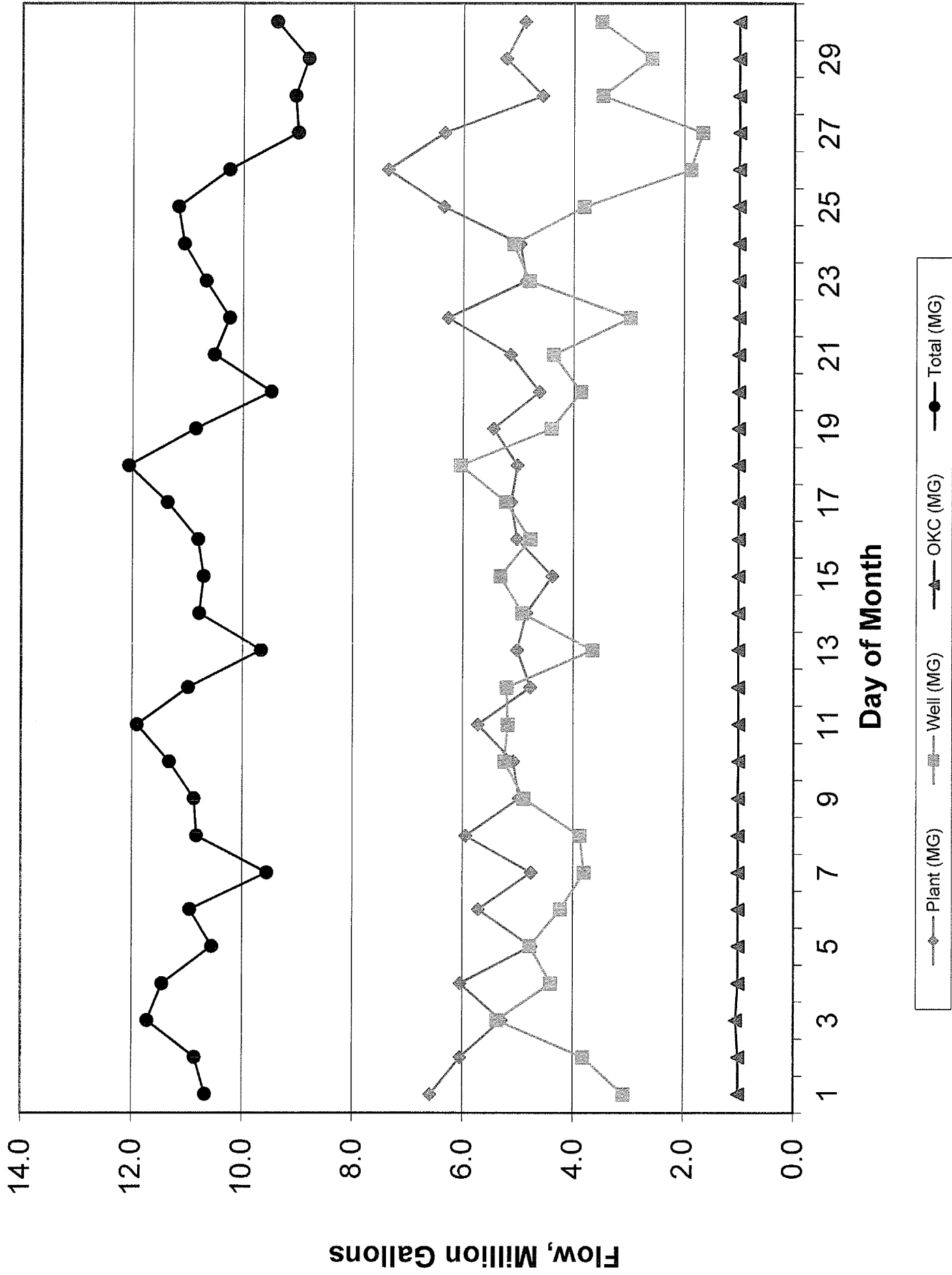
Number of tours conducted	0	4	0	6
Number of people on tours	0	91	0	110

Notes:

Phase II construction - UV building 98% complete, chemical building - feed lines are being tested. Administration building window have been installed. Staff repaired lime pinch valve #3. Phase II construction completion scheduled for January 14th, 2021

* OKC bill for November is an estimate.

Water Production for November 2019



**NOVEMBER 2019
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	November	Year to date
Fats, oil and grease (FOG) program	42	173
Food license approval	4	6
Significant Industrial Users	5	17
Total inspections	51	196

ROUTINE ACTIVITIES

	November	Year to date
Significant Industrial User sites sampled	1	4
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	75%
Household hazardous waste disposal calls	25	115
Immediate assistance requested	0	6

REVENUE

	November	Year to date
FOG Program	\$0.00	\$0.00
Surcharge	\$0.00	\$48,971.50
Lab Analysis Recovery	\$0.00	\$9,304.81
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$0.00	\$58,276.31

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided staff liaison support including attending meetings, preparation of minutes, and issue research.
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education material and projects for water issues and recycling.
4. Subcommittee is researching implementation of the US Mayors' Climate Protection Agreement.

MISCELLANEOUS ACTIVITIES

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of November, 2019, approximately 67,500 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 20 as a result of the FOG program.
4. Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
5. DEQ and staff are working with the Product Stewardship Institute on a statewide effort to initiate take-back programs similar to Oregon's take-back program for paint.
6. Implementing a Dental Amalgam Program to comply with new federal regulations.
7. Working on annual renewals for participants in the FOG Program.
8. Staff is assisting with plans for a permanent HHW facility
9. Staff applied for and received a grant from DEQ for equipment for the new HHW facility
10. Held the annual HHW event

MONTHLY TRANSFER STATION REPORT
November 2020

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	480.56	\$22,146.72
COMMERCIAL TONS	1,319.47	\$70,166.50
CASH TONS:	263.35	\$11,376.72
PULL OFFS:	23.00	\$345.00
TOTALS:	2,086.38	\$104,034.94

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	420.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8159.93
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
TOTAL LOADS BROUGHT TO LANDFILLS:	420.00
GRAND TOTAL TONS TO LANDFILLS	8,159.93
DISPOSAL COST PER TON (OKC)	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$161,158.62
GRAND TOTAL TIPPING FEE'S	\$161,158.62
# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	608.00
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3735.33
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	360.00
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2371.76
TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	968.00
TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	6107.09
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	30.25
TOTAL TONS RECEIVED AT TRANSFER STATION	8200.72

Drop Center Report

NOVEMBER 2020

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$550.00	\$0.00	0	0	0%	\$19.75	\$240.39	\$4,747.70
PLASTICS:	\$30.00	\$0.00						
STEEL CANS:	\$15.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$10.00	\$0.00						

RECYCLING CENTER DATA: #9

	Fairgrounds		Hollywood		Total Tons	PRO/FEE	Revenues	Net
	TONS	Tons	TONS	Tons				
ALUMINUM:	0.14	0.3	0.51	0.95	\$0.00	\$522.50	\$522.50	
PLASTICS:	1.77	2.41	5.41	9.59	\$0.00	\$287.70	\$287.70	
STEEL CANS:	0.33	0.49	0.86	1.68	\$0.00	\$25.20	\$25.20	
MIXED OFFICE PAPER:	2.11	11.91	23.76	37.78	\$0.00	\$0.00	\$0.00	
CARDBOARD:	4.83	18.55	21.12	44.5	\$0.00	\$445.00	\$445.00	
RECYCLING CENTER TOTALS:	9.18	33.66	51.66	94.5	\$0.00	\$1,280.40	\$1,280.40	

Cardboard	Other Cardboard Containers		Compactors	
	TONS	Revenues	TONS	Revenues
	60.98	\$609.80	16.31	\$163.10

Expenses	Average hrly+ benefits		Total
	Cage Rolloff	Cardboard	
Hours	54	558.31	638.31
Labor \$	\$245.84	\$901.41	\$1,383.45
Vehicle cost	\$1,009.26	\$388.99	\$1,869.00
			\$299.04
			1884.19

Revenue	Income	Expense	Net
	\$2,053.30	\$6,945.61	\$ (4,892.31)

Total All Recycle and Cardboard	Revenues
171.79	\$2,053.30

Total Recycle Only	Revenues
50	\$835.40

Total Cardboard	Revenues
121.79	\$1,217.90

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2020

	FYE 19		FYE 20	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	11	2	4
<u>On The Job Injuries</u>	0	1	2	4
<u>Bulk Pickups</u>	18	141	31	130
<u>Refuse Complaints</u>	67	373	85	448
<u>New Polycarts Requests</u>	83	303	48	285
<u>Polycarts Exchanges</u>	10	68	11	48
<u>Additional Polycart Requests</u>	69	336	61	312
<u>Replaced Stolen Polycarts</u>	17	122	26	109
<u>Replaced Damaged Polycarts</u>	131	556	52	423
<u>Polycarts Repaired</u>	55	232	34	247

COMPOST MONTHLY REPORT

NOVEMBER 2020

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	489.69
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 9,671.38

TONS BROUGHT IN BY PUBLIC:	820.00
TONS BROUGHT IN BY CONTRACTORS :	1,180.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	20.00
LANDFILL TIPPING FEE'S	\$ 19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 39,895.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 49,566.38
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REVENUE COLLECTED FROM COMPOST SALES:	\$880.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00
REVENUE COLLECTED FROM DUMP SALES:	\$640.00

TOTAL TONS COLLECTED	2,509.69
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	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS	820	
COMPOST SOLD BY CUBIC YARDS		265
MULCH SOLD BY CUBIC YARDS		
TOTAL:	820	265

CURBSIDE MONTHLY RECYCLING REPORT

Nov-20

PROGRAM STATISTICS

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	16.27
POUNDS PER HOME:	29.3

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.24%	6.05
#1 PET	4.00%	19.53
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	71.03
MIX PAPER	38.26%	186.77
PLASTIC FILM	2.66%	12.99
#2 NATURAL	1.19%	5.81
#2 COLOR	1.09%	5.32
#3-#7	0.00%	0
METAL	0.59%	2.88
RIGIDS	1.41%	6.88
TIN-STEEL SCRAP	1.62%	7.91
TRASH	22.24%	108.57
OCC	11.15%	54.43
TOTAL	100.00%	488.17

MONTH

	MONTH
SERVICE CALLS (MISSES)	49
HOUSESIDE	4
REMINDER	6
SCATTERED	0
MISC.	0
REPAIR	17
NEW	28
ADD	8
MISSING	9
EXCHANGE	1
REPLACE	2
PICK UP	6
TOTAL CALLS	130.00

MONTH

	MONTH
LANDFILL COST AVOIDANCE	\$9,641.36

