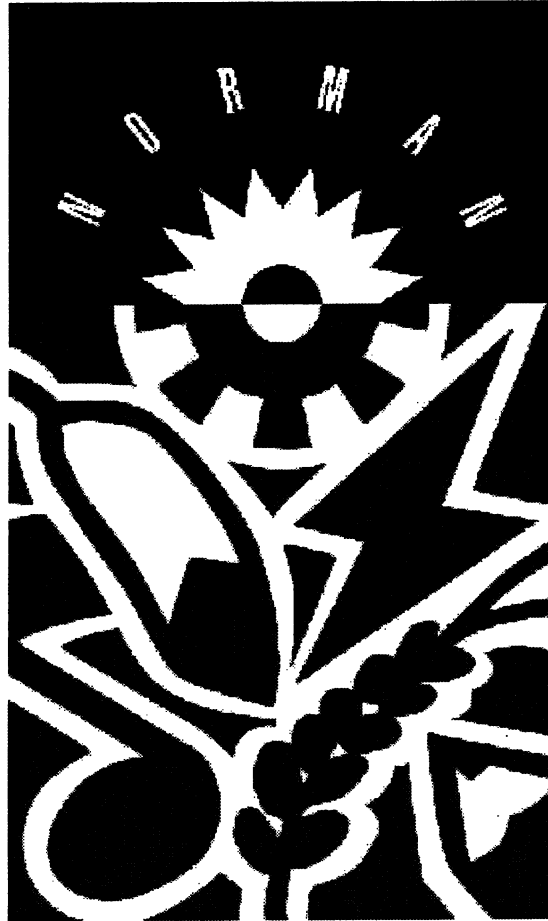


City of Norman



Monthly Departmental Report

November 2020

MONTHLY PROGRESS

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CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
November 2020**

CITY CLERK

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	4	24	11	38
Bus Service	0	8	0	0
CDBG	12	74	3	10
City Clerk	575	2088	2	12
City Manager/Mayor	9	63	3	61
City Wide Garage Sale	0	160	0	0
Code Enforcement	65	464	0	13
Finance	3	18	1	1
Fire/Civil Defense	1	17	0	3
Human Resources	4	30	0	1
I.T.	5	24	0	0
Legal	7	32	1	17
Line Maintenance	12	121	0	4
Municipal Court	3	15	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	26	186	4	55
Permits/Inspections	32	187	0	3
Planning	6	26	0	0
Police/Parking	25	187	0	58
Public Works	15	36	3	4
Recycling	0	0	0	0
Sanitation	59	330	3	18
Sidewalks	3	21	0	3
Storm Debris	474	966	0	0
Storm Water	6	69	9	39
Streets	33	170	16	83
Street Lights	12	67	0	57
Traffic	13	53	0	3
Utilities	64	568	3	6
WC Questions	0	0	0	0
WC Violations	0	0	0	0
October Total: 1,527	1,468	5,755	59	464

LICENSES

16 New licenses were issued and 2 renewals during the month of November. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	0	Retail Beer	1	2
Brewer	0	0	Retail Spirits Store	1	1
Coin-Operated Devices	0	1	Retail Wine	1	2
Distiller	0	0	Salvage Yard	0	0
Food	2	26	Sidewalk Dining	0	1
Game Machines	0	1	Solicitor/Peddler (30 day)	1	3
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	0	1
Kennel	1	1	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	0	9	Special Event	1	2
Medical Marijuana Grower	1	13	Strong Beer & Wine/Winemaker	2	4
Medical Marijuana Processor	0	1	Taxi/Motorbus/Limousine	0	4
Mixed Beverage	0	6	Temp Food (one day)	0	3
Mixed Beverage/Caterer	0	5	Temp Food (30 day)	2	5
Pawnbroker	0	0	Temp Food (180 day)	3	10
Pedicab	0	0	Transient Amusement	0	2
YTD License Total: 105					

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Canna Biotic	704 Research Park Blvd. #130	Medical Marijuana Grower
Fetch and Stay	2719 Bart Conner Ct.	Kennel
O-You Stop	101 N. Porter Avenue	Food/Retail Beer/Retail Wine
Silver Dollar Concessions	999 Outside of City	Special Event
Spirits On The Rocks	1161 12 th Avenue N.E.	Retail Spirits
Oklahoma Axe Factory	938 N. Flood Avenue	Strong Beer & Wine/Food

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Schwan's	Biggoose Concession	
Schwan's	Riko's Tacos	
Schwan's		

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
	Jon Wiggins	

EXISTING ESTABLISHMENT/ADDITIONAL LICENSE		
NAME	ADDRESS	LICENSE TYPE(S)
Forward Foods	215 W. Main Street	Strong Beer & Wine

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-05-2020	Edward Averyt	Claim for damages to his vehicle on February 26, 2020 when a City employee allegedly backed into his vehicle on DaVinci Street.	\$922.51
11-16-2020	Blue Baron Energy	Claim for damages to a light pole at 2420 Springer Drive, Suite 200 that allegedly was caused by a City Sanitation truck on October 26, 2020.	\$1,590
11-16-2020	Claims Management Resources (CMR) for Oklahoma Gas and Electric Company (OG&E)	Claim for damages to a pedestal located at 1001 East Robinson Street allegedly caused by City crews on May 16, 2019.	undetermined
11-23-2020	Greer Schooler	Claim for damages to his vehicle allegedly caused when a City employee ran a red light at the intersection of Interstate Drive and East Robinson Street on November 17, 2020.	\$6,493.31
11-30-2020	Chong Frashier	Claim for damages to flooring, walls, and other restoration expenses allegedly caused by a sewer backup at 4323 Willowisp Drive on October 16, 2020.	\$3,036.00

SPECIAL SESSION

A City Council Special Session was held on November 17, 2020, to discuss Resolution R-2021-68, status of the FYE 2021 Capital Improvements Program Budget, preparation of the FYE 2022 Capital Improvements Program Budget, FYE 2023-2026 Capital Improvements Plan and use of Coronavirus Aid, Relief, and Economic (CARES) Act Funds.

A City Council Special Session was held on November 24, 2020, to adjourn into Executive Session to discuss the acquisition of Real Property for property located in the vicinity of 24th Ave. N.W. and West Rock Creek Rd., and discuss pending litigation in the case of Angela Webb vs. City of Norman, Case No. CV-2018-1351.

OVERSIGHT COMMITTEE

A City Council Oversight meeting was held on November 12, 2020, to continue discussion about Boards, Commissions and Committees.

FACILITY MAINTENANCE

1A

**City of Norman Facility Maintenance
November 2020 Monthly Hourly Materials Cost Report**

Location	Labor Hrs	Labor Cost	Materials Cost	Total
Misc				
Facility Maint	0.00	\$0.00	\$162.35	\$162.35
Total	0.00	\$0.00	\$162.35	\$162.35
Electrical				
Facility Maint	26.25	\$785.19	\$309.31	\$1,094.50
City Hall	13.00	\$387.23	\$0.00	\$387.23
Bldg A	12.00	\$357.86	\$235.50	\$593.36
Bldg B	6.00	\$187.06	\$0.00	\$187.06
Bldg C	3.00	\$93.53	\$0.00	\$93.53
Bldg D	5.00	\$157.64	\$78.00	\$235.68
Library	29.00	\$927.61	\$64.74	\$992.35
Animal Welfare	2.00	\$58.74	\$0.00	\$58.74
Pistol Range	7.00	\$205.59	\$0.00	\$205.59
Fire Stations	21.50	\$631.48	\$29.49	\$660.94
Parks	37.00	\$1,173.41	\$44.07	\$1,217.48
Rec Centers	11.00	\$344.75	\$0.00	\$344.75
Senior Center	20.00	\$641.60	\$0.00	\$641.60
Firehouse Art	1.00	\$29.37	\$0.00	\$29.37
WW Tennis	2.00	\$58.74	\$0.00	\$58.74
WRF	20.00	\$587.40	\$0.00	\$587.40
Fleet	13.00	\$381.81	\$0.00	\$381.81
Sanitation	9.00	\$264.33	\$0.00	\$264.33
Line Maint	29.37	\$0.00	\$0.00	\$29.37
Total	239.00	\$7,302.68	\$761.15	\$8,063.83
HVAC				

**City of Norman Facility Maintenance
November 2020 Monthly Hourly Materials Cost Report**

Facility Maint									
City Hall	2.00	\$56.52			\$516.45				\$572.97
Bldg A	26.50	\$827.20			\$0.00				\$827.20
Bldg B	7.00	\$216.92			\$24.34				\$241.26
Bldg C	39.50	\$1,251.88			\$112.27				\$1,364.15
Bldg D	27.00	\$827.96			\$614.31				\$1,442.27
Library	20.00	\$626.32			\$0.00				\$626.32
NIC	19.50	\$581.63			\$0.00				\$581.63
Pistol Range	12.00	\$369.68			\$0.00				\$369.68
Fire Admin	2.00	\$56.52			\$0.00				\$56.52
Fire Stations	2.00	\$56.52			\$0.00				\$56.52
Park Maint	17.00	\$495.70			\$77.29				\$572.99
Rec Centers	4.00	\$113.04			\$61.19				\$174.23
Sr Center	23.50	\$679.39			\$70.02				\$749.10
Sooner Theater	14.00	\$426.20			\$0.00				\$426.20
Historical House	4.00	\$113.04			\$0.00				\$113.04
WW Golf	2.00	\$56.52			\$0.00				\$56.52
WW Tennis	3.00	\$84.78			\$0.00				\$84.78
Sanitation	1.00	\$28.26			\$0.00				\$28.26
WTP	4.00	\$113.04			\$0.00				\$113.04
WRF	12.00	\$354.40			\$67.64				\$422.04
Line Maint	4.00	\$113.04			\$0.00				\$113.04
Stormwater	2.00	\$56.52			\$0.00				\$56.52
Streets	4.50	\$127.17			\$0.00				\$127.17
Fleet	4.50	\$127.17			\$0.00				\$127.17
Traffic	6.00	\$184.84			\$60.91				\$245.75
	4.00	\$113.04			\$0.00				\$113.04
Total	267.00	\$8,057.30			\$1,604.42				\$9,661.72
Plumbing									
Facility Maint	1.00	\$32.08			\$8.48				\$80.56

**City of Norman Facility Maintenance
November 2020 Monthly Hourly Materials Cost Report**

City Hall	1.00	\$32.08	\$0.00	\$32.08
Bldg A	5.00	\$160.40	\$0.00	\$160.40
Bldg B	13.00	\$417.04	\$6.59	\$423.63
Bldg C	1.00	\$32.08	\$0.00	\$32.08
Bldg D	2.00	\$64.16	\$0.00	\$64.16
Library	3.00	\$96.24	\$0.00	\$96.24
Animal Control	3.00	\$96.24	\$0.00	\$96.24
NIC	1.00	\$32.08	\$0.00	\$32.08
Fire Stations	31.00	\$994.48	\$112.50	\$1,106.98
Parks	29.00	\$930.32	\$0.00	\$930.32
Rec Centers	13.00	\$417.04	\$14.72	\$431.76
Sooner Theater	1.00	\$32.08	\$0.00	\$32.08
Sr Center	1.00	\$32.08	\$0.00	\$32.08
WW Golf	3.00	\$96.24	\$0.00	\$96.24
WTP	7.00	\$224.56	\$0.00	\$224.56
WRF	2.00	\$64.16	\$0.00	\$64.16
Fleet	3.00	\$96.24	\$0.00	\$96.24
Total	120.00	\$3,849.60	\$182.29	\$4,031.89
Custodial				
City Hall	89.00	\$1,391.41	\$587.54	\$1,978.95
Bldg A	125.00	\$1,823.23	\$587.54	\$2,410.77
Bldg B	89.00	\$1,391.41	\$587.54	\$1,978.95
Bldg C	89.00	\$1,391.41	\$587.54	\$1,978.95
Library	8.00	\$194.44	\$315.40	\$1,576.55
Fire Stations	16.00	\$388.80	\$1,187.75	\$509.84
Total	416.00	\$6,580.70	\$3,853.31	\$10,434.01

**City of Norman Facility Maintenance
November 2020 Monthly Hourly Materials Cost Report**

Total	1042.00	\$25,790.28	\$6,563.52	\$32,353.80
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CITY MANAGER

2

COMMUNITY RELATIONS

2A

Community Relations Office November 2020

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Number of Press Releases	13	15	6	11	8	12	14	15	13	8	22	21
Media Contacts	15	20	15	30	35	35	30	35	30	35	40	40
Norman News Members	1,052	1,005	927	1,075	1,156	1,204	1,241	1,336	1,396	1,427	1,522	1,615
Website Visits	194,210	203,045	178,823	254,258	222,667	231,210	178,609	287,947	266,337	234,450	262,015	110,674
Facebook Followers	11,655	11,749	11,856	11,812	11,894	15,190	15,495	16,009	16,119	16,278	16,492	16,612
Twitter Followers	5,338	5,371	5,495	5,871	6,101	6,189	6,338	6,510	6,550	6,576	6,633	6,638
Weekly Manager's E-Report	3	5	4	2	0	3	4	3	4	4	4	3

NORMAN FORWARD 2B



Memorandum

To: Jud Foster, The City of Norman Parks and Recreation

From: Randy Hill, ADG

ADG Project Number: 16-003

ADG Project Name: Norman FORWARD

Date: 12.02.2020

Re: November 2020 Monthly Report

REPORT PERIOD: November 1 through November 30, 2020

WORK THIS MONTH

1. Monday, November 2, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Monday, November 2, 2020 | 11:00 a.m. | Monthly Multi-Sport/Aquatics Update
 - a. Update of project status with Ray Young, City staff, and NRHS
3. Monday, November 2, 2020 | 2:00 p.m. | North Base Complex Groundbreaking
 - a. Groundbreaking ceremony for the CART Facility and Parks Maintenance Facility
4. Tuesday, November 3, 2020 | 10:00 a.m. | Homelessness Plan Final Decision
 - a. City staff discussion on entering into contract with Homebase
5. Thursday, November 5, 2020 | 1:30 p.m. | Homebase/Norman Re Strategic Plan
 - a. Meeting with Homebase to discuss scope of work
6. Friday, November 6, 2020 | 2:00 p.m. | CON-NRHS Norman Forward Projects Meeting
 - a. Discussion of Indoor Aquatic and Multi-Sport Facility and Senior Center projects and NRHS involvement
7. Monday, November 9, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
8. Tuesday, November 10, 2020 | 10:00 a.m. | Ruby Grant Park OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
9. Tuesday, November 10, 2020 | 1:00 p.m. | Indoor Aquatic & Multi-Sport Pre-Interview Opportunity
 - a. Review program changes with potential operators
10. Tuesday, November 10, 2020 | 5:30 p.m. | City Council Meeting
 - a. Indoor Aquatic and Multi-Sport UNP Land Agreement, Griffin Park contract with United Turf & Track, and Ruby Grant Howell Vancuren amendment on consent docket
11. Thursday, November 12, 2020 | 8:00 a.m. | North Base On-site Interviews
 - a. On-site subcontractor interviews for Davis Bacon compliance
12. Thursday, November 12, 2020 | 10:30 a.m. | Municipal Complex Addressing
 - a. Reviewed new address changes to City Hall and Municipal Complex with Public Works and TMP
13. Monday, November 16, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
14. Monday, November 16, 2020 | 2:00 p.m. | Ad Hoc and Park Board Indoor Aquatic and Multi-Sport Operator Review
 - a. Reviewed matrix, proposals, and interview format. Discussed potential interview questions.
15. Wednesday, November 18, 2020 | 11:00 a.m. | North Base Complex OAC Meeting

- a. Monthly discussion of project schedules, budgets, and critical issues
- 16. Thursday, November 19, 2020 | 11:45 a.m. | Indoor Aquatic and Multi-Sport Operator Interview Prep
 - a. Reviewed interview questions and had any final discussion prior to interviews beginning
- 17. Thursday, November 19, 2020 | 12:00 p.m. | Indoor Aquatic and Multi-Sport Operator Interview #1
 - a. Sports Facility Management Interview
- 18. Thursday, November 19, 2020 | 1:30 p.m. | Indoor Aquatic and Multi-Sport Operator Interview #2
 - a. Santa Fe Family Life Center Interview
- 19. Thursday, November 19, 2020 | 3:00 p.m. | Indoor Aquatic and Multi-Sport Operator Interview #3
 - a. Cleveland County Family YMCA Interview
- 20. Thursday, November 19, 2020 | 4:15 p.m. | Indoor Aquatic and Multi-Sport Operator Interview Discussion
 - a. Discussion of operator interviews and selection of SFFLC to proceed with second interview.
- 21. Monday, November 23, 2020 | Municipal Complex Design Review
 - a. 50% Design Development Documents peer review
- 22. Monday, November 30, 2020 | 10:30 a.m. | Weekly N.F. Program Manager Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
- 23. Monday, November 30, 2020 | 3:00 p.m. | Indoor Aquatic and Multi-Sport Operator Interview Round 2
 - a. Follow up questions and discussion with Santa Fe Family Life Center

Construction Observation Site Visits:

- a. North Base: 6
- b. Ruby Grant: 8

WORK ANTICIPATED THE UPCOMING MONTH (December 2020)

- Griffin Park Ph. 4
 - Notice to proceed to be sent to United Turf and Track on 12.18.2020
- Central Library
 - Contractor working on ADA violations and open warranty items.
 - Gerbil cage delivery and installation.
- Reaves Park
 - Revised delivery of proposal.
 - Updated plans and design.
- Ruby Grant Park
 - OAC Meetings 12.08.2020, 12.22.2020 at 10:00 a.m.
 - Grand Opening on 12.04.2020 at noon. Public Art dedication that afternoon.
 - Punch List completion.
- North Base Complex
 - Contractor to continue construction; concrete anticipated to be poured mid-December.
- Indoor Aquatic and Multi-Sport Facility
 - SDs progress, programming meetings and Ad-Hoc meetings
 - Operator contract negotiations, to be finalized by end of month.
 - CMAR RFQ developed and to be advertised on 12.11.2020.
- Senior Wellness Center
 - Site selection to be verified with NRHS.
- Municipal Complex
 - Development Center: CDs continued progress
 - Municipal Courts: DDs in progress
 - Building 201: SDs underway
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

PROJECT STATUS

- East Library
 - a. Schedule: Opening Celebration on July 20, 2018
 - b. Budget: Within budget
 - c. In operation
- Central Library
 - a. Schedule: Warranty and ADA work in progress
 - b. Budget: Within budget
 - c. In operation
- Westwood Family Aquatic Center
 - c. Schedule: Opening Celebration on May 26, 2018
 - d. Budget: Final Pay App approved on July 24, 2018
 - e. In operation
- Griffin Park
 - a. Schedule: Phase IV in progress
 - b. Budget: Within budget
 - a. Issues: No known issues
- Reaves Park Phase I
 - a. Schedule: Revised delivery of proposal, updated plans and design in progress
 - b. Budget: Budget alignment in progress
 - c. Issues: No known issues
- Westwood Indoor Tennis Facility
 - a. Schedule: Opening Celebration on May 24, 2019
 - b. Budget: Within budget
 - c. In operation: Court paint warranty extended another 12 months from 9.22.2020
- Ruby Grant
 - a. Schedule: Grand Opening on December 4, 2020
 - b. Budget: In budget
 - c. Issues: No known issues
- Indoor Aquatic and Multi-Sport Facility
 - a. Schedule: Operator selected, CMAR RFQ in progress, Schematic Design in progress
 - b. Budget: Budget alignment in progress
 - c. Issues: No known issues
- Senior Wellness Center
 - a. Schedule: Site selection in progress
 - b. Budget: Budget alignment in progress
 - a. Issues: MOU determination, Site location
- Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Revised/Updated September 30, 2019
 - d. Issues:

SUBMITTED BY: ADG – Randy W. Hill

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – November 2020

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 38,959 payments in person and over the phone, an increase of 1.89% from last month. Paymentus (the city's 3rd party processor of online and automated telephone payments) processed 11,315 payments in November, an increase of 17.6% from last month. The Municipal Court processed 396 credit card payments for court fines, a decrease of -23.4% from last month.

The City charges a convenience fee of \$3 on credit card payments to help offset the costs of providing credit card service. We collected \$2,214 in convenience fees in the month of November with a fiscal year-to-date total of \$37,638.

Utility Services Division:

The Meter Reading Division read 41,140 meters. Out of 77 meter reading routes, 68 (88%) were read within the targeted 30-day reading cycle. 71 routes (92%) were read by the 32nd day, and all routes were read by the 36th day. Four routes were estimated in November.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are above target for the month of November by 21.8%. Revenues from the City's largest single source of revenue, sales tax, are below target by -.2% for the year to date and 8.1% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 21 Budget To Date	FYE 21 Actual To Date	FYE 20 Actual To Date	FYE 19 Actual To Date
Sales Tax Revenue	\$18,609,507	\$18,568,398	\$17,175,836	\$16,904,261
General Fund Revenue	\$35,431,095	\$43,159,216	\$32,310,624	\$30,262,649
General Fund Expenses	\$39,725,457	\$39,887,246	\$39,110,290	\$31,414,786

Administration Division

	FYE 21		FYE 20	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	480.00	1,760.00
Total Comp Time Available	2.75	14.25	3.00	4.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	322.75	1,774.25	483.00	1,764.00
Benefit Hours Taken	76.25	321.00	42.00	248.00
TOTAL ACCOUNTABLE STAFF HOURS	246.50	1,453.25	441.00	1,516.00
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

ACCOUNTING 3A

Accounting Division

	FYE 21		FYE 20	
	November	YTD	November	YTD
Total Regular Hours Available	960.00	5,280.00	1,440.00	5,280.00
Total Comp Time Available	0.50	17.75	3.00	65.25
Total Overtime Hours	18.50	65.25	9.25	16.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	979.00	5,363.00	1,452.25	5,361.50
Benefit Hours Taken	244.00	626.50	126.50	495.00
TOTAL ACCOUNTABLE STAFF HOURS	735.00	4,736.50	1,325.75	4,866.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	5.00	25.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	5.00	25.00

City Revenue Report

	FYE 21 November	FYE 21 October	
Total Revenue Received (\$)	\$4,828,911	\$4,876,156	(\$47,245)
Utility Payments - Office (#)	38,959	38,235	724
Utility Payments - Office (\$)	\$4,263,852	\$4,376,885	(\$113,033)
Lockbox (#)	16,207	15,704	503
Lockbox (\$)	\$1,754,900	\$1,869,453	(\$114,553)
IVR Credit Card (#)	0	990	(990)
IVR Credit Card (\$)	\$0	\$103,533	(\$103,533)
Click to Gov (#)	0	0	0
Click to Gov (\$)	\$0	\$0	\$0
Paymentus (#)	\$11,315	\$7,811	\$3,504
Paymentus (\$)	\$1,099,251	\$792,784	\$306,467
UT Credit Card Payments (#)	0	822	(822)
UT Credit Card Payments (\$)	\$0	\$109,193	(\$109,193)
Art Donations (#)	0	0	0
Art Donations (\$)	\$0	\$0	\$0
Bank Draft Payments (#)	8,528	7,002	1,526
Bank Draft Payments (\$)	\$902,851	\$921,672	(18,821)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	67	57	10
Processed Return Checks (\$)	(\$11,308)	(\$5,325)	(\$5,983)
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$371,442	\$267,130	\$104,312
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$159,723	\$181,873	(\$22,150)
Municipal Court - Credit Card (#)	396	517	(121)
Municipal Court - Credit Card (\$)	\$80,855	\$99,830	(\$18,975)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$397,147	\$311,010	\$86,137
Building Permits Credit Card (#)	266	272	(6)
Building Permits Credit Card (\$)	\$300,358	\$160,133	\$140,225
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$1,848	\$1,724	\$124
Occupational License - Bldg Insp. CC (#)	22	15	7
Occupational License - Bldg Insp. CC (\$)	\$1,648	\$1,024	\$624
Business License - City Clerk (\$)	\$4,340	\$4,665	(\$325)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	0	1,358	(1,358)
Convenience Fees - All Payments (\$)	\$0	\$4,074	(\$4,074)
Bank Drafts Billed (#)	0	0	0
Bank Drafts Billed (\$)	\$0	\$0	\$0
Interdepartmental Billing (#)	0	93	(93)
Interdepartmental Billing (\$)	\$0	\$47,803	(\$47,803)
Accounts Receivable Billed (\$)	\$229,134	\$159,173	\$69,961

Budget Services Division

	FYE 21		FYE 20	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	240.00	880.00
Total Comp Time Available	4.00	4.00	0.00	0.00
Total Overtime Hours	0.00	1.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	324.00	1,765.00	240.00	880.00
Benefit Hours Taken	42.25	195.50	24.00	56.00
TOTAL ACCOUNTABLE STAFF HOURS	281.75	1,569.50	216.00	824.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 21		FYE 20	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	4,400.00	1,200.00	4,400.00
Total Comp Time Available	25.50	114.75	27.50	90.50
Total Overtime Hours	17.00	92.00	33.25	96.75
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	842.50	4,606.75	1,260.75	4,587.25
Benefit Hours Taken	113.50	653.75	182.50	706.50
TOTAL ACCOUNTABLE STAFF HOURS	729.00	3,953.00	1,078.25	3,880.75
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

UTILITY 3C

Utility Division

	FYE 21		FYE 20	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,560.00	14,757.00	3,840.00	14,080.00
Total Comp Time Available	15.50	145.00	23.00	61.75
Total Overtime Hours	317.50	1,247.75	30.00	217.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,893.00	16,149.75	3,893.00	14,359.00
Benefit Hours Taken	464.00	2,549.50	497.50	1,898.75
TOTAL ACCOUNTABLE STAFF HOURS	2,429.00	13,600.25	3,395.50	12,460.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 21		FYE 20	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	240.00	878.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	26.25	169.00	46.75	107.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	346.25	1,929.00	286.75	985.50
Benefit Hours Taken	48.25	131.25	8.00	107.50
TOTAL ACCOUNTABLE STAFF HOURS	298.00	1,797.75	278.75	878.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00		459.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	5.50
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	464.50
Benefit Hours Taken	0.00	0.00		71.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	393.50
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Meter Reading Division

	FYE 21		FYE 20	
	November	YTD	November	YTD
Number of Meters Read	41,140	143,513	35,553	194,864
New Service	469	3,896	512	4,005
Request for Termination	461	3,780	497	3,860
Delinquent On(s)	222	1,036	273	1,411
Delinquent Offs	167	1,233	397	2,142
Collect Deposit Tags Hung	0	60	6	118
Collect Deposit Cut Offs	0	12	0	31
Blue Tags	0	77	16	103
Number of Meters Re-read	746	3,294	1,207	7,361
Meters Cleaned	0	291	79	489
Customer Assists	0	277	101	487
Meters Pulled	0	0	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	39	289	108	441
TOTAL	43,244	157,758	38,749	215,312

Drive-up Window and Mail Payments

	FYE 21 October	FYE 21 November
Mail Payments - Lockbox	15,704	16,207
Mail Payments - Office	275	237
Mail Payments - Subtotal	15,979	16,444
Night Deposit	255	102
Click-to-Gov Payments	0	0
Paymentus Payments	7,811	11,315
IVR Payments	990	0
Without assistance payments - Subtotal	9,056	11,417
Drive-up window & inside counter	0	2,684
Credit Card machine payments (swipe)	0	0
Credit Card machine payments (phone)	0	0
With assistance payments - Subtotal	0	2,684
Total Payments Processed - Subtotal	25,035	30,545
Bank Draft (ACH) Payments	7,002	8,528
Total Payments (Utility)	32,037	39,073
Total Convenience Fees - all Payments	822	0
Grand Total Payments	32,859	39,073

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report

	FYE 21		FYE 20	
	November	YTD	November	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,673	218,314	42,962	213,861
New Ons	486	5,260	712	5,488
Final Accounts Billed	477	3,514	546	3,898
TOTAL ACCOUNTS BILLED	45,636	227,088	44,220	223,247

FIRE DEPARTMENT

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EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: November 2020
Mitigation:	
Preparedness:	
Planning meeting with the Medical reserve CORPS on COVID vaccine distribution	3 Nov, OKHD is looking to the MRC to be able to support the local health departments in the administration of the mass vaccination when it is available
“Elmer Night” each Tuesday with the amateur radio club SCARS (South Canadian Amateur Radio)	Elmers are amateur radio enthusiast that offer to assist new participants in learning, repairing or building any part of an amateur radio system
First Thursday evenings are testing for Amateur radio at the Norman Fire Training Center.	SCARS has volunteer examiners and provide a testing service for free. This is an in person test and the COVID precautions are followed.
Preliminary Damage Assessment meeting with OEM	6 Nov, data provided to OEM to provide a snapshot of the wide effect of the ice storm
Presentation on the new National CERT program	17 Nov
Interview with Southern Climate Impacts Planning Program regarding Emergency Management interface	18 Nov
Response:	N/A
Recovery:	
Ice Storm Debris removal in progress	

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
November 2020**

Fire Review Coordinator Activities

Activites	Notes	Number	Staff Hours
Building Permits/Development Review Team		21	46
Inspections	4 re-inspections	25	37
Citizen Calls for Information		5	4
Training	Medical Training, CFI-Fire Investigation	6	13
Meetings		8	9
Totals		65	109

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
November 2020**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections			
Activites	Notes	Number	Staff Hours
Inspections		76	67.5
Re-Inspections		15	12
Total Inspections		91	79.5

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries			
Smoke Detectors Installed		21	18

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		20	53
Fire Education Classes		2	2

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		56	60.5
Investigations		21	72
Investigative Activities		22	63
Miscellaneous/Special			



NFD Monthly Progress Report November 2020

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	28	1.99%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	824	58.52%
4 - Hazardous Conditions (No Fire)	54	3.84%
5 - Service Call	140	9.94%
6 - Good Intent Call	292	20.74%
7 - False Alarm & False Call	62	4.40%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	8	0.57%
Total Incident Count (Unique Calls)	1408	100.00%
Number of Total Unit Responses	1879	

Total Fire Loss \$1,054,000.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	260	293	0:04:53
Station #2	181	322	0:05:22
Station #3	279	355	0:05:55
Station #4	161	306	0:05:06
Station #5	63	624	0:10:24
Station #6	65	519	0:08:39
Station #7	123	374	0:06:14
Station #8	71	474	0:07:54
Station #9	205	342	0:05:42

Community Outreach

Tours & Drive-By Appearances	4	Birthday Drive-Bys and Veteran's Day Parade
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Burn Permits

Burn Permits Issued	421	Total of 9 burn days
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Training

Total Personnel Training Hours	1858	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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NFD Monthly Progress Report

November 2020

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD2	2						1		1	
Chief 301	19	2	4	4		2	2	4		1
Chief 302	35	4	7	4	4		4	4	5	3
Chief 303	29	2	6	4	2	5	3	3	2	2
Chief 304	7	1	2	1	2		1			
Engine 1	287	257	7	9	1		3	4	1	5
Brush 1	10	7		1			1		1	
Ladder 1	21	2	6	5	2			2	2	2
Engine 2	189	1	176	4	3			3	1	1
Brush 2	3		1		2					
Ladder 2	23	2	7	5	3			2	2	2
Engine 3	296	2	4	279	1		4	3	1	2
Brush 3	6			3			3			
Engine 4	183	2	9	2	161			5	3	1
Brush 4	4		1		3					
Engine 5	41					38	3			
Brush 5	65					61	4			
Engine 6	39			1		4	32			2
Brush 6	72			1		5	64			2
Rescue 7	1							1		
Squad 7	171	8	19	9	6		2	119	5	3
Brush 7	4	2			1		1			
Engine 8	87	2	2	2	5			6	70	
Brush 8	7	1			2				4	
Tanker 8	11	1	1		2	2	2	1	2	
Engine 9	230	8		10		1	7	1		203
Brush 9	8	1		1			4			2
Tanker 9	13		1	2		2	7			1
HAZMAT	1		1							
Fire Marshal 2	4				2		1	1		
Fire Marshal 4	7		1	1	2		2	1		
Fire Marshal 5	4				1		2	1		
	1879	305	255	348	205	120	153	161	100	232

HUMAN RESOURCES

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HUMAN RESOURCES

Monthly Report

November, 2020

ADMINISTRATION

A. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed November 2020 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Coordinated United Way T-Shirt Campaign

BENEFITS

- Conducted two (2) PPT orientations
- Administered Open Enrollment for Health and Dental
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Fielded over 125 phone calls to discuss benefits, claims, FSA
- Conference call regarding Healthy Merits (Wellness Program)
- WebEx Meeting regarding Quest screening and Health Merits Follow ups
- GTM regarding HTE Date for Norman with IT and Tyler Staff
- Zoom Meeting – IT/HR/Payroll discussion regarding HR/Payroll Project and Tyler Resources
- Conference call with Meritain regarding Norman Retiree/Cobra Processes
- Assisted employees with Billing/EOB concerns
- Munis Training for new payroll system - 8 days

PERSONNEL ACTIONS

New Hires – 3

Dept./Div.	Position	Number of Employees
Utilities/Water Reclamation	Custodian (PPT)	1
Public Works/Fleet	Fleet Intern (PT)	2

Separations – 10

Dept./Div.	Position	Number of Employees
Utilities/Water Line Maint.	Utility Distribution Worker I	1
Utilities/Sewer Line Maint	Utility Collection Worker I	1
Utilities/Sanitation	Sanitation Worker II	1
Police/Admin	Administrative Technician IV	1
Police/Investigations	Property Custody Tech	2
Police/Investigations	Forensic Tech	2
Police/Narcotics	Police Sergeant	1
Public Works/Engineering	Capital Projects Engineer	1

Promotions – 2

Dept./Div.	Position	Number of Employees
Utilities/Water Reclamation	Lab Manager	1
Public Works/Fleet	Mechanic II	1

SURVEYS

Responded to a compensation survey request from Stillwater, OK

RECRUITMENT

Accepted applications for the following positions:

Department/Division	Position
City Clerk's Office/Facility Maintenance	Custodian (PPT)
Finance/Utility Services	Meter Service Supervisor
Information Technology	System Administrator/Security Analyst
Legal	Assistant City Attorney III
Parks & Recreation/Park Maintenance	Maintenance Worker II
Parks & Recreation/Recreation	Food & Beverage Tech I (PT)
Parks & Recreation/Recreation	Food & Beverage Tech II (PT)
Parks & Recreation/Recreation	Recreation Center Specialist (PT)
Parks & Recreation/Recreation	Recreation Leader I (PPT)
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)
Planning & Community Development	Development Services Manager
Planning & Community Development	Planner I
Planning & Community Development	Plans Examiner
Planning & Community Development/CDBG	Emergency Shelter Case Manager
Police/Administration	Administrative Technician IV
Police/Animal Welfare	Animal Welfare Technician
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Public Works/Engineering	Capital Projects Engineer
Public Works/Stormwater	Maintenance Worker I
Public Works/Traffic	Transportation Engineer
Utilities/Water Reclamation Facility	Custodian (PPT)

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	310	Written Exams	2
Phone	400	Practical Testing/Assessmt Ctr	0
Mail	205	Panel Board Interviews	4
Email	155	Promotions	3
Total Subscribers on E-mail Vacancy List	1071	Oral Interviews	1
Total Page Views for HR website	6,014	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	36	Advertisements Placed	17
Pre-Employment Drug Screens	4	Applications Received	93
Pre-Employment Physicals	4	Job Announcements Emailed	19
Pre-Employment OSBI	18	Job Announcements to CON Depts.	484

TRAINING AND DEVELOPMENT

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

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

Resumed CON 2020 Supervisory Academy session on Unified Teams for 30 employees in management, supervisory, lead and crew chief roles from various departments.

SAFETY

- Conducted two (2) new employee orientations
- Safety material documents were sent to divisions each week
- Conducted two (2) Fitness for Duty Meeting (Streets)
- Conducted two (2) Return to Work Meetings for Finance & Sanitation

Recordable Injuries: 2

Dept./Division	Nature of the Injury	Activity	Prognosis
Finance/ Meter Services	Strain to left side (neck & back area)	Employee was involved in auto accident	Work restrictions
Utilities/ Sanitation	Strained left shoulder	Strained left shoulder lifting bag	Work restrictions

Recordable Injuries per calendar year. CY 2020 is current year to date:

2020	2019	2018	2017	2016	2015
55	65	71	59	69	70

Vehicle Collisions: 1

Division	Description of Collision	Status
Finance/ Meter Services	Employee was at an intersection (4-way stop), and as she proceeded through the intersection, another vehicle struck the City vehicle	"TBD"

Current number of "at fault" Vehicle Collisions per fiscal year:

2021	2020	2019	2018	2017	2016
5	3	8	5	17	13

INFORMATION TECHNOLOGY

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CITY OF NORMAN

Information Technology Department
Monthly Report – November 2020.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, and is currently in the implementation phase for Advanced Utilities for utility billing, and EAM for Work Orders, Intellitime for Time and Attendance. Munis for HR Module also began in Jan 2020.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalized purchases and began implementation and testing in March FYE19.
Website Rebuild/Redesign	Our current design is 9 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	Complete: The City has completed full implementation and gone live with the updated city website as of 3 June 2020.
Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilities Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a	Awaiting Approval possible launch in FYE21

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

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

Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of November 2020.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 23 emails from the groups shown were sent from city servers using city resources – of those 34,983 were delivered to outside mailboxes for the month of November 2020. The city servers generated mass communications to Norman citizens of 34,983 messages from only 23 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 366,422 attempted incoming and 79,672 outgoing messages for the month of November 2020. Incoming messages totaling 183,827 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 61% of our inbound mail. This high percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the email filter appliance kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of November 2020, the City of Norman's web site had 110,674 individual web sessions access the web site for 245,839 total page views. Of those sessions, 53,789 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. When complete (set for June 2020), the site will have reduced and more relevant information as well as the ability to function from mobile devices and tablets.

Table 1

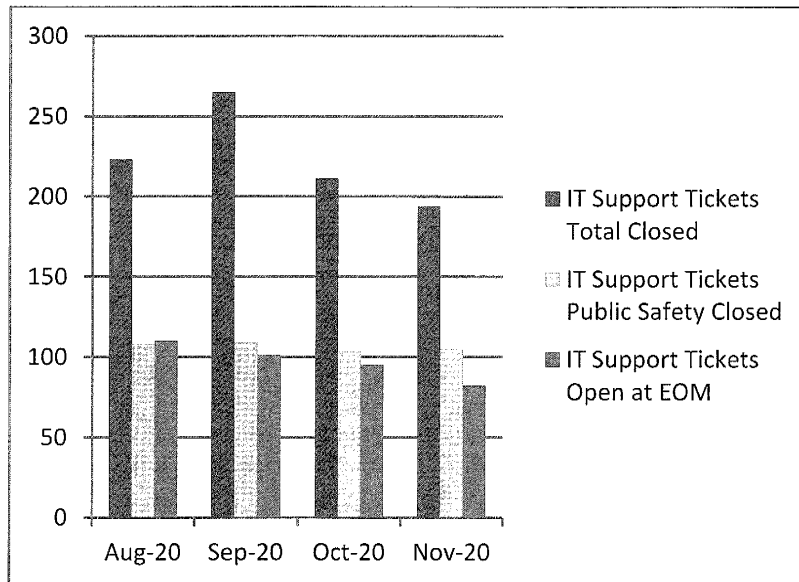


Table 2

November 2020 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	19	1	19
Job Posting	1049	1	1049
Norman News	1615	21	33915
Westwood Golf	627	0	0
Westwood Golf Members	41	0	0
Westwood Men's Clinic	14	0	0
Westwood Men's Golf Assoc.	52	0	0
Westwood Women's Clinic	34	0	0
Westwood Women's Golf Assoc.	2	0	0
Totals	3453	23	34983



Executive Summary

mail.ci.norman.ok.us

01 Nov 2020 00:00 to 30 Nov 2020 23:59 (GMT -06:00) Data in time range: 100.0 % complete

Incoming Mail Graph

Incoming Mail Summary

Message Category	Percentage	Count
<input checked="" type="checkbox"/> Stopped by Reputation Filtering	45.8%	167,901
<input type="checkbox"/> Stopped as Invalid Recipients	1.2%	4,383
<input type="checkbox"/> Spam Detected	3.0%	10,928
<input type="checkbox"/> Virus Detected	0.0%	43
<input checked="" type="checkbox"/> Detected by Advanced Malware Protection	0.0%	45
<input checked="" type="checkbox"/> Messages with Malicious URLs	0.1%	229
<input checked="" type="checkbox"/> Stopped by Content Filter	0.1%	527
<input checked="" type="checkbox"/> Stopped by DMARC	0.0%	0
<input checked="" type="checkbox"/> S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	50.2%	183,827
<input type="checkbox"/> Marketing Messages	19.6%	71,768
<input checked="" type="checkbox"/> Social Networking Messages	1.2%	4,565
<input checked="" type="checkbox"/> Bulk Messages	12.1%	44,282
Total Graymails:	32.9%	120,615
<input type="checkbox"/> S/MIME Verification/Decryption Successful	0.0%	0
<input type="checkbox"/> Clean Messages	16.9%	61,980
Total Attempted Messages:		366,422

Outgoing Mail Graph

Outgoing Mail Summary

<input type="checkbox"/> Spam Detected	0.0%	0
<input type="checkbox"/> Virus Detected	0.0%	0
<input checked="" type="checkbox"/> Detected by Advanced Malware Protection	0.0%	0
<input checked="" type="checkbox"/> Messages with Malicious URLs	0.0%	0
<input checked="" type="checkbox"/> Stopped by Content Filter	0.1%	48
<input checked="" type="checkbox"/> Stopped by DLP	0.0%	0
<input type="checkbox"/> Clean Messages	99.9%	79,613
Total Messages Processed:		79,661

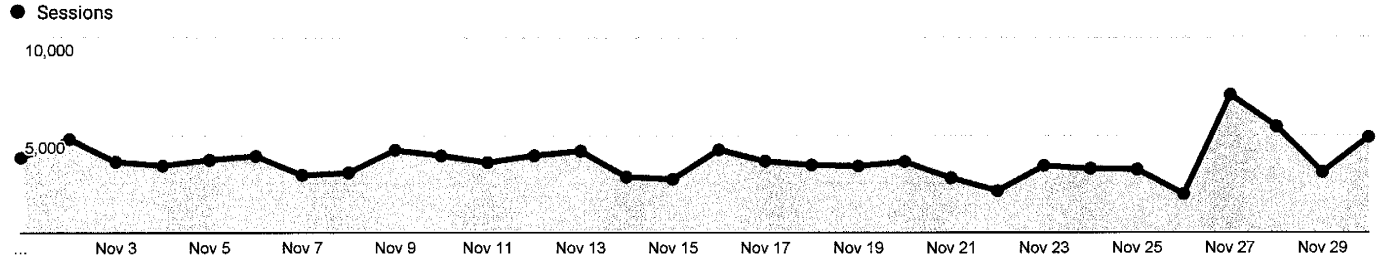
Hard Bounces	3.7%	2,983
Delivered	96.3%	76,689
Total Messages Delivered:		79,672

Site Traffic

Nov 1, 2020 - Nov 30, 2020

All Users
100.00% Sessions

Report Tab



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	110,674 % of Total: 100.00% (110,674)	2.22 Avg for View: 2.22 (0.00%)	245,839 % of Total: 100.00% (245,839)	68,102 % of Total: 100.00% (68,102)	53,789 % of Total: 100.05% (53,762)	46.31% Avg for View: 46.31% (0.00%)	00:01:40 Avg for View: 00:01:40 (0.00%)
1. 27	7,045 (6.37%)	1.66	11,678 (4.75%)	6,288 (6.61%)	4,422 (8.22%)	64.94%	00:02:15
2. 28	5,425 (4.90%)	1.76	9,548 (3.88%)	4,838 (5.09%)	3,192 (5.93%)	60.07%	00:01:49
3. 30	4,889 (4.42%)	2.26	11,027 (4.49%)	4,131 (4.34%)	2,348 (4.37%)	42.93%	00:01:46
4. 02	4,805 (4.34%)	2.38	11,450 (4.66%)	4,121 (4.33%)	2,296 (4.27%)	45.29%	00:01:35
5. 16	4,251 (3.84%)	2.27	9,659 (3.93%)	3,627 (3.81%)	1,956 (3.64%)	43.19%	00:01:36
6. 09	4,233 (3.82%)	2.33	9,884 (4.02%)	3,563 (3.75%)	1,897 (3.53%)	44.58%	00:01:42
7. 13	4,189 (3.78%)	2.21	9,248 (3.76%)	3,578 (3.76%)	1,910 (3.55%)	42.83%	00:01:43
8. 10	3,953 (3.57%)	2.49	9,843 (4.00%)	3,347 (3.52%)	1,818 (3.38%)	43.23%	00:01:36
9. 12	3,948 (3.57%)	2.29	9,054 (3.68%)	3,358 (3.53%)	1,781 (3.31%)	40.60%	00:01:37
10. 06	3,935 (3.56%)	2.40	9,440 (3.84%)	3,378 (3.55%)	1,848 (3.44%)	42.57%	00:01:39

Rows 1 - 10 of 30

MONTHLY REPORT - LEGAL DEPARTMENT
November 2020 Report
(Submitted December 11, 2020)

MONTHLY HIGHLIGHTS:

Moghadam v. City of Norman, CV-2020-2441 (K)

This cases arises out of the face covering ordinance adopted by the City on September 22, 2020. It challenges the provision which requires face coverings in private residences when there are more than twenty-five (25) people present and social distancing cannot be maintained. On October 7, 2020, the court denied Plaintiff's request for a temporary restraining order. On November 24, 2020, the court denied the Plaintiff's request for a temporary injunction. At this time, it is not clear whether the Plaintiff will appeal the court's November 24, 2020, order, pursue a permanent injunction, or abandon his request for relief.

Moghadam and Russell Smith v. Brenda Hall, CV-2020-2451 (K) and Petrone v. Brenda Hall, CV-2020-2381 (K)

These cases concern recall petitions filed against Mayor Brea Clark and Ward 3 Councilmember Allison Petrone. On November 19, 2020, Judge Thad Balkman held a hearing on the issue of disqualification under Oklahoma Code of Judicial Conduct No. 2.11. The issue raised by Judge Balkman is whether his impartiality might be reasonable questioned because one of the members of Unite Norman, Robert Castleberry, served as treasurer for Judge Balkman's reelection campaign. After considering the positions of the parties, Judge Balkman decided to disqualify himself. These cases were assigned to Judge Lori Walkley. However, no hearing dates have been set.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

Ashton Grove, et al. v. City of Norman, CJ-2012-262; CIV-12-234 W (K)

Doughty v. Centralsquare Technologies LLC, et al., CJ-2020-451; CIV-2020-451 (K)

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

Paul Arcaroli, Aleisha Karjala and Marcell Fleming v. Norman City Clerk, 119,000 (K)

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

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

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

227 McCullough L.L.C. v. BNS Railway Co., et al., CV-2019-2036 (K, M)
AMF Development v. City of Norman, et al., CJ-2018-1134 (K)
Armstrong v. City of Norman, CJ-2012-1638 (K)
City v. Haddock, CV-2010-357 TS (K, S)
City v. IAFF, CV-2011-48 L; DF-109447 (K)
City v. Komiske, Cobblestone Creek Management Company, et al., CV-2012-748 (K, W)
Doughty v. Centralsquare Technologies LLC, et al., CJ-2020-451 (K)
This case was removed to federal court. *See* Doughty v. Centralsquare Technologies LLC, et al., CIV-20-500 (K)
Easley v. City of Norman, CJ-2015-304 T; Case No. 117292 (Convenience Fee) (K)
Fleske Holding Company LLC v. City of Norman, CV-2018-956 (K)
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
FOP v. City of Norman, CV-2011-876 L (K)
FOP v. City of Norman, CJ-2020-661 (K)
Golden Tribe, LLC v. City of Norman, CV-2018-1141 (K)
Henderson, et al. v. City of Norman, Case No. CV-2020-1912 (K)
Hinckley v. City of Norman, CM-2016-1048 SS (K)
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Moghadam v. City of Norman, CV-2020-2441 (K)
Moghadam and Russell Smith v. Brenda Hall, CV-2020-2451 (K)
Petrone v. Brenda Hall, CV-2020-2381 (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Walling v. Norman Regional Health System, et al., CJ-2014-874 (K)
Webb, et al. v. City of Norman, et al., CJ-2018-4756 (K, S)

B. *Condemnation Proceedings*

City of Norman v Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
Commissioner's award paid into court in July of 2015, not currently active.
City of Norman v Historic Berry Farms, LLC, et al., CV-2015-674 (M)
Commissioner's award paid into court in July of 2015, not currently active.
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
Commissioner's award paid into court in July of 2015, not currently active.
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v. Chris Walker and Catherine Madera, CJ-2020-564 (M): Commissioners have entered an award of \$6,400.00, and the owners may file an appeal by November 16, 2020.

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

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

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

Mortgage Clearing Corporation v. Doiron, et al, CJ-2014-1459 (M)

D. *Municipal Court Appeals*

Rebecca Graves v. City of Norman, Case No. CM-2020-1287 (S, P)

This is an appeal filed August 28, 2020 is involving an improper lane use/meeting.

E. *Small Claims Court*

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

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 (COVID-19 Leave)

IAFF Grievance FYE 20 – (NREMT Recertification Policy)

IAFF Grievance FYE 20 – (Leaving “Districts” for Physical Training)

IAFF Grievance FYE 20 – (New Firefighter Reassignment)

IAFF Grievance FYE 20 – (Smith Disability Retirement)

IAFF Grievance FYE 20 – (Wilkins – Leave)

IAFF Grievance FYE 20 – (Covid-19 Policy)

IAFF Grievance FYE 21 – (Smith – Improper Compensation)

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

FOP Grievance FYE 19 – (Deese – Discipline)

FOP Grievance FYE 20 – (Maldonado - Termination)

This grievance is based on termination for violating a number of Norman Police Department policies. On November 20, 2020, Arbitrator Stephen D. Owners issued a decision modifying the discipline to a sixty (60) day suspension without pay. Because there is a dispute regarding back pay, this grievance will remain on the Monthly Report until all issues are resolved.

B. *Equal Employment Opportunity Commission (EEOC)*

None

C. Contested Unemployment Claims (OESC)
 None

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through November 2020 the City Attorney and the Court. Court sessions were changed to two dockets per week, eliminating Wednesday dockets. However, due to COVID, all court sessions have now been pushed to February, except for the December 16th juvenile docket.

Month	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
	FYE 19	FYE 20	FYE 21	FYE 19	FYE 20	FYE 21	FYE 19	FYE 20	FYE 21
JULY	421	640	545	21	35	23	12	15	16
AUG	1,130	683	444	24	10	11	15	15	14
SEPT	412	497	520	28	17	10	13	14	13
OCT	445	581	325	45	23	4	14	18	7
NOV	300	390	259	14	9	0	5	11	6
DEC	279	444		2	25		3	12	
JAN	561	522		43	32		15	15	
FEB	540	597		16	22		14	13	
MAR	1139	420		13	22		10	7	
APR	491	104		23	0		12	0	
MAY	626	137		34	2		14	0	
JUNE	542	528		31	25		14	9	
TOTALS / YTD	6,886	5,543	2,093	294	222	48	141	129	56

WORKERS' COMPENSATION COURT

The total number cases pending as of November 2020 are 12. During the month of November, there were no new workers compensation cases filed or Court Orders/Settlements. There were two new workers compensation cases filed in the month of December. 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	FYE21 CASES	FYE20 CASES	FYE19 CASES	FYE18 CASES
Fire	Suppression	2		2	4	3
Parks/Rec.	Park Maintenance	2			1	1
Planning	Development Services					
Police	Animal Welfare	2	1	1		1
Police	Patrol	4	1	2	1	1
Police	Administration					
Public Works	Street Maintenance	1		1	3	1

Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	1		1		2
Utilities	Sanitation					
TOTALS		12	2	7	9	9

List of Pending Cases

Adams, Malia Jessie v. City of Norman, CM-2020-01069 Q

(Police, Animal Welfare, Animal Welfare Officer, R. Hip, Low Back with Radicular Symptoms, Mid-Back Consequential)

Adams, Travis S. v. City of Norman, CM-2018-06545 A

(Parks & Rec, Park Maintenance, Irrigation Tech, L. Shoulder, Back, Neck)

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

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

Baskeyfield, Henry L v. City of Norman, CM-2020-03971 A

(Police/Animal Control/AWO, Low Back)

Clement, Stacey v. City of Norman, CM-2020-04580 R

(Police Department, Investigations/Captain, Head, Face, Neck, Back, Both Shoulders, Arms, Hands, Legs)

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K

(Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)

Landrum, Sean v. City of Norman, CM-2019-05618 L

(Utilities, Water Maintenance, Utility Distribution Worker II, Head, Headaches, Face, Jaw, Teeth, Tongue, Neck, and R. Shoulder)

Mosley, Kent v. City of Norman, CM-2020-00585 X

(Police, Patrol, Sergeant (Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks)

Pack, Robert v. City of Norman, CM 2017-06285 K

(PW, Street Maintenance, HEO; Low Back/Reopen Request)

Palmer, Andrew David v. City of Norman, CM-2018-07531 J

(Fire, Suppression, Firefighter, R. Knee)

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

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

Wilkins, Levi v. City of Norman, CM-2019-05323 X

(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through November 2020.

DEPARTMENT	FYE 21 Month	FYE 21 YTD	FYE 20	FYE 19	FYE 18
Animal Control					1
Fire			4		3

Legal		2			
Other		5	10	9	11
Parks		2	6	6	5
Planning					1
Police		3	5	10	6
Public Works – other			3		
Public Works – Stormwater			2		6
Public Works – Engineering		1	2		2
Public Works – Streets	1	4	11	6	11
Utilities – Water	1	7	11	12	12
Utilities – Sanitation	1	3	12	10	11
Utilities – Sewer	1	2	5	3	5
TOTAL CLAIMS	4	29	71	56	74

CURRENT CLAIM STATUS	FYE 21 TO DATE	FYE 20	FYE 19	FYE 18
Claims Filed	33	71	56	74
Claims Open and Under Consideration	14	1	0	0
Claims Not Accepted Under Statute/Other	5	11	8	11
Claims Paid Administratively	2	13	10	18
Claims Paid Through Council Approval	2	13	12	12
Claims Resulting in a Lawsuit for FY	0	0	4	4
Claims Barred by Statute (No Further Action Allowed)	0	27	22	30
Claims in Denied Status (Still Subject to Lawsuit)	10	6	0	0

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
NOVEMBER - FY '21**

CASES FILED

	<u>FY21</u>		<u>FY20</u>	
	<u>NOVEMBER</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>Y-T-D</u>
Traffic	796	3966	1,168	6,727
Non-Traffic	201	1289	268	1,101
SUB TOTAL	997	5,255	1,436	7,828
Parking	539	2557	570	4,191
GRAND TOTAL	1,536	7,812	2,006	12,019

CASES DISPOSED

	<u>FY21</u>		<u>FY20</u>	
	<u>NOVEMBER</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>Y-T-D</u>
Traffic	686	4557	981	6,474
Non-Traffic	170	1124	276	1,261
SUB TOTAL	856	5,681	1,257	7,735
Parking	355	1660	483	3,460
GRAND TOTAL	1,211	7,341	1,740	11,195

REVENUE

	<u>FY21</u>		<u>FY20</u>	
	<u>NOVEMBER</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>Y-T-D</u>
Traffic	\$70,754.04	\$461,504.74	\$ 103,267.10	\$ 645,632.47
Non-Traffic	\$20,493.38	\$123,717.99	\$ 33,240.41	\$ 157,517.79
SUB TOTAL	\$ 91,247.42	\$585,222.73	\$ 136,507.51	\$ 803,150.26
Parking	\$8,091.00	\$39,363.00	\$ 14,970.00	\$ 84,997.75
GRAND TOTAL	\$ 99,338.42	\$624,585.73	\$ 151,477.51	\$ 888,148.01

MUNICIPAL COURT - MONTHLY REPORT
November 2020

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 39 new cases and closed 26 cases during the month of November 2020. 3 Mediations were held.

PARKS AND RECREATION

9

NOVEMBER 2020
RECREATION DIVISION
MONTHLY REPORT

Senior Center: The Senior Center continues to have classes that are being well attended and enjoyed. Upcoming events include 1st Monday Birthdays and a Ceramics Class Luncheon with boxed lunches from Cracker Barrel.

Little Axe Community Center: The Center started off the week with Monday food pantry distribution that is open to anyone in the Community. The Center had its last pumpkin pie in a bag class for November and the Rose State College Hispanic Students Association provided material and taught a paint by numbers class for the community. The Center worked with Waggoner's Heat and Air and Crest Foods to put together Thanksgiving food baskets for members in the Community.

12th Avenue Recreation Center: The 12th Avenue Recreation Center provided childcare through the After School Program and Fall Break Camp. The After School Program had 17 students enrolled from the Eisenhower Elementary School; however, during October two students did have to quarantine for two weeks due to exposure to COVID 19. The Fall Break Camp had 9 campers and was a two-day camp that provided a fun and safe environment for kids to play from 7:30am – 6:00pm. The Center was closed on October 27th due to the Ice Storm event when the center lost power for a short time. The Silver Spur Dancing class did not meet during the month of October and the Kung Fu class suspended their program for 10 days due to a student testing positive for COVID 19.

Irving Recreation Center: Irving Recreation Center had 3 facility rentals this month. Irving hosted several days and evenings of Open Gym basketball this month with an average of 15 patrons each time. In person Tai Chi classes continued throughout the month but the instructors have decided that the class will go virtual starting in December due to the rise in COVID-19 cases. The Hope Center - Irving After School Program officially began this month. Currently the program has 9 youth in attendance. Within the program, youth now get access to mental health activities and are able to participate in group and/or individual counseling activities with a mental health worker from Norman Regional Hospital.

Whittier Recreation Center: The Whittier Recreation Center became a Center of Hope early November. This state funded grant provides the Center with financial incentives, access to virtual learning, mental health services as well as access to daily snacks/meals. There were 10 families, 16 students, served by Center of Hope this month. The program handed out 69 snacks and meals including meals/snacks that are handed out each weekend to ensure no child has a food insecurity. The children have met with a mental health provider 5 times this month. The provider meets with the students weekly in two small groups. The after school program continued this month with two new students enrolling mid-month. The Whittier after school program is offered to students who attend the following schools: Jackson Elementary, Cleveland Elementary, Monroe Elementary, Truman Primary and Truman Elementary and offers homework time, gym games, bimonthly visits from Bricks4Kidz, board games, arts & crafts, movies, healthy snacks and so much more! Whittier Middle School kicked off their basketball season at the end of this month. All people entering the building for indoor sports will have their temperature taken, asked to wear a masks (including coaches, spectators and referees) and will not be able to interact with the opposing team. This month Norman Public Schools closed for Thanksgiving Break from November 23-27th and the rec center offered open gym during that time. Junior Jammer teams continued to play their post-season games including the championship games on November 10th and 11th. The 2021 winter season's enrollment opened this month on the 1st. The enrollment period will last until December 21st and can be found at www.juniorjammer.com. The Okie Stompers clogging class did not meet this month and will resume in December.

FACILITY ATTENDANCE:	Month	Year to Date
Senior Center (includes congregate meals)	290	1,546
Little Axe Community Center	65	192
12th Avenue Recreation Center	839	2,970
Irving Recreation Center	530	2,035
Whittier Recreation Center	686	2,051
Reaves Center	300	1,500
Tennis Center	2,703	12,998

Park Planning Activities November 2020

NORMAN FORWARD Andrews Park



Work has finished at the Blake Baldwin Skatepark to the point where we cut the ribbon for that project on Saturday, the 14th at noon. We will continue working in Andrews Park on other projects, including placing final trash cans and picnic tables around the Skatepark in the coming weeks and repairing sidewalks throughout the park. We also met in November with the Public Art

Committee for this NORMAN FORWARD project to hear final presentations from the three finalists and get in touch with the top choice to discuss a possible commission. Once the final work is selected, a press release will be prepared. All three finalists are Oklahoma-based. Throughout the winter and spring, we will also work to re-plant trees, improve walkways, and provide shade at and around the amphitheater in the park.

NORMAN FORWARD Neighborhood Parks

The crew at Rotary Park is working to complete the new restroom there. Other work in that park will include the installation of shade over the bleachers and dugouts at the ballfield and landscape improvements at the corner of Wylie and Boyd. We are also working to schedule finishing the improvements to the paving and shelter at Sequoyah Trails Park. We plan to start surveying residents around the Southlake Park site this winter to get feedback about our next new neighborhood park project that will serve the area south of Highway 9, east of Highway 77, and north of Cedar Lane Road.

NORMAN FORWARD Ruby Grant Park

Work continues throughout the park to complete work on the major items of the Phase I construction there. We are planning for a soft opening of the park on December 4th. After that date, residents will be able to access the new inclusive playground, memorial shelter, walking and running trails, dog park, disc golf course, and the new restroom facilities in the park—with parking access off of 36th Avenue NW, Franklin Road, and the Interstate access road. We will immediately begin working on the next phase of work to make improvements to the north part of the park to develop youth football field practice areas and add another restroom, expanded parking and improve the walkways leading to that area.

**NOVEMBER 2020
PARK MAINTENANCE DIVISION**

Parks Maintenance Crews performed routine trash removal and leaf clean-up in City Parks as well as continued to clear vegetative debris from City Parks and Public ROWs from the October 26th Ice Storm Event. Crews also prepared for the annual Winterfest Celebration at Legacy Park and the annual Christmas Tree Lighting at Andrews Park. Both events were virtual due to the COVID-19 pandemic.

SAFETY REPORT	FYE-21MTD	FYE-21YTD	FYE-20MTD	FYE-20YTD
On-The-Job Injuries	1	3	1	2
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
ROUTINE ACTIVITIES	Total Man	Hours YEAR- TO-DATE	Total Man	Hours YEAR- TO-DATE
Mowing	0.00	358.00	0.00	542.00
Trim Mowing	0.00	2832.50	0.00	4130.50
Chemical Spraying	5.00	193.00	10.00	212.50
Fertilization	0.00	12.00	0.00	0.00
Tree Planting	0.00	1.00	0.00	0.00
Tree & Stump Removal	16.00	36.00	0.00	0.00
Tree Trimming/Limb Pick-Up	703.00	1561.00	0.00	20.00
Restroom/Trash Maintenance	0.00	763.50	276.00	1809.00
Play Equipment Maintenance	0.00	114.00	8.00	212.50
Sprinkler Maintenance	0.00	129.00	0.00	138.00
Watering	0.00	0.00	0.00	8.00
Grounds/Building Maintenance	0.00	189.00	0.00	76.50
Painting	0.00	0.00	0.00	0.00
Planning Design	18.00	36.00	0.00	0.00
Park Development	0.00	0.00	0.00	12.00
Special Projects	0.00	268.50	68.00	266.00
Nursery Maintenance	0.00	0.00	0.00	0.00
Flower/Shrub Bed Maintenance	78.00	493.00	39.00	347.00
Seeding/Sodding	3.00	30.00	0.00	0.00
Ballfield Maintenance/Marking	0.00	0.00	0.00	0.00
Fence Repairs	271.00	278.00	0.00	0.00
Equipment Repairs/Maintenance	178.00	776.75	60.50	603.00
Material Pick-Up	0.00	42.50	2.50	35.50
Miscellaneous	0.00	461.00	62.00	414.00
Shop Time	0.00	111.00	0.00	60.50
Snow/Ice Removal	9.00	123.00	0.00	0.00
Christmas Lights	0.00	0.00	381.00	381.00
Close to Home Fishing	0.00	0.00	0.00	0.00
Forestry	0.00	54.00	0.00	97.00
Graffiti Clean-Up	12.00	75.00	0.00	0.00
Water Fountains	0.00	10.00	0.00	0.00
Inground Trash	0.00	0.00	0.00	16.00
Vector Control	0.00	144.00	0.00	478.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A

**NOVEMBER 2020
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2021 MTD	FY 2021 YTD	FY 2020 MTD	FY 2020 YTD
Injuries On The Job	0	2	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

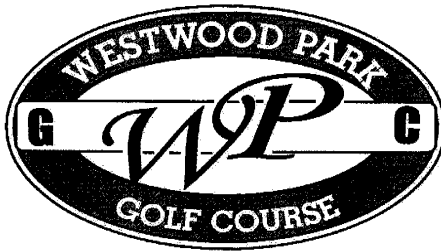
FINANCIAL INFORMATION

	FYE 2021 MTD	FYE 2021 YTD	FY 2020 MTD	FYE 2020 YTD
Green Fees	\$43,450.82	\$291,431.87	\$31,558.12	\$214,325.95
Driving Range	\$9,151.57	\$79,092.97	\$6,194.64	\$44,331.19
Cart Rental	\$24,487.60	\$170,192.36	\$17,718.62	\$123,563.42
Restaurant	\$6,373.62	\$73,306.91	\$10,026.49	\$74,639.43
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$156.56	\$777.84	\$639.86	\$3,431.09
TOTAL INCOME	\$83,620.17	\$614,801.95	\$66,137.73	\$460,291.08
Expenditures	\$86,633.86	\$444,418.69	\$123,950.59	\$446,627.59
Income vs Expenditures	(\$3,013.69)	\$170,383.26	(\$57,812.86)	\$13,663.49
Rounds of Golf	2533	19947	1673	15004

Routine maintenance practices in November include: Greens mowing, cup changing, cool season tee mowing, and sand trap raking which are done two to three times a week. Collars, the area immediately around the greens, are mowed weekly. For the past six weeks the crew has worked 465 hours collectively on tree debris clean up from the October ice storm. This work has been our main focus due to the debris impeding play and the hazards of overhead hanging liabilities. Leaf management becomes an issue in November and blowers are used as needed on traps and greens, as well as the area around the club house area. A mower is sent to mulch the leaves that gather. Irrigation water is added as required by the weather conditions and some hand watering of greens was needed due to dry conditions.

This month we started the process of retooling for next season. Metal cups are replaced with plastic cups on the greens to minimize freezing that can interfere with cup changing during winter months. In the next few months every piece of equipment will be examined and serviced. Metal tee markers are being brought in for repair and repainting.

Agronomically, cool season grasses were fertilized. Post emergent herbicides were applied where needed and the last fall pre-emergent and wetting agent application was made to the greens. Overseeding that started in October was completed and is watered daily.



NOVEMBER 2020

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOVEMBER FY'21	NOVEMBER FY'20
Regular Green Fees	561	269
Senior Green Fees	297	111
Junior Fees	38	28
School Fees (high school golf team players)	35	55
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	383	257
Employee Comp Rounds	194	184
Golf Passport Rounds	0	0
9-Hole Green Fee	84	51
2:00 Fees	93	72
4:00 Fees	201	143
Dusk Fees or 6:00 Fees	72	57
PGA Comp Rounds	2	0
*Rainchecks (not counted in total round count)	5	16
Misc Promo Fees (birthday, players cards, OU student)	568	444
Green Fee Adjustments (fee difference on rainchecks)	5	2
Total Rounds (*not included in total round count)	2533	1673
% change from FY '20	51.40%	
Range Tokens	2330	1264
% change from FY '20	84.34%	
18 - Hole Carts	118	54
9 - Hole Carts	41	17
½ / 18 - Hole Carts	976	656
½ / 9 - Hole Carts	184	115
Total Carts	1319	842
% change from FY '20	56.65%	
18 - Hole Trail Fees	0	1
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	2	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	2	1
% change from FY '20	100.00%	
TOTAL REVENUE	\$ 83,620.17	\$66,137.73
% change from FY '20	26.43%	

NOVEMBER 2020
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2021 MTD	FY2021 YTD	FY2020 TOTAL
Swim Pool Passes	\$110.00	\$2,435.00	\$191,747.00
Swim Pool Gate Admission	\$0.00	\$101,738.00	\$284,993.00
Swim Lesson Fees	\$0.00	\$697.00	\$33,547.50
Pool Rental	\$0.00	\$4,647.00	\$28,128.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$2,940.00	\$6,495.22
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$47,087.80	\$127,066.89
TOTAL INCOME	\$110.00	\$159,544.80	\$671,977.61
Expenditures	\$1,386.34	\$344,895.92	\$624,044.12
Income verses Expenditures	(\$1,276.34)	(\$185,351.12)	\$84,856.65

ATTENDANCE INFORMATION

	Season to Date Nov-20	Season to Date May 20-Nov 20	2020 YTD May 19-Oct 19
a. Pool Attendance	0	43,187	68,202
b. Adult Lap Swim Morning/Night	0	534	282
c. Water Walkers	0	2,990	1,607
d. Toddler Time	0	2,723	2,314
e. Swim Team	0	1,221	3,167
f. Swim Lessons	0	579	1,214
g. Movie Night/Special Events	0	0	3,391
h. Party / Rentals	0	91	323
TOTAL ATTENDANCE	0	51,325	80,500

PLANNING AND COMMUNITY DEVELOPMENT 10

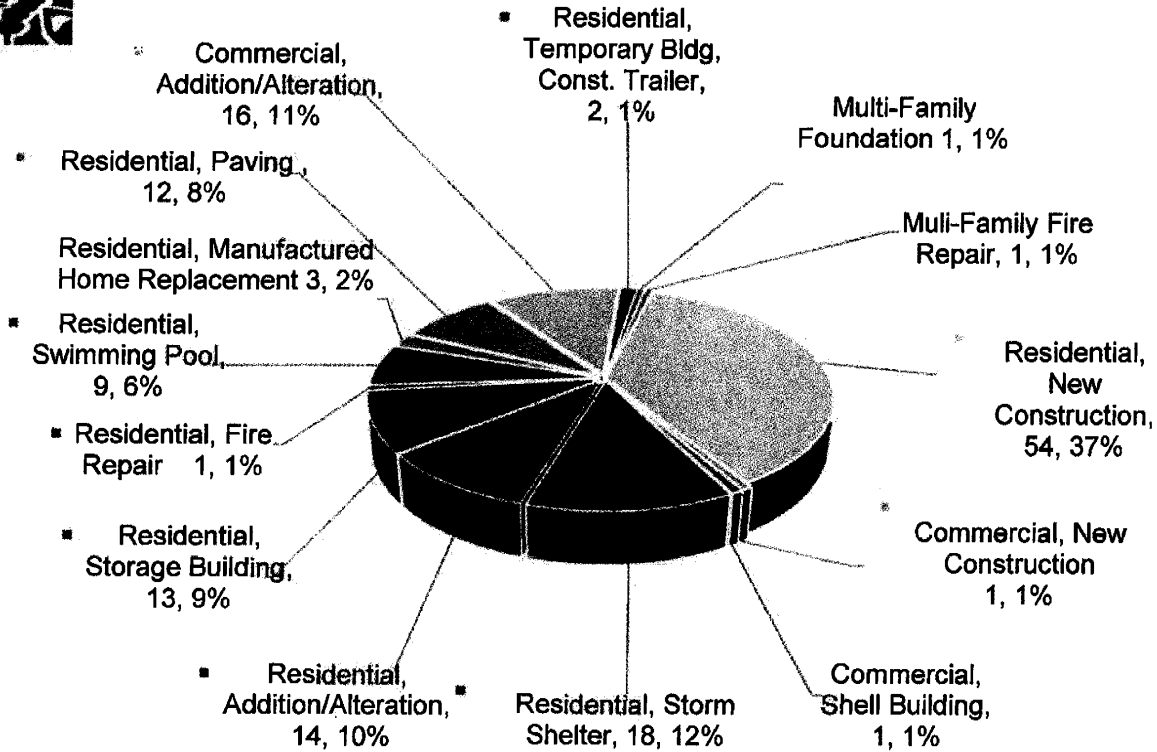
DEVELOPMENT SERVICES DIVISION

Following the October 26th ice storm that occurred in the City of Norman, City Council adopted Resolution R-2021-65 on October 26th, this allowed no-charge electrical permits to be issued to restore electrical service to those affected by power outages due to the ice storm. During November, fifty-one (51) no-charge electrical permits were issued in the Development Services Division. Division staff worked diligently to conduct inspections the same day of the inspection request to restore electric service and remained in constant contact with the servicing utility companies, Oklahoma Gas & Electric (OG&E), and/or Oklahoma Electric Coop (OEC) to restore power.



CITY OF NORMAN Building Permit Activity- NOVEMBER 2020

12/7/2020



Permit Type			Valuation
Residential, New Construction	54		\$ 18,613,173
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	1		\$ 310,000
Commercial, Parking Lot	0		\$ -
Commercial, Shell Building	1		\$ 350,000
Residential, Storm Shelter	18		\$ 53,535
Residential, Addition/Alteration	14		\$ 570,642
Residential, Carport	0		\$ -
Residential, Storage Building	13		\$ 422,344
Residential, Fire Repair	1		\$ 10,000
Residential, Swimming Pool	9		\$ 741,770
Residential, Manufactured Home Repl	3		\$ 248,888
Residential, Paving	12		\$ 95,262
Commercial, Addition/Alteration	16		\$ 12,719,945
Commercial, Interior Finish	0		\$ -
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	0		\$ -
Temporary Bldg./Construction Trailer	2		\$ 47,842
Multi-Family, New	0		\$ -
Multi-Family, Foundation	1		\$ 30,000
Multi-Family, Fire Repair	1		\$ 10,900
Group Quarters	0		\$ -
	146		\$ 34,224,301



CITY OF NORMAN
Building Permit Activity-NOVEMBER 2020

	DESCRIPTION	2020 YEAR TO-DATE	VALUATION	2019 TOTALS	2019 TOTAL VALUATION
RESIDENTIAL	Residential, New Construction.....	485	\$ 137,835,597	434	\$ 119,350,883
	Residential, New Dwelling Unit Attached.....	-	\$ -	-	\$ -
	Residential, New Manufactured Home.....	1	\$ 97,500	11	\$ 719,240
	Residential, New Non Dwelling Unit.....	-	\$ -	1	\$ 68,700
	Residential Duplex, New Construction.....	8	\$ 1,880,000	21	\$ 4,945,000
	Residential, Garage Apartment.....	-	\$ -	-	\$ -
	Multi-Family, New Construction 3-4 DU.....	-	\$ -	-	\$ -
	Multi-Family, New Construction 5+ DU.....	25	\$ 17,432,000	2	\$ 1,500,000
	Multi-Family, Fire Repair.....	3	\$ 63,128	8	\$ 1,168,000
	Multi-Family, Foundation.....	27	\$ 924,930	-	\$ -
	Multi-Family, Addition/Alteration.....	-	\$ -	33	\$ 331,497
	Residential, Addition/Alteration.....	144	\$ 6,553,005	144	\$ 7,654,298
	Residential, Carport.....	10	\$ 37,344	5	\$ 12,700
	Residential, Storm Shelter.....	341	\$ 1,082,686	304	\$ 1,034,701
	Residential, Storage Building.....	147	\$ 4,577,781	107	\$ 3,130,414
	Residential, Fire Repair.....	19	\$ 847,004	22	\$ 1,146,968
	Residential, Swimming Pool.....	109	\$ 5,904,387	92	\$ 5,118,469
Residential, Manufactured Home Replacement...	6	\$ 423,888	1	\$ 67,924	
Residential, Paving.....	104	\$ 874,402	71	\$ 497,459	
Group Quarters.....	3	\$ 27,809,773	-	\$ -	
TOTAL	1432	\$ 206,343,425	1256	\$ 146,746,253	
NON-RESIDENTIAL	Commercial, New Construction.....	58	\$ 49,175,284	44	\$ 29,484,352
	Commercial, New Shell Building.....	11	\$ 5,141,000	15	\$ 10,675,000
	Commercial, Addition/Alteration.....	135	\$ 49,053,700	56	\$ 56,552,749
	Commercial, Interior Finish.....	38	\$ 3,935,413	47	\$ 5,406,721
	Commercial, New Foundation.....	11	\$ 2,246,353	5	\$ 177,000
	Commercial, Fire Repair.....	4	\$ 1,050,000	2	\$ 150,000
	Commercial, Parking Lot.....	7	\$ 480,452	12	\$ 1,788,520
	Commercial, Temporary Bldg./Const Trailer	22	\$ 287,729	-	\$ -
TOTAL	286	\$ 111,369,931	181	\$ 104,234,342	
OTHER ACTIVITY	Electrical Permits.....	1366		1347	
	Heat/Air/Refrigeration Permits.....	1273		1425	
	Plumbing and Gas Permits.....	1610		1600	
	Sign Permits.....	343		315	
	Water Well Permits.....	30		31	
	Garage Sale Permits.....	627		1227	
	Structure Moving Permits.....	13		35	
	Demo-Residential Permits.....	47		32	
	Demo-Non-Residential Permits.....	1		13	
	Temp. Const. Bldgs. & Roll-off Permits.....	141		191	
	Lot Line Adjustments Filed.....	12		23	
	Certificate of Occupancy (CO).....	994		1118	
	All Field Inspections.....	22890		24061	
Net Residential Demos & Removals.....	-47				
TOTAL VALUATION		\$ 317,713,356		\$ 250,980,595	

City of Norman
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS
Issued NOVEMBER 2020 - Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dr	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL_ADD/ALT	MANHATTAN CONSTRUCTION	NPS-SAFE ROOM ADDITION-ROOSEVELT SCHOOL	1125	11/02/2020	1919 W	BOYD		ST	38	3W	CITY PROPERTY	R1	\$ 3,338,948	10729
COMMERCIAL_ADD/ALT	BOLDT	NPS-SAFE ROOM ADDITION-KENNEDY SCHOOL	1841	11/02/2020	621	SUNRISE		ST	7	7	COLONIAL EST #4	R1	\$ 1,400,000	5425
COMMERCIAL_ADD/ALT	BOLDT	NPS-INTERIOR RENOVATION-KENNEDY SCHOOL	1842	11/02/2020	621	SUNRISE		ST	7	7	COLONIAL EST #4	R1	\$ 70,000	970
COMMERCIAL_ADD/ALT	BOLDT	NPS-SAFE ROOM ADDITION-LEFERSON SCHOOL	1843	11/02/2020	250 N	COCKRELL		AVE	5	5	COLLEYS #2	A2	\$ 2,100,000	5937
COMMERCIAL_ADD/ALT	BOLDT	NPS-MULTISCREEN ROOM ADDITION-ROOSEVELT SCHOOL	1844	11/02/2020	250 N	COCKRELL		AVE	5	5	COLLEYS #2	A2	\$ 275,000	7134
COMMERCIAL_ADD/ALT	BOLDT	NPS-INTERIOR RENOVATION-ROOSEVELT SCHOOL	2025	11/02/2020	4250 W	TECUMSEH		RD	15	3W	NOT SUBDIVIDED/SCHOOL LAND	A2	\$ 1,000,000	2880
COMMERCIAL_ADD/ALT	BOLDT	NPS-MULTISCREEN ROOM ADDITION-ROOSEVELT SCHOOL	2027	11/02/2020	4250 W	TECUMSEH		RD	15	3W	NOT SUBDIVIDED/SCHOOL LAND	A2	\$ 40,000	3170
COMMERCIAL_ADD/ALT	BOLDT	NPS-INTERIOR RENOVATION-ROOSEVELT SCHOOL	2028	11/02/2020	1415	FARLAWN		DR	A	A	HIGH MEADOWS #63	RM2	\$ 2,300,000	7995
COMMERCIAL_ADD/ALT	BOLDT	NPS-INTERIOR RENOVATION-ROOSEVELT SCHOOL	2029	11/02/2020	1415	FARLAWN		DR	A	A	HIGH MEADOWS #63	RM2	\$ 40,000	2180
COMMERCIAL_ADD/ALT	OWNER	ADBRIDGE & TEASDALE LAW	3379	11/02/2020	815 N	PETERS		AVE	1	11	JONES ADDITION	A2	\$ 1,100,000	3849
COMMERCIAL_ADD/ALT	OWNER	46 FRANKLIN GROW	4544	11/02/2020	324 W	MAN		ST	17	85	NORMAN ORIGINAL TOWNSHIP	CCFB	\$ 250,000	5025
COMMERCIAL_ADD/ALT	RED SUN CONTRACTORS, LLC,	THEPAFAN OFFICE REMODEL	4389	11/02/2020	4215	CLASSEN		CIR	3	1	SOUTH CLASSEN INDUSTRIAL PARK	CCFB	\$ 250,000	400
COMMERCIAL_ADD/ALT	SWIFT BRENT	LOGANS APT BUILDING-EXTERIOR LIFT	4548	11/02/2020	720 W	BOYD		ST	1	1	NEW LIFE BIBLE PUD	SPUD	\$ 400,000	5960
COMMERCIAL_ADD/ALT	SJD DESIGN	7-11 INTERIOR REMODEL	4690	11/02/2020	1201	12TH		AVE	45	1	LANDT'S #1	R3	\$ 40,000	64
COMMERCIAL_ADD/ALT	SKINLAB OFFICE REMODEL	SKINLAB OFFICE REMODEL	4751	11/02/2020	227 W	MAIN		ST	10	72	LAKECREST ESTATES #2	C1	\$ 75,000	5965
COMMERCIAL_NEW CONSTRUCTION	STONEBRIDGE ENTERPRISES, INC.	TOP QUALITY DOOR-NEW WAREHOUSE	2648	11/02/2020	3200	BEVERLY HILLS		ST	1	3W	NORMAN ORIGINAL TOWNSHIP	CCFB	\$ 100,000	2245
COMMERCIAL_NEW CONSTRUCTION	BELLWOOD LLC	BELLWOOD LLC NEW SHELL BUILDING	4118	11/02/2020	4250	28TH		AVE	1	2	PERCING SHORT FORM PLAT	I1	\$ 310,000	5400
TEMPORARY BLDG/CONST TRAILER	PLINTCO, INC	PLINTCO TEMP CONSTRUCTION TRAILER	4542	11/02/2020	1910	DA VINCI		ST	24	3W	CITY PROPERTY	I1	\$ 350,000	19839
TEMPORARY BLDG/CONST TRAILER	CMC TENTS AND MOORE	GARNER CROSSING TEMPORARY TENT	4800	11/02/2020	450 S	JAMES GARNER		AVE	2	2	LARSH ADD #1	R3	\$ 1,300	2400

Total Permits	20													
Average Valuation	\$	671,389												4,589
Total Valuation	\$	13,527,787												91,793

Permit Counts	Valuation
COMMERCIAL_ADD/ALT	12,719,945
COMMERCIAL_FOUNDATION PERMIT	\$
COMMERCIAL_FIRE REPAIR	\$
COMMERCIAL_INTERIOR FINISH	\$
COMMERCIAL_NEW CONSTRUCTION	310,000
COMMERCIAL_NEW SHELL BLDG	350,000
COMMERCIAL_PARKING LOT	\$
COMMERCIAL_TEMPORARY TRAILER	47,842
Total	13,527,787

Business	Use/Classification
TOP QUALITY DOOR WAREHOUSE	RETAIL
BELLWOOD NEW SHELL BUILDING	OFFICE

Building Size (SF)
5,000
16,688

Permit Type	Permit Counts	Unit Count	Valuation	Permit Type	Permit Counts
1 & 2 FAMILY, STORM SHELTER	18		\$ 53,638	RESIDENTIAL STORAGE CONTAINER	11
1 & 2 FAMILY, ADD OR ALT	14		\$ 570,042	TEMPORARY ROLL-OFF, RESIDENTIAL	1
1 & 2 FAMILY, CARPORT	0			TEMPORARY ROLL-OFF, OTHER	
1 & 2 FAMILY, FIRE REPAIR	1		\$ 10,000	SEASONAL STORAGE CONTAINER	
1 & 2 FAMILY, PAVING	12		\$ 95,262	DEMOS-RESIDENTIAL	
1 & 2 FAMILY, STORAGE BLDG	13		\$ 422,344	230 W. STIMMES ST.	-1
1 & 2 FAMILY, SWIMMING POOL	9		\$ 741,770	122 W. ELFAULA ST.	-1
1 FAMILY, MANUFACTURED HOME REPLACEMENT	3		\$ 248,888	2855 W. LINDSEY ST.	-1
1 FAMILY, NEW CONSTRUCTION	54		\$ 18,813,173	111 E. ACRES ST.	-1
2 FAMILY, NEW CONSTRUCTION	0			113 E. ACRES ST.	-1
3 FAMILY, NEW CONSTRUCTION	0				
3 FAMILY, FIRE REPAIR	1		\$ 10,000		
3 FAMILY, FOUNDATION	1		\$ 30,000		
GROUP QUARTERS	0				
GROUP QUARTERS	0				
GROUP QUARTERS	0				
TOTAL	128		\$ 20,766,814	TOTAL DEMO-NET DWELLING UNITS	-5

POLICE

11



Administrative Summary

November 2020 Summary

Operations



Part I Crimes	2020	Current	2019	2020	Year-To-Date	2019
		MONTH 5YR AVG			YTD 5YR AVG	
Murder	0	0	0	5	4	2
Rape	3	4	1	34	55	59
Robbery	2	5	1	47	51	43
Agg. Assault	27	12	14	228	169	170
Burglary	40	59	61	485	602	492
Larceny	196	246	221	2,395	2,661	2,396
Motor Vehicle Theft	50	34	37	411	324	341
Arson	0	2	3	7	6	11
Part I Totals:	318		338	3,612		3,514
Part II Crimes						
DUI/APC	19	30	34	338	398	487
Drunkenness	40	52	49	388	589	546
Drug Violations	30	70	67	473	941	924
Forgery	6	14	17	115	202	165
Vandalism	81	72	78	815	864	872
Others	343	NA	379	4,488	NA	4,249
Part II Totals:	519		624	6,617		7,243
Total Reported Crime:	837		962	10,229		10,757
Other Reported Activity						
Public Peace Reports	189	192	184	2,122	2,100	2,163
Warrants Served	91	106	113	1,028	0	1,602
Other Reports Totals:	280		297	3,150		3,765
Total Case Reports:	1,117		1,259	13,379		14,522
Collisions						
Fatality	1	1	0	9	7	4
Injury	39	62	66	516	638	616
Non-Injury	85	155	164	1,123	1,517	1,404
Total Collisions:	125		230	1,648		2,024
Call for Service						
CAD Activity (All Other CFS)	3,180	NA	3,182	33,453	NA	35,214
Calls for Service (Only Police)	6,211	NA	7,925	76,522	NA	93,857
Total CFS:	9,391		11,107	109,975		129,071
Citations & Warnings:						
Citations	738	NA	1,136	9,485	NA	14,902
Warnings	786	NA	1,751	14,387	NA	22,772
Total Citations & Warnings:	1,524		2,887	23,872		37,674

** Public Peace reports include: Animal Bite, Found Property, Recovery/Other Agency Vehicles, Mental Case, Unattended Death and Other

** Five Year Average based on 2016 to 2019

ANIMAL CONTROL 11A



Monthly Service By Assignment

April 2020 to November 2020
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Apr 2020 Hours	May 2020 Hours	Jun 2020 Hours	Jul 2020 Hours	Aug 2020 Hours	Sep 2020 Hours	Oct 2020 Hours	Nov 2020 Hours	Total Hours
Norman Animal Welfare Center	Community Services-NAWC	0:00	0:00	0:00	180:00	330:00	193:30	227:00	0:00	930:30
	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:40
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	0:00	0:00	2:45	12:49	32:46	44:24	37:29	19:02	149:15
	NAWC-Community Outreach Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Dog Handler	2:19	0:00	21:45	34:06	52:19	52:31	52:10	19:55	235:05
	NAWC-Foster Program	1:00	6:00	0:00	4:00	3:00	1:00	12:00	6:00	33:00
	NAWC-Kennel Assistant	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	0:00	0:00	0:00	0:00	0:00	0:00	5:32	3:53	12:02
	NAWC-Lobby Greeter	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Orientation	0:00	0:00	0:00	4:00	6:00	7:00	13:00	3:00	33:00
	NAWC-Photographer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Veterinarian Assistant Tech	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Total		3:19	6:00	24:30	234:55	424:05	303:57	348:12	50:34	1,395:32
Grand total		3:19	6:00	24:30	234:55	424:05	303:57	348:12	50:34	1,395:32

Norman Animal Welfare Monthly Statistical Report November 2020



IN SHELTER ANIMAL COUNTS

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	36	75	111	46	34	80	(31)	-28%
Ending	46	50	96	31	23	54	(42)	-44%

ANIMAL INTAKES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	126	62	188	54	39	93	(95)	-51%
Owner Relinquish	16	19	35	8	15	23	(12)	-34%
Owner Intended Euth	4	0	4	3	1	4	0	0%
Transfer In	0	10	10	0	15	15	5	50%
Other Intakes*	5	1	6	8	0	8	2	33%
Returned Animal	18	13	31	7	6	13	(18)	-58%
TOTAL LIVE INTAKES	169	105	274	80	76	156	(118)	-43%

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

OTHER STATISTICS

	2019		2020		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	17	17	2	2	(15)	-88%
Dog Collected (DOA)	1	1	0	0	(1)	-100%
Cat Collected (DOA)	2	2	1	1	(1)	-50%
Wildlife Transferred	0	0	0	0	0	0%
Intake Horses	0	0	0	0	0	0%
Intake Cows	1	1	0	0	(1)	-100%
Intake Goats	0	0	0	0	0	0%
Intake Sheep	0	0	0	0	0	0%
Intake Rabbits	0	0	6	6	6	100%
Intake Pigs	0	0	0	0	0	0%
Intake Other	1	1	0	0	(1)	-100%
TOTAL OTHER ITEMS	22	22	9	9	(13)	-59%

LENGTH OF STAY (DAYS)

	2019	2020
Dog	21.4	9.8
Puppy	4.4	6.5
Cat	11.9	14.5
Kitten	10.4	6.8

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	39	26	0	65

Norman Animal Welfare Monthly Statistical Report November 2020



LIVE ANIMAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	95	106	201	29	75	104	(97)	-48%
Return To Owner	54	6	60	33	1	34	(26)	-43%
Transferred Out	19	13	32	27	0	27	(5)	-16%
Returned in Field	0	4	4	0	5	5	1	25%
Other Outcome	1	0	1	0	0	0	(1)	-100%
TOTAL LIVE OUTCOMES	169	129	298	89	81	170	(128)	-43%

OTHER ANIMAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	0	1	0	2	2	1	100%
Lost in Care	0	0	0	0	0	0	0	0%
Shelter Euth	5	2	7	3	3	6	(1)	-14%
Owner Intended Euth	4	0	4	3	1	4	0	0%
TOTAL OTHER OUTCOMES	10	2	12	6	6	12	0	0%

TOTAL OUTCOMES

	2019			2020			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	169	129	298	89	81	170	(128)	-43%
Total Other Outcomes	10	2	12	6	6	12	0	0%
TOTAL OUTCOMES	179	131	310	95	87	182	(128)	-41%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	3	4		
Medical - Injured	1	0	0	1	10%
Behavior - Aggressive	2	0	0	2	20%
Behavior - Other	0	0	0	0	0%
TOTAL EUTHANASIA	6	4	0	10	

MONTHLY LIVE RELEASE RATE

2019	2020
97.4%	95.5%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS

12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
November 2020

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed four (4) final plats and one (1) plat for concurrent construction for the development Committee; one (1) Rural Certificate of Survey, and one (1) preliminary plat requests for the Planning Commission; two (2) Rural Certificate of Survey, and one (1) preliminary plat to City Council. The Development Engineer reviewed 28 sets of construction plans and 7 punch lists. There were 109 permits reviewed and/or issued. Fees were collected in the amount of \$8,494.93.

CAPITAL PROJECTS:

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

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

The project involves the following items:

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

The contractor's activities this month were as follows:

- *Continued backfilling with soil behind the curb and gutter while grading for the new sidewalk between Lindsey Street and Alameda Street on the west side of 24th Avenue East*
- *Started sidewalk construction on the west side of 24th Avenue East between Lindsey Street and Alameda Street*
- *Finished constructing concrete drives between Beaumont Drive and Alameda Street on the west side of 24th Avenue East*
- *Finished the cement stabilized base for the new southbound lanes between Alameda Street and Robinson Street*
- *Finished reconstruction of the NW quadrant of the Robinson Street/24th Avenue East intersection*
- *Started reconstruction of the SW quadrant of the Robinson Street/24th Avenue East intersection*
- *Finished the asphalt base layer for the new southbound lanes between Alameda Street and Robinson Street*
- *Started the curb and gutter installation between Alameda Street and Robinson Street on the west side of 24th Avenue East*

36th Avenue Northwest Phase 1 Waterline Relocations Project- Tecumseh Road to Franklin Road:

The City of Norman conducted a bid opening on September 24, 2020, for the 36th Avenue Northwest Phase 1 Waterline Relocations Project. The low bidder was W.E.B. Construction, Inc. of Moore, Oklahoma in the amount of \$184,684.00. The Norman City Council awarded the project at the October 13, 2020 City Council Meeting. A pre-construction meeting occurred October 23, 2020 and construction will begin on November 16, 2020. This project has a 120-calendar day construction schedule. Taking into account weather days, staff estimates a March 2021 completion. The City of Norman Public Works Department is administering the construction of this project with the aid of inspectors from the Norman Utilities Authority.

The project involves the following items:

- Lowering of existing water line crossings to accommodate future roadway widening

The contractor's activities this month were as follows:

- Location of existing utilities
- Coordination of start date with Ruby Grant Park Opening

Porter Avenue and Acres Street Intersection 2019 Bond Project:

The City of Norman conducted a bid opening on October 1, 2020, for the Porter Avenue and Acres Street Intersection 2019 Bond Project. The low bidder was Rudy Construction Co. of Oklahoma City, Oklahoma in the amount of \$2,600,996.65. The Norman City Council awarded the project at the October 27, 2020 City Council Meeting. A pre-construction meeting occurred November 12, 2020 and construction began on November 17, 2020. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates an August 2021 completion. The City of Norman Public Works Department is administering the construction of this project with the aid of inspectors from the Norman Utilities Authority.

The project involves the following items:

- Revised geometry of the intersection to enhance traffic operations and pedestrian safety
- New traffic signals with ADA compliant ramps and crossings.
- New storm water structures meeting current City of Norman codes and ordinances
- Dedicated left turn lanes to enhance traffic operations
- Reconfigured Daws Street to accommodate intersection improvements at Porter and Acres
- Waterline utility relocations as needed to accommodate intersection improvements
- New ADA compliant pedestrian sidewalks adjacent to the roadway
- Streetscape elements including decorative sidewalks, lighting, and landscaping

The contractor's activities this month were as follows:

- Traffic control for Phase 1 of the Project
- Coordination of project sub-phases to limit closures on Porter.
- Coordination with OG&E for removal of light poles.
- Construction of New Waterline at Gray Street and from Gray to Tonhawa

Transit Division

Construction of the Transit Operations and Maintenance Facility

The North Base Complex, Phase 1 project was awarded to Flintco, LLC in the amount of \$8,648,000 on October 13, 2020. This project includes construction of the Transit/Fire Maintenance Facility and Parks Maintenance Facility at the North Base Complex. The Notice to Proceed was issued on November 2, 2020, and a groundbreaking ceremony was held on the same day. It is estimated that the project will be completed in July 2021.

The project involves the following items:

- Construction of New Transit/Fire Maintenance Building and Parks Maintenance Building
- Utility Extension to serve the new complex
- New storm water structures meeting current City of Norman codes and ordinances
- Construction of paved parking and storage areas to serve the Operations and Maintenance Facilities
- Revisions to secured access to the North Base Facility.

The contractor's activities this month were as follows:

- Mobilization and Groundbreaking
- Materials Submittals
- Demolition of existing pavement
- Construction of new sanitary sewer lines and abandonment of existing line.
- Rough grading of site and building pads.

Roadway Bond Projects:

During the month of November, concrete paving maintenance was completed in Norman Industrial tract and contractor began work in Colonial Estates as part of the Street Maintenance Bond 2020 Urban Concrete Project. Concrete paving maintenance was completed in Lakecrest estates, woodslawn addition, and Parkview terrace as part of the Street Maintenance Bond 2021 Urban Concrete Project. Asphalt paving maintenance was completed at 24th Ave SE from HWY 9 to Endpoint as part of the Street Maintenance Bond 2021 Urban Asphalt Project.

PUBLIC TRANSIT

Below are actions that have continued to be taken by City and EMBARK staff altering transit service in response to COVID-19 and to align with the Mayor's Proclamations and social distancing guidelines.

- Enhanced cleaning of vehicles.
- Suspended operations of route 144-Social Security.
- Limited capacity on fixed route and paratransit busses to comply with social distancing guidelines.
- Mandatory face coverings while using transit services.
- Requiring passengers to use the rear door for entry and exit off of fixed route vehicles, unless passengers need to use the front door for the ramp or kneeling feature.

City of Norman Transit Long Range Plan Update

City staff continued working with the consultant, Nelson\Nygaard, as they *finalized* the existing conditions report and *began analyzing the public input* from the first round of public outreach that occurred on November 18 and 19, and via an online survey. Around February 2021, staff anticipates a second round of public outreach will occur where comments can be made on draft recommendations for the plan.

Transit Monthly Ridership Report

Attached is the transit performance report for October 2020.

STREETS DIVISION

CAPITAL PROJECTS:

60TH AVENUE SE: CEDAR LANE TO POST OAK ROAD

Streets crews worked an overlay at 60th Avenue SE: Cedar Lane and Post Oak Road and required 2161.54 tons of asphalt for the repair.

156TH HIGHWAY 9 TO IMHOFF

Streets crews worked an overlay at 156th Highway 9 to Imhoff and required 79.42 tons of asphalt for the repair.

SUMMIT BEND: SUMMIT CROSSING-NORTHVIEW

Streets crews worked panel replacement repair at Summit Bend: Summit Crossing-Northview. This repair required 120 cubic yards of concrete and resulted in over 389 square yards repaired.

CONCRETE OPERATIONS:

4913 WELLMAN DRIVE

Streets crews replaced damaged concrete panels on 4913 Wellman Drive. This repair required 4 cubic yards of concrete and resulted in over 12 square yards repaired.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During November, 2020, 51 miles of rural rights-of way and 235,932 sq. ft. of urban rights-of-way were mowed.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 21 work order requests and closed 21 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew completed work to replace a leaking stormwater box and pipe at 1816 Winding Ridge Road. This stage of the project required 19.5 yards of concrete to be placed for sidewalks and aprons. The crew also permanently fixed a manhole lid that had been damaged at Gray and Webster Streets. They used 1 yard of concrete to repair the apron. The Crew performed an emergency repair to a failed jerry grate on Brownwood Lane. The Infrastructure Maintenance crew also checked 76 inlets and cleared 55 inlets, totaling one ton of debris removed.

DRAINAGE MAINTENANCE

The Channel Maintenance crew removed and disposed of over 50 tons of debris in the form of drifts from Merkle Creek and the Normandy and Meadow Ave channels. The Channel Maintenance crew also removed 5 tons of debris from an aquatic rodent dam at the Wildwood Community Church in Hall Park and continued to remove debris from creeks and channels across the city from the recent ice storm. The Channel Maintenance crew removed 205 tons of drainage debris from Merkle Creek, Bishop Creek, and a drainage channel in Eagle Cliff and placed it in the right-of-way for disposal by the contract debris haulers. The Channel Maintenance crew checked 100 inlets and cleared 30 inlets, totaling 1.5 tons of debris removed.

URBAN STREET SWEEPING/CAMERA TRUCK OPERATIONS

A total of 474 lane miles were swept in November resulting in the removal of approximately 106 tons of debris from various curb lined streets throughout the city. The Camera crew went to West Ridge Terrace and McCall Drive to camera the stormwater lines for possible leaks causing sinkholes.

The Litter Crew has been postponed due to the COVID-19 pandemic, and no litter removal was performed in November.

STORMWATER OKIE LOCATES

During the month of November, 2515 Call 811 Okie Spots were received. Of those requests, 45 were stormwater pipe locates, 26 were marked, and 560 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 83 inspections of 62 active sites

Issued 0 citation and 0 NOVs to active sites

Issued 0 Earth Change Permits to new projects.

MS4 OPERATIONS

Received and responded to 25 citizen calls/ YTD Total is 95.

Conducted 8 outfall inspections.

Conducted 2 detention/retention pond inspections.

On November 4, Carrie Evenson and Michele Loudenback attendee the kickoff meeting for the Lake Thunderbird Watershed TMDL Data Analysis and Plan Update via Zoom with Freese and Nichols, Inc. Pertinent OWRB staff with knowledge of the TMDL monitoring were in attendance as well. The purpose of this project is to review TMDL monitoring data collected over the last 5 years, determine level of compliance with the pollution reduction requirements, recommend structural controls as necessary, and update the TMDL Compliance and Monitoring Plans in preparation for the next 5-year compliance period.

On November 5, Dr. Evenson and Ms. Loudenback attended a Zoom meeting regarding the Phase II Municipal Separate Storm Sewer (MS4) General Permit, OKR04, Reauthorization Meeting with DEQ and other stormwater managers from across the state.

On November 9, Dr. Evenson and Ms. Loudenback attended a Zoom meeting to discuss the formation of the Lake Thunderbird Watershed Alliance's Board of Directors.

*Monthly Progress Report
Public Works (November 2020)*

On November 10, Dr. Evenson and Ms. Loudenback attended a Zoom meeting to kick off the 2021 Artful Inlets program.

On November 15, 2020, the Lake Thunderbird Watershed Blitz culminated in the 5th Annual Lake Thunderbird Workshop and Clean-up Event. With a beautiful setting and wonderful weather, forty-seven (47) volunteers discussed the lake and ways to help its water quality, enjoyed a rainfall simulator demonstration by the Assistant Director of the Soil Health Program at Oklahoma Conservation Commission, and then helped remove over 640 pounds of material from the Lake Thunderbird State Park. In its entirety, the Blitz saw almost 100 volunteers remove over 1,150 pounds of material that could have otherwise been washed into our precious water resources—a fact that easily declares the 2020 Lake Thunderbird Watershed Blitz a huge success! Special thanks goes out to our All Stars who attended every clean-up during the Blitz: John Houghton and Mary Hogan (pictured below). They and all of the other volunteers are key to the success of these events. On November 16, Dr. Evenson and Ms. Loudenback attended a Zoom meeting for the Lake Thunderbird Watershed Alliance's Technical Advisory Group. This group will bring together a diverse group of entities who have conducted or plan to conduct research in the Lake Thunderbird watershed to help guide the Lake Thunderbird Watershed Alliance's future work to improve water quality in the watershed.

On November 18, Dr. Evenson and Ms. Loudenback surveyed areas around downtown Norman to determine the locations for the 2021 Artful Inlets installation.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

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

November 2020
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

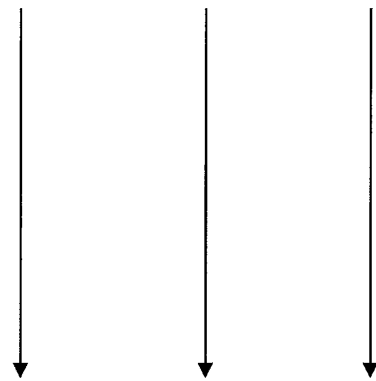
FY 2021 Associated Fees

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

- *Norman Rural Cert of Survey...1
- *Final Plats.....4
- *Preliminary Plats.....1
- *Short Form Plat.....0
- *Center City Form Based Code..1
- *Concurrent Constr. Request....0

City Council Review:

- Certificate of Survey.....2
- Preliminary Plat.....1
- Final Plats4
- Certificate of Plat Correction...0
- Encroachment.....0
- Easements.....0
- Closure..... 0
- Release of Deferral.....0



Development Committee:

- Final Plats.....4

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

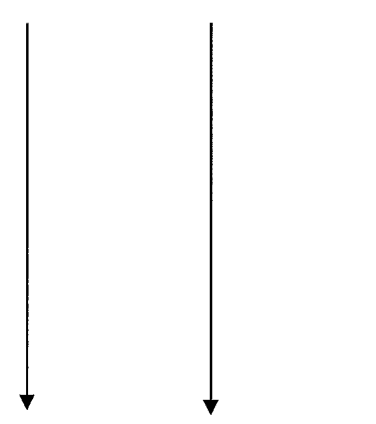
Subtotal:

\$850.00		
\$0.00		
\$850.00	\$1,395.00	\$36,055.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family..... 32
- ***Commercial..... 3
- Multi-Family..... 1
- Addition/Alteration..... 27
- House Moving..... 2
- Paving Only..... 7
- Storage Building.....12
- Swimming Pool.....10
- Storm Shelters..... 13
- Public Improvements.....4
- Temporary Encroachments.....0
- Fire Line Pits/Misc..... 0
- Flood Plain (@\$100.00 each)..... 1



Total Permits.....

Grand Total.....

\$100.00	\$0.00	\$400.00
\$7,644.93	\$8,770.59	\$32,535.37
\$8,594.93	\$10,165.59	\$70,385.37
28	18	111
7	6	29

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

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

- * All Final Plat review completed within ten days..... PI # 13
- ** All Single Family Permits were reviewed and completed within three days....PI # 10
- *** All Commercial Permits were reviewed and completed within seven days.... PI # 11
- **** All Construction Plans were reviewed within ten days.....PI # 12
- *****All Punch Lists prepared within one day of Final Inspection.....PI # 8

November 2020

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

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	7	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	32	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	3	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	28	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	5	100%



PERFORMANCE REPORT

Summary of Services Table: October 2020

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals. Although the Fiscal Year for 2020 began on July 1, 2019, EMBARK did not start providing service in Norman until August 5, 2019, and ridership numbers are counted from that date forward. EMBARK PLUS operations and ridership began October 2019.

EMBARK Norman Service Summary	ADP Oct FY21	FY21 YTD	FY20 YTD	Service Profile	Oct FY21	Oct FY20	Sep FY20
Fixed Routes (M-F)	714	62,138	83,174*	Weekdays	22	21	21
Fixed Routes (Sat)	350	3,688	N/A*	Saturdays	5	0	4
PLUS (M-F)	62	5,307	1,747**	Gamedays	0	0	2
-Zone 1***	49	4,235	1,431**	Holidays	0	0	1
-Zone 2****	13	1,072	316**	Weather	3	0	1
PLUS (Sat)*****	14	164	N/A**	Fiscal YTD Days	72	63*	47
				2020 YTD Days	227	63*	200

*From 8/5/2019

**From 10/1/2019

*** Requires ¾ mile

****Operates only on Weekdays until 7:00 pm

*****Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 21 YTD	FY 21 Targets	
# of Norman fixed-route passenger trips provided	65,826	326,858	◆
# of Norman paratransit trips provided	5,475	16,421	■
% of on-time Norman paratransit pick-ups	99.60%	95.00%	■
# of Norman bus passengers per service hour, cumulative	11.21	12.7	▲

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2021

STREET DIVISION					
	FYE 2021	FYE 2021	Year to Date	Year to Date	FYE 2021
	November	November			
	2020	2020			
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	2.08		71.34		
Overlay/pave 10 miles per year.	1.00	10%	7.65	77%	100%
Replace 1,160 square yards of concrete pavement panels	147.00	13%	1,612.00	139%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	46.00	11%	60.00	14%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	235,932.00	2%	14,175,438.00	112%	100%
Mow 148 miles of Rural Right-of-way twice per year	16.00	5%	411.50	139%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2021

STORMWATER DIVISION					
	FYE 2021 NOVEMBER, 2020	FYE 2021 NOVEMBER, 2020	Year to Date	Year to Date	FYE 2020
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	474.00	95%	2,565.00	43%	50%
Collect litter from rights of way in the Urban area (Tons)	-	0%	-	0%	70%
Collect litter from rights of way in the rural area (Tons)	-	0%	-	0%	70%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	187.00	0.49%	2,894.00	19%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	5,892,284.00	43%	90%
Perform erosion control inspections of permitted sites within 30 days.	83.00	134%	560.00		100%
Permit all earth disturbing operations over 1 acre in size.	-	100%	11.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	200%	2.00		50%
Inspect stormwater outfalls.	8.00	0%	16.00		20%
Respond to stormwater complaints within 24 hours of the time reported	25.00	100%	122.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
November FYE 2021**

Industry Standard Compliance: Not To Exceed 5%

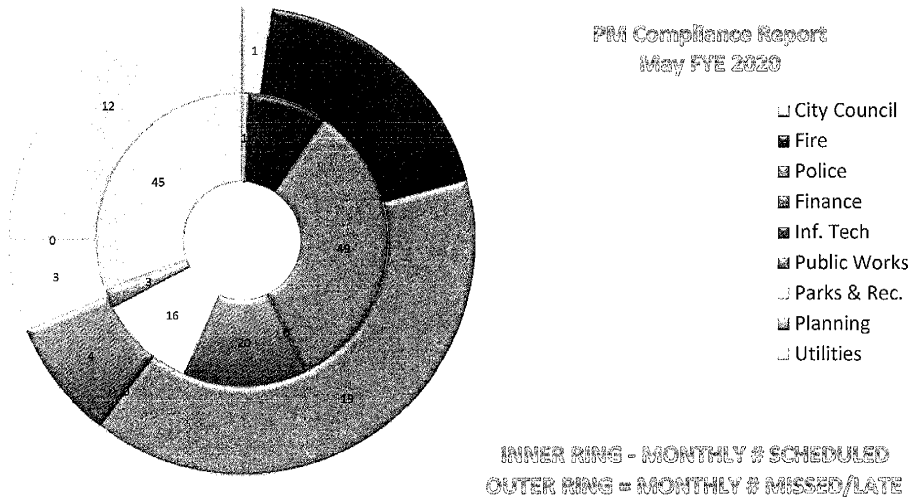
	Actual	Contract	Contract	Contract	Current %	Target
					PENDING	
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	33%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
FINANCE						
METER SERVICES	6	2	3	1	17%	71%
PLANNING						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
PUBLIC WORKS						
ENGINEERING					0%	0%
STREETS	10	8	1	1	10%	14%
STORMWATER	3	3			0%	9%
TRAFFIC	4	2	2		0%	24%
STORMWATER QUALITY					0%	0%
FLEET	4	4			0%	0%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	4	1	3		0%	67%
POLICE ADMINISTRATION	1			1	100%	25%
POLICE STAFF SERVICES	2	1		1	50%	44%
POLICE CRIMINAL INVESTIGATIONS	2	2			0%	1%
POLICE PATROL	22	15		7	32%	81%
POLICE SPECIAL INVESTIGATIONS	3	2	1		0%	100%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION	1	1			0%	10%
FIRE SUPPRESSION	7	5	2		0%	53%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	10	8		2	20%	42%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	5	3	1	1	20%	71%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	0%
PSST FIRE SUPPRESSION	1		1		0%	200%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	1	1			0%	0%
WATER PLANT WELLS	1	1			0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	13	10		3	23%	63%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	50%
WRF INDUSTRIAL					0%	25%
WRF BIOSOLIDS	4	3	1		0%	60%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	4	4			0%	29%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	7	4		3	43%	26%
SANITATION COMMERCIAL	4	4			0%	33%
SANITATION TRANSFER					0%	39%
SANITATION COMPOST					0%	50%
SANITATION RECYCLE	3	1		2	67%	55%
SANITATION YARD WASTE	7	4	1	2	29%	1%
CITYWIDE TOTAL	130	90	16	24	18%	35%

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

November FYE 2021

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
PSST										
LEDT2	2010 Ford Crown Vic	PSST Patrol	12/1/2020	9/6/2020	-86	days	9/24/2020	Light Repair	PM-C	9/6/2019
POLICE										
1067	2014 Chevy Tahoe	Police Special Investigations	93774	90445	-3329	miles	8/25/2020	Light Repair	PM-C	3/10/2020
1146	2010 Ford Crown Vic	Police Patrol	124109	121121	-2988	miles	8/11/2020	Light Repair	PM-C	3/23/2020
1198	2002 Chevy C6500	Police Patrol	14476	5000	-9476	miles	11/2/2020	Heavy Repair	PM-D	1st Service
1040T	2001 TM WFCH Trailer	Police Staff Services	12/1/2020	5/8/2020	-207	days	4/5/2019	Light Repair	PM-A	5/8/2019
1192	2007 Polaris Ranger	Police Patrol	12/1/2020	10/9/2020	-53	days	11/25/2020	Light Repair	PM-C	10/9/2019
1192T	2008 Nicoma 12x6 Utility	Police Patrol	12/1/2020	10/10/2020	-52	days	11/25/2020	Light Repair	PM-A	10/10/2019
1149	2017 Ford Interceptor	Police Patrol	17351	16011	-1340	miles	11/16/2020	Light Repair	PM-C	9/19/2019
1192T	2008 Nicoma 12x6 Utility	Police Patrol	12/1/2020	10/10/2020	-52	days	10/20/2020	Light Repair	PM-A	10/10/2019
1029	2016 Ford Explorer	Police Administration	34121	31704	-2417	miles	9/24/2020	Light Repair	PM-C	3/2/2020
SANITATION										
5224	2010 Peterbilt 320 Frontloader	Sanitation Recycle	7448	7356	-92	hours	11/17/2020	Heavy Repair	PM-C	4/17/2020
5224	2010 Peterbilt 320 Frontloader	Sanitation Waste Dispos	12/1/2020	7/24/2020	-130	days	11/17/2020	Heavy Repair	PM-N	7/24/2018
0208	2019 Ford F150	Sanitation Residential	5996	4000	-1996	miles	11/5/2020	Light Repair	PM-C	1st Service
0282	2014 Ford F350	Sanitation Residential	108438	106376	-2062	hours	11/16/2020	Light Repair	PM-C	5/25/2020
0268	2018 Peterbilt 520 Sideload	Sanitation Residential	5313	5030	-283	hours	11/4/2020	Heavy Repair	PM-C	7/17/2020
0260	2019 Peterbilt 348 Rearloader	Sanitation Yard Waste	3782	3545	-237	hours	11/18/2020	Heavy Repair	PM-C	9/12/2019
0260	2019 Peterbilt 348 Rearloader	Sanitation Yard Waste	3782	3176	-606	hours	11/18/2020	Heavy Repair	PM-T	10/23/2019
PARK MAINTENANCE										
0416	2018 John Deere Z960M Ztrack	Park Maintenance	377	340	-37	hours	10/6/2020	Light Repair	PM-C	11/11/2019
422M	2014 Bradco SS	Park Maintenance	12/1/2020	7/21/20	-133	days	10/9/2020	Heavy Repair	PM-C	1/21/2020
443T	2011 Custom Trailer	Park Maintenance	12/1/2020	10/22/20	-40	days	11/18/2020	Light Repair	PM-A	10/22/2019
FINANCE										
069X	2016 Ford F150	Finance Water Meter Services	12/1/2020	10/10/2020	-52	days	11/20/2020	Light Repair	PM-N	10/10/2018
6911	2015 Ford F150	Finance Water Meter Services	27489	26991	-498	miles	10/28/2020	Light Repair	PM-C	6/18/2019
PUBLIC WORKS										
0186	1998 Target Concrete Saw	Streets	12/1/2020	11/27/2020	-4	days	11/23/2020	Light Repair	PM-C	11/27/2019
123G	2005 Briggs Generator	Streets	12/1/2020	2/22/2020	-283	days	7/23/2020	Light Repair	PM-C	2/22/2019
UTILITIES										
0337	2012 International Dump Truck	Water Line Maintenance	5678	5666	-12	hours	10/20/2020	Heavy Repair	PM-C	5/14/2020
307T	2016 Belshe Trailer	Water Line Maintenance	12/1/2020	10/28/2020	-34	days	10/28/2020	Heavy Repair	PM-A	10/28/2019



Department	Scheduled	Missed/Late	% Late
City Council	1	1	100.0%
Fire	13	9	69.2%
Police	49	19	38.8%
Finance	0	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	20	4	20.0%
Parks & Rec.	16	3	18.8%
Planning	3	0	0.0%
Utilities	45	12	26.7%
Citywide Total	147	48	32.7%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2021

November 2020

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	106.91	72%	83.9%	77.9%	11.9%
# 002	138.02	72%	88.7%	97.8%	16.7%
# 003	72.42	72%	84.1%	80.5%	12.1%
# 004	51.03	72%	100.0%	72.0%	28.0%
# 006	151.71	72%	86.6%	62.4%	14.6%
# 007	95.91	72%	82.9%	59.7%	10.9%
# 008	58.95	72%	86.3%	62.4%	14.3%
# 009	115.35	72%	81.8%	59.0%	9.8%
# 010	117.40	72%	87.5%	63.7%	15.5%
# 011	63.55	72%	89.0%	55.7%	17.0%
# 012	106.37	72%	91.8%	66.6%	19.8%
# 013	97.20	72%	90.7%	66.0%	18.7%
# 014	65.79	72%	57.4%	14.6%	-14.6%
# 016	53.80	72%	88.2%	47.4%	16.2%
# 018	98.58	72%	83.1%	60.5%	11.1%
# 021	141.23	72%	87.1%	62.4%	15.1%
# 028	136.63	72%	93.0%	67.1%	21.0%

DIRECT LABOR HOURS	1670.85
TOTAL AVAILABLE HOURS	1951.94
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	85.6%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

November 2020

IN GALLONS	FYE 2021	FUEL REPORT		
		<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	15,082.00	18,381.00	22,974.24	
Outside - sublet	851.00	742.00	4,139.04	
TOTAL	15,933.00	19,123.00	27,113.28	
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	14,832.99	13,348.20	22,111.97	4,463.24

FYE 2021 TO DATE CONSUMPTION				
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	90,196.01	90,678.42	91,565.27	20,915.44

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.29	Low	\$1.15	UNLEADED	High	\$1.29	Low	\$1.15
DIESEL	High	\$1.42	Low	\$1.21	DIESEL	High	\$1.42	Low	\$1.21
CNG	High	\$0.84	Low	\$0.84	CNG	High	\$1.37	Low	\$1.37

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$67,758.10	Month Total Public CNG Sales	\$6,040
BATTERIES	\$2,235.46	FYE 2021 To Date Public Sales	\$27,818
OILS/FLUIDS	\$2,945.06	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
TIRES	\$13,624.61	Total Sold Gallons Life To Date	937,230,922
SUBLET REPAIRS	\$24,849.33	Total Gross Sales Life To Date	\$1,343,013
TOTAL SPENT ALL parts/sublet \$111,412.56		Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Statio	2,411,249

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	6	8	25	173
EMERGENCY ROAD CALLS	36	21	19	271
PM SERVICES	144	126	131	1670
INCLEMENT WEATHER	0	1	0	2
WORK ORDERS	507	541	487	6047
SCHEDULED REPAIRS	194	186	179	2307
NON SCHEDULED REPAIRS	313	273	241	3217

Light Shop	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	1	1	8	45
EMERGENCY ROAD CALLS	8	4	2	53
PM SERVICES	91	83	76	1054
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	235	216	221	2749
SCHEDULED REPAIRS	122	107	105	1426
NON SCHEDULED REPAIRS	113	72	79	1133

Heavy Shop	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	5	5	8	112
EMERGENCY ROAD CALLS	28	17	17	196
PM SERVICES	38	32	44	428
INCLEMENT WEATHER	0	1	0	1
WORK ORDERS	216	255	207	2,394
SCHEDULED REPAIRS	56	54	61	695
NON SCHEDULED REPAIRS	160	152	121	1,634

Transit Shop	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	0	2	9	7
EMERGENCY ROAD CALLS	0	0	0	6
PM SERVICES	12	9	11	123
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	47	64	54	514
SCHEDULED REPAIRS	13	22	13	189
NON SCHEDULED REPAIRS	34	44	36	307

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

NOVEMBER 2020	PROJECTED GOAL	THIS MONTH				YEAR TO DATE			
		Percentage Met	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met	
Provide initial response to citizen inquiries within 2 days	100%	72	72	72	100%	388	388	100%	
Provide information requested by citizens within 7 days	95%	72	72	72	100%	388	388	100%	
Complete traffic engineering studies within 45 days.	99%	3	3	3	100%	4	4	100%	
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	31	31	31	100%	152	152	100%	
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Gallons	Percentage	Gallons	Worker Hours	Percentage	
		24	70	2765	2.92	2765	730	0.26	
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Crew Work Days	Average	Crew Work Days	Total Installations	Average	
		1.16	2	15.64	1.72	187	11.96		
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Number Performed	Percentage Met	Goal Met	Percentage Met		
		19	19	63	100%	63	100%		
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Number of Reports	Percentage Met	Goal Met	Percentage Met		
		39	39	147	100%	147	100%		
Response to reports of sign damage:	Percentage								
High Priority Stop or Yield Signs within one hour	99%	8	8	31	100%	31	100%		
Lower Priority all other signs within one day	90%	80	80	510	100%	510	100%		
Street Name Signs within two weeks	90%	27	27	148	100%	148	100%		
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Total Work Hours	Percentage Met	Work Hours Lost	Percentage Met		
		2856	0	14056	0.00	0	0.00		

UTILITIES

13

Monthly Report

November 2020

LINE MAINTENANCE:

Waterline Capital Projects

- Bergundy Court – 100%
- Drawbridge Lane – 85%
- Morren Drive – 100%
- Rhoades Drive – 100%
- Stinson Street – Deferred
- Wellsite Drive – 100%

Drawbridge Lane: WA0334: - Staff will replace 1,200 feet of 6" Ductile Iron with 6" C-900 PVC from Castlerock Road to Stonehurst Street and back to Castlerock Road. Staff laid 520 feet of 6" PVC, replaced 16-meter service connections, and repaired four irrigation systems on the first 700 feet of the project, 85% complete.

Water Line Breaks – 20 in November

Sewer Line Data

- Total obstruction service requests - 26
 - Private Plumbing: 26
 - City Infrastructure: 0
 - Sanitary Sewer Overflows: (0)

Lift Station D Flows:

- Days - 30
- Average daily flow: 0.92 MGD
- Total flow: 27.6 MG

UTILITIES ENGINEERING:

Line Maintenance Building (WA/WW0329)/WRF Storage Building (WW0318): Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. **A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future.**

WASTEWATER PROJECTS:

Sewer Maintenance Project FYE17 (WW0307): Annual project will replace 28,500 feet of deteriorated sewer lines with high density polyethylene (HDPE) pipe and rehabilitate or replace 161 manholes. Area is bounded by Cavecreek Street and Pinecrest Street to the north, Sequoyah Trail and Woodcrest Creek Drive to the west, Rock Creek Road to the south and 12th Avenue NE to the east. Change Order No. 1 was a no-cost change order approved with the contract award. Change Order No. 2 was approved and added approximately 1,000 feet of 12-inch pipe replacement along Chautauqua Avenue from Symmes Street north to just south of Main Street. **Change Order No. 3 was added to the project to address unforeseen storm sewer conflicts along Chautauqua and to also eliminate cleanouts for sewer service lines. The contractor has replaced approximately 13,000 feet of**

line. The replacement within Chautauqua has been completed and work is ongoing within the Woodcrest Addition.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet (5 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Westbrook Terrace to the North, Highway 9 to the Southwest and Berry Road to the East. Preliminary project layout and scope definition are complete. Line Maintenance staff completed television work 10/19/18 and forwarded to NUA engineering staff; NUA approved professional services expenditure with Lemke for surveying and drafting assistance on 02/12/19; Lemke completed initial survey work and delivered draft plans to NUA 07/03/19. Plans are being reviewed by Line Maintenance and NUA staff. Additional funding of \$1.96M is proposed in the FYE21 CIP budget. Staff reviewed plans in October 2020 and final plans are complete.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet (over 4 miles) of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by Peter Pan St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Line Maintenance has begun internal video survey of project area which should be complete by December 2020. Award contract to Lemke for surveying and drafting assistance should be in December 2020.

Engineer: Staff with assistance from local surveyor

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16. Since completion of WRF Phase 2, staff is considering using UV disinfected effluent in lieu of chlorinated effluent for compost irrigation. Staff and APAI requested variance from DEQ reuse rules to accomplish this change on 02/15/18. Staff and APAI met with DEQ 03/29/18 to discuss the proposed variance; DEQ advised NUA on 07/18/18 that the variance was conditionally approved. APAI and staff negotiated scope and price of Compost Reuse Pump Station project; the NUA approved Contract 1819-82 with APAI 12/11/18 to design the project using UV reuse water at the compost facility. Staff met with APAI on 02/08/19 to discuss project with Compost Facility staff and discuss potential project solutions. 100% plans submitted to DEQ 06/19/19 and the DEQ approved the plans 07/15/19. Pre-Bid Conference held 09/12/19 with five contractors attending; bids will be opened 09/19/19. Four bids were received 09/19/19 ranging between \$438,670 and \$635,892 and were much higher than estimated; staff has met with low bidder in attempt to reduce costs and is awaiting additional information. APAI and staff have worked to reduce project scope and cost and we met with the low bidder, Mathews Trenching, in an attempt to reduce the price. Negotiations were only able to reduce the price to about \$350,000 that is still too much to justify contract award. Bids were rejected and the project will not proceed. Staff will work with DEQ to select and bid another SEP project. DEQ agreed but demanded a quick turnaround time so staff selected a solar installation project on top of the UV building at the WRF. NUA approved design contract July 14, 2020 for solar project. Construction began in October 2020 and was complete final week of October 2020. DEQ performed final inspection Friday December 11, 2020 and were satisfied with project. They will send us a final letter closing out consent order.

WRF Reuse Pilot Study (WW0317): Project will consider treatment alternatives to produce highly treated effluent at the WRF suitable for discharge into Lake Thunderbird. In December 2019, we learned that we will be receiving a grant of up to \$700,000 from Bureau of Reclamation (BOR) to assist in funding project. **On November 30, 2020, staff had virtual meeting with BOR who confirmed that Contract was being prepared and should be complete and submitted for NUA approval no later than early in 2021. Upon execution of contract, funding should be immediately available.** NUA approved a contract with Garver on February 11, 2020 to design the pilot

project and prepare a report with conclusions based on the results. On June 23, 2020, NUA approved Amendment No. 1 to Garver's contract to allow them to administer the pilot project including all of the rental equipment and sampling/analyses on behalf of WRF. **The sampling protocol for the study has been largely finalized, and Garver's subcontractor is continuing to receive delivery of and install equipment for the pilot testing. Work is on schedule to commence testing in the Spring of 2020.**

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace centrifuges at WRF. Current centrifuges have reached the end of their useful life, and thus have excessive maintenance needs and require regular repairs to keep them operational. Garver, LLC will be the Engineer for the project, and NUA is expected to approve their contract on December 8, 2020. Design should be completed by July 2021 and construction project bid and approved by NUA in August 2021. Construction should then be completed by February 2022.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the in the Bishop Creek wastewater basin to accomodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. Staff will soon prepare an RFP to select design consultant for this and other water/sewer projects.

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. Geotechnical work has been completed and potholing will be completed in September 2020 allowing the design to be finalized. Downstream manhole rehabilitations were also added to the project due to severe corrosion that has deteriorated the manholes impacting their structural integrity. **Design is progressing based on field investigations and 90% plans were submitted in November. Staff is currently reviewing the plans.**

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

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved

due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution.

To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted for FYE20.

The draft report was received in May 2020 and significant revisions were requested and a revised report was received late June 2020. Additional revisions will be required but will be done and received in December 2020. This project is not a high priority for service reliability but staff will complete this work in early 2021.

Engineer: Olsson, Inc. (Kevin Rood)

WATER PROJECTS:

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. Design is underway. ODOT has required I-35 crossing at Briggs Street to be deepened to 28 feet below grade; construction costs will increase approximately \$450,000. Project advertised 04/29/14 and three bids were opened 05/22/14; Matthews Trenching was the low bidder at \$997,875. NUA approved contract on 06/10/14; work began 06/11/14 and must be complete by 09/01/14. Bore and encasement and waterline installation complete at 24th SW and at Brooks Street and at Briggs Street. NUA approved Final change order #1 and project acceptance on 12/23/14. NUA submitted 1st reimbursement request to ODOT and \$840,780 has been reimbursed by ODOT;. Final engineering invoice from Benham received and final payment has been made; staff requested ODOT reimbursement on August 7, 2020 in the amount of \$260,320. ODOT requested additional copies of paid invoices and staff is working with Purchasing to provide copies. Reimbursement is expected in January 2021.

Waterline Replacement: Interstate Drive (WA0245): Project will replace approximately 8,600 feet of failing ductile iron water lines with PVC pipe to reduce service disruptions to customers and damage to driveways and streets. The project is located along North Interstate Drive from Sooner Fashion Mall north to Northwest Boulevard and along Copperfield Drive from Northwest Blvd. to Interstate Drive with an extension west into Springbrook Addition. New piping will include about 8,600 feet of 6, 8, and 12-inch PVC pipe. **Easements are still being acquired for the project with five of the six parcels received. The last easement is in final negotiations so the project was advertised and bids were opened on December 3, 2020. Cimarron Construction Co. was the lowest, responsible bidder and the contract will be awarded on January 12, 2021.**

Engineer: Cardinal Engineering. Staff is coordinating this work with ongoing WL construction by Sooner Fashion Mall. Final plans submitted to DEQ 05/08/20. Easement acquisition in August 2020, Bid project in September 2020.

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

Additionally, the recommended portfolio for the 2060 Strategic Water Supply Plan recommended a future non-potable irrigation system from the Water Reclamation Facility to irrigate Reaves Park to reduce the demand on the water system. This project will now be designed and bid with an alternate to install the recommended 16-inch non-potable water line parallel to the proposed 24-inch potable water line. The easement was acquired from OU in March; the engineering design was completed in June and submitted to DEQ. The DEQ permit was received in

August and an invitation to bid was issued September 19, 2019, Bid opening was October 10, 2019. Due to the low bid prices for the reuse line, the contract award included the 16-inch reuse line. The project is complete and final acceptance will be on September 22, 2020 docket. This will be the final report on this project.

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

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project will reinstall approximately 6,800 feet of 30-inch PVC C900 along Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line will replace the existing 16-inch line. This project will also replace approximately 2,100 feet of 12-inch water line from Canterbury Street to Flood Avenue on the south side of Robinson. After initial field investigation and discussions with potential contractors, an alternative alignment further away from utility conflicts was evaluated and approved by the OU Board of Regents and accepted by Council. The project was bid and the contract was awarded to Garney Companies, Inc. (Garney) in the amount of \$1,978,875.00 on July 14, 2020. **Garney's subcontractor for small diameter piping, Cimarron Construction (Cimarron), mobilized in early November, and, to date, they have installed approximately 1600 LF of 12" diameter distribution main, mostly by directional bore, on the south side of Robinson between Flood and Berry. Garney, who will install the 30-inch transmission main, commenced mobilization to the project site at the end of November 2020. They should commence installing 30-inch diameter PVC transmission main during the first week of December. Garney expects to complete all project work by the Contract Completion Date in March 2021.**

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

Waterline Replacement: Flood Avenue - Robinson to Venture (WA0328): Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Design is funded in FYE19, with construction funded in FYE20. Based on detailed field survey, the alignment appears to require the removal of the existing 16-inch line and installation of the new line in the same corridor. Water model simulations have indicated that this will not impact service levels but this work is going to be scheduled during the non-demand seasons to reduce the impacts of this outage. Comments on preliminary plans were provided to Engineer on April 3, 2020. **Plans at 65 percent level were received and reviewed and comments were returned back to the consultant. Utility verification and potholing were completed to allow for the design to be finalized.**

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

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Project has been bid and awarded construction began in March 2020. Approximately 350 feet of additional 8-inch water line was added to the project to replace water line along University from Tonhawa to Daws that was found to be in poor condition. **To-date, approximately 10,500 feet of pipe has been installed of the 11,850 linear feet in the project. The completion date for the project will need to be extended due to the time required for the railroad permit revision.**

Engineer: Guernsey (Larry Roach)

Water Treatment Plant Expansion (WA0291/WB0292): Phase II design will include the installation of ozone treatment, UV treatment, an upgrade of the high service pumps serving the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. Design contract with Carollo approved by NUA 05/22/12. Ozone pilot study began in October 2012 and was complete March 2013. Pilot plant results and

preliminary engineering plans presented to NUA 07/08/14 with total project costs estimated at \$33,540,000. NUA approved final engineering contract on 02/10/15. Design plans completed and DEQ approved all variances associated with the project. The NUA loan in the amount of \$31 million was approved by OWRB January 17, 2017. NUA approved acceptance of loan January 24, 2017 and loan closing was January 31st with a rate of 2.81% locked in for 15 years. Bids were opened 3/23/17. Low bidder was Foley Company of Kansas City, Missouri followed by Archer Western and Garney. NUA approved Foley Company's contract and bonds in the amount of \$29,990,165 5/9/17. Staff held the pre-construction meeting 5/31/17 and construction is underway. Contractor began by relocating lines that interfered with new chemical building. Contractor completed 104 required piers for chemical building, installed all ductwork, poured slab and building is roofed and equipment being installed. Contractor excavated ozone contact basin, installed piping, poured slab and completed roof. Contractor excavated UV building, poured slab and inside is nearing completion. Large piping was completed that passed through UV building. First partial plant shutdown was held 11/13/17 and the project has required 5 others to date. All shutdowns have been without issue. The high pressure plane pumps have been installed and were placed back in operation 4/23/19. Maintenance building is 99% complete and is being used to store equipment. Administration building is 90% complete. Contractor has completed \$29,189,188 of the \$30,515,462 total contract. Staff is running new Sodium Hypochlorite (chlorine) system for two weeks and if successful with no disruptions, gas chlorine cylinders will be shipped back to manufacturer. The new Liquid Ammonium Sulfate (LAS) is currently be fed as well as Fluorosilicic acid (fluoride). Once the old chlorine units are removed. The water treatment had two unexpected pipe failures December 13 & 14 and caused a shut down over the holidays. Repair was made and plant restart January 13, 2020. Buildings are near completion and Contractor is requesting final inspections for Certificates of Occupancy. Project completion date is now anticipated to be end of June 2020. City Manager approved CO#3 in the amount of \$37,487.96 for NUA approval since under \$40K on April 3, 2020 and approved CO#4 in the amount of \$37,614.13 May 18, 2020 and CO#5 in the amount of \$20,398.71. Contractor, consultant, and staff met August 7, 2020 and discussed final punch list completion progress. There were 1474 punch list items identified. Contractor and staff are completing final ones this month and expect to complete by end of December. A final change order will be brought forth upon completion of the project.

.Engineer: Carollo Engineers (Amber Wooten)

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

Water Rights Permitting Cowan (WA0212): Cowan submitted a technical memorandum 7/1/16 for staff's review and edits. Staff met with Cowan Group December 7, 2016 and decided to pursue Option #3 of the technical memorandum which states to obtain additional water rights for the upcoming 10-12 wells. Cowan was in a holding pattern until Carollo finalized well sites. Cowan received well locations from Carollo March 12, 2018 and have been revising approach for seeking water rights to fully utilize former prior water rights. Cowan has also been asked to plan a water right coverage to fully supply the horizontal well. Cowan discussed at the well kick-off meeting January 23, 2019 that prior water rights would be transferred for all new wells drilled and they will provide sufficient water rights so that additional rights are not needed at this time. Cowan has begun the water rights process and submitted an application to OWRB on behalf of NUA. Due to COVID 19, OWRB are all working from home and seem to be behind on processing our request. Application was reviewed by OWRB and they asked to advertise in local paper September 24, 2020 and October 1, 2020. Certified mail was sent out simultaneously to landowners located within 1,320 feet of the new wells. Staff attended a Ward 5 meeting where 10 attendees were worried we are going to drain the aquifer. Staff explained that we closely monitor the water levels in the aquifer and this has not been a problem and it is not expected to be a problem. The OWRB will approve at their December 2020 meeting depending on what objections, if any, they receive.

Engineer: Cowan Group (Jeff Cowan)

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 32 active wells from being at 31 previously. APAI is performing a model scenario for the well field and defining potential blending/treatment sites for the wellfield as a whole. APAI presented their draft findings in a webcast Monday May 11th and submitted a draft technical memorandum May 29, 2020. Staff reviewed tech memo and made edits. APAI made corrections and submitted final report 7/1/20. Staff will determine next step for this project.

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep monitor well failed and was re-drilled in September. Well house construction is underway and the first slab was poured June 11, 2020 at Simpson. All well pads are complete, walls installed, and 4 are roofed and dried in. Electrician is completing work on various wells. Project is expected to be complete by March 2021.
Engineer: Carollo Engineers (Rebecca Poole)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but

seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24th NE to 12th NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. Staff anticipates having an agreement established by December 2020

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

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The consultant prepared scope and fee in January for staff to consider and contract negotiations are underway. A scope and fee have been agreed to and a contract was considered by NUA November 26, 2019. Project kickoff meeting is scheduled for week January 14th. Consultant met with staff 5/6/20 and reviewed 35% plans and specs. Soil borings were taken along Robinson on May 27, 2020. Received updated 35% plans 7/6/20 and staff held a plan review on Zoom with Consultant August 4, 2020. **Jacobs is continuing with 65% design and submission of same for review is anticipated by the end of the year. Bidding is tentatively scheduled for Spring 2021.**

Engineer: Jacobs Engineering (Lars Ostervold).

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabbiness Engineering, LLC was approved by NUA 12/11/18. Survey has been completed and a technical design memo was completed and reviewed by staff. With the existence of several large trees that will be impacted, staff held a neighborhood meeting 4/10/19. Approximately 21 people attended representing OU, sororities and fraternities, homeowners and landlords. The direction taken from the meeting was to start this summer and work through fall until completion. Staff offered summer work only and perform over two summers but it was unanimous 21 votes to start and continue until finished. It was also decided to install water line in the street and not under sidewalks. Staff followed up with meetings between consultant and potential contractors and it was decided that the project must be split into 2 summer phases to be successful. Phase I will begin July 1, 2019 and complete December 2019. Phase II is scheduled to begin May 15, 2020 and complete August 15, 2020. Bids were opened June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. Crews completed last concrete pours November 5, 2019. A final walk through was performed Friday November 8, 2019 and project had minor punch list items to complete. NUA approved final as-bid to as-built quantities change order January 28th. Phase II will be delayed until March 2021 and construction will begin May 17, 2021. **In case the semester ends early, current schedule calls for advertising Phase II in January 2021 and opening bids and awarding project in February 2021. Notice to Proceed could then be issued as early as March 2021 if the spring semester were to end early or on May 17, 2021 if semester remains on current schedule. In either case, Construction is anticipated to be complete before the start of the fall semester in August 2021.**

Engineer: Cabbiness Engineering, LLC (Sean Price)

Water Wells Water Line: 108th & Tecumseh – Cardinal Engineering was selected as the consultant for one of the well water line projects. The consultant prepared scope and fee for staff to consider and NUA approved contract November 12, 2019. Project design is underway and project will bid June 2020. Staff finalized review of plans and advertising ran July 23 and July 30, 2020. Bids were opened August 13, 2020 and Hammer Construction was low bidder. NUA approved Contract K-2021-11 with Hammer on September 8, 2020. **Notice to Proceed with construction was issued in early October 2020. Hammer mobilized around November 1, 2020, and, to date, has installed more than 5,000 LF (nearly 40% of contract total) of 12-inch PVC transmission mains water on 108th Ave N.E. between Timberline and Dare. Work is on schedule to be complete before the contract**

completion date in March 2021.

Engineer: Cardinal Engineering (Josh Risely)

Water Wells Water Line: 60th and Franklin – Garver Engineers were selected as the consultant for one of the well water line projects. The consultant prepared scope and fee for staff to consider and NUA approved contract November 26, 2019. Project kickoff meeting was held December 19, 2019 and design is complete. Staff will advertised July 16 and July 23, 2020 and bids were opened August 6, 2020. SMC Utility Construction was low bidder at \$1,082,550. NUA approved Contract K-2021-12 with SMC on August 25, 2020. **Notice to Proceed with construction was issued on September 10, 2020. SMC mobilized on or about October 1, 2020 and, to date, they have installed approximately 3,000 LF (approximately 20% of contract total) of 12-inch water line along Franklin from their Contract Limit on south of 36th Ave N.E. to approximately midway between 36th Ave N.E. and a point north of 36th Ave N.E. Work should be complete in March 2020.**

Garver Engineers (Daniel Ethington)

Cascade Water Tower & Lindsey Water Tower – Dunham Engineering is performing detailed inspections on these two towers May 11th and will prepare engineered cost estimates to use for budgeting and planning purposes. Staff is reviewing the costs of Lindsey tower. NUA approved design contract with Dunham Engineering July 14, 2020 for the Cascade Tower Resurfacing Project. Design is underway. Project was advertised September 3rd and 10th. **Bids were opened on September 24, 2020. Bids were competitive with a total of eleven (11) bids received. G & L Tank Sandblasting and Coatings, LLC was the low bidder with a bid in the amount of \$79,400. Construction is anticipated to commence in December 2020 and continue through the winter season with Final Completion still anticipated in March 2021.**

Engineer: Dunham Engineering (Joe Seiter)

Water Treatment Plant Filter Effluent Pipe Improvements – During construction of the Phase II improvements at the Water Treatment Plant, staff discovered that the existing filter effluent line at the plant did not include an isolation valve, and, as a result, any future inspections or repair work on the 60+ year old line would require shutting down the entire treatment plant. To address this, a valve and inspection port will be cut into the existing filter effluent line that would allow portions of the plant to remain in service even if filter effluent line must be inspected and/or repaired in the future. NUA approved a Contract with Carollo Engineers on November 24, 2020, and Bids are expected to be opened on December 18, 2020. This would allow for Contract Award and Notice to Proceed to be issued in January 2021 and for the plant shutdown that will be associated with this work to be completed well before demand increases in spring.

Engineer: Carollo Engineers (Tom Crowley)

SANITATION CAPITAL PROJECTS:

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009) / Household Hazardous Waste Facility (SA0012): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the newly proposed location is on the site of the Transfer Station. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun discussions regarding coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

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

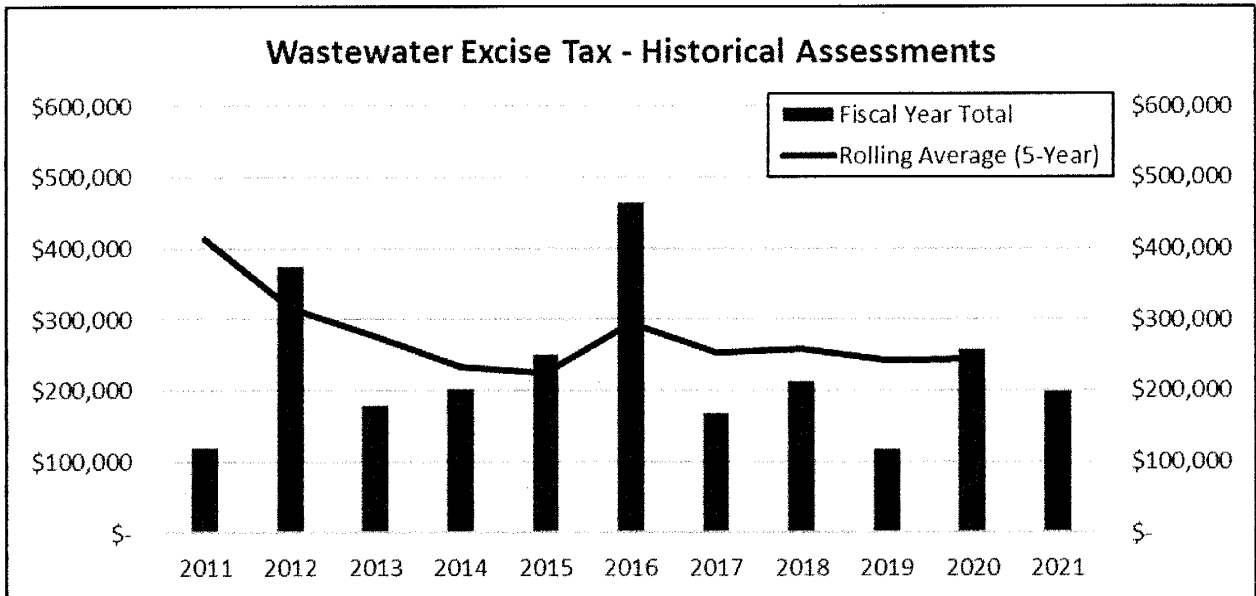
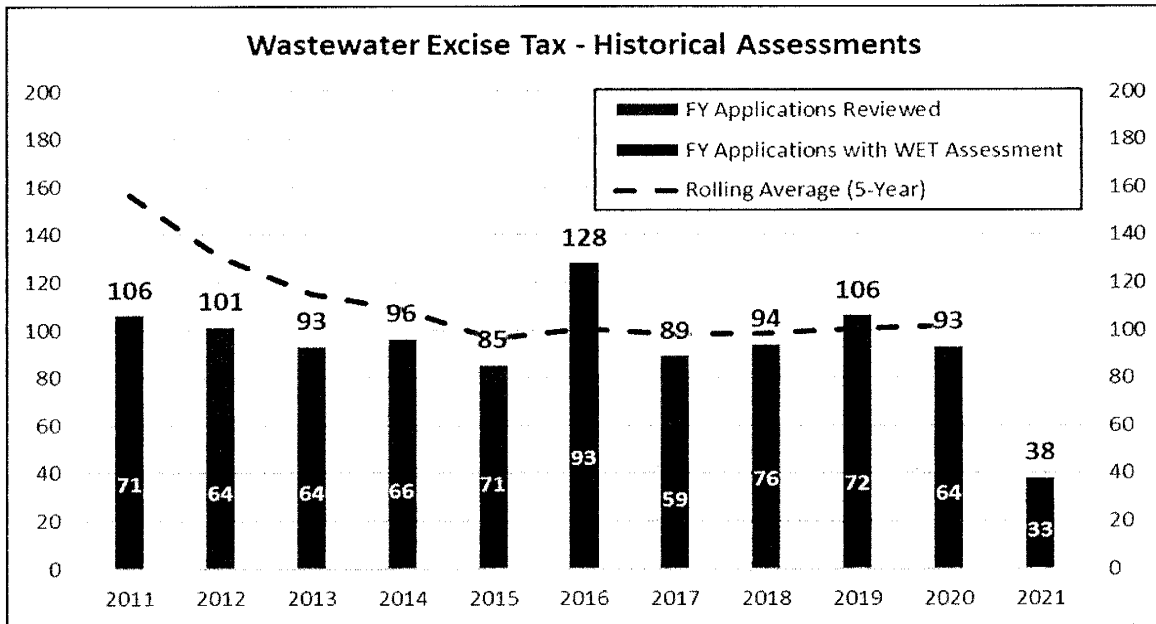
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household Hazardous Waste and Container Maintenance facilities and entry drive modifications to the Transfer Station facility to improve accessibility and safety for vehicles entering and leaving the facility. **The property has been rezoned to add Municipal Use for the**

property to meet current code requirements. The final plans were completed and advertised and are currently out for bidding.

Architect: Studio Architects, LLC (George Winters)

RECOUPMENT/PAYBACK PROJECTS:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 5 commercial entities last month. All of the applications were assessed since these were determined to increase wastewater flows over the previous use of the site. Through November, 35 commercial properties were reviewed and a total of \$201,507.31 was assessed to the 30 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed (note that information processed to-date for December is also shown on the graphs).



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

approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.

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

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

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

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

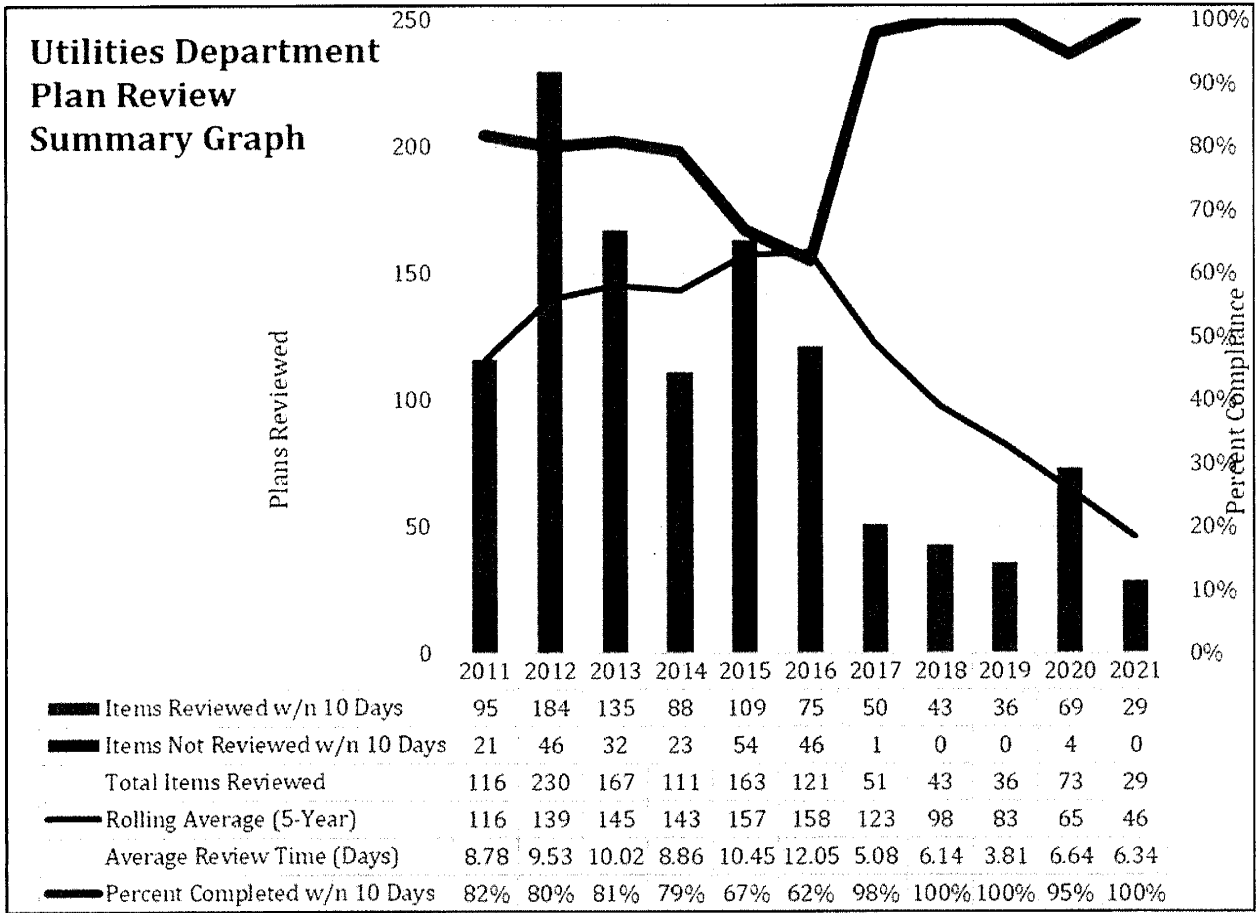
Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09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

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the associated agenda item. This agenda item was approved 12/10/19 concurrently with the proposed Ruby Grant Payback project described below. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.

Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19. Construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Plan Review

Two plan sets were reviewed during September 2020. Staff have reviewed 19 plans to-date for FY2021 with an average review time of 5.58 days will all plans reviewed within 7 days.



Private Water Well Permits Issued

1 Water Well Permit 20-4731 was issued for month of November.

**NOVEMBER 2020
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	November	Year to date
Fats, oil and grease (FOG) program	29	131
Food license approval	1	2
Significant Industrial Users	0	17
Total inspections	30	150

ROUTINE ACTIVITIES

	November	Year to date
Significant Industrial User sites sampled	0	0
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	50%
Household hazardous waste disposal calls	25	143
Immediate assistance requested	1	3

REVENUE

	November	Year to date
FOG Program	\$0.00	\$500.00
Surcharge	\$19,077.66	\$43,467.24
Lab Analysis Recovery	\$0.00	\$9,100.32
Industrial Discharge Permit	\$1,000.00	\$1,000.00
Total revenue	\$20,077.66	\$54,067.56

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

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

MISCELLANEOUS ACTIVITIES

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of November 30, 2020, approximately 98,500 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 21 as a result of the FOG program.
4. Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
5. DEQ and staff are working with the Product Stewardship Institute on a statewide effort to initiate take-back programs similar to Oregon's take-back program for paint.
6. Implementing a Dental Amalgam Program to comply with new federal regulations.
7. Working on annual renewals for participants in the FOG Program.
8. Staff is assisting with plans for a permanent HHW facility.
9. Staff is developing new technically based local limits.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 21		FYE 20	
November, 2020	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	3	0	1
Property Owner Responsibility	26	121	15	98
TOTAL	26	124	15	99
Number of Feet of Sewer Cleaned:				
Cleaned	82,600	426,961	76,727	431,817
Rodded	5,800	21,825	2,725	20,082
Foamed	0	81,695	0	81,183
SL-RAT	29,771	96,481	25,884	64,907
TOTAL	118,171	626,962	105,336	597,989
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	1	0	0
Private	2	4	1	3
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	2	5	1	3
Feet of Sewer Lines Televised	14,522	98,582	12,943	96,775
Locates Completed	202	1,355	198	1,246
Manholes:				
Inspected	1,034	5,471	623	4,003
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	3	9	0	9
Hours Worked at Lift Station	83	872	155	767
Hours Worked for Other Departments	3.26	431.66	0	281
OJI Percentage	0.00	0.00	0.00	0.00
Square Feet of Concrete	162	324	0	0
Average Response Time (Hours)	0.40	0.36	0.37	0.45
Claims Paid Per 10,000 People	0	0.0000	0	0.00

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 21		FYE 20	
November, 2020	MONTH	YTD	MONTH	YTD
New Meter Sets:	61	255	33	195
Number Short Sets	61	253	32	193
Number Long Sets	0	2	1	2
Average Meter Set Time	4.60	4.95	5.61	5.24
Number of Work Orders:				
Service Calls	384	2,021	278	2,037
Meter Resets	1	4	2	3
Meter Removals	1	11	1	3
Meter Changes	49	267	20	353
Locates Completed	485	2,249	476	2,489
Number of Water Main Breaks	19	80	19	79
Average Time Water Off	1.53	2.14	1.34	2.07
Fire Hydrants:				
New	0	2	0	0
Replaced	0	3	0	4
Maintained	81	446	42	483
Number of Valves Exercised	153	960	102	644
Feet of Main Construction	400	1,795	0	1,083
Hours of Main Construction	401	1,772	0	1,611
Meter Changeovers	14	32	0	15
OJI Percentage	0.00	0.00	0.00	0.43
Hours Flushing/Testing New Mains	42	332	28	240
Hours Worked Outside of Division	40	549	19	278

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
November 1-30 2020

Flow Statistics

	FYE 2021		2020	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	315.6	1656.5	318.5	1639.8
Total Effluent Flow (M.G.)	312.3	1632.1	318.1	1606.1
Influent Peak Flow (MGD)	11.7	20.1	13.1	18.7
Effluent Peak Flow (MGD)	11.6	20.1	12.9	18.4
Daily Avg. Influent Flow (MGD)	10.5	10.8	10.6	10.8
Daily Avg. Effluent Flow (MGD)	10.4	10.7	10.6	10.3
Precipitation (inches)	0.4	13.5	1.1	7.7

Discharge Monitoring Report Stats

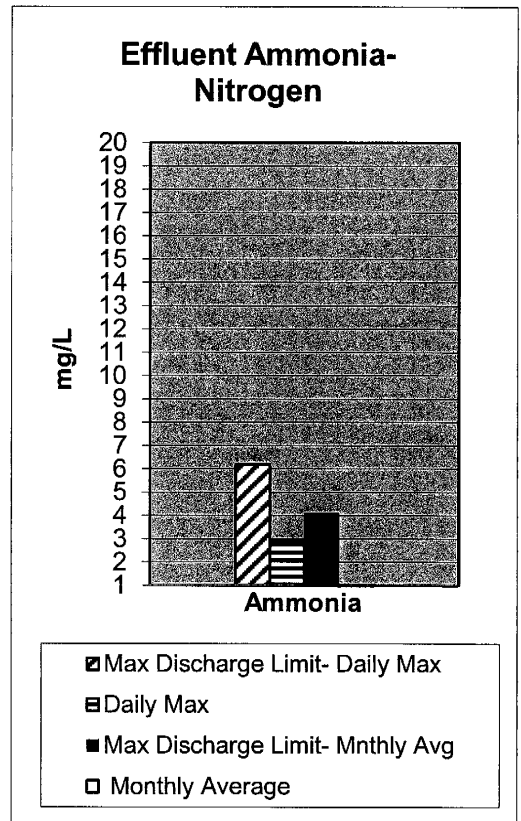
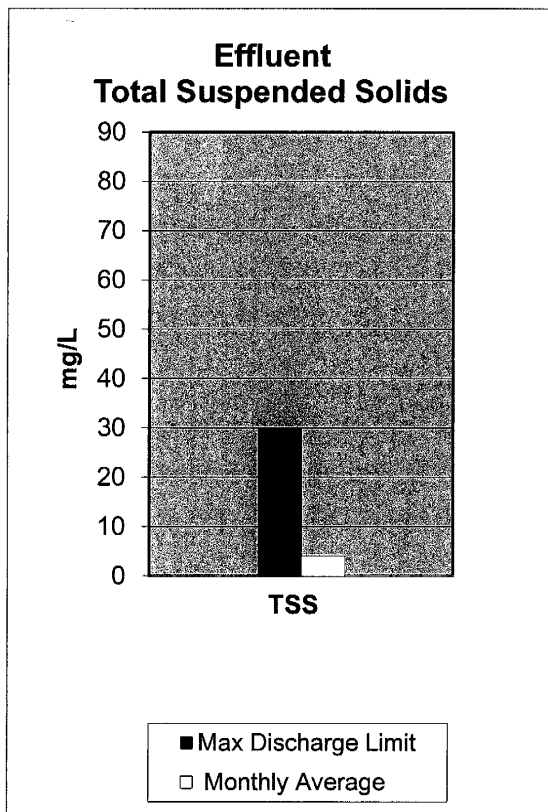
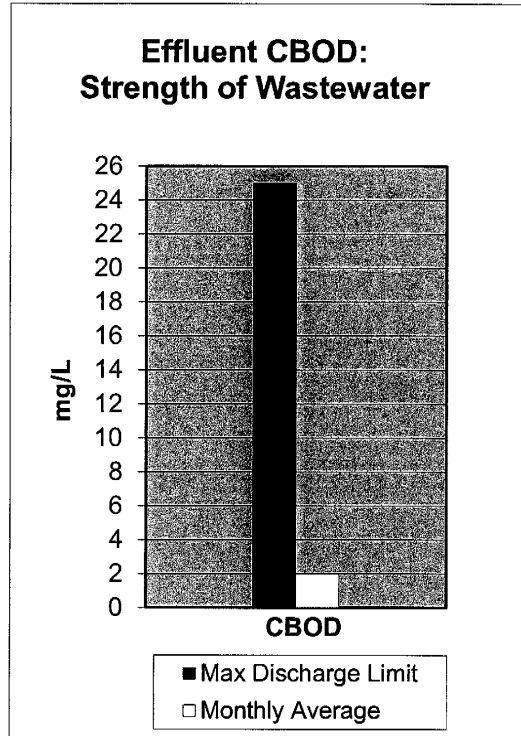
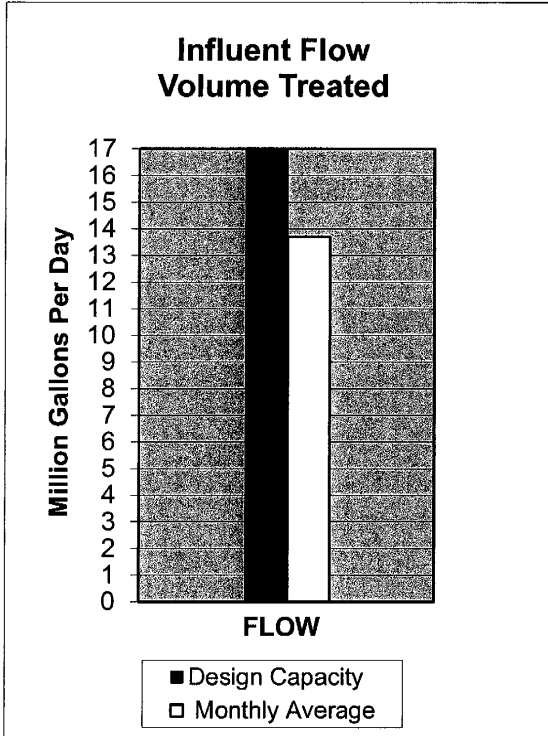
EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	209	217
Effluent Carbonaceous Total	2	2
Percent Removal	99.0	99.1
Total Suspended Solids:		
Influent (mg/L)	299	316
Effluent (mg/L)	4	3
Percent Removal	98.7	99.1
Dissolved Oxygen:		
Influent (min)	0.3	0.6
Effluent (min)	5.7	5.9
pH		
Influent (Low)	6.9	7.3
(High)	7.3	7.7
Effluent (Low)	6.8	6.5
(High)	7.2	7.2
Ammonia Nitrogen		
Influent (mg/L)	30.9	33.6
Effluent (mg/L)	0.5	0.8
Percent Removal	98.4	97.6

Utilities

Electrical				
Total kWh Used (Plant wide)	511,220	2,390,180	518,400	2,275,280
Aeration Blowers	177,100	913,100	117,600	718,500
UV Facility	61,200	881,600	32,400	322,400
Natural Gas				
Total cubic feet/day (plant wide)	584,000	1,920,000	777,000	2,783,000
Public Education (Tours)	1	16	0	19
Total Attendees for FYE 21	32		24	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	2.5	25.4	1.5	54.2
E.coli geometric mean average for November 2020 220 MPN (Limit is 630)				

**CITY OF NORMAN
WATER RECLAMATION FACILITY
November 2020**



Comments here

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

WATER TREATMENT DIVISION

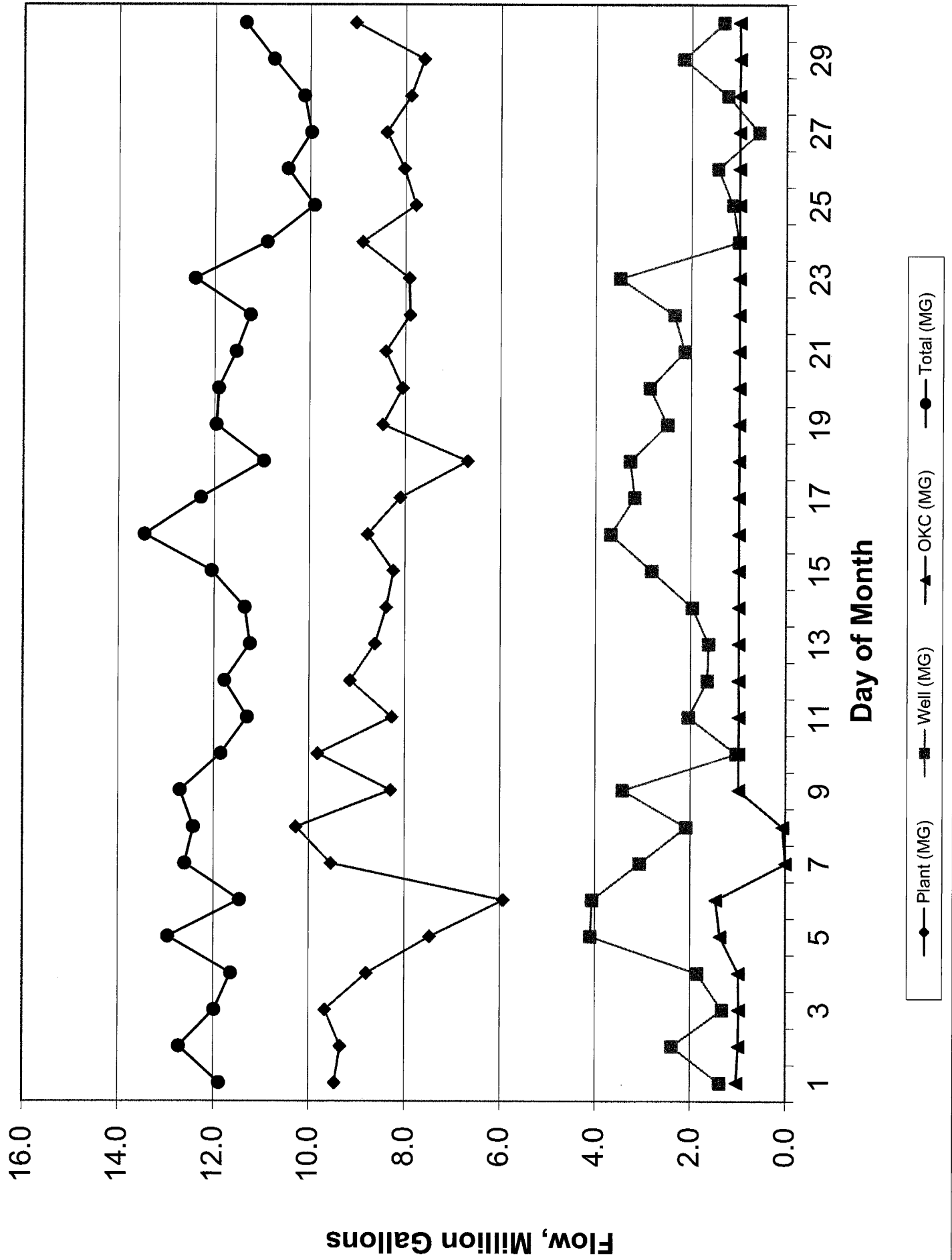
MONTH: November-2020

	<u>FYE 2021</u>		<u>FYE 2020</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	256.23	1907.06	161.24	1718.99
Well Production (MG)	67.28	377.34	126.34	526.51
Oklahoma City Water Used (MG)	28.73	155.13	30.02	151.53
Total Water Produced (MG)	352.25	2439.53	317.59	2397.03
Average Daily Production	11.74	15.94	10.59	15.67
Peak Day Demand				
Million Gallons	15.66	26.00	12.06	22.20
Date	11/7/2020	8/23/2020	11/18/2019	8/20/2019
System Capacity (see note 1)	23.35	23.35	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	2.65	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$712,668.24	\$3,658,505.12	\$626,182.15	\$3,358,878.32
Wells	\$219,960.39	\$1,077,299.48	\$208,239.55	\$1,077,215.88
OKC	\$88,212.83	\$421,444.95	\$70,400.66	\$383,304.41
Total	\$1,020,841.46	\$5,157,249.55	\$904,822.36	\$4,819,398.61
*OKC water bill was estimated - actual bill was not received at time of report				
Cost per Million Gallons				
Plant	\$2,781.33	\$1,918.40	\$3,883.61	\$1,953.99
Wells	\$3,269.28	\$2,855.00	\$1,648.29	\$2,045.95
OKC	\$3,070.19	\$2,716.74	\$2,345.20	\$2,529.51
Total	\$2,898.09	\$2,114.03	\$2,849.00	\$2,010.57
Water Quality				
Total Number of Bacterial Samples	90	443	80	400
Bacterial Samples out of Compliance	0	1	0	0
Total number of inquirers (Note 2)	1	13	8	21
Total number of complaints (Note 2)	6	25	2	18
Number of complaints per 1000 service connections	0.15	0.62	0.05	0.45
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	0	0	1	5
Public Education				
Number of tours conducted	0	0	0	4
Number of people on tours	0	0	0	91

Notes:

Phase II construction - Contractor in process of completing the hydrogen peroxide feed system. Administration Building pending final punch list. Well 59 pump/motor has been installed. Well 36 motor is bad - pending new pump/motor. Sodium hypochlorite system is operational and back in service.

Water Production for November 2020



MONTHLY TRANSFER STATION REPORT

November 2020

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	272.42	\$13,127.93
STANDARD TONS	1,065.27	\$62,002.25
RESIDENTIAL TONS:	402.37	\$17,151.60
PULL OFFS:	9.00	\$135.00
TOTALS:	1,749.06	\$92,416.78

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	426.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8399.73
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	426.00
GRAND TOTAL TONS TO LANDFILLS	8,399.73

DISPOSAL COST PER TON (OKC)	\$20.88
TIPPING FEE'S FOR DUMPING AT OKC:	\$175,386.36
GRAND TOTAL TIPPING FEE'S	\$175,386.36

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	593.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3567.40
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	511.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	3384.77
--	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION: BY SANITATION TRUCKS:	1104.00
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TOTAL TONS BROUGHT TO TRANSFER STATION BY SANITATION TRUCKS:	6952.17
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	104.58
---	--------

TOTAL TONS RECEIVED AT TRANSFER STATION	8796.81
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SANITATION DIVISION PROGRESS REPORT

SUMMARY 2020

	FYE 20		FYE 21	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	2	4	0	4
<u>On The Job Injuries</u>	2	4	1	8
<u>Bulk Pickups</u>	31	130	24	116
<u>Refuse Complaints</u>	85	448	100	478
<u>New Polycarts Requests</u>	48	285	58	339
<u>Polycarts Exchanges</u>	11	48	9	46
<u>Additional Polycart Requests</u>	61	312	64	328
<u>Replaced Stolen Polycarts</u>	26	109	21	121
<u>Replaced Damaged Polycarts</u>	52	423	59	479
<u>Polycarts Repaired</u>	34	247	33	199

COMPOST MONTHLY REPORT

NOVEMBER 2020

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	513.79
LANDFILL TIPPING FEE'S	\$ 20.88
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,727.94
TONS BROUGHT IN BY PUBLIC:	3,324.00
TONS BROUGHT IN BY CONTRACTORS :	5,024.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	24.00
LANDFILL TIPPING FEE'S	\$ 20.88
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 174,807.36
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 185,535.30
REVENUE COLLECTED FROM COMPOST SALES:	\$540.00
REVENUE COLLECTED FROM MULCH SALES:	\$0.00
REVENUE COLLECTED FROM DUMP SALES:	\$0.00
TOTAL TONS COLLECTED	8,885.79

	MULCH CUBIC YDS	COMPOST CUBIC YDS
	MONTH	MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS	3,600	
COMPOST SOLD BY CUBIC YARDS		163
MULCH SOLD BY CUBIC YARDS		
TOTAL:	3,600	163

CURBSIDE MONTHLY RECYCLING REPORT

Nov-20

PROGRAM STATISTICS

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	13.75
POUNDS PER HOME:	29.44

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.24%	5.12
#1 PET	4.00%	16.5
NEWS	0.00%	0
GLASS CONTAINERS	14.55%	60.03
MIX PAPER	38.26%	157.84
PLASTIC FILM	2.66%	10.97
#2 NATURAL	1.19%	4.91
#2 COLOR	1.09%	4.5
#3-#7	0.00%	0
METAL	0.59%	2.43
RIGIDS	1.41%	5.82
TIN-STEEL SCRAP	1.62%	6.68
TRASH	22.24%	91.75
OCC	11.15%	46
TOTAL	100.00%	412.55

	MONTH
SERVICE CALLS (MISSES)	35
HOUSESIDE	4
REMINDER	2
SCATTERED	0
MISC.	1
REPAIR	14
NEW	45
ADD	1
MISSING	3
EXCHANGE	1
REPLACE	7
PICK UP	4
TOTAL CALLS	117.00

	MONTH
LANDFILL COST AVOIDANCE	\$8,614.04

Drop Center Report

NOVEMBER 2020

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	IBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$500.00	\$0.00	0	0	0%	\$20.88	\$1,041.92	\$21,755.29
PLASTICS:	\$20.00	\$0.00						
STEEL CANS:	\$15.00	\$0.00						
MIXED OFFICE PAPER:	\$15.00	\$0.00						
CARDBOARD:	\$50.00	\$0.00	Commercial CARDBOARD	\$35.00	6.24	\$218.40		

RECYCLING CENTER DATA: #9 Westwood Hollywood

	TONS	TONS	TONS	PRO/FEE	Revenues	Net
ALUMINUM:	0.26	0.22	0.36	0.84	\$0.00	\$420.00
PLASTICS:	2.26	2.04	3.52	7.82	\$0.00	\$156.40
STEEL CANS:	0.53	0.51	0.92	1.96	\$0.00	\$29.40
MIXED OFFICE PAPER:	4.08	3.9	30.53	38.51	\$0.00	\$577.65
CARDBOARD:	6.33	12.35	16.38	35.06	\$0.00	\$1,753.00
RECYCLING CENTER TOTALS:	13.46	19.02	51.71	84.19	\$0.00	\$2,936.45

Other Cardboard Containers	Compactors	Wood	Glass	Metal
TONS	TONS	TONS	TONS	TONS
Revenues	Revenues	Revenues	Revenues	Revenues
49.97	19.45	\$972.50	4.48	\$0.00
			48.99	\$0.00
				2.39
				Cost
				Profit
				\$239.00
				\$150.00
				\$89.00

Expenses

Average hrly+ benefits	Cardboard	Occ Compact	MXD Office	Total
Cage Rolloff	44	471.79	8	539.79
Hours	\$1,178.32	\$12,634.54	\$214.24	\$14,455.58
Labor \$	\$0.00	\$2,329.05	\$0.00	\$2,329.05
Vehicle cost				

Revenue	Income	Expense	Net
	\$18,094.87	\$16,784.63	\$1,310.24
			Customer Revenue
			\$11,598.42

Total All Recycle and Cardboard	Revenues
Tons	215.71
	\$6,714.85

Total Recycle Only	Revenues
Tons	104.99
	\$1,272.45

Total Cardboard	Revenues
Tons	110.72
	\$5,442.40

