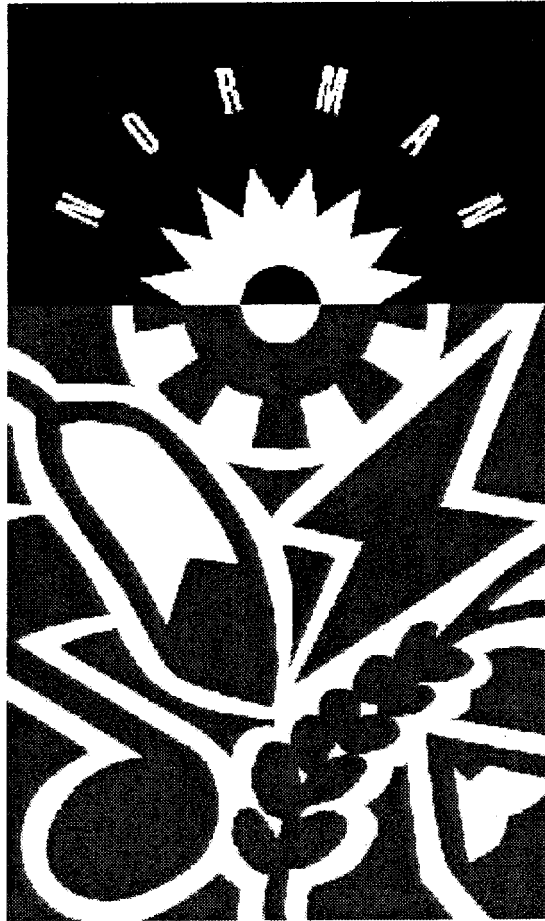


City of Norman



Monthly Departmental Report

February 2013

MONTHLY PROGRESS

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CITY CLERK

1

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

CITY CLERK

ACTION CENTER					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	6	49	Line Maintenance	1	51
Building Permits	7	49	Municipal Court	0	11
CDBG	1	10	Noise	5	16
City Clerk	8	*310	Parks and Recreation	4	85
City Manager/Mayor	3	14	Planning	5	19
Code Enforcement	23	279	Police	9	110
Data Processing	0	9	Storm Water	1	16
Engineering/Public Works	13	125	Sanitation	26	232
Finance	8	69	Sidewalks	0	17
Fire/Civil Defense	1	21	Streets	10	100
Human Resources	0	5	Street Lights	6	74
Information (General)	32	292	Traffic	10	76
Legal	2	23	Utilities	3	35
WC Questions	0	83	WC Violations	6	36

Total for February	190	Total FYE YTD	2,213
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WC (Water Conservation)

* Volume due to Citywide Garage Sale

LICENSES

7 New licenses were issued and 44 licenses were renewed during the month of January. 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	18	52	Bee Keeper	0	0
Class I Beer	1	11	Solicitor/Peddler (30 day)	0	4
Class II Beer	4	14	Solicitor/Peddler (60 day)	0	3
Mixed Beverage	0	2	Solicitor/Peddler (one day)	0	8
Mixed Beverage/Caterer	0	4	Coin-Operated Devices	20	25
Wine & Beer/Winemaker	1	1	Game Machines	1	23
Temporary Food (30 day)	0	14	Taxi/Motorbus/Limousine	1	14
Temp Food (180 day)	0	4	Impoundment Yard	0	0
Temp Food (one day)	1	13	Salvage Yard	0	0
Kennel	3	5	Transient Amusement	0	0
Pawnbrokers	0	0	Special Event	0	5
Retail Liquor Store	1	4			

New Establishments/New Licenses

NAME	ADDRESS	LICENSE TYPE(S)
Freddie's Frozen Custard and Steakhburgers	2401 West Main #110	Food Service

Existing Establishments/New Owner

NAME	ADDRESS	LICENSE TYPE(S)
Mr. Shortstop #6 (previously Classen Convenience)	2760 Classen Boulevard	Food Service and Class II Beer
Sullivan's Corner (previously Norman Corner Store)	517 South Porter	Food Service and Class I Beer
Sweet Sister Bakery (previously Emma J's Bakery)	1334 Interstate Drive	Food Service

- 1 One Day Temporary Mobile Food License was issued to Waving Wheat Bakery for February 8, 2013 for Norman Art Walk

WORKERS COMPENSATION

Name: Kim Stephens
Settlement Amount: \$152,575.00
Department: Water Treatment Plant
Injury: lower back and right side
Date Approved: February 12, 2013

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02-05-13	Trenton Wright	Medical expenses – claimant alleges he was a passenger in a vehicle northbound on 12th Avenue S.E. on August 23, 2012, when the driver, Dalton Betz, stopped for a pedestrian crossing the street and a sanitation truck traveling directly behind the vehicle was unable to stop in time striking the vehicle from behind.	\$ 35,500.00
02-05-13	Lynn Autry	Damages to sprinkler system – claimant alleges her sprinkler system was damaged in the fall of 2012 by Line Maintenance Division employees repairing a water line at 361 Milbrook Drive.	\$ 292.50
02-08-13	Southwestern Bell Telephone Company d/b/a AT&T	Damages incurred to telephone cable – claimant alleges that City crews installing a tin horn at 2620 72nd Avenue S.E. on January 31, 2013, damaged the telephone cable.	\$ 607.71

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING

A Business and Community Affairs Committee meeting was held on February 7, 2013, to continue discussion on streamlining the development process.

EXECUTIVE SESSION

An Executive Session was held February 12, 2013, to evaluate the City Manager as required by Section 5(A) of Contract No. K-0708-32.

An Executive Session was held on February 26, 2013, regarding the possible purchase of real property located south and west of Canadian Trails Park between the Canadian Trails Addition and the South Canadian River.

FINANCE COMMITTEE MEETING

A Finance Committee meeting was held February 20, 2013, regarding the FYE 2014 Outside Agency funding requests, Revenue/Expenditure Report as of January 31, 2013; and a report on open positions.

OVERSIGHT COMMITTEE MEETING

A City Council Oversight Committee meeting was held February 13, 2013, regarding continued discussion of the Commercial Lighting Ordinance and water conservation measures, activities relative to the eastern red cedar and drought resistant landscaping, and possible modifications to the water conservation plan regarding scheduled days for water use restrictions and drought condition triggers.

PUBLIC HEARING

A Public Hearing was held on February 12, 2013, regarding discussion of 1207 Cruce Street as a nuisance property.

SPECIAL SESSION

A Special Session was held on February 5, 2013, to consider adjourning into an Executive Session to discuss possible litigation with Red Cliff, Inc., in connection with the Raw Water Line Project, Phase I and Phase 2B.

STUDY SESSIONS

A Study Session was held on February 5, 2013, regarding the Curbside Recycling Program and evaluation of the Request for Proposals received on January 10, 2013.

A Study Session was held on February 26, 2013, regarding the FYE 2014 Capital Budget and FYE 2014-2017 Capital Improvements Plan.

**FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013**

Facility		Minutes	Hours	
LIBRARY				
2/05/2013	PLUMBING	Stool blockage in men's room	60	1
2/06/2013	HVAC	Chiller checked	240	4
2/07/2013	PLUMBING	Lavatory blockage in men's room	60	1
2/13/2013	HVAC	Duct's repaired and VAV's checked	480	8
2/15/2013	MISCELLANEOUS	Door track repaired on double doors	120	2
2/18/2013	PLUMBING	Stool blockage in staff bathroom	60	1
2/22/2013	ELECTRICAL	Lights repaired	60	1
2/22/2013	HVAC	Air handler checked	240	4
2/26/2013	HVAC	Air ducts resealed	240	4
2/27/2013	ELECTRICAL	Lights repaired	60	1
2/28/2013	HVAC	Duct work checked	120	2
Facility Subtotal		1740	29	
Total		1740	29	
MUNICIPAL BUILDING - BUILDING C				
2/01/2013	ELEC/MISC	Lights repaired and noise investigated	60	1
2/01/2013	HVAC	Heater units checked	240	4
2/04/2013	ELECTRICAL	Lights repaired and power monitor operation checked	60	1
2/04/2013	HVAC	Heater units checked	240	4
2/07/2013	ELECTRICAL	UPS circuits checked	90	1.5
2/07/2013	ELECTRICAL	IT tower and lights checked	30	0.5
2/08/2013	MISCELLANEOUS	Consult with Parks personnel	60	1
2/11/2013	MISCELLANEOUS	Boiler room noise complaint investigated	60	1
2/11/2013	PLUMBING	Flush valve rebuilt on stool	60	1
2/15/2013	ELECTRICAL	Lights repaired	60	1
2/15/2013	PLUMBING	Stool blockage in women's restroom	60	1
2/20/2013	PLUMBING	Stool blockage in men's bathroom	60	1
2/21/2013	ELECTRICAL	Lights repaired in conference room	180	3
2/21/2013	PLUMBING	Stool blockage in women's bathroom	60	1
2/22/2013	ELECTRICAL	Lights repaired	60	1
2/27/2013	ELECTRICAL	Lights repaired	60	1
Facility Subtotal		1440	24	
Total		1440	24	
MUNICIPAL BUILDING - BUILDING A				
2/01/2013	PLUMBING	Outside faucet rebuilt	90	1.5
2/05/2013	PLUMBING	Bowl wax on stool replaced	60	1
2/08/2013	HVAC	Chiller and air handlers checked	240	4
2/11/2013	HVAC	Temp checked	120	2
2/12/2013	HVAC	VAV's checked	240	4
2/12/2013	PLUMBING	Roof drain repaired	180	3
2/15/2013	HVAC	Boiler checked	240	4
2/18/2013	ELECTRICAL	Switch installed	240	4
2/19/2013	ELECTRICAL	Light switch installed	120	2
2/25/2013	HVAC	Temperature checked	240	4
Facility Subtotal		1770	29.5	
MUNICIPAL BUILDING - BUILDING B				
2/01/2013	ELECTRICAL	Lights repaired	60	1
2/01/2013	PLUMBING	New water line for coffee maker installed	90	1.5
2/07/2013	PLUMBING	Flush valve rebuilt on stool	60	1
2/08/2013	PLUMBING	Stool blockage in men's room	60	1
2/12/2013	MISCELLANEOUS	Door repaired	60	1
2/14/2013	MISCELLANEOUS	Door repaired	60	1
2/15/2013	ELECTRICAL	Lights repaired	60	1
Facility Subtotal		686	7.5	

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
MUNICIPAL BUILDING - CITY HALL			
2/01/2013 PLUMBING	Lavatory in men's room repaired	60	1
2/04/2013 MISCELLANEOUS	Filter quotes obtained	240	4
2/04/2013 MISCELLANEOUS	Door repaired	60	1
2/05/2013 HVAC	Chiller and air handler checked	480	8
2/06/2013 HVAC	HVAC system checked	240	4
2/07/2013 HVAC	HVAC system checked, contactors on chiller replaced	480	8
2/08/2013 HVAC	A/C System checked and contactor replaced	240	4
2/11/2013 HVAC	HVAC system checked	240	4
2/12/2013 HVAC	HVAC system checked	240	4
2/14/2013 HVAC	Chiller contactor's replaced	240	4
2/18/2013 HVAC	HVAC system checked	240	4
2/19/2013 MISCELLANEOUS	Filters purchased	240	4
2/20/2013 HVAC	Air handler checked	240	4
2/21/2013 HVAC	Air handlers checked	120	2
2/21/2013 PLUMBING	Sprinkler system repaired	180	3
2/21/2013 PLUMBING	Flush valve on stool rebuilt	60	1
2/22/2013 HVAC	HVAC system checked	240	4
2/25/2013 HVAC	HVAC system checked	240	4
2/25/2013 PLUMBING	Lavatory handle repaired	60	1
2/26/2013 HVAC	HVAC system checked	240	4
2/28/2013 HVAC	HVAC system checked	240	4
Facility Subtotal		4620	77
Total		7080	118
LINDSEY STREET YARD ADMINISTRATION			
2/01/2013 ELECTRICAL	Lights repaired	90	1.5
2/05/2013 ELECTRICAL	Lights repaired and well #10 repaired	60	1
2/07/2013 ELECTRICAL	Well #10 repaired	90	1.5
2/14/2013 HVAC	Heaters repaired	240	4
2/15/2013 HVAC	Shop heaters repaired	240	4
2/19/2013 HVAC	Heater repaired	240	4
2/25/2013 PLUMBING	Lavatory faucet repaired	60	1
Facility Subtotal		1020	17
Total		1020	17
TRAFFIC CONTROL			
2/13/2013 HVAC/PLUMBING	Furnace and water heaters lit	120	2
Facility Subtotal		120	2
Total		120	2
ANIMAL WELFARE			
2/07/2013 ELECTRICAL	Lights repaired	90	1.5
2/13/2013 ELECTRICAL	Lights repaired	60	1
2/14/2013 PLUMBING	Stool blockage in break room	60	1
2/18/2013 HVAC	Heater checked	150	2.5
2/19/2013 ELECTRICAL	Lights repaired	120	2
2/21/2013 PLUMBING	Sink drain blockage in kitchen	60	1
2/21/2013 PLUMBING	Boiler drain valve blockage	60	1
2/25/2013 PLUMBING	Tank type flush valve repaired	60	1
Facility Subtotal		660	11
Total		660	11

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
FIRE STATION #1			
2/06/2013 ELECTRICAL	Lights repaired	120	2
2/06/2013 PLUMBING	Wax bowl replaced on stool	90	1.5
2/25/2013 ELECTRICAL	Circuits burned up/repared	180	3
2/26/2013 PLUMBING	Ice machine repaired	240	4
2/27/2013 ELECTRICAL	Lights repaired	30	0.5
2/28/2013 ELECTRICAL	Lights Repaired	60	1
	Facility Subtotal	720	12
	Total	720	12
FIRE STATION #3			
2/25/2013 PLUMBING	Water leak repaired	120	2
	Facility Subtotal	120	2
FIRE STATION #4			
2/14/2013 ELECTRICAL	Outside and inside lights repaired	240	4
2/25/2013 ELECTRICAL	Generator operation and repairs	180	3
	Facility Subtotal	420	7
FIRE STATION #6			
2/12/2013 PLUMBING	Stool blockage	60	1
	Facility Subtotal	60	1
FIRE STATION #7			
2/01/2013 ELECTRICAL	Lights repaired	60	1
2/01/2013 HVAC	Heater repaired	240	4
2/06/2013 ELECTRICAL	Lights repaired	60	1
2/06/2013 ELECTRICAL	Lights repaired	120	2
2/07/2013 MISCELLANEOUS	Move lift to station to repair lights in bay	150	2.5
2/07/2013 ELECTRICAL	Lights and lift repaired	300	5
2/08/2013 ELECTRICAL	Lights repaired	480	8
2/08/2013 ELECTRICAL	Lights repaired	210	3.5
2/20/2013 ELECTRICAL	Lights repaired	240	4
2/20/2013 ELECTRICAL	Lights repaired	240	4
2/21/2013 ELECTRICAL	Lights repaired	270	4.5
2/21/2013 MISCELLANEOUS	Move lift	60	1
2/22/2013 ELECTRICAL	Lights repaired	210	3.5
	Facility Subtotal	2640	44
FIRE STATION #8			
2/25/2013 PLUMBING	Floor drain blockage	240	4
2/25/2013 PLUMBING	Sewer blockage	120	2
	Facility Subtotal	360	6
	Total	3600	60
PARK - ANDREWS PARK			
2/05/2013 MISCELLANEOUS	Rental Building repairs and remodel	60	1
2/05/2013 ELECTRICAL	New building wiring checked	60	1
	Facility Subtotal	120	2

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
PARK - GRIFFIN PARK			
2/07/2013 ELECTRICAL	Power to irrigation checked	60	1
2/18/2013 PLUMBING	Water line for concession stand repaired	180	3
2/27/2013 ELECTRICAL	Circuit repaired	30	0.5
2/27/2013 ELECTRICAL	Power supplied to sprinkler control panel	150	2.5
	Facility Subtotal	420	7
PARK - REAVES - COMMUNITY BUILDING			
2/05/2013 MISCELLANEOUS	Consult with Parks Personnel re: Central Complex	60	1
2/06/2013 PLUMBING	Dig up sewer and disconnect - Central Complex	330	5.5
2/07/2013 MISC/PLUMB	Consult with Parks Personnel, locate water main leak	300	5
2/08/2013 MISCELLANEOUS	Materials acquisition for new water service	120	2
2/12/2013 MISCELLANEOUS	Consult with Parks Personnel	60	1
2/18/2013 PLUMBING	New water line tap - Central Complex	180	3
2/19/2013 PLUMBING	New water service replaced	300	5
2/27/2013 ELECTRICAL	Outlet replaced	90	1.5
	Facility Subtotal	1440	24
	Total	1980	33
FIREHOUSE ART CENTER			
2/08/2013 PLUMBING	Stool blockage and cleaned out grease trap under sink	120	2
2/20/2013 PLUMBING	Sink blockage in kitchen	60	1
	Facility Subtotal	180	3
	Total	180	3
SOONER THEATRE			
2/11/2013 ELECTRICAL	Lights repaired	420	7
2/11/2013 ELECTRICAL	Conduit cut/repared	480	8
2/12/2013 ELECTRICAL	Feeder installed to panel C	480	8
2/12/2013 ELECTRICAL	Lights repaired	480	8
2/13/2013 ELECTRICAL	Lights repaired	360	6
2/13/2013 ELECTRICAL	Lights repaired	120	2
2/13/2013 PLUMBING	Sewer locate for upstairs plumbing	60	1
2/14/2013 ELECTRICAL	Lights repaired	240	4
2/14/2013 PLUMBING	Sewer line repaired	240	4
2/15/2013 ELECTRICAL	Lights repaired	120	2
2/19/2013 PLUMBING	Outside faucet rebuilt	60	1
	Facility Subtotal	3060	51
	Total	3060	51
SANTA FE DEPOT			
2/11/2013 HVAC	North side lights checked	120	2
2/25/2013 ELECTRICAL	Lights repaired	120	2
	Facility Subtotal	240	4
	Total	240	4
PARK - REAVES PARK			
2/05/2013 MISCELLANEOUS	Building demo	60	1
2/08/2013 ELECTRICAL	Wire locate to ball field lights	210	3.5
2/19/2013 ELECTRICAL	Light pipes in ball field repaired	120	2
	Facility Subtotal	390	6.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
RECREATION CENTER - IRVING			
2/01/2013 ELECTRICAL	Light repaired	30	0.5
2/04/2013 ELECTRICAL	Lights on roof repaired	180	3
2/07/2013 ELECTRICAL	Lights repaired	20	0.33
2/07/2013 MISCELLANEOUS	Door repaired	60	1
2/13/2013 MISCELLANEOUS	Roof hatch repaired	60	1
2/20/2013 ELECTRICAL	Lights repaired	45	0.75
2/21/2013 MISCELLANEOUS	Consult re: information and solutions	10	0.16
	Facility Subtotal	405	6.75
RECREATION CENTER - LITTLE AXE			
2/07/2013 ELECTRICAL	Lights repaired	20	0.33
2/11/2013 MISCELLANEOUS	Consult with Parks personnel re: waterlines	360	6
2/15/2013 MISCELLANEOUS	Consult re: sprinkler system	240	4
2/21/2013 MISCELLANEOUS	Consult re: information & solutions	10	0.16
	Facility Subtotal	630	10.5
RECREATION CENTER - WHITTIER			
2/01/2013 ELECTRICAL	Lights repaired	30	0.5
2/06/2013 PLUMBING	Urinal Blockage	60	1
2/07/2013 ELECTRICAL	Lights repaired	20	0.33
2/13/2013 MISCELLANEOUS	Roof hatch repaired	60	1
2/14/2013 ELECTRICAL	Outside and inside lights repaired	240	4
2/18/2013 ELECTRICAL	Time clock repaired	60	1
2/19/2013 ELECTRICAL	Time clock replaced	120	2
2/20/2013 PLUMBING	Gas valve on heater replaced	240	4
2/20/2013 ELECTRICAL	Lights repaired	45	0.75
2/20/2013 HVAC	Heater repaired	240	4
2/21/2013 MISCELLANEOUS	Consult re: information & solutions	10	0.16
2/21/2013 HVAC	Heater repaired	240	4
2/27/2013 HVAC	Heater repaired	240	4
2/27/2013 PLUMBING	Gas valve replaced	150	2.5
	Facility Subtotal	1755	29.25
	Total	3180	53
SENIOR CITIZENS CENTER			
2/04/2013 PLUMBING	Sewer blockage	120	2
2/08/2013 PLUMBING	Dishwasher repaired	120	2
2/19/2013 PLUMBING	Sewer blockage	120	2
2/27/2013 HVAC	Heater repaired	240	4
	Facility Subtotal	600	10
	Total	600	10
WESTWOOD CLUB HOUSE			
2/15/2013 PLUMBING	Flood drain blockage in kitchen area	60	1
	Facility Subtotal	60	1
WESTWOOD GOLF COURSE			
2/05/2013 PLUMBING	Drinking fountain repaired	60	1
2/13/2013 ELECTRICAL	Lights repaired	150	2.5
2/18/2013 PLUMBING	French drain blockage	120	2
	Facility Subtotal	330	5.5
	Total	390	6.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
WESTWOOD POOL			
2/01/2013 ELECTRICAL	Pump repaired	240	4
2/01/2013 ELECTRICAL	Slide pump for pool repaired	150	2.5
2/01/2013 PLUMBING	Slide pump repaired	240	4
2/04/2013 ELECTRICAL	Lights repaired	300	5
2/04/2013 ELECTRICAL	New sump pump installed	300	5
2/04/2013 PLUMBING	Sump pump installed and drained	240	4
2/05/2013 ELECTRICAL	Lights repaired	300	5
2/05/2013 ELECTRICAL	Power to sump pump	420	7
2/05/2013 MISCELLANEOUS	Consult with Parks Personnel	120	2
2/06/2013 ELECTRICAL	Lights repaired	60	1
2/13/2013 PLUMBING	Slide pump repaired	60	1
2/14/2013 PLUMBING	Slide pump taken apart to replace flanges	120	2
2/20/2013 PLUMBING	Pool pump repaired	60	1
2/20/2013 MISCELLANEOUS	Consult with Parks Personnel	120	2
2/21/2013 MISCELLANEOUS	Slide repaired	60	1
2/21/2013 MISCELLANEOUS	Pipe unloaded and break loose bolts from pipe	240	4
2/21/2013 PLUMBING	Sump pump repaired	60	1
2/22/2013 MISCELLANEOUS	Take out bolts and flanges	480	8
2/22/2013 PLUMBING	Slide pump repaired	480	8
2/25/2013 ELECTRICAL	Pool pump repaired	60	1
2/25/2013 MISCELLANEOUS	Consult with Parks Personnel	60	1
2/26/2013 ELECTRICAL	lights repaired	120	2
2/26/2013 MISCELLANEOUS	Flanges replaced	360	6
2/26/2013 PLUMBING	Sump pump repaired	240	4
2/26/2013 PLUMBING	Sump pump repaired	120	2
2/27/2013 PLUMBING	Pool pump repaired	60	1
2/27/2013 ELECTRICAL	Check valve installed	90	1.5
2/27/2013 ELECTRICAL	Check valve replaced on slide pumps	480	8
2/28/2013 ELECTRICAL	Lights repaired	180	3
2/28/2013 ELECTRICAL	Check valves replaced	480	8
2/28/2013 ELECTRICAL	Lights repaired	120	2
2/28/2013 PLUMBING	Sump pump checked and complete valve repaired	480	8
Facility Subtotal		6900	115
Total		6900	115
WATER TREATMENT PLANT			
2/04/2013 PLUMBING	Drinking fountain blockage	60	1
2/18/2013 ELECTRICAL	Locate electrical for gate and circuits repaired	300	5
2/22/2013 ELECTRICAL	Lights repaired	90	1.5
2/25/2013 MISCELLANEOUS	Pick up parts for repair	60	1
2/26/2013 ELECTRICAL	Lights repaired	120	2
2/27/2013 ELECTRICAL	Lights repaired	180	3
2/28/2013 ELECTRICAL	Lights repaired	60	1
Facility Subtotal		870	14.5
Total		870	14.5
LINE MAINTENANCE FACILITY			
2/11/2013 PLUMBING	Gas leak repaired	60	1
2/12/2013 PLUMBING	Pressure gas line repaired	120	2
Facility Subtotal		180	3
Total		180	3
WASTEWATER MAINTENANCE SHOP			
2/01/2013 ELECTRICAL	Motor controller adjusted	150	2.5
Facility Subtotal		150	2.5

FACILITY MAINTENANCE MONTHLY PROGRESS REPORT
FEBRUARY 2013

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
WASTEWATER TREATMENT PLANT			
2/06/2013 ELECTRICAL	Pump flow indicator checked	120	2
2/07/2013 ELECTRICAL	Power restored to control transformer	90	1.5
	Facility Subtotal	210	3.5
	Total	360	6
SANITATION DIVISION BUILDING			
2/04/2013 ELECTRICAL	Compactor repaired - Healthplex	120	2
2/06/2013 ELECTRICAL	Compactor repaired - paved alley	120	2
2/08/2013 ELECTRICAL	Compactor repaired - paved alley	60	1
2/13/2013 ELECTRICAL	Compactor repaired - NRH/Veterans	120	2
2/13/2013 ELECTRICAL	Compactor unhooked (old) NRH	60	1
2/13/2013 PLUMBING	Furnace and water heaters lit	120	2
2/14/2013 ELECTRICAL	Compactor repaired - NRH/Veterans	240	4
2/15/2013 ELECTRICAL	Compactor repaired - NRH/Veterans	240	4
2/18/2013 ELECTRICAL	Compactor repaired/retrofit - NRH/Veterans	120	2
2/18/2013 PLUMBING	Drinking fountain blockage	60	1
2/20/2013 ELECTRICAL	Compactor change out - NRH/Veterans	90	1.5
2/21/2013 ELECTRICAL	Compactor repaired - NRH & Veterans	60	1
2/28/2013 ELECTRICAL	Compactor repaired	60	1
	Facility Subtotal	1470	24.5
	Total	1470	24.5
COMPOST FACILITY			
2/05/2013 PLUMBING	Ice machine repaired	120	2
	Facility Subtotal	120	2
	Total	120	2
FLEET MAINTENANCE			
2/06/2013 MISCELLANEOUS	Vacuum cleaner repaired	60	1
2/06/2013 MISCELLANEOUS	Vacuum cleaner repaired	240	4
	Facility Subtotal	300	5
	Total	300	5
FACILITY MAINTENANCE			
2/01/2013 MISCELLANEOUS	Truck cleaned, shop stocked, and paperwork completed	90	1.5
2/06/2013 MISCELLANEOUS	Shop stocked, cleaned truck, and paperwork completed	60	1
2/13/2013 MISCELLANEOUS	Truck cleaned and restocked shop	90	1.5
2/18/2013 MISCELLANEOUS	Fueled and cleaned truck	60	1
2/18/2013 PLUMBING	Lavatory faucet repaired	60	1
2/21/2013 MISCELLANEOUS	Shop meeting and return improper ticket to United Ref.	60	1
2/22/2013 MISCELLANEOUS	Stocked shop and cleaned truck	60	1
2/25/2013 MISCELLANEOUS	Truck cleaned and organized shop	120	2
2/27/2013 MISCELLANEOUS	Shop stocked and truck cleaned	60	1
	Facility Subtotal	660	11
	Total	660	11
Grand Total		614.5	

CITY MANAGER 2

CIP Financial Status 2A

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

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

2/1/2012

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
UTILITIES				
WW0055	Sewer Maintenance Plan FYE 10	\$0	\$800,000	Sewer Maintenance 321
WW0303	Lift Station D Improvements	\$0	\$550,000	New Development Excise Tax 322
WB0185	FYE2010, Water Well Supply Line: 12-inch	\$0	\$150,000	Water Bond Fund 031
WB0186	FYE2010, Water Well Supply Line: 16-inch	\$0	\$150,000	Water Bond Fund 031
WA0149	Hall Park Waterline Replacements	\$30,000		Water Fund 031
PUBLIC WORKS				
TR0239	Classen/Imhoff Intersection Improvements*	\$ 25,000.00	\$0	Capital 50
TR0238	Robinson/NE 12th Intersection Improvements*	\$ 50,000.00	\$0	Capital 50
UT0007	I-35/Robinson Interchange*	\$ 25,000.00	\$0	UNP 027
TR0054/BP0054	60th NW: Tecumseh - Indian Hills Rd.*	\$0	\$0	Capital 50
TR0203/BP0203	Robinson RR Grade Separation*	\$300,000.00 - 400,000.00	\$0	Capital 50
AR0243/TR0243	Porter Ave Gap Paving: Rock Creek - Tecumseh*	\$0	\$0	Capital 50
UT0006	24th NW/Legacy Park	\$0	\$0	UNP 027
SC0521	Tecumseh: 48 NW - N. Interstate Dr. West***	\$ 75,000.00	\$0	Capital 50
SC0522	Lindsey: Shadowridge Dr. - Ed Noble Parkway***	\$ 35,000.00	\$0	Capital 50
SC0523	24th NW: Boardwalk - Tee Drive***	\$ 40,000.00	\$0	Capital 50
	HWY 9 Signal Improvements	NA	NA	100 % Federal Funding
	Main Street Lighting	NA	NA	100% Federal Funding
CITY CLERK				
EF10004	Library Lighting Replacement	\$0	\$0	Capital 50

Notes

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

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

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

Other

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

COMMUNITY RELATIONS 2B

**Community Relation's Office
February 2013**

Number of press releases	12
Contacts with the media	8
<i>Norman News</i> Membership	1097
Web Site Visits	52,996
Facebook Followers	1,167
Twitter City of Norman Followers	498

DEVELOPMENT COORDINATOR 2C

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

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

General Inquiries, Contacts and Meetings

- 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
- Chamber of Commerce open house event at Sysco
- 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, property owner and surrounding residents to discuss fencing for a commercial development
- Assisted new ownership at local commercial development in finalizing/permitting new business signage
- Attended “Brown Bag Lunch” meeting with staff and representatives from the Builders Association of South Central Oklahoma to discuss issues regarding residential electrical inspections
- Met with representatives from the development community to discuss recently proposed development streamlining options
- Worked with staff regarding development of plan review checklists
- Met with staff and property representatives regarding a proposed development on Lindsey St.
- Met with staff and prospective business owner regarding renovations to an existing building for an inflatable recreational facilities business
- Discussed long term prospects for continued subdivision development and zoning changes with staff, the developer and developer’s representatives
- Met with staff and the project developer to discuss requirements for amendments to existing building plans for a proposed daycare facility
- Attended meeting with staff and consulting representatives regarding land use information for the Transportation Master Plan
- Discussed options for signage with staff to assist business owners affected by the Main St./I-35 interchange project
- Guest speaker at Mayor’s Roundtable meeting and gave updates regarding the development streamlining activities that are currently in progress

- ***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 (March 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.
- ***Revisions to Commercial Lighting Ordinance*** - continued assisting with research regarding proposed revisions to the Commercial Lighting Ordinance

CITY OF NORMAN

Department of Finance Monthly Report – February 2013

Statistics on outputs from the various divisions of the Department of Finance (DOF) are presented on the following pages. Major projects which were completed or initiated by the DOF in February are discussed below:

Treasury Division:

In the month of February, the Treasury Division processed 29,017 total payments. The traffic counter at the Drive-up Facility counted 4,971 customers. The Treasury Division processed 1,047 credit card utility payments, an increase of 3.6% from last month, and the IVR (Interactive Voice Response) system processed 1,348 credit card utility payments, an increase of 5.5% from last month. Utility customers also have the option of paying on the City of Norman website. There were 2,452 credit card payments made on the internet in February, an increase of 1.3% from last month. The Municipal Court processed 546 credit card payments for court fines, a decrease of -7% from last month.

The City charges a convenience fee of \$3 on credit card payments made online or by phone to help offset the costs of providing credit card service. We collected \$14,451 in convenience fees in the month of January with a fiscal year-to-date total of \$108,255.

Utility Services Division:

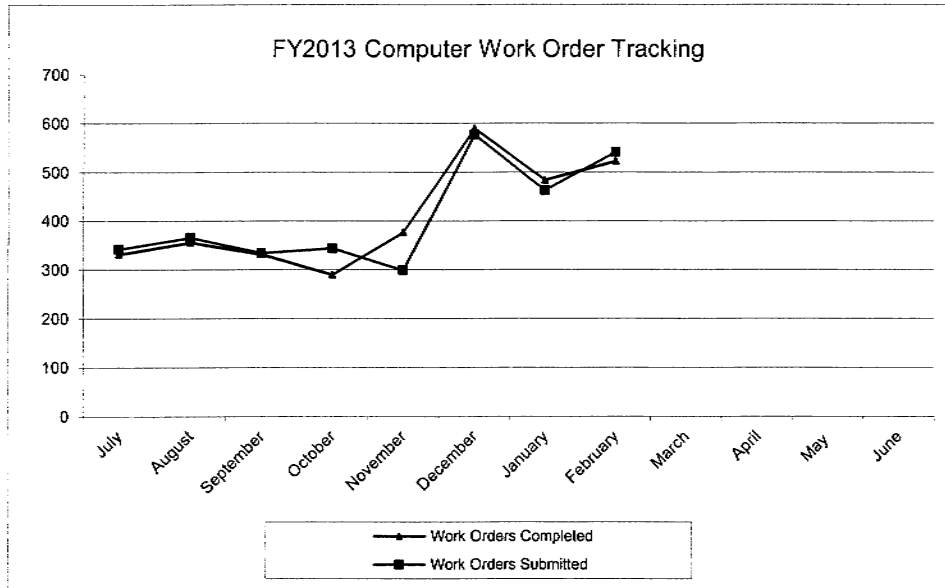
The Meter Reading Division read 37,151 meters. Out of 75 meter reading routes, 66 (88%) were read within the targeted 30-day reading cycle. All routes were read by the 32nd day.

Information Technology Division:

IT had 164,402 e-mails enter and leave the City's network for the month of February, a -0.35% decrease compared to last month. 29,418 were considered Spam or hazardous e-mails and were quarantined. This means 18% of the e-mail was quarantined while 82% 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 February there were 8,450,025 hacker attempts on the City’s main computer system. This comes to an average of 210 attempts per minute on the computer room firewall.

In the month of February, 541 work orders were submitted to the IT Division Help Desk for computer related help. Out of the amount submitted, 523 (97%) work orders were completed. Twenty-one of the work orders were from previous months.



The City of Norman's website had 52,996 visits during the month of February. Staff is currently working on several projects. Updates to each project are presented below and **changes are in bold.**

Public Safety CAD / RMS Software Replacement Project

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

10/31. We have scheduled a mandatory vendor project overview meeting for 11/7. The RFP proposals are due on 11/15. We are shooting for an install completion date of Jan. 15 at which time we can begin installing the new EMC and Cisco UCS hardware.

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

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

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

EMC Storage / Server Virtualization Project

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

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

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

FBI Criminal Justice Information System (CJIS) Compliance

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

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

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are below target for the month of February at -2.18%. Revenues from the City's largest single source of revenue, sales tax, are also below target at -4.35% 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*	\$25,654,741	\$24,539,038	\$24,058,391	\$23,392,081
General Fund Revenue*	\$45,835,753	\$44,237,240	\$43,554,206	\$43,737,657
General Fund Expenses*	\$50,446,562	\$46,212,945	\$44,340,052	\$43,719,103

* Excludes Public Safety Sales Tax

Administration Division

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,720.00	320.00	2,720.00
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	2,743.88	320.00	2,743.88
Benefit Hours Taken	24.50	382.50	38.75	353.50
TOTAL ACCOUNTABLE STAFF HOURS	295.50	2,361.38	281.25	2,390.38
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Accounting Division

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
Total Regular Hours Available	1,120.00	9,520.00	1,120.00	9,520.00
Total Comp Time Available	2.00	60.50	2.00	72.50
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	 1,122.00	 9,581.00	 1,122.00	 9,600.00
Benefit Hours Taken	187.25	1,639.50	234.25	1,944.75
 TOTAL ACCOUNTABLE STAFF HOURS	 934.75	 7,941.50	 887.75	 7,655.25
 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 FEBRUARY	FYE 12 FEBRUARY	
Total Revenue Received (\$)	\$11,107,699	\$10,075,363	\$1,032,336
Utility Payments - Office (#)	3,494	3,345	149
Utility Payments - Office (\$)	\$351,934	\$408,472	(\$56,538)
Lockbox (#)	20,676	19,839	837
Lockbox (\$)	\$1,526,192	\$1,437,026	\$89,166
IVR Credit Card (#)	1,348	1,058	290
IVR Credit Card (\$)	\$114,878	\$74,362	\$40,516
Click to Gov (#)	2,452	2,796	(344)
Click to Gov (\$)	\$158,666	\$180,270	(\$21,604)
UT Credit Card Payments (#)	1,047	1,041	6
UT Credit Card Payments (\$)	\$110,688	\$108,604	\$2,084
Art Donations (#)	88	11	\$77
Art Donations (\$)	\$117	\$23	\$94
Bank Draft Payments (#)	6,437	5,701	736
Bank Draft Payments (\$)	\$435,351	\$401,026	\$34,325
Utility Deposits (#)	55	12	43
Utility Deposits (\$)	\$1,740	\$360	\$1,380
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	68	35	33
Processed Return Checks (\$)	(\$6,066)	(\$8,561)	\$2,495
Other Revenue Transactions (#)	309	311	(2)
Other Revenue Received (\$)	\$7,019,273	\$6,749,761	\$269,512
Accounts Receivable Payments (\$)	\$875,289	\$107,505	\$767,784
Accounts Receivable - Credit Card #	0	1	(1)
Accounts Receivable - Credit Card \$	\$0	\$503	(\$503)
Municipal Court - Fines/Bonds (\$)	\$164,362	\$205,849	(\$41,487)
Municipal Court - Credit Card (#)	546	657	(111)
Municipal Court - Credit Card (\$)	\$95,306	\$104,595	(\$9,289)
Municipal Court - C2G (#)	81	0	81
Municipal Court - C2G (\$)	\$8,221	\$0	\$8,221
Building Permits Cash Report (\$)	171,101	\$249,810	(\$78,709)
Building Permits Credit Card (#)	120	52	68
Building Permits Credit Card (\$)	\$54,423	\$13,654	\$40,769
Building Permits C2G (#)	40	0	40
Building Permits C2G (\$)	\$2,089	\$0	\$2,089
Occupational License - Bldg Insp. (\$)	\$5,000	\$23,996	(\$18,996)
Occupational License - Bldg Insp. CC (#)	14	11	3
Occupational License - Bldg Insp. CC (\$)	\$985	\$948	\$37
Business License - City Clerk (\$)	\$3,500	\$3,275	\$225
Convenience Fees - All Payments (#)	4,783	4,679	104
Convenience Fees - All Payments (\$)	14,451	13,884	\$567
Bank Drafts Billed (#)	6,490	6,212	278
Bank Drafts Billed (\$)	419,004	414,891	\$4,113
Interdepartmental Billing (#)	148	146	2
Interdepartmental Billing (\$)	\$10,940	\$12,312	(\$1,372)
Accounts Receivable Billed (\$)	117,360	144,997	(\$27,637)

Budget Services Division

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	1,360.00	160.00	1,360.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 160.00	 1,360.00	 160.00	 1,360.00
Benefit Hours Taken	16.00	224.00	24.00	208.00
 TOTAL ACCOUNTABLE STAFF HOURS	 144.00	 1,136.00	 136.00	 1,152.00
 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	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	6,800.00	800.00	6,800.00
Total Comp Time Available	26.00	226.25	43.50	217.00
Total Overtime Hours	5.00	195.75	1.50	180.50
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	831.00	7,222.00	845.00	7,197.50
Benefit Hours Taken	220.25	1,654.50	160.75	1,638.25
TOTAL ACCOUNTABLE STAFF HOURS	610.75	5,567.50	684.25	5,559.25
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	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,280.00	11,360.00	1,440.00	12,240.00
Total Comp Time Available	2.50	11.75	32.00	32.00
Total Overtime Hours	29.00	188.50	21.00	159.00
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	1,311.50	11,560.25	1,493.00	12,431.00
Benefit Hours Taken	101.50	1,944.75	188.00	1,965.50
TOTAL ACCOUNTABLE STAFF HOURS	1,210.00	9,615.50	1,305.00	10,465.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	9.00	9.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY

3D

Utility Division

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,760.00	16,008.00	1,920.00	16,320.00
Total Comp Time Available	12.50	95.75	5.25	91.25
Total Overtime Hours	32.50	316.25	79.75	170.50
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	1,805.00	16,420.00	2,005.00	16,581.75
Benefit Hours Taken	243.75	3,194.25	210.75	2,638.00
TOTAL ACCOUNTABLE STAFF HOURS	1,561.25	13,225.75	1,794.25	13,943.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,360.00	320.00	2,720.00
Total Comp Time Available	0.00	0.00	0.00	7.75
Total Overtime Hours	9.50	88.75	2.00	34.25
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	 329.50	 1,448.75	 322.00	 2,762.00
Benefit Hours Taken	16.00	80.00	88.00	449.75
 TOTAL ACCOUNTABLE STAFF HOURS	 313.50	 1,368.75	 234.00	 2,312.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

Drive-up Window and Mail Payments

	FYE 13 FEBRUARY	FYE 12 FEBRUARY
Mail Payments - Lockbox	20,676	19,839
Mail Payments - Office	310	288
Mail Payments - Subtotal	20,986	20,127
Night Deposit	465	496
Click-to-Gov Payments	2,452	2,796
IVR Payments	1,348	1,058
Without assistance payments - Subtotal	4,265	4,350
Drive-up window & inside counter	2,719	2,561
Credit Card machine payments (swipe)	631	548
Credit Card machine payments (phone)	416	493
With assistance payments - Subtotal	3,766	3,602
Total Payments Processed - Subtotal	29,017	28,079
Bank Draft (ACH) Payments	6,437	5,701
Total Payments (Utility)	35,454	33,780
Total Convenience Fees - all Payments	4,783	4,679
Grand Total Payments	\$ 40,237	\$ 38,459

Traffic Counter at Drive-up Facility

Night Drop *	653	594
8-5 Drive-up Window Customers *	4,318	4,416
Total Traffic Counter	4,971	5,010

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

Meter Reading Division

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
Number of Meters Read	37,151	288,235	36,282	292,438
New Service	1,135	10,314	983	9,735
Request for Termination	1,092	9,658	876	9,194
Delinquent On(s)	5	454	186	1,444
Delinquent Offs	9	714	310	2,309
Collect Deposit Tags Hung	65	635	66	746
Collect Deposit Cut Offs	19	614	27	569
Blue Tags	13	77	16	97
Number of Meters Re-read	895	8,586	950	9,297
Meters Cleaned	73	606	101	436
Customer Assists	35	502	92	452
Meters Pulled	0	4	0	1
Meters Re-set	0	1	0	2
TOTAL	40,492	320,400	39,889	326,720

Utility Division Activity Report

	FYE 13		FYE 12	
	FEBRUARY	YTD	FEBRUARY	YTD
STATUS REPORT				
Regular Utility Accounts Billed	39,640	314,250	38,753	309,172
New Ons	572	6,667	551	5,733
Final Accounts Billed	574	5,743	520	5,237
TOTAL METERS READ	40,786	326,660	39,824	320,142

FIRE 4

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

FIRE SUPPRESSION DIVISION ACTIVITIES

Incident Response Type Summary

Type	Count	% of Incidents	
Fire	35	4.16	
Overpressure Rupture, Explosion, Overheat - no fire			
Rescue & Emergency Medical Service Incidents	556	66.19	
Hazardous Conditions (No Fire)	13	1.54	
Service Call	79	9.40	
Good Intent Call	102	12.14	
False Alarm & False Call	49	5.83	
Severe Weather & Natural Disaster			
Special Incident Type			
Incomplete & Not Yet Entered	6		
Total Incident Count	840		
Total Fire Loss			\$87,600

Average Response Times

	Number of Calls	Average Time
Station #1	171	4.44
Station #2	97	4.90
Station #3	164	5.18
Station #4	85	4.72
Station #5	16	4.81
Station #6	41	7.93
Station #7	73	5.73
Station #8	20	5.35

Number of On-the Job Injuries: 1

Fire Dept

Copy of Fire Suppression Monthly Activities
(Summa

Date Between {02/01/2013} And {02/28/2013}

Activity Code	Staff Count	Total Hrs	Pct Hrs
CX Cancelled Call	456	37.26	0.90 %
DE Daily Unit / Equipment Checks	844	945.50	22.78 %
EM Equipment Certification Testing	4	4.00	0.10 %
FS Fire on Standby (Committed & Unassigned)	18	14.04	0.34 %
FX Fire At Scene	164	129.53	3.12 %
HX Haz-Mat At Scene	9	1.99	0.05 %
IV Investigate	471	197.34	4.76 %
LM Lawn Maintenance	7	0.00	0.00 %
MS Medical On Standby (Committed & Unassigned)	17	4.20	0.10 %
MX Medical At Scene	2,293	795.52	19.17 %
OD Dept. Meeting/Project (Except Officer's Meetings)	27	52.00	1.25 %
PP Preplan Activities	1	12.00	0.29 %
PS Public Service	276	85.67	2.06 %
SB Shift Briefing	758	564.12	13.59 %
SM Station Maintenance	905	1,234.75	29.75 %
ST Station Tour	4	8.00	0.19 %
TT Trade Time	2	35.00	0.84 %
VM Vehicle Maintenance (i.e. Monthlys)	17	29.00	0.70 %
	<u>6,273</u>	<u>4,149.92</u>	

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

FIRE PREVENTION DIVISION ACTIVITIES

Inspections	186/ 163 staff hours
Re-Inspections	145/ 89 staff hours
Residential Inspections	0
Smoke Detector Batteries	27/ 14 staff hours
Plan/Platt Review	47/ 55 staff hours
Company Inspections	0
Re-Inspections	0
Total Inspections	331/ 252 staff hours
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	103/ 68 staff hours
Training (hours)	13/ 122.5 staff hours
Fire Education Classes	10/ 10.5 staff hours
Investigations	15
Investigative Activities	20/ 47 staff hours
Miscellaneous/Special	1 Fatalities

1 man OFSA

1 man ACOG meeting

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: February 2013
Mitigation:	
Siren Status	100%
Preparedness:	
University of Central OK Exercise	Feb 8
Amateur Club meeting	Feb 9
Medical Reserve Conference Call	Feb 14
Severe Weather Spotter Training	Feb 15
Council Shelter Study Session	Feb 19
Dr. Sanchez OU Modern Languages	Feb 20
State Resource Hotline Workshop	Feb 23
Emergency Management Day at the Capitol	Feb 27
Response:	None
Recovery:	
Long Term Recovery Meeting	Feb 5

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
February 2013

ADMINISTRATION/LABOR RELATIONS

A. Administrative

- Held a meeting to discuss hours of work policy with various management staff
- Held a consultation with IAFF and AFSCME regarding the Wellness Program
- Updated and submitted a draft of the Vehicle Safety Policy for review
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) meeting

B. Grievances (AFSCME & Non-Union)

- AFSCME Grievance FY13 – 16 – Buesing (Sanitation) – Disputing termination
- AFSCME Grievance FYE13 – 15 – Vaughn (Fleet) – Shift assignment
- AFSCME Grievance FYE13 – 14 – Lowman (Fleet) – Shift assignment
- AFSCME Grievance FYE13 – 12 – Barton, Green, Fox, Ward, Rowe, Cox, Dunn, Standridge (Sewer Line Maint.) – discrimination ***resolved***
- AFSCME Grievance FYE13 – 11 – Barton (Sewer Line Maint.) – Retaliation, leave usage ***resolved***
- AFSCME Grievance FYE13 – 10 – Green (Sewer Line Maint.) – Discrimination, preferential treatment, leave usage ***resolved***
- AFSCME Grievance FYE13 – 09 – Standridge (Sewer Line Maint.) – Unable to advance, leave usage ***resolved***
- AFSCME Grievance FYE13 – 08 – Fox (Sewer Line Maint.) – Discrimination, favoritism, leave usage ***resolved***
- AFSCME Grievance FYE11 – 04 – Woods (Sanitation) – Disputing termination

C. Collective Bargaining

- Held two (2) negotiation sessions (FYE13 reopener) with FOP
- Held two (2) negotiation sessions with AFSCME

D. Administrative Support

- Processed Monthly Department Report
- Compiled and distributed February 2013 City Newsletter
- Reconciled expense accounts and processed invoices
- Analyzed data for FYE14 Budget
- Attended/Summarized four (4) negotiation sessions: (2) AFSCME; (2) FOP
- Managed Employee Recognition Awards via vendor

BENEFITS

- Processed transactions for Life, Health/Dental and Supplemental Insurance Plans
- Weekly conference calls with Gallagher Benefit Services and UMR reps
- Monthly conference call with UMR Care Management
- Conducted orientation for ten (10) Police Cadets; (1) Plant Operator at Water Treatment Plant; (1) Water Meter Reader Supervisor
- Scheduled annual Wellness Program screenings
- Coordinated annual blood drive (Oklahoma Blood Institute)
- Attended Pickle Customer Service Training
- Responded to 128 benefit inquiries

COMPENSATION

A. Personnel actions processed:

- Thirteen (13) employees hired:
 - 11 – Police – (10) Police Officers, (1) Call Taker (PPT)
 - 1 – Finance – Meter Services Supervisor
 - 1 – Police – Call Taker (PPT)
- Ten (10) employees terminated employment:
 - 1 – Fire/Suppression – Firefighter Recruit
 - 6 – Police – (1) Admin Tech III, (4) Police Officers, (1) Police Lieutenant
 - 1 – Municipal Court – Deputy Marshal (PT)
 - 2 – Parks/Recreation – (1) Recreation Technician (PPT), (1) Tennis Shop Attendant (PT)
- Three (3) employees promoted:
 - 1 – Public Works/Streets – Crew Chief
 - 1 – Public Works/Fleet – Field Services Mechanic II
 - 1 – Police – Police Lieutenant

B. Compensation/Benefit Surveys:

- Compiled information from requested cities for compensation surveys

RECRUITMENT

Accepted applications for the following positions:

- Call Taker (PPT), Police/Emergency Communications Bureau
- Maintenance Worker I, Utilities/Water Line Maintenance
- Telecommunications Administrator, Finance/Information Systems
- Heavy Equipment Operator, Public Works/Streets
- Auto Service Technician, Public Works/Fleet Management Division
- Community Service Project Supervisor, Municipal Court
- Traffic Sign Fabricator, Public Works/Traffic
- Utilities Supervisor, Utilities/Sanitation

- Deputy Marshal, Municipal Court
- Vector Control Officer, Parks & Recreation/Park Maintenance
- Temporary Laborer, Parks & Recreation/Park Maintenance
- Temporary Laborer, Parks & Recreation/WW Tennis Center
- Temporary Laborer, Parks & Recreation/WW Golf Course
- Maintenance Worker II, Utilities/Sewer Line Maintenance

Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	400	Written Exams	2
Phone	480	Practical Testing/Assessment Center	0
Mail	255	Panel Board Interviews	3
Email	185	Promotion Board	0
Total Subscribers on E-mail Vacancy List	1,817	Oral Interviews	7
Total Visits to City of Norman HR website	2,923	Hiring Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	14	Advertisements Placed	7
Pre-Employment Drug Screens	6	Applications Received	68
Pre-Employment Physicals	5	Job Announcements Emailed	69
Pre-Employment OSBI	7	Job Announcements to CON Depts.	539

TRAINING & DEVELOPMENT

Provided “Give ‘em the Pickle” customer service training for 132 employees in the Fire Department and Utilities/Line Maintenance.

The computer training lab was the site for Geographical Information Systems and Emergency Call Taker training.

SAFETY

Safety activities during February 2013:

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

Recordable Injuries – 4

Employee	Nature of the injury	Activity	Prognosis
Fire/Suppression	Sprained ankle	Physical training	Medical Care, Return to Work
Fire/Suppression	Strain/Sprain to back	Lifting a patient	Medical Care, Return to Work

Parks & Rec/ Park Maintenance	Laceration to middle finger	Finger was cut by hedge trimmer blade while trimming grass	Medical Care, Return to Work
Police/Patrol	Contusion to shoulder	Wind blew metal lid down onto officer	Minor Medical Care, Returned to Work

Vehicle Collisions-- 4

Division	Description of Collision	Discipline Status
Police/Patrol	Backed into a tree while setting up to work a traffic area	Chargeable
Police/Patrol	Backed into a lamp base while leaving parking space	Chargeable
Public Works/ Storm Water	Clipped a parked car's driver's side rear view mirror with a piece of steel spiral pipe	Chargeable
Sanitation/ Transfer Station	Backed into a stationary Sanitation collection vehicle in the Transfer Station	Chargeable

Cumulative number of Vehicle Collisions of the indicated year to date					
2013	2012	2011	2010	2009	2008
5	15	42	42	34	18

MONTHLY REPORT - LEGAL DEPARTMENT
February Report
(Submitted March 8, 2013)

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

A notice of appeal was filed by Mr. Hodge on February 22, 2013.

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

This lawsuit is about claims that merchants paid excessive fees to accept Visa and MasterCard cards because Visa and MasterCard, individually, and together with their respective member banks, violated antitrust laws.

UNITED STATES DISTRICT COURT

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

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

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

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

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

On February 28, 2013, the Oklahoma Court of Civil Appeals, Tulsa, reversed and vacated the district court's decision. The court's decision was detailed in a March 1, 2013 email from the City Attorney. IAFF has twenty (20) days to file a petition for rehearing or for certiorari.

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

COURT OF CRIMINAL APPEALS – None pending

OTHER COURTS

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

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

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

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 (KB)
FOP Lodge 122 v. City of Norman & Gambill, CJ-2005-112 L (K)
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
These two FOP cases are dormant. They remain open until the Court issues a Show Cause Order.
FOP v. City of Norman, CV 2011-876L
Woods v. City of Norman, CJ 2011-1994 TS
Young v. City of Norman, CJ 2006-819 BH (K)

B. *Condemnation Proceedings*

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

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

Application to Vacate & Foreclose, CV 2012-1359

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

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

A Journal Entry of Judgment has been entered in this case and will no longer appear on the Monthly Report.

Bank of America, N.A. v. Karen L. Allen, et al., CJ 2013-314

This action was filed on February 26, 2013 to foreclose a note and mortgage. A loan by CDBG has been satisfied and the will release its mortgage. The City will file a disclaimer in this case on or before March 21, 2013. This case will no longer appear on the Monthly Report.

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

Everbank v. Derek Anderson, CJ 2012-1465 L

In the Matter of the Application of the Franklin Baptist Church to Vacate the Portion of Alley Right-of-Way Easement in7327 East Franklin Road, CV-2013-209

This lawsuit was filed to vacation a portion of the alley right-of-way at 7327 East Franklin Road. After proceeding through the City processes, the Council approved Ordinance O-1213-21 on January 22, 2013 vacating said portion of alley right-of-way. The City will file a disclaimer on or before April 3, 2013. This case will no longer appear on the Monthly Report.

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

A Journal Entry of Judgment has been entered in this case and will no longer appear on the Monthly Report.

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

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

Wells Fargo Bank v. David Kyle Lee, et al., CJ 2013-182L

This action was filed on February 6, 2013 to foreclose a note and mortgage. CDBG's loan has been satisfied and the City's mortgage was released in 2011. The City filed its Answer on February 26, 2013 requesting discharge from the action. This case will no longer appear on the Monthly Report.

D. Municipal Court Appeals

E. Small Claims Court

F. Board of Adjustment Appeals

LABOR / ADMINISTRATIVE PROCEEDINGS

None.

A. Grievance & Arbitration Proceedings (B, K)

This office has assisted with the following grievances:

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

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

AFSCME Grievance FYE13-08 – (Fox – Harassment) – This grievance has been resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE13-09 – (Standridge – Harassment) – This grievance has been resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE13-10 – (Green – Harassment) – This grievance has been resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE13-11 – (Barton – Harassment) – This grievance has been resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE13-12 – (Green, Barton, Fox, Ward, Rowe, Cox, Standridge and Dunn -- Discrimination) – This grievance has been resolved and will no longer appear on the monthly report.

AFSCME Grievance FYE13-14 – (Lowman Seniority)

AFSCME Grievance FYE13-15 – (Vaughn Seniority)

AFSCME Grievance FYE13-16 – (Buesing Discipline)

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

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

B. Public Employees Relations Board (PERB)

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

C. Equal Employment Opportunity Commission (EEOC)

D. Oklahoma Corporation Commission

MEDIATION PROGRAM

For the month of January, 2013, the Early Settlement Norman Mediation Program accepted 52 new cases, closed 52 cases and conducted 11 mediations. For the month of February, 2013, the Early Settlement Norman Mediation Program accepted 88 new cases, closed 52 cases and conducted 12 mediations.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through February 28, 2013. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

<u>Month</u>	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13	FYE 11	FYE 12	FYE 13
JULY	605	371	409	13	48	54	16	14	17
AUG	626	501	907	5	36	83	15	15	19
SEPT	578	548	467	30	97	111	15	15	15
OCT	559	567	614	35	57	75	9	12	13
NOV	433	493	404	6	27	26	10	12	14
DEC	551	495	352	28	83	47	11	9	11
JAN	668	582	555	35	36	77	14	15	14
FEB	509	555	533	20	58	44	11	15	11
MAR	671	585		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	4241	249	721	517	149	162	114

WORKERS' COMPENSATION COURT

The total number of pending cases is 35. There was one new case filed in February, 2013. There is one case appealed to the Oklahoma Supreme Court. The remaining cases are proceeding in active litigation in the Workers' Compensation Court. The current breakdown of pending Workers' Compensation cases by work area has been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE13 CASES	FYE12 CASES	FYE11 CASES	FYE10 CASES
City Clerk	Building Maintenance				1	
Fire	Administration				3	
Fire	Suppression	15	9	10	6	10
Parks/Rec.	Recreation					

Parks/Rec.	Park Maintenance			1	2	
Police	Animal Control					1
Police	Patrol	2	1		2	1
Police	Records					
Police	Administration	1		2		5
Public Works	Street Maintenance	4	3		5	1
Public Works	Traffic Control	1		2	1	
Public Works	Vehicle Maintenance					1
Public Works	Stormwater	1				
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		35	14	15	33	27

List of Pending Cases (S)Amason, Amber v. City of Norman, WCC 2012-12306 K

(Police Patrol, Intestinal)

Andrews, Jimmy v. City of Norman, WCC 2012-00538 L

(PW MWI, Stormwater, right foot burn)

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, L/R Hands/Wrists, Head)

Bridgeford, Earl, v. City of Norman, WCC 2010-14361 A

(Utilities Water Treatment, Both Hands)

Burright, Justin v. City of Norman, WCC 2012-14093 Y

(Firefighter, Right shoulder, body)

Burton, Rodney v. City of Norman, WCC 2010-11090 J

(Utilities, Line Maintenance, Back, Body, Depression)

Burton, Rodney v. City of Norman, WCC 2011-06594 Y

(Utilities, Line Maintenance, Head)

Burton, Rodney v. City of Norman, WCC 2011-11026 R

(Utilities, Line Maintenance, Left Shoulder, Body, Depression)

Canary, James M. v. City of Norman, WCC 2011-12030 K

(PW Traffic Control, Left Knee & Ankle)

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

(Firefighter, Re-injured Right Knee, Depression)

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

(Firefighter, Suppression, Lungs)

Crawford, Hugh L. v. City of Norman, WCC 2011-11741 Q

(Firefighter, Suppression, Spine, Neck, Left Arm)

Curtis, John v. City of Norman, WCC 2013-00527 X

(PW MWI Streets, Right leg/knee)
Deason, Grant W. v. City of Norman, WCC 2012-10668 H
(Firefighter, Spine)
Glover, Harold v. City of Norman, WCC 2010-09518 H
(Fire Captain, Back, Body, Depression)
Hamman, Kenneth v. City of Norman, WCC 2011-05712 Q
(Utilities MWI, Water Line Maintenance, Head)
Hamman, Kenneth v. City of Norman, WCC 2011-06613 L
(Utilities MWI, Water Line Maintenance, R. Shoulder)
Hartless, Richard v. City of Norman, WCC 2012-12849 A
(Firefighter, Right shoulder, body)
Hartless, Richard v. City of Norman, WCC 2012-12948 Q
(Firefighter, Left foot, left big toe, body)
Helm, Mark v. City of Norman, WCC 2007-07137 A
(Firefighter-Suppression, Repetitive Body Trauma, Depression)
Kent, Scott v. City of Norman, WCC 2007-07275 Y
(PW Sewer line maintenance, Hand, Depression)
Loveless, Ryan v. City of Norman, WCC 2012-11700 X
(Firefigther, Spine)
Pack, Robert v. City of Norman, WCC 2013-01562 X
(HEO/Streets/PW, right Hand)
Pelfrey, Leonard Don v. City of Norman, WCC 2012-13565 J
(Firefighter, Hearing)
Pelfrey, Leonard Don v. City of Norman, WCC 2012-13572 F
(Firefighter, Left shoulder rotator)
Raney, Jeremy v. City of Norman, WCC 2013-00356 H
(PW Streets, HEO, Right Shoulder)
Robertson, Kellee v. City of Norman, WCC 2010-13896 F
(Police Patrol, Respiratory/Circulatory)
Shelton, Allen W. v. City of Norman, WCC 2010-09832 A
(PW Street Maintenance, Reinjury of Left Knee)
Smith, Joseph B. v. City of Norman, WCC 2010-03196 F
(Firefighter, Back)
Starkey, W. Brian v. City of Norman, WCC 2012-09890 L
(Firefighter, Left Shoulder)
Stephens, Kim v. City of Norman, WCC 2010-02282 J
(Utilities Water Treatment Plant, Plant Operator, Right Shoulder, Low Back, Body, Depression)
Settlement of this case was approved by Council on February 26, 2013. This case will no longer appear on the Monthly Report.
Stephens, Willard v. City of Norman, WWC 2012-07198 A
(Utilities, HEO, Left Shoulder/Arm)

SPECIAL CLAIMS

There were 3 new claims forwarded to the City Attorney's Office in January, 2013 and 3 new claims forwarded to the City Attorney's Office in February, 2013. The following is a breakdown of the Special Claims activity through February 28, 2013.

<u>DEPARTMENT</u>	<u>FYE 13 Month</u>	<u>FYE 13 To Date</u>	<u>FYE 12</u>	<u>FYE 11</u>	<u>FYE10</u>
Animal Control			2		
City Clerk					
Code Enforcement					
PW-Engineering		1		1	
Finance (meter covers)				1	
Fire			2	2	2
Fleet					
Human Resources					
Legal			1		
Utilities-Sewer & Line Maintenance	2	7	4	21	16
Parks			3	1	2
Planning					
Police	1	7	7	4	12
Public Works-Traffic	1	2	11		
Road & Channel					
Utilities-Sanitation		4		1	11
Streets	2	7	4	7	18
Utilities		3	24	3	
Utilities-Waste Water (runoff water)					
Other				7	13
TOTAL CLAIMS	6	31	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	31	58	48	74
Claims Open and Under Consideration	7	4	1	0
Claims Not Accepted Under Statute/Other	0	0	8	16
Claims Paid Administratively	7	22	14	13
Claims Paid Through Council Approval	4	11	5	8
Claims Resulting in a Lawsuit for FY12	0	0	1	0
Claims Barred by Statute (No Further Action Allowed)	0	18	18	37
Claims in Denied Status (Still Subject to Lawsuit)	13	3	1	0

UNIVERSITY NORTH PARK TIF

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

MUNICIPAL COURT 7

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

CASES FILED

	<u>FEBRUARY</u>	<u>FY13</u>	<u>Y-T-D</u>		<u>FEBRUARY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,249		11,226		1,633		11,455
Non-Traffic	422		2,995		441		3,281
SUB TOTAL	1,671		14,221		2,074		14,736
Parking	867		6,414		443		4,933
GRAND TOTAL	2,538		20,635		2,517		19,669

CASES DISPOSED

	<u>FEBRUARY</u>	<u>FY13</u>	<u>Y-T-D</u>		<u>FEBRUARY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,349		10,766		1,693		10,954
Non-Traffic	349		2,802		406		2,825
SUB TOTAL	1,698		13,568		2,099		13,779
Parking	733		4,840		428		4,196
GRAND TOTAL	2,431		18,408		2,527		17,975

REVENUE

	<u>FEBRUARY</u>	<u>FY13</u>	<u>Y-T-D</u>		<u>FEBRUARY</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	139,415		1,044,952		162,890		1,048,454
Non-Traffic	47,248		406,517		70,660		477,342
SUB TOTAL	186,663		1,451,469		233,550		1,525,796
Parking	19,194		133,032		13,128		131,562
GRAND TOTAL	205,857		1,584,501		246,678		1,657,358

Juvenile Community Service Program

In February, 2013, juveniles provided 118 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 45 hours valued at \$326.25, if paid at minimum wage, were devoted to City of Norman parks and other projects.

**FEBRUARY 2013
PARK PLANNING DIVISION
MONTHLY REPORT**

Park Planning Activities for the month included:

Andrews Park:

The contractor finished the remodel of the interior restrooms in the rental building in Andrews Park. The project converted the two non-ADA-compliant restrooms with one compliant family restroom for use only by those who reserve the building for events.

Reaves Park:

K&M wrecking demolished the existing middle complex concession and restroom building early in the month. Construction of the new building will commence once the plans have been reviewed and a building permit is issued.

Moore-Lindsey House:

Staff is receiving quotes for the downstairs wallpaper/wall repair project at the Moore-Lindsey House. Work will take approximately three weeks to complete, with the furnishings and museum pieces being relocated to other parts of the house or into the Pod Storage unit rented by the Historical Society during the work.

Little Axe Park:

The new concrete retaining wall and ADA sidewalk have been completed at Little Axe Park. Staff had the final walk through with the contractor and the closing for the contract was on the February 26 council agenda. The final phase of the sidewalk project is for the installation of handrails. Staff has received quotes and the handrails are being fabricated; and are scheduled to be installed during March.

The new ball field fencing at Little Axe has also been completed. Staff had the final walk through with the contractor on Friday. The closing for the contract was on the February 26 council agenda.

Staff also hired a sod contractor, to install sod on the areas disturbed during construction. The Little Axe facility is on well water; however, the sod was laid ahead of the rain that fell at the end of the month.

Irving Recreation Center:

Staff met with a field tech from MUSCO Sports Lighting at Irving Recreation Center to address some warranty work on the gym lighting system. The work included re-lamping the entire gym (eight lamps), replacing all six of the capacitors, replacing two of the eight ballasts, and conducting an entire system check.

Legacy Trail South Extension:

Bids were opened the 28th for the Legacy Trail South Extension Project. Once a final project amount is determined, contracts and bonds will be prepared and sent to council for approval. This is for the construction of the 10 foot wide Legacy Trail segment that will continue the existing trail from the corner of Duffy and Jenkins west along Duffy to Asp, and then south along Asp to Campus Corner; as well as rebuild the sidewalk along Jenkins Avenue between Duffy and Boyd Street. The work is estimated to take 120 days to complete.

Griffin Park Bleachers:

Staff selected a low bidder for the replacement of all of the damaged bleachers at Griffin Park baseball and softball fields. These have sustained severe damage from recent extreme weather events, including the April, 2012, tornado in the park. Several bleachers were damaged beyond repair, and have been taken out of service completely in recent months. The purchase will be on the first City Council meeting in March for approval.

Cascade Park:

A contractor was hired to install a sidewalk across the street frontage along Astor Drive at Cascade Park. This will connect the neighborhood walk with the walks being added by the development at the corner of Astor and Tecumseh Road

Frances Cate Park:

Staff received shipment of the shelter for Frances Cate Park. The shelter is scheduled to be installed during the month of March, weather permitting. This is a continuation of the joint project between the Parks and Recreation Department and the CDBG Division at this park—which has seen the installation of a basketball court, new park furnishings, play equipment and shelter and sidewalk/trail improvements .

**FEBRUARY 2013
RECREATION DIVISION
MONTHLY REPORT**

Senior Citizens Center: There were three rentals at the facility this month with 411 people participating. There were 130 participants attending the annual Valentine's party and dance on February 14th. They danced to music of the Golden Okies and munched on goodies provided by the Medical Wives Auxiliary. The Tax Aide program helped 150 seniors with their taxes during the month of February. The Tax Aide program is provided by AARP using a group of trained volunteers.

Little Axe Community Center: There were 250 transactions at the library kiosk this month and the food donations from Country Boy Markets and the food closet provided assistance to 356 individuals. There were 4 rentals at the facility this month with 60 in attendance. The Head Start program is completely full with a waiting list. The Zumba Dance class continues to meet on Tuesdays and Thursdays. The Norman Public Library hosted a book discussion on February 18th with 6 citizens attending.

12th Avenue Recreation Center: Karate, Jazzercise, Zumba, Gymnastics, Kung Fu and Tai Jitsu continued their winter sessions this month. There were six rentals this month at the center with 215 attending. The Men's Open and Church basketball leagues continued their league play this month with twenty teams playing on Monday, Tuesday and Thursday evenings. Registration for summer camp began this month. The after school program continues with children from Eisenhower Elementary School.

Irving Recreation Center: The winter season of Jr. Jammer Basketball games continued play this month. Tippi Toes, Flamenco and Zumba classes continued their winter sessions. There were 12 children who participated in the Paint and Play program held on Tuesday nights. There were 10 children who participated in the S.O.S. (School's Out Session) Day on February 18th. They enjoyed indoor/outdoor games, arts & crafts, and a movie. The center hosted a Family Bingo Night on February 22nd with 25 people in attendance. The families enjoyed themselves and requested it to be done again. There were 8 rentals at the facility this month.

Whittier Recreation Center: The winter session of Junior Jammer Basketball games continued play this month. Registration began for the spring youth volleyball league. Volleyball games will be held at Whittier and Irving Recreation Centers. The after school program averaged 27 children per day with children from Jackson and Truman Elementary schools. Whittier Middle School wrapped up their basketball season this month and the school used the center for P.E. classes and assemblies.

FACILITY ATTENDANCE:

	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	2,295	16,134
Little Axe Community Center	1,273	10,827
12th Avenue Recreation Center	2,954	23,375
Irving Recreation Center	2,167	15,058
Whittier Recreation Center	4,893	26,671
Reaves Center	300	2,400
Tennis Center	1,491	21,811

FEBRUARY 2013 PARK MAINTENANCE DIVISION

Routine trash pick up and regular trimming duties were performed on a daily basis. Crews worked at N.E. Lions Park pond clearing out the cattails to improve fishing areas.

SAFETY REPORT	FYE-13MTD	FYE-13YTD		FYE-12MTD	FYE-12YTD
On-The-Job Injuries	1	11		0	5
Vehicle Accidents	0	2		0	3
Employee responsible	0	1		0	1
ROUTINE ACTIVITIES	Total Man Hours MONTH- TO-DATE	YEAR-TO- DATE		Total Man Hours MONTH- TO-DATE	YEAR-TO- DATE
Mowing	0.00	588.75		6.00	1003.50
Trim Mowing	0.00	3633.00		8.00	3513.50
Chemical Spraying	147.00	579.00		129.50	451.00
Fertilization	0.00	8.00		16.00	24.00
Tree Planting	28.00	77.50		6.00	6.00
Tree & Stump Removal	0.00	1293.00		114.00	509.00
Tree Trimming/Limb Pick-Up	4.00	649.25		60.00	710.50
Restroom/Trash Maintenance	238.00	2179.00		319.00	2659.00
Play Equipment Maintenance	410.00	1401.50		122.00	954.50
Sprinkler Maintenance	122.00	1842.25		144.50	1478.00
Watering	0.00	494.50		32.00	913.25
Grounds/Building Maintenance	72.50	269.00		75.00	169.00
Painting	0.00	5.50		0.00	16.00
Planning Design	12.00	37.00		0.00	8.00
Park Development	92.00	218.50		88.00	182.00
Special Projects	349.50	3291.75		819.00	3527.50
Nursery Maintenance	0.00	2.00		0.00	20.00
Flower/Shrub Bed Maintenance	94.00	545.50		148.00	852.50
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	12.00	33.00		64.00	226.00
Fence Repairs	76.00	929.00		142.00	604.00
Equipment Repairs/Maintenance	124.00	1254.00		224.50	1445.25
Material Pick-Up	17.25	120.50		16.00	147.00
Miscellaneous	584.75	1837.25		356.00	1611.25
Shop Time	74.00	351.00		48.00	209.50
Snow/Ice Removal	16.00	106.00		44.00	44.00
Christmas Lights	0.00	1787.00		0.00	731.00
Close to Home Fishing	0.00	0.00		0.00	12.00
Forestry	0.00	6.00		16.00	42.00
Graffiti Clean-Up	40.00	52.00		32.00	71.00

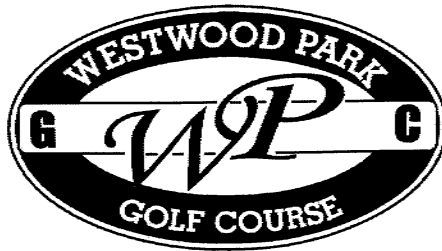
FEBRUARY 2013
COMMUNITY SERVICE PROGRAM
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	1	11	7.00	382.00	2	30	18.00	878.25	3	41	25.00	1260.25
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				\$50.75				\$130.50				\$181.25
Value of hours Y-T-D				\$2,769.50				\$6,367.31				\$9,136.81

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

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A



FEBRUARY 2013

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEBRUARY FY'13	FEBRUARY FY'12
Regular Green Fees	404	337
Senior Green Fees	111	169
Junior Fees	32	29
School Fees (high school golf team players)	1	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	192	131
Employee Comp Rounds	195	208
Golf Passport Rounds	0	0
9-Hole Green Fee	62	77
2:00 Fees	14	0
4:00 Fees	164	153
6:00 Fees	17	54
PGA Comp Rounds	3	1
*Rainchecks	11	7
Misc Promo Fees <small>(birthday fees, players cards, OU student fees, Military, player pass)</small>	385	308
Green Fee Adjustments <small>(fee difference on rainchecks)</small>	4	6
Total Rounds <small>(*not included in total round count)</small>	1584	1473
% change from FY '12	7.54%	
Range Tokens	1583	1423
% change from FY '12	11.24%	
18 - Hole Carts	77	75
9 - Hole Carts	14	35
½ / 18 - Hole Carts	541	464
½ / 9 - Hole Carts	137	130
Total Carts	769	704
% change from FY '12	9.23%	
18 - Hole Trail Fees	0	2
9 - Hole Trail Fees	0	1
18 - Hole Senior Trail Fees	3	1
9 - Hole Senior Trail Fees	2	6
Total Trail Fees	5	10
% change from FY '12	-50.00%	
TOTAL REVENUE	\$39,919.07	\$37,886.05
% change from FY '12	5.37%	

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

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

FINANCIAL INFORMATION

	FY 2013	FY 2013	FY 2012	FY 2012
	MTD	YTD	MTD	YTD
Green Fees	\$25,971.37	\$314,869.75	\$22,729.11	\$298,256.81
Driving Range	\$4,925.16	\$59,246.13	\$4,061.25	\$47,917.69
Cart Rental	\$12,440.97	\$170,373.26	\$10,179.53	\$162,439.75
Restaurant	\$402.50	\$5,789.51	\$887.83	\$7,156.58
Insufficient Check Charge	\$0.00	\$100.00	\$0.00	\$100.00
Interest Earnings	\$9.94	\$2,530.83	\$28.33	\$3,452.20
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL INCOME	\$43,749.94	\$552,909.48	\$37,886.05	\$519,723.03
Expenditures	\$39,919.07	\$704,799.35	\$93,418.82	\$741,854.60
Income vs Expenditures	\$3,830.87	(\$151,889.87)	(\$55,532.77)	(\$222,125.57)
Rounds of Golf	1584	20066	1473	20430

February has us trying to finish our winter projects. The last of the tee markers have been repaired and painted. Refurbished ball washers are ready to be returned to the tee boxes. The driving range flags have been removed repaired, redesigned and reinstalled. Fairway yardage markers are being refurbished. Concrete steps are being poured for # 8 tee box. A sprinkler was added between 5 and 16 fairways. Goose droppings are being removed a few times a week from the cool season tees. Quick coupling valves at each green are being checked and cleared. All rental cars were checked for battery corrosion and tire inflation. A small berm is being established to raise the water holding capacity of the main irrigation pond. Our sand trap renovation project is continuing.

Agronomically, we are completing the first application of pre-emergent herbicide, combined with a light rate of glyphosate (Round-up) over the entire golf course. All cool season grasses have been fertilized. Post emergent herbicide is being applied as necessary. All planting beds around the clubhouse have been trimmed and cleaned.

Routine maintenance includes greens mowing, cup changing and sand trap raking 2 to 3 times a week. Cool season tees are mowed twice a week. Rotary deck mowing is done as needed.

FEBRUARY 2013 WESTWOOD POOL MONTHLY REPORT

Westwood Pool closed for the season August 19th.

FINANCIAL INFORMATION

	FY2013 MTD	FY2013 YTD	FY2012 MTD	FY2012 YTD
Admission Fees	-\$96.00	\$50,562.25	\$0.00	\$50,652.50
Waterslide Fees	\$0.00	\$12,052.00	\$0.00	\$12,568.00
Swim Lesson Fees	\$0.00	\$4,578.00	\$0.00	\$6,562.50
Pool/Slide Rental	\$0.00	\$10,800.00	\$0.00	\$8,575.00
Locker Fees	\$0.00	\$19.50	\$0.00	\$19.50
Concessions	\$0.00	\$2,580.00	\$0.00	\$2,580.00
TOTAL INCOME	-\$96.00	\$80,591.75	\$0.00	\$80,957.50
Expenditures	\$2,294.84	\$127,671.61	\$367.28	\$114,935.12
Income verses Expenditures	(\$2,390.84)	(\$47,079.86)	(\$367.28)	(\$33,977.62)

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

February 2013

ADMINISTRATIVE DIVISION

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

Staff prepared a new draft ordinance for presentation at the February CPT meeting based on the discussion at the January meeting. The February meeting was cancelled due to weather so the discussion will continue in March.

Greenbelt Commission

There were two applications submitted for the February 18, 2013 meeting. GBC 13-3, Christian Brothers Automotive Preliminary Plat was approved and sent forward without additional comments. GBC 13-4, Breckenridge Land Acquisition, Aspen Heights Norman, was approved and sent forward with comments regarding the need to provide more complete and accurate applications, as well as representation at the meetings. The next meeting is March 18, 2013.

Miscellaneous

	2012 Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013 Jan	Feb
Walk-Ins	104	112	97	60	60	52	41	71	75	72	70	72	97
Email Contacts	263	333	320	302		277	282	307	325	287	260	264	238
Lot Line Adjustments	4	1	1	0	2	2	1	4	2	3	4	4	4
Landscape Maint. & Replacement Bonds	4	1	0	2	2	0	3	1	2	1	4	6	4
Board of Adjustment Variance Appl.	2	2	2	0	1	2	0	1	2	2	0	3	4
Legal Notices Sent	38	67	47	0	47	37	0	11	50	19	0	96	107
Planning Commission Applications Rec'd	7	4	4	6	2	2	7	2	4	5	2	2	2
Legal Notices Sent	14	88	290	327	69	166	212	36	36	36	20	20	45
Pre-Development Meeting Appl. Rec'd	1	6	8	4	3	3	1	1	5	2	2	2	2
Notices Sent	23	304	407	214	135	111	36	86	203	31	281	27	43

CURRENT PLANNING DIVISION

Planning Commission – number of applications received

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

During February, submittals for the March 14, 2013 Planning Commission meeting included three final plats, one revised preliminary plat, one rezoning, one amendment to an existing Planned Unit Development, two amendments to the Zoning Code, and one amendment to the Subdivision Regulations. Two Pre-Development applications were received for the February 28 meeting. During the month of February, twenty-four commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved ten.

The Planning Commission met in Regular Session on February 14 and approved one final plat, one revised preliminary plat, one amendment to the Zoning Code, and one amendment to the Subdivision Regulations. One 2025 Land Use Amendment and rezoning was recommended for denial. One set of minutes was prepared for the Planning Commission Regular Meeting.

Board of Adjustment

The Board of Adjustment met February 27, 2013 and considered three variance applications; all were granted. In addition, one variance application was postponed at the request of the applicant. One set of minutes was prepared for the Board of Adjustment Regular Meeting. The next meeting is scheduled for March 27, 2013.

Miscellaneous

Staff issued 31 sign permits, 50 single family permits, performed 5 inspections, researched and prepared zoning letters, researched/wrote staff reports on 4 variance requests, researched/wrote staff reports on 2 greenbelt applications, provided Capital Improvements Budget staff support and attended Council meetings, represented the City at the APTAC and ITC committees at ACOG meetings, assisted the public/staff with current planning questions on zoning, signs, development, capital improvements, etc., staffed the Greenbelt Commission and Board of Adjustment by researching/preparing staff reports and attending meetings and follow-up reports.

GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION

Kucera International was prepared to begin flying aerial photography by February 15. The flights were not completed by the end of February, as a combination of snow and windy weather made flying in a mode stable enough to complete the photography challenging. The flights should be completed in early March, weather permitting.

On February 8, GIS staff attended a meeting to discuss GIS Data required by the New World comprehensive public safety computer solution that is being implemented by the Norman Police and Fire Departments. Preliminary data was uploaded to New World's FTP server the last week in February. The analysis of GIS data is one of the first steps to be taken in the implementation process.

On a related topic, the GIS software must be upgraded to support the New World software. GIS Staff transferred all GIS Databases to an upgraded server during the month of February. All GIS staff computers were upgrade as well to allow them to maintain the data. GIS staff has developed applications to allow their daily work to be completed in the upgraded software. The most critical applications were those that facilitate radius and location maps for the development process. Development of web services to allow users to access GIS data has begun. Access has been given to the Permit Counter and Mobile Field inspections.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 46 requests for service that resulted in the production of 72 mapping products. The GIS division did work for 8 of the City's Departments during the month of February, as well as providing information for and staffing of City Council and Planning Commission Meetings.

DEVELOPMENT SERVICES DIVISION

On-Line Inspection Services

On September 5, 2012 the Development Services Division began offering on-line inspection services for people with an active building permit to schedule and cancel inspections. The on-line inspection services allow users the opportunity to view details about their inspection results as they are entered by the Building Inspector.

Additional information can be viewed on-line about the project/permit including the permit fees, fees due, the structure detail including the construction type, water meter size, and living area to name a few. In addition, information regarding required inspections can be viewed for single-family projects.

The option to create a Master Account is available for Building Contractors who wish to set-up an account. The Master Account enables them to see their permits only. To date 16 Master Accounts have been created.

Fees can be paid on-line using a Credit or Debit Card. To date there have been 85 on-line payments, totaling \$4,581.50 with the majority of the payments for trade permits and re-inspect fees.

To date, 1,036 inspection requests have been made on-line with 60 inspection requests the most received in one day. The number of inspection requests is increasing as users become more familiar with the on-line inspection services.

The chart below reflects the on-line inspection requests since its implementation on September 5, 2012. Additionally it reflects the inspection requests received through the Automated Phone Line System and by the Permit Staff. During this time-frame the on-line inspection services received 8% of the inspection requests; the Automated Phone Line System 54%; and the Permit Staff 38%.

	On-Line	Automated	Staff	TOTAL
September, 2012	45	1,049	729	1,823
October, 2012	135	1,354	954	2,443
November, 2012	101	1,138	793	2,032
December, 2012	215	911	643	1,769
January, 2012	226	1,110	721	2,057
February, 2012	314	1,070	784	2,168
TOTAL	1,036	6,632	4,624	12,292

Construction Activity

The value of all construction activity permitted in FEBRUARY of 2013 totaled \$14,087,275, down from \$16,153,841 for the same month last year. A total of 166 permits were issued in FEBRUARY of 2013 compared to 124 in FEBRUARY of 2012. The higher number of permits and lower values are primarily due to new single family residential units.

Total new residential permitting activity in FEBRUARY 2013 was valued at \$6,555,250 compared to \$9,489,528 in FEBRUARY 2012. New single-family detached residential construction in FEBRUARY 2013 represented 31 new homes with an average value of \$200,169, compared with 26 new homes in FEBRUARY 2012 with an average value of \$356,866. There were no attached single family permits. There were no new mobile homes in FEBRUARY 2013 or in FEBRUARY 2012. There was 1 new duplex, representing 1 unit (other unit issued in different month), added in FEBRUARY 2013 valued at \$150,000 and 2 new duplex permits, representing 2 units, in FEBRUARY 2012 valued at \$220,000. There was 1 new multi-family permit, representing 4 units in FEBRUARY 2013 valued at \$200,000 compared to none in FEBRUARY 2012.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in FEBRUARY 2013 numbered 116 and were valued at \$1,044,525 compared to 86 permits valued at \$1,001,733 for FEBRUARY 2012. The average value in FEBRUARY 2013 is \$9,005 compared to \$11,648 in FEBRUARY 2012. The number of permits was higher in FEBRUARY 2013 primarily because of storm shelters, 1 & 2 Family additions/alterations, fire repair, paving and 3+ family additions/alterations. The total value was almost the same, thus the average value was less.

New commercial construction permits in FEBRUARY of 2013 totaled 3 with a value of \$2,505,000 compared to 4 permits valued at \$3,283,110 for FEBRUARY 2012. The difference in number of permits is insignificant. The lower value is primarily due to an interior finish project in University North Park Addition in FEBRUARY 2012 valued at \$1,200,000.

Commercial Addition/Alteration permits in FEBRUARY of 2013 totaled 13 with a value of \$3,982,500 compared to 6 permits valued at \$2,370,470 for FEBRUARY 2012. The difference in number of permits is primarily due to several projects at 4606 Rock Creek Road. The increased value is primarily due to remodeling in the Northhaven Church Addition, valued at \$3,500,000.

Construction Activity Summary for February 2013

Permit Type		No. of Permits		No. of Units		Const. Value		Average Value	
New Residential (sing fam, mob homes, dupl)		32		32		\$ 6,355,250		\$ 198,602	
New Multi-Family		1		4		\$ 200,000		\$ -	
New Non-Residential		3		N/A		\$ 2,505,000		\$ 835,000	
Add/Alter Residential (All)		116		N/A		\$ 1,044,525		\$ 9,005	
Add/Alter Non-Residential		13		N/A		\$ 3,982,500		\$ 306,346	
Total Construction Permits/Value		165		36		\$ 14,087,275			
Detailed Permit Activity		Calendar Year 2013		Calendar Year 2012				2012	
Residential Activity		February		YTD		February		YTD	
Single Family Permits		31		74		26		56	
Total Construction Value		\$ 6,205,250		\$ 15,483,778		\$ 9,278,528		\$ 8,011,391	
Avg Construction Value		\$ 200,169		\$ 209,240		\$ 356,866		\$ 143,061	
Single Family Attached Permits		0		0		0		0	
Total Construction Value		\$ -		\$ -		\$ -		\$ -	
Avg Construction Value		\$ -		\$ -		\$ -		\$ -	
New Mobile Home Permits		0		1		0		2	
Total Construction Value		\$ -		\$ 32,900		\$ -		\$ 26,500	
Duplex Permits		1		5		2		2	
Number of Units		1		5		2		2	
Total Construction Value		\$ 150,000		\$ 650,000		\$ 220,000		\$ 220,000	
Avg Construction Value per Unit		\$ 150,000		\$ 130,000		\$ 110,000		\$ 110,000	
Multi-Family Permits		1		1		0		0	
Number of Units		4		4		0		0	
Total Construction Value		\$ 200,000		\$ 200,000		\$ -		\$ -	
Avg Construction Value per Unit		\$ 50,000		\$ 50,000		\$ -		\$ -	
New Residential Units		36		84		28		60	
New Residential Value		\$ 6,555,250		\$ 16,366,678		\$ 9,498,528		\$ 8,257,891	
Residential Demo Permits		0		6		5		7	
Residential Demo Units		0		-5		-3		-5	
Net Residential Units		36		79		25		55	
Addition/Alteration Permits**		23		34		7		20	
Other Permits***		93		162		79		79	
Total Construction Value****		\$ 1,044,525		\$ 1,674,746		\$ 1,001,733		\$ 2,344,070	
Avg Construction Value		\$ 9,005		\$ 8,545		\$ 11,648		\$ 23,677	
Residential Permits		149		277		114		159	
Residential Value		\$ 7,599,775		\$ 18,041,424		\$ 10,500,261		\$ 10,601,961	
Commercial Activity									
Commercial Permits		3		5		4		13	
Total Construction Value		\$ 2,505,000		\$ 8,029,000		\$ 3,283,110		\$ 10,750,110	
Avg Construction Value		\$ 835,000		\$ 1,605,800		\$ 820,778		\$ 826,932	
Addition/Alteration Permits		13		21		6		16	
Total Construction Value		\$ 3,982,500		\$ 6,406,872		\$ 2,370,470		\$ 2,852,870	
Avg Construction Value		\$ 306,346.15		\$ 305,089		\$ 395,078		\$ 178,304	
Non-Residential Value		6,487,500		14,435,872		5,653,580		13,602,980	
Non-Residential Permits		16		26		10		29	
Total Construction Value		\$ 14,087,275		\$ 32,477,296		\$ 16,153,841		\$ 24,204,941	
Total Construction Permits		165		303		124		188	
Other Permits									
Electrical Permits		100		228		92		192	
Heat/Air/Refrigeration Permits		99		201		109		246	
Plumbing & Gas Permits		136		285		104		257	
Foundation Permits		0		20		2		3	
Temp Tents/Construction Trailers		0		2		2		5	
Demo Permits (Residential)		0		6		5		7	
Demo Permits (Commercial)		2		2		0		4	
House Moving Permits		0		2		1		4	
Sign Permits		26		49		16		34	
Water Well Permits		5		12		3		4	
Garage Sale Permits		18		40		36		68	
Swimming Pool Permits		5		7		7		10	
Storage Building Permits		7		16		7		19	
Carports		0		1		0		0	
Storm Shelter Permits		75		130		62		88	
Residential Paving		6		8		3		9	
Additional Division Activity									
Miscellaneous/PODS/ROLOFS		12		17		17		28	
Lot Line Adjustments		2		5		2		2	
Certificates of Occupancy		95		178		83		176	
All Field Inspections		2140		4199		1625		3537	

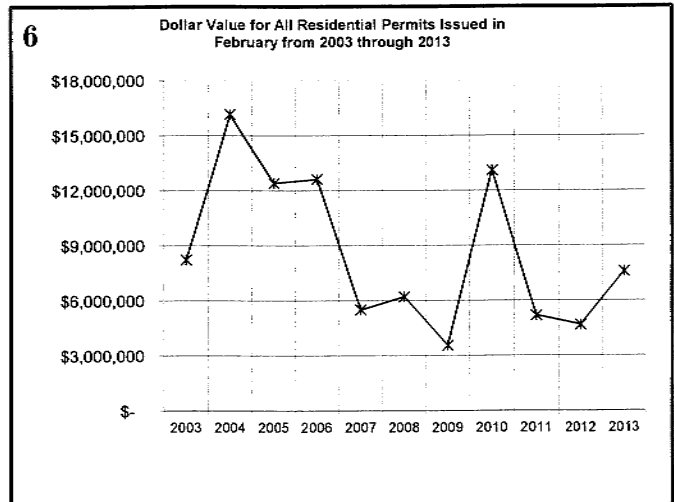
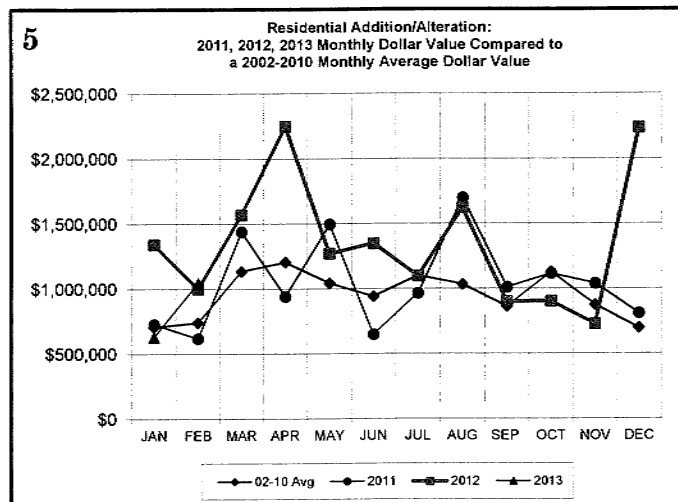
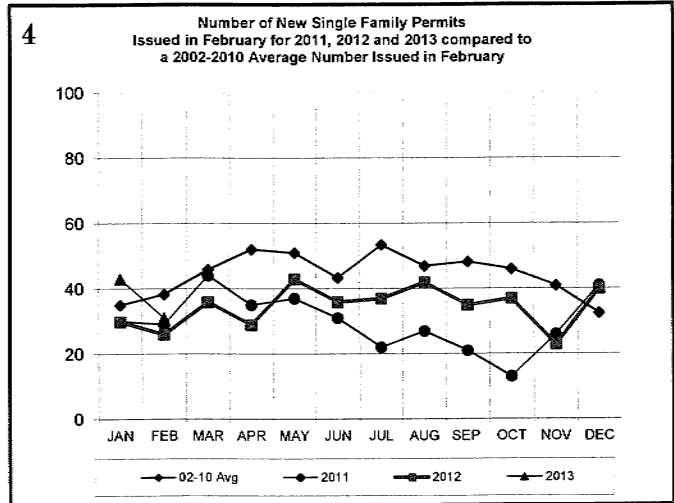
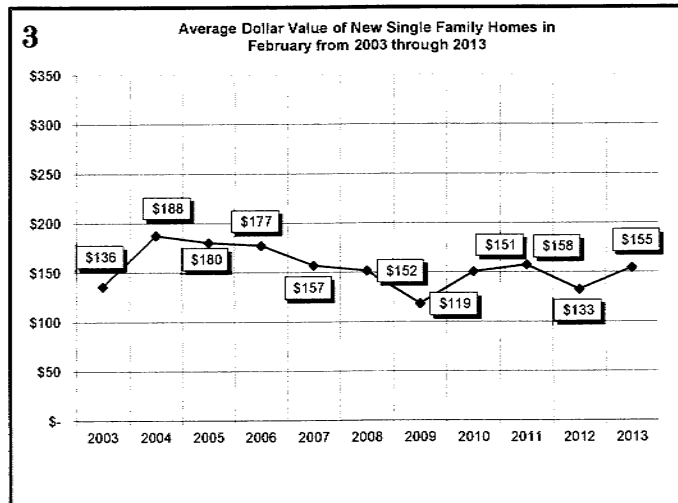
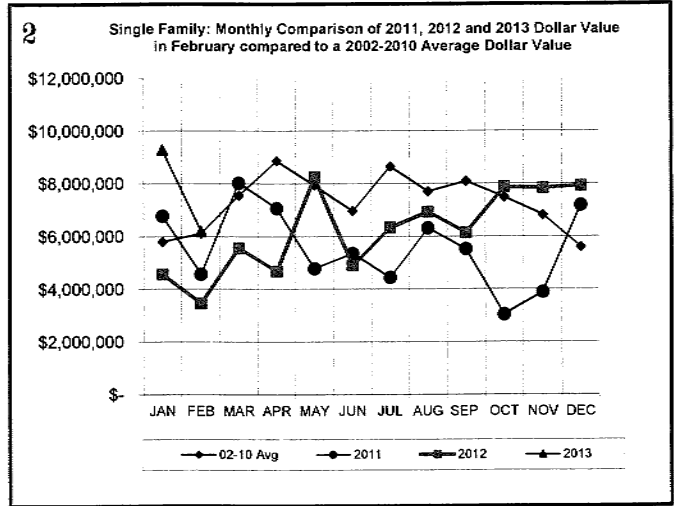
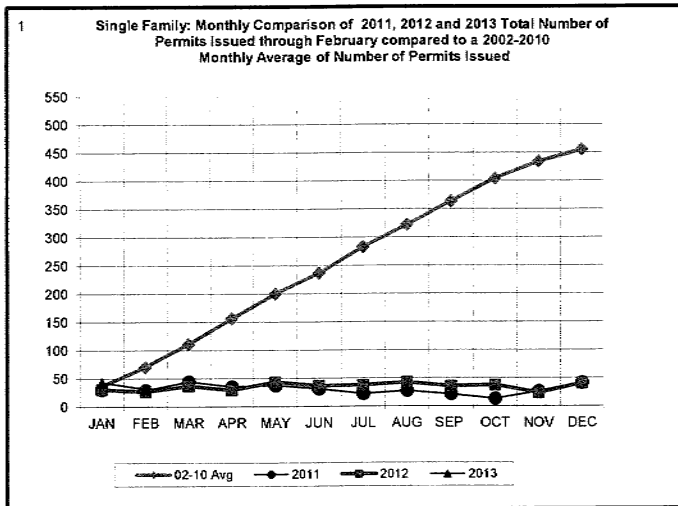
**Count includes: Add/Alt, Fire Rpr, Reprmtl
Mobile Homes & Multi-family Add/Alt.

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

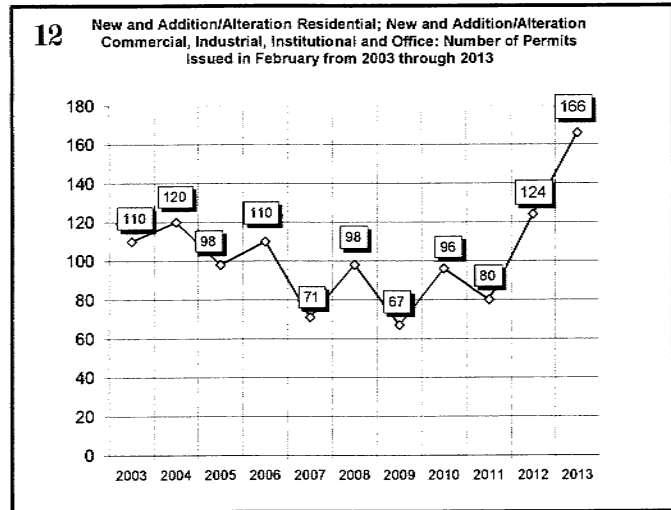
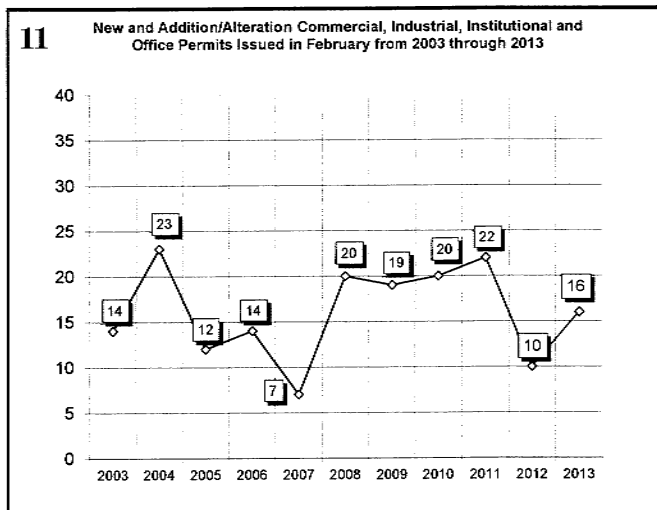
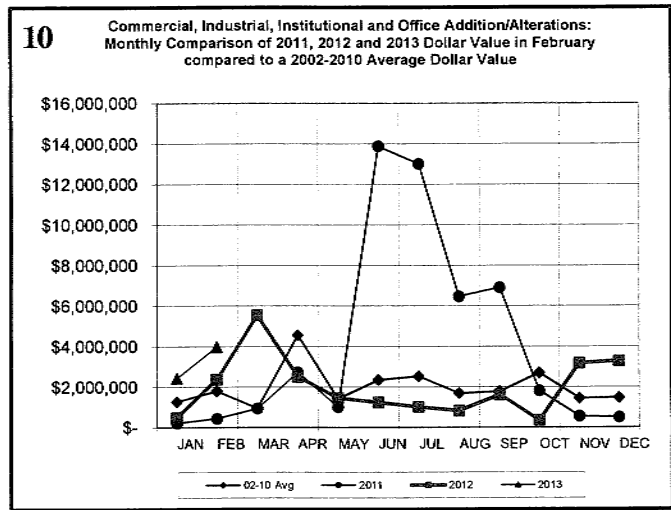
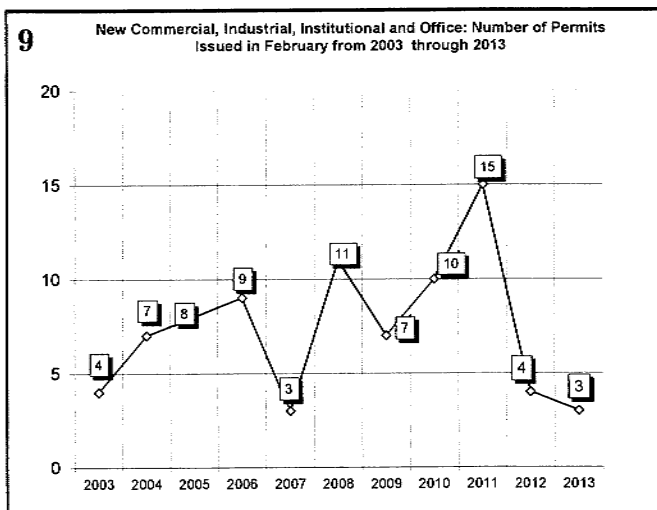
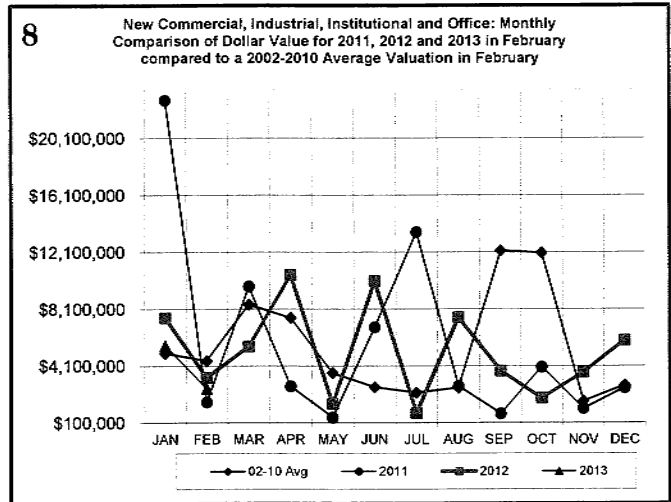
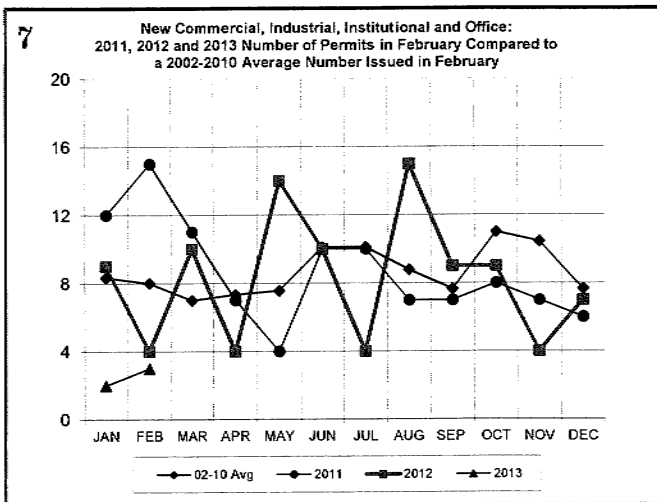
****Total Construction Value includes these
permits listed above.

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

FEBRUARY 2013 CONSTRUCTION REPORT



FEBRUARY 2013 CONSTRUCTION REPORT



City of Norman
BUILDING PERMITS AND INSPECTIONS

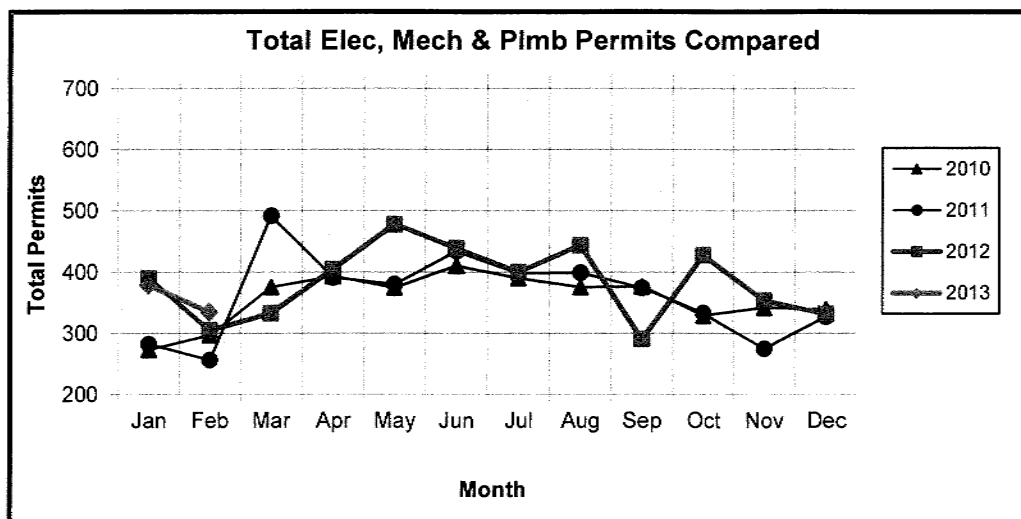
TRADE PERMITS & GARAGE SALES
Sorted by Permit Type

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

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

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

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	128	100											228
HVAC (MECH)	102	99											201
PLUMBING (PLBG)	149	136											285
GARAGE SALE (GARA)	22	18											40
HOUSE MOVING (MOVE)	2	0											2
DEMOLITION (BDEM)	6	2											8
SIGN (SIGN)	23	26											49
ELEC + MECH + PLBG	379	335	0	0	0	0	0	0	0	0	0	0	714
Total	432	381	0	0	0	0	0	0	0	0	0	0	813



City of Norman
BUILDING PERMITS AND INSPECTIONS

COMMERCIAL BUILDING PERMITS
Issued February 2013 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT-2	AMERICAN TOWER CORPORATION	176	02/04/13	1755	SE	108TH	AVE	2	1W	NOT SUBDIVIDED	A2	\$ 8,500	116
COMMERCIAL, ADD/ALT-2	EQUITY REALTY	236	02/01/13	1111		ELM	AVE	1	1	STUBBEMAN VILLAGE	C2	\$ 14,000	1,700
COMMERCIAL, ADD/ALT-2	DUTTON CONSTRUCTION, LLC.	276	02/07/13	4806	E	ROCK CREEK	RD	23	2W	NOT SUBDIVIDED	A2	\$ 21,000	320
COMMERCIAL, ADD/ALT-2	DUTTON CONSTRUCTION, LLC.	277	02/07/13	4806	E	ROCK CREEK	RD	23	2W	NOT SUBDIVIDED	A2	\$ 18,000	320
COMMERCIAL, ADD/ALT-2	DUTTON CONSTRUCTION, LLC.	278	02/07/13	4806	E	ROCK CREEK	RD	23	2W	NOT SUBDIVIDED	A2	\$ 18,000	320
COMMERCIAL, ADD/ALT-2	DUTTON CONSTRUCTION, LLC.	279	02/07/13	4806	E	ROCK CREEK	RD	23	2W	NOT SUBDIVIDED	A2	\$ 18,000	320
COMMERCIAL, ADD/ALT-2	BROOKHAVEN VILLAGE PLAZA, LLC.	422	02/12/13	3770	W	ROBINSON	ST	1	1	BROOKHAVEN, VILLAGE AT #3	C1	\$ 20,000	1,221
COMMERCIAL, ADD/ALT-2	VERTICOM	429	02/14/13	1298	NE	120TH	AVE			NOT SUBDIVIDED	A2	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	VERTICOM	430	02/14/13	2215	W	BOYD	ST	36	3W	NOT SUBDIVIDED	R1	\$ 15,000	25
COMMERCIAL, ADD/ALT-2	SOONER MALL	549	02/21/13	3417	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 65,000	3,835
COMMERCIAL, ADD/ALT-2	SOONER INVESTMENTS GROUP	5811	02/05/13	1628	NW	24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 1	PUD	\$ 70,000	5,431
COMMERCIAL, ADD/ALT-2	HIGGANS, CARL	5859	02/07/13	4800	NW	36TH	AVE	1	1	NORTHHAVEN CHURCH ADDITION	R1	\$ 3,500,000	22,903
COMMERCIAL, ADD/ALT-2	SEXTON, BRADY	6594	02/25/13	132	W	MAIN	ST	17	67	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 200,000	3,689
COMMERCIAL, INTERIOR FINISH-2	SURELY CONSTRUCTION	342	02/06/13	3048		CLASSEN	BLVD	1	1	MALONE ADD	C2	\$ 5,000	1,490
COMMERCIAL, NEW CONSTRUCTION-2	HARBOR HOMES, INC.	6290	02/12/13	480		MERCHANT	DR	5	1	RIEGER 2006 ADD	C2	\$ 300,000	4,487
COMMERCIAL, NEW CONSTRUCTION-2	KJ HOWARD CONSTRUCTION, LLC.	6528	02/04/13	3010		CLASSEN	BLVD	1A	1	EMPIRE ADDITION	C2	\$ 2,200,000	7,374
Total Permits 16													
Average Valuation \$ 405,469 Total Valuation \$ 6,487,500													
Average Project Area Total Project Area 3,347 53,556													

NEW CONSTRUCTION INFORMATION				USE /CLASSIFICATION
CONTRACTOR	BUILDING SIZE (Square Feet)	LOT SIZE		
HARBOR HOMES, INC.	4,487	0.35 ACRES	OFFICE	
KJ HOWARD CONSTRUCTION, LLC.	7,374	2.5 ACRES	RESTAURANT	

COMMERCIAL, INTERIOR FINISH-2	COMMERCIAL, NEW CONSTRUCTION-2
\$ 3,982,500	\$ 2,500,000
13	2
1	2,505,000
3	
TOTAL	
\$ 6,487,500	16

City of Norman
BUILDING PERMITS AND INSPECTIONS

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

Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	Living Area
AM SQUARED CONST SERV LLC	155	2/8/2013	321		CASTRO	ST	33	2	CLASSEN-MILLER ADDITION	R3	\$ 80,000	500	500
PHOENIX CONSTRUCTION SERVICES	173	2/13/2013	3861	NE	36TH	AVE	11	2W	NOT SUBDIVIDED	A2	\$ 375,000	4,774	3,680
TUCKER, DAVID	241	2/5/2013	6400	E	FRANKLIN	RD	7	1W	NOT SUBDIVIDED	A2	\$ 400,000	4,395	3,463
IDEAL HOMES OF NORMAN	312	2/1/2013	4309		WHITMERE	LN	2	4	CARRINGTON PLACE ADD #11	R1	\$ 197,000	3,984	2,987
OLGUIN, LUCIANO	338	2/4/2013	3725		INDIAN POINT	CIR	15	2	INDIAN POINT ESTATES	RE	\$ 180,000	3,047	2,302
IDEAL HOMES OF NORMAN	382	2/6/2013	4009		HAVASU	DR	1	1	RED CANYON RANCH SEC 3	PUD	\$ 132,000	3,006	2,188
HOMER FIRST, INC.	411	2/5/2013	3361		HOLLISTER	TR	4	2	MONTECITO RANCH	PUD	\$ 475,000	4,433	3,720
RED DOOR HOMES	426	2/7/2013	3726		INDIAN POINT	CIR	18	1	INDIAN POINT ESTATES	RE	\$ 142,800	2,518	2,009
C.A. MCCARTY CONSTRUCTION LLC.	448	2/5/2013	416		YARMOUTH	RD	20	12	VINEYARD PHASE III	R1	\$ 300,000	3,699	2,275
WESTPOINT HOMES	476	2/11/2013	1909		JACKSON	DR	1	3	ALAMEDA PARK ADD #3	R1	\$ 100,000	2,049	1,429
IDEAL HOMES OF NORMAN	480	2/13/2013	716		HAVASU	DR	9	2	RED CANYON RANCH SEC 3	PUD	\$ 130,000	2,952	2,155
CLEVELAND COUNTY HABITAT FOR	488	2/19/2013	616	E	APACHE	ST	7	46	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 89,500	1,177	1,076
CLEVELAND COUNTY HABITAT FOR	489	2/19/2013	618	E	APACHE	ST	11	46	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 89,500	1,278	1,178
C & C BUILDERS	493	2/7/2013	1209		RESIDIO	DR	5	3	MONTEREY ADD. #1	R1	\$ 147,750	3,908	1,868
GEMINI DEVELOPMENT CORP	506	2/8/2013	1920		ROSEBROOK	LN	13	4	BROOKHAVEN #40	R1	\$ 395,000	5,913	4,625
D P GAMBLE HOMES	527	2/11/2013	1004		TRISHA	LN	17	1	ARBOR LAKE ADD #6	R1	\$ 230,000	3,680	2,402
CSW CONSTRUCTION	564	2/15/2013	3221		WOODVALE	AVE	14	1W	NOT SUBDIVIDED	A2	\$ 280,000	4,400	2,845
IDEAL HOMES OF NORMAN	570	2/20/2013	2736		LERKIM	LN	17	1	TRAILWOODS SEC 6	PUD	\$ 84,000	1,964	1,411
IDEAL HOMES OF NORMAN	571	2/20/2013	3509		BERGEN PEAK	DR	5	2	GREENLEAF TRAILS ADD 5	PUD	\$ 106,000	2,478	1,819
IDEAL HOMES OF NORMAN	572	2/20/2013	707		PAINTED FOREST	RD	14	2	RED CANYON RANCH SEC 3	PUD	\$ 146,000	3,483	2,498
WESTPOINT HOMES	581	2/19/2013	3103		TARA	LN	8	2	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 100,000	3,242	2,317
WELK CONTRACTORS	598	2/21/2013	525		FLEETWOOD	DR	2	6	SOUTH UNIVERSITY PLACE	R1	\$ 80,000	1,548	1,320
C.A. MCCARTY CONSTRUCTION LLC.	611	2/15/2013	3320		WAUWINET	WAY	6A	8	VINEYARD PHASE III	R1	\$ 400,000	4,291	3,148
ROBERTS, RICK	616	2/15/2013	6000		POST OAK	RD	19	1W	THOUSAND OAKS COS	A2	\$ 27,000	3,360	772
FOSTER SIGNATURE HOMES	639	2/22/2013	4414		FARM HILL	RD	4	3	FOUNTAIN VIEW SEC. #1	R1	\$ 390,000	5,835	4,338
PHASE II CONSTRUCTION	645	2/18/2013	3450		HOLLISTER	TR	3	3	MONTECITO RANCH	PUD	\$ 430,000	4,516	3,216
WESTPOINT HOMES	661	2/19/2013	3107		TARA	LN	7	2	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 150,000	3,254	2,318
IDEAL HOMES OF NORMAN	682	2/25/2013	3401		BEAR MOUNTAIN	DR	2	1	GREENLEAF TRAILS ADD 4	PUD	\$ 109,000	2,608	1,964
IDEAL HOMES OF NORMAN	683	2/25/2013	2748		LERKIM	LN	20	1	TRAILWOODS SEC 6	PUD	\$ 77,000	1,665	1,127
HARBOR HOMES, INC.	705	2/26/2013	1300		LUKE	LN	31	3	CEDAR LAKE SEC #1	R1	\$ 110,000	3,348	2,502
LEGACY HOMES CONSTRUCTION LLC.	724	2/25/2013	3301		VALLEY BROOK	LN	3	4	SUMMIT VALLEY	R1	\$ 252,900	3,171	2,617
Total Permits	31			Average Valuation \$	200,169				Average Project Area		3,241		
				Total Valuation \$	6,205,250				Average Living Area		2,328		
									Total Living Area		72,169		

City of Norman
BUILDING PERMITS AND INSPECTIONS

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

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	AARON'S STORM SHELTERS, LLC.	421	02/01/13	1521		HIGH TRAIL	RD	7	2	HIGH MEADOWS #3	R1	\$ 6,000	88
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	427	02/01/13	4128		NICOLE	PL	19	1	CASTLEROCK ADD #3	R1	\$ 4,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	428	02/01/13	2504		TIMBERWOOD	CT	3	4	DOUBLE TREE AT HALL PARK	R1	\$ 2,985	25
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	431	02/04/13	5109		LYON	DR	5	1	CAMBRIDGE ADD #7	R1	\$ 2,695	31
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	435	02/04/13	3700		SHADOWRIDGE	DR	1	4	SHADOWRIDGE ADD	R1	\$ 3,645	32
1 & 2 FAMILY STORM SHELTER-3	HAUSNER'S, INC.	436	02/04/13	1000	E	BOYD	ST	32	2W	NOT SUBDIVIDED	R1	\$ 2,950	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	438	02/04/13	7381		CEDAR	LN	8	1W	NOT SUBDIVIDED	A2	\$ 3,850	70
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	443	02/04/13	801		LANDSDOWNE	DR	2	5	BROOKHAVEN #31	R1	\$ 3,995	42
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	444	02/04/13	2400		HAMDEN	AVE	1	1	HAWTHORNE PLACE 3RD	R1	\$ 3,200	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	445	02/04/13	4416		NEWPORT	DR	7	2	CAMBRIDGE PLACE #3	RM6	\$ 3,900	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	449	02/04/13	1613		SANDPIPER	LN	8	4	SUTTON PLACE ADD #6	R1	\$ 3,000	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	452	02/06/13	3265		CRYSTAL SPRING	DR	14	1	CRYSTAL SPRING	RE	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	455	02/05/13	5319		OAKGROVE	DR	10	4	FLAMING OAKS ESTATES	RE	\$ 4,000	27
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	485	02/06/13	4221		KENSAL RISE	PL	5	2	CARRINGTON PLACE ADD #9	R1	\$ 2,895	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	486	02/06/13	2006		TRAILVIEW	CT	7	3	TRAILS ADD	R1	\$ 2,695	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	498	02/07/13	3825		KINGS CANYON	RD	9	5	RED CANYON RANCH SEC 2	PUD	\$ 2,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	501	02/07/13	1505		ORIOLE	DR	2	3	SUTTON PLACE ADD #2	R1	\$ 3,950	40
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	505	02/08/13	3719		RED OAKS	DR	7	1	RIVER OAKS #1	R1	\$ 2,700	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE SHELTERS/HIT STEEL	512	02/08/13	3801		HARROGATE	DR	13	3	BROOKHAVEN #31	R1	\$ 3,800	15
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	514	02/08/13	5112		LADBROOK	ST	10	6	CAMBRIDGE ADD	R1	\$ 2,650	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	515	02/08/13	2750	NE	72ND	AVE	18	1W	NOT SUBDIVIDED	A2	\$ 2,000	48
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	516	02/08/13	3701		CALAIS	CT	8	2	BROOKHAVEN #23	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	533	02/11/13	2621		TRUFFULA	CIR	5	1	TRAILWOODS SEC 3	PUD	\$ 2,695	25
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	535	02/11/13	2016		SUNFLOWER	ST	12	2	PRAIRE CREEK ADD #2	R1	\$ 2,650	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	546	02/12/13	4012		PLEASANT GROVE		12	4	CASTLEROCK ADD #5	R1	\$ 2,945	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	550	02/13/13	5616		BELLWOOD	CIR	13	3	QUAIL CREEK ACRES #1	RE	\$ 2,695	25
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	554	02/12/13	2905		MISTY RIDGE	LN	6	1	SUMMIT LAKES ADD #2	R1	\$ 3,150	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	555	02/12/13	4012		HATTERLY	DR	7	1	SUMMIT LAKES ADD #2	R1	\$ 2,695	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	556	02/12/13	1816		BISMARC	CT	16	5	PRAIRIE CREEK #3	R1	\$ 3,495	32
1 & 2 FAMILY STORM SHELTER-3	G&M TANKS	557	02/12/13	1920		BROONE	DR	14	2	PARK PLACE ADD #4	R1	\$ 2,000	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	559	02/12/13	2413		POPPY	LN	4	4	POPPY GROVE ADD	R1	\$ 2,585	28
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	561	02/12/13	4119		CARRINGTON	LN	1	3	CARRINGTON PLACE ADD #9	R1	\$ 2,545	15
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	566	02/13/13	4024		GREEN HILLS	DR	4	2	CHERRY CREEK SEC 1	R1	\$ 2,700	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	567	02/13/13	1026		CANTERBURY	AVE	50	4	WOODSLAWN ADD #2	R1	\$ 4,000	40
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	569	02/13/13	2009		ISING HILL	DR	3	1	SOUTH LAKE ADD #1	R1	\$ 2,800	48
1 & 2 FAMILY STORM SHELTER-3	BIGGS BACKHOE, INC	574	02/13/13	1730		MARIAN	DR	6	5	HEATHERINGTON HEIGHTS 3RD ADD	R1	\$ 5,275	79
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	584	02/14/13	412		LAKE GROVE	CT	6	4	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 2,995	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	586	02/14/13	3500		CRYSTAL SPRING	DR	1	1	CRYSTAL SPRING	RE	\$ 3,800	40
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	593	02/14/13	1016		RIVIERA	DR	15	2	CANADIAN TRAILS ADD #2	RM2	\$ 3,100	18
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	599	02/14/13	305		DOLLINA	DR	5	1	TECUMSEH RIDGE SEC 2	PUD	\$ 2,650	21
1 & 2 FAMILY STORM SHELTER-3	HAUSNER'S, INC.	601	02/14/13	1619		HOLLYWOOD	AVE	13	5	WESTLAND ADD	R1	\$ 2,700	48
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	602	02/15/13	3844		KINGS CANYON	RD	9	2	RED CANYON RANCH SEC 2	PUD	\$ 3,900	40
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	607	02/15/13	2604		RIDGEFIELD	DR	15	2	HAWTHORNE PLACE	R1	\$ 3,200	35
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	610	02/15/13	3808		DRAWBRIDGE	LN	3	1	CASTLEROCK ADD #1	R1	\$ 2,795	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	612	02/15/13	4108		TROON	ST	14	2	CASCADE ESTATES PUD #7	PUD	\$ 3,200	35
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	614	02/15/13	2122		CRESTMONT	ST	13	3	WESTWOOD ESTATES	R1	\$ 2,995	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	615	02/15/13	421		SUMMIT	WAY	29	3	SUMMIT LAKES ADD #6	R1	\$ 2,795	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	618	02/15/13	1800	NE	36TH	AVE	22	2W	NOT SUBDIVIDED	A2	\$ 2,795	23
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	619	02/15/13	4405		CANNON	DR	15A	1	CARRINGTON PLACE ADD #6	R1	\$ 2,700	22
1 & 2 FAMILY STORM SHELTER-3	STORM SHELTERS PLUS	621	02/15/13	422		NEBRASKA	ST	11	12	NORMAN HEIGHTS ADDITION	R1	\$ 2,705	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	633	02/18/13	218		BOULEVARD DU LAC		6	3	SUMMIT LAKE VILLAS #1	PUD	\$ 2,699	21
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	638	02/18/13	3812		GLISTEN	CT	1	1	CASCADE ADDITION	R1	\$ 3,300	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	643	02/18/13	2200		KINGS CANYON	RD	14	5	RED CANYON RANCH SEC 2	PUD	\$ 4,295	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	648	02/18/13	2200		VALLEY HOLLOW		4	1	SUMMIT VALLEY	R1	\$ 3,645	32
1 & 2 FAMILY STORM SHELTER-3	AREA SEPTIC SERVICES, INC.	653	02/19/13	2212		FOREST ROAD	CIR	3	4	QUAIL CREEK ACRES #1	RE	\$ 2,600	55
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	663	02/19/13	4302		VINCENT	ST	10	21	QUAILBROOK ADD #5	R1	\$ 2,695	25
1 & 2 FAMILY STORM SHELTER-3	OKLAHOMA SHELTERS	673	02/20/13	811	E	APACHE	ST	6	2	ANOL ADD	R2	\$ 2,600	40
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	680	02/20/13	4321		SPYGLASS	DR	14	3	COBBLESTONE CREEK II	R1	\$ 2,245	18
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	685	02/20/13	4714		KENSAL RISE	PL	3	2	CARRINGTON PLACE ADD #8	R1	\$ 4,275	32
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	689	02/20/13	300		SUMMIT BEND		6	1	SUMMIT LAKES ADD #9	R1	\$ 2,695	25
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	690	02/21/13	409		NANTUCKET	BLVD	1	8	VINEYARD PHASE III	PUD	\$ 2,500	23
1 & 2 FAMILY STORM SHELTER-3	PRECISION SHELTERS	697	02/22/13	621		RIDGE LAKE	BLVD	7	3	SUMMIT LAKES ADD #7	R1	\$ 3,395	23

BUILDING PERMITS AND INSPECTIONS

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

Permit Type	Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	718	02/25/13	924		TIMBERDELL	RD	9	1	WILLOW BROOK ADD	R1	\$ 3,250	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	720	02/25/13	2716		CIMARRON	DR	7	1	PEBBLE BROOK #2	R1	\$ 2,000	49
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	721	02/25/13	1110		MOCKINGBIRD	LN	4	6	BEL-AIRE ADD SEC 2	R1	\$ 2,900	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	735	02/26/13	3909		WARRINGTON	WAY	9	4	CARRINGTON PLACE ADD #3	R1	\$ 3,000	24
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	736	02/26/13	504		CALLA LILY	LN	4	3	POPPY GROVE SEC 2	R1	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTERS INC.	741	02/26/13	505		ALPINE	CIR	11	6	CHERRY CREEK #4	R1	\$ 2,900	18
1 & 2 FAMILY STORM SHELTER-3	OK STORM SHELTERS	764	02/27/13	3920		RIDGELINE	DR	1	2	GRANDVIEW EST NORTH #4	RE	\$ 2,400	56
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	768	02/27/13	4520		BLACK HORSE	RD	7	4	CARRINGTON PLACE ADD #6	R1	\$ 4,245	40
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	779	02/27/13	4024		GRANGE HILL	WAY	1	2	CARRINGTON PLACE ADD #4	R1	\$ 3,500	21
1 & 2 FAMILY STORM SHELTER-3	F5 STORM SHELTERS, LLC	780	02/27/13	4308		CANNON	DR	4	4	CARRINGTON PLACE ADD #5	R1	\$ 3,575	40
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	781	02/27/13	3930	NW	DELLA	ST	12	2	MARLATT ADD	R1	\$ 3,450	18
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	782	02/27/13	2710	S	PICKARD	AVE	2	7	BROAD ACRES SEC 1	R1	\$ 3,000	21
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	786	02/27/13	4104		TROON	ST	15	2	CASCADE ESTATES PUD #7	PUD	\$ 4,000	24
1 & 2 FAMILY, ADD OR ALTER-2	CAREY, BILL	357	02/08/13	1209		SALSBURY	ST	29	4	WESTFIELD MANOR ADDITION	R1	\$ 25,000	305
1 & 2 FAMILY, ADD OR ALTER-2	HUNT, BRIAN	479	02/11/13	900	E	COMANCHE	ST	29	2W	NOT SUBDIVIDED	R2	\$ 15,000	504
1 & 2 FAMILY, ADD OR ALTER-2	VEAZEY, DOUG	518	02/08/13	420		TRINIDAD	DR	1	3	WESTERN VIEW #1	R1	\$ 48,000	782
1 & 2 FAMILY, ADD OR ALTER-2	WILLIAMS, DAVID CONSTRUCTION	519	02/12/13	624		MONOMOY	CT	2	11	VINEYARD PHASE III	R1	\$ 25,000	566
1 & 2 FAMILY, ADD OR ALTER-2	WILLIAMS, DAVID CONSTRUCTION	545	02/12/13	7301		NUTMEG	DR	3	1	CINNAMON RUN	RE	\$ 55,000	722
1 & 2 FAMILY, ADD OR ALTER-2	OUTDOOR ESCAPES, LLC	552	02/12/13	3609		GUILFORD	LN	6	3	BROOKHAVEN #25	R1	\$ 12,000	50
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	675	02/20/13	718	E	JOHNSON	ST	29	2W	NOT SUBDIVIDED	R1	\$ 54,901	480
1 & 2 FAMILY, ADD OR ALTER-2	A KAREN BLACK COMPANY	694	02/21/13	2247	SE	60TH	AVE	6	1W	NOT SUBDIVIDED	A2	\$ 35,000	400
1 & 2 FAMILY, ADD OR ALTER-2	EISEL ROOFING & CONSTRUCTION	699	02/22/13	736	E	BOYD	ST	1	2	UNIVERSITY HEIGHTS ADD	R1	\$ 16,000	91
1 & 2 FAMILY, ADD OR ALTER-2	M3 PROPERTY INVESTMENTS, LLC	769	02/27/13	2804		WEYMOUTH	CT	2	2	WOODLAKE ESTATES #2	R1	\$ 22,785	204
1 & 2 FAMILY, ADD OR ALTER-2	BROWN, DAN L.	802	02/05/13	5410		PIONEER	CIR	5	5	MARLATT ADD	R1	\$ 15,000	350
1 & 2 FAMILY, FIRE REPAIR	BILLS CUSTOM CONCRETE, INC.	459	02/08/13	430	W	SYMMES	ST	17	14	WAGGONER'S T.R. FIRST ADD	R3	\$ 44,700	2,684
1 & 2 FAMILY, FIRE REPAIR	TRILINK RESTORATION GROUP	503	02/08/13	409		RAMSEY	ST	13	4	CAMBRIDGE ADD	R1	\$ 63,000	1,541
1 & 2 FAMILY, FIRE REPAIR	SOUTHERN HOME IMPROVEMENT	605	02/15/13	1708	W	BOYD	ST	14	1	HERTINGTON HEIGHTS 3RD ADD	R1	\$ 73,639	884
1 & 2 FAMILY, FIRE REPAIR	FOGLE, KATHY	659	02/19/13	402		COLLEGE	AVE	25	1	HOWE'S ADD	R3	\$ 20,000	750
1 & 2 FAMILY, FIRE REPAIR	JEFFREY T. POARCH IRREVOCABLE	679	02/20/13	411		KEITH	ST	24	8	CLASSEN-MILLER ADDITION	R1	\$ 36,000	1,644
1 & 2 FAMILY, FIRE REPAIR	COVENANT BUILDING & RENOVATION	686	02/20/13	908		ELMWOOD	DR	3	3	VALLEY VIEW ADD	R1	\$ 5,500	433
1 & 2 FAMILY, PAVING-2	ANYTHING CONCRETE	464	02/08/13	802		OAKBROOK	DR	7	7	WILLOW BROOK ADD	R1	\$ 2,600	630
1 & 2 FAMILY, PAVING-2	CLASSIC MORTGAGE SERVICES	606	02/15/13	1425		OAKCREST	AVE	7	13	OAKHURST ADD SEC 04	R1	\$ 3,000	425
1 & 2 FAMILY, PAVING-2	LAMPRECHT, GEORGE A.	623	02/19/13	1026		CANTERBURY	AVE	50	4	WOODSLAWN ADD #2	R1	\$ 600	225
1 & 2 FAMILY, PAVING-2	LEBLANC, PAUL A.	749	02/26/13	1724	N	CRAWFORD	AVE	13	1	CRYSTAL HEIGHTS #2	R1	\$ 20,000	190
1 & 2 FAMILY, PAVING-2	WESTPOINT HOMES	6431	02/26/13	4799		LAS COLINAS	LN	5	F	LAS COLINAS SEC. #1	R1	\$ 35,000	125
1 & 2 FAMILY, PAVING-2	WESTPOINT HOMES	6432	02/26/13	4798		LAS COLINAS	LN	5	H	LAS COLINAS SEC. #1	R1	\$ 35,000	125
1 & 2 FAMILY, STORAGE BLDG-2	SHOLETTE, TED	310	02/04/13	7301		MOONLIGHT	DR	20	1W	NOT SUBDIVIDED	A2	\$ 20,000	2,400
1 & 2 FAMILY, STORAGE BLDG-2	CEDAR BUILT USA	487	02/06/13	2901		BLACK LOCUST	CT	2	1	CEDAR LAKE ESTATES	PUD	\$ 2,661	120
1 & 2 FAMILY, STORAGE BLDG-2	MILLER, JEREMY T.	502	02/08/13	1833		ROLLING HILLS	ST	6	1	WEST ADD	R1	\$ 8,500	300
1 & 2 FAMILY, STORAGE BLDG-2	MADSEN PORTABLE STORAGE BLDGS	529	02/11/13	350	W	INDIAN HILLS	RD	6	2W	ARMS ACRES	A2	\$ 11,000	1,200
1 & 2 FAMILY, STORAGE BLDG-2	DAVID CADDELL CONSTRUCTION	576	02/13/13	3851	SE	132ND	AVE	18	1E	NOT SUBDIVIDED	A2	\$ 7,000	192
1 & 2 FAMILY, STORAGE BLDG-2	ROSENFELT, GLEN	693	02/21/13	13705	E	CEDAR	LN	7	1E	NOT SUBDIVIDED	A2	\$ 9,500	1,200
1 & 2 FAMILY, STORAGE BLDG-2	QUALITY BUILDINGS INC.	797	02/28/13	921		KANSAS	ST	11	10	PARK ADD	R1	\$ 3,700	160
1 & 2 FAMILY, SWIMMING POOL-3	PARADISE POOLS & SPAS, LLC.	353	02/01/13	2617		TURNBRIDGE	CT	18	1	WARWICK ADD #7	R1	\$ 53,000	648
1 & 2 FAMILY, SWIMMING POOL-3	PLEASANT POOLS	403	02/04/13	3421		DRAGONFLY	RD	8	3	FROST CREEK ADD	PUD	\$ 47,105	900
1 & 2 FAMILY, SWIMMING POOL-3	SEA BREEZE POOLS	442	02/04/13	3204		POCASSET	CIR	8	1	THE VINEYARD PHASE I	RM2	\$ 24,000	425
1 & 2 FAMILY, SWIMMING POOL-3	SIGNATURE CUSTOM POOLS	472	02/07/13	604		WILLOWBEND	RD	15	2	WILLOWBEND SEC 3	R1	\$ 40,000	1,280
1 & 2 FAMILY, SWIMMING POOL-3	CARDINAL POOLS	483	02/13/13	5000		CEDAR	LN	13	2W	NOT SUBDIVIDED	A2	\$ 54,000	726
2 FAMILY, NEW CONSTRUCTION	MCCOWN, TAMMY	4927	02/04/13	726		JENKINS	AVE	11	3	LARSH'S UNIVERSITY ADD	R3	\$ 150,000	1,768
3+ FAMILY, ADD OR ALTER	UNITED RENOVATIONS	345	02/05/13	300		HAL WULDRON	DR	12	2	PEARSON EST #1	RM6	\$ 80,000	5,650
3+ FAMILY, ADD OR ALTER	UNITED RENOVATIONS	346	02/05/13	300		HAL WULDRON	DR	12	2	PEARSON EST #1	RM6	\$ 80,000	10,500
3+ FAMILY, ADD OR ALTER	UNITED RENOVATIONS	347	02/05/13	300		HAL WULDRON	DR	12	2	PEARSON EST #1	RM6	\$ 80,000	9,200
3+ FAMILY, ADD OR ALTER	UNITED RENOVATIONS	348	02/05/13	300		HAL WULDRON	DR	12	2	PEARSON EST #1	RM6	\$ 80,000	6,100
3+ FAMILY, ADD OR ALTER	UNITED RENOVATIONS	349	02/05/13	300		HAL WULDRON	DR	12	2	PEARSON EST #1	RM6	\$ 80,000	9,200
3+ FAMILY, ADD OR ALTER	UNITED RENOVATIONS	350	02/05/13	300		HAL WULDRON	DR	12	2	PEARSON EST #1	RM6	\$ 80,000	12,600
3+ FAMILY, NEW CONSTRUCTION-2	MISSION NORMAN	6816	02/28/13	2525	E	LINDSEY	ST	34	2W	NOT SUBDIVIDED	A2	\$ 200,000	3,988
TEMPORARY ROLL-OFF, OTHER	DUTTON CONSTRUCTION, LLC.	283	02/07/13	4606	E	ROCK CREEK	RD	23	2W	NOT SUBDIVIDED	A2		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN	463	02/05/13	1630	NW	24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 1	PUD		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	481	02/07/13	1630	NW	24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 1	PUD		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	632	02/19/13	3920		CLASSEN	BLVD	16	2W	NOT SUBDIVIDED	I1		
TEMPORARY ROLL-OFF, OTHER	CITY OF NORMAN-SANITATION	695	02/21/13	141		TRIAD VILLAGE	DR	3	1	ANATOLE ADD #4	C2		
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	513	02/08/13	1000		DEERFIELD	DR	34	1W	NOT SUBDIVIDED	A2		

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

Page 3 of 3

REVITALIZATION

9C

[illegible]

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Work Orders	51	28	35	34	23	13	16	19					219
Owner Abated	10	3	5	7	3	0	2	0					30
Liens Filed	37	21	26	13	12	0	26	10					145

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

Signs Pulled From Rights-of Ways FYE 2013

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
Signs Pulled	21	91	74	146	664	48	36	223					1,303

Oil & Gas

Oil & gas inspections continued with 161 operating oil wells. There were no pipeline location issues in February.

Historic District Commission

The Commission did not meet in February 2013.

Homeless Activities

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

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

The Point-In-Time count of the homeless was completed in January with results compiled in February.

2013 Point-In-Time Summary

Emergency Shelter: 83 – up from 39 in 2012, mostly due to the operation of the Food and Shelter warming shelter

Transitional Housing: 139 – up from 120 in 2012

Unsheltered Homeless: 42 – due to the change in the homeless definition no quantity available for comparison from 2012

Doubled Up/Couch Surfing: 37 – due to the change in the homeless definition no quantity available for comparison from 2012

Homeless on Shelter Waiting Lists: 79 – down from 187 in 2012

Homeless School Age Children: 357 – up from 269 in 2012

Using the new definitions from the U.S. Department of Housing & Urban Development, Norman is showing a count of 264 homeless persons. However, using last year's definition, Norman's count would be 621, six more than 2012's 615.

Smalley Army Reserve Center

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

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

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
YEARS ONE THRU THIRTY-ONE (FY 1975/06)	\$ 32,212,751	100%
YEAR THIRTY-TWO (FY 2006/07)	\$ 1,480,629	97.00%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original budget \$0 + \$79,969 from Streets)	\$ 79,969	65.75%
YEAR THIRTY-THREE (FY 2007/08)	\$ 1,448,917	96.32%
All projects completed prior to 7/2012 except those itemized below:		
1. Street Improvement	\$ 48,181	0.00%
2. Park Projects (Original budget \$0 + \$17,998 from Streets)	\$ 17,998	70.01%
YEAR THIRTY-FOUR (FY 2008/09)	\$ 1,396,192	92.85%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects (Original Budget \$0 + \$89,698 from Street Projects)	\$ 100,092	0.00%
YEAR THIRTY-FIVE (FY 2009/10)	\$ 1,503,773	91.89%
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	1.41%
2. HOME 09	\$ 632,844	96.25%
YEAR THIRTY-SIX (FY 2010/11)	\$ 1,516,000	85.42%
(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	88.61%
3. HOME 10 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	90.21%
YEAR THIRTY-SEVEN (FY 2011/12)	\$ 1,306,077	66.86%
(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	54.01%
YEAR THIRTY-EIGHT (FY 2012/13)	\$ 1,107,303	32.52%
(Original Budget \$1,107,303)		
1. Neighborhood Projects	\$ 40,000	0.00%
2. CART	\$ 25,000	53.38%
3. Health for Friends	\$ 14,500	100.00%
4. Bridges	\$ 1,850	87.67%
5. Aging Services of Cleveland County	\$ 4,800	58.40%
6. Meals on Wheels	\$ 12,500	100.00%
7. Bethesda Alternative	\$ 1,900	100.00%
8. Middle Earth Child Development Center	\$ 1,300	100.00%
9. Community After School Program	\$ 8,000	30.00%
10. Community Sevices Building, Inc.	\$ 24,000	100.00%
11. Thunderbird Clubhouse	\$ 1,675	0.00%
12. Progressive Independence	\$ 4,100	64.43%
13. United Way Helpline	\$ 5,000	100.00%
14. Among Friends	\$ 2,600	100.00%
15. Food & Shelter for Friends	\$ 10,000	58.34%
16. Full Circle Adult Day Care	\$ 1,850	80.27%
17. Center for Children and Families	\$ 3,850	100.00%
18. Central Oklahoma Community Action Agency (Transitional Housing)	\$ 20,000	0.00%
19. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620	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	40.44%
24. Admin & Planning	\$ 147,776	53.95%
25. HOME 12 (Original Budget \$368,420)	\$ 368,420	2.91%

1. CDBG AND HOME Housing Projects	CDBG \$ 423,338 Year 36	88.61%
	\$ 413,931 Year 37	66.08%
	\$ 381,787 Year 38	40.44%

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

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

HOME \$ 614,304 2010	90.21%
\$ 527,597 2011	54.01%
\$ 368,420 2012	2.91%

HOME Housing Programs include the administration for the following:
Reconstruction Program, Deferred Payment loans, Acquisition of Rental Units, Fair Housing, and CHDO Activities

- 2 Rehabilitation Deferred Payment Loans Under Contract
- 2 Rehabilitation Deferred Payment Loans Completed
- 13 Homebuyer Projects Completed

4. Neighborhood Improvements	\$ 79,969 Year 32	65.75%
All funding will be utilized for park improvements in the five	\$ 66,179 Year 33	70.01%
neighborhood parks; McGeorge; Cate; Centennial; Updegraff; and in	\$ 89,698 Year 34	0.00%
two additional locations in the Larsh/Miller neighborhood	\$ 124,262 Year 35	1.41%
Placemaking projects in all five neighborhoods. Street improvements	\$ 131,150 Year 36	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	100.00%

Funds are for purchase of equipment.

Clientele served by Bethesda Alternative are of a presumed benefit according to CDBG regulations.

Income data is not recorded.

- 31 Clients have received services since July 2012.

6. CART	\$ 25,000 Year 38	53.38%
Funds are for bus passes and other transportation services for low to moderate income persons.		
3,610 Passes issued since July 2012.		

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

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

- 1,981 Clients have received medical and dental services since July 2012.

TARGET AREA PROJECTS NOT COMPLETED

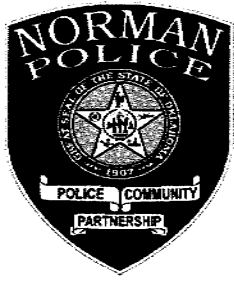
<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
8. Food & Shelter for Friends	\$ 10,000 Year 38	58.34%
Funds are for assistance with utility cost associated with the operation of the facility Clientele served by Food and Shelter for Friends are of a presumed benefit according to CDBG regulations. 45,593 Clients have received free meals since July 2012. 52 Unduplicated Clients have received housing since July 2012.		
9. HELPLINE	\$ 5,000 Year 38	100.00%
School supplies furnished through the ABC 123 Program. 136 Persons Served since July 2012.		
10. Community Services Building	\$ 24,000 Year 38	100.00%
Funds are for partial replacement of the mechanical system at the Community Services Building. Clients have received services from agencies located in the CSBI building.		
11. Progressive Independence	\$ 4,100 Year 38	64.43%
Funds are for the purchase of medical equipment and the Open Doors Program. 583 Households Assisted since July 2012.		
12. Full Circle Senior Adult Day Care	\$ 1,850 Year 38	80.27%
Funds are for the purchase of equipment. Clients Served since July 2012.		
13. Central Oklahoma Community Action Agency (TH)	\$ 20,000 Year 38	0.00%
Funds are for the partial rehabilitation costs for the Transitional Housing Units 73 Number of unduplicated clients served since July 2012.		
14. Central Oklahoma Community Action Agency (Food Pantry)	\$ 10,620 Year 38	0.00%
Funds are for the purchase of supplies for the Food Pantry 1,961 Number of clients served since July 2012.		
15. Central Oklahoma Community Action Agency (RSVP)	\$ 400 Year 38	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	100.00%
Funds will provide meals for very low income clients. 1,460 Scholarship meals provided to clients since July 2012.		
17. Middle Earth Child Development Center	\$ 1,300 Year 38	100.00%
Funding will provide for equipment purchase Number of clients served since July 2012.		
18. Community After School Program	\$ 8,000 Year 38	30.00%
Funds are for scholarships for low income participants and purchase of supplies 12 Number of clients served since July, 2012.		
19. Thunderbird Clubhouse	\$ 1,675 Year 38	0.00%
Funds are for the purchase of supplies for a breakfast program. Clientele served by Thunderbird clubhouse are of a presumed benefit according to CDBG regulations. 772 Number of clients served since July, 2012.		

TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description & Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
20. Bridges	\$ 1,850 Year 38	87.87%
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.		
21. Center for Children & Families	\$ 3,850 Year 38	100.00%
Funds are for the purchase of supplies for the Kennedy Neighborhood Center.		
280 Number of clients served since July 2012.		
22. Among Friends Activity Center	\$ 2,600 Year 38	100.00%
Funds are for the purchase of meals		
Clientele served by Among Friends are of a presumed benefit according to CDBG regulations.		
Income data is not recorded.		
419 Number of clients served meals since July 2012.		
23. East Main Place	\$ 12,000 Year 38	100.00%
Funds are to assist with the utilities and maintenance of facility.		
Clientele served by East Main Place are of a presumed benefit according to CDBG regulations.		
Income data is not recorded. 98 clients served since July 2012.		
24. Aging Services of Cleveland County	\$ 4,800 Year 38	58.40%
Funds are to provide monthly scholarships for elderly residents residing at Rose Rock Villa		
to offset costs for congregate meal program. 446 clients served since July 2012.		
25. Big Brothers and Big Sisters	\$ 3,375 Year 38	0.00%
Funds are provided to offset the costs of matching Big Brothers and Big Sisters to low income children		
clients served since July 2012.		

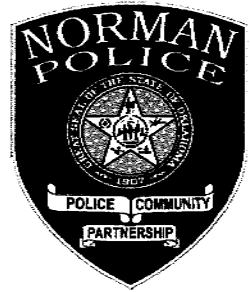
POLICE

10



Administrative Summary

February



Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	13	12	13	12
Part I Crimes	295	352	665	694
Murder	1	0	1	0
Rape	10	5	15	12
Robbery	8	4	13	12
Agg. Ass.	4	4	12	7
Burglary	65	62	139	118
Larceny	195	256	451	502
Auto Theft	12	21	34	42
Arson	0	0	0	1
Part II Crimes				
DUI/APC	58	62	93	118
Drunkenness	54	75	111	137
Drug Violations	100	139	251	275
Littering	2	2	4	6
Forgery	21	18	41	47
Vandalism	48	102	113	185
Others	636	709	1,420	1,439
Total Crime	1214	1459	2698	2901
Collisions				
Fatality	0	1	1	1
Injury	50	35	109	91
Non-Injury	192	201	361	383
Miscellaneous				
CAD Activity (Total)	8086	8712	16853	17837
Calls for Service (Police)	4714	4687	9727	9583
Citations	1232	1565	2660	3208
Warnings	752	1256	1552	2566
Community Activity (Hours)	365	300	733	624
Avg Emergency Response Time (Min)	4.68			
Avg Non-Emerg Response Time (Min)	6.61			

Crime Free Multi-Housing Program February 2013

The Norman Crime Free Multi-Housing program is coming together nicely. We have a total of thirteen properties working to complete phase 2 (the security survey). While no properties have met our minimum standards, three properties are very close to passing the inspection. Those properties include Vicksburg Village, Chapel Ridge, and Crown Ridge. These properties will all be inspected again when management informs us that they have corrected the deficiencies.

We have two inspections scheduled for March, including a re-inspection of Vicksburg Village and an initial inspection of Turnberry Apartments. We continue to contact managers regularly to offer assistance and to see how things are going on their property. We have assisted with one lease termination under a violation of the Crime Free Lease Addendum, where MPO Wilson and OFC Lancaster assisted managers with a civil stand-by while they informed the resident of the termination of their lease.

ANIMAL CONTROL

10A

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

	FY2013		FY2012	
OPERATIONAL INFORMATION	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	88		67	
Number impounded this month	156	1045	123	1114
Owner relinquish		23		14
In field pickup				
		142		137
		4		11
Disposal	5	33	1	22
Picked up dead	5	34	10	57
Number redeemed	20	196	21	246
Number adopted to public	58	313	58	353
Number turned to rescues	30	201	13	116
Number euthanized - Adoptable	6	48	0	54
Number euthanized - Non adoptable	20	174	34	241
Number died for unknown reason	1	18	0	5
Number fostered	13	14	7	74
Escaped or Missing	1	1		
Total now on hand	86		46	
CATS:				
Number on hand from last month	22		21	
Number impounded this month	54	641	65	608
Owner relinquish		5		5
In field pickup				
		67		26
		3		1
Disposal	6	96	1	26
Picked up dead	14	87	12	92
Number redeemed	1	9	0	14
Number adopted to public	14	121	3	120
Number turned to rescues	23	228	37	197
Number euthanized - Adoptable	0	44	0	71
Number euthanized - Non adoptable	17	166	21	189
Number died for unknown reason		4	0	4
Number fostered		0	2	20
Escaped or Missing		0		
Total now on hand	1		13	
MISCELLANEOUS:				
Domesticated Animals	1	10	0	7
Wildlife	290	761	176	968
TOTAL	291	771	176	975

NOTES:

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

PET LICENSES (July to June)	This Month	Year to Date	This Month	Year to Date
ENFORCEMENT ACTION				
Total Licenses Sold (Annual)	443	8914	649	4463
Citations Issued (AWO)	33	98	11	118
Citations Issued (Private Citizen)	0	0	0	9
Warnings Issued	14	75	7	80

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$355.00	\$5,930.00	\$915.00	\$9,415.00
10-1532 Amount-dog adoption	\$3,420.00	\$17,960.00	\$3,270.00	\$20,380.00
10-1531 Amount-cat redemption	\$0.00	\$190.00	\$35.00	\$385.00
10-1532 Amount-cat adoption	\$780.00	\$6,270.00	\$180.00	\$6,810.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$60.00	\$160.00	\$0.00	\$195.00
10-1533 Miscellaneous	\$1,360.00	\$4,835.00	\$489.00	\$6,228.00
TOTAL	\$5,975.00	\$35,345.00	\$4,889.00	\$43,413.00

Donation 010-0000-227.24-31 \$141.00 \$14,848.20 \$1,316.00 \$2,629.98

Donation account balance \$30,660.50

Liability payback (July to June)	This Month	Year to Date	This Month	Year to Date
2003 Adoption expansion				
Payback Balance	\$29,849.50		\$53,001.00	
22-L432 Liability - pet licenses	\$2,413.50	\$15,214.00	\$3,667.00	\$13,010.50
TOTAL (New Balance)	\$27,436.00		\$49,334.00	

NOTES:

Replacement CPL \$1.50

	FY2013		FY2012	
SPAY / NEUTER PROCEDURES	This Month	Year to Date	This Month	Year to Date
Dogs	51	293	32	307
Cats	10	143	10	130
TOTAL	61	436	42	437

	FY2013		FY2012	
ANIMAL BITES July to June	This Month	Year to Date	This Month	Year to Date
Dogs	3	40	8	33
Cats	1	2	1	6
Other	0	1	0	0

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Incident No.	Offense	Court
2013-01436	City Pet License	Municipal court
2013-01691	City Pet License	Municipal court
2013-01743	Dog at Large	Municipal court
2013-01743	Dog at Large	Municipal court
2013-01767	City Pet License	Municipal court
2013-02150	City Pet License	Municipal court
2013-02150	City Pet License	Municipal court
2013-02478	City Pet License	Municipal court
2013-02665	Nuisance Animal	Municipal court
2013-02791	City Pet License	Municipal court
2013-01501	Cruelty to Animals	Municipal court
2013-01503	Interfearance with O	Municipal court
2013-02131	Vaccination of Dog	Municipal court
2013-02146	Vaccination of Dog	Municipal court
2013-02181	Vaccination of Dog	Municipal court
2013-02181	Vaccination of Dog	Municipal court
2013-02181	Number of Dogs	Municipal court
2013-02181	Exposure report	
2013-02317	Cruelty to Animals	Municipal court
2013-02399	Exposure report	
2013-02527	City Pet License	Municipal court
2013-02661	City Pet License	Municipal court
2013-02661	Vaccination of Dog	Municipal court
2013-02661	Confinement	Municipal court
2013-02743	City Pet License	Municipal court
2013-02780	Vaccination of Dog	Municipal court
2013-01672	Confinement	Municipal court
2013-01672	Confinement	Municipal court
2013-01672	City Pet License	Municipal court
2013-01672	City Pet License	Municipal court
2013-02524	Confinement	Municipal court
2013-02524	City Pet License	Municipal court
2013-01954	Vaccination of Dog	Municipal court
2013-02603	Vaccination of Dog	Municipal court
2013-02702	Exposure report	
2013-02786	Confinement	Municipal court
2013-01618	Exposure report	

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

ENGINEERING DIVISION

Development:

The Development Coordinator processed for 1 Preliminary Plat and 3 Final Plats for Planning Commission review and 1 LONA, 1 Revised Preliminary Plat, 1 Final Plat, 1 Certificate of Survey, 1 Easements, and 1 Consent to Encroach for City Council review. The Development Engineer reviewed 30 sets of construction plans and 6 punch lists. There were 148 permits reviewed and/or issued. Fees were collected in the amount of \$10,594.68.

Capital Projects:

Robinson Street Underpass:

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

Classen/Imhoff:

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

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

Robinson Street and 12th Avenue NE:

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

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

Porter Avenue Gap Project:

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

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

24th Avenue NW and Legacy Park Drive:

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

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

I-35/Main Street Interchange:

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

The project involves the following items:

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

The contractor's activities this month are as follows:

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

I-35 Bridge over the Canadian River:

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

The contractor worked on installing the bridge pier foundations.

Sidewalks Program for Schools and Arterials:

Construction of sidewalk and ramps adjacent to Cleveland School and on the west side of Sherry Ave. from Crestmont St. to Iowa Street is 75% complete. Current work is at the intersection of Sherry and Holliday Drive. This project is scheduled to be complete by April 1st, 2013

Downtown Area Sidewalks and Curbs:

Sidewalk and curb repair is complete on the east side of Crawford Avenue at the alley intersection between Main Street and Comanche St.

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

W.1000 Block Cruce St. Repave
211.47 tons of asphalt.

S. 2500 Block 72nd Ave. SE Repave Over Cross Drain
14.81 tons of asphalt and 4.0 cubic yards of concrete

CONCRETE OPERATIONS

2800 Willow Creek Panel Replacement
29.0 cubic yards of concrete

500 Block Rambling Oaks Dr Panel Replacement
28.0 cubic yards of concrete

900 Block Hunting Horse Trail Panel Replacement
6.0 cubic yards of concrete

OTHER

Routine Pothole Patching Operations
This month approximately 1.0 tons of asphalt was utilized in routine pothole patching operations.

Crack Seal Program
Keystone performed "Crack Seal on approximately 3.0 miles of urban/rural streets

STORM WATER

Yorktown Circle Drainage Project

Repairing storm water drainage structure. Placed 11.5 cubic yards of concrete, hauled 59 tons rock and hauled 210 tons debris.

Snow/Ice Control Operations

Crews performed snow/ice control operations in the urban area.

Beal Street

Repairing channel wall of Imhoff Creek. Placed 4 cubic yards of concrete and hauled 2 tons debris.

South Jenkins Avenue/Old Compost Facility

Pushing /leveling construction debris in preparation of expanding storage area.

Urban/Rural Litter Program

Removed 5.03 tons of trash/debris from urban/rural right-of-ways.

Drainage Maintenance

Removed 2 tons debris/sediment and trimmed trees in drainage right-of-ways in the urban area.

Storm Water Management

Cleared 334 inlets of debris from drainage right-of-ways in the urban/rural area.

Roadside Maintenance

Trimming trees on roadside right-of-ways in the rural area and hauled 98.5 tons of debris.

Urban Street Sweeping Operations

Urban street sweeping operations, a total of 220 miles were swept resulting in the removal of approximately 224 tons of debris from various curblane streets.

Plant Growth Regulator Application

Applied plant growth regulator to 13 miles roadside right-of-ways in the urban/rural area.

February 2012

DEVELOPMENT COORDINATION, ENGINEERING, AND

PERMIT REVIEW

FY 12-13 Associated Fees

Subdivision Development:

Planning Commission Review:

*Norman Rural Cert of Survey..0
 *Final Plats.....3
 *Preliminary Plats.....1
 *Replat.....0

City Council Review:

Certificate of Survey.....1
 Revised Preliminary Plat.....1
 Final Plats.....1
 Consent to Encroach.....1
 Easement.....1
 Deferral.....0
 Limits of No Access.....1

This Month Last Month Total

↓	↓	↓
\$3,840.00	\$1,895.00	\$59,730.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family.....30
 ***Commercial.....20
 Multi-Family.....0
 Addition/Alteration.....15
 House Moving.....0
 Paving Only.....5
 Storage Building.....6
 Swimming Pool.....6
 Storm Shelters.....60
 Public Improvements.....4
 Temporary Encroachments.....2
 Fire Line Pits/Misc.....0
 Flood Plain (@\$100.00 each).....0

↓	↓	↓
\$0.00	\$200.00	\$500.00

Total Permits.....	\$6,754.68	\$12,451.85	\$51,997.50
Grand Total.....	\$10,594.68	\$14,546.85	\$112,227.50

****Construction Plan Review occurrences	30	21	237
*****Punch Lists prepared.....	6	2	53

* All Final Plat review completed within ten days.....PI # 13
 ** All Single Family Permits were reviewed and completed within three days.....PI # 10
 *** All Commercial Permits were reviewed and completed within seven days.....PI # 11
 **** All Construction Plans were reviewed within ten days.....PI # 12
 *****All Punch Lists prepared within one day of Final Inspection.....PI # 8

FEBRUARY 2013

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

**KEN DANNER/TODD McLELLAN/DREW
NORLIN**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	6	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	30	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	20	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	30	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	4	100%

**Public Works Department
Monthly Report-February 2013**

**Storm Water Management Program
Construction Site Compliance Inspection Overview**

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

FLEET MANAGEMENT ACTIVITY REPORT

February 2013

FYE 2013

FUEL REPORT

IN GALLONS

	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	17,350.00	20,437.00	10,784.00
Outside - sublet	171.88	379.20	0.00
TOTAL	17,521.88	20,816.20	10,784.00

TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	18,999.01	23,158.39	3,110.10	7,673.90

FYE 2013 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	149,276.15	191,341.71	31,912.00	58,336.00

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.19	Low	\$2.88	UNLEADED	High	\$3.14	Low	\$3.14
DIESEL	High	\$3.39	Low	\$3.18	DIESEL	High	\$3.55	Low	\$3.55
CNG	High	n/a	Low	\$0.53	CNG	High	n/a	Low	\$1.03

MAINTENANCE REPORT

REPAIR PARTS SOLD	\$35,611.46
TIRES SOLD	\$8,369.35
TOTAL PARTS SOLD	\$43,980.81

PUBLIC CNG SALES

February 2013	\$7,869.44
FYE 2013 TO DATE	\$81,472.71

SUBLET REPAIRS **\$10,196.06**

	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	Fiscal YEAR TO DATE
ROAD CALLS	33	29	54	320
PM SERVICES	101	107	98	789
DISASTER REPAIRS	0	1	20	38
WORK ORDERS	419	449	522	3,706

FLEET MANAGEMENT
PREVENTATIVE MAINTENANCE RESCHEDULES

FYE 12 VS FYE 13
AS OF 3/8/2013

	COMPLETED FYE 12	PENDING FYE 12	TO DATE FYE 13	PENDING FYE 13
CITY COUNCIL	0	0	0	0
FIRE ADMINISTRATION	1	0	2	0
FIRE TRAINING	0	0	0	0
FIRE PREVENTION	2	0	5	2
FIRE SUPPRESION	4	0	4	0
FIRE DISASTER PREPAREDNESS	0	0	0	0
ENGINEERING	0	0	1	0
UTILITIES (METER READERS)	0	0	0	0
INFORMATION SYSTEMS	0	0	0	0
FLEET MANAGEMENT	0	0	0	0
STREET MAINTENANCE	0	0	9	1
STORM WATER	0	0	0	0
TRAFFIC	1	0	3	0
SANITATION ADMINISTRATION	0	0	0	0
SANITATION RESIDENTIAL	7	0	4	0
SANITATION COMMERCIAL	3	0	11	0
SANITATION TRANSFER	3	0	3	0
SANITATION COMPOST	0	0	2	1
SANITATION RECYCLE	1	0	1	1
SANITATION YARD WASTE	2	0	0	0
LINE MAINTENANCE ADMIN.	0	0	0	0
WATER LINE MAINTENANCE	6	0	7	0
SEWER LINE MAINTENANCE	2	0	0	0
PARK MAINTENANCE	0	0	4	0
PARKS & RECREATION	0	0	0	0
FORESTRY	0	0	0	0
PLANNING	0	0	0	0
PLANNING CDBG	1	0	0	0
WATER PLANT	1	0	0	0
WASTE WATER PLANT	0	0	5	0
UTILITIES - ENVIRONMENTAL	0	0	0	0
BUILDING MAINTENANCE	3	0	0	0
CUSTODIAL	0	0	0	0
DEVELOPMENT SERVICES	3	0	0	0
CODE COMPLIANCE	0	0	0	0
ANIMAL CONTROL	2	0	5	0
POLICE ADMINISTRATION	0	0	0	0
POLICE STAFF SERVICES	1	0	4	1
POLICE CRIMINAL INVESTIGATIONS	2	0	3	1
POLICE PATROL	25	0	20	1
POLICE SPECIAL INVESTIGATIONS	1	0	0	0
POLICE COMMUNICATIONS	0	0	0	0
TOTALS	71	0	93	8

FLEET MANAGEMENT
Mechanic Productivity
Report

FYE 2013

February 2013

MECHANIC	DIRECT LABOR HOURS
# 001	127.72
# 002	126.79
# 003	105.42
# 004	117.26
# 005	116.37
#006	21.80
# 007	121.36
# 008	91.53
# 010	107.98
# 012	124.90
# 015	141.43
# 019	134.51
# 021	112.64

DIRECT LABOR HOURS	1449.71
TOTAL AVAILABLE HOURS	1833.27
PRODUCTIVITY GOAL	70.0%
ACTUAL PRODUCTIVITY	79.1%

Equipment Late for PM by Equipment Number

*292-9708 to make PM Reschedule arrangements

Unit #	Division	Description	Latest Meter Due at Meter	Meter Past	ORIGINAL DATE	ORIGINAL TIME DUE	Type of SERVICE
0149	Public Works	Streets	n/a	n/a	24-Jan	1:00	PMC
1161t	Police	Patrol	n/a	n/a	4-Feb	11:00	PMC
0231	Sanitation	Recycle	131,577	131,147	25-Feb	7:00	PMA
0289	Sanitation	Compost	220	184	21-Feb	9:00	PMA
0001	Fire	Prevention	127,158	124,238	1-Mar	8:00	PMA
		97 Serro HD-32 (Donated for Fire Training)					
4000	Fire	Prevention	n/a	n/a	1-Mar	10:00	PMB
				0			
				0			
				0			
				0			
				0			
rescheduled:							
1042	Police	Staff	331	250	8-Jan	2:00	PMA
0039T	Fire	Prevention	n/a	n/a	9-Jan	10:00	PMA
1007	Police	Criminal Investigations	11,586	11,582	18-Feb	8:30	PMA
				4			

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2013

STREET DIVISION					
	FYE 2013 February, 2013	FYE 2013 February, 2013	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	1.00	100%	55.16	100%	95%
Overlay/pave 10 miles per year.	0.50	5%	13.35	134%	100%
Replace 1,160 square yards of concrete pavement panels	88.00	8%	529.00	46%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	80.00	19%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	336.00	200%	70%

STORM WATER DIVISION					
	FYE 2013 February, 2013	FYE 2013 February, 2013	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	220.00	44%	2,820.00	47%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	334.00	2%	935.00	6%	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%	541.00	183%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	52,800.00	0%	8,995,799.00	66%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	22.00	7%	31.00	10%	65%

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

October 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%	72	72	100%	253	253	100%
Provide information requested by citizens within 7 days	95%	72	72	100%	253	253	100%
Complete traffic engineering studies within 45 days.	99%	0	0	#DIV/0!	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	47	47	100%	176	176	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		6	8	1.33	1160	577.75	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
		88.5	50.5	100%	90.47	66.5	100%
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		14	14	100%	51	51	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		52	52	100%	149	149	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	7	7	100%	28	28	100%
Lower Priority all other signs within one day	90%	60	60	100%	251	251	100%
Street Name Signs within two weeks	90%	28	28	100%	62	62	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		3128	9.5	0.00	12152	12.75	0.00

UTILITIES 12

Monthly Report

February 2013

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 20 water main emergencies, maintenance on 33 fire hydrants, 147 water valves, 399 water main locates, replaced water mains under 2 drive approaches, completed 9 yard restoration sites, responded to 16 after hour water service requests, 127 points for water main GPS data and set 21 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of February – 1,026,000 gallons.

Sewer Maintenance crews hydro-cleaned 154,384 feet of sewer mains, 4,695 feet of root removal, 11,367 feet of CCTV inspection, 0 tap inspections, 2 cap inspections, 304 sewer main locates and responded to 27 possible sewer obstructions requests, 6 on City side, 21 on private side, had 1 SSO; City responsibility. Removed pumps - 1 and 2 at Eastridge lift station for annual maintenance cleaning and inspection.

D Lift Station:

Average daily flow: .75 MGD.

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; Draft final report received 9/20; ODEQ comments; final report received 2/6/13; consortium meeting scheduled 3/15; payments totaling \$256,818 of \$268,000 or 96% have been approved.

Royal Oaks Force Main Rehab (WW0062): Two 12-inch PVC force mains from Hall Park and Royal Oaks lift stations join into 2,260 linear feet of 16-inch ductile iron force main installed in 1984; force main runs south along 24th Avenue N.E., from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. 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: Received six (6) bids 11/1/12, Krapff-Reynolds Construction Company low: \$1,054,480 with five (5) other bidders. NUA award and contract approved 12/18; pre-work meeting 1/15/13; Notice to Proceed effective 1/28 with six (6) month contract completion time; construction in progress and on schedule; payments totaling \$97,899 of \$1,054,480 or 9% processed.

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

east; supplementary draft plan comments to Lemke 2/28/12; Preparing ODEQ permit application to advertise & bid.

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. Surveying and drafting contract with Lemke approved 1/22/13; TV surveys complete; staff in-house final design in progress.

Sewer Maintenance Project FYE13 (WW0200): Annual rehabilitative project, bounded by Lindsey Street to the North, Bishop Creek to the West, Imhoff Road to the South, and 24th Ave SE to the East; preparing agenda item for approval of Lemke Land Surveying on-call surveying and drafting work order; staff in-house design and City TV surveys are in progress.

Wastewater Supervisory Control and Data Acquisition (SCADA) (WW0052): SCADA electronically reports plant and lift station activity to a central location. Project combined with WW0043 & WW0047 for construction efficiency. Received bids 10/16/10; Oil Capital Electric (OCE) began work 1/18/2011, with 180 days contract completion time; liquidated damages commenced 9/27/11; negotiating closing payments via legal dept.; significant activity this month, but still lacking completion; final inspection due soon, subject to submission & completion of punch list; payments totaling \$712,215 of \$949,500 or 75% approved.

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

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

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

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

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating the new Wallingford Infoworks wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data; Flow Monitoring Report received 12/21/10. Sewer sub-basin maps reviewed to determine proper loading information under 2025 Plan and corresponding population equivalents. Loading data transmitted to HDR in 04/25/12 so modeling can begin. Model development workshop scheduled for 03/14/13. Payments totaling \$449,961 of \$576,699 processed.

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

miscellaneous improvements. Engineering Report finalized and submitted to DEQ 11/18/11; DEQ comments received 03/26/12. Request for variance submitted to DEQ 05/21/12. Garver Amendment No.1 for final design and bidding was approved 06/12/12 and final design kickoff meeting was held 06/25/12. FYE13 budget increased overall funding and shifted the Sewer Sales Tax (Fund 323) share to the Water Reclamation Fund 032. Sent response to DEQ regarding revised OPDES compliance schedule on 06/19/12; we requested a 20-month extension and have not heard anything. Geotechnical work completed by Terracon on 11/12/12; site clearing south of Bratcher Minor Road completed 10/09/12; draft report received 11/29/12. Submitted population and per capital flow data to DEQ on 10/23/12 requesting design flow of 17 MGD in 208 Plan; DEQ did not approve request. 30% design plans for Phase 2B improvements submitted 11/14/12 and 75% design plans for Phase 2A submitted 01/23/13; staff is reviewing at this time. Design Meeting #8 held 02/20/13 with next meeting scheduled for 03/27/13. Garver and staff met with DEQ on 12/05/12 to discuss variance requests for UV disinfection as well as increased sizing of aeration basins to compensate for not providing additional primary clarifier capacity. DEQ approved 4 variances from ER in their letter of 01/15/13 and requested schedule from NUA. On 02/18/13, NUA forwarded response to DEQ comments and proposed construction schedule assuming one project beginning construction in March 2014. DEQ response to proposed schedule and variance request for primary clarifier weir loading rate has not been received.

North WRF Engineering Report: This new project will investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. Request for Proposal RFP 1213-12 was issued 07/24/12 and consultant proposals are due 08/27/12. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road Request for Proposal RFP 1213-12 was issued 07/24/12 and proposals were received from 4 consultants on 08/27/12. The review committee of 5 staff members selected the team of HDR and Alan Plummer and Associates to prepare the engineering report. NUA approved contract and work scope 01/08/13 but work delayed for 45 days; kickoff meeting held 02/26/13.

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

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

Water Projects:

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

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

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

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

Hot Soils Waterlines - Pendleton Drive Area (WA0187): Project will replace deteriorating ductile iron waterlines in the Prairie Creek Addition subdivision; design contract with Cardinal was approved 2/14/12; supplementary services approved 11/2/12; floodplain permit approved 4/16; received six (6) bids 1/31/13, Central Contracting Services low: \$934,225; NUA award and contract approved 2/26; pre-work conference waived and work to start early to mid-April; payments totaling \$0 of \$934,225 or 0% processed.

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

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

Hall Park Waterline Improvements (WA0149): Project will replace dilapidated or undersized waterlines in Hall Park. Lemke Surveying and Garver Engineering completed design and plans were approved by ODEQ 11/22/10. Project was initially delayed to allow funding of drainage flume in greenbelt. Project advertised 05/04/12 and pre-bid conference held 05/16/12. Bids opened 05/24/12 with Central Contracting Services, Inc. providing low bid of \$524,273 with 3 other bidders. Award and contract approved 06/12/12. Meeting with Hall Park POA held 06/14/12. Contract time began 07/23/12; contractor started work 08/28/12 with delivery of pipe and materials to site. Pipe installation began along 24th Avenue on 09/24/12 and was complete (including ADA sidewalks) 10/31/12. Installation of all waterline is complete and safe bacteriological testing obtained allowing lines to be put into service. Majority of existing drainage swale removed in December approximately 50% of drainage swale replaced; \$439,430 of \$532,753 or 83% paid to date.

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

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

unable to negotiate a fair price and will install in existing ROW. Final plans received in mid-January; advertised project 01/31/13 and opened bids 02/21/13. Bids expected to be awarded 03/12/13 with construction starting 03/25/13.

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

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

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

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

RECOUPMENT PROJECTS:

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 7 commercial entities this month. This resulted in assessments made upon 3 entities whose project did not increase wastewater flows. A total of \$3,380.00 was assessed on the remaining 4 entities.

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

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

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

36th Avenue NW Waterline Payback: Payback project established 08/24/99 for NUA construction of 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Payback fee of \$12,925 for Commerce Parkway Section 3 received 12/27/12; total payback to date is \$64,739.

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

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

DEVELOPMENT PLAN REVIEW:

As shown on the attached spreadsheet, staff reviewed 8 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 89 sets of plans with an average review time of 8.6 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 81% of the time.

DEVELOPMENT PLAN REVIEW

February 2013

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
2/12/2013	University North Park Section XII	Water	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Sewer	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Paving	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Storm	SMC	2/13/2013	Returned	1	0
2/12/2013	University North Park Section XII	Final Plat	SMC	2/18/2013	Returned	6	0
2/12/2013	PB Addition	Final Plat	SMC	2/18/2013	Returned	6	0
2/12/2013	Carrington Trails Addition Section 1	Final Plat	SMC	2/18/2013	Returned	6	0
2/12/2013	Fountain View North	Preliminary Plat	SMC	2/18/2013	Returned	6	0

FYE13 Data

Average Days to Return = 8.6
 Number of Plans Reviewed 89
 Plan Review > 10 days 17
 Percentage Reviewed < 10 Days 81%
 Goal for Review < 10 Days 90%

Utilities Administration
Monthly Capital Projects Report

Project Information				Design Information				Construction Information					
Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contractor	Contract Number	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete	Actual % Complete
WA0039	Boyd Tower Resurfacing	EST, INC.	0910-176	111,800	\$37,000	33%	Classic Protective Coatings	1112-01	\$437,400	\$0	0.00%	6/4/1900	0%
WA0051	Raw Waterline, Phase 1	Garver Engineers		309,600	\$309,600	100%	Red Cliff, Inc.	0910-170	\$3,171,711	\$2,315,026	0.00%	6/24/2011	73%
WA0051	Raw Waterline, Phase 1						BRB Contractors						
WA0175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA	NA	\$0				
WA0187	Pendleton Area Waterline	Cardinal	1112-112	84,550	\$81,150	96%	Central Contracting Services, Inc.	1213-87	\$934,225	\$0	0.00%	9/29/2013	0%
WW0043	WWTP Aeration Basin Blower VFDs	Garver	0910-53	64,500	\$63,210	98%	Oil Capital Electric, LLC	1011-42	\$1,080,328	\$1,007,310	0.00%	7/17/2011	95%
WW0044	WWTP Canadian River TMDL	ACOG/Guernsey	0809-57	37,213	\$37,065	100%	C. H. Guernsey & Co., Inc.	0910-185	\$231,431	\$219,753	0.00%	5/27/2011	95%
WW0047	WWTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$42,336	98%	Oil Capital Electric, LLC	1011-42	\$395,174	\$375,415	0.00%	7/17/2011	95%
WW0052	WWTP SCADA Improvements	Garver	0910-53	306,000	\$299,880	98%	Oil Capital Electric, LLC	1011-42	\$949,500	\$712,125	0.00%	7/17/2011	75%
WW0062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	Staff / Lemke	-			T.B.D.		\$0			NA	
WW0064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	89,605	\$76,679	86%	T.B.D.		\$0			NA	
WW0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	0910-55	73,580		0%	T.B.D.		\$0			NA	
WW0120	Interceptor Improvements: Woodcrest	R/JN Group	0405-159	133,849	\$113,641	85%	T.B.D.		\$0	\$0		NA	
WW0267	Interceptor Bishop Ph 2B Sect 1 & 3	CP&Y	0304-147	122,701	\$88,142	72%	T.B.D.		\$0	\$0		NA	
WW0267	Interceptor SE Bishop Ph 2B Sect 2A & 2B	CP&Y	0304-147	T.B.D.		0%	Krapff-Reynolds Construction	1213-66	\$1,054,480	97,899	0.00%	NA	9%
WW0011	WW Flow Metering Phase 2	NA	-	-	\$0		R/JN Group	0405-116	\$154,244	\$130,982	0.00%	NA	85%
WW0248	SS Emergency Repairs	NA	NA	N/A	\$0	\$0	Sewer Line Maintenance staff		\$100,000	\$7,288	0.00%	NA	7%
WA0041	Apple Creek Waterline	Staff / Lemke/Cardinal	0910-55	24,850	\$20,984	84%	Central Contracting Services, Inc.		\$0			NA	
WA0191	Highway 9 Waterline Relocations	Cardinal	1213-119	47,100	\$4,184	9%	Future		\$0			NA	
WA0305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$82,100	48%	Future		\$0			NA	
WB0127	Phase 2 Wells	CH2M Hill	0607-109	400,800	\$337,697	84%	NA		\$0			NA	
WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$83,709		Red Cliff, Inc.	1011-123	\$1,178,194	\$1,055,036	0.00%	10/27/2011	90%
WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646		Red Cliff, Inc.	1011-123	\$294,548	\$226,809	0.00%	10/27/2011	77%
WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	95,625	\$81,429	85%	Future		\$0			NA	
WW0200	Sewer Maintenance Project FYE 2013	Staff / Lemke	TBD	65,580		0%	T.B.D.		\$0			NA	
WW0262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	Future		\$0			NA	
WA0131	WTP High Pressure Plane Upgrade	PEC	0607-122	-			Mathews Trenching Company, Inc.	1213-92	\$1,256,225		0.00%	10/21/2013	0%
WA0149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 and 55	61,680	\$53,842	87%	Central Contracting Services, Inc.	1112-129	\$524,273	\$439,430	0.00%	3/20/2013	84%
WA0173	Master Meter Replacement	Staff	NA	-			Badger Meter Inc	PO#208124	\$88,145	\$88,145	0.00%	NA	100%
WA0174	Strategic Water Supply Plan	Carolla	1112-114	385,947	\$260,940	68%	NA	NA				NA	
WA0182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$116,990	67%	Future		\$0			NA	
WA0188	SE Oklahoma Raw Water Study	OK Regional Water-UT	0708-155	91,375	\$91,375	100%	NA	NA				NA	
WA0293	Water Storage Towers	staff	-	-	\$0		Future		\$0			NA	
WW0042	Wastewater Flow Monitoring	(see construction)	-	-			HDR Engineering/R/JN Group	0910-164	\$576,699	\$449,962	0.00%	1/9/2011	78%
WW0050	WWTP Effluent Truck Wash	Alan Plummer	K-1213-54	18,700	\$6,545	35%	Future		\$0			NA	
WW0058	Effluent Reuse at Composting Facility	Alan Plummer	K-1213-54	8,900	\$3,115	35%	Future		\$0			NA	
WW0065	WWTP Phase 2 Expansion	Garver	1011-148	4,084,800	\$1,984,568	49%	Future		\$0			NA	
WW0204	North WRF Engineering Report	HDR/Alan Plummer	K-1213-134	249,935		0%	NA		\$0			NA	

**FEBRUARY 2013
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

INSPECTIONS

	February	Year to date
Fats, oil and grease (FOG) program	3	144
Food license renewal	1	24
Silver Program	0	2
Significant Industrial Users	0	19
Total inspections	4	189

ROUTINE ACTIVITIES

	February	Year to date
Line Maintenance calls	1	6
Significant Industrial User sites sampled	5	19
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	100%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	75%
Household hazardous waste disposal calls	11	143

REVENUE

	February	Year to date
FOG Program	\$2,300.00	\$27,750.00
Silver Program	\$200.00	\$1,900.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$4,341.83	\$49,022.97
Lab Analysis Recovery	\$334.00	\$14,461.50
Total revenue	\$7,175.83	\$93,134.47

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.
8. Members are sponsoring a water conservation poster contest for elementary students.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Provided routine staff support, minutes, attending meetings

MISCELLANEOUS ACTIVITIES

1. Working on Region VI Pretreatment Workshop
2. Worked with Public Works Department to develop a phosphate control ordinance.
3. Worked Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes
4. As of February 2013, approx. 107,500 gallons of grease/solids did not enter the sanitary sewer in FYE 13 as a result of the FOG program.
5. Staff worked with different departments to increase energy efficiency-i.e turning off computers, duplex printing, anti-idling, methane recovery, replacing pumps with variable speed drives.
6. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate paint take-back programs similar to the recent paint take-back program in Oregon.
7. Assisting the Oklahoma Water Environment Association with annual conference plans
8. Staff is assisting the Water Reclamation Facility with biomonitoring and the Toxicity Identification Evaluation.
9. Assisting the Oklahoma Water Environment Association in developing their Strategic Direction Plan
10. Assisting Water Treatment and the Water Reclamation Facility with Lean and Green initiatives
11. Attended the Chamber of Commerce Greenovation Committee meeting
12. Hosted Resource Management meeting for staff, led by Marc Jensen, OU Lean Institute.
13. Preparing for the 2013 Earth Day Festival
14. Worked with FOG and Ag program participants regarding reminder for annual requirements
15. Attended ACOG's Clean Air Task Force Committee meeting
16. Attended the Quarterly Industrial Pretreatment Meeting in Shawnee
17. Updating greennorman.org website to include additional water conservation information.
18. Planning Water Wise workshop with Cleveland County Conservation District
19. Attended OSHA training
20. Sponsored OWEA Training at the Water Reclamation Facility

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 13		FYE 12	
February, 2013	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	7	37	8	43
Property Owner Responsibility	22	241	35	268
TOTAL	29	278	43	311
Number of Feet of Sewer Cleaned:				
Cleaned	154,384	1,233,446	82,815	807,090
Rodded	4,695	46,600	8,925	38,925
Foamed	0	105,162	0	112,081
TOTAL	159,079	1,385,208	91,740	958,096
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	6	2	10
Obstruction	0	4	0	3
Private	0	4	1	15
Other (Lift Station, Line Break, etc.)	0	0	1	3
Total Overflows	1	14	4	31
Feet of Sewer Lines Televised	11,367	125,996	13,923	216,112
Locates Completed	304	2,921	291	3,026
Manholes:				
Inspected	673	5,760	483	5,500
New	0	1	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0	2	0	136
Hours Worked at Lift Station	184	1,417	289	1,810
Hours Worked for Other Departments	25	212	6	339
OJI Percentage	0.00	0.19	5.56	3.83
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.32	0.33	0.35	0.36
Claims Paid Per 10,000 People	0	0	0	0.05

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 13		FYE 12	
February, 2013	MONTH	YTD	MONTH	YTD
New Meter Sets:	21	746	33	221
Number Short Sets	20	736	32	211
Number Long Sets	1	10	1	10
Average Meter Set Time	4.57	4.44	7.64	5.23
Number of Work Orders:				
Service Calls	423	3,712	424	3,270
Meter Resets	1	5	0	0
Meter Removals	2	11	0	8
Meter Changes	19	291	30	263
Locates Completed	399	3,772	385	2,927
Number of Water Main Breaks	17	171	12	236
Average Time Water Off	2.20	2.29	2.00	1.95
Fire Hydrants:				
New	0	1	0	2
Replaced	0	7	3	7
Maintained	50	345	94	747
Number of Valves Exercised	152	1,315	133	1,350
Feet of Main Construction	818	4,511	1,497	4,404
Hours of Main Construction	680	3,822	1,022	3,895
Meter Changeovers	0	80	9	65
OJI Percentage	4.17	7.04	4.76	8.88
Hours Flushing/Testing New Mains	15	271	105	356
Hours Worked Outside of Division	135	1,183	176.00	1,642.00

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
February 1-28, 2013

Flow Statistics

	FYE 2013		FYE 2012	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	250.6	2089.2	274.0	2418.6
Total Effluent Flow (M.G.)	237.6	2000.6	231.9	1968.2
Influent Peak Flow (MGD)	12.9	12.9	10.0	17.3
Effluent Peak Flow (MGD)	12.5	12.2	9.1	15.3
Daily Avg. Influent Flow (MGD)	8.9	8.6	9.4	10.0
Daily Avg. Effluent Flow (MGD)	8.5	8.2	8.0	8.1
Precipitation (inches)	3.5	14.0	1.0	16.3

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	219	240
Effluent Carbonaceous Total	4	3
Percent Removal	98.2	98.9
Total Suspended Solids:		
Influent (mg/L)	160	169
Effluent (mg/L)	6	11
Percent Removal	96.4	93.3
Dissolved Oxygen:		
Influent (min)	0.3	0.9
Effluent (min)	5.2	5.3
pH		
Influent (Low)	7.2	7.4
(High)	7.7	7.8
Effluent (Low)	6.6	7.0
(High)	7.3	7.5
Ammonia Nitrogen		
Influent (mg/L)	26.9	25.2
Effluent (mg/L)	0.44	0.02
Percent Removal	98.4	99.4

Utilities

Electrical

Total kWh Used (Plant wide)	539,380	2,205,180	529,080	1,223,640
Aeration Blowers, WSL&Headworks	302,720	1,959,480	283,040	949,440

Natural Gas

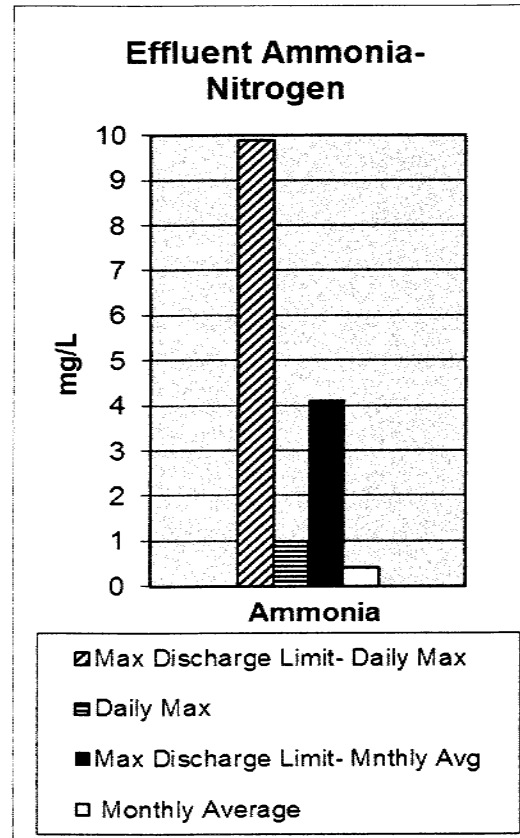
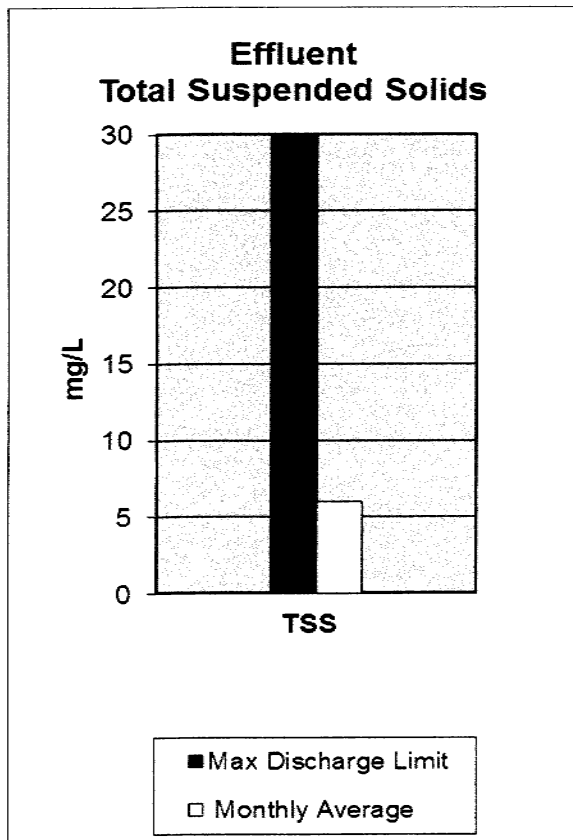
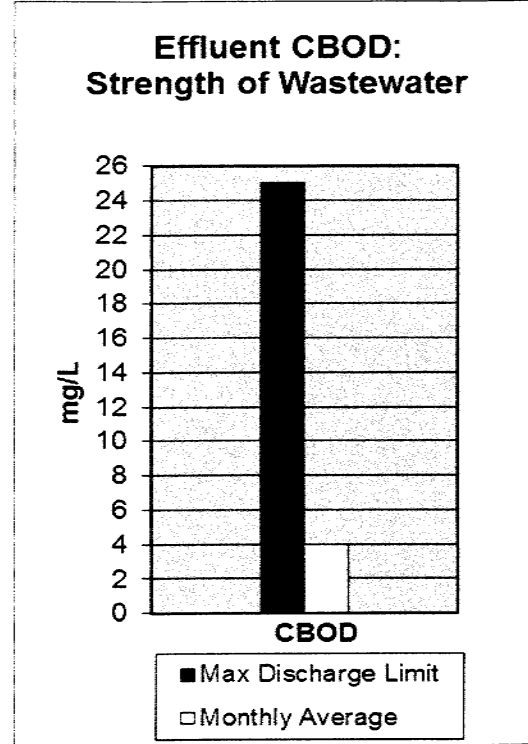
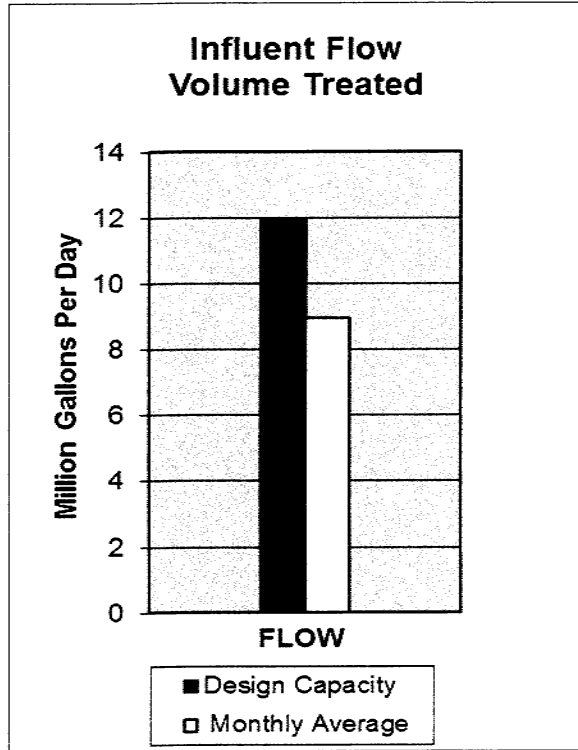
Total cubic feet/day (plant wide)	1,519,000#	6,480,000	643,000	4,495,000
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Public Education (Tours)	5	15	2	17
Attendees	76	213	13	207
Reclaimed Water System (MG)		60.2		43.1
OU Golf Course		30.5		34.2

*Usage up due to increase operation of centrifuges.

Investigating possible natural gas leak.

CITY OF NORMAN
WATER RECLAMATION FACILITY
February 2013



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

WATER TREATMENT DIVISION

MONTH: February-13

	FYE 2013		FYE 2012	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	126.76	2,107.09	118.645	1985.98
Well Production (MG)	112.99	1085.79	133.86	1150.74
Oklahoma City Water Used (MG)	0.23	69.04	0.18	146.67
Total Water Produced (MG)	239.98	3261.92	252.68	3283.39
Average Daily Production	8.57	13.42	8.71	13.46
Peak Day Demand				
Million Gallons	10.69	24.82	9.80	23.94
Date	2/2/2013	7/23/2012	2/26/2012	8/5/2011
System Capacity (see note)	23.50	23.50	19.53	19.53
Demand Above Capacity (Peak Day)	0.00	1.32	0.00	4.41
Note: System Capacity does not include the Oklahoma City water line.				
Costs				
Plant	\$324,636.87	\$3,005,071.96	\$309,206.25	\$2,774,065.05
Wells	\$81,509.25	\$666,332.24	\$53,246.67	\$610,141.21
OKC (Estimated)	\$2,544.87	\$345,308.05	\$2,101.38	\$692,256.09
Total	\$408,690.99	\$4,016,712.25	\$364,554.30	\$4,076,462.35
Cost per Million Gallons				
Plant	\$2,561.08	\$1,426.17	\$2,606.15	\$1,396.82
Wells	\$721.40	\$613.68	\$397.79	\$530.22
OKC (Estimated)	\$11,016.75	\$5,001.42	\$11,872.20	\$4,719.72
Total	\$1,703.04	\$1,231.39	\$1,442.76	\$1,241.54
Water Quality				
Total Number of Bacterial Samples	80	761	100	865
Bacterial Samples out of Compliance	0	5	0	0
Total number of complaints	0	22	4	29
Number of complaints per 1000 service connections	0.00	0.67	0.12	0.89
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	168	1,384
Total Hours Lost	0	0	168	1,384
Safety Training Sessions Held	1	9	1	7
Public Education				
Number of tours conducted	2	4	2	7
Number of people on tours	4	47	30	97

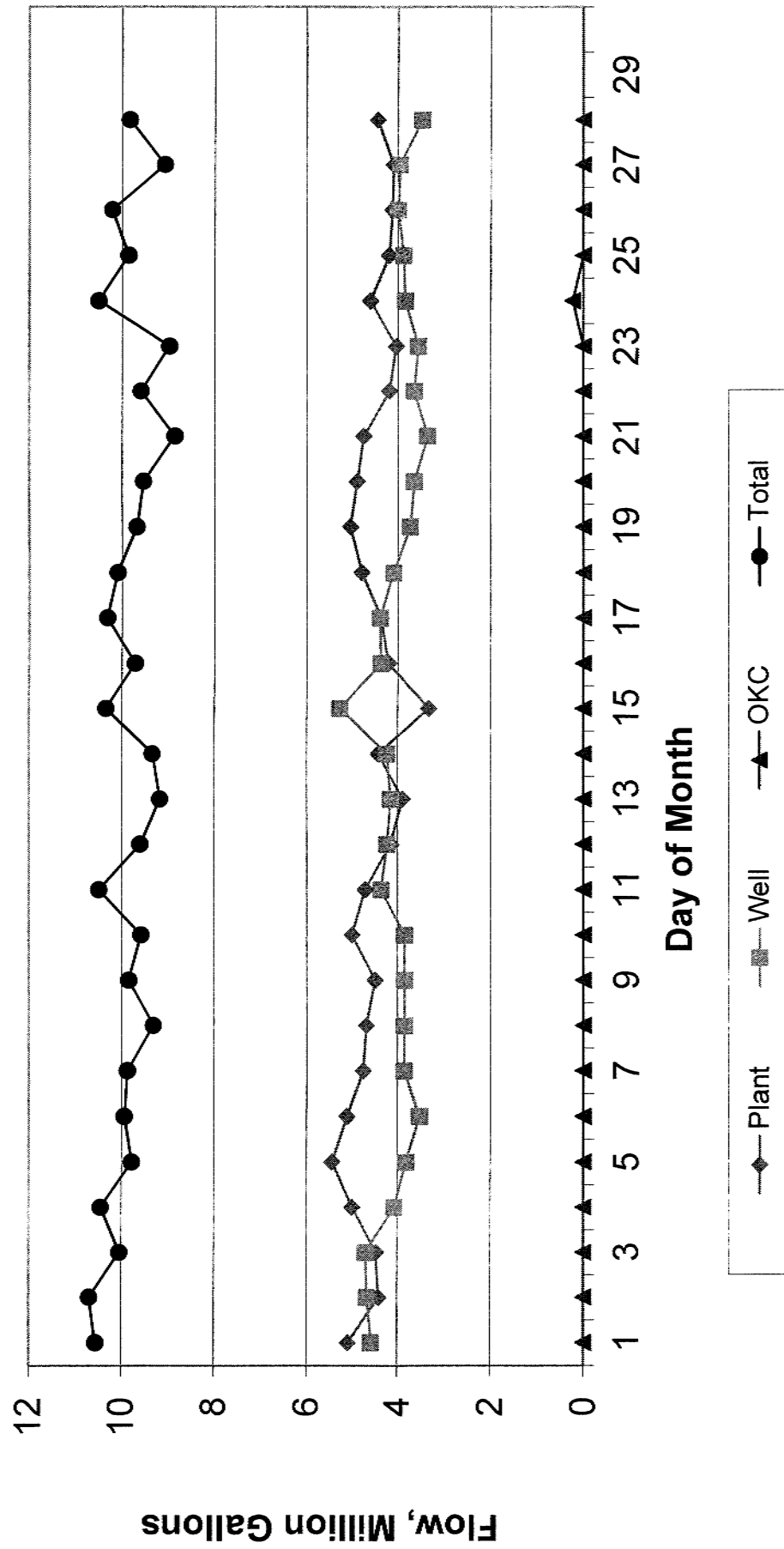
Notes:

Well #5 has been returned to service. The motor from Well #47 was covered under warranty and the replacement has been received. It should be installed soon.

The pump in Well #19 failed. It shows a direct short, indicating a failure of the motor or the power cable. This pump is a slow speed unit over 22 years old. Due to the unusual nature of the unit it may be repairable. We are waiting till the unit is pulled and diagnosed before deciding on whether to replace or repair.

The plant had no major problems this month.

Water Production for February, 2013



SANITATION DIVISION PROGRESS REPORT

FEBRUARY 2013

	FY 12		FY 13	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	16	5	10
<u>On The Job Injuries</u>	0	5	0	2
<u>Bulk Pickups</u>	21	187	29	194
<u>Refuse Complaints</u>	58	481	70	535
<u>New Polycarts Requests</u>	49	430	39	401
<u>Polycarts Exchanges</u>	8	86	12	101
<u>Additional Polycart Requests</u>	62	503	52	540
<u>Replaced Stolen Polycarts</u>	68	292	20	191
<u>Replaced Damaged Polycarts</u>	107	1046	85	932
<u>Polycarts Repaired</u>	15	96	25	147

COMPOST MONTHLY REPORT

FEBRUARY 2013

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	103.88	1,823.62
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 1,955.02	\$ 34,320.53
TONS BROUGHT IN BY PUBLIC:	145.88	946.39
TONS BROUGHT IN BY CONTRACTORS :	290.25	1,558.20
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	9.00	31.01
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 8,377.35	\$ 47,719.99
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 10,332.37	\$ 82,040.52
REVENUE COLLECTED FROM COMPOST SALES:	\$ -	\$ 7,270.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
PARKS DEPT.	0	0	0	0
ROAD & CHANNEL	240	240	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	10	53	0	1,256
DRYING BEDS	360	1,690	0	1,256
TOTAL:	610	1,983	0	2,512

MONTHLY TRANSFER STATION REPORT

FEBRUARY 2013

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	353.18	2,718.39	\$ 13,071.15	\$ 101,481.04
CONT. TONS:	111.28	1,189.19	\$ 5,318.86	\$ 56,421.27
CASH TONS:	677.56	5,903.80	\$ 29,418.57	\$ 263,430.80
BRUSH/YDS:	0.00	37.00	\$ -	\$ 370.00
PULL OFFS:	36	166.00	\$ 136.00	\$ 1,826.00
TOTALS:	1,142.02	9,811.38	\$ 47,944.58	\$ 423,529.11

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	333	3,006
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	6,050.41	53,634.44
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	33	354
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	222.14	2586.15
GRAND TOTAL TONS TO LANDFILLS	6,272.55	56,220.59

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 118,049.39	\$ 1,058,950.61
GRAND TOTAL TIPPING FEE'S	\$ 118,049.39	\$ 1,058,950.61

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	282	4,185
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	1,702.49	23,444.86
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	363	3,166
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,011.45	18,453.66

TOTAL LOADS BROUGHT TO TRANSFER STATION:	645	7,351
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TOTAL TONS BROUGHT TO TRANSFER STATION:	3,726.70	46,086.67
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	12.76	162.34
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MONTHLY RECYCLING REPORT (DROP CENTERS)

FEBRUARY 2013

	TONNAGES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.41	3.69	0.59	3.66	1.35	5.41
PLASTICS:	2.60	23.49	2.74	24.65	3.02	28.92
STEEL CANS:	0.85	5.81	0.72	5.87	0.82	8.06
CLEAR GLASS:	1.30	16.65	1.47	17.44	3.25	29.43
GREEN GLASS:	0.91	11.33	0.79	10.37	1.97	18.10
BROWN GLASS:	1.14	13.36	0.98	12.25	2.11	21.32
MIXED OFFICE PAPER:	6.81	67.18	7.71	47.83	9.61	68.85
CARDBOARD CENTERS TONS:	16.59	154.47	15.20	139.32	16.49	155.61
NEWSPAPER CENTERS TONS:	2.73	31.88	3.12	33.89	2.73	31.96
TOTAL TONS:	33.34	327.86	33.32	295.28	41.35	367.66

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	56.22	568.83
CARDBOARD COMPACTORS:	42.73	431.27
OTHER NEWSPAPER CONTAINERS:	0.00	2.88
TOTAL TONS:	98.95	1002.98

	REVENUES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 295.20	\$ 2,731.71	\$ 424.80	\$ 2,683.22	\$ 972.00	\$ 3,960.83
PLASTICS:	\$ 52.00	\$ 469.80	\$ 54.80	\$ 493.00	\$ 60.40	\$ 578.40
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 612.90	\$ 6,679.35	\$ 693.90	\$ 4,834.85	\$ 864.90	\$ 6,701.70
CARDBOARD:	\$ 2,073.75	\$ 18,522.30	\$ 1,900.00	\$ 16,744.65	\$ 2,061.25	\$ 18,715.50
NEWSPAPER:	\$ 232.05	\$ 2,919.45	\$ 265.20	\$ 3,153.10	\$ 232.05	\$ 2,975.00
TOTAL REVENUE:	\$ 3,265.90	\$ 31,322.61	\$ 3,338.70	\$ 27,908.82	\$ 4,190.60	\$ 32,931.43

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 7,027.50	\$ 68,900.10
CARDBOARD COMPACTORS:	\$ 5,341.25	\$ 50,696.00
OTHER NEWSPAPER CONTAINERS:	\$ -	\$ 284.10
TOTAL REVENUE:	\$ 12,368.75	\$ 119,880.20

	COLLECTION BY MATERIAL					
	TONS		PRO/FEE		REVENUE	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	2.35	12.76			\$ 1,692.00	\$ 9,375.76
PLASTIC:	8.36	77.06			\$ 167.20	\$ 1,541.20
STEEL:	2.39	19.74			\$ -	\$ -
CLEAR GLASS:	6.02	63.52			\$ -	\$ -
GREEN GLASS:	3.67	39.80			\$ -	\$ -
BROWN GLASS:	4.23	46.93			\$ -	\$ -
MIXED OFFICE PAPER	24.13	183.86	\$ 325.76	\$ 2,732.39	\$ 1,845.95	\$ 15,682.42
CARDBOARD:	147.23	1,449.50	\$ 2,760.56	\$ 26,281.25	\$ 15,643.19	\$ 148,927.06
NEWSPAPER:	8.58	100.61	\$ 109.40	\$ 1,399.75	\$ 619.91	\$ 7,931.90
REVENUE FROM OCC CONTAINERS:					\$ 8,966.50	\$ 71,732.00
TOTALS:	206.96	1,993.78	\$ 3,195.71	\$ 30,413.38	\$28,934.74	\$255,190.33

	COLLECTION COST							
	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	50.00	448.00	8.00	64.00	176.00	1,578.55	7.00	68.75
LABOR COST:	\$ 1,339.00	11,997.44	\$ 214.24	1,713.92	\$ 4,713.28	42,273.57	\$ 187.46	1,841.13
VEHICLE COST:	\$ 894.25	10,849.15	\$ 143.08	1,501.12	\$ 1,111.60	17,341.87	\$ 967.66	2,301.44
TOTALS:	\$ 2,233.25	\$ 22,846.59	\$ 357.32	\$ 3,215.04	\$ 5,824.88	\$ 59,615.44	\$ 1,155.12	\$ 4,142.57

	OCC COMPACTORS		MIXED OFFICE PAPER			MONTH			MONTH	
	MONTH	YTD	MONTH	YTD		MONTH	YTD		MONTH	YTD
	MONTH	YTD	MONTH	YTD		MONTH	YTD		MONTH	YTD
MAN HOURS:	16.50	162.50	20.00	115.00	MAN HOURS:	277.50	2,436.80			
LABOR COST:	\$ 441.87	4,351.75	\$ 535.60	3,079.70	LABOR COST:	\$ 6,989.58	61,441.35			
VEHICLE COST:	\$ 393.47	4,236.39	\$ 357.70	2,873.38	VEHICLE COST:	\$ 3,867.76	39,103.35			
TOTALS:	\$ 835.34	\$ 8,588.14	\$ 893.30	\$ 5,953.08	GRAND TOTAL:	\$ 10,857.34	\$ 100,544.70			

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 3,894.99	\$ 37,480.78

MONTHLY RECYCLING REPORT

CURBSIDE COLLECTION

JANUARY 2013

COLLECTION DAYS	CONTAINER STREAM MONTH	MIXED PAPER MONTH	TOTAL TONS MONTH	CONTAINER STREAM YTD	MIXED PAPER YTD	TOTAL TONS YTD
MONDAY	19.08	20.69	39.77	154.50	189.79	344.29
TUESDAY	19.14	17.14	36.28	142.87	151.55	294.42
WEDNESDAY	24.79	17.82	42.61	126.82	86.72	213.54
THURSDAY	17.69	12.01	29.70	119.29	88.46	207.75
FRIDAY	20.02	13.99	34.01	129.12	96.94	226.06
TOTAL	100.72	81.65	182.37	672.60	613.46	1,286.06

PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	32.80%	33.91%
AVERAGE TONS PER DAY :	10.01	10.00
POUNDS PER HOME:	10.17	9.95
RESIDENTIAL MIXED PAPER:	102.12	104.63
RESIDENTIAL LOOSE CONTAINER:	118.11	110.91

COMMODITY BY TON

	MONTH	YTD
ALUMINUM BEVERAGE CAN	5.9	38.8
METAL CONTAINERS	17.7	116.5
HDPE (#2) PLASTIC CONTAINERS	26	170.8
PET (#1) PLASTIC CONTAINERS	23.6	155.2
GLASS CONTAINERS	43.7	287.3
OLD NEWSPAPER PRINT	83.7	600.6
MIXED PAPER	18.4	131.9
TOTAL	219.00	1,501.10

CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	44	453
REMINDER NOTICES	9	37
MISC. (throwing bins, left in driveway, blowing trash)	5	15
MISSING BINS	122	526
DELIVERY REQUEST	22	156
TOTAL CALLS	202	1187

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$3,432.20	\$24,203.65

NOTE: PROGRAM STATISTICS AND COMMODITY BY TO ARE CURRENTLY PENDING.

