

City of Norman



Monthly Departmental Report

January 2013

MONTHLY PROGRESS

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CITY CLERK

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**CITY CLERK
MONTHLY PROGRESS REPORT
JANUARY, 2013**

CITY COUNCIL

Filing dates for Mayor and City Council Wards 1, 3, 5, and 7 was held January 14 - 16, 2013, with the following candidates:

MAYOR	CINDY ROSENTHAL DAVID KEMPF TOM SHERMAN
WARD ONE	ROGER GALLAGHER GREG HEIPLE
WARD THREE	ROBERT CASTLEBERRY BENJAMIN CARTER
WARD FIVE	DAVE SPAULDING LYNNE MILLER
WARD SEVEN	LINDA LOCKETT STEPHEN TYLER HOLMAN

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	8	43	Line Maintenance	9	50
Building Permits	5	42	Municipal Court	3	8
CDBG	2	9	Noise	3	11
City Clerk	13	*302	Parks and Recreation	12	81
City Manager/Mayor	4	11	Planning	2	14
Code Enforcement	16	256	Police	12	101
Data Processing	2	9	Storm Water	3	15
Engineering/Public Works	20	112	Sanitation	43	206
Finance	4	61	Sidewalks	2	17
Fire/Civil Defense	3	20	Streets	14	90
Human Resources	0	5	Street Lights	15	68
Information (General)	26	260	Traffic	10	66
Legal	5	21	Utilities	3	32
WC Questions	26	83	WC Violations	3	30

Total for January	268	Total FYE YTD	2,023
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WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

14 Licenses were issued during the month of January. 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	3	34	Bee Keeper	0	0
Class I Beer	2	10	Solicitor/Peddler (30 day)	0	4
Class II Beer	1	10	Solicitor/Peddler (60 day)	3	3
Mixed Beverage	0	2	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	0	4	Coin-Operated Devices	0	5
Wine & Beer/Winemaker	0	0	Game Machines	0	22
Temporary Food (30 day)	2	14	Taxi/Motorbus/Limousine	1	13
Temp Food (180 day)	1	4	Impoundment Yard	0	0
Temp Food (one day)	1	12	Salvage Yard	0	0
Kennel (renewals)	0	2	Transient Amusement	0	0
Pawnbrokers	0	0	Special Event	0	5
Retail Liquor Store	0	3			

New Establishments/New Licenses

NAME	ADDRESS	LICENSE TYPE(S)
El Chapala Mexican Grill	1101 Elm Avenue	Food Service and Class I and II Beer
Next Level Nutrition	516 North Porter	Food Service

Existing Establishments/New Owner

NAME	ADDRESS	LICENSE TYPE(S)
Gourmet Donuts	518 North Porter	Food Service
Koto Japanese Steakhouse (previously Sake Japanese Steakhouse)	2203 West Main Street, Suite 8	Food Service and Class I Beer

- 1 One Day Temporary Mobile Food License was issued to Waving Wheat Bakery for January 13, 2013, for Norman Art Walk
- 1 30 Day Temporary Mobile Food License was issued to Taco Lopez for January 10 through February 8, 2013
- 2 30 Day Temporary Mobile Food License was issued to Taste of Soul Egg Roll for January 30 through February 28, 2013
- 1 180 Day Temporary Mobile Food License was issued to Big Truck Tacos for January 2 through June 29, 2013
- 3 60 Day Door-to-door Solicitor/Peddler Licenses were issued to Edward Jones Investment Company for January 30 through March 30, 2013

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
01-11-13	Jimmy Stillwell	Tar removal from vehicle – claimant alleges tar splattered onto his vehicle during the recent street resurfacing of Crestland Drive.	\$ 132.00
01-25-13	Victor Mendoza for Maria Martinez	Damages to his tire wheel – claimant alleges he was traveling west on Main Street crossing the I-35 Bridge on January 1, 2013, when he hit a pothole, which damaged the wheel of his vehicle.	\$ 298.25
01-28-13	Mike C. Rainer	Replacement of a bird house and pole – claimant alleges that on November 18, 2012, Norman Police were in pursuit of a suspect when they drove through his yard at 4705 Augusta Drive striking a birdhouse pole destroying the pole and birdhouse.	\$ 142.86
01-28-13	Pat Scavuzzo	Additional medical expenses – claimant alleges she fell on uneven pavement in the Norman Public Library parking lot on March 12, 2012, injuring her knee. She filed a claim in the amount of \$11,578 on November 19, 2012. Ms. Scavuzzo is requesting compensation for pain and suffering, but did not submit monetary value.	\$ 226.84

CLAIMS ADMINISTRATIVELY PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Greta Milatz	Damages to her vehicle –a Police Detective backed into her parked vehicle in the driveway at 1704 Creekside Court on July 9, 2012.	12-18-12 (received in office on January 7, 2013)	\$ 885.04
Baptist Student Union	Damages to a power box –a sanitation truck backed into the power line to their building on November 1, 2012, at 435 1/2 West Boyd pulling the meter box, breaker box, and external wiring off the side of the building.	01-04-13	\$ 1,225.04

CLAIMS PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Hazel McDonald	Damages to personal property, landscaping, and garage floor – a waterline break at 2377 Wheaton Drive on April 14, 2012, flooded her garage damaging stores items and causing black spots to develop on the concrete garage floor. Line Maintenance damaged landscaping when they removed portions of her driveway to repair the leak.	01-22-13	\$ 1,986.00 Reduced from \$2,276.00

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING

A Business and Community Affairs Committee meeting was held on January 3, 2013, to continue discussion on streamlining the development process.

COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING

A Community Planning and Transportation Committee meeting was held on January 28, 2013, regarding CART ridership report including saferide and extended service, continued discussion of a draft ordinance establishing a High Density Residential Zoning District, and an update on the City of Norman Wayfinding Signage Study.

CONFERENCES

A City Council Conference was held on January 8, 2013, regarding the Central Oklahoma Master Conservancy District's imposition of a 10% water allocation reduction and related water conservation measures and Legacy park construction bids.

A City Council Conference was held on January 22, 2013, regarding the Curbside Recycling Program and evaluation of Request for Proposals received January 10, 2013.

A City Council Conference was held on January 29, 2013, regarding follow-up discussion on the review of Parks Maintenance and Recreation Programming.

FINANCE COMMITTEE MEETING

A Finance Committee meeting was held January 16, 2013, regarding the FYE 2013 Mid-Year Budget Review, Revenue/Expenditure Report as of December 31, 2012; and a report on open positions.

OVERSIGHT COMMITTEE MEETING

A City Council Oversight Committee meeting was held January 9, 2013, regarding continued discussion of the commercial lighting ordinance and water conservation measures and activities relative to the eastern red cedar and drought resistant landscaping.

STUDY SESSIONS

A Study Session was held on January 15, 2013, regarding the Regional Outdoor Warning Systems Policy and shelter requirements.

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
LIBRARY			
1/02/2013 ELECTRICAL	Lights repaired	60	1
1/07/2013 ELECTRICAL	Lights repaired and power source in dock located	120	2
1/07/2013 MISC/ELECTRICAL	Correct keys and light repaired	60	1
1/11/2013 ELECTRICAL	Lights in cubicle repaired	30	0.5
1/14/2013 ELECTRICAL	Lights repaired	60	1
1/02/2013 PLUMBING	Outside faucet rebuilt	90	1.5
1/03/2013 PLUMBING	Stool blockage in men's bathroom	60	1
1/04/2013 MISCELLANEOUS	Quotes for remodel	240	4
1/07/2013 PLUMBING	Water line blockage repaired	150	2.5
1/07/2013 MISCELLANEOUS	Consult on plumbing issues	60	1
1/07/2013 PLUMBING	Sink blockage in story time room	60	1
1/07/2013 PLUMBING	Toilet flange in men's bathroom replaced	90	1.5
1/07/2013 PLUMBING	Lavatory faucet repaired	60	1
1/08/2013 PLUMBING	Water flow adjustment on drinking fountain	60	1
1/16/2013 PLUMBING	Lavatory water leak repaired	60	1
1/17/2013 MISCELLANEOUS	Partition in bathroom stall repaired	90	1.5
1/17/2013 PLUMBING	Lavatory silicone replaced in women's bathroom	90	1.5
1/30/2013 PLUMBING	Stool blockage and lavatory faucet replaced	150	2.5
1/31/2013 MISCELLANEOUS	Hang paper towel dispenser in women's bathroom	60	1
1/31/2013 PLUMBING	Flush valve on urinal rebuilt	60	1
1/15/2013 ELECTRICAL	Freeze thermostat reset	60	1
Facility Subtotal		1770	29.5
Total		1770	29.5
MUNICIPAL BUILDING - BUILDING C			
1/02/2013 ELECTRICAL	Lights repaired	60	1
1/11/2013 ELECTRICAL	Lights repaired	30	0.5
1/14/2013 ELECTRICAL	Electrical problem in southeast hall	60	1
1/23/2013 ELECTRICAL	Lights repaired	60	1
1/08/2013 PLUMBING	Stool blockage in women's bathroom	60	1
1/22/2013 PLUMBING	Garbage disposal repaired	60	1
1/11/2013 ELECTRICAL	GFCI and weatherproof cover replaced	60	1
1/25/2013 ELECTRICAL	Power in building checked	60	1
1/28/2013 ELECTRICAL	Outlet installation	420	7
1/30/2013 ELECTRICAL	Outlets added	480	8
Facility Subtotal		1350	22.5
Total		1350	22.5
MUNICIPAL BUILDING - BUILDING A			
1/14/2013 ELECTRICAL	Circuit and power checked	60	1
1/08/2013 PLUMBING	Stool blockage in men's bathroom	60	1
1/09/2013 MISCELLANEOUS	Door repaired	60	1
1/10/2013 MISCELLANEOUS	Door repaired	60	1
1/18/2013 PLUMBING	Flush valve on stool in men's bathroom rebuilt	60	1
1/22/2013 MISCELLANEOUS	Door repaired	60	1
1/08/2013 HVAC	Chiller and air handlers checked	240	4
1/09/2013 HVAC	Chiller checked	240	4
1/10/2013 HVAC	VAV's checked	240	4
1/11/2013 HVAC	Flow switch chiller repaired	240	4
1/14/2013 HVAC	Air handlers checked	240	4
1/16/2013 HVAC	Temperature checked	240	4
1/25/2013 HVAC	Air handlers checked	240	4
1/28/2013 HVAC	Air handlers checked	240	4
1/31/2013 HVAC	Air handlers checked	240	4
Facility Subtotal		2520	42

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
MUNICIPAL BUILDING - BUILDING B			
1/14/2013 MISCELLANEOUS	Sound and odor problem in basement investigated	90	1.5
1/15/2013 ELECTRICAL	Lights repaired	60	1
1/16/2013 ELEC/MISC	Lights and ceiling repaired	60	1
1/17/2013 ELEC/MISC	Lights and ceiling repaired	360	6
1/23/2013 ELEC/MISC	Lights and ceiling repaired and locate parts	180	3
1/24/2013 ELEC/MISC	Lights and ceiling repaired	240	4
1/25/2013 ELEC/MISC	Lights, ceiling, sound and odor report, and tripped breaker	120	2
1/11/2013 MISCELLANEOUS	Door repaired	60	1
1/11/2013 PLUMBING	Toilet flange on stool replaced	90	1.5
1/14/2013 MISCELLANEOUS	Door repaired	60	1
1/16/2013 PLUMBING	Lavatory faucet repaired	60	1
1/17/2013 MISCELLANEOUS	Door repaired	60	1
1/17/2013 PLUMBING	Lavatory mixing valve repaired	180	3
1/22/2013 PLUMBING	Flush valve on stool rebuilt	60	1
1/22/2013 PLUMBING	Kitchen sink drain blockage	60	1
1/23/2013 ELECTRICAL	Assisted electrician	60	1
1/23/2013 PLUMBING	Stool blockage in basement bathroom	60	1
1/24/2013 MISCELLANEOUS	Ceiling in court replaced	240	4
1/25/2013 PLUMBING	Bowl wax on stool replaced	90	1.5
1/28/2013 MISCELLANEOUS	Consult with mold inspector	60	1
1/31/2013 PLUMBING	Stool blockage in women's bathroom	60	1
1/31/2013 MISCELLANEOUS	Consult for new coffee machine	60	1
1/11/2013 HVAC	A/C units checked	240	4
1/17/2013 HVAC	Air flow in detectives area checked	120	2
1/15/2013 MISCELLANEOUS	Chair repaired	60	1
1/16/2013 MISCELLANEOUS	Automatic door repaired	60	1
1/17/2013 ELEC/MISC	Lights added and tiles replaced	120	2
1/25/2013 ELECTRICAL	Overload breaker checked	60	1
Facility Subtotal		3030	50.5
MUNICIPAL BUILDING - CITY HALL			
1/02/2013 ELECTRICAL	Door locks and controls installed and operation checked	60	1
1/14/2013 PLUMBING	Stool blockage in women's bathroom	60	1
1/31/2013 MISCELLANEOUS	Ceiling tiles installed	60	1
1/03/2013 HVAC	HVAC system checked	240	4
1/09/2013 HVAC	HVAC system checked	240	4
1/10/2013 HVAC	HVAC system checked	240	4
1/17/2013 HVAC	HVAC system checked	240	4
1/18/2013 HVAC	HVAC system checked	240	4
1/25/2013 HVAC	HVAC system checked	240	4
1/28/2013 HVAC	HVAC system checked	240	4
Facility Subtotal		1860	31
Total		7410	123.5
LINDSEY STREET YARD ADMINISTRATION			
1/08/2013 PLUMBING	Tank type flush valve on stool rebuilt	60	1
Facility Subtotal		60	1
Total		60	1
TRAFFIC CONTROL			
1/07/2013 ELECTRICAL	Lights repaired	90	1.5
1/22/2013 ELECTRICAL	Lights repaired in warehouse	120	2
1/23/2013 ELECTRICAL	Lights repaired	480	8
Facility Subtotal		690	11.5
Total		690	11.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
POLICE ADMINISTRATION			
1/28/2013 ELECTRICAL	Heater circuit repaired	60	1
	Facility Subtotal	60	1
	Total	60	1
POLICE RANGE			
1/29/2013 HVAC	Heat/AC repaired	120	2
1/30/2013 HVAC	Heater repaired	120	2
1/17/2013 PLUMBING	Stool blockage in women's bathroom	60	1
1/22/2013 PLUMBING	Flush valve on urinal repaired	60	1
1/14/2013 HVAC	Heat at pistol range checked	240	4
1/30/2013 HVAC	Heaters checked	240	4
	Facility Subtotal	840	14
	Total	840	14
ANIMAL WELFARE			
1/03/2013 PLUMBING	Water heater cleanout - routine	90	1.5
1/07/2013 MISCELLANEOUS	Chalk board installation	60	1
1/10/2013 PLUMBING	Sink drain blockage	60	1
1/22/2013 PLUMBING	Sewer blockage	120	2
1/23/2013 PLUMBING	Bury hydrant replaced	120	2
1/07/2013 HVAC	Heater at dog pound repaired	240	4
1/17/2013 HVAC	Heater checked - dog pound	120	2
1/30/2013 HVAC	Heaters at dog pound checked	240	4
1/15/2013 ELECTRICAL	Lights repaired	120	2
1/16/2013 ELECTRICAL	Lights on roof repaired	60	1
1/17/2013 HVAC	Heater on roof repaired	90	1.5
	Facility Subtotal	1320	22
	Total	1320	22
FIRE STATION #1			
1/02/2013 ELECTRICAL	Power outage	60	1
1/30/2013 PLUMBING	Sink blockage	60	1
1/02/2013 ELECTRICAL	Electric panel checked	60	1
1/16/2013 ELECTRICAL	Electric panel buzzing sound checked	60	1
	Facility Subtotal	240	4
	Total	240	4
FIRE STATION #2			
1/18/2013 PLUMBING	Lavatory drain blockage in men's bathroom	60	1
	Facility Subtotal	60	1
FIRE STATION #3			
1/30/2013 PLUMBING	Kitchen sink blockage	60	1
	Facility Subtotal	60	1
FIRE STATION #4			
1/31/2013 HVAC	Heater repaired	240	4
1/10/2013 PLUMBING	Shower blockage	60	1
1/31/2013 HVAC	Heaters checked	240	4
	Facility Subtotal	540	9

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
FIRE STATION #6			
1/16/2013 MISCELLANEOUS	Dryer vent run	120	2
1/16/2013 PLUMBING	Kitchen sink sprayer replaced	60	1
1/18/2013 PLUMBING	Condensate lines on roof run	240	4
1/02/2013 ELECTRICAL	Photo eye on roof repaired	240	4
	Facility Subtotal	660	11
FIRE STATION #7			
1/11/2013 ELECTRICAL	Lights repaired	30	0.5
1/14/2013 ELECTRICAL	Lights repaired	60	1
1/24/2013 ELECTRICAL	Lights, circuit repair and emergency system test	120	2
1/25/2013 ELECTRICAL	Lights repaired and circuits installed	300	5
1/16/2013 MISCELLANEOUS	Consult with Supervisor	90	1.5
	Facility Subtotal	600	10
FIRE STATION #8			
1/14/2013 HVAC	Garage heater gas valves repaired	120	2
1/14/2013 HVAC	Heater repaired	120	2
	Facility Subtotal	240	4
	Total	2160	36
PARK - ANDREWS PARK			
1/15/2013 ELECTRICAL	Electric wire run in rental building	60	1
1/23/2013 MISCELLANEOUS	Consult with contractor - rental building	120	2
1/04/2013 HVAC	Heater repaired	150	2.5
1/18/2013 HVAC	Heater at bathroom repaired	60	1
1/04/2013 ELEC/HVAC	Lights in shelters and heaters repaired	240	4
	Facility Subtotal	630	10.5
PARK - FALLS LAKEVIEW			
1/03/2013 HVAC	Heater repaired in well house	90	1.5
	Facility Subtotal	90	1.5
PARK - GRIFFIN PARK			
1/28/2013 PLUMBING	P-trap on lavatory in silo replaced	60	1
	Facility Subtotal	60	1
PARK - NE LIONS PARK			
1/04/2013 PLUMBING	Drinking fountain blockage	90	1.5
	Facility Subtotal	90	1.5
PARK - REAVES - COMMUNITY BUILDING			
1/08/2013 PLUMBING	Kitchen sink vent in concession repaired	120	2
	Facility Subtotal	120	2
WESTWOOD TENNIS CENTER			
1/14/2013 PLUMBING	Ice machine removed	90	1.5
	Facility Subtotal	90	1.5
	Total	1080	18

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
PARKS AND RECREATION ADMINISTRATION			
1/09/2013 MISCELLANEOUS	Consult with Parks	60	1
1/18/2013 PLUMBING	Garbage disposal repaired	60	1
1/08/2013 ELECTRICAL	Circuit for parks building located and marked	90	1.5
1/18/2013 ELECTRICAL	Lights repaired	90	1.5
	Facility Subtotal	300	5
	Total	300	5
FIREHOUSE ART CENTER			
1/11/2013 ELECTRICAL	Lights repaired, power for AC/Heater repaired	30	0.5
1/15/2013 HVAC	Heater repaired	240	4
1/14/2013 ELECTRICAL	Lights repaired	120	2
	Facility Subtotal	390	6.5
	Total	390	6.5
HISTORICAL HOUSE			
1/03/2013 PLUMBING	Sump pump in basement repaired	60	1
	Facility Subtotal	60	1
	Total	60	1
SANTA FE DEPOT			
1/03/2013 ELECTRICAL	Lights repaired	30	0.5
	Facility Subtotal	30	0.5
	Total	30	0.5
PARK - REAVES PARK			
1/02/2013 MISCELLANEOUS	Consult with Parks re: NE Complex	120	2
1/11/2013 PLUMBING	Drinking fountain removed, drained and capped off	120	2
1/28/2013 MISCELLANEOUS	Consult with parks department	180	3
	Facility Subtotal	420	7
RECREATION CENTER - 12TH AVENUE			
1/09/2013 ELECTRICAL	Camera installed, security lights repaired	120	2
1/11/2013 ELECTRICAL	Outside lights repaired	120	2
1/14/2013 ELEC/HVAC	Lights repaired and heater repaired	60	1
1/15/2013 ELEC/HVAC	Lights and heater repaired	60	1
1/09/2013 MISCELLANEOUS	Benches installed in bathroom	180	3
1/10/2013 PLUMBING	Drinking fountain blockage	90	1.5
1/16/2013 PLUMBING	Water heater gas valve repair	90	1.5
1/22/2013 PLUMBING	Stool blockage in men's bathroom	60	1
1/28/2013 PLUMBING	Floor drain blockage	120	2
1/30/2013 PLUMBING	Water heater repaired	90	1.5
1/15/2013 HVAC	Heater repaired	240	4
1/18/2013 MISCELLANEOUS	A/C replacement bid	240	4
1/15/2013 HVAC	Heater repaired	120	2
1/16/2013 ELECTRICAL	Water heater repaired	60	1
1/16/2013 ELECTRICAL	Lights in office and motor on roof repaired	240	4
	Facility Subtotal	1890	31.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
RECREATION CENTER - IRVING			
1/02/2013 ELECTRICAL	Security system installed	60	1
1/04/2013 ELECTRICAL	Security system installed, heaters and lights checked	60	1
1/04/2013 ELECTRICAL	Security system installed, heaters and lights checked	90	1.5
1/07/2013 MISCELLANEOUS	Correct keys	30	0.5
1/08/2013 ELECTRICAL	Camera installed and security lights repaired	300	5
1/09/2013 ELECTRICAL	Camera installed and security lights repaired	240	4
1/16/2013 ELECTRICAL	Lights and security system checked	120	2
1/28/2013 ELECTRICAL	Lights in gym and security lights repaired	120	2
1/29/2013 ELECTRICAL	Lights repaired and camera security checked	240	4
1/30/2013 ELECTRICAL	Lights repaired and camera security checked	60	1
1/29/2013 HVAC	Heater repaired	480	8
1/28/2013 ELECTRICAL	Lights repaired - gym	60	1
1/29/2013 ELEC/HVAC	Lights repaired and heater repaired - gym	240	4
Facility Subtotal		2100	35
RECREATION CENTER - LITTLE AXE			
1/04/2013 ELECTRICAL	Underground power lines repaired and verified	90	1.5
1/17/2013 ELECTRICAL	Underground located and repaired	60	1
1/28/2013 ELECTRICAL	Underground power repaired in ballfield	300	5
1/03/2013 PLUMBING	Kitchen faucet repaired	180	3
1/11/2013 PLUMBING	Water heater element replaced	120	2
1/14/2013 PLUMBING	Washing machine repaired	150	2.5
1/24/2013 MISCELLANEOUS	Consult with roofers	180	3
Facility Subtotal		1080	18
RECREATION CENTER - WHITTIER			
1/07/2013 MISCELLANEOUS	Correct keys	30	0.5
1/03/2013 HVAC	Gym heaters checked	240	4
1/16/2013 HVAC	Gym heaters repaired	240	4
1/24/2013 HVAC	Gym heaters repaired	480	8
1/17/2013 HVAC	Heater repaired	150	2.5
1/24/2013 HVAC	Heaters in gym repaired	420	7
Facility Subtotal		1560	26
Total		7050	117.5
SENIOR CITIZENS CENTER			
1/24/2013 PLUMBING	Kitchen sink blockage	60	1
1/25/2013 PLUMBING	Sewer blockage	150	2.5
1/28/2013 PLUMBING	Sewer blockage	120	2
1/29/2013 PLUMBING	Sewer blockage	120	2
1/30/2013 PLUMBING	Lavatory drain replaced and sewer in basement cleaned out	120	2
1/31/2013 PLUMBING	Access panel installed on plumbing	60	1
1/08/2013 ELECTRICAL	Lights repaired and emergency lights replaced	240	4
1/09/2013 ELECTRICAL	Emergency lights replaced	120	2
1/10/2013 ELECTRICAL	Emergency lights installed	60	1
1/18/2013 ELECTRICAL	Lights repaired	60	1
Facility Subtotal		1110	18.5
Total		1110	18.5
WESTWOOD CLUB HOUSE			
1/02/2013 HVAC	Heater repaired in café	60	1
1/02/2013 HVAC	Heater repaired	240	4
Facility Subtotal		300	5
Total		300	5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
WESTWOOD POOL			
1/31/2013 ELECTRICAL	Pool lights repaired	240	4
1/31/2013 ELECTRICAL	Assist with electrical	120	2
1/18/2013 ELECTRICAL	Pool pump repaired	90	1.5
	Facility Subtotal	450	7.5
	Total	450	7.5
WATER TREATMENT PLANT			
1/02/2013 MISCELLANEOUS	Order electrical parts	60	1
1/02/2013 MISC/ELEC	Fuse temps for heat delivered and installed	60	1
1/04/2013 MISCELLANEOUS	Well # 20 demolished and salvaged	180	3
1/04/2013 ELECTRICAL	Heater circuit repaired	60	1
1/09/2013 ELECTRICAL	Lights repaired and hi-service wire repaired	120	2
1/15/2013 ELECTRICAL	Service wire repaired for hi service #1	240	4
1/16/2013 ELECTRICAL	Service wire repaired for hi service #1	60	1
1/02/2013 PLUMBING	Drinking Fountain blockage	60	1
1/23/2013 PLUMBING	Ice machine removed	60	1
1/02/2013 HVAC	Heater for lab repaired	240	4
1/04/2013 HVAC	Heater repaired	240	4
1/08/2013 HVAC	Heater repaired	240	4
1/04/2013 ELECTRICAL	Service disconnect and remodel devices for demo	240	4
	Facility Subtotal	1860	31
	Total	1860	31
LINE MAINTENANCE FACILITY			
1/07/2013 ELECTRICAL	Outside lights repaired	90	1.5
	Facility Subtotal	90	1.5
	Total	90	1.5
WASTEWATER TREATMENT PLANT			
1/04/2013 HVAC	Heater repaired	240	4
1/02/2013 ELECTRICAL	Lights repaired	90	1.5
1/03/2013 ELECTRICAL	Boiler for sludge and new pump connection	390	6.5
1/07/2013 MISCELLANEOUS	Equipment picked up for motor repaired	60	1
1/07/2013 ELECTRICAL	Power loss traced to centrifuge	120	2
1/07/2013 ELECTRICAL	Underground wires to boilers pulled	240	4
1/08/2013 ELECTRICAL	Motors megged and bad VFD found	150	2.5
1/09/2013 ELECTRICAL	Sewer pump and VFD repaired	360	6
1/14/2013 ELECTRICAL	Lights repaired	120	2
1/25/2013 ELECTRICAL	VFD installed and motor megged	120	2
1/31/2013 ELECTRICAL	Transfer pump changed out	480	8
	Facility Subtotal	2370	39.5
	Total	2370	39.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT

JANUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
SANITATION DIVISION BUILDING			
1/08/2013 ELECTRICAL	Circuit installed	180	3
1/10/2013 ELECTRICAL	Circuit installed	240	4
1/11/2013 ELECTRICAL	Circuit installed	240	4
1/14/2013 ELECTRICAL	Compactor repaired - Antique Garden	90	1.5
1/16/2013 ELECTRICAL	Compactor repaired - Antique Garden	120	2
1/16/2013 ELECTRICAL	Circuit installed	120	2
1/23/2013 ELECTRICAL	Compactor repaired - Antique Garden	120	2
1/24/2013 ELECTRICAL	Compactor repaired - Antique Garden	60	1
1/29/2013 ELECTRICAL	Compactor repaired - Health Complex	120	2
1/02/2013 PLUMBING	Tank type flush valve rebuilt	60	1
1/23/2013 PLUMBING	Kitchen sink drain replaced	120	2
1/03/2013 HVAC	Heater in compactor hydraulic tank checked	60	1
1/10/2013 ELECTRICAL	Stove circuit installation	240	4
1/11/2013 ELECTRICAL	Stove circuit installation	180	3
1/18/2013 ELECTRICAL	Compactor at paved alley repaired	180	3
	Facility Subtotal	2130	35.5
TRANSFER STATION			
1/02/2013 PLUMBING	Bury hydrant frozen	150	2.5
1/09/2013 PLUMBING	Bury hydrant replaced	180	3
	Facility Subtotal	330	5.5
	Total	2460	41
COMPOST FACILITY			
1/17/2013 HVAC	Heater thermostat checked	60	1
	Facility Subtotal	60	1
	Total	60	1
FLEET MAINTENANCE			
1/11/2013 PLUMBING	Sewer blockage	90	1.5
1/07/2013 HVAC	Heater in parts room repaired	240	4
1/07/2013 MISCELLANEOUS	Truck evaluation and lights repaired	60	1
1/22/2013 ELECTRICAL	Fuel island and waste oil heaters in shop unhooked	240	4
1/22/2013 ELECTRICAL	Lights repaired in office	60	1
	Facility Subtotal	690	11.5
	Total	690	11.5
FACILITY MAINTENANCE			
1/07/2013 MISCELLANEOUS	Truck fueled, cleaned, and shop stocked	60	1
1/10/2013 MISCELLANEOUS	Award presentation	240	4
1/15/2013 MISCELLANEOUS	Safety meeting	60	1
1/17/2013 MISCELLANEOUS	Truck cleared and shop stocked	60	1
1/25/2013 MISCELLANEOUS	Fuel and clean truck, stock shop	60	1
1/08/2013 HVAC	Gas valve on heater replaced	120	2
1/10/2013 MISCELLANEOUS	Awards presentation	180	3
1/10/2013 MISCELLANEOUS	Truck cleaned	30	0.5
1/29/2013 PLUMBING	New water lines run	360	6
1/02/2013 MISCELLANEOUS	Truck fuel, oil added and cleaned	90	1.5
1/10/2013 MISCELLANEOUS	Awards presentation	180	3
1/14/2013 MISCELLANEOUS	Shop cleaned	120	2
1/15/2013 MISCELLANEOUS	Safety meeting, refueled and cleaned out van	120	2
1/17/2013 MISCELLANEOUS	Truck and shop cleaned	60	1
1/18/2013 MISCELLANEOUS	Van washed	60	1
	Facility Subtotal	1800	30
	Total	1800	30
	Grand Total		600

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

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

2/1/2012

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
WW0055	Sewer Maintenance Plan FYE 10	\$0	\$800,000	Sewer Maintenance 321
WW0303	Lift Station D Improvements	\$0	\$550,000	New Development Excise Tax 322
WB0185	FYE2010, Water Well Supply Line: 12-inch	\$0	\$150,000	Water Bond Fund 031
WB0186	FYE2010, Water Well Supply Line: 16-inch	\$0	\$150,000	Water Bond Fund 031
WA0149	Hall Park Waterline Replacements	\$30,000		Water Fund 031
PUBLIC WORKS				
TR0239	Clasien/Imhoff Intersection Improvements*	\$ 25,000.00	\$0	Capital 50
TR0238	Robinson/NE 12th Intersection Improvements*	\$ 50,000.00	\$0	Capital 50
UT0007	I-35/Robinson Interchange*	\$ 25,000.00	\$0	UNP 027
TR0054/BP0054	60th NW: Tecumseh - Indian Hills Rd.*	\$0	\$0	Capital 50
TR0203/BP0203	Robinson RR Grade Separation*	\$300,000.00 - 400,000.00	\$0	Capital 50
AR0243/TR0243	Porter Ave Gap Paving: Rock Creek - Tecumseh*	\$0	\$0	Capital 50
UT0006	24th NW/Legacy Park	\$0	\$0	UNP 027
SC0521	Tecumseh: 48 NW - N. Interstate Dr. West***	\$ 75,000.00	\$0	Capital 50
SC0522	Lindsey: Shadowridge Dr. - Ed Noble Parkway***	\$ 35,000.00	\$0	Capital 50
SC0523	24th NW: Boardwalk - Tee Drive***	\$ 40,000.00	\$0	Capital 50
	HWY 9 Signal Improvements	NA	NA	100 % Federal Funding
	Main Street Lighting	NA	NA	100% Federal Funding
CITY CLERK				
EF10004	Library Lighting Replacement	\$0	\$0	Capital 50

Notes

* Project at least partially funded through ODOT. Final accounting occurs with ODOT audits that generally take 2-4 years after project completion.

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

***ODOT/City Resurfacing Projects scheduled to be let in February '13 with construction March/April '13

Other

At the City's urging, ODOT is pursuing an emergency repair project for the I-35/Indian Hills Road Bridge. This project will involve repairs to the bridge substructure and deck. The project will be on the City Council agenda on 2-12-2013. A bid letting is anticipated in February 2013 with construction in March/April 2013. The City is responsible for the deck at an estimated cost of \$211,221.

COMMUNITY RELATIONS 2B

Community Relation's Office
January 2013

Number of press releases	17
Contacts with the media	12
<i>Norman News</i> Membership	1080
Web Site Visits	55,662
Facebook Followers	1,091
Twitter City of Norman Followers	476

DEVELOPMENT COORDINATOR 2C

City of Norman
Development Coordinator
Monthly Report – January 2013

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

General Inquiries, Contacts and Meetings

- Norman Downtowners Monthly Meeting
- Business and Community Affairs
- Planning Commission
- Development Review Team
- Pre-Development Meetings (with public and applicants)
- City Council
- Community Planning and Transportation Committee
- Presentation to Public Works Leadership Team regarding proposed development changes
- City Council Oversight Committee

Building Permit and Plat Application Meetings

- Continued working with property owners affected by recent wildfires to discuss building permit options for rebuilding efforts
- Assisted in meetings with staff and homeowners regarding questions and options for buildings and lot line adjustments on their properties.
- Met with staff , property owner and surrounding residents to discuss fencing for a commercial development
- Assisted new ownership at local commercial development in exploring options for additional property signage
- Met with staff and property developers regarding fire protection and fire lane requirements for a new commercial development
- Attended “Brown Bag Lunch” meeting with staff and representatives from the Builders Association of South Central Oklahoma to discuss issues regarding residential electrical inspections
- Met with staff and representatives from the development community to discuss the proposed preliminary plat extension process
- Worked with staff regarding development of plan review checklists
- Discussed consent to encroach requirements with staff and homeowner.
- Met with staff and local restaurant owner regarding plan revisions for prospective new restaurant
- Discussed zoning requirements with staff regarding proposed daycare facility
- Met with staff and company representatives regarding a proposed development on West Main St.
- Assisted non-profit organization in permitting and permit fee waiver for volunteer home rebuilding effort
- Met with staff and developer representative regarding renovations to an existing building for an industrial prospect
- Worked with staff and the owner’s representatives regarding requirements for renovations and an addition to a sorority house
- Discussed long term prospects for continued subdivision development and zoning changes with staff, the developer and developer’s representatives
- Met with staff and the project developer to discuss requirements for a new restaurant in the Campus Corner area.

Development Process Improvements

- ***Preliminary Plat Expiration Extension*** – At the request of the Norman Developer's Council (NDC), a meeting was conducted to discuss the potential of extending the expiration period of preliminary plats from its current time period, 3 years (with an 2 additional years if any portion is final platted), to 5 years. Expiration periods vary from 1 year to 5 years for preliminary plat expiration in the OKC Metro.

This request is being made from the NDC in an effort to help accommodate larger preliminary plats that may not be able to finish the required public improvements for final platting in five years, and also as a response to relieve some platting costs that developments may occur for multiple preliminary plat submittals and approvals.

Currently a draft ordinance has been developed for review by both staff and the development community. This ordinance has been presented to the Council Business and Community Affairs committee. Final revisions of the draft will be presented to the committee and Planning Commission in February 2013.

- ***Preliminary Plat Expiration Calendar*** – work continues on development of a calendar that identifies all of the currently active preliminary plats in Norman. This calendar will track the expiration date of those plats and will serve as a valuable reference for both staff and the development community alike.

Currently, work is nearing completion on the project. This calendar has been developed utilizing an easily maintainable spreadsheet that can be progressively updated by staff. It should be implemented by March 2013.

- ***ICC and NFPA Code Clarification Project*** – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear. Diagrams and language that could be included as part of the clarification item, should assist in making code clarifications and other information provided to contractors and developers more clear. As codes change and additional topics of clarification are identified, this page and subsequent material can be updated.

Work continues to research processes and obtain examples from other cities. Building inspection and fire inspection staff will meet for progress reports periodically. During this month research has continued to look at examples from other communities and determine some common themes of code clarification topics.

- ***Development Handbook*** – works continues to create a handbook outlining the development process in Norman. The handbook would be a resource to assist and provide information to potential development prospects regarding requirements, documents, schedules and committees that are involved in the City of Norman property and Commercial development process. When complete, the handbook could be utilized as a resource for developers, landowners, architects and engineers who may be unfamiliar with the City's development processes. The handbook could also serve as a resource for follow-up reference if individuals have questions following pre-application meetings. This project could be beneficial in providing a resource to allow for more initial information and less problems with development applications.

The first chapter is in the process of being revised, utilizing examples and research from the City Zoning Ordinance and Sub-Division regulations. Work is currently underway on the re-zoning and final plat chapters.

- ***Construction Information for Developers and Businesses*** – work continues on outlining process for informing local developers and businesses of potential impacts from public construction projects. This project is designed to continue establishing a good working relationship with the business community and allow identification of potential problems or issues that may arise for businesses/development during the public construction. With early identification and dialogue, perhaps the impact to businesses can be lessened and/or solutions to problems can be implemented early in the construction process.

As part of this project, an email list to communicate with businesses impacted by construction will be utilized; information on the Development Coordinator's webpage; phone calls; on-site meetings; and possibly through a specific, individual social media site (i.e. Twitter)

Additional Projects:

- ***24-Hour Library Service Point*** – Construction of the concrete pad and electricity has been completed. As soon as the machine is delivered (March 2013), staff will work with the Pioneer Library System to finalize the set-up of the 24-hour library service point and plan the ribbon-cutting event. The canopy for the machine will be shipped with the machine.
- ***High Density Public Discussion Series*** – continued assisting with research for the draft resolution and providing website/email updates to the public.
- ***Revisions to Commercial Lighting Ordinance*** - continued assisting with research regarding proposed revisions to the Commercial Lighting Ordinance

CITY OF NORMAN

Department of Finance Monthly Report – January 2013

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 January are discussed below:

Treasury Division:

In the month of January, the Treasury Division processed 29,279 total payments. The traffic counter at the Drive-up Facility counted 5,097 customers. The Treasury Division processed 1,011 credit card utility payments, a decrease of -4.3% from last month, and the IVR (Interactive Voice Response) system processed 1,278 credit card utility payments, a slight increase of .3% from last month. Utility customers also have the option of paying on the City of Norman website. There were 2,421 credit card payments made on the internet in January, a decrease of -2.4% from last month. The Municipal Court processed 587 credit card payments for court fines, an increase of 4.8% 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 \$15,249 in convenience fees in the month of January with a fiscal year-to-date total of \$93,804.

Utility Services Division:

The Meter Reading Division read 40,171 meters. Out of 75 meter reading routes, 17 (23%) were read within the targeted 30-day reading cycle. All routes were read by the 35th day. Eight routes were estimated in the month of January. The areas include the Beaumont/Shiloh/Biloxi and Sunrise Park neighborhoods, Morren Drive area, Downtown/City Hall and Norman High School areas, Comanche south to Boyd around McKinley School, and the Lindsey/Jenkins and College Avenue neighborhoods.

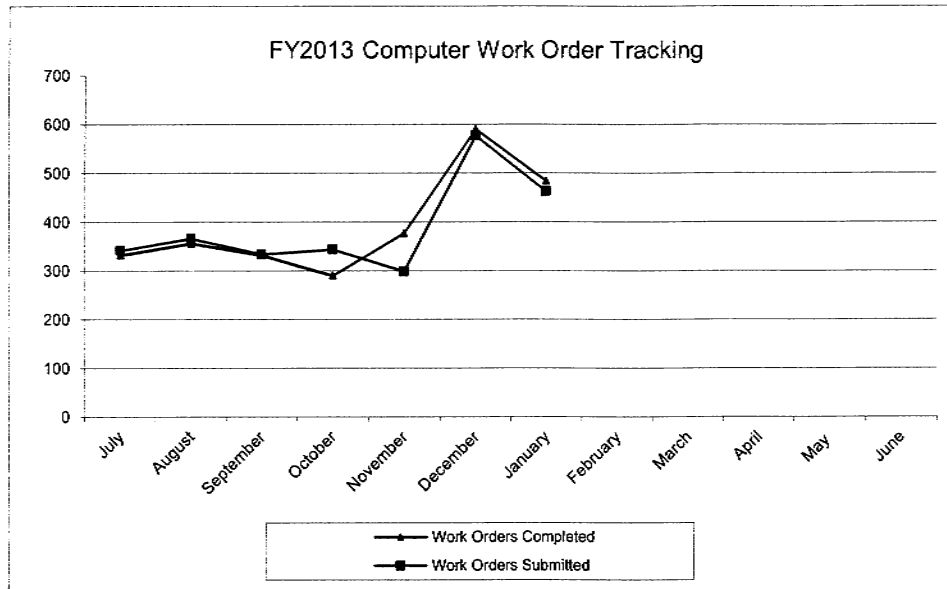
Information Technology Division:

IT had 164,979 e-mails enter and leave the City's network for the month of January, a 9% increase compared to last month. 24,264 were considered Spam or hazardous e-mails and were quarantined. This means 15% of the e-mail was quarantined while 85% were valid e-mails and were delivered without problems.

IT has a network security appliance that blocks and counts “hacker” attempts on the City’s firewall. This appliance further enhances our network security and provides more statistical information regarding hacker attempts. During the month of January there were 13,688,464

hacker attempts on the City's main computer system. This comes to an average of 307 attempts per minute on the computer room firewall.

In the month of January, 463 work orders were submitted to the IT Division Help Desk for computer related help. Out of the amount submitted, 484 (105%) work orders were completed. Twenty-one of the work orders were from previous months.



The City of Norman's website had 55,662 visits during the month of January. Staff is currently working on several projects. Updates to each project are presented below and **changes are in bold.**

Public Safety CAD / RMS Software Replacement Project

- The CAD/RMS committee met with our RCC consultants and representatives from New World on 9/5, 9/6, and 9/7 to discuss contract issues. The CAD/RMS committee has had additional conference calls with our RCC consultants on 9/13, 9/14, 9/17, 9/20, 9/21, and 9/28 to discuss contract and pricing issues.
- On 9/25 Council approved the allocation and expenditure of the funds for additional hardware and software upgrades that were identified as prerequisites to the installation and implementation of the proposed New World CAD/RMS solution.
- The grant funds approved for the additional EMC storage components required for this project were encumbered on 9/24, PO # 222029 to ISG Technology, and the hardware was ordered on 9/26; check # 269909 to ISG Technology dated 9/26 in the amount of \$168,830. This equipment has been received. Installation has not been scheduled. Installation of these additional components is dependent on getting the larger capacity computer room UPS and Building C generator installed.
- The RFP for the UPS and generator were sent to Purchasing on 10/12 to be mailed out the week of 10/15. The RFP will be advertised in the local newspapers on 10/17 and

10/31. We have scheduled a mandatory vendor project overview meeting for 11/7. The RFP proposals are due on 11/15. We are shooting for an install completion date of Jan. 15 at which time we can begin installing the new EMC and Cisco UCS hardware.

- The mandatory pre-bid meeting was held on 11/7 and was attended by representatives from eight companies. We received one complete RFP response and two incomplete responses by the 11/15 deadline. The one complete response was over our budget for the entire project by \$139,702. I contacted the vendor to give them the opportunity to give us another quote to see if they could get the cost within or close to our budget. Their second quote was \$148,056 over budget with a 60-80KVA UPS proposed and \$182,121 over budget with a 100-120KVA UPS proposed.
- The generator / UPS RFP was re-submitted to all of the vendors who attended the Nov 7 pre-bid meeting with new project timelines and a revised scope of work. Responses for this revised RFP are due on Dec 21. The agenda item for this purchase will be presented to the City Council on Jan 8, 2013 requesting their approval to award this contract to the selected vendor. We anticipate that the delivery and installation of the generator and UPS will not be completed until April 7, 2013 based on several vendors' delivery and installation timeline estimates.
- A vendor was selected for the Building C Generator and Computer Room UPS project. **Submittal of the contract with the selected vendor to the City Council has been deferred until the Feb. 12 Council meeting due to delays in getting all of the necessary paperwork in order. This project is expected to be completed by April 22.**
- IT staff is evaluating alternatives to address the power and cooling needs for the new equipment that is needed for the CAD/RMS project to mitigate the impact that the delay in the generator and UPS installation may have on the CAD/RMS project.
- IT staff and Facility Maintenance staff have determined that the equipment building provided to us by Verizon Wireless in 2009 will meet our needs as our data replication site for the CAD/RMS project. Fleet Management service and test started the emergency generator at that location on Dec. 20. Facility Maintenance staff assisted with the electrical and mechanical (heat and air, lighting, electric service) evaluation to insure that all is working properly. A representative was scheduled for Jan. 9 to test the generator and electric service transfer switching to insure that the transfer from utility power to generator power was working as required. Everything checked out well so the facility is ready for us to start moving equipment. We are getting quotes for the alarm monitoring for the generator, heat and air, smoke and fire alarms, and security. We have gotten quotes for the fiber optic cable installation needed for this site. Street Maintenance has agreed to assist us by doing the trenching and conduit installation necessary for this fiber optic cable. That trenching work is expected to be completed by mid-January with the fiber cable installation to follow shortly after completion of the trenching and conduit installation.
- **The final testing of the generator and electrical power transfer switch for the IT/PD Data Replication Site (DRS) was completed in January and the generator is fully operational. Street Maintenance completed the trenching and conduit installation needed in preparation for the fiber optic cable installation. Facility Management electricians completed the electrical cabling work needed in preparation of the UPS equipment installation. The UPS equipment was delivered and was being installed the last week of January and the first week of February. The fiber optic cable was installed and tested the last week of January. Installation of the hardware for the**

CAD/RMS project data replication was started the first week of February. The final piece of the installation is expected to be completed by the end of March.

- The grant funds approved for the additional Cisco UCS hardware were encumbered on 9/24, PO # 222031 to Chickasaw Telecom, and the order for the hardware was placed on 9/26; check # 269908 to Chickasaw Telecom dated 9/26 in the amount of \$200,554.44. Some of this hardware has been delivered. We need to do an inventory of the equipment to determine what is still needed. This hardware cannot be activated until the new UPS and Generator are in place.
- The grant funds approved for the Microsoft Datacenter Server licenses required for the additional hardware were encumbered on 9/24, PO # 222030, and the order was placed on 9/26; check # 269910 to SHI International dated 9/26 in the amount of \$19,200.
- The funds for the Microsoft Office 2010 upgrade were encumbered on 10/3, PO # 222426 to SHI International, and the order was placed on 10/3. The MS Office upgrade was started on 10/24 as planned. A number of software and hardware issues were encountered with the first two groups giving us an indication that this upgrade is going to be more manpower and time consuming than we initially anticipated. The Office 2010 upgrade installs have been completed for the Finance, Parks & Recreation, Human Resources, City Attorney, City Clerk, City Manager, Fire, and Municipal Court departments. The upgrade installs for the Planning Department were started on Dec 12. The Police and Public Works departments will follow the latter part of December or early January followed by the Utilities department in early to mid-January. The Utilities department upgrade is delayed because the current version of the City Works work order system they are using will not work with Office 2010 and we cannot upgrade their City Works software until we can upgrade our ESRI GIS software. We can't upgrade our ESRI GIS software until we can add the new EMC storage and Cisco UCS hardware which can't be done until we can get a solution in place for the power needed for that equipment.
- MS Office upgrades were completed for the PD, and Planning departments in December. The Public works Office upgrades were done the first week of January.
- **MS Office upgrades were completed for the Public Works and Utilities Departments with the exception of those divisions using the City Works work order system (Line Maintenance).**
- All of the checks for items purchased with grant funds have been mailed to the vendors.
- The funds for the CityWorks work order system software upgrade were encumbered on 10/5, PO # 222706 and the PO was emailed to Azteca Systems on 10/5. We are tentatively planning this upgrade for the week of 1/14 – 1/18 or the week of 1/21 – 1/25.
- The installation and implementation timeline will be determined during the contract negotiations with the selected vendor.
- The City Council approved the contract with New World Systems for the purchase and implementation of the new CAD/RMS software on Dec. 18. A project start-up conference call was held with RCC and New World on Jan. 3. We scheduled a meeting for Jan. 30 to work on the project timeline.
- **CAD/RMS project committee members, the Finance Director, Police Chief, Deputy Police Chief, and key staff from the PD and FD met with the New World Systems project management team and our RCC consultants on January 30 to discuss the project implementation process and timeline.**

EMC Storage / Server Virtualization Project

- Data migration from our old network data storage and additional server virtualization will be an ongoing project for the next several months (12-18 months) with the continued assistance from F5 Networks consultants as needed.
- The EMC and Cisco UCS hardware that was budgeted in the FY2013 budget and the additional hardware that was specified for the CAD/RMS project were ordered and has been delivered. Installation of these additional components is dependent on getting the larger capacity computer room UPS and Building C generator installed. We have the RFP ready to send out for the replacement UPS and generator. We are shooting for an install completion date of Jan. 15 at which time we can begin installing the new EMC and Cisco UCS hardware.

PCI Compliance Project

- Funds were budgeted in the FY 2013 budget for hardware and software solutions to address some of our deficiencies in meeting the PCI compliance requirements. The implementation of this hardware and software has not been scheduled at this time and is not expected to begin until May or June of 2013.

Email Archiving and Retrieval / e-discovery Project

- The Exchange Server 2010 upgrade and migration has been completed. The completion of the EMC SourceOne email archiving and retrieval solution implementation is still pending. No schedule has been set for this project at this time. We had hoped to be able to get this completed in Oct. or Nov. but it has been deferred due to other project demands. This will also have to be deferred until Apr, May, or June.

Building Permits and Inspections Process Enhancements

- We went live on the BP Click-2-Gov module with a presentation to the building community on 8/29. SPS has made some updates to the software that is only available in their 8.0 software version. The 8.0 version upgrade was completed the weekend of 10/19 and 10/20 to take advantage of the added features.
- Council approved the Mobile Field Inspections software purchase on 8/28. The PO for the software and implementation and training services was sent to SPS on 9/04.
- A project kick-off conference call was held on 9/17 to discuss the server, storage, laptop, and mobile printer requirements as well as the project timeline. The timeline for the software install and training is 11/29 and 11/30 which will be followed by ongoing testing and continued training through Dec. The projected go-live date is Jan. 7, 2013.
- A Council agenda item that had been submitted for the Oct. 9 Council meeting for approval to purchase the 8 laptop computers for this project at a cost of \$29,357.60 was pulled for further consideration. A new Council agenda date for this item has not yet been set to my knowledge. The SPS project manager says this will not delay the software installation and training that is scheduled for 11/27 and 11/28. He said they can install

the software on the Building Inspectors' desktop computers and still do the training then we can re-install the software on the laptop computers when we get them.

- An HP convertible touchscreen display laptop model was selected and purchased for testing as a potential alternative to the Panasonic Toughbooks. The software was installed on this laptop during the Selectron rep's site visit on Dec. 19 and 20 and seemed to function satisfactorily. This laptop was sent to Selectron on Jan. 9 for certification testing as requested by Selectron and Sungard. The certification testing is expected to take about two weeks. A council agenda item requesting approval to purchase seven more of these laptops has been submitted for the Jan. 22 Council meeting.
- **The City Council approved the purchase of seven additional laptops for the Building Inspectors.**
- **Certification testing of the laptop that was sent to Selectron has been completed with a couple of issues being identified by Selectron. Further testing by one or more of the Building Inspectors is needed to determine if these issues will be significant enough to them to prevent purchasing more of these laptops. The tested laptop was returned to us on Feb. 5 so the continuing in-house testing using this laptop will resume the week of Feb. 11.**
- The client software installation and initial user training was re-scheduled for Dec 19 and 20 at the request of Selectron.
- The scheduled software installation and training for the selected "test group" inspectors was completed on Dec. 19 and 20. Testing on the software using the test group inspectors' desktop computer is to continue through January.
- **Testing of the Mobile Field Inspections (MFI) software has been proceeding slowly in January. Software problems have been reported to Selectron and Sungard and their respective support personnel have been working through them.**
- Other hardware items to be selected and purchased are the mobile in-vehicle printers and the in-vehicle mounts for the laptops and printers. Once the selection is made on the mobile printers make and model we will be able to coordinate the in-vehicle mount requirements with Fleet Management. Permit Manager Bob Christian has selected the preferred make and model of mobile printer. I will order the selected printers the first week of Nov. so they can be here for the scheduled 11/27 and 11/28 software install and training.
- The in-vehicle printers have been ordered and delivered. Selection and ordering of the in-vehicle mounts has been delayed until the decision is made on the laptops and their purchase has been approved by Council.
- An agenda item requesting Council approval to purchase Dell convertible display laptops for this project instead of the Panasonic Toughbooks is targeted for the Dec 18 Council meeting.

FBI Criminal Justice Information System (CJIS) Compliance

- On 10/24 the FBI conducted a CJIS security audit on the City's network and procedures for accessing the OLETS and NCIC databases. The City was found to be deficient in several areas, some of which can be addressed procedurally and some that will require a great deal of network re-design work. We have until September of 2013 to address all of the issues identified.

- Robert Gruver, Network Administrator, has been evaluating the network component upgrades and/or replacements that will be needed to meet the CJIS compliance requirements. The PD CAD/RMS data replication site at Streets will fall under these compliance requirements. We are getting prices for the equipment that will be needed at this site as well as at the PD Building B, SID building, and PD Range/Training Facility as well as for the upcoming Smalley Center project.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are on target for the month of January at 0.4%. Revenues from the City's largest single source of revenue, sales tax, are on target at -0.1% for the year to date and are above last fiscal year by 3.8%. Below is a summary table regarding General Fund revenues and expenditures to date.

	FYE 13 Budget To Date	FYE 13 Actual To Date	FYE 12 Actual To Date	FYE 11 Actual To Date
Sales Tax Revenue*	\$21,775,469	\$21,751,677	\$20,960,134	\$20,352,922
General Fund Revenue*	\$40,106,284	\$38,585,341	\$38,227,122	\$37,918,672
General Fund Expenses*	\$44,140,742	\$43,042,796	\$36,837,821	\$38,798,549

* Excludes Public Safety Sales Tax

Administration Division

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,400.00	320.00	2,400.00
Total Comp Time Available	0.00	23.88	0.00	23.88
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	320.00	2,423.88	320.00	2,423.88
Benefit Hours Taken	76.50	358.00	59.25	314.75
TOTAL ACCOUNTABLE STAFF HOURS	243.50	2,065.88	260.75	2,109.13
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
Total Regular Hours Available	1,120.00	8,400.00	1,120.00	8,400.00
Total Comp Time Available	3.00	58.50	4.00	70.50
Total Overtime Hours	0.00	0.50	0.00	7.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,123.00	 8,459.00	 1,124.00	 8,478.00
Benefit Hours Taken	337.75	1,452.25	338.75	1,710.50
 TOTAL ACCOUNTABLE STAFF HOURS	 785.25	 7,006.75	 785.25	 6,767.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FYE 13 JANUARY	FYE 12 JANUARY	
Total Revenue Received (\$)	\$17,863,430	\$16,134,062	\$1,729,368
Utility Payments - Office (#)	3,726	3,636	90
Utility Payments - Office (\$)	\$414,441	\$409,691	\$4,750
Lockbox (#)	20,843	21,227	(384)
Lockbox (\$)	\$1,587,358	\$1,609,604	(\$22,246)
IVR Credit Card (#)	1,278	1,041	237
IVR Credit Card (\$)	\$114,079	\$80,926	\$33,153
Click to Gov (#)	2,421	2,766	(345)
Click to Gov (\$)	\$157,114	\$187,609	(\$30,495)
UT Credit Card Payments (#)	1,011	998	13
UT Credit Card Payments (\$)	\$85,051	\$88,090	(\$3,039)
Art Donations (#)	74	13	\$61
Art Donations (\$)	\$98	\$29	\$69
Bank Draft Payments (#)	5,859	5,627	232
Bank Draft Payments (\$)	\$412,344	\$390,528	\$21,816
Utility Deposits (#)	33	38	(5)
Utility Deposits (\$)	\$990	\$1,140	(\$150)
Fix Payments (#)	1	0	1
Fix Payments (\$)	\$239	\$0	\$239
Processed Return Checks (#)	18	40	(22)
Processed Return Checks (\$)	(\$1,865)	(\$13,367)	\$11,502
Other Revenue Transactions (#)	298	261	37
Other Revenue Received (\$)	\$13,939,417	\$12,522,688	\$1,416,729
Accounts Receivable Payments (\$)	\$659,976	\$421,451	\$238,525
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$165,855	\$158,283	\$7,572
Municipal Court - Credit Card (#)	587	626	(39)
Municipal Court - Credit Card (\$)	\$86,349	\$93,939	(\$7,590)
Municipal Court - C2G (#)	21	0	21
Municipal Court - C2G (\$)	\$1,954	\$0	\$1,954
Building Permits Cash Report (\$)	161,654	\$140,349	\$21,305
Building Permits Credit Card (#)	235	44	191
Building Permits Credit Card (\$)	\$59,453	\$24,534	\$34,919
Building Permits C2G (#)	21	0	21
Building Permits C2G (\$)	\$1,032	\$0	\$1,032
Occupational License - Bldg Insp. (\$)	\$950	\$1,140	(\$190)
Occupational License - Bldg Insp. CC (#)	11	5	6
Occupational License - Bldg Insp. CC (\$)	\$660	\$215	\$445
Business License - City Clerk (\$)	\$1,033	\$2,583	(\$1,551)
Convenience Fees - All Payments (#)	5,079	4,877	202
Convenience Fees - All Payments (\$)	15,249	14,631	\$618
Bank Drafts Billed (#)	6,453	6,183	270
Bank Drafts Billed (\$)	428,394	432,925	(\$4,531)
Interdepartmental Billing (#)	139	130	9
Interdepartmental Billing (\$)	\$10,440	\$10,723	(\$283)
Accounts Receivable Billed (\$)	179,692	81,419	\$98,273

Budget Services Division

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	1,200.00	160.00	1,200.00
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	1,200.00	160.00	1,200.00
Benefit Hours Taken	32.00	208.00	24.00	184.00
TOTAL ACCOUNTABLE STAFF HOURS	128.00	992.00	136.00	1,016.00
 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 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	6,000.00	800.00	6,000.00
Total Comp Time Available	15.75	200.25	32.00	173.50
Total Overtime Hours	22.50	190.75	0.00	179.00
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	838.25	6,391.00	832.00	6,352.50
Benefit Hours Taken	262.50	1,434.25	280.00	1,477.50
TOTAL ACCOUNTABLE STAFF HOURS	575.75	4,956.75	552.00	4,875.00
 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

DATA PROCESSING 3C

Data Processing Division

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,280.00	10,080.00	1,440.00	10,800.00
Total Comp Time Available	4.00	9.25	0.00	0.00
Total Overtime Hours	20.00	159.50	12.00	138.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,304.00	10,248.75	1,452.00	10,938.00
Benefit Hours Taken	359.25	1,843.25	433.25	1,777.50
TOTAL ACCOUNTABLE STAFF HOURS	944.75	8,405.50	1,018.75	9,160.50
 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	9.00	9.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY

3D

Utility Division

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,768.00	14,248.00	1,920.00	14,400.00
Total Comp Time Available	17.50	83.25	10.00	86.00
Total Overtime Hours	8.75	283.75	19.50	90.75
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	1,794.25	14,615.00	1,949.50	14,576.75
Benefit Hours Taken	445.75	2,950.50	520.00	2,427.25
TOTAL ACCOUNTABLE STAFF HOURS	1,348.50	11,664.50	1,429.50	12,149.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,040.00	320.00	2,400.00
Total Comp Time Available	0.00	0.00	0.00	7.75
Total Overtime Hours	7.00	79.25	3.00	32.25
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	327.00	1,119.25	323.00	2,440.00
Benefit Hours Taken	48.00	64.00	112.00	361.75
TOTAL ACCOUNTABLE STAFF HOURS	279.00	1,055.25	211.00	2,078.25
 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

Drive-up Window and Mail Payments

	FYE 13 JANUARY	FYE 12 JANUARY
Mail Payments - Lockbox	20,843	21,227
Mail Payments - Office	325	270
Mail Payments - Subtotal	21,168	21,497
Night Deposit	412	490
Click-to-Gov Payments	2,421	1,041
IVR Payments	1,278	2,766
Without assistance payments - Subtotal	4,111	4,297
Drive-up window & inside counter	2,989	2,876
Credit Card machine payments (swipe)	631	520
Credit Card machine payments (phone)	380	478
With assistance payments - Subtotal	4,000	3,874
Total Payments Processed - Subtotal	29,279	29,668
Bank Draft (ACH) Payments	5,859	5,627
Total Payments (Utility)	35,138	35,295
Total Convenience Fees - all Payments	5,079	319
Grand Total Payments	\$ 40,217	\$ 35,614

Traffic Counter at Drive-up Facility

Night Drop *	685	866
8-5 Drive-up Window Customers *	4,412	4,248
Total Traffic Counter	5,097	5,114

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

Meter Reading Division

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
Number of Meters Read	40,171	251,084	39,720	256,156
New Service	1,067	9,179	997	8,752
Request for Termination	938	8,566	950	8,318
Delinquent On(s)	34	449	130	1,258
Delinquent Offs	65	705	203	1,999
Collect Deposit Tags Hung	34	570	72	680
Collect Deposit Cut Offs	46	595	59	542
Blue Tags	10	64	4	81
Number of Meters Re-read	1,121	7,691	1,176	8,347
Meters Cleaned	86	533	47	335
Customer Assists	92	467	52	360
Meters Pulled	0	4	0	1
Meters Re-set	0	1	0	2
TOTAL	43,664	279,908	43,410	286,831

Utility Division Activity Report

	FYE 13		FYE 12	
	JANUARY	YTD	JANUARY	YTD
STATUS REPORT				
Regular Utility Accounts Billed	39,624	274,610	38,803	270,419
New Ons	602	6,095	535	5,182
Final Accounts Billed	574	5,107	528	4,717
TOTAL METERS READ	40,800	285,812	39,866	280,318

FIRE 4

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
JANUARY 2013**

FIRE SUPPRESSION DIVISION ACTIVITIES

Incident Response Type Summary

Type	Count	% of Incidents	
Fire	29	2.85	
Overpressure Rupture, Explosion, Overheat - no fire	1	.09	
Rescue & Emergency Medical Service Incidents	727	71.55	
Hazardous Conditions (No Fire)	24	2.36	
Service Call	84	8.26	
Good Intent Call	114	11.22	
False Alarm & False Call	33	3.24	
Severe Weather & Natural Disaster			
Special Incident Type			
Incomplete Reports & Reports That Have Not Imported			
Total Incident Count	1,016		
Total Fire Loss			261,702

Average Response Times

	Number of Calls	Average Time
Station #1	247	4.70
Station #2	183	5.35
Station #3	184	5.85
Station #4	152	4.85
Station #5	40	8.34
Station #6	73	7.41
Station #7	98	6.87
Station #8	38	4.95

Number of On-the Job Injuries: 3

City of Norman Fire

Copy of Fire Suppression Monthly Activities
(Summa

Date Between {01/01/2013} And {01/31/2013}

Activity Code	Staff Count	Total Hrs	Pct Hrs
CX Cancelled Call	503	46.85	0.93 %
DE Daily Unit / Equipment Checks	966	1,070.75	21.30 %
EM Equipment Certification Testing	4	12.00	0.24 %
FS Fire on Standby (Committed & Unassigned)	15	8.53	0.17 %
FX Fire At Scene	226	248.97	4.95 %
HX Haz-Mat At Scene	25	14.29	0.28 %
IV Investigate	445	167.33	3.33 %
MS Medical On Standby (Committed & Unassigned)	8	1.56	0.03 %
MX Medical At Scene	3,062	1,204.96	23.97 %
OD Dept. Meeting/Project (Except Officer's Meetings)	7	23.00	0.46 %
OM Officers Meeting	3	9.00	0.18 %
PE Off Site Public Education / Demonstration	8	12.00	0.24 %
PP Preplan Activities	1	9.00	0.18 %
PS Public Service	283	81.68	1.62 %
SB Shift Briefing	917	660.86	13.14 %
SM Station Maintenance	1,048	1,343.00	26.71 %
TT Trade Time	5	96.00	1.91 %
VM Vehicle Maintenance (i.e. Monthlys)	21	18.00	0.36 %
	<u>7,547</u>	<u>5,027.78</u>	

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
January, 2013**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	225/ 197 staff hours
Re-Inspections	137/ 90 staff hours
Residential Inspections	0
Smoke Detector Batteries	175/ 20.25 staff hours
Plan/Platt Review	55/ 69 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	362/ 287 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	146/ 123 staff hours
Training (hours)	11/ 21.5 staff hours
Fire Education Classes	8/ 31.25 staff hours
Investigations	11
Investigative Activities	16/ 30.25 staff hours
Miscellaneous/Special	Fatalities

1 man IAAI
1 man OFSA
1 man ACOG meeting
1 man OUBCC

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: January / 2013
Mitigation:	
Siren Status	Unit #64 repaired System 100%
Safe Room Rebate Program	Pending funding from State
Study Session Public Shelters	Discussion to not open public severe weather shelters
Preparedness:	
University of Central OK Exercise	10 Jan
Amateur Radio Meeting	12 Jan
State-Local Assistance Grant Meeting	15 Jan
Central EM meeting	17 Jan
Medical Reserve CORPS Grant submitted	22 Jan
Citizens CORPS Grant submitted	25 Jan
Medical Reserve CORPS Conf call	31 Jan
Response:	
Recovery:	
Completed Wildfire reimbursement paperwork	3 Jan

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
January 2013

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Oversaw the planning and preparation for the Employee Recognition Ceremony
- Held one (1) pre-disciplinary meeting – Police Department
- Met with health insurance consultants to discuss changes to our plan as a result of healthcare reform
- Held a meeting to discuss pager pay and procedures related to hours or work with Parks and Recreation
- Held a meeting to discuss certification pay in Fleet
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) training conference in Midwest City
- Met with management staff to discuss policies and procedures related to vehicle damages
- Attended City Employee Retirement Board meeting

B. Grievances (AFSCME & Non-Union)

- AFSCME Grievance FYE13 – 16 – Buesing (Sanitation) – Disputing termination
- AFSCME Grievance FYE13 – 15 – Vaughn (Fleet) – Shift assignment
- AFSCME Grievance FYE13 – 14 – Lowman (Fleet) – Shift assignment
- AFSCME Grievance FYE13 – 12 – Barton, Green, Fox, Ward, Rowe, Cox, Dunn, Standridge (Sewer Line Maint.) – Discrimination
- AFSCME Grievance FYE13 – 11 – Barton (Sewer Line Maint.) – Retaliation, leave usage
- AFSCME Grievance FYE13 – 10 – Green (Sewer Line Maint.) – Discrimination, preferential treatment, leave usage
- AFSCME Grievance FYE13 – 09 – Standridge (Sewer Line Maint.) – Unable to advance, leave usage
- AFSCME Grievance FYE13 – 08 – Fox (Sewer Line Maint.) – Discrimination, favoritism, leave usage
- AFSCME Grievance FYE11 – 04 – Woods (Sanitation) – Disputing termination

C. Collective Bargaining

- Held one (1) negotiation session (FYE13 reopener) with FOP
- Held one (1) negotiation session with AFSCME
- Held one (1) negotiation session with IAFF

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed January 2013 City Newsletter
- Reconciled expense accounts and processed invoices
- Coordinated Base Budget and New/Expanded Program requests for FYE14 Budget
- Attended/Summarized three (3) negotiation sessions: (1) AFSCME; (1) FOP; (1) IAFF
- Supervised the Employee Recognition Ceremony and breakfast
- Managed Employee Recognition Awards via vendor

BENEFITS

- Processed payroll for Life, Health/Dental and Supplemental Insurance Plans
- Weekly conference calls with Gallagher Benefit Services and UMR reps
- Monthly conference call with UMR Care Management
- Conducted orientation for three (3) Maintenance Worker I (Line Maintenance)
- Scheduled individual employee meetings with Washington National rep
- Finalized plan document for January 1, 2013, Healthcare Reform updates
- Responded to 98 benefit inquiries

COMPENSATION

A. Personnel actions processed:

- Eleven (11) employees hired:
 - 5 – Municipal Court (part time employees) – (2) Juvenile Community Service Supervisors; (1) Juvenile Community Service Coordinator; (1) Deputy Marshal; (1) Marshal
 - 3 – Utilities/Water Line Maintenance – Maintenance Worker I
 - 1 – Police/Administration – Administrative Technician III
 - 2 – Parks and Recreation (part time employees) – (1) Community Center Assistant; (1) Tennis Shop Attendant
- Twelve (12) employees terminated employment:
 - 1 – Municipal Court (part time employees) – Juvenile Community Service Supervisor
 - 2 – Public Works/Streets – Maintenance Worker I; Heavy Equipment Operator
 - 1 – Utilities/Water Line Maintenance – Maintenance Worker I
 - 2 – Utilities/Sanitation – Sanitation Worker I; Utilities Supervisor
 - 4 – Police – (2) Police Officers; Administrative Technician III; Call Taker (PPT)
 - 2 – Parks & Recreation (part time employees) – Laborers

B. Compensation/Benefit Surveys:

- Requested compensation/benefit survey information from 23 local/comparable cities

RECRUITMENT**Accepted applications for the following positions:**

- Call Taker (PPT), Police/Emergency Communications Bureau
- Maintenance Worker I, Utilities/Water Reclamation Facility
- Maintenance Worker I, Public Works/Streets
- Tennis Shop Attendant (Part Time), Parks & Recreation/Westwood Tennis Center
- Community Center Assistant, Parks & Recreation/Little Axe Community Center
- Meter Service Supervisor, Finance/Utility Services
- Telecommunications Administrator, Finance/Information Systems
- Field Service Mechanic II, Public Works/Fleet Management

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	385	Written Exams	0
Phone	465	Practical Testing/Assessment Center	0
Mail	240	Panel Board Interviews	2
Email	170	Promotion Board	0
Total Subscribers on E-mail Vacancy List	1,798	Oral Interviews	1
Total Visits to City of Norman HR website	3,559	Hiring Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	4	Advertisements Placed	2
Pre-Employment Drug Screens	4	Applications Received	78
Pre-Employment Physicals	3	Job Announcements Emailed	23
Pre-Employment OSBI	2	Job Announcements to CON Depts.	98

TRAINING & DEVELOPMENT

Provided “Give ‘em the Pickle” customer service training for 106 employees of Public Works/Streets, Storm Water, Traffic Control, Fleet Maintenance and Engineering, Utilities/Environmental Services and Administration, Finance/Information Systems, Legal, and Parks and Recreation/Administration and Recreation Facilities.

Provided Utilities management staff with American Public Works Association (APWA) Accreditation Mid-Term Report and plan for audit and update of management practices.

SAFETY

Safety activities during January 2013:

- Held eight (8) safety meetings
- Held five (5) Return-to-Work meetings

Recordable Injuries – 8

Employee	Nature of the injury	Activity	Prognosis
Fire/Suppression	Strain/Sprain to back	Twisting while lifting equipment out of truck	Minor Medical Care, returned to work
Parks & Rec/ Park Maintenance	Strain to lower back, fainted from pain	Lifting trash out of trash can	Medical Care, returned to work
Police/Patrol	Dog bite, legs	Apprehension of suspect	Minor Medical Care, returned to work
Police/Patrol	Dog bite, legs and hands	Apprehension of suspect	Minor Medical Care, returned to work
Police/Patrol	Bumped head against door frame or door post	Citizen collided with our vehicle	Minor Medical Care, returned to work
Public Works/Streets	Strain/Sprain to back	Lifting	Medical Care, returned to work
Public Works/Traffic Control	Strain/Sprain to elbow	Tripped and caught himself on wall straining elbow	Medical Care
Utilities/Compost	Strain/Sprain to back	Operating loader, jarring	Medical Therapy, continued to work

Vehicle Collisions– 1

Division	Description of Collision	Discipline Status
Police/Patrol	Hit a citizen in front of him while moving in traffic	Chargeable

Cumulative number of Vehicle Collisions of the indicated year to date

2013	2012	2011	2010	2009	2008
1	15	42	42	34	18

MONTHLY REPORT - LEGAL DEPARTMENT
January Report
(Submitted February 8, 2013)

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT – None pending

UNITED STATES DISTRICT COURT

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

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

Hodge v. Keene, et al., CIV-2010-1283-D (K, B)

On January 30, 2013, the Court entered an Order and Judgment granting Keene's and City's Motions for Summary Judgment and judgment was entered in favor of Keene and City and against Hodge. The Plaintiff has until March 1, 2013 to appeal. If an appeal is not filed, this case will no longer appear on the monthly report.

Reinhardt v. Hopps, et al., CIV-2011-979-D (K, B)

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

Burton v. City of Norman, WCC 2011-11026 R; Supreme Court Case No. 111127

Chavez v. City of Norman, CJ-2010-2021; No. DF - 111249 R (K)

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

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

COURT OF CRIMINAL APPEALS – None pending

OTHER COURTS

MBS Surety Agency v. AT&T, Circuit Court of the City of St. Louis, Case No. 1222-CC09746

This case is a proposed Class Action regarding Universal Service Charges or similar charges under state or other laws on data pay-per-use plans, visual voicemail services, customer custom packaging plans, international calls outside the United States or voicemail services only by AT&T Mobility LLC on bills issued from January 1, 2004 up to and including December 31, 2010. This service is utilized by the Norman Police Department.

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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*.

Bank of America v. Allen, CJ-2011-2082 (LM)

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

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

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

FOP Lodge 122 v. City of Norman & Gambill, CJ-2005-112 L (K)

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

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

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

The FOP filed an application to certify class on November 21, 2012. A hearing is set on February 20, 2012 for determination by the Judge.

Woods v. City of Norman, CJ 2011-1994 TS

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

B. *Condemnation Proceedings*

Dunn v. City of Norman, CJ 2012-1097 (K)

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

Application to Vacate & Foreclose, CV 2012-1359

Arvest v. Jessica Baker, et al., CJ 2012-696

Arvest v. Lamarr, et al., CJ 2012-1418 (M)

Everbank v. Derek Anderson, CJ 2012-1465 L

Household Finance Corporation v. Boyd, et al., CJ 2012-1789

Liberty v. Botkin, CJ 2012-1322 (M)

Bank of Oklahoma v. AGLC, et al., CJ-2011-14 (K)

Nationstar v. Borrego, CJ 2012-419TS (M)

US Bank v. Mast, CJ 2011-2182 L (M)

This case was dismissed without prejudice by U.S. Bank on December 20, 2012 and will no longer appear on the Monthly Report.

D. *Municipal Court Appeals*

City of Norman v. Kaveh, CM 2012-2626

E. *Small Claims Court*

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

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

This office has assisted with the following grievances:

AFSCME Grievance FYE10-06 – (AFSCME - Contract Labor) Moved to arbitration

AFSCME Grievance FYE11-04 – (Woods, J. - Separation) Held in Abeyance

AFSCME Grievance FYE13-08 – (Fox – Harassment) Held in Abeyance

AFSCME Grievance FYE13-09 – (Standridge – Harassment) Held in Abeyance

AFSCME Grievance FYE13-10 – (Green – Harassment) Held in Abeyance
AFSCME Grievance FYE13-11 – (Barton – Harassment) Held in Abeyance
AFSCME Grievance FYE13-12 – (Green, Barton, Fox, Ward, Rowe, Cox, Standridge and Dunn -- Discrimination)
AFSCME Grievance FYE13-14 – (Lowman Seniority)
AFSCME Grievance FYE13-15 – (Vaughn Seniority)
AFSCME Grievance FYE13-16 – (Buesing Discipline)

FOP Grievance FYE13 – (McKenna - Suspension without pay). This grievance has been moved to arbitration.

IAFF Grievance FYE11 – (IAFF - Merit Increases) Held in Abeyance. *See also City v. IAFF*, CV-2011-48 L; DF - 109447 (P, K)

- B. *Public Employees Relations Board (PERB)***
PERB Charge #00425 (FOP/IAFF v. City of Norman) - FYE05 ULP health insurance payroll deduction authorization. (Pu, K)
- C. *Equal Employment Opportunity Commission (EEOC)***
- D. *Oklahoma Corporation Commission***

MEDIATION PROGRAM

The statistics for mediations are unavailable for January and will be updated in the February Monthly Report.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through January 31, 2013. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
<u>Month</u>	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13
JULY	605	371	409	13	48	54	16	14	17
AUG	626	501	907	5	36	83	15	15	19
SEPT	578	548	467	30	97	111	15	15	15
OCT	559	567	614	35	57	75	9	12	13
NOV	433	493	404	6	27	26	10	12	14
DEC	551	495	352	28	83	47	11	9	11
JAN	668	582	555	35	36	77	14	15	14
FEB	509	555		20	58		11	15	
MAR	671	585		21	85		14	12	

	<u>ADULT CASES</u>		<u>JUVENILE CASES</u>		<u>COURT SESSIONS</u>				
APR	480	627		1	62		10	16	
MAY	561	672		23	84		15	17	
JUNE	582	620		32	48		9	10	
TOTALS / YTD	6623	6616	3356	249	721	426	149	162	92

WORKERS' COMPENSATION COURT

The total number of pending cases is 34. There was one new case filed in January, 2013. There is one case appealed to the Oklahoma Supreme Court. The remaining cases are proceeding in active litigation in the Workers' Compensation Court. The current breakdown of pending Workers' Compensation cases by work area has been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE13 CASES	FYE12 CASES	FYE11 CASES	FYE10 CASES
City Clerk	Building Maintenance				1	
Fire	Administration				3	
Fire	Suppression	15	9	10	6	10
Parks/Rec.	Recreation					
Parks/Rec.	Park Maintenance			1	2	
Police	Animal Control					1
Police	Patrol	2	1		2	1
Police	Records					
Police	Administration	1		2		5
Public Works	Street Maintenance	3	2		5	1
Public Works	Traffic Control	1		2	1	
Public Works	Vehicle Maintenance					1
Public Works	Stormwater	1				
Utilities	Line Maintenance	7		1	6	1
Utilities	Sanitation	1	1	1	4	4
Utilities	Water/WW Treatment	2			3	3
Utilities	HCO	1				
TOTALS		34	13	15	33	27

List of Pending Cases (S)

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

(Police Patrol, Intestinal)

Andrews, Jimmy v. City of Norman, WCC 2012-00538 L

(PW MWI, Stormwater, right foot burn)

Barton, Marvin L., v. City of Norman, WCC 2012-12945 A

(Utilities, MWI Sewer Line Main., Cardiovascular)

Blake, Don v. City of Norman, WCC 2010-01945 A

(Retired PD, Head)

Bolenbaugh, Joel v. City of Norman, WCC 2012-13808 Y

(Utilities, Sanitation, Right Knee)
Bradshaw, Matthew v. City of Norman, WCC 2012-07472 J
(Firefighter, L/R Hands/Wrists, Head)
Bridgeford, Earl, v. City of Norman, WCC 2010-14361 A
(Utilities Water Treatment, Both Hands)
Burright, Justin v. City of Norman, WCC 2012-14093 Y
(Firefighter, Right shoulder, body)
Burton, Rodney v. City of Norman, WCC 2010-11090 J
(Utilities, Line Maintenance, Back, Body, Depression)
Burton, Rodney v. City of Norman, WCC 2011-06594 Y
(Utilities, Line Maintenance, Head)
Burton, Rodney v. City of Norman, WCC 2011-11026 R
(Utilities, Line Maintenance, Left Shoulder, Body, Depression)
Canary, James M. v. City of Norman, WCC 2011-12030 K
(PW Traffic Control, Left Knee & Ankle)
Cecil, Gary v. City of Norman, WCC 2007-04745 A
(Firefighter, Re-injured Right Knee, Depression)
Crawford, Hugh L. v. City of Norman, WCC 2011-11738 L
(Firefighter, Suppression, Lungs)
Crawford, Hugh L. v. City of Norman, WCC 2011-11741 Q
(Firefighter, Suppression, Spine, Neck, Left Arm)
Curtis, John v. City of Norman, WCC 2013-00527 X
(PW MWI Streets, Right leg/knee)
Deason, Grant W. v. City of Norman, WCC 2012-10668 H
(Firefighter, Spine)
Glover, Harold v. City of Norman, WCC 2010-09518 H
(Fire Captain, Back, Body, Depression)
Hamman, Kenneth v. City of Norman, WCC 2011-05712 Q
(Utilities MWI, Water Line Maintenance, Head)
Hamman, Kenneth v. City of Norman, WCC 2011-06613 L
(Utilities MWI, Water Line Maintenance, R. Shoulder)
Hartless, Richard v. City of Norman, WCC 2012-12849 A
(Firefighter, Right shoulder, body)
Hartless, Richard v. City of Norman, WCC 2012-12948 Q
(Firefighter, Left foot, left big toe, body)
Helm, Mark v. City of Norman, WCC 2007-07137 A
(Firefighter-Suppression, Repetitive Body Trauma, Depression)
Kent, Scott v. City of Norman, WCC 2007-07275 Y
(PW Sewer line maintenance, Hand, Depression)
Loveless, Ryan v. City of Norman, WCC 2012-11700 X
(Firefigther, Spine)
Pelfrey, Leonard Don v. City of Norman, WCC 2012-13565 J
(Firefighter, Hearing)
Pelfrey, Leonard Don v. City of Norman, WCC 2012-13572 F
(Firefighter, Left shoulder rotator)

Raney, Jeremy v. City of Norman, WCC 2013-00356 H

(PW Streets, HEO, Right Shoulder)

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

(Police Patrol, Respiratory/Circulatory)

Shelton, Allen W. v. City of Norman, WCC 2010-09832 A

(PW Street Maintenance, Reinjury of Left Knee)

Smith, Joseph B. v. City of Norman, WCC 2010-03196 F

(Firefighter, Back)

Starkey, W. Brian v. City of Norman, WCC 2012-09890 L

(Firefighter, Left Shoulder)

Stephens, Kim v. City of Norman, WCC 2010-02282 J

(Utilities Water Treatment Plant, Plant Operator, Right Shoulder, Low Back, Body, Depression)

Stephens, Willard v. City of Norman, WWC 2012-07198 A

(Utilities, HEO, Left Shoulder/Arm)

SPECIAL CLAIMS

The statistics for Claims are unavailable for January and will be updated in the February Monthly Report.

<u>DEPARTMENT</u>	<u>FYE 13 Month</u>	<u>FYE 13 To Date</u>	<u>FYE 12</u>	<u>FYE 11</u>	<u>FYE10</u>
Animal Control			2		
City Clerk					
Code Enforcement					
PW-Engineering	1	1		1	
Finance (meter covers)				1	
Fire			2	2	2
Fleet					
Human Resources					
Legal			1		
Utilities-Sewer & Line Maintenance	1	5	4	21	16
Parks			3	1	2
Planning					
Police		6	7	4	12
Public Works-Traffic		1	11		
Road & Channel					
Utilities-Sanitation		4		1	11
Streets	1	5	4	7	18
Utilities		3	24	3	
Utilities-Waste Water (runoff water)					
Other				7	13
TOTAL CLAIMS	3	25	58	48	74

<u>CURRENT CLAIM STATUS</u>	<u>FYE 13 To Date</u>	<u>FYE 12</u>	<u>FYE 11</u>	<u>FYE 10</u>
Claims Filed	22	58	48	74
Claims Open and Under Consideration	15	4	1	0
Claims Not Accepted Under Statute/Other	0	0	8	16
Claims Paid Administratively	4	22	14	13
Claims Paid Through Council Approval	0	11	5	8
Claims Resulting in a Lawsuit for FY12	0	0	1	0
Claims Barred by Statute (No Further Action Allowed)	0	17	18	37
Claims in Denied Status (Still Subject to Lawsuit)	3	4	1	0

UNIVERSITY NORTH PARK TIF

Council approved a contract with CGC for Legacy Park construction in January. Construction will begin in February and is anticipated to take 12-14 months to complete. Staff continues to work closely with NEDC to finalize the purchase of an additional 30 acres in University North Park for economic development.

MUNICIPAL COURT 7

**MUNICIPAL COURT
MONTHLY REPORT
JANUARY - FY '13**

CASES FILED

	<u>JANUARY</u>	<u>FY13</u>	<u>Y-T-D</u>		<u>JANUARY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,474		9,977		1,735		9,822
Non-Traffic	408		2,573		408		2,840
SUB TOTAL	1,882		12,550		2,143		12,662
Parking	603		5,547		560		4,490
GRAND TOTAL	2,485		18,097		2,703		17,152

CASES DISPOSED

	<u>JANUARY</u>	<u>FY13</u>	<u>Y-T-D</u>		<u>JANUARY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,329		9,417		1,381		9,261
Non-Traffic	396		2,453		356		2,419
SUB TOTAL	1,725		11,870		1,737		11,680
Parking	580		4,107		502		3,768
GRAND TOTAL	2,305		15,977		2,239		15,448

REVENUE

	<u>JANUARY</u>	<u>FY13</u>	<u>Y-T-D</u>		<u>JANUARY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	149,803		905,537		141,952		885,564
Non-Traffic	63,472		359,269		68,410		406,682
SUB TOTAL	213,275		1,264,806		210,362		1,292,246
Parking	17,518		113,838		17,055		118,434
GRAND TOTAL	230,793		1,378,644		227,417		1,410,680

Juvenile Community Service Program

In January, 2013, juveniles provided 112 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 41 hours valued at \$297.25, if paid at minimum wage, were devoted to City of Norman parks and other projects.

PARKS AND RECREATION

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**JANUARY 2013
PARK PLANNING DIVISION
MONTHLY REPORT**

Park Planning Activities for the month included:

Park Planning:

As part of a cooperative project with CDBG, park planning staff has ordered park furnishings for McGeorge Park and Centennial Park. Staff also advertised an RFP for a new playground at McGeorge Park—with bids due on February 1st. Staff has also ordered a shelter and picnic tables for Frances Cate Park. It will take 8-10 weeks to manufacture the shelter and will be professionally installed by a manufacturer certified installer once it is delivered. All projects are being 100% funded through CDBG funds according to feedback from the neighborhoods containing these parks over the past couple of years.

Historic House:

Staff met with the architect for the Moore-Lindsey House & Carriage House renovation project to review the plans for the remaining work at that facility. This final phase of work will include wallpaper and wall repairs in the first floor rooms of the main house as well as the remodel of the Carriage House interior to make the existing office and restroom ADA compliant. All of the work on this project has followed the plans prepared in 2006 which included foundation replacement, interior plaster and wood repairs and exterior repairs and repainting.

Sooner Theatre:

Staff met with Building Maintenance staff at the Sooner Theatre to discuss the start time and project length for the roof replacement at that facility. The contractor plans started on January 24th. Work will be done each day to minimize the impact on the daily operation of the theatre staff. If weather is good, the project is scheduled to take four weeks, and will include adding a catwalk and safety railing on the east side of the roof as well as a caged ladder from the lower roof to the roof above the stage on the north end of the building to improve maintenance access to the equipment on the roof.

Legacy Trail South Extension:

The Oklahoma Department of Transportation has issued their final approval for the plans and specifications for the Legacy Trail South Extension project. The project includes the construction of a 10ft. wide pathway on the south side of Duffy St. from Jenkins Ave. to Asp Ave. The pathway will also turn south along the east side of Asp Ave. and connect to the existing walkway in the Campus Corner area. In addition, the 4ft. sidewalk and driveway approaches on the east side of Jenkins Ave. from Duffy St. to Boyd St. will be replaced with a new 4ft. wide sidewalk. The project also includes historic style decorative lighting and is estimated to take approximately 120 days to complete.

Saxon Park:

Staff submitted an application for a 2013 Recreational Trails Grant from the State of Oklahoma Tourism and Recreation Department. The grant request is for \$160,000 to match \$40,000 in Community Park Land Development funds to construct Phase II of the John Saxon Jr. Community Park. The Phase II grant application is designed to construct additional parking and develop a Fitness Trail with strength training stations along the trail in the south part of the park, opposite of the cross-country facilities. Grant awards are usually announced in April of each year when funding is available.

Reaves Park:

Staff met with an engineering and testing firm at the Reaves Park Softball Building project to determine if asbestos is present prior to the demolition of the existing softball restroom & concession building. No hazardous material was discovered.

A fence contractor removed a section of the north fence at those fields to make a path for demolition crews from K&M wrecking to get vehicles to the building for demolition during the first week of February. Aztec Building Systems is preparing the final construction drawings to submit with the building permit for the new structure, which will begin construction as soon as plans are approved.

**JANUARY 2013
RECREATION DIVISION
MONTHLY REPORT**

Senior Citizens Center: There was one rental at the facility this month with 350 people participating. Attendance has picked up since the holidays. There was an influx of new participants for the Tai Chi program and the class continues to expand. There were 907 participants in daily activities at the center this month and 420 seniors participated in the congregate meal program. Forty seniors attended the monthly birthday party.

Little Axe Community Center: There were 254 transactions at the library kiosk this month and the food donations from Country Boy Markets and the food closet provided assistance to 470 individuals. There were 3 rentals at the facility this month with 60 in attendance. The Head Start program is completely full with a waiting list. The Zumba Dance class continues to meet on Tuesdays and Thursdays. The disc golf course is used daily and the disc golf group continues to host tournament play on weekends and Wednesday nights.

12th Avenue Recreation Center: Karate, Jazzercise, Zumba, Gymnastics, Kung Fu and Tai Jitsu began their winter sessions this month.. The 2013 Open Adult and Church basketball leagues began play this month with 20 teams playing on Monday, Tuesday and Thursday evenings. The facility received their American Camping Association Certificate of Accreditation this month to reaffirm the facility is in continued compliance with ACA standards, codes of ethics and state and federal laws. There were twelve rentals this month with 505 in attendance.

Irving Recreation Center: The winter season of Jr. Jammer Basketball games began this month. Tippi Toes, Flamenco and Zumba began their winter sessions. Enrollment increased for the After School Program with 26 children participating. A new program "Paint and Play" held two classes this month with 12 children in attendance. This is a 4 week painting class that meets on Tuesday nights from 6-7 pm for children ages 5-11. Another new program "Superstar Story Time" invites local celebrities to come and read to the children. The first guest was City of Norman - Police Chief Humphrey. There were 9 rentals this month with 290 in attendance.

Whittier Recreation Center: The winter session of Junior Jammer Basketball games began with 750 children enrolled on 94 teams. This season, teams are playing at Whittier and Irving Recreation Centers, Harvest Church and Alcott and Longfellow Middle Schools. Open gym provided play for 2888 participants this month. Whittier Middle School used the gym for games and practices all month, they hosted a tournament and 5 games this month in the facility.

FACILITY ATTENDANCE:

	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	1,717	13,839
Little Axe Community Center	1,273	9,554
12th Avenue Recreation Center	3,433	20,421
Irving Recreation Center	2,068	12,891
Whittier Recreation Center	4,237	21,778
Reaves Center	300	2,100
Tennis Center	756	20,320

JANUARY 2013 PARK MAINTENANCE DIVISION

Park Maintenance crews removed holiday decorations and prepared them for storage. Crews continued working on the Griffin Dog Park expansion hanging new gates and fencing and installing new benches. Crews replaced safety surfacing at Cascade, Cherry Creek, Kevin Gottshall, and Brookhaven Parks. Crews are removing cattails from the bank at Willow Pond in NE Lions Park. Crews worked with park volunteers Dick and Charolette Reynolds to install irrigation in four flower beds at Brookhaven Park. The Reynolds' provided matching funds for this project.

SAFETY REPORT	FYE-13MTD	FYE-13YTD		FYE-12MTD	FYE-12YTD
On-The-Job Injuries	1	10		1	5
Vehicle Accidents	0	2		2	3
Employee responsible	0	1		1	1
ROUTINE ACTIVITIES	Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE		Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE
Mowing	0.00	588.75		0.00	997.50
Trim Mowing	0.00	3633.00		0.00	3505.50
Chemical Spraying	8.00	432.00		32.50	321.50
Fertilization	0.00	8.00		0.00	8.00
Tree Planting	24.00	49.50		0.00	0.00
Tree & Stump Removal	104.00	1293.00		8.00	395.00
Tree Trimming/Limb Pick-Up	16.00	645.25		12.00	650.50
Restroom/Trash Maintenance	138.00	1941.00		260.00	2340.00
Play Equipment Maintenance	270.00	991.50		97.50	832.50
Sprinkler Maintenance	56.00	1720.25		86.00	1333.50
Watering	24.00	494.50		39.00	881.25
Grounds/Building Maintenance	43.00	196.50		18.50	94.00
Painting	0.00	5.50		8.00	16.00
Planning Design	6.00	25.00		0.00	8.00
Park Development	102.50	126.50		22.50	94.00
Special Projects	270.00	2942.25		959.00	2708.50
Nursery Maintenance	0.00	2.00		0.00	20.00
Flower/Shrub Bed Maintenance	130.50	451.50		103.50	704.50
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	21.00		68.00	162.00
Fence Repairs	525.00	853.00		184.00	462.00
Equipment Repairs/Maintenance	135.25	1130.00		102.00	1220.75
Material Pick-Up	28.75	103.25		4.50	131.00
Miscellaneous	167.25	1252.50		198.25	1255.25
Shop Time	82.00	277.00		16.00	161.50
Snow/Ice Removal	0.00	90.00		0.00	0.00
Christmas Lights	259.00	1787.00		380.00	731.00
Close to Home Fishing	0.00	0.00		0.00	12.00
Forestry	4.00	6.00		24.00	26.00
Graffiti Clean-Up	0.00	12.00		0.00	39.00

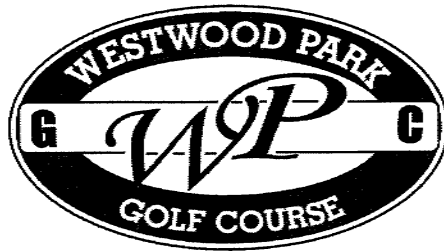
JANUARY 2013
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	3	10	54.50	375.00	5	28	134.50	860.25	8	38	189.00	1235.25
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf												
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month				\$395.13				\$975.13				\$1,370.25
Value of hours Y-T-D				\$2,718.75				\$6,236.81				\$8,955.56

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

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A



JANUARY 2013

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	JANUARY FY'13	JANUARY FY'12
Regular Green Fees	302	400
Senior Green Fees	134	171
Junior Fees	18	41
School Fees (high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	166	176
Employee Comp Rounds	160	227
Golf Passport Rounds	0	4
9-Hole Green Fee	49	97
2:00 Fees	3	3
4:00 Fees	142	100
6:00 Fees	12	8
PGA Comp Rounds	4	2
*Rainchecks	19	15
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	344	332
Green Fee Adjustments <small>(fee difference on rainchecks)</small>	1	2
Total Rounds <small>(*not included in total round count)</small>	1335	1563
% change from FY '12	-14.59%	
Range Tokens	1217	1320
% change from FY '12	-7.80%	
18 - Hole Carts	52	74
9 - Hole Carts	14	18
1/2 / 18 - Hole Carts	455	534
1/2 / 9 - Hole Carts	83	103
Total Carts	604	729
% change from FY '12	-17.15%	
18 - Hole Trail Fees	1	3
9 - Hole Trail Fees	1	0
18 - Hole Senior Trail Fees	2	2
9 - Hole Senior Trail Fees	8	10
Total Trail Fees	12	15
% change from FY '12	-20.00%	
TOTAL REVENUE	\$33,249.48	\$36,227.22
% change from FY '12	-8.22%	

**JANUARY 2013
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2013	FY 2013	FY 2012	FY 2012
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FY 2013	FY 2013	FY 2012	FY 2012
	MTD	YTD	MTD	YTD
Green Fees	\$19,478.54	\$288,898.38	\$20,751.97	\$275,527.70
Driving Range	\$3,876.51	\$54,320.97	\$3,804.34	\$43,856.44
Cart Rental	\$9,484.41	\$157,932.29	\$10,761.44	\$152,260.22
Restaurant	\$402.50	\$5,387.01	\$887.83	\$6,268.75
Insufficient Check Charge	\$0.00	\$100.00	\$0.00	\$100.00
Interest Earnings	\$7.52	\$2,520.89	\$21.64	\$3,423.87
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL INCOME	\$33,249.48	\$509,159.54	\$36,227.22	\$481,836.98
Expenditures	\$95,274.24	\$664,880.28	\$46,336.08	\$648,435.78
Income vs Expenditures	(\$62,024.76)	(\$155,720.74)	(\$10,108.86)	(\$166,592.80)
Rounds of Golf	1335	18482	1563	18957

Routine maintenance practices include: Greensmowing, cup changing and sand trap raking one to two times a week, depending on weather conditions. No mowing is done when ground is frozen. Irrigation is added as required by the weather conditions. The process of weed control is under way. Pre and post emerge is being applied to all areas of the property.

In January, all weatherizing practices are monitored daily to protect against freezing. This month we continue the process of retooling for next season. All valve boxes are being located, edged and repainted. Tee markers are being refurbished. Ball washers are reconditioned as well. In addition, every piece of equipment is being examined and serviced as needed. Sprinkler head yardage numbers are being replaced.

Volunteers are assisting in the cleanup of brush and saplings, from creek banks and underneath cedars. The greens trap at #10 green is near completion. A new drain line and new sand will be installed. A fence was repaired along #9 fairway. We assisted Park Maintenance in the stump grinding process around the golf course.

Jay Lowery was presented with a 20 year pin at the employees' ceremony. The maintenance crew at Westwood was presented with a safety award for having no on the job injuries and no collisions, in the calendar year 2012. This was the second such award in two years. A planning project was initiated with other departments to increase the amount of runoff captured for irrigation.

JANUARY 2013
WESTWOOD POOL
MONTHLY REPORT

Westwood Pool closed for the season August 19th.

FINANCIAL INFORMATION

	FY2013 MTD	FY2013 YTD	FY2012 MTD	FY2012 YTD
Admission Fees	\$0.00	\$50,658.25	\$0.00	\$50,652.50
Waterslide Fees	\$0.00	\$12,052.00	\$0.00	\$12,568.00
Swim Lesson Fees	\$0.00	\$4,578.00	\$0.00	\$6,562.50
Pool/Slide Rental	\$0.00	\$10,800.00	\$0.00	\$8,575.00
Locker Fees	\$0.00	\$19.50	\$0.00	\$19.50
Concessions	\$0.00	\$2,580.00	\$0.00	\$2,580.00
TOTAL INCOME	\$0.00	\$80,687.75	\$0.00	\$80,957.50
Expenditures	\$1,408.16	\$125,376.77	\$1,237.94	\$114,567.84
Income verses Expenditures	(\$1,408.16)	(\$44,689.02)	(\$1,237.94)	(\$33,610.34)

ATTENDANCE INFORMATION

	FY 2013 Month to Date	FY 2013 Season to Date (May-Aug 12)	FY 2012 Month to Date	FY 2012 Season to Date (May-Aug 11)
a. swim tags	0	5246	0	3571
b. pool admission	0	15749	0	17939
c. slide admission- (not inc. in total)	0	9341	0	11025
d. group admission	0	2764	0	756
e. noon admission	0	89	0	418
f. evening admission	0	2778	0	3644
g. evening tags	0	1732	0	1725
TOTAL ATTENDANCE	0	28358	0	28053

PLANNING AND COMMUNITY DEVELOPMENT 9

PLANNING DEPARTMENT ACTIVITY January 2013

ADMINISTRATIVE DIVISION

Staff prepared information for the January Community Planning and Transportation Committee (CPT) as requested at the December meeting. Committee members asked staff to research a numerical definition for the height of a story, to continue investigation of density or FAR as a regulatory technique, and to continue research on issues surrounding the economic viability of high density development in Norman. Lastly the committee asked staff to develop a map for the next meeting more clearly defining a boundary for Campus Corner.

Staff prepared information to address each of those items, but the majority of information and time at the meeting was spent discussing the economics of high density construction. We consulted with the firm Ochsner Hare and Hare (OHH), asking them to prepare detailed economic analyses of potential development scenarios.

OHH established a set of assumptions as a basis to perform cash-flow analyses of data provided to City staff by B3 Group, the Elsey Brothers and BLW Architects. These assumptions were tested against achievable rents and amenities demonstrated at Crimson Park, an existing apartment development in Norman. Using those assumptions, OHH conducted a variety of multi-year cash flow analyses based on building heights of four and five stories.

Staff is working on additional amendments for presentation at the February 25, 2013 CPT meeting.

Greenbelt Commission

There were two applications submitted for the January 28, 2013 meeting. GBC13-2, Fountain View North Revised Addition was approved and sent forward without additional comments. GBC 13-1, Grizzle Addition was approved and sent forward with comments. The next meeting is February 28, 2013.

Miscellaneous

	2012 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan
Walk-Ins	104	104	112	97	60	60	52	41	71	75	72	70	72
Email Contacts	289	263	333	320	302		277	282	307	325	287	260	264
Lot Line Adjustments	0	4	1	1	0	2	2	1	4	2	3	4	4
Landscape Maint. & Replacement Bonds	2	4	1	0	2	2	0	3	1	2	1	4	6
Board of Adjustment Variance Appl.	2	2	2	2	0	1	2	0	1	2	2	0	3
Legal Notices Sent	28	38	67	47	0	47	37	0	11	50	19	0	96
Planning Commission Applications Rec'd	3	7	4	4	6	2	2	7	2	4	5	2	2
Legal Notices Sent	88	14	88	290	327	69	166	212	36	36	36	20	20
Pre-Development Meeting Appl. Rec'd	3	1	6	8	4	3	3	1	1	5	2	2	2
Notices Sent	101	23	304	407	214	135	111	36	86	203	31	281	27

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2012 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan
Ordinance Amendments		3					1			1	1		2
NORMAN 2025 Land Use Plan Amendments	1		1	2	1	1	2	2		1	1		1
Rezoning Requests	2	1	2	4	6	2	2	4	1	2	2		1
Utility Easement/Road Closures	1							2		1	2	2	2
Preliminary Plats	1	1	1	5	3	1	2	3		4	2		1
Final Plats	2		1		2	4	2	2	5	6	3	3	1
Rural Certificates of Survey		1	1	1					2	1	1	1	
Short Form Plats	1										1		
Site Plan Amendments		3	1										
Certificate of Plat Correction				1									

During January, submittals for the February 14, 2013 Planning Commission meeting included one final plat, one revised preliminary plat, one 2025 Plan amendment and rezoning, one amendment to the Subdivision Regulations, and one amendment to the Zoning Code. Two Pre-Development applications were received for the January 24 meeting. During the month of January, sixty commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved thirty-three.

The Planning Commission met in Regular Session on January 10 and approved one Certificate of Survey, three final plats, one drainage easement closure, and one amendment to the Limits of No Access. One set of minutes was prepared for the Planning Commission Regular Meeting.

Board of Adjustment

The Board of Adjustment met January 23, 2013 and considered three variance application and one application for a special exception; all were granted. The next meeting is scheduled for February 27, 2013.

Miscellaneous

Staff issued 33 sign permits, 72 one and two family permits, 6 food service licenses, performed 9 inspections, and researched/prepared 3 zoning letters. Prepared the monthly building report and capital improvements quarterly report; represented the City of Norman at 4 meetings at the Association of Central Governments; continued preparation of the FYE2014 Capital Budget; assisted the public and staff with current planning questions on zoning, signs, development, capital improvements, etc.; and staffed the Greenbelt Commission and Board of Adjustment by preparing staff reports and attending the monthly meetings.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

The members of Central Oklahoma Alliance of Government Agencies 2013 (COAGA 13) reviewed the proposals submitted for the regional aerial photography project and selected Kucera International as the preferred firm based on proposals and follow up phone interviews on January 3, 2013. The cost of the orthophotos and quality of the sample images provided by the firms were the primary factors influencing the decision, as all of the firms responding to the RFP submitted acceptable technical proposals. Kucera proposed a considerable price break if all of the cities that are a part of COAGA 13 participate in the orthophoto project. In addition to Norman, the cities participating in COAGA 2013 are the following: City of Edmond, City of Midwest City, City of Newcastle, City of Guthrie, City of Geary, and City of Piedmont. On January 22, the Norman City Council approved a contract with Kucera International to complete aerial photography and planimetric mapping for the city.

On January 30, GIS staff attended the kickoff meeting for the New World comprehensive public safety computer solution that is being implemented by the Norman Police and Fire Departments. The analysis of GIS data is one of the first steps to be taken in the implementation process. A follow-up meeting will be scheduled early in February to begin GIS data analysis.

On a related topic, the GIS software must be upgraded to support the New World software. The first steps were taken on this part of the project during January. On January 30 and 31, a consultant from Cityworks upgraded a test database and installed a test Cityworks site for City staff to use to design the interface that Line Maintenance staff will use to access the upgraded software. Once the interface design is complete, Cityworks staff will return for end-user training and go-live support.

GIS Staff met with consultants interested in designing the upgrades to the Audio/Visual system in the Council chambers and Study Session Room. It has been somewhat more challenging to find designers than expected, because very few of the consultants have experience with the broadcast requirements of the system. An adequate number of designers have been identified and the project should go forward shortly.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 47 requests for service that resulted in the production of 86 mapping products. The GIS division did work for 8 of the City's departments during the month of January, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICES DIVISION

Construction Activity

The value of all construction activity permitted in JANUARY of 2013 totaled \$18,390,021, up from \$13,877,640 for the same month last year. A total of 137 permits were issued in JANUARY of 2013 compared to 111 in JANUARY of 2012. The higher number of permits and value is primarily due to new single family residential units.

Total new residential permitting activity in JANUARY 2013 was valued at \$10,441,649 compared to \$5,928,240 in JANUARY 2012. New single-family detached residential construction in JANUARY 2013 represented 43 new homes with an average value of \$215,780, compared with 30 new homes in JANUARY 2012 with an average value of \$151,980. There were no attached single family permits. There was 1 new mobile home in JANUARY 2013 valued at \$32,900 compared to none in JANUARY 2012. There were 3 duplex units in JANUARY 2013 valued at \$500,000 and none in JANUARY 2012. There were no new multi-family permits in either JANUARY 2013 or in JANUARY 2012.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in JANUARY 2013 numbered 80 and were valued at \$630,221 compared to 60 permits valued at \$1,342,337 for JANUARY 2012. The average value in JANUARY 2013 is \$7,878 compared to \$22,372 in JANUARY 2012. The number of permits was higher in JANUARY 2013 primarily because of storm shelters and storage buildings, while the value was higher in JANUARY 2012 primarily because of the higher value of the storage buildings and swimming pool projects.

New commercial construction permits in JANUARY of 2013 totaled 2 with a value of \$5,524,000 compared to 9 permits valued at \$7,467,000 for JANUARY 2012. The difference in number of permits is primarily due to greater number of smaller projects in 2012. The decrease in value is primarily due to the Sigma Nu project valued at \$3,500,000 in 2012.

Commercial Addition/Alteration permits in JANUARY of 2013 totaled 8 with a value of \$2,424,372 compared to 10 permits valued at \$482,400 for JANUARY 2012. The difference in number of permits is insignificant. The increased value is primarily due to remodeling for The Gap at Sooner Fashion Mall and Delta Upsilon projects valued at \$2,023,372.

Construction Activity Summary for January 2013

Permit Type	No. of Permits		No. of Units		Const. Value	Average Value
New Residential (sing fam, mob homes, dupl)	47		47		\$ 9,811,428	\$ 208,754
New Multi-Family	0		0		\$ -	\$ -
New Non-Residential	2		N/A		\$ 5,524,000	\$ 2,762,000
Add/Alter Residential (All)	80		N/A		\$ 630,221	\$ 7,878
Add/Alter Non-Residential	8		N/A		\$ 2,424,372	\$ 303,047
Total Construction Permits/Value	137		47		\$ 18,390,021	
Detailed Permit Activity	Calendar Year 2013		Calendar Year 2012		2012	
Residential Activity	January	YTD	January	YTD	Total Year	
Single Family Permits	43	43	30	30	414	
Total Construction Value	\$ 9,278,528	\$ 9,278,528	\$ 4,559,403	\$ 4,559,403	\$ 74,416,561	
Avg Construction Value	\$ 215,780	\$ 215,780	\$ 151,980	\$ 151,980	\$ 179,750	
Single Family Attached Permits	0	0	0	0	0	
Total Construction Value	\$ -	\$ -	\$ -	\$ -	\$ -	
Avg Construction Value	\$ -	\$ -	\$ -	\$ -	\$ -	
New Mobile Home Permits	1	1	2	2	10	
Total Construction Value	\$ 32,900	\$ 32,900	\$ 26,500	\$ 26,500	\$ 394,639	
Duplex Permits	3	3	0	0	10	
Number of Units	3	3	0	0	10	
Total Construction Value	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 910,000	
Avg Construction Value per Unit	\$ 166,667	\$ 166,667	\$ -	\$ -	\$ 91,000	
Multi-Family Permits	0	0	0	0	59	
Number of Units	0	0	0	0	930	
Total Construction Value	\$ -	\$ -	\$ -	\$ -	\$ 35,469,387	
Avg Construction Value per Unit	\$ -	\$ -	\$ -	\$ -	\$ 38,139	
New Residential Units	47	47	32	32	1364	
New Residential Value	\$ 9,811,428	\$ 9,811,428	\$ 4,585,903	\$ 4,585,903	\$ 111,190,587	
Residential Demo Permits	6	6	2	2	36	
Residential Demo Units	-5	-5	-2	-2	-25	
Net Residential Units	42	42	30	30	1339	
Addition/Alteration Permits**	11	11	13	13	214	
Other Permits***	69	69	47	47	835	
Total Construction Value****	\$ 630,221	\$ 630,221	\$ 1,342,337	\$ 1,342,337	\$ 16,276,181	
Avg Construction Value	\$ 7,878	\$ 7,878	\$ 22,372	\$ 22,372	\$ 15,516	
Residential Permits	127	127	92	92	1542	
Residential Value	\$ 10,441,649	\$ 10,441,649	\$ 5,928,240	\$ 5,928,240	\$ 127,466,768	
Commercial Activity						
Commercial Permits	2	2	9	9	99	
Total Construction Value	\$ 5,524,000	\$ 5,524,000	\$ 7,467,000	\$ 7,467,000	\$ 61,707,892	
Avg Construction Value	\$ 2,762,000	\$ 2,762,000	\$ 829,667	\$ 829,667	\$ 623,312	
Addition/Alteration Permits	8	8	10	10	135	
Total Construction Value	\$ 2,424,372	\$ 2,424,372	\$ 482,400	\$ 482,400	\$ 23,805,491	
Avg Construction Value	\$ 303,046.50	\$ 303,047	\$ 48,240	\$ 48,240	\$ 176,337	
Non-Residential Value	7,948,372	7,948,372	7,949,400	7,949,400	85,513,383	
Non-Residential Permits	10	10	19	19	234	
Total Construction Value	\$ 18,390,021	\$ 18,390,021	\$ 13,877,640	\$ 13,877,640	\$ 212,980,151	
Total Construction Permits	137	137	111	111	1776	
Other Permits						
Electrical Permits	128	128	100	100	1327	
Heat/Air/Refrigeration Permits	102	102	137	137	1587	
Plumbing & Gas Permits	149	149	153	153	1658	
Foundation Permits	20	20	1	1	11	
Temp Tents/Construction Trailers	2	2	3	3	34	
Demo Permits (Residential)	6	6	2	2	35	
Demo Permits (Commercial)	0	0	4	4	23	
House Moving Permits	2	2	3	3	41	
Sign Permits	23	23	18	18	254	
Water Well Permits	7	7	1	1	33	
Garage Sale Permits	22	22	32	32	2136	
Swimming Pool Permits	2	2	3	3	60	
Storage Building Permits	9	9	12	12	121	
Carports	1	1	0	0	12	
Storm Shelter Permits	55	55	26	26	532	
Residential Paving	2	2	6	6	110	
Additional Division Activity						
Miscellaneous/PODS/ROLOFS	5	5	11	11	150	
Lot Line Adjustments	3	3	0	0	18	
Certificates of Occupancy	83	83	93	93	1221	
All Field Inspections	2059	2059	1912	1912	25440	

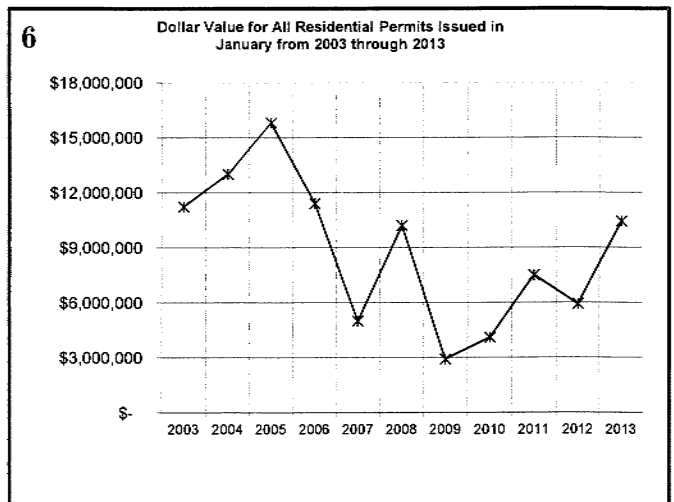
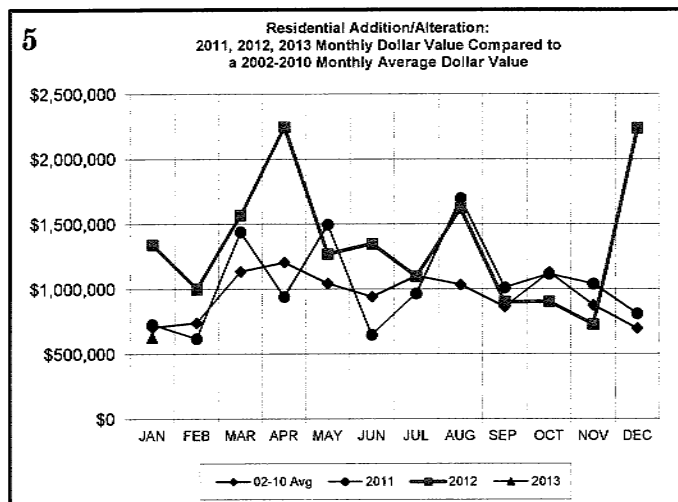
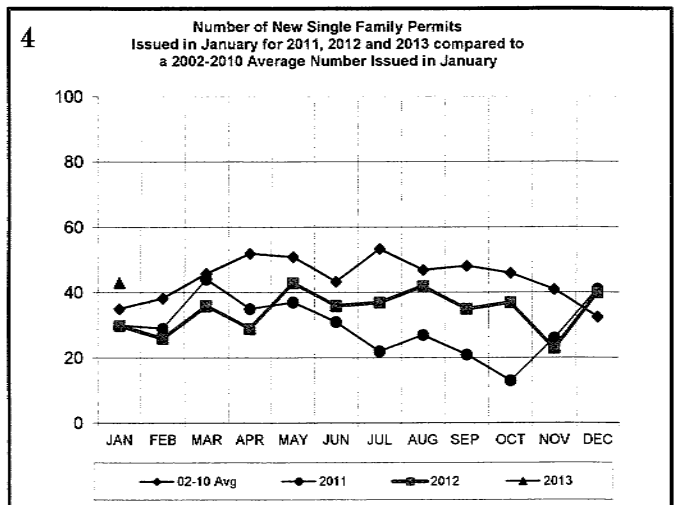
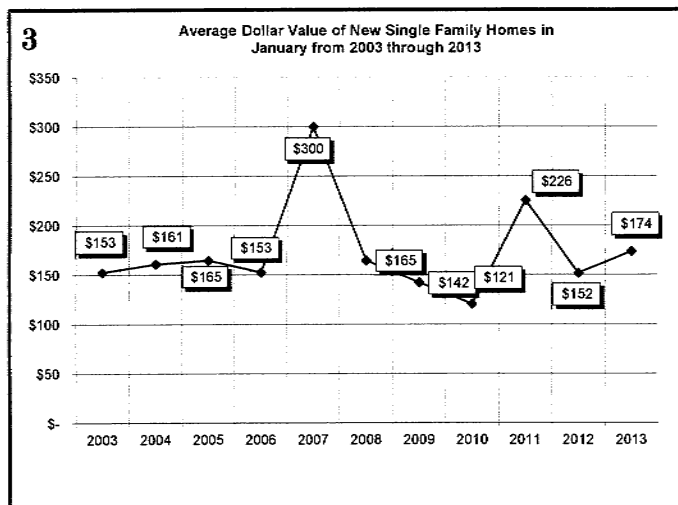
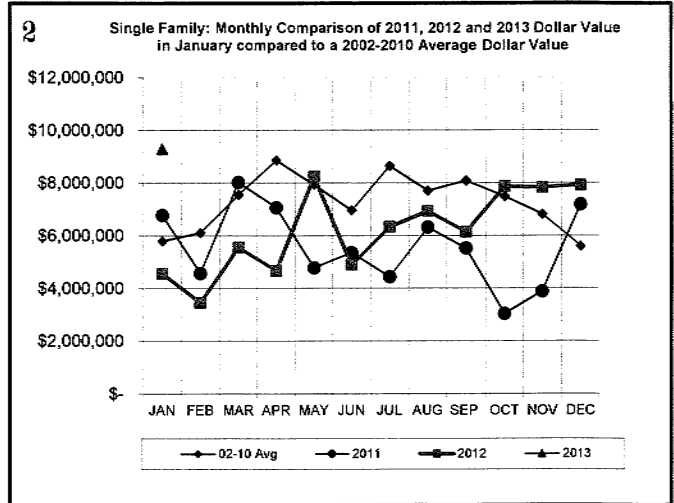
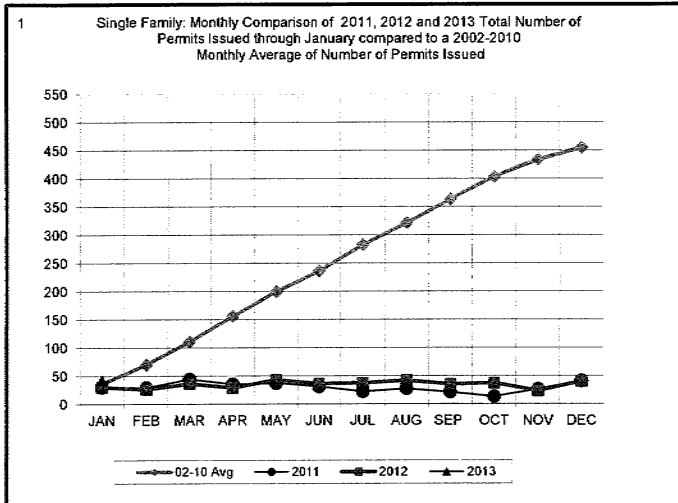
**Count includes: Add/Alt, Fire Rpr, Reprmt
Mobile Homes & Multi-family Add/Alt

***Count includes: Pools, Storage Bldgs,
Carports, Residential Paving, Storm Shelters.

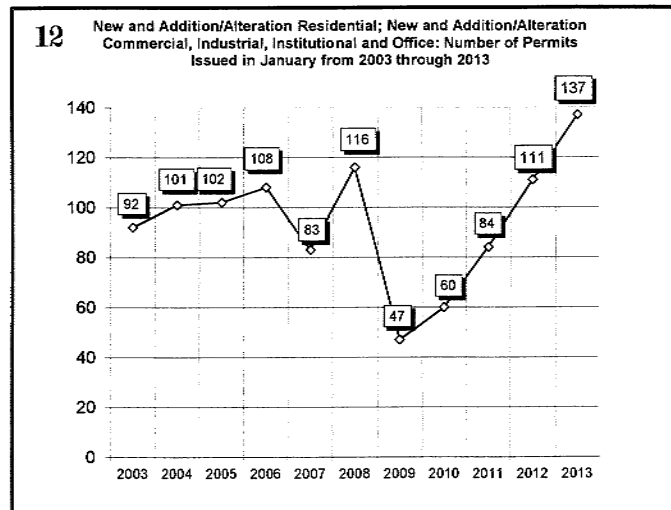
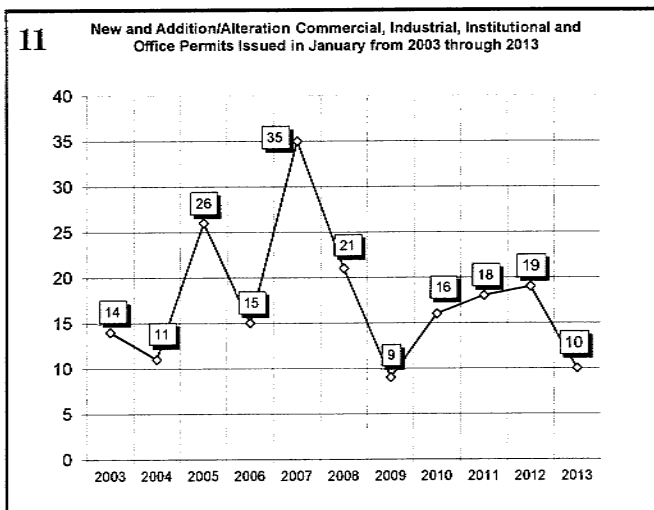
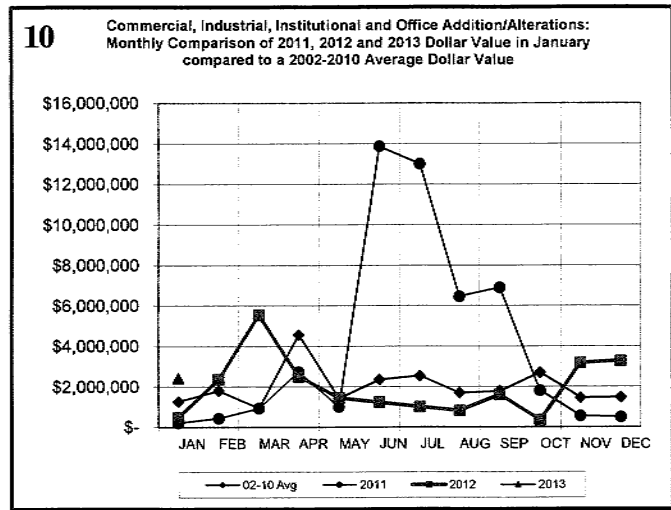
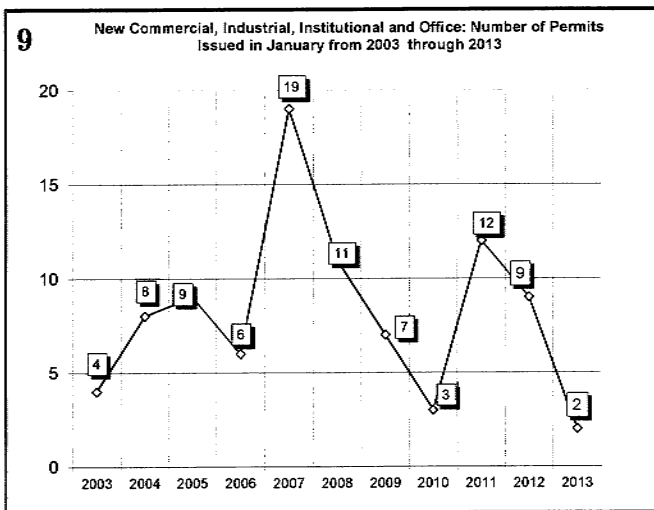
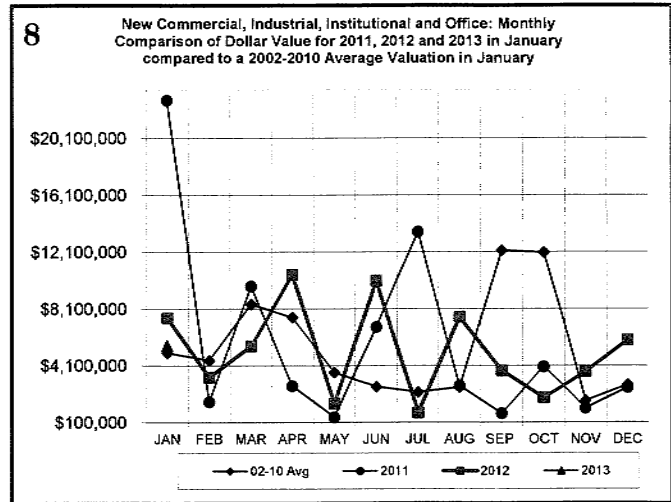
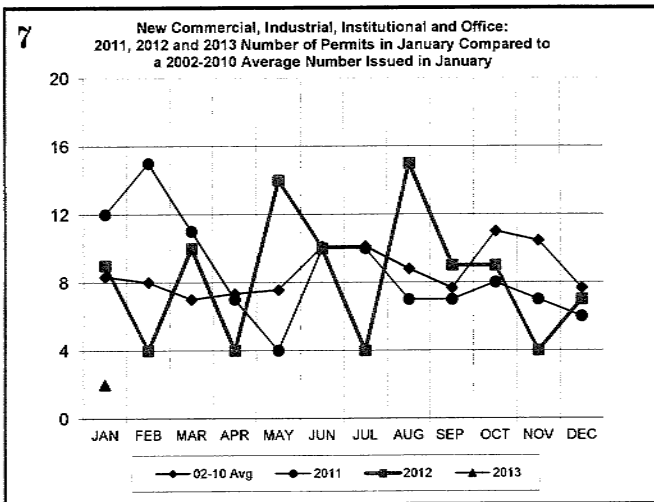
****Total Construction Value includes these
permits listed above.

****Total Construction Value
includes permit types listed to
the left.

JANUARY 2013 CONSTRUCTION REPORT



JANUARY 2013 CONSTRUCTION REPORT



City of Norman
BUILDING PERMITS AND INSPECTIONS

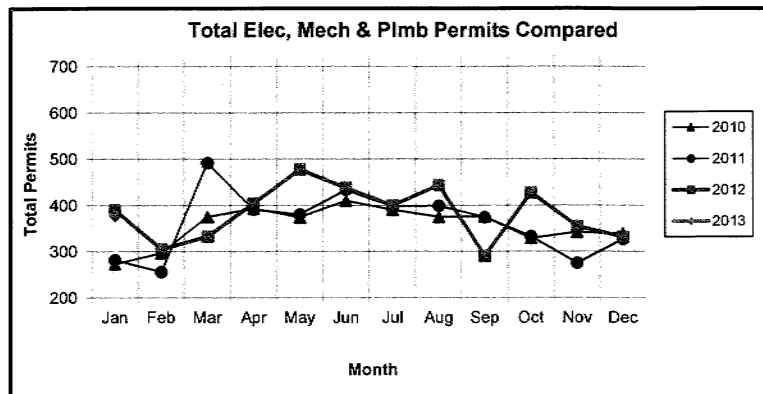
TRADE PERMITS & GARAGE SALES
Sorted by Permit Type

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	89	100	127	123	93	131	97	114	124	106	92	102	1298
HVAC (MECH)	83	73	81	146	149	147	156	142	114	102	112	106	1411
PLUMBING (PLBG)	101	124	167	124	132	132	137	119	138	121	138	131	1584
GARAGE SALE (GARA)	10	6	103	404	317	430	308	175	214	335	129	21	2450
HOUSE MOVING (MOVE)	0	0	4	2	5	9	4	5	7	5	3	4	48
DEMOLITION (BDEM)	7	3	6	2	9	6	6	4	2	3	0	8	56
SIGN (SIGN)	13	21	17	13	17	17	20	25	21	32	21	22	239
ELEC + MECH + PLBG	273	297	375	393	374	410	390	375	376	329	342	339	4273
Total	303	327	505	814	722	872	726	584	620	704	495	394	7066

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	90	82	187	124	127	132	96	117	101	94	64	90	1304
HVAC (MECH)	82	60	114	125	122	170	183	156	149	117	99	105	1482
PLUMBING (PLBG)	110	114	191	142	131	132	119	126	124	122	112	132	1555
GARAGE SALE (GARA)	17	27	116	281	306	433	258	135	291	290	131	9	2294
HOUSE MOVING (MOVE)	0	3	3	0	5	6	6	0	9	1	3	5	41
DEMOLITION (BDEM)	4	8	6	4	3	0	1	6	2	3	10	3	50
SIGN (SIGN)	14	20	31	34	20	23	11	24	29	18	11	19	254
ELEC + MECH + PLBG	282	256	492	391	380	434	398	399	374	333	275	327	4341
Total	317	314	648	710	714	896	674	564	705	645	430	363	6980

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	100	92	113	128	133	133	115	142	81	113	81	96	1327
HVAC (MECH)	137	109	100	129	168	175	158	161	95	116	137	122	1607
PLUMBING (PLBG)	153	104	120	148	177	131	127	141	115	199	136	87	1638
GARAGE SALE (GARA)	32	36	25	236	437	356	146	155	203	208	150	27	2011
HOUSE MOVING (MOVE)	3	1	2	3	2	6	6	9	5	3	4	2	46
DEMOLITION (BDEM)	6	5	3	10	4	2	2	5	5	9	1	4	56
SIGN (SIGN)	22	16	25	12	19	19	36	36	15	19	18	21	258
ELEC + MECH + PLBG	390	305	333	405	478	439	400	444	291	428	354	332	4599
Total	453	363	388	666	940	822	590	649	519	667	527	359	6943

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	128												128
HVAC (MECH)	102												102
PLUMBING (PLBG)	149												149
GARAGE SALE (GARA)	22												22
HOUSE MOVING (MOVE)	2												2
DEMOLITION (BDEM)	6												6
SIGN (SIGN)	23												23
ELEC + MECH + PLBG	379	0	0	0	0	0	0	0	0	0	0	0	379
Total	432	0	0	0	0	0	0	0	0	0	0	0	432



City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued January 2013 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	37	01/03/13	1605		VINE	ST	12	8	WESTLAND ADD	R1	\$ 2,995	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	50	01/09/13	3620		KINGS CANYON	RD	3	2	RED CANYON RANCH SEC 2	R1	\$ 3,800	37
1 & 2 FAMILY STORM SHELTER-3	FS STORM SHELTERS, LLC	92	01/08/13	4124		DORNOCH	LN	13	3	CASCADE ESTATES PUD #7	PUD	\$ 3,000	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	112	01/10/13	4906		ALEXANDER	CT	6	1	BROOKHAVEN #14	R1	\$ 2,695	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	113	01/10/13	321		FOREMAN	AVE	6	1	TOWN & COUNTRY ESTATES #2	R1	\$ 2,945	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	128	01/11/13	4120		MOORGATE	CIR	9	3	CARRINGTON PLACE ADD #7	R1	\$ 3,400	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	129	01/11/13	4721		PIGON	CT	55	2	ROCK CREEK POLO CLUB #3	R1	\$ 2,500	35
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	134	01/14/13	2908		ASTOR	DR	35	1	BERKELEY ADD #5	R1	\$ 2,850	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	139	01/14/13	3006		TARA	LN	21	1	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 3,350	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	140	01/14/13	604	W	SUMMIT BEND	ST	14	6	SUMMIT LAKES ADD #6	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	143	01/14/13	306		HAYES	CIR	12	3	QUAIL CREEK ACRES #1	RE	\$ 2,695	30
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	144	01/14/13	5610		BELLWOOD	DR	3	1	EAGLE CLIFF SOUTH ADD #3	R1	\$ 3,200	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	151	01/14/13	1009		CARACARA	DR	52	1	SUMMIT LAKES ADD #9	R1	\$ 2,900	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	153	01/15/13	413		HORIZON VIEW	CT	52	1	SUTTON PLACE ADD #5	R1	\$ 2,000	28
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	161	01/15/13	404		EGRET	LN	1	2	PARK HILL ADDITION	PUD	\$ 2,545	15
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	162	01/15/13	3020		GRANT	RD	13	4	LAKEWOOD PARK	R1	\$ 3,150	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	163	01/15/13	2710		WALNUT	RD	24	1	WESTWOOD ESTATES	R1	\$ 3,000	28
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	172	01/15/13	216	N	MERCEDES	DR	12	18	UNIVERSAL HEIGHTS 2ND ADD	R1	\$ 2,750	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	204	01/17/13	807		NANCY LYNN	TER	15	1	CARRINGTON PLACE ADD #2	R1	\$ 3,695	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	227	01/18/13	3709		LORINGS	RD	13	3	CHERRY CREEK #2	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	237	01/18/13	4013		BEECHWOOD	DR	15	5	LYDICK'S #2	R1	\$ 2,000	35
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS OF OKLAHOMA	242	01/18/13	1703		AVONDALE	DR	15	1	PEBBLE BROOK #2	R1	\$ 2,995	15
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	247	01/18/13	2417		CAMELIA	ST	6	3	SUMMIT LAKES ADD #6	R1	\$ 1,000	28
1 & 2 FAMILY STORM SHELTER-3	OWNER	253	01/22/13	409		SUMMIT BEND	ST	20	4	BERKELEY ADD #4	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	257	01/22/13	4019		KENT	ST	2	1	HIGHLAND VILLAGE ADD SEC 4	R1	\$ 3,200	34
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	260	01/22/13	209		PECAN VALLEY	DR	2	2	CROSSROADS WEST #2	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	270	01/23/13	1410		QUAIL HOLLOW	DR	26	2	SOUTH LAKE ADD #1	R1	\$ 2,850	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	271	01/23/13	2046		RISE HILL	DR	19	3	SUMMIT VALLEY	R1	\$ 3,600	32
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	272	01/23/13	3305		VALLEY MEADOW	DR	19	3	HIGHLAND VILLAGE ADD SEC 5	R1	\$ 3,150	18
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	280	01/23/13	3308		NESS	CIR	8	1	WHISPERING PINES ADD	R1	\$ 4,245	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	292	01/24/13	1913	W	WHISPERING PINES	CIR	17A	5	TULL'S ADD #2	R1	\$ 3,150	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	297	01/24/13	220		RIDGE	RD	5	6	CROSSROADS WEST #6	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	298	01/24/13	1716		SCHOONER	DR	3	5	CASCADE ESTATES PUD #2	PUD	\$ 3,795	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	299	01/24/13	4161		PIKE HILL	RD	14	1	WARWICK ADD #4	R1	\$ 2,545	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	307	01/25/13	2513	S	ANNALINE	DR	3A	4	MARIAN ADD	R1	\$ 4,245	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	314	01/25/13	218		SUSSEX	DR	10	2	OAK CREEK #2	RM6	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	321	01/25/13	3610		GREENBRIAR	DR	3	2	COLLEGE MANOR	R1	\$ 3,500	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	331	01/26/13	1521		OAKCREEK	DR	31	34	OAKHURST ADD SEC 12	R1	\$ 3,300	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	336	01/28/13	2013		HEARTSTONE	DR	9	4	BROOKHAVEN #32	R1	\$ 3,150	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	337	01/28/13	1012		WESTBROOKE	TER	4	1	WOODSLAWN ADD #2	R1	\$ 3,000	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	340	01/28/13	1230		CAMBRIDGE	DR	19	9	HALLBROOKE ADD #2	R1	\$ 2,900	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	343	01/28/13	1623		BURNING TREE	DR	6	5	REDBUD ESTATES	RE	\$ 4,009	70
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	344	01/28/13	2005		LANDSAW	DR	3	2	INDIAN SPRINGS ESTATES	RE	\$ 4,750	70
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	351	01/28/13	7514		SPRINGLAKE	DR	36	3	SUMMIT LAKES ADD #6	R1	\$ 2,695	25
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	352	01/28/13	4606		SUMMIT	WAY	42	1	BROOKHAVEN SQUARE #4	PUD	\$ 3,645	20
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	354	01/29/13	412		MILLBROOK SQUARE	CT	20	1	CASCADE ESTATES PUD #7	PUD	\$ 3,900	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	364	01/29/13	3124		EDEN	CT	11	4	WESTLAND ADD	R1	\$ 2,545	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	373	01/30/13	4131	S	PETER PAN	ST	11	4	OAK BROOK ESTATES	R1	\$ 2,545	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	383	01/30/13	1508		WALNUT	RD	4	2	MONTEREY ADD #1	R1	\$ 3,000	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	385	01/30/13	2613		TORREY PINES	RD	7	2	HALLBROOKE ADD #2	R1	\$ 3,300	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	392	01/31/13	1201		BURNING TREE	RD	6	8	HALLBROOKE ADD #2	R1	\$ 3,200	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTERS/HIT STEE	396	01/31/13	2201		MARYMOUNT	RD	2	9	TRAILWOODS SEC 4	PUD	\$ 2,395	15
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	401	01/31/13	1904		LERKIM	CIR	16	1	CARRINGTON PLACE ADD #10	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	408	01/31/13	2407		CARRINGTON	CT	2	1	HALL PARK #3	R1	\$ 64,500	577
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	475	01/03/13	4309		ALBUERN	CT	9	15	WAGONER'S T.R. FIRST ADD	R3	\$ 100,000	838
1 & 2 FAMILY ADD OR ALTER-2	METRO CONTRACTORS	40	01/09/13	1812		UNIVERSITY	BLVD	7	16	CAMBRIDGE ADD #3	R3	\$ 100,000	1,014
1 & 2 FAMILY ADD OR ALTER-2	DAZI, INC.	58	01/09/13	220		MONTEREY	CIR	1	1	HIGHLAND ADDITION	R3	\$ 30,000	2,043
1 & 2 FAMILY ADD OR ALTER-2	LANDSTAR HOMES	90	01/11/13	5217		MOSIER	CT	10	8	COLLEY'S #2	R1	\$ 27,000	1,216
1 & 2 FAMILY ADD OR ALTER-2	MASTER CONSTRUCTION	108	01/10/13	216	E	COCKREL	AVE	11	2	BROOKHAVEN #31	R1	\$ 31,368	300
1 & 2 FAMILY ADD OR ALTER-2	L G CONSTRUCTION	121	01/11/13	314	N	HARROGATE	DR	13	3	WILDWOOD ESTATES #3	R1	\$ 75,000	978
1 & 2 FAMILY ADD OR ALTER-2	FOUR SEASONS SUNROOMS	188	01/16/13	3801		WILDWOOD	LN	7	1	TRAILS ADD #3	R1	\$ 65,000	962
1 & 2 FAMILY ADD OR ALTER-2	MORRIS, SCOTT B.	293	01/30/13	2529	NE	MARGOLD	TRL	22	1	NOT SUBDIVIDED	A2	\$ 20,000	1,110
1 & 2 FAMILY ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	365	01/30/13	3113	W	BROOKS	ST	4	2	NORTH ACRES	R1	\$ 2,187	0
1 & 2 FAMILY ADD OR ALTER-2	DAVID WILLIAMS CONTRACTING	6150	01/07/13	1207	W	66TH	AVE	7	1W				
1 & 2 FAMILY ADD OR ALTER-2	OWNER	6726	01/04/13	4251	NE	EISENHOWER	RD	3	6				
1 & 2 FAMILY CARPORT-2	OWNER	259	01/22/13	1428									

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued January 2013 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY, PAVING-2	MOSKOWITZ, BARRY	30	01/08/13	4104	W	ROCK CREEK	RD	22	3W	NOT SUBDIVIDED	A2	\$ 10,000	275
1 & 2 FAMILY, PAVING-2	ALEX'S CONSTRUCTION, CO	63	01/08/13	4402		NORTH-RIDGE	RD	3	6	BROOKHAVEN #08	R1	\$ 13,765	4,000
1 & 2 FAMILY, STORAGE BLDG-2	RICE, TRAVIS	45	01/04/13	1517		AVONDALE	DR	4	1	LYDICK'S #2	R1	\$ 4,500	100
1 & 2 FAMILY, STORAGE BLDG-2	TUFF SHED	180	01/16/13	1913		WHISPERING PINES	CIR	17A	1	WHISPERING PINES ADD	R1	\$ 6,500	168
1 & 2 FAMILY, STORAGE BLDG-2	ANDERSON, JIM & KIM	235	01/18/13	601	NE	36TH	AVE	26	2W	NOT SUBDIVIDED	A2	\$ 10,000	1,680
1 & 2 FAMILY, STORAGE BLDG-2	TUCKER, DAVID	243	01/28/13	6400	E	FRANKLIN	RD	7	1W	NOT SUBDIVIDED	A2	\$ 80,000	2,000
1 & 2 FAMILY, STORAGE BLDG-2	KOSZORU, THOMAS A.	284	01/23/13	514		FENWICK	CT	4	1	STARBUROOK ADD	R1	\$ 800	140
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	288	01/23/13	7000		CEDAR	LN	18	1W	NOT SUBDIVIDED	A2	\$ 32,000	2,400
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	313	01/25/13	8210		DRIFTWOOD	CIR	2	2	NORMANDY ESTATES	RE	\$ 16,500	2,520
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	397	01/31/13	11200	E	STELLA	RD	4	2	STELLA	A2	\$ 30,000	2,200
1 & 2 FAMILY, STORAGE BLDG-2	DAVID WILLIAMS CONTRACTING	6150	01/07/13	1207	W	BROOKS	ST	7	2	ETHERINGTON HEIGHTS #2	R1	\$ 65,000	962
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	36	01/08/13	3809		CHAMBERLYNE	WAY	8	1	WARWICK ADD #4	R1	\$ 43,000	594
1 & 2 FAMILY, SWIMMING POOL-3	TRIBAL CUSTOM POOLS	290	01/30/13	4109		QUEENSBURY	CT	15	1W	CARRINGTON PLACE ADD #4	R1	\$ 58,000	740
1 FAMILY, MANUF HOME REPLACE-2	NEWMAN, WILLIAM J.	6814	01/18/13	3400		LITTLE POND	RD	11	3	FAIOF #1 (SURVEY)	A2	\$ 47,283	1,280
1 FAMILY, MANUFACTURED HOME-2	QUINTON, DIANA	362	01/30/13	3120		ISM	RD	13	1W	NOT SUBDIVIDED	A2	\$ 32,900	1,216
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	4927	01/24/13	726		JENKINS	AVE	11	3	LARSH'S UNIVERSITY ADD	R3	\$ 150,000	1,727
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	6496	01/24/13	706		JENKINS	AVE	3	3	LARSH'S UNIVERSITY ADD	R3	\$ 175,000	2,534
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	6497	01/24/13	706		JENKINS	AVE	3	3	LARSH'S UNIVERSITY ADD	R3	\$ 175,000	2,534
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	202	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 71,798	8,864
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	206	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 68,040	8,400
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	207	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 51,127	6,312
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	208	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 55,469	6,848
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	209	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 71,798	8,864
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	210	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 68,040	8,400
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	211	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 51,127	6,312
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	212	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 51,127	6,312
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	213	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 51,127	6,312
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	214	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 68,040	8,400
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	215	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	216	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	217	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	218	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	219	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	220	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	221	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
3+ FAMILY, FOUNDATION PERMIT-2	CASE DEVELOPMENT SERVICES	222	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 7,393	2,071
TEMPORARY ROLL-OFF, OTHER	WASTE MANAGEMENT	109	01/10/13	1200	W	ROCK CREEK	RD	23	2	NOT SUBDIVIDED	12		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	61	01/07/13	1400	NE	48TH	AVE	17	3	CARPENTER ADD	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	119	01/11/13	813		OLIVER	ST	23	3	LARSH'S UNIVERSITY ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	160	01/15/13	746		JENKINS	AVE	19	4	LARSH'S UNIVERSITY ADD	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN-SANITATION	191-	01/17/13	3799		APEX	CT	19	4	SUMMIT ADD	RM6		
Average Valuation \$ 23,235												Average Project Area \$ 1,271	
Total Valuation \$ 2,369,919												Total Project Area \$ 129,665	

1 & 2 FAMILY, STORM SHELTER-3	1 & 2 FAMILY, ADD OR ALTER-2	1 & 2 FAMILY, FIRE REPAIR	1 & 2 FAMILY, PAVING-2	1 & 2 FAMILY, STORAGE BLDG-2	1 & 2 FAMILY, SWIMMING POOL-3	3+ FAMILY, FIRE REPAIR	3+ FAMILY, ADD OR ALTER	2 FAMILY, NEW CONSTRUCTION	1 & 2 FAMILY, MANUFACTURED HOME-2	1 & 2 FAMILY, CARPO, RT-2	TOTAL #	TOTAL \$
55	10	0	2	9	2	0	0	3	1	1	102	\$2,369,919
\$167,709	\$582,938	\$0	\$23,765	\$245,300	\$101,000	\$47,283	\$0	\$500,000	\$32,900	\$2,187		
3+ FAMILY, NEW FOUNDATION PERMIT-2 18 \$666,837												

City of Norman
BUILDING PERMITS AND INSPECTIONS

COMMERCIAL BUILDING PERMITS
Issued January 2013 - 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	GAC CONSTRUCTION	111	01/25/13	2232		TECUMSEH	DR	3	1	TECUMSEH ROAD BUSINESS PARK #	PUD	\$ 183,000	5,884			
COMMERCIAL, ADD/ALT-2	LIU, JESSIE (XU)	159	01/25/13	1127		ELM	AVE	* 1	1	STUBBEMAN VILLAGE	C1	\$ 20,000	665			
COMMERCIAL, ADD/ALT-2	PAINT BOOTH SPECIALISTS, LLC.	273	01/28/13	900	N	FLOOD	AVE	30	2W	NOT SUBDIVIDED	C2	\$ 23,000	351			
COMMERCIAL, ADD/ALT-2	COUS COUS CAFE	6152	01/10/13	1129		ELM	AVE	1	1	STUBBEMAN VILLAGE	C2	\$ 60,000	750			
COMMERCIAL, ADD/ALT-2	SUN CONSTRUCTION SERVICES	6500	01/24/13	505		EMERALD	WAY	1	1	SOONER FASHION MALL	R3	\$ 1,773,372	19,683			
COMMERCIAL, ADD/ALT-2	GENERAL GROWTH PROPERTIES INC.	6095	01/15/13	3401	W	MAIN	ST	1	1	NORMAN, ORIGINAL TOWNSHIP	C2	\$ 250,000	4,850			
COMMERCIAL, ADD/ALT-2	SWIFT, BRENT	6787	01/08/13	301	S	PORTER	AVE	1	30	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 20,000	1,728			
COMMERCIAL, ADD/ALT-2	SWIFT, BRENT	6788	01/08/13	301	S	PORTER	AVE	1	30	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 95,000	3,456			
COMMERCIAL, FOUNDATION PERMIT2	CASE DEVELOPMENT SERVICES	201	01/31/13	6475	NW	36TH	AVE	1	1	COMMERCE PARKWAY SEC. #3	PUD	\$ 9,844	2,983			
COMMERCIAL, FOUNDATION PERMIT2	CROSSLANDS CONSTRUCTION CO. INC	6396	01/16/13	3571	W	ROCK CREEK	RD	14	3W	NOT SUBDIVIDED	C2	\$ 329,432	42,198			
COMMERCIAL, NEW CONSTRUCTION-2	MCFARLIN MEMORIAL UMC	100	01/28/13	503	S	UNIVERSITY	BLVD	17	12	LARSH ADD #1	R3	\$ 24,000	333			
COMMERCIAL, NEW CONSTRUCTION-2	APOLLO BUILDING SYSTEMS INC	5964	01/11/13	3106		BROCE	DR	2	2	BROCE INDUSTRIAL PARK #1	I1	\$ 5,500,000	32,825			
COMMERCIAL, PARKING LOT-2	SILVER STAR CONST.	6761	01/07/13	3801		JOURNEY PARKWAY	DR	2	2	COVENANT DEVELOPMENT ADDITION	PUD	\$ 160,000	18,000			
TEMPORARY BLDG/CONST TRAILER-2	OKC PARTY TENT & EVENT	28	01/04/13	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2					
TEMPORARY BLDG/CONST TRAILER-2	OKC PARTY TENT & EVENT	5251	01/04/13	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2					
Total Permits 13												Average Valuation Total Valuation	\$ \$	649,819 8,447,648	Average Project Area Total Project Area	10,286 133,716

NEW CONSTRUCTION INFORMATION

NEW CONSTRUCTION		BUILDING SIZE (Square Feet)	LOT SIZE (sf)	USE	PERMIT #	BUSINESS	COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, PARKING LOT-2	COMMERCIAL, AL, FOUNDATION PERMIT2	COMMERCIAL, NEW SHELL BLDG-2	CIAL, NEW CONSTRUCTION-2	COMMERCIAL, AL, INTERIOR FINISH-2	TOTAL
MCFARLIN MEMORIAL UMC		333	2,250	Institutional	100	McFarlin UMC	8	0	1	2	0	2	0	13
APOLLO BUILDING SYSTEMS INC		32,825	255,401	Institutional	5964	Community Christian School	\$ 2,424,372	\$ -	\$ 160,000	\$ 339,276	\$ -	\$ 5,524,000	\$ -	\$ 8,447,648
							ADD/ALT COM	\$2,424,372	\$ 160,000	\$ 339,276				TOTAL
											NEW COM	\$5,524,000		\$8,447,648

City of Norman
BUILDING PERMITS AND INSPECTIONS

NEW SINGLE FAMILY DWELLING PERMITS
Issued January 2013 - Sorted by Contractor

Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	Living Area
BYRD BUILDING	22	1/28/2013	4415		FARM HILL	RD	11	1	FOUNTAIN VIEW SEC #1	R1	\$ 575,000	5,164	3906
IDEAL HOMES OF NORMAN	25	1/3/2013	4013		HAVASU	DR	2	1	RED CANYON RANCH SEC 3	PUD	\$ 140,000	2,521	1940
JUSTIN RHODES HOMES	46	1/11/2013	450	W	INDIAN HILLS	RD	6	2W	ARMS ACRES	A2	\$ 625,000	7,363	4708
IDEAL HOMES OF NORMAN	49	1/9/2013	918		CLINGMANS DOME	RD	7	3	GREENLEAF TRAILS ADD 3	PUD	\$ 106,000	2,497	1819
LANDMARK FINE HOMES, LP	54	1/4/2013	4404		XENSAN RISE	PL	9	5	CARRINGTON PLACE ADD #8	R1	\$ 429,500	4,698	3596
BROOKFIELD CUSTOM HOMES LLC	56	1/4/2013	1009		CORBETT	DR	7	4	ARBOR LAKE ADD #5	R1	\$ 325,450	3,566	2675
UNITED BILT HOMES	95	1/18/2013	7650	NE	120TH	AVE	26	1W	NOT SUBDIVIDED	R1	\$ 112,240	1,700	1576
MUIRFIELD HOMES	101	1/9/2013	2011		HALLBROOKE	CT	24	9	HALLBROOKE ADD #2	R1	\$ 243,000	4,135	3093
OWNER	102	1/11/2013	10450		KIAMICHI	CT	22	1W	NOT SUBDIVIDED	A2	\$ 200,000	4,712	3152
BROOKFIELD CUSTOM HOMES LLC	114	1/14/2013	3114		TIMBER SHADOWS	DR	1	3	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 242,400	3,204	2424
BROOKFIELD CUSTOM HOMES LLC	115	1/14/2013	3115		TIMBER SHADOWS	DR	2	2	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 225,300	3,039	2253
SOONER TRADITIONS, LLC	116	1/16/2013	1316		SKYLER	WAY	7	2	CEDAR LAKE SEC #1	R1	\$ 245,000	2,968	2115
FLORIDA CONSTRUCTION	117	1/11/2013	1301		SAWGRASS	DR	5	3	COBBLESTONE CREEK III	R1	\$ 40,000	2,965	2024
IDEAL HOMES OF NORMAN	122	1/18/2013	2732		LERKIM	LN	16	1	TRAILWOODS SEC 6	PUD	\$ 96,000	2,311	1709
IDEAL HOMES OF NORMAN	123	1/18/2013	3324		EAGLE ROCK	LN	4	4	GREENLEAF TRAILS ADD 4	PUD	\$ 94,000	2,074	1451
HOMER CREATIONS-DIAMOND HOMES	124	1/17/2013	308		SUMMIT CREST	LN	13	1	SUMMIT LAKES ADD #10	R1	\$ 178,000	2,947	2030
HOMER CREATIONS-DIAMOND HOMES	125	1/17/2013	309		SUMMIT BEND	LN	4	2	SUMMIT LAKES ADD #9	R1	\$ 181,000	3,103	2068
DA VINCI HOMES	145	1/14/2013	1906		ITHACA	DR	10	3	HALLBROOKE ADD #4	R1	\$ 390,000	4,264	2825
BROOKFIELD CUSTOM HOMES LLC	171	1/16/2013	2707		LAUREL	DR	11	3	BROAD ACRES ADD SEC 2-AMENDED	R1	\$ 345,579	3,323	2802
LIBERTY HOMES INC.	182	1/17/2013	2700		DUNHAM	DR	4	6	SUMMIT LAKES ADD #8	R1	\$ 190,000	2,704	1805
LIBERTY HOMES INC.	183	1/19/2013	2704		DUNHAM	DR	5	6	SUMMIT LAKES ADD #8	R1	\$ 170,000	2,541	1542
IDEAL HOMES OF NORMAN	184	1/28/2013	2728		LERKIM	LN	15	1	TRAILWOODS SEC 6	PUD	\$ 81,000	1,950	1319
IDEAL HOMES OF NORMAN	189	1/28/2013	4300		WHITMERE	LN	1	1	CARRINGTON PLACE ADD #11	R1	\$ 224,000	4,315	3228
STONEWALL HOMES, LLC	193	1/24/2013	3003		TIMBER SHADOWS	LN	8	2	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 327,000	3,633	2710
LANDMARK FINE HOMES, LP	223	1/18/2013	1249		IOWA	ST	26	4	SUNSET ADDITION	R1	\$ 140,000	2,288	1698
FIRST OKLAHOMA CONST. INC.	230	1/28/2013	621		HORIZON VIEW	DR	2	1	SUMMIT LAKES ADD #9	R1	\$ 107,000	2,938	1964
FIRST OKLAHOMA CONST. INC.	231	1/28/2013	105		HORIZON VIEW	CT	34	1	SUMMIT LAKES ADD #9	R1	\$ 95,100	2,556	1801
FIRST OKLAHOMA CONST. INC.	232	1/28/2013	111		RUE DE MONTERRAT	CT	5	5	SUMMIT LAKES VILLAS #1	PUD	\$ 67,100	1,789	122
FLORIDA CONSTRUCTION	244	1/18/2013	101		SUMMIT BEND	LN	18	1	SUMMIT LAKES ADD #9	R1	\$ 40,000	2,370	1640
FLORIDA CONSTRUCTION	245	1/18/2013	405		SUMMIT CREST	LN	7	2	SUMMIT LAKES ADD #10	R1	\$ 40,000	2,400	1632
IDEAL HOMES OF NORMAN	286	1/30/2013	3836		KINGS CANYON	RD	7	2	RED CANYON RANCH SEC 2	PUD	\$ 122,000	2,695	2013
SOONER TRADITIONS, LLC	300	1/31/2013	3715		PRESIDIO	CIR	15	1	CEDAR LAKE SEC #1	PUD	\$ 230,500	3,091	2248
HARBOR HOMES, INC.	333	1/28/2013	1415		REID PRYOR	RD	1	4	CEDAR LAKE SEC #1	R1	\$ 110,000	3,116	2385
C.A. MCCARTY CONSTRUCTION LLC	395	1/31/2013	121		CHARDONNAY	LN	2	5	CHARDONNAY AT THE VINEYARD PH1	PUD	\$ 225,000	2,989	2219
LEGACY HOMES CONSTRUCTION, LLC	389	1/31/2013	100		HORIZON VIEW	CT	32	1	SUMMIT LAKES ADD #9	R1	\$ 127,000	2,309	1663
MALLARD BUILDERS	5962	1/4/2013	2401		SHORELINE	DR	1	2	WELLINGTON LAKE ADD A PUD	PUD	\$ 190,000	2,816	1737
MIKE BARNETT BUILDING CO.	6532	1/3/2013	5651	W	TECUMSEH	DR	9	3W	WELLINGTON LAKE ADD A PUD	A2	\$ 750,000	8,337	6100
BARNETT BUILDING CO.	6629	1/8/2013	2721		TECUMSEH	DR	4	4	BROAD ACRES ADD SEC 2-AMENDED	R1	\$ 420,000	3,589	3197
DP GAMBLE HOMES	6732	1/3/2013	11185	E	ROCK CREEK	RD	6A	3	PRIDE #003	A2	\$ 210,000	2,728	2116
IDEAL HOMES OF NORMAN	6771	1/2/2013	4309		CARRINGTON	CT	2	1	CARRINGTON PLACE ADD #10	R1	\$ 209,000	3,822	2866
IDEAL HOMES OF NORMAN	6772	1/2/2013	935		RINGWOOD	ST	3	1	GREENLEAF TRAILS ADD 4	PUD	\$ 89,000	1,952	1269
RICHARDSON HOMES	6778	1/8/2013	9751		CHLOE	LN	34	1W	HIDDEN MEADOWS ESTATES	A2	\$ 216,359	3,369	2085
MUIRFIELD HOMES	6790	1/11/2013	3813		CEDAR RIDGE	DR	28	1	CEDAR RIDGE	RW6	\$ 110,000	2,060	1550
Total Permits 43												Average Project Area	
												Average Living Area	
												Total Living Area	
												3,230	
												2,297	
												98,775	
REPLACE WILDFIRE DAMAGED HOME												A2 \$ 50,000.00	
Memorite Disaster Service												H & L #9 (SURVEY)	
												DR	
												BRIDGE CREEK	
												14040	
												1/24/2013	
												295	
												Average Valuation \$ 215,780	
												Total Valuation \$ 9,278,528	

[illegible]

Work Orders, Owner Abatement after Work Order Issued, and Liens Filed
FYE 2013

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	51	28	35	34	23	13	16						200
Owner Abated	10	3	5	7	3	0	2						30
Liens Filed	37	21	26	13	12	0	26						135

Code compliance inspectors continue enforcement of the sign ordinance. All signs found in the rights-of-way and in sight triangles are being removed. 1,710 signs were pulled in FYE 10. 4,653 were pulled in FYE 11. The table below shows signed pulled to date this fiscal year.

Signs Pulled From Rights-of Ways FYE 2013

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Pulled	21	91	74	146	664	48	36						1,080

Oil & Gas

Oil & gas inspections continued with 161 operating oil wells. There were three pipeline location issues in January.

Historic District Commission

The Commission met on January 7, 2013 and was provided information on the Infill Workshop that will be postponed to September instead of the end of February. Also, the RFP for the Porter Corridor Automotive Survey was sent out with proposals due December 19th. But only one proposal was received, and it was acceptable. The RFP was sent out again with a due date in February.

The election of officers was held with Neil Robinson elected as Chair and Anais Starr elected as Co-Chair.

Information was also provided continuations of COA's as follows: 549 S. Lahoma court date has been set for March 12 th for 3 windows that were denied; 639 S. Lahoma projects are continuing; 633 Chautauqua garage door was not updated; 319 E. Castro will be returning to the commission with a new component to a continuing project; 620 Miller waiting for installation of the garage door; and 820 Miller garage mansard has seen no progress; 710 Miller for the alley fence is continuing; and 435 Chautauqua work has started.

The request for Certificate of Appropriateness for 720 W. Boyd to fully rehabilitate the 84-year old Logan building by restoring its original exterior appearance, removing non-original building features such as air grilles, light fixtures and the iron fire escape, and by repairing damaged masonry. Bricks will be recycled as much as possible, with the Boyd Street façade given the highest priority for reuse of original bricks. All windows will be repaired and retained. Front and west side doors will be repaired and retained. All major trees and site landscaping will be retained. Approval was granted unanimously with an amendment that the sliding glass doors be replaced with true divided light wood doors. This project is on the February Board of Adjustment agenda concerning a parking issue, so no work is scheduled to begin until the Board has made a ruling.

The request for Certificate of Appropriateness (COA) for 410 S. Peters was unanimously approved the dormer application that was redesigned. The request for COA for 536 Chautauqua for a metal replacement garage door was approved as presented.

The next meeting of the Commission will be on February 4, 2013.

Homeless Activities

The **Continuum of Care** Steering Committee on homelessness has changed to quarterly meetings with a smaller group meeting monthly. The steering committee is working on the further implementation of a central intake system that began in July, 2012 at Food and Shelter.

One application for a second round of 2011 Emergency Solutions Grants (formerly Emergency Shelter Grants) funding through the Oklahoma Department of Commerce (ODOC) was submitted on June 8th in the amount of \$79,000 for Food and Shelter. The award notice indicated that the approved amount was \$84,031, an increase over the original allocation of \$5,031. That funding will be used for the implementation of the central intake system. Five applications for 2012 funding were submitted in June for Food and Shelter, Women's Resource Center, East Main Place, Thunderbird Clubhouse, and the Salvation Army at \$100,000 each. Central Oklahoma Community Action Agency also submitted an application for \$100,000. Food and Shelter was awarded \$50,000; Women's Resource Center, East Main Place, Thunderbird Clubhouse, and the Salvation Army each were awarded \$100,000. Although contracts for the 2012 grants begin October 1, 2012, ODOC did still not send out contracts to be executed until late in December. They were approved by the City Council on January 22, 2013.

Smalley Army Reserve Center

The deed was received and filed on September 25, 2012. Keys were transferred on September 27th. A contract for architectural services for plans and specifications for the required rehabilitation was approved with Architects in Partnership by the City Council in August 2010. Because of the increased scope of work, changes to the preliminary plans are necessary before final review and bidding. An amendment to the architectural contract was approved by the City Council in January.

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRESS REPORT
1/1/201**

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEARS ONE THRU THIRTY-ONE (FY 1975/06)	\$ 32,212,751	100%
YEAR THIRTY-TWO (FY 2006/07)	\$ 1,480,629	97.00%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original budget \$0 + \$79,969 from Streets)	\$ 79,969	65.75%
YEAR THIRTY-THREE (FY 2007/08)	\$ 1,448,917	96.32%
All projects completed prior to 7/2012 except those itemized below:		
1. Street Improvement	\$ 48,181	0.00%
2. Park Projects (Original budget \$0 + \$17,998 from Streets)	\$ 17,998	70.01%
YEAR THIRTY-FOUR (FY 2008/09)	\$ 1,396,192	92.85%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original Budget \$0 + \$89,698 from Street Projects)	\$ 100,092	0.00%
YEAR THIRTY-FIVE (FY 2009/10)	\$ 1,503,773	91.77%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	21.70%
2. HOME 09	\$ 632,844	96.25%
YEAR THIRTY-SIX (FY 2010/11)	\$ 1,516,000	83.41%
(Original Budget \$1,510,773+ \$5,227 Program Income)		
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 131,150	13.53%
2. Housing Rehabilitation (Original Budget \$418,525 + \$4,813 PI)	\$ 423,338	81.92%
3. HOME 10 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	89.88%
YEAR THIRTY-SEVEN (FY 2011/12)	\$ 1,306,077	65.29%
(Original Budget \$1,305,376 + \$12,701 Program Income)		
All projects completed prior to 7/2012 except those itemized below:		
1. Neighborhood Projects	\$ 25,000	0.00%
2. Housing Rehabilitation (Original Budget \$413,230 +701 PI)	\$ 413,931	66.08%
3. Admin & Planning	\$ 156,256	81.22%
4. HOME 11 (Original Budget \$527,597+\$12,000 PI)	\$ 539,597	49.94%
YEAR THIRTY-EIGHT (FY 2012/13)	\$ 1,107,303	26.03%
(Original Budget \$1,107,303)		
1. Neighborhood Projects	\$ 40,000	0.00%
2. CART	\$ 25,000	38.80%
3. Health for Friends	\$ 14,500	100.00%
4. Bridges	\$ 1,850	87.67%
5. Aging Services of Cleveland County	\$ 4,800	43.94%
6. Meals on Wheels	\$ 12,500	75.09%
7. Bethesda Alternative	\$ 1,900	68.26%
8. Middle Earth Child Development Center	\$ 1,300	0.00%
9. Community After School Program	\$ 8,000	0.00%
10. Community Sevices Building, Inc.	\$ 24,000	100.00%
11. Thunderbird Clubhouse	\$ 1,675	0.00%
12. Progressive Independence	\$ 4,100	50.77%
13. United Way Helpline	\$ 5,000	100.00%
14. Among Friends	\$ 2,600	100.00%
15. Food & Shelter for Friends	\$ 10,000	47.47%
16. Full Circle Adult Day Care	\$ 1,850	80.27%
17. Center for Children and Families	\$ 3,850	85.03%
18. Central Oklahoma Community Action Agency (Transitional Housing)	\$ 20,000	0.00%
19. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620	0.00%
20. Central Oklahoma Community Action Agency (RSVP)	\$ 400	0.00%
21. Big Brothers/Big Sisters	\$ 3,375	0.00%

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEAR THIRTY-EIGHT (FY 2012/13) cont	\$ 1,107,303	0.00%
22. East Main Place	\$ 12,000	100.00%
23. Housing Rehabilitation	\$ 381,787	31.84%
24. Admin & Planning	\$ 147,776	40.42%
25. HOME 12 (Original Budget \$368,420)	\$ 368,420	2.43%

1. CDBG AND HOME Housing Projects	CDBG \$ 423,338 Year 36	81.92%
	\$ 413,931 Year 37	66.08%
	\$ 381,787 Year 38	31.84%

CDBG Housing Programs include the administration for the following:

Deferred Payment Loans, Emergency Repairs, and Accessibility Modifications

2 Deferred Payment Loans Completed

1 Rehabilitation Deferred Payment Loans under contract

4 Emergency Repair Loans Completed

0 Emergency Repair Loans Under Contract

1 Accessibility Modifications Completed

HOME \$ 614,304 2010	89.88%
\$ 527,597 2011	49.94%
\$ 368,420 2012	2.43%

HOME Housing Programs include the administration for the following:

Reconstruction Program, Deferred Payment loans, Acquisition of Rental Units, Fair Housing, and CHDO Activities

1 Rehabilitation Deferred Payment Loans Under Contract

2 Rehabilitation Deferred Payment Loans Completed

11 Homebuyer Projects Completed

4. Neighborhood Improvements	\$ 79,969 Year 32	65.75%
All funding will be utilized for park improvements in the five	\$ 66,179 Year 33	70.01%
neighborhood parks; McGeorge; Cate; Centennial; Updegraff; and in	\$ 89,698 Year 34	0.00%
two additional locations in the Larsh/Miller neighborhood	\$ 124,262 Year 35	21.70%
Placemaking projects in all five neighborhoods. Street improvements	\$ 131,150 Year 36	13.53%
on Porter: Frank - Hughbert. Solar powered speed indicators for Jones	\$ 25,000 Year 37	0.00%
at Wilson School.	\$ 25,000 Year 38	0.00%
5. Bethesda Alternative	\$ 1,900 Year 38	68.26%

Funds are for purchase of equipment.

Clientele served by Bethesda Alternative are of a presumed benefit according to CDBG regulations.

Income data is not recorded.

31 Clients have received services since July 2012.

6. CART	\$ 25,000 Year 38	38.80%
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Funds are for bus passes and other transportation services for low to moderate income persons.

2,269 Passes issued since July 2012.

7. Health for Friends	\$ 14,500 Year 38	100.00%
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Funds are for the support of the Dental Clinic

Clientele served by Health for Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded.

1,743 Clients have received medical and dental services since July 2012.

TARGET AREA PROJECTS NOT COMPLETED

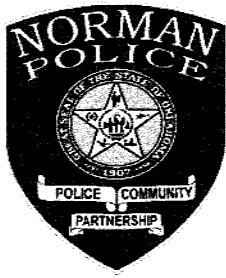
<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
8. Food & Shelter for Friends	\$ 10,000 Year 38	47.47%
Funds are for assistance with utility cost associated with the operation of the facility Clientele served by Food and Shelter for Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded. 32,587 Clients have received free meals since July 2012. 48 Unduplicated Clients have received housing since July 2012.		
9. HELPLINE	\$ 5,000 Year 38	100.00%
School supplies furnished through the ABC 123 Program. 136 Persons Served since July 2012.		
10. Community Services Building	\$ 24,000 Year 38	100.00%
Funds are for partial replacement of the mechanical system at the Community Services Building. Clients have received services from agencies located in the CSBI building.		
11. Progressive Independence	\$ 4,100 Year 38	50.77%
Funds are for the purchase of medical equipment and the Open Doors Program. 392 Households Assisted since July 2012.		
12. Full Circle Senior Adult Day Care	\$ 1,850 Year 38	80.27%
Funds are for the purchase of equipment. Clients Served since July 2012.		
13. Central Oklahoma Community Action Agency (TH)	\$ 20,000 Year 38	0.00%
Funds are for the partial rehabilitation costs for the Transitional Housing Units 73 Number of unduplicated clients served since July 2012.		
14. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620 Year 38	0.00%
Funds are for the purchase of supplies for the Food Pantry 1,301 Number of clients served since July 2012.		
15. Central Oklahoma Community Action Agency (RSVP)	\$ 400 Year 38	0.00%
Funds are for reimbursement of volunteer mileage expenses. Number of clients served since July 2012.		
16. Meals on Wheels	\$ 12,500 Year 38	75.09%
Funds will provide meals for very low income clients. 1,158 Scholarship meals provided to clients since July 2012.		
17. Middle Earth Child Development Center	\$ 1,300 Year 38	0.00%
Funding will provide for equipment purchase Number of clients served since July 2012.		
18. Community After School Program	\$ 8,000 Year 38	0.00%
Funds are for scholarships for low income participants and purchase of supplies Number of clients served since July, 2012.		
19. Thunderbird Clubhouse	\$ 1,675 Year 38	0.00%
Funds are for the purchase of supplies for a breakfast program. Clientele served by Thunderbird clubhouse are of a presumed benefit according to CDBG regulations. 663 Number of clients served since July, 2012.		
20. Bridges	\$ 1,850 Year 38	87.87%

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
Funds are for support of the student computer lab and the Life Skills Program Clientele served by Bridges are of a presumed benefit according to CDBG regulations. 21 Number of clients served since July 2012. Income data not recorded.		
21. Center for Children & Families Funds are for the purchase of supplies for the Kennedy Neighborhood Center. 192 Number of clients served since July 2012.	\$ 3,850 Year 38	85.03%
22. Among Friends Activity Center Funds are for the purchase of meals Clientele served by Among Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded. 419 Number of clients served meals since July 2012.	\$ 2,600 Year 38	100.00%
23. East Main Place Funds are to assist with the utilities and maintenance of facility. Clientele served by East Main Place are of a presumed benefit according to CDBG regulations. Income data is not recorded. 98 clients served since July 2012.	\$ 12,000 Year 38	100.00%
24. Aging Services of Cleveland County Funds are to provide monthly scholarships for elderly residents residing at Rose Rock Villa to offset costs for congregate meal program. 384 clients served since July 2012.	\$ 4,800 Year 38	47.47%
25. Big Brothers and Big Sisters Funds are provided to offset the costs of matching Big Brothers and Big Sisters to low income children clients served since July 2012.	\$ 3,375 Year 38	0.00%

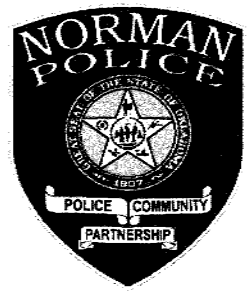
POLICE

10



Administrative Summary

January



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	13	12	13	12
Part I Crimes	367	342	367	342
Murder	0	0	0	0
Rape	5	7	5	7
Robbery	5	8	5	8
Agg. Ass.	8	3	8	3
Burglary	73	56	73	56
Larceny	252	246	252	246
Auto Theft	24	21	24	21
Arson	0	1	0	1
Part II Crimes				
DUI/APC	35	56	35	56
Drunkenness	57	62	57	62
Drug Violations	150	136	150	136
Littering	2	4	2	4
Forgery	20	29	20	29
Vandalism	65	83	65	83
Others	775	730	775	730
Total Crime	1471	1442	1471	1442
Collisions				
Fatality	1	0	1	0
Injury	59	56	59	56
Non-Injury	169	182	169	182
Miscellaneous				
CAD Activity (Total)	8767	9125	8767	9125
Calls for Service (Police)	5013	4896	5013	4896
Citations	1428	1643	1428	1643
Warnings	800	1310	800	1310
Community Activity (Hours)	368	324	368	324
Avg Emergency Response Time (Min)	3.95			
Avg Non-Emerg Response Time (Min)	6.27			

Crime Free Multi-Housing Program January 2013

The Crime Free Multi-Housing Program achieved moderate progress during January by conducting two full security surveys and one partial by using Crime Prevention Through Environmental Design (CPTED) principles. Full surveys were conducted at Chapel Ridge and Crown Ridge, but neither met all of the minimum requirements to pass Phase 2. They were provided with complete reports for areas needing improvement, and they are working to bring the properties up to standards.

A partial survey was conducted at Vicksburg Village due to lack of 24 hour notice to residents, which is required by the Oklahoma Landlord Tenant Act. Also, we have not completed the lighting inspection at Vicksburg. We have a security survey planned at Turnberry Apartments, which we had planned for January, but they rescheduled for March due to maintenance issues.

ANIMAL CONTROL

10A

**ANIMAL WELFARE DIVISION
PRELIMINARY REPORT FORM
January 2013**

	FY2013		FY2012	
OPERATIONAL INFORMATION	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	70		57	
Number impounded this month	118	889	138	991
Owner relinquish				123
In field pickup				11
Disposal	3	28	0	21
Picked up dead	5	30	7	47
Number redeemed	19	176	36	225
Number adopted to public	43	255	37	295
Number turned to rescues	10	171	5	103
Number euthanized - Adoptable	3	42	17	54
Number euthanized - Non adoptable	13	155	28	207
Number died for unknown reason	4	17	1	5
Number fostered	2	2	10	67
Escaped or Missing	1			
Total now on hand	85		67	
CATS:				
Number on hand from last month	12		29	
Number impounded this month	56	586	62	543
Owner relinquish				35
In field pickup				1
Disposal	6	90	2	25
Picked up dead	15	73	8	80
Number redeemed	2	8	2	14
Number adopted to public	7	107	14	117
Number turned to rescues	8	205	25	160
Number euthanized - Adoptable		44	0	71
Number euthanized - Non adoptable	10	149	17	168
Number died for unknown reason		4	0	4
Number fostered		0	2	18
Escaped or Missing				
Total now on hand	20		21	
MISCELLANEOUS:				
Domesticated Animals	2	9	0	7
Wildlife	48	471	0	792
TOTAL	50	480	0	799

NOTES:

1 Potbelly pig
1 Rabbit

	FY2013		FY2012	
SAFETY REPORT	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	5	1	1
City Vehicle Damaged	0	2	0	0
Vehicle Accidents Reviewed	0	1	0	0
a. Employee Responsible	0	1	0	0
b. Employee Not Responsible	0	0	0	0

PET LICENSES (July to June)	This Month	Year to Date	This Month	Year to Date
ENFORCEMENT ACTION				
Total Licenses Sold (Annual)	609	8471	583	3814
Citations Issued (AWO)	12	65	23	107
Citations Issued (Private Citizen)	0	0	3	9
Warnings Issued	8	61	10	73

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$750.00	\$5,575.00	\$1,530.00	\$8,500.00
10-1532 Amount-dog adoption	\$2,430.00	\$14,540.00	\$2,160.00	\$17,110.00
10-1531 Amount-cat redemption	\$65.00	\$190.00	\$55.00	\$350.00
10-1532 Amount-cat adoption	\$360.00	\$5,490.00	\$810.00	\$6,630.00
10-1531 Amount-misc. redemption		\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$30.00	\$100.00	\$30.00	\$195.00
10-1533 Miscellaneous	\$410.00	\$3,475.00	\$445.00	\$5,739.00
TOTAL	\$4,045.00	\$25,735.00	\$5,030.00	\$38,524.00
Donation 010-0000-227.24-31	\$44.00	\$14,707.20	\$10.00	\$1,313.98

Donation account balance **\$30,519.50**

Liability payback (July to June)	This Month	Year to Date	This Month	Year to Date
2003 Adoption expansion				
Payback Balance	\$33,209.50		\$56,069.00	
22-L432 Liability - pet licenses	\$3,360.00	\$12,800.50	\$3,068.00	\$9,343.50
TOTAL (New Balance)	\$29,849.50		\$53,001.00	

NOTES:

Replacement CPL \$1.50

	FY2013		FY2012	
SPAY / NEUTER PROCEDURES	This Month	Year to Date	This Month	Year to Date
Dogs	40	242	39	251
Cats	11	133	19	119
TOTAL	51	324	58	370

	FY2013		FY2012	
ANIMAL BITES July to June	This Month	Year to Date	This Month	Year to Date
Dogs	5	37	5	32
Cats	0	1	1	14
Other	0	1	0	2

SUMMARY

Dogs returned to the owner prior to coming to the shelter

10	City pet license
2	Rabies tag
4	Microchips
3	Personal ID tag
13	Knew animal do to prior contact
	Neighbor told officer
	Lost & Found slip at shelter
32	Total

Incident No.	Offense	Court
2013-00998	Dog at Large	Municipal court
2013-01003	Rabies Vacc/Shots	Municipal court
2013-01033	Rabies Vacc/Shots	Municipal court
2013-01388	Animal Exposure	
2013-01213	Animal Exposure	
2013-01352	Animal Exposure	
2013-01075	City Pet License	Municipal court
2013-01104	Rabies Vacc/Shots	Municipal court
2013-01050	Dog at Large	Municipal court
2013-01076	City Pet License	Municipal court
2013-00671	City Pet License	Municipal court
2013-01052	Dog at Large	Municipal court
2013-01290	Rabies Vacc/Shots	Municipal court
2013-00305	Animal Exposure	
2013-01341	Rabies Vacc/Shots	Municipal court
2013-00348	Rabies Vacc/Shots	Municipal court
2013-00028	Animal Exposure	

PUBLIC WORKS

11

**CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
January, 2013**

ENGINEERING DIVISION

Development:

The Development Coordinator processed for 1 Preliminary Plat and 1 Final Plat for Planning Commission review and 1 Partial Closure, 3 Preliminary Plats, 1 Final Plats, and 1 Deferral for City Council review. The Development Engineer reviewed 21 sets of construction plans and 2 punch lists. There were 139 permits reviewed and/or issued. Fees were collected in the amount of \$12,451.85.

Capital Projects:

Robinson Street Underpass:

The Robinson Street Underpass Project from 500 feet west of Flood Avenue to 500 feet east of Stubbeman Avenue is a \$25 million street improvement project approved by the Norman voters as part of the 2005 Bond Election. Construction began on the project on Monday, June 14, 2010. Construction of the north leg of Flood Avenue was completed the beginning of October. Stubbeman Avenue was opened to traffic on Thursday, November 8, 2012. Construction work on the project is substantially complete. The contractor installed the handrail on the retaining wall in January but mismeasured the length of handrail. The contractor will complete the installation of the handrail at a later date.

Classen/Imhoff:

The Classen Boulevard/Imhoff Road Project between Constitution Street and State Highway 9 is a \$2.3 million street improvement project. The project installed a new traffic signal system at the intersection of Classen Boulevard and Imhoff Road including the addition of a center turn lane on Classen Boulevard.

The contractor is waiting on a change order from ODOT to complete the 10 foot sidewalk on the east side of the roadway.

Robinson Street and 12th Avenue NE:

The Robinson Street and 12th Avenue Intersection Project is a \$2.2 million street improvement project designed to reduce traffic congestion and improve traffic safety. When this project is complete, the intersection will be widened to provide dual left turn lanes for northbound and southbound traffic, an exclusive right turn lane for eastbound traffic, and a reconstructed east leg of the intersection. A new sidewalk will be constructed along the north side of Robinson Street between 12th Avenue NE and Northcliff Avenue.

The contractor is working to complete the east leg of the intersection.

Porter Avenue Gap Project:

The Porter Avenue Paving Project from Woodcrest Drive is a \$2 million street improvement project designed to reduce traffic congestion and improve traffic safety. When this project is complete, the roadway will be widened to four lanes from Woodcrest Drive to north of Tecumseh Road with sidewalks on both sides of the street.

The contractor is working on the west side of the roadway.

Sidewalks Program for Schools and Arterials:

Construction of sidewalk and ramps adjacent to Cleveland School and on the west side of Sherry Ave. from Crestmont St. to Iowa Street began November 19th and is 55% complete. The project is scheduled to be complete by March 7th, 2013

FLEET DIVISION

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

Fuel Report

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

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

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

Maintenance Report

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

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

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

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

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

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

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

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

Productivity Report

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

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

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

STREET DIVISION

ASPHALT OPERATIONS

Lindsey Yard Maintenance Lot
1,053.18 tons of asphalt.

DEEP PATCH OPERATIONS

W.200 Block Boyd
5.10 tons of asphalt
400 Egret Lane
13.98 tons of asphalt

CONCRETE OPERATIONS

2900 Willow Creek Panel Replacement
55.5 cubic yards of concrete
W.1400 Block Glenwood St Panel Replacement
13.0 cubic yards of concrete
Grey St Parking Lot Traffic Pedestal
1.0 cubic yards of concrete

OTHER

Routine Pothole Patching Operations

This month approximately 3.0 tons of asphalt was utilized in routine pothole patching operations

STORM WATER

Yorktown Circle Drainage Project

Repairing storm water drainage structure. Placed 16.5 cubic yards of concrete, hauled 15 tons rock and hauled 19 tons debris.

Snow/Ice Control Operations

Crews performed snow/ice control operations in the urban area.

Lindsey Street Yard

Crews worked in the yard moving materials, culvert pipes and equipment.

120th Avenue East

Performed erosion repair at 120th Avenue East and State Highway 9. Hauled 30 tons select material.

South Jenkins Avenue/Old Compost Facility

Pushing /leveling construction debris in preparation of expanding storage area.

Urban/Rural Litter Program

Removed 3.46 tons of trash/debris from urban/rural right-of-ways.

Drainage Maintenance

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

Storm Water Management

Cleared 240 inlets of debris from drainage right-of-ways in the urban/rural area.

Roadside Maintenance

Trimming trees on roadside right-of-ways in the rural area and hauled 2 tons of debris.

Urban Street Sweeping Operations

Urban street sweeping operations, a total of 125 miles were swept resulting in the removal of approximately 121 tons of debris from various curblane streets.

FY 12-13 Associated Fees

	This Month	Last Month	Total
1. Sales	100	100	200
2. Cost of goods sold	60	60	120
3. Gross profit	40	40	80
4. Operating expenses	20	20	40
5. Operating income	20	20	40
6. Other income	0	0	0
7. Other expenses	0	0	0
8. Net income	20	20	40

*Norman Rural Cert of Survey..0			
*Final Plats.....1			
*Preliminary Plats.....1			
*Replat.....0			
Council Review:			
Certificate of Survey.....0			
Preliminary Plats.....3			
Final Plats.....1			
Consent to Encroach.....0			
Partial Closure.....3			
Deferral.....1			
Limits of No Access.....0			
	\$1,895.00	\$15,180.00	\$55,890.00

Permits Reviewed/Issued:
(includes Offsite Construction fees)

**Single Family.....	38			
***Commercial.....	12			
Multi-Family.....	18			
Addition/Alteration.....	10			
House Moving.....	3			
Paving Only.....	3			
Storage Building.....	7			
Swimming Pool.....	3			
Storm Shelters.....	35			
Public Improvements.....	4			
Temporary Encroachments.....	1			
Fire Line Pits/Misc.....	3			
Flood Plain (@\$100.00 each).....	2			
		\$200.00	\$0.00	\$500.00
Total Permits.....		\$12,451.85	\$7,975.05	\$45,242.82
Grand Total.....		\$14,546.85	\$23,155.05	\$101,632.82

***Construction Plan Review occurrences	21	43	207
****Punch Lists prepared.....	2	3	47

* All Final Plat review completed within ten days.....PI # 13

**** All Single Family Permits were reviewed and completed within three days.....PI # 10**

*** All Commercial Permits were reviewed and completed within seven days.....PI # 11

**** All Construction Plans were reviewed within ten days.....PI # 12

*****All Punch Lists prepared within one day of Final Inspection.....PI # 8

JANUARY 2013

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

**KEN DANNER/TODD McLELLAN/DREW
NORLIN**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	2	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	38	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	12	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	21	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2013

STREET DIVISION					
	FYE 2013 January, 2013	FYE 2013 January, 2013	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	3.00	100%	54.16	100%	95%
Overlay/pave 10 miles per year.	-	0%	12.85	129%	100%
Replace 1,160 square yards of concrete pavement panels	147.00	13%	441.00	38%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	70.00	17%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	294.00	175%	70%

STORM WATER DIVISION					
	FYE 2013 January, 2013	FYE 2013 January, 2013	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	125.00	25%	2,600.00	43%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	251.00	2%	601.00	4%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	-	0%	107.75	3%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	-	0%	541.00	183%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	8,942,999.00	66%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	9.00	3%	65%

**FLEET MANAGEMENT
PREVENTATIVE MAINTENANCE RESCHEDULES**

**FYE 12 VS FYE 13
AS OF 2/8/2013**

	COMPLETED FYE 12	PENDING FYE 12	TO DATE FYE 13	PENDING FYE 13
CITY COUNCIL	0	0	0	0
FIRE ADMINISTRATION	1	0	2	0
FIRE TRAINING	0	0	0	0
FIRE PREVENTION	2	0	3	0
FIRE SUPPRESSION	4	0	4	1
FIRE DISASTER PREPAREDNESS	0	0	0	0
ENGINEERING	0	0	1	0
UTILITIES (METER READERS)	0	0	0	0
INFORMATION SYSTEMS	0	0	0	0
FLEET MANAGEMENT	0	0	0	0
STREET MAINTENANCE	0	0	9	2
STORM WATER	0	0	0	0
TRAFFIC	1	0	3	0
SANITATION ADMINISTRATION	0	0	0	0
SANITATION RESIDENTIAL	7	0	4	0
SANITATION COMMERCIAL	3	0	11	0
SANITATION TRANSFER	3	0	3	0
SANITATION COMPOST	0	0	1	0
SANITATION RECYCLE	1	0	0	0
SANITATION YARD WASTE	2	0	0	0
LINE MAINTENANCE ADMIN.	0	0	0	0
WATER LINE MAINTENANCE	6	0	5	2
SEWER LINE MAINTENANCE	2	0	0	0
PARK MAINTENANCE	0	0	4	0
PARKS & RECREATION	0	0	0	0
FORESTRY	0	0	0	0
PLANNING	0	0	0	0
PLANNING CDBG	1	0	0	0
WATER PLANT	1	0	0	0
WASTE WATER PLANT	0	0	5	0
UTILITIES - ENVIRONMENTAL	0	0	0	0
BUILDING MAINTENANCE	3	0	0	0
CUSTODIAL	0	0	0	0
DEVELOPMENT SERVICES	3	0	0	0
CODE COMPLIANCE	0	0	0	0
ANIMAL CONTROL	2	0	4	0
POLICE ADMINISTRATION	0	0	0	0
POLICE STAFF SERVICES	1	0	4	0
POLICE CRIMINAL INVESTIGATIONS	2	0	2	0
POLICE PATROL	25	0	16	2
POLICE SPECIAL INVESTIGATIONS	1	0	0	0
POLICE COMMUNICATIONS	0	0	0	0
TOTALS	71	0	81	7

FLEET MANAGEMENT

Mechanic Productivity Report

FYE 2013

January

MECHANIC	DIRECT LABOR HOURS
# 001	130.86
# 002	126.92
# 003	121.40
# 004	127.25
# 005	103.98
#006	4.19
# 007	149.76
# 008	89.26
# 010	91.72
# 012	50.44
# 015	122.38
# 019	140.79
# 021	143.97

DIRECT LABOR HOURS	1402.92
TOTAL AVAILABLE HOURS	1723.50
PRODUCTIVITY GOAL	70.0%
ACTUAL PRODUCTIVITY	81.4%

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

JANUARY 2013	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	56	56	100%	400	400	100%
Provide information requested by citizens within 7 days	95%	56	56	100%	400	400	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	54	54	100%	291	291	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	1.00	1193	614.5	0.52
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0	0	100%	94.44	96.5	100%
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		16	16	100%	92	92	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		50	50	100%	276	276	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	13	13	100%	62	62	100%
<i>Lower Priority</i> all other signs within one day	90%	89	89	100%	463	463	100%
<i>Street Name Signs</i> within two weeks	90%	3	3	100%	89	89	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		2856	149	0.05	20176	156.75	0.01

Monthly Report

January 2013

Line Maintenance:

Division Capital Project FYE 13

- Sandpiper Ln. – WA 0313 – 100% complete
- High Meadows – WA0208 – 20% complete

Division Accomplishments

Water Maintenance crews responded to 17 water main emergencies, maintenance on 22 fire hydrants, 113 water valves, 358 water main locates, replaced water mains under 2 drive approaches, replaced 1 drive approaches, completed 8 yard restoration sites, responded to 13 after hour water service requests, 266 points for water main GPS data and set 20 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of November – 1,865,000 gallons.

Sewer Maintenance crews hydro-cleaned 106,406 feet of sewer mains, 3,805 feet of root removal, 23,050 feet of CCTV inspection, 2 tap inspections, 0 cap inspections, 265 sewer main locates and responded to 39 possible sewer obstructions requests, 1 on City side, 38 on private side, had 2 SSO's; one City responsibility and one private responsibility. Pulled pump # 1 at Ashton Grove lift station for annual maintenance cleaning and inspection.

Wastewater Projects:

Tecumseh Interceptor (WW0262): Project design by Garver Engineers is approximately 75% complete. Easement acquisition is underway. The easement for the Connally property at the NE corner of 12th Avenue NW and Tecumseh Road has been acquired. All easements have been obtained and final design is underway.

Canadian River TMDL Study (Project WW0044): NUA partnered through ACOG with other communities which discharge to the Canadian River to study river water quality. We selected a consultant who completed a sampling and testing plan, the Quality Assurance Project Plan (QAPP). QAPP approved by EPA, Region 6 (EPA 6) in Dallas 3/25/10; sampling for testing began 7/1/10 from selected sites along the river; Interim Modeling Report submitted through ODEQ to EPA 6 in December 2011; comments received from EPA 4/11/12; Draft final report received 9/20; consortium met 10/9 to discuss ODEQ comments; final report received 2/6/13; payments totaling \$255,708 of \$268,000 or 95% have been approved.

Royal Oaks Force Main Rehab (WW0062): Two 12-inch PVC force mains from Hall Park and Royal Oaks lift stations join into 2,260 linear feet of 16-inch ductile iron force main installed in 1984; force main runs south along 24th Avenue N.E., from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. Staff in-house preliminary design is in progress; staff will shortly issue purchase order to Lemke for on-call surveying and drafting assistance.

SE Bishop Interceptor, Phase 2B (Project WW0267): Construction of Phase 2B, Section 1 complete March 2007; Section 3: easement drawings in hand; final negotiations in progress; should bid early 2013; Section 2: Received six (6) bids 11/1/12, Krapff-Reynolds Construction Company low at \$1,054,480; NUA approved award and contract 12/18; pre-work meeting 1/15/13; Notice to Proceed effective 1/28 with six (6) month contract completion time; payments totaling \$0 of \$1,054,480 or 0% processed.

Sewer Maintenance Project FYE11 (WW0055): Annual rehabilitative project, bounded by Alameda to the north, Bishop Creek to the west, partially Boyd and partially Brooks to the south, and Shiloh to the east; final draft plan comments to Lemke 12/10/12; Awaiting final plans from Lemke to advertise & bid.

Sewer Maintenance Project FYE12 (WW0070): Annual rehabilitative project, bounded by Boyd to the north, Imhoff Creek to the west, Lakewood to the south and Elm to the east, with one (1) supplementary area south of Boyd, west of BNSF. Staff in-house final design is in progress; Lemke contract was approved by NUA 1/22/13.

Sewer Maintenance Project FYE13 (WW0200): Annual rehabilitative project, bounded by Lindsey Street to the North, Bishop Creek to the West, Imhoff Road to the South, and 24th Ave SE to the East; staff preliminary design in progress Lemke proposal received 11/17/12 for on-call surveying & drafting.

Wastewater Supervisory Control and Data Acquisition (SCADA) (WW0052): SCADA electronically reports plant and lift station activity to a central location. Project combined with WW0043 & WW0047 for construction efficiency. Received bids 10/16/10; Oil Capital Electric (OCE) began work 1/18/2011, with 180 days contract completion time; negotiating closing payments via legal dept.; final inspection due soon, subject to submission & completion of punch list; payments totaling \$712,215 of \$949,500 or 75% approved.

WWTP - Aeration Basin Blower VFD (WW0043): Replacement of obsolete motors and controls will enhance efficiency and save energy and money by reducing electrical demand and use. Project partnered with WW0047 for Department of Energy (DOE) stimulus grant of \$1,001,400, and combined with WW0047 & WW0052 for design and construction efficiency. Project is nearing completion; Gardner-Denver blower checkout 7/30-31/12; Square D preliminary start-up 8/1; final inspection due shortly; payments totaling \$1,007,310 of \$1,060,326 or 95% have been approved.

WWTP - North Digester Boiler(s) (WW0047): Replacement of obsolete sludge heaters (vintage 1960's) will save energy and money. Project partnered with WW0043 for Department of Energy (DOE) stimulus grant of \$1,001,400, and combined with WW0043 & WW0052 for design and construction efficiency; Project is nearing completion; final testing by Garver was due last week of July, final inspection due shortly; payments totaling \$375,415 of \$395,174 or 95% have been approved.

Woodcrest Interceptor (WW0120): Project design by RJN Group complete; permits in hand; final of easement acquisition continues; project should bid soon.

Lift Station D Rehabilitation (WW0303): Design contract with HDR for rehabilitating Lift Station D and expanding the flow equalization basin was approved 02/26/08; amendment for construction services approved 04/28/09. Contract with Walters-Morgan Construction approved 08/25/09 and work was substantially complete 08/24/11. CO#1 increasing contract by \$65,185 approved 02/22/11. Final CO#2 increasing contract by \$22,326 approved by City Manager 05/25/12. Payments totaling \$5,868,236 of \$5,927,511 or 99% processed. Submitted request for reimbursement of Lift Station D access road on 10/11/12; awaiting response from OWRB.

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating the new Wallingford Infoworks wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data; Flow Monitoring Report received 12/21/10. Sewer sub-basin maps reviewed to determine proper loading information under 2025 Plan and corresponding population equivalents. Loading data to be transmitted to HDR in 04/25/121 so modeling can begin. Payments totaling \$426,046 of \$576,699 or 74% processed.

Phase 2 South WRF Improvements: Preliminary design contract with Garver approved 03/08/11. Draft Engineering Report received 08/03/11 with findings presented to Finance Committee 09/21/11 and NUA 11/08/11. Staff directed to proceed with design of \$52 M project expanding average daily design capacity from 12 to 17 MGD and adding ultra violet disinfection, effluent aeration and odor control technologies. Additional scope includes demolition of the remaining RBC's and biotowers, primary clarification rehab, additional activated sludge and final clarification basins, as well as sludge and miscellaneous improvements. Engineering Report finalized and submitted to DEQ 11/18/11; DEQ comments received 03/26/12. Request for variance submitted to DEQ 05/21/12. Garver Amendment No.1 for final design and bidding was approved 06/12/12 and final design kickoff meeting was held 06/25/12. FYE13 budget increased overall funding and shifted the Sewer Sales Tax (Fund 323) share to the Water

Reclamation Fund 032. Sent response to DEQ regarding revised OPDES compliance schedule on 06/19/12; we requested a 20-month extension and have not heard anything. Geotechnical work completed by Terracon on 11/12/12; site clearing south of Bratcher Minor Road completed 10/09/12; draft report received 11/29/12. Submitted population and per capital flow data to DEQ on 10/23/12 requesting design flow of 17 MGD in 208 Plan; DEQ did not approve request. 30% design plans for Phase 2B improvements submitted 11/14/12; staff is reviewing at this time. Design Meeting #6 held 12/19/12 with next meeting scheduled for 01/23/13; 75% design plans for Phase 2A to be submitted prior to 01/23/13. Garver and staff met with DEQ on 12/05/12 to discuss variance requests for UV disinfection as well as increased sizing of aeration basins to compensate for not providing additional primary clarifier capacity. Presentation was made by Garver and DEQ questions were addressed at meeting; DEQ indicated response would be forthcoming the next week; DEQ response has still not been received.

North WRF Engineering Report: This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. Contract and work scope finalized; NUA scheduled to consider contract 01/08/13.

Effluent Reuse at Compost Facility: A non-potable water system allowing reuse of treated effluent at the WWTP site is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the new Compost Facility south of the WWTP. Wastewater reuse in this manner can significantly reduce water demand and delay the need for expensive water supply projects. Reuse will also reduce the amount of pollutants discharged to the Canadian River. 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 with Alan Plummer and Associates (APAI) approved 09/06/12; composting and effluent reuse data submitted to APAI during October. Meeting with DEQ held 12/21/12; APAI and staff presented reasoning for allowing irrigation with treated effluent as Category 3 reuse. DEQ has scheduled meeting at Compost facility on 01/16/13 to discuss/resolve the issue.

WWTP Effluent Truck Wash: Construction of a non-potable water system to allow reuse of treated effluent for wash down of equipment is complete at the WWTP site. Under this project, a non-potable water line will be extended to the old composting facility where a truck wash will be constructed. Contract K-1213-54 for preparation of Engineering Report with Alan Plummer and Associates (APAI) approved 09/06/12. Meeting with DEQ held 12/21/12; APAI and staff presented discussed automated truck wash facility utilizing treated effluent; DEQ indicated need to meet as Category 2 reuse.

Water Projects:

Segment D Waterline, Phase 2: Crafton, Tull & Associates, Inc. has completed final design for the Phase 2 project and plans to utilize Highway 9 right-of-way has been delayed by ODOT.

Applecreek Waterline Replacement (WA0041): The old ductile iron line is being replaced and relocated to a new position. Easements have been attained. Project bidding is under way.

Highway 9 Water Line Relocations (WA0191): The waterline located along Highway 9 east of 24th Ave SE must be relocated as part of an ODOT widening project. Cardinal Engineers has been selected to development relocation plans. Cardinal is consulting with ODOT to verify new alignment. Draft Plans are in the review process.

Master Meter Installations: The new meters have been purchased. Locations of the new meters are being finalized with field inspections.

Hot Soils Waterlines - Pendleton Drive Area (WA0187): Project will replace deteriorating ductile iron waterlines in the Prairie Creek Addition subdivision; design contract with Cardinal was approved

2/14/12; floodplain permit approved 4/16; supplementary services approved 11/2/12; received six (6) bids 1/31/13, Central Contracting Services low: \$934,225; NUA award and contract scheduled 2/26; pre-work conference to be held and work to start in early March.

Raw Waterline, Phase I (WA0051) – Design was prepared by Garver Engineers. Red Cliff, Inc. began September 27, 2010 and was scheduled to complete by June 24, 2011. They have installed all pipe and only lack connection vaults at both ends. Staff delayed the project due to high water demand during the summer and Change Order #1 was executed and signed by all parties. After excavating the WTP vault site, it was realized that the existing 1960's concrete pipe was a special fabricated curved pipe which was not anticipated by staff or the consultant in design. Therefore, our consultant has asked the contractor to reconsider utilizing ductile iron fittings as opposed to the original recommendation of fiber glass fittings. Increase pricing received was higher than original by \$86,575. Contractor and staff met and have not been able to resolve a resolution to move the project forward. Staff is consulting with legal department to aid in handling project talks. To date, Red Cliff has been paid 81% of the total project cost of \$3.17 million.

Water Treatment Plant Expansion – Phase II is underway. This phase will include the installation of ozone treatment, an upgrade of the old high service pumps that supply pressure to the pressure plane, on-site chlorine generation, new ammonia feed system, new backwash lagoon, additional SCADA improvements, and abandon lateral line sewer and connect to City sewer. Total costs are estimated near \$21,000,000. A design contract was approved by NUA May 22, 2012. The ozone pilot system is delivered and in place.

Cascade Water Tower – EST, Inc. performed an inspection of the external and internal coating and provided staff with a report of findings. This report showed the coating is still in great shape after 14 years. The engineer recommended to hire a contractor to remove mildew formed underneath bowl. They also recommended that a bid be prepared to have a contractor perform touch-up painting that will extend life another 5 years. Staff hired a contractor to remove all mildew and this task was completed July 31, 2012. Staff will proceed with hiring EST to prepare bid documents for touch-up painting this Fall.

Hall Park Waterline Improvements (WA0149): Project will replace dilapidated or undersized waterlines in Hall Park. Lemke Surveying and Garver Engineering completed design and plans were approved by ODEQ 11/22/10. Project was initially delayed to allow funding of drainage flume in greenbelt. Project advertised 05/04/12 and pre-bid conference held 05/16/12. Bids opened 05/24/12 with Central Contracting Services, Inc. providing low bid of \$524,273 with 3 other bidders. Award and contract approved 06/12/12. Meeting with Hall Park POA held 06/14/12. Contract time began 07/23/12; contractor started work 08/28/12 with delivery of pipe and materials to site. Pipe installation began along 24th Avenue on 09/24/12 and was complete (including ADA sidewalks) 10/31/12; installation of 8-inch waterline through greenbelt and along Montclair Court completed in November; awaiting safe bacteriological testing to put this line into service. Majority of existing drainage swale removed in December in preparation for installing new swale; 6-inch waterline along Wellesley Court is underway; \$314,679 of \$532,753 or 50% paid to date.

Segment F Waterline Improvements: This project will complete a loop by installing 12-inch waterline along 36th Avenue NE from Tecumseh Road south to 1,800 feet to existing water well #3. Construction of this line awarded to Central Contracting 05/24/11. Construction began in November and will be completed soon.

Waterline Segment A and Water Modeling (WB0134): Project modified to update the water model to include new wells and waterlines and determine the most suitable location for a new water storage tank under project WA0293. Professional Engineering Consultants (PEC) updated water model and NUA approved PEC design Amendment No. 2. PEC has completed evaluation of Berry Road WL improvements and need for water storage tower in pressure zone. Surveying for new waterlines complete and revised waterline alignment plans received from PEC. Easement along Robinson obtained and we were working to obtain final easement along 36th NE to reduce possibility of relocation at a future date. However, we were unable to negotiate a fair price and will install in existing ROW. 75% plans received 10/01/12 and were

returned in late December; final plans expected in mid-January. Expect to advertise project 01/31/13 and open bids 02/21/13.

2060 Strategic Water Supply Plan: RFP distributed to consultants 11/21/11 and proposals were received 12/20/11. Review committee selected the team of Carollo/Tetratech as most qualified and design contract approved 03/13/12. Kick-off meeting was held 04/06/12 with water plan to be finalized by January 2012. Ad hoc committee of 15 citizens appointed 05/08/12 to provide citizen input to staff/consultant during development of the plan. First Ad Hoc meeting held 5/30/12. First Public Meeting held 06/25/12; public meeting minutes issued. Basis of Planning Workshop with Ad-Hoc committee held 08/06/12; committee and council completed alternative comparison weighting matrix in August. Staff met with OKC on 10/04/12 to discuss water rates and potential rate increases in the future as the SE Oklahoma raw water pipeline is constructed. Initial screening of new water supply alternatives presented to Council and Ad-Hoc Committee on 10/09/12 and to public on 10/24/12. Staff working with Carollo on development of costs for upgrading, expanding existing sources (Thunderbird, wells, OKC water and conservation) in the next few weeks. Staff attended a Water Efficiency meeting given by APAI in Edmond on 11/02/12. Staff and Carollo working to evaluate potential new water supply sources and existing sources and grouping of viable water supply options presented to the adhoc committee meeting on 01/10/13.

USGS Aquifer Study: USGS to complete pilot project to evaluate pumping of non-potable groundwater to the Little River to augment the Lake Thunderbird water supply. Contract K-1112-57 with USGS approved on 09/27/11 with 50/50 cost sharing by NUA and USGS. Pumping from 6 wells began in late April continued into May; pre and post-pumping testing water and soils testing is complete. Processed second payment for total of \$99,570 or about 66% of the \$150,000 total contract amount.

Berry Road Waterline Replacement: Poe and Associates are developing final design plans. The project will be split into two phases with Phase 1 being a half mile along Lindsey. Staff is considering using Fusible PVC pipe for this installation. Final design for Phase 1 is underway.

Water Line Replacement, Berry Road (WA0305): This project will install 13,500 feet of 16-inch waterline along Berry between Robinson and Lindsey then east on Lindsey to Chautauqua. Design contract with Poe & Associates approved 05/14/11. Poe submitted draft design report on 09/23/11 and revised design report received 12/16/11; estimated construction costs are almost double staff estimates. Staff has advised Poe to proceed with final design; \$1,500,000 in additional construction funding approved in FYE13 budget. 50% design plans received 06/05/12 and are under review. The project will be split into two phases which will allow directional drilling for portions of Lindsey Street. Plans are currently being revised.

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 2 commercial entities this month. This resulted in assessments made upon 1 entity whose project did not increase wastewater flows. A total of \$115.00 was assessed on the remaining 1 entity.

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

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

North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north 1,530 feet. Total payback to date is \$0.00 of potential \$61,177.

36th Avenue NW Waterline Payback: Payback project established 08/24/99 for NUA construction of 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Payback fee of \$12,925 for Commerce Parkway Section 3 received 12/27/12; total payback to date is \$64,739.

24th Avenue NW Waterline Payback: Payback project established 04/22/08 for NUA construction of 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Last payback fee of \$32,286 for UNP Section VI received 11/07/12; total of \$54,513 collected to date.

Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development as well as other properties in SE Norman. Construction is complete and final payback costs approved 01/25/11. Cedar Lane development is considering revision to preliminary plat and purchase of excess sewer capacity from Links.

DEVELOPMENT PLAN REVIEW:

As shown on the attached spreadsheet, staff reviewed 6 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 78 sets of plans with an average review time of 8.8 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 82% of the time.

DEVELOPMENT PLAN REVIEW

January 2013

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
1/2/2013	Hester Hall	Water	Smith-Roberts	1/11/2013	Returned	9	0
1/14/2013	CCC Addition No. 2	Water	Kether	1/22/2013	Returned	8	0
1/16/2013	CCC Addition No. 2	Final Plat	Kether	1/18/2013	Returned	2	0
1/16/2013	St James Park	Revised Preliminary Plat	Crafton Tull	1/18/2013	Returned	2	0
1/24/2013	Independence Valley	Water	SMC				
1/24/2013	Independence Valley	Sewer	SMC				

FYE13 Data

Average Days to Return =	8.8
Number of Plans Reviewed	78
Plan Review > 10 days	14
Percentage Reviewed < 10 Days	82%
Goal for Review < 10 Days	90%

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	Contract Amount	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete	Scheduled % Complete	Actual % Complete	Completion Date
WA0039	Boyd Tower Resurfacing	EST, INC.	0910-176	111,800	\$37,000	33%	Classic Protective Coatings	1112-01	\$437,400	\$437,400	\$0	0.00%	8/4/1900	100%	0%	
WA0051	Raw Waterline, Phase 1	Garver Engineers		309,600	\$309,600	100%	Red Cliff, Inc.	0910-170	\$3,171,711	\$3,171,711	\$2,315,026	0.00%	6/24/2011	100%	73%	
WA0175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA	NA	NA		\$0					
WA0187	Pendleton Area Waterline	Cardinal	1112-112	84,550	\$76,090	90%	T.B.D.			\$0	\$0		NA			
WA0043	WWTP Aeration Basin Blower VFDs	Garver	0910-53	64,500	\$63,210	98%	Oil Capital Electric, LLC	1011-42	\$1,060,326	\$1,060,326	\$1,007,310	0.00%	7/17/2011	100%	95%	
WA0044	WWTP Canadian River TMDL	ACOG/Guernsey	0809-57	37,213	\$37,065	100%	C. H. Guernsey & Co., Inc.	0910-185	\$231,431	\$231,431	\$218,643	0.00%	5/27/2011	100%	94%	
WA0047	WWTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$42,336	98%	Oil Capital Electric, LLC	1011-42	\$395,174	\$395,174	\$375,415	0.00%	7/17/2011	100%	95%	
WA0052	WWTP SCADA Improvements	Garver	0910-53	306,000	\$299,880	98%	Oil Capital Electric, LLC	1011-42	\$949,500	\$949,500	\$712,125	0.00%	7/17/2011	100%	75%	
WA0055	Sewer Maintenance Project FYE 2010	Staff / Lemke	0910-55	66,005	\$6,005	100%	Urban Contractors, Inc.	1011-02	\$1,570,100	\$1,747,285	\$1,747,285	11.28%	8/23/2012	100%	100%	
WA0062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	Staff / Lemke	-						\$0			NA			
WA0064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	89,605	\$70,575	79%	T.B.D.			\$0			NA			
WA0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	0910-55	73,580		0%	T.B.D.			\$0			NA			
WA0120	Interceptor Improvements: Woodcrest	RJN Group	0405-159	133,849	\$113,641	85%	T.B.D.			\$0	\$0		NA			
WA0200	Sewer Maintenance Project FYE 2013	Staff / Lemke	TBD	65,580		0%	T.B.D.			\$0			NA			
WA0267	Interceptor Bishop Ph 2B Sect 1 & 3	CP&Y	0304-147	122,701	\$88,142	72%	T.B.D.			\$0	\$0		NA			
WA0267	Interceptor SE Bishop Ph 2B Sect 2A & 2B	CP&Y	0304-147	T.B.D.		0%	Krapf-Reynolds Construction	1213-66	\$1,054,480	\$1,054,480	\$0	0.00%	NA		0%	
WA0011	WW Flow Metering Phase 2	NA		-	\$0		RJN Group	0405-116	\$154,244	\$154,244	\$130,982	0.00%	NA		85%	
WA00248	SS Emergency Repairs	NA	NA	N/A	\$0	\$0	Sewer Line Maintenance staff		\$100,000	\$100,000	\$7,288	0.00%	NA		7%	
WA0041	Apple Creek Waterline	Staff / Lemke/Cardinal	0910-55	24,850	\$20,984	84%	Future			\$0	\$0		NA			
WA0191	Highway 9 Waterline Relocations	Cardinal	1213-119	47,100	\$4,184	9%	Future		\$154,923	\$154,923	\$154,923	0.00%	7/4/2012	100%	100%	
WA0292	Waterline Segment F	Staff / Lemke	0910-55	5,000	\$5,000	100%	Central Contracting Services, Inc.	K-1011-156	\$154,922.69				NA			
WA0305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$82,100	48%	Future			\$0	\$0		NA			
WB0127	Phase 2 Wells	CH2M Hill	0607-109	400,800	\$337,697	84%	NA			\$0			NA			
WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$63,709		Red Cliff, Inc.	1011-123	\$1,178,194	\$1,178,194	\$1,055,036	0.00%	10/27/2011	100%	90%	
WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646		Red Cliff, Inc.	1011-123	\$294,548	\$294,548	\$226,809	0.00%	10/27/2011	100%	77%	
WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	95,625	\$91,429	85%	Future			\$0	\$0		NA			
WB0185	Phase 2 12-inch Waterline	Staff / Lemke	0910-55				Central Contracting Services, Inc.	K-1011-156	\$447,117	\$447,117	\$447,117	0.00%	7/4/2012	100%	100%	
WB0186	Phase 2 16-inch Waterline	Staff / Lemke	0910-55				Central Contracting Services, Inc.	K-1011-156	\$586,084	\$586,084	\$586,084	0.00%	7/4/2012	100%	100%	
WA0262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	Future			\$0	\$0		NA			
WA0131	WTP High Pressure Plane Upgrade	PEC	0607-122	-			Future			\$0			NA			
WA0149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 and 55	61,680	\$53,842	87%	Central Contracting Services, Inc.	K-1112-129	\$524,273	\$524,273	\$314,679	0.00%	3/20/2013	83%	60%	
WA0173	Master Meter Replacement	Staff	NA				Badger Meter Inc	POW208124	\$88,145	\$88,145	\$88,145	0.00%	NA		100%	
WA0174	Strategic Water Supply Plan	Carolla	1112-114	385,947	\$221,077	57%	NA	NA	NA		\$0		NA			
WA0182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$116,990	67%	Future			\$0			NA			
WA0188	SE Oklahoma Raw Water Study	OK Regional Water UT	0708-155	91,375	\$91,375	100%	NA	NA	NA		\$0		NA			
WA0293	Water Storage Towers	staff		-	\$0		Future			\$0			NA			
WA0042	Wastewater Flow Monitoring	(see construction)					HDR Engineering/RJN Group	0910-164	\$576,699	\$576,699	\$449,962	0.00%	1/9/2011	100%	78%	
WA0050	WWTP Effluent Truck Wash	Alan Plummer	K-1213-54	18,700	\$2,805	15%	Future			\$0			NA			
WA0058	Effluent Reuse at Composting Facility	Alan Plummer	K-1213-54	8,900	\$1,335	15%	Future			\$0			NA			
WA0065	WWTP Phase 2 Expansion	Garver	1011-148	4,084,800	\$1,984,568	49%	Future			\$0			NA			
WA0204	North WRF Engineering Report	HDR/Alan Plummer	K-1213-134	249,935		0%	NA			\$0			NA			
WA0303	Lift Station D Rehabilitation	HDR	0708-111	1,436,683	1,436,683	100.0%	Walters Morgan Construction, Inc.	0910-34	\$5,840,000	\$5,927,511	\$5,868,236	1.50%	8/24/2011	100%	99%	08/24/11

**JANUARY 2013
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS	January	Year to date
Fats, oil and grease (FOG) program	28	141
Food license renewal	5	23
Silver Program	1	2
Significant Industrial Users	0	19
Total inspections	34	185

ROUTINE ACTIVITIES	January	Year to date
Line Maintenance calls	1	5
Significant Industrial User sites sampled	0	14
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	100%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	75%
Household hazardous waste disposal calls	17	132

REVENUE	January	Year to date
FOG Program	\$15,100.00	\$25,450.00
Silver Program	\$1,050.00	\$1,700.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$12,502.29	\$44,681.14
Lab Analysis Recovery	\$0.00	\$14,127.50
Total revenue	\$28,652.29	\$85,958.64

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided routine staff support including minutes, attending meetings, and researching information.
2. Created street signs to promote protecting the Lake Thunderbird watershed pending approval by the Central Oklahoma Master Conservance District.
3. Staff is assisting board with a public education campaign regarding fertilizer use and water conservation.
4. ECAB developed a survey to gather information on current fertilizer practices in Norman.
5. Director of the Public Opinion Learning Laboratory (OU Poll) is assisting ECAB with statistical compilation of a fertilizer usage survey.
6. Put the fertilizer usage survey online.
7. ECAB members are developing water conservation tips and practices to be distributed to the media.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Working on Region VI Pretreatment Workshop
2. Worked with Public Works Department to develop a phosphate control ordinance.
3. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
4. As of January 2013, approx. 97,500 gallons of grease/solids did not enter the sanitary sewer in FYE 13 as a result of the FOG program.
5. Staff worked with different departments to increase energy efficiency-i.e turning off computers, duplex printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
6. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate paint take-back programs similar to the recent paint take-back program in Oregon.
7. Assisting the Oklahoma Water Environment Association with annual conference plans
8. Staff is assisting the Water Reclamation Facility with biomonitoring and the Toxicity Identification Evaluation.
9. Assisting the Oklahoma Water Environment Association in developing their Strategic Direction Plan
10. Assisting Water Treatment and the Water Reclamation Facility with Lean and Green initiatives
11. Attended the Chamber of Commerce Greenovation Committee meeting
12. Chairing Green Team
13. Preparing for the 2013 Earth Day Festival
14. Worked with FOG and Ag program participants regarding reminder for annual requirements
15. Attended ACOG's Clean Air Task Force Committee meeting
16. Submitted Tier 2 reports for the Water Treatment Facility and the Water Reclamation Facility

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 13		FYE 12	
January, 2013	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	7	30	7	35
Property Owner Responsibility	29	219	34	233
TOTAL	36	249	41	268
Number of Feet of Sewer Cleaned:				
Cleaned	154,847	1,079,062	64,650	724,275
Rodded	7,965	41,905	8,855	30,000
Foamed	0	105,162	0	112,081
TOTAL	162,812	1,226,129	73,505	866,356
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	2	5	2	8
Obstruction	1	4	0	3
Private	0	4	0	14
Other (Lift Station, Line Break, etc.)	0	0	1	2
Total Overflows	3	13	3	27
Feet of Sewer Lines Televised	9,857	114,629	35,552	202,189
Locates Completed	399	2,617	340	2,735
Manholes:				
Inspected	719	5,087	557	5,017
New	0	1	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	2	12	136
Hours Worked at Lift Station	242	1,233	229	1,521
Hours Worked for Other Departments	5	187	8	333
OJI Percentage	0.00	0.21	5.56	3.59
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.32	0.33	0.38	0.36
Claims Paid Per 10,000 People	0	0	0	0.053

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 13		FYE 12	
January, 2013	MONTH	YTD	MONTH	YTD
New Meter Sets:	33	725	40	188
Number Short Sets	33	716	40	179
Number Long Sets	0	9	0	9
Average Meter Set Time	5.09	4.30	2.70	4.89
Number of Work Orders:				
Service Calls	413	3,289	390	2,846
Meter Resets	0	4	0	0
Meter Removals	2	9	1	8
Meter Changes	18	272	20	233
Locates Completed	378	3,383	307	2,542
Number of Water Main Breaks	21	154	27	224
Average Time Water Off	2.20	2.30	2.27	1.94
Fire Hydrants:				
New	0	1	0	2
Replaced	0	7	1	4
Maintained	32	295	32	653
Number of Valves Exercised	150	1,163	232	1,217
Feet of Main Construction	632	3,693	167	2,907
Hours of Main Construction	517	3,142	588	2,873
Meter Changeovers	2	80	3	56
OJI Percentage	4.17	7.45	8.86	9.47
Hours Flushing/Testing New Mains	36	256	32	251
Hours Worked Outside of Division	75	1,048	190.00	1,466.00

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
January 1-31, 2012

Flow Statistics

	FYE 2013		FYE 2012	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	257.7	1838.6	288.4	2144.6
Total Effluent Flow (M.G.)	243.4	1762.7	236.6	1736.3
Influent Peak Flow (MGD)	9.8	12.1	14.1	17.3
Effluent Peak Flow (MGD)	9.2	12.2	12.6	15.3
Daily Avg. Influent Flow (MGD)	8.3	8.6	9.3	10.0
Daily Avg. Effluent Flow (MGD)	7.8	8.2	7.6	8.1
Precipitation (inches)	1.1	10.5	1.3	15.3

Discharge Monitoring Report Stats

5 day BOD:

EPA minimum percentage removal 85%

Avg.

Avg.

Influent Total (mg/l)	244	244
Effluent Carbonaceous Total	4	3
Percent Removal	98.3	98.7
Total Suspended Solids:		
Influent (mg/L)	156	171
Effluent (mg/L)	7	10
Percent Removal	95.4	94.4
Dissolved Oxygen:		
Influent (min)	0.4	1.0
Effluent (min)	5.0	5.9
pH		
Influent (Low)	7.3	7.4
(High)	7.8	7.8
Effluent (Low)	6.8	7.0
(High)	7.5	7.4
Ammonia Nitrogen		
Influent (mg/L)	31.2	28.6
Effluent (mg/L)	0.35	0.3
Percent Removal	98.9	99.0

Utilities

Electrical

Total kWh Used (Plant wide)	604,940	1,665,800	meter switch	1,223,640
Aeration Blowers, WSL&Headworks	331,200	1,351,040	meter switch	666,400

Natural Gas

Total cubic feet/day (plant wide)	1,277,000	4,961,000	818,000	3,852,000
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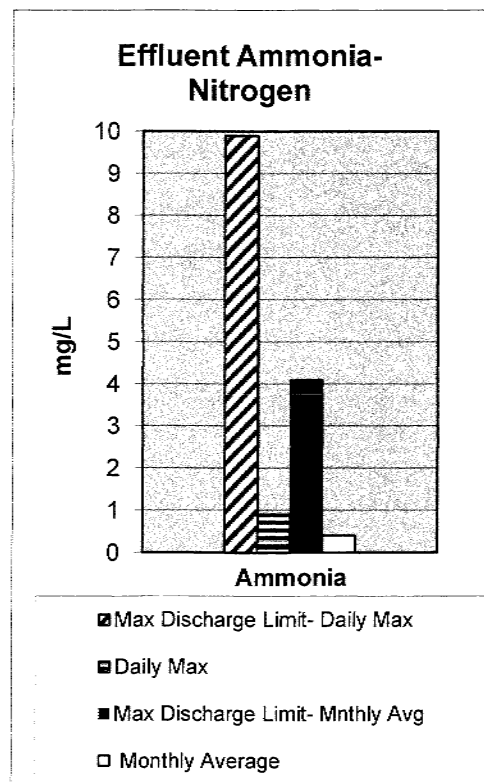
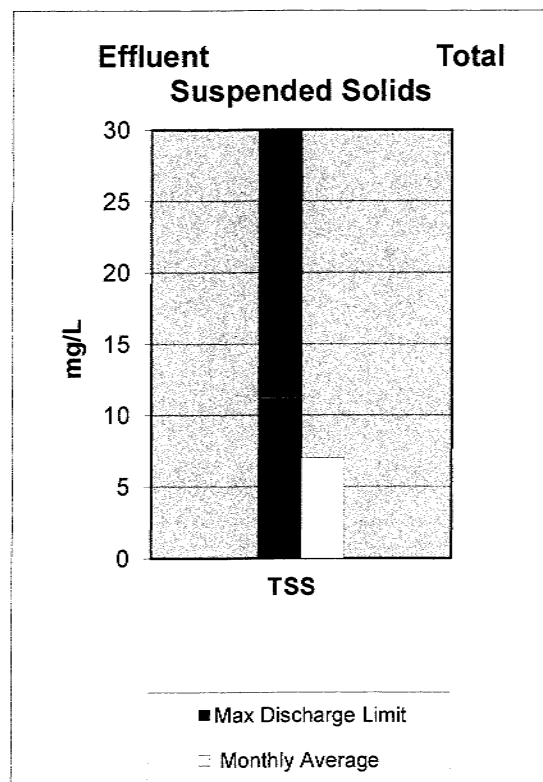
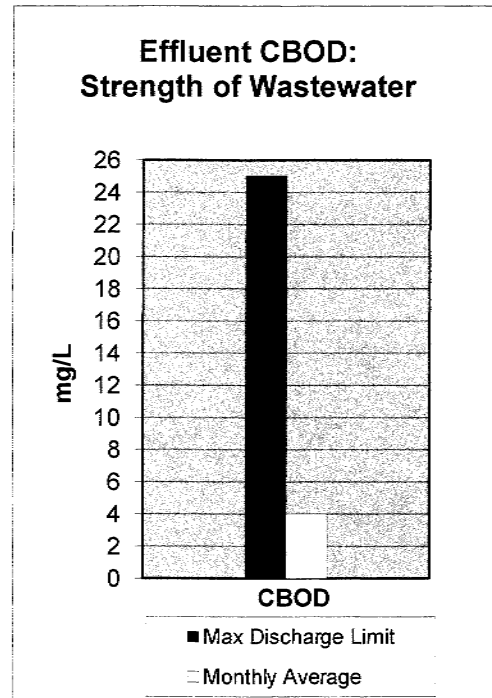
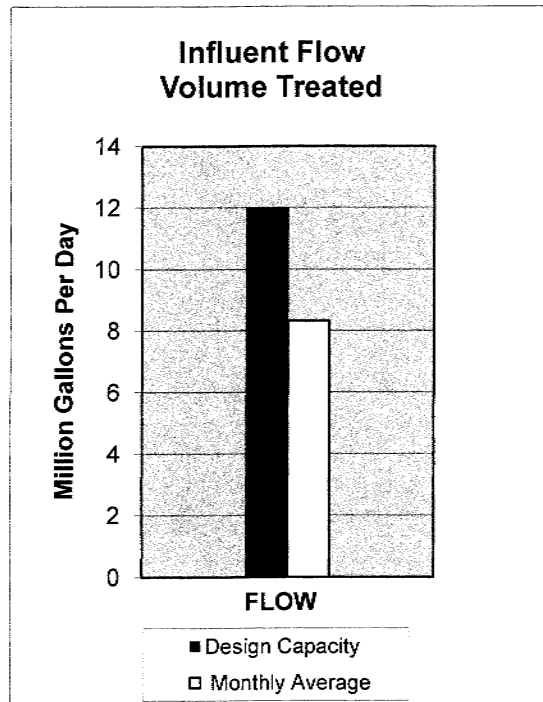
Public Education (Tours)	1	10	4	17
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Reclaimed Water System (MG)	15.7	60.2	9.5	43.1
OU Golf Course	0.733	30.5	2.3	34.2

*Usage up due to increase operation of centrifuges.

Electric meter for 480v services was installed numbers for the month are not accurate.

CITY OF NORMAN
WASTEWATER TREATMENT FACILITY
 January 2013



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

WATER TREATMENT DIVISION

MONTH: January-13

	FYE 2013		FYE 2012	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	141.73	1,980.33	131.813	1867.34
Well Production (MG)	119.69	972.80	144.14	1016.88
Oklahoma City Water Used (MG)	0.27	68.81	0.28	146.50
Total Water Produced (MG)	261.69	3021.94	276.23	3030.72
Average Daily Production	8.44	14.06	8.91	14.10
Peak Day Demand				
Million Gallons	9.76	24.82	10.24	23.94
Date	12/30/2013	7/23/2012	1/27/2012	8/5/2011
System Capacity (see note)	23.50	23.50	19.53	19.53
Demand Above Capacity (Peak Day)	0.00	1.32	0.00	4.41
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$354,955.01	\$2,680,435.09	\$324,221.70	\$2,464,858.80
Wells	\$81,703.30	\$584,822.99	\$75,168.38	\$556,894.54
OKC (Estimated)	\$2,751.10	\$342,763.18	\$2,571.03	\$690,154.71
Total	\$439,409.41	\$3,608,021.26	\$401,961.11	\$3,711,908.05
Cost per Million Gallons				
Plant	\$2,504.46	\$1,353.53	\$2,459.71	\$1,319.98
Wells	\$682.62	\$601.17	\$521.51	\$547.65
OKC (Estimated)	\$10,114.34	\$4,981.23	\$9,248.31	\$4,711.08
Total	\$1,679.12	\$1,193.94	\$1,455.18	\$1,224.76
Water Quality				
Total Number of Bacterial Samples	100	681	112	765
Bacterial Samples out of Compliance	1	5	0	0
Total number of complaints	2	22	1	25
Number of complaints per 1000 service connections	0.06	0.67	0.03	0.77
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	176	1,216
Total Hours Lost	0	0	176	1,216
Safety Training Sessions Held	1	8	1	6
Public Education				
Number of tours conducted	2	2	1	5
Number of people on tours	43	43	24	67

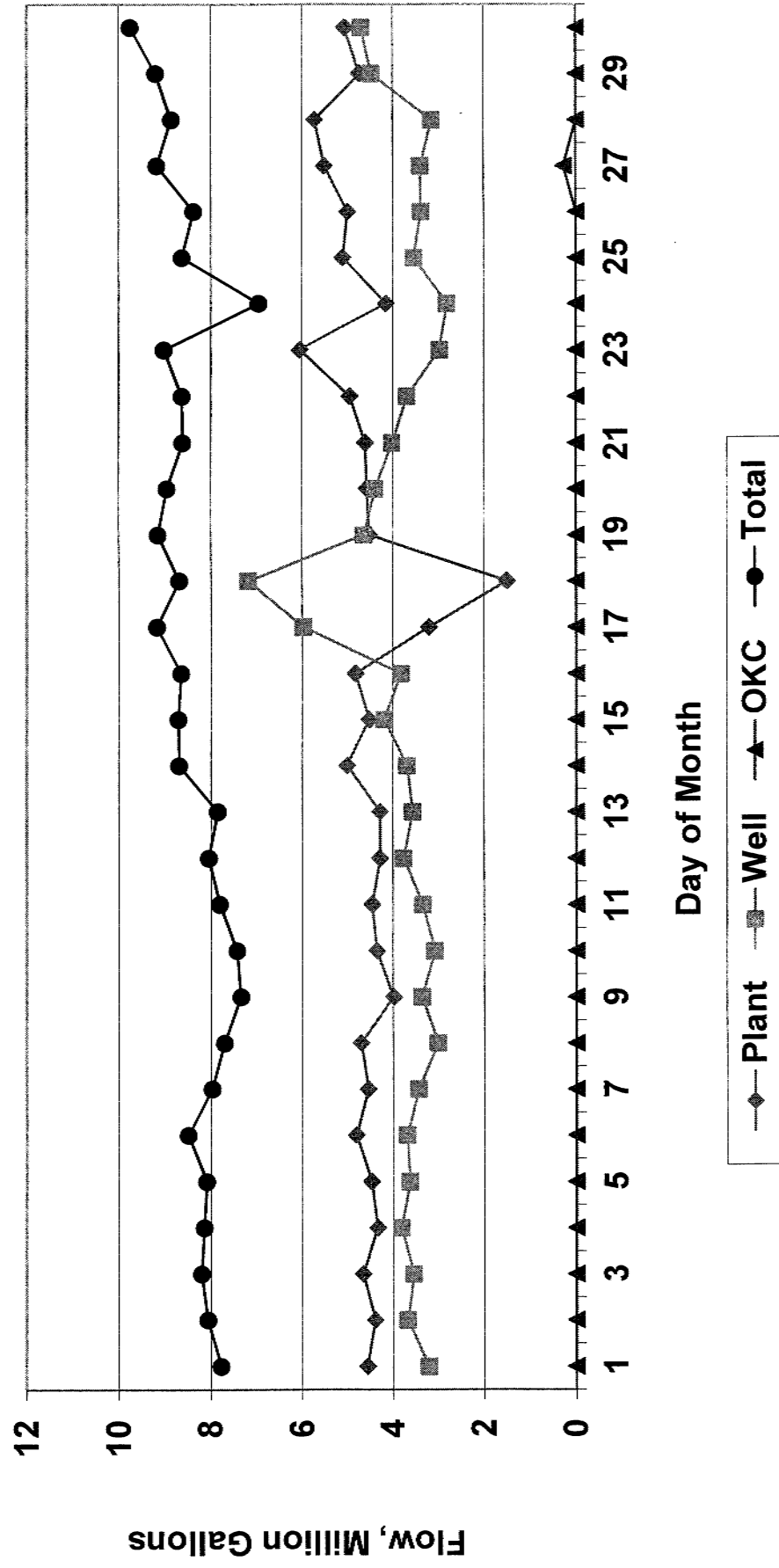
Notes:

The plant and well field had only minor new issues this month. All have been repaired.

Well #5 and #47 are still out of service. We are pursuing warranty on the failed pump from Well #47, and the pump and motor to replace the unit in Well #5 are being ordered.

We are continuing to see water quality changes in the wells that we believe are related to high use. We are monitoring the situation closely trying to determine the maximum usage possible that will still maintain water quality and water levels in the wells.

Water Production for January, 2013



SANITATION DIVISION PROGRESS REPORT

JANUARY 2013

	FY 12		FY 13	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	15	0	5
<u>On The Job Injuries</u>	1	5	1	2
<u>Bulk Pickups</u>	33	166	29	165
<u>Refuse Complaints</u>	60	423	57	465
<u>New Polycarts Requests</u>	55	381	48	362
<u>Polycarts Exchanges</u>	20	78	20	89
<u>Additional Polycart Requests</u>	83	441	80	488
<u>Replaced Stolen Polycarts</u>	31	224	30	171
<u>Replaced Damaged Polycarts</u>	143	939	117	847
<u>Polycarts Repaired</u>	24	81	17	122

COMPOST MONTHLY REPORT

JANUARY 2013

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	177.07	1,719.74
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 3,332.46	\$ 32,365.51
TONS BROUGHT IN BY PUBLIC:	111.30	800.51
TONS BROUGHT IN BY CONTRACTORS :	154.50	1,267.95
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	0.00	22.01
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 5,002.36	\$ 39,342.65
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,334.81	\$ 71,708.15
REVENUE COLLECTED FROM COMPOST SALES:	\$ 840.00	\$ 7,270.00

	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
WESTWOOD GOLF COURSE	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	20	43	0	1,256
DRYING BEDS	420	1,330	0	1,256
TOTAL:	440	1,373	0	2,512

MONTHLY TRANSFER STATION REPORT

JANUARY 2013

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	311.28	2,365.21	\$ 11,540.94	\$ 88,409.89
CONT. TONS:	165.77	1,077.91	\$ 8,031.14	\$ 51,102.41
CASH TONS:	630.02	5,226.24	\$ 28,422.78	\$ 234,012.23
BRUSH/YDS:	0.00	37.00	\$ -	\$ 370.00
PULL OFFS:	28	130.00	\$ 364.00	\$ 1,690.00
TOTALS:	1,107.07	8,669.36	\$ 48,358.86	\$ 375,584.53

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	393	2,673
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	6,670.75	47,584.03
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	36	321
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	252.65	2364.01
GRAND TOTAL TONS TO LANDFILLS	6,923.40	49,948.04

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 130,298.39	\$ 940,901.22
GRAND TOTAL TIPPING FEE'S	\$ 130,298.39	\$ 940,901.22

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	576	3,903
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,108.19	21,742.37
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	403	2,803
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,354.11	16,442.21

TOTAL LOADS BROUGHT TO TRANSFER STATION:	979	6,706
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TOTAL TONS BROUGHT TO TRANSFER STATION:	5,463.90	42,359.97
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	1.60	149.58
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MONTHLY RECYCLING REPORT (DROP CENTERS)

JANUARY 2013

	TONNAGES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.30	3.28	0.50	3.07	1.22	4.06
PLASTICS:	2.25	20.89	3.29	21.91	3.26	25.90
STEEL CANS:	0.56	4.96	0.98	5.15	2.53	7.24
CLEAR GLASS:	1.66	15.35	3.25	15.97	6.70	26.18
GREEN GLASS:	1.87	10.42	2.56	9.58	5.60	16.13
BROWN GLASS:	1.37	12.22	2.63	11.27	5.33	19.21
MIXED OFFICE PAPER:	8.12	60.37	4.49	40.12	8.79	59.24
CARDBOARD CENTERS TONS:	21.11	137.88	19.44	124.12	21.43	139.12
NEWSPAPER CENTERS TONS:	6.68	29.15	6.68	30.77	6.68	29.23
TOTAL TONS:	43.92	294.52	43.82	261.96	61.54	326.31

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	64.23	512.61
CARDBOARD COMPACTORS:	41.62	388.54
OTHER NEWSPAPER CONTAINERS:	0.83	2.88
TOTAL TONS:	106.68	904.03

	REVENUES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 216.00	\$ 2,436.51	\$ 360.00	\$ 2,258.42	\$ 878.40	\$ 2,988.83
PLASTICS:	\$ 45.00	\$ 417.80	\$ 65.80	\$ 438.20	\$ 65.20	\$ 518.00
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 609.00	\$ 6,066.45	\$ 336.75	\$ 4,140.95	\$ 659.25	\$ 5,836.80
CARDBOARD:	\$ 2,427.65	\$ 16,448.55	\$ 2,235.60	\$ 14,844.65	\$ 2,464.45	\$ 16,654.25
NEWSPAPER:	\$ 467.60	\$ 2,687.40	\$ 467.60	\$ 2,887.90	\$ 467.60	\$ 2,742.95
TOTAL REVENUE:	\$ 3,765.25	\$ 28,056.71	\$ 3,465.75	\$ 24,570.12	\$ 4,534.90	\$ 28,740.83

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 7,386.45	\$ 61,872.60
CARDBOARD COMPACTORS:	\$ 4,786.30	\$ 45,354.75
OTHER NEWSPAPER CONTAINERS:	\$ 58.10	\$ 284.10
TOTAL REVENUE:	\$ 12,230.85	\$ 107,511.45

	COLLECTION BY MATERIAL					
	TONS		PRO/FEE		REVENUE	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	2.02	10.41			\$ 1,454.40	\$ 7,683.76
PLASTIC:	8.80	68.70			\$ 176.00	\$ 1,374.00
STEEL:	4.07	17.35			\$ -	\$ -
CLEAR GLASS:	11.61	57.50			\$ -	\$ -
GREEN GLASS:	10.03	36.13			\$ -	\$ -
BROWN GLASS:	9.33	42.70			\$ -	\$ -
MIXED OFFICE PAPER	21.40	159.73	\$ 240.75	\$ 2,406.63	\$ 1,364.25	\$ 13,836.47
CARDBOARD:	167.83	1,302.27	\$ 2,895.07	\$ 23,520.68	\$ 16,405.38	\$ 133,283.87
NEWSPAPER:	20.87	92.03	\$ 219.14	\$ 1,290.35	\$ 1,241.77	\$ 7,312.00
REVENUE FROM OCC CONTAINERS:					\$ 11,264.24	\$ 60,551.95
TOTALS:	255.96	1,786.82	\$ 3,354.95	\$ 27,217.67	\$31,906.04	\$224,042.05

	COLLECTION COST							
	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	52.00	398.00	8.00	56.00	195.25	1,402.55	10.00	61.75
LABOR COST:	\$ 1,392.56	10,658.44	\$ 214.24	1,499.68	\$ 5,228.80	37,560.29	\$ 267.80	1,653.67
VEHICLE COST:	\$ -	8,804.14	\$ -	1,181.00	\$ -	15,362.09	\$ -	1,158.75
TOTALS:	\$ 1,392.56	\$ 19,462.58	\$ 214.24	\$ 2,680.68	\$ 5,228.80	\$ 52,922.38	\$ 267.80	\$ 2,812.42

	OCC COMPACTORS		MIXED OFFICE PAPER				
	MONTH	YTD	MONTH	YTD		MONTH	YTD
MAN HOURS:	16.50	146.00	13.50	95.00	MAN HOURS:	295.25	2,159.30
LABOR COST:	\$ 441.87	3,909.88	\$ 361.53	2,544.10	LABOR COST:	\$ 7,464.93	54,451.77
VEHICLE COST:	\$ -	3,356.06	\$ -	2,117.34	VEHICLE COST:	\$ -	31,979.38
TOTALS:	\$ 441.87	\$ 7,265.94	\$ 361.53	\$ 4,661.44	GRAND TOTAL:	\$ 7,464.93	\$ 86,431.15

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 4,817.17	\$ 33,585.80

MONTHLY RECYCLING REPORT

CURBSIDE COLLECTION

DECEMBER 2012

	CONTAINER STREAM	MIXED PAPER	TOTAL TONS	CONTAINER STREAM	MIXED PAPER	TOTAL TONS
COLLECTION DAYS	MONTH	MONTH	MONTH	YTD	YTD	YTD
MONDAY	24.28	32.22	56.50	135.42	169.10	304.52
TUESDAY	15.52	21.49	37.01	123.73	134.41	258.14
WEDNESDAY	16.08	11.58	27.66	102.03	68.90	170.93
THURSDAY	15.17	11.83	27.00	101.60	76.45	178.05
FRIDAY	17.40	10.11	27.51	109.10	82.95	192.05
TOTAL	88.45	87.23	175.68	571.88	531.81	1,103.69

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	36.10%	34.10%
AVERAGE TONS PER DAY :	10.66	10.00
POUNDS PER HOME:	9.85	9.92
RESIDENTIAL MIXED PAPER:	112.76	105.05
RESIDENTIAL LOOSE CONTAINER:	100.5	109.71

COMMODITY BY TON

	MONTH	YTD
ALUMINUM BEVERAGE CAN	5	32.9
METAL CONTAINERS	15.1	98.8
HDPE (#2) PLASTIC CONTAINERS	22.1	144.8
PET (#1) PLASTIC CONTAINERS	20.1	131.6
GLASS CONTAINERS	37.2	243.6
OLD NEWSPAPER PRINT	92.5	516.9
MIXED PAPER	20.3	113.5
TOTAL	212.30	1,282.10

CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	36	409
REMINDER NOTICES	6	28
MISC. (throwing bins, left in driveway, blowing trash)	0	10
MISSING BINS	39	404
DELIVERY REQUEST	28	134
TOTAL CALLS	109	985

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$3,306.30	\$20,771.45

