

City of Norman



Monthly Departmental Report

March 2013

MONTHLY PROGRESS

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CITY CLERK

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

CITY COUNCIL

A City Council Candidate Forum was held on March 18, 2013, for the 2013 Mayor and City Council Election(s) sponsored by the Norman Fire Fighters International Association of Fire Fighters Lodge 2067 and the Norman Fraternal Order of Police Bratcher-Minor Memorial Lodge #122.

A City Council Candidate Forum was held on March 27, 2013, for the 2013 Mayor and City Council Election(s) sponsored by the Norman Chamber of Commerce.

A City Council Candidate Forum was held on March 28, 2013, for the 2013 Mayor and City Council Election(s) sponsored by the League of Women Voters.

The City Council election for Mayor and City Council Wards One, Three, Five, and Seven was held on April 2, 2013, with the following results:

	CANDIDATES	VOTES
MAYOR	DAVID KEMPF	929
	CINDY ROSENTHAL	5,904
	TOM SHERMAN	4,053
WARD ONE	ROGER GALLAGHER	290
	GREG HEIPLE	425
WARD THREE	BENJAMIN CARTER	335
	ROBERT CASTLEBERRY	1,528
WARD FIVE	LYNNE MILLER	802
	DAVE SPAULDING	583
WARD SEVEN	STEPHEN TYLER HOLMAN	220
	LINDA LOCKETT	192

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	5	54	Line Maintenance	9	60
Building Permits	6	55	Municipal Court	1	12
CDBG	3	13	Noise	0	16
City Clerk	13	*323	Parks and Recreation	9	94
City Manager/Mayor	2	16	Planning	5	24
Code Enforcement	31	310	Police	11	121
Data Processing	1	10	Storm Water	2	18
Engineering/Public Works	11	136	Sanitation	28	260
Finance	7	76	Sidewalks	2	19
Fire/Civil Defense	3	24	Streets	15	115
Human Resources	0	5	Street Lights	2	76
Information (General)	26	318	Traffic	7	83
Legal	1	24	Utilities	5	40
WC Questions	10	93	WC Violations	6	42

Total for March	221	Total FYE YTD	2,434
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WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

24 New licenses were issued and 1,343 licenses were renewed during the month of March. 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	352	404	Bee Keeper	2	2
Class I Beer	100	111	Solicitor/Peddler (30 day)	5	9
Class II Beer	116	130	Solicitor/Peddler (60 day)	0	3
Mixed Beverage	47	49	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	25	29	Coin-Operated Devices	483	508
Wine & Beer/Winemaker	6	7	Game Machines	175	198
Temporary Food (30 day)	1	15	Taxi/Motorbus/Limousine	6	20
Temp Food (180 day)	0	4	Impoundment Yard	4	4
Temp Food (one day)	1	14	Salvage Yard	2	2
Kennel	15	20	Transient Amusement	0	0
Pawnbrokers	3	3	Special Event	3	8
Retail Liquor Store	16	20	Sidewalk Dining	6	6

- 1 One Day Temporary Mobile Food License was issued to Waving Wheat Bakery for March 8, 2013, for Norman Art Walk
- 1 30 Day Temporary Mobile Food License was issued to Goforth Concessions for March 2 thru April 1, 2013, for sales at Griffin Park
- 1 30 Day Solicitor Peddler License was issued to Monterey Marketing Corporation for March 13 thru April 11, 2013, for door-to-door sales
- 1 30 Day Solicitor Peddler License was issued to T & B Sales, Inc. for March 21 thru April 20, 2013, for door-to-door sales
- 3 30 Day Outdoor Solicitor Peddler Licenses were issued to Sooner Bloomers for April 2 thru June 20, 2013, in Sooner Mall parking lot
- 1 One Special Event Permit was issued to Abner's Ale House for March 17, 2013, at 121 East Main for St. Patrick's Day
- 1 Special Event Permit was issued to O'Connell's for March 17, 2013, at 769 Asp Avenue for St. Patrick's Day
- 1 Special Event Permit was issued to Native American Truth Force for March 24, 2013, at Andrews Park Day

New Establishments/New Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Bashu Legends	1522 West Lindsey	Food Service and Class I Beer
Cool Beans Coffee	1230 Alameda	Food Service
Firehouse Subs	320 12th Avenue S.E.	Food Service
Nikko Enterprises (Sushi Bar inside Sprouts Market)	555 West Main	Food Service
Sprouts Market	555 West Main	Food Service and Class II Beer

LICENSES, continued

Existing Establishments/New Owner

NAME	ADDRESS	LICENSE TYPE(S)
Del Rancho #12	2300 West Lindsey	Food Service
Quickstop (previously Mr. Shortstop #4)	920 24th Avenue S.W.	Food Service and Class II Beer
Red Brick Bar (previously Bill & Dees Lounge)	311 East Main	Food Service, Class I Beer, and Mixed Beverage

Existing Establishments/Additional Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Koto Japanese Steakhouse	2203 West Main #8	Mixed Beverage
Ole Blue's	946 West Lindsey	Mixed Beverage

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
03-14-13	Raymond Rutledge	Plumbing expenses – claimant alleges a sewer line obstruction in the City's main line created issues in his bathrooms at 1909 Oakcreek Drive on February 25, 2013.	\$ 95.00
03-22-13	Subrogation claim from State Farm Insurance for Teresa K. Steele	Damages to her vehicle – claimant alleges she was northbound on Porter Avenue when a Norman police vehicle turned southbound onto Porter with sirens and lights activated responding to a burglary call. Ms. Steele states she saw the police vehicle, but was unable to stop in time to avoid a collision.	\$ 848.51
03-25-13	Stacey J. Badayos	Damages to her vehicle – claimant alleges a fire truck backed into her parked vehicle when leaving the area after responding to a fire at Vicksburg Apartments, 200 Vicksburg Avenue, on March 17, 2013.	\$ 1,090.00
03-28-13	Leotis Young	Damages to his vehicle – claimant alleges his daughter was northbound on Berry Road approaching Nebraska Street when a southbound sanitation truck crossed the center line striking her vehicle.	Undetermined

CLAIMS ADMINISTRATIVELY PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Mike C. Rainer	Damage incurred to a bird house and pole at 4705 Augusta Drive when police drove through his yard while in pursuit of a suspect on November 18, 2012.	03-15-13	\$ 142.86

CLAIMS PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Cheong Ong on behalf of his son, Johnson Ong	Damages to his vehicle when an Engineering Division employee struck his vehicle as he slowed down for traffic in the 1800 block of West Lindsey on August 13, 2012.	03-12-13	\$ 1,698.07

LAWSUITES FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
03-18-13	Decker Center, L.L.C.	Damages to the parking lot at 1208 North Interstate Drive – claimant alleges a waterline break on July 31, 2012, washed dirt from under the parking lot foundation weakening the asphalt.	\$ 219,616.40 or up to \$232,050

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING

A Business and Community Affairs Committee meeting was held on March 4, 2013, to continue discussion regarding the creation of the Norman Economic Development Advisory Board and subsequent Economic Development Policy and update on potential ongoing customer services outreach activities related to the Building and Development Process.

CITY COUNCIL CONFERENCES

A City Council Conference was held on March 12, 2013, regarding a presentation by representatives of the developer for the University North Park Tax Increment Finance District regarding the entryways to be constructed within the development.

A City Council Conference was held on March 26, 2013, regarding the creation of the Norman Economic Development Advisory Board and subsequent Economic Development Policy and a proposed contract with Republic for a Curbside Recycling Program.

FINANCE COMMITTEE MEETING

A Finance Committee meeting was held March 20, 2013, regarding the FYE 2014 Outside Agency funding requests, potential green fee increase for Westwood Golf Course; mid-year budget appropriation to Rainy Day Fund; Revenue/Expenditure Report as of February 28, 2013; and a report on open positions.

OVERSIGHT COMMITTEE MEETING

A City Council Oversight Committee meeting was held March 6, 2013, regarding domestic water wells for non-potable use and related permit requirements.

STUDY SESSIONS

A Special Session was held on March 5, 2013, regarding an update on the Comprehensive Transportation Plan prepared by Freese and Nichols.

SPECIAL SESSION

A Special Session was held on March 5, 2013, to evaluate the City Manager as required by Section 5(A) of Contract No. K-0708-32.

FACILITY MAINTENANCE 1A

**FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013**

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
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LIBRARY

3/05/2013	ELECTRICAL	Lights repaired	120	2
3/06/2013	ELECTRICAL	Lights repaired	60	1
3/22/2013	ELECTRICAL	Lights repaired	120	2
3/08/2013	PLUMBING	Stool blockage in women's bathroom	60	1
3/11/2013	PLUMBING	Stool blockage in women's bathroom	60	1
3/12/2013	PLUMBING	Stool blockage in men's bathroom	60	1
3/13/2013	PLUMBING	Stool blockage in women's bathroom	60	1
3/14/2013	PLUMBING	Flush valve in men's bathroom rebuilt	60	1
3/15/2013	MISCELLANEOUS	Door repaired	60	1
3/18/2013	MISCELLANEOUS	Door repaired	60	1
3/19/2013	MISCELLANEOUS	Door lock and panic bar replaced	180	3
3/19/2013	PLUMBING	Lavatory blockage in staff bathroom	60	1
3/22/2013	PLUMBING	Drinking fountain blockage	60	1
3/25/2013	PLUMBING	Stool blockage in men's bathroom	60	1
3/04/2013	HVAC	Air filters changed	240	4
3/05/2013	HVAC	A/C vent installed	120	2
3/07/2013	PLUMBING	Stool blockage in staff bathroom	120	2
3/28/2013	HVAC	Air filters changed	480	8
3/11/2013	ELECTRICAL	Time clock repaired	30	0.5
3/13/2013	ELECTRICAL	Power restored	60	1
3/22/2013	MISCELLANEOUS	Prepare for lighting project	120	2
3/28/2013	MISCELLANEOUS	Filters carried to roof and old filters to the dumpster	120	2
		Facility Subtotal	2370	39.5
		Total	2370	39.5

MUNICIPAL BUILDING - BUILDING C

3/27/2013	ELECTRICAL	Lights repaired	60	1
3/06/2013	PLUMBING	Condensation line on roof repaired	120	2
3/19/2013	PLUMBING	Dishwasher blockage	60	1
3/21/2013	PLUMBING	Outside faucet repaired	60	1
3/28/2013	PLUMBING	Stool blockage in women's bathroom	60	1
3/07/2013	HVAC	Air handler checked	240	4
3/22/2013	HVAC	Air filters changed	120	2
3/29/2013	HVAC	Air filters changed	120	2
3/06/2013	ELECTRICAL	Lights repaired	120	2
3/11/2013	ELECTRICAL	Time clock repaired	30	0.5
3/18/2013	ELECTRICAL	Lights repaired	60	1
		Facility Subtotal	1050	17.5
		Total	1050	17.5

MUNICIPAL BUILDING - BUILDING A

3/18/2013	HVAC	Chiller repaired	60	1
3/27/2013	ELECTRICAL	Lights repaired	60	1
3/5/2013	PLUMBING	Condensation lines on roof repaired	240	4
3/11/2013	PLUMBING	Drinking fountain blockage	60	1
3/18/2013	HVAC	Condensation fan motor changed	360	6
3/21/2013	HVAC	Air filters changed	120	2
3/05/2013	PLUMBING	Roof unit drain assembly	240	4
3/06/2013	PLUMBING	Condensation drain repaired	60	1
3/11/2013	ELECTRICAL	Time clock repaired	30	0.5
3/11/2013	ELECTRICAL	Lights repaired	60	1
3/18/2013	HVAC	Repaired roof top chiller	360	6
		Facility Subtotal	1650	27.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
MUNICIPAL BUILDING - BUILDING B			
3/18/2013 MISCELLANEOUS	Doors (2) repaired	120	2
3/19/2013 PLUMBING	Flush valve on urinal in men's bathroom rebuilt	60	1
3/19/2013 PLUMBING	Flush valve on stool in men's bathroom replaced	60	1
3/25/2013 PLUMBING	Kitchen faucet repaired	60	1
3/26/2013 HVAC	Air filters changed	120	2
3/27/2013 HVAC	Air filters changed	240	4
3/11/2013 ELECTRICAL	Time clock repaired	30	0.5
	Facility Subtotal	690	11.5
MUNICIPAL BUILDING - CITY HALL			
3/27/2013 ELECTRICAL	Lights repaired	120	2
3/06/2013 MISCELLANEOUS	Door repaired	60	1
3/18/2013 PLUMBING	Flush valve on stool in men's bathroom rebuilt	60	1
3/08/2013 HVAC	HVAC system checked	240	4
3/15/2013 HVAC	HVAC system checked	120	2
3/18/2013 HVAC	V.F.D. drives checked	120	2
3/21/2013 HVAC	Air handlers checked	120	2
3/22/2013 HVAC	HVAC system checked	240	4
3/26/2013 HVAC	Air filters changed	120	2
3/29/2013 HVAC	HVAC system checked	120	2
3/11/2013 ELECTRICAL	Time clock repaired	30	0.5
3/15/2013 MISCELLANEOUS	Keyboard tray moved	60	1
3/27/2013 ELECTRICAL	Lights repaired	120	2
	Facility Subtotal	1530	25.5
	Total	3870	64.5
LINDSEY STREET YARD ADMINISTRATION			
3/08/2013 MISCELLANEOUS	Door repaired	60	1
3/22/2013 MISCELLANEOUS	A/C filters washed	120	2
	Facility Subtotal	180	3
	Total	180	3
POLICE RANGE			
3/11/2013 PLUMBING	Tank on stool replaced	60	1
3/11/2013 ELECTRICAL	Lights repaired	120	2
3/20/2013 ELECTRICAL	Lights repaired	120	2
	Facility Subtotal	300	5
	Total	300	5
ANIMAL WELFARE			
3/25/2013 MISCELLANEOUS	Door lock repaired	120	2
3/26/2013 MISCELLANEOUS	Door and lock repaired	60	1
3/13/2013 HVAC	Air filters changed	120	2
3/01/2013 ELECTRICAL	Lights repaired	120	2
3/13/2013 ELECTRICAL	Lights repaired	90	1.5
3/14/2013 ELECTRICAL	Roof lights repaired	90	1.5
	Facility Subtotal	600	10
	Total	600	10

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
FIRE STATION #1			
3/01/2013 ELECTRICAL	Electrical circuit repaired	60	1
3/14/2013 PLUMBING	Shower valve rebuild and shower drain blockage	180	3
3/28/2013 PLUMBING	Cartridge on kitchen faucet replaced	60	1
3/29/2013 PLUMBING	Sewer main blockage	180	3
	Facility Subtotal	480	8
	Total	480	8
FIRE STATION #2			
3/12/2013 ELECTRICAL	Outside lights repaired	210	3.5
3/14/2013 MISCELLANEOUS	Evaluate light problems	60	1
	Facility Subtotal	270	4.5
FIRE STATION #3			
3/04/2013 PLUMBING	Water leak repaired	120	2
3/08/2013 HVAC	Air filters changed	240	4
3/04/2013 PLUMBING	Water leak repaired	120	2
	Facility Subtotal	480	8
FIRE STATION #4			
3/04/2013 PLUMBING	Gas valve range rebuilt	120	2
3/04/2013 PLUMBING	Gas valve repaired	120	2
	Facility Subtotal	240	4
FIRE STATION #6			
3/12/2013 MISCELLANEOUS	Door repaired	60	1
3/15/2013 PLUMBING	Flush valve on urinal rebuilt	60	1
3/18/2013 PLUMBING	Kitchen sink blockage	60	1
3/20/2013 PLUMBING	Sewer blockage	120	2
3/22/2013 PLUMBING	Water leak on water heater	90	1.5
3/25/2013 PLUMBING	Sewer blockage	90	1.5
	Facility Subtotal	480	8
FIRE STATION #7			
3/25/2013 HVAC	Heater repaired	120	2
3/19/2013 PLUMBING	Cartridge on kitchen sink faucet replaced	60	1
3/27/2013 MISCELLANEOUS	Consultation	180	3
3/27/2013 PLUMBING	Water leak on shower pan repaired	90	1.5
3/27/2013 PLUMBING	New ice machine installed	90	1.5
3/28/2013 PLUMBING	New ice machine installed	90	1.5
3/29/2013 HVAC	Heater checked	120	2
3/25/2013 HVAC	Heater repaired	150	2.5
	Facility Subtotal	900	15

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
FIRE STATION #8			
3/08/2013 PLUMBING	Sewer blockage in main bldg.	120	2
3/08/2013 PLUMBING	Vents under sink replaced	60	1
3/18/2013 PLUMBING	Sewer blockage in kitchen	120	2
3/18/2013 PLUMBING	Sewer blockage in kitchen	120	2
3/01/2013 ELECTRICAL	Outside lights repaired	240	4
3/08/2013 PLUMBING	Sink drain blockage	60	1
	Facility Subtotal	720	12
	Total	3090	51.5
PARK - ANDREWS PARK			
3/29/2013 ELECTRICAL	Lights repaired and electrical checked	120	2
3/12/2013 PLUMBING	Open bathrooms	60	1
3/21/2013 MISCELLANEOUS	Consult with Parks personnel	120	2
3/28/2013 PLUMBING	Lavatory faucet repaired	60	1
3/12/2013 ELECTRICAL	Lights repaired	60	1
	Facility Subtotal	420	7
PARK - FALLS LAKEVIEW			
3/12/2013 PLUMBING	Open bathrooms	60	1
	Facility Subtotal	60	1
PARK - GRIFFIN PARK			
3/08/2013 PLUMBING	Open bathrooms	60	1
3/13/2013 PLUMBING	Open bathrooms "north complex"	60	1
3/13/2013 PLUMBING	Open bathrooms "west complex"	60	1
3/13/2013 PLUMBING	Open bathrooms "south complex"	60	1
3/22/2013 PLUMBING	Stool blockage in women's bathroom	60	1
3/04/2013 ELECTRICAL	Sprinkler wire splice in ground box	90	1.5
3/08/2013 PLUMBING	Open bathrooms	60	1
	Facility Subtotal	450	7.5
PARK - LIONS PARK			
3/11/2013 PLUMBING	Open bathrooms	60	1
3/21/2013 PLUMBING	Flush valve buttons repaired	60	1
3/29/2013 PLUMBING	Outside faucet repaired	60	1
	Facility Subtotal	180	3
PARK - NE LIONS PARK			
3/08/2013 PLUMBING	Open bathrooms	60	1
3/20/2013 PLUMBING	Flush valve on stool in women's bathroom rebuilt	60	1
3/25/2013 PLUMBING	Drinking fountain blockage	60	1
3/27/2013 PLUMBING	Flush valve in women's bathroom rebuilt	60	1
3/08/2013 PLUMBING	Open bathrooms	60	1
	Facility Subtotal	300	5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
PARK - REAVES - COMMUNITY BUILDING			
3/11/2013 PLUMBING	Open bathrooms	60	1
3/29/2013 PLUMBING	Sewer main blockage	120	2
3/19/2013 MISCELLANEOUS	A/C replacement bids	120	2
3/20/2013 MISCELLANEOUS	A/C replacement bids	120	2
	Facility Subtotal	420	7
PARK - ROTARY PARK			
3/29/2013 ELECTRICAL	Lights repaired	60	1
3/11/2013 PLUMBING	Open bathrooms	60	1
	Facility Subtotal	120	2
WESTWOOD TENNIS CENTER			
3/11/2013 ELECTRICAL	Time clock repaired	90	1.5
	Facility Subtotal	90	1.5
WESTWOOD TENNIS COURT			
3/04/2013 ELECTRICAL	Lights repaired	180	3
3/05/2013 ELECTRICAL	Lights repaired	60	1
3/06/2013 ELECTRICAL	Lights repaired	180	3
3/07/2013 ELECTRICAL	Lights repaired	90	1.5
3/18/2013 ELECTRICAL	Lights Repaired	120	2
3/19/2013 ELECTRICAL	Lights Repaired	480	8
3/20/2013 ELECTRICAL	Lights Repaired	60	1
3/26/2013 ELECTRICAL	Lights repaired	120	2
3/04/2013 ELECTRICAL	Lights checked	90	1.5
3/15/2013 MISCELLANEOUS	Order scissor lift for light repair	60	1
3/19/2013 ELECTRICAL	Lights repaired	480	8
	Facility Subtotal	1920	32
	Total	3960	66
FIREHOUSE ART CENTER			
3/08/2013 PLUMBING	Flush valve on stool repaired	60	1
3/05/2013 HVAC	Heat checked	120	2
3/06/2013 MISCELLANEOUS	A/C replacement priced	240	4
3/13/2013 HVAC	Air filters changed	120	2
3/14/2013 MISCELLANEOUS	A/C replacement bids	240	4
3/08/2013 PLUMBING	Toilet water valve replaced	60	1
	Facility Subtotal	840	14
	Total	840	14
HISTORICAL HOUSE			
3/06/2013 MISCELLANEOUS	Door repaired	60	1
3/28/2013 PLUMBING	Sump pump repaired	60	1
3/06/2013 MISCELLANEOUS	Door repaired	60	1
	Facility Subtotal	180	3
	Total	180	3

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
SOONER THEATRE			
3/21/2013 MISCELLANEOUS	Double doors repaired	60	1
3/14/2013 HVAC	Air filters changed	240	4
3/11/2013 ELECTRICAL	Time clock repaired	60	1
	Facility Subtotal	360	6
SANTA FE DEPOT			
3/05/2013 PLUMBING	Roof piping for drain installed	60	1
3/14/2013 ELECTRICAL	Outlets replaced and others tightened	150	2.5
	Facility Subtotal	210	3.5
	Total	210	3.5
PARK - REAVES PARK			
3/18/2013 ELECTRICAL	Power located	240	4
3/20/2013 ELECTRICAL	Lights repaired	420	7
3/21/2013 ELECTRICAL	Lights repaired	360	6
3/27/2013 ELECTRICAL	Service located	60	1
3/29/2013 ELECTRICAL	Lights repaired and service located	60	1
3/29/2013 ELECTRICAL	Lights repaired and service located	120	2
3/11/2013 PLUMBING	Open bathrooms	60	1
3/12/2013 PLUMBING	Open bathrooms	60	1
3/12/2013 PLUMBING	Open bathrooms	60	1
3/26/2013 PLUMBING	Stool blockage in men's bathroom	60	1
3/12/2013 ELECTRICAL	Meter repaired	60	1
3/20/2013 ELECTRICAL	Line located	360	6
3/21/2013 ELECTRICAL	Spot lines for Medeval Fair	360	6
	Facility Subtotal	2280	38
RECREATION CENTER - 12TH AVENUE			
3/01/2013 HVAC	AC retrofit/replacement	300	5
3/01/2013 PLUMBING	Flush valve on urinal rebuilt	60	1
3/22/2013 PLUMBING	Kitchen sink drain blockage	60	1
3/26/2013 PLUMBING	Thermo coupling on water heater replaced	60	1
3/26/2013 PLUMBING	Sewer main blockage	180	3
3/26/2013 PLUMBING	Thermo coupling on water heater replaced completed	60	1
3/26/2013 HVAC	Heat for game room checked	240	4
	Facility Subtotal	960	16
RECREATION CENTER - IRVING			
3/06/2013 MISCELLANEOUS	Door repaired	60	1
3/21/2013 PLUMBING	Drain under lavatory blockage	60	1
3/19/2013 HVAC	Air filters changed	240	4
3/06/2013 MISCELLANEOUS	Door repaired	60	1
	Facility Subtotal	420	7

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
RECREATION CENTER - LITTLE AXE			
3/01/2013 MISCELLANEOUS	Consult with Parks personnel	180	3
3/04/2013 PLUMBING	Hot water line repaired	180	3
3/06/2013 PLUMBING	Water heater element replaced	180	3
3/12/2013 PLUMBING	Open bathrooms	60	1
3/22/2013 PLUMBING	Urinal in bathroom rehung	150	2.5
	Facility Subtotal	750	12.5
RECREATION CENTER - WHITTIER			
3/11/2013 PLUMBING	Stool blockage in men's bathroom	60	1
3/07/2013 HVAC	Air Filters changed	120	2
	Facility Subtotal	180	3
	Total	4590	76.5
SENIOR CITIZENS CENTER			
3/01/2013 PLUMBING	Dishwasher drain blockage	60	1
3/22/2013 PLUMBING	Kitchen sink sprayer repaired	60	1
3/25/2013 MISCELLANEOUS	Cabinet door repaired	90	1.5
3/15/2013 HVAC	Air filters changed	120	2
	Facility Subtotal	330	5.5
	Total	330	5.5
WESTWOOD CLUB HOUSE			
3/13/2013 PLUMBING	Urinal blockage	60	1
3/13/2013 PLUMBING	Run camera in roof drains	180	3
3/06/2013 HVAC	Air filters changed	240	4
	Facility Subtotal	480	8
WESTWOOD GOLF COURSE			
3/25/2013 ELECTRICAL	Lights repaired	300	5
3/26/2013 ELECTRICAL	Lights repaired	60	1
3/01/2013 PLUMBING	French drain blockage	120	2
3/21/2013 PLUMBING	French drain blockage	120	2
3/13/2013 MISCELLANEOUS	Evaluation of adding pump for ponds	180	3
3/14/2013 MISCELLANEOUS	Power regulations for pond pumps discussed	90	1.5
3/25/2013 ELECTRICAL	Lights repaired	300	5
	Facility Subtotal	1170	19.5
	Total	1650	27.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
WESTWOOD POOL			
3/01/2013 ELECTRICAL	Slide pump repaired	60	1
3/04/2013 ELECTRICAL	Slide pump repaired	150	2.5
3/06/2013 MISCELLANEOUS	Slide cleanup from repairs	120	2
3/14/2013 PLUMBING	Open bathrooms	150	2.5
3/15/2013 PLUMBING	Lavatory drains (3) replaced	120	2
3/15/2013 PLUMBING	Flush valves (3) on stools replaced	120	2
3/15/2013 PLUMBING	Stool flanges (3) replaced	120	2
3/01/2013 MISCELLANEOUS	French drain blockage	120	2
3/15/2013 MISCELLANEOUS	French drain repaired	360	6
Facility Subtotal		1320	22
Total		1320	22
WATER TREATMENT PLANT			
3/01/2013 ELECTRICAL	Lights repaired	30	0.5
3/05/2013 HVAC/MISC.	Heater repaired and ceiling repaired	180	3
3/06/2013 ELECT/MISC.	Lights, circuits, and ceiling repaired	60	1
3/07/2013 ELECTRICAL	Ceiling heater repaired	60	1
3/22/2013 ELECTRICAL	T.C. installed, light repaired, wells repaired, AC duct temp	240	4
3/26/2013 ELECTRICAL	Various electrical repairs	300	5
3/27/2013 ELECTRICAL	Lights repaired	180	3
3/28/2013 ELECTRICAL	Lights repaired	330	5.5
3/01/2013 PLUMBING	Drinking fountain blockage	60	1
3/14/2013 PLUMBING	Drinking fountain valve rebuild	90	1.5
3/20/2013 PLUMBING	Water service repaired	150	2.5
3/20/2013 PLUMBING	Water lines repaired	150	2.5
3/27/2013 PLUMBING	Faucet on D&I water line replaced	60	1
3/29/2013 PLUMBING	Drinking fountain repaired	60	1
3/15/2013 HVAC	Duct leaking	210	3.5
3/19/2013 HVAC	Air filters changed	120	2
3/20/2013 HVAC	Air filters changed	240	4
3/07/2013 MISCELLANEOUS	Assist with ceiling tiles	150	2.5
3/08/2013 ELECTRICAL	Holding tank floats repaired	120	2
3/08/2013 ELECTRICAL	Hook #3 service pump back up	120	2
3/26/2013 ELECTRICAL	Pump panel control on well #47 checked	120	2
3/26/2013 ELECTRICAL	Time clock installed	120	2
3/26/2013 ELECTRICAL	Outside lights repaired and complete time clock installed	240	4
3/27/2013 ELECTRICAL	Lights repaired and time clock installed	360	6
3/28/2013 ELECTRICAL	Time clock installed and lighting repaired	360	6
Facility Subtotal		4110	68.5
Total		4110	68.5
WASTEWATER MAINTENANCE SHOP			
3/27/2013 HVAC	Electrical room A/C repaired	240	4
3/13/2013 MISCELLANEOUS	Obtain filter and pump prices	150	2.5
Facility Subtotal		390	6.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
WASTEWATER TREATMENT PLANT			
3/13/2013 HVAC	Air filters changed	240	4
3/20/2013 HVAC	A/C for electrical room checked	120	2
3/07/2013 ELECTRICAL	Pump control repaired	330	5.5
	Facility Subtotal	690	11.5
	Total	1080	18
SANITATION DIVISION BUILDING			
3/01/2013 ELECTRICAL	Compactor repaired/retrofit NRH and Veterans Center	30	0.5
3/07/2013 ELECTRICAL	Compactor repaired veterans/NRH	180	3
3/14/2013 ELECTRICAL	Lights repaired	90	1.5
3/26/2013 ELECTRICAL	Compactor repaired/NRH	60	1
	Facility Subtotal	360	6
TRANSFER STATION			
3/26/2013 PLUMBING	P-trap under sink leaking	60	1
3/28/2013 PLUMBING	Sewer blockage	150	2.5
	Facility Subtotal	210	3.5
	Total	570	9.5
COMPOST FACILITY			
3/05/2013 PLUMBING	Water line dug up and replaced	90	1.5
3/05/2013 PLUMBING	Bury hydrant dug up and replaced	150	2.5
3/05/2013 PLUMBING	Replace and bury hydrant	90	1.5
3/05/2013 PLUMBING	Water hydrant line repaired	90	1.5
3/06/2013 ELECTRICAL	Outlet installed	60	1
	Facility Subtotal	480	8
	Total	480	8
FLEET MAINTENANCE			
3/05/2013 ELECTRICAL	Heater repaired and retrofitted	120	2
3/06/2013 ELECTRICAL	Heater repaired	60	1
3/21/2013 ELECTRICAL	Power located	120	2
3/29/2013 ELECTRICAL	Lights repaired and service located	60	1
3/29/2013 PLUMBING	Locate drain blockage	60	1
3/04/2013 MISCELLANEOUS	Heaters for Fleet picked up	240	4
3/05/2013 HVAC	Ceiling heaters installed	240	4
3/21/2013 HVAC	Air filters changed	240	4
3/06/2013 ELECTRICAL	Lights repaired	120	2
3/12/2013 ELECTRICAL	Outside lights repaired	150	2.5
3/21/2013 ELECTRICAL	Spot lines for CNG station	120	2
	Facility Subtotal	1530	25.5
	Total	1530	25.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
FACILITY MAINTENANCE			
3/04/2013 MISCELLANEOUS	Safety meeting	60	1
3/07/2013 MISCELLANEOUS	Shop stocked, truck cleaned, project prep	150	2.5
3/18/2013 MISCELLANEOUS	Shop stocked and truck cleaned and stocked	60	1
3/22/2013 MISCELLANEOUS	Shop stocked and cleared truck	120	2
3/25/2013 MISCELLANEOUS	Stocked shop and truck and drove electrician to his truck	60	1
3/28/2013 MISCELLANEOUS	Shop and truck stocked	150	2.5
3/29/2013 MISCELLANEOUS	Shop and truck stocked	60	1
3/04/2013 MISCELLANEOUS	Safety meeting	60	1
3/29/2013 HVAC	Heater in shop checked	120	2
3/4/2013 MISCELLANEOUS	Safety meeting	60	1
3/18/2013 ELECTRICAL	Lights repaired	60	1
3/22/2013 MISCELLANEOUS	Truck cleaned and serviced	120	2
3/25/2013 MISCELLANEOUS	Restocked truck	30	0.5
	Facility Subtotal	1110	18.5
	Total	1110	18.5
	Grand Total		571

CITY MANAGER 2

CIP Financial Status 2A

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

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

2/1/2012

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

Notes

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

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

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

Other

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

COMMUNITY RELATIONS 2B

Community Relation's Office
March 2013

Number of press releases	29
Contacts with the media	15
<i>Norman News</i> Membership	1097
Web Site Visits	60,634
Facebook Followers	1,239
Twitter City of Norman Followers	501

DEVELOPMENT COORDINATOR 2C

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

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

General Inquiries, Contacts and Meetings

- Business and Community Affairs
- Planning Commission
- Development Review Team
- Pre-Development Meetings (with public and applicants)
- City Council
- Economic Development Forum (Cameron University)

Building Permit and Plat Application Meetings

- Met with staff and property owner to discuss zoning option for residential property
- Attended “Brown Bag Lunch” meeting with staff and representatives from the Builders Association of South Central Oklahoma to discuss issues regarding residential plumbing inspections
- Met with staff and property representatives regarding zoning for a proposed development on Lindsey St.
- Met with staff and prospective business owner regarding renovations to an existing building for a new restaurant
- Met with staff and the project developer to discuss requirements for a university organization facility renovation
- Attended meeting with staff and consulting representatives regarding the Lindsey St. design review
- Met with staff, property owner and property representatives regarding zoning for a proposed industrial development.
- Discussed options for signage with staff to assist business owners affected by the Main St./I-35 interchange project
- Met with staff and design professionals regarding building renovation plans for Downtown building and business.
- Continued working with property owners affected by recent wildfires to discuss building permit options for rebuilding efforts
- Met with staff and design professionals regarding building renovation plans for a school’s recreational facilities

Development Process Improvements

- ***Preliminary Plat Expiration Extension*** – At the request of the Norman Developer's Council (NDC), a meeting was conducted to discuss the potential of extending the expiration period of preliminary plats from its current time period, 3 years (with an 2 additional years if any portion is final platted), to 5 years. An ordinance was recommended to move forward by the Council Business and Community Affairs committee. Final revisions of the draft were approved by the Planning Commission in at the February 2013 meeting and a by Council on March 26, 2013. The changes become effective in late April 2013.
- ***Preliminary Plat Expiration Calendar*** – work continues on development of a calendar that identifies all of the currently active preliminary plats in Norman. This calendar will track the expiration date of those plats and will serve as a valuable reference for both staff and the development community alike. Currently, work is completed on the project. This calendar has been developed utilizing an easily maintainable spreadsheet that can be progressively updated by staff. It should be implemented by May 2013.
- ***ICC and NFPA Code Clarification Project*** – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear. Diagrams and language that could be included as part of the clarification item, should assist in making code clarifications and other information provided to contractors and developers more clear. As codes change and additional topics of clarification are identified, this page and subsequent material can be updated. Work continues to research processes and obtain examples from other cities. 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. Chapters are in the process of being revised, and work is currently underway on the permitting and plan review chapters, along with development of flow charts.
- ***Construction Information for Developers and Businesses*** – work continues on outlining process for informing local developers and businesses of potential impacts from public construction projects. This project is designed to continue establishing a good working relationship with the business community and allow identification of potential problems or issues that may arise for businesses/development during the public construction. With early identification and dialogue, perhaps the impact to businesses can be lessened and/or solutions to problems can be implemented early in the construction process. As part of this project, an email list to communicate with businesses impacted by construction will be utilized; information on the Development Coordinator's webpage; phone calls; on-site meetings; and possibly through a specific, individual social media site (i.e. Twitter)

Additional Projects:

- ***24-Hour Library Service Point*** – Construction of the concrete pad and electricity has been completed. As soon as the machine is delivered (anticipated in May 2013), staff will work with the Pioneer Library System to finalize the set-up of the 24-hour library service point and plan the ribbon-cutting event. The canopy for the machine will now be constructed on site.
- ***High Density Public Discussion Series*** – continued assisting with research for the draft resolution and providing website/email updates to the public.
- ***Revisions to Commercial Lighting Ordinance*** – revisions to the Lighting Ordinance were approved by Council at the March 26, 2013, meeting.

CITY OF NORMAN

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

Treasury Division:

In the month of March, the Treasury Division processed 28,569 total payments. The traffic counter at the Drive-up Facility counted 5,052 customers. The Treasury Division processed 1,076 credit card utility payments, an increase of 2.8% from last month, and the IVR (Interactive Voice Response) system processed 1,259 credit card utility payments, a decrease of -6.6% from last month. Utility customers also have the option of paying on the City of Norman website. There were 2,542 credit card payments made on the internet in March, an increase of 3.7% from last month. The Municipal Court processed 558 credit card payments for court fines, an increase of 2.2% 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 \$16,201 in convenience fees in the month of March with a fiscal year-to-date total of \$124,456.

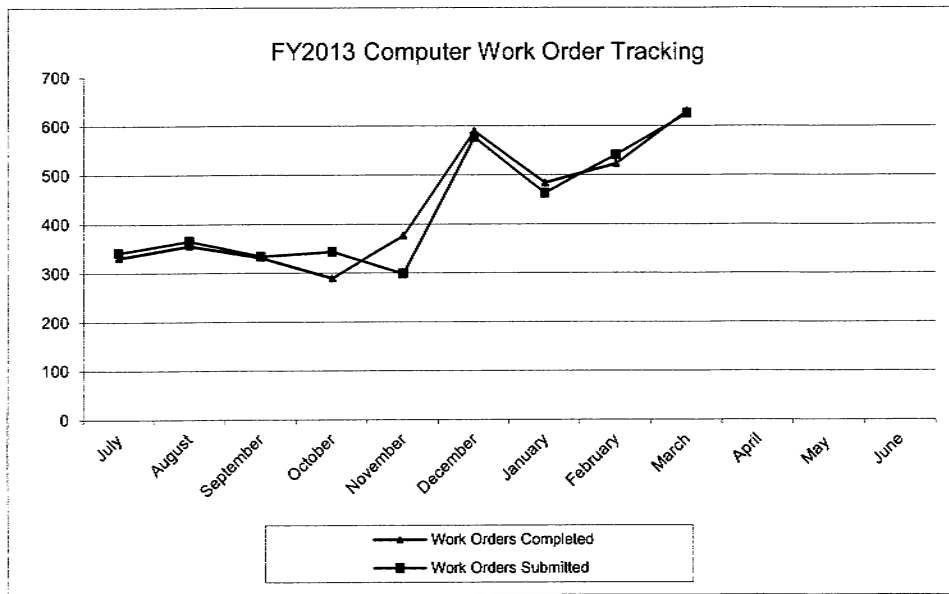
Utility Services Division:

The Meter Reading Division read 33,562 meters. Out of 75 meter reading routes, 65 (87%) were read within the targeted 30-day reading cycle. All routes were read by the 33rd day.

Information Technology Division:

IT has a network security appliance that blocks and counts “hacker” attempts on the City’s firewall. This appliance further enhances our network security and provides more statistical information regarding hacker attempts. During the month of March there were 9,345,566 hacker attempts on the City’s main computer system. This comes to an average of 210 attempts per minute on the computer room firewall.

In the month of March, 626 work orders were submitted to the IT Division Help Desk for computer related help. Out of the amount submitted, 631 (101%) work orders were completed. Five of the work orders were from previous months.



The City of Norman's website had 60,634 visits during the month of March. Staff is currently working on several projects. Updates to each project are presented below and **changes are in bold.**

Public Safety CAD / RMS Software Replacement Project

- The CAD/RMS committee met with our RCC consultants and representatives from New World on 9/5, 9/6, and 9/7 to discuss contract issues. The CAD/RMS committee has had additional conference calls with our RCC consultants on 9/13, 9/14, 9/17, 9/20, 9/21, and 9/28 to discuss contract and pricing issues.
- On 9/25 Council approved the allocation and expenditure of the funds for additional hardware and software upgrades that were identified as prerequisites to the installation and implementation of the proposed New World CAD/RMS solution.
- The grant funds approved for the additional EMC storage components required for this project were encumbered on 9/24, PO # 222029 to ISG Technology, and the hardware was ordered on 9/26; check # 269909 to ISG Technology dated 9/26 in the amount of \$168,830. This equipment has been received. Installation has not been scheduled. Installation of these additional components is dependent on getting the larger capacity computer room UPS and Building C generator installed.
- The RFP for the UPS and generator were sent to Purchasing on 10/12 to be mailed out the week of 10/15. The RFP will be advertised in the local newspapers on 10/17 and 10/31. We have scheduled a mandatory vendor project overview meeting for 11/7. The RFP proposals are due on 11/15. We are shooting for an install completion date of Jan. 15 at which time we can begin installing the new EMC and Cisco UCS hardware.

- The mandatory pre-bid meeting was held on 11/7 and was attended by representatives from eight companies. We received one complete RFP response and two incomplete responses by the 11/15 deadline. The one complete response was over our budget for the entire project by \$139,702. I contacted the vendor to give them the opportunity to give us another quote to see if they could get the cost within or close to our budget. Their second quote was \$148,056 over budget with a 60-80KVA UPS proposed and \$182,121 over budget with a 100-120KVA UPS proposed.
- The generator / UPS RFP was re-submitted to all of the vendors who attended the Nov 7 pre-bid meeting with new project timelines and a revised scope of work. Responses for this revised RFP are due on Dec 21. The agenda item for this purchase will be presented to the City Council on Jan 8, 2013 requesting their approval to award this contract to the selected vendor. We anticipate that the delivery and installation of the generator and UPS will not be completed until April 7, 2013 based on several vendors' delivery and installation timeline estimates.
- A vendor was selected for the Building C Generator and Computer Room UPS project. Submittal of the contract with the selected vendor to the City Council has been deferred until the Feb. 12 Council meeting due to delays in getting all of the necessary paperwork in order. This project is expected to be completed by April 22.
- The contract for this project was approved by the City Council on Feb. 12. The PO and signed contract documents were mailed to the vendor on Feb. 13. A copy of the PO and the contract signature pages were emailed to the vendor on Feb. 13 at his request so he could get the equipment ordered. The vendor will provide an update on the status of the equipment order and project scheduling the week of March 11.
- IT staff is evaluating alternatives to address the power and cooling needs for the new equipment that is needed for the CAD/RMS project to mitigate the impact that the delay in the generator and UPS installation may have on the CAD/RMS project.
- IT staff and Facility Maintenance staff have determined that the equipment building provided to us by Verizon Wireless in 2009 will meet our needs as our data replication site for the CAD/RMS project. Fleet Management service and test started the emergency generator at that location on Dec. 20. Facility Maintenance staff assisted with the electrical and mechanical (heat and air, lighting, electric service) evaluation to insure that all is working properly. A representative was scheduled for Jan. 9 to test the generator and electric service transfer switching to insure that the transfer from utility power to generator power was working as required. Everything checked out well so the facility is ready for us to start moving equipment. We are getting quotes for the alarm monitoring for the generator, heat and air, smoke and fire alarms, and security. We have gotten quotes for the fiber optic cable installation needed for this site. Street Maintenance has agreed to assist us by doing the trenching and conduit installation necessary for this fiber optic cable. That trenching work is expected to be completed by mid-January with the fiber cable installation to follow shortly after completion of the trenching and conduit installation.
- The final testing of the generator and electrical power transfer switch for the IT/PD Data Replication Site (DRS) was completed in January and the generator is fully operational. Street Maintenance completed the trenching and conduit installation needed

in preparation for the fiber optic cable installation. Facility Management electricians completed the electrical cabling work needed in preparation of the UPS equipment installation. The UPS equipment was delivered and was being installed the last week of January and the first week of February. The fiber optic cable was installed and tested the last week of January. Installation of the hardware for the CAD/RMS project data replication was started the first week of February. The final piece of the installation is expected to be completed by the end of March.

- Kari Madden and Rob Gruver have been working on the equipment installation and the DRS throughout the month of February. We have a technician from EMC scheduled to be on-site the week of March 18 and March 25 to move the EMC equipment for this project from the Building C computer room to the DRS.
- **EMC Techs were on-site the weeks of March 18-22 and March 25-29 as scheduled to assist Kari and Rob with moving EMC equipment to the IT/PD DRS at Street Maintenance. This work included data and setting up the software for the data replication. Additional work that is still needed is to be scheduled for a later date.**
- The grant funds approved for the additional Cisco UCS hardware were encumbered on 9/24, PO # 222031 to Chickasaw Telecom, and the order for the hardware was placed on 9/26; check # 269908 to Chickasaw Telecom dated 9/26 in the amount of \$200,554.44. Some of this hardware has been delivered. We need to do an inventory of the equipment to determine what is still needed. This hardware cannot be activated until the new UPS and Generator are in place.
- The grant funds approved for the Microsoft Datacenter Server licenses required for the additional hardware were encumbered on 9/24, PO # 222030, and the order was placed on 9/26; check # 269910 to SHI International dated 9/26 in the amount of \$19,200.
- The funds for the Microsoft Office 2010 upgrade were encumbered on 10/3, PO # 222426 to SHI International, and the order was placed on 10/3. The MS Office upgrade was started on 10/24 as planned. A number of software and hardware issues were encountered with the first two groups giving us an indication that this upgrade is going to be more manpower and time consuming than we initially anticipated. The Office 2010 upgrade installs have been completed for the Finance, Parks & Recreation, Human Resources, City Attorney, City Clerk, City Manager, Fire, and Municipal Court departments. The upgrade installs for the Planning Department were started on Dec 12. The Police and Public Works departments will follow the latter part of December or early January followed by the Utilities department in early to mid-January. The Utilities department upgrade is delayed because the current version of the City Works work order system they are using will not work with Office 2010 and we cannot upgrade their City Works software until we can upgrade our ESRI GIS software. We can't upgrade our ESRI GIS software until we can add the new EMC storage and Cisco UCS hardware which can't be done until we can get a solution in place for the power needed for that equipment.
- MS Office upgrades were completed for the PD, and Planning departments in December. The Public works Office upgrades were done the first week of January.

- MS Office upgrades were completed for the Public Works and Utilities Departments with the exception of those divisions using the City Works work order system (Line Maintenance).
- The MS Office upgrades have been completed for all departments with the exception of the PD Patrol laptops and those individuals who are using the City Works work order software due to some compatibility issues. These issues will be resolved when the GIS and City Works software upgrades are completed, probably by the end of April.
- All of the checks for items purchased with grant funds have been mailed to the vendors
- The funds for the CityWorks work order system software upgrade were encumbered on 10/5, PO # 222706 and the PO was emailed to Azteca Systems on 10/5. We are tentatively planning this upgrade for the week of 1/14 – 1/18 or the week of 1/21 – 1/25.
- The installation and implementation timeline will be determined during the contract negotiations with the selected vendor.
- The City Council approved the contract with New World Systems for the purchase and implementation of the new CAD/RMS software on Dec. 18. A project start-up conference call was held with RCC and New World on Jan. 3. We scheduled a meeting for Jan. 30 to work on the project timeline.
- CAD/RMS project committee members, the Finance Director, Police Chief, Deputy Police Chief, and key staff from the PD and FD met with the New World Systems project management team and our RCC consultants on January 30 to discuss the project implementation process and timeline.
- **Meetings have been held between City staff members, our RCC consultants, and New World staff throughout March to discuss project timelines and data conversion topics.**

EMC Storage / Server Virtualization Project

- Data migration from our old network data storage and additional server virtualization will be an ongoing project for the next several months (12-18 months) with the continued assistance from F5 Networks consultants as needed.
- The EMC and Cisco UCS hardware that was budgeted in the FY2013 budget and the additional hardware that was specified for the CAD/RMS project was ordered and has been delivered. Installation of these additional components is dependent on getting the larger capacity computer room UPS and Building C generator installed. We have the RFP ready to send out for the replacement UPS and generator. We are shooting for an install completion date of Jan. 15 at which time we can begin installing the new EMC and Cisco UCS hardware.
- Installation of the EMC and Cisco UCS hardware at the DRS site has been ongoing throughout February. We have scheduled an EMC technician to be on-site the weeks of March 18 and March 25 to assist with moving the CAD/RMS data replication EMC hardware from its current location in the Building C computer room to the new DRS.
- **EMC Techs were on-site the weeks of March 18-22 and March 25-29 as scheduled to assist Kari and Rob with moving EMC equipment to the IT/PD DRS at Street**

Maintenance. This work included data and setting up the software for the data replication. Additional work that is still needed is to be scheduled for a later date.

PCI Compliance Project

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

Email Archiving and Retrieval / e-discovery Project

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

Building Permits and Inspections Process Enhancements

- We went live on the BP Click-2-Gov module with a presentation to the building community on 8/29. SPS has made some updates to the software that are only available in their 8.0 software version. The 8.0 version upgrade was completed the weekend of 10/19 and 10/20 to take advantage of the added features.
- Council approved the Mobile Field Inspections software purchase on 8/28. The PO for the software and implementation and training services was sent to SPS on 9/04.
- A project kick-off conference call was held on 9/17 to discuss the server, storage, laptop, and mobile printer requirements as well as the project timeline. The timeline for the software install and training is 11/29 and 11/30 which will be followed by ongoing testing and continued training through Dec. The projected go-live date is Jan. 7, 2013.
- A Council agenda item that had been submitted for the Oct. 9 Council meeting for approval to purchase the 8 laptop computers for this project at a cost of \$29,357.60 was pulled for further consideration. A new Council agenda date for this item has not yet been set to my knowledge. The SPS project manager says this will not delay the software installation and training that is scheduled for 11/27 and 11/28. He said they can install the software on the Building Inspectors' desktop computers and still do the training then we can re-install the software on the laptop computers when we get them.
- An HP convertible touchscreen display laptop model was selected and purchased for testing as a potential alternative to the Panasonic Toughbooks. The software was installed on this laptop during the Selectron rep's site visit on Dec. 19 and 20 and seemed to function satisfactorily. This laptop was sent to Selectron on Jan. 9 for certification testing as requested by Selectron and Sungard. The certification testing is expected to take about two weeks. A council agenda item requesting approval to purchase seven more of these laptops has been submitted for the Jan. 22 Council meeting.

- The City Council approved the purchase of seven additional laptops for the Building Inspectors.
- Certification testing of the laptop that was sent to Selectron has been completed with a couple of issues being identified by Selectron. Further testing by one or more of the Building Inspectors is needed to determine if these issues will be significant enough to them to prevent purchasing more of these laptops. The tested laptop was returned to us on Feb. 5 so the continuing in-house testing using this laptop will resume the week of Feb. 11.
- All of the hardware components (laptops, printers, air cards, power inverters, Bluetooth devices, and in-vehicle printer mounts) for this project have been ordered. Everything has been delivered as of March 7 except for the printer mounts. Those are expected to be delivered toward the end of March. IT staff is working to get the laptops configured and delivered to the Building Inspectors by March 13. On-site follow-up training for the Building Inspectors is scheduled for March 28.
- **The laptops were provided to the Building Inspectors and the on-site training session was completed as scheduled.**
- The client software installation and initial user training was re-scheduled for Dec 19 and 20 at the request of Selectron.
- The scheduled software installation and training for the selected “test group” inspectors was completed on Dec. 19 and 20. Testing on the software using the test group inspectors’ desktop computer is to continue through January.
- Testing of the Mobile Field Inspections (MFI) software has been proceeding slowly in January. Software problems have been reported to Selectron and Sungard and their respective support personnel have been working through them.
- Testing has continued through February and issues are getting resolved as they are reported.
- Other hardware items to be selected and purchased are the mobile in-vehicle printers and the in-vehicle mounts for the laptops and printers. Once the selection is made on the mobile printers make and model we will be able to coordinate the in-vehicle mount requirements with Fleet Management. Permit Manager Bob Christian has selected the preferred make and model of mobile printer. I will order the selected printers the first week of Nov. so they can be here for the scheduled 11/27 and 11/28 software install and training.
- The in-vehicle printers have been ordered and delivered. Selection and ordering of the in-vehicle mounts has been delayed until the decision is made on the laptops and their purchase has been approved by Council.
- An agenda item requesting Council approval to purchase Dell convertible display laptops for this project instead of the Panasonic Toughbooks is targeted for the Dec 18 Council meeting.

FBI Criminal Justice Information System (CJIS) Compliance

- On 10/24 the FBI conducted a CJIS security audit on the City’s network and procedures for accessing the OLETS and NCIC databases. The City was found to be deficient in

several areas, some of which can be addressed procedurally and some that will require a great deal of network re-design work. We have until September of 2013 to address all of the issues identified.

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

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are below target for the month of March at -2.79%. Revenues from the City's largest single source of revenue, sales tax, are also below target at -4.46% for the year to date and are above last fiscal year by 2.14%. Below is a summary table regarding General Fund revenues and expenditures to date.

	FYE 13 Budget To Date	FYE 13 Actual To Date	FYE 12 Actual To Date	FYE 11 Actual To Date
Sales Tax Revenue*	\$28,694,213	\$27,413,447	\$26,839,455	\$26,092,231
General Fund Revenue*	\$51,565,222	\$49,428,731	\$48,732,372	\$48,897,757
General Fund Expenses*	\$56,752,382	\$52,899,731	\$49,854,969	\$50,737,898

* Excludes Public Safety Sales Tax

Administration Division

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	3,200.00	480.00	3,200.00
Total Comp Time Available	0.00	15.88	0.00	23.88
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 480.00	 3,215.88	 480.00	 3,223.88
Benefit Hours Taken	67.25	449.75	60.00	413.50
 TOTAL ACCOUNTABLE STAFF HOURS	 412.75	 2,766.13	 420.00	 2,810.38
 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 13		FYE 12	
	MARCH	YTD	MARCH	YTD
Total Regular Hours Available	1,680.00	11,200.00	1,680.00	11,200.00
Total Comp Time Available	1.00	61.50	7.50	80.00
Total Overtime Hours	0.00	0.50	0.00	7.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,681.00	 11,262.00	 1,687.50	 11,287.50
Benefit Hours Taken	178.50	1,818.00	226.75	2,171.50
 TOTAL ACCOUNTABLE STAFF HOURS	 1,502.50	 9,444.00	 1,460.75	 9,116.00
 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

CITY REVENUE REPORTS 3B

City Revenue Report

	FYE 13 MARCH	FYE 12 MARCH	
Total Revenue Received (\$)	\$9,848,963	\$9,602,994	\$245,969
Utility Payments - Office (#)	3,553	2,506	1,047
Utility Payments - Office (\$)	\$345,181	\$343,423	\$1,758
Lockbox (#)	20,451	20,586	(135)
Lockbox (\$)	\$1,488,020	\$1,490,200	(\$2,180)
IVR Credit Card (#)	1,259	1,032	227
IVR Credit Card (\$)	\$121,850	\$84,807	\$37,043
Click to Gov (#)	2,542	2,556	(14)
Click to Gov (\$)	\$160,968	\$167,508	(\$6,540)
UT Credit Card Payments (#)	1,076	1,035	41
UT Credit Card Payments (\$)	\$97,650	\$101,519	(\$3,869)
Art Donations (#)	71	42	\$29
Art Donations (\$)	\$98	\$55	\$43
Bank Draft Payments (#)	5,982	6,200	(218)
Bank Draft Payments (\$)	\$396,881	\$414,716	(\$17,835)
Utility Deposits (#)	55	29	26
Utility Deposits (\$)	\$1,650	\$870	\$780
Fix Payments (#)	2	0	2
Fix Payments (\$)	\$275	\$0	\$275
Processed Return Checks (#)	40	35	5
Processed Return Checks (\$)	(\$5,485)	(\$4,977)	(\$508)
Other Revenue Transactions (#)	382	361	21
Other Revenue Received (\$)	\$6,347,169	\$6,213,066	\$134,103
Accounts Receivable Payments (\$)	\$203,033	\$103,725	\$99,308
Accounts Receivable - Credit Card #	4	2	2
Accounts Receivable - Credit Card \$	\$1,540	\$240	\$1,300
Municipal Court - Fines/Bonds (\$)	\$161,956	\$174,150	(\$12,194)
Municipal Court - Credit Card (#)	558	628	(70)
Municipal Court - Credit Card (\$)	\$78,092	\$98,822	(\$20,730)
Municipal Court - C2G (#)	110	0	110
Municipal Court - C2G (\$)	\$12,919	\$0	\$12,919
Building Permits Cash Report (\$)	200,231	\$195,968	\$4,263
Building Permits Credit Card (#)	119	99	20
Building Permits Credit Card (\$)	\$53,979	\$37,886	\$16,093
Building Permits C2G (#)	21	0	21
Building Permits C2G (\$)	\$1,588	\$0	\$1,588
Occupational License - Bldg Insp. (\$)	\$28,370	\$26,774	\$1,596
Occupational License - Bldg Insp. CC (#)	32	19	13
Occupational License - Bldg Insp. CC (\$)	\$1,955	\$1,014	\$941
Business License - City Clerk (\$)	\$134,845	\$138,923	(\$4,078)
Convenience Fees - All Payments (#)	5,279	4,769	510
Convenience Fees - All Payments (\$)	16,201	14,307	\$1,894
Bank Drafts Billed (#)	6,512	6,255	257
Bank Drafts Billed (\$)	429,527	422,621	\$6,906
Interdepartmental Billing (#)	148	146	2
Interdepartmental Billing (\$)	\$12,059	\$11,700	\$359
Accounts Receivable Billed (\$)	175,663	171,838	\$3,825

Budget Services Division

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	240.00	1,600.00	240.00	1,600.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 240.00	 1,600.00	 240.00	 1,600.00
Benefit Hours Taken	32.00	256.00	24.00	232.00
 TOTAL ACCOUNTABLE STAFF HOURS	 208.00	 1,344.00	 216.00	 1,368.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

Treasury Division

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,200.00	8,000.00	1,200.00	8,000.00
Total Comp Time Available	37.25	263.50	32.25	249.25
Total Overtime Hours	3.00	198.75	0.25	180.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,240.25	8,462.25	1,232.50	8,430.00
Benefit Hours Taken	181.25	1,835.75	231.50	1,869.25
TOTAL ACCOUNTABLE STAFF HOURS	1,059.00	6,626.50	1,001.00	6,560.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

DATA PROCESSING 3C

Data Processing Division

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,920.00	13,280.00	2,160.00	14,400.00
Total Comp Time Available	0.00	11.75	0.00	32.00
Total Overtime Hours	28.50	217.00	36.00	195.00
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	1,948.50	13,508.75	2,196.00	14,627.00
Benefit Hours Taken	158.25	2,103.00	200.00	2,165.50
TOTAL ACCOUNTABLE STAFF HOURS	1,790.25	11,405.75	1,996.00	12,461.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	9.00	9.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY

3D

Utility Division

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,800.00	18,808.00	2,880.00	19,200.00
Total Comp Time Available	18.00	113.75	9.75	101.00
Total Overtime Hours	46.00	362.25	8.50	179.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,864.00	19,284.00	2,898.25	19,480.00
Benefit Hours Taken	400.50	3,594.75	386.25	3,024.25
TOTAL ACCOUNTABLE STAFF HOURS	2,463.50	15,689.25	2,512.00	16,455.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,840.00	480.00	3,200.00
Total Comp Time Available	0.00	0.00	0.00	7.75
Total Overtime Hours	13.00	101.75	7.50	41.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	493.00	1,941.75	487.50	3,249.50
Benefit Hours Taken	25.50	105.50	140.50	590.25
TOTAL ACCOUNTABLE STAFF HOURS	467.50	1,836.25	347.00	2,659.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments

	FYE 13 MARCH	FYE 12 MARCH
Mail Payments - Lockbox	20,451	20,586
Mail Payments - Office	195	295
Mail Payments - Subtotal	20,646	20,881
Night Deposit	445	461
Click-to-Gov Payments	2,542	2,556
IVR Payments	1,259	1,032
Without assistance payments - Subtotal	4,246	4,049
Drive-up window & inside counter	2,601	2,506
Credit Card machine payments (swipe)	650	555
Credit Card machine payments (phone)	426	480
With assistance payments - Subtotal	3,677	3,541
Total Payments Processed - Subtotal	28,569	28,471
Bank Draft (ACH) Payments	5,982	6,200
Total Payments (Utility)	34,551	34,671
Total Convenience Fees - all Payments	5,279	4,769
Grand Total Payments	\$ 39,830	\$ 39,440

Traffic Counter at Drive-up Facility

Night Drop *	595	537
8-5 Drive-up Window Customers *	4,457	4,406
Total Traffic Counter	5,052	4,943

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

Meter Reading Division

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
Number of Meters Read	33,562	321,797	36,618	329,056
New Service	1,312	11,626	895	10,630
Request for Termination	1,211	10,869	862	10,056
Delinquent On(s)	114	568	136	1,580
Delinquent Offs	244	958	245	2,554
Collect Deposit Tags Hung	64	699	44	790
Collect Deposit Cut Offs	59	673	52	621
Blue Tags	11	88	15	112
Number of Meters Re-read	759	9,345	961	10,258
Meters Cleaned	81	687	101	537
Customer Assists	75	577	77	529
Meters Pulled	0	4	0	1
Meters Re-set	0	1	0	2
TOTAL	37,492	357,892	40,006	366,726

Utility Division Activity Report

	FYE 13		FYE 12	
	MARCH	YTD	MARCH	YTD
STATUS REPORT				
Regular Utility Accounts Billed	39,649	353,899	38,857	348,029
New Ons	706	7,373	558	6,291
Final Accounts Billed	573	6,316	492	5,729
TOTAL METERS READ	40,928	367,588	39,907	360,049

FIRE 4

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

FIRE SUPPRESSION DIVISION ACTIVITIES

Incident Response Type Summary

Type	Count	% of Incidents	
Fire	46	4.62	
Overpressure Rupture, Explosion, Overheat - no fire	1	.10	
Rescue & Emergency Medical Service Incidents	660	66.39	
Hazardous Conditions (No Fire)	11	1.10	
Service Call	88	8.84	
Good Intent Call	119	11.95	
False Alarm & False Call	59	5.92	
Severe Weather & Natural Disaster			
Special Incident Type			
Incomplete & Not Yet Entered	11		
Total Incident Count	995		
Total Fire Loss			\$365,600

Average Response Times

	Number of Calls	Average Time
Station #1	204	4.74
Station #2	118	4.81
Station #3	187	5.44
Station #4	90	4.89
Station #5	26	7.88
Station #6	49	7.33
Station #7	78	5.68
Station #8	31	4.77

Number of On-the Job Injuries: 2

Fire Dept

Fire Suppression Monthly Activities (Summary)

Date Between {03/01/2013} And {03/31/2013}

Activity Code	Staff Count	Total Hrs	Pct Hrs
BP Blood Pressure Test (In-Station)	4	4.00	0.08%
CSI Car Seat Installation / Check	2	2.00	0.04%
CX Cancelled Call	570	58.09	1.15%
DE Daily Unit / Equipment Checks	981	1,017.00	20.12%
FS Fire on Standby (Committed & Unassigned)	20	19.95	0.39%
FX Fire At Scene	329	395.37	7.82%
HM Hose Maintenance/Testing	4	2.00	0.04%
HX Haz-Mat At Scene	16	4.24	0.08%
IV Investigate	499	158.63	3.14%
LD / OJI Light Duty - On The Job Injury	4	96.00	1.90%
LM Lawn Maintenance	19	17.50	0.35%
MS Medical On Standby (Committed & Unassigned)	26	8.74	0.17%
MX Medical At Scene	2,831	1,101.18	21.78%
OD Dept. Meeting/Project (Except Officer's Meetings)	40	70.50	1.39%
PE Off Site Public Education / Demonstration	11	30.50	0.60%
PS Public Service	335	102.68	2.03%
RIDE Rideout/Preceptor Program	5	45.00	0.89%
SB Shift Briefing	889	667.59	13.21%
SM Station Maintenance	1,075	1,044.50	20.66%
TT Trade Time	13	188.00	3.72%
VM Vehicle Maintenance (i.e. Monthlys)	20	22.00	0.44%
	<u>7,693</u>	<u>5,055.47</u>	

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	168/ 163.75 staff hours
Re-Inspections	67/ 43.5 staff hours
Residential Inspections	0
Smoke Detector Batteries	17/ 12 staff hours
Plan/Platt Review	45/ 54 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	235/ 206.50 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	20/9.75 staff hours
Code Violation Complaints	86/ 42.75 staff hours
Training (hours)	10/ 23.75 staff hours
Fire Education Classes	9/ 6 staff hours
Investigations	14/20 staff hours
Investigative Activities	17/ 17.25 staff hours
Miscellaneous/Special	Pickle Training

Smoke Detector Program Trailer Park Effort

1 man OFSA

1 man IAAI

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: March 2013
Mitigation:	
Siren Status	100 % functional
Preparedness:	
Civil Air Patrol Training – Fire Training	Mar 2
Presentation to OU Medical Club	Mar 5
Smoke Alarm Project – Volunteers support of fire department installing alarms	Mar 9
National Tornado Summit and National Weather Service Workshop	Mar 10-12
Monthly Volunteer Meeting	Mar 14
Civil Air Patrol support	Mar 24
Community Dinner for Wildfire citizens	Mar 26
Homeland Security Instructor Refresher	Mar 28
Citizens Emergency Response Training	Mar 28-30
Response:	
Recovery:	
Long Term Recovery Committee	Meets Each Thursday morning at Red Cross

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
March 2013

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held a meeting to discuss hours of work policy for part-time staff
- Reviewed and submitted FYE 14 budget requests
- Attended Department Budget Retreat
- Held a pre-disciplinary hearing – Planning
- Attended Finance Committee meeting
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) meeting

B. Grievances (AFSCME & Non-Union)

- AFSCME Grievance FY13 – 17 – Mays (Fleet) – Disputing non-payment of overtime
- AFSCME Grievance FY13 – 16 – Buesing (Sanitation) – Disputing termination (*Union failed to meet deadline – grievance waived*)
- AFSCME Grievance FYE13 – 15 – Vaughn (Fleet) – Shift assignment/seniority (*No reply from Union – grievance waived*)
- AFSCME Grievance FYE13 – 14 – Lowman (Fleet) – Shift assignment/seniority (*Union has requested Arbitration*)
- AFSCME Grievance FYE11 – 04 – Woods (Sanitation) – Disputing termination (*Held in abeyance*)

C. Collective Bargaining

- Held one (1) negotiation session with AFSCME
- Held three (3) negotiation sessions with FOP
- Held two (2) negotiation sessions with IAFF

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed March 2013 City Newsletter
- Reconciled expense accounts and processed invoices
- Attended/Summarized six (6) negotiation sessions: (1) AFSCME; (3) FOP; (2) IAFF
- Transcribed two (2) Employee Insurance Advisory Committee meetings
- Managed Employee Recognition Awards via vendor
- Attended United Way Pacesetter meeting

BENEFITS

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Weekly conference calls with Gallagher Benefit Services and UMR reps
- Monthly conference call with UMR Care Management
- Conducted orientation for two (2) Maintenance Worker I (Streets); a Maintenance Worker in Water Reclamation and an Auto Service Technician
- Conducted ten (10) onsite meetings for upcoming Wellness Program
- Attended two (2) Employee Insurance Advisory Committee Meetings
- Assisted nine (9) employees/spouses with Bravo Wellness registration
- Responded to 186 benefit inquiries

COMPENSATION

A. Personnel actions processed:

- Six (6) employees hired:
 - 1 – Municipal Court – Juvenile Community Services Supervisor
 - 1 – Public Works/Streets Maintenance Worker I
 - 1 – Public Works/Stormwater – Maintenance Worker I
 - 1 – Public Works/Fleet – Auto Service Technician
 - 1 – Utilities/Water Reclamation – Maintenance Worker I
 - 1 - Parks and Recreation temporary employee – Parks Laborer
- Eight (8) employees terminated employment:
 - 1 – Finance/Utilities – Meter Service Supervisor
 - 4 – Police – Administrative Technician III, Communications Officer, Call Taker and Animal Welfare Officer
 - 1 – Public Works/Streets – Maintenance Worker II
 - 2 – Parks and Recreation temporary employees – Recreation Technician and Laborer
- Twelve (12) employees promoted:
 - 1 – Public Works/Streets – Heavy Equipment Operator
 - 1 – Police/Staff Services – Administrative Technician III
 - 1 – Public Works/Traffic – Maintenance Worker II
 - 9 – Fire/Suppression – (6) Fire Driver Engineers and (3) Captains

B. Compensation/Benefit Surveys:

- Requested compensation survey information from 23 cities for Non Union and AFSCME surveys.
- Completed Fire and Police compensation surveys.

RECRUITMENT

Accepted applications for the following positions:

- Call Taker (PPT), Police/Emergency Communications Bureau
- Telecommunications Administrator, Finance/Information Systems
- Auto Service Technician, Public Works/Fleet Management Division
- Community Service Project Supervisor, Municipal Court
- Youth Baseball/Softball Umpire, Parks & Recreation/Recreation
- Baseball Supervisor, Parks & Recreation/Recreation
- Utilities Supervisor, Utilities/Sanitation
- Deputy Marshal, Municipal Court
- Vector Control Officer, Parks & Recreation/Park Maintenance
- Temporary Laborer, Parks & Recreation/Park Maintenance
- Temporary Laborer, Parks & Recreation/WW Tennis Center
- Temporary Laborer, Parks & Recreation/WW Golf Course
- Maintenance Worker II, Utilities/Sewer Line Maintenance
- Bus Driver, Parks & Recreation/Recreation
- Administrative Technician III, Police/Administration
- Maintenance Worker II, Public Works/Traffic
- Sanitation Worker I, Utilities/Sanitation
- Assistant Aquatic Manager AM, Parks & Recreation/WW Pool
- Assistant Aquatic Manager PM, Parks & Recreation/WW Pool
- Office Manager/Cashier, Parks & Recreation/WW Pool
- Cashier, Parks & Recreation/WW Pool
- Instructor/Lifeguard, Parks & Recreation/WW Pool
- Maintenance Worker, Parks & Recreation/WW Pool
- Lifeguard-Water Slide, Parks & Recreation/WW Pool

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	410	Written Exams	2
Phone	490	Practical Testing/Assessment Center	3
Mail	263	Panel Board Interviews	6
Email	194	Promotion Board	2
Total Subscribers on E-mail Vacancy List	1,805	Oral Interviews	12
Total Visits to City of Norman HR website	3,589	Hiring Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	24	Advertisements Placed	8
Pre-Employment Drug Screens	28	Applications Received	115
Pre-Employment Physicals	7	Job Announcements Emailed	69
Pre-Employment OSBI	12	Job Announcements to CON Depts.	686

TRAINING & DEVELOPMENT

Provided "Give 'em the Pickle" customer service training for 98 employees in the Fire Department.

The Computer Training Lab was the site for Building Inspector training for employees in Planning and Community Development, Development Services and Inspection.

SAFETY

Safety activities during March 2013:

- Held eight (8) safety meetings
- Held four (4) Return-to-Work meetings
- Twenty-six (26) employees attended OSHA Outreach training.

Recordable Injuries – 9

Employee	Nature of the injury	Activity	Prognosis
Fire/Suppression	Contusion to forehead	Hit by a hose end while taking hose off truck	Medical care, returned to work
Fire/Suppression	Blood exposure to face	Patient aspirated blood and expelled into face	Medical surveillance, returned to work
Police/Patrol	Strain/Sprain to knee	Physical exercise (running)	Medical care, returned to work
Police/Patrol	Strain/Sprain to hand	Pushing open a door	Medical care, returned to work
Police/Patrol	Blood exposure (puncture)	Needle stick, IV drug user's belongings	Medical surveillance, returned to work
Police/Patrol	Spider bite to arm	On a call, felt bite while searching	Minor medical care, returned to work
Public Works/Streets	Strain/Sprain to back	Digging debris out of truck bed with a shovel	Minor medical care
Utilities/Line Maintenance	Laceration/Puncture of cornea	Pulled a manila folder out of a tight file into eye	Minor medical care, returned to work
Utilities/Transfer Station	Strain/Sprain to leg muscles	Climbing into a trash trailer	Medical care, returned to work

Vehicle Collisions– 1

Division	Description of Collision	Discipline Status
Utilities/Sanitation Residential	Driver became ill and lost control of vehicle, crossing into the opposing land of traffic, hitting an oncoming vehicle	Chargeable

Cumulative number of Vehicle Collisions of the indicated year to date (2013 is YTD total)					
2013	2012	2011	2010	2009	2008
6	15	42	42	34	18

MONTHLY REPORT - LEGAL DEPARTMENT

March Report

(Submitted April 12, 2013)

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Hodge v. Keene, et al., No. 13-6047(10th Cir. 2013); CIV-2010-1283-D (K, B)

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

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)

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

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

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

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

COURT OF CRIMINAL APPEALS – None pending

OTHER COURTS

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

CLEVELAND COUNTY DISTRICT COURT

A. General Lawsuits

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

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

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

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

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

This case was filed on March 14, 2013 by Decker Center, LLC. Decker Center, LLC owns the Robinson Crossing Shopping Center parking lot and alleges that the parking lot was damaged due to negligent installation and maintenance of the water line that runs under the parking lot. An answer or motion to dismiss is due on April 8, 2013.

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

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

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

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

FOP v. City of Norman, CV 2011-876L
Woods v. City of Norman, CJ 2011-1994 TS
Young v. City of Norman, CJ 2006-819 BH (K)

B. *Condemnation Proceedings*

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

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

Application to Vacate & Foreclose, CV 2012-1359

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

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

Everbank v. Derek Anderson, CJ 2012-1465 L

In the Matter of the Application of the Franklin Baptist Church to Vacate the Portion of Liberty v. Botkin, CJ 2012-1322 (M)

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

D. *Municipal Court Appeals*

E. *Small Claims Court*

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

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

This office has assisted with the following grievances:

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

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

AFSCME Grievance FYE13-14 – (Lowman Seniority) Arbitration has been requested.

AFSCME Grievance FYE13-15 – (Vaughn Seniority) – The date for AFSCME to request arbitration has expired. This grievance will no longer appear on the monthly report.

AFSCME Grievance FYE13-16 – (Buesing Discipline) – The date for AFSCME to request arbitration has expired. This grievance will no longer appear on the monthly report.

AFSCME Grievance FYE13-17 – (Mays Overtime)

FOP Grievance FYE13 – (McKenna - Suspension without pay). This grievance has been moved to arbitration and is scheduled for August, 2013.

FOP Grievance FYE 13 - (Amason – Termination). Arbitration has been requested but a date has not been set.

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

IAFF Grievance FYE 13 – (IAFF – Wellness Program). This grievance concerns that method for registering for the City/IAFF Wellness Program and the time period for submitting registrations. It is anticipated that the grievance will be resolved by the Director of Human Resources.

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 March, 2013, the Early Settlement Norman Mediation Program accepted 38 new cases, closed 76 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 March 31, 2013. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
<u>Month</u>	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13
JULY	605	371	409	13	48	54	16	14	17
AUG	626	501	907	5	36	83	15	15	19
SEPT	578	548	467	30	97	111	15	15	15
OCT	559	567	614	35	57	75	9	12	13
NOV	433	493	404	6	27	26	10	12	14
DEC	551	495	352	28	83	47	11	9	11
JAN	668	582	555	35	36	77	14	15	14
FEB	509	555	533	20	58	44	11	15	11
MAR	671	585	673	21	85	68	14	12	14
APR	480	627		1	62		10	16	
MAY	561	672		23	84		15	17	
JUNE	582	620		32	48		9	10	
TOTALS / YTD	6623	6616	4914	249	721	585	149	162	128

WORKERS' COMPENSATION COURT

The total number of pending cases is 36. There were two new cases filed in March, 2013. There is

one case appealed to the Oklahoma Supreme Court. The remaining cases are proceeding in active litigation in the Workers' Compensation Court. The current breakdown of pending Workers' Compensation cases by work area has been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE13 CASES	FYE12 CASES	FYE11 CASES	FYE10 CASES
City Clerk	Building Maintenance				1	
Fire	Administration				3	
Fire	Suppression	16	10	10	6	10
Parks/Rec.	Recreation					
Parks/Rec.	Park Maintenance			1	2	
Police	Animal Control					1
Police	Patrol	2	1		2	1
Police	Records					
Police	Administration	1		2		5
Public Works	Street Maintenance	4	3		5	1
Public Works	Traffic Control	1		2	1	
Public Works	Vehicle Maintenance					1
Public Works	Stormwater	1	1			
Utilities	Line Maintenance	7		1	6	1
Utilities	Sanitation	1	1	1	4	4
Utilities	Water/WW Treatment	2			3	3
Utilities	HCO	1				
TOTALS		36	16	15	33	27

List of Pending Cases (S)

Amason, Amber v. City of Norman, WCC 2012-12306 K
(Police Patrol, Intestinal)
Andrews, Jimmy v. City of Norman, WCC 2012-00538 L
(PW MWI, Stormwater, right foot burn)
Andrews, Carla v. City of Norman, WCC 2013-03568 X
(Death Claim – Jimmy Andrews)
Barton, Marvin L., v. City of Norman, WCC 2012-12945 A
(Utilities, MWI Sewer Line Main., Cardiovascular)
Bernhardt, Jeff L. v. City of Norman, WCC 2013-02846K
(Fire, Left Knee)
Blake, Don v. City of Norman, WCC 2010-01945 A
(Retired PD, Head)
Bolenbaugh, Joel v. City of Norman, WCC 2012-13808 Y
(Utilities, Sanitation, Right Knee)
Bradshaw, Matthew v. City of Norman, WCC 2012-07472 J
(Firefighter, L/R Hands/Wrists, Head)
Bridgeford, Earl, v. City of Norman, WCC 2010-14361 A
(Utilities Water Treatment, Both Hands)
Burright, Justin v. City of Norman, WCC 2012-14093 Y
(Firefighter, Right shoulder, body)
Burton, Rodney v. City of Norman, WCC 2010-11090 J
(Utilities, Line Maintenance, Back, Body, Depression)
Burton, Rodney v. City of Norman, WCC 2011-06594 Y

(Utilities, Line Maintenance, Head)
Burton, Rodney v. City of Norman, WCC 2011-11026 R
(Utilities, Line Maintenance, Left Shoulder, Body, Depression)
Canary, James M. v. City of Norman, WCC 2011-12030 K
(PW Traffic Control, Left Knee & Ankle)
Cecil, Gary v. City of Norman, WCC 2007-04745 A
(Firefighter, Re-injured Right Knee, Depression)
Crawford, Hugh L. v. City of Norman, WCC 2011-11738 L
(Firefighter, Suppression, Lungs)
Crawford, Hugh L. v. City of Norman, WCC 2011-11741 Q
(Firefighter, Suppression, Spine, Neck, Left Arm)
Curtis, John v. City of Norman, WCC 2013-00527 X
(PW MWI Streets, Right leg/knee)
Deason, Grant W. v. City of Norman, WCC 2012-10668 H
(Firefighter, Spine)
Glover, Harold v. City of Norman, WCC 2010-09518 H
(Fire Captain, Back, Body, Depression)
Hamman, Kenneth v. City of Norman, WCC 2011-05712 Q
(Utilities MWI, Water Line Maintenance, Head)
Hamman, Kenneth v. City of Norman, WCC 2011-06613 L
(Utilities MWI, Water Line Maintenance, R. Shoulder)
Hartless, Richard v. City of Norman, WCC 2012-12849 A
(Firefighter, Right shoulder, body)
Hartless, Richard v. City of Norman, WCC 2012-12948 Q
(Firefighter, Left foot, left big toe, body)
Helm, Mark v. City of Norman, WCC 2007-07137 A
(Firefighter-Suppression, Repetitive Body Trauma, Depression)
Kent, Scott v. City of Norman, WCC 2007-07275 Y
(PW Sewer line maintenance, Hand, Depression)
Loveless, Ryan v. City of Norman, WCC 2012-11700 X
(Firefighter, Spine)
Pack, Robert v. City of Norman, WCC 2013-01562 X
(HEO/Streets/PW, right Hand)
Pelfrey, Leonard Don v. City of Norman, WCC 2012-13565 J
(Firefighter, Hearing)
Pelfrey, Leonard Don v. City of Norman, WCC 2012-13572 F
(Firefighter, Left shoulder rotator)
Raney, Jeremy v. City of Norman, WCC 2013-00356 H
(PW Streets, HEO, Right Shoulder)
Robertson, Kellee v. City of Norman, WCC 2010-13896 F
(Police Patrol, Respiratory/Circulatory)
Shelton, Allen W. v. City of Norman, WCC 2010-09832 A
(PW Street Maintenance, Reinjury of Left Knee)
Smith, Joseph B. v. City of Norman, WCC 2010-03196 F
(Firefighter, Back)
Starkey, W. Brian v. City of Norman, WCC 2012-09890 L
(Firefighter, Left Shoulder)

Stephens, Willard v. City of Norman, WWC 2012-07198 A
 (Utilities, HEO, Left Shoulder/Arm)

SPECIAL CLAIMS

There were 4 new claims forwarded to the City Attorney's Office in March, 2013. The following is a breakdown of the Special Claims activity through March 31, 2013.

<u>DEPARTMENT</u>	<u>FYE 13 Month</u>	<u>FYE 13 To Date</u>	<u>FYE 12</u>	<u>FYE 11</u>	<u>FYE10</u>
Animal Control			2		
City Clerk					
Code Enforcement					
PW-Engineering		1		1	
Finance (meter covers)				1	
Fire	1	1	2	2	2
Fleet					
Human Resources					
Legal			1		
Utilities-Sewer & Line Maintenance	2	9	4	21	16
Parks			3	1	2
Planning					
Police	1	8	7	4	12
Public Works-Traffic		2	11		
Road & Channel					
Utilities-Sanitation		4		1	11
Streets		7	4	7	18
Utilities		3	24	3	
Utilities-Waste Water (runoff water)					
Other				7	13
TOTAL CLAIMS	4	35	58	48	74

<u>CURRENT CLAIM STATUS</u>	<u>FYE 13 To Date</u>	<u>FYE 12</u>	<u>FYE 11</u>	<u>FYE 10</u>
Claims Filed	35	58	48	74
Claims Open and Under Consideration	8	3	1	0
Claims Not Accepted Under Statute/Other	0	0	8	16
Claims Paid Administratively	7	22	14	13
Claims Paid Through Council Approval	5	11	5	8
Claims Resulting in a Lawsuit for FY12	0	0	1	0
Claims Barred by Statute (No Further Action Allowed)	0	20	18	37
Claims in Denied Status (Still Subject to Lawsuit)	15	2	1	0

UNIVERSITY NORTH PARK TIF

Council approved a contract with CGC for Legacy Park construction in January. Construction on the Park has begun and is anticipated to take 12-14 months to complete. Staff continues to work closely with NEDC to finalize the purchase of an additional 30 acres in University North Park for economic development. Additionally, representatives for the Developer will present the proposed entryway design to Council at its Conference on March 12, 2013.

MUNICIPAL COURT 7

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

CASES FILED

	<u>MARCH</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,410		12,636	1,433		12,888
Non-Traffic	297		3,292	376		3,657
SUB TOTAL	1,707		15,928	1,809		16,545
Parking	837		7,251	300		5,233
GRAND TOTAL	2,544		23,179	2,109		21,778

CASES DISPOSED

	<u>MARCH</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,390		12,156	1,524		12,478
Non-Traffic	406		3,208	401		3,226
SUB TOTAL	1,796		15,364	1,925		15,704
Parking	707		5,547	322		4,518
GRAND TOTAL	2,503		20,911	2,247		20,222

REVENUE

	<u>MARCH</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	146,125		1,191,077	148,459		1,196,913
Non-Traffic	63,740		470,257	58,645		535,987
SUB TOTAL	209,865		1,661,334	207,104		1,732,900
Parking	18,426		151,458	10,345		141,907
GRAND TOTAL	228,291		1,812,792	217,449		1,874,807

Juvenile Community Service Program

In March, 2013, juveniles provided 113 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 47 hours valued at \$340.75, if paid at minimum wage, were devoted to City of Norman parks and other projects.

MARCH 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	1	12	60.00	442.00	5	35	150.50	1028.75	6	47	210.50	1470.75
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				\$1,091.13				\$1,526.13
Value of hours Y-T-D				\$3,204.50				\$7,458.44				\$10,662.94

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

PARKS AND RECREATION

8

MARCH 2013
PARK PLANNING DIVISION
MONTHLY REPORT

Park Planning Activities for the month included:

Historical Museum Repairs:

Staff monitored the contractor hired to do the work at the Moore-Lindsey Historical House Museum to replace the downstairs wall coverings. The old wall coverings were removed from the three downstairs rooms and hallway and all repairs were made to the walls. The museum was closed during this project. Remodel of the Carriage House will be the final phase of the project. This work will be bid once the final plans are received from the project architect; and it will not interrupt the operating hours of the museum.

Park Planning:

Staff is meeting with contractors to obtain quotes on the multiple concrete walking trails and other warm-weather concrete projects planned for several parks, included in these are Sunrise, Colonial Commons, Colonial Estates and Adkins Crossing, parks which are all a part of the Charter Amendment projects approved last year. Also, concrete picnic table and bench pads will be installed for the new site furnishing that have been purchased as part of the overall upgrades for these parks. Other sidewalk projects are being bid at Northeast Lions Park along Broome Drive and through the expanded western boundary of the park in the Park Place neighborhood and in Ruth Updegraff Park.

Park Planning:

The shade structure purchased for Eastridge Park as part of the Tobacco Settlement Endowment Trust (TSET) grant has been received—and it will be installed, along with the new drinking fountain in that park to help encourage outdoor activity and healthy lifestyles for children and adults as part of the TSET program.

Also, picnic tables, trash cans and benches were set in Eastwood Park in and around the new playground equipment. Staff is getting quotes to replace the concrete path through that park, as well—in order to upgrade the accessibility of the site and fulfill the remaining goals of the parks master plan for that site.

Reaves Park:

Staff held a pre-work meeting with Aztec Building Systems at the Middle Softball Complex to plan the construction of the new restroom and concession building at that site. In order to make sure that the ball field lights in this complex continue to function during the project, the contractors and wiring from the old building were left in-place at the site, so they could be transitioned into their new control room in the new building with little or no interruption of service to the lights.

Hall Park Trails:

Staff coordinated with the Utilities Department to monitor the progress of the contractor who was hired to replace the green belt walking trail and flumes in the area west of 24th Avenue NE as part of the contract; they have to replace the water lines and trail in this area. Utilities inspectors are doing the final inspections of this work.

Park Planning staff is receiving quotes for this fiscal year's work on the Hall Park trails. This will include adding the connector walk along the east side of 24th Avenue from Wildwood Church north to the Doubletree trail and re-building the south end of the Wildwood Trail that connects up to 24th Avenue. This work will be awarded and carried-out as soon as possible. The Hall Park property owners association is expected to participate in the funding for some of these trail projects.

Griffin Park:

Contractors have begun the work to assemble the new bleachers for the softball and baseball fields at Griffin Park. Any of the old bleachers that are still in good enough shape to use elsewhere are being transported to those locations which include Westwood Tennis, Reaves Park basketball court, Griffin Park football fields.

Little Axe Park

Since the completion of the fencing and sidewalks last month, crews have installed new water lines to the hydrants located within the park and at each ball field. Also, sod has been installed throughout the areas affected by the construction of the new sidewalks. All that remains to complete the project is the installation of handrails along the ramps and stairways

**MARCH 2013
RECREATION DIVISION
MONTHLY REPORT**

Senior Citizens Center: There were two rentals at the facility this month with 348 people participating. The Tax Aide program is winding down. So far 265 seniors have been provided assistance in the preparation of their taxes. The AARP volunteers have done a great job and we are fortunate to have this program at the center. There were 984 participants in a variety of activities at the center this month with the exercise classes and bridge being the favored activities.

Little Axe Community Center: There were 260 transactions at the library kiosk this month and the food donations from Country Boy Markets and the food closet provided assistance to 394 individuals. There were 3 rentals at the facility this month with 135 in attendance. The Head Start program continues weekdays at the center. The Zumba Dance class continues to meet on Tuesdays and Thursdays. The center worked in cooperation with the Norman Fire Department to do a smoke alarm outreach on March 9th.

12th Avenue Recreation Center: There were four rentals at the center this month with 260 in attendance. The Men's Open and Church basketball leagues finished their regular league season this month with 20 teams playing on Monday, Tuesday and Thursday evenings. Their end of season playoff tournament began and will complete play in April. Registration for summer camp continued this month with eighteen campers enrolled so far. Winter session classes ended this month and enrollment for the spring session began.

Irving Recreation Center: There were 7 rentals at the facility this month with 290 in attendance. Tippi Toes, Flamenco and Zumba continue at the center. Junior Jammer Basketball finished play at the center this month. There were 33 children registered for the spring break day camp with an average attendance of 20 campers each day. The children were busy with indoor/outdoor games, arts & crafts and board games. They also enjoyed kite making, pizza and bingo. University of Oklahoma cheerleaders came to the center this month to read during the Superstar Story Time event.

Whittier Recreation Center: Registration for the spring Volleyball league ended this month with 80 children enrolled on 10 teams. Games will be played at Irving and Whittier Recreation Centers with each team playing 8 games over an 8 week period. Youth Performance provided a spring break Speed and Agility Camp during spring break. There were 14 children enrolled in the 3 day camp. The afterschool program averaged 26 children per day with children from Jackson, Truman elementary schools.

FACILITY ATTENDANCE:

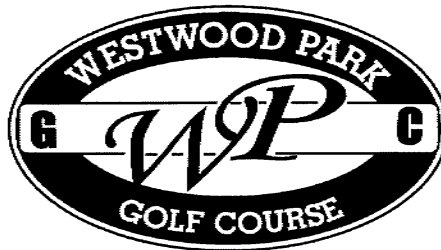
	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	2,096	18,230
Little Axe Community Center	1,273	12,100
12th Avenue Recreation Center	3,071	26,446
Irving Recreation Center	2,429	17,487
Whittier Recreation Center	4,674	31,345
Reaves Center	300	2,700
Tennis Center	2,507	24,318

MARCH 2013 PARK MAINTENANCE DIVISION

This month crews prepared Reaves Park for the annual Medieval Fair. Restrooms at all park sites were de-winterized, cleaned and made ready for spring and summer use. Crews also prepared Andrews Park for the annual Easter Egg Hunt.

SAFETY REPORT	FYE-13MTD	FYE-13YTD		FYE-12MTD	FYE-12YTD
On-The-Job Injuries	0	11		2	7
Vehicle Accidents	0	2		0	3
Employee responsible	0	1		0	1
ROUTINE ACTIVITIES	Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE		Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE
Mowing	46.00	634.75		205.50	1209.00
Trim Mowing	76.00	3709.00		804.00	4317.50
Chemical Spraying	76.00	655.00		124.00	575.00
Fertilization	0.00	8.00		0.00	24.00
Tree Planting	0.00	77.50		0.00	6.00
Tree & Stump Removal	50.00	1343.00		12.00	521.00
Tree Trimming/Limb Pick-Up	9.00	658.25		20.00	730.50
Restroom/Trash Maintenance	282.00	2461.00		398.00	3057.00
Play Equipment Maintenance	300.50	1702.00		82.00	1036.50
Sprinkler Maintenance	285.00	2127.25		131.00	1609.00
Watering	18.00	512.50		16.00	929.25
Grounds/Building Maintenance	27.00	296.00		37.00	206.00
Painting	4.00	9.50		0.00	16.00
Planning Design	0.00	37.00		0.00	8.00
Park Development	140.00	358.50		0.00	182.00
Special Projects	374.50	3666.25		404.00	3931.50
Nursery Maintenance	0.00	2.00		0.00	20.00
Flower/Shrub Bed Maintenance	63.00	608.50		47.00	899.50
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	25.00	58.00		0.00	226.00
Fence Repairs	196.00	1125.00		32.00	636.00
Equipment Repairs/Maintenance	137.25	1391.25		217.50	1662.75
Material Pick-Up	9.50	130.00		21.50	168.50
Miscellaneous	357.25	2194.50		125.50	1736.75
Shop Time	8.00	359.00		35.50	245.00
Snow/Ice Removal	0.00	106.00		2.00	46.00
Christmas Lights	0.00	1787.00		0.00	731.00
Close to Home Fishing	0.00	0.00		0.00	12.00
Forestry	0.00	6.00		0.00	42.00
Graffiti Clean-Up	0.00	52.00		8.00	79.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A



MARCH 2013

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	MARCH FY'13	MARCH FY'12
Regular Green Fees	574	905
Senior Green Fees	248	275
Junior Fees	142	125
School Fees (high school golf team players)	18	51
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	250	225
Employee Comp Rounds	212	304
Golf Passport Rounds	0	0
9-Hole Green Fee	196	258
2:00 Fees	101	105
4:00 Fees	191	265
6:00 Fees	19	29
PGA Comp Rounds	8	12
*Rainchecks	31	18
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	720	837
Green Fee Adjustments (fee difference on rainchecks)	11	13
Total Rounds (*not included in total round count)	2690	3404
% change from FY '12	-20.98%	
Range Tokens	3121	3532
% change from FY '12	-11.64%	
18 - Hole Carts	140	171
9 - Hole Carts	55	100
1/2 / 18 - Hole Carts	922	1293
1/2 / 9 - Hole Carts	242	355
Total Carts	1359	1919
% change from FY '12	-29.18%	
18 - Hole Trail Fees	1	3
9 - Hole Trail Fees	4	4
18 - Hole Senior Trail Fees	1	2
9 - Hole Senior Trail Fees	5	6
Total Trail Fees	11	15
% change from FY '12	-26.67%	
TOTAL REVENUE	\$76,965.50	\$92,582.91
% change from FY '12	-16.87%	

'MARCH 2013
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

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

FINANCIAL INFORMATION

	FY 2013	FY 2013	FY 2012	FY 2012
	MTD	YTD	MTD	YTD
Green Fees	\$43,209.70	\$358,079.45	\$53,428.41	\$351,685.22
Driving Range	\$9,900.97	\$69,147.10	\$9,856.90	\$57,774.59
Cart Rental	\$21,092.39	\$191,465.65	\$26,025.14	\$188,464.89
Restaurant	\$402.50	\$6,192.01	\$887.83	\$8,044.41
Insufficient Check Charge	\$0.00	\$100.00		\$100.00
Interest Earnings	\$2,359.94	\$4,890.77	\$2,384.63	\$5,836.83
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL INCOME	\$76,965.50	\$629,874.98	\$92,582.91	\$612,305.94
Expenditures	\$93,312.80	\$798,112.15	\$97,051.53	\$838,906.13
Income vs Expenditures	(\$16,347.30)	(\$168,237.17)	(\$4,468.62)	(\$226,594.19)
Rounds of Golf	2690	22756	3404	23834

March has us trying to finish up our winter projects. The last of the tee markers have been repaired and painted. All equipment for aerification is readied for greens aeration, the first week in April. Practice greens were aerified the last week in March. Planting beds around the clubhouse and on the patio were cleaned and trimmed. Pre-season mower service is almost complete. Irrigation repairs were completed in a few locations.

Agronomically, we have completed the first application of pre-emergent herbicide over the entire golf course. All cool season grasses have been fertilized. The greens have been fertilized, twice, in preparation for aerating. Post emergent herbicide is being applied as necessary. By the end of the month the greens are mowed 3 times a week. Bunkers are raked 3 times a week. Fescue and ryegrass sites are mowed twice a week. An application of pre emerge herbicide was applied to all greens and collars. Cracks and seams in parking lot were treated with a pre and post emerge product.

An irrigation project behind #5 green was completed. 4 sprinkler heads were installed with a control valve. The area was then, cultivated with compost, and seeded. A berm was built along # 6 fairway. This will allow us to raise the lake level in the main irrigation pond. An additional 2 days of peak water usage will be stored. A meeting was held on site to discuss the addition of a transfer pump to speed up the transfer of water from the storage pond to the main irrigation pond. A pipe rack was constructed along the North side of the new maintenance shop.

MARCH 2013
WESTWOOD POOL
MONTHLY REPORT

Westwood Pool closed for the season August 19th.

FINANCIAL INFORMATION

	FY2013 MTD	FY2013 YTD	FY2012 MTD	FY2012 YTD
Admission Fees	\$0.00	\$50,562.25	\$0.00	\$50,652.50
Waterslide Fees	\$0.00	\$12,052.00	\$0.00	\$12,568.00
Swim Lesson Fees	\$0.00	\$4,578.00	\$0.00	\$6,562.50
Pool/Slide Rental	\$0.00	\$10,800.00	\$0.00	\$8,575.00
Locker Fees	\$0.00	\$19.50	\$0.00	\$19.50
Concessions	\$0.00	\$2,580.00	\$0.00	\$2,580.00
TOTAL INCOME	\$0.00	\$80,591.75	\$0.00	\$80,957.50
Expenditures	\$4,298.02	\$131,969.63	\$1,073.43	\$116,008.55
Income verses Expenditures	(\$4,298.02)	(\$51,377.88)	(\$1,073.43)	(\$35,051.05)

ATTENDANCE INFORMATION

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

PLANNING AND COMMUNITY DEVELOPMENT 9

PLANNING DEPARTMENT ACTIVITY March, 2013

ADMINISTRATIVE DIVISION

Based on the discussion at the January Community Planning and Transportation Committee (CPT) meeting, committee members asked staff to research the following topics for the February 25 meeting: the use of a Design Review Committee; how to assess traffic impacts related to high density zoning and land use; expressing height limit in feet instead of number of stories, and the possibility of combining Floor Area Ratio and dwelling units per acre as a way to regulate building bulk in high density land uses. Staff prepared a new draft ordinance for presentation at the February CPT meeting based on the discussion at the January meeting.

The February meeting was cancelled due to weather so the discussion was continued to March 11, 2013. At the March meeting staff made a brief presentation about the topics yet to be decided which include density, height of buildings, parking and a design review committee. Staff also presented information about what constitutes the Core Area. Public input was allowed and the Committee members discussed issues. The Committee members requested that staff research the following topics for the April committee meeting:

- Define smaller area within the Core Area where high density may be developed based on criteria in the draft ordinance
- Identify arterial roads in the Core Area
- Strengthen ordinance requirements for active street-level uses and street design

Greenbelt Commission

There were two applications submitted for the March 18, 2013 meeting. GBC 13-5, Cheryl Bruckner Rural Certificate of Survey was approved and sent forward without additional comments. GBC 13-6, Monterey Development Preliminary Plat was approved and sent forward with comments regarding access to the trail and park to the east of the plat. The next meeting is April 15, 2013.

Miscellaneous

	2013 Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan	Feb	Mar
Walk-Ins	112	97	60	60	52	41	71	75	72	70	72	97	96
Email Contacts	333	320	302		277	282	307	325	287	260	264	238	291
Lot Line Adjustments	1	1	0	2	2	1	4	2	3	4	4	4	3
Landscape Maint. & Replacement Bonds	1	0	2	2	0	3	1	2	1	4	6	4	3
Board of Adjustment Variance Appl.	2	2	0	1	2	0	1	2	2	0	3	4	1
Legal Notices Sent	67	47	0	47	37	0	11	50	19	0	96	107	13
Planning Commission Applications Rec'd	4	4	6	2	2	7	2	4	5	2	2	2	3
Legal Notices Sent	88	290	327	69	166	212	36	36	36	20	20	45	59
Pre-Development Meeting Appl. Rec'd	6	8	4	3	3	1	1	5	2	2	2	2	2
Notices Sent	304	407	214	135	111	36	86	203	31	281	27	43	44

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2013 Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan	Feb	Mar
Ordinance Amendments					1			1	1		2	3	
NORMAN 2025 Land Use Plan Amendments	1	2	1	1	2	2		1	1		1		2
Rezoning Requests	2	4	6	2	2	4	1	2	2		1	2	3
Utility Easement/Road Closures						2		1	2	2	2		
Preliminary Plats	1	5	3	1	2	3		4	2		1	1	4
Final Plats	1		2	4	2	2	5	6	3	3	1	3	7
Rural Certificates of Survey	1	1					2	1	1	1			1
Short Form Plats									1				
Site Plan Amendments	1												
Certificate of Plat Correction		1											

During March, submittals for the April 11, 2013 Planning Commission meeting included one Norman Certificate of Survey; six final plats; one preliminary plat; one project which included a Norman 2025 Land Use Plan amendment, rezoning, preliminary plat and final plat; one project which included rezoning and preliminary plat; and one project which included a Norman 2025 Land Use Plan amendment, rezoning, and preliminary plat. One Pre-Development application was received for the March 28 meeting. During the month of March, nineteen commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved ten.

The Planning Commission met in Regular Session on March 14 and approved three final plats, one rezoning application, and three amendments to the Zoning Code; one project including rezoning and preliminary plat was postponed for one month at the request of the applicant. One set of minutes was prepared for the Planning Commission Regular Meeting.

Board of Adjustment

The Board of Adjustment met March 27, 2013 and considered one sign variance application, which was granted. One set of minutes was prepared for the Board of Adjustment Regular Meeting. The next meeting is scheduled for April 24, 2013.

Miscellaneous

Staff issued 49 sign permits, 76 single family permits, 5 food service licenses, performed 5 inspections, researched and prepared zoning letters, researched/wrote staff report on 1 variance request, researched/wrote staff reports on 2 greenbelt applications, reviewed commercial plans, provided Capital Improvements Budget staff support and attended Council meetings, represented the City at the APTAC and ITC committees at ACOG meetings, assisted the public and staff with planning questions (zoning, signs, development, capital improvements, et al), staffed the Greenbelt Commission and Board of Adjustment.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

There are several major projects with external consultants that continued this month. The following progress occurred on the aerial photography project: Kucera International completed flying the aerial photography for Norman's portion during the second week of March. They are now processing the data which will take several months for the entire ACOG project. On the public safety software project, both the preliminary and primary data review of the GIS data by New World Systems occurred in March. The data is in good shape. Only a couple of very minor items need to be added to the data to facilitate the implementation of the public safety software. Finally on the audio visual upgrade, a design consultant was chosen and attended a council meeting to assist with assessing the City's needs in the Council Chamber and Study Session Room.

Development of web services to allow users to access GIS data has continued in March. The first application should be deployed in late April. Among the first applications will be an interactive zoning map for general use and a radius generator for Special Operations in the Police Department that will allow them to determine the distance a crime occurs from places such as schools. Distance from places defined by statute change the severity of the charges for a crime.

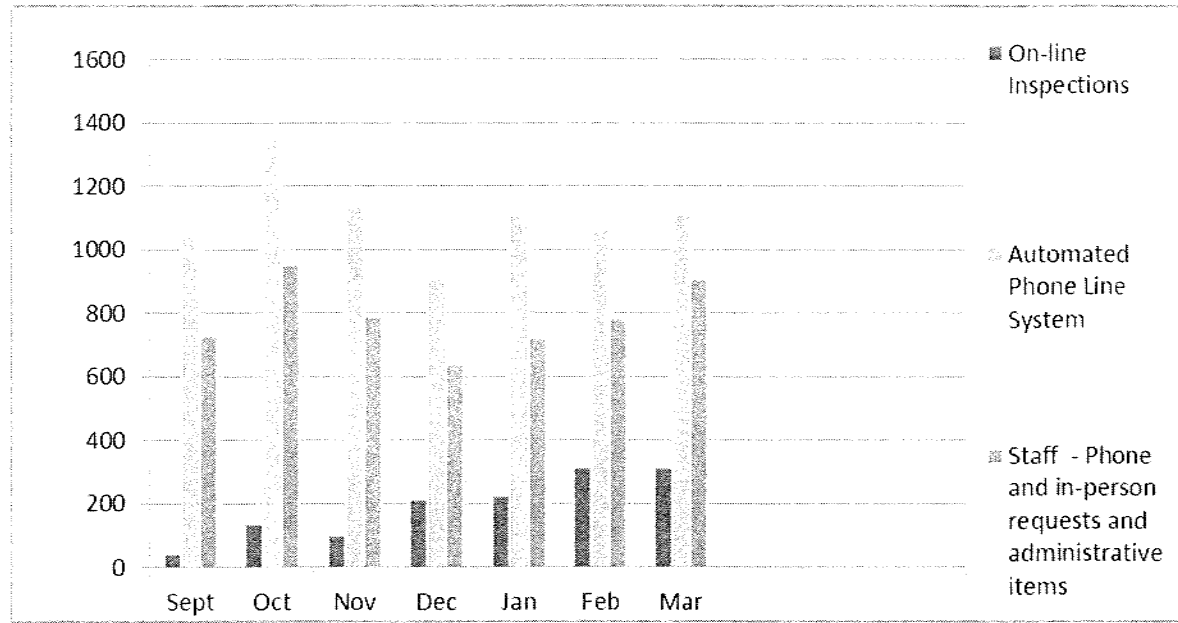
In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 70 requests for service that resulted in the production of 65 mapping products. Noteworthy requests include: updating the fire district maps to include the Station 9 area, spring cleanup maps for sanitation, and providing the street map to the Chamber of Commerce to allow them to publish their annual map. The GIS division did work for 8 of the City's Departments during the month of March, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICES 9B

On-line Inspection Services

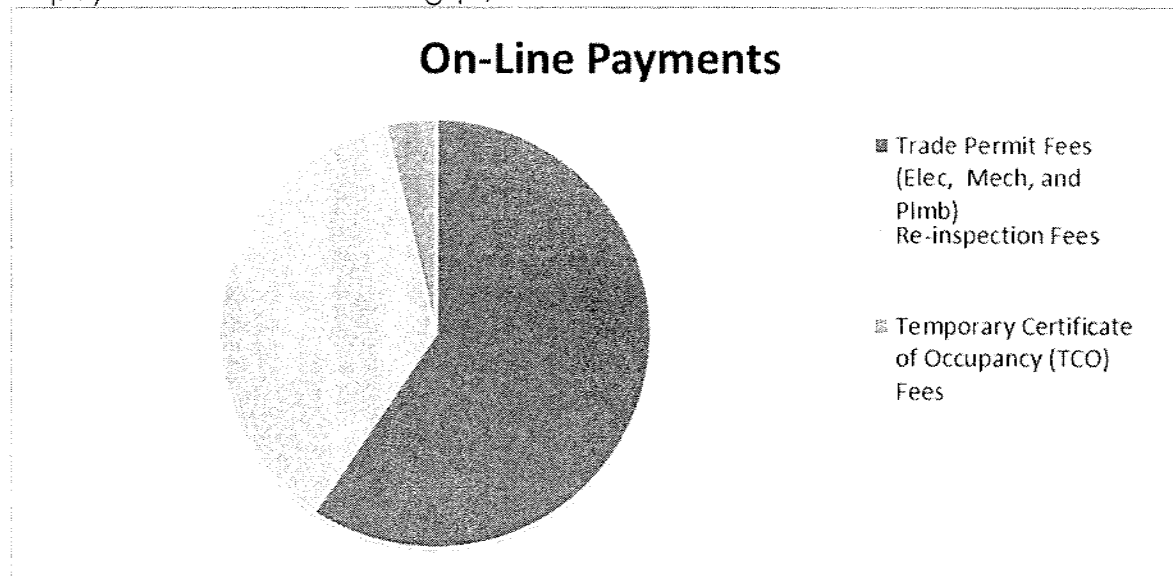
Inspection Requests

Since its implementation on September 5, 2012, 1,352 inspection requests have been requested on-line; this includes 316 inspection requests in March. 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 108 payments have been made on-line totaling \$6,072.50. This includes 21 payments in March totaling \$1,491.00.



Construction Activity

The value of all construction activity permitted in MARCH of 2013 totaled \$14,875,742, down from \$18,172,718 for the same month last year. A total of 215 permits were issued in MARCH of 2013 compared to 187 in MARCH of 2012. The higher number of permits is primarily due to new single family residential units. The lower value is primarily due to commercial additions and alterations.

Total new residential permitting activity in MARCH 2013 was valued at \$8,444,369 compared to \$7,162,480 in MARCH 2012. New single-family detached residential construction in MARCH 2013 represented 42 new homes with an average value of \$145,495, compared with 36 new homes in MARCH 2012 with an average value of \$154,274. There were no attached single family permits. There were no new mobile homes in MARCH 2013 compared to 1 in MARCH 2012 valued at \$40,000. There were no new duplex permits in MARCH 2013 or MARCH 2012. There were no new multi-family permits in MARCH 2013 or MARCH 2012.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in MARCH 2013 numbered 148 and were valued at \$2,333,569 compared to 130 permits valued at \$1,568,605 for MARCH 2012. The average value in MARCH 2013 is \$15,767 compared to \$12,066 in MARCH 2012. The number and value of permits was higher in MARCH 2013 primarily because of new single family, storm shelters and swimming pools.

New commercial construction permits in MARCH of 2013 totaled 13 with a value of \$6,019,438 compared to 10 permits valued at \$5,461,000 for MARCH 2012. The difference in number of permits is insignificant. The higher value is primarily due to new construction of a storage facility.

Commercial Addition/Alteration permits in MARCH of 2013 totaled 12 with a value of \$411,935 compared to 10 permits valued at \$5,549,238 for MARCH 2012. The difference in number of permits is insignificant. The decrease in value is primarily due to 4 public school remodeling projects in March 2012 valued at \$3,979,238.

Construction Activity Summary for March 2013

Permit Type	No. of Permits		No. of Units		Const. Value		Average Value	
New Residential (sing fam, mob homes, dupl)		42		42	\$	6,110,800	\$	145,495
New Multi-Family		0		0	\$	-	\$	-
New Non-Residential		13		N/A	\$	6,019,438	\$	463,034
Add/Alter Residential (All)		148		N/A	\$	2,333,569	\$	15,767
Add/Alter Non-Residential		12		N/A	\$	411,935	\$	34,328
Total Construction Permits/Value		215		42	\$	14,875,742		
Detailed Permit Activity	Calendar Year 2013		Calendar Year 2012				2012	
Residential Activity	March	YTD	March	YTD			Total Year	
Single Family Permits	42	116	36	92			414	
Total Construction Value	\$ 6,110,800	\$ 21,594,578	\$ 5,553,875	\$ 13,565,266			\$ 74,416,561	
Avg Construction Value	\$ 145,495	\$ 186,160	\$ 154,274	\$ 147,449			\$ 179,750	
Single Family Attached Permits	0	0	0	0			0	
Total Construction Value	\$ -	\$ -	\$ -	\$ -			\$ -	
Avg Construction Value	\$ -	\$ -	\$ -	\$ -			\$ -	
New Mobile Home Permits	0	1	1	3			10	
Total Construction Value	\$ -	\$ 32,900	\$ 40,000	\$ 66,500			\$ 394,639	
Duplex Permits	0	5	0	2			10	
Number of Units	0	4	0	2			10	
Total Construction Value	\$ -	\$ 650,000	\$ -	\$ 220,000			\$ 910,000	
Avg Construction Value per Unit	\$ -	\$ 162,500	\$ -	\$ 110,000			\$ 91,000	
Multi-Family Permits	0	1	0	0			59	
Number of Units	0	4	0	0			930	
Total Construction Value	\$ -	\$ 200,000	\$ -	\$ -			\$ 35,469,387	
Avg Construction Value per Unit	\$ -	\$ 50,000	\$ -	\$ -			\$ 38,139	
New Residential Units	42	125	37	97			1364	
New Residential Value	\$ 6,110,800	\$ 22,477,478	\$ 5,593,875	\$ 13,851,766			\$ 111,190,587	
Residential Demo Permits	8	14	3	10			36	
Residential Demo Units	-7	-12	0	-5			-25	
Net Residential Units	35	113	37	92			1339	
Addition/Alteration Permits**	16	50	34	54			214	
Other Permits***	132	294	96	96			835	
Total Construction Value****	\$ 2,333,569	\$ 4,008,315	\$ 1,568,605	\$ 3,912,675			\$ 16,276,181	
Avg Construction Value	\$ 15,767	\$ 11,652	\$ 12,066	\$ 26,085			\$ 15,516	
Residential Permits	190	467	167	247			1542	
Residential Value	\$ 8,444,369	\$ 26,485,793	\$ 7,162,480	\$ 17,764,441			\$ 127,466,768	
Commercial Activity								
Commercial Permits	13	18	10	23			99	
Total Construction Value	\$ 6,019,438	\$ 14,048,438	\$ 5,461,000	\$ 16,211,110			\$ 61,707,892	
Avg Construction Value	\$ 463,034	\$ 780,469	\$ 546,100	\$ 704,830.87			\$ 623,312	
Addition/Alteration Permits	12	33	10	26			135	
Total Construction Value	\$ 411,935	\$ 6,818,807	\$ 5,549,238	\$ 8,402,108			\$ 23,805,491	
Avg Construction Value	\$ 34,328	\$ 206,631	\$ 554,924	\$ 323,158			\$ 176,337	
Non-Residential Value	6,431,373	20,867,245	11,010,238	24,613,218			85,513,383	
Non-Residential Permits	25	51	20	49			234	
Total Construction Value	\$ 14,875,742	\$ 47,353,038	\$ 18,172,718	\$ 42,377,659			\$ 212,980,151	
Total Construction Permits	215	518	187	296			1776	
Other Permits								
Electrical Permits	114	342	113	305			1327	
Heat/Air/Refrigeration Permits	119	320	100	346			1587	
Plumbing & Gas Permits	116	401	120	377			1658	
Foundation Permits	1	21	0	3			11	
Temp Tents/Construction Trailers	5	7	5	10			34	
Demo Permits (Residential)	8	14	3	10			35	
Demo Permits (Commercial)	2	4	0	4			23	
House Moving Permits	3	5	2	6			41	
Sign Permits	48	97	25	59			254	
Water Well Permits	3	15	1	5			33	
Garage Sale Permits	86	126	150	218			2136	
Swimming Pool Permits	15	22	5	15			60	
Storage Building Permits	16	32	13	32			121	
Carports	0	1	2	2			12	
Storm Shelter Permits	92	222	62	150			532	
Residential Paving	9	17	14	23			110	
Additional Division Activity								
Miscellaneous/PODS/ROLOFS	11	28	13	41			150	
Lot Line Adjustments	1	6	1	3			18	
Certificates of Occupancy	125	303	111	287			1221	
All Field Inspections	2303	6502	2142	5679			25440	

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

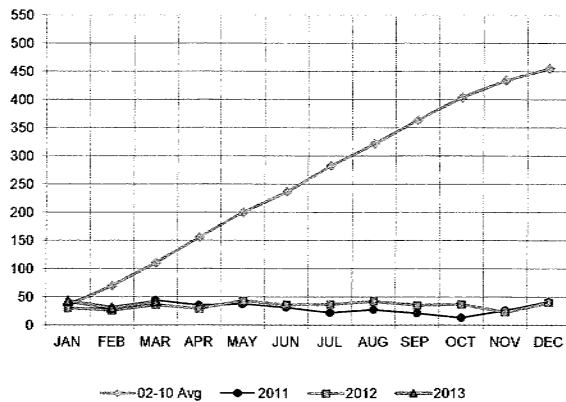
***Count includes: Pools, Storage Bldgs,
Carports, Residential Paving, Storm Shelters.

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

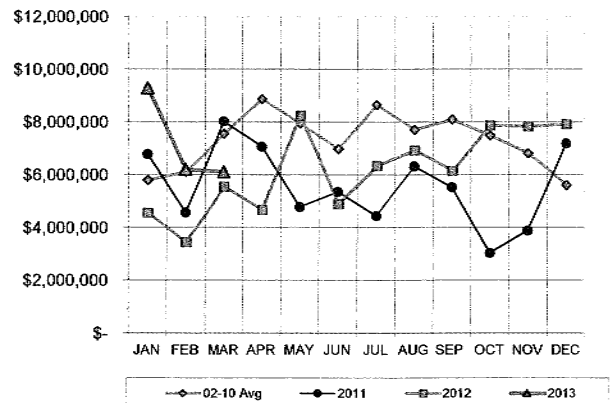
****Total Construction Value
includes permit types listed to
the left.

MARCH 2013 CONSTRUCTION REPORT

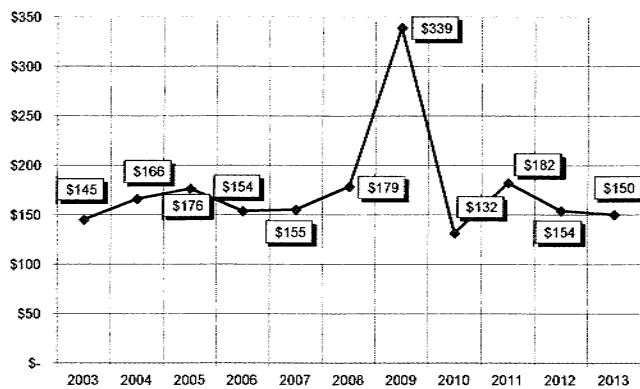
1 Single Family: Monthly Comparison of 2011, 2012 and 2013 Total Number of Permits Issued through March compared to a 2002-2010 Monthly Average of Number of Permits Issued



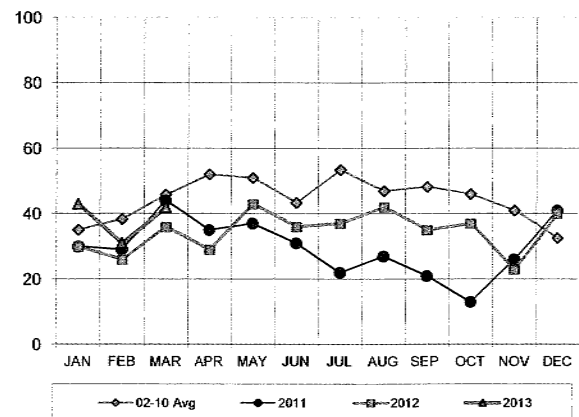
2 Single Family: Monthly Comparison of 2011, 2012 and 2013 Dollar Value in March compared to a 2002-2010 Average Dollar Value



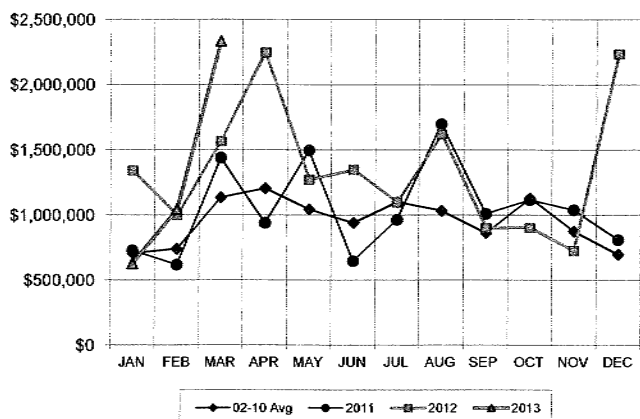
3 Average Dollar Value of New Single Family Homes in March from 2003 through 2013



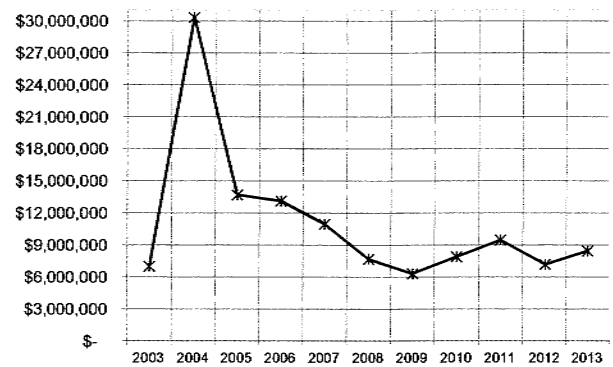
4 Number of New Single Family Permits Issued in March for 2011, 2012 and 2013 compared to a 2002-2010 Average Number Issued in March



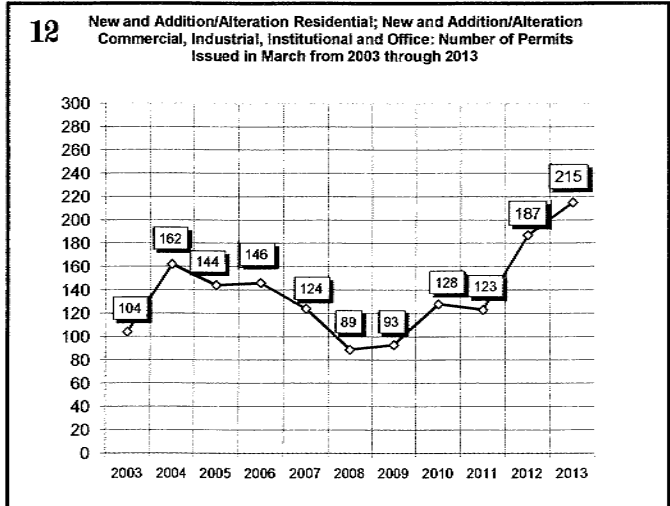
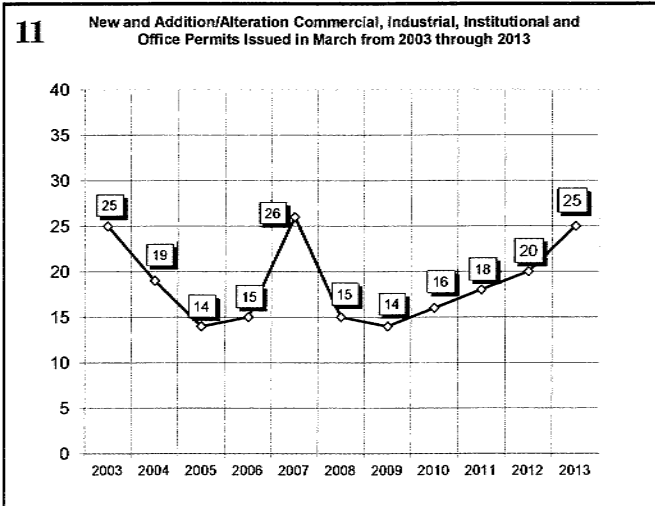
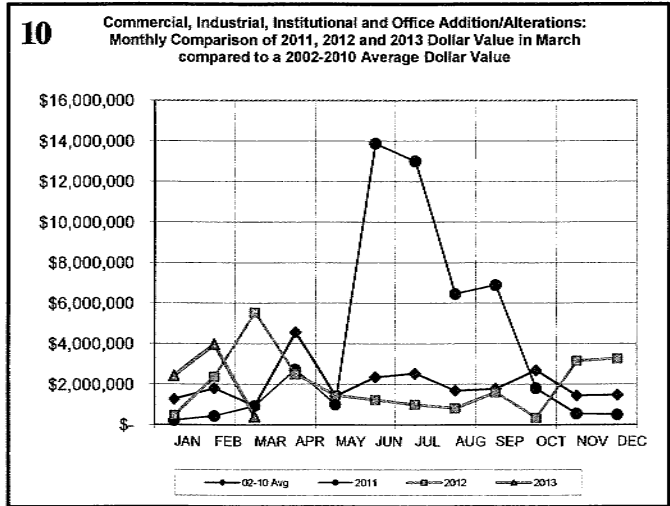
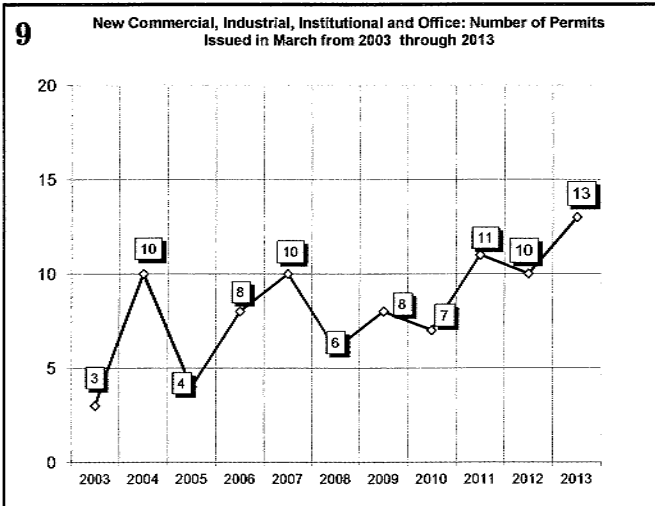
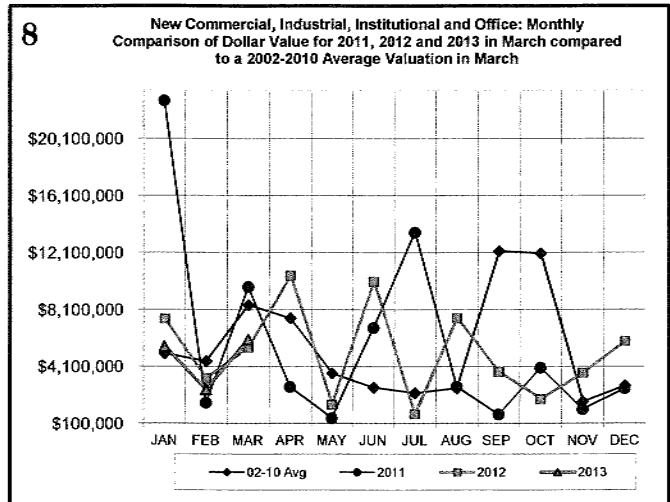
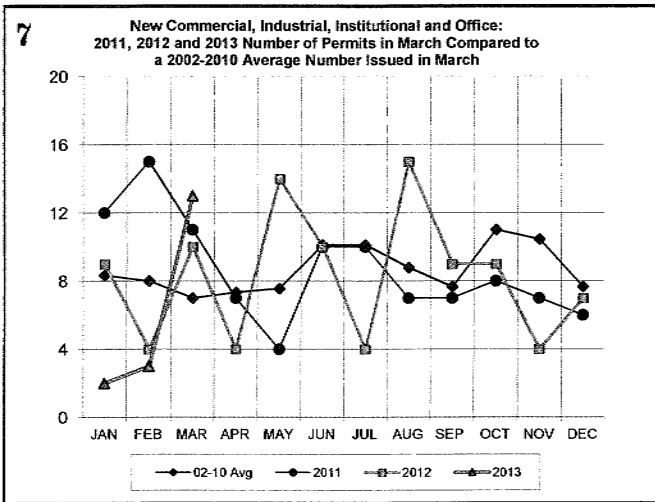
5 Residential Addition/Alteration: 2011, 2012, 2013 Monthly Dollar Value Compared to a 2002-2010 Monthly Average Dollar Value



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



MARCH 2013 CONSTRUCTION REPORT



City of Norman
BUILDING PERMITS AND INSPECTIONS

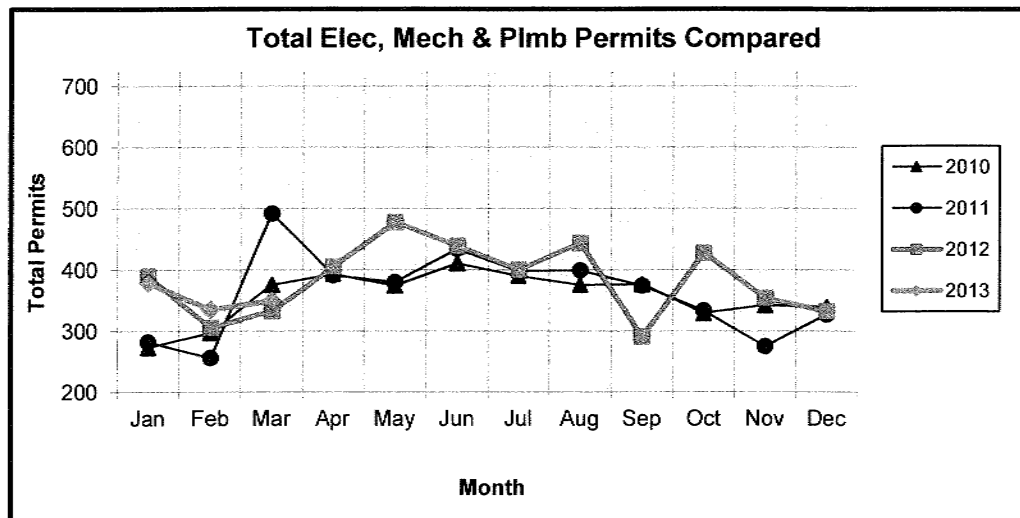
TRADE PERMITS & GARAGE SALES
Sorted by Permit Type

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										342
HVAC (MECH)	102	99	119										320
PLUMBING (PLBG)	149	136	116										401
GARAGE SALE (GARA)	22	18	86										126
HOUSE MOVING (MOVE)	2	0	3										5
DEMOLITION (BDEM)	6	2	10										18
SIGN (SIGN)	23	26	48										97
ELEC + MECH + PLBG	379	335	349	0	0	0	0	0	0	0	0	0	1063
Total	432	381	496	0	0	0	0	0	0	0	0	0	1309



City of Norman
BUILDING PERMITS AND INSPECTIONS

COMMERCIAL BUILDING PERMITS
Issued March 2013 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	KEEN CONSTRUCTION, LLC	88	03/27/13	3441	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 74,340	1,970
COMMERCIAL, ADD/ALT-2	LEBLO, CHRISTOPHER	462	03/04/13	3750	W	MAIN	ST	1	1	MGRB WEST #2	C2	\$ 15,000	1,200
COMMERCIAL, ADD/ALT-2	VERTICOM	590	03/01/13	3000	E	ROBINSON	ST	27	2W	NOT SUBDIVIDED	A2	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	VERTICOM	591	03/01/13	1220	E	BLUE LAKE	DR	4	4	BLUE LAKES ADDITION	A2	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	VERTICOM	592	03/01/13	5511	E	LINDSEY	ST	36	2W	NOT SUBDIVIDED	A2	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	SAS CONSTRUCTION LLC	594	03/18/13	3720	W	ROBINSON	ST	1	1	BROOKHAVEN, VILLAGE AT #7	C1	\$ 95,000	4,401
COMMERCIAL, ADD/ALT-2	AMERICAN TOWER CORPORATION	652	03/08/13	1398	W	LINDSEY	ST	1	1	BERRY EST #4	C2	\$ 20,000	25
COMMERCIAL, ADD/ALT-2	SABRE INDUSTRIES	723	03/08/13	3198	S	BERRY	RD	12	3W	NOT SUBDIVIDED	C1	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	GROUND ZERO STORM SHELTERS	822	03/15/13	1606	SW	24TH	AVE	3	1	FRITZLAN ACRES	C2	\$ 2,985	25
COMMERCIAL, ADD/ALT-2	SABRE INDUSTRIES	905	03/15/13	185	SE	24TH	AVE	33	2W	NOT SUBDIVIDED	C2	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	TRES, LLC	5088	03/07/13	305	E	MAIN	ST	3	22	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 5,000	1,000
COMMERCIAL, ADD/ALT-2	HORIZON RETAIL CONSTRUCTION	5273	03/04/13	3437	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 125,000	868
COMMERCIAL, FOUNDATION PERMIT-2	CROSSLAND CONSTRUCTION	1007	03/18/13	3581	W	ROCK CREEK	RD	1	1	NOT SUBDIVIDED	C2	\$ 18,000	3,713
COMMERCIAL, INTERIOR FINISH-2	TIMBERLAKE CONSTRUCTION	414	03/20/13	1673	NW	24TH	AVE	2D	2	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 70,000	2,800
COMMERCIAL, INTERIOR FINISH-2	DENNIS, VINCE	783	03/18/13	2401	W	MAIN	ST	1	B	RIEGER ADD	C2	\$ 30,000	1,457
COMMERCIAL, NEW CONSTRUCTION-2	EOFF, STEVE CONSTRUCTION	466	03/18/13	3650		CLASSEN	BLVD	1	1	NOT SUBDIVIDED	I1	\$ 201,000	7,200
COMMERCIAL, NEW CONSTRUCTION-2	EOFF, STEVE CONSTRUCTION	467	03/18/13	3650		CLASSEN	BLVD	1	1	NOT SUBDIVIDED	I1	\$ 134,000	4,800
COMMERCIAL, NEW CONSTRUCTION-2	EOFF, STEVE CONSTRUCTION	468	03/18/13	3650		CLASSEN	BLVD	1	1	NOT SUBDIVIDED	I1	\$ 255,000	9,130
COMMERCIAL, NEW CONSTRUCTION-2	AZTEC BUILDING SYSTEMS, INC.	597	03/05/13	2599	S	JENKINS	AVE	1	2	NAVAL AIR TECH TRAINING CENTER	A2	\$ 160,000	1,027
COMMERCIAL, NEW CONSTRUCTION-2	CGC, INC.	637	03/15/13	1898		LEGACY PARK	DR	1	2	UNIVERSITY NORTH PARK SEC 9	PUD	\$ 275,000	1,263
COMMERCIAL, NEW CONSTRUCTION-2	CGC, INC.	640	03/15/13	1898		LEGACY PARK	DR	1	2	UNIVERSITY NORTH PARK SEC 9	PUD	\$ 450,000	2,900
COMMERCIAL, NEW CONSTRUCTION-2	EOFF, STEVE CONSTRUCTION	1076	03/18/13	3650		CLASSEN	BLVD	1	1	NOT SUBDIVIDED	I1	\$ 30,000	1,400
COMMERCIAL, NEW CONSTRUCTION-2	AZTEC BUILDING SYSTEMS, INC.	5002	03/12/13	1521	NW	36TH	AVE	4	1	GREENWAY PARK ADDITION	PUD	\$ 850,000	4,968
COMMERCIAL, NEW CONSTRUCTION-2	DR ASSOCIATES	6229	03/25/13	2501	N	PORTER	AVE	2	2	WOODCREST ESTATES PLAZA	C1	\$ 731,000	9,100
COMMERCIAL, NEW SHELL BLDG-2	TIMBERLAKE CONSTRUCTION	413	03/20/13	1671	NW	24TH	AVE	2D	2	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 420,000	6,000
COMMERCIAL, NEW SHELL BLDG-2	CROSSLAND CONSTRUCTION	4872	03/18/13	3571	W	ROCK CREEK	RD	1	1	S&S FAMILY PROPERTIES SEC. 1	C2	\$ 2,413,438	42,198
TEMPORARY BLDG/CONST TRAILER-2	BUENDIA, ADRIAN	367	03/21/13	1100	E	CONSTITUTION	ST		37	NAVAL AIR TECH TRAINING CENTER	C2		
TEMPORARY BLDG/CONST TRAILER-2	BUENDIA, ADRIAN	369	03/21/13	1724	W	LINDSEY	ST		A	HOLLYWOOD ADD	C2		
TEMPORARY BLDG/CONST TRAILER-2	LOWE, DEBBIE & TIM	677	03/08/13	3299	W	MAIN	ST	1	1	SOONER FASHION MALL	C2		
TEMPORARY BLDG/CONST TRAILER-2	OKC PARTY TENT & EVENT	838	03/06/13	151	SE	12TH	AVE	1	1	ANATOLE ADD	C2		
TEMPORARY BLDG/CONST TRAILER-2	STOCKWELL, DAVE	998	03/28/13	105	W	MAIN	ST	1	66	NORMAN, ORIGINAL TOWNSHIP	C3		

Total Permits
26

Average Valuation \$ 248,053
Total Valuation \$ 6,449,373

Average Project Area
Total Project Area
4,137
107,570

NEW CONSTRUCTION INFORMATION				USE / CLASSIFICATION
CONTRACTOR	BUILDING SIZE (Square Feet)	LOT SIZE	N	
EOFF, STEVE CONSTRUCTION	7,200			Storage
EOFF, STEVE CONSTRUCTION	4,800			Storage
EOFF, STEVE CONSTRUCTION	9,130			Storage
				Concession Stand and Restrooms
AZTEC BUILDING SYSTEMS, INC.	1,027			Park - Restroom and Maint Bldg
CGC, INC.	1,263			Park - Stage
CGC, INC.	2,900			Storage
EOFF, STEVE CONSTRUCTION	1,400			Medical Office
AZTEC BUILDING SYSTEMS, INC.	4,968			Retail
DR ASSOCIATES	9,100			

COMMERCIAL, FOUNDATION PERMIT-2				COMMERCIAL, INTERIOR FINISH-2				COMMERCIAL, L. NEW SHELL BLDG. CONSTRUCTION-2			
\$ 411,935	\$ 18,000	\$ 100,000	\$ 2,633,438	\$ 3,086,000	\$ 3,186,000	\$ 3,186,000	\$ 3,186,000	\$ 3,186,000	\$ 3,186,000	\$ 3,186,000	\$ 3,186,000
12	1	2	2	2	2	2	2	2	2	2	2
TOTAL				TOTAL				TOTAL			
\$ 6,449,373				\$ 6,449,373				\$ 6,449,373			

City of Norman

BUILDING PERMITS AND INSPECTIONS

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

Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	Living Area
STONERIDGE ENTERPRISES, INC.	757	3/1/2013	905	N	COCKREL	AVE	11	2	CARPENTER ADD	R1	\$ 100,000	1,725	1,256
IDEAL HOMES OF NORMAN	773	3/1/2013	3510		BERGEN PEAK	DR	3	1	GREENLEAF TRAILS ADD 5	PUD	\$ 94,000	2,074	1,451
IDEAL HOMES OF NORMAN	774	3/6/2013	725		HAVASU	DR	4	1	RED CANYON RANCH SEC 3	PUD	\$ 136,000	3,222	2,188
IDEAL HOMES OF NORMAN	775	3/6/2013	4312		LORINGS	CIR	17	4	CARRINGTON PLACE ADD #11	R1	\$ 256,000	4,505	3,673
ZAIRCK EDDIE	804	3/6/2013	8600	E	POST OAK	RD	21	1W	NOT SUBDIVIDED	A2	\$ 17,000	2,638	2,217
INNOVATIVE CUSTOM HOMES LLC.	829	3/19/2013	405		COLLEGE	AVE	1	1	LINCOLN ADD	R3	\$ 200,000	2,633	2,385
MUIRFIELD HOMES	861	3/4/2013	404		LAKE GROVE	CT	8	4	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 190,000	3,670	2,692
C & C BUILDERS	867	3/4/2013	3905		PRESIDIO	DR	1	2	MONTEREY ADD. #1	R1	\$ 190,300	2,678	1,673
BYRD BUILDING COMPANY	877	3/11/2013	3200		ROLLING WOODS	DR	13A	3	FOUNTAIN VIEW SEC. #1	R1	\$ 325,000	5,427	3,833
IDEAL HOMES OF NORMAN	907	3/13/2013	717		HAVASU	DR	6	1	RED CANYON RANCH SEC 3	PUD	\$ 144,000	3,285	3,402
HOME CREATIONS, INC.	922	3/7/2013	1500		RANGELINE	RD	1	3	DEERFIELD ADD SEC 6	R1	\$ 94,500	1,948	1,488
HOME CREATIONS, INC.	923	3/7/2013	1501		RANGELINE	RD	1	4	DEERFIELD ADD SEC 6	R1	\$ 94,000	1,940	1,475
HOME CREATIONS, INC.	924	3/7/2013	1504		RANGELINE	RD	2	3	DEERFIELD ADD SEC 6	R1	\$ 97,500	1,957	1,503
HOME CREATIONS, INC.	951	3/15/2013	120		BOULEVARD DU LAC	RD	1	6	SUMMIT LAKE VILLAS #1	PUD	\$ 73,000	1,789	1,220
FIRST OKLAHOMA CONST. INC.	952	3/15/2013	220		BOULEVARD DU LAC		5	3	SUMMIT LAKE VILLAS #1	PUD	\$ 95,000	2,115	1,576
FIRST OKLAHOMA CONST. INC.	953	3/15/2013	504		SUMMIT CREST	LN	3	1	GREENLEAF TRAILS ADD 4	R1	\$ 98,000	2,415	1,690
FIRST OKLAHOMA CONST. INC.	954	3/15/2013	3405		BLACK MOUNTAIN	WAY	2	2	GREENLEAF TRAILS ADD 4	PUD	\$ 105,000	2,462	1,755
IDEAL HOMES OF NORMAN	970	3/22/2013	2744		LERKIM	LN	19	1	TRAILWOODS SEC 6	PUD	\$ 85,000	1,990	1,411
D P GAMBLE HOMES	1013	3/13/2013	5200		RUSTIC ACRES	TRL	20	1W	PARK ONE EAST (NCOS)	A2	\$ 275,000	4,236	2,474
IDEAL HOMES OF NORMAN	1015	3/20/2013	720		PAINTED FOREST	RD	1	4	RED CANYON RANCH SEC 3	PUD	\$ 128,000	2,705	2,054
HOME CREATIONS, INC.	1038	3/14/2013	2304		SPOONWOOD	RD	14	1	PARK PLACE ADD #7	R1	\$ 103,600	2,115	1,619
RED LEAF CONSTRUCTION, INC.	1047	3/21/2013	1206		PRESIDIO	DR	16	1	MONTEREY ADD. #1	R1	\$ 203,900	3,388	2,360
RED LEAF CONSTRUCTION, INC.	1048	3/21/2013	1301		PRESIDIO	DR	6	3	MONTEREY ADD. #1	R1	\$ 240,000	3,765	2,802
NORTHSTAR HOMES	1055	3/25/2013	1051		SIENA SPRINGS	DR	7	2	SIENA SPRINGS ADD #1	R1	\$ 275,000	3,863	2,796
NORTHSTAR HOMES	1056	3/25/2013	921		SIENA SPRINGS	DR	14	2	SIENA SPRINGS ADD #1	R1	\$ 285,000	3,847	2,760
LEGACY HOMES CONSTRUCTION LLC.	1080	3/15/2013	2121		VALLEY HOLLOW	DR	10	4	SUMMIT VALLEY	R1	\$ 154,000	3,185	2,119
C.A. MCCARTY CONSTRUCTION LLC.	1081	3/25/2013	3000		ROLLING WOODS	DR	1	1	LAS COLINAS SEC. #2	R1	\$ 350,000	4,425	3,053
IDEAL HOMES OF NORMAN	1082	3/27/2013	2713		LERKIM	LN	13	2	TRAILWOODS SEC 6	PUD	\$ 92,000	2,019	1,531
FLORIDA CONSTRUCTION	1098	3/21/2013	2601		SUMMIT TERRACE	DR	10	4	SUMMIT LAKES ADD #8	R1	\$ 40,000	2,178	1,800
FLORIDA CONSTRUCTION	1099	3/21/2013	2801		SUMMIT TERRACE	DR	11	3	SUMMIT LAKES ADD #8	R1	\$ 40,000	2,193	1,649
FLORIDA CONSTRUCTION	1100	3/21/2013	2809		SUMMIT TERRACE	DR	9	3	SUMMIT LAKES ADD #8	R1	\$ 40,000	2,220	1,530
FLORIDA CONSTRUCTION	1101	3/21/2013	2813		SUMMIT TERRACE	DR	8	3	SUMMIT LAKES ADD #8	R1	\$ 40,000	2,184	1,640
FLORIDA CONSTRUCTION	1102	3/21/2013	2612		DUNHAM	DR	1	6	SUMMIT LAKES ADD #8	R1	\$ 40,000	2,124	1,531
FLORIDA CONSTRUCTION	1103	3/21/2013	3416		SUMMIT CROSSING	PKY	6	5	SUMMIT LAKES ADD #10	R1	\$ 40,000	2,955	2,024
FLORIDA CONSTRUCTION	1110	3/21/2013	1113		HEARTHSTONE		6	1	BROOKHAVEN #42	R1	\$ 40,000	3,323	2,356
IDEAL HOMES OF NORMAN	1113	3/27/2013	4013		SIERRA VISTA	WAY	4	2	RED CANYON RANCH SEC 3	PUD	\$ 133,000	2,772	2,049
WESTPOINT HOMES	1114	3/22/2013	2200		DIANA	DR	38	1	ALAMEDA PARK ADD #3	R1	\$ 100,000	2,086	1,520
IDEAL HOMES OF NORMAN	1158	3/27/2013	4305		WHITMERE	LN	3	4	CARRINGTON PLACE ADD #11	R1	\$ 195,000	3,558	2,686
MUIRFIELD HOMES	1194	3/21/2013	3119		TIMBER SHADOWS	DR	1	2	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 175,000	3,272	2,270
IDEAL HOMES OF NORMAN	1213	3/27/2013	911		RINGWOOD	ST	9	1	GREENLEAF TRAILS ADD 4	PUD	\$ 108,000	2,478	1,819
HARBOR HOMES, INC.	1215	3/22/2013	1303		LUKE	LN	11	3	CEDAR LAKE SEC #1	R1	\$ 110,000	3,223	2,107
LANDMARK FINE HOMES, LP.	1227	3/25/2013	4508		KENSAL RISE	PL	7	5	CARRINGTON PLACE ADD #8	R1	\$ 509,000	5,239	4,100
Total Permits 42												Average Project Area	
												Average Valuation \$ 145,495	
												Total Valuation \$ 6,110,800	
												Average Living Area	
												Total Living Area 89,357	

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued March 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	SMART SHELTER INC.	816	03/01/13	3217		VALLEY MEADOW		15	3	SUMMIT VALLEY	R1	\$ 2,300	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	821	03/01/13	1921		OLD CENTRAL	DR	2	3	EAST RIDGE ADD #11	R1	\$ 2,795	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	823	03/01/13	4520		SARATOGA	DR	1	3	CAMBRIDGE PLACE #4	RM6	\$ 3,300	32
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	824	03/01/13	2521		DEER CHASE	DR	3	2	DEERFIELD ADD SEC 4	R1	\$ 2,799	21
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	826	03/01/13	12957	E	CEDAR	LN	12	1W	WHISPERING OAKS (SURVEY)	A2	\$ 2,545	48
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	857	03/04/13	3201		PINEHURST	DR	1	6	CANADIAN TRAILS ADD #6	RM6	\$ 3,000	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	862	03/04/13	408		WOODBINE	CIR	6	1	RIVER OAKS #1	R1	\$ 3,500	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	879	03/05/13	4208		MOORGATE	DR	1	5	CARRINGTON PLACE ADD #7	R1	\$ 3,545	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	880	03/05/13	352		ST CLAIR	DR	6	2	BROOKHAVEN SQUARE #4	PUD	\$ 3,000	25
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	881	03/05/13	1024		LINCOLN GREEN	DR	9	2	SHERWOOD FOREST #1	R1	\$ 2,620	55
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	887	03/05/13	1129		GROVER	LN	7	1	GROVER ADD	R1	\$ 2,620	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	889	03/05/13	4605		KINGSLAND	RD	3	1	CARRINGTON PLACE ADD #8	R1	\$ 2,795	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	894	03/05/13	804		RIDGE LAKE	BLVD	1	2	SUMMIT LAKES ADD #7	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	895	03/05/13	117		HIGHLAND	TER	1	3	HIGHLAND VILLAGE ADD SEC 3	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	908	03/06/13	2716		GLEN OAKS	DR	56	1	EAST RIDGE ADD	R1	\$ 2,795	25
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	909	03/06/13	1604		CHAMBERS	ST	8	7	PARK PLACE ADD #6	R1	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	918	03/06/13	3920		BRIARCREST	DR	20	15	BROOKHAVEN #02	R1	\$ 4,200	35
1 & 2 FAMILY STORM SHELTER-3	ROY ROBBINS BACKHOE	919	03/06/13	10009	E	FRANKLIN	RD	3	1W	NOT SUBDIVIDED	A2	\$ 2,500	56
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	938	03/07/13	1821		BROOKHAVEN	BLVD	1	1	BROOKHAVEN #24	R1	\$ 3,500	21
1 & 2 FAMILY STORM SHELTER-3	HAUSNER'S, INC.	941	03/07/13	212		NESS	DR	16	2	HIGHLAND VILLAGE ADD SEC 5	R1	\$ 2,500	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	946	03/08/13	109		HALIFAX	WAY	3	1	HAWTHORNE PLACE #2	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	OZ SAFEROOMS	947	03/13/13	981		BARKLEY	CIR	21	2	HALRAY ADD	R1	\$ 7,999	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	956	03/08/13	2916		WOODCREST CREEK	DR	15	14	WOODLAND ESTATES, THE	R1	\$ 4,100	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	957	03/08/13	4004		NAILON	DR	15	1	WARWICK ADD	R1	\$ 2,545	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	958	03/08/13	2917		LINE	DR	10	2	ROYAL OAKS ADD #10	PUD	\$ 3,500	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	963	03/08/13	2708		NORTHERN HILLS	RD	15	2	DEERFIELD ADD SEC 2	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	969	03/08/13	3433		BLACK MOUNTAIN	WAY	7	3	GREENLEAF TRAILS ADD 2	PUD	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	971	03/11/13	202		TECUMSEH RIDGE	RD	10	4	TECUMSEH MEADOWS ADD #1	R1	\$ 2,797	21
1 & 2 FAMILY STORM SHELTER-3	GROUND SAFE SHELTERS, INC.	974	03/11/13	236		TERRA	CT	15	4	CRYSTAL HEIGHTS #3	R1	\$ 3,900	28
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	975	03/11/13	3720		LORINGS	RD	10	4	CARRINGTON PLACE ADD #2	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	977	03/11/13	3313		TETON	LN	10	1	CASCADE ESTATES PUD #3	PUD	\$ 2,700	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	980	03/11/13	604		SHADOW CREST	CT	6	1	SHADOWRIDGE ADD	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1003	03/12/13	1820		PARKRIDGE	DR	0005	003	WOODCREEK ADD #5	R1	\$ 3,000	32
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	1028	03/13/13	4405		NEWPORT	DR	10	3	CAMBRIDGE PLACE #3	RM6	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1038	03/13/13	1512		CHAMBERS	ST	4	7	PARK PLACE ADD #6	R1	\$ 2,600	21
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	1040	03/14/13	8151		SAND HILL	CT	34	1W	ROCK CREEK POLO CLUB #3	A2	\$ 2,995	55
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	1049	03/14/13	4705		STONEGATE	DR	7	1	CARRINGTON PLACE ADD #8	R1	\$ 2,799	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1050	03/14/13	4608		KINGSLAND	RD	2	2	DEERFIELD ADD SEC 5	R1	\$ 5,045	40
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1051	03/14/13	2408		DEER CHASE	DR	13	2	HALL PARK #3	R1	\$ 3,550	21
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	1053	03/14/13	1922		BOWLING GREEN	PL	6	12	HIGHLAND VILLAGE ADD SEC 5	R1	\$ 3,875	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1064	03/15/13	3305		NESS	CIR	11	1	GREENLEAF TRAILS ADD 2	PUD	\$ 2,800	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1071	03/15/13	1001		BEAR MOUNTAIN	DR	6	1	SHADOWLAKE ADD	R1	\$ 2,795	31
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1074	03/15/13	2821		CEDARCREST	ST	2	2	EAGLE CLIFF ADD #9	R1	\$ 3,000	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1077	03/15/13	804		NIGHT HAWK	DR	2	4	ARBOR LAKE ADD #5	R1	\$ 2,245	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1084	03/15/13	904		TRISHA	LN	17	1	CAMBRIDGE ADD #3	R1	\$ 2,945	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1086	03/15/13	4904		CYPRESS LAKE	DR	2	1	DEERFIELD ADD SEC 2	R1	\$ 3,600	35
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	1089	03/18/13	1308		DEER RUN	DR	2	3	BROOKHAVEN #37	R1	\$ 4,295	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1091	03/18/13	4504		GREYSTONE	LN	2	1	COLONIAL EST # 9	R1	\$ 2,500	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1096	03/18/13	2301		NATCHEZ	DR	16	3	WESTFIELD MANOR ADDITION	R1	\$ 2,650	43
1 & 2 FAMILY STORM SHELTER-3	TRAVIS SCOTT SAND&GRAVEL, INC.	1097	03/18/13	1308		NEBRASKA	ST	9	2	ARBOR LAKE ADD #5	R1	\$ 3,100	18
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1105	03/18/13	1004		TRISHA	LN	13	4	BROOKHAVEN #11	R1	\$ 4,895	20
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1109	03/18/13	801		BRITTANY	CT	8	3	PARK PLACE ADD #6	R1	\$ 2,500	0
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1112	03/18/13	1636	E	CENTRAL	PKY	14	8	SUNRISE HEIGHTS #5	R1	\$ 2,500	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1140	03/19/13	1630	NE	BOYD	ST	8	14	OAKWOOD HAVEN	A2	\$ 2,300	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1141	03/19/13	2830	NE	108TH AVE	AVE	15	1W	ROYAL OAKS ADD #9	R1	\$ 3,000	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1143	03/19/13	4050		72ND	AVE	7	1	PARK HILL ADDITION	PUD	\$ 3,645	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1148	03/19/13	2508		BLACK OAKS	CIR	11	1	SUMMIT LAKES ADD #9	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1149	03/19/13	3025		YOSEMITE	DR	10	1	EAGLE CLIFF SOUTH ADD #2	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	1151	03/19/13	109		SUMMIT BEND		21	3	CARRINGTON PLACE ADD #6	R1	\$ 3,400	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1161	03/20/13	4504		EAGLE OWL	DR	6	2	BROOKHAVEN SQUARE #2	RM6	\$ 4,200	28
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1164	03/20/13	4601		KINGSLAND	RD	2	1				
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1165	03/20/13	320		BROOKFORD SQ		6	2				

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued March 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	F5 STORM SHELTERS, LLC	1187	03/20/13	4		BURLINGTON	PL	5	3	BROOKHAVEN #01	R1	\$ 3,400	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1188	03/20/13	3025		ELIE	ST	7	4	CASCADE ESTATES PUD #5	PUD	\$ 3,365	15
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1170	03/20/13	3325		WAUWINET	WAY	6	9	VINEYARD PHASE III	R1	\$ 3,800	28
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	1171	03/20/13	3916		DURANGO	CIR	10	9	CHERRY CREEK #3	R1	\$ 2,200	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1172	03/20/13	2004		DELANCEY	DR	1	1	PARK PLACE ADD #3	R1	\$ 3,000	25
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTERS	1175	03/20/13	2302		LINDENWOOD	DR	23	3	HALL PARK #2	R1	\$ 3,000	26
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1176	03/20/13	513		COOPER	CT	31	1	ALAMEDA PARK ADD #3	R1	\$ 2,875	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1178	03/20/13	3015		TARA	LN	10	2	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1181	03/21/13	3801		JOSEPH	CIR	20	2	CANADIAN TRAILS ADD #3	R1	\$ 4,200	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1183	03/21/13	503		LEANING ELM	DR	5	9	WOODCREST EST #6	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1184	03/21/13	3001		HIGHLAND GLEN	DR	1	1	HIGHLAND VILLAGE ADD SEC 1	R1	\$ 3,600	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1186	03/21/13	924		TARKINGTON	DR	7	4	FLAMING OAKS ESTATES	RE	\$ 3,300	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1217	03/22/13	2118		JAZZMAN	DR	5	3	SPRING BROOK	R1	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	1218	03/22/13	712		SPRINGWOOD	LN	4	4	CROSSROADS WEST #1	R1	\$ 3,255	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1219	03/22/13	3220		WILLOW ROCK	RD	2	1	ROCK CREEK POLO CLUB	R1	\$ 5,185	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1235	03/26/13	2110		MARTINGALE	DR	18	3	ROCK CREEK POLO CLUB	R1	\$ 2,895	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1244	03/27/13	1404		FOREST GLENN	CIR	12	2	BLUE CREEK ESTATES 2	PUD	\$ 2,945	30
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1246	03/27/13	1200		WANDERING OAKS	LN	2	2	BLUE CREEK ESTATES 2	PUD	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1247	03/27/13	1017		TRISHA	LN	1	1	ARBOR LAKE ADD #6	R1	\$ 4,000	20
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1249	03/27/13	218		BARB	CT	5	3	CRESTLAND ESTATES #1	R1	\$ 3,100	14
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	1259	03/27/13	2700	NE	168TH	AVE	16	1E	ALAMEDA PARK ADD #1	A2	\$ 2,349	48
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1265	03/28/13	2308		DAVID	CT	3	1	QUAIL CREEK ACRES #1	R1	\$ 2,645	15
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1272	03/28/13	2002		FOREST	RD	10	2	SUMMIT LAKES ADD #6	RE	\$ 3,200	18
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1278	03/28/13	3209		SUMMIT CROSSING	PKY	15	3	CHERRY CREEK #4	R1	\$ 3,960	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	1285	03/29/13	4110		HUGHES	CIR	9	1	LEE CREST ADD	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1286	03/29/13	1128	W	BROOKS	ST	2	3	CARRINGTON PLACE ADD #6	R1	\$ 2,795	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1287	03/29/13	4508		MOORGATE	DR	3	3	CARRINGTON PLACE ADD #9	R1	\$ 4,295	35
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	1294	03/29/13	4113		CARRINGTON	LN	2	3	PARK PLACE ADD #5	R1	\$ 2,790	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1295	03/29/13	1405		CHAMBERS	ST	13	2	BROOKHAVEN #09	R1	\$ 4,600	42
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	1297	03/29/13	4106		NORTHAMPTON	DR	2	1	VISTA SPRINGS ESTATES ADD 1	RE	\$ 128,800	1,081
1 & 2 FAMILY, ADD OR ALTER-2	CORNERSTONE HOMES BY	609	03/07/13	1101		ROCKLAND RIDGE	CT	6	1	BROOKHAVEN #08	R1	\$ 300,000	3,230
1 & 2 FAMILY, ADD OR ALTER-2	AMSQ CONST. SERVICES, LLC.	631	03/14/13	4503		CHUKAR	CT	3	3	EFFERLY-DOTSON ADD	R1	\$ 8,000	954
1 & 2 FAMILY, ADD OR ALTER-2	ULTIMATE ROOFING&CONSTRUCTION	798	03/12/13	911	W	COMANCHE	ST	7	2	CARRINGTON PLACE ADD #4	R1	\$ 54,855	224
1 & 2 FAMILY, ADD OR ALTER-2	CHAMPION WINDOWS & PATIO ROOMS	883	03/05/13	4020		GRANGE HILL	WAY	2	2	NORMANDY ACRES FIRST	R1	\$ 5,500	280
1 & 2 FAMILY, ADD OR ALTER-2	JOHNSON, BILL CONSTRUCTION INC	884	03/05/13	2600		BUTLER	DR	5	4	SUMMIT LAKES ADD #5	R1	\$ 30,000	225
1 & 2 FAMILY, ADD OR ALTER-2	BRYANT FRAMING & CONST.	931	03/13/13	429		SUMMIT HILL	RD	8	2	SOUTHBRIDGE ADD	R1	\$ 25,000	240
1 & 2 FAMILY, ADD OR ALTER-2	WARHALL DESIGNS, INC	966	03/27/13	535		SHAWNEE	ST	33	7	ST JAMES PARK ADD 3	R1	\$ 6,980	146
1 & 2 FAMILY, ADD OR ALTER-2	R C ROOFING SOLUTIONS, INC	973	03/14/13	2508		LANGLEY	CT	4	5	WESTWOOD ESTATES	R1	\$ 6,200	228
1 & 2 FAMILY, ADD OR ALTER-2	CARTER, KELCIE	999	03/13/13	2130		DAKOTA	ST	10	14	WESTERN HEIGHTS ADD	R1	\$ 6,500	120
1 & 2 FAMILY, ADD OR ALTER-2	CARTER, KELCIE	1000	03/13/13	717		WESTRIDGE	TER	22	2	PARSONS ADDITION	R1	\$ 40,000	418
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	1018	03/19/13	805		PARSONS	ST	46	6	SHADOWLAKE ADD #2	R1	\$ 1,400	572
1 & 2 FAMILY, ADD OR ALTER-2	INTEGRITY HOMES	1079	03/15/13	1008		SHADOWLAKE	RD	10	3	ROYAL OAKS ADD #9	R1	\$ 10,300	240
1 & 2 FAMILY, ADD OR ALTER-2	FOUR SEASONS SUNROOMS	1187	03/26/13	317		WHITE OAKS	DR	16	1	BROOKHAVEN #07	R1	\$ 4,000	420
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	1284	03/29/13	4001		COVENTRY	LN	14	2	HALL PARK	R1	\$ 80,000	2,886
1 & 2 FAMILY, FIRE REPAIR	PHOENIX CONSTRUCTION SERVICES	986	03/11/13	2302		ROCKWOOD	LN	32	1	HANLY ADD	R1	\$ 72,551	888
1 & 2 FAMILY, PAVING-2	SERVICEMASTER BY HI TECH	1016	03/13/13	619		VILLA	DR	23	2	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 2,000	700
1 & 2 FAMILY, PAVING-2	SHAU, PETER	664	03/05/13	510	E	MAIN	ST	5	39	SUTTON PLACE ADD #2	R1	\$ 7,500	315
1 & 2 FAMILY, PAVING-2	GREGOIRE, JOHN W.	940	03/07/13	1509	S	WAR BIRD	DR	3	5	WOODSLAWN ADD #3	R1	\$ 1,800	395
1 & 2 FAMILY, PAVING-2	RILEY CONCRETE LLC.	997	03/15/13	920		LAHOMA	AVE	37	10	WILDWOOD GREEN #1	R1	\$ 3,000	700
1 & 2 FAMILY, PAVING-2	RIDER, RANDY	1154	03/20/13	1615		CANTERBURY	ST	48	7	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 1,500	286
1 & 2 FAMILY, PAVING-2	MATTINGLY, JOHNNY W.	1166	03/22/13	915	E	QUANAH PARKER	TR	12	6	BROOKHAVEN #02	R1	\$ 2,000	250
1 & 2 FAMILY, PAVING-2	KEAR CONSTRUCTION INC	1189	03/21/13	1828		BURNT OAK	DR	4	7	HILLTOP LAKE ESTATES 2ND	RE	\$ 20,000	1,200
1 & 2 FAMILY, PAVING-2	KEAR CONSTRUCTION INC	1208	03/22/13	811		MAIN	ST	7	60	CINNAMON RUN	RE	\$ 15,000	1,500
1 & 2 FAMILY, PAVING-2	BILLS CUSTOM CONCRETE, INC.	1223	03/25/13	218		CHISHOLM	TRL	11	4	WESTRIDGE FARMS ADD NR COS	A2	\$ 2,000	120
1 & 2 FAMILY, PAVING-2	OMNI CONSTRUCTION	6521	03/14/13	1433		BROOKDALE	DR	1	18	LEWIS BRYANT ADD #1	RE	\$ 20,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	863	03/04/13	11917		HILLTOP	DR	6	1	NORMANDY MANOR	R1	\$ 3,160	160
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY GARAGE BUILDERS	903	03/06/13	3001		ALLSPICE RUN	DR	18	3W	CRESTLAND ESTATES #1	R1	\$ 4,500	788
1 & 2 FAMILY, STORAGE BLDG-2	CLARK CONSTRUCTION, INC	911	03/06/13	5651	W	TECUMSEH	RD	9	1				
1 & 2 FAMILY, STORAGE BLDG-2	DAILY, CHARLES W.	929	03/07/13	1550	SE	132ND	AVE	3	3				
1 & 2 FAMILY, STORAGE BLDG-2	APEX STEEL CONSTRUCTION,LLC.	964	03/15/13	841		BRYANT	CIR	2	2				
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY BUILDINGS INC.	976	03/15/13	1602		DOUGLAS	DR	12	2				

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

Total Permits	Average Valuation \$	Average Project Area	370.09
148	\$ 15,767	Total Project Area	54,774
	Total Valuation \$		
	2,333,569		

REVITALIZATION DIVISION

Community Development Block Grant (CDBG)

Citizen Participation

Funding for FYE 2013 is **\$738,883 for CDBG and \$368,420 for HOME.**

Funding for FYE 2014 is expected to be **\$768,438 for CDBG and \$350,000 for HOME.**

Citizen participation for FYE 2014 began with neighborhood meetings on August 2, 2012. The meetings were held in the multi-purpose room at 201 West Gray at 7:00 p.m. The Community Dialogue was held on Wednesday, September 5, 2012. At the Dialogue a discussion on the needs of the low-to-moderate income people in Norman was held, and five representatives were elected to the Policy Committee. The meeting on October 3rd was an orientation meeting for the Policy Committee, and co-chairs were elected. Presentations by social service providers regarding their requests were held Wednesday, January 23, 2013. The Policy Committee meeting will be March 6, 2013 led to approval of the funding for social services. The next meeting will be April 3, 2013 to vote on a recommended budget for CDBG and HOME that will go to the City Council on April 23, 2013.

Housing Programs

July 2012- March 2013:

HOME

- 7 rehabilitation projects have been qualified with 4 completed, 1 canceled by owner, and specifications being prepared on 2.
- Down payment assistance for new Homebuyers – 11. All homebuyer funds have been expended and the program eliminated.

CDBG

- 8 rehabilitation projects have been qualified with 3 completed, 2 canceled by owner, 1 under contract, and specifications being prepared on 2.
- 10 emergency repairs have been qualified with 8 completed, and 2 owners have bids.
- 3 accessibility modifications have been qualified with 2 completed, and 1 canceled by owner.

Code Compliance

Code Compliance investigated 699 complaints in March which included weeds, health, inoperative vehicles, off-street parking, kennels, dilapidated structures, right-of-way encroachments, signs, and zoning violations. 535 cases were closed in March with 580 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									

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	51	28	35	34	23	13	16	19	12				231
Owner Abated	10	3	5	7	3	0	2	0	3				33
Liens Filed	37	21	26	13	12	0	26	10	5				150

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

Signs Pulled From Rights-of Ways FYE 2013

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Pulled	21	91	74	146	664	48	36	223	215				1,518

Oil & Gas

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

Historic District Commission

The Commission met on March 4th. Staff reported two Administrative Bypasses: an iron railing for a front porch step at 438 S. Lahoma; and a 6 foot wood fence and a 4 foot rear yard chain link fence at 820 Miller. Staff also reported that preservation and Design Studio OKC has been chosen as the consultant for the Porter Corridor Automotive Resources Survey Project; and that the Infill Design Workshop has been scheduled for Thursday, September 12, 2013. The Commission voted to apply for the FY 13 Certified Local Government grant of \$10,200 to cover a Bob Yapp Wood Siding Repair Workshop, to send staff and a commissioner to the NACP Forum, and funding for an outreach brochure.

The following reports are on the continuation of Certificates of Appropriateness as noted: Legal staff filed a Notice of Pending Litigation related to the 549 S. Lahoma pending litigation over the denial of 3 windows; 639 S. Lahoma interior work is continuing, but nothing has changed on the exterior; 633 Chautauqua garage doors have been installed but replacement concrete work still needs to be completed; 710 Miller has been purchased by a new owner, so Staff will contact the new owner to see if they wish to pursue the fence; 319 E. Castro will need to return to the Commission in

April to request a modification to their COA; 620 Miller current owner moved but requested and received an extension for the garage doors so the new owners could replace them if they choose; 820 Miller project is nearly complete; 435 Chautauqua left unit is moving along; 720 W. Boyd was granted 2 variances by the Board of Adjustment thereby allowing a large oak tree to be saved; 410 S. Peters a contractor has been located who is able to the project without major relocation; and 536 Chautauqua garage doors have been installed and the project is complete.

Homeless Activities

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

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

Smalley Army Reserve Center

The deed was received and filed on September 25, 2012. Keys were transferred on September 27th. A contract for architectural services for plans and specifications for the required rehabilitation was approved with Architects in Partnership by the City Council in August 2010. Because of the increased scope of work, changes to the preliminary plans are necessary before final review and bidding. An amendment to the architectural contract was approved by the City Council in January, and final plans and specifications are being prepared for bidding and should be ready in April, 2013.

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRESS REPORT
April 1, 2013**

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEARS ONE THRU THIRTY-ONE (FY 1975/06)	\$ 32,212,751	100%
YEAR THIRTY-TWO (FY 2006/07)	\$ 1,480,629	97.00%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original budget \$0 + \$79,969 from Streets)	\$ 79,969	65.75%
YEAR THIRTY-THREE (FY 2007/08)	\$ 1,448,917	96.32%
All projects completed prior to 7/2012 except those itemized below:		
1. Street Improvement	\$ 48,181	0.00%
2. Park Projects (Original budget \$0 + \$17,998 from Streets)	\$ 17,998	70.01%
YEAR THIRTY-FOUR (FY 2008/09)	\$ 1,396,192	92.85%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original Budget \$0 + \$89,698 from Street Projects)	\$ 100,092	0.00%
YEAR THIRTY-FIVE (FY 2009/10)	\$ 1,503,773	91.89%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	1.41%
2. HOME 09	\$ 632,844	96.25%
YEAR THIRTY-SIX (FY 2010/11)	\$ 1,516,000	96.25%
(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	42.24%
2. Housing Rehabilitation (Original Budget \$418,525 + \$4,813 PI)	\$ 423,338	88.61%
3. HOME 10 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	90.21%
YEAR THIRTY-SEVEN (FY 2011/12)	\$ 1,306,077	68.28%
(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	19.67%
2. Housing Rehabilitation (Original Budget \$413,230 +701 PI)	\$ 413,931	66.49%
3. Admin & Planning	\$ 156,256	81.22%
4. HOME 11 (Original Budget \$527,597+\$12,000 PI)	\$ 539,597	56.26%
YEAR THIRTY-EIGHT (FY 2012/13)	\$ 1,107,303	36.13%
(Original Budget \$1,107,303)		
1. Neighborhood Projects	\$ 40,000	0.00%
2. CART	\$ 25,000	60.06%
3. Health for Friends	\$ 14,500	100.00%
4. Bridges	\$ 1,850	87.67%
5. Aging Services of Cleveland County	\$ 4,800	64.88%
6. Meals on Wheels	\$ 12,500	100.00%
7. Bethesda Alternative	\$ 1,900	100.00%
8. Middle Earth Child Development Center	\$ 1,300	100.00%
9. Community After School Program	\$ 8,000	30.00%
10. Community Sevices Building, Inc.	\$ 24,000	100.00%
11. Thunderbird Clubhouse	\$ 1,675	0.00%
12. Progressive Independence	\$ 4,100	64.43%
13. United Way Helpline	\$ 5,000	100.00%
14. Among Friends	\$ 2,600	100.00%
15. Food & Shelter for Friends	\$ 10,000	84.35%
16. Full Circle Adult Day Care	\$ 1,850	80.27%
17. Center for Children and Families	\$ 3,850	100.00%
18. Central Oklahoma Community Action Agency (Transitional Housing)	\$ 20,000	0.00%
19. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620	100.00%
20. Central Oklahoma Community Action Agency (RSVP)	\$ 400	97.82%
21. Big Brothers/Big Sisters	\$ 3,375	0.00%

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEAR THIRTY-EIGHT (FY 2012/13) cont	\$ 1,107,303	0.00%
22. East Main Place	\$ 12,000	100.00%
23. Housing Rehabilitation	\$ 381,787	47.10%
24. Admin & Planning	\$ 147,776	52.69%
25. HOME 12 (Original Budget \$368,420)	\$ 368,420	2.91%

1. CDBG AND HOME Housing Projects	CDBG \$ 423,338 Year 36	88.61%
	\$ 413,931 Year 37	66.49%
	\$ 381,787 Year 38	47.10%

CDBG Housing Programs include the administration for the following:

Deferred Payment Loans, Emergency Repairs, and Accessibility Modifications

3 Deferred Payment Loans Completed

1 Rehabilitation Deferred Payment Loans under contract

8 Emergency Repair Loans Completed

0 Emergency Repair Loans Under Contract

2 Accessibility Modifications Completed

HOME \$ 614,304 2010	90.21%
\$ 527,597 2011	56.26%
\$ 368,420 2012	2.91%

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

2 Rehabilitation Deferred Payment Loans Completed

13 Homebuyer Projects Completed

4. Neighborhood Improvements	\$ 79,969 Year 32	65.75%
All funding will be utilized for park improvements in the five	\$ 66,179 Year 33	70.01%
neighborhood parks; McGeorge; Cate; Centennial; Updegraff; and in	\$ 89,698 Year 34	0.00%
two additional locations in the Larsh/Miller neighborhood	\$ 124,262 Year 35	1.41%
Placemaking projects in all five neighborhoods. Street improvements	\$ 131,150 Year 36	42.24%
on Porter: Frank - Hughbert. Solar powered speed indicators for Jones	\$ 25,000 Year 37	19.67%
at Wilson School.	\$ 25,000 Year 38	0.00%
5. Bethesda Alternative	\$ 1,900 Year 38	100.00%

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.

31 Clients have received services since July 2012.

6. CART	\$ 25,000 Year 38	60.06%
Funds are for bus passes and other transportation services for low to moderate income persons.		
3,375 Passes issued since July 2012.		

7. Health for Friends	\$ 14,500 Year 38	100.00%
Funds are for the support of the Dental Clinic		
Clientele served by Health for Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded.		
1,981 Clients have received medical and dental services since July 2012.		

TARGET AREA PROJECTS NOT COMPLETED

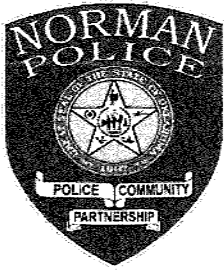
<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
8. Food & Shelter for Friends	\$ 10,000 Year 38	84.35%
Funds are for assistance with utility cost associated with the operation of the facility. Clientele served by Food and Shelter for Friends are of a presumed benefit according to CDBG regulations. 56,085 Clients have received free meals since July 2012. 61 Unduplicated Clients have received housing since July 2012.		
9. HELPLINE	\$ 5,000 Year 38	100.00%
School supplies furnished through the ABC 123 Program. 136 Persons Served since July 2012.		
10. Community Services Building	\$ 24,000 Year 38	100.00%
Funds are for partial replacement of the mechanical system at the Community Services Building. Clients have received services from agencies located in the CSBI building.		
11. Progressive Independence	\$ 4,100 Year 38	64.43%
Funds are for the purchase of medical equipment and the Open Doors Program. 583 Households Assisted since July 2012.		
12. Full Circle Senior Adult Day Care	\$ 1,850 Year 38	80.27%
Funds are for the purchase of equipment. Clients Served since July 2012.		
13. Central Oklahoma Community Action Agency (TH)	\$ 20,000 Year 38	0.00%
Funds are for the partial rehabilitation costs for the Transitional Housing Units 73 Number of unduplicated clients served since July 2012.		
14. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620 Year 38	100.00%
Funds are for the purchase of supplies for the Food Pantry 1,961 Number of clients served since July 2012.		
15. Central Oklahoma Community Action Agency (RSVP)	\$ 400 Year 38	97.82%
Funds are for reimbursement of volunteer mileage expenses. Number of clients served since July 2012.		
16. Meals on Wheels	\$ 12,500 Year 38	100.00%
Funds will provide meals for very low income clients. 1,460 Scholarship meals provided to clients since July 2012.		
17. Middle Earth Child Development Center	\$ 1,300 Year 38	100.00%
Funding will provide for equipment purchase Number of clients served since July 2012.		
18. Community After School Program	\$ 8,000 Year 38	30.00%
Funds are for scholarships for low income participants and purchase of supplies 12 Number of clients served since July, 2012.		
19. Thunderbird Clubhouse	\$ 1,675 Year 38	0.00%
Funds are for the purchase of supplies for a breakfast program. Clientele served by Thunderbird clubhouse are of a presumed benefit according to CDBG regulations. 807 Number of clients served since July, 2012.		

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
20. Bridges Funds are for support of the student computer lab and the Life Skills Program Clientele served by Bridges are of a presumed benefit according to CDBG regulations. 21 Number of clients served since July 2012. Income data not recorded.	\$ 1,850 Year 38	87.87%
21. Center for Children & Families Funds are for the purchase of supplies for the Kennedy Neighborhood Center. 280 Number of clients served since July 2012.	\$ 3,850 Year 38	100.00%
22. Among Friends Activity Center Funds are for the purchase of meals Clientele served by Among Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded. 419 Number of clients served meals since July 2012.	\$ 2,600 Year 38	100.00%
23. East Main Place Funds are to assist with the utilities and maintenance of facility. Clientele served by East Main Place are of a presumed benefit according to CDBG regulations. Income data is not recorded. 98 clients served since July 2012.	\$ 12,000 Year 38	100.00%
24. Aging Services of Cleveland County Funds are to provide monthly scholarships for elderly residents residing at Rose Rock Villa to offset costs for congregate meal program. 478 clients served since July 2012.	\$ 4,800 Year 38	64.88%
25. Big Brothers and Big Sisters Funds are provided to offset the costs of matching Big Brothers and Big Sisters to low income children clients served since July 2012.	\$ 3,375 Year 38	0.00%

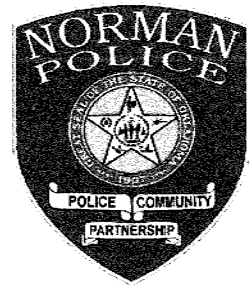
POLICE

10



Administrative Summary

March



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	13	12	13	12
Part I Crimes	343	372	1,010	1,066
Murder	0	0	1	0
Rape	7	6	22	18
Robbery	3	5	16	17
Agg. Ass.	5	4	17	11
Burglary	79	59	219	177
Larceny	223	279	675	781
Auto Theft	26	18	60	60
Arson	0	1	0	2
Part II Crimes				
DUI/APC	40	70	133	188
Drunkenness	73	78	184	215
Drug Violations	134	137	398	412
Littering	2	3	6	9
Forgery	18	14	60	61
Vandalism	84	108	199	293
Others	743	781	2,172	2,220
Total Crime	1437	1563	4162	4464
Collisions				
Fatality	0	0	1	1
Injury	59	62	168	153
Non-Injury	180	217	541	600
Miscellaneous				
CAD Activity (Total)	9013	9129	25866	26966
Calls for Service (Police)	5324	5408	15051	14991
Citations	1345	1364	4005	4572
Warnings	943	923	2495	3489
Community Activity (Hours)	363	205	1096	829
Avg Emergency Response Time (Min)	4.62			
Avg Non-Emerg Response Time (Min)	6.59			
Avg Call Time (Hours)	0.81			

Crime Free Multi-Housing Program March 2013

Vicksburg Village is the first property in the City of Norman to complete Phase Two of the Norman Crime Free Multi-Housing Program. They have met and exceeded all minimum requirements of the security survey.

Management has incorporated the Crime Free Lease Addendum into the resident application process. They are very active and committed to the safety of their residents.

The next and final step to be a fully certified property for Vicksburg Village is Phase Three. Phase Three is a safety social held for the residents of Vicksburg Village. During the social, management will discuss the partnership that has been created with the police department to ensure the safety of the residents. Crime prevention will be the main focus of the social. We will also stress that crime prevention begins with the residents looking out for one another and calling police to report suspicious activity. Toward the end of the social, a Phase Three completion certificate and an annual certification certificate will be awarded to the property for management to display in the office.

We have also completed an initial survey of Turnberry Apartments, which is very close to meeting the minimum standards of the CFMH program security survey.

ANIMAL CONTROL

10A

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

	FY2013		FY2012	
OPERATIONAL INFORMATION	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	92		46	
Number impounded this month	128	1173	129	1243
Owner relinquish		17		26
In field pickup		8		0
Disposal	3	36	2	24
Picked up dead	8	42	3	60
Number redeemed	25	221	24	270
Number adopted to public	60	373	35	388
Number turned to rescues	20	221	11	127
Number euthanized - Adoptable	5	53	11	65
Number euthanized - Non adoptable	23	197	14	255
Number died for unknown reason		18	0	5
Number fostered	10	11	11	85
Total now on hand	66		68	
CATS:				
Number on hand from last month	1		13	
Number impounded this month	48	689	97	705
Owner relinquish		3		11
In field pickup		1		0
Disposal	4	100	5	31
Picked up dead	17	104	18	110
Number redeemed	2	11	2	16
Number adopted to public	8	129	9	129
Number turned to rescues	3	231	23	220
Number euthanized - Adoptable	0	44	0	71
Number euthanized - Non adoptable	9	175	28	217
Number died for unknown reason	0	4	4	8
Number fostered	0	0	0	20
Total now on hand	6		26	
MISCELLANEOUS:				
Domesticated Animals	0	10	2	9
Wildlife	121	882	90	1058
TOTAL	121	892	92	1067

NOTES:

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

PET LICENSES ENFORCEMENT ACTION	This Month	Year to Date	This Month	Year to Date
Total Licenses Sold (Annual)	412	9326	631	5094
Citations Issued (AWO)	14	112	21	139
Citations Issued (Private Citizen)	1	1	1	10
Warnings Issued	13	88	9	89

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$985.00	\$6,915.00	\$960.00	\$10,375.00
10-1532 Amount-dog adoption	\$3,510.00	\$21,470.00	\$2,040.00	\$22,420.00
10-1531 Amount-cat redemption	\$35.00	\$225.00	\$15.00	\$400.00
10-1532 Amount-cat adoption	\$420.00	\$6,690.00	\$540.00	\$7,350.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$0.00	\$160.00	\$0.00	\$195.00
10-1533 Miscellaneous	\$805.00	\$5,640.00	\$734.00	\$6,962.00
TOTAL	\$5,755.00	\$41,100.00	\$4,289.00	\$47,702.00

Donation 010-0000-227.24-31 \$794.00 \$15,642.20 \$278.30 \$2,908.28

Donation account balance \$31,454.50

2003 Adoption expansion	Month	to Date	Month	to Date
Payback Balance	\$27,436.00		\$49,334.00	
22-L432 Liability - pet licenses	\$1,889.50	\$17,103.50	\$2,433.50	\$15,444.00
TOTAL (New Balance)	\$25,546.50		\$46,900.50	

NOTES:

Replacement CPL \$1.50

	FY2013		FY2012	
SPAY / NEUTER PROCEDURES	This Month	Year to Date	This Month	Year to Date
Dogs	53	346	34	329
Cats	2	145	10	133
TOTAL	55	491	44	462

	FY2013		FY2012	
ANIMAL BITES July to June	This Month	Year to Date	This Month	Year to Date
Dogs	9	49	7	44
Cats	3	5	0	15
Other	0	1	0	2

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Incident No.	Offense	Court	
2013-03025	Dog at Large	Municipal court	
2013-03068	Rabies Vacc/Shots	Municipal court	
2013-03984	Animal Exposure		
2013-04014	Rabies Vacc/Shots	Municipal court	
2013-03276	Dog at Large	Municipal court	
2013-03280	Animal Exposure		
2013-02911	Animal Exposure		
2013-03438	City Pet License	Municipal court	
2013-03438	Dog at Large	Municipal court	Signed Complaint
2013-03662	Rabies Vacc/Shots	Municipal court	
2013-03963	Animal Exposure		
2013-03059	City Pet license	Municipal court	
2013-03059	City Pet license	Municipal court	
2013-03059	Dog at Large	Municipal court	
2013-03059	Dog at Large	Municipal court	
2013-03009	Animal Exposure		

2013-03017	City Pet License	Municipal court	
2013-03114	City Pet License	Municipal court	
2013-03611	Rabies Vacc/Shots	Municipal court	
2013-02912	Animal Exposure		
2013-02920	Animal Exposure		
2013-02915	Animal Exposure		
2013-03659	Animal Exposure		
2013-02781	Animal Exposure		
2013-04047	Animal Exposure		
2013-03944	Animal Exposure		
2013-03884	Rabies Vacc/Shots	Municipal court	

PUBLIC WORKS

11

ENGINEERING DIVISION 11A

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

ENGINEERING DIVISION

Development:

The Development Coordinator processed for 4 Preliminary Plats, 1 Certificate of Survey, and 3 Final Plats for Planning Commission review and 1 Consent to Encroach, 1 Preliminary Plat, 1 Final Plat, and 1 Street Name Change for City Council review. The Development Engineer reviewed 28 sets of construction plans and 5 punch lists. There were 184 permits reviewed and/or issued. Fees were collected in the amount of \$43,306.73.

Capital Projects:

Robinson Street Underpass:

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

Classen/Imhoff:

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

The contractor completed the widening of Classen Boulevard and is working on completing the 10 foot sidewalk on the east side of the roadway.

Robinson Street and 12th Avenue NE:

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

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

Porter Avenue Gap Project:

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

The contractor completed the work on the east side of the roadway and has begun working on the west side of the roadway.

24th Avenue NW and Legacy Park Drive:

This project provides an enhanced intersection with stamped and colored concrete and decorative light poles. A new traffic signal and left turn lanes have been installed as well. Sidewalks and accessible ramps have been installed for pedestrians. This intersection will be similar to several other intersections in the University North Park TIF District such as 24th Avenue NW at Conference Drive and 24th Avenue NW at Rock Creek Road. This intersection will serve as the main access point to the future Legacy Park and the Village Center.

The roadway portion of the project was completed and opened to traffic on Friday, November 9, 2012. The new traffic signal was installed in early February 2013.

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:

- Worked on installing bridge piles on the east and west side of I-35
- Worked on the dirt work for the SPUI ramps on the north and south sides of the bridge

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 worked on installing the bridge pier foundations.

Sidewalks Program for Schools and Arterials:

Construction of 1400 feet of sidewalk and ramps adjacent to Cleveland School and on the west side of Sherry Avenue from Crestmont Street to Iowa Street is complete.

Storm Water Management Program - Construction Site Compliance Inspection:

The Storm Water Construction Site Compliance Inspection Overview (attached) shows a summary of the annual activity for calendar years 2011 and 2012, respectively, as well as monthly activity for January, 2013 through March, 2013. The overview report also indicates the number of drainage/storm water-related citizen calls received.

Storm Water Management Program - Manufactured Fertilizer Ordinance (Ordinance No. O-1213-34):

The Manufactured Fertilizer Ordinance (Ordinance No. O-1213-34) was adopted by the Norman City Council on February 26, 2013 and became effective on March 26, 2013. Staff of the Public Works Department has developed a retail display board with brochure holders, an educational tri-fold brochure for public dissemination including distribution by fertilizer retailers and fertilizer applicators, and a manufactured fertilizer applicator registration form. The retail display board and informational brochure will be translated for message dissemination in Spanish as well as English; and will be presented in April 2013 to fertilizer retailers in Norman for display.

A news article about the Manufactured Fertilizer Ordinance has been included in the City's quarterly storm water newsletter "Runoff Roundup" that has been distributed to contractors, developers and designers the week ending April 12, 2013.

A link to the full adopted and signed Manufactured Fertilizer Ordinance has been included on the Public Works-Engineering web page at <http://www.ci.norman.ok.us/city/public-works-engineering>.

Staff of the Public Works Department are currently drafting a news release for inclusion in the 'Latest News' section of the City of Norman's home web page.

DEVELOPMENT COORDINATION 11B

March 2013

DEVELOPMENT COORDINATION, ENGINEERING, AND

PERMIT REVIEW

FY 12-13 Associated Fees

Subdivision Development:

Planning Commission Review:

*Norman Rural Cert of Survey..1
 *Final Plats.....7
 *Preliminary Plats.....4
 *Replat.....0

City Council Review:

Certificate of Survey.....0
 Preliminary Plat.....1
 Final Plats.....1
 Consent to Encroach.....3
 Easement.....0
 Street Name Change.....1
 Limits of No Access.....0

This Month Last Month Total

↓	↓	↓
\$20,530.20	\$3,840.00	\$80,260.20

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family.....41
 ***Commercial.....24
 Multi-Family.....7
 Addition/Alteration.....12
 House Moving.....3
 Paving Only.....8
 Storage Building.....8
 Swimming Pool.....10
 Storm Shelters.....56
 Public Improvements.....11
 Temporary Encroachments.....2
 Fire Line Pits/Misc.....1
 Flood Plain (@\$100.00 each).....1

Total Permits.....	\$22,676.53	\$6,754.68	\$74,674.03
Grand Total.....	\$43,306.73	\$10,594.68	\$155,534.23

****Construction Plan Review occurrences	28	30	265
*****Punch Lists prepared.....	5	6	58

* 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

MARCH 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	5	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	41	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	24	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	28	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	12	100%

FLEET DIVISION 11C

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.

FLEET MANAGEMENT ACTIVITY REPORT

March 2013

FYE 2013

FUEL REPORT

IN GALLONS

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	19,346.00	23,872.00	11,840.00
Outside - sublet	122.92	444.00	0.00
TOTAL	19,468.92	24,316.00	11,840.00

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	18,671.32	23,678.01	3,840.99	7,999.01

FYE 2013 TO DATE CONSUMPTION

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	149,153.23	191,341.71	35,752.99	66,335.01

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.14	Low	\$2.90	UNLEADED	High	\$3.60	Low	\$3.31
DIESEL	High	\$3.27	Low	\$3.06	DIESEL	High	\$3.59	Low	\$3.59
CNG	High	n/a	Low	\$0.53	CNG	High	n/a	Low	\$1.03

MAINTENANCE REPORT

REPAIR PARTS SOLD	\$71,630.52
TIRES SOLD	\$18,934.25
TOTAL PARTS SOLD	\$90,564.77

PUBLIC CNG SALES

March 2013	\$8,310.98
FYE 2013 TO DATE	\$89,783.69

SUBLET REPAIRS \$13,967.18

	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	Fiscal YEAR TO DATE
ROAD CALLS	44	33	29	364
PMI SERVICES	110	101	107	899
DISASTER REPAIRS	0	0	1	38
WORK ORDERS	457	419	449	4,163

**FLEET MANAGEMENT
PREVENTATIVE MAINTENANCE RESCHEDULES**

**FYE 12 VS FYE 13
AS OF 4/12/2013**

	COMPLETED FYE 12	PENDING FYE 12	TO DATE FYE 13	PENDING FYE 13
CITY COUNCIL	0	0	0	0
FIRE ADMINISTRATION	1	0	2	0
FIRE TRAINING	0	0	0	0
FIRE PREVENTION	2	0	5	0
FIRE SUPPRESION	4	0	6	2
FIRE DISASTER PREPAREDNESS	0	0	0	0
ENGINEERING	0	0	1	0
UTILITIES (METER READERS)	0	0	0	0
INFORMATION SYSTEMS	0	0	0	0
FLEET MANAGEMENT	0	0	0	0
STREET MAINTENANCE	0	0	12	0
STORM WATER	0	0	0	0
TRAFFIC	1	0	3	0
SANITATION ADMINISTRATION	0	0	0	0
SANITATION RESIDENTIAL	7	0	4	0
SANITATION COMMERCIAL	3	0	12	1
SANITATION TRANSFER	3	0	4	1
SANITATION COMPOST	0	0	2	0
SANITATION RECYCLE	1	0	1	0
SANITATION YARD WASTE	2	0	0	0
LINE MAINTENANCE ADMIN.	0	0	0	0
WATER LINE MAINTENANCE	6	0	7	0
SEWER LINE MAINTENANCE	2	0	0	0
PARK MAINTENANCE	0	0	5	0
PARKS & RECREATION	0	0	0	0
FORESTRY	0	0	0	0
PLANNING	0	0	0	0
PLANNING CDBG	1	0	0	0
WATER PLANT	1	0	0	0
WASTE WATER PLANT	0	0	5	0
UTILITIES - ENVIRONMENTAL	0	0	0	0
BUILDING MAINTENANCE	3	0	1	0
CUSTODIAL	0	0	0	0
DEVELOPMENT SERVICES	3	0	0	0
CODE COMPLIANCE	0	0	0	0
ANIMAL CONTROL	2	0	6	1
POLICE ADMINISTRATION	0	0	0	0
POLICE STAFF SERVICES	1	0	4	0
POLICE CRIMINAL INVESTIGATIONS	2	0	4	1
POLICE PATROL	25	0	23	1
POLICE SPECIAL INVESTIGATIONS	1	0	1	0
POLICE COMMUNICATIONS	0	0	0	0
TOTALS	71	0	108	7

FLEET MANAGEMENT
Mechanic Productivity
Report

FYE 2013

March 2013

MECHANIC	DIRECT LABOR HOURS
# 001	117.17
# 002	134.08
# 003	130.39
# 004	100.46
# 005	65.41
#006	15.18
# 007	125.95
# 008	110.91
# 010	117.54
# 011	61.37
# 012	123.57
# 015	145.54
# 019	140.36
# 021	109.98

DIRECT LABOR HOURS	1497.91
TOTAL AVAILABLE HOURS	1856.67
PRODUCTIVITY GOAL	70.0%
ACTUAL PRODUCTIVITY	80.7%

Equipment Late for PM by Equipment Number

*292-9708 to make PM Reschedule arrangements

Unit #	Police	Division	Description	Latest Meter	Due at Meter	Meter Past	ORIGINAL DUE DATE	ORIGINAL TIME DUE	Type of SERVICE
1191	Police	Criminal Investigation	2000 Echo Generator	n/a	n/a	n/a	29-Mar	8:00	PMC
0020	Fire	Suppression	2003 E-ONE	67,614	65,992	1,622	11-Mar	7:00	PMA
0988	Police	Animal Control	1999 Chevy 2500	178,531	178,488	43	19-Mar	8:00	PMA
0247	Sanitation	Commercial	2006 IHC 4400	66,910	66,101	809	8-Apr	7:00	PMA
1223	Police	Patrol	2010 Ford Crown Vic	14,016	9,273	4,743	8-Apr	8:00	PMA
0067	Finance	I.T.	1999 Dodge Van	56,333	55,495	838	8-Apr	10:00	PMA
						0			
						0			
						0			
						0			
						0			
rescheduled:									
0008	Fire	Suppression	2006 Suburban	72,078	70,579	1,499	27-Mar	8:00	PMA
						0			
						0			
						0			

STREET DIVISION 11D

STREET DIVISION

ASPHALT OPERATIONS

Lindsey St I-35 Overpass Overlay
108.89 tons of S6 Super-pave asphalt

DEEP PATCH OPERATIONS

W.3000 Block Northwest Blvd
29.96 tons of asphalt
S.900 Block Jenkins Ave
69.75 tons of asphalt
2605 72nd Ave NE
82.89 tons of asphalt
3809 Carrington Ln
33.35 tons of asphalt

CONCRETE OPERATIONS

500 Block Rambling Oaks Dr Panel Replacement
34.5 cubic yards of concrete
900 Block Hunting Horse Trail Panel Replacement
45.5 cubic yards of concrete
Rock Creek Rd At I-35 Repair
11.0 cubic yards of concrete
S.1000 Block Jenkins Ave Panel Replacement
29.0 cubic yards of concrete
W.2400 Block Robinson St Panel Replacement
24.0 cubic yards of concrete
529 Buchanan Curb And Gutter
2.0 cubic yards of concrete
Gray St Parking Lot Sidewalk Ramp
5.0 cubic yards of concrete
522 E. Eufaula Sidewalk Ramp
5.5 cubic yards of concrete

OTHER

Routine Pothole Patching Operations

This month approximately 2.0 tons of asphalt was utilized in routine pothole patching operations

Crack Seal Program

Keystone performed "Crack Seal on approximately 2.0 miles of urban/rural streets

STORM WATER

Yorktown Circle Drainage Project

Repairing storm water drainage structure. Placed 31.5 cubic yards of concrete, hauled 45 tons rock and hauled 530 tons debris.

3300 Outpost Circle

Performed erosion repair. Hauled 7 tons select material and 8 tons concrete rubble.

South Jenkins Avenue/Bishop Creek/Potts Property

Performing erosion repair and removing drift debris from multiple locations in lower Bishop Creek.

Urban/Rural Litter Program

Removed 3.96 tons of trash/debris from urban/rural right-of-ways.

Drainage Maintenance

Removed 23 tons debris/sediment and trimmed trees in drainage right-of-ways in the urban area.

Storm Water Management

Cleared 56 inlets of debris from drainage right-of-ways in the urban/rural area.

Roadside Maintenance

Trimming trees on roadside right-of-ways in the rural area and hauled 24 tons of debris.

Urban Street Sweeping Operations

Urban street sweeping operations, a total of 497 miles were swept resulting in the removal of approximately 376 tons of debris from various curblane streets.

Plant Growth Regulator Application

Applied plant growth regulator to 15 miles roadside right-of-ways in the urban/rural area.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2013

STREET DIVISION					
	FYE 2013 March, 2013	FYE 2013 March, 2013	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	2.00	100%	57.16	100%	95%
Overlay/pave 10 miles per year.	0.20	2%	13.05	131%	100%
Replace 1,160 square yards of concrete pavement panels	270.00	23%	799.00	69%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	90.00	21%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	378.00	225%	70%

STORM WATER DIVISION					
	FYE 2013 March, 2013	FYE 2013 March, 2013	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	497.00	99%	3,317.00	55%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	56.00	0%	991.00	7%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	-	0%	107.75	3%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	40.00	14%	581.00	196%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	8,758,199.00	64%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	15.00	5%	37.00	12%	65%

Storm Water Management Program Construction Site Compliance Inspection Overview

Description	2011 Annual Total	2012 Annual Total	January 2013	February 2013	March 2013
New sites started during reporting period	19	20	5	6	3
Continuing sites during reporting period	33	28	32	33	39
Closed sites during reporting period	25	17	4	1	3
Total number of open sites during the reporting period	52	30	33	38	39
Summary of inspection results during reporting period					
Sites inspected during reporting period	52	48	37	39	42
Percentage of sites inspected	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
Total number of inspections performed	543	758	79	74	74
Number of sites with enforcement actions	2	3	0	0	1
Total number of enforcement actions	2	5	0	0	1
Inspections resulting in a violation	123	41	16	13	9
Percentage of inspections with violations	22.7 %	5.4 %	20.3 %	17.6 %	12.2 %
Citizen Calls	52	57	4	6	4

TRAFFIC DIVISION 11E

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

MARCH 2013	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	64	64	100%	532	532	100%
Provide information requested by citizens within 7 days	95%	64	64	100%	532	532	100%
Complete traffic engineering studies within 45 days.	99%	0	0	#DIV/0!	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	56	56	100%	387	387	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		4	8	0.00	1197	622.5	0.52
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		1.22	5.74	100%	96.72	107.89	100%
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		12	12	100%	117	117	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
		40	40	100%	356	356	100%
Response to reports of sign damage:	Percentage						
<i>High Priority</i> Stop or Yield Signs within one hour	99%	6	6	100%	72	72	100%
<i>Lower Priority</i> all other signs within one day	90%	39	39	100%	534	534	100%
<i>Street Name Signs</i> within two weeks	90%	16	16	100%	131	131	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		2856	168	0.06	25752	492.75	0.02

Monthly Report

March 2013

Line Maintenance:

Division Capital Project FYE 13

- Sandpiper Ln. – WA 0313 – 95% complete
- High Meadows – WA0208 – 30% complete

Division Accomplishments

Water Maintenance crews responded to 20 water main emergencies, maintenance on 29 fire hydrants, 154 water valves, 473 water main locates, completed 14 yard restoration sites, responded to 11 after hour water service requests, 191 points for water main GPS data and set 47 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of March – 2,600,000 gallons.

Sewer Maintenance crews hydro-cleaned 176,881 feet of sewer mains, 5,306 feet of root removal, 16,131 feet of CCTV inspection, 4 tap inspections, 5 cap inspections, 355 sewer main locates and responded to 28 possible sewer obstructions requests, 6 on City side, 22 on private side, had 2 SSO's; City responsibility. Removed pumps - # 1 – Sutton Place Lift station for annual maintenance cleaning and inspection, and maintenance on check valve at Ashton Grove Lift station

D Lift Station:

Average daily flow: .70 MGD.

Average total flow: 19.33 MG.

Wastewater Projects:

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

Canadian River TMDL Study (Project WW0044): NUA partnered through ACOG with other communities which discharge to the Canadian River to study river water quality. We selected a consultant who completed a sampling and testing plan, the Quality Assurance Project Plan (QAPP). QAPP approved by EPA, Region 6 (EPA 6) in Dallas 3/25/10; sampling for testing began 7/1/10 from selected sites along the river; Interim Modeling Report submitted through ODEQ to EPA 6 in December 2011; comments received from EPA 4/11/12; Draft final report received 9/20; ODEQ comments; final report received 2/6/13; consortium meeting scheduled 3/15; 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. Design layout nearing completion; Lemke proposal due shortly.

SE Bishop Interceptor, Phase 2B (Project WW0267): Construction of Phase 2B, Section 1 complete March 2007; Section 3: easement drawings in hand; final negotiations in progress; should bid early 2013; Section 2: Received six (6) bids 11/1/12, Krapff-Reynolds Construction Company low: \$1,054,480 with five (5) other bidders. NUA award and contract approved 12/18; pre-work meeting 1/15/13; Notice to Proceed effective 1/28 with six (6) month contract completion time; construction is on schedule and within budget; payments totaling \$310,699 of \$1,054,480 or 29% processed.

Sewer Maintenance Project FYE11 (WW0055): Annual rehabilitative project, bounded by Alameda to the north, Bishop Creek to the west, partially Boyd and partially Brooks to the south, and Shiloh to the

east; final plan comments to Lemke 4/2/13; Preparing ODEQ permit application to advertise & bid during April and May.

Sewer Maintenance Project FYE12 (WW0070): Annual rehabilitative project, bounded by Boyd to the north, Imhoff Creek to the west, Lakewood to the south and Elm to the east, with one (1) supplementary area south of Boyd, west of BNSF; staff in-house design in progress; on-call contract with Lemke for surveying and drafting assistance approved by NUA 1/22/13; video inspection complete; preliminary plans due in May.

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; preparing agenda item for approval of Lemke Land Surveying on-call surveying and drafting work order; staff in-house design and City TV surveys are in progress.

Wastewater Supervisory Control and Data Acquisition (SCADA) (WW0052): SCADA electronically reports plant and lift station activity to a central location. Project combined with WW0043 & WW0047 for construction efficiency. Received bids 10/16/10; Oil Capital Electric (OCE) began work 1/18/2011, with 180 days contract completion time; negotiating closing payments via legal dept.; final test in progress 4/3-4/12/13; final inspection due soon, subject to submission & completion of punch list; payments totaling \$712,215 of \$949,500 or 75% approved.

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

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

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

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

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 expected mid-April 2013.. Payments totaling \$461,065 of \$576,699 processed.

Phase 2 South WRF Improvements: Preliminary design contract with Garver approved 03/08/11. Draft Engineering Report received 08/03/11 with findings presented to Finance Committee 09/21/11 and NUA 11/08/11. Staff directed to proceed with design of \$52 M project expanding average daily design capacity from 12 to 17 MGD and adding ultra violet disinfection, effluent aeration and odor control technologies. Additional scope includes demolition of the remaining RBC's and biotowers, primary

clarification rehab, additional activated sludge and final clarification basins, as well as sludge and miscellaneous improvements. Engineering Report finalized and submitted to DEQ 11/18/11; DEQ comments received 03/26/12. Request for variance submitted to DEQ 05/21/12. Garver Amendment No.1 for final design and bidding was approved 06/12/12 and final design kickoff meeting was held 06/25/12. FYE13 budget increased overall funding and shifted the Sewer Sales Tax (Fund 323) share to the Water Reclamation Fund 032. Sent response to DEQ regarding revised OPDES compliance schedule on 06/19/12; we requested a 20-month extension and have not heard anything. Geotechnical work completed by Terracon on 11/12/12; site clearing south of Bratcher Minor Road completed 10/09/12; draft report received 11/29/12. Submitted population and per capital flow data to DEQ on 10/23/12 requesting design flow of 17 MGD in 208 Plan; DEQ did not approve request. 30% design plans for Phase 2B improvements submitted 11/14/12 and 75% design plans for Phase 2A submitted 01/23/13; staff is reviewing at this time. Design Meeting #8 held 02/20/13 with next meeting scheduled for 04/17/13. Garver and staff met with DEQ on 12/05/12 to discuss variance requests for UV disinfection as well as increased sizing of aeration basins to compensate for not providing additional primary clarifier capacity. DEQ approved 4 variances from ER in their letter of 01/15/13 and requested schedule from NUA. On 02/18/13, NUA forwarded response to DEQ comments and proposed construction schedule assuming one project beginning construction in March 2014. DEQ approved variance request for primary clarifier weir loading rate on 03/20/13. As a result, final version of Engineering Report was submitted to DEQ on March 29, 2013. DEQ response to proposed schedule and has not been received.

North WRF Engineering Report: This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. 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 expected to be considered by NUA on 05/14/13.

Effluent Reuse at Compost Facility: A non-potable water system allowing reuse of treated effluent at the WWTP site is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the new Compost Facility south of the WWTP. Wastewater reuse in this manner can significantly reduce water demand and delay the need for expensive water supply projects. Reuse will also reduce the amount of pollutants discharged to the Canadian River. This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report with Alan Plummer and Associates (APAI) approved 09/06/12; composting and effluent reuse data submitted to APAI during October. Meeting with DEQ held 12/21/12; APAI and staff presented reasoning for allowing irrigation with treated effluent as Category 3 reuse. DEQ met with APAI and staff at Compost facility on 01/16/13 and DEQ concerns were received 02/08/13. APAI has drafted response and will submit on around 03/12/13.

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

Water Projects:

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

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

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

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

Hot Soils Waterlines - Pendleton Drive Area (WA0187): Project will replace deteriorating ductile iron waterlines in the Prairie Creek Addition subdivision; design contract with Cardinal was approved 2/14/12; 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 and work to start early to mid-April; payments totaling \$0 of \$934,225 or 0% 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. To date, Red Cliff has been paid 81% of the total project cost of \$3.17 million.

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

Hall Park Waterline Improvements (WA0149): Project will replace dilapidated or undersized waterlines in Hall Park. Lemke Surveying and Garver Engineering completed design and plans were approved by ODEQ 11/22/10. Project was initially delayed to allow funding of drainage flume in greenbelt. Project advertised 05/04/12 and pre-bid conference held 05/16/12. Bids opened 05/24/12 with Central Contracting Services, Inc. providing low bid of \$524,273 with 3 other bidders. Award and contract approved 06/12/12. Meeting with Hall Park POA held 06/14/12. Contract time began 07/23/12; contractor started work 08/28/12 with delivery of pipe and materials to site. Pipe installation began along 24th Avenue on 09/24/12 and was complete (including ADA sidewalks) 10/31/12. Installation of all waterline is complete and safe bacteriological testing obtained allowing lines to be put into service. Existing drainage swale removed in December and was replaced on March 15, 2013. \$519,398 of \$524,273 or 99% paid to date.

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

Waterline Segment A and Water Modeling (WB0134): Project modified to update the water model to include new wells and waterlines and determine the most suitable location for a new water storage tank under project WA0293. Professional Engineering Consultants (PEC) updated water model and NUA approved PEC design Amendment No. 2. PEC has completed evaluation of Berry Road WL improvements

and need for water storage tower in pressure zone. Surveying for new waterlines complete and revised waterline alignment plans received from PEC. Easement along Robinson obtained and we were working to obtain final easement along 36th NE to reduce possibility of relocation at a future date. However, we were unable to negotiate a fair price and will install in existing ROW. 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. Most submittals have been approved and pipe delivery has begun. Expect to start laying pipe 04/15/13.

2060 Strategic Water Supply Plan: RFP distributed to consultants 11/21/11 and proposals were received 12/20/11. Review committee selected the team of Carollo/Tetratech as most qualified and design contract approved 03/13/12. Kick-off meeting was held 04/06/12 with water plan to be finalized by January 2012. Ad hoc committee of 15 citizens appointed 05/08/12 to provide citizen input to staff/consultant during development of the plan. First Ad Hoc meeting held 5/30/12. First Public Meeting held 06/25/12: public meeting minutes issued. Basis of Planning Workshop with Ad-Hoc committee held 08/06/12; committee and council completed alternative comparison weighting matrix in August. Staff met with OKC on 10/04/12 to discuss water rates and potential rate increases in the future as the SE Oklahoma raw water pipeline is constructed. Initial screening of new water supply alternatives presented to Council and Ad-Hoc Committee on 10/09/12 and to public on 10/24/12. Staff working with Carollo on development of costs for upgrading, expanding existing sources (Thunderbird, wells, OKC water and conservation) in the next few weeks. Staff attended a Water Efficiency meeting given by APAI in Edmond on 11/02/12. Staff and Carollo presented potential new water supply sources and existing sources and grouping of viable water supply options to the adhoc committee meeting on 01/10/13. Staff and Carollo evaluated potential new water supply sources and existing sources and grouped viable water supply options in portfolios in preparation for adhoc committee meeting on 01/10/13. Second portfolio review meeting with AdHoc committee held 03/04/13; 3rd Public Meeting held 03/13/13.

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

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

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

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 5 commercial entities this month. This resulted in assessments made upon 1 entity whose project did not increase wastewater flows. A total of \$7,044.53 was assessed on the remaining 4 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. Payback fee of \$12,925 for Commerce Parkway Section 3 received 12/27/12; total payback to date is \$64,739.

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

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

DEVELOPMENT PLAN REVIEW:

As shown on the attached spreadsheet, staff reviewed 24 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 89 sets of plans with an average review time of 9.4 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 80% of the time.

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	Contract Number	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete	Actual % Complete
WA0039	Boyd Tower Resurfacing	EST, INC.	0910-176	111,800	\$37,000	33%	1112-01	\$437,400	\$447,390	0.00%	6/4/1900	102%
WA0051	Raw Waterline, Phase 1	Garver Engineers	0607-96	309,600	\$309,600	100%	0910-170	\$3,171,711	\$2,315,026	0.00%	6/24/2011	73%
WA0051	Raw Waterline, Phase 1 (Vaults)	Garver Engineers	0607-96	-	\$0		1213-129	\$788,505	\$0	0.00%	NA	0%
WA0175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA					
WA0187	Pendleton Area Waterline	Cardinal	1112-112	84,550	\$81,225	96%	1213-87	\$934,225	\$0	0.00%	9/29/2013	0%
WW0043	WWTP Aeration Basin Blower VFDs	Garver	0910-53	64,500	\$63,210	98%	1011-42	\$1,060,326	\$1,007,310	0.00%	7/17/2011	95%
WW0044	WWTP Canadian River TMDL	ACOG/Guernsey	0910-185	268,644	\$256,818	96%	N/A		\$0	\$0	NA	
WW0047	WWTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$42,336	98%	1011-42	\$395,174	\$375,415	0.00%	7/17/2011	95%
WW0052	WWTP SCADA Improvements	Garver	0910-53	306,000	\$299,880	98%	1011-42	\$949,500	\$712,125	0.00%	7/17/2011	75%
WW0062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	Staff / Lemke	-				\$0	\$0		NA	
WW0064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	89,605	\$76,679	86%	T.B.D.	\$0	\$0		NA	
WW0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	0910-55	73,580	\$12,534	17%	T.B.D.	\$0	\$0		NA	
WW0120	Interceptor Improvements: Woodcrest	RJN Group	0405-159	133,849	\$113,641	85%	T.B.D.	\$0	\$0		NA	
WW0267	Interceptor Bishop Ph 2B Sect 1 & 3	CP&Y	0304-147	122,701	\$88,142	72%	T.B.D.	\$0	\$0		NA	
WW0267	Interceptor SE Bishop Ph 2B Sect 2A & 2B	CP&Y	0304-147	T.B.D.		0%	Krapf-Reynolds Construction	\$1,054,480	\$310,699	0.00%	NA	29%
WW0011	WW Flow Metering Phase 2	NA	NA	-	\$0		RJN Group	\$154,244	\$130,982	0.00%	NA	85%
WW0248	SS Emergency Repairs	NA	NA	N/A	\$0	\$0	Sewer Line Maintenance staff	\$100,000	\$7,288	0.00%	NA	7%
WA0041	Apple Creek Waterline	Staff / Lemke/Cardinal	0910-55	24,850	\$24,839	100%	Central Contracting Services, Inc.	\$373,840	\$0	0.00%	9/5/2013	0%
WA0191	Highway 9 Waterline Relocations	Cardinal	1213-119	61,119	\$45,918	75%	Future	\$0	\$0		NA	
WA0305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$122,500	71%	Future	\$0	\$0		NA	
WB0127	Phase 2 Wells	CH2M Hill	0607-109	400,800	\$337,697	84%	NA					
WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$83,709		Red Cliff, Inc.	\$1,178,194	\$1,055,036	0.00%	10/27/2011	90%
WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646		Red Cliff, Inc.	\$294,548	\$226,809	0.00%	10/27/2011	77%
WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	95,625	\$81,429	85%	Future	\$0	\$0		NA	
WW0200	Sewer Maintenance Project FYE 2013	Staff / Lemke	TBD	65,580		0%	T.B.D.	\$0	\$0		NA	
WW0262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	Future	\$0	\$0		NA	
WA0131	WTP High Pressure Plane Upgrade	PEC	0607-122	-	\$53,842		Matthews Trenching Company, Inc.	\$1,256,225	\$0	0.00%	10/21/2013	0%
WA0149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 and 55	61,680		87%	Central Contracting Services, Inc.	\$524,273	\$519,398	0.00%	3/20/2013	99%
WA0173	Master Meter Replacement	Staff	NA	-			Badger Meter Inc	\$88,145	\$88,145	0.00%	NA	100%
WA0174	Strategic Water Supply Plan	Carolla	1112-114	385,947	\$260,940	68%	NA				NA	
WA0182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$154,830	88%	Future	\$0	\$0		NA	
WA0188	SE Oklahoma Raw Water Study	OK Regional Water UT	0708-155	91,375	\$91,375	100%	NA					
WA0293	Water Storage Tower	staff	-	-	\$0		Future	\$0	\$0		NA	
WW0042	Wastewater Flow Monitoring	(see construction)	-	-			HDR Engineering/RJN Group	\$576,699	\$461,055	0.00%	1/9/2011	80%
WW0050	WWTP Effluent Truck Wash	Alan Plummer	K-1213-54	18,700	\$8,415	45%	Future	\$0	\$0		NA	
WW0058	Effluent Reuse at Composting Facility	Alan Plummer	K-1213-54	8,900	\$4,005	45%	Future	\$0	\$0		NA	
WW0065	WWTP Phase 2 Expansion	Garver	1011-148	4,084,800	\$2,409,238	59%	Future	\$0	\$0		NA	
WW0204	North WRF Engineering Report	HDR/Alan Plummer	K-1213-134	249,935		0%	NA	\$0	\$0		NA	

DEVELOPMENT PLAN REVIEW

March 2013

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
2/12/2013	University North Park Section XII	Water	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Sewer	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Paving	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Storm	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Final Plat	SMC	2/18/2013	Returned	6	0
2/12/2013	PB Addition	Final Plat	SMC	2/18/2013	Returned	6	0
2/12/2013	Carrington Trails Addition Section 1	Final Plat	SMC	2/18/2013	Returned	6	0
2/12/2013	Fountain View North	Preliminary Plat	SMC	2/18/2013	Returned	6	0
3/12/2013	17391 E. Franklin Road	COS	Morris	3/18/2013	Returned	6	0
3/12/2013	Switzer's Locker Room	Final Plat	Arc Engineering	3/18/2013	Returned	6	0
3/12/2013	Brookhaven No. 43	Final Plat	Clour	3/18/2013	Returned	6	0
3/12/2013	Rose Rock	Final Plat	Rizwan Najmi	3/18/2013	Returned	6	0
3/12/2013	Monterey Addition	Preliminary Plat	Cardinal Engineering	3/18/2013	Returned	6	0
3/12/2013	Christian Brothers	Preliminary Plat	SMC	3/18/2013	Returned	6	0
3/12/2013	Aspen Heights	Preliminary Plat	SMC	3/18/2013	Returned	6	0
3/12/2013	Founders Park Addition Section 1	Final Plat	SMC	3/18/2013	Returned	6	0
3/12/2013	Fountain View North	Final Plat	SMC	3/18/2013	Returned	6	0
3/12/2013	St. James Section 5	Final Plat	Crafton-Tull	3/18/2013	Returned	6	0
3/12/2013	St. James Section 6	Final Plat	Crafton-Tull	3/18/2013	Returned	6	0
3/12/2013	Fountain View North	Preliminary Plat	SMC	3/18/2013	Returned	6	0
3/12/2013	Brookhaven No. 43	Water	Clour	3/21/2013	Returned	9	0
3/12/2013	Founders Park Addition Section 1	Water	SMC	3/21/2013	Returned	9	0
3/12/2013	Founders Park Addition Section 1	Sewer	SMC	3/21/2013	Returned	9	0
3/12/2013	Fountain View North	Water	SMC	3/21/2013	Returned	9	0

FYE13 Data

Average Days to Return =	9.4
Number of Plans Reviewed	120
Plan Review > 10 days	24
Percentage Reviewed < 10 Days	80%
Goal for Review < 10 Days	90%

ENVIRONMENTAL SERVICES DIVISION 12A

**MARCH 2013
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	March	Year to date
Fats, oil and grease (FOG) program	30	174
Food license renewal	3	27
Silver Program	0	2
Significant Industrial Users	0	19
Total inspections	33	222

ROUTINE ACTIVITIES

	March	Year to date
Line Maintenance calls	1	6
Significant Industrial User sites sampled	1	20
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	100%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	100%
Household hazardous waste disposal calls	10	153

REVENUE

	March	Year to date
FOG Program	\$1,100.00	\$28,850.00
Silver Program	\$100.00	\$2,000.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$4,548.81	\$53,571.78
Lab Analysis Recovery	\$334.00	\$14,795.50
Total revenue	\$6,082.81	\$99,217.28

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided routine staff support including minutes, attending meetings, and researching information.
2. Created street signs to promote protecting the Lake Thunderbird watershed pending approval by the Central Oklahoma Master Conservance District.
3. Staff is assisting board with a public education campaign regarding fertilizer use and water conservation.
4. ECAB developed a survey to gather information on current fertilizer practices in Norman.
5. Put the fertilizer usage survey online.
6. ECAB members are developing water conservation tips and practices to be distributed to the media.
7. Members are sponsoring a water conservation poster contest for elementary students.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Working on Region VI Pretreatment Workshop
2. Worked with Public Works Department to develop a phosphate control ordinance.
3. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
4. As of March 2013, approx. 118,000 gallons of grease/solids did not enter the sanitary sewer in FYE 13 as a result of the FOG program.
5. Staff worked with different departments to increase energy efficiency-i.e turning off computers, duplex printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
6. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate paint take-back programs similar to the recent paint take-back program in Oregon.
7. Assisting the Oklahoma Water Environment Association with annual conference plans
8. Staff is assisting the Water Reclamation Facility with biomonitoring and the Toxicity Identification Evaluation.
9. Assisting the Oklahoma Water Environment Association in developing their Strategic Direction Plan
10. Assisting Water Treatment and the Water Reclamation Facility with Lean and Green initiatives
11. Attended the Chamber of Commerce Greenovation Committee meeting
12. Hosted Resource Management meeting for staff, led by Marc Jensen, OU Lean Institute.
13. Preparing for the 2013 Earth Day Festival
14. Worked with FOG and Ag program participants regarding reminder for annual requirements
15. Attended ACOG's Clean Air Task Force Committee meeting
16. Updating greennorman.org website to include additional water conservation information.
17. Planning Water Wise workshop with Cleveland County Conservation District
18. Attended OSHA training

LINE MAINTENANCE DIVISION 12B

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 13		FYE 12	
March, 2013	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	6	43	10	53
Property Owner Responsibility	23	264	20	288
TOTAL	29	307	30	341
Number of Feet of Sewer Cleaned:				
Cleaned	176,881	1,410,327	70,960	878,050
Rodded	5,306	51,906	7,960	46,885
Foamed	0	105,162	0	112,081
TOTAL	182,187	1,567,395	78,920	1,037,016
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	7	1	11
Obstruction	1	5	0	3
Private	0	4	0	15
Other (Lift Station, Line Break, etc.)	0	0	0	3
Total Overflows	2	16	1	32
Feet of Sewer Lines Televised	14,798	140,794	34,500	250,612
Locates Completed	355	3,276	422	3,448
Manholes:				
Inspected	887	6,647	786	6,722
New	0	1	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	2	4	140
Hours Worked at Lift Station	229	1,646	248	2,058
Hours Worked for Other Departments	0	212	5	344
OJI Percentage	0.00	0.17	4.31	3.89
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.42	0.34	0.34	0.36
Claims Paid Per 10,000 People	0	0	0	0.041711

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 13		FYE 12	
March, 2013	MONTH	YTD	MONTH	YTD
New Meter Sets:	47	793	40	261
Number Short Sets	47	783	39	250
Number Long Sets	0	10	1	11
Average Meter Set Time	4.23	4.42	5.10	5.22
Number of Work Orders:				
Service Calls	443	4,155	392	3,662
Meter Resets	2	7	0	0
Meter Removals	4	15	0	8
Meter Changes	22	313	43	306
Locates Completed	478	4,233	501	3,428
Number of Water Main Breaks	20	191	19	255
Average Time Water Off	3.50	2.42	3.43	2.11
Fire Hydrants:				
New	1	2	0	2
Replaced	1	8	3	10
Maintained	29	374	109	856
Number of Valves Exercised	181	1,496	114	1,464
Feet of Main Construction	712	5,223	1,543	5,947
Hours of Main Construction	881	4,703	769	4,664
Meter Changeovers	39	119	34	99
OJI Percentage	4.17	6.72	4.92	8.44
Hours Flushing/Testing New Mains	22	293	48	404
Hours Worked Outside of Division	179	1,362	204	1,846

SANITATION DIVISION 12C

SANITATION DIVISION PROGRESS REPORT

MARCH 2013

	FY 12		FY 13	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	2	18	4	14
<u>On The Job Injuries</u>	2	7	1	3
<u>Bulk Pickups</u>	37	224	33	227
<u>Refuse Complaints</u>	69	550	51	586
<u>New Polycarts Requests</u>	57	487	83	484
<u>Polycarts Exchanges</u>	6	92	12	113
<u>Additional Polycart Requests</u>	59	562	77	617
<u>Replaced Stolen Polycarts</u>	32	324	12	203
<u>Replaced Damaged Polycarts</u>	115	1161	105	1037
<u>Polycarts Repaired</u>	9	105	17	164

COMPOST MONTHLY REPORT

MARCH 2013

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	363.06	2,186.68
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,832.79	\$ 41,153.32
TONS BROUGHT IN BY PUBLIC:	195.38	1,141.77
TONS BROUGHT IN BY CONTRACTORS :	370.88	1,929.08
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	15.38	46.39
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,946.46	\$ 58,666.46
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 17,779.25	\$ 99,819.77
REVENUE COLLECTED FROM COMPOST SALES:	\$ 6,200.00	\$ 18,790.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
WESTWOOD GOLF COURSE	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	140	193	1,862	3,118
DRYING BEDS	980	2,670	0	1,256
TOTAL	1,120	2,863	1,862	4,374

MONTHLY TRANSFER STATION REPORT

MARCH 2013

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	330.26	3,048.65	\$ 12,230.09	\$ 113,711.13
CONT. TONS:	129.90	1,319.09	\$ 6,303.10	\$ 62,724.37
CASH TONS:	830.90	6,734.70	\$ 36,162.42	\$ 299,593.22
BRUSH/YDS:	0.00	37.00	\$ -	\$ 370.00
PULL OFFS:	50	216.00	\$ 650.00	\$ 2,476.00
TOTALS:	1,291.06	11,102.44	\$ 55,345.61	\$ 478,874.72

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	320	3,326
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	6,502.01	60,136.45
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	19	373
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	139.30	2,725.45
GRAND TOTAL TONS TO LANDFILLS	6,641.31	62,861.90

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 124,989.45	\$ 1,183,940.06
GRAND TOTAL TIPPING FEE'S	\$ 124,989.45	\$ 1,183,940.06

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	586	4,771
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,078.46	26,523.32
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	386	3,552
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,131.98	20,585.64

TOTAL LOADS BROUGHT TO TRANSFER STATION:	972	8,323
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TOTAL TONS BROUGHT TO TRANSFER STATION:	5,214.13	51,300.80
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	3.69	166.03
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MONTHLY RECYCLING REPORT (DROP CENTERS)

MARCH 2013

	TONNAGES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.40	4.09	0.72	4.38	0.39	5.80
PLASTICS:	2.65	26.14	2.86	27.51	2.39	31.31
STEEL CANS:	0.91	6.72	0.97	6.84	0.65	8.71
CLEAR GLASS:	1.58	18.23	1.73	19.17	1.81	31.24
GREEN GLASS:	0.92	12.25	1.06	11.43	1.19	19.29
BROWN GLASS:	1.17	14.53	1.23	13.48	0.87	22.19
MIXED OFFICE PAPER:	10.00	77.18	6.20	54.03	5.03	73.88
CARDBOARD CENTERS TONS:	17.06	171.53	19.75	159.07	21.20	176.81
NEWSPAPER CENTERS TONS:	2.33	34.21	2.33	36.22	2.33	34.29
TOTAL TONS:	37.02	364.88	36.85	332.13	35.86	403.52

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	64.25	633.08
CARDBOARD COMPACTORS:	40.10	471.37
OTHER NEWSPAPER CONTAINERS:	0.00	2.88
TOTAL TONS:	104.35	1107.33

	REVENUES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 288.00	\$ 3,019.71	\$ 518.40	\$ 3,201.62	\$ 280.80	\$ 4,241.63
PLASTICS:	\$ 53.00	\$ 522.80	\$ 57.20	\$ 550.20	\$ 47.80	\$ 626.20
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 950.00	\$ 7,629.35	\$ 589.00	\$ 5,423.85	\$ 477.85	\$ 7,179.55
CARDBOARD:	\$ 2,217.80	\$ 20,740.10	\$ 2,567.50	\$ 19,312.15	\$ 2,756.00	\$ 21,471.50
NEWSPAPER:	\$ 209.70	\$ 3,129.15	\$ 209.70	\$ 3,362.80	\$ 209.70	\$ 3,184.70
TOTAL REVENUE:	\$ 3,718.50	\$ 35,041.11	\$ 3,941.80	\$ 31,850.62	\$ 3,772.15	\$ 36,703.58

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 8,352.50	\$ 77,252.60
CARDBOARD COMPACTORS:	\$ 5,213.00	\$ 55,909.00
OTHER NEWSPAPER CONTAINERS:	\$ -	\$ 284.10
TOTAL REVENUE:	\$ 13,565.50	\$ 133,445.70

	COLLECTION BY MATERIAL					
	TONS		PRO/FEE		REVENUE	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	1.51	14.27			\$ 1,087.20	\$ 10,462.96
PLASTIC:	7.90	84.96			\$ 158.00	\$ 1,699.20
STEEL:	2.53	22.27			\$ -	\$ -
CLEAR GLASS:	5.12	68.64			\$ -	\$ -
GREEN GLASS:	3.17	42.97			\$ -	\$ -
BROWN GLASS:	3.27	50.20			\$ -	\$ -
MIXED OFFICE PAPER	21.23	205.09	\$ 302.53	\$ 3,034.91	\$ 1,714.32	\$ 17,396.74
CARDBOARD:	162.36	1,611.86	\$ 3,166.02	\$ 29,447.27	\$ 17,940.78	\$ 166,867.84
NEWSPAPER:	6.99	107.60	\$ 94.37	\$ 1,494.11	\$ 534.74	\$ 8,466.64
REVENUE FROM OCC CONTAINERS:					\$ -	\$ 71,732.00
TOTALS:	214.08	2,207.86	\$ 3,562.91	\$ 33,976.29	\$ 21,435.04	\$ 276,625.37

	COLLECTION COST							
	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	-	448.00	-	64.00	-	1,578.55	-	68.75
LABOR COST:	\$ -	11,997.44	\$ -	1,713.92	\$ -	42,273.57	\$ -	1,841.13
VEHICLE COST:	\$ -	10,849.15	\$ -	1,501.12	\$ -	17,341.87	\$ -	2,301.44
TOTALS:	\$ -	\$ 22,846.59	\$ -	\$ 3,215.04	\$ -	\$ 59,615.44	\$ -	\$ 4,142.57

	OCC COMPACTORS		MIXED OFFICE PAPER				
	MONTH	YTD	MONTH	YTD		MONTH	YTD
MAN HOURS:	-	162.50	-	115.00	MAN HOURS:	-	2,436.80
LABOR COST:	\$ -	4,351.75	\$ -	3,079.70	LABOR COST:	\$ -	61,441.35
VEHICLE COST:	\$ -	4,236.39	\$ -	2,873.38	VEHICLE COST:	\$ -	39,103.35
TOTALS:	\$ -	\$ 8,588.14	\$ -	\$ 5,953.08	GRAND TOTAL:	\$ -	\$ 100,544.70

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 4,028.99	\$ 41,509.77

MONTHLY RECYCLING REPORT

CURBSIDE COLLECTION

FEBRUARY 2013

COLLECTION DAYS	CONTAINER STREAM MONTH	MIXED PAPER MONTH	TOTAL TONS MONTH	CONTAINER STREAM YTD	MIXED PAPER YTD	TOTAL TONS YTD
MONDAY	18.21	22.26	40.47	172.71	212.05	384.76
TUESDAY	16.88	17.67	34.55	159.75	169.22	328.97
WEDNESDAY	12.14	8.52	20.66	138.96	95.24	234.20
THURSDAY	13.57	10.72	24.29	132.86	99.18	232.04
FRIDAY	15.35	10.89	26.24	144.47	107.83	252.30
TOTAL	76.15	70.06	146.21	748.75	683.52	1,432.27

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	36.10%	34.19%
AVERAGE TONS PER DAY :	9.29	9.92
POUNDS PER HOME:	8.57	9.78
RESIDENTIAL MIXED PAPER:	105.7	104.76
RESIDENTIAL LOOSE CONTAINER:	80	107.05

COMMODITY BY TON

	MONTH	YTD
ALUMINUM BEVERAGE CAN	4	42.8
METAL CONTAINERS	12	128.5
HDPE (#2) PLASTIC CONTAINERS	17.6	188.4
PET (#1) PLASTIC CONTAINERS	16	171.2
GLASS CONTAINERS	29.6	316.9
OLD NEWSPAPER PRINT	86.7	687.3
MIXED PAPER	19	150.9
TOTAL	184.90	1,686.00

CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	37	490
REMINDER NOTICES	3	40
MISC. (throwing bins, left in driveway, blowing trash)	0	15
MISSING BINS	60	586
DELIVERY REQUEST	14	170
TOTAL CALLS	114	1301

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$2,751.67	\$26,955.32

WATER RECLAMATION FACILITY 12D

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
March 1-31, 2013
Flow Statistics

	FYE 2013		FYE 2012	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	260.8	2350.0	347.2	2418.6
Total Effluent Flow (M.G.)	239.6	2243.8	302.2	2270.8
Influent Peak Flow (MGD)	9.4	12.9	19.2	19.2
Effluent Peak Flow (MGD)	9.0	12.2	18.7	19.7
Daily Avg. Influent Flow (MGD)	8.4	8.6	11.2	10.0
Daily Avg. Effluent Flow (MGD)	8.2	8.0	9.8	8.3
Precipitation (inches)	1.4	15.4	7.6	24.1

Discharge Monitoring Report Stats

5 day BOD:

EPA minimum percentage removal 85%

	<u>Avg.</u>	<u>Avg.</u>
Influent Total (mg/l)	227	224
Effluent Carbonaceous Total	4	6
Percent Removal	98.1	97.5
Total Suspended Solids:		
Influent (mg/L)	143	205
Effluent (mg/L)	5	38
Percent Removal	96.4	81.6
Dissolved Oxygen:		
Influent (min)	1.3	0.5
Effluent (min)	5.2	5.2
pH		
Influent (Low)	7.2	7.1
(High)	7.7	7.7
Effluent (Low)	6.6	7.1
(High)	7.4	7.4
Ammonia Nitrogen		
Influent (mg/L)	32.1	26.4
Effluent (mg/L)	0.49	0.9
Percent Removal	98.5	96.6

Utilities

Electrical

Total kWh Used (Plant wide)	508,380	2,713,560	519,620	1,743,260
Aeration Blowers, WSL&Headworks	284,640	2,244,120	335,846	1,285,286

Natural Gas

Total cubic feet/day (plant wide)	1,169,000	7,649,000	759,000	5,254,000
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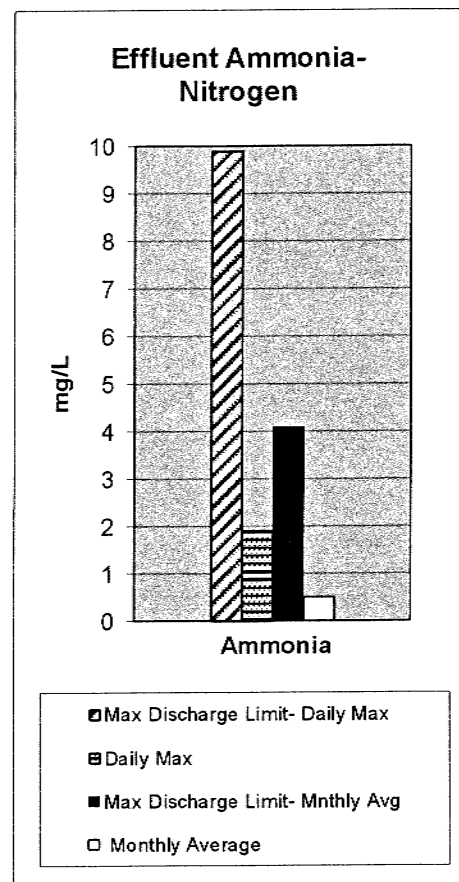
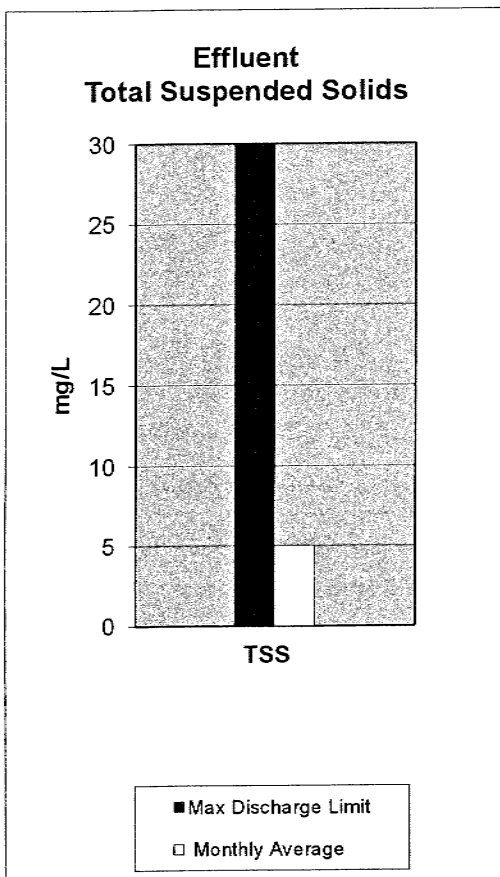
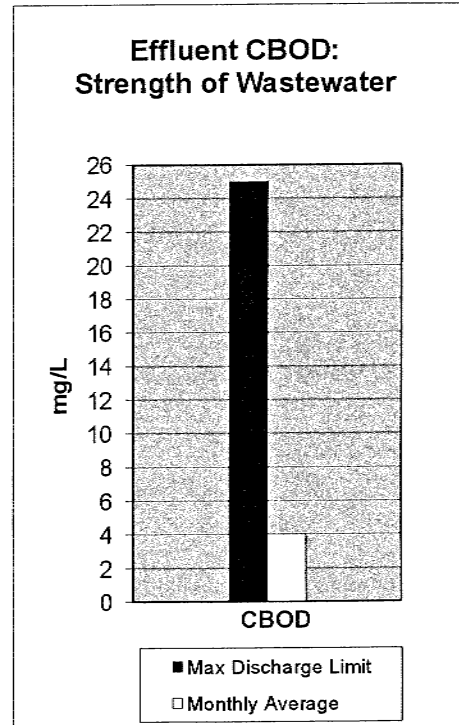
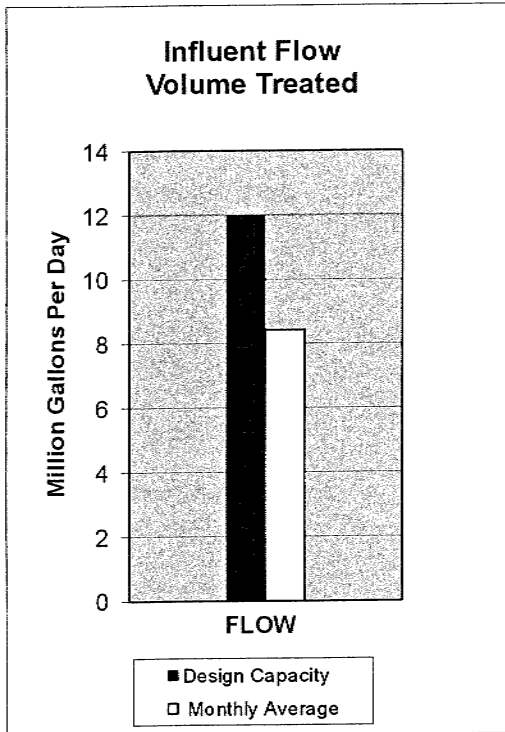
Public Education (Tours)	3	47	6	75
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Attendees Totals	260	282
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Reclaimed Water System (MG)	14.8	75	4.8	47.9
OU Golf Course	3.8	34.3	2.1	36.3

SP Digester boilers are beginning to show signs of aging. Natural gas usage significant when in use.

CITY OF NORMAN
WATER RECLAMATION FACILITY
 March 2013



WATER TREATMENT PLANT 12E

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

WATER TREATMENT DIVISION

MONTH: March-13

	FYE 2013		FYE 2012	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	152.76	2,259.85	165.451	2151.44
Well Production (MG)	120.17	1205.96	134.12	1284.86
Oklahoma City Water Used (MG)	0.25	69.29	0.18	146.86
Total Water Produced (MG)	273.18	3535.10	299.76	3583.15
Average Daily Production	8.81	12.90	9.67	13.03
Peak Day Demand				
Million Gallons	11.64	24.82	12.37	23.94
Date	3/13/2013	7/23/2012	3/31/2012	8/5/2011
System Capacity (see note)	23.50	23.50	19.53	19.53
Demand Above Capacity (Peak Day)	0.00	1.32	0.00	4.41
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$331,585.74	\$3,336,657.70	\$344,175.50	\$3,118,240.55
Wells	\$79,834.43	\$746,166.67	\$66,171.59	\$676,312.80
OKC (Estimated)	\$2,625.35	\$347,933.40	\$2,133.93	\$694,390.02
Total	\$414,045.52	\$4,430,757.77	\$412,481.02	\$4,488,943.37
Cost per Million Gallons				
Plant	\$2,170.60	\$1,476.50	\$2,080.23	\$1,449.38
Wells	\$664.36	\$618.73	\$493.37	\$526.37
OKC (Estimated)	\$10,628.95	\$5,021.48	\$11,597.45	\$4,728.34
Total	\$1,515.67	\$1,253.36	\$1,376.06	\$1,252.79
Water Quality				
Total Number of Bacterial Samples	80	841	100	965
Bacterial Samples out of Compliance	0	5	0	0
Total number of complaints	6	28	0	29
Number of complaints per 1000 service connections	0.17	0.79	0.00	0.89
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	80	1,464
Total Hours Lost	0	0	80	1,464
Safety Training Sessions Held	1	10	1	8
Public Education				
Number of tours conducted	0	4	1	8
Number of people on tours	0	47	19	116

Notes:

Only minor maintenance issues were noted in the well field or at the water treatment plant.

We made significant progress in completing the new raw water line. The tie-in at 60th Avenue NE was completed and the vault is being completed. Preparations for the tie-in at the water treatment plant are underway. That tie-in is expected to occur before the end of April.

Water Production for March, 2013

