

City of Norman



Monthly Departmental Report

May 2013

MONTHLY PROGRESS

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CITY CLERK

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CITY CLERK
MONTHLY PROGRESS REPORT
MAY, 2013

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	9	68	Municipal Court	4	16
Building Permits	14	81	Noise	2	19
CDBG	0	15	Parks and Recreation	9	110
City Clerk	15	*359	Planning	6	32
City Manager/Mayor	5	21	Police	16	153
Code Enforcement	55	402	Sanitation	27	310
Data Processing	0	13	Sidewalks	0	19
Engineering/Public Works	11	161	Storm Debris	34	34
Finance	11	94	Storm Water	5	23
Fire/Civil Defense	18	45	Streets	10	135
Human Resources	1	6	Street Lights	9	94
Information (General)	46	395	Traffic	12	113
Legal	2	26	Utilities	7	49
Line Maintenance	11	74	WC Questions	12	110
Storm Debris	24	24	WC Violations	4	52

Total for May	379	Total FYE YTD	3,053
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WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

13 New licenses were issued during the month of May. 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	4	504	Bee Keeper	0	2
Class I Beer	1	139	Solicitor/Peddler (30 day)	0	13
Class II Beer	0	145	Solicitor/Peddler (60 day)	0	4
Mixed Beverage	0	61	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	1	33	Coin-Operated Devices	0	539
Wine & Beer/Winemaker	0	12	Game Machines	0	221
Temporary Food (30 day)	0	14	Taxi/Motorbus/Limousine	0	40
Temp Food (180 day)	2	6	Impoundment Yard	0	5
Temp Food (one day)	3	21	Salvage Yard	0	2
Kennel	0	22	Transient Amusement	0	4
Pawnbrokers	1	6	Special Event	1	15
Retail Liquor Store	0	25	Sidewalk Dining	0	10

Licenses, continued:

- 1 One Day Temporary Food Permit was issued to Interurban Restaurant for June 1, 2013, at 1221 Ed Noble Parkway for Battle of the Burgers
- 1 One Day Temporary Food Permit was issued to Red Dirt Dogs, L.L.C., for May 26, 2013, at 6450 36th Avenue N.W. for Harvest Church Festival
- 1 One Day Temporary Food Permit was issued to Waving Wheat Bakery for May 10, 2013, for the Norman Art Walk
- 1 180 Day Mobile Temporary Food License was issued to Ice Ice Baby Snowball Stand for May 5 through October 31, 2013
- 1 180 Day Mobile Temporary Food License was issued to Tacos Loco for June 1 thru November 27, 2013
- 1 Special Event License was issued to the Assistance League of Norman for May 4 through May 5, 2013, in Andrews Park for Mayfair

New Establishments/New Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Circle K Store	3024 Classen Boulevard	Food Service and Class II Beer
Dollar General	7401 Alameda	Food Service
La Baguette	2100 West Main	Food Service

Existing Establishments/Additional Licenses

NAME	ADDRESS	LICENSE TYPE(S)
El Chapala Mexican Restaurant	1101 Elm Avenue	Mixed Beverage

WORKERS COMPENSATION

Name: Matthew R. Bradshaw
Compromise Settlement Amount: \$34,754.80
Department: Fire Department
Injury: nose and left and right wrists
Date Approved: May 14, 2013

Name: Justin Burreight
Compromise Settlement Amount: \$35,976.26
Department: Fire Department
Injury: right shoulder
Date Approved: May 14, 2013

Name: Don Blake
Compromise Settlement Amount: \$107,250
Department: Police Department
Injury: head and jaw
Date Approved: May 14, 2013

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
05-10-13	Robert K. Watson, Jr.	Damages to his vehicle – claimant alleges on April 25, 2013, as he was westbound on Robinson Avenue, items fell from the back of an eastbound Street Maintenance Division truck striking his vehicle.	\$ 2,001.73
05-09-13	CMR Claims Management Resources on behalf of OG&E	Damages to a primary line – claimant alleges that City crews installing a fence at Griffin Park located at 1001 Robinson Street on December 19, 2012 damaged the primary line.	\$ 2,488.88
05-31-13	Mike Biehler	Damages to vehicle – claimant alleges that on May 9, 2013, a sanitation truck struck his vehicle at the corner of Lindsey Street and Jenkins Avenue as he was waiting at the traffic light to turn left onto Lindsey Street.	\$ 2,349.43

CLAIMS PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Outside Plant Damage Recovery for Cox Communications	Damages to a fiber optic line damaged when City crews clearing tornado damage at 1531 West Boyd on April 25, 2012, elevated the bed of the dump truck and ripped down a span of fiber optic line.	05-28-13	\$ 3,896.85

LAWSUITS PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Jose Chevez	Payment for a percentage of his unused sick leave accrued during employment as a Police Officer.	05-28-13	\$ 4,103.00

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING

A Business and Community Affairs Committee meeting was held on May 9, 2013, regarding Local Vendor Preference Policy and contract selection criteria for engineering design contracts.

CITY COUNCIL CONFERENCES

A City Council Conference was held on May 28, 2013, regarding the FYE 2013 City of Norman Operating Budget and the FYE 2014 City of Norman Operating and Capital Budgets.

FINANCE COMMITTEE MEETING

A Finance Committee meeting was held on May 15, 2013, regarding introduction of BKD, L.L.P. and the FYE 2013 Audit; the FYE 2013 and FYE 2014 Budget and Capital Improvements Plan; Revenue/Expenditure Report as of April 30, 2013; and a report on open positions.

OVERSIGHT COMMITTEE MEETING

A City Council Oversight Committee meeting was held May 8, 2013, regarding the use of native lawn grasses to further water conservation efforts.

PLANNING COMMUNITY AND TRANSPORTATION COMMITTEE

A Planning Community and Transportation Committee meeting was held on May 13, 2013, regarding CART Ridership Report including Saferide and Extended Service and continued discussion regarding a draft ordinance establishing a High Density Residential Zoning District.

PUBLIC HEARING

A public hearing was held on May 28, 2013, regarding the FYE 2014 City of Norman proposed Operating and Capital Budgets and the Norman Convention and Visitors Bureau, Inc., Budget with Detailed Plan of Work.

SPECIAL SESSIONS

A Special Session was held on May 7, 2013, regarding possible settlement of Don Blake, Workers' compensation Case No. WCC 2010-1945 A, Justin Burreight, Workers' Compensation Case No. WCC 2012-14093 Y, and Matthew Bradshaw, Workers' Compensation Case No. WCC 2012-07472 J.

A Special Session was held on May 14, 2013, regarding an update on the Franklin Road Bridge Replacement and the Cedar Lane Widening General Obligation Bond Projects and to discuss possible litigation and acquisition of real property of right-of-way in connection with the Franklin Road Bridge Replacement Project approximately one-half mile west of 12th Avenue N.W. and the Cedar Lane Widening Project between 12th Avenue S.E. and one-eight mile east of 24th Avenue S.E.

STUDY SESSIONS

A Study Session was held on May 7, 2013, regarding the FYE 2014 City of Norman Capital Budget.

FACILITY MAINTENANCE 1A

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
MAY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
LIBRARY			
5/20/2013	MISCELLANEOUS	Ceiling tile replacement walk thru	180 3
5/21/2013	HVAC/ELECT	Chiller control, lights, and time clock repaired	60 1
5/01/2013	PLUMBING	Rebuilt outside faucet	60 1
5/02/2013	PLUMBING	Installed grab bars in bathroom	90 1.5
5/03/2013	PLUMBING	Rebuilt lavatory faucet	90 1.5
5/06/2013	PLUMBING	Repaired toilet in children's bathroom	60 1
5/07/2013	MISCELLANEOUS	Door repaired	60 1
5/10/2013	PLUMBING	Repaired toilet in men's bathroom	60 1
5/10/2013	MISCELLANEOUS	Met with R. Smith (RST) on back flow preventer	24 0.4
5/13/2013	MISCELLANEOUS	Met with pump contractor	180 3
5/16/2013	PLUMBING	Drinking fountain repaired	60 1
5/17/2013	PLUMBING	Lavatory faucet repaired	60 1
5/30/2013	MISCELLANEOUS	Consultation	60 1
5/13/2013	HVAC	Check chillers and pumps	240 4
5/03/2013	MISCELLANEOUS	Consult on lights and replaced ceiling tiles	120 2
5/20/2013	MISCELLANEOUS	Lighting project tour and overview	150 2.5
		Facility Subtotal	1554 25.9
		Total	1554 25.9
MUNICIPAL BUILDING - BUILDING C			
5/07/2013	ELECTRICAL	Lights repaired	60 1
5/15/2013	ELECTRICAL	Lights repaired	90 1.5
5/21/2013	ELECTRICAL	Lights and electrical apparatus checked	120 2
5/30/2013	ELECTRICAL	Lights repaired	90 1.5
5/01/2013	MISCELLANEOUS	Door repaired at Building C	120 2
5/03/2013	PLUMBING	Drinking fountain repaired	60 1
5/10/2013	MISCELLANEOUS	Worked on doors	120 2
5/10/2013	MISCELLANEOUS	Met with R. Smith (RST) on back flow preventer	24 0.4
5/15/2013	MISCELLANEOUS	Door repaired	60 1
5/23/2013	MISCELLANEOUS	Door repaired	60 1
5/23/2013	PLUMBING	Repaired outside faucet	120 2
5/31/2013	PLUMBING	Stool blockage in women's bathroom	60 1
5/13/2013	HVAC	Checked A/C units	240 4
5/07/2013	ELECTRICAL	Lights repaired	60 1
5/13/2013	ELECTRICAL	Time clock reset	30 0.5
5/21/2013	ELECTRICAL	Lights repaired	120 2
5/30/2013	ELECTRICAL	Lights repaired	90 1.5
		Facility Subtotal	1524 25.4
		Total	1524 25.4
MUNICIPAL BUILDING - BUILDING A			
5/28/2013	HVAC	HVAC control rebuilt	330 5.5
5/29/2013	HVAC	AC control system repaired	360 6
5/30/2013	HVAC	HVAC control failure checked	180 3
5/02/2013	MISCELLANEOUS	Door repaired	60 1
5/06/2013	MISCELLANEOUS	Replaced drain pans on roof and door repaired	240 4
5/09/2013	PLUMBING	Sewer line repaired	90 1.5
5/10/2013	MISCELLANEOUS	Met with R. Smith (RST) on back flow preventer	24 0.4
5/14/2013	PLUMBING	Rebuilt flush valve	60 1
5/16/2013	PLUMBING	Rebuilt flush valve on stool	60 1
5/29/2013	MISCELLANEOUS	Door repaired	60 1
5/01/2013	HVAC	Replaced belts on A/C units	360 6
5/02/2013	HVAC	Checked air handlers	240 4
5/20/2013	HVAC	Check air handler #4	240 4
5/28/2013	HVAC	Check air handlers	240 4

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
MAY 2013

Facility		Minutes	Hours	
MUNICIPAL BUILDING - BUILDING A, continued				
5/29/2013	HVAC	Checked air handlers	240	4
5/13/2013	ELECTRICAL	Time clock reset	30	0.5
5/28/2013	HVAC	Roof HVAC units checked	330	5.5
5/29/2013	HVAC	New contactors in roof units installed	360	6
5/30/2013	HVAC	Roof units checked	180	3
		Facility Subtotal	3684	61.4
MUNICIPAL BUILDING - BUILDING B				
5/13/2013	ELECTRICAL	Sewer line repaired	240	4
5/16/2013	PLUMBING	Sewer line repaired in basement	240	4
5/03/2013	PLUMBING	Repaired toilet in women's bathroom	60	1
5/10/2013	MISCELLANEOUS	Met with R. Smith (RST) on back flow preventer	24	0.4
5/10/2013	PLUMBING	Replaced back flow preventers	120	2
5/13/2013	PLUMBING	Worked on sump pump and sewer clean out	240	4
5/16/2013	PLUMB/MISC	Cleaned out sewer and met with RST	300	5
5/22/2013	PLUMBING	Removed copper lines and strapped down new water lines	90	1.5
5/09/2013	HVAC	Moved thermostats	240	4
5/13/2013	ELECTRICAL	Time clock reset	30	0.5
		Facility Subtotal	1584	26.4
MUNICIPAL BUILDING - CITY HALL				
5/21/2013	ELECTRICAL	Lights and electrical apparatus checked	120	2
5/02/2013	PLUMBING	Toilet repaired in women's bathroom	60	1
5/10/2013	MISCELLANEOUS	Met with R. Smith (RST) on back flow preventer	24	0.4
5/30/2013	MISCELLANEOUS	Moved furniture	60	1
5/02/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/06/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/07/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/10/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/14/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/15/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/16/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/20/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/30/2013	HVAC	HVAC System/Redundant Pumps Project	240	4
5/13/2013	ELECTRICAL	Time clock reset	30	0.5
5/21/2013	ELECTRICAL	Lights repaired and checked A/C system	120	2
		Facility Subtotal	2574	42.9
MUNICIPAL BUILDING - COMPLEX				
5/13/2013	ELECTRICAL	Time clocks checked City wide	120	2
		Facility Subtotal	120	2
		Total	7962	132.7
LINDSEY STREET YARD ADMINISTRATION				
5/17/2013	ELECTRICAL	Lights repaired	120	2
5/17/2013	ELECTRICAL	Outside lights repaired	120	2
		Facility Subtotal	240	4
		Total	240	4

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
MAY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
POLICE RANGE			
5/06/2013	ELECTRICAL	Rebuilt target system with B. Sandison	240 4
5/07/2013	ELECTRICAL	Rebuilt target system with B. Sandison	420 7
5/08/2013	ELECTRICAL	Rebuilt target system with B. Sandison	480 8
5/09/2013	ELECTRICAL	Rebuilt target system with B. Sandison	330 5.5
5/10/2013	ELECTRICAL	Rebuilt target system with B. Sandison	480 8
5/14/2013	ELECTRICAL	Lights repaired	120 2
5/21/2013	ELECTRICAL	Light and A/C repairs	60 1
5/22/2013	ELECTRICAL	Installed lights and wiring	120 2
5/28/2013	ELECTRICAL	Lights repaired	60 1
5/17/2013	PLUMBING	Rebuilt tank type flush valve on toilet	60 1
5/29/2013	HVAC	Replaced air conditioner	240 4
5/06/2013	ELECTRICAL	Rebuilt target system with L. Long	240 4
5/07/2013	ELECTRICAL	Rebuilt target system with L. Long	420 7
5/10/2013	ELECTRICAL	Rebuilt target system with L. Long	210 3.5
5/13/2013	ELECTRICAL	Rebuilt target system with L. Long	60 1
5/14/2013	ELECTRICAL	Rebuilt target system with L. Long	120 2
5/21/2013	ELECTRICAL	A/C unit repaired	60 1
5/22/2013	ELECTRICAL	Outside lights repaired	120 2
5/28/2013	ELECTRICAL	Outside pistol range lights repaired	60 1
		Facility Subtotal	3900 65
		Total	3900 65
ANIMAL WELFARE			
5/09/2013	PLUMBING	Rebuilt tank type flush valve on toilet	60 1
5/15/2013	MISCELLANEOUS	Door repaired	60 1
5/31/2013	PLUMBING	Faucet in kitchen repaired	60 1
5/09/2013	HVAC	Replaced A/C belts	240 4
5/15/2013	HVAC	Check A/C units	240 4
5/28/2013	HVAC	Repaired A/C unit	120 2
5/31/2013	ELECTRICAL	Lights repaired	60 1
		Facility Subtotal	840 14
		Total	840 14
FIRE STATION #1			
5/01/2013	ELECTRICAL	Electrical and lights repaired	60 1
5/01/2013	ELECTRICAL	Electrical and lights repaired	90 1.5
5/01/2013	ELECTRICAL	Electrical and lights repaired	150 2.5
5/01/2013	ELECTRICAL	Light fixture replaced	150 2.5
5/08/2013	ELECTRICAL	Outlet installed	480 8
		Facility Subtotal	930 15.5
		Total	930 15.5
FIRE STATION #2			
5/23/2013	ELECTRICAL	Lights repaired	150 2.5
5/23/2013	ELECTRICAL	Lights repaired	150 2.5
		Facility Subtotal	300 5
FIRE STATION #3			
5/02/2013	PLUMBING	Replaced copper lines on circulating pump	120 2
5/14/2013	PLUMBING	Water heater repaired	90 1.5
		Facility Subtotal	210 3.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
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Facility		Minutes	Hours
FIRE STATION #6			
5/15/2013	PLUMBING	Rebuilt flush valve on urinal	60 1
5/17/2013	PLUMBING	Shower drain blockage	60 1
5/22/2013	PLUMBING	Repaired shower valve	120 2
5/30/2013	MISCELLANEOUS	Gas stove repaired	60 1
		Facility Subtotal	300 5
FIRE STATION #7			
5/03/2013	PLUMBING	Replaced garbage disposal	90 1.5
5/08/2013	PLUMBING	Sewer line repaired	90 1.5
5/20/2013	PLUMBING	Installed new water line and sink repaired	300 5
5/30/2013	PLUMBING	Sink drain blockage in kitchen	60 1
5/30/2013	MISCELLANEOUS	Consultation	60 1
5/31/2013	MISCELLANEOUS	Door lock replaced	60 1
5/31/2013	PLUMBING	Plumbing under slab repaired	60 1
5/31/2013	PLUMBING	Plumbing under slab repaired	180 3
		Facility Subtotal	900 15
FIRE STATION #8			
5/01/2013	ELECTRICAL	Lights repaired	150 2.5
		Facility Subtotal	150 2.5
		Total	1860 31
PARK - ANDREWS PARK			
5/01/2013	PLUMBING	Sewer line repaired	120 2
5/03/2013	PLUMBING	Rebuilt flush valve on toilet	60 1
5/03/2013	ELECTRICAL	Temporary power added and heaters repaired	270 4.5
5/24/2013	ELECTRICAL	Splash pad light pole repaired	180 3
5/31/2013	ELECTRICAL	Lights repaired	60 1
		Facility Subtotal	690 11.5
PARK - FALLS LAKEVIEW			
5/09/2013	PLUMBING	Toilet repaired	60 1
5/22/2013	PLUMBING	Rebuilt flush valve	90 1.5
		Facility Subtotal	150 2.5
PARK - GRIFFIN PARK			
5/22/2013	ELECTRICAL	Lights and panel controls rebuilt	240 4
5/28/2013	ELECTRICAL	Ice machine checked and repaired	90 1.5
5/06/2013	MISCELLANEOUS	Door repaired	60 1
5/07/2013	PLUMBING	Toilet repaired in women's bathroom	60 1
5/15/2013	PLUMBING	Toilet repaired	60 1
5/29/2013	PLUMBING	Sewer main repaired	150 2.5
5/15/2013	ELECTRICAL	Outlet change out and breaker wiring repaired	120 2
5/22/2013	ELECTRICAL	Soccer field lights repaired	240 4
5/28/2013	MISCELLANEOUS	Ice machine repaired	90 1.5
		Facility Subtotal	1110 18.5
PARK - LIONS PARK			
5/17/2013	ELECTRICAL	Lights checked and repaired for Summer Breeze	120 2
5/08/2013	PLUMBING	Sewer line repaired	60 1
5/14/2013	PLUMBING	Stool blockage	60 1
5/17/2013	ELECTRICAL	Power check for event	120 2
		Facility Subtotal	360 6

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
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<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
PARK - NE LIONS PARK			
5/15/2013 MISCELLANEOUS	Replaced toilet paper dispenser	60	1
5/21/2013 PLUMBING	Repaired drinking fountain and lavatory faucet	120	2
5/23/2013 PLUMBING	Toilet repaired in men's bathroom	60	1
5/30/2013 PLUMBING	Drinking fountain repaired	60	1
	Facility Subtotal	300	5
PARK - ROTARY PARK			
5/02/2013 PLUMBING	Sewer line repaired	60	1
5/15/2013 PLUMBING	Sewer line repaired	90	1.5
	Facility Subtotal	150	2.5
PARK - WESTWOOD PARK			
5/06/2013 ELECTRICAL	Lightning horns repaired	120	2
	Facility Subtotal	120	2
	Total	2880	48
PARKS AND REC ADMIN			
5/24/2013 ELECTRICAL	Lights repaired	300	5
	Facility Subtotal	300	5
	Total	300	5
FIREHOUSE ART CENTER			
5/09/2013 PLUMBING	Cleaned out grease trap under sink	90	1.5
5/24/2013 MISCELLANEOUS	Gas line evaluation	60	1
5/14/2013 HVAC	Replaced condensing fan motor	240	4
5/16/2013 HVAC	Checked air conditioner	240	4
	Facility Subtotal	630	10.5
	Total	630	10.5
HISTORICAL HOUSE			
5/01/2013 MISCELLANEOUS	Checked front door at Historical House	120	2
	Facility Subtotal	120	2
	Total	120	2
SOONER THEATRE			
5/17/2013 MISCELLANEOUS	Door repaired	60	1
5/31/2013 MISCELLANEOUS	Garage door repaired	60	1
	Facility Subtotal	120	2
	Total	120	2
SANTA FE DEPOT			
5/31/2013 ELECTRICAL	Lights and outlet repaired	60	1
	Facility Subtotal	60	1
	Total	60	1

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
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Facility		Minutes	Hours	
PARK - REAVES PARK				
5/01/2013	ELECTRICAL	Lightning detector installed	90	1.5
5/17/2013	PLUMBING	Sewer line repaired	60	1
5/01/2013	ELECTRICAL	Tornado siren power checked for broken conduit	90	1.5
		Facility Subtotal	240	4
RECREATION CENTER - 12TH AVENUE				
5/02/2013	PLUMBING	Repaired urinal	90	1.5
5/13/2013	PLUMBING	Unstopped lavatory	60	1
5/21/2013	PLUMBING	Cleaned out floor drain	120	2
5/14/2013	MISCELLANEOUS	Lighting problem consultation	60	1
5/15/2013	HVAC	Roof top AC unit repaired	120	2
		Facility Subtotal	450	7.5
RECREATION CENTER - IRVING				
5/13/2013	ELECTRICAL	Lights repaired	120	2
5/14/2013	ELECTRICAL	Lights repaired	60	1
5/08/2013	MISCELLANEOUS	Door repaired	60	1
5/13/2013	ELECTRICAL	Capacitor reading on gym lighting system	120	2
		Facility Subtotal	360	6
RECREATION CENTER - LITTLE AXE				
5/06/2013	PLUMBING	Replaced condensate lines on roof	120	2
5/17/2013	PLUMBING	Replaced water heater element	180	3
5/09/2013	ELECTRICAL	Outside lights repaired	480	8
		Facility Subtotal	780	13
RECREATION CENTER - WHITTIER				
5/23/2013	PLUMBING	Replaced cartridge in sink faucet	60	1
5/02/2013	ELECTRICAL	Lamps replaced and new lens cut	390	6.5
		Facility Subtotal	450	7.5
		Total	2280	38
SENIOR CITIZENS CENTER				
5/01/2013	ELECTRICAL	Lights repaired	90	1.5
5/01/2013	PLUMBING	Sewer blockage	120	2
5/03/2013	PLUMBING	Dishwasher repaired	120	2
5/07/2013	MISCELLANEOUS	Met with roof Inspector	60	1
5/10/2013	PLUMBING	Dishwasher repaired	60	1
5/24/2013	MISCELLANEOUS	A/C repair	60	1
5/29/2013	MISCELLANEOUS	A/C repair	60	1
5/31/2013	HVAC	Checked A/C upstairs	240	4
5/01/2013	ELECTRICAL	Lights repaired	90	1.5
		Facility Subtotal	900	15
		Total	900	15

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
MAY 2013

Facility		Minutes	Hours	
WESTWOOD CLUB HOUSE				
5/09/2013	MISCELLANEOUS	Review Café Grille for possible repairs	150	2.5
5/29/2013	ELECTRICAL	Lights repaired	60	1
5/30/2013	ELECTRICAL	Lights repaired	90	1.5
		Facility Subtotal	300	5
WESTWOOD GOLF COURSE				
5/06/2013	ELECTRICAL	Lightning detector retrofitted	120	2
5/30/2013	ELECTRICAL	Lights repaired	90	1.5
5/23/2013	PLUMBING	Urinal repaired	60	1
5/29/2013	PLUMBING	Drinking fountain repaired	90	1.5
5/29/2013	ELECTRICAL	Lights repaired	60	1
5/31/2013	ELECTRICAL	P.A. system repaired	120	2
		Facility Subtotal	540	9
		Total	840	14
WESTWOOD POOL				
5/29/2013	ELECTRICAL	Speaker system checked and repaired	60	1
5/30/2013	ELECT/MISC	Speaker wiring and account problem	60	1
5/07/2013	MISCELLANEOUS	Meet with roof Inspector	180	3
5/07/2013	PLUMBING	Repair urinal and drain	120	2
5/08/2013	MISC/PLUMB	Installed drains in pool	270	4.5
5/14/2013	PLUMBING	Lower drain and water line on urinal	120	2
5/22/2013	MISCELLANEOUS	Discussed slide and filter pumps with J. Hill	180	3
5/23/2013	PLUMBING	Worked on slide pumps	120	2
5/24/2013	PLUMBING	Replaced gasket on circulating pump, repaired drinking fountain	360	6
5/28/2013	PLUMBING	Pump repaired	480	8
5/29/2013	PLUMBING	Replaced pipe fittings in basement	120	2
5/30/2013	PLUMBING	Replaced chlorine fitting in basement	120	2
5/29/2013	ELECTRICAL	Speaker checked and pulled down	60	1
5/31/2013	ELECTRICAL	Speaker changed out	120	2
		Facility Subtotal	2370	39.5
		Total	2370	39.5
WATER TREATMENT PLANT				
5/14/2013	ELECTRICAL	Lights repaired	150	2.5
5/15/2013	ELECTRICAL	Lights repaired and rewired	360	6
5/16/2013	ELECTRICAL	Lights repaired and rewired	120	2
5/23/2013	ELECTRICAL	Lights repaired	330	5.5
5/16/2013	PLUMBING	Toilet repaired	60	1
5/14/2013	ELECTRICAL	Lights repaired	150	2.5
5/15/2013	ELECTRICAL	Lights repaired	240	4
5/16/2013	ELECTRICAL	Lights repaired	300	5
5/23/2013	ELECTRICAL	Lights repaired	330	5.5
		Facility Subtotal	2040	34
		Total	2040	34

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
MAY 2013

Facility		Minutes	Hours	
LINE MAINTENANCE FACILITY				
5/15/2013	ELECTRICAL	Lights repaired and rewired	30	0.5
5/22/2013	ELECTRICAL	Lights repaired	120	2
5/30/2013	ELECTRICAL	Modified receptacle for OSHA	60	1
5/22/2013	ELECTRICAL	Lights repaired	120	2
5/30/2013	ELECTRICAL	Plug repaired	60	1
		Facility Subtotal	390	6.5
		Total	390	6.5
WASTEWATER MAINTENANCE SHOP				
5/06/2013	HVAC	Checked A/C units for Lab	240	4
5/07/2013	HVAC	Replaced belts	240	4
5/08/2013	HVAC	Replaced belts	480	8
5/28/2013	HVAC	Worked on A/C units	120	2
		Facility Subtotal	1080	18
WASTEWATER TREATMENT PLANT				
5/10/2013	ELECTRICAL	Pump starter tripping breaker, replaced starter	270	4.5
5/13/2013	ELECTRICAL	Pump starter floats and operation checked	120	2
		Facility Subtotal	390	6.5
		Total	1470	24.5
SANITATION DIVISION BUILDING				
5/30/2013	HVAC	Check A/C	240	4
5/31/2013	HVAC	Repaired A/C unit	240	4
		Facility Subtotal	480	8
TRANSFER STATION				
5/09/2013	PLUMBING	Repaired sink	60	1
5/06/2013	ELECTRICAL	Time clock repaired	60	1
		Facility Subtotal	120	2
		Total	600	10
COMPOST FACILITY				
5/02/2013	ELECTRICAL	Thermostat on heater checked	30	0.5
		Facility Subtotal	30	0.5
		Total	30	0.5
FLEET MAINTENANCE				
5/16/2013	ELECTRICAL	Lights repaired	120	2
5/17/2013	ELECTRICAL	Lights repaired	240	4
5/20/2013	ELECTRICAL	Lights repaired	300	5
5/09/2013	PLUMBING	Sewer line repaired	120	2
5/16/2013	ELECTRICAL	Lights repaired	180	3
5/17/2013	ELECTRICAL	Lights repaired	240	4
5/20/2013	ELECTRICAL	Surge device in gate repaired	330	5.5
		Facility Subtotal	1530	25.5
		Total	1530	25.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
MAY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
FACILITY MAINTENANCE			
5/06/2013	ELECTRICAL	Lights and control transferred	60 1
5/06/2013	MISCELLANEOUS	Stocked truck and shop and took truck to Fleet	60 1
5/14/2013	MISCELLANEOUS	Safety Meeting and cleaned shop	150 2.5
5/21/2013	MISCELLANEOUS	Stocked truck and cleaned shop	120 2
5/01/2013	MISCELLANEOUS	Cleaned truck	60 1
5/14/2013	MISCELLANEOUS	Safety Meeting	60 1
5/14/2013	PLUMBING	Replaced toilet	90 1.5
5/15/2013	PLUMBING	Removed water heater	90 1.5
5/20/2013	MISCELLANEOUS	Checked tornado damage with Matt Smith	180 3
5/21/2013	MISCELLANEOUS	Miscellaneous work at shop	240 4
5/02/2013	MISCELLANEOUS	Refueled, added oil, aired tires on van	60 1
5/06/2013	MISCELLANEOUS	Truck taken to shop	60 1
5/13/2013	MISCELLANEOUS	Purchase and stock materials in van	60 1
5/14/2013	MISCELLANEOUS	Safety Meeting	60 1
5/14/2013	PLUMBING	Replaced toilet in shop	90 1.5
5/21/2013	MISC/ELECTRICAL	Cleaned, painted, repaired lights in shop	180 3
5/30/2013	MISCELLANEOUS	Set up account	60 1
5/31/2013	MISCELLANEOUS	Refueled, added oil, cleaned out vehicle	60 1
		Facility Subtotal	1740 29
		Total	1740 29
		Grand Total	618.5

CITY MANAGER 2

CIP Financial Status 2A

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

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

4/17/2013

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
TR0238	Robinson/NE 12th Intersection Improvements*		\$ 110,000.00	Water Fund 031
WW0055	Sewer Maintenance Plan FYE 10	\$0	\$ 800,000.00	Sewer Maintenance 321
WW0303	Lift Station D Improvements	\$0	\$ 550,000.00	New Development Excise Tax 322
WB0185	FYE2010, Water Well Supply Line: 12-inch	\$0	\$ 164,819.00	Water Bond Fund 031
WB0186	FYE2010, Water Well Supply Line: 16-inch	\$0	\$ 172,972.00	Water Bond Fund 031
WA0188	WTP: SE Oklahoma Preliminary Report		\$ 118,625.00	Water Fund 031
WA0149	Hall Park Waterline Replacements	\$30,000		Water Fund 031
WA0220	Waterline Relocations: East Main		\$ 26,895.00	Water Fund 031
WA0292	Segment F Waterline Improvements		\$ 26,612.00	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*	\$ 50,000.00	\$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
PARKS				
PR0444	Legacy Trail South Extension	\$0	\$0	Special Revenue 22 & Capital 50
CITY CLERK				
EF10004	Library Lighting Replacement	\$ 216.00	\$0	Capital 50
FIRE				
FT0003	Fire Station #9 Eastside	\$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
May 2013**

Number of press releases	12
Contacts with the media	5
<i>Norman News</i> Membership	1083
Web Site Visits	77,333
Facebook Followers	1,334
Twitter City of Norman Followers	607

DEVELOPMENT COORDINATOR 2C

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

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

General Inquiries, Contacts and Meetings

- Business and Community Affairs Committee
- Planning Commission
- Development Review Team
- Pre-Development Meetings (with public and applicants)
- City Council
- Council Oversight Committee
- NEDC Economic Summit
- CVB Annual Luncheon
- High Density Public Meeting
- Community Planning and Transportation Committee

Building Permit and Plat Application Meetings

- Attended “Brown Bag Lunch” meeting with staff and representatives from the Builders Association of South Central Oklahoma to discuss issues regarding residential building inspections
- Met with staff and property representatives regarding a new prospect for a restaurant in University North Park.
- Met with staff and prospective property owners regarding rezoning requirements for a new business.
- Assisted homeowner in permit requirements and regulations regarding a new pool house on their property.
- Met with staff and design professionals regarding building renovation plans for a duplex project.
- Continued working with property owners affected by recent wildfires to discuss building permit options for rebuilding efforts

Development Process Improvements

- ***Building Permit Outreach Program*** – work started on this project at the end of May, and contacts are being now being made with building permit applicants that fall into the criteria outlined in the plan concept. Fifteen projects have been contacted. Many of these projects have recently been issued a building permit, so no assistance by the Development Coordinator has been needed to this point. Periodic follow-up checks (generally every two weeks) will be taking place in June. The reaction has been positive to the program.
- ***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*** – work 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 completing on the plan review and permitting chapters, along with development of flow charts for all chapters.
- ***Construction Information for Developers and Businesses*** – work continues on outlining process for informing local developers and businesses of potential impacts from public construction projects. This project is designed to continue establishing a good working relationship with the business community and allow identification of potential problems or issues that may arise for businesses/development during the public construction. With early identification and dialogue, perhaps the impact to businesses can be lessened and/or solutions to problems can be implemented early in the construction process. As part of this project, an email list to communicate with businesses impacted by construction will be utilized; information on the Development Coordinator’s webpage; phone calls; on-site meetings; and possibly through a specific, individual social media site (i.e. Twitter)

Additional Projects:

- ***24-Hour Library Service Point*** – Construction of the concrete pad and electricity has been completed. As soon as the machine is delivered (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 and delivery options this Summer. The canopy for the machine is now being re-designed to create a canopy that can be utilized as a template for future canopies for additional units that will be sold in the U.S.
- ***High Density Public Discussion Series*** – continued assisting with research for the draft resolution and providing website/email updates to the public.

CITY OF NORMAN

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

Treasury Division:

In the month of May, the Treasury Division processed 29,230 total payments. The traffic counter at the Drive-up Facility counted 5,239 customers. The Treasury Division processed 1,117 credit card utility payments, a decrease of -6.1% from last month, and the IVR (Interactive Voice Response) system processed 1,298 credit card utility payments, an increase of 3.1% from last month. Utility customers also have the option of paying on the City of Norman website. There were 2,478 credit card payments made on the internet in May, a decrease of -3.8% from last month. The Municipal Court processed 538 credit card payments for court fines, a slight decrease of -0.5% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$14,067 in convenience fees in the month of May with a fiscal year-to-date total of \$152,406.

Utility Services Division:

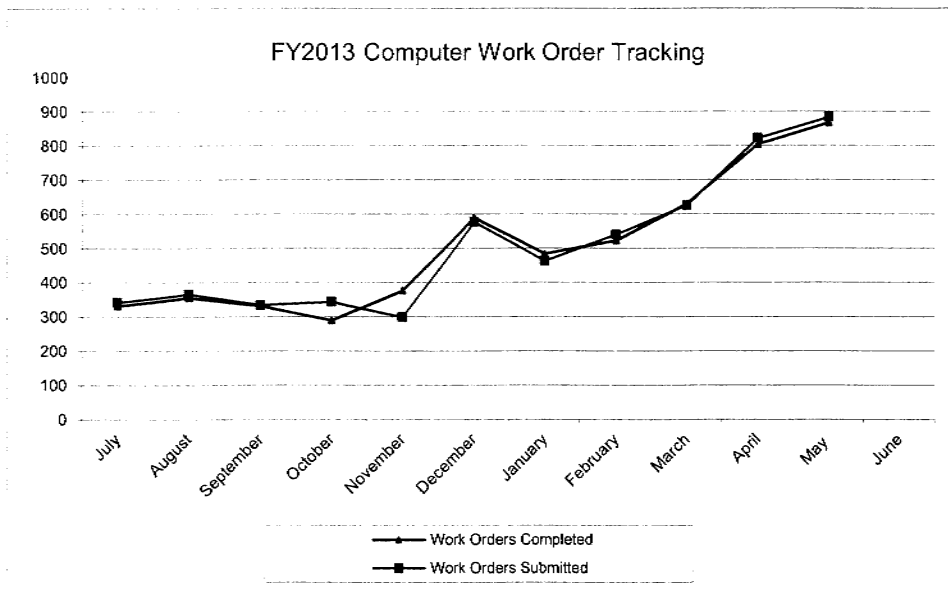
The Meter Reading Division read 36,694 meters. Out of 75 meter reading routes, 54 (72%) were read within the targeted 30-day reading cycle. All routes were read by the 34th day.

Information Technology Division:

IT had 216,649 e-mails enter and leave the City's network for the month of May. 60,877 were considered Spam or hazardous e-mails and were quarantined. This means 28% of the e-mail was quarantined while 72% were valid e-mails and were delivered without problems.

IT has a network security appliance that blocks and counts “hacker” attempts on the City’s firewall. This appliance further enhances our network security and provides more statistical information regarding hacker attempts. During the month of May there were 9,549,495 hacker attempts on the City’s main computer system. This comes to an average of 214 attempts per minute on the computer room firewall.

In the month of May, 884 work orders were submitted to the IT Division Help Desk for computer related help. Out of the amount submitted, 868 (98%) work orders were completed.



The City of Norman’s website had 77,333 visits during the month of May. 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.
- **Weekly meetings are continuing between City staff members, our RCC consultants, and New World staff throughout April and will continue throughout this project to discuss project timelines and data conversion topics.**
- **IT staff and our RCC consultant had meetings with various mobile connectivity users from all City departments on April 8 and April 10 to discuss the Mobile Data Communications project and go over the data collection survey that they need to complete and return. This project is primarily being initiated as part of the new CAD/RMS project but is going to benefit all departments. Our RCC consultant did a presentation on this project to the management team on April 11.**

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.
- **Work on the EMC storage and Cisco UCS server virtualization is continuing and will be ongoing for several more months.**

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.
- **Kari Madden and Rick Knighton did a presentation to the Council Oversight Committee on April 10 pertaining to the City's email retention policy and the legal requirements for email retention.**

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.
- **Rob Gruver and Gary Lowe met with the Building Inspectors on April 19 to discuss problems they have been having with the mobile connectivity on their laptops. We are continuing to work with them to resolve these issues and have tested a couple of alternatives that appear to be working more reliably than the air cards that were originally provided with the laptops. We need to do a little more testing before we commit to either of these alternatives before we can be sure that we have a reliable solution for them.**

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 May at -3.9%. Revenues from the City's largest single source of revenue, sales tax, are also below target at -4.5% for the year to date and are above last fiscal year by 1.6%. 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*	\$34,763,652	\$33,193,594	\$32,671,659	\$31,233,920
General Fund Revenue*	\$63,053,928	\$60,439,771	\$59,712,417	\$59,403,062
General Fund Expenses*	\$69,396,537	\$63,188,480	\$61,120,880	\$60,022,262

* Excludes Public Safety Sales Tax

Administration Division

	FYE 13		FYE 12	
	MAY	YTD	MAY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,520.00	320.00	3,840.00
Total Comp Time Available	0.00	21.13	0.00	23.88
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	3,541.13	320.00	3,863.88
Benefit Hours Taken	22.50	498.25	38.75	462.25
TOTAL ACCOUNTABLE STAFF HOURS	297.50	3,042.88	281.25	3,401.63
 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	
	MAY	YTD	MAY	YTD
Total Regular Hours Available	960.00	13,280.00	1,120.00	13,440.00
Total Comp Time Available	0.00	61.50	7.25	96.25
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	960.00	13,342.00	1,127.25	13,543.75
Benefit Hours Taken	135.75	2,109.25	161.25	2,455.25
TOTAL ACCOUNTABLE STAFF HOURS	824.25	11,232.75	966.00	11,088.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FYE 13 MAY	FYE 12 MAY	
Total Revenue Received (\$)	\$10,262,034	\$11,909,801	(\$1,647,767)
Utility Payments - Office (#)	3,826	3,879	(\$53)
Utility Payments - Office (\$)	\$397,966	\$390,910	\$7,056
Lockbox (#)	20,511	22,190	(1,679)
Lockbox (\$)	\$1,540,079	\$1,763,816	(\$223,737)
IVR Credit Card (#)	1,298	1,371	(\$73)
IVR Credit Card (\$)	\$101,647	\$105,745	(\$4,098)
Click to Gov (#)	2,478	2,440	38
Click to Gov (\$)	\$157,210	\$151,844	\$5,366
UT Credit Card Payments (#)	1,117	1,001	116
UT Credit Card Payments (\$)	\$107,429	\$96,313	\$11,116
Art Donations (#)	75	61	\$14
Art Donations (\$)	\$199	\$91	\$108
Bank Draft Payments (#)	6,552	7,326	(774)
Bank Draft Payments (\$)	\$456,201	\$506,725	(\$50,524)
Utility Deposits (#)	58	57	1
Utility Deposits (\$)	\$1,740	\$1,710	\$30
Fix Payments (#)	6	1	5
Fix Payments (\$)	\$844	\$49	\$795
Processed Return Checks (#)	35	48	(13)
Processed Return Checks (\$)	(\$3,019)	(\$4,733)	\$1,714
Other Revenue Transactions (#)	363	336	27
Other Revenue Received (\$)	\$6,636,800	\$6,631,642	\$5,158
Accounts Receivable Payments (\$)	\$218,610	\$255,904	(\$37,294)
Accounts Receivable - Credit Card #	1	0	1
Accounts Receivable - Credit Card \$	\$19	\$0	\$19
Municipal Court - Fines/Bonds (\$)	\$325,259	\$174,925	\$150,334
Municipal Court - Credit Card (#)	538	572	(34)
Municipal Court - Credit Card (\$)	\$87,172	\$88,207	(\$1,035)
Municipal Court - C2G (#)	83	0	83
Municipal Court - C2G (\$)	\$8,573	\$0	\$8,573
Building Permits Cash Report (\$)	185,327	\$1,660,663	(\$1,475,336)
Building Permits Credit Card (#)	144	129	15
Building Permits Credit Card (\$)	\$15,382	\$56,947	(\$41,565)
Building Permits C2G (#)	42	0	42
Building Permits C2G (\$)	\$2,130	\$0	\$2,130
Occupational License - Bldg Insp. (\$)	\$3,875	\$6,645	(\$2,770)
Occupational License - Bldg Insp. CC (#)	13	11	2
Occupational License - Bldg Insp. CC (\$)	\$1,940	\$1,150	\$790
Business License - City Clerk (\$)	\$2,585	\$7,705	(\$5,120)
Convenience Fees - All Payments (#)	4,744	3,810	934
Convenience Fees - All Payments (\$)	14,067	13,545	\$522
Bank Drafts Billed (#)	6,601	6,010	591
Bank Drafts Billed (\$)	460,216	464,017	(\$3,801)
Interdepartmental Billing (#)	148	146	2
Interdepartmental Billing (\$)	\$11,990	\$12,800	(\$810)
Accounts Receivable Billed (\$)	250,780	156,022	\$94,758

Budget Services Division

	FYE 13		FYE 12	
	MAY	YTD	MAY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	1,920.00	160.00	1,920.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	160.00	1,920.00	160.00	1,920.00
Benefit Hours Taken	32.00	296.00	24.00	256.00
TOTAL ACCOUNTABLE STAFF HOURS	128.00	1,624.00	136.00	1,664.00
 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	
	MAY	YTD	MAY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	9,600.00	800.00	9,600.00
Total Comp Time Available	41.25	334.25	13.75	296.75
Total Overtime Hours	7.50	208.25	4.00	184.75
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	848.75	10,142.50	817.75	10,081.50
Benefit Hours Taken	150.50	2,098.50	179.75	2,166.50
TOTAL ACCOUNTABLE STAFF HOURS	698.25	8,044.00	638.00	7,915.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

DATA PROCESSING 3C

Data Processing Division

	FYE 13		FYE 12	
	MAY	YTD	MAY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,280.00	15,840.00	1,440.00	17,280.00
Total Comp Time Available	1.00	12.75	0.00	32.00
Total Overtime Hours	17.00	240.00	12.00	252.00
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	1,298.00	16,092.75	1,452.00	17,564.00
Benefit Hours Taken	100.00	2,398.00	76.00	2,376.50
TOTAL ACCOUNTABLE STAFF HOURS	1,198.00	13,694.75	1,376.00	15,187.50
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	
	MAY	YTD	MAY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,712.00	22,288.00	1,920.00	23,040.00
Total Comp Time Available	17.75	133.00	5.00	113.00
Total Overtime Hours	34.75	433.25	16.00	202.00
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	1,764.50	22,854.25	1,941.00	23,355.00
Benefit Hours Taken	136.75	3,975.00	236.25	3,483.25
TOTAL ACCOUNTABLE STAFF HOURS	1,627.75	18,879.25	1,704.75	19,871.75
 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	
	MAY	YTD	MAY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,480.00	320.00	3,840.00
Total Comp Time Available	0.00	0.00	2.50	10.25
Total Overtime Hours	3.75	116.25	7.25	66.50
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	323.75	2,596.25	329.75	3,916.75
Benefit Hours Taken	8.00	120.75	101.50	851.75
TOTAL ACCOUNTABLE STAFF HOURS	315.75	2,475.50	228.25	3,065.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments

	FYE 13 MAY	FYE 12 MAY
Mail Payments - Lockbox	20,511	22,190
Mail Payments - Office	338	376
Mail Payments - Subtotal	20,849	22,566
Night Deposit	508	667
Click-to-Gov Payments	2,478	2,440
IVR Payments	1,298	1,371
Without assistance payments - Subtotal	4,284	4,478
Drive-up window & inside counter	2,980	2,836
Credit Card machine payments (swipe)	622	516
Credit Card machine payments (phone)	495	485
With assistance payments - Subtotal	4,097	3,837
Total Payments Processed - Subtotal	29,230	30,881
Bank Draft (ACH) Payments	6,552	7,326
Total Payments (Utility)	35,782	38,207
Total Convenience Fees - all Payments	4,744	3,810
Grand Total Payments	\$ 40,526	\$ 42,017

Traffic Counter at Drive-up Facility

Night Drop *	589	604
8-5 Drive-up Window Customers *	4,650	4,930
Total Traffic Counter	5,239	5,534

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

Meter Reading Division

	FYE 13		FYE 12	
	MAY	YTD	MAY	YTD
Number of Meters Read	36,694	397,498	39,292	404,887
New Service	1,935	14,661	1,640	13,482
Request for Termination	2,121	14,148	1,920	13,254
Delinquent On(s)	55	753	40	1,750
Delinquent Offs	136	1,378	126	2,926
Collect Deposit Tags Hung	22	776	28	871
Collect Deposit Cut Offs	1	725	51	711
Blue Tags	2	98	11	137
Number of Meters Re-read	1,293	11,613	977	12,118
Meters Cleaned	27	737	75	713
Customer Assists	38	652	87	703
Meters Pulled	0	4	0	1
Meters Re-set	0	1	0	2
TOTAL	42,324	443,044	44,247	451,555

Utility Division Activity Report

	FYE 13		FYE 12	
	MAY	YTD	MAY	YTD
STATUS REPORT				
Regular Utility Accounts Billed	39,733	433,322	38,866	425,571
New Ons	660	8,797	763	7,560
Final Accounts Billed	970	8,046	838	7,249
TOTAL METERS READ	41,363	450,165	40,467	440,380

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	186/163 staff hours
Re-Inspections	162 /137.75 staff hours
Residential Inspections	N/A
Smoke Detector Batteries	10 /7 staff hours
Miscellaneous Special	N/A
Plan/Platt Review	91/75.5 staff hours
Total Inspections	348 / 301 staff hours
Request for Service	167/147 staff hours
Code Violation Complaints	86/ 111.5 staff hours
Training (hours)	35/34 staff hours
Fire Education Classes	6/4 staff hours
Investigations	5/ 8.25 staff hours
Investigative Activities	22 / 70 staff hours

Special Programs: Smoke Detector Initiative
 1 man IAAI Conference 2 men Court
 4 men FEMA class

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

FIRE SUPPRESSION DIVISION ACTIVITIES

Incident Response Type Summary

Type	Count	% of Incidents	
Fire	22	2.01	
Overpressure Rupture, Explosion, Overheat - no fire	0	0	
Rescue & Emergency Medical Service Incidents	750	68.74	
Hazardous Conditions (No Fire)	47	4.30	
Service Call	83	7.60	
Good Intent Call	101	9.25	
False Alarm & False Call	66	6.04	
Severe Weather & Natural Disaster	4	.36	
Special Incident Type			
Incomplete Reports & Reports That Have Not Imported			
Total Incident Count	1,091		
Total Fire Loss			141,703

Average Response Times

	Number of Calls	Average Time
Station #1	254	4.70
Station #2	147	5.35
Station #3	254	5.85
Station #4	137	4.85
Station #5	61	8.34
Station #6	57	7.41
Station #7	98	6.87
Station #8	83	4.95

City of Norman Fire

Fire Suppression Monthly Activities (Summary)

Date Between {05/01/2013} And {05/31/2013}

Activity Code	Staff Count	Total Hrs	Pct Hrs
BP Blood Pressure Test (In-Station)	4	0.80	0.01%
CSI Car Seat Installation / Check	7	14.00	0.25%
CX Cancelled Call	465	85.51	1.53%
DE Daily Unit / Equipment Checks	1,083	1,078.68	19.27%
FS Fire on Standby (Committed & Unassigned)	9	3.63	0.06%
FX Fire At Scene	148	228.08	4.07%
HI Hydrant Inspection/Testing	4	4.00	0.07%
HX Haz-Mat At Scene	22	7.42	0.13%
IV Investigate	620	201.88	3.61%
LM Lawn Maintenance	95	117.50	2.10%
MS Medical On Standby (Committed & Unassigned)	20	10.84	0.19%
MX Medical At Scene	3,141	1,173.89	20.97%
OD Dept. Meeting/Project (Except Officer's Meetings)	12	21.00	0.38%
OM Officers Meeting	3	2.00	0.04%
PE Off Site Public Education / Demonstration	22	66.00	1.18%
PS Public Service	368	107.07	1.91%
SB Shift Briefing	991	663.75	11.86%
SM Station Maintenance	1,099	1,346.00	24.04%
SR Search and/or Rescue	38	273.90	4.89%
SS Storm Shelter	5	9.95	0.18%
TT Trade Time	6	144.00	2.57%
VM Vehicle Maintenance (i.e. Monthlys)	16	38.00	0.68%
	8,178	5,597.90	

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: May 2013
Mitigation:	
Siren Testing	System is operating at 100%
Safe Room Program	Application pending funding
Preparedness:	
Dr. Park Pharmacy Building Review	Reviewed locations for sheltering
Amateur Radio Meeting	Second Saturday each month
Governors Wildfire Conference	13 May
Central EM Meeting	16 May
Response:	
Severe Weather Response	19 May Tornado
Mutual Aid to Moore	20 May Tornado
Continued operations from May 19 into June	
Recovery:	
Coordinated response and mutual aid	Responded to Cleveland County Tornado's Direct support to Norman and Cleveland County – Mutual Aid to Moore
Volunteer Response to severe weather	More than ~600 volunteers hours documented @ FEMA rate of \$12.50, more than \$7500 of in kind match and continued into June

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
May 2013

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Met with various supervisors to discuss employee absenteeism
- Met with various third party administrators regarding health insurance services
- Attended Finance Committee meeting
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) meeting

B. Grievances (active)

- AFSCME Grievance FY13 – 18 – Jones (Water Line Maintenance) - Suspension
- AFSCME Grievance FY13 – 17 – Mays (Fleet) – Disputing non-payment of overtime
- AFSCME Grievance FYE13 – 14 – Lowman (Fleet) – Shift assignment/seniority (*Union has requested Arbitration*)
- IAFF Grievance FYE13 – IAFF/Hart – Wellness Program

C. Collective Bargaining

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

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed May 2013 City Newsletter
- Reconciled expense accounts and processed invoices
- Attended/Summarized three (3) negotiation sessions: (1) AFSCME; (1) FOP; (1) IAFF
- Scheduling started for United Way Kick-Off events by Dept/Div to be held July 15th-19th.

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
- Open enrollment for Health Insurance

- Pre-site visit for Wellness Screening
- Two (2) make-up Wellness Screenings
- Responded to 143 benefit inquiries

COMPENSATION

A. Personnel actions processed:

- Forty-seven (47) employees hired:
 - 3 – Municipal Court – (1) Deputy Marshal, (1) Marshal and (1) Marshal/Hearing Officer
 - 1 – Public Works/Fleet – Auto Service Technician
 - 1 – Legal – Intern
 - 42 - Parks and Recreation – (1) Custodian; (9) Umpires; (1) Recreation Leader I; (1) Special Instructor I; (1) Golf Course Attendant; (2) Parks Laborers; (27) Westwood Pool
- Ten (10) employees terminated employment:
 - 1 – Legal – Intern
 - 1 – Municipal Court – Marshal
 - 1 – Finance/Utilities – Customer Service Supervisor
 - 1 – Public Works/Traffic – Maintenance Worker II
 - 1 – Public Works/Fleet – Auto Parts Assistant
 - 1 – Utilities/Sewer Line Maintenance – Maintenance Worker II
 - 1 – Fire/Training – EMS Training Officer
 - 1 – Police/Emergency Communications – Call Taker (PPT)
 - 2 – Parks and Recreation – (1) Recreation Leader (PT); (1) Parks Laborer (PT)

B. Compensation/Benefit Surveys:

- Requested Executive Compensation Survey information from local and comparable cities

RECRUITMENT

Accepted applications for the following positions:

- Call Taker (PPT), Police/Emergency Communications Bureau
- 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
- Deputy Marshal, Municipal Court
- Temporary Laborer, Parks & Recreation/WW Golf Course
- Bus Driver, Parks & Recreation/Recreation
- 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
- Police Officer, Police/Patrol
- Golf Course Attendant, Parks & Recreation/WW Golf Course
- Sanitation Worker II, Utilities/Sanitation
- Recreation Leader I, Parks & Recreation/Recreation
- Special Instructor: Summer Camp, Parks & Recreation/Recreation
- Custodian, Parks & Recreation/Little Axe Center
- Marshal, Municipal Court
- Hearing Officer, Municipal Court
- Communications Officer, Police/Emergency Communications Bureau
- Customer Service Supervisor, Finance
- Tennis Shop Attendant, Parks & Recreation, Westwood Tennis Center
- Temporary Laborer, Utilities/Water Reclamation Facility
- Maintenance Worker II, Public Works/Streets
- Maintenance Worker I, Public Works/Streets
- Animal Welfare Officer, Police/Animal Welfare
- Meter Service Representative, Finance
- Administrative Technician III, City Clerk

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	410	Written Exams	2
Phone	475	Practical Testing/Assessment Center	0
Mail	275	Panel Board Interviews	3
Email	205	Promotion Board	1
Total Subscribers on E-mail Vacancy List	1,709	Oral Interviews	14
Total Visits to City of Norman HR website	4,446	Hiring Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	50	Advertisements Placed	9
Pre-Employment Drug Screens	38	Applications Received	284
Pre-Employment Physicals	25	Job Announcements Emailed	84
Pre-Employment OSBI	25	Job Announcements to CON Depts.	392

TRAINING & DEVELOPMENT

Provided “Give ‘Em the Pickle” customer service training for 40 employees in Public Works/Street and Storm Water Drainage, Parks and Recreation/Recreation Leaders and Recreation Technicians, Fire Department/B and C Crews, and Utilities/Sanitation Division.

Presented Core Value Awards to five employees in the Public Works Department at the National Public Works Annual Recognition Event.

The Computer Training Lab was the site for Mobile Field Inspection Device training for Building Inspectors in Planning and Community Development/Development Services; Anti-Bullying training for Parks and Recreation, Recreation Summer Camp Staff; server maintenance, primary site server build, and City V Center configuration by Finance, IT Division; One Point of Sale testing and training; West Law legal research software training for Legal Department staff; and Organization and Structure of Electronic Files for the Utilities Department.

SAFETY

Safety activities during May 2013:

- Held twelve (12) safety meetings

Recordable Injuries – 15

Employee	Nature of the injury	Activity	Prognosis
Fire/Suppression	Strain/Sprain to shoulder	Fighting a structure fire	Medical care, returned to work
Fire/Suppression	Contusion to eye	Undoing a strap, the end slapped him in the eye	Medical care, returned to work
Fire/Suppression	Inguinal hernia	Lifting a patient	Under medical care
Municipal Court	Contusion to hand/palm	Caught hand in automatically closing door	Medical care, returned to work
P&R/Park Maintenance	Strain/Sprain to shoulder	Pulling a pump	Medical care, returned to work
P&R/Park Maintenance	Poison Ivy rash	Working in park	Medical care, returned to work
Police/Patrol	Laceration to hand	Opening a knife blade	Medical care, returned to work
Police/Patrol	Contusion to knee	Fighting with suspect	Medical care, returned to work
Police/Patrol	Broken ankle	Arresting suspect	Under medical care
Police/Patrol	Strain/Sprain to neck	Vehicle collision (citizen's fault)	Medical care, returned to work
Police/Patrol	Contusion to ribs	Personal Defense Training	Medical care, returned to work
Police/Patrol	Contusion to collarbone	Arresting suspect	Medical care, returned to work
Police/Patrol	Broken Shoulder	Personal Defense Training	Under medical care

Police/Patrol	Strain/Sprain to back	While clearing out a building, fell while climbing through a window	Medical care, returned to work
Utilities/Sewer Line Maint.	Back strain/sprain	Pulling a manhole cover	Medical care, returned to work

Vehicle Collisions– 2

Division	Description of Collision	Discipline Status
Utilities/Sanitation Commercial	Missed turn off Interstate Drive. Decided to back up to make that turn and collided with a citizen behind the truck	Chargeable
Utilities/Sanitation Residential	Disregarded painted traffic control device delineating a turn lane and drove across the double lines colliding with a citizen turning into that turn lane	Chargeable

Cumulative number of Vehicle Collisions of the indicated year to date, 2013 is YTD total.					
2013	2012	2011	2010	2009	2008
9	15	18	34	42	42

LEGAL

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MONTHLY REPORT - LEGAL DEPARTMENT
May Report
(Submitted June 14, 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*

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

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

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

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

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

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

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

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

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

CON v. James & Dorothy Madole-Armstrong, CJ 2013-778W (W)

CON v. III Moore Properties, LTD, CJ 2013-776L (W)

CON v. Wiley & Barbara Madole, CJ 2013-775L (W)

The previous four cases are condemnations on Cedar Lane.

These lawsuits were filed in the Cleveland County District Court on May 30, 2013 as condemnations actions for the Cedar Lane Project.

CON v. Tietsort Revocable Trust & Trustees, CJ 2013-777L (W)

This lawsuit was filed in the Cleveland County District Court on May 30, 2013 as a condemnation action for the Franklin Road Project.

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 FYE13-17 – (Mays Overtime) This grievance has been resolved and will no longer appear on the Monthly Report.

AFSCME Grievance FYE13-18 – (Jones Discipline)

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

FOP Grievance FYE13 - (Amason – Termination). Arbitration has been set for September 18, 2013.

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

IAFF Grievance FYE13 – (IAFF – Wellness Program).

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 May, 2013, the Early Settlement Norman Mediation Program accepted 43 new cases, closed 58 cases and conducted 9 mediations.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through April 30, 2013. Statistics through May 31, 2013 were not available at the time of completion of this report. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

<u>Month</u>	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</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	587	1	62	73	10	16	16
MAY	561	672		23	84		15	17	
JUNE	582	620		32	48		9	10	
TOTALS / YTD	6623	6616	5501	249	721	658	149	162	144

WORKERS' COMPENSATION COURT

The total number of pending cases is 41. There were three new cases filed in May, 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	
Finance	IT	1	1			
Fire	Administration				3	
Fire	Suppression	17	11	10	6	10
Parks/Rec.	Recreation					
Parks/Rec.	Park Maintenance			1	2	
Police	Animal Control					1
Police	Patrol	4	3		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	2	2			
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		41	21	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)

This case was settled and the settlement approved by Council on May 14, 2013. The Compromise Settlement was filed with the Workers' Comp Court on May 23, 2013. This case will no longer appear on the Monthly Report.

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)

This case was settled and the settlement approved by Council on May 14, 2013. The Compromise Settlement was filed with the Workers' Comp Court on May 22, 2013. This case will no longer appear on the Monthly Report.

Bridgford, 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)

This case was settled and the settlement approved by Council on May 14, 2013. The Compromise Settlement was filed with the Workers' Comp Court on May 23, 2013. This case will no longer appear on the Monthly Report.

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)

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

Curtis, John v. City of Norman, WCC 2013-00527 X
(PW MWI Streets, Right leg/knee)

Deason, Grant W. v. City of Norman, WCC 2012-10668 H
(Firefighter, Spine)

Glover, Harold v. City of Norman, WCC 2010-09518 H
(Fire Captain, Back, Body, Depression)

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)

Harris, Gregory W. v. City of Norman, WCC 2013-03951 A
(PW, SW, MWI, Right Knee)

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)

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

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

Kent, Scott v. City of Norman, WCC 2007-07275 Y

(PW Sewer line maintenance, Hand, Depression)
Lauderdale, Glenn v. City of Norman, WCC 2013-05128 J
 (Finance, Tech Support, Left Shoulder/Arm)
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)
Simpson, Jason v. City of Norman, WCC 2013-05574 J
 (Police, MPO Officer, Back/Neck/Head)
Smith, Joseph B. v. City of Norman, WCC 2010-03196 F
 (Firefighter, Back)
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 3 new claims forwarded to the City Attorney's Office in May, 2013. The following is a breakdown of the Special Claims activity through May 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	2		1	
Finance (meter covers)				1	
Fire		1	2	2	2
Fleet					
Human Resources					
Legal			1		
Utilities-Sewer & Line Maintenance		10	4	21	16
Parks	1	1	3	1	2
Planning					
Police		8	7	4	12

Public Works-Traffic		3	11		
Road & Channel					
Utilities-Sanitation	1	5		1	11
Streets		7	4	7	18
Utilities		3	24	3	
Utilities-Waste Water (runoff water)					
Other				7	13
TOTAL CLAIMS	3	40	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	40	58	48	74
Claims Open and Under Consideration	9	2	1	0
Claims Not Accepted Under Statute/Other	0	0	8	16
Claims Paid Administratively	10	22	14	13
Claims Paid Through Council Approval	6	12	5	8
Claims Resulting in a Lawsuit for FY13	0	1	1	0
Claims Barred by Statute (No Further Action Allowed)	3	20	18	37
Claims in Denied Status (Still Subject to Lawsuit)	12	1	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.

MUNICIPAL COURT 7

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

CASES FILED

	<u>MAY</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>MAY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,242		15,374	1,805		16,139
Non-Traffic	342		4,078	452		4,622
SUB TOTAL	1,584		19,452	2,257		20,761
Parking	782		9,126	268		5,662
GRAND TOTAL	2,366		28,578	2,525		26,423

CASES DISPOSED

	<u>MAY</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>MAY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,352		14,799	1,541		15,374
Non-Traffic	340		3,922	439		4,021
SUB TOTAL	1,692		18,721	1,980		19,395
Parking	715		7,114	221		4,955
GRAND TOTAL	2,407		25,835	2,201		24,350

REVENUE

	<u>MAY</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>MAY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	137,368		1,464,854	146,114		1,479,580
Non-Traffic	43,124		557,767	82,254		669,082
SUB TOTAL	180,492		2,022,621	228,368		2,148,662
Parking	17,125		189,016	8,214		156,836
GRAND TOTAL	197,617		2,211,637	236,582		2,305,498

Juvenile Community Service Program

In May, 2013, juveniles provided 155 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 87 hours valued at \$630.75, if paid at minimum wage, were devoted to City of Norman parks and other projects.

PARKS AND RECREATION

MAY 2013
PARK PLANNING DIVISION
MONTHLY REPORT

Park Planning Activities for the month included:

Hall Park Trails:

Staff is monitoring the contractor chosen to construct the sidewalk/trail connection along the east side 24th Avenue NE between Creighton Drive and Wildwood Church which connects the Doubletree greenbelt and the Hall Park greenbelt . The Hall Park POA has pledged to contribute funds to help pay for the majority of the work on this trail segment, with the city paying for the balance out of the Hall Park greenbelt improvements project. Weather has delayed the completion until early June.

Irving and Whittier Gym Floors:

Staff received bids and selected a contractor for the recreation center gym floor replacements. An agenda item has been prepared for the first Council meeting in June with work being done over the summer.

Adkin's Crossing Park:

Adkins Park improvements continued in May. Improvements included the addition of new swings , construction of a new backstop and soccer goals, and installation of four new picnic tables, two new benches and four new trash cans for the park.

Frances Cate Park:

Staff monitored the contractor hired to install the new picnic shelter near the playground at Frances Cate Park. The project will finish in early June, as weather permits.

Rotary Park Pavilion:

Staff received bids for the new pavilion in Rotary Park to replace the one destroyed in the tornado last April. The new structure will be a stone and timber pavilion like the one on the lake shore at Griffin Park. When approved by council in June construction can occur over the summer months.

Bike to Work Day:

The City's 8th annual Bike To Work Day rally was held in Andrews Park on Friday, May 17th. Promoted by the League of American Bicyclists to encourage cycling as a viable form of transportation three group rides in Norman started at different locations and rode to Andrews Park. Healthy snacks and wellness checks were provided by Norman Regional Health System and door prizes, including a free bike furnished by First American Bank were given away. Norman is a Bronze Level Bicycle Friendly Community.

Woodslawn Park:

Staff received quotes for tot lot (2-5 year old) equipment to replace the equipment that was destroyed in a fire earlier this year. An item has been prepared for the first City Council meeting in June to approve the quotes and hire a vendor to deliver and install the new equipment this summer. Additional equipment (5-12 year old size) remains available in the park in the area adjacent to Adams Elementary.

Sooner Theatre:

Staff received quotes and selected a contractor for electric upgrades at the Sooner Theatre . The upgrades will be done over the summer months.

John Saxon Community Park:

Staff advertised a bid package for the construction of the entry road, Phase I parking and final grading and surfacing of the cross-country running course . Bids will be due on June 13th. This phase of the park development will provide a formal entry to the site off 36th Avenue south of Highway 9. Phase I construction is being done with the help of a Recreational Trails grant that will pay for 80% of the project with the other 20% coming from the Room Tax Fund. We have applied for a second round of Recreational Trails grandt funding and will be notified in the next month about whether or not we received that grant.

Legacy Trail South (Duffy & Asp multi-modal trail & Jenkins sidewalk):

Staff held a pre-work meeting with ODOT and the construction contractor and inspector for the project to go over the work plan and coordinate the submittals, testing, timing and other items associated with the work. The work is programmed to be completed before the OU fall semester gets underway. The contractor has submitted traffic control and material approval requests and started staking the project route. Staff will notify local residents about the project plans and any anticipated utility work associated with the work that will affect them in advance of the work.

**MAY 2013
RECREATION DIVISION
MONTHLY REPORT**

Senior Citizens Center: There were three rentals at the facility this month with 401 people participating. Attendance at the center was down this month due to the rain and storms. There were 823 participants in daily programs at the center and there were 465 seniors who participated in the Congregate Meals program provided by Aging Services. Cardio Plus, Zumba and Bridge are some of the popular classes offered daily.

Little Axe Community Center: There were 257 transactions at the library kiosk this month and the food donations from Country Boy Markets and the food closet provided assistance to 379 individuals. The Head Start program completed their school year this month. The playground areas and basketball goals have seen an increase in activity with the better weather. The disc golf course is used every day weather permits and the disc golf groups hosts tournament play on Wednesday nights and on weekends.

12th Avenue Recreation Center: There were six rentals at the center this month with 518 in attendance. The after school program completed another successful session this month. The Adventure summer day camp program began this month with an average of 42 campers in attendance. Campers have visited the Westwood Waterpark and the Hollywood Theater this month. Jazzercise, Aikido, Zumba, Kung Fu and Karate completed their spring season and will begin their summer sessions on June 3rd.

Irving Recreation Center: There were 9 rentals at the facility this month with 140 in attendance. Tippi Toes and Flamenco dance continue at the center. Junior Jammer Volleyball concluded this month. The after school program ended May 24th for the 2012-2013 school year after another successful year. Planet Reaves Day camp began on May 28th with a full camp. OKC Thunder Rolling Book Bus visited the campers and each child received two free books. Open gym hours for Irving Recreation Center for this summer will be Monday, Wednesday and Friday from 1-5 pm.

Whittier Recreation Center: Junior Jammer Volleyball concluded this month with a double elimination tournament. The league had 85 participants on 10 teams with games being played at both Whittier and Irving Recreation Centers. The after school program ended in May for this school year with an average of 28 children participating from Jackson and Truman Elementary Schools. Whittier Middle School uses the gym each school day for gym classes, assemblies and other school activities. The center was used as a storm shelter for the public 6 times this month.

FACILITY ATTENDANCE:

	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	1,729	21,939
Little Axe Community Center	1,130	14,268
12th Avenue Recreation Center	3,909	34,264
Irving Recreation Center	1,229	20,779
Whittier Recreation Center	3,846	39,037
Reaves Center	300	3,300
Tennis Center	2,424	30,451

MAY 2013
PARK MAINTENANCE DIVISION

Park Maintenance crews performed routine maintenance including trash removal, mowing, trimming, flower bed and median maintenance. Daily preparations of the baseball and softball fields at Griffin Park were done by the ball field crew for the Youth Baseball/Softball games. Crews cleaned Andrews Park following the annual Mayfair Festival.

SAFETY REPORT	FYE-13MTD	FYE-13YTD		FYE-12MTD	FYE-12YTD
On-The-Job Injuries	1	14		0	9
Vehicle Accidents	0	2		1	4
Employee responsible	0	1		0	1
ROUTINE ACTIVITIES	Total Man Hours			Total Man Hours	
	MONTH-TO-DATE	YEAR-TO-DATE		MONTH-TO-DATE	YEAR-TO-DATE
Mowing	337.00	1110.75		277.00	1744.00
Trim Mowing	1360.00	5793.00		868.00	6119.50
Chemical Spraying	46.00	753.00		87.00	718.00
Fertilization	0.00	8.00		0.00	28.00
Tree Planting	0.00	77.50		0.00	6.00
Tree & Stump Removal	114.00	1457.00		4.00	525.00
Tree Trimming/Limb Pick-Up	57.50	743.75		36.00	774.50
Restroom/Trash Maintenance	467.25	3487.25		220.00	3627.00
Play Equipment Maintenance	58.00	1808.50		160.00	1257.00
Sprinkler Maintenance	26.00	2250.75		147.00	1824.00
Watering	4.00	516.50		26.75	956.00
Grounds/Building Maintenance	39.00	369.50		17.00	250.00
Painting	7.00	32.50		0.00	16.00
Planning Design	0.00	37.00		0.00	8.00
Park Development	12.00	374.50		0.00	188.25
Special Projects	146.00	4320.25		179.00	4492.75
Nursery Maintenance	8.00	10.00		2.00	22.00
Flower/Shrub Bed Maintenance	78.50	731.00		54.00	1079.50
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	165.00	223.00		36.00	262.00
Fence Repairs	18.00	1143.00		0.00	644.00
Equipment Repairs/Maintenance	198.00	1747.75		174.00	2006.25
Material Pick-Up	11.50	182.75		5.50	178.75
Miscellaneous	88.50	2401.75		113.00	2010.00
Shop Time	10.00	441.50		30.00	289.00
Snow/Ice Removal	0.00	106.00		4.00	50.00
Christmas Lights	0.00	1787.00		0.00	731.00
Close to Home Fishing	0.00	0.00		0.00	12.00
Forestry	4.00	10.00		20.00	62.00
Graffiti Clean-Up	0.00	52.00		0.00	83.00

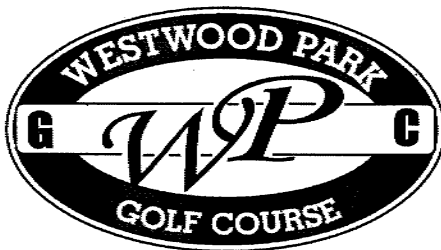
MAY 2013
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	2	15	29.75	502.75	2	42	60.00	1164.75	4	57	89.75	1667.50
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				\$215.69				\$435.00				\$650.69
Value of hours Y-T-D				\$3,644.94				\$8,444.44				\$12,089.38

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

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A



MAY 2013

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	MAY FY'13	MAY FY'12
Regular Green Fees	1219	1271
Senior Green Fees	160	343
Junior Fees	94	114
School Fees (high school golf team players)	66	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	325	354
Employee Comp Rounds	249	231
Golf Passport Rounds	1	1
9-Hole Green Fee	225	190
2:00 Fees	182	162
4:00 Fees	380	734
6:00 Fees	52	113
PGA Comp Rounds	3	5
*Rainchecks	15	33
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	834	1253
Green Fee Adjustments <small>(fee difference on rainchecks)</small>	8	26
Total Rounds <small>(*not included in total round count)</small>	3798	4797
% change from FY '12	-20.83%	
Range Tokens	3874	5101
% change from FY '12	-24.05%	
18 - Hole Carts	127	202
9 - Hole Carts	55	112
½ / 18 - Hole Carts	1762	2047
½ / 9 - Hole Carts	415	675
Total Carts	2359	3036
% change from FY '12	-22.30%	
18 - Hole Trail Fees	3	3
9 - Hole Trail Fees	3	4
18 - Hole Senior Trail Fees	1	5
9 - Hole Senior Trail Fees	2	10
Total Trail Fees	9	22
% change from FY '12	-59.09%	
TOTAL REVENUE	\$117,965.11	\$137,699.29
% change from FY '12	-14.33%	

MAY 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	\$66,426.19	\$472,036.33	\$75,503.81	\$489,798.28
Driving Range	\$13,295.77	\$95,572.68	\$17,854.29	\$90,936.88
Cart Rental	\$36,795.17	\$255,115.83	\$43,390.60	\$260,711.93
Restaurant	\$1,402.50	\$8,130.30	\$883.87	\$9,816.11
Insufficient Check Charge	\$0.00	\$100.00		\$100.00
Interest Earnings	\$45.48	\$4,961.80	\$66.72	\$5,967.46
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL INCOME	\$117,965.11	\$835,916.94	\$137,699.29	\$857,730.66
Expenditures	\$75,689.13	\$946,826.49	\$82,558.18	\$995,304.44
Income vs Expenditures	\$42,275.98	(\$110,909.55)	\$55,141.11	(\$137,567.78)
Rounds of Golf	3798	29202	4797	32323

Twelve days of rain, a total of over 8 inches has hampered golf activity and outdoor maintenance. Several occasions of debris removal, trap pumping and general cleanup was necessary. In May greens are mowed, and cups are changed daily. Traps are raked 4-5 days a week. Fairways are mowed 2 times a week, as are collars. Tees are mowed 3 times a week. Rough is mowed daily. Pre-emergent applications were completed on all cool season grasses as well as club house turf areas. Post emergent applications of herbicide continue as conditions allow. Unseasonably cool and wet conditions have made post emerge applications more numerous. An application of wetting agent was applied to bent grass greens. Greens were fertilized twice. An application of fungicide and insecticide was applied to all greens. All fairways and tees were fertilized.

Vandalism was seen on the 4th weekend of the month. Repairs were made to #14 green as well as the course bathrooms. The tennis center was tidied up and the grounds were mowed, and trimmed in advance of a tournament. Assistance was provided to the pool prior to its opening. By months end we were into hand watering conditions. We are training returning and new employees. Irrigation repair is an ongoing activity as problems arise. The month ended with us preparing for the Memorial Day Scramble.

A clock tower is near completion at # 1 teebox. Beds and plants around clubhouse area were spruced up. Battery corrosion on all fleet cars was cleaned up. The decking on # 16 bridge was cleaned up and new lumber was installed as needed

MAY 2013
WESTWOOD POOL
MONTHLY REPORT

Westwood Pool opened for the season May 25th.

FINANCIAL INFORMATION

	FY2013 MTD	FY2013 YTD	FY2012 MTD	FY2012 YTD
Admission Fees	\$8,420.00	\$58,982.25	\$17,876.50	\$68,529.00
Waterslide Fees	\$690.00	\$12,742.00	\$1,638.00	\$14,206.00
Swim Lesson Fees	\$8,685.00	\$13,263.00	\$10,653.00	\$17,215.50
Pool/Slide Rental	\$0.00	\$10,800.00	\$0.00	\$8,575.00
Locker Fees	\$3.50	\$23.00	\$10.50	\$30.00
Concessions	\$0.00	\$2,580.00	\$0.00	\$2,580.00
TOTAL INCOME	\$17,798.50	\$98,390.25	\$30,178.00	\$111,135.50
Expenditures	\$7,813.84	\$142,148.60	\$15,098.89	\$135,413.26
Income verses Expenditures	\$9,984.66	(\$43,758.35)	\$15,079.11	(\$24,277.76)

ATTENDANCE INFORMATION

	FY 2013 Month to Date	FY 2013 Season to Date (May-Aug 13)	FY 2012 Month to Date	FY 2012 Season to Date (May-Aug 12)
a. swim tags	155	310	203	203
b. pool admission	577	1154	1221	1221
c. slide admission- (not inc. in total)	269	538	519	519
d. group admission	0	0	30	30
e. noon admission	0	0	1	1
f. evening admission	70	140	34	34
g. evening tags	17	34	25	25
TOTAL ATTENDANCE	819	1638	1514	1514

PLANNING AND COMMUNITY DEVELOPMENT 9

PLANNING DEPARTMENT ACTIVITY
May 2013

ADMINISTRATIVE DIVISION

Staff prepared a revised draft ordinance for the May 13, 2013 Community Planning and Transportation Committee meeting based on the comments from the April meeting. The changes included the following:

- The ordinance was divided into three categories of density: low, medium and high. The idea of three categories within the ordinance is intended to provide options for intensities of use depending on the neighborhood context of a proposed development site.
- Specific definitions of height and density for each of the three categories.
- Parking requirements for each of the three categories.
- Language to remain that a traffic study is required for all three categories.
- All three categories would be reviewed by the Design Review Committee.

At the meeting there was much discussion on specific elements and language in the ordinance. Direction was given by the Committee to staff to change the ordinance as the discussion progressed. Staff also had proposed minor changes which were accepted by the Committee.

The next meeting regarding the HDR draft ordinance was held on May 30, 2013 and was a public meeting held in the City Council Chambers in order to allow the public to hear information regarding the proposed ordinance as well as ask questions and provide comments.

Greenbelt Commission

There were four Greenbelt Enhancement Statements submitted for the May 20, 2013 meeting. They were GBC 13-12, Barbara Parr (Caddell Estates); GBC 13-13, Jesse & Kate Wells (Wells Estates); GBC 13-15, Justin Rhodes Homes; and GBC 13-16, AB & Associates (Noonn). The meeting was cancelled due to weather conditions. These items proceed forward without comment from the GBC. The next meeting is scheduled on June 17, 2013.

Miscellaneous

	2012 May	June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan	Feb	Mar	Apr	May
Walk-Ins	60	60	52	41	71	75	72	70	72	97	96	99	63
Email Contacts	302		277	282	307	325	287	260	264	238	291	290	324
Lot Line Adjustments	0	2	2	1	4	2	3	4	4	4	3	0	1
Landscape Maint. & Replacement Bonds	2	2	0	3	1	2	1	4	6	4	3	2	1
Board of Adjustment Variance Appl.	0	1	2	0	1	2	2	0	3	4	1	1	0
Legal Notices Sent	0	47	37	0	11	50	19	0	96	107	13	16	0
Planning Commission Applications Rec'd	6	2	2	7	2	4	5	2	2	2	3	3	9
Legal Notices Sent	327	69	166	212	36	36	36	20	20	45	59	18	229
Pre-Development Meeting Appl. Rec'd	4	3	3	1	1	5	2	2	2	2	2	6	2
Notices Sent	214	135	111	36	86	203	31	281	27	43	44	276	142

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2012 June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan	Feb	Mar	Apr	May
Ordinance Amendments		1			1	1		2	3			
NORMAN 2025 Land Use Plan Amendments	1	2	2		1	1		1		2		4
Rezoning Requests	2	2	4	1	2	2		1	2	3	1	5
Utility Easement/Road Closures			2		1	2	2	2			2	2
Preliminary Plats	1	2	3		4	2		1	1	4		3
Final Plats	4	2	2	5	6	3	3	1	3	7	4	--
Rural Certificates of Survey				2	1	1	1			1		2
Short Form Plats						1					1	
Site Plan Amendments												
Certificate of Plat Correction												

During May, two applications for concurrent Pre-Development and Planning Commission review were received; one was subsequently withdrawn by the applicant.

During May, submittals for the June 13, 2013 Planning Commission meeting included two Norman Rural Certificates of Survey; one revised preliminary plat; one right-of-way and utility easement closure; one right-of-way closure; a project which included a Norman 2025 Land Use Plan amendment, rezoning and special use; one special use for off-street parking; a project including a Norman 2025 Land Use Plan amendment and rezoning; two applications which included a Norman 2025 Land Use Plan amendment, rezoning, and preliminary plat; and an amended application for Norman 2025 Land Use Plan amendment and rezoning.

The Planning Commission met in Regular Session on May 9 and approved one Short Form Plat; four final plats; one rezoning; and one utility easement closure. One right-of-way closure was postponed until the June 13 meeting at the request of the applicant. One set of minutes was prepared for the Planning Commission Regular Meeting.

During the month of May, twenty-one commercial building applications were submitted for review. Of those applications submitted, Current Planning Staff reviewed and approved ten.

Board of Adjustment

The Board of Adjustment did not meet during May because no applications were received. The next meeting is scheduled for June 26, 2013.

Miscellaneous

Staff issued 31 sign permits, 47 single family permits, 1 food service license, performed 1 inspection, prepared the monthly building report, researched and prepared zoning letters, researched and prepared staff reports on 4 GES and 3 other agenda items, reviewed commercial plans, provided Capital Improvements Budget and project implementation staff support and prepared the Preliminary CIP Budget, represented the City at the ITTC committee at ACOG, assisted the public and staff with planning questions (zoning, signs, development, capital improvements, etc.). Staff support for the Greenbelt Commission and Board of Adjustment.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

In early May, GIS staff participated in end user training for Cityworks given by an instructor from Cityworks. The training was primarily for Line Maintenance, but GIS personnel attended to understand what would be needed to support the end users after the consultant completes the upgrade. Staff also attended the Cityworks User Conference at the end of the month.

Mid-May was dominated by supporting the needs of City Staff responding to the tornado of May 19. In what has become a standard procedure when Norman has an event that results in the destruction of property, GIS printed out field maps that show the addresses and structures that were in the area at the time of the last GIS update. This assists the inspectors in determining where they are and what should be there. GIS also maps the path of the destruction once it is defined to communicate that information to citizens and debris contractors responsible for the clean-up.

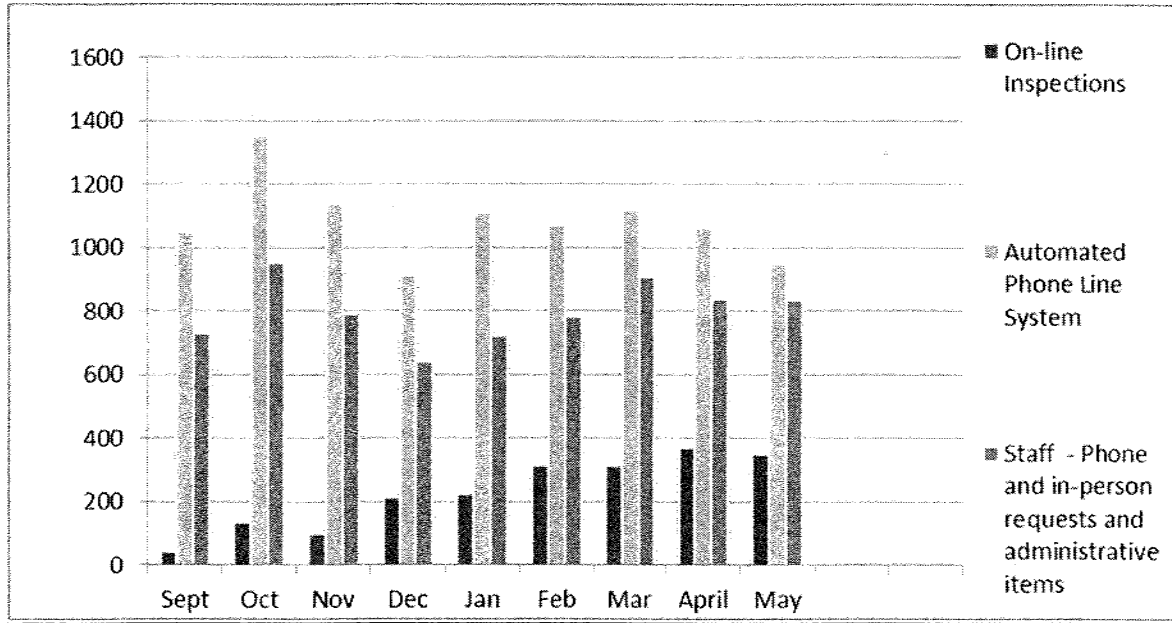
Development of internal web services to allow users to access GIS data continued in May. Internal users are starting to test some of the web applications for zoning and the land use plan. Work has begun on the external website, but was slowed by tornado response. The first external web maps will be deployed in July.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 103 requests for service that resulted in the production of 162 mapping products. The GIS Division did work for 8 of the City's departments during the month of May, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICES DIVISION
On-line Inspection Services

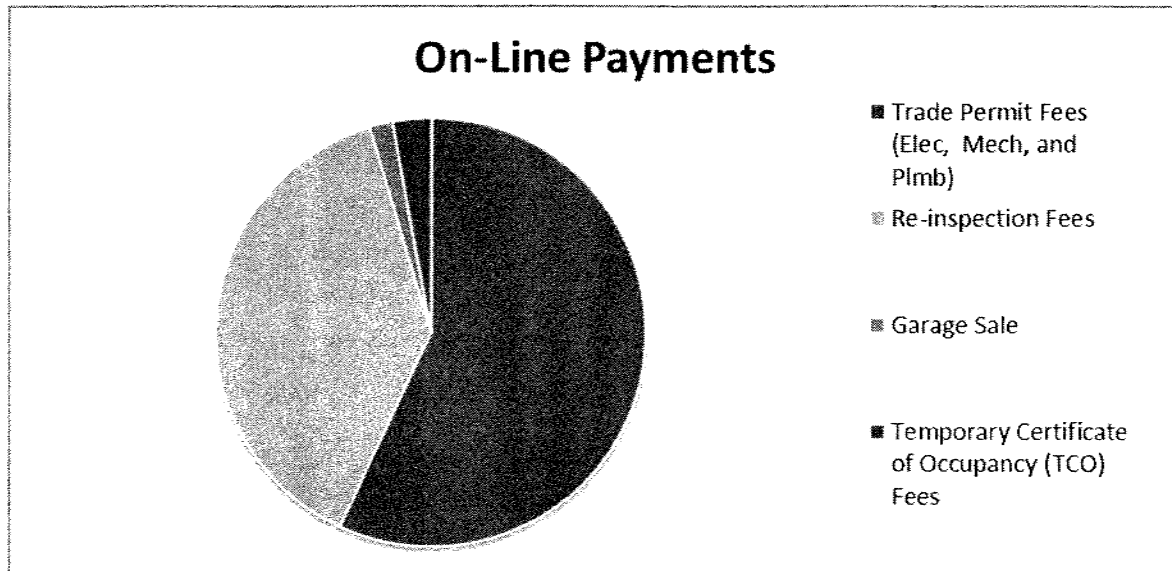
Inspection Requests

Since its implementation on September 5, 2012, 2,073 inspection requests have been made on-line; this includes 351 inspection requests in May. 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 172 payments have been made on-line totaling \$9,047.00. This includes 42 payments in May totaling 1,938.00. The on-line payments increased in May from 22 payments during April.



Mobile Field Inspection

The Building Inspectors received training on the Mobile Field Inspection (MFI) System from Selectron Technologies Inc. trainer Ryan Reams from Portland Oregon on March 28, 2013. In-house training using the "live" inspection data has been ongoing during May.

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

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

1,442 inspection results were entered using the Mobile Field Inspection (MFI) System in May. These inspection results were available on-line and through the Automated Phone Line System almost immediately as the inspections were conducted throughout the workday beginning as early as 8:15AM. Inspection Records were printed on-site as needed.

Storm Shelter Permits

112 storm shelter permits were issued in May with 70 shelter permits issued between May 20 and May 31. There were 51 storm shelter permits issued in May of 2012.

May 1-3	May 6-10	May 13-17	May 20-24	May 27-30
9	20	13	23	47

Construction Activity

The value of all construction activity permitted in MAY of 2013 totaled \$18,113,712, down from \$35,365,050 for the same month last year. A total of 195 permits were issued in MAY of 2013 compared to 211 in MAY of 2012. The number of permits is insignificant. The lower value is primarily due to higher new duplexes and multi-family residential activity in MAY 2012.

Total new residential permitting activity in MAY 2013 was 28 permits valued at \$4,970,725 compared to 713 permits valued at \$31,197,821 in MAY 2012. New single-family detached residential construction in MAY 2013 represented 28 new homes with an average value of \$177,526, compared with 43 new homes in MAY 2012 with an average value of \$191,769. There were no attached single family permits. There were no new mobile homes permits. There were no new duplex permits in MAY 2013 compared to 4 in MAY 2012 valued at \$400,000. There were no new multi-family permits

in MAY 2013 compared to 44 permits for 666 dwelling units MAY 2012 valued at \$22,551,736.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in MAY 2013 numbered 146 and were valued at \$1,835,787 compared to 91 permits valued at \$1,271,868 for MAY 2012. The average value in MAY 2013 was \$11,332 compared to \$13,977 in MAY 2012. The total number of permits was higher in MAY 2013 because of storm shelters. The difference in value is relatively insignificant.

New commercial construction permits in MAY of 2013 totaled 8 with a value of \$7,131,500 compared to 13 permits valued at \$1,445,729 for MAY 2012. The higher number and value of permits is due to the Holiday Inn Express Hotel valued at \$4,500,000 and the Absentee Shawnee Day Care Center valued at \$1,700,000.

Commercial Addition/Alteration permits in MAY of 2013 totaled 13 with a value of \$4,175,700 compared to 15 permits valued at \$1,449,632 for MAY 2012. The lower number of permits is insignificant. The higher value is primarily due to Heartland Harvest Church valued at \$2,500,000.

Construction Activity Summary for April 2013

Permit Type	No. of Permits		No. of Units		Const. Value		Average Value	
New Residential (sing fam, mob homes, dupl)		28	28	\$	4,970,725	\$	177,526	
New Multi-Family		0	0	\$	-	\$	-	
New Non-Residential		8	N/A	\$	7,131,500	\$	891,438	
Add/Alter Residential (All)	146		N/A	\$	1,835,787	\$	12,574	
Add/Alter Non-Residential	13		N/A	\$	4,175,700	\$	321,208	
Total Construction Permits/Value		195	28	\$	18,113,712			
Detailed Permit Activity	Calendar Year 2013				Calendar Year 2012			
Residential Activity	May	YTD	May	YTD	2012			
Single Family Permits	28	183	43	164	414			
<i>Total Construction Value</i>	\$ 4,970,725	\$ 36,510,013	\$ 8,246,085	\$ 26,486,851	\$ 74,416,561			
<i>Avg Construction Value</i>	\$ 177,526	\$ 199,508	\$ 191,769	\$ 161,505	\$ 179,750			
Single Family Attached Permits	0	0	0	0	0			
<i>Total Construction Value</i>	\$ -	\$ -	\$ -	\$ -	\$ -			
<i>Avg Construction Value</i>	\$ -	\$ -	\$ -	\$ -	\$ -			
New Mobile Home Permits	0	1	0	4	10			
<i>Total Construction Value</i>	\$ -	\$ 32,900	\$ -	\$ 232,500	\$ 394,639			
Duplex Permits	0	6	4	6	10			
<i>Number of Units</i>	0	6	4	6	10			
<i>Total Construction Value</i>	\$ -	\$ 781,555	\$ 400,000	\$ 620,000	\$ 910,000			
<i>Avg Construction Value per Unit</i>	\$ -	\$ 130,259	\$ -	\$ 103,333	\$ 91,000			
Multi-Family Permits	0	1	44	44	59			
<i>Number of Units</i>	0	4	666	666	930			
<i>Total Construction Value</i>	\$ -	\$ 200,000	\$ 22,551,736	\$ 22,551,736	\$ 35,469,387			
<i>Avg Construction Value per Unit</i>	\$ -	\$ 50,000	\$ 33,861	\$ 33,861	\$ 38,139			
New Residential Units	28	194	713	840	1364			
New Residential Value	\$ 4,970,725	\$ 37,524,468	\$ 31,197,821	\$ 49,891,087	\$ 111,190,587			
<i>Residential Demo Permits</i>	4	21	3	19	36			
<i>Residential Demo Units</i>	-2	-17	-2	-11	-25			
Net Residential Units	26	177	711	829	1339			
Addition/Alteration Permits**	16	83	8	87	214			
Other Permits***	130	542	83	83	835			
<i>Total Construction Value****</i>	\$ 1,835,787	\$ 8,045,916	\$ 1,271,868	\$ 7,433,305	\$ 16,276,181			
<i>Avg Construction Value</i>	\$ 12,574	\$ 12,873	\$ 13,977	\$ 43,725	\$ 15,516			
Residential Permits	174	816	182	388	1542			
Residential Value	\$ 6,806,512	\$ 45,570,384	\$ 32,469,689	\$ 57,324,392	\$ 127,466,768			
Commercial Activity								
Commercial Permits	8	34	14	41	99			
<i>Total Construction Value</i>	\$ 7,131,500	\$ 33,398,376	\$ 1,445,729	\$ 28,161,566	\$ 61,707,892			
<i>Avg Construction Value</i>	\$ 891,437.50	\$ 982,305	\$ 103,266	\$ 686,867.46	\$ 623,312			
Addition/Alteration Permits	13	56	15	60	135			
<i>Total Construction Value</i>	\$ 4,175,700	\$ 15,487,757	\$ 1,449,632	\$ 12,351,040	\$ 23,805,491			
<i>Avg Construction Value</i>	\$ 321,208	\$ 276,567	\$ 96,642	\$ 205,851	\$ 176,337			
Non-Residential Value	11,307,200	48,886,133	2,895,361	40,512,606	85,513,383			
Non-Residential Permits	21	90	29	101	234			
Total Construction Value	\$ 18,113,712	\$ 94,456,517	\$ 35,365,050	\$ 97,836,998	\$ 212,980,151			
Total Construction Permits	195	906	211	489	1776			
Other Permits								
Electrical Permits	103	562	133	566	1327			
Heat/Air/Refrigeration Permits	185	643	168	643	1587			
Plumbing & Gas Permits	161	716	177	702	1658			
Foundation Permits	0	28	2	5	11			
Temp Tents/Construction Trailers	4	16	2	16	34			
Demo Permits (Residential)	4	21	2	18	35			
Demo Permits (Commercial)	1	6	1	9	23			
House Moving Permits	5	10	1	10	41			
Sign Permits	17	148	19	90	254			
Water Well Permits	2	19	1	12	33			
Garage Sale Permits	290	689	437	891	2136			
Swimming Pool Permits	6	33	6	29	60			
Storage Building Permits	7	54	14	53	121			
Carports	1	4	0	3	12			
Storm Shelter Permits	112	422	51	269	532			
Residential Paving	4	29	12	45	110			
Additional Division Activity								
Miscellaneous/PODS/ROLOFS	15	56	17	68	150			
Lot Line Adjustments	1	10	0	3	18			
Certificates of Occupancy	128	522	115	494	1221			
All Field Inspections	2140	10977	2180	9949	25440			

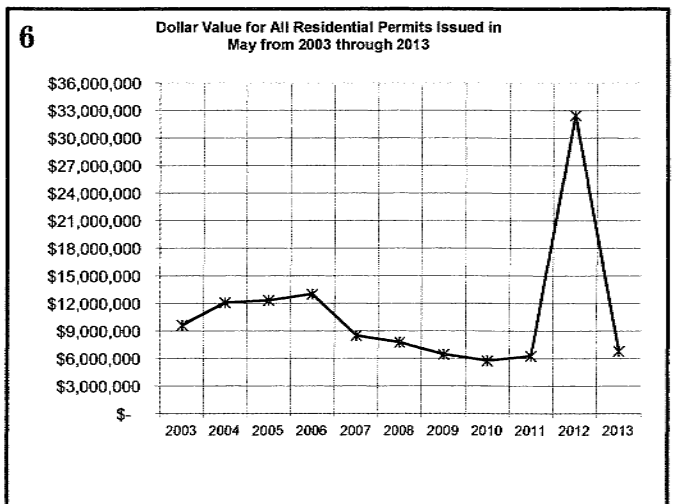
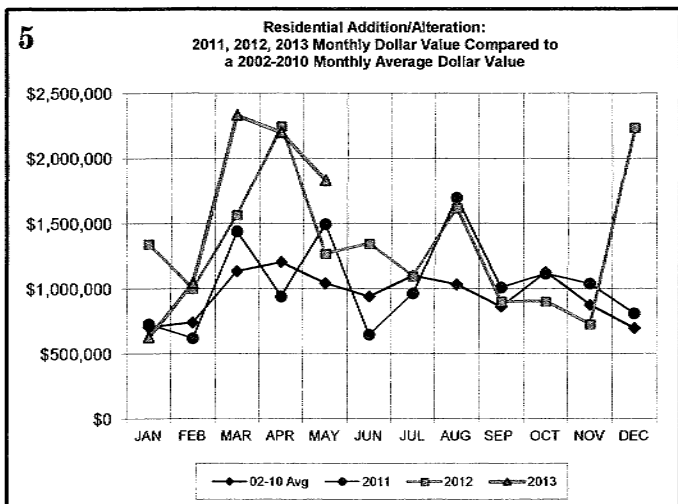
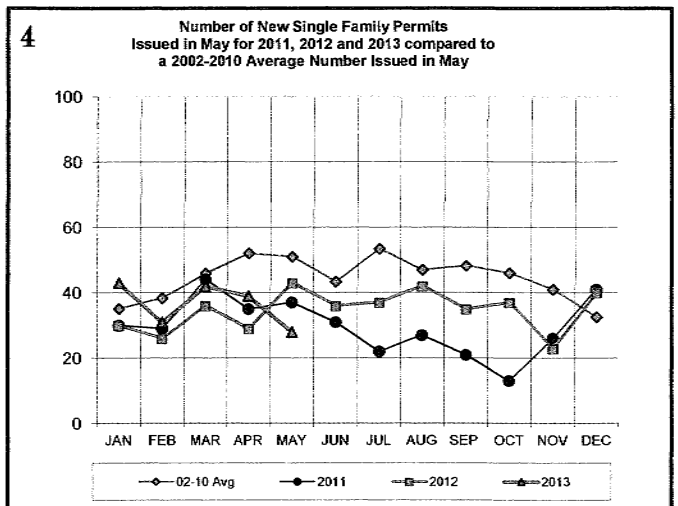
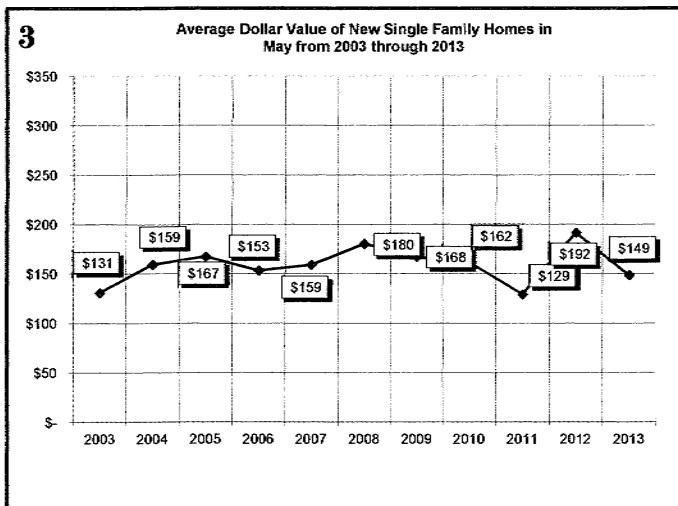
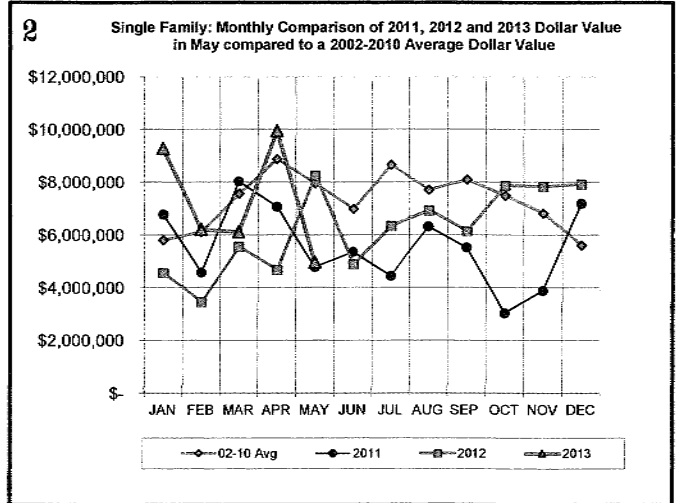
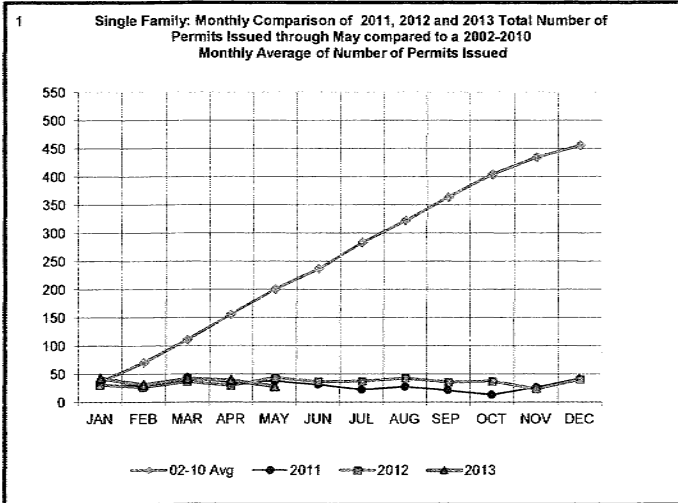
**Count includes: Add/Alt, Fire Rpr, Reprint Mobile Homes & Multi-family Add/Alt.

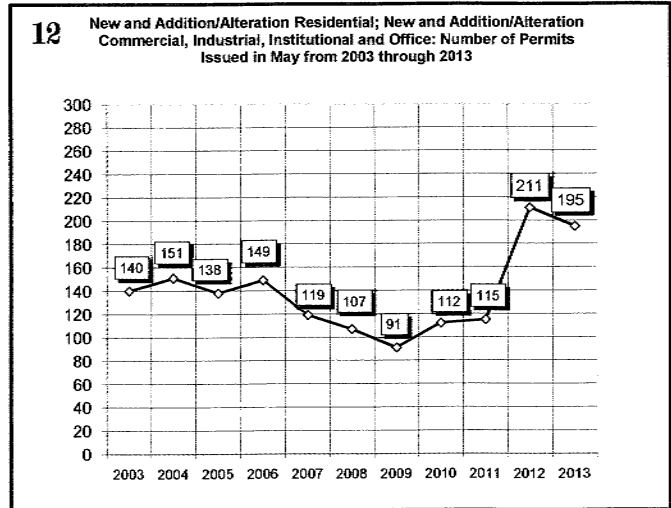
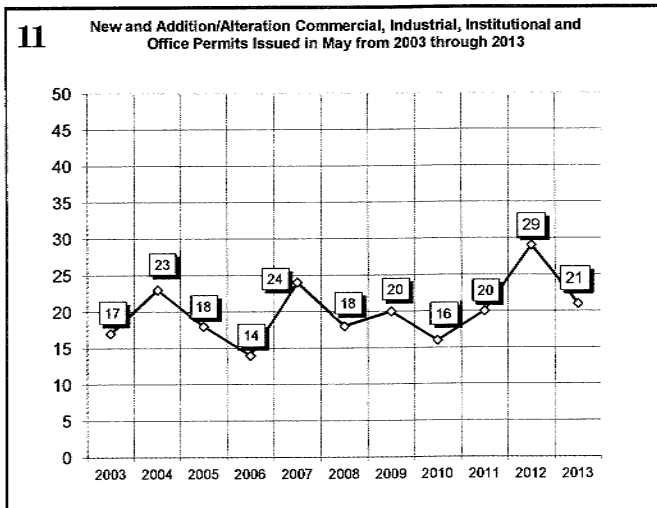
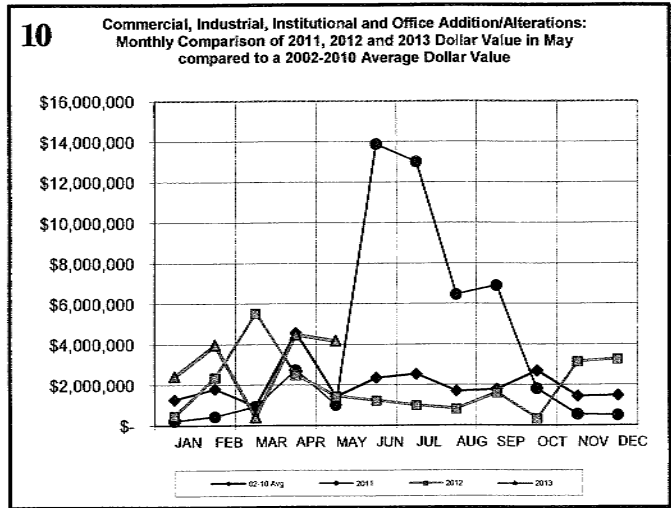
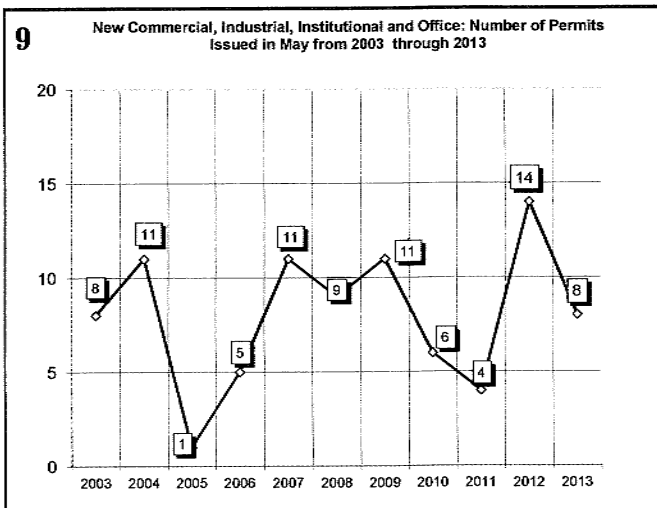
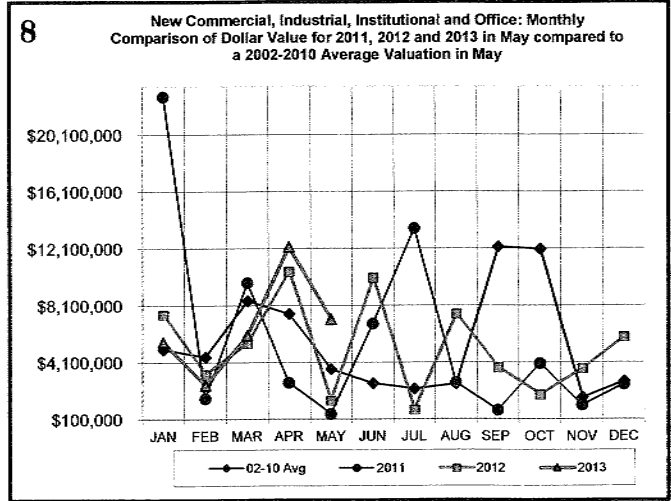
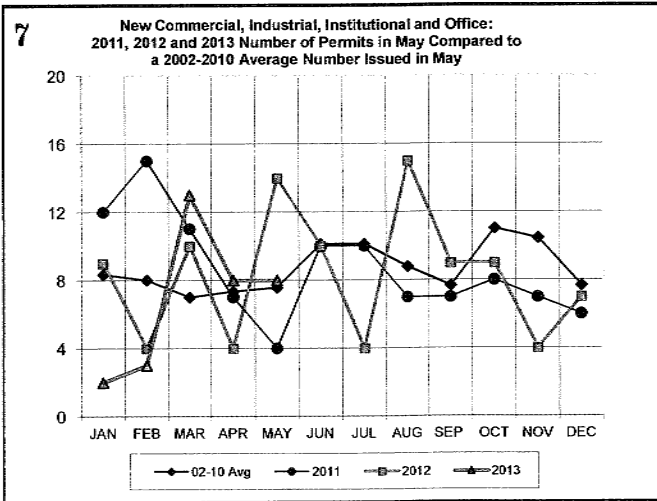
***Count includes: Pools, Storage Bldgs, Carports, Residential Paving, Storm Shelters.

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

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

MAY 2013 CONSTRUCTION REPORT





**City of Norman
BUILDING PERMITS AND INSPECTIONS**

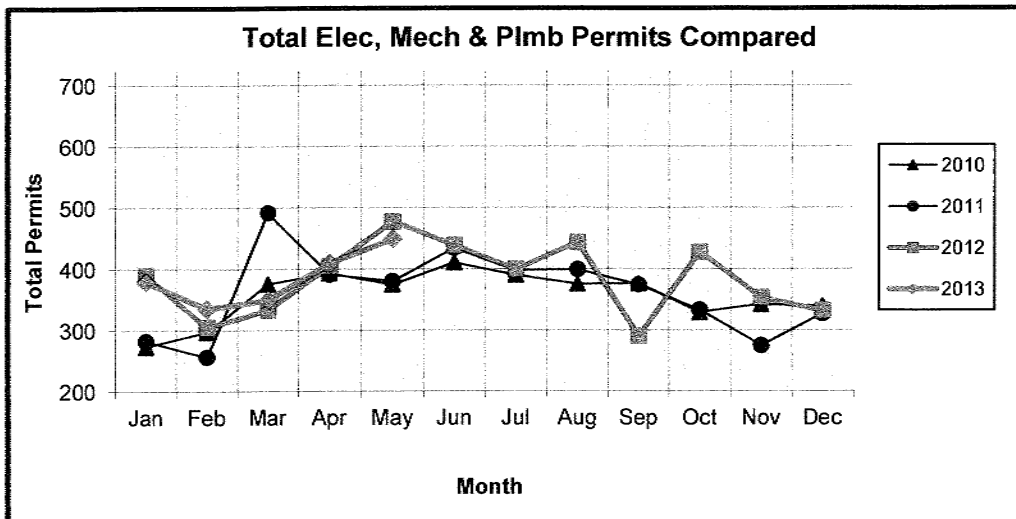
**TRADE PERMITS & GARAGE SALES
Sorted by Permit Type**

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	89	100	127	123	93	131	97	114	124	106	92	102	1298
HVAC (MECH)	83	73	81	146	149	147	156	142	114	102	112	106	1411
PLUMBING (PLBG)	101	124	167	124	132	132	137	119	138	121	138	131	1564
GARAGE SALE (GARA)	10	6	103	404	317	430	306	175	214	335	129	21	2450
HOUSE MOVING (MOVE)	0	0	4	2	5	9	4	5	7	5	3	4	48
DEMOLITION (BDEM)	7	3	6	2	9	6	6	4	2	3	0	8	56
SIGN (SIGN)	13	21	17	13	17	17	20	25	21	32	21	22	239
ELEC + MECH + PLBG	273	297	375	393	374	410	390	375	376	329	342	339	4273
Total	303	327	505	814	722	872	726	584	620	704	495	394	7066

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

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

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	128	100	114	117	103								562
HVAC (MECH)	102	99	119	138	185								643
PLUMBING (PLBG)	149	136	116	154	161								716
GARAGE SALE (GARA)	22	18	86	273	290								689
HOUSE MOVING (MOVE)	2	0	3	0	5								10
DEMOLITION (BDEM)	6	2	10	4	5								27
SIGN (SIGN)	23	26	48	34	17								148
ELEC + MECH + PLBG	379	335	349	409	449	0	0	0	0	0	0	0	1921
Total	432	381	496	720	766	0	0	0	0	0	0	0	2795



COMMERCIAL BUILDING PERMITS
Issued May 2013 - Sorted by Permit Type

City of Norman
BUILDING PERMITS AND INSPECTIONS

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	CROSSLANDS CONSTRUCTION CO, INC	840	05/06/13	744		ELM	AVE	20	1	JOHNSON'S ADD	R3	\$ 630,800	3,970
COMMERCIAL, ADD/ALT-2	AZTEC BUILDING SYSTEMS, INC.	1331	05/03/13	2459	W	MAIN	ST		A	RIEGER ADD	C2	\$ 61,000	1,860
COMMERCIAL, ADD/ALT-2	GRACE CONTRACTING, LLC.	1332	05/03/13	2401	NW	MAIN	ST		B	RIEGER ADD	C2	\$ 59,000	1,208
COMMERCIAL, ADD/ALT-2	BARBOUR & SHORT, INC	1354	05/14/13	6450	N	36TH	AVE	1	0	HEARTLAND HARVEST ADDITION	A2	\$ 2,500,000	23,416
COMMERCIAL, ADD/ALT-2	BENCHMARK HOMES OF CENTRAL OK	1459	05/15/13	900	N	PORTER	DR	9N	30	HIGHLAND ADDITION	C2	\$ 50,000	1,767
COMMERCIAL, ADD/ALT-2	TORBATI, HUSSEIN	1495	05/01/13	3530		MACDONNELL	DR	2	1	NORTHBRIDGE IND PARK #4	I1	\$ 80,000	4,800
COMMERCIAL, ADD/ALT-2	FATEL, SAREESH (SAM)	1664	05/10/13	2824		CLASSEN	BLVD	1	1	NOT SUBDIVIDED	C2	\$ 20,000	250
COMMERCIAL, ADD/ALT-2	JARBOE, JOHN	1768	05/07/13	225		INTERSTATE	DR	1	1	HIBBON ADD	R3	\$ 20,000	156
COMMERCIAL, ADD/ALT-2	PURDAM CONSTRUCTION	1959	05/13/13	603		CLASSEN	BLVD	9	1	CLASSEN-MILLER ADDITION	C2	\$ 200,000	3,700
COMMERCIAL, ADD/ALT-2	J4 DEVELOPMENT	1979	05/30/13	3300	E	MARSHALL	AVE	1	2	SHAKLEE ADD	I1	\$ 473,500	1,700
COMMERCIAL, ADD/ALT-2	INDIAN HILLS PARTNERSHIP INC.	2319	05/16/13	1601		IMHOFF	RD	1	1	THE COTTAGES AT NORMAN	PUD	\$ 40,000	800
COMMERCIAL, ADD/ALT-2	J.A. WRIGHT CONSTRUCTION	2327	05/17/13	6221	W	MAIN	ST	2	1	MELTON ADD	C2	\$ 12,000	2,000
COMMERCIAL, INTERIOR FINISH-2	TORBATI, HUSSEIN	1665	05/10/13	2824		CLASSEN	BLVD	1	1	RIVER OAKS SEC 5	C2	\$ 29,400	288
COMMERCIAL, NEW CONSTRUCTION-2	APOLLO BUILDING SYSTEMS INC	1224	05/03/13	3540		NATIONAL	DR	8	5	NOT SUBDIVIDED	C2	\$ 100,000	1,700
COMMERCIAL, NEW CONSTRUCTION-2	EOFF, STEVE CONSTRUCTION	1619	05/10/13	3650		CLASSEN	BLVD	1	1	NORTHBRIDGE IND PARK #3	I1	\$ 275,000	4,000
COMMERCIAL, NEW CONSTRUCTION-2	APOLLO BUILDING SYSTEMS INC	1978	05/16/13	5300		INTERSTATE	DR	1	1	NOT SUBDIVIDED	I1	\$ 220,000	8,500
COMMERCIAL, NEW CONSTRUCTION-2	SAWATZKY CONST./HOMES INC.	2269	05/08/13	2500		CONFERENCE	DR	1	1	COMMUNITY CHRISTIAN SCHOOL	A2	\$ 190,000	6,750
COMMERCIAL, NEW CONSTRUCTION-2	ABSOLUTE POOLS	2417	05/29/13	3201		13TH	PL	1	1	UNIVERSITY NORTH PARK SEC 7	PUD	\$ 2,500	720
COMMERCIAL, NEW CONSTRUCTION-2	SAGEMILL CONSTRUCTION	6271	05/29/13	16051		LITTLE AXE	DR	1	1	CAMPUS CREST ADDITION	PUD	\$ 4,500,000	82,147
TEMPORARY BLDG/CONST TRAILER-2	SMALL POCKET POETS	1935	05/02/13	3700	W	ROBINSON	ST	1	1	ABSENTEE SHAWNEE HEALTH CTR	TC	\$ 144,000	2,374
TEMPORARY BLDG/CONST TRAILER-2	SMALL POCKET POETS	1936	05/02/13	201	W	DAVIS	ST	1	1	BROOKHAVEN, VILLAGE AT #3	C1	\$ 100,000	1,700
TEMPORARY BLDG/CONST TRAILER-2	RENT-A-TENT	2219	05/14/13	333		INTERSTATE	DR	1	1	NOT SUBDIVIDED	R1	\$ 20,000	156
TEMPORARY BLDG/CONST TRAILER-2	HENSHAW, TERRY	2548	05/24/13	3801		JOURNEY PARKWAY	DR	2	1	TSTB ADD #2	C2	\$ 40,000	800
<p style="text-align: center;">Total Permits 21</p>												<p>Average Project Area 7,753</p> <p>Total Project Area 162,817</p>	

NEW CONSTRUCTION INFORMATION			
CONTRACTOR	BUILDING SIZE (Square Feet)	LOT SIZE (SF) N	USE /CLASSIFICATION
APOLLO BUILDING SYSTEMS INC	4000	17,000	INDUSTRIAL STORAGE
EOFF, STEVE CONSTRUCTION	6500	82,628	
EOFF, STEVE CONSTRUCTION	6750	SEE ABOVE	STORAGE
APOLLO BUILDING SYSTEMS INC	720	484,372	SCHOOL
SAWATZKY CONST./HOMES INC.	82147	98,208	HOTEL
ABSOLUTE POOLS	2374	822,785	APT POOL
SAGEMILL CONSTRUCTION	10711	116,000	DAY CARE

ADDITIONS AND ALTERATIONS		TOTAL NEW COMMERCIAL	
COMMERCIAL, ADD/ALT-2	COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW CONSTRUCTION-2	COMMERCIAL, NEW CONSTRUCTION-2
\$ 4,175,700	\$ 100,000	\$ 7,031,500	\$ 7,031,500
13	1	7	7
SUBTOTAL ADDITIONS AND ALTERATIONS		SUBTOTAL NEW CONSTRUCTION	
\$ 4,175,700	\$ 100,000	\$ 7,131,500	\$ 7,131,500
13	1	8	8
TOTAL ADD/ALT AND NEW CONSTRUCTION		TOTAL ADD/ALT AND NEW CONSTRUCTION	
\$ 4,175,700	\$ 100,000	\$ 7,131,500	\$ 7,131,500
13	1	8	8

OTHER PERMITS	
COMMERCIAL, FOUNDATION PERMIT#2	OTHER PERMITS
\$ -	\$ -
0	0
TOTAL ADD/ALT AND NEW CONSTRUCTION	
\$ 4,175,700	\$ 7,131,500
13	8

TOTAL NO.	21
TOTAL VALUE	\$ 11,307,200

City of Norman
BUILDING PERMITS AND INSPECTIONS

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

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1960	05/07/13	1509		SHRILL	CT	16	1	SUTTON PLACE ADD #7	R1	\$ 4,000	40
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	1966	05/01/13	2825		CREEKVIEW	PL	9	2	EAST RIDGE ADD #03	R1	\$ 2,200	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	1980	05/01/13	1904		BARRINGTON	DR	12	6	HALL PARK #6	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	1981	05/01/13	601		RIDGE LAKE	BLVD	12	3	SUMMIT LAKES ADD #7	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1983	05/01/13	2321		LINDENWOOD	LN	61	2	HALL PARK #2	R1	\$ 3,150	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	1984	05/01/13	3016		ELIE	ST	6	3	CASCADE ESTATES PUD #5	PUD	\$ 2,795	24
1 & 2 FAMILY STORM SHELTER-3	ARROW FENCE CO.	2001	05/02/13	2280		HOUSTON	AVE	6	3	NOT SUBDIVDED	R1	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2021	05/03/13	3908		ANNALANE	DR	3	1	WARWICK ADD #3	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2026	05/03/13	313		TECUMSEH MEADOW DR	DR	12	1	TECUMSEH MEADOWS ADD #2	R1	\$ 3,600	42
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2045	05/06/13	4404		WARRINGTON	CIR	2	2	CARRINGTON PLACE ADD #3	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2049	05/06/13	2704		GLEN OAKS	DR	59	3	EAST RIDGE ADD	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2055	05/06/13	3011		TIMBER SHADOWS	DR	7	2	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2058	05/06/13	3100		HIGHLAND RIDGE	DR	19	1	HIGHLAND VILLAGE ADD SEC 1	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2075	05/06/13	1927		WILMINGTON	CT	6	4	COLONIAL EST # 8	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2078	05/06/13	3828		CANONBURY	RD	2	1	CARRINGTON PLACE ADD #5	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	2122	05/06/13	712		MC GEE	DR	3	14	MEADOW PARK ADD	R1	\$ 2,620	55
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	2130	05/07/13	6706		CEDAR	LN	18	1W	NOT SUBDIVDED	A2	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	MUSGRAVE CONST. CO INC.	2134	05/08/13	4012		NORTHWICH	DR	2	13	QUAILBROOK ADD #2	R1	\$ 21,000	391
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2142	05/07/13	2900		CASTLEWOOD	DR	8	1	CASTLEWOOD ADD	R1	\$ 2,600	35
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2155	05/07/13	2301		CHADWICK	DR	9	2	ST JAMES PARK ADD 4	R1	\$ 3,600	36
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2161	05/08/13	408		YARMOUTH	RD	22	12	VINEYARD PHASE III	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	2166	05/08/13	3908		BROWNWOOD	LN	2	2	CASTLEROCK ADD #4	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2182	05/08/13	519		DEE ANN	DR	6	3	MEADOW PARK ADD	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2196	05/09/13	3212		RIVIERA	DR	36	2	CANADIAN TRAILS ADD #2	RM2	\$ 2,700	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2198	05/09/13	205		DOLLINA	CT	7	4	TECUMSEH RIDGE SEC 2	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2202	05/09/13	128		HORIZON VIEW	CT	25	1	SUMMIT LAKES ADD #9	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2212	05/09/13	1727		HIGH MEADOWS	DR	14	14	HIGH MEADOWS #3	RM2	\$ 2,600	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2235	05/15/13	717		HAVASU	DR	6	1	RED CANYON RANCH SEC 3	PUD	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2256	05/10/13	708		MC GEE	DR	2	14	MEADOW PARK ADD	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2261	05/10/13	1024		JOE KEELEY	DR	10	1	SUTTON WOODS #2	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2292	05/13/13	3410	NE	38TH AVE	DR	8	2	HANSMEYER ADD	A2	\$ 3,200	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2303	05/13/13	2203		CREIGHTON	DR	8	10	HALL PARK #3	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2308	05/13/13	4600		WELLINGTON LAKE	DR	4	2	WELLINGTON LAKE SEC 2	PUD	\$ 3,600	36
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	2315	05/21/13	602		STEWART	AVE	7	3	ELLIOTT ADD	R1	\$ 2,400	55
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2316	05/13/13	5112		DEERHURST	DR	7	2	CAMBRIDGE ADD V	R1	\$ 3,825	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2326	05/14/13	3705		WINDOVER	DR	4	1	BROOKHAVEN #19	R1	\$ 3,300	32
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2345	05/14/13	4101		PENRITH	PL	18	2	BROOKHAVEN #32	R1	\$ 3,800	23
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2379	05/15/13	1707		HIGH MEADOWS	DR	16	14	HIGH MEADOWS #3	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2381	05/15/13	2824		MISTY RIDGE	DR	4	3	SUMMIT LAKES ADD #2	R1	\$ 4,000	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2414	05/16/13	2904		SLOANE	ST	11	3	BERKELEY ADD #5	R1	\$ 2,895	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2415	05/16/13	1612		RIDGEMONT	CIR	4	13	HIGH MEADOWS #3	RM2	\$ 3,795	0
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2427	05/16/13	5113		MONTROSE	CT	7	3	CAMBRIDGE ADD #3	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2460	05/17/13	3824		IRVINE	DR	10	2	CASCADE ESTATES PUD #5	PUD	\$ 3,045	13
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2475	05/20/13	114		BEACON	CIR	16	4	LAKEVIEW TERRACE	R1	\$ 3,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2477	05/20/13	3820		CARRINGTON	LN	5	5	CARRINGTON PLACE ADD #3	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	WEATHER TECH, LLC.	2485	05/20/13	903		CLUNGSMANS DOME	RD	1	4	GREENLEAF TRAILS ADD 2	PUD	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2487	05/20/13	2832		WEYMOUTH	CT	9	2	WOODLAKE ESTATES #2	R1	\$ 2,600	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2515	05/21/13	332		ST CLAIR	DR	1	1	BROOKHAVEN SQUARE #4	PUD	\$ 4,500	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2519	05/22/13	3924		BROWNWOOD	LN	6	2	CASTLEROCK ADD #4	R1	\$ 2,995	18
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2526	05/22/13	2105		WYCKHAM	PL	5	2	BROOKHAVEN #28	R1	\$ 3,550	21
1 & 2 FAMILY STORM SHELTER-3	BARGAIN BARNS & BUILDINGS, LLC.	2528	05/22/13	405	N	FINDLAY	AVE	3	3	COLLEY'S 2ND	R1	\$ 3,600	48
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2532	05/22/13	1404		SEBASTIANI	CIR	31	2	SONOMA PARK #4	R1	\$ 3,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2534	05/22/13	4208		NORTHHAMPTON	CT	5	3	THE TROPHY CLUB	RM2	\$ 4,175	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2535	05/22/13	1105		PINEHURST	DR	51	1	CANADIAN TRAILS ADD #2	R1	\$ 4,000	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2537	05/22/13	2505		RIDGEFIELD	DR	31	1	HAWTHORNE PLACE	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2541	05/22/13	2517		DEER CHASE	DR	4	3	DEERFIELD ADD SEC 4	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2542	05/22/13	2801		LONG LAKE	PL	10	1	WELLINGTON LAKE SEC 2	PUD	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	2544	05/24/13	4105		MORRISON	CT	5	2	WELLINGTON LAKE SEC 2	R1	\$ 2,750	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2547	05/23/13	301		RIDGE LAKE	BLVD	31	2	SUMMIT LAKES ADD #3	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2549	05/23/13	2515		JONQUIL	LN	3	3	HANSMEYER HEIGHTS #1	RE	\$ 2,500	49
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	2550	05/23/13	7601	E	LINDSEY	ST	32	1W	NOT SUBDIVDED	A2	\$ 2,460	55
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2568	05/24/13	1220		GREENBRIAR	DR	4	12	COLLEGE MANOR	R1	\$ 3,200	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2579	05/24/13	2721		GLEN OAKS	DR	1	1	EAST RIDGE ADD	R1	\$ 2,500	21

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued May 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 SHELTERS INC.	2580	05/24/13	912		ACCIPITER	ST	2	6	EAGLE CLIFF SOUTH ADD #2	R1	\$ 2,900	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2583	05/24/13	408		MISTY RIDGE	DR	15	6	SUMMIT LAKES ADD #4	R1	\$ 2,800	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2587	05/28/13	3009		CAVECREEK	ST	0003	001	SHADOWLAKE ADD #3	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2591	05/28/13	4901		BAKER	ST	9	1	CAMBRIDGE ADD #6	R1	\$ 2,400	23
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	2593	05/28/13	533		LEANING ELM	DR	10	9	WOODCREST EST #4	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2597	05/28/13	3804		CANONBURY	RD	8	1	CARRINGTON PLACE ADD #5	R1	\$ 3,600	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2600	05/28/13	1628		BAYCHARTER	ST	14	6	PARK PLACE ADD #6	R1	\$ 2,995	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2606	05/28/13	1720		MONTCLAIR	CT	12	8	HALL PARK #3	R1	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2607	05/28/13	5016		DEERHURST	DR	11	2	CAMBRIDGE ADD #5	R1	\$ 4,300	23
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2608	05/28/13	501		RAMSEY	ST	12	4	CAMBRIDGE ADD	R1	\$ 4,250	23
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2609	05/28/13	2909		MCGEE	DR	2	2	TRAILS ADD #3	R1	\$ 3,800	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2610	05/28/13	3545		BROOKFORD	DR	3	2	BROOKHAVEN SQUARE #1	PUD	\$ 3,800	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2616	05/29/13	2557		CYPRESS	AVE	6	9	COLLEGE MANOR	R1	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2622	05/29/13	1117		SPARROWHAWK	DR	4	2	EAGLE CLIFF ADD #12	RM2	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2627	05/29/13	400		WESTCHESTER	CIR	32	1	TOWN & COUNTRY ESTATES #2	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2639	05/29/13	2500		MEADOWBROOK	DR	1	2	OAK BROOK ESTATES	R1	\$ 2,900	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2640	05/29/13	2600		BUTLER	DR	5	4	NORMANDY ACRES FIRST	R1	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2641	05/29/13	3001	SE	24TH	AVE	1	4	ST JAMES PARK ADD 3	R1	\$ 3,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2649	05/29/13	1816		BROONE	DR	5	2	PARK PLACE ADD #4	R1	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2654	05/29/13	4013		DORNOCH	LN	2A	2	CASCADE ESTATES PUD #7	PUD	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2656	05/30/13	4409		WARRINGTON	CIR	6	2	CARRINGTON PLACE ADD #3	R1	\$ 3,500	40
1 & 2 FAMILY STORM SHELTER-3	WEATHER TECH, LLC.	2659	05/30/13	1913		OAKHURST	AVE	7	1	PARKHURST ADD	R1	\$ 2,895	24
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	2660	05/30/13	4003		GREEN HILLS	DR	1	1	CHERRY CREEK SEC 1	R1	\$ 3,000	55
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2663	05/30/13	1429		SPRINGWOOD	RD	8	2	PARK PLACE ADD #7	R1	\$ 3,600	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2664	05/30/13	7160	W	INDIAN HILLS	RD	5	3W	NOT SUBDIVIDED	A2	\$ 2,800	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2666	05/30/13	1204		BROONE	DR	7	2	PARK PLACE ADD #3	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2667	05/30/13	5121		MONTROSE	CT	12	3	CAMBRIDGE ADD #3	R1	\$ 4,125	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2668	05/30/13	4604		FLINT RIDGE	DR	1	2	BROOKHAVEN #33	R1	\$ 2,300	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2669	05/30/13	4209		KENSAL RISE	PL	7	2	CARRINGTON PLACE ADD #9	R1	\$ 2,300	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2672	05/30/13	122		TECUMSEH RIDGE	RD	6	4	TECUMSEH MEADOWS ADD #1	R1	\$ 2,600	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	2675	05/30/13	4105		PENRITH	PL	15	2	BROOKHAVEN #32	R1	\$ 3,045	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2676	05/30/13	4524		TUSCANY	DR	21	2	BROOKHAVEN #37	R1	\$ 3,600	35
1 & 2 FAMILY STORM SHELTER-3	GREENSON, DOUG	2677	05/30/13	7000		CEDAR	LN	18	1W	NOT SUBDIVIDED	A2	\$ 4,000	24
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	2678	05/30/13	2853		DALEWOOD	TER	19	1	EAST RIDGE ADD #03	R1	\$ 2,000	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2680	05/31/13	2901		MISTY RIDGE	DR	7	1	SUMMIT LAKES ADD #2	R1	\$ 3,100	18
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	2682	05/31/13	4012		QUAIL	DR	3	10	QUAILBROOK ADD #2	R1	\$ 2,800	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2686	05/31/13	3817		WATERFRONT	RD	22	3	CARRINGTON PLACE ADD #2	R1	\$ 4,250	26
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2690	05/31/13	208		LORRINGS	DR	2	2	ROYAL OAKS ADD #3	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2691	05/31/13	1167		MERRYMEN GREEN	DR	4	3	SHERWOOD FOREST #3	R1	\$ 4,000	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2692	05/31/13	3932		WARWICK	DR	10	19	BROOKHAVEN #02	R1	\$ 4,000	24
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTERS,	2693	05/31/13	809		BRITTANY	CT	6	3	BROOKHAVEN #11	R1	\$ 3,000	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2696	05/31/13	1817		ABBOTSFORD	DR	6	2	BROOKHAVEN #25	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	2698	05/31/13	3752		CEDAR RIDGE	DR	15	2	CEDAR RIDGE	R1	\$ 2,895	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	2699	05/31/13	3729		KINGS CANYON	RD	2	5	RED CANYON RANCH SEC 2	PUD	\$ 4,250	28
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTERS/HIT STEEL	2700	05/31/13	1113		GLEN EAGLES	CT	7	1	COBBLESTONE WEST	R1	\$ 3,800	35
1 & 2 FAMILY STORM SHELTER-3	WEATHER TECH, LLC.	2701	05/31/13	213		TISBURY	RD	1	4	THE VINEYARD PHASE II	PUD	\$ 3,195	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2702	05/31/13	2624		BISHOPS	DR	25	1	WARWICK ADD #7	R1	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	2705	05/31/13	4509		TUSCANY	DR	15	3	BROOKHAVEN #37	R1	\$ 3,395	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	2713	05/31/13	2015		MORNING DEW	TRL	4	1	TRAILS ADD #3	R1	\$ 3,600	40
1 & 2 FAMILY, ADD OR ALTER-2	DAVID GRACE INC.	1708	05/10/13	6624	W	ROBINSON	ST	29	3W	NOT SUBDIVIDED	A2	\$ 375,000	4,000
1 & 2 FAMILY, ADD OR ALTER-2	RED OAK CONSTRUCTION	1913	05/03/13	1025		HEARTHSTONE	RD	3	7	BROOKHAVEN #36	R1	\$ 75,000	2,339
1 & 2 FAMILY, ADD OR ALTER-2	CAVINS ROOFING & REMODELING	1932	05/01/13	16303	E	ROCK CREEK	RD	16	1E	NOT SUBDIVIDED	A2	\$ 75,000	2,000
1 & 2 FAMILY, ADD OR ALTER-2	C & C BUILDERS	1955	05/07/13	3506		HILLVIEW	DR	11	1	HILLVIEW ESTATES	RE	\$ 256,000	3,328
1 & 2 FAMILY, ADD OR ALTER-2	SLAWINSKI, ALBERT	2012	05/07/13	401		KEITH	ST	19	8	CLASSEN-MILLER ADDITION	R1	\$ 7,000	70
1 & 2 FAMILY, ADD OR ALTER-2	SNEED, STEVEN E.& KAREN K.	2019	05/03/13	6851		DAY	DR	19	1W	SMITH RANCH	R1	\$ 5,500	270
1 & 2 FAMILY, ADD OR ALTER-2	JPL CONSTRUCTION, LLC	2154	05/14/13	3201		DOVE HOLLOW	LN	13	4	PRAIRIE CREEK #3	R1	\$ 20,000	65
1 & 2 FAMILY, ADD OR ALTER-2	VICKREY, MIKE	2306	05/15/13	121		WILLOWAY	DR	3	6	WILLOWAY ESTATES	RM6	\$ 1,600	160
1 & 2 FAMILY, ADD OR ALTER-2	PONDER, RON	2340	05/16/13	11391	E	STATE HWY 9	DR	2	1W	NOT SUBDIVIDED	PUD	\$ 30,000	156
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	2405	05/15/13	2018		MORNING DEW	TRL	9	1	TRAILS ADD #3	R1	\$ 150,000	770
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	2425	05/16/13	1122	W	COMANCHE	ST	3	2	LOCKETT'S FIRST ADD	R1	\$ 500	0
1 & 2 FAMILY, ADD OR ALTER-2	ELLIOTT, JESSICA BERGEN	2493	05/23/13	2512		SMOKING OAK	RD	10	3	SMOKING OAK #1-REPLAT	R1	\$ 10,000	550
1 & 2 FAMILY, ADD OR ALTER-2	COLE CONSTRUCTION, LLC.	2612	05/30/13	900		GARVER	ST	1	2	EPPELY-DOTSON ADD	R1	\$ 12,000	320
1 & 2 FAMILY, ADD OR ALTER-2	FAMILYSAFE STORM SHELTERS	2652	05/29/13	4112		TROON	ST	13	2	CASCADE ESTATES PUD #7	PUD	\$ 3,000	200

City of Norman
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued May 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, ADD OR ALTER-2	BUCKLEY, MARSHA & MICHAEL	2858	05/20/13	1300		SUNSET	DR	1	3	FUZZELLS ADD #2	R1	\$ 10,000	300
1 & 2 FAMILY, CARPORT-2	BARGAIN BARNIS & BUILDINGS, LLC.	2301	05/13/13	505		MANOR	DR	13	5	SOUTH UNIVERSITY PLACE	R1	\$ 2,750	440
1 & 2 FAMILY, PAVING-2	RED VALLEY LANDSCAPE & CONST.	1949	05/06/13	1722		SURREY	PL	6	9	SUNRISE HEIGHTS SEC #3	R1	\$ 4,000	400
1 & 2 FAMILY, PAVING-2	ANYTHING CONCRETE	2191	05/09/13	3213		WILLOW ROCK	RD	1	3	CROSSROADS WEST #1	R1	\$ 3,200	500
1 & 2 FAMILY, PAVING-2	ROWAN, TOM	2260	05/10/13	419		KANSAS	ST	16	12	NORMAN HEIGHTS ADDITION	R1	\$ 900	200
1 & 2 FAMILY, PAVING-2	RIDER, RANDY	2516	05/22/13	1710		IOWA	ST	22	6	SUNSET ADDITION	R1	\$ 2,000	250
1 & 2 FAMILY, STORAGE BLDG-2	COJAC PORTABLE BUILDINGS	2013	05/03/13	11500		TORRANS	LN	35	1W	TORRANS ADD (SURVEY)	A2	\$ 5,911	288
1 & 2 FAMILY, STORAGE BLDG-2	GOTCHA COVERED INC.	2027	05/03/13	7700		STARDUST	LN	17	1W	NOT SUBDIVIDED	A2	\$ 18,600	1,500
1 & 2 FAMILY, STORAGE BLDG-2	MORTON BUILDINGS	2143	05/07/13	3300		ALLSPICE RUN	RD	12	2	CINNAMON RUN	RE	\$ 25,000	720
1 & 2 FAMILY, STORAGE BLDG-2	OKC PARTY TENT & EVENT	2358	05/15/13	2703	NW	60TH	AVE	16	3W	NOT SUBDIVIDED	A2	\$ 700	800
1 & 2 FAMILY, STORAGE BLDG-2	LESHER, JOSH	2362	05/22/13	1428		TEAKWOOD	DR	12	1	WOODCREEK ADD #8	R1	\$ 1,950	300
1 & 2 FAMILY, STORAGE BLDG-2	GOBER POST FRAME CONSTRUCTION	2569	05/28/13	10110		OKRIDGE	CIR	6	1	OAKRIDGE EST #1	RE	\$ 16,000	1,620
1 & 2 FAMILY, STORAGE BLDG-2	LAWN MASTER OUTDOOR LIVING	2595	05/28/13	2800		STONEBRIDGE	CT	9	5	ST JAMES PARK ADD 1	R1	\$ 7,986	320
1 & 2 FAMILY, SWIMMING POOL-3	PAGE DECORATIVE SOLUTIONS, INC.	1551	05/07/13	3720		LORINGS	RD	7	4	CARRINGTON PLACE ADD #2	R1	\$ 45,000	439
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	1912	05/22/13	1725		GREENBRIAR	DR	3	1	SMOKING OAK #1-REPLAT	R1	\$ 40,000	561
1 & 2 FAMILY, SWIMMING POOL-3	MEYER, DOUG	2090	05/14/13	401		STARSHINE	DR	6	4	SUMMIT LAKES ADD #10	R1	\$ 19,900	392
1 & 2 FAMILY, SWIMMING POOL-3	PLEASANT POOLS	2275	05/16/13	2600		ESTELL	LN	17	1W	OAK LAWN ACRES	A2	\$ 35,500	600
1 & 2 FAMILY, SWIMMING POOL-3	BLUE HAVEN POOLS OF OK	2297	05/17/13	4720		KENSAL RISE	PL	1	1	CARRINGTON PLACE ADD #8	R1	\$ 70,000	510
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS	2310	05/13/13	4608		GREYSTONE	CT	9	2	BROOKHAVEN #37	R1	\$ 70,000	1,448
1 FAMILY, MANUF HOME REPLACE-2	OWNER	1727	05/01/13	14950	E	INDIAN HILLS	RD	5	1E	NOT SUBDIVIDED	A2	\$ 57,000	1,344
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	2175	05/08/13	730		STINSON	ST	1	1	THE LODGE AT STINSON	RW6		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	1933	05/10/13	500		ELMWOOD	DR	6	2W	NOT SUBDIVIDED	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	1937	05/01/13	4712	N	PORTER	AVE	7	2W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	1974	05/01/13	7111	NE	72ND	AVE	32	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	1991	05/02/13	1601		FARMINGTON	AVE	26	4	SOUTHERN HILLS ADD	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	2015	05/06/13	3829		NORTHBRIDGE	RD	3	6	BROOKHAVEN #20	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	2053	05/08/13	1627		HAWTHORNE	CT	10	3	COLLEGE MANOR	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	2107	05/08/13	524	E	GRAY	ST	20	38	NORMAN, ORIGINAL TOWNSHIP	R2		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	2156	05/09/13	1320		COLLEGE	AVE	6	2W	NOT SUBDIVIDED	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	2201	05/10/13	5100	E	CEDAR	LN	13	2W	NOT SUBDIVIDED	RE		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	2305	05/14/13	303	E	HIMES	ST	18	3	HIGHLAND ADDITION	R3		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN-SANITATION	CITY OF NORMAN-SANITATION	2611	05/22/13	6801	NE	72ND	AVE	37	1W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	2638	05/22/13	3200		TRAILS END	DR	13	1W	LAKESIDE ESTATES (SURVEY)	A2		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	2640	05/22/13	1415		CAMBRIDGE	DR	25	7	WOODSLAWN ADD #2	R1		
TEMPORARY ROLL-OFF, RESIDENTIAL CITY OF NORMAN	CITY OF NORMAN	2676	05/24/13	1544		PECAN	AVE	12	3	SOUTHERN HILLS ADD	R1		

Total Permits	146	Average Valuation \$	12,574	Average Project Area	211.51
		Total Valuation \$	1,835,787	Total Project Area	30,880

Permit Type	Count	Total Valuation \$	Average Project Area	Subtotal Other Residential Permits	Total
1 & 2 FAMILY, ADD OR ALTER-2	15	\$ 1,030,600	146	150	\$ 1,835,787
3+ FAMILY, MANUF HOME ADD OR ALTER	1	\$ 57,000	146	1	\$ 57,000
1 & 2 FAMILY, SWIMMING POOL-3	16	\$ 1,087,600	16	16	\$ 1,087,600
1 & 2 FAMILY, STORAGE BLDG-2	112	\$ 378,790	112	112	\$ 378,790
1 & 2 FAMILY, PAVING-2	4	\$ 10,100	4	4	\$ 10,100
1 & 2 FAMILY, STORAGE BLDG-2	7	\$ 76,147	7	7	\$ 76,147
1 & 2 FAMILY, SWIMMING POOL-3	6	\$ 280,400	6	6	\$ 280,400
1 & 2 FAMILY, 1 & 2 FAMILY, SWIMMING POOL-3	1	\$ 2,750	1	1	\$ 2,750
1 & 2 FAMILY, 1 & 2 FAMILY, CARPORT-2	1	\$ 748,187	1	1	\$ 748,187
2 FAMILY, NEW CONSTRUCTION	1	\$ -	1	1	\$ -
TOTAL	146	\$ 1,835,787	146	146	\$ 1,835,787

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 **\$761,709 for CDBG and \$319,118 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 committee met on April 3, 2013 to vote on a recommended budget for CDBG and HOME and unanimously recommended approval. The City Council met on April 23, 2013 and unanimously approved the Action Plan.

Housing Programs

July 2012- May 2013:

HOME

- 8 rehabilitation projects have been qualified with 4 completed, 1 canceled by owner, **2** under contract, and specifications being prepared on 1.
- 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 4 completed, 2 canceled by owner, 1 under contract, and bids received on 1.
- 11 emergency repairs have been qualified with 10 completed, and 1 under contract.
- 3 accessibility modifications have been qualified with 2 completed, and 1 canceled by owner.

Code Compliance

Code Compliance investigated 942 complaints in May which included weeds, health, inoperative vehicles, off-street parking, kennels, dilapidated structures, right-of-way encroachments, signs, and zoning violations. 932 cases were closed in May with 574 remaining open. City-wide proactive enforcement began on March 15, 2012.

PROACTIVE INFORMATION

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

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

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	19	81		331
Owner Abated	10	3	5	7	3	0	2	0	3	0	8		41
Liens Filed	37	21	26	13	12	0	26	10	5	11	8		169

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	467	42		2,027

Oil & Gas

Oil & gas inspections continued with 162 operating oil wells. There were no pipeline location issues in May.

Historic District Commission

The Commission did not meet in May.

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) for Food and Shelter was approved in the amount of \$84,031, an increase over the original allocation of \$5,031. That funding is being used for the implementation of the central intake system. Five applications for 2012 funding were and Central Oklahoma Community Action Agency (COCAA) 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. All are under contract.

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

Emergency Solutions Grants were submitted directly to ODOC by three agencies. These applications were coordinated to equal the estimated funding available for Norman of \$179,848. The applications were as follows: Food and Shelter for \$100,000;

Salvation Army for \$50,000; and Thunderbird Clubhouse for \$29,848. Regulation changes were significant for this program, and made Bridges, East Main Place, Progressive Independence; and Women's Resource Center either ineligible or the agency felt the regulations were too burdensome for the amount of available funding.

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. Final plans and specifications have been prepared for bidding and were advertised in May for a June 6th bid opening.

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRESS REPORT
June 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	94.64%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original Budget \$0 + \$89,698 from Street Projects)	\$ 100,092	24.98%
YEAR THIRTY-FIVE (FY 2009/10)	\$ 1,503,773	94.25%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	22.10%
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	96.99%
3. HOME 10 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	91.66%
YEAR THIRTY-SEVEN (FY 2011/12)	\$ 1,306,077	76.37%
(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	79.65%
3. Admin & Planning	\$ 156,256	81.22%
4. HOME 11 (Original Budget \$527,597+\$12,000 PI)	\$ 539,597	65.63%
YEAR THIRTY-EIGHT (FY 2012/13)	\$ 1,107,303	41.30%
(Original Budget \$1,107,303)		
1. Neighborhood Projects	\$ 40,000	0.00%
2. CART	\$ 25,000	75.52%
3. Health for Friends	\$ 14,500	100.00%
4. Bridges	\$ 1,850	87.67%
5. Aging Services of Cleveland County	\$ 4,800	82.10%
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	75.09%
10. Community Sevices Building, Inc.	\$ 24,000	100.00%
11. Thunderbird Clubhouse	\$ 1,675	100.00%
12. Progressive Independence	\$ 4,100	82.05%
13. United Way Helpline	\$ 5,000	100.00%
14. Among Friends	\$ 2,600	100.00%
15. Food & Shelter for Friends	\$ 10,000	100.00%
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>% Expenditures</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	53.61%
24. Admin & Planning	\$ 147,776	63.13%
25. HOME 12 (Original Budget \$368,420)	\$ 368,420	2.91%

1. CDBG AND HOME Housing Projects	CDBG \$ 423,338 Year 36	96.99%
	\$ 413,931 Year 37	79.65%
	\$ 381,787 Year 38	53.61%

CDBG Housing Programs include the administration for the following:
Deferred Payment Loans, Emergency Repairs, and Accessibility Modifications

- 4 Deferred Payment Loans Completed
- 1 Rehabilitation Deferred Payment Loans under contract
- 10 Emergency Repair Loans Completed
- 1 Emergency Repair Loans Under Contract
- 2 Accessibility Modifications Completed

HOME \$ 614,304 2010	91.66%
\$ 527,597 2011	65.63%
\$ 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
- 4 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 neighborhood parks; McGeorge; Cate; Centennial; Updegraff; and in two additional locations in the Larsh/Miller neighborhood	\$ 66,179 Year 33	70.01%
Placemaking projects in all five neighborhoods. Street improvements on Porter: Frank - Hughbert. Solar powered speed indicators for Jones at Wilson School.	\$ 89,698 Year 34	24.98%
	\$ 124,262 Year 35	22.10%
	\$ 131,150 Year 36	42.24%
	\$ 25,000 Year 37	19.67%
	\$ 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	75.52%
Funds are for bus passes and other transportation services for low to moderate income persons.		
4,172 Passes issued since July 2012.		

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

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

4,323 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 38 100.00%
<p>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. 70,919 Clients have received free meals since July 2012. 82 Unduplicated Clients have received housing since July 2012.</p>		
9. HELPLINE	\$ 5,000	Year 38 100.00%
<p>School supplies furnished through the ABC 123 Program. 136 Persons Served since July 2012.</p>		
10. Community Services Building	\$ 24,000	Year 38 100.00%
<p>Funds are for partial replacement of the mechanical system at the Community Services Building. 34,716 Clients have received services from agencies located in the CSBI building.</p>		
11. Progressive Independence	\$ 4,100	Year 38 82.05%
<p>Funds are for the purchase of medical equipment and the Open Doors Program. 1001 Households Assisted since July 2012.</p>		
12. Full Circle Senior Adult Day Care	\$ 1,850	Year 38 80.27%
<p>Funds are for the purchase of equipment. 329 Clients Served since July 2012.</p>		
13. Central Oklahoma Community Action Agency (TH)	\$ 20,000	Year 38 0.00%
<p>Funds are for the partial rehabilitation costs for the Transitional Housing Units 73 Number of unduplicated clients served since July 2012.</p>		
14. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620	Year 38 100.00%
<p>Funds are for the purchase of supplies for the Food Pantry 1,961 Number of clients served since July 2012.</p>		
15. Central Oklahoma Community Action Agency (RSVP)	\$ 400	Year 38 97.82%
<p>Funds are for reimbursement of volunteer mileage expenses. 16 Number of clients served since July 2012.</p>		
16. Meals on Wheels	\$ 12,500	Year 38 100.00%
<p>Funds will provide meals for very low income clients. 1,460 Scholarship meals provided to clients since July 2012.</p>		
17. Middle Earth Child Development Center	\$ 1,300	Year 38 100.00%
<p>Funding will provide for equipment purchase 64 Number of clients served since July 2012.</p>		
18. Community After School Program	\$ 8,000	Year 38 75.00%
<p>Funds are for scholarships for low income participants and purchase of supplies 18 Number of clients served since July, 2012.</p>		
19. Thunderbird Clubhouse	\$ 1,675	Year 38 100.00%
<p>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. 969 Number of clients served since July, 2012.</p>		

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. 31 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. 141 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. 546 clients served since July 2012.	\$ 4,800 Year 38	82.10%
25. Big Brothers and Big Sisters Funds are provided to offset the costs of matching Big Brothers and Big Sisters to low income children 4 clients served since July 2012.	\$ 3,375 Year 38	100.00%

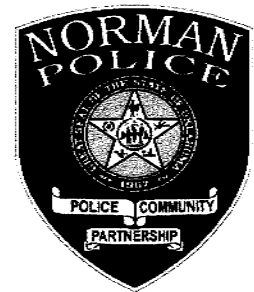
POLICE

10



Administrative Summary

May



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	13	12	13	12
Part I Crimes	313	395	1,683	1,811
Murder	0	0	2	0
Rape	3	7	32	33
Robbery	4	8	26	29
Agg. Ass.	7	7	37	23
Burglary	55	56	342	293
Larceny	217	301	1,144	1,336
Auto Theft	27	16	98	94
Arson	0	0	2	3
Part II Crimes				
DUI/APC	44	69	220	323
Drunkenness	57	76	310	389
Drug Violations	126	117	649	677
Littering	1	1	9	14
Forgery	8	8	87	83
Vandalism	60	72	338	455
Others	982	784	3,840	3,817
Total Crime	1591	1522	7136	7569
Collisions				
Fatality	1	0	2	1
Injury	52	78	282	284
Non-Injury	194	207	962	1012
Miscellaneous				
CAD Activity (Total)	9041	9617	44077	45783
Calls for Service (Police)	5387	5546	26042	26035
Citations	1190	1661	6529	7587
Warnings	875	1084	4233	5514
Community Activity (Hours)	389	111	1824	1290
Avg Emergency Reponse Time (Min)	4.70			
Avg Non-Emerg Response Time (Min)	6.85			
Avg Call Time (Hours)	0.92			

Crime Free Multi-Housing Program May 2013

In May, our partnerships with the management of a local apartment community have proven to be beneficial. In one instance, after our recent officer involved shooting, investigators needed to confirm the address and apartment in which the suspect lived, to apply for a search warrant. The Crime Free Coordinator was able to not only confirm the information requested, but was also able to obtain a key to the apartment for the execution of the approved search warrant within minutes of the request.

Early in the month, the police department obtained the Crime Free Easy Tracking Software to be able to compile properties', as well as management information and be able to distribute that to patrol officers in the field from their vehicle. Eventually, we will have all of the apartment community information for the entire city in the database. A few training sessions have occurred with the developer of the software and will continue to be scheduled to learn all of the features of the software and how they will help us be able to manage the program with maximum efficiency.

We are waiting on Vicksburg Village Apartments to set a date to have their phase 3 safety social. This is the last step for this particular property to become our first fully certified Crime Free property. Other properties are continuing to work diligently toward completing the phase 2 security survey.

ANIMAL CONTROL

10A

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

OPERATIONAL INFORMATION	FY2013		FY2011	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	63		65	
Number impounded this month	137	1446	138	1,519
Owner relinquish	17	195	14	192
In field pickup	0	12	0	12
Adoption returns	3	11	N/A	N/A
Disposal	2	41	2	26
Picked up dead	4	54	5	71
Number redeemed	41	296	35	335
Number adopted to public	40	477	36	479
Number turned to rescues	13	258	3	155
Number euthanized - Adoptable	0	53	26	108
Number euthanized - Non adoptable	14	234	12	299
Number died for unknown reason	0	18	1	7
Number fostered	15	18	7	95
Escaped	0	1		
Total now on hand	71		67	
CATS:				
Number on hand from last month	25		39	
Number impounded this month	117	870	141	996
Owner relinquish	8	100	10	
In field pickup	0	4	0	
Adoption returns	1	1	N/A	N/A
Disposal	10	114	1	50
Picked up dead	8	120	7	129
Number redeemed	0	13	2	20
Number adopted to public	10	150	7	143
Number turned to rescues	37	312	42	310
Number euthanized - Adoptable	0	44	7	84
Number euthanized - Non adoptable	40	239	56	321
Number died for unknown reason	0	4	2	13
Number fostered	5	5	4	24
Escaped	0	0		
Total now on hand	32		49	
MISCELLANEOUS:				
Domesticated Animals	2	12	7	18
Wildlife	203	1168	223	1409
TOTAL	205	1180	230	1427

NOTES:

SAFETY REPORT	FY2013		FY2011	
	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	FY2013		FY2011	
	This Month	Year to Date	This Month	Year to Date
Total Licenses Sold (Annual)	276	9756	363	5752
Citations Issued (AWO)	6	135	0	163
Citations Issued (Private Citizen)	0	1	0	10
Warnings Issued	4	96	12	106

FINANCIAL INFORMATION	FY2013		FY2011	
	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$1,310.00	\$9,137.00	\$1,200.00	\$12,290.00
10-1532 Amount-dog adoption	\$2,280.00	\$27,380.00	\$2,100.00	\$27,730.00
10-1531 Amount-cat redemption	\$0.00	\$255.00	\$110.00	\$565.00
10-1532 Amount-cat adoption	\$540.00	\$7,650.00	\$390.00	\$8,250.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$55.00	\$215.00	\$150.00	\$345.00
10-1533 Miscellaneous	\$565.00	\$7,105.00	\$465.00	\$8,025.00
TOTAL	\$4,750.00	\$51,742.00	\$4,415.00	\$57,205.00
Donation 010-0000-227.24-31	\$120.00	\$15,998.20	\$172.00	\$3,080.28

Donation account balance \$31,810.50

2003 Adoption expansion	Month	to Date	Month	to Date
Payback Balance	\$24,782.50		\$45,435.00	
22-L432 Liability - pet licenses	\$1,195.00	\$19,062.50	\$1,569.50	\$18,479.00
TOTAL (New Balance)	\$23,587.50		\$43,865.50	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2013		FY2011	
	This Month	Year to Date	This Month	Year to Date
Dogs	25	411	33	419
Cats	5	157	17	170
TOTAL	30	568	50	589

ANIMAL BITES July to June	FY2013		FY2011	
	This Month	Year to Date	This Month	Year to Date
Dogs	4	60	3	51
Cats	1	6	0	16
Other	0	1	0	2

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Incident No.	Offense	Court
2013-05327	Animal Exposure	
2013-06187	Animal Exposure	
2013-06187	Rabies Vacc/Shots	Municipal court
2013-06254	Animal Exposure	
2013-06836	Dog at Large	Municipal court
2013-06082	City Pet License	Municipal court
2013-06286	Animal Exposure	
2013-06306	Animal Exposure	
2013-06605	City Pet License	Municipal court
2013-07114	City Pet License	Municipal court
2013-07139	Rabies Vacc/Shots	Municipal court

PUBLIC WORKS

11

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

ENGINEERING DIVISION

Development:

The Development Coordinator processed for 3 Preliminary Plats, 2 Certificate of Surveys,, and 2 Final Plats for Planning Commission review and 1 Closure, 1 Certificate of Survey, 4 Preliminary Plat, and 3 Final Plats for City Council review. The Development Engineer reviewed 35 sets of construction plans and 5 punch lists. There were 176 permits reviewed and/or issued. Fees were collected in the amount of \$22,339.17.

Capital Projects:

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 roadway work between Rock Creek Road and Tecumseh Road. The contractor is continuing the earthwork north of Tecumseh Road

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:

- Continue the earthwork for the SPUI ramps on the north and south sides of the bridge
- Continue to construct the deck on the new 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 continued to install the new beams and deck on both sides of the bridge.

Sidewalk Programs:

Bid documents for the FYE 2014 Concrete project have been delivered to nine contractors to submit for consideration to the City of Norman by June 6th. The Concrete projects include "FYE 2014 Citywide Sidewalk Reconstruction Project", "FYE 2014 Sidewalk Accessibility Project", "FYE 2014 Sidewalk Program for Schools and Arterials Project" and "FYE 2014 Downtown Area Sidewalks and Curbs".

May 19, 2013 Tornado Debris Removal:

On Sunday, May 19, 2013, rural portions of the Lake Thunderbird area of the City of Norman were damaged by a tornado. Please find attached the map of the damaged areas in Norman.

The City immediately began implementing procedures set forth in the City's July 2009 Disaster Debris Management Plan. The City began its storm debris assessment on Monday, May 20, 2013. On Tuesday, May 21, 2013, the City's on-call debris removal contractor TFR Enterprises, Inc. of Leander, Texas assisted city staff in completing the assessment. On May 24, 2013, City Manager Steve Lewis executed Task Order & Notice-to-Proceed No. TFR-2013-1 in the amount of \$377,694.00 for the removal of 35,000 cubic yards of vegetative debris and 5,000 cubic yards of construction and demolition debris after having received FEMA approval to conduct debris removal activities from both public and private roadways. On May 28, 2013, debris removal

*Monthly Progress Report
Public Works (May, 2013)*

Pass No. 1 within the path of the May 19, 2013 tornado began in a west-to-east direction. TFR Enterprises worked 12-hour days, 7 days a week to maximize debris removal and disposal. Through June 4, 2013, 251 loads of vegetative debris (13,850 cubic yards or 39.6% of the total amount anticipated) have been collected and delivered to the Debris Management Site located in the City's Falls-Lakeview Park at 3280 108th Avenue N.E. just south of Falls-Lakeview School.

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 the months of January through May, 2013. The overview report also indicates the number of drainage/storm water-related citizen calls received by the storm water compliance staff.

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

Translation of the informational brochure for message dissemination in Spanish was completed. Retail display boards with brochure holders and informational brochures in English and Spanish were provided to the following retailers that handle manufactured fertilizer: Wal Mart East, Wal Mart West, Lowes, Home Depot, Atwoods, and Ellisons. The signs are up with brochures at both Wal Mart Supercenters, Ellison Feed and Seed, and Atwoods. Lowes and Home Depot have not yet received corporate approval to display the signs.

Staff drafted a letter to notify commercial applicators of applicable provisions of the manufactured fertilizer ordinance. This letter will be sent to commercial applicators based on a list obtained from the Oklahoma Department of Agriculture containing registered pesticide and fertilizer applicators by county.

Links to the adopted and signed Manufactured Fertilizer Ordinance, Commercial Fertilizer Applicator Registration form, and the informational brochure have been included on the Public Works-Engineering web page at <http://www.ci.norman.ok.us/city/public-works-engineering>.

Sutton Wilderness Lake Dam & Spillway Repair Project:

In a November 24, 2010 letter, the City of Norman was notified by the Oklahoma Water Resources Board (OWRB) that, based on the findings in OWRB's hazard-potential reclassification report, Sutton Wilderness Lake Dam, located about 1500 feet south of Rock Creek Road and 2200 feet west of 12th Avenue N.E. in the City of Norman's George M. Sutton Urban Wilderness Park, had been reclassified as a high hazard-potential structure, the failure of which will likely cause loss of human life. OWRB pointed out that the dam must meet certain minimum standards appropriate for the dam's classification and size.

On April 23 and 30, 2013, public notice was published, and a mass email distribution to engineering firms on the Public Works Department's consultant list, to notify consulting engineering firms that the City of Norman was accepting proposals and statements of qualifications for the project. A pre-proposal conference was held on May 2, and on May 14 seven (7) proposals were received. The selection committee selected 3 of the 7 firms for interviews. Interviews originally scheduled for May 22 have been re-scheduled to June 18 and 19 due priority staff responsibilities related to the May 19 tornado.

FLEET DIVISION

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

Fuel Report

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

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

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

Maintenance Report

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

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

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

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

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

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

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

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

Productivity Report

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

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

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

STREET DIVISION

ASPHALT OPERATIONS

ACRES AT THE BNSF GRADE CROSSING OVERLAY

23.59 tons of asphalt

LEXINGTON AT THE BNSF GRADE CROSSING OVERLAY

8.65 tons of asphalt

INDIAN HILLS AT THE BNSF GRADE CROSSING OVERLAY

3.81 tons of asphalt

DEEP PATCH OPERATIONS

PORTER AVE AT JOHNSON ST

13.82 tons of asphalt

ASP B/BOYD STREET AND WHITE STREET

2.51 tons of asphalt

4000 CAMELIA

20.04 tons of asphalt and 35.5 cubic yards of concrete

2100 LADY BANK LN

8.48 tons of asphalt

CONCRETE OPERATIONS

2100 BLOCK CRESTMONT ST PANEL REPLACEMENT

13.0 cubic yards of concrete

MAIN ST AT UNIVERSITY BLVD SIDEWALK REPAIR

1.0 cubic yards of concrete

DRAINAGE OPERATIONS

120TH AVE NE DRAINAGE STRUCTURE

6.0 cubic yards of concrete and 23.59 tons of asphalt

CREIGHTON DR AT WELLESLEY CURB AND GUTTER

2.5 cubic yards of concrete

1808 BISMARC CT DRAIN PIPE REPAIR

6.0 cubic yards of concrete and 1.5 tons of asphalt

HIGHLAND PARKWAY AT FLOOD AVE DRAIN PIPE REPAIR

5.0 cubic yards of concrete

OTHER

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 4.52 tons of asphalt was utilized in routine pothole patching operations

STORM WATER

YORKTOWN CIRCLE DRAINAGE PROJECT

Repairing storm water drainage structure. Placed 23 cubic yards of concrete, placed 5 tons select material, 2 tons rock and hauled 18 tons debris.

05-19-13 THROUGH 05-31-13 TORNADO/N.E. NORMAN AREA

Crews responded to storm damage debris in roadways and performed drift removal at various locations in the rural area.

URBAN/RURAL LITTER PROGRAM

Removed 2.60 tons of trash/debris from urban/rural right-of-ways.

STORM WATER MANAGEMENT

Cleared 789 inlets of debris from drainage right-of-ways in the urban/rural area.

URBAN STREET SWEEPING OPERATIONS

Urban street sweeping operations, a total of 91 miles were swept resulting in the removal of approximately 71 tons of debris from various curblines streets.

MOWING OF DRAINAGE/ROADSIDE RIGHT-OF-WAYS

Mowed and trim mowed 1,837,149 feet of drainage right-of-ways in the urban area.

Mowing 35.25 miles of urban roadside right-of-ways (smooth cut).

Mowing 75 miles of urban/rural roadside right-of-ways (rough mowing).

May 2013

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

FY 12-13 Associated Fees

Subdivision Development:

Planning Commission Review:

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

City Council Review:

Certificate of Survey.....1
 Preliminary Plat.....4
 Final Plats.....3
 Consent to Encroach.....0
 Easement.....0
 Closure.....1
 Limits of No Access.....0

	This Month	Last Month	Total
	↓	↓	↓
	\$8,870.00	\$20,450.00	\$109,580.20

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family.....24
 ***Commercial.....32
 Multi-Family.....0
 Addition/Alteration.....12
 House Moving.....3
 Paving Only.....3
 Storage Building.....5
 Swimming Pool.....5
 Storm Shelters.....82
 Public Improvements.....7
 Temporary Encroachments.....0
 Fire Line Pits/Misc.....2
 Flood Plain (@\$100.00 each).....1

	↓	↓	↓
	\$100.00	\$100.00	\$800.00
Total Permits.....	\$13,369.17	\$8,170.77	\$96,213.97
Grand Total.....	\$22,339.17	\$28,720.77	\$206,594.17

****Construction Plan Review occurrences

35 33 333

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

5 8 71

* 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






MAY 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	24	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	32	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	35	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	7	100%

Norman Tornado May 19, 2013 Preliminary Damage Assessment

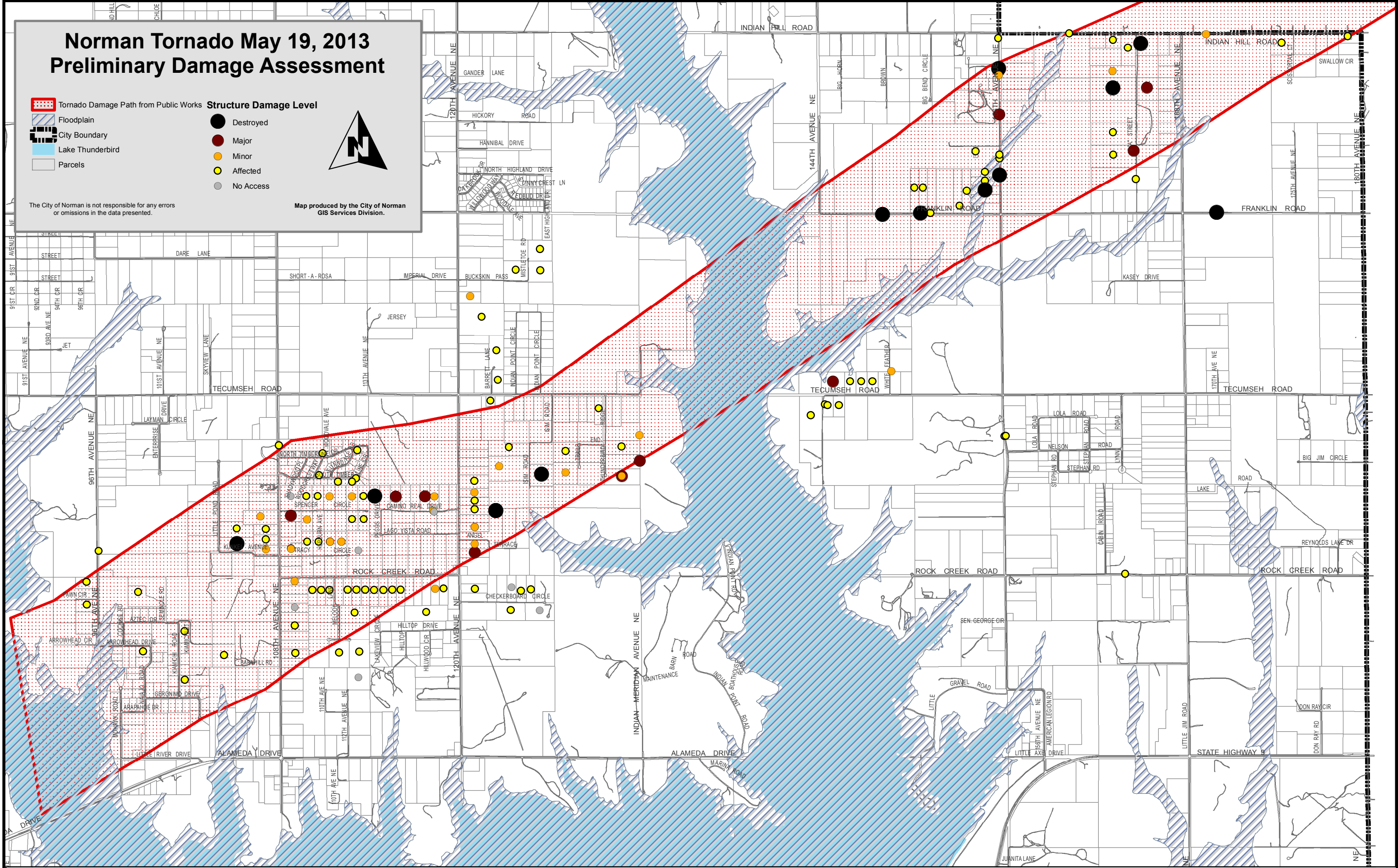
-  Tornado Damage Path from Public Works
-  Floodplain
-  City Boundary
-  Lake Thunderbird
-  Parcels

- ### Structure Damage Level
-  Destroyed
 -  Major
 -  Minor
 -  Affected
 -  No Access



The City of Norman is not responsible for any errors or omissions in the data presented.

Map produced by the City of Norman
GIS Services Division.



Storm Water Management Program Construction Site Compliance Inspection Overview

Description	2011 Annual Total	2012 Annual Total	January 2013	February 2013	March 2013	April 2013	May 2013
New sites started during reporting period	19	20	5	6	3	2	0
Continuing sites during reporting period	33	28	32	33	39	38	44
Closed sites during reporting period	25	17	4	1	3	1	0
Total number of open sites during the reporting period	52	30	33	38	39	40	44
Summary of inspection results during reporting period							
Sites inspected during reporting period	52	48	37	39	42	40	44
Percentage of sites inspected	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
Total number of inspections performed	543	758	79	74	74	100	111
Number of sites with enforcement actions	2	3	0	0	1	1	0
Total number of enforcement actions	2	5	0	0	1	1	0
Inspections resulting in a violation	123	41	16	13	9	15	33
Percentage of inspections with violations	22.7 %	5.4 %	20.3 %	17.6 %	12.2 %	15.0 %	29.7 %
Citizen Calls	52	57	4	6	4	14	12

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2013

STREET DIVISION					
	FYE 2013 May, 2013	FYE 2013 May, 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)	4.52	100%	74.68	100%	95%
Overlay/pave 10 miles per year.	-	0%	15.45	155%	100%
Replace 1,160 square yards of concrete pavement panels	41.00	4%	907.00	78%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	110.00	26%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	462.00	275%	70%

STORM WATER DIVISION					
	FYE 2013 May, 2013	FYE 2013 May, 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)	91.00	18%	3,680.00	61%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	789.00	5%	3,648.00	24%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	35.25	1%	158.75	5%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	75.00	25%	680.75	230%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,837,149.00	13%	10,595,348.00	78%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	37.00	12%	65%

FLEET MANAGEMENT ACTIVITY REPORT

May 2013

FYE 2013

FUEL REPORT

IN GALLONS

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	23,659.00	29,260.00	14,032.00
Outside - sublet	234.37	459.10	0.00
TOTAL	23,893.37	29,719.10	14,032.00

TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	23,266.46	28,304.80	3,580.74	10,451.26

FYE 2013 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	190,128.05	244,180.51	42,937.49	95,258.13

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.56	Low	\$2.83	UNLEADED	High	\$3.51	Low	\$3.22
DIESEL	High	\$3.09	Low	\$2.97	DIESEL	High	\$3.48	Low	\$3.48
CNG	High	n/a	Low	\$0.53	CNG	High	n/a	Low	\$1.03

MAINTENANCE REPORT

REPAIR PARTS SOLD	\$69,451.92
TIRES SOLD	\$21,690.40
TOTAL PARTS SOLD	\$91,142.32

PUBLIC CNG SALES

May 2013	\$10,748.75
FYE 2013 TO DATE	\$108,622.49

SUBLET REPAIRS **\$16,688.16**

	Fiscal			
	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD CALLS	30	44	44	408
PM SERVICES	85	136	110	1,035
DISASTER REPAIRS	4	0	0	38
WORK ORDERS	462	549	457	4,712

**FLEET MANAGEMENT
PREVENTATIVE MAINTENANCE RESCHEDULES**

**FYE 12 VS FYE 13
AS OF 6/7/2013**

	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	1
FIRE DISASTER PREPAREDNESS	0	0	0	0
ENGINEERING	0	0	1	0
UTILITIES (METER READERS)	0	0	0	0
INFORMATION SYSTEMS	0	0	0	0
FLEET MANAGEMENT	0	0	0	0
STREET MAINTENANCE	0	0	14	2
STORM WATER	0	0	0	0
TRAFFIC	1	0	3	0
SANITATION ADMINISTRATION	0	0	0	0
SANITATION RESIDENTIAL	7	0	4	0
SANITATION COMMERCIAL	3	0	13	0
SANITATION TRANSFER	3	0	4	0
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	8	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	7	1
POLICE ADMINISTRATION	0	0	0	0
POLICE STAFF SERVICES	1	0	4	0
POLICE CRIMINAL INVESTIGATIONS	2	0	4	0
POLICE PATROL	25	0	26	1
POLICE SPECIAL INVESTIGATIONS	1	0	1	0
POLICE COMMUNICATIONS	0	0	0	0
TOTALS	71	0	116	5

Equipment Late for PM by Equipment Number

*292-9708 to make PM Reschedule arrangements

Unit #	Division	Description	Latest Meter Due at Meter	Meter Past	ORIGINAL DUE DATE	ORIGINAL TIME DUE	Type of SERVICE
1213	Police	2010 Crown Victoria	64,450	62,687	3-Jun	8:00	PMB
0186	Public Works	1998 Target Saw	n/a	n/a	3-Jun	10:00	PMB
691T	Public Works	2012 Maxey	n/a	n/a	3-Jun	10:00	PMA
				0			
				0			
				0			
				0			
				0			
rescheduled:							
0988	Police	1999 Chevy 2500	178,531	178,488	19-Mar	8:00	PMA
0020	Fire	2003 E-ONE	68,511	65,992	11-Mar	7:00	PMA
				0			
				0			

FLEET MANAGEMENT

Mechanic Productivity

Report

FYE 2013

May 2013

MECHANIC	DIRECT LABOR HOURS
# 001	129.18
# 002	125.09
# 003	143.67
# 004	140.37
# 005	21.31
# 006	15.08
# 007	127.26
# 008	94.17
# 010	124.11
# 011	137.76
# 012	116.26
# 013	13.80
# 015	84.10
# 019	127.86
# 021	134.46

DIRECT LABOR HOURS	1534.48
TOTAL AVAILABLE HOURS	1974.96
PRODUCTIVITY GOAL	70.0%
ACTUAL PRODUCTIVITY	77.7%

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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
MAY 2013							
Provide initial response to citizen inquiries within 2 days	100%	58	58	100%	666	666	100%
Provide information requested by citizens within 7 days	95%	58	58	100%	666	666	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	41	41	100%	474	474	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	100.00	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
		0.38	2	5.26	97.1	109.89	1.13
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
		14	14	100%	155	155	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
		55	55	100%	467	467	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	17	17	100%	99	99	100%
Lower Priority all other signs within one day	90%	44	44	100%	643	643	100%
Street Name Signs within two weeks	90%	16	16	100%	165	165	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
		2920	0	0.00%	31664	548.75	1.73%

UTILITIES

12

Monthly Report

May 2013

Line Maintenance:

Division Capital Project FYE 13

- Sandpiper Ln. – WA 0313 – 100% complete
- High Meadows – WA0208 – 80% complete

Division Accomplishments

Water Maintenance crews responded to 24 water main emergencies, maintenance on 59 fire hydrants, surveyed 369 fire hydrants for master record, 186 water valves, 330 water main locates, completed 23 yard restoration sites, responded to 18 after hour water service requests, and set 49 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of May – 2, 340,000 gallons. Emergency water replacement at 1000 North Interstate Drive: Replaced 330 feet of deteriorated 8" ductile iron; 108 tons of asphalt in parking lot.

Sewer Maintenance crews hydro-cleaned 168,570 feet of sewer mains, 5,350 feet of root removal, 29,692 feet of CCTV inspection, 1 tap inspections, 6 cap inspections, 3 tap locations by CCTV, 370 sewer main locates and responded to 25 possible sewer obstructions requests, 3 on City side, 22 on private side, (one SSO's). Removed and replaced pump - # 1 – East Ridge Lift station, removed and replaced pump # 1 – Sutton Park Lift Station, removed and replaced pumps # 1 and # 2– Royal Oaks lift station.

D Lift Station:

Average daily flow: 1.22 MGD.

Average total flow: 29.79 MG.

Wastewater Projects:

Tecumseh Interceptor (WW0262): Project design by Garver Engineers. All easements have been obtained and final design is complete. Plans have been approved by ODEQ. Bids opened May 16, 2013.

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; modified additional ODEQ comments; final revised memorandum received 6/6/13; currently under review for comments; 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: easements under negotiation; acquired one of remaining three easements; should bid shortly; 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 on schedule and within budget; payments totaling \$692,599 of \$1,054,480 or 66% 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; project will replace about 38,000 feet of sewer line and about 220 manholes; bids advertised 4/27 & 5/2/13; pre-bid meeting held 5/15; received four (4) bids 5/27; Urban Contractors low: \$2,774,200; floodplain permit approved 6/3; NUA award and contract scheduled 6/11; pre-work conference to be held and work to start in early July; payments totaling \$0 of \$2,774,200 or 0% processed.

Sewer Maintenance Project FYE12 (WW0070): Annual rehabilitative project, bounded by Boyd to the north, Imhoff Creek to the west, Lakewood to the south and Elm to the east, with one (1) supplementary area south of Boyd, west of BNSF; project will replace almost 33,000 feet of sewer line and over 95 manholes; staff in-house design in progress; 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; staff preliminary design in progress; preparing agenda item for approval of Lemke Land Surveying on-call surveying and drafting work order; City video inspection 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; final inspection and substantial completion effective 4/24/13; remaining items include as-builts and final O&M manuals; nearing resolution of settlement negotiations; payments totaling \$842,981 of \$949,500 or 89% approved.

WWTP - Aeration Basin Blower VFD (WW0043): Replacement of obsolete motors and controls will enhance efficiency and save energy and money by reducing electrical demand and use. Project partnered with WW0047 for Department of Energy (DOE) stimulus grant, and combined with WW0047 & WW0052 for design and construction efficiency. See WW0052 for update; payments totaling \$1,044,184 of \$1,060,326 or 98% have been approved.

WWTP - North Digester Boiler(s) (WW0047): Replacement of obsolete sludge heaters (vintage 1960's) will save energy and money. Project partnered with WW0043 for Department of Energy (DOE) stimulus grant, & combined with WW0043 & WW0052 for design and construction efficiency; see WW0052 for update; payments totaling \$379,085 of \$395,174 or 96% 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. Project accepted by NUA 05/28/13; working on final payment to contractor and final reimbursement request to OWRB.

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating the new Wallingford Infoworks wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data; Flow Monitoring Report received 12/21/10. Sewer sub-basin maps reviewed to determine proper loading information under 2025 Plan and corresponding population equivalents. Loading data transmitted to HDR in 04/25/12 so modeling can begin. Model development workshop held 03/14/13; capacity analysis report received 05/07/13; expect collection system improvements report to be received in early June. Payments totaling \$498,092 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. 75% design plans for Phase 2B improvements and 90% design plans for Phase 2A submitted 04/17/13; staff is reviewing at this time. DEQ forwarded proposed Consent Order (CO) #13-077 to NUA 04/15/13; staff does not recommend approval as submitted and forwarded suggested modifications to DEQ on 05/17/13. Design Meeting #9 held 04/17/13 with next meeting scheduled for 06/19/13; 90% plans for combined project to be submitted at that time.

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 was considered by Finance Committee in April and will not be forwarded to the NUA for consideration. NUA and HDR staff conducted North WRF alternative treatment technology screening workshop on 05/29/13; alternative technologies were developed for three potential discharge locations. Technical Memorandum No. 1 will document the technologies selected and the reasoning for their selection prior to more detailed alternative development.

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 submitted draft Engineering Report for Compost Facility Reuse to staff on 04/23/13; it is currently under review.

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 underway.

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. Project should be bid shortly.

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; NUA requested contractor delay start in favor of Apple Creek; work to start early to mid-June; 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.

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. Drainage swale complete 04/20/13 and

sodding was complete in May. Final change order #1 increasing contract by \$26,653.30 and project acceptance approved by NUA 05/28/14. \$550,926.30 of \$550,926.30 or 100% paid to date; this is the final report for this project.

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. Matthews began installing steel casing for 24-inch waterline along Robinson in April; approximately 3,000 feet of 16-inch pipe installed along 36th Avenue NE in May. Wet weather in April and May has slowed construction somewhat.

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/Tetrattech 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. Portfolio review meeting with AdHoc committee held 03/04/13; with 3rd Public Meeting held 03/13/13. Second portfolio review meeting with Adhoc committee held 05/23/13; public meeting yet to be scheduled.

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 6 commercial entities this month. This resulted in assessments made upon 3 entities whose project did not increase wastewater flows. A total of \$7,879.23 was assessed on the remaining 3 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 14 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 150 sets of plans with an average review time of 10.5 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 79% of the time.

DEVELOPMENT PLAN REVIEW

May 2013

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
5/14/2013	Rhodes	COS	Oklahoma Survey	5/20/2013	Returned	6	0
5/14/2013	Wells Estates	COS	AB Surveying	5/20/2013	Returned	6	0
5/14/2013	Summit Valley Addition	Revised Preliminary Plat	Clour	5/20/2013	Returned	6	0
5/14/2013	Bellatona Addition	Preliminary Plat	Clour	5/20/2013	Returned	6	0
5/14/2013	Cobblestone Creek Addition Section 4	Final Plat	SMC	5/20/2013	Returned	6	0
5/14/2013	Christian Brothers Automotive	Final Plat	SMC	5/20/2013	Returned	6	0
5/14/2013	Park 7	Preliminary Plat	SMC	5/20/2013	Returned	6	0
5/14/2013	Cobblestone Creek Addition Section 4	Water	SMC	5/23/2013	Returned	9	0
5/14/2013	Christian Brothers Automotive	Water	SMC	5/23/2013	Returned	9	0
5/22/2013	Rieger 2006 Addition	Fireline	Allen	5/23/2013	Returned	1	0
5/27/2013	Raising Canes	Water	SMC	6/3/2013	Returned	7	0
5/27/2013	Raising Canes	Sewer	SMC	6/3/2013	Returned	7	0
5/27/2013	Raising Canes	Site Development	SMC	6/3/2013	Returned	7	0
5/30/2013	Ashley Furniture Mathis Brothers	Water	SMC	6/3/2013	Returned	4	0

FYE13 Data

Average Days to Return = 10.5
 Number of Plans Reviewed 150
 Plan Review > 10 days 32
 Percentage Reviewed < 10 Days 79%
 Goal for Review < 10 Days 90%

Utilities Administration
Monthly Capital Projects Report

Project Information			Design Information				Construction Information								
Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contract Number	Contractor	Contract Number	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete	Scheduled % Complete	Actual % Complete
WA0039	Boyd Tower Resurfacing	EST, INC.	0910-176	111,800	\$37,000	33%	1112-01	Classic Protective Coatings	1112-01	\$437,400	\$447,390	0.00%	6/4/1900	100%	102%
WA0051	Raw Waterline, Phase 1	Garver Engineers	0607-96	309,600	\$309,600	100%	0910-170	Red Cliff, Inc.	0910-170	\$3,171,711	\$2,315,026	0.00%	6/24/2011	100%	73%
WA0051	Raw Waterline, Phase 1 (Vaults)	Garver Engineers	0607-96	-	\$0	-	1213-129	BRB Contractors	1213-129	\$788,505	\$0	0.00%	NA	NA	0%
WA0175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA	NA	NA	\$0	\$0	0.00%	NA	NA	0%
WA0187	Pendleton Area Waterline	Cardinal	1112-112	84,550	\$81,225	96%	1213-87	Central Contracting Services, Inc.	1213-87	\$934,225	\$0	0.00%	9/29/2013	32%	0%
WA0043	WVTP Aeration Basin Blower VFDs	Garver	0910-53	64,500	\$63,210	98%	1011-42	Oil Capital Electric, LLC	1011-42	\$1,060,326	\$1,007,310	0.00%	7/17/2011	100%	95%
WA0044	WVTP Canadian River TMDL	ACOG/Guernsey	0910-185	268,644	\$256,818	96%	N/A	N/A	NA	\$0	\$0	0.00%	NA	NA	0%
WA0047	WVTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$42,336	98%	1011-42	Oil Capital Electric, LLC	1011-42	\$395,174	\$375,415	0.00%	7/17/2011	100%	95%
WA0052	WVTP SCADA Improvements	Garver	0910-53	306,000	\$299,860	98%	1011-42	Oil Capital Electric, LLC	1011-42	\$949,500	\$712,125	0.00%	7/17/2011	100%	75%
WA0062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	Staff / Lemke	-	-	-	NA	NA	NA	\$0	\$0	0.00%	NA	NA	0%
WA0064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	89,605	\$76,679	86%	NA	Urban Contractors, Inc.	NA	\$0	\$0	0.00%	NA	NA	0%
WA0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	0910-55	73,580	\$12,534	17%	T.B.D.	T.B.D.	NA	\$0	\$0	0.00%	NA	NA	0%
WA0120	Interceptor Improvements, Woodcrest	R/JN Group	0405-159	133,849	\$113,641	85%	T.B.D.	T.B.D.	NA	\$0	\$0	0.00%	NA	NA	0%
WA0200	Sewer Maintenance Project FYE 2013	Staff / Lemke	TBD	65,580	-	0%	T.B.D.	T.B.D.	NA	\$0	\$0	0.00%	NA	NA	0%
WA0267	Interceptor Bishop Ph. 2B Sect 1 & 3	CP&Y	0304-147	122,701	\$68,142	72%	T.B.D.	T.B.D.	NA	\$0	\$0	0.00%	NA	NA	0%
WA0267	Interceptor SE Bishop Ph. 2B Sect 2A & 2B	CP&Y	0304-147	T.B.D.	-	0%	1213-66	Krapf-Reynolds Construction	1213-66	\$1,054,480	\$310,699	0.00%	NA	NA	29%
WA0011	WW Flow Metering Phase 2	NA	NA	-	\$0	0%	0405-116	R/JN Group	0405-116	\$154,244	\$130,992	0.00%	NA	NA	85%
WA0248	SS Emergency Repairs	NA	NA	N/A	\$0	0%	NA	Sewer Line Maintenance staff	NA	\$0	\$0	0.00%	NA	NA	0%
WA0041	Apple Creek Waterline	Staff / Lemke/Cardinal	0910-55	24,850	\$24,639	100%	1213-65	Central Contracting Services, Inc.	1213-65	\$373,840	\$7,288	0.00%	9/5/2013	34%	7%
WA0191	Highway 9 Waterline Relocations	Cardinal	1213-119	61,119	\$45,918	75%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$122,500	71%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WB0127	Phase 2 Wells	CH2M Hill	0607-109	400,800	\$337,697	84%	1011-123	Red Cliff, Inc.	1011-123	\$1,178,194	\$1,055,036	0.00%	10/27/2011	100%	90%
WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$63,709	-	1011-123	Red Cliff, Inc.	1011-123	\$294,548	\$226,809	0.00%	10/27/2011	100%	77%
WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646	-	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	95,625	\$81,429	85%	NA	Central Contracting Services, Inc.	NA	\$0	\$0	0.00%	NA	NA	0%
WA0262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	1213-92	Mathews Trenching Company, Inc.	1213-92	\$1,256,225	\$492,565	0.00%	10/21/2013	31%	39%
WA0131	WTP High Pressure Plane Upgrade	PEC	0607-122	-	\$53,842	-	1112-129	Central Contracting Services, Inc.	1112-129	\$524,273	\$519,398	0.00%	3/20/2013	100%	99%
WA0149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 and 55	61,680	\$53,842	87%	PO#208124	Badger Meter Inc	PO#208124	\$88,145	\$88,145	0.00%	NA	NA	100%
WA0173	Master Meter Replacement	Staff	NA	-	\$0	-	NA	NA	NA	\$0	\$0	0.00%	NA	NA	0%
WA0174	Strategic Water Supply Plan	Carolla	1112-114	385,947	\$314,270	81%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$159,625	91%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0188	SE Oklahoma Raw Water Study	OK Regional Water UT	0708-155	91,375	\$91,375	100%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0293	Water Storage Tower	staff	-	-	\$0	-	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0042	Wastewater Flow Monitoring	(see construction)	-	-	\$0	-	0910-164	HDB Engineering/RUN Group	0910-164	\$576,699	\$498,092	0.00%	1/9/2011	100%	86%
WA0050	WVTP Effluent Truck Wash	Alan Plummer	K-1213-54	18,700	\$14,025	75%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0058	Effluent Reuse at Composting Facility	Alan Plummer	K-1213-54	8,900	\$6,675	75%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0065	WVTP Phase 2 Expansion	Garver	1011-148	4,084,800	\$2,973,938	73%	Future	Future	NA	\$0	\$0	0.00%	NA	NA	0%
WA0204	North WRF Engineering Report	HDB/Alan Plummer	K-1213-134	249,935	\$7,395	3%	NA	NA	NA	\$0	\$0	0.00%	NA	NA	0%

**MAY 2013
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS	May	Year to date
Fats, oil and grease (FOG) program	22	214
Food license renewal	2	31
Silver Program	0	2
Significant Industrial Users	0	19
Total inspections	24	266

ROUTINE ACTIVITIES	May	Year to date
Line Maintenance calls	2	6
Significant Industrial User sites sampled	0	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 (%)	0%	100%
Household hazardous waste disposal calls	22	199

REVENUE	May	Year to date
FOG Program	\$100.00	\$31,650.00
Silver Program	\$0.00	\$2,000.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$5,452.61	\$62,708.44
Lab Analysis Recovery	\$0.00	\$18,696.50
Total revenue	\$5,552.61	\$115,054.94

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided routine staff support including minutes, attending meetings, and researching information.
2. Created street signs to promote protecting the Lake Thunderbird watershed pending approval by the Central Oklahoma Master 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. ECAB members developed water conservation tips and practices to be distributed to the media.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Working on Region VI Pretreatment Workshop
2. Purchased recycling containers for special events.
3. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
4. As of May 2013, approx. 138,150 gallons of grease/solids did not enter the sanitary sewer in FYE 13 as a result 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. Attended Oklahoma quarterly pretreatment meeting
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. Staff representative for ACOG's Clean Air Task Force Committee
14. Working on electronic file management strategies for the Utilities Department

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 13		FYE 12	
May, 2013	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	3	53	3	60
Property Owner Responsibility	22	330	19	345
TOTAL	25	383	22	405
Number of Feet of Sewer Cleaned:				
Cleaned	168,570	1,771,612	133,190	1,141,830
Rodded	6,400	64,881	9,012	69,872
Foamed	0	105,162	0	112,081
TOTAL	174,970	1,941,655	142,202	1,323,783
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	7	0	11
Obstruction	1	6	1	4
Private	0	4	1	18
Other (Lift Station, Line Break, etc.)	0	0	0	3
Total Overflows	1	17	2	36
Feet of Sewer Lines Televised	29,692	196,158	28,261	302,758
Locates Completed	370	4,000	362	4,206
Manholes:				
Inspected	845	8,508	844	8,635
New	0	1	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	2	0	140
Hours Worked at Lift Station	206	2,088	237	2,450
Hours Worked for Other Departments	7	369	92	647
OJI Percentage	0.96	0.17	0.00	0.32
Square Feet of Concrete	0	1,728	0	0
Average Response Time (Hours)	0.33	0.34	0.40	0.36
Claims Paid Per 10,000 People	0	0	0	0.034

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 13		FYE 12	
May, 2013	MONTH	YTD	MONTH	YTD
New Meter Sets:	48	887	39	341
Number Short Sets	48	877	39	326
Number Long Sets	0	10	0	15
Average Meter Set Time	4.63	4.47	5.84	5.46
Number of Work Orders:				
Service Calls	304	4,810	415	4,421
Meter Resets	0	7	0	0
Meter Removals	0	21	2	12
Meter Changes	12	341	23	359
Locates Completed	330	4,883	389	4,334
Number of Water Main Breaks	24	237	25	295
Average Time Water Off	2.82	2.50	3.10	2.41
Fire Hydrants:				
New	1	3	0	4
Replaced	0	9	2	14
Maintained	67	458	55	957
Number of Valves Exercised	186	1,817	206	1,884
Feet of Main Construction	542	6,815	753	7,387
Hours of Main Construction	573	5,819	756	6,174
Meter Changeovers	38	160	5	161
OJI Percentage	12.00	7.53	7.50	7.98
Hours Flushing/Testing New Mains	30	327	81	574
Hours Worked Outside of Division	194	1,900	315	2,598

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
May 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.)	332.4	3021.1	286.5	2995.8
Total Effluent Flow (M.G.)	324.3	2885.9	280.4	2843.2
Influent Peak Flow (MGD)	16.9	21.2	11.2	19.2
Effluent Peak Flow (MGD)	16.2	19.5	10.8	19.7
Daily Avg. Influent Flow (MGD)	10.7	10.1	9.2	8.9
Daily Avg. Effluent Flow (MGD)	10.0	8.6	9.0	8.3
Precipitation (inches)	6.9	30.3	3.6	30.3

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

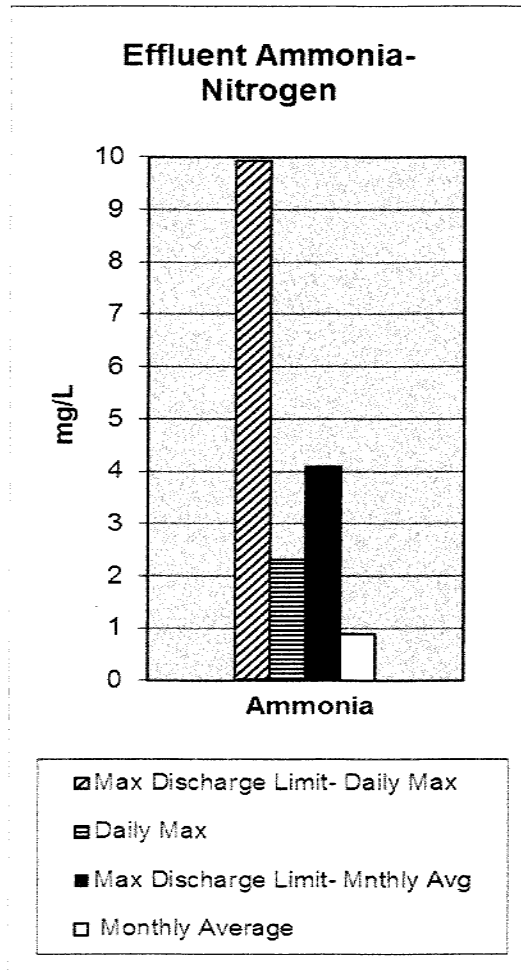
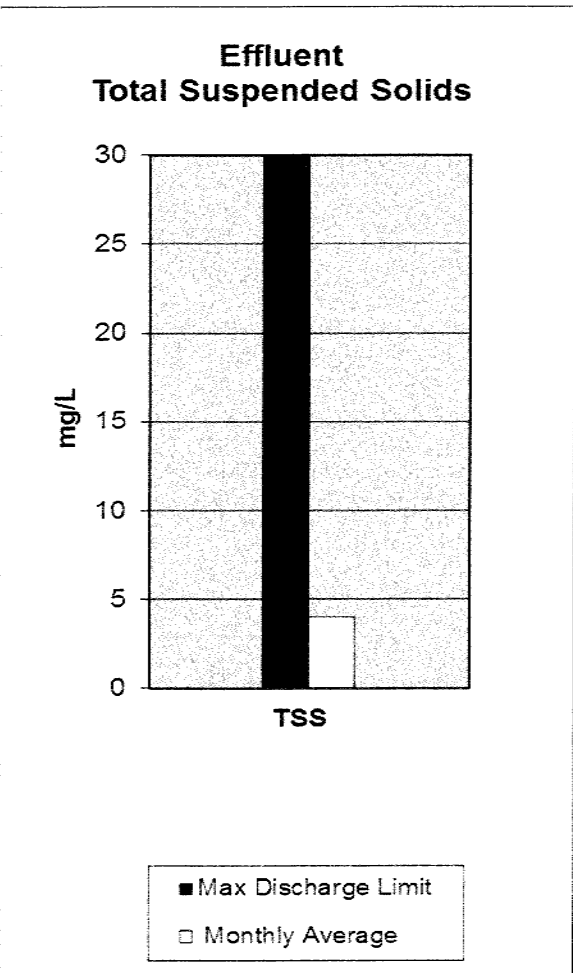
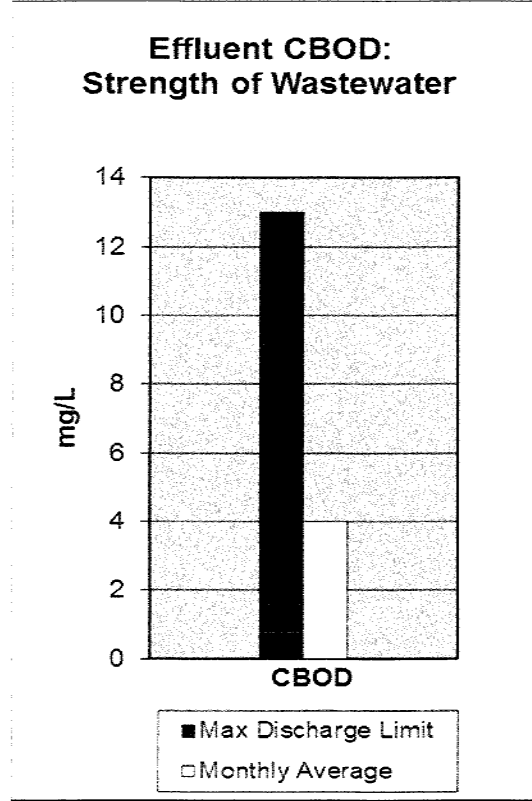
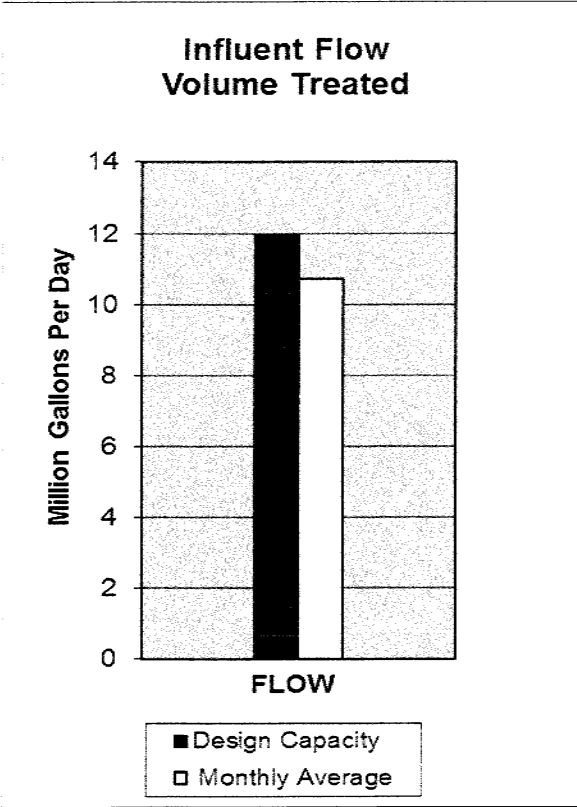
	<u>Avg.</u>	<u>Avg.</u>
5 day BOD:		
Influent Total (mg/l)	175	220
Effluent Carbonaceous Total	4	7
Percent Removal	98	96.8
Total Suspended Solids:		
Influent (mg/L)	155	176
Effluent (mg/L)	4	44
Percent Removal	97.5	75
Dissolved Oxygen:		
Influent (min)	0.8	0.8
Effluent (min)	5.1	5.0
pH		
Influent (Low)	7.1	7
(High)	7.6	7.5
Effluent (Low)	6.8	6.6
(High)	7.1	7.2
Ammonia Nitrogen		
Influent (mg/L)	24.2	27.5
Effluent (mg/L)	0.85	1.6
Percent Removal	96.5	94.1

Utilities

Electrical				
Total kWh Used (Plant wide)	470,700	3,673,760	498,860	2,753,920
Aeration Blowers, WSL&Headworks	315,840	2,581,080	319,680	1,947,046
Natural Gas				
Total cubic feet/day (plant wide)	1,175,000	10,090,000	564,000	6,407,000
Public Education (Tours)	2	15	1	5
	Attendees Totals			363
Reclaimed Water System (MG)	14.4	103.1	8.9	56.9
OU Golf Course	4.1	42.6	8.2	48.6

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

**CITY OF NORMAN
WATER RECLAMATION FACILITY
May 2013**



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

WATER TREATMENT DIVISION

MONTH: May-13

	<u>FYE 2013</u>		<u>FYE 2012</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	195.12	2,613.95	353.72	2703.96
Well Production (MG)	130.12	1451.28	84.33	1512.17
Oklahoma City Water Used (MG)	0.30	69.89	0.22	147.28
Total Water Produced (MG)	325.54	4135.12	438.26	4363.40
Average Daily Production	10.50	12.34	14.14	12.99
Peak Day Demand				
Million Gallons	12.52	24.82	18.72	23.94
Date	5/13/2013	7/23/2012	5/25/2012	8/5/2011
System Capacity (see note)	0.00	0.00	21.74	21.74
Demand Above Capacity (Peak Day)	12.52	24.82	0.00	2.19
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$343,661.75	\$4,033,339.82	\$345,369.84	\$3,787,226.45
Wells	\$115,895.56	\$938,240.35	\$68,447.72	\$808,788.91
OKC (Estimated)	\$1,509.00	\$350,951.40	\$2,384.71	\$699,096.52
Total	\$461,066.31	\$5,322,531.57	\$416,202.27	\$5,295,111.88
Cost per Million Gallons				
Plant	\$1,761.28	\$1,543.01	\$976.39	\$1,400.62
Wells	\$890.68	\$646.49	\$811.71	\$534.85
OKC (Estimated)	\$5,030.00	\$5,021.55	\$10,939.04	\$4,746.72
Total	\$1,416.31	\$1,287.15	\$949.66	\$1,213.53
Water Quality				
Total Number of Bacterial Samples	80	1,010	103	1,168
Bacterial Samples out of Compliance	0	5	1	1
Total number of complaints	2	34	3	32
Number of complaints per 1000 service connections	0.06	0.96	0.09	0.98
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	1,464
Total Hours Lost	0	0	0	1,464
Safety Training Sessions Held	1	12	1	10
Public Education				
Number of tours conducted	0	5	2	12
Number of people on tours	0	88	55	186

Notes:

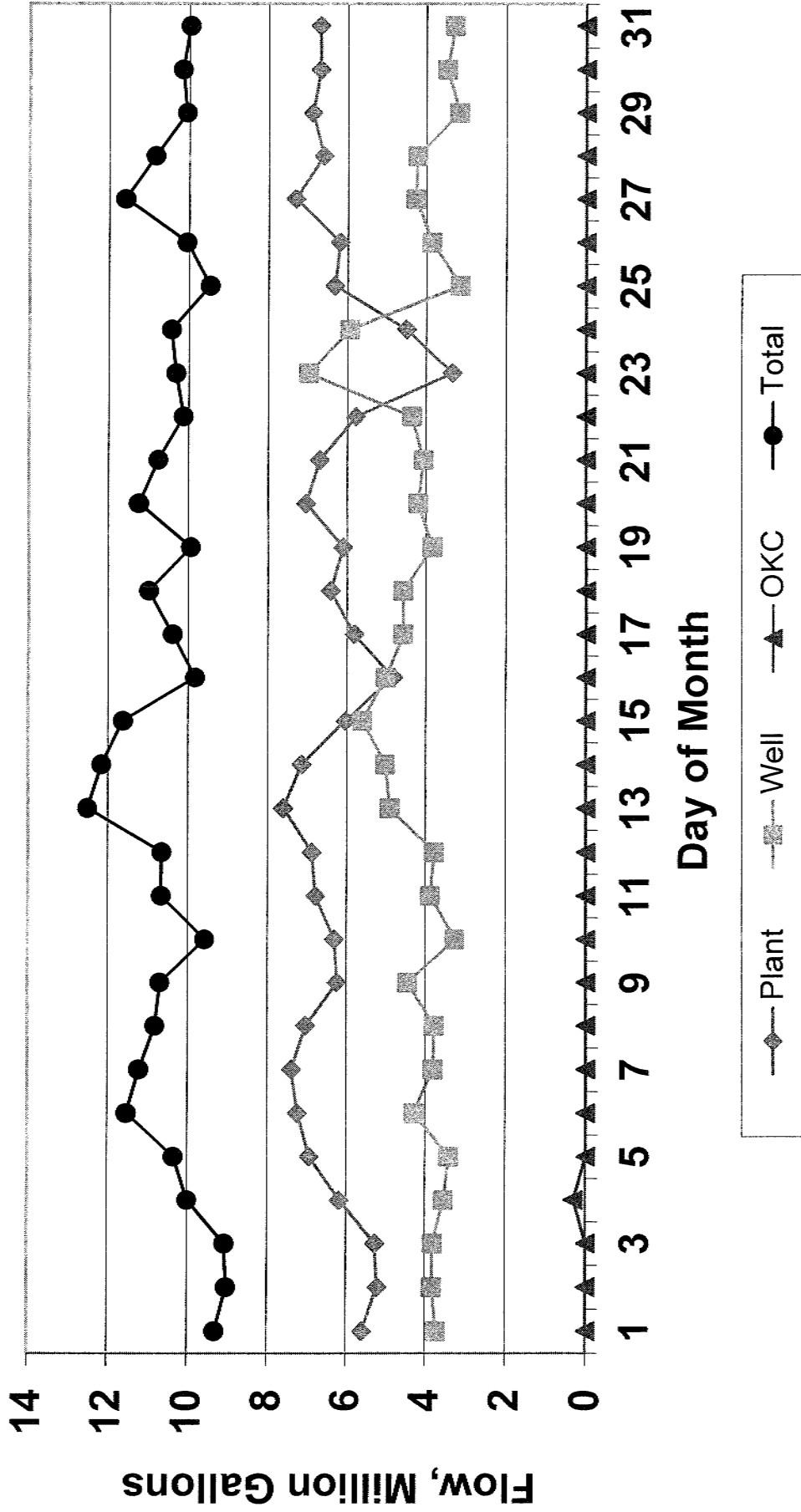
The tie-in for the 30" raw water line at the plant valve vault was completed. The remainder of the installation of the raw water line can be completed without additional plant shutdowns so it can proceed regardless of water demand. The contractor continues to make good progress with some delays for weather.

The standby generator is not switching automatically on power failure. The generator works fine if we manually switch it into service. We are troubleshooting the problem but have not found a solution yet.

The motor starter in Well #35 was damaged by lightning. Repair parts are on order and expected soon.

Storms have disabled communications with most of the water towers and wells to the west of the plant. The only critical link is with Brookhaven water tower and that is working again.

Water Production for May, 2013



SANITATION DIVISION PROGRESS REPORT

MAY 2013

	FY 12		FY 13	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	24	6	20
<u>On The Job Injuries</u>	1	10	0	3
<u>Bulk Pickups</u>	17	241	17	244
<u>Refuse Complaints</u>	83	685	78	717
<u>New Polycarts Requests</u>	63	604	61	611
<u>Polycarts Exchanges</u>	12	111	14	139
<u>Additional Polycart Requests</u>	54	665	65	733
<u>Replaced Stolen Polycarts</u>	34	420	35	255
<u>Replaced Damaged Polycarts</u>	201	1501	141	1284
<u>Polycarts Repaired</u>	23	145	21	196

COMPOST MONTHLY REPORT

MAY 2013

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	680.00	3,189.67
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 12,797.60	\$ 60,029.59
TONS BROUGHT IN BY PUBLIC:	170.70	1,459.10
TONS BROUGHT IN BY CONTRACTORS :	270.11	2,435.07
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	9.00	66.27
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,465.42	\$ 74,535.48
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 21,263.02	\$ 134,565.07
REVENUE COLLECTED FROM COMPOST SALES:	\$ 1,380.00	\$ 25,390.00

	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	12	205	0	3,168
DRYING BEDS	910	4,260	0	1,256
TOTAL:	922	4,465	0	4,424

MONTHLY TRANSFER STATION REPORT

MAY 2013

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	422.05	3,850.82	\$ 15,628.38	\$ 143,407.44
CONT. TONS:	167.01	1,624.25	\$ 8,063.04	\$ 78,333.17
CASH TONS:	971.18	8,222.99	\$ 42,005.67	\$ 362,092.34
BRUSH/YDS:	5.00	42.00	\$ 50.00	\$ 420.00
PULL OFFS:	22	270.00	\$ 286.00	\$ 3,178.00
TOTALS:	1,560.24	13,698.06	\$ 66,033.09	\$ 587,430.95

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	359	4,151
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8,374.26	77,368.77
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	28	424
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	216.75	3120.47
GRAND TOTAL TONS TO LANDFILLS	8,591.01	80,489.24

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 161,682.81	\$ 1,515,686.60
GRAND TOTAL TIPPING FEE'S	\$ 161,682.81	\$ 1,515,686.60

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	660	5,971
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,984.50	33,586.21
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	332	4,264
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,469.49	25,442.18

TOTAL LOADS BROUGHT TO TRANSFER STATION:	992	10,235
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TOTAL TONS BROUGHT TO TRANSFER STATION:	6,461.59	63,234.69
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	7.60	180.49
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MONTHLY RECYCLING REPORT (DROP CENTERS)

MAY 2013

	TONNAGES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.48	5.10	0.54	5.35	1.66	8.82
PLASTICS:	3.36	32.61	2.88	33.53	3.72	37.87
STEEL CANS:	1.10	8.82	0.59	8.32	0.91	10.24
CLEAR GLASS:	2.13	23.65	3.33	24.22	7.01	39.76
GREEN GLASS:	1.17	15.54	1.92	14.31	3.93	24.29
BROWN GLASS:	1.52	18.42	2.72	17.28	5.45	28.74
MIXED OFFICE PAPER:	8.53	92.01	6.31	66.15	8.27	91.09
CARDBOARD CENTERS TONS:	5.37	188.11	5.28	175.17	4.70	194.03
NEWSPAPER CENTERS TONS:	12.35	51.90	0.00	46.51	0.00	41.15
TOTAL TONS:	36.01	436.16	23.57	390.84	35.65	475.99

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	43.73	726.85
CARDBOARD COMPACTORS:	50.91	562.89
OTHER NEWSPAPER CONTAINERS:	0.00	6.69
TOTAL TONS:	94.64	1296.43

	REVENUES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 415.20	\$ 3,827.11	\$ 467.10	\$ 3,986.92	\$ 1,435.90	\$ 6,683.93
PLASTICS:	\$ 67.20	\$ 652.20	\$ 57.60	\$ 670.60	\$ 74.40	\$ 757.40
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 1,108.90	\$ 9,336.75	\$ 820.30	\$ 6,796.10	\$ 1,075.10	\$ 9,103.95
CARDBOARD:	\$ 778.65	\$ 22,976.05	\$ 765.60	\$ 21,484.35	\$ 681.50	\$ 23,780.60
NEWSPAPER:	\$ 1,667.25	\$ 5,517.30	\$ -	\$ 4,751.95	\$ -	\$ 4,110.80
TOTAL REVENUE:	\$ 4,037.20	\$ 42,309.41	\$ 2,110.60	\$ 37,689.92	\$ 3,266.90	\$ 44,436.68

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 6,340.85	\$ 90,098.65
CARDBOARD COMPACTORS:	\$ 4,327.35	\$ 65,515.65
OTHER NEWSPAPER CONTAINERS:	\$ -	\$ 798.45
TOTAL REVENUE:	\$ 10,668.20	\$ 156,412.75

	COLLECTION BY MATERIAL					
	TONS	TONS	PRO/FEE	PRO/FEE	REVENUE	REVENUE
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	2.68	19.27			\$ 2,318.20	\$ 14,497.96
PLASTIC:	9.96	104.01			\$ 199.20	\$ 2,080.20
STEEL:	2.60	27.38			\$ -	\$ -
CLEAR GLASS:	12.47	87.63			\$ -	\$ -
GREEN GLASS:	7.02	54.14			\$ -	\$ -
BROWN GLASS:	9.69	64.44			\$ -	\$ -
MIXED OFFICE PAPER	23.11	249.25	\$ 450.65	\$ 3,785.52	\$ 2,553.66	\$ 21,650.18
CARDBOARD:	109.99	1,847.05	\$ 2,392.28	\$ 34,280.95	\$ 13,556.27	\$ 194,258.70
NEWSPAPER:	12.35	146.25	\$ 250.09	\$ 2,099.25	\$ 1,417.16	\$ 11,895.75
REVENUE FROM OCC CONTAINERS:					\$ -	\$ 80,698.50
TOTALS:	189.87	2,599.42	\$ 3,093.02	\$ 40,165.72	\$20,044.49	\$325,081.29

	COLLECTION COST							
	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	58.00	606.00	8.00	88.00	5.50	1,883.80	4.00	82.05
LABOR COST:	\$ 1,553.24	16,228.68	\$ 214.24	2,356.64	\$ 147.29	50,448.16	\$ 107.12	2,197.30
VEHICLE COST:	\$ 2,561.04	15,985.13	\$ 284.56	2,196.99	\$ 782.54	21,592.38	\$ 142.28	3,401.76
TOTALS:	\$ 4,114.28	\$ 32,213.81	\$ 498.80	\$ 4,553.63	\$ 929.83	\$ 72,040.54	\$ 249.40	\$ 5,599.06

	OCC COMPACTORS		MIXED OFFICE PAPER		MAN HOURS:	MONTH	YTD
	MONTH	YTD	MONTH	YTD			
LABOR COST:	\$ 589.16	6,279.91	\$ 160.68	3,923.27		103.50	3,040.85
VEHICLE COST:	\$ 853.62	6,379.10	\$ 569.12	4,318.66		\$ 2,182.57	75,689.65
TOTALS:	\$ 1,442.78	\$ 12,659.01	\$ 729.80	\$ 8,241.93	GRAND TOTAL:	\$ 7,375.73	\$ 129,563.67

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 3,573.35	\$ 48,878.93

MONTHLY RECYCLING REPORT

CURBSIDE COLLECTION

APRIL 2013

COLLECTION DAYS	CONTAINER	MIXED	TOTAL	CONTAINER	MIXED	TOTAL
	STREAM	PAPER	TONS	STREAM	PAPER	TONS
MONTH	MONTH	MONTH	MONTH	YTD	YTD	YTD
MONDAY	40.15	38.33	78.48	234.88	278.12	513.00
TUESDAY	20.34	18.30	38.64	199.20	211.07	410.27
WEDNESDAY	23.48	17.04	40.52	180.68	125.84	306.52
THURSDAY	16.75	13.99	30.74	164.84	124.05	288.89
FRIDAY	16.10	10.53	26.63	178.71	132.60	311.31
TOTAL	116.82	98.19	215.01	958.31	871.68	1,829.99

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	34.40%	34.24%
AVERAGE TONS PER DAY :	9.49	9.83
POUNDS PER HOME:	9.2	9.66
RESIDENTIAL MIXED PAPER:	114.45	106.70
RESIDENTIAL LOOSE CONTAINER:	84.76	102.59

COMMODITY BY TON

	MONTH	YTD
ALUMINUM BEVERAGE CAN	4.2	51.2
METAL CONTAINERS	12.7	153.9
HDPE (#2) PLASTIC CONTAINERS	18.6	225.6
PET (#1) PLASTIC CONTAINERS	17	205.2
GLASS CONTAINERS	31.4	379.7
OLD NEWSPAPER PRINT	93.8	874.9
MIXED PAPER	20.6	192.1
TOTAL	198.30	2,082.60

CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	33	542
REMINDER NOTICES	2	44
MISC. (throwing bins, left in driveway, blowing trash)	2	19
MISSING BINS	61	715
DELIVERY REQUEST	44	228
TOTAL CALLS	142	1548

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$4,046.49	\$34,440.41

