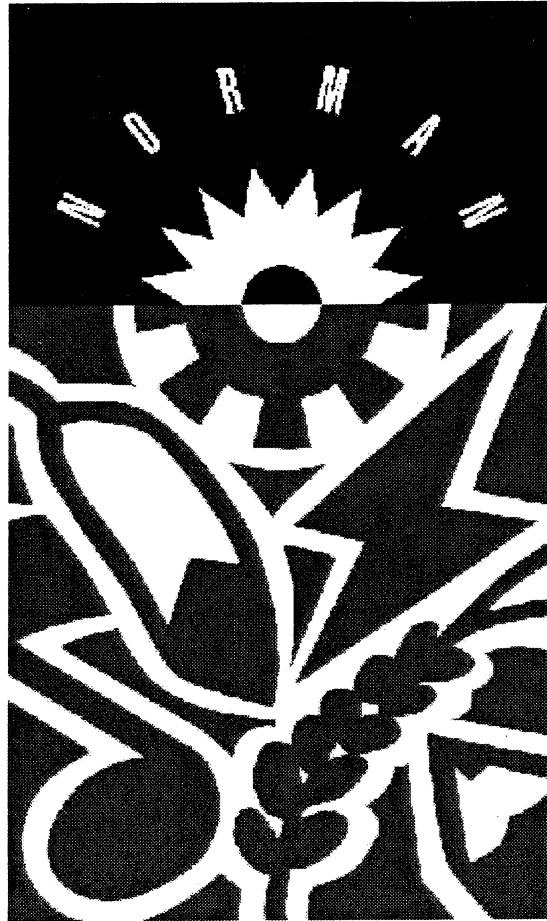


City of Norman



Monthly Departmental Report

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK
MONTHLY PROGRESS REPORT
 December 2018

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	7	56	Noise	1	2
Building Permits	9	57	Norman Forward Questions	0	0
CDBG	0	9	Parks and Recreation	11	125
City Clerk	5	89	Planning	5	44
City Manager/Mayor	2	21	Police	19	185
Code Enforcement/Inspection	12	306	Recycling	0	0
Engineering/Public Works	10	119	Sanitation	46	242
Finance	1	23	Sidewalks	0	0
Fire/Civil Defense	0	19	Storm Debris	0	1
Fleet/Public Works	0	4	Storm Water	2	105
Human Resources	3	10	Streets	8	109
Information (General)	20	190	Street Lights	0	1
Information Technology	3	9	Traffic	29	181
Legal	2	33	Utilities	17	79
Line Maintenance	12	79	WC Questions	0	0
Municipal Court	4	17	WC Violations	0	0
Total for December		228	Total FYE YTD		2112

LICENSES

17 New licenses were issued and 0 licenses were renewed during the month of December. 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	5	22	Bee Keeper	0	1
Class I Beer	0	5	Solicitor/Peddler (30 day)	0	2
Class II Beer	0	3	Solicitor/Peddler (60 day)	0	1
Mixed Beverage	0	6	Solicitor/Peddler (one day)	0	0
Mixed Beverage/Caterer	0	4	Coin-Operated Devices	0	1
Brewer	0	1	Game Machines	0	1
Wine & Beer/Winemaker	2	8	Taxi/Motorbus/Limousine	0	0
Temporary Food (30 day)	0	15	Impoundment Yard	0	0
Temp Food (180 day)	5	11	Salvage Yard	0	0
Temp Food (one day)	0	3	Transient Amusement	0	0
Kennel	0	2	Special Event	1	9
Retail Spirits Store	1	4	Special Event Beer	0	0
Retail Beer	0	67	Sidewalk Dining	0	0
Retail Wine	0	44	PediCab	0	7
Distiller	0	0	Pawnbrokers	0	0
Medical Marijuana Dispensary	3	3			

New Establishment/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Capt. Jack's Party Shack	2405 N Porter Ave.	Food Service License
Capt. Jack's Party Shack	2405 N Porter Ave.	Retail Spirits Store
The Gas Station	2801 NW 36 th Ave. 120	Medical Marijuana Dispensary
The Gas Station	1915 Classen Blvd. 115	Medical Marijuana Dispensary
Herbal House	421 W. Gray St.	Medical Marijuana Dispensary
Press & Plow	2596 W Tecumseh Rd. 118	Food Service License

- 1 New 180 Day Temporary Food Service License was issued to Mister Taco for January 2, 2019 – July 1, 2019.
- 1 New Special Event license was issued to Norman Arts Council for November 9, 2019
- 1 New 180 Day Temporary Food Service License was issued to OK Sandwich for December 8, 2019 – June 5, 2019.
- 1 New 180 Day Temporary Food Service License was issued to Sadie J's for December 13, 2019 – June 10, 2019.
- 1 New 180 Day Temporary Food Service License was issued to Tacos Loco for December 27, 2019 – June 25, 2019.
- 1 New 180 Day Temporary Food Service License was issued to Taqueria Express Lavillita for December 28, 2019 – June 27, 2019.

Existing Establishment/ New Additional Licenses/ New Owners

NAME	ADDRESS	LICENSE TYPE(S)
Asian Store	1400 SE 12 th Ave. Ste 300	Food Service License/ New Owner
Westwood Grill	2400 Westport Dr.	Food Service License/ New Owner
Westwood Grill	2400 Westport Dr.	Occupational Tax/Beer and Wine
Chuck E. Cheese	2201 Interstate Dr.	Occupational Tax/Beer and Wine
Joe's Wine & Spirits	1330 Alameda St.	Food Service License

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
12/7/18	Angel Vargas	Claimant states that Norman Police Officers used excessive force while detaining him on Asp Ave. causing him to strike his head on the pavement.	\$10,000
12/26/18	Alan & Lynette Friedemann	Claimant states that a sanitation truck struck their vehicle at the intersection of 12 th Ave. N.E. & Franklin Rd.	\$3,638.05

STUDY SESSIONS

A City Council Study Session was held on December 4, 2018, to continue discussion regarding the Transportation Bond Program, and receive a presentation by Kimley Horn and Associates of the Parking Strategic Plan final report.

CONFERENCES

A City Council Conference was held on December 11, 2018, to discuss the creation of a Tree Ordinance. Diaper changing table requirements for commercial building permit applications; change order to contract K-1516-112 between the City of Norman and RDNJ, L.L.C. D/B/A A-Tech, decreasing the contract for the Urban Concrete Rehabilitation Main Street: Park Drive to Berry Rd., a change order to contract K-1617-91 between the City of Norman and RDNJ, L.L.C. D/B/A A-Tech, decreasing the contract for Bond Road Reconstruction; Iowa St., Phase. Change order to contract K-1718-5 between the City of Norman and Mckee Utility Contractors, Inc. decreasing the contract for the Crossroads Boulevard Area Water Line Project.

FINANCE COMMITTEE

Meeting was cancelled for the month of December.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on December 13, 2018, to continue discussion regarding possible regulations for the use of plastic bags and shipping containers in residential areas.

COMMUNITY PLANNING AND TRANSPORTATION

There was not a meeting held in the month of December.

FACILITY MAINTENANCE

1A

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

		Data			
Craft	Location	Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	61.00	\$779.33	\$0.00	\$779.33
	Building A	39.50	\$529.98	\$0.00	\$529.98
	Building B	90.00	\$1,224.90	\$0.00	\$1,224.90
	Building C	39.50	\$529.98	\$0.00	\$529.98
	Facility Maintenance	0.00	\$0.00	\$2,689.97	\$2,689.97
	Library	134.00	\$1,735.93	\$0.00	\$1,735.93
Custodial Total		364.00	\$4,800.11	\$2,689.97	\$7,490.08
Doors and Hardware	Building A	2.00	\$78.09	\$0.00	\$78.09
	Building B	1.00	\$29.06	\$0.00	\$29.06
	Facility Maintenance	3.00	\$87.18	\$27.92	\$115.10
	Irving Rec Center	1.00	\$29.06	\$0.00	\$29.06
	Library	2.00	\$58.12	\$27.92	\$86.04
	Norman Investigations Center	13.00	\$402.39	\$80.00	\$482.39
	Whittier Recreation Center	1.00	\$29.06	\$0.00	\$29.06
Doors and Hardware Total		23.00	\$712.96	\$135.84	\$848.80
Electrical	Administration Building-201	8.00	\$241.76	\$49.43	\$291.19
	Animal Welfare	37.50	\$1,031.99	\$670.95	\$1,702.94
	Facility Maintenance	5.00	\$135.11	\$0.00	\$135.11
	Fire Administration	2.00	\$49.78	\$0.00	\$49.78
	Fire Station 1	4.00	\$147.84	\$0.00	\$147.84
	Fire Station 3	5.00	\$145.77	\$10.00	\$155.77
	Fire Station 7	7.00	\$174.23	\$31.74	\$205.97
	Firehouse Art Center	1.00	\$30.22	\$75.19	\$105.41
	Fleet Maintenance	11.00	\$289.78	\$117.86	\$407.64
	Library	1.00	\$24.89	\$0.00	\$24.89
	Parks-Andrews	1.00	\$30.22	\$5.00	\$35.22
	Parks-Community	39.50	\$1,192.53	\$331.62	\$1,524.15
	Parks-Griffin	2.00	\$60.44	\$5.00	\$65.44
	Parks-Neighborhood	15.00	\$384.02	\$0.00	\$384.02

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

Electrical	Sanitation	14.00	\$407.09	\$164.12	\$571.21
	Traffic Control	21.00	\$522.70	\$0.00	\$522.70
	Transfer Station	15.00	\$373.36	\$0.00	\$373.36
	Water Treatment Plant	3.00	\$74.67	\$0.00	\$74.67
	Whittier Recreation Center	1.50	\$45.33	\$6.98	\$52.31
Electrical Total		193.50	\$5,361.73	\$1,467.89	\$6,829.62
General Maintenance	Administration Building-201	0.50	\$24.52	\$0.00	\$24.52
	Building A	1.00	\$49.03	\$0.00	\$49.03
	Police-Special Ops	1.00	\$29.06	\$0.00	\$29.06
General Maintenance Total		2.50	\$102.61	\$0.00	\$102.61
Grounds	Norman Investigations Center	4.00	\$120.88	\$0.00	\$120.88
Grounds Total		4.00	\$120.88	\$0.00	\$120.88
Heating/Ventilation	Administration Building-201	26.50	\$800.83	\$0.00	\$800.83
	Animal Welfare	12.00	\$362.64	\$0.00	\$362.64
	Building A	8.50	\$275.68	\$0.00	\$275.68
	Building B	8.00	\$241.76	\$0.00	\$241.76
	Building C	14.00	\$423.08	\$0.00	\$423.08
	Facility Maintenance	4.00	\$120.88	\$0.00	\$120.88
	Fire Station 6	4.00	\$120.88	\$0.00	\$120.88
	Fire Station 9	2.00	\$98.06	\$0.00	\$98.06
	Irving Rec Center	4.50	\$135.99	\$0.00	\$135.99
	Library	15.00	\$584.97	\$0.00	\$584.97
	Parks-Andrews	6.00	\$181.32	\$0.00	\$181.32
	Police Range-Classroom A	12.00	\$362.64	\$0.00	\$362.64
	Traffic Control	2.00	\$98.06	\$0.00	\$98.06
	Water Reclamation Facility-Main Con	7.00	\$211.54	\$0.00	\$211.54
	Whittier Recreation Center	4.00	\$120.88	\$0.00	\$120.88
Heating/Ventilation / Air Conditioning Total		129.50	\$4,139.21	\$0.00	\$4,139.21
Lighting	Administration Building-201	7.00	\$206.21	\$607.05	\$813.26
	Building A	1.00	\$30.22	\$0.00	\$30.22
	Building B	3.00	\$80.00	\$6.83	\$86.83
	Building C	3.00	\$90.66	\$29.64	\$120.30
	Fire Administration	2.00	\$49.78	\$78.54	\$128.32

City of Norman Facility Maintenance

December 2018 Monthly Hourly Materials Cost Report

Lighting	Fire Station 6	9.50	\$236.46	\$0.00	\$236.46
	Fleet Maintenance	7.50	\$186.68	\$0.00	\$186.68
	Irving Rec Center	3.00	\$80.00	\$36.75	\$116.75
	Library	7.50	\$186.68	\$4.14	\$190.82
	Lindsey Yard-Administration	3.00	\$74.67	\$14.50	\$89.17
	Norman Investigations Center	1.00	\$24.89	\$2.07	\$26.96
	Parks-Griffin	13.00	\$323.58	\$0.00	\$323.58
Lighting Total		60.50	\$1,569.82	\$779.52	\$2,349.34
Mechanical	Norman Investigations Center	1.00	\$49.03	\$16.84	\$65.87
Mechanical Total		1.00	\$49.03	\$16.84	\$65.87
Miscellaneous	Building B	2.00	\$58.12	\$0.00	\$58.12
	Facility Maintenance	4.00	\$107.90	\$0.00	\$107.90
	Library	1.00	\$29.06	\$0.00	\$29.06
	Police-Special Ops	2.00	\$58.12	\$0.00	\$58.12
Miscellaneous Total		9.00	\$253.20	\$0.00	\$253.20
Pest Control	Library East	1.00	\$49.03	\$0.00	\$49.03
	Parks-Griffin	2.00	\$58.12	\$0.00	\$58.12
	Water Reclamation Facility-Other	3.00	\$87.18	\$0.00	\$87.18
	Whittier Recreation Center	1.00	\$29.06	\$0.00	\$29.06
Pest Control Total		7.00	\$223.39	\$0.00	\$223.39
Plumbing	12th Avenue Rec Center	7.00	\$203.42	\$0.00	\$203.42
	Administration Building-201	8.00	\$232.48	\$7.54	\$240.02
	Animal Welfare	2.00	\$58.12	\$0.00	\$58.12
	Building A	2.00	\$58.12	\$1.00	\$59.12
	Building B	4.00	\$116.24	\$0.00	\$116.24
	Building C	2.00	\$58.12	\$60.45	\$118.57
	Facility Maintenance	1.00	\$29.06	\$0.00	\$29.06
	Fire Administration	1.00	\$29.06	\$7.54	\$36.60
	Fire Station 1	10.00	\$290.60	\$2.38	\$292.98
	Fire Station 7	3.00	\$87.18	\$0.00	\$87.18
	Fire Station 8	1.00	\$29.06	\$0.00	\$29.06
	Fire Station 9	1.00	\$29.06	\$7.54	\$36.60
	Historic Museum	3.00	\$87.18	\$176.16	\$263.34

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

Plumbing	Library	12.00	\$348.72	\$30.83	\$379.55
	Library East	1.00	\$29.06	\$0.00	\$29.06
	Little Axe Rec Center	2.00	\$58.12	\$0.00	\$58.12
	Parks-Community	24.00	\$702.08	\$60.00	\$762.08
	Sanitation	3.00	\$87.18	\$0.00	\$87.18
	Senior Citizens Center	5.00	\$145.30	\$125.48	\$270.78
	Transfer Station	1.00	\$29.06	\$44.29	\$73.35
	Water Reclamation Facility-Main Cor	3.00	\$87.18	\$0.00	\$87.18
	Water Treatment Plant	4.00	\$116.24	\$0.00	\$116.24
	Westwood Equipment Maintenance	4.00	\$116.24	\$0.00	\$116.24
	Westwood Tennis Center	1.00	\$29.06	\$0.00	\$29.06
	Whittier Recreation Center	1.00	\$29.06	\$0.00	\$29.06
Plumbing Total		106.00	\$3,085.00	\$523.21	\$3,608.21
Grand Total		900.00	\$20,417.94	\$5,613.27	\$26,031.21

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

CAPITAL PROJECTS > \$250,000 EXPECTED TO BE COMPLETED WITHIN SIX (6) MONTHS					
			1/11/2019		
Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.	
FIRE					
EF0180; BP0356	Fire Admin Remodel	\$0	\$20,000		Capital Fund 50
UTILITIES					
WW0065	WRF Phase 2 Improvements	\$0	\$300,000		Sewer Excise Tax 322
WW0065	WRF Phase 2 Improvements	\$0	\$570,000		Water Reclamation Fund 032
WW0169	WRF Digester Boiler	\$0	\$45,000		Water Reclamation Fund 032
WW0171	WRF Primary Sludge Thickener	\$0	\$30,000		Water Reclamation Fund 032
WW0309	WRF Replace Grit Classifier	\$0	\$15,000		Water Reclamation Fund 032
PARKS AND RECREATION					
NFB018	Westwood Family Aquatics Center	\$0	\$300,000		Norman Forward Fund 051
NFB001	Griffin Park Renovation Phase I Field Grading & Lighting	\$0	\$0		Norman Forward Fund 051
CITY MANAGER					
NFB017	Eastside Library	\$0	\$280,000		Norman Forward Fund 051
PUBLIC WORKS					
NFB008	James Garner and Acres Intersection	\$0	\$8,275.35		Norman Forward Fund 051
POLICE	none				
INFORMATION TECHNOLOGY					
BG0071	City Center Core Replacement	\$0	\$0		Capital Fund 50
PLANNING	none				
CITY CLERK	none				
Notes					
* Source of information Project Managers.					
** Project numbers correspond to the projects identified in the adopted Capital Improvements Budget.					

COMMUNITY RELATIONS

2B

Community Relations Office
November 2018

[illegible]

DEVELOPMENT COORDINATOR 2C

City of Norman - Development Coordinator Monthly Report December 2018

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

General Inquiries, Contacts and Meetings

- City Council Meeting
- City Council Study Session
- Central Library Construction Meeting
- James Garner Intersection Construction Meeting
- City Council Oversight
- Presentation to Campus Corner Merchants- E-Scooters
- Meeting with Building and Development Stakeholders – Low Impact Development Incentives
- Chamber of Commerce – State of the Schools Address
- Update Presented to Norman Public Library Board

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
- Assisted property owners for land development processes/ideas in east Norman.
- 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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Oklahoma City. OK 73106
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MONTHLY REPORT – DECEMBER 2018

NORMAN FORWARD

DATE: December 21, 2018

PROJECT: NORMAN FORWARD

PROJECT NO: 16-003

REPORT PERIOD: December 1 through December 31, 2018

WORK THIS MONTH

1. Monday, December 3, 2018 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
2. Tuesday, December 4, 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
3. Wednesday, December 5, 2018 | 10:00 a.m. | Central Library Coordination Meeting
 - a. Meeting with Flintco, Prime, Electralink, and CTS to coordinate phone service for the Central Library project
4. Thursday, December 6, 2018 | 3:00 p.m. | Central Library Teleconference
 - a. Teleconference with City and Cox to confirm SIP trunks and analog monitor phone line service for the Central Library project
5. Monday, December 10, 2018 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
6. Monday, December 10, 2018 | 3:30 p.m. | Citizens Financial Oversight Board Meeting
 - a. Regular meeting of the Citizens Financial Oversight Board
7. Tuesday, December 11, 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
8. Tuesday, December 11, 2018 | 6:30 p.m. | City Council Meeting
 - a. Agenda Item 11 Final Acceptance and Final Payment of Contract K-1617-68 by and between the Norman Municipal Authority and Globe



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Construction Company for the NORMAN FORWARD East Branch Library Project.

9. Saturday, December 15, 2018 | 7:00 a.m. | Westwood Tennis Pour
 - a. Slab pour for Westwood Indoor Tennis Facility
10. Monday, December 17, 2018 | 10:30 a.m. | Weekly Coordination Meeting
 - a. Weekly discussion of project schedules, budgets, and critical issues
11. Tuesday, December 18, 2018 | 10:00 a.m. | Central Library Teleconference
 - a. Teleconference led by MSR to confirm details for Central Library project
12. Tuesday, December 18, 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
13. Tuesday, December 18, 2018 | 5:00 p.m. | City Council Special Session
 - a. Agenda Item 4 RPT-1819-42 Discussion regarding possible sites for a stand alone senior citizens center.
14. Wednesday, December 19, 2018 | 1:00 p.m. | Central Library Coordination
 - a. Meeting on-site with Cox to determine service entry location
15. Central Library site visits for observation: 3
16. Griffin Park site visits for observation: 1
17. Westwood Indoor Tennis site visits for observation: 5

WORK ANTICIPATED THE UPCOMING MONTH (JANUARY 2019)

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



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- 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
 - 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



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- 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

CITY OF NORMAN

Department of Finance Monthly Report – December 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 December are discussed below:

Treasury Division:

In the month of December, the Treasury division processed 36,803 total payments. The traffic counter at the Drive-up Facility counted 9,682 customers. The Treasury division processed 1,360 credit card utility payments, a decrease of 6% from last month, and the Interactive Voice Response (payment by telephone) system processed 1,615 credit card utility payments, an increase of 1% from last month. Utility customers also have the option of paying on the City of Norman website. There were 6,621 credit card payments made on the internet in December, an increase of 13% from last month. The Municipal Court processed 107 credit card payments for court fines, a decrease of 36% 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 \$27,906 in convenience fees in the month of December with a fiscal year-to-date total of \$163,617.

Utility Services Division:

The Meter Reading Division read 37,241 meters. Out of 77 meter reading routes, 16 (21%) were read within the targeted 30-day reading cycle. 35 routes (45%) were read by the 33rd day and all routes were read by the 38th day. 2 routes were estimated in December.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are below target for the month of December by -3.3%. Revenues from the City's largest single source of revenue, sales tax, are above target by 2.6% for the year to date and 4.8% 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	\$19,656,558	\$20,167,872	\$19,247,265	\$19,194,576
General Fund Revenue	\$37,842,161	\$36,576,050	\$35,348,714	\$35,188,213
General Fund Expenses	\$40,512,746	\$37,165,039	\$35,224,637	\$37,742,114

Administration Division

	FYE 19		FYE 18	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	4,320.00	480.00	4,160.00
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	320.00	4,335.75	480.00	4,170.00
Benefit Hours Taken	72.00	679.00	64.00	598.00
TOTAL ACCOUNTABLE STAFF HOURS	248.00	3,656.75	416.00	3,572.00
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	
	December	YTD	December	YTD
Total Regular Hours Available	960.00	12,808.00	1,440.00	12,160.00
Total Comp Time Available	3.00	72.75	0.00	26.50
Total Overtime Hours	0.00	61.50	0.00	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	 963.00	 12,942.25	 1,440.00	 12,195.75
Benefit Hours Taken	191.50	2,210.25	314.25	1,561.25
 TOTAL ACCOUNTABLE STAFF HOURS	 771.50	 10,732.00	 1,125.75	 10,634.50
 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	5.00	10.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 5.00	 10.00	 0.00	 0.00

City Revenue Report

	FYE 19 November	FYE 19 December	
Total Revenue Received (\$)	\$4,607,437	\$4,352,498	\$254,939
Utility Payments - Office (#)	38,074	37,709	365
Utility Payments - Office (\$)	\$3,992,480	\$4,009,709	(\$17,229)
Lockbox (#)	16,578	17,375	(797)
Lockbox (\$)	\$1,699,729	\$1,708,097	(\$8,368)
IVR Credit Card (#)	1,605	1,615	(10)
IVR Credit Card (\$)	\$160,691	\$154,325	\$6,366
Click to Gov (#)	5,878	6,621	(743)
Click to Gov (\$)	\$612,716	\$635,058	(\$22,342)
UT Credit Card Payments (#)	1,444	1,360	84
UT Credit Card Payments (\$)	\$174,141	\$171,000	\$3,141
Art Donations (#)	82	87	(5)
Art Donations (\$)	\$227	\$208	\$19
Bank Draft Payments (#)	8,263	8,281	(18)
Bank Draft Payments (\$)	\$831,143	\$767,119	64,024
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	36	41	(5)
Processed Return Checks (\$)	(\$16,473)	(\$8,121)	(\$8,352)
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$529,611	\$200,295	\$329,316
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$167,706	\$200,880	(\$33,174)
Municipal Court - Credit Card (#)	167	107	60
Municipal Court - Credit Card (\$)	\$65,530	\$100,161	(\$34,631)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$363,379	\$144,602	\$218,777
Building Permits Credit Card (#)	91	80	11
Building Permits Credit Card (\$)	\$165,226	\$40,209	\$125,017
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$2,018	\$1,006	\$1,012
Occupational License - Bldg Insp. CC (#)	11	7	4
Occupational License - Bldg Insp. CC (\$)	\$1,368	\$803	\$565
Business License - City Clerk (\$)	\$5,723	\$3,320	\$2,403
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,032	8,712	(680)
Convenience Fees - All Payments (\$)	\$24,096	\$26,694	(\$2,598)
Bank Drafts Billed (#)	8,284	8,401	(117)
Bank Drafts Billed (\$)	\$771,752	\$769,550	\$2,202
Interdepartmental Billing (#)	167	167	0
Interdepartmental Billing (\$)	\$23,213	\$18,068	\$5,145
Accounts Receivable Billed (\$)	\$251,552	\$1,078,400	(\$826,848)

Budget Services Division

	FYE 19		FYE 18	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	2,472.00	240.00	2,080.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	160.00	2,472.00	240.00	2,080.00
Benefit Hours Taken	24.00	744.00	40.00	272.00
TOTAL ACCOUNTABLE STAFF HOURS	136.00	1,728.00	200.00	1,808.00
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	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	10,080.00	1,200.00	9,222.00
Total Comp Time Available	22.25	286.25	23.50	235.25
Total Overtime Hours	14.50	368.75	21.00	420.00
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	836.75	10,735.00	1,244.50	9,877.25
Benefit Hours Taken	114.50	1,789.00	211.00	1,470.25
TOTAL ACCOUNTABLE STAFF HOURS	722.25	8,946.00	1,033.50	8,407.00
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	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	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,560.00	33,975.00	4,080.00	30,968.00
Total Comp Time Available	11.00	175.50	24.50	38.25
Total Overtime Hours	47.25	464.00	5.50	341.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,618.25	34,614.50	4,110.00	31,348.00
Benefit Hours Taken	464.25	5,586.75	750.75	3,374.75
TOTAL ACCOUNTABLE STAFF HOURS	2,154.00	29,027.75	3,359.25	27,973.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 19		FYE 18	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	2,075.00	240.00	2,355.00
Total Comp Time Available	0.00	32.00	0.00	24.25
Total Overtime Hours	2.50	68.50	13.50	68.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	162.50	2,175.50	253.50	2,448.00
Benefit Hours Taken	20.00	221.50	61.50	196.00
TOTAL ACCOUNTABLE STAFF HOURS	142.50	1,954.00	192.00	2,252.00
PERMANENT PART-TIME				
Total Regular Hours Available	109.00	1,488.00	147.50	980.75
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	109.00	1,488.00	147.50	980.75
Benefit Hours Taken	4.00	172.00	12.00	28.00
TOTAL ACCOUNTABLE STAFF HOURS	105.00	1,316.00	135.50	1,008.75
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 December
Mail Payments - Lockbox	16,578	17,375
Mail Payments - Office	182	272
Mail Payments - Subtotal	16,760	17,647
Night Deposit	368	490
Click-to-Gov Payments	5,880	6,621
IVR Payments	1,605	1,615
Without assistance payments - Subtotal	7,853	8,726
Drive-up window & inside counter	10,126	9,070
Credit Card machine payments (swipe)	895	851
Credit Card machine payments (phone)	549	509
With assistance payments - Subtotal	11,570	10,430
Total Payments Processed - Subtotal	36,183	36,803
Bank Draft (ACH) Payments	8,263	8,281
Total Payments (Utility)	44,446	45,084
Total Convenience Fees - all Payments	8,032	8,820
Grand Total Payments	52,478	53,904

Traffic Counter at Drive-up Facility

Night Drop *	2,459	1,972
8-5 Drive-up Window Customers *	8,191	7,710
Total Traffic Counter	10,650	9,682

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

Meter Reading Division

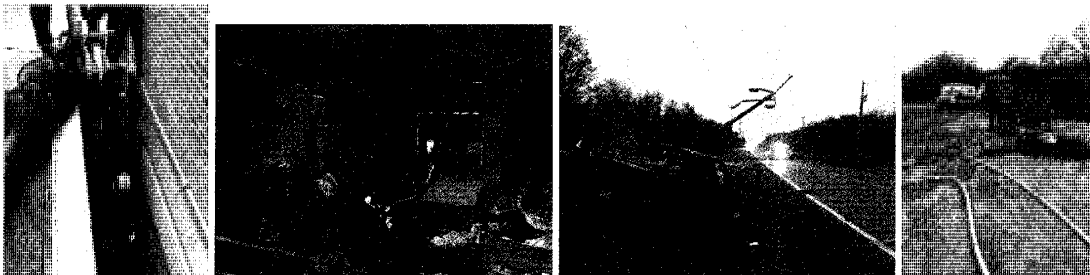
	FYE 19		FYE 18	
	December	YTD	December	YTD
Number of Meters Read	37,241	459,665	34,615	457,507
New Service	502	9,367	1,098	10,603
Request for Termination	559	9,408	986	10,364
Delinquent On(s)	300	3,002	241	2,794
Delinquent Offs	469	4,311	321	3,860
Collect Deposit Tags Hung	9	249	9	396
Collect Deposit Cut Offs	2	76	21	2,873
Blue Tags	8	222	25	332
Number of Meters Re-read	773	15,334	1,511	18,670
Meters Cleaned	89	1,321	79	736
Customer Assists	105	1,075	87	514
Meters Pulled	0	11	1	7
Meters Re-set	0	10	0	3
Meter Exchanges	32	604	29	589
TOTAL	40,089	504,655	39,023	509,248

Utility Division Activity Report

	FYE 19		FYE 18	
	December	YTD	December	YTD
STATUS REPORT				
Regular Utility Accounts Billed	42,547	461,200	41,849	461,649
New Ons	667	8,599	657	8,600
Final Accounts Billed	524	8,392	534	8,181
TOTAL ACCOUNTS BILLED	43,738	478,191	43,040	478,430

FIRE DEPARTMENT

4



NFD Monthly Progress Report

December 2018

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	18	1.40%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	859	66.69%
4 - Hazardous Conditions (No Fire)	18	1.40%
5 - Service Call	97	7.53%
6 - Good Intent Call	194	15.06%
7 - False Alarm & False Call	54	4.19%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports ** (Reporting Software Issues) **	48	3.73%
Total Incident Count (Unique Calls)	1288	100.00%
Number of Total Unit Responses	1696	

Total Fire Loss \$83,300.00

Average Response Times

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	224	297	0:04:57
Station #2	194	261	0:04:21
Station #3	183	334	0:05:34
Station #4	151	275	0:04:35
Station #5	49	565	0:09:25
Station #6	45	528	0:08:48
Station #7	129	334	0:05:34
Station #8	105	295	0:04:55
Station #9	207	350	0:05:50

Community Outreach

Tours	2	Norman Youth Council, Station Tour
Community/Special Events	1	Christmas Parade
Ride Along	1	Ryan Becker

Burn Permits

Burn Permits Issued	91	Total of 16 burn days
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Training

Total Personnel Training Hours	2979	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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NFD Monthly Progress Report

December 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
Chief 301	21	2	2	2	2		2	6	1	4
Chief 302	27	3	1	5	4	2	1	7	2	2
Chief 303	30	4	4	5	2	1	3	6	3	2
Chief 304	15	4	1	2	2	1		4	1	
Engine 1	245	220	3	5	2			10		5
Brush 1	3	2	1							
Engine 2	187	2	169	2	9			4	1	
Brush 2	3		3							
Engine 3	203	6	1	182	3		2	6		3
Brush 3	2						1			1
Engine 4	164	1	3	1	150			4	5	
Brush 4	4		1		3					
Engine 5	50					49	1			
Brush 5	50					41	1			
Tanker 5	1						1			
Engine 6	53	1				2	45	1	1	3
Brush 6	53					1	17		1	3
Rescue 7	2							1	1	
Squad 7	173	13	5	10	8			124	7	6
Engine 8	120	1	1		6			7	105	
Brush 8	3	1							2	
Tanker 8	1	1								
Engine 9	227	8	1	4			4	7	1	202
Brush 9	4						2			2
Tanker 9	6					1	4			1
Ladder 9	26	5	1	3	3			5		9
Fire Marshal 2	7	2	2			1		2		
Fire Marshal 3	5		1	1			3			
Fire Marshal 4	6	2	1			1		2		
Fire Marshal 5	4			1			3			
	1696	278	203	223	194	100	90	196	131	243

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections/Plan Review			
Activites	Notes	Number	Staff Hours
Inspections		127	115
Re-Inspections		52	35.5
Residential Inspections			
Plan/Platt Review		48	38
Company Inspections			
Re-Inspections			
Total Inspections		179	150.5

Smoke Detector Program			
Activites	Notes	Units	Staff Hours
Smoke Detector Batteries			
Smoke Detectors Installed		67	52

Training/Public Education Education			
Activites	Notes	Events	Staff Hours
Training (hours)		17	30
Fire Education Classes		2	1

Code Issues/Investigation			
Activites	Notes	Number	Staff Hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)			
Code Violation Complaints		86	89
Investigations		18	61
Investigative Activities		25	71
Miscellaneous/Special		4	20

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: December 2018
Mitigation:	
Safe Room Program	Awaiting Close out
Mitigation Plan Revision	First Draft moved to January 2019
Preparedness:	
Oklahoma Youth Preparedness Council	Established State Council with Homeland Security planning for Youth Camp in July 2019
Amateur Radio Elmer Night	Dec 4, 11, 18
Local Emergency Preparedness Committee	Dec 5
Updated Mass Immunization Plan w/LEPC	Dec 5
Amateur Radio Testing	Dec 6
Amateur Radio Meeting	Dec 8
Emergency Response Volunteer Meeting	Dec13 Chief King speaker
Envision Success Board Meeting	Dec 14
Youth Camp Meeting	Dec 17
Update Hall Park Dam Plan	Dec19
Central EM Meeting	Dec 20
Installation of new backup generator at Admin	Dec 31, provided mobile generator While installation was being done
Response:	
Severe Weather Response	Dec 6
Recovery:	

HUMAN RESOURCES

5

HUMAN RESOURCES

Monthly Report

December, 2018

ADMINISTRATION/LABOR RELATIONS

A. Grievances (active AFSCME and Non-Union)

- FYE19-05 – Stillwell (Police) – promotional process
- FYE19-04 – Pack (Streets) – promotional process

B. Collective Bargaining

- Held two (2) negotiation sessions with AFSCME

C. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed December 2018 Employee Newsletter
- Processed invoices and reconciled expense accounts
- Began coordinating the February Employee Recognition Event
- Attended/Summarized two (2) negotiation sessions
 - 2 – 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 approximately 4 one-on-one meetings with employees to review Explanation of Benefits to ensure correct benefit was applied
- Fielded approximately 337 phone calls to discuss benefits, claims, FSA, and open enrollment
- Processed open enrollment changes for health, dental, and supplemental products
- Conference call with Gallagher and Meritain to discuss Developmental Delay benefit
- Entered ACA data for year-end reporting
 - Reviewed over 892 records in payroll system and vendor's platform for accuracy
 - Worked with Meritain to obtain list of COBRA/Retiree participants for 2018
 - Contacted employees for missing information (social security numbers)
- Conference calls with Interactive Health to prepare for upcoming Wellness Screenings
- Mailed flyers to participating employees on health insurance
- Compiled data needed for upcoming Wellness Screenings for new employees and spouses on health insurance hired from November 2017 - December 2018
- Audited Meritain's 2018 census for upcoming Wellness Screenings so that Interactive Health had accurate data for registration
- Discussion regarding proposed EnvisionRx changes for 2019

PERSONNEL ACTIONS

New Hires - 3

Dept/Div	Position	Number of Employees
City Clerk/Custodial Svs.	Custodian (PPT)	1
Planning/Comm. Dev.	Administrative Technician III	1
Public Works/Stormwater	Maintenance Worker I	1

Separations - 5

Dept/Div	Position	Number of Employees
City Clerk/Admin	Administrative Technician III	1
Police/Patrol	Master Police Officer	1
Police/Staff Svs.	Police Records Supv.	1
Fire/Suppression	Firefighter	1
Fire/Suppression	Fire Driver Engineer	1

Promotions - 2

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

SURVEYS

No surveys conducted this month.

RECRUITMENT

Accepted applications for the following positions:

- Deputy Marshal (PT), Municipal Court
- Hearing Officer (PT), Municipal Court
- Sports Supervisor (PT)-Baseball, Parks & Recreation/Recreation
- Sports Supervisor (PT)-Basketball, 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
- 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
- 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

- Meter Reader, Finance/Utilities Service
- Auto Service Technician, 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	400	Written Exams	0
Phone	480	Practical Testing/Assessment Center	0
Mail	260	Panel Board Interviews	9
Email	195	Promotions	2
Total Subscribers on E-mail Vacancy List	2172	Oral Interviews	3
Total Visits to City of Norman HR website	2837	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	12	Advertisements Placed	5
Pre-Employment Drug Screens	11	Applications Received	74
Pre-Employment Physicals	9	Job Announcements Emailed	58
Pre-Employment OSBI	6	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
- Conducted two (2) new employee orientations
- Conducted one (1) Return to Work Meeting (Traffic)

Recordable Injuries – 4

Dept./Division	Nature of the injury	Activity	Prognosis
Fire/ Firefighter	Right shoulder strain	Strained right shoulder while pulling on hose	Work restrictions
Fire/ Firefighter	Right index finger contusion	Finger caught in metal frame of portable water tank	Work restrictions
Fire/ Firefighter	Right neck strain	While performing pull-ups, strained right side of neck	Work restrictions
Utilities/ Sanitation	Left elbow fracture	Landed on elbow after tripping onto skid plate	Work restrictions

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

2018	2017	2016
65	59	69

Vehicle Collisions -

Division	Description of Collision	Status
Fire/ Fire Suppression	Fire engine was struck in right rear while responding to an emergency call	"No fault"
Utilities/ Line Maint.	Citizen backed into City vehicle causing minor damage	"No fault"
Utilities/ Line Maint.	City vehicle backed into parked vehicle causing damage	"At fault"
Utilities/ Sanitation	City vehicle rear-ended another vehicle	"At fault"
Utilities/ Sanitation	While turning corner in a residential area, City vehicle hit a parked vehicle	"At fault"

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

2019	2018	2017	2016	2015	2014
6	5	17	13	10	23

CITY OF NORMAN

Information Technology Department
Monthly Report – December 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 December 2018.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 22 emails from the groups shown were sent from city servers using city resources – of those 15,974 were delivered to outside mailboxes for the month of December 2018. The city servers generated mass communications to Norman citizens of 15,974 messages from only 22 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 1,493,897 attempted incoming and 50,609 outgoing messages for the month of December 2018. Incoming messages totaling 1,345,897 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 December 2018 the City of Norman's web site had 62,542 individual web sessions access the web site for a total of 148,587 total page views. Of those sessions, 30,539 were identified as New Users to view

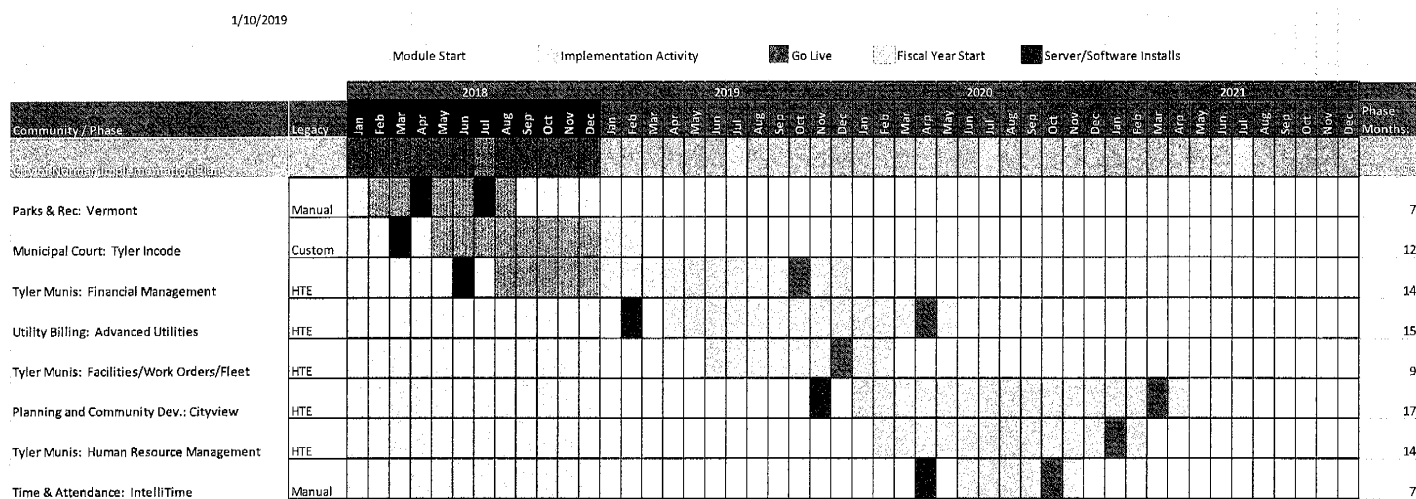
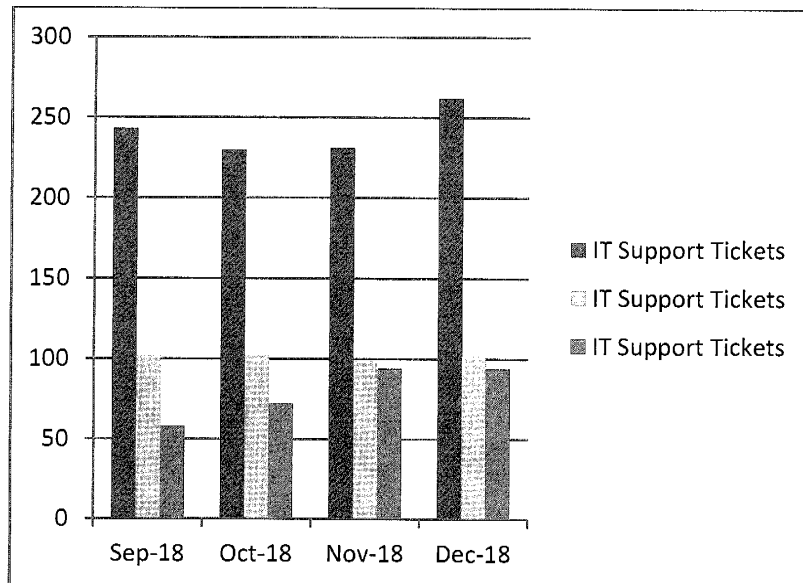


Table 1**Table 2**

December 2018 LIST SERVER REPORT			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	29	2	58
Job Posting	2157	2	4314
Norman News	900	12	10800
Westwood Golf	635	1	635
Westwood Golf Members	39	1	39
Westwood Men's Clinic	16	1	16
Westwood Men's Golf Assoc.	77	1	77
Westwood Women's Clinic	30	1	30
Westwood Women's Golf Assoc.	5	1	5
Totals	3888	22	15974

MONTHLY REPORT - LEGAL DEPARTMENT
December 2018 Report
(Submitted January 11, 2019)

MONTHLY HIGHLIGHTS:

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

City v. The Honorable Scott Brockman, CM-2018-1287; PR 2018-1282

This case was filed on December 28, 2018. It request clarification regarding discovery subpoenas served in criminal cases.

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 (M)
Commissioner's award paid into court in July of 2015, not currently active.
City of Norman v Historic Berry Farms, LLC, et al., CV-2015-674 (M)
Commissioner's award paid into court in July of 2015, not currently active.
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
Commissioner's award paid into court in July of 2015, not currently active.
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
Commissioners' award paid into court in 2013 and withdrawn by Plaintiff December 19, 2018.

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
This action was stayed in August of 2017 and remains inactive.

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)

This matter has no current pending deadlines and may complete some discovery prior to the filing of a dispositive motion.

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)

This grievance involves the promotional process for Crew Chief. The grievant contends that a written test should have been given. Management contends that written test are permissive under the AFSCME Contract.

AFSCME Grievance FYE 19-05 – (Stilwell – FMLA)

This grievance involves the promotional process for Communication Officer III. The grievant contends that her FMLA sick leave was used when evaluating her job performance. Management denies this allegation.

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 December 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 training and conversion of the court's new software and the holiday.

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	14	10	12	5
DEC	414	428	279	25	250	2	12	9	3
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	
JUNE	544	544		43	46		15	15	
TOTALS / YTD	5,818	6,893	2,987	431	638	134	157	157	62

WORKERS' COMPENSATION COURT

The total number cases pending as of December 30, 2018 are 31. One new workers compensation case was filed during the month. Settlements for three cases were approved by the City Council. A settlement on an additional case will be considered by City Council January 22, 2019. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Court of Existing Claims & Oklahoma Workers' Compensation Commission. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	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					
Police	Animal Welfare	1		1		
Police	Patrol	5	1	1	3	1
Police	Administration					
Public Works	Street Maintenance	3	1	1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	3		2		1
Utilities	Sanitation	2			1	1
TOTALS		31	5	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)

Albertson II, Kenneth Wayne, CM-2018-07857 J

(PW/Street Maintenance/MWI, Knee, Consequential Blood Clot)

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)

The Settlement in the above Atteberry case was approved by Council 1/08/19 and will no longer appear on the monthly report.

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

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

The Settlement in the above Atteberry case was approved by Council 1/08/19 and will no longer appear on the monthly report.

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)

Hartless, Richard v. City of Norman, CM-2018-01111 A

(Fire, Suppression, Firefighter, Back)

Hiatt, 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)

The Settlement in the above Johnson case was approved by Council 12/11/18 and will no longer appear on the monthly report.

Joy, Cynthia S. v. City of Norman, CM 2018-00679 X

(Police, Animal Welfare, Animal Welfare Officer, Low Back

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

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

A settlement in the above case is scheduled to be considered by Council on January 22, 2019.

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 December 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	3	11	5	6
Legal			1		
Parks		2	5	3	2
Planning			1	1	
Police	2	5	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	6	11	12	14
Utilities – Sewer & Line Maintenance		2	5	4	9
TOTAL CLAIMS	4	25	74	65	66

CURRENT CLAIM STATUS	FYE 19 TO DATE	FYE 18	FYE 17	FYE 16
Claims Filed	25	74	72	66
Claims Open and Under Consideration	7	0	0	0
Claims Not Accepted Under Statute/Other	3	11	8	7
Claims Paid Administratively	3	17	19	23
Claims Paid Through Council Approval	2	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)	10	9	0	0

EXPUNGEMENTS

The following represents a breakdown of the Expungement Requests considered by the City Attorney's Office through December 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	11	12	21	13	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	116	207	217	95	145	172

MUNICIPAL COURT

8

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

CASES FILED

	<u>DECEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	1,046		6,674	1,114		7,576
Non-Traffic	186		1,695	239		2,009
SUB TOTAL	1,232		8,369	1,353		9,585
Parking	840		6,337	1,142		8,362
GRAND TOTAL	2,072		14,706	2,495		17,947

CASES DISPOSED

	<u>DECEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	941		5,549	1,043		6,505
Non-Traffic	145		1,459	517		2,096
SUB TOTAL	1,086		7,008	1,560		8,601
Parking	667		4,480	1,005		6,339
GRAND TOTAL	1,753		11,488	2,565		14,940

REVENUE

	<u>DECEMBER</u>	<u>FY19</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>FY18</u>	<u>Y-T-D</u>
Traffic	\$ 84,450.07		\$ 603,693.57	\$ 113,172.00		\$ 739,331.88
Non-Traffic	\$ 23,248.40		\$ 218,855.22	\$ 22,329.88		\$ 268,814.59
SUB TOTAL	\$ 107,698.47		\$ 822,548.79	\$ 135,501.88		\$1,008,146.47
Parking	\$ 18,038.00		\$ 110,473.00	\$ 21,765.00		\$ 135,350.00
GRAND TOTAL	\$ 125,736.47		\$ 933,021.79	\$ 157,266.88		\$1,143,496.47

MUNICIPAL COURT - MONTHLY REPORT
December 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 December, 2018, the Early Settlement - Norman Mediation Program accepted 7 new cases and closed 13 cases. There were three mediations conducted in December.

PARKS AND RECREATION

9

Park Planning Activities December, 2018

NORMAN FORWARD Westwood Tennis Indoor Facility:



Due to the cold weather, the concrete mix design for the new facility was adjusted for colder temperatures, per approval by the design engineer. Then, during a mid-December stretch of good weather/temperatures, the slab for the new 2-court indoor facility was placed; marking a major milestone for the construction. From there, the post-tensioning work began, with the steel tendons put into elongation in two phases, as per plan. The building package is set to be delivered in early January from Legacy Building Systems; and Flintco will

oversee that construction as weather conditions permit that month. All facility utilities, finishes and furnishings will progress as the building shell is completed with anticipated project completion in late March.

NORMAN FORWARD Neighborhood Parks:

The Parks Department has advertised an RFP for the playground replacement at Prairie Creek Park, which is due back in January. That major upgrade to this older northwest Norman park will be a welcome change, along with a new perimeter walking trail, picnic pavilion and new park furnishings (all of which are also being bid this winter). Along with this park's renovation, the final set of neighborhood park sign replacements has been ordered and will be produced and placed this winter and spring throughout town.

Tree Ordinance:

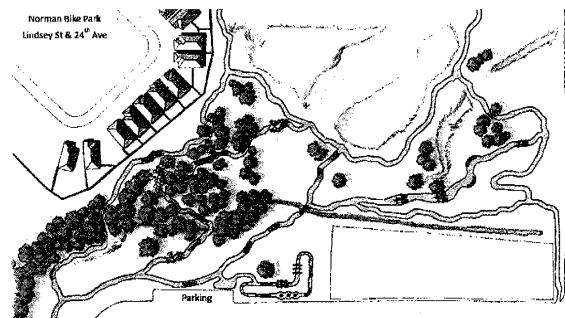
The Norman Tree Board presented the language for a proposed tree protection, preservation and re-planting ordinance to be considered by the City Council at a Council Conference Session in early December. The proposed ordinance will be applied only to "street trees" in the right-of-way areas along city streets, as well as any trees applied-for and approved-as "historic trees" by a City Forester. Further discussion will take place next month as the Tree Board makes final minor adjustments to the proposed ordinance language and as Council considers the possibility of adding a Forester back onto City staff.

NORMAN FORWARD Ruby Grant Community Park:

The Ruby Grant Park consultants, along with Jack McMahan and the Norman Disability Coalition, hosted a public input meeting at the Thunderbird Clubhouse for the purpose of gathering input on how the new facilities might be designed to maximize use by those with various disabilities. Input from this and another public meeting to review playground equipment choices will be worked into the design documents as they are being prepared for the park. We also met in December with the design team and local disc golfers to discuss design details for the new course being designed at this park. The goal is to make this a course that will be able to host A-Tier, Professional Disc Golf Association (PDGA) Pro-Am events, as well as serve the daily users without conflicting with the other activities planned for the park (cross country course, dog park, inclusive playground area, etc.).

Bicycle Skills Park:

City Council approved a contract for the construction of the new Bicycle Skills Park on the land at the northwest corner of the Lindsey Street and 24th Avenue SE intersection. There has been a lot of positive feedback from the community in support of this new kind of park in east Norman. Construction will commence with the manufactured banks and jump structures being produced by Progressive Bike Ramps from Joplin, Mo. Site work will be done once those features are ready for installation, as weather permits in the early spring; with completion expected before next summer. The project is being funded through Room Tax collections.



DECEMBER 2018
RECREATION DIVISION
MONTHLY REPORT

Senior Center: The Senior Center hosted their annual Police/Senior potluck on December 13th, with a total of 90 senior and police in attendance. The Police Department furnished the meat and the seniors brought the sides and desserts.

Little Axe Community Center: The outreach food distribution for the month of December was 154 adults and 35 children for a total of 189. There were three rentals in December. The Head Start program currently has 17 children enrolled and attendance for the classroom for December was 76%. Staff hosted a Christmas party for the Head Start program on Friday, December 21st. Pioneer Library Services (PLS) through the Book Place Activity indicated 450 units of service for the month of November.

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 30 children participating in the program. Pickle Ball continued their league play this month. The American Karate program held their annual "Stranger Danger" self-defense class this month with 24 children participating. The fall season of the Adult Basketball League finished their playoff tournaments this month. Registration for the 2019 Winter Adult Basketball League began this month. The basketball league will begin their season the week of January 14th. The 12th Avenue Recreation Center was closed December 24th and 25th for the Christmas holidays.

Irving Recreation Center: The Irving Recreation Center had 10 facility rentals this month, including reoccurring rentals from Silver Spurs & H2 Volleyball. The Irving Recreation Center hosted a Winter Break Camp on December 20th & 21st, 26th-28th, 31st and January 2nd-4th from 7:30 a.m. - 6 p.m. daily for children ages 5-11. Overall there were 13 children signed up for camp and day campers participated in games, crafts, and other fun activities.

Whittier Recreation Center: The Okie Stompers clogging class met twice a week, for the first two weeks of December, on Tuesday and Thursday evenings from 6:00-8:00 p.m. The men's volleyball group rented the facility three times this month for 2 hours on Wednesday evenings from, 7:00-9:00 p.m. Tippi Toes offered 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 that is held from 5:45-6:30 p.m. Both classes are held 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 2019 Winter Junior Jammer league remained open for online enrollment through December 16th; however, registrations were accepted through the remainder of December but late fees were imposed. This league is offered for players ages 5-13. The staff worked all special events this month including Santa's Calling and Legacy Winter Fest. During winter break the staff worked on finding coaches for the Junior Jammer league, supervising the gym during open play and janitorial duties. The Center offered open gym hours from 12-6 p.m. every day school was out during winter break except for days the Center was closed for the Christmas holidays.

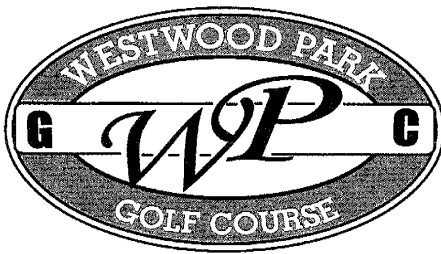
FACILITY ATTENDANCE:	Month	Year to Date
Senior Center (includes congregate meals)	809	8,765
Little Axe Community Center	1,459	9,605
12th Avenue Recreation Center	2,702	14,936
Irving Recreation Center	506	5,414
Whittier Recreation Center	292	3,413
Reaves Center	300	1,800
Tennis Center	385	15,552

DECEMBER 2018
PARK MAINTENANCE DIVISION

Park Maintenance crews prepared Legacy Park for the annual Winterfest Celebration, as well as Andrews Park for the annual Christmas Tree Lighting. Crews performed routine trash and leaf clean-up in addition to tree pruning in neighborhood parks.

SAFETY REPORT	FYE-19MTD	FYE-19YTD		FYE-18MTD	FYE-18YTD
On-The-Job Injuries	0	5		0	1
Vehicle Accidents	0	0		1	1
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours			YEAR-TO-DATE
		YEAR-TO-DATE			
Mowing	0.00	493.50		17.00	68.00
Trim Mowing	0.00	4007.75		16.00	268.00
Chemical Spraying	0.00	97.00		0.00	0.00
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	0.00		0.00	0.00
Tree & Stump Removal	0.00	24.00		138.00	30.00
Tree Trimming/Limb Pick-Up	0.00	167.50		237.00	2.00
Restroom/Trash Maintenance	147.00	1033.00		330.50	509.50
Play Equipment Maintenance	59.75	181.25		149.00	32.50
Sprinkler Maintenance	0.00	142.00		45.00	92.00
Watering	0.00	0.00		0.00	0.00
Grounds/Building Maintenance	63.50	195.00		105.50	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	26.00	720.00		358.50	97.00
Nursery Maintenance	0.00	8.00		3.00	0.00
Flower/Shrub Bed Maintenance	108.00	322.50		180.50	114.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	68.00	811.00		0.00	0.00
Fence Repairs	0.00	0.00		0.00	0.00
Equipment Repairs/Maintenance	60.00	736.25		177.50	47.00
Material Pick-Up	4.00	71.75		22.50	9.25
Miscellaneous	296.00	936.50		286.25	218.25
Shop Time	61.25	136.75		224.50	14.00
Snow/Ice Removal	93.00	93.00		4.00	0.00
Christmas Lights	245.50	886.00		165.00	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		24.00	0.00
Vector Control	0.00	435.00		0.00	0.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



DECEMBER 2018

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	DECEMBER FY'19	DECEMBER FY'18
Regular Green Fees	134	152
Senior Green Fees	81	125
Junior Fees	11	23
School Fees (high school golf team players)	24	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	200	272
Employee Comp Rounds	151	157
Golf Passport Rounds	0	0
9-Hole Green Fee	12	8
2:00 Fees	2	0
4:00 Fees	73	98
Dusk Fees or 6:00 Fees	37	24
PGA Comp Rounds	1	3
*Rainchecks (not counted in total round count)	9	5
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	198	255
Green Fee Adjustments (fee difference on rainchecks)	4	4
Total Rounds (*not included in total round count)	928	1121
% change from FY '18	-17.22%	2.75%
Range Tokens	712	515
% change from FY '18	38.25%	-10.75%
18 - Hole Carts	38	41
9 - Hole Carts	7	11
½ / 18 - Hole Carts	252	344
½ / 9 - Hole Carts	29	41
Total Carts	326	437
% change from FY '18	-25.40%	5.05%
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	2
9 - Hole Senior Trail Fees	0	2
Total Trail Fees	0	4
% change from FY '18	-100.00%	-50.00%
TOTAL REVENUE	\$24,867.29	\$33,399.35
% change from FY '18	-25.55%	12.09%

**DECEMBER 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	\$13,781.14	\$209,035.51	21,072.54	\$237,940.50
Driving Range	\$2,309.76	\$48,529.55	2,129.48	\$46,232.08
Cart Rental	\$6,569.10	\$120,089.20	9,579.87	\$137,753.08
Restaurant	\$1,546.33	\$13,790.70	\$402.50	\$6,516.86
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$660.96	\$4,078.25	214.96	\$1,117.19
TOTAL INCOME	\$24,867.29	\$395,523.21	33,399.35	\$429,281.95
Expenditures	\$62,656.70	\$536,806.21	58,670.91	\$509,410.22
Income vs Expenditures	(\$37,789.41)	(\$141,283.00)	(\$25,271.56)	(\$80,128.27)
Rounds of Golf	928	15446	1121	16030

Routine maintenance practices include: Greensmowing, cup changing and sand trap raking one to two times a week, depending on weather conditions. Collars, an area immediately around the greens, are mowed as needed. No mowing is done when ground is frozen. Heaters and out buildings are checked daily. There was minimal need for irrigation this month. Precipitation has resulted in increased man-hours for pumping and maintaining sand traps

In December all weatherizing practices are monitored to protect against freezing. This month we continue the process of retooling for next season. All valve boxes are located edged and repainted as required. Cups are stripped and repainted. Tee markers are being refurbished. In addition, over the next months every piece of equipment will be examined and serviced as needed. Leaf and goose dropping management is performed daily.

An application of wetting agent was applied to all greens. Post emergent herbicide applications continue where needed. Pre —emerge herbicides are being sprayed on tees and fairways. A pesticide training meeting was attended by our five certified applicators, to help fulfill continuing education requirements.

A demo greens roller was used to good effect this month. We will be adding two greens rollers to our arsenal soon. Screws used on the metal roof of the cart barn have backed out. Construction vibration from the adjacent courts may be responsible. All were reset with none of them appearing to be stripped. Reshaping the area of access to the course from old 24th street has produced topsoil that we are using to expand the driving range tee.

DECEMBER 2018
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FY2019 MTD	FY2019 YTD	FY2018 MTD	FY2018 YTD
Swim Pool Passes	\$4,860.00	\$45,063.20	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	\$4,860.00	\$308,170.96	0.00	\$0.00
Expenditures	\$3,400.91	\$410,457.98	(775.94)	\$5,074.04
Income versus Expenditures	\$1,459.09	\$102,287.02	(\$775.94)	(\$5,074.04)

ATTENDANCE INFORMATION

	Season to Date (December 2018)	Season to Date (May-Dec 2018)	Season to Date (December 2017)	Season to Date (May-Dec 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
December 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 did not meet on December 17, 2018 because there were no agenda items.

The next meeting is scheduled for January 28, 2019.

HISTORIC DISTRICT COMMISSION

The Historic District Commission regular meeting was held on Monday, December 3, 2018. The following occurred or was reported at that meeting:

Certificates of Appropriateness Requests:

301 E Keith - A request for a Certificate of Appropriateness to remove a deteriorated garage and to install a paving area was approved by the Commission at their December meeting.

COA Six-Month Extensions Request:

There were no COA extension requests to be considered at the December meeting.

COA Administrative Bypass granted by staff:

There were no COA requests by Administrative Bypass for December.

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

City staff is working with the National Alliance of Preservation Commissioners (NAPC) to establish a date and the content for the one-day C.A.M.P. training session for Historic District Commissioners. The tentative date for the training was set for March 29, 2019. Staff is awaiting a written contract from NAPC to confirm this training. It is anticipated that the contract will be forwarded to city staff for consideration in mid-January.

MISCELLANEOUS

	2017 Dec	2018 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Walk-Ins	29	34	31	36	39	43	36	38	21	21	27	6	29
Email Contacts	288	292	369	325	344	382	324	354	305	340	396	357	350
Lot Line Adjustments	2	-	1	-	2	1	2	5	2	-	-	1	-
Landscape Maint. & Replacement Bonds	1	1	-	4	2	2	1	1	1	3	4	3	1
Board of Adjustment Variance Appl.	-	3	1	1	2	2	2	4	2	1	-	1	-
Legal Notices Sent	-	71	25	3	22	40	65	82	47	9	-	15	-
Planning Commission Applications Rec'd	3	5	3	2	4	3	3	3	-	5	3	5	1
Legal Notices Sent	112	132	58	27	134	115	215	99		137	14	79	38
Pre-Development Meeting Appl. Rec'd	5	1	3	-	3	3	-	2	-	3	2	1	-
Notices Sent	166	60	77	-	80	91	-	71	-	97	18	9	-

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

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

During December, no applications for Pre-Development were received for the meeting scheduled for December 20, 2018.

During December, submittals for the January 10, 2019 Planning Commission included: one Center City PUD, which was subsequently withdrawn.

The Planning Commission met on December 13, 2018 and approved three short form plats, two utility easement closures, one project which included a NORMAN 2025 Plan amendment and rezoning, one rezoning to PUD, and one Special Use for an Agri-Wedding Event Venue. One set of minutes was prepared.

During the month of December, 22 commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved 15.

BOARD OF ADJUSTMENT

The Board of Adjustment met on December 5, 2018 and approved one sign variance and one Special Exception to permit a mobile home as a temporary second dwelling to relieve a medical hardship. The next regular meeting is scheduled for January 23, 2019.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

Request for Proposals 2019-1 by Central Oklahoma Alliance of Government Agencies (COAGA 2019) for Regional Digital Ortho Images and Associated Data was released by ACOG on November 21, 2018. Five companies responded with proposals by the due date of December 7, 2018: The Sanborn Map Company, Inc. (Sanborn) of Colorado Springs, Colorado; Kucera International Inc. of Willoughby, Ohio; Surdex Corporation of St. Louis, Missouri; Digital and Digital Mapping, Inc. of Huntington Beach, California; and Lidar America, Inc. of Fullerton, California. The members of COAGA 2019 met on December 12, 2018 and selected Sanborn's proposal as the best submitted. For Norman, this project will update the City's base map to reflect new construction and any other changes on the ground that can be detected using airborne sensors. The deliverable products are updated color digital aerial photography, updated planimetric mapping and updated topography. Planimetric mapping layers to be collected include the following: streets, pavement, unpaved parking, paved driveways, unpaved driveways, hydrology, building footprints and height, fences, sidewalks. This is standard maintenance of the GIS database. This information is used for many purposes throughout the city including: permitting, storm water planning, utility management, and public safety. Almost every development project, both public and private, starts with a map. The availability of recent, accurate, and complete mapping facilitates the effective management of the City's resources.

GIS conducted a survey of city employees to determine the frequency with which they use location data in their work and what interfaces they use to access that information. 117 employees from 9 departments participated in the survey. While we are still delving into the detailed results, we found that over 80% of the respondents use location data for their daily work. About 50% of respondents use an interface supported by GIS Services.

Staff attended training on the Munis software for project and grant accounting and a meeting on stormwater utility requirements. 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 40 requests for service that resulted in the production of 40 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 December:

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED:

New Multi-Family:

ADDRESS	DESCRIPTION	VALUATION	WARD
333 W. Brooks St.	Callaway House Apartments	\$53,561,560 (combined)	4

Callaway House Apartments at 333 W. Brooks St., the former site of Bishops Landing, advanced from Temporary Certificate of Occupancy (TCO) to Permanent Certificate of Occupancy (CO) on December 4th, following the completion of a variety of minor building items and the installation of a pedestrian bridge over the Bishop Creek tributary along the north side of Brooks Street. The complex is comprised of four buildings including 390 units with a reported valuation of \$53,561,560.

Callaway House Apartments – 333 W. Brooks St.



New Shell Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
1915 Classen Blvd.	Classen Landing Shell Building	\$1,600,000	4
5740 Huettner Ct.	Shell Buildings 1-3	\$1,860,000	4
3251 Classen Blvd.	Starbucks Shell Building	\$700,000	5
2000 Research Park Bldg. 1	Research Park Industrial Shell Building	\$558,000	8

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED (continued):

Classen Crossing Shell Building – 1915 Classen Blvd.



Classen Crossing Shell Building located at 1915 Classen Blvd. received Certificate of Completion (CC) on December 7th. The reported valuation of the 19,290 square foot building totaled \$1,600,000.

Starbucks Shell Building-3251 Classen Blvd.



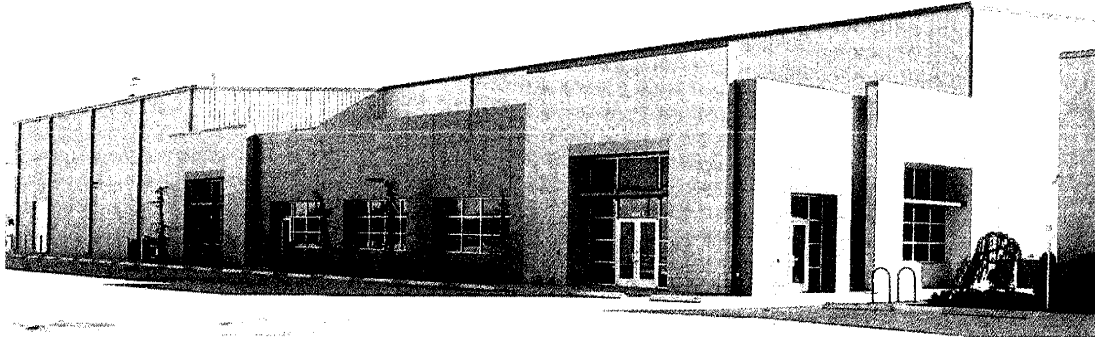
Starbucks Shell Building located at 3251 Classen Blvd. received Certificate of Completion (CC) on December 19th. The 2,057 square foot space had a reported valuation of \$700,000. Construction on the interior (finish permit) portion of the work remains ongoing.

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED (continued):

New Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
6707 Interstate Dr. Building 3	Evans Enterprises Motor Rebuild Building	\$5,000,000	8
4217 28 th Ave. NW 101	Landmark Homes Office Building #10	\$800,000	8

Evans Enterprises Building 3 - 6707 Interstate Drive



Evans Enterprises third building for motor rebuilding received Certificate of Occupancy (CO) December 19th. The reported valuation of the 55,000 square foot building was \$5,000,000. During 2017, building one for sales and repair and two administrative offices buildings received CO.

Full Circle Adult Day Care – 4217 28th Ave. NW 101



Full Circle Adult Day Care located at 4217 28th Ave. NW 101 received Certificate of Occupancy (CO) on December 11th. The reported valuation of the 5,422 square foot building totaled \$800,000.

CERTIFICATE OF COMPLETION OR OCCUPANCY ISSUED (continued):

Addition/Alteration and Interior Finish:

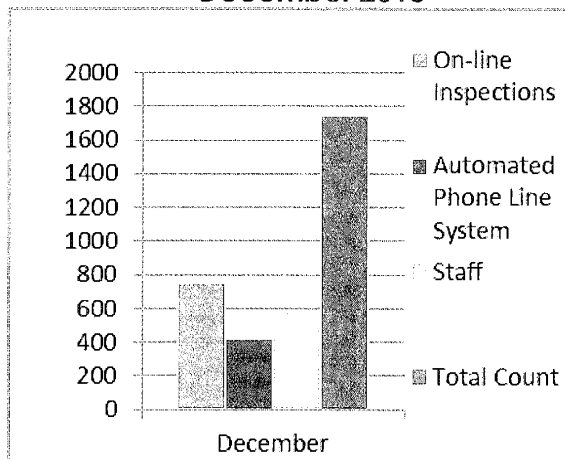
ADDRESS	DESCRIPTION	VALUATION	WARD
333 Interstate Dr.	Walmart PackRobot System	\$15,000	2
2319 W. Lindsey St.	Corkscrew Wine and Spirits Beverage Cooler	\$40,000	2
860 Interstate Dr.	Outback Steakhouse	\$450,000	3
3700 W. Robinson St. 120	Orangetheory Fitness	\$250,000	3
563 Buchanan Ave.	Kong's Tavern	\$400,000	4
301 S. Porter Ave. 130	Friendly Market	\$10,000	4
3300 Healthplex Pky.	NRH-Endoscopy Remodel	\$150,000	8
5740 Huettner Ct. Bldg. 3-130	Scotty Smith Office	\$17,000	8
5740 Huettner Ct. Bldg. 3-110	Tenant Finish	\$15,000	8
5740 Huettner Ct. Bldg. 3-120	Tenant Finish	\$15,000	8

ON-LINE INSPECTION SERVICES

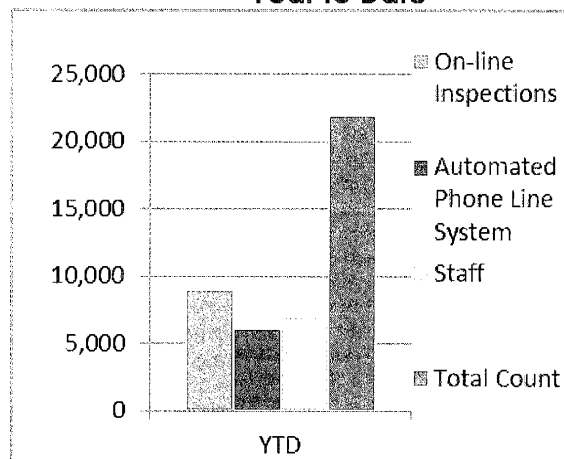
Inspection Requests

During December a total of 1,741 inspections were requested. 747 inspection requests were made on-line, 419 inspection requests were made using the Automated Phone Line System, and 575 inspections were made by staff. Inspection requests made by staff include phone and in-person requests, as well as administrative items.

December 2018

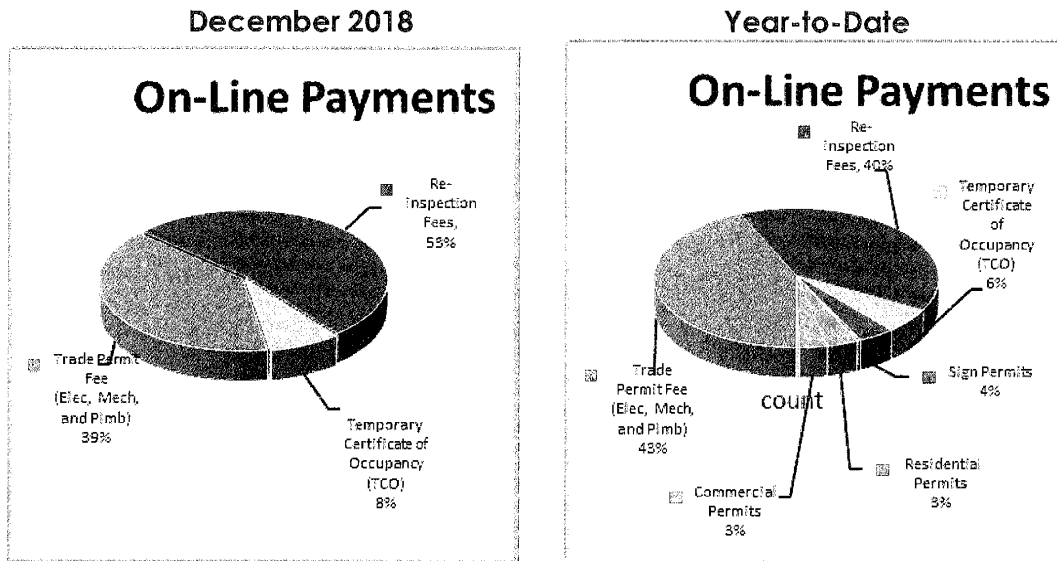


Year to Date



On-line Payments

During December 38 payments were made on-line totaling \$2,091.00. Year-to-date 473 payments have been made on-line totaling \$53,219.18.



MOBILE FIELD INSPECTION SYSTEM

During December 1,272 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.

December 3-7	December 10-14	December 17-21	December 24-28	December 31
381	290	406	145	50

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

During December, no (0) 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.

The HERS Program was extended to June 30, 2019 with Resolution R-1819-61. The HERS/ERI program allows the 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 DECEMBER of 2018 totaled \$12,836,275, lower than the \$41,407,390 for the same month last year. The total number of permits issued in DECEMBER of 2018 was 88, down from 109 in DECEMBER of 2017. The higher number of permits in DECEMBER 2017 is primarily due to all types except single family detached. The higher dollar value in DECEMBER of 2017 is due to all types except new single family detached.

Total new residential permitting activity in DECEMBER 2018 was valued at \$6,652,185 compared to \$11,797,313 in DECEMBER 2017. New single-family detached residential construction in DECEMBER 2018 represented 22 new homes valued at \$6,403,785 compared with 21 new homes valued at \$7,719,713 in DECEMBER 2017. There were no attached single family permits either year. There was 1 new mobile home permit valued at \$98,400 in DECEMBER 2018 compared to none in DECEMBER 2017. There were 2 single family non-dwelling unit permits (subdivision pool and pool house) in DECEMBER 2018 compared to none in DECEMBER 2017. There were no new duplex units in DECEMBER 2018 compared to 12 permits valued at \$4,077,600 in DECEMBER 2017. There were no garage apartments permitted in either year. There were no 3+ family permits issued in either year.

There were no Group Quarters, new construction permitting activity in DECEMBER 2018. No comparison is available because this is only the second month this data is reported separately.

Residential addition/alteration permits in DECEMBER 2018 numbered 42 valued at \$872,586 compared to 47 permits valued at \$1,062,977 for DECEMBER 2017. The number of permits is almost the same. The higher dollar value in DECEMBER 2017 is primarily due to additions/alterations.

Non-residential new construction permits in DECEMBER of 2018 totaled 9 with a value of \$1,939,000 compared to 13 permits valued at \$5,579,000 for DECEMBER 2017. The higher number of permits in DECEMBER 2017 is primarily due to foundations and shells. The higher value in DECEMBER 2017 is primarily due to the shells and full permits.

Non-residential Addition/Alteration permits in DECEMBER of 2018 totaled 12 with a value of \$3,372,504 compared to 16 permits valued at \$22,968,100 for DECEMBER 2017. The most significant difference in the number of permits issued is due to the higher number of smaller projects in DECEMBER 2017. The most significant project with a higher value in DECEMBER 2017 was at Johnson Controls valued at \$20,000,000.

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

ISSUED DECEMBER 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	NEWCO CONSTRUCTION OF AMIE	3314	12/04/18	700	W	MAIN	ST	1	1	ECKERD ADDITION	C2	\$ 70,000	1,933
COMMERCIAL, ADD/ALT-2	VRP STATE CONTRACTORS	4251	12/10/18	5005	NW	YORK	DR			WESTINGHOUSE ELECTRIC	I1	\$ 2,616,200	1,200
COMMERCIAL, ADD/ALT-2	VRP CONSTRUCTION	5130	12/05/18	3927	NW	12TH	AVE	9	2W	NOT SUBDIVIDED	A2	\$ 100,000	2,400
COMMERCIAL, ADD/ALT-2	LAUREL GROUP NORMAN	5240	12/18/18	1214	W	LINSEY	ST	3	A	BERRY EST #1	A2	\$ 50,000	446
COMMERCIAL, ADD/ALT-2	HIXON CONSTRUCTION, LLC.	5352	12/17/18	1375	SE	12TH	AVE	3	1	EAST LINDSEY PLAZA #5	C2	\$ 233,304	3,770
COMMERCIAL, ADD/ALT-2	CONSTRUCTION UNLIMITED INC	5396	12/07/18	110	NW	36TH	AVE	1	1	RIVER OAKS #5	C2	\$ 38,000	1,448
COMMERCIAL, ADD/ALT-2	NATIONAL PARTITIONS	5405	12/06/18	1301		DA VINCI	ST	24	3W	NOT SUBDIVIDED	A2	\$ 40,000	480
COMMERCIAL, ADD/ALT-2	LAVASTIDA, GENE	5413	12/06/18	212	N	CRAWFORD	AVE	17	15	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 5,000	1,500
COMMERCIAL, ADD/ALT-2	MOHR CONSTRUCTION, LLC	5499	12/06/18	546	W	MAIN	ST			NOT SUBDIVIDED	OCFB	\$ 50,000	3,025
COMMERCIAL, ADD/ALT-2	NO COAST DESIGN STUDIO, LLC.	5533	12/05/18	117	N	MERCEDES	DR		E	WESTWOOD ESTATES	R1	\$ 109,000	2,000
COMMERCIAL, ADD/ALT-2	BRAUM'S ICE CREAM	5752	12/18/18	400	E	ROBINSON	ST	2	1	NORMAN PHYSICIANS BLDG ADD	C3	\$ 30,000	500
COMMERCIAL, INTERIOR FINISH-2	PRECISION BUILDERS, LLC.	5264	12/26/18	2216	NW	24TH	AVE	2	1	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 149,000	2,411
COMMERCIAL, INTERIOR FINISH-2	ZHAO PORPERTIES, INC.	5394	12/14/18	1915		GLASSEN	BLVD	1	2	KLASSEN LANDING	C2	\$ 150,000	1,570
COMMERCIAL, INTERIOR FINISH-2	CONSTRUCTION UNLIMITED INC	5395	12/21/18	3623	W	MAIN	ST	1	1	RIVER OAKS #5	C2	\$ 135,000	19,081
COMMERCIAL, INTERIOR FINISH-2	PRESTON CONST. & CONSULTING	5403	12/18/18	4343	N	FLOOD	AVE	1	1	VICTORY FAMILY CHURCH	I1	\$ 325,000	4,300
COMMERCIAL, INTERIOR FINISH-2	BROOKFIELD CUSTOM HOMES, LL	5417	12/31/18	3311	W	ROCK CREEK	RD	1	2	LEGACY BUSINESS PARK SEC. #1	C2	\$ 150,000	3,323
COMMERCIAL, INTERIOR FINISH-2	BROOKFIELD CUSTOM HOMES, LL	5418	12/11/18	3311	W	ROCK CREEK	RD	1	2	LEGACY BUSINESS PARK SEC. #1	C2	\$ 80,000	1,283
COMMERCIAL, INTERIOR FINISH-2	AZTEC BUILDING SYSTEMS, INC.	5719	12/21/18	3408	NW	36TH	AVE	1	1	JOLLEY ADDITION	C1	\$ 120,000	3,405
COMMERCIAL, INTERIOR FINISH-2	AZTEC BUILDING SYSTEMS, INC.	5720	12/21/18	3408	NW	36TH	AVE	1	1	JOLLEY ADDITION	C1	\$ 80,000	1,390
COMMERCIAL, NEW CONSTRUCTION-2	PINNACLE CONSTRUCTION INC	4630	12/31/18	3281		GLASSEN	BLVD	2	1	SOUTH LAKE ADD #12	C2	\$ 750,000	2,216
COMMERCIAL, PARKING LOT-2	JOHNSON, BOBBY	5859	12/18/18	3320		DOUBLE	DR	4	3	NORTHBRIDGE IND PARK #5	I1	\$ 40,000	7,500
Total Permits 21					Average Valuation \$ 252,929 \$ 5,311,504		Average Project Area 3,104 65,181						
NEW CONSTRUCTION INFORMATION (New Const & New Shell Bldg)													
CONTRACTOR	BUILDING SIZE (Square Feet)	BUSINESS											
Pinnacle Construction Inc	2,216	RETAIL	PANDA EXPRESS	ADD/ALTS		NEW CONSTRUCTION							
				COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW CONSTRUCTION						
				\$ 3,332,504	\$ -	\$ 1,189,000	\$ -	\$ 750,000					
				11	-	8	-	1					
				COMMERCIAL, SUBTOTAL ADDITIONS PARKING LOT-2		COMMERCIAL, FOUNDATION PERMIT2		SUBTOTAL NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW COMMERCIAL			
				\$ 40,000		\$ 3,372,504		\$ 1,939,000		\$ 5,311,504			
				1	12	-	-	9	21		TEMPORARY BLDG/CONST TRAILER-2		
				DEMOLITIONS		Use							
				Address NONE		Purpose							

BUILDING PERMITS AND INSPECTIONS

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	5629	12/03/18	309		PERTH	DR	6	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	TABER BUILT HOMES, LLC.	5741	12/10/18	3205		TIMBER SHADOWS	LN	4	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5743	12/10/18	1517		FULWIDER	DR	10	6	CEDAR LAKE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5768	12/05/18	201		SUMMIT RIDGE	CT	17	2	SUMMIT LAKES ADD #3	R1	\$ 2,500	22
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5779	12/06/18	805		MOSSY	RD	13	2	TRAILWOODS SEC 9	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5806	12/10/18	5816		WINDSTONE	DR	9	1	GLENWOOD SEC #1	PUD	\$ 2,800	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5853	12/17/18	3513	NE	CRAMPTON GAP	WAY	4	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 3,695	24
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC.	5904	12/14/18	3150		144TH	AVE	18	1E	NOT SUBDIVIDED	A2	\$ 2,750	43
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5962	12/21/18	505		TALON	DR	12	5	EAGLE CLIFF SOUTH ADD #5	R1	\$ 2,595	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5970	12/26/18	3913		PAINTED BIRD	LN	12	1	RED CANYON RANCH SEC 4	PUD	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC.	5971	12/26/18	1504		KINGSTON	RD	2	6	QUEENSTON HEIGHTS	R1	\$ 4,580	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	5972	12/28/18	3908		MAHOGANY RUN	DR	1	1	WARWICK ADD #4	R1	\$ 4,000	38
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	5976	12/27/18	324		TOWRY	DR	1	2	HAWTHORNE PLACE #3	R1	\$ 2,950	23
1 & 2 FAMILY STORM SHELTER-3	TABER BUILT HOMES, LLC.	5982	12/31/18	1521		FULWIDER	LN	11	6	CEDAR LAKE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	TABER BUILT HOMES, LLC.	5989	12/31/18	1508		FULWIDER	LN	7	7	CEDAR LAKE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	TABER BUILT HOMES, LLC.	5991	12/31/18	1504		FULWIDER	LN	6	7	CEDAR LAKE SEC #2	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	5995	12/28/18	3103		WOOD VALLEY	RD	3	4	SUMMIT VALLEY #2	R1	\$ 3,700	28
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	5913	12/17/18	1900		MARYMOUNT	RD	1	9	HALLBROOKE ADD #2	R1	\$ 10,000	312
1 & 2 FAMILY, ADD OR ALTER-2	HODGES, HUNTER & GINA	5932	12/18/18	644		MONTILLA RIDGE	DR	2	4	MONTEIRO RIDGE SEC. #1	PUD	\$ 10,000	380
1 & 2 FAMILY, ADD OR ALTER-2	MOHR CONSTRUCTION, LLC	5951	12/26/18	4518		CHUKKAR	CT	8	2	BROOKHAVEN #08	R1	\$ 105,000	844
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	5973	12/26/18	3003		TIMBER SHADOWS	DR	8	2	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 7,500	336
1 & 2 FAMILY, ADD OR ALTER-2	STEWART, T.R.	5983	12/28/18	2836		SANDSTONE	DR	1	1	ROYAL OAKS ADD #5	R1	\$ 4,000	210
1 & 2 FAMILY, CARPORT-2	BETTER BARNS	5947	12/19/18	205	E	RIDGE	RD	7	2	TULL'S ADD #2	R1	\$ 9,500	380
1 & 2 FAMILY, FIRE REPAIR	PEASEL, TERRY	5762	12/05/18	3809		SKYLER	CIR	9	9	RIVER OAKS #2	RM6	\$ 6,000	715
1 FAMILY, OTHER NON-DWELLINGS	ROSE HILL BUILDERS	4801	12/03/18	1728		SKYLER	WAY	Q	Q	CEDAR LAKE SEC #2	R1	\$ 60,000	800
1 FAMILY, OTHER NON-DWELLINGS	ROSE HILL BUILDERS	4802	12/03/18	1728		SKYLER	WAY	Q	Q	CEDAR LAKE SEC #2	R1	\$ 60,000	800
1 & 2 FAMILY, PAVING-2	BILLS CUSTOM CONCRETE, INC.	5776	12/06/18	2315		COTTONWOOD	RD	4	3	HALL PARK	R1	\$ 6,000	276
1 & 2 FAMILY, PAVING-2	TABER BUILT HOMES, LLC.	5956	12/31/18	1629	E	CEDAR	LN	1	5	CEDAR LAKE SEC #2	R1	\$ 10,000	192
1 & 2 FAMILY, PAVING-2	TABER BUILT HOMES, LLC.	5957	12/31/18	1709	E	CEDAR	LN	1	8	CEDAR LAKE SEC #2	R1	\$ 10,000	192
1 & 2 FAMILY, STORAGE BLDG-2	SCISSORTAIL ROOFING & CONST.	5827	12/05/18	826	S	FLOOD	AVE	38	5	PARSONS ADDITION	R1	\$ 47,960	1,051
1 & 2 FAMILY, STORAGE BLDG-2	MOHR CONSTRUCTION, LLC	5746	12/04/18	204		HORIZON VIEW	CT	13	2	SUMMIT LAKES ADD #9	R1	\$ 4,000	120
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY BUILDINGS INC.	5750	12/12/18	1111	W	BROOKS	ST	15	2	LEE CREST ADD	R1	\$ 7,000	160
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	5794	12/07/18	14100	E	CEDAR	LN	18	1E	NOT SUBDIVIDED	A2	\$ 10,989	480
1 & 2 FAMILY, STORAGE BLDG-2	TUCKER, GREGORY & BALLARD, K	5887	12/17/18	4405		WAYSIDE	DR	8	1	INDIAN SPRINGS ESTATES	RE	\$ 40,000	936
1 & 2 FAMILY, STORAGE BLDG-2	BRAD PERRY CONTRACTING, LLC	5916	12/17/18	3860	NE	36TH	AVE	10	2W	NOT SUBDIVIDED	A2	\$ 30,000	1,600
1 & 2 FAMILY, STORAGE BLDG-2	ALL STEEL CARPORTS	5918	12/17/18	4924		OAKBROOK	DR	11	8	WHISPERING HILLS	R1	\$ 9,600	720
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	5965	12/21/18	3900	NE	91ST	AVE	9	1W	NOT SUBDIVIDED	A2	\$ 29,000	1,650
1 & 2 FAMILY, SWIMMING POOL-3	TRIBAL CUSTOM POOLS	5847	12/11/18	1104		WELLMAN	DR	25	2	ARBOR LAKE ADD #5	R1	\$ 45,000	496
1 & 2 FAMILY, SWIMMING POOL-3	ARTISTIC POOLS	5738	12/05/18	501		FLUNT RIDGE	DR	1	2	BROOKHAVEN #35	R1	\$ 92,000	1,000
1 & 2 FAMILY, SWIMMING POOL-3	S & S POOLS	5798	12/20/18	1306		CHERRY STONE	ST	9	3	BERRY EST #1	R1	\$ 35,000	450
1 & 2 FAMILY, SWIMMING POOL-3	POOL ENVY	5863	12/11/18	4708	N	PORTER	AVE	7	2W	NOT SUBDIVIDED	RE	\$ 150,000	1,140
1 & 2 FAMILY, SWIMMING POOL-3	BLUE HAVEN POOLS OF OK	5940	12/19/18	1001		TERRACE RIDGE	DR	14	1	VISTA SPRINGS ESTATES ADD 1	RE	\$ 78,800	800
1 FAMILY, MANUF HOME REPLACE-2	WILCOX, WILLIAM E.	5626	12/13/18	14180		DEER CREEK	RD	19	1E	NOT SUBDIVIDED	A2	\$ 20,362	896
1 FAMILY, MANUF HOME REPLACE-2	CORNETT, DARRELL	5700	12/17/18	11805		CAMINO REAL	DR	22	1	LAGO VISTA	RE	\$ 45,305	1,368
1 FAMILY, MANUFACTURED HOME-2	SERENA, CHRISTOPHER	5790	12/17/18	13609		ETOWAH	RD	19	1E	NOT SUBDIVIDED	A2	\$ 98,400	1,568
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5628	12/03/18	309		PERTH	DR	6	4	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 344,000	3,180
1 FAMILY, NEW CONSTRUCTION-2	VINTAGE CUSTOM HOMES, LLC.	5687	12/03/18	9900		STELLA ACRES	LN	27	14	NOT SUBDIVIDED	A2	\$ 228,960	4,029
1 FAMILY, NEW CONSTRUCTION-2	REDDUB BUILDERS, LLC.	5702	12/12/18	3713		ANDREW	CT	28	7	CEDAR LAKE SEC #2	R1	\$ 270,000	2,507
1 FAMILY, NEW CONSTRUCTION-2	IVEY CUSTOM HOMES, LLC.	5731	12/10/18	2314		HIDDEN LAKE	RD	1	1	HIDDEN LAKE EST #2	RE	\$ 550,000	5,876
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5723	12/06/18	905		OLD FRISCO	RD	3	3	GREENLEAF TRAILS ADD 8	PUD	\$ 222,750	2,475
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5740	12/10/18	3205		TIMBER SHADOWS	DR	4	3	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 365,000	3,710
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5742	12/10/18	1517		FULWIDER	LN	10	6	CEDAR LAKE SEC #2	R1	\$ 365,000	3,710
1 FAMILY, NEW CONSTRUCTION-2	AMERICAN STANDARD HOMES	5749	12/03/18	1310		PEBBLE POND	DR	7	1	STONE LAKE ADDITION	R1	\$ 145,710	2,427
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5778	12/13/18	2920		BUTTERFLY	WAY	6	6	TRAILWOODS SEC 10	PUD	\$ 169,200	1,880
1 FAMILY, NEW CONSTRUCTION-2	C.A. MCCARTY CONSTRUCTION LL	5781	12/06/18	3801		DANFIELD	LN	1	1	BROOKHAVEN #40	R1	\$ 1,000,000	6,073
1 FAMILY, NEW CONSTRUCTION-2	MUIRFIELD HOMES	5789	12/07/18	2011		ITHACA	DR	4	2	HALLBROOKE ADD #4	R1	\$ 303,570	4,703
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5805	12/13/18	3604		CAROLYN RIDGE	RD	14	1	RED CANYON RANCH SEC 5	PUD	\$ 215,640	2,396
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	5852	12/17/18	3513		CRAMPTON GAP	WAY	4	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 288,485	2,736
1 FAMILY, NEW CONSTRUCTION-2	FLORIDA CONSTRUCTION	5870	12/12/18	3101		STONE CREEK	DR	3	1	STONE LAKE ADDITION	R1	\$ 144,090	2,438
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5885	12/20/18	1020		OLD FRISCO	RD	18	4	GREENLEAF TRAILS ADD 8	PUD	\$ 186,390	2,071
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5886	12/20/18	812		BLUE FISH	RD	10	1	TRAILWOODS SEC 10	PUD	\$ 154,080	1,712
1 FAMILY, NEW CONSTRUCTION-2	STONERIDGE ENTERPRISES, INC.	5908	12/26/18	3400		LYRIC	ST	7	2	SOUTH LAKE ADD #1	R1	\$ 131,000	1,933
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5912	12/20/18	2805		LEOPARD LILY	DR	6	5	TRAILWOODS SEC 10	R1	\$ 154,080	1,712

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	5950	12/31/18	3113		MONTANE	DR	5	2	GREENLEAF TRAILS ADD 8	PUD	\$	241,830
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5981	12/31/18	1521		FULWIDER	LN	11	6	CEDAR LANE SEC #2	R1	\$	274,000
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5987	12/31/18	1513		FULWIDER	LN	9	6	CEDAR LANE SEC #2	R1	\$	327,000
1 FAMILY, NEW CONSTRUCTION-2	TABER BUILT HOMES, LLC.	5990	12/31/18	1504		FULWIDER	LN	6	7	CEDAR LANE SEC #2	R1	\$	323,000
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	5900	12/07/18	3301	W	MAIN	ST	1	1		C2		3,180
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5707	12/03/18	12750	E	TECUMSEH	RD	13	1W		A2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5763	12/13/18	3860	NE	72ND	AVE	7	1W	OAKWOOD HAVEN	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5783	12/06/18	1800		BEAUMONT	DR	1	1	CAMPUS LODGE ADDITION	PUD		
TEMPORARY ROLL-OFF, RESIDENTIAL	WASTE CONNECTIONS, INC.	5954	12/21/18	1848	SE	12TH	AVE	5	2W		RM6		
TEMPORARY ROLL-OFF, RESIDENTIAL	WASTE CONNECTIONS, INC.	5960	12/24/18	3700	W	ROBINSON	ST	1	1	BROOKHAVEN, VILLAGE AT #3	C1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5968	12/26/18	2526		HOLLYWOOD	AVE	19	3	COLLEGE MANOR	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5993	12/28/18	2201		LINDENWOOD	LN	48	2	HALL PARK #1	R1		
Total Permits (excluding temp roll-off)										Average Project Area		1,312 sq ft	
67										Total Project Area		87,875 sq ft	
1 FAMILY, NEW CONSTRUCTION-2		Sq Ft	1 FAMILY, ATTACHED	1 FAMILY, MANUFACTURED HOME-2	1 FAMILY, OTHER NON DWELLINGS			1 & 2 FAMILY, STORAGE BLDG-2	1 & 2 FAMILY, CARPORT-2	Total Accessory Buildings	1 & 2 FAMILY, SWIMMING POOL-3	Total Paving & Pools	
22		3,077	0	1	2			8	1	9	3	8	
\$6,403,785		67,695	\$0	\$98,400	\$150,000			\$178,549	\$9,500	\$188,049	\$26,000	\$425,900	
0 SF Proj Area		0 SF	0 SF										
2 FAMILY, NEW CONSTRUCTION	GARAGE APT, NEW CONST	0	0	3+ FAMILY, NEW FULL PERMIT (5+ DU/ bldg)	3+ FAMILY, STORAGE BLDG-2			1 & 2 FAMILY, HOME REPLACE-2	1 & 2 FAMILY, STORM SHELTER-3	1 & 2 FAMILY, ALTER-2	1 & 2 FAMILY, FIRE REPAIR	Total Add/Alt	
0		0	0	0	0			2	17	5	1	6	
\$0		\$0	\$0	\$0	\$0			\$65,667	\$49,570	\$136,500	\$6,000	\$142,500	
0 SF Proj Area		0 SF	0 DU	0 DU	0 DU								
3+ FAMILY, FOUNDATION PERMIT-2	3+ FAMILY, SHELL	0	0	3+ FAMILY, NEW FULL PERMIT (5+ DU/ bldg)	3+ FAMILY, STORAGE BLDG-2			3+ FAMILY, OTHER NON-DU	3+ FAMILY, GROUP QUARTERS, NEW	3+ FAMILY, CARPORT-2	3+ FAMILY, ADD OR ALTER	Total 3+ Family Add/Alt	
0		0	0	0	0			0	0	0	0	0	
\$0		\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	
Total Permits										Total Project Area		87,875 sq ft	
67										Total Project Area		87,875 sq ft	
RESIDENTIAL STORAGE CONTAINER		0	0	3+ FAMILY, NEW FULL PERMIT (5+ DU/ bldg)	3+ FAMILY, STORAGE BLDG-2			3+ FAMILY, OTHER NON-DU	3+ FAMILY, GROUP QUARTERS, NEW	3+ FAMILY, CARPORT-2	3+ FAMILY, ADD OR ALTER	Total 3+ Family Add/Alt	
TEMPORARY ROLL-OFF, RESIDENTIAL		7	7	0	0			0	0	0	0	0	
TEMPORARY ROLL-OFF, OTHER		1	1	0	0			0	0	0	0	0	
SEASONAL STORAGE CONTAINER		0	0	0	0			0	0	0	0	0	
DEMOS-RESIDENTIAL ADDRESS										Total Permits		87,875 sq ft	
505 E BOYD ST										Total Project Area		87,875 sq ft	
NET # DU										Total Project Area		87,875 sq ft	

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

1/7/2019

	DECEMBER 2018			DECEMBER 2017		
RESIDENTIAL PERMITS	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	22	22	\$6,403,785	21	21	\$7,719,713
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	1	1	\$98,400	0	0	\$0
Other (Non-dwelling)	2	na	\$150,000	0	na	\$0
2 Family						
Duplexes (2 DU per bldg)	0	0	\$0	12	12	\$4,077,600
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
Full Permit (5+ DU per bldg)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	0	na	\$0
Total Residential New	25	23	\$6,652,185	33	33	\$11,797,313
Net Residential Demos & Removals		0			-4	
Net Residential Units		23			29	
Group Quarters, New	Number of Permits	Room Units	Valuation	Number of Permits	Room Units	Valuation
	0	0	\$0	*	*	*
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	6		\$142,500	14		\$658,757
Manufactured Home (Replace)	2		\$65,667	1		\$12,500
Paving & Pools	8		\$426,800	11		\$260,625
Accessory Buildings	9		\$188,049	6		\$78,960
Storm Shelters	17		\$49,570	15		\$52,135
3+ Family						
Addition & Alteration (All Types)	0		\$0	0		\$0
Total Residential Additions & Alterations	42		\$872,586	47		\$1,062,977
TOTAL RESIDENTIAL	67		\$7,524,771	80		\$12,860,290

NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	0	\$0	3	\$626,000
Shell	0	\$0	4	\$2,418,000
Interior Finish	8	\$1,189,000	4	\$835,000
Full Permit	1	\$750,000	2	\$1,700,000
Total Non-Residential New	9	\$1,939,000	13	\$5,579,000
Additions & Alterations				
Additions & Alterations (All Types)	12	\$3,372,504	16	\$22,968,100
Total Non-Residential Additions & Alterations	12	\$3,372,504	16	\$22,968,100
TOTAL NON-RESIDENTIAL	21	\$5,311,504	29	\$28,547,100

TOTAL ALL PERMITS	88	\$12,836,275	109	\$41,407,390
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OTHER ACTIVITY	Number	Number
Electrical Permits	104	79
Heat/Air/Refrigeration Permits	85	100
Plumbing & Gas Permits	113	144
Sign Permits	12	23
Water Well Permits	3	2
Garage Sale Permits	16	20
Structure Moving Permits	3	2
Demo - Residential Permits	1	5
Demo - Non-residential Permits	0	2
Temporary Const Bldgs & Roll-off Permits	8	12
Lot Line Adjustments Filed	1	1
Certificate of Occupancy (CO) Permits	98	74
All Field Inspections	1,729	1,672

YEAR TO DATE	JANUARY-DECEMBER 2018			JANUARY-DECEMBER 2017		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	422	419	\$116,206,748	408	403	\$108,578,951
Residential Demos/Removals	na	-40	na	na	-23	na
Residential Additions/Alterations	860	na	\$18,819,607	897	na	\$19,653,401
Group Quarters, New Construction	4	88	\$7,500,969	*	*	*
Non-residential New Construction	116	na	\$43,238,429	85	na	\$106,000,737
Non-residential Additions/Alterations	143	na	\$36,902,287	150	na	\$65,693,055
TOTAL YEAR TO DATE	1545	467	\$222,668,040	1540	380	\$299,926,144

* Note: Group Quarters, New Construction - nursing home, assisted living, fraternity/sorority; began tracking separately November 2018; not included in graphs

REVITALIZATION 10C

CDBG and HOME Investment Partnerships Programs

The CDBG Target Area Tree Planting Project RFP 1819-41 and RFP 1819-42 will be released on January 2, 2019 with a due date on January 25, 2019. This activity was divided into two areas to encourage participation by small and/or minority contractors. Staff is evaluating the planting locations within the right-of-way where the street tree canopy needs to be increased. Residents within the Target Area will be notified if a tree is to be planted on their property, with the opportunity to opt out of the program.

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 December 20, the housing placement report for the Ready for Zero initiative was made to Community Solutions for the month of October. There were eight housing placements made (1 Veteran; 7 Chronic). Planning for the 2019 Point in Time Count has begun. The Count is scheduled for overnight January 24-25, 2019.

Housing Programs

December 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.
- Two emergency repair projects are currently under contract; four emergency repair projects were completed since July 1, 2018.
- No accessibility modification projects are currently under contract; seventeen 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	409							4181
Proactive Cases	352	678	423	256	188	305							2202
Closed Cases	854	1110	1027	729	407	344							4471
Cases Still Open	520	712	574	383	326	403							2918
Tasks Completed	2833	3824	3053	2034	1113	1368							14225
Violation Letters Mailed	489	697	489	332	137	205							2349

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	8							231
Owner Abated	13	20	25	13	3	0							74
Liens	23	33	27	39	39	7							168
Notices of Intent	46	30	51	23	10	3							163
Releases of Intent	12	20	23	16	13	1							85
Release of Liens	1	13	10	10	16	13							63

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	80							1363



Administrative Summary

December 2018 Summary

Operations

1/2/2019



Part I Crimes	Current			Year-To-Date		
	2018	MONTH 5YR AVG	2017	2018	YTD 5YR AVG	2017
Murder	0	1	1	3	5	9
Rape	7	6	5	82	59	64
Robbery	6	7	9	63	61	57
Agg. Assault	18	12	14	188	176	167
Burglary	25	68	44	566	755	587
Larceny	168	288	200	2,703	3,367	2,655
Motor Vehicle Theft	23	30	16	362	319	288
Arson	0	1	0	5	5	2
Part I Totals:	247		289	3,972		3,829

Part II Crimes						
DUI/APC	35	37	37	495	463	396
Drunkenness	39	52	45	620	708	677
Drug Violations	99	71	74	1,263	1,053	1,052
Forgery	6	19	13	152	279	234
Vandalism	49	77	83	885	910	980
Others	1,154	NA	309	4,290	NA	4,346
Part II Totals:	1,382		561	7,705		7,685

Total Reported Crime: 1,629 850 11,677 11,514

Other Reported Activity

Public Peace Reports	186	154	193	2,472	1,949	2,382
Warrants Served	114	110	104	1,674	1,489	1,355
Other Reports Totals:	300		297	4,146		3,737

Total Case Reports: 1,929 1,147 15,823 15,251

Collisions	2018	MONTH 5YR AVG	2017	2018	YTD 5YR AVG	2017
Fatality	0	1	1	9	7	7
Injury	55	58	56	671	695	651
Non-Injury	93	154	125	1,335	1,925	1,636
Total Collisions:	148		182	2,015		2,294

Call for Service

CAD Activity (Total)	2,879	NA	2,817	36,127	NA	32,734
Calls for Service (Police)	7,451	NA	7,621	97,942	NA	96,948
Total CFS:	10,330		10,438	134,069		129,682

Citations & Warnings:

Citations	1,004	NA	1,081	13,534	NA	16,349
Warnings	1,687	NA	2,349	25,128	NA	25,773
Total Citations & Warnings:	2,691		3,430	38,662		42,122

** 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 December 2018



IN SHELTER ANIMAL COUNTS

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	66	68	134	68	91	159	25	19%
Ending	94	68	162	50	66	116	(46)	-28%

ANIMAL INTAKES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	126	75	201	93	54	147	(54)	-27%
Owner Relinquish	24	16	40	12	22	34	(6)	-15%
Owner Intended Euth	0	1	1	0	0	0	(1)	-100%
Transfer In	0	0	0	1	0	1	1	
Other Intakes*	12	10	22	3	0	3	(19)	-86%
Returned Animal	0	0	0	8	3	11	11	
TOTAL LIVE INTAKES	162	102	264	117	79	196	(68)	-26%

*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	1	1	1	
Dog Collected (DOA)	N/A	0	1	1	1	
Cat Collected (DOA)	N/A	0	2	2	2	
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	1	1	1	
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	13.6	13.7
Puppy	4.8	7
Cat	15.4	17.5
Kitten	12.5	23.1

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	43	18	0	61



Monthly Service By Assignment

August 2018 to December 2018
Norman Animal Welfare Volunteers (ALL)

Place	Assignment	Aug 2018 Hours	Sep 2018 Hours	Oct 2018 Hours	Nov 2018 Hours	Dec 2018 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	0:00	1:10	0:00	1:10
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	54:06	36:49	69:23	28:28	57:35	246:21
	NAWC-Community Outreach Volunteer	6:00	0:00	0:00	1:00	0:00	7:00
	NAWC-Dog Handler	122:01	77:54	111:15	100:23	146:41	558:14
	NAWC-Foster Program	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	2:50	14:00	4:14	0:00	0:00	21:04
	NAWC-Lobby Greeter	75:45	45:06	48:20	29:41	43:57	242:49
	NAWC-Orientation	15:00	10:00	28:00	10:00	9:00	72:00
	NAWC-Photographer	0:00	0:00	0:00	0:00	0:00	0:00
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00
	Veterinarian Assistant Tech	3:00	12:05	19:10	23:20	12:05	69:40
Total		278:42	195:54	280:22	194:02	269:18	1,218:18
Grand total		278:42	195:54	280:22	194:02	269:18	1,218:18

PUBLIC WORKS

12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed 3 Short Form Plats and 1 Utility Closure for Planning Commission. One Resolution item for City Council review. The Development Engineer reviewed 7 sets of construction plans and 5 punch lists. There were 102 permits reviewed and/or issued. Fees were collected in the amount of \$6,779.09.

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:

- Completed roadway pavement on the south half of West Main Street west of Main Street Bridge
- Completed soil stabilization & began roadway paving on the north half of West Main Street west of Main Street Bridge

James Garner Avenue – Phase I

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

The contractor's activities this month were as follows:

- Completed asphalt base-course on Acres Street and Jones Avenue
- Completed sodding construction area
- Completed construction of Legacy Trail and connecting sidewalks
- Completed installing the new eight-inch waterline on Jones Avenue and Acres Street

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. 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 and gutter to improve drainage. Existing sidewalks and ramps will be replaced to provide ADA accessibility. Driveways will be replaced within R/W, 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 1, from Gray Street to Nebraska Street. Phase I has been substantially completed. Construction of Phase 2 is anticipated to be completed by February of 2019.

The Contractor's Activities December included:

- *Clean up and completion of punch list items on Phase 1*
- *Installation of drainage structures for Phase 2*
- *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. *One location has 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 December 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

ASPHALT OPERATIONS:

1507 LINDSEY STREET (NORMAN INVESTIGATIONS CENTER) - OVERLAY

Streets crews worked at the Norman Investigations Center at 1507 Lindsey Street and required 15.64 tons of asphalt for the repair.

TURTLE CREEK - URBAN PATCHING

Streets crews worked an urban patch on Turtle Creek and required .67 tons of asphalt for the repair.

MAIN STREET RAILROAD CROSSING - OVERLAY

Streets crews worked at the railroad crossing on Main Street to put asphalt on both sides of railroad crossing to bring the street up to match the tracks and required 8.25 tons of asphalt for the repair.

132ND & ETOWAH - RURAL PATCHING

Streets crews worked in multiple areas deep patch at 132nd & Etowah and required 2.90 tons of asphalt for the repair.

710 ASP PARKING LOT - OVERLAY

Streets crews continued with an overlay project at 710 Asp Parking Lot and required 30.46 tons of asphalt for the repair.

CONCRETE OPERATIONS:

319 MERKLE DRIVE

Streets crews replaced damaged concrete panels at 319 Merkle Drive. This repair required 9.00 cubic yards of concrete and resulted in over 31 square yards of repaired driving surface.

3901 NICOLE CIRCLE

Streets crews replaced damaged concrete panels at 3901 Nicole Circle. This repair required 5.00 cubic yards of concrete and resulted in over 16 square yards of repaired driving surface.

SNOW AND ICE OPERATIONS

Spread 25.00 tons of sand/salt mix during snow and ice operations.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 20 work order requests and closed 19.

Crews for the Streets and Stormwater Divisions checked and cleaned inlet boxes throughout the City during rain events in December. 1,170 inlets were checked and of those were 466 cleaned, resulting in 0.50 tons of drainage debris removed from the stormwater system.

The Infrastructure crew completed a large drainage repair project located near Little River Bridge at Porter Avenue. The project required installation of gabion baskets and backfilling. The crew placed 8 cubic yards of concrete and over 150 tons of fill material. The crew also repaired a reoccurring sinkhole that impacted traffic control on Cook Street and coordinated with the Traffic Control Division to reinstall a stop sign.

DRAINAGE MAINTENANCE

The Channel Maintenance crew trimmed trees and cleared debris in drainage rights-of-way in the urban area and removed 26 tons of debris from channels.

The Channel Maintenance crew completed work order requests for channel clearing in December and mowed 18,000 ft² of urban drainage way.

URBAN STREET SWEEPING OPERATIONS

A total of 314 lane miles were swept resulting in the removal of approximately 452 tons of debris from various curb lined streets.

In addition to routine street sweeping activities, the Street Sweeping crew also conducted an inlet blitz and residential street sweeping in areas around campus. 28 inlets and 92 lane miles of streets around College Avenue and Jenkins Avenue were cleaned, which resulted in 195 tons of debris removed from the stormwater system.

STORMWATER OKIE LOCATES

During the month of December, 1,283 Call 811 Okie Spots were received. Of those requests, 59 were stormwater pipe locates, 88 were physically checked, and 728 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 80 inspections of 87 active sites

Issued 0 citation and 0 NOVs to active sites

Issued 0 Earth Change Permit to new projects

MS4 OPERATIONS

Received and responded to 26 citizen calls/ YTD Total is 185.

On December 5 and 6, Carrie Evenson, Michele Loudenback and Todd McLellan staffed the OFMA booth at the Governor's Water Conference in Midwest City, OK. They also had the opportunity to visit with Norman residents about floodplain and stormwater issues.

On December 11, the Stormwater Division, in conjunction with Ideal Homes, Advanced Drainage Solutions, and GeoSolutions, Inc., hosted its biannual Builders Workshop at the Moore Norman Technology Center's Franklin Road Campus. This informative workshop for building and development stakeholders and City of Norman personnel presented information on such topics as the Lake Thunderbird Watershed TMDL and Best Management Practices available for use during and after development to manage both the quality and quantity of water being discharge from sites. Approximately 60 people were in attendance. Mr. Yosef Hooshyar was recognized for his innovative solution to waste management on his building sites.

On December 12, Michele Loudenback and Carrie Evenson attended the ECAB meeting where options for the Big Event were discussed.

On December 12, Carrie Evenson attended the combined Wards 2 and 4 meeting to act as a resource during discussions on the proposed stormwater utility and bond package.

On December 13, Dr. Evenson attended the Ward 7 meeting to act as a resource during discussions on the proposed stormwater utility and bond package.

On December 14, Dr. Evenson attended the Lake Thunderbird Watershed Partnership quarterly meeting.

On December 14, Dr. Evenson and Ms. Loudenback staffed a table along with Norman Arts Council and Public Arts Board at Second Friday Art Walk where they facilitated the "Scoop the Poop" game, provided buttons, discussed stormwater, and promoted the upcoming Artful Inlet project.

On December 20, Dr. Evenson and Ms. Loudenback attended a meeting with personnel from Customer Service, GIS, and Legal to discuss implementation processes for the proposed stormwater utility.

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.

Monthly Progress Report
Public Works (December 2018)

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.

OCTOBER

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	5	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	34	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	11	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	7	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	0	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%

**FLEET DIVISION
PM COMPLIANCE REPORT
December FYE 2019**

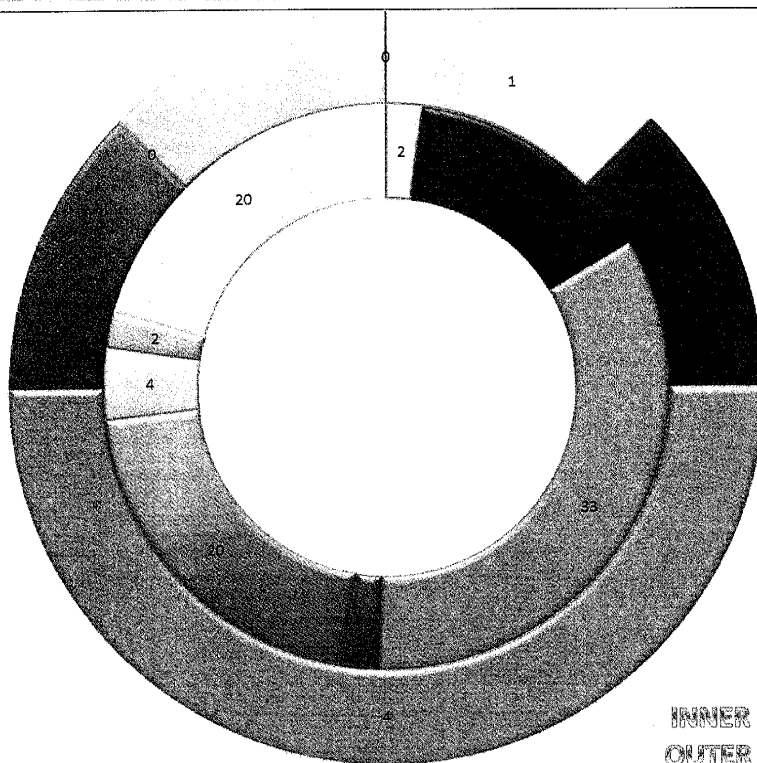
Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed	Number of PMs Completed Late	Number of PMs Scheduled Early	Current % PENDING	Compliance Note
CITY CLERK						
CITY COUNCIL	1	1			100%	67%
BUILDING ADMINISTRATION					0%	0%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE	1	1			0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	50%
FINANCE						
METER SERVICES	2	1		1	50%	17%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	2	2			0%	25%
PUBLIC WORKS						
ENGINEERING	1	1			0%	0%
STREETS	8	8			0%	13%
STORMWATER	2	2			0%	4%
TRAFFIC	3	3			0%	19%
STORMWATER QUALITY					0%	0%
FLEET	6	6			0%	0%
POLICE						
ANIMAL CONTROL	3	3			0%	9%
POLICE ADMINISTRATION	1	1			0%	0%
POLICE STAFF SERVICES	1	1			0%	25%
POLICE CRIMINAL INVESTIGATIONS					0%	14%
POLICE PATROL	20	17	2	1	5%	22%
POLICE SPECIAL INVESTIGATIONS	3	2	1		0%	7%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	50%
FIRE TRAINING					0%	0%
FIRE PREVENTION	2	2			0%	0%
FIRE SUPPRESSION	8	8			0%	3%
FIRE DISASTER PREPAREDNESS	3	2	1		0%	40%
PARKS & RECREATION						
PARK MAINTENANCE	4	3	1		0%	6%
PARKS & RECREATION					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	5	5			0%	19%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	67%
PSST FIRE SUPPRESSION	1	1			0%	21%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	2	2			0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	2	2			0%	10%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	1	1			0%	0%
WRF OPERATIONS	2	2			0%	0%
SEWER LINE MAINTENANCE	4	4			0%	0%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	2	2			0%	4%
SANITATION COMMERCIAL	4	4			0%	0%
SANITATION TRANSFER	1	1			0%	5%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE					0%	0%
SANITATION YARD WASTE	2	2			0%	0%
CITYWIDE TOTAL	97	89	5	3	3%	11%

December 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
CITY CLERK										
0902	2010 Ford E350 Kiwanis Cruiser	City Council	145485	144734	751	miles	12/20/2018	Light Repair	PM-C	8/6/2018
FINANCE										
0060	2008 Chevy Colorado	Water Meter Services	55676	55500	176	miles	12/5/2018	Light Repair	PM-D	3/5/2018
POLICE										
1228	2014 Ford Interceptor	Police Patrol	94928	94685	243	miles	12/3/2018	Light Repair	PM-C	8/14/2018
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



PM Compliance Report
December FYE 2019

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

INNER RING - MONTHLY # SCHEDULED
OUTER RING = MONTHLY # MISSED/LATE

Department	Scheduled	Missed/Late	% Late
City Council	2	1	50.0%
Fire	14	1	7.1%
Police	33	4	12.1%
Finance	2	1	50.0%
Inf. Tech	0	0	0.0%
Public Works	20	0	0.0%
Parks & Rec.	4	1	25.0%
Planning	2	0	0.0%
Utilities	20	0	0.0%
Citywide Total	97	8	8.2%

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

**FYE 2019
FUEL REPORT
IN GALLONS**

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	16,959.00	16,238.00	23,720.00	
Outside - sublet	486.34	180.10	0.00	
TOTAL	17,445.34	16,418.10	23,720.00	
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	15,543.74	14,559.81	18,518.65	5,201.35

FYE 2019 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	115,926.35	113,827.66	118,207.18	32,811.76

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.54	Low	\$1.40	UNLEADED	High	\$2.00	Low	\$1.81
DIESEL	High	\$1.93	Low	\$1.74	DIESEL	High	\$2.86	Low	\$2.86
CNG	High	n/a	Low	\$1.02	CNG	High	n/a	Low	n/a

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES	
REPAIR PARTS	\$49,190.09		Month Total Public CNG Sales	\$7,782
BATTERIES	\$779.71		FYE 2019 To Date Public Sales	\$40,458
OILS/FLUIDS	\$2,543.64		LIFE TO DATE CNG GAS GALLON EQUIVALENT	
TIRES	\$16,173.37		Total Sold Gallons Life To Date	811,474
SUBLET REPAIRS	\$29,400.19		Total Gross Sales Life To Date	\$1,167,513
			Life To Date CNG Gas Gallon Equivalent	
TOTAL SPENT parts/sublet	\$98,087.00		Total Public/City Through-Put CNG Gallons @ Station:	1,739,765

<u>COMBINED SHOPS</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>	<u>TWO MONTHS AGO</u>	<u>YEAR TO DATE</u>
ROAD SERVICE	23	13	28	103
EMERGENCY ROAD CALLS	1	3	3	12
PM SERVICES	94	153	167	528
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	380	459	514	1841
SCHEDULED REPAIRS	189	267	250	813
NON SCHEDULED REPAIRS	191	192	264	1028

<u>Light Shop</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>	<u>TWO MONTHS AGO</u>	<u>YEAR TO DATE</u>
ROAD SERVICE	5	2	4	18
EMERGENCY ROAD CALLS	1	1	3	7
PM SERVICES	63	114	101	276
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	194	231	246	681
SCHEDULED REPAIRS	122	172	138	369
NON SCHEDULED REPAIRS	72	59	108	312

<u>Heavy Shop</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>	<u>Two Months Ago</u>	<u>YEAR TO DATE</u>
ROAD SERVICE	18	11	24	45
EMERGENCY ROAD CALLS	0	2	0	1
PM SERVICES	31	39	66	133
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	186	228	268	512
SCHEDULED REPAIRS	67	95	112	226
NON SCHEDULED REPAIRS	119	133	156	286

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2019

December 2018

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	120.69	72%	87.9%	15.9%	
# 002	162.23	72%	94.6%	22.6%	
# 003	123.91	72%	82.3%	10.3%	
# 004	120.13	72%	89.9%	17.9%	
# 007	118.25	72%	83.8%	11.8%	
# 008	132.89	72%	93.1%	21.1%	
# 009	114.86	72%	85.9%	13.9%	
# 011	97.16	72%	88.5%	16.5%	
# 012	108.80	72%	87.6%	15.6%	
# 013	112.39	72%	88.3%	16.3%	
# 014	116.09	72%	87.0%	15.0%	
# 015	14.89	72%	89.9%	17.9%	
# 016	107.21	72%	86.5%	14.5%	
# 021	135.98	72%	88.6%	16.6%	

DIRECT LABOR HOURS

1585.48

TOTAL AVAILABLE HOURS

1799.45

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

88.1%

Monthly Report

December 2018

LINE MAINTENANCE:

Waterline Capital Projects

- Timberdell Road – 100% Complete
- Timberdell Road Cul-de-Sac 100% Complete
- Wheaton Drive – 100% Complete
- Columbia Circle – 85% Complete
- Queenston Avenue – 30% 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 open cut cul-de-sac and laid 175 feet, set one new fire hydrant, passed bacteriological samples and changed over 23 water meter services, project 60% complete.

Queenston Avenue – WA0326: Staff will replace 900 feet of 8" Ductile Iron with 8" 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 30% complete.

Water Line Breaks - 9

Sewer Line Capital Projects:

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

Sewer Line Data

- Total obstruction service requests - 18
- Private Plumbing: 13
- City Infrastructure: 5
- Sanitary Sewer Overflows: 3 Total; 2-City obstruction, 1-Private

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.36 MGD
- Total flow: 42.16 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	K-1819-xx approved 12/11/18
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	To be considered 2/12/19
6	SE Lift Station Payback Study	Search	February 2019
7	WRF Septage Receiving Station	Olsson	February 2019

8	WRF Storage Building	Barrett Williamson	February 2019
9	Sanitation Truck Wash/Paint Shop Facility	Studio	TBD
10	Line Maintenance Office/Maintenance Building	Barrett Williamson	February 2019
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. Design contract and fee negotiations are nearing completion. NUA approval should occur in February.

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 \$260,649 of contract total \$1,348,501, or 19% 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 received in March 2014 and the NUA approved award to Archer Western Construction, LLC (AW) on 04/22/14; contract and bonds were approved 05/13/14. Construction of the \$48.82 million (M) project began 06/02/14 and was complete 01/12/18. Six change orders were approved increasing the contract amount to \$52.15 M and extending the contract time through January 12, 2018. 100% of the contract amount has been paid and OWRB has reimbursed \$42.12 M. Staff is working on final closeout documents for OWRB to allow processing of the final reimbursement request and loan closeout.

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 February 2019..

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. Kickoff meeting to be held 01/11/19.

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. Revised plans received and submitted to DEQ 11/28/18 for review. Project advertised 12/27/18 and bids scheduled to be opening 01/24/19. Pre-bid meeting held 01/8/19 and 11 contractors attended.

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 drafted alignment and worked with OU to take easement for Board of Regents approval. August 1, 2018 OU staff requested a slight shift of easement to north which was agreed to by all parties Poe sent revised drawing August 8, 2018. OU staff again exchanged correspondence on October 5, 2018 and is preparing to take easements to Board of Regents for approval. Poe is meeting 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. Maintenance building is 95% complete and is being used to store equipment. Pier drilling is complete and footing is being poured on Admin building. Contractor has completed \$17,119,350 of the \$30,197,892 total contract. Project completion date is August 2019 but more accurately will be given incurred rain days which extends final date into October 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. Cowan will attend our well kick-off meeting January 23, 2019.

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. Kick off meeting is scheduled for January 23, 2019 and test wells are scheduled to begin late January or early February 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. Proposal is expected in January 2019.

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 after reviewing results, the ROI was not favorable at this time. Staff is continuing research for a better method to improving our meter replacement program.

Robinson Water Line: WTP to 24th Ave NE – Freese and Nichols, Inc. was selected as the consultant for the 42-inch water line project from the water treatment plant to 24th Avenue NE. This project was identified by the water model and is also being expedited to dovetail into the Public Works 24th Street road widening project. NUA approved the contract for Freese and Nichols, Inc. at their September 11, 2018 meeting to begin design of this 42-inch water line project. Staff received 50% plans December 10, 2018 and returned comments January 7, 2019. Consultant is making revisions and will meet again with staff within the next few weeks.

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. Final report.

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. A design contract with Cardinal has been negotiated, with NUA approval scheduled for 1/22/19.

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 in FYE20. A design contract with CP&Y is being renegotiated, with NUA approval scheduled for 2/12/19.

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 \$2,434 were made on 6 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

No plans were received for review in December

Private Water Well Permits Issued

3 Water Well Permits #18-5653, 5688, 5724 issued for Month of December.

Utilities Administration
Monthly Capital Projects Report

Project Information				Design Information				Construction Information						
Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contractor	Contract Number	Adjusted Amount	Amount Paid	Percent Change	Sched. %	Actual %	Complete Date
WA/WB0292	WTP Phase II Improvements	Carollo	1617-94	5,071,870	4,526,630	89%	Foley Company	1617-121	29,990,165	11,376,914	0.00%	83%	38%	
WA0173	Master Meter Replacement	Staff	NA	13,350		0%	TBD		3,675,145	3,476,527	0.00%	-	95%	
WA0195	Robinson/J-35 WL Replacement Phase 1.2	Alan Plummer	01314-111	628,060	552,326	88%	Future		-	-		-		
WA0212	Water Wells Water Rights Permitting	Cowan	1516-114	79,284	43,123	54%			-	-		-		
WA0212	Water Wells and Supply Lines	Garver	K-1617-94	74,800	71,060	95%			-	-		-		
WA0214	Water Well Blending	Carollo	-	-	-				-	-		-		
WA0225/236	Biological Cr(VI) Removal Pilot	Carollo	1617-43	334,254	334,254	100%	Carollo Biotta and In-Kind		102,009	92,546	0.00%	-	91%	1/29/2018
WA0235	Water Wells and Supply Lines	Carollo	1516-139	1,440,884	219,558	15%			-	-		-		
WA0235	Water Wells and Supply Lines	Garver	K-1617-94	306,790	86,449	28%			-	-		-		
WA0239	Waterline Segment D, Phases 4 & 5	Poe & Associates	1617-93	194,000	104,086	54%	See Chautauqua WL below		-	-		-		
WA0239	Waterline Segment D, Phase 5	Poe & Associates	1617-93	-	-				-	-		-		
WA0239	Chautauqua WL Lindsey to Timberdell	Poe & Associates	1617-93	-	-		Central Contracting Services, Inc.	1516-80	777,235	837,996	0.00%	100%	108%	10/14/2017
WA0274	WTP Backwash Tower Rehab	Dunham Engineering	1718-???	30,000		0%			-	-		-		
WA0213	Crossroads Blvd Water Line	Cardinal	0910-62	126,500	109,531	87%	McKee Utility Contractors	1718-5	1,178,293	1,178,293	-0.57%	100%	100%	7/3/2018
WA0240	24th NE WL: Robinson to Alameda	Cardinal	TBA	-	-		TBD		-	-		-		
WA0245	Waterline Replacement: Interstate Drive	CP&Y	TBA	-	-		TBD		-	-		-		
WA0246	WL Replcmnt: Parsons Addition (renamed)	Cabbiness	1819-87	125,900	-	0%	TBD		-	-		-		
WA0328	WL Replacement: Flood-Rock-Ck2/Venture	Cardinal	1819-72	-	-		TBD		-	-		-		
WW0050	Truck Wash/Container rehab (SA00009)	Studio Architecture	TBA	18,700	18,700	100%			-	-		-		
WW0062	Royal Oaks Force Main Rehabilitation	Cardinal	0910-62	66,740	58,573	88%	McKee Utility Contractors	1718-4	482,921	462,921	-6.58%	100%	100%	1/18/2018
WW0202	SMP FYE 2014 Phase 1	Staff / Lemke	0910-55	69,520	58,234	84%	Urban Contractors, LLC	1516-122	2,124,371	2,124,371	19.03%	100%	100%	6/16/2017
WW0202	SMP FYE 2014 Phase 2	Staff / Lemke	0910-55	11,286		0%	PM Construction & Rehab	1819-6	1,348,501	260,649	0.00%	43%	19%	
WW0305	Lift Station Upgrades, FYE17	Lemke/CP&Y	0910-55	69,800	65,083	93%	Crossland	1718-6	639,533	615,704	0.00%	100%	96%	
WW0307	Sewer Maintenance Project FYE 2017	Staff / Lemke	0910-55	78,400		0%	TBD	TBA	-	-		-		
WW0316	Sewer Maintenance Project FYE 2018	Staff / Lemke	TBA	-	-		TBD		-	-		-		
WW0321	Sewer Maintenance Project FYE 2019	Staff / Lemke	TBA	-	-				-	-		-		
WW0011	WW Flow Metering Phase 2	RJN	-	-	-		RJN Group	0405-116	154,244	130,982	0.00%	-	85%	
multiple	WRF Phase 2 Maintenance Improvements	Garver	1011-148	-	-		Archer Western Construction LLC	1314-136	2,828,517	2,828,517	0.00%	100%	100%	1/14/2018
WA0195	Robinson WL Replacement Phase III	Alan Plummer	1819-06	-	-				-	-		-		
WA0202	Gray/Main WL	Guernsey	1415-120	39,400	39,400	100%			-	-		-		
WA0223	Library WL								-	-		-		
WA0224	Gray/Tonhawa Water Line	Guernsey	1415-120	87,200	14,325	16%			-	-		-		
WA0305	Berry Road WL Replacement Phase 3	Poe & Associates	0910-61	-	-		Central Contracting Services, Inc.	TBA				-		
WW0042	Wastewater Flow Monitoring	(see construction)					HDR Engineering/RJN Group	0910-164	3,437,548	3,437,548	133.74%	100%	100%	10/14/2017
WW0050	WRF Effluent Truck Wash	APAI	1213-54	18,700	18,700	100%	Cannot be Permitted by DEQ		576,699	576,699	0.00%	100%	100%	5/31/2018
WW0058	Effluent Reuse at Composting Facility	APAI	1213-54	45,800	60,567	132%	TBD		-	-		-		
WW0065	WRF Phase 2 Expansion	Garver	1011-148	10,271,800	9,957,098	97%	Archer Western Construction LLC	1314-136	49,325,643	49,325,643	1.030%	100%	100%	1/14/2018
WW0091	Lift Station D Force Main Phase 2	PEC	1617-66	55,800		0%			-	-		-		
WW0204	North WRF Engineering Report	HDR/APAI	1213-134	249,935	249,935	100%	NA		-	-		-		
WW0278	Summit Valley Interceptor	SMC Consultants	1718-130	54,000	11,000	20%			-	-		-		
WW0308	SE Lift Station Payback								-	-		-		
WW0312	WRF Class A Sludge Co-Composting								-	-		-		
WA0212	Update Distribution System Modeling	APAI	1516-85	255,000	243,000	95%			-	-		-		
Totals				19,817,773					93,850,460	76,725,309	81.75%			

**DECEMBER 2018
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	December	Year to date
Fats, oil and grease (FOG) program	31	191
Food license approval	5	15
Significant Industrial Users	0	18
Total inspections	36	224

ROUTINE ACTIVITIES

	December	Year to date
Significant Industrial User sites sampled	0	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 (%)		50%
Household hazardous waste disposal calls	19	162
Immediate assistance requested	1	11

REVENUE

	December	Year to date
FOG Program	\$5,600.00	\$6,550.00
Surcharge	\$20,046.70	\$36,666.52
Lab Analysis Recovery	\$5,680.68	\$8,826.72
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$31,327.38	\$52,043.24

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.

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 December 31, approximately 130,800 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. Submitted Annual Pretreatment Report to DEQ
9. Working with an OU Student on their Capstone Project to determine the feasibility of a permanent HHW Facility
10. Began working with OU for the 2019 Earth Month

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 19		FYE 18	
December, 2018	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	5	7	1	13
Property Owner Responsibility	13	103	23	159
TOTAL	18	110	24	172
Number of Feet of Sewer Cleaned:				
Cleaned	102,145	675,541	67,530	605,526
Rodded	4,165	20,740	2,830	26,310
Foamed	0	83,224	0	84,301
TOTAL	106,310	779,505	70,360	716,137
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	2	4	0	4
Private	1	2	2	5
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	3	6	2	9
Feet of Sewer Lines Televised	30,095	124,038	15,565	129,102
Locates Completed	238	16,044	265	1,629
Manholes:				
Inspected	783	5,401	488	4,443
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	0	4	34
Hours Worked at Lift Station	189	1,298	135	1,126
Hours Worked for Other Departments	0	214	0	160
OJI Percentage	0.00	0.00	3.88	0.82
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.410	0.46	0.420	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	
December, 2018	MONTH	YTD	MONTH	YTD
New Meter Sets:	31	219	22	190
Number Short Sets	29	176	21	184
Number Long Sets	2	43	1	6
Average Meter Set Time	5.75	6.63	2.15	4.97
Number of Work Orders:				
Service Calls	420	2,263	433	2,541
Meter Resets	1	10	3	6
Meter Removals	2	15	8	16
Meter Changes	29	202	40	259
Locates Completed	395	2,622	341	2,257
Number of Water Main Breaks	8	68	20	98
Average Time Water Off	1.56	2.97	1.94	2.10
Fire Hydrants:				
New	1	5	2	7
Replaced	1	2	0	5
Maintained	155	490	73	604
Number of Valves Exercised	70	582	97	622
Feet of Main Construction	471	2,948	412	6,035
Hours of Main Construction	352	3,059	657	5,079
Meter Changeovers	8	40	23	124
OJI Percentage	0.00	0.23	0.00	0.30
Hours Flushing/Testing New Mains	22	204	14.00	369
Hours Worked Outside of Division	45	254	66	478

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
December 1-31, 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.)	352.6	2081.7	276.4	1864.9
Total Effluent Flow (M.G.)	348.8	2017.1	276.4	1829.7
Influent Peak Flow (MGD)	19.9	20.2	10.3	18.3
Effluent Peak Flow (MGD)	19.9	20.2	10.3	17.8
Daily Avg. Influent Flow (MGD)	10.4	11.4	8.9	10.1
Daily Avg. Effluent Flow (MGD)	10.4	11.0	8.9	9.9
Precipitation (inches)	4.2	25.8	0.3	18.0

Discharge Monitoring Report Stats

5 day BOD:

EPA minimum percentage removal 85%

	<u>Avg.</u>	<u>Avg.</u>
Influent Total (mg/l)	188	254
Effluent Carbonaceous Total	2	3
Percent Removal	99.0	98.8
Total Suspended Solids:		
Influent (mg/L)	179	220
Effluent (mg/L)	3	4
Percent Removal	98.3	98.2
Dissolved Oxygen:		
Influent (min)	1.3	0.1
Effluent (min)	6.7	5.9
pH		
Influent (Low)	7.1	6.8
(High)	7.7	7.1
Effluent (Low)	6.8	6.8
(High)	7.5	7.0
Ammonia Nitrogen		
Influent (mg/L)	20.0	29.7
Effluent (mg/L)	0.2	0.3
Percent Removal	99.0	99.1

Utilities

Electrical

Total kWh Used (Plant wide)	519,300	3,191,940	507,240	2,534,840
Aeration Blowers, WSL&Headworks	127,200	838,000	133,100	918,600
UV Facility	42,200	280,200	37,400	222,000

Natural Gas

Total cubic feet/day (plant wide)	998,000	3,420,000	983,000	3,553,000
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Public Education (Tours)

2	16	0	0
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Total Attendees for FYE 19

76	25
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Reclaimed Water System (MG)

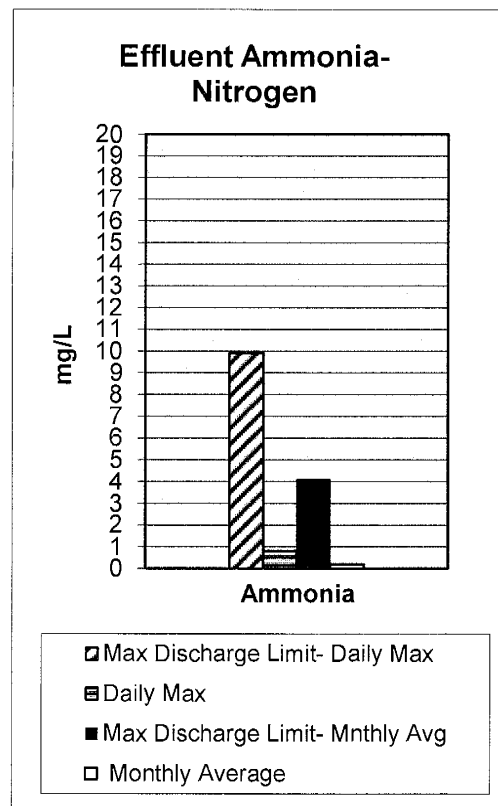
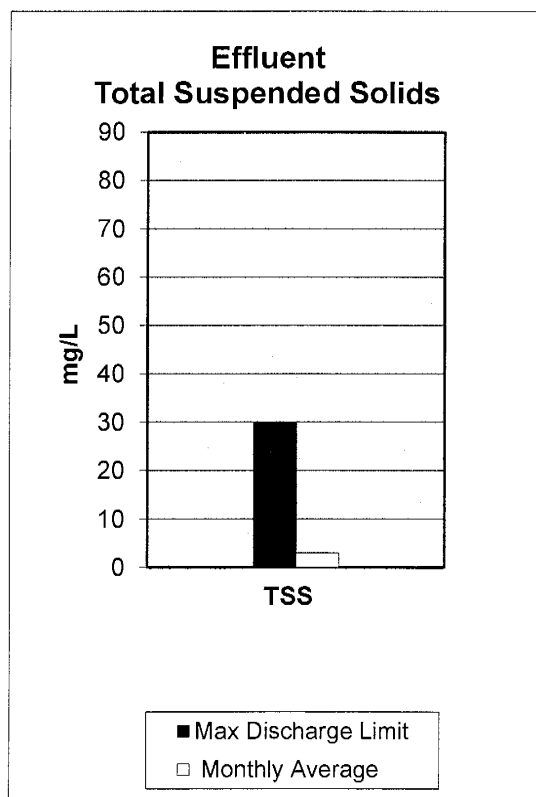
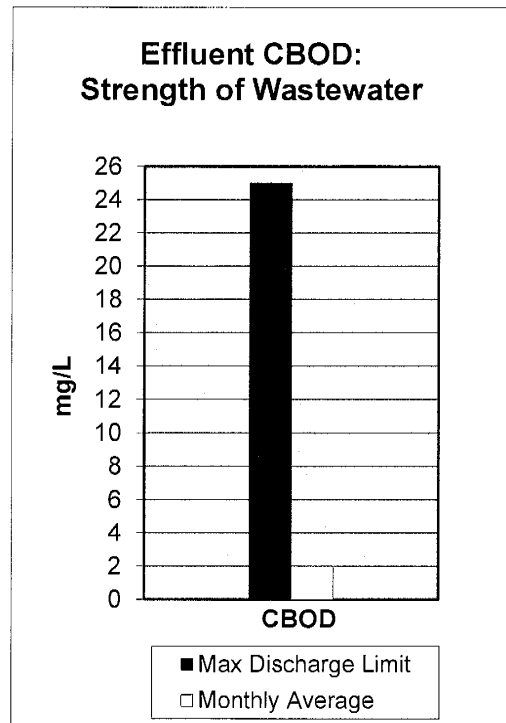
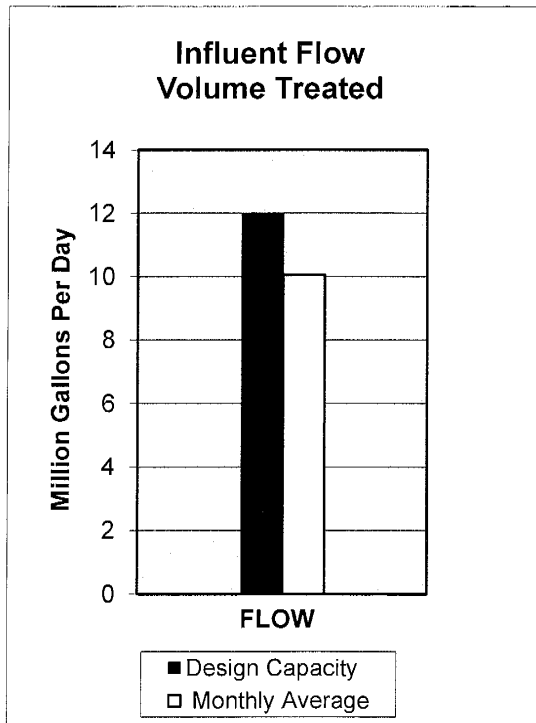
0.0	0.0	0.0	0.0
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OU Golf Course

3.4	47.9	3.8	47.1
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Fecal Coliform average for December 2018 6 **MPN/100ml** (Limit is 1000)

CITY OF NORMAN
WATER RECLAMATION FACILITY
 December 2018



Comments here

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

WATER TREATMENT DIVISION

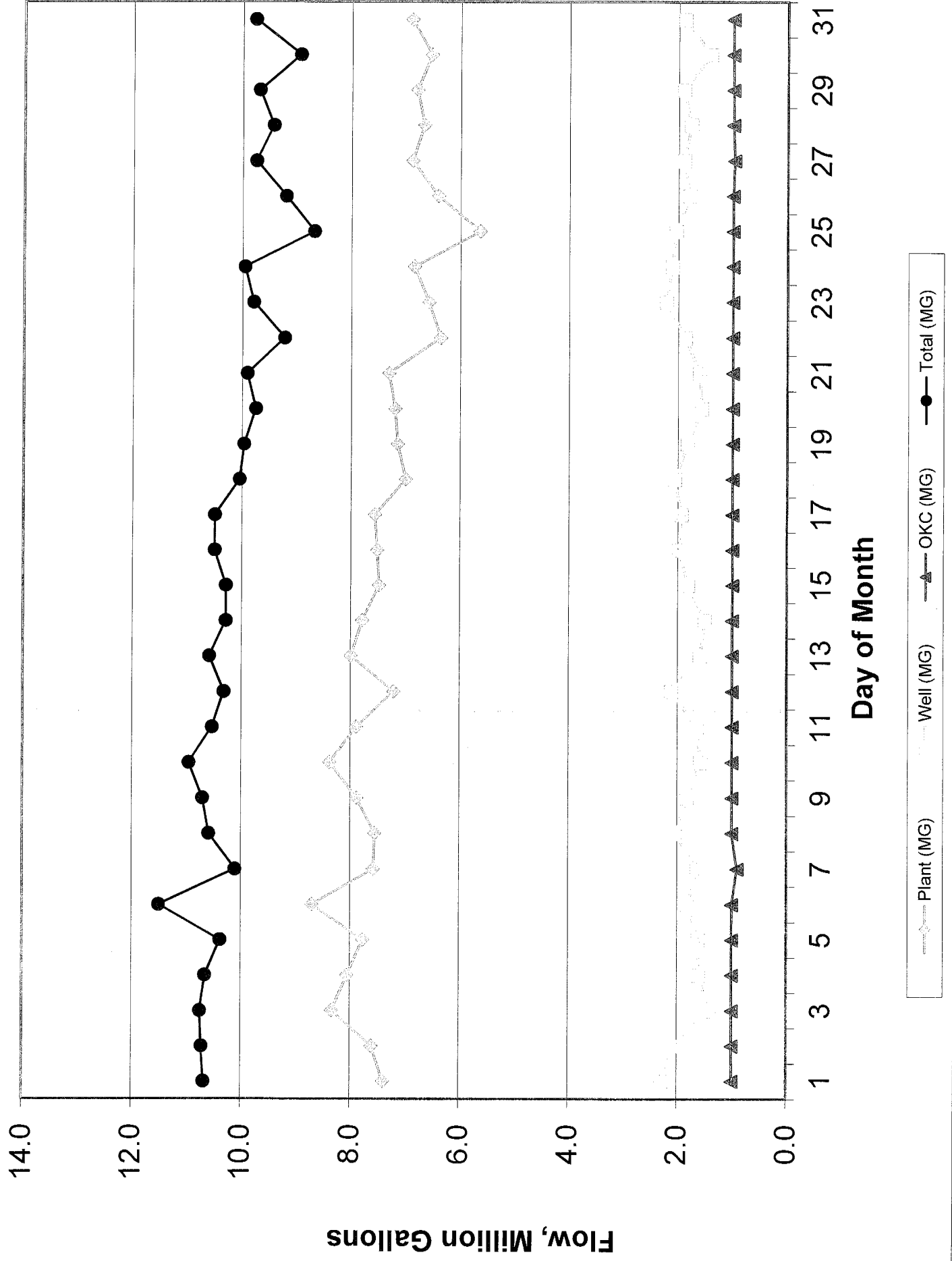
MONTH: December-2018

	FYE 2019		FYE 2018	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	226.87	1834.46	219.32	1830.67
Well Production (MG)	56.37	389.47	80.29	542.09
Oklahoma City Water Used (MG)	30.86	191.61	30.97	182.96
Total Water Produced (MG)	314.10	2415.54	330.58	2555.71
Average Daily Production	10.13	13.13	10.66	13.89
Peak Day Demand				
Million Gallons	11.50	21.29	13.08	20.56
Date	12/6/2018	7/16/2018	12/1/2017	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	\$495,105.03	\$3,106,449.50	\$330,687.00	\$2,100,031.66
Wells	\$190,545.64	\$1,187,068.95	\$200,153.02	\$1,087,163.27
OKC	\$70,840.19	\$475,268.66	\$72,887.69	\$419,850.29
Total	\$756,490.86	\$4,768,787.11	\$603,727.71	\$3,607,045.22
Cost per Million Gallons				
Plant	\$2,182.37	\$1,693.39	\$1,507.78	\$1,147.14
Wells	\$3,380.09	\$3,047.90	\$2,492.94	\$2,005.52
OKC	\$2,295.24	\$2,480.43	\$2,353.65	\$2,294.72
Total	\$2,408.42	\$1,974.21	\$1,826.28	\$1,411.36
Water Quality				
Total Number of Bacterial Samples	80	550	80	481
Bacterial Samples out of Compliance	0	3	0	1
Total number of inquiries (Note 2)	1	20	4	49
Total number of complaints (Note 2)	12	36	1	73
Number of complaints per 1000 service connections	0.30	0.90	0.02	1.43
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	6	4	28
Public Education				
Number of tours conducted	0	6	1	10
Number of people on tours	0	110	10	117

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. Staff has went 3,107 days without a lost time accident.

Water Production for December 2018



SANITATION DIVISION PROGRESS REPORT

December 2018

	FYE 18		FYE 19	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	11	0	11
<u>On The Job Injuries</u>	0	2	0	1
<u>Bulk Pickups</u>	0	61	0	107
<u>Refuse Complaints</u>	0	262	0	293
<u>New Polycarts Requests</u>	0	163	0	258
<u>Polycarts Exchanges</u>	0	49	0	61
<u>Additional Polycart Requests</u>	0	156	0	275
<u>Replaced Stolen Polycarts</u>	0	59	0	102
<u>Replaced Damaged Polycarts</u>	0	386	0	556
<u>Polycarts Repaired</u>	0	153	0	232

COMPOST MONTHLY REPORT

December 2018

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	331.22	1649.49
LANDFILL TIPPING FEE'S	\$ 19.75	19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,541.60	32577.4275
TONS BROUGHT IN BY PUBLIC:	718.00	2390
TONS BROUGHT IN BY CONTRACTORS :	1,240.00	3347
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	40.00	177
LANDFILL TIPPING FEE'S	\$ 19.75	19.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 39,460.50	116801.5
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 46,002.10	200,321.68
REVENUE COLLECTED FROM COMPOST SALES:	1,110.00	2,580.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	0	0	0	0
DRYING BEDS	140	450	0	0
COMPOST SOLD BY CUBIC YARDS	0	0	333	1482
MULCH SOLD BY CUBIC YARDS	0	3,570		0
TOTAL:	140	450	333	1,482

MONTHLY TRANSFER STATION REPORT

Dec 2018

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	249.79	2089.91	\$11,185.59	\$92,837.33
COMMERCIAL TONS	791.83	3838.42	\$41,265.50	\$195,829.50
CASH TONS:	267.09	4422.28	\$14,307.24	\$191,461.18
BRUSH/YDS:	0.00	0.00	\$0.00	\$0.00
PULL OFFS:	19.00	72.13	\$285.00	\$1,005.00
TOTALS:	1308.71	10350.61	\$66,758.33	\$480,128.01

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	367.00	2557.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7168.45	48969.94
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00	117.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00	1010.90
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GRAND TOTAL TONS TO LANDFILLS	7168.45	49242.44
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DISPOSAL COST PER TON (OKC)	\$19.75	\$19.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$141,576.89	\$987,121.59
GRAND TOTAL TIPPING FEE'S	\$141,576.89	\$824,359.27

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	565.00	3332.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3628.99	22503.50
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	387.00	2683.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2347.42	15688.73
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	952.00	5917.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	5976.41	38192.23
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	2.92	8.00
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CURBSIDE MONTHLY RECYCLING REPORT

December-18

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	92%	92%
AVERAGE TONS PER DAY :	14.59	63.08
POUNDS PER HOME:	30.02	122.735

COMMODITY BY TON

	% of Total	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.24%	5.61	35
#1 PET	4.00%	18.09	112.9
NEWS	0.00%	0	0
GLASS CONTAINERS	14.55%	65.79	410.68
MIX PAPER	38.26%	173	1079.9
PLASTIC FILM	2.66%	12.03	75.09
#2 NATURAL	1.19%	5.38	33.59
#2 COLOR	1.09%	4.93	30.77
#3-#7	0.00%	0	0
METAL	0.59%	2.67	16.66
RIGIDS	1.41%	6.38	39.8
TIN-STEEL SCRAP	1.62%	7.32	45.73
TRASH	22.24%	100.56	627.73
OCC	11.15%	50.42	314.71
TOTAL	100.00%	452.18	2822.56

	MONTH	YTD
SERVICE CALLS (MISSES)	65	327
HOUSESIDE	9	57
REMINDER	1	15
SCATTERED	0	0
MISC.	0	1
REPAIR	8	77
NEW	32	234
ADD	7	56
MISSING	3	37
EXCHANGE	0	4
REPLACE	8	37
PICK UP	6	64
		0
		0
		0
TOTAL CALLS	139	909

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$9,342.04	\$58,314.09

Drop Center Report

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$750.00	\$0.00		0	0	\$19.75	312.6	\$6,173.85
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:	\$0.00	\$0.00						

RECYCLING CENTER DATA:	#9	HollyWood	Fairgrounds	Hobby Lobby	Total Tons	PRO/FEE	REVENUES	Net
ALUMINUM:	TONS	TONS	TONS	Tons				
PLASTICS:	0.03	0.26	0.16	0.23	0.68	\$0.00	\$510.00	\$510.00
STEEL CANS:	0.3	2.59	2.3	3.22	8.41	\$0.00	\$420.50	\$420.50
MIXED GLASS	0.11	0.6	0.65	0.84	2.2	\$0.00	\$55.00	\$55.00
MIXED OFFICE PAPER:	0	4.47	4.07	4.21	12.75	(\$255.00)	\$0.00	(\$255.00)
CARDBOARD:	0	4.95	4.68	13.05	22.68	\$0.00	\$0.00	\$0.00
NEWSPAPER:	3.84	18.55	20.14	19.65	62.18	\$0.00	\$4,663.50	\$4,663.50
RECYCLING CENTER TOTALS:	4.28	34.46	38.08	43.1	119.92	-\$255.00	\$5,649.00	\$5,904.00

Cardboard	Other Cardboard Containers	Compactors	Totals
TONS	\$	TONS	Tons
55.73	\$4,179.75	17.03	\$1,277.25
			192.68
			\$5,457.00

Newspaper	Other News Containers
Tons	\$
0	\$0.00
	Total CB
	\$10,120.50
	Total Recy
	\$11,361.00

Rental	\$0.00						
Expenses	Average hrly+ benefits \$26.78						
	Cage Rolloff	Glass	Cardboard	Newsprint	Occ Compact	MXD Office	Total
Hours		52	6	16	8	16	681.07
Labor \$	\$1,392.56	\$160.68	\$15,614.61	\$428.48	\$214.24	\$428.48	\$18,239.05
Vehicle cost	\$63.36	\$10.56	\$2,833.90	\$3,203.55	\$15.84	\$21.12	\$6,148.33
Revenue	\$	Expense	Net				
	\$11,106.00	\$24,387.38	-\$13,281.38				

