

City of Norman



Monthly Departmental Report November 2018

MONTHLY PROGRESS

TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS

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

CITY CLERK 1

CITY CLERK
MONTHLY PROGRESS REPORT
November 2018

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	4	49	Noise	0	1
Building Permits	7	48	Norman Forward Questions	0	0
CDBG	0	9	Parks and Recreation	10	114
City Clerk	4	84	Planning	3	39
City Manager/Mayor	1	19	Police	19	166
Code Enforcement/Inspection	22	294	Recycling	0	0
Engineering/Public Works	15	109	Sanitation	40	196
Finance	3	22	Sidewalks	0	0
Fire/Civil Defense	3	19	Storm Debris	0	1
Fleet/Public Works	1	4	Storm Water	9	103
Human Resources	2	7	Streets	11	101
Information (General)	39	170	Street Lights	0	1
Information Technology	2	6	Traffic	29	152
Legal	3	31	Utilities	11	62
Line Maintenance	20	67	WC Questions	0	0
Municipal Court	2	13	WC Violations	0	0
Total for November		260	Total FYE YTD		1884

LICENSES

21 New licenses were issued and 0 licenses were renewed during the month of November. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	2	17	Bee Keeper	0	1
Class I Beer	0	5	Solicitor/Peddler (30 day)	1	2
Class II Beer	0	3	Solicitor/Peddler (60 day)	0	1
Mixed Beverage	1	6	Solicitor/Peddler (one day)	0	0
Mixed Beverage/Caterer	4	4	Coin-Operated Devices	0	1
Brewer	0	1	Game Machines	0	1
Wine & Beer/Winemaker	1	6	Taxi/Motorbus/Limousine	1	0
Temporary Food (30 day)	2	15	Impoundment Yard	0	0
Temp Food (180 day)	4	6	Salvage Yard	0	0
Temp Food (one day)	2	3	Transient Amusement	0	0
Kennel	0	2	Special Event	1	8
Retail Spirits Store	0	3	Special Event Beer	0	0
Retail Beer	0	67	Sidewalk Dining	0	0
Retail Wine	1	44	PediCab	1	7
Distiller	0	0	Pawnbrokers	0	0

New Establishment/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
I Drive Norman	4008 Bluestem Circle	Taxi Cab/Limo/Motorbus
Sear	283 SW 34 th Ave.	Food Service License
Sear	283 SW 34 th Ave.	Occupational Tax/ Mixed Beverage
Toly Park	223 W. Main St	Food Service License
Toly Park	223 W. Main St.	Occupational Tax/ Mixed Beverage/Catering

- 1 New 30 Day Temporary Food Service License was issued to Lucky Lucky Dumpling Company for November 9, 2018 – December 8, 2019
- 1 New 30 Day Temporary Food Service License was issued to Fry Dayz for November 9, 2018 – December 8, 2018
- 1 New Special Event License was issued to Norman Arts Council for November 11, 2018 2ND Friday
- 4 New 180 Day Temporary Food Service License was issued to Schwan's for November 16, 2018 – May 14, 2019
- 1 New 30 Outdoor Solicitor Peddler License was issued to Jon Wiggins for November 24, 2018 – December 23, 2018
- 1 New 1 Day Temporary Food Permit was issued to Yum Pig for November 3, 2018
- 1 New 1 Day Temporary Food Permit was issued to Yum Pig for November 9, 2018

Existing Establishment/ New Additional Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Absolute Karaoke Studio	2230 W. Main St.	New Occupational Tax/Mixed Beverage/Catering
Bricktown Pedicabs	Outside of the city of Norman	New Pedicab
Forward Foods	2001 W. Main St.	Retail Wine
Greek House	768 Jenkins Ave.	Occupational Tax/Beer and Wine
Isushi	762 Asp Ave.	Occupational Tax/Mixed Beverage/Catering
U.S. Postal Service Housing	2801 Estate Hwy 9 Hotel	Occupational Tax/Mixed Beverage/Catering

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11/1/18	Kathleen Drewery	Claimant fell into an unmarked hole on the concrete sidewalk near 1005 Lexington Ave. on February 26, 2018	\$10,000

STUDY SESSIONS

A City Council Study Session was held on November 6, 2018, to continue discussion regarding re-apportionment of University North Park Tax Increment Finance District sales tax options.

CONFERENCES

A City Council Conference was held on November 1, 2018, to discuss possible election dates for the 2019 City Council Elections, as well as continued discussion of the Transportation and Stormwater Bond Programs to finalize the scope of projects.

A City Council Conference was held on November 13, 2018, to update and discuss the I-35 corridor study.

A City Council Conference was held on November 27, 2018, regarding a Stormwater utility and capital bond program.

FINANCE COMMITTEE

A City Council Finance Committee meeting was held on November 15, 2018, regarding the FYE 2018 City of Norman Audit for the submission of the revenue/expenditure reports, submission of the report on open positions.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on November 27, 2018, regarding short term rentals and possible regulations for the use of plastic bags.

COMMUNITY PLANNING AND TRANSPORTATION

A City Council Community Planning and Transportation Committee meeting was held on November 29, 2018, to discuss Cleveland Area Rapid Transit Ridership Report including saferide and extended service for the month of October, 2018, vegetative management in the City rights-of-way, and residential lighting.

FACILITY MAINTENANCE

1A

City of Norman Facility Maintenance
December 2018 Monthly Hourly Materials Cost Report

		Data			
Craft	Location	Labor Hrs	Labor Cost	Material Cost	Total
Custodial	Administration Building-201	55.00	\$714.61	0.00	714.61
	Building A	37.00	\$503.78	0.00	503.775
	Building B	83.00	\$1,147.86	0.00	1147.86
	Building C	37.00	\$503.78	0.00	503.775
	Facility Maintenance	0.00	\$0.00	1,849.53	1849.53
	Library	121.00	\$1,594.17	0.00	1594.17
Custodial Total		333.00	\$4,464.19	1,849.53	6313.72
Doors and Hardware	Administration Building-201	1.50	\$53.58	0.00	53.575
	Fire Administration	1.00	\$24.89	0.00	24.8904
	Irving Rec Center	3.00	\$87.18	223.16	310.34
	Little Axe Rec Center	2.00	\$58.12	88.95	147.07
	Norman Investigations Center	1.00	\$29.06	0.00	29.06
	Santa Fe Depot	1.00	\$29.06	1.04	30.1
Doors and Hardware Total		9.50	\$281.89	313.15	595.0354
Electrical	Administration Building-201	9.00	\$261.32	0.00	261.3208
	Animal Welfare	4.00	\$158.50	0.00	158.5
	Building A	5.00	\$151.10	0.00	151.1
	Building B	2.00	\$60.44	0.00	60.44
	Building C	1.00	\$30.22	0.00	30.22
	Facility Maintenance	12.00	\$330.66	0.00	330.6624
	Fire Station 3	8.50	\$235.55	0.00	235.5516
	Fire Station 7	18.00	\$453.36	78.90	532.2568
	Firehouse Art Center	6.00	\$181.32	0.00	181.32
	Fleet Maintenance	15.00	\$410.66	66.99	477.6532
	Historic Museum-Carriage House	2.00	\$60.44	0.00	60.44
	Library	12.00	\$417.82	66.76	484.5758
	Lindsey Yard-Administration	1.50	\$45.33	0.00	45.33
	Line Maintenance	1.00	\$24.89	0.00	24.8904
	Parks-Community	30.00	\$940.30	52.65	992.951

**City of Norman Facility Maintenance
December 2018 Monthly Hourly Materials Cost Report**

Electrical	Parks-Griffin	6.00	\$149.34	158.34	307.6824
	Parks-Neighborhood	17.00	\$513.74	0.00	513.74
	Traffic Control	6.00	\$149.34	2.72	152.0624
	Transfer Station	39.00	\$970.73	0.00	970.7256
	Water Treatment Plant	1.50	\$45.33	0.00	45.33
	Westwood Tennis Center	1.00	\$30.22	0.00	30.22
	Whittier Recreation Center	1.00	\$30.22	0.00	30.22
Electrical Total		198.50	\$5,650.83	426.36	6077.1924
General Maintenance	Building A	2.00	\$98.06	0.00	98.06
	Irving Rec Center	2.00	\$98.06	0.00	98.06
General Maintenance Total		4.00	\$196.12	0.00	196.12
Heating/Ventilation / Administration Building-201		14.00	\$460.70	0.00	460.7
	Animal Welfare	58.00	\$1,752.76	205.86	1958.62
	Building A	2.00	\$98.06	0.00	98.06
	Building B	17.00	\$570.17	0.00	570.17
	Building C	6.00	\$181.32	0.00	181.32
	Facility Maintenance	4.00	\$120.88	0.00	120.88
	Fire Station 3	12.00	\$362.64	100.63	463.27
	Fleet Maintenance	8.00	\$241.76	73.83	315.59
	Historic Museum	4.00	\$120.88	0.00	120.88
	Irving Rec Center	20.00	\$604.40	432.69	1037.09
	Library	15.00	\$622.59	1,904.49	2527.08
	Parks-Reaves Center	4.00	\$120.88	0.00	120.88
	Santa Fe Depot	4.00	\$120.88	0.00	120.88
	Senior Citizens Center	4.00	\$120.88	0.00	120.88
Heating/Ventilation / Air Conditioning Total		172.00	\$5,498.80	2,717.50	8216.3
Lighting	12th Avenue Rec Center	6.00	\$170.66	36.96	207.6208
	Building A	1.00	\$49.03	0.00	49.03
	Building B	1.00	\$24.89	11.70	36.5904
	Library	2.00	\$49.78	24.84	74.6208
	Parks-Griffin	2.00	\$49.78	0.00	49.7808
	Parks-Neighborhood	7.00	\$211.54	0.00	211.54
	Parks-Reaves	14.50	\$360.91	773.62	1134.5308

**City of Norman Facility Maintenance
December 2018 Monthly Hourly Materials Cost Report**

Lighting	Senior Citizens Center	6.00	\$149.34	51.64	200.9824
	Westwood Pool	4.00	\$99.56	0.00	99.5616
Lighting Total		43.50	\$1,165.50	898.76	2064.2576
Miscellaneous	Administration Building-201	1.00	\$30.22	0.00	30.22
	Building B	5.00	\$145.30	251.20	396.5
	Facility Maintenance	4.00	\$107.90	0.00	107.9008
	Fleet Maintenance	4.00	\$116.24	8.12	124.36
	Library	1.00	\$29.06	7.39	36.45
Miscellaneous Total		15.00	\$428.72	266.71	695.4308
Pest Control	Library East	1.00	\$49.03	75.00	124.03
Pest Control Total		1.00	\$49.03	75.00	124.03
Plumbing	12th Avenue Rec Center	1.00	\$29.06	0.00	29.06
	Administration Building-201	0.50	\$24.52	0.00	24.515
	Animal Welfare	3.00	\$87.18	0.00	87.18
	Building A	1.00	\$29.06	0.00	29.06
	Building B	6.00	\$174.36	0.00	174.36
	Building C	4.00	\$156.18	0.00	156.18
	Fire Station 2	3.00	\$87.18	96.09	183.27
	Fire Station 5	1.00	\$29.06	0.00	29.06
	Fire Station 7	1.00	\$29.06	24.25	53.31
	Fire Station 9	1.00	\$29.06	1.00	30.06
	Firehouse Art Center	1.00	\$29.06	0.00	29.06
	Fleet Maintenance	1.00	\$29.06	0.00	29.06
	Library	2.00	\$58.12	0.00	58.12
	Little Axe Rec Center	3.00	\$87.18	14.16	101.34
	Parks-Community	35.50	\$1,033.37	0.00	1033.37
	Parks-Neighborhood	4.00	\$116.24	0.00	116.24
	Sanitation	5.00	\$145.30	0.00	145.3
	Senior Citizens Center	20.00	\$588.16	331.35	919.51
	Transfer Station	1.00	\$29.06	3.34	32.4
	Water Reclamation Facility-Main Control	5.00	\$147.62	395.96	543.58
	Westwood Clubhouse	23.00	\$668.38	11.48	679.86
	Westwood Pool	4.00	\$116.24	18.97	135.21

**City of Norman Facility Maintenance
December 2018 Monthly Hourly Materials Cost Report**

Plumbing Total	126.00	\$3,722.51	896.60	4619.105
Grand Total	902.50	\$21,457.58	7,443.61	28901.1912

CITY MANAGER

2

CIP FINANCIAL STATUS 2A

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS					
			10/15/2018		
Project No. **	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.	
FIRE					
EF0180; BP0356	Fire Admin Remodel	\$0	\$20,000		Capital Fund 50
UTILITIES					
WW0065	WRF Phase 2 Improvements	\$0	\$300,000		Sewer Excise Tax 322
WW0065	WRF Phase 2 Improvements	\$0	\$570,000		Water Reclamation Fund 032
WW0169	WRF Digester Boiler	\$0	\$45,000		Water Reclamation Fund 032
WW0171	WRF Primary Sludge Thickener	\$0	\$30,000		Water Reclamation Fund 032
WW0309	WRF Replace Grit Classifier	\$0	\$15,000		Water Reclamation Fund 032
PARKS AND RECREATION					
NFB018	Westwood Family Aquatics Center	\$0	\$300,000		Norman Forward Fund 051
NFB001	Griffin Park Renovation Phase I Field Grading & Lighting	\$0	\$0		Norman Forward Fund 051
CITY MANAGER					
NFB017	Eastside Library	\$0	\$50,000		Norman Forward Fund 051
PUBLIC WORKS					
NFB008	James Garner and Acres Intersection	\$0	\$8,275.35		Norman Forward Fund 051
POLICE	none				
INFORMATION TECHNOLOGY					
BG0071	City Center Core Replacement	\$0	\$0		Capital Fund 50
PLANNING	none				
CITY CLERK	none				
Notes					
* Source of information Project Managers.					
** Project numbers correspond to the projects identified in the adopted Capital Improvements Plan.					

COMMUNITY RELATIONS

2B

Community Relations Office
November 2018

[illegible]

DEVELOPMENT COORDINATOR 2C

City of Norman - Development Coordinator Monthly Report November 2018

Below are activities and projects that the Development Coordinator has been involved with during the month of November 2018.

General Inquiries, Contacts and Meetings

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- James Garner Intersection Construction Meeting
- Council Community Planning and Transportation Committee
- City Council Oversight
- Presentation to Economics Class- University of Oklahoma
- NORMAN FORWARD Presentation – Oklahoma Parks and Recreation Society
- Panel Speaker for American Political Science Association – University of Oklahoma
- Meeting with Building and Development Stakeholders – Low Impact Development Incentives
- Stormwater Citizens Committee
- Presentation/Discussion with Mayor of Arrezzo, Italy
- Jobsite Tour with Pioneer Library Board – Norman Central Library

Building Permit and Plat Application Meetings

- Assisted representatives and staff in discussions regarding medical marijuana facilities
- Assisted Norman Public Schools in development project
- Assisted business owners regarding building permit requirements
- Met with staff and a developer to discuss potential areas for development in Norman.
- Assisted developer with stormwater inspection questions.

###

NORMAN FORWARD 2D



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MONTHLY REPORT – NOVEMBER 2018

NORMAN FORWARD

DATE: December 4, 2018

PROJECT: NORMAN FORWARD

PROJECT NO: 16-003

REPORT PERIOD: November 1 through November 30, 2018

WORK THIS MONTH

1. Thursday, November 1, 2018 | 10:00 a.m. | James Garner Phase I Coordination Meeting
 - a. Meeting with City project managers, James Garner contractors, and Central Library contractors to receive update on James Garner Phase I road and library coordination
2. Thursday, November 1, 2018 | 2:00 p.m. | Ruby Grant Stakeholder Meeting
 - a. Ruby Grant Ad stakeholder meeting led by Howell & VanCuren to discuss inclusivity and design for the Ruby Grant park project
3. Thursday, November 1, 2018 | 3:30 p.m. | Ruby Grant Stakeholder Meeting
 - a. Ruby Grant Ad stakeholder meeting led by Howell & VanCuren to discuss disc golf and dog park design for the Ruby Grant park project
4. Thursday, November 1, 2018 | 6:30 p.m. | Ruby Grant Public Input Meeting
 - a. Ruby Grant Ad public meeting led by Howell & VanCuren to provide update on the design progress and receive feedback from the public
5. Monday, November 5, 2018 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
6. Monday, November 5, 2018 | 2:00 p.m. | Central Library Coordination Meeting
 - a. Meeting led by Flintco on-site at job trailer to coordinate installation and splicing of Internet fiber with OneNet, Pioneer Library System, and City of Norman
7. Tuesday, November 6, 2018 | 11:00 a.m. | Central Library Construction Meeting
 - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
8. Wednesday, November 7, 2018 | 10:00 a.m. | Central Library Coordination Meeting



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- a. Meeting with MSR, Pioneer Library System, City of Norman, and Flintco to review preliminary signage package and schedule milestones for Central Library project
9. Friday, November 9 | 9:00 a.m. | Griffin Park Punch List Walk
 - a. On-site walk led by Lippert Bros. Inc. to review punch list and open items for Phase 1 Construction project for Griffin Park
10. Tuesday, November 13, 2018 | 11:00 a.m. | Central Library Bi-Weekly Change Order Meeting
 - a. Meeting to review and discuss pending change orders for the Central Library project
11. Wednesday, November 14, 2018 | 9:00 a.m. | Westwood Tennis OAC
 - a. Weekly construction meeting led by Flintco with City Staff, TMP, and ADG to discuss project progress, schedule, and critical path issues
12. Thursday, November 15, 2018 | 10:00 a.m. | James Garner Phase I Coordination Meeting
 - a. Meeting with City project managers, James Garner contractors, and Central Library contractors to receive update on James Garner Phase I road and library coordination
13. Monday, November 19, 2018 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
14. Tuesday, November 20, 2018 | 9:00 a.m. | Ruby Grant Teleconference
 - a. Teleconference led by Howell & VanCuren to review ADG and City Schematic Design review comments with project team
15. Tuesday, November 20, 2018 | 5:30 p.m. | City Council Special Session
 - a. Agenda Item 2 RPT-1819-35 Discussion regarding the FYE 2019 Capital Improvements Program Budget and the FYE 2020-2024 Capital Improvement Plan.
 - b. Agenda Item 4 RPT-1819-36 Discussion regarding possible sites for a stand alone senior citizens center.
16. Monday, November 26, 2018 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
17. Tuesday, November 27, 2018 | 11:00 a.m. | Central Library Construction Meeting
 - a. Weekly construction meeting with City Staff, Flintco Construction Co., MSR, and ADG to discuss critical path issues
18. Tuesday, November 27, 2018 | 3:30 p.m. | Libraries Ad Hoc Meeting
 - a. Libraries Ad Hoc meeting led by Chair Tim Mauldin, presentation by MSR regarding Central Library furnishings design
19. Tuesday, November 27, 2018 | 5:00 p.m. | City Council Conference



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- a. Agenda Item 1 Change Order No. Eleven to Contract K-1617-83: By and between the Norman Municipal Authority and Flintco, L.L.C., increasing the contract amount by \$277,298 for a revised contract amount of \$26,437,814 for fabrication and installation of the public art piece for the NORMAN FORWARD Central Library project.
- 20. Tuesday, November 27, 2018 | 6:30 p.m. | City Council Meeting
 - a. Agenda Item 15 Contract K-1617-83 CO#11 Change Order No. Eleven to Contract K-1617-83: By and between the Norman Municipal Authority and Flintco, L.L.C., increasing the contract amount by \$277,298 for a revised contract amount of \$26,437,814 for fabrication and installation of the public art piece for the NORMAN FORWARD Central Library project and budget appropriation from the NORMAN FORWARD fund balance.
 - b. Agenda Item 17 Contract K-1718-136 Amd #1 Amendment No. One to Contract K-1718-136: A memorandum of understanding by and between Norman Municipal Authority and the Oklahoma Department of Mental Health and Substance Abuse Services (“ODMHSAS”), regarding the leasing and right of first refusal to purchase real property, namely 160 acres, more or less, located at the northwest corner of 12th Avenue N.E. and East Robinson Street.
- 21. Wednesday, November 28, 2018 | 9:00 a.m. | Westwood Tennis OAC
 - a. Weekly construction meeting led by Flintco with City Staff, TMP, and ADG to discuss project progress, schedule, and critical path issues
- 22. Wednesday, November 28, 2018 | 12:30 p.m. | Central Library Furnishings Workshop 3
 - a. Workshop led by MSR to determine remaining furnishings selection for Central Library project; coordination with Tallgrass Carpentry for final design determination for Burr Oak furnishings for Room 219
- 23. Thursday, November 29, 2018 | 8:00 a.m. | Central Library Furnishings Workshop 3 Wrap-Up
 - a. Second of two-day workshop led by MSR to determine finishes, finalize locations and coordination, and confirm budget for Central Library furnishings, with special emphasis on procurement process and expectations of delivery and installers
- 24. Central Library site visits for observation: 5
- 25. Griffin Park site visits for observation: 2
- 26. Westwood Indoor Tennis site visits for observation: 12

WORK ANTICIPATED THE UPCOMING MONTH (DECEMBER 2018)

- Central Library ongoing construction
- Griffin Park Master Plan Phase I closeout



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- Westwood Indoor Tennis Facility ongoing construction
- Reaves Park Master Plan construction document drafting
- Ruby Grant Park construction document drafting
- Indoor Aquatic Facility Council location determination
- Indoor Multi-Sport Facility Council location determination
- Indoor Aquatic Facility, Multi-Sport Facility, and Senior & Cultural Center Master Plan Services R.F.Q. interviews on hold
- Continued development of standardized contracts for use with architectural, design, and construction consultants
- Continued discussion of project budgets
- Continued discussion of senior center location and funding options

PROJECTS STATUS

- East Library
 - a. Schedule: Opening Celebration on July 20, 2018
 - b. Budget: Within budget
 - c. In operation
- Central Library
 - a. Schedule: Construction contract awarded April 25, 2017
 - b. Budget: Within budget
 - c. Issues: No known issues
- Westwood Family Aquatic Center
 - a. Schedule: Opening Celebration on May 26, 2018
 - b. Budget: Final Pay App approved on July 24, 2018
 - c. In operation
- Griffin Park
 - a. Schedule: Master Plan Design contract awarded March 14, 2017
 - b. Schedule: Phase I construction contract awarded May 22, 2018
 - c. Budget: Phase I within budget
 - d. Issues: No known issues
- Reaves Park
 - a. Schedule: Master Plan Design contract awarded March 28, 2017
 - b. Budget: Phase I within budget
 - c. Issues: No known issues
- Westwood Indoor Tennis Facility
 - a. Schedule: Design contract awarded June 27, 2017
 - b. Schedule: CMaR contract awarded June 13, 2018
 - c. Budget: Amendment No. 1 approved August 14, 2018; within budget
 - d. Issues: No known issues
- Ruby Grant



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- a. Schedule: Design contract awarded June 26, 2018
 - b. Budget: Within budget
 - c. Issues: No known issues
 - Indoor Multi-Sport Facility
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: location determination
 - Indoor Aquatic Center
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: location determination
 - Senior Center
 - a. Schedule: pending project start
 - b. Budget: pending project start
 - c. Issues: location determination, funding source determination
 - Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Adopted on June 28, 2016
 - d. Issues: No known issues
 - Indoor Multi-Sport Facility location/lease
 - Indoor Aquatic Facility location/lease
 - Continued discussion regarding operator for indoor multi-sport facility
 - Continued discussion regarding operator for indoor aquatic center
 - Continued discussion regarding indoor aquatic center operating budget
 - Continued discussion regarding indoor aquatic center capital improvements responsibility
 - Continued discussion regarding senior center location and budget/funding source
-

SUBMITTED BY: ADG Team – Leslie Tabor, William Harrell, Jason Cotton, Mike Mize

FINANCE 3

CITY OF NORMAN

Department of Finance Monthly Report – November 2018

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 36,183 total payments. The traffic counter at the Drive-up Facility counted 10,650 customers. The Treasury division processed 1,444 credit card utility payments, a decrease of 3% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,605 credit card utility payments, a decrease of 6% from last month. Utility customers also have the option of paying on the City of Norman website. There were 5,880 credit card payments made on the internet in November, a decrease of 12% from last month. The Municipal Court processed 167 credit card payments for court fines, a decrease of 24% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$25,890 in convenience fees in the month of November with a fiscal year-to-date total of \$135,711.

Utility Services Division:

The Meter Reading Division read 41,047 meters. Out of 77 meter reading routes, 12 (16%) were read within the targeted 30-day reading cycle. 32 routes (42%) were read by the 33rd day and all routes were read by the 38th day. No routes were estimated in November.

Adoption of Annual Financial Reports

City Council at its December 11, 2018 meeting approved receipt of the Fiscal Year 2018 Comprehensive Annual Financial Report (CAFR) and Single Audit Report. The financial statements included in these reports were audited by the accounting firm of BKD, LLP and received unqualified (or “clean”) opinion that the statements fairly represented the financial condition of the City in all material respects, as of June 30, 2019, and that no significant internal control deficiencies were discovered during the audit. The Single Audit Report covers the City’s spending of Federal grant dollars and monitors compliance with the grant contracts. Preparation of these reports and facilitating the audit is a significant endeavor each year for the Finance Department staff.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are below target for the month of November by -4%. Revenues from the City's largest single source of revenue, sales tax, are above target by 3.2% for the year to date and 4.2% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 19 Budget To Date	FYE 19 Actual To Date	FYE 18 Actual To Date	FYE 17 Actual To Date
Sales Tax Revenue	\$16,380,465	\$16,904,261	\$16,225,792	\$16,093,080
General Fund Revenue	\$31,516,170	\$30,262,649	\$30,012,060	\$29,706,099
General Fund Expenses	\$33,741,657	\$31,414,786	\$30,446,794	\$32,199,400

Administration Division

	FYE 19		FYE 18	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	4,000.00	320.00	3,680.00
Total Comp Time Available	0.00	4.75	0.00	0.00
Total Overtime Hours	0.00	11.00	0.00	10.00
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	480.00	4,015.75	320.00	3,690.00
Benefit Hours Taken	80.00	607.00	72.00	534.00
TOTAL ACCOUNTABLE STAFF HOURS	400.00	3,408.75	248.00	3,156.00
 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	124.50
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	124.50

ACCOUNTING 3A

Accounting Division

	FYE 19		FYE 18	
	November	YTD	November	YTD
Total Regular Hours Available	1,440.00	11,848.00	960.00	10,720.00
Total Comp Time Available	4.00	69.75	5.00	26.50
Total Overtime Hours	4.00	61.50	4.00	9.25
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	 1,448.00	 11,979.25	 969.00	 10,755.75
Benefit Hours Taken	197.25	2,018.75	101.75	1,247.00
 TOTAL ACCOUNTABLE STAFF HOURS	 1,250.75	 9,960.50	 867.25	 9,508.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	5.00	5.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 5.00	 0.00	 0.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 19 November	FYE 19 October	
Total Revenue Received (\$)	\$4,607,437	\$5,295,060	(\$687,623)
Utility Payments - Office (#)	38,074	42,873	(4,799)
Utility Payments - Office (\$)	\$3,992,480	\$4,885,777	(\$893,297)
Lockbox (#)	16,578	19,456	(2,878)
Lockbox (\$)	\$1,699,729	\$2,208,388	(\$508,659)
IVR Credit Card (#)	1,605	1,701	(96)
IVR Credit Card (\$)	\$160,691	\$178,057	(\$17,366)
Click to Gov (#)	5,878	6,677	(799)
Click to Gov (\$)	\$612,716	\$724,119	(\$111,403)
UT Credit Card Payments (#)	1,444	1,470	(26)
UT Credit Card Payments (\$)	\$174,141	\$188,076	(\$13,935)
Art Donations (#)	82	104	(22)
Art Donations (\$)	\$227	\$522	(\$295)
Bank Draft Payments (#)	8,263	8,716	(453)
Bank Draft Payments (\$)	\$831,143	\$932,137	(100,994)
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	36	54	(18)
Processed Return Checks (\$)	(\$16,473)	(\$40,047)	\$23,574
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$529,611	\$330,980	\$198,631
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$167,706	\$213,339	(\$45,633)
Municipal Court - Credit Card (#)	167	220	(53)
Municipal Court - Credit Card (\$)	\$65,530	\$82,641	(\$17,111)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$363,379	\$144,913	\$218,466
Building Permits Credit Card (#)	91	101	(10)
Building Permits Credit Card (\$)	\$165,226	\$64,165	\$101,061
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$2,018	\$2,215	(\$197)
Occupational License - Bldg Insp. CC (#)	11	10	1
Occupational License - Bldg Insp. CC (\$)	\$1,368	\$1,165	\$203
Business License - City Clerk (\$)	\$5,723	\$6,880	(\$1,157)
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,032	9,026	(994)
Convenience Fees - All Payments (\$)	\$24,096	\$27,078	(\$2,982)
Bank Drafts Billed (#)	8,284	8,229	55
Bank Drafts Billed (\$)	\$771,752	\$894,582	(\$122,830)
Interdepartmental Billing (#)	167	167	0
Interdepartmental Billing (\$)	\$23,213	\$18,135	\$5,078
Accounts Receivable Billed (\$)	\$251,552	\$296,633	(\$45,081)

Budget Services Division

	FYE 19		FYE 18	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	240.00	2,312.00	160.00	1,840.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	240.00	2,312.00	160.00	1,840.00
Benefit Hours Taken	24.00	720.00	24.00	232.00
TOTAL ACCOUNTABLE STAFF HOURS	216.00	1,592.00	136.00	1,608.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 19		FYE 18	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,200.00	9,280.00	800.00	8,022.00
Total Comp Time Available	26.50	264.00	19.50	211.75
Total Overtime Hours	18.75	354.25	13.50	399.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,245.25	9,898.25	833.00	8,632.75
Benefit Hours Taken	205.25	1,674.50	69.50	1,259.25
TOTAL ACCOUNTABLE STAFF HOURS	1,040.00	8,223.75	763.50	7,373.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	133.75	0.00	133.75
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	133.75	0.00	133.75

UTILITY 3C

Utility Division

	FYE 19		FYE 18	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	3,840.00	31,415.00	2,675.00	26,888.00
Total Comp Time Available	4.25	164.50	0.75	13.75
Total Overtime Hours	35.25	416.75	39.00	336.25
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	3,879.50	31,996.25	2,714.75	27,238.00
Benefit Hours Taken	801.25	5,122.50	139.75	2,624.00
TOTAL ACCOUNTABLE STAFF HOURS	3,078.25	26,873.75	2,575.00	24,614.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 19		FYE 18	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	240.00	1,915.00	155.00	2,115.00
Total Comp Time Available	0.00	32.00	0.00	24.25
Total Overtime Hours	7.50	66.00	5.00	55.25
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	247.50	2,013.00	160.00	2,194.50
Benefit Hours Taken	21.00	201.50	0.00	134.50
TOTAL ACCOUNTABLE STAFF HOURS	226.50	1,811.50	160.00	2,060.00
PERMANENT PART-TIME				
Total Regular Hours Available	169.50	1,379.00	112.00	833.25
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	169.50	1,379.00	112.00	833.25
Benefit Hours Taken	15.00	168.00	0.00	16.00
TOTAL ACCOUNTABLE STAFF HOURS	154.50	1,211.00	112.00	849.25
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments

	FYE 19 November	FYE 19 October
Mail Payments - Lockbox	16,578	20,451
Mail Payments - Office	182	250
Mail Payments - Subtotal	16,760	20,701
Night Deposit	368	370
Click-to-Gov Payments	5,880	6,677
IVR Payments	1,605	1,701
Without assistance payments - Subtotal	7,853	8,748
Drive-up window & inside counter	10,126	10,650
Credit Card machine payments (swipe)	895	968
Credit Card machine payments (phone)	549	518
With assistance payments - Subtotal	11,570	12,136
Total Payments Processed - Subtotal	36,183	41,585
Bank Draft (ACH) Payments	8,263	8,716
Total Payments (Utility)	44,446	50,301
Total Convenience Fees - all Payments	8,032	8,907
Grand Total Payments	52,478	59,208

Traffic Counter at Drive-up Facility

Night Drop *	2,459	2,459
8-5 Drive-up Window Customers *	8,191	8,191
Total Traffic Counter	10,650	10,650

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

Meter Reading Division

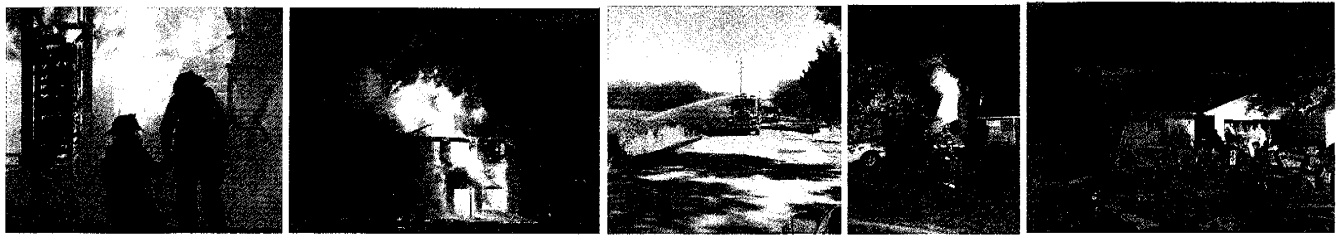
	FYE 19		FYE 18	
	November	YTD	November	YTD
Number of Meters Read	31,894	422,424	34,407	422,892
New Service	562	8,865	524	9,505
Request for Termination	518	8,849	543	9,378
Delinquent On(s)	294	2,702	292	2,553
Delinquent Offs	444	3,842	493	3,539
Collect Deposit Tags Hung	27	240	42	387
Collect Deposit Cut Offs	8	74	22	2,852
Blue Tags	11	214	31	307
Number of Meters Re-read	2,384	14,561	1,303	17,159
Meters Cleaned	115	1,232	127	657
Customer Assists	97	970	80	427
Meters Pulled	0	11	0	6
Meters Re-set	1	10	0	3
Meter Exchanges	70	572	39	560
TOTAL	36,425	464,566	37,903	470,225

Utility Division Activity Report

	FYE 19		FYE 18	
	November	YTD	November	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,409	461,200	41,635	419,800
New Ons	730	8,599	739	7,943
Final Accounts Billed	504	8,392	493	7,647
TOTAL ACCOUNTS BILLED	43,643	478,191	42,867	435,390

FIRE DEPARTMENT

4



NFD Monthly Progress Report

November 2018

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	36	2.70%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.08%
3 - Rescue & emergency	829	62.19%
4 - Hazardous Conditions (No Fire)	27	2.03%
5 - Service Call	113	8.48%
6 - Good Intent Call	246	18.45%
7 - False Alarm & False Call	62	4.65%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	19	1.43%
Total Incident Count (Unique Calls)	1333	100.00%
Number of Total Unit Responses	1834	

Total Fire Loss \$2,029,200.00

Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	262	270	0:04:30
Station #2	178	312	0:05:12
Station #3	222	318	0:05:18
Station #4	136	280	0:04:40
Station #5	55	555	0:09:15
Station #6	51	441	0:07:21
Station #7	139	326	0:05:26
Station #8	93	320	0:05:20
Station #9	191	341	0:05:41

Community Outreach

Tours	11	Around 775 kids at schools and daycares in Norman
Community/Special Events	3	Veteran's Day parade, Turkey Giveaway, Salvation Army Kettle Crew
Ride Along	4	Tim Robinson, Dekevis Joran, Garrett Fisher, Tessie Taleu

Burn Permits

Burn Permits Issued	115	Total of 16 burn days
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Training

Total Personnel Training Hours	2440	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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Firefighter Appreciation	2	Meals from local businesses
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NFD Monthly Progress Report

November 2018

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	1	1								
Chief 301	9	2		1			1	4	1	
Chief 302	31	10	1	5		1	5	6		3
Chief 303	37	11	4	4	3	3	3	6	1	2
Chief 304	22	6	1	4		3	1	5		2
Engine 1	287	262	1	6			2	10	1	5
Brush 1	2	2								
Engine 2	199	5	176	8	4			6		
Brush 2	2			1	1					
Engine 3	239	5	3	222			1	3		5
Brush 3	2	1		1						
Engine 4	148	4	2		135			6	1	
Brush 4	2				2					
Engine 5	59					56	3			
Brush 5	59					47	3			
Tanker 5	9					7	2			
Engine 6	64	1				8	51	2		2
Brush 6	64					5	11			
Rescue 7	2		2							
Squad 7	189	26	7	12	1			136	3	4
Engine 8	100	2			2			3	92	1
Brush 8	1				1					
Tanker 8	1						1			
Engine 9	216	13	1	3		1	6	5	1	186
Brush 9	5	1				1	3			
Tanker 9	14					6	7			1
Ladder 9	37	13	3	6				6		9
Fire Marshal 2	10	3		1		2	2	1		1
Fire Marshal 3	11	5	1			3	1			1
Fire Marshal 4	7	2		1			2	1		1
Fire Marshal 5	5	2				2				1
	1834	377	205	275	149	145	105	200	100	224

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
November 2018**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		165	163.5
Re-Inspections		36	34.5
Residential Inspections			
Plan/Platt Review		36	27
Company Inspections			
Re-Inspections			
Total Inspections		201	198

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries			
Smoke Detectors Installed		31	29

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		14.5	8
Fire Education Classes			

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		106	
Investigations		32	73
Investigative Activities		35	75
Miscellaneous/Special			

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: November 2018
Mitigation:	
Safe Room Program	Awaiting close out
First Draft Mitigation Plan	First draft expected in December
Southern Political Science Association	Submitted and Abstract on Mitigation Resident intake and it was accepted. Will be presenting with Dr. Goodin in Austin in January
Preparedness:	
Amateur Radio License Testing	First Thursday evening at the Norman Fire Training Center
Norman Emergency Volunteer Meeting	Second Thursday evening at the Norman Fire Training Center
“Elmer Night” created for technical assistance for amateur radio	Every Tuesday night held at the American Red Cross building on North Base
Amateur Radio Monthly Meeting	Second Saturday of each month at the Norman Fire Training Center
Central Emergency Management Workshop	7-9 November 2018
Earth Wind and Fire Exercise	15-16 November 2018, the focus was on mutual aid resources being used by other jurisdictions that impact response ability locally
Response:	N/A
Recovery:	
DR-4222	Nearing Project completion

HUMAN RESOURCES

5

HUMAN RESOURCES

Monthly Report

November, 2018

ADMINISTRATION/LABOR RELATIONS

A. Grievances (active AFSCME and Non-Union)

- FYE19-05 – Stillwell (Police) – promotional process
- FYE14-06 - Green (Sewer Line Maint.) – termination
District Court Judge vacated the arbitrator's decision. Pending action- settle Green's employment issues with the City or schedule another arbitration.

B. Collective Bargaining

- Held one (1) negotiation session with AFSCME

C. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed November 2018 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Reconciled money raised through all United Way fundraisers and turned over to United Way Corporate office
- Attended/Summarized one (1) negotiation sessions
 - 1 – AFSCME

BENEFITS

- Conducted two (2) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Continued education of plan documents
- Held five (5) one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately 426 phone calls and one-on-one meetings to discuss benefits and claims
- Coordinated Open Enrollment meetings with Managers and Washington National representative for multiple locations
- Held two (2) educational meetings in Council Chambers for Washington National products
- Conducted Open Enrollment of health/dental benefits
- Reviewed updated Insurance Committee reports with Finance Director, Municipal Accountant, and HR Director
- Provided additional information to BKD (auditors) for valuation including proof of hire date and date of birth for active employees and retirees
- Entered ACA data for year-end reporting
 - Reviewed over 892 records in payroll system and vendor's platform for accuracy
- Conference call with Interactive Health to prepare for upcoming Wellness Screenings
- Met with Interim City Manager, City Attorney, Finance Director, HR Director, and Gallagher to review recommendations for City's health plan

PERSONNEL ACTIONS

New Hires - 6

Dept/Div	Position	Number of Employees
Utilities/Sanitation	Sanitation Worker I	1
Parks/Recreation	Recreation Center Spec. (PT)	1
Parks/Park Maint.	Maintenance Worker I	1
Parks/Recreation	Recreation Leader I (PPT)	1
Parks/Westwood	Food and Bev. Tech I (PT)	2

Separations - 4

Dept/Div	Position	Number of Employees
Planning/Admin	Director of Planning/Comm. Dev.	1
Utilities/Water Line Maint.	Maintenance Worker I	1
Utilities/Sanitation	Utilities Supervisor	1
Municipal Court	Marshal/Hearing Officer (PT)	1

Promotions - 6

Dept/Div	Position	Number of Employees
Public Works/Streets	Heavy Equipment Operator	1
Utilities/Water Line Maint.	Utility Distribution Worker I	1
Fire/Suppression	Fire Driver Engineer	1
Police/Animal Welfare	Animal Welfare Officer	1
Public Works/Engineering	Subdivision Development Coord.	1
Police/Emergency Comm.	Communications Officer III	1

SURVEYS

Responded to a compensation/benefit survey for Tulsa OK.

RECRUITMENT

Accepted applications for the following positions:

- Deputy Marshal (PT), Municipal Court
- Hearing Officer (PT), Municipal Court
- Sports Supervisor (PT), Parks & Recreation/Recreation
- Golf Course Attendant (PT), Parks & Recreation/Westwood Golf Course
- Golf Shop Attendant (PT), Parks & Recreation/Westwood Golf Course
- Digital Redaction Clerk (PT), Police/Police Records
- 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/Recreation
- Laboratory Intern (PPT), Utilities/Water Treatment Plant
- Custodian (PPT), City Clerk's Office/Facility Maintenance
- Communications Officer I, Police/Emergency Comm. Bureau
- Utility Distribution Worker I, Utilities/Water Line Maintenance

- Shelter Veterinarian, Police/Animal Welfare
- Capital Projects Engineer, Public Works/Engineering
- Animal Welfare Technician, Police/Animal Welfare
- Victim Advocate, Police/Criminal Investigations
- Sanitation Worker I, Utilities/Sanitation
- Maintenance Worker I, Parks & Recreation/Park Maintenance
- Heavy Equipment Operator, Public Works/Streets
- Maintenance Worker I, Public Works/Streets
- Maintenance Worker I, Public Works/Stormwater
- Mechanic I, Public Works/Fleet
- Communications Officer III, Police/Emergency Communications Bureau
- Fleet Support Supervisor, Public Works/Fleet
- Police Records Clerk, Police/Staff Services
- ADA Technician, Public Works/Administration
- Public Works Supervisor, Public Works/Fleet

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	390	Written Exams	0
Phone	470	Practical Testing/Assessment Center	2
Mail	240	Panel Board Interviews	12
Email	185	Promotions	5
Total Subscribers on E-mail Vacancy List	2155	Oral Interviews	3
Total Visits to City of Norman HR website	3210	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	10	Advertisements Placed	2
Pre-Employment Drug Screens	6	Applications Received	121
Pre-Employment Physicals	4	Job Announcements Emailed	58
Pre-Employment OSBI	5	Job Announcements to CON Depts.	135

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 Enterprise Resource Project planning and software training, Encode Configuration and Encode Conversion II for the Municipal Court and Finance Departments.

SAFETY

- Safety material documents were sent to divisions each week
- Safety meetings were held for all departments covering Fire Extinguisher Safety
- Conducted two (2) new employee orientations
- Conducted one (1) Return to Work Meeting (Fleet)

Recordable Injuries – 5

Dept./Division	Nature of the injury	Activity	Prognosis
Fire/ Fire Suppression	Left shoulder strain	Injured shoulder moving equipment	Work restrictions
Fire/ Fire Suppression	Right ankle sprain	Stepped into hole & twisted ankle	Work restrictions
Police/ Animal Welfare	Dog bite to lower left leg	Officer was bit while retrieving dog	Released to duty
Police/ Patrol	Strained left shoulder	Injured shoulder arresting suspect using arm-bar	Released to duty
Utilities/ Line Maintenance	Smashed right toe	Dropped air pressure trailer on right foot	Work restrictions

Recordable Injuries per calendar year. CY2018 is current year to date:

2018	2017	2016
60	59	69

Vehicle Collisions - 3

Division	Description of Collision	Status
Police/ Patrol	Citizen rear-ended patrol unit at intersection	"No fault"
Public Works/ Stormwater	While sweeping at the intersection, another citizen rear-ended City vehicle	"No fault"
Utilities/ Line Maint.	While at the intersection, another citizen hit the City vehicle on the rear bumper and then left the scene of the accident	"No fault"

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

2019	2018	2017	2016	2015	2014
3	5	17	13	10	23

INFORMATION TECHNOLOGY

6

CITY OF NORMAN

Information Technology Department Monthly Report – November 2018.

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 Vermont Systems for Parks and Rec and Incode for Municipal Court. Munis for Finance is currently in the implementation phase.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning: FYE18 funding of new core switching has been approved. IT Network staff finalizing purchases and implementation plan for FYE19.
Website Rebuild/Redesign	Our current design is 8 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design and look to accomplish this with HTML5.	In Planning: The City has selected Interpersonal Frequency to lead the redesign https://ifsight.com/ . Contract to City Council Jan 2019.
Fiber Optic Installation for redundant loop	Remove fiber from the path of central library and James Garner projects while creating two points of entry and a loop for business continuity during a break or disaster scenario.	In Construction: Phase I complete. Phase II Approved in Dec 2018 City Council Meeting. Construction will begin Q1 2019.
Active Directory/Domain Controller Upgrade	Current Operating system is MS 2003 and needs to be upgraded to MS 2008	2008 R2 installed prepping for Domain Controller Upgrades on 2 DC Servers

TAMS/FASTER Integration for City's NAPA Parts Room.	City of Norman and NAPA will integrate a program that will download data nightly from NAPA'S TAMS into the City's FASTER Fleet management Software, eliminating the need for NAPA to manually enter the data into FASTER	On Hold
Installation of fiber optic cable along Main Street from 24th Avenue West to 36th Avenue West with switches at 26th Street/Interstate Drive, I-35 Interchange, Ed Noble Parkway, and 36th Avenue West.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction complete. Near full completion of fiber installation.
Installation of fiber optic cable along Robinson Street from Peters Avenue to 12th Avenue NE with switches at Porter Avenue, Findlay Avenue, and 12th Avenue NE.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction began around June 1 2017.
Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction began around June 1 2017.
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	In Planning FYE19

	addressed this "hot row" could cause server degradation and/or failure.	
License Plate Reader System	Improves the ability to identify stolen vehicles and vehicles with outstanding citations.	System is installed and in use - data connection with LERMS being evaluated
Westwood Fuelmaster Merger	Merge Westwood Golf from Phoenix SQL to the Fuelmaster Fuel System, making all city fuel keys congr	
Video Detection Upgrade (Phase 2)	Will add cameras to a number of existing intersections some of which will require IP addresses for viewing in Centrac	In Progress
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress
Installation of fiber optic cable along Main Street to Fire Admin picking up signals at Main/Hal Muldrow, Main/Mercedes, Flood/Gray, Flood/University, Flood/Santa Fe, Flood/Peters, and Flood/Porter.	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP address for viewing in Centrac	In Progress
Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress

Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q3 or Q4 2018
City Works Upgrade	Upgrade City Works software to new version. This software tracks public works projects in a ticket format.	In Progress
North Base Gate Security Access		
Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Bid in Oct 2017
Installation of fiber optic cable along Rock Creek Road from Flood Avenue to Porter Avenue with switches Stubbeman Avenue, Porter Avenue, and at new signals at 12th Avenue NW and Trailwoods Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Bids in Oct 2018
New traffic signal on Alameda Street at Summit Lakes Boulevard/Lochwood Drive with a switch to connect to existing fiber.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
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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 2018.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 38 emails from the groups shown were sent from city servers using city resources – of those 6,743 were delivered to outside mailboxes for the month of November 2018. The city servers generated mass communications to Norman citizens of 6,743 messages from only 38 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 924,403 attempted incoming and 58,008 outgoing messages for the month of November 2018. Incoming messages totaling 924,403 were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). This is a significant increase in the amount of malicious email from previous months/years. We have blocked traffic from known malicious countries and will continue to monitor the situation. Additional email of this nature means increased vulnerabilities and attack vectors into the city via email. Without the email filter, our email server would have received more mail, which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from bombardment of spam, phishing, and other types of potentially harmful emails.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of November 2018 the City of Norman's web site had 66,906 individual web sessions access the web site for a total of 151,344 total page views. Of those sessions, 33,181 were identified as New Users to view content on the City web site (see **IT Table 4**).

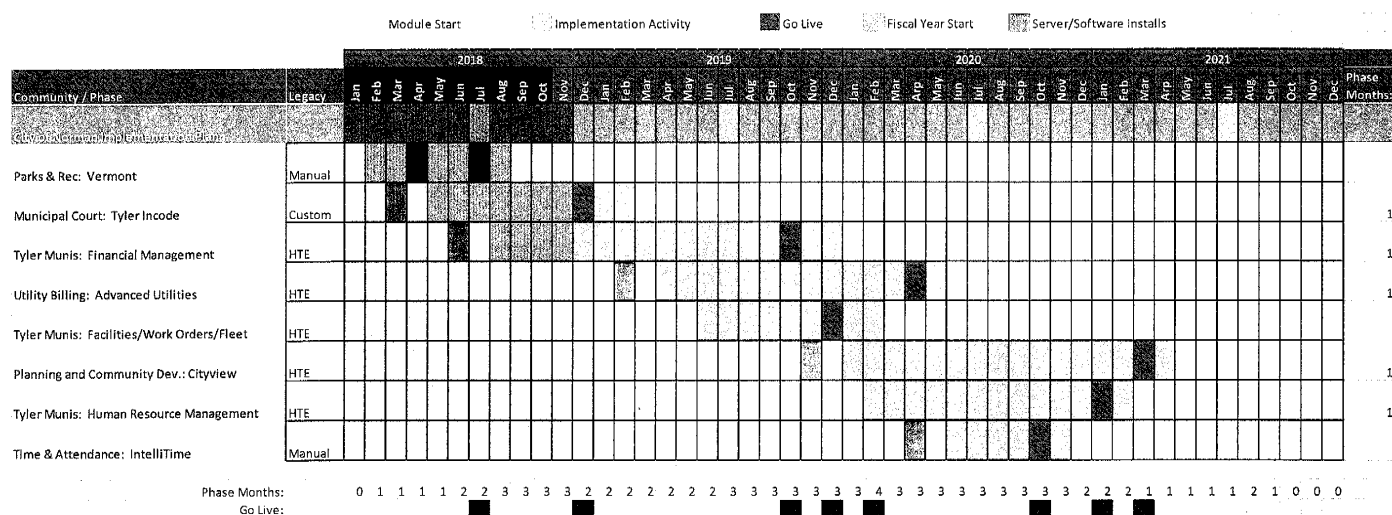
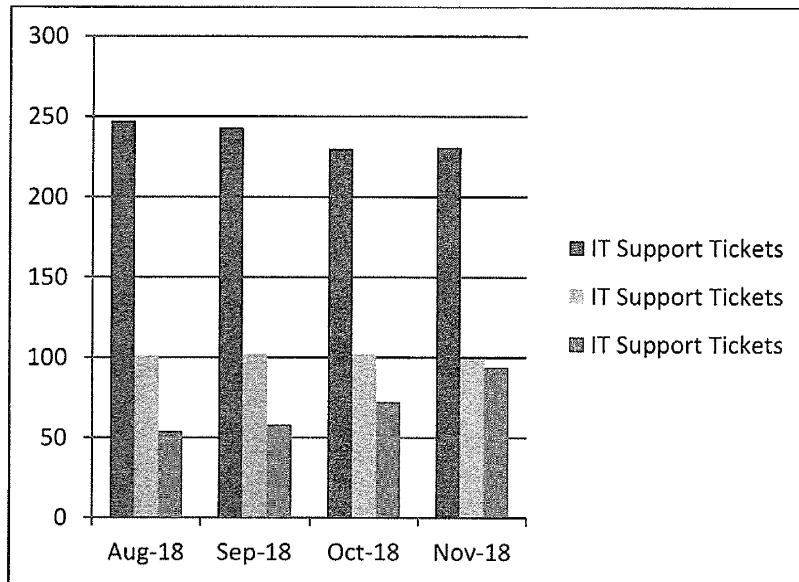


Table 1**Table 2**

November 2018 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	29	2	58
Job Posting	2141	2	4282
Norman News	892	15	
Police - Animal Welfare Volunteers	42	0	0
Police – Citizens' Academy	82	0	0
Police – Neighborhood Watch	105	0	0
Public Works Consultants	104	0	0
Westwood Golf	635	3	1905
Westwood Golf Members	37	3	111
Westwood Men's Clinic	16	3	48
Westwood Men's Golf Assoc.	80	3	240
Westwood Women's Clinic	29	3	87
Westwood Women's Golf Assoc.	4	3	12
Totals	4196	38	6743

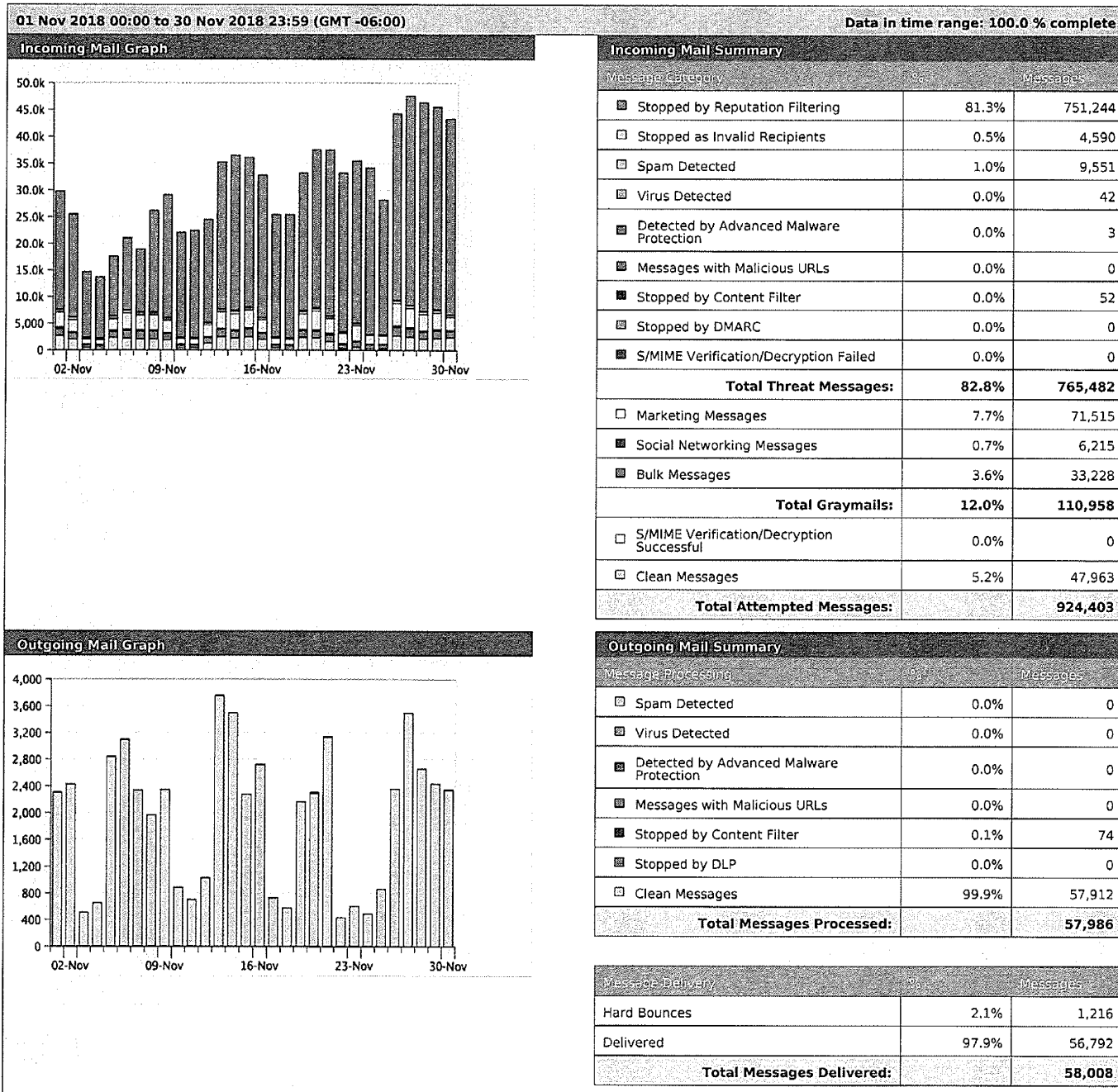
I.T. Table 3

EMAIL SECURITY APPLIANCE



Executive Summary

mail.ci.norman.ok.us



mail.ci.norman.ok.us - 01 Dec 2018 01:00 (GMT -06:00)



Site Traffic

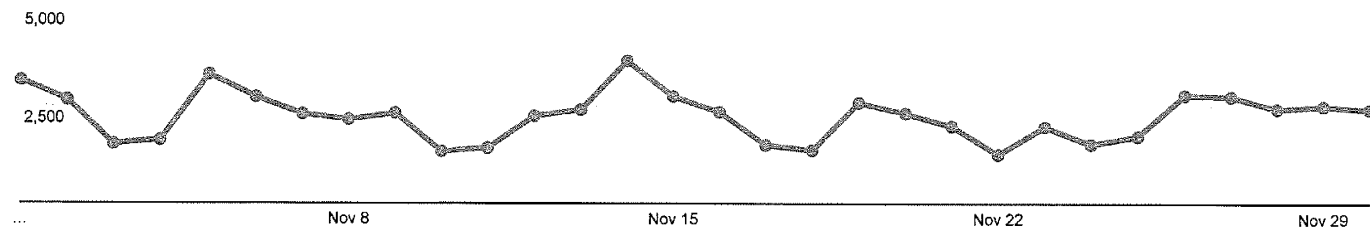


All Users
100.00% Sessions

Nov 1, 2018 - Nov 30, 2018

Report Tab I.T. Table 4

Sessions



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	66,906 % of Total: 100.00% (66,906)	2.26 Avg for View: 2.26 (0.00%)	151,344 % of Total: 100.00% (151,344)	45,659 % of Total: 100.00% (45,659)	33,181 % of Total: 100.05% (33,165)	45.11% Avg for View: 45.11% (0.00%)	00:01:33 Avg for View: 00:01:33 (0.00%)
1. 14	3,651 (5.46%)	1.97	7,183 (4.75%)	3,349 (5.68%)	1,833 (5.52%)	58.94%	00:01:24
2. 05	3,302 (4.94%)	2.17	7,175 (4.74%)	2,934 (4.79%)	1,760 (5.30%)	50.03%	00:01:33
3. 01	3,152 (4.71%)	2.04	6,421 (4.24%)	2,822 (4.79%)	1,688 (5.09%)	51.84%	00:01:29
4. 26	2,771 (4.14%)	2.37	6,566 (4.34%)	2,358 (4.00%)	1,193 (3.60%)	34.97%	00:01:45
5. 15	2,743 (4.10%)	2.15	5,908 (3.90%)	2,426 (4.12%)	1,429 (4.31%)	49.51%	00:01:26
6. 27	2,738 (4.09%)	2.35	6,424 (4.24%)	2,348 (3.98%)	1,263 (3.81%)	38.35%	00:01:47
7. 06	2,733 (4.08%)	2.31	6,302 (4.16%)	2,422 (4.11%)	1,437 (4.33%)	46.87%	00:01:29
8. 02	2,658 (3.97%)	2.32	6,156 (4.07%)	2,357 (4.00%)	1,241 (3.74%)	44.06%	00:01:38
9. 19	2,584 (3.86%)	2.28	5,903 (3.90%)	2,250 (3.82%)	1,278 (3.85%)	47.17%	00:01:27
10. 29	2,492 (3.72%)	2.60	6,476 (4.28%)	2,108 (3.58%)	1,150 (3.47%)	40.05%	00:01:29

Rows 1 - 10 of 30

MONTHLY REPORT - LEGAL DEPARTMENT
November 2018 Report
(Submitted December 14, 2018)

MONTHLY HIGHLIGHTS:

IAFF Grievance FYE 17 – (Koscinski – Functional Capacity Exam)

On November 13, 2018, the arbitrator denied IAFF's grievance. This grievance will no longer appear on the monthly report.

IAFF Grievance FYE 17 – (Water Testing at Station 5)

On November 20, 2018, the arbitrator granted IAFF's grievance regarding water sampling at Fire Station No. 5. The award requires the City to relieve firefighters at station 5 from the obligation to take and record water samples twice a day unless IAFF agrees that firefighters can be assigned the performance of such work as part of their job duties. This grievance will no longer appear on the monthly report.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

Green v. City of Norman, CIV-17-510 (K, B)

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

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

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

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

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

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

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

AMF Development v. City of Norman, et al, CJ-2018-1134 (K)
Armstrong v. City of Norman, CJ-2012-1638 (K)
Ashton Grove v. City of Norman, CJ-2012-262-TL (K)
This case was removed to federal court. See Ashton Grove, et al. v. City of Norman, CIV-12-234 W (K) supra.
City v. Haddock, CV-2010-357 TS (S, K)
City v. Hollywood Corners Station, LLC, CV-2018-960 (K, S)
City v. IAFF, CV-2011-48 L; DF-109447 (P, K)
City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)
Fleske Holding Company LLC v. City of Norman, CV-2018-956
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
FOP v. City of Norman, CV-2011-876 L (K)
Golden Tribe, LLC v. City of Norman, CV-2018-1141 (K)
Gulledge, Tyler v. City of Norman, CJ-2017-411 (K)
Henderson, Randolph, Wilk, Green v. City of Norman, IAFF, Travis King, Case No. CJ-2016-610 LW
Hinckley v. City of Norman, Case No. CM-2016-1048 SS (K)
Casey Holcomb and Darcie Woodson v. Brenda Hall, in her official capacity as Clerk of the City of Norman, City of Norman, ex rel. Office of the City Clerk, and City of Norman, Case No. CV-2015-2343 (K)
Holloway v. Harris et al, Case No. CJ-2013-566 (K, B)
Kirk v. City of Norman, Case No. CJ-2016-1238 TS (K)
McCarver v. City of Norman, Case No. CJ-2013-128 TS (K)
Remy v. Brenda Hall, et al., Case No. CIV-2017-1853 (K, B, S)
Rodgers v. City of Norman, Case No. CJ-2016-1185 (K, B)
Walling v. Norman Regional Health System, et al, Case No. CJ-2014-874 (K)
Webb, et al. v. City of Norman, et al., Case No. CJ-2018-4756 (K)
Windrock Apartments v. City of Norman, CJ-2018-1030 (K, B)
Young v. City of Norman, CJ-2006-819 BH (K)

B. *Condemnation Proceedings*

City of Norman v Chastain Oil Company, a Corporation, et al., CV-2015-677
City of Norman v Historic Berry Farms, LLC, et al., CV-2015-674 TS
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775
City of Norman v. Karla L. Knoepfli, et al; CJ-2018-1263
This condemnation was filed by the City on September 28, 2018 with regard to the 24th Avenue East expansion project. Along with the property owners, the Cleveland County Treasurer and Commissioners were named as defendants. The property owners have entered into an agreement granting an easement to the City and an Order of Dismissal was entered with the Court on October 1, 2018. This case will no longer appear on the monthly report.

City of Norman v. Bread of Life, Inc., et al; CJ-2018-1264

This condemnation was filed by the City on September 28, 2018 with regard to the 24th Avenue East expansion project. Along with the property owners, the Cleveland County Treasurer and Commissioners were named as defendants. The property owners have entered into an agreement granting an easement to the City and an Order of Dismissal was entered with the Court on November 5, 2018. This case will no longer appear on the monthly report.

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

DRE Norman II LLC v. City of Norman, CV-2018-2173

This is an action to vacate a public utility easement that was filed October 12, 2018. Upon evaluating the property implicated by the suit, City Staff confirmed that the City no longer recognized the easement due to a final replat, and further that the easement had never been used. An Answer and Disclaimer was filed by the City on November 1, 2018. A Journal Entry of Judgment was filed December 10, 2018. This case will no longer appear on the monthly report.

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)

Norman Properties v. City of Norman, CV-2018-2048 (M)

This action was filed on October 3, 2018. It seeks to vacate a utility easement. The City disclaimed an interest and judgment vacating the easement was entered on November 13, 2018. A Journal Entry of Judgment was filed December 4, 2018. This case will no longer appear on the monthly report.

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

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

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

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

F. *Board of Adjustment Appeals*

Magnum Energy, Inc. v. Board of Adjustment of the City of Norman, Oklahoma, Case No. CV-2018-166 (M)

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green - Termination)

AFSCME Grievance FYE 19-03 – (Wray - Merit)

AFSCME Grievance FYE 19-04 – (Pack – Interview Process)

IAFF Grievance FYE 17 – (Water Testing at Station 5)
IAFF Grievance FYE 18 – (Baldwin Training)
IAFF Grievance FYE 18 – (Wilk Training)
IAFF Grievance FYE 19 – (McGrane – Light Duty)
IAFF Grievance FYE 19 – (Honeycutt – Light Duty)
IAFF Grievance FYE 19 – (Palmer – Light Duty)

FOP Grievance FYE 17 – (Holiday Pay – President’s Day 2017)
FOP Grievance FYE 18 – (Holiday Pay – Labor Day 2017)
FOP Grievance FYE 18 – (Holiday Pay – Christmas 2017)
FOP Grievance FYE 19 – (Holiday Pay – Memorial Day 2018)
FOP Grievance FYE 18 – (National Police Shooting Championship)
FOP Grievance FYE 18 – (Burris and Hackbarth)
FOP Grievance FYE 19 – (McKenna – Discipline)

B. *Equal Employment Opportunity Commission (EEOC)*
 None

D. *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 2018. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court. There was a decrease in cases and court sessions due to the holiday and training on the court’s new software.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 17	FYE 18	FYE 19	FYE 17	FYE 18	FYE 19	FYE 17	FYE 18	FYE 19
JULY	516	543	421	19	50	21	15	13	12
AUG	588	629	1,130	29	48	24	14	17	15
SEPT	467	552	412	32	49	28	11	12	13
OCT	466	436	445	32	26	45	14	10	14
NOV	468	439	300	23	26	6	10	12	5
DEC	414	428		25	250		12	9	
JAN	432	1,371		46	31		15	14	
FEB	381	421		37	24		16	14	
MAR	593	508		58	30		10	9	
APR	406	521		49	38		14	16	
MAY	543	503		38	20		11	16	

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
JUNE	544	544		43	46		15	15	
TOTALS / YTD	5,818	6,893	2,708	431	638	124	157	157	59

WORKERS' COMPENSATION COURT

The total number cases pending as of November 30, 2018 are 31. One new workers compensation case was filed and one compromise settlement approved by the City Council in November 2018. A settlement in one case is to be considered by City Council December 11, 2018. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE19 CASES	FYE18 CASES	FYE17 CASES	FYE16 CASES
Fire	Suppression	13	2	3	4	4
Parks/Rec.	Park Maintenance	4	1	1	3	2
Planning	Development Services	1				
Police	Animal Welfare	1		1		
Police	Patrol	5	1	1	3	1
Police	Administration					
Public Works	Street Maintenance	2		1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	3		2		1
Utilities	Sanitation	2			1	1
TOTALS		31	4	9	12	10

List of Pending Cases

Adams, Travis S. v. City of Norman, CM-2018-06545 A
(Parks & Rec, Park Maintenance, HEO, L. Shoulder, Back, Neck)
Amason, Amber v. City of Norman, WCC 2012-12306 K
(Police, Patrol, MPO, Intestinal/Parasite/Infection)
Ashley, Grant v. City of Norman, CM 2016-07496 A
(Parks & Rec, Recreation, Custodian, Neck, Upper Back, & Both Hands)
Atteberry, William v. City of Norman, CM 2015-06559 Q
(Fire, Suppression, Fire Captain, Neck)
Atteberry, William v. City of Norman, CM 2016-05332 L
(Fire, Suppression, Fire Captain, L. Shoulder)
Bernhardt, Kyle v. City of Norman, CM-2018-00235 R
(Fire, Suppression, Firefighter, Low Back)
Bozeman, Christopher v. City of Norman, CM-2018-02917 J
(Utilities, Sewer Line Maintenance, MWII, R. Arm/R. Shoulder)

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

Burright, Justin v. City of Norman, CM-2017-00238 K
(Fire, Suppression, Firefighter, Left Shoulder)

Garrett, Curtis v. City of Norman, CM-2018-04775 Q
(Police, Patrol, MPO Sergeant, L. Knee)

Hale, Michael G. v City of Norman, CM 2015-00702 H
(Planning, Dev. Svcs., Bldg. Insp., L. Shoulder)

The Compromise Settlement in the above Hale case was approved by Council 11/27/18 and will no longer appear on the monthly report.

Hartless, Richard v. City of Norman, CM-2018-01111 A
(Fire, Suppression, Firefighter, Back)

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

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

Houser, Jason v. City of Norman, CM 2015-02888 Y
(Police, Patrol, MPO, R. Wrist)

Johnson III, Tommie v. City of Norman, CM 2016-06766 R
(Police, Patrol, Police Officer, L. Shoulder)

A settlement in the above case is scheduled to be considered by Council in December.

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

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

Koscinski, Chris v. City of Norman, CM 2015-06363 K
(Fire, Suppression, Firefighter, Heart/Cardiovascular)

Koscinski, Chris v. City of Norman, CM 2015-06809 A
(Fire, Suppression, Firefighter, Back)

Koscinski, Chris v. City of Norman, CM 2016-00738 H
(Fire, Suppression, Firefighter, Left Shoulder)

Koscinski, Chris v. City of Norman, CM-2017-00239 Q
(Fire, Suppression, Firefighter, Back)

Loveless, Ryan L. v. City of Norman, CM 2017-05504 A
(Utilities, Water Line Maintenance, HEO, Spine)

McGrane, Edward v. City of Norman, CM-2018-02917 J
(Fire, Suppression, Firefighter, L. Shoulder/Arm; Cervical, Neck)

Mulder, Lenny Brian v. City of Norman, WCC 2016-04403 Y
(Fire, Suppression, Fire Captain, Ears)

Pack, Robert v. City of Norman, CM-2017-06285 K
(Public Works, Streets, HEO, Low Back)

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

Paczosa, Donald v. City of Norman, CM 2016-08419 F

(Parks & Rec, Park Maintenance, MWII, R. Shoulder, R. Arm)
Robertson, Kellee v. City of Norman, WCC 2010-13896 F
 (Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)
Rohr, Robert “Shane” v. City of Norman, CM 2017-01333 R
 (Utilities, Sanitation, SWII, Neck)
Tillman, Daniel A. v. City of Norman, CM 2015-01499 A
 (Utilities, Sanitation, SWI, Back)

SPECIAL CLAIMS

The following is a breakdown of the Special Claims activity through November 2018.

DEPARTMENT	FYE 19 Month	FYE 19 YTD	FYE 18	FYE 17	FYE 16
Animal Control			1	1	
Code Enforcement					
Finance - IT				1	
Fire			3	1	2
Fleet					1
Human Resources					
Other	1	2	11	5	6
Legal			1		
Parks	1	2	5	3	2
Planning			1	1	
Police		3	6	12	13
Public Works – Stormwater			6	2	
Public Works – Traffic				4	
Public Works – Engineering			1	1	5
Public Works – Road & Channel			1		2
Public Works – Streets		1	10	5	6
Utilities – Water		6	12	13	6
Utilities – Sanitation	1	5	11	12	14
Utilities – Sewer & Line Maintenance		2	5	4	9
TOTAL CLAIMS	3	21	74	65	66

CURRENT CLAIM STATUS	FYE 19 TO DATE	FYE 18	FYE 17	FYE 16
Claims Filed	21	74	72	66
Claims Open and Under Consideration	7	0	0	0
Claims Not Accepted Under Statute/Other	2	11	8	7
Claims Paid Administratively	3	17	19	23

Claims Paid Through Council Approval	1	15	12	13
Claims Resulting in a Lawsuit for FY	0	3	2	2
Claims Barred by Statute (No Further Action Allowed)	0	19	31	21
Claims in Denied Status (Still Subject to Lawsuit)	8	9	0	0

EXPUNGEMENTS

The following represents a breakdown of the Expungement Requests considered by the City Attorney's Office through November 2018.

MONTH	REQUESTS			COMPLETED		
	FYE19	FYE18	FYE17	FYE19	FYE18	FYE17
JULY	18	26	10	20	14	12
AUG	27	20	7	6	10	11
SEPT	21	15	16	11	5	5
OCT	15	24	19	22	11	12
NOV	24	13	22	23	26	18
DEC		12	21		14	20
JAN		21	21		10	11
FEB		19	27		10	14
MAR		20	16		31	27
APR		14	19		15	15
MAY		27	25		19	12
JUNE		16	14		11	15
TOTALS/YTD	105	207	217	82	145	172

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
NOVEMBER - FY '19**

CASES FILED

	<u>NOVEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	1,018		5,628	1,155		6,462
Non-Traffic	228		1,509	342		1,770
SUB TOTAL	1,246		7,137	1,497		8,232
Parking	916		5,497	1,485		7,220
GRAND TOTAL	2,162		12,634	2,982		15,452

CASES DISPOSED

	<u>NOVEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	696		4,608	924		5,462
Non-Traffic	206		1,314	313		1,579
SUB TOTAL	902		5,922	1,237		7,041
Parking	649		3,813	980		5,334
GRAND TOTAL	1,551		9,735	2,217		12,375

REVENUE

	<u>NOVEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	\$ 73,122.50		\$519,243.50	\$ 119,471.50		\$ 626,159.88
Non-Traffic	\$ 32,880.00		\$195,606.82	\$ 52,185.00		\$ 246,484.71
SUB TOTAL	\$ 106,002.50		\$714,850.32	\$ 171,656.50		\$ 872,644.59
Parking	\$ 18,225.00		\$ 92,435.00	\$ 20,430.00		\$ 113,585.00
GRAND TOTAL	\$ 124,227.50		\$807,285.32	\$ 192,086.50		\$ 986,229.59

MUNICIPAL COURT - MONTHLY REPORT
November 2018

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

For the month of November, 2018, the Early Settlement-Norman Mediation Program accepted 27 new cases and closed 34 cases. There was one mediation conducted in November.

PARKS AND RECREATION 9

Park Planning Activities November, 2018

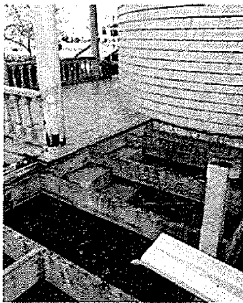
NORMAN FORWARD Westwood Tennis Indoor Facility:



Flintco's dirt contractor finished their work to get the site brought up to grade, compacted and tested. After that, the concrete contractor began the footing and slab construction for the new facility. The footings were completed mid-month, and the compacted slab sub-base and post-tensioning cables were installed after that to be ready for the slab placement for the new courts. Weather has delayed that installation until the first part of December. Also in November, an agenda item was approved by City Council to grant an easement to OG&E for

the installation of the new service line to the building, which will be bored from the main service pull box on the golf course (by the driving range tee area) to the corner of the building. It is needed to supply electricity for the new HVAC, lighting and electric plugs. Once that is done, the focus will shift to receiving and erecting the building structure. Work is on-schedule to complete in early March, 2019.

Cleveland County Historical House Museum:



A contractor worked to replace the decking on the front porch ramp at the Moore-Lindsey House in November. The ramp had suffered over the years from exposure to damp, shaded conditions and was replaced with TREX decking instead of wood. This will greatly prolong the life of the ramp; and since it is not part of the original construction of the house, it is not required by preservation practices to be a wooden structure. They also replaced four front porch columns, which have also succumbed to water damage in recent years. A larger project is being prepared to be requested in the next Capital Budget to address other exterior improvements to the storm windows, house paint, roof and Carriage House finishes.

Firehouse Art Center:

S&S Plumbing worked to replace the main gas service line to the building from the meter on McNamee Street, due to continued problems with leaks in the line. The repairs done at the building connection line earlier this year were still in good working order; however, additional leaks were detected which could not be located in the yard line. The new line was inspected and approved by the City and ONG and the gas is back in service.

Northeast Lions Park:

Metro Building Services has been making progress on the new restroom and shelter building this month. They are working to finish the metal roof and ceiling systems; and also have their subs working to finish the electrical, heating/ventilation, masonry and restroom fixtures. We are making final selections on interior paint and working with Metro to establish final furnishing and concrete placement. The site will be graded for positive drainage and winter sod cover will be added by others in the coming weeks as the project finishes.



Ruby Grant Park:

Staking work on the trail and cross country course route has been completed. The consultants were on site this month, preparing for detailed survey work to begin. The citizens Ad Hoc Group also met in November to review the site options for the Indoor Aquatic, Multi-sport and Senior Center projects that could be located at Ruby Grant Park. A report of their comments will be assembled for review.

NOVEMBER 2018
PARK MAINTENANCE DIVISION

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

SAFETY REPORT	FYE-19MTD	FYE-19YTD		FYE-18MTD	FYE-18YTD
On-The-Job Injuries	0	5		0	1
Vehicle Accidents	0	0		0	1
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours			YEAR-TO-DATE
		YEAR-TO-DATE			
Mowing	0.00	493.50		259.00	68.00
Trim Mowing	48.00	4007.75		1020.50	268.00
Chemical Spraying	0.00	97.00		26.00	0.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	8.00	24.00		26.00	30.00
Tree Trimming/Limb Pick-Up	0.00	167.50		100.00	2.00
Restroom/Trash Maintenance	128.00	886.00		480.25	509.50
Play Equipment Maintenance	0.00	121.50		235.00	32.50
Sprinkler Maintenance	3.00	142.00		162.25	92.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	36.00	131.50		10.50	0.00
Painting	0.00	0.00		0.00	0.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	0.00	0.00		0.00	0.00
Special Projects	183.50	694.00		163.50	97.00
Nursery Maintenance	0.00	8.00		0.00	0.00
Flower/Shrub Bed Maintenance	60.50	214.50		145.50	114.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	124.00	743.00		27.00	0.00
Fence Repairs	0.00	0.00		64.00	0.00
Equipment Repairs/Maintenance	82.00	676.25		154.00	47.00
Material Pick-Up	4.75	67.75		16.00	9.25
Miscellaneous	221.25	640.50		102.50	218.25
Shop Time	4.50	75.50		61.00	14.00
Snow/Ice Removal	0.00	0.00		0.00	0.00
Christmas Lights	620.50	640.50		53.00	1294.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	31.00		0.00	0.00
Graffiti Clean-Up	0.00	0.00		0.00	0.00
Water Fountains	0.00	44.00		0.00	0.00
Inground Trash	0.00	0.00		0.00	0.00
Vector Control	0.00	435.00		0.00	0.00

NOVEMBER 2018
RECREATION DIVISION
MONTHLY REPORT

Senior Center: Flu shots were given by the Blanchard Pharmacy on November 8th at the Senior Center with 25 seniors getting their flu shots. Potluck with the Norman Police Department is scheduled for Thursday, December 13th.

Little Axe Community Center: The outreach food distribution for the month of November was 183 adults and 32 children for a total of 215. There were four rentals in November. The Head Start program currently has 17 children enrolled and attendance for the classroom for November was 68%. Pioneer Library Services (PLS) through the Book Place Activity indicated 528 units of service for the month of October.

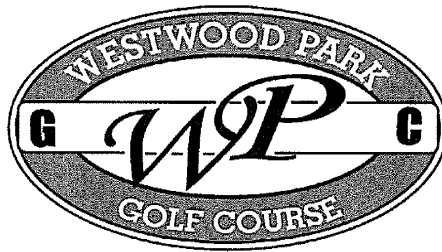
12th Avenue Recreation Center: All instructional programming at the 12th Avenue Recreation Center continued their fall season this month with no problems to report and classes are having a good participation level. Open gym to the public continued this month; the open gym hours are 12:00-2:30 p.m., Monday thru Friday afternoons and 6:00-8:00 p.m. on Mondays. The 12th Avenue Recreation Center After School Program currently has an average of 28 children participating in the program. Pickle Ball continued their league play this month. The American Karate program finished their fall session and had belt tests for those students wanting to move up into a higher belt classification. The 12th Avenue Recreation Center was closed November 12th for Veterans Day as well as November 22nd and 23rd for the Thanksgiving Holiday. The fall season of the Adult Basketball League continued league play this month with 5 teams participating consisting of 62 participants.

Irving Recreation Center: The Irving Recreation Center had five facility rentals this month. The Junior Jammer Basketball season continued this month with Irving hosting several nights of games throughout the month. The Irving Recreation Center hosted its annual Coat Drive during the entire month of November. Over 50 coats were collected and helped benefit the Salvation Army and also Victory Family Church's 'Homeless Ministry'. Contract classes continued this month with Tippi Toes Dance being held on Thursday evenings and Baton Twirling Class taking place on Monday evenings.

Whittier Recreation Center: The Okie Stompers clogging class continues to meet twice a week on Tuesday and Thursday evenings from 6:00-8:00 p.m. The men's volleyball group rents the facility for 2 hours on Wednesday evenings from 7:00-9:00 p.m. Tippi Toes offers a ballet/tap/jazz class for 3-6 year olds from 5:00-5:45 p.m., and a hip-hop/jazz class for 5-10 year olds from 5:45-6:30 p.m. Both classes meet on Wednesday nights and meet year round at the Center. The afterschool program continues to meet from 3:00-6:00 p.m. on days when school is in session. The 2018 Fall Junior Jammer season came to an end this month. There were 317 participants (40 teams) this fall season. Championship games were held on November 19th and 20th at the Irving and Whittier Recreation Centers. Nexus Productions came out to announce the games providing a fun and enhanced game like experience. Enrollment for the 2019 winter league has opened this month and will end on December 16th. The winter league will begin mid-January and will run through mid-March.

FACILITY ATTENDANCE:	Month	Year to Date
Senior Center (includes congregate meals)	2,075	7,956
Little Axe Community Center	1,543	6,603
12th Avenue Recreation Center	2,510	12,234
Irving Recreation Center	1,266	4,908
Whittier Recreation Center	832	3,121
Reaves Center	300	1,500
Tennis Center	1,036	14,131

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



NOVEMBER 2018

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOVEMBER FY'19	NOVEMBER FY'18
Regular Green Fees	296	387
Senior Green Fees	230	199
Junior Fees	11	37
School Fees (high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	274	390
Employee Comp Rounds	199	266
Golf Passport Rounds	0	0
9-Hole Green Fee	35	36
2:00 Fees	62	6
4:00 Fees	135	123
Dusk Fees or 6:00 Fees	55	35
PGA Comp Rounds	1	3
*Rainchecks (not counted in total round count)	7	3
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	195	423
Green Fee Adjustments (fee difference on rainchecks)	1	3
Total Rounds (*not included in total round count)	1494	1908
% change from FY '18	-21.70%	3.75%
Range Tokens	1049	1145
% change from FY '18	-8.38%	-13.13%
18 - Hole Carts	53	49
9 - Hole Carts	20	22
1/2 / 18 - Hole Carts	604	749
1/2 / 9 - Hole Carts	77	97
Total Carts	754	917
% change from FY '18	-17.78%	9.43%
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	1	1
9 - Hole Senior Trail Fees	1	4
Total Trail Fees	2	5
% change from FY '18	-60.00%	-54.55%
TOTAL REVENUE	\$43,317.48	\$49,719.58
% change from FY '18	-12.88%	9.16%

**NOVEMBER 2018
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2019 MTD	FY 2019 YTD	FY 2018 MTD	FY 2018 YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FY 2019	FY 2019	FY 2018	FY 2018
	MTD	YTD	MTD	YTD
Green Fees	\$21,918.71	\$195,254.37	28,013.42	\$216,867.96
Driving Range	\$3,821.51	\$46,219.79	4,166.06	\$44,102.60
Cart Rental	\$12,504.85	\$113,520.10	16,434.66	\$128,173.21
Restaurant	\$4,534.84	\$12,244.37	\$902.50	\$6,114.36
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$537.57	\$3,417.29	202.94	\$902.23
TOTAL INCOME	\$43,317.48	\$370,655.92	49,719.58	\$395,882.60
Expenditures	\$102,531.09	\$474,149.51	117,690.58	\$450,739.31
Income vs Expenditures	(\$59,213.61)	(\$103,493.59)	(\$67,971.00)	(\$54,856.71)
Rounds of Golf	1494	14518	1908	14909

Routine maintenance practices in November include: Greensmowing, cup changing and sand trap raking are daily at the start of the month and twice a week by months end. Leaf management becomes an issue in November. Blowers are used almost daily on traps and greens, as well as the club house area. A mower is sent to mulch the leaves that are gathered. A new use for our blower is to blow off the clubhouse roof in advance of rain events since trees from the patio are tall enough to drop leaves onto the roof and clog up the roof drains. Collars, an area immediately around the greens, are mowed weekly. Irrigation water is added as required by the weather conditions. Some hand watering of greens was needed due to dry conditions.

November is the month for winterizing the golf course. Heaters are added to all out buildings. Vents are sealed and insulated. The outdoor drinking fountain is removed. Exposed water hydrants are turned off and insulated. The fans on #8 and #14 were brought in.

This month we started the process of retooling for next season. Ball washers were brought in for refurbishing. Metal cups are replaced with plastic to minimize freezing with the ground. In the next few months every piece of equipment will be examined and serviced.

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

Drainage projects in 18 fairway and rough have been completed. The turning of part circle greens heads is complete. A few greens heads were reset to ground level, as they recede with time and topdressing. Four pieces of surplus equipment were taken to fleet to be auctioned off. The painting of the course bathroom was completed.

NOVEMBER 2018
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2019 MTD	FY2019 YTD	FY2018 MTD	FY2018 YTD
Swim Pool Passes	\$3,635.00	\$40,203.20	0.00	\$0.00
Swim Pool Gate Admission	\$0.00	\$158,181.00	0.00	\$0.00
Swim Lesson Fees	\$0.00	\$4,585.00	0.00	\$0.00
Pool Rental	\$0.00	\$22,529.00	0.00	\$0.00
Locker Fees	\$0.00	\$888.00	0.00	\$0.00
Pool Merchandise Sales	\$0.00	\$27.60	0.00	\$0.00
Concessions	\$0.00	\$76,897.16	0.00	\$0.00
TOTAL INCOME	\$3,635.00	\$303,310.96	0.00	\$0.00
Expenditures	\$6,386.72	\$407,057.07	581.29	\$5,074.04
Income verses Expenditures	(\$2,751.72)	(\$103,746.11)	(\$581.29)	(\$5,074.04)

ATTENDANCE INFORMATION

	Season to Date (November 2018)	Season to Date (May-Nov 2018)	Season to Date (November 2017)	Season to Date (May-Nov 2017)
a. Pool Attendance	0	82,540	0	0
b. Adult Lap Swim Morning/Night	0	250	0	0
c. Water Walkers	0	1,654	0	0
d. Toddler Time	0	2,205	0	0
e. Swim Team	0	3,542	0	0
f. Swim Lessons	0	13,952	0	0
g. Movie Night/Special Events	0	2025	0	0
h. Party / Rentals	0	8489	0	0
TOTAL ATTENDANCE	0	114,657	0	0

PLANNING AND COMMUNITY DEVELOPMENT 10

ADMINISTRATION, CURRENT PLANNING, GIS 10A

**PLANNING DEPARTMENT ACTIVITY
November 2018**

ADMINISTRATIVE DIVISION

PlanNorman

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

GREENBELT COMMISSION

The Greenbelt Commission met on November 19, 2018 and discussed implementation of the Greenways Master Plan and Priority Trail Systems.

The next meeting is scheduled for January 28, 2019.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on Monday, November 5, 2018.

Certificates of Appropriateness Requests:

COA Request:

320 E Castro St – A request for a Certificate of Appropriateness to install composite decking for the front porch was denied while the request to install wood railings was approved.

COA Six-Month Extensions Request:

There were not any COA extension requests to be considered for November.

COA Administrative Bypass granted by staff:

231 E Symmes (Mary Abbott House) – A COA was issued for the re-positioning of a fence to allow for the installation of a play set.

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

The Historic District Commission recommended to City Council, by a unanimous vote, that the CLG contract with the State Historic Preservation Office be amended. The amendment of the CLG contract allowed for CLG funds, originally earmarked to hire a consultant to update the Historic District Guidelines, instead be utilized for Commissioner training. In particular the funds will be used to hold a C.A.M.P. (Commission Mentoring Assistance Program) training program executed by the National Alliance of Preservation Commissions. As noted last month, staff did not receive any viable proposals for the RFP that was issued for the update of the Historic District Guidelines. The City Council voted to amend the contract at their November 13, 2018 City Council meeting. The amended contract was signed and accepted by SHPO the last week of November.

MISCELLANEOUS

	2017 Nov	Dec	2018 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Walk-Ins	46	29	34	31	36	39	43	36	38	21	21	27	6
Email Contacts	315	288	292	369	325	344	382	324	354	305	340	396	357
Lot Line Adjustments	3	2	-	1	-	2	1	2	5	2	-	-	1
Landscape Maint. & Replacement Bonds	-	1	1	-	4	2	2	1	1	1	3	4	3
Board of Adjustment Variance Appl.	1	-	3	1	1	2	2	2	4	2	1	-	1
Legal Notices Sent	14	-	71	25	3	22	40	65	82	47	9	-	15
Planning Commission Applications Rec'd	5	3	5	3	2	4	3	3	3	-	5	3	5
Legal Notices Sent	99	112	132	58	27	134	115	215	99		137	14	79
Pre-Development Meeting Appl. Rec'd	4	5	1	3	-	3	3	-	2	-	3	2	1
Notices Sent	103	166	60	77	-	80	91	-	71		97	18	9

CURRENT PLANNING DIVISION**Planning Commission – number of applications received**

	2017 Nov	Dec	2018 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Ordinance Amendments			2			2						2	
NORMAN 2025 Land Use Plan Amendments		2	1	1	1	2			1		1		
Rezoning Requests	5	3	5	2	1	3	1	2	2		5		3
Utility Easement/Road Closures	1			1	1		1	1	1			1	2
Preliminary Plats	2	1	1	3									
Rural Certificates of Survey				2		1							
Short Form Plats			1	1									3
Site Plan Amendments						1							
Certificate of Plat Correction													

During October, one application for Pre-Development was received for the meeting scheduled for November 15, 2018.

During November, submittals for the December 13, 2018 Planning Commission included: two utility easement closures, three short form plats, one rezoning to PUD, one special use for an agri-wedding event venue, and amending the postponed application for 2025 amendment and rezoning from R-1 to R-2 on George Avenue to a SPUD.

The Planning Commission met on November 8, 2018 and approved one Norman Rural Certificate of Survey, one short form plat, one utility easement closure, one special use for a mixed building on Main Street, a PUD amendment for Redrock Canyon Grill, a rezoning from R-2 to RM-2 with special use for a fraternity or sorority house, a Center City PUD, a code amendment for Medical Marijuana, and a code amendment for Communication Facilities. The 2025 amendment and rezoning from R-1 to R-2 on George Avenue was postponed to the December 13th meeting. One set of minutes was prepared.

During the month of November, 26 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 19.

BOARD OF ADJUSTMENT

The Board of Adjustment did not meet during November. The next regular meeting is scheduled for December 5, 2018.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

The Request for Proposal to update the regional base map was released by ACOG on November 21. For Norman, this project will update the City's base map to reflect new construction and any other changes on the ground, which have occurred since the last base map update was completed in the winter of 2017. The deliverable products will be color aerial photography, an update of the planimetric (structures, paving, etc.) base map, and optionally updated contours of entire city. This is standard maintenance of the GIS database. This information is used for many purposes throughout the city including: permitting, storm water planning, utility management, and public safety. Almost every development project, both public and private, starts with a map. The availability of recent, accurate, and complete mapping facilitates the effective management of the City's resources.

Staff had a booth at the University of Oklahoma's GIS Day on November 14. Staff attended training on the Munis software for project and grant accounting and an initial meeting on the interfaces required for Utility Billing and work order software. GIS continued rolling out updated ArcGIS projects to users and provided support for both Cityworks and New World. Staff also continued to add layers to the Open Data Site.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 43 requests for service that resulted in the production of 57 mapping products and reports. The GIS division provided services for 9 of the City's departments during the month.

DEVELOPMENT SERVICE

10B

DEVELOPMENT SERVICES DIVISION

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

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

ADDRESS	DESCRIPTION	VALUATION	WARD
223 W. Main St.	Toly Park Outdoor Bar and Food Truck	\$75,000	4
2770 Washington Dr.	Landmark Office Building #6	\$675,000	8

Landmark Office Building #6 – 2770 Washington Dr.

Landmark Office Building #6 located at 2770 Washington Dr. received Certificate of Occupancy (CO) on November 6th, 2018. The reported value of the 3,450 square foot building was \$675,000.

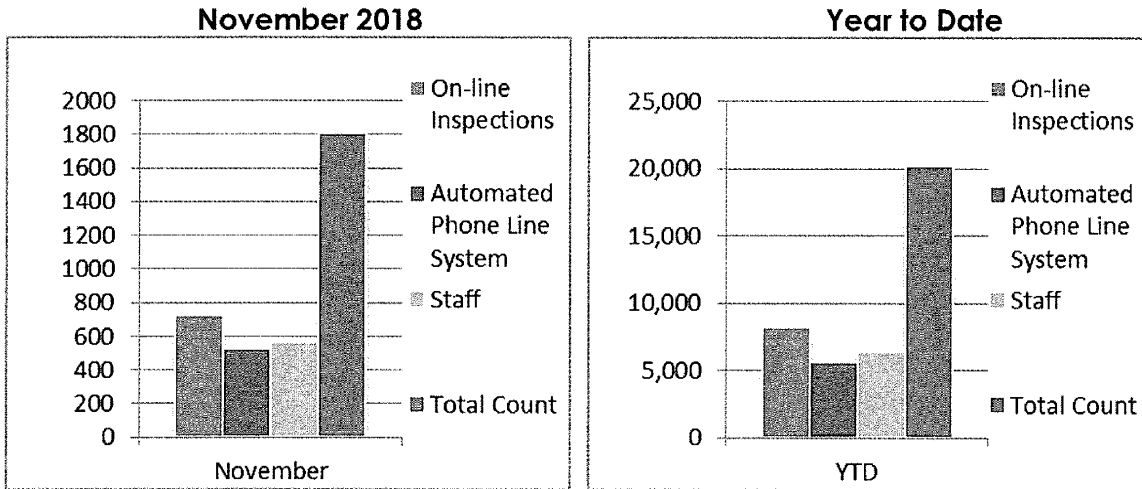
Addition/Alteration and Interior Finish:

ADDRESS	DESCRIPTION	VALUATION	WARD
616 Bud Wilkinson Dr.	Classroom Remodel	\$50,000	2
283 34 th Ave. SW	Sear Restaurant	\$150,000	3
109 S. Berry Rd.	Spirit Shop - Beverage Cooler	\$100,000	4
101 E. Main St.	Sooner Theatre - Dressing Room	\$65,017	4
400 E. Robinson St.	Braum's Ice Cream Store Remodel	\$250,000	4
419 S. University Blvd.	McFarlin United Methodist Energy Code Updates	\$200,000	4
701 E. Robinson St.	Clinic Remodel	\$200,000	8
3311 W. Rock Creek Rd.	Ophthalmology Office	\$150,000	8

ON-LINE INSPECTION SERVICES

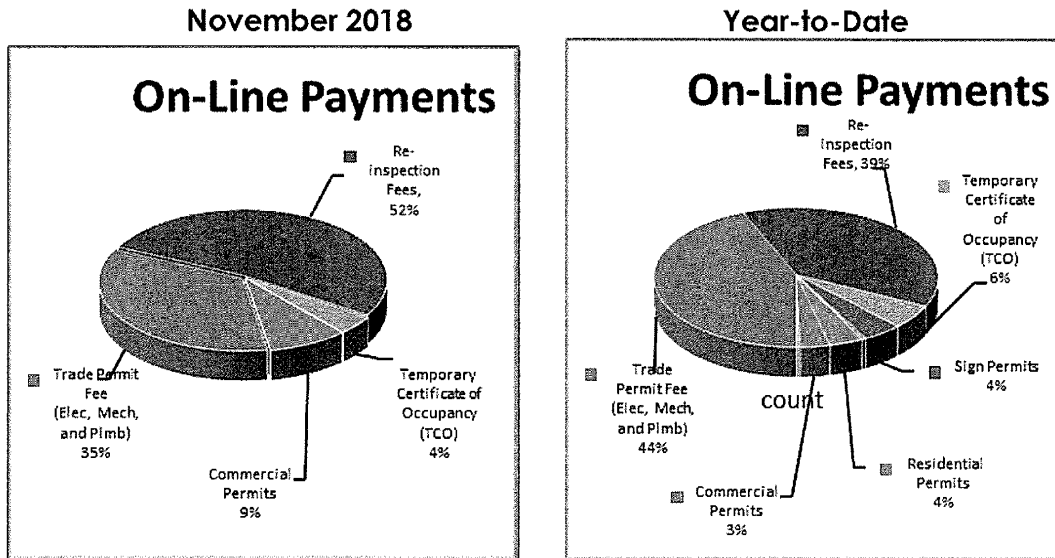
Inspection Requests

During November, a total of 1,803 inspections were requested: 719 inspection requests were made on-line, 524 inspection requests were made using the Automated Phone Line System, and 560 inspections were made by the staff. Inspection requests made by the staff include phone and in-person requests, as well as administrative items.



On-line Payments

During November 23 payments were made on-line totaling \$9,114.62. Year-to-date 435 payments have been made on-line totaling \$51,128.18.



MOBILE FIELD INSPECTION SYSTEM

During November 1,358 inspection results were entered using the Mobile Field Inspection (MFI) System. Inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

November 1-2	November 5-9	November 12-16	November 19-23	November 26-30
117	363	269	224	385

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

During November, five (5) applications for new single family permits applied to the 2018 Home Energy Rating System (HERS/Energy Rating Index (ERI) Fee Adjustment Incentive Program. To-date, twenty-two (22) applications have applied to the program.

November 1-2	November 5-9	November 12-16	November 19-23	November 26-30
3	1	0	0	1

Resolution R-1718-117 regarding the HERS/ERI program allows building permit fees, charged pursuant to Section 5-104 of the City of Norman Code, to be adjusted and satisfied as an incentive for residential homes achieving certain energy rating system (HERS)/Energy Rating Index (ERI) scores.

CONSTRUCTION ACTIVITY

Total value of all construction activity permitted in NOVEMBER of 2018 totaled \$28,541,457, lower than the \$50,416,252 for the same month last year. The total number of permits issued in NOVEMBER of 2018 was 128, down from 137 in NOVEMBER of 2017. The higher number of permits in NOVEMBER 2017 is primarily due to non-residential additions/alterations. The higher dollar value in NOVEMBER of 2017 is primarily due to non-residential new construction full permits.

Total new residential permitting activity in NOVEMBER 2018 was valued at \$15,042,012 compared to \$10,897,498 in NOVEMBER 2017. New single-family detached residential construction in NOVEMBER 2018 represented 52 new homes valued at \$13,900,512 compared with 28 new homes valued at \$8,471,998 in NOVEMBER 2017. There were 3 attached single family permits valued at \$675,000 in NOVEMBER 2018 compared to none in NOVEMBER 2017. There was 1 new mobile home permit valued at \$16,500 in NOVEMBER 2018 compared to 2 permits valued at \$55,500 in NOVEMBER 2017. There

were no single family non-dwelling unit permits in either year. There were 2 permits valued at \$450,000 for new duplex units in NOVEMBER 2018 compared to 2 permits valued at \$370,000 in NOVEMBER 2017. There were no garage apartments permitted in either year. There were no 3+ family permits issued in NOVEMBER 2018 compared to 10 permits for 10 dwelling units valued at \$2,000,000 issued in NOVEMBER 2017 year.

Group Quarters, new construction permitting activity in NOVEMBER 2018 included 4 permits valued at \$7,500,969 adding 88 rooming units. The project is Robinson Village Nursing Home located at 501 E Robinson Street. No comparison is available because this is the first month this data is reported separately.

Residential addition/alteration permits in NOVEMBER 2018 numbered 51 valued at \$962,369 compared to 58 permits valued at \$1,579,394 for NOVEMBER 2017. The lower number of permits in NOVEMBER 2018 is insignificant. The higher dollar value in NOVEMBER 2017 is primarily due to accessory buildings, manufactured home replacement and additions/alterations.

Non-residential new construction permits in NOVEMBER of 2018 totaled 7 with a value of \$1,559,500 compared to 11 permits valued at \$29,786,208 for NOVEMBER 2017. The higher number of permits in NOVEMBER 2017 is primarily due to full construction permits. The higher value in NOVEMBER 2018 is primarily due to the City of Norman Water Treatment Plant valued at \$25,013,448 located at 5000 East Robinson Street. Other significant projects were UNP building at 2351 Interstate Drive valued at \$1,585,790; Mission Norman at 2525 East Lindsey Street valued at \$1,500,000; and Dental Depot at 3401 West Tecumseh Road valued at \$1,400,000.

Non-residential Addition/Alteration permits in NOVEMBER of 2018 totaled 8 with a value of \$3,476,607 compared to 26 permits valued at \$8,153,152 for NOVEMBER 2017. The most significant difference in the number of permits issued is due to the 13 permits issued for 4210, 4212 and 4216 Classen Circle in NOVEMBER 2017. The most significant project with a higher value in NOVEMBER 2017 was the City of Norman Water Treatment Plant valued at \$5,900,000.

NON-RESIDENTIAL BUILDING PERMITS
Issued NOVEMBER 2018 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	CONSTRUCTION UNLIMITED INC	4837	11/14/18	3623	W	MAIN	ST	1	1	RIVER OAKS #5	C2	\$ 5,000	208
COMMERCIAL, ADD/ALT-2	ELLERYT CONSTRUCTION COMPA	4613	11/16/18	2300	W	MAIN	ST		1	JENNINGS ESTATES #1	C2	\$ 750,000	34,327
COMMERCIAL, ADD/ALT-2	MOORE/NORMAN TECHNOLOGY C	4667	11/20/18	4701	NW	12TH	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 1,500,000	17,000
COMMERCIAL, ADD/ALT-2	SAS CONSTRUCTION LLC	5036	11/28/18	3770	W	ROBINSON	ST			VILLAGE AT BROOKHAVEN #3	C1	\$ 120,000	1,805
COMMERCIAL, ADD/ALT-2	FREDGREN, TOM	5072	11/09/18	301	S	PORTER	AVE	1	30	NORMAL, ORIGINAL TOWNSHIP	C3	\$ 10,000	460
COMMERCIAL, ADD/ALT-2	JIANG, SJ-ZHORG	5220	11/15/18	2164	NW	24TH	AVE	8A	1	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 50,000	950
COMMERCIAL, INTERIOR FINISH-2	ZHENG, TIM	4298	11/02/18	2620	NW	CLASSEN	BLVD	2	1	CLASSEN CROSSING APTS & RETAI	PUD	\$ 150,000	2,250
COMMERCIAL, INTERIOR FINISH-2	SAS CONSTRUCTION LLC	4486	11/28/18	3510	NW	24TH	AVE	2	1	SHOPS AT TECUMSEH CROSSING #	C2	\$ 262,500	9,340
COMMERCIAL, INTERIOR FINISH-2	SAS CONSTRUCTION LLC	4488	11/28/18	3510	NW	24TH	AVE	2	1	SHOPS AT TECUMSEH CROSSING #	C2	\$ 188,000	4,370
COMMERCIAL, INTERIOR FINISH-2	SAS CONSTRUCTION LLC	4694	11/29/18	3510	NW	24TH	AVE	2	1	SHOPS AT TECUMSEH CROSSING #	C2	\$ 89,000	3,893
COMMERCIAL, INTERIOR FINISH-2	LANDMARK FINE HOMES, LP,	4716	11/30/18	2761	DR	WASHINGTON	DR	11	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 250,000	4,070
COMMERCIAL, INTERIOR FINISH-2	LANDMARK FINE HOMES, LP,	4717	11/30/18	2761	DR	WASHINGTON	DR	11	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 50,000	1,364
COMMERCIAL, NEW SHELL BLDG-2	LANDMARK FINE HOMES, LP,	4715	11/30/18	2761	DR	WASHINGTON	DR	11	2	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 600,000	5,434
COMMERCIAL, PARKING LOT-2	MILLER-TIPPENS CONSTRUCTION	3309	11/14/18	401	W	MAIN	ST	1	87	NORMAL, ORIGINAL TOWNSHIP	OCFB	\$ 900,000	24,000
COMMERCIAL, PARKING LOT-2	CITY OF NORMAN	5175	11/16/18	710	ASP	CHAUTAQUA	AVE	7	1	LARSH'S UNIVERSITY ADD	C1	\$ 141,607	25,450
TEMPORARY BLDG/CONST TRAILER-2	BETA THETA PI CORP. OF OK	5213	11/05/18	800				31	7	PARSONS ADDITION	R2		
Total Permits 15												Average Project Area 9,009 Total Project Area 135,141	
NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)													
CONTRACTOR	BUILDING SIZE (Square Feet)	BUSINESS OFFICE	OFFICE	USE /CLASSIFICAT ION	ADDD/LTS		NEW CONSTRUCTION						
					COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	INTERIOR FINISH-2	COMMERCA L NEW SHELL BLDG- CONSTRUCTIO N	COMMERCIAL, NEW CONSTRUCTIO N				
					\$ 2,435,000	\$ -	\$ 959,500	\$ 600,000	\$ -				
LANDMARK FINE HOMES, LP.	5,434				6	-	6	1	-				
					COMMERCIAL, SUBTOTAL ADDITIONS	SUBTOTAL NEW CONSTRUCTION	TOTAL ADD/ALT AND NEW COMMERCIAL						
					\$ 1,041,607	\$ 3,476,607	\$ -	\$ 1,559,500	\$ 5,036,107				
										15			
DEMOLITIONS													
Address		Purpose		Use									
212 N Crawford		interior only		Office									

BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL PERMITS
Issued NOVEMBER 2018 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5168	11/01/18	325		PERTH	DR	2	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5169	11/01/18	3211		TERRACE PARK	TR	6	2	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5227	11/06/18	9716		MORNING GLORY	DR	27	3	HANSMEYER HEIGHTS #1	RE	\$ 2,500	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5232	11/07/18	3209		TIMBER SHADOWS	DR	3	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5233	11/07/18	3214		TIMBER SHADOWS	DR	2	2	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5234	11/07/18	321		PERTH	DR	2	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5385	11/15/18	3620		CAROLYN RIDGE	DR	18	1	RED CANYON RANCH SEC 5	PUD	\$ 2,300	32
1 & 2 FAMILY STORM SHELTER-3	E & R ENTERPRISES INC.	5419	11/07/18	4311		CRITTENDEN	DR	3	1	ASHTON GROVE ADD SEC 2	PUD	\$ 7,000	56
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5430	11/19/18	317		PERTH	DR	4	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5506	11/19/18	313		PERTH	DR	5	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5508	11/19/18	3217		TIMBER SHADOWS	DR	1	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5513	11/21/18	4212		MOORGATE	DR	8	2	CARRINGTON PLACE ADD #13	R1	\$ 3,695	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5532	11/26/18	3117		MONTANE	DR	4	2	GREENLEAF TRAILS ADD 8	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5559	11/21/18	1411		PRESIDIO	DR	1	2	MONTEREY ADD #2	R1	\$ 3,650	35
1 & 2 FAMILY STORM SHELTER-3	VINTAGE CUSTOM HOMES, LLC.	5594	11/19/18	3105		SUMMIT CROSSING	PKY	9	3	SUMMIT LAKES ADD #6	R1	\$ 2,600	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	5608	11/20/18	3912		PRESIDIO	DR	3	1	MONTEREY ADD #1	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5630	11/26/18	308		DOLLINA	DR	2	2	TECUMSEH RIDGE SEC 2	PUD	\$ 2,350	23
1 & 2 FAMILY STORM SHELTER-3	GROUND SAFE SHELTERS, INC.	5635	11/26/18	704		GRICKLE	DR	12	1	TRAILWOODS SEC 1	PUD	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5641	11/29/18	3779		BLACK MESA	RD	9	5	RED CANYON RANCH SEC 6	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5648	11/29/18	906		BUTTERFLY	WAY	13	5	TRAILWOODS SEC 10	PUD	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5666	11/28/18	521		TALON	DR	8	5	EAGLE CLIFF SOUTH ADD #5	R1	\$ 3,000	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5689	11/29/18	1014		OLD FRISCO	RD	17	4	GREENLEAF TRAILS ADD 8	PUD	\$ 2,500	23
1 & 2 FAMILY, ADD OR ALTER-2	CLAYCOM, DOUG JR.	4987	11/09/18	101	E	HUGHBERT	ST	1	15	J A JONES ADDITION	R2	\$ 80,000	1,779
1 & 2 FAMILY, ADD OR ALTER-2	CLAYCOM, DOUG JR.	4989	11/09/18	101	E	HUGHBERT	ST	1	15	J A JONES ADDITION	R2	\$ 40,000	745
1 & 2 FAMILY, ADD OR ALTER-2	RED LEAF CONSTRUCTION, INC.	5129	11/01/18	1636		MARIAN	DR	1	5	HETHERINGTON HEIGHTS 3RD /	R1	\$ 20,000	182
1 & 2 FAMILY, ADD OR ALTER-2	JOHNSON, JEFF	5183	11/15/18	418		ELM	AVE	2	1	LINCOLN ADD	R1	\$ 250,000	1,434
1 & 2 FAMILY, ADD OR ALTER-2	JOHNSON, JEFF	5184	11/15/18	418		ELM	AVE	2	1	LINCOLN ADD	R1	\$ 100,000	584
1 & 2 FAMILY, ADD OR ALTER-2	METRO CONTRACTORS	5376	11/16/18	2700		MEADOWBROOK	DR	1	8	BROAD ACRES SEC 1	R1	\$ 85,000	973
1 & 2 FAMILY, ADD OR ALTER-2	AMIL, AHSAN	5388	11/05/18	1201	N	JONES	AVE	19	15	HIGHLAND ADDITION	R2	\$ 1,000	900
1 & 2 FAMILY, ADD OR ALTER-2	SUN CITY SOLAR ENERGY	5423	11/20/18	4630	SE	120TH	AVE	14	1W	NOT SUBDIVIDED	A2	\$ 43,900	930
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	5435	11/08/18	2505		RIDGEFIELD	DR	31	1	OAKHURST ADD SEC 12	R1	\$ 13,800	150
1 & 2 FAMILY, ADD OR ALTER-2	SOUTHWEST BUILDERS	5658	11/27/18	2006		OAKCREEK	DR	36	32	OAKHURST ADD SEC 12	R1	\$ 32,600	406
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	5674	11/28/18	5709		MASON	ST	11	2	PEDDIE #130	RE	\$ 35,000	740
1 & 2 FAMILY, PAVING-2	INFINITY & BEYOND ROOFING &	5358	11/02/18	9		PEBBLECREEK	RD	9	1	PEBBLE CREEK EST	R1	\$ 16,500	1,400
1 & 2 FAMILY, PAVING-2	BAIN, RONALD	5439	11/08/18	1819		AUBURN	CT	1	15	HALL PARK #3	R1	\$ 4,630	700
1 & 2 FAMILY, PAVING-2	HOPKINS, HARRY H & NINA	5440	11/08/18	500		STINSON	ST	5	2W		R3	\$ 2,500	200
1 & 2 FAMILY, PAVING-2	RAYOS CONCRETE, LLC.	5487	11/13/18	2827		WALNUT	RD	15	1	SHERWOOD FOREST #1	R1	\$ 24,000	2,400
1 & 2 FAMILY, PAVING-2	WALTON, ALONZO	5496	11/13/18	615	W	SYMMES	ST	A	22	WAGGONER'S T.R. FIRST ADD	R1	\$ 6,000	192
1 & 2 FAMILY, PAVING-2	MOHR CONSTRUCTION, LLC	5523	11/15/18	804	S	LAHOMA	AVE	25	6	PARSONS ADDITION	R1	\$ 3,000	140
1 & 2 FAMILY, PAVING-2	RILEY CONCRETE LLC.	5541	11/19/18	1412		MCKINLEY	AVE	36	6	HARDIE RUCKER ADDITION	R1	\$ 2,564	200
1 & 2 FAMILY, PAVING-2	NEDROW, JASON	5542	11/29/18	415		TOBERMAN	DR	9	2	PARKVIEW ADDITION	R1	\$ 1,500	340
1 & 2 FAMILY, PAVING-2	ALL STRUCTURES, LLC.	5650	11/27/18	3924		DURANGO	CIR	12	9	CHERRY CREEK #3	R1	\$ 4,800	475
1 & 2 FAMILY, STORAGE BLDG-2	LANDAN'S BUILDING	5353	11/01/18	112		VINITA	DR	20	1	CRESTLAND TOWNHOUSE EST#	RM6	\$ 2,680	120
1 & 2 FAMILY, STORAGE BLDG-2	ESSMAN, BILL	5380	11/02/18	9928		BLACKJACK	TRL	7	1	OAKRIDGE EST #3	RE	\$ 20,000	1,500
1 & 2 FAMILY, STORAGE BLDG-2	C.A. MCCARTY CONSTRUCTION LL	5518	11/19/18	540	S	LAHOMA	AVE	20	3	ROSS ADDITION	R1	\$ 20,000	836
1 & 2 FAMILY, STORAGE BLDG-2	SLOAN'S CONSTRUCTION	5550	11/15/18	5800		CARDINAL	LN	5	2	HOWARD BIG OAK	RE	\$ 25,000	1,097
1 & 2 FAMILY, STORAGE BLDG-2	PERRY, BRAD	5590	11/19/18	10501		STORM KING	RD	10	1W	TIMBER ACRES	A2	\$ 21,000	960
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	5706	11/30/18	4409		PENNINGTON	CT	3	1	CARRINGTON PLACE ADD	R1	\$ 7,000	192
1 & 2 FAMILY, STORAGE BLDG-2	SHERROD, J MICHAEL & SHANNON	5714	11/30/18	924	N	PETERS	AVE	5	12	J A JONES ADDITION	R2	\$ 1,200	384
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	5615	11/21/18	600		SUMMIT BEND	ST	18	6	SUMMIT LAKES ADD #6	R1	\$ 6,300	450
1 & 2 FAMILY, SWIMMING POOL-3	TROPHY POOLS	5618	11/30/18	5501	E	LINSEY	ST	36	2W	NOT SUBDIVIDED	A2	\$ 30,000	96
1 FAMILY, MANUFACTURED HOME-2	OWNER	5579	11/19/18	14203		MESQUITE	HD	1	9	THUNDERBIRD HILLS	RE	\$ 225,000	1,568
1 FAMILY ATTACHED	PRINCIPAL CONSTRUCTION, LLC.	4781	11/05/18	103	W	SYMMES	ST	7	69	LARSH ADD #1	CCFB	\$ 225,000	2,467
1 FAMILY ATTACHED	PRINCIPAL CONSTRUCTION, LLC.	4782	11/05/18	103	W	SYMMES	ST	7	69	LARSH ADD #1	CCFB	\$ 225,000	2,478
1 FAMILY ATTACHED	PRINCIPAL CONSTRUCTION, LLC.	4783	11/05/18	103	W	SYMMES	ST	7	69	LARSH ADD #1	CCFB	\$ 225,000	2,467
1 FAMILY, NEW CONSTRUCTION-2	WAGNER, ROBIN	4882	11/14/18	1700	NE	108TH	AVE	22	1W	NOT SUBDIVIDED	A2	\$ 347,000	4,316
1 FAMILY, NEW CONSTRUCTION-2	ARMSTRONG HOMES	4950	11/27/18	2123		TURBLE CREEK	WAY	4	1	HALLBROOKE ADD #3	PUD	\$ 220,000	2,667
1 FAMILY, NEW CONSTRUCTION-2	SHERIDAN HOMES, LLC.	4963	11/20/18	317		TURBERRY	DR	2	1	HIGHLAND VILLAGE ADD SEC 7	R1	\$ 202,770	3,234
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	5042	11/05/18	3105		STONE CREEK	DR	2	1	STONE LAKE ADDITION	R1	\$ 159,660	2,766
1 FAMILY, NEW CONSTRUCTION-2	MORTON BUILDINGS	5062	11/13/18	2174	NE	72ND	AVE	19	1W	NOT SUBDIVIDED	A2	\$ 150,000	4,600
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	5100	11/05/18	1316		STONE CREEK	DR	8	2	STONE LAKE ADDITION	R1	\$ 149,400	2,438
1 FAMILY, NEW CONSTRUCTION-2	HOME FIRST, INC.	5162	11/02/18	3001		FIREFLY	DR	12	1	FROST CREEK ADD.	PUD	\$ 567,000	5,003
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5166	11/01/18	325		PERTH	DR	2	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 357,840	3,310

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5167	11/01/18	3211		TERRACE PARK	TR	6	2	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 443,308	4,055
1 FAMILY, NEW CONSTRUCTION-2	BENAVIDES, ROLAND & ANNA	5225	11/06/18	9716		MORNING GLORY	DR	27	3	HANSMEYER HEIGHTS #1	RE	\$ 340,000	3,713
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5229	11/07/18	3209		TIMBER SHADOWS	DR	3	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 350,500	3,415
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5230	11/07/18	3214		TIMBER SHADOWS	DR	2	2	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 412,840	3,860
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5231	11/07/18	321		PERTH	DR	3	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 354,340	3,415
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5384	11/15/18	3620		CAROLYN RIDGE	RD	18	1	RED CANYON RANCH SEC 5	PUD	\$ 278,580	3,062
1 FAMILY, NEW CONSTRUCTION-2	APPLE CONSTRUCTION, LLC.	5389	11/09/18	2010		ALLORA	CT	5	6	SUMMIT VALLEY #2	R1	\$ 179,640	2,988
1 FAMILY, NEW CONSTRUCTION-2	APPLE CONSTRUCTION, LLC.	5390	11/26/18	2109		VALLEY HOLLOW	CT	2	7	SUMMIT VALLEY #2	R1	\$ 221,580	3,401
1 FAMILY, NEW CONSTRUCTION-2	APPLE CONSTRUCTION, LLC.	5391	11/09/18	2013		OAKVILLE	PL	2	6	SUMMIT VALLEY #2	R1	\$ 179,640	2,988
1 FAMILY, NEW CONSTRUCTION-2	APPLE CONSTRUCTION, LLC.	5392	11/26/18	3107		WOOD VALLEY	RD	4	4	SUMMIT VALLEY #2	R1	\$ 195,210	2,992
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	5393	11/15/18	3116		PEBBLE POND	DR	15	4	STONE LAKE ADDITION	R1	\$ 148,950	2,187
1 FAMILY, NEW CONSTRUCTION-2	LEGACY HOMES CONSTRUCTION, LLC.	5427	11/09/18	104		RUE DE MONTSERRU	DR	18	4	SUMMIT LAKE VILLAS #1	PUD	\$ 189,000	1,847
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5449	11/19/18	317		PERTH	DR	4	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 341,000	3,335
1 FAMILY, NEW CONSTRUCTION-2	BROOKFIELD CUSTOM HOMES, LLC.	5470	11/15/18	417		PERTH	CT	5	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 216,000	2,636
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5505	11/19/18	313		PERTH	DR	5	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 334,000	3,175
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5507	11/19/18	3217		TIMBER SHADOWS	DR	1	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 328,000	3,065
1 FAMILY, NEW CONSTRUCTION-2	HOME FIRST, INC.	5511	11/19/18	1441		FIREFLY	DR	23	1	FROST CREEK ADD.	PUD	\$ 543,000	5,262
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	5512	11/21/18	4212		MOORGATE	DR	8	2	CARRINGTON PLACE ADD #13	R1	\$ 563,181	3,912
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LLC	5514	11/19/18	3105		EPORA	DR	22	1	MONTEIRO RIDGE SEC. #2	PUD	\$ 509,000	4,523
1 FAMILY, NEW CONSTRUCTION-2	HARBOR HOMES, INC.	5515	11/21/18	3725		ANDREW	CT	25	7	CEDAR LAKE SEC #2	R1	\$ 225,000	3,020
1 FAMILY, NEW CONSTRUCTION-2	HARBOR HOMES, INC.	5516	11/21/18	3729		ANDREW	CT	24	7	CEDAR LAKE SEC #2	R1	\$ 225,000	2,982
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	5530	11/15/18	1300		STONE CREEK	DR	11	4	STONE LAKE ADDITION	R1	\$ 120,000	2,401
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5531	11/26/18	3117		MONTANE	DR	4	2	GREENLEAF TRAILS ADD 8	PUD	\$ 220,680	2,452
1 FAMILY, NEW CONSTRUCTION-2	SKYVIEW CONSTRUCTION CO., LLC	5553	11/26/18	3208		VALLEY MEADOW		17	3	SUMMIT VALLEY	R1	\$ 184,230	2,929
1 FAMILY, NEW CONSTRUCTION-2	SKYVIEW CONSTRUCTION CO., LLC	5554	11/26/18	3225		VALLEY MEADOW		11	2	SUMMIT VALLEY	R1	\$ 181,080	2,929
1 FAMILY, NEW CONSTRUCTION-2	SKYVIEW CONSTRUCTION CO., LLC	5555	11/26/18	2014		ALLORA	CT	4	6	SUMMIT VALLEY #2	R1	\$ 181,080	3,012
1 FAMILY, NEW CONSTRUCTION-2	SKYVIEW CONSTRUCTION CO., LLC	5556	11/26/18	1306		PEBBLE POND	DR	6	1	STONE LAKE ADDITION	R1	\$ 175,050	2,893
1 FAMILY, NEW CONSTRUCTION-2	SKYVIEW CONSTRUCTION CO., LLC	5557	11/26/18	104		SUMMIT BEND	DR	16	1	SUMMIT LAKES ADD #9	R1	\$ 185,130	2,950
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	5558	11/21/18	1411		PRESIDIO	DR	1	2	MONTEREY ADD. #2	R1	\$ 298,000	3,302
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	5560	11/21/18	3325		CRAMPTON GAP	WAY	21	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 288,223	2,743
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	5561	11/21/18	3517		CRAMPTON GAP	WAY	3	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 304,810	2,841
1 FAMILY, NEW CONSTRUCTION-2	CUSTOM BUILDERS OF OK, LLC.	5582	11/19/18	804		FOX HOLLOW	DR	7	2	VINTAGE CREEK ADDITION	PUD	\$ 384,000	3,497
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5583	11/29/18	906		BUTTERFLY	WAY	13	5	TRAILWOODS SEC-10	PUD	\$ 125,460	1,394
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5584	11/29/18	3779		BLACK MESA	RD	9	5	RED CANYON RANCH SEC 8	R1	\$ 271,280	3,014
1 FAMILY, NEW CONSTRUCTION-2	BROOKFIELD CUSTOM HOMES, LLC	5619	11/30/18	3201		BIRMINGHAM	DR	6	2	ST. JAMES PARK ADD 5	R1	\$ 205,000	2,871
1 FAMILY, NEW CONSTRUCTION-2	CUSTOM BUILDERS OF OK, LLC.	5621	11/28/18	508		VINTAGE	DR	12	13	VINTAGE CREEK ADDITION	PUD	\$ 309,500	2,896
1 FAMILY, NEW CONSTRUCTION-2	CUSTOM BUILDERS OF OK, LLC.	5622	11/28/18	512		VINTAGE	DR	13	13	VINTAGE CREEK ADDITION	PUD	\$ 300,000	2,890
1 FAMILY, NEW CONSTRUCTION-2	SKYVIEW CONSTRUCTION CO., LLC	5623	11/29/18	3104		PEBBLE POND	DR	12	1	STONE LAKE ADDITION	R1	\$ 152,910	2,421
1 FAMILY, NEW CONSTRUCTION-2	MUIRFIELD HOMES	5698	11/29/18	607		TIMBER	TR	8	8	VINTAGE CREEK ADDITION	PUD	\$ 250,650	3,813
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	5364	11/02/18	3909		LYNFORD	LN	3	12	BELLATONA SEC. #1	R1	\$ 150,030	2,232
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	5365	11/02/18	3908		COLEFAX	LN	9	11	BELLATONA SEC. #1	R1	\$ 154,980	2,201
1 FAMILY, NEW CONSTRUCTION-2	HOME CREATIONS, INC.	5366	11/02/18	3803		MISTWOOD	PL	5	7	BELLATONA SEC. #1	R1	\$ 218,160	3,021
1 FAMILY, NEW CONSTRUCTION-2	WITT CONSTRUCTION, INC.	5408	11/15/18	3150	NE	144TH	AVE	18	1E	NOT SUBDIVIDED	A2	\$ 340,000	4,301
1 FAMILY, NEW CONSTRUCTION	HOME CREATIONS, INC.	5664	11/28/18	3812		MANDERLY	PL	7	5	BELLATONA SEC. #1	R1	\$ 168,840	2,389
2 FAMILY, NEW CONSTRUCTION	PRINCIPAL CONSTRUCTION, LLC.	4785	11/07/18	215	W	SYMMES	ST	8	8	LARSH ADD #1	CCFB	\$ 225,000	2,850
2 FAMILY, NEW CONSTRUCTION	PRINCIPAL CONSTRUCTION, LLC.	4786	11/07/18	215	W	SYMMES	ST	8	8	LARSH ADD #1	CCFB	\$ 225,000	2,850
GROUP QUARTERS, NEW	CARLSBAD CONST. CO. LLC.	354	11/16/18	501	E	ROBINSON	ST	1	1	ROBINSON VILLAGE	RM6	\$ 1,987,601	25,115
GROUP QUARTERS, NEW	CARLSBAD CONST. CO. LLC.	355	11/16/18	501	E	ROBINSON	ST	1	1	ROBINSON VILLAGE	RM6	\$ 1,932,441	24,418
GROUP QUARTERS, NEW	CARLSBAD CONST. CO. LLC.	356	11/16/18	501	E	ROBINSON	ST	1	1	ROBINSON VILLAGE	RM6	\$ 1,648,486	20,830
GROUP QUARTERS, NEW	CARLSBAD CONST. CO. LLC.	357	11/16/18	501	E	ROBINSON	ST	1	1	ROBINSON VILLAGE	RM6	\$ 1,932,441	24,418

RESIDENTIAL PERMITS
Issued NOVEMBER 2018 - Sorted by Permit TypePage 3 of 3

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

12/13/2018

	NOVEMBER 2018			NOVEMBER 2017		
RESIDENTIAL PERMITS	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	52	52	\$13,900,512	28	28	\$8,471,998
Attached Dwellings	3	3	\$675,000	0	0	\$0
Manufactured Home (New)	1	1	\$16,500	2	2	\$55,500
Other (Non-dwelling)	0	na	\$0	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	2	2	\$450,000	2	2	\$370,000
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	0	na	\$0	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3-4 DU per bldg)	0	0	\$0	0	0	\$0
Ful Permit (5+ DU per bldg)	0	0	\$0	10	10	\$2,000,000
Other (Non-dwelling)	0	na	\$0	0	na	\$0
Total Residential New	58	58	\$15,042,012	42	42	\$10,897,498
Net Residential Demos & Removals		-1			-1	
Net Residential Units		57			41	
Group Quarters, New	4	Room Units 88	Valuation \$7,500,969	Number of Permits *	Room Units *	Valuation *
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	11		\$701,300	7		\$999,904
Manufactured Home (Replace)	0		\$0	3		\$198,000
Paving & Pools	11		\$101,794	4		\$65,025
Accessory Buildings	7		\$96,880	11		\$200,200
Storm Shelters	22		\$62,395	33		\$116,265
3+ Family						
Addition & Alteration (All Types)	0		\$0	0		\$0
Total Residential Additions & Alterations	51		\$962,369	58		\$1,579,394
TOTAL RESIDENTIAL	113		\$23,505,350	100		\$12,476,892

NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	0	\$0	1	\$84,000
Shell	1	\$600,000	0	\$0
Interior Finish	6	\$959,500	2	\$78,000
Full Permit	0	\$0	8	\$29,624,208
Total Non-Residential New	7	\$1,559,500	11	\$29,786,208
Additions & Alterations				
Additions & Alterations (All Types)	8	\$3,476,607	26	\$8,153,152
Total Non-Residential Additions & Alterations	8	\$3,476,607	26	\$8,153,152
TOTAL NON-RESIDENTIAL	15	\$5,036,107	37	\$37,939,360

TOTAL ALL PERMITS	128	\$28,541,457	137	\$50,416,252
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OTHER ACTIVITY	Number	Number
Electrical Permits	76	111
Heat/Air/Refrigeration Permits	108	107
Plumbing & Gas Permits	160	90
Sign Permits	26	16
Water Well Permits	3	1
Garage Sale Permits	52	97
Structure Moving Permits	1	4
Demo - Residential Permits	1	3
Demo - Non-residential Permits	1	0
Temporary Const Bldgs & Roll-off Permits	11	9
Lot Line Adjustments Filed	0	2
Certificate of Occupancy (CO) Permits	96	79
All Field Inspections	1,796	1,789

YEAR TO DATE	JANUARY-NOVEMBER 2018			JANUARY-NOVEMBER 2017		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	397	396	\$109,554,563	375	370	\$96,781,638
Residential Demos/Removals	na	-40	na	na	-19	na
Residential Additions/Alterations	818	na	\$17,947,021	850	na	\$18,590,424
Group Quarters, New Construction	4	na	\$7,500,969	*	*	*
Non-residential New Construction	107	na	\$41,299,429	72	na	\$100,421,737
Non-residential Additions/Alterations	131	na	\$33,529,783	134	na	\$42,724,955
TOTAL YEAR TO DATE	1457	356	\$209,831,765	1431	351	\$258,518,754

* Note: Group Quarters, New Construction - began tracking separately November 2018. Not included in graphs.

REVITALIZATION 10C

CDBG and HOME Investment Partnerships Programs

Preliminary work has begun on the CDBG Target Area Tree Planting Project. Residents within the Target Area will be allowed to select tree species to be planted in the front yard. Requests for Proposals from Landscaping Contractors will be due early January with Contract to follow.

CDBG Disaster Relief Grant

All CDBG DR projects are substantially complete with minor punch list items being addressed with the exception of Project 2 (120th Ave SE from SH9 to Etowah Road). Project 2 completion is scheduled for late December 2018. Final acceptance of all contracts is anticipated early 2019.

Homeless Activities

On November 20, the housing placement report for the Ready for Zero initiative was sent to Community Solutions for the month of October. There were six housing placements made (2 Veteran; 4 Chronic). Planning for the 2019 Point in Time Count has begun. The Count is scheduled for overnight January 24-25, 2019.

Housing Programs

November 2018

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

- One rehabilitation project is currently under contract and two projects in development stage, with no rehabilitation projects being completed since July 1, 2018.
- One emergency repair project is currently under contract; four emergency repair projects were completed since July 1, 2018.
- Nine accessibility modification projects are currently under contract; eight accessibility modification projects have been completed since July 1, 2018.

Social and Voluntary Services Commission

Twenty-two non-profit agencies submitted applications totaling almost \$290,000 for the \$175,000 allocated in the FYE19 City of Norman budget. On June 18, 2018 applicants made presentations to the Social and Voluntary Services Commission. On June 25, 2018, the Social and Voluntary Services Commission met and recommended funding to all twenty-two of the applicants. Contracts for these awards were approved by the Norman City Council on November 27, 2018.

City-wide proactive enforcement began on March 15, 2012.													
	Code Violation Activity for FYE 2019												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Total Cases	851	1227	869	505	320								3772
Proactive Cases	352	678	423	256	188								1897
Cases Closed	854	1110	1027	729	407								4127
Cases Still Open	520	712	574	383	326								2515
Tasks Completed	2833	3824	3053	2034	1113								12857
Violation Letters Mailed	489	697	489	332	137								2144
	Work Orders, Owner Abatement after Work Order Issued, and Legal Documents Filed FYE 2019												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	58	68	71	23	3								223
Owner Abated	13	20	25	13	3								74
Liens	23	33	27	39	39								161
Notices of Intent	46	30	51	23	10								160
Releases of Intent	12	20	23	16	13								84
Release of Liens	1	13	10	10	16								50
	Signs Removed from Rights-of-Way FYE 2019												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Removed	99	178	69	139	798								1283



Administrative Summary

November 2018 Summary

Operations



Part I Crimes	Current			Year-To-Date		
	2018	MONTH 5YR AVG	2017	2018	YTD 5YR AVG	2017
Murder	0	0	0	3	4	8
Rape	6	5	6	75	54	59
Robbery	9	6	6	57	54	48
Agg. Assault	9	13	14	170	164	153
Burglary	37	59	50	536	687	543
Larceny	227	275	234	2,527	3,079	2,455
Motor Vehicle Theft	34	29	23	341	288	272
Arson	0	1	1	4	5	2
Part I Totals:	322		334	3,713		3,540

Part II Crimes						
DUI/APC	48	32	26	459	425	359
Drunkenness	58	59	58	581	657	632
Drug Violations	62	81	100	1,161	981	978
Forgery	15	18	19	146	260	221
Vandalism	64	72	80	830	833	897
Others	1,360	NA	399	3,957	NA	4,019
Part II Totals:	1,607		682	7,134		7,106

Total Reported Crime: 1,929 1,016 10,847 10,646

Other Reported Activity

Public Peace Reports	216	163	183	2,275	1,797	2,189
Warrants Served	120	109	117	1,560	1,379	1,251
Other Reports Totals:	336		300	3,835		3,440

Total Case Reports: 2,265 1,316 14,682 14,086

Collisions						
Fatality	0	1	2	9	6	6
Injury	51	65	54	616	637	595
Non-Injury	127	164	149	1,242	1,771	1,511
Total Collisions:	178		205	1,867		2,112

Call for Service

CAD Activity (Total)	3,051	NA	2,755	33,248	NA	29,917
Calls for Service (Police)	8,093	NA	8,147	90,491	NA	89,327
Total CFS:	11,144		10,902	123,739		119,244

Citations & Warnings:

Citations	1,172	NA	1,124	12,513	NA	15,268
Warnings	2,022	NA	2,086	23,370	NA	23,424
Total Citations & Warnings:	3,194		3,210	35,883		38,692

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

** Five Year Average based on 2012 to 2016

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report

November 2018



IN SHELTER ANIMAL COUNTS

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	52	76	128	105	131	236	108	84%
Ending	66	68	134	68	103	171	37	28%

ANIMAL INTAKES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	115	63	178	116	54	170	(8)	-4%
Owner Relinquish	18	20	38	8	6	14	(24)	-63%
Owner Intended Euth	0	0	0	1	2	3	3	
Transfer In	0	0	0	0	18	18	18	
Other Intakes*	14	5	19	0	0	0	(19)	-100%
Returned Animal			0	17	6	23	23	
TOTAL LIVE INTAKES	147	88	235	142	86	228	(7)	-3%

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

OTHER STATISTICS

	2017		2018		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	N/A	0	0	0	0	
Dog Collected (DOA)	N/A	0	4	4	4	
Cat Collected (DOA)	N/A	0	1	1	1	
Wildlife Transferred	N/A	0	0	0	0	
Intake Horses	N/A	0	0	0	0	
Intake Cows	N/A	0	0	0	0	
Intake Goats	N/A	0	0	0	0	
Intake Sheep	N/A	0	0	0	0	
Intake Rabbits	N/A	0	0	0	0	
Intake Pigs	N/A	0	0	0	0	
Intake Other	N/A	0	1	1	1	
TOTAL OTHER ITEMS	0	0	6	6	6	

LENGTH OF STAY (DAYS)

	2017	2018
Dog	N/A	13.7
Puppy	N/A	17.1
Cat	N/A	20.6
Kitten	N/A	15.5

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	22	14	0	36

Norman Animal Welfare Monthly Statistical Report

November 2018



LIVE ANIMAL OUTCOMES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	76	77	153	91	93	184	31	20%
Return To Owner	49	6	55	51	2	53	(2)	-4%
Transferred Out	1	8	9	17	15	32	23	256%
Returned in Field	0	0	0	0	0	0	0	
Other Outcome	0	0	0	0	0	0	0	
TOTAL LIVE OUTCOMES	126	91	217	159	110	269	52	24%

OTHER ANIMAL OUTCOMES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	5	5	2	0	2	(3)	-60%
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	7	0	7	17	2	19	12	171%
Owner Intended Euth	0	0	0	1	2	3	3	
TOTAL OTHER OUTCOMES	7	5	12	20	4	24	12	100%

TOTAL OUTCOMES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	126	91	217	159	110	269	52	24%
Total Other Outcomes	7	5	12	20	4	24	12	100%
TOTAL OUTCOMES	133	96	229	179	114	293	64	28%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	2	4	0	6	29%
Medical - Injured	1	0	0	1	5%
Behavior - Aggressive	14	0	0	14	67%
Behavior - Other	0	0	0	0	0%
TOTAL EUTHANASIA	17	4	0	21	

MONTHLY LIVE RELEASE RATE

2017	2018
94.8%	92.8%

Live Outcomes / (Total Outcomes - Owner Int Euth)



Monthly Service By Assignment

April 2018 to November 2018
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Apr 2018 Hours	May 2018 Hours	Jun 2018 Hours	Jul 2018 Hours	Aug 2018 Hours	Sep 2018 Hours	Oct 2018 Hours	Nov 2018 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	4:38	0:00	0:00	0:00	0:00	0:00	0:00	1:10	5:48
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	112:13	28:09	72:27	59:42	54:06	36:49	69:23	27:28	460:17
	NAWC-Community Outreach Volunteer	0:00	4:30	0:00	0:00	6:00	0:00	0:00	1:00	11:30
	NAWC-Dog Handler	221:32	119:40	96:54	76:35	122:01	77:54	111:15	100:23	926:14
	NAWC-Foster Program	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	1:17	7:12	0:00	0:00	2:50	14:00	4:14	0:00	29:33
	NAWC-Lobby Greeter	51:00	47:12	57:45	50:30	75:45	45:06	48:20	29:41	405:19
	NAWC-Orientation	16:00	7:00	7:00	20:00	15:00	10:00	28:00	10:00	113:00
	NAWC-Photographer	0:00	0:00	0:00	0:55	0:00	0:00	0:00	0:00	0:55
Total	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Veterinarian Assistant Tech	50:56	63:19	65:25	81:00	3:00	12:05	19:10	23:20	318:15
		457:36	277:02	299:31	288:42	278:42	195:54	280:22	193:02	2,270:51
	Grand total	457:36	277:02	299:31	288:42	278:42	195:54	280:22	193:02	2,270:51

**DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
November, 2018**

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed 1 Certificate of Survey, 1 Short Form Plat and 1 Easement Closure for Planning Commission. No items for City Council review. The Development Engineer reviewed 18 sets of construction plans and 4 punch lists. There were 118 permits reviewed and/or issued. Fees were collected in the amount of \$6,207.10.

CAPITAL PROJECTS:

Main Street Bridge over Brookhaven Creek

The project was awarded on June 4, 2018 by ODOT. The successful bidder was Silver Star Construction. The cost of the project is \$4,905,000. The project includes replacing a Structurally Deficient (SD) bridge structure with a triple cell 16' x 8' Reinforced Concrete Box (RCB) and 2100' of channel improvements downstream of the bridge. Work should begin on the project August 13, 2018. Construction is expected to take 340 days.

The contractor's activities this month were as follows:

- On Wednesday, November 21st, Brookhaven Creek Bridge was opened to traffic ahead of schedule.
- Completed the reinforced concrete box culvert

James Garner Avenue – Phase I

Norman Forward Bond Project

The project was awarded on March 13, 2018 to Silver Star Construction. The cost of the project is \$1,867,880. It includes reconstruction of the Acres Street intersection to improve safety and to meet Railroad Quiet Zone requirements. The project will create the extension of James Garner Avenue between the railroad and the new Central Library. A pre-construction conference was held on March 22, 2018 to ensure coordination between Flintco (Library Contractor) and Silver Star Construction is established.

The project involves the following items:

- Constructing a new roadway and Intersection on James Garner Avenue and Acres Street along with a new Legacy Trail
- Installing a new improved drainage system

Lahoma Avenue from Gray Street to Hughbert

The 2016 Norman Street Maintenance Bond Program includes Urban Roads Reconstruction Projects. The next two street projects are the FYE 2017 Lahoma Street from Gray Street to Nebraska Street and FYE 2018 Lahoma Street from Nebraska Street to Hughbert Street. These projects were awarded on March 13, 2018. The projects were let together to allow continuity of construction and better unit costs for construction items. The projects were awarded to A-Tech Paving in the amount of \$561,799.25 and \$376,872.00, respectively. This work consists of reconstruction to widen the road to 26 feet and install curb & gutter to improve drainage. Existing sidewalks and ramps will be replaced to provide ADA accessibility. Driveways will be replaced within the right-of-way, and are designed to accommodate future sidewalks meeting ADA requirements.

On March 19, 2018 the contractor began mobilization and installation of traffic control for Phase I, from Gray Street to Nebraska Street. Phase I has been substantially completed. Construction of Phase II is anticipated to be completed by the end of February, 2019.

The Contractor's Activities in November included:

- Installation of drainage structures for Phase II.
- Clean up and completion of punch list items on Phase I.
- Mobilizing and preparing for demolition of existing roadway from Nebraska Street to Hughbert Street.

Sidewalk Program:

FYE 2019 Sidewalk Program bid was awarded on July 24th, 2018 by City Council Central Contracting Services in the amount of \$441,750.00, for five projects to be completed throughout the fiscal year 2019.

- **Citywide Sidewalk Reconstruction Program** which is intended to assist property owners in repairing existing sidewalks and constructing new sidewalks along an entire city block. Property owners who wish to participate in the Citywide Sidewalk Reconstruction Project will pay fifty percent (50%) of the estimated cost, with the City paying the remaining fifty-percent (50%) from funds allocated to this project. *Three locations* have been completed this month for sidewalk repair.

- **Sidewalk Accessibility Program** which provides sidewalk ramps where none exist and rebuilds existing ramps that do not comply with the current Americans with Disabilities Act (ADA) standards. This project will construct approximately sixteen (16) curb ramps. Locations are determined at the request of citizens and along arterial and collector streets that do not currently have ramps at street-sidewalk intersections. The location in this year's program will include intersections along Cherry Creek Drive from Main Street to Knob Hill Court. Construction of ADA compliant ramps begins in mid-January.

- The **Downtown Area Sidewalks and Curbs Program** will repair hazardous or deteriorated sidewalks, ramps and curbs in the downtown area. The location will be concentrated along the east side of Porter Avenue and areas south of Main Street. *Construction is complete in the downtown area.*

- The **Sidewalk Program for Schools and Arterials** is used to construct new sidewalks adjacent to elementary schools that have no sidewalks and along walking routes to the schools. This year's project has three (3) locations. First, the east side of North Berry Road from Iowa Street to Denison Drive in the Cleveland Elementary School District; second, the south side of West Boyd Street from 650 feet east of 24th Ave. S.W. to Nancy Lynn Terrace in the Alcott Middle School district; and third, the south side of West Imhoff Road from Walnut Road to Castlewood Drive serving the McKinley Elementary school and the University of Oklahoma. Construction will be in December of 2018 and June of 2019. *No school projects were completed in November 2018.*

- The **Sidewalk and Trails Project** constructs new sidewalk and trails throughout the city, in conformance with adopted plans; including the Greenbelt Master Plan, Bikeway & Transportation Master Plan and Parks Master Plan. The location this fiscal year is concentrated along the north side of Main Street from 700 feet west of 24th Avenue West to Berry Road to close sidewalk gaps and provide sidewalk and ramp improvements at intersections.

STREETS DIVISION

CAPITAL PROJECTS:

96th AVENUE SE – POST OAK ROAD TO ETOWAH ROAD

Streets crews began an overlay project on 48th Avenue NW – Indian Hills Road to Franklin Road in September, 2018. The project included 3.99 tons of asphalt and drive approach paving.

ASPHALT OPERATIONS:

FERRELL STREET - URBAN PATCHING

Streets crews worked in multiple areas urban patch on Ferrell Street and required 2.16 tons of asphalt for the repair.

805 MORNINGSIDE DRIVE - URBAN PATCHING

Streets crews worked in multiple areas urban patch on 805 Morningside Drive and required 1.04 tons of asphalt for the repair.

FAY & DALE - URBAN PATCHING

Streets crews worked in multiple areas urban patch on Fay & Dale and required 1.43 tons of asphalt for the repair.

48th AVENUE SE & HIGHLAND LAKES - DEEP PATCHING

Streets crews worked in multiple areas deep patch at 48th Avenue SE & Highland Lakes and required 17.40 tons of asphalt for the repair.

710 ASP PARKING LOT - OVERLAY

Streets crews began an overlay project at 710 Asp Parking Lot and required 500 tons of asphalt for the repair.

CONCRETE OPERATIONS:

3704 BARWICK COURT

Streets crews replaced damaged curb and gutter at 3704 Barwick Court. This repair required 1.00 cubic yards of concrete and resulted in over 6 square yards of repaired driving surface.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During November, 2018 52.00 miles of rural rights-of way and 9.00 miles of urban rights-of-way were mowed.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 23 work order requests and closed 23.

Crews for the Streets and Stormwater Divisions checked and cleaned inlet boxes throughout the City during rain events in November. 392 inlets were checked and of those were 231 cleaned, resulting in 0.35 tons of drainage debris removed from the stormwater system.

The Infrastructure crew worked very hard during the month of November to complete the numerous work order requests that the Stormwater Division received. The Infrastructure crew also completed two major projects; a total inlet reconstruct on Hawks Nest Drive, and a pipe seal project at St James Park detention pond.

DRAINAGE MAINTENANCE

The Channel Maintenance crew trimmed trees and cleared debris in drainage rights-of-way in the urban area and removed 161 tons of debris from channels.

The Channel Maintenance crew also concluded their mowing schedule for the year in November and mowed 5,000 ft² of urban drainage way.

URBAN STREET SWEEPING OPERATIONS

A total of 407 lane miles were swept resulting in the removal of approximately 323 tons of debris from various curb lined streets.

STORMWATER OKIE LOCATES

During the month of November, 1,953 Call 811 Okie Spots were received. Of those requests, 55 were stormwater pipe locates, 126 were physically checked, and 873 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 141 inspections of 89 active sites
Issued 0 citation and 0 NOVs to active sites
Issued 1 Earth Change Permit to new projects.

MS4 OPERATIONS

Received and responded to 18 citizen calls/ YTD Total is 159.

The Stormwater Division continued discussions with the Norman Arts Council on establishing the Artful Inlets program to educate the general public on the importance of protecting our water resources by reducing the amount of pollution that is carried by stormwater runoff to our creeks and streams through art. The opening event will occur at December's Second Friday Art Walk and includes tabling activities. Art work installation is planned to begin during the Second Friday Art Walk in April.

On November 3rd, the Stormwater Division hosted the 3rd annual Lake Thunderbird Workshop and Clean-up event. Approximately 50 people participated, and approximately 140 pounds of trash were collected. Cub Scout Pack 233 collected the most trash by a group at 38 pounds and the Eco Warriors found the most unusual item: a jewelry box complete with earrings, pins and perfume.

*Monthly Progress Report
Public Works (November 2018)*

On November 9, 2018, Dr. Evenson attended the Lake Thunderbird Watershed Partnership and discussed website content.

On November 13, 2018, the Stormwater Citizen Committee met to revisit the recommendations to Council and update members on activities since January 2018.

On November 14, 2018, Dr. Evenson and Ms. Loudenback attended the November meeting of the Environmental Control Advisory Board.

On November 27, 2018, Dr. Evenson and Ms. Loudenback attended the Urban Soils Workshop hosted by the Cleveland County Conservation District and Ms. Loudenback discussed the City's Manufactured Fertilizer Ordinance.

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 2018
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

FY 18-19 Associated Fees

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

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

City Council Review:

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

Development Committee:

\$840.00

Final Plats.....0

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

\$0.00

Subtotal:

\$840.00

\$1,270.00

\$41,860.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family.....42
 ***Commercial.....12
 Multi-Family.....0
 Addition/Alteration.....25
 House Moving.....1
 Paving Only.....11
 Storage Building.....5
 Swimming Pool.....3
 Storm Shelters.....17
 Public Improvements.....1
 Temporary Encroachments.....0
 Fire Line Pits/Misc.....0
 Flood Plain (@\$100.00 each).....1

Total Permits.....

\$5,267.10

\$2,403.55

\$102,977.78

Grand Total.....

\$6,207.10

\$3,773.55

\$139,057.78

****Construction Plan Review occurrences

18

18

323

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

4

4

86

* 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

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	4	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	42	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	12	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	18	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	1	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STREET DIVISION					
	FYE 2019 November 2018	FYE 2019 November 2018	Year to Date	Year to Date	FYE 2019
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	22.03		1,081.80		
Overlay/pave 10 miles per year.	-	0%	10.25	103%	100%
Replace 1,160 square yards of concrete pavement panels	6.00	1%	400.50	35%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	2.00	0%	2.00	0%	0%
Mow 15 ROW-miles of Urban right-of-way, eight times per year	9.00	0%	122.50	102%	100%
Mow 148 miles of Rural Right-of-way twice per year	52.00	18%	655.00	221%	100%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2019

STORMWATER DIVISION					
	FYE 2019 NOVEMBER, 2018	FYE 2019 NOVEMBER, 2018	Year to Date	Year to Date	FYE 2019
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)	407.00	81%	2,040.50	34%	50%
Collect litter from rights of way in the Urban area (Tons)	-	0%	6.36	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)	392.00	4%	3,960.00	40%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	5,000.00	0%	4,150,428.00	30%	90%
Perform erosion control inspections of permitted sites within 30 days.	141.00	158%	862.00		100%
Permit all earth disturbing operations over 1 acre in size.	1.00	95%	7.00		95%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	-	0%	-		20%
Respond to stormwater complaints within 24 hours of the time reported	18.00	100%	159.00		100%
Enforcement actions (NOV's and citations)	-	N/A	-		N/A

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT
November 2018**

**FYE 2019
FUEL REPORT
IN GALLONS**

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	16,752.00	16,607.00	25,424.00	
Outside - sublet	601.24	297.30	0.00	
TOTAL	17,353.24	16,904.30	25,424.00	
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	18,661.94	18,762.00	18,991.89	6,432.11

FYE 2018 TO DATE CONSUMPTION				
TOTAL Consumption	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
	100,382.61	99,267.85	99,688.53	27,610.41

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.91	Low	\$1.52	UNLEADED	High	\$3.03	Low	\$2.00
DIESEL	High	\$2.25	Low	\$1.95	DIESEL	High	\$2.54	Low	\$2.54
CNG	High	n/a	Low	\$1.02	CNG	High	n/a	Low	n/a

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES	
REPAIR PARTS	\$42,113.66		Month Total Public CNG Sales	\$9,558
BATTERIES	\$1,186.41		FYE 2019 To Date Public Sales	\$35,257
OILS/FLUIDS	\$3,197.79		LIFE TO DATE CNG GAS GALLON EQUIVALENT	
TIRES	\$22,677.63		Total Sold Gallons Life To Date	806,273
SUBLET REPAIRS	\$5,869.69		Total Gross Sales Life To Date	\$1,159,730
TOTAL SPENT parts/sublet	\$75,045.18		Life To Date CNG Gas Gallon Equivalent	
			Total Public/City Through-Put CNG Gallons @ Station:	1,716,045

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	13	28	26	103
EMERGENCY ROAD CALLS	3	3	3	12
PM SERVICES	153	167	113	528
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	459	514	422	1841
SCHEDULED REPAIRS	267	250	167	813
NON SCHEDULED REPAIRS	192	264	255	1028

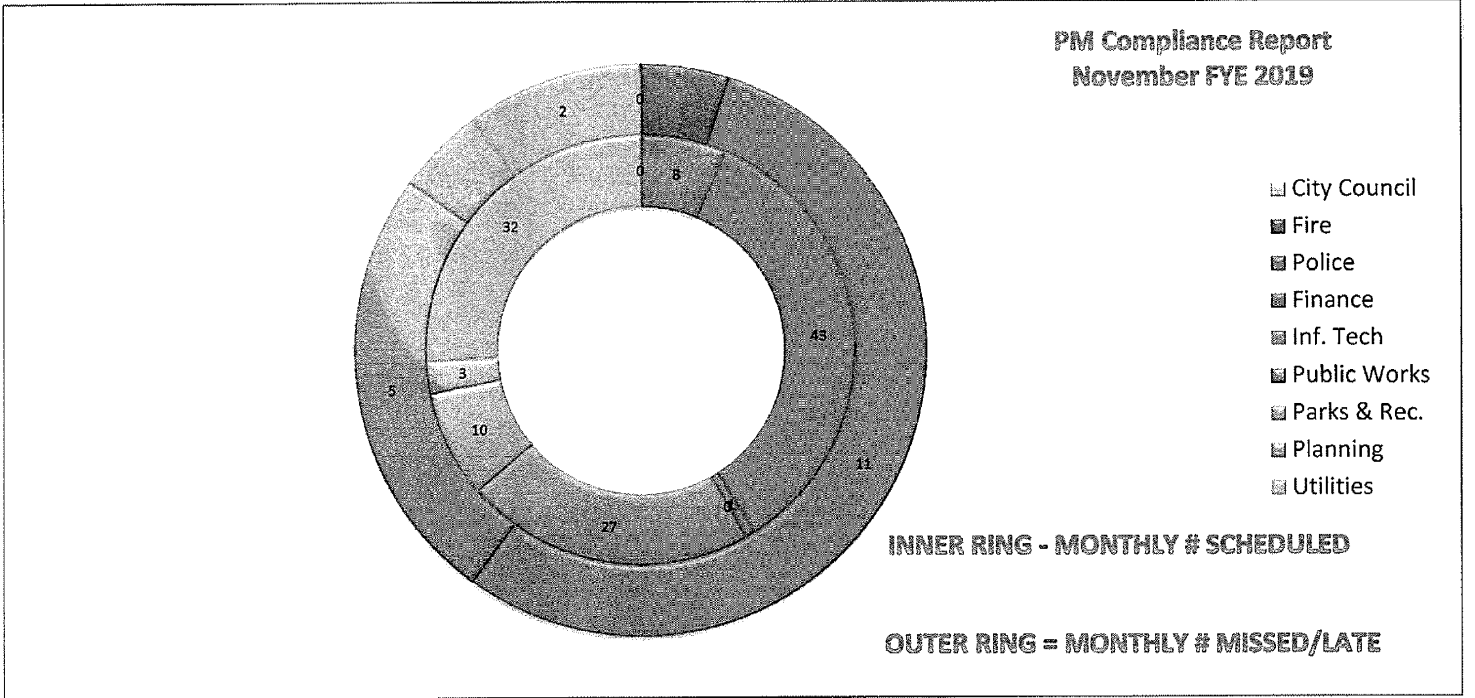
Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	4	6	18
EMERGENCY ROAD CALLS	1	3	2	7
PM SERVICES	114	101	79	276
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	231	246	215	681
SCHEDULED REPAIRS	172	138	103	369
NON SCHEDULED REPAIRS	59	108	112	312

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	11	24	20	45
EMERGENCY ROAD CALLS	2	0	1	1
PM SERVICES	39	66	34	133
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	228	268	207	512
SCHEDULED REPAIRS	95	112	64	226
NON SCHEDULED REPAIRS	133	156	143	286

November FYE 2019

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Due at Meter or scheduled	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
POLICE										
1184	2010 Ford Crown Victoria	Police Patrol	113962	112829	1133	miles	11/19/2018	Light Repair	PM-C	7/17/2018
UTILITIES										
0287	2004 EZ Go Golf Cart	Sanitation Transfer Station	12/4/2018	11/21/2018	13	days	11/21/2018	Light Repair	PM-C	5/24/2018



Department	Scheduled	Missed/Late	% Late
City Council	0	0	0.0%
Fire	8	1	12.5%
Police	43	11	25.6%
Finance	1	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	27	5	18.5%
Parks & Rec.	10	0	0.0%
Planning	3	1	33.3%
Utilities	32	2	6.3%
Citywide Total	124	20	16.1%

**FLEET DIVISION
PM COMPLIANCE REPORT**

November FYE 2019

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Shift Past Due	Current % PENDING	Year To Date Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	50%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	50%
FINANCE						
METER SERVICES	1	1			0%	0%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS	1	1			0%	0%
CODE COMPLIANCE	1		1		0%	50%
PUBLIC WORKS						
ENGINEERING	1	1			0%	0%
STREETS	15	13	2		0%	14%
STORMWATER	3	3			0%	5%
TRAFFIC	4	1	3		0%	22%
STORMWATER QUALITY					0%	0%
FLEET	4	4			0%	0%
POLICE						
ANIMAL CONTROL	2	2			0%	13%
POLICE ADMINISTRATION	3	3			0%	0%
POLICE STAFF SERVICES	3	1	2		0%	29%
POLICE CRIMINAL INVESTIGATIONS	3	3			0%	14%
POLICE PATROL	21	14	6	1	5%	24%
POLICE SPECIAL INVESTIGATIONS	4	4			0%	0%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION	1	1			0%	50%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	3	3			0%	4%
FIRE DISASTER PREPAREDNESS	1		1		0%	50%
PARKS & RECREATION						
PARK MAINTENANCE	10	10			0%	4%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	7	5	2		0%	23%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	67%
PSST FIRE SUPPRESSION	3	3			0%	23%
CDBG						
PLANNING CDBG	1	1			0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS	1	1			0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	8	7	1		0%	11%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	1	1			0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	12	12			0%	0%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	3	3			0%	4%
SANITATION COMMERCIAL	2	2			0%	0%
SANITATION TRANSFER	3	2		1	33%	6%
SANITATION COMPOST	1	1			0%	0%
SANITATION RECYCLE					0%	0%
SANITATION YARD WASTE	1	1			0%	0%
CITYWIDE TOTAL	124	104	18	2	2%	12%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2018

November 2018

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	133.01	72%	89.8%	17.8%	
# 002	166.00	72%	92.7%	20.7%	
# 003	122.80	72%	85.4%	13.4%	
# 004	117.97	72%	90.9%	18.9%	
# 007	112.30	72%	83.0%	11.0%	
# 008	108.84	72%	92.2%	20.2%	
# 009	126.48	72%	88.0%	16.0%	
# 011	118.69	72%	90.1%	18.1%	
# 012	117.96	72%	90.0%	18.0%	
# 013	115.69	72%	88.0%	16.0%	
# 014	127.06	72%	86.7%	14.7%	
# 015	105.62	72%	85.2%	13.2%	
# 016	114.86	72%	87.9%	15.9%	
# 021	127.62	72%	89.1%	17.1%	

DIRECT LABOR HOURS

1714.90

TOTAL AVAILABLE HOURS

1936.67

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

88.5%

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

NOVEMBER 2017	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	95	95	100%	462	462	100%
Provide information requested by citizens within 7 days	95%	95	95	100%	462	462	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	27	27	100%	193	193	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		180	48	0.27	3181	703	0.22
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0.94	10	10.64	2.94	16	5.44
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		21	21	100%	91	91	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		28	28	100%	149	149	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	5	5	100%	21	21	100%
<i>Lower Priority</i> all other signs within one day	90%	8	8	100%	304	304	100%
<i>Street Name Signs</i> within two weeks	90%	4	4	100%	88	88	100%
Percent of work hours lost due to on the job injuries.	<01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		2888	0	0.00	15960	0	0.00

Monthly Report

November 2018

LINE MAINTENANCE:

Waterline Capital Projects

- Timberdell Road – 100% Complete
- Timberdell Road Cul-de-Sac 100% Complete
- Wheaton Drive – 100% Complete
- Columbia Circle – 60% Complete
- Queenston Avenue – 25% Complete

Columbia Circle – WA0323: Staff will replace 1,300 feet of 4" Cast Iron with 6" PVC on Columbia Circle from Biloxi Drive to end of cul-de-sac. Staff bored 4 drive approaches, set 1 new fire hydrant and laid 317 feet of 6" PVC, project 40% complete

Queenston Avenue – WA0326: Staff will replace 900 feet of 8" Ductile Iron with 8" C-900 PVC on Queenston Avenue from Rock Creek Road to Pine Wood Drive. Staff laid 180 feet and made 8" tie-in going east on Fawn Run Crossing, project 25% complete.

Water Line Breaks - 15

Sewer Line Capital Projects:

- Alameda Lift Station – New pumps installed
- Buchanan Street - Emergency repairs

Sewer Line Data

- Total obstruction service requests - 18
- Private Plumbing: 17
- City Infrastructure: 1
- Sanitary Sewer Overflows: 1 – City obstruction

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.19 MGD
- Total flow: 35.7 MG

UTILITIES ENGINEERING:

Request For Proposal (RFP) 1819-05: the RFP was issued for eleven (11) water and wastewater projects on 06/12/18 and 26 proposals were received 07/10/18. NUA staff met 08/07/18 to compare and review our individual consultant rankings, discuss consultant qualifications further and ultimately select preferred consultants for the 11 projects. 10 consultants were selected and were so notified on 08/19/18. The consultants selected and the project for which they were selected are listed below.

No.	Project	Selected Consultant	Scheduled Agenda Date
1	Interstate Drive WL Replacements	Cardinal	To Be Determined (TBD)
2	West of Campus WL Replacements	Cabbiness	11/27/18
3	Robinson WL: WTP to 24 th Avenue NE	Freese and Nichols	K-1819-xx approved 09/11/18
4	Robinson WL: 12 th Avenue NE to 24 th Avenue NE	Jacobs/CH2M	TBD
5	Flood WL: Rock Creek to Venture	CP&Y	December 2018
6	SE Lift Station Payback Study	Search	December 2018
7	WRF Septage Receiving Station	Olsson	December 2018

8	WRF Storage Building	Barrett Williamson	December 2018
9	Sanitation Truck Wash/Paint Shop Facility	Studio	TBD
10	Line Maintenance Office/Maintenance Building	Barrett Williamson	TBD
11	Water Meter GPS	Lemke	TBD

NUA staff and the selected consultants will be meeting in the next few weeks to define the further project scope, schedule and fee. Each contract will then be forwarded separately to the NUA for their consideration.

WASTEWATER PROJECTS:

WRF Effluent Truck Wash (WW0050): Original project scope was to provide non-potable reuse water from the Water Reclamation Facility (WRF) to the Sanitation storage yard north of the WRF. An automated truck wash facility would be constructed to allow reuse of treated effluent. However, DEQ standards impose extreme restrictions on human contact with reuse water, likely yielding untenable costs for the truck wash. Modified plan is a drive through wash with potable water on the same site. Project merged with SA0009, funded by the Sanitation Division, for maintenance, welding and painting facility for solid waste collection containers. Proposals for design of the project were received July 10, 2018. Staff selected Studio Architecture of OKC, and met with the design team on September 4, 2018. Contract and fee negotiations are in progress.

Lift Station Modifications FY17 (WW0305): Three (3) existing lift stations (LS), Ashton Grove, Franklin Road, and Royal Oaks, needed modifications more extensive than our annual rehabilitation. The work consists of pumps, pump guide rails and brackets, and discharge fittings and piping. Royal Oaks LS also requires replacement of its 8-foot wet well with a 10-foot wet well. Project was designed by Lemke through CP&Y. On 2/1/18, we received five (5) bids, with Crossland Heavy Contractors of Columbus, KS low at \$639,553. On 2/27/18, the NUA approved bid award and contract. All work complete 12/10/18. Extensive rains delayed final completion. Payment for \$615,704 of contract total of \$639,553, or 96% approved to date. Final reconciliation change order and project acceptance will follow shortly.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate about 43,000 feet (over 8 miles) of sewers and about 230 manholes in phases. Phase 1 was completed 1/19/17, replacing 25,100 feet of old sewer lines with High Density Polyethylene (HDPE) pipe, and rehabilitating or replacing 148 manholes; project design by NUA staff with Lemke assistance. Phase 2 advertised for bids on 7/19/18, and is bounded by Iowa Street to the north, Sherry Avenue to the west, Main Street to the south, and Berry Road to the east. Five (5) bids were opened 8/9/18. PM Construction and Rehab, LLC, of Pasadena, TX was the low bidder at \$1,348,501. On 8/28/18, the NUA approved bid award and contract execution. Notice to Proceed was issued effective 9/17/18, with a contract completion time of 270 calendar days. Project is on schedule and within budget. Payment for \$144,074 of contract total \$1,348,501, or 10.7% approved to date.

Sewer Maintenance Project FYE17 (WW0307): Annual project may rehabilitate about 23,800 feet (4½ miles) of sewers and almost 105 manholes, possibly in two (2) phases, in the area bounded by Cave Creek Street and Pinecrest Street to the north, partially Sequoyah Trail and partially Woodcrest Creek Drive to the west, Rock Creek Road to the south, and 12th Avenue NE to the east. On 7/26/16, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance. Project should bid soon.

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 nearing completion. Line Maintenance is also nearing completion of video survey of the entire project area. No survey or design work to date. Staff will shortly bring forward an On-call Professional Services expenditure with Lemke for surveying and drafting assistance.

Sewer Maintenance Project FYE19 (WW0316): 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 will soon begin video survey of project area.

No design work to date, awaiting new on-call RFP approval, to award contract to Lemke for surveying and drafting assistance.

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

WRF Phase 2 Improvements expand the design capacity from 12 to 17 MGD, rehabilitates older equipment and adds ultra violet disinfection, effluent aeration and odor control technologies. Bids were received in March 2014 and the NUA approved award to Archer Western Construction, LLC (AW) on 04/22/14 and the contract and bonds were approved 05/13/14. Construction of the \$48.82 million (M) project began 06/02/14 and is scheduled to be complete 11/18/17.

Five change orders have been approved to date increasing the contract amount by \$3.40 M to \$52.23 M and extending the contract time through 08/01/17. CO#4 incorporated the Phase 2 Maintenance Improvements into the project, increasing the contract by \$2.83 M and requiring completion of this new work by 11/14/17. The original work scope of the WRF Phase 2 Improvements was complete on 08/01/17. Payments of \$51.75 M or 99% of the contract amount have been paid through 12/31/17; OWRB reimbursement requests total \$42.12 M. Final CO#6 approved 09/11/18 reduced the final contract amount by \$72,545.83 to \$52,154,160.17 and provided a 61 day time extension through January 12, 2018. Staff is working on final closeout documents for OWRB to allow final reimbursement of project costs.

The following briefly summarizes the work completed:

- Rehab two perforated screens, install two new screening conveyers, replace the existing and add a new grit washer/classifier at the Headworks.
- Replace Influent Flow Measurement Structure.
- Rehab Primary Clarifiers 1, 2, 3 and 4 and add odor control covers.
- Construct new Aerations Basins 4, 5 and 6.
- Replace diffusers and rehab existing Aeration Basins 1, 2 and 3 and deepen basins by about 1.5 feet.
- Install two new turbo blowers in Blower Building.
- Construct new splitter box and new Final Clarifiers 5 and 6.
- Construct new RAS/WAS Pump Station including 3 RAS pumps and 2 WAS pumps.
- Construct new Ultraviolet Disinfection/Post Aeration Facility.
- Construct new 66-inch outfall piping and new Outfall Structure for new and existing 54-inch outfall piping.
- Install four new Primary Sludge Thickener mechanisms with odor control.
- Construct new Sludge Blending Tank and Pump Station.
- Construct two new Sludge Thickening Centrifuges in Main Control Building.
- Clean Secondary Digesters 2 and 4.
- Convert Digester 4 to primary digester with fixed cover, gas collection and mixing pumps.
- Replace South Digester Boilers.
- Install odor control at Headworks, Westside Lift Station, Primary Clarifiers, Sludge Thickeners, and Centrifuge Room.
- Construct Standby Generators at Environmental Services Building, UV Facility, RAS/WAS Pump Station, Westside Lift Station and Blower Building.
- Install new asphalt paving to new treatment units, mill and overlay existing roadways.

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

- Submit SEP project schedule 11/30/14 (complete)

- Complete disinfection improvements 01/01/16 (complete)
- Attain compliance with fecal coliform limits 07/01/16 (complete)
- Complete Phase 2 improvements 01/01/17 (Operational February 2017)
- Attain compliance with Ammonia and TSS limits 07/01/17 (in compliance as required)

DEQ submitted Addendum A for CO#13-077 to NUA on 01/16/18 regarding revised schedule of completion for SEP to utilize treated effluent at the Compost Facility. NUA submitted proposed schedule to DEQ 09/08/17 but that schedule is no longer possible since DEQ failed to respond until January. Staff submitted letter on 02/15/18 requesting change to DEQ schedule in Addendum A and met with DEQ in March 2018 to discuss variance to allow UV disinfected wastewater effluent for irrigation at the Compost Facility as our revised SEP project (see report below).

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. We have discussed the proposed variance with APAI and will bring forward a contract amendment to the NUA in December 2018 to design the project using UV reuse water at the compost facility.

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. The lift station might initially be funded by developers and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff will bring a contract forward to NUA in October 2018.

Lift Station D Force Main Phase 2 (WW02306): NUA approved contract with PEC on 10/11/16 to design about 2,400 feet of 20-inch force main from Lift Station D between Rock Creek Road and gravity sewer north of Robinson. 50% plans received but project is on hold in hopes of acquiring Sutton Wilderness property from State of Oklahoma to allow force main installation west of existing ROW.

Summit Valley Interceptor (WW0278): Project will install about 3,000 feet 12-inch and 15-inch sewer interceptor and allow the East Ridge LS to be taken out of service. NUA approved design contract with SMC on 06/26/18 with design due to be complete in December 2018. The Easement Availability Report for interceptor project was received 07/30/18 from SMC; report appears to indicate two affected developers will donate easements for the project. Initial surveying of proposed interceptor route completed in August 2018 and first payment to SMC has been processed. 60% plans were returned to SMC 10/31/18 and are being modified in preparation for submission to DEQ.

WRF Class A Sludge Co-Composting (WW0312/SA0017): Project will be funded equally by Sanitation and Water Reclamation funds and will consider alternatives to producing Class A sludge (bio-solids) for unrestricted use of co-composted Class B sludge and yard waste. Product can be used in parks, medians, and by homeowners and businesses without restriction; product can also be bagged and sold through retail establishments. Staff will forward design contract with Garver LLC for preliminary design to NUA on 11/13/18.

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

WATER PROJECTS:

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

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

NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase II waterline between Crossroads Blvd. and the Brookhaven Water Tower. 80% plans received and are being reviewed by NUA staff as well as the Street and Traffic divisions of the Public Works (PW) Department. Staff is working with the PW Department to obtain conceptual approval of the proposed traffic control plan to be made a part of the construction documents. Flood Plain permit #598 approved 04/02/18 for open trench construction of Brookhaven Creek. 80% Plans returned to APAI 05/08/18; working toward advertisement in September 2018 with construction beginning in January 2019. Revised plans received 10/26/18 and were returned to APAI on 11/8/18 for revision and submission to ODEQ.

Waterline Relocation: Robinson 24th NW to WTP (WA0195): As a continuing effort from the WA0195 project above, staff has requested that APAI prepare a new contract for design of Phase III waterline between 24th NW (extended) and Flood Avenue. Contract K-1819-06 received from APAI on 08/08/18 and was approved NUA 08/28/18. Kickoff meeting to be held in September 2018 with design completion expected in March 2019. Construction of Phase III project is included in FYE19 budget.

Main Library Waterline Relocation (WA0233): 16-inch waterline from south of Acres to just north of Library property will be relocated placed in conjunction with the Acres/James Garner Intersection Improvements. Design plans through Public Works are nearing approval; expect to bid in January 2017. Modeling has indicated the 16" WL sizing is adequate; this will save NUA \$. NUA has agreed to contribute \$43,000 toward the James Garner project to pay for waterlines along Acres. Waterline relocation is nearing completion at this time.

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

Gray Street Waterline Replacement (WA0202/WA0224): C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Plans are under review. CO#2 to Berry WL project will be considered on 10/25/16 adding 1,200 feet of 16-inch waterline along Main Street between Flood and Acres to the project; this was originally part of the Gray Street project. NUA approved Amendment #1 to Guernsey contract adding additional waterline replacements along Gray and Tonhawa under project WA0224. Work is being delayed due to desire to not

have Gray Street under construction at same time as Main Street Enhancement by PW. Kickoff meeting held; Lemke Surveying completed survey work for project in late October; design process is underway. Supplemental survey data collected by drone flying over project area; accuracy and detail received is outstanding. Staff is working with the Street Department to install new waterline under 3 intersections associated with the Lahoma Street reconstruction project which crosses the Gray/Tonhawa WL Replacement project. NUA and Guernsey staffs walked majority of project 05/02/18 to finalize proposed location and construction methodology. Open trench construction with pavement repairs was generally chosen in lieu of directional drilling at increased depth with pavement repairs at entry points and service line locations. Awaiting 75% plans from Guernsey.

Segment D Waterline, Phase 2 (WA0239): Final design for the Phase 2 project utilizing Highway 9 right-of-way was completed but the permit to construct from ODOT was not renewed. ODOT established this section of Highway 9 from I-35 to Highway 77 as "no access" for allowing utilities within their ROW. Staff searched alternative routing and determined path along Lindsey Street from 24th Avenue SW to Chautauqua to convey water to the west side of town. The last phase connecting the 24-inch on Lindsey to the 24-inch along Highway 9 at Jenkins is underway and will be performed in two phases. Staff met with OU staff the week of 10/31/16 to walk out proposed alignments that will cross OU property. All available alignments will require OU to donate easement of some sort. POE prepared the two alignments on a map for OU representatives review. NUA approved full contract for surveying, design, construction administration, and easement acquisition in the amount of \$194,000 1/24/17. Design kickoff meeting was held 2/14/17. OU's Tony Gardner was in attendance and will be our point of contact throughout the project. OU representatives, Poe & Associates, and staff walked the alignments 2/16/17 and determined a favored path along Chautauqua from Lindsey to Timberdell, east along Timberdell to Jenkins, and then south to Highway 9. Public Works, NUA, and OU agreed to share costs for half of Chautauqua to be replaced with new concrete since the water line was installed under the southbound lane. NUA approved contract 5/23/17 as part of the Berry Road CO#5 item. This change order allowed Central Contracting to begin project immediately after they finished Main Street project. Unfortunately, they were not able to begin until June 19, 2017 and expedited the project to see substantial completion by 10/4/17. Staff met with OU officials 11/8/17 and again 1/30/18. First meeting was positive and staff thought the project was moving forward with easements being prepared for taking to Board of Regents for final signature. At the 1/30/18 meeting, OU's A&E services had some reservations due to their upcoming development near Imhoff and Jenkins. OU asked us to consider other pathways. Staff contacted ODOT and they again confirmed no use of ROW from Chautauqua to Jenkins. Poe re-drafted scenarios with one mentioned from OU to tie-in at Constitution and Monitor. Staff utilized the water model and determined that the length of line can be reduced and the tie-in can occur at Jenkins and Constitution. Therefore, staff will proceed with an alignment which has been approved by OU staff to install 24-inch water line east along Timberdell and south along Jenkins to the corner of Constitution. OU emailed approval April 11, 2018 to proceed with survey. Survey is complete, Poe has drawn up alignment and is working with OU to prepare easement for Board of Regents approval in August or September 2018. August 1, 2018 OU staff requested a slight shift of easement to north and we agreed and Poe sent back revised drawing August 8. Poe met with OU officials November 8, 2018 to check current status of easements. Poe emailed November 8, 2018 and stated OU intends to take it to Board of Regents for approval at January 2019 meeting.

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 has completed 104 required piers for chemical building, installed all ductwork, and now pouring slab. Contractor has excavated ozone contact basin, installed piping, and preparing to pour slab. Contractor has excavated UV building and poured bottom slab and sump of building. Large piping that will pass through the UV building is installed. First partial plant shutdown was held 11/13/17 and was without issue. Second plant shutdown was week of 12/4/17 and also without issue. Partial

shutdown scheduled for August 2018 was without issue. Maintenance building is near completion. Chemical building has roof and tanks are installed. UV building is being bricked. Ozone contact and destruct building are having roofs finalized. High pressure plane pumps are excavated and new vault is about to be formed. Pier drilling began today on Admin building. Contractor has completed \$15,472,000 of the \$30,197,892 total contract. Project completion date is August 2019.

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.

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

Blending - This project considers a portion of our well field as non-potable and assumes non-potable waterlines from about 7 southern wells can be blended with treated water at our WTP to meet a new Chromium MCL (and/or other metals of concern) by constructing about 5 miles of waterline. Projects will be constructed in phases to continue utilization of our existing well field as much as practical. Carollo reviewed a blending scheme and directed staff to gather additional information related to past gross alpha results. The first batch of samples suggested merit to the idea that Uranium data might contribute more to the readings and thus inflate our past reported values. Additional samples were taken May 2017 and results again confirmed Uranium data was incorrect and inflating the reported values. Staff and Carollo met with DEQ to share new compliance data findings on April 6, 2017 and again on July 6, 2017 to request permission to reactivate wells. DEQ agreed but directed Norman to use an Oklahoma DEQ certified lab to perform first quarter compliance sampling beginning September 2017. Samples were collected in September by staff and the results came back once again that the water met all rules regarding gross alpha. DEQ agreed the samples were safe regarding Adjusted Gross Alpha and DEQ inspected and gave permission for the wells to be returned to service in January 2018. The well field count is now up to 34 active wells from being at 31 previously. The design for a blending scheme will be delayed until deemed necessary.

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

Horizontal Well Feasibility Study – Garver met with staff and proposed an option that could be advantageous for future Norman wells. Normal wells are drilled vertically down through various sand layers. Screens are placed at each sand layer to allow the water in the sand layer to enter the well and be removed by pumping. Horizontal wells are directed down to the sand layer and then steered horizontally within the sand layer. This will significantly increase the ability for water to enter the well since it is dependent on the amount of screen surface area against the

sand layer. A few consultants have approached staff to further investigate this concept that is unproven in this aquifer but has a potential to yield much more water per well. Staff finalized a contract with Garver and NUA approved it February 14, 2017. Staff supplied past well data to Garver and a draft technical memorandum was submitted to staff for review. Garver partnered with Pumps of Oklahoma and researched how much more water can be expected utilizing horizontal water wells. They also reviewed the operation and maintenance that the City can expect with a completed horizontal well. The oil and gas industry has utilized these types of wells and have found great success in increased yields. The water industry has only applied this concept for river (alluvial) wells but not for sand layers deeper into aquifer formations such as the Garber-Wellington. Staff coordinated a meeting between Garver and selected peer review team interested in vetting the concept of deep horizontal wells for domestic water. The group met Friday 12/1/17 and had no major concerns with the concept. Staff and Garver presented findings to NUA 12/5/17 and again there was support for the concept to date. Staff and Garver met again with 2 hydrogeologists on 1/12/18 to finalize comments received to date. Staff prepared an amendment to Garver's contract to begin Phase II of the Design which will include test wells as part of the investigation. The NUA approved amendment 2/13/18 which allows Garver to proceed with Technical Memorandum (TM) #2. The findings from this TM will determine if the NUA will move forward with drilling the wells or not. The next step to drill a test well awaits permission granted by a potential landowner. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements. Two of these landowners are not interested and one has not responded to mailed letters and/or been contacted. Staff proposed a site near one of the chosen sites and the landowner accepted offer. The horizontal test well began drilling in September and staff awaits results of water quality from the various sand zones. Another test was drilled in October at a different land site and it showed favorable results in both sand thickness and water quality. Staff and consultant held meeting Friday November 9, 2018 and both agreed that a proposal and cost should be brought forth for NUA consideration to proceed with the next phase of drilling a horizontal well as a pilot project.

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

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

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

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

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain

similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18.

WTP Backwash Tower Resurfacing Project – This project has been delayed as to not interfere with the current ongoing WTP Phase II project. Staff met with a consultant that will be preparing the specifications for recoating. NUA approved design contract with Dunham Engineering on September 25, 2018. Design will be complete by Spring 2019 and construction will not be scheduled until October 2019 after the work of WTP Phase II is complete.

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 is under review by staff..

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018.

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 is preparing scope and fee for staff to consider.

Waterline Replacement: Crossroads Blvd Area (WA0213): Project replaced almost 15,000 feet of ductile iron (DI) water lines with C900 PVC in the Crossroads Blvd area, north of Robinson between 36th Ave NW and I-35. Design by Cardinal Engineering; five (5) bids received 8/10/17, with McKee Utility Contractors of Prague low at \$1,184,999; NUA award and contract approved 9/12/17; Notice to Proceed issued effective 9/25/17; all work is now complete. On 9/11/18, former City Manager Steve Lewis approved Change Order No. 1, increasing the contract amount by \$16,567 to \$1,201,566. On 12/11/18, the NUA approved final Change Order No. 2 decreasing the contract by \$23,273 to \$1,178,293. Payment for \$1,178,293 of revised contract total of \$1,178,293, or 100% paid to date. Project to close shortly.

Waterline Replacement: Interstate Drive (WA0245): Project will provide C900 PVC pipe replacement of failing ductile iron (DI) water line. The DI pipe is not compatible with the corrosive clay soils, and its failure is causing service disruptions to customers and damage to driveways, streets, and yards. Project extends along N Interstate Drive from near Northwest Blvd. south to near River Oaks Drive, along Copperfield Drive from Northwest Blvd. south to Interstate Drive, and an extension west into Springbrook Addition. Approximately 3,600 feet of 6-inch and 8-inch DI will be upgraded to 12-inch diameter PVC while another 2,700 feet will be replaced with 8-inch PVC pipe. Proposals for engineering design of the project were received July 10, 2018. Staff selected Cardinal Engineering for project design. Contract and fee negotiations are in progress.

Waterline Replacement: Parsons Addition (WA0246): Project has been renamed “,” and will be referenced as such in the future. Project will replace about 9,700 feet of 6" and 8" ductile iron (DI) water lines with C900 PVC in the project area, west of OU, bounded by Brooks to the north, Flood to the west, Lindsey to the south, and Elm to the east. The DI pipe is not compatible with the corrosive clay soils and is rupturing, causing damage to driveways, streets, and yards. Proposals for engineering design of the project were received on 7/10/18. Staff selected Cabbiness Engineering and met with the design team on 8/21/18. On 12/11/18, NUA approved contract with Cabbiness for design, which is in progress.

Waterline Replacement: Flood Avenue - Rock Creek to Venture (WA0328): Project will provide C900 PVC pipe replacement of 6,800 feet of 16-inch ductile iron (DI) water line along North Flood Avenue, from Rock Creek to Tecumseh and 3,700 feet of 12-inch DI from Tecumseh to Venture Drive. The DI pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. On 06/24/18, the NUA approved Change Order No. 1 to the Rock Creek Road WL Relocations project, in the amount of \$119,870, to install approximately 800 feet of 12-inch waterline just north of 24th Avenue NW in advance of the development at that location. Work on that portion was completed on 07/27/18. Proposals for engineering

design of the remainder of the project were received July 10, 2018. Staff selected CP&Y for project design. Design is funded in FYE19, with construction funded. A design contract with CP&Y is being renegotiated, with NUA approval scheduled for 1/8/19.

Replacement: Interstate Drive (WA0245): Project will replace ductile iron pipe (DIP) water lines along North Flood Avenue from Rock Creek Road across Tecumseh to Venture Drive. DIP is rupturing causing extensive damage to driveways, streets, and yards. The DIP is not compatible with the corrosive clay soils. Project will replace approximately 6,800 feet of 16-inch and 4,400 feet of 12-inch DIP with 6,800 feet of 24-inch and 4,400 feet of 16-inch C900 PVC pipe. Increasing pipe diameter will create additional capacity of about 31% which could be funded by future development.

RECOUPMENT/PAYBACK PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 8 commercial entities last month. Assessments of \$2,378 were made on 3 entities whose projects will increase wastewater flows.

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

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

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

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.

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

PLAN REVIEW

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Days to Return	Greater than 10 Days?
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11/16/2018	Apache Street SS Extension	Sewer	Cedar Creek	11/21/2018	5	0
11/20/2018	Cedarwood Addition	Water & Sewer	SMC	11/26/2018	6	0

Private Water Well Permits Issued

4 Water Well Permits #18-5226, 5409, 5653, 5688 issued for Month of November.

**NOVEMBER 2018
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	November	Year to date
Fats, oil and grease (FOG) program	34	160
Food license approval	2	10
Significant Industrial Users	7	18
Total inspections	43	188

ROUTINE ACTIVITIES

	November	Year to date
Significant Industrial User sites sampled	1	17
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	50%
Household hazardous waste disposal calls	21	143
Immediate assistance requested	1	10

REVENUE

	November	Year to date
FOG Program	\$50.00	\$950.00
Surcharge	\$16,619.82	\$16,619.82
Lab Analysis Recovery	\$3,146.04	\$3,146.04
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$19,815.86	\$20,715.86

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 was formed to discuss implementation of the US Mayors' Climate Protection Agreement.
5. ECAB was a finalist for the Keep Oklahoma Beautiful Environmental Excellence Award

CLEVELAND COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support including attending meetings and preparation of minutes.

MISCELLANEOUS ACTIVITIES

1. Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
2. Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
3. As of November 30th, approximately 115,000 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 19 as a result of the FOG program.
4. Staff are working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
5. DEQ and staff are working with the Product Stewardship Institute on a statewide effort to initiate take-back programs similar to Oregon's take-back program for paint.
6. Implementing a Dental Amalgam Program to comply with new federal regulations.
7. Working on annual renewals for participants in the FOG Program.
8. Completed annual inspections of Significant Industrial Users.
9. Working with an OU Student on their Capstone Project to determine the feasibility of a permanent HHW Facility
10. Attended the Oklahoma Water Environment Association Board Meeting

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 19		FYE 18	
November, 2018	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	2	3	12
Property Owner Responsibility	17	90	33	136
TOTAL	18	92	36	148
Number of Feet of Sewer Cleaned:				
Cleaned	110,920	573,396	94,186	537,996
Rodded	1,850	16,575	7,200	23,480
Foamed	0	83,224	0	84,301
TOTAL	112,770	673,195	101,386	645,777
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	1	2	1	4
Private	0	1	1	3
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	3	2	7
Feet of Sewer Lines Televised	9,184	93,943	16,141	113,537
Locates Completed	255	1,366	297	1,364
Manholes:				
Inspected	699	4,618	623	3,955
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	0	0	30
Hours Worked at Lift Station	311	1,109	177	991
Hours Worked for Other Departments	46	214	0	160
OJI Percentage	0.00	0.00	0.00	0.21
Square Feet of Concrete	0	0	0	1,242
Average Response Time (Hours)	0.570	0.45	0.360	0.440
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 19		FYE 18	
November, 2018	MONTH	YTD	MONTH	YTD
New Meter Sets:	25	188	20	168
Number Short Sets	25	147	20	163
Number Long Sets	0	41	0	5
Average Meter Set Time	6.24	6.81	5.96	5.54
Number of Work Orders:				
Service Calls	367	1,843	382	2,108
Meter Resets	1	9	0	3
Meter Removals	1	13	4	8
Meter Changes	57	173	41	219
Locates Completed	484	2,227	335	1,916
Number of Water Main Breaks	14	60	16	78
Average Time Water Off	1.48	3.25	1.19	2.13
Fire Hydrants:				
New	1	4	1	5
Replaced	0	1	1	5
Maintained	21	335	110	531
Number of Valves Exercised	97	512	104	525
Feet of Main Construction	380	2,477	1,720	5,623
Hours of Main Construction	500	2,707	834	4,422
Meter Changeovers	16	32	9	101
OJI Percentage	1.37	0.27	0.00	0.36
Hours Flushing/Testing New Mains	41	182	99.75	355
Hours Worked Outside of Division	36	209	55	412

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
November 1-30 2018

Flow Statistics

	FYE 2019		FYE 2018	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	324.1	1729.1	287.7	1588.5
Total Effluent Flow (M.G.)	319.3	1668.3	284.7	1553.3
Influent Peak Flow (MGD)	12.1	20.2	10.9	18.3
Effluent Peak Flow (MGD)	11.6	20.2	10.4	17.8
Daily Avg. Influent Flow (MGD)	10.8	11.4	9.6	10.4
Daily Avg. Effluent Flow (MGD)	10.6	10.9	9.5	10.1
Precipitation (inches)	0.7	21.6	0.0	17.7

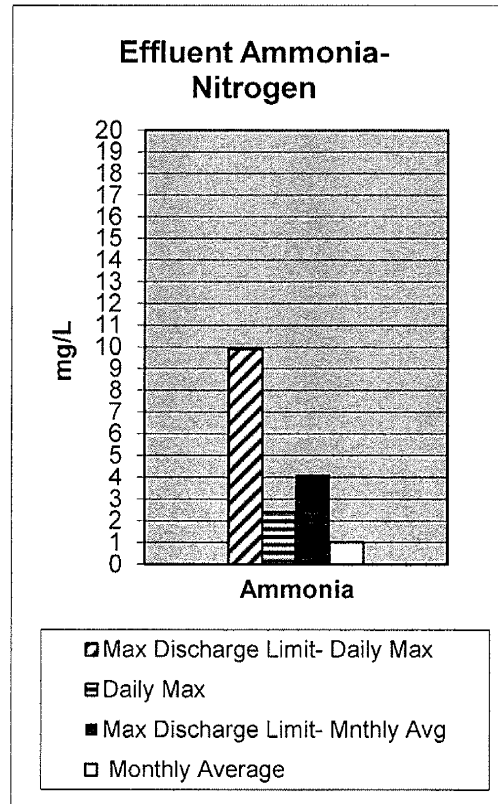
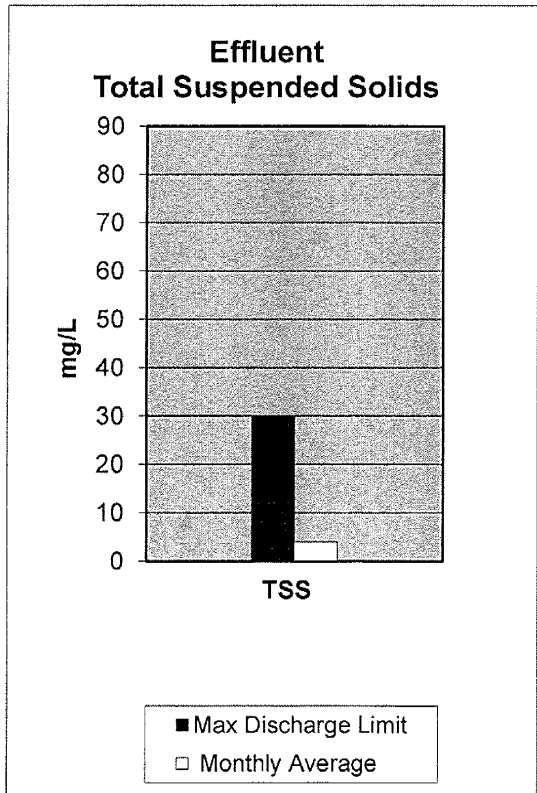
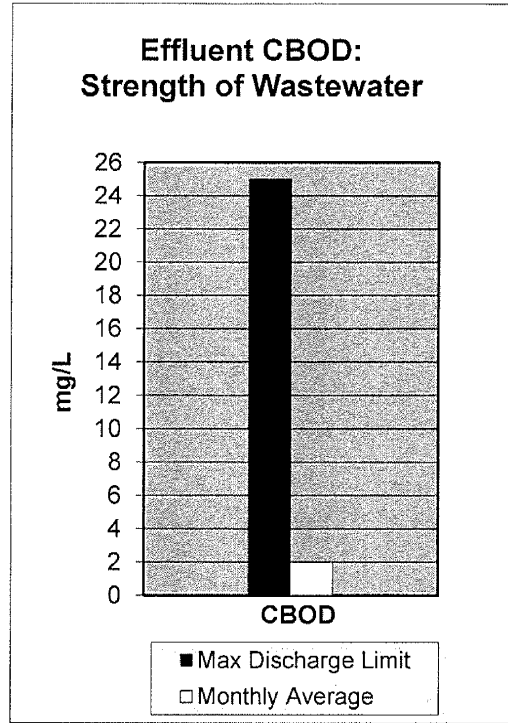
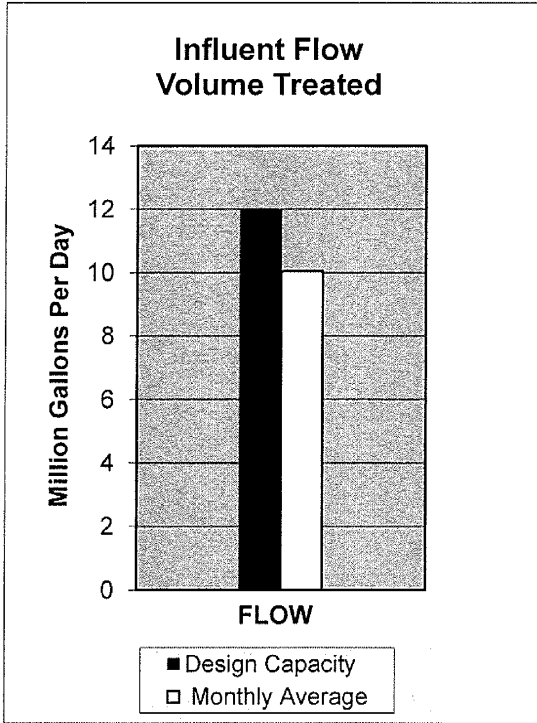
Discharge Monitoring Report Stats

5 day BOD:	EPA minimum percentage removal 85%	
	Avg.	Avg.
Influent Total (mg/l)	176	245
Effluent Carbonaceous Total	2	2
Percent Removal	98.9	99.2
Total Suspended Solids:		
Influent (mg/L)	191	250
Effluent (mg/L)	4	4
Percent Removal	97.9	98.4
Dissolved Oxygen:		
Influent (min)	0.4	0.6
Effluent (min)	5.7	6.3
pH		
Influent (Low)	7.0	7.2
(High)	7.7	7.5
Effluent (Low)	6.8	6.9
(High)	7.5	7.1
Ammonia Nitrogen		
Influent (mg/L)	24.4	28.7
Effluent (mg/L)	0.9	0.2
Percent Removal	96.3	99.3

Utilities

Electrical				
Total kWh Used (Plant wide)	472,080	2,153,340	414,460	2,027,600
Aeration Blowers, WSL&Headworks	119,400	710,800	130,200	785,500
UV Facility	41,000	238,000	34,800	184,600
Natural Gas				
Total cubic feet/day (plant wide)	768,000	2,422,000	514,000	2,570,000
Public Education (Tours)	3	19	2	25
Total Attendees for FYE 19	60		25	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	1.6	44.5	4.6	43.3
Fecal Coliform geometric mean average for November 2018 8 (Limit is 1000)				

CITY OF NORMAN
WATER RECLAMATION FACILITY
November 2018



Comments here

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

WATER TREATMENT DIVISION

MONTH: November-2018

	FYE 2019		FYE 2018	
Water Supply	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Plant Production (MG)	208.53	1607.60	250.69	1611.34
Well Production (MG)	85.60	333.10	79.04	461.80
Oklahoma City Water Used (MG)	33.03	160.74	30.02	152.00
Total Water Produced (MG)	327.16	2101.44	359.75	2225.14
Average Daily Production	10.91	13.73	11.99	14.54

Peak Day Demand				
Million Gallons	11.63	21.29	13.80	20.56
Date	11/5/2018	7/16/2018	11/5/2017	7/21/2017
System Capacity (see note 1)	23.35	23.35	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00

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

Costs				
Plant	\$467,091.06	\$2,582,699.47	\$338,684.21	\$1,769,344.66
Wells	\$165,545.74	\$965,945.53	\$176,271.46	\$887,010.25
OKC	\$66,585.91	\$404,428.47	\$65,201.14	\$346,962.60
Total	\$699,222.71	\$3,953,073.47	\$580,156.81	\$3,003,317.51

Cost per Million Gallons				
Plant	\$2,239.98	\$1,606.56	\$1,351.02	\$1,098.06
Wells	\$1,933.88	\$2,899.88	\$2,230.04	\$1,920.78
OKC	\$2,015.86	\$2,515.99	\$2,172.07	\$2,282.71
Total	\$2,137.26	\$1,881.13	\$1,612.67	\$1,349.72

Water Quality				
Total Number of Bacterial Samples	106	470	80	401
Bacterial Samples out of Compliance	1	3	0	1
Total number of inquiries (Note 2)	3	19	2	45
Total number of complaints (Note 2)	1	24	2	72
Number of complaints per 1000 service connections	0.02	0.60	0.04	1.41

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

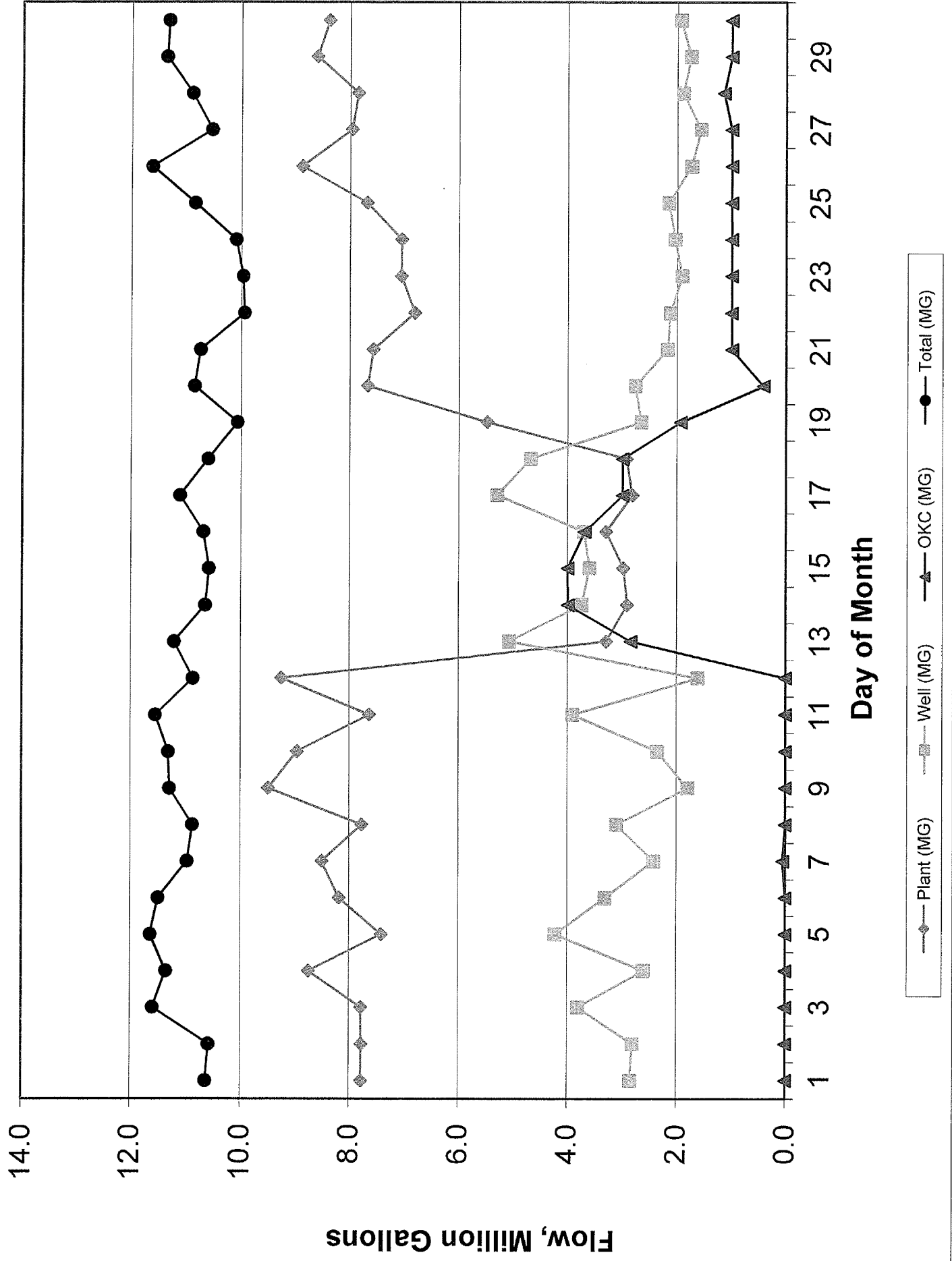
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	5	6	24

Public Education				
Number of tours conducted	0	6	0	9
Number of people on tours	0	110	0	107

Notes:

Phase II construction - block work on UV building is complete, chemical building roof is being installed, maintenance building heat/air is being installed, ozone contactor is being tested for water leaks, LOX system has been completed, ozone generators were installed this month. Staff has gone 3,071 days without a lost time accident.

Water Production for November 2018



SANITATION DIVISION PROGRESS REPORT

November 2018

	FYE 18		FYE 19	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	11	0	10
<u>On The Job Injuries</u>	0	2	0	1
<u>Bulk Pickups</u>	0	61	0	89
<u>Refuse Complaints</u>	0	262	0	226
<u>New Polycarts Requests</u>	0	163	0	175
<u>Polycarts Exchanges</u>	0	49	0	51
<u>Additional Polycart Requests</u>	0	156	0	206
<u>Replaced Stolen Polycarts</u>	0	59	0	85
<u>Replaced Damaged Polycarts</u>	0	386	0	425
<u>Polycarts Repaired</u>	0	153	0	177

COMPOST MONTHLY REPORT

November 2018

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	436.59	1649.49
LANDFILL TIPPING FEE'S	\$ 19.75	19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,622.65	32577.4275
TONS BROUGHT IN BY PUBLIC:	1,052.00	2390
TONS BROUGHT IN BY CONTRACTORS :	1,682.00	3347
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	60.00	177
LANDFILL TIPPING FEE'S	\$ 19.75	19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 55,181.50	116801.5
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 63,804.15	149378.9275
REVENUE COLLECTED FROM COMPOST SALES:		2580

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	0	0	0	0
DRYING BEDS	80	310	0	0
COMPOST SOLD BY CUBIC YARDS	0	0	375	1,149
MULCH SOLD BY CUBIC YARDS	0	3,570		0
TOTAL:	80	310	375	1,149

CURBSIDE MONTHLY RECYCLING REPORT

November-18

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	91%	92%
AVERAGE TONS PER DAY :	14.90	48.49
POUNDS PER HOME:	29.24	92.715

COMMODITY BY TON

	% of Total	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.24%	5.54	29.39
#1 PET	4.00%	17.87	94.81
NEWS	0.00%	0	0
GLASS CONTAINERS	14.55%	65.02	344.89
MIX PAPER	38.26%	170.96	906.9
PLASTIC FILM	2.66%	11.89	63.06
#2 NATURAL	1.19%	5.32	28.21
#2 COLOR	1.09%	4.87	25.84
#3-#7	0.00%	0	0
METAL	0.59%	2.64	13.99
RIGIDS	1.41%	6.3	33.42
TIN-STEEL SCRAP	1.62%	7.24	38.41
TRASH	22.24%	99.38	527.17
OCC	11.15%	49.82	264.29
TOTAL	100.00%	446.85	2370.38

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$8,266.73	\$48,972.05

	MONTH	YTD
SERVICE CALLS (MISSES)	43	262
HOUSESIDE	5	48
REMINDER	2	14
SCATTERED	0	0
MISC.	0	1
REPAIR	16	69
NEW	32	202
ADD	3	49
MISSING	3	34
EXCHANGE	0	4
REPLACE	1	29
PICK UP	3	58
		0
		0
		0
TOTAL CALLS	108	770

Drop Center Report

NOVEMBER 2018

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$750.00	\$0.00		0	0	\$18.50	197.99	\$3,662.82
PLASTICS:	\$50.00	\$0.00						
STEEL CANS:	\$25.00	\$0.00						
MIXED GLASS	\$0.00	(\$20.00)						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$75.00	\$0.00						
NEWSPAPER:	\$60.00	\$0.00						

RECYCLING CENTER DATA:

#9	HollyWood	Fairgrounds	Hobby Lobby	Total Tons	PRO/FEE	REVENUES	Net
TONS	TONS	TONS	TONS				
ALUMINUM:	0	0.14	0.22	0.58	\$0.00	\$435.00	\$435.00
PLASTICS:	0	2.27	2.65	7.81	\$0.00	\$390.50	\$390.50
STEEL CANS:	0	0.56	0.66	1.92	\$0.00	\$48.00	\$48.00
MIXED GLASS	0	4.58	5.12	14.44	(\$288.80)	\$0.00	(\$288.80)
MIXED OFFICE PAPER:	0	7.15	4.53	33.49	\$0.00	\$0.00	\$0.00
CARDBOARD:	0	13.7	14.87	39.18	\$0.00	\$2,938.50	\$2,938.50
NEWSPAPER:	0	2.73	5.47	10.02	\$0.00	\$601.20	\$601.20
RECYCLING CENTER TOTALS:	0	31.13	33.52	107.44	-\$288.80	\$4,413.20	\$4,124.40

Cardboard

Other Cardboard Containers	Compactors	Totals
TONS	TONS	Tons
\$	\$	\$
64.6	25.95	90.55
\$4,845.00	\$1,946.25	\$6,791.25

Newspaper

Other News Containers	Totals
Tons	Tons
\$	\$
0	0
\$0.00	

Rental

\$0.00

Expenses

Average hrly+ benefits	Cage Rolloff	Glass	Cardboard	Newsprint	Occ Compact	MXD Office	Total
	48	8	8	8	12	16	
Hours							665.71
Labor \$	\$1,285.44	\$214.24	\$15,363.95	\$214.24	\$321.36	\$428.48	\$17,827.71
Vehicle cost	\$2,628.96	\$438.16	\$1,640.84	\$0.00	\$657.24	\$876.32	\$6,241.52
Revenue	\$	Expense	Net				
	\$11,204.45	\$24,069.23	-\$12,864.78				

