

City of Norman



Monthly Departmental Report

November 2012

MONTHLY PROGRESS

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CITY CLERK

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**CITY CLERK
MONTHLY PROGRESS REPORT
NOVEMBER, 2012**

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	3	33	Line Maintenance	7	38
Building Permits	5	34	Municipal Court	2	5
CDBG	1	7	Noise	4	7
City Clerk	15	*278	Parks and Recreation	7	61
City Manager/Mayor	1	6	Planning	4	12
Code Enforcement	24	221	Police	13	84
Data Processing	1	6	Storm Water	3	12
Engineering/Public Works	9	87	Sanitation	17	128
Finance	7	54	Sidewalks	1	15
Fire/Civil Defense	6	15	Streets	4	59
Human Resources	1	5	Street Lights	9	46
Information (General)	50	214	Traffic	8	48
Legal	1	16	Utilities	2	29
WC Questions	0	57	WC Violations	0	27

Total for November	205	Total FYE YTD	1,604
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WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

43 Licenses were issued during the month of November. The 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	8	26	Bee Keeper	0	0
Class I Beer	3	8	Solicitor/Peddler (30 day)	1	4
Class II Beer	2	8	Solicitor/Peddler (60 day)	0	0
Mixed Beverage	1	1	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	0	4	Coin-Operated Devices	0	5
Wine & Beer/Winemaker	0	0	Game Machines	22	22
Temporary Food (30 day)	3	15	Taxi/Motorbus/Limousine	0	12
Temp Food (180 day)	1	2	Impoundment Yard	0	0
Temp Food (one day)	1	10	Salvage Yard	0	0
Kennel (renewals)	0	2	Transient Amusement	0	0
Pawnbrokers	0	0	Special Event	1	5
Retail Liquor Store	0	2			

New Establishments/New Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Lohmann's Good Things!	710 West Main Street #120	Food Service
Taco Casa	731 West Main Street	Food Service
Chipotle Mexican Grill	1641 24th Avenue N.W.	Food Service and Class I and II Beer
GNC	1615 24th Avenue N.W.	Food Service

Existing Establishments/Additional Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Sushi Master	1204 North Interstate Drive	Mixed Beverage

Existing Establishments/New Owner

NAME	ADDRESS	LICENSE TYPE(S)
IHOP	840 Ed Noble Parkway	Food Service
IHOP	1051 12th Avenue N.E.	Food Service
Greek House	768 Jenkins Avenue	Food Service and Class I and II Beer
Westwood Grill	2400 Westport Drive	Food Service and Class I Beer

- 1 One Day Temporary Mobile Food License was issued to Waving Wheat Bakery for November 9, 2012
- 1 30-day Temporary Mobile Food License was issued to Big Truck Tacos for November 7 through December 6, 2012
- 1 30-day Temporary Mobile Food License was issued to Goforth Concessions for November 9 through and December 8, 2012, for sales in Griffin Park for the Norman Youth Soccer Association Tournament
- 1 30-day Temporary Mobile Food License was issued to Taqueria Ruiz for November 9 through December 8, 2012
- 1 180-day Temporary Mobile Food License was issued to Tacos Loco for December 2, 2012, through May 31, 2013
- 1 30 Day Solicitor/Peddler Licenses were issued to Jon Wiggins for November 26 through December 25, 2012, for Christmas Tree sales located at 2121 West Main Street
- 1 Special Event Permit was issued to Mark Heitz for November 23, 2012, through January 6, 2013, for an ice skating rink located at 1221 Ed Noble Parkway

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-05-12	Melissa Dawson	Damages to two tires – claimant alleges one tire was punctured on October 28, 2012, by a rock and the other was punctured on November 1, 2012, by a nail from ongoing construction at 12th Avenue N.E. and Robinson Street.	\$ 50.00
11-07-12	David White	Damages to his vehicle – claimant alleges he was southbound in the inside lane of Classen Boulevard when a police vehicle in front of him made a U-turn striking his vehicle on October 23, 2012.	\$ 4,872.80

CLAIMS FILED, continued

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11-08-12	Ali Ghaniabadi for Decker Center, L.L.C.	Damages to the parking lot at 1208 North Interstate Drive – claimant alleges a waterline break on July 31, 2012, washed dirt from under the parking lot foundation weakening the asphalt.	\$219,616.40
11-08-12	Baptist Student Union	Damages to a power box – claimant alleges a sanitation truck backed into the power line to their building on November 1, 2012, at 435 1/2 West Boyd pulling the meter box, breaker box, and external wiring off the side of the building.	\$ 1,225.04
11-09-12	CMR Claims Management Resources for Oklahoma Gas and Electric Company (OG&E)	Damages to an OG&E power pole – claimant alleges a Line Maintenance crew damaged the power pole while repairing a water line at the southwest corner of North Crawford Avenue and Mimosa Drive on September 5, 2012.	\$ 2,008.15
11-14-12	Aaron Gray	Damages to her vehicle – claimant alleges she was traveling northbound on Porter Avenue between Rock Creek Road and Tecumseh Road when her passenger side mirror struck a construction sign that was extending into the roadway.	\$ 207.46
11-19-12	Pat Scavuzzo	Reimbursement of medical expenses – claimant alleges she fell on uneven pavement in the Norman Public Library parking lot on March 12, 2012, injuring her knee.	\$ 11,578.00
11-29-12	Harold Craig	Damages to his chain link fence – claimant alleges a City crew mowing along the creek behind his residence at 1920 Logan Drive in September or October 2012, struck his fence with the mower.	\$ 600.00
11-29-12	Gary Holloway	Attorney and Court fees – claimant alleges the Norman Police Department filed a malicious prosecution charge of perjury against him on or about September 22, 2011, when he tried to acquire a duplicate automobile title while involved in a legal dispute with his sister over the vehicle.	\$ 175,000.00

CLAIMS ADMINISTRATIVELY PAID

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Mary A. Hammon	Damages to her wood panel fence when the arm of a sanitation truck struck her fence while emptying her polycart at 627 South Jenkins on October 24, 2012.	Approved 11-20-12	\$ 650.00
Southwestern Bell Telephone Company d/b/a AT&T	Damages to a cable when a Line Maintenance crew damaged the cable while repairing a waterline at the northeast corner of Highway 77 and Tecumseh Road on October 3, 2012.	Approved 11-20-12	\$ 1,002.57

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING

A Business and Community Affairs Committee meeting was held on November 8, 2012, to continue the discussion on the creation of the Norman Economic Development Advisory Board; the subsequent Economic Development Policies; and the definition of economic development for the City of Norman.

COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING

A Community Planning and Transportation Committee meeting was held on November 19, 2012, to receive a presentation by a representative from the Bicycle Advisory Committee regarding possible modifications to the City's Bicycle Transportation map, an update on the development of High Density Residential Zoning designation, CART ridership report including saferide and extended service, and an update from CART on transit activities and programs.

FINANCE COMMITTEE MEETINGS

A Finance Committee meeting was held November 19, 2012, regarding room tax adjustments; the draft FYE 12 Comprehensive Annual Financial Report including the draft single audit and draft Norman Tax Increment Finance Authority audit as prepared by Cole and Reed; review of the draft request for proposal for curbside recycling services; Revenue/Expenditure Report as of October 31, 2012; and a report on open positions.

OVERSIGHT COMMITTEE MEETINGS

A City Council Oversight Committee meeting was held November 14, 2012, to discuss serving concurrently on certain boards, commissions, and committees and potential term limits for such boards, commissions, and committees and recreational sports program contracts.

SPECIAL SESSIONS

A Special Session was held November 13, 2012, to consider adjourning into Executive Session to discuss negotiations regarding employees and representatives of employee groups and to discuss Change Order No. One to Contract No. K-1213-68 with Central Contracting Services, Inc., increasing the contract amount by \$156,860 to utilize the full budget amount for the FYE 2013 Concrete Pavement Maintenance and Concrete Valley Gutter Projects.

A Special Session was held on November 20, 2012, to consider adjourning into Executive Session to discuss negotiations regarding employees and representatives of employee groups.

A Special Session was held on November 27, 2012, to consider adjourning into Executive Session to discuss the possible purchase of real property located south and west of Canadian Trails Park between the Canadian Trails Addition and the South Canadian River.

STUDY SESSIONS

A Study Session was held November 6, 2012, to receive a presentation from Tevis Group Architects regarding the Animal Welfare Renovation Project.

Facility Maintenance Monthly Progress Report

November, 2012

Facility			Minutes	Hours
LIBRARY				
11/01/2012	HVAC	Air filters changed	240	4
11/05/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/06/2012	ELECTRICAL	Light and time clock repair	60	1
11/07/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/07/2012	HVAC	Chillers checked	240	4
11/07/2012	MISC	Paper towel dispenser replaced	60	1
11/09/2012	PLUMBING	Flush valve on urinal rebuild	60	1
11/13/2012	ELECTRICAL	Lights and/or ballast replacement and stock delivery	150	2.5
11/13/2012	HVAC	Air handlers checked	240	4
11/14/2012	ELECTRICAL	Lights and/or ballast replacement	180	3
11/15/2012	ELECTRICAL	Outage repair & Christmas lights	300	5
11/19/2012	HVAC	Air handlers checked	240	4
11/20/2012	ELECTRICAL	Time clock reset	60	1
11/20/2012	HVAC	Leaks in penthouse located	240	4
11/20/2012	PLUMBING	Drinking fountain blockage	60	1
11/26/2012	MISC	Door repair	30	0.5
11/28/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/28/2012	MISC	Paper towel dispenser	60	1
11/30/2012	PLUMBING	Urinal blockage	60	1
Facility Subtotal			2460	41
Total			2460	41
MUNICIPAL BLDG - BUILDING C				
11/01/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/02/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/02/2012	PLUMBING	Stool blockage	60	1
11/05/2012	ELECTRICAL	Light and ceiling repair	180	3
11/06/2012	ELECTRICAL	Light and time clock repair	90	1.5
11/07/2012	ELECTRICAL	Meeting re: emergency power generator project & lights	240	4
11/07/2012	ELECTRICAL	Consult with IT on generator projects	120	2
11/09/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/09/2012	HVAC	West side A/C checked	240	4
11/09/2012	MISC	Broken tile replaced	60	1
11/14/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
11/14/2012	PLUMBING	Stool blockage in women's room	60	1
11/15/2012	ELECTRICAL	Outage repair	60	1
11/15/2012	HVAC	Electrical checked and belts and bearings	480	8
11/16/2012	ELECTRICAL	Generator bid meeting	240	4
11/20/2012	ELECTRICAL	Time clock reset	30	0.5
11/27/2012	HVAC	Crack unit checked	240	4
11/27/2012	PLUMBING	Water leak under lavatory	60	1
11/30/2012	ELECTRICAL	Lights and/or ballast replacement	60	1
Facility Subtotal			2460	41
Total			2460	41
MUNICIPAL BLDG - BUILDING A				
11/01/2012	HVAC	Water temperature raised	120	2
11/02/2012	HVAC	Air handlers checked	240	4
11/05/2012	ELECTRICAL	Circuit locate and identify for future use	120	2
11/05/2012	HVAC	Air handler's checked	240	4
11/06/2012	ELECTRICAL	Light and time clock repair	30	0.5
11/06/2012	HVAC	Temperature and air handlers checked	240	4
11/15/2012	ELECTRICAL	Outage repair	60	1
11/20/2012	ELECTRICAL	Time clock reset	30	0.5
11/26/2012	MISC	Blinds for windows picked up	60	1
11/27/2012	MISC	Hang blinds	120	2
11/30/2012	HVAC	Air handlers checked and greased	240	4
11/30/2012	MISC	Door repair	60	1
Facility Subtotal			1560	26

Tuesday, December 11, 2012

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<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
MUNICIPAL BLDG - BUILDING B			
11/01/2012 HVAC	Temperature for offices checked	120	2
11/02/2012 ELECTRICAL	Missing clip found for Water Treatment	60	1
11/02/2012 ELECTRICAL	Burning smell in west entry and Lights and/or ballast replacement	180	3
11/02/2012 MISC	Fingerprinted for security clearance	90	1.5
11/02/2012 MISC	Hasps and locks on drawers installed	120	2
11/02/2012 PLUMBING	Drinking fountain repair	60	1
11/02/2012 PLUMBING	Meeting	60	1
11/05/2012 ELECTRICAL	Circuit locate and identify	60	1
11/05/2012 PLUMBING	Flush valve on stool rebuild	60	1
11/06/2012 ELECTRICAL	Light and time clock repair	30	0.5
11/07/2012 HVAC	Belts adjusted and blowers checked	240	4
11/08/2012 ELECTRICAL	Lights and/or ballast replacement and ceiling repair	90	1.5
11/08/2012 HVAC	Belts adjusted and bearings greased	240	4
11/08/2012 PLUMBING	Water heater repair in court area (needs to be replaced)	60	1
11/09/2012 ELECTRICAL	Instant water heater checked	30	0.5
11/15/2012 ELECTRICAL	Circuit rewired for diff. water heater	240	4
11/15/2012 ELECTRICAL	Outage repair	30	0.5
11/15/2012 PLUMBING	Water heater replaced in court area	240	4
11/16/2012 HVAC	A/C leak repaired	390	6.5
11/16/2012 PLUMBING	Water leak repaired	90	1.5
11/20/2012 ELECTRICAL	Time clock reset	30	0.5
11/20/2012 ELECTRICAL	Outlet for Christmas lights	90	1.5
11/20/2012 HVAC	A/C for 911 repaired	240	4
11/20/2012 PLUMBING	Stool blockage	60	1
11/26/2012 PLUMBING	Stool blockage	60	1
11/29/2012 PLUMBING	Stool blockage and disposal repair	120	2
Facility Subtotal		3090	51.5
MUNICIPAL BLDG - CITY HALL			
11/01/2012 ELECTRICAL	Test new clips for starters	60	1
11/02/2012 ELECTRICAL	Meet with insulators on pipes	60	1
11/02/2012 ELECTRICAL	Lights and/or ballast replacement	60	1
11/02/2012 HVAC	HVAC system checked	240	4
11/05/2012 ELECTRICAL	Consult with salesman re: pump starters	150	2.5
11/05/2012 HVAC	HVAC System checked	240	4
11/06/2012 ELECTRICAL	Light and time clock repair	60	1
11/06/2012 HVAC	Bearings greased and belts adjusted	240	4
11/07/2012 ELECTRICAL	Lights and/or ballast replacement	60	1
11/09/2012 MISC	Front door repair	60	1
11/15/2012 ELECTRICAL	Outage repair	30	0.5
11/16/2012 HVAC	HVAC System checked	240	4
11/19/2012 ELECTRICAL	Lights repair - MP room	30	0.5
11/20/2012 ELECTRICAL	Time clock reset	30	0.5
11/21/2012 HVAC	HVAC System checked	240	4
11/26/2012 ELECTRICAL	Pipe run for controls	240	4
11/26/2012 HVAC	HVAC System checked	240	4
11/27/2012 ELECTRICAL	Control wires for computer pulled	420	7
11/28/2012 HVAC	HVAC System checked	240	4
11/29/2012 HVAC	HVAC System checked	240	4
11/30/2012 ELECTRICAL	Wires to device pulled	210	3.5
11/30/2012 ELECTRICAL	Smoke detector repair	30	0.5
11/30/2012 HVAC	HVAC System checked	240	4
Facility Subtotal		3660	61
MUNICIPAL BLDG - COMPLEX			
11/06/2012 ELECTRICAL	Reset time clocks in complex	180	3
11/08/2012 ELECTRICAL	Clock check and reset city wide	120	2
11/26/2012 ELECTRICAL	Lights Christmas Main Complex and Legacy	120	2
11/27/2012 ELECTRICAL	Lights Christmas city wide	120	2
11/28/2012 ELECTRICAL	Lights - Christmas	120	2
11/29/2012 ELECTRICAL	Lights - Christmas city wide	240	4
Facility Subtotal		900	15
Total		9210	153.5

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
POLICE RANGE			
11/14/2012 HVAC	Blower motor removed	240	4
11/19/2012 HVAC	Heater repaired	240	4
	Facility Subtotal	480	8
	Total	480	8
ANIMAL WELFARE			
11/08/2012 HVAC	Heaters repaired old dog pound	240	4
11/14/2012 ELECTRICAL	Lights and/or ballast replacement	60	1
11/15/2012 MISC	Hook installed	60	1
11/16/2012 PLUMBING	Sewer line blockage	150	2.5
11/19/2012 ELECTRICAL	Lights repair	90	1.5
11/21/2012 PLUMBING	Dishwasher repair	60	1
11/29/2012 HVAC	Heater checked	240	4
	Facility Subtotal	900	15
	Total	900	15
FIRE STATION #1			
11/01/2012 ELECTRICAL	Overhead door repair	60	1
	Facility Subtotal	60	1
	Total	60	1
FIRE STATION #2			
11/02/2012 PLUMBING	Truck bay floor drains blocked - clear	120	2
11/14/2012 ELECTRICAL	Restore water to lower bathroom	120	2
11/14/2012 PLUMBING	Heater ignited	60	1
11/14/2012 PLUMBING	Water lines frozen	120	2
11/28/2012 ELECTRICAL	Air compressor uninstalled	120	2
	Facility Subtotal	540	9
FIRE STATION #3			
11/09/2012 PLUMBING	Floor drain blockage in truck bay	120	2
	Facility Subtotal	120	2
FIRE STATION #6			
11/01/2012 PLUMBING	Stool blockage	60	1
11/14/2012 HVAC	A/C equipment checked	240	4
	Facility Subtotal	300	5
FIRE STATION #8			
11/20/2012 ELECTRICAL	Outlet on outside of building	150	2.5
11/20/2012 ELECTRICAL	New sprinkler system outlet installed	180	3
11/21/2012 ELECTRICAL	Outlet install	240	4
11/21/2012 ELECTRICAL	Outlet installed on outside of building	240	4
	Facility Subtotal	810	13.5
	Total	1770	29.5

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
BICYCLE ROUTES- LEGACY TRAIL			
11/09/2012	ELECTRICAL	Locate parts and make repairs to outlets	240 4
11/13/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	
11/14/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	180 3
11/14/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	60 1
11/15/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	240 4
11/16/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	180 3
11/19/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	420 7
11/19/2012	ELECTRICAL	Wire short in pipe repaired on Letterman Wall	210 3.5
11/21/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	120 2
11/26/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	90 1.5
11/30/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	240 4
		Facility Subtotal	2040 34
PARK - ANDREWS PARK			
11/19/2012	ELECTRICAL	Water meter valve shut off attempted	30 0.5
11/19/2012	PLUMBING	Bathrooms winterized	60 1
11/27/2012	ELECTRICAL	Adapters acquired for heaters	60 1
11/30/2012	ELECTRICAL	Outlet repair/lights – Christmas lights	60 1
		Facility Subtotal	210 3.5
PARK - FALLS LAKEVIEW			
11/01/2012	PLUMBING	Pressure tank repair	90 1.5
11/14/2012	PLUMBING	Bathroom winterized	90 1.5
		Facility Subtotal	180 3
PARK - GRIFFIN PARK			
11/19/2012	PLUMBING	Bathrooms winterized	120 2
11/27/2012	PLUMBING	Bathrooms winterized	90 1.5
11/30/2012	ELECTRICAL	Underground pipe exposed investigate	90 1.5
		Facility Subtotal	300 5
PARK - LIONS PARK			
11/02/2012	PLUMBING	Flush valve on stool in men's room rebuild	60 1
11/19/2012	PLUMBING	Bathrooms winterized	60 1
		Facility Subtotal	120 2
PARK - NE LIONS PARK			
11/19/2012	PLUMBING	Bathrooms winterized	60 1
		Facility Subtotal	60 1
PARK - REAVES - COMM BLDG			
11/09/2012	HVAC	Heaters checked	240 4
11/09/2012	MISC	Front door repair	60 1
11/21/2012	PLUMBING	Water Heater removed and mop	120 2
		Facility Subtotal	420 7
PARK - ROTARY PARK			
11/06/2012	PLUMBING	Lavatory reinstalled on wall	150 2.5
11/19/2012	PLUMBING	Bathrooms winterized	60 1
		Facility Subtotal	210 3.5
WESTWOOD TENNIS CENTER			
11/13/2012	ELECTRICAL	Parking lot light repair	120 2
11/28/2012	ELECTRICAL	Inside lights repaired	90 1.5
		Facility Subtotal	210 3.5
WESTWOOD TENNIS COURT			
11/02/2012	ELECTRICAL	Find fuse holders and make repairs to pole lights	150 2.5
11/05/2012	ELECTRICAL	Reset time clocks	90 1.5
		Facility Subtotal	240 4
		Total	3990 66.5

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
PARKS AND REC ADMIN			
11/21/2012 PLUMBING	Stool blockage	60	1
	Facility Subtotal	60	1
	Total	60	1
FIREHOUSE ART CENTER			
11/30/2012 PLUMBING	Grease Trap clean out	60	1
	Facility Subtotal	60	1
	Total	60	1
HISTORICAL HOUSE			
11/20/2012 PLUMBING	Sump Pump repaired	120	2
	Facility Subtotal	120	2
	Total	120	2
SOONER THEATRE			
11/26/2012 PLUMBING	Tank type flush valve on stool rebuild	60	1
11/26/2012 PLUMBING	Condensate line repaired	60	1
	Facility Subtotal	120	2
	Total	120	2
SANTA FE DEPOT			
11/06/2012 ELECTRICAL	Replace fill valve	60	1
11/06/2012 PLUMBING	Tank type flush valve rebuild	60	1
	Facility Subtotal	120	2
	Total	120	2
PARK - REAVES PARK			
11/06/2012 ELECTRICAL	Light repair and check Memorial	60	1
11/06/2012 ELECTRICAL	Locate bad photo eye	90	1.5
11/06/2012 ELECTRICAL	Assist with electrical	90	1.5
11/07/2012 ELECTRICAL	Install box, photo eye, contactor & wiring	240	4
11/07/2012 ELECTRICAL	Purchase parts for Memorial lighting	60	1
11/08/2012 ELECTRICAL	Troubleshoot Memorial light fixture	120	2
11/09/2012 ELECTRICAL	Ballast and light replaced and checked at Memorial	120	2
11/20/2012 ELECTRICAL	Outlet and light repair on pavilion	120	2
11/21/2012 ELECTRICAL	Softball field concession demo	240	4
11/21/2012 PLUMBING	Bathrooms winterized at softball fields	120	2
11/26/2012 PLUMBING	Bathrooms winterized	150	2.5
11/28/2012 PLUMBING	Sewer camera run in baseball complex	120	2
	Facility Subtotal	1530	25.5
REC CTR - 12TH AVE			
11/01/2012 PLUMBING	Water heater gas valve rebuild	60	1
11/02/2012 ELECTRICAL	Contact OG&E re: parking lot lights and repair building lights	120	2
11/14/2012 PLUMBING	Water heater element replaced	90	1.5
11/15/2012 PLUMBING	Lavatory faucet cartridges replaced	60	1
11/26/2012 ELECTRICAL	Outage & repairs after OG&E repair	360	6
11/26/2012 ELECTRICAL	Power loss repair	150	2.5
11/26/2012 HVAC	Jazzercise room heater checked	240	4
11/26/2012 PLUMBING	Gas leak locate	60	1
11/27/2012 ELECTRICAL	Heater repair and reset clocks	120	2
11/30/2012 PLUMBING	Water heater repair	60	1
	Facility Subtotal	1320	22

Tuesday, December 11, 2012

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<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
REC CTR - IRVING			
11/09/2012 ELECTRICAL	Consult with Parks and Rec	30	0.5
11/28/2012 ELECTRICAL	Consult with Parks and Rec	60	1
11/29/2012 ELECTRICAL	Lights repaired	120	2
11/29/2012 PLUMBING	Hot water lines and vacuum breaker repair	120	2
	Facility Subtotal	330	5.5
REC CTR - LITTLE AXE			
11/27/2012 PLUMBING	Bathrooms winterized	150	2.5
	Facility Subtotal	150	2.5
REC CTR - WHITTIER			
11/06/2012 ELECTRICAL	Lights and/or ballast replacement	60	1
11/06/2012 ELECTRICAL	Locate odor above ceiling	90	1.5
11/06/2012 PLUMBING	Paint smell investigated in ceiling and on roof	90	1.5
11/07/2012 ELECTRICAL	Assist with gym lighting	60	1
11/07/2012 ELECTRICAL	Lights and/or ballast replacement	120	2
11/08/2012 ELECTRICAL	Lights and/or ballast replacement and odor locate	270	4.5
11/14/2012 ELECTRICAL	Gym lighting repair	120	2
11/21/2012 PLUMBING	Lavatory drain repair	120	2
11/30/2012 PLUMBING	Water heater condensate line repair	60	1
	Facility Subtotal	990	16.5
	Total	4320	72
SENIOR CITIZENS CTR			
11/05/2012 PLUMBING	Sewer blockage	90	1.5
11/15/2012 PLUMBING	Sewer blockage	60	1
11/20/2012 PLUMBING	Sewer camera run	60	1
11/27/2012 ELECTRICAL	Lights and/or ballast replacement	60	1
11/27/2012 HVAC	Belts adjusted	240	4
11/27/2012 PLUMBING	Sewer blockage in basement	60	1
11/28/2012 PLUMBING	Lavatory drain repair	60	1
	Facility Subtotal	630	10.5
	Total	630	10.5
WESTWOOD CLUB HOUSE			
11/01/2012 ELECTRICAL	Lights and/or ballast replacement: golf, parking, café	180	3
11/05/2012 PLUMBING	Lavatory faucet in men's room	90	1.5
11/05/2012 PLUMBING	Basket strainer on sink replaced	90	1.5
11/13/2012 ELECTRICAL	Parking lot light repair	360	6
11/20/2012 PLUMBING	Drain on grease trap replaced	60	1
11/21/2012 HVAC	Blower motor replaced	240	4
	Facility Subtotal	1020	17
WESTWOOD GOLF COURSE			
11/02/2012 ELECTRICAL	Identify ground wires	60	1
11/06/2012 PLUMBING	French drain cleaned out	90	1.5
11/13/2012 ELECTRICAL	Parking lot light repair assist	480	8
11/13/2012 ELECTRICAL	Parking Lights	30	0.5
11/14/2012 ELECTRICAL	Light repair	120	2
11/20/2012 PLUMBING	Drain repair	120	2
11/20/2012 PLUMBING	Lavatory drain replaced	120	2
11/27/2012 ELECTRICAL	Course wires terminated	60	1
	Facility Subtotal	1080	18
	Total	2100	35

Facility		Minutes	Hours	
WESTWOOD POOL				
11/01/2012	ELECTRICAL	Light and pump repair	120	2
11/02/2012	ELECTRICAL	Pool pump parts	30	0.5
11/05/2012	ELECTRICAL	Light repair in parking lot and pump repair	60	1
11/13/2012	ELECTRICAL	Parking lot lights repair	30	0.5
11/16/2012	PLUMBING	Bathroom winterized	90	1.5
11/19/2012	ELECTRICAL	Water heaters drained and stored	120	2
11/19/2012	PLUMBING	Water heater drained	120	2
11/21/2012	ELECTRICAL	Pump repair	60	1
11/27/2012	ELECTRICAL	Pump repair	60	1
Facility Subtotal		690	11.5	
Total		690	11.5	
WATER TREATMENT PLANT				
11/01/2012	ELECTRICAL	Information on retrofit on pumps	60	1
11/01/2012	ELECTRICAL	Review new pump wiring diagrams	180	3
Facility Subtotal		240	4	
Total		240	4	
LINE MAINTENANCE FACILITY				
11/07/2012	PLUMBING	Drinking fountain repair	60	1
11/08/2012	PLUMBING	Drinking fountain removed to be replaced later	60	1
11/09/2012	PLUMBING	Drinking fountain installation	90	1.5
11/13/2012	ELECTRICAL	Controls check on heat tube	120	2
11/14/2012	ELECTRICAL	Control operation verification for heater tube	60	1
Facility Subtotal		390	6.5	
Total		390	6.5	
WASTEWATER TREATMENT PLANT				
11/05/2012	ELECTRICAL	Repair sludge pump for #2 digester	240	4
11/08/2012	ELECTRICAL	Repair sludge pump #2	240	4
11/13/2012	HVAC	Heater repaired	240	4
11/28/2012	HVAC	A/C units services	240	4
Facility Subtotal		960	16	
Total		960	16	
SANITATION DIV BLDG				
11/07/2012	PLUMBING	Crossed water line repair	330	5.5
11/08/2012	ELECTRICAL	Assist with sewer cables and camera lines	120	2
11/08/2012	PLUMBING	Plumbing and sewer line fall reversed	360	6
11/15/2012	PLUMBING	Access panel installed	60	1
11/29/2012	PLUMBING	Sewer blockage	120	2
11/30/2012	PLUMBING	Sewer line consult with Sanitation	180	3
Facility Subtotal		1170	19.5	
TRANSFER STATION				
11/01/2012	ELECTRICAL	Pump out water and pack gravel around weep hole	240	4
11/01/2012	PLUMBING	Water in ditch - pump out	240	4
11/05/2012	PLUMBING	Hole backfill	150	2.5
Facility Subtotal		630	10.5	
Total		1800	30	

Facility**Minutes****Hours**

FACILITY MAINTENANCE				
11/01/2012	PLUMBING	Truck - clean	30	0.5
11/02/2012	MISC	Get fingerprinting done for PD	90	1.5
11/06/2012	MISC	Watch shop for delivery of paper goods	30	0.5
11/07/2012	MISC	Manhole cover replaced	30	0.5
11/09/2012	MISC	Truck - clean	30	0.5
11/13/2012	MISC	Shop stock, clear truck, fuel up truck	90	1.5
11/14/2012	MISC	Truck - unload	60	1
11/16/2012	MISC	Safety meeting, power upgrade meeting	300	5
11/16/2012	MISC	Safety meeting	60	1
11/16/2012	MISC	Safety Meeting	60	1
11/16/2012	PLUMBING	Gas lines run in shop	180	3
11/16/2012	PLUMBING	Gas line run for heaters	90	1.5
11/21/2012	MISC	Truck clean, paperwork, fuel up	60	1
11/27/2012	MISC	Truck refuel, clean, stock shop	60	1
11/28/2012	ELECTRICAL	Lights repair, label breakers, run power to water heater	270	4.5
11/28/2012	ELECTRICAL	Heater, hot water heater, circuit repairs	180	3
11/28/2012	MISC	Truck clean, stock, paperwork in shop	60	1
11/28/2012	PLUMBING	Water heater installed	240	4
11/29/2012	ELECTRICAL	Heater, hot water, panel circuit repairs	240	4
11/29/2012	PLUMBING	Water heater replaced	120	2
11/29/2012	PLUMBING	Water heater upstairs installed	360	6
11/30/2012	ELECTRICAL	Investigate buzzing, sparking in panel	120	2
11/30/2012	ELECTRICAL	Old copper lines closed and valve turned off	60	1
11/30/2012	ELECTRICAL	Overhead door repair	30	0.5
11/30/2012	PLUMBING	Old water heater removed	60	1
Facility Subtotal			3030	48.5
Total			3030	48.5
Grand Total				597.5

CITY MANAGER 2

CIP FINANCIAL STATUS 2A

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

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

11/11/2012

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

Notes

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

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

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

Other

At the City's urging, ODOT is contemplating an emergency repair project for the I-35/Indian Hills Road Bridge. This project will involve repairs to the bridge substructure and deck. The City is responsible for the deck at an estimated cost of \$150,000. A bid letting this fall is anticipated.

COMMUNITY RELATIONS 2B

**Community Relation's Office
November 2012**

Number of press releases	18
Contacts with the media	12
<i>Norman News</i> Membership	1072
Web Site Visits	44,765
Facebook Followers	995
Twitter City of Norman Followers	439

DEVELOPMENT COORDINATOR 2C

**City of Norman
Development Coordinator
Monthly Report – November 2012**

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

General Inquiries, Contacts and Meetings

- Attendance at Norman Downtowners Monthly Meeting
- Business and Community Affairs
- Planning Commission
- Development Review Team
- Pre-Development Meetings (with public and applicants)
- City Council
- Community Planning and Transportation Committee
- Spoke to Chamber of Commerce Leadership Norman class.
- UNP TIF Workshop

Building Permit and Plat Application Meetings

- Continued working with property owners affected by recent wildfires to discuss building permit options for rebuilding efforts
- Met with staff, engineer and company representative to discuss building plan requirement for shell retail building.
- Met with staff, engineer and company representative to large residential development in southeast Norman.
- Assisted in meetings with staff and homeowners regarding questions and options for building on their properties.
- Assisted in helping answer permit requirement questions for small local business.
- Assisted in answering questions and helping to resolve inspection issues for commercial projects currently under construction.

Development Process Improvements

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

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

Currently a draft ordinance has been developed for review by both staff and the development community. This ordinance has been presented to the Council Business and Community Affairs committee. Final revisions of the draft will be presented to the committee in January 2013 for discussion. I am also working with staff to discuss how, if enacted; this process would be handled administratively.

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

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

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

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

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

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

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

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

Additional Projects:

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

CITY OF NORMAN

Department of Finance Monthly Report – November 2012

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 November are discussed below:

Treasury Division:

In the month of November, the Treasury Division processed 28,735 total payments. The traffic counter at the Drive-up Facility counted 5,124 customers. The Treasury Division processed 1,164 credit card utility payments, a decrease of -8.3% from last month, and the IVR (Interactive Voice Response) system processed 1,120 credit card utility payments, a decrease of -18.7% from last month. Utility customers also have the option of paying on the City of Norman website. There were 2,598 credit card payments made on the internet in November, an increase of 12.2% from last month. The Municipal Court processed 627 credit card payments for court fines, an increase of 1.8% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$13,695 in convenience fees in the month of November with a fiscal year-to-date total of \$65,035.

Utility Services Division:

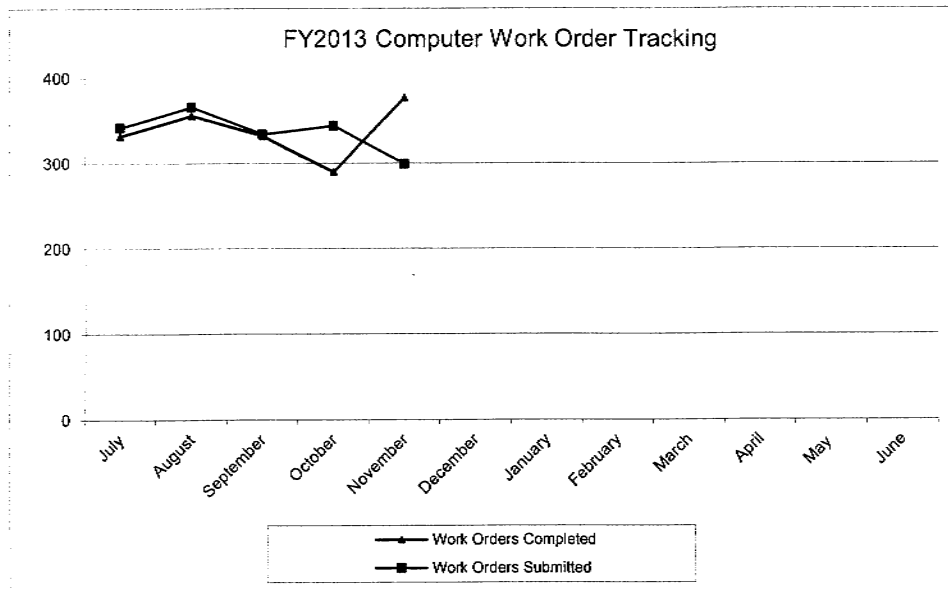
The Meter Reading Division read 31,101 meters. Out of 75 meter reading routes, 67 (89%) were read within the targeted 30-day reading cycle. All routes were read by the 35th day. Two routes were estimated in the month of November. The areas include the County Courthouse area, the Rancho Villa addition and the area between Alameda and Boyd, west of 12th Avenue.

Information Technology Division:

IT had 160,632 e-mails enter and leave the City's network for the month of November, a -5.7% decrease compared to last month. 26,012 were considered Spam or hazardous e-mails and were quarantined. This means 16.2% of the e-mail was quarantined while 83.8% were valid e-mails and were delivered without problems.

IT has a network security appliance that blocks and counts “hacker” attempts on the City’s firewall. This appliance further enhances our network security and provides more statistical information regarding hacker attempts. During the month of November there were 16,538,577 hacker attempts on the City’s main computer system. This comes to an average of 382 attempts per minute on the computer room firewall.

In the month of November, 299 work orders were submitted to the IT Division Help Desk for computer related help. Out of the amount submitted, 377 (126%) work orders were completed. Seventy-eight of the work orders were from previous months.



The City of Norman’s website had 44,765 visits during the month of November. Staff is currently working on several projects. Updates to each project are presented below.

Public Safety CAD / RMS Software Replacement Project (Changes are in bold)

- The CAD/RMS committee met with our RCC consultants and representatives from New World on 9/5, 9/6, and 9/7 to discuss contract issues. The CAD/RMS committee has had additional conference calls with our RCC consultants on 9/13, 9/14, 9/17, 9/20, 9/21, and 9/28 to discuss contract and pricing issues.
- On 9/25 Council approved the allocation and expenditure of the funds for additional hardware and software upgrades that were identified as prerequisites to the installation and implementation of the proposed New World CAD/RMS solution.
- The grant funds approved for the additional EMC storage components required for this project were encumbered on 9/24, PO # 222029 to ISG Technology, and the hardware was ordered on 9/26/; check # 269909 to ISG Technology dated 9/26 in the amount of \$168,830. This equipment has been received. Installation has not been

scheduled. Installation of these additional components is dependent on getting the larger capacity computer room UPS and Building C generator installed.

- The RFP for the UPS and generator were sent to Purchasing on 10/12 to be mailed out the week of 10/15. The RFP will be advertised in the local newspapers on 10/17 and 10/31. We have scheduled a mandatory vendor project overview meeting for 11/7. The RFP proposals are due on 11/15. We are shooting for an install completion date of Jan. 15 at which time we can begin installing the new EMC and Cisco UCS hardware.
- **The mandatory pre-bid meeting was held on 11/7 and was attended by representatives from eight companies. We received one complete RFP response and two incomplete responses by the 11/15 deadline. The one complete response was over our budget for the entire project by \$139,702. I contacted the vendor to give them the opportunity to give us another quote to see if they could get the cost within or close to our budget. Their second quote was \$148,056 over budget with a 60-80KVA UPS proposed and \$182,121 over budget with a 100-120KVA UPS proposed.**
- **The generator / UPS RFP was re-submitted to all of the vendors who attended the Nov 7 pre-bid meeting with new project timelines and a revised scope of work. Responses for this revised RFP are due on Dec 21. The agenda item for this purchase will be presented to the City Council on Jan 8, 2013 requesting their approval to award this contract to the selected vendor. We anticipate that the delivery and installation of the generator and UPS will not be completed until April 7, 2013 based on several vendors' delivery and installation timeline estimates.**
- **IT staff is evaluating alternatives to address the power and cooling needs for the new equipment that is needed for the CAD/RMS project to mitigate the impact that the delay in the generator and UPS installation may have on the CAD/RMS project.**
- The grant funds approved for the additional Cisco UCS hardware were encumbered on 9/24, PO # 222031 to Chickasaw Telecom, and the order for the hardware was placed on 9/26; check # 269908 to Chickasaw Telecom dated 9/26 in the amount of \$200,554.44. Some of this hardware has been delivered. We need to do an inventory of the equipment to determine what is still needed. This hardware cannot be activated until the new UPS and Generator are in place.
- The grant funds approved for the Microsoft Datacenter Server licenses required for the additional hardware were encumbered on 9/24, PO # 222030, and the order was placed on 9/26; check # 269910 to SHI International dated 9/26 in the amount of \$19,200.
- The funds for the Microsoft Office 2010 upgrade were encumbered on 10/3, PO # 222426 to SHI International, and the order was placed on 10/3. The MS Office upgrade was started on 10/24 as planned. A number of software and hardware issues were encountered with the first two groups giving us an indication that this upgrade is going to be more manpower and time consuming than we initially anticipated. **The Office 2010 upgrade installs have been completed for the Finance, Parks & Recreation, Human Resources, City Attorney, City Clerk, City Manager, Fire, and Municipal Court departments. The upgrade installs for the Planning Department were started on Dec 12. The Police and Public Works departments will follow the latter part of December or early January followed by the Utilities department in early to mid-**

January. The Utilities department upgrade is delayed because the current version of the City Works work order system they are using will not work with Office 2010 and we cannot upgrade their City Works software until we can upgrade our ESRI GIS software. We can't upgrade our ESRI GIS software until we can add the new EMC storage and Cisco UCS hardware which can't be done until we can get a solution in place for the power needed for that equipment.

- **All of the checks for items purchased with grant funds have been mailed to the vendors**
- The funds for the CityWorks work order system software upgrade were encumbered on 10/5, PO # 222706 and the PO was emailed to Azteca Systems on 10/5. We are tentatively planning this upgrade for the week of 1/14 – 1/18 or the week of 1/21 – 1/25.
- The installation and implementation timeline will be determined during the contract negotiations with the selected vendor.

EMC Storage / Server Virtualization Project

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

PCI Compliance Project

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

Email Archiving and Retrieval / e-discovery Project

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

Building Permits and Inspections Process Enhancements

- We went live on the BP Click-2-Gov module with a presentation to the building community on 8/29. SPS has made some updates to the software that are only available in their 8.0 software version. The 8.0 version upgrade was completed the weekend of 10/19 and 10/20 to take advantage of the added features.
- Council approved the Mobile Field Inspections software purchase on 8/28. The PO for the software and implementation and training services was sent to SPS on 9/04.
- A project kick-off conference call was held on 9/17 to discuss the server, storage, laptop, and mobile printer requirements as well as the project timeline. The timeline for the software install and training is 11/29 and 11/30 which will be followed by ongoing testing and continued training through Dec. The projected go-live date is Jan. 7, 2013.
- A Council agenda item that had been submitted for the Oct. 9 Council meeting for approval to purchase the 8 laptop computers for this project at a cost of \$29,357.60 was pulled for further consideration. A new Council agenda date for this item has not yet been set to my knowledge. The SPS project manager says this will not delay the software installation and training that is scheduled for 11/27 and 11/28. He said they can install the software on the Building Inspectors' desktop computers and still do the training then we can re-install the software on the laptop computers when we get them.
- **The client software installation and initial user training was re-scheduled for Dec 19 and 20 at the request of Selectron.**
- Other hardware items to be selected and purchased are the mobile in-vehicle printers and the in-vehicle mounts for the laptops and printers. Once the selection is made on the mobile printers make and model we will be able to coordinate the in-vehicle mount requirements with Fleet Management. Permit Manager Bob Christian has selected the preferred make and model of mobile printer. I will order the selected printers the first week of Nov. so they can be here for the scheduled 11/27 and 11/28 software install and training.
- **The in-vehicle printers have been ordered and delivered. Selection and ordering of the in-vehicle mounts has been delayed until the decision is made on the laptops and their purchase has been approved by Council.**
- **An agenda item requesting Council approval to purchase Dell convertible display laptops for this project instead of the Panasonic Toughbooks is targeted for the Dec 18 Council meeting.**

FBI Criminal Justice Information System (CJIS) Compliance

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

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are on target for the month of November at -0.2%. Revenues from the City's largest single source of revenue, sales tax, are below target at -2.1% for the year to date and are above last fiscal year by 2%. Below is a summary table regarding General Fund revenues and expenditures to date.

	FYE 13 Budget To Date	FYE 13 Actual To Date	FYE 12 Actual To Date	FYE 11 Actual To Date
Sales Tax Revenue*	\$15,519,365	\$15,193,987	\$14,893,311	\$14,353,864
General Fund Revenue*	\$28,618,235	\$27,497,584	\$27,427,061	\$26,843,939
General Fund Expenses*	\$31,006,417	\$28,825,666	\$27,210,949	\$28,567,143

* Excludes Public Safety Sales Tax

Administration Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	320.00	1,760.00
Total Comp Time Available	0.00	23.88	0.00	23.88
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	1,783.88	320.00	1,783.88
Benefit Hours Taken	24.50	235.00	28.50	189.25
TOTAL ACCOUNTABLE STAFF HOURS	295.50	1,548.88	291.50	1,594.63
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
Total Regular Hours Available	1,120.00	6,160.00	1,120.00	6,160.00
Total Comp Time Available	5.00	47.75	13.00	56.50
Total Overtime Hours	0.00	0.50	0.00	7.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,125.00	 6,208.25	 1,133.00	 6,224.00
Benefit Hours Taken	184.00	887.00	223.25	1,167.75
 TOTAL ACCOUNTABLE STAFF HOURS	 941.00	 5,321.25	 909.75	 5,056.25
 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

CITY REVENUE REPORTS 3B

City Revenue Report

	FYE 13 NOVEMBER	FYE 12 NOVEMBER	
Total Revenue Received (\$)	\$10,453,316	\$10,620,899	(\$167,583)
Utility Payments - Office (#)	4,619	3,675	944
Utility Payments - Office (\$)	\$463,250	\$459,961	\$3,289
Lockbox (#)	19,234	20,533	(1,299)
Lockbox (\$)	\$1,672,279	\$1,776,727	(\$104,448)
IVR Credit Card (#)	1,120	813	307
IVR Credit Card (\$)	\$96,798	\$64,778	\$32,020
Click to Gov (#)	2,598	2,553	45
Click to Gov (\$)	\$176,719	\$187,027	(\$10,308)
UT Credit Card Payments (#)	1,164	958	206
UT Credit Card Payments (\$)	\$101,841	\$105,429	(\$3,588)
Art Donations (#)	85	10	\$75
Art Donations (\$)	\$125	\$20	\$105
Bank Draft Payments (#)	6,371	6,895	(524)
Bank Draft Payments (\$)	\$504,879	\$567,396	(\$62,517)
Utility Deposits (#)	72	24	48
Utility Deposits (\$)	\$2,160	\$750	\$1,410
Fix Payments (#)	2	1	1
Fix Payments (\$)	\$500	\$37	\$463
Processed Return Checks (#)	28	44	(16)
Processed Return Checks (\$)	(\$8,148)	(\$5,252)	(\$2,896)
Other Revenue Transactions (#)	260	278	(18)
Other Revenue Received (\$)	\$6,331,944	\$6,892,032	(\$560,088)
Accounts Receivable Payments (\$)	\$241,117	\$126,981	\$114,136
Accounts Receivable - Credit Card #	1	4	(3)
Accounts Receivable - Credit Card \$	\$50	\$1,614	(\$1,564)
Municipal Court - Fines/Bonds (\$)	\$156,655	\$187,161	(\$30,506)
Municipal Court - Credit Card (#)	627	554	73
Municipal Court - Credit Card (\$)	\$84,586	\$81,544	\$3,042
Municipal Court - C2G (#)	1	0	1
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	573,056	\$124,301	\$448,755
Building Permits Credit Card (#)	72	229	(157)
Building Permits Credit Card (\$)	\$37,539	\$33,740	\$3,799
Building Permits C2G (#)	8	0	8
Building Permits C2G (\$)	\$442	\$0	\$442
Occupational License - Bldg Insp. (\$)	\$1,295	\$495	\$800
Occupational License - Bldg Insp. CC (#)	2	6	(4)
Occupational License - Bldg Insp. CC (\$)	\$100	\$790	(\$690)
Business License - City Clerk (\$)	\$2,435	\$3,323	(\$888)
Convenience Fees - All Payments (#)	4,518	4,015	503
Convenience Fees - All Payments (\$)	13,695	12,045	\$1,650
Bank Drafts Billed (#)	6,393	6,150	243
Bank Drafts Billed (\$)	479,658	474,334	\$5,324
Interdepartmental Billing (#)	148	155	(7)
Interdepartmental Billing (\$)	\$13,989	\$14,895	(\$906)
Accounts Receivable Billed (\$)	425,558	156,460	\$269,098

Budget Services Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	880.00	160.00	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	160.00	880.00	160.00	880.00
Benefit Hours Taken	24.00	144.00	64.00	136.00
TOTAL ACCOUNTABLE STAFF HOURS	136.00	736.00	96.00	744.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	4,400.00	800.00	4,400.00
Total Comp Time Available	21.50	158.75	13.00	125.25
Total Overtime Hours	24.25	165.25	33.50	161.50
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	 845.75	 4,724.00	 846.50	 4,686.75
Benefit Hours Taken	104.50	957.00	299.00	1,024.50
 TOTAL ACCOUNTABLE STAFF HOURS	 741.25	 3,767.00	 547.50	 3,662.25
 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

DATA PROCESSING 3C

Data Processing Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,280.00	7,520.00	1,440.00	7,920.00
Total Comp Time Available	0.50	1.50	0.00	0.00
Total Overtime Hours	32.00	119.50	14.00	114.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,312.50	7,641.00	1,454.00	8,034.00
Benefit Hours Taken	365.00	1,184.50	152.25	1,130.25
TOTAL ACCOUNTABLE STAFF HOURS	947.50	6,456.50	1,301.75	6,903.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	9.00	9.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY 3D

Utility Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,920.00	10,560.00	1,920.00	10,560.00
Total Comp Time Available	8.50	57.25	11.00	72.00
Total Overtime Hours	39.75	257.75	9.25	29.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,968.25	10,875.00	1,940.25	10,661.00
Benefit Hours Taken	297.00	2,093.50	334.00	1,557.00
TOTAL ACCOUNTABLE STAFF HOURS	1,671.25	8,781.50	1,606.25	9,104.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	720.00	320.00	1,760.00
Total Comp Time Available	0.00	0.00	1.00	7.75
Total Overtime Hours	7.25	72.25	0.00	25.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 167.25	 792.25	 321.00	 1,793.00
Benefit Hours Taken	0.00	16.00	42.50	192.00
 TOTAL ACCOUNTABLE STAFF HOURS	 167.25	 776.25	 278.50	 1,601.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

Drive-up Window and Mail Payments

	FYE 13 NOVEMBER	FYE 12 NOVEMBER
Mail Payments - Lockbox	19,234	20,533
Mail Payments - Office	404	285
Mail Payments - Subtotal	19,638	20,818
Night Deposit	637	723
Click-to-Gov Payments	2,598	2,553
IVR Payments	1,120	813
Without assistance payments - Subtotal	4,355	4,089
Drive-up window & inside counter	3,578	2,667
Credit Card machine payments (swipe)	590	479
Credit Card machine payments (phone)	574	479
With assistance payments - Subtotal	4,742	3,625
Total Payments Processed - Subtotal	28,735	28,532
Bank Draft (ACH) Payments	6,371	6,895
Total Payments (Utility)	35,106	35,427
Total Convenience Fees - all Payments	4,518	4,015
Grand Total Payments	\$ 39,624	\$ 39,442

Traffic Counter at Drive-up Facility

Night Drop *	807	825
8-5 Drive-up Window Customers *	4,317	4,429
Total Traffic Counter	5,124	5,254

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

Meter Reading Division

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
Number of Meters Read	31,101	179,113	33,468	180,145
New Service	1,088	7,187	942	6,804
Request for Termination	1,009	6,658	929	6,429
Delinquent On(s)	83	381	148	1,029
Delinquent Offs	150	587	274	1,614
Collect Deposit Tags Hung	45	492	65	529
Collect Deposit Cut Offs	81	508	44	386
Blue Tags	13	42	13	64
Number of Meters Re-read	837	5,752	980	5,961
Meters Cleaned	93	364	47	251
Customer Assists	77	298	49	259
Meters Pulled	2	4 1	0	1
Meters Re-set	1	0	0	2
TOTAL	34,580	201,387	36,959	203,474

Utility Division Activity Report

	FYE 13		FYE 12	
	NOVEMBER	YTD	NOVEMBER	YTD
STATUS REPORT				
Regular Utility Accounts Billed	39,468	195,372	38,783	192,849
New Ons	692	4,733	538	4,109
Final Accounts Billed	549	3,914	495	3,634
TOTAL METERS READ	40,709	204,019	39,816	200,592

FIRE 4

Fire Dept

Copy of Fire Suppression Monthly Activities
(Summa

Date Between {11/01/2012} And {11/30/2012}

Activity Code	Staff Count	Total Hrs	Pct Hrs
CSI Car Seat Installation / Check	4	4.00	0.08%
CX Cancelled Call	431	41.39	0.87%
DE Daily Unit / Equipment Checks	886	922.50	19.40%
FS Fire on Standby (Committed & Unassigned)	1	1.91	0.04%
FX Fire At Scene	196	178.28	3.75%
HS Haz-Mat on Standby (Committed & Unassigned)	4	10.00	0.21%
HX Haz-Mat At Scene	27	20.96	0.44%
IV Investigate	427	138.02	2.90%
LM Lawn Maintenance	22	23.00	0.48%
MS Medical On Standby (Committed & Unassigned)	17	6.13	0.13%
MX Medical At Scene	2,625	1,014.03	21.32%
OD Dept. Meeting/Project (Except Officer's Meetings)	40	69.57	1.46%
PE Off Site Public Education / Demonstration	18	25.00	0.53%
PS Public Service	265	100.32	2.11%
SB Shift Briefing	804	572.36	12.04%
SM Station Maintenance	1,071	1,375.86	28.93%
SR Search and/or Rescue	12	2.64	0.06%
ST Station Tour	16	17.32	0.36%
TT Trade Time	14	223.00	4.69%
VM Vehicle Maintenance (i.e. Monthlys)	9	9.00	0.19%
	6,889	4,755.29	

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
November 2012**

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	116/ 103.25 staff hours
Re-Inspections	54/ 41.75 staff hours
Residential Inspections	0
Smoke Detector Batteries	19/ 12. staff hours
Plan/Platt Review	50/ 59 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	181/ 144.75 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	53/ 19.5 staff hours
Training (hours)	19/ 20 staff hours
Fire Education Classes	10/ 11.5 staff hours
Investigations	5
Investigative Activities	18/ 47 staff hours
Miscellaneous/Special	

3 man IAAI Conference
1 man OFSA
1 man ACOG meeting

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: November / 2012
Mitigation:	
Siren Testing	Automatic on Sat at noon
Safe room rebate application	Application Complete, at State awaiting funding
Preparedness:	
Amateur testing	Nov 1
Long Term Care Facility Workshop-OKC	Nov 6
Central Emergency Management Workshop	Nov 7-9
Amateur Radio Meeting	Nov 10
Storm Prediction Center Research	Nov 13
Homeland Security Grant Audit	Nov 14
Long Term Care Facility Workshop-Tulsa	Nov 15
Health Coalition Workshop	Nov 16
Little Axe Site Visit for Severe Weather	Nov 29
Response:	
Recovery:	

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
NOVEMBER 2012**

FIRE SUPPRESSION DIVISION ACTIVITIES

Incident Response Type Summary

Type	Count	% of Incidents	
Fire	31	3.36	
Overpressure Rupture, Explosion, Overheat - no fire			
Rescue & Emergency Medical Service Incidents	642	69.70	
Hazardous Conditions (No Fire)	21	2.28	
Service Call	72	7.81	
Good Intent Call	103	11.18	
False Alarm & False Call	49	5.32	
Severe Weather & Natural Disaster			
Special Incident Type			
Incomplete Reports & Reports That Have Not Imported	5		
Total Incident Count	923		
Total Fire Loss			193,000

Average Response Times

	Number of Calls	Average Time
Station #1	185	4.30
Station #2	115	5.17
Station #3	160	5.36
Station #4	118	4.70
Station #5	18	7.50
Station #6	60	8.15
Station #7	49	5.49
Station #8	32	5.35

Number of On-the Job Injuries: 2

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
November 2012

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held one (1) fitness for duty meeting – Information Systems
- Conducted two (2) interviews concerning a harassment complaint - PD
- Met with IAFF President to discuss drug testing guidelines
- Held two (2) meetings to discuss shift schedules in PD and Fleet
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) training conference in Midwest City

B. Grievances (AFSCME & Non-Union)

- AFSCME Grievance FYE13 – 13 - Fox (Sewer Line Maint.) – Written reprimand
- AFSCME Grievance FYE13 – 12* – Barton, Green, Fox, Ward, Rowe, Cox, Dunn, Standridge (Sewer Line Maint.) – Discrimination
- AFSCME Grievance FYE13 – 11* – Barton (Sewer Line Maint.) – Retaliation, leave usage
- AFSCME Grievance FYE13 – 10* – Green (Sewer Line Maint.) – Discrimination, preferential treatment, leave usage
- AFSCME Grievance FYE13 – 09* – Standridge (Sewer Line Maint.) – Unable to advance, leave usage
- AFSCME Grievance FYE13 – 08* - Fox (Sewer Line Maint.) – Discrimination, favoritism, leave usage
- AFSCME Grievance FYE13 – 07 - Jones (Water Line Maint.) – Disputing vacation schedule *resolved, grievance not valid*
- AFSCME Grievance FYE13 – 06 – Albers (Municipal Court) – Disputing merit denial *resolved, grievance denied*
- AFSCME Grievance FYE13 – 05 – Mitchell, Kim – Disputing written reprimand *resolved, grievance denied*
- AFSCME Grievance FYE11 – 04 – Woods (Sanitation) – Disputing termination

** Grievance placed on hold pending outcome of investigation*

C. Administrative Support

- Processed 2012 Monthly Department Report
- Compiled and distributed November 2012 City Newsletter
- Reconciled expense accounts and processed invoices
- Scheduled/Rescheduled employees for 2010 MS Office classes highlighting the changes when migrating from 2003 version

- Continued preparing for upcoming Employee Recognition Ceremony

BENEFITS

- Processed payroll for Life, Health/Dental and Supplemental Insurance Plans
- Weekly conference calls with Gallagher Benefit Services and UMR reps
- Monthly conference call with UMR Care Management
- Conducted Orientation for Admin Tech III – Water Reclamation
- Conducted 16 on-site employee meetings on new Flexible Spending Program process
- Processed Health Insurance Updates for 1-1-2013
- Attended Healthcare Reform seminar
- Responded to 223 benefit inquiries

COMPENSATION

A. Personnel actions processed:

- Two (2) employees hired:
 - 1 – Utilities/Water Reclamation – Administrative Technician III
 - 1 – Parks and Recreation/Recreation – Recreation Leader I (PPT)
- Four (4) employees terminated employment:
 - 1 – Public Works/Streets – Crew Chief
 - 1 – Utilities/Water Treatment – Plant Operator
 - 1 – Fire/Suppression – Firefighter Recruit
 - 1 – Police/Patrol – Police Officer
- Eight (8) employees promoted:
 - 2 – Police – Police Captain and Police Lieutenant
 - 5 – Fire – (2) Fire Driver Engineers, (2) Captains, and (1) Fire Inspector
 - 1 – Utilities/Water Reclamation – Plant Operation

B. Compensation/Benefit Surveys:

- No surveys conducted this month.

RECRUITMENT

Accepted applications for the following positions:

- Call Taker (PPT), Police/Emergency Communications Bureau
- Kennel Attendant (PPT), Police/Animal Welfare
- Fire Inspector, Fire Department
- Plant Operator D, Utilities/Water Reclamation Facility
- Maintenance Worker I, Utilities/Water Line Maintenance
- Crew Chief, Public Works/Traffic Control
- Traffic Signal Technician, Public Works/Traffic
- Administrative Technician III, Police/Administration

- Tennis Shop Attendant (Part Time), Parks & Recreation/Westwood Tennis Center
- Marshal (Part Time), Municipal Court
- Deputy Marshal (Part Time), Municipal Court

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	395	Written Exams	2
Phone	480	Practical Testing/Assessment Center	0
Mail	255	Panel Board Interviews	5
Email	180	Promotion Board	0
Total Subscribers on E-mail Vacancy List	1,745	Oral Interviews	0
Total Visits to City of Norman HR website	3,422	Hiring Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	2	Advertisements Placed	7
Pre-Employment Drug Screens	3	Applications Received	66
Pre-Employment Physicals	2	Job Announcements Emailed	70
Pre-Employment OSBI	1	Job Announcements to CON Depts.	294

TRAINING & DEVELOPMENT

Provided Performance Evaluation training session for the Public Works Leadership Team.

In partnership with the Pioneer Library System, provided “Fiscally Fit Boot Camp” for 22 employees from various City departments. Three workshops included topics in Borrowing, Debt Drills, and Staying Fiscally Fit. The six-week financial education course was funded through a grant to the Pioneer Library System.

The Computer Training Lab was the site for 15 classes of Microsoft Office 2010 training in Outlook, Word, Excel, Access, PowerPoint, and Publisher. Classes are provided to support City computer users prior to their upgrades to Microsoft 2010.

SAFETY

Safety activities during November 2012:

- Held eleven (11) safety meetings
- Held two (2) Return-to-Work meetings

Recordable Injuries – 7

Employee	Nature of the injury	Activity	Prognosis
Fire/Suppression	Strain/Sprain to Back	Lifting patient	Under Medical Care
Fire/Suppression	Strain/Sprain to knee	Stepping out of truck	Under Medical Care
Municipal Court	Fell on knees; rug burn	Tripped on carpet; fell to knees	Medical Care, returned to work
Police/Animal	Dog bite	Bite on chest and arm	Medical Care,

Control			returned to work
Police/Patrol	Broken ribs	Thought that he was going to be hit by oncoming traffic; jumped from I-35 bridge; fell 20 feet	Under Medical Care
Public Works/Streets	Inguinal hernia	Lifting a dump truck tailgate	Under Medical Care
Public Works/Streets	Electrical shock	Touched the paver just as a truck carrying asphalt raised its bed into an overhead power line.	Medical Care, returned to work

Cumulative number of Vehicle Collisions of the indicated year					
2012	2011	2010	2009	2008	2007
14	17	29	41	42	20

Cumulative number of damaged vehicles of the indicated year					
2012	2011	2010	2009	2008	2007
91	89	106	137	119	72

NB – Damage number does not include 22 vehicles damaged by the April 13th Tornado.

MONTHLY REPORT - LEGAL DEPARTMENT
November Report
(Submitted December 14, 2012)

LIST OF PENDING CASES:

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

UNITED STATES DISTRICT COURT

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

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

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

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

Bess Hood v. The Board of Adjustment of Norman, Okla., CV-2010-526; SD – 110087

In this action, the plaintiff appealed a Board of Adjustment decision regarding two carports installed by her neighbor. After a hearing on cross-motions for Summary Judgment, the Court ruled that the building permits granted for the construction of two carport structures should be revoked and ordered that the carports be removed. An appeal to the Oklahoma Supreme Court was filed on November 15, 2011. On October 18, 2012, the Oklahoma Court of Civil Appeals affirmed the trial court's decision. The mandate was issued on November 30, 2012. The City could have sought review by the Oklahoma Supreme Court; however, because the carports have been removed and the Court of Civil Appeals decision is not for publication, a petition asking the Oklahoma Supreme Court to review this case was not filed. This case will no longer appear on the monthly report.

Buckmaster v. City of Norman, CJ-2010-505 BH; DF – 110216

This case was settled by agreement and will no longer appear on the monthly report.

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

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

Helm v. City of Norman, WC – 110273

The Court of Civil Appeals rendered its opinion on November 13, 2012 vacating and remanding with directions to the Workers' Compensation Court. The Court opined that mental injury unaccompanied by a physical injury is not compensable. The Workers' Comp Court was directed to enter an order denying compensability. This case will no longer appear on the Monthly Report. The deadline for the claimant to request rehearing or ask the Oklahoma Supreme Court to review this case has passed, and thus the decision of the Court of Civil Appeals is final. This case will no longer appear on the monthly report.

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

COURT OF CRIMINAL APPEALS – None pending

CLEVELAND COUNTY DISTRICT COURT

A. General Lawsuits

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

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

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

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

City v. Komiske, Cobblestone Creek Management Company, et al, CV 2012-748 (W)
Easley, Kevin v. City of Norman, CV-2012-346 L (W)
FOP Lodge 122 v. City of Norman & Gambill, CJ-2005-112 L (K)
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
These two FOP cases are dormant. They remain open until the Court issues a Show Cause Order.
FOP v. City of Norman, CV 2011-876L
Woods v. City of Norman, CJ 2011-1994 TS
Young v. City of Norman, CJ 2006-819 BH (K)

B. *Condemnation Proceedings*

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

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

Application to Vacate & Foreclose, CV 2012-1359

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

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

This action was filed on October 12, 2012 to foreclose a note and mortgage. The City has unpaid balances of \$5,000 on a CDBG grant and \$50.74 in utilities.

Bank of America v. Jesssica Baker, CJ 2012-696 L (M)

Everbank v. Derek Anderson, CJ 2012-1465 L

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

This action was filed on December 5, 2012 to foreclose a note and mortgage. The City has an unpaid balance of \$7,175 on a CDBG grant. The City filed its Answer on December 12, 2012.

In the Matter of the Application of UTC II, LLC, et al., CV-2012-1359

This action was filed on November 14, 2012, to vacate and foreclose the right to reopen Lot 1, block 2 of a Replat of a Replat of University North park Section II Addition. The City filed its Answer and Disclaimer on November 27, 2012. This case will no longer appear on the monthly report.

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

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

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

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

D. *Municipal Court Appeals*

City of Norman v. Kaveh, CM 2012-2626

E. *Small Claims Court*

F. *Board of Adjustment Appeals*

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

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

This office has assisted with the following grievances:

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

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

AFSCME Grievance FYE 13-03 – (AFSCME - Position Reclassification)

AFSCME Grievance FYE13-05 – (Mitchell – Remove written reprimand)

This grievance concerned a written reprimand issued to Ms. Mitchell for insubordination. The city manager denied this grievance on November 9, 2012. Because this grievance is not eligible for arbitration, the city manager's decision is final. This grievance will no longer appear on the monthly report.

AFSCME Grievance FYE 13-06 – (Albers, Merit Increase)

AFSCME Grievance FYE 13-07 – (Jones – Scheduling Leave)

This grievance concerns the vacation policy recently implemented in the Line Maintenance Division. It has been resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE13-08 – (Fox – Harassment)

AFSCME Grievance FYE13-09 – (Standridge – Harassment)

AFSCME Grievance FYE13-10 – (Green – Harassment)

AFSCME Grievance FYE13-11 – (Barton – Harassment)

AFSCME Grievance FYE13-12 – (AFSCME -- Discrimination)

AFSCME Grievance FYE13-13 – (Fox Harassment)

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

FOP Grievance FYE13 – (Robertson – Transfer). This grievance has been moved to arbitration.

FOP Grievance FYE13 – (Pendleton – Racial Discrimination & Hostile Work Environment)

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

IAFF Grievance FYE13 – (McCawley – Participation in Wellness Program)

B. *Public Employees Relations Board (PERB)*

PERB Charge #00425 (FOP/IAFF v. City of Norman) - FYE05 ULP health insurance payroll deduction authorization. (Pu, K)

C. *Equal Employment Opportunity Commission (EEOC)*

D. *Oklahoma Corporation Commission*

MEDIATION PROGRAM

For the month of November, 2012, the Early Settlement Norman Mediation Program accepted 61 new cases, closed 51 cases and conducted 13 mediations.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through November 30, 2012. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
<u>Month</u>	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13
JULY	605	371	409	13	48	54	16	14	17
AUG	626	501	907	5	36	83	15	15	19
SEPT	578	548	467	30	97	111	15	15	15
OCT	559	567	614	35	57	75	9	12	13
NOV	433	493	404	6	27	26	10	12	14
DEC	551	495		28	83		11	9	
JAN	668	582		35	36		14	15	
FEB	509	555		20	58		11	15	
MAR	671	585		21	85		14	12	
APR	480	627		1	62		10	16	
MAY	561	672		23	84		15	17	
JUNE	582	620		32	48		9	10	
TOTALS / YTD	6623	6616	2801	249	721	349	149	162	78

In November 2012, juveniles provided 159 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 60 hours valued at \$435, if paid at minimum wage, were devoted to City of Norman parks and other projects.

WORKERS' COMPENSATION COURT

The total number of pending cases is 33. There were five new cases filed in November. There are one case appealed to the Oklahoma Supreme Court. One appealed case was reversed and remanded to the Workers' Compensation Court in favor of the City. The remaining cases are proceeding in active litigation in the Workers' Compensation Court. The current breakdown of pending Workers' Compensation cases by work area has been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE13 CASES	FYE12 CASES	FYE11 CASES	FYE10 CASES
City Clerk	Building Maintenance				1	
Fire	Administration				3	
Fire	Suppression	16	8	10	6	10
Parks/Rec.	Recreation					
Parks/Rec.	Park Maintenance			1	2	
Police	Animal Control					1
Police	Patrol	2	1		2	1
Police	Records					
Police	Administration	1		2		5
Public Works	Street Maintenance	1			5	1
Public Works	Traffic Control	1		2	1	
Public Works	Vehicle Maintenance					1
Public Works	Stormwater	1				
Utilities	Line Maintenance	7		1	6	1
Utilities	Sanitation	1	1	1	4	4
Utilities	Water/WW Treatment	2			3	3
Utilities	HCO	1				
TOTALS		33	10	15	33	27

List of Pending Cases (S)

Amason, Amber v. City of Norman, WCC 2012-12306 K
(Police, Intestinal)

Andrews, Jimmy v. City of Norman, WCC 2012-00538 L
(MWI, SW, PW, right foot burn)

Barton, Marvin L., v. City of Norman, WCC 2012-12945 A
(Utilities, MWI Sewer Line Main., Cardiovascular)

Blake, Don v. City of Norman, WCC 2010-01945 A
(Retired PD, Head)

Bolenbaugh, Joel v. City of Norman, WCC 2012-13808 Y
(Utilities, Sanitation, Right Knee)

Bradshaw, Matthew v. City of Norman, WCC 2012-07472 J
(Firefighter, Fire Dept, L/R Hands/Wrists, Head)

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

Burton, Rodney v. City of Norman, WCC 2010-11090 J
(PW, Line Maintenance, Back, Body, Depression)

Burton, Rodney v. City of Norman, WCC 2011-06594 Y
(PW, Line Maintenance, Head)

Burton, Rodney v. City of Norman, WCC 2011-11026 R
(PW, Line Maintenance, Left Shoulder, Body, Depression)

Canary, James M. v. City of Norman, WCC 2011-12030 K
(Traffic Control, Public Works, Left Knee & Ankle)

Cecil, Gary v. City of Norman, WCC 2007-04745 A
(Fire-Suppression, Re-injured Right Knee, Depression)

Crawford, Hugh L. v. City of Norman, WCC 2011-11738 L
(Fire, Suppression, Lungs)

Crawford, Hugh L. v. City of Norman, WCC 2011-11741 Q
(Fire, Suppression, Spine, Neck, Left Arm)

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

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

Glover, Harold v. City of Norman, WCC-2010-09686 F
(Fire Captain, Left Knee, Body, Depression)

Hamman, Kenneth v. City of Norman, WCC 2011-05712 Q
(Utilities, Water Line Maintenance, Head)

Hamman, Kenneth v. City of Norman, WCC 2011-06613 L
(Utilities, Water Line Maintenance, R. Shoulder)

Hartless, Richard v. City of Norman, WCC 2012-12849 A
(Firefighter, Right shoulder, body)

Hartless, Richard v. City of Norman, WCC 2012-12948 Q
(Firefighter, Left foot, left big toe, body)

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

Helm, Mark v. City of Norman, WCC 2007-07138 H
(Firefighter-Suppression, Post-Traumatic Stress, Depression)

The Oklahoma Court of Civil Appeals reversed the Workers' Compensation Court's award of compensability in favor of the City. Mr. Helm did not appeal this decision. This case will no longer appear on the Monthly Report.

Kent, Scott v. City of Norman, WCC 2007-07274 R
(Sewer line maintenance, Back, Shoulders Depression)

Kent, Scott v. City of Norman, WCC 2007-07275 Y
(Sewer line maintenance, Hand, Depression)

Loveless, Ryan v. City of Norman, WCC 2012-11700 X
(Fire, Spine)

Pelfrey, Leonard Don v. City of Norman, WCC 2012-13565 J
(Fire, Hearing)

Pelfrey, Leonard Don v. City of Norman, WCC 2012-13572 F
(Fire, Left shoulder rotator)

Robertson, Kellee v. City of Norman, WCC 2010-13896 F
(Police, Narcotics, Respiratory/Circulatory)

Shelton, Allen W. v. City of Norman, WCC 2010-09832 A
(Street Maintenance – Reinjury of Left Knee)

Smith, Joseph B. v. City of Norman, WCC 2010-03196 F
(Firefighter, Back)

Starkey, W. Brian v. City of Norman, WCC 2012-09890 L
(Firefighter, Left Shoulder)

Stephens, Kim v. City of Norman, WCC 2010-02282 J
(Plant Operator, Water Treatment Plant, Right Shoulder, Low Back, Body, Depression)

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

SPECIAL CLAIMS

There were 9 new claims forwarded to the City Attorney's Office in November, 2012. The following is a breakdown of the Special Claims activity through November 30, 2012.

<u>DEPARTMENT</u>	<u>FYE 13 Month</u>	<u>FYE 13 To Date</u>	<u>FYE 12</u>	<u>FYE 11</u>	<u>FYE10</u>
Animal Control			2		
City Clerk					
Code Enforcement					
PW-Engineering				1	
Finance (meter covers)				1	
Fire			2	2	2
Fleet					
Human Resources					
Legal			1		
Utilities-Sewer & Line Maintenance	2	4	4	21	16
Parks			3	1	2
Planning					
Police	2	6	7	4	12
Public Works-Traffic		1	11		
Road & Channel					
Utilities-Sanitation	1	4		1	11
Streets	4	4	4	7	18
Utilities		3	24	3	
Utilities-Waste Water (runoff water)					
Other				7	13
TOTAL CLAIMS	9	22	58	48	74

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

UNIVERSITY NORTH PARK TIF

Legacy Park construction was bid in November and Staff anticipates a construction contract being presented to Council for approval in January. Staff continues to work closely with NEDC to finalize the purchase of an additional 30 acres in University North Park for economic development.

MUNICIPAL COURT 7

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

CASES FILED

	<u>NOVEMBER</u>	<u>FY13</u> <u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY12</u> <u>Y-T-D</u>
Traffic	1,500	7,203	1,411	6,782
Non-Traffic	319	1,832	383	2,047
SUB TOTAL	1,819	9,035	1,794	8,829
Parking	1,051	4,074	606	3,503
GRAND TOTAL	2,870	13,109	2,400	12,332

CASES DISPOSED

	<u>NOVEMBER</u>	<u>FY13</u> <u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY12</u> <u>Y-T-D</u>
Traffic	1,296	6,940	1,167	6,600
Non-Traffic	339	1,797	305	1,701
SUB TOTAL	1,635	8,737	1,472	8,301
Parking	745	2,846	534	2,765
GRAND TOTAL	2,380	11,583	2,006	11,066

REVENUE

	<u>NOVEMBER</u>	<u>FY13</u> <u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY12</u> <u>Y-T-D</u>
Traffic	124,261	641,872	126,596	619,341
Non-Traffic	40,481	261,646	47,781	295,177
SUB TOTAL	164,742	903,518	174,377	914,518
Parking	19,895	79,004	15,700	82,894
GRAND TOTAL	184,637	982,522	190,077	997,412

PARKS AND RECREATION

8

**NOVEMBER 2012
PARK PLANNING DIVISION
MONTHLY REPORT**

Park Planning Activities for the month included:

Park Planning:

Staff has been visiting local tree farms to put together a list of trees based on available stock sizes to use in bidding the numerous tree planting projects coming up this fall. Both Rotary and Andrews Park will begin being replanted—including a pledge from the Rotary Club to plant \$5,000 worth of trees in Rotary Park. Also, tree replacements at Griffin Park are planned, as well as tree plantings as the final phase of the Monroe Park project done this year.

Staff was present for the ribbon cutting at the Monroe Park site. This was the first, and largest of several projects which will use the park land dedication monies freed up in the 2011 charter amendment to fund development projects in parks near the neighborhoods where the monies were collected. Projects will next be done at Adkin's Crossing, Colonial Estates, Colonial Commons and Sunrise Parks.

Staff is requesting a name be established for the road in Griffin Park that is used to access the dog park, shelter and park head soccer field. Once that is done, a 911 address can be established for these facilities, and mapping software will be able to better describe these park features.

Staff prepared an item to make changes to the Norman Bicycle Plan Map according to the items presented at the November Transportation Committee Meeting. Most of the changes involve designating the bond projects approved in August, as well as Cedar Lane Road (once widened) as areas to add bike lanes. These will be the first striped bike lanes on arterial streets in Norman; and will be a major milestone in expanding the bike lane network, as was approved by council in the last Bike Plan update in 2011. At that time, the first bike lanes were re-introduced on several collector streets where lanes had once existed. Future projects will continue to link more collectors and arterials with bike lanes, in order to help encourage safe cycling and road-sharing.

Staff prepared a bid specification for the replacement of the lightning detection and warning systems in Reaves, Griffin and Westwood Parks. The current system at all three parks is outdated and unable to be repaired. Replacements will be in place before the Spring, 2013 baseball/softball seasons begin.

Little Axe Park:

Staff continues to monitor the contractors working to replace the ball field fencing and the sidewalks at this facility. Future plans for Little Axe Park include replacing the restroom and concession building in FYE2014 and repairs, sealing and re-striping all the parking lot areas at the facility.

Reaves Park:

Staff prepared and advertised an RFP for the Reaves Park Middle Complex Softball Building Replacement Project. The demolition of the existing building will be bid separately; and the new building will be a turn-key design/build project—as was done three years ago at the West Complex at Reaves Park. There was a pre-bid meeting on Nov. 20th and bids were due to Parks and Recreation on Nov. 30th. All work will be scheduled to be completed by March 30, 2013 (before the next softball season begins).

Eastridge Park:

Staff is receiving quotes from vendors for the addition of a shade structure over the play unit at Eastridge Park. This is part of the TSET grant project. Once a vendor is chosen, the new drinking fountain and shade structure will be installed before spring, 2013.

Rotary Park:

New swings were installed at Rotary Park. Four new belt swings and two new toddler swings were installed as part of the tornado damage replacement project.

Staff is working with The McKinney Partnership, Architects to prepare a set of construction drawings for a new shelter in the park to replace the one destroyed by the tornado. The new shelter will be a slightly smaller version of the stone and timber structure built on the shore of the lake at Griffin Park.

**NOVEMBER 2012
RECREATION DIVISION
MONTHLY REPORT**

Senior Citizens Center: The holidays in November kept our participation numbers down. The art class did not meet due to illnesses and holiday traveling and will not meet in December. The Tai Chi class will resume in January. There were 6 rentals at the center this month with 607 participating. Forty seniors attended the monthly birthday party and there were 380 seniors participating in the Congregate Meal site which offer reduced fee meals to seniors Monday through Friday at the center.

Little Axe Community Center: There were 253 transactions at the library kiosk this month and the food donations from Country Boy Markets and the food closet provided food to 525 individuals. Zumba classes continue on Tuesday and Thursdays at the center. The Norman Public Library sponsored a library class on Internet for Beginners on November 14th. The Head Start program continues at the center with an average daily attendance of 11. There were two rentals at the facility this month with 45 in attendance.

12th Avenue Recreation Center: Karate, Jazzercise, Zumba, Gymnastics, Kung Fu and Tai Jitsu continued their fall sessions. The 2012 Open Adult and Church basketball league continued play this month with six teams on Tuesday nights and four teams on Thursday nights. There were 325 citizens who participated in Open Gym this month. The After School Program continues daily at the center with students participating from Eisenhower Elementary School. There were eight rentals this month with 555 in attendance.

Irving Recreation Center: The center hosted a School's Out Session (S.O.S.) Camp Day on November 21st with eight children in attendance. The Junior Jammer games ended their regular season this month and began post-season play. Zumba, Tippi Toes (childrens dance) and the After School Program continue at the center. This month the Kids in the Kitchen made mini-apple pies. The center hosted a Food Drive and collected non-perishable food items which were donated to the Oklahoma Regional Food Bank and to the Little Axe food pantry.

Whittier Recreation Center: The Junior Jammer Basketball completed regular season play this month with 550 players playing on 65 teams. Registration began for the winter season which will begin in January. Deadline to register is December 19th. The Whittier Middle School basketball team began their school season this month and their teams are practicing both in the morning and in the afternoon. The school played games on four evenings in November.

FACILITY ATTENDANCE:

	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	1,855	10,467
Little Axe Community Center	1,345	7,464
12th Avenue Recreation Center	3,310	13,417
Irving Recreation Center	2,738	9,936
Whittier Recreation Center	4,348	14,557
Reaves Center	300	1,500
Tennis Center	2,362	18,853

NOVEMBER 2012 PARK MAINTENANCE DIVISION

Park Maintenance crews began hanging Christmas decorations for the holiday season. Crews worked to prepare Reaves Park for the Veterans Day Memorial Ceremony. Bathrooms and water fountains were winterized. Crews performed general trash and leaf pick-up duties.

SAFETY REPORT	FYE-13MTD	FYE-13YTD		FYE-12MTD	FYE-12YTD
On-The-Job Injuries	2	9		1	3
Vehicle Accidents	0	2		1	1
Employee responsible	0	1		0	0
ROUTINE ACTIVITIES	Total Man MONTH- TO-DATE	Hours YEAR-TO- DATE		Total Man MONTH- TO-DATE	Hours YEAR-TO- DATE
Mowing	26.00	588.75		210.00	993.50
Trim Mowing	114.00	3633.00		451.00	3475.50
Chemical Spraying	0.00	400.00		16.00	227.00
Fertilization	0.00	8.00		0.00	8.00
Tree Planting	0.00	25.50		0.00	0.00
Tree & Stump Removal	100.00	1021.00		122.00	379.00
Tree Trimming/Limb Pick-Up	80.50	389.25		126.00	500.50
Restroom/Trash Maintenance	240.00	1666.00		346.00	1941.00
Play Equipment Maintenance	47.00	666.00		139.00	676.00
Sprinkler Maintenance	93.50	1602.75		173.00	1204.50
Watering	2.00	468.50		67.00	822.25
Grounds/Building Maintenance	52.50	111.50		6.00	42.50
Painting	0.00	5.50		0.00	8.00
Planning Design	0.00	19.00		0.00	8.00
Park Development	10.00	24.00		0.00	21.50
Special Projects	426.00	2479.25		297.25	1171.50
Nursery Maintenance	2.00	2.00		0.00	16.00
Flower/Shrub Bed Maintenance	53.00	308.00		135.00	573.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	21.00		24.00	94.00
Fence Repairs	0.00	40.00		16.00	68.00
Equipment Repairs/Maintenance	108.25	880.75		152.75	836.25
Material Pick-Up	9.00	48.00		18.75	113.00
Miscellaneous	220.25	848.75		177.25	832.00
Shop Time	19.00	124.00		31.00	91.00
Snow/Ice Removal	8.00	8.00		0.00	0.00
Christmas Lights	1089.00	1137.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	2.00		0.00	2.00
Graffiti Clean-Up	0.00	2.00		16.00	39.00

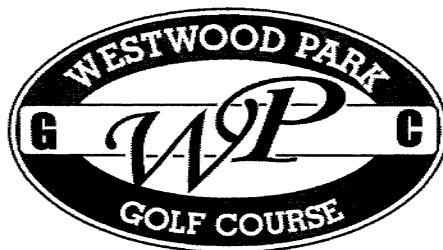
NOVEMBER 2012
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	2	5	150.00	205.50	6	18	145.00	557.75	8	23	295.00	763.25
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf												
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month				\$1,087.50				\$1,051.25				\$2,138.75
Value of hours Y-T-D				\$1,489.88				\$4,043.69				\$5,533.56

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

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A



NOVEMBER 2012

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOVEMBER FY'13	NOVEMBER FY'12
Regular Green Fees	626	394
Senior Green Fees	299	125
Junior Fees	38	24
School Fees (high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	208	163
Employee Comp Rounds	206	192
Golf Passport Rounds	0	24
9-Hole Green Fee	95	51
2:00 Fees	18	7
4:00 Fees	126	81
6:00 Fees	24	13
PGA Comp Rounds	3	2
*Rainchecks	11	6
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	457	379
Green Fee Adjustments <small>(fee difference on rainchecks)</small>	10	6
Total Rounds <small>(*not included in total round count)</small>	2110	1461
% change from FY '12	44.42%	
Range Tokens	1689	1487
% change from FY '12	13.58%	
18 - Hole Carts	117	90
9 - Hole Carts	39	36
1/2 / 18 - Hole Carts	860	514
1/2 / 9 - Hole Carts	159	73
Total Carts	1175	713
% change from FY '12	64.80%	
18 - Hole Trail Fees	1	2
9 - Hole Trail Fees	0	2
18 - Hole Senior Trail Fees	5	3
9 - Hole Senior Trail Fees	4	2
Total Trail Fees	10	9
% change from FY '12	11.11%	
TOTAL REVENUE	\$58,924.92	\$34,165.04
% change from FY '12	72.47%	

**NOVEMBER 2012
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

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

FINANCIAL INFORMATION

	FY 2013	FY 2013	FY 2012	FY 2012
	MTD	YTD	MTD	YTD
Green Fees	\$33,740.80	\$251,096.39	\$19,442.22	\$233,285.08
Driving Range	\$5,251.86	\$47,451.08	\$2,837.73	\$37,446.60
Cart Rental	\$18,119.95	\$139,559.36	\$10,924.60	\$130,603.94
Restaurant	\$1,790.33	\$4,582.01	\$887.83	\$4,493.09
Insufficient Check Charge	\$0.00	\$100.00	\$0.00	\$100.00
Interest Earnings	\$21.98	\$2,497.18	\$72.66	\$2,738.38
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL INCOME	\$58,924.92	\$445,286.02	\$34,165.04	\$409,067.09
Expenditures	\$88,579.12	\$444,604.51	\$91,536.82	\$452,831.38
Income vs Expenditures	(\$29,654.20)	\$681.51	(\$57,371.78)	(\$43,758.29)
Rounds of Golf	2110	16050	1461	16065

Unseasonably warm weather and a single rain day lead to a productive November. Routine maintenance practices include: Greensmowing, cup changing and sand trap raking are daily at the start of the month and continue into December due to warm conditions. Leaf management becomes an issue in November. Blowers are used almost daily on traps and greens, as well as the club house area. A mower is sent to mulch the leaves that gather. A bumper crop of horse apples has us harvesting twice a week. Collars, (the area immediately around the greens), are mowed weekly. Irrigation water is added as required by the weather conditions. This year has seen heavy irrigation use compared to average Novembers. Trees planted early this year are watered using tree bags, in areas that are not irrigated. Some hand watering of greens was needed several times, due to dry conditions. Irrigation repairs were more frequent this fall. Heaters and out buildings are checked daily.

November is the month for winterizing the golf course. Heaters are added to all out buildings. Vents are sealed and insulated. The outdoor drinking fountain is removed. Exposed water hydrants are turned off and insulated. Bumpers, installed on new golf cars, were completed. A new set of tee markers was built. Return air grates in the restaurant were refurbished. Several 150 yard poles and cart retention posts were cut and painted. The circulation fans at #14 green were removed for the winter.

Agronomically, greens were fertilized and topdressed. All other cool season grasses were fertilized. Post emergent herbicides were applied where needed. An application of wetting agent was applied to the greens. Seedlings established in October were watered daily. Tree farm maintenance was performed as needed. Seedlings and saplings, growing along the pond bank at #7 tee, were removed and the stumps treated.

NOVEMBER 2012 WESTWOOD POOL MONTHLY REPORT

Westwood Pool closed for the season August 19th.

FINANCIAL INFORMATION

	FY2013 MTD	FY2013 YTD	FY2012 MTD	FY2012 YTD
Admission Fees	\$0.00	\$50,658.25	\$0.00	\$50,652.50
Waterslide Fees	\$0.00	\$12,052.00	\$0.00	\$12,568.00
Swim Lesson Fees	\$0.00	\$4,578.00	\$0.00	\$6,562.50
Pool/Slide Rental	\$0.00	\$10,800.00	\$0.00	\$8,575.00
Locker Fees	\$0.00	\$19.50	\$0.00	\$19.50
Concessions	\$0.00	\$2,580.00	\$0.00	\$2,580.00
TOTAL INCOME	\$0.00	\$80,687.75	\$0.00	\$80,957.50
Expenditures	\$12,434.24	\$121,414.83	\$794.97	\$112,571.00
Income verses Expenditures	(\$12,434.24)	(\$40,727.08)	(\$794.97)	(\$31,613.50)

ATTENDANCE INFORMATION

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

PLANNING AND COMMUNITY DEVELOPMENT 9

ADMINISTRATION, CURRENT PLANNING, GIS

9A

PLANNING DEPARTMENT ACTIVITY
November 2012

ADMINISTRATIVE DIVISION

Staff presented a brief update on the High Density Zoning District at the November 26, 2012 Community Planning and Transportation Meeting. Staff is preparing a draft ordinance for presentation at the Committee's December 17, 2012 meeting.

Greenbelt Commission

There were two applications submitted for the November 19, 2012 meeting. They were approved on the Consent Agenda and sent forward without additional comments:
 GBC 12-31, John Mertens, Rural Certificate of Survey, located at the southwest corner of 120th Ave NE and Mary Lane;
 GBC 12-32, Snider-Goddard, Inc., Rural Certificate of Survey, located at the northeast corner of the intersection of Robinson Street and 48th Avenue NE.
 The next meeting is December 17, 2012.

Miscellaneous

	2011 Nov	Dec	2012 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Walk-Ins	96	69	104	104	112	97	60	60	52	41	71	75	72
Email Contacts	258	235	289	263	333	320	302		277	282	307	325	287
Lot Line Adjustments	2	1	0	4	1	1	0	2	2	1	4	2	3
Landscape Maint. & Replacement Bonds	1	2	2	4	1	0	2	2	0	3	1	2	1
Board of Adjustment Variance Appl.	0	2	2	2	2	2	0	1	2	0	1	2	2
Legal Notices Sent	0	56	28	38	67	47	0	47	37	0	11	50	19
Planning Commission Applications Rec'd	2	1	3	7	4	4	6	2	2	7	2	4	5
Legal Notices Sent	82	77	88	14	88	290	327	69	166	212	36	36	36
Pre-Development Meeting Appl. Rec'd	3	3	3	1	6	8	4	3	3	1	1	5	2
Notices Sent	241	90	101	23	304	407	214	135	111	36	86	203	31
Sign Permit Appl. Reviewed	61	19	26	21	32	26	33	18	35		16		
Sign Inspections	5		3	6	9		9	3	4		8		

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

	2011 Nov	Dec	2012 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Ordinance Amendments				3					1			1	1
NORMAN 2025 Land Use Plan Amendments		1	1		1	2	1	1	2	2		1	1
Rezoning Requests	2	1	2	1	2	4	6	2	2	4	1	2	2
Utility Easement/Road Closures			1							2		1	2
Preliminary Plats	2	1	1	1	1	5	3	1	2	3		4	2
Final Plats	3	3	2		1		2	4	2	2	5	6	3
Rural Certificates of Survey	1			1	1	1					2	1	1
Short Form Plats			1										1
Site Plan Amendments				3	1								
Certificate of Plat Correction						1							

During November, submittals for the December 13, 2012 Planning Commission meeting included one Norman rural certificate of survey, three final plats, one short form plat, one revised preliminary plat, one rezoning request with a preliminary plat, one drainage easement closure, one rezoning request with a Norman 2025 Plan amendment, one alley closure, and one zoning ordinance amendment to the Flood Hazard District. Two Pre-Development applications were carried over from the October 25 meeting to the November 15 meeting because the applicants failed to attend. During the month of November, fourteen commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved eight.

The Planning Commission met in Regular Session on November 8 and approved one Certificate of Survey, six final plats, one expired preliminary plat, one new preliminary plat, one project which included rezoning, a 2025 Plan amendment and preliminary plat, removal of the limits of no access from a plat, and one zoning code amendment to allow crematoriums. One project with a rezoning and preliminary plat were postponed at the request of the applicant. One set of minutes was prepared for the Planning Commission Regular Meeting.

Board of Adjustment

The Board of Adjustment does not meet during November. The next meeting is scheduled for December 12, 2012.

Miscellaneous

Staff issued 62 sign permits and 43 bus shelter/bench sign permits, 60 one and two family permits, 3 food service licenses, and researched/prepared 2 zoning letters. Prepared the monthly building report. Assisted the public and staff with current planning questions on zoning, signs, development, capital improvements, etc. Attended ITTC meeting, plat review meeting and Health Committee meeting. Staffed the Greenbelt Commission by preparing staff reports and attending the monthly meeting.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

GIS staff assisted Public Works in identifying property owners that needed to be notified of changes to the FEMA defined floodplain. They also assisted with getting an address list for the annual notification letter mailed to owners of properties touched by the FEMA defined Floodplain. Staff is also working to move the access to GIS data to end-user applications that take less time to install and upgrade than our current applications. GIS staff is also working with the City Clerk to begin preparation to upgrade the audio/visual system in the Council Chamber and Study Session Room.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 70 requests for service that resulted in the production of 105 mapping products. The GIS division did work for 7 of the City's Departments during the month of November, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICES DIVISION

Construction Activity

The value of all construction activity permitted in NOVEMBER of 2012 totaled \$25,003,986, up from \$6,864,555 for the same month last year. A total of 110 permits were issued in NOVEMBER of 2012 compared to 99 in NOVEMBER of 2011. The increased number of permits and values in 2012 is primarily due to new multi-family residential and commercial activity.

Total new residential permitting activity in NOVEMBER 2012 was valued at \$17,436,251 compared to \$4,179,259 in NOVEMBER 2011. New single-family detached residential construction in NOVEMBER 2012 represented 23 new homes with an average value of \$340,543, compared with 26 new homes in NOVEMBER 2011 with an average value of \$149,342. There were 2 new duplex units in NOVEMBER 2012 valued at \$140,000 compared to 2 new duplex units in NOVEMBER 2011 valued at \$182,000. There were 2 new mobile homes in NOVEMBER 2012 valued at \$10,100 compared to 2 new mobile homes in NOVEMBER 2011 valued at \$114,359. In NOVEMBER 2012 there were 13 new multi-family permits (224 dwelling units) valued at \$9,453,651 compared to none in NOVEMBER 2011.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in NOVEMBER 2012 numbered 50 and were valued at \$728,675 compared to 57 permits valued at \$1,039,726 for NOVEMBER 2011. The average value in NOVEMBER 2012 is \$12,145 compared to \$18,241 in NOVEMBER 2011. The number of permits and average value were less in NOVEMBER 2012.

New commercial construction permits in NOVEMBER of 2012 totaled 4 with a value of \$3,672,230 compared to 7 permits valued at \$1,097,570 for NOVEMBER 2011. The difference in the number of permits is insignificant. The increase in value is primarily due to the new \$3,200,000 Norman Public Schools project permitted in NOVEMBER 2012.

Commercial Addition/Alteration permits in NOVEMBER of 2012 totaled 6 with a value of \$3,166,800 compared to 7 permits valued at \$548,000 for NOVEMBER 2011. The increased values is primarily due to remodel of a fraternity house and the remodeling for the Sprout's Market valued at \$2,652,800.

Construction Activity Summary for November 2012

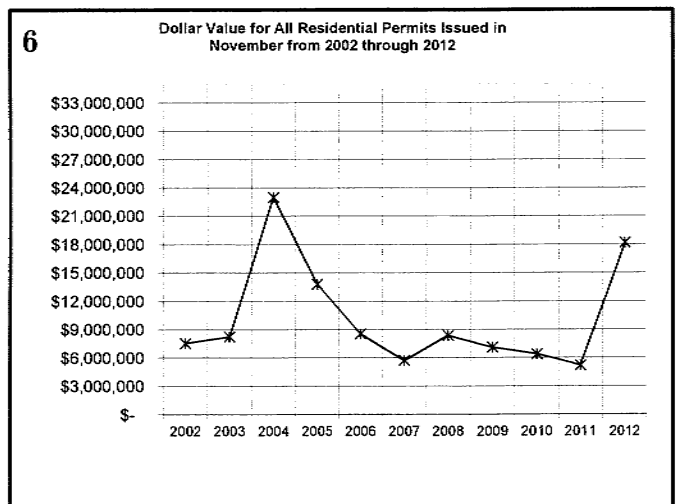
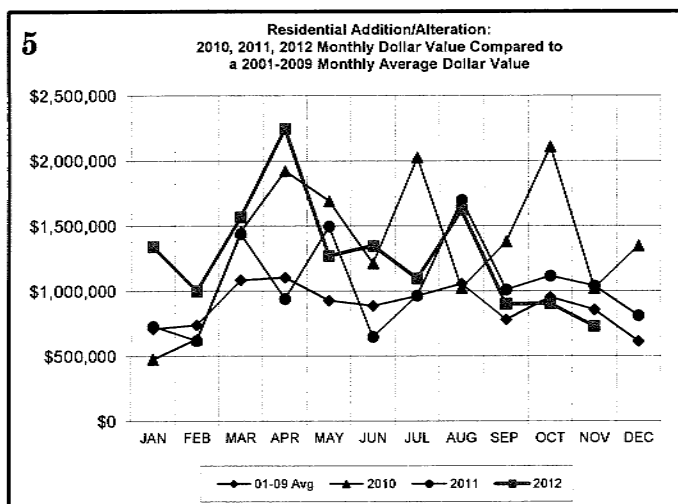
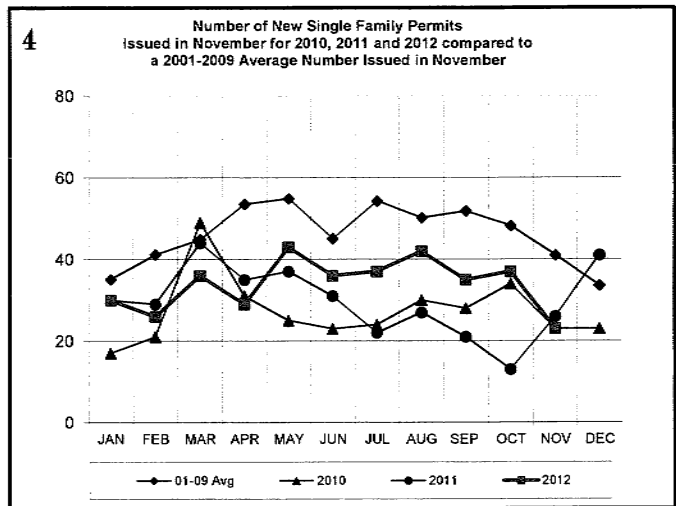
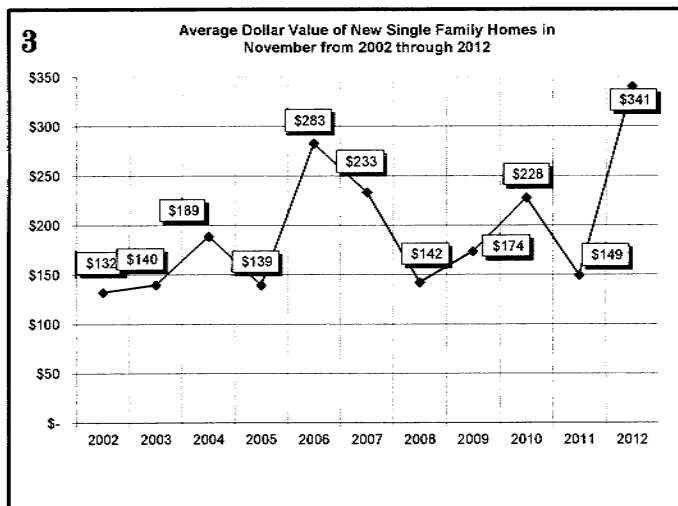
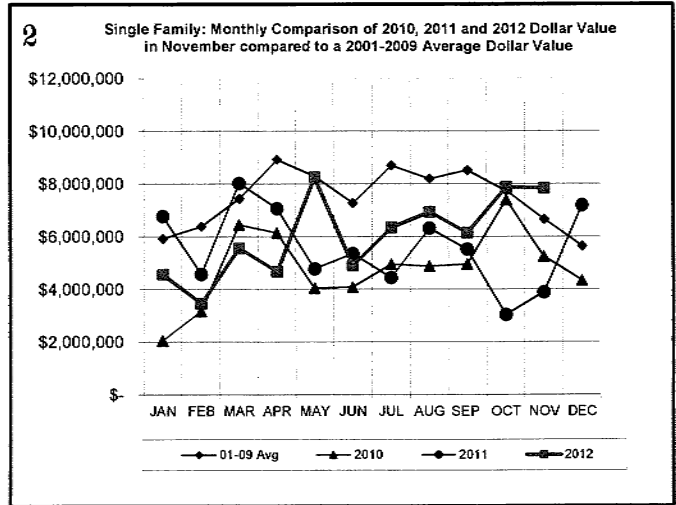
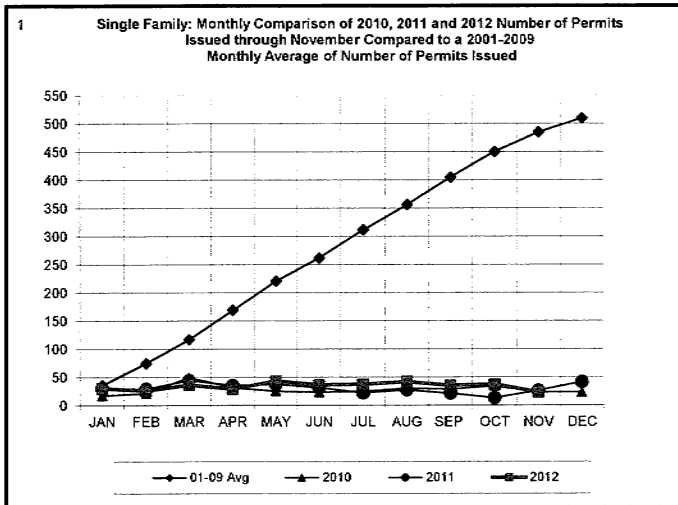
Permit Type		No. of Permits		No. of Units		Const. Value		Average Value			
New Residential (sing fam, mob homes, dupl)		27		27		\$ 7,982,600		\$ 295,652			
New Multi-Family		13		224		\$ 9,453,651		\$ -			
New Non-Residential		4		N/A		\$ 3,672,230		\$ 918,058			
Add/Alter Residential (All)		60		N/A		\$ 728,675		\$ 12,145			
Add/Alter Non-Residential		6		N/A		\$ 3,166,800		\$ 527,800			
Total Construction Permits/Value		110		251		\$ 25,003,956					
Detailed Permit Activity		Calendar Year 2012		Calendar Year 2011				2011			
Residential Activity		November		YTD		November		YTD		Total Year	
Single Family Permits		23		374		26		315		356	
Total Construction Value		\$ 7,832,500		\$ 66,494,511		\$ 3,882,900		\$ 59,762,564		\$ 66,944,719	
Avg Construction Value		\$ 340,543		\$ 177,793		\$ 149,342		\$ 189,722		\$ 188,047	
Single Family Attached Permits		0		0		0		0		0	
Total Construction Value		\$ -		\$ -		\$ -		\$ -		\$ -	
Avg Construction Value		\$ -		\$ -		\$ -		\$ -		\$ -	
New Mobile Home Permits		2		9		2		6		8	
Total Construction Value		\$ 10,100		\$ 346,600		\$ 114,359		\$ 299,359		\$ 307,359	
Duplex Permits		2		10		2		4		4	
Number of Units		2		10		2		4		4	
Total Construction Value		\$ 140,000		\$ 910,000		\$ 182,000		\$ 342,000		\$ 342,000	
Avg Construction Value per Unit		\$ 70,000		\$ 91,000		\$ 91,000		\$ 85,500		\$ 85,500	
Multi-Family Permits		13		58		0		0		0	
Number of Units		224		924		0		0		0	
Total Construction Value		\$ 9,453,651		\$ 34,929,387		\$ -		\$ -		\$ -	
Avg Construction Value per Unit		\$ 42,204		\$ 37,802		\$ -		\$ -		\$ -	
New Residential Units		251		1317		30		325		368	
New Residential Value		\$ 17,436,251		\$ 102,680,498		\$ 4,179,259		\$ 60,403,923		\$ 67,594,078	
Residential Demo Permits		0		32		9		35		37	
Residential Demo Units		0		-23		-55		-90		-92	
Net Residential Units		251		1294		-25		235		276	
Addition/Alteration Permits**		13		185		14		162		171	
Other Permits***		47		793		43		43		558	
Total Construction Value****		\$ 728,675		\$ 14,039,133		\$ 1,039,726		\$ 11,701,085		\$ 12,510,587	
Avg Construction Value		\$ 12,145		\$ 14,355		\$ 18,241		\$ 57,078		\$ 17,161	
Residential Permits		100		1429		87		530		1097	
Residential Value		\$ 18,164,926		\$ 116,719,631		\$ 5,218,985		\$ 72,105,008		\$ 80,104,665	
Commercial Activity											
Commercial Permits		4		92		7		98		104	
Total Construction Value		\$ 3,672,230		\$ 55,813,892		\$ 1,097,570		\$ 66,089,718		\$ 68,649,818	
Avg Construction Value		\$ 918,058		\$ 606,673		\$ 156,796		\$ 674,385		\$ 660,094	
Addition/Alteration Permits		6		125		5		128		136	
Total Construction Value		\$ 3,166,800		\$ 20,530,791		\$ 548,000		\$ 47,914,977		\$ 48,412,557	
Avg Construction Value		\$ 527,800		\$ 164,246		\$ 109,600		\$ 374,336		\$ 355,975	
Non-Residential Value		6,839,030		76,344,683		1,645,570		114,004,695		117,062,375	
Non-Residential Permits		10		217		12		226		240	
Total Construction Value		\$ 25,003,956		\$ 193,064,314		\$ 6,864,555		\$ 186,109,703		\$ 197,167,040	
Total Construction Permits		110		1646		99		756		1337	
Other Permits											
Electrical Permits		81		1231		64		1214		1304	
Heat/Air/Refrigeration Permits		137		1465		99		1377		1482	
Plumbing & Gas Permits		136		1571		112		1423		1555	
Foundation Permits		1		10		1		2		4	
Temp Tents/Construction Trailers		4		34		1		28		28	
Demo Permits (Residential)		0		31		9		35		37	
Demo Permits (Commercial)		1		21		1		13		14	
House Moving Permits		4		39		3		45		50	
Sign Permits		18		233		11		235		254	
Water Well Permits		2		29		2		36		38	
Garage Sale Permits		150		2109		131		2285		2294	
Swimming Pool Permits		5		56		4		46		49	
Storage Building Permits		9		112		10		111		117	
Carports		2		12		0		13		18	
Storm Shelter Permits		22		508		18		256		283	
Residential Paving		9		105		11		84		91	
Additional Division Activity											
Miscellaneous/PODS/ROLOFS		15		139		7		159		165	
Lot Line Adjustments		3		17		3		20		21	
Certificates of Occupancy		118		1124		93		891		987	
All Field Inspections		2041		23677		1562		14568		16206	

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

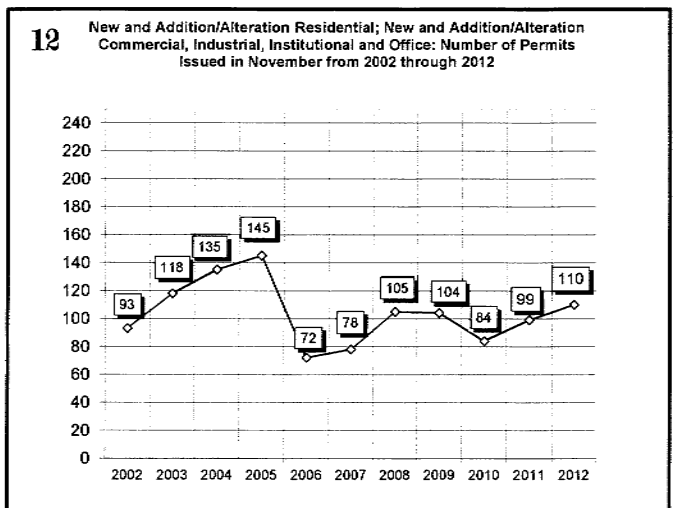
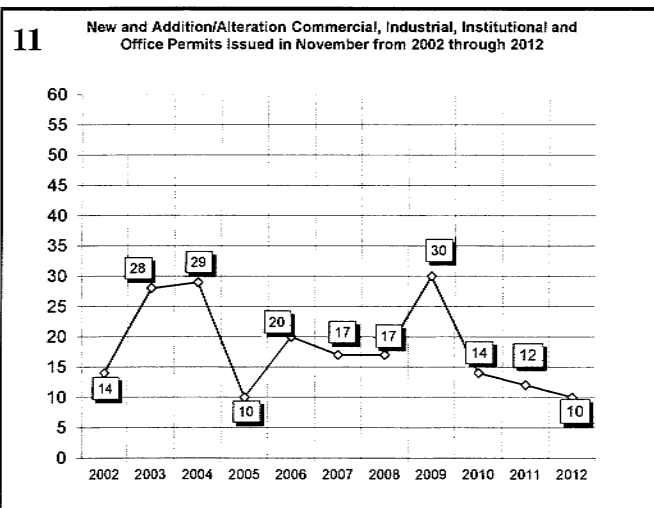
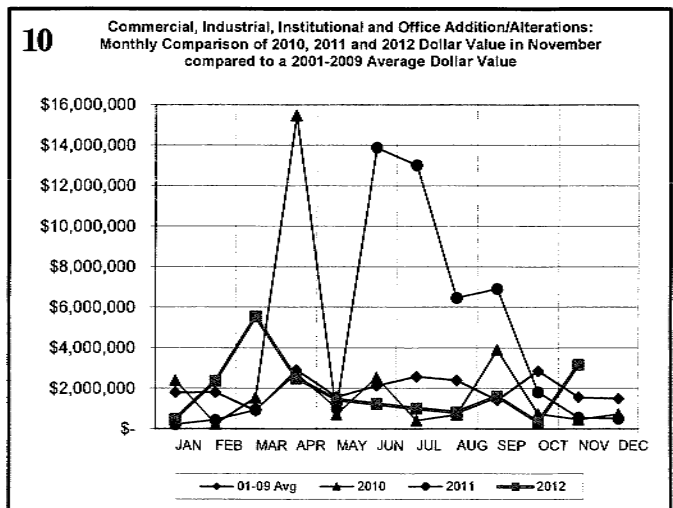
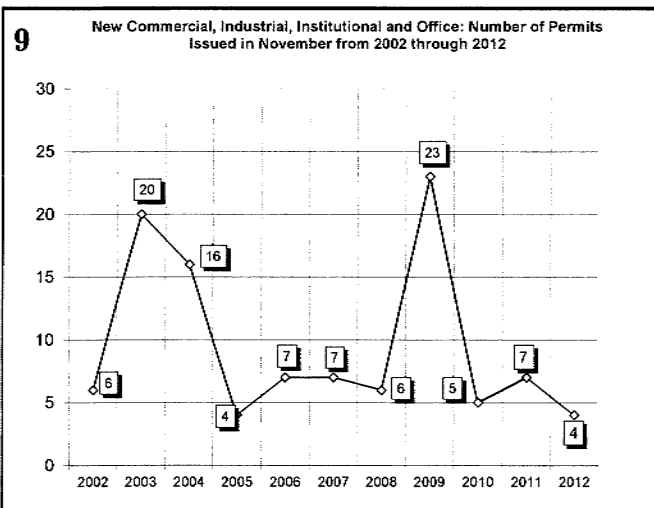
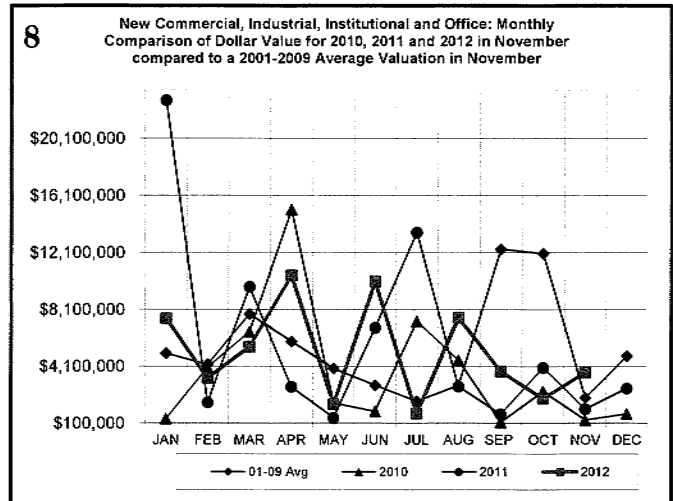
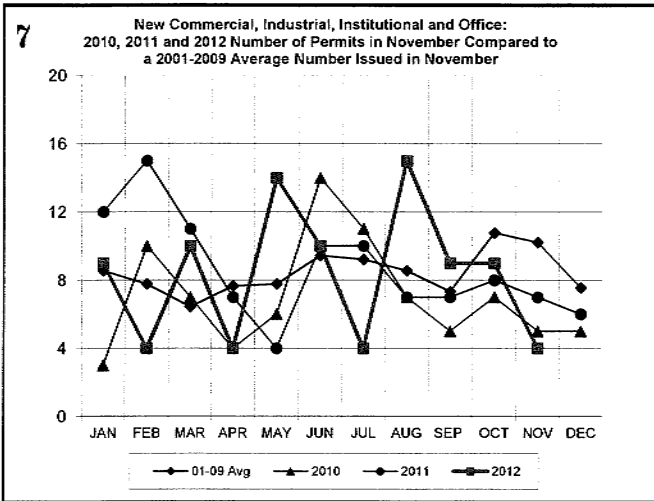
****Total Construction Value
includes permit types listed to
the left.

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

NOVEMBER 2012 CONSTRUCTION REPORT



NOVEMBER 2012 CONSTRUCTION REPORT



City of Norman
BUILDING PERMITS AND INSPECTIONS

TRADE PERMITS & GARAGE SALES
Sorted by Permit Type

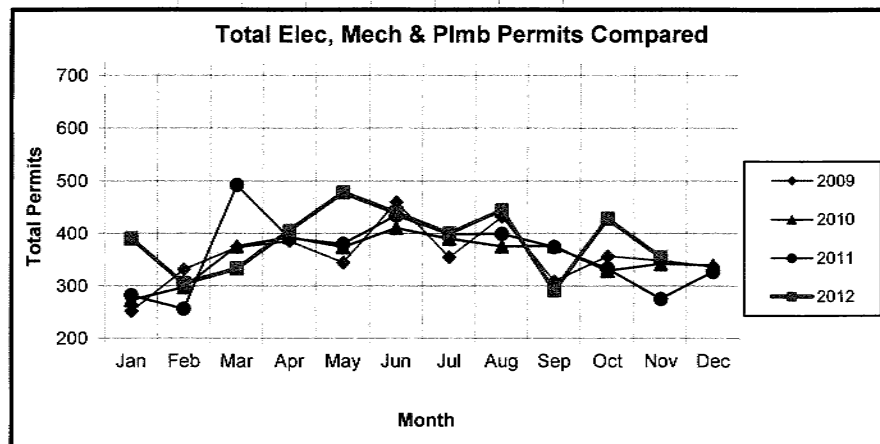
2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	138	96	106	118	126	89	132	105	127	126	120	134	1417
HVAC (MECH)	109	82	74	119	130	117	134	106	88	99	160	80	1298
PLUMBING (PLBG)	130	146	103	128	126	109	147	152	205	233	167	122	1768
GARAGE SALE (GARA)	16	26	116	288	519	343	264	164	354	275	91	19	2475
HOUSE MOVING (MOVE)	1	1	4	0	2	8	2	2	2	4	2	1	29
DEMOLITION (BDEM)	4	3	4	6	3	17	4	0	5	2	0	1	49
SIGN (SIGN)	15	18	34	25	22	19	40	49	18	22	30	25	317
ELEC + MECH + PLBG	377	324	283	365	382	315	413	363	420	458	447	336	4483
Total	413	372	441	684	928	702	723	578	799	761	570	382	7353

2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	77	131	138	147	88	142	108	117	94	105	100	97	1344
HVAC (MECH)	66	80	97	139	153	133	144	174	92	117	85	110	1390
PLUMBING (PLBG)	108	120	138	99	103	184	102	140	122	134	163	129	1542
GARAGE SALE (GARA)	14	33	118	293	335	433	329	180	230	219	126	24	2334
HOUSE MOVING (MOVE)	1	3	9	7	0	5	9	3	5	5	3	1	51
DEMOLITION (BDEM)	3	2	12	11	8	7	5	8	12	4	3	0	75
SIGN (SIGN)	19	28	17	21	28	26	25	17	32	25	15	24	277
ELEC + MECH + PLBG	251	331	373	385	344	459	354	431	308	356	348	336	4276
Total	288	397	529	717	715	930	722	639	587	609	495	385	7013

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

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	90	82	187	124	127	132	96	117	101	94	64	90	1304
HVAC (MECH)	82	80	114	125	122	170	183	156	149	117	99	105	1482
PLUMBING (PLBG)	110	114	191	142	131	132	119	126	124	122	112	132	1555
GARAGE SALE (GARA)	17	27	116	281	306	433	258	135	291	290	131	9	2294
HOUSE MOVING (MOVE)	0	3	3	0	5	6	6	0	9	1	3	5	41
DEMOLITION (BDEM)	4	8	6	4	3	0	1	6	2	3	10	3	50
SIGN (SIGN)	14	20	31	34	20	23	11	24	29	18	11	19	254
ELEC + MECH + PLBG	282	256	492	391	380	434	398	399	374	333	275	327	4341
Total	317	314	648	710	714	896	674	564	705	645	430	363	6980

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	100	92	113	128	133	133	115	142	81	113	81		1231
HVAC (MECH)	137	109	100	129	168	175	158	161	95	116	137		1485
PLUMBING (PLBG)	153	104	120	148	177	131	127	141	115	199	136		1551
GARAGE SALE (GARA)	32	36	25	236	437	356	146	155	203	208	150		1984
HOUSE MOVING (MOVE)	3	1	2	3	2	6	6	9	5	3	4		44
DEMOLITION (BDEM)	6	5	3	10	4	2	2	5	5	9	1		52
SIGN (SIGN)	22	16	25	12	19	19	36	36	15	19	18		237
ELEC + MECH + PLBG	390	305	333	405	478	439	400	444	291	428	354	0	4267
Total	453	363	388	666	940	822	590	649	519	667	527	0	6584



Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL ADD/ALT-2	HIXON CONSTRUCTION, LLC.	5608	11/7/2012	225	E	EUFULA	ST	17	12	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 448,000	7,440
COMMERCIAL ADD/ALT-2	SUN CONSTRUCTION SERVICES	4802	11/8/2012	904		COLLEGE	AVE	6	2W	NOT SUBDIVIDED	R3	\$ 1,700,000	20,418
COMMERCIAL ADD/ALT-2	MARDEL INC.	6144	11/15/2012	2421	W	MAIN	ST	26	3W	NOT SUBDIVIDED	C2	\$ 50,000	644
COMMERCIAL ADD/ALT-2	GAC CONSTRUCTION	6090	11/19/2012	2420		SPRINGER	DR	23	1	ENERGY SQUARE	C2	\$ 8,000	2,000
COMMERCIAL ADD/ALT-2	EQUITY CONST/COMM. SERVICES	6146	11/20/2012	1127		ELM	AVE	1	1	STUBBEMAN VILLAGE	C1	\$ 8,000	200
COMMERCIAL ADD/ALT-2	ROYAL SEAL CONSTRUCTION	4139	11/21/2012	559	W	MAIN	ST	30	2W	NOT SUBDIVIDED	C2	\$ 952,800	28,775
COMMERCIAL NEW CONSTRUCTION-2	COMPASS COMMERCIAL	4630	11/14/2012	2000	NE	168TH	AVE	21	1E	NOT SUBDIVIDED	A2	\$ 350,000	3,600
COMMERCIAL NEW CONSTRUCTION-2	CAMPUS CREST CONST. & DEVOP.	1981	11/7/2012	3201		13TH	PL	1	1	CAMPUS CREST ADD	PUD	\$ 12,230	711
COMMERCIAL NEW CONSTRUCTION-2	CANNON STORAGE SYSTEMS	5061	11/16/2012	275	SE	12TH	AVE	1	1	ANATOLE ADD SEC 5	C2	\$ 110,000	3,600
COMMERCIAL NEW CONSTRUCTION-2	CMS WILLOWBROOK	5357	11/20/2012	131	S	FLOOD	AVE	31	2W	NOT SUBDIVIDED	R1	\$ 3,200,000	25,224
COMMERCIAL PARKING LOT-2	MARTIN, PEPPER	5260	11/9/2012	2501		BOARDWALK		14	21	WESTPORT PROFESSIONAL PARK #3	C1	\$ 18,432	11,260
TEMPORARY BLDG/CONST TRAILER-2	OKLAHOMA CITY PARTY TENT&EVENT	5861	11/11/2012	850		ED NOBLE	PKY	2	1	PARKWAY PLAZA ADD #3	C2		
TEMPORARY BLDG/CONST TRAILER-2	ALLEN, ZACH	6082	11/19/2012	800		CHAUTAUQUA	AVE	31	7	PARSONS ADDITION	R2		
TEMPORARY BLDG/CONST TRAILER-2	TIMBERLAKE CONSTRUCTION	5984	11/14/2012	2020	NW	24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 3	PUD		
TEMPORARY BLDG/CONST TRAILER-2	ROYAL SEAL CONSTRUCTION	6292	11/28/2012	559	W	MAIN	ST	30	2W		C2		
Total Permits		11	Average Valuation \$		623,406	Average Project Area		9,536				104,892	
			Total Valuation \$		6,857,452	Total Project Area							

NEW CONSTRUCTION INFORMATION

NEW CONSTRUCTION	BUILDING SIZE (Square Feet)	LOT SIZE	USE	PERMIT NO.	BUSINESS	COMMERCIAL ADD/ALT-2	COMMERCIAL FIRE REPAIR	COMMERCIAL PARKING LOT-2	COMMERCIAL FOUNDATION PERMIT-2	COMMERCIAL NEW SHELL BLDG-2	COMMERCIAL NEW CONSTRUCTION-2	COMMERCIAL INTERIOR FINISH-2	TOTAL
COMPASS COMMERCIAL	3,600	77.36 Acres	INSTIT/OFFICE	4630	LITTLE AVE ADMIN	\$ 3,166,800	\$ 0	\$ 18,432	\$ 0	\$ 0	\$ 3,672,230	\$ 0	\$ 6,857,462
CANNON STORAGE SYSTEMS	3,600	5.5 Acres	COM STORAGE	5061	PRO STORAGE								
CMS WILLOWBROOK	25,224	4 Acres	INSTIT/OFFICE	5357	NPS ADMIN								
Total Permits						ADDITIONAL COM	\$ 3,166,800	\$ 18,432	\$ 0		NEW COM	\$ 3,672,230	\$ 6,857,462

City of Norman
BUILDING PERMITS AND INSPECTIONS

NEW SINGLE FAMILY DWELLING PERMITS
Issued November 2012 - Sorted by Contractor

Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	Living Area
IDEAL HOMES OF NORMAN	5788	11/2/2012	1018		CLINGMANS DOME	RD	2	3	GREENLEAF TRAILS ADD 3	PUD	\$ 96,000	2,356	1,594
IDEAL HOMES OF NORMAN	5873	11/9/2012	3837		KINGS CANYON	RD	12	5	RED CANYON RANCH SEC 2	PUD	\$ 216,000	2,520	1,888
IDEAL HOMES OF NORMAN	5906	11/9/2012	919		RINGWOOD	ST	7	1	GREENLEAF TRAILS ADD 4	PUD	\$ 94,000	2,077	1,451
FOSTER DESIGN & CONST. LLC.	5987	11/6/2012	4219		CORDOVA	CT	3	2	LAS COLINAS SEC. #2	R1	\$ 180,000	4,201	3,177
WARD, JOE	6005	11/9/2012	16300	E	ROCK CREEK	RD	21	1E	NOT SUBDIVIDED	A2	\$ 60,000	2,088	1,460
SOONER TRADITIONS, LLC.	6011	11/29/2012	3816		PRESIDIO	CIR	1	1	CEDAR LAKE SEC #1	R1	\$ 250,000	2,966	2,188
MUIRFIELD HOMES	6013	11/6/2012	408		LAKE GROVE	CT	7	4	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 170,000	3,286	2,230
MUIRFIELD HOMES	6017	11/6/2012	2211		BATES	CT	3	4	HALLBROOKE ADD #4	R1	\$ 320,000	4,556	3,542
HOME CREATIONS, INC.	6034	11/7/2012	413		TECUMSEH MEADOWS	CT	4	1	TECUMSEH MEADOWS ADD #3	R1	\$ 95,800	2,091	1,544
HOME CREATIONS, INC.	6035	11/7/2012	417		TECUMSEH MEADOWS	CT	5	1	TECUMSEH MEADOWS ADD #3	R1	\$ 99,000	2,182	1,614
BOWERS, JIM JR CONSTRUCTION CO	6036	11/29/2012	3740		TIMBERIDGE	DR	2	1	GRANDVIEW EST NORTH #1	RE	\$ 3,250,000	24,528	18,233
CANTERRA HOMES	6064	11/15/2012	4600		FOUNTAIN VIEW	DR	6	2	FOUNTAIN VIEW SEC. #1	R1	\$ 475,000	4,715	3,325
MOORE NORMAN TECHNOLOGY CENTER	6086	11/15/2012	4701	NW	12TH AVE	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 60,000	1,560	1,560
HOME CREATIONS, INC.	6177	11/15/2012	2308		SPONWOOD	RD	13	1	PARK PLACE ADD #7	R1	\$ 105,400	2,188	1,646
C.A. MCCARTY CONSTRUCTION LLC.	6179	11/15/2012	617		MONOMOY	CT	5	11	VINEYARD PHASE III	R1	\$ 250,000	3,326	2,316
HARBOR HOMES, INC.	6235	11/21/2012	1400		LUKE	LN	25	3	CEDAR LAKE SEC #1	R1	\$ 110,000	2,962	2,116
CUSTOM BUILDERS OF OK,LLC.	6239	11/19/2012	4427		FOUNTAIN VIEW	DR	24	3	FOUNTAIN VIEW SEC. #1	R1	\$ 500,000	4,421	3,201
C.A. MCCARTY CONSTRUCTION LLC.	6251	11/26/2012	3312		WAWWINET	WAY	4	8	VINEYARD PHASE III	R1	\$ 380,000	3,966	2,973
COMFORT HOMES	6265	11/28/2012	7481	E	ROCK CREEK	RD	17	1W	OAK LAWN ACRES	A2	\$ 550,000	7,282	4,627
IDEAL HOMES OF NORMAN	6279	11/30/2012	2717		LARKIM	LN	14	2	TRAILWOODS SEC 6	PUD	\$ 86,000	2,146	1,488
IDEAL HOMES OF NORMAN	6280	11/30/2012	1006		CLINGMANS DOME	RD	5	3	GREENLEAF TRAILS ADD 3	R1	\$ 94,000	2,077	1,451
HOME CREATIONS, INC.	6311	11/27/2012	1408		SPONWOOD	DR	1	2	PARK PLACE ADD #7	R1	\$ 126,300	2,574	2,100
MUIRFIELD HOMES	6317	11/27/2012	1922		ITHACA	DR	6	3	HALLBROOKE ADD #4	R1	\$ 265,000	3,933	3,225
Total Permits											Average Valuation \$	Average Project Area	
23											Total Valuation \$	Average Living Area	
											340,543	2,998	
											7,832,500	68,949	

WILDFIRE (not included above)
WAGNER, ROBIN

Dr

Bridge Creek

14150

6073

11/7/2012

H & L #9 (Survey)

A2

\$ 302,000

BUILDING PERMITS AND INSPECTIONS

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5864	11/17/2012	2800		GINGER	DR	9	1	CINNAMON RUN	RE	\$ 4,895	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	5879	11/17/2012	3101		HIGHLAND GLEN		6	6	HIGHLAND VILLAGE ADD SEC 1	R1	\$ 3,945	32
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	5944	11/17/2012	613		RIDGE LAKE	BLVD	9	3	SUMMIT LAKES ADD #7	R1	\$ 3,350	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5969	11/15/2012	4105		GLOUCESTER	LN	5	3	WOODHAVEN #36	R1	\$ 4,500	60
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5985	11/16/2012	226		CHISHOLM	TRL	6	3	WOODCREST EST #3	R1	\$ 2,985	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	6074	11/17/2012	3316		VALLEY BROOK		1	3	SUMMIT VALLEY	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6091	11/18/2012	1804		AKEN	CT	10	7	COLONIAL EST # 8	R1	\$ 4,000	28
1 & 2 FAMILY STORM SHELTER-3	AARON S. GLENN	6092	11/15/2012	108	W	VIDA	WAY	7	9	TULL'S ADD #1	R1	\$ 6,500	64
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	6099	11/27/2012	5208		RHOADES	DR	13	3	CAMBRIDGE ADD #3	R1	\$ 2,700	48
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6104	11/18/2012	333		BAKER	ST	1	9	CAMBRIDGE ADD	R1	\$ 3,150	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6147	11/13/2012	4132		CARRINGTON	LN	21	1	CARRINGTON PLACE ADD #9	R1	\$ 4,000	21
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	6161	11/14/2012	4610		DERBY	DR	11	1	STABLE RUN	RE	\$ 2,400	80
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6170	11/14/2012	1117		KENWOOD	DR	4	4	SONOMA PARK #2	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	HOME CREATIONS, INC	6276	11/21/2012	2209		BRUCKNER	DR	6	5	PARK PLACE ADD #6	R1	\$ 2,700	24
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	6287	11/21/2012	2819		CHELSEA	DR	4	2	BERKELEY ADD	R1	\$ 2,601	36
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	6288	11/21/2012	2833	NE	MARBEL	DR	11	1	HIGHLAND VILLAGE ADD SEC 3	R1	\$ 2,700	15
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	6299	11/26/2012	5016		120TH	AVE	24	1	WHISPERRING HILLS	R1	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	VET'S SEPTIC SERVICE	6334	11/28/2012	2020		MARYMOUNT	RD	11A	9	HALLBROOKE ADD #2	R1	\$ 2,800	35
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	6383	11/28/2012	1915		HILLTOP	CIR	15	6	HILLTOP LAKE ESTATES	RE	\$ 3,000	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6391	11/29/2012	2012		JACKSON	DR	11	11	ALAMEDA PARK ADD #2	R1	\$ 2,595	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	6407	11/30/2012	3408		VALLEY HOLLOW	TRL	29	1	SUMMIT VALLEY	R1	\$ 2,985	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	6412	11/30/2012	2905		MARGOLD	TRL	15	2	TRAILS ADD #3	R1	\$ 2,795	24
1 & 2 FAMILY, ADD OR ALTER-2	HOUCK, DAVID	5882	11/17/2012	1405		MCKINLEY	AVE	15	5	HARDIE RUCKER ADDITION	R1	\$ 3,000	384
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	5903	11/19/2012	2421	S	BERRY	RD	3	2W	NOT SUBDIVIDED	R1	\$ 50,000	896
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	5946	11/15/2012	6101		BLUE HILLS	LN	3	1	BLUE CREEK ADD	PUD	\$ 50,475	285
1 & 2 FAMILY, ADD OR ALTER-2	CROSBY, FRANK & SHEILA	5987	11/16/2012	1403		NEBRASKA	ST	15	4	WESTFIELD MANOR ADDITION	R1	\$ 3,000	120
1 & 2 FAMILY, ADD OR ALTER-2	MILLER, JEREMY T.	6127	11/19/2012	1019		MOCKINGBIRD	LN	25	4	BEL-AIRE ADD SEC 1	R1	\$ 5,200	220
1 & 2 FAMILY, ADD OR ALTER-2	A BETTER CHOICE CONST., INC.	6151	11/15/2012	2500		QUEENSTON	AVE	9	2	DEERFIELD ADD SEC 3	R1	\$ 38,000	788
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	6287	11/26/2012	314		COLLEGE	AVE	1	22	WAGGONER'S T.R. FIRST ADD	R3	\$ 400,000	2,050
1 & 2 FAMILY, ADD OR ALTER-2	STEMBERG, ROBERT	6336	11/28/2012	3013		LINE	DR	35	1	ROYAL OAKS ADD #10	PUD	\$ 3,000	368
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	6339	11/28/2012	1515		VINE	ST	16	8	WESTLAND ADD	R1	\$ 25,000	2,157
1 & 2 FAMILY, CARPORT-2	CAROLINA CARPORTS INC.	6268	11/20/2012	9850	E	BOYD	ST	34	1W	LAKEWOOD ESTATES	A2	\$ 6,100	624
1 & 2 FAMILY, CARPORT-2	CAROLINA CARPORTS INC.	6274	11/20/2012	6200	NE	144TH	AVE	31	1E	NOT SUBDIVIDED	A2	\$ 9,000	378
1 & 2 FAMILY, FIRE REPAIR	LEE, JOHN / NUVOLE, LLC.	6121	11/19/2012	925	SE	108TH	AVE	35	1W	NOT SUBDIVIDED	A2	\$ 30,000	750
1 & 2 FAMILY, FIRE REPAIR	PHOENIX CONSTRUCTION SERVICE	6126	11/19/2012	1712		ASBURY	CT	9	5	HALL PARK #3	R1	\$ 100,000	2,604
1 & 2 FAMILY, FIRE REPAIR	SANCHEZ ROOFING & CONST	6261	11/27/2012	119	W	JOHNSON	ST	25	20	HIGHLAND ADDITION	R2	\$ 20,000	2,016
1 & 2 FAMILY, PAVING-2	WELLMAN, PAUL	3300	11/20/2012	1520		WINDSOR	WAY	2	6	MEADOW PARK ADD	R1	\$ 2,000	30
1 & 2 FAMILY, PAVING-2	HAWKINS CONCRETE	5792	11/1/2012	2901	N	PORTER	AVE	17	2W	NOT SUBDIVIDED	A2	\$ 15,000	240
1 & 2 FAMILY, PAVING-2	GRAHAM, TIMOTHY	5876	11/12/2012	1816		YORKTOWN	CIR	4	1	JAMESTOWN ESTATES ADD	R1	\$ 1,800	175
1 & 2 FAMILY, PAVING-2	SMITH, JIM	5904	11/12/2012	1235		WINDSOR	WAY	18	1	EDGEMERE 2ND ADD	R1	\$ 2,000	161
1 & 2 FAMILY, PAVING-2	D.L. HAYES CONSTRUCTION CO, INC	5908	11/12/2012	1720		CINDERELLA	AVE	1	4	WESTLAND ADD	R1	\$ 3,000	700
1 & 2 FAMILY, PAVING-2	OWNER	5918	11/12/2012	536		PARK	AVE	21	91	NORMAN, ORIGINAL TOWNSHIP	R1	\$ 150	64
1 & 2 FAMILY, PAVING-2	RILEY CONCRETE LLC.	6140	11/13/2012	4317		MIDDLEFIELD	CT	3	2	BROOKHAVEN #34	R1	\$ 1,200	74
1 & 2 FAMILY, PAVING-2	CARLTON, KEITH	6288	11/26/2012	403		WESTCHESTER	CIR	24	1	TOWN & COUNTRY ESTATES #2	R1	\$ 8,000	850
1 & 2 FAMILY, PAVING-2	KEAR CONSTRUCTION INC	6302	11/29/2012	424	W	MOSIER	ST	10	3	SOONER HOMES ADD	R1	\$ 3,000	450
1 & 2 FAMILY, STORAGE BLDG-2	WILLIAMS, DAVID CONSTRUCTION	5871	11/16/2012	4320		COVINGTON	CT	26	1	ASHTON GROVE ADD SEC 1	PUD	\$ 50,000	780
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	5877	11/17/2012	1404		JORDON	CIR	11	2	SONOMA PARK #3	R1	\$ 3,000	192
1 & 2 FAMILY, STORAGE BLDG-2	N.W. OK STORM SHELTER&BASE,CC	5881	11/26/2012	3332		HEATHER GLEN	TER	C	1	FIDDLERS GREEN #1 REPLAT	PUD	\$ 33,080	400
1 & 2 FAMILY, STORAGE BLDG-2	COJAC PORTABLE BUILDINGS	6018	11/19/2012	831		DENISON	DR	22	5	WOODSLAWN ADD #1	R1	\$ 2,000	240
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY BUILDINGS INC.	6062	11/17/2012	4309		SNOWY OWL	DR	16	1	EAGLE CLIFF SOUTH ADD	R1	\$ 3,200	144
1 & 2 FAMILY, STORAGE BLDG-2	GREESON, DOUG A.	6167	11/20/2012	4950	SE	72ND	AVE	19	1W	NOT SUBDIVIDED	A2	\$ 15,000	1,020
1 & 2 FAMILY, STORAGE BLDG-2	BARGAIN BARNS & BUILDINGS,LLC.	6270	11/20/2012	801		RYE	RD	2	5	SPRING BROOK	R1	\$ 4,075	182
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	6286	11/21/2012	10720		CLINKENBEARD	RD	34	1W	NOT SUBDIVIDED	A2	\$ 8,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	DUFFY, FREDERICK	6329	11/28/2012	1606		DAKOTA	ST	12	3	SUNSET ADDITION	R1	\$ 2,100	240
1 & 2 FAMILY, SWIMMING POOL-3	HYDRA POOLS INC	5749	11/12/2012	841		LAKEWOOD	DR	18	1	BROAD ACRES SEC 1	R1	\$ 34,000	512
1 & 2 FAMILY, SWIMMING POOL-3	BLUE HAVEN POOLS OF OK	5913	11/12/2012	3609		GULFORD	LN	6	3	BROOKHAVEN #25	R1	\$ 82,436	444
1 & 2 FAMILY, SWIMMING POOL-3	MEYER, DOUG	6115	11/29/2012	3201		SANTA ROSA	CT	17	1	MONTECITO RANCH	PUD	\$ 40,000	800
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	6141	11/15/2012	4500		NORTHFIELDS	ST	1	5	CARRINGTON PLACE ADD #8	R1	\$ 45,000	650
1 & 2 FAMILY, SWIMMING POOL-3	AQUASCAPE POOLS	6254	11/27/2012	950		OLDE OAK	CT	5	2	HIGHLAND HILLS #3	RE	\$ 55,000	580
1 FAMILY, MANUFACTURED HOME-2	OWNER	5835	11/12/2012	11781	E	INDIAN HILLS	RD	35	1W	NOT SUBDIVIDED	A2	\$ 100	1,320
1 FAMILY, MANUFACTURED HOME-2	KOENIG, SETH	6327	11/30/2012	11000		TALLEYWOOD	DR	35	1W	NOT SUBDIVIDED	A2	\$ 10,000	1,680
2 FAMILY, NEW CONSTRUCTION	KEAR CONSTRUCTION INC	6156	11/20/2012	716 UNIT 1	E	GRAY	ST	24	53	ORIGINAL TOWNSHIP	R2	\$ 70,000	1,289
2 FAMILY, NEW CONSTRUCTION	KEAR CONSTRUCTION INC	5167	11/27/2012	716 UNIT 2	E	GRAY	ST	24	53	ORIGINAL TOWNSHIP	R2	\$ 70,000	1,289
3+ FAMILY, FIRE REPAIR	STEER, K MICHAEL	5820	11/19/2012	1900		FILLMORE	AVE	25A	1	PRESIDENTIAL #1	RM6	\$ 3,000	800
3+ FAMILY, FOUNDATION PERMIT	C.A. MCCARTY CONSTRUCTION,LLC	6332	11/28/2012	930		ELM	AVE	25A	1	FLOYD ADD	RM6	\$ 40,000	5,846
3+ FAMILY, NEW CONSTRUCTION-2	CAMPUS CREST CONST. & DEVOP	1982	11/17/2012	3201		13TH	PL	1	1	SHAKLEE ADD	PUD	\$ 861,028	26,684
3+ FAMILY, NEW CONSTRUCTION-2	CAMPUS CREST CONST. & DEVOP	1985	11/17/2012	3201		13TH	PL	1	1	SHAKLEE ADD	PUD	\$ 861,028	26,684
3+ FAMILY, NEW CONSTRUCTION-2	CAMPUS CREST CONST. & DEVOP	1986	11/17/2012	3201		13TH	PL	1	1	SHAKLEE ADD	PUD	\$ 861,028	26,684
3+ FAMILY, NEW CONSTRUCTION-2	CAMPUS CREST CONST. & DEVOP	1987	11/17/2012	3201		13TH	PL	1	1	SHAKLEE ADD	PUD	\$ 532,260	16,471

ALL OTHER RESIDENTIAL BUILDING PERMITS
Issued November 2012 - Sorted by Permit Type

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REVITALIZATION 9C

REVITALIZATION DIVISION

Community Development Block Grant (CDBG)

Citizen Participation

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

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

Housing Programs

July 2012- November 2012:

HOME

- 6 rehabilitation projects have been qualified with 2 completed, 1 under contract, bids received on 1, and specifications being prepared on 2.
- Down payment assistance for new Homebuyers – 9.

CDBG

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

Code Compliance

Code Compliance investigated 317 complaints in November which included weeds, health, inoperative vehicles, off-street parking, kennels, dilapidated structures, right-of-way encroachments, signs, and zoning violations. 399 cases were closed in November with 289 remaining open. City-wide proactive enforcement began on March 15, 2012.

PROACTIVE INFORMATION

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

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

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

	Jul y	Au g	Sep t	Oc t	No v	De c	Ja n	Fe b	Ma r	Ap r	Ma y	Jun e	Total s
Work Order s	51	28	35	34	23								171
Owner Abate d	10	3	5	7	3								28
Liens Filed	37	21	26	13	12								109

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

Signs Pulled From Rights-of Ways FYE 2013

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Pulled	21	91	74	146	664								996

Oil & Gas

Oil & gas inspections continued with 159 operating oil wells. There were no pipeline location issues in November.

Historic District Commission

The Commission met on November 5, 2012 and was provided information on continuations of COA's as follows: 639 S. Lahoma 8 foot rear yard fence not yet constructed; 635 S. Lahoma stoop and stoop walkway in progress with fence going back up with a new gate; 633 Chautauqua garage door is being built; 319 E. Castro windows will be installed soon; 620 Miller waiting for installation of the garage door; and 820 Miller garage mansard was reported to be not the same as was presented to the commission but is in compliance with ordinary maintenance and repair and work is continuing; 710 Miller requested a 6 month extension for the alley fence; and 435 Chautauqua no progress noted. The masonry workshop was held on November 17th and 18th and was very successful.

The Chair, Neil Robinson, went over the importance of avoiding ex parte communication with the Commissioners.

The next meeting of the Commission will be on December 3, 2012.

Homeless Activities

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

The 2011 Emergency Shelter Grants were submitted in February 2011 to the Oklahoma Department of Commerce (ODOC). The Women's Resource Center and Thunderbird Clubhouse were partially funded with \$25,000 each. East Main Place

received \$50,000. Those grants were completed and closed out by July 31, 2012. One application for a second round of 2011 funding was submitted on June 8th in the amount of \$79,000 for Food and Shelter. The award notice indicated that the approved amount was \$84,031, an increase over the original allocation of \$5,031. That funding will be used for the implementation of the central intake system. Five applications for 2012 funding were submitted in June for Food and Shelter, Women's Resource Center, East Main Place, Thunderbird Clubhouse, and the Salvation Army at \$100,000 each. Central Oklahoma Community Action Agency also submitted an application for \$100,000. Food and Shelter was awarded \$50,000; Women's Resource Center, East Main Place, Thunderbird Clubhouse, and the Salvation Army each were awarded \$100,000. Although contracts for the 2012 grants begin October 1, 2012, ODOC has still not send out contracts to be executed.

Smalley Army Reserve Center

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

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRESS REPORT
December 1, 2012**

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEARS ONE THRU THIRTY-ONE (FY 1975/06)	\$ 32,212,751	100%
YEAR THIRTY-TWO (FY 2006/07)	\$ 1,480,629	97.00%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original budget \$0 + \$79,969 from Streets)	\$ 79,969	65.75%
YEAR THIRTY-THREE (FY 2007/08)	\$ 1,448,917	96.32%
All projects completed prior to 7/2012 except those itemized below:		
1. Street Improvement	\$ 48,181	0.00%
2. Park Projects (Original budget \$0 + \$17,998 from Streets)	\$ 17,998	70.01%
YEAR THIRTY-FOUR (FY 2008/09)	\$ 1,396,192	92.85%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original Budget \$0 + \$89,698 from Street Projects)	\$ 100,092	0.00%
YEAR THIRTY-FIVE (FY 2009/10)	\$ 1,503,773	91.77%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	21.70%
2. HOME 09	\$ 632,844	96.25%
YEAR THIRTY-SIX (FY 2010/11)	\$ 1,516,000	83.08%
(Original Budget \$1,510,773+ \$5,227 Program Income)		
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 131,150	13.53%
2. Housing Rehabilitation (Original Budget \$418,525 + \$4,813 PI)	\$ 423,338	81.92%
3. HOME 09 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	89.03%
YEAR THIRTY-SEVEN (FY 2011/12)	\$ 1,306,077	65.28%
(Original Budget \$1,305,376 + \$12,701 Program Income)		
All projects completed prior to 7/2012 except those itemized below:		
1. Neighborhood Projects	\$ 25,000	0.00%
2. Housing Rehabilitation (Original Budget \$413,230 +701 PI)	\$ 413,931	66.08%
3. Admin & Planning	\$ 156,256	81.22%
4. HOME 11 (Original Budget \$527,597+\$12,000 PI)	\$ 539,597	48.27%
YEAR THIRTY-EIGHT (FY 2012/13)	\$ 1,107,303	23.12%
(Original Budget \$1,107,303)		
1. Neighborhood Projects	\$ 40,000	0.00%
2. CART	\$ 25,000	31.20%
3. Health for Friends	\$ 14,500	100.00%
4. Bridges	\$ 1,850	0.00%
5. Aging Services of Cleveland County	\$ 4,800	35.90%
6. Meals on Wheels	\$ 12,500	56.90%
7. Bethesda Alternative	\$ 1,900	68.26%
8. Middle Earth Child Development Center	\$ 1,300	0.00%
9. Community After School Program	\$ 8,000	0.00%
10. Community Sevices Building, Inc.	\$ 24,000	100.00%
11. Thunderbird Clubhouse	\$ 1,675	0.00%
12. Progressive Independence	\$ 4,100	37.11%
13. United Way Helpline	\$ 5,000	100.00%
14. Among Friends	\$ 2,600	100.00%
15. Food & Shelter for Friends	\$ 10,000	35.73%
16. Full Circle Adult Day Care	\$ 1,850	80.27%
17. Center for Children and Families	\$ 3,850	63.87%
18. Central Oklahoma Community Action Agency (Transitional Housing)	\$ 20,000	0.00%
19. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620	0.00%
20. Central Oklahoma Community Action Agency (RSVP)	\$ 400	0.00%
21. Big Brothers/Big Sisters	\$ 3,375	0.00%

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEAR THIRTY-EIGHT (FY 2012/13) cont	\$ 1,107,303	0.00%
22. East Main Place	\$ 12,000	100.00%
23. Housing Rehabilitation	\$ 381,787	27.85%
24. Admin & Planning	\$ 147,776	35.27%
25. HOME 12 (Original Budget \$368,420)	\$ 368,420	1.94%

1. CDBG AND HOME Housing Projects	CDBG \$ 423,338 Year 36	81.92%
	\$ 413,931 Year 37	66.08%
	\$ 381,787 Year 38	35.27%

CDBG Housing Programs include the administration for the following:
Deferred Payment Loans, Emergency Repairs, and Accessibility Modifications
2 Deferred Payment Loans Completed
1 Rehabilitation Deferred Payment Loans under contract
4 Emergency Repair Loans Completed
0 Emergency Repair Loans Under Contract
1 Accessibility Modifications Completed

HOME \$ 614,304 2010	89.03%
\$ 527,597 2011	48.27%
\$ 368,420 2012	1.94%

HOME Housing Programs include the administration for the following:
Reconstruction Program, Deferred Payment loans, Acquisition of Rental Units, Fair Housing, and CHDO Activities
1 Rehabilitation Deferred Payment Loans Under Contract
2 Rehabilitation Deferred Payment Loans Completed
11 Homebuyer Projects Completed

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

Funds are for purchase of equipment.
Clientele served by Bethesda Alternative are of a presumed benefit according to CDBG regulations.
Income data is not recorded.
31 Clients have received services since July 2012.

6. CART	\$ 25,000 Year 38	31.20%
Funds are for bus passes and other transportation services for low to moderate income persons.		
1,940 Passes issued since July 2012.		

7. Health for Friends	\$ 14,500 Year 38	100.00%
Funds are for the support of the Dental Clinic		
Clientele served by Health for Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded.		
1,743 Clients have received medical and dental services since July 2012.		

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
8. Food & Shelter for Friends	\$ 10,000 Year 38	35.73%
Funds are for assistance with utility cost associated with the operation of the facility. Clientele served by Food and Shelter for Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded. 25,557 Clients have received free meals since July 2012. 47 Unduplicated Clients have received housing since July 2012.		
9. HELPLINE	\$ 5,000 Year 38	100.00%
School supplies furnished through the ABC 123 Program. 136 Persons Served since July 2012.		
10. Community Services Building	\$ 24,000 Year 38	100.00%
Funds are for partial replacement of the mechanical system at the Community Services Building. Clients have received services from agencies located in the CSBI building.		
11. Progressive Independence	\$ 4,100 Year 38	37.11%
Funds are for the purchase of medical equipment and the Open Doors Program. 197 Households Assisted since July 2012.		
12. Full Circle Senior Adult Day Care	\$ 1,850 Year 38	80.27%
Funds are for the purchase of equipment. Clients Served since July 2012.		
13. Central Oklahoma Community Action Agency (TH)	\$ 20,000 Year 38	0.00%
Funds are for the partial rehabilitation costs for the Transitional Housing Units 73 Number of unduplicated clients served since July 2012.		
14. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620 Year 38	0.00%
Funds are for the purchase of supplies for the Food Pantry 1,120 Number of clients served since July 2012.		
15. Central Oklahoma Community Action Agency (RSVP)	\$ 400 Year 38	0.00%
Funds are for reimbursement of volunteer mileage expenses. Number of clients served since July 2012.		
16. Meals on Wheels	\$ 12,500 Year 38	56.90%
Funds will provide meals for very low income clients. 870 Scholarship meals provided to clients since July 2012.		
17. Middle Earth Child Development Center	\$ 1,300 Year 38	0.00%
Funding will provide for equipment purchase Number of clients served since July 2012.		
18. Community After School Program	\$ 8,000 Year 38	0.00%
Funds are for scholarships for low income participants and purchase of supplies Number of clients served since July, 2012.		

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
19. Thunderbird Clubhouse Funds are for the purchase of supplies for a breakfast program. Clientele served by Thunderbird clubhouse are of a presumed benefit according to CDBG regulations. 544 Number of clients served since July, 2012.	\$ 1,675 Year 38	0.00%
20. Bridges Funds are for support of the student computer lab and the Life Skills Program Clientele served by Bridges are of a presumed benefit according to CDBG regulations. 21 Number of clients served since July 2012. Income data not recorded.	\$ 1,850 Year 38	0.00%
21. Center for Children & Families Funds are for the purchase of supplies for the Kennedy Neighborhood Center. 106 Number of clients served since July 2012.	\$ 3,850 Year 38	63.89%
22. Among Friends Activity Center Funds are for the purchase of meals Clientele served by Among Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded. 419 Number of clients served meals since July 2012.	\$ 2,600 Year 38	100.00%
23. East Main Place Funds are to assist with the utilities and maintenance of facility. Clientele served by East Main Place are of a presumed benefit according to CDBG regulations. Income data is not recorded. 98 clients served since July 2012.	\$ 12,000 Year 38	100.00%
24. Aging Services of Cleveland County Funds are to provide monthly scholarships for elderly residents residing at Rose Rock Villa to offset costs for congregate meal program. 353 clients served since July 2012.	\$ 4,800 Year 38	35.90%
25. Big Brothers and Big Sisters Funds are provided to offset the costs of matching Big Brothers and Big Sisters to low income children clients served since July 2012.	\$ 3,375 Year 38	0.00%

POLICE

10



Administrative Summary

November



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	12	11	12	11
Part I Crimes	323	344	3,977	3,955
Murder	0	1	1	2
Rape	8	10	67	76
Robbery	11	2	62	66
Agg. Ass.	6	6	60	70
Burglary	76	85	751	683
Larceny	197	224	2,784	2,843
Auto Theft	25	16	247	208
Arson	0	0	5	7
Part II Crimes				
DUI/APC	59	52	655	640
Drunkenness	66	58	853	799
Drug Violations	126	136	1,428	1,080
Littering	5	4	36	42
Forgery	12	13	173	115
Vandalism	103	103	959	894
Others	678	719	8,368	8,023
Total Crime	1372	1429	16449	15548
Collisions				
Fatality	1	0	4	5
Injury	64	45	656	600
Non-Injury	212	197	2228	2110
Miscellaneous				
CAD Activity (Total)	8766	8817	100806	99618
Calls for Service (Police)	4988	5070	60066	58077
Citations	1453	1406	15745	15371
Warnings	802	1100	10552	13900
Community Activity (Hours)	316	432	2837	2814
Avg Emergency Response Time (Min)	4.06			
Avg Non-Emerg Response Time (Min)	6.49			
Avg Call Time (Hours)	0.74			

**Crime Free Multi-Housing Update
November 2012**

Nineteen managers, representing fifteen properties, attended phase-one training in October 2012. Currently, we consider thirteen properties as participants in the program, and eight are making progress toward phase-two certification. Four properties have not started any of the required upgrades, and another property is undergoing total renovation. Beaumont Crossing was represented at the training course by a part-time manger, which means the apartment complex is not eligible for certification until a full time manager completes phase-one training.

Phase-two inspections are scheduled in January and February 2013 at the following complexes:

- **Chateau Normandy**
- **Crown Ridge**
- **Turnberry**
- **Vicksburg Village**

ANIMAL CONTROL

10A

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
November 2012**

	FY2013		FY2012	
OPERATIONAL INFORMATION	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	96		51	
Number impounded this month	117	664	152	748
Owner relinquish		16		23
In field pickup				1
		110		101
		4		9
Disposal	7	20	3	19
Picked up dead	4	21	7	39
Number redeemed	19	127	39	155
Number adopted to public	33	173	44	207
Number turned to rescues	64	154	15	92
Number euthanized - Adoptable	0	38		36
Number euthanized - Non adoptable	10	132	14	149
Number died for unknown reason	3	9		3
Number fostered	2	12	9	48
Total now on hand	70		79	
CATS:				
Number on hand from last month	33		30	
Number impounded this month	61	470	79	414
Owner relinquish		2		15
In field pickup				
		58		48
		3		1
Disposal	13	76	1	19
Picked up dead	12	52	11	67
Number redeemed	1	5	4	12
Number adopted to public	7	89	21	92
Number turned to rescues	23	172	21	119
Number euthanized - Adoptable	6	44	1	63
Number euthanized - Non adoptable	7	118	17	125
Number died for unknown reason	0	4	1	4
Number fostered	3	22	3	13
Total now on hand	27		32	
MISCELLANEOUS:				
Domesticated Animals	1	6	1	7
Wildlife	107	407	83	766
TOTAL	108	413	84	773

NOTES:

	FY2013		FY2012	
	This Month	Year to Date	This Month	Year to Date
SAFETY REPORT				
Injuries on the Job	1	4	0	0
City Vehicle Damaged	0	2	0	0
Vehicle Accidents Reviewed	0	1	0	0
a. Employee Responsible	0	1	0	0
b. Employee Not Responsible	0	0	0	0

	This Month	Year to Date	This Month	Year to Date
PET LICENSES ENFORCEMENT ACTION				
Total Licenses Sold (Annual)	523	4064	110	2765
Citations Issued (AWO)	7	9	19	53
Citations Issued (Private Citizen)	0	0	1	3
Warnings Issued	6	45	10	51

	This Month	Year to Date	This Month	Year to Date
FINANCIAL INFORMATION				
10-1531 Amount - dog redemption	\$700.00	\$3,865.00	\$1,340.00	\$5,420.00
10-1532 Amount-dog adoption	\$1,980.00	\$9,800.00	\$2,550.00	\$12,010.00
10-1531 Amount-cat redemption	\$35.00	\$80.00	\$210.00	\$295.00
10-1532 Amount-cat adoption	\$480.00	\$4,530.00	\$1,200.00	\$5,250.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$0.00	\$70.00	\$30.00	\$165.00
10-1533 Miscellaneous	\$440.00	\$2,720.00	\$800.00	\$4,630.00
TOTAL		\$17,430.00	\$6,130.00	\$27,770.00

Donation 101-24313 \$209.20 \$13,754.20 \$200.64 \$542.64

Donation account balance **\$29,566.50**

	This Month	Year to Date	This Month	Year to Date
Liability payback (July to June)				
2003 Adoption expansion				
Payback Balance	\$39,603.00		\$59,589.00	
22-L432 Liability - pet licenses	\$3,121.50	\$6,168.50	\$660.00	\$3,415.50
TOTAL (New Balance)	\$42,724.50		\$58,929.00	

NOTES:

Replacement CPL \$1.50

	FY2013		FY2012	
SPAY / NEUTER PROCEDURES	This Month	Year to Date	This Month	Year to Date
Dogs	32	172	29	179
Cats	16	107	18	89
TOTAL	48	279	47	268

	FY2013		FY2012	
ANIMAL BITES July to June	This Month	Year to Date	This Month	Year to Date
Dogs	6	27	11	25
Cats	0	1	3	13
Other	0	1	1	2

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Incident No.	Offense	Court
2012-14192	Bite report	
2012-15193	Bite report	
2012-15194	Bite report	
2012-16095	Rabies Vacc/Shots	Municipal court
2012-16521	Abandonment of ani	Municipal court
2012-14922	Bite report	Municipal court
2012-16446	Dog at Large	Municipal court
2012-16563	Dog at Large	Municipal court
2012-15418	Bite report	
2012-15814	Rabies Vacc/Shots	Municipal court
2012-15421	Number of Dogs	Municipal court
2012-15590	Dog at Large	Municipal court
2012-16317	Bite report	

**CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
November, 2012**

ENGINEERING DIVISION

Development:

The Development Coordinator processed for 1 Certificate of Survey, 2 Preliminary Plats, and 4 Final Plats for Planning Commission review and 3 Certificate of Surveys, 1 Preliminary Plat, 5 Final Plats, 2 Consent to Encroachments, 1 Street Name Change, and 1 Closure for City Council review. The Development Engineer reviewed 25 sets of construction plans and 13 punch lists. There were 101 permits reviewed and/or issued. Fees were collected in the amount of \$7,877.98.

Drainage, Capital and Bond Projects:

FYE 2009 Drainage Project – West Main Street about 950 feet east of 48th Ave SW:

1. Project plans are being developed by Engineering staff.
2. Utilities are in the process of relocating their facilities.

FYE 2011 Drainage Project:

Hired a local engineering consultant for the design of this project.

Project 1: Tributary of Bishop Creek south of Mockingbird Lane (200 feet west of Barkley Avenue) is under design.

Project 2: Buckingham Drive to Tecumseh Road about 650 feet west of 36th Avenue NW is under design.

Storm Water Master Plan Implementation:

1. Staff is preparing amendments to the Engineering Design Criteria based on recommendations in the Storm Water Master Plan.

Robinson Street Underpass:

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

Classen/Imhoff:

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

The contractor completed the widening on the west side of Classen Boulevard and is almost complete on the east side of Classen Boulevard.

60th Avenue Widening (Tecumseh Road to Indian Hills):

The 60th Avenue NW Widening Project from Tecumseh Road to Indian Hills Road is a \$5.7 million street improvement project administered by the Oklahoma Department of Transportation on behalf of the City of Norman. Construction of the project began on February 6, 2012. Upon completion, 60th Avenue NW will be a 4-lane rural highway with paved shoulders. A new traffic signal has been installed at the intersection of 60th Avenue NW and Indian Hills Road. Significant storm water improvements have taken place as part of this project including replacement of the Ten Mile Flat Creek Bridge. This project is complete. A walkthrough inspection is scheduled for Wednesday, December 12, 2012.

Robinson Street and 12th Avenue NE:

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

The contractor completed the pavement for the north leg of the intersection and is working to complete the east leg of the intersection.

Porter Avenue Gap Project

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

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

Sidewalk Accessibility:

- Construction began October 9th south of Main Street on the east side of 12th Ave. N.E. This project will repairs sidewalk and reconstructs driveways to meet ADA compliance from Main Street to 150 feet south of the bus yard at 425 12th Ave N.E. this portion is 90% complete. Construction of new ramps on Morren Drive from 12th Ave. N.E. to Mt. Vernon is 10% complete and is on hold to evaluate an increase of scope to the project to repair sidewalk and drives along the traveled route that do not meet ADA compliance.

FLEET DIVISION

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

Fuel Report

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

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

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

Maintenance Report

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

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

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

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

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

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

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

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

Productivity Report

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

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

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

STREET DIVISION

Asphalt Operations

Indian Hills Rd B/West 2400 and West 2700 Overlay
573.73 tons of asphalt and 10.0 cubic yards of concrete

24th Ave NW B/North 5700 and North 6000 Overlay
802.40 tons of asphalt

Deep Patch Operations

300 Perth Dr.
26.43 tons of asphalt and 7.0 cubic yards of concrete

3516 Wellside Drive
8.48 tons of asphalt

Concrete Operations

2800 Willow Creek Curb And Gutter
21.5 cubic yards of concrete

Drainage Operations

4000 24th Avenue NE Drain Pipe Repair
23.5 cubic yards of concrete

700 North Interstate Dr Drainage Flume
9.0 cubic yards of concrete

Other

Crack Seal Program
Keystone performed "Crack Seal on approximately 8.75 miles of urban/rural streets

Routine Pothole Patching Operations
This month approximately 18.60 tons of asphalt was utilized in routine pothole patching operations

STORM WATER

Yorktown Circle Drainage Project
Repairing storm water drainage structure. Placed 10 cubic yards of concrete.

422 East Frank Street Inlet Repair Project
Repairing storm water drainage inlet structure. Placed 2.5 cubic yards of concrete, installed new culvert pipe and flushed existing culvert pipes of sediment.

Imhoff Creek

Performed erosion repair in Imhoff Creek just south of Lindsey Street. Installed scour panels and placed 28 Tons select material.

Urban/Rural Litter Program

Removed 2.10 tons of trash/debris from urban/rural right-of-ways.

Drainage Maintenance

Removed 25 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 75 tons of debris.

Urban street sweeping operations

Urban street sweeping operations, a total of 433 miles were swept resulting in the removal of approximately 331.50 tons of debris from various curblane streets.

Mowing of drainage/roadside right-of-ways

Mowed and trim mowed 867,438 feet of drainage right-of-ways in the urban area.

Mowing 17 miles of urban/rural roadside right-of-ways (rough mowing).

November 2012

DEVELOPMENT COORDINATION, ENGINEERING, AND

PERMIT REVIEW

FY 12-13 Associated Fees

Subdivision Development:

Planning Commission Review:

*Norman Rural Cert of Survey..1
 *Final Plats.....4
 *Preliminary Plats.....2
 *Replat.....0

City Council Review:

Certificate of Survey.....3
 Preliminary Plats.....1
 Final Plats.....5
 Consent to Encroach.....2
 Closure.....1
 Street Name Change.....1
 Limits of No Access.....1

This Month	Last Month	Total
↓	↓	↓
\$6,340.00	\$7,675.00	\$38,815.00

Permits Reviewed/Issued: (includes Offsite Construction fees)

**Single Family.....31
 ***Commercial.....17
 Multi-Family.....1
 Addition/Alteration.....11
 House Moving.....4
 Paving Only.....8
 Storage Building.....10
 Swimming Pool.....2
 Storm Shelters.....11
 Public Improvements.....3
 Temporary Encroachments.....3
 Fire Line Pits/Misc.....0
 Flood Plain (@\$100.00 each).....0

↓	↓	↓
\$0.00	\$100.00	\$300.00

Total Permits.....	\$1,537.98	\$4,169.50	\$24,815.92
Grand Total.....	\$7,877.98	\$11,944.50	\$63,930.92

****Construction Plan Review occurrences	25	35	143
*****Punch Lists prepared.....	13	6	42

* 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

NOVEMBER 2012

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	13	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	31	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	17	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	35	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	7	100%

FLEET MANAGEMENT ACTIVITY REPORT

November 2012

FYE 2013

FUEL REPORT

IN GALLONS

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	16,972.00	21,565.00	9,360.00
Outside - sublet	244.41	587.20	
TOTAL	17,216.41	22,152.20	9,360.00

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	18,449.28	24,936.30	3,129.41	6,230.59

FYE 2013 TO DATE CONSUMPTION

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	110,038.66	140,158.81	17,763.27	38,603.73

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.71	Low	\$2.60	UNLEADED	High	\$2.93	Low	\$2.84
DIESEL	High	\$3.26	Low	\$3.05	DIESEL	High	\$3.61	Low	\$3.61
CNG	High	n/a	Low	\$0.67	CNG	High	n/a	Low	n/a

MAINTENANCE REPORT

REPAIR PARTS SOLD	\$53,880.22
TIRES SOLD	\$18,294.19
TOTAL PARTS SOLD	\$72,174.41

PUBLIC CNG SALES

November 2012	\$8,761.95
FYE 2013 TO DATE	\$57,427.79

SUBLET REPAIRS **\$3,918.12**

	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	Fiscal YEAR TO DATE
ROAD CALLS	37	40	31	204
PM SERVICES	90	133	89	483
DISASTER REPAIRS	0	0	0	17
WORK ORDERS	447	513	413	2,316

FLEET MANAGEMENT

Mechanic Productivity Report

FYE 2013

November 2012

MECHANIC	DIRECT LABOR HOURS
# 001	131.26
# 002	150.02
# 003	125.73
# 004	102.27
# 005	138.29
#006	18.31
# 007	115.37
# 008	134.59
# 010	91.28
# 012	143.35
# 015	200.45
# 019	119.66
# 021	100.85

DIRECT LABOR HOURS	1571.43
TOTAL AVAILABLE HOURS	1929.17
PRODUCTIVITY GOAL	70.0%
ACTUAL PRODUCTIVITY	81.5%

FLEET MANAGEMENT
PREVENTATIVE MAINTENANCE RESCHEDULES

FYE 12 VS FYE 13
AS OF 12/14/2012

	COMPLETED FYE 12	PENDING FYE 12	TO DATE FYE 13	PENDING FYE 13
CITY COUNCIL	0	0	0	0
FIRE ADMINISTRATION	1	0	1	0
FIRE TRAINING	0	0	0	0
FIRE PREVENTION	2	0	1	0
FIRE SUPPRESION	4	0	1	0
FIRE DISASTER PREPAREDNESS	0	0	0	0
ENGINEERING	0	0	0	0
UTILITIES (METER READERS)	0	0	0	0
INFORMATION SYSTEMS	0	0	0	0
FLEET MANAGEMENT	0	0	0	0
STREET MAINTENANCE	0	0	5	1
STORM WATER	0	0	0	0
TRAFFIC	1	0	0	0
SANITATION ADMINISTRATION	0	0	0	0
SANITATION RESIDENTIAL	7	0	4	0
SANITATION COMMERCIAL	3	0	10	1
SANITATION TRANSFER	3	0	1	0
SANITATION COMPOST	0	0	1	0
SANITATION RECYCLE	1	0	0	0
SANITATION YARD WASTE	2	0	0	0
LINE MAINTENANCE ADMIN.	0	0	0	0
WATER LINE MAINTENANCE	6	0	3	0
SEWER LINE MAINTENANCE	2	0	0	0
PARK MAINTENANCE	0	0	1	0
PARKS & RECREATION	0	0	0	0
FORESTRY	0	0	0	0
PLANNING	0	0	0	0
PLANNING CDBG	1	0	0	0
WATER PLANT	1	0	0	0
WASTE WATER PLANT	0	0	4	0
UTILITIES - ENVIRONMENTAL	0	0	0	0
BUILDING MAINTENANCE	3	0	0	0
CUSTODIAL	0	0	0	0
DEVELOPMENT SERVICES	3	0	0	0
CODE COMPLIANCE	0	0	0	0
ANIMAL CONTROL	2	0	2	0
POLICE ADMINISTRATION	0	0	0	0
POLICE STAFF SERVICES	1	0	2	0
POLICE CRIMINAL INVESTIGATIONS	2	0	0	0
POLICE PATROL	25	0	14	1
POLICE SPECIAL INVESTIGATIONS	1	0	0	0
POLICE COMMUNICATIONS	0	0	0	0
TOTALS	71	0	50	3

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

NOVEMBER 2012	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	40	40	100%	293	293	100%
Provide information requested by citizens within 7 days	95%	40	40	100%	293	293	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	25	25	100%	201	201	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		25	18.25	0.73	1185	596	0.50
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		3.97	30	7.56	94.44	96.5	1.02
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
Response to reports on traffic signal malfunctions within one hour.	99%	12	12	100%	63	63	100%
		Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
Response to reports of sign damage: <i>High Priority</i> Stop or Yield Signs within one hour <i>Lower Priority</i> all other signs within one day <i>Street Name Signs</i> within two weeks	Percentage	45	45	100%	194	194	100%
		12	12	100%	40	40	100%
Percent of work hours lost due to on the job injuries.	90%	65	65	100%	316	316	100%
		24	24	100%	86	86	100%
	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		2584	1.5	0.00	14736	14.25	0.00

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2013

STREET DIVISION					
	FYE 2013 November, 2012	FYE 2013 November, 2012	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	18.60	100%	49.16	100%	95%
Overlay/pave 10 miles per year.	0.80	8%	12.85	129%	100%
Replace 1,160 square yards of concrete pavement panels	33.00	3%	134.50	12%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	50.00	12%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	210.00	125%	70%

STORM WATER DIVISION					
	FYE 2013 November, 2012	FYE 2013 November, 2012	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	433.00	87%	2,148.00	36%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	-	0%	350.00	2%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	-	0%	107.75	3%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	-	0%	524.00	177%	50%
Mow 2,271,548 sq. feet of open drainage ways, six times per year	867,438.00	6%	8,583,599.00	63%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	9.00	3%	65%

Monthly Report

November 2012

Line Maintenance:

Division Capital Project FYE 13

- Sandpiper Ln. – WA 0313 – 85% complete
- High Meadows – WA0208 – 20% complete

Division Accomplishments

Water Maintenance crews responded to 26 water main emergencies, maintenance on 16 fire hydrants, 179 water valves, 455 water main locates, replaced water mains under 2 drive approaches, replaced 2 drive approaches, completed 22 yard restoration sites, responded to 19 after hour water service requests, 276 points for water main GPS data and set 45 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of November – 2,327,000 gallons.

Sewer Maintenance crews hydro-cleaned 114,887 feet of sewer mains, 8,985 feet of root removal, 13,753 feet of CCTV inspection, 2 tap inspections, 0 cap inspections, 381 sewer main locates and responded to 32 possible sewer obstructions requests, 4 on City side, 28 on private side, had 1 SSO, City responsibility .

Wastewater Projects:

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

Canadian River TMDL Study (Project WW0044): NUA partnered through ACOG with other communities which discharge to the Canadian River to study river water quality. We selected a consultant who completed a sampling and testing plan, the Quality Assurance Project Plan (QAPP). QAPP approved by EPA, Region 6 (EPA 6) in Dallas 3/25/10; sampling for testing began 7/1/10 from selected sites along the river; Interim Modeling Report submitted through ODEQ to EPA 6 in December 2011; comments received from EPA 4/11/12; Preliminary final report received 9/20; consortium met 10/9 to discuss ODEQ comments; revisions based on comments due shortly; payments totaling \$249,832 of \$268,000 or 93% have been approved.

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

SE Bishop Interceptor, Phase 2B (Project WW0267): Construction of Phase 2B, Section 1 complete March 2007; Section 3: easement drawings in hand; final negotiations in progress; should bid early 2013; Section 2: bids opened 11/1/12 with Krapff-Reynolds Construction Company providing low bid of \$1,054,480 with five (5) other bidders. Council approval & award scheduled 12/18; Pre-work conference to be held and work to start in early January.

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

Sewer Maintenance Project FYE12 (WW0070): Annual rehabilitative project, bounded by Boyd to the north, Imhoff Creek to the west, Lakewood to the south and Elm to the east, with one (1) supplementary

area south of Boyd, west of BNSF; Staff in-house final design is in progress with surveying and drafting assistance from Lemke Land Surveying under their on-call contract.

Sewer Maintenance Project FYE13 (WW0200): Annual rehabilitative project, bounded by Lindsey Street to the North, Bishop Creek to the West, Imhoff Road to the South, and 24th Ave SE to the East; staff in-house design in progress with on-call surveying and drafting assistance from Lemke Land Surveying. Alternates may also be bid, but have not been determined at this time.

Wastewater Supervisory Control and Data Acquisition (SCADA) (WW0052): SCADA electronically reports plant and lift station activity to a central location. Received bids 10/16/10; Oil Capital Electric (OCE) began work 1/18/2011, with 180 days contract completion time; extended contract time expired; plant telemetry functioning; Lift Station SCADA nearing completion; payments totaling \$712,215 of \$949,500 or 75% approved.

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

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

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

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

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

Phase 2 South WRF Improvements: Preliminary design contract with Garver approved 03/08/11. Draft Engineering Report received 08/03/11 with findings presented to Finance Committee 09/21/11 and NUA 11/08/11. Staff directed to proceed with design of \$52 M project expanding average daily design capacity from 12 to 17 MGD and adding ultra violet disinfection, effluent aeration and odor control technologies. Additional scope includes demolition of the remaining RBC's and biotowers, primary clarification rehab, additional activated sludge and final clarification basins, as well as sludge and miscellaneous improvements. Engineering Report finalized and submitted to DEQ 11/18/11; DEQ comments received 03/26/12. Request for variance submitted to DEQ 05/21/12. Garver Amendment No.1 for final design and bidding was approved 06/12/12 and final design kickoff meeting was held 06/25/12. FYE13 budget increased overall funding and shifted the Sewer Sales Tax (Fund 323) share to the Water Reclamation Fund 032. Sent response to DEQ regarding revised OPDES compliance schedule on 06/19/12;

we requested a 20-month extension and have not heard anything. Geotechnical work completed by Terracon on 11/12/12; site clearing south of Bratcher Minor Road completed 10/09/12; draft report received 11/29/12. Submitted population and per capital flow data to DEQ on 10/23/12 requesting design flow of 17 MGD in 208 Plan; DEQ did not approve request. Design Meeting #5 held 11/14/12; meeting held 12/19/12; waiting for DEQ reply.

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

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

WWTP Effluent Truck Wash: Construction of a non-potable water system to allow reuse of treated effluent for wash down of equipment is complete at the WWTP site. Under this project, a non-potable water line will be extended to the old composting facility where a truck wash will be constructed. Contract K-1213-54 for preparation of Engineering Report with Alan Plummer and Associates (APAI) approved 09/06/12.

Water Projects:

FYE08/09 Waterlines: Ten Phase 2 wells are constructed and the Phase 2 waterlines will connect these wells to the water distribution system. Design has been completed by staff. Plans have been approved by ODEQ. Construction for Phase 2B has been bid with Red Cliff, Inc. being the low bidder. Construction of the Phase 2B is in the last phase of completion. Phase 2A has been bid with Central Contracting Services being the low bidder. Construction of Phase 2A is complete.

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

Applecreek Waterline Replacement (WA0041): The old ductile iron line is being replaced and relocated to a new position. An easement is needed before final design. Easement negotiations are underway.

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

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

Hot Soils Waterlines - Pendleton Drive Area (WA0187): Project will replace deteriorating ductile iron waterlines in the Prairie Creek Addition subdivision; design contract with Cardinal Engineering approved 2/28/12; preliminary plans received 3/20; comments 4/12; floodplain permit approved 4/16; final draft plan comments to Cardinal 12/10/12; advertise & bid early 2013.

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

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

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

Hall Park Waterline Improvements (WA0149): Project will replace dilapidated or undersized waterlines in Hall Park. Lemke Surveying and Garver Engineering completed design and plans were approved by ODEQ 11/22/10. Project was initially delayed to allow funding of drainage flume in greenbelt. Project advertised 05/04/12 and pre-bid conference held 05/16/12. Bids opened 05/24/12 with Central Contracting Services, Inc. providing low bid of \$524,273 with 3 other bidders. Award and contract approved 06/12/12. Meeting with Hall Park POA held 06/14/12. Contract time began 07/23/12; contractor started work 08/28/12 with delivery of pipe and materials to site. Pipe installation began along 24th Avenue on 09/24/12 and was complete (including ADA sidewalks) 10/31/12; installation of 8-inch waterline through greenbelt is complete as is the waterline along Montclair Court; awaiting safe bacteriological testing to put this line into service. \$257,378 of \$532,753 or 48% has been paid to date.

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

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

2060 Strategic Water Supply Plan: RFP distributed to consultants 11/21/11 and proposals were received 12/20/11. Review committee selected the team of Carollo/Tetrattech as most qualified and design contract approved 03/13/12. Kick-off meeting was held 04/06/12 with water plan to be finalized by January 2012. Ad hoc committee of 15 citizens appointed 05/08/12 to provide citizen input to staff/consultant during

development of the plan. First Ad Hoc meeting held 5/30/12. First Public Meeting held 06/25/12: public meeting minutes issued. Basis of Planning Workshop with Ad-Hoc committee held 08/06/11; committee and council completed alternative comparison weighting matrix in August. Staff met with OKC on 10/04/12 to discuss water rates and potential rate increases in the future as the SE Oklahoma raw water pipeline is constructed. Initial screening of new water supply alternatives presented to Council and Ad-Hoc Committee on 10/09/12 and to public on 10/24/12. Staff working with Carollo on development of costs for upgrading, expanding existing sources (Thunderbird, wells, OKC water and conservation) in the next few weeks. Staff attended a Water Efficiency meeting given by APAI in Edmond on 11/02/12. Staff and Carollo recently met to discuss grouping of viable water supply options in preparation for next meetings with adhoc committee and the public.

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

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

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

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 5 commercial entities this month. This resulted in assessments made upon 1 entity whose project did not increase wastewater flows. A total of \$8,970.00 was assessed on the remaining 5 entities.

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

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

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

36th Avenue NW Waterline Payback: Payback project established 08/24/99 for NUA construction of 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Last payback fee of \$13,316 for Carrington Place Section 11 received December 2011; total payback to date is \$44,605.

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

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

DEVELOPMENT PLAN REVIEW:

As shown on the attached spreadsheet, staff reviewed 11 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 67 sets of plans with an average review time of 8.5 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 82% of the time.

DEVELOPMENT PLAN REVIEW

November 2012

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
11/7/2012	Glenridge Addition Section 1 PUD	Water Change	SMC	11/28/2012	Returned	21	1
11/13/2012	Mertens Acres	Order	Yager	11/19/2012	Returned	6	0
11/13/2012	CCC Addition No. 2	COS	Ketner	11/19/2012	Returned	6	0
11/13/2012	Red Canyon Ranch Section 4 PUD	Preliminary Plat	SMC	11/19/2012	Returned	6	0
11/13/2012	University North Park, Section XI. PUD	Final Plat	SMC	11/19/2012	Returned	6	0
11/13/2012	Lot 2A & 2B, Block 2 UNP Sec V PUD	Final Plat	SMC	11/19/2012	Returned	6	0
11/13/2012	Williams & Spurgeon Addition	Short Form Plat	SMC	11/19/2012	Returned	6	0
11/13/2012	Red Canyon Ranch Section 4 PUD	Amended Final Plat	SMC	11/19/2012	Returned	6	0
11/13/2012	Red Canyon Ranch Section 4 PUD	Water	SMC	11/28/2012	Returned	15	1
11/13/2012	Red Canyon Ranch Section 4 PUD	Sewer	SMC	11/28/2012	Returned	15	1
11/15/2012	Fountain View Addition Section	Water	SMC	11/28/2012	Returned	13	1
11/15/2012	Fountain View Addition Section	Sewer	SMC	11/28/2012	Returned	13	1
11/16/2012	Park Hill Addition Section 3	Water	SMC	11/28/2012	Returned	13	1
11/16/2012	Park Hill Offsite Sanitary Sewer	Sewer	SMC	11/28/2012	Returned	13	1

FYE12 Data

Average Days to Return =	8.5
Number of Plans Reviewed	67
Plan Review > 10 days	12
Percentage Reviewed < 10 Days	82%
Goal for Review < 10 Days	90%

Utilities Administration
Monthly Capital Projects Report

Project Information							Design Information				Construction Information						
Mgr.	Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contractor	Contract Number	Contract Amount	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete	Scheduled % Complete	Actual % Complete	
CM	WA0039	Boyd Tower Resurfacing	EST, INC.	0910-176	111,800	\$37,000	33%	Classic Protective Coatings	1112-01	\$437,400	\$437,400	\$0	0.00%	6/4/1900	100%	0%	
CM	WA0051	Raw Waterline, Phase 1	Garver Engineers		309,600	\$309,600	100%	Red Cliff, Inc.	0910-170	\$3,171,711	\$3,171,711	\$2,315,026	0.00%	6/24/2011	100%	73%	
CM	WA0175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA	NA	NA		\$0					
CT	WA0187	Pendleton Area Waterline	Cardinal	1112-112	84,550	\$75,632	89%	T.B.D.				\$0					
CT	WA0043	WWTP Aeration Basin Blower VFDs	Garver	0910-53	64,500	\$63,210	98%	Oil Capital Electric, LLC	K-1011-42	\$960,326	\$960,326	\$912,310	0.00%	7/17/2011	100%	95%	
CT	WA0044	WWTP Canadian River TMDL	ACOG/Guernsey	0909-57	37,213	\$37,065	100%	C. H. Guernsey & Co., Inc.	0910-185	\$231,431	\$231,431	\$212,767	0.00%	5/27/2011	100%	92%	
CT	WA0047	WWTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$42,336	98%	Oil Capital Electric, LLC	K-1011-42	\$395,174	\$395,174	\$375,415	0.00%	7/17/2011	100%	95%	
CT	WA0052	WWTP SCADA Improvements	Garver	0910-53	306,000	\$299,880	98%	Oil Capital Electric, LLC	K-1011-42	\$949,500	\$949,500	\$712,125	0.00%	7/17/2011	100%	75%	
CT	WA0055	Sewer Maintenance Project FYE 2010	Staff / Lemke	0910-55	66,005	\$25,550	39%	Urban Contractors, Inc.	1011-02	\$1,570,100	\$1,747,285	\$1,747,285	11.28%	8/23/2012	100%	100%	
CT	WA0062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	Staff / Lemke	-	-		T.B.D.			\$0			NA			
CT	WA0064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	-	-		T.B.D.			\$0			NA			
CT	WA0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	TBD	-	-		T.B.D.			\$0			NA			
CT	WA0120	Interceptor Improvements: Woodcrest	R/JN Group	0405-159	133,849	\$113,641	85%	T.B.D.			\$0			NA			
CT	WA0267	Interceptor Bishop Ph 2B Sect 3	CP&Y	0304-147	122,701	\$88,142	72%	T.B.D.			\$0			NA			
CT	WA0267	Interceptor SE Bishop Ph 2B Sect 2A & 2B	CP&Y	0304-147	T.B.D.		0%	Krapf-Reynolds Construction	K-1213-66	\$1,054,480	\$1,054,480	\$0	0.00%	NA		0%	
DH	WA0011	WW Flow Metering Phase 2	NA		-	\$0		R/JN Group	0405-116	\$154,244	\$154,244	\$130,982	0.00%	NA		85%	
DH	WA0248	SS Emergency Repairs	NA	NA	N/A	\$0	\$0	Sewer Line Maintenance staff		\$100,000	\$100,000	\$7,288	0.00%	NA		7%	
JS	WA0041	Apple Creek Waterline	Staff / Lemke/Cardinal		24,850	\$20,984	84%			\$0	\$0			NA			
JS	WA0191	Highway 9 Waterline Relocations	Cardinal	1213-119	47,100	\$4,184	9%	Future			\$0			NA			
JS	WA0292	Waterline Segment F	Staff / Lemke	0910-55	5,000	\$5,000	100%	Central Contracting Services, Inc.	K-1011-156	\$154,922.69	\$154,923	\$154,923	0.00%	7/4/2012	100%	100%	
JS	WA0305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$82,100	48%	Future			\$0			NA			
JS	WB0127	Phase 2 Wells	CH2M Hill	0607-109	400,800	\$337,697	84%	NA			\$0			NA			
JS	WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$63,709		Red Cliff, Inc.	1011-123	\$1,178,194	\$1,178,194	\$1,055,036	0.00%	10/27/2011	100%	90%	
JS	WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646		Red Cliff, Inc.	1011-123	\$294,548	\$294,548	\$226,809	0.00%	10/27/2011	100%	77%	
JS	WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	95,625	\$91,429	85%	Future			\$0			NA			
JS	WB0185	Phase 2 12-inch Waterline	Staff / Lemke	0910-55				Central Contracting Services, Inc.	K-1011-156	\$447,117	\$447,117	\$447,117	0.00%	7/4/2012	100%	100%	
JS	WB0186	Phase 2 16-inch Waterline	Staff / Lemke	0910-55				Central Contracting Services, Inc.	K-1011-156	\$586,084	\$586,084	\$586,084	0.00%	7/4/2012	100%	100%	
JS	WA0262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	Future			\$0			NA			
MD	WA0131	WTP High Pressure Plane Upgrade	PEC	0607-122	-	-		Future			\$0			NA			
MD	WA0149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 ant	61,680	\$53,842	87%	Central Contracting Services, Inc.	K-1112-129	\$524,273	\$524,273	\$257,378	0.00%	3/20/2013	59%	49%	
MD	WA0173	Master Meter Replacement	Staff	NA	-	-		Badger Meter Inc	PO#208124	\$88,145	\$88,145	\$88,145	0.00%	NA		100%	
MD	WA0174	Strategic Water Supply Plan	Carrolla	1112-114	385,947	\$166,338	43%	NA	NA	NA		\$0		NA			
MD	WA0182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$98,785	51%	Future			\$0			NA			
MD	WA0188	SE Oklahoma Raw Water Study	OK Regional Water UT	0708-165	91,375	\$91,375	100%	NA	NA	NA		\$0		NA			
MD	WA0293	Water Storage Towers	staff		-	\$0		Future			\$0			NA			
MD	WA0042	Wastewater Flow Monitoring	(see construction)		-	-		HDR Engineering/R/JN Group	0910-164	\$576,699	\$576,699	\$449,962	0.00%	1/9/2011	100%	78%	
MD	WA0050	WWTP Effluent Truck Wash	Alan Plummer	K-1213-54	18,700	\$935	5%	Future			\$0			NA			
MD	WA0058	Effluent Reuse at Composting Facility	Alan Plummer	K-1213-54	8,900	\$445	5%	Future			\$0			NA			
MD	WA0065	WWTP Phase 2 Expansion	Garver	1011-148	4,084,800	\$1,338,104	33%	Future			\$0			NA			
MD	WA0204	North WRF Engineering Report	HDR/Alan Plummer	pending				NA			\$0			NA			
MD	WA0303	Lift Station D Rehabilitation	HDR	0708-111	1,436,663	\$1,433,529	99.8%	Walters Morgan Construction, Inc.	0910-34	\$5,840,000	\$5,927,511	\$5,868,236	1.50%	8/24/2011	100%	99%	

**NOVEMBER 2012
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	November	Year to date
Fats, oil and grease (FOG) program	10	98
Food license renewal	0	14
Silver Program	0	1
Significant Industrial Users	6	19
Total inspections	16	132

ROUTINE ACTIVITIES

	November	Year to date
Line Maintenance calls	0	3
Significant Industrial User sites sampled	0	14
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	50%
Household hazardous waste disposal calls	18	107

REVENUE

	November	Year to date
FOG Program	\$50.00	\$500.00
Silver Program	\$0.00	\$100.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$0.00	\$24,642.50
Lab Analysis Recovery	\$1,642.00	\$14,127.50
Total revenue	\$1,692.00	\$39,370.00

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

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

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Conducted the November 3rd household hazardous waste collection event
2. Working with Public Works Department to develop a phosphate control ordinance.
3. Working Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
4. As of November 2012, approx.67,500 gallons of grease/solids did not enter the sanitary sewer in FYE 13 as a the FOG program.
5. Staff is working with different departments to increase energy efficiency-i.e turning off computers, duplex anti-idling, methane recovery, replacing pumps with variable speed drives.
6. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate paint take-back programs similar to the recent paint take-back program in Oregon.
7. Staff is working with Recycle America to begin recycling in city facilities.
8. Staff is assisting the Water Reclamation Facility with biomonitoring and the Toxicity Identification Evaluation.
9. Assisting the Oklahoma Water Environment Association in developing their Strategic Direction Plan
10. Assisting Water Treatment and the Water Reclamation Facility with Lean and Green initiatives
11. Attended the Chamber of Commerce Greenovation Committee meeting
12. Chairing Green Team
13. Beginning preparations for the 2013 Earth Day Festival
14. Mass mailing to FOG and Ag program participants regarding reminder for annual requirements
15. Attended the Governor's Water Conference in Tulsa

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 13		FYE 12	
November, 2012	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	4	22	4	21
Property Owner Responsibility	27	152	41	160
TOTAL	31	174	45	181
Number of Feet of Sewer Cleaned:				
Cleaned	115,187	818,784	77,475	599,075
Rodded	8,985	30,135	2,450	18,120
Foamed	12,930	105,162	0	112,081
TOTAL	137,102	954,081	79,925	729,276
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	3	1	4
Obstruction	0	2	0	3
Private	0	3	3	13
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	8	4	20
Feet of Sewer Lines Televised	13,953	81,878	25,106	144,752
Locates Completed	381	1,953	391	2,061
Manholes:				
Inspected	681	3,768	517	3,941
New	0	1	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	2	9	124
Hours Worked at Lift Station	212	815	116	1,155
Hours Worked for Other Departments	4	182	13	325
OJI Percentage	0.00	0.30	5.26	2.86
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.39	0.35	0.34	0.35
Claims Paid Per 10,000 People	0	0	0	0.0751

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 13		FYE 12	
November, 2012	MONTH	YTD	MONTH	YTD
New Meter Sets:	43	672	12	136
Number Short Sets	43	663	11	127
Number Long Sets	0	9	1	9
Average Meter Set Time	4.81	4.03	6.67	5.62
Number of Work Orders:				
Service Calls	478	2,465	476	1,999
Meter Resets	1	4	0	0
Meter Removals	0	6	3	6
Meter Changes	65	207	64	185
Locates Completed	523	2,644	144	2,012
Number of Water Main Breaks	26	116	29	175
Average Time Water Off	1.31	2.36	2.65	1.75
Fire Hydrants:				
New	0	1	1	2
Replaced	1	7	2	3
Maintained	39	238	7	584
Number of Valves Exercised	220	82	202	787
Feet of Main Construction	60	2,985	765	2,101
Hours of Main Construction	48	2,538	487	1,729
Meter Changeovers	0	78	21	21
OJI Percentage	9.09	8.64	13.04	9.57
Hours Flushing/Testing New Mains	67	179	81	157
Hours Worked Outside of Division	73	824	114.50	1,127.50

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Wastewater Pollution Control Facility
November 1-30, 2012

Flow Statistics

	FYE 2013		FYE 2012	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	251.8	1046.5	305.0	1230.5
Total Effluent Flow (M.G.)	241.2	1006.9	250.1	1015.3
Influent Peak Flow (MGD)	10.5	12.1	14.7	14.7
Effluent Peak Flow (MGD)	10.1	12.2	13.4	13.4
Daily Avg. Influent Flow (MGD)	8.4		10.2	
Daily Avg. Effluent Flow (MGD)	8.0		8.3	
Precipitation (inches)		4.7		6.7

Discharge Monitoring Report Stats

5 day BOD: EPA minimum percentage removal 85%

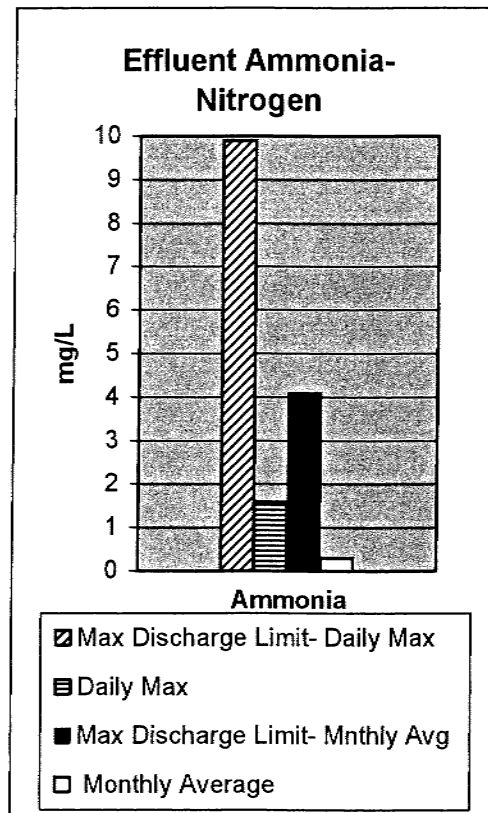
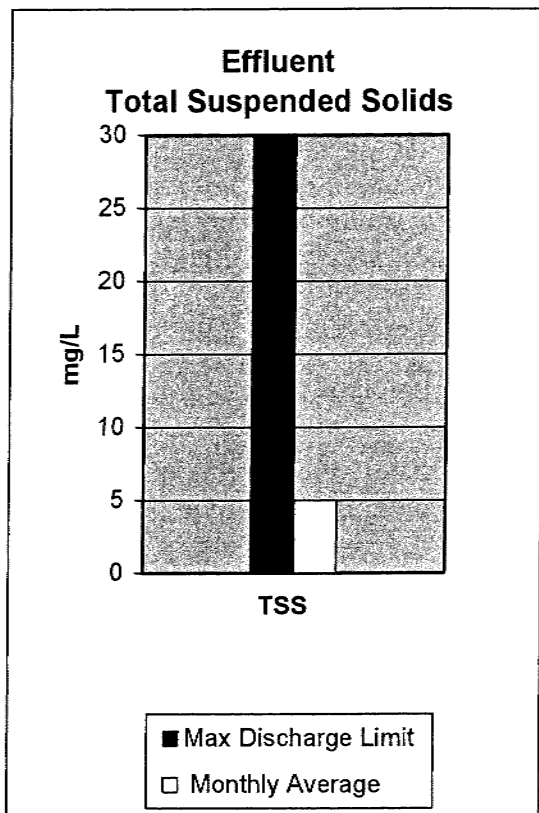
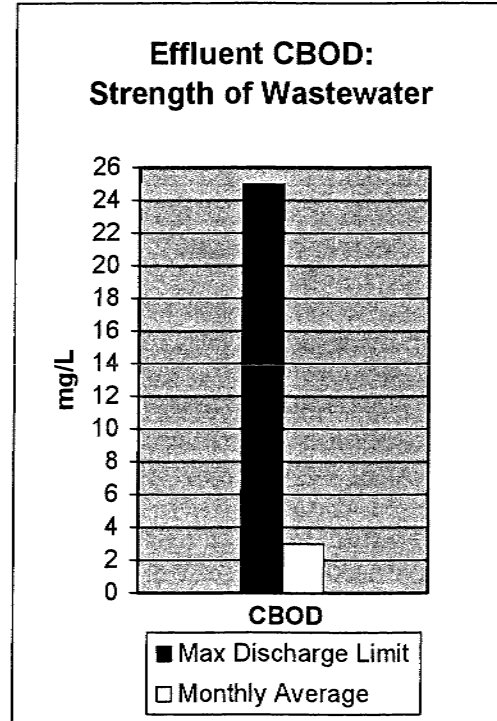
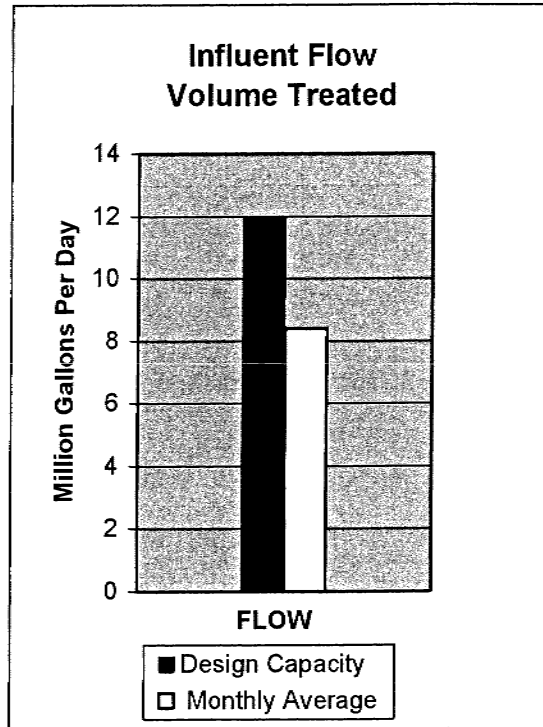
	<u>Avg.</u>	<u>Avg.</u>
Influent Total (mg/l)	235	216
Effluent Carbonaceous Total	3	3
Percent Removal	98.6	98.5
Total Suspended Solids:		
Influent (mg/L)	161	150
Effluent (mg/L)	5	12
Percent Removal	96.8	92.3
Dissolved Oxygen:		
Influent (min)	0.8	0.7
Effluent (min)	5.0	5.5
pH		
Influent (Low)	7.3	7.1
(High)	7.6	7.7
Effluent (Low)	7.0	7
(High)	7.5	7.2
Ammonia Nitrogen		
Influent (mg/L)	30.7	32.7
Effluent (mg/L)	0.34	0.8
Percent Removal	98.9	97.7

Utilities

Electrical		
Total kWh Used (Plant wide)	*1,120,280	859,920
Aeration Blowers, WSL&Headworks	715,680	544,000
Natural Gas		
Total cubic feet/day (plant wide)	912,000	808,000
Public Education (Tours)	1	4
		2
Reclaimed Water System (MG)	31.6	22.4
OU Golf Course	27.6	30.7

*Usage up due to increase operation of centrifuges.

CITY OF NORMAN
WASTEWATER TREATMENT FACILITY
November 2012



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

WATER TREATMENT DIVISION

MONTH: November-12

	<u>FYE 2013</u>		<u>FYE 2012</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	216.72	1,664.04	210.126	1576.64
Well Production (MG)	114.67	738.46	116.28	751.45
Oklahoma City Water Used (MG)	0.27	68.28	0.36	146.00
Total Water Produced (MG)	331.67	2470.79	326.76	2474.10
Average Daily Production	11.06	16.15	10.89	16.17
Peak Day Demand				
Million Gallons	13.38	24.82	12.24	23.94
Date	11/5/2012	7/23/2012	11/15/2011	8/5/2011
System Capacity (see note)	23.50	23.50	19.53	19.53
Demand Above Capacity (Peak Day)	0.00	1.32	0.00	4.41
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$353,993.23	\$1,993,123.89	\$327,566.69	\$1,823,364.93
Wells	\$70,692.58	\$436,281.98	\$72,375.95	\$415,548.47
OKC (Estimated)	\$2,746.07	\$337,346.49	\$2,938.38	\$685,310.25
Total	\$427,431.88	\$2,766,752.36	\$402,881.02	\$2,924,223.65
Cost per Million Gallons				
Plant	\$1,633.41	\$1,197.76	\$1,558.91	\$1,156.49
Wells	\$616.47	\$590.80	\$622.45	\$553.00
OKC (Estimated)	\$10,133.10	\$4,940.34	\$8,230.76	\$4,693.78
Total	\$1,288.75	\$1,119.79	\$1,232.96	\$1,181.94
Water Quality				
Total Number of Bacterial Samples	92	497	128	528
Bacterial Samples out of Compliance	0	4	0	0
Total number of complaints	2	19	3	22
Number of complaints per 1000 service connections	0.06	0.58	0.09	0.67
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	176	864
Total Hours Lost	0	0	176	864
Safety Training Sessions Held	2	6	0	4
Public Education				
Number of tours conducted	0	0	0	2
Number of people on tours	0	0	0	21

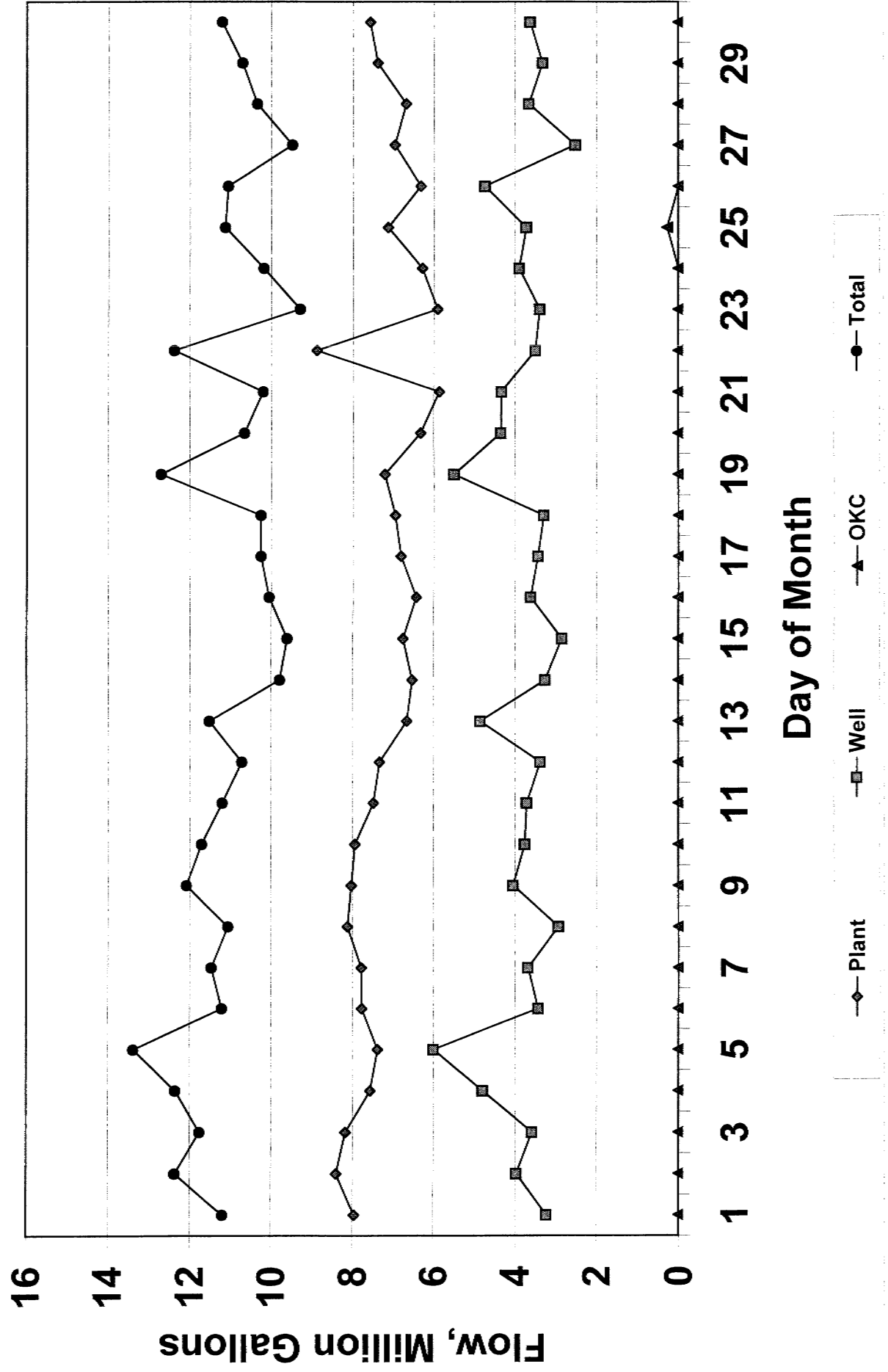
Notes:

The pump in Well #5 failed. A replacement is being ordered. The pump for Well #61 has been ordered and should be received next month.

We received the replacement Return Water Pump Station for the plant. We have ordered the flow meter and are planning installation requirements. We expect to install the unit in February depending on other materials deliveries.

We have ordered filter coal to replenish loss in the filters. We plan to do maintenance on surface agitators and install safety handrail concurrent with media replacement later this winter.

Water Production for November, 2012



SANITATION DIVISION PROGRESS REPORT

NOVEMBER 2012

	FY 12		FY 13	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	2	15	0	5
<u>On The Job Injuries</u>	0	4	0	1
<u>Bulk Pickups</u>	15	115	15	115
<u>Refuse Complaints</u>	48	286	67	351
<u>New Polycarts Requests</u>	47	265	65	268
<u>Polycarts Exchanges</u>	10	48	17	59
<u>Additional Polycart Requests</u>	62	287	70	371
<u>Replaced Stolen Polycarts</u>	38	164	19	121
<u>Replaced Damaged Polycarts</u>	112	711	108	637
<u>Polycarts Repaired</u>	3	48	8	93

COMPOST MONTHLY REPORT

NOVEMBER-2012

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	267.14	1,422.29
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 5,027.57	\$ 26,767.50
TONS BROUGHT IN BY PUBLIC:	118.88	590.41
TONS BROUGHT IN BY CONTRACTORS :	232.88	964.95
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	6.04	19.20
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,733.80	\$ 29,633.22
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 11,761.37	\$ 56,400.72
REVENUE COLLECTED FROM COMPOST SALES:	\$ 1,320.00	\$ 5,520.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	0	0	0	0
LINE MAINTENANCE	0	0	0	0
STREET DEPT.	0	0	0	0
WATER TREATMENT	0	0	0	0
WESTWOOD GOLF COURSE	0	0	0	0
MURPHY PRODUCTS OKC	0	0	0	0
SELF LOADING BIN	0	23	0	0
DRYING BEDS	0	870	0	0
TOTAL:	0	893	0	0

MONTHLY TRANSFER STATION REPORT

NOVEMBER 2012

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	407.89	1,735.02	\$ 15,091.93	\$ 65,059.34
CONT. TONS:	129.47	793.20	\$ 6,214.56	\$ 37,298.95
CASH TONS:	722.11	4,040.01	\$ 32,131.69	\$ 180,288.56
BRUSH/YDS:	0.00	37.00	\$ -	\$ 370.00
PULL OFFS:	28	90	\$ 364.00	\$ 1,170.00
TOTALS:	1,259.47	6,568.23	\$ 53,802.18	\$ 284,186.85

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	390	1,916
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	6,936.66	34,819.06
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	41	247
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	269.65	1866.25
GRAND TOTAL TONS TO LANDFILLS	7,206.31	36,685.31

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 135,622.75	\$ 691,296.64
GRAND TOTAL TIPPING FEE'S	\$ 135,622.75	\$ 691,296.64

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	552	2,799
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3,116.12	15,710.34
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	404	2,033
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,431.81	11,952.83

TOTAL LOADS BROUGHT TO TRANSFER STATION:	956	4,832
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TOTAL TONS BROUGHT TO TRANSFER STATION:	5,553.79	31,832.19
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	5.86	143.21
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MONTHLY RECYCLING REPORT (DROP CENTERS)

NOVEMBER 2012

	TONNAGES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.53	2.50	0.46	2.17	0.39	2.33
PLASTICS:	2.64	15.52	2.81	16.07	2.92	18.94
STEEL CANS:	0.78	3.55	0.76	3.43	0.75	3.67
CLEAR GLASS:	1.69	10.65	1.97	11.20	3.08	17.54
GREEN GLASS:	1.42	6.57	1.12	6.06	1.74	9.36
BROWN GLASS:	1.61	8.58	1.14	7.61	2.16	12.28
MIXED OFFICE PAPER:	14.18	42.05	4.86	30.64	8.50	42.76
CARDBOARD CENTERS TONS:	17.31	96.35	16.46	84.99	17.97	96.35
NEWSPAPER CENTERS TONS:	3.24	15.78	3.50	17.40	3.33	16.38
TOTAL TONS:	43.40	201.55	33.08	179.57	40.84	219.61

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	65.86	384.64
CARDBOARD COMPACTORS:	65.19	289.72
OTHER NEWSPAPER CONTAINERS:	0.88	2.05
TOTAL TONS:	131.93	676.41

	REVENUES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 385.31	\$ 1,879.71	\$ 334.42	\$ 1,614.42	\$ 283.53	\$ 1,748.33
PLASTICS:	\$ 52.80	\$ 310.40	\$ 56.20	\$ 321.40	\$ 58.40	\$ 378.80
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 1,488.90	\$ 4,845.45	\$ 510.30	\$ 3,504.80	\$ 892.50	\$ 4,716.15
CARDBOARD:	\$ 1,904.10	\$ 11,978.90	\$ 1,810.60	\$ 10,640.05	\$ 1,976.70	\$ 12,055.80
NEWSPAPER:	\$ 291.60	\$ 1,751.50	\$ 315.00	\$ 1,952.00	\$ 299.70	\$ 1,843.45
TOTAL REVENUE:	\$ 4,122.71	\$ 20,765.96	\$ 3,026.52	\$ 18,032.67	\$ 3,510.83	\$ 20,742.53

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 7,244.60	\$ 48,112.15
CARDBOARD COMPACTORS:	\$ 5,541.15	\$ 34,848.45
OTHER NEWSPAPER CONTAINERS:	\$ 79.20	\$ 226.00
TOTAL REVENUE:	\$ 12,864.95	\$ 83,186.60

	COLLECTION BY MATERIAL					
	TONS		PRO/FEE		REVENUE	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	1.38	7.00			\$ 1,003.26	\$ 5,242.46
PLASTIC:	8.37	50.53			\$ 167.40	\$ 1,010.60
STEEL:	2.29	10.65			\$ -	\$ -
CLEAR GLASS:	6.74	39.39			\$ -	\$ -
GREEN GLASS:	4.28	21.99			\$ -	\$ -
BROWN GLASS:	4.91	28.47			\$ -	\$ -
MIXED OFFICE PAPER	27.54	115.45	\$ 433.76	\$ 1,959.96	\$ 2,457.95	\$ 11,305.34
CARDBOARD:	182.79	952.05	\$ 3,016.04	\$ 17,889.77	\$ 17,090.87	\$ 101,375.34
NEWSPAPER:	10.95	51.61	\$ 147.83	\$ 865.94	\$ 837.68	\$ 4,907.01
REVENUE FROM OCC CONTAINERS:					\$ -	\$ 28,420.80
TOTALS:	249.25	1,277.14	\$ 3,597.62	\$ 20,715.67	\$ 21,557.15	\$ 152,261.54

	COLLECTION COST							
	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	48.00	288.00	8.00	40.00	203.45	1,012.55	9.00	41.75
LABOR COST:	\$ 1,285.44	7,712.64	\$ 214.24	1,071.20	\$ 5,448.39	27,116.09	\$ 241.02	1,118.07
VEHICLE COST:	\$ 1,033.88	7,399.09	\$ 172.17	987.20	\$ 4,127.16	14,725.91	\$ 245.72	858.51
TOTALS:	\$ 2,319.32	\$ 15,111.73	\$ 386.41	\$ 2,058.40	\$ 9,575.55	\$ 41,842.00	\$ 486.74	\$ 1,976.58

	OCC COMPACTORS		MIXED OFFICE PAPER			MONTH	
	MONTH	YTD	MONTH	YTD		MONTH	YTD
	MONTH	YTD	MONTH	YTD		MONTH	YTD
MAN HOURS:	22.50	104.00	13.50	68.00	MAN HOURS:	304.45	1,554.30
LABOR COST:	\$ 602.55	2,785.12	\$ 361.53	1,821.04	LABOR COST:	\$ 7,550.62	39,374.63
VEHICLE COST:	\$ 502.57	2,532.41	\$ 301.65	1,681.29	VEHICLE COST:	\$ 6,383.15	28,184.41
TOTALS:	\$ 1,105.12	\$ 5,317.53	\$ 663.18	\$ 3,502.33	GRAND TOTAL:	\$ 13,933.77	\$ 67,559.04

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 4,690.89	\$ 24,035.77

MONTHLY RECYCLING REPORT

CURBSIDE COLLECTION

OCTOBER 2012

	CONTAINER STREAM	MIXED PAPER	TOTAL TONS	CONTAINER STREAM	MIXED PAPER	TOTAL TONS
COLLECTION DAYS	MONTH	MONTH	MONTH	YTD	YTD	YTD
MONDAY	22.00	25.75	47.75	92.68	109.84	202.52
TUESDAY	20.51	22.81	43.32	87.46	88.38	175.84
WEDNESDAY	20.96	12.76	33.72	69.21	43.83	113.04
THURSDAY	17.10	13.23	30.33	65.92	48.63	114.55
FRIDAY	18.06	13.31	31.37	72.46	55.80	128.26
TOTAL	98.63	87.86	186.49	387.73	346.48	734.21

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	31.50%	33.35%
AVERAGE TONS PER DAY :	9.42	9.67
POUNDS PER HOME:	10	9.83
RESIDENTIAL MIXED PAPER:	105.36	100.97
RESIDENTIAL LOOSE CONTAINER:	111.22	111.81

COMMODITY BY TON

	MONTH	YTD
ALUMINUM BEVERAGE CAN	5.6	22.4
METAL CONTAINERS	16.7	67.1
HDPE (#2) PLASTIC CONTAINERS	24.5	98.4
PET (#1) PLASTIC CONTAINERS	22.2	89.4
GLASS CONTAINERS	41.2	165.5
OLD NEWSPAPER PRINT	86.4	331.2
MIXED PAPER	19	72.7
TOTAL	215.60	846.70

CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	71	311
REMINDER NOTICES	10	17
MISC. (throwing bins, left in driveway, blowing trash)	0	7
MISSING BINS	66	274
DELIVERY REQUEST	38	99
TOTAL CALLS	185	708

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$3,509.74	\$13,817.83

