

# City of Norman



## Monthly Departmental Report

**September 2012**

## **MONTHLY PROGRESS**

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**CITY CLERK**

**1**

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

**CITY CLERK**

<b>ACTION CENTER</b>					
DEPARTMENT	NUMBER OF CALLS	FYE YTD	DEPARTMENT	NUMBER OF CALLS	FYE YTD
Animal Control	12	28	Line Maintenance	3	22
Building Permits	8	23	Municipal Court	0	3
CDBG	1	6	Noise	2	3
City Clerk	6	*253	Parks and Recreation	14	46
City Manager/Mayor	0	3	Planning	1	7
Code Enforcement	46	161	Police	25	52
Data Processing	0	3	Storm Water	1	5
Engineering/Public Works	11	63	Sanitation	20	79
Finance	8	36	Sidewalks	5	12
Fire/Civil Defense	3	7	Streets	13	43
Human Resources	2	3	Street Lights	6	22
Information (General)	29	111	Traffic	12	32
Legal	5	12	Utilities	5	21
WC Questions	2	57	WC Violations	0	27

Total for September	240	Total FYE YTD	1,140
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WC (Water Conservation)

\* Volume due to Citywide Garage Sale

**LICENSES**

30 Licenses were issued during the month of September. The following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Food	6	15	Bee Keeper	0	0
Class I Beer	1	4	Solicitor/Peddler (30 day)	0	3
Class II Beer	1	2	Solicitor/Peddler (60 day)	0	0
Mixed Beverage	0	0	Solicitor/Peddler (one day)	0	6
Mixed Beverage/Caterer	0	2	Coin-Operated Devices	0	5
Wine & Beer/Winemaker	0	0	Game Machines	0	0
Temporary Food ( 30 day)	5	11	Taxi/Motorbus/Limousine	10	10
Temp Food (180 day)	1	1	Impoundment Yard	0	0
Temp Food (one day)	5	5	Salvage Yard	0	0
Kennel (renewals)	0	2	Transient Amusement	0	0
Pawnbrokers	0	0	Special Event	1	3
Retail Liquor Store	0	2			

**New Establishments/New Licenses**

NAME	ADDRESS	LICENSE TYPE(S)
Das Boot Camp (German Rest.)	1316 Interstate Drive	Food Service
Spice & Rice	770 DeBarr	Food Service
Sushi Master	1204 North Interstate Dr.	Food Service and Class I Beer

**Existing Establishments/Additional Licenses**

NAME	ADDRESS	LICENSE TYPE(S)
Ole Blue's	946 North Flood	Class II Beer

**Existing Establishments/New Owner**

NAME	ADDRESS	LICENSE TYPE(S)
Asian Cuisine	1451 36th Avenue #160	Food Service
Golden Chef	3203 North Robinson	Food Service
Jack in the Box	615 12th Avenue N.E.	Food Service

- 1 One Day Temporary Food License was issued to Taste of Soul Egg Roll for September 27, 2012, in Andrews Park for the Norman North Homecoming event
- 2 One Day Temporary Mobile Food Licenses were issued to Smokey Ray's for OU Game Days of September 8 and November 24, 2012
- 2 One Day Temporary Mobile Food Licenses were issued to Island Green for OU Game Days of September 22 and November 24, 2012
- 1 30-day Temporary Mobile Food License was issued to Big Truck Tacos for September 26 through September 25, 2012
- 1 30-day Temporary Mobile Food License was issued to Fat-N-Sassy for September 9 through October 6, 2012
- 1 30-day Temporary Mobile Food License was issued to Island Green for October 20 through November 18, 2012
- 1 30-day Temporary Mobile Food License was issued to Smokey Ray's for October 20 through November 18, 2012
- 2 30 Temporary Food Licenses and a One Day Temporary Food License was issued to Hickory Farms for October 31 through December 30, 2012, in Sooner Mall
- 1 Special Event Permit was issued to Campus Corner Merchants Association for OU Game Days of September 8; September 22; October 20; October 27; November 10; and November 24, 2012, at Campus Corner

**WORKERS COMPENSATION**

**Name:** Brenton Wade Porter

**Compromised Settlement**

**Settlement Amount:** \$32,300

**Department:** Fire Department

**Injury:** back

**Date Approved:** September 25, 2012

**WORKERS COMPENSATION, continued**

**Name:** Janie Minor  
**Compromised Settlement**  
**Settlement Amount:** \$25,840  
**Department:** Police Department  
**Injury:** left shoulder  
**Date Approved:** September 25, 2012

**CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
09-04-12	Victor and Emily Butler	Reimbursement of plumbing expenses – claimant alleges pipes burst in two bathrooms due to pressure from the replacement of the City's main water line at 1720 North Crawford on August 17, 2012.	\$ 246.60
09-05-12	Sheryl Burns	Damages to her vehicle – claimant alleges she was traveling eastbound on Alameda Avenue at 72nd Avenue S.E. when a piece of wood thrown from a City mower struck her vehicle causing a dent on August 24, 2012.	\$ 327.90
09-10-12	Dalton Betz	Damages to his vehicle, tow truck fees, and rental car expenses – claimant alleges he was northbound on 12th Avenue S.E. on August 23, 2012, when he stopped for a pedestrian crossing the street and a sanitation truck traveling directly behind him was unable to stop in time striking him from behind.	\$ 6,289.13
09-18-12	Hazel D. McDonald	Damages to personal property, landscaping, and garage floor – claimant alleges a waterline break at 2377 Wheaton Drive on April 14, 2012, flooded her garage and washed out landscaping and damaged personal items stored in garage. She states flooding also caused black spots to develop on the concrete of the garage floor, which had to be resurfaced.	\$ 2,276.00

**CLAIMS ADMINISTRATIVELY PAID**

<b>NAME</b>	<b>JUSTIFICATION</b>	<b>DATE PAID</b>	<b>AMOUNT PAID</b>
Southwestern Bell Telephone d/b/a AT&T	Damages to a telephone pedestal when struck by a City brush hog mowing in the area of 5209 West Tecumseh Road on or around April 9, 2012.	Approved 09-06-12	\$ 635.39
Southwestern Bell Telephone d/b/a AT&T	Damages to a telephone cable when damaged by City crews installing a waterline at 1614 Crawford Avenue on or around July 14, 2012.	Approved 09-06-12	\$ 395.00

### **CLAIMS PAID**

NAME	JUSTIFICATION	DATE PAID	AMOUNT PAID
Michael Germano	Damages incurred to his vehicle – claimant alleges a fire truck struck his parked vehicle on April 23, 2012, after extinguishing a fire at 2657 Classen Boulevard.	09-11-12	\$ 2,370.32

### **LAWSUITS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09-06-12	Wayne B. Kerr	Damages to vehicle and medical expenses – claimant alleges he was driving on Tecumseh Road at 156th Avenue when he struck a pile of asphalt in the roadway.	\$ 5,889.70

### **BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING**

A Business and Community Affairs Committee meeting was held on September 4, 2012, regarding the creation of the Norman Economic Development Advisory Board.

### **COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING**

A Community Planning and Transportation Committee meeting was held on September 24, 2012, regarding the Report on High Density Residential Development resulting from the community dialogue meetings along with future activities and CART ridership report including saferide and extended service.

### **COUNCIL CONFERENCES**

A City Council Conference was held on September 4, 2012, for a presentation and workshop on parliamentary procedures by Ms. Arnella Karges and to discuss City Council meeting procedures.

A City Council Conference was held on September 11, 2012, to discuss City Council meeting procedures.

A City Council Conference was held on September 25, 2012, regarding a presentation from representatives of Norman Regional Health System regarding the organizational relationship between the City of Norman and Norman Regional Hospital Authority and to discuss a draft ordinance and resolution outlining Council meeting procedures. (Due to time constraints, City Council meeting procedures was not discussed)

### **FINANCE COMMITTEE MEETINGS**

A Finance Committee meeting was held September 26, 2012, regarding the FYE 14 budget calendar and budget process; the Capital Fund Balance due to the approval of the General Obligation Bond Election for Transportation and Storm Water Projects; parks maintenance and projects identified in the Parks Master Plan; submission of the Revenue/Expenditure Report as of August 31, 2012; and submission of the Report on Open Positions.

### **OVERSIGHT COMMITTEE MEETINGS**

A City Council Oversight Committee meeting was held September 12, 2012, regarding chickens and pygmy goats in urban areas and non-structural water quality intervention strategies.

### **PUBLIC HEARING**

A Public Hearing was held September 25, 2012, regarding the abatement of a nuisance consisting of dangerous structures located at 427 Iowa.

### **SPECIAL SESSIONS**

A Special Session was held September 4, 2012 adjourning into Executive Session to evaluate the City Manager as required by Section 5(A) of Contract No. K-0708-32 and discuss negotiations regarding employees and representatives of employee groups.

A Special Session was held September 25, 2012 adjourning into Executive Session as authorized by Oklahoma Statutes, Title 25 § 307(B)(4) to discuss compromise settlements of Brenton Wade Porter vs. the City of Norman, Workers' Compensation Case No. WCC-2011-13850K, and Janie Minor vs. the City of Norman, Workers' Compensation Case No. WCC-2012-05528K.

### **STUDY SESSIONS**

A Study Session was held September 18, 2012, to discuss the Computer Aided Dispatch/Records Management Project for the Fire and Police Departments and other public safety related needs.

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>LIBRARY</b>			
9/10/2012 MISCELLANEOUS	Consultation with custodial staff about use of alarm system	120	2
9/11/2012 ELECTRICAL	Lights and alarm repaired	60	1
9/28/2012 ELECTRICAL	Lights repaired	90	1.5
9/6/2012 PLUMBING	Lavatory faucet replaced	60	1
9/10/2012 PLUMBING	Stool blockage in women's staff bathroom	60	1
9/11/2012 PLUMBING	Stool blockage public bathroom	60	1
9/17/2012 MISCELLANEOUS	Patch holes in stalls in men's room	60	1
9/19/2012 PLUMBING	Lavatory faucet repaired	90	1.5
9/21/2012 PLUMBING	Lavatory faucet replaced and stool blockage	90	1.5
9/27/2012 MISCELLANEOUS	Dispenser replacements	60	1
9/27/2012 PLUMBING	Flush valve in kid's bathroom rebuilt	60	1
9/11/2012 HVAC	HVAC system checked	240	4
9/19/2012 HVAC	Air handlers checked	240	4
9/20/2012 HVAC	Air handlers checked	240	4
9/21/2012 HVAC	Air handlers and chillers checked	240	4
9/4/2012 ELECTRICAL	Overhead personnel door repaired	90	1.5
9/5/2012 ELECTRICAL	Lights repaired	180	3
9/20/2012 ELECTRICAL	Lights repaired	480	8
9/27/2012 ELECTRICAL	Battery installed for toilet actuators	30	0.5
Facility Subtotal		2550	42.5
<b>Total</b>		<b>2550</b>	<b>42.5</b>
<b>MUNICIPAL BUILDING - BUILDING C</b>			
9/4/2012 ELECTRICAL	Exit and building lights repaired	120	2
9/6/2012 ELECTRICAL	Lights, exit sign, power pole and circuits installed	240	4
9/7/2012 ELECTRICAL	Lights repaired, power pole and new circuit installed	360	6
9/10/2012 ELECTRICAL	Lights repaired, power pole and new circuit installed	240	4
9/11/2012 ELECTRICAL	Lights repaired, power pole and new circuit installed	360	6
9/14/2012 ELECTRICAL	Lights repaired, exit light repaired, power pole repaired	120	2
9/17/2012 ELECTRICAL	Lights and electrical repaired	150	2.5
9/20/2012 ELECTRICAL	Exit and emergency lighting	60	1
9/21/2012 ELECTRICAL	Exit lights and building light repaired	120	2
9/24/2012 ELECTRICAL	Light and power pole repaired	420	7
9/28/2012 ELECTRICAL	Exit and emergency lights repaired	90	1.5
9/4/2012 PLUMBING	Water leak repaired	180	3
9/13/2012 PLUMBING	Faucet in break room repaired	60	1
9/12/2012 HVAC	Humidifier replaced	240	4
9/4/2012 PLUMBING	Water line in mechanical room repaired	150	2.5
Facility Subtotal		2910	48.5
<b>Total</b>		<b>2910</b>	<b>48.5</b>
<b>MUNICIPAL BUILDING - BUILDING A</b>			
9/10/2012 ELECTRICAL	Vent repaired	120	2
9/11/2012 ELECTRICAL	Lights and vent repaired	60	1
9/5/2012 PLUMBING	Stool blockage in men's bathroom	60	1
9/11/2012 MISCELLANEOUS	Door in bathroom repaired	60	1
9/17/2012 PLUMBING	Water leak repaired	90	1.5
9/20/2012 PLUMBING	Water lines and outside faucet relocated	240	4
9/21/2012 MISCELLANEOUS	Cement holes patched	60	1
9/21/2012 PLUMBING	Drinking fountain flow adjusted	60	1
9/21/2012 PLUMBING	Sink blockage in break room	60	1
9/10/2012 HVAC	HVAC system checked and exhaust fan replaced	330	5.5
9/13/2012 HVAC	VAV's checked	180	3
9/17/2012 PLUMBING	Assist with water leaks	90	1.5
Facility Subtotal		1410	23.5

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>MUNICIPAL BUILDING - BUILDING B</b>			
9/5/2012 ELECTRICAL	Power point connection point traced	180	3
9/17/2012 ELECTRICAL	Lights repaired, exit light repaired, emergency light repaired	60	1
9/5/2012 PLUMBING	Lavatory repaired	60	1
9/10/2012 PLUMBING	Kitchen faucet in breakroom repaired	60	1
9/12/2012 PLUMBING	Drinking fountain blockage	60	1
9/13/2012 PLUMBING	Disposal repaired	60	1
9/27/2012 MISCELLANEOUS	Door repaired	60	1
9/12/2012 HVAC	A/C Unit #6 checked	120	2
9/5/2012 MISCELLANEOUS	Lamp acquisition for conference room	60	1
9/5/2012 ELECTRICAL	Assist Trane tech with RTU-6	180	3
9/6/2012 ELECTRICAL	Assist Trane tech re-feed controls and purchase transformer	240	4
9/7/2012 ELECTRICAL	Control transformer installed in RTU#6	150	2.5
9/27/2012 MISCELLANEOUS	Door repaired	210	3.5
	Facility Subtotal	1500	25
<b>MUNICIPAL BUILDING - CITY HALL</b>			
9/11/2012 PLUMBING	Dishwasher and drinking fountain repaired	120	2
9/6/2012 HVAC	Checked VAV Box	240	4
9/7/2012 HVAC	HVAC system checked	240	4
9/11/2012 HVAC	HVAC system checked	240	4
9/13/2012 HVAC	HVAC system checked	240	4
9/14/2012 HVAC	HVAC system checked	240	4
9/19/2012 PLUMBING	Hot water valve replaced	240	4
9/20/2012 HVAC	HVAC system checked	240	4
9/21/2012 PLUMBING	Water valve controller repaired	240	4
9/24/2012 HVAC	VAV Box checked	240	4
9/4/2012 ELECTRICAL	Lights repaired	60	1
9/17/2012 ELECTRICAL	Lights repaired	60	1
9/19/2012 ELECTRICAL	Lights repaired	90	1.5
9/21/2012 ELECTRICAL	Lights repaired	240	4
9/24/2012 ELECTRICAL	Lights repaired	90	1.5
	Facility Subtotal	2820	47
<b>MUNICIPAL BUILDING - COMPLEX</b>			
9/19/2012 MISCELLANEOUS	State water heater Inspector assist	390	6.5
	Facility Subtotal	390	6.5
	<b>Total</b>	<b>6120</b>	<b>102</b>
<b>LINDSEY STREET YARD ADMINISTRATION</b>			
9/4/2012 ELECTRICAL	Well #10 repairs	240	4
9/5/2012 ELEC/MISC	Well #10 repairs and return equipment to OG&E	120	2
9/6/2012 ELECTRICAL	Well # 10 repairs	60	1
9/14/2012 ELECTRICAL	Well #10 repairs	120	2
9/20/2012 ELECTRICAL	Well #10 repairs	300	5
9/25/2012 ELECTRICAL	Well #10, Lights repaired	60	1
	Facility Subtotal	900	15
	<b>Total</b>	<b>900</b>	<b>15</b>
<b>POLICE RANGE</b>			
9/24/2012 HVAC	A/C checked	240	4
9/25/2012 HVAC	A/C repaired	240	4
	Facility Subtotal	480	8
	<b>Total</b>	<b>480</b>	<b>8</b>

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>ANIMAL WELFARE</b>			
9/10/2012 MISCELLANEOUS	Door lock repaired	60	1
9/12/2012 PLUMBING	Dishwasher repaired	120	2
9/25/2012 MISCELLANEOUS	Door lock and handle replaced	120	2
9/25/2012 PLUMBING	Valve on water heater replaced	120	2
9/27/2012 MISCELLANEOUS	Door lock installed	90	1.5
9/4/2012 HVAC	A/C repaired	480	8
9/5/2012 HVAC	A/C checked	240	4
9/7/2012 HVAC	Pressure Switch on A/C unit replaced	240	4
9/21/2012 ELECTRICAL	Lights repaired	150	2.5
9/25/2012 MISCELLANEOUS	Door latch repaired	60	1
9/26/2012 ELECTRICAL	Lights repaired	60	1
	Facility Subtotal	1740	29
	<b>Total</b>	<b>1740</b>	<b>29</b>
<b>FIRE STATION #1</b>			
9/13/2012 PLUMBING	Kitchen and Bar sink blockages	120	2
9/10/2012 HVAC	A/C checked	90	1.5
	Facility Subtotal	210	3.5
	<b>Total</b>	<b>210</b>	<b>3.5</b>
<b>FIRE STATION #2</b>			
9/24/2012 PLUMBING	Lavatory faucet repaired	60	1
9/28/2012 PLUMBING	Alt angle stops changed under sinks	120	2
9/28/2012 PLUMBING	Wall mount stool resealed	90	1.5
9/28/2012 PLUMBING	Assist sink valve install and sewer line	150	2.5
	Facility Subtotal	420	7
<b>FIRE STATION #4</b>			
9/26/2012 PLUMBING	Sewer main blockage	480	8
9/27/2012 MISCELLANEOUS	Plumbing contractor consultation	60	1
9/27/2012 PLUMBING	Camera out sewer	150	2.5
9/28/2012 MISCELLANEOUS	Plumbing contractor consultation	270	4.5
9/27/2012 ELECTRICAL	Sewer blockage	150	2.5
	Facility Subtotal	1110	18.5
<b>FIRE STATION #6</b>			
9/6/2012 PLUMBING	Floor drain blockage	150	2.5
9/13/2012 MISCELLANEOUS	Assist with roof repairs	120	2
9/24/2012 PLUMBING	Floor drains cleaned out in truck bay	90	1.5
9/5/2012 HVAC	Exhaust fan replaced	240	4
9/14/2012 HVAC	Exhaust fan installed	240	4
	Facility Subtotal	840	14
<b>FIRE STATION #7</b>			
9/4/2012 ELECTRICAL	Light repair assist	60	1
9/4/2012 ELECTRICAL	Lights repaired	180	3
9/5/2012 MISCELLANEOUS	Light fixture purchase	60	1
9/10/2012 ELECTRICAL	Under desk lights installed	60	1
	Facility Subtotal	360	6
	<b>Total</b>	<b>2730</b>	<b>45.5</b>

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>PARK - ANDREWS PARK</b>			
9/14/2012 ELECTRICAL	Power check	60	1
9/17/2012 ELECTRICAL	Open panel check	60	1
	Facility Subtotal	120	2
<b>PARK - FALLS LAKEVIEW</b>			
9/7/2012 PLUMBING	Pressure tank repaired	120	2
	Facility Subtotal	120	2
<b>PARK - GRIFFIN PARK</b>			
9/19/2012 ELECTRICAL	Line locate	240	4
9/20/2012 ELECTRICAL	Line locate	60	1
9/21/2012 ELECTRICAL	Line locate	120	2
9/27/2012 ELECTRICAL	Line locate in ballfield	90	1.5
9/21/2012 PLUMBING	Toilet seat repaired in men's bathroom silo	60	1
9/6/2012 ELECTRICAL	Inside and outside lights repaired	240	4
9/7/2012 ELECTRICAL	Field #20 power to irrigation	120	2
9/10/2012 ELECTRICAL	Photo eyes on concession stand replaced and lights repaired	180	3
9/19/2012 ELECTRICAL	Line locate	210	3.5
	Facility Subtotal	1320	22
<b>PARK - LIONS PARK</b>			
9/21/2012 PLUMBING	Stool blockage in men's bathroom	60	1
	Facility Subtotal	60	1
<b>PARK - NE LIONS PARK</b>			
9/4/2012 PLUMBING	Stool blockage	60	1
9/25/2012 PLUMBING	Stool flange replaced	60	1
9/28/2012 PLUMBING	Toilet leak repaired	120	2
	Facility Subtotal	240	4
<b>PARK - ROTARY PARK</b>			
9/21/2012 ELECTRICAL	Power to tennis lights	60	1
9/4/2012 PLUMBING	Stool blockage	60	1
	Facility Subtotal	120	2
	<b>Total</b>	<b>1980</b>	<b>33</b>
<b>PARKS AND RECREATION ADMINISTRATION</b>			
9/7/2012 MISCELLANEOUS	Exhaust fan installation evaluation	30	0.5
	Facility Subtotal	30	0.5
	<b>Total</b>	<b>30</b>	<b>0.5</b>
<b>FIREHOUSE ART CENTER</b>			
9/6/2012 ELECTRICAL	Lights repaired	60	1
	Facility Subtotal	60	1
	<b>Total</b>	<b>60</b>	<b>1</b>

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>SOONER THEATRE</b>			
9/26/2012 MISCELLANEOUS	Consult with roofer	150	2.5
	Facility Subtotal	150	2.5
	<b>Total</b>	<b>150</b>	<b>2.5</b>
<b>SANTA FE DEPOT</b>			
9/25/2012 ELECTRICAL	A/C repaired	60	1
9/26/2012 ELECTRICAL	A/C duct detector and lights repaired	120	2
9/27/2012 ELECTRICAL	Lights repaired	90	1.5
9/14/2012 ELECTRICAL	Porch light repaired	90	1.5
9/14/2012 MISCELLANEOUS	Plastic hook removal and knock down wasp nests	60	1
9/25/2012 HVAC	A/C unit repaired	60	1
	Facility Subtotal	480	8
	<b>Total</b>	<b>480</b>	<b>8</b>
<b>PARK - REAVES PARK</b>			
9/6/2012 PLUMBING	Sewer blockage in public bathrooms	60	1
9/18/2012 PLUMBING	Stool blockage in men's room	60	1
	Facility Subtotal	120	2
<b>RECREATION CENTER - 12TH AVENUE</b>			
9/25/2012 ELECTRICAL	AC control and circuit repaired	180	3
9/27/2012 ELECTRICAL	Light s checked and A/C repaired	300	5
9/6/2012 PLUMBING	Urinal blockage	60	1
9/12/2012 PLUMBING	Drinking fountain repaired	60	1
9/25/2012 PLUMBING	Drinking fountain replaced	180	3
9/25/2012 HVAC	A/C repaired	240	4
	Facility Subtotal	1020	17
<b>RECREATION CENTER - IRVING</b>			
9/5/2012 PLUMBING	Sewer blockage	120	2
9/7/2012 PLUMBING	Sewer blockage in demo kitchen	300	5
9/10/2012 PLUMBING	Demo kitchen repair completed	120	2
9/14/2012 PLUMBING	Flush valve on urinal rebuilt	60	1
	Facility Subtotal	600	10
<b>RECREATION CENTER - WHITTIER</b>			
9/11/2012 PLUMBING	Sewer blockage	120	2
9/14/2012 PLUMBING	Stool blockage	60	1
	Facility Subtotal	180	3
	<b>Total</b>	<b>1920</b>	<b>32</b>

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>SENIOR CITIZENS CENTER</b>			
9/6/2012 PLUMBING	Water leak repaired on steam lines	60	1
9/14/2012 PLUMBING	Sink drain blockage	60	1
9/21/2012 MISCELLANEOUS	Bathroom stall repaired	90	1.5
9/21/2012 ELECTRICAL	Lights repaired	90	1.5
	Facility Subtotal	300	5
	<b>Total</b>	<b>300</b>	<b>5</b>
<b>WESTWOOD POOL</b>			
9/12/2012 ELECTRICAL	Pump and sump pump repaired	480	8
9/13/2012 MISCELLANEOUS	Pit water damage	120	2
9/14/2012 MISCELLANEOUS	Pit flooded	120	2
9/21/2012 MISCELLANEOUS	Flood repair	120	2
9/25/2012 ELECTRICAL	Pump and lighting repairs	180	3
9/28/2012 MISCELLANEOUS	Pool repaired	60	1
9/7/2012 PLUMBING	Slide pumps repaired	60	1
9/10/2012 MISCELLANEOUS	Parks and Rec staff consultation	180	3
9/12/2012 PLUMB/MISC	Sump pump replaced and slide repaired	180	3
9/14/2012 PLUMBING	Pump for slide	180	3
9/18/2012 PLUMBING	Pump calibration on slide	120	2
9/10/2012 MISCELLANEOUS	Pool pump pit flooded	180	3
9/13/2012 ELECTRICAL	Pool pumps and motor repaired	120	2
9/14/2012 ELECTRICAL	New pool pump installed	240	4
9/18/2012 ELECTRICAL	Pipe bolted to pump flange	60	1
9/26/2012 MISCELLANEOUS	Evaluate needed repairs and purchase materials	60	1
9/27/2012 ELECTRICAL	Lights repaired over filter gallery	90	1.5
9/28/2012 ELECTRICAL	Lighting circuit piped in and wire pulled	210	3.5
	Facility Subtotal	2760	46
	<b>Total</b>	<b>2760</b>	<b>46</b>
<b>WATER TREATMENT PLANT</b>			
9/6/2012 ELECTRICAL	Buffer repaired	60	1
9/5/2012 PLUMBING	Ice machine repaired	60	1
	Facility Subtotal	120	2
	<b>Total</b>	<b>120</b>	<b>2</b>
<b>LINE MAINTENANCE FACILITY</b>			
9/19/2012 ELECTRICAL	Lights repaired in yard	90	1.5
	Facility Subtotal	90	1.5
	<b>Total</b>	<b>90</b>	<b>1.5</b>

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>WASTEWATER TREATMENT PLANT</b>			
9/12/2012 HVAC	A/C Unit for old lab checked	120	2
9/7/2012 ELECTRICAL	New VFD for pump installed	150	2.5
9/14/2012 ELECTRICAL	VFD for pump to centrifuge repaired	90	1.5
9/18/2012 ELECTRICAL	Lights repaired	60	1
9/24/2012 ELECTRICAL	Lights repaired in digester area	300	5
9/25/2012 ELECTRICAL	Lights repaired in digester, trace outdoor plugs for truck heater	300	5
9/26/2012 ELECTRICAL	Lights repaired in digester	360	6
	Facility Subtotal	1380	23
	<b>Total</b>	<b>1380</b>	<b>23</b>
<b>SANITATION DIVISION BUILDING</b>			
9/19/2012 ELECTRICAL	Compactor repair NRH	90	1.5
9/26/2012 ELECTRICAL	Compactor repair NRH	150	2.5
9/18/2012 ELECTRICAL	Compactor repair NRH Porter Campus	360	6
9/19/2012 ELECTRICAL	Heater repaired and PLC settings checked NRH compactor	180	3
	Facility Subtotal	780	13
<b>TRANSFER STATION</b>			
9/18/2012 PLUMBING	Flush valve rebuild and water line repaired	180	3
	Facility Subtotal	180	3
	<b>Total</b>	<b>960</b>	<b>16</b>
<b>FLEET MAINTENANCE</b>			
9/13/2012 PLUMBING	Sewer blockage, water fountain and eye wash station repaired	120	2
9/4/2012 MISCELLANEOUS	Plumbing Contractor consultation	120	2
9/6/2012 MISCELLANEOUS	Plumbing contractor consultation	90	1.5
9/11/2012 MISCELLANEOUS	Staff consultation	60	1
9/12/2012 PLUMBING	Stool blockage	60	1
9/13/2012 PLUMBING	Stool blockage and handle replaced	120	2
9/14/2012 PLUMBING	New water line installed for outside faucet	120	2
9/17/2012 MISCELLANEOUS	Plumbing contractor consultation	90	1.5
9/17/2012 PLUMBING	Drinking Fountain replaced	90	1.5
9/18/2012 MISCELLANEOUS	Plumbing contractor consult on gas leaks	120	2
9/13/2012 ELECTRICAL	Lights repaired	60	1
9/13/2012 PLUMBING	Toilet blockage	60	1
9/17/2012 PLUMBING	Assist plumber with water fountain repair	90	1.5
	Facility Subtotal	1200	20
	<b>Total</b>	<b>1200</b>	<b>20</b>

# FACILITY MAINTENANCE MONTHLY PROGRESS REPORT SEPTEMBER, 2012

<i>Facility</i>		<i>Minutes</i>	<i>Hours</i>
<b>FACILITY MAINTENANCE</b>			
9/4/2012 ELECTRICAL	Wire repairs in shop	60	1
9/4/2012 MISCELLANEOUS	Truck and shop cleaned	60	1
9/5/2012 ELECTRICAL	Wire and circuit and light repaired	120	2
9/5/2012 MISCELLANEOUS	Truck cleaned and fuel problem traced	60	1
9/6/2012 MISCELLANEOUS	Accept delivery at shop	60	1
9/7/2012 MISCELLANEOUS	Truck and shop cleaned and ladder replaced	120	2
9/13/2012 MISCELLANEOUS	Code Class	450	7.5
9/14/2012 MISCELLANEOUS	Truck cleaned and shop stocked	60	1
9/17/2012 MISCELLANEOUS	Locator training	120	2
9/17/2012 ELECTRICAL	Locator test on known underground	90	1.5
9/17/2012 MISCELLANEOUS	Safety Class	60	1
9/19/2012 MISCELLANEOUS	Truck cleaned and shop stocked	60	1
9/20/2012 MISCELLANEOUS	Truck cleaned and organize key box	60	1
9/21/2012 MISCELLANEOUS	Truck fueled and cleaned	60	1
9/24/2012 MISCELLANEOUS	Truck cleaned and shop stocked	60	1
9/26/2012 MISCELLANEOUS	Truck cleaned and shop cleaned and stocked	60	1
9/5/2012 MISCELLANEOUS	Dispenser installations	180	3
9/17/2012 MISCELLANEOUS	Safety meeting	60	1
9/17/2012 MISCELLANEOUS	Ditch Witch salesman meeting	90	1.5
9/20/2012 MISCELLANEOUS	Plumbing Code Class	240	4
9/24/2012 MISCELLANEOUS	Meet with Water Heater Inspector	330	5.5
9/6/2012 MISCELLANEOUS	Code Class at OKC	450	7.5
9/7/2012 MISCELLANEOUS	Van washed	30	0.5
9/10/2012 MISCELLANEOUS	Flat tire repaired and truck fueled	60	1
9/13/2012 MISCELLANEOUS	Code Class	450	7.5
9/17/2012 MISCELLANEOUS	Safety meeting and line locator training	180	3
9/24/2012 MISCELLANEOUS	Work boots purchased	30	0.5
9/25/2012 MISCELLANEOUS	Uniform shirts ordered	60	1
Facility Subtotal		3720	62
<b>Total</b>		<b>3720</b>	<b>62</b>
<b>Grand Total</b>			<b>546.5</b>

**CITY MANAGER 2**

## CIP FINANCIAL STATUS 2A

As previously reported in August Monthly Departmental Report, will be updated in November, 2012 Report.

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

9/20/2012

Project No.**	Project Title	Anticipated Overruns	Anticipated Savings	Fund Title & No.
<b>UTILITIES</b>				
WW0055	Sewer Maintenance Plan FYE 10	\$0	\$ 869,000.00	Sewer Maintenance 321
WW0303	Lift Station D Improvements	\$0	\$ 573,000.00	New Development Excise Tax 322
<b>PUBLIC WORKS</b>				
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*	\$0	\$0	Capital 50
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	Capital 50
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
<b>CITY CLERK</b>				
EF10004	Library Lighting Replacement	\$0	\$0	Capital 50

## Notes

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

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

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

## Other

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

## **COMMUNITY RELATIONS 2B**

**Community Relation's Office**  
**September 2012**

Number of press releases	18
Contacts with the media	12
<i>Norman News</i> Membership	1060
Web Site Visits	48,217
Facebook Followers	942
Twitter City of Norman Followers	400

**DEVELOPMENT COORDINATOR      2C**

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

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

**General Inquiries, Contacts and Meetings**

- Attendance at Norman Downtowners Monthly Meeting
- Floodplain Committee
- Business and Community Affairs
- Planning Commission
- Development Review Team
- Pre-Development Meetings (with public and applicants)
- City Council
- International Council of Shopping Centers (ICSC) webinar regarding new trends in the retail market

**Building Permit and Plat Application Meetings**

- Continued working with property owners affected by recent wildfires to discuss building permit options for rebuilding efforts
- On site and Staff meeting regarding interior and exterior renovations for a new local restaurant
- Meeting with architect and staff – Renovations to a fraternity house
- Meeting with architect and staff – New construction to a fraternity house
- Meeting with owner, construction manager and Staff – regarding proposed building plans for jewelry store. Also assisted applicant with construction options for securing building before building permit was issued
- Architect and Staff – Proposed building plans for renovations/additions to the Firehouse Art Museum
- Architect, construction manager, applicant and City staff – Discussed timeline options and ideas to accelerate platting, building permit and public improvement construction process for local church

**Development Process Improvements**

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

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

Staff is currently reviewing the subdivision regulations for sections or processes that might be impacted by such a change and developing a draft ordinance for review.

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

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

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

The first chapter is in the process of being revised, utilizing examples and research from the City Zoning Ordinance and Sub-Division regulations.

- ***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 will take place and be completed during the Norman Public School's Fall Break period (October 10-12). After construction is complete, staff will work with the Pioneer Library System with the delivery and set-up of the 24-hour library service point. The canopy for the machine will be shipped with the machine.
- ***High Density Public Discussion Series*** – continued assisting with research for the draft resolution and providing website/email updates to the public.



## CITY OF NORMAN

### Department of Finance Monthly Report – September 2012

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

#### Treasury Division:

In the month of September, the Treasury Division processed 26,945 total payments. The traffic counter at the Drive-up Facility counted 4,782 customers. The Treasury Division processed 1,012 credit card utility payments, a decrease of -7.7% from last month, and the IVR (Interactive Voice Response) system processed 1,081 credit card utility payments, a decrease of -7.2% from last month. Utility customers also have the option of paying on the City of Norman website. There were 2,337 credit card payments made on the internet in September, the exact same number last month. The Municipal Court processed 523 credit card payments for court fines, a decrease of -14.1% 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 \$12,330 in convenience fees in the month of September with a fiscal year-to-date total of \$37,575.

#### Utility Services Division:

The Meter Reading Division read 31,765 meters. Out of 73 meter reading routes, 12 (16%) were read within the targeted 30-day reading cycle. All routes were read by the 35<sup>th</sup> day, except three routes were estimated in the month of September. Routes estimated included the Colonial Common Parks area (Beaumont, Sinclair, Vicksburg, Peppertree and Lafayette), the east Lindsey Street area including Biloxi and east Brooks, and the Northcliff addition and High Meadows Park area (Forest Glenn, Kenwood, Lake Crest, Erie and Superior).

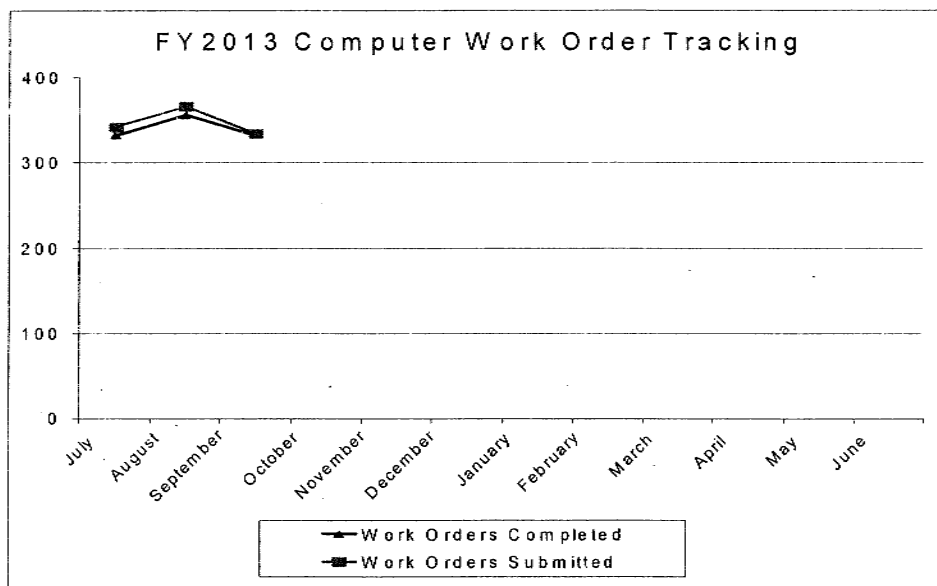
All routes were read by the 34<sup>th</sup> day. Fourteen routes were estimated in the month of February mainly due to adverse weather conditions. Routes estimated included the Blue Lakes, Normandy Park, Cambridge, Westwood/Merkle Drive additions, the Vineyard and Tecumseh Ridge area additions, the University North Park area, Cambridge and parts of Brookhaven additions, Berkley Park (Bishops Drive area), Alcott and Jackson school neighborhoods, and the two areas west of Norman.

### Information Technology Division:

IT had 159,689 e-mails enter and leave the City's network for the month of September, a -14.5% decrease compared to last month. 31,192 were considered Spam or hazardous e-mails and were quarantined. This means 19.5% of the e-mail was quarantined while 80.5% 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 September there were 16,103,361 hacker attempts on the City's main computer system. This comes to an average of 373 attempts per minute on the computer room firewall.

In the month of September, 334 work orders were submitted to the IT Division Help Desk for computer related help. Out of the amount submitted, 332 (99%) work orders were completed.



The City of Norman's website had 48,217 visits during the month of September. Staff is currently working on several projects. Updates to each project are presented below.

### **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. 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.
- 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. This hardware has not been delivered yet.
- 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. We are planning to start the upgrade process on 10/24.
- The funds for the CityWorks work order system software upgrade were encumbered on 10/5, PO # 222706 and the PO was emailed to Azteca Systems on 10/5. We are tentatively planning this upgrade for the week of 1/14 – 1/18 or the week of 1/21 – 1/25.
- The installation and implementation timeline will be determined during the contract negotiations with the selected vendor.

#### **EMC Storage / Server Virtualization Project**

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

#### **PCI Compliance Project**

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

### **Email Archiving and Retrieval / e-discovery Project**

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

### **Building Permits and Inspections Process Enhancements**

- We went live on the BP Click-2-Gov module with a presentation to the building community on 8/29. SPS has made some updates to the software that are only available in their 8.0 software version so we have scheduled an SPS version upgrade for the weekend of 10/19 and 10/20 to take advantage of the added features.
- Council approved the 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. We will attempt to address council members' concerns and get this on the Oct. 23 Council agenda. This will delay the ordering of the laptops by at least two weeks and will probably delay completion of this project by two weeks because we need to allow for about three weeks delivery time on these laptops and we need a couple of weeks to get these laptops ready before Selectron can come for the on-site software install and training. SPS and Selectron have been notified of this expected delay but I have not conferred with them on the impact this may have on the implementation timeline.
- 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. We expect to be selecting the preferred mobile printer make and model by 10/19 so we will be able to meet with Fleet Management to determine the correct in-vehicle laptop and printer mounts and schedule the ordering and installation of them.

### **Animal Welfare Facility Management Software**

- The final software installation, training, and go-live was completed the week of Sep 10 - 14.

General Fund Revenues & Expenditures:

When comparing major General Fund revenue sources versus budgeted levels, revenues are on target for the month of September at -0.05%. Revenues from the City's largest single source of revenue, sales tax, are slightly below target at -1.3% for the year to date and are above last fiscal year by 3.1%. 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*	\$9,125,639	\$9,008,809	\$8,733,993	\$8,393,082
General Fund Revenue*	\$17,151,151	\$16,044,987	\$16,674,571	\$15,976,521
General Fund Expenses*	\$18,581,604	\$17,207,727	\$17,037,199	\$17,843,131

\* Excludes Public Safety Sales Tax

## Administration Division

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,120.00	480.00	1,120.00
Total Comp Time Available	0.00	23.88	0.00	23.88
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	1,143.88	480.00	1,143.88
Benefit Hours Taken	45.50	172.00	43.25	135.25
TOTAL ACCOUNTABLE STAFF HOURS	274.50	971.88	436.75	1,008.63
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00



## Accounting Division

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
Total Regular Hours Available	1,120.00	3,920.00	1,680.00	3,920.00
Total Comp Time Available	6.25	42.75	12.50	36.75
Total Overtime Hours	0.50	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	 1,126.75	 3,963.25	 1,692.50	 3,964.25
Benefit Hours Taken	186.75	504.25	334.75	786.25
 TOTAL ACCOUNTABLE STAFF HOURS	 940.00	 3,459.00	 1,357.75	 3,178.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

**CITY REVENUE REPORTS 3B**

# City Revenue Report

	FYE 13 SEPTEMBER	FYE 12 SEPTEMBER	
Total Revenue Received (\$)	\$10,355,545	\$10,606,056	(\$250,511)
Utility Payments - Office (#)	3,272	3,614	(342)
Utility Payments - Office (\$)	\$424,420	\$504,848	(\$80,428)
Lockbox (#)	19,243	19,223	20
Lockbox (\$)	\$2,117,116	\$2,046,527	\$70,589
IVR Credit Card (#)	1,081	706	375
IVR Credit Card (\$)	\$113,077	\$57,975	\$55,102
Click to Gov (#)	2,337	2,555	(218)
Click to Gov (\$)	\$185,094	\$216,593	(\$31,499)
UT Credit Card Payments (#)	1,012	1,083	(71)
UT Credit Card Payments (\$)	\$102,187	\$130,405	(\$28,218)
Art Donations (#)	66	13	53
Art Donations (\$)	\$71 #	\$25	\$46
Bank Draft Payments (#)	5,311	5,596	(285)
Bank Draft Payments (\$)	\$582,178	\$581,135	\$1,043
Utility Deposits (#)	217	21	196
Utility Deposits (\$)	\$6,510	\$630	\$5,880
Fix Payments (#)	1	0	1
Fix Payments (\$)	\$46	\$0	\$46
Processed Return Checks (#)	39	25	14
Processed Return Checks (\$)	(\$4,184)	(\$3,440)	(\$744)
Other Revenue Transactions (#)	256	303	(47)
Other Revenue Received (\$)	\$6,265,045	\$6,397,408	(\$132,363)
Accounts Receivable Payments (\$)	\$133,071	\$259,270	(\$126,199)
Accounts Receivable - Credit Card #	1	0	1
Accounts Receivable - Credit Card \$	\$199	\$0	\$199
Municipal Court - Fines/Bonds (\$)	\$148,896	\$176,961	(\$28,065)
Municipal Court - Credit Card (#)	523	514	9
Municipal Court - Credit Card (\$)	\$74,509	\$81,778	(\$7,269)
Building Permits Cash Report (\$)	\$160,349	\$129,591	\$30,758
Building Permits Credit Card (#)	84	104	(20)
Building Permits Credit Card (\$)	\$30,682	\$7,011	\$23,671
Occupational License - Bldg Insp. (\$)	\$1,760	\$2,190	(\$430)
Occupational License - Bldg Insp. CC (#)	9	7	2
Occupational License - Bldg Insp. CC (\$)	\$865	\$850	\$15
Business License - City Clerk (\$)	\$1,325	\$4,250	(\$2,925)
Convenience Fees - All Payments (#)	4,108	4,052	56
Convenience Fees - All Payments (\$)	\$12,330	12,049	\$281
Bank Drafts Billed (#)	6,375	6,113	262
Bank Drafts Billed (\$)	\$683,459	\$621,663	\$61,796
Interdepartmental Billing (#)	148	146	2
Interdepartmental Billing (\$)	\$24,889	\$24,262	627
Accounts Receivable Billed (\$)	\$165,450	\$217,928	(\$52,478)

## Budget Services Division

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	560.00	240.00	560.00
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	560.00	240.00	560.00
Benefit Hours Taken	16.00	112.00	16.00	48.00
TOTAL ACCOUNTABLE STAFF HOURS	144.00	448.00	224.00	512.00
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	
	SEPTEMBER	YTD	SEPTEMBER	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	2,800.00	1,200.00	2,800.00
Total Comp Time Available	36.00	148.00	35.25	99.25
Total Overtime Hours	10.50	29.00	22.25	73.50
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	 846.50	 2,977.00	 1,257.50	 2,972.75
Benefit Hours Taken	130.75	617.75	238.00	491.25
 TOTAL ACCOUNTABLE STAFF HOURS	 715.75	 2,359.25	 1,019.50	 2,481.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

**DATA PROCESSING      3C**

## Data Processing Division

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,360.00	4,960.00	2,160.00	5,040.00
Total Comp Time Available	0.50	0.50	0.00	0.00
Total Overtime Hours	19.50	73.50	26.00	86.00
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	 1,380.00	 5,034.00	 2,186.00	 5,126.00
Benefit Hours Taken	126.00	656.25	266.25	786.50
 TOTAL ACCOUNTABLE STAFF HOURS	 1,254.00	 4,377.75	 1,919.75	 4,339.50
 <b>PERMANENT PART-TIME</b>				
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
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

**UTILITY**

**3D**

## Utility Division

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,919.00	6,720.00	2,880.00	6,720.00
Total Comp Time Available	8.75	41.25	13.50	51.00
Total Overtime Hours	71.75	177.50	8.00	15.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,999.50</b>	<b>6,938.75</b>	<b>2,901.50</b>	<b>6,786.25</b>
Benefit Hours Taken	451.00	1,531.25	368.75	1,025.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,548.50</b>	<b>5,407.50</b>	<b>2,532.75</b>	<b>5,760.75</b>
 <b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Office Services

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	160.00	560.00	480.00	1,120.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	16.00	65.00	9.25	16.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>176.00</b>	<b>625.00</b>	<b>489.25</b>	<b>1,136.75</b>
Benefit Hours Taken	8.00	16.00	59.00	119.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>168.00</b>	<b>609.00</b>	<b>430.25</b>	<b>1,017.75</b>
 <b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Drive-up Window and Mail Payments

	FYE 13 SEPTEMBER	FYE 12 SEPTEMBER
Mail Payments - Lockbox	19,243	19,223
Mail Payments - Office	245	345
<b>Mail Payments - Subtotal</b>	<b>19,488</b>	<b>19,568</b>
Night Deposit	531	394
Click-to-Gov Payments	2,337	2,555
IVR Payments	1,081	706
<b>Without assistance payments - Subtotal</b>	<b>3,949</b>	<b>3,655</b>
Drive-up window & inside counter	2,496	2,875
Credit Card machine payments (swipe)	531	1,083
Credit Card machine payments (phone)	481	0
<b>With assistance payments - Subtotal</b>	<b>3,508</b>	<b>3,958</b>
<b>Total Payments Processed - Subtotal</b>	<b>26,945</b>	<b>27,181</b>
Bank Draft (ACH) Payments	5,311	5,596
<b>Total Payments (Utility)</b>	<b>32,256</b>	<b>32,777</b>
Total Convenience Fees - all Payments	4,108	4,052
<b>Grand Total Payments</b>	<b>\$ 36,364</b>	<b>\$ 36,829</b>

## Traffic Counter at Drive-up Facility

Night Drop *	613	654
8-5 Drive-up Window Customers *	4,169	4,801
<b>Total Traffic Counter</b>	<b>4,782</b>	<b>5,455</b>

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

## Meter Reading Division

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
Number of Meters Read	31,765	105,853	34,994	110,478
New Service	938	5,011	1,104	5,040
Request for Termination	919	4,548	1,079	4,611
Delinquent On(s)	127	183	332	701
Delinquent Offs	90	211	502	1,047
Collect Deposit Tags Hung	78	330	129	394
Collect Deposit Cut Offs	78	258	103	275
Blue Tags	5	22	16	39
Number of Meters Re-read	901	3,633	1,311	3,969
Meters Cleaned	91	177	55	155
Customer Assists	67	153	51	160
Meters Pulled	1	1	0	1
Meters Re-set	0	0	0	2
TOTAL	35,060	120,380	39,676	126,872

## Utility Division Activity Report

	FYE 13		FYE 12	
	SEPTEMBER	YTD	SEPTEMBER	YTD
STATUS REPORT				
Regular Utility Accounts Billed	39,185	116,570	38,594	115,331
New Ons	1,102	3,325	864	2,933
Final Accounts Billed	624	2,765	617	2,618
TOTAL METERS READ	40,911	122,660	40,075	120,882

**FIRE 4**

# Fire Dept

## Copy of Fire Suppression Monthly Activities (Summa

Date Between {09/01/2012} And {09/30/2012}

Activity Code	Staff Count	Total Hrs	Pct Hrs
CX Cancelled Call	463	48.77	0.92%
DE Daily Unit / Equipment Checks	926	1,024.57	19.29%
FS Fire on Standby (Committed & Unassigned)	25	12.70	0.24%
FX Fire At Scene	165	108.81	2.05%
HX Haz-Mat At Scene	24	30.15	0.57%
IV Investigate	575	211.18	3.98%
LM Lawn Maintenance	69	103.00	1.94%
MS Medical On Standby (Committed & Unassigned)	4	0.68	0.01%
MX Medical At Scene	2,693	1,077.06	20.28%
OD Dept. Meeting/Project (Except Officer's Meetings)	13	47.50	0.89%
OM Officers Meeting	9	23.00	0.43%
PE Off Site Public Education / Demonstration	42	114.00	2.15%
PS Public Service	203	65.64	1.24%
RIDE Rideout/Preceptor Program	4	6.00	0.11%
SB Shift Briefing	865	643.30	12.11%
SM Station Maintenance	989	1,250.25	23.54%
SR Search and/or Rescue	4	1.48	0.03%
ST Station Tour	8	8.00	0.15%
TT Trade Time	23	514.00	9.68%
VM Vehicle Maintenance (i.e. Monthlys)	16	20.00	0.38%
	<u>7,120</u>	<u>5,310.09</u>	

**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
September, 2012**

**FIRE PREVENTION DIVISION ACTIVITIES**

Inspections	115/111.75 staff hours
Re-Inspections	82/ 54.5 staff hours
Residential Inspections	0
Smoke Detector Batteries	20/ 13.75 staff hours
Plan/Platt Review	48/ 69 staff hours
Company Inspections	0
Re-Inspections	0
<b>Total Inspections</b>	<b>197/ 166.25 staff hours</b>
Request for Service (Plan review unscheduled, site inspection burn sites, special events, citizen complaints)	
Code Violation Complaints	79/ 54 staff hours
Training (hours)	9/14.5 staff hours
Fire Education Classes	11/ 24.5 staff hours
Investigations	6
Investigative Activities	15/ 53.75 staff hours
Miscellaneous/Special	

2 men IAAI Conference  
1 man OFSA  
1 man ACOG meeting  
1 man OUBCC

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Discipline	Comments: September 2012
<b>Mitigation:</b>	
Siren Status	Units testing at 100%
Old Siren System	Units being removed
<b>Preparedness:</b>	
Amateur Meeting	Sept 8
Emergency Preparedness Committee	Sept 5
Amateur Radio Testing	Sept 6
Response Volunteer Meeting	Sept 13
Preparedness Day at the Mall	Sept 15
Long Term Care Planning Meeting	Sept 24
Tornado Town Hall Meeting – Moore	Sept 24
Capacity Building Grant Submitted	Sept 28
<b>Response:</b>	
<b>Recovery:</b>	
Long Term Recovery Meeting	Sept 4
Recovery Steering Committee	Sept 7
Long Term Recovery Meeting	Sept 25

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

**FIRE SUPPRESSION DIVISION ACTIVITIES**

**Incident Response Type Summary**

<b>Type</b>	<b>Count</b>	<b>% of Incidents</b>	
Fire	36	3.89	
Overpressure Rupture, Explosion, Overheat - no fire			
Rescue & Emergency Medical Service Incidents	648	70.05	
Hazardous Conditions (No Fire)	27	2.91	
Service Call	55	5.94	
Good Intent Call	107	11.56	
False Alarm & False Call	49	5.29	
Severe Weather & Natural Disaster	1	.10	
Special Incident Type	1	.10	
Incomplete Reports & Reports That Have Not Imported	6		
<b>Total Incident Count</b>	<b>930</b>		
<b>Total Fire Loss</b>			<b>\$18,932</b>

**Average Response Times**

	<b>Number of Calls</b>	<b>Average Time</b>
Station #1	193	4.46
Station #2	150	4.41
Station #3	189	5.35
Station #4	82	4.68
Station #5	31	7.16
Station #6	43	7.14
Station #7	62	5.63
Station #8	29	4.57

Number of On-the Job Injuries: 2

## **HUMAN RESOURCES**

**5**

**HUMAN RESOURCES**  
**Monthly Report**  
**September 2012**

**ADMINISTRATION/LABOR RELATIONS**

***A. Administrative***

- Held one (1) grievance meeting
- Held one (1) fitness for duty meeting
- Hosted one (1) webinar on “Secrets to Creating Real Change in Local Government”
- Attended Oklahoma Public Employers Labor Relations Association (OKPELRA) meeting

***B. Grievances (AFSCME & Non-Union)***

- AFSCME Grievance FYE13 – 04 – Henderson (Sanitation) – Written reprimand *Settled*
- AFSCME Grievance FYE13 – 03 – AFSCME – Reclassification
- AFSCME Grievance FYE13 – 02 – Hodges (Sanitation) – Suspension *Settled*
- AFSCME Grievance FYE12 – 09 – Baskeyfield (Animal Welfare) – use of Union cell phone during work hours *Settled*
- AFSCME Grievance FYE11 – 04 – Woods (Sanitation) – disputing termination
- AFSCME Grievance FYE10 – 06 – AFSCME Local 2875 – disputing the City hiring contract laborers *Waiting on movement from AFSCME*

***C. Collective Bargaining***

- Held two (2) negotiation sessions with AFSCME
- Held one (1) consultation meeting with IAFF
- Prepared Tentative Agreement packet for the FOP members to vote on FYE13 contract
- Reached a contract settlement with the FOP for FYE13

***D. Administrative Support***

- Processed 2012 Monthly Department Report
- Compiled and distributed September 2012 City Newsletter
- Reconciled expense accounts and processed invoices
- Attended/summarized two (2) FY13 Negotiation meetings
- Distributed FYE13 IAFF Contracts
- Updated FOP contract with FYE13 negotiated changes
- Attended/transcribed one (1) IAFF Consultation meeting
- Assisted one (1) United Way event – United Way Cookout at Andrews Park

- Collected/processed United Way Pledge Card donations
- Assisted in preparation of “Secrets to Creating Real Change in Local Government” webinar
- Assisted with advertising Customer Service Training
- Researched tutorials and templates in preparation for migrating Microsoft Office software applications from 2003 to 2010
- Researched clerical testing software applications
- Fielded inquiries intermittently for Compensation Specialist, Benefits Specialist and Safety Manager

## **BENEFITS**

- Processed payroll for Life, Health/Dental and Supplemental Insurance Plans
- Weekly conference calls with Gallagher Benefit Services and UMR reps
- Monthly conference call with UMR Care Management
- Conducted Orientation for Laboratory Technician, two (2) Maintenance Worker I (Line Maintenance), two (2) Crime Intelligence Analysts and twenty-one (21) Firefighter Recruits
- Phone meetings w/UMR – Implementation of Flexible Spending Program
- Responded to 53 benefit inquiries

## **COMPENSATION**

### **A. Personnel actions processed:**

- Twenty-eight (28) employees hired:
  - 1 – Utilities/Water Reclamation – Laboratory Technician
  - 1 – Utilities/Water Line Maintenance – Maintenance Worker I
  - 1 – Utilities/Sewer Line Maintenance – Maintenance Worker I
  - 2 – Police/Administration – Crime Intelligence Analyst
  - 21 – Fire/Suppression – Firefighter Recruits
  - 2 – Parks and Recreation/Recreation – Special Instructor I
- Twelve (12) employees terminated employment:
  - 1 – Finance/Information Systems – Telecommunications Administrator
  - 2 – Public Works/Fleet – Public Works Superintendent, Automotive Service Technician
  - 1 – Public Works/Traffic – Public Works Supervisor
  - 2 – Utilities/Water Reclamation – Administrative Technician III, Laborer
  - 2 – Police/Patrol – Police Officer, Police Sergeant
  - 4 – Parks and Recreation/Recreation – Special Instructor I

### **B. Compensation/Benefit Surveys:**

- Conducted one Compensation and Benefit Survey for Knoxville, TN

## **RECRUITMENT**

Accepted applications for the following positions:

- Call Taker (PPT), Police/Emergency Communications Bureau
- Kennel Attendant, Police/Animal Welfare
- Fire Inspector, Fire Department
- Special Instructor, Parks & Recreation/Irving & Whittier Recreation Center
- Recreation Technician, Parks & Recreation/Senior Citizen's Center
- Golf Course Attendant, Parks & Recreation/Westwood Golf Course
- Utility Coordinator, Public Works/Engineering
- Printing Services Operator I, Finance/Printing Services Division
- Tennis Shop Attendant, Parks & Recreation/Westwood Tennis Center
- Administrative Technician III, Utilities/Water Reclamation Facility
- Public Works Supervisor, Public Works/Fleet Management
- Public Works Supervisor, Public Works/Traffic Control

### **Recruitment & Hiring Statistics:**

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	410	Written Exams	0
Phone	505	Practical Testing/Assessment Center	1
Mail	275	Panel Board Interviews	5
Email	195	Promotion Board	0
Total Subscribers on E-mail Vacancy List	1,703	Oral Interviews	7
Total Visits to City of Norman HR website	3,207	Hiring Board	0

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Background Investigations	9	Advertisements Placed	6
Pre-Employment Drug Screens	3	Applications Received	80
Pre-Employment Physicals	3	Job Announcements Emailed	48
Pre-Employment OSBI	5	Job Announcements to CON Depts.	245

## **TRAINING & DEVELOPMENT**

Conducted makeup sessions in Workplace Harassment Refresher training. All full-time and part-time City employees have participated in the refresher training.

Provided three-day Waste Water Process Monitoring course for nine (9) employees in Utilities/Line Maintenance through the Center for Municipal Excellence.

## **SAFETY**

Safety Activities during September 2012:

- Held seven (7) safety meetings
- Held two (2) OSHA 30-hour Outreach classes for a total of ten (10) participants
- Held two (2) Return-to-Work meetings

### Recordable Injuries – 11

Employee	Nature of the injury	Activity	Prognosis
Fire/Suppression	Strain/Sprain to back	Lifting patient	Medical Care, returned to work
Fire/Suppression	Strain/Sprain to wrist	Lifting a water cooler off of a truck	Under Medical Care
Police/Patrol	Whiplash from vehicle collision	Drunk driver collided with stationary PD unit	Under Medical Care
Police/Patrol	Irritation to arms- Poison Ivy	Rescuing injured from vehicle accident	Medical Care, returned to work
Police/Patrol	Irritation to arms- Poison Ivy	Rescuing injured from vehicle accident	Medical Care, returned to work
Police/Patrol	Laceration to hand	Cut on broken window glass while apprehending suspect	Medical Care, returned to work
Police/Patrol	Strain/Sprain to knees	Injured during altercation while apprehending suspect	Under Medical Care
Police/Patrol	Strain/Sprain to fingers	Injured during altercation while apprehending suspect	Medical Care, returned to work
Police/Patrol	Contusions/ lacerations to ankle/thigh/ knee	Fell off bicycle while on patrol	Medical Care, returned to work
Public Works/Streets	Torn Anterior Cruciate Ligament	Tripped while getting out of skid loader	Under Medical Care
Public Works/Traffic	Strain/Sprain shoulder	Cumulative trauma	Medical Care, returned to work

### Vehicle Collisions – 0

Cumulative number of Vehicle Collisions of the indicated year					
2012	2011	2010	2009	2008	2007
12	13	26	31	38	16

Cumulative number of damaged vehicles of the indicated year					
2012	2011	2010	2009	2008	2007
71	69	96	104	102	59

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



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**September Report**  
**(Submitted October 12, 2012)**

**LIST OF PENDING CASES:**

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

**UNITED STATES DISTRICT COURT**

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

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

Barnes and Barnes v. City of Oklahoma City et al., CIV-10-1338 D (K)

This lawsuit was filed on December 10, 2010 against the City of Oklahoma City and a number of its employees. An Amended Complaint adding the City of Norman and three of its employees at defendants. On June 22, 2011, the plaintiffs voluntarily dismissed two of the individual City employees. On October 3, 2011, the court granted summary judgment in favor of the City. On November 3, 2011, the court granted the final individual City employee's motion to dismiss. Because the plaintiffs' appeal time did not begin to run until after their claims against the City of Oklahoma City defendants were resolved, this case remained on the monthly report. On August 15, 2012, the plaintiffs voluntarily dismissed their claims against the City of Oklahoma City defendants and their appeal time expired on September 15, 2012. Because the plaintiffs' appeal time has expired, this case will no longer appear on the monthly report.

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

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

**OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS**

Buckmaster v. City of Norman, CJ-2010-505 BH; S.Ct. 110216 (W, M)

City v. IAFF, CV-2011-48 L. S.Ct #109447 (P, K)

Bess Hood v. The Board of Adjustment of Norman, OK, SD – 110087; S.Ct. 110087 (W)

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

**COURT OF CRIMINAL APPEALS**

City of Norman v. Douglas Rogers Johnson, M-2010-1070; CM-2010-566 (K, S)

This case arises out of a municipal court conviction for public intoxication. The defendant has exhausted his appeals and a motion to enforce has been filed in municipal court. The case will now proceed though the normal municipal court collection process and will no longer appear on the monthly report.

**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)

Chavez v. City of Norman, CJ-2010-2021 R (K)

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

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

***B. Condemnation Proceedings***

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

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

Arvest v. Hayes, CJ 2012-1304 (M)  
Foreclosure action filed on August 22, 2012. The City is due \$3,000 on a CDBG Loan.  
Liberty v. Botkin, CJ 2012-1322 (M)  
Bank of Oklahoma v. AGLC, et al., CJ-2011-14 (K)  
Nationstar v. Borrego, CJ 2012-419TS (M)  
O'Brien v. Milligan, et al., CJ 2012-978 (M)  
US Bank v. Mast, CJ 2011-2182 L (M)

***D. Municipal Court Appeals***

***E. Small Claims Court***

Kerr v. City of Norman, SC-2012-3734 (K)  
This Small Claim arises out of a denial of a tort claim. The issue was set to be heard before Cleveland County Small Claims Court on October 2, 2012. Mr. Kerr did not appear and the small claim was dismissed. This case will no longer appear on the monthly report.

***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 FYE12-09 – (Baskeyfield – Cell Phone)  
This grievance was scheduled for arbitration on October 2, 2012. It was settled on September 28, 2012, and will no longer appear on the monthly report.

AFSCME Grievance FYE 13-02 – (Hodges – Unfair punishment)

This grievance was settled at the city manager level and will no longer appear on the monthly report.

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

AFSCME Grievance FYE13-04 – (Henderson – Written Reprimand)

This grievance was settled at the department head level and will no longer appear on the monthly report.

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

FOP Grievance FYE11 – (Keene – Termination). *See also* PERB #ULPC-503

The arbitrator denied Keene's grievance. This grievance will no longer appear on the monthly report

FOP Grievance FYE13 – (McKenna - Suspension without pay)

IAFF Grievance FYE11 – (IAFF - Merit Increases) Held in Abeyance. *See also* City v. IAFF, CV-2011-48 L. S.Ct #109447

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

NonUnion – (Betts – harassment)

***B. Public Employees Relations Board (PERB)***

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

PERB Charge #00478 (FOP/Terry v. City of Norman) – FYE09 Failure to comply with grievance arbitration award to reinstate with back pay. (Pu, K) All cases that involve John Terry have been resolved. Consequently, this case will no longer appear on the monthly report.

PERB Charge #2010-PPC-019 (AFSCME v. City of Norman and John Bowman) - FYE11 Violation of MECBA §51-208(A), (B)(1)(2) & (5) – Prohibited Practice Charge. This case has been resolved and will no longer appear on the monthly report.

PERB Charge #2011-ULPC-503 (FOP v. City of Norman (Keene)) – FYE11 Violation of 11 O.S. §§ 51-102(6a)(1) and 51-102(6a)(5) Termination from employment. This case has been resolved and will no longer appear on the monthly report.

***C. Equal Employment Opportunity Commission (EEOC)***

***D. Oklahoma Corporation Commission***

**MEDIATION PROGRAM**

For the month of September, 2012, the Early Settlement Norman Mediation Program accepted 60 new cases, closed 28 cases and conducted 10 mediations.

## **MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through September 30, 2012. 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		35	57		9	12	
NOV	433	493		6	27		10	12	
DEC	551	495		28	83		11	9	
JAN	668	582		35	36		14	15	
FEB	509	555		20	58		11	15	
MAR	671	585		21	85		14	12	
APR	480	627		1	62		10	16	
MAY	561	672		23	84		15	17	
JUNE	582	620		32	48		9	10	
TOTALS / YTD	6623	6616	1783	249	721	248	149	162	51

In September 2012, juveniles provided 231 hours of community service worked through our Juvenile Community Service Program to various local, non-profit agencies. Of these hours, 155 hours valued at \$1,123.75, if paid at minimum wage, were devoted to City of Norman parks and other projects.

## **WORKERS' COMPENSATION COURT**

The total number of pending cases is 26. There were two new cases filed in September. There are two cases appealed to the Oklahoma Supreme Court. Two settlement cases were before Council on September 25, 2012 and four cases were before Council on October 9, 2012, for consideration. 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	11	3	10	6	10
Parks/Rec.	Recreation					

Parks/Rec.	Park Maintenance			1	2	
Police	Animal Control					1
Police	Patrol	1			2	1
Police	Records					
Police	Administration	1		2		5
Public Works	Street Maintenance	1			5	1
Public Works	Traffic Control	1		2	1	
Public Works	Vehicle Maintenance					1
Public Works	Stormwater	1				
Utilities	Line Maintenance	7		1	6	1
Utilities	Sanitation			1	4	4
Utilities	Water/WW Treatment	2			3	3
Utilities	HCO	1				
<b>TOTALS</b>		<b>26</b>	<b>3</b>	<b>15</b>	<b>33</b>	<b>27</b>

***List of Pending Cases (S)***

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

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

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

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

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

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

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

The Workers' Compensation Court awarded consequential right shoulder compensability in this case on September 21, 2012. The City appealed this decision to the Oklahoma Supreme Court on October 9, 2012.

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

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

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

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

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

Duren, Steven D. v. City of Norman, WCC 2011-13882 Y  
(Firefighter, Hearing Loss)

Duren, Steven D. v. City of Norman, WCC 2011-13883 A  
(Firefighter, Back)

These two claims were settled and Council approved the settlement amounts at the Agenda Meeting on October 9, 2012.

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

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

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

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

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

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

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

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

Minor, Janie v. City of Norman, WCC 2012-05528 K  
(PD Property/Custody – Back)

This claim was settled and Council approved the settlement amount at their regularly scheduled Agenda Meeting on September 25, 2012.

Porter, Brenton W. v. City of Norman, WCC 2011-13850 K  
(Firefighter, Left Shoulder)

This claim was settled and Council approved the settlement amount at their regularly scheduled Agenda Meeting on September 25, 2012.

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

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

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

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

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

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

Wilson, Jason R. v. City of Norman, WCC 2011-10687 A

(Fire, Firefighter, Right Rotator Cuff)

Wilson, Jason R. v. City of Norman, WCC 2012-02028 K

(Fire, Cumulative Spine)

These claims were settled and Council approved the settlement amounts at their regularly scheduled Agenda Meeting on October 9, 2012.

### **SPECIAL CLAIMS**

There were 4 new claims forwarded to the City Attorney's Office in September, 2012. The following is a breakdown of the Special Claims activity through September 30, 2012.

<b><u>DEPARTMENT</u></b>	<b><u>FYE 13</u></b> <b><u>Month</u></b>	<b><u>FYE 13</u></b> <b><u>To Date</u></b>	<b><u>FYE 12</u></b>	<b><u>FYE 11</u></b>	<b><u>FYE10</u></b>
Animal Control			2		
City Clerk					
Code Enforcement					
PW-Engineering				1	
Finance (meter covers)				1	
Fire			2	2	2
Fleet					
Human Resources					
Legal			1		
Utilities-Sewer & Line Maintenance	1	1	4	21	16
Parks			3	1	2
Planning					
Police		3	7	4	12
Public Works-Traffic	1	1	11		
Road & Channel					
Utilities-Sanitation	1	2		1	11
Streets			4	7	18
Utilities	1	3	24	3	
Utilities-Waste Water (runoff water)					
Other				7	13
<b>TOTAL CLAIMS</b>	<b>4</b>	<b>10</b>	<b>58</b>	<b>48</b>	<b>74</b>

<b><u>CURRENT CLAIM STATUS</u></b>	<b><u>FYE 13</u></b> <b><u>To Date</u></b>	<b><u>FYE 12</u></b>	<b><u>FYE 11</u></b>	<b><u>FYE 10</u></b>
Claims Filed	10	58	48	74
Claims Open and Under Consideration	7	7	1	0
Claims Not Accepted Under Statute/Other	0	0	8	16
Claims Paid Administratively	1	22	14	13
Claims Paid Through Council Approval	0	11	5	8

Claims Resulting in a Lawsuit for FY12	0	0	1	0
Claims Barred by Statute (No Further Action Allowed)	0	12	18	37
Claims in Denied Status (Still Subject to Lawsuit)	2	13	1	0

**UNIVERSITY NORTH PARK TIF**

City staff has received the deed to Legacy Park, and anticipate the Final Plat will be filed soon. Legacy Park will be bid upon the filing of the Plat.

**MUNICIPAL COURT    7**

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

**CASES FILED**

	<u>SEPTEMBER</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,157		4,387	1,188		4,163
Non-Traffic	318		1,049	388		1,189
SUB TOTAL	1,475		5,436	1,576		5,352
Parking	652		1,917	1,078		1,991
<b>GRAND TOTAL</b>	<b>2,127</b>		<b>7,353</b>	<b>2,654</b>		<b>7,343</b>

**CASES DISPOSED**

	<u>SEPTEMBER</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	1,269		4,344	1,282		4,423
Non-Traffic	335		1,036	377		1,087
SUB TOTAL	1,604		5,380	1,659		5,510
Parking	397		1,299	622		1,484
<b>GRAND TOTAL</b>	<b>2,001</b>		<b>6,679</b>	<b>2,281</b>		<b>6,994</b>

**REVENUE**

	<u>SEPTEMBER</u>	<u>FY13</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY12</u>	<u>Y-T-D</u>
Traffic	120,122		382,767	124,860		391,447
Non-Traffic	45,522		161,515	58,722		188,221
SUB TOTAL	165,644		544,282	183,582		579,668
Parking	11,649		36,094	18,600		45,435
<b>GRAND TOTAL</b>	<b>177,293</b>		<b>580,376</b>	<b>202,182</b>		<b>625,103</b>



**SEPTEMBER 2012  
PARK PLANNING DIVISION  
MONTHLY REPORT**

Park Planning Activities for the month included:

Little Axe:

Staff is monitoring the ball field fence replacement project at Little Axe Park. The work will take approximately 90 days to complete; and includes complete removal of all old fencing and construction of new posts, fence fabric, gates and associated hardware on base lines, dugouts, outfields and backstops at all three fields currently contracted for use by the Little Axe Youth Sports Association. All fence fabric and top rail and posts have been removed. Repairs to the dugout and backstop structures are being done. Site grading and new posts have begun to be set; and new fence fabric will be installed by the end of next month.

NE Lions Park:

Staff monitored the contractor who constructed the parking lot addition at NE Lions Park. The project added 15 spaces to the park, with room for future expansion, if needed. This park gets a large amount of traffic at certain times of the day and year, since it is home to a disc golf course that often hosts small tournaments and a large fishing pond, which hosts the annual trout derby for the Parks and Recreation Department each spring. The City of Norman traffic division installed signs and striped the new lot, and the contractor installed parking blocks on the north edge of the new lot. Final grading will be done and sod will be installed as weather permits.

Sprayparks:

Staff began the process of winterizing the splash pads at Andrews and Colonial Estates Parks after the Labor Day weekend. The water features were shut down; and both parks will re-open next year on Memorial Day Weekend.

Main Street Landscape:

Staff is finalizing the landscape plan for the new Main Street & I-35 bridge structure for ODOT to include in the bid packet for that project. Also, staff has begun identifying areas of the landscape islands east of I-35 which can be re-planted once the OG&E contractors are done replacing the street lights in this area.

Saxon Community Park:

Staff met with the engineer for the John Saxon Jr. Memorial Community Park entry road and parking lot project. City of Norman engineering has reviewed the plans for the project and made comments, which were addressed by the project engineer. Once final notes are taken care of in the plans, staff will prepare a bid packet for this project, to be awarded this fall.

Park Planning:

Staff has worked on a presentation for the next group of park plans for improvements to be funded by the park land development fees as approved by the citizens of Norman in the April, 2011 Charter Amendment vote. The plans for Colonial Estates, Colonial Commons, Sunrise and Adkins Crossing Parks will be presented at the meeting of the Board of Park Commissioners in October; after which, the public comments will be used to guide our final design decisions and construction of the improvements at each park will begin. A similar process will be used at the next parks on the list, until all funds are designated for expenditure at their assigned parks.

Griffin Park:

Staff monitored the contractor hired to install a chain link fence along the southern edge of the football/soccer fields at Griffin Park along Robinson Street. The existing fence removed in that area of the park was 3-foot high pipe rail fence which mainly served to keep vehicles from driving into the park. Recently, there has been a marked increase in the use of that field by soccer teams; which has translated into an increase in stray kicked balls leaving the field of play and rolling towards Robinson Street. The new fence is a 6-foot high chain link fence, which will form a continuous barrier that will create a much safer situation by keeping balls from rolling out towards or even onto Robinson Street.

**SEPTEMBER 2012  
RECREATION DIVISION  
MONTHLY REPORT**

**Senior Citizens Center:** There were five rentals at the center this month with 375 in attendance. Twenty-nine seniors participated in the trip to the Oklahoma Aquarium in Jenks this month. The seniors are planning a trip to the Chickasaw Cultural Center in October. There are currently 30 seniors signed up with a waiting list. There were 865 seniors who participated in variety of activities this month at the center including fitness, dominoes, bridge and ceramics.

**Little Axe Community Center:** There were five rentals at the facility this month with 210 in attendance. There were 175 transactions at the library kiosk this month and the food donations from Country Boy Markets provided food to 492 individuals. The Head Start program is currently full and they have a waiting list. The average daily attendance was 15. The playground areas, basketball goals, and disc golf course are used daily by the general public.

**12th Avenue Recreation Center:** There were eight rentals this month with 700 in attendance. Karate, Jazzercise, Zumba, Gymnastics, Kung Fu and Tai Jitsu began their fall sessions. The after school program continued this month with children participating from Eisenhower Elementary School. The program has an average daily attendance of 42 children. The 2012 Open Adult and Church basketball league began registration for their fall session. Currently there are 9 teams registered.

**Irving Recreation Center:** The after school program continued this month with 19 children enrolled from Kennedy and Washington Elementary schools. The center has begun "Fun Fridays" where children watch a movie and may purchase concession items. The center was host to the Junior Jammer Volleyball games this month on Wednesday nights. Kids in the Kitchen began this month. The children learn kitchen safety and how to make delicious snacks and appetizers. A class called "Tye Dye Kids" was also held and the kids enjoyed dying their shirts and even socks. The Tippi Toes Dance class continues at the center.

**Whittier Recreation Center:** The Junior Jammer Volleyball League concluded this month. This was the first time to have a fall league and there were 6 teams with 60 participants. The Junior Jammer Basketball League began and concluded registration this month. There will be 73 teams with approximately 650 children participating this season. Games will begin in October with teams playing at Whittier and Irving Recreation Centers and at Harvest Church. The after school program continues with children from both Truman and Jackson Elementary Schools.

**FACILITY ATTENDANCE:**

	MONTH	YEAR TO DATE
Senior Citizens Center (includes congregate meals)	1,910	6,310
Little Axe Community Center	1,457	4,844
12th Avenue Recreation Center	2,460	6,797
Irving Recreation Center	894	3,887
Whittier Recreation Center	3,156	6,053
Reaves Center	300	900
Tennis Center	3,347	13,492

## SEPTEMBER 2012 PARK MAINTENANCE DIVISION

Park Maintenance crews performed routine maintenance including, trash removal, mowing, trimming, flower bed and median maintenance and tree watering. Ballfield preparation continued for Fall Baseball/Softball Leagues and crews prepared the 6 outfield areas for use by the Norman Optimist Club Football teams. Park Maintenance crews and the Vector Control officer continued to monitor the mosquito count population and larvicide as needed.

<b>SAFETY REPORT</b>	<b>FYE-13MTD</b>	<b>FYE-13YTD</b>		<b>FYE-12MTD</b>	<b>FYE-12YTD</b>
On-The-Job Injuries	0	5		0	2
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man Hours MONTH-TO-DATE</b>	<b>YEAR-TO-DATE</b>		<b>Total Man Hours MONTH-TO-DATE</b>	<b>YEAR-TO-DATE</b>
Mowing	222.00	441.50		213.50	573.50
Trim Mowing	1013.00	2905.00		634.00	2573.50
Chemical Spraying	166.00	317.00		72.00	195.00
Fertilization	0.00	0.00		8.00	8.00
Tree Planting	0.00	25.50		0.00	0.00
Tree & Stump Removal	271.50	697.50		68.00	135.00
Tree Trimming/Limb Pick-Up	4.25	136.25		24.00	248.50
Restroom/Trash Maintenance	318.50	1026.50		301.00	1249.00
Play Equipment Maintenance	163.00	542.50		136.00	398.00
Sprinkler Maintenance	239.50	1238.75		195.00	858.50
Watering	59.00	433.00		168.25	688.25
Grounds/Building Maintenance	10.00	21.00		14.00	30.50
Painting	0.00	0.00		8.00	8.00
Planning Design	0.00	0.00		8.00	8.00
Park Development	6.00	14.00		0.00	21.50
Special Projects	163.25	1241.50		257.50	577.00
Nursery Maintenance	0.00	0.00		0.00	16.00
Flower/Shrub Bed Maintenance	37.00	181.00		99.00	303.00
Seeding/Sodding	0.00	0.00		0.00	0.00
Ballfield Maintenance/Marking	0.00	0.00		46.00	46.00
Fence Repairs	0.00	40.00		24.00	36.00
Equipment Repairs/Maintenance	217.00	588.25		182.50	530.75
Material Pick-Up	6.50	25.00		31.00	75.50
Miscellaneous	61.50	311.00		156.00	477.50
Shop Time	16.00	77.00		15.00	29.00
Snow/Ice Removal	0.00	0.00		0.00	0.00
Christmas Lights	0.00	0.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	0.00	2.00		0.00	2.00
Graffiti Clean-Up	0.00	1.00		0.00	7.00

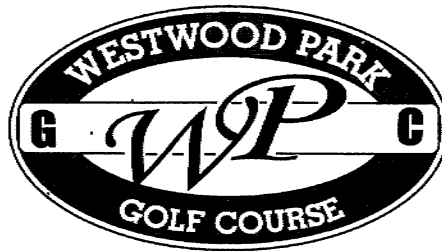
September 2012  
COMMUNITY SERVICE PROGRAM  
MONTHLY REPORT

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

	Municipal Court				Outside Agency				Total			
	Clients		Hours		Clients		Hours		Clients		Hours	
	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
Animal Control	1	2	4.00	35.00		9		284.75	1	11	4.00	319.75
Building Maintenance												
City Clerk												
City Controller												
Compost Facility												
Code Enforcement												
Fleet Management												
Finance												
Firehouse Art Center												
Legal												
Municipal Court												
Park Maintenance												
Personnel												
Police												
Recreation												
Sanitation												
Sewer & Water												
Westwood Golf												
Westwood Pool												
Print Shop												
Public Works												
Payroll												
Engineering												
Hourly Wage Value				\$7.25				\$7.25				\$7.25
Value of hours Month				\$29.00								\$29.00
Value of hours Y-T-D				\$253.75				\$2,064.44				\$2,318.19

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

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 8A**



SEPTEMBER 2012

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPTEMBER FY'13	SEPTEMBER FY'12
Regular Green Fees	785	1217
Senior Green Fees	200	315
Junior Fees	148	97
School Fees ( high school golf team players)	0	2
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	275	310
Employee Comp Rounds	208	257
Golf Passport Rounds	0	71
9-Hole Green Fee	113	224
2:00 Fees	88	146
4:00 Fees	203	321
6:00 Fees	53	85
PGA Comp Rounds	2	8
*Rainchecks	10	19
Misc Promo Fees (birthday fees, players cards, OU student fees, Military, player pass)	762	548
Green Fee Adjustments (fee difference on rainchecks)	4	12
<b>Total Rounds</b> (*not included in total round count)	<b>2841</b>	<b>3613</b>
% change from FY '12	-21.37%	
<b>Range Tokens</b>	<b>3067</b>	<b>3880</b>
% change from FY '12	-20.95%	
18 - Hole Carts	146	244
9 - Hole Carts	59	95
1/2 / 18 - Hole Carts	1203	1530
1/2 / 9 - Hole Carts	244	395
<b>Total Carts</b>	<b>1652</b>	<b>2264</b>
% change from FY '12	-27.03%	
18 - Hole Trail Fees	1	6
9 - Hole Trail Fees	1	1
18 - Hole Senior Trail Fees	1	2
9 - Hole Senior Trail Fees	1	6
<b>Total Trail Fees</b>	<b>4</b>	<b>15</b>
% change from FY '12	-73.33%	
<b>TOTAL REVENUE</b>	<b>\$79,947.56</b>	<b>\$90,205.10</b>
% change from FY '12	-11.37%	

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

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

**FINANCIAL INFORMATION**

	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2012</b>	<b>FY 2012</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$43,500.84	\$178,279.33	\$47,225.68	\$168,856.90
Driving Range	\$10,288.74	\$34,797.92	\$12,009.63	\$31,703.68
Cart Rental	\$25,217.17	\$98,347.20	\$27,610.59	\$96,270.89
Restaurant	\$887.83	\$2,791.68	\$883.87	\$2,713.57
Insufficient Check Charge	\$25.00	\$100.00	\$50.00	\$100.00
Interest Earnings	\$27.98	\$123.68	\$2,425.33	\$2,607.60
Golf Cart Advertisement	\$0.00	\$0.00	\$0.00	\$400.00
<b>TOTAL INCOME</b>	<b>\$79,947.56</b>	<b>\$314,439.81</b>	<b>\$90,205.10</b>	<b>\$302,652.64</b>
Expenditures	\$84,757.58	\$280,916.37	\$90,910.56	\$287,194.59
Income vs Expenditures	<b>(\$4,810.02)</b>	<b>\$33,523.44</b>	<b>(\$705.46)</b>	<b>\$15,464.05</b>
Rounds of Golf	2841	11188	3613	11687

Drought continues to be a major issue this year. Handwatering of greens, supplemental watering of manual irrigation areas, and watering of recently planted trees with two watering trailers, continue. Additionally, increased use of irrigation equipment results in increased maintenance and repair.

Routine September maintenance practices include:

Daily greensmowing, cup changing (putting green hole relocation), handwatering of putting green dry spots, trash pick up, restroom maintenance, as well as manual valve irrigation of 10 acres. Additionally, we rake sand bunkers daily. The tree farm irrigation was repaired as well.

Weekly, we mow tees, fairways and aprons two times. Roughs are mowed once weekly. Buffer zones around water features are mowed once a week. Peripheral areas are mowed as needed.

September is an active month for agronomic practices. Aerification of the putting greens is a very labor intensive practice which sees 1/2 inch holes on 2 inch centers punched on 3 acres of putting greens, with 75 tons of golf course sand evenly spread over those 3 acres. The sand is then drag into the holes with metal drags and finished with a drag broom. This is a 3 day process which takes all hands. A product to treat black layer is also applied at aerification. Black layer is an anaerobic condition in a soil profile that can be harmful or fatal to turf. Plugs or cores, are used for erosion control throughout the course. In addition, all end of season nutrient applications are made to warm season grasses. Additional agronomics include fertilizing cool season turf including greens and all fescue areas. A fungicide and insecticide application was made for the greens as well as a wetting agent. A few of trees were lost this summer. They will be removed as time allows. The patio was spruced up for an upcoming tourney. Grooved rollers were reattached to all greens mowers. This effectively lowers the height of cut, aiding in greens recovery. A bumper crop of horse apples has been generated. This requires weekly cleanup.

Drains were replaced in sand traps on 1 green, 1 fairway, 16 fairway and 16 green. In addition we grind up clumped native soil to use in our landscape improvements using a rototiller.

# SEPTEMBER 2012 WESTWOOD POOL MONTHLY REPORT

Westwood Pool closed for the season August 19th.

## FINANCIAL INFORMATION

	<b>FY2013 MTD</b>	<b>FY2013 YTD</b>	<b>FY2012 MTD</b>	<b>FY2012 YTD</b>
Admission Fees	\$424.00	\$50,277.25	\$1,251.00	\$50,175.50
Waterslide Fees	-\$400.00	\$12,014.00	\$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	\$2,300.00	\$8,575.00
Locker Fees	\$0.00	\$19.50	\$0.00	\$19.50
Concessions	\$0.00	\$2,580.00	\$0.00	\$2,580.00
<b>TOTAL INCOME</b>	<b>\$24.00</b>	<b>\$80,268.75</b>	<b>\$3,551.00</b>	<b>\$80,480.50</b>
Expenditures	\$5,832.13	\$107,542.24	\$7,505.91	\$110,819.61
<b>Income verses Expenditures</b>	<b>(\$5,808.13)</b>	<b>(\$27,273.49)</b>	<b>(\$3,954.91)</b>	<b>(\$30,339.11)</b>

## ATTENDANCE INFORMATION

	<b>FY 2013 Month to Date</b>	<b>FY 2013 Season to Date (May-Aug 12)</b>	<b>FY 2012 Month to Date</b>	<b>FY 2012 Season to Date (May-Aug 11)</b>
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
<b>TOTAL ATTENDANCE</b>	<b>5184</b>	<b>28358</b>	<b>4570</b>	<b>28053</b>

## **PLANNING AND COMMUNITY DEVELOPMENT**

**9**



## PLANNING DEPARTMENT ACTIVITY September 2012

### ADMINISTRATIVE DIVISION

Staff prepared a Final Report on the high density discussion for presentation to the Community Planning and Transportation Committee on September 24, 2012. After discussion, the Committee requested that staff prepare a draft outline of an ordinance for high density development for presentation at their October meeting.

### Greenbelt Commission

There were three applications submitted for the September Greenbelt Commission meeting: GBC 12-22, Teresa Nugent, located approximately 600 feet east of the intersection of 84<sup>th</sup> Avenue SE and S.H. 9 (south side of road), requesting a Certificate of Survey for McGregor Estates; GBC 12-23, Sassan Moghadam, located approximately 1,200 feet south of the intersection of Flood Ave. and West Robinson St. (west side of road), requesting Preliminary Plat for PB Addition; GBC 12-24, David and Garet Clark, located approximately 1,000 feet south and 1,500 feet east of the intersection of 108<sup>th</sup> Avenue NE and Tecumseh Road, requesting a Certificate of Survey for Clark Ranch. They sent all three forward as submitted, with no comments. The next meeting is October 15, 2012.

### Miscellaneous

	2012 Sept	Oct	Nov	Dec	2012 Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Walk-Ins	80	46	96	69	104	104	112	97	60	60	52	41	71
Email Contacts	231	225	258	235	289	263	333	320	302		277	282	
Lot Line Adjustments	4	3	2	1	0	4	1	1	0	2	2	1	4
Landscape Maint. & Replacement Bonds	2	1	1	2	2	4	1	0	2	2	0	3	1
Board of Adjustment Variance Appl.	1	0	0	2	2	2	2	2	0	1	2	0	1
Legal Notices Sent	20	0	0	56	28	38	67	47	0	47	37	0	11
Planning Commission Applications Rec'd	1	0	2	1	3	7	4	4	6	2	2	7	2
Legal Notices Sent	87	0	82	77	88	14	88	290	327	69	166	212	36
Pre-Development Meeting Appl. Rec'd	3	5	3	3	3	1	6	8	4	3	3	1	1
Notices Sent	51	408	241	90	101	23	304	407	214	135	111	36	86
Sign Permit Appl. Reviewed		15	61	19	26	21	32	26	33	18	35		16
Sign Inspections		2	5		3	6	9		9	3	4		8

## CURRENT PLANNING DIVISION

### Planning Commission – number of applications received

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

During September, submittals for the October 11, 2012 Planning Commission meeting included two Norman rural certificates of survey, five final plats, one alley closure postponed at the September meeting, one request for Special Use for an Office, and one rezoning request with a 2025 Plan amendment and preliminary plat which was postponed at the September meeting. One Pre-Development application was received for the September 27 meeting. During the month of September, twenty-three commercial building applications were submitted for review. Of those applications submitted, Current Planning staff reviewed and approved twelve.

The Planning Commission met in Regular Session on September 13 and approved two final plats, Ordinance No. O-1213-6 for on-premise digital signs, one utility and drainage easement closure, one Special Use for a Bar, one amendment to a setback line and preliminary plat, and one project which included rezoning, a 2025 Plan amendment and preliminary plat. Consideration of a project involving a 2025 Plan amendment, rezoning and preliminary plat, and an application for an alley easement closure were postponed for one month at the request of the applicants. One set of minutes was prepared for the Planning Commission Regular Meeting.

### Board of Adjustment

The Board of Adjustment met on September 26, 2012 and approved one variance application. The next meeting is scheduled for October 24, 2012.

### Miscellaneous

Staff issued 16 sign permits, 38 1 & 2 family permits, 8 food service licenses, 2 model home permits, and conducted 8 inspections. Assisted staff with capital projects management. Prepared the monthly building report. Assisted the public and staff with current planning questions on zoning, signs, development, capital improvements, etc.

## **GEOGRAPHICAL INFORMATION SYSTEM (GIS) DIVISION**

GIS assisted with assessing the readiness of the GIS database to support the Public Safety Software Systems upgrade. We are working with Information Technology Division and the Police Department to address needed upgrades. Staff attended the 15<sup>th</sup> Annual South Central Arc User Group Meeting on September 25<sup>th</sup> at the Moore Norman Technology Center. Three staff members were recognized for their dedication to and support of professional development in the GIS discipline at the Conference.

In addition to the daily activities of updating the GIS database layers, which include zoning, parcels, and utilities, GIS staff filled 54 requests for service that resulted in the production of 240 mapping products. The GIS division did work for 9 of the City's Departments during the month of September, as well as providing information for and staffing of City Council and Planning Commission meetings.



## **DEVELOPMENT SERVICES DIVISION**

### **Construction Activity**

The value of all construction activity permitted in SEPTEMBER of 2012 totaled \$12,401,098, down from \$14,397,243 for the same month last year. A total of 113 permits were issued in SEPTEMBER of 2012 compared to 108 in SEPTEMBER of 2011. The increased number of permits in 2012 is insignificant. The decrease in value is primarily due to new single family, commercial additions/alterations and new commercial construction.

Total new residential permitting activity in SEPTEMBER of 2012 was valued at \$6,141,900 compared to \$5,735,263 in SEPTEMBER of 2011. New single-family detached residential construction in SEPTEMBER of 2012 represented 35 new homes with an average value of \$175,483, compared with 21 new homes in SEPTEMBER of 2011 with an average value of \$263,155. There were no new duplex units in SEPTEMBER 2012 and 2 in SEPTEMBER 2011 valued at \$160,000. There were no new mobile homes in SEPTEMBER 2012 compared with 1 in SEPTEMBER 2011 valued at \$49,000. There were no new multi-family permits in either SEPTEMBER 2012 or SEPTEMBER 2011.

Residential addition/alterations, storm shelters, swimming pools, storage buildings and other miscellaneous residential permits in SEPTEMBER 2012 numbered 56 and were valued at \$902,742 compared to 62 permits valued at \$1,010,710 for SEPTEMBER 2011. The average value in SEPTEMBER 2012 is \$16,120 compared to \$16,302 in SEPTEMBER 2011. The lower number of permits and value is insignificant.

New commercial construction permits in SEPTEMBER of 2012 totaled 9 with a value of \$3,743,456 compared to 7 permits valued at \$747,000 for SEPTEMBER 2011. The number of permits is insignificant. The increase in value is primarily due to the increased scope of the projects permitted in SEPTEMBER 2012 in general.

Commercial Addition/Alteration permits in SEPTEMBER of 2012 totaled 13 with a value of \$1,613,000 compared to 15 permits valued at \$6,904,270 for SEPTEMBER 2011. The number of permits is insignificant. The decrease in value is primarily due to public school projects in SEPTEMBER 2011 valued at \$6,080,270.

## SEPTEMBER 2012 CONSTRUCTION REPORT

## Construction Activity Summary for September 2012

Permit Type	No. of Permits		No. of Units		Const. Value		Average Value	
New Residential (sing fam, mob homes, dupl)		35		35	\$	6,141,900	\$	175,483
New Multi-Family		0		0	\$	-	\$	-
New Non-Residential		9		N/A	\$	3,743,456	\$	415,940
Add/Alter Residential (All)		56		N/A	\$	902,742	\$	16,120
Add/Alter Non-Residential		13		N/A	\$	1,613,000	\$	124,077
Total Construction Permits/Value		113		35	\$	12,401,098		
Detailed Permit Activity	Calendar Year 2012		Calendar Year 2011				2011	
Residential Activity	September	YTD	September	YTD			Total Year	
Single Family Permits	35	314	21	325			356	
Total Construction Value	\$ 6,141,900	\$ 50,792,354	\$ 5,526,263	\$ 52,847,689			\$ 66,944,719	
Avg Construction Value	\$ 175,483	\$ 161,759	\$ 263,155	\$ 162,608			\$ 188,047	
Single Family Attached Permits	0	0	0	0			0	
Total Construction Value	\$ -	\$ -	\$ -	\$ -			\$ -	
Avg Construction Value	\$ -	\$ -	\$ -	\$ -			\$ -	
New Mobile Home Permits	0	7	1	4			8	
Total Construction Value	\$ -	\$ 336,500	\$ 49,000	\$ 185,000			\$ 307,359	
Duplex Permits	0	8	2	2			4	
Number of Units	0	8	2	2			4	
Total Construction Value	\$ -	\$ 770,000	\$ 160,000	\$ 160,000			\$ 342,000	
Avg Construction Value per Unit	\$ -	\$ 96,250	\$ 80,000	\$ 80,000			\$ 85,500	
Multi-Family Permits	0	45	0	0			0	
Number of Units	0	700	0	0			0	
Total Construction Value	\$ -	\$ 25,475,736	\$ -	\$ -			\$ -	
Avg Construction Value per Unit	\$ -	\$ 36,394	\$ -	\$ -			\$ -	
New Residential Units	35	1029	24	331			368	
New Residential Value	\$ 6,141,900	\$ 77,374,590	\$ 5,735,263	\$ 53,192,689			\$ 67,594,078	
Residential Demo Permits	2	26	0	26			37	
Residential Demo Units	-1	-17	0	-35			-92	
Net Residential Units	34	1012	24	296			276	
Addition/Alteration Permits**	15	158	13	133			171	
Other Permits***	41	683	49	49			558	
Total Construction Value****	\$ 902,742	\$ 12,405,231	\$ 1,010,710	\$ 9,545,407			\$ 12,510,587	
Avg Construction Value	\$ 16,120	\$ 14,751	\$ 16,302	\$ 52,447			\$ 17,161	
Residential Permits	91	1215	86	513			1097	
Residential Value	\$ 7,044,642	\$ 89,779,821	\$ 6,745,973	\$ 62,738,096			\$ 80,104,665	
Commercial Activity								
Commercial Permits	9	79	7	83			104	
Total Construction Value	\$ 3,743,456	\$ 50,293,212	\$ 747,000	\$ 60,977,648			\$ 68,649,818	
Avg Construction Value	\$ 415,940	\$ 636,623	\$ 106,714	\$ 734,670			\$ 660,094	
Addition/Alteration Permits	13	112	15	113			136	
Total Construction Value	\$ 1,613,000	\$ 17,017,991	\$ 6,904,270	\$ 45,553,977			\$ 48,412,557	
Avg Construction Value	\$ 124,077	\$ 151,946	\$ 460,285	\$ 403,133			\$ 355,975	
Non-Residential Value	5,356,456	67,311,203	7,651,270	106,531,625			117,062,375	
Non-Residential Permits	22	191	22	196			240	
Total Construction Value	\$ 12,401,098	\$ 157,091,024	\$ 14,397,243	\$ 169,269,721			\$ 197,167,040	
Total Construction Permits	113	1406	108	709			1337	
Other Permits								
Electrical Permits	81	1037	101	1056			1304	
Heat/Air/Refrigeration Permits	95	1212	149	856			1482	
Plumbing & Gas Permits	115	1236	124	1189			1555	
Foundation Permits	1	9	0	1			4	
Temp Tents/Construction Trailers	1	30	5	24			28	
Demo Permits (Residential)	2	25	0	26			37	
Demo Permits (Commercial)	3	17	2	9			14	
House Moving Permits	5	32	9	41			50	
Sign Permits	15	196	29	206			254	
Water Well Permits	3	26	5	32			38	
Garage Sale Permits	203	1751	291	1864			2294	
Swimming Pool Permits	3	49	4	40			49	
Storage Building Permits	9	94	5	88			117	
Carports	1	7	1	11			18	
Storm Shelter Permits	23	448	34	199			283	
Residential Paving	5	85	5	59			91	
Additional Division Activity								
Miscellaneous/PODS/ROLOFS	4	111	10	141			165	
Lot Line Adjustments	3	11	3	16			21	
Certificates of Occupancy	76	916	103	704			987	
All Field Inspections	1875	19215	1876	11340			16206	

\*\*Count includes: Add/Alt, Fire Rpr, Reprmt

\*\*\*\*Total Construction Value

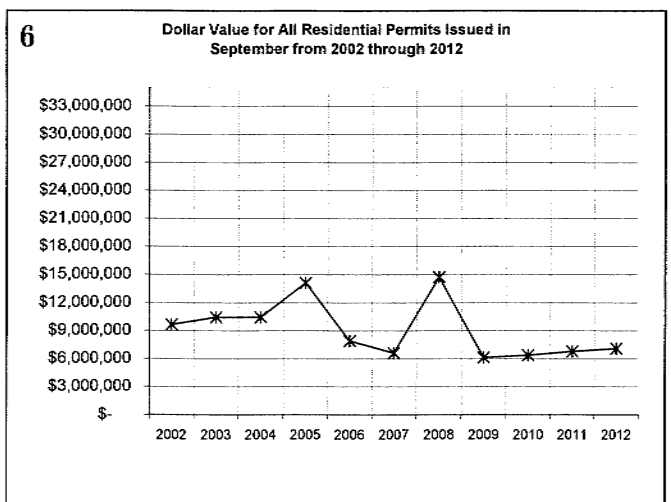
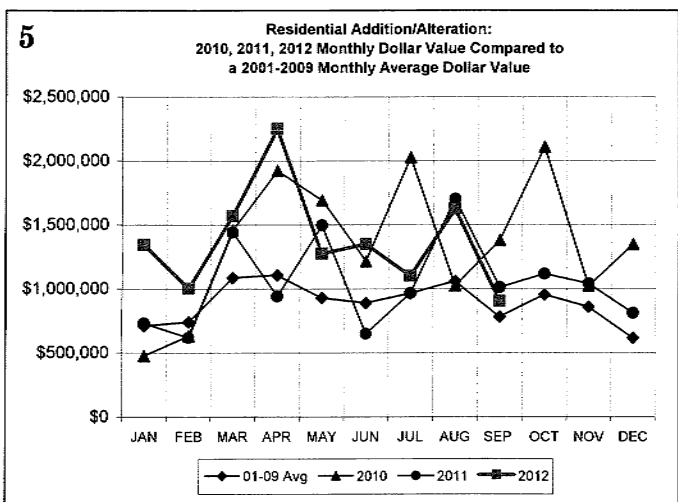
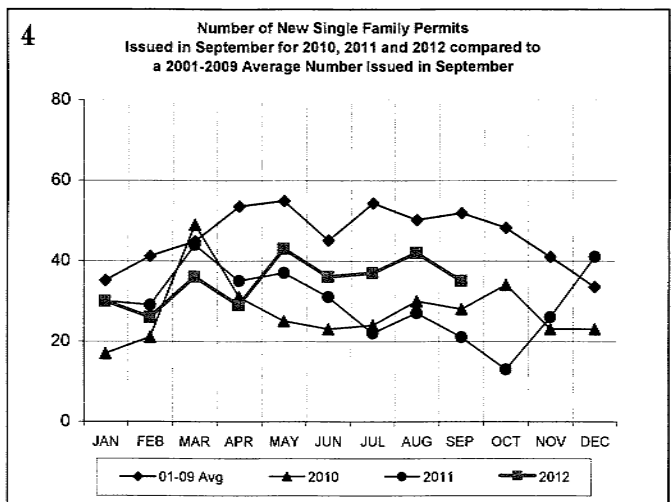
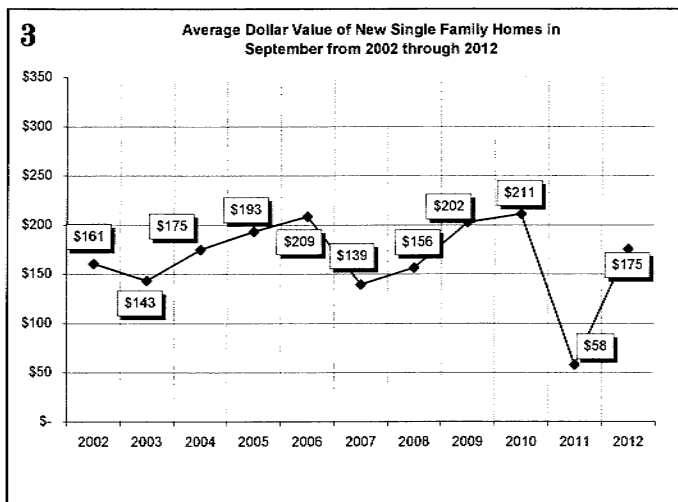
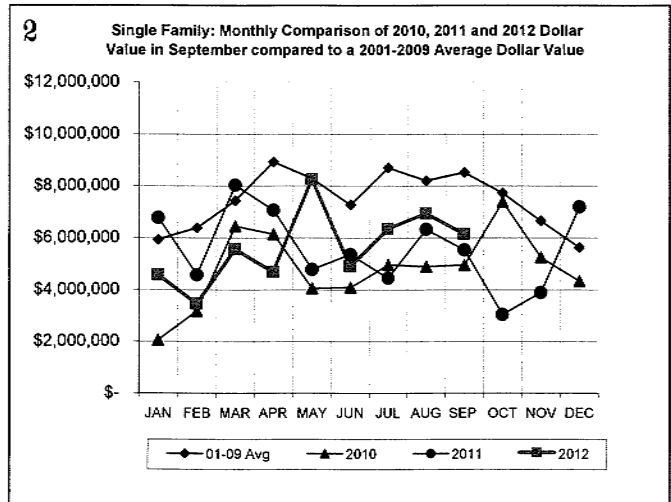
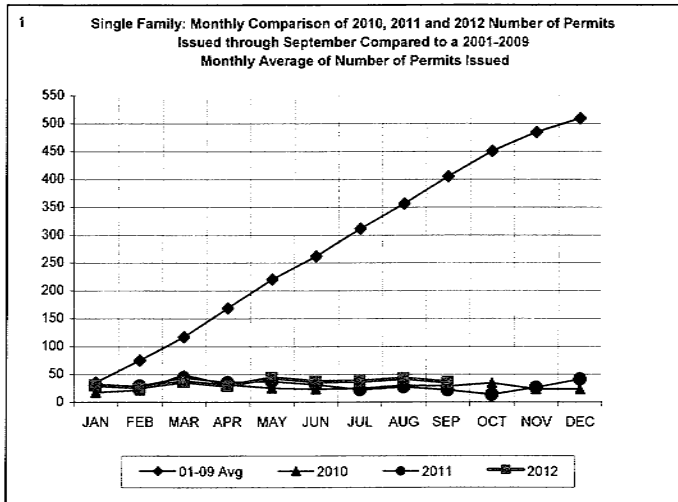
Mobile Homes &amp; Multi-family Add/Alt.

includes permit types listed to the left.

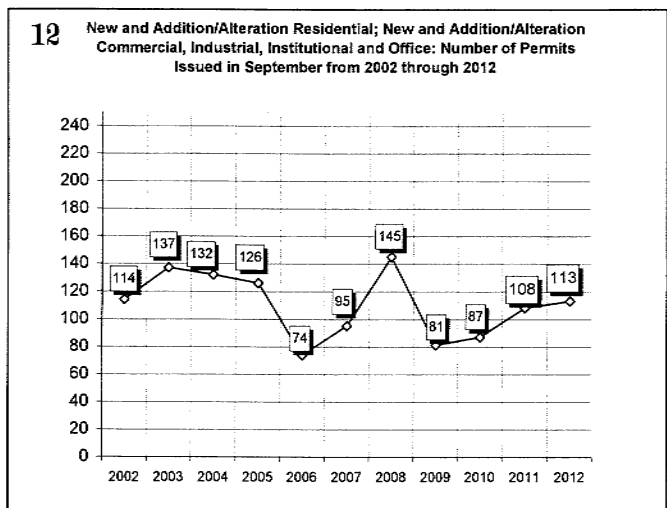
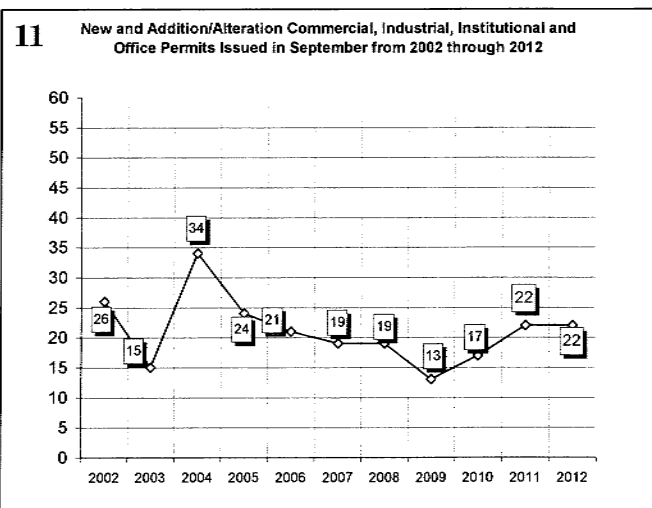
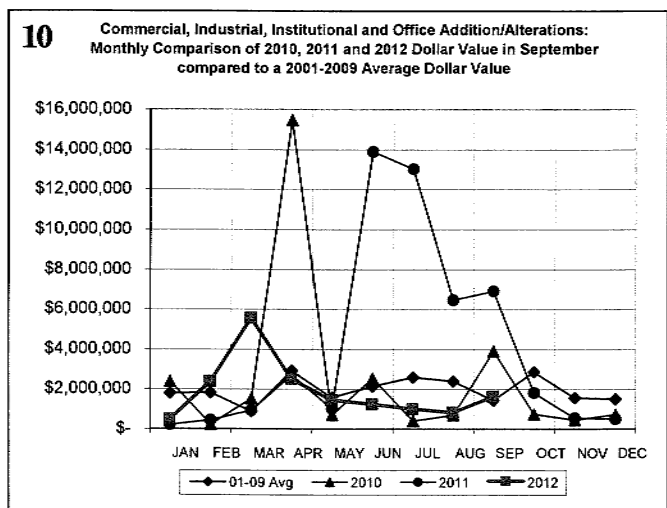
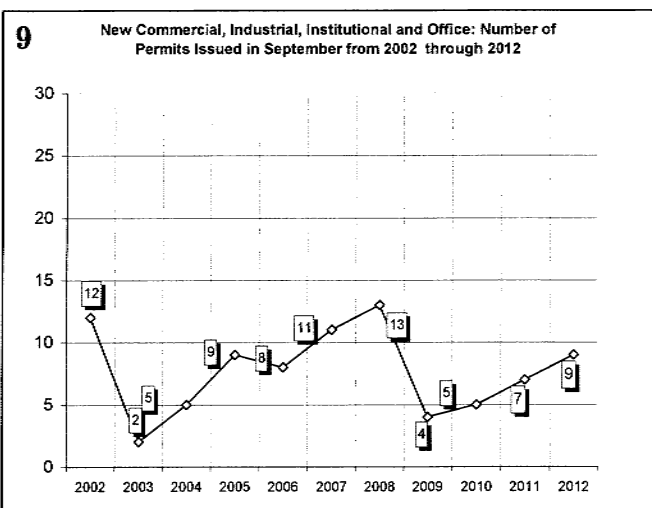
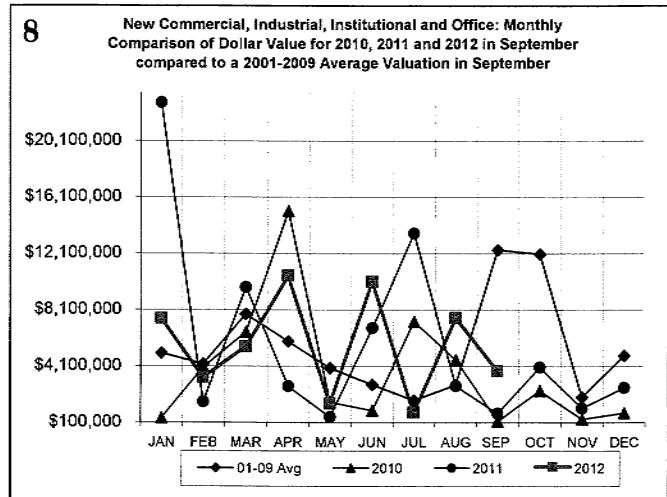
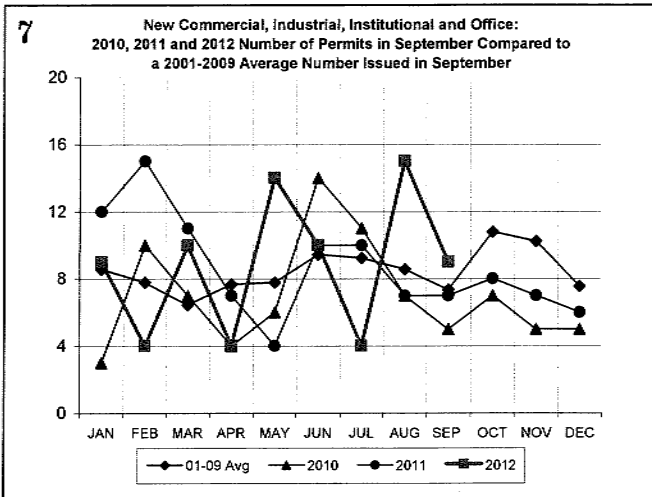
\*\*\*Count includes: Pools, Storage Bldgs,

Carports, Residential Paving, Storm Shelters.

# SEPTEMBER 2012 CONSTRUCTION REPORT



# SEPTEMBER 2012 CONSTRUCTION REPORT



**City of Norman**  
**BUILDING PERMITS AND INSPECTIONS**

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

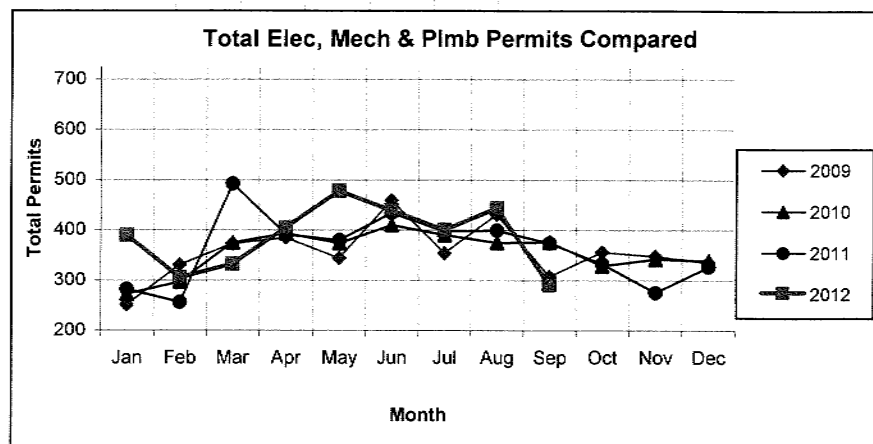
2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ELECTRICAL (ELEC)	138	96	106	118	126	89	132	105	127	126	120	134	1417
HVAC (MECH)	109	82	74	119	130	117	134	106	88	99	160	80	1298
PLUMBING (PLBG)	130	146	103	128	126	109	147	152	205	233	167	122	1768
GARAGE SALE (GARA)	16	26	116	288	519	343	264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

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

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
<b>ELEC + MECH + PLBG</b>	<b>273</b>	<b>297</b>	<b>375</b>	<b>393</b>	<b>374</b>	<b>410</b>	<b>390</b>	<b>375</b>	<b>376</b>	<b>329</b>	<b>342</b>	<b>339</b>	<b>4273</b>
<b>Total</b>	<b>303</b>	<b>327</b>	<b>505</b>	<b>814</b>	<b>722</b>	<b>872</b>	<b>726</b>	<b>584</b>	<b>620</b>	<b>704</b>	<b>495</b>	<b>394</b>	<b>7066</b>

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
<b>ELEC + MECH + PLBG</b>	<b>282</b>	<b>256</b>	<b>492</b>	<b>391</b>	<b>380</b>	<b>434</b>	<b>398</b>	<b>399</b>	<b>374</b>	<b>333</b>	<b>275</b>	<b>327</b>	<b>4341</b>
<b>Total</b>	<b>317</b>	<b>314</b>	<b>648</b>	<b>710</b>	<b>714</b>	<b>896</b>	<b>674</b>	<b>564</b>	<b>705</b>	<b>645</b>	<b>430</b>	<b>363</b>	<b>6980</b>

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				1037
HVAC (MECH)	137	109	100	129	168	175	158	161	95				1232
PLUMBING (PLBG)	153	104	120	148	177	131	127	141	115				1216
GARAGE SALE (GARA)	32	36	25	236	437	356	146	155	203				1626
HOUSE MOVING (MOVE)	3	1	2	3	2	6	6	9	5				37
DEMOLITION (BDEM)	6	5	3	10	4	2	2	5	5				42
SIGN (SIGN)	22	16	25	12	19	19	36	36	15				200
<b>ELEC + MECH + PLBG</b>	<b>390</b>	<b>305</b>	<b>333</b>	<b>405</b>	<b>478</b>	<b>439</b>	<b>400</b>	<b>444</b>	<b>291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3485</b>
<b>Total</b>	<b>453</b>	<b>363</b>	<b>388</b>	<b>666</b>	<b>940</b>	<b>822</b>	<b>590</b>	<b>649</b>	<b>519</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5390</b>



City of Norman  
BUILDING PERMITS AND INSPECTIONS

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

Contractor	Permit #	Issued	Street #	Direction	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area	Living Area
EAST VILLAGE @ 12TH AVE, LLC	1211	9/25/2012	2113		HOUSTON	AVE	10	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1212	9/25/2012	2111		HOUSTON	AVE	9	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1213	9/25/2012	2109		HOUSTON	AVE	8	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1214	9/25/2012	2115		HOUSTON	AVE	11	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1216	9/25/2012	2121		HOUSTON	AVE	14	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1222	9/25/2012	2117		HOUSTON	AVE	12	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1223	9/25/2012	2119		HOUSTON	AVE	13	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
EAST VILLAGE @ 12TH AVE, LLC	1224	9/25/2012	2123		HOUSTON	AVE	15	1	EAST VILLAGE	PUD	\$ 125,000	2,000	1583
TABER BUILT HOMES, LLC.	4503	9/24/2012	3100	SE	24TH	AVE	1	2	ST JAMES PARK ADD 3	R1	\$ 190,000	3,214	2313
TABER BUILT HOMES, LLC.	4505	9/24/2012	3116	SE	24TH	AVE	5	2	ST JAMES PARK ADD 3	R1	\$ 190,000	3,214	2313
SOUTHERN CROSS CUSTOM HOMES	4532	9/19/2012	1201		MONTEREY	DR	19	1	MONTEREY ADD #1	R1	\$ 149,000	3,411	2568
IDEAL HOMES OF NORMAN	4680	9/5/2012	915		RINGWOOD	DR	1	8	GREENLEAF TRAILS ADD 4	PUD	\$ 92,000	2,020	1451
HOME CREATIONS, INC.	4812	9/5/2012	229	S	MERCEDES	ST	12	1	MARIAN ADD	R1	\$ 114,800	2,344	1750
IDEAL HOMES OF NORMAN	4816	9/12/2012	3833		KINGS CANYON	RD	11	5	RED CANYON RANCH SEC 2	PUD	\$ 128,000	3,084	2188
CHASE HOMES LTD.	4819	9/5/2012	4104		EDEN	CT	10	1	CASCADE ESTATES PUD #7	PUD	\$ 275,000	3,217	2177
IDEAL HOMES OF NORMAN	4861	9/12/2012	3401		BLACK MOUNTAIN	WAY	3	2	GREENLEAF TRAILS ADD 4	PUD	\$ 100,000	2,390	1684
BROOKFIELD CUSTOM HOMES LLC.	4865	9/7/2012	3117		24TH	AVE	9	4	ST JAMES PARK ADD 3	R1	\$ 212,000	2,963	2120
BROOKFIELD CUSTOM HOMES LLC.	4870	9/10/2012	321	SE	HIGHLAND VILLAGE	DR	9	3	HIGHLAND VILLAGE ADD SEC 6	R1	\$ 228,500	3,175	2295
IDEAL HOMES OF NORMAN	4883	9/14/2012	3824		KINGS CANYON	RD	4	2	RED CANYON RANCH SEC 2	PUD	\$ 125,000	2,840	2066
CUSTOM BUILDERS OF OK, LLC.	4919	9/21/2012	623		DOE RUN RIDGE	CT	19	2	VISTA SPRINGS ESTATES ADD 2	RE	\$ 625,000	5,955	4581
LANDMARK FINE HOMES, LP.	4942	9/17/2012	4700		KENSAL RISE	PL	7	2	CARRINGTON PLACE ADD #8	R1	\$ 455,000	4,913	3906
IDEAL HOMES OF NORMAN	4951	9/21/2012	4214		RAVENS COURT	LN	4	3	CARRINGTON PLACE ADD #10	R1	\$ 210,000	4,227	3228
MUIRFIELD HOMES	4960	9/14/2012	3113	SE	24TH	AVE	8	4	ST JAMES PARK ADD 3	R1	\$ 180,000	3,443	2400
MAJESTIC FINE HOMES, LLC.	4970	9/18/2012	3113		ROLLING WOODS	DR	2	1	LAS COLINAS SEC. #2	R1	\$ 300,000	3,882	2916
GEMINI DEVELOPMENT CORP	4985	9/18/2012	4904		KATHY LYNN	DR	3	1	ARBOR LAKE ADD #4	R1	\$ 200,000	3,725	2863
IDEAL HOMES OF NORMAN	4999	9/28/2012	3805		KINGS CANYON	RD	4	5	RED CANYON RANCH SEC 2	PUD	\$ 130,000	3,029	2345
HOME CREATIONS, INC.	5009	9/20/2012	1508		RANGELINE	RD	3	3	DEERFIELD ADD SEC 6	R1	\$ 101,700	2,287	1614
HOME CREATIONS, INC.	5010	9/20/2012	1508		FAWN RUN CROSSING	RD	3	1	DEERFIELD ADD SEC 6	R1	\$ 97,400	2,053	1573
HOME CREATIONS, INC.	5073	9/24/2012	1411		SPOONWOOD	DR	6	1	PARK PLACE ADD #7	R1	\$ 105,100	2,103	1619
HOME CREATIONS, INC.	5074	9/24/2012	1415		SPOONWOOD	DR	5	1	PARK PLACE ADD #7	R1	\$ 107,600	2,199	1703
TABER BUILT HOMES, LLC.	5078	9/24/2012	3104	SE	24TH	AVE	2	2	ST JAMES PARK ADD 3	R1	\$ 190,000	3,573	2752
LANDMARK FINE HOMES, LP.	5107	9/25/2012	3360		PALOMINO	WAY	8	2	MONTECITO RANCH	PUD	\$ 360,000	4,110	3314
HOME CREATIONS, INC.	5128	9/26/2012	4212		ELF OWL	CT	15	4	EAGLE CLIFF SOUTH ADD #3	R1	\$ 92,000	1,918	1442
HOME CREATIONS, INC.	5130	9/26/2012	401		TECUMSEH MEADOWS	CT	1	1	TECUMSEH MEADOWS ADD #3	R1	\$ 87,800	1,770	1352
HOME CREATIONS, INC.	5131	9/26/2012	405		TECUMSEH MEADOWS	CT	2	1	TECUMSEH MEADOWS ADD #3	R1	\$ 93,000	1,970	1427
Total Permits 35											Average Valuation \$ 175,483	Average Project Area 2,826.77	
											Total Valuation \$ 6,141,900	Average Living Area 2,123.23	
												Total Living Area 74,313.00	

City of Norman  
BUILDING PERMITS AND INSPECTIONS

COMMERCIAL BUILDING PERMITS  
Issued September 2012 - 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	WAL-MART DISCOUNT CENTER #2734	2952	9/7/2012	601	NE	12TH	PORTER	1	1	TSTB ADD #1	C2	\$ 100,000	10,000
COMMERCIAL ADD/ALT-2	NORMAN REGIONAL HOSPITAL	3927	9/11/2012	901	N	AVE	AVE			WHITWELL ADD	R1	\$ 150,000	4,000
COMMERCIAL ADD/ALT-2	BEN HAYES CONSTRUCTION, INC	4024	9/13/2012	215	N	POPCA	AVE		36	NORMAN ORIGINAL TOWNSHIP	A2	\$ 300,000	2,400
COMMERCIAL ADD/ALT-2	SABRE INDUSTRIES	4082	9/14/2012	4151	N	ROBINSON	ST			UNDIVIDED	R1	\$ 15,000	15
COMMERCIAL ADD/ALT-2	SUN CONSTRUCTION SERVICES	4111	9/14/2012	201	W	GRAY	ST	1	64	NORMAN ORIGINAL TOWNSHIP	C3	\$ 112,500	14,305
COMMERCIAL ADD/ALT-2	ENDURING BRANDS, LLC.	4281	9/7/2012	102	W	MAIN	ST	31	67	NORMAN ORIGINAL TOWNSHIP	C2	\$ 15,000	200
COMMERCIAL ADD/ALT-2	SABRE INDUSTRIES	4396	9/14/2012	184	NW	36TH	AVE	1	1	PIPER OAKS #5	C2	\$ 15,000	5
COMMERCIAL ADD/ALT-2	WYNN CONSTRUCTION	4418	9/14/2012	3700	W	ROBINSON	ST	33	1	BROCKHAVEN, VILLAGE AT #3	C1	\$ 20,000	3,397
COMMERCIAL ADD/ALT-2	Z SIGNS, INC	4655	9/7/2012	1242	S	UNIVERSITY	BLVD	1	1	LARSH ADD #1	C3	\$ 3,000	85
COMMERCIAL ADD/ALT-2	CH4 QUALITY HOMES, LLC.	4873	9/20/2012	810	NW	INTERSTATE	DR	4	10	TOWNE WEST VILLAGE	C2	\$ 40,000	1,000
COMMERCIAL ADD/ALT-2	MYERS & ASSOCIATES	4891	9/20/2012	2201	W	25TH	AVE	16A		WESTPORT PROFESSIONAL PARK #	C2	\$ 115,000	378
COMMERCIAL ADD/ALT-2	ROBERTS CONTRACTING	4906	9/28/2012	2201	W	MAIN	ST	1	6	WESTWOOD ESTATES	C2	\$ 200,000	5,000
COMMERCIAL ADD/ALT-2	METRO CONTRACTORS	4966	9/25/2012	1125	N	PORTER	AVE	1	1	NORMAN PHYSICIANS BLDG ADD	C3	\$ 227,500	3,376
COMMERCIAL FOUNDATION PERMIT	APOLLO BUILDING SYSTEMS INC	4285	9/29/2012	3166		BROCE	DR	2	2	BROCE INDUSTRIAL PARK #1	I1	\$ 250,000	19,951
COMMERCIAL INTERIOR FINISH-2	SUN CONSTRUCTION SERVICES	2208	9/14/2012	1631	NW	24TH	AVE	2	2	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 150,000	1,756
COMMERCIAL INTERIOR FINISH-2	RIDGEMONT COMMERCIAL CONSTRUCT	2235	9/9/2012	3400	W	TECUMSEH	RD	1	1	MHR MEDICAL PARK WEST	PUD	\$ 1,414,000	7,940
COMMERCIAL INTERIOR FINISH-2	STEWART, ROB	4821	9/7/2012	1310	N	FLOOD	AVE	1	1	WOODSLAWN 7-ELEVEN	C2	\$ 12,000	2,000
COMMERCIAL INTERIOR FINISH-2	SUN CONSTRUCTION SERVICES	4856	9/7/2012	3451	NW	36TH	AVE	6	3	MEDICAL PARK WEST SEC 3	PUD	\$ 20,000	1,250
COMMERCIAL INTERIOR FINISH-2	PANTHER CONSTRUCTION	4957	9/24/2012	1016	NW	24TH	AVE	3		GUORUM OFFICE PARK	C1	\$ 102,456	2,440
COMMERCIAL NEW CONSTRUCTION-2	VAN TASSEL PROCTOR	3388	9/6/2012	2020	W	MAIN	ST	5	4	MELROSE ADD	C2	\$ 250,000	6,411
COMMERCIAL NEW CONSTRUCTION-2	MOSS, JIMMIE	3568	9/9/2012	3321	W	DESKIN	DR	2		NORTHEDGE IND #7	I1	\$ 425,000	9,411
COMMERCIAL NEW SHELL BLDG-2	AZTEC BUILDING SYSTEMS, INC.	3352	9/19/2012	2401	W	MAIN	ST	2	B	RIEGER ADD	C2	\$ 650,000	6,090
COMMERCIAL NEW SHELL BLDG-2	PRECISION BUILDERS, LLC.	4260	9/13/2012	320	SE	12TH	AVE	2	1	BEL-AIRE ADD SEC 4	PUD	\$ 720,000	7,309
COMMERCIAL PARKING LOT-2	SULLIVAN ENTERPRISE	4810	9/12/2012	2401		WILCOX	DR	1	1	ENERGY SQUARE	C2	\$ 3,500	714
TEMPORARY BLDG/CONST TRAILER-2	BECO	4803	9/11/2012	2425	SE	84TH	AVE	9	1W	NOT SUBDIVIDED	A2		
Total Permits 24													
Average Valuation \$ 233,748													
Total Valuation \$ 5,609,956													
Average Project Area 4,580													
Total Project Area 109,927													

NEW CONSTRUCTION INFORMATION

NEW CONSTRUCTION PERMIT INFORMATION															
		BUILDING SIZE (Square Feet)		LOT SIZE	USE	PERMIT NO	BUSINESS	COMMERCIAL, ADD/ALT-2	COMMERCIAL, FIRE REPAIR	COMMERCIAL, PARKING LOT-2	COMMERCIAL, FOUNDATION PERMIT2	COMMERCIAL, NEW SHELL BLDG-2	COMMERCIAL, NEW CONSTRUCTION-2	COMMERCIAL, INTERIOR FINISH-2	TOTAL
NEW CONSTRUCTION		6,815	28,440	RETAIL		3388	AUTO ZONE	\$ 1,613,000	\$ -	\$ 3,500	\$ 250,000	\$ -	\$ 675,000	\$ 1,698,456	\$ 5,609,456
VAN TASSEL PROCTOR		9,411	40,523	OFFICE		3568	DJM PROPERTIES								
MOSS, JIMMIE															
								ADD/ALT COM	\$1,613,000	\$ 3,500	\$ 250,000				TOTAL
													NEW COM	\$3,743,456	\$5,609,956

City of Norman  
BUILDING PERMITS AND INSPECTIONS

ALL OTHER RESIDENTIAL BUILDING PERMITS  
Issued September 2012 - 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	4790	9/4/2012	1824		WINDING RIDGE	RD	13	2	BROOKHAVEN 17	R1	\$ 3,000	24	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4794	9/4/2012	321		SUMMIT BEND		1	2	SUMMIT LAKES ADD #9	R1	\$ 2,985	25	
1 & 2 FAMILY STORM SHELTER-3	STORM SAFE	4795	9/4/2012	117		HALIFAX	WAY	5	3	HAWTHORNE PLACE ADD	R1	\$ 3,500	35	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4805	9/4/2012	3421		DRAGONFLY	RD	8	1	FROST CREEK ADD.	PUD	\$ 4,000	32	
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	4815	9/5/2012	4120		GYRIFALCON	DR	10	4	EAGLE CLIFF ADD # 9	R1	\$ 3,300	24	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4824	9/5/2012	908		BEAR MOUNTAIN	DR	4	4	GREENLEAF TRAILS ADD 2	PUD	\$ 2,700	25	
1 & 2 FAMILY STORM SHELTER-3	AREA SEPTIC SERVICES, INC.	4845	9/6/2012	1916	SE	138TH	AVE	12	11	THUNDERBIRD HILLS	RE	\$ 2,700	48	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4882	9/10/2012	505		TYLER	DR	4	2	ALAMEDA PARK ADD #3	R1	\$ 2,995	25	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4901	9/11/2012	3106		TARA	LN	16	1	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 3,000	28	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	4936	9/13/2012	3428		TETON	CT	8	2	CASCADE ESTATES PUD #3	PUD	\$ 2,995	25	
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	4950	9/14/2012	4551		HIGHLAND LAKE	DR	5	1	HIGHLAND HILLS #3	RE	\$ 3,200	21	
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	4969	9/17/2012	709		PARKSIDE	RD	16	1	BROOKHAVEN #21A	R1	\$ 2,795	16	
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	4971	9/17/2012	901		GOLDEN EAGLE	DR	1	1	EAGLE CLIFF ADD # 5	R1	\$ 3,345	24	
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	5025	9/20/2012	3613		LADYBANK	LN	10	4	CASCADE ESTATES PUD #4	PUD	\$ 2,645	18	
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	5042	9/20/2012	3400		TETON	LN	1	2	CASCADE ESTATES PUD #3	PUD	\$ 4,895	40	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5053	9/22/2012	1616		LANCASTER	CIR	11	1	LYDICK'S SECOND REPLAT	R1	\$ 3,300	32	
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	5064	9/21/2012	3013		HIGHLAND RIDGE	DR	13	2	HIGHLAND VILLAGE ADD SEC 1	R1	\$ 5,000	28	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5076	9/24/2012	1016		BENTBROOK	PL	2	1	BROOKHAVEN #32	R1	\$ 2,800	25	
1 & 2 FAMILY STORM SHELTER-3	SMART SHELTER INC.	5079	9/24/2012	1539		PECAN	AVE	7	2	SOUTHERN HILLS ADD	R1	\$ 3,395	24	
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	5080	9/24/2012	2612		LAURISTON	DR	2	1	WARWICK ADD #7	R1	\$ 3,100	21	
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	5087	9/24/2012	540		HANGING ELM	DR	12	10	WOODCREST EST #6	R1	\$ 4,150	27	
1 & 2 FAMILY STORM SHELTER-3	FLAT SAFE TORNADO SHELTERS	5106	9/25/2012	2017		MARYMOUNT	DR	13	9	HALLBROOKE ADD #2	R1	\$ 4,000	21	
1 & 2 FAMILY STORM SHELTER-3	GROUND ZERO STORM SHELTERS	5163	9/28/2012	1128	W	BROOKS	ST	2	3	LEE CREST ADD	R1	\$ 2,800	21	
1 & 2 FAMILY, ADD OR ALTER-2	PAUL WILSON CONSTRUCTION	4692	9/4/2012	2809		CEDARGREST	ST	4	1	SHADOWLAKE ADD	R1	\$ 12,000	380	
1 & 2 FAMILY, ADD OR ALTER-2	FREEMAN, MITCHEAL C.	4700	9/13/2012	328	W	DAWS	ST	19	82	NORMAN, ORIGINAL TOWNSHIP	R3	\$ 20,000	1,833	
1 & 2 FAMILY, ADD OR ALTER-2	HILLIAN, PHILIP	4792	9/4/2012	2301	NE	108TH	AVE	23	1W	NOT SUBDIVIDED	A2	\$ 1,600	96	
1 & 2 FAMILY, ADD OR ALTER-2	CHAMPION WINDOWS & PATIO ROO	4835	9/5/2012	211		AMERICAN	CT	6	3	CRYSTAL HEIGHTS #3	R1	\$ 10,137	220	
1 & 2 FAMILY, ADD OR ALTER-2	STONERIDGE ENTERPRISES, INC.	4846	9/6/2012	2542		HOLLYWOOD	AVE	21	3	COLLEGE MANOR	R1	\$ 48,894	180	
1 & 2 FAMILY, ADD OR ALTER-2	BISWELL HOMES, LLC	4935	9/12/2012	800	NE	BATH	AVE	29	1W	NOT SUBDIVIDED	A2	\$ 10,000	113	
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	4940	9/13/2012	1012		HEARTHSTONE		9	4	BROOKHAVEN #32	R1	\$ 11,000	450	
1 & 2 FAMILY, ADD OR ALTER-2	BEDLAM CONSTRUCTION	4941	9/20/2012	1029		WALNUT	RD	4	1	OAK BROOK ESTATES	R1	\$ 180,000	780	
1 & 2 FAMILY, ADD OR ALTER-2	C.A. MCCARTY CONSTRUCTION LLC	4973	9/17/2012	115		NANTUCKET	BLVD	2	1	THE VINEYARD PHASE I	PUD	\$ 22,000	470	
1 & 2 FAMILY, ADD OR ALTER-2	KELSO CONSTRUCTION	5014	9/28/2012	4507		GREEN FIELD	CIR	3	3	BROOKHAVEN #08	R1	\$ 25,000	200	
1 & 2 FAMILY, ADD OR ALTER-2	OWNER	5121	9/25/2012	4120		MOORGATE	CIR	9	3	CARRINGTON PLACE ADD #7	R1	\$ 2,500	265	
1 & 2 FAMILY, ADD OR ALTER-2	RAMSEYER, CHRIS & KAREN BARKE	5141	9/26/2012	700		HIGHLAND HILLS	DR	2	2	HIGHLAND HILLS #2	RE	\$ 50,000	605	
1 & 2 FAMILY, CARPORT-2	TNT METAL BUILDINGS	5090	9/24/2012	2001		MELODY	LN	23	1W	NOT SUBDIVIDED	A2	\$ 1,910	736	
1 & 2 FAMILY, PAVING-2	OWNER	4833	9/11/2012	546		SHAWNEE	ST	18	10	SOUTHRIDGE ADD	R1	\$ 2,000	620	
1 & 2 FAMILY, PAVING-2	ANYTHING CONCRETE	4840	9/6/2012	226		KINGSBURY	DR	3	6	CHERRY CREEK #2	R1	\$ 4,000	294	
1 & 2 FAMILY, PAVING-2	ANYTHING CONCRETE	4905	9/11/2012	1716		CHAUCER	DR	10	9	WOODSLAWN ADD #2	R1	\$ 1,200	235	
1 & 2 FAMILY, PAVING-2	BROWN, RANDY	5062	9/21/2012	211		CASTRO	ST	18	3	CLASSEN-MILLER ADDITION	R1	\$ 6,900	850	
1 & 2 FAMILY, PAVING-2	E & A CONSTRUCTION	5063	9/21/2012	1200		COUNTRY CLUB	DR	1	4	COUNTRY CLUB EST WILLA	R1	\$ 5,500	3,798	
1 & 2 FAMILY, STORAGE BLDG-2	COLLINS, BRENT & JENNIFER	4726	9/12/2012	302		OLIPHANT	AVE	14	2	REDUID ESTATES	RE	\$ 15,000	1,088	
1 & 2 FAMILY, STORAGE BLDG-2	ADKINS, MARK	4900	9/10/2012	11316	E	LINDSEY	ST	14	1	SOUTHERN SHORES ADDITION	RE	\$ 1,000	186	
1 & 2 FAMILY, STORAGE BLDG-2	OWNER	4917	9/13/2012	4132		NICOLE	PL	20	1	CASTLEROCK ADD #3	R1	\$ 10,000	520	
1 & 2 FAMILY, STORAGE BLDG-2	FARM & RANCH CONSTRUCTION	4975	9/17/2012	105		LAKESIDE	DR	2	1	LAKESIDE ADDITION	R1	\$ 16,000	1,200	
1 & 2 FAMILY, STORAGE BLDG-2	CEDAR BUILT USA	5024	9/20/2012	2103		COTTONWOOD	RD	14	3	HALL PARK #3	R1	\$ 5,000	268	
1 & 2 FAMILY, STORAGE BLDG-2	BURKETT, WAYNE	5052	9/27/2012	1616		LANCASTER	CIR	11	1	LYDICK'S SECOND REPLAT	R1	\$ 8,000	720	
1 & 2 FAMILY, STORAGE BLDG-2	CEDAR BUILT USA	5077	9/24/2012	2101		BLUE CREEK	PKY	8	1	BLUE CREEK ADD	RE	\$ 3,091	160	
1 & 2 FAMILY, STORAGE BLDG-2	PUCKETT, JERREL & MARILYN	5084	9/24/2012	1608		CHAMBERS	ST	9	7	PARK PLACE ADD #6	R1	\$ 2,000	208	
1 & 2 FAMILY, STORAGE BLDG-2	VANCE, RICK	5099	9/25/2012	12851		CEDAR	LN	12	1W	WHISPERING OAKS (SURVEY)	A2	\$ 16,600	720	
1 & 2 FAMILY, SWIMMING POOL-3	PLEASANT POOLS	4822	9/10/2012	4917		CYPRESS LAKE	DR	5	2	CAMBRIDGE ADD #8	R1	\$ 36,000	400	
1 & 2 FAMILY, SWIMMING POOL-3	WILLIAMS, DAVID CONSTRUCTION	4856	9/18/2012	4301	NW	48TH	AVE	10	3W	NOT SUBDIVIDED	A2	\$ 110,000	1,440	
1 & 2 FAMILY, SWIMMING POOL-3	PLEASANT POOLS	4983	9/27/2012	4008		DORNOCH	LN	3	3	CASCADE ESTATES PUD #7	PUD	\$ 45,500	1,100	
1 FAMILY, MANUF HOME REPLACE-2	MAXEY HOMES	4903	9/11/2012	15605	E	IMHOFF	RD	4	1E	NOT SUBDIVIDED	A2	\$ 38,500	1,408	
1 FAMILY, MANUF HOME REPLACE-2	ROSS, RONALD M.	5085	9/25/2012	3801	SE	132ND	AVE	18	1E	NOT SUBDIVIDED	A2	\$ 84,800	2,688	
1 FAMILY, MANUF HOME REPLACE-2	OWNER	5139	9/26/2012	14351		BRIDGE CREEK	DR	41		H & L ADDITION #9	A2	\$ 20,000	1,536	
TEMPORARY ROLL-OFF, OTHER	VCA	4793	9/4/2012	601	E	ROBINSON	ST	20	2W	NOT SUBDIVIDED	R1			
TEMPORARY ROLL-OFF, OTHER	RDS, I.	4830	9/6/2012	3400	W	TECUMSEH	RD	1	1	NRH MEDICAL PARK WEST	PUD			
TEMPORARY ROLL-OFF, OTHER	TODAY'S ROOFING	5136	9/26/2012	302	S	PORTER	AVE	1	25	NORMAN, ORIGINAL TOWNSHIP	I1			
TEMPORARY ROLL-OFF, RESIDENTIAL	CITY OF NORMAN	5119	9/25/2012	727		VICKSBURG	AVE	1	1	COLONIAL EST # 8	RM2			
Total Permits 56													Average Project Area 471	
													Total Project Area 26,398	

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

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## REVITALIZATION DIVISION

### Community Development Block Grant (CDBG)

#### Citizen Participation

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

Citizen participation for FYE 2014 will began with neighborhood meetings on Thursday August 2<sup>nd</sup>. The meetings were held in the multi-purpose room at 201 West Gray at 7:00 p.m. The Community Dialogue was held on Wednesday, September 5, 2012. At the Dialogue a discussion on the needs of the low-to-moderate income people in Norman was held, and five representatives were elected to the Policy Committee. The next meeting is Wednesday, October 3<sup>rd</sup> at 7:00 p.m. It will be an orientation meeting for the Policy Committee.

### Housing Programs

July 2012- September 2012:

#### **HOME**

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

#### **CDBG**

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

### Code Compliance

Code Compliance investigated 863 complaints in September which included weeds, health, inoperative vehicles, off-street parking, kennels, dilapidated structures, right-of-way encroachments, signs, and zoning violations. 814 cases were closed in September with 386 remaining open. City-wide proactive enforcement began on March 15, 2012.

### PROACTIVE INFORMATION

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

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

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										114
Owner Abated	10	3	5										18
Liens Filed	37	21	26										84

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										186

#### Oil & Gas

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

#### Historic District Commission

The Commission did not meet in September.

The next meeting of the Commission will be October 8, 2012.

#### Homeless Activities

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

The 2011 Emergency Shelter Grants were submitted in February 2011 to the Oklahoma Department of Commerce (ODOC). The Women's Resource Center and Thunderbird Clubhouse were partially funded with \$25,000 each. East Main Place received \$50,000. Those grants were completed and closed out by July 31, 2012. One application for a second round of 2011 funding was submitted on June 8th in the amount of \$79,000 for Food and Shelter. The award notice indicated that the approved amount was \$84,031, an increase over the original allocation of \$5,031. That funding will be used for the implementation of the central intake system. Five applications for 2012 funding were submitted in June for Food and Shelter, Women's Resource Center, East Main Place, Thunderbird Clubhouse, and the Salvation Army at \$100,000 each. Central Oklahoma Community Action Agency also submitted an application for \$100,000. Although contracts for the 2012 grants begin October 1, 2012, ODOC has still not send out any award letters.

**Smalley Army Reserve Center**

The deed was received and filed on September 25, 2012. Keys were transferred on September 27<sup>th</sup>. 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 and ready for final review before bidding.

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

<u>Project Description &amp; Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
<b>YEARS ONE THRU THIRTY-ONE (FY 1975/06)</b>	<b>\$ 32,212,751</b>	<b>100%</b>
<b>YEAR THIRTY-TWO (FY 2006/07)</b>	<b>\$ 1,480,629</b>	<b>97.00%</b>
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%
<b>YEAR THIRTY-THREE (FY 2007/08)</b>	<b>\$ 1,448,917</b>	<b>96.32%</b>
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%
<b>YEAR THIRTY-FOUR (FY 2008/09)</b>	<b>\$ 1,396,192</b>	<b>92.85%</b>
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%
<b>YEAR THIRTY-FIVE (FY 2009/10)</b>	<b>\$ 1,503,773</b>	<b>91.77%</b>
All projects completed prior to 7/2012 except those itemized below:		
1. Park Projects	\$ 124,262	21.70%
2. HOME 09	\$ 632,844	96.25%
<b>YEAR THIRTY-SIX (FY 2010/11)</b>	<b>\$ 1,516,000</b>	<b>79.54%</b>
(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	73.05%
3. HOME 09 (Original Budget \$599,304 + \$15,000 PI)	\$ 614,304	86.38%
<b>YEAR THIRTY-SEVEN (FY 2011/12)</b>	<b>\$ 1,306,077</b>	<b>57.54%</b>
(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	64.99%
3. Admin & Planning	\$ 156,256	74.29%
4. HOME 11 (Original Budget \$527,597+\$12,000 PI)	\$ 539,597	32.11%
<b>YEAR THIRTY-EIGHT (FY 2012/13)</b>	<b>\$ 1,107,303</b>	<b>10.92%</b>
(Original Budget \$1,107,303)		
1. Neighborhood Projects	\$ 40,000	0.00%
2. CART	\$ 25,000	16.16%
3. Health for Friends	\$ 14,500	100.00%
4. Bridges	\$ 1,850	0.00%
5. Aging Services of Cleveland County	\$ 4,800	18.60%
6. Meals on Wheels	\$ 12,500	87.95%
7. Bethesda Alternative	\$ 1,900	0.00%
8. Middle Earth Child Development Center	\$ 1,300	0.00%
9. Community After School Program	\$ 8,000	0.00%
10. Community Sevices Building, Inc.	\$ 24,000	0.00%
11. Thunderbird Clubhouse	\$ 1,675	0.00%
12. Progressive Independence	\$ 4,100	6.83%
13. United Way Helpline	\$ 5,000	100.00%
14. Among Friends	\$ 2,600	73.62%
15. Food & Shelter for Friends	\$ 10,000	7.75%
16. Full Circle Adult Day Care	\$ 1,850	80.27%
17. Center for Children and Families	\$ 3,850	0.00%
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 &amp; Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
<b>YEAR THIRTY-EIGHT (FY 2012/13) cont</b>	<b>\$ 1,107,303</b>	<b>0.00%</b>
22. East Main Place	\$ 12,000	0.00%
23. Housing Rehabilitation	\$ 381,787	24.00%
24. Admin & Planning	\$ 147,776	26.44%
25. HOME 12 (Original Budget \$368,420)	\$ 368,420	0.00%

<b>1. CDBG AND HOME Housing Projects</b>	<b>CDBG \$ 423,338 Year 36</b>	<b>73.05%</b>
	<b>\$ 413,931 Year 37</b>	<b>64.99%</b>
	<b>\$ 381,787 Year 38</b>	<b>17.00%</b>

CDBG Housing Programs include the administration for the following:

Deferred Payment Loans, Emergency Repairs, and Accessibility Modifications

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

<b>HOME \$ 614,304 2010</b>	<b>86.38%</b>
<b>\$ 527,597 2011</b>	<b>32.11%</b>
<b>\$ 368,420 2012</b>	<b>5.00%</b>

HOME Housing Programs include the administration for the following:

Reconstruction Program, Deferred Payment loans, Acquisition of Rental Units, Fair Housing, and CHDO Activities

- 1 Rehabilitation Deferred Payment Loans Under Contract
- 1 Rehabilitation Deferred Payment Loans Completed
- 11 Homebuyer Projects Completed

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

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.

Clients have received services since July 2012.

<b>6. CART</b>	<b>\$ 25,000 Year 38</b>	<b>9.06%</b>
Funds are for bus passes and other transportation services for low to moderate income persons.		
808 Passes issued since July 2012.		

<b>7. Health for Friends</b>	<b>\$ 14,500 Year 38</b>	<b>100.00%</b>
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.		
Clients have received medical and dental services since July 2012.		

## TARGET AREA PROJECTS NOT COMPLETED

<u>Project Description &amp; Status</u>	<u>Budget</u>	<u>% Expend- itures</u>
<b>8. Food &amp; Shelter for Friends</b>	\$ 10,000 Year 38	0.00%
Funds are for assistance with utility cost associated with the operation of the facility Clientele served by Food and Shelter for Friends are of a presumed benefit according to CDBG regulations. Income data is not recorded. 14,177 Clients have received free meals since July 2012. 40 Unduplicated Clients have received housing since July 2012.		
<b>9. HELPLINE</b>	\$ 5,000 Year 38	100.00%
School supplies furnished through the ABC 123 Program. 136 Persons Served since July 2012.		
<b>10. Community Services Building</b>	\$ 24,000 Year 38	0.00%
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.		
<b>11. Progressive Independence</b>	\$ 4,100 Year 38	6.83%
Funds are for the purchase of medical equipment and the Open Doors Program. 197 Households Assisted since July 2012.		
<b>12. Full Circle Senior Adult Day Care</b>	\$ 1,850 Year 38	0.00%
Funds are for the purchase of equipment. Clients Served since July 2012.		
<b>13. Central Oklahoma Community Action Agency (TH)</b>	\$ 20,000 Year 38	0.00%
Funds are for the partial rehabilitation costs for the Transitional Housing Units Number of unduplicated clients served since July 2012.		
<b>14. Central Oklahoma Community Action Agency (Food Pantry)</b>	\$ 10,620 Year 38	0.00%
Funds are for the purchase of supplies for the Food Pantry 555 Number of clients served since July 2012.		
<b>15. Central Oklahoma Community Action Agency (RSVP)</b>	\$ 400 Year 38	0.00%
Funds are for reimbursement of volunteer mileage expenses. Number of clients served since July 2012.		
<b>16. Meals on Wheels</b>	\$ 12,500 Year 38	0.00%
Funds will provide meals for very low income clients. 585 Scholarship meals provided to clients since July 2012.		
<b>17. Middle Earth Child Development Center</b>	\$ 1,300 Year 38	0.00%
Funding will provide for equipment purchase Number of clients served since July 2012.		
<b>18. Community After School Program</b>	\$ 8,000 Year 38	0.00%
Funds are for scholarships for low income participants and purchase of supplies Number of clients served since July, 2012.		
<b>19. Thunderbird Clubhouse</b>	\$ 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. 349 Number of clients served since July, 2012.		

**TARGET AREA PROJECTS NOT COMPLETED**

<b><u>Project Description &amp; Status</u></b>	<b><u>Budget</u></b>	<b><u>% Expend- itures</u></b>
<b>20. Bridges</b> 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. 18 Number of clients served since July 2012. Income data not recorded.	\$ 1,850 Year 38	0.00%
<b>21. Center for Children &amp; Families</b> Funds are for the purchase of supplies for the Kennedy Neighborhood Center. Number of clients served since July 2012.	\$ 3,850 Year 38	0.00%
<b>22. Among Friends Activity Center</b> 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. 219 Number of clients served meals since July 2012.	\$ 2,600 Year 38	36.98%
<b>23. East Main Place</b> 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. clients served since July 2012.	\$ 12,000 Year 38	0.00%
<b>24. Aging Services of Cleveland County</b> Funds are to provide monthly scholarships for elderly residents residing at Rose Rock Villa to offset costs for congregate meal program. 109 clients served since July 2012.	\$ 4,800 Year 38	9.15%
<b>25. Big Brothers and Big Sisters</b> Funds are provided to offset the costs of matching Big Brothers and Big Sisters to low income children clients served since July 2012.	\$ 3,375 Year 38	0.00%

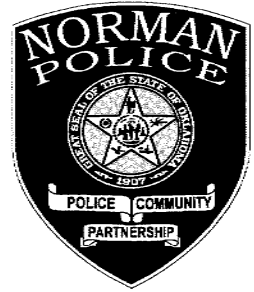
**POLICE**

**10**



# Administrative Summary

## September



### Operations

	<u>Current</u>		<u>Year-To-Date</u>	
	12	11	12	11
<b>Part I Crimes</b>	<b>338</b>	<b>406</b>	<b>3,270</b>	<b>3,161</b>
Murder	1	0	1	1
Rape	4	6	53	55
Robbery	2	8	43	62
Agg. Ass.	7	4	45	60
Burglary	64	70	597	497
Larceny	234	290	2,331	2,318
Auto Theft	26	28	195	162
Arson	0	0	5	6
<b>Part II Crimes</b>				
DUI/APC	51	53	548	526
Drunkenness	78	96	710	660
Drug Violations	101	126	1,178	826
Littering	3	1	29	32
Forgery	8	7	152	90
Vandalism	83	91	791	689
Others	815	689	6,905	6,544
<b>Total Crime</b>	<b>1477</b>	<b>1469</b>	<b>13583</b>	<b>12528</b>
<b>Collisions</b>				
Fatality	0	1	3	5
Injury	69	71	518	482
Non-Injury	198	205	1776	1688
<b>Miscellaneous</b>				
CAD Activity (Total)	9137	9199	82962	81338
Calls for Service (Police)	5839	5678	49528	47231
Citations	1100	1100	13105	12801
Warnings	823	929	9044	11739
Community Activity (Hours)	99	289	2105	2048
Avg Emergency Response Time (Min)	3.51			
Avg Non-Emerg Response Time (Min)	6.49			
Avg Call Time (Hours)	0.74			

## **Crime Free Multi Housing Program (CFMH)**

### **Monthly Report**

We have completed the CFMH manager workbook. MPO Teddy Wilson has created a partnership with the Apartment Association of Oklahoma, which will help with future advertisement of our program. Police administration has approved the purchase of Crime Free Easy Tracking software.

On Thursday, October 11, 2012, at the Moore-Norman Technology Center, we held our first CFMH training course, which included instruction in Crime Prevention Through Environmental Design, drug laws, fire safety, landlord/tenant act, and other topics. The following apartment complexes attend the course:

<b>Property</b>	<b>Attendees</b>
1. Presidential Gardens - 1938 Fillmore Ave – <b>Ward 2</b>	1
2. Glen Oaks - 1300 Glen Oaks Ct. – <b>Ward 1</b>	scheduled; did not attend due illness
3. Ashton Place - 1400 24 <sup>th</sup> Ave SE <b>Ward 1</b>	2
4. Brandywine Gardens - 1123 Brandywine Ln – <b>Ward 1</b>	1
5. Vicksburg Village – 200 Vicksburg Ave – <b>Ward 1</b>	3
6. West Oak – 917 24 <sup>th</sup> Ave SW – <b>Ward 2</b>	1
7. Dutch Hollow – 1215 Oakhurst Ave – <b>Ward 1</b>	2
8. Warehouse Flats – 1325 W Lindsey St.– <b>Ward 2</b>	1
9. Sunrise Ridge - 300 Hal Muldrow Dr – <b>Ward 2</b>	1
10. Chateau Normandy - 515 24 <sup>th</sup> Ave NW – <b>Ward 2</b>	1
11. Chapel Ridge - 1900 Renaissance Dr. – <b>Ward 5</b>	1
12. Renaissance - 1600 Ann Branden Blvd. – <b>Ward 5</b>	1
13. Avalon - 2920 Chautauqua Ave. – <b>Ward 2</b>	1
14. Turnberry - 1911 Twisted Oak Dr. – <b>Ward 1</b>	2
15. Beaumont Crossing – 900 23 <sup>rd</sup> Ave. SE – <b>Ward 2</b>	1
	19

Note: Council Member Roger Gallagher also attended

Attending the training course marks the completion of phase one of the three-step, voluntary certification process for the Crime Free Multi-Housing (CFMH) program. Step two is a security survey, which is conducted on-site when the apartment complex manager(s) believe their property meets all program safety and security requirements as outlined during training. The final phase requires the manager(s) to hold a safety social on the property for all residents. After this step, and possibly before, we will begin to monitor the complexes, using the aforementioned CFMH software.

**ANIMAL CONTROL**

**10A**

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

	FY2013		FY2012	
<b>OPERATIONAL INFORMATION</b>	<b>This Month</b>	<b>Year to Date</b>	<b>This Month</b>	<b>Year to Date</b>
<b>DOGS:</b>				
Number on hand from last month	42		55	
Number impounded this month	105	372	156	443
Owner relinquish	15	74	18	55
In field pickup	0	4	1	7
Disposal	2	6	3	14
Picked up dead	4	17	11	26
Number redeemed	21	72	28	69
Number adopted to public	31	95	43	120
Number turned to rescues	13	75	22	60
Number euthanized - Adoptable	11	27	16	17
Number euthanized - Non adoptable	12	97	23	104
Number died for unknown reason	1	5	0	2
Number fostered	1	10	8	31
Total now on hand	54	54	63	192
<b>CATS:</b>				
Number on hand from last month	41		37	
Number impounded this month	110	277	139	273
Owner relinquish	13	51	13	24
In field pickup	0	3	1	1
Disposal	10	45	8	17
Picked up dead	23	40	16	48
Number redeemed	1	2	1	6
Number adopted to public	20	53	22	49
Number turned to rescues	39	103	25	81
Number euthanized - Adoptable	7	32	22	55
Number euthanized - Non adoptable	17	77	37	89
Number died for unknown reason	0	2	2	3
Number fostered	3	18	3	8
Total now on hand	34	34	46	135
<b>MISCELLANEOUS:</b>				
Domesticated Animals	1	4	4	5
Wildlife	0	121	190	423
TOTAL	1	125	194	428

**NOTES:**

Second chance	8 Dogs	1 Cats
Hands Helping Paws		0 Cats
Heartland Rabbit	1 Rabbit	
Bella Foundation	1 Dogs	2 Cats
Helping Paws Animal I	4 Dogs	

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

<b>PET LICENSES ENFORCEMENT ACTION</b>	This Month	Year to Date	This Month	Year to Date
Total Licenses Sold (Annual)	141	6,625	195	2,401
Citations Issued (AWO)	15	29	9	14
Citations Issued (Private Citizen)	0	0	0	0
Warnings Issued	9	31	23	26

<b>FINANCIAL INFORMATION</b>	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$590.00	\$1,880.00	\$920.00	\$2,735.00
10-1532 Amount-dog adoption	\$1,550.00	\$5,180.00	\$2,550.00	\$7,030.00
10-1531 Amount-cat redemption	\$0.00	\$0.00	\$15.00	\$65.00
10-1532 Amount-cat adoption	\$810.00	\$2,670.00	\$1,320.00	\$2,880.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$0.00	\$40.00	\$30.00	\$30.00
10-1533 Miscellaneous	\$450.00	\$1,750.00	\$694.00	\$1,566.00
<b>TOTAL</b>	<b>\$3,400.00</b>	<b>\$11,520.00</b>	<b>\$5,529.00</b>	<b>\$14,306.00</b>

Donation 10-2431                      \$95.00              \$13,465.00              \$58.00              \$202.00

Donation account balance **\$29,277.30**

<b>Liability payback (July to June) 2003 Adoption expansion</b>	This Month	Year to Date	This Month	Year to Date
Payback Balance	\$40,987.00		\$61,793.00	
22-L432 Liability - pet licenses	\$540.00	\$2,203.00	\$916.00	\$1,467.50
<b>TOTAL (New Balance)</b>	<b>\$40,447.00</b>		<b>\$60,877.00</b>	

**NOTES:**

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2013		FY2012	
	This Month	Year to Date	This Month	Year to Date
Dogs	28	103	39	119
Cats	19	65	16	45
<b>TOTAL</b>	<b>47</b>	<b>168</b>	<b>55</b>	<b>164</b>

ANIMAL BITES July to June	FY2013		FY2012	
	This Month	Year to Date	This Month	Year to Date
Dogs	4	13	6	12
Cats	1	1	5	7
Other	0	0	0	1

## SUMMARY

Dogs returned to the owner prior to coming to the shelter

	City pet license
	Rabies tag
	Microchips
4	Personal ID tag
	Knew animal do to prior contact
4	Neighbor told officer
	Lost & Found slip at shelter
<b>8</b>	<b>Total</b>

Incident No.	Offense	Court
2012-12759	Rabies Vacc/Shots	Municipal court
2012-13179	Animal Exposure	
2012-13372	Rabies Vacc/Shots	Municipal court
2012-12077	Animal Exposure	
2012-13179	Animal Exposure	
2012-12244	City Pet license	Municipal court
2012-13395	City Pet license	Municipal court
2012-13552	Animal Exposure	
2012-12292	City Pet license	Municipal court
2012-13022	Animal Exposure	
2012-13132	City Pet license	Municipal court
2012-13132	Dog at Large	Municipal court
2012-13140	Dog at Large	Municipal court
2012-13290	Dog at Large	Municipal court
2012-13403	Dog at Large	
2012-13438	Abandonment of dog	Municipal court
2012-13511	Animal Exposure	
2012-12774	Animal Exposure	
2012-13349	Dog at Large	Municipal court
2012-13349	Dog at Large	Municipal court
2012-13445	City Pet License	Municipal court
2012-13445	Dog at Large	Municipal court
2012-13338	Animal Exposure	

City Pet License Sold

	<b>Number Sold</b>	<b>Amount</b>	<b>No. NAW rec 0.00</b>
Norman Animal Welfare	45	\$192.00	
Alameda Animal Hospital			
All Pets Veterinary clinic			
Cat Clinic of Norman			
Ellison Feed & Seed			
Hands Helping Paws			
MainStreet veterinary hospital	33	\$112.00	7
Noble Animal Hospital	8	\$8.00	0
Parklane Veterinary hospital	4	\$20.00	0
PetSmart			
Rose Rock veterinary Hospital	4	\$24.00	0
Second Chance	40	\$160.00	0
Sooner Veterinary Hospital			
Thunderbird Veterinary Hospital			
University Animal Hospital	6	\$24.00	0
Westwood Veterinary Hospital			
Southwest Veterinary Clinic			
	<b>140</b>	<b>\$540.00</b>	<b>7</b>

## **PUBLIC WORKS**

**11**

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

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**ENGINEERING DIVISION**

**Development:**

The Development Coordinator processed 2 Certificate of Surveys, 1 Preliminary Plat, and 5 Final Plats for Planning Commission review. The Development Engineer reviewed 35 sets of construction plans and 11 punch lists. There were 101 permits reviewed and/or issued. Fees were collected in the amount of \$20,595.88.

**Drainage and Bond Projects:**

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

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

FYE 2011 Drainage Project:

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

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

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

Storm Water Master Plan Implementation:

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

**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 Flood Avenue is almost complete and Stubbeman Avenue on the north side of Robinson Street is scheduled to be complete by the end of October with all construction being complete by December.

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 involves the installation of a new traffic signal system at the intersection of Classen Boulevard and Imhoff Road including the addition of a center turn lane on Classen Boulevard.

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

60<sup>th</sup> Avenue Widening (Tecumseh Road to Indian Hills):

The 60<sup>th</sup> Street NW Widening Project from Tecumseh Road to Indian Hills Road is a \$5.7 million street improvement project administered by the Oklahoma Department of Transportation on behalf of the City of Norman. Construction of the project will begin on Monday, February 6, 2012. Upon completion, 60<sup>th</sup> Avenue NW will be a 4-lane rural highway with paved shoulders. A new traffic signal will be installed at the intersection of 60<sup>th</sup> Avenue NW and Indian Hills Road. Significant storm drainage improvements will also take place as part of this project including replacement of the Ten Mile Flat Creek Bridge.

The contractor worked on the items listed below:

- Continued to work on the roadway between Franklin Road and Indian Hills
- Continue to install the drainage structures north of Indian Hills

I-35/Robinson Street Interchange:

The I-35/Robinson Street Interchange Northeast Quadrant Project involves reconfiguring the northbound on and off ramps, a new traffic signal, drainage improvements and extending Interstate Drive from Robinson Street to Mount Williams Drive. Construction began on the project on Monday, April 2, 2011. The contractor installed the traffic signals and the light poles. The only item not finished is sodding the site.

Robinson Street and 12<sup>th</sup> Avenue NE:

The Robinson Street and 12<sup>th</sup> 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 12<sup>th</sup> Avenue NE and Northcliff Avenue.

The contractor completed the pavement for the southbound outside lanes on 12<sup>th</sup> Avenue NE and the westbound outside lanes on Robinson Street. The contractor is continuing to work on the north and the east legs 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 is working on the sidewalk and pavement on the east side of the roadway.

**Sidewalk Programs:**

Citywide Sidewalk:

Construction on Porter Avenue between Tonhawa and Acres to improve sidewalk and driveways; sidewalk repair, new sidewalk and curb along Ponca Avenue from Tonhawa to Acres has been completed.

Sidewalk Accessibility:

Construction will begin on October 9, 2012 south of Main Street on the east side of 12<sup>th</sup> Avenue N.E. This project will repair sidewalk and reconstruct driveways to meet ADA compliance from Main Street to 150 feet south of the bus yard at 425 12<sup>th</sup> Ave N.E.; then construct new ramps on the Morren Drive from 12<sup>th</sup> Avenue N.E. to Mt. Vernon. This project is estimated to be completed in three weeks.

## **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.

## **STREETS DIVISION**

### **ASPHALT OPERATIONS**

#### **Peters Avenue and Gray Street Parking Lot Construction**

204.65 tons of asphalt

61.5 cubic yards of concrete

### **DEEP PATCH OPERATIONS**

#### **Webster Avenue at Symmes Street**

34.34 tons of asphalt

### **CONCRETE OPERATIONS**

#### **1102 Little River Road Driveway Approach**

8.0 cubic yards of concrete

#### **Andrews Park Sidewalk Construction**

33.5 cubic yards of concrete

### **OTHER**

#### **Interlocal Agreement Cleveland Co. Dist. 1**

##### **30<sup>th</sup> Avenue SE B/Sooner Road and West End**

2,381.62 tons of asphalt

#### **Crack Seal Program**

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

## **STORM WATER**

#### **2348 Blue Court/ Drainage Project**

Installing drainage culvert pipe to improve storm water run-off. Placed 21 cubic yards of concrete, 5.61 tons of asphalt and hauled 55 tons debris.

#### **13200 Cedar Lane**

Drainage improvement project. Placed 6 cubic yards of concrete.

#### **Eufaula Street Storm Sewer Extension**

Repairing storm water drainage inlet structure. Placed 21 cubic yards of concrete and hauled 21 tons debris.

Imhoff Creek/Andrews Park

Repairing WPA rock wall liner of Imhoff Creek. Approximately 80 feet of the wall fell into Imhoff Creek Channel. Removed debris and sorted native rock to reuse in repairing liner wall. Placed 11 cubic yards of concrete and hauled tons debris.

Urban/Rural Litter Program

Removed 2.01 tons of trash/debris from urban/rural right-of-ways.

Drainage Maintenance

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

Storm Water Management

Cleared 335 inlets of debris from drainage right-of-ways in the urban/rural area.

Urban Street Sweeping Operations

Urban street sweeping operations, a total of 263 miles were swept resulting in the removal of approximately 156 tons of debris from various curblane streets.

Mowing Of Drainage/Roadside Right-Of-Ways

Mowed and trim mowed 2,600,482 feet of drainage right-of-ways in the urban area.

Mowing 23.75 miles of urban roadside right-of-ways (smooth cut).

Mowing 117.25 miles of urban/rural roadside right-of-ways (rough mowing).

# September 2012

## DEVELOPMENT COORDINATION, ENGINEERING, AND

## PERMIT REVIEW

FY 12-13 Associated Fees

### Subdivision Development:

#### Planning Commission Review:

\*Norman Rural Cert of Survey..2  
 \*Final Plats.....5  
 \*Preliminary Plats.....1  
 \*Replat.....0

#### City Council Review:

Certificate of Survey.....0  
 Preliminary Plats.....0  
 Final Plats.....0  
 Consent to Encroach.....0  
 Easements.....0  
 Release of Deferral.....0

This Month	Last Month	Total
↓	↓	↓
\$11,880.00	\$6,720.00	\$24,800.00

### Permits Reviewed/Issued:

(includes Offsite Construction fees)

\*\*Single Family.....30  
 \*\*\*Commercial.....15  
 Multi-Family.....0  
 Addition/Alteration.....10  
 House Moving.....4  
 Paving Only.....5  
 Storage Building.....8  
 Swimming Pool.....3  
 Storm Shelters.....19  
 Public Improvements.....3  
 Temporary Encroachments.....2  
 Fire Line Pits/Misc.....1  
 Flood Plain (@\$100.00 each).....1

↓	↓	↓
\$100.00	\$100.00	\$200.00

<b>Total Permits.....</b>	\$8,615.88	\$7,457.56	\$19,108.44
<b>Grand Total.....</b>	\$20,595.88	\$14,277.56	\$44,108.44

****Construction Plan Review occurrences	35	30	83
*****Punch Lists prepared.....	11	8	23

\* 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

## SEPTEMBER 2012

### DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/DREW  
NORLIN

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	11	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	30	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	15	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	35	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	7	100%

# FLEET MANAGEMENT ACTIVITY REPORT

September 2012

FYE 2013

## FUEL REPORT

IN GALLONS

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	20,622.00	20,827.36	10,663.68
Outside - sublet	0.00	1,718.10	0.00
<b>TOTAL</b>	<b>20,622.00</b>	<b>22,545.46</b>	<b>10,663.68</b>

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	20,025.46	25,873.51	2,660.49	8,003.29

FYE 2013 TO DATE CONSUMPTION				
TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	70,045.63	84,321.51	11,296.50	24,206.50

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.39	Low	\$3.19	UNLEADED	High	n/a	Low	n/a
DIESEL	High	\$3.38	Low	\$3.27	DIESEL	High	\$3.83	Low	\$3.83
CNG	High	n/a	Low	\$0.67	CNG	High	n/a	Low	n/a

## MAINTENANCE REPORT

REPAIR PARTS SOLD	\$51,922.18
TIRES SOLD	<u>\$28,552.82</u>
<b>TOTAL PARTS SOLD</b>	<b>\$80,475.00</b>

## PUBLIC CNG SALES

September 2012	\$12,076.94
FYE 2013 TO DATE	\$36,527.50

**SUBLET REPAIRS**                      **\$11,504.04**

	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	Fiscal YEAR TO DATE
ROAD CALLS	31	37	59	127
PM SERVICES	89	79	92	260
DISASTER REPAIRS	0	17	0	17
WORK ORDERS	413	477	466	1,356

**FLEET MANAGEMENT**  
**PREVENTATIVE MAINTENANCE RESCHEDULES**

FYE 12 VS FYE 13  
AS OF 10/12/2012

	COMPLETED FYE 12	PENDING FYE 12	TO DATE FYE 13	PENDING FYE 13
CITY COUNCIL	0	0	0	0
FIRE ADMINISTRATION	1	0	1	0
FIRE TRAINING	0	0	0	0
FIRE PREVENTION	2	0	1	0
FIRE SUPPRESION	4	0	1	0
FIRE DISASTER PREPAREDNESS	0	0	0	0
ENGINEERING	0	0	0	0
UTILITIES (METER READERS)	0	0	0	0
INFORMATION SYSTEMS	0	0	0	0
FLEET MANAGEMENT	0	0	0	0
STREET MAINTENANCE	0	0	2	2
STORM WATER	0	0	0	0
TRAFFIC	1	0	0	0
SANITATION ADMINISTRATION	0	0	0	0
SANITATION RESIDENTIAL	7	0	3	1
SANITATION COMMERCIAL	3	0	2	0
SANITATION TRANSFER	3	0	1	1
SANITATION COMPOST	0	0	1	1
SANITATION RECYCLE	1	0	0	0
SANITATION YARD WASTE	2	0	0	0
LINE MAINTENANCE ADMIN.	0	0	0	0
WATER LINE MAINTENANCE	6	0	3	2
SEWER LINE MAINTENANCE	2	0	0	0
PARK MAINTENANCE	0	0	1	1
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	1	1
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	1	0
POLICE ADMINISTRATION	0	0	0	0
POLICE STAFF SERVICES	1	0	2	0
POLICE CRIMINAL INVESTIGATIONS	2	0	0	0
POLICE PATROL	25	0	11	1
POLICE SPECIAL INVESTIGATIONS	1	0	0	0
POLICE COMMUNICATIONS	0	0	0	0
<b>TOTALS</b>	<b>71</b>	<b>0</b>	<b>31</b>	<b>10</b>

# FLEET MANAGEMENT

## Mechanic Productivity

### Report

FYE 2013

September 2012

MECHANIC	DIRECT LABOR HOURS
# 001	137.76
# 002	128.19
# 003	118.20
# 004	128.12
# 005	127.09
# 007	147.43
# 008	137.82
# 010	105.71
# 011	24.12
# 012	123.30
# 015	128.13
# 019	131.40
# 021	121.97

<b>DIRECT LABOR HOURS</b>	<b>1560.70</b>
TOTAL AVAILABLE HOURS	2172.00
PRODUCTIVITY GOAL	70.0%
ACTUAL PRODUCTIVITY	71.9%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2013

STREET DIVISION					
	FYE 2013 September, 2012	FYE 2013 September, 2012	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours (tons of material used)	-	100%	7.94	100%	95%
Overlay/pave 10 miles per year.	0.75	8%	10.55	106%	100%
Replace 1,160 square yards of concrete pavement panels	35.50	3%	56.00	5%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	10.00	2%	30.00	7%	50%
Grade all unpaved public roads eight (8) times a year. (approximately 21 miles)	42.00	25%	126.00	75%	70%

STORM WATER DIVISION					
	FYE 2013 September, 2012	FYE 2013 September, 2012	Year to Date	Year to Date	FYE 2013
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	263.00	53%	956.00	16%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	335.00	2%	335.00	2%	70%
Mow 190 ROW-miles of Urban right-of-way, eighteen times per year (miles)	23.75	1%	83.75	2%	85%
Mow 148 miles of Rural Right-of-way twice per year (miles)	117.25	40%	312.25	105%	50%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	2,600,482.00	19%	5,062,494.00	37%	80%
Apply chemical vegetative control to 160 urban/rural ROW-miles twice per year	-	0%	9.00	3%	65%

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

<b>SEPTEMBER 2012</b>	<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
		<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days	100%	59	59	100%	181	181	100%
Provide information requested by citizens within 7 days	95%	59	59	100%	181	181	100%
Complete traffic engineering studies within 45 days.	99%	1	1	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	46	46	100%	129	129	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	0.00	1154	569.75	0.49
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		1.97	16	8.12	1.97	16	8.12
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		12	12	100%	37	37	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
		21	21	100%	97	97	100%
Response to reports of sign damage:	Percentage						
<b>High Priority</b> Stop or Yield Signs within one hour	99%	8	8	100%	21	21	100%
<b>Lower Priority</b> all other signs within one day	90%	40	40	100%	191	191	100%
<b>Street Name Signs</b> within two weeks	90%	4	4	100%	34	34	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
		2688	3.25	0.00	9024	3.25	0.00



## Monthly Report

September 2012

### Line Maintenance:

#### Division Capital Projects FYE 12

- Crawford Ave.: WA0166 – 95% Complete

#### Division Capital Project FYE 13

- Sandpiper Ln. – WA 0313 – Materials ordered
- High Meadows – WA0208 – Materials ordered

#### Division Accomplishments

Water Maintenance crews responded to 20 water main emergencies, maintenance on 61 fire hydrants, 176 water valves, 436 water main locates, replaced water main under 1 drive approaches, completed 32 yard restoration sites, responded to 11 after hour water service requests, 282 points for water main GPS data and set 121 new water meter services. Estimated water loss from water main breaks, and system quality assurance for the month of July – 2,654,000 gallons.

Sewer Maintenance crews hydro-cleaned 192,317 feet of sewer mains, 350 feet of root removal, 6,307 feet of CCTV inspection, 4 tap inspections, 3 cap inspections, 341 sewer main locates and responded to 27 possible sewer obstructions requests, 3 on City side, 24 on private side, had 1 SSO's, (1) City responsibility and (0) private responsibility. Staff member training; 9 staff members attended 24 hour ODEQ approved training for Wastewater Process Monitoring. Lift station crew pulled pumps for annual cleaning and installed a new canopy over control panels at Royal Oaks Lift Station.

### 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 12<sup>th</sup> 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 has partnered through ACOG with other communities which discharge to the Canadian River to study impacts on river water quality. We selected a consultant who completed a sampling and testing plan, the Quality Assurance Project Plan (QAPP). QAPP approved by EPA, Region 6 (EPA 6) in Dallas 3/25/10; sampling for testing began 7/1/10 from selected sites along the river; Interim Modeling Report submitted through ODEQ to EPA 6 in December 2011; comments received from EPA 4/11/12; Preliminary final report received 9/20; consortium met 10/9 to discuss ODEQ comments; payments totaling \$248,722 of \$268,000 or 93% have been approved.

Royal Oaks Force Main Rehab (WW0062): Two 12-inch PVC force mains from Hall Park and Royal Oaks lift stations join into 2,260 linear feet of 16-inch ductile iron force main installed in 1984; force main runs south along 24<sup>th</sup> Avenue N.E., from near Alex Plaza Drive across Alameda to its termination at an existing manhole to be replaced. Design layout nearing completion; Lemke proposal due shortly.

SE Bishop Interceptor, Phase 2B (Project WW0267): Construction of Phase 2B, Section 1 complete March 2007; Section 3 design complete by CP&Y; permits in hand; advertised 10/4 & 10/11/12, to bid 11/1/12; additional discrepancy in easement dimensions being resolved. Final phase should bid early 2013.

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; comments furnished to Lemke; ODEQ permit, advertise and bid next quarter.

Sewer Maintenance Project FYE12 (WW0070): Annual rehabilitative project, bounded by Boyd to the north, Imhoff Creek to the west, Lakewood to the south and Elm to the east, with one (1) supplementary area south of Boyd, west of BNSF; staff in-house final design is in progress; staff will shortly issue purchase order to Lemke for on-call surveying and drafting assistance; bid alternates may be considered.

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

Wastewater Supervisory Control and Data Acquisition (SCADA) (WW0052): SCADA electronically reports plant and lift station activity to a central location. 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; extended contract time expired 9/27/11; telemetry except Lift Station D installed and functioning; payments totaling \$712,215 of \$949,500 or 75% have been 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. Reimbursement Requests 21, 22 and 23 approved by OWRB including reimbursement of construction testing costs and additional engineering fees. Will submit request soon for reimbursement of Lift Station D access road completed by Public Works.

Wastewater Flow Monitoring Project (WW0042): HDR Engineering approved 04/13/10 for completion of city-wide flow monitoring, and calibrating the new Wallingford Infoworks wastewater model to simulate the affect a 5-year design storm. Thirty-two flow meters and ten rain gauges utilized to collect dry and wet weather flow data; Flow Monitoring Report received 12/21/10. Sewer sub-basin maps reviewed to determine proper loading information under 2025 Plan and corresponding population equivalents. Loading data to be transmitted to HDR in 04/25/121 so modeling can begin. Payments totaling \$426,046 of \$576,699 or 74% processed.

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

clarification rehab, additional activated sludge and final clarification basins, as well as sludge and miscellaneous improvements. Engineering Report finalized and submitted to DEQ 11/18/11; DEQ comments received 03/26/12. Request for variance submitted to DEQ 05/21/12. Garver Amendment No.1 for final design and bidding was approved 06/12/12 and final design kickoff meeting was held 06/25/12. FYE13 budget increased overall funding and shifted the Sewer Sales Tax (Fund 323) share to the Water Reclamation Fund 032. Sent response to DEQ regarding revised OPDES compliance schedule on 06/19/12; we requested a 20-month extension and have not heard anything. Terracon selected for geotechnical work; work projected to start 10/08/12. ER review meeting with DEQ was held 09/06/12 and DEQ refused request for minor change to 208 Plan on 09/21/12. Design Meeting #3 held 09/19/12 with next meeting scheduled for 10/24/12. Updated request for \$52M in SRF funding submitted to OWRB 09/21/12.

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

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

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

## **Water Projects:**

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

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

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

Highway 9 Water Line Relocations (WA0191): This project will relocate waterline along Highway 9 from Classen to 36<sup>th</sup> Avenue SE as required by ODOT for the Highway 9 Widening project. Design contract with Cardinal Engineering to be considered in October.

Water Line Replacement, Flood Avenue (WA0306): This project will install 8,400 feet of 12-inch waterline along Flood between Robinson and Boyd. Project delayed due to lack of funding. Design now expected in FYE14 with construction in FYE15.

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

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

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

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

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

Hall Park Waterline Improvements (WA0149): Project will replace dilapidated or undersized waterlines in Hall Park. Lemke Surveying and Garver Engineering completed design and plans were approved by ODEQ 11/22/10. Project was initially delayed to allow funding of drainage flume in greenbelt. Project advertised 05/04/12 and pre-bid conference held 05/16/12. Bids opened 05/24/12 with Central Contracting Services, Inc. providing low bid of \$524,273 with 3 other bidders. Award and contract approved 06/12/12. Meeting with Hall Park POA held 06/14/12. Contract time began 07/23/12; contractor started work 08/28/12 with delivery of pipe and materials to site. Pipe installation began along 24th Avenue on 09/24/12 and is proceeding north at this time.

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

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

2060 Strategic Water Supply Plan: RFP distributed to consultants 11/21/11 and proposals were received 12/20/11. Review committee selected the team of Carollo/Tetratech as most qualified and design contract approved 03/13/12. Kick-off meeting was held 04/06/12 with water plan to be finalized by January 2012. Ad hoc committee of 15 citizens appointed 05/08/12 to provide citizen input to staff/consultant during development of the plan. First Ad Hoc meeting held 5/30/12. First Public Meeting held 06/25/12: public meeting minutes issued. Basis of Planning Workshop with Ad-Hoc committee held 08/06/12; committee and council completed alternative comparison weighting matrix in August. Staff working with Carollo on initial screening of alternatives; Ad-Hoc meeting held 10/9/12, and public meeting scheduled for 10/17/12.

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.

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. Meeting held with Poe to discuss directional drilling option for Lindsey Street.

#### **RECOUPMENT PROJECTS:**

WWTP Investment Fee/Wastewater Excise Tax: Staff calculated the Wastewater Excise Tax on 15 commercial entities this month. This resulted in assessments made upon 2 entities whose project did not increase wastewater flows. A total of \$25,850.58 was assessed on the remaining 13 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.

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

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

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

24th Avenue NW Waterline Payback: Payback project established 04/22/08 for NUA construction of 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Last payback fee of \$22,227 for UNP Corporate Center received November 2010; total of \$22,227 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 21 sets of water and sewer development plans this month. During this fiscal year, staff has reviewed a total of 14 sets of plans with an average review time of 7.9 days. Staff's goal is to review 90% of these plans in less than 10 days and, to date, staff has achieved this 89% of the time.

# DEVELOPMENT PLAN REVIEW

September 2012

Received by Utilities	Name	Description	Engineer	Returned by Utilities	Action	Days to Return	Greater than 10 Days?
9/4/2012	Fountain View Addition Section	Water	SMC	9/28/2012	Returned	24	1
9/4/2012	Fountain View Addition Section	Sewer	SMC	9/28/2012	Returned	24	1
9/11/2012	Clark Ranch	COS	Jividen	9/18/2012	Returned	7	0
9/11/2012	McGregor Estates	COS	M & M	9/18/2012	Returned	7	0
9/11/2012	Harvest Church	Final Plat	Cardinal	9/18/2012	Returned	7	0
9/11/2012	Brookhaven 41 Addition	Final Plat	Clour	9/18/2012	Returned	7	0
9/11/2012	Carrington Place Addition	Final Plat	SMC	9/18/2012	Returned	7	0
9/11/2012	Trailwoods Addition Section 1	Final Plat	SMC	9/18/2012	Returned	7	0
9/11/2012	Harvest Church	Water/Sewer	Cardinal	9/14/2012	Returned	3	0
9/11/2012	Brookhaven 41 Addition	Water	Clour	9/20/2012	Returned	9	0
9/11/2012	Brookhaven 41 Addition	Sewer	Clour	9/20/2012	Returned	9	0
9/11/2012	Carrington Place Addition	Water	SMC	9/20/2012	Returned	9	0
9/11/2012	Carrington Place Addition	Sewer	SMC	9/20/2012	Returned	9	0
9/11/2012	Trailwoods Addition Section 1	Water	SMC	9/20/2012	Returned	9	0
9/11/2012	Trailwoods Addition Section 1	Sewer	SMC	9/20/2012	Returned	9	0
9/13/2012	Community Christian School	Water	Johnson	9/20/2012	Returned	7	0
9/14/2012	S & S Family Properties Addition Section 1	Final Plat	SMC	9/14/2012	Returned	0	0
9/14/2012	Walmart Neighborhood Market	Sewer	SMC	9/14/2012	Returned	0	0
9/14/2012	Walmart Neighborhood Market	Water	SMC	9/14/2012	Returned	0	0
9/25/2012	Chapala Mexican Grill	Fire Line	Red Plains	10/2/2012	Returned	7	0
9/27/2012	Chapala Mexican Grill	Fire Line	Red Plains	10/2/2012	Returned	5	0

## FYE12 Data

Average Days to Return =	7.9
Number of Plans Reviewed	35
Plan Review > 10 days	4
Percentage Reviewed < 10 Days	89%
Goal for Review < 10 Days	90%

Utilities Administration  
Monthly Capital Projects Report

Project Information			Design Information				Construction Information						
Project Number	Project Name	Engineer	Contract Number	Design Total	Total to Date	% Comp	Contract Number	Contract Amount	Adjusted Amount	Amount Paid	Percent Change	Scheduled Complete % Complete	Actual % Complete
WA0051	Raw Waterline, Phase 1	Garver Engineers		309,600	\$309,600	100%	0910-170	\$3,171,711	\$3,171,711	\$2,315,028	0.00%	6/24/2011	73%
WA0039	Boyd Tower Resurfacing	EST, INC.	0910-176	111,800	\$37,000	33%	1112-01	\$437,400	\$437,400	\$0	0.00%	6/4/1900	0%
WA0041	Apple Creek Waterline	Staff / Lemke/Cardinal		24,850	\$21,396	86%				\$0		NA	
WM0267	Interceptor Improvements: SE Bishop Ph 2B	CP&Y	0304-147	122,701	\$88,142	72%				\$0		NA	
WM0120	Interceptor Improvements: Woodcrest	RJN Group	0405-159	133,849	\$113,641	85%				\$0		NA	
WA0187	Pendleton Area Waterline	Cardinal	1112-112	75,750	\$63,925	84%				\$0		NA	
WM0062	Royal Oaks Force Main Rehabilitation	Staff / Lemke	0910-155	66,005	\$25,550	39%	1011-02	\$1,570,100	\$1,747,285	\$1,747,285	11.28%	8/23/2012	100%
WM0055	Sewer Maintenance Project FYE 2010	Staff / Lemke	0910-55	-	-	-	T.B.D.		\$0			NA	
WM0064	Sewer Maintenance Project FYE 2011	Staff / Lemke	0910-55	-	-	-	T.B.D.		\$0			NA	
WM0070	Sewer Maintenance Project FYE 2012	Staff / Lemke	TBD	-	-	-							
WM0043	WWTP Aeration Basin Blower VFDs	Garver	0910-53	64,500	\$63,210	98%	K-1011-42	\$960,326	\$960,326	\$912,310	0.00%	7/17/2011	95%
WM0044	WWTP Canadian River TMDL	ACOG/Guemesey	0809-57	37,213	\$37,065	100%	0910-185	\$231,431	\$231,431	\$211,657	0.00%	5/27/2011	91%
WM0047	WWTP No. Digester Boilers Replacement	Garver	0910-53	43,200	\$42,336	98%	K-1011-42	\$395,174	\$395,174	\$375,415	0.00%	7/17/2011	95%
WM0052	WWTP SCADA Improvements	Garver	0910-53	306,000	\$299,880	98%	K-1011-42	\$949,500	\$949,500	\$712,125	0.00%	7/17/2011	75%
WM0248	SS Emergency Repairs	NA	NA	N/A	\$0	\$0				\$100,000	0.00%	NA	7%
WM0011	WW Flow Metering Phase 2	NA	-	-	\$0	\$0	0405-116	\$154,244	\$154,244	\$130,982	0.00%	NA	85%
WB0140	FYE08 12-inch Waterline	Staff / Lemke	0910-55	-	\$83,709	-	1011-123	\$1,178,194	\$1,178,194	\$1,055,036	0.00%	10/27/2011	90%
WB0141	FYE08 16-inch Waterline	Staff / Lemke	0910-55	-	\$11,646	-	1011-123	\$294,548	\$294,548	\$226,809	0.00%	10/27/2011	77%
WB0127	Phase 2 Wells	CH2M-Hill	0607-109	400,800	\$337,697	84%	NA		\$0			NA	
WM0262	Tecumseh Interceptor	Garver Engineers	0506-53	28,178	\$23,971	85%	Future		\$0	\$0		NA	
WB0184	Waterline Segment D, Phase 2	Crafton Tull	0607-55	95,625	\$81,429	85%	Future		\$0	\$0		NA	
WB0185	Phase 2 12-inch Waterline	Staff / Lemke	0910-55				K-1011-156	\$447,617	\$447,617	\$193,061	0.00%	7/4/2012	43%
WB0186	Phase 2 16-inch Waterline	Staff / Lemke	0910-55				K-1011-156	\$582,028	\$582,028	\$326,248	0.00%	7/4/2012	56%
WA0131	WTP High Pressure Pipe Upgrade	PEC	0607-122	-	-	-	Future		\$0			NA	
WA0149	Hall Park Waterline Improvements	Lemke/Garver	0910-53 ant	61,680	\$51,242	83%	Central Contracting Services, Inc.	\$524,273	\$524,273	\$0	0.00%	3/20/2013	0%
WA0173	Master Meter Replacement	Staff	NA	-	-	-	Badger Meter Inc	\$88,145	\$88,145	\$98,145	0.00%	NA	100%
WA0174	Strategic Water Supply Plan	Carolla	1112-114	385,947	\$112,801	29%	NA		\$0				
WA0175	USGS Trace Metals Aquifer Study	USGS	1112-57	150,000	\$99,570	66%	NA		\$0				
WA0182	Waterline Segment A, Phase 1	PEC	0607-122	175,465	\$88,785	51%	Future		\$0			NA	
WA0188	SE Oklahoma Raw Water Study	OK Regional Water UT	0708-155	91,375	\$91,375	100%	NA		\$0			NA	
WA0191	Highway 9 Waterline Relocations	Cardinal		-	\$0	-	Future		\$0			NA	
WA0292	Waterline Segment F	Staff / Lemke	0910-55	5,000	\$5,000	100%	K-1011-156	\$157,022.69	\$157,023	\$90,261	0.00%	7/4/2012	57%
WA0293	Water Storage Towers	staff		-	\$0	-	Future		\$0			NA	
WA0305	Berry Road Waterline Replacement	Poe & Associates	0910-61	172,000	\$82,100	48%	Future		\$0	\$0		NA	
WM0042	Wastewater Flow Monitoring	(see construction)		-	-	-	HDR Engineering/RJN Group	\$576,699	\$576,699	\$426,046	0.00%	1/9/2011	74%
WM0050	WWTP Effluent Truck Wash	Alan Plummer	K-1213-54	18,700	\$0	0%	Future		\$0			NA	
WM0058	Effluent Reuse at Composting Facility	Alan Plummer	K-1213-54	8,900	\$0	0%	Future		\$0			NA	
WM0065	WWTP Phase 2 Expansion	Garver	1011-148	4,084,800	\$1,018,604	25%	Future		\$0			NA	
WM0204	North WRF Engineering Report	HDR/Alan Plummer	pending	-	-	-	NA		\$0			NA	
WM0303	Lift Station D Rehabilitation	HDR	0708-111	1,436,683	\$1,433,529	99.8%	0910-34	\$5,840,000	\$5,927,511	\$5,863,236	1.50%	8/24/2011	99%

**SEPTEMBER 2012  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT**

**INSPECTIONS**

	<b>September</b>	<b>Year to date</b>
Fats, oil and grease (FOG) program	32	61
Food license renewal	3	9
Silver Program	0	1
Significant Industrial Users	4	4
<b>Total inspections</b>	<b>39</b>	<b>75</b>

**ROUTINE ACTIVITIES**

	<b>September</b>	<b>Year to date</b>
Line Maintenance calls	0	3
Significant Industrial User sites sampled	1	12
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	0%
Required annual 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	50%
Household hazardous waste disposal calls	22	62

**REVENUE**

	<b>September</b>	<b>Year to date</b>
FOG Program	\$200.00	\$400.00
Silver Program	\$0.00	\$100.00
Industrial Discharge Permit	\$0.00	\$0.00
Surcharge	\$7,806.76	\$17,556.32
Lab Analysis Recovery	\$2,756.67	\$8,002.17
<b>Total revenue</b>	<b>\$10,763.43</b>	<b>\$26,058.49</b>

**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. Working with IT department to put the fertilizer usage survey online.
7. ECAB members are developing water conservation tips and practices to be distributed to the media.
8. Made preparations for a rainbarrel workshop to be held October 6th

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. Provided routine staff support, minutes, attending meetings

**MISCELLANEOUS ACTIVITIES**

1. Making preparations for the November 3rd household hazardous waste collection event.
2. Household hazardous waste collection event contract on September 25th Council Agenda
3. Working Phase II of Fats, Oils and Grease Program (FOG) - to include University businesses, fraternities, sororities, nursing homes.
4. As of September 20, approx. 31,271.5 gallons of grease/solids did not enter the sanitary sewer in FYE 13 as a the FOG program.
5. Staff is working with different departments to increase energy efficiency-i.e turning off computers, duplex anti-idling, methane recovery, replacing pumps with variable speed drives.
6. DEQ and staff are working on a statewide effort with the Product Stewardship Institute to initiate paint take-back programs similar to the recent paint take-back program in Oregon.
7. Staff is working with Recycle America to begin recycling in city facilities.
8. Staff is assisting the Water Reclamation Facility with biomonitoring and the Toxicity Identification Evaluation.
9. Assisting the Oklahoma Water Environment Association in developing their Strategic Direction Plan
10. Assisting Water Treatment and the Water Reclamation Facility with Lean and Green initiatives
11. Staff presented at the Oklahoma Water Pollution Control Facility
12. Chairing Green Team.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 13		FYE 12	
September, 2012	MONTH	YTD	MONTH	YTD
Number of Complaints of Sewer Stoppage:				
City Responsibility	3	9	3	9
Property Owner Responsibility	24	84	27	86
TOTAL	27	93	30	95
Number of Feet of Sewer Cleaned:				
Cleaned	191,386	524,314	129,155	401,450
Rodded	1,300	10,525	3,250	10,375
Foamed	42,555	58,287	0	112,081
TOTAL	235,241	593,126	132,405	523,906
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	2	0	2
Obstruction	1	2	0	3
Private	0	2	1	9
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	6	1	14
Feet of Sewer Lines Televised	8,009	56,727	37,751	79,529
Locates Completed	341	1,178	404	1,207
Manholes:				
Inspected	667	2,182	824	2,661
New	0	1	0	0
Rebuilt	0	0	0	0
Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	2	2	55	115
Hours Worked at Lift Station	141	419	256	739
Hours Worked for Other Departments	14	48	22	94
OJI Percentage	0.00	0.05	3.76	1.25
Square Feet of Concrete	0	0	0	0
Average Response Time (Hours)	0.35	0.35	0.29	0.35
Claims Paid Per 10,000 People		0	0.09	0.125

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 13		FYE 12	
September, 2012	MONTH	YTD	MONTH	YTD
New Meter Sets:	121	503	38	111
Number Short Sets	121	496	36	104
Number Long Sets	0	7	2	7
Average Meter Set Time	4.30	3.74	5.80	6.49
Number of Work Orders:				
Service Calls	462	1,415	403	1,118
Meter Resets	0	2	0	0
Meter Removals	0	2	2	2
Meter Changes	41	88	21	76
Locates Completed	438	1,543	487	1,511
Number of Water Main Breaks	20	75	34	114
Average Time Water Off	2.89	2.75	1.76	1.56
Fire Hydrants:				
New	1	1	0	0
Replaced	1	3	1	1
Maintained	61	89	25	577
Number of Valves Exercised	157	561	138	373
Feet of Main Construction	825	1,975	305	424
Hours of Main Construction	519	1,922	221	705
Meter Changeovers	8	66	0	0
OJI Percentage	7.60	8.34	8.70	8.70
Hours Flushing/Testing New Mains	25	97	38	41
Hours Worked Outside of Division	147	512	169.00	626.00

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Wastewater Pollution Control Facility  
September 1-30 2012  
**Flow Statistics**

	<b>FYE 2013</b>		<b>FYE 2012</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	267.4	810.3	301.0	921.5
Total Effluent Flow (M.G.)	257.9	786.8	248.1	747.8
Influent Peak Flow (MGD)	11.3	12.1	12.0	11.6
Effluent Peak Flow (MGD)	10.9	12.2	9.7	9.4
Daily Avg. Influent Flow (MGD)	8.9	8.6	10.0	9.8
Daily Avg. Effluent Flow (MGD)	8.5	8.1	8.7	8.3
Precipitation (inches)	3.5	7.4	1.2	3.7

**Discharge Monitoring Report Stats**

5 day BOD: EPA minimum percentage removal 85%

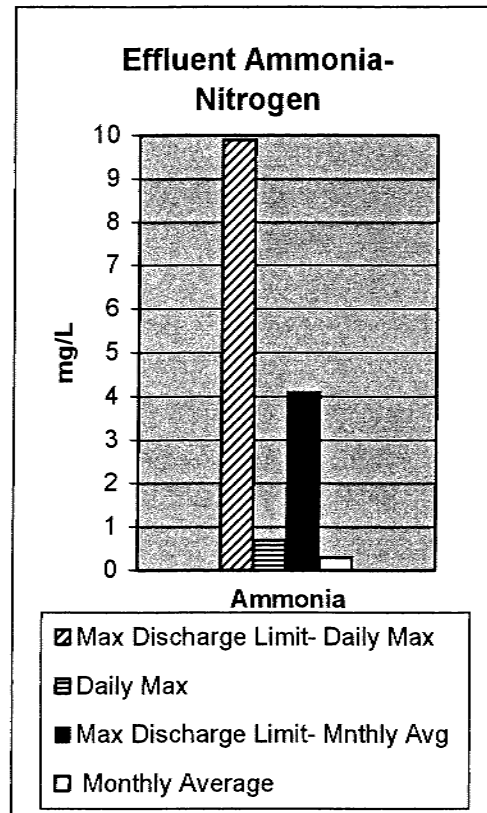
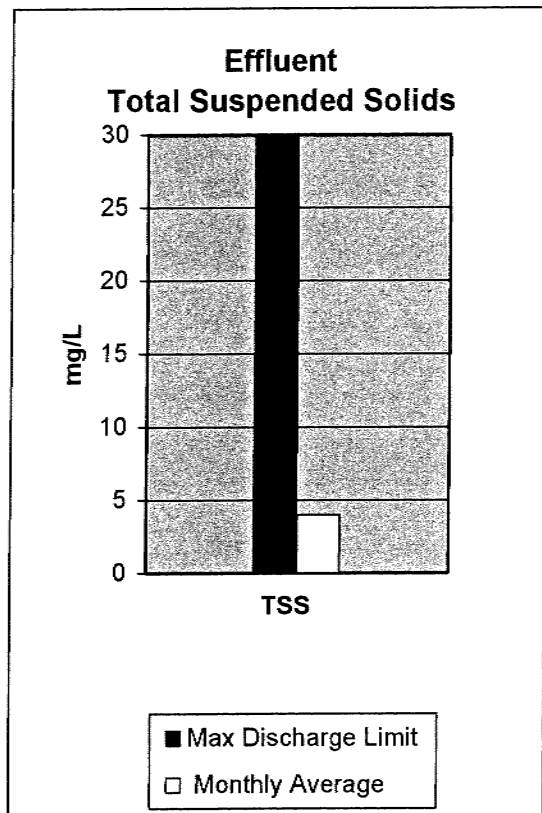
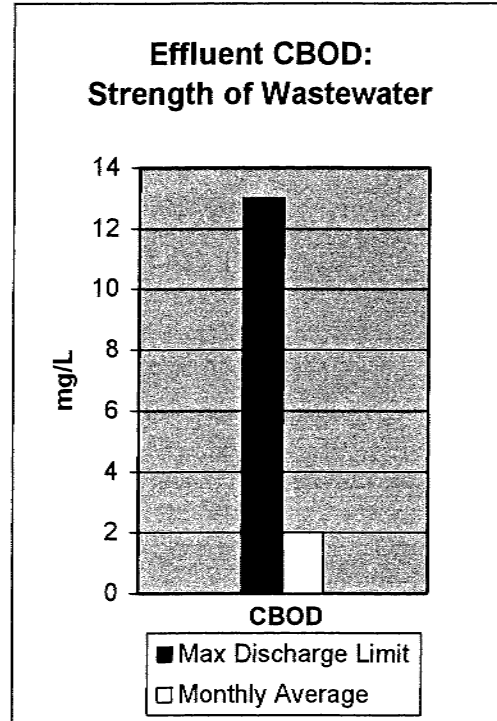
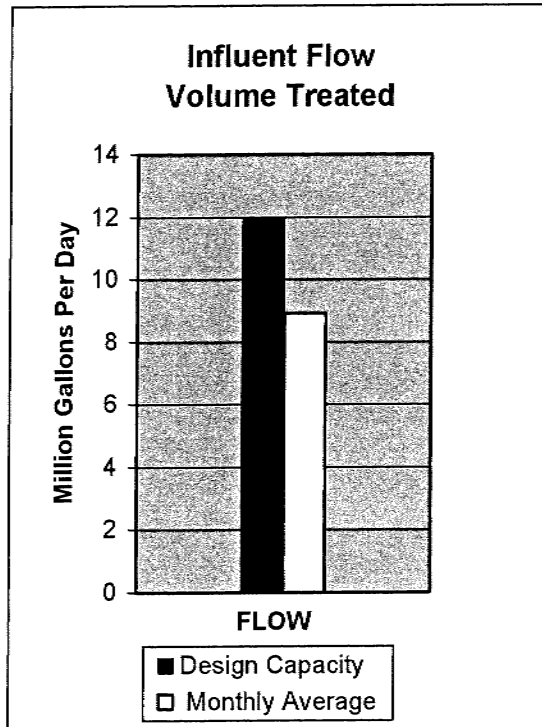
	<u>Avg.</u>	<u>Avg.</u>
Influent Total (mg/l)	225	218
Effluent Carbonaceous Total	2	5
Percent Removal	99.0	97.7
Total Suspended Solids:		
Influent (mg/L)	148	149
Effluent (mg/L)	4	3
Percent Removal	97.2	98
Dissolved Oxygen:		
Influent (min)	0.5	0.2
Effluent (min)	5.0	5.1
pH		
Influent (Low)	6.9	6.9
(High)	7.4	7.7
Effluent (Low)	6.6	6.7
(High)	7.1	7.5
Ammonia Nitrogen		
Influent (mg/L)	31.6	30.2
Effluent (mg/L)	0.31	0.4
Percent Removal	99.0	98.6

**Utilities**

Electrical				
Total kWh Used (Plant wide)	*525820	1,646,100	374,440	1,608,800
Aeration Blowers, WSL&Headworks	345,600	1,061,280	220,800	764,800
Natural Gas				
Total cubic feet/day (plant wide)	495,000	1,407,000	362,000	1,170,000
Public Education (Tours)	2	5	4	11
Reclaimed Water System (MG)	15.2	46.8	10.1	32.5
OU Golf Course	11.5	39.1	12.6	43.3

\*Usage up due to increase operation of centrifuges.

CITY OF NORMAN  
WASTEWATER TREATMENT FACILITY  
September 2012



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

**WATER TREATMENT DIVISION**

**MONTH: September-12**

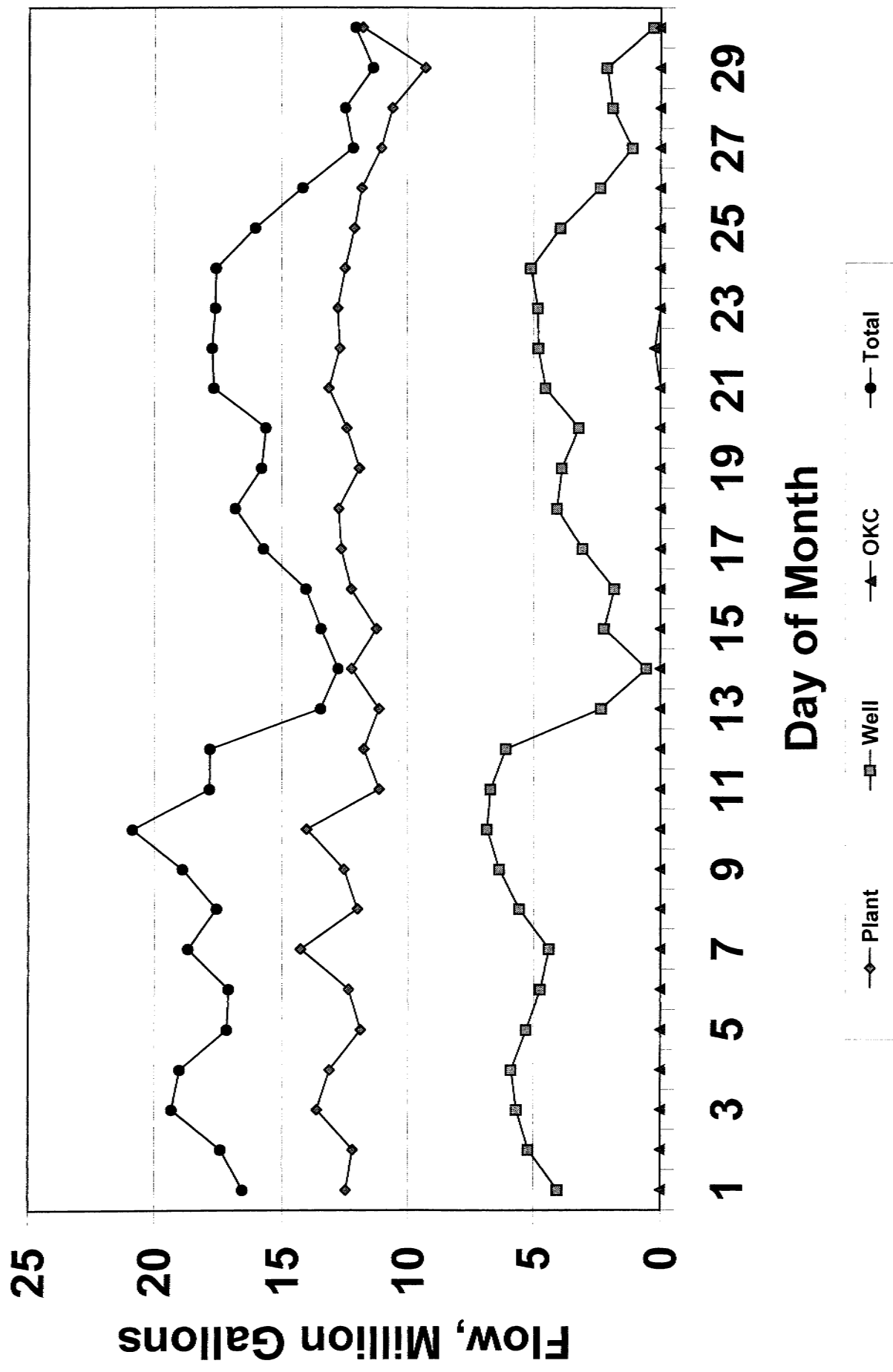
	<b>FYE 2013</b>		<b>FYE 2012</b>	
	<b><u>This month</u></b>	<b><u>Year to date</u></b>	<b><u>This month</u></b>	<b><u>Year to date</u></b>
<b>Water Supply</b>				
Plant Production (MG)	365.92	1,161.22	328.599	1106.25
Well Production (MG)	118.81	538.51	152.34	484.97
Oklahoma City Water Used (MG)	0.23	67.77	17.77	145.37
Total Water Produced (MG)	484.95	1767.50	498.71	1736.59
Average Daily Production	16.17	19.21	16.62	18.88
<b>Peak Day Demand</b>				
Million Gallons	20.86	24.82	21.82	23.94
Date	9/10/2012	7/23/2012	9/3/2011	8/5/2011
System Capacity (see note)	21.70	21.70	19.53	19.53
Demand Above Capacity (Peak Day)	0.00	3.12	2.29	4.41
Note: System Capacity does not include the Oklahoma City water line.				
<b>Costs</b>				
Plant	\$419,562.52	\$1,234,719.23	\$354,580.05	\$1,140,022.15
Wells	\$87,733.66	\$292,083.69	\$88,316.57	\$265,460.87
OKC (Estimated)	\$2,418.59	\$332,005.25	\$83,904.18	\$679,810.14
Total	\$509,714.77	\$1,858,808.17	\$526,800.80	\$2,085,293.16
<b>Cost per Million Gallons</b>				
Plant	\$1,146.59	\$1,063.30	\$1,079.07	\$1,030.53
Wells	\$738.47	\$542.39	\$579.73	\$547.37
OKC (Estimated)	\$10,749.29	\$4,898.86	\$4,721.94	\$4,676.38
Total	\$1,051.06	\$1,051.66	\$1,056.33	\$1,200.80
<b>Water Quality</b>				
Total Number of Bacterial Samples	101	306	100	300
Bacterial Samples out of Compliance	1	4	0	0
Total number of complaints	4	12	11	17
Number of complaints per 1000 service connections	0.12	0.37	0.34	0.52
<b>Safety</b>				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	176	528
Total Hours Lost	0	0	176	528
Safety Training Sessions Held	1	3	1	3
<b>Public Education</b>				
Number of tours conducted	0	0	1	2
Number of people on tours	0	0	20	21

**Notes:**

Well #40 is back in service. The pump for Well #6 has been pulled and the replacement pump is on hand, but problems with the installer's equipment prevented getting the well back in service last month.

Alum Pump #3 still has an intermittent problem. Since we have shut down to one clarifier for the winter we still have a spare pump and the situation is not critical. If we cannot find the problem we plan to replace the pump before next summer.

# Water Production for September, 2012



# SANITATION DIVISION PROGRESS REPORT

SEPTEMBER 2012

	FY 12		FY 13	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	4	9	0	3
<u>On The Job Injuries</u>	0	1	0	0
<u>Bulk Pickups</u>	24	100	32	100
<u>Refuse Complaints</u>	53	193	49	224
<u>New Polycarts Requests</u>	50	156	38	139
<u>Polycarts Exchanges</u>	16	32	7	21
<u>Additional Polycart Requests</u>	48	180	51	230
<u>Replaced Stolen Polycarts</u>	38	109	12	79
<u>Replaced Damaged Polycarts</u>	138	465	79	420
<u>Polycarts Repaired</u>	14	40	22	52

## COMPOST MONTHLY REPORT

SEPTEMBER-2012

	MONTH	YR-TO-DATE
TONS BROUGHT IN BY COMPOST CREWS:	319.26	982.89
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,008.47	\$ 18,497.99
TONS BROUGHT IN BY PUBLIC:	116.70	362.33
TONS BROUGHT IN BY CONTRACTORS :	202.13	541.24
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	3.34	11.40
LANDFILL TIPPING FEE'S	\$ 18.82	\$ 18.82
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,063.24	\$ 17,219.74
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 12,071.71	\$ 35,717.73
REVENUE COLLECTED FROM COMPOST SALES:	\$ 880.00	\$ 880.00

	MULCH CUBIC YDS		COMPOST CUBIC YDS	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
SELF LOADING BIN	8	8	264	264
TOTAL:	8	598	264	264

# MONTHLY TRANSFER STATION REPORT

SEPTEMBER 2012

	TONS PER MONTH	TONS PER YEAR	REVENUE PER MONTH	REVENUE PER YEAR
O.U. TONS	334.71	928.95	\$ 12,481.13	\$ 34,495.72
CONT. TONS:	138.11	532.54	\$ 6,862.40	\$ 24,710.31
CASH TONS:	867.12	2,564.32	\$ 36,187.66	\$ 114,886.65
BRUSH/YDS:	0.00	29.00	\$ -	\$ 290.00
PULL OFFS:	17	53	\$ 221.00	\$ 689.00
TOTALS:	1,339.94	4,025.81	\$ 55,752.19	\$ 175,071.68

	MONTH	YR-TO-DATE
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	357	1,083
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	6,414.38	20,493.01
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	51	150
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	349.36	1211.22
GRAND TOTAL TONS TO LANDFILLS	6,763.74	21,704.23

DISPOSAL COST PER TON (OKC)	\$ 18.82	\$ 18.82
TIPPING FEE'S FOR DUMPING AT OKC:	\$ 128,172.69	\$ 409,352.71
GRAND TOTAL TIPPING FEE'S	\$ 128,172.69	\$ 409,352.71

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	478	1,663
# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	2,675.21	9,224.83
# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	346	1,116
# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2,086.81	6,931.72

TOTAL LOADS BROUGHT TO TRANSFER STATION:	824	2,779
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TOTAL TONS BROUGHT TO TRANSFER STATION:	6,103.25	20,256.99
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	1.29	74.63
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# MONTHLY RECYCLING REPORT (DROP CENTERS)

SEPTEMBER 2012

	TONNAGES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	0.56	1.52	0.41	1.20	0.41	1.46
PLASTICS:	3.28	10.13	2.64	9.29	3.41	11.83
STEEL CANS:	0.73	1.99	0.56	1.93	0.66	2.05
CLEAR GLASS:	3.30	7.04	1.83	7.20	1.89	7.21
GREEN GLASS:	1.97	3.92	0.95	3.90	0.96	3.78
BROWN GLASS:	2.62	5.63	1.25	5.02	1.13	4.85
MIXED OFFICE PAPER:	8.49	21.56	5.87	19.06	5.53	25.17
CARDBOARD CENTERS TONS:	20.36	63.14	17.76	54.70	20.46	62.27
NEWSPAPER CENTERS TONS:	3.30	9.55	3.68	10.26	3.10	9.15
TOTAL TONS:	44.61	124.48	34.95	112.56	37.55	127.77

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	112.87	254.95
CARDBOARD COMPACTORS:	43.37	156.71
OTHER NEWSPAPER CONTAINERS:	0.97	1.17
TOTAL TONS:	157.21	412.83

	REVENUES					
	HOLLYWOOD		FAIR GROUNDS		HOBBY LOBBY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	\$ 448.00	\$ 1,170.40	\$ 328.00	\$ 912.80	\$ 328.00	\$ 1,119.20
PLASTICS:	\$ 65.60	\$ 202.60	\$ 52.80	\$ 185.80	\$ 68.20	\$ 236.60
STEEL CANS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAR GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREEN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BROWN GLASS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MIXED OFFICE PAPER:	\$ 1,103.70	\$ 2,504.70	\$ 763.10	\$ 2,087.30	\$ 718.90	\$ 2,596.50
CARDBOARD:	\$ 2,646.80	\$ 7,610.30	\$ 2,308.80	\$ 6,685.80	\$ 2,659.80	\$ 7,582.05
NEWSPAPER:	\$ 462.00	\$ 1,056.25	\$ 515.20	\$ 1,145.60	\$ 434.00	\$ 1,017.25
TOTAL REVENUE:	\$ 4,726.10	\$ 12,544.25	\$ 3,967.90	\$ 11,017.30	\$ 4,208.90	\$ 12,551.60

	MONTH	YEAR
OTHER CARDBOARD CONTAINERS:	\$ 14,673.10	\$ 30,973.90
CARDBOARD COMPACTORS:	\$ 5,638.10	\$ 18,795.20
OTHER NEWSPAPER CONTAINERS:	\$ 135.80	\$ 146.80
TOTAL REVENUE:	\$ 20,447.00	\$ 49,915.90

	COLLECTION BY MATERIAL					
	TONS		PRO/FEE		REVENUE	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
ALUMINUM:	1.38	4.18			\$ 1,104.00	\$ 3,202.40
PLASTIC:	9.33	31.25			\$ 186.60	\$ 625.00
STEEL:	1.95	5.97			\$ -	\$ -
CLEAR GLASS:	7.02	21.45			\$ -	\$ -
GREEN GLASS:	3.88	11.60			\$ -	\$ -
BROWN GLASS:	5.00	15.50			\$ -	\$ -
MIXED OFFICE PAPER	19.89	65.79	\$ 387.86	\$ 1,078.28	\$ 2,396.75	\$ 6,309.13
CARDBOARD:	214.82	591.77	\$ 4,188.99	\$ 10,747.09	\$ 23,737.61	\$ 60,900.16
NEWSPAPER:	11.05	30.13	\$ 232.05	\$ 504.89	\$ 1,314.95	\$ 2,861.02
REVENUE FROM OCC CONTAINERS:					\$ -	\$ 17,250.74
TOTALS:	274.32	777.64	\$ 4,808.90	\$ 12,330.25	\$ 28,739.91	\$ 91,148.44

	COLLECTION COST							
	CAGE ROLL OFFS		GLASS		CARDBOARD		NEWSPAPER	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
MAN HOURS:	54.00	178.00	8.00	24.00	198.50	602.50	8.00	21.50
LABOR COST:	\$ 1,446.12	4,766.84	\$ 214.24	642.72	\$ 5,315.83	16,134.95	\$ 214.24	575.77
VEHICLE COST:	\$ 1,320.24	5,051.74	\$ 188.61	645.55	\$ 3,969.76	7,005.73	\$ 277.67	416.18
TOTALS:	\$ 2,766.36	\$ 9,818.58	\$ 402.85	\$ 1,288.27	\$ 9,285.59	\$ 23,140.68	\$ 491.91	\$ 991.95

	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:	20.00	59.00	14.00	41.00	MAN HOURS:	302.50	926.00			
LABOR COST:	\$ 535.60	1,580.02	\$ 374.92	1,097.98	LABOR COST:	\$ 8,100.95	23,753.86			
VEHICLE COST:	\$ 495.09	1,715.29	\$ 330.06	1,190.91	VEHICLE COST:	\$ 6,581.43	16,025.40			
TOTALS:	\$ 1,030.69	\$ 3,295.31	\$ 704.98	\$ 2,288.89	GRAND TOTAL:	\$ 14,682.38	\$ 39,779.26			

LABOR COST INCLUDES 30% FOR BENEFITS

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$ 5,162.70	\$ 14,635.18

# MONTHLY RECYCLING REPORT

## CURBSIDE COLLECTION

AUGUST 2012

	CONTAINER STREAM	MIXED PAPER	TOTAL TONS	CONTAINER STREAM	MIXED PAPER	TOTAL TONS
COLLECTION DAYS	MONTH	MONTH	MONTH	YTD	YTD	YTD
MONDAY	24.12	32.13	56.25	56.67	66.68	123.35
TUESDAY	18.36	18.38	36.74	46.20	43.54	89.74
WEDNESDAY	20.80	11.81	32.61	33.39	20.62	54.01
THURSDAY	20.24	14.59	34.83	34.13	23.67	57.80
FRIDAY	20.99	16.05	37.04	38.23	28.78	67.01
<b>TOTAL</b>	<b>104.51</b>	<b>92.96</b>	<b>197.47</b>	<b>208.62</b>	<b>183.29</b>	<b>391.91</b>

### PROGRAM STATISTICS

	AVERAGE	
	MONTH	YTD
SET OUT/PARTICIPATION RATE:	31.80%	32.50%
AVERAGE TONS PER DAY :	10.05	9.81
POUNDS PER HOME:	10.68	10.20
RESIDENTIAL MIXED PAPER:	110.59	104.55
RESIDENTAIL LOOSE CONTAINER:	120.67	116.25

### COMMODITY BY TON

	MONTH	YTD
ALUMINUM BEVERAGE CAN	6	11.6
METAL CONTAINERS	18.1	34.9
HDPE (#2) PLASTIC CONTAINERS	26.5	51.1
PET (#1) PLASTIC CONTAINERS	24.1	46.5
GLASS CONTAINERS	44.6	86
OLD NEWSPAPER PRINT	90.7	171.5
MIXED PAPER	19.9	37.6
<b>TOTAL</b>	<b>229.90</b>	<b>439.20</b>

### CUSTOMER COMPLAINTS

	MONTH	YTD
SERVICE CALLS (MISSES)	76	148
REMINDER NOTICES	1	2
MISC. (throwing bins, left in driveway, blowing trash)	3	6
MISSING BINS	87	156
DELIVERY REQUEST	30	50
<b>TOTAL CALLS</b>	<b>197</b>	<b>362</b>

	MONTH	YTD
LANDFILL COST AVOIDANCE	\$3,716.39	\$7,375.75

