

City of Norman



Monthly Departmental Report

February 2016

MONTHLY PROGRESS

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CITY CLERK 1

**CITY CLERK
MONTHLY PROGRESS REPORT
FEBRUARY 2016**

CITY COUNCIL

Filing dates for Mayor and City Council seats 2, 4, 6, and 8 were held January 11-13, 2016. The election for Council candidates, General Obligation Street Maintenance Bonds, and Charter amendments will be held on April 5, 2016, and the run-off election for candidates, if needed, will be held on June 28, 2016.

The candidates are as follows:

MAYOR	Gary Barksdale Lynne Miller Bobby Stevens
WARD TWO	Aleisha Karjala Matthew Leal
WARD FOUR	Bill Hickman Rhett Jones Christina Owen
WARD SIX	Brea Clark Jerry Lang Ashley McCray

Councilmember Kyle Allison, Ward Eight, did not draw an opponent. Councilmembers will be sworn in on July 5, 2016.

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	12	57	Noise	3	18
Building Permits	10	94	Norman Forward Questions	0	24
CDBG	0	5	Parks and Recreation	9	102
City Clerk	10	*382	Planning	5	37
City Manager/Mayor	2	7	Police	11	113
Code Enforcement	21	352	Recycling	3	43
Engineering/Public Works	12	109	Sanitation	23	186
Finance	8	102	Sidewalks	1	22
Fire/Civil Defense	5	26	Storm Debris	0	40
Human Resources	0	8	Storm Water	7	73
Information (General)	19	208	Streets	23	180
Information Technology	8	24	Street Lights	30	184
Legal	2	25	Traffic	8	94
Line Maintenance	2	54	Utilities	6	53
Municipal Court	9	31	WC Questions	2	7
			WC Violations	0	3
Total for February		251	Total FYE YTD		2,663

WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

7 New licenses were issued and 44 licenses were renewed during the month of February. 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	25	45	Bee Keeper	1	1
Class I Beer	5	9	Solicitor/Peddler (30 day)	0	4
Class II Beer	7	9	Solicitor/Peddler (60 day)	0	5
Mixed Beverage	1	1	Solicitor/Peddler (one day)	0	12
Mixed Beverage/Caterer	2	3	Coin-Operated Devices	1	7
Brewer or Distiller	0	0	Game Machines	0	0
Wine & Beer/Winemaker	2	4	Taxi/Motorbus/Limousine	1	1
Temporary Food (30 day)	1	14	Impoundment Yard	0	0
Temp Food (180 day)	0	6	Salvage Yard	0	0
Temp Food (one day)	0	52	Transient Amusement	0	0
Kennel	1	1	Special Event	0	11
Pawnbrokers	1	2	Special Event Beer	0	0
Retail Liquor Store	1	1	Sidewalk Dining	2	3

New Establishments/Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Loot & XP: Boardgame Café	2228 West Main	Food Service and Class I Beer
Norman Youth Soccer Assoc.	1001 East Robinson	Food Service

Existing Establishments/New Owner

NAME	ADDRESS	LICENSE TYPE(S)
Candy Basket	2001 West Main	Food Service
Denver Pantry	10809 Alameda	Food Service and Class II Beer

- One 30 Day Mobile Temporary Food Service License was issued to Yami's Yummies for February 16 through March 16, 2016

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02-03-16	Lauren Smith	Damages to vehicle - claimant alleges on July 6, 2015, a sanitation truck was emptying a dumpster at 2001 West Main when a piece of shelving fell out of the dumpster striking her vehicle.	\$ 1,286.68
02-09-16	Jason Ashley Hiers	Reimbursement of towing/impound fees – claimant alleges that on December 21, 2015, the Norman Police Department arrested him for driving with a suspended license and had his vehicle towed. Mr. Hiers was able to prove his license was not suspended and the Police Department dropped the charge.	\$ 186.79

CLAIMS FILED, continued:

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02-16-16	Extra Space Storage	Reimbursement for removal and replacement of concrete - claimant alleges that on October 25, 2015, a waterline break at 2100 24th Avenue N.E. damaged 4,065 square feet of their concrete slab.	\$ 31,858.05
02-17-16	Brandon Woodmansee and/or Sharno Brian Floyd	Damages to vehicle – claimant alleges that on January 9, 2016, he was southbound on I-35, between Main Street and Lindsey Street, when a sanitation truck changed lanes forcing him off the road.	\$ 2,835.13
02-18-16	Phyllis Murray	Reimbursement of cleanup services and two mattresses – claimant alleges that on August 27, 2015, she discovered sewage in her basement caused by the main sewer line at 801 College Avenue being disconnected during a City of Norman Utility Project.	\$ \$731.91
02-24-16	Daniel H. Hickok, Jr.	Damages to vehicle – claimant alleges that on January 27, 2016, he was behind a police vehicle exiting the parking lot of Walgreens at 12th Avenue S.E. and Alameda Street when the police vehicle began backing up striking his vehicle. According to the accident report, the officer had begun pursuit of another vehicle on Alameda Street when oncoming traffic impeded his attempt and he had to back up striking Mr. Hickok’s vehicle.	\$ 3,776.94
02-29-16	Nathan Gwin	Damages to vehicle – claimant alleges that on February 2, 2016, he was stopped at a red light in the southbound lane of Classen Boulevard at Constitution Street when a police vehicle struck him from behind. According to the accident report, the officer was changing lanes to yield to an emergency vehicle when she clipped the rear of Mr. Gwin’s vehicle.	\$ 3,059.27

CLAIMS ADMINISTRATIVELY PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Lauren Smith	Damages to her vehicle when shelving from a dumpster being emptied by a sanitation truck fell out and struck her vehicle on July 6, 2015, at 2001 West Main.	02-12-16	\$ 1,286.68

BUDGET RETREATS

A City Council Budget Retreat was held on February 23, 2016, regarding the FYE 2017 Capital Improvement Budget.

CONFERENCES

A City Council Conference was held on February 9, 2016, to discuss Change Order No. One to the contract with McKee Utility Contractors, Inc., increasing the contract amount by \$146,015.90 for a revised contract amount of \$2,276,900.90 for the Lindsey Street Waterline Improvements, Phase B and a presentation by Erinn Gavaghan, Executive Director of the Norman Arts Council, regarding a possible program to administer the public art included in the Norman Forward Projects.

FINANCE COMMITTEE

A City Council Finance Committee meeting was held on February 11, 2016, to discuss and review outside agency reports and/or requests from Social and Voluntary Services; 89er Day Parade Committee; Veterans Day Parade Committee; Center for Children and Families; Firehouse Art Center; Cleveland County Historic Museum; Sooner Theatre; Aging Services-Kiwanis Cruiser; Performing Arts Studio; Norman Economic Development Coalition (NEDC); and Cleveland Area Rapid Transit (CART), continued discussion regarding the creation of a storm water utility, submission of revenue/expenditure reports for January 2016; submission of the report on open positions.

OVERSIGHT COMMITTEE

A City Council Oversight Committee meeting was held on February 18, 2016, regarding an update of closed section line roads not eligible for building permits.

PUBLIC HEARINGS

A Public Hearing was held on February 9, 2016, regarding approval of Contract K-1516-107 with the Oklahoma Department of Commerce (ODOC) for the Community Development Block Grant Disaster Relief (CDBG-DR) Program for 2013 in the amount of \$5,004,821.

STUDY SESSIONS

A Study Session was held on February 2, 2016, regarding proposed amendments to the Animal Welfare Ordinance.

A Study Session was held on February 16, 2016, regarding possible amendments to the City of Norman Floodplain Ordinance.

FACILITY MAINTENANCE

1A

**City of Norman Facility Maintenance
February 2016 Monthly Hourly Materials Cost Report**

Craft	Location	Data			
		Labor Hrs.	Labor Cost	Materials Cost	Total
Custodial	Administration Building-201	0.50	\$9.09	\$0.00	\$9.09
	Fire Station 6	0.15	\$2.73	\$0.00	\$2.73
Custodial Total		0.65	\$11.82	\$0.00	\$11.82
Doors and Hardware	Building B	1.00	\$26.57	\$0.00	\$26.57
	Building C	3.00	\$79.71	\$110.55	\$190.26
	Facility Maintenance	1.00	\$26.57	\$20.00	\$46.57
	Irving Rec Center	1.00	\$26.57	\$17.66	\$44.23
	Little Axe Rec Center	3.00	\$79.71	\$217.05	\$296.76
	Parks-Reaves Center	1.00	\$26.57	\$0.00	\$26.57
Doors and Hardware Total		10.00	\$265.69	\$365.26	\$630.95
Electrical	Administration Building-201	6.00	\$166.33	\$24.93	\$191.26
	Animal Welfare	6.00	\$166.33	\$0.00	\$166.33
	Building B	5.00	\$138.61	\$48.27	\$186.88
	Fire Station 2	6.00	\$166.33	\$0.00	\$166.33
	Fire Station 5	7.00	\$199.30	\$90.00	\$289.30
	Fleet Maintenance	29.50	\$810.20	\$0.00	\$810.20
	Irving Rec Center	8.00	\$221.78	\$0.00	\$221.78
	Library	9.00	\$249.50	\$0.00	\$249.50
	Little Axe Rec Center	4.00	\$110.89	\$0.00	\$110.89
	Parks-Community	10.00	\$268.52	\$0.00	\$268.52
	Parks-Griffin	38.00	\$1,060.87	\$0.00	\$1,060.87
	Parks-Neighborhood	3.50	\$89.42	\$0.00	\$89.42
	Parks-Reaves	11.00	\$304.95	\$14.06	\$319.01
	Police Range-Main Bldg	22.00	\$615.00	\$146.62	\$761.62
	Water Reclamation Facility-Main Control	46.00	\$1,275.23	\$17.14	\$1,292.37
	Water Treatment Plant	8.00	\$239.18	\$112.68	\$351.86
	Westwood Tennis Center	17.00	\$471.28	\$57.35	\$528.63
Electrical Total		236.00	\$6,553.73	\$511.05	\$7,064.78
General Maintenance	Building A	1.00	\$26.57	\$0.00	\$26.57
	Building B	2.00	\$53.14	\$0.00	\$53.14

City of Norman Facility Maintenance

February 2016 Monthly Hourly Materials Cost Report

General Maintenance	Facility Maintenance	3.00	\$83.17	\$0.00	\$83.17
	Senior Citizens Center	2.00	\$55.44	\$10.59	\$66.03
	Transfer Station	1.00	\$26.57	\$0.00	\$26.57
General Maintenance Total		9.00	\$244.89	\$10.59	\$255.48
Heating/Ventilation	12th Avenue Rec Center	4.00	\$119.59	\$4,928.00	\$5,047.59
	Administration Building-201	28.00	\$837.13	\$31.40	\$868.53
	Building A	12.00	\$358.77	\$0.00	\$358.77
	Building B	4.00	\$119.59	\$0.00	\$119.59
	Building C	28.00	\$837.13	\$36.44	\$873.57
	Compost Facility	4.00	\$119.59	\$0.00	\$119.59
	Fire Station 1	2.00	\$59.80	\$0.00	\$59.80
	Firehouse Art Center	2.00	\$59.80	\$0.00	\$59.80
	Irving Rec Center	4.00	\$119.59	\$0.00	\$119.59
	Library	8.00	\$239.18	\$0.00	\$239.18
	Little Axe Rec Center	5.50	\$146.13	\$0.00	\$146.13
	Norman Investigations Center	17.00	\$508.26	\$118.50	\$626.76
	Senior Citizens Center	6.00	\$175.04	\$206.00	\$381.04
	Water Reclamation Facility-Main Control	20.00	\$597.95	\$16.56	\$614.51
	Water Treatment Plant	7.00	\$209.28	\$88.52	\$297.80
	Whittier Recreation Center	8.00	\$239.18	\$225.44	\$464.62
Heating/Ventilation /Air Conditioning Total		159.50	\$4,746.01	\$5,650.86	\$10,396.87
Inspections	Police-Special Ops	3.00	\$79.71	\$0.00	\$79.71
Inspections Total		3.00	\$79.71	\$0.00	\$79.71
Lighting	Building B	18.00	\$499.00	\$0.00	\$499.00
	Building C	3.00	\$83.17	\$42.88	\$126.05
	Fire Station 3	4.00	\$110.89	\$0.00	\$110.89
	Fleet Maintenance	21.00	\$582.17	\$62.04	\$644.21
	Line Maintenance	4.00	\$110.89	\$0.00	\$110.89
	Santa Fe Depot	4.00	\$110.89	\$13.70	\$124.59
	Senior Citizens Center	4.00	\$110.89	\$0.00	\$110.89
	Sooner Theatre	2.00	\$55.44	\$9.80	\$65.24
	Westwood Equipment Maintenance	4.00	\$113.06	\$80.41	\$193.47
	Westwood Tennis Center	6.00	\$166.33	\$0.00	\$166.33
Lighting Total		70.00	\$1,942.74	\$208.83	\$2,151.57

City of Norman Facility Maintenance

February 2016 Monthly Hourly Materials Cost Report

Miscellaneous	Animal Welfare	4.00	\$106.28	\$0.00	\$106.28
	Building A	4.00	\$106.28	\$0.00	\$106.28
	Building B	1.00	\$26.57	\$0.00	\$26.57
	Building C	6.00	\$166.33	\$0.00	\$166.33
	Facility Maintenance	7.75	\$216.41	\$0.00	\$216.41
	Fire Station 4	3.00	\$71.33	\$25.14	\$96.47
	Irving Rec Center	4.00	\$106.28	\$0.00	\$106.28
	Line Maintenance	2.00	\$53.14	\$0.00	\$53.14
	Westwood Clubhouse	1.00	\$26.57	\$0.00	\$26.57
Miscellaneous Total		32.75	\$879.18	\$25.14	\$904.32
Plumbing	12th Avenue Rec Center	2.00	\$53.14	\$0.00	\$53.14
	Administration Building-201	4.00	\$106.28	\$17.08	\$123.36
	Building A	2.00	\$53.14	\$21.42	\$74.56
	Building B	3.00	\$79.71	\$0.00	\$79.71
	Building C	2.00	\$53.14	\$0.00	\$53.14
	Fire Station 2	3.00	\$79.71	\$0.00	\$79.71
	Fire Station 3	4.00	\$106.28	\$44.28	\$150.56
	Fire Station 4	2.00	\$53.14	\$0.00	\$53.14
	Fire Station 7	6.00	\$159.41	\$20.85	\$180.26
	Fire Station 8	1.00	\$26.57	\$0.00	\$26.57
	Firehouse Art Center	2.00	\$53.14	\$0.00	\$53.14
	Fleet Maintenance	1.00	\$26.57	\$0.00	\$26.57
	Irving Rec Center	4.00	\$112.93	\$0.00	\$112.93
	Library	3.00	\$79.71	\$65.14	\$144.85
	Lindsey Yard-Stormwater	4.00	\$106.28	\$0.00	\$106.28
	Little Axe Rec Center	8.50	\$225.84	\$5.66	\$231.50
	Norman Investigations Center	6.00	\$159.41	\$5,426.40	\$5,585.81
	Park Maintenance-Office	1.00	\$26.57	\$0.00	\$26.57
	Parks-Andrews	2.00	\$53.14	\$0.00	\$53.14
	Parks-Community	16.00	\$425.10	\$16.18	\$441.28
	Parks-Neighborhood	4.00	\$106.28	\$0.00	\$106.28
	Sanitation	1.00	\$26.57	\$33.84	\$60.41
	Traffic Control	2.00	\$53.14	\$0.00	\$53.14
	Transfer Station	1.00	\$26.57	\$0.00	\$26.57

City of Norman Facility Maintenance

February 2016 Monthly Hourly Materials Cost Report

Plumbing	Water Treatment Plant	5.00	\$132.84	\$0.00	\$132.84
	Westwood Clubhouse	6.00	\$159.41	\$3.20	\$162.61
	Westwood Tennis Center	1.00	\$26.57	\$11.25	\$37.82
	Whittier Recreation Center	2.00	\$53.14	\$0.00	\$53.14
Plumbing Total		98.50	\$2,623.69	\$5,665.30	\$8,288.99
Grand Total		619.40	\$17,347.46	\$12,437.03	\$29,784.49

CITY MANAGER

2

CIP Financial Status 2A

As previously reported in the September 2015 Monthly Departmental Report; Next quarterly update will be in April 2016.

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

1/6/2016

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
SA0002	Transfer Station	\$0	\$40,000	Sanitation Fund 033
WA0194	Bulk Water Station (cancelled)	\$0	\$80,000	Water Fund 031
WA0199	Waterline Under Bishop Creek	\$120,000	\$0	Water Fund 031
WA0305	Berry Road WL Phase 3	\$100,000		Water Fund 031
WW0070	Sewer Maintenance Plan FYE12		\$575,000	Sewer Maintenance Fund 321
WW0207	Lindsey SS Rehab		\$800,000	Sewer Maintenance Fund 321
WW0209	Bishop Creek Emergency Sewer Crossing	\$900,000		Sewer Maintenance Fund 321
WW0303	Lift Station D Improvements	\$0	\$450,000	New Development Excise Tax 322
POLICE				
BP0188	Animal Welfare Expansion and Renovation	\$0	\$0	Capital 50

Notes

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

PUBLIC WORKS	none
PARKS AND RECREATION	none
CITY CLERK	none
INFORMATION TECHNOLOGY	none

COMMUNITY RELATIONS

2B

**Community Relation's Office
February 2016**

Number of press releases	16
Contacts with the media	14
<i>Norman News</i> membership	880
Website visits	80,584
Facebook followers	3,661
Twitter followers	1,812

DEVELOPMENT COORDINATOR 2C

City of Norman - Development Coordinator Monthly Report February 2016

Below are activities and projects that the Development Coordinator has been involved with during the month of February 2016.

General Inquiries, Contacts and Meetings

- Development Review Team
- City Council Meeting
- City Council Study Session
- Pre-Development Meetings
- Council Business and Community Affairs
- Norman Forward East and Central Libraries Ad Hoc Committee
- Norman Forward Sales Tax Citizens Financial Oversight Board

Building Permit and Plat Application Meetings

- Discussed development requirements for new Downtown retail/office development
- Assisted homeowners in permit requirements and regulations for housing renovations.
- Met with staff and project representatives to discuss redevelopment of property for entertainment.
- Met with project representatives to discuss development requirements for a new industrial project.
- Discussed sign requirements with staff and project representative for an existing industrial business.
- Met with staff and project representatives to discuss requirements for potential residential development.
- Met with staff and project representatives to discuss requirements for construction of new retail development.

Development Process Improvements

- *Wastewater Excise Tax/Connection Fee Analysis RFP* – Draft report is being revised.
- *Customer Service Survey for Development Services Division* –The latest round of surveys for the January 2016 CO'ed projects has been sent.
- *Building Permit Outreach Program* – work continues on this project, and contacts continue being made with building permit applicants that fall into the criteria outlined in the plan concept. Periodic follow-up checks (generally every two weeks) continue taking place. The reaction to the program continues to be positive.
- *ICC and NFPA Code Clarification Project* – continued working with building and fire inspection staff to develop interpretations of building code/fire code compliance items that could be posted online. This project is designed to assist in making code clarifications and other information provided to contractors and developers more clear..

###

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – February 2016

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 February are discussed below:

Treasury Division:

In the month of February, the Treasury Division processed 31,952 total payments. The traffic counter at the Drive-up Facility counted 6,373 customers. The Treasury Division processed 1,362 credit card utility payments, an increase of 15.2% from last month, and the IVR (Interactive Voice Response) system processed 1,660 credit card utility payments, an increase of 4.9% from last month. Utility customers also have the option of paying on the City of Norman website. There were 5,042 credit card payments made on the internet in February, an increase of 19.2% from last month. The Municipal Court processed 903 credit card payments for court fines, an increase of 37.9% 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 \$24,603 in convenience fees in the month of February with a fiscal year-to-date total of \$169,330.

Utility Services Division:

The Meter Reading Division read 43,069 meters. Out of 77 meter reading routes, 77 (100%) were read within the targeted 30-day reading cycle. All routes were read by the 29th day. No routes were estimated in February.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are above target for the month of February at 1.1%. Revenues from the City's largest single source of revenue, sales tax, are above target at 1.8% for the year to date and 5.9% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 16 Budget To Date	FYE 16 Actual To Date	FYE 15 Actual To Date	FYE 14 Actual To Date
Sales Tax Revenue*	\$26,776,356	\$27,256,634	\$25,748,526	\$25,681,865
General Fund Revenue*	\$50,060,490	\$48,866,773	\$48,776,163	\$46,500,165
General Fund Expenses*	\$53,074,192	\$50,469,608	\$47,382,183	\$47,111,347

* Excludes Public Safety Sales Tax

Administration Division

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,880.00	320.00	2,880.00
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	320.00	2,880.00	320.00	2,880.00
Benefit Hours Taken	40.75	391.00	20.50	409.25
TOTAL ACCOUNTABLE STAFF HOURS	279.25	2,489.00	299.50	2,470.75
 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

ACCOUNTING 3A

Accounting Division

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
Total Regular Hours Available	960.00	8,640.00	960.00	8,480.00
Total Comp Time Available	0.00	16.25	0.00	0.00
Total Overtime Hours	0.00	0.00	1.25	5.50
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	8,656.25	961.25	8,485.50
Benefit Hours Taken	125.00	1,369.25	326.75	1,153.00
TOTAL ACCOUNTABLE STAFF HOURS	835.00	7,287.00	634.50	7,332.50
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 16	FYE 15	
	FEBRUARY	FEBRUARY	
Total Revenue Received (\$)	\$13,148,070	\$12,259,007	\$889,063
Utility Payments - Office (#)	2,361	2,402	(\$41)
Utility Payments - Office (\$)	\$559,536	\$366,322	\$193,214
Lockbox (#)	20,799	19,661	1,138
Lockbox (\$)	\$1,982,114	\$1,669,761	\$312,353
IVR Credit Card (#)	1,660	1,605	\$55
IVR Credit Card (\$)	\$194,452	\$165,591	\$28,861
Click to Gov (#)	5,042	3,938	1,104
Click to Gov (\$)	\$420,122	\$316,357	\$103,765
UT Credit Card Payments (#)	1,362	1,159	203
UT Credit Card Payments (\$)	\$174,838	\$115,048	\$59,790
Art Donations (#)	169	140	29
Art Donations (\$)	\$184	\$152	\$32
Bank Draft Payments (#)	7,811	7,064	747
Bank Draft Payments (\$)	\$672,781	\$520,191	\$152,590
Utility Deposits (#)	25	147	(122)
Utility Deposits (\$)	\$750	\$4,410	(\$3,660)
Fix Payments (#)	0	2	(2)
Fix Payments (\$)	\$0	\$109	(\$109)
Processed Return Checks (#)	39	14	25
Processed Return Checks (\$)	(\$7,410)	(\$5,352)	(\$2,058)
Other Revenue Transactions (#)	332	295	37
Other Revenue Received (\$)	\$7,937,108	\$8,046,749	(\$109,641)
Accounts Receivable Payments (\$)	\$231,377	\$244,600	(\$13,223)
Accounts Receivable - Credit Card #	2	1	1
Accounts Receivable - Credit Card \$	\$558	\$499	\$59
Municipal Court - Fines/Bonds (\$)	\$159,603	\$131,364	\$28,239
Municipal Court - Credit Card (#)	903	627	276
Municipal Court - Credit Card (\$)	\$173,080	\$113,775	\$59,305
Municipal Court - C2G (#)	461	330	131
Municipal Court - C2G (\$)	\$48,207	\$28,051	\$20,156
Building Permits Cash Report (\$)	\$486,481	\$426,307	\$60,174
Building Permits Credit Card (#)	138	104	34
Building Permits Credit Card (\$)	\$60,258	\$66,894	(\$6,636)
Building Permits C2G (#)	64	100	(36)
Building Permits C2G (\$)	\$15,319	\$6,890	\$8,429
Occupational License - Bldg Insp. (\$)	\$6,250	\$6,425	(\$175)
Occupational License - Bldg Insp. CC (#)	13	8	5
Occupational License - Bldg Insp. CC (\$)	\$850	\$400	\$450
Business License - City Clerk (\$)	\$7,010	\$5,408	\$1,602
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	8,201	6,753	1,448
Convenience Fees - All Payments (\$)	\$24,603	\$29,057	(\$4,454)
Bank Drafts Billed (#)	7,362	7,095	267
Bank Drafts Billed (\$)	\$602,533	\$503,851	\$98,682
Interdepartmental Billing (#)	152	154	(2)
Interdepartmental Billing (\$)	\$12,418	\$9,828	\$2,590
Accounts Receivable Billed (\$)	\$179,752	\$300,227	(\$120,475)

Budget Services Division

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	1,440.00	160.00	1,440.00
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	1,440.00	160.00	1,440.00
Benefit Hours Taken	8.00	240.00	0.00	184.00
TOTAL ACCOUNTABLE STAFF HOURS	152.00	1,200.00	160.00	1,256.00
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 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	7,200.00	800.00	7,200.00
Total Comp Time Available	30.25	205.50	22.00	22.00
Total Overtime Hours	6.50	90.00	0.25	57.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	836.75	7,495.50	822.25	7,279.00
Benefit Hours Taken	87.00	1,860.00	70.75	1,326.75
TOTAL ACCOUNTABLE STAFF HOURS	749.75	5,635.50	751.50	5,952.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY 3C

Utility Division

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,240.00	19,393.00	1,872.00	16,339.00
Total Comp Time Available	0.50	39.75	10.25	10.25
Total Overtime Hours	25.50	383.00	83.75	937.50
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	2,266.00	19,815.75	1,966.00	17,286.75
Benefit Hours Taken	107.00	2,570.00	67.00	1,779.50
TOTAL ACCOUNTABLE STAFF HOURS	2,159.00	17,245.75	1,899.00	15,507.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,880.00	320.00	2,552.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	22.75
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	320.00	2,880.00	320.00	2,574.75
Benefit Hours Taken	17.50	422.00	3.00	238.50
TOTAL ACCOUNTABLE STAFF HOURS	302.50	2,458.00	317.00	2,336.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments

	FYE 16 FEBRUARY	FYE 15 FEBRUARY
Mail Payments - Lockbox	20,799	19,661
Mail Payments - Office	289	234
Mail Payments - Subtotal	21,088	19,895
Night Deposit	439	390
Click-to-Gov Payments	5,042	3,938
IVR Payments	1,660	1,605
Without assistance payments - Subtotal	7,141	5,933
Drive-up window & inside counter	2,361	2,402
Credit Card machine payments (swipe)	881	752
Credit Card machine payments (phone)	481	407
With assistance payments - Subtotal	3,723	3,561
Total Payments Processed - Subtotal	31,952	29,389
Bank Draft (ACH) Payments	7,811	7,064
Total Payments (Utility)	39,763	36,453
Total Convenience Fees - all Payments	8,201	6,753
Grand Total Payments	47,964	43,206

Traffic Counter at Drive-up Facility

Night Drop *	728	604
8-5 Drive-up Window Customers *	5,645	5,128
Total Traffic Counter	6,373	5,732

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

Meter Reading Division

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
Number of Meters Read	43,069	320,436	36,881	309,309
New Service	505	5,470	509	10,313
Request for Termination	500	5,416	485	9,539
Delinquent On(s)	302	1,101	156	1,598
Delinquent Offs	427	1,995	312	2,677
Collect Deposit Tags Hung	62	716	84	360
Collect Deposit Cut Offs	29	451	54	118
Blue Tags	27	122	24	81
Number of Meters Re-read	1,822	13,899	762	11,599
Meters Cleaned	28	281	19	349
Customer Assists	31	297	31	397
Meters Pulled	1	4	0	3
Meters Re-set	1	2	0	3
TOTAL	46,804	350,190	39,317	346,346

Utility Division Activity Report

	FYE 16		FYE 15	
	FEBRUARY	YTD	FEBRUARY	YTD
STATUS REPORT				
Regular Utility Accounts Billed	41,376	328,099	40,182	303,704
New Ons	575	6,586	509	6,097
Final Accounts Billed	535	5,609	435	5,571
TOTAL ACCOUNTS BILLED	42,486	340,294	41,126	315,372

FIRE DEPARTMENT

4

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
Feb, 2016**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	194/200 staff hours
Re-Inspections	52/31.5 staff hours
Residential Inspections	0
Smoke Detector Batteries	5/4 staff hours
Plan/Platt Review	47/74.5 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	246/231.5 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	78/95 staff hours
Training (hours)	8/26.5 staff hours
Fire Education Classes	2/10.5 staff hours
Investigations	11/30 staff hours
Investigative Activities	11/25 staff hours
Miscellaneous/Special	

NFD Monthly Progress Report February 2016

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	55	4.55%
2 - Overpressure Rupture, explosion, Overheat - No Fire	1	0.08%
3 - Rescue & emergency	824	68.10%
4 - Hazardous Conditions (No Fire)	28	2.31%
5 - Service Call	73	6.03%
6 - Good Intent Call	153	12.64%
7 - False Alarm & False Call	71	5.87%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.08%
Incomplete Reports	4	0.33%
Total Incident Count	1210	

Total Fire Loss \$320,750.00

Average Response Times

	Number of Calls	Average Time/Seconds	Average Time/Minutes
Station #1	216	293	0:04:53
Station #2	185	309	0:05:09
Station #3	194	331	0:05:31
Station #4	159	321	0:05:21
Station #5	67	493	0:08:13
Station #6	47	555	0:09:15
Station #7	104	329	0:05:29
Station #8	80	308	0:05:08
Station #9	154	361	0:06:01

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
February, 2016

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held one (1) pre-disciplinary meeting – Parks
- Met with staff to prepare budget requests
- Attended Finance Committee meeting
- Attended the Norman Employee Retirement System board meeting
- Completed analysis and presented recommendations on new position requests and reclassifications for FYE17 budget

B. Grievances (active AFSCME and Non-Union)

- AFSCME Grievance FYE16-03 - Boensch (Fleet) – termination
Arbitration scheduled on March 24, 2016
- AFSCME Grievance FYE15-07 - Raney (Streets) – Crew assignment
Grievance meeting to be held upon employee's return from OJI.
- AFSCME Grievance FYE14-06 - Green (Sewer Line Maint.) – termination
District Court Judge vacated the arbitrator's decision. Pending action- settle Green's employment issues with the City or schedule another arbitration.

C. Collective Bargaining

- Held one (1) negotiation session with FOP
- Held one (1) consultation with IAFF regarding the Vehicle Safety Policy

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed February 2016 City Newsletter
- Finalized FYE 16 IAFF contract
- Coordinated ordering of Employee Recognition Ceremony
- Attended/Summarized one (1) negotiation session
1 – FOP
- Processed invoices and reconciled expense accounts

BENEFITS

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Conducted three (3) employee orientations
- Monitored registration for annual Wellness Program
- Responded to 62 benefit/wellness inquiries

COMPENSATION

The following personnel actions were processed:

Four (4) employees hired:

- 1 – City Manager – Chief Communications Officer
- 1 – Fire – Office Assistant (PT)
- 1 – Police – Crime Analyst I
- 1 – Utilities/Water Reclamation – Maintenance Worker I

Ten (10) employees separated employment from the City of Norman:

- 1 – Public Works/Stormwater – Stormwater Compliance Inspector
- 1 – Municipal Court – Juvenile Community Services Supervisor (PT)
- 4 – Police – (2) Police Officers, (1) Police Sergeant, and (1) Crime Analyst I
- 1 – Fire – Fire Chief
- 3 – Parks and Recreation/Recreation - (1) Special Instructor (PT), (1) Maintenance Worker I, and (1) Maintenance Worker II

One (1) employee promoted:

- 1 – Parks and Recreation/Recreation – Recreation Leader I (PPT)

COMPENSATION/BENEFIT SURVEYS

Compiled information from requested cities for compensation surveys.

RECRUITMENT

Accepted applications for the following positions:

- Temporary Laborer (PT), Utilities/Water Reclamation Facility
- Temporary Laborer (PT), Parks & Recreation/Westwood Golf Course
- Parks Temporary Laborer (PT), Parks & Recreation/Park Maintenance
- Juvenile Community Service Supervisor (PT), Municipal Court
- Special Instructor I (PT): After School Instructor, Parks & Rec/Recreation
- Aerobics Instructor (PT), Parks & Recreation/Recreation
- Baseball Supervisor I (PT), Parks & Recreation/Recreation
- Baseball Supervisor II (PT), Parks & Recreation/Recreation
- Youth Baseball/Softball Umpire (PT), Parks & Recreation/Recreation
- Bus Driver (PT), Parks & Recreation/Recreation
- Temporary Laborer (PT), Public Works/Streets
- Instructor /Lifeguard (PT), Parks & Recreation/Recreation
- Cashier (PT), Parks & Recreations/Recreation
- Assistant Aquatic Manager AM (PT), Parks & Recreation/Recreation
- Assistant Aquatic Manager PM (PT), Parks & Recreation/Recreation
- Lifeguard-Water Slide (PT), Parks & Recreation/Recreation
- Officer Manager/Cashier (PT), Parks & Recreation/Recreation
- Maintenance Worker (PT), Parks & Recreation/Recreation
- Recreation Leader I (PPT), Parks & Recreation/Recreation

- Custodian (PPT), City Clerk/Facility Maintenance
- Police Officer, Police Department
- Maintenance Worker I, Utilities/Water Reclamation Facility
- Auto Service Technician, Public Works/Fleet Management
- Fire Chief, Fire Department
- Firefighter Recruit, Fire Department
- Storm Water Compliance Inspector, Public Works/Engineering
- Communications Officer I, Police/Emergency Communications Bureau
- Capital Projects Engineer, Utilities/Administration

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	420	Written Exams	1
Phone	505	Practical Testing/Assessment Center	1
Mail	275	Panel Board Interviews	4
Email	185	Promotions	1
Total Subscribers on E-mail Vacancy List	2,243	Oral Interviews	9
Total Visits to City of Norman HR website	4,571	Hiring/Promotion Board	1

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	16	Advertisements Placed	21
Pre-Employment Drug Screens	13	Applications Received	89
Pre-Employment Physicals	2	Job Announcements Emailed	0
Pre-Employment OSBI	8	Job Announcements to CON Depts.	588

TRAINING AND DEVELOPMENT

Conducted training for three (3) new employees on the topics of Workplace Harassment, Workplace Violence, Customer Service and Ethics.

The Computer Training Lab was the site for New World and CAD testing and training, Communications Officer in-service training, Law Enforcement Records Management System and mobile training for the Police Department; and Buy Board Coop training for Administrative Technicians. Provided fifteen (15) Microsoft Office, Excel and Open Lab classes for employees from various departments.

SAFETY

Safety Activities during February, 2016:

- Safety meetings were held at City of Norman facilities and the topic covered was “Safe Lifting Procedures”. (Thirteen (13) meetings total with walkthrough inspections).
- Provided weekly safety materials to all facilities each week.
- Held three (3) new employee orientations.
- Held one (1) Safety Committee meeting.
- Held three (3) Return to Work Meetings (Maintenance Worker II/Line Maint., Firefighter & Recycling Operator/Sanitation).

Recordable Injuries – 4

Dept./Division	Nature of the injury	Activity	Prognosis
Public Works/ Fleet	Left Ankle Strain	Employee was stepping out of truck and twisted ankle stepping on a rock.	Work restrictions
Police/ Animal Welfare	Lower Back Sprain	Employee was lifting 60lb dog into truck & sprained back in process.	Work restrictions
Police/ Patrol	Right Ankle Sprain	Employee sustained injury to right ankle during foot pursuit of a suspect.	Work restrictions
Police/ Patrol	Right Leg Laceration & Sprain	Employee sustained injury to right leg while jumping over a fence during pursuit.	Work restrictions

Cumulative number of Recordable Injuries per year, 2016 is total year to date:

2016	2015	2014
6	70	75

Vehicle Collisions - 1

Division	Description of Collision	Status
City Clerk/ Facility Maintenance	Employee was traveling south on Park Avenue when another vehicle pulled out in front of the City vehicle striking drivers' side rear bumper.	"No Fault"

**Cumulative number of "AT FAULT" Vehicle Collisions of the indicated year:
(FYE 2016 is current to date)**

2016	2015	2014	2013	2012	2011
7	10	23	15	18	34

INFORMATION TECHNOLOGY

6

CITY OF NORMAN

Information Technology Department
Monthly Report –February 2016.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
Water Treatment Facility Fiber connectivity	This will replace the existing network connections with fiber connectivity which will greatly enhance speed and help to complete our connectivity to remote sites. There is a cost savings initiative and partnership with Cleveland County.	In Planning: Right of Way approved 10/13/15. Have hit a snag on a small amount of right of way that will delay the project. Exploring a different path to finish the connection.
Water Reclaim Facility network closet construction and redundant cooling for equipment	Enhance our existing network infrastructure which is currently in a very high temperature environment which degrades the equipment life.	In Planning: Steve H and IT met on site with contractors, construction dimensions defined. Building Maintenance helping with AC assessment.
Fire suppression System for Main IT Datacenter in 201 Building C	Increases the safety and protection of city staff and the citizens' investments by providing fire suppression in the city's main data center.	In Planning, working with Safety Manager - fully funded, electrical quotes in process. Electrical fixes going in place before suppression project can move forward.
Genetec replacement for current access control system	Full replacement of old technology that increases security by providing centralized management of building access on a building by building basis.	In Planning: Study complete with Ross Engineering. City Clerk's office - scope for completion has increased, Fire Stations to be added. Vendor selection in process.

Document Image Scanning and Consolidated Printer/fax/copiers evaluation.	Cost savings for printer usage, reduced service calls for PC Techs, consolidated application use for various departments document image scanning.	Software presentation to various dept. reps complete. Laserfiche selected as replacement for Fortis in Phase I - requesting additional funds for future phases.
ATT U-verse implementation	This will provide Norman Citizens who subscribe to ATT U-verse as their cable provider the ability to watch city council, and other meetings	Complete
Setup of Badger scanners for meter reading		In Planning
ERP Study and Consultant Selection	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology and business review process.	In Planning - Statement of Purpose and Need presented to Finance Committee - RFP for consulting going out Q1 2016
Firewall Upgrade	Upgrading old firewalls with the newest technology. These appliances protect the city network from outside intrusion and interference.	In Implementation: 2 servers - 1 is running and filtering web traffic, 2nd one is online but not in production.
Installation of fiber optic cable from City Hall south along Webster and west along Main Street to Norman High School which will bring seven more signals on-line.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Construction is complete, waiting on switches, wiring, and IP addresses to turn on signal communications.
Repair of fiber optic cable on 201 Main campus.	Repairs will be made to fiber and conduit that was crushed underground	Construction in Progress
PD body camera and patrol car dash camera infrastructure build.	Introduces technology to help police officers and citizens with increased security by providing video and audio evidence on a case by case basis.	PD reviewing RFP's

Phase II Animal Control facility improvements	Improved facility for Animals awaiting adoption. Communications and data processing improvements for City staff	Quotes for network cable vendor in progress
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	In Planning
Website Rebuild/Redesign	Our current design is 5 years old. A new design will help boost our image, traffic, rankings, and leads. We also need a friendlier mobile device design.	In Planning: City Council to review mid-year budget for funds. Finance committee 3/10/16
Active Directory/Domain Controller Upgrade	Current Operating system is MS 2003 and needs to be upgraded to MS 2008	2008 R2 installed prepping for Domain Controller Upgrades on 2 DC Servers
NAPA Staff Passwords	Need to have NAPA staff move from the "generic" login to an actual user login for the two employees	
TAMS/FASTER Integration for City's NAPA Parts Room.	City of Norman and NAPA will integrate a program that will download data nightly from NAPA'S TAMS into the City's FASTER Fleet management Software, eliminating the need for NAPA to manually enter the data into FASTER	
Installation of fiber optic cable along Main Street from 24th Avenue West to 36th Avenue West with switches at 26th Street/Interstate Drive, I-35 Interchange, Ed Noble Parkway, and 36th Avenue West.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Bid in Jan 2016--need IP addresses
Installation of fiber optic cable along Robinson Street from Peters Avenue to 12th Avenue NE with switches at Porter Avenue, Findlay Avenue, and 12th Avenue NE.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Bid in Jan 2016--need IP addresses

Install fiber optic cable on Rock Creek Road from Porter Avenue to 12th Avenue NE with switch at a new signal at Sequoyah Trail.	Increase the coverage of traffic signals and the IT Fiber infrastructure	Bid in Jan 2016--need IP addresses
Wireless phone bills audit for cost savings.	Cost savings for telecommunications, waste elimination.	In Progress
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing
IT main computer room return air system improvements.	This will eliminate a "hot row" of air that currently taxes our main data center servers. If not addressed this "hot row" could cause server degradation and/or failure.	In Planning
License Plate Reader System	Improves the ability to identify stolen vehicles and vehicles with outstanding citations.	System is installed and in use - data connection with LERMS being evaluated

Support Tickets:

The IT department tracks work requests with a new software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of February 2016.

Mass Communications:

The following statistics represent email space and resource savings. 16 emails from the groups shown in the table below were sent from city servers using city resources – of those 10,518 were delivered to outside mailboxes for the month of February 2016. Basically the city generated mass communications of 10,518 messages from only 16 sent (see **IT Table 2**).

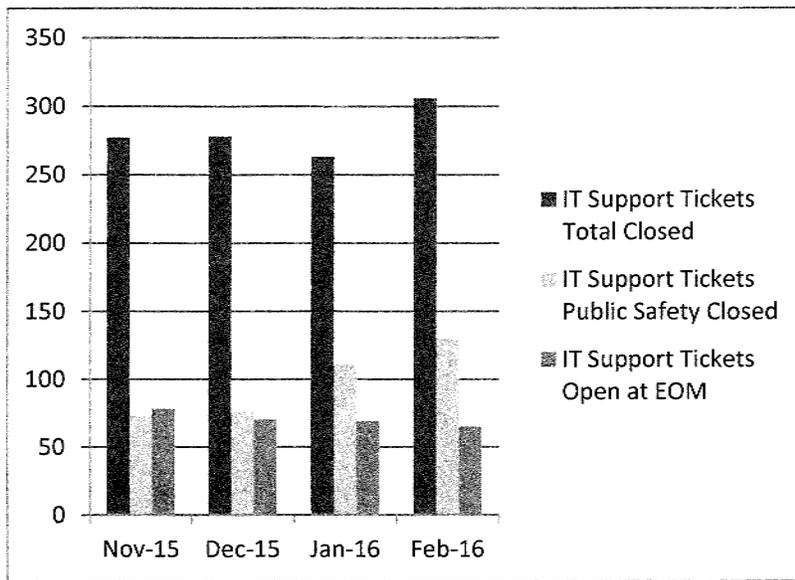
Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. IT had a total of 952,523 attempted incoming and 52,445 outgoing messages for the month of February. 798,435 of the incoming messages were considered Spam or hazardous e-mails and were quarantined or filtered (see **IT Table 3**). Of note – this is an increase of almost 200,000 inbound emails from December 2015. Without the email filter our email server would have received that much additional mail which increases waste and decreases valuable storage space. Additionally, the filter kept city employees from being bombarded with spam, phishing, and other types of potentially harmful emails.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of February 2016 the City of Norman's web site had 80,584 individual web sessions access the web site for a total of 194,453 total page views. Of those sessions 41,185 were identified as New Users to view content on the City web site (see **IT Table 4**).

IT Table 1



IT Table 2

February 2016 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	17	0	0
Job Posting	2244	0	0
Norman News	882	11	9700
Police - Animal Welfare Volunteers	42	0	0
Police – Citizens' Academy	82	0	0
Police – Neighborhood Watch	105	0	0
Public Works Consultants	123	0	0
Westwood Golf	720	1	705
Westwood Golf Members	32	0	0
Westwood Men's Clinic	16	1	16
Westwood Men's Golf Assoc.	72	1	67

Westwood Women's Clinic	30	1	26
Westwood Women's Golf Assoc.	4	1	4
Totals	4365	16	10518

IT Table 3



EMAIL SECURITY APPLIANCE

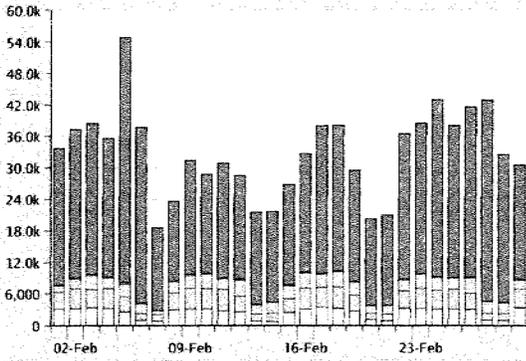
Executive Summary

mail.ci.norman.ok.us

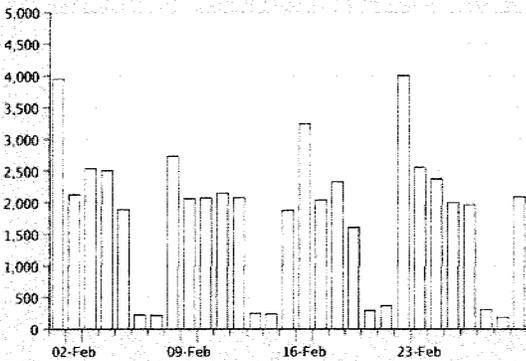
01 Feb 2016 00:00 to 29 Feb 2016 23:59 (GMT -06:00)

Data in time range: 100.0 % complete

Incoming Mail Graph



Outgoing Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by Reputation Filtering	76.5%	728,737
Stopped as Invalid Recipients	0.5%	4,416
Spam Detected	6.8%	64,945
Virus Detected	0.0%	55
Stopped by Content Filter	0.0%	282
Total Threat Messages:	83.8%	798,435
Marketing Messages	8.7%	82,690
Clean Messages	7.5%	71,398
Total Attempted Messages:		952,523

Outgoing Mail Summary

Message Category	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Stopped by Content Filter	0.1%	70
Clean Messages	99.9%	52,375
Total Messages Processed:		52,445

Message Delivery	%	Messages
Hard Bounces	1.8%	970
Delivered	98.2%	51,475
Total Messages Delivered:		52,445

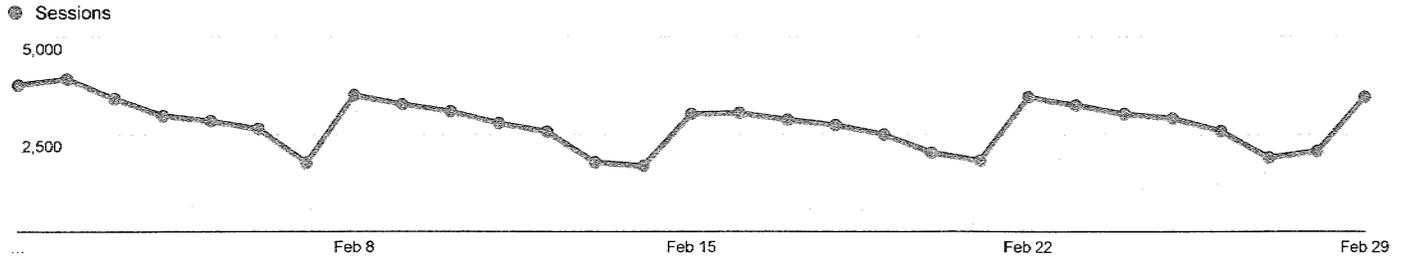
I.T. Table 4

Feb 1, 2016 - Feb 29, 2016

Monthly Web Site Statistics

All Users
100.00% Sessions

Explorer



Date	Sessions	Pages / Session	Pageviews	Users (Deprecated)	Users	New Users	Bounce Rate	Avg. Time on Page
	80,584 % of Total: 100.00% (80,584)	2.41 Avg for View: 2.41 (0.00%)	194,453 % of Total: 100.00% (194,453)	70,445 % of Total: 131.09% (53,738)	53,738 % of Total: 100.00% (53,738)	41,185 % of Total: 100.07% (41,157)	46.04% Avg for View: 46.04% (0.00%)	00:01:32 Avg for View: 00:01:32 (0.00%)
1. 20160202	3,924 (4.87%)	2.56	10,046 (5.17%)	3,434 (4.87%)	3,434 (4.87%)	2,220 (5.39%)	45.72%	00:01:19
2. 20160201	3,768 (4.68%)	2.63	9,909 (5.10%)	3,162 (4.49%)	3,162 (4.49%)	1,809 (4.39%)	43.74%	00:01:29
3. 20160208	3,503 (4.35%)	2.77	9,712 (4.99%)	3,016 (4.28%)	3,016 (4.28%)	1,815 (4.41%)	41.08%	00:01:43
4. 20160229	3,457 (4.29%)	2.33	8,038 (4.13%)	3,030 (4.30%)	3,030 (4.30%)	1,685 (4.09%)	44.66%	00:01:37
5. 20160222	3,454 (4.29%)	2.30	7,938 (4.08%)	2,977 (4.23%)	2,977 (4.23%)	1,692 (4.11%)	45.28%	00:01:38
6. 20160203	3,417 (4.24%)	2.69	9,179 (4.72%)	2,979 (4.23%)	2,979 (4.23%)	1,776 (4.31%)	43.20%	00:01:29
7. 20160209	3,270 (4.06%)	2.71	8,860 (4.56%)	2,887 (4.10%)	2,887 (4.10%)	1,759 (4.27%)	44.40%	00:01:29
8. 20160223	3,243 (4.02%)	2.26	7,329 (3.77%)	2,842 (4.03%)	2,842 (4.03%)	1,658 (4.03%)	48.63%	00:01:32
9. 20160210	3,086 (3.83%)	2.42	7,473 (3.84%)	2,679 (3.80%)	2,679 (3.80%)	1,585 (3.85%)	46.18%	00:01:33
10. 20160216	3,046 (3.78%)	2.51	7,650 (3.93%)	2,668 (3.79%)	2,668 (3.79%)	1,536 (3.73%)	43.11%	00:01:31

Rows 1 - 10 of 29

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
February 2016 Report
(Submitted March 11, 2016)

MONTHLY HIGHLIGHTS:

Oklahoma Association of Broadcasters v. City of Norman, et al., SD-113913 (K, B)

On February 22, 2016, the Court of Civil Appeals remanded this case to the District Court of Cleveland County to consider whether Oklahoma Association of Broadcasters (OAB) is entitled to relief under 51 O.S. § 24A.8(B) – i.e., whether the public interest outweighs the reason for denying OAB a copy of property seized in support of a criminal investigation.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT

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

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

Holloway v. City of Norman, CJ-2013-566 D; CIV 13-01204 (K, B)

On January 26, 2016, the Court denied Mr. Holloway's motion to reconsider and Defendants' motion for sanctions. Mr. Holloway has not filed a notice of supplementary document and the City has filed a motion to strike. This case will remain on the monthly report until the time for Mr. Holloway to appeal has expired.

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

AFSCME, Fox, and Green v. City of Norman, SD-114640; CV-2015-267 JV (K, B)

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

Oklahoma Association of Broadcasters v. City of Norman, et al., SD-113913 (K, B)

COURT OF CRIMINAL APPEALS – None pending

OTHER COURTS

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

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

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

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

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

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

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

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

Easley, Kevin v. City of Norman, CJ-2015-304 (K, B)

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

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

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

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

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

Casey Holcomb and Darcie Woodson v. Brenda Hall, in her official capacity as Clerk of the City of Norman, City of Norman, ex rel. Office of the City Clerk, and City of Norman, Case No. CV-2015-2343

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

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

Hamoush v. City of Norman and Kody Rogers, CJ-2014-1116 (K, B)

Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

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

B. *Condemnation Proceedings*

The following condemnation cases were filed by the City on May 5, 2015, with regard to the West Lindsey Street project. Along with the defendant property owners, the Cleveland County Treasurer and Commissioners were named. In each case, the Treasurer and Commissioners have entered their disclaimers.

City of Norman v. Big Dog Properties, LLC, et al; CV-2015-666 TB

City of Norman v. Chastain Oil Company, a Corporation, et al; CV-2015-677 W

City of Norman v. Historic Berry Farms, LLC, et al; CV-2015-674 TS

City of Norman v. KFC U.S. Properties, Inc., a Delaware Corp., et al; CV-2015-669 V

City of Norman v. B. Chris Mayes Revocable Trust, et al; CV-2015-679 W

City of Norman v. TABU Property IV, LLC, et al; CV-2015-670 TB

City of Norman v. West Lindsey Center Investors, LLC, et al; CV-2015-671 W

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

Bank of America NA v. Jessica Baker, et al., CJ-2012-696

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

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

Mortgage Clearing Corporation v. Wilson S. Doiron, et al., CJ-2014-1459

Lakeview Loan Servicing, LLC v. Dustin Franks, et al., CJ-2015-302

Ventures Trust v. John C. Green, et al., CJ-2015-773

Federal National Mortgage Association v. Linda K. Van Dyke, et al., CJ-2015-1344

Mortgage Clearing Corporation v Alyssa J. Kesner, et al., CJ-2015-1387

Mortgage Clearing Corporation v Ricky Joe Butler, et al., CJ-2016-219

D. *Municipal Court Appeals*

E. *Small Claims Court*

Hamoush v. City of Norman, SC 2013-3366 (K)

This case has been consolidated with Rogers v. City of Norman, Case No. CJ-2014-1116 TS and transferred to the Cleveland County District Court's CJ docket.

Latham v. City of Norman, Case No. SC-2014-3027 (K)

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 14-06 – (Green Termination)

AFSCME Grievance FYE 16-03 – (Boensch Termination)

IAFF Grievance FYE 16 – (CAD Procedures)

IAFF Grievance FYE 16 – (Hazmat Physicals - Nuclear Stress Test)

IAFF Grievance FYE 16 – (Vehicle Policy)

IAFF Grievance FYE 16 – (EMS Protocols).

IAFF Grievance FYE 16 – (EMS Reporting)

IAFF Grievance FYE 16 – (Hart Discipline) – This grievance concerns a written reprimand issued to Driver/Engineer Matt Hart for inappropriate use of sick leave.

B. *Public Employees Relations Board (PERB)*

C. *Equal Employment Opportunity Commission (EEOC)*

Robert Green v. City of Norman, EEOC Charge No. 564-2015-00286

Fred Henderson v. City of Norman and IAFF, EEOC Charge No. 564-2015-01382

Mr. Henderson received a right to sue letter from February 25, 2016. He has until May 25, 2016 to file a lawsuit.

D. *Contested Unemployment Claims (OESC)*

MEDIATION PROGRAM

For the month of February, 2016, the Early Settlement Norman Mediation Program accepted 30 new cases and closed 29 cases. The number of mediations conducted in February, 2016 was 3.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through February 29, 2016. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 14	FYE 15	FYE 16	FYE 14	FYE 15	FYE 16	FYE 14	FYE 15	FYE 16
JULY	478	548	550	30	40	48	16	16	15
AUG	460	795	501	55	32	46	17	15	14
SEPT	450	684	467	40	25	30	14	8	11
OCT	497	711	431	52	46	45	16	17	14
NOV	456	437	459	58	21	29	12	10	10
DEC	413	491	437	84	46	39	13	12	12
JAN	551	668	436	46	39	31	14	16	15
FEB	632	507	528	49	33	37	12	12	16
MAR	634	493		40	42		12	10	
APR	651	669		38	76		15	19	
MAY	548	436		57	20		12	9	
JUNE	734	515		49	54		13	11	
TOTALS / YTD	6,504	6,954	3,809	598	474	305	166	155	107

WORKERS' COMPENSATION COURT

The total number cases pending are 25. During the month of February 2016 there was one new case filed. There were no Court awards issued. The remaining cases are proceeding in active litigation in the Workers’ Compensation Court of Existing Claims & Workers’ Compensation Commission. The current breakdown of pending Workers’ Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE16	FYE15 CASES	FYE14 CASES	FYE13 CASES	FYE12 CASES
Finance						1	
Fire	Suppression	7	4		9	11	10
IT	Tech Support						
Municipal Court	Court Officer	1			1		
Parks/Rec.	Park Maintenance		1	1	1		1
Planning	Development Services	1		1			
Police	Patrol	5	1	3	2	3	
Police	Administration	2		2			2
Public Works	Street Maintenance	1	1		1	3	
Public Works	Traffic Control						2
Public Works	Vehicle Maintenance			1			
Public Works	Storm Water			2		2	
Utilities	Line Maintenance	1	1	1	1		1

Utilities	Sanitation	7	1	4	1	1	1
TOTALS		25	9	15	16	21	15

List of Pending Cases (S)

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

(Police, Patrol, MPO, Intestinal)

Atteberry, William v. City of Norman, CM 2015-06559 Q

(Fire, Suppression, Fire Captain, Neck)

Blalock, Rick v. City of Norman, WCC 2009-08466 H

(Utilities, Sanitation, SWI, Back, Neck, Depression)

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

(Utilities/Sanitation Division/SWII)

Borcherding, Alan (“Kent”) v. City of Norman, WCC 2014-05125 Q

(Municipal Court, Admin., Court Officer; R. Shoulder, Neck)

Bozeman, Chris v. City of Norman, CM 2015-0888 R

(Utilities, Sewer Line Maintenance, MWII, Back)

Cecil, Gary v. City of Norman, WCC 2007-04745 A; SC 114577

(Fire, Suppression, Firefighter, R. Knee Aggravation of Pre-Existing Injury, Depression, L. Foot, Back, Consequential injury to L. Shoulder/Arms/Knee, Both Hips, Neck)

Crawford, Hugh L. v. City of Norman, WCC 2011-11738 L

(Fire, Suppression, Firefighter, Lungs)

Grady, Thomas J. v. City of Norman, WCC 2014-05405 A

(Utilities, Sanitation, SWII, R. Foot)

Hale, Michael G. v City of Norman, CM 2015-00702 H

(Planning, Dev. Svcs., Bldg. Insp., L. Shoulder, Arm)

Helm, Mark v. City of Norman, WCC 2007-07137 A

(Fire, Suppression, Firefighter, Multiple)

Houser, Jason v. City of Norman, CM 2015-02888 Y

(Police, Patrol, MPO, R. Wrist)

Koscinski, Chris v. City of Norman, CM 2015-06363 K

(Fire, Suppression, Firefighter, Heart Cardiovascular)

Koscinski, Chris v. City of Norman, CM 2015-06809 A

(Fire, Suppression, Firefighter, Back)

Koscinski, Chris v. City of Norman, CM 2016-00738 H

(Fire, Suppression, Firefighter, Left Shoulder)

Lake, Stephanie M. v. City of Norman, WCC 2014-11262 J

(Police, Emerg. Commun., Commun. Officer, Hands, Arms, Shoulders, Neck)

McKenna, Sean v. City of Norman, CM 2015-08264 X

(Police, Patrol, MPO, R. Leg)

Nation, Tabitha v. City of Norman, WCC 2014-04282 L

(Police, Admin., PSO, L. Shoulder)

Raney, Jeremy v. City of Norman, WCC 2015-05518 L

(PW, St. Maintenance, HEO, Lumbar Spine)

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

(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

Simpson, Jason v. City of Norman, WCC 2013-05574 J

(Police, Patrol, MPO, Back, Neck, Head, Consequential Psychological Overlay)

Tillman, Daniel A. v. City of Norman, CM 2015-01499 A

(Utilities, Sanitation, SWI, Back)

Williams, Scottie v. City of Norman, WCC 2015-04405 K

(Utilities, Sanitation, Util. Supervisor, Neck)

Williams, Scottie v. City of Norman, WCC 2015-04406 Q

(Utilities, Sanitation, Util. Supervisor, Back)

Williams, Scottie v. City of Norman, WCC 2015-04408 A

(Utilities, Sanitation, Util. Supervisor, L. Shoulder)

SPECIAL CLAIMS

The following is a breakdown of the Special Claims activity through February, 2016.

<u>DEPARTMENT</u>	<u>FYE 16 Month</u>	<u>FYE 16 YTD</u>	<u>FYE 15</u>	<u>FYE 14</u>	<u>FYE 13</u>
Animal Control					
City Clerk					
Code Enforcement			1		
PW-Engineering		3	1	2	2
Finance (meter covers)					
Fire		1	1		1
Fleet			1		
Human Resources				1	
Legal					
Utilities-Sewer & Line Maintenance		4	9	6	11
Parks		2	5		2
Planning					
Police	3	5	10	11	9
Public Works-Traffic			5	4	4
Road & Channel		1		2	
Utilities-Sanitation	2	8	15	19	7
Streets		3	4	5	7
Utilities	2	3	2	13	3
Utilities-Waste Water (runoff water)					
Other		5	6		
TOTAL CLAIMS	7	35	60	63	46

<u>CURRENT CLAIM STATUS</u>	<u>FYE 16 TO DATE</u>	<u>FYE 15</u>	<u>FYE 14</u>	<u>FYE 13</u>
Claims Filed	42	60	63	46
Claims Open and Under Consideration	12	4	5	3
Claims Not Accepted Under Statute/Other	5	7	2	
Claims Paid Administratively	7	17	16	13
Claims Paid Through Council Approval	5	9	15	11
Claims Resulting in a Lawsuit for FY15	0	0	2	1
Claims Barred by Statute (No Further Action Allowed)	0	22	23	18
Claims in Denied Status (Still Subject to Lawsuit)	13	1	0	0

EXPUNGEMENTS

The following represents a breakdown of the Expungement Requests considered by the City Attorney’s Office through February 29, 2016.

MONTH	REQUESTS		COMPLETED	
	FYE16	FYE15	FYE16	FYE15
JULY	9	5	9	5
AUG	12	2	6	1
SEPT	7	10	6	2
OCT	10	8	4	5
NOV	11	6	4	5
DEC	13	9	10	3
JAN	15	12	3	9
FEB	13	8	6	7
MAR		13		8
APR		4		7
MAY		13		3
JUNE		11		5
TOTALS/YTD	90	101	48	60

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
FEBRUARY - FY '16**

CASES FILED

	<u>FEBRUARY</u>	<u>FY16</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY15</u>	<u>Y-T-D</u>
Traffic	1,675		10,065	998		11,623
Non-Traffic	401		2,648	386		3,120
SUB TOTAL	2,076		12,713	1,384		14,743
Parking	1,190		9,058	998		10,643
GRAND TOTAL	3,266		21,771	2,382		25,386

CASES DISPOSED

	<u>FEBRUARY</u>	<u>FY16</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY15</u>	<u>Y-T-D</u>
Traffic	1,320		8,096	1,051		9,460
Non-Traffic	362		2,337	393		2,708
SUB TOTAL	1,682		10,433	1,444		12,168
Parking	1,065		6,638	920		8,863
GRAND TOTAL	2,747		17,071	2,364		21,031

REVENUE

	<u>FEBRUARY</u>	<u>FY16</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY15</u>	<u>Y-T-D</u>
Traffic	\$ 171,275.28		\$1,075,634.38	\$ 131,976.00		\$1,214,878.00
Non-Traffic	\$ 43,604.50		\$ 360,452.10	\$ 47,003.00		\$ 381,171.00
SUB TOTAL	\$ 214,879.78		\$1,436,086.48	\$ 178,979.00		\$1,596,049.00
Parking	\$ 25,910.00		\$ 171,817.57	\$ 22,355.00		\$ 211,933.00
GRAND TOTAL	\$ 240,789.78		\$1,607,904.05	\$ 201,334.00		\$1,807,982.00

Juvenile Community Service Program

In February, 2016, juveniles provided 159.75 hours of community service, worked through our Juvenile Community Service Program, to various local non-profit agencies. Of these hours, 4 hours valued at \$29 if paid at minimum wage were devoted to City of Norman projects.

PARKS AND RECREATION

9

Park Planning Activities February, 2016

Robinson Street Trees

Griffis Brothers Tree and Landscape Service replaced six Shumard Oak Trees along Robinson Street between Flood and NW 24th Avenue which had died since their installation last winter. The other 44 trees were re-staked and pruned, in preparation for the spring growing season.

Park Improvements

Park Maintenance crews completed an inventory of our park signs, to determine where signs are either damaged or where they have been removed. That list is being used to order the next round of our new style of sign for those locations during FYE2016, utilizing annual sign and fence maintenance funds. We have already replaced 25 park signs using park development funds in various parks over the past year. All remaining parks will be receiving the new style signs as we embark on the neighborhood park improvements aspect of the Norman Forward package.

Griffin Park Improvements

Contractors continued to work on repairs to the various parking lots at the park. The main soccer parking areas, the main entry drive in the park and the 12th and Robinson Street parking lot are receiving crack-seal in all areas to help prolong the life of these lots. The small baseball lot on Robinson Street had several sections of asphalt removed and repaired.



The north end of the 12th & Robinson lot is being re-constructed this winter. The Dog Park lot received final asphalt overlay and restriping. All work is scheduled to be completed before the next soccer season starts in March, followed by the baseball season starting in April.

Senior Citizens Center

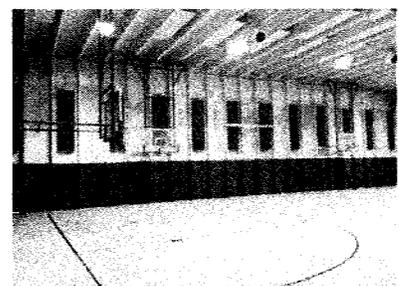
Work continued on the Senior Center Interior renovations. New cabinetry/millwork and fixtures were installed in the basement kiln room. Final painting is being done to walls and ceilings throughout. Floors in the basement and the upstairs rooms are being prepped for new surfaces. The ADA improvements to the restrooms are complete.

Streetscape Projects

We hired a contractor to work in the 100-300 blocks of east Main Street to trim and limb-up the elm trees planted in the downtown area, to keep them from hanging onto pedestrians and cars, and to keep the canopy growing without any large limbs scraping against the buildings. We are also working with the Norman Public Arts Board to select locations in the downtown and campus corner areas where the next set of artist-created bike racks can be installed. They will be installed in the next few weeks.

Recreation Centers

Contractors have finished painting the gymnasiums at Whittier and Irving Recreation Centers. Also, the kitchen/concession remodels in both centers is 90% complete; and the new flooring is progressing at both centers, to be completed this spring, as the busy sports and school schedules allow.



FEBRUARY 2016
RECREATION DIVISION
MONTHLY REPORT

Senior Citizens Center: There were 851 seniors who participated in activities during the month of February. Daily activities continue at the Reaves Center while renovations are being completed at the Center on Peters. The Congregate Meal Site served 675 meals at the Peters location. Special activities at the center this month included the Monthly Birthday Party. AARP Tax Aide provided assistance to 240 seniors this month.

Little Axe Community Center: The Center in cooperation with the Pioneer Library System hosted a book discussion on February 12th. There were seven participants in attendance to review the book Below Stairs. There were 328 citizens who received assistance from the outreach food distribution program this month. There were five facility rentals with 150 in attendance. The Pioneer Library Service Statistic Report shows 256 items were check out during the month.

12th Avenue Recreation Center: The center began taking registration this month for the 2016 summer camp program. The program will run for 11 weeks instead of the usual 12 as Norman Public Schools are starting earlier this August. The Open Adult Basketball league continued this month and registration began for the spring leagues. There were twelve rentals at the center this month with 823 in attendance. Jazzercise, Aikido, Zumba, Kung Fu, Karate, Judo, Boot Camp, and Dog Obedience all continued their instructional programming this month.

Irving Recreation Center: The Irving Recreation Center After School Tutoring Program which meets from 6-7pm on Wednesday nights, averaged 6 children from K-8th grade each week. The Make & Take building class built wooden piggy banks, the Kids in the Kitchen cooking class made frozen yogurt pies and the Paint & Play art class enjoyed painting with forks! We have hosted several Junior Jammer games throughout the month. The season will end in March. This month we began Book Buddies which is a book club that meets bi-weekly where the children will read a book, discuss their opinions with each other and then they will have the opportunity to watch a movie version of the book.

Whittier Recreation Center: Junior Jammer Basketball was played all month during the week and weekends at both Whittier and Irving and other satellite gyms with over 150 games in the month of February. Basketball will wrap up in March with end of season tournaments. Youth Volleyball is now enrolling for children in the 2nd-8th grades and registration will end on March 11th. Other programs at Whittier in February include; After School Program dance and clogging classes, open gym and Whittier Middle School Programs

FACILITY ATTENDANCE:	Month	Year to Date
Senior Citizens Center (includes congregate meals)	1,816	15,486
Little Axe Community Center	1,286	11,607
12th Avenue Recreation Center	3,665	21,147
Irving Recreation Center	1,950	14,930
Whittier Recreation Center	3,723	21,485
Reaves Center		1800
Tennis Center	2,031	17,065

**FEBRUARY 2016
PARK MAINTENANCE DIVISION**

Parks maintenance crews performed routine trash, leaf and landscape bed clean-up. Crews performed tree maintenance, pre-emergent applications, and routine non-selective herbicide applications

SAFETY REPORT	FYE-16MTD	FYE-16YTD		FYE-15MTD	FYE-15YTD
On-The-Job Injuries	0	4		0	1
Vehicle Accidents	0	3		2	4
Employee responsible	0	3		2	2
ROUTINE ACTIVITIES	Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE		Total Man Hours MONTH-TO-DATE	YEAR-TO-DATE
Mowing	31.00	1417.00		0.00	1106.75
Trim Mowing	0.00	3028.00		0.00	4881.50
Chemical Spraying	67.50	391.50		82.00	4963.50
Fertilization	0.00	0.00		0.00	0.00
Tree Planting	0.00	9.00		0.00	8.00
Tree & Stump Removal	69.00	843.00		135.00	1146.50
Tree Trimming/Limb Pick-Up	239.00	1101.50		138.00	860.00
Restroom/Trash Maintenance	317.75	2570.75		226.50	3203.00
Play Equipment Maintenance	6.75	211.25		79.25	621.25
Sprinkler Maintenance	215.50	963.75		64.00	607.25
Watering	2.00	147.00		0.00	389.00
Grounds/Building Maintenance	24.00	401.50		122.00	838.25
Painting	0.00	28.00		111.00	205.00
Planning Design	0.00	0.00		0.00	0.00
Park Development	92.00	126.00		32.00	110.00
Special Projects	441.50	2625.50		769.50	3230.50
Nursery Maintenance	0.00	0.00		0.00	42.00
Flower/Shrub Bed Maintenance	146.00	683.00		76.00	527.50
Seeding/Sodding	0.00	0.00		0.00	44.00
Ballfield Maintenance/Marking	256.00	1042.50		92.00	778.75
Fence Repairs	28.00	216.00		16.00	104.50
Equipment Repairs/Maintenance	176.00	1031.25		307.25	1524.50
Material Pick-Up	17.00	121.25		41.25	155.50
Miscellaneous	195.00	1673.00		414.00	2505.25
Shop Time	47.50	346.25		60.00	593.75
Snow/Ice Removal	0.00	103.00		137.00	333.50
Christmas Lights	0.00	1380.00		0.00	2307.25
Close to Home Fishing	0.00	34.00		0.00	1.25
Forestry	0.00	22.00		0.00	3.00
Graffiti Clean-Up	4.00	28.00		12.00	75.00
Water Fountains	0.00	0.00		0.00	2.00
Inground Trash	0.00	54.00		0.00	0.00
Vector Control	3.00	30.00		0.00	0.00

FEBRUARY 2016
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	1	2	20.00	50.00	1	5	56.00	236.00	2	7	76.00	286.00
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf						1	24.00			1	24.00	
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month				\$145.00				\$406.00				\$551.00
Value of hours Y-T-D				\$362.50				\$1,885.00				\$2,247.50

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

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A

**FEBRUARY 2016
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2016	FY 2016	FY 2015	FY 2015
	MTD	YTD	MTD	YTD
Injuries On The Job	0	1	0	1
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FY 2016	FY 2016	FY 2015	FY 2015
	MTD	YTD	MTD	YTD
Green Fees	\$29,370.80	\$313,994.94	\$18,864.67	\$298,848.18
Driving Range	\$5,594.37	\$59,987.02	\$3,903.08	\$56,588.46
Cart Rental	\$15,544.31	\$175,921.56	\$10,049.29	\$170,378.84
Restaurant	\$402.50	\$7,389.68	\$402.50	\$7,302.22
Insufficient Check Charge	\$0.00	\$75.00	\$0.00	\$75.00
Interest Earnings	\$10.48	\$144.99	\$5.32	\$137.72
TOTAL INCOME	\$50,922.46	\$557,513.19	\$33,224.86	\$533,330.42
Expenditures	\$64,244.61	\$695,625.08	\$64,418.72	\$644,183.51
Income vs Expenditures	(\$13,322.15)	(\$138,111.89)	(\$31,193.86)	(\$110,853.09)
Rounds of Golf	1951	20351	1265	19000

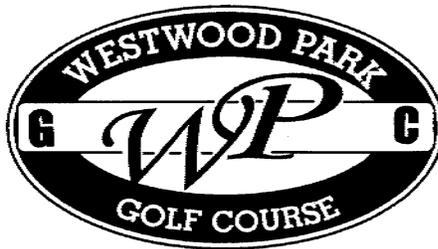
February has us trying to finish our winter projects. The last of the tee markers have been repaired and painted. Refurbished ball washers are ready to be returned to the tee boxes. Metal cups are sanded and painted. Only two unplayable days this month, has left us with the most play in February since renovation (2003). Unseasonably dry conditions had us hand watering greens on four occasions this month. This is very unusual for February. Irrigation repair was also up. The annual volunteers meeting was held with clubhouse staff.

Leaf management has decreased but goose dropping clean up continues. Tree limb pruning and clean-up was increased with excessive wind on a few occasions this month. Contractors have begun replacing the roof on the clubhouse. Westwood staff is replacing the roof on the pump station building. The deteriorating railroad ties that make up the walkway to seven tee have been removed. A final installation of a new walkway will be coming.

Indoor activities have been productive. Equipment is being readied for the season. Two additional four foot circular metal bull's-eye targets are being made and installed as targets for customers of the driving range. All other yardage markers on the range were removed, repaired, and repainted.

Agronomically, we are completing the first application of pre-emergent herbicide, combined with a light rate of glyphosate (Round-up) over the entire golf course. Post emergent herbicide is being applied as necessary. An application of granular pre-emerge was applied to 6 greens. An application of wetting agent was applied to all greens.

Routine maintenance includes greens mowing, cup changing and sand trap raking 2 to 3 times a week when not frozen.



FEBRUARY 2016

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEBRUARY FY'16	FEBRUARY FY'15
Regular Green Fees	317	190
Senior Green Fees	127	78
Junior Fees	125	22
School Fees (high school golf team players)	10	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	322	127
Employee Comp Rounds	204	129
Golf Passport Rounds	0	0
9-Hole Green Fee	26	22
2:00 Fees	0	0
4:00 Fees	212	183
6:00 Fees	0	0
PGA Comp Rounds	12	5
*Rainchecks (not counted in total round count)	21	6
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	591	398
Green Fee Adjustments (fee difference on rainchecks)	5	7
Total Rounds <small>(*not included in total round count)</small>	1951	1161
% change from FY '15	68.04%	
Range Tokens	1632	1115
% change from FY '15	46.37%	
18 - Hole Carts	59	55
9 - Hole Carts	30	23
½ / 18 - Hole Carts	660	405
½ / 9 - Hole Carts	158	102
Total Carts	907	585
% change from FY '15	55.04%	
18 - Hole Trail Fees	2	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	1	3
9 - Hole Senior Trail Fees	4	1
Total Trail Fees	7	4
% change from FY '15	75.00%	
TOTAL REVENUE	\$50,922.46	\$33,224.86
% change from FY '15	53.27%	

FEBRUARY 2016
WESTWOOD POOL
MONTHLY REPORT

Westwood Pool is scheduled to open May 28th.

FINANCIAL INFORMATION

	FY2016 MTD	FY2016 YTD	FY2015 MTD	FY2015 YTD
Admission Fees	\$0.00	\$55,577.15	0.00	\$37,693.00
Waterslide Fees	\$0.00	\$11,166.00	0.00	\$11,360.00
Swim Lesson Fees	\$0.00	\$9,742.50	0.00	\$5,138.00
Pool/Slide Rental	\$0.00	\$9,940.00	0.00	\$9,900.00
Locker Fees	\$0.00	\$19.00	0.00	\$46.00
Concessions	\$0.00	\$1,975.00	0.00	\$1,962.25
TOTAL INCOME	\$0.00	\$88,419.65	0.00	\$66,099.25
Expenditures	\$610.10	\$112,937.24	2,384.31	\$116,360.87
Income verses Expenditures	(\$610.10)	(\$24,517.59)	(2,384.31)	(\$50,261.62)

ATTENDANCE INFORMATION

	FY 2016 Month to Date	FY 2016 Season to Date (May-Sept 15)	FY 2015 Month to Date	FY 2015 Season to Date (May-Sept 14)
a. swim tags	0	4168		5811
b. pool admission	0	12628		10381
c. slide admission- (not inc. in total)	0	8680	0	8976
d. group admission	0	3545	0	2206
e. noon admission	0	73		73
f. evening admission	0	2676		2411
g. evening tags	0	1104		2051
TOTAL ATTENDANCE	0	24194	0	22933

ADMINISTRATION, CURRENT PLANNING, GIS 10A

PLANNING DEPARTMENT ACTIVITY
February 2016

ADMINISTRATIVE DIVISION

Comprehensive Plan

A RFP was released on September 23, 2015 for the development of a Comprehensive Plan for the City. There was a pre-proposal conference on October 7, 2015 and the proposals were due to the City on October 30, 2015. We received proposals from 13 consultant teams. An interview panel comprised of department directors, staff and two commission members interviewed five consultant teams on December 11 and 14. The panel was unanimous in our choice of the MIG team. We are currently negotiating a contract with MIG and hope to bring that for approval at City Council in early 2016.

Center City Vision Plan (CCV)

Staff compiled additional information and prepared a draft of the Center City Planned Unit Development regulations for a Steering Committee meeting held on February 26th. No final decisions on the Center City Form Based Code were made at the meeting. The next step is to have the Executive Committee meet to determine a compromise based on the discussion on February 26th.

GREENBELT COMMISSION

There was one agenda item for the Greenbelt Commission meeting of February 15, 2016:

GBC 16-3

Applicant:	Mike Brock
Project:	Brock Estates Rural COS
Location:	12600 Post Oak Road
Request:	Rural Certificate of Survey Plat
Land Use:	Rural residential

The next meeting is scheduled for March 21, 2016.

HISTORIC DISTRICT COMMISSION

The Commission met at their regular monthly meeting on February 1, 2016.

Certificates of Appropriateness were granted for:

506 S Lahoma - for the installation of a 535 square foot garage and associated concrete paving.

COA Extensions:

No extensions were granted.

COA Administrative By Pass:

No Certificate of Appropriateness by Administrative Bypass were granted.

The pre-trial hearing for the Easley window case at 549 S Lahoma was held on February 15. Bench trial dates were set for June 23, 24, and 27.

Certified Local Government (CLG) Report (FY 2015-2016) Program:

Cynthia Savage, with Architectural Resources & Community Heritage Consultant, has begun analysis of the data gathered for the Wetzler Addition Historical Architectural Survey.

Staff presented possible projects for the FY 2016-2017 CLG Grant Application to the Commission for their consideration. Their recommendations on projects will be on the March Commission agenda for consideration and recommendation.

Miscellaneous

	2015 Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2016 Jan	Feb
Walk-Ins	54	69	77	62	87	45	77	58	80	65	53	80	65
Email Contacts	280	315	298	306	362	305	310	404	352	337	300	294	249
Lot Line Adjustments	3	3	4	1	-	2	5	2	3	1	4	2	1
Landscape Maint. & Replacement Bonds	-	-	4	5	4	3	4	1	-	4	7	5	1
Board of Adjustment Variance Appl.	2	2	-	3	1	0	2	1	4	1	-	4	3
Legal Notices Sent	99	67	-	66	39	0	65	70	65	13	-	118	101
Planning Commission Applications Rec'd	3	1	1	6	2	3	2	4	5	2	3	1	-
Legal Notices Sent	73	38	35	158	50	142	89	264	174	33	95	16	-
Pre-Development Meeting Appl. Rec'd	3	2	2	7	4	3	5	4	7	1	3	2	-
Notices Sent	56	74	53	264	92	161	231	175	212	21	111	29	-

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2015 Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2016 Jan	Feb
Ordinance Amendments	1										1		
NORMAN 2025 Land Use Plan Amendments	3		1	1	1	2		1	2	2		1	
Rezoning Requests	3	1	1	7	2	2		1	5	1	2		
Utility Easement/Road Closures					1	1		2			1		
Preliminary Plats	6		2	3	1	2			4	2		2	
Rural Certificates of Survey				2		1		1					1
Short Form Plats								1		1			
Site Plan Amendments													
Certificate of Plat Correction													

During February, no applications for Pre-Development were received.

During February, submittals for the March 10, 2016 Planning Commission meeting included one Norman Rural Certificate of Survey.

The Planning Commission met in Regular Session on February 11, 2016 and approved one preliminary plat; project which included a NORMAN 2025 amendment and preliminary plat; and one project which included a NORMAN 2025 amendment and rezoning. One set of minutes was prepared for the Planning Commission Regular Meeting.

During the month of February, 28 commercial building applications were submitted for review. Of those applications submitted for review, Current Planning staff reviewed and approved 15.

Board of Adjustment

The Board of Adjustment met on February 24, 2016 and postponed one variance request at the request of the applicant. The Board approved a side setback variance for a new home; a side setback variance for a new garage structure; and a variance to the 80% masonry requirement for a new commercial building. One set of minutes was prepared. The next regular meeting is scheduled for March 23, 2016.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

The base map update project being completed by Sanborn continued this month. The corrected contours were delivered in January. The smoothing algorithm left the size of the contours too large, making them slow to use in the City's computer system. Sanborn is applying a different process to make the contours more useful. The new delivery of the LiDAR, DEM and contours was necessitated by a measuring error in the initial survey. The vertical measurement of the base station used to collect the data was incorrectly calibrated. A correction has been applied to the data. Preliminary evaluation of the data has found this delivery to be within the specified accuracy criteria. The planimetric mapping was delivered in November. It was missing several feature classes and a request for correction was submitted. The delivery was received in February and is under review. This project will update the City's base map to reflect new construction and any other changes on the ground which have occurred since the last base map update was completed. This is standard maintenance of the GIS database. This information is used for many purposes throughout the city including: permitting, storm water planning, utility management, and public safety. Almost every development project, both public and private, starts with a map. The availability of recent, accurate, and complete mapping facilitates the effective management of the City's resources. ACOG communities participating in the project this year include: Norman, Edmond, Choctaw, Del City, Midwest City, Moore, Yukon, and Oklahoma County.

GIS Staff continued to work with Staff from the Engineering Division of Public Works to prepare mapping for the FEMA Community Rating System verification 5 year cycle visit. Staff continued support of the New World public safety software go-live. There continued to be changes to the GIS data that were needed to make the system function more effectively. Staff is also doing a close review and update of the water system to prepare for the water modeling contract.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 90 requests for service that resulted in the production of 87 mapping products and reports. The GIS division did work for 10 of the City's Departments during the month of February, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICE

10B

DEVELOPMENT SERVICES DIVISION

Commercial New Construction, New Shell Construction, Addition/Alterations, Fire Damage Repair, and Interior Finish projects received Certificate of Occupancies (CO's) and Certificate of Completions (CC's) issued during February:

New Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
4320 Adams Rd.	Landmark Office-Building 5	\$585,000	8

The Landmark Office Shell Building at 4320 Adams Rd. received Certificate of Completion (CC) on February 2nd, 2016. Reported at a valuation of \$585,000, the 5,422 square foot Shell Building is scheduled to include offices.



New Shell Construction:

ADDRESS	DESCRIPTION	VALUATION	WARD
1701 36 th Ave. NW	Thorton Shell Building	\$225,000	8

The Thorton Shell Building at 1701 36th Ave. NW received Certificate of Completion (CC) on February 17, 2016. Reported at a valuation of \$225,000, the 5,178 square foot Shell Building includes unit 100 valued at \$400,000.



Certificate of Occupancies (CO's) and Certificate of Completions (CC's) (Cont'd)

Addition/Alteration:

ADDRESS	DESCRIPTION	VALUATION	WARD
500 N. Berry Rd.	River Church Interior Remodel	\$105,000	2
2100 W. Lindsey St. B	Thrift Nation Expansion	\$15,000	2
318 E. Hayes St.	Salvation Army Bathrooms	\$35,395	4
320 12 TH Ave. SE 110	Crimson Creek White Box	\$28,000	4
1411 Elm Ave.	Alpha Omicron Pi Addition	\$400,000	7
701 College Ave.	Sigma Phi Epsilon Remodel	\$450,000	7
4150 28 th Ave. NW 100	28 th Industrial White Box	\$30,000	8

Fire Damage Repair:

ADDRESS	DESCRIPTION	VALUATION	WARD
300 Chalmette Dr. Unit D	RJH Realty-Fire Damage Repair	\$50,000	1

Interior Finish:

ADDRESS	DESCRIPTION	VALUATION	WARD
1701 36 th Ave. NW 100	Thorton Construction Office	\$400,000	8

STORM SHELTER PERMITS

Storm Shelter Permits

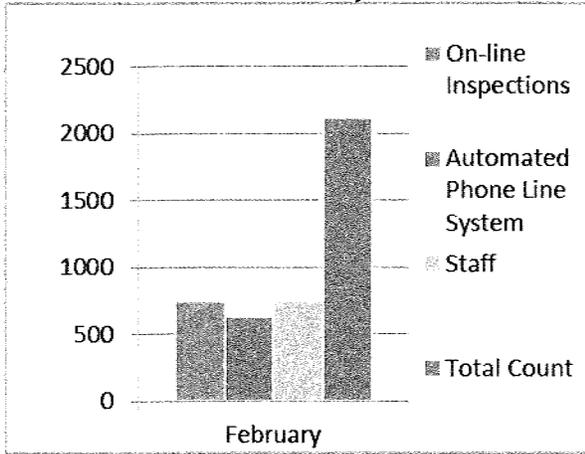
102 storm shelter permits were issued in February. Staff continues to make every effort to provide the best customer service by scheduling and coordinating the storm shelter inspections, particularly those inside the garage that require the homeowner to be on-site for the inspection. The Building Inspectors meet homeowners on-site as needed to accommodate their storm shelter inspections.

February 1-5	February 8-12	February 15-19	February 22-26	February 29
24	18	24	31	5

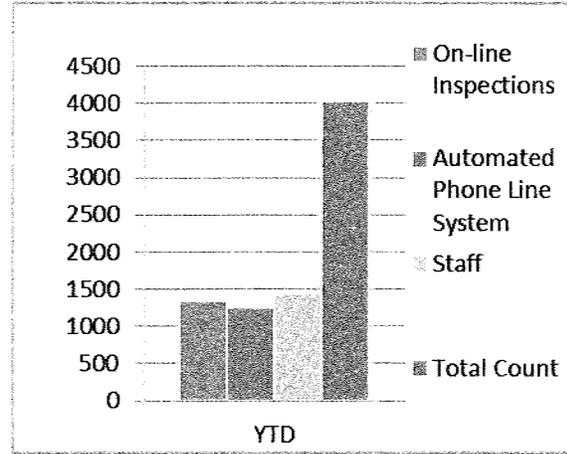
Inspection Requests

During February 743 inspection requests were made on-line, 621 inspection requests were made using the Automated Phone Line System, and 742 inspections were made by the staff for a total of 2,106 inspection requests. The inspection requests made by the staff include phone and in-person requests, as well as administrative items.

February 2016



Year to Date

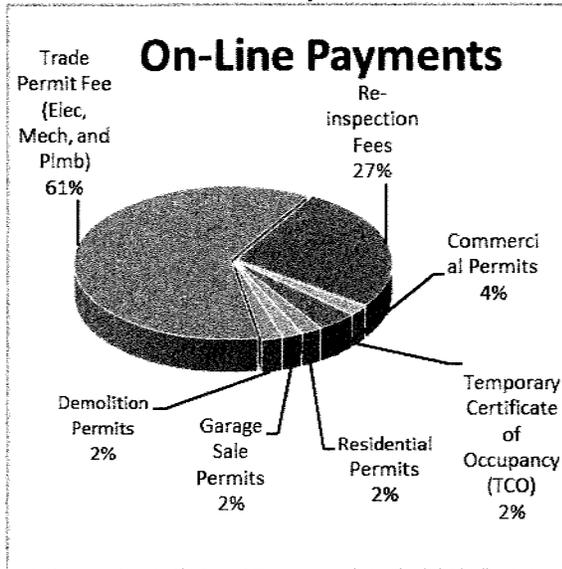


ON-LINE INSPECTION SERVICES

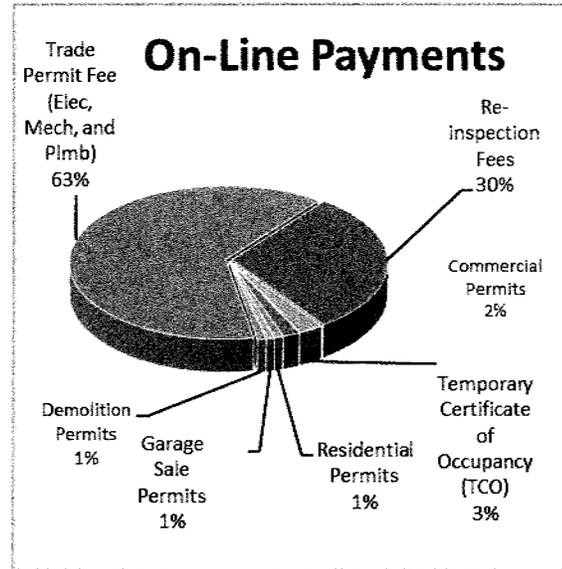
On-line Payments

During February 49 payments were made on-line totaling \$14,543.78. The payments year-to-date include 117 payments totaling \$18,371.78.

February 2016



Year-to-Date



Mobile Field Inspection System

During February 1,582 inspection results were entered using the Mobile Field Inspection (MFI) System. 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. The dates below also include a modest number of inspection results conducted and resulted during the weekend. These inspection requests were completed on Saturdays to accommodate citizen's schedules and the heavy workload.

	February 1-5	February 8-12	February 15-19	February 22-26	February 29
MFI Insp. Results	400	394	357	353	78

Construction Activity

Reporting of data changed with the JULY 2016 report to more thoroughly delineate residential construction for reporting to the Reapportionment Commission and Census Bureau. Data previously reported was grouped differently and individual permit types may or may not correspond to data after this date.

Total value of all construction activity permitted in FEBRUARY of 2016 totaled \$61,282,575, higher than the \$23,708,091 for the same month last year. A total of 193 permits were issued in FEBRUARY of 2016, up from 161 in FEBRUARY of 2015. The higher dollar value in FEBRUARY of 2016 is due to 3+ family permits and commercial permits. The higher number of permits in FEBRUARY of 2016 is primarily due to storm shelters and non-residential foundations.

Total new residential permitting activity in FEBRUARY 2016 was valued at \$37,987,213 compared to \$20,179,356 in FEBRUARY 2015. New single-family detached residential construction in FEBRUARY 2016 represented 19 new homes valued at \$5,329,931 compared with 26 new homes in FEBRUARY 2015 valued at \$6,059,363. There were no attached single family permits in either year. There were no new mobile homes in either year. There were no single family permits for non-dwellings in FEBRUARY 2016 compared to 4 permits in FEBRUARY 2015 valued at \$420,000. There were 2 new duplex units permitted in FEBRUARY 2016 valued at \$378,000 compared to 6 in FEBRUARY 2015 valued at \$1,250,000. There were no garage apartments in either year. There were 4 multi-family permits valued at \$32,279,282 (1 garage foundation, 1 garage, and 2 residential buildings with 229 dwellings) in FEBRUARY 2016 compared to 5 permits in FEBRUARY 2015 valued at \$12,449,993 (2 buildings with 57 dwellings and 3 non-dwelling permits).

Residential addition/alteration permits in FEBRUARY 2016 numbered 131 valued at \$1,129,371 compared to 104 permits valued at \$1,226,932 for FEBRUARY 2015. There are more permits in FEBRUARY 2016 primarily due to storm shelters. The valuation differential is insignificant.

New non-residential construction permits in FEBRUARY of 2016 totaled 28 with a value of \$6,948,823 compared to 6 permits valued at \$997,000 for FEBRUARY 2015. The higher number and value of permits in FEBRUARY 2016 is primarily due to foundations and full construction permits.

Non-residential Addition/Alteration permits in FEBRUARY of 2016 totaled 9 with a value of \$15,217,168 compared to 10 permits valued at \$1,304,803 for FEBRUARY 2015. The number of permits is approximately the same. The highest value projects in FEBRUARY 2016 include projects located at 1809 N. Stubbeman (\$11,923,000) and 911 W Main Street (\$1,500,000).

City of Norman
BUILDING PERMITS AND INSPECTIONS **RESIDENTIAL PERMITS**
Issued FEBRUARY 2016 - 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	STORM SHELTERS PLUS	289	02/01/16	1425		KENWOOD	DR	5	3	SONOMA PARK #5	R1	\$ 2,900	16
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	290	02/01/16	1905		OKAHURST	AVE	3	1	PARKHURST ADD	RM2	\$ 2,900	16
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	291	02/01/16	2502		BURNING TREE	DR	2	8	DOUBLE TREE AT HALL PARK	R1	\$ 2,900	16
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	292	02/01/16	1121		DESERT WILLOW	TER	17	1	MOUNTAIN ASH ADD	R1A	\$ 2,900	16
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	293	02/01/16	804		BRANCHWOOD	CT	18	3	SPRING BROOK #2	R1	\$ 2,600	35
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	294	02/01/16	426		ENGLISH ELM	LN	8	1	POPPY GROVE ADD	R1	\$ 2,600	35
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	295	02/01/16	701		SEQUOYAH	TFL	1	3	SEQUOYAH TRAILS ADD	R1	\$ 2,600	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	349	02/01/16	4412		CANNON	DR	4	2	CABRINGTON PLACE ADD #6	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	355	02/01/16	2001		MORREN	DR	4	10	CRESTLAND ESTATES #1	R1	\$ 2,500	24
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	361	02/02/16	3907	NE	91ST	AVE	9	1W	NOT SUBDIVIDED	A2	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	366	02/02/16	5820		WINDSTONE	DR	8	1	GLENRIDGE SEC 1	PUD	\$ 2,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	370	02/03/16	3304		REMINGTON	CT	12	7	PRAIRE CREEK ADD #2	R1	\$ 3,300	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	372	02/03/16	1512		WIND HILL	RD	12	1	HIGH MEADOWS #3	R1	\$ 3,350	35
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	373	02/03/16	4317		BLUE SAGE	CT	6	1	BROOKHAVEN #29	R1	\$ 4,000	26
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	374	02/03/16	3621		TRUMAN	DR	6	3	INDEPENDENCE VALLEY SEC. #	R1	\$ 3,900	35
1 & 2 FAMILY STORM SHELTER-3	NEW DAY TORNADO SHELTERS	379	02/03/16	1903		ROLLING STONE	DR	5	21	OKAHURST ADD #06	R1	\$ 3,500	9
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	386	02/03/16	1124		WOODROW	CT	8	1	BUNGALOWS AT WOODS ROW	PUD	\$ 2,500	35
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON'	396	02/11/16	3115		LOCHINVER	DR	7	2	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 4,945	16
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON'	397	02/11/16	801		SHRILL	ST	2	1	SUTTON PLACE ADD #7	R1	\$ 4,945	16
1 & 2 FAMILY STORM SHELTER-3	FAMILYSAFE SAFE ROOMS	400	02/04/16	525		LAKEWOOD	DR	23	1	BROAD ACRES SEC-1	R1	\$ 4,000	18
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	402	02/04/16	5301		ALAMEDA	ST	25	2W	NOT SUBDIVIDED	A2	\$ 2,413	57
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	404	02/04/16	4128		CANNON	DR	3	6	CARRINGTON PLACE ADD #5	R1	\$ 3,812	40
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	407	02/04/16	1701		OKAHURST	AVE	16	5	OKAHURST ADD SEC 02	R1	\$ 2,850	55
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	418	02/04/16	530		GARLAND	CT	8	7	WESTERN VIEW #2	R1	\$ 3,809	32
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	419	02/05/16	2813		EATON	DR	7	4	BERKELEY ADD	R1	\$ 2,600	21
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	422	02/10/16	2634		TRAILWOOD	DR	9	1	TRAILWOODS SEC 7	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	429	02/05/16	3036		WOODCREST CREEK	DR	13	14	WOODLAND ESTATES, THE	R1	\$ 3,300	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	438	02/08/16	500		RIDGE LAKE	BLVD	1	1	SUMMIT LAKES ADD #7	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	440	02/08/16	2101	NE	108TH	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 2,600	45
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	441	02/08/16	2904	NE	HIGHLAND GLEN	AVE	5	3	HIGHLAND VILLAGE ADD SEC 3	R1	\$ 2,200	23
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	442	02/08/16	3400		36TH	AVE	15	2W	NOT SUBDIVIDED	A2	\$ 6,000	63
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	452	02/09/16	2004		DELANEY	DR	1	1	PARK PLACE ADD #3	R1	\$ 2,900	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	456	02/09/16	205		SUMMIT CREST	LN	22	1	SUMMIT LAKES ADD #10	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CON'	473	02/11/16	3706		QUAIL	DR	6	4	RIVER OAKS #1	R1	\$ 4,495	12
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	479	02/10/16	1267		KINGSTON	RD	1	1	KINGSTON HILLS SEC 1	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	485	02/10/16	3600		QUAIL SPRINGS	DR	1	2	QUAIL SPRINGS ADD	R1	\$ 2,200	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	488	02/11/16	5008		DEERHURST	DR	13	2	CAMBRIDGE ADD #5	R1	\$ 3,850	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	489	02/11/16	331		TIMBERWIND	DR	6	1	CEDAR RIDGE	R1	\$ 2,500	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	492	02/11/16	1100		FALCO CONCOLOR	DR	3	1	EAGLE CLIFF SOUTH ADD	RE	\$ 5,500	35
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	502	02/23/16	1050		ROCKLAND RIDGE	DR	7	3	VISTA SPRINGS ESTATES ADD 1	RE	\$ 5,500	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	509	02/11/16	4109		SHERBURNE	CT	7	17	QUAILBROOK ADD #4	R1	\$ 3,300	35
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	517	02/16/16	4305		SPYGLASS	DR	10	2	COBBLESTONE CREEK II	R1	\$ 4,600	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	520	02/12/16	2601		TOWRY	DR	11	2	HAWTHORNE PLACE #3	R1	\$ 4,000	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	523	02/12/16	808		OAKBROOK	DR	3	3	WILLOW BROOK ADD	R1	\$ 3,500	40
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	528	02/18/16	1631		PECAN	AVE	13	2	SOUTHERN HILLS ADD	R1	\$ 2,200	57
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	535	02/15/16	2600		QUEENSTON	AVE	20	2	DEERFIELD ADD SEC 3	R1	\$ 3,000	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	538	02/16/16	2305		BRETFORD	WAY	14	2	ST JAMES PARK ADD 6	R1	\$ 2,400	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	539	02/16/16	3108		BENT OAKS	CIR	28	12	RIVER OAKS #6	R1	\$ 2,700	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	541	02/16/16	1426		HAVERHILL	CIR	3	3	QUEENSTON HEIGHTS	R1	\$ 2,500	24
1 & 2 FAMILY STORM SHELTER-3	OZ SAFEROOMS	543	02/16/16	405		TECUMSEH RIDGE	CT	40	4	TECUMSEH RIDGE SEC 1	R1	\$ 8,500	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	547	02/16/16	4018		NORTHBRIDGE	RD	6	2	BROOKHAVEN #04	R1	\$ 3,300	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	551	02/16/16	640		SEDONA	DR	22	2	RED CANYON RANCH SEC 5	R1	\$ 2,600	80
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	552	02/16/16	3913		NICOLE	CIR	4	3	CASTLEROCK ADD #3	NA	\$ 3,300	40
1 & 2 FAMILY STORM SHELTER-3	JOHNSON CONSTRUCTION	554	02/16/16	213	E	ACRES	ST	21	8	J A JONES ADDITION	R3	\$ 3,200	55
1 & 2 FAMILY STORM SHELTER-3	JOHNSON CONSTRUCTION	555	02/16/16	3908	N	FLOYD COX	DR	11	1	PRIDE #130	RE	\$ 4,350	89
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	558	02/16/16	508		BONITA	CIR	16	1	STARBUCK ADD #2	R1	\$ 2,500	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	565	02/23/16	213		SONORA	LN	11	3	LITTLE RIVER TRAILS SEC #1	PUD	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	HAUSNER'S, INC.	567	02/17/16	3816		DRAWBRIDGE	LN	1	1	CASTLEROCK ADD #1	R1	\$ 2,350	32
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	569	02/17/16	2800		DALEWOOD	TER	1	3	EAST RIDGE ADD #03	R1	\$ 3,500	37
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	576	02/17/16	625		COOPERS HAWK	DR	20	7	EAGLE CLIFF ADD #3	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	582	02/18/16	2005		PROVIDENCE	DR	4	3	HALLBROOKE ADD #6	R1	\$ 2,400	24

RESIDENTIAL PERMITS
Issued FEBRUARY 2016 - 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	STORM SAFE SHELTER, LLC	584	02/18/16	2319		TRAILWOOD	DR	1	3	TRAILWOODS SEC 8	PUD	\$ 3,600	35
1 & 2 FAMILY STORM SHELTER-3	MANLEY, RICHARD G.	585	02/18/16	3619	NW	DELLA	ST	23	1	MARLATT ADD	R1	\$ 2,500	0
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	586	02/18/16	302		SEQUOYAH	TRL	2	13	WOODCREST EST #3	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	589	02/19/16	4010		BROOKHOLLOW	RD	6	4	BROOKHAVEN #11	R1	\$ 2,900	32
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	594	02/19/16	4401		WHITMERE	CT	9	4	CARRINGTON PLACE ADD	R1	\$ 2,650	24
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CONI	598	02/19/16	4105		TETON OVAL	AVE	5	4	CASCADE ESTATES PUD #6	PUD	\$ 4,495	16
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CONI	605	02/19/16	2542		CYPRESS	AVE	12	10	COLLEGE MANOR	R1	\$ 4,000	8
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	608	02/22/16	712		WESTRIDGE	TER	15	2	WESTERN HEIGHTS ADD	R1	\$ 3,245	32
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	608	02/22/16	612		SHADOW CREST	CT	4	1	SHADOWRIDGE ADD	R1	\$ 3,600	40
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CONI	614	02/22/16	2901		ALLSPICE RUN	DR	16	1	CINNAMON RUN	RE	\$ 3,000	16
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	626	02/22/16	8809		RIDGEVIEW	DR	11	1	TIMBERLAKE ESTATES	RE	\$ 4,000	48
1 & 2 FAMILY STORM SHELTER-3	ATLAS SAFE ROOMS/CAVINS CONI	628	02/22/16	2931	SE	CITY VIEW	CT	18	3	SHADOWLAKE ADD #5	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	JOHNSON CONSTRUCTION	633	02/22/16	5609		132ND	AVE	19	1E	NOT SUBDIVIDED	A2	\$ 2,500	55
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	634	02/22/16	317		RIDGE BLUFF	CT	10	6	ROYAL OAKS ADD	R1	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	JOHNSON CONSTRUCTION	635	02/22/16	1025		MISSOURI	ST	24	4	FACULTY HEIGHTS ADD	R1	\$ 2,500	55
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	647	02/23/16	331	N	ROYAL OAK	DR	14	8	WESTWOOD ESTATES	R1	\$ 2,490	55
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	657	02/23/16	1723		CRAWFORD	DR	12	3	CRYSTAL HEIGHTS #2	R1	\$ 2,300	23
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	662	02/24/16	4117		TROON	ST	2	1	FOREST HILLS ADD	PUD	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	663	02/24/16	2700		POPLAR	LN	1	8	CASCADE ESTATES PUD #7	R1	\$ 2,300	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	665	02/24/16	215		HORIZON VIEW	CT	43	1	SUMMIT LAKES ADD #9	R1	\$ 2,300	25
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	667	02/24/16	2432		CYPRESS	AVE	5	10	COLLEGE MANOR	R1	\$ 3,600	35
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	668	02/24/16	3704		HIDDEN HILL	RD	25	2	BROOKHAVEN #25	R1	\$ 3,600	55
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTER	669	02/24/16	421	NE	KENSINGTON	RD	1	1	QUAILBROOK ADD #1	R1	\$ 2,700	38
1 & 2 FAMILY STORM SHELTER-3	OZ SAFEROOMS	674	02/24/16	9601		136TH	PL	14	2	DEER CREEK EST COS	A2	\$ 11,500	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	675	02/24/16	3504		TETON	LN	2	3	CASCADE ESTATES PUD #6	PUD	\$ 2,650	24
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	676	02/24/16	2202		BOIS-DE-ARC	CIR	12	25	OAKHURST ADD SEC 09	R1	\$ 2,500	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	681	02/24/16	2238		RAVENWOOD	LN	7	2	HALL PARK	R1	\$ 2,400	24
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	682	02/25/16	1401		CHAMBERS	ST	14	2	PARK PLACE ADD #5	R1	\$ 3,200	32
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	685	02/25/16	4233		WILLOWRUN	CIR	3	2	WILLOWAY ESTATES	RM6	\$ 3,800	27
1 & 2 FAMILY STORM SHELTER-3	SURVIVE-A-STORM SHELTERS	688	02/25/16	404		WINDJAMMER	ST	2	2	WILLOWBEND ADDITION	PUD	\$ 3,445	12
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	689	02/25/16	620		SUMMIT BEND	DR	18	6	SUMMIT LAKES ADD #6	R1	\$ 3,300	35
1 & 2 FAMILY STORM SHELTER-3	PREFERRED SHELTERS	692	02/25/16	3100		ENTERPRISE	DR	15	1W	NOT SUBDIVIDED	A2	\$ 2,850	48
1 & 2 FAMILY STORM SHELTER-3	THUNDERGROUND STORM SHELTER	693	02/25/16	5301	NE	24TH	AVE	1	1	CROSS C RANCH COS	A2	\$ 2,800	48
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTER, LLC	695	02/26/16	3518		BERGEN PEAK	DR	1	1	GREENLEAF TRAILS ADD 5	PUD	\$ 3,700	24
1 & 2 FAMILY STORM SHELTER-3	TORNADO SAFE	700	02/26/16	3808		PRESIDIO	CIR	3	1	CEDAR LANE SEC #1	R1	\$ 3,299	15
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	703	02/26/16	2809		VICTORIA	DR	19	82	NORMAN, ORIGINAL TOWNSHIP	R3	\$ 30,000	1,200
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	704	02/26/16	2412		STONEBRIDGE	DR	4	1	LYDICK'S #2	R1	\$ 500	50
1 & 2 FAMILY STORM SHELTER-3	CARTER, MIKE	713	02/29/16	620	E	MAIN	DR	9	4	DELONG ADD	R1	\$ 12,500	16
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO SHELTERS	716	02/29/16	2909		WOODBRIAR	DR	3	6	ST JAMES PARK ADD 1	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	718	02/29/16	400		STARSHINE	DR	3	6	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 2,500	48
1 & 2 FAMILY STORM SHELTER-3	COWART, JOHN & KEISHA	724	02/29/16	2905		SUMMIT TERRACE	DR	5	3	WOODCREST EST #5	R1	\$ 2,300	21
1 & 2 FAMILY, ADD OR ALTER-2	FREEMAN, MITCHEAL C.	338	02/17/16	328	W	DAWS	ST	19	82	SUMMIT LAKES ADD #8	R1	\$ 2,500	21
1 & 2 FAMILY, ADD OR ALTER-2	ELMS, TERRY	457	02/09/16	1718		AVONDALE	DR	19	2	LEWIS BRYANT ADD #2	RE	\$ 30,000	1,200
1 & 2 FAMILY, ADD OR ALTER-2	RENEWAL BY ANDERSON OF AUS	468	02/10/16	1108		MCMAMEE	ST	16	1	INDIAN POINT ESTATES	RE	\$ 96,670	864
1 & 2 FAMILY, ADD OR ALTER-2	STEWART, JERRY D.	629	02/26/16	5315		PULLIN	LN	1	2	PARK ADD	R1	\$ 4,250	550
1 & 2 FAMILY, ADD OR ALTER-2	LAW CONSTRUCTION	2176	02/02/16	418		PARK	DR	15	2	MEADOW PARK ADD	R1	\$ 9,600	1,582
1 & 2 FAMILY, FIRE REPAIR	KAISER, DAREN HOMES INC.	476	02/10/16	3512		STAFFORD	DR	23	1	CAMBRIDGE ADD #5	R1	\$ 3,400	470
1 & 2 FAMILY, FIRE REPAIR	PHOENIX CONSTRUCTION INC.	206	02/19/16	4004		IOWA	ST	15	5	HALL PARK #6	R1	\$ 4,000	295
1 & 2 FAMILY, PAVING-2	CAVINS ROOFING & REMODELING	341	02/04/16	1715		LENEX	DR	4	12	QUAILBROOK ADD #5	R1	\$ 6,000	250
1 & 2 FAMILY, PAVING-2	TENNYSON CONCRETE	377	02/03/16	5016		DEERHURST	DR	11	2	CRYSTAL HEIGHTS #3	R1	\$ 2,000	250
1 & 2 FAMILY, PAVING-2	KUSTOM KRETE CONCRETE & COI	382	02/04/16	2203		HAVERFORD	CT	3	7	BLUE CREEK ADD	RE	\$ 1,000	40
1 & 2 FAMILY, PAVING-2	ZACHER, FREDERICK P.	553	02/19/16	4406		VINCENT	ST	5	21	MONTECITO RANCH	PUD	\$ 55,000	480
1 & 2 FAMILY, PAVING-2	GUTIERREZ, ALEXANDER	579	02/29/16	311		TELSTAR	ST	32	1	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 10,000	171
1 & 2 FAMILY, PAVING-2	JOHNSON, TERRY D. CONCRETE	591	02/19/16	2388		BLUJE	CT	26	1	NOT SUBDIVIDED	A1	\$ 50,000	1,800
1 & 2 FAMILY, STORAGE BLDG-2	OUTDOOR ESCAPES, LLC.	411	02/08/16	3201		POMELO	CIR	28	1	LAGO VISTA	A2	\$ 2,000	135
1 & 2 FAMILY, STORAGE BLDG-2	LANDMARK FINE HOMES, LP.	415	02/12/16	3428	E	FRANKLIN	RD	11	2W	RIVER OAKS #1	R1	\$ 6,000	192
1 & 2 FAMILY, STORAGE BLDG-2	BLAKEY WELDING SERVICES, INC.	455	02/12/16	4630		MOUNT MITCHELL	LN	12	2				
1 & 2 FAMILY, STORAGE BLDG-2	ROBINSON, BRENT	487	02/10/16	11601		LAGO VISTA	RD	3	2				
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	522	02/12/16	3706		QUAIL	DR	6	4				

City of Norman
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL PERMITS
 Issued FEBRUARY 2016 - 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, STORAGE BLDG-2	RIECKER, BRIAN	534	02/19/16	2544		BOXWOOD	AVE	8	9	COLLEGE MANOR	R1	\$ 3,000	240
1 & 2 FAMILY, STORAGE BLDG-2	FIGUEROA, FRANCISCO	549	02/16/16	4408	NE	12TH	AVE	3	4	WILDWOOD HILLS ESTATES	RE	\$ 2,000	600
1 & 2 FAMILY, SWIMMING POOL-3	SEA BREEZE POOLS	409	02/04/16	3265		CRYSTAL SPRING	DR	14	1	CRYSTAL SPRING	RE	\$ 28,000	400
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	435	02/18/16	4612		LAS COLINAS	LN	6	1	LAS COLINAS SEC. #1	R1	\$ 62,000	672
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	436	02/18/16	4708		MANOR HILL	DR	2	4	BROOKHAVEN #33	R1	\$ 65,000	630
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	458	02/09/16	1905		PROVIDENCE	DR	10	3	HALLBROOKE ADD #6	R1	\$ 50,000	428
1 & 2 FAMILY, SWIMMING POOL-3	SPARTAN POOLS & PONDS	595	02/19/16	1812		QUAIL CREEK	DR	8	2	QUAIL CREEK ACRES #1	RE	\$ 99,000	950
2 FAMILY, NEW CONSTRUCTION	LEGACY CONSTRUCTION & DEVEL	136	02/12/16	3408		H E BLACK	DR	1	1	YARBOROUGH VILLAGE #1	RM6	\$ 189,000	1,221
2 FAMILY, NEW CONSTRUCTION	LEGACY CONSTRUCTION & DEVEL	137	02/12/16	3410		H E BLACK	DR	1	1	YARBOROUGH VILLAGE #1	RM6	\$ 189,000	1,221
1 FAMILY, NEW CONSTRUCTION-2	SOONER TRADITIONS, LLC.	235	02/05/16	1322		REID PRYOR	RD	7	3	CEDAR LANE SEC #1	R1	\$ 182,880	2,704
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	306	02/03/16	112		RUE DE MONTSERR.		14A	4	SUMMIT LAKE VILLAS #1	PUD	\$ 148,590	2,332
1 FAMILY, NEW CONSTRUCTION-2	SKYRIDGE HOMES, INC.	307	02/03/16	114		RUE DE MONTSERR.		13A	4	SUMMIT LAKE VILLAS #1	PUD	\$ 148,590	2,332
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	323	02/03/16	3422		MONTILLA RIDGE	DR	9	2	MONTORO RIDGE SEC. #1	PUD	\$ 424,080	4,712
1 FAMILY, NEW CONSTRUCTION-2	GENESIS FINE HOMES, LLC.	353	02/11/16	3101		VENICE	CT	6	1	SIENA SPRINGS ADD #1	PUD	\$ 315,000	4,155
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	376	02/04/16	910		EAGLEROCK	LN	16	1	GREENLEAF TRAILS ADD 6	PUD	\$ 221,850	2,465
1 FAMILY, NEW CONSTRUCTION-2	STONEWALL HOMES, LLC.	393	02/03/16	3219		TERRACE PARK	TR	8	2	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 372,000	3,824
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	412	02/11/16	4228		HACKNEY WICK	RD	5	2	CARRINGTON PLACE ADD #12	R1	\$ 654,469	5,443
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	414	02/11/16	3428		MOUNT MITCHELL	LN	12	2	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 215,610	2,270
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	421	02/12/16	2812		LERKIM	LN	4	1	TRAILWOODS SEC 8	PUD	\$ 198,810	2,209
1 FAMILY, NEW CONSTRUCTION-2	LANDMARK FINE HOMES, LP.	445	02/16/16	3443		MOUNT MITCHELL	LN	7	3	SPRINGS AT GREENLEAF TRAIL	PUD	\$ 311,872	2,818
1 FAMILY, NEW CONSTRUCTION-2	MUIRFIELD HOMES	454	02/09/16	416		PERTH	CT	15	1	HIGHLAND VILLAGE ADD SEC 8	R1	\$ 192,000	2,793
1 FAMILY, NEW CONSTRUCTION-2	AARON TATUM CONST., INC.	503	02/23/16	1050		FOCKLELAND RIDGE	LN	3	1	VISTA SPRINGS ESTATES ADD 1	RE	\$ 510,000	4,715
1 FAMILY, NEW CONSTRUCTION-2	LEGACY HOMES CONSTRUCTION, I	505	02/22/16	121		BOULEVARD DU LAC	LN	11	1	SUMMIT LAKE VILLAS #1	PUD	\$ 277,830	3,907
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	528	02/17/16	2804		LERKIM	LN	2	1	TRAILWOODS SEC 8	PUD	\$ 174,690	1,941
1 FAMILY, NEW CONSTRUCTION-2	LEGACY HOMES CONSTRUCTION, I	536	02/17/16	3103		WOOD VALLEY	RD	3	4	SUMMIT VALLEY #2	R1	\$ 189,000	2,901
1 FAMILY, NEW CONSTRUCTION-2	J MERTENS CONSTRUCTION, INC.	559	02/22/16	312		BUMGARDNER	AVE	13	3	REDBUD ESTATES	RE	\$ 300,000	3,451
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	564	02/23/16	213		SONORA	LN	11	3	LITTLE RIVER TRAILS SEC #1	PUD	\$ 306,990	3,411
1 FAMILY, NEW CONSTRUCTION-2	IDEAL HOMES OF NORMAN	592	02/23/16	2803		LERKIM	LN	1	2	TRAILWOODS SEC 8	PUD	\$ 185,670	2,063
3+ FAMILY, ADD OR ALTER	HOME MODS BY THERAPISTS	389	02/11/16	401	SE	12TH	AVE	234		TRIAD #2	RM6	\$ 24,958	722
3+ FAMILY, FIRE REPAIR	MILES, SCOTT	513	02/16/16	1812		ALAMEDA	ST	1	1	VENICE CONDOMINIUMS	RM6	\$ 3,500	160
3+ FAMILY, NEW FULL PERMIT (5+ D) CORE CONSTRUCTION		3667	02/25/16	333	E	BROOKS	ST	19	3	MILLER ADDITION	PUD	\$ 13,242,740	135,130
3+ FAMILY, NEW FULL PERMIT (5+ D) CORE CONSTRUCTION		3668	02/29/16	333	E	BROOKS	ST	19	3	MILLER ADDITION	PUD	\$ 11,091,542	113,179
3+ FAMILY, FOUNDATION PERMIT-2 CORE CONSTRUCTION		5622	02/09/16	333	E	BROOKS	ST	19	3	MILLER ADDITION	PUD	\$ 1,445,000	36,761
3+ FAMILY, STORAGE BLDG-2	CORE CONSTRUCTION	3669	02/25/16	333	E	BROOKS	ST	19	3	MILLER ADDITION	PUD	\$ 6,500,000	220,566

MONTHLY BUILDING REPORT SUMMARY - NORMAN, OK

3/8/2016

RESIDENTIAL PERMITS	FEBRUARY 2016			FEBRUARY 2015		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
New Construction						
1 Family						
Detached Dwellings	19	19	\$5,329,931	26	26	\$6,059,363
Attached Dwellings	0	0	\$0	0	0	\$0
Manufactured Home (New)	0	0	\$0	0	0	\$0
Other (Non-dwelling)	0	na	\$0	4	na	\$420,000
2 Family						
Duplexes (2 DU per bldg)	2	2	\$378,000	6	6	\$1,250,000
Garage Apartments	0	0	\$0	0	0	\$0
3+ Family						
Foundation	1	na	\$1,445,000	0	na	\$0
Shell	0	na	\$0	0	na	\$0
Interior Finish	0	0	\$0	0	0	\$0
Full Permit (3 or 4 DU per bldg)	0	0	\$0	0	0	\$0
Full Permit (5+ DU per bldg)	2	229	\$24,334,282	2	57	\$3,536,816
Other (Non-dwelling)	1	na	\$6,500,000	3	na	\$8,913,177
Total Residential New	25	250	\$37,987,213	41	89	\$20,179,356
Net Residential Demos & Removals		-2			-3	
Net Residential Units		248			86	
Additions & Alterations						
1 & 2 Family						
Additions & Alterations	8		\$314,670	10		\$549,000
Manufactured Home (Replace)	0		\$0	1		\$2,500
Paving & Pools	12		\$334,250	12		\$335,730
Accessory Buildings	7		\$128,000	6		\$101,500
Storm Shelters	102		\$323,993	75		\$238,202
3+ Family						
Addition & Alteration (All Types)	2		\$28,458	0		\$0
Total Residential Additions & Alterations	131		\$1,129,371	104		\$1,226,932
TOTAL RESIDENTIAL	156		\$39,116,584	145		\$21,406,288

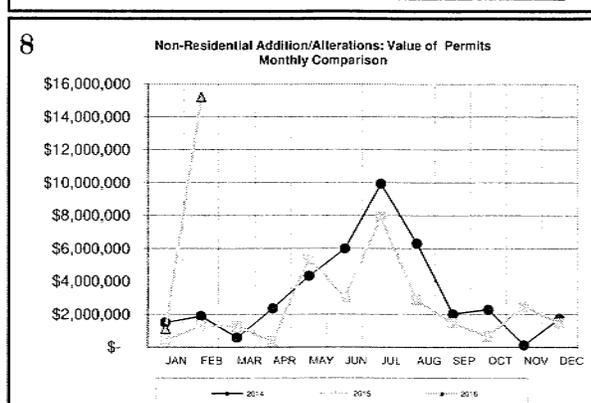
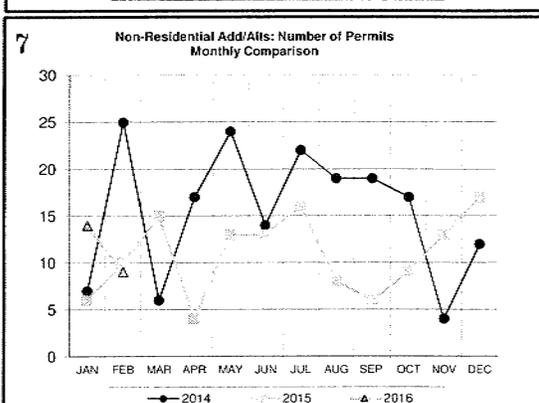
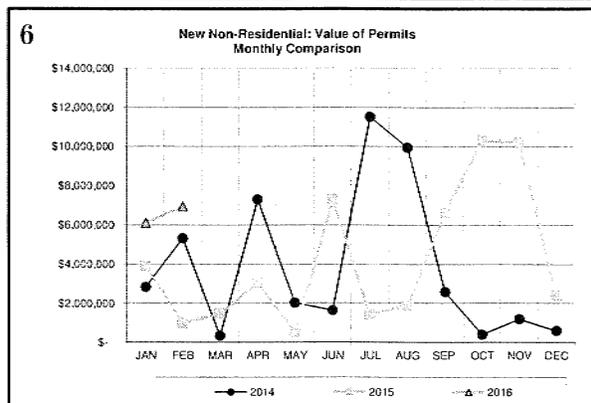
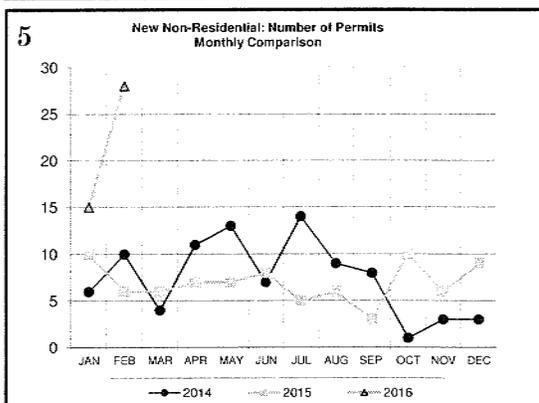
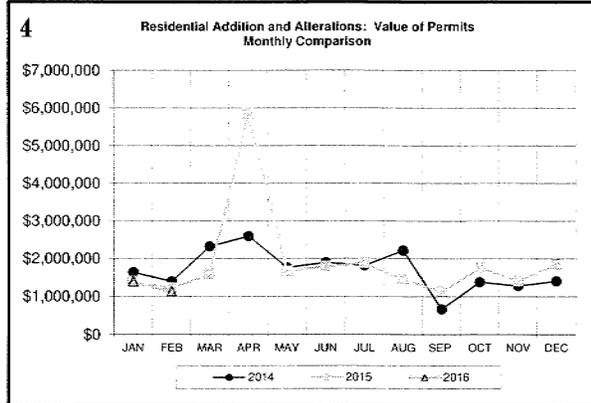
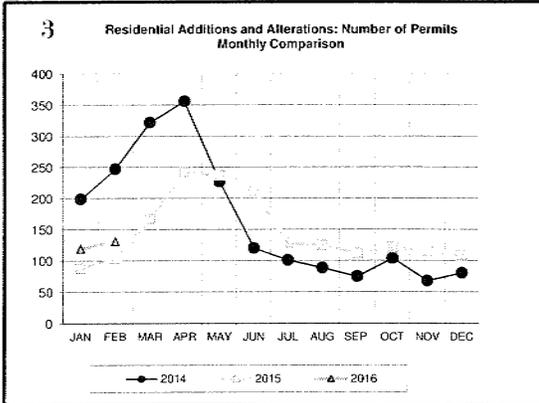
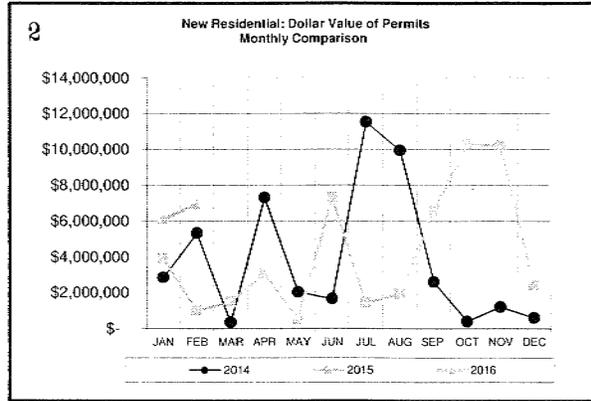
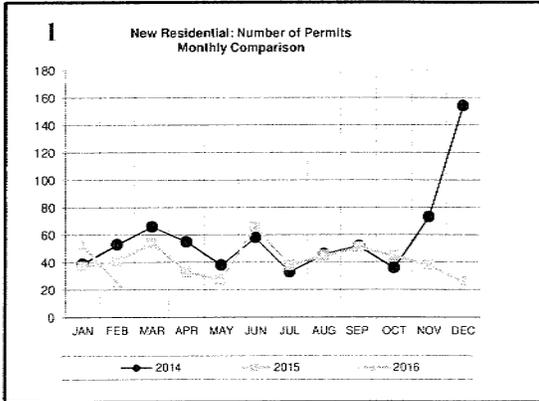
NON-RESIDENTIAL PERMITS	Number of Permits	Valuation	Number of Permits	Valuation
New Construction				
Foundation	18	\$953,823	0	\$0
Shell	0	\$0	2	\$500,000
Interior Finish	2	\$105,000	3	\$470,000
Full Permit	8	\$5,890,000	1	\$27,000
Total Non-Residential New	28	\$6,948,823	6	\$997,000
Additions & Alterations				
Additions & Alterations (All Types)	9	\$15,217,168	10	\$1,304,803
Total Non-Residential Additions & Alterations	9	\$15,217,168	10	\$1,304,803
TOTAL NON-RESIDENTIAL	37	\$22,165,991	16	\$2,301,803

TOTAL ALL PERMITS	193	\$61,282,575	161	\$23,708,091
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OTHER ACTIVITY	Number	Number
Electrical Permits	88	150
Heat/Air/Refrigeration Permits	113	123
Plumbing & Gas Permits	132	187
Sign Permits	16	19
Water Well Permits	5	2
Garage Sale Permits	50	24
Structure Moving Permits	2	1
Demo - Residential Permits	5	4
Demo - Non-residential Permits	2	4
Temporary Const Bldgs & Roll-off Permits	15	2
Lot Line Adjustments Filed	0	2
Certificate of Occupancy (CO) Permits	128	103
All Field Inspections	2,078	2,578

YEAR TO DATE	JANUARY TO FEBRUARY 2016			JANUARY TO FEBRUARY 2015		
	Number of Permits	Dwelling Units	Valuation	Number of Permits	Dwelling Units	Valuation
Residential New Construction	78	500	\$57,339,407	78	186	\$36,655,611
Residential Demos/Removals	na	-4	na	na	-5	na
Residential Additions/Alterations	250	na	\$2,520,520	192	na	\$2,627,647
Non-residential New Construction	43	na	\$13,055,223	16	na	\$4,900,500
Non-residential Additions/Alterations	23	na	\$16,332,531	16	na	\$1,769,803
TOTAL YEAR TO DATE	394	496	\$89,247,681	302	181	\$45,953,561

Reporting of data changed with the July 2015 report. The purpose is to more thoroughly delineate residential construction for reporting to the Reapportionment Commission and Census Bureau. Data previously reported was grouped differently and individual permit types may or may not correspond to data after this date.



REVITALIZATION 10C

CDBG and HOME Investment Partnerships Programs

The CDBG Policy Committee met on February 3, 2016 and received an orientation of the CDBG Housing Rehabilitation programs. Discussion was held pertaining to the different qualifications for assistance as well as the types of assistance that are eligible.

On February 24, 2016 a Release of Funds was received from HUD to allow CDBG funds to assist in the construction of the new Food and Shelter facility. This notice completes the Environmental Review process. Staff and representatives from Food and Shelter are in the process of developing a contract tentatively scheduled for the March 22, 2016 City Council Agenda.

CDBG Disaster Relief Grant

The monthly progress meeting was held with Atkins North America on February 18, 2016 to evaluate the projected timelines of the projects. A formal request was made to ODOC in the amount of \$11,322,378 to allow for the bidding and construction of Phase One and Phase Two projects.

On February 9, 2016 the City of Norman accepted K-1516-107 in the amount of \$5,004,821 for repair of two additional roads damaged in the disaster events. Staff is negotiating with Atkins North America a contract modification to include the work items needed for this additional award in their existing contract.

Homeless Activities

On February 20, the housing placement report for the Zero:2016 initiative was made to Community Solutions for the month of January. There were two housing placements made in January, both veterans. While the goal of housing all veterans who are experiencing homelessness by December 31, 2015 was not met, the Cleveland County providers are very close to the provision of housing and case management services for the few remaining veterans that remain unhoused.

The annual Point-in-Time count for sheltered and unsheltered persons who are experiencing homelessness was conducted overnight on January 28 and 29. Results of the PIT are being compiled and will be released once completed.

Housing Programs

February 2016

CDBG

- 2 rehabilitation projects are under contract, 2 Rehabilitation Projects completed since July.
- 2 emergency repairs are under contract, 13 completed since July.
- 1 accessibility modification under contract, one completed since July.

Exterior Property Maintenance Grants

- No potential applications received from Code Compliance in January

Social and Voluntary Services Commission

The contracts that were executed with eighteen non-profit agencies that received the initial awards of the Social and Voluntary Services funding continue with expenditures as anticipated. The three special project awards are also under contract and

progressing. The Social and Voluntary Services Commission members are currently conducting site visits to each entity awarded funds. A sub-committee met on February 10, 2016 to discuss updating the Ordinance which has not been amended since 1973.

Code Compliance

Code Compliance investigated 553 new code violation cases and 368 of those were proactive. 669 code cases were closed with 543 cases remaining open. 1,983 Tasks were completed, such as initial inspections, re-inspections, additional site visits, charges, postings, inspector abated, etc. City-wide proactive enforcement began on March 15, 2012.

Total New Cases and Number of Proactive Cases for FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Total Cases	1467	922	1099	446	474	482	808	553					6251
Proactive Only	737	402	620	194	293	304	576	368					3494

Work Orders, Owner Abatement after Work Order Issued, and Liens Filed FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	90	61	39	22	17	17	16	16					278
Owner Abated	19	21	7	2	0	1	1	1					52
Liens Filed	29	25	42	19	25	0	0	35					175

Signs Removed from Rights-of-Way FYE 2016													
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Removed	4	10	100	102	53	213	231	111					824

Oil & Gas

Activity	Actions
Producing Well Activity	96 Active 42 Inactive
Injection Well Activity	7 Active 13 Inactive
Well Inspections - semi-annual	None
Well Inspections - site visits	160
Permits	0

A salt water spill occurred at the Williams #1 well operated by E. Lyle Johnson, located ¼ mile east of 24th Avenue NE, south side of Indian Hill Road. Don Maynard, with E. Lyle Williams notified me of the spill. The spill occurred while Hamm & Phillips tank truck was loading water from the salt water tank. The leak occurred in the tank truck. Approximately 40 barrels of salt water was discharged and clean-up began with removal of contaminated soil and soil testing. Contaminated soil will be replaced with new top soil.

POLICE 11



Administrative Summary February 2016 Summary

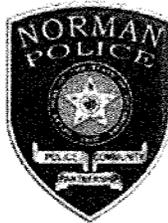


Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	16	15	16	15
Part I Crimes	323	374	700	793
Murder	0	0	0	0
Rape	7	1	13	5
Robbery	4	2	12	8
Agg. Assault	20	9	37	24
Burglary	49	44	112	112
Larceny	213	297	461	594
Motor Vehicle Theft	30	21	65	50
Arson	0	0	0	0
Part II Crimes				
DUI/APC	42	28	79	74
Drunkenness	67	40	120	95
Drug Violations	94	66	165	162
Forgery	21	31	40	61
Vandalism	60	59	121	115
Others	404	422	842	928
Total Crime	1,011	1,020	2,067	2,228
Collisions				
Fatality	0	0	0	1
Injury	63	42	111	94
Non-Injury	141	139	253	277
Total Collisions:	204	181	364	372
Miscellaneous				
CAD Activity (Total)	10,535			
Calls for Service (Police)	6,922			
Citations	1,556	884	3,092	2,073
Warnings	928	684	1,912	1,741
Community Activity (Hours)				

Crime Free Multi-Housing Program February 2016

During the month of February 2016, several security surveys for multi-housing communities were completed. A final inspection of Cottonwood Ridge Condos found that they had met the minimum standards to move on to phases 3. The next survey was an initial survey of The Country Village Apartments. They will be working toward meeting minimum standards. The last survey was a lighting survey for The Meadows townhomes. They are not yet a part of the program but are looking into joining.



Teddy Wilson
MASTER POLICE OFFICER
Commission #0615
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Norman Police Department
201-B West Gray St.
Norman, OK 73069
(405)366-5435

Integrity * Accountability * Mutual Respect * Service Attitude * Partnerships

ANIMAL CONTROL 11A

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
February 2016**

OPERATIONAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	42		50	
Number impounded this month	149	1328	101	1,002
Owner relinquish		24		8
In field pickup		0		1
Adoption returns		0		0
Disposal	1	20	1	13
Picked up dead	8	40	0	38
Number redeemed	37	213	23	224
Number adopted to public	73	521	48	314
Number turned to rescues	18	140	9	107
Number euthanized - Adoptable	0	0	0	19
Number euthanized - Non adoptable	0	49	6	87
Number died for unknown reason	1	13	1	7
Number fostered	18	346	12	199
Escaped	1	5	0	2
Total now on hand	34		51	
CATS:				
Number on hand from last month	25		18	
Number impounded this month	86	950	41	647
Owner relinquish		14		7
In field pickup		0		1
Adoption returns		0		0
Disposal	0	11	0	2
Picked up dead	6	57	6	69
Number redeemed	2	14	1	22
Number adopted to public	37	365	16	150
Number turned to rescues	11	58	12	148
Number euthanized - Adoptable	0	0	0	30
Number euthanized - Non adoptable	24	125	8	138
Number died for unknown reason	0	41	0	7
Number fostered	11	294	5	103
Escaped	0	1	0	1
Total now on hand	20		11	
MISCELLANEOUS:				
Domesticated Animals	2	16	4	15
Wildlife	19	458	29	537
TOTAL	21	474	33	552

NOTES:

SAFETY REPORT	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	1	4	0	2
City Vehicle Damaged	0	1	0	1
Vehicle Accidents Reviewed	0	1	0	0
a. Employee Responsible	0	1	0	1
b. Employee Not Responsible	0	0	0	0

PET LICENSES ENFORCEMENT ACTION	This Month	Year to Date	This Month	Year to Date
January to December				
Total Licenses Sold (Annual)	360	1,328	1,079	1,954
Citations Issued (AWO)	19	830	0	603
Citations Issued (Private Citizen)	11	38	0	13
Warnings Issued	0	59	0	45

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$4,080.00	\$8,691.00	\$725.00	\$8,258.00
10-1532 Amount-dog adoption	\$685.00	\$17,994.60	\$2,790.00	\$17,971.00
10-1531 Amount-cat redemption	\$15.00	\$240.00	\$0.00	\$550.00
10-1532 Amount-cat adoption	\$2,070.00	\$20,370.00	\$900.00	\$8,280.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$275.00
10-1532 Amount-Misc. adoption	\$20.00	\$140.00	\$0.00	\$170.00
10-1533 Miscellaneous	\$675.00	\$3,300.00	\$290.00	\$2,733.00
TOTAL	\$7,545.00	\$50,735.60	\$4,705.00	\$38,237.00
Donation 010-0000-227.24-31	\$227.00	\$2,899.00	\$36.00	\$64,599.76
Transfer from Donation account for Adoption Trailer		\$51,423.00		
Donation account balance		\$37,342.31		\$84,301.31
Liability payback (July to June)	This Month	Year to Date	This Month	Year to Date
2003 Adoption expansion				
Payback Balance	-\$10,412.00		-\$8,693.50	
22-L432 Liability - pet licenses	\$1,957.50	\$16,086.50	\$4,620.00	\$18,644.50
TOTAL (New Balance)	-\$12,369.50		-\$13,313.50	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	59	374	41	235
Cats	23	301	14	133
TOTAL	82	675	55	368

ANIMAL BITES July to June	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	14	49	4	33
Cats	1	9	0	8
Other	0	0	0	0

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Kennel Statistics Report
Intakes from 02/01/16 to 02/29/16

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	115	34	77	9	2	63	300
CONFISCAT	4	0	0	0	0	0	4
POLICE	4	0	0	0	0	0	4
DISPO REQ	6	2	5	0	0	45	58
FIELD	6	2	5	0	0	15	28
OTC	0	0	0	0	0	30	30
FOSTER	18	13	13	6	0	0	50
FIELD	4	0	2	0	0	0	6
OTC	14	13	11	6	0	0	44
NEW BORN	0	2	0	0	0	0	2
OTC	0	2	0	0	0	0	2
OWNER SUF	18	6	12	2	1	0	39
OTC	18	6	12	2	1	0	39
RETURN	4	0	5	0	0	0	9
OTC	4	0	5	0	0	0	9
STRAY	65	11	42	1	1	0	120
FIELD	36	2	16	0	1	0	55
OTC	29	9	26	1	0	0	65
WILDLIFE	0	0	0	0	0	18	18
FIELD	0	0	0	0	0	15	15
OTC	0	0	0	0	0	3	3

Injured Rabbit

Rabbit

There was one dog and one cat that were Owner Surrenders that were not taken. The Cat was 9 years old and had a number of health issues. The dog was extremely aggressive.

Kennel Statistics Report
Outcomes from 02/01/16 to 02/29/16

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	123	34	81	10	2	64	314
ADOPTION	70	21	39	9	2	0	141
IN FOSTER	11	10	5	7	0	0	33
OUT EVENT	4	0	0	0	0	0	4
REFERRAL	0	0	0	0	1	0	1
RESCUE GRP	15	3	9	2	1	0	30
WALKIN	40	8	25	0	0	0	73
DIED	0	1	0	0	0	0	1
IN KENNEL	0	1	0	0	0	0	1
DISPOSAL	7	2	6	0	0	45	60
CREM-PRIV	1	0	0	0	0	30	31
CREM-SHELT	6	2	6	0	0	15	29
EUTH	0	0	23	1	0	0	24
AGGRESSIVE	0	0	1	0	0	0	1
BEH SEVERE	0	0	1	0	0	0	1
COND SEVER	0	0	1	0	0	0	1
FERAL	0	0	18	1	0	0	19
ILL SEVERE	0	0	1	0	0	0	1
INJ SEVERE	0	0	1	0	0	0	1
FOSTER	9	9	11	0	0	0	29
BEH MANAGE	0	0	1	0	0	0	1
SPACE	9	9	9	0	0	0	27
UNDRAGE/WT	0	0	1	0	0	0	1
MISSING	1	0	0	0	0	0	1
ESCAPED	1	0	0	0	0	0	1
RTO	36	1	2	0	0	0	39
MICROCHIP	5	0	0	0	0	0	5
PHONE	10	0	0	0	0	0	10
TAG ID	4	0	0	0	0	0	4
TAG LIC	1	0	0	0	0	0	1

Rabbits

Returned at end of month

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
WALKIN	15	1	2	0	0	0	18
WEB	1	0	0	0	0	0	1
TRANSFER	0	0	0	0	0	19	19
WILDCARE	0	0	0	0	0	19	19

	TRANSFER
Wildcare Wildcare	19
Total	19

Kennel Statistics Report
Animals On Hand on 02/29/16

	DOG	PUPPY	CAT	Total
Total	31	3	20	54
CLEVELAND CNTY	1	0	0	1
NORMAN	30	3	18	51
OKLAHOMA CITY	0	0	2	2

Spay/Neuter Activity Between 2/1/2016 and 2/29/2016

	Neuter	Spay	Total
CAT	12	5	17

A021818	A022212	A022060	A022268	A022263
A022311	A022164	A022509	A022443	A022444
A022445	A022468	A022569	A022597	A022578
A022579	A022524			

	Neuter	Spay	Total
DOG	22	19	41

A022332	A022232	A021153	A021266	A022110
A022138	A022184	A022262	A021135	A021384
A021834	A021903	A022131	A022281	A022295
A022401	A022451	A021130	A021398	A021434
A022028	A022091	A022329	A022346	A022421
A022424	A022454	A022457	A022474	A022477
A022495	A022523	A021240	A022447	A022333
A020100	A022297	A022584	A022278	A022531
A022557				

	Neuter	Spay	Total
KITTEN	5	1	6

A021202	A021625	A021786	A021707	A021203
A021662				

	Neuter	Spay	Total
PUPPY	5	13	18

A022334	A021845	A021950	A022210	A021909
A021946	A021947	A022413	A022414	A022480
A022481	A022501	A022300	A022615	A022641
A022558	A022665	A022643		

Monthly Service By Assignment

January 2015 to February 2016
Animal Welfare Volunteers



Place	Assignment	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Total Hours
Norman Animal Welfare Center	Groomer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Bather / Groomer	0	0	0	0	0	0	0	0	0	6.5	0	0	0	0	6.5
	NAWC-Beautification Volunteer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Cat Socializer	0	0	0	1	1	3.25	6.5	16.67	23.5	10.25	18.45	34.47	38.4	66.43	219.92
	NAWC-Community Outreach Volunteer	2.5	5.75	0	2	11	22.5	2	7	3	5	4	8	3.83	17.5	94.08
	NAWC-Dog Handler	8.42	7.5	3.83	5	2	9.5	13	8.25	46.83	32	28.2	37.03	36.47	40.65	278.68
	NAWC-Foster Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Laundry	0	0	0	0	0	6	7	9.5	6.5	6	8.52	17.1	20.02	22.1	102.73
	NAWC-Lobby Greeter	0	0	0	0	0	0	0	4	5	5	7.42	31.27	31.02	30.6	114.3
	NAWC-Orientation	0	0	0	0	1.75	0	0	2	8	12.5	4	7.25	11	10	57.5
NAWC-Photographer	0	0	0	0	0	0	0	17.5	10.5	15.33	13.25	8.5	31.1	12	108.18	
Other Volunteer Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total		10.92	13.25	3.83	8	15.75	41.25	28.5	64.92	103.33	92.58	83.83	143.62	171.83	199.28	981.9
Grand total		10.92	13.25	3.83	8	15.75	41.25	28.5	64.92	103.33	92.58	83.83	143.62	171.83	199.28	981.9

PUBLIC WORKS

12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
February, 2016

ENGINEERING DIVISION

DEVELOPMENT

The Development Coordinator processed 2 Final Plats, 1 Short Form Plat, and 1 Certificate of Survey for Planning Commission; 1 Final Plat was processed for Development Committee; 2 Preliminary Plats, 2 Consent to Encroachments, 1 Closure, and 1 Final Plat were processed for City Council review. The Development Engineer reviewed 27 sets of construction plans and 6 punch lists. There were 147 permits reviewed and/or issued. Fees were collected in the amount of \$9,465.80.

CAPITAL PROJECTS:

SH-9E and Lindsey Street Interchanges

Construction on the I-35/ SH-9E and Lindsey Street Interchanges Reconstruction project began on Monday, March 2, 2015. This is a \$72 million construction project awarded to Sherwood Construction Company of Tulsa, Oklahoma. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project.

The project involves the following items:

- The new SH-9E modified Interchange will allow large volumes of traffic to negotiate the area.
- SH-9E Project will provide a connection from Ed Noble Parkway to SH-9E
- Replace the existing Lindsey Street interchange with a Single Point Urban Interchange (SPUI). The SPUI will include longer on and off ramps at I-35 and a wider Lindsey Street bridge. The SPUI will allow large volumes of traffic to negotiate the area using a single set of traffic signals mounted at the center of the bridge. This is the second SPUI interchange in Norman and the third in the State of Oklahoma.
- Widen I-35, from the Canadian River Bridge to ½ mile south of Main street, from four to six lanes
- Three new bridges will be constructed to vertically separate the on and off ramps from I-35 to SH-9E and Lindsey Street

The contractor's activities this month were as follows:

- Continue to install the Lindsey Street storm water box culvert on the east side of I-35. Construction of the box is currently crossing 24th Avenue SW.
- Continue to construct the retaining wall south of Lindsey Street and west of I-35
- Continue to construct the bridge deck for the first ramp bridge located on the west side of I-35
- Continue work on the bridge deck for the second ramp bridge located on the west side of I-35
- Continue to construct the foundation on the east side of I-35 for the Lindsey Street Bridge

Continue to construct the on and off ramp roads on the west side of I-35 for the SH-9 Interchange

Lindsey Street – 24th Avenue SW to Berry Road

On August 28, 2012 the citizens of Norman voted in favor of a bond issue to finance the local share of 8 projects. Lindsey Street from 24th Ave. SW to Berry Road is one project. The proposed improvements are:

- Widening Lindsey Street from 3 lanes to 4 lanes with a raised median
- New bridge over Imhoff Creek
- Continuous sidewalks on both sides of the street
- Multi-modal improvements including bicycle lanes
- Aesthetic enhancements including decorative pavement, landscaping, and roadway lighting
- Underground utilities

*Monthly Progress Report
Public Works (February 2016)*

- Accessibility to disabled individuals
- Improved drainage system on Lindsey Street

Utility relocation work for this project is complete. The next phase will begin with the ODOT bid opening for the project on April 21, 2016. The Oklahoma Transportation Commission will consider award of the contract on May 2, 2016. Construction may begin in June 2016.

SH-9E from 36th Avenue SE to 72nd Avenue SE:

Construction on the SH-9E Reconstruction and Widening Project began on Tuesday, September 8, 2015. This is a \$22 million construction project under construction by Silver Star Construction of Moore, Oklahoma. The contract time is set at 420 days with a \$7,500 per day incentive. Completion of this project is estimated to be November 2016. The Oklahoma Department of Transportation (ODOT) is administering the construction of this project. State Highway 9 will remain open during construction.

The project involves the following items:

- This phase of construction will begin just east of 36th Avenue and continue to a point just east of SE 72nd Ave.
- The road will be widened to 4 lanes (2 lanes east/west, with a flush median).
- Access will be maintained to the neighborhoods and homes during the project.
- Public Works staff will be working with ODOT and the contractor to ensure that any temporary access is appropriate for local traffic (both residents and emergency responders).
- A new bridge will be constructed across Dave Blue Creek; phased construction of the new bridge in conjunction with the existing bridge will maintain 2-way traffic on SH-9E.
- One week advance notice will be provided to the public in advance of major construction phasing changes
- A 5-day work week is typical, but may include some Saturdays. No construction will occur on OU football game days.

The contractor is working on construction activities associated with installing a temporary roadway widening on the north side of SH-9E. When completed, 2-way traffic will be shifted northward to allow more room to construct permanent improvements on the south side of SH-9E.

The contractor's activities this month were as follows:

- Subgrade stabilization south of centerline between 60th and 72nd Avenue SE
- Concrete paving south of centerline from beginning of the project to 48th Avenue SE
- Drainage structure extensions south of SH-9E
- Continue installing riprap at completed drainage structure locations
- Finish construction activities on south leg of 60th Avenue SE and open up to traffic
- Continue bridge construction for the south half of the new Dave Blue Creek Bridge

24th Avenue East – Lindsey Street to north of Robinson Street

On August 28, 2012 the citizens of Norman voted in favor of a bond issue to finance the local share of 8 projects. 24th Avenue East is one of these projects. The proposed improvements are:

- Widening 24th Avenue East from 2 lanes to 4 lanes
- Continuous sidewalks on both sides of the street
- Multi-modal improvements including bicycle lanes
- Underground utilities
- Accessibility to disabled individuals
- Improved drainage system

*Monthly Progress Report
Public Works (February 2016)*

The 24th Avenue East Bond Project is currently under design by the firm of Atkins North America, Inc. of Norman, Oklahoma. Construction of the project is anticipated to begin in the spring of 2018 with completion in two phases over an 18 month period. Because federal transportation funds are being used to finance this project, the City is required to perform a full Environmental Assessment (EA) of the corridor in compliance with the National Environmental Protection Act (NEPA). This process is complex and involves a noise assessment, site review, biological assessment, cultural resource review, human and natural environment assessment and other issues. The environmental assessment is nearing completion, but the final step in the process is to notify Norman citizens and property owners who may be impacted by the project and to share our findings. In addition, a public meeting and public comment period are required to allow citizens to provide additional information, to share their concerns and simply to ask questions about the project. The Public Meeting is scheduled on Thursday, March 3, 2016 at 6:00 p.m. in the Multipurpose Room located at City Hall. City staff will notify citizens with direct mailings and media releases in early February 2016.

Main Street Bridge over Brookhaven Creek

On August 28, 2012 the citizens of Norman voted in favor of a bond issue to finance the local share of 8 projects. Main Street Bridge over Brookhaven Creek is one of these projects. The existing West Main Street Bridge was constructed in 1972. This bridge is identified in the Storm Water Master Plan as being “hydraulically deficient”. It is unable to convey a ten-year or 10% storm. This condition likely caused the bridge to sustain serious damage in the flood of August 19, 2007. In August 2009, City Council approved the design contract with Garver, LLC for the preliminary design of this project. As noted in the Storm Water Master Plan and verified by the hydraulic study performed by Garver, increasing the size of the bridge will prevent flows from overtopping Main Street and spreading out over a large area on the west side of the creek. Replacing the bridge and the downstream improvements are required to increase the stream capacity and stabilize the stream banks.

The City applied for an Individual Section 404 Permit through the U.S. Army Corps of Engineers (USACE) in order to obtain permission to perform the work in Brookhaven Creek. The USACE is reviewing the permit application. As a part of the review process the USACE sent a public notice to the surrounding property owners notifying them of the City’s intent to perform work in the creek. The notice provides for a 30 day period for property owners to provide comments on the City’s plans for the work in the creek. The USACE sent the notice on February 18, 2016 and the 30 day notification period ends on March 18, 2016.

As a part of the permit, the USACE will require the City to mitigate the loss of trees in the project area by requiring the City to plant approximately 500 trees in the project area and 1500 trees along Brookhaven Creek in Prairie Creek Park. This work is being coordinated with the Parks and Recreation Department.

FYE 2016 Sidewalk Program:

FYE 2016 Concrete Projects bid was awarded on August 11, 2015 by City Council to Central Contracting services in the amount of \$237,227.00 for the four following projects to be completed throughout the fiscal year 2016:

- **Citywide Sidewalk Reconstruction Program** which is intended to assist property owners in repairing existing sidewalks and constructing new sidewalks along an entire city block. Property owners who wish to participate in the Citywide Sidewalk Reconstruction Project will pay fifty percent (50%) of the estimated cost, with the City paying the remaining fifty- percent (50%) from funds allocated to this project. Reconstruction of residential sidewalk in multiple locations across Norman were completed; sites included are 1776 Robinson Avenue, 3900 Mayfair, 2624 Bishop Drive, 3902 Northridge Road, 415 Kensington, 205 Pinafore Drive, 1715 Village Drive, 1305 Kingston and 2813 Rampart Road, 2800 Barry Switzer, and 3902 Northridge Road. Overall project is 95% complete.

Construction Site Stormwater Management

- Performed 41 inspections of 83 active sites (SW Compliance Inspector Position Vacant)
- Issued 5 Earth Change Permits to new projects

MS4 Operations

- Received and responded to 8 citizen calls/ YTD Total is 17
- Attended TMDL Sampling meeting with OKC Stormwater
- Submitted Phase II Stormwater Permit application packet to ODEQ for Permit OKR04 renewal.

Streets

ASPHALT OPERATIONS

72ND AVE NE B/FRANKLIN RD AND INDIAN HILLS RD OVERLAY
1723.44 tons of asphalt and 7.5 yards of concrete

INDIAN HILLS RD. B/144TH AVE NE AND 156TH AVE NE DRIVEWAY APPROACHES
125.71 tons of asphalt

ROCK CREEK RD B/168TH AVE NE AND 180TH AVE NE DRIVEWAY APPROACHES
59.68 tons of asphalt

DEEP PATCH OPERATIONS

1300 BLK BEAUMONT
2.09 tons of asphalt

300 BLK STONEHAVEN DR
18.19 tons of asphalt

3100 LADYBANK LN
16.27 tons of asphalt

N.2400 BLK INTERSTATE DR
15.96 tons of asphalt

CONCRETE OPERATIONS

1200 BLK 12TH AVE SE PANEL REPAIR
9.0 cubic yards of concrete

LINDSEY MAINTENANCE YARD PANEL REPAIR

*Monthly Progress Report
Public Works (February 2016)*

1.0 cubic yards of concrete

N.1300 CROSSROADS BLVD. PANEL REPLACEMENT

50.0 cubic yards of concrete

300 BLK STONEHAVEN PANEL REPLACEMENT

35.5 cubic yards of concrete

OTHER

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 3.01 tons of asphalt was utilized in routine pothole patching operations.

STORM WATER

2353 HEATHERFIELD LANE

Replacing deteriorated storm water drainage pipe. Placed 8 cubic yards of concrete and hauled 30 tons rock.

2021 BROOKHAVEN BLVD

Repairing storm water inlet and joint sealing. Placed 7 cubic yards of concrete placed 2 cubic yards of flow-able fill.

15100 INDIAN HILLS ROAD

Excavated sediment from inlet and discharge end on culvert pipe. Flushed sediment from culvert pipe and placed 4 cubic yards of concrete. Hauled 15 tons select fill material and hauled 7 tons topsoil.

MISCELLANEOUS WORK ORDERS

Crews assisted in pothole patching in the urban area and filled sink hole. Placed .25 tons select fill material.

URBAN STREET SWEEPING OPERATIONS

Urban street sweeping operations, a total of 197 miles were swept resulting in the removal of approximately 217 tons of debris from various curblin streets.

DRAINAGE MAINTENANCE

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

ROADSIDE MAINTENANCE

Trimming trees on roadside right-of-ways in the rural area and hauled 86 tons of debris/wood chips.

NORTH PORTER AVENUE

Pushing/leveling construction debris at dumpsite.

STORM WATER MANAGEMENT

Cleared 176 inlets of debris from drainage right-of-ways in the urban/rural area.

URBAN/RURAL LITTER PROGRAM

Removed 5.54 tons of trash/debris from urban/rural right-of-ways.

PLANT GROWTH REGULATOR APPLICATION

Applied plant growth regulator (granular) to roadside right-of-ways in the urban/rural area.

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.

*Monthly Progress Report
Public Works (February 2016)*

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.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2016

STREET DIVISION					
	FYE 2016 February, 2016	FYE 2016 February, 2016	Year to Date	Year to Date	FYE 2016
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)	1,964.35	100%	4,291.05	100%	95%
Overlay/pave 10 miles per year.	-	0%	10.20	102%	100%
Replace 1,160 square yards of concrete pavement panels	102.50	9%	466.50	40%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	120.00	29%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 18 miles)	42.00	25%	504.00	300%	100%

STORM WATER DIVISION					
	FYE 2016 February, 2016	FYE 2016 February, 2016	Year to Date	Year to Date	FYE 2016
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)	197.00	39%	2,488.00	41%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	176.00	1%	5,630.00	38%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	-	0%	137.50	4%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	-	0%	710.50	240%	50%
Mow 2,271,548 sq. feet of open drainage ways, six times per year	-	0%	7,969,100	58%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	17.50	5%	65%

FEBRUARY 2016
DEVELOPMENT COORDINATION, ENGINEERING,
AND PERMIT REVIEW

Subdivision Development:

FY 15-16 Associated Fees

Planning Commission/Dev Comm Review: This Month Last Month Total

- *Norman Rural Cert of Survey..1
- *Final Plats.....2
- *Preliminary Plats.....0
- *Short Form Plat.....1

City Council Review:

- Certificate of Survey.....0
- Preliminary Plat.....2
- Final Plats.....1
- Consent to Encroach.....2
- Certificate of Plat Correction...0
- Sidewalk Easements.....0
- Closure.....1

\$5,670.00

Development Committee:

- Final Plats.....0

Fee-In-Lieu of Detention.....0

\$0.00

Subtotal: \$5,670.00 \$8,735.00 \$44,215.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family.....18
- ***Commercial.....21
- Multi-Family.....3
- Addition/Alteration.....5
- House Moving.....2
- Paving Only.....5
- Storage Building.....4
- Swimming Pool.....4
- Storm Shelters.....77
- Public Improvements.....5
- Temporary Encroachments.....1
- Fire Line Pits/Misc.....2
- Flood Plain (@\$100.00 each).....0

\$0.00

\$100.00

\$700.00

Total Permits..... \$10,572.44 \$630.80 \$129,501.56

Grand Total..... \$16,242.44 \$9,465.80 \$174,416.56

******Construction Plan Review occurrences 27 21 211**

*******Punch Lists prepared..... 6 6 44**

* 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

FEBRUARY 2016

**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	6	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	18	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	21	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	27	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	4	100%

**FLEET MANAGEMENT
ACTIVITY REPORT
February 2016**

**FYE 2016
FUEL REPORT
IN GALLONS**

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	19,488.00	20,498.00	22,272.00
Outside - sublet	524.36	342.00	0.00
TOTAL	20,012.36	20,840.00	22,272.00

	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	19,141.00	19,613.00	12,427.24	9,844.76

FYE 2016 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	158,337.00	182,886.15	95,601.32	85,829.16

INTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.34	Low	\$0.73
DIESEL	High	\$1.15	Low	\$1.04
CNG	High	n/a	Low	\$0.78

EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$1.41	Low	\$1.17
DIESEL	High	\$1.84	Low	n/a
CNG	High	n/a	Low	n/a

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	\$35,500.45
BATTERIES	\$2,847.92
OILS/FLUIDS	\$1,293.91
TIRES	\$10,984.17
TOTAL	\$50,626.45
SUBLET REPAIRS	\$1,430.00

PUBLIC CNG SALES	
Month Total Public CNG Sales	\$10,598
FYE 2016 To Date Public Sales	\$129,673
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	578,559
Total Gross Sales Life To Date	\$866,042
Life To Date CNG Gas Gallon Equivalent	
Total Public/City Through-Put CNG Gallons @ Station	965,352

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	12	18	16	104
EMERGENCY ROAD CALLS	19	17	15	94
PM SERVICES	96	111	160	990
DISASTER REPAIRS	1	0	0	3
WORK ORDERS	360	410	429	2,561
SCHEDULED REPAIRS	158	142	212	1,286
NON SCHEDULED REPAIRS	202	268	217	1,275

Light Shop	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	2	8	3	11
EMERGENCY ROAD CALLS	1	0	0	8
PM SERVICES	62	75	98	432
DISASTER REPAIRS	1	0	0	2
WORK ORDERS	162	189	202	880
SCHEDULED REPAIRS	82	93	126	565
NON SCHEDULED REPAIRS	80	96	76	315

Heavy Shop	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	10	10	13	48
EMERGENCY ROAD CALLS	18	17	15	41
PM SERVICES	34	36	62	217
DISASTER REPAIRS	0	0	0	0
WORK ORDERS	198	221	227	672
SCHEDULED REPAIRS	76	49	86	294
NON SCHEDULED REPAIRS	122	172	141	368

FLEET MANAGEMENT
 Technician Productivity
 Report

FYE 2016

February 2016

MECHANIC	DIRECT LABOR HOURS	INDIVIDUAL PRODUCTIVITY	
		ACTUAL	DIFFERENCE
# 001			
# 002	124.59	72%	87.2%
# 003	132.76	72%	84.3%
# 004	62.13	72%	81.5%
# 006	0.00	72%	
# 007	93.95	72%	75.8%
# 008	81.48	72%	85.6%
# 009	118.90	72%	86.8%
# 010	91.20	72%	77.5%
# 011	140.20	72%	83.3%
# 012	121.40	72%	84.4%
# 013	111.33	72%	85.3%
# 014	95.40	72%	82.8%
# 015	132.73	72%	78.2%
# 016	121.02	72%	81.7%
# 021	145.30	72%	83.8%

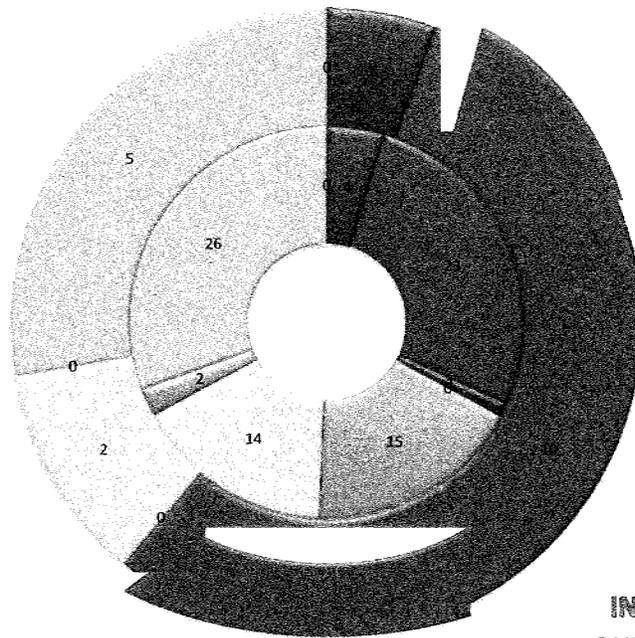
DIRECT LABOR HOURS	1572.39
TOTAL AVAILABLE HOURS	1899.70
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	82.8%

February FYE 2016

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	or scheduled date	Meter Past	ORIGINAL Scheduled DATE	SHOP	Type of SERVICE
Police								
1188T	2015 BigTex 14x77 Utility	Police Patrol	3/4/2016	2/8/2016	25 Days	Feb. 8	Light Shop	PMA
1006	2009 Chevy Impala	Police Criminal	3/4/2016	2/23/2016	10 Days	Feb. 23	Light Shop	PMD
1182	2010 Ford Crown Victoria	Police Patrol	58874	58330	544 Mls	Feb. 26	Light Shop	PMC
1212	2009 Ford Crown Victoria	Police Patrol	52509	52333	176 Mls	Feb. 29	Light Shop	PMC
1106	2000 Ford Van 12 PSG	Police Patrol	67908	67382	526 Mls	Jan. 20	Light Shop	PMC
1122	2014 Ford Interceptor	Police Patrol	9030	8708	322 Mls	Jan. 22	Light Shop	PMC
1042	2003 John Deere Gator 6X40	Police Staff Service	3/4/2016	2/29/2016	4 Days	Feb. 29	Light Shop	PMA
Sanitation								
0233	2013 Caterpillar	Sanitation Commercial	3399	3350	49 Hrs	Mar. 2	Heavy Shop	PMD
0296	2005 Golf Cart	Sanitation Transfer	03/04/2016	02/02/2016	31 Days	Feb. 2	Light Shop	PMC
WRF								
0590T	2009 Travis 24 ft. Trailer	WRF Biosolids	03/04/2016	01/19/2016	45 Days	Jan. 19	Light Shop	PMA

**PM Compliance Report
February FYE 2016**



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

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

Department	Scheduled	Missed/Late	% Late
City Council	0	0	0.0%
Fire	4	1	25.0%
Police	23	10	43.5%
Finance	1	0	0.0%
Inf. Tech	0	0	0.0%
Public Works	15	0	0.0%
Parks & Rec.	14	2	14.3%
Planning	2	0	0.0%
Utilities	26	5	19.2%
Citywide Total	85	18	21.2%

**FLEET MANAGEMENT DIVISION
PM COMPLIANCE REPORT**

February FYE 2016

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
	Scheduled	Completed On-Time				
CITY CLERK						
CITY COUNCIL					0%	20%
BUILDING ADMINISTRATION					0%	50%
CUSTODIAL					0%	0%
BUILDING MAINTENANCE					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
FINANCE						
METER SERVICES	1	1			0%	25%
PLANNING						
PLANNING					0%	0%
BUILDING INSPECTIONS	2	2			0%	9%
CODE COMPLIANCE					0%	14%
PUBLIC WORKS						
ENGINEERING	1	1			0%	9%
STREET MAINTENANCE	4	4			0%	24%
STORM WATER DRAINAGE	6	6			0%	20%
TRAFFIC	1	1			0%	9%
STORM WATER QUALITY					0%	0%
FLEET MANAGEMENT	3	3			0%	5%
POLICE						
ANIMAL CONTROL	2	2			0%	31%
POLICE ADMINISTRATION					0%	0%
POLICE STAFF SERVICES	1			1	100%	31%
POLICE CRIMINAL INVESTIGATIONS	1	1			0%	24%
POLICE PATROL	12	6	2	4	33%	37%
POLICE SPECIAL INVESTIGATIONS					0%	56%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	50%
FIRE TRAINING					0%	50%
FIRE PREVENTION					0%	15%
FIRE SUPPRESSION	3	2	1		0%	18%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	13	11	2		0%	18%
PARKS & RECREATION	1	1			0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	5	3	1	1	20%	13%
PSST POLICE CRIMINAL INVESTIGATION	2	1		1	50%	50%
PSST FIRE SUPPRESSION	1	1			0%	37%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	15%
WATER PLANT WELLS	1	1			0%	30%
WATER PLANT LAB					0%	25%
LINE MAINTENANCE ADMIN					0%	0%
WATER LINE MAINTENANCE	6	5	1		0%	9%
UTILITIES INSPECTOR					0%	19%
UTILITIES WRF						
WRF ADMIN	1	1			0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	2	1		1	50%	71%
WRF OPERATIONS	1	1			0%	25%
SEWER LINE MAINTENANCE	2	2			0%	22%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	5	5			0%	38%
SANITATION COMMERCIAL	1			1	100%	40%
SANITATION TRANSFER	6	4	1	1	17%	44%
SANITATION COMPOST					0%	86%
SANITATION RECYCLE					0%	38%
SANITATION YARD WASTE	1	1			0%	40%
CITYWIDE TOTAL	85	67		10	12%	32%

UTILITIES

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Monthly Report February 2016

Line Maintenance:

Division Fiscal Year 2016 Capital Projects

- Woodsboro Ct. – 90% Complete
- Wilderness Dr. – 100% Complete
- Rhoades Dr. – 100% Complete
- Robinson Crossing – 10% Complete
- Warbird Drive – 30% Complete

Water Line Breaks for February – 24

- Total obstruction service requests for February - 34
- Private Plumbing: 33
- City Infrastructure: 1
- Sanitary Sewer Overflows: 1 overflow on City collection system

D Lift Station Flows:

- Days - 29
- Average daily flow: 0.95 MGD.
- Average total flow: 27.6 MG.

Wastewater Projects:

Royal Oaks Force Main Rehab (WW0062): Project will replace 2,260 feet of 16-inch ductile iron force main along 24th Avenue NE, from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. NUA staff is coordinating with Public Works staff on their bond project to widen 24th Avenue NE. The NUA approved an On-call Professional Services expenditure with Cardinal Engineering on 2/28/15; 50% plans reviewed with comments 5/29/15; no permits required; Project scope is expanding to include new gravity sewer; met with Cardinal and Adkins (consultant for 24th Ave SE widening bond project); refined additional ROW and easement required on 10/20/2015; draft plans received 1/8/16; review and comment in progress.

Woodcrest Interceptor (WW0120): Project is a \$1.7 million dollar sewer improvement project funded by the Sewer Excise Tax (SET). It will replace and upsize the existing Woodcrest_interceptor from north of Tecumseh Road running SW to near Porter Avenue and Rock Creek Road. Design by RJN Group; project advertised 1/14/16; pre-bid meeting held 1/28. Three (3) bids received 2/11/16 with Jordan Contractors of Tecumseh low at \$1,725,750; NUA award and contract approval scheduled 3/8.

Sewer Maintenance Project FYE14 (WW0202): Annual project may rehabilitate over 47,000 feet (9 miles) of sewers and over 230 manholes in two (2) or more phases, in the area bounded by Robinson Street to the North, Sherry Avenue to the West, Main Street to the South, and Berry Road to the East, excluding Dakota & Iowa, which were in the 2009 project area. On 10/28/14, the NUA approved an On-call Professional Services expenditure with Lemke for surveying and drafting assistance; Phase 1 of the project advertised 2/25/16; pre-bid meeting scheduled 3/9; bids due 3/17.

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. Collection system improvements report received 04/28/14 and is under review. Payments totaling \$541,387 of \$576,699 processed.

Phase 2 South WRF Improvements (WW0065): Preliminary design contract with Garver for preparation of Engineering Report (ER) approved 03/08/11. ER finalized and submitted to DEQ 11/18/11; revised Final ER approved 06/27/13. NUA approved Garver Amendment No.1 for final design and bidding approved 06/12/12. Final design documents submitted to DEQ 08/01/13 and were approved 11/26/13. Floodplain permit submitted 10/15/13 and was approved by the City of Norman 04/05/13. NUA approved Garver Amendment No. 2 for construction administration, inspection, and operation and maintenance manuals on 04/22/14. Public Meeting on proposed rate hike held 08/12/13 and was approved 11/12/13 by 67% of voters. NUA approved Resolution 1314-89 authorizing OWRB \$50.3 million loan application; loan approved 04/15/14.

Phase 2 WRF Improvements project expands design capacity from 12 to 17 MGD, rehabilitates older equipment and adds ultra violet disinfection, effluent aeration and odor control technologies. Bids received from three pre-qualified contractors 03/27/14 and the NUA approved award to Archer Western Construction, LLC (AW) of Irving, TX on 04/22/14. NUA approved AW contract and bonds 05/13/14. AW began construction 06/02/14. Change Order No. 1 extending contract time by 47 days approved by NUA on 09/09/15. All work is now scheduled to be complete by 01/04/17. The following briefly summarizes the work completed this period:

- Headworks/Screening: replacement parts for existing screens delivered; electrical control panels installed on concrete slab with metal cover over equipment to NW of structure. Protective coatings on grit channels and screening modifications to be initiated soon.
- Influent Flow Measurement Structure: shutdown/bypass plan submitted; proposed bypass piping and valving delivered.
- Primary Clarifiers 1, 2, 3 and 4: will demolish clarifier mechanisms one at a time. PC#1 PC#2 placed in service 10/28/15; PC#3 dewatering and demolition has begun.
- RBC and Bio-Tower structures: removal is complete.
- Aeration Basins 4, 5 and 6: Dewatering continues; excavation is complete except in area where crane is located; concrete slab installed at splitter box and in other areas totaling about 65% of floor. Placement of exterior and interior basin walls about 50% complete.
- Final Clarifiers 5 and 6: Placement of bottom slab and exterior walls complete for FC#5 and FC#6; backfill and effluent trough placement around both clarifiers about 90% complete. Mechanisms in both clarifiers nearing completion.
- RAS/WAS Pump station bottom slab, interior and exterior walls and floating slab in place; sludge measurement Parshall flume installed; backfill around structure nearing completion; pump and piping installation in drywell nearing completion. Interior painting on-going; masonry building to begin soon.
- UV/Post Aeration Facility: Connection to existing outfall is complete. Blower control building, blowers, electrical controls and backup generator placed into operation in September 2015. UV influent box, UV disinfection and post aeration structures, UV equipment and superstructure, slide gates, effluent troughs and aluminum covers complete and placed into operation on 10/29/15. Fencing, sidewalks and asphalt drive essentially complete. Punch list prepared November 2015; repairs are required for building roof and asphalt drive; blowers not meeting specs will be replaced upon arrival of new blowers. Performance testing completed 03/02/16; report is being prepared.
- Outfall Structure and 66-inch Outfall Piping: New structure complete with 66-inch and 54-inch outfall piping installed and tested. Trash excavated from construction disposed and covered on top of landfill per DEQ requirements; additional cover materials stockpiled on landfill; need to complete erosion control on landfill areas. Asphalt access road installed.
- Sludge Blending Tank and Pump Station Building: New sludge blending tank with mixing system and pump station building essentially complete.

- Sludge Thickening Centrifuges: two new centrifuges, supports, and monorail crane installed within Main Control Building; working on electrical connections, motor controls and painting.
- Digester Modifications: sludge removal from Digester 2 and 4 complete; demolition of existing cover on Digester 4 is complete; digester coating is complete and new digester cover is 75% complete.
- Standby Generators: Generators at Transformer 5 (Environmental Services Building) and UV Blower Building installed; generator startup and testing completed in September 2015.
- Odor Control: air piping installation initiated near PC#3 and #4.
- Pay Estimate No. 21 for period ending 02/29/16 approved in the amount of \$1,187,563 for total of \$33,609,017 or 69% of the contract amount. OWRB reimbursement requests total \$22.8M.
- 637 calendar days or 67% of the 947 calendar day contract time has been consumed. Note Change Order No. 1 approved 09/08/15 granted 47 day time extension. Proposed Change Order No. 2 will grant 32 day extension for weather related delays through December 31, 2015.
- Monthly Progress Meeting No. 21 was held 03/02/16.

South WRF Consent Order from DEQ: OPDES permit issued in July 2010 included deadline of July 2013 for implementing disinfection at the WRF. Staff and DEQ have negotiated Consent Order (CO) #13-077; CO#13-077 approved by NUA on 09/12/14 including the following tasks:

- | | |
|---|---------------------|
| • Submit SEP project and schedule | 11/30/14 (complete) |
| • Complete disinfection improvements | 01/01/16 (complete) |
| • Attain compliance with fecal coliform limits | 07/01/16 |
| • Complete Phase 2 improvements | 01/01/17 |
| • Attain compliance with Ammonia and TSS limits | 07/01/17 |

North WRF Engineering Report (WW0204): This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road. Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. NUA approved contract and work scope 01/08/13 but work delayed for 45 days; kickoff meeting held 02/26/13. Amendment No. 1 to HDR contract was considered by Finance Committee in April and will not be forwarded to the NUA for consideration. NUA and HDR staff conducted North WRF alternative treatment technology screening workshop on 05/29/13; alternative technologies were developed for three potential discharge locations. Technical Memorandum No. 1 received 08/01/13 and documents the reasoning for potential discharge limits and treatment technologies proposed prior to more detailed alternative development. Staff provided comments on TM-1 to HDR 08/29/13. Received draft version of TM-2 including cost estimates for 4 treatment and discharge alternatives from the future North Water Reclamation Facility. Staff met with HDR Engineering on 12/17/13 to discuss draft version of TM-2 and provide input regarding non-economic ranking of alternatives. Staff provided comments on TM-2 06/10/14; draft ER received 2/27/15 and is under review.

Effluent Reuse at Compost Facility (WW0058): A non-potable water system allowing reuse of treated effluent at the WRF is in place. Disinfected wastewater effluent may also be used, if permitted by the ODEQ, for irrigation purposes offsite such as at the Compost Facility south of the WWTP. Wastewater reuse can reduce water demand and delay the need for expensive water supply projects.

This project will install piping to the compost facility and examine the need to upsize the non-potable water pumps. Contract K-1213-54 for preparation of Engineering Report (ER) with Alan Plummer and Associates (APAI) approved 09/06/12. After numerous meetings with DEQ; ER for Compost Facility Reuse submitted to DEQ 09/04/13; ER approved on 09/23/14. APAI contract amendment for final design

and construction administration approved by NUA 01/27/15; design work proceeding with 90% plans received 02/16/16.

Bishop Creek Aerial Crossing (Proj. # T.B.A.): On Monday, December 30, 2015, staff discovered the existing aerial crossing near Jimmie Austin Golf Course (OU) had been crushed by a fallen tree. A combination of high rainfall and possible ice are suspected causes. Staff engaged CP&Y to commence emergency design to replace the crossing on piers. Emergency quotes will be obtained from contractors as soon as possible to construct the replacement.

Water Projects:

Segment D Waterline, Phase 2: Crafton, Tull & Associates, Inc. has completed final design for the Phase 2 project and plans to utilize Highway 9 right-of-way has been delayed by ODOT. The permit to construct from ODOT has not been renewed. Alternative routes have been partially determined with one portion utilizing the waterline relocation along Lindsey Ave where the lines along this route were upgraded to 24 inch. The last phase connecting the 24 inch on Lindsey to the 24 inch along Hwy 9 at Jenkins is under consideration.

Waterline replacement: Bishop Creek (WA0199): Project will replace a failed 12" Ductile Iron water main under Bishop Creek near the west terminus of Cedar Lane Road. Staff issued a survey and design work order to Lemke under their On-call Professional Services Contract. Project advertised 11/26/2015; three (3) bids received 12/17/15, with McKee Utility Contractors of Prague low at \$207,500. NUA award and contract approved 1/12/16. Notice to Proceed issued effective 2/1/16; construction is on schedule and within budget; \$0 of \$207,500 paid to date.

Raw Waterline, Phase I (WA0051) – Design was prepared by Garver Engineers. Red Cliff, Inc. began September 27, 2010 and was scheduled to complete by June 24, 2011. They have installed all pipe and only lack connection vaults at both ends. Staff delayed the project due to high water demand during the summer and Change Order #1 was executed and signed by all parties. After excavating the WTP vault site, it was realized that the existing 1960's concrete pipe was a special fabricated curved pipe which was not anticipated by staff or the consultant in design. Therefore, our consultant has asked the contractor to reconsider utilizing ductile iron fittings as opposed to the original recommendation of fiber glass fittings. Increase pricing received was higher than original by \$86,575. Contractor and staff met and have not been able to resolve a resolution to move the project forward. Staff is consulting with legal department to aid in handling project talks. Staff was unable to get the contractor to complete vaults. NUA legal staff engaged talks with the contractor's attorney and were unsuccessful. Legal prepared a letter ending the contract and sent to contractor as well as bonding company. Staff rebid the project to complete the vaults and bids were opened 1/11/13. BRB was low bidder at \$788,505. Work began 2/27/13 and was substantially complete by July 2013. One major leak found due to a failed pipe was repaired. The line still has a small leak and in an attempt to save money, staff will order a repair once the leak surfaces. Project is complete and final payment has been made to contractor. Staff will closeout project once all accounts are reconciled.

Water Treatment Plant Expansion – Phase II is underway. This phase will include the installation of ozone treatment, UV treatment, an upgrade of the old high service pumps that supply pressure to the pressure plane, on-site chlorine generation, new ammonia feed system, and additional SCADA improvements. An ozone pilot study began October 2012 and was complete March 2013. The study was valuable and will be presented to Council January 2014. Total costs are estimated at \$33,540,000. The design contract is underway and was approved by NUA May 22, 2012. Council was update with engineering plans and pilot plant results on July 8, 2014. Council approved final engineering contract with Carollo on Feb. 10, 2015. Engineering plans are about 40% complete.

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and

Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. Design is underway. ODOT has required I-35 crossing at Briggs Street to be deepened to 28 feet below grade; construction costs will increase approximately \$450,000. Project advertised 04/29/14 and three bids were opened 05/22/14; Matthews Trenching was the low bidder at \$997,875. NUA approved contract on 06/10/14; work began 06/11/14 and must be complete by 09/01/14. Bore and encasement and waterline installation complete at 24th SW and at Brooks Street and at Briggs Street. NUA approved Final change order #1 and project acceptance on 12/23/14. NUA submitted 1st reimbursement request to ODOT and \$840,780 has been reimbursed by ODOT; staff will soon submit another request to ODOT.

Waterline Relocation: Robinson Under I-35 (WA0195): RFP 1314-28 distributed to consultants on 09/06/13; 14 proposals received 10/09/13; Alan Plummer and Associates (APAI) selected and NUA approved preliminary design contract on 01/28/14. Meetings held consultant, ODOT, NUA and Public Works staff. Draft Engineering Report (ER) received 04/18/14 and Final ER received 09/25/14. NUA approved APAI Amendment 1 for final design 10/14/14; 80% plans received 06/05/15 and were submitted to ODOT 06/12/15; ODOT has approved permit for proposed I-35 crossings. NUA approved Amendment No. 2 to APAI contract on 11/10/15 authorizing design of Phase 2 waterline between Crossroads Blvd. and Brookhaven Blvd. Final design plans and specifications submitted to DEQ 01/12/16 and were approved 01/29/16. APAI has submitted draft easement acquisition documents and staff is working to acquire easements/ROW. Smith Roberts Land Acquisition selected to help acquire 6 easements.

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. Bids were opened January 22 for Phase 1 which runs along Lindsey from Chatauqua to Berry and then north approximately 400 feet. The bid was awarded to Central Contracting and construction is complete. Phase 2 has been bid with McKee Utility Contractors, Inc. being the low bidder. Construction is underway. Phase 3 has been bid with Central Contracting Services, Inc. being the low bidder.

Gray Street Waterline Replacement: C. H. Guernsey and Company was selected for the design of the Gray Street Waterline Replacement. Design is underway with the project expected to bid this summer.

Water Storage Tank (WA0293): Staff submitted a memo to the NUA regarding the siting of the proposed water storage tank on 12/30/13. NUA approved engineering design contract with PEC on 01/14/14 for 1 MG elevated storage tank just northeast of the intersection of Robinson and 24th NE. OGE easement approved by NUA 01/13/15 and power installed by OGE Design drawings submitted to DEQ 08/22/14 and permit received 09/15/14. Bids opened 03/05/15 and NUA awarded the bids and approved contract with Landmark Structures for \$2,636,000 on 03/24/15. Preconstruction conference held 04/21/15 and contractor mobilized to site 08/10/15; concrete foundation pedestal construction complete in December 2015. Erection of steel tank began 01/11/16 and is ongoing. Base and vertical steel walls nearing completion; sandblasting/painting to begin soon. Construction payment #6 through 02/25/16 approved for total of \$1,293,392 or 49% of the total contract amount of \$2,636,000.

Lindsey Street 24-inch Water Line Improvements (WB0184): In order for the roadway and drainage improvements associated with the Lindsey Street Widening project to proceed, numerous public and privately owned utilities will need to be relocated. The Lindsey Street Waterline Improvements will install about 6,000 feet of 24-inch waterline along Lindsey between 24th Avenue SW and Berry Road. On 03/10/15, NUA approved Contract K-1415-103 for \$2,130,885 with McKee Utility Contractors, Inc. (McKee). The work began 04/06/15 at Briggs Street and 24th Avenue NW and proceeded in an easterly direction along Lindsey Drive to Lindsey Street, to McGee and finally to Berry Road. Phase 1 completion date of June 4, 2015 was established to complete all waterlines west of McGee Street; Phase 1 work in operation on 06/06/15. Waterline installation east of McGee to Berry completed, tested and connected to system on 08/28/15; cleanup work is complete. Staff processed construction estimate #2 on 10/07/15 in total amount of \$2,110,885 or 99% of contract amount. NUA approved final reconciliation change order increasing contract amount by \$146,015.90 to \$2,276,900.90 and accepted project on 02/09/16. Final payment from contractor processed 03/01/16. Staff working on as-built drawings.

FYE15 Water Wells and Supply Lines: Staff issued RFP 08/18/15 for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. 14 proposals were received 09/14/15; staff has tentatively selected several consultants and has begun contract negotiations. On 02/09/16 the NUA approved APAL contract K-1516-85 to update of our city wide water model; NUA approved contract with Cowan to perform water right permitting through the OWRB on 02/26/16 and will soon consider contract with Carollo to perform well field design, and test/production well design.

Water Line Replacement: Crossroads Blvd Area (WA2013): Project will replace about 16,000 feet of ductile iron (DI) water lines in the Crossroads Blvd area north of Robinson between 36th Ave NW and I-35. Failing ductile iron lines are causing street failure and driveway damage, and will be replaced with C900 PVC pipe. Line Maintenance requested about 1,400 feet of supplemental DI waterline replacement with PVC along 24th Ave. NW. On 2/9/16, the NUA approved an On-call Professional Services expenditure with Cardinal Engineering for project design. Project kick-off meeting was held 2/16. Construction is budgeted in FY 2017.

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 all 6 entities whose project increased wastewater flows. A total of \$19,111.87 was assessed on the 6 entities.

NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Collected \$3,307.58 during FYE12 from new Wai-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. Payback of \$2,645 received from 36th NW Business Park on 03/17/15.

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.

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

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

36th Avenue NW Waterline Payback: Payback project established 08/24/99 for NUA construction of 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Awaiting payback from Harvest Church; total payback to date is \$64,739.

24th Avenue NW Waterline Payback: Payback project established 04/22/08 for NUA construction of 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. NEDC and City of Norman have been advised of need to pay for connection of new roadways along 24th Avenue NW. NEDC made payment of \$5,885.46 on 06/30/14; total of \$60,398 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.

Interstate Drive Waterline Payback: NUA approved new payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction is complete and staff is working to finalize payback costs.

Water Line Replacement: Crossroads Blvd Area (WA2013): Project will replace about 16,000 feet of ductile iron water lines in the Crossroads Blvd area north of Robinson between I-35 and 36th Ave NW.

Failing ductile iron lines are causing damage to driveways, streets, and yards, and will be replaced with C900 PVC pipe. Engineering design is budgeted for FY 2016, while Construction is budgeted in FY 2017. Staff intends to negotiate a design contract shortly; no work to date.

DEVELOPMENT PLAN REVIEW:

As shown on the attached spreadsheet, staff reviewed 16 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 82 sets of plans with an average review time of 10.9 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 62% of the time.

DEVELOPMENT PLAN REVIEW DEVELOPMENT PLAN REVIEW

February, 2016

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
2/2/2016	Greenleaf Trails Addition Section 8	Water	SMC	2/26/2016	Returned	24	1
2/2/2016	Greenleaf Trails Addition Section 8	Sewer	SMC	2/26/2016	Returned	24	1
2/2/2016	Greenleaf Trails Addition Section 8	Final Plat	SMC	2/26/2016	Returned	24	1
2/5/2016	South Classen Park Phase 1	Site Development	Crafton Tull	2/9/2016	Returned	4	0
2/6/2016	Victory Family Church Addition	Site Development	Crafton Tull	2/26/2016	Returned	20	1
2/9/2016	Saxon Boulevard Roadway Extension	Roadway	Cabbiness	2/26/2016	Returned	17	1
2/9/2016	Corporate Addition I	Construction Plans	Cabbiness	2/26/2016	Returned	17	1
2/9/2016	Carroll Farm Addition	Water	SMC	2/26/2016	Returned	17	1
2/9/2016	Carroll Farm Addition	Sewer	SMC	2/26/2016	Returned	17	1
2/9/2016	Summit Lakes Addition Section 11	Water	SMC	2/26/2016	Returned	17	1
2/9/2016	Summit Lakes Addition Section 11	Sewer	SMC	2/26/2016	Returned	17	1
2/9/2016	Brock Estates	COS	Morris	2/15/2016	Returned	6	0
2/9/2016	Greenleaf Trails Addition Section 8 PUD	Final Plat	SMC	2/15/2016	Returned	6	0
2/9/2016	Summit Lakes Addition Section 11	Final Plat	SMC	2/15/2016	Returned	6	0
2/10/2016	University View Second Addition	Short Form Plat		2/15/2016	Returned	5	0
2/17/2016	Hibdon Tires Plus	Site Development	CEI	2/26/2016	Returned	9	0

FYE16 Data

Average Days to Return = 10.9
 Number of Plans Reviewed 82
 Plan Review > 10 days 31
 Percentage Reviewed < 10 Days 62%
 Goal for Review < 10 Days 90%

Utilities Administration
Monthly Capital Projects Report

Project Number	Project Name	Design Information			Construction Information					Completion Date		
		Engineer	Design Total	Total to Date	% Comp	Contractor	Adjusted Amount	Amount Paid	Percent Change		Scheduled Complete	Scheduled %
WAA0199	Bishop Creek Waterline Replacement	Lemke/CP&Y	21,850	\$21,480	98%	McKee Utility Contractors	207,500	-	0.00%	5/1/2016	43%	0%
WAA0213	Crossroads Blvd Water Line	Cardinal	126,500		0%	T.B.D.				NA		
WW00062	Royal Oaks Force Main Rehabilitation	Cardinal	66,740	\$56,594	85%	T.B.D.				NA		
WW00070	Sewer Maintenance Project FYE 2012	Staff / Lemke	73,580	\$71,875	98%	PM Construction & Rehab	2,268,397	2,268,397	-11.98%	12/2/2015	100%	100%
WW00120	Interceptor Improvements: Woodcrest	RJN Group	133,849	\$137,181	102%	Jordan Contractors, Inc.	1,725,750	-	0.00%	3/13/2017	-2%	0%
WW00200	Sewer Maintenance Project FYE 2013	Staff / Lemke	69,415	\$54,003	78%	Urban Contractors, LLC	3,154,906	3,154,906	9.81%	5/15/2016	84%	100%
WW00202	Sewer Maintenance Project FYE 2014	Staff / Lemke	69,520	50,754	73%	T.B.D.	-			NA		
WW00011	WW Flow Metering Phase 2	NA	-	\$0		RJN Group	154,244	130,982	0.00%	NA		85%
WAA0305	Berry Road WL Replacement Phase 1	Poe & Associates	172,000	\$138,000	80%	Central Contracting Services, Inc.	1,334,675	1,264,201	0.00%	NA		95%
WAA0305	Berry Road WL Replacement Phase 2	Poe & Associates	(above)			McKee Utility Contractors	1,206,024	-	0.00%	4/22/2016	80%	0%
WAA0305	Berry Road WL Replacement Phase 3	Poe & Associates	(above)			Central Contracting Services, Inc.	-			NA		
WB0140	FYE08 12-inch Waterline	Staff / Lemke	-	\$83,709		Red Cliff, Inc.	1,178,194	1,055,036	0.00%	10/27/2011	100%	90%
WB0141	FYE08 16-inch Waterline	Staff / Lemke	-	\$11,944		Red Cliff, Inc.	294,548	226,809	0.00%	10/27/2011	100%	77%
WB0184	Waterline Segment D, Phase 2	Crafton Tull	95,625	\$87,188	91%	Future	-			NA		
WAA0173	Master Meter Replacement	Staff	381,100		0%	Central Contracting Services, Inc.	249,050		0.00%	NA		0%
WAA0195	Robinson/I-35 WL Replacement Phase 1	Alan Plummer	432,000	\$336,988	78%	Future	-			NA		
WAA0195	Robinson/I-35 WL Replacement Phase 2	Alan Plummer	153,000	\$35,859	23%	Future	-			NA		
WAA0196	I-35 Waterline Relocations	SAIC	62,000	\$45,000	73%	Matthews Trenching Co., Inc.	1,056,100	1,056,100	5.83%	9/1/2014	100%	100%
WAA0293	HPP Water Storage Tower	PEC (design)	218,900	\$186,090	85%	Landmark Structures I, LP	2,636,000	1,293,392	0.00%	7/28/2016	70%	49%
WAA0293	HPP Water Storage Tower	Garver (inspection)	152,700	\$21,866	14%	NA	-			NA		
WB0184	WL Segment D, Lindsey, 24th SW to Berry	SAIC/Poe	81,000	\$75,000	93%	McKee Utility Contractors	2,130,885	2,110,885	0.00%	9/16/2015	100%	99%
WW00207	Lindsey Street SS Rehab	RJN Group	73,800	\$73,800	100%	Insituform Technologies	358,666	358,666	-1.15%	9/24/2015	100%	100%
WW00209	Bishop Creek Emergency Sewer Crossing	CP&Y	24,500	\$21,613	88%	Krapff-Reynolds Construction	344,355	-	0.00%	2/2/2016	100%	0%
WW00042	Wastewater Flow Monitoring	(see construction)	-			HDR Engineering/RJN Group	576,699	541,378	0.00%	1/9/2011	100%	94%
WW00050	WRF Effluent Truck Wash	APAI	18,700	\$18,700	100%	Cannot be Permitted by DEQ	-			NA		
WW00058	Effluent Reuse at Composting Facility	APAI	45,800	\$37,215	81%	Future	-			NA		
WW00065	WRF Phase 2 Expansion	Garver	9,432,700	\$7,186,780	76%	Archer Western Construction LLC	48,822,550	31,132,797	0.00%	1/4/2017	68%	64%
WW00204	North WRF Engineering Report	HDR/APAI	249,935	\$224,095	90%	NA	-			NA		

**FEBRUARY 2016
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS	February	Year to date
Fats, oil and grease (FOG) program	22	227
Food license approval	1	12
Significant Industrial Users	0	19
Total inspections	23	258

ROUTINE ACTIVITIES	February	Year to date
Significant Industrial User sites sampled	7	17
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%	50%
Household hazardous waste disposal calls	15	158

REVENUE	February	Year to date
FOG Program	\$3,600.00	\$27,100.00
Surcharge	\$4,859.32	\$46,217.57
Lab Analysis Recovery	\$4,296.00	\$4,296.00
Industrial Discharge Permit	\$0.00	\$0.00
Total revenue	\$12,755.32	\$77,613.57

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

1. Provided routine staff support including minutes, attending meetings, and researching information
2. Created street signs to promote protecting the Lake Thunderbird watershed pending approval by the Central Oklahoma Master Conservancy District
3. ECAB members developed water conservation tips and practices to be distributed to the media.
4. Members are working on public education for water issues and recycling
5. ECAB is planning a Water's Worth It Poster Contest for elementary-aged students
6. Planning Poster Contest Display at LoveWorks during the April Art Walk
7. ECAB is planning door hangar and recycling sticker distribution with the Big Event

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Purchased recycling containers for special events. Containers used by Memorial Marathon, Earth Day, Norman Music Festival, Summer Breeze, MidSummer Night Fair, Groovefest and 2nd Friday Artwalk
2. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
3. As of February 2016, approx. 134,000 gallons of grease/solids did not enter the sanitary sewer in FYE 16 as a result of the FOG program.
4. Staff working with different departments to increase energy efficiency-i.e turning off computers, duplex printing, printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
5. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate take-back programs similar to the recent paint take-back program in Oregon.
6. Created flyers for distribution to citizens regarding oil and grease in the sewer
7. Staff assisting the Water Reclamation Facility and the Water Treatment Facility with their Tier 2 reports
8. Represented the City of Norman at the Chamber of Commerce Greenovation Committee meeting
9. Started plans for Gray Water Workshop
10. Staff is assisting with the Backflow Prevention Program.
11. Staff assisting the Water Reclamation Facility with Biomonitoring/TIE RFPs.
12. Pretreatment Compliance Inspection performed by ODEQ.
13. Planning Earth Day Festival with Parks Department and Cleveland County Conservation District
14. Staff is assisting with the plans for the EPA Region VI Pretreatment Workshop.
15. Sent reminder to food establishments to submit Letter of Participation in Fats, Oils, and Grease Program
16. Attended the Potable Water Reuse Summit and OML's Water Summit

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 16		FYE 15	
February, 2016	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	10	4	29
Property Owner Responsibility	36	246	24	200
TOTAL	37	256	28	229
Number of Feet of Sewer Cleaned:				
Cleaned	169,921	1,136,124	75,020	900,815
Rodded	2,840	26,375	6,770	36,755
Foamed	0	109,109	0	99,470
TOTAL	172,761	1,271,608	81,790	1,037,040
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	0
Obstruction	1	2	0	10
Private	0	7	0	4
Other (Lift Station, Line Break, etc.)	0	1	0	0
Total Overflows	1	11	0	14
Feet of Sewer Lines Televised	15,651	137,945	18,332	125,223
Locates Completed	333	2,725	179	2,693
Manholes:				
Inspected	1,023	6,999	700	6,162
New	0	0	0	0
Rebuilt	0	0	0	0
Repaired	0	2	0	0
Feet of Sewer Lines Replaced/Repaired	0	0	0	12
Hours Worked at Lift Station	238	1,557	101	1,004
Hours Worked for Other Departments	0	142	12	251
OJI Percentage	4.05	3.32	0.00	0.00
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.56	0.43	0.49	0.45
Claims Paid Per 10,000 People	0	0	0	0

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 16		FYE 15	
February, 2016	MONTH	YTD	MONTH	YTD
New Meter Sets:	50	333	44	339
Number Short Sets	47	19	44	334
Number Long Sets	3	14	0	5
Average Meter Set Time	4.22	3.27	3.25	3.70
Number of Work Orders:				
Service Calls	484	4,096	391	3,456
Meter Resets	0	3	1	4
Meter Removals	0	22	1	21
Meter Changes	53	356	45	329
Locates Completed	427	4,167	394	3,235
Number of Water Main Breaks	26	122	10	124
Average Time Water Off	1.89	2.59	2.59	2.50
Fire Hydrants:				
New	0	2	0	2
Replaced	0	10	0	8
Maintained	73	846	49	519
Number of Valves Exercised	180	1,828	277	2,239
Feet of Main Construction	370	5,217	560	4,394
Hours of Main Construction	574	3,840	416	3,746
Meter Changeovers	0	84	18	96
OJI Percentage	0.00	0.05	0.00	2.30
Hours Flushing/Testing New Mains	110	808	53	761
Hours Worked Outside of Division	69	877	150	993

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
February 1-28, 2016
Flow Statistics

	FYE 2016		FYE 2015	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	288.0	2531.2	246.2	2201.3
Total Effluent Flow (M.G.)	280.0	2499.3	233.0	2088.4
Influent Peak Flow (MGD)	12.1	23.7	10.7	12.6
Effluent Peak Flow (MGD)	11.9	23.4	10.6	12.1
Daily Avg. Influent Flow (MGD)	9.9	10.4	8.8	9.1
Daily Avg. Effluent Flow (MGD)	9.7	10.2	9.3	8.6
Precipitation (inches)	1.6	24.6	0.2	15.2

Discharge Monitoring Report Stats

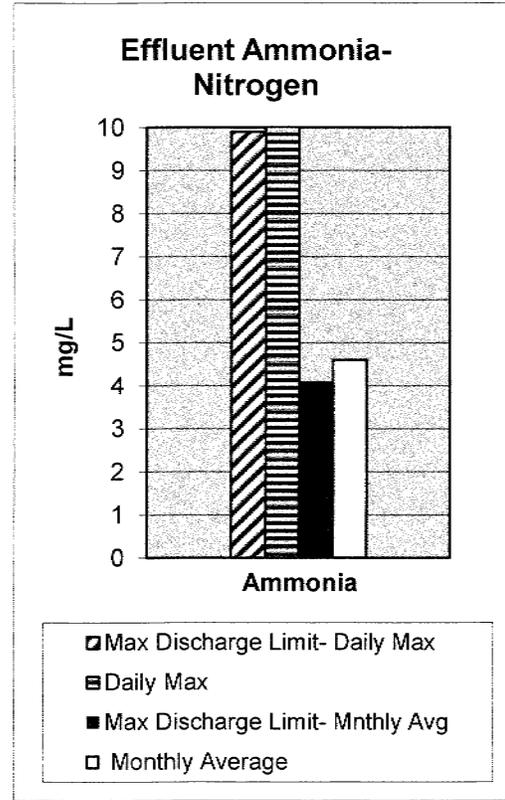
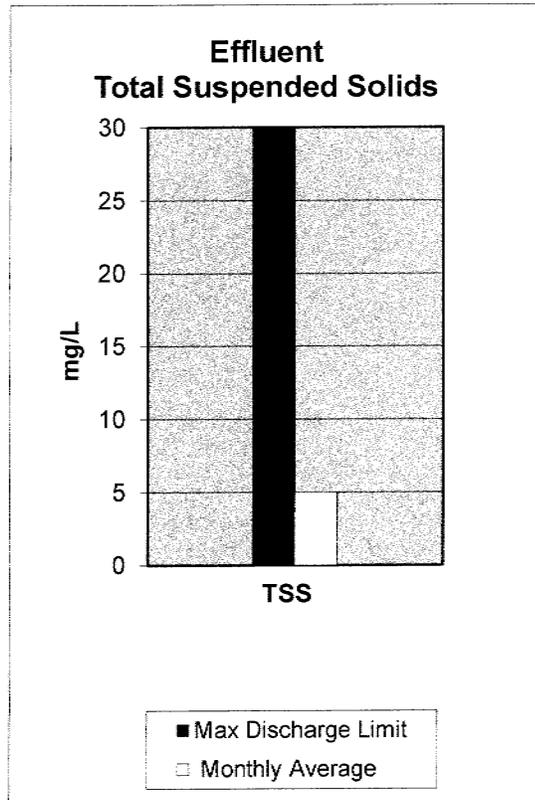
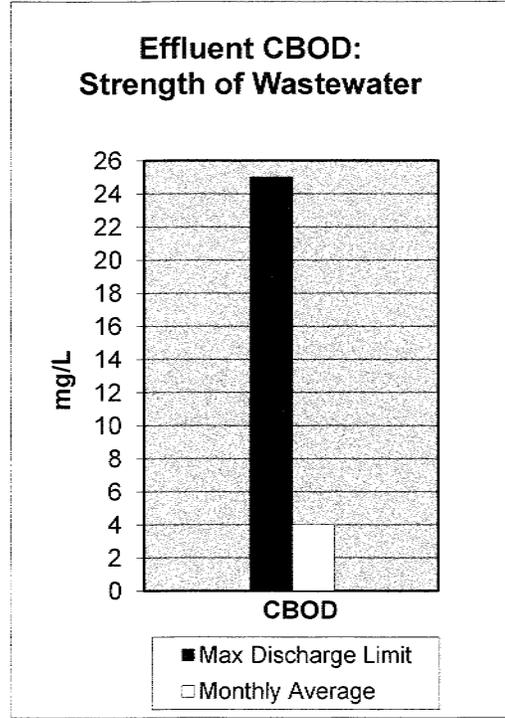
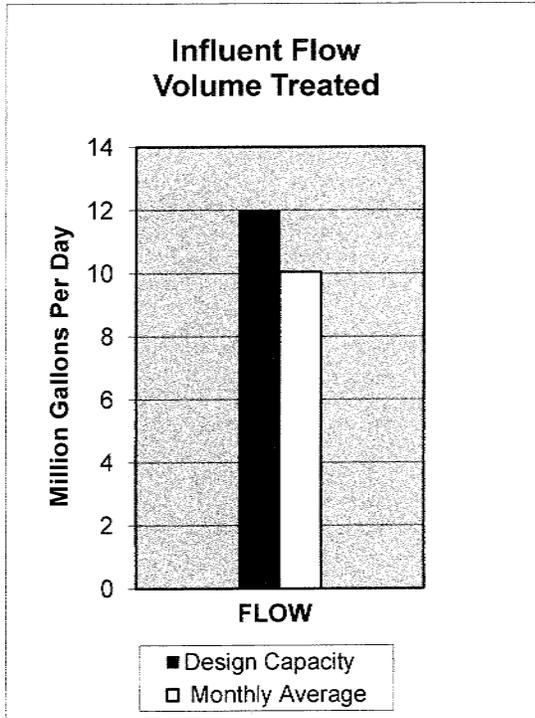
EPA minimum percentage removal 85%

	Avg.	Avg.
5 day BOD:		
Influent Total (mg/l)	277	284
Effluent Carbonaceous Total	6.2	7.5
Percent Removal	97.8	97.4
Total Suspended Solids:		
Influent (mg/L)	160	141
Effluent (mg/L)	7.76	46.6
Percent Removal	95.2	67
Dissolved Oxygen:		
Influent (min)	0.3	0.7
Effluent (min)	5.8	6.1
pH		
Influent (Low)	6.37	7.19
(High)	7.64	7.63
Effluent (Low)	6.9	6.9
(High)	7.58	7.29
Ammonia Nitrogen		
Influent (mg/L)	25.6	27.2
Effluent (mg/L)	10.5	3.93
Percent Removal	59.2	85.6

Utilities

Electrical				
Total kWh (Plant wide w/ UV)	546,360	4,346,065	552,280	3,988,820
Aeration Blowers	276,480	2,765,288	279,520	2,430,160
Natural Gas				
Total cubic feet/day (plant wide)	1,433,000	9,841,000	1,058,000	7,690,000
UV Facility/ OEC	50,400	153,000		
Public Education (Tours)	2	9	8	106
Total Attendees for FYE 16		88		152
Reclaimed Water System (MG)	0.0	0.0	9.3	104.1
OU Golf Course	10.6	45.3	0.5	38.6

**CITY OF NORMAN
WATER RECLAMATION FACILITY
February 2016**



Comments here

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

WATER TREATMENT DIVISION

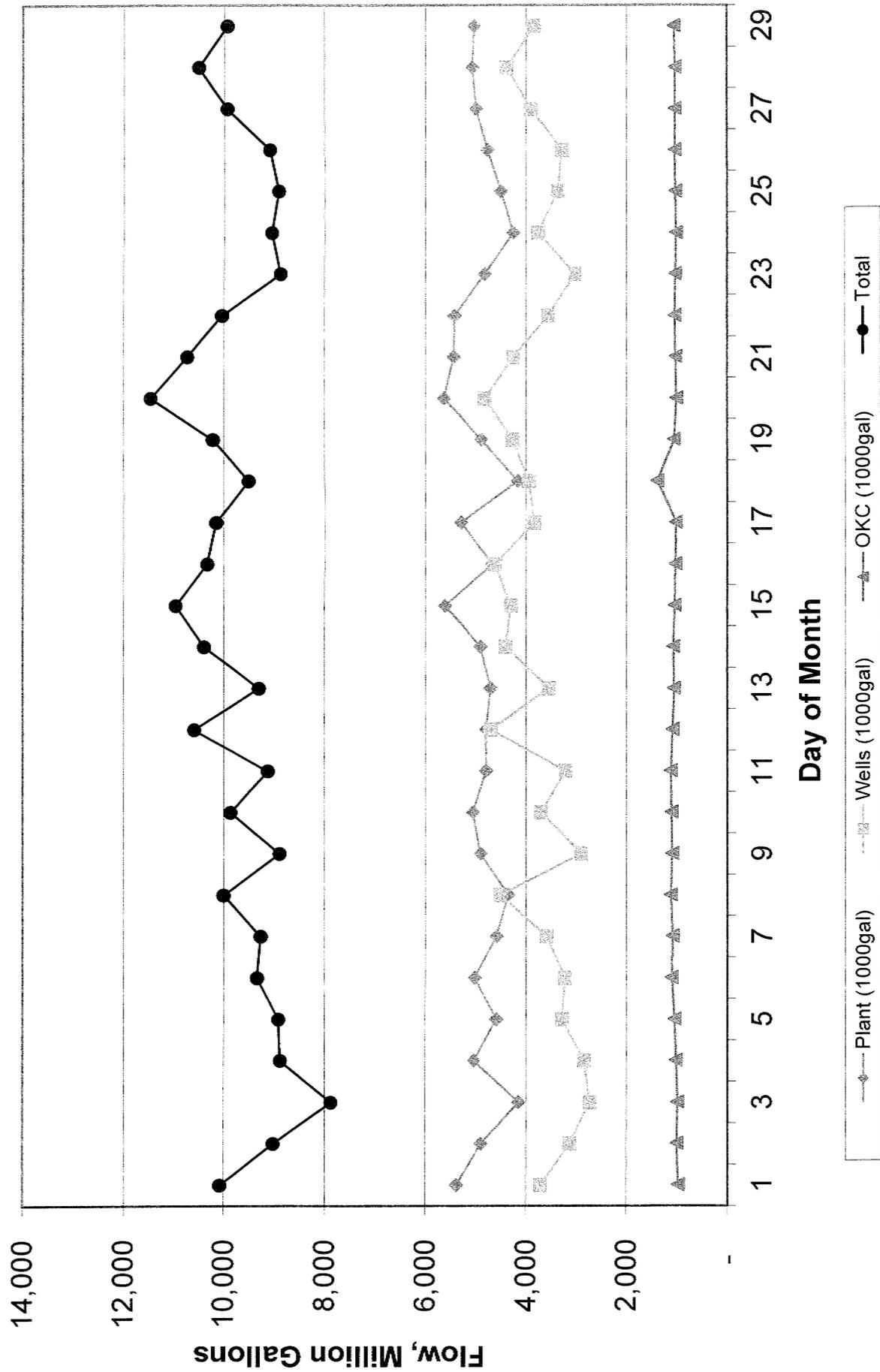
MONTH: Feb 2016

	FYE 2016		FYE 2015	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	141.70	2,008.38	170.194	2283.66
Well Production (MG)	108.70	981.91	100.94	851.70
Oklahoma City Water Used (MG)	30.91	80.20	0.13	5.28
Total Water Produced (MG)	281.31	3070.48	271.26	3140.64
Average Daily Production	9.70	12.58	9.69	12.87
Peak Day Demand				
Million Gallons	11.46	19.87	11.14	21.80
Date	2/20/2016	9/7/2015	2/9/2015	8/26/2014
System Capacity (see note)	23.70	23.70	23.70	23.70
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$339,582.53	\$2,882,840.80	\$343,458.90	\$3,016,296.64
Wells	\$195,516.08	\$1,552,378.91	\$179,289.00	\$1,485,272.90
OKC (Estimated)	\$55,984.32	\$169,637.36	\$4,761.07	\$48,046.71
Total	\$591,082.93	\$4,604,857.07	\$527,508.97	\$4,549,616.25
Cost per Million Gallons				
Plant	\$2,396.56	\$1,435.41	\$2,018.04	\$1,320.82
Wells	\$1,798.73	\$1,580.98	\$1,776.23	\$1,743.89
OKC (Estimated)	\$1,811.03	\$2,115.28	\$38,088.56	\$9,104.93
Total	\$2,101.21	\$1,499.72	\$1,944.68	\$1,448.63
Water Quality				
Total Number of Bacterial Samples	90	724	80	683
Bacterial Samples out of Compliance	0	4	1	4
Total number of complaints	6	30	3	191
Number of complaints per 1000 service connections	0.17	0.83	0.08	5.31
Safety				
Hours lost to OJL	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	5	36	1	8
Public Education				
Number of tours conducted	1	12	3	14
Number of people on tours	18	194	68	155

Notes:

Mixer gear box on SSC #3 broke - has been replaced with spare gearbox. Replace lime pinch valve tube on SCC #1. Mixer motor broke on SCC #3 - has been replaced.

Water Production for February, 2016



SANITATION DIVISION PROGRESS REPORT

FEBRUARY 2016

	FY 15		FY16	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	5	2	10
<u>On The Job Injuries</u>	0	1	0	3
<u>Bulk Pickups</u>	38	154	26	214
<u>Refuse Complaints</u>	55	239	69	603
<u>New Polycarts Requests</u>	76	284	64	528
<u>Polycarts Exchanges</u>	22	75	18	142
<u>Additional Polycart Requests</u>	60	248	48	385
<u>Replaced Stolen Polycarts</u>	32	132	24	199
<u>Replaced Damaged Polycarts</u>	202	882	170	1372
<u>Polycarts Repaired</u>	25	117	31	242

COMPOST MONTHLY REPORT

FEB 2016

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	142.48	2,416.90
LANDFILL TIPPING FEE'S	\$ 19.55	\$ 19.55
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 2,785.48	\$ 47,250.40
TONS BROUGHT IN BY PUBLIC:	248.00	1,806.00
TONS BROUGHT IN BY CONTRACTORS :	368.00	2,958.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	1.40	339.40
LANDFILL TIPPING FEE'S	\$ 19.55	19.55
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 643.37	28,806.02
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 3,428.85	76,056.42
REVENUE COLLECTED FROM COMPOST SALES:	\$ 2,900.00	12,510.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	20	87	0	0
DRYING BEDS	13,060	22,945	0	0
COMPOST SOLD BY CUBIC YARDS	0	165	871	3,657
TOTAL:	13,080	23,197	871	3,657

**MONTHLY RECYCLING REPORT
(CURBSIDE)**

Feb-16

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	91%	89%
AVERAGE TONS PER DAY :	23	21.77
POUNDS PER HOME:	32.89	31.52

COMMODITY BY TON

	MONTH	TONS	YTD TONS
ALUMINUM BEVERAGE CAN	1.25	5.39	29.05
#1 PET	3.13	13.55	82.44
NEWS	0	0	354.69
GLASS CONTAINERS	14.1	60.92	336.52
MIX PAPER	46.36	200.4	667.63
#2 NATURAL	1.17	5.04	38.28
#2 COLOR	0.86	3.7	37.9
#3-#7	0	0	33.59
TIN-STEEL SCRAP	2.58	11.1	56.29
TRASH	19.06	82.42	335.88
OCC	8.46	36.59	312.55
PLASTIC FILM	1.07	4.66	9.11
METAL	0.99	4.31	7.11
RIGIDS	0.97	4.17	6.81
TOTALS	100	432.25	2307.85

	MONTH	YTD
SERVICE CALLS (MISSES)	48	362
REMINDER NOTICES	5	65
MISC. (throwing bins, left in driveway, blowing trash)	2	16
MISSING BINS	11	73
BROKEN GLASS	0	0
PICK UP CART	5	46
REPAIR	9	73
DELIVERY REQUEST	0	0
SCATTERED	0	2
NEW	32	306
EXCHANGE	0	5
ADD	8	69
HOUSESIDE	9	55
REPLACE	1	23
TOTAL CALLS	130	1095

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$8,134.95	\$70,734.97

MONTHLY TRANSFER STATION REPORT

FEB 2016

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	350.55	2,852.58	14,450.09	117,607.41
CONT. TONS:	103.68	869.94	\$ 5,209.00	43,768.50
CASH TONS:	1,219.04	8,972.03	\$ 59,199.76	432,861.60
BRUSH/YDS:	0	0.00	\$ -	0.00
PULL OFFS:	29	181.00	\$ 435.00	2,715.00
TOTALS:	1,673.27	12,694.55	\$ 79,293.85	\$ 596,952.51

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	379	3,227
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7,013.68	60,632
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	11	221
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	68.16	1,722
GRAND TOTAL TONS TO LANDFILLS	7,081.84	62,354

DISPOSAL COST PER TON (OKC)	\$ 19.55	\$ 19.55
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 138,449.97	\$ 1,219,021.48
GRAND TOTAL TIPPING FEE'S	\$ 138,449.97	\$ 1,219,021.48

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	481	3889
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,187.85	26,161.91
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	325	3148
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,083.73	18,602.82
TOTAL LOADS BROUGHT TO TRANSFER STATION:	806	7,037
TOTAL TONS BROUGHT TO TRANSFER STATION:	5,271.58	44764.73
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	22.88	67.30

Drop Center Report

MONTHLY UNIT PRICES Revenue per ton Proc. Fee \$0.00 LBS. Rejected 3.18 Tons Rejected % 0.00159 LNDFL Fee \$19.55 Tons Diverted 179,368.41 \$ Diverted \$3,506.65

ALUMINUM:	\$750.00	\$0.00
PLASTICS:	\$40.00	\$0.00
STEEL CANS:	\$5.00	\$0.00
CLEAR GLASS:	\$0.00	\$20.00
GREEN GLASS:	\$0.00	\$20.00
BROWN GLASS:	\$0.00	\$11.28
MIXED OFFICE PAPER:	\$20.00	\$0.00
CARDBOARD:	\$60.00	\$0.00
NEWSPAPER:	\$30.00	\$0.00

RECYCLING CENTER DATA:	#9	HollyWood	Fairgrounds	Hobby Lobby	Total Tons	PRO/FEE	REVENUES	Net
	TONS	TONS	TONS	TONS				
ALUMINUM:	0.06	0.21	0.22	0.22	0.71	\$0.00	\$532.50	\$532.50
PLASTICS:	0.09	2.68	2	2.14	6.91	\$0.00	\$276.40	\$276.40
STEEL CANS:	0.02	1.03	0.7	0.24	1.99	\$0.00	\$9.95	\$9.95
CLEAR GLASS:	0	2.1	3.2	3.28	8.58	\$171.60	\$0.00	(\$171.60)
GREEN GLASS:	0	0	0	0	0	\$0.00	\$0.00	\$0.00
BROWN GLASS:	0	0	0	0	0	\$0.00	\$0.00	\$0.00
MIXED OFFICE PAPER:	1	6.16	8.89	6.92	22.97	\$259.10	\$459.40	\$200.30
CARDBOARD:	1.3	14.2	14.3	15.25	45.05	\$0.00	\$2,703.00	\$2,703.00
NEWSPAPER:	2	4.95	5	5.7	17.65	\$0.00	\$529.50	\$529.50
RECYCLING CENTER TOTALS:	4.47	31.33	34.31	33.75	103.86	\$430.70	\$4,510.75	\$4,080.05

Cardboard	Other Cardboard Containers	Compactors	Totals
TONS	\$	TONS	TONS
38.88	\$2,332.80	36.63	\$2,197.80
			75.51
			\$4,530.60

Other News Containers	total cb	total recy
Tons		
0	120.56	\$224.42
		344.98

Rental	Average hrly+ benefits	Cage Rolloff	Glass	Cardboard	Newsprint	Occ Compact	MIXD Office	Total
\$0.00	\$26.78	40	4	64	3	18	16	145
		\$66.78	\$107.12	\$1,713.92	\$80.34	\$482.04	\$428.48	\$2,878.68
		\$370.00	\$37.00	\$969.25	\$15.60	\$166.50	\$148.00	\$1,706.35
		\$9,041.35	\$4,585.03	\$4,456.32				

Revenue	Expense	Net
\$	\$	\$
\$9,041.35	\$4,585.03	\$4,456.32

