

# City of Norman



## Monthly Departmental Report

**NOVEMBER 2016**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**

CITY CLERK  
MONTHLY PROGRESS REPORT  
NOVEMBER 2016

**CITY CLERK**

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	8	38	Noise	1	14
Building Permits	10	78	Norman Forward Questions	0	0
CDBG	0	7	Parks and Recreation	9	62
City Clerk	4	*329	Planning	1	35
City Manager/Mayor	2	8	Police	20	134
Code Enforcement	22	243	Recycling	1	19
Engineering/Public Works	5	75	Sanitation	13	91
Finance	4	45	Sidewalks	2	14
Fire/Civil Defense	3	16	Storm Debris	0	0
Human Resources	4	15	Storm Water	7	*142
Information (General)	14	125	Streets	18	93
Information Technology	0	8	Street Lights	23	130
Legal	4	20	Traffic	9	92
Line Maintenance	9	55	Utilities	4	37
Municipal Court	2	14	WC Questions	0	0
			WC Violations	0	1
Total for November		199	Total FYE YTD		1,940

WC (Water Conservation)

\* Volume due to Citywide Garage Sale  
Volume due to Stormwater Utility Fee

**LICENSES**

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

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	4	25	Bee Keeper	0	0
Class I Beer	3	8	Solicitor/Peddler (30 day)	1	1
Class II Beer	0	6	Solicitor/Peddler (60 day)	0	0
Mixed Beverage	0	2	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	1	3	Coin-Operated Devices	0	18
Brewer or Distiller	0	0	Game Machines	0	0
Wine & Beer/Winemaker	0	0	Taxi/Motorbus/Limousine	1	1
Temporary Food (30 day)	1	20	Impoundment Yard	0	0
Temp Food (180 day)	1	7	Salvage Yard	0	0
Temp Food (one day)	1	12	Transient Amusement	0	0
Kennel	0	1	Special Event	2	11
Pawnbrokers	0	0	Special Event Beer	0	1
Retail Liquor Store	0	0	Sidewalk Dining	0	0

**LICENSES, continued:**

**New Establishment/Licenses**

NAME	ADDRESS	LICENSE TYPE(S)
El Toro Chino Latin & Asian	2801 36 <sup>th</sup> Avenue N.W., #100	Food Service, Class I Beer, and Mixed Beverage/Catering
OKC Twister Cab	5007 N.W. 20 <sup>th</sup> Street, Oklahoma City	Taxi/Motorbus/Limousine
Tatsumaki Ramen	1300 12 <sup>th</sup> Avenue S.E., #230	Food Service
Tucker's Onion Burgers #4	2166 24 <sup>th</sup> Avenue N.W.	Food Service and Class I Beer

**Existing Establishment/New Owner**

NAME	ADDRESS	LICENSE TYPE(S)
Blue Bonnet Bar	321 East Main	Food Service and Class I Beer

- 1 One Day Mobile Temporary Food Service License was issued to Healthy Hippo for November 11, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to Pops Pockets for November 5 through December 4, 2016
- 1 30 Day Mobile Temporary Food Service License was issued to Jon Wiggins for November 23 through December 22, 2016
- 1 180 Day Mobile Temporary Food Service License was issued to Tacos Loco for November 15 through December 13, 2017
- 1 Special Event License was issued to Norman Arts Council for November 11, 2016, for 2<sup>nd</sup> Friday Art Walk
- 1 Special Event License was issued to Oklahoma Wine Walk for November 5, 2016, in Brookhaven Village

**CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-10-16	Alma R. Cody	Reimbursement of plumbing expenses – claimant alleges that after a water line break repair at 1320 Sycamore Street on October 13, 2016, she had low water pressure and Line Maintenance Division instructed her to call a plumber. The plumber discovered the problem was due to debris in her waterline.	\$ 75.00
11-14-16	CMR Claims Management Resources on behalf of Cox Facilities	Damages to an underground Cox cable – claimant alleges the cable was damaged by City crews on March 14, 2016, at 1370 North Interstate Drive.	undetermined
11-15-16	James Sills	Damages to vehicle - claimant alleges he drove over yellow paint in the road in the 600 block of Main Street on September 13, 2016, splattering paint onto his truck.	\$ 2,118.56
11-22-16	Talena Anderson	Physical injury - claimant alleges on November 25, 2015 a Norman Police Officer arrested her at the Norman Public Library and broke her wrist while handcuffing her.	In excess of \$ 1,000,000.00
11-28-16	Carrie Gamble	Emotional pain and suffering - claimant alleges a police officer exposed her body during a search on December 3, 2015, in a 7-11 Convenience Store parking lot.	In excess of \$ 75,000.00

**CLAIMS ADMINISTRATIVELY PAID**

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Patricia A. Mays	Damages to her vehicle caused by settlement in the street from a damaged stormwater pipeline following recent flooding in the area of Havenbrook Street.	11-01-16	\$ 901.85

**CLAIMS PAID**

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Jack Morgan	Damages to the driveway, curb, sidewalk, landscaping and sprinkler system at 1829 Danfield Drive when the Line Maintenance Division replacement a water main during the month of June 2016.	11-8-16	\$ 8,232.00
Mason Phillips	Damages to his vehicle as a result of an accident with a Sanitation vehicle in the 700 block of West Brooks Street on August 4, 2016.	11-8-16	\$ 2,000.00
Kelsey Amend	Damages to vehicle and medical expenses incurred as a result of an accident with a police vehicle near the intersection of Gray Street and Flood Avenue on August 24, 2016.	11-8-16	\$ 3,890.63

**CONFERENCES**

A City Council Conference was held on November 8, 2016, to discuss Change Order No. One (1) to K-1516-6 with Jordan Contractors, Inc. increasing the contract amount by \$92,290 for a revised contract amount of \$1,818,040 and extending the contract by twenty (20) calendar days for the Woodcrest Interceptor Project, and to discuss Commercial Loading Zones in the Campus Corner area.

A City Council Conference was held on November 22, 2016, to discuss a stand-alone Senior Center site location and funding options and FYE 2016-2017 Council Goal Setting results.

**FINANCE COMMITTEE**

A City Council Finance Committee meeting was held on November 10, 2016, to discuss the FYE 2016 City of Norman Audit; 2017 Meeting Calendar; Revenue/Expenditure Reports; and open positions.

**PUBLIC MEETINGS**

A Public Meeting was held on November 14, 2016, regarding a presentation by the Oklahoma Water Resources Board on water quality in Norman followed by a panel discussion.

A Public Meeting was held on November 28, 2016, regarding a presentation on a potential Road Diet for Main and Gray Streets.

**RETREAT**

A City Council Retreat was held on November 15, 2016, to discuss the FYE 2017 Capital Improvement Program Budget and FYE 2018-2021 Capital Improvement Plan.

**STUDY SESSIONS**

A City Council Study Session was held on November 1, 2016, to discuss a stand-alone Senior Center site location and funding options.

A City Council Study Session was held on November 17, 2016, regarding a presentation by Mary Madden, AICP, Form Based Code Specialist with Ferrell-Madden, and continued discussion on the Center City Form Based Code resulting from the Center City Visioning Process.

A City Council Study Session was held on November 29, 2016, to discuss Stormwater Funding Options presented by Freese and Nichols.



**FACILITY MAINTENANCE**

**1A**

**City of Norman Facility Maintenance  
November 2016 Monthly Hourly Materials Cost Report**

Craft	Location	Data			
		Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	81.00	\$959.32	\$0.00	\$959.32
	Building A	50.00	\$619.18	\$0.00	\$619.18
	Building B	109.50	\$1,377.88	\$0.00	\$1,377.88
	Building C	50.00	\$619.18	\$0.00	\$619.18
	Library	171.50	\$2,058.16	\$0.00	\$2,058.16
Custodial Total		462.00	\$5,633.72	\$0.00	\$5,633.72
Doors and Hardware Administration Building-201		1.00	\$26.57	\$0.00	\$26.57
Doors and Hardware Total		1.00	\$26.57	\$0.00	\$26.57
Electrical	12th Avenue Rec Center	5.00	\$138.61	\$0.00	\$138.61
	Administration Building-201	1.00	\$27.72	\$0.00	\$27.72
	Animal Welfare	1.00	\$27.72	\$0.00	\$27.72
	Building A	19.00	\$523.46	\$98.25	\$621.71
	Building B	1.50	\$42.67	\$0.00	\$42.67
	Building C	22.00	\$609.89	\$68.88	\$678.77
	Facility Maintenance	56.00	\$1,583.99	\$132.36	\$1,716.35
	Fire Administration	2.00	\$55.44	\$15.15	\$70.59
	Fire Station 2	3.50	\$93.77	\$99.36	\$193.13
	Fire Station 3	4.00	\$110.89	\$24.09	\$134.98
	Fire Station 5	1.00	\$27.72	\$19.25	\$46.97
	Fire Station 7	3.00	\$83.17	\$0.00	\$83.17
	Fire Station 8	7.00	\$194.06	\$9.64	\$203.70
	Fire Station 9	4.00	\$110.89	\$0.00	\$110.89
	Fleet Maintenance	6.00	\$166.33	\$0.00	\$166.33
	Library	4.00	\$110.89	\$0.00	\$110.89
	Little Axe Rec Center	12.00	\$332.67	\$64.83	\$397.50
	Norman Investigations Center	1.50	\$44.85	\$0.00	\$44.85
	Park Maintenance-Office	3.00	\$83.17	\$20.39	\$103.56
	Parks-Andrews	4.00	\$108.71	\$0.00	\$108.71
Parks-Community	8.00	\$223.95	\$0.00	\$223.95	

**City of Norman Facility Maintenance  
November 2016 Monthly Hourly Materials Cost Report**

Electrical	Parks-Neighborhood	7.00	\$194.06	\$0.00	\$194.06
	Parks-Reaves	16.00	\$443.56	\$0.00	\$443.56
	Senior Citizens Center	2.00	\$55.44	\$0.00	\$55.44
	Water Treatment Plant	20.00	\$545.75	\$284.37	\$830.12
	Westwood Clubhouse	29.00	\$803.95	\$49.00	\$852.95
	Westwood Golf Cart Storage Bldg.	3.00	\$83.17	\$0.00	\$83.17
	Westwood Tennis Center	3.00	\$83.17	\$0.00	\$83.17
	Whittier Recreation Center	9.50	\$257.92	\$20.04	\$277.96
Electrical Total		258.00	\$7,167.61	\$905.61	\$8,073.22
Fire Protection	Building B	1.50	\$44.85	\$0.00	\$44.85
	Library	2.00	\$55.44	\$0.00	\$55.44
Fire Protection Total		3.50	\$100.29	\$0.00	\$100.29
General Maintenance	Administration Building-201	2.00	\$53.14	\$0.00	\$53.14
	Fire Station 4	1.00	\$26.57	\$0.00	\$26.57
	Fire Station 5	1.50	\$69.64	\$0.00	\$69.64
	Fire Station 8	2.00	\$53.14	\$0.00	\$53.14
	Fire Station 9	2.00	\$92.86	\$0.00	\$92.86
	Norman Investigations Center	4.00	\$185.72	\$0.00	\$185.72
General Maintenance Total		12.50	\$481.07	\$0.00	\$481.07
Heating/Ventilation	12th Avenue Rec Center	6.00	\$179.39	\$0.00	\$179.39
	Administration Building-201	4.00	\$119.59	\$0.00	\$119.59
	Building B	6.00	\$245.51	\$0.00	\$245.51
	Building C	12.00	\$358.77	\$0.00	\$358.77
	Facility Maintenance	57.50	\$1,716.94	\$0.00	\$1,716.94
	Fire Administration	4.00	\$119.59	\$0.00	\$119.59
	Firehouse Art Center	4.00	\$119.59	\$21.98	\$141.57
	Fleet Maintenance	4.00	\$119.59	\$0.00	\$119.59
	Lindsey Yard-Administration	4.00	\$119.59	\$0.00	\$119.59
	Norman Investigations Center	2.00	\$59.80	\$0.00	\$59.80
	Park Maintenance-Office	8.00	\$239.18	\$0.00	\$239.18
	Police Range-Main Bldg	2.00	\$59.80	\$0.00	\$59.80
	Santa Fe Depot	6.00	\$179.39	\$0.00	\$179.39
	Senior Citizens Center	4.00	\$119.59	\$0.00	\$119.59

**City of Norman Facility Maintenance  
November 2016 Monthly Hourly Materials Cost Report**

Heating/Ventilation / Sooner Theatre	2.00	\$59.80	\$0.00	\$59.80
Traffic Control	2.00	\$59.80	\$27.94	\$87.74
Water Reclamation Facility-Other	12.00	\$358.77	\$0.00	\$358.77
Heating/Ventilation /Air Conditioning Total	139.50	\$4,234.67	\$49.92	\$4,284.59
Lighting				
Building A	0.00	\$0.00	\$9,998.08	\$9,998.08
Fleet Maintenance	7.00	\$194.06	\$59.28	\$253.34
Irving Rec Center	3.00	\$83.17	\$5.48	\$88.65
Library	3.00	\$83.17	\$0.00	\$83.17
Lighting Total	13.00	\$360.39	\$10,062.84	\$10,423.23
Mechanical	3.00	\$83.17	\$0.00	\$83.17
Mechanical Total	3.00	\$83.17	\$0.00	\$83.17
Miscellaneous	1.00	\$26.57	\$0.00	\$26.57
Miscellaneous Total	1.00	\$26.57	\$0.00	\$26.57
Plumbing				
12th Avenue Rec Center	5.00	\$132.84	\$0.00	\$132.84
Administration Building-201	11.00	\$292.26	\$0.00	\$292.26
Building A	8.50	\$225.84	\$0.00	\$225.84
Building B	2.50	\$66.42	\$0.00	\$66.42
Building C	5.50	\$185.85	\$0.00	\$185.85
Facility Maintenance	3.00	\$83.04	\$0.00	\$83.04
Fire Station 1	8.00	\$212.55	\$27.81	\$240.36
Fire Station 8	3.00	\$79.71	\$0.00	\$79.71
Fire Station 9	0.00	\$0.00	\$3.68	\$3.68
Fleet Maintenance	3.00	\$79.71	\$0.00	\$79.71
Historic Museum	1.00	\$26.57	\$0.00	\$26.57
Irving Rec Center	19.00	\$643.95	\$17.28	\$661.23
Library	7.50	\$199.27	\$0.00	\$199.27
Norman Investigations Center	3.00	\$79.71	\$0.00	\$79.71
Parks-Andrews	1.00	\$26.57	\$0.00	\$26.57
Parks-Community	10.00	\$265.69	\$0.00	\$265.69
Parks-Neighborhood	2.00	\$53.14	\$0.00	\$53.14
Parks-Reaves	3.00	\$79.71	\$0.00	\$79.71
Senior Citizens Center	19.50	\$597.54	\$0.00	\$597.54
Water Reclamation Facility-Other	1.00	\$26.57	\$0.00	\$26.57

**City of Norman Facility Maintenance  
November 2016 Monthly Hourly Materials Cost Report**

Plumbing	Water Treatment Plant	4.00	\$106.28	\$0.00	\$106.28
	Westwood Clubhouse	3.00	\$79.71	\$0.00	\$79.71
	Westwood Pool	4.00	\$106.28	\$0.00	\$106.28
	Westwood Tennis Center	1.00	\$26.57	\$0.00	\$26.57
	Whittier Recreation Center	1.00	\$26.57	\$0.00	\$26.57
Plumbing Total		129.50	\$3,702.30	\$48.77	\$3,751.07
Grand Total		1023.00	\$21,816.35	\$11,067.14	\$32,883.49

**CITY MANAGER            2**

**CIP FINANCIAL STATUS 2A**

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

10/18/2016

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
<b>UTILITIES</b>				
WA0305	Berry Road WL Phase 3	\$0	\$0	Water Fund 031
WW0202	Sewer Maintenance Plan FYE14	\$0	\$0	Sewer Maint Fund 321
<b>PUBLIC WORKS</b>				
DR0059	Sutton Wilderness Lake Dam & Spillway Repair Project	\$0	\$14,164	Capital Fund 50
DR0012	West Main Street Drainage Project	\$0	\$0	Capital Fund 50
TR0105	CNG Storage Upgrade Project	\$0	\$0	Capital Fund 50
<b>PLANNING</b>				
none				
<b>PARKS AND RECREATION</b>				
none				
<b>CITY CLERK</b>				
none				
<b>INFORMATION TECHNOLOGY</b>				
none				
<b>FIRE</b>				
none				
<b>POLICE</b>				
none				

**Notes**

\* Source of information Quarterly CIP Reports and Project Managers.

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



**COMMUNITY RELATIONS**

**2B**

## Community Relation's Office November 2016

	July 2016	August 2016	September 2016	October 2016	November 2016
Number of Press Releases	9	10	13	15	16
Media Contacts	15	14	11	7	6
Normans News Members	860	877	874	856	848
Website Visits	199,777	202,937	183,829	179,034	152,968
Facebook Likes	4,440	4,604	4,705	4,889	5008
Twitter Followers	2,199	2,338	2,393	2,467	2,543
NORMAN FORWARD Quarterly Reports	1			1	
NORMAN FORWARD Communication Plan ( <i>included in NF Implementation Plan</i> )	1				
Annual Media Training for City Staff					

**DEVELOPMENT COORDINATOR 2C**

## **City of Norman - Development Coordinator Monthly Report November 2016**

Below are activities and projects that the Development Coordinator has been involved with during the month of November 2016.

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

- Development Review Team
- City Council Meeting
- City Council Study Session
- Planning Commission
- Pre-Development
- BASCO Brown Bag Lunch
- Moore Norman Technology Center Legislative Coffee Connections presentation
- NEDC Business and Retention Expansion Council

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

- Discussed development requirements for new restaurant development
- Assisted homeowners in permit requirements and regulations for housing renovations.
- Met with project representatives to discuss development requirements for an existing industrial project.
- Discussed requirements with staff and project representative for a commercial business renovation.
- Met with staff and project representatives to discuss requirements for Downtown business renovation.
- Met with staff and project representatives to discuss brewery regulations

### **Development Process Improvements**

- ***Customer Service Survey for Development Services Division*** –The latest round of surveys for the November 2016 CO'ed projects has been sent.
- ***Building Permit Outreach Program*** – work continues on this project, and contacts continue being made with building permit applicants that fall into the criteria outlined in the plan concept. Periodic follow-up checks (generally every two weeks) continue taking place. The reaction to the program continues to be positive.
- ***ICC and NFPA Code Clarification Project*** – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear.

###

**NORMAN FORWARD 2D**



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# MONTHLY REPORT – NOVEMBER 2016

NORMAN FORWARD

**DATE:** December 8, 2016

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**PROJECT:** NORMAN FORWARD

**PROJECT NO:** 16-003

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**REPORT PERIOD:** November 1, 2016 to November 30, 2016

## MEETINGS ATTENDED THIS MONTH

1. Tuesday, November 1, 2016 | 5:30 p.m. | City Council Study Session
  - a. Discussion regarding a stand alone senior center, site locations, and funding options.
2. Wednesday, November 2, 2016 | 8:00 a.m. | Central Library Mechanical, Electrical, Plumbing Construction Document Design Review
  - a. Design review of Central Library Construction Documents with architects and sub-consultants regarding mechanical, electrical, plumbing design.
3. Wednesday, November 2, 2016 | 10:00 a.m. | Central Library AV and IT Construction Document Design Review
  - a. Design review of Central Library Construction Documents with architects and sub-consultants regarding audio-visual and information technology design.
4. Wednesday, November 2, 2016 | 12:30 p.m. | Central Library Lighting Control Construction Document Design Review
  - a. Design review of Central Library Construction Documents with architects and sub-consultants regarding lighting and lighting control design.
5. Wednesday, November 2, 2016 | 2:00 p.m. | Central Library Door Hardware Construction Document Design Review
  - a. Design review of Central Library Construction Documents with architects and sub-consultants regarding door hardware and access control design and budget.
6. Wednesday, November 2, 2016 | 4:00 p.m. | Central Library Door Hardware Working Session
  - a. Working session to determine appropriate door hardware for appropriate building access control with architects, sub-consultants and operator.



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7. Monday, November 7, 2016 | 11:00 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
8. Wednesday, November 9, 2016 | 9:00 a.m. | Westwood Construction Meeting
  - a. Meeting on-site to discuss project construction progress with contractor
9. Monday, November 14, 2016 | 9:30 a.m. | Teleconference Libraries
  - a. Teleconference with MSR to discuss Libraries schedules, permitting, and anticipated bid schedules.
10. Monday, November 14, 2016 | 11:00 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
11. Monday, November 14, 2016 | 12:00 p.m. | Teleconference Westwood Critical Path Schedule
  - a. Teleconference with architect, City Attorney's office and sub-consultant's to discuss contract requirements for contractor's critical path schedule submission.
12. Monday, November 21, 2016 | 10:00 a.m. | Teleconference Libraries
  - a. Teleconference with architect and City Staff to discuss pros, cons, legality, and logistics of bidding libraries together.
13. Monday, November 21, 2016 | 11:00 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
14. Monday, November 21, 2016 | 3:00 p.m. | Indoor Aquatic Center Stakeholder Meeting
  - a. Meeting to discuss indoor aquatic center requirements: successful land lease agreement with OU, successful operating agreement, approval of operating budget agreement by appropriate parties' boards.
15. Tuesday, November 22, 2016 | 5:30 p.m. | City Council Conference
  - a. Continued discussion regarding stand along senior center site locations and funding options.
16. Monday, November 28, 2016 | 11:00 a.m. | Weekly Coordination Meeting
  - a. Weekly discussion of project schedules, budgets, and critical issues
17. Wednesday, November 30, 2016 | 9:00 a.m. | Westwood Construction Meeting
  - a. Meeting on-site to discuss project construction progress with contractor
18. Wednesday, November 30, 2016 | 11:45 a.m. | Libraries Working Session
  - a. Working session with City Staff regarding Libraries budget, schedules, and projected bid schedules.



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#### **WORK ANTICIPATED THE UPCOMING MONTH**

- Westwood Family Aquatic Center ongoing construction
- Delivery and Review of East Branch Library Construction Documents
- Delivery and Review of East Branch Library Cost Estimate
- Continued development of Central Library Construction Documents
- Continued development of Central Library Cost Estimate
- Continued discussion of project budgets
- Continued discussion of indoor multi-sport facility project development
- Continued discussion of indoor aquatic center project development
- Continued discussion of senior center location and funding options

#### **PROJECTS STATUS**

1. East Library
    - a. Schedule: Construction Documents Under Review
    - b. Budget: Cost Estimate Under Review
    - c. Issues: No Known Issues
  2. Central Library
    - a. Schedule: Construction Documents in Progress
    - b. Budget: Cost Estimate in Progress
    - c. Issues: No Known Issues
  3. Westwood Family Aquatic Center
    - a. Schedule: Awaiting Final Critical Path Schedule from McNatt
    - b. Budget: Within Budget
    - c. Issues: None
  4. Norman Forward Program Management
    - a. Schedule: Proceeding per Implementation Plan
    - b. Budget: Proceeding per Implementation Plan
    - c. Implementation Plan: No changes since adoption on June 28, 2016
    - d. Issues: Continued discussion regarding lease for indoor multi-sport facility; Continued discussion regarding operator for indoor multi-sport facility; Continued discussion regarding operator for indoor aquatic center; Continued discussion regarding senior center location, commercial kitchen inclusion, and potential budget impact
- 

SUBMITTED BY: ADG Team - Leslie Tabor, Kyle Lombardo, William Harrell, Mike Mize





CITY OF NORMAN

Department of Finance  
Monthly Report –November 2016

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

Treasury Division:

In the month of November, the Treasury division processed 29,485 total payments. The traffic counter at the Drive-up Facility counted 5,376 customers. The Treasury division processed 1,343 credit card utility payments, a decrease of -2.4% from last month, and the IVR (Interactive Voice Response) system processed 1,374 credit card utility payments, a decrease of -19.6% from last month. Utility customers also have the option of paying on the City of Norman website. There were 4,882 credit card payments made on the internet in November, an increase of 7.7% from last month. The Municipal Court processed 533 credit card payments for court fines, a slight decrease of -0.9% 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 \$22,872 in convenience fees in the month of November with a fiscal year-to-date total of \$114,852.

Utility Services Division:

The Meter Reading Division read 34,585 meters. Out of 77 meter reading routes, 19 (24.7%) were read within the targeted 30-day reading cycle. All routes were read by the 35<sup>th</sup> day. No routes were estimated in November.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are below target for the month of November at -2.5%. Revenues from the City's largest single source of revenue, sales tax, are below target at -3.7% for the year to date and -4.5% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 17 Budget To Date	FYE 17 Actual To Date	FYE 16 Actual To Date	FYE 15 Actual To Date
Sales Tax Revenue	\$16,711,327	\$16,093,080	\$16,856,815	\$15,918,568
General Fund Revenue	\$32,477,427	\$29,706,099	\$30,453,618	\$30,476,393
General Fund Expenses	\$33,761,582	\$32,199,400	\$33,745,527	\$29,137,300

## Administration Division

	FYE 17		FYE 16	
	November	YTD	November	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	320.00	320.00	320.00	1,760.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>320.00</b>	<b>320.00</b>	<b>320.00</b>	<b>1,760.00</b>
Benefit Hours Taken	8.00	8.00	30.75	201.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>312.00</b>	<b>312.00</b>	<b>289.25</b>	<b>1,559.00</b>
<b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	41.50	41.50	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>41.50</b>	<b>41.50</b>	<b>0.00</b>	<b>0.00</b>

**ACCOUNTING 3A**

## Accounting Division

	FYE 17		FYE 16	
	November	YTD	November	YTD
Total Regular Hours Available	960.00	960.00	960.00	5,280.00
Total Comp Time Available	0.00	0.00	0.00	16.25
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
<b>TOTAL HOURS AVAILABLE</b>	<b>960.00</b>	<b>960.00</b>	<b>960.00</b>	<b>5,296.25</b>
Benefit Hours Taken	64.25	64.25	129.25	709.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>895.75</b>	<b>895.75</b>	<b>830.75</b>	<b>4,586.75</b>
 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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CITY REVENUE REPORTS**

**3B**

## City Revenue Report

	FYE 17 November	FYE 16 November	
Total Revenue Received (\$)	\$13,575,013	\$12,783,547	\$791,466
Utility Payments - Office (#)	2,529	2,247	282
Utility Payments - Office (\$)	\$466,898	\$531,232	(\$64,334)
Lockbox (#)	18,578	19,955	(1,377)
Lockbox (\$)	\$1,992,906	\$2,012,195	(\$19,289)
IVR Credit Card (#)	1,374	1,436	(62)
IVR Credit Card (\$)	\$184,875	\$162,496	\$22,379
Click to Gov (#)	4,882	4,239	643
Click to Gov (\$)	\$485,701	\$428,324	\$57,377
UT Credit Card Payments (#)	1,343	1,144	199
UT Credit Card Payments (\$)	\$154,517	\$126,006	\$28,511
Art Donations (#)	116	160	(44)
Art Donations (\$)	\$282	\$169	\$113
Bank Draft Payments (#)	8,185	7,709	476
Bank Draft Payments (\$)	\$841,179	\$777,441	63,738
Utility Deposits (#)	20	16	4
Utility Deposits (\$)	\$600	\$480	\$120
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	58	30	28
Processed Return Checks (\$)	(\$11,757)	(\$4,382)	(\$7,375)
Other Revenue Transactions (#)	270	270	0
Other Revenue Received (\$)	\$8,730,424	\$7,874,817	\$855,607
Accounts Receivable Payments (\$)	\$270,593	\$398,714	(\$128,121)
Accounts Receivable - Credit Card #	2	2	0
Accounts Receivable - Credit Card \$	\$519	\$4,386	(\$3,867)
Municipal Court - Fines/Bonds (\$)	\$96,862	\$104,929	(\$8,067)
Municipal Court - Credit Card (#)	533	556	(23)
Municipal Court - Credit Card (\$)	\$102,898	\$98,650	\$4,248
Municipal Court - C2G (#)	541	346	195
Municipal Court - C2G (\$)	\$40,411	\$33,053	\$7,358
Building Permits Cash Report (\$)	\$146,590	\$175,826	(\$29,236)
Building Permits Credit Card (#)	90	120	(30)
Building Permits Credit Card (\$)	\$42,220	\$30,946	\$11,274
Building Permits C2G (#)	75	57	18
Building Permits C2G (\$)	\$3,605	\$5,155	(\$1,550)
Occupational License - Bldg Insp. (\$)	\$450	\$651	(\$201)
Occupational License - Bldg Insp. CC (#)	3	9	(6)
Occupational License - Bldg Insp. CC (\$)	\$300	\$850	(\$550)
Business License - City Clerk (\$)	\$2,068	\$880	\$1,188
Business License - City Clerk CR CD (#)	0	55	(55)
Business License - City Clerk CR CD (\$)	\$0	\$718	(\$718)
Convenience Fees - All Payments (#)	7,624	6,671	953
Convenience Fees - All Payments (\$)	\$22,872	\$20,013	\$2,859
Bank Drafts Billed (#)	7,622	7,248	374
Bank Drafts Billed (\$)	\$747,216	\$683,533	\$63,683
Interdepartmental Billing (#)	152	154	(2)
Interdepartmental Billing (\$)	\$15,364	\$17,136	(\$1,772)
Accounts Receivable Billed (\$)	\$496,270	\$332,330	\$163,940

## Budget Services Division

	FYE 17		FYE 16	
	November	YTD	November	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	160.00	160.00	160.00	880.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>160.00</b>	<b>160.00</b>	<b>160.00</b>	<b>880.00</b>
Benefit Hours Taken	32.00	32.00	24.00	128.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>128.00</b>	<b>128.00</b>	<b>136.00</b>	<b>752.00</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Treasury Division

	FYE 17		FYE 16	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	800.00	800.00	4,400.00
Total Comp Time Available	28.50	28.50	26.00	128.25
Total Overtime Hours	3.25	3.25	10.00	46.75
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	831.75	831.75	836.00	4,575.00
Benefit Hours Taken	85.00	85.00	146.50	854.00
TOTAL ACCOUNTABLE STAFF HOURS	746.75	746.75	689.50	3,721.00
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

**UTILITY      3C**

## Utility Division

	FYE 17		FYE 16	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,400.00	2,400.00	2,240.00	11,704.00
Total Comp Time Available	0.00	0.00	0.00	37.25
Total Overtime Hours	13.75	13.75	8.25	300.00
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	2,413.75	2,413.75	2,248.25	12,041.25
Benefit Hours Taken	208.75	208.75	356.50	1,373.50
TOTAL ACCOUNTABLE STAFF HOURS	2,205.00	2,205.00	1,891.75	10,667.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	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 17		FYE 16	
	November	YTD	November	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	320.00	320.00	320.00	1,760.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	3.00	3.00	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
<b>TOTAL HOURS AVAILABLE</b>	<b>323.00</b>	<b>323.00</b>	<b>320.00</b>	<b>1,760.00</b>
Benefit Hours Taken	0.00	0.00	71.00	240.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>323.00</b>	<b>323.00</b>	<b>249.00</b>	<b>1,520.00</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Drive-up Window and Mail Payments

	FYE 17 November	FYE 16 November
Mail Payments - Lockbox	18,578	19,955
Mail Payments - Office	268	337
<b>Mail Payments - Subtotal</b>	<b>18,846</b>	<b>20,292</b>
Night Deposit	511	508
Click-to-Gov Payments	4,882	4,239
IVR Payments	1,374	1,436
<b>Without assistance payments - Subtotal</b>	<b>6,767</b>	<b>6,183</b>
Drive-up window & inside counter	2,529	2,247
Credit Card machine payments (swipe)	872	702
Credit Card machine payments (phone)	471	442
<b>With assistance payments - Subtotal</b>	<b>3,872</b>	<b>3,391</b>
<b>Total Payments Processed - Subtotal</b>	<b>29,485</b>	<b>29,866</b>
Bank Draft (ACH) Payments	8,185	7,709
<b>Total Payments (Utility)</b>	<b>37,670</b>	<b>37,575</b>
Total Convenience Fees - all Payments	20,361	6,671
<b>Grand Total Payments</b>	<b>58,031</b>	<b>44,246</b>

## Traffic Counter at Drive-up Facility

Night Drop *	887	1,004
8-5 Drive-up Window Customers *	4,489	4,703
<b>Total Traffic Counter</b>	<b>5,376</b>	<b>5,707</b>

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

## Meter Reading Division

	FYE 17		FYE 16	
	November	YTD	November	YTD
Number of Meters Read	34,585	34,585	33,342	208,259
New Service	528	528	456	3,890
Request for Termination	518	518	493	3,908
Delinquent On(s)	247	247	113	528
Delinquent Offs	362	362	205	1,081
Collect Deposit Tags Hung	34	34	67	559
Collect Deposit Cut Offs	36	36	64	325
Blue Tags	20	20	14	57
Number of Meters Re-read	1,582	1,582	1,342	8,768
Meters Cleaned	37	37	34	181
Customer Assists	43	43	32	197
Meters Pulled	1	1	1	2
Meters Re-set	0	0	0	0
Meter Exchanges	50	50	0	0
TOTAL	38,043	38,043	36,163	227,755

## Utility Division Activity Report

	FYE 17		FYE 16	
	November	YTD	November	YTD
STATUS REPORT				
Regular Utility Accounts Billed	41,773	41,773	41,138	204,323
New Ons	631	631	637	4,898
Final Accounts Billed	595	595	546	4,033
TOTAL ACCOUNTS BILLED	42,999	42,999	42,321	213,254

**FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report

**November 2016**

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	25	2.14%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.09%
3 - Rescue & emergency	769	65.95%
4 - Hazardous Conditions (No Fire)	27	2.32%
5 - Service Call	97	8.32%
6 - Good Intent Call	175	15.01%
7 - False Alarm & False Call	62	5.32%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	4	0.34%
Incomplete Reports	6	0.51%
<b>Total Incident Count (Unique Calls)</b>	1166	100.00%
<b>Number of Units Responding</b>	1376	

Total Fire Loss    \$ 51,925.00

### Average Response Times

	Number of Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	209	279	0:04:39
<b>Station #2</b>	176	308	0:05:08
<b>Station #3</b>	201	294	0:04:54
<b>Station #4</b>	181	276	0:04:36
<b>Station #5</b>	62	521	0:08:41
<b>Station #6</b>	43	573	0:09:33
<b>Station #7</b>	90	314	0:05:14
<b>Station #8</b>	72	306	0:05:06
<b>Station #9</b>	126	340	0:05:40

### Community Outreach

Event	Number	Details
Tours	3	Approx. 100 reached
Community Events	3	Church Event, EMS Symposium, Hero Night at NN Game
Ride-Alongs	4	

### Burn Permits

Burn Permits Issued	58	Burn Permits issued by Fire Admin on (8)Weekdays
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### Training

Personnel Training Hours	2445	Total number of training credit hours taken by NFD Personnel
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**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
Nov, 2016**

**FIRE PREVENTION DIVISION ACTIVITIES**

Inspections	282/151 staff hours
Re-Inspections	33/26 staff hours
Residential Inspections	0
Smoke Detector Batteries	9/5.5 staff hours
Plan/Platt Review	53/57.5 staff hours
Company Inspections	0
Re-Inspections	0
<b>Total Inspections</b>	<b>315/177 staff hours</b>
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	78/89 staff hours
Training (hours)	3/3.5 staff hours
Fire Education Classes	3/13 staff hours
Investigations	12/26.5 staff hours
Investigative Activities	28/55 staff hours
Miscellaneous/Special	Arrest made related to Little Ax Field House

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: November 2016
<b>Mitigation:</b>	
Mitigation Safe Room Program	Installed
Siren System	96%, Destroyed siren estimated to be on line early January 2017
<b>Preparedness:</b>	
Central Emergency Manager Conference	Nov 2-4
National Weather Festival	Nov 5
Support of Recruit Academy	Nov 10
Training on New World System	Nov 14
Radio Operator Course	Nov 15-16
Earth Wind and Fire Exercise	Nov 17
<b>Response:</b>	
N/A	
<b>Recovery:</b>	
OK-DR-4117	On Going

## **HUMAN RESOURCES**

**5**

**HUMAN RESOURCES**  
**Monthly Report**  
**November, 2016**

**ADMINISTRATION/LABOR RELATIONS**

***A. Administrative***

- Held twelve (12) meetings with various management staff to discuss employee issues
- Held discussions with Management Team and consulted with legal advisors on new Social Media Policy
- Attended the Norman Employee Retirement System board meeting
- Reviewed EAP RFP and recommended provider for selection

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

- AFSCME Grievance FYE14-06 - Green (Sewer Line Maint.) – termination  
*District Court Judge vacated the arbitrator's decision. Pending action- settle Green's employment issues with the City or schedule another arbitration.*

***C. Collective Bargaining***

- Met with AFSCME to discuss calling another vote on the proposed FYE17 Bargaining Contract.

***D. Administrative Support***

- Processed Monthly Department Report
- Conducted one (1) Employee Spotlight for newsletter
- Compiled and distributed November 2016 Employee Newsletter
- Coordinated with food vendor for upcoming Employee Recognition event
- Ordered tenure pins and award packets for Employee Recognition event
- Processed invoices and reconciled expense accounts

**BENEFITS**

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Conducted two (2) employee orientations
- Finalized 2017 Wellness Program
- Continuing to update payroll system for the Affordable Care Act
- Responded to 121 benefit/wellness inquiries

**COMPENSATION**

**New Hires - 5**

<b>Dept/Div</b>	<b>Position</b>	<b>Number of Employees</b>
Utilities/Water Treatment	Lab Technician (PPT)	1
Utilities/Water Line Maint.	Maintenance Worker I	2
City Clerk/Custodial Svs.	Custodian (PPT)	1
Parks & Recreation/Golf Course	Golf Course Attendant (PT)	1

### Separations - 23

Dept/Div	Position	Number of Employees
Police/Patrol	Police Sergeant	1
Parks & Rec/Little League	Umpires (PT)	19
Parks & Rec/Park Maint.	Laborer (PT)	1
Parks & Recreation/Golf	Golf course Attendant (PT)	2

### Promotions - 1

Dept/Div	Position	Number of Employees
Public Works/Streets	Heavy Equipment Operator	1

### SURVEYS

No surveys conducted this month.

### RECRUITMENT

#### Accepted applications for the following positions:

- Youth Baseball/Softball Umpire (PT), Parks & Recreation/Recreation
- Cold Case Investigator (PT), Police/Investigations
- Deputy Marshal (PT), Municipal Court
- Tennis Shop Attendant (PT), Parks & Recreation/Recreation
- Golf Course Attendant (PT), Parks & Recreation/Recreation
- Custodian (PPT), Parks & Recreation/Recreation
- Custodian (PPT), City Clerk's Office
- Laboratory Intern (PPT), Utilities/Water Treatment Plant
- Recreation Leader I (PPT), Parks & Recreation/Recreation
- Animal Welfare Supervisor/Police/Animal Welfare
- Maintenance Worker II, Public Works/Streets
- Heavy Equipment Operator, Utilities/Sewer Line Maintenance
- Legal Administrative Technician, Legal Department
- Senior Program Coordinator, Parks & Recreation/Administration
- Administrative Technician III, Utilities/Water Reclamation Facility
- Administrative Technician II, Public Works/Fleet
- Stormwater Compliance Inspector, Public Works/Engineering

#### Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	390	Written Exams	2
Phone	485	Practical Testing/Assessment Center	2
Mail	255	Panel Board Interviews	5
Email	185	Promotions	0
Total Subscribers on E-mail Vacancy List	4421	Oral Interviews	0
Total Visits to City of Norman HR website	2175	Hiring/Promotion Board	1

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	2	Advertisements Placed	7
Pre-Employment Drug Screens	4	Applications Received	109
Pre-Employment Physicals	4	Job Announcements Emailed	
Pre-Employment OSBI	1	Job Announcements to CON Depts.	495

## **TRAINING AND DEVELOPMENT**

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

The Computer Training Lab was the site for Legistar training facilitated by the City Clerk's and the lab was also the site for Electronic Records Processing (ERP) System assessment sessions for the Information Technology Department.

## **SAFETY**

- Safety meetings were held for all departments covering AED safety and Personal Protective Equipment usage
- Provided Workplace Violence training and Emergency Response training to Sooner Theatre staff
- Walkthrough inspections were conducted at ten (10) facilities
- Sent safety material documents to facilities each week
- Conducted two (2) new employee orientations
- Held three (3) Return to Work Meetings (Facility Maintenance & Streets(2))

### **Recordable Injuries – 6**

Dept./Division	Nature of the injury	Activity	Prognosis
Fire/Suppression	Lower back sprain	Employee injured back while pulling fire hose	Work restrictions
Fire/Suppression	Left shoulder sprain	Employee injured shoulder while exiting fire engine	Work restrictions
Parks & Recreation/ Park Maintenance	Right knee sprain	Employee was climbing ladder when knee popped	Work restrictions
Police/ Patrol	Pulled right groin	Cadet pulled groin during warm-up before PT	Work restrictions
Police/ Investigations	Lacerated right index finger	Employee cut finger while using the paper cutter	Work restrictions
Police/ Patrol	Neck sprain	Cadet was ground fighting and strained his neck	Work restrictions

### **Recordable Injuries per calendar year. CY2016 is current year to date:**

2016	2015	2014
65	70	75

### **Vehicle Collisions - 1**

Division	Description of Collision	Status
Information Technology	Employee was backing from parking space and struck another vehicle during backing process.	At Fault

### **Cumulative number of "AT FAULT" Vehicle Collisions per fiscal year:**

2017	2016	2015	2014	2013	2012
4	13	10	23	15	18





## **INFORMATION TECHNOLOGY**

**6**

**CITY OF NORMAN**

Information Technology Department  
Monthly Report –November 2016.

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

<b>Project</b>	<b>Description/improvement anticipated</b>	<b>Status</b>
ERP Study and RFP Development	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology and business review process.	In Progress - consultant working through RFP Requirements with city staff, project team meets weekly to discuss milestones
Genetec replacement for current access control system	Full replacement of old technology that increases security by providing centralized management of building access on a building by building basis.	In progress: Building C complete Working on plans for Building A Doors and cameras.
PD body camera and patrol car dash camera infrastructure build.	Introduces technology to help police officers and citizens with increased security by providing video and audio evidence on a case by case basis.	PD has selected a vendor IT Storage project will assist in storing data. Tech Support staff to train on camera maintenance.
Website Rebuild/Redesign	Our current design is 5 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design.	In Planning: Meeting with PIO's, CCO, and Marketing - Planning for RFP
Datacenter Storage Upgrade	\$1.4M project to add storage and improved technology to expand the amount of storage available for daily data storage, backups, and disaster recover.	In Progress: EMC systems selected - hardware delivery and installation in progress. Design and rebuilding of old datacenter structure.

Water Reclaim Facility network closet construction and redundant cooling for equipment	Enhance our existing network infrastructure which is currently in a very high temperature environment which degrades the equipment life.	In Planning: Building Maintenance has assisted with AC. Server equipment delivered and upgrade to proceed once AC complete.
Fire suppression System for Main IT Datacenter in 201 Building C	Increases the safety and protection of city staff and the citizens investments by providing fire suppression in the city's main data center.	In Progress, working with Safety Manager - fully funded electrical quotes in process. Electrical fixes and HVAC dampers 50% complete.
Document Image Scanning and Consolidated Printer/fax/copiers evaluation.	Cost savings for printer usage, reduced service calls for PC Techs, consolidated application use for various departments document image scanning.	Laserfiche Implementation Phase I complete - requesting additional funds for future phases to aid other departments.
Water Treatment Facility Fiber connectivity	This will replace the existing network connections with fiber connectivity which will greatly enhance speed and help to complete our connectivity to remote sites. There is a cost savings initiative and partnership with Cleveland County.	In Planning: Right of Way search has resumed. Exploring a path for Fiber Optics from Fire 9 north to water treatment to finish the connection.
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
Active Directory/Domain Controller Upgrade	Current Operating system is MS 2003 and needs to be upgraded to MS 2008	2008 R2 installed prepping for Domain Controller Upgrades on 2 DC Servers
TAMS/FASTER Integration for City's NAPA Parts Room.	City of Norman and NAPA will integrate a program that will download data nightly from NAPA'S TAMS into the City's FASTER Fleet management Software, eliminating the need for NAPA to manually enter the data into FASTER	

Installation of fiber optic cable along Main Street from 24th Avenue West to 36th Avenue West with switches at 26th Street/Interstate Drive, I-35 Interchange, Ed Noble Parkway, and 36th Avenue West.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction to begin around June 1.
Installation of fiber optic cable along Robinson Street from Peters Avenue to 12th Avenue NE with switches at Porter Avenue, Findlay Avenue, and 12th Avenue NE.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction to begin around June 1.
Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction to begin around June 1.
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	In Progress
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	In Planning
License Plate Reader System	Improves the ability to identify stolen vehicles and vehicles with outstanding citations.	System is installed and in use - data connection with LERMS being evaluated
Credit Card installs at Rec Centers	Allow citizens to pay class fees, after school fees, etc. at the rec centers.	In Discussion
Replacement of fiber optic cable along Lindsey Street from 24th Avenue SW to Berry Road includes a new traffic signal with fiber optic switch on Lindsey Street at Wylie Road.	New fiber with connections to three signals including new signal at Wylie--will require IP addresses	Bids in April 2016
Westwood Fuelmaster Merger	Merge Westwood Golf from Phoenix SQL to the Fuelmaster	

	Fuel System, making all city fuel keys congr	
Installation of fiber optic cable along Boyd Street from Berry Road to Classen Boulevard with switches at Berry Road, Flood Avenue, Chautauqua Avenue, Elm Avenue, University Boulevard, Asp Avenue, and Classen Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Bids in July 2016.
Installation of a new traffic signal on Robinson Street at 48th Avenue NW with a fiber switch and extension of fiber optic cable east toward Brookhaven Boulevard intersection.	Increase the coverage of traffic signals and the IT Fiber infrastructure will require IP addresses	Bids in Oct 2016
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centracs	Bids in Oct 2016

**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 2016.

**Mass Communications:**

The following statistics represent email space and resource savings. 36 emails from the groups shown in the table below were sent from city servers using city resources – of those 27,559 were delivered to outside mailboxes for the month of November 2016. The city servers generated mass communications to Norman citizens of 27,559 messages from only 36 sent (see **IT Table 2**).

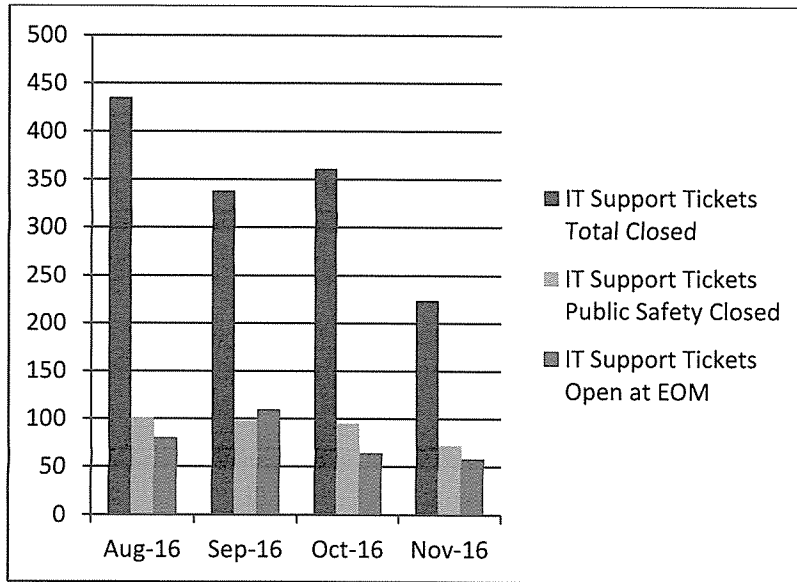
**Email Security Appliance:**

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. IT had a total of 1,573,554 attempted incoming and 51,889 outgoing messages for the month of November. 1,408,322 of the incoming messages were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). Without the email filter our email server would have received that much additional mail which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from being bombarded with spam, phishing, and other types of potentially harmful emails. We continue to see a very concerning increase in malicious email traffic inbound to our email servers on a monthly basis. Even though the email security appliance has successfully blocked this traffic, the IT Department is actively exploring various counter measures to combat the potential of malicious software attacking our network.

**Web Site:**

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of November 2016 the City of Norman's web site had 68,002 individual web sessions access the web site for a total of 152,968 total page views. Of those sessions 46,297 were identified as New Users to view content on the City web site (see **IT Table 4**).

I.T. Table 1



I.T. Table 2

<b>November 2016 LIST SERVER REPORT</b>			
<b>Group</b>	<b>Active Members</b>	<b>Mailings</b>	<b>Total Delivered</b>
Affirmative Action Group	15	5	72
Job Posting	2181	5	10900
Norman News	860	18	15475
Police - Animal Welfare Volunteers	42	0	0
Police – Citizens' Academy	82	0	0
Police – Neighborhood Watch	105	0	0
Public Works Consultants	123	2	240
Westwood Golf	718	1	716
Westwood Golf Members	23	1	23
Westwood Men's Clinic	17	1	17
Westwood Men's Golf Assoc.	75	1	75
Westwood Women's Clinic	37	1	37
Westwood Women's Golf Assoc.	4	1	4
<b>Totals</b>	<b>4282</b>	<b>36</b>	<b>27559</b>



# Executive Summary

mail.ci.norman.ok.us

01 Nov 2016 00:00 to 30 Nov 2016 23:59 (GMT -06:00)
Data in time range: 100.0 % complete

**Incoming Mail Graph**

**Outgoing Mail Graph**

**Incoming Mail Summary**

Message Category	%	Messages
Stopped by Reputation Filtering	86.1%	1,355,100
Stopped as Invalid Recipients	0.4%	6,358
Spam Detected	3.0%	46,701
Virus Detected	0.0%	92
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	71
Stopped by DMARC	0.0%	0
S/MIME Verification/Decryption Failed	0.0%	0
<b>Total Threat Messages:</b>	<b>89.5%</b>	<b>1,408,322</b>
Marketing Messages	5.9%	92,209
Social Networking Messages	0.5%	7,510
Bulk Messages	1.1%	17,245
<b>Total Graymails:</b>	<b>7.4%</b>	<b>116,964</b>
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	3.1%	48,268
<b>Total Attempted Messages:</b>		<b>1,573,554</b>

**Outgoing Mail Summary**

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.1%	77
Clean Messages	99.9%	51,883
<b>Total Messages Processed:</b>		<b>51,960</b>

**Message Delivery**

Message Delivery	%	Messages
Hard Bounces	1.6%	845
Delivered	98.4%	51,054
<b>Total Messages Delivered:</b>		<b>51,899</b>

mail.ci.norman.ok.us - 01 Dec 2016 01:00 (GMT -06:00)

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1

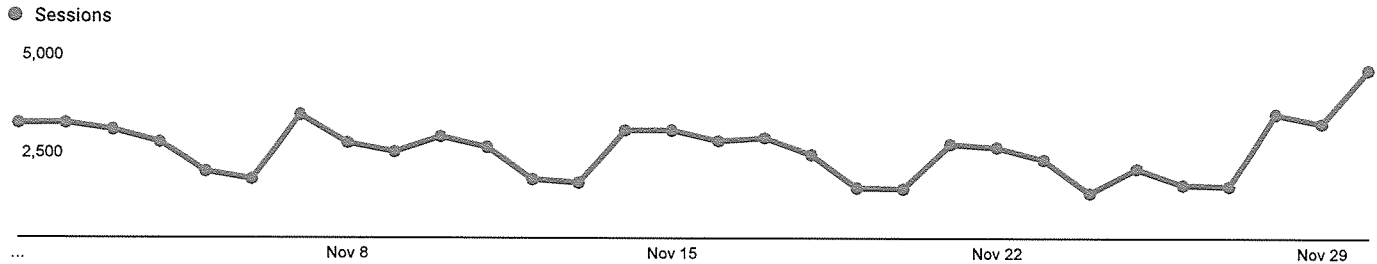


# Monthly Web Site Statistics

Nov 1, 2016 - Nov 30, 2016

All Users  
100.00% Sessions

Report Tab



Date	Sessions	Pages / Session	Pageviews	Users (Deprecated)	Users	New Users	% New Sessions	Bounce Rate	Avg. Session Duration
	68,002 % of Total: 100.00% (68,002)	2.25 Avg for View: 2.25 (0.00%)	152,968 % of Total: 100.00% (152,968)	59,921 % of Total: 129.04% (46,435)	46,435 % of Total: 100.00% (46,435)	34,297 % of Total: 100.03% (34,286)	50.44% Avg for View: 50.42% (0.03%)	48.93% Avg for View: 48.93% (0.00%)	00:02:02 Avg for View: 00:02:02 (0.00%)
1. 20161130	4,303 (6.33%)	1.93	8,297 (5.42%)	3,852 (6.43%)	3,852 (6.43%)	2,441 (7.12%)	56.73%	52.99%	00:01:40
2. 20161128	3,174 (4.67%)	2.21	7,009 (4.58%)	2,781 (4.64%)	2,781 (4.64%)	1,559 (4.55%)	49.12%	48.61%	00:01:53
3. 20161107	3,153 (4.64%)	2.35	7,423 (4.85%)	2,736 (4.57%)	2,736 (4.57%)	1,551 (4.52%)	49.19%	49.70%	00:02:14
4. 20161129	2,935 (4.32%)	2.50	7,338 (4.80%)	2,561 (4.27%)	2,561 (4.27%)	1,537 (4.48%)	52.37%	43.88%	00:02:17
5. 20161102	2,932 (4.31%)	2.20	6,457 (4.22%)	2,577 (4.30%)	2,577 (4.30%)	1,432 (4.18%)	48.84%	49.08%	00:02:10
6. 20161101	2,930 (4.31%)	2.16	6,318 (4.13%)	2,557 (4.27%)	2,557 (4.27%)	1,337 (3.90%)	45.63%	44.78%	00:01:56
7. 20161103	2,765 (4.07%)	2.29	6,339 (4.14%)	2,411 (4.02%)	2,411 (4.02%)	1,293 (3.77%)	46.76%	48.17%	00:02:05
8. 20161114	2,763 (4.06%)	2.22	6,125 (4.00%)	2,415 (4.03%)	2,415 (4.03%)	1,335 (3.89%)	48.32%	45.60%	00:02:18
9. 20161115	2,761 (4.06%)	2.31	6,371 (4.16%)	2,409 (4.02%)	2,409 (4.02%)	1,354 (3.95%)	49.04%	44.84%	00:02:14
10. 20161110	2,594 (3.81%)	2.32	6,006 (3.93%)	2,269 (3.79%)	2,269 (3.79%)	1,290 (3.76%)	49.73%	45.07%	00:02:13

Rows 1 - 10 of 30

**LEGAL 7**

**MONTHLY REPORT - LEGAL DEPARTMENT**  
**November 2016 Report**  
**(Submitted December 9, 2016)**

**LIST OF PENDING CASES:**

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

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

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

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

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

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

Williams v. City of Norman, CIV-16-1008 C (K, B)

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

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

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

Oklahoma Association of Broadcasters, Inc. v. City of Norman, et al., Case No. 113,973

**COURT OF CRIMINAL APPEALS** – None pending

**CLEVELAND COUNTY DISTRICT COURT**

**A. *General Lawsuits***

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

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

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

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

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

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

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

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

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

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

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

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

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

Casey Holcomb and Darcie Woodson v. Brenda Hall, in her official capacity as Clerk of the City of Norman, City of Norman, ex rel. Office of the City Clerk, and City of Norman, Case No. CV-2015-2343

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

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

This case was filed on October 28, 2016, and served on the City on November 7, 2016. It is a premises liability case that arises out of injuries sustained when the plaintiff fell on the sidewalk near the Lindsay Street railroad crossing.

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

Oklahoma Association of Broadcasters, Inc. v. Ronda Hall, et al., Case No. CJ-2016-750 (K)

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

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

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

**B. *Condemnation Proceedings***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mortgage Clearing Corporation v Alyssa J. Kesner, et al., CJ-2015-1387

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

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

Citimortgage v Sharon Annette Barton, et al., CJ-2016-1138

**D. *Municipal Court Appeals***

**E. *Small Claims Court***

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

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

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

**F. Board of Adjustment Appeals**

**LABOR / ADMINISTRATIVE PROCEEDINGS**

None.

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green Termination)

IAFF Grievance FYE 16 – (Hazmat Physicals - Nuclear Stress Test)

IAFF Grievance FYE 17 – (Terhune Suspension)

IAFF Grievance FYE 17 – (Brooks Suspension)

IAFF Grievance FYE 17 – (Smith Termination)

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

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

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

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

**MEDIATION PROGRAM**

For the month of November, 2016, the Early Settlement Norman Mediation Program accepted 27 new cases and closed 27 cases. The number of mediations conducted in November, 2016 was 2.

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through November 2016. 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 15	FYE 16	FYE 17	FYE 15	FYE 16	FYE 17	FYE 15	FYE 16	FYE 17
JULY	548	550	516	40	48	19	16	15	13
AUG	795	501	588	32	46	29	15	14	16
SEPT	684	467	467	25	30	32	8	11	12
OCT	711	431	466	46	45	32	17	14	10

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
NOV	437	459	468	21	29	23	10	10	12
DEC	491	437		46	39		12	12	
JAN	668	436		39	31		16	15	
FEB	507	528		33	37		12	16	
MAR	493	600		42	30		10	10	
APR	669	512		76	31		19	14	
MAY	436	521		20	32		9	11	
JUNE	515	572		54	47		11	15	
TOTALS / YTD	6,954	6,014	2,505	474	445	135	155	157	63

**WORKERS' COMPENSATION COURT**

The total number cases pending are 23. During the month of November 2016, there was one new workers compensation case filed. There were no Court Awards or Settlements that went to Council for consideration. 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	FYE17 CASES	FYE16 CASES	FYE15 CASES
Fire	Suppression	7	2	4	
Parks/Rec.	Park Maintenance	2	1	2	1
Planning	Development Services	1			1
Police	Patrol	6	2	1	3
Police	Administration	1			2
Public Works	Street Maintenance	1		1	
Public Works	Vehicle Maintenance				1
Public Works	Storm Water				2
Utilities	Line Maintenance	1		1	1
Utilities	Sanitation	4		1	4
<b>TOTALS</b>		<b>23</b>	<b>5</b>	<b>10</b>	<b>15</b>

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

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

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

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

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

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

(Fire, Suppression, Fire Captain, Neck)

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

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

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

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

- Bolenbaugh, v. City of Norman, WCC 2012-13808 Y  
(Utilities, Sanitation, SWII, R. Knee)
- Bozeman, Chris v. City of Norman, CM 2015-08111 R  
(Utilities, Sewer Line Maintenance, MWII, Back)
- Grady, Thomas J. v. City of Norman, WCC 2014-05405 A  
(Utilities, Sanitation, SWII, R. Foot)
- Grippen, Barry v. City of Norman, CM 2016-07136 R  
(Police, Patrol, Police Sergeant, R. Knee)
- Hale, Michael G. v City of Norman, CM 2015-00702 H  
(Planning, Dev. Svcs., Bldg. Insp., L. Shoulder, Arm)
- Helm, Mark v. City of Norman, WCC 2007-07137 A  
(Fire, Suppression, Firefighter, Multiple)
- Houser, Jason v. City of Norman, CM 2015-02888 Y  
(Police, Patrol, MPO, R. Wrist)
- Ingraham, Brandon Chad v. City of Norman, CM 2016-02864 H  
(Parks/Rec., Park Maint., MWI, L. Shoulder, Arm)
- Johnson III, Tommie v. City of Norman, CM 2016-06766 R  
(Police, Patrol, Police Officer, L. Shoulder)
- Koscinski, Chris v. City of Norman, CM 2015-06363 K  
(Fire, Suppression, Firefighter, Heart/Cardiovascular)
- Koscinski, Chris v. City of Norman, CM 2015-06809 A  
(Fire, Suppression, Firefighter, Back)
- Koscinski, Chris v. City of Norman, CM 2016-00738 H  
(Fire, Suppression, Firefighter, Left Shoulder)
- Lake, Stephanie M. v. City of Norman, WCC 2014-11262 J  
(Police, Emerg. Commun., Commun. Officer, Hands, Arms, Shoulders, Neck, Low Back)
- Mulder, Lenny Brian v. City of Norman, WCC 2016-04403 Y  
(Fire, Suppression, Fire Captain, Ears)
- Nation, Tabitha v. City of Norman, WCC 2014-04282 L  
(Police, Patrol, PSO, L. Shoulder)
- Raney, Jeremy v. City of Norman, WCC 2015-05518 L  
(PW, St. Maintenance, HEO, Lumbar Spine)
- Robertson, Kellee v. City of Norman, WCC 2010-13896 F  
(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)
- Tillman, Daniel A. v. City of Norman, CM 2015-01499 A  
(Utilities, Sanitation, SWI, Back)

**SPECIAL CLAIMS**

The following is a breakdown of the Special Claims activity through November, 2016.

<b><u>DEPARTMENT</u></b>	<b><u>FYE 17</u></b> <b><u>Month</u></b>	<b><u>FYE 17</u></b> <b><u>YTD</u></b>	<b><u>FYE 16</u></b>	<b><u>FYE 15</u></b>	<b><u>FYE 14</u></b>
Animal Control					
City Clerk					

Code Enforcement				1	
PW-Engineering			5	1	2
Finance (meter covers)					
Fire			2	1	
Fleet		1	1	1	
Human Resources					1
Legal					
Utilities-Sewer & Line Maintenance		5	9	9	6
Parks		1	2	5	
Planning		1			
Police	2	8	13	10	11
Public Works-Traffic	1	1		5	4
Road & Channel		1	2		2
Utilities-Sanitation		4	14	15	19
Streets		3	6	4	5
Utilities	2	4	6	2	13
Utilities-Waste Water (runoff water)					
Other	2	3	6	6	6
<b>TOTAL CLAIMS</b>	<b>7</b>	<b>32</b>	<b>66</b>	<b>60</b>	<b>63</b>

<b><u>CURRENT CLAIM STATUS</u></b>	<b><u>FYE 17 TO DATE</u></b>	<b><u>FYE 16</u></b>	<b><u>FYE 15</u></b>	<b><u>FYE 14</u></b>
Claims Filed	32	66	60	63
Claims Open and Under Consideration	16	6	1	5
Claims Not Accepted Under Statute/Other	3	7	7	2
Claims Paid Administratively	2	22	18	16
Claims Paid Through Council Approval	3	12	9	15
Claims Resulting in a Lawsuit for FY17	0	0	0	2
Claims Barred by Statute (No Further Action Allowed)	0	16	25	23
Claims in Denied Status (Still Subject to Lawsuit)	8	3	0	0



**EXPUNGEMENTS**

The following represents a breakdown of the Expungement Requests considered by the City Attorney’s Office through November 2016.

MONTH	REQUESTS			COMPLETED		
	FYE17	FYE16	FYE15	FYE17	FYE16	FYE15
JULY	10	9	5	12	9	5
AUG	7	12	2	11	6	1
SEPT	16	7	10	5	6	2
OCT	19	10	8	12	4	5
NOV	22	11	6	18	4	5
DEC		13	9		10	3
JAN		15	12		3	9
FEB		13	8		6	7
MAR		12	13		11	8
APR		15	4		5	7
MAY		22	13		9	3
JUNE		12	11		16	5
<b>TOTALS/YTD</b>	<b>74</b>	<b>151</b>	<b>101</b>	<b>58</b>	<b>89</b>	<b>60</b>

**MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
NOVEMBER - FY '17**

**CASES FILED**

	<u>NOVEMBER</u>	<u>FY17</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY16</u>	<u>Y-T-D</u>
Traffic	1,225		6,128	1,211		5,712
Non-Traffic	733		1,952	358		1,663
SUB TOTAL	1,958		8,080	1,569		7,375
Parking	1,209		6,718	902		5,849
<b>GRAND TOTAL</b>	<b>3,167</b>		<b>14,798</b>	<b>2,471</b>		<b>13,224</b>

**CASES DISPOSED**

	<u>NOVEMBER</u>	<u>FY17</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY16</u>	<u>Y-T-D</u>
Traffic	980		5,437	982		4,651
Non-Traffic	263		1,444	265		1,358
SUB TOTAL	1,243		6,881	1,247		6,009
Parking	1,058		5,003	703		4,396
<b>GRAND TOTAL</b>	<b>2,301</b>		<b>11,884</b>	<b>1,950</b>		<b>10,405</b>

**REVENUE**

	<u>NOVEMBER</u>	<u>FY17</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY16</u>	<u>Y-T-D</u>
Traffic	\$ 115,754.15		\$631,709.75	\$ 138,161.00		\$ 626,093.10
Non-Traffic	\$ 43,270.00		\$201,153.54	\$ 45,660.60		\$ 244,045.60
SUB TOTAL	\$ 159,024.15		\$832,863.29	\$ 183,821.60		\$ 870,138.70
Parking	\$ 24,129.25		\$116,000.65	\$ 16,620.00		\$ 103,520.00
<b>GRAND TOTAL</b>	<b>\$ 183,153.40</b>		<b>\$948,863.94</b>	<b>\$ 200,441.60</b>		<b>\$ 973,658.70</b>

## Juvenile Community Service Program

In November, 2016, juveniles provided 71.50 hours of community service, worked through our Juvenile Community Service Program, to various local non-profit agencies. Of these hours, 16 hours valued at \$116.00 if paid at minimum wage were devoted to City of Norman projects.

**PARKS AND RECREATION**

**DECEMBER 8, 2016**

## **Park Planning Activities December, 2016**

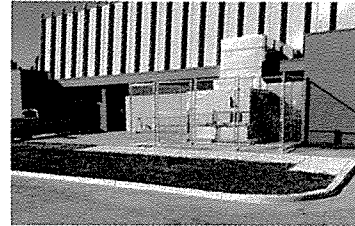
### **WESTWOOD TENNIS NORMAN FORWARD PROJECT:**



Merritt Tennis and Track Systems worked in November to demolish existing walkways and concrete areas as needed and begin construction of the two new outdoor courts at the facility. The new concrete courts were formed and placed at the end of the month to begin a 28 day cure time before the final surface can be applied, weather permitting. Meanwhile, new lights, wiring, fencing and walkways will be constructed around the new courts.

### **RECREATION CENTER IMPROVEMENTS:**

Doyle's Electric completed the installation of the new disconnect and service lines for both Whittier and Irving gymnasium air conditioner projects. These two centers, along with 12 Avenue Recreation Center, had air conditioning systems installed this summer. We completed a final walk-through for all three projects in November, so this project can be closed out and final payment be made to the general contractor.



### **CAMPUS CORNER IMPROVEMENTS:**

City staff worked with the Campus Corner Merchant's Association (CCMA) to repair the power outlets on the street light poles along Asp, White, Buchanan and Boyd Streets. The CCMA committed funding to a project to install holiday lights in their district; however, the pole outlets had not been used since their installation several years ago. Multiple fuses, wires and receptacles were in need of repair or replacement.

### **SAXON PARK:**



Fitness equipment was delivered and installed in November along the new concrete trail at the park. There are three separate stations - each with two pieces of workout equipment placed to let people work out as they use the path for walking or jogging. Additional work will be done this winter to continue clearing cedar trees and establishing a native landscape in the area, as well as improving the perimeter fence at the park.

### **BEAUTIFICATION:**

Grissom's Nursery has worked to replace the plant material in the islands on either side of the Robinson Street underpass. Parks staff met with staff from the Public Works Department to create a work plan to fix the erosion on the hillsides on the north and south sides of the street at the bridge structure. That work will be done this fall/winter, after which the plant material in those landscape beds will also be replaced.

### **BROOKHAVEN PARK:**



Fredgren Quality Works installed the new gazebo at the park, replacing the structure that was destroyed earlier this year. The project was originally done by an Eagle Scout candidate; and his family worked with us again to help fund the replacement structure. Work was completed late in the month; and a new plaque has been ordered to thank the donors and honor the scout who helped with this project.

### **HALL PARK:**

Keyes Construction worked to replace one of the concrete access walks in the Doubletree addition that provides access to the walking trail in the neighborhood greenbelt. We worked last year to reconstruct the old asphalt trail in the greenbelt that was built behind the houses when this neighborhood was part of the Town of Hall Park. The remaining funds for the main trail construction were used to begin making repairs to the access walks located throughout the neighborhood. The remaining walks will be re-built as funding is made available in next fiscal year's park sidewalk repair project account.

NOVEMBER 2016  
RECREATION DIVISION  
MONTHLY REPORT

**Senior Citizens Center:** We had 752 seniors participate in activities at the center in November. We had a wreath class and had 5 ladies and one gentleman make Santa wreaths. This is the first time we have had a class of this kind and all the participants thoroughly enjoyed themselves and the class. We are planning on having another one in the spring to make Easter wreaths. The seniors are already looking forward to the class.

**Little Axe Community Center:** The outreach food distribution for the month of November was 245 adults and 111 children for a total of 356. This program assists many members of the Little Axe community and serves more senior citizens than any other age group. There were six facility rentals for the month with 180 in attendance. The Pioneer Library Service Statistics Report indicated 453 units of service. The Head Start program currently has 14 children enrolled.

**12th Avenue Recreation Center:** The Pickle Ball League continued their activity at the center this month. Pickle Ball is a form of floor tennis. The league meets at the 12th Avenue Center on Wednesday and Friday evenings from 6:00 – 8:30pm. Participants range in age from their thirties into the seventies. They have a current participation level of approximately 16 per night. The Adult Basketball League finished their league season this month with 13 teams and 104 players participating. The league consists of six games and a single elimination tournament.

**Irving Recreation Center:** Irving Recreation Center was recognized and awarded an “Award of Excellence” for the Flashlight Candy Scramble and Haunted House the center hosts in October at the Oklahoma Recreation and Parks Society Conference. This month the Make and Take Class made birdhouses and Kids in the Kitchen enjoyed making “puppy chow”. There were three facility rentals this month with 90 in attendance.

**Whittier Recreation Center:** Fall Junior Jammer Basketball wrapped up its regular season before Thanksgiving and will finish the season in the first two weeks of December with a tournament. Over 440 children participated in the Fall Junior Jammer program. This month we also had the After School program, Tippi Toes, and Karate take place in the Recreation Center along with the start of Whittier Middle Schools basketball season..

<b>FACILITY ATTENDANCE:</b>	Month	Year to Date
Senior Citizens Center (includes congregate meals)	1,655	9,392
Little Axe Community Center	1,988	11,583
12th Avenue Recreation Center	2,571	11,291
Irving Recreation Center	4,684	11,072
Whittier Recreation Center	2,261	10,822
Reaves Center	300	1,500
Tennis Center	1,342	14,816

**NOVEMBER 2016  
PARK MAINTENANCE DIVISION**

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

<b>SAFETY REPORT</b>	<b>FYE-17MTD</b>	<b>FYE-17YTD</b>		<b>FYE-16MTD</b>	<b>FYE-16YTD</b>
On-The-Job Injuries	1	4		1	4
Vehicle Accidents	1	3		0	3
Employee responsible	0	0		0	3
<b>ROUTINE ACTIVITIES</b>	<b>Total Man Hours</b>			<b>Total Man Hours</b>	
	<b>MONTH-TO-DATE</b>	<b>YEAR-TO-DATE</b>		<b>MONTH-TO-DATE</b>	<b>YEAR-TO-DATE</b>
Mowing	68.00	1647.25		89.00	1514.50
Trim Mowing	268.00	5059.50		44.00	3295.50
Chemical Spraying	0.00	123.50		25.00	3276.50
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	30.00	62.00		90.00	361.00
Tree Trimming/Limb Pick-Up	2.00	375.15		104.00	718.00
Restroom/Trash Maintenance	509.50	2638.50		254.00	1822.00
Play Equipment Maintenance	32.50	498.25		42.00	291.00
Sprinkler Maintenance	92.00	507.25		98.75	609.75
Watering	0.00	43.00		0.00	119.00
Grounds/Building Maintenance	0.00	245.25		24.50	348.00
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	0.00	0.00		0.00	6.00
Special Projects	97.00	739.75		301.00	1116.00
Nursery Maintenance	0.00	0.00		0.00	0.00
Flower/Shrub Bed Maintenance	114.00	739.50		58.00	387.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	385.50		138.00	596.00
Fence Repairs	0.00	64.00		4.00	6.00
Equipment Repairs/Maintenance	47.00	794.00		58.00	686.25
Material Pick-Up	9.25	77.50		21.00	71.75
Miscellaneous	218.25	1091.75		207.00	1000.00
Shop Time	14.00	344.00		10.00	174.75
Snow/Ice Removal	0.00	0.00		6.00	17.00
Christmas Lights	1294.00	1347.00		752.50	832.50
Close to Home Fishing	0.00	3.00		0.00	0.00
Forestry	0.00	9.00		1.00	6.00
Graffiti Clean-Up	0.00	4.00		0.00	0.00
Water Fountains	0.00	0.00		0.00	0.00
Inground Trash	0.00	14.00		0.00	54.00
Vector Control	0.00	300.00		0.00	65.50



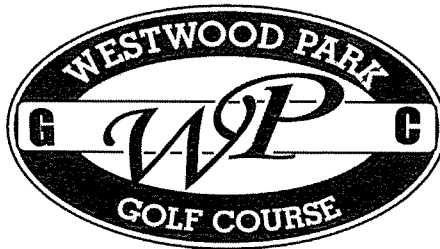
NOVEMBER 2016  
COMMUNITY SERVICE PROGRAM  
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control		2		35.00	3	5	75.00	115.00	3	7	75.00	150.00
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf												
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month								\$543.75				\$543.75
Value of hours Y-T-D				\$253.75				\$833.75				\$1,087.50

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

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



## NOVEMBER 2016

### Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOVEMBER FY'17	NOVEMBER FY'16
Regular Green Fees	304	393
Senior Green Fees	169	153
Junior Fees	48	19
School Fees ( high school golf team players)	0	3
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	387	269
Employee Comp Rounds	264	192
Golf Passport Rounds	0	0
9-Hole Green Fee	33	34
2:00 Fees	45	0
4:00 Fees	168	107
Dusk Fees or 6:00 Fees	35	0
PGA Comp Rounds	5	1
*Rainchecks (not counted in total round count)	16	7
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	373	461
Green Fee Adjustments (fee difference on rainchecks)	8	2
<b>Total Rounds</b> <small>(*not included in total round count)</small>	<b>1839</b>	<b>1634</b>
% change from FY '16	12.55%	
<b>Range Tokens</b>	<b>1318</b>	<b>967</b>
% change from FY '16	36.30%	
18 - Hole Carts	70	51
9 - Hole Carts	26	14
½ / 18 - Hole Carts	651	643
½ / 9 - Hole Carts	91	105
<b>Total Carts</b>	<b>838</b>	<b>813</b>
% change from FY '16	3.08%	
18 - Hole Trail Fees	0	1
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	6	2
9 - Hole Senior Trail Fees	5	0
<b>Total Trail Fees</b>	<b>11</b>	<b>3</b>
% change from FY '16	266.67%	
<b>TOTAL REVENUE</b>	<b>\$45,547.00</b>	<b>\$43,495.02</b>
% change from FY '16	4.72%	

**'NOVEMBER 2016  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2016</b>	<b>FY 2016</b>
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2016</b>	<b>FY 2016</b>
	MTD	YTD	MTD	YTD
Green Fees	\$25,008.40	\$226,597.81	\$24,948.33	\$246,535.09
Driving Range	\$4,646.34	\$44,537.94	\$3,633.12	\$49,257.49
Cart Rental	\$14,936.75	\$137,939.90	\$14,008.65	\$142,437.09
Restaurant	\$902.50	\$6,037.50	\$902.50	\$6,162.51
Insufficient Check Charge	\$0.00	\$75.00	\$0.00	\$50.00
Interest Earnings	\$53.01	\$195.63	\$2.42	\$112.59
<b>TOTAL INCOME</b>	<b>\$45,547.00</b>	<b>\$415,383.78</b>	<b>\$43,495.02</b>	<b>\$444,554.77</b>
Expenditures	\$125,858.41	\$464,420.90	\$115,808.60	\$443,682.53
Income vs Expenditures	<b>(\$80,311.41)</b>	<b>(\$49,037.12)</b>	<b>(\$72,313.58)</b>	<b>\$872.24</b>
Rounds of Golf	1839	15551	1634	16067

Routine maintenance practices in November include: Greensmowing, cup changing and sand trap raking are daily at the start of the month and twice a week by months end. Leaf management becomes an issue in November. Blowers are used almost daily on traps and greens, as well as the club house area. A mower is sent to mulch the leaves that gather. Horse apples are usually fallen by November but warm conditions have us still collecting them. Collars, an area immediately around the greens, are mowed weekly. Irrigation water is added as required by the weather conditions. Some hand watering of greens was needed due to dry conditions. Hand watering on November 22 is the latest in 30 years. Irrigation repairs were more frequent this fall. A computer failure, in the irrigation pump station, required outside repairs.

November is the month for winterizing the golf course. Heaters are added to all out buildings. Vents are sealed and insulated. Exposed water hydrants are turned off and insulated. Small scars remaining from the season continue to be repaired .

This month we started the process of retooling for next season. In the next few months every piece of equipment will be examined and serviced. Our annual fuel station inspection was begun. Water in the tanks will require additional maintenance. All full time employees were trained as class C underground storage tank (UST) operators. A pesticide applicators CEU meeting was attended by all certified applicators. Fans were removed from # 14 green. Conduit is being ditched and installed for an additional fan on # 8 green. A drainage repair on the practice sand trap was completed .

Agronomically, greens were fertilized. All other cool season grasses were fertilized. Post emergent herbicides were applied where needed. An application of wetting agent was applied to the greens. Seedlings established in October were watered daily. Tees were moved to their winter positions near the front of the tee boxes.

As we are surrounded by construction projects, we have assisted in many ways. For the waterline replacement project we coordinated with the contractor to give them access and working area behind # 10 tee box. For the tennis court construction we have accepted 2 loads of topsoil that they would have hauled away. For the swimming pool project we have found and capped water lines that fed 3 quick coupling water valves whose location was unknown. These are being terminated at the main line so as to eliminate a live water line under the new parking lot.

Sediment deposited by the swimming project and the north wind was blown off of # 9 green. A discussion with contractors should help to minimize this issue.

NOVEMBER 2016  
WESTWOOD POOL  
MONTHLY REPORT

Westwood Pool closed July 31st.

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FINANCIAL INFORMATION

	FY2016 MTD	FY2016 YTD	FY2015 MTD	FY2015 YTD
Admission Fees	\$0.00	\$27,519.50	0.00	\$55,577.15
Waterslide Fees	\$0.00	\$5,430.00	0.00	\$11,166.00
Swim Lesson Fees	\$0.00	\$3,105.00	0.00	\$9,742.50
Pool/Slide Rental	\$0.00	\$4,925.00	0.00	\$9,940.00
Locker Fees	\$0.00	\$11.50	0.00	\$19.00
Concessions	\$0.00	\$1,550.00	0.00	\$1,975.00
<b>TOTAL INCOME</b>	<b>\$0.00</b>	<b>\$42,541.00</b>	<b>0.00</b>	<b>\$88,419.65</b>
Expenditures	\$581.29	\$80,972.40	1,047.79	\$110,958.11
<b>Income verses Expenditures</b>	<b>(\$581.29)</b>	<b>(\$38,431.40)</b>	<b>(\$1,047.79)</b>	<b>(\$22,538.46)</b>

ATTENDANCE INFORMATION

	FY 2016 Month to Date	FY 2016 Season to Date (May-Sept 16)	FY 2015 Month to Date	FY 2015 Season to Date (May-Sept 15)
a. swim tags	0	4369	0	4168
b. pool admission	0	7751	0	12628
c. slide admission- (not inc. in total)	0	5761	341	8680
d. group admission	0	1211	1176	3545
e. noon admission	0	59	0	73
f. evening admission	0	1199	0	2676
g. evening tags	0	1417	0	1104
<b>TOTAL ATTENDANCE</b>	<b>0</b>	<b>16006</b>	<b>1176</b>	<b>24194</b>

**PLANNING AND COMMUNITY DEVELOPMENT 10**

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

**PLANNING DEPARTMENT ACTIVITY  
November 2016**

**ADMINISTRATIVE DIVISION**

**Comprehensive Plan**

There were no meetings on the Comprehensive Plan in November. Staff has bi-weekly phone calls with the consultant team to discuss and prepare for upcoming meetings. Our phone calls in November occurred on November 14 and 29 in preparation for the December 7 Steering Committee meeting.

**Center City Form Based Code**

There was a City Council study session held on November 17th. Mary Madden from Ferrell Madden made a presentation to City Council and the public on what is a Form Based Code, how the Center City Code has developed and the administration of the Code. City Council and the public asked questions which were addressed by the consultant.

**GREENBELT COMMISSION**

The Greenbelt Commission met on November 21, 2016 and considered one enhancement statement and discussed revisions to the recommended Greenbelt Priority Trails System:

1. Aria Development, LLC (Classen Landing Addition) – forwarded to Planning Commission with comments.

The next regular meeting is scheduled for December 19, 2016 at 6 pm.

**HISTORIC DISTRICT COMMISSION**

The Historic District Commission regular meeting was held on November 7, 2016.

**Certificates of Appropriateness Requests:**

**432 Chautauqua** – COA amended to include the installation of shutters on the garage

**730 Miller Ave (Continued from the October meeting)** – After input from the audience and discussion amongst the Commissioners, the request for a garage apartment was continued to a future meeting until revised drawings with suggested changes could be submitted by the applicant. These suggested changes included a decrease in size of the garage apartment and the placement of the structure on the lot.

**COA Extensions:**

**None**

**COA Administrative Bypass granted by staff:**

**None**



**Certified Local Government (CLG) Program Report (FY 2016-2017):**

A contract has been signed for the Hetherington Heights Intensive Level Historic Survey and the consultant has begun work on the historic survey.

**MISCELLANEOUS**

	2015 Nov	Dec	2016 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Walk-Ins	65	53	80	65	73	47	46	61	66	66	62	103	77
Email Contacts	337	300	294	249	227	256	295	276	299	320	263	301	319
Lot Line Adjustments	1	4	2	1	2	1	2	-	-	4	2	4	1
Landscape Maint. & Replacement Bonds	4	7	5	1	4	3	3	4	5	2	2	1	3
Board of Adjustment Variance Appl.	1	-	4	3	3	2	1	1	7	3	5	1	5
Legal Notices Sent	13	-	118	101	85	60	33	31	119	33	174	5	89
Planning Commission Applications Rec'd	2	3	1	-	3	2	4	2	1	4	3	6	3
Legal Notices Sent	33	95	16	-	46	201	116	88	39	322	499	168	58
Pre-Development Meeting Appl. Rec'd	1	3	2	-	2	3	2	1	1	2	2	6	1
Notices Sent	21	111	29	-	46	290	71	17	39	89	499	146	29

**CURRENT PLANNING DIVISION**

**Planning Commission – number of applications received**

	2015 Nov	Dec	2016 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Ordinance Amendments		1										1	
NORMAN 2025 Land Use Plan Amendments	2		1		1		1	1		1			2
Rezoning Requests	1	2			2	2	2	2	1	3	2	5	1
Utility Easement/Road Closures		1			1		2			1		1	
Preliminary Plats	2		2		1								1
Rural Certificates of Survey				1		1				1			
Short Form Plats	1				1		1					1	1
Site Plan Amendments													
Certificate of Plat Correction													

During November, one application for Pre-Development was received for the meeting held on November 17, 2016.

During November, submittals for the December 8, 2016 Planning Commission meeting included one short form plat, one project which includes a NORMAN 2025 amendment and rezoning (previously postponed), one project which is rezoning to a Planned Unit Development (previously postponed), and one project which includes a NORMAN 2025 amendment, rezoning, and preliminary plat.

The Planning Commission met in Regular Session on November 10, 2016. One project for rezoning was postponed to the December 8, 2016 meeting. One short form plat, one closure and vacation of a utility easement and building setback line, one rezoning to Planned Unit Development, one zoning ordinance amendment to the I-1 section, and

one Special Use for Light Manufacturing or Assembly and Special for a Bar, Lounge or Tavern were unanimously recommended to City Council. One application for Special Use for a Professional Office was recommended to City Council with a 5-2 vote. One set of minutes was prepared for the Planning Commission Regular Meeting.

During the month of November, 12 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 11.

#### **BOARD OF ADJUSTMENT**

The Board of Adjustment does not meet during November. The next regular meeting is scheduled for December 7, 2016.

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

The RFP for the GIS mapping update was let by ACOG. This project will update the City's base map to reflect new construction and any other changes on the ground, which have occurred since the last base map update was completed. The deliverable products will be color aerial photography, an update of the planimetric (structures, paving, etc.) base map. Cityworks was onsite November 8 and 9 to begin work on implementing service requests and work orders in Public Works.

Staff had a booth at GIS day at the University of Oklahoma. Staff made a quick Web Map for Public Works' staff that will allow them to buffer recent earthquakes to determine if there is any infrastructure in Norman that needs to be inspected for damage. Staff updated with Public Works the Construction Projects map. Much like the Current Plat Activity map does for plats, this map will give a snap shot of construction of CIP and Bond projects that have broken ground or will break ground in the next six months. Staff started the work for transfer of the Construction Map to an interactive map. Staff also continued support of the New World public safety software. There continued to be changes to the GIS boundary that are needed to make the system function more effectively.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 79 requests for service that resulted in the production of 98 mapping products and reports. The GIS division did work for 9 of the City's departments during the month of November, as well as providing information for and staffing of City Council and Planning Commission meetings.

**DEVELOPMENT SERVICE**

**10B**

**DEVELOPMENT SERVICES DIVISION**

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

**CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:**

**New Shell Construction:**

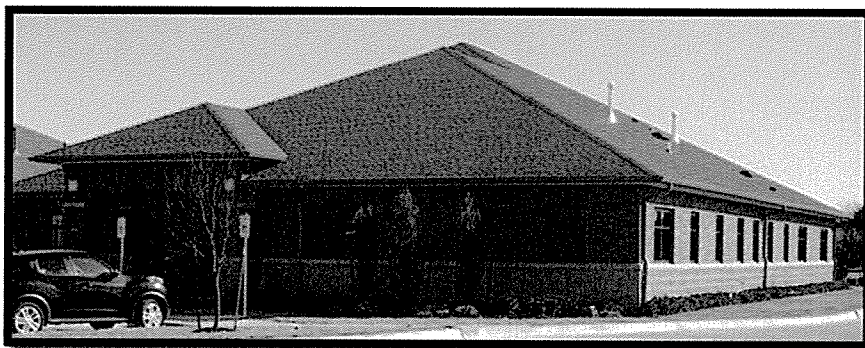
<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
2300 24 <sup>th</sup> Ave. NW	Shell Building	\$1,500,000	8
3960 W. Tecumseh Rd.	Shell Building	\$500,000	8

**2308 24<sup>th</sup> Ave. NW-MetroShoe Warehouse**



The shell building located at 2300 24th Ave. NW and MetroShoe Warehouse addressed at 2308 24th Ave. NW advanced to Certificate of Occupancy. MetroShoe Warehouse occupies the western portion of the shell building. The reported valuation of the shell building totaled \$1,500,000 with a square footage of 17,128. MetroShoe Warehouse valuation totaled \$500,000 with a square footage of 12,064. The future tenant of the eastern finish space is not yet known.

**3960 W. Tecumseh Rd.**



The Shell building at 3960 W. Tecumseh Rd. received Certificate of Completion on November 21, 2016. The reported valuation of the shell building totaled \$500,000 with a square footage of 6,200. Landman Offices in space 100 and Dr. Guerink offices in space 110 received Certificate of Occupancy on the 21st as well.

**Interior Finish:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
2801 36 <sup>th</sup> Ave. NW 100	El Toro Chino Restaurant	\$550,000	5
1300 12 <sup>th</sup> Ave. SE 230	Tatsumaki Ramen Restaurant	\$400,000	7
2308 24 <sup>th</sup> Ave. NW	MetroShoe Warehouse	\$500,000	8
3960 W. Tecumseh Rd. 100	Landman Offices	\$50,000	8
3960 W. Tecumseh Rd. 110	Dr. Guerink Offices	\$100,000	8
2166 24 <sup>th</sup> Ave. NW	Tuckers Onion Burger	\$99,544	8

**Addition/Alteration:**

<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>VALUATION</b>	<b>WARD</b>
401 12 <sup>th</sup> Ave. SE 218	Cottonwood Ridge Renovation of Unit 214	\$24,940	1
1614 W. Lindsey St.	Dollar Tree Remodel	\$203,125	2
480 24 <sup>th</sup> Ave. NW 128	Aria Development White Box 128	\$15,000	2
480 24 <sup>th</sup> Ave. NW 130	Aria Development White Box 130	\$15,000	2
1024 24 <sup>th</sup> Ave. NW	Taco Bell Remodel	\$180,000	2
591 Interstate Dr.	Auto Dealership Remodel	\$450,000	2
996 Ed Noble Pky.	AT&T Antenna Replacement	\$15,000	3
505 Highland Pky.	Walden Cleaners Storage	\$40,000	4
901 N. Porter Ave.	NRH IV Room Remodel	\$150,000	4
3411 Charleston Rd.	Interior Repair for Fire Damage	\$103,487	6
2900 Oak Tree Ave.	Clubhouse Remodel	\$250,000	7
3056 Classen Blvd.	Domino's Pizza	\$150,000	7
3300 Marshall Ave.	Interior Remodel	\$1,500,000	7
1300 Interstate Dr.	AT&T Antenna Replacement	\$15,000	8
4100 N. Flood Ave.	Instructional Service Center	\$940,000	8
1317 Da Vinci St.	Restroom Renovation	\$23,694	8

1400 24 <sup>th</sup> Ave. NW	Starbucks Interior Remodel	\$151,757	8
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### MOBILE FIELD INSPECTION SYSTEM

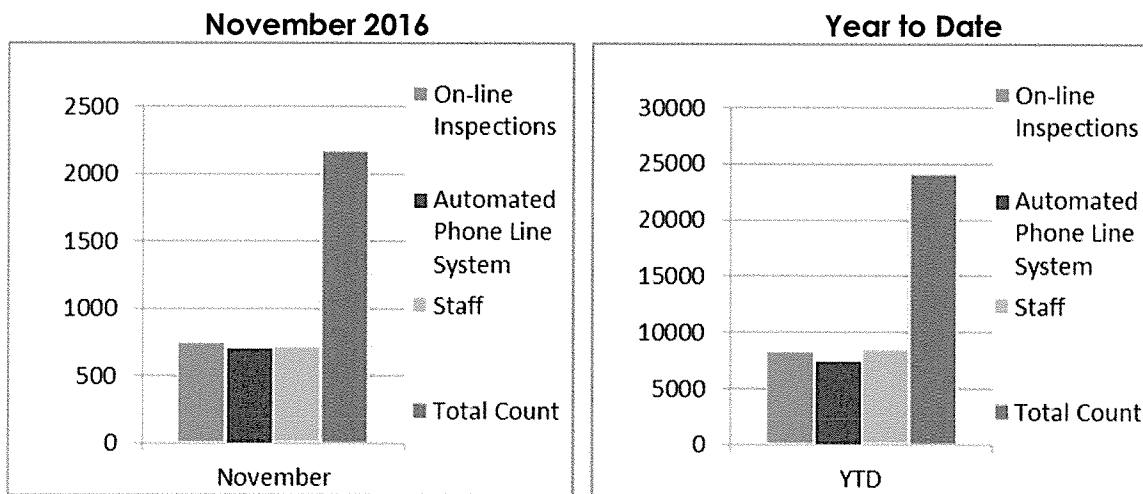
During November 1,514 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

November 1-4	November 7-10	November 14-18	November 21-23	November 28-30
286	356	418	253	201

### ON-LINE INSPECTION SERVICES

#### Inspection Requests

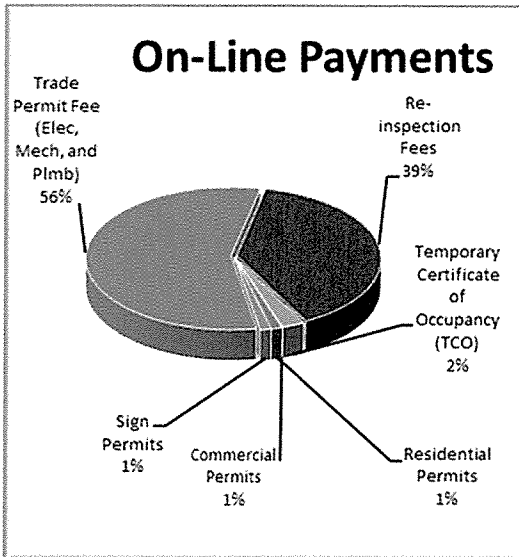
During November a total of 2,164 inspections were requested. 741 inspection requests were made on-line, 712 inspection requests were made using the Automated Phone Line System, and 711 inspections were made by the staff. Inspection requests made by the staff include phone and in-person requests, as well as administrative items.



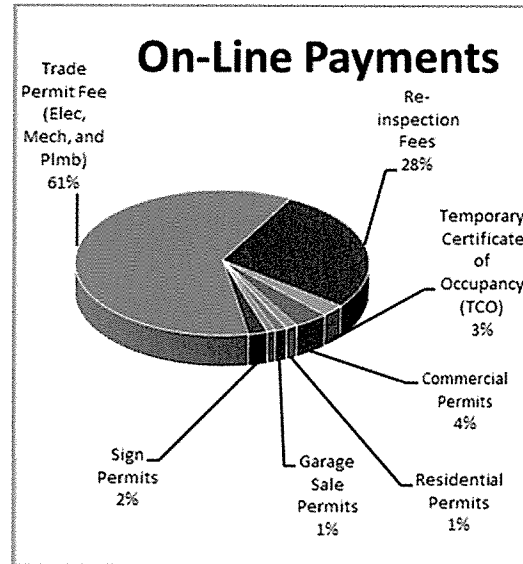
#### On-line Payments

During November 82 payments were made on-line totaling \$3,592.50. Year-to-date 923 payments have been made on-line totaling \$80,140.83.

## November 2016



## Year-to-Date



### **BROWN BAG LUNCH**

On Thursday, November 17<sup>th</sup> 2016 staff met with the Builders Association of South Central Oklahoma (BASCO) members for a lunch meeting. A continuation of code review changes from the currently adopted 2009 IRC codes in comparison to the 2015 IRC codes for plumbing, mechanical, and fuel gas were reviewed.

### **CONSTRUCTION ACTIVITY**

Total value of all construction activity permitted in NOVEMBER of 2016 totaled \$12,527,279, lower than the \$24,143,126 for the same month last year. A total of 90 permits were issued in NOVEMBER of 2016, down from 172 in NOVEMBER of 2015. The lower number in NOVEMBER of 2016 is primarily due to residential additions/alterations. The lower dollar value in NOVEMBER of 2016 is reflected in all permit types.

Total new residential permitting activity in NOVEMBER 2016 was valued at \$7,284,703 compared to \$10,016,392 in NOVEMBER 2015. New single-family detached residential construction in NOVEMBER 2016 represented 28 new homes valued at \$4,969,063 compared with 28 new homes in NOVEMBER 2015 valued at \$7,720,074. There were no attached single-family in NOVEMBER 2016 or NOVEMBER 2015. There were no manufactured homes in NOVEMBER 2016 compared to 2 valued at \$127,900 in NOVEMBER 2015. There were no non-dwelling permits in NOVEMBER 2016 or NOVEMBER 2015. There were 8 new duplex units permitted valued at \$1,571,880 in NOVEMBER 2016 compared to 2 duplex units permitted valued at \$447,480 in NOVEMBER 2015. There were no garage apartment permits in either year. There were no 3+ Family foundation permits in NOVEMBER 2016 compared to 6 permits valued at \$1,720,938 in NOVEMBER 2015. Of the 3+ Family full permits, there were 4 permits issued (4 dwelling units in one building) valued at \$743,760 in NOVEMBER 2016 compared to none in NOVEMBER 2016.



Residential addition/alteration permits in NOVEMBER 2016 numbered 46 valued at \$838,658 compared to 115 permits valued at \$1,412,283 for NOVEMBER 2015. The number of permits and value was higher in NOVEMBER 2015 primarily due to 1 & 2 Family Additions/Alterations.

New non-residential construction permits in NOVEMBER of 2016 totaled 6 with a value of \$2,246,955 compared to 6 permits valued at \$10,205,678 for NOVEMBER 2015. The number of permits is identical. The higher value in NOVEMBER 2015 is primarily due to the higher value of the full permits at University North Park valued at \$8,000,000.

Non-residential Addition/Alteration permits in NOVEMBER of 2016 totaled 10 with a value of \$2,156,963 compared to 13 permits valued at \$2,508,773 for NOVEMBER 2015. The number and value of permits is similar in both NOVEMBER 2016 and NOVEMBER 2015.

City of Norman  
 BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS  
 Issued NOVEMBER 2016 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	J.D. THOMAS CONSTRUCTION	4147	11/14/16	1700		ANN BRANDEN	BLVD	1	1	SOUTHLAKE ADDITION #3	C2	\$ 33,263	226
COMMERCIAL, ADD/ALT-2	H-SRG, INC.	4460	11/21/16	307	W	BOYD	ST	26	1	LARSHS UNIVERSITY ADD	C3	\$ 30,000	650
COMMERCIAL, ADD/ALT-2	PHOENIX CONSTRUCTION SERVIC	4714	11/01/16	200	S	JONES	AVE			NOT SUBDIVIDED	UNC	\$ 471,400	562
COMMERCIAL, ADD/ALT-2	CGI CONSTRUCTION INC	5083	11/14/16	930	W	ED NOBLE	DR	1	1	NORMAN ADD #2	C2	\$ 500,000	60,998
COMMERCIAL, ADD/ALT-2	AZTEC BUILDING SYSTEMS, INC.	5606	11/10/16	129	W	GRAY	ST	10	65	NORMAN ORIGINAL TOWNSHIP	CO	\$ 800,000	27,300
COMMERCIAL, ADD/ALT-2	SCHREINER, LANCE & SANDRA	5637	11/01/16	2222		WESTPARK	DR	10	1	WESTRIDGE OFFICE PARK	C2	\$ 4,500	714
COMMERCIAL, ADD/ALT-2	PREFERRER SERVICE CNG	5680	11/17/16	2351		GODDARD	AVE	24	3W	CITY PROPERTY	A2	\$ 220,000	329
COMMERCIAL, ADD/ALT-2	KAPHOR CONSTRUCTION	5715	11/04/16	100	SW	26TH	DR	2	1	GRACELAND INN ADDITION	C2	\$ 60,000	700
COMMERCIAL, FOUNDATION PERMIT2	SOONER TRADITIONS, LLC.	5871	11/07/16	2396	W	TEJUMSEH	RD	14	25	NOT SUBDIVIDED	R1	\$ 300,000	18,588
COMMERCIAL, NEW CONSTRUCTION-2	MERRITT TRACK&TENNIS SYSTEM	5871	11/07/16	2400		WESTPORT	DR	25	3W	NOT SUBDIVIDED	R1	\$ 230,000	400
COMMERCIAL, NEW CONSTRUCTION-2	ENRIQUEZ, ANGEL	5892	11/18/16	800		LEXINGTON	ST			PARK VILLAGE MOBILE HOME #1	RM4	\$ 25,000	420
COMMERCIAL, NEW SHELL BLDG-2	SMITH, MARTIN	6639	11/03/16	4210		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAI	I1	\$ 418,950	9,310
COMMERCIAL, NEW SHELL BLDG-2	SMITH, MARTIN	6640	11/03/16	4212		CLASSEN	CIR	2	1	SOUTH CLASSEN INDUSTRIAL PAI	I1	\$ 709,245	15,761
COMMERCIAL, NEW SHELL BLDG-2	SMITH, MARTIN	6641	11/03/16	4216		CLASSEN	CIR	3	1	SOUTH CLASSEN INDUSTRIAL PAI	I1	\$ 563,760	12,625
COMMERCIAL, PARKING LOT-2	PEAK CONCRETE SERVICES	5846	11/21/16	1829	W	MAIN	ST	2	D	WESTWOOD ESTATES	C2	\$ 5,800	3,000
COMMERCIAL, PARKING LOT-2	PRIME CONSTRUCTION CONTRAC	5883	11/16/16	1836	W	ROBINSON	ST	2	6	WOODSLAWN ADD.#2	RM16	\$ 32,000	900
TEMPORARY BLDG/CONST TRAILER-2	ALLISON'S FUN INC	5518	11/04/16	3700	W	ROBINSON	ST	1	1	BROOKHAVEN, VILLAGE AT #3	C1		
Total Permits (excluding TBCT)												16	
Average Valuation												\$ 275,245	
Total Valuation												\$ 4,403,918	
Average Project Area												9,524	
Total Project Area												152,383	

NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)		USE (CLASSIFICATION)		BUILDING SIZE (Square Feet)		BUSINESS	
CONTRACTOR	BUILDING SIZE (Square Feet)	CLASSIFICATION	BUSINESS	BUILDING SIZE (Square Feet)	BUSINESS	CLASSIFICATION	BUSINESS
MERRITT TRACK&TENNIS SYSTEMS	400	Institutional	Westwood Tennis Courts	400	Westwood Tennis Courts		
ENRIQUEZ, ANGEL	420	Office	Lexington Crossing Mail Box	420	Lexington Crossing Mail Box		
SMITH, MARTIN	9,310	Industrial	South Norman Industrial	9,310	South Norman Industrial		
SMITH, MARTIN	15,761	Industrial	South Norman Industrial	15,761	South Norman Industrial		
SMITH, MARTIN	12,625	Industrial	South Norman Industrial	12,625	South Norman Industrial		
ADD/ALTS		NEW CONSTRUCTION		SUBTOTAL NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW CONSTRUCTION	
COMMERCIAL, ADD/ALT-2	2,119,163	COMMERCIAL, INTERIOR FINISH-2	255,000	2,119,163	255,000	COMMERCIAL, NEW SHELL BLDG- CONSTRUCTION	1
COMMERCIAL, REPAIR	8	COMMERCIAL, INTERIOR FINISH-2	3	8	3	COMMERCIAL, NEW SHELL BLDG- CONSTRUCTION	1
COMMERCIAL, SUBTOTAL ADDITIONS AND ALTERATIONS	37,800	COMMERCIAL, FOUNDATION PERMIT2	300,000	37,800	300,000	COMMERCIAL, FOUNDATION PERMIT2	1
DEMOLITIONS	2	DEMOLITIONS	10	2	10	DEMOLITIONS	16
1218 W Rock Ctk		interior		1218 W Rock Ctk		STRUCTURE MOVING	classroom bldg
1601 SE 24				1601 SE 24		728 S Flood	
TEMPORARY BLDG/CONST TRAILER-2				TEMPORARY BLDG/CONST TRAILER-2			

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	SURVIVE-A-STORM SHELTERS	5382	11/07/16	2304		TWISTED OAK	DR	1	4	CHISHOLM TRAIL EST SEC 1	R1	\$ 5,045	24
1 & 2 FAMILY STORM SHELTER-3	EF5 TORNADO SHELTERS	5710	11/01/16	4516		MOORGATE	DR	1	3	CARRINGTON PLACE ADD #6	R1	\$ 4,400	95
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	5712	11/01/16	4500		FARM HILL	RD	3	3	FOUNTAIN VIEW SEC. #1	R1	\$ 2,400	21
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CONST	5790	11/07/16	3708		CAROLYN RIDGE	RD	23	1	RED CANYON RANCH SEC 5	R1	\$ 5,000	24
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	5795	11/07/16	4751		HIGHLAND LAKE	DR	1	1	HIGHLAND HILLS #3	RE	\$ 3,500	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5798	11/07/16	3517		GLISTEN	ST	1	1	CASCADE ESTATES #2	R1	\$ 3,400	35
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTER, INC.	5821	11/07/16	7575	NE	120TH	AVE	25	1W	NOT SUBDIVIDED	A2	\$ 2,785	48
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5838	11/07/16	1615		ABE MARTIN	DR	4	17	HIGH MEADOWS #3	R1	\$ 3,150	35
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	5882	11/09/16	2609		TURNBRIDGE	CT	20	1	WARWICK ADD #7	R1	\$ 4,000	35
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	5890	11/09/16	2800		WYEMOUTH	CT	1	2	WOODLAKE ESTATES #2	R1	\$ 2,650	48
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5907	11/10/16	3801		SIERRA VISTA	WAY	1	2	RED CANYON RANCH SEC 4	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	5922	11/14/16	4505		HUNTERS HILL	CIR	14	1	BROOKHAVEN #21B	R1	\$ 3,950	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6006	11/18/16	3120		TISBURY	RD	2	3	THE VINEYARD PHASE II	PUD	\$ 4,700	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	6011	11/18/16	740		VILLAVERDE	DR	2	3	CONCURRENT CONSTRUCTION	PUD	\$ 2,300	21
1 & 2 FAMILY STORM SHELTER-3	GENESIS FINE HOMES, LLC	6035	11/21/16	2100		DIANA	DR	33	1	ALAMEDA PARK ADD #3	R1	\$ 2,500	55
1 & 2 FAMILY STORM SHELTER-3	GENESIS FINE HOMES, LLC	6067	11/26/16	830		SIENA SPRINGS	DR	3	4	SIENA SPRINGS ADD #1	PUD	\$ 2,500	28
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6116	11/30/16	2813		CREEKVIEW	PL	6	2	EAST RIDGE ADD #03	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6118	11/30/16	1129		CANTERBURY	AVE	1	1	WOODSLAWN ADD #2	R1	\$ 2,600	18
1 & 2 FAMILY STORM SHELTER-3	BERGEN PROPERTY MANAGEMENT,	3808	11/29/16	1232		CADDELL	LN	17	3	HETHERINGTON HEIGHTS #2	R1	\$ 60,000	2,208
1 & 2 FAMILY CARPORT-2	MILLER, JEREMY T.	6081	11/30/16	4909		WATERWOOD	DR	28	1	ARBOR LAKE ADD #4	R1	\$ 19,100	377
1 & 2 FAMILY CARPORT-2	STEVES CONST & FIXTURES	6005	11/18/16	116	N	WESTCHESTER	AVE	5	3	TOWN & COUNTRY ESTATES	R1	\$ 4,525	560
1 & 2 FAMILY PAVING-2	BILLS CUSTOM CONCRETE, INC.	5847	11/10/16	616		COOPERS HAWK	DR	19	8	EAGLE CLIFF ADD #3	R1	\$ 14,210	860
1 & 2 FAMILY PAVING-2	QUALITY CONCRETE CONSTRUCTION	5902	11/14/16	116	N	WESTCHESTER	AVE	5	3	TOWN & COUNTRY ESTATES	R1	\$ 4,000	900
1 & 2 FAMILY PAVING-2	STEVENS, VERA E.	5979	11/17/16	1505		ORIOLE	DR	2	3	SUTTON PLACE ADD #2	R1	\$ 500	450
1 & 2 FAMILY STORAGE BLDG-2	OWNER	5723	11/03/16	1902		KIAMIACHI	RD	2	2	INDIAN HILLS ESTATES	RE	\$ 5,000	720
1 & 2 FAMILY STORAGE BLDG-2	C.A. MCCARTY CONSTRUCTION LLC.	5729	11/04/16	3600	NE	72ND	AVE	7	1W	OAKWOOD HAVEN	A2	\$ 40,000	700
1 & 2 FAMILY STORAGE BLDG-2	OWNER	5778	11/07/16	309	N	FINDLAY	AVE	5	4	COLLEYS #2	R1	\$ 200	170
1 & 2 FAMILY STORAGE BLDG-2	GOTCHA COVERED INC.	5877	11/10/16	4700		DERBY	DR	12	1	STABLE RUN	RE	\$ 54,302	3,300
1 & 2 FAMILY STORAGE BLDG-2	DAWKINS, ANDREW	5897	11/16/16	1907		QUAIL CREEK	DR	6	2	QUAIL CREEK ACRES #1	RE	\$ 57,000	2,400
1 & 2 FAMILY STORAGE BLDG-2	BARGAN BARN & BUILDINGS, LLC.	6072	11/28/16	11007	N	TIMBERLINE	DR	5	10	WHISPERING HILLS	R1	\$ 3,390	738
1 & 2 FAMILY STORAGE BLDG-2	OWNER	6080	11/29/16	1620		SOUTHERN SHORES	DR	12	2	SOUTHERN SHORES ADDITION	RE	\$ 17,551	1,800
1 & 2 FAMILY SWIMMING POOL-3	RED LEAF CONSTRUCTION, INC.	5439	11/01/16	623		GREYSTONE	LN	8	3	BROOKHAVEN #37	R1	\$ 30,000	921
1 & 2 FAMILY SWIMMING POOL-3	SPARTAN POOLS & PONDS	5643	11/15/16	800	S	PONCA	AVE	1	9	CLASSEN-MILLER ADDITION	R1	\$ 25,000	672
1 & 2 FAMILY SWIMMING POOL-3	ROCK CREEK POOLS	5785	11/16/16	3001		SUMMIT HILL	RD	14	5	SUMMIT LAKES ADD #4	R1	\$ 40,000	1,548
1 & 2 FAMILY SWIMMING POOL-3	ARTISTIC POOLS	5898	11/16/16	751		SPRING VIEW	DR	21A	2	VISTA SPRINGS ESTATES ADD 2	RE	\$ 85,000	1,000
1 FAMILY, NEW CONSTRUCTION-2	BYRD BUILDING COMPANY	4895	11/30/16	2610		BERRY FARM	RD	17	2	ASHTON GROVE ADD SEC 2	PUD	\$ 1,000,000	8,034
1 FAMILY, NEW CONSTRUCTION-2	SUN CUSTOM HOMES	5634	11/01/16	5001		ALAMEDA	ST	25	2W	NOT SUBDIVIDED	A2	\$ 321,168	4,182
1 FAMILY, NEW CONSTRUCTION-2	DAVID WILLIAMS CONTRACTING	5636	11/22/16	1037		JOE KEELY	DR	7	1	SUTTON WOODS #2	R1	\$ 450,000	5,220
1 FAMILY, NEW CONSTRUCTION-2	CUSTOM BUILDERS OF OK, LLC.	5709	11/23/16	1814		MARYMOUNT	RD	1	5	HALL BROOK ADD #6	R1	\$ 440,500	4,230
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5722	11/07/16	3708		CAROLYN RIDGE	RD	23	1	RED CANYON RANCH SEC 5	R1	\$ 223,560	2,484
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5777	11/14/16	809		MOSSY	RD	12	2	TRAILWOODS SEC 9	PUD	\$ 174,690	1,941
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	5900	11/07/16	9112		TERRACE PARK	TR	2	4	HIGHLAND VILLAGE ADD SEC 7	R1	\$ 380,000	3,687
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	5849	11/14/16	711		ORION	RD	1	4	GREENLEAF TRAILS ADD 1	PUD	\$ 286,605	2,417
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	5890	11/09/16	3900		LYNFORD	LN	7	13	BELLATONA SEC. #1	R1	\$ 216,270	3,326
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5886	11/14/16	706		BARBAROOT	LN	2	2	TRAILWOODS SEC 9	PUD	\$ 186,390	2,071
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5914	11/18/16	3907		PAINTED BIRD	LN	10	10	RED CANYON RANCH SEC 4	R1	\$ 210,600	2,340
1 FAMILY, NEW CONSTRUCTION-2	VESTA HOMES, INC.	5956	11/15/16	2410		BIRMINGHAM	DR	3	6	ST JAMES PARK ADD 5	R1	\$ 230,000	3,414
1 FAMILY, NEW CONSTRUCTION-2	MONTEREY CONSTRUCTION	5978	11/28/16	10917	S	TIMBERLINE	DR	27	12	WHISPERING HILLS	R1	\$ 168,000	2,537
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	6010	11/18/16	5923		WINDSTONE	DR	7	2	GLENRIDGE SEC. #1	PUD	\$ 405,000	3,878
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	6087	11/30/16	3913		COLEFAX	LN	4	10	BELLATONA SEC. #1	R1	\$ 148,140	2,189
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	6088	11/30/16	3918		WILTSHIRE	LN	9	10	BELLATONA SEC. #1	R1	\$ 148,140	2,189
2 FAMILY, NEW CONSTRUCTION	L G CONSTRUCTION	3201	11/07/16	303		VICKSBURG	CIR	16	1	JAMESTOWN ESTATES ADD #2	RM2	\$ 185,940	2,590
2 FAMILY, NEW CONSTRUCTION	L G CONSTRUCTION	3202	11/07/16	303		VICKSBURG	CIR	15	1	JAMESTOWN ESTATES ADD #2	RM2	\$ 185,940	2,590
2 FAMILY, NEW CONSTRUCTION	RU2 PROPERTIES, LLC.	5950	11/29/16	221		MCCULLOUGH	DR	21	2	STATE UNIVERSITY ADD	RM3	\$ 250,000	2,621
2 FAMILY, NEW CONSTRUCTION	RU2 PROPERTIES, LLC.	5951	11/29/16	221		MCCULLOUGH	DR	21	2	STATE UNIVERSITY ADD	RM3	\$ 250,000	2,621
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	5966	11/03/16	1009		MERLIN	DR	3	1	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	5967	11/03/16	1011		MERLIN	DR	3	1	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	5968	11/03/16	1013		MERLIN	DR	4	1	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014
2 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	5969	11/03/16	1015		MERLIN	DR	4	1	EAGLE CLIFF ADD #15	PUD	\$ 175,000	2,014

**City of Norman**  
**BUILDING PERMITS AND INSPECTIONS**  
**Issued NOVEMBER 2016 - Sorted by Permit Type**  
**RESIDENTIAL PERMITS**

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
3+ FAMILY, ADD OR ALTER	BRYANT FRAMING & CONST.	5519	11/02/16	415	W	SYMAMES	ST	8	15	WAGGONERS TR, FIRST ADD	R3	\$ 16,000	48
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5923	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5924	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5925	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5926	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5927	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5928	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5929	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5930	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5931	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, ADD OR ALTER	REAL PROPERTY CONSTRUCTION	5932	11/17/16	612		ASP	AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 30,000	550
3+ FAMILY, NEW FULL PERMIT (3-4 DU)Bld L G CONSTRUCTION	REAL PROPERTY CONSTRUCTION	3197	11/07/16	301		VICKSBURG	CIR	15	1	JAMESTOWN ESTATES ADD #2	RM2	\$ 185,940	1,265
3+ FAMILY, NEW FULL PERMIT (3-4 DU)Bld L G CONSTRUCTION	REAL PROPERTY CONSTRUCTION	3198	11/07/16	301		VICKSBURG	CIR	15	1	JAMESTOWN ESTATES ADD #2	RM2	\$ 185,940	1,265
3+ FAMILY, NEW FULL PERMIT (3-4 DU)Bld L G CONSTRUCTION	REAL PROPERTY CONSTRUCTION	3199	11/07/16	301		VICKSBURG	CIR	15	1	JAMESTOWN ESTATES ADD #2	RM2	\$ 185,940	1,265
3+ FAMILY, NEW FULL PERMIT (3-4 DU)Bld L G CONSTRUCTION	REAL PROPERTY CONSTRUCTION	3200	11/07/16	301		VICKSBURG	CIR	15	1	JAMESTOWN ESTATES ADD #2	RM2	\$ 185,940	1,265
TEMPORARY ROLL-OFF, OTHER	WASTE CONNECTIONS, INC.	5750	11/03/16	100	SW	26TH	DR	2	1	GRACELAND INN ADDITION	C2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5703	11/03/16	1720	NE	120TH	AVE	23	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5706	11/03/16	10804	N	TIMBERLINE	DR	16	11	WHISPERING HILLS	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	5893	11/01/16	4202		HARVARD	RD	5	3	HERITAGE PLACE II SEC 2	RM2		
TEMPORARY ROLL-OFF, RESIDENTIAL	WASTE CONNECTIONS, INC.	5895	11/01/16	212		MCCULLOUGH	RD	11	3	STATE UNIVERSITY ADD	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL	WASTE CONNECTIONS, INC.	5913	11/14/16	217	W	JOHNSON	ST	25	23	HIGHLAND ADDITION	R2		
TEMPORARY ROLL-OFF, RESIDENTIAL	OKLAHOMA ELECTRIC COOPERATIVE	5954	11/15/16	2520		HEMPHILL	DR	1	1	OEC HEMPHILL	C1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	5967	11/17/16	13020		POST OAK	RD	24	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	5970	11/17/16	1400	NE	112TH	AVE	23	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	5989	11/18/16	2855	W	INDIAN HILLS	RD	35	3W	NOT SUBDIVIDED	RM4		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	6020	11/23/16	1001		CASTLEWOOD GATE	CIR	9	1	FOUNTAIN GATE	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	LOHAUS, LTD	6060	11/23/16	2809	E	CASTLEWOOD	DR	3	1	CASTLEWOOD ADD SEC 2	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	6075	11/28/16	9410	E	FRANKLIN	RD	2	7	PRIDE #031	RE		
<p align="center"><b>Total Permits (excluding temp roll-off)</b>  <b>74</b>  <b>Average Valuation \$ 109,775</b>  <b>Total Valuation \$ 8,123,361</b>  <b>Average Project Area 54,139</b>  <b>Average Living Area 2,369</b>  <b>Total Living Area 37,898</b></p>													
1 FAMILY, NEW CONSTRUCTION-2		Sq Ft											
16		54,139											
\$4,969,063		2,369											
2 FAMILY, NEW CONSTRUCTION													
8		0											
\$1,571,880		\$0											
18,358 SF		0 SF											
3+ FAMILY, FOUNDATION PERMIT-2													
0		0											
\$0		\$0											
<p align="center"><b>1 &amp; 2 FAMILY, SWIMMING POOL-3</b>  <b>PAVING-2</b>  <b>1 &amp; 2 FAMILY, STORM SHELTER-3</b>  <b>REPLACE-2</b>  <b>1 &amp; 2 FAMILY, HOME MANUF.</b>  <b>REPLACE-2</b>  <b>1 &amp; 2 FAMILY, STORM SHELTER-3</b>  <b>1 &amp; 2 FAMILY, GARAGE</b>  <b>3+ FAMILY, NEW FULL PERMIT (3-4 DU)Bldg</b>  <b>4 DU</b>  <b>4 DU</b>  <b>5,060 SF</b></p>													
<p align="center"><b>Total Accessory Buildings</b>  <b>8</b>  <b>\$181,968</b></p>													
<p align="center"><b>Total Family, Paving &amp; Pools</b>  <b>1 &amp; 2 FAMILY, PAVING-2</b>  <b>3</b>  <b>\$18,710</b>  <b>1 &amp; 2 FAMILY, SWIMMING POOL-3</b>  <b>4</b>  <b>\$180,000</b>  <b>1 &amp; 2 FAMILY, STORM SHELTER-3</b>  <b>2</b>  <b>\$79,100</b>  <b>1 &amp; 2 FAMILY, HOME MANUF. REPLACE-2</b>  <b>0</b>  <b>\$0</b>  <b>1 &amp; 2 FAMILY, STORM SHELTER-3</b>  <b>18</b>  <b>\$62,890</b>  <b>1 &amp; 2 FAMILY, GARAGE</b>  <b>2</b>  <b>\$0</b>  <b>3+ FAMILY, NEW FULL PERMIT (3-4 DU)Bldg</b>  <b>4</b>  <b>\$743,760</b>  <b>4 DU</b>  <b>4 DU</b>  <b>5,060 SF</b></p>													
<p align="center"><b>Total Permits</b>  <b>74</b>  <b>\$8,123,361</b>  <b>TEMPORARY ROLL-OFF, RESIDENTIAL</b>  <b>12</b>  <b>TEMPORARY ROLL-OFF, OTHER</b>  <b>1</b>  <b>RESIDENTIAL STORAGE CONTAINER</b>  <b>0</b>  <b>SEASONAL STORAGE CONTAINER</b>  <b>0</b></p>													

## MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

12/7/2016

RESIDENTIAL PERMITS	NOVEMBER 2016			NOVEMBER 2015		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
<b>New Construction</b>						
1 Family						
Detached Dwellings	16	16	\$4,969,063	28	28	\$7,720,074
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	0	0	\$0	2	2	\$127,900
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	8	8	\$1,571,880	2	2	\$447,480
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	6	na	\$1,720,938
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (1 DU per bldg)	4	4	\$743,760	0	0	\$0
Full Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
<b>Total Residential New</b>	<b>28</b>	<b>28</b>	<b>\$7,284,703</b>	<b>38</b>	<b>32</b>	<b>\$10,016,392</b>
<b>Net Residential Demos &amp; Removals</b>		<b>-3</b>			<b>0</b>	
<b>Net Residential Units</b>		<b>25</b>			<b>32</b>	
<b>Additions &amp; Alterations</b>						
1 & 2 Family						
Additions & Alterations	2		\$79,100	9		\$293,720
Manufactured Home (Replace)	0		\$0	1		\$115,000
Paving & Pools	7		\$198,710	16		\$309,317
Accessory Buildings	8		\$181,968	17		\$448,022
Storm Shelters	18		\$62,880	70		\$224,224
3+ Family						
Addition & Alteration (All Types)	11		\$316,000	2		\$22,000
<b>Total Residential Additions &amp; Alterations</b>	<b>46</b>		<b>\$838,658</b>	<b>115</b>		<b>\$1,412,283</b>
<b>TOTAL RESIDENTIAL</b>	<b>74</b>		<b>\$8,123,361</b>	<b>153</b>		<b>\$11,428,675</b>

NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
<b>New Construction</b>				
Foundation	1	\$300,000	2	\$1,100,000
Shell	3	\$1,691,955	1	\$500,000
Interior Finish	0	\$0	0	\$0
Full Permit	2	\$255,000	3	\$8,605,678
<b>Total Non-Residential New</b>	<b>6</b>	<b>\$2,246,955</b>	<b>6</b>	<b>\$10,205,678</b>
<b>Additions &amp; Alterations</b>				
Additions & Alterations (All Types)	10	\$2,156,963	13	\$2,508,773
<b>Total Non-Residential Additions &amp; Alterations</b>	<b>10</b>	<b>\$2,156,963</b>	<b>13</b>	<b>\$2,508,773</b>
<b>TOTAL NON-RESIDENTIAL</b>	<b>16</b>	<b>\$4,403,918</b>	<b>19</b>	<b>\$12,714,451</b>

<b>TOTAL ALL PERMITS</b>	<b>90</b>		<b>\$12,527,279</b>	<b>172</b>		<b>\$24,143,126</b>
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OTHER ACTIVITY	Number	Number
Electrical Permits	99	81
Heat/Air/Refrigeration Permits	110	105
Plumbing & Gas Permits	123	113
Sign Permits	32	18
Water Well Permits	1	4
Garage Sale Permits	107	121
Structure Moving Permits	4	3
Demo - Residential Permits	2	0
Demo - Non-residential Permits	1	0
Temporary Const Bldgs & Roll-off Permits	14	11
Lot Line Adjustments Filed	1	1
Certificate of Occupancy (CO) Permits	97	101
All Field Inspections	2,130	1,865

YEAR TO DATE	JANUARY TO NOVEMBER 2016			JANUARY TO NOVEMBER 2015		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	460	1361	\$188,111,142	475	544	\$131,088,632
Residential Demos/Removals	na	-40	na	na	-297	na
Residential Additions/Alterations	1179	na	\$18,287,337	1651	na	\$21,188,868
Non-residential New Construction	169	na	\$109,594,638	74	na	\$47,758,087
Non-residential Additions/Alterations	170	na	\$79,850,069	113	na	\$27,154,418
<b>TOTAL YEAR TO DATE</b>	<b>1978</b>	<b>1321</b>	<b>\$395,843,186</b>	<b>2313</b>	<b>247</b>	<b>\$227,190,005</b>

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



**REVITALIZATION 10C**





	Work Orders, Owner Abatement after Work Order Issued, and Liens Filed FYE 2017												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	71	67	31	18	0								187
Owner Abated	12	16	2	2	0								32
Liens Filed	7	18	30	20	8								83

	Signs Removed from Rights-of-Way FYE 2017												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Removed	122	85	94	77	456								834

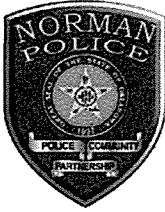
**Oil & Gas**

1. 157 total wells
2. 83 active producing wells
3. 56 inactive producing wells
4. 6 active injection wells
5. 12 inactive injection wells
6. 1 plugged well - Sooner #1 operated by Finley Resources generally located 1/4 mile North of Rock Creek Road on the East side of I-35.

(Note: The Board of Adjustment does not meet in November.)

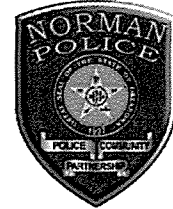
**POLICE**

**11**



## Administrative Summary

### November 2016 Summary



#### Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	16	15	16	15
<b>Part I Crimes</b>	<b>347</b>	<b>444</b>	<b>3,958</b>	<b>4,572</b>
Murder	0	0	2	3
Rape	4	8	55	44
Robbery	6	5	56	48
Agg. Assault	7	18	171	179
Burglary	58	82	642	766
Larceny	233	292	2,662	3,248
Motor Vehicle Theft	38	39	364	277
Arson	1	0	6	7
<b>Part II Crimes</b>				
DUI/APC	14	27	337	346
Drunkenness	45	51	574	603
Drug Violations	61	55	836	800
Forgery	3	18	208	295
Vandalism	51	70	846	779
Others	423	413	4,905	4,517
<b>Total Crime</b>	<b>944</b>	<b>1,078</b>	<b>11,664</b>	<b>11,912</b>
<b>Collisions</b>				
Fatality	1	0	3	5
Injury	63	59	669	582
Non-Injury	144	158	1,593	1,661
<b>Total Collisions:</b>	<b>208</b>	<b>217</b>	<b>2,265</b>	<b>2,248</b>
<b>Miscellaneous</b>				
CAD Activity (Total)	11,056			
Calls for Service (Police)	6,886			
Citations	1,201	1,094	15,019	12,086
Warnings	1,164	496	13,821	8,086

\*\* Data extracted with NW DSS Module and subject to adjustment

\*\* Unfounded Disposition cases removed

**ANIMAL CONTROL 11A**



# Norman Animal Welfare Shelter Animal Count

11/01/2016 to 11/30/2016



## Beginning Animal Counts

CANINE		
Adult	Up to 5 Months	Age Unknown
60	11	3

FELINE		
Adult	Up to 5 Months	Age Unknown
35	64	5

## Animal Intake

Stray At Large  
Relinquished by Owner  
Owner-Intended Euthanasia  
Transferred In  
Other Intakes  
**Total Live Intakes**

CANINE		
Adult	Up to 5 Months	Age Unknown
75	10	12
15	3	2
1	0	1
0	0	0
5	0	0
<b>96</b>	<b>13</b>	<b>15</b>

FELINE		
Adult	Up to 5 Months	Age Unknown
13	8	16
14	10	1
0	0	0
0	0	0
0	0	0
<b>27</b>	<b>18</b>	<b>17</b>

## Animal Outcomes

### Live Outcomes

Adoption  
Returned to Owner  
Transferred Out  
Returned to Field  
Other Live Outcome  
**SubTotal Live Outcomes**

CANINE		
Adult	Up to 5 Months	Age Unknown
52	10	5
37	1	7
15	5	1
0	0	0
0	0	0
<b>104</b>	<b>16</b>	<b>13</b>

FELINE		
Adult	Up to 5 Months	Age Unknown
28	31	5
3	0	1
9	10	1
0	0	0
0	0	0
<b>40</b>	<b>41</b>	<b>7</b>



# Norman Animal Welfare Shelter Animal Count

11/01/2016 to 11/30/2016



## Animal Outcomes

Died in Care  
Lost in Care  
Shelter Euthanasia  
Owner-Intended Euthanasia  
**Subtotal Other Outcomes**  
**Total Outcomes**

## Other Outcomes

CANINE		
Adult	Up to 5 Months	Age Unknown
0	0	0
1	0	0
5	1	2
1	0	1
<b>7</b>	<b>1</b>	<b>3</b>
<b>111</b>	<b>17</b>	<b>16</b>

FELINE		
Adult	Up to 5 Months	Age Unknown
0	7	2
0	0	0
1	0	3
0	0	0
<b>1</b>	<b>7</b>	<b>5</b>
<b>41</b>	<b>48</b>	<b>12</b>

## Ending Animal Counts

CANINE		
Adult	Up to 5 Months	Age Unknown
<b>48</b>	<b>4</b>	<b>2</b>

FELINE		
Adult	Up to 5 Months	Age Unknown
<b>37</b>	<b>1</b>	<b>10</b>



## Norman Animal Welfare Kennel Comparisons Statistics



### "Intake Comparisons"

11/1/15 to 11/30/15

11/1/16 to 11/30/16

<b>Dogs</b>				
Strays	71	97	↑	36.6 %
Owner Surrenders	20	20	↑	- %
Others	1	5	↑	400.0 %
<b>Total Dogs Received:</b>	<b>92</b>	<b>122</b>	<b>↑</b>	<b>32.6 %</b>
<b>Cats</b>				
Strays	44	37	↓	15.9 %
Owner Surrenders	11	25	↑	127.3 %
Others	1	0	↓	100.0 %
<b>Total Cats Received:</b>	<b>56</b>	<b>62</b>	<b>↑</b>	<b>10.7 %</b>
<b>Total Intakes:</b>	<b>148</b>	<b>184</b>	<b>↑</b>	<b>24.3 %</b>

### "Outcome Comparisons"

11/1/15 to 11/30/15

11/1/16 to 11/30/16

<b>Dogs</b>				
Adoption	72	88	↑	22.2 %
Euthanasia	1	8	↑	700.0 %
Return to Owner	33	45	↑	36.4 %
Others	1	1	↓	- %
<b>Total Dogs Dispositioned:</b>	<b>107</b>	<b>142</b>	<b>↑</b>	<b>32.7 %</b>
<b>Cats</b>				
Adoption	41	86	↑	109.8 %
Euthanasia	8	4	↓	50.0 %
Return to Owner	1	4	↑	300.0 %
Others	1	9	↑	800.0 %
<b>Total Cats Dispositioned:</b>	<b>51</b>	<b>103</b>	<b>↑</b>	<b>102.0 %</b>
<b>Total Outcomes:</b>	<b>158</b>	<b>245</b>	<b>↑</b>	<b>55.1 %</b>



## Norman Animal Welfare Average Days In Kennel

11/1/2016 - 11/30/2016



Type	Total Animals	Average Days
<b>Dogs</b>	<b>138</b>	<b>16</b>
<u>Strays</u>	<u>110</u>	<u>16</u>
<u>Owner Surrenders</u>	<u>19</u>	<u>17</u>
<u>Others</u>	<u>9</u>	<u>19</u>
<b>Cats</b>	<b>67</b>	<b>19</b>
<u>Strays</u>	<u>37</u>	<u>18</u>
<u>Owner Surrenders</u>	<u>26</u>	<u>22</u>
<u>Others</u>	<u>4</u>	<u>14</u>
<b>Others</b>	<b>42</b>	<b>2</b>
<u>Strays</u>	<u>2</u>	<u>12</u>
<u>Owner Surrenders</u>	<u>2</u>	<u>2</u>
<u>Others</u>	<u>38</u>	<u>1</u>





**Norman Animal Welfare**  
**Norman, Oklahoma**

Outcomes Between 11/1/2016 and 11/30/2016  
Statistical count of animals that left the shelter during the above mentioned date.  
This report was printed on 12/5/2016



**Euthanasia Breakdown**  
**Subreport**

**Total Dogs Euthanized: 10**

AGGRESSIVE	40.000 %	4
BEH SEVERE	10.000 %	1
HW MINOR	10.000 %	1
ILL SEVERE	10.000 %	1
INJ SEVERE	20.000 %	2
PARVO	10.000 %	1

**Total Cats Euthanized: 4**

ILL SEVERE	75.000 %	3
INJ SEVERE	25.000 %	1



# Wildlife Intake Statistics

From 11/01/16 to 11/30/16



Intake Date	Animal ID	Animal Type	Sex	Age	Condition	Outcome	Outcome To
11/01/16	A026631	OPOSSUM	U		DEAD	DISPOSAL	CREM-SHELT
11/01/16	A026633	SKUNK	U	1Y 1M	NORMAL	TRANSFER	WILDCARE
11/01/16	A026634	OPOSSUM	U	3Y	DEAD	DISPOSAL	CREM-SHELT
11/01/16	A026635	HAWK	U		INJ MINOR	TRANSFER	
11/02/16	A026643	OPOSSUM	U		NORMAL	TRANSFER	WILDCARE
11/02/16	A026644	OPOSSUM	U		NORMAL	TRANSFER	WILDCARE
11/02/16	A026651	DEER	F	1Y 1M	DEAD	DISPOSAL	CREM-SHELT
11/03/16	A026657	OPOSSUM	U		NORMAL	TRANSFER	WILDCARE
11/03/16	A026659	OPOSSUM	U	1Y 1M	NORMAL	TRANSFER	WILDCARE
11/03/16	A026662	SQUIRREL	U		DEAD	DISPOSAL	CREM-SHELT
11/04/16	A026673	HAWK	U		DEAD	DISPOSAL	CREM-SHELT
11/04/16	A026674	SKUNK	U		DEAD	DISPOSAL	CREM-SHELT
11/04/16	A026675	OPOSSUM	U		NORMAL	TRANSFER	WILDCARE
11/04/16	A026676	OPOSSUM	U		INJ MINOR	EUTH	INJ SEVERE
11/04/16	A026677	SKUNK	U		NORMAL	TRANSFER	WILDCARE
11/05/16	A026687	DEER	M	3Y	DEAD	DISPOSAL	CREM-SHELT
11/07/16	A026693	OPOSSUM	U		WILDLIFE	TRANSFER	WILDCARE
11/07/16	A026701	OPOSSUM	U		NORMAL	TRANSFER	
11/07/16	A026703	GOOSE	U		DEAD	DISPOSAL	CREM-SHELT
11/07/16	A026708	DEER	M		DEAD	DISPOSAL	CREM-PRIV
11/08/16	A026719	SKUNK	U	1Y 1M	DEAD	DISPOSAL	CREM-SHELT
11/08/16	A026720	SKUNK	U	1Y 1M	DEAD	DISPOSAL	CREM-SHELT
11/09/16	A026743	DEER	F	2Y	DEAD	DISPOSAL	CREM-SHELT
11/09/16	A026757	OPOSSUM	U	2Y	NORMAL	TRANSFER	WILDCARE
11/09/16	A026758	DEER	F	7M	DEAD	DISPOSAL	CREM-SHELT
11/10/16	A026798	RACCOON	U		WILDLIFE	TRANSFER	WILDCARE
11/10/16	A026871	RACCOON	U		DEAD	DISPOSAL	CREM-SHELT
11/12/16	A026883	SKUNK	U		NORMAL	TRANSFER	WILDCARE



# Wildlife Intake Statistics

From 11/01/16 to 11/30/16



Intake Date	Animal ID	Animal Type	Sex	Age	Condition	Outcome	Outcome To
11/12/16	A026885	SKUNK	U		NORMAL	TRANSFER	WILDCARE
11/14/16	A026888	DEER	F		DEAD	DISPOSAL	CREM-SHELT
11/14/16	A026889	DEER	F		DEAD	DISPOSAL	CREM-SHELT
11/14/16	A026892	OPOSSUM	U		DEAD	DISPOSAL	CREM-SHELT
11/14/16	A026893	OPOSSUM	U		NORMAL	TRANSFER	
11/14/16	A026900	OPOSSUM	U		NORMAL	TRANSFER	
11/15/16	A026912	TURTLE	U		DEAD	DISPOSAL	CREM-SHELT
11/16/16	A026924	RACCOON	U		DEAD	DISPOSAL	CREM-SHELT
11/16/16	A026926	RACCOON	U		NORMAL	TRANSFER	WILDCARE
11/16/16	A026927	SKUNK	U		DEAD	DISPOSAL	CREM-SHELT
11/16/16	A026932	DEER	F		DEAD	DISPOSAL	CREM-SHELT
11/17/16	A026940	OPOSSUM	U		NORMAL	TRANSFER	
11/17/16	A026941	RACCOON	U		NORMAL	TRANSFER	
11/17/16	A026944	DEER	F	7M	DEAD	DISPOSAL	CREM-SHELT
11/17/16	A026945	SQUIRREL	F	1Y 1M	DEAD	DISPOSAL	CREM-SHELT
11/19/16	A026964	SKUNK	F	2Y	DEAD	DISPOSAL	CREM-SHELT
11/21/16	A026986	SKUNK	U		NORMAL	TRANSFER	
11/21/16	A026993	DEER	M		DEAD	DISPOSAL	CREM-SHELT
11/21/16	A026994	SQUIRREL	U		DEAD	DISPOSAL	CREM-SHELT
11/22/16	A027001	DEER	F	1Y 1M	DEAD	DISPOSAL	CREM-SHELT
11/23/16	A027006	OPOSSUM	U		DEAD	DISPOSAL	CREM-SHELT
11/23/16	A027007	DEER	F		DEAD	DISPOSAL	CREM-SHELT
11/23/16	A027008	OPOSSUM	U		DEAD	DISPOSAL	CREM-SHELT
11/26/16	A027020	DEER	F	2Y	DEAD	DISPOSAL	CREM-SHELT
11/26/16	A027021	COTTONTAIL	U	1Y 1M	DEAD	DISPOSAL	CREM-SHELT
11/26/16	A027022	RACCOON	U	1Y 1M	NORMAL	RELOCATE	RELEASED
11/26/16	A027025	DEER	M	2Y	DEAD	DISPOSAL	CREM-SHELT
11/28/16	A027033	DEER	M		DEAD	DISPOSAL	CREM-SHELT



# Wildlife Intake Statistics

From 11/01/16 to 11/30/16



Intake Date	Animal ID	Animal Type	Sex	Age	Condition	Outcome	Outcome To
11/28/16	A027034	SQUIRREL	U		DEAD	DISPOSAL	CREM-SHELT
11/28/16	A027035	LABRADOR F	F	3Y	DEAD	DISPOSAL	CREM-SHELT
11/28/16	A027036	SKUNK	U		DEAD	DISPOSAL	CREM-SHELT
11/28/16	A027040	SKUNK	U		NORMAL	TRANSFER	WILDCARE
11/28/16	A027042	SQUIRREL	U		DEAD	DISPOSAL	CREM-SHELT
11/29/16	A027055	SKUNK	U		NORMAL	TRANSFER	WILDCARE
11/29/16	A027056	SKUNK	U		NORMAL	TRANSFER	WILDCARE
11/29/16	A027058	DEER	M		DEAD	DISPOSAL	CREM-SHELT

**Total Wildlife = 64 animals**

# Monthly Service By Assignment

May 2016 to November 2016  
Animal Welfare Volunteers



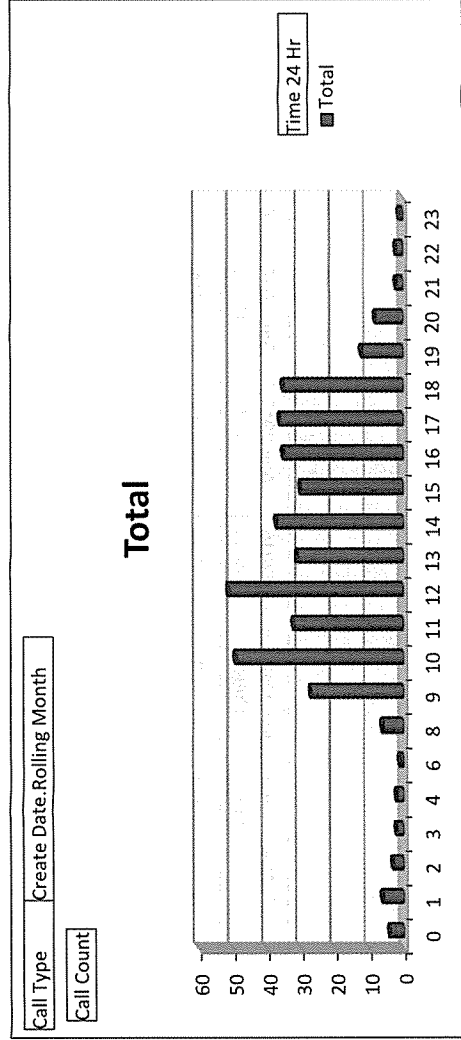
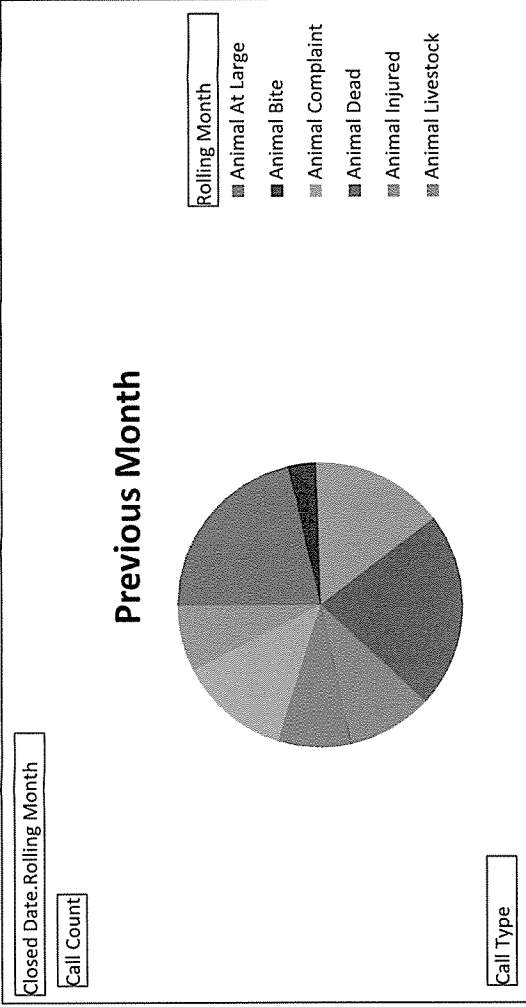
Place	Assignment	May 2016 Hours	Jun 2016 Hours	Jul 2016 Hours	Aug 2016 Hours	Sep 2016 Hours	Oct 2016 Hours	Nov 2016 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:35	0:00	0:00	1:00	0:00	1:30	3:05
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	72:22	61:18	73:12	76:11	80:42	63:33	34:50	462:08
	NAWC-Community Outreach Volunteer	0:00	0:00	8:43	0:00	0:00	0:00	0:00	8:43
	NAWC-Dog Handler	14:57	31:37	49:48	24:18	65:55	53:17	63:27	303:19
	NAWC-Foster Program	0:00	0:00	0:00	3:04	0:00	0:00	0:00	3:04
	NAWC-Laundry	19:38	3:56	3:00	4:33	2:06	3:47	3:40	40:40
	NAWC-Lobby Greeter	36:33	21:42	22:02	26:21	11:52	19:02	15:26	152:58
	NAWC-Orientation	2:00	4:00	10:00	13:00	8:00	9:30	5:00	51:30
	NAWC-Photographer	4:00	10:00	0:00	0:00	0:00	0:00	0:00	41:30
Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
<b>Total</b>		149:30	133:08	166:45	147:27	169:35	149:09	151:23	1,066:57
<b>Grand total</b>		149:30	133:08	166:45	147:27	169:35	149:09	151:23	1,066:57

Closed Date.Rolling Month Previous Month

Call Count	Column Labels
Row Labels	Previous Month
Animal At Large	88
Animal Bite	13
Animal Complaint	62
Animal Dead	92
Animal Injured	40
Animal Livestock	34
Animal Trapped	52
Animal Vicious	31
<b>Grand Total</b>	<b>412</b>

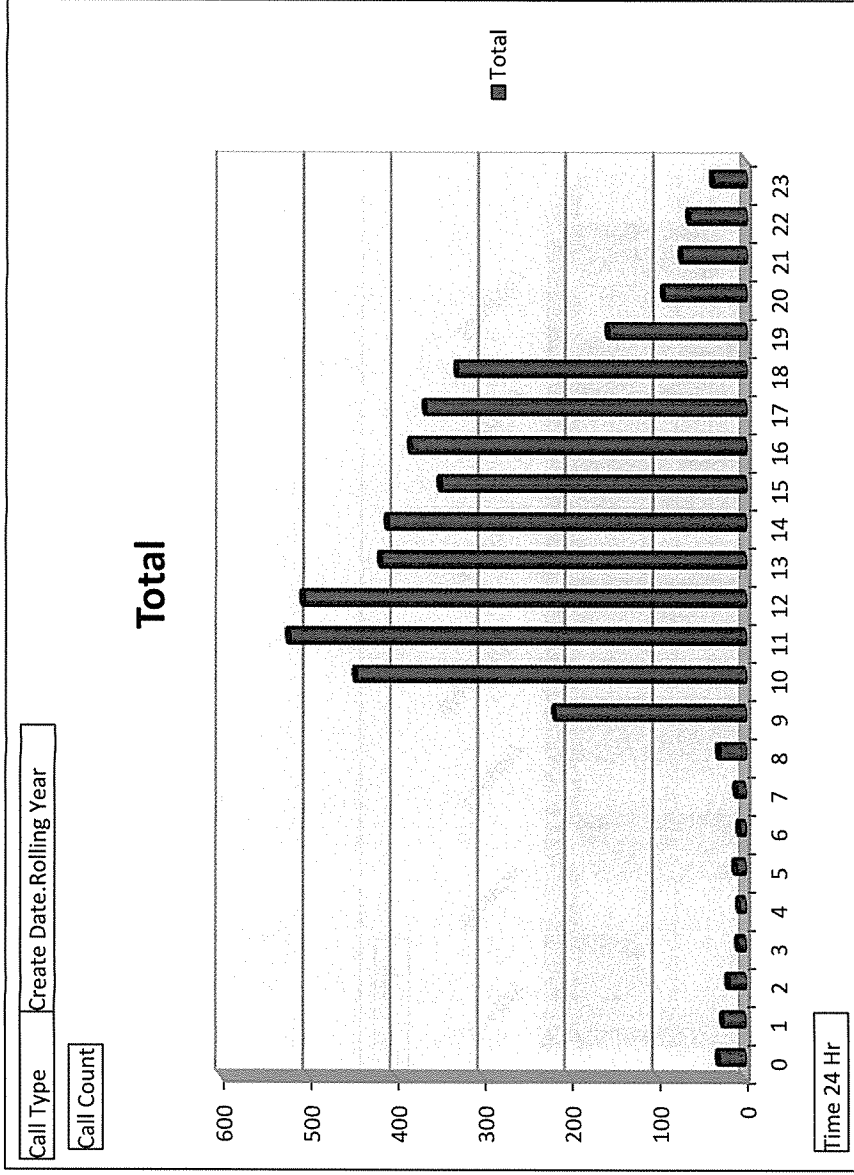
Create Date.Rolling Month Previous Month

Hour of day	Call Count
0	4
1	6
2	3
3	2
4	2
6	1
8	6
9	27
10	49
11	32
12	51
13	31
14	37
15	30
16	35
17	36
18	35
19	12
20	8
21	2
22	2
23	1
<b>Grand Total</b>	<b>412</b>



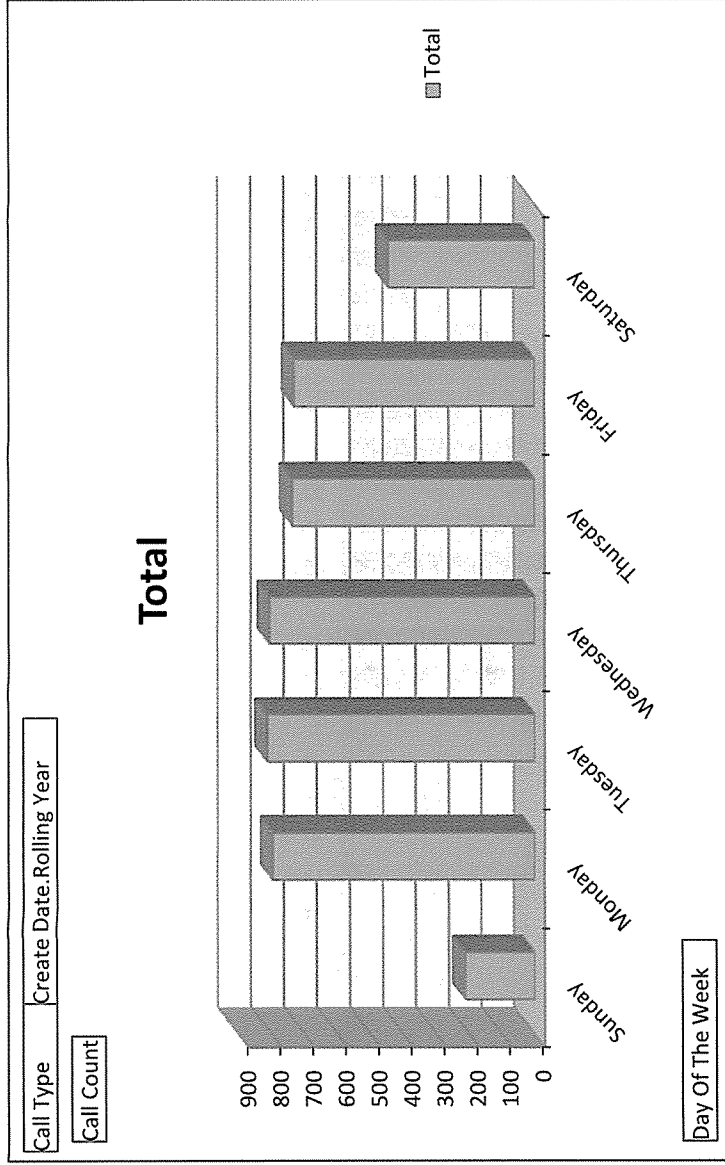
Call Type	(Multiple Items)
Create Date.Rolling Year	Current Year

Hour	Call Count
0	31
1	26
2	20
3	9
4	8
5	12
6	8
7	11
8	31
9	218
10	447
11	523
12	507
13	418
14	411
15	350
16	384
17	367
18	331
19	158
20	95
21	75
22	66
23	39
<b>Total</b>	<b>4545</b>



Call Type	(Multiple Items)
Create Date.Rolling Year	Current Year

Day	Call Count
Sunday	212
Monday	797
Tuesday	814
Wednesday	807
Thursday	737
Friday	732
Saturday	446
<b>Total</b>	<b>4545</b>





**PUBLIC WORKS**

**12**

DEPARTMENT OF PUBLIC WORKS  
MONTHLY PROGRESS REPORT  
CITY OF NORMAN, OKLAHOMA  
November, 2016

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed 1 Short Form Plat and 3 Preliminary Plats for Planning Commission; 2 Final Plats were processed for City Council review. The Development Engineer reviewed 22 sets of construction plans and 6 punch lists. There were 86 permits reviewed and/or issued. Fees were collected in the amount of \$5,271.08.

**CAPITAL PROJECTS**

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

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

The project involves the following items:

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

The contractor's activities this month were as follows:

- Continue to construct the retaining walls on the east and west sides of I-35
- Continue to construct the bridge located on the east side of I-35, north of SH-9E
- Continue laying sod in areas that have been final graded on the project
- Continue to reconstruct the Lindsey Street Bridge over I-35 center pier located in the middle of I-35
- Continue to pave the SH-9 to northbound I-35 on ramp
- Continue to place concrete pavement on Lindsey Street between I-35 and Ed Noble Parkway
- Continue to place the asphalt base on Lindsey Street between I-35 and 24<sup>th</sup> Avenue SW

**Lindsey Street from 24<sup>th</sup> Avenue SW to east of Berry Road:**

Construction on the Lindsey Street Reconstruction and Widening Project is scheduled to begin on Tuesday, July 5, 2016. This is a \$28.4 million construction project under construction by Sherwood Construction of Tulsa, Oklahoma. The contract time is set at 500 days with a \$5,000 per day incentive with a maximum of 100 days. Completion of this project is estimated to be October 2017. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project. Lindsey Street between 24<sup>th</sup> Avenue and Berry Road will remain open during construction. When the Lindsey Street Bridge over Imhoff Creek located between Berry Road and Pickard Avenue is replaced, this portion of the road will be closed, except for local traffic, for a maximum of 100 days.

The project involves the following items:

- Widening West Lindsey Street from 3 lanes to 4 lanes with additional lanes at intersections
- New bridge over Imhoff Creek
- Continuous sidewalks on both sides of the street
- Access management to adjacent properties
- Multi-modal improvements including bicycle lanes

*Monthly Progress Report  
Public Works (November 2016)*

- Aesthetic enhancements including decorative pavement, landscaping, and roadway lighting
- Underground utilities
- Accessibility for disabled individuals
- Drainage improvement for the corridor

Construction on the Lindsey Street Bridge over Imhoff Creek began on Tuesday, July 5, 2016. The portion of Lindsey Street between Berry Road and Pickard Avenue is closed to through traffic. Signs are placed to direct the traveling public.

The contractor's activities this month were as follows:

- Continue to install the temporary widening on the north and south sides of Lindsey Street
- Continue to install the drainage box on Lindsey Drive
- Continue to install the drainage box on Lindsey Street near Berry Road
- Continue to construct the southeast corner of the 24th Avenue SW and Lindsey Street intersection
- Continue to install the Imhoff Creek channel liner
- Continue work on underground drainage box on Lindsey Drive
- Continue to construct the Lindsey Street Bridge over Imhoff Creek
- Continue to construct the temporary widening north side of Lindsey Street
- Continue the water and sewer line lowering's on Wylie Road

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

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

The project involves the following items:

- This phase of construction will begin just east of 36<sup>th</sup> Avenue and continue to a point just east of SE 72<sup>nd</sup> Ave.
- The road will be widened to 4 lanes (2 lanes east/west, with a flush median).
- Access will be maintained to the neighborhoods and homes during the project.
- Public Works staff will be working with ODOT and the contractor to ensure that any temporary access is appropriate for local traffic (both residents and emergency responders).
- A new bridge will be constructed across Dave Blue Creek; phased construction of the new bridge in conjunction with the existing bridge will maintain 2-way traffic on SH-9E.

This project is now substantially complete and open to 4-lane traffic. Incidental items along the roadside that do not affect traffic will be completed in the following few weeks including permanent roadway signs, punch list items, and final site cleanup.

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

Construction on the CDBG-DR Project Groups 1 and 2 began on June 16<sup>th</sup>, 2016. Project Group 1 includes: 84<sup>th</sup> Avenue NE from Tecumseh Road to Franklin Road, Tecumseh Road from 84<sup>th</sup> Avenue NE to 120<sup>th</sup> Avenue NE, and 96<sup>th</sup> Avenue NE from south of Rock Creek Road to Tecumseh Road. Project Group 2 includes 108<sup>th</sup> Avenue SE and 120<sup>th</sup> Avenue SE, both from Etowah Road to State Highway 9. This is a \$7.8 million construction project under contract with Silver Star Construction of Moore, Oklahoma. Completion of this project is estimated to be March 2017. This project is 100% funded by the Department of Housing and Urban Development (HUD) and administered by Oklahoma Department of Commerce (ODOC). Construction engineering services will be completed by Atkins North America of Norman, Oklahoma. Road closures will be necessary during the culvert replacement phase of construction. Detour routes will be posted and local access will be provided at all times during construction.

The project involves the following items:

- Subgrade Stabilization

### *Monthly Progress Report*

#### *Public Works (November 2016)*

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

The major focus of work now is reconstruction of 108<sup>th</sup> Avenue SE and 120<sup>th</sup> Avenue SE, both between Etowah Road and SH-9.

The contractor's activities this month were as follows:

- Continue AT&T utility relocations at various locations
- Continue grading and stabilization on 108<sup>th</sup> Avenue SE between Post Oak Road and State Highway 9
- Continue stormwater culvert construction on 120<sup>th</sup> Avenue SE between Etowah Road and Post Oak Road
- Completed grading, stabilization and paving on 108<sup>th</sup> Avenue SE between Etowah Road and Post Oak Road
- Completed stormwater culvert construction on 108<sup>th</sup> Avenue SE between Post Oak Road and State Highway 9

#### **Havenbrook Street Bridge Collapse:**

Emergency closure of the bridge on Havenbrook Street East of 36<sup>th</sup> Avenue NW (Ward 3)

On Saturday September 24, 2016, Public Works staff was contacted by the Norman Police Department about settlement on the bridge structure located on Havenbrook Street east of 36<sup>th</sup> Avenue NW over Brookhaven Creek. Staff inspected the bridge at that time and determined it could remain open. Further investigations Sunday evening indicated that there had been more damage caused by the rain events that had occurred over the weekend and the integrity of the structure was compromised. Due to the damage to the bridge structure and the roadway, the bridge was closed to all traffic on Monday, September 26, 2016.

On Monday October 3, 2016, Ollar and Ollar Engineering inspected the bridge and determined that the bridge is considered structurally deficient due to the damage. Staff researched all permanent and temporary options and has determined the best and quickest option available is to replace the nine pipes of the current structure. Staff contacted Atkins Global to have their local bridge engineer check the structure and review the plan. After review, they concurred with the pipe replacement option. The repair of the structure will use both in house and contracted services. Staff will be bringing forward a change order for construction services for City Council consideration. On Tuesday, November 29, 2016, Public Works crews began the demolition of the structure in preparations of the new pipe installation. Work is in progress and completion of the structure is anticipated to be in March, 2017.

#### **Sidewalk Program:**

FYE 2017 Concrete Projects bid was awarded on August 9, 2016 by City Council to Central Contracting services in the amount of \$246,025.00 for the four following projects to be completed throughout the fiscal year 2017:

- **Citywide Sidewalk Reconstruction Program** which is intended to assist property owners in repairing existing sidewalks and constructing new sidewalks along an entire city block. Property owners who wish to participate in the Citywide Sidewalk Reconstruction Project will pay fifty percent (50%) of the estimated cost, with the City paying the remaining fifty-percent (50%) from funds allocated to this project. No citywide sidewalk reconstruction in October 2016.
- **Sidewalk Accessibility Program** which provides sidewalk ramps where none exist and rebuilds existing ramps that do not comply with the current Americans with Disabilities Act (ADA) standards. This project will construct approximately fourteen (50) curb ramps. Locations are determined at the request of citizens and along arterial and collector streets that do not currently have ramps at street-sidewalk intersections. Project sites in this year's program will include the intersections along Wylie Road, Biloxi Drive, Boyd Street and Chautauqua Avenue.

Monthly Progress Report  
Public Works (November 2016)

- **Sidewalk Program for Schools and Arterials Program** is used to construct new sidewalks adjacent to elementary schools that have no sidewalks and along walking routes to the schools. The location in this year's program is the south side of Westlawn Drive from Berry Road to Wylie Road, with new ramps crossing Wylie at the east entrance of Jackson School. Construction is scheduled to begin in June, 2017.
- **Downtown Area Sidewalks and Curbs Program** will repair hazardous or deteriorated sidewalks, ramps and curbs in the downtown area. The location will be concentrated on the north/south corridors on the east side of downtown, along Crawford Avenue and Peters Ave. north and south of Main Street. Construction to upgrade ramps and repair sidewalk on Crawford Avenue from Main Street to Eufaula Street are scheduled to begin March 2017.
- The **Sidewalk and Trails Project** designed to construct 850 feet of new sidewalk in areas recommended by Greenbelt Commission along 24<sup>th</sup> Ave. N.E. adjacent to Hall Park began November 7<sup>th</sup>. Work included 6 ramps and extension of a bridge structure that crosses 24<sup>th</sup> Ave. N.E at the park. Sidewalk is 6 feet wide on the west side of 24<sup>th</sup> Ave. N.E. from Ashwood Lane to Ravenwood Lane and updates the 24<sup>th</sup> Ave. pedestrian crossing for the park trail to the east and create a connection to the trails from the existing local sidewalks. Sidewalk will tie to Robinson Street to the south in future construction of the 24<sup>th</sup> Ave. Widening Project currently in design. Project completed November 23<sup>th</sup>, 2016 at a cost of \$84,770.00.

**STORMWATER MANAGEMENT PROGRAM:**

**Construction Site Stormwater Management**

- Performed 167 Inspections of 89 active sites
- Issued 3 Earth Change Permits to new projects (34 YTD)

**MS4 Operations**

- Received and responded to 5 citizen calls/ YTD Total is 126
- 56 contacts with yard care crews/citizens to discuss proper disposal of grass clippings & other yard waste
- Bishop Creek/Eastwood Park cleanup with Hitachi employees, November 17, 2016
- Began quarterly meetings with Lake Thunderbird TMDL Technical Workgroup, November 9, 2016

**STREETS**

**DEEP PATCH OPERATIONS**

7200 BLK 108<sup>TH</sup> AVE NE.

128.58 tons of asphalt

**CONCRETE OPERATIONS**

LINDSEY ST AT BNSF GRADE CROSSING QUIET ZONE

62.0 cubic yards of concrete and 3.03 tons of asphalt

TECUMSEH RD AT BNSF GRADE CROSSING QUIET ZONE

53.5 cubic yards of concrete

ROCK CREEK RD AT BNSF GRADE CROSSING QUIET ZONE

12.0 cubic yards of concrete

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 9.87 tons of asphalt was utilized in routine pothole patching operations.

**STORMWATER MAINTENANCE**

**AVENBROOK STREET**

Work continues in removing trees and debris from inlet and discharge ends of culvert pipes in preparation in repairing deteriorated culvert pipes. Flushed sediment out of culvert pipes. Hauled 265 tons debris.

**ROCK CREEK ROAD/168TH AVENUE N.E.**

*Monthly Progress Report  
Public Works (November 2016)*

Performing erosion repair to storm water inlet structure. Placed 14 tons of rock placed 4 tons 3-inch surge rock

2739 FOREST OAK CIRCLE.

Performing erosion repair to storm water culvert pipe. Placed 21.50 cubic yards of concrete.

IMHOFF CREEK/ROBINSON STREET

Excavating sediment from concrete liner alongside of BNSF railway just south of Robinson Street. Hauled 28 tons debris.

INTERSTATE DRIVE EAST

Excavated sediment from roadside drainage ditch. Hauled 7 tons debris.

FRANCIS CATE PARK

Excavating sediment from flow line of drainage channel. Hauled 195 tons of debris and 6 tons select fill material.

ACRES STREET

Removing deteriorated fence and trimming trees on City Property in preparation of new public library site. Hauled 99.26 tons debris.

DRAINAGE MAINTENANCE

Removed 10 tons debris/sediment and trimmed trees in drainage right-of-ways in the urban area.

ROADSIDE MAINTENANCE

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

URBAN STREET SWEEPING OPERATIONS

Urban street sweeping operations, a total of 549 miles were swept resulting in the removal of approximately 381 tons of debris from various curblin streets.

NORTH PORTER AVENUE

Pushing/leveling construction debris at dumpsite.

MOWING OF DRAINAGE/ROADSIDE RIGHT-OF-WAYS

Mowed and trim mowed 1,332,906 feet of drainage right-of-ways in the urban area.  
Mowing 210.25 miles of urban/rural roadside right-of-ways (rough mowing).

**FLEET DIVISION**

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

**Fuel Report**

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

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

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

**Maintenance Report**

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

*Monthly Progress Report*

*Public Works (November 2016)*

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.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2017

STREET DIVISION					
	FYE 2017 November, 2016	FYE 2017 November, 2016	Year to Date	Year to Date	FYE 2017
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	11.88	100%	655.99	100%	95%
Overlay/pave 10 miles per year.	-	0%	4.15	42%	100%
Replace 1,160 square yards of concrete pavement panels	-	0%	1,488.00	128%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	49.00	12%	99.00	24%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 12 miles)	1.00	1%	5.00	3%	100%

STORM WATER DIVISION					
	FYE 2017 November, 2016	FYE 2017 November, 2016	Year to Date	Year to Date	FYE 2017
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)	549.00	110%	1,922.40	32%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	-	0%	699.00	5%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	-	0%	178.25	5%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	210.25	71%	786.25	266%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,332,906.00	10%	4,069,970.00	30%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	20.25	6%	65%





## NOVEMBER 2016

### DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/DREW  
NORLIN

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	6	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	16	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	24	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	22	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	4	100%

**FLEET MANAGEMENT  
ACTIVITY REPORT  
November 2016**

**FYE 2017**

**FUEL REPORT**

IN GALLONS

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	18,025.00	19,226.00	24,180.00
Outside - sublet	418.62	256.20	0.00
<b>TOTAL</b>	<b>18,443.62</b>	<b>19,482.20</b>	<b>24,180.00</b>

<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	16,955.62	19,762.50	16,983.60	7,196.40

<b>FYE 2017 TO DATE CONSUMPTION</b>				
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	78,684.38	89,231.50	52,683.30	69,666.90

<b>INTERNAL PRICE PER GALLON:</b>					<b>EXTERNAL PRICE PER GALLON:</b>				
UNLEADED	High	\$1.55	Low	\$1.44	UNLEADED	High	\$2.03	Low	\$1.58
DIESEL	High	\$1.52	Low	\$1.42	DIESEL	High	\$2.14	Low	n/a
CNG	High	n/a	Low	\$0.49	CNG	High	n/a	Low	n/a

<b>CONSUMABLE PARTS PURCHASED</b>			<b>PUBLIC CNG SALES</b>	
REPAIR PARTS	\$57,129.99		Month Total Public CNG Sales	\$6,821
BATTERIES	\$1,414.28		FYE 2017 To Date Public Sales	\$35,134
OILS/FLUIDS	\$2,829.34		<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	18603.59		Total Sold Gallons Life To Date	656,488
SUBLET REPAIRS	<b>\$0.00</b>		Total Gross Sales Life To Date	\$936,362
<b>TOTAL SPENT</b>	<b>\$79,977.20</b>		Life To Date CNG Gas Gallon Equivalent	
			Total Public/City Through-Put CNG Gallons @ Station	1,181,460

<b>COMBINED SHOPS</b>	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>TWO MONTHS AGO</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	24	18	20	48
EMERGENCY ROAD CALLS	4	9	4	23
PM SERVICES	131	101	92	315
DISASTER REPAIRS	0	0	0	5
WORK ORDERS	382	402	384	1,211
SCHEDULED REPAIRS	173	147	129	434
NON SCHEDULED REPAIRS	209	255	255	777

<b>Light Shop</b>	<b>CURRENT MONTH</b>	<b>LAST Month</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	1	5	3	7
EMERGENCY ROAD CALLS	0	2	1	2
PM SERVICES	90	57	51	115
DISASTER REPAIRS	0	0	0	2
WORK ORDERS	208	181	186	337
SCHEDULED REPAIRS	115	79	71	157
NON SCHEDULED REPAIRS	93	102	115	180

<b>Heavy Shop</b>	<b>CURRENT MONTH</b>	<b>LAST Month</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	23	13	17	27
EMERGENCY ROAD CALLS	4	7	3	11
PM SERVICES	41	44	41	84
DISASTER REPAIRS	0	0	0	0
WORK ORDERS	174	221	198	407
SCHEDULED REPAIRS	58	68	58	116
NON SCHEDULED REPAIRS	116	153	140	291

**FLEET MANAGEMENT**  
 Technician Productivity  
 Report

FYE 2017

November 2016

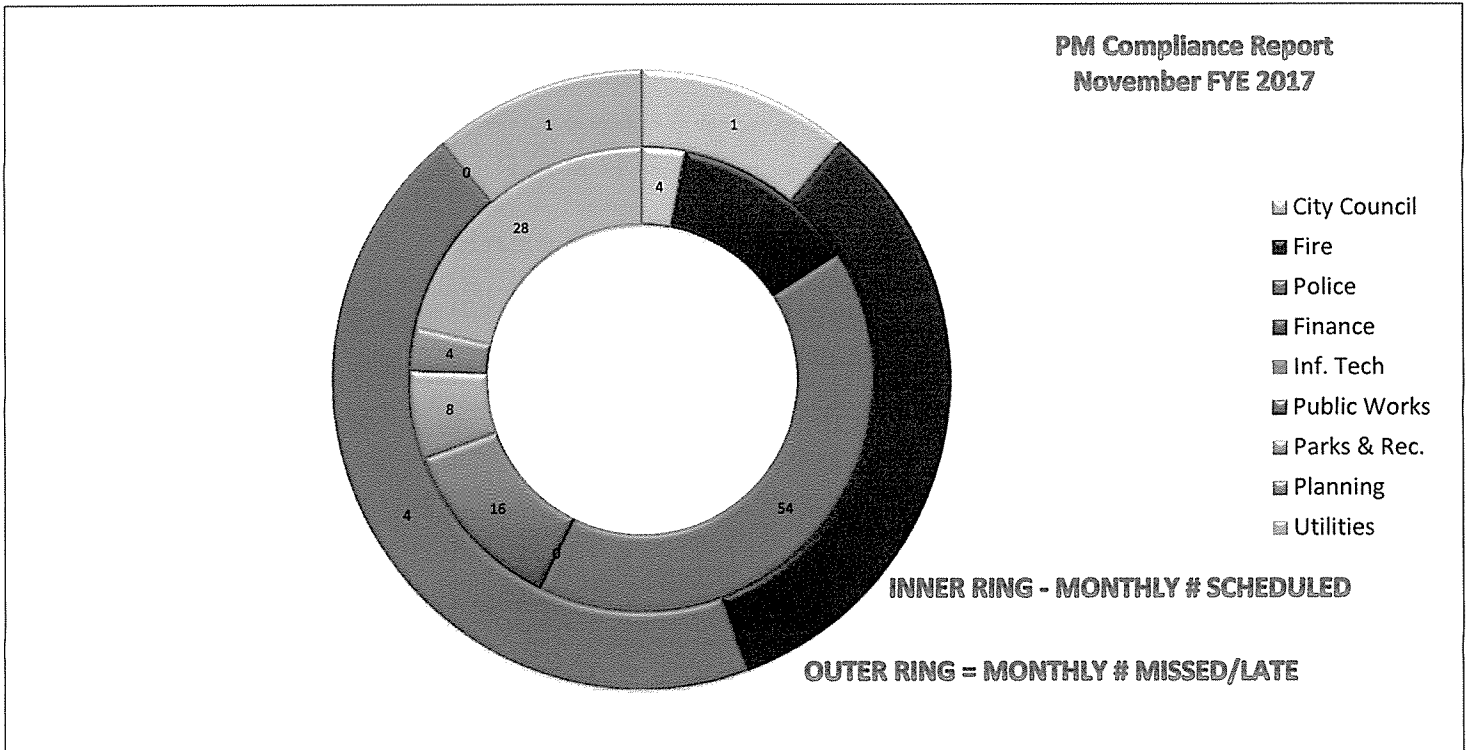
MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	128.31	72%	79.7%	7.7%	
# 002	117.38	72%	88.2%	16.2%	
# 003	116.27	72%	82.5%	10.5%	
# 004	93.29	72%	87.4%	15.4%	
# 005	0.00	72%	100.0%	0.0%	
# 006	0.00	72%	100.0%	0.0%	
# 007	94.49	72%	78.5%	6.5%	
# 008	59.76	72%	79.5%	7.5%	
# 009	121.12	72%	82.3%	10.3%	
# 010	99.09	72%	81.5%	9.5%	
# 011	115.11	72%	85.5%	13.5%	
# 012	102.42	72%	81.6%	9.6%	
# 013	118.02	72%	84.2%	12.2%	
# 014	77.00	72%	83.2%	11.2%	
# 015	130.80	72%	85.0%	13.0%	
# 016	121.10	72%	81.7%	0.0%	
# 019	1.00	72%	100.0%	0.0%	
# 021	110.32	72%	82.5%	10.5%	

DIRECT LABOR HOURS	1605.48
TOTAL AVAILABLE HOURS	1935.65
PRODUCTIVITY GOAL	72.0%
<b>ACTUAL PRODUCTIVITY</b>	<b>82.9%</b>

November FYE 2017

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
<b>Finance</b>										
0063	2015 Ford F150	Water Meter Services	12/5/2016	8/3/2016	124	Days	8/1/2016	Light Shop	PMN	8/3/2015
0068	2014 Ford F150	Water Meter Services	12/5/2016	10/10/2016	56	Days	10/10/2016	Light Shop	PMN	7/22/2015
<b>Police</b>										
1219	2010 Ford Crown Victoria	PSST Patrol Services	39814	39800	14	miles	10/4/2016	Light Shop	PMC	11/5/2015
1040T	2001 FCT Trailer	Police Staff Services	12/5/2016	10/28/2016	38	Days	10/28/2016	Light Shop	PMA	11/24/2015
<b>Fire</b>										
2009	2001 Kohler Generator on unit 43	Fire Suppression	12/5/2016	11/16/2016	19	Days	9/1/2016	Light Shop	PMC	2/9/2005
0032	2014 Pierce Velocity	PSST Fire Suppression	1980	1651	329	hours	9/5/2016	Light Shop	PMC/PMI	4/8/2016
<b>Utilities</b>										
285T	1994 Terry's Trailer	Sanitation Recycle	12/5/2016	5/4/2016	215	Days	5/4/2016	Light Shop	PMC	5/15/2012
0296	2005 Golf Cart	Sanitation Transfer Station	11/2/2016	10/28/2016	5	Days	10/28/2016	Light Shop	PMC	5/16/2016
0380	2013 Multiquip Pump	WRF Operations	1159	965	194	hours	10/7/2016	Heavy Shop	PMC	5/31/2016



Department	Scheduled	Missed/Late	% Late
City Council	4	1	25.0%
Fire	17	3	17.6%
Police	54	4	7.4%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	16	0	0.0%
Parks & Rec.	8	0	0.0%
Planning	4	0	0.0%
Utilities	28	1	3.6%
<b>Citywide Total</b>	<b>131</b>	<b>9</b>	<b>6.9%</b>

**FLEET MANAGEMENT DIVISION  
PM COMPLIANCE REPORT  
November FYE 2017**

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs			Number of PMs Still Past Due	Current % PENDING	Year To Date Non- Compliance Trend
	Number of PMs Scheduled	Completed On Time	Number of PMs Completed LATE			
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION	1	1			0%	0%
CUSTODIAL	1	1			0%	0%
BUILDING MAINTENANCE	1	1			0%	25%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT	1		1		0%	100%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY					0%	100%
<b>FINANCE</b>						
METER SERVICES					0%	25%
<b>PLANNING</b>						
PLANNING					0%	0%
BUILDING INSPECTIONS	3	3			0%	0%
CODE COMPLIANCE	1	1			0%	0%
<b>PUBLIC WORKS</b>						
ENGINEERING					0%	0%
STREET MAINTENANCE	8	8			0%	14%
STORM WATER DRAINAGE	2	2			0%	6%
TRAFFIC	5	5			0%	0%
STORM WATER QUALITY					0%	0%
FLEET MANAGEMENT	1	1			0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	1	1			0%	0%
POLICE ADMINISTRATION	1	1			0%	0%
POLICE STAFF SERVICES	3	3			0%	33%
POLICE CRIMINAL INVESTIGATIONS	2	2			0%	20%
POLICE PATROL	36	34	3		0%	15%
POLICE SPECIAL INVESTIGATIONS	4	4			0%	18%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	2	2			0%	0%
FIRE PREVENTION					0%	50%
FIRE SUPPRESSION	9	8		1	11%	14%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	8	8			0%	3%
PARKS & RECREATION					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	5	4		1	20%	16%
PSST POLICE CRIMINAL INVESTIGATION	2	2			0%	0%
PSST FIRE SUPPRESSION	6	4		2	33%	28%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
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	8	8			0%	11%
UTILITIES INSPECTOR	1	1			0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	1	1			0%	14%
WRF OPERATIONS					0%	50%
SEWER LINE MAINTENANCE	3	3			0%	5%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION	1	1			0%	0%
SANITATION RESIDENTIAL	4	4			0%	0%
SANITATION COMMERCIAL	4	4			0%	8%
SANITATION TRANSFER	2	2			0%	17%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE	1			1	100%	33%
SANITATION YARD WASTE	3	3			0%	10%
<b>CITYWIDE TOTAL</b>	<b>131</b>	<b>123</b>	<b>4</b>	<b>5</b>	<b>4%</b>	<b>12%</b>

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

NOVEMBER 2016	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%	112	112	100%	547	547	100%
Provide information requested by citizens within 7 days	95%	112	112	100%	547	547	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	0	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	29	29	100%	255	255	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		300	128.75	0.43	2614	932.5	0.36
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0	0	#DIV/0!	7.28	36	4.95
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
		14	14	100%	71	71	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
		20	20	100%	134	134	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	5	5	100%	38	38	100%
<i>Lower Priority</i> all other signs within one day	90%	73	73	100%	291	291	100%
<i>Street Name Signs</i> within two weeks	90%	46	46	100%	101	101	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		2888	0	0.00%	15656	0	0.00%

**UTILITIES**

**13**



## Monthly Report

November 2016

### **LINE MAINTENANCE:**

#### Capital Projects

- Windwood Court - 100% Complete
- Creekwood Court - 80% Complete

#### Water Line Breaks - 3

#### Sewer Line Data

- Total obstruction service requests - 25
- Private Plumbing: 22
- City Infrastructure: 3
- Sanitary Sewer Overflows: 2 - 1 City Main Obstructed with Debris and 1 on private service line

#### Lift Station D Flows:

- Days - 30
- Average daily flow: .84 MGD
- Total flow: 25.2 MG

### **WASTEWATER PROJECTS:**

Royal Oaks Force Main Rehab (WW0062): Project will replace 2,260 feet of 16-inch ductile iron force main along 24<sup>th</sup> Avenue NE, from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. NUA staff coordinated with Public Works staff on their bond project to widen 24<sup>th</sup> Avenue NE; design by Cardinal Engineering; project scope expanded to include new gravity sewer; final plans approved 7/5/16; ODEQ permit application submitted in July; Follow up meeting with ODEQ scheduled next week.

Woodcrest Interceptor (WW0120): Project is a \$1.7 million dollar sewer improvement project funded by the Sewer Excise Tax (SET). It will replace and upsize the existing Woodcrest interceptor from north of Tecumseh Road running SW to near Porter Avenue and Rock Creek Road. Design by RJN Group; project advertised 1/14/16; pre-bid meeting held 1/28. Three (3) bids received 2/11/16 with Jordan Contractors of Tecumseh low at \$1,725,750; NUA award and contract approved 3/8/16. Notice to Proceed issued effective 4/4/16; Project is on schedule and within budget; payment for \$1,418,472 of \$1,725,750, or 78% approved to date.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate over 47,000 feet (9 miles) of sewers and over 230 manholes in two (2) or more phases, in the area bounded by Robinson Street to the north, Sherry Avenue to the west, Main Street to the south, and Berry Road to the east, excluding Dakota & Iowa, which were in the 2009 project area. On 10/28/14, the NUA approved an expenditure with Lemke for surveying and drafting assistance; five (5) bids received 3/17/16 with Urban Contractors of OKC low at \$1,784,680; NUA award and contract approved 4/12/16. Notice to Proceed issued effective 4/25/16; Change Order No. 1 (CO1) increasing contract amount by \$128,190, and the contract time by thirty (30) calendar days approved by NUA on 7/12/16; construction is on schedule and within budget; payment for \$1,577,684 of revised contract total of \$1,912,870, or 85% approved to date.

Lift Station Modification FY17 (WW0305): Three (3) existing lift stations, Ashton Grove, Vo-Tech and Royal Oaks need modifications more extensive than our annual rehabilitation. The work consists of pumps, pump guide rails and brackets, and discharge fittings and piping. Royal Oaks also requires replacement of its 8-foot wet well with a 10-foot wet well. Bypass pumping will be required while stations are off line to prevent back-ups or overflows. NUA and Line Maintenance staff met with CP&Y on Wednesday, 11/30, to review project scope and visit each lift station. A proposal from CP&Y is due shortly.

Sewer Maintenance Project FYE17 (WW0307): Annual project to rehabilitate about 26,000 feet (5 miles) of sewers and over 110 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. On 7/26/16, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance. Survey by Lemke is complete; TV inspection is nearing completion; draft plans are due in early January.

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating our wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data and sewer sub-basin maps reviewed to determine population equivalents for proper loading information under 2025 Plan. Loading data transmitted to HDR 04/25/12 and model development workshop was held 03/14/13. Capacity analysis report received 05/07/13 and collection system improvements report received 04/28/14. Report returned with comments 11/20/15. Staff met with HDR on 05/24/16 to review Final Report and is sending additional loading data to allow report completion. Payments totaling \$552,451 of \$576,699 processed.

Phase 2 South WRF Improvements (WW0065): Preliminary design contract with Garver for preparation of Engineering Report (ER) approved 03/08/11. ER finalized and submitted to DEQ 11/18/11; revised Final ER approved 06/27/13. NUA approved Garver Amendment No.1 for final design and bidding approved 06/12/12. Final design documents submitted to DEQ 08/01/13 and were approved 11/26/13. Floodplain permit submitted 10/15/13 and was approved by the City of Norman 04/05/13. NUA approved Garver Amendment No. 2 for construction administration, inspection, and operation and maintenance manuals on 04/22/14. Public Meeting on proposed rate hike held 08/12/13 and was approved 11/12/13 by 67% of voters. NUA approved Resolution 1314-89 authorizing OWRB \$50.3 million loan application; loan approved 04/15/14.

Phase 2 WRF Improvements project expands design capacity from 12 to 17 MGD, rehabilitates older equipment and adds ultra violet disinfection, effluent aeration and odor control technologies. Bids received 03/27/14 and the NUA approved award to Archer Western Construction, LLC (AW) of Irving, TX on 04/22/14. NUA approved AW contract and bonds 05/13/14 and construction began 06/02/14. Change Order No. 1 (CO#1) extending contract time by 47 days approved by NUA on 09/09/15. CO#2 increasing cost by \$98,546.78 and extending time by 32 days was approved by NUA on 05/10/16. Staff is preparing CO#3 increasing cost by \$179,308.92 and extending time by 53 days for NUA consideration in December 2016. With the change order, all work is scheduled to be complete by 03/30/17. The following briefly summarizes the work completed this period:

- Headworks/Screening: electrical control panels installed on concrete slab with metal cover over equipment to NW of structure. Existing concrete wall to south removed with new slab and walls poured for new conveying system. Odor control system vessels installed to west of structure with piping system nearing completion. Concrete channels downstream of screens have been coated for protection from gases; modifications to screens and coating of screening channels to be completed next after bypass pumps are relocated.
- Influent Flow Measurement Structure: 36-inch bypass piping between screens and primary clarifiers allowing existing influent flumes to be demolished have been removed and the new structure is operational. Excavation for new structure encountered a portion of the abandoned aerated grit chamber constructed in the 1960's; structure has been removed and CO#3 includes additional cost of \$39,633 for this work. New 36-inch piping to aeration basins, slide gates, aluminum covers and handrail is complete.
- Primary Clarifiers 1, 2, 3 and 4: will demolish clarifier mechanisms one at a time. PC#1 PC#2 placed in service 10/28/15; PC#3 placed in service in June 2016; FC#4 concrete repair, new coating and mechanism complete; start-up initiated and performance evaluation underway.
- RBC and Bio-Tower structures: removal is complete.
- Aeration Basins: New basins 4, 5 and 6 placed in operation 10/11/16; rehab of existing aeration basins 1, 2 and 3 continues; sludge removed and most diffusers are in place. Have begun raising effluent weir wall on basins 1 to 3.
- Final Clarifiers 5 and 6: Concrete, mechanisms, baffles and weirs in both clarifiers complete; need handrail, grading and leak repair in sludge discharge line to complete. Expect to place in service in November 2016.
- RAS/WAS Pump station concrete, pumps and piping installation in drywell complete; building exterior and interior walls and doors, structural steel, sheetrock, interior painting and roofing complete. Roof stairway complete; electrical panel and wiring nearing completion; new generator complete with new transformer in service. Preparing road base and continuing painting work. Pump testing is underway and we expect to place in service in November 2016.
- UV/Post Aeration Facility: Connection to existing outfall is complete. Blower control building, blowers, electrical controls and backup generator placed into operation in September 2015. UV influent box, UV disinfection and

post aeration structures, UV equipment and superstructure, slide gates, effluent troughs and aluminum covers complete and placed into operation on 10/29/15. Fencing, sidewalks and asphalt drive essentially complete. Punch list prepared November 2015; repairs are required for building roof and asphalt drive; blowers not meeting specs will be replaced upon arrival of new blowers. Performance testing completed 03/02/16; first discharge monitoring report submitted in July 2016.

- Outfall Structure and 66-inch Outfall Piping: New structure complete with 66-inch and 54-inch outfall piping installed and tested. Trash excavated from construction disposed and covered on top of landfill per DEQ requirements; additional cover materials stockpiled on landfill; need to complete erosion control on landfill areas. Asphalt access road installed.
- Sludge Blending Tank and Pump Station Building: New sludge blending tank with mixing system and pump station building essentially complete but cannot startup until modifications to digester piping is complete
- Sludge Thickening Centrifuges: two new centrifuges, monorail crane and access platform installed in Main Control Building; working on piping, electrical connections, motor controls and painting.
- Digester Modifications: sludge removal from Digester 2 and 4 complete. Demolition of existing cover, new cover, interior exterior coating and exterior insulation complete; installing new doors and windows.
- Standby Generators: Generators at Transformer 5 (Environmental Services Building) and UV Blower Building installed; generator startup and testing completed in September 2015. Generator for RAS/WAS Pump Station and Westside Lift Station and Blower Building installed and waiting for testing.
- Odor Control filter vessels installed at Westside LS and Headworks, air piping installation ongoing. Concrete for Odor Control System 3 in sludge holding area is complete with filter media installed; piping installation is ongoing.
- Pay Estimate No. 29 for period ending 10/31/16 received for total of \$43,183,224 or 88% of the contract amount. OWRB reimbursement requests total \$27.4M.
- 851 calendar days or 87% of the 979 calendar day contract time has been consumed.
- Monthly Progress Meeting No. 29 was held 10/26/16.

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

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

WRF South Digester Boiler Replacement (WW0169): The existing sludge boilers in the South Digester complex were installed in 1988 and have out-lived their useful life. The two new boilers will match the boilers installed in the North Digester Complex in 2013; Garver has submitted design documents for the improvements; Archer Western has submitted cost proposal for new work totaling \$2.8M as possible CO#4 to Phase 2 project.

WRF Primary Sludge Thickener Replacement (WW0171): The existing primary sludge thickeners were installed in 1965 and 1988 and have out-lived their useful life. Four new sludge thickener mechanisms will be installed in the existing concrete basins after repairing the concrete surface and coating the internal surface. Garver has submitted design documents for the improvements; Archer Western preparing cost proposal for new work as possible CO#4 to Phase 2 project.

North WRF Engineering Report (WW0204): This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. NUA approved contract and work scope 01/08/13 but work delayed for 45 days; kickoff meeting held 02/26/13. Amendment No. 1 to HDR contract was considered by Finance Committee in April and will not be forwarded to the NUA for consideration. NUA and HDR

staff conducted North WRF alternative treatment technology screening workshop on 05/29/13; alternative technologies were developed for three potential discharge locations. Technical Memorandum No. 1 received 08/01/13 and documents the reasoning for potential discharge limits and treatment technologies proposed prior to more detailed alternative development. Staff provided comments on TM-1 to HDR 08/29/13. Received draft version of TM-2 including cost estimates for 4 treatment and discharge alternatives from the future North Water Reclamation Facility. Staff met with HDR Engineering on 12/17/13 to discuss draft version of TM-2 and provide input regarding non-economic ranking of alternatives. Staff provided comments on TM-2 06/10/14; draft ER received 2/27/15 and is under review.

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

This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16.

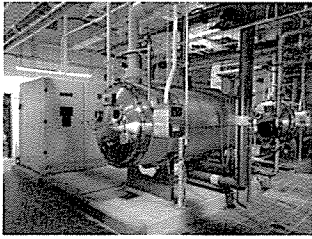
Bishop Creek Emergency SS Crossing (WW0209): The existing aerial sewer crossing over Bishop Creek just east of the intersection of Constitution and Ryan Avenue failed 11/30/15 when the eastern bank of the creek bed was undermined causing several large trees to fall into the creek. Portable pumping equipment which was installed and operating that night to eliminate the bypass and the DEQ was notified on 12/01/15. Purchase orders were created for Urban Contractors, Lemke Surveying, Terracon Consultants and CP&Y, for use of emergency bypass pumping equipment, surveying services, completion of geotechnical borings, and expedited design services, respectively. On 12/01/15, the Mayor declared an emergency related to the severe weather and ice storm. Competitive bidding requirements were waived and expedited bidding process was initiated. Five contractors attended an on-site pre-bid conference on 12/16/15 and bids were received from 3 contractors on 12/22/15. Krapff-Reynolds Construction Company was the low bidder at \$344,355 and work was awarded to Krapff-Reynolds. Work began 01/05/16 and was complete 02/01/16. The NUA ratified project costs on 04/12/16; this will be the last report for this project.

## **WATER PROJECTS:**

Segment D Waterline, Phase 2: Final design for the Phase 2 project utilizing Highway 9 right-of-way was completed but the permit to construct from ODOT was not renewed. Alternative routing determined with first portion along Lindsey Street from 24<sup>th</sup> Avenue SW to Chautauqua. The last phase connecting the 24 inch on Lindsey to the 24 inch along Highway 9 at Jenkins is under consideration. Staff is negotiating a potential design contract with Poe and Associates under our Engineering Services Agreement. Staff met with OU staff the week of October 31st to walk out proposed alignments that will cross OU property. All available alignments will require OU to donate easement of some sort. NUA is paying POE to prepare the two alignments on a map so OU representatives can review the alignments. Once alignment is selected, staff will negotiate a full contract with POE to design water line installation. Contract is expected to be brought forward in January 2017.

Raw Waterline, Phase I (WA0051): Design completed by Garver Engineers. Red Cliff, Inc. began construction 09/27/10 and installed 48-inch pipe but not the connection vaults at both ends by end date of 06/24/11. Change Order #1 was executed delaying the project during the summer due to high water demand. Red Cliff returned but after excavating for the WTP vault, it was determined that the existing pipe was a special fabricated curved concrete pipe not anticipated by staff or the design consultant. Therefore, Garver asked Red Cliff to reconsider utilizing ductile iron fittings as opposed to the original design of fiber glass fittings. Red Cliff proposed price increase of \$86,575 which was excessive. Staff consulted with legal department and further negotiations with the contractor's attorney were unsuccessful and we were unable to get the contractor to complete vaults. Legal prepared a letter to contractor and bonding company terminating the contract. Staff rebid the work to complete the vaults; bids were opened 01/11/13 and BRB Contractors was low bidder at \$788,505. Work began 02/27/13 and was substantially complete by 07/01/13. Project is complete and final payment was made to contractor. Red Cliff lawsuit ended last month with a settlement of \$75,000 paid to the contractor's representatives out of the \$284,266.68 retainage being withheld. This project will be closed out this month.

Water Treatment Plant Expansion (WA0291):



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 are complete and DEQ has verbally approved all variances and proposed plans and specifications. They state a signed letter will be mailed to us next week which allows bidding to advertise in January 2017. Municipal Financial Services is taking our loan application to the OWRB for approval January 2017. Funds in the amount of \$31 million will be borrowed for the project.

Waterline Relocation: I-35 Widening (WA0196):

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. Meetings held consultant, ODOT, NUA and Public Works staff. 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; 80% plans received 06/05/15 and were submitted to ODOT 06/12/15; ODOT has approved permit for proposed I-35 crossings. NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase 2 waterline between Crossroads Blvd. and Brookhaven Blvd. Final design plans and specifications submitted to DEQ 01/12/16 and were approved 01/29/16. APAI submitted draft easement acquisition documents and staff has all easements/ROW except for final documentation from OU for 1 donated easement near airport. Project advertised 04/21/16 and pre-bid conference held 05/15/16; 3 bids opened 05/19/16 with McKee Utility Contractors submitting low bid. Award, contract and bonds were approved by NUA 06/14/16 and began 06/15/16. Crews have completed all 3,440 linear feet of 30-inch water line installation. They are now installing 3,400 linear feet of 12-inch along the south side of Robinson near the tennis courts. Crews will replace the 12-inch west to the Mile of Cars and have until March 2017 to complete.

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. Meetings held consultant, ODOT, NUA and Public Works staff. 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; 80% plans received 06/05/15 and were submitted to ODOT 06/12/15; ODOT has approved permit for proposed I-35 crossings. NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase 2 waterline between Crossroads Blvd. and Brookhaven Blvd. Final design plans and specifications submitted to DEQ 01/12/16 and were approved 01/29/16. APAI has submitted draft easement acquisition documents and staff is working to acquire easements/ROW. Smith Roberts Land Acquisition selected to help acquire 6 easements. Offer's made for 3 easements west of I-35 nearing completion; 3 UNP easements are in process of being donated. Project advertised 04/21/16 and pre-bid conference held 05/15/16; 3 bids opened 05/19/16 with McKee Utility Contractors submitting low bid. Award, contract and bonds were approved by NUA 06/14/16 and began 06/15/16. Crews have completed all 3,440 linear feet (LF) of 30-inch water line installation. They have installed 1,380 LF of 12-inch of the 3,400 LF



required. They have completed the installation past the tennis courts and ambulance center along Robinson (as seen in the pictures). Crews will get to 24<sup>th</sup> Ave NW by December 9<sup>th</sup> and will pause until after the

holidays. Crews will resume across 24<sup>th</sup> Ave NW and through Homeland parking lot January 2, 2017. The contract allows until March 2017 for final completion.

Berry Road Waterline Replacement: Poe and Associates are developing final design plans. The project will be split into two phases with Phase 1 being a half mile along Lindsey. Bids were opened January 22 for Phase 1 which runs along Lindsey from Chautauqua to Berry and then north approximately 400 feet. The bid was awarded to Central Contracting and construction is complete. Phase 2 has been bid with McKee Utility Contractors, Inc. being the low bidder. Construction was complete April 2016 and NUA approved final reconciliation change order 09/27/16. Phase 3 awarded to Central Contracting Services, Inc.; construction began 05/02/16; with completion expected by 01/29/17. NUA approved CO#1 on 05/10/16 adding 1,800 feet of 16-inch waterline along Main Street to the project. NUA approved CO#2 on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Park to the project. Work on Berry from Main to Acres and work along Main between Berry and Flood is complete. Work on Berry Road north of Acres to be initiated after OSU football game.

Gray Street Waterline Replacement: 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.

Water Storage Tank (WA0293): Staff submitted a memo to the NUA regarding the siting of the proposed water storage tank on 12/30/13. NUA approved engineering design contract with PEC on 01/14/14 for 1 MG elevated storage tank just northeast of the intersection of Robinson and 24th NE. OGE easement approved by NUA 01/13/15 and power installed by OGE Design drawings submitted to DEQ 08/22/14 and permit received 09/15/14. Bids opened 03/05/15 and NUA awarded the bids and approved contract with Landmark Structures for \$2,636,000 on 03/24/15. Preconstruction conference held 04/21/15 and contractor mobilized to site 08/10/15; concrete foundation pedestal construction complete in December 2015. Erection of steel tank began 01/11/16; tank hoisted to top of pedestal 04/03/16 after completing painting of the tank exterior; steel top and sandblasting/painting of the tank interior complete in mid-May and tank filling began 06/06/16. Tank placed into service 06/17/16; concrete access drive, fencing and sodding complete; final change order and project acceptance expected to be considered by NUA in October 2016.. Construction payment #9 through 08/25/16 approved for total of \$2,496,980 or 95% of the total contract amount of \$2,636,000.

Lindsey Street 24-inch Water Line Improvements (WB0184): In order for the roadway and drainage improvements associated with the Lindsey Street Widening project to proceed, numerous public and privately owned utilities will need to be relocated. The Lindsey Street Waterline Improvements will install about 6,000 feet of 24-inch waterline along Lindsey between 24th Avenue SW and Berry Road. On 03/10/15, NUA approved Contract K-1415-103 for \$2,130,885 with McKee Utility Contractors, Inc. (McKee). The work began 04/06/15 at Briggs Street and 24th Avenue NW and proceeded in an easterly direction along Lindsey Drive to Lindsey Street, to McGee and finally to Berry Road. Phase 1 completion date of June 4, 2015 was established to complete all waterlines west of McGee Street; Phase 1 work in operation on 06/06/15. Waterline installation east of McGee to Berry completed, tested and connected to system on 08/28/15; cleanup work is complete. NUA approved final change order increasing contract by \$146,015.90 to \$2,276,900.90 and accepted project on 02/09/16. Final payment from contractor processed 03/01/16. Project closed out; staff working on as-built drawings.

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 has tentatively selected several consultants and has begun 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. APAI awaits updated information from NUA metering department to load the model and finalize the calibrations. NUA staff expects to have this data within November timeframe. Cowan submitted a technical memorandum 7/1/16 and staff reviewed and made suggested edits. Cowan is now awaiting well locations from Carollo before they can proceed with their applications for water rights. 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.

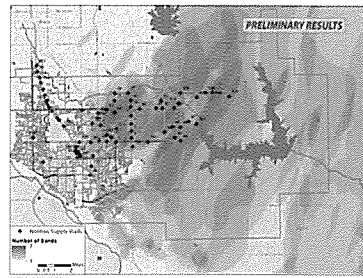
Water Line Replacement: Crossroads Blvd Area (WA2013): Project will replace about 16,000 feet of ductile iron (DI) water lines in the Crossroads Blvd area north of Robinson between 36th Ave NW and I-35. Failing ductile iron pipes are causing street failure and driveway damage and will be replaced with C900 PVC pipe. Line Maintenance

requested an additional 1,400 feet of DI waterline be replaced along 24<sup>th</sup> Avenue NW. On 02/09/16, the NUA approved expenditure with Cardinal Engineering for project design. Project kick-off meeting was held February 2016 and proposed waterline layout was approved on 04/21/16. Cardinal delivered 90% plans on 7/8/16; review and comments are in progress.

#### 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 held telephone conference call 10/14/16 and explained progress on well blending design. They have reviewed a blending scheme and want to gather additional information related to our gross alpha results. Staff has agreed to take another round of samples for Uranium to confirm previous data.

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 18th. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo will use this information along with the OWRB model to better define the proper spacing of wells so that maximum yields can be achieved. Carollo awaits modeling information from APAI before they can proceed with optimizing the best well sites and groundwater treatment plant site. The Gantt chart was revised and updated. Carollo prepared a Draft Technical Memorandum and staff is currently reviewing the document. Carollo and staff will meet Tuesday December 13<sup>th</sup> to discuss further.



Water Line Replacement: Gray St & Tonhawa (WA0224): Project will replace about 4,900 feet of 6", 8" and 12" ductile iron pipe (DIP) with C900 PVC water lines along Gray Street from Porter across BNSF RR to University Blvd; also along Tonhawa from west of City Hall to Flood Avenue. NUA staff will select a design engineer for the project shortly.

#### **RECOUPMENT PROJECTS:**

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on one (1) commercial entity last month. An assessment was made of \$692.72 on the entity whose project will increase wastewater flows.

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

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

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

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

36<sup>th</sup> Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Awaiting payback from Harvest Church; total payback to date is \$64,739.

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. NEDC and City of Norman have been advised of need to pay for connection of new roadways along 24th Avenue NW. NEDC made payment of \$5,885.46 on 06/30/14; total of \$60,398 collected to date.

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

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

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



Utilities Administration  
Monthly Capital Projects Report

Project Information			Design Information				Construction Information							
Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contract Number	Contractor	Adjusted Amount	Amount Paid	Percent Change	Scheduled %	Actual %	Completion Date
WA0199	Bishop Creek Waterline Replacement	Lemke/CP&Y	0910-55	21,850	\$21,480	98%	K-1516-53	McKee Utility Contractors	209,337	209,337	0.89%	100%	100%	05/06/16
WA0213	Crossroads Blvd Water Line	Cardinal	0910-62	\$126,500	\$82,099	65%	T.B.D.	T.B.D.	-	-	-	-	-	-
WA0224	Gray St. & Tonhawa Water Line	Cardinal	TBA				TBA	T.B.D.	-	-	-	-	-	-
WW0062	Royal Oaks Force Main Rehabilitation	Cardinal	0910-62	\$66,740	\$58,573	88%	T.B.D.	T.B.D.	-	-	-	-	-	-
WW0120	Interceptor Improvements: Woodcrest	RJN Group	0405-159	\$189,749	\$149,704	79%	1516-86	Jordan Contractors, Inc.	1,818,040	1,418,472	5.35%	66%	78%	-
WW0202	Sewer Maintenance Project FYE 2014	Staff / Lemke	0910-55	\$69,520	49,421	71%	1516-122	Urban Contractors, LLC	1,912,870	1,577,684	7.18%	70%	82%	-
WW0305	Lift Station Upgrades, FYE17	Cardinal?	TBA				TBA	T.B.D.	-	-	-	-	-	-
WW0307	Sewer Maintenance Project FYE 2017	Staff / Lemke	0910-55	\$78,400			TBA	T.B.D.	-	-	-	-	-	-
WW0011	WW Flow Metering Phase 2	NA	-	\$0	\$0		0405-116	RJN Group	154,244	130,982	0.00%	-	85%	-
WA0305	Berry Road WL Replacement Phase 2	Poe & Associates	0910-61	(above)			1516-43	McKee Utility Contractors	1,616,229	1,600,400	34.01%	100%	99%	04/01/16
WA0305	Berry Road WL Replacement Phase 3	Poe & Associates	0910-61	(above)			1516-80	Central Contracting Services, Inc.	1,767,030	835,007	20.15%	83%	47%	-
WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	\$0	\$83,709		1011-123	Red Cliff, Inc.	1,178,194	1,055,036	0.00%	100%	90%	-
WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	\$0	\$11,944		1011-123	Red Cliff, Inc.	294,548	226,809	0.00%	100%	77%	-
WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	\$95,625	\$87,188	91%	Future	Future	-	-	-	-	-	-
WA0173	Master Meter Replacement	Staff	NA	\$381,100		0%	Future	Future	249,050		0.00%	-	0%	-
WA0195	Robinson/1-35 WL Replacement Phase 1	Alan Plummer	01314-110	\$432,000	\$393,429	91%	1516-33	McKee Utility Contractors	3,337,685	1,839,897	0.00%	64%	55%	-
WA0195	Robinson/1-35 WL Replacement Phase 2	Alan Plummer	01314-110	\$153,000	\$84,070	55%	Future	Future	-	-	-	-	-	-
WA0196	1-35 Waterline Relocations	SAIC	1314-56	\$62,000	\$45,000	73%	1314-119	Mathews Trenching Co., Inc.	1,056,100	1,056,100	5.83%	100%	100%	8/28/2014
WA0293	HPP Water Storage Tower	PEC (design)	1314-98	\$218,900	\$212,190	97%	1415-14	Landmark Structures I, LP	2,636,000	2,598,360	0.00%	100%	99%	6/17/2016
WA0293	HPP Water Storage Tower	Garver (inspection)	1516-35	\$152,700	\$94,008	62%	NA	NA	-	-	-	-	-	-
WWW0042	Wastewater Flow Monitoring	(see construction)		\$0			0910-164	HDR Engineering/RJN Group	576,699	552,451	0.00%	100%	96%	-
WWW0050	WRF Effluent Truck Wash	APAI	1213-54	\$18,700	\$18,700	100%	Cannot be Permitted by DEQ	Cannot be Permitted by DEQ	-	-	-	-	-	-
WWW0058	Effluent Reuse at Compositing Facility	APAI	1213-54	\$45,800	\$41,867	91%	Future	Future	-	-	-	-	-	-
WWW0065	WRF Phase 2 Expansion	Garver	1011-148	\$9,432,700	\$8,463,605	90%	1314-136	Archer Western Construction LLC	49,073,906	43,104,298	0.51%	90%	88%	-
WA0235	Water Wells and Supply Lines	Carollo	1516-139	\$228,384	\$36,467	16%								
WA0212	Water Wells Water Rights Permitting	Cowan	1516-114	\$79,284	\$32,045	40%								
WW0204	North WRF Engineering Report	HDR/APAI	1213-134	\$249,935	\$224,095	90%	NA	NA	-	-	-	-	-	-

**NOVEMBER 2016  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	<b>November</b>	<b>Year to date</b>
Fats, oil and grease (FOG) program	28	152
Food license approval	2	8
Significant Industrial Users	8	18
<b>Total inspections</b>	<b>38</b>	<b>178</b>

**ROUTINE ACTIVITIES**

	<b>November</b>	<b>Year to date</b>
Significant Industrial User sites sampled	7	11
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	50%
Household hazardous waste disposal calls	18	107

**REVENUE**

	<b>November</b>	<b>Year to date</b>
FOG Program	\$0.00	\$550.00
Surcharge	\$0.00	\$20,388.05
Lab Analysis Recovery	\$0.00	\$286.32
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$0.00</b>	<b>\$21,224.37</b>

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

1. Provided routine staff support including minutes, attending meetings, and researching information
2. ECAB members developed environmental tips and practices to be distributed to the media.
3. Members are working on public education for water issues and recycling.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. Provided routine staff support, minutes, attending meetings

**MISCELLANEOUS ACTIVITIES**

1. Purchased recycling containers for special events. Containers used by Memorial Marathon, Earth Day, Norman Music Festival, Summer Breeze, MidSummer Night Fair, Groovefest and 2nd Friday Artwalk
2. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
3. As of November 2016, approx. 86,800 gallons of grease/solids did not enter the sanitary sewer in FYE 17 as a result of the FOG program.
4. Staff working with different departments to increase energy efficiency-i.e turning off computers, duplex printing, printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
5. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate take-back programs similar to the recent paint take-back program in Oregon.
6. Created flyers for distribution to citizens regarding oil and grease in the sewer
7. Staff assisting the Water Reclamation Facility and the Water Treatment Facility with their Tier 2 reports
8. Represented the City of Norman at the Chamber of Commerce Greenovation Committee meeting
9. Staff attended the Governor's Water Conference, Water ReUse Summit and the SW AWWA conference.
10. Staff presented at the Oklahoma Water Pollution Control Association (OWPCA) conference.
11. Held the annual Household Hazardous Waste Collection Event November 5.
12. Staff attended the quarterly Oklahoma Water Environment Association's quarterly committee.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 17		FYE 16	
November, 2016	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	3	8	1	5
Property Owner Responsibility	21	126	29	137
TOTAL	24	134	30	142
Number of Feet of Sewer Cleaned:				
Cleaned	107,545	662,092	149,165	746,386
Rodded	3,555	13,129	4,805	19,780
Foamed	0	90,135	0	109,109
TOTAL	111,100	765,356	153,970	875,275
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	1	1
Obstruction	1	2	0	1
Private	1	1	2	5
Other (Lift Station, Line Break, etc.)	0	1	1	1
Total Overflows	2	4	4	8
Feet of Sewer Lines Televised	18,955	90,262	15,993	96,760
Locates Completed	281	1,745	351	1,815
Manholes:				
Inspected	688	4,023	812	4,582
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	1
Feet of Sewer Lines Replaced/Repaired	0	897	0	0
Hours Worked at Lift Station	169	905	202	955
Hours Worked for Other Departments	0	0	0	132
OJI Percentage	0.00	0.00	5.00	2.50
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.36	0.45	0.49	0.41
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 17		FYE 16	
November, 2016	MONTH	YTD	MONTH	YTD
New Meter Sets:	37	199	36	227
Number Short Sets	37	197	35	216
Number Long Sets	0	2	1	11
Average Meter Set Time	5.57	5.82	3.40	2.84
Number of Work Orders:				
Service Calls	464	2,369	301	2,774
Meter Resets	0	2	0	2
Meter Removals	2	9	0	14
Meter Changes	25	208	40	200
Locates Completed	421	2,186	540	2,765
Number of Water Main Breaks	3	78	17	72
Average Time Water Off	0.50	2.08	3.05	2.80
Fire Hydrants:				
New	0	6	0	1
Replaced	0	6	1	7
Maintained	61	498	188	594
Number of Valves Exercised	149	1,229	227	1,029
Feet of Main Construction	340	3,135	330	3,805
Hours of Main Construction	401	2,690	482	2,386
Meter Changeovers	2	77	0	54
OJI Percentage	4.00	2.47	0.00	0.08
Hours Flushing/Testing New Mains	76	461	82	494
Hours Worked Outside of Division	85	532	0	680

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
November 1-30, 2016

**Flow Statistics**

	<b>FYE 2017</b>		<b>FYE 2016</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	246.0	1441.4	297.8	1597.4
Total Effluent Flow (M.G.)	246.4	1406.0	295.7	1580.9
Influent Peak Flow (MGD)	8.8	14.8	17.7	26.7
Effluent Peak Flow (MGD)	8.8	14.5	16.6	23.1
Daily Avg. Influent Flow (MGD)	8.2	9.7	9.9	10.4
Daily Avg. Effluent Flow (MGD)	8.2	9.5	9.9	10.3
Precipitation (inches)	1.0	10.6	6.2	20.4

**Discharge Monitoring Report Stats**

EPA minimum percentage removal 85%

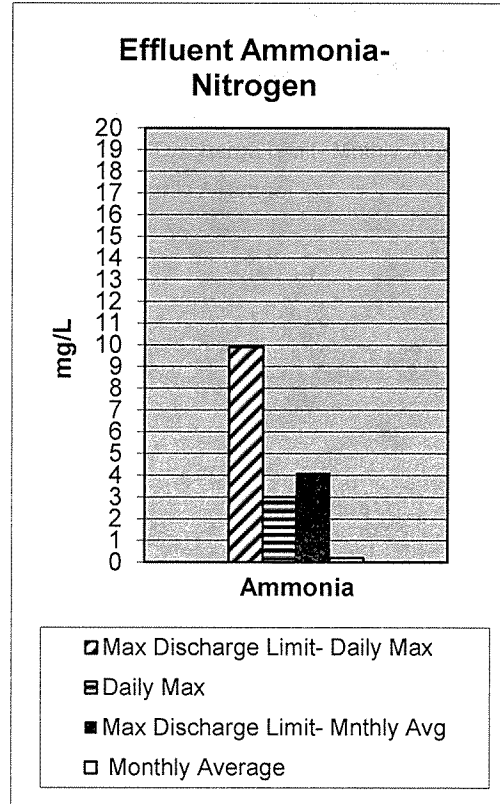
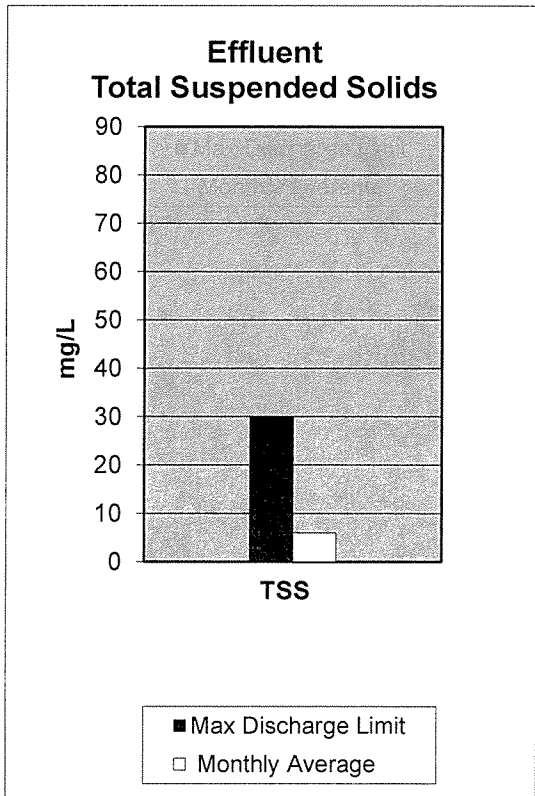
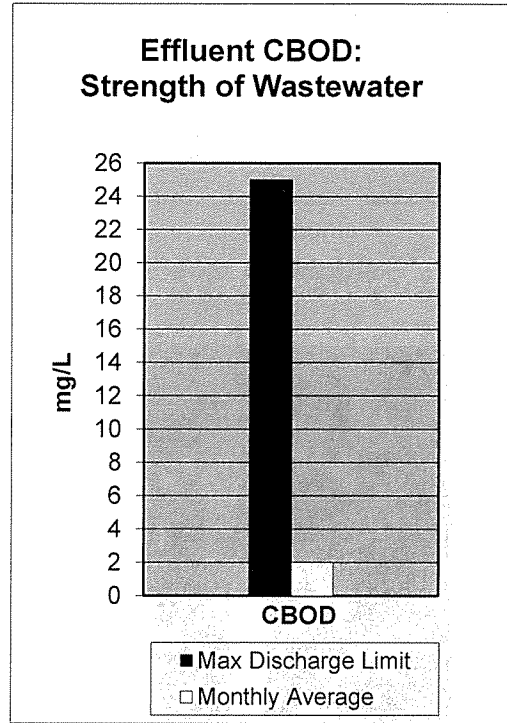
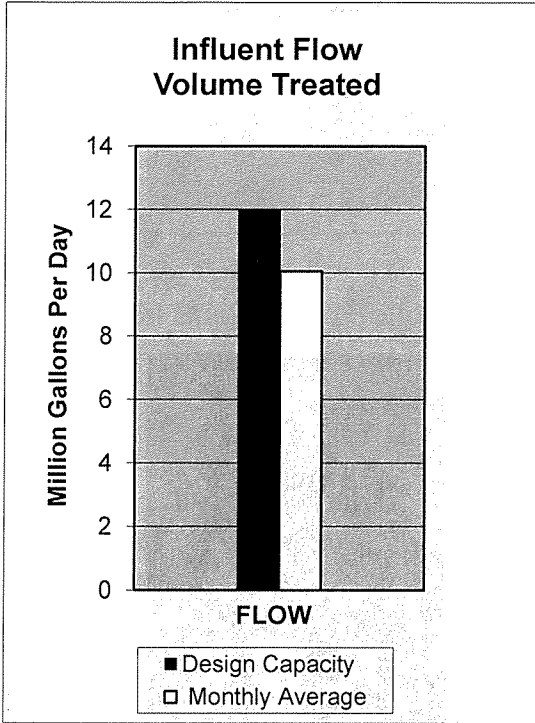
	<u>Avg.</u>	<u>Avg.</u>
5 day BOD:		
Influent Total (mg/l)	276	245
Effluent Carbonaceous Total	3	4.5
Percent Removal	98.9	98.2
Total Suspended Solids:		
Influent (mg/L)	198	132
Effluent (mg/L)	8	36
Percent Removal	96.0	72.7
Dissolved Oxygen:		
Influent (min)	0.6	0.4
Effluent (min)	7.0	5.3
pH		
Influent (Low)	7.08	6.94
(High)	7.47	7.46
Effluent (Low)	6.83	6.66
(High)	7.47	7.12
Ammonia Nitrogen		
Influent (mg/L)	30	25.7
Effluent (mg/L)	0.49	1.63
Percent Removal	98.4	93.7

**Utilities**

Electrical				
Total kWh (Plant wide w/ UV)	536,900	2,032,990	520,520	2,453,560
Aeration Blowers	200,600	914,600	329,600	1,651,200
Natural Gas	630,000	2,686,000	1327000	5331000
Total cubic feet/day (plant wide)				
<b>UV Facility/ OEC</b>	58,200	349,600	32000	74200
Public Education (Tours)	1	15	2	28
Total Attendees for FYE 16	64		51	
Reclaimed Water System (MG)	0.0	0.0		46.8
OU Golf Course	2.8	78.2	4.8	42.3

Fecal Coliform average for November 2016 48.5 (Limit is 1000)

**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
 November 2016



Comments here

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

**WATER TREATMENT DIVISION**

**MONTH: November-2016**

	<u>FYE 2017</u>		<u>FYE 2016</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
<b>Water Supply</b>				
Plant Production (MG)	216.56	1,418.47	199.85	1,608.58
Well Production (MG)	91.16	550.40	134.58	615.99
Oklahoma City Water Used (MG)	32.73	152.40	0.00	0.47
Total Water Produced (MG)	340.45	2,121.27	334.43	2,225.03
Average Daily Production	11.35	13.86	11.15	14.54
<b>Peak Day Demand</b>				
Million Gallons	13.20	18.25	15.38	19.87
Date	11/16/2016	8/15/2016	11/15/2015	9/7/2015
System Capacity (see note 1)	23.35	23.35	23.70	23.70
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00

Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)

<b>Costs</b>				
Plant	\$369,645.43	\$1,976,701.62	\$326,706.99	\$1,899,180.47
Wells	\$170,421.07	\$913,179.96	\$196,948.43	\$977,410.13
OKC (Estimated)	\$67,625.54	\$315,106.84	\$6,306.62	\$79,777.70
Total	\$607,692.04	\$3,204,988.42	\$529,962.04	\$2,956,368.30

<b>Cost per Million Gallons</b>				
Plant	\$1,706.91	\$1,393.55	\$1,634.73	\$1,180.66
Wells	\$1,869.47	\$1,659.12	\$1,463.43	\$1,586.74
OKC (Estimated)	\$2,065.91	\$2,067.68	N/A	\$171,196.78
Total	\$1,784.96	\$1,510.89	\$1,584.65	\$1,328.69

<b>Water Quality</b>				
Total Number of Bacterial Samples	80	401	90	453
Bacterial Samples out of Compliance	0	2	0	4
Total number of inquiriers (Note 2)	0	38	N/A	N/A
Total number of complaints (Note 2)	1	37	3	16
Number of complaints per 1000 service connections	0.03	1.03	0.08	0.44

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

<b>Safety</b>				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	5	24	5	23

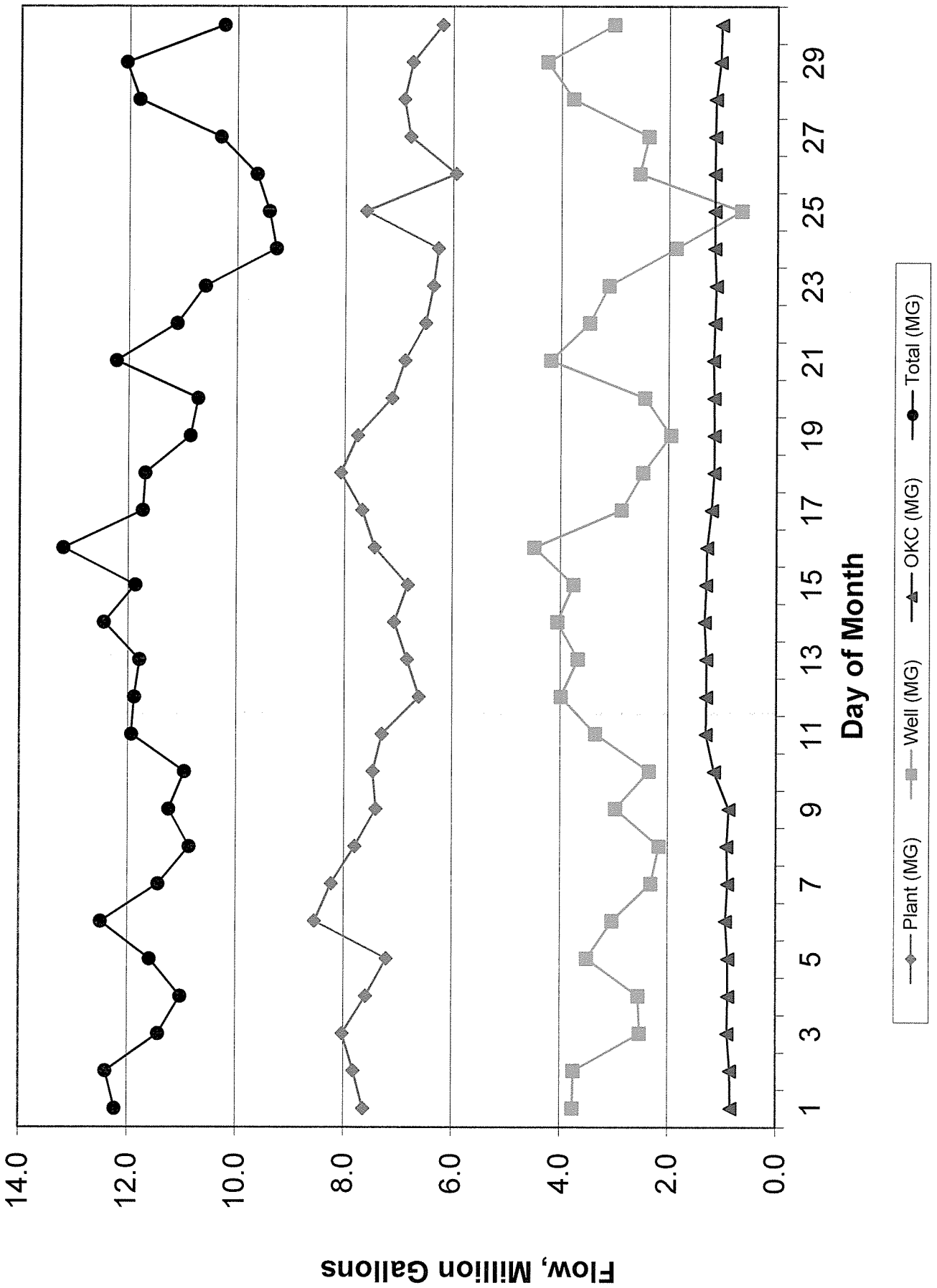
<b>Public Education</b>				
Number of tours conducted	2	11	1	9
Number of people on tours	20	164	9	118

**Notes:**

Winterized well #31 while troubleshooting PLC. Inlet valve on lime slaker #1 broke - staff made repairs, and has ordered new parts for replacement.

Water treatment has three pilot projects running. All are investigating the viability of hexavalent chromium removal

# Water Production for November, 2016





**SANITATION DIVISION PROGRESS REPORT**  
**NOVEMBER 2016**

	FY 16		FY17	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	7	1	7
<u>On The Job Injuries</u>	0	2	2	4
<u>Bulk Pickups</u>	26	136	37	124
<u>Refuse Complaints</u>	69	396	79	383
<u>New Polycarts Requests</u>	64	336	42	272
<u>Polycarts Exchanges</u>	18	88	13	53
<u>Additional Polycart Requests</u>	48	241	39	233
<u>Replaced Stolen Polycarts</u>	24	127	20	117
<u>Replaced Damaged Polycarts</u>	170	862	80	595
<u>Polycarts Repaired</u>	31	149	27	147

**COMPOST MONTHLY REPORT**

**NOV 2016**

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	330.69	2,046.99
LANDFILL TIPPING FEE'S	\$ 20.10	\$ 20.10
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,646.87	\$ 41,144.50
TONS BROUGHT IN BY PUBLIC:	234.00	1,466.00
TONS BROUGHT IN BY CONTRACTORS :	414.00	2,394.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	42.00	372.00
LANDFILL TIPPING FEE'S	\$ 20.10	20.10
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 1,492.20	30,360.80
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,139.07	71,505.30
REVENUE COLLECTED FROM COMPOST SALES:	\$ 2,030.00	7,350.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	20	100	0	0
DRYING BEDS	480	1,840	0	0
COMPOST SOLD BY CUBIC YARDS	0	0	610	2,208
TOTAL	500	1,940	610	2,208

MONTHLY RECYCLING REPORT  
(CURBSIDE)  
Nov-16

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	92%	92%
AVERAGE TONS PER DAY :	20.98	17.74
POUNDS PER HOME:	30.11	30.32

COMMODITY BY TON

	MONTH	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.25	5.45	27.59
#1 PET	3.13	13.71	69.35
NEWS	0	0	0
GLASS CONTAINERS	14.09	61.64	311.84
MIX PAPER	46.36	202.78	1025.84
PLASTIC FILM	1.08	4.72	23.86
#2 NATURAL	1.17	5.1	25.81
#2 COLOR	0.86	3.74	18.94
#3-#7	0	0	0
METAL	1	4.37	22.08
RIGIDS	0.97	4.22	21.35
TIN-STEEL SCRAP	2.57	11.23	56.83
TRASH	19.06	83.4	421.91
OCC	8.46	37.03	187.33
<b>TOTALS</b>	<b>100</b>	<b>437.39</b>	<b>2212.73</b>

	MONTH	YTD
SERVICE CALLS (MISSES)	29	288
REMINDER NOTICES	10	60
MISC. (throwing bins, left in driveway, blowing trash)	0	7
MISSING BINS	4	32
BROKEN GLASS	0	0
PICK UP CART	6	44
REPAIR	8	55
DELIVERY REQUEST	0	0
SCATTERED	1	1
NEW	33	210
EXCHANGE	3	4
ADD	7	21
HOUSESIDE	4	33
REPLACE	2	21
<b>TOTAL CALLS</b>	<b>107</b>	<b>776</b>

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$8,839.65	\$44,719.27

# MONTHLY TRANSFER STATION REPORT

NOV 2016

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	333.75	1,804.90	14,141.00	76,493.13
CONT. TONS:	91.17	475.83	\$ 4,592.70	24,034.26
CASH TONS:	1,060.10	5,462.80	\$ 50,371.90	256,758.98
BRUSH/YDS:		0.00		0.00
PULL OFFS:	5	61.00	\$ 75.00	915.00
<b>TOTALS:</b>	<b>1,485.02</b>	<b>7,743.53</b>	<b>\$ 69,180.60</b>	<b>\$ 358,201.37</b>

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	380	1,940
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7,406.65	39,659
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0	0
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00	0.00
<b>GRAND TOTAL TONS TO LANDFILLS</b>	<b>7,406.65</b>	<b>39,659</b>

DISPOSAL COST PER TON (OKC)	\$ 20.10	\$ 20.10
TIPPING FEE'S FOR DUMPING AT OKC:	148,873.67	797,143.09
<b>GRAND TOTAL TIPPING FEE'S</b>	<b>148,873.67</b>	<b>797,143.09</b>

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	483	2608
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,198.99	17,582.00
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	342	1741
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,353.85	11,880.31
<b>TOTAL LOADS BROUGHT TO TRANSFER STATION:</b>	<b>825</b>	<b>4,700</b>
<b>TOTAL TONS BROUGHT TO TRANSFER STATION:</b>	<b>5,552.84</b>	<b>37322.16</b>
<b>MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:</b>	<b>8.85</b>	<b>407.93</b>

# Drop Center Report

MONTHLY UNIT	Revenue per to Proc. Fee	LBs Rejected	Tons Rejected %	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$750.00	\$0.00	0	0	\$19.55	\$198.01
PLASTICS:	\$50.00	\$0.00	0	0		\$3,871.10
STEEL CANS:	\$25.00	\$0.00				
CLEAR GLASS:	\$20.00	\$20.00				
GREEN GLASS:	\$0.00	\$20.00				
BROWN GLASS:	\$0.00	\$11.28				
MIXED OFFICE P	\$50.00	\$0.00				
CARDBOARD:	\$90.00	\$0.00				
NEWSPAPER:	\$60.00	\$0.00				

RECYCLING CEN #9	HollyWood	Fairgrounds	Hobby Lobby	Total Tons	PRO/FEE	REVENUES	Net
ALUMINUM:	0.2	0.11	0.2	0.73	\$0.00	\$547.50	\$547.50
PLASTICS:	0.44	2.5	2.7	8.76	\$0.00	\$438.00	\$438.00
STEEL CANS:	0.5	0.57	0.68	2.77	\$0.00	\$69.25	\$69.25
CLEAR GLASS:	1	3.8	4.1	13.92	\$278.40	\$0.00	(\$278.40)
GREEN GLASS:	0	0	0	0	\$0.00	\$0.00	\$0.00
BROWN GLASS:	0	0	0	0	\$0.00	\$0.00	\$0.00
MIXED OFFICE P	2	9	10.5	34.66	\$0.00	\$1,733.00	\$1,733.00
CARDBOARD:	2.5	23.9	29.55	89.95	\$0.00	\$8,095.50	\$8,095.50
NEWSPAPER:	0.8	2.1	2.4	8.8	\$0.00	\$528.00	\$528.00
RECYCLING CEN	7.44	41.98	50.13	159.59	\$278.40	\$11,411.25	\$11,132.85

Cardboard	Other Cardboard Containers	Compactors	Totals
TONS	\$	TONS	Tons
22.6	\$2,034.00	15.82	\$1,423.80
			\$3,457.80

Other News Containers	total cb	total recy
TONS		
0	128.37	\$198.01
\$0.00		\$14,590.65

Rental	Average hrly+ benefits
\$10,688.74	\$26.78

Expenses	Cage Rolloff	Glass	Cardboard	Newsprint	Occ Compact	MXD Office	Total
Hours	54	6	2	6	20		152
Labor \$	\$1,446.12	\$160.68	\$6.00	\$160.68	\$535.60		\$4,023.00
Vehicle cost	\$2,284.74	\$253.86	\$570.97	\$603.65	\$253.86	\$846.20	\$4,813.28
Revenue	\$	Expense	Net				
\$25,557.79	\$8,836.28		\$16,721.51				

