

# City of Norman



## Monthly Departmental Report

**February 2022**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**



**CITY CLERK****MONTHLY PROGRESS REPORT****February 2022**

<b>ACTION CENTER</b>				
<b>DEPARTMENT</b>	<b>CALLS</b>	<b>CALLS YTD</b>	<b>ADDITIONAL CONTACTS</b>	<b>ADDITIONAL CONTACTS YTD</b>
Animal Welfare	7	35	3	19
Bus Service	0	3	0	0
CDBG	3	66	1	18
City Clerk	68	536	3	61
City Manager/Mayor	3	42	8	30
City Wide Garage Sale	0	205	0	6
Code Enforcement	27	296	3	33
Finance	7	113	1	4
Fire/Civil Defense	1	14	1	3
Human Resources	5	24	0	0
I.T.	5	57	0	1
Legal	2	35	2	8
Line Maintenance	3	92	2	9
Municipal Court	7	34	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	9	119	3	16
Permits/Inspections	42	279	0	15
Planning	7	102	2	6
Police/Parking	16	146	8	87
Public Works	9	87	3	13
Recycling	0	0	0	0
Sanitation	47	293	5	28
Sidewalks	0	5	0	3
Storm Debris	0	0	0	0
Storm Water	3	51	1	13
Streets	18	150	7	24
Street Lights	0	40	0	0
Traffic	11	118	1	7
Utilities	41	219	7	22
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>February Total: 402</b>	<b>341</b>	<b>3161</b>	<b>61</b>	<b>426</b>

## LICENSES

Fourteen New licenses and Zero Renewals were issued during the month of February. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	0	Retail Beer	0	6
Brewer	0	0	Retail Spirits Store	0	1
Coin-Operated Devices	0	2	Retail Wine	0	6
Distiller	0	0	Salvage Yard	0	0
Food	7	34	Sidewalk Dining	0	0
Game Machines	0	8	Solicitor/Peddler (30 day)	1	8
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	1	14
Kennel	0	0	Solicitor/Peddler (one day)	0	2
Medical Marijuana Dispensary	1	10	Special Event	0	3
Medical Marijuana Grower	1	23	Strong Beer & Wine/Winemaker	0	1
Medical Marijuana Processor	0	4	Taxi/Motorbus/Limousine	0	3
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	0	1	Temp Food (one day)	0	8
Mixed Beverage/Caterer	0	5	Temp Food (30 day)	1	12
Pawnbroker	0	0	Temp Food (180 day)	2	14
Pedicab	0	0	Transient Amusement	0	0
<b>YTD License Total: 165</b>	<b>9</b>	<b>87</b>		<b>5</b>	<b>78</b>

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Coop Cake	1724 Topeka Drive	Food Service License
Dickey's Barbeque Pit	115 12 <sup>th</sup> Ave. SE	Food Service License
Foresight Farms	12800 Stella Road	Medical Marijuana Grower
Katsu	1130 Rambling Oaks Drive Ste. 100	Food Service License
Next Level Nutrition	516 N. Porter Ave.	Food Service License
Nothing Bundt Cakes	2073 24 <sup>th</sup> Ave. NW	Food Service License
Proper Cannabis	1220 Classen Blvd #102	Medical Marijuana Dispensary
Boomarang Diner	1100 E. Constitution St. Suite 140	Food Service License
Kebabish Bites	283 34 <sup>th</sup> Ave SW	Food Service License

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
Chisholm Trail Roofing & Construction	Triple Diamond Construction	

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Destiny Ranch Beef	Yum Pig	
Super Taco Loco		

### **LAW SUITS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
02/07/2022	Brenda Etter	Alleged injuries incurred on November 5, 2020, due to her claim that a City vehicle driven by a Line Maintenance employee, struck her as she was riding a motorized scooter in the crosswalk at the intersection of 24th Avenue S.W. and Main Street. She alleges that City vehicle recklessly turn right to travel southbound onto 24 <sup>th</sup> Ave. from traveling Eastbound on Main street. Alleges that the Trailer attached to the vehicle a Ford F450 struck her. Tort Claim filed back on May 12 <sup>th</sup> , 2021 with an attached Traffic collision report.	\$100,000.00

### **CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
02/10/2022	Bethel Baptist Church	Alleges that City of Norman Waste Truck Tag # 24165 drove north from Lindsey Street into the parking lot on the East side of Bethel Baptist Church, made a U-turn in the parking lot and proceeded south towards the exit to Lindsey street. The truck struck and lodged under a canopy overhang over the East pedestrian entry into the church. a portion of the underside of the overhang broke loose and fell, electrical can lights were dislodged, along with metal supports for the canopy. Norman police report filed and church submitted 3 estimates.	\$13,937.00

### **STUDY SESSION**

On February 1, 2022, City Council met in Study Session to discuss the Continuum of Care Collaborative Applicant and a presentation on Pattern Zoning.

On February 15, 2022, City Council met in Study Session to discuss the FYE 2023 Capital Budget and the FYE 2023 - FYE 2026 Capital Improvements Plan and the Home Base final report.

### **FINANCE COMMITTEE**

On February 17, 2022, the Finance Committee met to discuss and review the outside agency reports and/or request. Additionally, there was discussion regarding monthly revenue and expenditures reports and the report on open positions.

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

On February 3, 2022, the Business and Community Affairs Committee met to continue discussion regarding Streeteries in Downtown Norman.

**COMMUNITY PLANNING & TRANSPORTATION COMMITTEE**

On February 28, 2022, the Community Planning & Transportation Committee met to continue discussion regarding E-Scooters and Public Transit update.

**OVERSIGHT COMMITTEE**

On February 10, 2022, the Oversight Committee met to discuss the creation of the City of Norman Diversity Roundtable and the staff report on Homeless Activity.

**CITY MANAGER                      2**

**NORMAN FORWARD 2A**



# Memorandum

**To:** Jason Olsen, The City of Norman Parks and Recreation

**From:** Randy Hill, ADG

**ADG Project Number:** 16-003

**ADG Project Name:** Norman FORWARD

**Date:** 02.28.2022

**Re:** February 2022 Monthly Report

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**REPORT PERIOD:** February 1 through February 31, 2022

## WORK THIS MONTH

1. Tuesday, February 1, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
  - a. Meeting with FSB to facilitate coordination of contract documents
2. Tuesday, February 1, 2022 | 10:00 a.m. | Norman North Base Punch List Follow Up Walk
  - a. Punch walk follow up with Architect and Contractor
3. Tuesday, February 1, 2022 | 3:00 p.m. | CFOB Meeting
  - a. Presented graphic report to CFOB
4. Wednesday, February 2, 2022 | 10:00 a.m. | Municipal Complex Development Center OAC Mtg
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
5. Thursday, February 3, 2022 | 1:00 p.m. | YFAC OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
6. Friday, February 4, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
7. Friday, February 4, 2022 | 12:00 p.m. | Sr. Wellness Center –VE Discussion
  - a. Reviewed various value engineering options to bring project back into budget
8. Monday, February 7, 2022 | 10:00 a.m. | ECOC Schematic Design Budget Review
  - a. Reviewed budget with Crossland ahead of kick-off meeting
9. Monday, February 7, 2022 | 1:00 p.m. | Norman ECOC Kick Off Meeting
  - a. Kick-off meeting with design team, CMAR, etc.
10. Tuesday, February 8, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
  - a. Meeting with FSB to facilitate coordination of contract documents
11. Tuesday, February 8, 2022 | 1:00 p.m. | Norman OK ECC/EOC - Schematic Floor Plan Discussion
  - a. Reviewed revised plan and provided comments
12. Thursday, February 10, 2022 | 11:00 a.m. | Senior Center Millwork Page Turn
  - a. Went through millwork details and discussed possible cost savings
13. Thursday, February 10, 2022 | 2:15 p.m. | YFAC Bid Package #4 Opening
  - a. Bid opening for Bid Package #4, to establish GMP #3
14. Friday, February 11, 2022 | 1:00 p.m. | Griffin Park Concession Building Maintenance
  - a. Discussion with PDG and GSB to establish finishes, equipment, etc.
15. Friday, February 11, 2022 | 3:00 p.m. | North Base Maintenance Complex Ribbon Cutting
  - a. Ribbon Cutting Ceremony

16. Monday, February 14, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
17. Tuesday, February 15, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
  - a. Meeting with FSB to facilitate coordination of contract documents
18. Tuesday, February 15, 2022 | 10:30 a.m. | YFAC – Budget Discussion
  - a. Meeting with GE Johnson to review bid numbers for finalizing GMP
19. Tuesday, February 15, 2022 | 2:00 p.m. | ECOC – Bi-Weekly Programming Meeting
  - a. Discussion of programming issues on the ECOC
20. Tuesday, February 15, 2022 | 3:00 p.m. | ECOC – Utilities Projects Discussion
  - a. Meeting with Utilities to discuss Line Maintenance site and shared site improvements
21. Wednesday, February 16, 2022 | 10:00 a.m. | Municipal Complex Development Center OAC Mtg
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
22. Thursday, February 17, 2022 | 8:45 a.m. | YFAC GMP #3 Discussion
  - a. Reviewed GMP with City of Norman and GE Johnson
23. Thursday, February 17, 2022 | 1:00 p.m. | YFAC OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
24. Thursday, February 17, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
  - a. Discussion of programming issues on Griffin Park
25. Thursday, February 17, 2022 | 3:00 p.m. | YFAC and Senior Center Budget Review
  - a. Met with City of Norman to go over YFAC and Senior Center project budgets, projected remaining GMPs
26. Friday, February 18, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
27. Monday, February 21, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
28. Monday, February 21, 2022 | 1:30 p.m. | Norman Forward Annual Report
  - a. Discussed annual report and how ADG can contribute
29. Tuesday, February 22, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
  - a. Meeting with FSB to facilitate coordination of contract documents
30. Thursday, February 24, 2022 | 10:00 a.m. | YFAC IT / AV Meeting
  - a. Reviewed IT requirements with City of Norman IT
31. Thursday, February 24, 2022 | 2:30 p.m. | Senior Wellness Center Bi-Weekly Programming Meeting
  - a. Discussion of programming issues on the Senior Wellness Center Project
32. Thursday, February 24, 2022 | 3:30 p.m. | Senior Center After – Meeting Budget, Utilities, etc.
  - a. Discussed relocation of utilities on site
33. Monday, February 28, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
34. Monday, February 28, 2022 | 2:00 PM | YFAC – Civil Stormwater Options
  - a. FSB presented options for stormwater solutions at YFAC

## Construction Observation Site Visits:

- a. Griffin, Phase 5: 4
- b. Municipal Complex, City Hall: 6
- c. Municipal Complex, Development Center: 6
- d. North Base: 8
- e. Young Family Athletic Center: 6



Memorandum

02.28.2022

To: Jason Olsen, The City of Norman Parks and Recreation

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Re: February 2022 Monthly Report

ADG Project No. 16-003

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## WORK ANTICIPATED THE UPCOMING MONTH (March 2022)

- Griffin Park
  - Phase 5: Construction underway
  - Phase 6: Design ongoing
- Central Library
  - Invoice clarification effort
- Reaves Park
  - Construction in progress
- North Base Complex
  - On-site interviews for Davis Bacon compliance
  - Finalizing punch list effort
  - Completion of outstanding work due to delays
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - Bid Package #6 opening, following GMP #4 to be issued
  - Recurring weekly OAC meetings
- Senior Wellness Center
  - Value engineering on Bid Package 2
  - Schedule coordination based on construction budget alignment
  - Recurring bi-weekly OAC meetings
- Municipal Complex
  - Development Center: Asbestos abatement in progress
  - Municipal Courts: CD's underway, beginning to reengage as Development Center remobilizes
  - Building 201: Construction underway
  - FF&E inventory, selection, and layout underway
- Emergency Communications and Operations Center
  - Design development ongoing
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

## PROJECT STATUS

- Griffin Park
  - a. Schedule: Phase V in construction, Phase VI in design
  - b. Budget: Within budget
  - a. Issues: No known issues
- Reaves Park
  - a. Schedule: Construction ongoing
  - b. Budget: Within budget
  - c. Issues: No known issues
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - a. Schedule: Bid package #6 Bid Opening and GMP #4
  - b. Budget: Budget alignment in progress
  - c. Issues: Site utilities (stormwater and water line)
- Senior Wellness Center
  - a. Schedule: Value engineering bid package 2
  - b. Budget: Budget alignment in progress
  - c. Issues: Construction cost exceeds budget

- Ruby Grant
  - a. Schedule: Final acceptance by City Council on 1.18.22
  - b. Budget: In budget
  - c. In operation
- Westwood Indoor Tennis Facility
  - a. Schedule: Opening Celebration on May 24, 2019
  - b. Budget: Within budget
  - c. In operation; Court paint warranty extended another 12 months from 9.22.2022
- East Library
  - a. Schedule: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
  - c. In operation
- Central Library
  - a. Schedule: Warranty work in progress
  - b. Budget: Within budget
  - c. In operation
- Westwood Family Aquatic Center
  - a. Schedule: Opening Celebration on May 26, 2018
  - b. Budget: Final Pay App approved on July 24, 2018
  - c. In operation
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan
  - c. Implementation Plan: Revised/Updated January 30, 2019
  - d. Issues: None

SUBMITTED BY: ADG – Randy W. Hill



## CITY OF NORMAN

### Department of Finance Monthly Report – February 2022

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

#### Treasury Division:

In the month of February, the Treasury Division processed 38,716 payments in person and over the phone, a decrease of -2.4% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 10,283 payments in February, a decrease of -6.7% from last month.

#### Utility Services Division:

The Meter Reading Division read 41,962 meters. Out of 77 meter reading routes, 68 (88%) were read within the targeted 30-day reading cycle. 74 routes (96%) were read by the 32nd day, and all routes were read by the 35th day. Thirty-two routes were estimated in February due to an ice storm.

#### General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are above target for the month of February by 8%. Revenues from the City's largest single source of revenue, sales tax, are above target by 20.9% for the year to date and 23.6% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 22 Budget To Date	FYE 22 Actual To Date	FYE 21 Actual To Date	FYE 20 Actual To Date
Sales Tax Revenue	\$30,771,805	\$37,194,688	\$30,084,360	\$27,847,410
General Fund Revenue	\$59,224,837	\$63,964,825	\$64,482,231	\$52,334,945
General Fund Expenses	\$61,972,169	\$54,983,973	\$62,295,037	\$57,250,339

## Administration Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,720.00	320.00	2,720.00
Total Comp Time Available	9.75	72.00	0.75	17.50
Total Overtime Hours	0.00	0.50	2.00	2.00
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	329.75	2,792.50	322.75	2,739.50
Benefit Hours Taken	44.00	486.00	48.75	601.00
TOTAL ACCOUNTABLE STAFF HOURS	285.75	2,306.50	274.00	2,138.50
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

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**ACCOUNTING      3A**

## Accounting Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
Total Regular Hours Available	1,120.00	8,712.00	960.00	8,160.00
Total Comp Time Available	0.50	27.50	7.75	21.75
Total Overtime Hours	5.25	130.00	53.00	184.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,125.75	 8,869.50	 1,020.75	 8,366.25
Benefit Hours Taken	165.25	1,484.50	121.25	1,223.50
 TOTAL ACCOUNTABLE STAFF HOURS	 960.50	 7,385.00	 899.50	 7,142.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00



## **CITY REVENUE REPORTS**

**3B**

# City Revenue Report

	FYE 22 January	FYE 22 February	
Total Revenue Received (\$)	\$4,425,852	\$3,991,100	\$434,752
Utility Payments - Office (#)	39,655	38,716	939
Utility Payments - Office (\$)	\$3,926,847	\$3,697,391	\$229,456
Lockbox (#)	12,588	11,834	754
Lockbox (\$)	\$1,148,716	\$1,073,743	\$74,973
IVR Credit Card (#)	0	0	0
IVR Credit Card (\$)	\$0	\$0	\$0
Click to Gov (#)	0	0	0
Click to Gov (\$)	\$0	\$0	\$0
Paymentus (#)	\$11,020	\$10,283	\$737
Paymentus (\$)	\$1,344,844	\$1,196,671	\$148,173
UT Credit Card Payments (#)	0	0	0
UT Credit Card Payments (\$)	\$0	\$0	\$0
Art Donations (#)	0	0	0
Art Donations (\$)	\$0	\$0	\$0
Bank Draft Payments (#)	13,463	14,170	(707)
Bank Draft Payments (\$)	\$1,212,329	\$1,206,885	5,444
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	98	87	11
Processed Return Checks (\$)	(\$8,847)	(\$10,497)	\$1,650
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$60,159	\$144,412	(\$84,253)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$90,823	\$103,975	(\$13,152)
Municipal Court - Credit Card (#)	268	292	(24)
Municipal Court - Credit Card (\$)	\$50,406	\$59,347	(\$8,941)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$403,845	\$190,690	\$213,155
Building Permits Credit Card (#)	295	266	29
Building Permits Credit Card (\$)	\$226,405	\$130,930	\$95,475
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$1,239	\$1,492	(\$253)
Occupational License - Bldg Insp. CC (#)	15	16	(1)
Occupational License - Bldg Insp. CC (\$)	\$1,139	\$1,267	(\$128)
Business License - City Clerk (\$)	\$2,798	\$2,305	\$493
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	0	0	0
Convenience Fees - All Payments (\$)	\$0	\$0	\$0
Bank Drafts Billed (#)	0	0	0
Bank Drafts Billed (\$)	\$0	\$0	\$0
Interdepartmental Billing (#)	0	0	0
Interdepartmental Billing (\$)	\$0	\$0	\$0
Accounts Receivable Billed (\$)	\$235,444	\$170,633	\$64,811

## Budget Services Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,719.50	320.00	2,720.00
Total Comp Time Available	0.25	6.25	0.00	4.00
Total Overtime Hours	0.50	1.00	0.00	1.00
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	320.75	2,726.75	320.00	2,725.00
Benefit Hours Taken	79.25	519.50	17.00	363.25
TOTAL ACCOUNTABLE STAFF HOURS	241.50	2,207.25	303.00	2,361.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Treasury Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	6,368.25	800.00	6,800.00
Total Comp Time Available	8.75	91.75	7.25	147.50
Total Overtime Hours	39.25	324.25	51.00	209.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 848.00	 6,784.25	 858.25	 7,157.25
Benefit Hours Taken	178.75	1,105.00	142.50	1,210.00
 TOTAL ACCOUNTABLE STAFF HOURS	 669.25	 5,679.25	 715.75	 5,947.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

**UTILITY      3C**

## Utility Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,144.00	19,952.00	2,400.00	22,277.00
Total Comp Time Available	3.50	194.75	19.75	184.25
Total Overtime Hours	77.75	798.00	123.75	1,797.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,225.25	20,944.75	2,543.50	24,258.50
Benefit Hours Taken	408.00	3,580.75	247.50	4,242.00
TOTAL ACCOUNTABLE STAFF HOURS	1,817.25	17,364.00	2,296.00	20,016.50
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

## Office Services

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,717.75	160.00	2,400.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	30.25	257.00	26.25	243.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 350.25	 2,974.75	 186.25	 2,643.25
Benefit Hours Taken	24.00	445.75	157.00	443.25
 TOTAL ACCOUNTABLE STAFF HOURS	 326.25	 2,529.00	 29.25	 2,200.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

## Drive-up Window and Mail Payments

	FYE 22 February	FYE 22 January
Mail Payments - Lockbox	13,894	14,671
Mail Payments - Office	75	80
<b>Mail Payments - Subtotal</b>	<b>13,969</b>	<b>14,751</b>
Night Deposit	242	162
Click-to-Gov Payments	0	0
Paymentus Payments	11,834	12,588
IVR Payments	0	0
<b>Without assistance payments - Subtotal</b>	<b>12,076</b>	<b>12,750</b>
Drive-up window & inside counter	2,163	2,394
Credit Card machine payments (swipe)	0	0
Credit Card machine payments (phone)	0	0
<b>With assistance payments - Subtotal</b>	<b>2,163</b>	<b>2,394</b>
<b>Total Payments Processed - Subtotal</b>	<b>28,208</b>	<b>29,895</b>
Bank Draft (ACH) Payments	10,559	9,812
<b>Total Payments (Utility)</b>	<b>38,767</b>	<b>39,707</b>
Total Convenience Fees - all Payments	0	0
<b>Grand Total Payments</b>	<b>38,767</b>	<b>39,707</b>

## Traffic Counter at Drive-up Facility

Night Drop *	0	0
8-5 Drive-up Window Customers *	0	0
<b>Total Traffic Counter</b>	<b>0</b>	<b>0</b>

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



## Meter Reading Division

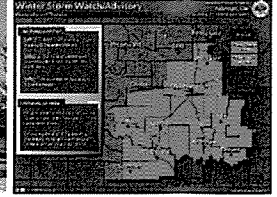
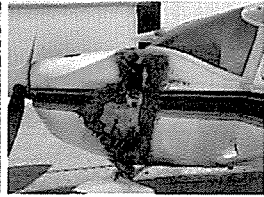
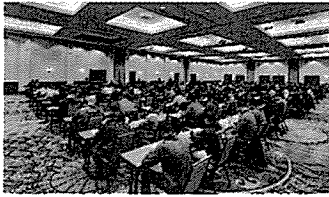
	FYE 22		FYE 21	
	February	YTD	February	YTD
Number of Meters Read	38,967	309,321	39,352	263,487
New Service	504	5,729	428	5,487
Request for Termination	491	5,676	435	5,382
Delinquent On(s)	165	1,713	149	1,669
Delinquent Offs	176	1,795	187	1,934
Collect Deposit Tags Hung	0	0	0	60
Collect Deposit Cut Offs	0	0	0	12
Blue Tags	0	0	10	87
Number of Meters Re-read	1,631	9,784	669	4,691
Meters Cleaned	1	88	8	299
Customer Assists	0	0	0	277
Meters Pulled	1	7	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	26	308	59	480
TOTAL	41,962	334,421	41,297	283,865

## Utility Division Activity Report

	FYE 22		FYE 21	
	February	YTD	February	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,311	351,370	43,736	350,030
New Ons	545	5,828	431	6,977
Final Accounts Billed	439	4,778	450	5,240
TOTAL ACCOUNTS BILLED	45,295	361,976	44,617	362,247

## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report February 2022

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	33	2.49%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	818	61.64%
4 - Hazardous Conditions (No Fire)	18	1.36%
5 - Service Call	118	8.89%
6 - Good Intent Call	259	19.52%
7 - False Alarm & False Call	79	5.95%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.08%
Incomplete Reports	1	0.08%
<b>Total Incident Count (Unique Calls)</b>	<b>1327</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>1667</b>	

Total Fire Loss    \$114,849.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	249	333	0:05:33
<b>Station #2</b>	180	322	0:05:22
<b>Station #3</b>	243	350	0:05:50
<b>Station #4</b>	168	339	0:05:39
<b>Station #5</b>	61	585	0:09:45
<b>Station #6</b>	49	610	0:10:10
<b>Station #7</b>	124	377	0:06:17
<b>Station #8</b>	77	359	0:05:59
<b>Station #9</b>	167	386	0:06:26

### Community Outreach

Tours and Special Events	2	Just opening up to tours again
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### Burn Permits

Burn Permits Issued	72	Total of 3 burn days
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### Training

Total Personnel Training Hours	2665	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

## February 2022



### Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Chief 301	14	4	2	2	2			4		
Chief 302	11	4			2			1	3	1
Chief 303	17	2	5		4			4	2	
Chief 304	1	1								
Chief 401	13	1		2	2	5		3		
Chief 402	14	2		3	3	2		1	1	2
Chief 403	13	4		1	1	4		1	1	1
Engine 1	269	244	3	8				7	1	6
Brush 1	5	2	1	1				1		
Ladder 1	17	6		1	3			4	2	1
Engine 2	193	2	175	3	8			4	1	
Brush 2	9		9							
Ladder 2	17	4	2	1	3			4	2	1
Engine 3	260	5	2	244		1	1	1	1	5
Brush 3	4		1	3						
Engine 4	179	2	5		165			3	4	
Brush 4	7		4		2				1	
Engine 5	22					22				
Brush 5	69					69				
Engine 6	23	1				6	16			
Brush 6	56	1				7	48			
Squad 7	153	14	1	2	9			121	5	1
Brush 7	3				1			2		
Engine 8	89	2		1	4			5	76	1
Brush 8	3								3	
Tanker 8	3					2		1		
Engine 9	172	7		5	1	1	1	3		154
Brush 9	16	2		2						12
Tanker 9	6			2		4				
EMS1	5	2		1	1					1
Fire Marshal 5	4	2		1		1				
	1667	314	210	283	211	124	66	170	103	186

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division	Comments: February 2022 Activities
<b>Regular Monthly Scheduled Activities</b>	Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK
Each morning at 7:00 am, a silent test of the outdoor warning system is conducted	The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly
Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather.	This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather.
Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, <a href="http://www.w5nor.org">www.w5nor.org</a> ) at the Fire Training Center (South Canadian Amateur Radio Society)	The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations
Each Wednesday Morning 9:15 am	Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State office and to other jurisdictions.
Each first Thursday evening of the month is amateur radio testing night at 6:00 pm	Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. Note: the FCC has been directed to start charging for testing. Effective date is TBD

Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by “Adopting a Pole” and reporting the siren status they adopt at the website <a href="http://www.w5nor.org">www.w5nor.org</a>	Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to being a public park venue.
Second Thursday of each month is the Norman Emergency Response Team Volunteers and the Medical Reserve CORPS members to meet, network and discuss preparedness support and collaboration with the Cleveland County Health Department on use of the Medical Reserve Corps	The Volunteer meeting at 6:30 pm. At 6 pm we meet for social time before the meeting. Usually we have snacks and drinks. This networking allows for camaraderie and building relationships during different organizations. City staff is always welcome.
Each Third Thursday of the month is reserved for Division Staff duties and collaboration with the Disaster Assistance Teams (DAT) of the American Red Cross	Meetings are conducted at the Fire Training Center and usually held on an as needed basis.
Local Emergency Preparedness Committee	Meets quarterly (normally at the Norman Regional hospital on Porter) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information

<b>Other Emergency Management Activities</b>	
<b>Local Response</b>	
Red Cross Coordination for burn outs. In February 2022, there were 1 fires coordinated with the Red Cross	With the robust reorganization in the Red Cross and the turmoil of having an in home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
The amateur Radio Winter Field Day was held on January 29-30, 2022, at the Norman Fire Training Center. With the exception of a few states, the W5NOR, SCARS club contacted nearly all of North America (including Canada), This kind of capability is extremely impressive	<p>Winter Field Day Summary  <a href="https://smile.amazon.com/ch/35-2379995">https://smile.amazon.com/ch/35-2379995</a></p> <p>Click on the Field Day for the results of the weekend.  SCARS participates in the Amazon program that supports non-profits to earn cash when referenced for your purchases. Please show SCARS some smiles by using the link above for your purchases.</p>
<b>Youth Camp</b>	
Planning of the 2022 Youth Preparedness Camp to be held at Northeastern University in Tahlequah, OK is underway. Dates are July 17-22, 2022. In April 2022, active recruitment will begin for students and volunteer adults. The initial walk through and planning meeting was conducted on November 4, 2021. Planning continues and interest builds among students and staff. On January 28, 2022, a draft training schedule was created with Homeland Security. On Feb 4, 2022, the draft schedule was adopted and work on the final schedule begin.	<p>In 2019, the first youth preparedness camp was held at NSU in Tahlequah. 35 students from around the state participated and supported by 25 adults. This program trained students in two primary areas. 1: The Citizens Emergency Response Training program and 2: A course of Community Preparedness Training. Students and staff were housed in the dorms and logistic support was provided by NSU emergency Management. The course was very robust and kept the students and staff highly engaged in training and learning hands on skills critical in disaster operations. The FEMA Region 6 representative indicated the camp was the best he had seen so far. The camp was nationally recognized by Bill Bischof, FEMA Region 6, National Preparedness Division</p>
 Camp Poster Rough Draft Edit (DW).doc	 <a href="https://community.fema.gov/story/Summer-Camps-Turn-Teens-into-Preparedness-Leaders">https://community.fema.gov/story/Summer-Camps-Turn-Teens-into-Preparedness-Leaders</a> Camp Poster Rough Draft Edit (DW).doc



February 10, Norman EM was invited to apply for the National Association of City/County Health Officials RISE award. This award could be up to \$75,000 and is being submitted in collaboration with the Cleveland County Health Department as part of the Norman Medical Reserve CORPS program	The Respond, Innovate, Sustain and Equip (RISE) award. The NACCHO MRC team is pleased to announce a new funding opportunity through its cooperative agreement with ASPR. A new Request for Applications (RFA) is in its final stage of development for MRC units to apply for funding allocated for the MRC through the American Rescue Plan Act. As a reminder this award is separate from funds allocated to the annual MRC Operational Readiness Awards and is open to localities of varying sizes as well as state MRC coordinators.
Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response. Numerous site for testing and vaccinations continue through February 2022.	The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.
Norman Emergency Management through the Medical Reserve CORPS program was invited to participate with the MRC State Response Team on a project to develop Strike Teams to support the City with mental health and social work resources	This program has been an ongoing effort. At the start of the COVID pandemic, the SRT, Envision Success for Veterans and Norman EM developed a proposal to the City for direct mental health resources to the residents of Norman. The proposal was not funded, but the effort continues in various ways.
February 14 <sup>th</sup> , was the kick off for the update to the Norman Disaster Debris Plan update	A kick off meeting was held and the contractor was provided various information needed for the plan update
During the month NACCHO provided Zoom calls to provide advise and assistance for the RISE award application. This award if granted will support to refine pragmatic 2019 COVID response and continue the program with Envision Success on internship with OU's Zarrow School of social work.	The City of Norman EM acts as the housing agency for Medical Reserve CORPS funding opportunities. Norman EM identifies and applies for funding that will enhance the preparedness of the jurisdictions and collaborates and funds various programs with the CCHD and other non-profits on programs that benefit Norman and the residents of Norman.

<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The reimbursement for this disaster was received on February 28, 2022. The total federal share was \$3878,113.68. \$1,292,704.56 State Share is pending and expected payment date is unknown
Disaster 4587 February 2021	The raw data given to the EM Division was uploaded to the FEMA portal. The data was poor quality. It will require time to convert it into what FEMA expects to see. A budget request for an additional position was submitted for the FY 23 budget
<b>Mitigation Grant Status</b>	
Norman Safe Room grant program	The grant was determined to have been closed in the height of the pandemic. The listing of those to receive additional payments will be reviewed and submitted for payment
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="#">NWS Norman Spotter Schedule (weather.gov)</a>


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Norman Emergency Management through the Medical Reserve CORPS program was invited to participate with the MRC State Response Team on a project to develop Strike Teams to support the City with mental health and social work resources	This program has been an ongoing effort. At the start of the COVID pandemic, the SRT, Envision Success for Veterans and Norman EM developed a proposal to the City for direct mental health resources to the residents of Norman. The proposal was not funded, but the effort continues in various ways.
February 14 <sup>th</sup> , was the kick off for the update to the Norman Disaster Debris Plan update	A kick off meeting was held and the contractor was provided various information needed for the plan update
During the month NACCHO provided Zoom calls to provide advise and assistance for the RISE award application. This award if granted will support to refine pragmatic 2019 COVID response and continue the program with Envision Success on internship with OU's Zarrow School of social work.	The City of Norman EM acts as the housing agency for Medical Reserve CORPS funding opportunities. Norman EM identifies and applies for funding that will enhance the preparedness of the jurisdictions and collaborates and funds various programs with the CCHD and other non-profits on programs that benefit Norman and the residents of Norman.
<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The reimbursement for this disaster was received on February 28, 2022. The total federal share was \$3878,113.68. \$1,292,704.56 State

	Share is pending and expected payment date is unknown
Disaster 4587 February 2021	The raw data given to the EM Division was uploaded to the FEMA portal. The data was poor quality. It will require time to convert it into what FEMA expects to see. A budget request for an additional position was submitted for the FY 23 budget
<b>Mitigation Grant Status</b>	
Norman Safe Room grant program	The grant was determined to have been closed in the height of the pandemic. The listing of those to receive additional payments will be reviewed and submitted for payment
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="https://www.weather.gov/norm/spotter">NWS Norman Spotter Schedule (weather.gov)</a>

**NORMAN FIRE DEPARTMENT  
MONTHLY PROGRESS REPORT  
February 2022**

**Fire Review Coordinator Activities**

Activites	Notes	Number	Staff Hours
Building Permits/Development Review Team		41	74
Inspections		14	16
Citizen Calls for Information		5	3
Training			
Meetings		4	4
Fire Investigation	Reports and Research	0	0
<b>Totals</b>		<b>64</b>	<b>97</b>



## **HUMAN RESOURCES**

**5**

## HUMAN RESOURCES

### Monthly Report

February 2022

#### ADMINISTRATION

##### A. Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Prepared materials for new HR Director
- Prepared Performance Measures for FYE 23 Budget
- Tracked Employee Recognition gifts & delivered
- To assist Chief Negotiator and Legal, compiled FOP articles for FYE 22 Settlement Package

#### BENEFITS

- Conducted sixteen (16) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Continued education of plan documents
- Fielded approximately 100 phone calls to discuss benefits, claims, and wellness screenings
- Assisted employees with Teladoc concerns
- Held approximately three (3) one-on-one meetings to assist with process of claims
- Worked with Healthy Merits and EHealth Biometrics to maintain success in scheduling wellness screenings
- Continued communications regarding evolving status of OTC COVID-19 Test Reimbursement Mandate
- Finalized Form 1095-C mail out
- Continued necessary maintenance on Form 1095-C File prior to electronic filing in March.
- Attended Gallagher Better Balance webcast
- Attended ESS Contact Information Update – Employee Campaign Discussion

#### PERSONNEL ACTIONS

##### New Hires – 23

Dept./Div.	Position	Number of Employees
IT	Systems Support Tech	1
Finance/Utilities	Meter Reader	3
Public Works/Stormwater	Maintenance Worker I	1
Public Works/Stormwater	Stormwater Compliance Inspector	1
Public Works/Street Maint.	Maintenance Worker I	2
Utilities/Water Line Maint.	Utility Distribution Worker I	1
Police/Patrol	Police Officer	6
Police/Emergency Comm.	Communications Officer I	1
Parks/Custodial Svs.	Custodian (PPT)	1
Parks/Recreation	Recreation Center Specialist (PT)	5
Parks/Golf	Golf Course Attendant (PT)	1

**Separations – 14**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Planning/CDBG	Continuum of Care Program Supv.	1
Public Works/Fleet	Fleet Service Technician	1
Public Works/Fleet	Emergency Vehicle Tech Mech II	1
Utilities/Line Maint Admin.	Administrative Technician III	1
Utilities/Sewer Line Maint.	Utility Collection Worker II	1
Utilities/Sanitation	Sanitation Worker II	1
Police/Patrol	Police Sergeant	1
Police/Emergency Comm.	Communications Officer II	1
Fire/Prevention	Fire Marshal	1
Fire/Suppression	Fire Captain	1
Parks/Park Maint.	Maintenance Worker I	2
Parks/Recreation	Recreation Center Specialist	1
Parks/Recreation	Recreation Center Specialist	1

**Promotions – 4**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Public Works/Streets	Maintenance Worker II	2
Fire/Suppression	Fire Captain	1
Fire/Suppression	Fire Driver Engineer	1

**SURVEYS**

No surveys conducted this month.

**RECRUITMENT**

**Accepted applications for the following positions:**

<b>Department/Division</b>	<b>Position</b>
Fire Department	Fire Inspector
Fire/Administration	Administrative Technician II (PPT)
Fire/Suppression	Firefighter Recruit
Finance/Meter Services	Meter Reader
Parks & Recreation/Admin	Park Planner
Parks & Recreation/Admin	Urban Forester
Parks & Recreation/Park Maintenance	Maintenance Worker I
Parks & Recreation/Recreation-12 <sup>th</sup> Ave	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Irving	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Little Axe	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Family Aquatic Center	Admissions Clerk I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Admissions Clerk II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Assistant Aquatic Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Facility Maintenance I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Facility Maintenance II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Cashier I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Cashier II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Head Lifeguard (PT)
Parks & Recreation/Westwood Family Aquatic Center	Lifeguard (PT)
Parks & Recreation/Westwood Family Aquatic Center	Office Manager (PT)

Parks & Recreation/Westwood Family Aquatic Center	Slide And Gate Attendant (PT)
Parks & Recreation/Westwood Family Aquatic Center	Swim Instructor (PT)
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)
Parks & Recreation/Westwood Tennis Center	Tennis Shop Attendant (PT)
Police/Animal Welfare	Animal Welfare Technician
Police/Animal Welfare	Shelter Veterinarian
Police Department	Police Officer
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Police/Emergency Communications Bureau	Communications Supervisor
Police/Staff Services	Parking Service Officer
Police/Staff Services	Police Records Clerk
Public Works/Engineering	Engineering Assistant
Public Works/Fleet	Fleet Service Technician
Public Works/Fleet	Mechanic I
Public Works/Fleet	Public Works Supervisor-Transit
Public Works/Stormwater	Stormwater Compliance Inspector
Public Works/Streets	Maintenance Worker I
Utilities/Sanitation	Sanitation Worker I
Utilities/Sanitation	Sanitation Worker II
Utilities/Sanitation	Utilities Supervisor
Utilities/Sewer Line Maintenance	Utility Collection Worker I
Utilities/Sewer Line Maintenance	Utility Collection Worker II
Utilities/Water Line Maintenance	Administrative Technician III
Utilities/Water Line Maintenance	HEO
Utilities/Water Line Maintenance	Utility Distribution Worker I
Utilities/Water Line Maintenance	Utility Distribution Worker II
Utilities/Water Reclamation Facility	Custodian (PPT)
Utilities/Water Treatment Plant	Plant Operator D
Utilities/Water Treatment Plant	Temporary Laborer (PT)

### Recruitment & Hiring Statistics

Contacts/Inquiries		Selection Process Elements	
In Person	305	Written Exams	2
Phone	420	Practical Testing/Assessment Center	1
Mail	240	Panel Board Interviews	13
Email	205	Promotions	2
Total Subscribers on E-mail Vacancy List	1567	Oral Interviews	28
Total Page Views for HR Website	6,232	Hiring/Promotion Board	1

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	20	Advertisements Placed	33
Pre-Employment Drug Screens	8	Applications Received	958
Pre-Employment Physicals	6	Job Announcements Emailed	51
Pre-Employment OSBI	10	Job Announcements to CON Depts.	1,215

## **TRAINING AND DEVELOPMENT**

Conducted training for sixteen (16) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social Media policies.

Provided Advanced Supervisory Academy Session 4 on the topic of Customer Service Recovery for 30 employees in management, supervisory, lead and crew chief roles from various departments.

The Computer Training Lab was the site for ERP project management for IT and EAM training for various departments.

## **SAFETY**

- Safety material documents were sent to divisions each week
- Conducted one Return to Work Meeting for Fleet Maintenance
- Conducted sixteen (16) new employee orientations

### **Recordable Injuries – 9**

<b>Dept./Division</b>	<b>Nature of the Injury</b>	<b>Activity</b>	<b>Prognosis</b>
Fire/ Firefighter	Strained left knee	Strained left knee lifting patient from floor	Work restrictions
Fire/ Firefighter	Lower back strain	Strained back after bending over to pick up 3” hose	Work restrictions
Police/ Patrol	Puncture wound to right elbow	Sustained puncture wound while using force to sustain	Work restrictions
Police/ Patrol	Laceration to left pinky finger	Cut finger when car window was broken to extricate suspect	Work restrictions
Police/ Patrol	Strained right ankle/foot	Strained right ankle/foot area after jumping over wall chasing suspect	Work restrictions
Police/ Patrol	Strained right leg	Strained leg during training exercises	Work restrictions
Police/ Patrol	Strained left shoulder	Slipped on ice and landed on shoulder	Work restrictions
Police/ Patrol	Laceration to left hand	Cut back of hand while taking suspect into custody	Work restrictions
Public Works/ Storm-Water	Strained lower back	Strained back after slipping from truck foot rail	Work restrictions

### **Recordable Injuries per calendar year. CY 2021 is current year to date:**

<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
11	64	57	65	71	59

### **Vehicle Collisions: 0**

<b>Division</b>	<b>Description of Collision</b>	<b>Status</b>

### **Current number of “at fault” Vehicle Collisions per fiscal year:**

<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
1	10	3	8	5	17

## **INFORMATION TECHNOLOGY**

**6**

**CITY OF NORMAN**

Information Technology Department  
Monthly Report – February 2021.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, Advanced Utilities for utility billing, Tyler EAM for Work Orders, as well as Intellitime for Time and Attendance. Munis for HR Module has completed. <b>CityView for Planning and Permits</b> began May 2021.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	Ongoing: New core switching has been implemented and speed enhanced at main 201 W Gray campus. IT Network staff are in implementation and testing of networking and security appliances.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval possible launch in FYE23
New Building construction support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress
IT Security training efforts for all network and email users at the City of Norman.	Increase the knowledge and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who uses the network and email.	Ongoing
Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress



Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q1 or Q2 2019
Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

### Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of February 2022.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 12 emails from the groups shown were sent from city servers using city resources – of those 16,467 were delivered to outside mailboxes for the month of February 2022. The city servers generated mass communications to Norman citizens of 16,467 messages from only 12 sent (see **IT Table 2**).

### Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 331,029 attempted incoming and 91,795 outgoing messages for the month of February 2022. Incoming messages totaling 160,221 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 56% of our inbound mail. This percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and we continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste and decreases valuable storage space. Additionally, the email filter appliance kept city employees from bombardment of a significant amount of spam, phishing, and other types of potentially harmful emails.

### Web Site:

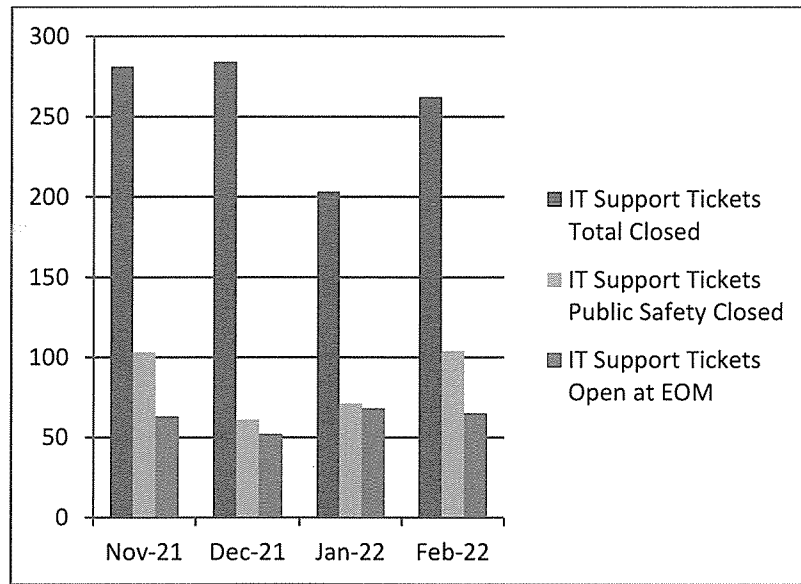
The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of February 2022, the City of Norman's web site had 91,410 individual web sessions access the web site for 200,113 total page views. Of those sessions, 49,284 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

### ERP Project Implementation Progress:

The chart below shows the current progress of the ERP Implementation Project. The project began in January of 2018 and is expected to run through FYE22. The City Council has approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced automated services and web services for our citizen base as well as the

employees who use and track their daily work with these business systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), and Payroll (Munis). Human Resource Management (HRM), and EAM for Work Orders is our focus for the Months of Feb through July/August 2021. Daily work continues on these systems as well as additional training and configuration on the Utility Billing software. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to be completed by the end of FYE22 or the start of FYE23.

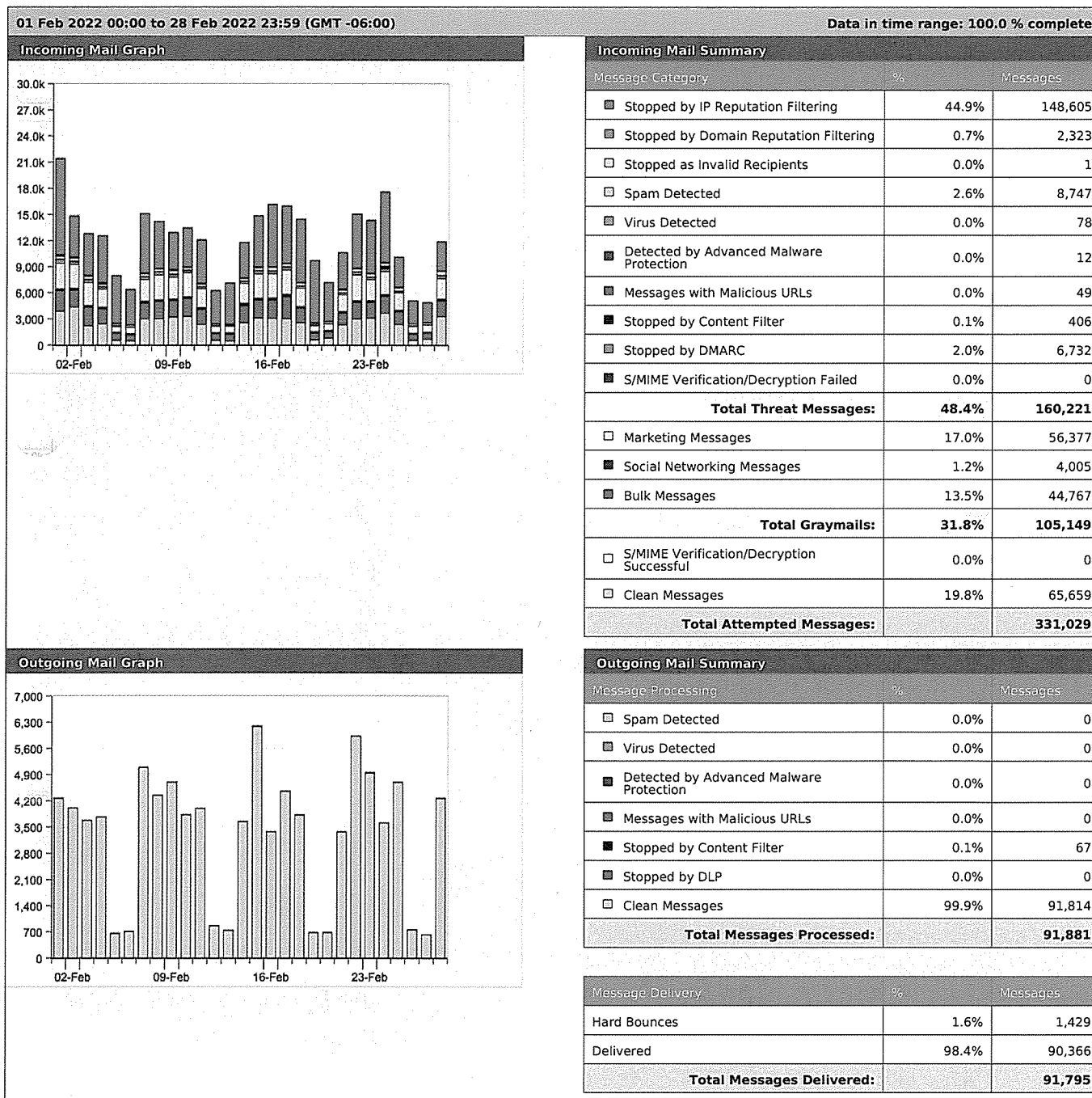
		2018												2019												2020												2021											
Community / Phase	Legacy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
City of Norman Implementation Plan																																																	
Parks & Rec: Vermont	Manual																																																
Municipal Court: Tyler Incode	Custom																																																
Phase 1: Financial Management	HTE																																																
Utility Billing: Advanced Utilities	HTE																																																
Phase 2: EAM: Facilities, Line Maint, Storm water	HTE																																																
Planning and Community Dev.: Cityview	HTE																																																
Phase 3: Human Resource Management	HTE																																																
Time & Attendance: IntelliTime	Manual																																																
Website Re-Design	Custom																																																
Phase Months:		0	1	2	2	1	3	3	3	2	2	2	2	2	3	2	2	3	3	4	4	4	4	4	4	4	5	5	6	6	5	7	7	5	5	4	4	3	2	2	0	0	1	0	1	0	0	1	1

**Table 1****Table 2**

Feb 2022 LIST SERVER REPORT			
<b>Group</b>	<b>Active Members</b>	<b>Mailings</b>	<b>Total Delivered</b>
Affirmative Action Group	17	3	51
Job Posting	1564	3	4692
Norman News	1954	6	11724
<b>Totals</b>	<b>3535</b>	<b>12</b>	<b>16467</b>

## Executive Summary

ironport.example.com

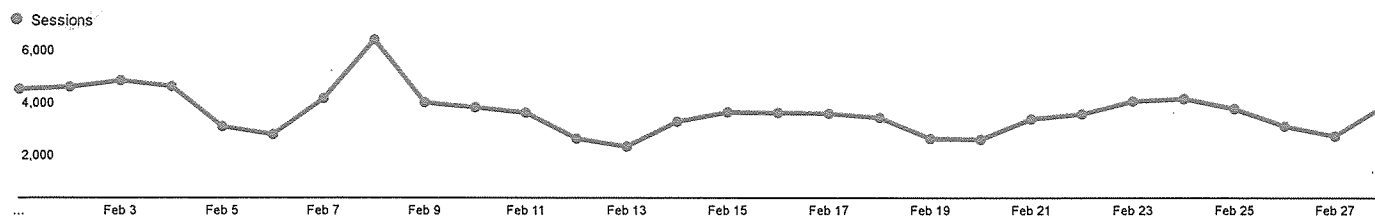


## Site Traffic

Feb 1, 2022 - Feb 28, 2022

All Users  
100.00% Sessions

### Report Tab



Day of the month	Sessions ↓	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	91,410 % of Total: 100.00% (91,410)	2.19 Avg for View: 2.19 (0.00%)	200,113 % of Total: 100.00% (200,113)	58,467 % of Total: 100.00% (58,467)	49,284 % of Total: 100.04% (49,264)	41.73% Avg for View: 41.73% (0.00%)	00:01:38 Avg for View: 00:01:38 (0.00%)
1. 08	5,990 (6.55%)	1.99	11,914 (5.95%)	5,191 (6.55%)	3,489 (7.08%)	54.17%	00:01:46
2. 03	4,429 (4.85%)	2.37	10,488 (5.24%)	3,788 (4.78%)	2,425 (4.92%)	37.98%	00:01:29
3. 04	4,208 (4.60%)	2.42	10,172 (5.08%)	3,604 (4.55%)	2,195 (4.45%)	39.57%	00:01:38
4. 02	4,193 (4.59%)	2.18	9,149 (4.57%)	3,570 (4.50%)	2,288 (4.64%)	45.74%	00:01:30
5. 01	4,106 (4.49%)	2.14	8,804 (4.40%)	3,539 (4.46%)	2,237 (4.54%)	44.15%	00:01:36
6. 07	3,752 (4.10%)	2.32	8,705 (4.35%)	3,199 (4.04%)	1,891 (3.84%)	41.79%	00:01:43
7. 24	3,740 (4.09%)	2.27	8,501 (4.25%)	3,259 (4.11%)	2,077 (4.21%)	37.99%	00:01:29
8. 23	3,647 (3.99%)	2.10	7,666 (3.83%)	3,161 (3.99%)	2,041 (4.14%)	35.76%	00:01:45
9. 09	3,603 (3.94%)	2.15	7,754 (3.87%)	3,095 (3.90%)	1,830 (3.71%)	45.21%	00:01:51
10. 28	3,509 (3.84%)	2.19	7,697 (3.85%)	3,037 (3.83%)	1,811 (3.67%)	38.33%	00:01:40

Rows 1 - 10 of 28



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**February 2022 Report**  
**(Submitted March 8, 2022)**

**MONTHLY HIGHLIGHTS:**

There were no significant decision in February 2022.

**LIST OF PENDING CASES:**

**UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT**

Harmon et al. v. City of Norman et al., CIV-18-0688; 18-6187; 22-6019 (K)

**UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK**

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

**UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA**

Doughty v. CentralSquare Technologies LLC, et al., CJ-2020-451; CIV-2020-451 (K)

Thompson v. City of Norman, et al., CJ-2019-71; CIV-19-13 (K)

Shaw, Austin, et al. v. City of Norman, et al., CIV-21-1124-J

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

AMF Development v. City of Norman, et al., CJ-2018-1134; SD 119,677 (K)

Fleske Holding Company LLC v. City of Norman, CV-2018-956; SD 119,649

Kevin Easley v. City of Norman, CV-2012-346; DF-115811 & SD-119536

Golden Tribe LLC v. City of Norman, CV-2018-1142, DF-119107

Magnum Energy, Inc. v. Board of Adjustment for the City of Norman, SD-117912 (M)

Alyssa Mann v. State of Oklahoma, CV-2020-188; SD-118,751 (K)

**COURT OF CRIMINAL APPEALS**

None

**CLEVELAND COUNTY DISTRICT COURT**

***A. General Lawsuits***

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

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

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

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

City v. Stachmus, Aaron & Anglin, Bryson, CJ-2021-445

Etter v. City of Norman, CJ-2021-731 (K)

This case was filed on August 11, 2021. It was served on the City Clerk on February 7, 2022. It arise out of a collision between a City vehicle and a pedestrian.



FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)  
FOP v. City of Norman, CV-2011-876 L (K)  
Martin Florez v. City of Norman & John Doe, CJ-2021-1051  
Caleb Fulton v. Loyal Reich, Reich Dozer Services, LLC, City of Norman, Board of County Commissioners of Cleveland County, State of Oklahoma, CJ-2020-797 (K)  
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)  
Henderson, et al. v. City of Norman, et al., Case No. CJ-2016-610 (K)  
City v. Lonnie Hodges, CV-2020-2922  
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)  
McCarver v. City of Norman, CJ-2013-128 TS (K)  
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)  
Shaz Investment Group, LLC v City of Norman, CJ-2021-1044 (K)  
Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

**B. *Condemnation Proceedings***

City of Norman v Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)  
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)  
City of Norman v. Tietzort Revocable Trust, et al., CJ-2013-775 (M)  
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)  
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M)  
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)  
City of Norman v. Ronald A. Ashley, et al., CJ-2021-337 (M)

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)  
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)  
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)  
In re: Replat of Fuzzell's Second Addition, CV-2021-4350 (M)

**D. *Municipal Court Appeals***

None

**E. *Small Claims Court***

Almost Home Investment, et al. v. City of Norman, SC-2014-3027 (K)

**F. *Board of Adjustment Appeals***

None

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)

AFSCME Grievance FYE 21-05 – (Brooks & Stephens)

AFSCME Grievance FYE 21-06 – (Parks HEOs and MWIIIs)

AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)

AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)

AFSCME Grievance FYE 22-08 – Sherri Cole – Negative Evaluation)

This grievance was filed on February 22, 2022. Although her overall performance evaluation met expectation and she received her merit increase, Ms. Cole disagrees with some of her supervisor's opinions regarding her job performance.

IAFF Grievance FYE 21 – (Carl Smith – Improper Compensation)

IAFF Grievance FYE 22 – (Battalion Chief)

IAFF Grievance FYE 22 – (Clymer Promotion)

IAFF Grievance FYE 22 – (Fire Training Officer)

IAFF Grievance FYE 22 – (Source Documents)

IAFF Grievance FYE 22 – (Wilk Separation)

This grievance has been resolved and will no longer appear on the Monthly Report.

IAFF Grievance FYE 22 – (Chris Beirne)

This grievance was filed on February 10, 2022. It arises out of the City's refusal to pay former Fire Captain Chris Beirne's for part of his sick leave upon separation.

IAFF Grievance FYE 22 – (Chris Beirne)

This grievance was filed on February 20, 2022. It incorrectly claims that former Fire Captain Chris Beirne was not allowed to obtain a second alcohol test after testing positive on January 14, 2022.

IAFF Grievance FYE 22 – (Fire Marshal Grievance)

This grievance was filed on February 20, 2022. It arises out of the Fire Chief's statement regarding the position that are eligible for the position of Fire Marshal.

IAFF Grievance FYE 22 – Fire Inspector Grievance

This grievance was filed on February 26, 2022. It arises out of the Fire Chief's proposal to change the working hour of the City's Fire Inspectors from 40 hours per week to 24 hour shift work.

FOP Arbitration FYE 22 (FOP - 2022 Agreement)

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

Candice Smith, 564-2022-00673 (Discrimination)

Ms. Smith was a probationary employee at the City's Water Treatment Plant.

**C. Contested Unemployment Claims (OESC)**Scott, Cody D. – Case #22002390

Mr. Scott was separated from City employment on June 6, 2021, for engaging in workplace misconduct. Although he engaged in the same misconduct as Ms. Padgett, Mr. Scott was awarded unemployment benefits by the Oklahoma Employment Security Commission. The City appealed this decision. A hearing was held on February 8, 2022. Mr. Scott failed to timely register for the hearing and his benefits were terminated. On February 14, 2022, OESC denied Mr. Scott's request to reopen. This claim will no longer appear on the Monthly Report.

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through February 2022. The notable increase in adult cases was due dismissals of deceased and warrants with no date of birth. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<b><u>ADULT CASES</u></b>			<b><u>JUVENILE CASES</u></b>			<b><u>COURT SESSIONS</u></b>		
	FYE 20	FYE 21	FYE 22	FYE 20	FYE 21	FYE 22	FYE 20	FYE 21	FYE 22
JULY	640	545	*275	35	23	11	15	16	7
AUG	683	444	236	10	11	9	15	14	5
SEPT	497	520	263	17	10	9	14	13	5
OCT	581	325	269	23	4	12	18	7	6
NOV	390	259	228	9	0	2	11	6	6
DEC	444	279	162	25	6	1	12	7	3
JAN	522	134	185	32	3	9	15	0	6
FEB	597	178	787	22	1	8	13	0	8
MAR	420	270		22	6		7	5	
APR	104	420		0	6		0	13	
MAY	137	507		2	10		0	13	
JUNE	528	422		25	0		9	11	
TOTALS / YTD	5,543	4,303	2,405	222	80	61	129	105	46

\* Correction

**WORKERS' COMPENSATION COURT**

The total number cases pending as of February 2022 are 18. One Court Order was approved by Council on February 22, 2022. A settlement is set to be considered by Council on March 8, 2022. There were no new workers compensation cases filed during the month of February. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE 22 CASES	FYE21 CASES	FYE20 CASES	FYE19 CASES
Fire	Suppression	3	1	2	2	4
Parks/Rec.	Park Maintenance	1				1
Parks/Rec	Westwood Pool	1	1			
Planning	Development Services					
Police	Animal Welfare	2		2	1	
Police	Patrol	7	3	1	2	1
Police	Administration	2	2			
Public Works	Street Maintenance	1		1	1	3
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	1			1	
Utilities	Sanitation					
<b>TOTALS</b>		<b>18</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>9</b>

### ***List of Pending Cases***

Adams, Malia Jessie v. City of Norman, CM-2020-01069 Q

(Police, Animal Welfare, Animal Welfare Officer, R. Hip, Low Back with Radicular Symptoms, Mid-Back Consequential; + Thoracic Spine)

Adams, Malia Jessie v. City of Norman, CM-2021-02000 A

(Police, Animal Welfare, Animal Welfare Officer, R. Ankle, Mid/Low Back)

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

(Police, Patrol, MPO, Intestinal/Parasite/Infection)

**Clement, Stacey v. City of Norman, CM-2020-04580 R**

***(Police, Investigations/Captain, Head, Face, Neck, Back, Both Shoulders, Arms, Hands, Legs)***

***A settlement in the above case is set to be considered by Council on March 8, 2022.***

Crews, William “Will” Bryan v. City of Norman, CM-2021-04764 A

(Police, Patrol, Sergeant, Neck, L Shldr., L. Arm, L. Hand)

Crews, William “Will” Bryan v. City of Norman, CM-2021-04762 Q

(Police, Patrol, Sergeant, Back, Neck, L. Shldr, L. Arm, L. Hand)

Crews, William “Will” Bryan v. City of Norman, CM-2021-04763 X

(Police, Patrol, Sergeant, Back, Neck, Both Shldr., Both Arms, Both Hands)

Ericksen, Tammy L. v City of Norman, CM-2021-06871 F

(Police/Emergency Communications/Communications Supervisor, R. Hip, R. Knee, R. Shoulder, Back)

Ericksen, Tammy L. v City of Norman, WCC-2022-15003 K

(Police/Emergency Communications/Communications Supervisor, Both Ears)

Harris, Reagan v. City of Norman, CM-04817 K

(P&R, Westwood Pool, Life Guard, L. Wrist)

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K

(Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)

Koscinski, Christopher v. City of Norman, CM-2020-06955 J

(Fire, Suppression, Firefighter, R. Shoulder, R. Arm)

Koscinski, Christopher v. City of Norman, CM-2021-04927 L

(Fire, Suppression, Firefighter, Back)

**Landrum, Sean v. City of Norman, CM-2019-05618 L**

*(Utilities, Water Maintenance, Utility Distribution Worker II, Head, Headaches, Face, Jaw, Teeth, Tongue, Neck, and R. Shoulder)*

***A Court Order filed February 7, 2022 in the above case was approved by Council on February 22, 2022 and will no longer appear on the monthly report.***

**Mosley, Kent v. City of Norman, CM-2020-00585 X**

*(Police, Patrol, Sergeant (Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks + Neck, Headaches + Consequential Erectile Dysfunction) + Disfigurement to Stomach*

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

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

**Wilkins, Levi v. City of Norman, CM-2019-05323 X**

*(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)*

**Younts, Jerry Wayne v. City of Norman, CM-2020-06911 F**

*(Public Works/Street Maintenance/HEO, L Shoulder, Neck)*

**TORT CLAIMS**

The following is a breakdown of the Tort Claims activity through February 2022.

DEPARTMENT	FYE 22 Month	FYE 22 YTD	FYE 21	FYE 20	FYE 19
Animal Control		1	1		
Finance – IT			1		
Fire		1	1	4	
Legal			2		
Other		3	11	10	9
Parks		1	4	6	6
Planning	1	2			
Police		6	3	5	10
Public Works – other		2	2	3	
Public Works – Stormwater		1		2	
Public Works – Engineering			1	2	
Public Works – Streets		7	9	11	6
Utilities – Water		5	11	11	12
Utilities – Sanitation	1	1	12	12	10
Utilities – Sewer		1	5	5	3
<b>TOTAL CLAIMS</b>	<b>2</b>	<b>31</b>	<b>63</b>	<b>71</b>	<b>56</b>

<b>CURRENT CLAIM STATUS</b>	<b>FYE 22 TO DATE</b>	<b>FYE 21</b>	<b>FYE 20</b>	<b>FYE 19</b>
Claims Filed	31	63	71	56
Claims Open and Under Consideration	12	0	0	0
Claims Not Accepted Under Statute/Other	3	10	11	8
Claims Paid Administratively	5	11	13	10
Claims Paid Through Council Approval	2	7	14	12
Claims Resulting in a Lawsuit for FY	1	3	1	4
Claims Barred by Statute (No Further Action Allowed)	0	32	32	22
Claims in Denied Status (Still Subject to Lawsuit)	8	0	0	0

**MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
FEBRUARY - FY '22**

**CASES FILED**

	<b><u>FEBRUARY</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>	<b><u>FEBRUARY</u></b>	<b><u>FY21</u></b>	<b><u>Y-T-D</u></b>
Traffic	289		2,501	445		5,483
Non-Traffic	147		1,497	111		1,712
SUB TOTAL	436		3,998	556		7,195
Parking	538		4,506	285		3,401
GRAND TOTAL	974		8,504	841		10,596

**CASES DISPOSED**

	<b><u>FEBRUARY</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>	<b><u>FEBRUARY</u></b>	<b><u>FY21</u></b>	<b><u>Y-T-D</u></b>
Traffic	350		3,095	481		6,180
Non-Traffic	705		1,927	148		1,606
SUB TOTAL	1,055		5,022	629		7,786
Parking	444		5,360	177		2,287
GRAND TOTAL	1,499		10,382	806		10,073

**REVENUE**

	<b><u>FEBRUARY</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>	<b><u>FEBRUARY</u></b>	<b><u>FY21</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 34,657.86		\$ 315,859.27	\$ 40,241.75		\$ 624,457.38
Non-Traffic	\$ 16,258.33		\$ 153,563.05	\$ 11,548.17		\$ 174,283.59
SUB TOTAL	\$ 50,916.19		\$ 469,422.32	\$ 51,789.92		\$ 798,740.97
Parking	\$ 13,186.00		\$ 177,579.26	\$ 4,830.00		\$ 58,299.00
GRAND TOTAL	\$ 64,102.19		\$ 647,001.58	\$ 56,619.92		\$ 857,039.97



**MUNICIPAL COURT - MONTHLY REPORT**  
**February 2022**

**JUVENILE COMMUNITY SERVICE PROGRAM**

Due to a vacancy in program staff, juveniles located and worked community service projects on their own.

**MEDIATION PROGRAM**

The Early Settlement – Norman Mediation Program accepted 30 new cases and closed 30 cases during the month of February 2022. 2 Mediations were held.

**PARKS AND RECREATION 9**

FEBRUARY 2022  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 500 for the month of February. AARP Tax Aide continued hosting their tax services on Tuesdays, Wednesdays and Thursdays. Due to inclement weather, the Senior Center was closed on Thursday and Friday, February 3<sup>rd</sup> and 4<sup>th</sup>, and then again on Wednesday and Thursday, February 23<sup>rd</sup> and 24<sup>th</sup>. Bingo and an Educational Seminar were both canceled due to the inclement weather.

**Little Axe Community Center:** The Head Start program currently has 11 children enrolled and the after school program has six students enrolled which we look forward to growing in the coming months. The Community Center closed due to inclement weather on February 3<sup>rd</sup> and 4<sup>th</sup> and again on February 23<sup>rd</sup> and 24<sup>th</sup>. Meals on Wheels is available citizens in the Little Axe Community and Norman Regional Hospital prepares the meals daily.

**12th Avenue Recreation Center:** Due to inclement weather, the 12th Avenue Recreation center was closed on February 3<sup>rd</sup>, 4<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>. The center closed early on February 2<sup>nd</sup> and opened at 12:00 pm on February 25<sup>th</sup> due to weather. The 12th Avenue Recreation Center averaged 29 students per day in the afterschool program. Summer camp registration has begun, and currently has seven campers signed up. President's day camp was held on the 21<sup>st</sup>, with nine children attending. IMMY Labs held a COVID-19 vaccination pod on the 26<sup>th</sup> and will continue to use the facility if needed due to weather.

**Irving Recreation Center:** Irving Recreation Center had 5 facility rentals this month. Junior Jammer Basketball season continued this month with games being played each week at Irving and Whittier Recreation Center. Irving staff members participated in the Business Showcase at Norman North High School. The second session of free Teen Art Classes, led by the Captivating my Creative Culture (CCC) organization, started this month at Irving. Ten teens were in attendance for the first night of classes. The Red Dirt Collective organization held a Mutual Aid Fair at the Irving Recreation Center. Over 300 community members were in attendance.

**Whittier Recreation Center:**

Winter 2022 Junior Jammer Basketball began with week one being cancelled due to inclement weather. Weather struck at the end of February with another ice storm leaving the season to be pushed back two weeks for age groups 9 and under and 11 and under. We still expect to finish in time for volleyball to start in March. Fire drills and tornado drills were held on the 28<sup>th</sup> with the after school program children. We plan to continue to do these monthly at the end of every month. With the weather being back and forth we have had less people to show up to open gym and classes held in the mirror room.

<b>FACILITY ATTENDANCE:</b>	<b>Month</b>	<b>Year to Date</b>
Norman Senior Center	500	5,178
Little Axe Community Center	1,185	3,843
12th Avenue Recreation Center	1,377	11,804
Irving Recreation Center	3,264	12,694
Whittier Recreation Center	5,555	16,190
Reaves Center	300	2,400
Tennis Center	2,372	23,629

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Senior	925	873	785	759	713		623	500				5,178
Axe	75	69	95	768	622	432	597	1,185				3,843
twelveth	1,024	868	1,067	1,512	2,089	1,512	1,840	1,377				11,804
Irving	628	634	851	2,727	2,307	1,243	1,040	3,264				12,694
Whittier	500	255	1,320	1,730	2,185	2,335	2,310	5,555				16,190
Reaves	300	300	300	300	300	300	300	300				2,400
Tennis	3,844	3,038	3,570	3,280	2,844	2,129	2,552	2,372				23,629

## **Park Planning Activities February, 2022**

### **NORMAN FORWARD Reaves Park:**

Demolition began on the out-buildings of our old Park Maintenance Facility at Reaves, as that operation moves to their new home at North Base, to make way for the new T-Ball 4-plex in that area of the park. The Ball Clubs of Norman (the group that operates all of the baseball and softball leagues) is coordinating with us to schedule the field improvements on the existing softball and baseball fields at Reaves prior to their spring season, which begins on March 21. As weather permits, work also continues construction of the new interior park road and parking lots. We plan to take ownership of the north lot improvements and re-open that area for use during the upcoming youth baseball/softball spring season. We are also continuing to plan for the park's use for the Medieval Fair this spring in its usual location in the southwest part of the park (in the areas not being renovated with this project). The project is anticipated to be completed in December of this year.

### **Neighborhood Parks:**

After reviewing proposals, a contract was awarded in February for the work planned to make accessibility improvements to the facilities at Lions Park. The plan from The McKinney Partnership, Architects includes a design to renovate the restrooms and gazebo in the park to bring them up to current ADAAG specs, while also modifying the park's parking lot to have the correct design for handicap parking. Work will begin in March, and be completed in approximately 90 days, depending on availability of materials and finishes.

A contract was also awarded for the playground replacement at Cherry Creek Park in February. That material will arrive later this spring, and we will work with the vendor to remove the old equipment and prepare a site for the new equipment, which will also allow us to expand the soccer practice area and upgrade any remaining park furniture in this long-established west side park.

Crews also completed the addition of practice disc golf baskets at Kiwanis Park, after receiving a request for those from residents in the area.

Also, a contractor worked late in the month to continue making improvements to the landscape at Earl Sneed Park, as part of the plan to improve all neighborhood parks through the NORMAN FORWARD project.

### **Beautification:**

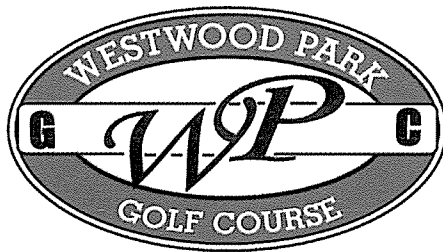
Crews from Grissom Landscape began working in February to prune and thin the shrub beds and trees planted along the I-35 and Tecumseh Road interchange. That area was planted several years ago as part of an ODOT Tree Grant, and has experienced winter and other storm damage in recent years that made it necessary to now do some corrective pruning and removals. We will re-evaluate the remaining plants this spring and summer and replace any areas that have died or are in decline with similar material, as was agreed-to in the grant award.

## FEBRUARY 2022 PARK MAINTENANCE DIVISION

Park Maintenance crews performed routine trash removal & leaf clean-up in City Parks as well as restroom/shelter cleaning & landscape maintenance in City Parks. Crews also prepared the Parks & Recreation and City Facilities for the freezing temperatures and cleared sidewalks at the Municipal Complex, Senior Center, Libraries, The Depot, and Recreational Centers.

<b>SAFETY REPORT</b>	<b>FYE-22MTD</b>	<b>FYE-22YTD</b>		<b>FYE-21MTD</b>	<b>FYE-21YTD</b>
On-The-Job Injuries	0	0		1	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man</b>	<b>Hours YEAR-TO-DATE</b>		<b>Total Man</b>	<b>Hours YEAR-TO-DATE</b>
Mowing	0.00	460.00		0.00	358.00
Trim Mowing	0.00	2763.50		12.00	2923.50
Chemical Spraying	1.00	292.00		0.00	261.00
Fertilization	0.00	16.00		0.00	12.00
Tree Planting	0.00	0.00		0.00	1.00
Tree & Stump Removal	18.00	87.00		9.00	45.00
Tree Trimming/Limb Pick-Up	18.00	388.00		248.00	3207.00
Restroom/Trash Maintenance	0.00	40.00		112.00	1075.50
Play Equipment Maintenance	0.00	261.00		41.00	183.50
Sprinkler Maintenance	0.00	415.00		48.00	177.00
Grounds/Building Maintenance	80.00	160.00		0.00	191.00
Planning Design	0.00	571.00		102.00	260.50
Park Development	0.00	104.00		0.00	0.00
Special Projects	35.00	73.00		24.00	292.50
Nursery Maintenance	12.00	24.00		0.00	0.00
Flower/Shrub Bed Maintenance	161.00	719.25		151.00	893.75
Seeding/Sodding	4.00	67.27		16.00	52.25
Ballfield Maintenance/Marking	4.00	8.00		354.00	404.00
Fence Repairs	12.00	52.00		0.00	454.50
Equipment Repairs/Maintenance	15.00	168.00		0.00	834.75
Material Pick-Up	0.00	0.00		16.00	62.50
Miscellaneous	0.00	0.00		0.00	461.00
Shop Time	0.00	278.00		0.00	111.00
Snow/Ice Removal	25.00	644.00		268.00	470.50
Christmas Lights	72.00	422.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	35.00	624.00		197.00	500.00
Graffiti Clean-Up	0.00	552.75		81.00	444.00
Water Fountains	0.00	156.00		24.00	86.25
Inground Trash	0.00	0.00		0.00	0.00
Vector Control	0.00	156.00		0.00	144.00

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



## FEBRUARY 2022

### Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEB FYE'22	FEB FYE'21
Regular Green Fees	174	169
Senior Green Fees	88	98
Junior Fees	28	15
School Fees ( high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	297	200
Employee Comp Rounds	132	111
Golf Passport Rounds	0	0
9-Hole Green Fee	14	19
2:00 Fees	0	1
4:00 Fees	72	82
Dusk Fees or 6:00 Fees	89	61
PGA Comp Rounds	1	0
*Rainchecks (not counted in total round count)	5	2
Misc Promo Fees (birthday, players cards, OU student)	260	155
Green Fee Adjustments (fee difference on rainchecks)	1	2
<b>Total Rounds</b> (*not included in total round count)	<b>1156</b>	<b>913</b>
% change from FY '20	26.62%	
<b>Range Tokens</b>	<b>1054</b>	<b>775</b>
% change from FY '20	36.00%	
18 - Hole Carts	33	30
9 - Hole Carts	11	12
1/2 / 18 - Hole Carts	384	246
1/2 / 9 - Hole Carts	81	66
<b>Total Carts</b>	<b>509</b>	<b>354</b>
% change from FY '20	43.79%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	1	1
9-Hole Senior Trail Fees	0	0
<b>Total Trail Fees</b>	<b>1</b>	<b>1</b>
% change from FY '20	0.00%	0
<b>TOTAL REVENUE</b>	<b>\$35,531.25</b>	<b>\$32,475.08</b>
% change from FY '20	9.41%	



**FEBRUARY 2022  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2022 MTD</b>	<b>FY 2022 YTD</b>	<b>FY 2021 MTD</b>	<b>FY 2021 YTD</b>
Injuries On The Job	0	0	0	2
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FYE 2022</b>	<b>FYE 2022</b>	<b>FY 2021</b>	<b>FYE 2022</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$17,425.09	\$347,855.91	\$17,809.91	\$357,794.27
Driving Range	\$4,218.72	\$80,253.71	\$3,362.57	\$91,539.01
Cart Rental	\$9,448.27	\$196,722.28	\$9,215.22	\$203,822.51
Restaurant	\$3,887.61	\$114,528.24	\$1,940.20	\$93,061.37
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$158.91
Interest Earnings	\$551.56	\$1,731.84	\$147.18	\$1,235.18
<b>TOTAL INCOME</b>	<b>\$35,531.25</b>	<b>\$741,091.98</b>	<b>\$32,475.08</b>	<b>\$747,611.25</b>
Expenditures	\$68,085.24	\$859,227.99	\$48,541.46	\$622,187.19
Income vs Expenditures	<b>(\$32,553.99)</b>	<b>(\$118,136.01)</b>	<b>(\$16,066.38)</b>	<b>\$125,424.06</b>
Rounds of Golf	1156	23204	913	23598

Grass Bunkers have been shaped for ease of maintenance and playability. Drains were inspected and changed accordingly and all five grass bunkers are newly sodded and completed.

Sand Bunker renovation is underway with the first bunker under construction being #10 greenside bunker. We have 13 sand bunkers overall and we will be completing them one at a time. The materials for this project is being funded by an anonymous donor through the Parks Foundation.

The #3 drainage pipe project is still in progress with stock piling some of the topsoil for use during bunker renovations in the foreseeable future, weather permitting.

A small drain was installed next to the #16 tee cart path. There are several other locations on the golf course in need of additional drainage work.

We are presently in the process of cleaning, sanding and painting some of the golf course accessories before so they will be ready for the upcoming golf season.

FEBRUARY 2022  
WESTWOOD POOL  
MONTHLY REPORT

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FINANCIAL INFORMATION

	FY2022 MTD	FY2022 YTD	FY21-22 TOTAL
Swim Pool Passes	\$5,550.00	\$13,224.50	\$191,747.00
Swim Pool Gate Admission	\$0.00	\$382,084.00	\$284,993.00
Swim Lesson Fees	\$2,600.00	\$10,987.00	\$33,547.50
Pool Rental	\$0.00	\$41,812.00	\$28,128.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$2,385.00	\$5,345.00	\$6,495.22
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$213,671.52	\$127,066.89
<b>TOTAL INCOME</b>	<b>\$10,535.00</b>	<b>\$667,124.02</b>	<b>\$671,977.61</b>
Expenditures	\$29,837.96	\$808,241.58	\$624,044.12
<b>Income verses Expenditures</b>	<b>(\$19,302.96)</b>	<b>(\$141,117.56)</b>	<b>\$84,856.65</b>

ATTENDANCE INFORMATION

	Season to Date Jan FYE 2022	2021 YTD May 2020 - Oct 2020	2020 YTD May 2019-Oct 2019
a. Pool Attendance	0	43,187	68,202
b. Adult Lap Swim Morning/Night	0	581	282
c. Water Walkers	0	2,990	1,607
d. Toddler Time	0	2,723	2,314
e. Water Fitness	0		
f. Swim Team	0	1,221	3,167
g. Scuba Rentals	0		
h. Scuba Participants	0		
i. Swim Lessons	0	579	1,214
j. Private Swim Lessons	0		
g. Movie Night/Special Events	0	0	3,391
h. Party / Rentals	0	91	323
<b>TOTAL ATTENDANCE</b>	<b>0</b>	<b>51,372</b>	<b>80,500</b>

## **FACILITY MAINTENANCE**

**9B**

**City of Norman Facility Maintenance**  
**February 2022 Monthly Hourly Materials Cost Report**

Location	Labor Hrs	Labor Cost	Materials Cost	Total
<b>Misc</b>				
Facility Maint	103.00	\$3,349.79	\$1,001.52	\$4,351.31
City Hall	3.00	\$100.41	\$0.00	\$100.41
Bldg B	9.00	\$292.26	\$0.00	\$292.26
Bldg C	1.00	\$33.47	\$0.00	\$33.47
Library	28.00	\$903.59	\$0.00	\$903.59
Animal Welfare	2.00	\$66.94	\$0.00	\$66.94
Fire Stations	4.00	\$133.88	\$0.00	\$133.88
Parks	5.00	\$167.35	\$0.00	\$167.35
WWT	1.00	\$33.47	\$0.00	\$33.47
<b>Total</b>	<b>156.00</b>	<b>\$5,081.16</b>	<b>\$1,001.52</b>	<b>\$6,082.68</b>
<b>Electrical</b>				
Facility Maint	6.00	\$200.82	\$32.36	\$233.18
City Hall	7.50	\$248.40	\$0.00	\$248.14
Bldg A	3.00	\$100.22	\$0.00	\$100.22
Bldg B	8.50	\$281.53	\$0.00	\$281.53
Bldg C	9.25	\$304.59	\$45.52	\$350.11
Library	23.50	\$768.45	\$265.80	\$1,034.25
Animal Welfare	1.50	\$49.05	\$0.00	\$49.05
NIC	0.50	\$16.35	\$0.00	\$16.35
Fire Stations	28.25	\$923.78	\$505.03	\$1,428.81
Parks	41.00	\$1,372.27	\$271.78	\$1,644.05
Rec Centers	3.50	\$115.54	\$0.00	\$115.54
Senior Center	16.50	\$552.26	\$414.50	\$966.76
Historical House	1.00	\$33.47	\$0.00	\$33.47
WW Golf	3.00	\$100.41	\$398.30	\$498.71
WW Tennis	8.25	\$272.86	\$226.11	\$498.97
Sanitation	27.50	\$911.96	\$205.79	\$1,117.75
Streets	3.00	\$98.10	\$0.00	\$98.10

**City of Norman Facility Maintenance**  
**February 2022 Monthly Hourly Materials Cost Report**

Traffic	3.00	\$98.10	\$0.00	\$98.10
Line Maint	1.00	\$33.47	\$0.00	\$33.47
Fleet	14.00	\$458.57	\$33.46	\$492.03
WTP	8.50	\$284.50	\$557.30	\$841.80
WRF	9.00	\$294.30	\$0.00	\$294.30
Total	227.25	\$7,518.74	\$2,955.95	\$10,474.69

**HVAC**

Facility Maint	3.00	\$100.41	\$0.00	\$100.41
City Hall	25.00	\$820.40	\$25.00	\$845.40
Bldg A	8.00	\$254.68	\$0.00	\$254.68
Bldg B	18.50	\$588.13	\$52.99	\$641.12
Bldg C	37.00	\$1,195.88	\$0.00	\$195.88
Library	6.00	\$181.20	\$0.00	\$181.20
Shooting Range	1.00	\$30.20	\$0.00	\$30.20
NIC	16.00	\$522.44	\$73.48	\$595.92
Fire Admin	2.00	\$60.40	\$0.00	\$60.40
Fire Stations	23.50	\$748.94	\$18.41	\$767.08
Parks	28.00	\$855.41	\$31.47	\$886.88
Rec Centers	28.00	\$884.84	\$98.34	\$983.18
Senior Center	2.00	\$60.40	\$0.00	\$60.40
Sooner Theater	4.00	\$120.80	\$0.00	\$120.80
Firehouse Art	2.00	\$66.94	\$0.00	\$66.94
WW Golf	2.00	\$60.40	\$0.00	\$60.40
WW Tennis	4.00	\$120.80	\$0.00	\$120.80
Sanitation	6.50	\$196.30	\$0.00	\$196.30
Streets	17.00	\$542.83	\$0.00	\$542.83
Stormwater	4.00	\$120.80	\$0.00	\$120.80
Line Maint	2.00	\$60.40	\$0.00	\$60.40
Fleet	8.00	\$244.87	\$0.00	\$244.87

**City of Norman Facility Maintenance**  
**February 2022 Monthly Hourly Materials Cost Report**

<b>WTP</b>	10.00	\$315.08	\$0.00	\$315.08
	24.00	\$777.12	\$29.25	\$806.37
<b>WRF</b>				
<b>Total</b>	281.50	\$8,929.67	\$328.67	\$9,258.34
<b>Plumbing</b>				
<b>Facility Maint</b>				
City Hall	10.00	\$330.60	\$139.98	\$470.58
Bldg A	9.00	\$290.98	\$16.14	\$307.12
Bldg B	11.00	\$359.97	\$0.00	\$359.97
Bldg C	8.00	\$257.51	\$0.00	\$257.51
Bldg D	8.00	\$255.46	\$0.00	\$255.46
Library	1.00	\$31.42	\$0.00	\$31.42
Animal Welfare	8.00	\$253.41	\$571.00	\$824.41
NIC	3.00	\$94.26	\$0.00	\$94.26
Fire Admin	2.00	\$62.84	\$0.00	\$62.84
Fire Stations	1.50	\$47.13	\$0.00	\$47.13
Parks Maint	35.00	\$1,114.05	\$1,490.21	\$2,604.26
Parks	1.00	\$33.47	\$0.00	\$33.47
Rec Centers	23.00	\$763.66	\$12.74	\$776.40
Senior Center	36.00	\$1,172.12	\$54.68	\$1,226.80
Sooner Theater	7.00	\$230.19	\$0.00	\$230.18
WW Golf	6.00	\$190.57	\$0.00	\$190.57
WW Tennis	9.00	\$301.23	\$0.00	\$301.23
Sanitation	5.00	\$159.15	\$0.00	\$159.15
Streets	8.00	\$263.66	\$0.00	\$263.66
Fleet	7.00	\$221.99	\$0.00	\$221.99
WTP	2.00	\$66.94	\$0.00	\$66.94
WRF	4.00	\$125.68	\$0.00	\$125.68
	1.00	\$33.47	\$0.00	\$33.47
<b>Total</b>	205.50	\$6,659.76	\$2,284.75	\$8,944.51

**City of Norman Facility Maintenance  
February 2022 Monthly Hourly Materials Cost Report**

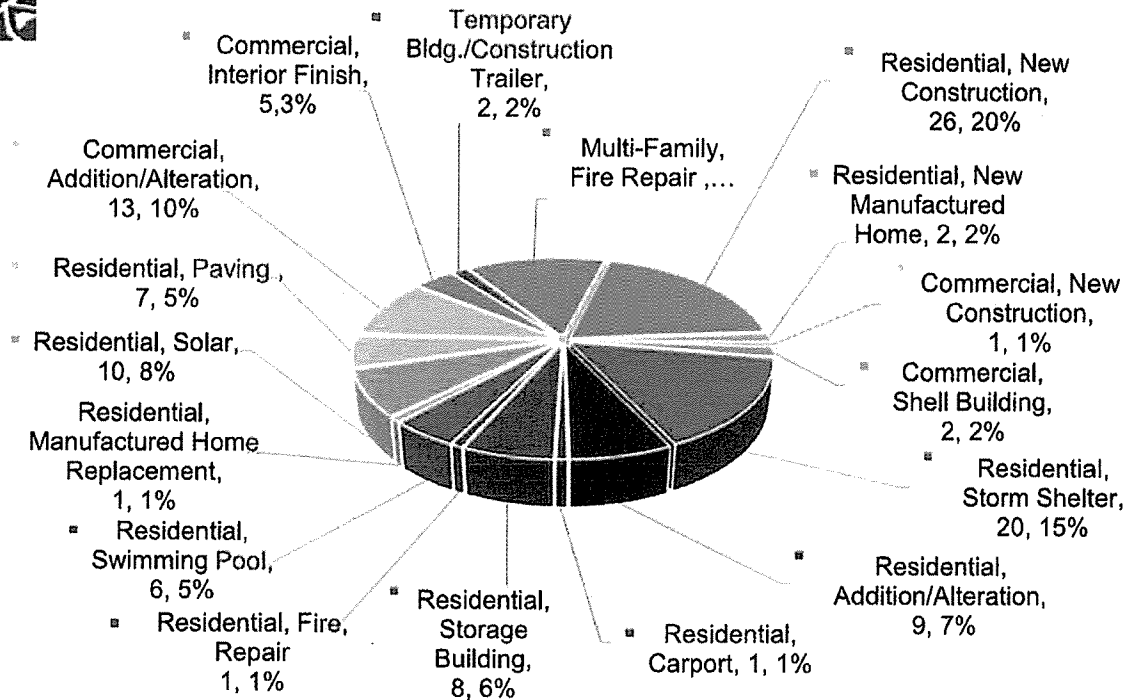
<b>Custodial</b>						
	City Hall	134.00	\$2,356.72	\$460.87	\$2,817.59	
	Bldg A	134.00	\$2,356.72	\$355.87	\$2,712.59	
	Bldg B	194.00	\$3,233.32	\$355.87	\$3,589.19	
	Bldg C	134.00	\$2,356.72	\$355.87	\$2,712.59	
	Library	8.00	\$203.92	\$0.00	\$203.92	
	Fire Stations	16.00	\$407.84	\$129.22	\$537.06	
<b>Total</b>		<b>620.00</b>	<b>\$10,915.24</b>	<b>\$1,657.70</b>	<b>\$12,572.94</b>	
<b>Total</b>		<b>1490.25</b>	<b>\$39,104.57</b>	<b>\$8,228.59</b>	<b>\$47,333.16</b>	

**PLANNING AND COMMUNITY DEVELOPMENT 10**





**CITY OF NORMAN  
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY  
FEBRUARY 2022 REPORT**



Permit Type	Count	Valuation
Residential, New Construction	26	\$ 7,260,287
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	2	\$ 144,604
Commercial, New Construction	1	\$ 250,000
Commercial, Parking Lot	0	\$ -
Commercial, Shell Building	2	\$ 1,400,000
Residential, Storm Shelter	20	\$ 85,762
Residential, Addition/Alteration	9	\$ 363,128
Residential, Carport	1	\$ 1,795
Residential, Storage Building	8	\$ 169,587
Residential, Fire Repair	1	\$ 500
Residential, Swimming Pool	6	\$ 412,000
Residential, Manufactured Home Repl	1	\$ 88,900
Residential, Solar	10	\$ 335,413
Residential, Paving	7	\$ 49,975
Commercial, Addition/Alteration	13	\$ 8,857,219
Commercial, Interior Finish	5	\$ 1,455,000
Commercial, Fire Repair	0	\$ -
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	2	\$ 14,000
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	17	\$ 98,000
Group Quarters	0	\$ -
<b>131</b>		<b>\$ 20,986,170</b>



**CITY OF NORMAN**  
**Building Permit Activity-FEBRUARY 2022**

	DESCRIPTION	2022 YEAR TO-DATE	VALUATION	2021 TOTALS	2021 TOTAL VALUATION
	Residential, New Construction.....	75	\$ 21,524,844	559	\$ 171,447,259
	Residential, New Dwelling Unit Attached.....	0	\$ -	0	\$ -
	Residential, New Manufactured Home.....	2	\$ 144,604	2	\$ 65,000
	Residential, New Non Dwelling Unit.....	0	\$ -	0	\$ -
	Residential Duplex, New Construction.....	0	\$ -	2	\$ 400,000
	Residential, Garage Apartment.....	0	\$ -	0	\$ -
	Multi-Family, New Construction 3-4 DU.....	0	\$ -	1	\$ 750,000
	Multi-Family, New Construction 5+ DU.....	0	\$ -	9	\$ 22,230,000
	Multi-Family, Fire Repair.....	17	\$ 98,000	13	\$ 284,798
	Multi-Family, Foundation.....	0	\$ -	3	\$ 170,000
	Multi-Family, Addition/Alteration.....	0	\$ -	2	\$ 16,000
	Residential, Addition/Alteration.....	13	\$ 458,929	185	\$ 11,219,201
	Residential, Carport.....	1	\$ 1,795	4	\$ 73,710
	Residential, Storm Shelter.....	45	\$ 177,952	307	\$ 1,174,221
	Residential, Storage Building.....	13	\$ 453,977	141	\$ 4,708,996
	Residential, Fire Repair.....	2	\$ 20,500	31	\$ 1,558,116
	Residential, Swimming Pool.....	17	\$ 1,223,535	145	\$ 9,332,054
	Residential, Manufactured Home Replacement	2	\$ 178,535	7	\$ 582,151
	Residential, Solar.....	14	\$ 491,871	16	\$ 461,303
	Residential, Paving.....	21	\$ 394,268	111	\$ 1,737,557
	Group Quarters.....			0	\$ -
	<b>TOTAL</b>	<b>222</b>	<b>\$ 25,168,810</b>	<b>1538</b>	<b>\$ 226,210,366</b>
<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	4	\$ 5,807,000	51	\$ 263,453,985
	Commercial, New Shell Building.....	2	\$ 1,400,000	11	\$ 9,242,000
	Commercial, Addition/Alteration.....	34	\$ 52,730,689	143	\$ 45,783,076
	Commercial, Interior Finish.....	9	\$ 2,944,600	40	\$ 3,374,700
	Commercial, New Foundation.....	2	\$ 208,200	7	\$ 10,740,000
	Commercial, Fire Repair.....	0	\$ -	8	\$ 888,000
	Commercial, Parking Lot.....	0	\$ -	7	\$ 682,640
	Commercial, Temporary Bldg./Const Trailer....	3	\$ 24,000	29	\$ 351,391
	<b>TOTAL</b>	<b>54</b>	<b>\$ 63,114,489</b>		<b>\$ 334,515,792</b>
<b>OTHER ACTIVITY</b>	Electrical Permits.....	274		1663	
	Heat/Air/Refrigeration Permits.....	196		1405	
	Plumbing and Gas Permits.....	283		1891	
	Sign Permits.....	46		475	
	Water Well Permits.....	4		44	
	Garage Sale Permits.....	7		782	
	Structure Moving Permits.....	6		16	
	Demo-Residential Permits.....	3		31	
	Demo-Non-Residential Permits.....	0		10	
	Temp. Const. Bldgs. & Roll-off Permits.....	24		173	
	Lot Line Adjustments Filed.....	3		25	
	Certificate of Occupancy (CO).....	135		1070	
	All Field Inspections.....	4058		27583	
	Net Residential Demos & Removals.....	-3		-28	
	<b>TOTAL VALUATION</b>		<b>\$ 88,283,299</b>		<b>\$ 560,726,158</b>

City of Norman  
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS  
Issued February 2022- Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL ADULT	MANHATTAN CONSTRUCTION	MOORE NORMAN TECHNOLOGY CENTER HANGER REMODEL	34	2/10/2022	4701		12TH	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 2,000,000	12345
COMMERCIAL ADULT	MANHATTAN CONSTRUCTION	MOORE NORMAN TECHNOLOGY CENTER CLASSROOM LAB REMODEL	35	2/10/2022	4701		12TH	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 2,000,000	12345
COMMERCIAL ADULT	KAS ELITE SERVICES	PHARMERS MARKET DISPENSARY EXPANSION	314	2/10/2022	530 W		LINDSEY	ST	1A	1	FLOYD ADD	C1	\$ 3,000	22446
COMMERCIAL ADULT	CAYINS CONSTRUCTION, LLC	OPTOMETRY OFFICE REMODEL	494	2/23/2022	410		24TH	AVE	1	1	GOUGH ADD	RMS	\$ 74,219	2507
COMMERCIAL ADULT	WALKCON LTD.	VISION CENTER REMODEL	616	2/17/2022	333		INTERSTATE	DR	1	1	TSTB ADD #2	C2	\$ 65,000	2000
COMMERCIAL ADULT	NEXIUS	AT&T UPGRADE ANTENNAS	622	2/18/2022	115 S		PORTER	AVE	29	32	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 20,000	1000
COMMERCIAL ADULT	JRS REMODELING & CONST. LLC	AT&T UPGRADE ANTENNAS	626	2/18/2022	3188 S		PORTER	RD	12	3W	NOT SUBDIVIDED	C1	\$ 20,000	90
COMMERCIAL ADULT	OWNER	BYDAVIS OFFICE REMODEL	716	2/28/2022	527 E		MAIN	ST	14	38	NORMAN, ORIGINAL TOWNSHIP	C1	\$ 35,000	50
COMMERCIAL ADULT	CORD CONSTRUCTION SERVICES, LLC	THE STANDARD RESTAURANT REMODEL	3372	2/10/2022	2404		CLASSEN	BLVD	6	1	HIGHWAY HEIGHTS	C2	\$ 400,000	6221
COMMERCIAL ADULT	JASON POWERS HOMES, INC.	SUMMER INVESTMENTS BAR REMODEL	3577	2/10/2022	315 E		GRAY	ST	7A	21	NORMAN, ORIGINAL TOWNSHIP	C2	\$ 700,000	17000
COMMERCIAL ADULT	CENTRAL STATE CONSTRUCTION INC	CRUMBL COOKIES REMODEL	4080	2/22/2022	750		ASP	AVE	1	1	OLDE TOWNE	C3	\$ 325,000	3034
COMMERCIAL ADULT	P & P HOMES & REMODELS, INC.	MANO COCAINAS OFFICES	4437	2/10/2022	1607		24TH	AVE	2	2	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 190,000	1333
COMMERCIAL ADULT	MILLER-TIPPENS CONSTRUCTION	EDGE BALLY OFFICES	5119	2/24/2022	127 W		MAIN	ST	13	66	NORMAN, ORIGINAL TOWNSHIP	C2E	\$ 5,000	1580
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #101	201	2/22/2022	3501		24TH	AVE	2	1	UNIVERSITY NORTH PARK PRIDE CTR	PUD	\$ 850,000	8734
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #111	4101	2/29/2022	4331		ADAMS	RD	1	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 125,000	1554
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #101	4102	2/29/2022	4331		ADAMS	RD	1	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 176,000	2443
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #111	4104	2/29/2022	4341		ADAMS	RD	2	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 195,000	2711
COMMERCIAL NEW CONSTRUCTION	GOLD MEDAL CONSTRUCTION	SAGE COBBLESTONE CREEK POOL	4105	2/25/2022	4341		ADAMS	RD	2	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 150,000	2711
COMMERCIAL NEW SHELL BLDG	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES SHELL BUILDING #24	434	2/17/2022	4403		12TH	AVE	16	3W	SAGE AT COBBLESTONE	PUD	\$ 250,000	1979
COMMERCIAL NEW SHELL BLDG	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES SHELL BUILDING #25	4100	2/29/2022	4331		ADAMS	RD	1	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 700,000	4357
TEMPORARY BLDG/CONST	CROSSLAND CONSTRUCTION CO, INC.	GRIFFIN PARK SOCCER CONST OFFICE/TRAILER	485	2/11/2022	1001 E		ROBINSON	ST	20	2W	NOT SUBDIVIDED	C2	\$ 4,000	5422
TEMPORARY BLDG/CONST	ALL AMERICAN TENTS AND EVENTS	SHELTER FOR FRIENDS TREE TENT	581	2/17/2022	680		ED NOBLE	PKY	7	1	PARKWAY PLAZA ADD	UNC	\$ 10,000	1300

TOTAL PERMITS	23	AVERAGE VALUATION	\$520,705	AVERAGE PROJECT AREA	5,121
TOTAL VALUATION	\$11,976,219	TOTAL PROJECT AREA	117,784		

Permit Type	Permit Counts	Valuation	Building Size (SF)	Use/Classification	New Construction Business Information (New Construction and New Shell Building)
COMMERCIAL ADULT	13	8,857,219	4,397	OFFICE	Business
COMMERCIAL FOUNDATION PERMIT	0	\$	5,422	OFFICE	LANDMARK FINE HOMES SHELL BUILDING #24
COMMERCIAL FIRE REPAIR	0	\$			LANDMARK FINE HOMES SHELL BUILDING #25
COMMERCIAL INTERIOR FINISH	5	\$ 1,455,000			
COMMERCIAL NEW CONSTRUCTION	1	\$ 250,000			
COMMERCIAL NEW SHELL BLDG	2	\$ 1,400,000			
COMMERCIAL PARKING LOT	0	\$			
TEMPORARY BLDG/CONST TRAILER	2	\$ 14,000			
TOTAL	23	\$ 11,976,219			

City of Norman															BUILDING PERMITS AND INSPECTIONS															RESIDENTIAL BUILDING PERMITS															Issued February 2022 - Sorted by Permit Type														
Permit Type	Contractor	Permit #	Date Issued	Address	City	State	Zip	Block	Lot	Subdivision	Zoning	Valuation	Project Area	KW																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE	243	2/10/2022	1101	SAVWALL	RD		3	2	RED CANYON RANCH SEC 6	PUD	\$	2,500	23																																													
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	564	2/15/2022	2308	KIMBALL	CT		4	10	ST JAMES PARK ADD 6	R1	\$	3,700	21																																													
1 & 2 FAMILY STORM SHELTER	LANDMARK FINE HOMES, LP	387	2/10/2022	4427	BELLINGHAM	DR		1W	2	CARRINGTON PLACE ADD #14	R1	\$	3,800	24																																													
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	389	2/10/2022	5315	72ND	AVE			3	NOT SUBDIVIDED	A2	\$	5,525	32																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	392	2/2/2022	3304	ASH	LN			5	SPRING BROOK	R1	\$	4,200	24																																													
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	402	2/10/2022	2401	CHAMARRON	DR			12	PEBBLE BROOK #2	R1	\$	4,095	24																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE	451	2/10/2022	1525	CHERRY STONE	ST			14	HOLLYWOOD ADD	R1	\$	3,700	35																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE	461	2/10/2022	3812	IRVINE	DR			4	CASCADE ESTATES PUD #5	PUD	\$	3,900	35																																													
1 & 2 FAMILY STORM SHELTER	CKL/HOMA SHELTERS	478	2/25/2022	801	8TH	AVE			31	NOT SUBDIVIDED	R1	\$	3,700	25																																													
1 & 2 FAMILY STORM SHELTER	AARON'S STORM SHELTERS	508	2/11/2022	906	GARNER	ST			4	EPERLY-DOTSON ADD	A2	\$	3,900	35																																													
1 & 2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	533	2/11/2022	348	WENOKA	DR			13	WOODCREST EST #1	R1	\$	11,950	80																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE TORNADO SHELTERS	578	2/15/2022	1006	COMANCHE	ST			13	MCCALL'S ADD	NA	\$	3,500	48																																													
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	588	2/16/2022	4817	GREY	DR			13	WOCALLS ADD	NA	\$	3,385	18																																													
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	638	2/16/2022	1102	ZARA	CT			10	EAGLE CLIFF SOUTH ADD #7	PUD	\$	3,085	35																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	660	2/18/2022	2724	TIGGA	CT			7	TRAILWOODS SEC 12	R1	\$	2,900	24																																													
1 & 2 FAMILY STORM SHELTER	OZ SAVEROOMS	689	2/21/2022	2200	NORWOOD	DR			3	SEQUOYAH TRAILS ADD	R1	\$	3,495	21																																													
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	694	2/25/2022	514	SHAWNEE	DR			5	BELLATONA SEC. #2	R1	\$	3,075	0																																													
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	697	2/23/2022	3201	TECUMSEH	ST			10	SOUTHRIDGE ADD	R1	\$	7,812	18																																													
1 & 2 FAMILY STORM SHELTER	SMART SHELTERS, INC	722	2/24/2022	3313	EPORA	WAY			12	MONTORO RIDGE SEC #2	PUD	\$	4,385	21																																													
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	736	2/25/2022	203	W	RD			18	TECUMSEH MEADOWS ADD #1	R1	\$	4,095	35																																													
1 & 2 FAMILY, ADD OR ALTER	OWNER	103	2/14/2022	222	E	RD			5	TULL'S ADD #2	R1	\$	3,150	35																																													
1 & 2 FAMILY, ADD OR ALTER	GOOD GUYS CONSTRUCTION LLC	384	2/12/2022	409	WESTCHESTER	CT			25	HIGHLAND ADDITION	R2	\$	5,330	186																																													
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	400	2/10/2022	4469	PENNINGTON	CT			3	TOWN & COUNTRY ESTATES #2	NA	\$	30,000	150																																													
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	473	2/11/2022	338	COLLIER	DR			11	CARRINGTON PLACE ADD	R1	\$	85,445	432																																													
1 & 2 FAMILY, ADD OR ALTER	OWNER	528	2/24/2022	4808	ROCK CREEK	DR			23	MELROSE ADD	NA	\$	75,383	206																																													
1 & 2 FAMILY, ADD OR ALTER	SWIFT, BRENT	643	2/17/2022	1907	GRAND VIEW	AVE			4	NOT SUBDIVIDED	A2	\$	60,000	2500																																													
1 & 2 FAMILY, ADD OR ALTER	SALDANA ROOFING & GENERAL CONT	674	2/28/2022	490	ELM	AVE			15B	BRCKHAVEN #09	R1	\$	75,000	450																																													
1 & 2 FAMILY, ADD OR ALTER	DRAPER CONSTRUCTION COMP, LLC	696	2/25/2022	1891	TRAILVIEW	DR			13	LINCOLN ADD	R3	\$	11,000	200																																													
1 & 2 FAMILY, ADD OR ALTER	OWNER	705	2/28/2022	2605	HALIFAX	WAY			4	TRAILS ADD #2	NA	\$	15,800	317																																													
1 & 2 FAMILY, CARPORT	CAROLINA CARPORTS INC.	573	2/29/2022	16280	E	RD		1E	21	HAWTHORNE PLACE ADD	A2	\$	5,501	163																																													
1 & 2 FAMILY, FIRE REPAIR	MEVEIGH ELECTRIC	432	2/15/2022	17401	E	RD			15	NOT SUBDIVIDED	R1	\$	1,785	378																																													
1 & 2 FAMILY, PAVING	MEDINA CONSTRUCTION	430	2/15/2022	1620	CHAITAIGUA	AVE			8	REYNOLDS LAKE ADD (SURVEY)	A2	\$	500	100																																													
1 & 2 FAMILY, PAVING	A & L CONCRETE	454	2/10/2022	1618	CROWN POINT	AVE			9	VALLEY VIEW ADD	R1	\$	3,900	420																																													
1 & 2 FAMILY, PAVING	A & L CONCRETE	457	2/10/2022	3212	BRENTWOOD	DR			9	HILLTOP ADD	R1	\$	3,375	375																																													
1 & 2 FAMILY, PAVING	OLIVAS CONCRETE	659	2/23/2022	3301	BISMARC	LN			28	NORMANDY PARK	R1	\$	7,000	648																																													
1 & 2 FAMILY, PAVING	MCCOWN, TAMMY	5563	2/10/2022	120	CADDO	LN			11	SPRING BROOK #3	R1	\$	2,500	275																																													
1 & 2 FAMILY, PAVING	PROELECTRIC CONTRACTORS LLC	353	2/10/2022	4508	W	LN			23	SPRING BROOK	R1	\$	3,200	294																																													
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION LLC	355	2/10/2022	1422	ASHTON	CT			25	LARSH ADD #1	R3	\$	20,000	3242																																													
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION LLC	356	2/10/2022	1813	HAVENHILL	CT			4	LAUREL ADD #1	CCFB	\$	10,000	1024																																													
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION LLC	447	2/10/2022	2023	PETER PAN	CT			4	ASHTON GROVE ADD SEC 3	R1	\$	16,500	7																																													
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA/FORME	465	2/10/2022	2929	WETMOUTH	CT			3	QUEENSTON HEIGHTS	PUD	\$	30,875	6																																													
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION LLC	471	2/14/2022	219	DUFFY	ST			6	HILLTOP ADD	NA	\$	32,909	5																																													
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION LLC	489	2/23/2022	388	APLOMADO	WAY			5	QUEENSTON HEIGHTS	NA	\$	26,791	4																																													
1 & 2 FAMILY, SOLAR	MARC JONES CONSTRUCTION LLC	515	2/14/2022	1675	ROLLING HILLS	ST			10	WOODLAKE ESTATES	R1	\$	35,520	9																																													
1 & 2 FAMILY, SOLAR	MABELLA ELECTRIC, LLC	685	2/24/2022	9960	STELLA ACRES	ST			33	CLASSEN-MILLER ADDITION	NA	\$	34,913	5																																													
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA/FORME	657	2/24/2022	2613	BOXWOOD	ST			18	EAGLE CLIFF SOUTH ADD #5	R1	\$	15,700	3																																													
1 & 2 FAMILY, STORAGE BLDG	HILSON POST FRAME, LLC	317	2/8/2022	6414	ROCK CREEK	LN			2	WEST ADD	R1	\$	88,728	14																																													
1 & 2 FAMILY, STORAGE BLDG	JANARDIA, GENE	371	2/7/2022	10101	LINDSEY	AVE			1W	STELLA ACRES PHASE 3	A2	\$	33,827	11																																													
1 & 2 FAMILY, STORAGE BLDG	BARBER STEEL BUILDINGS	377	2/7/2022	9300	FAWN	RD			3	FOREST LAKES ADD	R1	\$	16,650	6																																													
1 & 2 FAMILY, STORAGE BLDG	BROWN, RANDY	439	2/8/2022	1201	CHERRY LAUREL	RD			19	NOT SUBDIVIDED	A2	\$	41,000	2459																																													
1 & 2 FAMILY, STORAGE BLDG	OWNER	514	2/16/2022	6200	ROCK CREEK	RD			1W	RUNNING DEER ESTATES	A2	\$	12,000	600																																													
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	646	2/25/2022	627	BOYD	CT			12	COLLEGE MANOR	R1	\$	7,000	280																																													
1 & 2 FAMILY, STORAGE BLDG	OWNER	654	2/22/2022	1300	90TH	RD			1	NOT SUBDIVIDED	NA	\$	18,000	1200																																													
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	665	2/28/2022	601	HAVASU	ST			2W	SOUTHBRIDGE ADD	R1	\$	12,000	400																																													
1 & 2 FAMILY, SWIMMING POOL	TNT POOLS & SPAS	407	2/2/2022	4201	FOX GROTTO	AVE			1	BURLWOOD ESTATES (SURVEY)	A2	\$	35,000	768																																													
1 & 2 FAMILY, SWIMMING POOL	TROPHY POOLS	420	2/2/2022	2700	TECUMSEH	RD			2	RED CANYON RANCH SEC 3	PUD	\$	5,597	149																																													
1 & 2 FAMILY, SWIMMING POOL	BRAD'S SWIMMING POOL	490	2/14/2022	2816	MAJESTY	RD			2W	HUNTER'S GLEN ESTATES	A2	\$	57,000	2307																																													
1 & 2 FAMILY, SWIMMING POOL	SPLASH LUXURY POOLS	513	2/16/2022	3118	TARA	RD			15	NOT SUBDIVIDED	A2	\$	100,000	1282																																													
1 & 2 FAMILY, SWIMMING POOL	PLEASANT POOLS	526	2/16/2022	2210	180TH	CT			2	CASTLEWOOD ADD	R1	\$	95,000	2600																																													
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	527	2/22/2022	3608	TRADITIONS	LN			1	HIGHLAND VILLAGE ADD SEC 2	R1	\$	35,000	1682																																													
1 & 2 FAMILY, SWIMMING POOL	OWNER	560	2/22/2022	16900	TECUMSEH	TR			3	H & L #5 (SURVEY)	A2	\$	70,000	1680																																													
1 & 2 FAMILY, SWIMMING POOL	OWNER	114	2/16/2022	16900	E	RD			1E	VINTAGE CREEK ADDITION	PUD	\$	85,000	1080																																													
1 & 2 FAMILY, SWIMMING POOL	OWNER	855	2/24/2022	217	W	RD			15	NOT SUBDIVIDED	A2	\$	22,900	1280																																													
1 & 2 FAMILY, SWIMMING POOL	OWNER	855	2/24/2022	217	W	RD			26	NOT SUBDIVIDED	A2	\$	36,700	1216																																													
1 & 2 FAMILY, SWIMMING POOL	OWNER	855	2/24/2022	217	W	RD			26	NOT SUBDIVIDED	A2	\$	107,604	1216																																													

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1-2 FAMILY, STORM SHELTER	20		\$ 65,762	RESIDENTIAL STORAGE CONTAINER	0
1-2 FAMILY, ADD OR ALT	9		\$ 383,128	TEMPORARY ROLL-OFF, RESIDENTIAL	6
1-2 FAMILY, CARPORT	1		\$ 1,795	TEMPORARY ROLL-OFF, OTHER	4
1-2 FAMILY, FIRE REPAIR	1		\$ 500	SEASONAL ROLL-OFF, CONTAINER	0
1-2 FAMILY, RAVING	7		\$ 49,975		
1-2 FAMILY, SOLAR	10		\$ 335,413		
1-2 FAMILY, STORAGE BLDG	8		\$ 169,557		
1-2 FAMILY, SWIMMING POOL	6		\$ 412,000		
1 FAMILY, MANUFACTURED HOME REPLACEMENT	1		\$ 88,900		
1 FAMILY, MANUFACTURED HOME NEW	2		\$ 144,604		
1 FAMILY, NEW CONSTRUCTION	26		\$ 7,260,267		
2 FAMILY, NEW CONSTRUCTION	0		\$ -		
3-FAMILY, NEW CONSTRUCTION	0		\$ -		
3-FAMILY, FIRE REPAIR	0		\$ -		
3-FAMILY, FOUNDATION	0		\$ -		
3-FAMILY, ADUALT	0		\$ -		
GROUP QUARTERS	0		\$ -		
GROUP QUARTERS	0		\$ -		
GROUP QUARTERS	0		\$ -		
TOTAL	108		\$ 9,003,951		

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3-FAMILY, ADUALT	0		\$ -		
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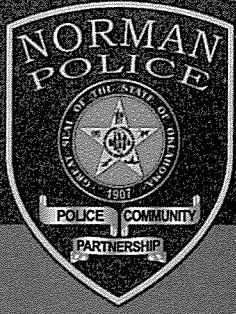
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1-2 FAMILY, STORAGE BLDG	8		\$ 169,557		
1-2 FAMILY, SWIMMING POOL	6		\$ 412,000		
1 FAMILY, MANUFACTURED HOME REPLACEMENT	1		\$ 88,900		
1 FAMILY, MANUFACTURED HOME NEW	2		\$ 144,604		
1 FAMILY, NEW CONSTRUCTION	26		\$ 7,260,267		
2 FAMILY, NEW CONSTRUCTION	0		\$ -		
3-FAMILY, NEW CONSTRUCTION	0		\$ -		
3-FAMILY, FIRE REPAIR	0		\$ -		
3-FAMILY, FOUNDATION	0		\$ -		
3-FAMILY, ADUALT	0		\$ -		
GROUP QUARTERS	0		\$ -		
GROUP QUARTERS	0		\$ -		
GROUP QUARTERS	0		\$ -		
TOTAL	108		\$ 9,003,951		

Permit Type	Permit Count	Unit Count	Valuation	Permit Type	Permit Count
1-2 FAMILY, STORM SHELTER	20		\$ 65,762	RESIDENTIAL STORAGE CONTAINER	0
1-2 FAMILY, ADD OR ALT	9		\$ 383,128	TEMPORARY ROLL-OFF, RESIDENTIAL	6
1-2 FAMILY, CARPORT	1		\$ 1,795	TEMPORARY ROLL-OFF, OTHER	4
1-2 FAMILY, FIRE REPAIR	1		\$ 500	SEASONAL ROLL-OFF, CONTAINER	0
1-2 FAMILY, RAVING	7		\$ 49,975		
1-2 FAMILY, SOLAR	10		\$ 335,413		
1-2 FAMILY, STORAGE BLDG	8		\$ 169,557		
1-2 FAMILY, SWIMMING POOL	6		\$ 412,000		
1 FAMILY, MANUFACTURED HOME REPLACEMENT	1		\$ 88,900		
1 FAMILY, MANUFACTURED HOME NEW	2		\$ 144,604		
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3-FAMILY, FOUNDATION	0		\$ -		
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**POLICE**

**11**



# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW



FEBRUARY | 2022

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2022	5-YEAR AVERAGE	2021
MURDER	0	1	0
SEXUAL ASSAULTS	12	17	16
ROBBERY	3	3	2
AGGRAVATED ASSAULTS	15	17	19
BURGLARY OF BUILDING	32	37	24
LARCENY/THEFT	193	209	186
MOTOR VEHICLE THEFT	27	31	36
ARSON	0	0	0
KIDNAPPING	2	2	1
FRAUD/FORGERY	44	81	76
DUI/APC	19	34	17
PUBLIC INTOXICATION	34	42	21
RUNAWAYS	12	21	13
DRUG VIOLATIONS	21	78	30
THREATS/HARASSMENT	23	29	32
VANDALISM	55	71	65
OTHER	347	373	370
<b>TOTAL REPORTED CRIME</b>	<b>607</b>	<b>769</b>	<b>691</b>
<b>TOTAL ARRESTS:</b>	<b>322</b>	<b>475</b>	<b>311</b>
PROTECTIVE CUSTODY:	63	92	84
<b>TOTAL CASE REPORTS*</b>	<b>750</b>	<b>933</b>	<b>793</b>
<b>COLLISIONS</b>	<b>150</b>	<b>167</b>	<b>97</b>
FATALITY	2	1	0
INJURY	34	49	36
NON- INJURY	114	118	61
NUMBER OF PEOPLE INJURED	49	74	49
<b>CITATIONS &amp; WARNINGS</b>	<b>1,496</b>	<b>3,663</b>	<b>1,543</b>
TRAFFIC CITATIONS	284	1,235	435
TRAFFIC WARNINGS	680	1,677	825
PARKING CITATIONS & WARNINGS	532	750	283

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## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,122

NON-EMERGENCY CALLS TAKEN: 14,579

### TOTAL CALLS FOR SERVICE: 8,502

POLICE CALLS FOR SERVICE: 5,471

OFFICER INITIATED: 1,425

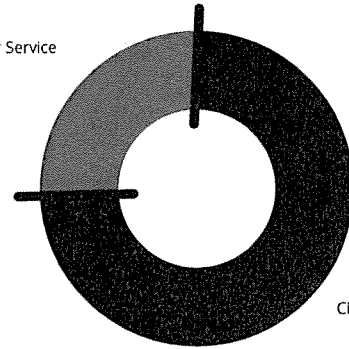
CITIZEN INITIATED: 4,046

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,331

EMSSTAT: 1,672

Officer Initiated Calls for Service  
1,425



Citizen Initiated Calls for Service  
4,046

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## INVESTIGATIONS ACTIVITY

CASES ASSIGNED DURING REPORTING PERIOD: 87

CASES CLOSED DURING REPORTING PERIOD: 522

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## ANIMAL WELFARE

INTAKES: 168

LIVE RELEASES: 170

LIVE OUTCOME RATE: 95%

VOLUNTEER HOURS: 75

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## RECORDS

CUSTOMER SERVICE CONTACTS: 1,271

IN-PERSON CONTACTS: 593

PHONE CONTACTS: 678

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## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 171

CURRENT COMMISSIONED OFFICERS: 161 (10 VACANCIES)

OFFICERS AVAILABLE FOR ASSIGNMENT: 143

18 ARE UNAVAILABLE DUE TO OJI, LONGTERM MEDICAL; MILITARY LEAVE; FIELD TRAINING/POLICE ACADEMY

AUTHORIZED NON-COMMISSIONED POSITIONS: 71

CURRENT NON-COMMISSIONED POSITIONS: 64 (7 VACANCIES)

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**ANIMAL CONTROL      11A**

# Norman Animal Welfare Monthly Statistical Report

## February 2022



### IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	38	7	45	87	18	105	60	133%
Ending	36	21	57	71	22	93	36	63%

### ANIMAL INTAKES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	51	34	85	84	26	110	25	29%
Owner Relinquish	9	24	33	15	28	43	10	30%
Owner Intended Euth	3	0	3	0	0	0	(3)	-100%
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	1	6	7	2	3	5	(2)	-29%
Returned Animal	3	1	4	5	5	10	6	150%
<b>TOTAL LIVE INTAKES</b>	<b>67</b>	<b>65</b>	<b>132</b>	<b>106</b>	<b>62</b>	<b>168</b>	<b>36</b>	<b>27%</b>

\*Confiscate, Protective Custody, Born in Shelter, and all other infrequent entries

### OTHER STATISTICS

	2021		2022		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	2	2	0	0	(2)	-100%
Dog Collected (DOA)	0	0	2	2	2	#DIV/0!
Cat Collected (DOA)	1	1	0	0	(1)	-100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	0	0	0	0	0	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
<b>TOTAL OTHER ITEMS</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>(1)</b>	<b>-33%</b>

### LENGTH OF STAY (DAYS)

	2021	2022
Dog	13.3	27.6
Puppy	4.5	15.1
Cat	7	7.1
Kitten	2	4.9

### OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	140	8	0	148

# Norman Animal Welfare Monthly Statistical Report

## February 2022



### IN SHELTER ANIMAL COUNTS

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	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
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Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	0	0	0	0	0	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
<b>TOTAL OTHER ITEMS</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>(1)</b>	<b>-33%</b>

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Animals	140	8	0	148



DEPARTMENT OF PUBLIC WORKS  
MONTHLY PROGRESS REPORT  
CITY OF NORMAN, OKLAHOMA  
February 2022

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed no Final Plats to the Development Committee; one (1) Rural Certificate of Survey for Planning Commission and one (1) Rural Certificate of Survey to City Council. The Development Engineer reviewed 21 sets of construction plans and 3 punch lists. There were 143 permits reviewed and/or issued. Fees were collected in the amount of \$4,921.59.

**CAPITAL PROJECTS:**

**Robinson Street West of I-35 Widening Project:**

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on November 19, 2020, for the Robinson Street West of I-35 Project, located from I-35 to west of Rambling Oaks Drive/Cross Roads Boulevard intersection. The low bidder was Redlands Contracting, L.L.C. of Warr Acres, Oklahoma in the amount of \$5,025,867.62. ODOT awarded this project at the December 7, 2020, Transportation Commission Meeting. Redlands started construction on Monday, April 5, 2021. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates a March 2022 completion. ODOT is administering the construction of this project because federal transportation funds are being used.

The project involves the following items:

- Widen Robinson Street for the addition of right turn and left turn lanes
- Relocate & reconfigure Interstate Drive/Robinson Street intersection east of current location
- Intersection improvements to Crossroads Boulevard/Rambling Oaks Drive/Robinson Street intersection
- New street lights, traffic signals, street signs and traffic signal interconnect along the project
- Interstate 35 on and off ramp reconstruction south of Robinson Street
- Continuous sidewalks and accessibility
- Stormwater improvements

The contractor's activities this month were as follows:

- Completed existing pavement removals on Phase 3, the north leg of Crossroads Boulevard and area in front of 7-Eleven convenience store.
- Started Phase 3 storm pipeline and inlet installations
- Completed the installation of permanent signing in all areas of the project except Phase 3, where reconstruction is still underway.

**Porter Avenue and Acres Street Intersection 2019 Bond Project:**

The City of Norman conducted a bid opening on October 1, 2020, for the Porter Avenue and Acres Street Intersection 2019 Bond Project. The low bidder was Rudy Construction Co. of Oklahoma City, Oklahoma in the amount of \$2,600,996.65. The Norman City Council awarded the project at the October 27, 2020 City Council Meeting. A pre-construction meeting occurred November 12, 2020 and construction began on November 17, 2020. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates a December 2021 completion. The City of Norman Public Works Department is administering the construction of this project with the aid of inspectors from the Norman Utilities Authority.

The project involves the following items:

- Revised geometry of the intersection to enhance traffic operations and pedestrian safety
- New traffic signals with ADA compliant ramps and crossings.
- New storm water structures meeting current City of Norman codes and ordinances
- Dedicated left turn lanes to enhance traffic operations
- Reconfigured Daws Street to accommodate intersection improvements at Porter and Acres
- Waterline utility relocations as needed to accommodate intersection improvements
- New ADA compliant pedestrian sidewalks adjacent to the roadway
- Streetscape elements including decorative sidewalks, lighting, and landscaping

The contractor's activities this month were as follows:

- *Project Complete with exception of bases for signal poles*
- *Prepared final As-built quantities for Change Order No. 3*

**STREET MAINTENANCE BOND PROJECTS:**

**2022 Urban Concrete**

**Bid 2**

During the month of February, A-Tech Paving completed select concrete panel replacement in the Westfield Manor Addition on Berry Road between Boyd Street and Lindsey Street between Wards 2 and 4.

**Imhoff Bridge Emergency Repairs Project**

On Thursday, July 29, 2021, City Staff were made aware of the failure of the southeast wing wall attached to the West Imhoff Road Bridge, NBI No. 18958. Upon initial inspections performed by City Staff, the condition of the bridge was found to be severe enough to warrant immediate closure.

On August 10, 2021, Haskell Lemon Construction Co., mobilized to the West Imhoff Road Bridge to begin removing the debris from the channel that was restricting the flow of Imhoff Creek which was part of the original scope of work listed in the FYE 2022 Bridge Maintenance Program contract. On August 11, 2021, Haskell Lemon Construction Co., investigated spalling on the northwest wing wall that was also identified in the FYE 2022 Bridge Maintenance Program contract scope. During their investigations a large portion of concrete came loose exposing the joint between the wing wall and the bridge structure. The wing wall was found to have approximately 1.5" of separation from the bridge structure with no reinforcing tie-ins. This wing wall has three (3) utility lines routed through it: a sanitary sewer line, a 4" gas line, and a potable water line. The wing wall is in danger of a full-scale failure, which failure would affect these three utilities as well as the structure's stability.

On August 14, 2021, City Council declared the situation at the Bridge to be an emergency.

On February 22, 2022, City Council approved Change Order No. 1 to Contract K-2122-59 which added the removal and installation of a potable water and sanitary sewer line to the scope of the project.

During the month of February, Haskell Lemon Construction Co. completed the all excavation on the North side of the bridge, poured the north side concrete apron, and began building forms for the Northeast and Northwest wing walls.

**FYE 2022 Street Maintenance Bond – Urban Road Reconstruction – Grover Lane**

Bids were opened October 14, 2021 with seven (7) bids received. The low bidder was Parathon Construction LLC. The contract was awarded in the amount of \$205,225 with a January 3, 2022, start date. Parathon chose not mobilize until February 1, 2022, but anticipates completing the project within the 120-day contract period.

This street reconstruction project includes new concrete pavement with curb and gutter over a compacted aggregate base.

During the month of February, the contractor completed 631 square yards of the north lane.

**Sidewalk Programs:**

**FYE 2022 Annual Sidewalk Program.** Bids were received on June 3, 2021. City Council awarded the contract to Nash Construction Co. in the amount of \$313,109.00, on July 13, 2021. Change Order #1 increasing the Citywide contract amount of \$56,665.00 by \$45,000.00 was approved by City Council on September 28, 2021. Construction began August 10, 2021. The Schools and Arterials, Sidewalks & Trails, Sidewalk Accessibility and Downtown Sidewalk and Curbs projects are complete. To date, we've expended an estimated \$103,529.04 on 51 Citywide projects, which includes the "50/50 program," and have another 14 projects in queue at an estimated cost of \$24,529.51. Proposed Change Order #2 adding an additional \$80,000.00 to the Citywide program is projected to meet City Council on January 18, 2022. If approved, this will extend the program until the end of FYE 2022, or until funds are depleted.

Citywide Sidewalk Reconstruction				
FYE 22 Projects Completed	FYE 22 Citizen Contributions	Total Open Projects	Open Projects Estimate	Open Projects Scheduled: City Responsibility/Resident Participation
51	\$22,558.06	18	\$33,767.46	3

**FYE 2022 Capital Improvement Project – 24th Avenue NW.** Bids were received on August 5, 2021 and the project was awarded to Parathon Construction by City Council on September 14, 2021. This project addresses a significant portion of the City of Norman's 2018 Americans with Disabilities Act Transition Plan. The 24th Avenue project area is large and is broken down into four phases. This construction addresses Phase I and includes significant repairs along a 1.1-mile sidewalk corridor on 24th Avenue NW, from Main Street to Robinson Street (east side) and comprises 1365 square yards of sidewalk repairs, 800 square yards of driveway approach reconstruction and 216 square yards of ramps and curb cuts. The project began November 8, 2021 and is currently 90% complete. Change Order #1 was approved by Council on December 14, 2021, which increased the contract amount by \$120,066.00 enabling a continuation into Phase II of the project. Phase II consists of the same stretch as Phase I, but along the west side of 24th Avenue NW and is projected to begin March 1, 2022. Phase III and IV, which continues along the east and west sides of 24th Avenue SW, from Main Street to Lindsey Street will be programmed for future years.

## **PUBLIC TRANSIT**

### **Public Transit Response to COVID-19 (coronavirus)**

Below are actions that have continued to be taken by City and EMBARK staff altering transit service in response to COVID-19.

- Enhanced cleaning of vehicles.
- Suspended operations of route 144-Social Security.
- Limited capacity on fixed route and paratransit busses.
- Mandatory face coverings while using transit services, a federal requirement on public transit (expiration date extended from January 18, 2022 to March 18, 2022).

### **Battery Electric Bus Purchases**

The City is currently in the process of purchasing 2 battery electric busses. A group of transit staff members visited the manufacture's facility at the beginning of November to perform a pre-production meeting. Staff anticipates receiving these vehicles in August/September 2022. Below is background information on both battery electric bus projects:

- An authorization to purchase the City's first battery electric vehicle, a transit bus, was approved at Council's May 25, 2021 meeting. A purchase order was issued on May 27, 2021 to the manufacturer. Approximately 50% of the vehicle purchase price will be reimbursed through a grant received from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund.
- An authorization to purchase the City's second battery electric transit bus was approved at Council's August 10, 2021 meeting. A purchase order was issued on August 13, 2021 to the manufacturer. Approximately 70% of the vehicle purchase price will be reimbursed through a grant received from the FTA's 2021 Low- or No-Emission Vehicle Program. The City's project was 1 of 49 projects selected in the nation.
- Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.

### **Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)**

- The Go Norman Transit Plan was approved by resolution by Council at its June 22<sup>nd</sup>, 2021 meeting. Staff are continuing exploratory work on the next steps as recommended in the plan. Work this past month includes:
  - The acquisition of property downtown, 318-320 Comanche Street, to be used as a transit center, which Council approved the purchase sale agreement on January 18. The City and the seller are still working through the sale process. Once completed, the City will begin working with consultants to design the site into a new, City transit center.

- On October 1, 2021 ACOG announced the grant cycle for their Air Quality Small Grant Program was open. This program seeks to improve air quality in Central Oklahoma by reducing reliance on single-occupancy vehicle trips. Small transportation infrastructure projects and transit improvements as well as projects focused on congestion relief efforts are all eligible. Staff submitted an application on November 19, 2021 requesting funding to install 80 new bus stops associated with the recommended route changes in the Go Norman Transit Plan. Council supported this application by approving a programming resolution on November 30, 2021 for the project. On January 13, 2022 the ACOG MPO Technical Committee recommended a list of projects be approved for funding, of which the City's was one of them. Then the ACOG MPO Policy Committee reviewed the list of projects on January 27, 2022 and approved them for funding. City staff have worked with ACOG on a contract agreement for the project and will bring it to Council for review and approval at the March 8th Council meeting.
- Staff are also working with Nelson/Nygaard, the consultant that worked with the City to create the Go Norman Transit Plan, to bring an amendment to their contract to Council for consideration on March 8. This amendment would be make minor changes to the Go Norman Transit Plan to reflect the property at 318-320 Comanche Street to be used as a Transit Center, rather than The Depot.

#### **Ribbon Cutting for the Transit Operations and Maintenance Facility**

- The North Base Complex, Phase 1 project was awarded to Flintco, LLC in the amount of \$8,648,000 on October 13, 2020. This project includes construction of the Transit/Fire Maintenance Facility and Parks Maintenance Facility at the North Base Complex. The Notice to Proceed was issued on November 2, 2020, and a groundbreaking ceremony was held on the same day.
- Facility is substantially complete and Transit Operations occupied the building as of January 24, 2022. The Ribbon Cutting Ceremony was held February 11, 2022 at 3pm with remarks from the Director of Parks and Recreation, the Director of Public Works, and the Mayor.
- Attendance for the event was approximately 100 people strong and included citizens, City of Norman employees, project stakeholders, and City Councilmembers.

#### **AngelTrax Public Transportation Onboard Surveillance System Installation**

- On November 9, 2021 City Council approved contract K-2122-43 with AngelTrax to provide a public transportation onboard surveillance system for the City of Norman public transportation fleet.
- This contract provides:
  - Sufficient camera coverage both inside and outside the vehicle
  - Sufficient storage on each vehicle to be able to download video up to 240 hours in the past.
  - An automatic system that would download tagged video wirelessly when the vehicle comes in range of the public transit fleet yard.
  - A computer software solution that enables both EMBARK and City of Norman employees to tag/request video be downloaded and viewed.
- Vendor arrived and began installation last month. Over the next few weeks the equipment will be installed, calibrated, and tested for quality verification. In addition, training will be provided to staff regarding operation.

#### **Construction of the Transit Operations and Maintenance Facility**

The North Base Complex, Phase 1 project was awarded to Flintco, LLC in the amount of \$8,648,000 on October 13, 2020. This project includes construction of the Transit/Fire Maintenance Facility and Parks Maintenance Facility at the North Base Complex. The Notice to Proceed was issued on November 2, 2020, and a groundbreaking ceremony was held on the same day. It is estimated that the project will be completed in December 2021.

The project involves the following items:

- Construction of New Transit/Fire Maintenance Building and Parks Maintenance Building
- Utility Extension to serve the new complex
- New storm water structures meeting current City of Norman codes and ordinances
- Construction of paved parking & storage areas to serve the Operations and Maintenance Facilities
- Revisions to secured access to the North Base Facility.



*Monthly Progress Report  
Public Works (February 2022)*

The contractor's activities this month were as follows:

- Parks, Fleet, and Transit have all moved into buildings and begun operations
- Ribbon Cutting Ceremony held 2-11-22
- Punch List Items continue
- CNG equipment install complete
- Warranty items being addressed by contractor
- Still adjusting HVAC and other systems for optimization
- All Gates Operational
- Landscaping continues
- Still waiting on delivery of light poles and other equipment delayed due to supply chain issues. All items expected to be delivered next month

**Transit Monthly Performance Report**

Attached is the transit performance report for January 2022.

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**TOWN AND COUNTRY ESTATES-NORTH WESTCHESTER AVENUE TO NORTH SHERRY AVENUE**

Streets crews replaced damaged concrete panels on Town and Country Estates-North Westchester Avenue to North Sherry Avenue. This repair required 62.50 cubic yards of concrete and resulted in over 309 square yards repaired.

**SEQUOYAH TRAIL (VALLEY GUTTER PROGRAM)**

Streets crews worked valley gutter repair at Sequoyah Trail and required 24.73 tons of asphalt for the repair.

**ASPHALT:**

**2002 OAKMEADOWS DRIVE – DEEP PATCH**

Streets crews worked an overlay at 2002 Oakmeadows Drive and required 27.70 tons of asphalt for the repair.

**MONTORO RIDGE DRIVE AND TECUMSEH ROAD – DEEP PATCH**

Streets crews worked an overlay at Montoro Ridge Drive and Tecumseh Road and required 88.31 tons of asphalt for the repair.

**1808 ASBURY PLACE – DEEP PATCH**

Streets crews worked an overlay at 1808 Asbury Place and required 14.98 tons of asphalt for the repair.

**OTHER:**

**SNOW AND ICE OPERATIONS**

Spread 2,325 tons of sand and salt mix and 57,500 gallons of brine mixture during snow and ice operations. 4,553 lane miles plowed and 1,854 lane miles of salt and sand.

**STORMWATER**

**WORK ORDER RESPONSE**

Stormwater Division received 11 work order requests and closed 10 work orders.

**INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew repaired leaking stormwater boxes on Highland Terrace and 24<sup>th</sup> NW behind Subway. The Infrastructure Maintenance crew helped the Parks Department by installing a drainage pipe under a walkway path in Sutton Wilderness Park. The Infrastructure Maintenance Crew completed a fence repair on Mercedes Street at Thorton Channel. The crew picked up litter on Interstate Drive east from Main to Tecumseh. The crew also helped the Street department with winter storm operations by clearing snow from fire stations and EMSA locations. The Infrastructure Maintenance crew checked 365 inlets and cleaned 230 inlets totaling .25 tons of debris removed from street inlets.

#### CHANNEL MAINTENANCE

The Channel Maintenance crew removed debris from Saddleback flume and 26<sup>th</sup> flume, which resulted in 4.5 tons of debris removed. The Channel Maintenance Crew removed 2 tons of debris in front of a stormwater pipe at 6501 Blue Lane. The Channel Maintenance crew also removed 36 tons of debris and sediment at Merkle Creek south of Crestmont. The crew picked up litter on Interstate Drive west from Main to Tecumseh. The crew also helped the Street department with winter storm operations by clearing snow from fire stations and EMSA locations. The Maintenance crew removed two aquatic rodent dams from Havenbrook bridge and I-35 and Brooks. The crew checked 282 inlets and cleaned 41 inlets totaling .5 tons of debris removed from street inlets.

#### URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 252 lane miles were swept in February resulting in the removal of approximately 101.35 tons of debris from various curb lined streets throughout the city. The sweeping crew picked up litter on Interstate Drive west from Main to Tecumseh. All three crews picked over three tons of trash along Interstate Drive. The crew also helped the Street department with winter storm operations by clearing snow from fire stations and EMSA locations. The crew checked 294 inlets and cleaned 132 inlets totaling 2 tons of debris removed.

#### STORMWATER OKIE LOCATES

During the month of February, 3202 Call 811 Okie Spots were received. Of those requests, 140 were stormwater pipe locates, 69 were marked, and 455 were referred to other departments.

#### CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 71 inspections of 123 active sites.

Issued 0 citations and 0 NOV to active sites.

Issued 2 Earth Change Permits to new projects.

#### MS4 OPERATIONS

Received and responded to 15 citizen calls.

Conducted 18 outfall inspections.

Conducted 1 detention/retention pond inspections.

On January 31-February 3, Jason Murphy attended FEMA E0273 Course as pre-requisite for taking CFM exam. The 4 - day course covered Managing Floodplain Development through the National Flood Insurance Program

On February 1, 2022, Mr. Shumate attended, and completed, the NPDES CSI renewal training.

On February 1, 2022, Ms. Chao attended the Lake Thunderbird Watershed Partnership meeting. She and other participants brainstormed ideas to increase public awareness of water quality issues in the watershed, such as road-side signage, as well as public participation opportunities, such as clean-up events and Boy Scout merit badges.

On February 1, 2022, Ms. Chao attended the opening of the Norman Household Hazardous Waste facility, toured the facility, and discussed opportunities for collaboration with facility staff.

On February 3, 2022, Ms. Chao attended the OK Compost and Sustainability Association meeting. She and other participants brainstormed speaker ideas and conference themes for the 2022 Compost Conference.

On February 4, 2022, Ms. Chao attended the S&T constructed wetlands meeting where an update was provided by USGS and the potential for monitoring additional contaminants of emerging concern was discussed. Mr. Jason Murphy obtained his Certified Floodplain Manager (CFM) certification.

On February 9, 2022, Ms. Chao attended a presentation by Dr. Cynthia Rogers, OU Department of Economics, who discussed critical Norman water issues, including the upcoming water utility rate increase.

On February 16, 2022, Mr. Murphy attended the APWA luncheon and the Norman ECAB meeting.

On February 18, 2022, Ms. Chao attended a meeting with OK Conservation Commission and community volunteers to discuss the steps to develop a watershed management plan for Bishop Creek. A decision was made to move forward with developing the plan which will require monthly meetings for a 12-14-month period.

On February 24, 2022, Ms. Chao attended a virtual webinar discussing runoff reduction practices in Colorado and updates to the International Stormwater BMP Database.

### **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.

**February 2022**  
**DEVELOPMENT COORDINATION, ENGINEERING**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FYE 2022 Associated Fees

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

\*Norman Rural Cert of Survey... 1  
 \*Final Plats..... 0  
 \*Preliminary Plats..... 0  
 \*Short Form Plat..... 0  
 \*Center City Form Based Code.. 0  
 \*Concurrent Constr. Request..... 0

**City Council Review:**

Certificate of Survey..... 1  
 Preliminary Plat..... 0  
 Final Plats ..... 0  
 Certificate of Plat Correction..... 0  
 Encroachment..... 0  
 Easements..... 0  
 Closure..... 0  
 Release of Deferral..... 0

\$ 3,000.00

**Development Committee:**

Final Plats..... 0

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

\$0.00

**Subtotal:**

\$3,000.00

\$13,610.00

\$51,940.00

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 38  
 \*\*\*Commercial..... 5  
 Multi-Family..... 0  
 Addition/Alteration..... 30  
 House Moving..... 2  
 Paving Only..... 6  
 Storage Building..... 6  
 Swimming Pool..... 7  
 Storm Shelters..... 19  
 Public Improvements..... 1  
 Temporary Encroachments..... 0  
 Fire Line Pits/Misc..... 2  
 Franchise Utilities ..... 9  
 Other revenue..... 0  
 Flood Plain (@\$100.00 each)..... 0

**Total Permits.....**

**Grand Total.....**

\*\*\*\*Construction Plan Review Occurrences

\*\*\*\*\*Punch Lists Prepared.....

\$0.00	\$0.00	
\$0.00	\$100.00	\$1,200.00
\$1,921.59	\$12,405.07	\$38,801.96
\$4,921.59	\$26,115.07	\$92,051.96
21	19	179
3	4	37

\* All Final Plat review completed within ten days..... PI # 13

\*\* All Single Family Permits were reviewed and completed within three days.....PI # 10

\*\*\* All Commercial Permits were reviewed and completed within seven days..... PI # 11

\*\*\*\* All Construction Plans were reviewed within ten days.....PI # 12

\*\*\*\*\*All Punch Lists prepared within one day of Final Inspection.....PI # 8

**February 2022**

**DEVELOPMENT COORDINATION,  
ENGINEERING, AND PERMIT REVIEW**

**KEN DANNER/TODD McLELLAN/JACK BURDETT**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	3	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	38	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	5	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	21	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	1	100%

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

STREET DIVISION					
	FYE 2022 February 2022	FYE 2022 February 2022	Year to Date	Year to Date	FYE 2022
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	-		54.50		
Overlay/pave 10 miles per year.	-	0%	12.25	123%	100%
Replace 2,000 square yards of concrete pavement panels	160.00	8%	2,318.00	116%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	-	0%	99.50	24%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	12,839,148.50	101%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,064.00	240%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	0%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	0%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Complete all selected projects for the bond year within the same fiscal year	-	0%	-	0%	0%



# PERFORMANCE REPORT

## Summary of Services Table: January 2022

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

EMBARK Norman Service Summary	ADP Jan FY22	FY22 YTD	FY21 YTD	Service Profile	Jan FY22	Jan FY21	Dec FY22
Fixed Routes (M-F)	780	131,707	105,601	Weekdays	21	20	23
Fixed Routes (Sat)	442	10,540	7,917	Saturdays	3	5	3
PLUS (M-F)	71	11,536	8,956	Gamedays	0	0	0
-Zone 1*	60	9,122	7,092	Holidays	1	1	1
-Zone 2**	15	2,414	1,873	Weather	0	0	0
PLUS (Sat)***	17	418	293	Fiscal YTD Days	178	174	154
				Cal. YTD Days	24	25	281

\* Requires ¾ mile

\*\* Operates only on Weekdays until 7:00 pm

\*\*\* Operates only in Zone 1

## Strategic Performance Measures

MEASURE	FY 22 YTD	FY 22 Targets	
# of Norman fixed-route passenger trips provided	142,247	265,054	▲
# of Norman paratransit trips provided	11,954	19,000	●
% of on-time Norman paratransit pick-ups	98.37%	95.00%	●
# of Norman bus passengers per service hour, cumulative	12.79	13.14	●
# of Norman bus passengers per day, average	799	N/A*	N/A*
% of Norman required paratransit pick-ups denied due to capacity	0.02%	N/A*	N/A*

\*These LFR targets are unavailable for this fiscal year. We hope to have them for FY23.

**SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022**

<b>STORMWATER DIVISION</b>					
	<b>FYE 2022</b>	<b>FYE 2022</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2022</b>
	<b>February, 2022</b>	<b>February, 2022</b>			
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	252.00	50%	3,341.00	56%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	943.00	9%	6,528.00	65%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	3,999,444.00	29%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Permit all earth disturbing operations over 1 acre in size.	2.00	95%	19.00		95%
Permit all floodplain activities as appropriate.	-	0%	13.00		100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines. (1)	-	0%	1.00		100%
Perform erosion control inspections of permitted sites within 30 days.	71.00	58%	760.00		100%
Respond to stormwater complaints within 24 hours of the time reported	15.00	100%	137.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	1.00	17%	1.00		50%
Inspect stormwater outfalls.	-	0%	5.00		100%



SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

STORMWATER DIVISION					
	FYE 2022 February, 2022	FYE 2022 February, 2022	Year to Date	Year to Date	FYE 2022
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
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Perform erosion control inspections of permitted sites within 30 days.	71.00	58%	760.00		100%
Respond to stormwater complaints within 24 hours of the time reported	15.00	100%	137.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	1.00	17%	1.00		50%
Inspect stormwater outfalls.	-	0%	5.00		100%

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

**FYE 2022**

February 2022

MECHANIC	DIRECT LABOR HOURS	INDIVIDUAL PRODUCTIVITY		
		GOAL	ACTUAL	DIFFERENCE
# 001	140.59	72%	108.1%	36.1%
# 002	118.55	72%	91.2%	19.2%
# 003	112.00	72%	86.2%	14.2%
# 004	119.85	72%	92.2%	20.2%
# 006	130.98	72%	100.8%	28.8%
# 007	104.81	72%	80.6%	8.6%
# 008	124.35	72%	95.7%	23.7%
# 009	89.38	72%	68.8%	-3.2%
# 010	68.15	72%	52.4%	-19.6%
# 011	195.79	72%	150.6%	78.6%
# 012	57.47	72%	44.2%	-27.8%
# 013	73.84	72%	56.8%	-15.2%
# 018	104.33	72%	80.3%	8.3%
# 021	134.31	72%	103.3%	31.3%
# 028	82.12	72%	63.2%	-8.8%
# 031	80.74	72%	62.1%	-9.9%
# 033	68.04	72%	52.3%	-19.7%
# 034	153.42	72%	107.3%	35.3%
# 035	19.12	72%	13.4%	-58.6%

DIRECT LABOR HOURS	1977.84
TOTAL AVAILABLE HOURS	2613.00
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	75.7%

**FLEET MANAGEMENT  
INVENTORY  
February 2022**

**FUEL**

WESTWOOD GOLF	924.0	gallons	DIESEL	@	2.830	\$ 2,614.92
WESTWOOD GOLF	890.2	gallons	UNLEADED	@	2.790	\$ 2,483.66
NORTH BASE	2,822.0	gallons	UNLEADED	@	2.710	\$ 7,647.70
NORTH BASE	7,496.9	gallons	DIESEL	@	2.790	\$ 20,916.35
FIRE STATION #5	364.4	gallons	UNLEADED	@	2.820	\$ 1,027.69
FIRE STATION #5	200.3	gallons	DIESEL	@	2.850	\$ 570.86
FIRE STATION #6	277.4	gallons	DIESEL	@	2.850	\$ 790.59
FIRE STATION #6	117.3	gallons	UNLEADED	@	2.820	\$ 330.79
BULK TANKS	1,200.0	gallons	DIESEL	@	2.790	\$ 3,348.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	4,194.0	\$ 11,489.84
DIESEL	10,098.6	\$ 28,240.72

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**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

February 2022

IN GALLONS	FYE 2022	FUEL REPORT	
	<b>UNLEADED PURCHASED</b>	<b>DIESEL PURCHASED</b>	<b>CNG PURCHASED</b>
Internal pumps	17,163.00	20,242.00	15,582.42
Outside - sublet	1,240.00	1,092.00	4,079.49
<b>TOTAL</b>	<b>18,403.00</b>	<b>21,334.00</b>	<b>19,661.91</b>
<b>TOTAL</b>	<b>UNLEADED CONSUMED</b>	<b>DIESEL CONSUMED</b>	<b>CITY CNG CONSUMED</b>
Consumption	15,582.42	20,833.10	23,809.07
			<b>PUBLIC CNG CONSUMED</b>
			4,079.49

FYE 2022 TO DATE CONSUMPTION				
<b>TOTAL</b>	<b>UNLEADED CONSUMED</b>	<b>DIESEL CONSUMED</b>	<b>CITY CNG CONSUMED</b>	<b>PUBLIC CNG CONSUMED</b>
Consumption	168,555.89	167,633.72	254,210.80	38,973.46

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.79	Low	\$2.63	UNLEADED	High	\$2.85	Low	\$2.79
DIESEL	High	\$2.83	Low	\$2.71	DIESEL	High	\$2.87	Low	\$2.83
CNG	High	\$0.84	Low	\$0.84	CNG	High	\$1.49	Low	\$1.49

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$79,743.27	Month Total Public CNG Sales	\$6,048
BATTERIES	\$3,963.79	FYE 2022 To Date Public Sales	\$51,648
OILS/FLUIDS	\$6,941.83	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
TIRES	\$12,066.61	Total Sold Gallons Life To Date	998,538
SUBLET REPAIRS	\$10,234.45	Total Gross Sales Life To Date	\$1,433,254
TOTAL SPENT ALL parts/sublet \$112,949.95		Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Stator	2,747,657

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	5	1	46
EMERGENCY ROAD CALLS	5	3	3	50
PM SERVICES	75	90	93	855
INCLEMENT WEATHER	3	0	2	23
WORK ORDERS	215	238	231	2,336
SCHEDULED REPAIRS	90	100	107	966
NON SCHEDULED REPAIRS	72	70	69	664

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	9	5	3	65
EMERGENCY ROAD CALLS	7	21	23	173
PM SERVICES	30	47	41	390
INCLEMENT WEATHER	30	1	0	32
WORK ORDERS	196	214	203	2,164
SCHEDULED REPAIRS	34	47	57	513
NON SCHEDULED REPAIRS	106	140	121	1,249

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	1	1	22
EMERGENCY ROAD CALLS	2	0	0	3
PM SERVICES	5	9	12	92
INCLEMENT WEATHER	2	0	1	4
WORK ORDERS	71	61	78	640
SCHEDULED REPAIRS	5	9	12	81
NON SCHEDULED REPAIRS	43	42	60	474

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	3		7
EMERGENCY ROAD CALLS	1	2		3
PM SERVICES	9	3		12
INCLEMENT WEATHER	0	0		0
WORK ORDERS	21	19		40
SCHEDULED REPAIRS	9	7		16
NON SCHEDULED REPAIRS	7	6		3

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	16	14	11	131
EMERGENCY ROAD CALLS	15	26	24	219
PM SERVICES	119	150	146	1343
INCLEMENT WEATHER	35	1	1	60
WORK ORDERS	514	546	513	5296
SCHEDULED REPAIRS	139	164	156	1592
NON SCHEDULED REPAIRS	231	265	252	2442

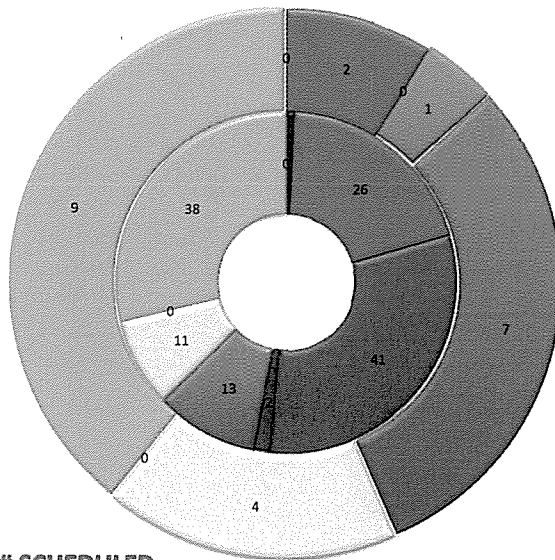
# PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

February FYE 2022

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>POLICE</b>										
1040T	2001 TM Trailer	Staff Services	3/1/2022	2/8/2022	-21	days	2/3/2022	Light Repair	PM-A	2/8/2021
1136	2010 Ford Crown Vic	Patrol	128974	128664	-310	miles	2/7/2022	Light Repair	PM-D	6/4/2018
1146	2010 Ford Crown Vic	Patrol	138890	138010	-880	miles	2/8/2022	Light Repair	PM-C	10/8/2021
211031	2021 Ford Expedition	Criminal Investigations	4060	4000	-60	miles	2/23/2022	Light Repair	PM-C	N/A
1127	2013 Ford Interceptor	Patrol	121481	119985	-1496	miles	2/24/2022	Light Repair	PM-D	3/10/2020
<b>PSST</b>										
1222	2015 Ford Interceptor	Patrol	115187	112162	-3025	miles	2/18/2022	Light Repair	PM-C	9/8/2021
2002	2013 Hustler Lawn Mower	Fire Suppression	3/1/2022	2/24/2022	-5	days	2/22/2022	Light Repair	PM-C	2/24/2021
<b>UTILITIES</b>										
333A	2015 Vanair Air Compressor	Waterline Maintenance	3/1/2022	11/18/2021	-103	Days	11/18/2021	Light Repair	PM-C	5/18/2021
<b>SANITATION</b>										
281T	2019 Holt Trailer	Commercial	3/1/2022	1/28/2021	-397	hours	3/19/2021	Heavy Repair	PM-A	1/27/2020
0237	2018 Peterbilt Frontloader	Commercial	8314	7888	-426	hours	1/6/2022	Heavy Repair	PM-C	9/20/2021
0267	2013 Mack Sideload	Residential	3/1/2022	1/11/2022	-49	days	1/12/2022	Heavy Repair	PM-N	1/23/2020
0255	2019 Peterbilt Sideload	Residential	6027	5588	-439	hours	2/1/2022	Heavy Repair	PM-C	11/2/2021
0255	2019 Peterbilt Sideload	Residential	7/1/1916	4/19/1915	-439	days	2/2/2022	Heavy Repair	PM-SL	11/2/2021
0292	2020 Peterbilt 389	Waste	119839	115589	-4250	miles	1/26/2022	Heavy Repair	PM-C	10/12/2021
0228	2018 Peterbilt Frontloader	Commercial	8927	8786	-141	hours	2/8/2022	Heavy Repair	PM-C	10/19/2021
0269	2018 Peterbilt Sideload	Residential	10154	9815	-339	hours	2/9/2022	Heavy Repair	PM-C	9/14/2021
0287	2020 Club Car Golf Cart	Waste	3/1/2022	2/20/2022	-9	days	2/22/2022	Light Repair	PM-C	2/20/2020
285T	2020 Holt Trailer	Recycle	3/1/2022	2/3/2022	-26	days	2/24/2022	Light Repair	PM-A	2/3/2021
<b>PARK MAINTENANCE</b>										
441BU	2020 Patriot Crane	Park Maintenance	3/1/2022	1/1/2022	-59	days	2/1/2022	Light Repair	PM-C	1/1/2021
5451	2002 Ford F450	Park Facility Maintenance	191384	191308	-76	miles	2/7/2022	Light Repair	PM-C	5/3/2021
21444	2021 Ford F250	Park Maintenance	4912	4000	-912	miles	2/16/2022	Light Repair	PM-C	N/A
0602	2009 Chevy 1500 P/U	Park Facility Maintenance	117834	117517	-317	miles	2/25/2022	Light Repair	PM-C	9/1/2021
<b>PUBLIC WORKS</b>										
0135	2006 Broce RJ 350					days				

## PM Compliance Report January FYE 2022



- Finance
- Planning
- Public Works
- Police
- Fire
- Parks & Rec.
- PSST
- Human Resources
- Utilities

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

Department	Scheduled	Missed/Late	% Late
Finance	0	0	0.0%
Planning	1	0	0.0%
Public Works	26	2	7.7%
Police	41	0	0.0%
Fire	2	1	50.0%
Parks & Rec.	13	7	53.8%
PSST	11	4	36.4%
Human Resources	0	0	0.0%
Utilities	38	9	23.7%
<b>Citywide Total</b>	<b>132</b>	<b>23</b>	<b>17.4%</b>

**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**February FYE 2022**

**Industry Standard Compliance: Not To Exceed 5%**

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY	2	2			0%	0%
<b>HUMAN RESOURCES</b>						
HUMAN RESOURCES					0%	0%
					0%	67%
					0%	0%
<b>FINANCE</b>						
METER SERVICES					0%	0%
<b>PLANNING</b>						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
<b>PUBLIC WORKS</b>						
ENGINEERING	1	1			0%	21%
STREETS	9	7		2	22%	44%
STORMWATER	5	5			0%	40%
TRAFFIC	2	2			0%	50%
STORMWATER QUALITY					0%	0%
FLEET	9	9			0%	0%
TRANSIT					0%	200%
<b>POLICE</b>						
ANIMAL CONTROL	4	4			0%	80%
POLICE ADMINISTRATION	1	1			0%	1300%
POLICE STAFF SERVICES	3	2		1	33%	133%
POLICE CRIMINAL INVESTIGATIONS	2	2			0%	41%
POLICE PATROL	26	18		8	31%	46%
POLICE SPECIAL INVESTIGATIONS	4	2		2	50%	50%
POLICE EMERGENCY COMMUNICATION	1			1	100%	100%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	160%
FIRE TRAINING					0%	29%
FIRE PREVENTION					0%	8%
FIRE SUPPRESSION	2	1		1	50%	50%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	10	5	2	3	30%	21%
PARKS & RECREATION					0%	0%
CUSTODIAL	1	1			0%	0%
FACILITY MAINTENANCE	2			2	100%	144%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	9	6		3	33%	33%
PSST POLICE CRIMINAL INVESTIGATION	1	1			0%	0%
PSST FIRE SUPPRESSION	1			1	100%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS	1	1			0%	1500%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN					0%	0%
WATER LINE MAINTENANCE	10	7		3	30%	30%
UTILITIES INSPECTOR					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	0%
WRF INDUSTRIAL	1	1			0%	400%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	1	1			0%	0%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	7	4		3	43%	229%
SANITATION COMMERCIAL	8	8		1	13%	75%
SANITATION TRANSFER	2	1		1	50%	500%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE	6	5		1	17%	17%
SANITATION YARD WASTE	2	2			0%	0%
<b>CITYWIDE TOTAL</b>	<b>134</b>	<b>100</b>	<b>2</b>	<b>33</b>	<b>25%</b>	<b>18%</b>

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

PROJECTED GOAL		THIS MONTH			YEAR TO DATE		
	Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	86	86	100%	581	581	100%
Provide information requested by citizens within 7 days	95%	86	86	100%	581	581	100%
Complete traffic engineering studies within 45 days.	99%	3	3	100%	18	18	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	32	32	0%	353	353	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		5	9	1.80	1666	560.75	0.34
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0.53	5	9.41	2.41	14	5.81
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%	105	105	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
		14	14	100%	150	150	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	3	3	100%	45	45	100%
Lower Priority all other signs within one day	90%	32	32	100%	267	267	100%
Street Name Signs within two weeks	90%	20	20	100%	136	136	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
		3200	0	0.00	25800	16	0.00





## Monthly Report

February 2022

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Beaumont Drive – 0%
- 1357 12<sup>th</sup> NE Avenue – 0%
- Crest Court – 0%
- Barb Court – In progress

Barb Court: WA0358: - Staff replaced 445 feet of six-inch Ductile Iron with 6" C-900 PVC on Barb Court from Morren Drive to Crestland Drive. Staff in process of concrete and asphalt repair. Estimate 2 weeks for completion and then will start on the Crest Court project.

#### Water Line Breaks – 13 in February

#### Sewer Line Data

- Total obstruction service requests - 21
  - Private Plumbing: 20
  - City Infrastructure: 1
  - Sanitary Sewer Overflows: 1 on private side

#### Lift Station D Flows:

- Days - 28
- Average daily flow: 1.128 MGD
- Total Monthly flow: 31.6 MG

### **UTILITIES ENGINEERING:**

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year.

Solar Arrays at WRF and WTP: Project will utilize areas in the vicinity of the Water Reclamation Facility and the Water Treatment Plant to install new solar arrays that will offset electrical use from the grid. This project moves the Utilities Department forward and closer to meeting the *Mayors Climate Protection Agreement* and the *Ready for 100* initiatives. This performance guaranty contract has requirements such that the City will be reimbursed if sufficient energy is not generated.

Design and permitting work is currently ongoing for the project. The Special Use Zoning was recommended for approval by Planning Commission. Floodplain permits were also obtained for both site locations. Council approved the zoning in November 2021. The next step is to complete the interconnection agreements with the utility companies. The required paperwork for the interconnections will be submitted after Council approval of items on January 18, 2022.

## **WASTEWATER PROJECTS:**

Sewer Maintenance Project FYE17 (WW0307): Annual project will replace 28,500 feet of deteriorated sewer lines with high density polyethylene (HDPE) pipe and rehabilitate or replace 161 manholes. Area is bounded by Cavecreek Street and Pinecrest Street to the north, Sequoyah Trail and Woodcrest Creek Drive to the west, Rock Creek Road to the south and 12th Avenue NE to the east. Change Order No. 1 was a no-cost change order approved with the contract award. Change Order No. 2 was approved and added approximately 1,000 feet of 12-inch pipe replacement along Chautauqua Avenue from Symmes Street north to just south of Main Street. Change Order No. 3 was added to the project to address unforeseen storm sewer conflicts along Chautauqua and to also eliminate cleanouts for sewer service lines. The contractor has replaced approximately 23,000 feet of line. All lines have been completed. The only remaining items of work are manhole coatings.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east.

Engineer: Staff with assistance from Lemke Surveying and Cardinal Engineering

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by W Lindsey St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress.

Engineer: Staff with assistance from local surveyor

12<sup>th</sup> Avenue NE Manhole Replacements (WW0330): This project will replace the existing 36 manholes on the existing 24-inch sanitary sewer line generally running along 12<sup>th</sup> Avenue NE from Alameda Street to north of Robinson Street. Due to the high hydrogen sulfide concentrations, rehabilitation was deemed to not be feasible for the project. The existing manholes have deteriorated such that replacement is warranted. Material delivery challenges have delayed the start of the project. The initial manhole deliveries were received on November 8, 2021. Manhole replacements began in December once all materials were received and ten manholes have been replaced to-date.

WRF Reuse Pilot Study (WW0317) – Project is considering treatment alternatives to produce highly treated effluent at the WRF suitable for discharge in Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, recommend best treatment technologies to allow reuse to be implemented. In July 2020, NUA approved Amendment No. 1 to Garver's contract which fully consolidated all pilot study tasks including procurement/rental of treatment equipment for alternative treatment trains, temporary installation and eventual removal of all pilot study equipment into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consists of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. During June 2021, WRF staff was able to commence operating both trains as intended and commenced full sampling and testing regimen as per Garver's pilot testing protocol. As of November 2021, the Phase II temporary skids for advanced tertiary treatment had been installed, tested, and placed into service. Phase I and Phase II of the study are currently running and sampling is ongoing. The skid with the final advanced tertiary treatment process, Phase III of the study, was delivered to the WRF in early January 2022, and will be placed into service in February 2022. Phases I, II, and III will then run concurrently with sampling ongoing on all three phases until at least June 2022. Garver's final report is expected to be submitted no later than December 2022.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 to assist in funding project. Grant contract was fully executed during September 2021. In early October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of a future reuse program. This grant includes \$209,824 in funds for 2022 and can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. A kick-off meeting for the Green Infrastructure grant convened in early November 2021 and initial work (mostly research at this point) is ongoing.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Current centrifuges are approaching the end of their useful lives, and thus require excessive maintenance and repairs, and, due to poor service provided by manufacturer, often require extended downtime before necessary repairs can be completed to keep them operational. NUA approved a Contract with Garver, LLC on December 8, 2020, and design for this project commenced immediately thereafter. During the first half of 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff. WRF and NUA Engineering staff also made several site visits at plants in the region to observe other manufacturers/technologies in operation. These demonstrations and observations generally showed that the various screw press technologies could not meet the minimum requirement of consistently producing 20% solids sludge. In response, one manufacturer, PW Tech using their Volute Dewatering Press performed a followup demonstration with a new mixing technology that was supposed to increase percent solids and reduce polymer demand. However, the demonstration failed to show either. Based on these results, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During December 2021 and early January 2022, Garver and NUA met with several reputable centrifuge manufacturers to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, four (4) manufacturers have been approved for inclusion in the project specifications.

Based on feedback from the meetings with centrifuge manufacturers, it appears that the current lead time on centrifuge manufacture is approximately 7 months (1.5 months to produce shop drawings + 0.5 months to review and approve shop drawings + 5 months to manufacture). Based on this long lead time and its likely impact on a traditional design-bid-build construction schedule, the project appears to be a good candidate for Construction Manager at Risk (CMaR) project delivery in which the CM could commence procurement of centrifuges immediately after award of Contract while Garver is concurrently completing final design and thus minimize time lost during construction while awaiting manufacture of centrifuges. Garver is currently preparing schematic drawings and a specification for centrifuges which along with Norman's standard CMaR front end documents and the approved Engineering Report should be sufficient to complete a CMaR RFP. Therefore, the CMaR RFP should be ready for release in March 2022. A CM would then be selected and contract awarded in April 2022. Procurement of centrifuges should be complete, shop drawings approved and manufacture commenced by June 2022. Final Design would then be complete in July 2022 (with assistance from manufacturer) and a Guaranteed Maximum Price (GMP) negotiated with CM in August 2022. Construction would commence in August 2022 with ample time to complete preliminary work before Centrifuge delivery in late 2022. Construction should be complete in Spring 2023.

Engineer: Garver LLC (Michael "Cole" Niblett)

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. Developers might initially fund the lift station and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff expects to bring a contract forward to NUA in August, 2021.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the in the Bishop Creek wastewater basin to accommodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. Staff will soon prepare an RFP to select design consultant for this and other water/sewer projects.

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. Design is progressing based on field investigations and 90% plans were submitted in November. Staff has reviewed the plans and there are constructability concerns regarding the proposed alignment. Staff have reviewed the alternative alignment on the east side of 12<sup>th</sup> Avenue NE and this corridor appears to be more constructible due to reduced utility conflicts. Staff is working with the consultant for an amendment to the contract to complete this work.

Engineer: PEC, Inc. (Chris Grizer)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The project was put on hold pending further discussions with landowners for land application of bio-solids that is a lower cost option than co-composting.

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted for FYE20. This project is not a high priority for service reliability and has been deferred due to funding availability.

Engineer: Olsson, Inc. (Kevin Rood)

WRF New Maintenance Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, either traditional design/bid/build or Construction Manager at Risk (CMaR) project so they will be covered as a single project here. Due to recent plant improvements projects, space formerly used for spare part storage has been incorporated into plant operations space, leaving a shortage of viable storage space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities. The Main Control Building at the WRF was constructed in 1982 and, while some building systems have been replaced and/or upgraded since then, many of the original interior and exterior finishes as well as the main laboratory have not been replaced or renovated since original construction and are now nearing the end of their useful lives. Project WW0325 will renovate existing building and update layout and building systems as well as expand and renovate the laboratory.

Greeley Hansen was selected as the Architect for these two projects, and their Contract was approved on June 8, 2021. A design kickoff meeting convened in late June. Greeley Hansen submitted a draft Preliminary Engineering Report (PER) in November 2021 and, after a review meeting later in November 2021, they submitted a final PER in late January 2022. The November review meeting included a discussion of project delivery methods, and all parties agreed that Construction Manager at Risk (CMaR) was the best option for this project. First, it is believed that the phasing and scheduling of the work could open up several possible value engineering opportunities and having the Construction Manager on board during final design would ensure that these opportunities are properly and fully evaluated and, where costs savings are confirmed, quickly implemented. Moreover, over the past year or so, lead times on seemingly random construction materials and pieces of equipment have gotten extremely long. Having a Contractor on the project team would allow those items with long lead times to be identified and for advance procurements to be scheduled as needed so as to minimize delays to construction.

Assuming CMaR is to be used, NUA will use the recently completed Preliminary Engineering Report along with NUA's standard CMaR front end documents as the basis for the CMaR Request for Proposals (RFP). However, for budgetary reasons and, more specifically, due to inflationary cost increases observed in almost all recently-bid construction projects, NUA would like to obtain bid prices for the Construction of Project WW0326, *WRF Dewatering Centrifuge Replacement*, before proceeding with this project. As such, RFPs for CMaR for this project may not be released until June 2022. CM would then be selected by July 2022. CMaR Contract would be awarded in August 2022 and, along with value engineering reviews, CM would immediately commence identifying equipment and construction materials with long lead times. The Procurement process for these materials would then commence in August 2022 with the intention of having equipment and materials delivered starting in July 2022 or whenever thereafter, they are needed to keep work on schedule. Final Design, with value engineering input from CM, would continue in the same time frame and should be complete in May 2022. Guaranteed Minimum Price (GMP) would be negotiated during June 2022, and Contract Amendment with approved GMP executed in late June 2022 or early July 2023 with construction commencing immediately thereafter. Construction will be complete in June 2023.

If traditional design/bid/build project delivery is to be used: Project would be advertised in June 2022, bids opened in July 2022 and awarded in August 2022. Construction would then continue until August 2023 (and possibly longer depending on impact of current supply chain issues).

Engineer: Greeley and Hansen LLC (Ana Staggs)

## **WATER PROJECTS:**

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. ODOT required I-35 crossing at Briggs Street to be deepened to 28 feet below grade; construction costs will increase approximately \$450,000. Project advertised 04/29/14 and three bids were opened 05/22/14; Matthews Trenching was the low bidder at \$997,875. NUA approved contract on 06/10/14; work began 06/11/14. \$840,780 has been previously reimbursed by ODOT for this project. Staff requested reimbursement for the rest of the construction portion in December 2021 and received payment in the amount of \$215,320 from ODOT in February 2021. Staff received Audit Reports from ODOT in April 2021 for reimbursements in the amount of \$36,300 and \$8,700 for design agreements. A rebuttal letter with invoices were sent to ODOT on April 21, 2021 in order to receive reimbursement. However, after review, ODOT explained that they need the invoices to show how much of each invoice went towards each agreement. None of the invoices were broken up showing this distinction, so staff reached out to Benham (who took over SAIC) on June 9, 2021 so that they could provide us with that information. Staff has followed up with Benham and they are still in the process of getting the information needed.

Waterline Replacement: Interstate Drive (WA0245): Project will replace approximately 8,600 feet of failing ductile iron water lines with PVC pipe to reduce service disruptions to customers and damage to driveways and streets. The project is located along North Interstate Drive from Sooner Fashion Mall north to Northwest Boulevard and along Copperfield Drive from Northwest Blvd. to Interstate Drive with an extension west into Springbrook Addition. New piping will include about 8,600 feet of 6, 8, and 12-inch PVC pipe. The project was advertised and bids were opened on December 3, 2020. Cimarron Construction Co. was the lowest, responsible bidder and the contract was awarded on January 12, 2021. Public Notice letters were sent to home and business owners on February 24, 2021 and the contract started on March 3, 2021. Contractors started mobilization on March 10, 2021. The change order and final pay claim have been signed by the Contractor and Engineer, which are set to be approved by Council on March 8, 2022.

Engineer: Cardinal Engineering/Parkhill Engineering

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24<sup>th</sup> Avenue NW to Flood Ave (WA0242): Project has installed approximately 6,800 feet of 30-inch PVC C900 along the north side of Robinson Avenue from just east of the 24<sup>th</sup> Avenue NW to Flood Avenue. The new 30-inch line replaced the existing 16-inch line. This project also replaced approximately 3,000 feet of 12-inch water line on the south side of Robinson in the same vicinity. The project was bid and the contract was awarded to Garney Companies, Inc. (Garney) in the amount of \$1,978,875.00 on July 14, 2020. As of the end of May 2021, all 12" and 30" water line was installed, tested, and placed into service with only restoration work remaining. On July 22, 2021, a final inspection convened with representatives from Garney, City of Norman and OU Grounds staff in attendance, and a preliminary punchlist was generated. On October 8, 2021, a final punchlist was forwarded to Garney, and all work was deemed complete on November 2, 2021. Project was final accepted by City Council at February 22, 2022 Council Meeting.

Engineer: Alan Plummer and Associates, Inc. (Chris Ferguson)

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. The first two sections of 16-inch waterline along Flood have been slip lined with new 12-inch waterline this month. Contractors will be replacing line moving north and the far right lane will be utilized as indicated in the press release sent by the Chief Communications Officer. Contractors are still obtaining materials for the added section along James Garner, south of Robinson. Once materials are received, that section will be completed so that Public Works can start on the streetscape work.

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. Staff are currently reviewing the draft report prior to finalizing the report. The procurement phase, specifically the generation of the Request for Proposal, will begin in November. The bid package will be let in April 2022.

FYE15 Water Wells and Supply Lines: Staff issued RFP 08/18/15 for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. 14 proposals were received 09/14/15; staff selected several consultants and followed with contract negotiations. On 02/09/16 the NUA approved APAI contract K-1516-85 to update of our city wide water model; NUA approved contract with Cowan to perform water right permitting through the OWRB on 02/26/16 and approved contract with Carollo to perform well field design, and test/production well design on 06/14/16. On 2/14/17 NUA approved contract with Garver to study pros and cons for utilizing horizontal well technologies for one of our wells. Each project is broken out below.

Well Field Blending and Future Groundwater Treatment Site (WA0214):

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL<sub>2</sub>) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services. The land for this blending location was approved to be purchased by Council on February 22, 2022. Engineers are still working on the Technical Memo for the site evaluation.

Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)  
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep



monitor well failed and was re-drilled in September. Well house construction is complete and all wells are ready for pumping. Contractor finalized disinfection on well house lines and are in the final clean up stages. Project is substantially complete and final payment will be made upon final re-development of Park Well.

Engineer: Carollo Engineers (Rebecca Poole)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24<sup>th</sup> NE to 12<sup>th</sup> NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. Staff anticipates having an agreement established by December 2021.

Water Metering / Billing Audit Project – This project began in March 2018. Staff is working along with a meter consultant to randomly check approximately 130 domestic meters for accuracy. Meters were sent April 10, 2018 to a third party testing facility that will be used to verify accuracy of measurements. The consultant will compile findings within a report for staff review. Report was received October 2018 and after reviewing results, the ROI was not favorable on the meter inaccuracies alone but staff has contracted with E Source to lead Norman through the best path of obtaining Advanced Metering Infrastructure (AMI). This is the last report for this project and all reporting will be covered under the AMI project.

Robinson Water Line: 24<sup>th</sup> Ave NE to 12<sup>th</sup> Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24<sup>th</sup> Ave NE to 12<sup>th</sup> Ave NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14<sup>th</sup>, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted for NUA review, and, during March 2021, several Zoom calls convened to review NUA comments and address questions that arose from the comments. Based on these discussions and further review of existing conditions, Jacobs proposed a fairly substantial revision to the alignment, which includes an open cut crossing of 12<sup>th</sup> Ave N.E. and relocating approximately 900 LF of the line into the traffic lanes of Robinson. NUA staff and Norman Public Works staff have reviewed the alignment and deemed it acceptable with some minor conditions. NUA has compiled list of these conditions and forwarded to Jacobs, and Jacobs has commenced detailed design and easement acquisition.

Two large property owners with whom easement agreements must be negotiated, J.D. McCarty and U.S. Department of Veterans Affairs, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both concurrently and to incorporate master meter installation for both into this project. Assuming no major delays in easement acquisition, project should be ready for bidding in June 2022 with Contract Award in July 2022 and construction starting immediately thereafter. Project completion would then be anticipated in July 2023.

Engineer: Jacobs Engineering (Arun Srinivasan)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC was approved by NUA 12/11/18 to design the replacement of approximately 4,500 lineal feet of water line in the Parsons addition. Due to the project's close proximity to campus, the design process included public input from University of



Oklahoma (OU), OU's sororities and fraternities, homeowners and landlords, and, based on that input and discussions with consultant and potential contractors, it was determined that the best of course of action would be to divide the project into two phases that would proceed generally during summer months when OU is not in regular session. As part of this process, it was also decided to install replacement mains in the streets rather than sidewalks wherever possible. Phase I was scheduled to begin July 1, 2019, and Phase II was originally scheduled for the summer of 2020.

Bids were opened for Phase I on June 13, 2019 and SW Water Works was low bidder at \$828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. Crews completed last concrete pours November 5, 2019. A final walk through by staff was performed on November 8, 2019, and NUA approved final as-bid to as-built quantities change order on January 28, 2020.

In March 2020, 2021, and 2022, Phase II was delayed until Spring of 2021, 2022 and 2023, respectively. Assuming the project is not deferred again for budgetary reasons, it is now scheduled to advertise during the early Spring of 2023 in order for the Low Bidder to start ordering long-lead materials in April 2023 (to offset potential supply chain-related delays), ensuring that Contractor can start pipe installation work promptly when Notice to Proceed is issued immediately upon the end of OU's spring 2023 semester in mid-May 2023. Assuming this schedule is maintained, it is anticipated that construction would continue through summer and major work would be completed before the start of the fall semester in August 2023.

Engineer: Garver/Cabbiness Engineering, LLC (Sean Price)

Water Wells Water Line: 108<sup>th</sup> & Tecumseh – Cardinal Engineering was selected as the consultant for one of the well water line projects, and NUA approved their contract November 12, 2019. Project design was completed during the first half of 2020, and project was advertised for bid on July 23 and July 30, 2020. Bids were opened August 13, 2020 and Hammer Construction was deemed lowest and best bidder. NUA approved Contract K-2021-11 with Hammer on September 8, 2020. Notice to Proceed with construction was issued on October 10, 2020. On October 6, 2021, a final inspection convened and all pipe, appurtenances and restoration on the project were deemed complete except for final testing of pipelines, which was ongoing as of the inspection date. The final pipeline section was successfully bacteriologically-tested on November 30, 2021 and all project work has been deemed complete as of that date. A final change order has since been negotiated and Hammer has submitted their final payment request. Project should be final accepted by City Council on March 22, 2022.

Engineer: Cardinal Engineering (Josh Risley)

Water Wells Water Line: 60<sup>th</sup> and Franklin – Garver Engineers were selected as the consultant for one of the well water line projects, and NUA approved their contract November 26, 2019. Design was completed during the first half of 2020, and project was advertised for bid on July 16 and July 23, 2020. Bids were opened August 6, 2020, and SMC Utility Construction was deemed lowest and best bidder at \$1,082,550. NUA approved Contract K-2021-12 with SMC on August 25, 2020, and Notice to Proceed with construction was issued on September 10, 2020. As of June 18, 2021, all 12" diameter well water lines had been installed, tested and were ready for service when needed by NUA. During June and July 2021, SMC worked on restoration of the project. Informal punchlist inspections were made in July 2021 and November 2021, with partial inspections regularly occurring in between. In January 2022, SMC advised NUA that, in their opinion, all project work was complete, and a final inspection to confirm this is scheduled. A final change order has been negotiated with SMC. Project should be final accepted by City Council on March 22, 2022.

Engineer: Garver Engineers (Jeff Chavez)

Lindsey Water Tower Rehabilitation and Non-Potable Water Expansion Study - Lindsey Tower was decommissioned several years ago because it is not high enough to act as viable potable water system storage at current system operating pressures. Recently the coatings on the tower have begun to show signs of deterioration. For this reason, Dunham Engineering evaluated the condition of the tank in the Fall of 2020, and they determined that the underlying steel was in good condition and the tank could be repainted and recommissioned for many years of additional service if needed. In July 2021, NUA requested that Dunham provide a proposed scope and fee for Lindsey Water Tower rehabilitation. Dunham submitted their proposed scope and fee in early October 2021. Scope and fees were negotiated, However, before submitting Contract for City Council approval, NUA will await outcome of ongoing study being performed by Plummer Engineering, which is described in the following paragraphs and will directly impact future usage, if any, for

Lindsey Tank.

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of extending a non-potable reuse system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new reuse system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. A kickoff meeting convened on January 6, 2022 and Plummer has commenced work on the study. The study should be completed by April 2022.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be immediately submitted to Council in April 2022. Bidding Documents would then be completed and project advertised in May 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in June 2022. Rehabilitation work would then proceed through summer (which, given the tank's proximity to OU's campus, is the recommended time frame for the work). Project would then be complete by September 2022.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank will be further evaluated to determine if it can be recommissioned and viably used for potable water storage. Depending on the outcome of this final evaluation, there is a range of possibilities for the future of Lindsey Tank. If no viable use can be found for Lindsey Tower at this point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster station) could make Lindsey Tower viable as potable water storage for the Norman system again, it could be part of a future project that combines rehabilitation of Lindsey Tower with construction of the identified new infrastructure that would see the rehabilitated tower returned to service upon completion of construction.

Engineer: Dunham Engineering for Lindsey Tower (Joe Seiter) and Plummer (Dexter May) for Non-potable Water System Study.

Water Treatment Plant Filter Effluent Pipe Improvements – During construction of the Phase II improvements at the Water Treatment Plant, staff discovered that the existing filter effluent line at the plant did not include an isolation valve, and, as a result, any future inspections or repair work on the 60+ year old line would require shutting down the entire treatment plant. To address this, a valve and inspection port will be cut into the existing filter effluent line that would allow portions of the plant to remain in service even if filter effluent line must be inspected and/or repaired in the future. NUA approved a Contract with Carollo Engineers on November 24, 2020. Bids were opened on December 18, 2020, and Contract was awarded to W.E.B. Construction (W.E.B.) on January 12, 2021. Notice to Proceed was issued on January 25, 2021 and W.E.B. mobilized to the project site in February 2021. Final inspection convened on July 14, 2021 with representatives from W.E.B., Carollo and NUA in attendance, and all parties agreed work was complete. Water Treatment Filter Effluent Pipe Improvements project is complete and was final accepted by NUA on August 24, 2021.

Engineer: Carollo Engineers (Tom Crowley)

Water Distribution System Sampling Stations (WA0350): Project will install 43 sampling stations throughout the water distribution system in order to meet federal and state requirements of the Revised Total Coliform Rule. The number of sites and location of each site is approved by the Oklahoma Department of Environmental Quality (ODEQ). These stations will allow staff to collect samples representing the entire distribution system at all times, rather than staff collecting samples from homes and businesses which may not be accessible at certain times of the year. In addition, each station will be tapped directly into a main water line, which will give us a better representation of the water supplied by the City. Each station will be constructed of stainless steel, surrounded by a cover with Norman logo and cyber lock, with a concrete pad. NUA will purchase stations directly from vendor, who will send the stations directly to the approved contractor for storage and installation. Staff obtained 4 quotes for stations and Ferguson Waterworks was the low bidder. Invitation to bid was published on March 4 and March 11, 2021. Staff received 8 bids that ranged from \$85,100 – \$264,400; the low bidder being Sooner Sight Utility & Construction. City Council approved the contract with Sooner Sight Utility on April 27, 2021. The contract transmittal was sent on May 27, 2021 with a start date of June 29, 2021. Contractors started work on August 4, 2021. Council approved the final pay claim and change order on February 22,

2022. Line Maintenance will take GPS shots of each location for installation into GIS. The WTP Lab will contact DEQ to get each station activated as a monitoring location under the Revised Total Coliform Rule before sampling can begin for compliance purposes.

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and staff are currently reviewing the deliverable.

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36<sup>th</sup> Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24<sup>th</sup> Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. Staff sent comments and held a meeting to discuss the 90% plans. Final plans will be received in March.

Engineer: Freese and Nichols, Inc. (Clay Herndon)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water master plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Engineers are waiting for the roadway plans to be finished before sending 50% plans for this project so that the roadway and waterlines don't conflict with each other.

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract

transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. Staff will send Notice-to-Proceed to the Engineers once the roadway funding is determined.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed will be March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work.

Engineer: Garver Engineering (Bret Cabiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement Tank (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December. The purchase authorization is set to be approved by Council on January 18, 2022.

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the *Norman Transcript* on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project. Staff held a kick-off meeting with Engineers to discuss edits to the 65% plans on February 16, 2022. 95% plans will be received in April.

Engineer: SRB (Bryan Mitchell)

Water Treatment Plant Clarifier 1 and 2 Rehabilitation (WA0375):

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water

Technology Solutions Services, Inc., who currently own the “Accelator” technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and re-painting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. Staff received preliminary budget estimates and life cycle cost analyses of three scenarios for rehabbing these clarifiers, which ranged from \$3-4 million for both clarifiers. Engineers are going to adjust these values with alternates that could potentially lower the base budget amount needed. Staff will determine which rehabilitation scenario fits the needs of the division once the technical memo is obtained.

### **SANITATION CAPITAL PROJECTS:**

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009) / Household Hazardous Waste Facility (SA0012): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the proposed location is adjacent to the Truck Wash Facility to allow for efficient operations by staff. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun discussions regarding coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

A Household Hazardous Waste Facility will also be included within this project. This Facility is necessary to allow for City residents a timely disposal option for household wastes that cannot be disposed using their normal polycart service. Currently, an annual collection day is held for City residents to dispose of their items but this has proven to be challenging in recent years.

Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household Hazardous Waste and Container Maintenance facilities and entry drive modifications to the Transfer Station facility to improve accessibility and safety for vehicles entering and leaving the facility.

The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete and the ribbon cutting was held on February 1, 2022. All finals have been obtained for the Container Maintenance building and the Certificate of Occupancy should be issued in February. A few minor items are still to be completed but the buildings are occupied.

Architect: Studio Architects, LLC (George Winters)

New Sanitation Office Building: The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow for renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022. Project was advertised on February 10 and 17, 2022 and bids will be opened on March 3, 2022. Contract Award to lowest and best bidder is anticipated on March 22, 2022, and Notice to Proceed with Construction should be issued on or about April 1, 2022. Construction should be complete by March 2023.

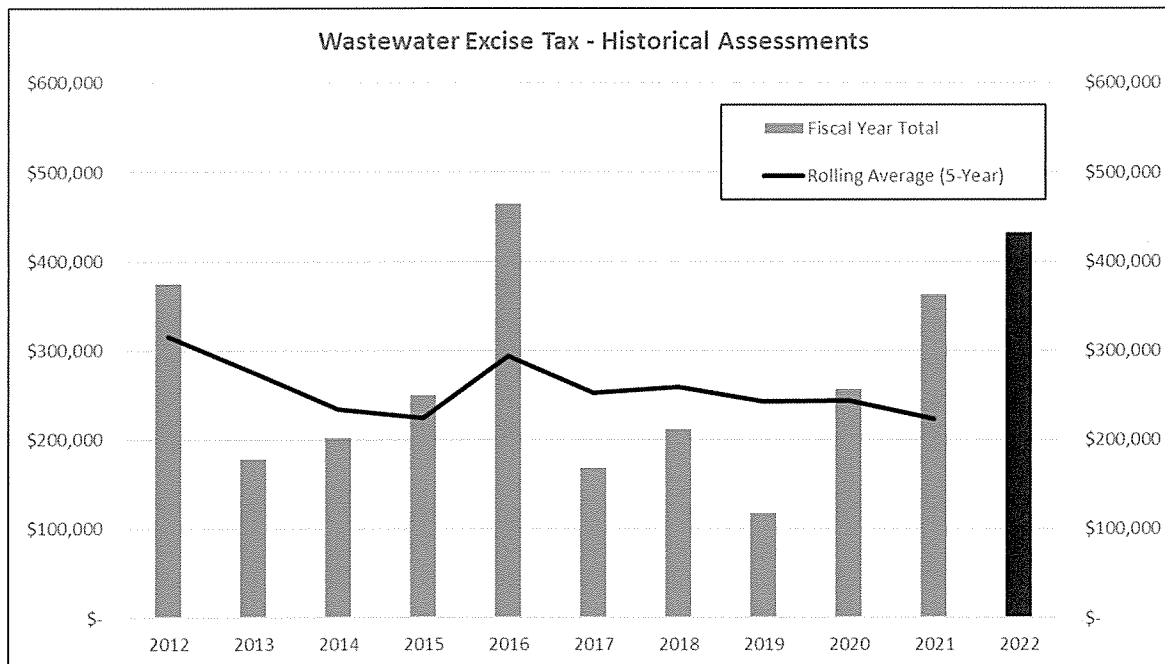
**Compost Facility Scale House (SA0019):**

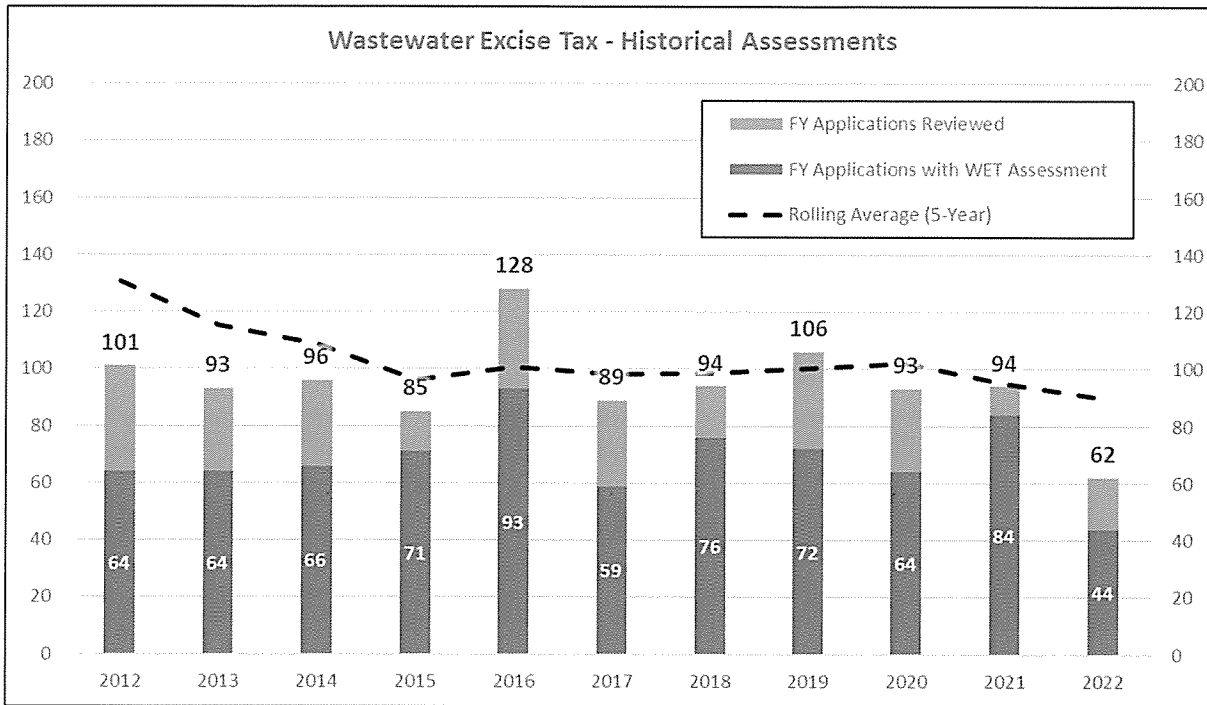
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of \$30,500. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building. In order to do this, Engineers will need to obtain an architect for the design of the building. Once an architect is subcontracted, an updated schedule will be made for the project.

Engineer: TriCore Group, LLC (Greg Vance)

**Wastewater Excise Tax – Non-Residential:**

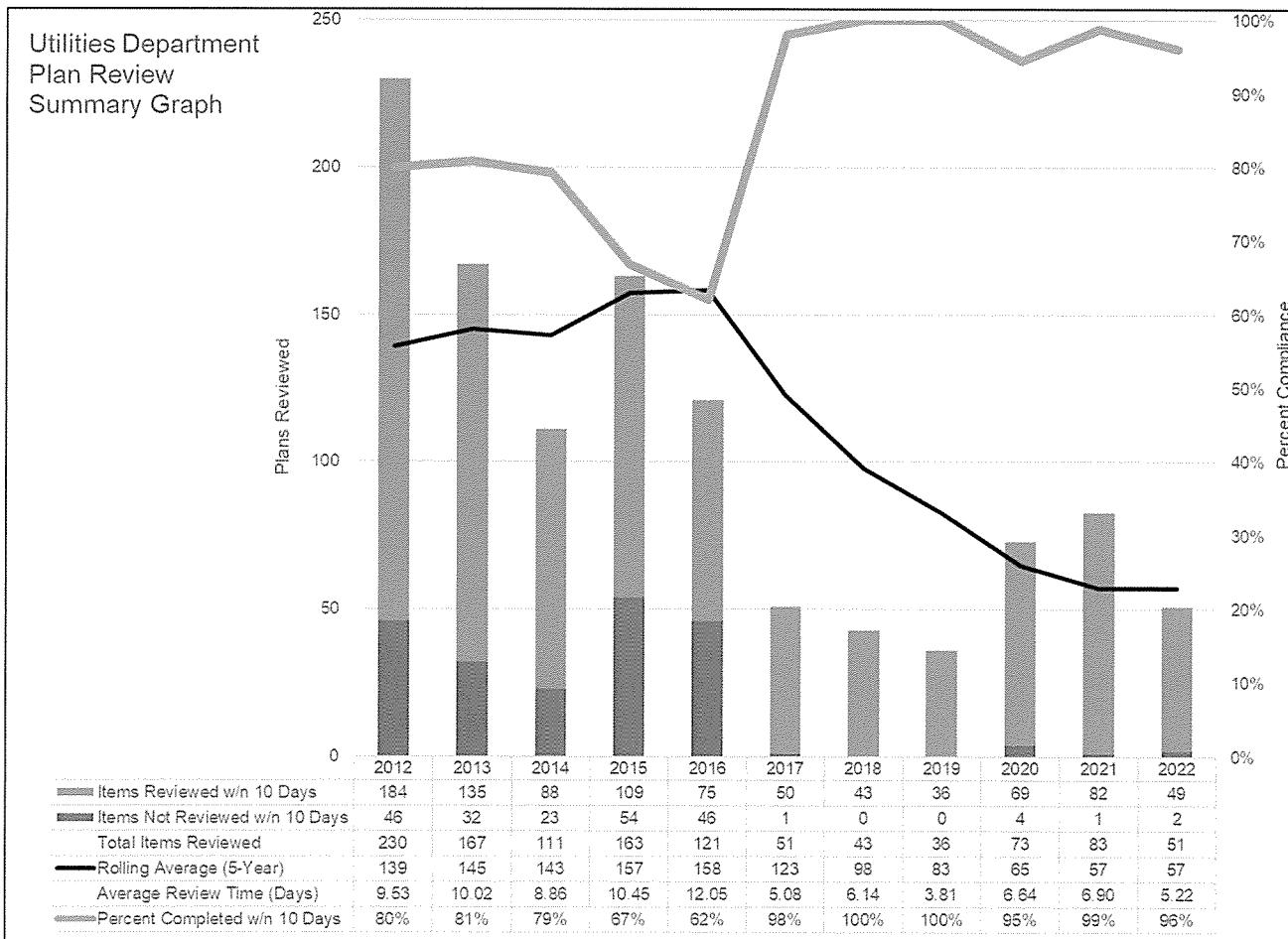
**WRF Investment Fee/Wastewater Excise Tax:** Staff evaluated the Wastewater Excise Tax on 4 commercial entities last month. Of the 4 applications, 4 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. Through February, 61 commercial properties were reviewed and a total of \$429,374.07 was assessed to the 43 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.





#### PLAN REVIEW:

Eight plan sets was reviewed during February. Staff have reviewed 49 plans for FYE2022 with an average review time of 5.22 days and with 96 percent of plans reviewed within 10 days.



## **RECOUPMENT PROJECTS:**

1. 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. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. 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.
3. 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. Total payback to date is \$0.00 of potential \$61,177.
4. 36<sup>th</sup> Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

## **Private Water Well Permits Issued**

- 1 Water Well Permit 22-644 was issued for the month of February.



February 2022  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT

**INSPECTIONS**

	February	Year to date
Fats, oil and grease (FOG) program	37	68
Food license approval	0	2
Significant Industrial Users	0	21
<b>Total inspections</b>	<b>37</b>	<b>91</b>

**ROUTINE ACTIVITIES**

	February	Year to date
Significant Industrial User sites sampled	0	22
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	100%
HHWF: cars served	25	31
Pounds of Material Collected	2556 lbs	2556 lbs

**REVENUE**

	February	Year to date
<b>FOG Program</b>	<b>\$7,500.00</b>	<b>\$25,750.00</b>
Surcharge	\$2,273.57	\$66,610.38
Lab Analysis Recovery	\$0.00	\$2,737.23
Industrial Discharge Permit	\$0.00	\$500.00
<b>Total revenue</b>	<b>\$9,773.57</b>	<b>\$95,597.61</b>

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

- 1 Provided staff liaison support including agenda setting, meeting attendance, minutes preparation, and issue research.
- 2 Developing an seasonal eating calendar
- 3 Facilitating Yard by Yard Program
- 4 ECAB will have educational stations during the installation of Artful Inlets and have decided to order goodies
- 5 Created the ECAB James O. Harp Environmental Recognition Award and awarded it to James Harp posthumously
- 6 Established rules and created handout for Waters Worth It Poster Contest
- 6 Established rules and created handout for Waters Worth It Poster ContestCreated questionnaire over landscape spraying

**MISCELLANEOUS ACTIVITIES**

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
- 4 Completed Household Hazardous Waste Facility Ribbon Cutting
- 5 Began receiving customers for HHWF
- 6 Compliance and enforcement meeting with OU
- 7 Acts as President of LTWA providing support including agenda setting, issue research and collaboration

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 22		FYE 21	
February, 2022	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	10	4	14
Property Owner Responsibility	20	132	20	190
TOTAL	21	142	24	204
Number of Feet of Sewer Cleaned:				
Cleaned	66,760	827,476	47,835	606,231
Rodded	1,645	23,202	1,620	31,123
Foamed	0	74,476	0	81,695
SL-RAT	16,135	21,644	0	112,739
TOTAL	84,540	946,798	49,455	831,788
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	1	4	0	4
Private	0	8	0	5
Other (Lift Station, Line Break, etc.)	0	0	1	1
Total Overflows	1	12	1	10
Feet of Sewer Lines Televised	4,983	158,201	14,078	147,615
Locates Completed	307	2,142	161	2,017
Manholes:				
Inspected	1,004	7,785	566	8,051
New	0	0	0	0
Rebuilt	0	0	0	0
Raised/Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0.00	51.00	17.10	41.30
Hours Worked at Lift Station	69.18	717.54	132.30	1,235.72
Hours Worked Outside of Division	0.00	235.25	1.80	445.94
On The Job Injuries	0	1	0	0
Square Feet of Concrete	0	0	0	324
Average Response Time (Hours)	0.37	0.44	0.59	0.42
Claims Paid Per 10,000 People	0	0.0000	0	0.0000

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 22		FYE 21	
February, 2022	MONTH	YTD	MONTH	YTD
New Meter Sets:	46	357	11	383
Number Short Sets	46	349	11	381
Number Long Sets	0	8	0	2
Average Meter Set Time	3.39	3.92	5.45	4.90
Number of Work Orders:				
Service Calls	371	3,398	710	3,576
Meter Resets	0	2	0	5
Meter Removals	6	20	1	17
Meter Changes	26	283	51	450
Locates Completed	375	6,993	0	3,783
Number of Water Main Breaks	13	114	17	131
Average Time Water Off	1.34	1.55	1.98	2.03
Fire Hydrants:				
New	2	2	0	2
Replaced	2	4	0	7
Flushed	62	1,018	65	703
Number of Valves Exercised	94	1,386	150	1,448
Feet of Main Construction	445	1,064	20	1,839
Hours of Main Construction	348.50	1,307	24	1,989
Meter Changeovers	7	7	0	32
On the Job Injuries	0	0	3	3
Hours Flushing/Testing New Mains	7.33	682	27	435
Hours Worked Outside of Division	0.00	227.00	8	587

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
February 1-29, 2022

**Flow Statistics**

	<b>FYE 2022</b>		<b>FYE 2021</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	297.2	2607.8	359.0	2718.4
Total Effluent Flow (M.G.)	273.6	2435.4	357.1	2667.3
Influent Peak Flow (MGD)	12.2	25.5	16.2	20.1
Effluent Peak Flow (MGD)	11.3	25.5	16.0	20.1
Daily Avg. Influent Flow (MGD)	10.6	10.9	12.8	11.0
Daily Avg. Effluent Flow (MGD)	9.8	10.0	12.8	10.7
Precipitation (inches)	5.2	10.1	0.3	15.6

**Discharge Monitoring Report Stats**

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	171	130
Effluent Carbonaceous Total	2	3
Percent Removal	98.8	97.7
Total Suspended Solids:		
Influent (mg/L)	233	222
Effluent (mg/L)	4	7
Percent Removal	98.3	96.8
Dissolved Oxygen:		
Influent (min)	1.0	0.8
Effluent (min)	6.8	6.4
pH		
Influent (Low)	6.7	6.9
(High)	7.2	7.4
Effluent (Low)	6.7	6.8
(High)	7.3	7.3
Ammonia Nitrogen		
Influent (mg/L)	28.1	24.6
Effluent (mg/L)	0.1	3.4
Percent Removal	99.8	86.2

**Utilities**

**Electrical**

Total kWh Used (Plant wide)	633,620	4,368,320	498,280	4,027,580
Aeration Blowers, WSL&Headworks	199,200	1,919,640	147,700	1,405,500
UV Facility	30,000	474,700	34,000	452,200

**Natural Gas**

Total cubic feet/day (plant wide)	457,000	3,364,000	589,000	3,994,000
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Public Education (Tours)	0	0	1	2
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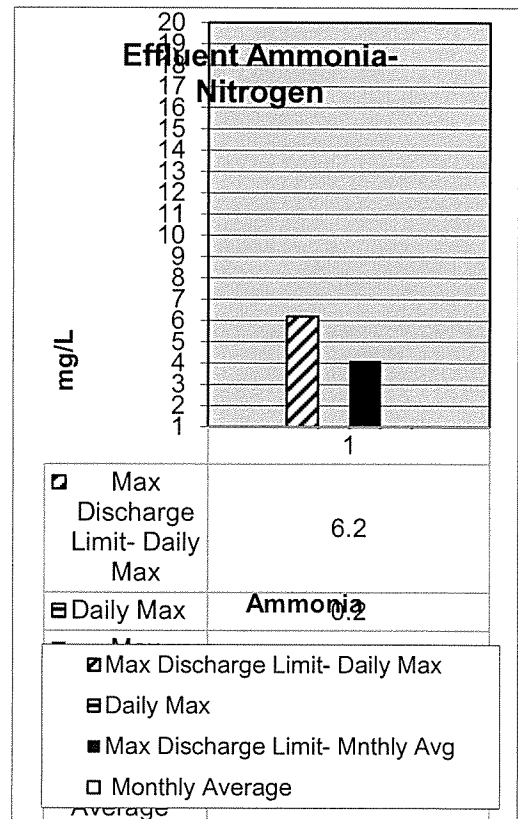
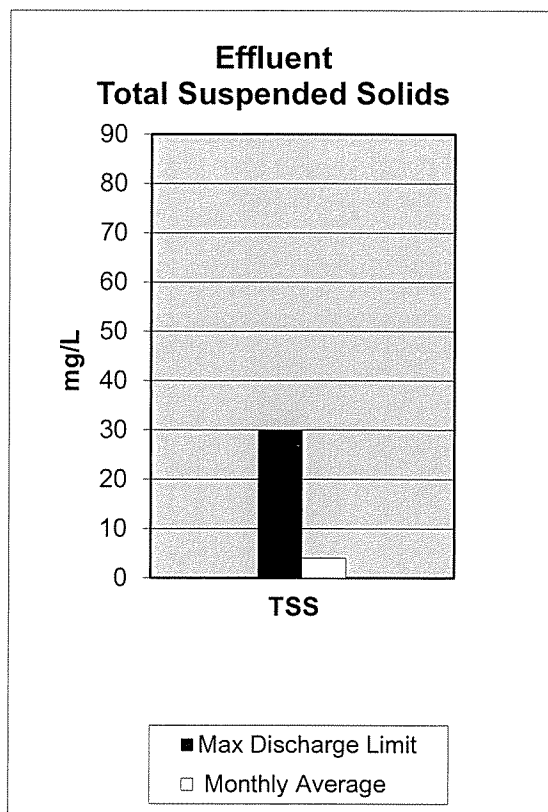
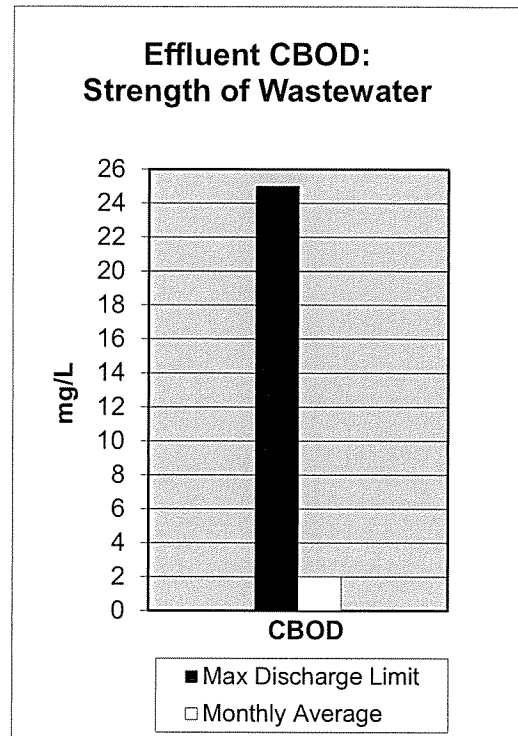
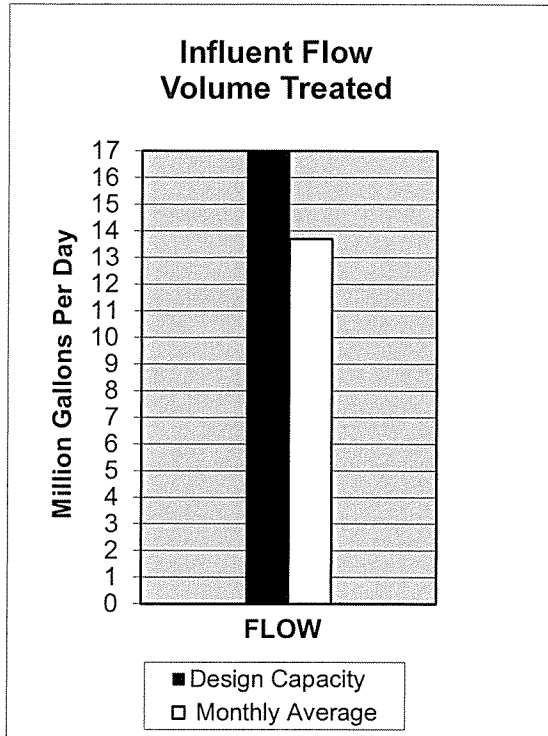
Total Attendees for FYE 22	58		34	
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Reclaimed Water System (MG)		0.0	0.0	0.0
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OU Golf Course	0.4	50.2	1.0	43.7
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E.coli geometric mean average for February 2022 16 MPN (Limit is 630)

**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
 February 2022



Comments here

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

**WATER TREATMENT DIVISION**

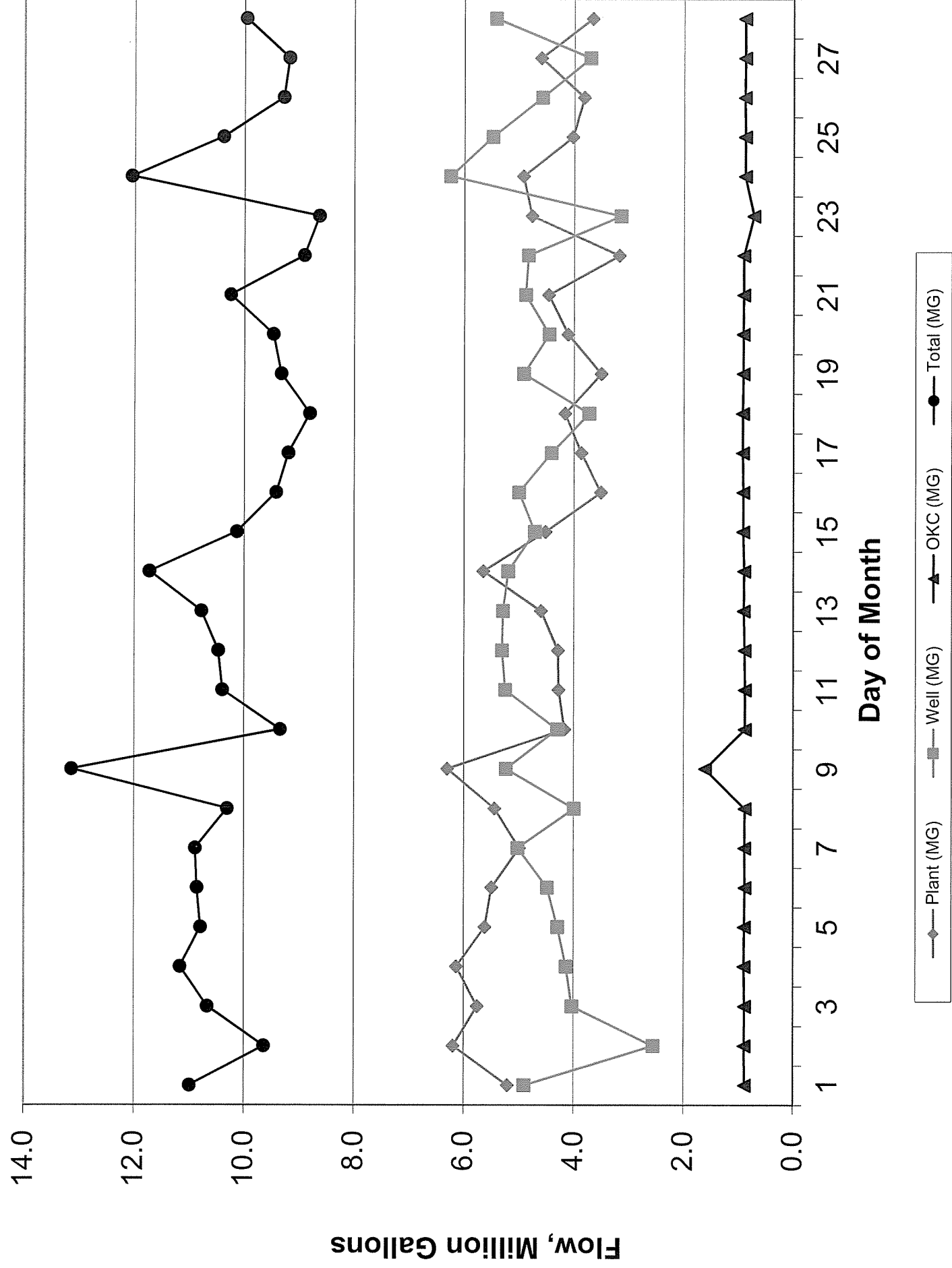
**MONTH: February-2022**

	<u>FYE 2022</u>		<u>FYE 2021</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
<b>Water Supply</b>				
Plant Production (MG)	131.17	2469.83	247.42	2565.15
Well Production (MG)	163.41	797.25	97.07	655.47
Oklahoma City Water Used (MG)	25.54	248.22	27.37	244.04
Total Water Produced (MG)	320.11	3515.30	371.86	3464.66
Average Daily Production	11.43	14.47	13.28	14.26
<b>Peak Day Demand</b>				
Million Gallons	14.35	26.00	18.16	26.00
Date	02/09/2022	8/23/2020	2/19/2021	8/23/2020
System Capacity (see note 1)	25.78	25.78	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.22	0.00	2.65
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
<b>Costs</b>				
Plant	\$618,075.19	\$5,403,838.94	\$725,993.80	\$5,860,486.65
Wells	\$252,588.17	\$1,799,706.01	\$209,754.65	\$1,711,819.78
OKC	\$98,067.84	\$645,142.19	\$77,232.89	\$660,056.78
Total	\$968,731.20	\$7,848,687.14	\$1,012,981.34	\$8,232,363.21
<b>Cost per Million Gallons</b>				
Plant	\$4,712.20	\$2,187.94	\$2,934.32	\$2,284.65
Wells	\$1,545.75	\$2,257.41	\$2,160.77	\$2,611.61
OKC	\$3,840.08	\$2,599.08	\$2,821.81	\$2,704.66
Total	\$3,026.23	\$2,232.72	\$2,724.10	\$2,376.09
<b>Water Quality</b>				
Total Number of Bacterial Samples	90	762	89	712
Bacterial Samples out of Compliance	0	10	1	2
Total number of inquiries	1	25	6	24
Total number of complaints	1	27	5	33
Number of complaints per 1000 service connections	0.02	0.67	0.12	0.82
<b>Safety</b>				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	0	3	0	1
<b>Public Education</b>				
Number of tours conducted	1	12	0	0
Number of people on tours	7	163	0	0

**Notes:**

Staff disinfecting well 1. Staff started using wells 65,67,69,70 and 72. Well 41 pump and motor ordered  
Sodium Hypochlorite replacement pump ordered. Well 31 in service.  
Staff troubleshooting Ozone system. SCC 4 mixer gearbox repair waiting on installation.

# Water Production for February 2022



# MONTHLY TRANSFER STATION REPORT

## February 2022

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	226.23	\$11,424.94
STANDARD TONS	1,384.99	\$79,303.90
CASH TONS:	244.60	\$10,690.20
TOTALS:	1,855.82	\$101,419.04

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	395.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7547.49
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	395.00
GRAND TOTAL TONS TO LANDFILLS	7,547.49

DISPOSAL COST PER TON (OKC)	\$21.47
TIPPING FEE'S FOR DUMPING AT OKC:	\$162,044.61
GRAND TOTAL TIPPING FEE'S	\$162,044.61

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	656.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3416.18
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	372.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2288.73
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1028.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	5704.91
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	101.46
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TOTAL TONS RECEIVED AT TRANSFER STATION	15209.68
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# Drop Center Report

## FEBRUARY 2022

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee
ALUMINUM:	\$178.00	\$0.00
PLASTICS:	\$15.00	\$0.00
STEEL CANS:	\$0.00	\$0.00
MIXED OFFICE PAPER:	\$15.00	\$0.00
CARDBOARD:	\$140.00	\$0.00

LNDFL Fee	Tons Diverted	\$ Diverted
	\$21.47	93.28
		\$2,002.72

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer
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TONS	TONS	TONS	TONS	PRO/FEE	Revenues	Net
ALUMINUM:	0.4	0.19	0.54	1.13	\$0.00	\$201.14
PLASTICS:	2.3	1.5	2.61	6.41	\$0.00	\$96.15
STEEL CANS:	0.38	0.18	0.46	1.02	\$0.00	\$0.00
MIXED OFFICE PAPER:	4.07	3.13	5.3	12.5	\$0.00	\$187.50
CARDBOARD:	5.5	4.11	15.58	27.7	\$0.00	\$3,878.00
RECYCLING CENTER TOTALS:	12.65	9.11	24.49	48.76	\$0.00	\$4,362.79

[illegible][illegible]Average hrly+ benefits \$26.78

	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours					
Labor \$		\$0.00	\$0.00	\$0.00	\$0.00
Vehicle cost					

Revenue			
Revenue	Income	Expense	Net
	\$25,086.82	\$0.00	\$ 25,086.82
Customer Revenue			\$11,825.83

Total All Recycle and Cardboard	
Tons	Revenues
	\$13,260.99

Total Recycle Only	
Tons	Revenues
52.16	\$677.79

Total Cardboard	
Tons	Revenues
89.88	\$12,583.20

**CURBSIDE MONTHLY RECYCLING REPORT****FEBRUARY****PROGRAM STATISTICS**

	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	59%
AVERAGE TONS PER DAY :	9.32
POUNDS PER HOME:	15.48

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	5.1
#1 PET	4.08%	10.64
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	26.26
MIX PAPER	29.67%	77.36
PLASTIC FILM	0.60%	1.56
#2 NATURAL	1.11%	2.89
#2 COLOR	1.66%	4.33
#3-#7	0.00%	0
METAL	0.30%	0.78
RIGIDS	0.26%	0.68
TIN-STEEL SCRAP	2.14%	5.58
TRASH	27.91%	72.78
OCC	20.24%	52.78
<b>TOTAL</b>	<b>100.00%</b>	<b>260.74</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	83
HOUSESIDE	9
REMINDER	1
SCATTERED	0
MISC.	15
REPAIR	9
NEW	32
ADD	6
MISSING	5
EXCHANGE	0
REPLACE	5
PICK UP	18
<b>TOTAL CALLS</b>	<b>183.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$5,149.62</b>

## SANITATION DIVISION PROGRESS REPORT

SUMMARY 2022

	FYE 21		FYE 22	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	5	1	8
<u>On The Job Injuries</u>	0	8	0	5
<u>Bulk Pickups</u>	35	220	34	253
<u>Refuse Complaints</u>	96	770	175	800
<u>New Polycarts Requests</u>	60	548	41	444
<u>Polycarts Exchanges</u>	4	62	4	81
<u>Additional Polycart Requests</u>	55	513	78	700
<u>Replaced Stolen Polycarts</u>	11	168	9	200
<u>Replaced Damaged Polycarts</u>	52	679	18	625
<u>Polycarts Repaired</u>	21	287	26	335

## COMPOST MONTHLY REPORT

FEBRUARY

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	70.75
LANDFILL TIPPING FEE'S	\$ 21.47
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 1,519.00

TONS BROUGHT IN BY PUBLIC:	600.00
TONS BROUGHT IN BY CONTRACTORS :	1,480.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	56.00
LANDFILL TIPPING FEE'S	\$ 21.47
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 45,859.92

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 47,378.92
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REVENUE COLLECTED FROM COMPOST SALES:	\$0.00
REVENUE COLLECTED FROM GATE SALES:	\$6,100.00

TOTAL TONS COLLECTED	2,206.75
TOTAL REVENUE COLLECTED	\$6,100.00

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS		
COMPOST SOLD BY CUBIC YARDS		
MULCH SOLD BY CUBIC YARDS	1,200	
TOTAL:	0	0

