

City of Norman



Monthly Departmental Report

December 2013

MONTHLY PROGRESS

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CITY CLERK

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

CITY COUNCIL

Filing dates City Council seats 2, 4, 6, and 8 will be held January 13-15, 2014. The election will be held on April 1, 2014, and the run-off election will be held on June 24, 2014, if needed.

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	2	29	Municipal Court	0	7
Building Permits	3	38	Noise	0	9
CDBG	2	6	Parks and Recreation	3	55
City Clerk	5	*84	Planning	1	14
City Manager/Mayor	0	0	Police	8	74
Code Enforcement	8	250	Sanitation	38	200
Data Processing	0	2	Sidewalks	1	14
Engineering/Public Works	9	79	Storm Debris	136	143
Finance	8	43	Storm Water	0	39
Fire/Civil Defense	2	22	Streets	7	71
Human Resources	1	5	Street Lights	14	58
Information (General)	31	169	Traffic	7	59
Legal	3	14	Utilities	4	49
Line Maintenance	5	31	WC Questions	0	7
Recycling Questions	20	319	WC Violations	0	0

Total for December	318	Total FYE YTD	1,890
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WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

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

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	2	24	Bee Keeper	0	1
Class I Beer	1	4	Solicitor/Peddler (30 day)	0	3
Class II Beer	1	10	Solicitor/Peddler (60 day)	0	3
Mixed Beverage	0	1	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	0	0	Coin-Operated Devices	0	20
Wine & Beer/Winemaker	0	1	Game Machines	1	3
Temporary Food (30 day)	1	9	Taxi/Motorbus/Limousine	0	10
Temp Food (180 day)	0	3	Impoundment Yard	0	0
Temp Food (one day)	0	13	Salvage Yard	0	0
Kennel	0	1	Transient Amusement	0	0
Pawnbrokers	0	0	Special Event	0	8
Retail Liquor Store	0	1	Sidewalk Dining	0	0

Licenses, continued:

- 1 30 Day Temporary Mobile Food License was issued to Taqueria Ruiz for December 4, 2013, through January 2, 2014

New Establishments/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
H & M Food Mart	101 North Porter	Food Service and Class II Beer

Existing Establishments/New Owner

NAME	ADDRESS	LICENSE TYPE(S)
Old #9	4331 Alameda	Food Service and Class I Beer

WORKERS COMPENSATION

Name: William "Brian" Starkey
Settlement Amount: \$29,070
Department: Fire Division
Injury: lower back
Date Approved: December 10, 2013

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
12-17-13	Steve Morris for the Estate of George S. Morris, Deceased	Alleged excessive force and excessive user of tasers resulting in the death of George S. Morris – on December 16, 2012, police were called about an accident involving a naked man on I-35 near Robinson Street. When the officer arrived on the scene, Mr. George Morris was lying naked on the shoulder of the interstate and became very combative when approached by the officer forcing the officer to tase Mr. Morris in order to gain control to handcuff him. Mr. Morris was transported to Norman Regional Hospital where he later passed away.	\$ 125,000.00
12-30-13	Hamoush and Kate O'Brien-Hamoush	Damages to their vehicle and tax, registration, and tags – claimants allege that on May 31, 2013, a police cruiser collided with their vehicle after striking another vehicle making a left turn in front of them at the intersection of Boyd Street and Asp Avenue.	\$ 5,849.87

CLAIMS ADMINISTRATIVELY PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Victoria L. Willis	Damages to her vehicle when a sanitation truck attempting to back out of the cul-de-sac on October 10, 2013, striking her vehicle, which was parked in her driveway at 1028 Leslie Lane vehicle.	12-05-13	\$ 1,360.50

CITY COUNCIL CONFERENCE

A City Council Conference was held on December 10, 2013, regarding Change Order No. Two to Contract No. K-1213-195 with Downey Contracting, L.L.C., increasing the contract amount by \$35,098.38 and extending the contract until January 18, 2014, for the rehabilitation of the Police/Fire Investigations Facility at 1507 West Lindsey and University North Park Tax Increment Finance District.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE

A City Council Conference was held on December 16, 2013, regarding the CART Ridership Report including Saferide and extended service for the months of September, October, and November 2013; a request to name the Norman Police Firing Range in honor of the late Norman Police Lieutenant Royce Weddle; and ordinance requirements associated to three unrelated persons residing in a single family residence.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on December 11, 2013, regarding provisions relative to vacant/abandoned properties.

SPECIAL SESSION

A Special Session was held on December 18, 2013, regarding a resolution establishing policies for allowing volunteer organizations to utilize temporary facilities on properties in Light Industrial Districts with five acres or more while assisting in property rebuilding efforts as a means of disaster relief from the May 19th tornado and a resolution extending the term of the Charter Review Commission to allow time for its final public hearing and compilation and consideration of its final report to City Council.

STUDY SESSION

A Special Session was held on December 3, 2013, regarding renewal of the Public Safety Sales Tax to be submitted for voter approval and an update on the University North Park Tax Increment Finance District.

A Study Session was held December 17, 2013, regarding renewal of the Public Safety Sales Tax to be submitted for voter approval.

FACILITY MAINTENANCE 1A

Work Order by Facility Serviced

December, 2013

AcctCodes	Facility	Employee	Hours
010-2080			
2080.1	LIBRARY		
12/6/2013	ELECTRICAL	Worked on the lights and replaced filters	270 4.5
		Bill Sandison	270 4.5
12/2/2013	PLUMBING	Installed new toilet paper dispenser in men's bathroom	60 1
12/3/2013	PLUMBING	Replaced the toilet seat in women's bathroom	60 1
12/9/2013	PLUMBING	Replaced the cartridges on sink faucet	90 1.5
12/10/2013	PLUMBING	Toilet blockage in men's bathroom	60 1
12/11/2013	PLUMBING	Cleaned out the roof drains	180 3
12/13/2013	MISCELLANEOUS	Worked on doors and the floor plates	60 1
12/18/2013	MISCELLANEOUS	Worked on a door	60 1
12/19/2013	MISCELLANEOUS	Worked on a door lock	60 1
12/19/2013	PLUMBING	Worked on the sink faucet in the men's bathroom	60 1
12/23/2013	PLUMBING	Worked on the floor grout in the women's bathroom	120 2
12/23/2013	PLUMBING	Worked on the floor grout in the men's bathroom	180 3
12/26/2013	PLUMBING	Toilet blockage in women's bathroom	60 1
12/27/2013	PLUMBING	Replaced paper towel dispenser	60 1
		Jeff Lewis	1110 18.5
12/6/2013	HVAC	Changed the air filters	480 8
12/30/2013	HVAC	Checked the air handlers	240 4
		Jerry Wilson	720 12
12/6/2013	ELECTRICAL	Changed air filters	270 4.5
		Larry E. Long	270 4.5
		Facility Subtotal	2370 39.5
		AcctCode Total	2370 39.5

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>		<i>Hours</i>
010-3001				
3090.3	MUNICIPAL BLDG - BUILDING C			
12/6/2013	ELECTRICAL	Worked on the lights and made repairs	90	1.5
12/20/2013	ELECTRICAL	Worked on the lights	150	2.5
		Bill Sandison	240	4
12/3/2013	MISCELLANEOUS	Worked on doors	60	1
12/3/2013	PLUMBING	Rebuilt flush valve on urinal in men's bathroom	60	1
12/11/2013	PLUMBING	Cleaned out the roof drains	120	2
12/18/2013	PLUMBING	Worked on the outside faucet	120	2
		Jeff Lewis	360	6
12/27/2013	HVAC	Checked the HVAC system	240	4
12/31/2013	HVAC	Checked the units	240	4
		Jerry Wilson	480	8
12/6/2013	ELECTRICAL	Worked on the fire extinguisher box	90	1.5
12/9/2013	ELECTRICAL	Worked on the lights	60	1
12/20/2013	ELECTRICAL	Worked on the lights	150	2.5
		Larry E. Long	300	5
		Facility Subtotal	1380	23
		AcctCode Total	1380	23

<i>AcctCodes</i>	<i>Facility</i>		<i>Employee</i>	<i>Hours</i>
010-3090				
3090.1	MUNICIPAL BLDG - BUILDING A			
12/30/2013	ELECTRICAL	Investigated a noise in the ceiling		60 1
			Bill Sandison	60 1
12/4/2013	MISCELLANEOUS	Worked on the door lock		60 1
12/10/2013	MISCELLANEOUS	Worked on the bathroom door		60 1
12/11/2013	PLUMBING	Cleaned out the roof drains		120 2
12/13/2013	PLUMBING	Replaced T and P valve on water heater		60 1
12/31/2013	HVAC	Worked with Matt Smith on a heater		120 2
12/31/2013	MISCELLANEOUS	Investigated a noise in the ceiling		60 1
			Jeff Lewis	480 8
12/5/2013	HVAC	Checked the boiler		240 4
12/16/2013	HVAC	Checked the air handlers		240 4
12/20/2013	HVAC	Checked the HVAC system		240 4
			Jerry Wilson	720 12
12/16/2013	ELECTRICAL	Worked on the lights		90 1.5
			Larry E. Long	90 1.5
			Facility Subtotal	1350 22.5
3090.2	MUNICIPAL BLDG - BUILDING B			
12/26/2013	ELECTRICAL	Evaluation of wiring after the fire		60 1
12/27/2013	ELECTRICAL	Worked on the floor outlets		60 1
			Bill Sandison	120 2
12/3/2013	MISCELLANEOUS	Worked on doors		60 1
12/13/2013	PLUMBING	Repaired outside faucet (frozen)		120 2
			Jeff Lewis	180 3
12/13/2013	HVAC	Checked the A/C units		240 4
12/26/2013	HVAC	Checked the units for damage after fire		240 4
			Jerry Wilson	480 8
12/26/2013	ELECTRICAL	Checked the lights and outlets from the fire		90 1.5
12/27/2013	ELECTRICAL	Worked on the floor outlets		60 1
			Larry E. Long	150 2.5
			Facility Subtotal	930 15.5
2020.4	MUNICIPAL BLDG - CITY HALL			
12/4/2013	ELECTRICAL	Worked on the lights		120 2
12/4/2013	ELECTRICAL	Prepared the ladder for Kathy Lucas and Flor		30 0.5
			Bill Sandison	150 2.5
12/2/2013	PLUMBING	Toilet blockage in men's bathroom		60 1
12/9/2013	PLUMBING	Worked on the HVAC boxes		180 3
			Jeff Lewis	240 4
12/5/2013	HVAC	Checked the HVAC System		240 4
12/12/2013	HVAC	Checked the HVAC System		240 4
12/13/2013	HVAC	Checked the HVAC System		240 4
12/17/2013	HVAC	Checked the HVAC system		240 4

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>		<i>Hours</i>
12/19/2013	HVAC	Checked the HVAC system	240	4
12/31/2013	HVAC	Checked the HVAC system	240	4
		Jerry Wilson	1440	24
12/4/2013	ELECTRICAL	Installed new time clocks and checked Christmas lights	90	1.5
12/10/2013	ELECTRICAL	Worked on the lights	60	1
		Larry E. Long	150	2.5
		Facility Subtotal	1980	33
		AcctCode Total	4260	71
010-5021				
5021.0	LINDSEY STREET YARD ADMIN			
12/9/2013	HVAC	Worked on the heater	240	4
12/10/2013	HVAC	Worked on the heater in the shop	240	4
12/11/2013	HVAC	Worked on the heater	240	4
		Jerry Wilson	720	12
12/11/2013	ELECTRICAL	Worked on the heater	240	4
		Larry E. Long	240	4
		Facility Subtotal	960	16
		AcctCode Total	960	16
010-5022				
5022.0	Road and Channel			
12/27/2013	MISCELLANEOUS	Worked on a door closer	60	1
12/27/2013	PLUMBING	Replaced sink faucet in men's bathroom	90	1.5
		Jeff Lewis	150	2.5
12/20/2013	HVAC	Checked the heater in the shop at Streets Department	120	2
		Jerry Wilson	120	2
12/10/2013	ELECTRICAL	Worked on the heater	180	3
		Larry E. Long	180	3
		Facility Subtotal	450	7.5
		AcctCode Total	450	7.5
010-5023				
5023.0	TRAFFIC CONTROL			
12/3/2013	HVAC	Replaced the motor on the heater	240	4
		Jerry Wilson	240	4
		Facility Subtotal	240	4
		AcctCode Total	240	4

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>	<i>Hours</i>	
010-6015				
6015.0	Police Staff Svs.			
12/18/2013	HVAC	Checked the air handlers	240	4
12/19/2013	HVAC	Cleaned the coils	240	4
		Jerry Wilson	480	8
		Facility Subtotal	480	8
		AcctCode Total	480	8
010-6070				
6070.0	ANIMAL WELFARE			
12/3/2013	PLUMBING	Repaired the faucet on the kitchen sink	60	1
12/12/2013	PLUMBING	Repaired the drain under the sink	60	1
12/16/2013	PLUMBING	Cleaned out sewer in dog room	120	2
12/27/2013	PLUMBING	Drain blockage in the dog room	90	1.5
		Jeff Lewis	330	5.5
12/9/2013	HVAC	Worked on the heater	240	4
12/10/2013	HVAC	Checked heater	240	4
		Jerry Wilson	480	8
12/10/2013	ELECTRICAL	Worked on the lights and the roof heater	150	2.5
12/16/2013	ELECTRICAL	Worked on the lights	150	2.5
		Larry E. Long	300	5
		Facility Subtotal	1110	18.5
		AcctCode Total	1110	18.5
010-6440				
6443.1	FIRE STATION #1			
12/30/2013	ELECTRICAL	Worked on the cord reels and circuits	240	4
12/31/2013	ELECTRICAL	Worked on the cord reels and circuits	360	6
		Bill Sandison	600	10
12/16/2013	PLUMBING	Worked on the washing machine	60	1
		Jeff Lewis	60	1
12/30/2013	ELECTRICAL	Worked on the cord reels in the truck bay	240	4
12/31/2013	ELECTRICAL	Worked on the power reels	360	6
		Larry E. Long	600	10
		Facility Subtotal	1260	21
		AcctCode Total	1260	21

AcctCodes	Facility	Employee	Hours
010-6443			
6443.3	FIRE STATION #3		
12/3/2013	PLUMBING	Toilet blockage in men's bathroom	60 1
12/5/2013	PLUMBING	Worked on the water heater	120 2
12/9/2013	ELECTRICAL	Worked with Larry Long on the electrical	210 3.5
12/26/2013	MISCELLANEOUS	Worked on several doors and a door stop	120 2
		Jeff Lewis	510 8.5
12/9/2013	ELECTRICAL	Worked on the outside lights	330 5.5
		Larry E. Long	330 5.5
		Facility Subtotal	840 14
6443.4	FIRE STATION #4		
12/12/2013	PLUMBING	Replaced the water heater element	180 3
12/26/2013	PLUMBING	Replaced the hose and sprayer on kitchen faucet	90 1.5
12/27/2013	PLUMBING	Cleaned out building sewer	180 3
12/30/2013	PLUMBING	Replaced 2 urinals and rebuilt the flush valves	240 4
		Jeff Lewis	690 11.5
		Facility Subtotal	690 11.5
6443.5	FIRE STATION #5, LITTLE AXE		
12/23/2013	PLUMBING	Replaced the drain under the kitchen sink	120 2
		Jeff Lewis	120 2
12/17/2013	HVAC	Got a bid for the A/C replacement	240 4
12/18/2013	HVAC	Got a bid for the A/C replacement	240 4
12/26/2013	HVAC	Checked the heater	240 4
12/27/2013	HVAC	Got a bid for the A/C replacement	240 4
		Jerry Wilson	960 16
		Facility Subtotal	1080 18
6443.6	FIRE STATION #6		
12/11/2013	MISCELLANEOUS	Worked on the doors	60 1
		Jeff Lewis	60 1
		Facility Subtotal	60 1
6443.7	FIRE STATION #7		
12/23/2013	PLUMBING	Replaced the sink faucet in the men's bathroom	60 1
		Jeff Lewis	60 1
		Facility Subtotal	60 1
6443.8	FIRE STATION #8		
12/12/2013	ELECTRICAL	Worked on the truck bay heaters	240 4
		Larry E. Long	240 4
		Facility Subtotal	240 4
6443.9	FIRE STATION #9		
12/18/2013	PLUMBING	Replaced 1 paper towel and 4 toilet paper dispensers	120 2
		Jeff Lewis	120 2
		Facility Subtotal	120 2
AcctCode Total			3090 51.5

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>	<i>Hours</i>
010-7010			
7010.1	PARK - ANDREWS PARK		
12/17/2013	PLUMBING	Worked on a water leak on the water heater	60 1
		Jeff Lewis	60 1
12/2/2013	ELECTRICAL	Installed new time clocks	120 2
		Larry E. Long	120 2
		Facility Subtotal	180 3
7010.4	PARK - FALLS LAKEVIEW		
12/4/2013	PLUMBING	Repaired water line in the well house	90 1.5
		Jeff Lewis	90 1.5
		Facility Subtotal	90 1.5
7010.2	PARK - GRIFFIN PARK		
12/3/2013	ELECTRICAL	Worked on the lights at the Griffin Park Football Field #3	90 1.5
		Bill Sandison	90 1.5
12/2/2013	PLUMBING	Installed sink in Silo Bathroom	120 2
12/3/2013	PLUMBING	Rebuilt the drinking fountain at the NE Complex	120 2
12/5/2013	PLUMBING	Winterized the bathrooms at the NE Complex	60 1
12/13/2013	PLUMBING	Repaired water service (frozen)	180 3
		Jeff Lewis	480 8
12/3/2013	ELECTRICAL	Checked the lights	60 1
		Larry E. Long	60 1
		Facility Subtotal	630 10.5
7010.6	PARK - LIONS PARK		
12/20/2013	ELECTRICAL	Repaired the electrical damage	150 2.5
		Bill Sandison	150 2.5
12/20/2013	ELECTRICAL	Fixed broken box and outlet	150 2.5
		Larry E. Long	150 2.5
		Facility Subtotal	300 5
7010.8	PARK - NE LIONS PARK		
12/10/2013	PLUMBING	Added insulation to the water lines	60 1
		Jeff Lewis	60 1
		Facility Subtotal	60 1
7010.10	PARK - ROTARY PARK		
12/16/2013	PLUMBING	Replaced the drinking fountain	180 3
		Jeff Lewis	180 3
12/16/2013	ELECTRICAL	Mounted the drinking fountain	150 2.5
		Larry E. Long	150 2.5
		Facility Subtotal	330 5.5

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>	<i>Hours</i>	
7033.1	PARK - WESTWOOD PARK			
12/26/2013	PLUMBING	Installed drinking fountain	60	1
		Jeff Lewis	60	1
		Facility Subtotal	60	1
7070.6	WESTWOOD TENNIS CENTER			
12/2/2013	ELECTRICAL	Located and repaired electrical	240	4
12/4/2013	ELECTRICAL	Located and repaired lights	120	2
		Bill Sandison	360	6
12/2/2013	ELECTRICAL	Located the underground conduits	240	4
		Larry E. Long	240	4
		Facility Subtotal	600	10
7070.7	WESTWOOD TENNIS COURT			
12/19/2013	PLUMBING	Toilet blockage in the men's bathroom	60	1
		Jeff Lewis	60	1
		Facility Subtotal	60	1
AcctCode Total			2310	38.5
010-7070				
7070.0	PARKS AND REC ADMIN			
12/4/2013	PLUMBING	Meeting with Mitch Miles re: replacing the drinking fountain	60	1
12/5/2013	PLUMBING	Installed new toilet paper dispenser in the men's bathroom	60	1
12/17/2013	PLUMBING	Met with Mitch Miles to pick up drinking fountains	120	2
12/31/2013	PLUMBING	Repaired sink faucet at Lakeview Park	60	1
12/31/2013	PLUMBING	Sink blockage in the breakroom	60	1
		Jeff Lewis	360	6
12/2/2013	ELECTRICAL	Installed new time clocks	120	2
12/3/2013	ELECTRICAL	Installed new time clocks	420	7
12/13/2013	ELECTRICAL	Fixed a conduit (shocking when touched)	90	1.5
		Larry E. Long	630	10.5
		Facility Subtotal	990	16.5
AcctCode Total			990	16.5
010-7081				
7081.0	FIREHOUSE ART CENTER			
12/18/2013	PLUMBING	Met with Mitch Miles to discuss the remodeling job	120	2
12/30/2013	PLUMBING	Cleaned out the grease trap	60	1
		Jeff Lewis	180	3
		Facility Subtotal	180	3
AcctCode Total			180	3

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>		<i>Hours</i>
010-7082				
9000.2	HISTORICAL HOUSE			
12/4/2013	PLUMBING	Worked on the basement sump pump	90	1.5
		Jeff Lewis	90	1.5
		Facility Subtotal	90	1.5
		AcctCode Total	90	1.5
010-7083				
7083.0	SOONER THEATRE			
12/19/2013	MISCELLANEOUS	Worked on the double doors	120	2
		Jeff Lewis	120	2
		Facility Subtotal	120	2
		AcctCode Total	120	2
010-7097				
7097.0	CHRISTMAS LIGHTS			
12/2/2013	ELECTRICAL	Retrofitted the Christmas lights	240	4
12/3/2013	ELECTRICAL	Checked Christmas lights	390	6.5
12/4/2013	ELECTRICAL	Checked Christmas lights	60	1
		Bill Sandison	690	11.5
		Facility Subtotal	690	11.5
		AcctCode Total	690	11.5

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>	<i>Hours</i>	
020-7021				
7021.3	REC CTR - 12TH AVE			
12/16/2013	ELECTRICAL	Worked on the lights	330	5.5
12/17/2013	ELECTRICAL	Worked on the lights	180	3
12/26/2013	ELECTRICAL	Worked on the lights and the time clock	60	1
		Bill Sandison	570	9.5
12/10/2013	PLUMBING	Cleaned out the floor drain in the Mechanical Room	120	2
12/12/2013	PLUMBING	Toilet blockage in men's bathroom	60	1
12/12/2013	PLUMBING	Installed new paper towel dispenser	60	1
12/13/2013	ELECTRICAL	Worked with Larry Long on lights	60	1
12/17/2013	ELECTRICAL	Worked with Bill Sandison on electrical	180	3
		Jeff Lewis	480	8
12/17/2013	ELECTRICAL	Worked on the lights	180	3
12/26/2013	ELECTRICAL	Fixed the outside light controller	60	1
		Larry E. Long	240	4
		Facility Subtotal	1290	21.5
7021.0	REC CTR - IRVING			
12/4/2013	ELECTRICAL	Disconnected and repaired the A/C unit	60	1
		Bill Sandison	60	1
12/4/2013	HVAC	Worked on the heater	480	8
		Jerry Wilson	480	8
		Facility Subtotal	540	9
7021.1	REC CTR - LITTLE AXE			
12/5/2013	PLUMBING	Replaced the kitchen faucet	180	3
12/30/2013	PLUMBING	Sink blockage in the mop sink	120	2
		Jeff Lewis	300	5
		Facility Subtotal	300	5
7021.4	REC CTR - WHITTIER			
12/16/2013	ELECTRICAL	Installed winch and fixed lights	90	1.5
12/17/2013	ELECTRICAL	Installed winch and fixed lights	300	5
12/18/2013	ELECTRICAL	Installed winch and fixed lights	360	6
12/19/2013	ELECTRICAL	Installed winch and fixed lights	300	5
12/23/2013	ELECTRICAL	Winch installed and fixed lights	480	8
		Bill Sandison	1530	25.5
12/2/2013	PLUMBING	Cleaned out building sewer	120	2
12/4/2013	PLUMBING	Cleaned out building sewer	120	2
12/5/2013	PLUMBING	Repaired the drinking fountain	60	1
12/10/2013	PLUMBING	Worked on the water heater	120	2
12/17/2013	ELECTRICAL	Worked with Bill Sandison on electrical	120	2
		Jeff Lewis	540	9
12/17/2013	ELECTRICAL	Worked on the power for the winches on the goals	240	4
12/17/2013	ELECTRICAL	Worked on the lights	60	1
12/18/2013	ELECTRICAL	Fixed lights in the gym and worked on the winches	360	6
12/19/2013	ELECTRICAL	Worked on the lights	90	1.5

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>		<i>Hours</i>
12/19/2013	ELECTRICAL	Worked on power to the winches	210	3.5
12/23/2013	ELECTRICAL	Piped in, ran the wires and set the travel lights	480	8
		Larry E. Long	1440	24
		Facility Subtotal	3510	58.5
		AcctCode Total	5640	94
030-7032				
7032.0	WESTWOOD GOLF COURSE			
12/18/2013	PLUMBING	Replaced a toilet seat in the men's bathroom	60	1
12/26/2013	PLUMBING	Blockage in the drinking fountain	60	1
		Jeff Lewis	120	2
		Facility Subtotal	120	2
		AcctCode Total	120	2
030-7033				
7033.0	WESTWOOD POOL			
12/4/2013	PLUMBING	Replaced the heaters	60	1
12/19/2013	PLUMBING	Met with Jeff Hill regarding the pump's in the basement	180	3
12/30/2013	PLUMBING	Met with Jeff Hill	60	1
12/31/2013	PLUMBING	Replaced a sump pump in the basement	120	2
		Jeff Lewis	420	7
		Facility Subtotal	420	7
		AcctCode Total	420	7
031-5531				
5531.1	WATER TREATMENT PLANT			
12/20/2013	ELECTRICAL	Repairs at the Water Treatment Plant	180	3
12/26/2013	ELECTRICAL	Repairs at the Water Treatment Plant	270	4.5
12/27/2013	ELECTRICAL	Worked on the lights	120	2
		Bill Sandison	570	9.5
12/10/2013	PLUMBING	Installed new wax ring on urinal	60	1
12/31/2013	PLUMBING	Rebuilt a flush valve on a toilet in the men's bathroom	60	1
		Jeff Lewis	120	2
12/9/2013	ELECTRICAL	Worked on the outside lights	90	1.5
12/10/2013	ELECTRICAL	Worked on the basement heater	90	1.5
12/20/2013	ELECTRICAL	Fixed step light	90	1.5
12/20/2013	ELECTRICAL	Worked on the lights	90	1.5
12/26/2013	ELECTRICAL	Worked on the lights outside	270	4.5
12/27/2013	ELECTRICAL	Worked on the lights outside	120	2
		Larry E. Long	750	12.5
		Facility Subtotal	1440	24
		AcctCode Total	1440	24

AcctCodes	Facility	Employee	Hours	
032-5546				
5546.3	WASTEWATER MAINTENANCE SHOP			
12/18/2013	ELECTRICAL	Repaired wastewater pump	120	2
12/19/2013	ELECTRICAL	Repaired wastewater pump	150	2.5
		Bill Sandison	270	4.5
12/2/2013	HVAC	Worked on the blower room A/C unit	480	8
12/3/2013	HVAC	Checked the A/C unit	240	4
12/16/2013	HVAC	Checked the A/C	240	4
		Jerry Wilson	960	16
12/4/2013	ELECTRICAL	Replaced the VFD	270	4.5
12/13/2013	ELECTRICAL	Replaced pump	300	5
12/16/2013	ELECTRICAL	Worked on the power for the clarifier	90	1.5
12/18/2013	ELECTRICAL	Reversed controller on pump	120	2
12/19/2013	ELECTRICAL	Rewired the portable pump	150	2.5
		Larry E. Long	930	15.5
		Facility Subtotal	2160	36
		AcctCode Total	2160	36
033-5560				
5560.0	SANITATION DIV BLDG			
12/4/2013	ELECTRICAL	Repairs at the Healthplex	30	0.5
12/5/2013	ELECTRICAL	Repaired the compactor at the Healthplex	150	2.5
12/5/2013	ELECTRICAL	Repairs made at the Dumpster Barn	90	1.5
12/26/2013	ELECTRICAL	Repaired the compactor at the Healthplex	90	1.5
12/30/2013	ELECTRICAL	Repairs at Joe's Tavern	120	2
		Bill Sandison	480	8
12/16/2013	PLUMBING	Cleaned out building sewer	120	2
		Jeff Lewis	120	2
12/5/2013	ELECTRICAL	Adjusted the travel on the RAM Compactor at Healthplex	150	2.5
12/5/2013	ELECTRICAL	Worked on the lights	90	1.5
12/26/2013	ELECTRICAL	Adjusted the travel on the ram in the compactor	60	1
		Larry E. Long	300	5
		Facility Subtotal	900	15
5560.2	TRANSFER STATION			
12/12/2013	PLUMBING	Rebuilt the buried fire hydrant (frozen)	120	2
12/26/2013	PLUMBING	Repaired the water leak on a buried fire hydrant	90	1.5
		Jeff Lewis	210	3.5
		Facility Subtotal	210	3.5
		AcctCode Total	1110	18.5

<i>AcctCodes</i>	<i>Facility</i>	<i>Employee</i>	<i>Hours</i>
040-5070			
5070.0	FLEET MAINTENANCE		
12/5/2013	ELECTRICAL	Worked on the lights	150 2.5
12/27/2013	ELECTRICAL	Worked on the lights outside	180 3
12/27/2013	ELECTRICAL	Worked on the lights	60 1
12/30/2013	ELECTRICAL	Fixed lights	60 1
12/31/2013	ELECTRICAL	Worked on the lights outside	120 2
		Bill Sandison	570 9.5
12/2/2013	PLUMBING	Rebuilt 2 tank type flush valves on toilets	120 2
		Jeff Lewis	120 2
12/11/2013	HVAC	Worked on the heater	240 4
12/12/2013	HVAC	Worked on the heater	240 4
12/30/2013	HVAC	Worked on the heaters	240 4
		Jerry Wilson	720 12
12/5/2013	ELECTRICAL	Checked the outside lights	150 2.5
12/11/2013	ELECTRICAL	Worked on the heater	240 4
12/12/2013	ELECTRICAL	Worked on the truck bay heaters	240 4
12/27/2013	ELECTRICAL	Worked on the lights inside and outside	240 4
12/30/2013	ELECTRICAL	Worked on the radiant heaters	240 4
12/31/2013	ELECTRICAL	Worked on the lights outside	120 2
		Larry E. Long	1230 20.5
		Facility Subtotal	2640 44
		AcctCode Total	2640 44
041-2030			
2020.6	FACILITY MAINTENANCE		
12/4/2013	ELECTRICAL	Went to United Rental for Genie Lift repair job	60 1
12/5/2013	ELECTRICAL	Repaired the Genie Lift	90 1.5
12/6/2013	ELECTRICAL	Stocked and cleaned truck and Building Maintenance Shop	120 2
12/16/2013	ELECTRICAL	Stocked and cleaned truck	60 1
12/19/2013	ELECTRICAL	Programmed new fuel key	30 0.5
12/27/2013	ELECTRICAL	Cleaned and stocked the truck and building shop	60 1
		Bill Sandison	420 7
12/6/2013	MISCELLANEOUS	Worked in the Building Maintenance shop	480 8
		Jeff Lewis	480 8
12/5/2013	ELECTRICAL	Installed battery on manlift	90 1.5
12/6/2013	ELECTRICAL	Cleaned up the shop	120 2
12/19/2013	ELECTRICAL	Programmed new fuel key	30 0.5
12/27/2013	ELECTRICAL	Cleaned truck	60 1
		Larry E. Long	300 5
		Facility Subtotal	1200 20
		AcctCode Total	1200 20
		Grand Total	578.5

CITY MANAGER 2

CIP Financial Status 2A

As previously reported in the October, 2013 Monthly Departmental Report, will be updated in the January, 2014 Report.

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

11/22/2013

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
WW0262	Tecumseh Interceptor	\$0	\$130,000	Sewer Sales Tax 323
WW0303	Lift Station D Improvements	\$0	\$560,000.00	New Development Excise Tax 322
WA0191	Highway 9 Waterline Relocations	\$0	\$600,000.00	Water Fund 031
WA0196	I-35 Waterline Relocations (ODOT)***	\$675,000.00	\$0	Water Fund 031
WA0188	SE Oklahoma Preliminary Report	\$0	\$70,000.00	Water Fund -31
WA0253	Arsenic Treatment	\$0	\$240,000.00	Water Fund 031
WW0052	WWTP SCADA Improvements	\$0	\$90,000.00	Water Reclamation Fund 032
WW0267	Interceptor SE Bishop Ph 2B Sect 2A & 2B	\$60,000.00	\$0	Sewer Sales Tax 323
PUBLIC WORKS				
TR0239	Classen/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
TR0203/BP0203	Robinson RR Grade Separation*	\$1,000,000.00	\$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
TR0049	Indian Hills Road Overpass Reconstruction	\$100,000.00	\$0	Capital 50
	HWY 9 Signal Improvements	NA	NA	100 % Federal Funding
	Main Street Lighting	NA	NA	100% Federal Funding
PARKS				
PR0444	Legacy Trail South Extension	\$0	\$0	Special Revenue 22 & Capital 50
PLANNING				
	Investigations Center (Evidence storage/management, technology, lab equipment)	\$500,000.00		PSST 015

Notes

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

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

*** ODOT mandate to relocate 3 water lines for I-35 widening [not budgeted] Revised costs. Reported to be 100% reimbursed by ODOT at project /audit completion.

At the City's urging, ODOT pursued an emergency repair project for the I-35/Indian Hills Road Bridge. This project involved repairs to the bridge substructure and deck. The City is responsible for the deck, but ODOT may share in the cost.

COMMUNITY RELATIONS 2B

Community Relation's Office
December 2013

Number of press releases	9
Contacts with the media	5
<i>Norman News</i> membership	1,001
Website visits	54,669
Facebook followers	1,811
Twitter followers	785

DEVELOPMENT COORDINATOR 2C

**City of Norman
Development Coordinator
Monthly Report – December 2013**

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

General Inquiries, Contacts and Meetings

- Planning Commission
- Development Review Team
- City Council Meeting
- City Council Study Session
- Plat Review Team
- City Council Oversight Committee
- Pre-Development Meetings
- Community Planning and Transportation Committee
- Presentation to Chamber of Commerce Regarding Development Improvements
- Attended Planning and Building Better Communities Workshop

Building Permit and Plat Application Meetings

- Met with staff and project representatives to discuss permitting and site requirements for construction of a franchise restaurant.
- Assisted homeowners in permit requirements and regulations for a building permit.
- Met with staff and design professionals regarding building renovation plans for an office building.
- Assisted local church with zoning request.
- Met with staff and project representatives to discuss construction process and development plan for multi-family project.
- Met with staff and project representatives to discuss requirements for rezoning for a duplex project.
- Met with staff and a concerned business owner regarding potential business impacts from state construction projects.

Development Process Improvements

- ***Retail Market Analysis Request for Proposal*** – Three Request for Proposals for a Retail Market Analysis have been received. The services being requested in the RFP will be for a retail market analysis to assist the City's retail expansion and development efforts for retail corridors within city limits. The RFP's are currently being reviewed by staff, and staff is anticipating the study to potentially begin in sometime in early 2014.
- ***Customer Service Survey for Development Services Division*** – Staff began distribution of the survey in November. To date, 51 surveys have been sent, with a return rate of about 12%. This return rate is similar for the rate experienced for similar surveys in other cities. Another round of surveys will be sent in early January 2014.

- ***Building Permit Outreach Program*** – work continues on this project, and contacts continue being made with building permit applicants that fall into the criteria outlined in the plan concept. Periodic follow-up checks (generally every two weeks) will continue taking place. The reaction to the program continues to be positive.
- ***ICC and NFPA Code Clarification Project*** – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear.. Work continues to research processes and obtain examples from other cities. During this month research continues 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 third draft of the handbook has been written and revised by staff. Revisions from most of the staff have been received and design concepts have been finalized. Revisions will soon be completed, with an anticipated completion/distribution date in early 2014.
- ***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)

CITY OF NORMAN

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

Treasury Division:

In the month of December, the Treasury Division processed 31,600 total payments. The traffic counter at the Drive-up Facility counted 5,299 customers. The Treasury Division processed 1,208 credit card utility payments, an increase of 7.2% from last month, and the IVR (Interactive Voice Response) system processed 1,517 credit card utility payments, an increase of 14.4% from last month. Utility customers also have the option of paying on the City of Norman website. There were 3,037 credit card payments made on the internet in December, an increase of 12.2% from last month. The Municipal Court processed 489 credit card payments for court fines, an increase of 6.5% 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 \$16,452 in convenience fees in the month of December with a fiscal year-to-date total of \$89,886.

Utility Services Division:

The Meter Reading Division read 28,563 meters. Out of 75 meter reading routes, 37 (49%) were read within the targeted 30-day reading cycle. All but eight routes were read by the 35th day. Eight routes were estimated in January. Areas estimated include the Lindsey to Alameda from 12th Avenue SE to 24th Avenue SE area including Colonial Commons Park, Sunrise Park, Oakhurst and Morren Drive area; Oaktree Avenue; Lindsey Street, Donna Drive and Houston Avenue area; Chautauqua Avenue to Oaktree along Highway 9 (Canadian Trails addition); and from OU southbase to Rock Creek Road.

Information Technology Division:

The City of Norman's I.T. Division has an e-mail filter that has enhanced reporting and filtering capabilities. I.T. had a total of 1,200,096 attempted incoming and outgoing messages for the month of December. 1,040,563 were considered Spam or hazardous e-mails and were quarantined or filtered. This means 86.7% of the e-mail was quarantined or filtered while 159,533 or 13.3% were valid e-mails and were delivered without problems.

The City of Norman's website had 51,928 visits during the month of December. I.T. staff is currently working on several projects.

Budget Division:

The annual Budget Kick-off for FYE 2015 was held on December 6th. Budget Representatives from all departments attended to receive details and forms to use in preparation of the FYE 2015 Budget.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are above target for the month of December at 4.4%. Revenues from the City's largest single source of revenue, sales tax, are also above target at 3.6% for the year to date and are above last fiscal year by 4.9%. Below is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 14 Budget To Date	FYE 14 Actual To Date	FYE 13 Actual To Date	FYE 12 Actual To Date
Sales Tax Revenue*	\$18,434,843	\$19,093,919	\$18,193,765	\$17,767,497
General Fund Revenue*	\$34,594,884	\$34,317,589	\$32,665,590	\$32,318,112
General Fund Expenses*	\$37,128,690	\$36,176,936	\$35,219,978	\$34,036,910

* Excludes Public Safety Sales Tax

Administration Division

	FYE 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,080.00	320.00	2,080.00
Total Comp Time Available	0.00	21.13	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	 2,101.13	 320.00	 2,103.88
Benefit Hours Taken	45.00	200.50	46.50	281.50
 TOTAL ACCOUNTABLE STAFF HOURS	 275.00	 1,900.63	 273.50	 1,822.38
 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 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
Total Regular Hours Available	960.00	6,040.00	1,120.00	7,280.00
Total Comp Time Available	4.00	48.25	7.75	55.50
Total Overtime Hours	0.00	19.00	0.00	0.50
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	 964.00	 6,107.25	 1,127.75	 7,336.00
Benefit Hours Taken	166.75	789.50	227.50	1,114.50
 TOTAL ACCOUNTABLE STAFF HOURS	 797.25	 5,317.75	 900.25	 6,221.50
 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	24.50	24.50	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 24.50	 24.50	 0.00	 0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FYE 14 DECEMBER	FYE 13 DECEMBER	
Total Revenue Received (\$)	\$12,668,659	\$12,067,096	\$601,563
Utility Payments - Office (#)	2,614	3,134	(\$520)
Utility Payments - Office (\$)	\$370,377	\$339,330	\$31,047
Lockbox (#)	22,206	21,029	1,177
Lockbox (\$)	\$1,774,345	\$1,676,481	\$97,864
IVR Credit Card (#)	1,517	1,274	\$243
IVR Credit Card (\$)	\$130,247	\$114,732	\$15,515
Click to Gov (#)	3,037	2,480	557
Click to Gov (\$)	\$223,761	\$159,123	\$64,638
UT Credit Card Payments (#)	1,208	1,057	151
UT Credit Card Payments (\$)	\$104,039	\$89,479	\$14,560
Art Donations (#)	103	76	27
Art Donations (\$)	\$125	\$108	\$17
Bank Draft Payments (#)	7,501	6,945	556
Bank Draft Payments (\$)	\$558,373	\$524,522	\$33,851
Utility Deposits (#)	47	12	35
Utility Deposits (\$)	\$1,440	\$370	\$1,070
Fix Payments (#)	1	0	1
Fix Payments (\$)	\$6	\$0	\$6
Processed Return Checks (#)	32	28	4
Processed Return Checks (\$)	(\$25,539)	(\$2,717)	(\$22,822)
Other Revenue Transactions (#)	261	262	(1)
Other Revenue Received (\$)	\$8,957,721	\$8,406,477	\$551,244
Accounts Receivable Payments (\$)	\$139,094	\$279,046	(\$139,952)
Accounts Receivable - Credit Card #	2	2	0
Accounts Receivable - Credit Card \$	\$56,904	\$256	\$56,648
Municipal Court - Fines/Bonds (\$)	\$100,495	\$146,969	(\$46,474)
Municipal Court - Credit Card (#)	489	560	(71)
Municipal Court - Credit Card (\$)	\$73,518	\$72,633	\$885
Municipal Court - C2G (#)	132	0	132
Municipal Court - C2G (\$)	\$10,999	\$0	\$10,999
Building Permits Cash Report (\$)	113,403	\$207,539	(\$94,136)
Building Permits Credit Card (#)	96	71	25
Building Permits Credit Card (\$)	\$59,783	\$35,385	\$24,398
Building Permits C2G (#)	54	9	45
Building Permits C2G (\$)	\$1,765	\$468	\$1,297
Occupational License - Bldg Insp. (\$)	\$975	\$1,390	(\$415)
Occupational License - Bldg Insp. CC (#)	2	7	(5)
Occupational License - Bldg Insp. CC (\$)	\$150	\$425	(\$275)
Business License - City Clerk (\$)	\$228	\$1,560	(\$1,332)
Convenience Fees - All Payments (#)	5,484	4,507	977
Convenience Fees - All Payments (\$)	16,452	13,520	\$2,932
Bank Drafts Billed (#)	6,728	6,417	311
Bank Drafts Billed (\$)	509,617	468,153	\$41,464
Interdepartmental Billing (#)	146	148	(2)
Interdepartmental Billing (\$)	\$10,709	\$13,076	(\$2,367)
Accounts Receivable Billed (\$)	147,950	(54,141)	\$202,091

Budget Services Division

	FYE 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	1,040.00	160.00	1,040.00
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	1,040.00	160.00	1,040.00
Benefit Hours Taken	24.00	144.00	32.00	176.00
TOTAL ACCOUNTABLE STAFF HOURS	136.00	896.00	128.00	864.00
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 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	5,200.00	800.00	5,200.00
Total Comp Time Available	21.75	160.75	25.75	184.50
Total Overtime Hours	18.50	87.75	3.00	168.25
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	840.25	5,448.50	828.75	5,552.75
Benefit Hours Taken	172.50	897.50	214.75	1,171.75
TOTAL ACCOUNTABLE STAFF HOURS	667.75	4,551.00	614.00	4,381.00
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 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	7,368.00	1,280.00	8,800.00
Total Comp Time Available	8.00	70.00	3.75	5.25
Total Overtime Hours	2.00	87.00	20.00	139.50
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	1,130.00	7,525.00	1,303.75	8,944.75
Benefit Hours Taken	192.50	840.25	299.50	1,484.00
TOTAL ACCOUNTABLE STAFF HOURS	937.50	6,684.75	1,004.25	7,460.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	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 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,920.00	11,496.00	1,920.00	12,480.00
Total Comp Time Available	0.00	24.50	8.50	65.75
Total Overtime Hours	25.25	735.50	17.25	275.00
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	1,945.25	12,256.00	1,945.75	12,820.75
Benefit Hours Taken	296.75	1,186.50	411.25	2,504.75
TOTAL ACCOUNTABLE STAFF HOURS	1,648.50	11,069.50	1,534.50	10,316.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,000.00	296.00	2,080.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	6.50	42.50	12.00	58.00
Total Bonus Hours	0.00	0.00		0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 326.50	 2,042.50	 308.00	 2,138.00
Benefit Hours Taken	40.00	207.50	16.00	32.00
 TOTAL ACCOUNTABLE STAFF HOURS	 286.50	 1,835.00	 292.00	 2,106.00
 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

Drive-up Window and Mail Payments

	FYE 14 DECEMBER	FYE 13 DECEMBER
Mail Payments - Lockbox	22,206	21,029
Mail Payments - Office	355	212
Mail Payments - Subtotal	22,561	21,241
Night Deposit	663	432
Click-to-Gov Payments	3,037	2,480
IVR Payments	1,517	1,274
Without assistance payments - Subtotal	5,217	4,186
Drive-up window & inside counter	2,614	2,490
Credit Card machine payments (swipe)	707	559
Credit Card machine payments (phone)	501	498
With assistance payments - Subtotal	3,822	3,547
Total Payments Processed - Subtotal	31,600	28,974
Bank Draft (ACH) Payments	7,501	6,945
Total Payments (Utility)	39,101	35,919
Total Convenience Fees - all Payments	5,484	4,507
Grand Total Payments	\$ 44,585	\$ 40,426

Traffic Counter at Drive-up Facility

Night Drop *	974	769
8-5 Drive-up Window Customers *	4,325	4,064
Total Traffic Counter	5,299	4,833

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

Meter Reading Division

	FYE 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
Number of Meters Read	28,563	216,830	31,800	210,913
New Service	1,044	8,313	925	8,112
Request for Termination	1,013	7,761	970	7,628
Delinquent On(s)	106	635	34	415
Delinquent Offs	165	1,256	53	640
Collect Deposit Tags Hung	35	379	44	536
Collect Deposit Cut Offs	47	266	41	549
Blue Tags	8	36	12	54
Number of Meters Re-read	1,009	6,665	818	6,570
Meters Cleaned	31	214	83	447
Customer Assists	33	257	77	375
Meters Pulled	1	5	0	4
Meters Re-set	2	5	0	1
TOTAL	32,057	242,622	34,857	236,244

Utility Division Activity Report

	FYE 14		FYE 13	
	DECEMBER	YTD	DECEMBER	YTD
STATUS REPORT				
Regular Utility Accounts Billed	40,045	238,225	39,614	234,986
New Ons	539	4,692	760	5,493
Final Accounts Billed	542	4,527	619	4,533
TOTAL METERS READ	41,126	247,444	40,993	245,012

FIRE DEPARTMENT 4

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

FIRE SUPPRESSION DIVISION ACTIVITIES

Incident Response Type Summary

Type	Count	% of Incidents	
Fire	37	3.5%	
Overpressure Rupture, Explosion, Overheat - no fire	1	.09%	
Rescue & Emergency Medical Service Incidents	671	63.60%	
Hazardous Conditions (No Fire)	79	7.48%	
Service Call	76	7.19%	
Good Intent Call	89	8.43%	
False Alarm & False Call	93	8.81%	
Severe Weather & Natural Disaster	0	0%	
Special Incident Type	1	.09%	
Incomplete Reports & Reports That Have Not Imported	8	.75%	
Total Incident Count	1055		
Total Fire Loss			\$371,485

Average Response Times

	Number of Calls	Average Time
Station #1	220	4:31
Station #2	145	5:15
Station #3	200	5:37
Station #4	121	5:24
Station #5	36	12:27
Station #6	43	8:11
Station #7	114	5:20
Station #8	57	5:07
Station #9	119	5:19

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	141/ 132 staff hours
Re-Inspections	71/ 47.75 staff hours
Residential Inspections	0
Smoke Detector Batteries	16/ 16 staff hours
Plan/Platt Review	60/ 47.75 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	212/ 179.70 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	102/ 58.5 staff hours
Training (hours)	9/ 9 staff hours
Fire Education Classes	3/ 4.5 staff hours
Investigations	9
Investigative Activities	21/.54.75 staff hours
Miscellaneous/Special	

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: December 2013
Mitigation:	
Siren System	Units are at 100%, one system had batteries replaced
Preparedness:	
Amateur Radio Testing	For 2013 72 passed the technician level and another 26 upgraded their license to a higher level
Amateur Radio Meeting	December 4
Emergency Volunteer Meeting	December 12
Local Emergency Response Committee	December 4
Medical Reserve CORPS Coordination meeting	December 12
School Shelter reviews Continue	To Date ~9500 preparedness guides have been distributed to families through the school systems. 6 NPS have been reviewed in December. Ice storm caused many to be rescheduled
Eastern Cleveland County Community Recovery Event – Little Axe Elementary	December 15, provided clothes and gifts to families affected by May tornado
Response:	
Ice Storm	Minimum response, mainly street crews
Recovery:	
Ice storm	Local Operation No Declaration
Long Term Recovery Committee	Continuing to assist families from May 2013 tornado

HUMAN RESOURCES
Monthly Report
December 2013

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held three (3) pre-disciplinary meetings – Line Maintenance (2), Police
- Held one (1) fitness for duty meeting - Fire
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) meeting

B. Grievances (active)

- AFSCME Grievance FYE14- 02 – Rollins (Traffic) – demotion
AFSCME has requested arbitration

C. Collective Bargaining

D. Administrative Support

- Processed Monthly Department Report
- Conducted one (1) employee spotlight interview for newsletter
- Compiled and distributed December 2013 City Newsletter
- Processed invoices and reconciled expense accounts
- Continued making preparations for upcoming Employee Recognition Ceremony

BENEFITS

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Weekly conference calls with Gallagher Benefit Svs and UMR reps
- Monthly conference call with UMR Care Management
- Implementation phone meeting with Meritain Health (3)
- Implementation phone meeting with EnvisionRx
- New Employee Orientation for Maintenance Worker I (Water Line Maintenance); (2) Maintenance Worker I (Sewer Line Maintenance); (2) Sanitation Worker I; Maintenance Worker I (Park Maintenance)
- Employee Insurance Advisory Committee Meeting
- Distributed new health insurance ID cards
- Finalized new Wellness Vendor/Process for FOP and IAFF
- Responded to 115 benefit inquiries

COMPENSATION

A. Personnel actions processed:

- Five (7) employees hired:
 - 1 – Utilities/Water Line Maintenance – Maintenance Worker I
 - 2 – Utilities/Sewer Line Maintenance – Maintenance Worker II
 - 2 – Utilities/Sanitation – Sanitation Worker I
 - 1 – Police/Animal Welfare – Kennel Attendant (PPT)
 - 1 – Parks/Park Maintenance – Maintenance Worker I

- Nine (9) employees terminated employment:
 - 2 – Public Works/Engineering – Stormwater Engineer, Stormwater Compliance Inspector
 - 1 – Utilities/Sewer Line Maintenance – Maintenance Worker II
 - 1 – Police/Staff Services – Police Records Clerk II
 - 1 – Police/Emergency Communications – Communications Officer
 - 4 - Parks/Recreation part-time employees – (2) Tennis Shop Attendants and (2) Laborers
- Two (2) employees promoted:
 - 1 – City Manager – Executive Secretary to City Manager
 - 1 – Public Works/Streets – Heavy Equipment Operator

B. Benefit Surveys

- No surveys conducted this month

RECRUITMENT

Accepted applications for the following positions:

- Call Taker (PPT), Police/Emergency Communications Bureau
- Tennis Shop Attendant, Parks & Recreation, Westwood Tennis Center
- Communications Officer, Police/Emergency Communications Bureau
- Police Records Clerk, Police, Support Services
- Welder, Public Works/Fleet Management
- Director of Information Technology, Information Technology Department
- Administrative Technician IV, Human Resources
- Retail Marketing Coordinator, City Manager
- Storm Water Compliance Inspector, Public Works/Engineering
- Maintenance Worker II, Public Works/Streets
- Heavy Equipment Operator, Public Works/Streets
- Head Golf Professional, Parks & Recreation/Westwood Golf Course

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	400	Written Exams	2
Phone	510	Practical Testing/Assessment Center	2
Mail	250	Panel Board Interviews	2
Email	175	Promotions	2
Total Subscribers on E-mail Vacancy List	1823	Oral Interviews	3
Total Visits to City of Norman HR website	N/A	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	7	Advertisements Placed	2
Pre-Employment Drug Screens	7	Applications Received	105
Pre-Employment Physicals	4	Job Announcements Emailed	N/A
Pre-Employment OSBI	7	Job Announcements to CON Depts.	147

TRAINING & DEVELOPMENT

Conducted training for seven new employees on the topics of Workplace Harassment, Workplace Violence, and Customer Service.

The Computer Training Lab was the site for evaluation of new on-line legal research software for the Legal Department and New World Law Enforcement Records Management System testing for Information Systems.

SAFETY

53 employees attended DEQ Water/ Wastewater license renewal training.

Recordable Injuries – 12

Employee	Nature of the injury	Activity	Prognosis
Finance, Meter Reader	Strain/Sprain Ankle	Slipped on ice	Minor Medical Care, Returned to Work
Fire, Suppression	Broken tooth	Slipped on ice	Medical Care, Returned to Work
Fire, Suppression	Strained Shoulder	Lifting a patient	Medical Care, Returned to Work
Fire, Suppression	Strained Back	Slipped on ice	Minor Medical Care, Returned to Work
Fire, Suppression	Strain/Sprain Back	Pulling a fire hose	Under Medical Care, awaiting surgery
Parks, Park Maintenance	Broken tooth, contusion to mouth	Hit in mouth by a piece of wood ejected from shredder	Medical Care, Returned to Work
Parks, Park Maintenance	Strain/Sprain to knee	Repetitive motion	Under Medical Care, awaiting surgery
Police, Patrol	Contusion to leg	Slipped on ice	Minor Medical Care, Returned to Work
Police, Patrol	Strain/Sprain to Shoulder	Physical Training	Minor Medical Care, Returned to Work
Police, Patrol	Strain/Sprain to Shoulder	Changing a vehicle tire	Minor Medical Care, Returned to Work
PW - Fleet	Strain/Sprain to back	Slipped on ice	Minor Medical Care, Returned to Work
Utilities, Residential Sanitation	Strain/Sprain to back	Slipped on ice	Minor Medical Care, Returned to Work

Vehicle Collisions– 0

Division	Description of Collision	Discipline Status
	There were no 'our fault' vehicle collisions this month	

Cumulative number of Vehicle Collisions of the indicated year, 2013 is YTD total year to date.					
2013	2012	2011	2010	2009	2008
23	15	18	34	42	42

MONTHLY REPORT - LEGAL DEPARTMENT
December Report
(Submitted January 10, 2014)

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT

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)

Holloway v. City of Norman, CIV 13-01204 (K)

Red Cliff v. City of Norman, CIV 13-01212 (K/M)

Reinhardt v. Hopps, et al., CIV-11-979-D (K, B)

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

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

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

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

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

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

City v. Shoun, CV-2013-485 (K)

Decker Center, LLC v. City of Norman, Case No. No. CJ-2013-424 (K, B)

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

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

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 2011-876 L (K)

Holloway v. Harris, et al., CJ-2013-566 (K, B)

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

Red Cliff v. Norman Utilities Authority, CJ-2013-1223 (M)

Stawicki, et al. v. City of Norman, CJ-2011-624 (K)

This case has been dismissed by the Court for failure to prosecute and will no longer appear on the Monthly Report.

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

B. *Condemnation Proceedings*

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

CON v. Christopher Armstrong, CJ-2013-777W (W)

CON v. Tietzort Revocable Trust & Trustees, CJ 2013-775L (W)

Judgment was entered in this case and will no longer appear on the Monthly Report.

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

Application to Vacate rural Certificate Survey of Tract "C" of Alexander Acres, CV 2013-1331. The City filed its Answer and Disclaimer on December 23, 2013. This case will no longer appear on the Monthly Report.

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

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

In the Matter of the Application of Shari Vaughn to Close the North 35 Feet of the 70

The City's Answer and Disclaimer was filed and this case will no longer appear on the Monthly Report.

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

Plaintiff's Motion for Summary Judgment was granted. This case will no longer appear on the Monthly Report.

Nationwide v. Winkle, CJ 2013-1262

The City's Answer and Disclaimer was filed on November 12, 2013. This case will no longer appear on the Monthly Report.

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

The City's Answer and Disclaimer was filed and this case will no longer appear on the Monthly Report.

D. *Municipal Court Appeals*

E. *Small Claims Court*

City of Norman v. Teresa Steele, SC 2013-2913(S)

Wayne B. Kerr v. City of Norman, SC 2013-3898N (K)

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

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

This office has assisted with the following grievances:

AFSCME Grievance FYE10-06 – (AFSCME - Contract Labor) Moved to arbitration, however there has been no initiation of same by the Union.

AFSCME Grievance FYE 14-02 – (Rollins – Discipline/Demotion) Moved to arbitration.

FOP Grievance FYE13 – (McKenna - Suspension without pay).

FOP Grievance FYE 13 – (Amason – Termination).

FOP Grievance FYE 14 – (Cotrone – Termination).

IAFF Grievance FYE11 – (IAFF - Merit Increases) Arbitration was held in abeyance pending a decision in 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

For the month of December, 2013, the Early Settlement Norman Mediation Program accepted 43 new cases, closed 41 cases and conducted 5 mediations.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through December 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 12	FYE 13	FYE 14	FYE 12	FYE 13	FYE 14	FYE 12	FYE 13	FYE 14
JULY	371	409	478	48	54	30	14	17	16
AUG	501	907	460	36	83	55	15	19	17
SEPT	548	467	450	97	111	40	15	15	14
OCT	567	614	497	57	75	52	12	13	16
NOV	493	404	456	27	26	58	12	14	12
DEC	495	352	413	83	47	84	9	11	13
JAN	582	555		36	77		15	14	
FEB	555	533		58	44		15	11	
MAR	585	673		85	68		12	14	
APR	627	587		62	73		16	16	
MAY	672			84			17		

JUNE	620			48			10		
TOTALS / YTD	6616	5501	2754	721	658	319	162	144	88

WORKERS' COMPENSATION COURT

The total number of pending cases is 40. There was one new case filed in December 2013. One settlement is on Council Agenda for January 14, 2014. 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	FYE14 CASES	FYE13 CASES	FYE12 CASES	FYE11 CASES
City Clerk	Building Maintenance					1
Finance	IT	1		1		
Fire	Administration					3
Fire	Suppression	17	7	11	10	6
Parks/Rec.	Recreation					
Parks/Rec.	Park Maintenance	1	1		1	2
Police	Animal Control					
Police	Patrol	5	1	3		2
Police	Records					
Police	Administration				2	
Public Works	Street Maintenance	2	1	3		5
Public Works	Traffic Control	1			2	1
Public Works	Vehicle Maintenance					
Public Works	Stormwater	3		2		
Utilities	Line Maintenance	3	1		1	6
Utilities	Sanitation	1		1	1	4
Utilities	Water/WW Treatment	1				3
Utilities	HCO					
TOTALS		35	11	21	15	33

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)

Andrews, Carla v. City of Norman, WCC 2013-03568 X
(Death Claim – Jimmy Andrews)

Awbrey, David v. City of Norman, WCC 2013-10572 Q
(Fire, Lungs/Pulmonary (Denied))

Blalock, Rick v. City of Norman, WCC 2009-08466 H
(Sanitation, Back, Neck, Depression)

Bridgeford, Earl, v. City of Norman, WCC 2010-14361 A
(Utilities Water Treatment, Both Hands)

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)

Cochran, Marcus v. City of Norman, WCC 2013-13012 F
(Firefighter, Left shoulder, hip and back)

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)

Crawley, Frank v. City of Norman, WCC 2013-04986 L
(Fire Captain, Left Shoulder)

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)

Glover, Harold v. City of Norman, WCC 2010-09686 F
(Fire Captain, REOPEN knee case)

Hays, Garrett K. v. City of Norman, WCC 2013-04390 K
(PD, Lumbar Back)

Helm, Mark v. City of Norman, WCC 2007-07137 A
(Firefighter-Suppression, Repetitive Body Trauma, Depression)

Lauderdale, Glenn v. City of Norman, WCC 2013-05128 J
(Finance, Tech Support, Left Shoulder/Arm)

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)

Pelfrey, Leonard Don v. City of Norman, WCC 2013-12958 X
(Firefighter, Low Back)

Pelfrey, Leonard Don v. City of Norman, WCC 2013-13409 A
(Firefighter, Right shoulder)

Qualls, David v. City of Norman, wcc 2013-09919 X
(Fire, Bilateral Ears)

Richmond, Eddie H. v. City of Norman, WCC 2013-08821 L
(Parks Supervisor/Parks, Left Thumb)

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)

Simpson, Jason v. City of Norman, WCC 2013-05574 J
(Police, MPO Officer, Back/Neck/Head)

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

(Firefighter, Back)

Suchy, Tim v. City of Norman, WCC 2013-11624 J

(Fire, Lungs)

Suchy, Tim v. City of Norman, WCC 13117 X

(Fire, Back)

Wansick, Brandon v. City of Norman, WCC 2013-11070 A

(Master Policier Office, Police Department, Back, hips, legs, left knee)

Younts, Jerry v. City of Norman, WCC 2013-07227 X

(PW/SM/HEO, Lumbar Back)

SPECIAL CLAIMS

The following is a breakdown of the Special Claims activity through December 31, 2013.

<u>DEPARTMENT</u>	<u>FYE 14 Month</u>	<u>FYE 14 To Date</u>	<u>FYE 13</u>	<u>FYE 12</u>	<u>FYE11</u>
Animal Control				2	
City Clerk					
Code Enforcement					
PW-Engineering		2	2		1
Finance (meter covers)					1
Fire			1	2	2
Fleet					
Human Resources		1			
Legal				1	
Utilities-Sewer & Line Maintenance		4	11	4	21
Parks			2	3	1
Planning					
Police	2	6	9	7	4
Public Works-Traffic		4	4	11	
Road & Channel					
Utilities-Sanitation		5	7		1
Streets		2	7	4	7
Utilities		10	3	24	3
Utilities-Waste Water (runoff water)					
Other					7
TOTAL CLAIMS	2	34	46	58	48

<u>CURRENT CLAIM STATUS</u>	<u>FYE 14 To Date</u>	<u>FYE 13</u>	<u>FYE 12</u>	<u>FYE 11</u>
Claims Filed	34	46	58	48
Claims Open and Under Consideration	14	7	2	1
Claims Not Accepted Under Statute/Other	1	0	0	8
Claims Paid Administratively	7	12	22	14

Claims Paid Through Council Approval	4	10	12	5
Claims Resulting in a Lawsuit for FY13	0	1	1	0
Claims Barred by Statute (No Further Action Allowed)	0	10	20	18
Claims in Denied Status (Still Subject to Lawsuit)	8	6	1	1

UNIVERSITY NORTH PARK TIF

During November, Staff worked closely with NEDC to finalize the purchase of an additional thirty (30) acres in University North Park for economic development. Staff is also working with NEDC to finalize the first lot sale in the University North Park Corporate Center Section 2 (Advanced Manufacturing Center) and the accompanying development agreement with the qualified employer.

MUNICIPAL COURT 7

**MUNICIPAL COURT
MONTHLY REPORT
DECEMBER - FY '14**

CASES FILED

	<u>DECEMBER</u>	<u>FY14</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>FY13</u>	<u>Y-T-D</u>
Traffic	995		6,529	1,300		8,503
Non-Traffic	403		2,178	333		2,165
SUB TOTAL	1,398		8,707	1,633		10,668
Parking	634		5,143	870		4,944
GRAND TOTAL	2,032		13,850	2,503		15,612

CASES DISPOSED

	<u>DECEMBER</u>	<u>FY14</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>FY13</u>	<u>Y-T-D</u>
Traffic	504		5,720	1,148		8,088
Non-Traffic	184		1,821	260		2,057
SUB TOTAL	688		7,541	1,408		10,145
Parking	522		4,153	681		3,527
GRAND TOTAL	1,210		11,694	2,089		13,672

REVENUE

	<u>DECEMBER</u>	<u>FY14</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>FY13</u>	<u>Y-T-D</u>
Traffic	103,790		625,123	113,862		755,734
Non-Traffic	44,182		276,022	34,151		295,797
SUB TOTAL	147,972		901,145	148,013		1,051,531
Parking	16,855		108,375	17,316		96,320
GRAND TOTAL	164,827		1,009,520	165,329		1,147,851

Juvenile Community Service Program

In December, 2013, juveniles provided 128 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 14 hours valued at \$101.50, if paid at minimum wage, were devoted to City of Norman parks and other projects.

**DECEMBER 2013
PARK PLANNING DIVISION
MONTHLY REPORT**

Park Planning Activities for the month included:

Little Axe Park:

Our contractor completed the installation of a new picnic shelter in the disc golf area of the park. Also, final construction drawings were prepared for the new concession and restroom building at the baseball/softball area. The old building will be demolished in the coming weeks to clear the area for the new building, which is scheduled for construction in winter/spring, 2014

Saxon Park

We have received official notice that the City of Norman will receive a second Recreation Trails Grant for Saxon Park development in the amount of \$160,000. We will match the grant with \$40,000 from the Room Tax Fund. This grant funding will be used to construct the second phase of the entry parking area and a paved trail and outdoor fitness stations in the southern portions of the Saxon Park Site. The trail will be 10ft. wide, approximately 1/3 mile in length and will be ADA accessible. We anticipate construction for this project will take place during the spring and summer months of 2014.

Andrews Park Pavilion Project

Final plans for the Andrews Park Pavilion project were received from the Architect. Request for Proposals were distributed, a pre-bid meeting was held, and bids are due on January 10, 2014. We plan to submit a construction contract for City Council consideration on January 28, 2014, and anticipate completion of the project by May 1, 2014. The Assistance League of Norman has committed \$56,000 to this project in celebration of their 40th year in Norman.

Budget Process:

Staff has been working to prepare a list of projects for the 5-Year CIP; which are due in draft form on January 6. Project funding sources will be identified to make the best use of Capital Funds in combination with Park Land Dedication and Development funds for each park site, as well as Room Tax funds, wherever such items are appropriate. The Parks and Recreation Master Plan will be followed to help guide the priority of requests made by the department, in order to best-fulfill the goals laid out in that plan.

Park Site Clean Up:

Staff has been visiting park sites to evaluate where newly-planted trees may have been damaged by the December ice storm. A few trees were damaged at Monroe Park and along the Legacy Trail South Extension projects which were planted in September, 2013. Replacements will be scheduled to occur over the winter—before the spring growth period begins. Other parks are also being checked to see if replacements need to be scheduled during the winter, as well.

**DECEMBER 2013
RECREATION DIVISION
MONTHLY REPORT**

Senior Citizens Center: There were four rentals at the facility this month with 530 people participating. There were 662 seniors participating in activities at the center this month which included , Western Line Dance, Bridge, Friday Writers, Dominoes and Zumba. There were 450 seniors who participated in the Congregate Meal Site this month. The exercise and ceramics classes took a break during December but will resume Monday, January 6th..

Little Axe Community Center: There were five facility rentals with 175 in attendance. The Pioneer Library Service Statistics Report stated there were 300 units of service provided through the Information Station. The Head Start program is now accepting applications for next fall and currently has 9 children enrolled. The food distribution for the month of December resulted in 322 individuals being served. Ballet, Tap and Jazz continues at the center. The disc golf course group hosts tournament play on Wednesday nights and on weekends.

12th Avenue Recreation Center: There were four rentals at the center this month with 521 in attendance. Open gym continues at the center on Monday - Friday afternoons from 1:00 - 2:30 PM and Monday evening from 7:00 - 8:00 PM. There were 824 participants in open gym this month. The fall 2013 Adult Basketball League finished their play this month and registration began for the upcoming 2014 Winter League. There are currently 14 teams registered. The After School program continues at the center with an average of 27 children participating school days.

Irving Recreation Center: There were 3 rentals at the facility this month with 110 in attendance. The center hosted the annual Candy Cane Hunt this month with 35 children participating. Tippi Toes Dance, Goju Karate, Lego Robotics and Flamenco Dance ended their fall sessions this month and saw an increase in enrollment. Tippi Toes Dance will be adding an additional class on Thursday nights for the winter session. Paint and Play will be a new class that is offered this winter/spring for children grades K-5.. There were 40 participants during the open gym sessions this month.

Whittier Recreation Center: This month there were 254 citizens who participated in the open gym sessions at the center. The Fall edition of Junior Jammer Basketball completed their league this month with over 500 children participating on 64 teams. Registration for the winter league ended this month and there will be 87 teams with over 700 children participating. Again, games will be played at Whittier and Irving Recreation Centers and Harvest Church. A cheerleading program is being added to winter classes and participants will cheer at the Junior Jammer games.

FACILITY ATTENDANCE:

	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	1,682	11,298
Little Axe Community Center	1,097	7,363
12th Avenue Recreation Center	4,640	17,532
Irving Recreation Center	1,470	7,663
Whittier Recreation Center	2,781	14,801
Reaves Center	300	1,800
Tennis Center	494	19,048

DECEMBER 2013 PARK MAINTENANCE DIVISION

Park Maintenance crews finished hanging Christmas decorations for the holiday season. Crews worked to prepare Andrews Park for the annual Holiday Celebration. Crews performed general trash and leaf pick-up duties. Crews removed snow and ice from facility sidewalks and worked with debris removal contractor to pick up limbs from the ice storm.

SAFETY REPORT	FYE-14MTD	FYE-14YTD		FYE-13MTD	FYE-13YTD
On-The-Job Injuries	2	4		0	9
Vehicle Accidents	3	6		0	2
Employee responsible	2	5		0	1
ROUTINE ACTIVITIES	Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE		Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE
Mowing	18.00	1544.75		0.00	588.75
Trim Mowing	128.50	5508.00		0.00	3633.00
Chemical Spraying	4.00	271.50		24.00	424.00
Fertilization	0.00	0.00		0.00	8.00
Tree Planting	0.00	8.00		0.00	25.50
Tree & Stump Removal	0.00	251.00		168.00	1189.00
Tree Trimming/Limb Pick-Up	133.00	922.00		240.00	629.25
Restroom/Trash Maintenance	239.50	1832.00		137.00	1803.00
Play Equipment Maintenance	16.00	371.50		55.50	721.50
Sprinkler Maintenance	56.50	491.00		61.50	1664.25
Watering	0.00	38.00		2.00	470.50
Grounds/Building Maintenance	91.50	366.00		42.00	153.50
Painting	0.00	0.00		0.00	5.50
Planning Design	0.00	0.00		0.00	19.00
Park Development	0.00	41.50		0.00	24.00
Special Projects	163.00	956.00		193.00	2672.25
Nursery Maintenance	0.00	24.00		0.00	2.00
Flower/Shrub Bed Maintenance	68.00	490.00		13.00	321.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	37.00		0.00	21.00
Fence Repairs	0.00	0.00		288.00	328.00
Equipment Repairs/Maintenance	76.50	1090.00		114.00	994.75
Material Pick-Up	5.25	89.00		26.50	74.50
Miscellaneous	278.25	1152.50		236.50	1085.25
Shop Time	136.00	457.00		71.00	195.00
Snow/Ice Removal	32.00	64.00		82.00	90.00
Christmas Lights	1056.50	2170.00		391.00	1528.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	0.00		0.00	2.00
Graffiti Clean-Up	0.00	2.00		10.00	12.00

DECEMBER 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	2	7	60.00	292.00	3	11	120.00	325.00	5	18	180.00	617.00
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf												
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month				\$435.00				\$870.00				\$1,305.00
Value of hours Y-T-D				\$2,117.00				\$2,356.25				\$4,473.25

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

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

SAFETY REPORT	FY 2014	FY 2014	FY 2013	FY 2013
	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 2014	FY 2014	FY 2013	FY 2013
	MTD	YTD	MTD	YTD
Green Fees	\$18,079.48	\$271,701.26	\$18,323.45	\$269,419.84
Driving Range	\$2,392.93	\$52,123.75	\$2,993.38	\$50,444.46
Cart Rental	\$9,752.72	\$157,680.89	\$8,888.52	\$148,447.88
Restaurant	\$402.50	\$6,253.86	\$402.50	\$4,984.51
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$100.00
Interest Earnings	\$28.85	-\$4,031.14	\$16.19	\$2,513.37
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INCOME	\$30,656.48	\$483,728.62	\$30,624.04	\$475,910.06
Expenditures	\$130,183.93	\$633,182.52	\$125,001.53	\$569,606.04
Income vs Expenditures	(\$99,527.45)	(\$149,453.90)	(\$94,377.49)	(\$93,695.98)
Rounds of Golf	1030	17069	1097	17147

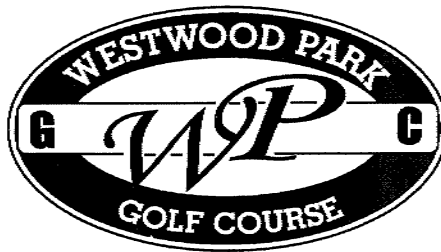
Routine maintenance practices include: Greensmowing, cup changing and sand trap raking one to two times a week, depending on weather conditions. Collars, an area immediately around the greens, are mowed weekly. No mowing is done when ground is frozen. Leaf management is a daily occurrence. We blow the leaves from putting surfaces and mulch any accumulations with a deck mower.

In December all weatherizing practices are monitored to protect against freezing. This month we continue the process of retooling for next season. Cups are stripped and repainted. Tee markers are being refurbished. In addition, over the next months every piece of equipment will be examined and serviced as needed.

The driving range ball dispenser has been overhauled. We spent \$800 refurbishing as opposed to near \$5000 for a new one. Repairs were made to the alarm system in the old maintenance barn, and the fence that runs along Fairway Drive. All bumpers for the 21 rental cars have been reconditioned and installed on the new golf cars.

On the 20th of the month, a substantial ice storm caused many trees to be damaged. Clean-up will be an ongoing endeavor for a couple of weeks.

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A



DECEMBER 2013

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	DECEMBER FY'14	DECEMBER FY'13
Regular Green Fees	272	343
Senior Green Fees	94	115
Junior Fees	43	9
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)	114	156
Employee Comp Rounds	126	99
Golf Passport Rounds	0	0
9-Hole Green Fee	24	43
2:00 Fees	2	1
4:00 Fees	84	51
6:00 Fees	2	6
PGA Comp Rounds	1	2
*Rainchecks	10	11
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	263	269
Green Fee Adjustments (fee difference on rainchecks)	5	3
Total Rounds (*not included in total round count)	1030	1097
% change from FY '13	-6.11%	
Range Tokens	618	937
% change from FY '13	-34.04%	
18 - Hole Carts	53	55
9 - Hole Carts	15	11
1/2 / 18 - Hole Carts	368	431
1/2 / 9 - Hole Carts	46	50
Total Carts	482	1175
% change from FY '13	-58.98%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	2
18 - Hole Senior Trail Fees	0	0
9 - Hole Senior Trail Fees	0	3
Total Trail Fees	0	10
% change from FY '13	-100.00%	
TOTAL REVENUE	\$30,656.48	\$30,624.04
% change from FY '13	0.11%	

DECEMBER 2013 WESTWOOD POOL MONTHLY REPORT

Westwood Pool closed for the season August 18th.

FINANCIAL INFORMATION

	FY2014 MTD	FY2014 YTD	FY2013 MTD	FY2013 YTD
Admission Fees	\$0.00	\$41,150.90	0.00	\$50,658.25
Waterslide Fees	\$0.00	\$8,568.50	0.00	\$12,052.00
Swim Lesson Fees	\$0.00	\$5,960.50	0.00	\$4,578.00
Pool/Slide Rental	\$0.00	\$6,200.00	0.00	\$10,800.00
Locker Fees	\$0.00	\$41.00	0.00	\$19.50
Concessions	\$0.00	\$2,580.00	0.00	\$2,580.00
TOTAL INCOME	\$0.00	\$64,500.90	0.00	\$80,687.75
Expenditures	\$1,189.49	\$116,618.73	2,523.78	\$123,968.61
Income verses Expenditures	(\$1,189.49)	(\$52,117.83)	(2,523.78)	(\$43,280.86)

ATTENDANCE INFORMATION

	FY 2013 Month to Date	FY 2013 Season to Date (May-Aug 13)	FY 2012 Month to Date	FY 2012 Season to Date (May-Aug 12)
a. swim tags	0	4827	0	5246
b. pool admission	0	13680	0	15749
c. slide admission- (not inc. in total)	0	7589	0	9341
d. group admission	0	3108	0	2764
e. noon admission	0	56	0	89
f. evening admission	0	2118	0	2778
g. evening tags	0	994	0	1732
TOTAL ATTENDANCE	0	24783	0	28358

ADMINISTRATION, CURRENT PLANNING, GIS 9A

PLANNING DEPARTMENT ACTIVITY
December 2013

ADMINISTRATIVE DIVISION

Greenbelt Commission

Two (2) Greenbelt Enhancement Statements were submitted for the December 16, 2013 meeting. GBC13-31 was from David and Kelly Hames for Hames Addition, Lot 2, located at 910 & 920 North Lahoma Avenue, for industrial use. GBC13-32 was from 750 Imhoff, LLC for a land use plan amendment from commercial to high density residential, located at 750 Imhoff Road. The next meeting is scheduled on January 27, 2014.

Miscellaneous

	2012 Dec	2013 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Walk-Ins	70	72	97	96	99	63	65	63	47	80	67	72	45
Email Contacts	260	264	238	291	290	324	360	291	297	301	273	212	288
Lot Line Adjustments	4	4	4	3	0	1	2	0	2	4	3	2	2
Landscape Maint. & Replacement Bonds	4	6	4	3	2	1	0	5	7	2	1	2	2
Board of Adjustment Variance Appl.	0	3	4	1	1	0	0	1	5	1	0	3	3
Legal Notices Sent	0	96	107	13	16	0	0	40	115	35	0	129	129
Planning Commission Applications Rec'd	2	2	2	3	3	9	3	1	4	5	4	0	4
Legal Notices Sent	20	20	45	59	18	229	56	34	103	227	43	0	220
Pre-Development Meeting Appl. Rec'd	2	2	2	2	6	2	4	2	4	3	0	1	6
Notices Sent	281	27	43	44	276	142	296	97	191	116	0	18	167

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2013 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ordinance Amendments	2	3						1				
NORMAN 2025 Land Use Plan Amendments	1		2		4	2		1		1		1
Rezoning Requests	1	2	3	1	5	2	1	1		3		4
Utility Easement/Road Closures	2			2	2	1	1	2				
Preliminary Plats	1	1	4		3			3		1	1	3
Final Plats	1	3	7	4	--	--	--	--	--	--	--	--
Rural Certificates of Survey			1		2						2	
Short Form Plats				1								
Site Plan Amendments												
Certificate of Plat Correction												

During December, six applications for Pre-Development were received.

During December, submittals for the January 9, 2014 Planning Commission meeting included two preliminary plats, one rezoning and special use, two special use applications, and one project which included a Norman 2025 amendment, rezoning and preliminary plat.

The Planning Commission met in Regular Session on December 12, 2013 and approved two Norman Rural Certificates of Survey. One set of minutes was prepared for the Planning Commission Regular Meeting.

During the month of December, eleven commercial building applications were submitted for review. Of those applications submitted for review, Current Planning Staff reviewed and approved five.

Board of Adjustment

The Board of Adjustment met on December 11, 2013 and considered three variance applications; all were approved unanimously. The next meeting is scheduled for January 22, 2014.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

GIS continues improving the mapping website initially deployed in October. The site can be accessed at maps.normanok.gov. Staff will continue to add additional features to the site over the coming months. It currently contains similar content to the previous mapping site. All of the digital aerial photos, flown from 1997 to 2013, are now available on the site. Development of internal web services to allow users to access GIS data continued in December. Staff is assisting internal users to migrate to the web services.

Staff worked with staff from Line Maintenance to update their GPS data dictionary to facilitate the collection of sewer features.

GIS Staff is working with the Clerk's office to complete the upgrade to the A/V system in the council chamber and study session conference room. Staff worked to get the current system back online after server failures associated with a power outage.

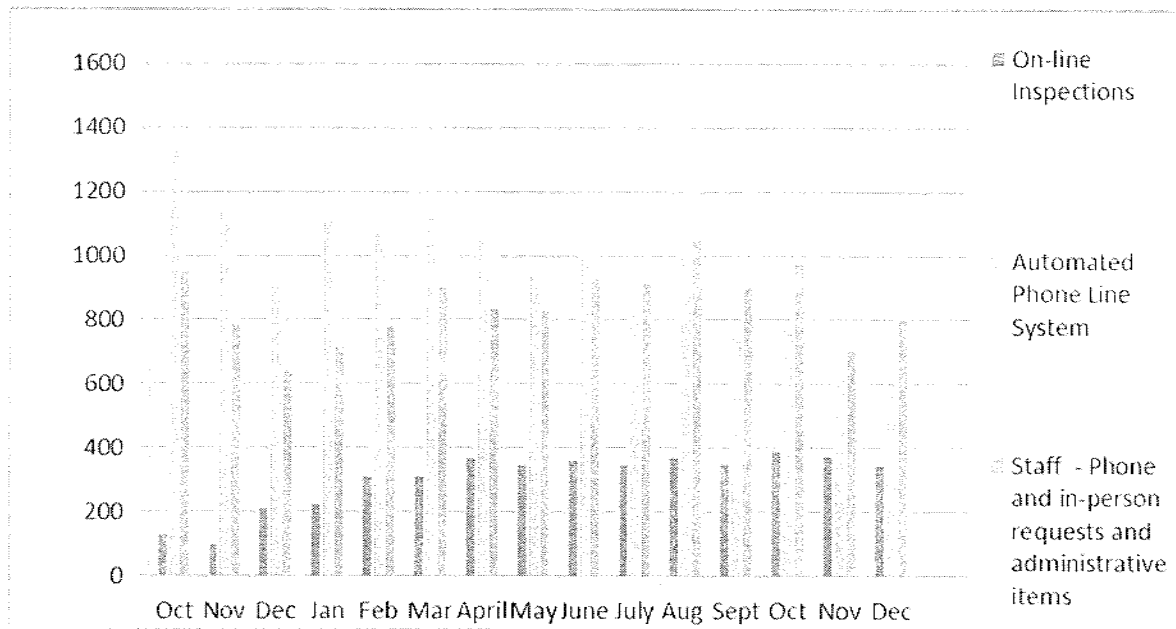
In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 67 requests for service that resulted in the production of 81 mapping products and reports. The GIS division did work for 8 of the City's Departments during the month of December, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICES DIVISION

On-line Inspection Services

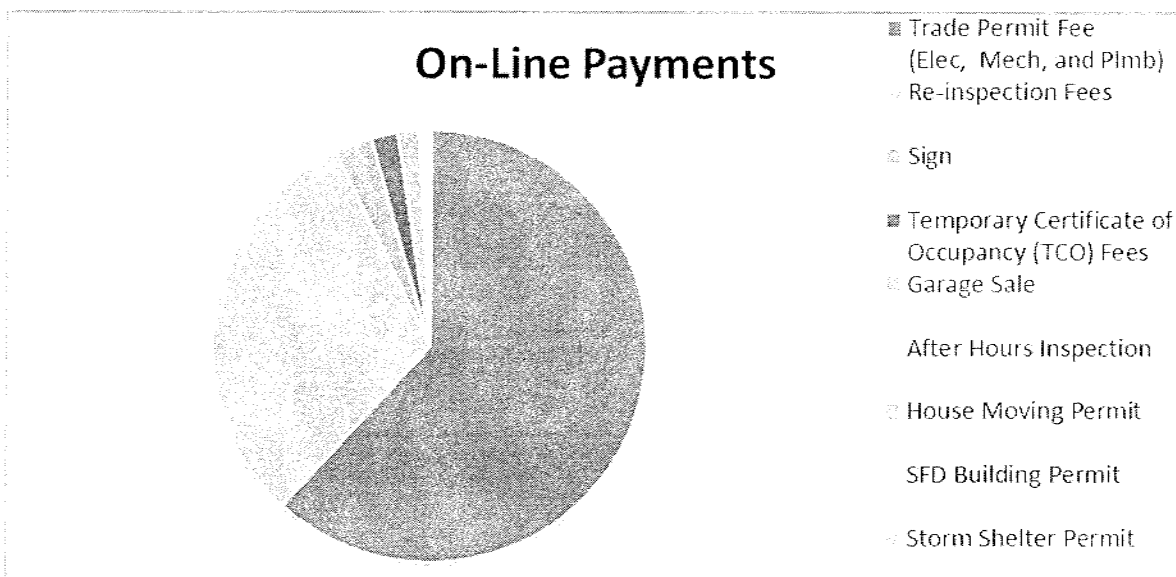
Inspection Requests

Since its implementation on September 5, 2012, 4,644 inspection requests have been made on-line; this includes 352 inspection requests in December. The graph below indicates the inspection requests received on-line, through the automated phone line system and the permit staff. The staff also schedules inspections for administrative items that are included in the report.



On-line Payments

To date 445 payments have been made on-line totaling \$27,228.04. This includes 51 payments in December totaling \$1803.50.



Mobile Field Inspection

The Building Inspectors received training on the Mobile Field Inspection (MFI) System from Selectron Technologies Inc. trainer Ryan Reams from Portland Oregon on March 28, 2013. On June 1, 2013 the Mobile Field Inspection Module went "live" for all inspections.

The Mobile Field Inspection System works in conjunction with SunGard Public Sector, Building Permits (BP) database allowing near "real time" inspection result entry by the Building Inspectors therefore allowing the Building Contractor's, Trade Contractor's and others with an active permit the opportunity to obtain inspection results almost immediately. The inspection results may be viewed on-line or through the Automated Phone Line System.

The Building Inspectors have been equipped with laptops and printers for use in the field. Additionally, laptop mounts have been installed in the Inspector's vehicles assisting them with data entry and ensuring safety by keeping the laptops secure. The printers allow the Inspectors to print the "Inspection Record" on-site upon completion of the inspection.

1,264 inspection results were entered using the Mobile Field Inspection (MFI) System in December. These inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed; 19 photos of specific inspection conditions were taken and attached to the permanent inspection record using the MFI technology in the field.

	December 2-6	December 9-13	December 16-20	December 23-27	December 30-31
MFI Inspection Results	285	254	408	172	145
Photo Attachments	2	10	7	0	0

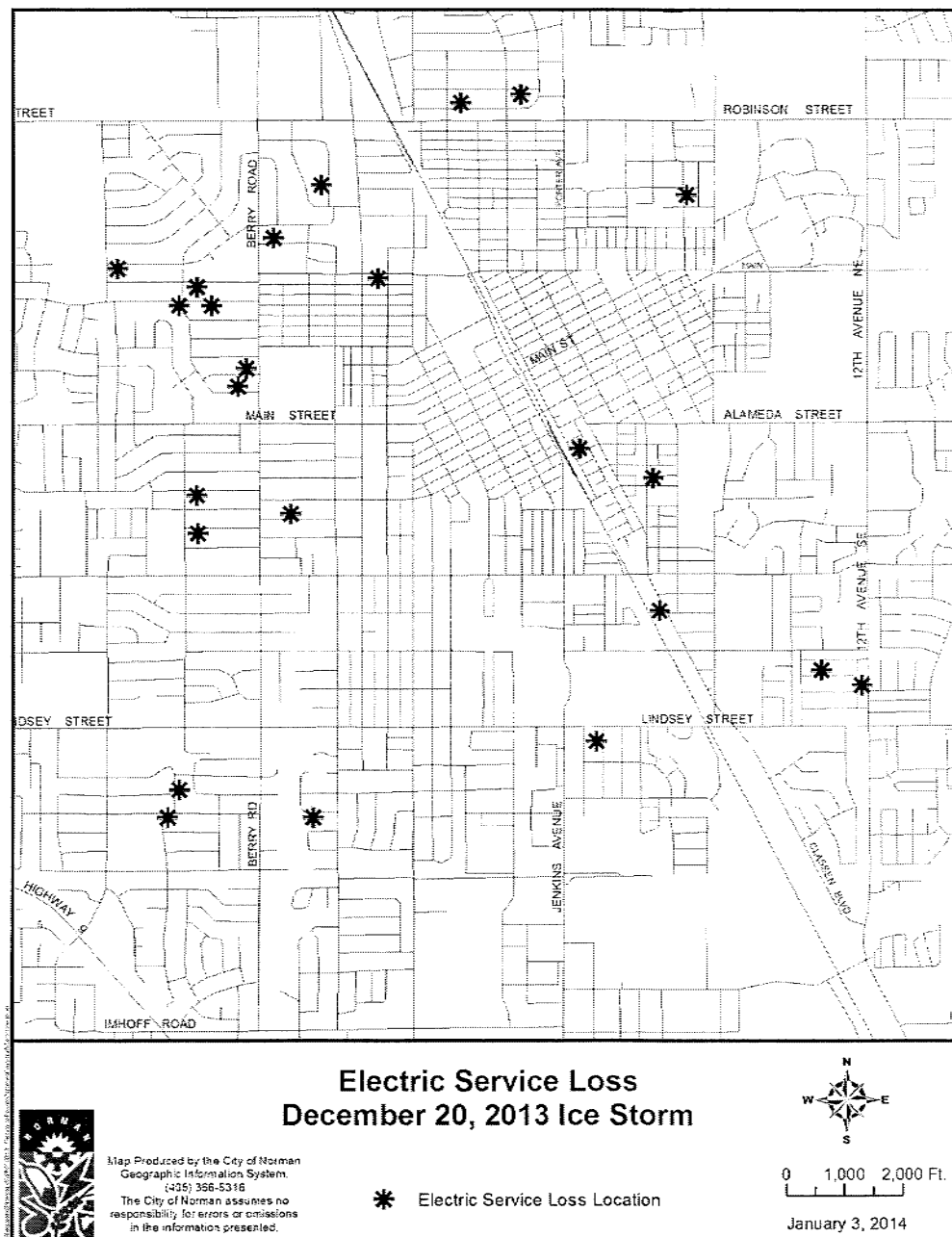
Storm Shelter Permits

104 storm shelter permits were issued in December, 24 storm shelter permits were issued in December of 2012. In an effort to provide the best customer service to homeowners, staff is scheduling and coordinating the storm shelter inspections, particularly the storm shelters inside the garage that require the homeowner to be on-site for the inspection.

December 2-6	December 9-13	December 16-20	December 23-27	December 30-31
29	27	18	13	17

ELECTRIC SERVICE OUTAGES DUE TO THE ICE STORM

On Monday, December 23, 2013 through December 30, 2013 the Permit and Inspection Staff responded to requests for electrical permits and inspection requests for 24 electric meter rehangs; 18 of the requests occurred on Monday, December 23rd. The inspection requests were due to outages following the ice storm that began Friday, December 20, 2013 causing significant tree damage throughout Norman. Many of the electric service outages were due to tree limbs falling on the overhead electric lines causing disruption of the service. The Permit and Inspection Staff responded promptly to the inspection requests accommodating same-day inspections throughout the day. Coordination with Oklahoma Gas and Electric (OG&E) and Oklahoma Electric Cooperation, Inc. (OEC) was ongoing throughout the day ensuring the power was restored quickly for the residences.



Construction Activity

The value of all construction activity permitted in DECEMBER of 2013 totaled \$14,631,906, down from \$19,915,837 for the same month last year. A total of 179 permits were issued in DECEMBER of 2013 compared to 130 in DECEMBER of 2012. The higher number of permits is primarily due to residential additions and alterations (primarily storm shelters). The decreased values in 2013 are primarily due to commercial construction and the average value of residential additions and alterations.

Total new residential permitting activity in DECEMBER 2013 was valued at \$8,192,520 compared to \$8,510,089 in DECEMBER 2012. New single-family detached residential construction in DECEMBER 2013 represented 29 new homes with an average value of \$254,225, compared with 40 new homes in DECEMBER 2012 with an average value of \$198,051. There were no attached single family permits in DECEMBER 2013 or 2012. There were 4 new duplex permits (4 dwelling units) valued at \$820,000 in DECEMBER 2013 compared to none in DECEMBER 2012. There were no new mobile homes in DECEMBER 2013 compared to 1 new mobile home in DECEMBER 2012 valued at \$48,039. In DECEMBER 2013 there were no new multi-family permits compared to 1 new multi-family permit (6 dwelling units) valued at \$540,000 in DECEMBER 2012.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in DECEMBER 2013 numbered 137 and were valued at \$1,437,186 compared to 71 permits valued at \$2,237,048 for DECEMBER 2012. The average value in DECEMBER 2013 is \$10,490 compared to \$31,508 in DECEMBER 2012. The number of permits was higher because of storm shelters. The value was lower in December 2013 than December 2012, primarily because of lower average cost of inground storm shelters compared to other projects.

New commercial construction permits in DECEMBER of 2013 totaled 3 with a value of \$334,800 compared to 7 permits valued at \$5,894,000 for DECEMBER 2012. The lower number and value of permits in DECEMBER 2013 than DECEMBER 2012 is primarily due to three new retail projects in University North Park Addition valued at \$4,613,000; the Dollar General project valued at \$623,000; and the Circle K project valued at \$625,000.

Commercial Addition/Alteration permits in DECEMBER of 2013 totaled 6 with a value of \$4,667,400 compared to 10 permits valued at \$3,274,700 for DECEMBER 2012. The lower number of permits in DECEMBER 2013 is primarily due to more small projects in DECEMBER 2012. The increased value is primarily due to the Hey Day bowling alley project valued at \$2,400,000 in DECEMBER 2013.

Construction Activity Summary for December 2013

Permit Type	No. of Permits	No. of Units	Const. Value	Average Value	
New Residential (sing fam, mob homes, dupl)	33	33	\$ 8,192,520	\$ 248,258	
New Multi-Family	0	0	\$ -	\$ -	
New Non-Residential	3	N/A	\$ 334,800	\$ 111,600	
Add/Alter Residential (All)	137	N/A	\$ 1,437,186	\$ 10,490	
Add/Alter Non-Residential	6	N/A	\$ 4,667,400	\$ 777,900	
Total Construction Permits/Value	179	33	\$ 14,631,906		
Detailed Permit Activity	Calendar Year 2013		Calendar Year 2012		2012
Residential Activity	December	YTD	December	YTD	Total Year
Single Family Permits	29	426	40	414	414
Total Construction Value	\$ 7,372,520	\$ 95,494,259	\$ 7,922,050	\$ 74,416,561	\$ 74,416,561
Avg Construction Value	\$ 254,225	\$ 224,165	\$ 198,051	\$ 179,750	\$ 179,750
Single Family Attached Permits	0	0	0	0	0
Total Construction Value	\$ -	\$ -	\$ -	\$ -	\$ -
Avg Construction Value	\$ -	\$ -	\$ -	\$ -	\$ -
New Mobile Home Permits	0	4	1	10	10
Total Construction Value	\$ -	\$ 215,900	\$ 48,039	\$ 394,639	\$ 394,639
Duplex Permits	4	20	0	10	10
Number of Units	4	20	0	10	10
Total Construction Value	\$ 820,000	\$ 2,726,435	\$ -	\$ 910,000	\$ 910,000
Avg Construction Value per Unit	\$ 205,000	\$ 136,322	\$ -	\$ 91,000	\$ 91,000
Multi-Family Permits	0	19	1	59	59
Number of Units	0	260	6	930	930
Total Construction Value	\$ -	\$ 10,647,683	\$ 540,000	\$ 35,469,387	\$ 35,469,387
Avg Construction Value per Unit	\$ -	\$ 40,953	\$ 90,000	\$ 38,139	\$ 38,139
New Residential Units	33	710	47	1364	1364
New Residential Value	\$ 8,192,520	\$ 109,084,277	\$ 8,510,089	\$ 111,190,587	\$ 111,190,587
Residential Demo Permits	2	44	4	36	36
Residential Demo Units	-1	-36	-2	-25	-25
Net Residential Units	32	674	45	1339	1339
Addition/Alteration Permits**	11	196	29	214	214
Other Permits***	126	1875	42	835	835
Total Construction Value****	\$ 1,437,186	\$ 23,825,316	\$ 2,237,048	\$ 16,276,181	\$ 16,276,181
Avg Construction Value	\$ 10,490	\$ 11,504	\$ 31,508	\$ 15,516	\$ 15,516
Residential Permits	170	2540	113	1,542	1542
Residential Value	\$ 9,629,706	\$ 132,909,593	\$ 10,747,137	\$ 127,466,768	\$ 127,466,768
Commercial Activity					
Commercial Permits	3	84	7	99	99
Total Construction Value	\$ 334,800	\$ 52,234,546	\$ 5,894,000	\$ 61,707,892	\$ 61,707,892
Avg Construction Value	\$ 111,600	\$ 621,840	\$ 842,000	\$ 623,312	\$ 623,312
Addition/Alteration Permits	6	130	10	135	135
Total Construction Value	\$ 4,667,400	\$ 32,309,310	\$ 3,274,700	\$ 23,805,491	\$ 23,805,491
Avg Construction Value	\$ 777,900	\$ 248,533	\$ 327,470	\$ 176,337	\$ 176,337
Non-Residential Value	5,002,200	84,543,856	9,168,700	85,513,383	85,513,383
Non-Residential Permits	9	214	17	234	234
Total Construction Value	\$ 14,631,906	\$ 217,453,449	\$ 19,915,837	\$ 212,980,151	\$ 212,980,151
Total Construction Permits	179	2754	130	1776	1776
Other Permits					
Electrical Permits	114	1321	96	1327	1327
Heat/Air/Refrigeration Permits	103	1512	122	1587	1587
Plumbing & Gas Permits	136	1537	87	1658	1658
Foundation Permits	0	32	1	11	11
Temp Tents/Construction Trailers	1	32	0	34	34
Demo Permits (Residential)	2	44	4	35	35
Demo Permits (Commercial)	1	18	2	23	23
House Moving Permits	2	44	2	41	41
Sign Permits	11	300	21	254	254
Water Well Permits	4	36	4	33	33
Garage Sale Permits	10	2089	27	2136	2136
Swimming Pool Permits	4	72	4	60	60
Storage Building Permits	12	125	9	121	121
Carports	0	11	0	12	12
Storm Shelter Permits	104	1571	24	532	532
Residential Paving	6	96	5	110	110
Additional Division Activity					
Miscellaneous/PODS/ROLOFS	7	105	11	150	150
Lot Line Adjustments	0	21	1	18	18
Certificates of Occupancy	128	1762	97	1221	1221
All Field Inspections	1749	25699	1763	25440	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.

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

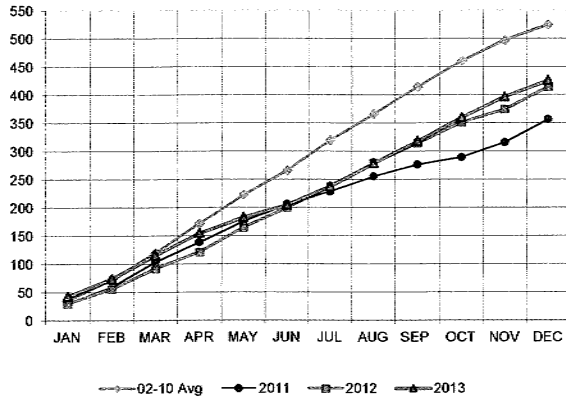
***Count includes: Pools, Storage Bldgs,
Carports, Residential Paving, Storm Shelters.

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

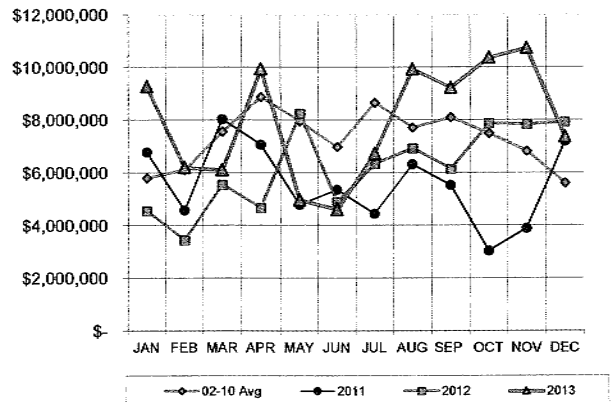
****Total Construction Value
includes permit types listed to
the left.

DECEMBER 2013 CONSTRUCTION REPORT

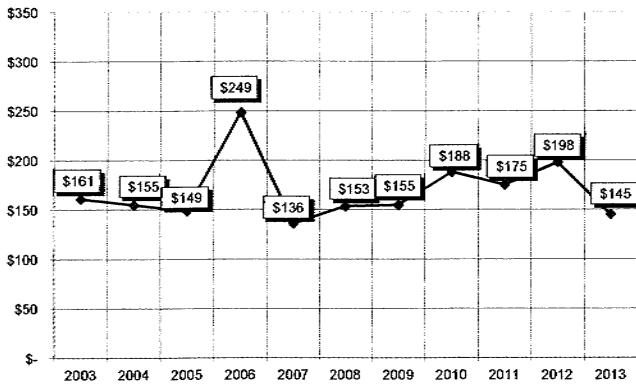
1 Single Family: Monthly Comparison of 2011, 2012 and 2013 Total Number of Permits Issued YTD Compared to Monthly Average of Number of Permits Issued YTD 2002-2010



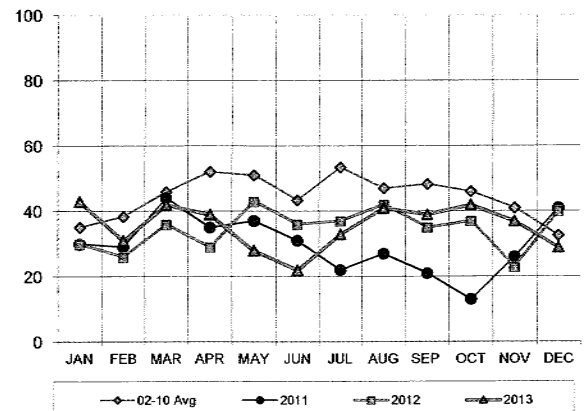
2 Single Family: Monthly Comparison of 2011, 2012 and 2013 Dollar Value in December compared to a 2002-2010 Average Dollar Value



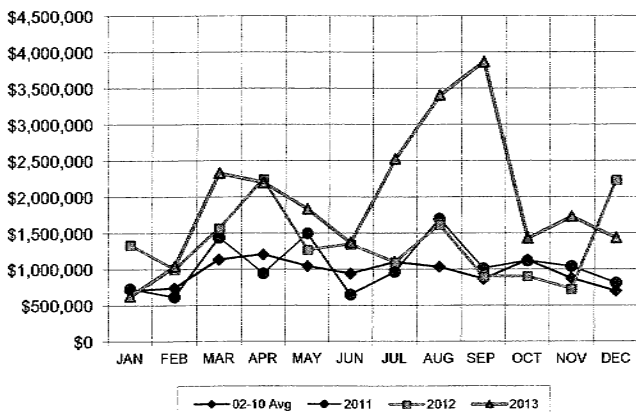
3 Average Dollar Value of New Single Family Homes in December from 2003 through 2013



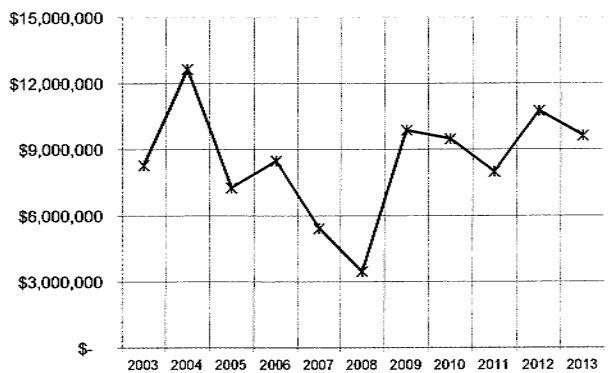
4 Number of New Single Family Permits Issued in December 2011, 2012 and 2013 Compared to Average Number Issued in December 2002-2010



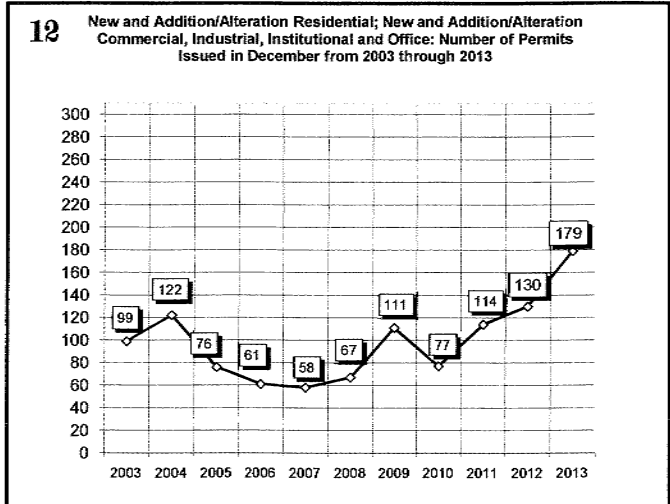
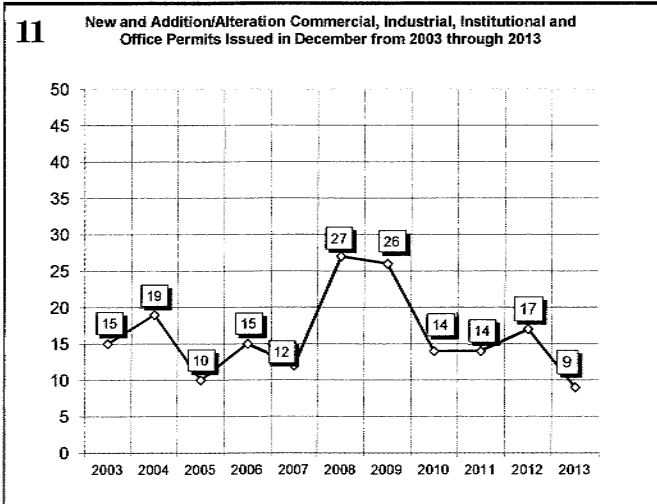
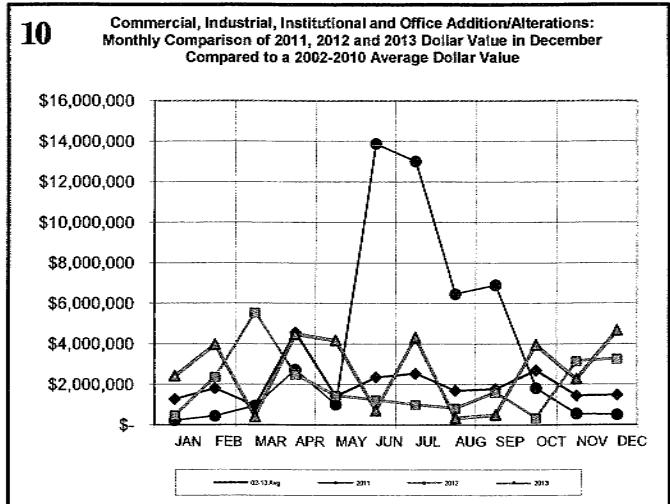
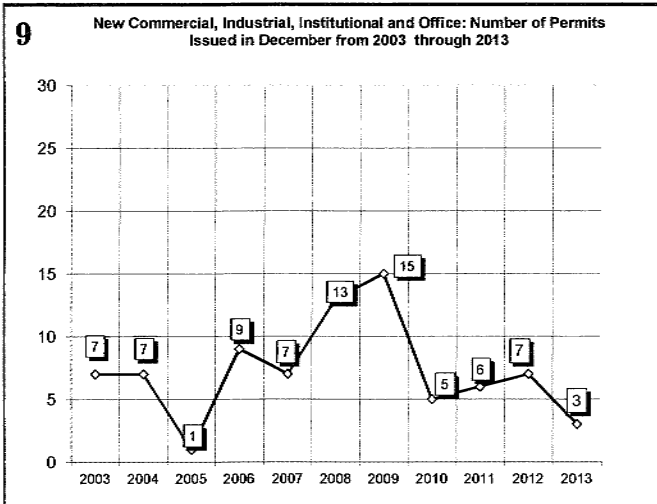
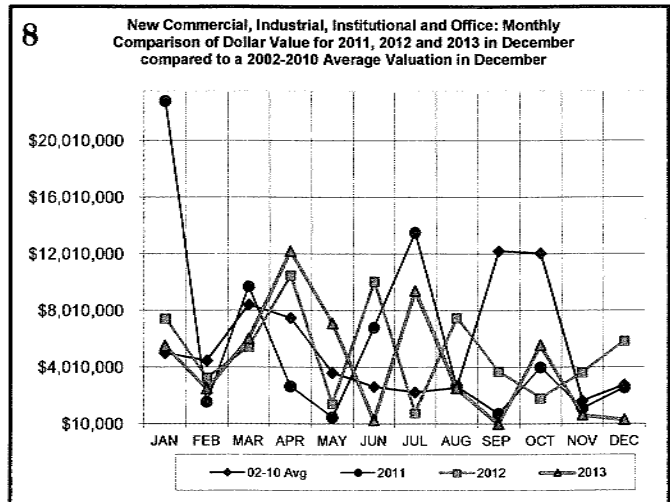
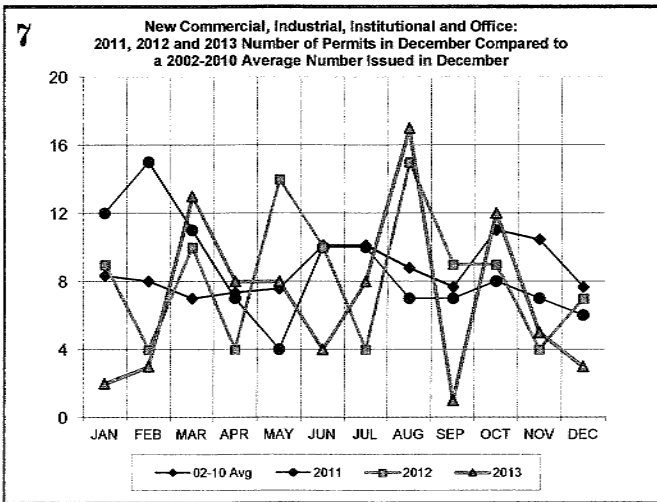
5 Residential Addition/Alteration: 2011, 2012, 2013 Monthly Dollar Value Compared to a 2002-2010 Monthly Average Dollar Value



6 Dollar Value for All Residential Permits Issued in December from 2003 through 2013



DECEMBER 2013 CONSTRUCTION REPORT



City of Norman
BUILDING PERMITS AND INSPECTIONS

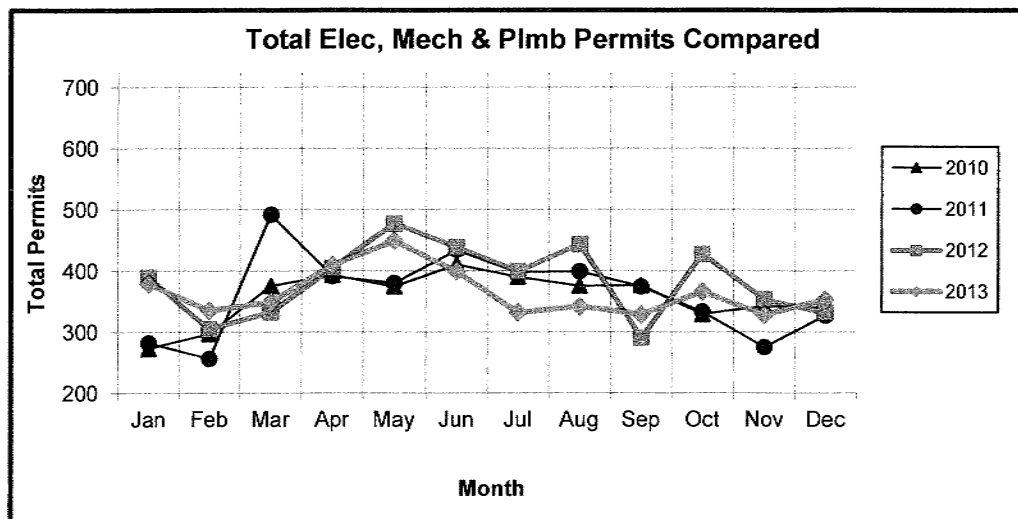
TRADE PERMITS & GARAGE SALES
Sorted by Permit Type

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	1564
GARAGE SALE (GARA)	10	6	103	404	317	430	306	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	100	114	117	103	117	95	111	114	107	101	114	1321
HVAC (MECH)	102	99	119	138	185	163	156	128	101	123	95	103	1512
PLUMBING (PLBG)	149	136	116	154	161	119	81	103	114	136	132	136	1537
GARAGE SALE (GARA)	22	18	86	273	290	365	282	183	170	253	97	10	2049
HOUSE MOVING (MOVE)	2	0	3	0	5	8	9	5	5	5	0	2	44
DEMOLITION (BDEM)	6	2	10	4	5	9	1	13	2	3	4	3	62
SIGN (SIGN)	23	26	48	34	17	23	36	32	14	23	13	11	300
ELEC + MECH + PLBG	379	335	349	409	449	399	332	342	329	366	328	353	4370
Total	432	381	496	720	766	804	660	575	520	650	442	379	6825



City of Norman
BUILDING PERMITS AND INSPECTIONS

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

Contractor	Permit #	Issued	Street #	Direction	Street Name	Stree Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	Living Area
HOMES OF DISTINCTION	6948	12/4/2013	3108		ST CLAIR COMMON		9	2	BROOKHAVEN SQUARE #4	PUD	\$ 439,000	3,353	2694
DA VINCI HOMES	6985	12/4/2013	1903		ITHACA	DR	12	2	HALLBROOKE ADD #4	R1	\$ 400,000	4,100	2798
IDEAL HOMES OF NORMAN	7013	12/4/2013	3332		EAGLE ROCK	LN	2	4	GREENLEAF TRAILS ADD 4	PUD	\$ 220,320	2,448	1853
BLUE RIBBON CONSTRUCTION,LLC.	7028	12/13/2013	9750		STELLA	RD	27	1W	NOT SUBDIVIDED	A2	\$ 395,000	5,000	3378
BLUE RIBBON CONSTRUCTION,LLC.	7030	12/13/2013	8000	NE	96TH	AVE	27	1W	NOT SUBDIVIDED	A2	\$ 385,000	4,775	3280
HARBOR HOMES, INC.	7076	12/9/2013	1402		ZACHARY	LN	47	3	CEDAR LANE SEC #1	R1	\$ 171,810	2,446	1864
IDEAL HOMES OF NORMAN	7180	12/4/2013	2619		LERKIM	LN	4	2	TRAILWOODS SEC 6	PUD	\$ 181,710	2,019	1531
IDEAL HOMES OF NORMAN	7202	12/9/2013	3731		PAINTED BIRD	LN	4	1	RED CANYON RANCH SEC 2	PUD	\$ 216,180	3,527	2401
CANTERRA HOMES	7212	12/3/2013	5913		WINDSTONE	DR	3	2	GLENRIDGE SEC. #1	PUD	\$ 370,000	3,574	2694
EPPEPERSON, RODNEY	7216	12/5/2013	1625		SANDPIPER	LN	5	4	SUTTON PLACE ADD #6	R1	\$ 380,880	5,236	4232
HARBOR HOMES, INC.	7276	12/9/2013	1216		SKYLER	WAY	14	2	CEDAR LANE SEC #1	R1	\$ 157,500	2,369	1750
IDEAL HOMES OF NORMAN	7346	12/13/2013	713		HAVASU	DR	7	1	RED CANYON RANCH SEC 3	PUD	\$ 193,950	2,999	2155
BYRD BUILDING COMPANY	7353	12/31/2013	205		VICTORY	DR	20	1	CAMBRIDGE PLACE	RM6	\$ 160,000	2,505	1663
HOME CREATIONS, INC.	7362	12/10/2013	2301		BRUCKNER	DR	4	5	PARK PLACE ADD #6	R1	\$ 157,500	2,337	1750
C.A. MCCARTY CONSTRUCTION LLC.	7412	12/13/2013	2112		WILLIAMS	CIR	28	9	HALLBROOKE ADD #2	R1	\$ 400,000	4,966	3403
FIRST OKLAHOMA CONST. INC.	7446	12/16/2013	2916		KINGSWOOD	DR	1	3	SUMMIT LAKES ADD #8	R1	\$ 179,820	2,767	1998
LEGACY HOMES CONSTRUCTION,LLC.	7450	12/17/2013	2605		SUMMIT TERRACE	DR	9	4	SUMMIT LAKES ADD #8	R1	\$ 165,960	2,826	1844
CUSTOM BUILDERS OF OK,LLC.	7462	12/18/2013	5824		WINDSTONE	DR	7	1	GLENRIDGE ADDITION	PUD	\$ 350,000	3,469	2561
IDEAL HOMES OF NORMAN	7463	12/20/2013	3808		SIERRA VISTA	WAY	9	3	RED CANYON RANCH SEC 4	PUD	\$ 184,410	2,836	2049
WESTPOINT DEVELOPERS	7467	12/18/2013	1917		JACKSON	DR	3	3	ALAMEDA PARK ADD #3	R1	\$ 136,800	2,321	1520
CANTERRA HOMES	7509	12/27/2013	5909		WINDSTONE	DR	4	2	GLENRIDGE ADDITION	PUD	\$ 350,000	3,101	2568
WESTPOINT DEVELOPERS	7510	12/27/2013	5808		WINDSTONE	DR	11	1	GLENRIDGE ADDITION	PUD	\$ 350,000	4,172	2533
WESTPOINT DEVELOPERS	7520	12/20/2013	1921		JACKSON	DR	4	3	ALAMEDA PARK ADD #3	R1	\$ 121,680	1,892	1352
LANDMARK FINE HOMES, LP.	7523	12/20/2013	2912		COACH	CT	20	1	ROYAL OAKS ADD #10	PUD	\$ 150,000	2,119	1531
LANDMARK FINE HOMES, LP.	7571	12/26/2013	1008		LITTLE RIVER	RD	4	1	WILDWOOD HILLS ESTATES	RE	\$ 240,000	2,790	2029
C.A. MCCARTY CONSTRUCTION LLC.	7589	12/27/2013	1966		BURNING TREE		1	3	HALLBROOKE ADD #4	R1	\$ 400,000	4,844	3245
CUSTOM BUILDERS OF OK,LLC.	7595	12/30/2013	5804		WINDSTONE	DR	12	1	GLENRIDGE ADDITION	PUD	\$ 325,000	3,857	2449
WESTPOINT DEVELOPERS	7624	12/31/2013	2205		ALAMEDA PARK	DR	2	5	ALAMEDA PARK ADD #3	R1	\$ 95,000	2,084	1490
WESTPOINT DEVELOPERS	7625	12/31/2013	2209		ALAMEDA PARK	DR	3	5	ALAMEDA PARK ADD #3	R1	\$ 95,000	2,086	1520
Total Permits 29												Average Project Area	
												Average Living Area	
												Total Valuation	
												3,194	
												2,281	
												66,155	

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	MILLER-TIPPENS CONSTRUCTION	5699	12/23/13	3201		MARKET PLACE		1	2		PUD	\$ 2,400,000	31,319
COMMERCIAL, ADD/ALT-2	STEPPECO CONSTRUCTION, LLC	6348	12/12/13	3025		WILLIAM PEREIRA	DR	4	1	MXD ADD #2	C2	\$ 215,000	3,008
COMMERCIAL, ADD/ALT-2	NORDHAUS, ASHLEY	6761	12/12/13	2651		VENTURE	DR	2	1	PEPCO INDUSTRIAL PARK PHASE 1	I1	\$ 44,200	2,158
COMMERCIAL, ADD/ALT-2	WALTHER CONSTRUCTION	6772	12/12/13	1800		INTERSTATE	DR	1	1	PRAIRIE CREEK #8	PUD	\$ 2,000,000	15,000
COMMERCIAL, ADD/ALT-2	SPOR PLUMBING	7253	12/16/13	607	W	ACRES	ST	30	2W	NOT SUBDIVIDED	C2	\$ 5,000	45
COMMERCIAL, ADD/ALT-2	ELECTRIC SCOOTER STORE	7449	12/19/13	102	W	EUFAULA	ST	1	69	LARSH ADD #1	C2	\$ 3,200	10
COMMERCIAL, INTERIOR FINISH-2	CADDELL & CO. L.L.C.	5705	12/10/13	3517		WELLSITE	DR	9	7	NORTHBRIDGE IND PARK #3	I1	\$ 80,000	4,000
COMMERCIAL, NEW CONSTRUCTION-2	STORAGE OKLAHOMA	6381	12/10/13	3451	NE	12TH	AVE	1	1	PARK HILL ADDITION SEC 2	PUD	\$ 231,800	12,200
COMMERCIAL, NEW CONSTRUCTION-2	SIGNATURE CUSTOM POOLS	7158	12/09/13	3801		JOURNEY PARKWAY		2	1	COVENANT DEVELOPMENT ADDITION	PUD	\$ 23,000	160
TEMPORARY BLDG/CONST TRAILER-2	MOBILE MINI, INC	7357	12/16/13	531		HIGHLAND	PKY	D	1	WOODSLAWN INDUSTRIAL TRACT	C2		
Total Permits 9													
Average Valuation \$ 555,800													
Total Valuation \$ 5,002,200													
Average Project Area 7,544													
Total Project Area 67,900													

NEW CONSTRUCTION INFORMATION										OTHER PERMITS			
CONTRACTOR	BUILDING SIZE (Square Feet)	LOT SIZE	USE /CLASSIFICATION	ADDITIONS AND ALTERATIONS			TOTAL NEW COMMERCIAL			COMMERCIAL, FOUNDATION PERMIT-2			
STORAGE OKLAHOMA	12,200	177,040	Storage Bldg #12	COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR		COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL, NEW CONSTRUCTION-2				
SIGNATURE CUSTOM POOLS	160	490,562	Exterior Water Feature	\$ 4,667,400	\$ -	\$ -	\$ 80,000	\$ -	\$ 254,800				
				6			1		2				
				COMMERCIAL, PARKING LOT-2	SUBTOTAL ADDITIONS AND ALTERATIONS		SUBTOTAL NEW CONSTRUCTION						
				\$ -	\$ 4,667,400		\$ -	\$ 334,800	\$ 5,002,200				
										TOTAL NO. 9			
										TOTAL VALUE \$ 5,002,200			

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued December 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	CAVINS ROOFING & REMODELING	6939	12/05/13	3217		CREEKWOOD	CT	26	2	CROSSROADS WEST #5	R1	\$ 4,200	16
1 & 2 FAMILY STORM SHELTER-3	GFS STORM SHELTERS	6947	12/13/13	2801		MARIGOLD	TRL	12	2	TRAILS ADD #3	R1	\$ 3,500	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7187	12/02/13	401		MISTY RIDGE	DR	1	5	SUMMIT LAKES ADD #4	R1	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	OK STORM SHELTERS	7191	12/02/13	5427	NW	STEED	DR	5	7	MARLATT ADD	R1	\$ 4,500	48
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTERS/HIT STEEL	7192	12/02/13	3021		PINELAKE	ST	14	1	SHADOWLAKE ADD #2	R1	\$ 2,100	19
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7195	12/02/13	3425		TECUMSEH RIDGE	RD	8	1	TECUMSEH RIDGE SEC 2	R1	\$ 2,800	25
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC.	7199	12/02/13	226	W	HIMES	ST	13	23	HIGHLAND ADDITION	R2	\$ 2,620	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7200	12/02/13	4404		TROPHY	DR	22	1	THE TROPHY CLUB	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	IDEAL HOMES OF NORMAN	7203	12/04/13	3731		PAINTED BIRD	LN	4	1	RED CANYON RANCH SEC 2	PUD	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7208	12/02/13	3504		RIVERWALK	DR	4	1	SHADOWRIDGE ADD #2	R1	\$ 3,400	38
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7213	12/02/13	3333		EAGLE ROCK	LN	4	3	GREENLEAF TRAILS ADD 3	PUD	\$ 2,800	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7224	12/03/13	2904		CITY VIEW	CT	13	3	SHADOWLAKE ADD #5	R1	\$ 2,995	14
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	7226	12/03/13	412		PRESTWICK	ST	20	3	WILLOWBEND ADDITION	RM6	\$ 2,799	21
1 & 2 FAMILY STORM SHELTER-3	WEATHER TECH, LLC	7227	12/03/13	1508		SANDPIPER	LN	10	1	SUTTON PLACE ADD #7	PUD	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7231	12/03/13	414		ATTERBERRY	DR	19	1	LAKEVIEW TERRACE	R1	\$ 3,100	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7233	12/03/13	3003		TIMBER SHADOWS	DR	8	2	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 3,045	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7234	12/03/13	1717		ORIOLE	CT	10	1	SUTTON PLACE ADD #2	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7239	12/03/13	2716		MOUNTAIN OAKS	DR	25	2	ROYAL OAKS ADD #6	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7241	12/03/13	1920		HALLBROOKE	DR	8	13	HALLBROOKE ADD #2	R1	\$ 4,000	38
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7242	12/04/13	4207		VALLEY VISTA	DR	2	6	COBBLESTONE CREEK II	R1	\$ 3,900	43
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7254	12/04/13	1808		MARIAN	DR	9	2	VICTORIAN PLAZA	R1	\$ 3,045	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7261	12/04/13	4205		SPYGLASS	DR	3	2	COBBLESTONE CREEK II	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7266	12/04/13	4207		VALLEY VISTA	DR	2	6	BROOKHAVEN #03	R1	\$ 3,995	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7269	12/05/13	4020		MILFORD	PL	13	2	CASTLEROCK ADD #5	R1	\$ 2,800	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7270	12/05/13	2816		ASTOR	DR	6	4	BERKELEY ADD #3	R1	\$ 3,500	36
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7271	12/05/13	537		LENA OAK	DR	10	2	ROYAL OAKS ADD #7	R1	\$ 3,000	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7272	12/06/13	4316		KENSAL RISE	PL	5	1	CARRINGTON PLACE ADD #9	R1	\$ 3,045	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7274	12/05/13	4200		HACKNEY WICK	RD	3	4	CARRINGTON PLACE ADD #7	R1	\$ 2,650	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7277	12/05/13	2312		VALLEY HOLLOW	CT	12	1	SUMMIT VALLEY	R1	\$ 3,595	32
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7341	12/09/13	430		LAKE GROVE	CT	5	4	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 2,500	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7343	12/09/13	2413		WHEATLAND	PL	5	1	EAST RIDGE ADD #21	R1	\$ 3,500	32
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTERS,	7349	12/09/13	5500		BIG BEND	CIR	5	1E		A2	\$ 2,500	46
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	7352	12/09/13	5004		LYON	DR	10	2	CAMBRIDGE ADD #7	R1	\$ 4,295	21
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	7361	12/10/13	2809		BARRY SWITZER	AVE	6	9	ROLLING HILLS ESTATES #2	R1	\$ 4,870	89
1 & 2 FAMILY STORM SHELTER-3	SAFE SHEDS	7365	12/10/13	2401		WYCKHAM	PL	7	1	BROOKHAVEN #28	R1	\$ 4,480	77
1 & 2 FAMILY STORM SHELTERS,	THUNDERGROUND STORM SHELTERS,	7370	12/10/13	3624		BUTLER	DR	12	3	NORMANDY ACRES FIRST	R1	\$ 4,100	70
1 & 2 FAMILY STORM SHELTERS	GROUND ZERO STORM SHELTERS	7371	12/10/13	4016		PEREGRINE	DR	12	1	EAGLE CLIFF ADD # 2	R1	\$ 2,200	18
1 & 2 FAMILY STORM SHELTERS	GROUND ZERO STORM SHELTERS	7374	12/10/13	609		MORRISON	CT	11	2	CHERRY CREEK #4	R1	\$ 3,985	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7375	12/10/13	604		SHADOW VIEW	CT	8	2	SHADOWRIDGE ADD #2	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTERS	GROUND ZERO STORM SHELTERS	7376	12/10/13	801		COOPERS HAWK	DR	22	8	EAGLE CLIFF ADD # 3	R1	\$ 2,800	25
1 & 2 FAMILY STORM SHELTERS	FLAT SAFE TORNADO SHELTERS	7379	12/10/13	3620		HAWKS NEST	DR	10	4	EAGLE CLIFF ADD # 1	R1	\$ 2,800	25
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA STORM ROOMS	7381	12/11/13	3450		TAYPORT	ST	9	3	MONTECITO RANCH	PUD	\$ 7,711	32
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7383	12/11/13	1628	S	BERRY	RD	22	2	WESTLAND ADD	R1	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER-3	SWM & SONS, INC.	7391	12/11/13	2000		SWAN HOLLOW	DR	12	1	PRAIRIE CREEK #3	R1	\$ 3,200	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7394	12/11/13	8919	NE	132ND	AVE	1	1	TIMBERLAKE ESTATES	RE	\$ 3,100	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7396	12/12/13	2802		NORTHGLENN	LN	8	2	NORTHERN HILLS ADD	R1	\$ 4,995	33
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7410	12/12/13	724		PAINTED FOREST	RD	13	2	RED CANYON RANCH SEC 2	PUD	\$ 3,500	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7402	12/12/13	2400		DEER CHASE	DR	11	2	DEERFIELD ADD SEC 5	R1	\$ 2,700	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7403	12/12/13	2513		DURHAM PLACE	CT	7	6	EAST RIDGE ADD #10	RM2	\$ 3,200	28
1 & 2 FAMILY STORM SHELTERS,	THUNDERGROUND STORM SHELTERS,	7407	12/13/13	2917		COACH	CT	1	5	ROYAL OAKS ADD #7	PUD	\$ 3,000	23
1 & 2 FAMILY STORM SHELTERS,	THUNDERGROUND STORM SHELTERS,	7410	12/13/13	229	N	WESTCHESTER	AVE	7	2	TOWN & COUNTRY ESTATES	R1	\$ 4,995	33
1 & 2 FAMILY STORM SHELTERS,	THUNDERGROUND STORM SHELTERS,	7413	12/13/13	2102		MARTINGALE	DR	16	3	ROCK CREEK POLO CLUB	R1	\$ 2,800	25
1 & 2 FAMILY STORM SHELTERS,	THUNDERGROUND STORM SHELTERS,	7414	12/13/13	1437		BAYCHARTER	ST	20	1	PARK PLACE ADD #5	R1	\$ 3,300	23
1 & 2 FAMILY STORM SHELTERS	GROUND ZERO STORM SHELTERS	7418	12/13/13	110	SE	TECUMSEH RIDGE	RD	3	1W	TECUMSEH MEADOWS ADD #1	R1	\$ 4,000	21
1 & 2 FAMILY STORM SHELTER-3	SURVIVE-A-STORM SHELTERS	7421	12/16/13	3378		98TH	AVE	10	2	SHADOW RUN	A2	\$ 4,500	30
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	7422	12/16/13	815		MORNINGSIDE	DR	4	2	LINCOLN TERRACE ADD	R1	\$ 2,620	55
1 & 2 FAMILY STORM SHELTERS	GROUND ZERO STORM SHELTERS	7424	12/16/13	3701		BUCKINGHAM	DR	26	3	CASTLEROCK ADD #6	R1	\$ 4,200	40
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	7431	12/16/13	1605		BLESSING	CT	26	3	ALAMEDA PARK ADD #2	R1	\$ 2,400	57
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7433	12/16/13	3105		SKYE RIDGE	DR	6A	4	HIGHLAND VILLAGE ADD SEC 5	R1	\$ 4,000	40
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	7435	12/16/13	700		IOWA	ST	1	7	PARK ADD	R1	\$ 2,620	55
1 & 2 FAMILY STORM SHELTER-3	GFS STORM SHELTERS	7445	12/16/13	2800		MARIGOLD	TRL	11	8	TRAILS ADD #3	R1	\$ 3,566	32
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7454	12/17/13	2208		TWISTED OAK	DR	1	2	CHISHOLM TRAIL EST SEC 2	R1	\$ 2,845	24
1 & 2 FAMILY STORM SHELTERS	GROUND ZERO STORM SHELTERS	7457	12/17/13	3401		ENTERPRISE	DR	15	1W		A2	\$ 2,800	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7466	12/18/13	2616		WEXFORD	CT	9	1	WARWICK ADD #7	R1	\$ 2,800	25

City of Norman
BUILDING PERMITS AND INSPECTIONS

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1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7473	12/18/13	1528		WILLOWCLIFF	CT	4	11	LAKEVIEW TERRACE	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7474	12/18/13	927		BEAUMONT SQUARE		8	2	COLONIAL EST #15	PUD	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTER, INC.	7475	12/18/13	5550		BLUE LAKE	DR	1	3W	NOT SUBDIVIDED	A2	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7477	12/18/13	1303		SUNSET	DR	2	2	FUZZLETS ADD #2	R1	\$ 2,545	23
1 & 2 FAMILY STORM SHELTER-3	SOONER TRADITIONS, LLC.	7497	12/19/13	3718		REID PRYOR	RD	26	1	CEDAR LAKE SEC #1	R1	\$ 3,750	21
1 & 2 FAMILY STORM SHELTER-3	LIFE SHIELD SHELTERS	7524	12/20/13	3124		LANGLEY	DR	21	4	ST JAMES PARK ADD 3	R1	\$ 2,995	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7526	12/20/13	826		SCHULZE	DR	10	9	ST JAMES PARK ADD 3	R1	\$ 2,845	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7527	12/20/13	2813		TROPICANA	AVE	13	1	ST JAMES PARK ADD 2	R1	\$ 2,845	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7546	12/23/13	1209		CRUCE	ST	5	6	HETHERINGTON HEIGHTS #2	R1	\$ 3,800	24
1 & 2 FAMILY STORM SHELTER-3	TORNADO SHELTERS OF OKLAHOMA	7547	12/23/13	2815		DALEWOOD	TER	28	1	EAST RIDGE ADD #03	R1	\$ 3,800	24
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTERS,	7548	12/23/13	1402		ALADDIN	ST	1	5	WESTLAND ADD	R1	\$ 4,000	28
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	7549	12/23/13	140		DOLLINA	CT	30	5	TECUMSEH RIDGE SEC 2	R1	\$ 3,800	24
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTERS,	7552	12/26/13	4851		AUGUSTA		5	-	COBBLESTONE CREEK GOLF CLUB	A2	\$ 3,500	28
1 & 2 FAMILY STORM SHELTER-3	GROUND SAFE SHELTERS, INC.	7570	12/26/13	1013		BEAR MOUNTAIN	DR	9	4	GREENLEAF TRAILS ADD 2	PUD	\$ 4,800	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7572	12/26/13	212		SUMMIT RIDGE	CT	24	2	SUMMIT LAKES ADD #3	R1	\$ 2,600	21
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	7573	12/26/13	201		DEERHURST	DR	34	1	CAMBRIDGE ADD #5	R1	\$ 4,100	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7580	12/27/13	3948		APEX	CT	7	3	SUMMIT ADD	RM6	\$ 3,245	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7581	12/27/13	3916		PIMLICO	DR	12	2	CARRINGTON PLACE ADD #5	R1	\$ 2,800	0
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7582	12/27/13	3004		PINELAKE	ST	2	2	SHADOWLAKE ADD #2	R1	\$ 4,500	0
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC.	7583	12/27/13	2315		HIDDEN LAKE	DR	1	1	SHADOWLAKE EST #4	RE	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7592	12/30/13	712		SHADOWLAKE	RD	3	3	SHADOWLAKE ADD #5	R1	\$ 3,055	48
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	7593	12/30/13	4401		PENNINGTON	CT	1	1	CARRINGTON PLACE ADD	R1	\$ 3,400	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7596	12/30/13	5824		WINDSTONE	DR	7	1	GLENRIDGE ADDITION	PUD	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7600	12/30/13	5804		BROWNWOOD	LN	5	5	GLENRIDGE ADDITION	PUD	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7602	12/30/13	2024		OLD CENTRAL	RD	7	1	CARRINGTON PLACE ADD #2	R1	\$ 4,295	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7610	12/31/13	3005		SUMMIT HILL	RD	15	5	EAST RIDGE ADD #11	R1	\$ 3,995	35
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTERS,	7611	12/31/13	4208		ELF OWL	CT	16	4	SUMMIT LAKES ADD #4	R1	\$ 3,500	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7612	12/31/13	912		CAVECREEK	ST	0001	002	EAGLE CLIFF SOUTH ADD #3	R1	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7613	12/31/13	5012		LYON	ST	8	2	SHADOWLAKE ADD #3	R1	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7614	12/31/13	3400		WINDJAMMER	ST	16	2	CAMBRIDGE ADD #7	PUD	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	7619	12/31/13	2643	S	PICKARD	AVE	14	1	WILLOWBEND ADDITION	R1	\$ 4,000	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7620	12/31/13	1727		NORTHCREST	DR	15	16	HIGH MEADOWS #3	RM2	\$ 3,799	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	7621	12/31/13	1208		NORTHERN HILLS	RD	3	3	NORTHERN HILLS ADD	R1	\$ 4,295	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7622	12/31/13	1521		CHAMBERS	ST	22	5	PARK PLACE ADD #6	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC.	7626	12/31/13	2113		FORISTER	CT	21	3	PEARSON EST #1	R1	\$ 4,000	70
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	7635	12/31/13	818		CAREY	DR	8	3	LEE CREST ADD	R1	\$ 3,900	35
1 & 2 FAMILY, ADD OR ALTER-2	DOMGARD, LOUIS	7637	12/02/13	2510	NE	48TH	AVE	14	14	NOT SUBDIVIDED	A2	\$ 55,000	1,922
1 & 2 FAMILY, ADD OR ALTER-2	CLINTON, GARY	7165	12/17/13	1117		WESTBROOKE	TER	12	2	WESTBROOKE TERRACE	R1	\$ 120,000	2,352
1 & 2 FAMILY, ADD OR ALTER-2	BRYANT FRAMING & CONST.	7257	12/05/13	2909		TRAILRIDGE	DR	5	1	TRAILS ADD #2	R1	\$ 45,000	616
1 & 2 FAMILY, ADD OR ALTER-2	LANDMARK FINE HOMES, LP.	7351	12/09/13	4300		CARRINGTON	CT	4	3	CARRINGTON PLACE ADD #9	R1	\$ 50,000	871
1 & 2 FAMILY, ADD OR ALTER-2	BERNARD, JOEY	7456	12/18/13	110	W	JOHNSON	ST	7	21	HIGHLAND ADDITION	R2	\$ 20,000	1,120
1 & 2 FAMILY, ADD OR ALTER-2	GREEN OKE, LLC	7521	12/20/13	2117		BATES	WAY	8	7	HALLBROOKE ADD #2	R1	\$ 5,305	192
1 & 2 FAMILY, FIRE REPAIR	ASHFORD, BRAD	7275	12/09/13	721		NEBRASKA	ST	14	7	PARK ADD	R1	\$ 500	100
1 & 2 FAMILY, FIRE REPAIR	COVENANT BUILDING & RENOVATION	7440	12/20/13	1102		GARVER	ST	31	2W	NOT SUBDIVIDED	R1	\$ 75,000	800
1 & 2 FAMILY, FIRE REPAIR	L G CONSTRUCTION	7493	12/23/13	609		RIVERWALK	CT	3	3	SHADOWRIDGE ADD #4	R1	\$ 3,985	360
1 & 2 FAMILY, PAVING-2	RGP RESTORATIONS, INC.	7609	12/31/13	3108		RIDGECREST	CT	5	1	WALNUT HEIGHTS ADD	RM2	\$ 95,000	1,141
1 & 2 FAMILY, PAVING-2	HOME CREATIONS, INC.	5534	12/11/13	496		CEDAR	LN	1	1	NOT SUBDIVIDED	R1	\$ 7,500	52
1 & 2 FAMILY, PAVING-2	HOME CREATIONS, INC.	5535	12/11/13	498		CEDAR	LN	1	2	NOT SUBDIVIDED	R1	\$ 7,500	52
1 & 2 FAMILY, PAVING-2	HOME CREATIONS, INC.	5536	12/11/13	596		CEDAR	LN	1	3	NOT SUBDIVIDED	R1	\$ 7,500	52
1 & 2 FAMILY, PAVING-2	HOME CREATIONS, INC.	5537	12/11/13	596		CEDAR	LN	10	2	NOT SUBDIVIDED	R1	\$ 7,500	52
1 & 2 FAMILY, PAVING-2	RICHARDSON, JUSTIN	7345	12/12/13	1005		PARSONS	ST	2	7	PICKARD ACRES	R1	\$ 1,300	200
1 & 2 FAMILY, PAVING-2	RILEY CONCRETE LLC.	7386	12/16/13	9701		BRUSH CREEK	RD	5	2	OAKRIDGE EST #1	RE	\$ 20,697	4,596
1 & 2 FAMILY, STORAGE BLDG-2	TUCKER, DAVID	240	12/30/13	6400	E	FRANKLIN	RD	7	1W	NOT SUBDIVIDED	A2	\$ 20,000	624
1 & 2 FAMILY, STORAGE BLDG-2	EFX CREATIONS	7122	12/23/13	1919		ITHACA	DR	7	3	HALLBROOKE ADD #4	R1	\$ 20,000	360
1 & 2 FAMILY, STORAGE BLDG-2	EPPELSON, RODNEY	7222	12/05/13	1625		SANDPRIPER	LN	5	4	SUTTON PLACE ADD #6	R1	\$ 50,000	803
1 & 2 FAMILY, STORAGE BLDG-2	ULTIMATE SOLUTIONS	7238	12/03/13	4091	E	FRANKLIN	RD	2	2W	NOT SUBDIVIDED	A2	\$ 20,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	7369	12/27/13	4409	SE	132ND	AVE	18	1E	NOT SUBDIVIDED	A2	\$ 6,000	1,072
1 & 2 FAMILY, STORAGE BLDG-2	GILL, CLINT & DANA	7389	12/10/13	3160	NE	72ND	AVE	18	1W	NOT SUBDIVIDED	A2	\$ 2,500	1,000
1 & 2 FAMILY, STORAGE BLDG-2	CEDAR BUILT BUILDINGS	7432	12/16/13	1613		BEVERLY HILLS	ST	24	2	HOLLYWOOD ADD	R1	\$ 3,600	120
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY BUILDINGS INC.	7436	12/16/13	601		ROSEDALE	DR	1	1	MEADOW PARK SECOND ADD	R1	\$ 5,110	288
1 & 2 FAMILY, STORAGE BLDG-2	BARNETT BUILDING CO.	7460	12/27/13	1500		BURLWOOD	RD	24	2W	BURLWOOD COUNTRY ESTATES (COS)	A2	\$ 50,000	1,080
1 & 2 FAMILY, STORAGE BLDG-2	LEGACY BARN COMPANY	7533	12/23/13	5450		HIDEAWAY HOLLOW	RD	1	2W	NOT SUBDIVIDED	A2	\$ 7,430	768
1 & 2 FAMILY, STORAGE BLDG-2	ROSENFELT, GLEN	7567	12/26/13	5709	SE	132ND	AVE	19	1E	NOT SUBDIVIDED	A2	\$ 5,000	600
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	7623	12/31/13	5614	NW	12TH	AVE	2	7	BLUE LAKES ADDITION	A2	\$ 36,000	2,800

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued December 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, SWIMMING POOL-3	EPX CREATIONS	7151	12/23/13	1918		ITHACA	DR	7	3	HALLBROOKE ADD #4	R1	\$ 50,000	612
1 & 2 FAMILY, SWIMMING POOL-3	PRECISION POOLS	7155	12/12/13	4221		RIDGELINE	CIR	16	1	GRANDVIEW EST NORTH #4	RE	\$ 75,000	640
1 & 2 FAMILY, SWIMMING POOL-3	FOX POOLS OF CENTRAL OK	7229	12/10/13	4517		MOORGATE	DR	6	1	CARRINGTON PLACE ADD #6	R1	\$ 50,000	651
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	7385	12/13/13	4100		CARRINGTON	LN	13	3	CARRINGTON PLACE ADD #7	R1	\$ 52,529	544
1 FAMILY, MANUF HOME REPLACE-2	OWNER	6964	12/03/13	7800		GORDON	CIR	7	2	OAKCREST ADD	A2	\$ 110,000	2,280
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	7246	12/20/13	124	W	LINN	ST	21	4	LARSH ADD #1	R3	\$ 205,000	2,534
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	7248	12/20/13	124	W	LINN	ST	21	4	LARSH ADD #1	R3	\$ 205,000	2,534
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	7249	12/20/13	128	W	LINN	ST	19	4	LARSH ADD #1	R3	\$ 205,000	2,534
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	7250	12/20/13	128	W	LINN	ST	19	4	LARSH ADD #1	R3	\$ 205,000	2,534
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	7189	12/03/13	2206		RESEARCH PARK	BLVD	11	3	NORMAN RESEARCH PARK	I1		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	7223	12/03/13	724		FAIRWAY	DR	26	3W	NOT SUBDIVIDED	RM6		
TEMPORARY ROLL-OFF RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	7164	12/02/13	2306		FOREST ROAD	CIR	5	4	QUAIL CREEK ACRES #1	RE		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	7429	12/17/13	615	N	PETERS	AVE	18	8	J A JONES ADDITION	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	7438	12/16/13	4400	SE	132ND	AVE	13	1W		A2		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	7558	12/23/13	1813		DELANCEY	DR	3	3	PARK PLACE ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	7594	12/30/13	511		DEE ANN	DR	4	3	MEADOW LAKE ADD SEC 1	R1		
Total Permits 141													
Average Valuation \$ 16,008													
Total Valuation \$ 2,257,186													
Average Project Area 305.96 sq ft													
Total Project Area 43,140 sq ft													
1 & 2 FAMILY, ADD OR ALTER-2	1 & 2 FAMILY, FIRE REPAIR	174,485	\$	4									
295,305	\$	-	\$ 110,000	\$ 579,790		1 & 2 FAMILY, STORM SHELTER-3	1 & 2 FAMILY, PAVING-2	1 & 2 FAMILY, STORAGE BLDG-2	1 & 2 FAMILY, SWIMMING POOL-3	1 & 2 FAMILY, CARPORT-2	1 FAMILY, MANUFACTURED HOME-2	2 FAMILY, NEW CONSTRUCTION	TOTAL
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
174,485	295,305	174,485	110,000	579,790	344,230	51,997	225,640	235,529	-	-	857,396	820,000	2,257,186
4	6	4	1	11	104	6	12	4	-	-	126	4	141
3+ FAMILY, FIRE REPAIR													
3+ FAMILY, NEW CONSTRUCTION													
2													
-													
-													
-													

REVITALIZATION DIVISION

Community Development Block Grant (CDBG)

Citizen Participation

Funding for FYE 2014 is **\$761,709 for CDBG and \$319,118 for HOME**. Citizen participation for FYE 2015 began with neighborhood meetings last summer and a Community Dialogue in September. Two additional Policy Committee meetings are scheduled before taking the application package to City Council in April 2014. They are scheduled for February 5, 2014 and April 2, 2014. Citizen participation for FYE 2016 will begin with a Community Dialogue on September 3, 2014 and neighborhood meetings on October 1st. The meetings will be held in the multi-purpose room at 201 West Gray at 7:00 p.m.

Housing Programs

July - December 2013:

HOME

- 7 rehabilitation projects have been qualified with 4 completed, 2 under contract, and bids received on 1.

CDBG

- 4 rehabilitation projects have been qualified with 2 completed, 1 under contract, and specifications being prepared on 1.
- 5 emergency repairs have been qualified with 4 completed and bids received on 1.
- 2 accessibility modifications have been qualified with 1 completed and 1 under contract.

Code Compliance

Code Compliance investigated 233 complaints in December which included weeds, health, inoperative vehicles, off-street parking, kennels, dilapidated structures, right-of-way encroachments, signs, and zoning violations. 271 cases were closed in December with 277 remaining open. City-wide proactive enforcement began on March 15, 2012.

PROACTIVE INFORMATION

[#of violations/# of properties on which violations were found]

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
06	72/46	137/84	0/0	39/23	9/7	8/8	4/4	37/35	13/13	5/5	3/3	5/5
07	19/16	3/3	10/9	21/20	4/4	5/5	13/13	20/19	5/5	7/7	147/130	80/68
08	342/290	117/98	112/106	72/64	150/97	193/151	179/160	282/231	245/198	231/171	19/19	87/74
09	126/129	154/141	493/383	272/268	124/109	188/173	177/153	137/130	262/239	299/254	201/175	99/87
10	131/112	157/131	203/196	316/274	189/167	220/185	170/152	141/135	139/121	54/49	93/91	29/27
11	107/99	60/55	109/99	150/131	266/204	99/83	100/8/0	144/123	100/91	54/50	43/37	26/24
12	92/81	93/69	392/327	698/616	579/502	462/417	284/257	350/294	403/340	392/283	293/171	122/111
13	316/281	304/241	441/271	428/373	468/367	307/272	410/369	823/690	215/167	203/165	194/175	132/113

Work Orders, Owner Abatement after Work Order Issued, and Liens Filed
FYE 2014

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	91	186	63	39	12	5							396
Owner Abated	23	72	21	17	2	0							135
Liens Filed	27	0	16	3	6	0							52

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; 681 in FYE 2012; and 2,049 in FYE 2013. The table below shows signed pulled to date this fiscal year.

Signs Pulled From Rights-of Ways FYE 2014

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Pulled	69	16	123	278	96	188							770

Oil & Gas

Oil & gas inspections continued with 163 operating oil wells. City Council approved a lease on City property. There was one pipeline location issue in December.

Historic District Commission

The Commission met on December 2, 2013. Staff reported that the Bob Yapp workshop that was held on November 9th and 10th was well attended and a success. Also the Porter Corridor Survey will be finished by a professional historian hired by the original consultant, at her expense.

Reports on the continuation of Certificates of Appropriateness were as follows: 549 S. Lahoma staff is assembling documents to file for the motion for Summary Judgment on January 30, 2014; 435 Chautauqua is complete; 720 W. Boyd project submitted an updated south elevation plan with a request to replace a pair of windows on the south elevation with a single window and the request was approved; 410 S. Peters owners are seeking a contractor; 517 S. Lahoma applicant has applied for building permits but no work yet; 322 Alameda has 30 months to complete with no update provided; 321 Duffy has windows on order with installation planned in January 2014; 712 Miller no update given; and 640 Chautauqua no update provided .

Request for a COA for 428 Chautauqua to move the existing house 25' to the south was again tabled pending additional information.

Request for COA for 727 Chautauqua for expansion of the driveway and realignment to meet a new curb cut was tabled pending additional information.

Request for COA for 648 S. Lahoma would normally have been a like-with-like Administrative ByPass COA, but a City staff member is the property owner, and asked that the Commission review the request. It was unanimously approved.

Officers will be elected at the January 2014 meeting.

Homeless Activities

The **Continuum of Care** Steering Committee on homelessness has changed to quarterly meetings with a smaller group meeting monthly.

There were eight 2013 renewal applications approved through the Continuum of Care for five agencies. East Main Place for \$43,895; COCAA for \$32,769; Progressive Independence for \$41,593; HOPE Community Services for \$90,220; and Food and Shelter for four grants for \$51,337, \$31,680, and two for \$11,892. One new application for Food and Shelter for \$23,313 and a planning grant for \$10,000 were approved.

2014 Applications for the Continuum of Care are due in to the City by January 4, 2014 and due to HUD on February 4, 2014.

2013 Emergency Solutions Grants were submitted directly to ODOC by three agencies, but the Salvation Army chose to back out. These applications were coordinated to equal the estimated funding available for Norman of \$179,848. The grant contracts are as follows: Food and Shelter for \$100,000; and Thunderbird Clubhouse for \$79,848. No word has been received on the 2014 grants, but the agencies will again submit directly to ODOC, not through the City.

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. Construction began July 26, 2013. Work is continuing on schedule to be completed in January 2014 by Downey Contracting, LLC. Some IT work and other contracts through the Police Department will continue after the construction contract is complete. A second change order for Downey Contracting, LLC was approved by the City Council on December 10th to make modifications for ADA accessibility.

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRESS REPORT
January 1, 2014**

<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	98.21%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original budget \$0 + \$79,969 from Streets)	\$ 79,969	77.48%
YEAR THIRTY-THREE (FY 2007/08)	\$ 1,448,917	97.17%
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	100.00%
YEAR THIRTY-FOUR (FY 2008/09)	\$ 1,396,192	94.64%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original Budget \$0 + \$89,698 from Street Projects)	\$ 100,092	24.98%
YEAR THIRTY-FIVE (FY 2009/10)	\$ 1,503,773	96.59%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	58.49%
2. HOME 09	\$ 632,844	96.25%
YEAR THIRTY-SIX (FY 2010/11)	\$ 1,516,000	91.68%
(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	52.55%
2. Housing Rehabilitation (Original Budget \$418,525 + \$4,813 PI)	\$ 423,338	100.00%
3. HOME 10 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	91.66%
YEAR THIRTY-SEVEN (FY 2011/12)	\$ 1,306,077	83.71%
(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	39.67%
2. Housing Rehabilitation (Original Budget \$413,230 +701 PI)	\$ 413,931	83.28%
4. HOME 11 (Original Budget \$527,597+\$12,000 PI)	\$ 539,597	72.92%
YEAR THIRTY-EIGHT (FY 2012/13)	\$ 1,125,147	43.76%
(Original Budget \$1,107,303 + \$17,844 PI)		
1. Neighborhood Projects	\$ 40,000	37.00%
2. Housing Rehabilitation (Original Budget \$381,787 + \$4,844 PI)	\$ 386,631	57.28%
3. Admin & Planning	\$ 147,776	68.15%
4. HOME 12 (Original Budget \$368,420 + \$13,000 PI))	\$ 381,420	10.32%
YEAR THIRTY-NINE (FY 2013/14)	\$ 1,080,827	20.96%
(Original Budget \$1,080,827)		
1. CART	\$ 25,000	49.68%
2. Health for Friends	\$ 16,416	19.20%
3. Bridges	\$ 1,000	100.00%
4. Aging Services of Cleveland County	\$ 2,500	72.24%
5. Meals on Wheels	\$ 7,000	100.00%
6. Bethesda Alternative	\$ 5,000	0.00%
7. Community After School Program	\$ 3,500	0.00%
8. Community Sevices Building, Inc.	\$ 40,000	100.00%
9. Thunderbird Clubhouse	\$ 1,500	0.00%
10. Progressive Independence	\$ 3,000	0.00%
11. United Way Helpline	\$ 2,500	100.00%
12. Among Friends	\$ 1,500	100.00%
13. Food & Shelter for Friends	\$ 10,000	39.58%
14. Center for Children and Families	\$ 2,500	100.00%

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
15. East Main Place	\$ 10,000	0.00%
16. Housing Rehabilitation (Original Budget \$477,951)	\$ 477,951	18.33%
17. Admin & Planning	\$ 152,342	41.39%
18. HOME 13 (Original Budget \$319,118)	\$ 319,118	0.00%

1. CDBG AND HOME Housing Projects	CDBG	\$ 413,931	Year 37	83.28%
		\$ 386,631	Year 38	57.28%
		\$ 477,951	Year 39	16.33%

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
- 1 Emergency Repair Loans Under Contract
- 1 Accessibility Modifications Completed

HOME	\$ 614,304	2010	91.66%
	\$ 527,597	2011	72.92%
	\$ 381,420	2012	10.32%
	\$ 319,118	2013	0.00%

HOME Housing Programs include the administration for the following:

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

- 2 Rehabilitation Deferred Payment Loans Under Contract
- 4 Rehabilitation Deferred Payment Loans Completed

2. Neighborhood Improvements	\$ 79,969	Year 32	77.48%
All funding will be utilized for park improvements in the five	\$ 66,179	Year 33	100.00%
neighborhood parks; McGeorge; Cate; Centennial; Updegraff; and in	\$ 89,698	Year 34	24.98%
two additional locations in the Larsh/Miller neighborhood	\$ 124,262	Year 35	58.49%
Placemaking projects in all five neighborhoods. Street improvements	\$ 131,150	Year 36	52.55%
on Porter: Frank - Hughbert. Solar powered speed indicators for Jones	\$ 25,000	Year 37	39.67%
at Wilson School.	\$ 25,000	Year 38	37.00%
3. Bethesda Alternative	\$ 5,000	Year 39	0.00%

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.

Clients have received services since July 2013.

4. CART	\$ 25,000	Year 39	49.68%
Funds are for bus passes and other transportation services for low to moderate income persons.			
2,857 Passes issued since July 2013.			

5. Health for Friends	\$ 16,416	Year 39	19.20%
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.			

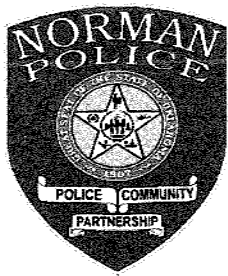
629 Clients have received medical and dental services since July 2013.

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
6. Food & Shelter for Friends	\$ 10,000 Year 39	39.58%
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. 23,784 Clients have received free meals since July 2013. 47 Unduplicated Clients have received housing since July 2013.		
7. HELPLINE	\$ 2,500 Year 39	100.00%
School supplies furnished through the ABC 123 Program. 86 Persons Served since July 2013.		
8. Community Services Building	\$ 40,000 Year 39	100.00%
Funds are for partial replacement of the mechanical system at the Community Services Building. 15,114 Clients have received services from agencies located in the CSBI building.		
9. Progressive Independence	\$ 3,000 Year 39	0.00%
Funds are for the purchase of medical equipment and the Open Doors Program. Households Assisted since July 2013.		
10. Meals on Wheels	\$ 7,000 Year 39	100.00%
Funds will provide meals for very low income clients. 1,400 Scholarship meals provided to clients since July 2013.		
11. Community After School Program	\$ 3,500 Year 39	0.00%
Funds are for scholarships for low income participants and purchase of supplies Number of clients served since July, 2013.		
12. Thunderbird Clubhouse	\$ 1,500 Year 39	0.00%
Funds are for the purchase of supplies for a ready to work program. Clientele served by Thunderbird clubhouse are of a presumed benefit according to CDBG regulations. 402 Number of clients served since July, 2013.		
13. Bridges	\$ 1,000 Year 39	100.00%
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. 41 Number of clients served since July 2013. Income data not recorded.		
14. Center for Children & Families	\$ 2,500 Year 39	100.00%
Funds are for the purchase of supplies for the Kennedy Neighborhood Center. 34 Number of clients served since July 2013.		
15. Among Friends Activity Center	\$ 1,500 Year 39	100.00%
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. 375 Number of clients served meals since July 2013.		
16. East Main Place	\$ 10,000 Year 39	0.00%
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. 127 clients served since July 2013.		
17. Aging Services of Cleveland County	\$ 2,500 Year 39	72.24%
Funds are to provide monthly scholarships for elderly residents residing at Rose Rock Villa to offset costs for congregate meal program. 194 clients served since July 2013.		

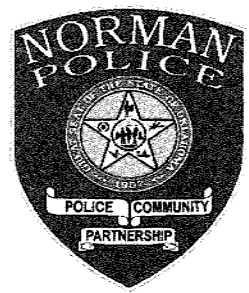
POLICE

10



Administrative Summary

December



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	13	12	13	12
Part I Crimes	361	301	4,527	4,266
Murder	1	0	4	1
Rape	5	3	78	71
Robbery	6	5	67	65
Agg. Ass.	6	14	92	71
Burglary	78	68	874	807
Larceny	243	194	3,110	2,996
Auto Theft	22	16	298	249
Arson	0	1	4	6
Part II Crimes				
DUI/APC	47	41	576	696
Drunkenness	56	68	753	921
Drug Violations	96	105	1,402	1,538
Littering	3	2	23	38
Forgery	21	18	218	191
Vandalism	58	62	878	1,024
Others	704	667	9,329	9,092
Total Crime	1346	1264	17706	17766
Collisions				
Fatality	1	3	6	9
Injury	46	53	763	709
Non-Injury	156	163	2274	2391
Miscellaneous				
CAD Activity (Total)	7808	8126	105553	108932
Calls for Service (Police)	4725	4762	65063	64828
Citations	837	1193	13671	16938
Warnings	669	672	9247	11224
Community Activity (Hours)	437	416	3409	2521
Avg Emergency Response Time (Min)	3.89			
Avg Non-Emerg Response Time (Min)	7.16			
Avg Call Time (Hours)	0.77			

Crime Free Multi-Housing Program December 2013

The month of December 2013 has been a slower month for the Norman Crime Free Multi-Housing Program. I talked with only a few managers that had issues on their properties. All of the issues were quickly resolved, due to the partnerships that have been created through the program.

The Norman Crime Free Lease Addendum has continued to be a worthwhile tool for managers to resolve issues with problem tenants.



Teddy Wilson
MASTER POLICE OFFICER
Commission #0615
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Norman Police Department
201-B West Gray St.
Norman, OK 73069
(405)366-5438

Integrity * Accountability * Mutual Respect * Service Attitude * Partnerships

ANIMAL CONTROL

10A

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
December 2013**

OPERATIONAL INFORMATION	FY2014		FY2013	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	44		70	
Number impounded this month	101	709	105	770
Owner relinquish	6	39	9	119
In field pickup	0	5	0	4
Adoption returns	1	13	0	0
Disposal	2	20	3	25
Picked up dead	4	25	2	24
Number redeemed	21	167	26	157
Number adopted to public	36	266	39	212
Number turned to rescues	5	73	7	161
Number euthanized - Adoptable	0	27	0	39
Number euthanized - Non adoptable	8	83	20	141
Number died for unknown reason	1	2	4	13
Number fostered	14	44	3	14
Escaped	0	1	0	0
Total now on hand	54		0	
CATS:				
Number on hand from last month	21		30	
Number impounded this month	50	630	56	530
Owner relinquish	8	70	4	62
In field pickup	0	28	0	3
Adoption returns	0	3	0	0
Disposal	2	54	10	84
Picked up dead	5	50	6	58
Number redeemed	1	5	1	6
Number adopted to public	15	145	10	100
Number turned to rescues	2	93	25	197
Number euthanized - Adoptable	4	22	0	44
Number euthanized - Non adoptable	6	217	21	139
Number died for unknown reason	0	4	0	4
Number fostered	7	36	0	19
Escaped	1	3	0	0
Total now on hand	28		13	
MISCELLANEOUS:				
Domesticated Animals	0	8	1	7
Wildlife	41	491	0	423
TOTAL	41	499	1	430
NOTES:				

	FY2014		FY2013	
SAFETY REPORT	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	1	7	1	5
City Vehicle Damaged	0	0	0	2
Vehicle Accidents Reviewed	0	1	0	1
a. Employee Responsible	0	0	0	1
b. Employee Not Responsible	0	1	0	0

PET LICENSES ENFORCEMENT ACTION	This Month	Year to Date	This Month	Year to Date
January to December				
Total Licenses Sold (Annual)	676	3,683	567	4,631
Citations Issued (AWO)	35	107	8	53
Citations Issued (Private Citizen)	1	2	0	0
Warnings Issued	5	17	8	53

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$735.00	\$5,540.00	\$960.00	\$4,825.00
10-1532 Amount-dog adoption	\$1,790.00	\$14,505.00	\$2,310.00	\$12,110.00
10-1531 Amount-cat redemption	\$35.00	\$220.00	\$45.00	\$125.00
10-1532 Amount-cat adoption	\$760.00	\$7,705.00	\$600.00	\$5,130.00
10-1531 Amount-misc. redemption	\$0.00	\$55.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$15.00	\$35.00	\$0.00	\$70.00
10-1533 Miscellaneous	\$271.00	\$6,714.00	\$345.00	\$3,065.00
TOTAL	\$3,606.00	\$34,774.00	\$4,260.00	\$21,690.00

Donation 010-0000-227.24-31	\$1,922.36	\$23,077.46	\$909.00	\$14,663.20
Donation account balance		\$55,057.96		\$30,475.50

Liability payback (July to June)	This Month	Year to Date	This Month	Year to Date
2003 Adoption expansion				
Payback Balance	\$18,563.50		\$36,481.50	
22-L432 Liability - pet licenses	\$5,012.00	\$8,931.50	\$3,272.00	\$9,440.50
TOTAL (New Balance)	\$13,551.50		\$33,209.50	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2014		FY2013	
	This Month	Year to Date	This Month	Year to Date
Dogs	33	222	0	0
Cats	15	100	30	202
TOTAL	48	322	15	122

ANIMAL BITES July to June	FY2014		FY2013	
	This Month	Year to Date	This Month	Year to Date
Dogs	3	19	0	0
Cats	1	6	5	32
Other	0	1	0	1

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Incident No.	Offense	Court	
2013-16405	Dog at Large	Municipal court	
2013-17012	City Pet license	Municipal court	
2013-17012	City Pet license	Municipal court	
2013-17024	City Pet license	Municipal court	
2013-17024	Dog at Large	Municipal court	
2013-17024	Rabies Vacc/Shots	Municipal court	
2013-17072	City Pet license	Municipal court	
2013-17072	City Pet license	Municipal court	
2013-17367	Rabies Vacc/Shots	Municipal court	
2013-17458	City Pet license	Municipal court	
2013-17367	Animal Exposure	Canine	Not turned
2013-16662	Rabies Vacc/Shots	Municipal court	
2013-17124	Dog at Large	Municipal court	
2013-17328	Animal Exposure	Canine	
2013-16754	Dog at Large	Municipal court	Signed
2013-16973	City Pet license	Municipal court	
2013-16974	City Pet license	Municipal court	
2013-16980	City Pet license	Municipal court	
2013-16986	City Pet license	Municipal court	
2013-16989	City Pet license	Municipal court	
2013-17035	Dog at Large	Municipal court	
2013-17035	City Pet license	Municipal court	
2013-17037	City Pet license	Municipal court	
2013-17115	Dog at Large	Municipal court	
2013-17115	City Pet license	Municipal court	
2013-17665	City Pet license	Municipal court	
2013-17022	City Pet license	Municipal court	
2013-17022	City Pet license	Municipal court	
2013-17073	Animal Exposure	DSH	
2013-17074	Dog at Large	Municipal court	
2013-17424	Rabies Vacc/Shots	Municipal Court	
2013-17424	City Pet license	Municipal Court	
2013-17472	Rabies Vacc/Shots	Municipal Court	
2013-17472	City Pet license	Municipal Court	
2013-17750	Rabies Vacc/Shots	Municipal court	
2013-17775	Animal Exposure	Canine	
2013-17350	Dog at large	Municipal court	
2013-17350	City Pet License	Municipal court	
2013-17417	City Pet License	Municipal court	

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Coordinator processed 2 Final Plats and 3 Preliminary Plats for Planning Commission and 1 Preliminary Plat, 2 Easements, and 2 Final Plats for City Council review. The Development Engineer reviewed 17 sets of construction plans and 4 punch lists. There were 204 permits reviewed and/or issued. Fees were collected in the amount of \$12,863.58.

CAPITAL PROJECTS

Capital Projects:

I-35/Main Street Interchange:

Construction on the I-35/Main Street Interchange reconstruction project will begin Monday, January 7, 2013. This is a \$30 million construction project awarded to a joint venture between Allen Contracting and Manhattan Road and Bridge of Oklahoma City. The project has an estimated completion date of March 2014. The construction contract allows the contractor to earn early completion incentive pay at \$15,000 a day with a maximum of 100 days, for an early completion date of December 2013. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project.

The project involves the following items:

- Replace the existing Main Street interchange with a Single Point Urban Interchange (SPUI). The SPUI will include longer on and off ramps at I-35 and a wider Main Street Bridge. The SPUI will allow large volumes of traffic to negotiate the area using a single set of traffic lights mounted at the center of the bridge. This is the second SPUI interchange in the State of Oklahoma; the first SPUI is located at I-40 and Morgan Road.
- Widen I-35, one half mile north and south of Main Street, from four to six lanes
- Widen Main Street over I-35 from four lanes to six lanes

The contractor's activities this month are as follows:

- Continued the earthwork for the SPUI ramps on the southwest side of the bridge and the west side of I-35
- Continue to backfill the bridge abutment on the west side of I-35
- Continue to construct the retaining wall on the west side of I-35
- Placed concrete pavement on Main Street

I-35 Bridge over the Canadian River:

Construction on the I-35 Bridge over the Canadian River began on Monday, January 21, 2013. This is a \$16 million construction project awarded to Sherwood Construction of Wichita, Kansas. This project will add one lane in each direction to the bridge, which will ease traffic congestion for people traveling southbound on Interstate 35. This project is expected to be complete by September 2013. The construction contract allows the contractor to earn early completion incentive pay at \$3,000 a day with a maximum of 100 days, for an early completion date in June 2013. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project.

The contractor opened the I-35 southbound lanes and reconfigured the two I-35 northbound lanes for the I-35/SH-9 East Interchange project.

I-35/SH-9 East Interchange:

Construction of the first phase of the I-35/SH-9 East Interchange will begin on Sunday, November 17, 2013. This is a \$12 million construction project awarded to Sherwood Construction Company of Wichita, Kansas. The project has an estimated completion date of September 2014. The construction contract allows an early completion incentive pay of \$8,000 a day with a maximum of 90 days. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project.

The project involves the following construction elements:

- Relocate the existing northbound I-35 to SH-9 East ramp. This ramp will temporarily tie in to the existing SH- 9 East roadway
- Build the new southbound I-35 to SH-9 East ramp
- New SH-9 East Bridge over I-35. This bridge will be located on the south side of the existing bridge.
- The first phase of the West Lindsey Street Widening Project storm water box culvert. This section of the box culvert will be constructed from the Canadian River to the north side of the new SH-9 East Bridge over I-35

The contractor's activities this month are as follow:

- Continued the earthwork for the southwest cloverleaf
- Continue the earthwork for the I-35 northbound to SH-9E eastbound ramp
- Continue to construct the center piers for the bridge over I-35
- Continue to construct the phase 1 portion of the Lindsey Street storm water box culvert

Sidewalk Programs

New sidewalk along the west side of Peters Avenue between Ridge Road and Americana Court is complete. This project closes a sidewalk gap in the Wilson School district connecting existing sidewalk at both ends and leading from the residential neighborhoods to the pedestrian crossing at Robinson Street and Peters Ave.

Improvements of sidewalk ramps at the intersection of Shiloh Drive and Alameda Street to upgrade three ramps with tactile warning devices are completed.

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

DEEP PATCH OPERATIONS

1612 Blessing Ct
10.22 tons of asphalt

2708 Dalewood Place
14.10 tons of asphalt

CONCRETE OPERATIONS

W. 1200 Avondale Panel Replacement
3.00 cubic yards of concrete

E.1600 Abe Martin Panel Replacement
49.50 cubic yards of concrete

DRAINAGE OPERATIONS

E. 223 Rich St. Pipe Repair
2.0 cubic yards of concrete

OTHER

Routine Pothole Patching Operations
This month approximately 14.66 tons of asphalt was utilized in routine pothole patching operations.

STORM WATER

Ice Storm December 21st-2013
Crews removed broken tree limbs from roadway's and hauled 14 tons debris/wood chips. TFR, contractor for debris removal, started removal of hanging limbs and leaning limbs from right-of-ways on January 2nd, 2014.

3002 Meadow Avenue
Replacing pedestrian sidewalk and performing erosion repair at headwall. Placed 6.5 cubic yards of concrete, hauled 4 tons select material and hauled 16 tons debris.

Snow/Ice Control Operations
Crews performed snow/ice control operations in the urban area.

Monthly Progress Report
Public Works (December, 2013)

Roadside Maintenance

Trimming trees on roadside right-of-ways in the rural area and hauled 14 tons of debris/wood chips.

Drainage Maintenance

Removed 12 tons debris/sediment and trimmed trees in drainage right-of-ways in the urban area.

North Porter Avenue

Pushing/leveling construction debris at dumpsite.

Urban/Rural Litter Program

Removed 3.07 tons of trash/debris from urban/rural right-of-ways.

Storm Water Management

Cleared 197 inlets of debris from drainage right-of-ways in the urban/rural area.

Urban Street Sweeping Operations

Urban street sweeping operations, a total of 126 miles were swept resulting in the removal of approximately 154 tons of debris from various curblane streets.

DECEMBER 2013

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

FY 13-14 Associated Fees

Subdivision Development:

Planning Commission Review:

*Norman Rural Cert of Survey..0
 *Final Plats.....2
 *Preliminary Plats.....3
 *Short Form Plat.....0

City Council Review:

Certificate of Survey.....0
 Preliminary Plat.....1
 Final Plats.....2
 Consent to Encroach.....0
 Easement.....2
 Closure of Easement & ROW..0
 Release of Deferred Const.....0

This Month Last Month Total

↓ ↓ ↓

Development Committee:

Final Plats.....0

\$2,645.00 \$2,575.00 \$29,070.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family.....26
 ***Commercial.....14
 Multi-Family.....0
 Addition/Alteration.....6
 House Moving.....4
 Paving Only.....3
 Storage Building.....7
 Swimming Pool.....45
 Storm Shelters.....88
 Public Improvements.....8
 Temporary Encroachments.....0
 Fire Line Pits/Misc.....0
 Flood Plain (@\$100.00 each).....3

↓ ↓ ↓

\$100.00 \$300.00 \$1,100.00

Total Permits..... \$10,118.58 \$17,771.01 \$76,552.44

Grand Total..... \$12,863.58 \$20,646.01 \$106,722.44

******Construction Plan Review occurrences** 17 30 186

*******Punch Lists prepared.....** 4 5 32

* 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

DECEMBER 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	4	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	26	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	14	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	17	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	5	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2014

STREET DIVISION					
	FYE 2014 December, 2013	FYE 2014 December, 2013	Year to Date	Year to Date	FYE 2014
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)	-	100%	216.43	100%	95%
	-				
Overlay/pave 10 miles per year.	1.00	10%	10.73	107%	100%
	-				
Replace 1,160 square yards of concrete pavement panels	85.00	7%	373.75	32%	100%
	-				
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	66.00	16%	50%
	-				
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	252.00	150%	100%

STORM WATER DIVISION					
	FYE 2014 December, 2013	FYE 2014 December, 2013	Year to Date	Year to Date	FYE 2014
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)	453.00	91%	2,559.00	43%	50%
	-				
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	482.00	3%	3,452.00	23%	70%
	-				
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	-	0%	126.25	4%	85%
	-				
Mow 148 miles of Rural Right-of-way twice per year (miles)	-	0%	569.50	192%	50%
	-				
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	9,106,766.00	67%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	-	0%	65%

FLEET MANAGEMENT ACTIVITY REPORT

December

FYE 2014

FUEL REPORT

IN GALLONS

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	20,164.00	24,867.00	17,776.00
Outside - sublet	238.75	267.60	
TOTAL	20,402.75	25,134.60	17,776.00

TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	15,159.04	17,568.10	4,774.41	13,001.59

FYE 2014 TO DATE CONSUMPTION				
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	100,614.00	128,549.00	15,318.44	54,148.91

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.64	Low	\$2.37	UNLEADED	High	\$2.97	Low	\$2.56
DIESEL	High	\$3.12	Low	\$2.98	DIESEL	High	\$3.48	Low	\$3.48
CNG	High	n/a	Low	\$0.71	CNG	High	n/a	Low	\$1.19

MAINTENANCE REPORT

REPAIR PARTS SOLD	\$50,950.64
TIRES SOLD	\$15,252.72
TOTAL PARTS SOLD	\$66,203.36

PUBLIC CNG SALES

December	\$15,646.98
FYE 2014 TO DATE	\$95,155.35

SUBLET REPAIRS \$6,933.98

Life To Date CNG Sales:

TOTAL SOLD GALLONS TO DATE:	211,829
TOTAL SOLD DOLLARS TO DATE:	\$267,836

	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	Fiscal YEAR TO DATE
ROAD SERVICE	32	23	187	242
EMERGENCY ROAD CALLS	17	7	33	211
PM SERVICES	82	90	116	596
DISASTER REPAIRS	0	1	0	3
WORK ORDERS	440	382	483	2,303
SCHEDULED REPAIRS	149	161	198	1,070
NON SCHEDULED REPAIRS	227	198	225	929

as of 1/9/2014

Equipment Late for PM by Equipment Number

*292-9708 to make PM Reschedule arrangements

Unit #	Description	Division	Latest Meter	Due at Meter	Meter Past	ORIGINAL DUE DATE	ORIGINAL TIME DUE	Type of SERVICE	
1191	2000 ECHO GENERATOR	Police C.I	1	1	0	12-Sep	10:00	PMA	
1226	2011 FEATHERLITE WITH GENERATOR	POLICE PATROL	1	1	0	13-Sep	8:00	PMA	Second Miss 11/13/2013
1040T	2001 UTILITY TRAILER	POLICE STAFF SERVICES	1	1	0	20-Sep	1:00	PMC	Second Miss 12/02/2013
1201	2011 CHEVY TAHOE	Police Admin	29,583	29,960	(377)	23-Sep	10:00	PMB	
298T	2007 STECO TRAILER	Sanitation/Transfer ST	1	1	0	25-Sep	1:00	PMC	
0021	2010 PIERCE CONTENDER	FIRE SUPPRESSION	39,178	35,395	4,783	30-Sep	1:00	PMA	Second Miss 11/21/2013
0170	2005 TOOL TRUCK GENERATOR	STREET MAINTENANCE	1	1	0	3-Oct	10:00	PMB	
0277	1984 Miller Welder	Sanitation Commercial	1	1	0	11-Oct	10:00	PMB	Third Miss 12/23/2013
0291t	2004 Somerset	Sanitation/Transfer ST	1	1	0	17-Oct	8:00	PMC	
0161	2011 Wacker Packer	STREET MAINTENANCE	1	1	0	18-Oct	7:00	PMA	
0134	1996 Champion RD Grader	STREET MAINTENANCE	1	1	0	23-Oct	8:00	PMA	
0180	1999 Mikasa Packer	STREET MAINTENANCE	1	1	0	23-Oct	11:00	PMB	
0986t	2000 Don/Sequip Trailer	ANIMAL CONTROL	1	1	0	25-Oct	8:00	PMC	
0988t	2000 W&W 5X12	ANIMAL CONTROL	1	1	0	29-Oct	10:00	PMA	
1159	2010 Ford Crown Victoria	POLICE PATROL	42,861	42,686	175	31-Oct	8:00	PMA	
1151	2010 Ford Crown Victoria	POLICE PATROL	26,340	22,340	4,000	31-Oct	1:00	PMA	
0288	2004 E-Z Go Utility Trailer	Sanitation Commercial	1	1	0	1-Nov	10:00	PMC	Second Miss 12/09/2013
1109	2004 Ford Crown Victoria	POLICE PATROL	119,930	119,270	660	20-Nov	8:00	PMA	
1138	2005 Ford Van 12PSG	POLICE PATROL	64,395	63,455	940	20-Nov	10:00	PMA	
0162	1988 Gled Hill Snow Plow	STREET MAINTENANCE	1	1	0	22-Nov	11:00	PMC	
1192	2008 Polaris Ranger 6x6	POLICE STAFF SERVICES	1	1	0	2-Dec	11:00	PMC	Second Miss 12/19/2013
0274	2005 IHC 7400 Rearloader	Sanitation Yard Waste	14,031	13,771	260	5-Dec	10:00	PMB	
1105	2002 Chevy Impala	Police Patrol	104,499	102,845	1,654	5-Dec	8:00	PMA	
1007	2010 Chevy Impala	PSST Police	16,955	15,668	1,287	5-Dec	8:00	PMA	
0697B	2008 Rhine FR15	Storm Water Utilities	1	1	0	5-Dec	1:00	PMC	
0982	2002 Ford F250	ANIMAL CONTROL	128,488	128,000	488	4-Dec	8:00	PMA	
0361	2010 Honda Pump	Sewer Line Maintenance	1	1	0	4-Dec	1:00	PMC	
0373T	2013 Holt 5x8 Tilt	Waterline Maintenance	1	1	0	4-Dec	11:00	PMC	
1147	2006 Dodge Charger	POLICE PATROL	111,802	110,206	1,596	20-Dec	8:00	PMA	
0003	2007 Dodge Charger	Fire Prevention	57,403	57,099	304	23-Dec	8:00	PMA	
0212	1996 Ford F250	Sanitation Transfer	118,442	117,884	558	23-Dec	11:00	PMB	
1074	2011 Chevy Silverado	PSST Police	1	1	0	6-Jan	10:00	PMN	January 1, 2014
0427	2005 Toro 580D	Parks & Recreation	1	1	0	7-Jan	10:00	PMA	
0044	2004 Dodge 3500	FIRE SUPPRESSION	120,521	118,160	2,361	7-Jan	8:00	PMA	
0474	2013 Toro 5900	Park Maintenance	338	251	87	7-Jan	8:00	PMA	Was a reschedule & missed
0051	1996 Chevy Lumina	Engineering	42,857	42,730	127	6-Jan	8:00	PMA	
rescheduled:					0				Rescheduled for:
0426	2011 Toro	PARK MAINTENANCE	841	653	188	22-Oct	11:00	PMB	Pending Return
0224	2010 Peterbuilt Trailer	SANITATION RECYCLE	5,168	4,900	268	2-Oct	7:00	PMA	11/4/2013 At a vendor being repaired
0153	2002 Frank's Gooseneck	STREET MAINTENANCE	1	1	0	24-Oct	11:00	PMC	Pending Time
0034	1998 Pierce Snorkel	Fire Suppression	62,549	62,344	205	31-Oct	10:00	PMA	Pending Time
0294T	2010 Steco SW04500	Sanitation Transfer	1	1	0	21-Nov	10:00	PMC	Pending Time
0211	2012 Caterpillar	Sanitation Commercial	973	787	186	27-Nov	7:00	PMA	Pending Time
0024	2000 E-One Pumper	Fire Suppression	128,700	126,302	2,398	5-Dec	7:00	PMA	Pending Time
0034	1998 Pierce Snorkel	Fire Suppression	62,549	62,297	252	5-Dec	11:00	PMA	Pending Time
1030	2009 Chevy Impala	Police Staff Services	32,010	31,783	227	6-Dec	10:00	PMB	Pending Time
0291T	2004 Somerset SLF04	Sanitation Transfer	1	1	0	19-Dec	1:00	PMC	Pending Time
0022	2008 Pierce Pumper	Fire Suppression	1	1	0	20-Dec	7:00	PMA	Pending Time
0031	2011 Pierce Velocity	Fire Suppression	23975	22602	1,373	2-Jan	8:00	PMA	Pending Time
					0				
					0				

FLEET MANAGEMENT
Mechanic Productivity
Report

FYE 2014

December

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 002	117.17	72%	83.1%	11.1%	
# 003	108.94	72%	72.6%	0.6%	
# 004	74.97	72%	81.6%	9.6%	
# 005	104.74	72%	80.6%	8.6%	
# 006	10.54	72%	100.0%	28.0%	
# 007	102.78	72%	76.0%	4.0%	
# 008	54.28	72%	71.9%	-0.1%	
# 009	0.00	72%	#DIV/0!	#DIV/0!	
# 010	92.34	72%	74.9%	2.9%	
# 011	45.72	72%	73.6%	1.6%	
# 012	87.64	72%	80.4%	8.4%	
# 013	69.12	72%	74.9%	2.9%	
# 015	64.51	72%	83.1%	11.1%	
# 019	111.15	72%	82.2%	10.2%	
# 021	112.56	72%	79.2%	7.2%	

DIRECT LABOR HOURS	1156.46
TOTAL AVAILABLE HOURS	1478.90
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	78.2%

**FLEET MANAGEMENT
PREVENTATIVE MAINTENANCE RESCHEDULES**

FYE 13 VS FYE 14

	COMPLETED FYE 13	PENDING FYE 13	TO DATE FYE 14	PENDING FYE 14
CITY COUNCIL	0	0		
FIRE ADMINISTRATION	2	0		
FIRE TRAINING	0	0		
FIRE PREVENTION	5	0	2	1
FIRE SUPPRESION	6	0	5	3
FIRE DISASTER PREPAREDNESS	0	0		
ENGINEERING	1	0		
UTILITIES (METER READERS)	0	0		
INFORMATION SYSTEMS	0	0		
FLEET MANAGEMENT	0	0		
STREET MAINTENANCE	14	0	8	7
STORM WATER	0	0	1	1
TRAFFIC	3	0	0	0
SANITATION ADMINISTRATION	0	0		
SANITATION RESIDENTIAL	4	0	4	0
SANITATION COMMERCIAL	13	0	7	4
SANITATION TRANSFER	4	0	5	4
SANITATION COMPOST	2	0	1	1
SANITATION RECYCLE	1	0	2	1
SANITATION YARD WASTE	0	0	2	2
LINE MAINTENANCE ADMIN.	0	0		
WATER LINE MAINTENANCE	8	0	3	2
SEWER LINE MAINTENANCE	0	0	4	2
PARK MAINTENANCE	5	0	5	1
PARKS & RECREATION	0	0		
FORESTRY	0	0		
PLANNING	0	0		
PLANNING CDBG	0	0		
WATER PLANT	0	0		
WATER RECLAMATION	5	0	1	
UTILITIES - ENVIRONMENTAL	0	0		
BUILDING MAINTENANCE	2	0	1	
CUSTODIAL	0	0		
DEVELOPMENT SERVICES	0	0		
CODE COMPLIANCE	0	0		
ANIMAL CONTROL	7	0	4	4
POLICE ADMINISTRATION	0	0	1	1
POLICE STAFF SERVICES	4	0	3	2
POLICE CRIMINAL INVESTIGATIONS	5	0	4	3
POLICE PATROL	27	0	15	10
POLICE SPECIAL INVESTIGATIONS	1	0	1	0
POLICE COMMUNICATIONS	0	0	0	0
TOTALS	119	0	79	49

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

DECEMBER 2013	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
Provide initial response to citizen inquiries within 2 days	100%	50	50	100%	347	347	100%
Provide information requested by citizens within 7 days	95%	50	50	100%	347	347	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	0	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	43	43	100%	295	295	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	100%	1237.5	487.75	0.39
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
		2.19	26	11.87	8.65	97	11.21
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
		23	23	100%	91	91	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		44	44	100%	308	308	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	53	53	100%	75	75	100%
<i>Lower Priority</i> all other signs within one day	90%	68	68	100%	353	353	100%
<i>Street Name Signs</i> within two weeks	90%	48	48	100%	69	69	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
		3040	0	0.00%	50320	6	0.01%

Monthly Report
December 2013

Line Maintenance:

Division Capital Project FYE 13

- Asp Ave Project – WA0088 – 98% complete
- Peach Tree Ln. – WA0311 – 40% complete
- Dalewood Terrace WA0312 – 10% complete

Division Fiscal Year 2014 Capital Projects

-
- Brownwood Lane – WA0321 – materials ordered.
- Royal Oaks – WW0201 – To begin in 3rd quarter

Division Accomplishments

Water Maintenance crews responded to 16 water main emergencies, maintenance on 63 fire hydrants, 160 water valves, 316 water main locates, completed 8 yard restoration sites, responded to 23 after hour water service requests, and set 48 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of December – 4,385,000 gallons.

Sewer Maintenance crews hydro-cleaned 69,227 feet of sewer mains, 1,550 feet of root removal, 7,162 feet of CCTV inspection, 0 tap inspections, 1 cap inspections, 4 tap locations by CCTV, 294 sewer main locates and responded to 33 possible sewer obstructions requests, 4 on City side, 29 on private side, 2 sanitary sewer overflows for the month of December. Removed, cleaned, and replaced pump - # 1 – Eastridge lift station, (5) times for rags, and (1) time at Sutton Place.

D Lift Station Flows: 29 days
Average daily flow: .91 MGD.
Average total flow: 26.47 MG.

Wastewater Projects:

Tecumseh Interceptor (WW0262): Project design by Garver Engineers is complete. All easements have been obtained and final design is complete. Plans have been approved by ODEQ. Project has been bid with Central Contracting submitting the low bid. Construction is underway.

Canadian River TMDL Study (Project WW0044): This project takes into consideration ten (10) discharges into the Canadian River from above OKC to below Lexington. Most of the dischargers are considering Wastewater Treatment Plants (Water Reclamation Facilities). All the cities are getting stricter permits and the final report will be sent to EPA for acceptance. 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 9/20/12; ODEQ comments dated 9/28/12; Revised projections received 2/6/13; consortium meeting held 3/15 and received additional modified ODEQ comments; Second Revision of Model Simulations received 6/6; ODEQ comments provided to consortium members at a meeting held 8/1; Final projections have been postponed again until February of 2014; payments totaling \$256,818 of \$268,000 or 96% 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; Utility staff is coordinating with Public Works Department on 24th Avenue NE widening bond project.

SE Bishop Interceptor, Phase 2B (Project WW0267): Construction of 2B, Section 1 complete March 2007. Section 2A & 2B complete August 15, 2013; final change order and project acceptance scheduled 1/28/14; Section 2C advertised for bids on 1/2/14; bids due 1/23.

Sewer Maintenance Project FYE11 (WW0064): 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; project will replace about 38,000 feet of sewer line and about 220 manholes. Received bids 5/27; Urban Contractors low: \$2,774,200 with three (3) other bidders; NUA award and contract approved 6/11; pre-work meeting held 6/19; Notice to Proceed effective 7/1/13. Change Order No. 1 approved 1 Oct 13 for \$19,334 and add 18 days; construction is on schedule and within budget; payments totaling \$1,689,854 of new contract total \$2,793,534 or 60% processed.

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; project will replace almost 33,000 feet of sewer line and over 95 manholes; staff in-house design in progress; NUA approved contract with Lemke 1/22/13; video inspection complete; preliminary plans received 8/1/13; comments to Lemke 8/29/13; revised plans excessively delayed; 90% plans received 11/11/13; review in progress.

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; video inspection & staff in-house design in progress; NUA approved on-call surveying contract with Lemke 7/23/13; preliminary plans due shortly.

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; final inspection and substantial completion effective 4/24/13; as-builts and O&M's received 10/8/13; final punch list items received 12/18/13; settlement negotiations complete; final change order and project acceptance in progress; payments totaling \$942,981 of \$949,500 or 99% 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, and combined with WW0047 & WW0052 for design and construction efficiency; received bids 10/16/10; Oil Capital Electric (OCE) began work 1/18/2011, with 180 days contract completion time; substantial completion & punch list effective 4/24/13; DOE grant closed 6/26/13; settlement negotiations; Received as-built drawings and O&M manuals 10/8/13; final punch list items received 12/18/13; final change order and project acceptance in progress; payments totaling \$1,044,184 of \$1,060,326 or 98% 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 and combined with WW0043 & WW0052 for design and construction efficiency; see WW0043 for milestones; final punch list items received 12/18/13; final change order and project acceptance in progress; payments totaling \$379,085 of \$395,174 or 96% have been approved.

Woodcrest Interceptor (WW0120): Project design by RJN Group complete; permits in hand; easement acquisitions nearing completion; project should bid soon.

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 transmitted to HDR in 04/25/12 so modeling can begin. Model development workshop held 03/14/13; capacity analysis report received 05/07/13; expect collection system improvements report to be received in January. Payments totaling \$498,092 of \$576,699 processed.

Phase 2 South WRF Improvements: Preliminary design contract with Garver for preparation of Engineering Report (ER) approved 03/08/11. Draft ER received 08/03/11 with findings presented to NUA 11/08/11. ER finalized and submitted to DEQ 11/18/11 with DEQ comments received 03/26/12. Request for variances submitted to DEQ 05/21/12. Garver and staff met with DEQ on 12/05/12 to discuss variance requests and DEQ approved 4 variances 01/15/13. DEQ approved final variance request for primary clarifier weir loading rate on 03/20/13. Final ER was submitted to DEQ on 03/29/13 and was approved 06/27/13.

Garver Amendment No.1 for final design and bidding was approved 06/12/12. Final design kickoff meeting was held 06/25/12 with subsequent monthly design meetings. Geotechnical work completed by Terracon on 11/12/12; draft report received 11/29/12 and final report received 06/24/13. 90% design plans and specifications (P&S) were provided 06/19/13 for NUA review. Final design documents for Phase 2 Improvements were submitted to DEQ 08/01/13. DEQ comments received 08/28/13. Garver and NUA submitted response to DEQ in 11/01/13 and DEQ approved the P&S on 11/26/13. Floodplain permit submitted 10/15/13 and was approved by the City of Norman on 04/05/13.

After presentation of ER findings, staff was directed to proceed with design of \$52 M project expanding design capacity from 12 to 17 MGD, adding ultra violet disinfection, effluent aeration and odor control technologies. Additional scope includes headworks modifications, primary clarification rehab, three activated sludge basins and two final clarifiers, sludge thickening, blending and digestion and other miscellaneous improvements. 90% design estimate of \$63 M presented to NUA 07/10/13 along with several user rate alternatives in support of required \$38M loan. Public Meeting on proposed rate hike held 08/12/13. On 09/10/13, NUA approved ordinance calling for public vote on 11/12/13, and the vote passed by an approximate majority of 76%. Staff from Utilities and Finance is preparing OWRB loan documentation; NUA expected to consider Resolution 1314-89 authorizing staff to prepare document necessary of loan application submission. Pre-Qualification meeting held with interested prime contractors on 12/18/13; submittal is due 01/10/14. Expect to advertise project 02/06/14 and open bids 03/20/14. Public Notice published regarding required public hearing on Environmental Information Document (EID) to be held 01/21/14 at 7pm.

South WRF Consent Order from DEQ: OPDES permit issued in July 2010 included deadline of July 2013 for implementing disinfection at the WRF. Staff advised DEQ this was unreasonable prior to issuance. Staff has been reporting progress as required and DEQ forwarded proposed Consent Order (CO) #13-077 to NUA 04/15/13. Staff forwarded suggested modifications to DEQ on 05/17/13 and DEQ forwarded revised CO to NUA on 09/05/13. NUA submitted revised CO to DEQ 09/05/13 including the following tasks:

- | | |
|---|----------|
| • Submit approvable P&S | 11/01/13 |
| • Begin construction of Phase 2 Improvements | 07/01/14 |
| • Complete disinfection improvements | 01/01/16 |
| • Attain compliance with fecal coliform limits | 07/01/16 |
| • Complete Phase 2 improvements | 01/01/17 |
| • Attain compliance with Ammonia and TSS limits | 07/01/17 |

With voter approval of the sewer rate hike and DEQ approval of the P&S, staff submitted a follow-up letter to DEQ on 12/27/13 confirming the above dates and clarifying that fecal coliform sampling will not begin until proposed disinfection units are operable on 01/01/16.

North WRF Engineering Report (WW0204): This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due

08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road. Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. NUA approved contract and work scope 01/08/13 but work delayed for 45 days; kickoff meeting held 02/26/13. Amendment No. 1 to HDR contract was considered by Finance Committee in April and will not be forwarded to the NUA for consideration. NUA and HDR staff conducted North WRF alternative treatment technology screening workshop on 05/29/13; alternative technologies were developed for three potential discharge locations. Technical Memorandum No. 1 received 08/01/13 and documents the reasoning for potential discharge limits and treatment technologies proposed prior to more detailed alternative development. Staff provided comments on TM-1 to HDR 08/29/13. Received draft version of TM-2 including cost estimates for 4 treatment and discharge alternatives from the future North Water Reclamation Facility. Staff met with HDR Engineering on 12/17/13 to discuss draft version of TM-2 and provide input regarding non-economic ranking of alternatives. Staff is finalizing comments on TM-2 at this time.

Effluent Reuse at Compost Facility (WW0058): 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 met with APAI and staff at Compost facility on 01/16/13 and DEQ concerns were received 02/08/13. APAI submitted draft Engineering Report for Compost Facility Reuse to staff on 04/23/13; Final ER forwarded to DEQ on 09/04/13. Comments received from DEQ 11/28/13; response to DEQ comments submitted 12/18/13.

WWTP Effluent Truck Wash (WW0050): 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.

WRF Non-Potable Reuse (WW0205): Project to study reuse of highly treated effluent for non-potable needs (typically irrigation or industrial uses) is currently on hold pending the funding of the Phase 2 South WRF Improvements; reuse project will proceed if Phase 2 award amount is in conformance with the budgeted amount. Project would consider creation of a Reuse Water utility and determine the most appropriate cost for treatment and delivery of reuse water to end users. Second phase would include construction of a non-potable water distribution system in southern Norman.

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. The permit to construct from ODOT has not been renewed. Alternative routes for the waterline are being investigated.

Apple Creek Waterline Replacement (WA0041): The old ductile iron line is being replaced and relocated to a new position. Easements have been attained. Central Contracting was lowest and best bidder. Construction is complete.

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. Trent Construction from Harrah, Oklahoma was low bidder. Construction is underway.

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; supplementary services approved 11/2/12; floodplain permit approved 4/16; received six (6) bids 1/31/13, Central Contracting Services low: \$934,225; NUA award and contract approved 2/26; pre-work conference waived; construction delayed in favor of Apple Creek, but began week of 7/29; on schedule and within budget; payments totaling \$442,489 of \$934,225 or 47% processed.

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. Staff was unable to get the contractor to complete vaults. NUA legal staff engaged talks with the contractor's attorney and were unsuccessful. Legal prepared a letter ending the contract and sent to contractor as well as bonding company. Staff rebid the project to complete the vaults and bids were opened 1/11/13. BRB was low bidder at \$788,505. Work began 2/27/13 and was substantially complete by July 2013. One major leak found due to a failed pipe was repaired. The line still has a small leak and in an attempt to save money, staff will order a repair once the leak surfaces. Project is complete and final payment has been made to contractor. Staff will closeout project once all accounts are reconciled.

Water Treatment Plant Expansion – Phase II is underway. This phase will include the installation of ozone treatment, UV treatment, an upgrade of the old high service pumps that supply pressure to the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. An ozone pilot study began October 2012 and was complete March 2013. The study was valuable and will be presented to Council January 2014. Total costs are estimated at \$33,540,000. The design contract is underway and was approved by NUA May 22, 2012.

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. Final plans received in mid-January; advertised project 01/31/13 and opened bids 02/21/13. Bid awarded to Matthews Trenching on 03/12/13 in the amount of \$1,256,225 with construction starting 03/25/13. All waterlines as well as tie-in at WTP have been completed. Pressure testing and disinfection has been completed and all waterlines are in operation. Modifications to the WTP interconnections as well as reconciliation change order will soon be forwarded to NUA for consideration. A small leak has developed at WTP tie-in; expect to repair this leak in January and finalize the project.

2060 Strategic Water Supply Plan (WA0174): RFP distributed and proposals were received 12/20/11. Review committee selected the team of Carollo/Tetratech as most qualified and contract was approved 03/13/12. Kick-off meeting was held 04/06/12 and Ad-hoc committee of 15 citizens was appointed 05/08/12 to provide citizen input during development of the plan. Seven Ad-Hoc meetings and four public meetings were held between 05/30/12 and 07/16/13. Carollo has developed costs for upgrading and expanding existing sources (Thunderbird, wells, OKC water and conservation) and for potential new water supply sources. Viable existing and future water supply options grouped into portfolios with each portfolio supplying the 2060 average annual water demand of about 29 MGD. Water supply portfolios were evaluated on a monetary basis as well as on non-economic criteria. Received draft version of the 2060 Strategic Water Supply Plan 09/04/13; staff is reviewing in preparation for a future presentation at a Council study session.

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. Design is underway.

Waterline Relocation: Robinson Under I-35 (WA0195): RFP 1314-28 distributed to consultants on 09/06/13; 14 proposals received 10/09/13. APAL was selected as most qualified for the project; expect the NUA to consider preliminary design contract on 01/14/14.

Water Line Replacement, Flood Avenue (WA0306): This project will install 8,400 feet of 12-inch waterline along Flood between Robinson and Boyd. Project delayed due to lack of funding. Design now expected in FYE16.

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. All of the \$150,000 total contract amount has been paid. The report was published July 17, 2013.

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 is complete. Plans have been submitted to ODEQ for approval.

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.

Water Storage Tank (WA0293): Originally, this project proposed construction of a new 2 MG water storage facility in SE or SW Norman. However, through water modeling completed under project WB0134, the most appropriate location for new storage was found to be in the high-pressure zone in NE Norman. Staff has considered various locations and comparing costs of ground versus elevated storage. Staff submitted a memo to the NUA regarding the siting of the proposed water storage tank on 12/30/13. The NUA is expected to consider an engineering contract with PEC on 01/14/14 for design of the 1 MG elevated storage tank just northeast of the intersection of Robinson and 24th NE.

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 10 commercial entities this month. This resulted in assessments made upon 4 entities whose project did not increase wastewater flows. A total of \$32,220.66 was assessed on the remaining 6 entities.

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. Awaiting payback from Harvest Church; 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. NEDC and the City of Norman have been advised of need to pay for connection of new roadway along 24th Avenue NW.

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 5 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 48 sets of plans with an average review time of 9.2 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 77% of the time.

DEVELOPMENT PLAN REVIEW

December 2013

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
12/10/2013	Lot 4, Block 2, Flaming Oaks Estates	Preliminary Plat	Converse Surveying	12/16/2013	Returned	6	0
12/10/2013	Montoro Ridge	Preliminary Plat	SMC	12/16/2013	Returned	6	0
12/10/2013	VII Addition Section 1 PUD	Final Plat	SMC	12/16/2013	Returned	6	0
12/10/2013	Greenleaf Trails Addition Sec 7, PUD	Final Plat	SMC	12/16/2013	Returned	6	0
12/10/2013	Hames Addition	Preliminary Plat	Dansby Engineering	12/16/2013	Returned	6	0

FYE13 Data

Average Days to Return =	9.2
Number of Plans Reviewed	48
Plan Review > 10 days	11
Percentage Reviewed < 10 Days	77%
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	Adjusted Amount	Amount Paid	Percent Change	Scheduled % Complete	Actual % Complete
WAO039	Boyd Tower Resurfacing	EST, INC.	0910-178	111,800	\$37,000	33%	Classic Protective Coatings	1112-01	\$487,400	\$447,390	0.00%	100%	100%
WAO051	Raw Waterline, Phase 1	Garver Engineers	0607-96	309,600	\$309,600	100%	Red Cliff, Inc.	0910-170	\$3,171,711	\$2,315,026	0.00%	100%	73%
WAO051	Raw Waterline, Phase 1 (Vaults)	Garver Engineers	0607-96	-	\$0	-	BRB Contractors	1213-129	\$788,805	\$0	0.00%	-	0%
WAO175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA	NA	-	-	-	-	-
WAO187	Pendleton Area Waterline	Cardinal	1112-112	84,550	\$81,225	96%	Central Contracting Services, Inc.	1213-87	\$934,225	\$442,489	0.00%	100%	47%
WAO199	Bishop Creek Waterline Replacement	Lemke/CP&Y	0910-55	21,850	\$0	0%	-	-	\$0	\$0	0.00%	100%	0%
WAO043	WWTP Aeration Basin Blower VFDs	Garver	0910-53	84,500	\$64,500	100%	Oil Capital Electric, LLC	1011-42	\$1,080,328	\$1,044,184	0.00%	100%	98%
WAO044	WWTP Canadian River TMDL	ACOG/Guensey	0910-185	288,644	\$256,818	96%	-	-	\$0	\$0	-	-	-
WAO047	WWTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$43,200	100%	Oil Capital Electric, LLC	1011-42	\$949,500	\$942,981	0.00%	100%	99%
WAO052	WWTP SCADA Improvements	Garver	0910-53	308,000	\$308,000	100%	T.B.D.	-	\$0	\$0	-	-	-
WAO062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	Staff / Lemke	-	-	-	Urban Contractors, Inc.	k-1213-88	\$2,774,200	\$1,462,406	0.00%	43%	53%
WAO064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	88,805	\$77,765	87%	T.B.D.	-	\$0	\$0	-	-	-
WAO070	Sewer Maintenance Project FYE 2012	Staff / Lemke	0910-55	73,580	\$71,875	98%	T.B.D.	-	\$0	\$0	-	-	-
WAO120	Interceptor Improvements: Woodcrest	RJN Group	0405-159	133,849	\$113,641	86%	T.B.D.	-	\$0	\$0	-	-	-
WAO200	Sewer Maintenance Project FYE 2013	Staff / Lemke	0910-55	69,415	\$28,785	41%	T.B.D.	-	\$0	\$0	-	-	-
WAO202	Sewer Maintenance Project FYE 2014	Staff / Lemke	0910-55	-	-	-	T.B.D.	-	\$0	\$0	-	-	-
WAO267	Interceptor Bishop Ph 2B Sect 1 & 2C	CP&Y	0304-147	147,483	\$98,366	67%	T.B.D.	-	\$0	\$0	-	-	-
WAO267	Interceptor SE Bishop Ph 2B Sect 2A & 2B	CP&Y	0304-147	43,100	\$43,100	100%	Krapf-Reynolds Construction	1213-66	\$1,064,480	\$1,030,703	0.00%	99%	98%
WAO011	WW Flow Metering Phase 2	NA	-	-	\$0	-	RJN Group	0405-116	\$152,244	\$130,992	0.00%	88%	85%
WAO248	SS Emergency Repairs	NA	NA	N/A	\$0	\$0	Sewer Line Maintenance staff	-	\$100,000	\$7,288	0.00%	-	7%
WAO198	Franklin Road Waterline Relocation	Through Public Works	-	-	NA	-	Central Contracting Services, Inc.	-	\$44,800	-	0.00%	-	0%
WAO041	Apple Creek Waterline	Staff / Lemke/Cardinal	0910-55	24,850	\$24,839	100%	Central Contracting Services, Inc.	1213-65	\$382,540	\$382,540	-3.02%	100%	100%
WAO191	Highway 9 Waterline Relocations	Cardinal	1213-119	81,119	\$45,918	75%	Future	-	\$0	\$0	-	-	-
WAO305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$122,500	71%	Future	-	\$0	\$0	-	-	-
WBO127	Phase 2 Wells	CH2M Hill	0607-109	400,800	\$337,697	84%	NA	-	\$0	\$0	-	-	-
WBO140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$83,709	-	Red Cliff, Inc.	1011-123	\$1,178,194	\$1,055,036	0.00%	100%	90%
WBO141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646	-	Red Cliff, Inc.	1011-123	\$294,548	\$226,809	0.00%	100%	77%
WBO184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	96,626	\$81,429	86%	Future	-	\$0	\$0	-	-	-
WAO262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	Central Contracting Services, Inc.	-	\$0	\$0	-	-	-
WAO131	High Pressure Pipe Upgrade	PEC	0607-122	-	-	-	Mathews Trenching Company, Inc.	1213-92	\$1,266,225	\$1,083,635	0.00%	100%	86%
WAO149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 and 55	61,880	\$53,842	87%	Central Contracting Services, Inc.	1112-129	\$550,928	\$550,926	5.08%	100%	100%
WAO173	Master Meter Replacement	Staff	NA	-	-	-	Badger Meter Inc	POW208124	\$88,145	\$88,145	0.00%	100%	100%
WAO174	Strategic Water Supply Plan	Carollo	1112-114	386,947	\$379,723	98%	NA	NA	\$0	\$0	-	-	-
WAO182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$166,945	95%	Future	-	\$0	\$0	-	-	-
WAO188	SE Oklahoma Raw Water Study	OK Regional Water UT	0708-155	81,375	\$91,375	100%	NA	NA	-	-	-	-	-
WAO195	Robinson/1-35 Waterline Replacement	Alan Plummer	01314-110	99,900	\$0	0%	Future	-	\$0	\$0	-	-	-
WAO196	I-35 Waterline Relocations	SAIC	1314-66	82,000	\$0	0%	Future	-	\$0	\$0	-	-	-
WAO293	Water Storage Tower	PEC	1314-98	218,900	\$0	0%	Future	-	\$0	\$0	-	-	-
WBO184	Waterline Segment D, Lindsey	SAIC/Poe & Associates	1314-66	81,000	-	-	Future	-	\$0	\$0	-	-	-
WMO042	Wastewater Flow Monitoring	(see construction)	-	-	-	-	HDR Engineering/RJN Group	0910-164	\$576,698	\$530,804	0.00%	100%	92%
WMO050	WRF Effluent Truck Wash	Alan Plummer	1213-54	18,700	\$16,830	90%	Future	-	\$0	\$0	-	-	-
WMO058	Effluent Reuse at Composting Facility	Alan Plummer	1213-54	8,900	\$8,010	90%	Future	-	\$0	\$0	-	-	-
WMO065	WRF Phase 2 Expansion	Garver	1011-148	4,084,800	\$3,876,660	96%	Future	-	\$0	\$0	-	-	-
WMO204	North WRF Engineering Report	HDR/Alan Plummer	1213-134	249,935	\$147,827	59%	NA	-	\$0	\$0	-	-	-

**DECEMBER 2013
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS	December	Year to date
Fats, oil and grease (FOG) program	23	120
Food license renewal	0	5
Silver Program	0	0
Significant Industrial Users	0	21
Total inspections	23	146

ROUTINE ACTIVITIES	December	Year to date
Line Maintenance calls	2	6
Significant Industrial User sites sampled	0	15
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	50%
Household hazardous waste disposal calls	13	148

REVENUE	December	Year to date
FOG Program	\$9,200.00	\$9,750.00
Silver Program	\$0.00	\$0.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$7,029.47	\$28,404.06
Lab Analysis Recovery	\$0.00	\$10,722.88
Total revenue	\$16,229.47	\$48,876.94

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 Conservancy District.
3. Staff is assisting board with a public education campaign regarding fertilizer use and water conservation.
4. ECAB members developed water conservation tips and practices to be distributed to the media.
5. Planning Water's Worth It poster contest
6. Planning Yard of the Month contest

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Purchased recycling containers for special events.
2. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
3. As of December 2013, approx. 67,900 gallons of grease/solids did not enter the sanitary sewer in FYE 14 as a result of the FOG program.
4. Staff working with different departments to increase energy efficiency-i.e turning off computers, duplex printing, printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
5. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate paint take-back programs similar to the recent paint take-back program in Oregon.
6. Created flyers for distribution to citizens regarding oil and grease in the sewer.
7. Staff is assisting the Water Reclamation Facility with biomonitoring and the Toxicity Identification Evaluation.
8. Assisting the Oklahoma Water Environment Association in developing their Strategic Direction Plan
9. Assisting Water Treatment and the Water Reclamation Facility with Lean and Green initiatives
10. Attended the Chamber of Commerce Greenovation Committee meeting
11. Staff representative for ACOG's Clean Air Task Force Committee
12. Started preparations for Earth Day Festival
13. Started plans for Gray Water Workshop
14. Making preparations for EPA Webinar presentation
15. Staff is assisting with the Region VI annual pretreatment workshop
16. Working with FOG program participants annual compliance
17. Prepared and submitted annual report to the Department of Environmental Quality

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 14		FYE 13	
December, 2013	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	4	13	1	23
Property Owner Responsibility	26	144	38	190
TOTAL	30	157	39	213
Number of Feet of Sewer Cleaned:				
Cleaned	68,827	732,908	105,431	924,215
Rodded	1,550	12,110	3,805	33,940
Foamed	0	96,463	0	105,162
TOTAL	70,377	841,481	109,236	1,063,317
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	3
Obstruction	1	2	1	3
Private	1	4	1	4
Other (Lift Station, Line Break, etc.)	0	1	0	0
Total Overflows	2	8	2	10
Feet of Sewer Lines Televised	7,162	78,888	22,894	104,772
Locates Completed	297	2,214	265	2,218
Manholes:				
Inspected	346	3,569	600	4,368
New	0	0	0	1
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	3	0	2
Hours Worked at Lift Station	150	936	176	991
Hours Worked for Other Departments	48	263	0	182
OJI Percentage	0.00	0.66	0.00	0.25
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.46	0.43	0.27	0.33
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 14		FYE 13	
December, 2013	MONTH	YTD	MONTH	YTD
New Meter Sets:	48	200	20	692
Number Short Sets	47	197	20	683
Number Long Sets	1	3	0	9
Average Meter Set Time	4.73	4.05	5.70	4.31
Number of Work Orders:				
Service Calls	309	2,464	411	2,876
Meter Resets	0	2	0	4
Meter Removals	0	7	1	7
Meter Changes	20	89	47	254
Locates Completed	320	2,512	361	3,005
Number of Water Main Breaks	16	103	17	133
Average Time Water Off	2.04	2.44	2.10	2.31
Fire Hydrants:				
New	0	1	0	1
Replaced	3	9	0	7
Maintained	69	645	25	263
Number of Valves Exercised	175	1,510	121	1,013
Feet of Main Construction	530	2,333	76	3,061
Hours of Main Construction	279	3,631	87	2,625
Meter Changeovers	0	41	0	78
OJI Percentage	0.00	4.78	4.78	8.64
Hours Flushing/Testing New Mains	104	428	41	220
Hours Worked Outside of Division	176	1,131	149	973

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
December 1-31, 2013

Flow Statistics

	FYE 2014		FYE 2013	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	296.0	1857.3	252.6	1583.9
Total Effluent Flow (M.G.)	285.2	1772.2	235.0	1514.9
Influent Peak Flow (MGD)	15.2	23.8	9.3	12.1
Effluent Peak Flow (MGD)	14.6	20.8	9.2	12.2
Daily Avg. Influent Flow (MGD)	9.5	9.9	8.1	8.6
Daily Avg. Effluent Flow (MGD)	9.2	9.4	7.6	8.0
Precipitation (inches)	1.1	23.8	0.5	9.1

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	256	225
Effluent Carbonaceous Total	2	3
Percent Removal	99	98.8
Total Suspended Solids:		
Influent (mg/L)	142	148
Effluent (mg/L)	4	4
Percent Removal	97.3	97.4
Dissolved Oxygen:		
Influent (min)	1.0	0.4
Effluent (min)	5.4	5.2
pH		
Influent (Low)	7.2	7.3
(High)	7.5	8.5
Effluent (Low)	6.8	7
(High)	7.1	7.5
Ammonia Nitrogen		
Influent (mg/L)	24.9	29.6
Effluent (mg/L)	0.51	0.2
Percent Removal	98	99.1

Utilities

Electrical

Total kWh Used (Plant wide)	597,600	3,028,700	481,260	3,118,720
Aeration Blowers, WSL&Headworks	335,840	1,956,200	323,360	2,469,240

Natural Gas

Total cubic feet/day (plant wide)	1,395,000	6,417,000	1,110,000	2,255,000
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Public Education (Tours)

	1	4	0	0
Attendees		74		125

Reclaimed Water System (MG)

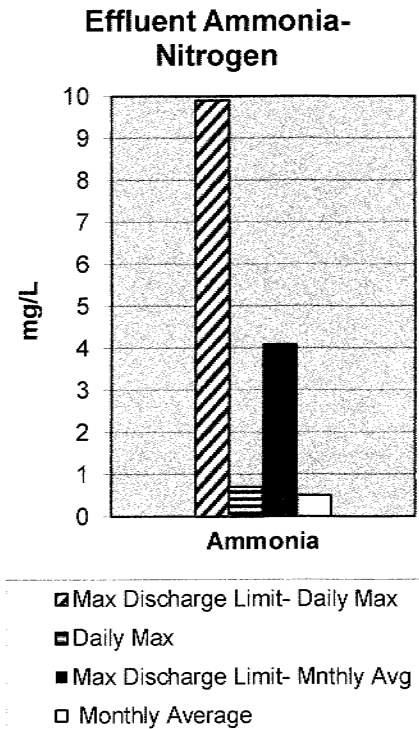
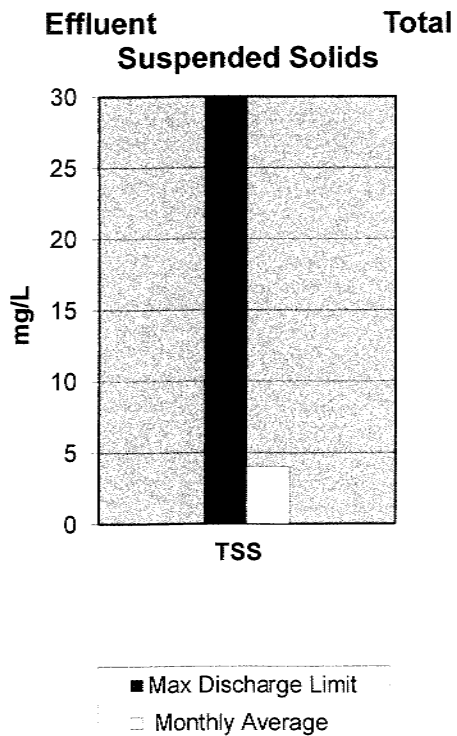
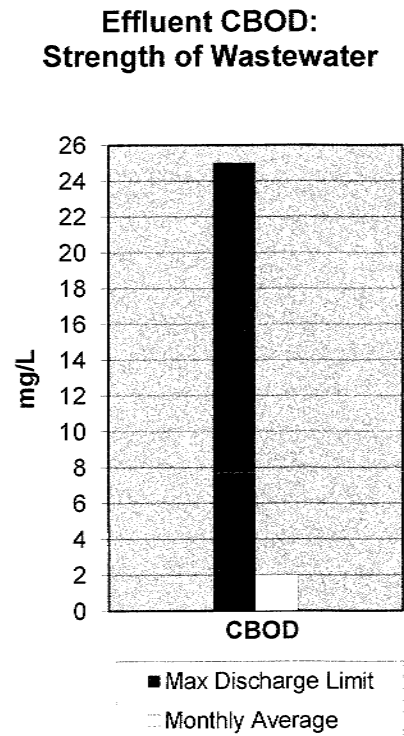
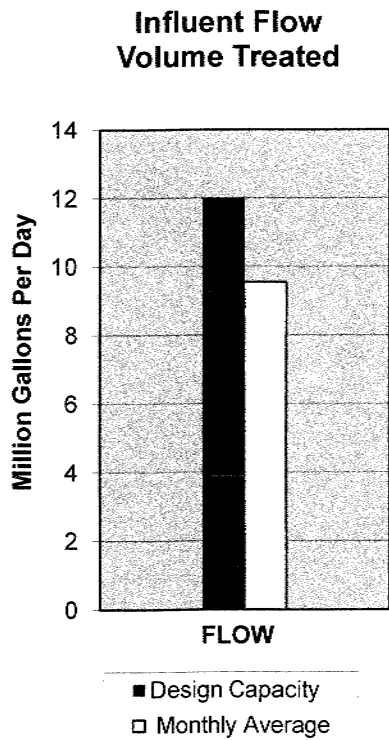
10.8	81.8	12.9	83.9
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OU Golf Course

0.2	31.5	2.2	33.5
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SP Digester boilers are beginning to show signs of aging. Natural gas useage significant when in use.

CITY OF NORMAN
WATER RECLAMATION FACILITY
 December 2013



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

WATER TREATMENT DIVISION

MONTH: December-13

	FYE 2014		FYE 2013	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	179.05	1,626.00	174.563	1838.60
Well Production (MG)	122.16	695.43	114.65	853.11
Oklahoma City Water Used (MG)	0.00	2.65	0.26	68.54
Total Water Produced (MG)	301.21	2324.09	289.47	2760.25
Average Daily Production	9.72	12.63	9.34	15.00
Peak Day Demand				
Million Gallons	11.22	20.61	12.55	24.82
Date	12/2/2013	7/11/2013	12/3/2012	7/23/2012
System Capacity (see note)	23.50	23.50	23.50	23.50
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	1.32
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$351,546.28	\$2,275,253.19	\$332,356.19	\$2,325,480.08
Wells	\$74,244.98	\$480,216.93	\$66,837.71	\$503,119.69
OKC (Estimated)	\$1,438.39	\$21,798.52	\$2,665.59	\$340,012.08
Total	\$427,229.65	\$2,777,268.64	\$401,859.49	\$3,168,611.85
Cost per Million Gallons				
Plant	\$1,963.41	\$1,399.29	\$1,903.93	\$1,264.81
Wells	\$607.76	\$690.53	\$582.97	\$589.75
OKC (Estimated)	N/A	\$8,222.75	\$10,453.29	\$4,960.86
Total	\$1,418.38	\$1,194.99	\$1,388.27	\$1,147.94
Water Quality				
Total Number of Bacterial Samples	77	511	84	581
Bacterial Samples out of Compliance	0	0	0	4
Total number of complaints	13	25	1	20
Number of complaints per 1000 service connections	0.37	0.70	0.03	0.61
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	6	1	7
Public Education				
Number of tours conducted	0	4	0	0
Number of people on tours	0	72	0	0

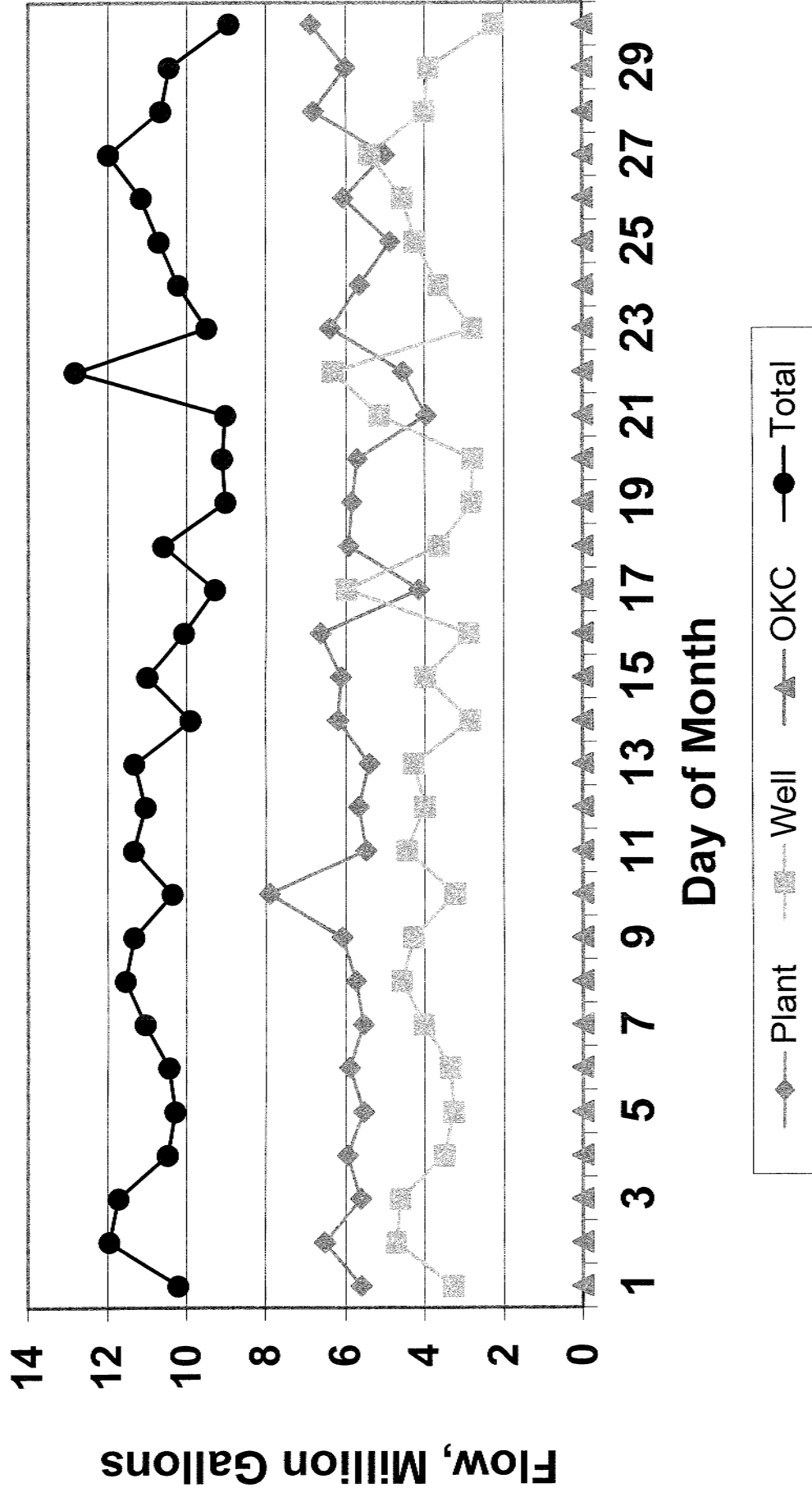
Notes:

The anhydrous ammonia feed system continues out of service. We expect the new level gauge to be delivered this month and the system to be back in service next month. Meanwhile the plant continues to use liquid ammonium sulfate with a temporary feed system with only minor problems.

Well #20 is complete with the exception of utility power and final inspection. OG&E is scheduled to reconnect power sometime in January.

We are seeing increasing arsenic concentrations in two of our newest wells, Well #52 and Well #60. We don't have enough data to be definitive at this time but will monitor closely.

Water Production for December, 2013



SANITATION DIVISION PROGRESS REPORT
DECEMBER 2013

	FY 13		FY 14	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	5	1	9
<u>On The Job Injuries</u>	0	1	1	7
<u>Bulk Pickups</u>	21	136	21	143
<u>Refuse Complaints</u>	57	408	75	484
<u>New Polycarts Requests</u>	46	314	38	340
<u>Polycarts Exchanges</u>	10	69	6	108
<u>Additional Polycart Requests</u>	37	408	36	300
<u>Replaced Stolen Polycarts</u>	20	141	16	187
<u>Replaced Damaged Polycarts</u>	93	730	102	853
<u>Polycarts Repaired</u>	12	105	14	130

COMPOST MONTHLY REPORT
DECEMBER 2013

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	175.85	2,268.67
LANDFILL TIPPING FEE'S	\$ 18.82	18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 3,309.50	42,696.37
		-
TONS BROUGHT IN BY PUBLIC:	192.00	977.97
TONS BROUGHT IN BY CONTRACTORS :	412.00	1,819.75
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	18.00	36.73
LANDFILL TIPPING FEE'S	\$ 18.82	75.28
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 11,706.04	53,344.35
		-
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 15,015.54	76,333.36
REVENUE COLLECTED FROM COMPOST SALES:	\$ 700.00	\$ 5,780.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	20	51	0	1,003
DRYING BEDS	1,640	10,288	0	0
TOTAL:	1,660	10,339	0	1,003

MONTHLY TRANSFER STATION REPORT

DECEMBER 2013

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	254.30	2,085.85	\$9,929.31	81,433.84
CONT. TONS:	102.29	950.12	\$4,930.48	45,884.43
CASH TONS:	668.22	6,238.40	\$30,741.14	274,328.38
BRUSH/YDS:	0.00	43.00	\$0.00	70.00
PULL OFFS:	23	190.00	\$299.00	2,470.00
TOTALS:	1,024.81	9,274.37	\$45,899.93	\$ 404,186.65

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	387	2,472
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	6,689.35	45,822
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	11	154
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	62.51	1,033
GRAND TOTAL TONS TO LANDFILLS	6,751.86	46,855
DISPOSAL COST PER TON (OKC)	\$ 18.82	\$18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 127,070.01	\$881,813.93
GRAND TOTAL TIPPING FEE'S	\$ 127,070.01	\$881,813.93
# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	653	3,740
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,612.72	21,685
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	329	1,995
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,072.21	13654.59
TOTAL LOADS BROUGHT TO TRANSFER STATION:	5,685	13579.95
TOTAL TONS BROUGHT TO TRANSFER STATION:	5,684.93	40616.64
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	4.81	40.35

MONTHLY RECYCLING REPORT (DROP CENTERS)

DEC 2013

TONNAGES

	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.50	2.40	0.52	2.64	0.34	2.50
PLASTICS:	2.25	15.69	2.38	16.17	3.03	18.23
STEEL CANS:	0.89	4.47	0.89	4.04	0.91	4.40
CLEAR GLASS:	1.71	13.56	1.58	10.01	1.57	11.78
GREEN GLASS:	1.25	17.91	1.03	6.01	1.12	7.06
BROWN GLASS:	1.31	8.13	1.10	6.29	0.73	6.96
MIXED OFFICE PAPER:	6.05	47.22	2.69	26.26	6.34	37.37
CARDBOARD CENTERS TONS:	7.24	61.31	7.27	60.64	8.12	63.16
NEWSPAPER CENTERS TONS:	2.99	15.60	2.55	25.56	3.42	23.67
TOTAL TONS:	24.19	186.29	20.01	157.62	25.58	175.13

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	25.72	218.28
CARDBOARD COMPACTORS:	48.85	305.42
OTHER NEWSPAPER CONTAINERS:	2.00	8.00
TOTAL TONS:	76.57	531.70

REVENUES

	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 430.00	\$ 1,778.40	\$ 447.20	\$ 1,436.80	\$ 292.40	\$ 1,590.20
PLASTICS:	\$ 45.00	\$ 313.80	\$ 47.60	\$ 323.40	\$ 60.60	\$ 364.60
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 847.00	\$ 6,592.63	\$ 376.60	\$ 3,621.80	\$ 887.60	\$ 5,179.30
CARDBOARD:	\$ 1,194.60	\$ 9,882.06	\$ 1,199.55	\$ 9,808.20	\$ 1,339.80	\$ 10,209.60
NEWSPAPER:	\$ 388.70	\$ 2,099.72	\$ 331.50	\$ 3,339.40	\$ 444.60	\$ 3,095.30
TOTAL REVENUE:	\$ 2,905.30	\$ 20,666.61	\$ 2,402.45	\$ 18,529.60	\$ 3,025.00	\$ 20,439.00

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 4,243.80	\$ 12,754.60
CARDBOARD COMPACTORS:	\$ 8,060.25	\$ 13,977.35
OTHER NEWSPAPER CONTAINERS:	\$ 260.00	\$ 780.00
TOTAL REVENUE:	\$ 12,564.05	\$ 27,511.95

COLLECTION BY MATERIAL

	TONS	TONS	PRO/FEE	PRO/FEE	REVENUE	REVENUE
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	1.36	7.54			1,169.60	5,110.55
PLASTIC:	7.66	50.09			\$ 153.20	687.40
STEEL:	2.69	12.91			\$ -	0.00
CLEAR GLASS:	4.86	35.35			\$ -	0.00
GREEN GLASS:	3.40	30.98			\$ -	0.00
BROWN GLASS:	3.14	21.38			\$ -	0.00
MIXED OFFICE PAPER	15.08	110.85	\$ 316.68	\$ 316.68	\$ 1,794.52	9,176.58
CARDBOARD:	97.20	708.81	\$ 2,405.70	\$ 2,405.70	\$ 13,632.30	60,220.61
NEWSPAPER:	10.96	72.83	\$ 213.72	\$ 213.72	\$ 1,211.08	6,219.71
REVENUE FROM OCC CONTAINERS:		0.00			\$ 9,648.76	31,187.76
TOTALS:	146.35	1,050.74	\$ 2,936.10	\$ 2,936.10	\$27,609.46	\$112,602.60

COLLECTION COST

	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	46.00	316.00	6.00	38.00	34.00	256.00	1.00	15.00
LABOR COST:	\$ 1,231.88	7,177.04	\$ 160.68	1,017.64	\$ 910.52	6,855.68	\$ 26.78	401.70
VEHICLE COST:	\$ 1,762.95	8,957.26	\$ 229.95	1,295.95	\$ 582.05	9,300.83	\$ 154.37	575.97
TOTALS:	\$ 2,994.83	\$ 16,134.30	\$ 390.63	\$ 2,313.59	\$ 1,492.57	\$ 16,156.51	\$ 181.15	\$ 977.67

	OCC COMPACTORS		MIXED OFFICE PAPER				
	MONTH	YTD	MONTH	YTD		MONTH	YTD
MAN HOURS:	10.00	68.00	14.00	76.00	MAN HOURS:	111.00	813.00
LABOR COST:	\$ 267.80	1,821.04	\$ 374.92	2,035.28	LABOR COST:	\$ 2,972.58	18,237.18
VEHICLE COST:	\$ 996.45	4,132.17	\$ 536.55	2,459.03	VEHICLE COST:	\$ 4,262.32	26,721.21
TOTALS:	\$ 1,264.25	\$ 5,953.21	\$ 911.47	\$ 4,494.31	GRAND TOTAL:	\$ 7,234.90	\$ 44,958.39

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 2,754.31	\$ 19,774.87

MONTHLY RECYCLING REPORT
(CURBSIDE)
Nov-13

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	79.00%	40%
AVERAGE TONS PER DAY :	20.52	7.83
POUNDS PER HOME:	17.32	7.04

COMMODITY BY TON

	MONTH	YTD	TONS
ALUMINUM BEVERAGE CAN	1.4	5.6	6
#1 PET	3.2	12.8	14
NEWS	35	157	151
GLASS CONTAINERS	24	89	103
MIX PAPER	9	33.5	39
#2 NATURAL	2	7	9
#2 COLOR	3	10	13
#3-#7	3.2	12.2	14
TIN-STEEL SCRAP	2.2	8.9	9
TRASH	7	31	30
OCC	10	33	43
TOTAL	100	400	431

CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	54	760
REMINDER NOTICES	16	58
MISC. (throwing bins, left in driveway, blowing trash)	2	5
MISSING BINS	2	20
BROKEN GLASS	0	70
PICK UP CART	4	628
REPAIR	6	42
DELIVERY REQUEST	52	284
TOTAL CALLS	136	1867

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$8,111.42	\$35,590.50

