

# City of Norman



## Monthly Departmental Report

**December 2022**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**



**CITY CLERK****MONTHLY PROGRESS REPORT****December 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	6	83	2	12
Bus Service	0	0	0	0
CDBG	0	5	0	7
City Clerk	46	546	2	17
City Manager/Mayor	6	42	1	41
City Wide Garage Sale	0	0	0	0
Code Enforcement	28	300	3	23
Finance	3	32	0	0
Fire/Civil Defense	2	22	0	2
Human Resources	10	58	0	0
I.T.	5	41	1	1
Legal	2	36	1	6
Line Maintenance	25	119	1	9
Municipal Court	6	21	0	1
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	8	114	0	13
Permits/Inspections	24	248	0	3
Planning	10	67	0	2
Police/Parking	18	169	8	69
Public Works	13	101	1	8
Recycling	0	0	0	1
Sanitation	52	319	1	9
Sidewalks	0	0	0	4
Storm Debris	0	0	0	0
Storm Water	10	69	1	21
Streets	36	186	2	22
Streets Lights	0	0	9	28
Traffic	18	152	3	10
Utilities	77	462	0	13
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>December Total: 441</b>	<b>405</b>	<b>3192</b>	<b>36</b>	<b>322</b>

## LICENSES

Fourteen New licenses and Three Renewals were issued during the month of December. 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	1
Brewer	0	1	Retail Spirits Store	0	1
Coin-Operated Devices	1	3	Retail Wine	0	1
Distiller	0	0	Salvage Yard	0	0
Food	4	25	Sidewalk Dining	0	0
Game Machines	0	0	Solicitor/Peddler (30 day)	0	4
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	0	5
Kennel	0	1	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	0	8	Special Event	1	3
Medical Marijuana Grower	3	4	Strong Beer & Wine/Winemaker	1	4
Medical Marijuana Processor	1	6	Taxi/Motorbus/Limousine	0	1
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	0	3	Temp Food (one day)	2	7
Mixed Beverage/Caterer	2	5	Temp Food (30 day)	0	5
Pawnbroker	0	0	Temp Food (180 day)	2	11
Pedicab	0	3	Transient Amusement	0	0
<b>YTD License Total: 102</b>	<b>11</b>	<b>59</b>		<b>6</b>	<b>43</b>

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Ben Cox	2204 Valley Hollow	Coin Operated Vending Machines
Burly Botanicals	4520 E. Franklin Rd	Marijuana Processor
Mamaveca Mexican Grill	2130 Alameda St.	Food Service
MOD Pizza	2065 24 <sup>th</sup> Ave NW	Food Service
TK's Tailgate Tavern	1429 George Ave.	Food Service
405 Burger Bar	2539 W. Main St.	Food Service
405 Burger Bar	2539 W. Main St	Occup. Tax/Mixed Beverage/Caterer
TK's Tailgate Tavern	1429 George Ave.	Occup. Tax/Mixed Beverage/Caterer
MOD Pizza	2065 24 <sup>th</sup> Ave NW	Occup. Tax/Beer and Wine
Norman Arts Council	210 E. Main	Special Event

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Super Taco Loco		On The Hook Fish and Chips
Taqueria La Chiva		The Whoopie Wagon

### **LAW SUITS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
12/12/22	West Lindsey Center Investors L.L.C. (WLCI)	The City of Norman contracted with, also named in suit, Sherwood Construction Co., Inc., and Atkins North America, Inc., WLCI alleges damage to sewer line on north side of street while working on Lindsey Street Expansion Project and improperly repaired sewer line. Alleging that from September of 2019 to April 2021, this work caused the sewer to back up several times at their property. WLCI contracted with Montgomery Construction to perform repairs and remediation of the sewer. WLCI asking for amount in excess of \$75,000.00 for reimbursement for damages.	<u>Excess of \$75,000.00</u>

### **CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
12/12/22	Darrin Cartwright	Original claim on 9/20/22 insurance company was going to file subrogate claim for vehicle and deductible but found out they could not do this. Alleges that on August 26, 2022 a City of Norman police vehicle at the intersection of W. Gray Street and Santa Fe Ave. hit his truck. Seeking reimbursement of deductible, medical expense, car rental and value of vehicle.	\$34,051.97
12/13/22	Michael Follett	Alleges, the City of Norman wrongfully terminated him from employment on 12/14/21. Seeking lost wages, benefits, promotional wages, and benefits in the amount of \$50,301.00.	\$50,301.00
12/19/22	Century 21 Goodyear Green	Alleges that on November 21 & 22 2022 at 2000 Classen Blvd #8134 a City of Norman Line Maintenance worker turned the water back on after a water main break repair and this caused damage to three toilets.	\$235.35
12/28/22	Cox Communications/ The Claims Center	Alleges that city utilities workers damaged underground coax cable on 09/19/22 at 2100 Turtle Creek Dr. Reference # 2MN130528	\$1,582.43
12/29/22	Gary Gill	Alleges a City employee informed him that a water leak at his residence was his responsibility. Mr. Gill paid a plumber who said that the repair was on City's side. Mr. Gill alleges that on 10/31/22 CON Line Maintenance staff repaired the water leak at 3309 Cotswold Commons, but in the process caused damage to landscaping and lights and he is seeking reimbursement for the cost of plumber and damages.	\$825.00

### **STUDY SESSION**

On December 6, 2022, the City Council met in Study Session and discussed Affordable Housing including Tax Credit Programs. Additionally, a contract with Blue Peak was discussed for them to provide video services to Citizens of Norman using the City of Norman's Rights-of-Way.

On December 20, 2022, the City Council met in Study Session and discussed updates from Raftelis regarding cost of Services Study for Utility Connections Fees and Rates.

### **FINANCE COMMITTEE**

On December 15, 2022, the Finance Committee met and discussed recommendations from United-Way regarding American Rescue Plan Act (ARPA) funds allocated for non-profits. Additionally, the Monthly Revenue and Expenditures reports were presented and discussed.

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

On December 1, 2022, the Business and Community Affairs Committee met and discussed updates to the City of Norman Building Codes.

**CITY MANAGER**

**2**

**NORMAN FORWARD 2A**



# Memorandum

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

**From:** A.J. Kirkpatrick, ADG

**ADG Project Number:** 16-003

**ADG Project Name:** Norman FORWARD

**Date:** 01.04.2023

**Re:** December 2022 Monthly Report

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

## WORK THIS MONTH

1. Thursday, December 1, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
2. Thursday, December 1, 2022 | 1:00 p.m. | Norman Senior Center Progress Meeting
  - a. Discussion of project schedule, budgets, and critical issues
3. Thursday, December 1, 2022 | 2:00 p.m. | Bid Opening for Norman Senior Wellness Center Bid Package 4
  - a. Bid opening for GMP 6 / remainder of project
4. Friday, December 2, 2022 | 1:30 p.m. | Development Center Grand Opening/Ribbon Cutting
  - a. Discussion of Grand Opening event logistics
5. Monday, December 5, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
6. Tuesday, December 6, 2022 | 1:00 p.m. | YFAC IT/Telecom touchbase - City of Norman and Santa Fe
  - a. Discussion of City of Norman and operator's IT needs
7. Tuesday, December 6, 2022 | 3:30 p.m. | YFAC FSB/ADG Coordination Pre-meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
8. Wednesday, December 7, 2022 | 9:00 a.m. | Norman Development Center Grand Opening Meeting
  - a. Coordination meeting for Grand Opening with staff and project partners
9. Wednesday, December 7, 2022 | 10:00 a.m. | Norman Municipal Complex - OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
10. Wednesday, December 7, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
  - a. Bi-weekly meeting reviewing progress and discussing coordination items
11. Thursday, December 8, 2022 | 8:15 a.m. | ECOC: Groundbreaking Coordination Meeting
  - a. Coordination meeting to review Groundbreaking event items
12. Thursday, December 8, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
13. Thursday, December 8, 2022 | 2:30 p.m. | YFAC - Keying Conference
  - a. Meeting to review circulation and keying needs
14. Friday, December 9, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
15. Monday, December 12, 2022 | 9:00 a.m. | Norman ECC-EOC Facility - Mechanical Specs Discussion
  - a. Clarification of mechanical specs for ECOC

16. Monday, December 12, 2022 | 12:30 p.m. | FSB Proposal Discussion
  - a. Meeting with ADG and City of Norman to discuss FSB's request for additional services
17. Tuesday, December 13, 2022 | 10:00 a.m. | CoN ECOC Prebid Meeting
  - a. Crossland Prebid meeting with bidders
18. Tuesday, December 13, 2022 | 12:30 p.m. | HPC Preinstallation Meeting at Norman Senior Center
  - a. Discussion of specs and architect's recommendations for HPC
19. Tuesday, December 13, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
20. Wednesday, December 14, 2022 | 9:00 a.m. | YFAC – IT Discussions
  - a. Discussion of City of Norman and operator's IT needs
21. Wednesday, December 14, 2022 | 10:00 a.m. | North Base Final Punch/Warranty
  - a. Final Punch walk for Fleet and Parks buildings
22. Wednesday, December 14, 2022 | 1:00 p.m. | HPC Pre-Installation Meeting for YFAC
  - a. Discussion of specs and architect's recommendations for HPC
23. Thursday, December 15, 2022 | 8:15 a.m. | ECOC: Groundbreaking Coordination Meeting
  - a. Coordination meeting to review Groundbreaking event items
24. Thursday, December 15, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
25. Thursday, December 15, 2022 | 10:00 a.m. | CoN Griffin East Road – Prebid Meeting
  - a. Crossland Prebid meeting with prospective bidders
26. Thursday, December 15, 2022 | 2:30 p.m. | Norman Senior Center Progress Meeting
  - a. Discussion of project schedule, budgets, and critical issues
27. Monday, December 19, 2022 | 11:00 a.m. | Walk through Development Center and event progress
  - a. Site walk to discuss Grand Opening logistics
28. Tuesday, December 20, 2022 | 4:00 p.m. | YFAC - Bi-Weekly RFC/Submittal Review
  - a. Meeting with FSB to facilitate coordination of contract documents
29. Wednesday, December 21, 2022 | 9:30 a.m. | YFAC FSB/ADG Coordination Pre-meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
30. Wednesday, December 21, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
  - a. Bi-weekly meeting reviewing progress and discussing coordination items
31. Thursday, December 22, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
32. Thursday, December 22, 2022 | 2:00 p.m. | CoN Griffin East Road – Bid Opening
  - a. Crossland Bid opening for East Road portion of Griffin

Construction Observation Site Visits:

- a. Griffin, Phases 5 and 6: 8
- b. Municipal Complex, City Hall: 3
- c. Municipal Complex, Development Center: 9
- d. North Base: 5
- e. Young Family Athletic Center: 9
- f. Reaves Park: 9
- g. Senior Center: 5



**WORK ANTICIPATED THE UPCOMING MONTH (January 2023)**

- Emergency Communications and Operations Center
  - Bid opening
  - Groundbreaking Ceremony on 1.19.23
  - Recurring bi-weekly programming meetings
- Griffin Park
  - Phase 5: Games begin. Warranty list for Field 20
  - Phase 6: Construction underway and on schedule
- Reaves Park
  - Finishing construction
  - Punch walk on 1.25.23
- North Base Complex
  - Final reports for Davis Bacon compliance and deliverables
  - Cleaning Bay repair complete. Warranty period complete on 1.22.23.
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - Recurring bi-weekly OAC meetings and programming meetings
  - Ongoing vertical construction; exterior metal panel installation to begin, interior partitions in progress; Competition pool underway
- Senior Wellness Center
  - Construction underway; Structural steel in progress
  - Recurring OAC meetings
- Municipal Complex
  - Development Center: Punch list completion, Grand Opening on 1.27.23
  - Municipal Courts: Bid opening on 1.24.23
  - Building C: Construction developments underway
  - FF&E selection, procurement, and layout underway
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

**PROJECT STATUS**

- Norman ECOC
  - a. Schedule: Bidding underway
  - b. Budget: Alignment in progress
  - c. Issues: No known issues
- Griffin Park
  - a. Schedule: Phase V construction completion, Phase VI in construction
  - b. Budget: Alignment in process
  - a. Issues: No known issues
- Reaves Park
  - a. Schedule: Construction ongoing
  - b. Budget: In Budget
  - c. Issues: No known issues
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - a. Schedule: Construction ongoing
  - b. Budget: In budget
  - c. Issues: AV Coordination and Procurement; Potential stormwater issue on SE corner of property
- Senior Wellness Center
  - a. Schedule: Construction ongoing
  - b. Budget: In budget
  - c. Issues: Coordination with Oceans development; AV Coordination and Procurement

- North Base
  - a. Schedule: Punch list completion, TCO in place
  - b. Budget: In budget
  - c. Issues: Punch/Warranty list completion
- Ruby Grant
  - a. In operation: Final acceptance by City Council on January 18, 2022
  - b. Budget: In budget
- Westwood Indoor Tennis Facility
  - a. In operation: Opening Celebration on May 24, 2019
  - b. Budget: In budget
  - c. Issues: Court paint warranty extended another 12 months from September 22, 2022
- East Library
  - a. In operation: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
- Central Library
  - a. In operation: Opening Celebration on November 4, 2019
  - b. Budget: Within budget
- Westwood Family Aquatic Center
  - a. In operation: Opening Celebration on May 26, 2018
  - b. Budget: Final Pay App approved on July 24, 2018
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan
  - c. Implementation Plan: Revised/Updated March 2022
  - d. Issues: None

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SUBMITTED BY: ADG – A.J. Kirkpatrick



CITY OF NORMAN

Department of Finance  
Monthly Report – December 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 December are discussed below:

Treasury Division:

In the month of December, the Treasury Division processed 39,765 payments in person and over the phone, an increase of 4.8% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 12,774 payments in December, a decrease of 1% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of December by -2.5%. Revenues from the City's largest single source of revenue, sales tax, are above target by 3.4% for the year to date and 1.2% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 23 Budget To Date	FYE 23 Actual To Date	FYE 22 Actual To Date	FYE 21 Actual To Date
Sales Tax Revenue	\$27,048,850	\$27,958,822	\$27,635,417	\$22,226,197
General Fund Revenue	\$50,321,577	\$49,100,387	\$46,835,659	\$49,983,497
General Fund Expenses	\$49,687,153	\$47,378,457	\$40,741,533	\$46,149,066

## Administration Division

	FYE 23		FYE 22	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	1,608.00	320.00	2,080.00
Total Comp Time Available	0.00	13.75	11.75	53.75
Total Overtime Hours	0.00	0.00	0.00	0.50
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	160.00	1,621.75	331.75	2,134.25
Benefit Hours Taken	16.00	245.75	58.50	317.75
TOTAL ACCOUNTABLE STAFF HOURS	144.00	1,376.00	273.25	1,816.50
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

**ACCOUNTING      3A**

## Accounting Division

	FYE 23		FYE 22	
	December	YTD	December	YTD
Total Regular Hours Available	1,120.00	7,280.00	1,120.00	6,464.00
Total Comp Time Available	1.75	16.00	0.50	26.50
Total Overtime Hours	16.75	48.25	15.25	112.50
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	 1,138.50	 7,344.25	 1,135.75	 6,603.00
Benefit Hours Taken	230.00	1,228.00	237.00	956.50
 TOTAL ACCOUNTABLE STAFF HOURS	 908.50	 6,116.25	 898.75	 5,646.50

### PERMANENT PART-TIME

Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00

### TEMPORARY

Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**



## City Revenue Report

	FYE 23 November	FYE 23 December	Plus/Minus
Total Revenue Received (\$)	\$4,848,852	\$4,835,733	(\$13,119)
Utility Payments - Office (#)	37,952	39,765	1,813
Utility Payments - Office (\$)	\$4,529,866	\$4,539,009	\$9,143
Paymentus (#)	12,847	12,774	(73)
Paymentus (\$)	\$1,298,249	\$1,224,651	(\$73,598)
Lockbox (#)	9,813	9,980	167
Lockbox (\$)	\$1,400,060	\$1,347,676	(\$52,384)
E-Lockbox (#)	3,627	3,731	104
E-Lockbox (\$)	328,994	293,176	(\$35,818)
Bank Draft Payments (#)	11208	11230	22
Bank Draft Payments (\$)	\$1,209,951	\$1,107,134	(\$102,817)
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	107	73	(34)
Processed Return Checks (\$)	(\$13,394)	(\$73,733)	(\$60,339)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	9,158	224,570	\$215,412
Municipal Court - Fines/Bonds (\$)	116,926	89,426	(\$27,500)
Municipal Court - Credit Card (#)	387	216	(171)
Municipal Court - Credit Card (\$)	59,016	45,727	(13,289)
Building Permits Cash Report (\$)	194,722	253,967	\$59,245
Building Permits Credit Card (#)	321	275	-46
Building Permits Credit Card (\$)	\$118,095	\$145,745	\$27,650
Occupational License - Bldg Insp. (\$)	\$2,136	\$1,686	(\$450)
Occupational License - Bldg Insp. CC (#)	18	15	-3
Occupational License - Bldg Insp. CC (\$)	\$1,636	\$1,636	\$0
Business License - City Clerk (\$)	5,103	5,555	\$452
Accounts Receivable Billed (\$)	\$370,912	\$316,299	(\$54,613)

## Budget Services Division

	FYE 23		FYE 22	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,080.00	320.00	2,079.50
Total Comp Time Available	0.00	1.25	0.00	6.00
Total Overtime Hours	0.25	1.25	0.00	0.50
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	320.25	2,082.50	320.00	2,086.00
Benefit Hours Taken	51.75	247.25	53.25	312.00
TOTAL ACCOUNTABLE STAFF HOURS	268.50	1,835.25	266.75	1,774.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Treasury Division

	FYE 23		FYE 22	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	5,200.00	800.00	4,768.25
Total Comp Time Available	0.00	16.25	5.75	74.50
Total Overtime Hours	34.00	265.75	42.00	242.00
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	 834.00	 5,482.00	 847.75	 5,084.75
Benefit Hours Taken	238.00	1,148.00	181.50	755.75
 TOTAL ACCOUNTABLE STAFF HOURS	 596.00	 4,334.00	 666.25	 4,329.00
 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

**UTILITY      3C**

## Utility Division

	FYE 23		FYE 22	
	December	YTD	December	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,120.00	7,280.00	2,442.00	15,488.00
Total Comp Time Available	1.75	56.50	13.00	173.25
Total Overtime Hours	47.00	349.50	54.75	570.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,168.75</b>	<b>7,686.00</b>	<b>2,509.75</b>	<b>16,231.50</b>
Benefit Hours Taken	271.00	1,227.75	325.25	2,478.25
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>897.75</b>	<b>6,458.25</b>	<b>2,184.50</b>	<b>13,753.25</b>
<b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Office Services

	FYE 23		FYE 22	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,080.00	320.00	2,077.75
Total Comp Time Available	0.00	3.50	0.00	0.00
Total Overtime Hours	29.25	251.25	26.50	197.25
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	349.25	2,334.75	346.50	2,275.00
Benefit Hours Taken	42.75	304.75	73.50	349.75
TOTAL ACCOUNTABLE STAFF HOURS	306.50	2,030.00	273.00	1,925.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Drive-up Window and Mail Payments - FYE 2023

	Nov '22	Dec '22
Mail Payments - Lockbox	9,813	9,980
Mail Payments - E-Lockbox	3,627	3,731
Mail Payments - Office	91	92
<b>Total Mail Payments - Subtotal</b>	<b>13,531</b>	<b>13,803</b>
Night Deposits	161	153
Paymentus Payments	12,847	12,774
<b>Without assistance paymnts - Subtotal</b>	<b>13,008</b>	<b>12,927</b>
Office Payments	2,274	2,266
<b>With assistance payments - Subtotal</b>	<b>2,274</b>	<b>2,266</b>
<b>Total Payments Processed - Subtotal</b>	<b>28,813</b>	<b>28,996</b>
Bank Draft (ACH) Payments	11208	11230
<b>Total Payments (Utility)</b>	<b>40,021</b>	<b>40,226</b>
<b>Total Payments</b>	<b>57,626</b>	<b>57,992</b>

## Traffic Counter at Drive-up Facility

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

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

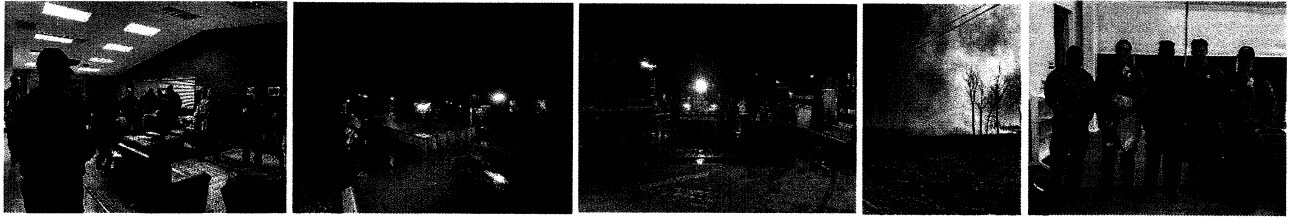
## Utility Division Activity Report - FYE 2006

	FYE 23		FYE 22	
	December	YTD	December	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,758	266,730	44,173	261,961
New Deposit Ons Billed	600	4,773	661	4,682
Final Accounts Billed	507	4,098	521	3,763
TOTAL METERS READ	45,865	275,601	45,200	270,406



## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report December 2022

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	21	1.10%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	1040	54.36%
4 - Hazardous Conditions (No Fire)	31	1.62%
5 - Service Call	290	15.16%
6 - Good Intent Call	424	22.16%
7 - False Alarm & False Call	94	4.91%
8 - Severe Weather & Natural Disaster	1	0.05%
9 - Special Incident Type	0	0.00%
Incomplete Reports	12	0.63%
<b>Total Incident Count (Unique Calls)</b>	<b>1913</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>2412</b>	

Total Fire Loss \$124,913.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	397	300	0:05:00
Station #2	245	328	0:05:28
Station #3	317	325	0:05:25
Station #4	232	318	0:05:18
Station #5	83	658	0:10:58
Station #6	64	527	0:08:47
Station #7	197	359	0:05:59
Station #8	162	357	0:05:57
Station #9	211	354	0:05:54

### Community Outreach

Tours and Special Events	8	Tours, Parade, Winterfest, Kwanzaa Dinner, Youth Council, Shop with a Sheriff
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### Burn Permits

Burn Permits Issued	128	Conditions were favorable for burning 10 days in December
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### Training

Total Personnel Training Hours	2051	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

December 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
NFD3*	7	1	0	3	2	0	0	1	0	0
Chief 301	26	3	2	3	2	0	0	10	5	1
Chief 302	21	5	4	1	4	0	0	5	1	1
Chief 303	25	3	3	4	3	0	0	7	3	2
Chief 304	5	3	0	1	0	0	0	1	0	0
Chief 401	7	1	0	1	0	0	1	2	1	1
Chief 402	15	4	1	1	2	1	0	2	0	4
Chief 403	7	0	0	2	2	1	0	1	0	1
Chief 404	10	3	0	1	0	2	1	2	0	1
Engine 1	398	373	2	6	2	0	0	11	0	4
Brush 1	3	2	0	0	0	0	0	0	0	1
Ladder 1	49	31	2	5	4	0	0	4	0	3
Engine 2	269	6	238	6	10	0	0	7	0	2
Brush 2	5	0	3	0	1	0	0	0	0	1
Ladder 2	32	7	11	4	4	0	0	4	0	2
Engine 3	329	7	3	312	0	0	0	4	0	3
Brush 3	2	0	1	1	0	0	0	0	0	0
Engine 4	245	3	4	0	230	0	0	5	3	0
Brush 4	3	0	1	0	2	0	0	0	0	0
Tanker 4	2	0	0	0	1	0	0	0	1	0
Engine 5	25	0	0	0	0	24	1	0	0	0
Brush 5	84	0	0	0	0	83	1	0	0	0
Engine 6	20	2	0	1	0	3	12	0	0	2
Brush 6	75	2	0	1	0	6	64	0	0	2
Squad 7	253	20	7	10	8	0	0	191	13	4
Brush 7	2	1	0	0	0	0	0	1	0	0
Engine 8	175	1	0	0	5	0	0	9	160	0
Brush 8	1	0	0	0	1	0	0	0	0	0
Tanker 8	4	0	0	0	1	1	0	0	2	0
Engine 9	233	4	0	10	0	2	5	5	0	207
Brush 9	4	0	0	0	0	0	1	0	0	3
Tanker 9	4	0	0	0	0	1	1	0	0	2
EM1*	22	7	1	4	4	1	0	4	0	1
EMS1*	1	0	0	0	1	0	0	0	0	0
Fire Marshal 1	7	2	0	0	3	0	0	1	1	0
Fire Marshal 2	3	0	0	1	0	0	1	1	0	0
Fire Marshal 3	12	1	2	2	3	0	0	2	1	1
Fire Marshal 4	12	4	1	1	3	0	0	0	0	3
Fire Marshal 5	15	2	2	6	2	3	0	0	0	0
	2412	498	288	387	300	128	88	280	191	252

## December 2022 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	24 unit hours	Fire Origin and Cause, Evidence Collection, Forensics, Industrial Ovens & Furnaces, Mgmt, etc
Inspections/Re-Inspections	138 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks
Smoke Detectors	13	Check/Install Smoke Detectors/Replace Batteries
Investigations	11	6 Closed, 2 Complete, 2 Pending. 1 Joint
Investigative Activities	61 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation
Department Meetings	25 (57 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	52 hours	Daily checks, supplies replenishing, iPad issues, cleaning & organization
Public Service/Education & Special Events	35 hours	EMS Training, Controlled Burn Education, Water Shutoffs, Fire Victim Assistance, Shop with Sheriff

### Planning Officer Activities

ACTIVITY	DESCRIPTION	NUMBER	HOURS
Plan Reviews	Fire protection systems 6, Building 17	23	60
Inspections/Site Visits	Finals 17, solo fire protection systems 3	20	25
Meetings		9	8
Training		4	5
Communication			30
<b>Totals</b>			<b>128</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

December 2022

<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 December there were five fires responded to in order to assist families with immediate needs. One of these was a motel. Note: the management of the Motel (Travel Lodge of Norman) did an outstanding job of aiding the victims of the fire in relocating to other motels and helping them to recover vital medicines like insulin.	With the robust reorganization in the Red Cross and the turmoil of having a 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.
<b>Youth Camp</b>	
Planning of the 2023 Youth Preparedness Camps are underway. The first State sponsored Day Camp will be held at the NSU Broken Arrow Campus in June 2023. A full camp is	In 2019, the first youth preparedness camp was held at NSU in Tahlequah. Since then additional camps have been planned, both locally administered and state supported.

<p>planned for the NSU Tahlequah Campus and the Murray State College Campus in Tishomingo. Youth preparedness is growing and participation and support has been phenomenal.</p>	<p>This program trains 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 is 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 are ran very professionally and Oklahoma is a leader in this field. These camps are nationally recognized by Bill Bischof, FEMA Region 6, National Preparedness Division</p>
<p>Additional Youth Camps are planned, one being at NSU in Broken Arrow planned for June 22. This will be the first day camp organized. Another camp is being planned at Murray State College with dates TBD.</p>	<p>Norman EM is the Operations planner for the Oklahoma Youth Council Preparedness Camps. Oklahoma is a leader FEMA Region 6 in promoting and implementing youth preparedness</p>
<p>The Norman Art Walk conducted each second Friday contacted the EM Division for support of a cooling station.</p>	<p>Norman Emergency Response Volunteers provide community outreach, medical first aid and comfort stations on request.</p>
<p>Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During 2023 the Unit has applied for and received an extension with an increase of \$26,500 for the RISE Grant. This grant has supported purchasing of equipment, supported an internship program with the OU School of Social Work and paid for a temporary staff to assist in the Medical Reserve CORPS administrative activities. The offer to extend the grant and receive an additional \$26,000 and that application is in process. Approval of the extension was received and in process. Also the annual Operational Readiness Grant is available and an application for \$10,000 was submitted</p>	<p>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.</p>

<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
<b>Mitigation Grant Status</b>	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<u>NWS Norman Spotter Schedule (<a href="http://weather.gov">weather.gov</a>)</u>
Severe Weather Response Extreme cold weather	During the Christmas Holiday we experienced extreme cold weather that involved temperatures as low as -25 with winds 45-50 mph. Several motels lost power and plans were made to relocate to Irving Community center in the event power was not restored. Power did come back on and no relocations occurred. Food and Shelter for Friends provided additional bed space for over fill. Staffing limitations prevented Salvation Army from increasing their services. Red Cross is now solely in a support role and will support a City managed shelter but not initiate one on their own.



## **HUMAN RESOURCES**

**5**

## **HUMAN RESOURCES**

### **Monthly Report**

**December 2022**

#### **ADMINISTRATION**

##### **Administrative Support**

- Processed Monthly Department Report
- Begin coordinating Tenured Employees list for Service Awards
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
- Reconciled petty cash
- Labor Relations:
  - Union meetings expected to resume January 2023.

#### **BENEFITS**

- New Hire Orientation
  - Presenting CoN benefits to newly hired employees and rehires
    - Medical, Dental, Vision, Flexible Spending, Deferred Comp
  - Building Benefit packets
  - Answering question about coverage
- Enrolling New Hires
  - Enrolling into HR Munis system
    - Benefit coverages
    - Dependents data
    - Beneficiaries
    - AFSME dues
  - Website Carrier employee enrollments
    - Meritain
    - VSP
- Weekly implementation Zoom meetings with the following carriers and our broker:
  - Health Equity
  - Benefit Wallet
  - Blue Cross Blue Shield
  - The Standard
  - Allstate
  - Met Life
  - Delta Dental
  - Transamerica
  - OptumRx
    - Work with HR Director
      - Discussing employee data/coverage file transfers
        - Direct billing process
        - COBRA billing and process
        - Reviewing Administrative change/Takeover letter
        - Reviewing employee insurance card mockups for approval

- Working closely with Mindy Aynes (payroll clerk)
  - Deduction setup
  - Benefit questions
  - Requesting deduction refunds
- Zoom call and email correspondence with BMI (dependent) auditors
- Benefit Terminations (Upon employee terminating from CoN)
  - End dating Munis benefit deductions
  - Terming Meritain and VSP coverage
- Fielding employee calls/emails (round about 300+) referencing claims/health/deferred comp/dental/wellness concerns/basic & supplemental life/vision
  - Newborns - Marriage – Death – Loss or Gain of Coverage
- Fielding questions from 40 retirees with information regarding 2023 benefit inquiries via in person/emails/phone calls
  - Collecting and disseminating COBRA/retiree elections to the carriers
  - Reviewing and approving the welcome kit to be mailed to COBRA/retiree participants

## **PERSONNEL ACTIONS**

### **Labor Relations Section**

- Labor Relations:
  - IAFF voted to ratify their contract. Presented the FYE 23 Collective Bargaining Agreement to the City Manager and IAFF President for signing.
  - Union negotiations expected to resume January 2023.

### **Compensation Section**

## **PERSONNEL ACTIONS**

### **New Hires – 7**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Human Resources/Admin	Human Resources Coordinator	1
Parks & Rec/Park Maint.	Maintenance Worker I	1
Planning & Community Dev.	Code Compliance Inspector	1
Planning & Community Dev.	Administrative Technician IV	1
Police/Patrol	Master Police Officer	1
Public Works/Stormwater	Maintenance Worker I	1
Utilities/WLM	Utility Distribution Worker I	1

### **Separations – 1**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Utilities/Meter Services	Meter Reader	1

**Promotions – 1**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Utilities/WLM	Utility Distribution Worker II	1

**RECRUITMENT**

**Accepted applications for the following positions:**

<b>Department/Division</b>	<b>Position</b>
City Manager's Office	Chief Diversity and Equity Officer
Human Resources	Training and Development Manager
Information Technology	Network and Infrastructure Engineer
Municipal Court	Municipal Court Officer
Parks & Recreation/Park Maintenance	Administrative Technician III
Parks & Recreation/Park Maintenance	Maintenance Worker I
Parks & Recreation/Recreation-Irving, 12 <sup>th</sup> , Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Irving, 12 <sup>th</sup> , Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Little Axe	Recreation Leader I (PPT)
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)
Parks & Recreation/Westwood Tennis Center	Temporary Laborer (PT)
Planning and Community Development	Long Range Planner
Planning and Community Development	Planner I
Police	Police Officer
Police/Animal Welfare	Animal Welfare Technician
Police/Animal Welfare	Pet Adoption Coordinator
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Police/Staff Services	Parking Service Officer (PPT)
Police/Staff Services	Police Records Clerk
Public Works/Fleet	EVT Mechanic II
Public Works/Stormwater	Maintenance Worker I
Public Works/Stormwater	Stormwater Compliance Inspector
Public Works/Streets	Maintenance Worker I
Public Works/Traffic	Traffic Engineer
Public Works/Traffic	Traffic Signal Technician
Utilities/Meter Services	Meter Reader
Utilities/Sanitation	Sanitation Worker I
Utilities/ Sewer Line Maintenance	Heavy Equipment Operator
Utilities/Water Line Maintenance	Utility Distribution Worker I
Utilities/Water Line Maintenance	Utility Distribution Worker II
Utilities/Water Reclamation Facility	Maintenance Worker I
Utilities/Water Treatment Plant	Temporary Laborer (PT)

**Recruitment & Hiring Statistics:**

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	275	Written Exams	0
Phone	375	Practical Testing/Assessment Center	1
Mail	200	Panel Board Interviews	19
Email	210	Promotions	1
Total Subscribers on E-mail Vacancy List	1,351	Oral Interviews	2
Total Page Views for HR Website	4,128	Hiring/Promotion Board	0

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Reference Investigations	30	Advertisements Placed	26
Pre-Employment Drug Screens	18	Applications Received	185
Pre-Employment Physicals	13	Job Announcements Emailed	45
Pre-Employment Criminal Backgrounds	15	Job Announcement to CON Depts.	315

**TRAINING AND DEVELOPMENT**

- Conducted training for five new employees on the topics of Understanding, Responding to and Preventing Workplace Harassment, ADA, Workplace Violence, City of Norman Code of Ethics and Code of Conduct, Customer Service Give em the Pickle, Computer Networks and Communications Policy, and Social Media Policy.
- Provided “Situational Leadership” training class instructed by Jim Friedemann, Focal Point Consulting for 20 employees in the 2022-2023 Advanced Supervisory Academy and 12 employees in the Supervisory 101 Academy.
- Provided Commercial Driver’s License (CDLB) Behind-the-Wheel training and testing program conducted by Moore Norman Technology Center, Workforce Development for six employees in Fleet and Park Maintenance Divisions and CDLA Theory/Knowledge and Behind-the-Wheel training and testing for two employees in the Line Maintenance Division.
- The Computer Training Lab was the site for Information Technology ERP weekly meetings, Structured Query Language (SQL) training for IT staff, Employee Resource Groups Technical Enrichment Series Microsoft Intermediate Excel training for 16 employees.

**SAFETY**

- Safety material documents were sent to divisions each week
- Conducted one (1) Return to Work Meeting for Sanitation
- Conducted one (1) Fitness for Duty Meetings for Fire
- Conducted four (4) new employee orientations
- Safety meetings were held covering Hazard Communication & PPE

**Recordable Injuries – 4**

Dept./Division	Nature of the Injury	Activity	Prognosis
Fire/ Suppression	Sprained left foot	Landed awkwardly on another fireman's foot	<i>Work restrictions</i>
Fire/ Suppression	Strained right & left bicep	Strained biceps during workout fitness of pull-ups and curls	<i>Work restrictions</i>
Police/ Swat Team	Laceration to right finger	Cut finger during night OPS Training	<i>Released to work</i>
Public Works/ Storm-water	Right ankle sprain	Sprained right ankle after jumping from back of truck	<i>Work restrictions</i>

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

2022	2021	2020	2019	2018	2017
60	64	57	65	71	59

**Vehicle Collisions: 1**

Division	Description of Collision	Status
Utilities/ Meter Services	Meter services vehicle was parked & another vehicle backed into Unit #66 causing minor damage	"No Fault"

**Current number of "at fault" Vehicle Collisions per fiscal year:**

2023	2022	2021	2020	2019	2018
3	3	10	3	8	5

## **INFORMATION TECHNOLOGY**

**6**

**CITY OF NORMAN**Information Technology Department  
Monthly Report – December 2022.

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 is being updated. CityView for Planning and Permits began May 2021 and will continue into first quarter 2023.
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 is implemented and speed enhanced at main campus. IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades.
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 Utilities 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 Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FY 23
New Building construction/renovation 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 – Sanitation, Line Maintenance, Sr. Center, YFAC, EOC, Development Center, Municipal Court, HR/IT Building, Bus Station, Building Maint.
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Planning – to be complete by end of FYE23.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness 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
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress

Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Planning

### 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 December 2022. This low amount is because of holiday vacations, and the IT Department planning for staff moves to the Development Center.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 16 emails from the groups shown were sent from city servers using city resources – of those 26,872 were delivered to outside mailboxes for the month of December 2022. The city servers generated mass communications to Norman citizens of 26,872 messages from only 16 sent (see **IT Table 2**).

### Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 201,319 attempted incoming and 70,408 outgoing messages for the month of December 2022. Incoming messages totaling 84,839 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 42% 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 countries with known malicious attackers that constantly try to affect our network. 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, reduces productivity, and decreases valuable storage space.

### Web Site:

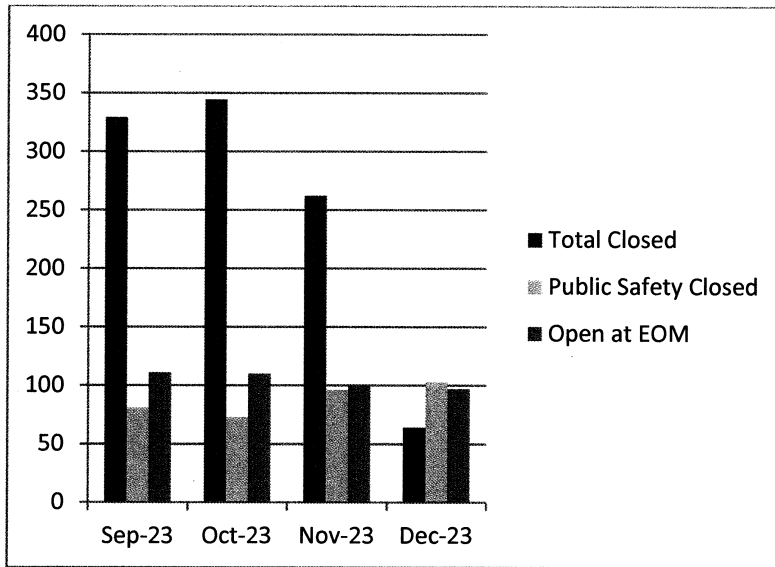
The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of December 2022, the City of Norman's web site had 79,149 individual web sessions access the web site for 163,455 total page views. Of those sessions, 46,375 were identified as New Users to view content 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 path that we have followed through our ERP Implementation Project. The project began in January of 2018 and is expected to run through FYE23. 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 has been our focus for the Months of July/August 2022. 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 complete during the latter part of

calendar year 23. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in 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		
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	3	4	4	4	4	4	4													4	4	3	2	0	0	1	0	1	0	0	1

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

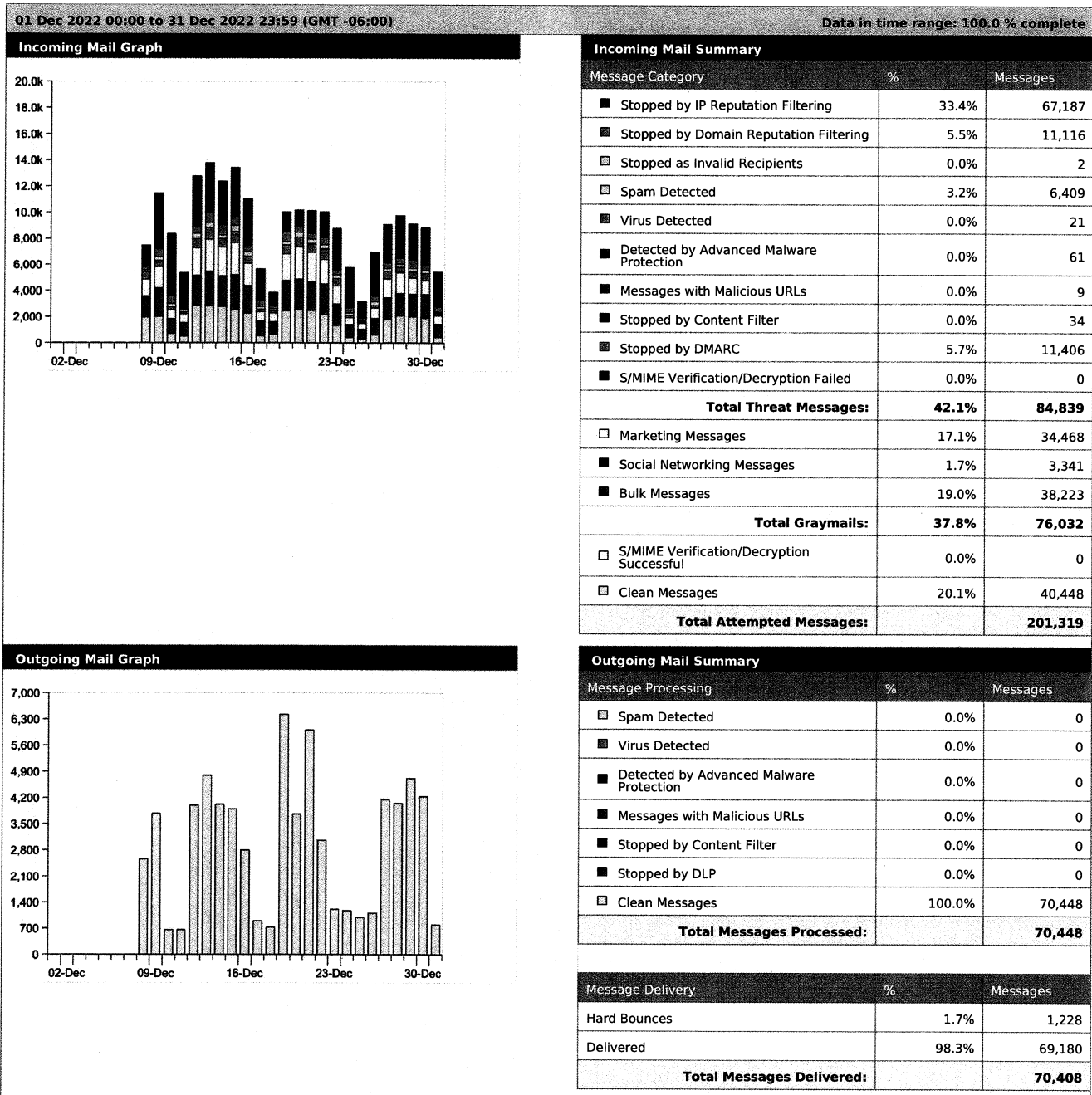
December 2022 LIST SERVER REPORT			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	15	3	45
Job Posting	1349	3	4047
Norman News	2278	10	22780
<b>Totals</b>	<b>3642</b>	<b>16</b>	<b>26872</b>



## SECURE EMAIL GATEWAY

# Executive Summary

ironport.example.com



ironport.example.com - 01 Jan 2023 01:00 (GMT -06:00)

Copyright © 2003-2022 Cisco Systems, Inc. All rights reserved.

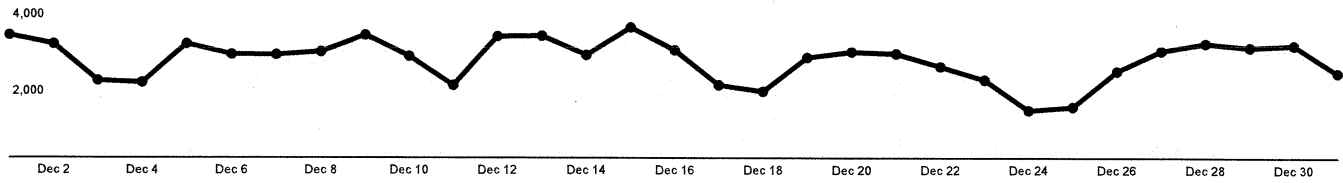
## Site Traffic

Dec 1, 2022 - Dec 31, 2022

 All Users  
100.00% Sessions

## Report Tab

● Sessions



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	79,149 % of Total: 100.00% (79,149)	2.07 Avg for View: 2.07 (0.00%)	163,455 % of Total: 100.00% (163,455)	54,373 % of Total: 100.00% (54,373)	46,375 % of Total: 100.05% (46,350)	41.76% Avg for View: 41.76% (0.00%)	00:01:38 Avg for View: 00:01:38 (0.00%)
1. 15	3,406 (4.30%)	1.92	6,544 (4.00%)	2,941 (4.24%)	1,981 (4.27%)	44.19%	00:01:43
2. 01	3,204 (4.05%)	2.13	6,820 (4.17%)	2,800 (4.03%)	1,828 (3.94%)	37.95%	00:01:35
3. 09	3,204 (4.05%)	2.04	6,537 (4.00%)	2,819 (4.06%)	1,938 (4.18%)	42.01%	00:01:44
4. 13	3,185 (4.02%)	2.00	6,383 (3.91%)	2,801 (4.03%)	1,872 (4.04%)	45.78%	00:01:37
5. 12	3,170 (4.01%)	1.99	6,316 (3.86%)	2,837 (4.09%)	1,993 (4.30%)	46.69%	00:01:46
6. 28	2,988 (3.78%)	2.03	6,068 (3.71%)	2,571 (3.70%)	1,707 (3.68%)	40.09%	00:01:40
7. 05	2,975 (3.76%)	2.18	6,495 (3.97%)	2,621 (3.78%)	1,651 (3.56%)	39.39%	00:01:34
8. 02	2,970 (3.75%)	2.12	6,298 (3.85%)	2,618 (3.77%)	1,680 (3.62%)	39.90%	00:01:33
9. 30	2,940 (3.71%)	2.05	6,031 (3.69%)	2,548 (3.67%)	1,670 (3.60%)	36.80%	00:01:39
10. 29	2,884 (3.64%)	2.07	5,977 (3.66%)	2,536 (3.65%)	1,638 (3.53%)	39.74%	00:01:44

Rows 1 - 10 of 31

**LEGAL**

**7**



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**December 2022 Report**  
**(Submitted January 13, 2023)**

**MONTHLY HIGHLIGHTS:**

Doughty v. CentralSquare Technologies LLC, et al., CJ-2020-451; CIV-2020-500 (K)

This case was filed on April 20, 2020, in Cleveland County District Court and was removed to the United States District Court for the Western District of Oklahoma on May 28, 2020. It arises out of a security incident caused by malicious code injected into a security patch installed on the City's Click-To-Gov server by Defendant CentralSquare Technologies, LLC. The City contracted with CentralSquare for online utility payment services. On November 18, 2022, the court entered judgment in favor of the plaintiff in the amount of \$37,500. Settlement in this amount was approved by Council on July 26, 2022. Because there are no outstanding issues between the City and the other parties in this case, it will no longer appear on the Monthly Report.

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

This case was filed on July 1, 2014. It arises out of a health lien placed on the plaintiff's property as a result of a nuisance abated by the City's Code Compliance Division. On August 7, 2014, the court transferred the case from the small claims docket to the civil docket because the subject matter is excluded from the Small Claims Procedure Act, 12 O.S. § 1751 *et seq.* The court directed the plaintiff to file an amended petition within twenty (20) days – i.e., on or before August 27, 2014. Instead of complying with the court's directive, the plaintiff paid the health lien on August 18, 2014. Because there are no outstanding issues in this case, it will no longer appear on the Monthly Report.

**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)

Shaw, Austin, et al. v. City of Norman, et al., CIV-21-1124-J; 22-6106 (10<sup>th</sup> Cir. 2022) (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**

Smith v. City of Norman, CIV-22-1002 (K)

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

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

Henderson, et al. v. City of Norman, et al., Case No. DF-120316; CJ-2016-610 (K)

Shaw, Austin, et al. v. City of Norman, Case No. SD-120,666; CJ-2019-1313 (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 of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)  
City of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)  
City of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)  
Kevin Easley v. City of Norman, CV-2022-2830  
Etter v. City of Norman, CJ-2021-731 (K)  
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)  
Jaclyn Jacobs v. City of Norman, CJ-2022-794 (K)  
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)  
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)  
Hunter Miller Family v. City of Norman, CV-2022-683 (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)  
West Lindsey Center Investors, LLC. v. City of Norman, Sherwood Construction Co., Inc. and Atkins North America, Inc., CJ-2022-693 (K)  
This case was filed on June 22, 2022. It was served on the City on December 12, 2022. It arises out of sewer backups alleged to have been caused by Defendant Sherwood construction Co, Inc. – a subcontractor on the West Lindsey Streetscape Project.

### ***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. Tietsort 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).  
Defendants' Motion to Enter the court's jury docket, setting the matter of just compensation for trial, was filed on November 1, 2022. The City responded with a Motion for Temporary Stay of Proceedings on November 21, 2022. Defendant subsequently filed a Motion to Disburse Funds on December 21, 2022, to which the City filed its response on

January 10, 2023. All pending matters have been set for hearing before the court on February 6, 2023.

City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M). A Defendants' Motion to Enter the court's jury docket, setting the matter of just compensation for trial, was filed on November 1, 2022. The City responded with a Motion for Temporary Stay of Proceedings on November 21, 2022. Defendant subsequently filed a Motion to Disburse Funds on December 21, 2022, to which the City filed its response on January 10, 2023. All pending matters have been set for hearing before the court on February 6, 2023.

City of Norman v. D&J Land, LLC, et al. CJ-2022-251 (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)

**D. *Municipal Court Appeals***

None

**E. *Small Claims Court***

**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 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)

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

AFSCME Grievance FYE 23-06 – (Malia Adams – Discipline)

AFSCME Grievance FYE 23-07 – (Lewis/Lucas – Overtime Pay)

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

IAFF Grievance FYE 22 – (Source Documents)

IAFF Grievance FYE 22 – (Chris Beirne – Payment of Sick Leave)

IAFF Grievance FYE 22 – (Chris Beirne – Alcohol Testing Procedure)

IAFF Grievance FYE 23 – (Carl Shanon Smith – Light Duty)

This grievance was filed on August 9, 2022. It arises out of the Fire Chief's decision to assign light duty to Mr. Smith. Mr. Smith worked light duty for approximately 4 hours and persuaded his treating physician to rescind his determination that Mr. Smith could work light duty. Because Mr. Smith was relieved of his light duty assignment and because IAFF has not requested arbitration, this case will no longer appear on the Monthly Report.

IAFF Grievance FYE 23 – (Policy Implementation Grievance)

This grievance was filed on December 12, 2022. It arises out of IAFF's belief that the Fire Chief is required to negotiate with IAFF before revising policies regarding matters not covered in the IAFF Collective Bargaining Agreement.

IAFF Grievance FYE 23 – (Carl Shanon Smith Termination/Forced Retirement Grievance)

This grievance was filed on December 15, 2022. It arises out of the Fire Chief's decision to retire Ms. Smith for disability.

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

None

**C. Contested Unemployment Claims (OESC)**

None

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through December 2022. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23
JULY	545	275	165	23	11	7	16	7	9
AUG	444	236	241	11	9	10	14	5	13
SEPT	520	263	245	10	9	15	13	5	10
OCT	325	269	244	4	12	13	7	6	9
NOV	259	228	205	0	2	10	6	6	6
DEC	279	162	232	6	1	5	7	3	5
JAN	134	185		3	9		0	6	
FEB	178	787		1	8		0	8	
MAR	270	282		6	13		5	9	
APR	420	323		6	12		13	10	

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
MAY	507	582		10	21		13	12	
JUNE	422	268		0	7		11	11	
TOTALS / YTD	4,303	3,860	1,332	80	114	60	105	88	52

### **WORKERS' COMPENSATION COURT**

The total number cases pending as of December 2022 are 19. There was one new workers compensation case received during the month. 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 23 CASES	FYE22 CASES	FYE21 CASES	FYE20 CASES
Fire	Suppression	6	3	4	2	2
Fire	Prevention	1		1		
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool			1		
Planning	Development Services					
Police	Animal Welfare	2			2	1
Police	Criminal Investigation	2		1		
Police	Patrol	4	1	4	1	2
Police	Administration	0		2		
Public Works	Street Maintenance	2		1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control	1	1			
Utilities	Line Maintenance					1
Utilities	Sanitation					
<b>TOTALS</b>		19	5	14	6	7

### ***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)

Attaway, Dan v. City of Norman, CM-2022-06389 G

(Fire, Suppression, Fire Captain, R. Knee)

Boxford, Steven Lee v. City of Norman, CM-2022-03698 N  
(Police, Patrol, MPO, L. Shoulder, Neck, L. Hand, L. Arm, L. Hip, R. Knee)

Gourley II, Rickey J. v. City of Norman, CM-2022-06328 E  
(Public Works, Traffic Control, Maintenance Worker I, L. Shoulder, L. Arm)

Henderson, Fred L. v. City of Norman, CM-2022-01483 Y  
(Fire, Prevention, Fire Marshal, Both Knees)

Hiatt, Darin v. City of Norman, CM-01014 Q  
(Public Works, Streets, HEO, Neck, R. Shoulder, R. Hand)

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K  
(Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)

Lewis, Brian K. V. City of Norman, CM-2022-02245 H  
(Fire/Suppression/Fire Driver Engineer, Neck, Back UNS, L Knee, L. Leg)

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)

Newell, Richard v. City of Norman, WCC-2022-15014 H  
(Police, Narcotics, Police Sergeant, R. Knee)

Peterman, Kyle M. v. City of Norman, CM-2022-06515 P  
(Fire, Suppression, Firefighter Recruit, L. Inside Ear)

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)

Stamper, Jonathan A. v. City of Norman, CM-2022-03706 J  
(Fire, Suppression, Firefighter, Low Back, R Knee)

**Tomczak, Carl v. City of Norman, CM-22-07388 P**  
**(Fire, Suppression, Firefighter, L Shoulder, L Upper Arm, L Arm)**

Tuschmann, Sean Michael v. City of Norman, CM-2022-04310 H  
(Police/Patrol/Lieutenant, L Shoulder, Elbow, Hand)

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 December 2022.

<b>DEPARTMENT</b>	<b>FYE 23 Month</b>	<b>FYE 23 YTD</b>	<b>FYE 22 YTD</b>	<b>FYE 21</b>	<b>FYE 20</b>
Animal Control		2	2	1	
Finance – IT				1	
Fire			2	1	4
Legal				2	
Other		1	6	11	10
Parks			2	4	6
Planning		1	2		
Police	1	5	8	3	5
Public Works – other		1	2	2	3
Public Works – Stormwater			1		2
Public Works – Engineering				1	2
Public Works – Streets		5	10	9	11
Utilities – Water	2	7	6	11	11
Utilities – Sanitation		3	6	12	12
Utilities – Sewer			4	5	5
<b>TOTAL CLAIMS</b>	<b>3</b>	<b>25</b>	<b>51</b>	<b>63</b>	<b>71</b>

<b>CURRENT CLAIM STATUS</b>	<b>FYE 23 TO DATE</b>	<b>FYE 22</b>	<b>FYE 21</b>	<b>FYE 20</b>
Claims Filed	25	51	63	71
Claims Open and Under Consideration	5	0	0	0
Claims Not Accepted Under Statute/Other	1	3	10	11
Claims Paid Administratively	9	15	11	13
Claims Paid Through Council Approval	1	2	7	14
Claims Resulting in a Lawsuit for FY	0	3	3	1
Claims Barred by Statute (No Further Action Allowed)	0	26	32	32
Claims in Denied Status (Still Subject to Lawsuit)	9	2	0	0

## **MUNICIPAL COURT**

**8**



**MUNICIPAL COURT  
MONTHLY REPORT  
DECEMBER - FY '23**

**CASES FILED**

	<b><u>DECEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>DECEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	287		1,941	280		1,932
Non-Traffic	229		1,271	204		1,177
SUB TOTAL	516		3,212	484		3,109
Parking	418		4,224	303		3,532
<b>GRAND TOTAL</b>	<b>934</b>		<b>7,436</b>	<b>787</b>		<b>6,641</b>

**CASES DISPOSED**

	<b><u>DECEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>DECEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	250		1,921	294		2,429
Non-Traffic	174		1,295	137		1,020
SUB TOTAL	424		3,216	431		3,449
Parking	414		3,320	377		4,540
<b>GRAND TOTAL</b>	<b>838</b>		<b>6,536</b>	<b>808</b>		<b>7,989</b>

**REVENUE**

	<b><u>DECEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>DECEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 27,492.45		\$ 216,234.87	\$ 33,831.70		\$ 248,246.91
Non-Traffic	\$ 13,702.26		\$ 117,418.59	\$ 18,246.72		\$ 124,632.25
SUB TOTAL	\$ 41,194.71		\$ 333,653.46	\$ 52,078.42		\$ 372,879.16
Parking	\$ 18,975.00		\$ 122,500.00	\$ 12,445.00		\$ 150,667.26
<b>GRAND TOTAL</b>	<b>\$ 60,169.71</b>		<b>\$ 456,153.46</b>	<b>\$ 64,523.42</b>		<b>\$ 523,546.42</b>

**MUNICIPAL COURT - MONTHLY REPORT**  
**December 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 26 new cases and closed 27 cases during the month of December 2022. 13 Mediations were held.

## **PARKS AND RECREATION**

**9**

DECEMBER 2022  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 742. First Monday Birthdays were celebrated on Monday, December 5. S.A.L.T. (Seniors and Law Enforcement Together) held their monthly meeting at 10 am on Wednesday, December 7. The Ugly Quilting Group met on Thursday, December 8 at 10 am and will continue to meet on the second Thursday of each month through January. Patrons enjoyed an evening trip to view the Lights at Chickasha on Tuesday, December 13. Accentra Home Health offered free blood sugar and blood pressure screenings on Thursday, December 15, and Medicare 101, sponsored by Cigna, was held on Wednesday, December 21. The Senior Center was closed on Friday, December 23 and Monday, December 26 in observance of the Christmas Holiday. On Wednesday, December 28, Bingo was sponsored by Coyote Insurance.

**Little Axe Community Center:** The Little Axe Community Center saw a monthly attendance of 1,549. Little Axe Community Center had a very successful 2022. The programs and senior activities continue to grow. One of the most successful addition to date has been the Meals on Wheels Program.

**12th Avenue Recreation Center: Child Care:** The 12th Avenue Recreation Center after school program averaged 33 students per day for the month of December. The Center held a Santa's Night Out on December 12<sup>th</sup> where children could be dropped off from 6:00pm to 9:00pm while parents went out to finish up their holiday shopping. Kids in attendance got to eat pizza and do fun winter activities! The Center also held a Winter Break Camp from December 19<sup>th</sup>-January 3<sup>rd</sup> and averaged 11 kids per day. Silver Spurs Square Dancing held a holiday dance on December 7<sup>th</sup>. The 12<sup>th</sup> Avenue staff helped out at the Ugly Sweater Dash, Andrew's Tree Lighting ceremony, and Winterfest at Legacy Park.

**Irving Recreation Center:** Irving Recreation Center has 32 children enrolled in the After School Program and had an average daily attendance of 16 children. Five of the children have not been coming for several weeks and we will be opening those 5 spots up to fill our roster to maximum capacity by the end of January. Irving Recreation Center also implemented QR codes for guests to scan with their phones, enabling them to sign in each time they arrive.

**Whittier Recreation Center:** Our after school program averaged 24 kids for the month of December. The kids in Afterschool started watching the original Ben 10 during snack time and children who do not have homework have been doing puzzles during homework time. Clogging continues as scheduled on Tuesdays and Thursdays. Rentals for this month consisted of Birthday Party for a child.

**FACILITY ATTENDANCE:**

	Month	Year to Date
Norman Senior Center	742	4,917
Little Axe Community Center	1,549	6,362
12th Avenue Recreation Center	643	8,069
Irving Recreation Center	280	2,845
Whittier Recreation Center	365	3,279
Reaves Center	300	1,800
Tennis Center	2,542	19,936

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Senior	771	970	868	845	721	742							4,917
Axe	1,004	1,144	538	1,065	1,062	1,548							6,362
twelveth	2,815	1,805	1,230	880	696	643							8,069
Irving	717	710	325	422	391	280							2,845
Whittier	652	293	759	677	533	365							3,279
Reaves	300	300	300	300	300	300							1,800
Tennis	3,488	3,320	3,950	3,792	2,844	2,542							19,936

## DECEMBER 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 finished installing Christmas decorations at City Hall and various City Parks.

<b>SAFETY REPORT</b>	<b>FYE-23 MTD</b>	<b>FYE-23 YTD</b>		<b>FYE-22 MTD</b>	<b>FYE-22 YTD</b>
On-The-Job Injuries	0	0		0	0
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>
Big Mowing	0.00	391.50		0.00	460.00
Trim Mowing	4.00	3025.00		0.00	2763.50
Chemical Spraying	0.00	433.00		82.00	372.00
Fertilization	0.00	21.00		0.00	16.00
Park Tree Work	385.00	2604.00		0.00	0.00
Street Tree Work	12.00	127.00		0.00	51.00
Trash Maintenance	312.50	1695.00		12.00	364.00
Sprinkler Maintenance	182.00	1132.00		0.00	40.00
Watering	0.00	0.00		8.00	269.00
Painting	0.00	2.00		58.00	473.00
Landscape Maintenance	322.00	884.50		0.00	0.00
Seeding/Sodding	0.00	13.00		102.00	673.00
Ballfield Maintenance	0.00	10.00		0.00	104.00
Fence Repairs	29.00	0.00		0.00	3.00
Equipment Repairs/Maintenance	72.50	870.50		0.00	0.00
Material Hauling	58.00	170.50		3.00	400.25
Snow/Ice Removal	75.50	89.50		0.00	59.27
Christmas Setup	203.50	878.75		0.00	0.00
Vector Control	2.00	150.00		28.00	56.00
Events	0.50	140.50		0.00	138.00
Vandalism Repair	4.00	61.00		0.00	0.00
Trail Maintenance	0.00	32.00		0.00	0.00
Playground Maintenance	40.50	842.00		2.00	280.00
Restroom Maintenance	0.00	11.00		40.50	634.50
Carpentry/Welding	0.00	74.00		0.00	278.00
Shop Time	57.00	281.50		0.00	0.00
Special Projects	575.50	2003.50		32.00	586.00
Miscellaneous	402.75	1819.00		0.00	552.75

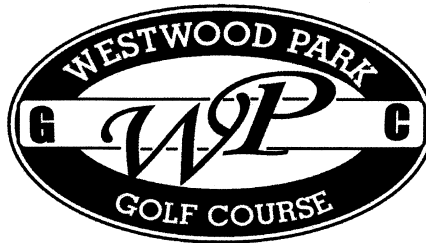
## DECEMBER 2022 PARK MAINTENANCE DIVISION

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 finished installing Christmas decorations at City Hall and various City Parks.

<b>SAFETY REPORT</b>	<b>FYE-23 MTD</b>	<b>FYE-23 YTD</b>		<b>FYE-22 MTD</b>	<b>FYE-22 YTD</b>
On-The-Job Injuries	0	0		0	0
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>
Big Mowing	0.00	391.50		0.00	460.00
Trim Mowing	4.00	3025.00		0.00	2763.50
Chemical Spraying	0.00	433.00		82.00	372.00
Fertilization	0.00	21.00		0.00	16.00
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Street Tree Work	12.00	127.00		0.00	51.00
Trash Maintenance	312.50	1695.00		12.00	364.00
Sprinkler Maintenance	182.00	1132.00		0.00	40.00
Watering	0.00	0.00		8.00	269.00
Painting	0.00	2.00		58.00	473.00
Landscape Maintenance	322.00	884.50		0.00	0.00
Seeding/Sodding	0.00	13.00		102.00	673.00
Ballfield Maintenance	0.00	10.00		0.00	104.00
Fence Repairs	29.00	0.00		0.00	3.00
Equipment Repairs/Maintenance	72.50	870.50		0.00	0.00
Material Hauling	58.00	170.50		3.00	400.25
Snow/Ice Removal	75.50	89.50		0.00	59.27
Christmas Setup	203.50	878.75		0.00	0.00
Vector Control	2.00	150.00		28.00	56.00
Events	0.50	140.50		0.00	138.00
Vandalism Repair	4.00	61.00		0.00	0.00
Trail Maintenance	0.00	32.00		0.00	0.00
Playground Maintenance	40.50	842.00		2.00	280.00
Restroom Maintenance	0.00	11.00		40.50	634.50
Carpentry/Welding	0.00	74.00		0.00	278.00
Shop Time	57.00	281.50		0.00	0.00
Special Projects	575.50	2003.50		32.00	586.00
Miscellaneous	402.75	1819.00		0.00	552.75

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**





## DECEMBER 2022

### Westwood Golf Course Division Monthly Progress Report

ACTIVITY	DEC FYE'23	DEC FYE'22
Regular Green Fees	305	406
Senior Green Fees	194	359
Junior Fees	54	52
School Fees ( high school golf team players)	28	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	454	634
Employee Comp Rounds	170	301
Golf Passport Rounds	0	0
9-Hole Green Fee	63	68
2:00 Fees	55	3
4:00 Fees	0	201
Dusk Fees or 5:00 Fees	15	95
PGA Comp Rounds	0	2
*Rainchecks (not counted in total round count)	15	12
Misc Promo Fees (birthday, players cards, OU student)	73	410
Green Fee Adjustments (fee difference on rainchecks)	3	6
<b>Total Rounds</b> (*not included in total round count)	<b>1414</b>	<b>2537</b>
% change from FY '22	-44.26%	
<b>Range Tokens</b>	<b>884</b>	<b>1628</b>
% change from FY '22	-45.70%	
18 - Hole Carts	58	92
9 - Hole Carts	13	43
1/2 / 18 - Hole Carts	348	837
1/2 / 9 - Hole Carts	56	188
<b>Total Carts</b>	<b>475</b>	<b>1160</b>
% change from FY '22	-59.05%	
18 - Hole Trail Fees	0	1
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	2
9-Hole Senior Trail Fees	0	0
<b>Total Trail Fees</b>	<b>0</b>	<b>3</b>
% change from FY '22	-100.00%	
<b>TOTAL REVENUE</b>	<b>\$51,177.51</b>	<b>\$75,575.84</b>
% change from FY '20	-32.28%	

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

<b>SAFETY REPORT</b>	<b>FY 2023 MTD</b>	<b>FY 2023 YTD</b>	<b>FY 2022 MTD</b>	<b>FY 2022 YTD</b>
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FYE 2023</b>	<b>FYE 2023</b>	<b>FY 2022</b>	<b>FYE 2022</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$21,247.44	\$282,232.77	\$35,042.86	\$307,000.41
Driving Range	\$3,906.93	\$70,124.06	\$6,580.72	\$68,679.77
Cart Rental	\$10,065.13	\$151,859.89	\$20,040.27	\$174,419.74
Restaurant	\$11,384.74	\$112,070.53	\$13,736.58	\$105,767.41
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$4,573.27	\$9,659.48	\$175.41	\$929.42
<b>TOTAL INCOME</b>	<b>\$51,177.51</b>	<b>\$625,946.73</b>	<b>\$75,575.84</b>	<b>\$656,796.75</b>
Expenditures	\$76,142.35	\$569,694.88	\$115,745.67	\$721,445.60
Income vs Expenditures	<b>(\$24,964.84)</b>	<b>\$56,251.85</b>	<b>(\$40,169.83)</b>	<b>-\$64,648.85</b>
Rounds of Golf	1414	17497	2537	20161

The following is a list of Tasks and Goals for Golf Maintenance.

We have installed a foundation drain on the northeast side of the cart building. This was in effort to correct standing water in the building after a rain event. The drain will need to be extended to connect with drainage across the cart path east of the building. Equipment maintenance continues during inclement weather in preparation for the next growing season. All outside entrances adjacent to the clubhouse have been secured with the install of fencing and gates. This will allow for a much more controlled entrance. Thirty-three (33) new carts were delivered and Staff has installed the chargers for these carts, as the new lithium ion batteried carts require a new style low consuming charger.

DECEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$2,435.00	\$2,674.00	\$280,436.50
Swim Pool Gate Admission	\$0.00	\$184,326.00	\$333,721.00
Swim Lesson Fees	\$0.00	\$3,880.00	\$63,442.00
Pool Rental	\$0.00	\$35,438.00	\$47,806.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$0.00	\$24,633.00
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$102,809.97	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$2,435.00</b>	<b>\$329,127.97</b>	<b>\$953,564.77</b>
Expenditures	\$14,671.06	\$577,393.04	\$693,322.52
<b>Income verses Expenditures</b>	<b>(\$12,236.06)</b>	<b>(\$248,265.07)</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2023 MTD Dec-22	FYE 2022-23 YTD Dec 22 - Present	2021 YTD April 21 - Oct 21
a. Pool Attendance	0	114,679	75,468
b. Adult Lap Swim Morning/Night	0	950	1,802
c. Water Walkers	0	1,124	4,923
d. Toddler Time	0	4,328	5,421
e. Water Fitness	0	2,610	2,826
f. Swim Team	0	1,435	4,423
g. Scuba Rentals	0	514	54
h. Scuba Participants	0	282	100
i. Swim Lessons	0	1,465	1,697
j. Private Swim Lessons	0	73	51
g. Movie Night/Special Events	0	2156	1,298
h. Party / Rentals	0	259	116
<b>TOTAL ATTENDANCE</b>	<b>0</b>	<b>129,875</b>	<b>98,179</b>

## **FACILITY MAINTENANCE**

**9B**

# Facility Maintenance - December 2022 - Labor/Materials Cost Report

## Comprehensive Costs

Grand Total Cost: \$225,204.97

Total Misc. Cost (Materials/Contract Labor): \$173,837.72

Total Labor Cost: \$51,367.25

Total Labor Hours: 1,693.50

## Total Cost by Request Type

Administrative: \$32.24K – 14%

Custodial: \$16.88K – 7%

Electrical: \$12.07K – 5%

General Maintenance: \$66.26K – 29%

HVAC: \$67.03K – 30%

Plumbing: \$14.29K – 6%

Pest Control: \$251.25 – 0%

Roof: \$16.17K – 12%

## Top Buildings by Cost

201D (Complex): \$83.76K

Indirect: \$36.37K

Central Library: \$27.32K

Facility Maintenance: \$24.81K

Reaves Park: \$13K

12<sup>th</sup> Avenue Recreation: \$4.64K

Parks Maintenance: \$4.57K

City Hall (Complex): \$3.8K

201B (NPD – Complex): \$3.1K

Shooting Range (NPD): \$2.23K

Senior Center: \$1.87K

Norman Investigation Center: \$1.55K

Westwood Golf: \$.49K

Water Treatment Plant: \$1.44K

Fire Station #2: \$1.3K

Whittier Recreation: \$1.3K

Water Reclamation Facility: \$1.2K

Animal Welfare: \$1.2K

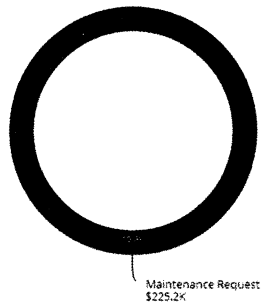
Traffic Control: \$1.12K

Grand Total Cost  
**\$225,204.97**  
Total Maint Cost \$173,837.72

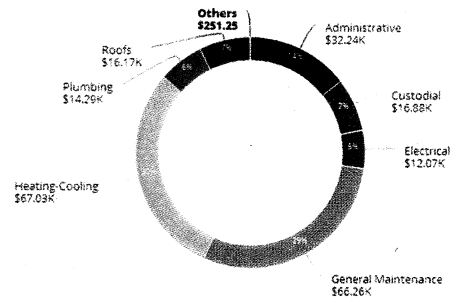
Total Labor Cost  
**\$51,367.25**  
Total Labor Hours 1,693.50

Total Inventory Cost  
**#N/A**

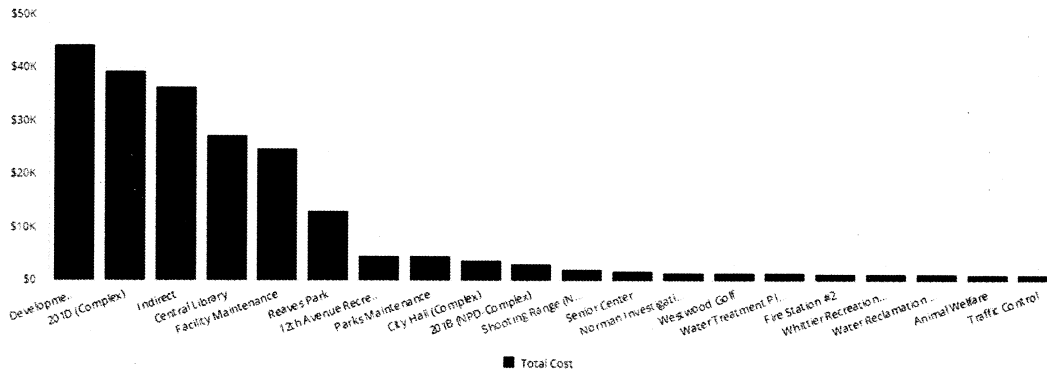
Total Cost by Module



Total Cost by Request Type



Top Buildings by Cost



## Comprehensive Operations

Maintenance Requests – Total: 269

Administrative: 29

Custodial: 4

Electrical: 34

General Maintenance: 29

HVAC: 95

Pest Control: 3

Plumbing: 73

Roofs: 2

Finalized Requests – Total: 269

### Number of Requests by Building

Indirect: 44

City Hall (Complex): 20

Central Library: 19

201B (NPD – Complex): 17

Development Center (Complex): 17

Norman Investigation Center: 12

Traffic Control: 10

201A (Complex): 10

12<sup>th</sup> Ave Recreation Center: 9

Facility Maintenance: 9

Fire Station #2: 7

Senior Center: 6

Shooting Range (NPD): 6

Reaves Park: 5

Water Reclamation Facility: 5

Transit/EVT: 5

Water Treatment Plant: 5

Fire Station #9: 5

201C (Complex): 5

Animal Welfare: 4

Whittier Recreation: 4

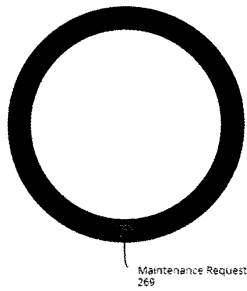


Little Axe Recreation: 3

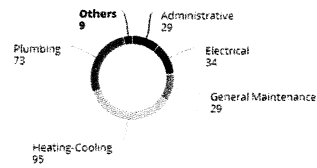
Fire Station #1: 3

Fire Administration: 3

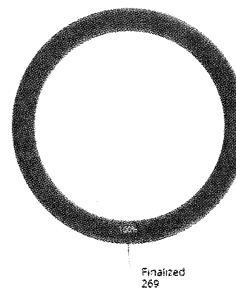
Requests by Module



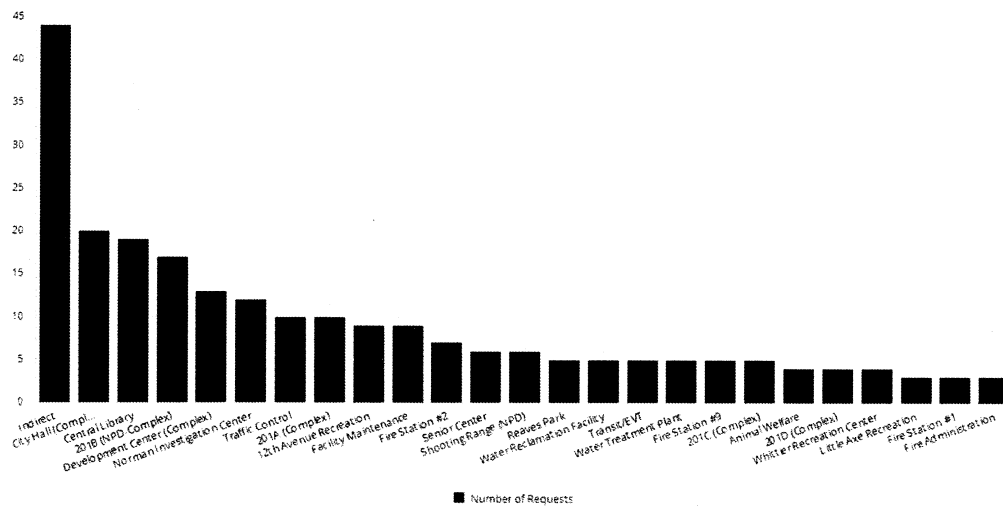
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary

### PM & Work Requests by Current State

Completed: 213 – 100%

### PM & Work Requests Assigned by User

Bill S.: 15 – 7%

Brian J.: 30 – 14%

Don A.: 25 – 12%

Jeff L.: 57 – 26%

Jerry W.: 35 – 16%

Robert B.: 43 – 20%

Tara K.: 8 – 4%

Jason M.: 1

Kathy L.: 1

Wade T.: 1

### PM & Work Requests by Type

Administrative: 20 – 9%

Custodial: 2 – 1%

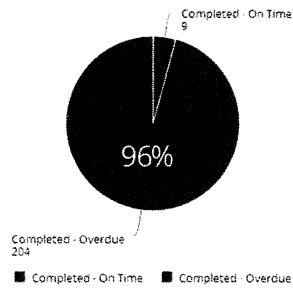
Electrical: 33 – 16%

General Maintenance: 23 – 11%

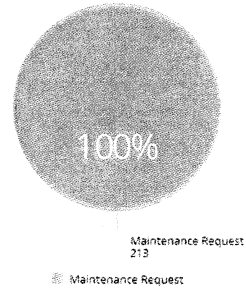
HVAC: 78 – 37%

Plumbing: 55 – 26%

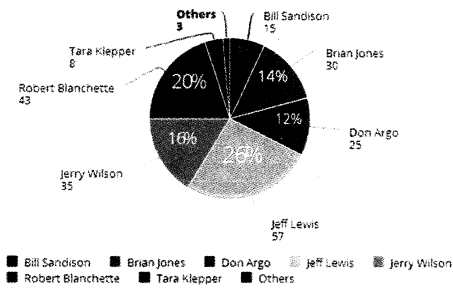
PM and Work Requests By Current State



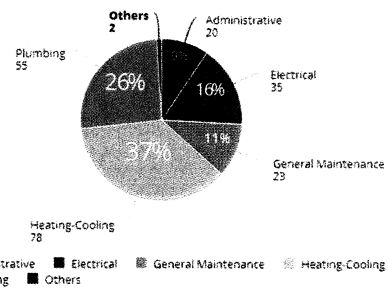
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Assigned Requests by User

Bill S.: 17 – 7%

Brian J.: 47 – 18%

Don A.: 32 – 13%

Jeff L.: 70 – 27%

Jerry W.: 36 – 14%

Robert B.: 43 – 17%

Tara K.: 8 – 3%

Jason M.: 1

Kathy L.: 1

Wade T.: 1

## Labor Hours by User

Bill S.: 143 –12%

Brian J.: 141 -- 12%

Don A.: 141.5 – 12%

Jason M.: 152 – 13%

Jeff L.: 160 – 14%

Jerry W.: 146 – 12%

Kathy L.: 142.5 – 12%

Robert B.: 158 – 13%

## Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 14.5

201A (Complex): 18

201B (NPD – Complex): 36

201C (Complex): 5

718 N. Porter: 1

Central Library: 25

City Hall (Complex): 59.5

Development Center: 14

Fire Administration: 3.5

Fire Station #1: 6

Fire Station #2: 6

Fire Station #3: 9

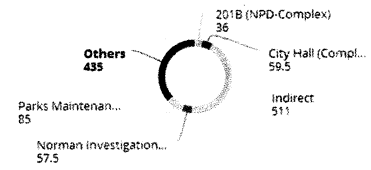
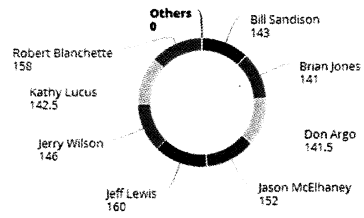
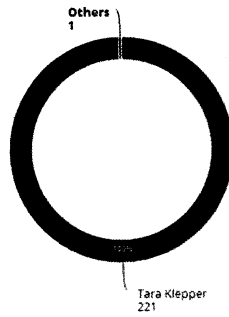
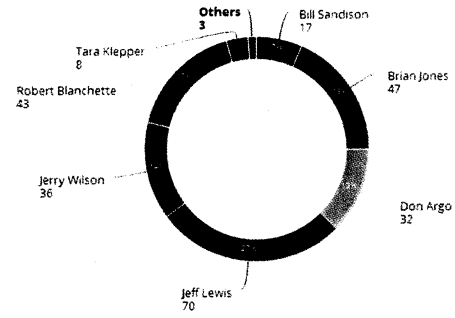
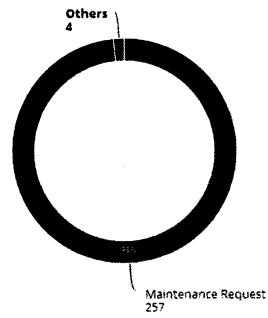
Fire Station #6: 2

Fire Station #7: 5

Fire Station #8: 7  
Fire Station #9: 31  
Firehouse Art: 4  
Fleet: 9.5  
Griffin Park: 2  
\*Indirect: 511  
Irving Recreation: 6  
Legacy Park: 5  
Line Maintenance: 2  
Little Axe Rec Center: 10  
Neighborhood Parks: 6  
Norman Investigation Center: 57.5  
Park Maintenance: 85  
Reaves Park: 16  
Ruby Grant Park: 4  
Senior Center: 15  
Shooting Range (NPD): 35.5  
Special Ops (NPD): 4  
Traffic Control: 23.5  
Transfer Station: 1.5  
Transit/EVT: 4  
Warming Shelter: 13.5  
Water Reclamation Facility: 22  
Water Treatment Plant: 26.5  
Westwood Golf: 20.5  
Westwood Tennis: 11.5  
Whittier Recreation Center: 22

1,184

0.06



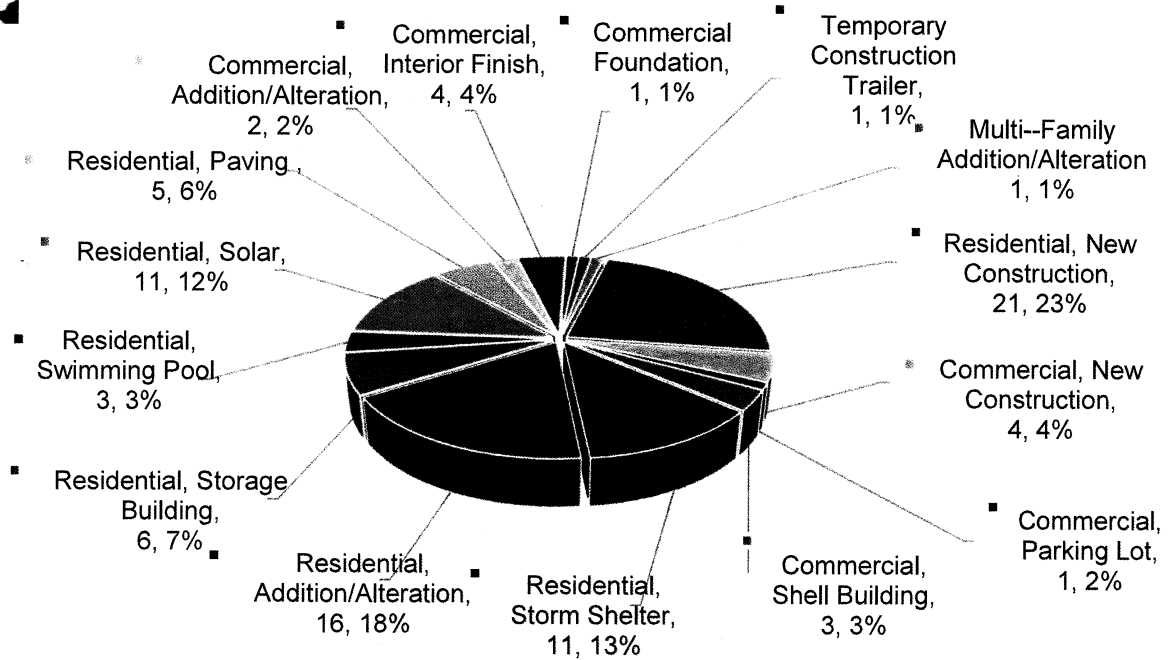
**PLANNING AND COMMUNITY DEVELOPMENT 10**



# CITY OF NORMAN

## DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

### DECEMBER 2022 REPORT



Permit Type			Valuation
Residential, New Construction	21		\$ 9,719,043
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	4		\$ 16,009,786
Commercial, Parking Lot	1		\$ 125,000
Commercial, Shell Building	3		\$ 3,242,000
Residential, Storm Shelter	11		\$ 44,070
Residential, Addition/Alteration	16		\$ 1,383,744
Residential, Carport	0		\$ -
Residential, Storage Building	6		\$ 170,387
Residential, Fire Repair	0		\$ -
Residential, Swimming Pool	3		\$ 232,000
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	11		\$ 345,657
Residential, Paving	5		\$ 66,650
Commercial, Addition/Alteration	2		\$ 400,000
Commercial, Interior Finish	4		\$ 555,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	1		\$ 680,000
Temporary Bldg./Construction Trailer	1		\$ 35,000
Multi-Family, New	0		\$ -
Multi-Family, Addition/Alteration	1		\$ 8,950
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	90		\$ 33,017,287

\*FOR MONTHLY COMPARISON TO PRIOR YEAR SEE PAGE 2.

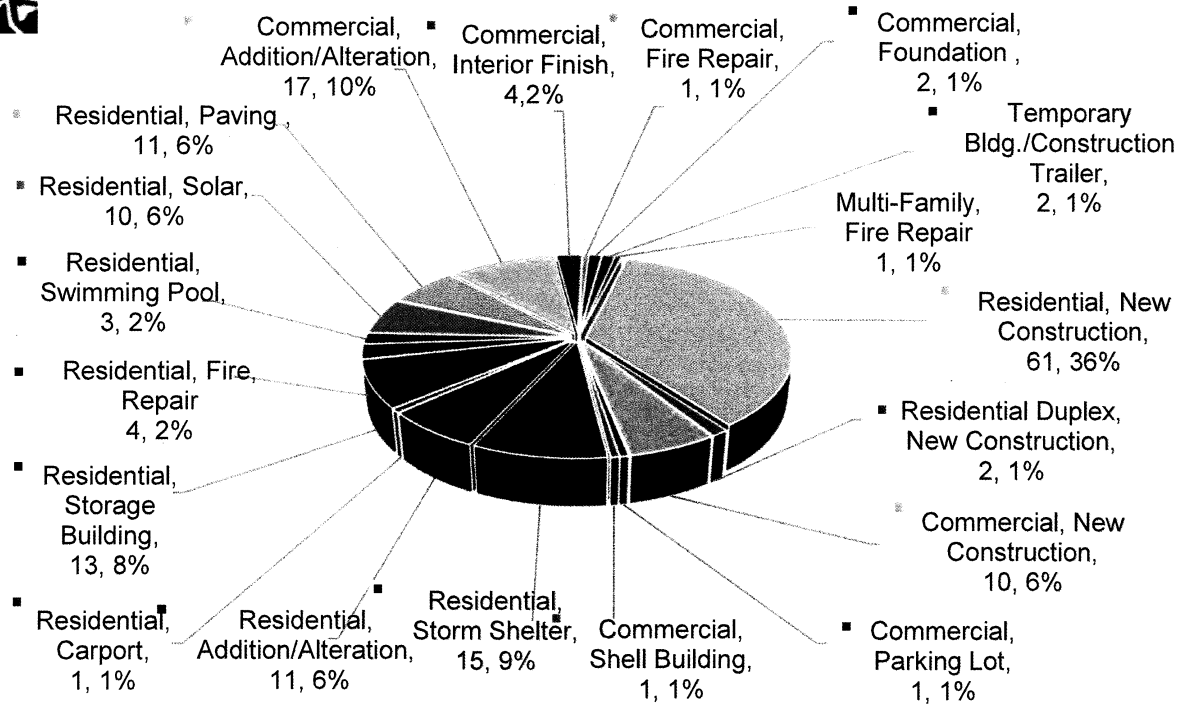




# CITY OF NORMAN

## DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

### DECEMBER 2021 REPORT



Permit Type	Count	Valuation
Residential, New Construction	61	\$ 14,832,076
Residential Duplex, New Construction	2	\$ 400,000
Residential, New Manufactured Home	0	\$ -
Commercial, New Construction	10	\$ 3,514,948
Commercial, Parking Lot	1	\$ 90,000
Commercial, Shell Building	1	\$ 735,000
Residential, Storm Shelter	15	\$ 66,900
Residential, Addition/Alteration	11	\$ 1,411,578
Residential, Carport	1	\$ 65,000
Residential, Storage Building	13	\$ 299,949
Residential, Fire Repair	4	\$ 90,000
Residential, Swimming Pool	3	\$ 195,000
Residential, Manufactured Home Repl	0	\$ -
Residential, Solar	10	\$ 234,217
Residential, Paving	11	\$ 362,850
Commercial, Addition/Alteration	17	\$ 3,300,768
Commercial, Interior Finish	4	\$ 277,000
Commercial, Fire Repair	1	\$ 200,000
Commercial, Foundation	2	\$ 5,010,000
Temporary Bldg./Construction Trailer	2	\$ 23,000
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	1	\$ 20,000
Group Quarters	0	\$ -
<b>Total</b>	<b>170</b>	<b>\$ 31,128,286</b>



**DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY**  
**Building Permit Activity-DECEMBER 2022**

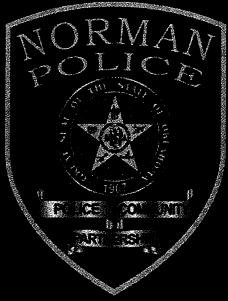
	DESCRIPTION	2022 YEAR TO-DATE	VALUATION	2021 TOTALS	2021 TOTAL VALUATION
	Residential, New Construction.....	377	\$ 129,686,849	559	\$ 171,447,259
	Residential, New Dwelling Unit Attached.....	0	\$ -	0	\$ -
	Residential, New Manufactured Home.....	7	\$ 727,004	2	\$ 65,000
	Residential, New Non Dwelling Unit.....	0	\$ -	0	\$ -
	Residential Duplex, New Construction.....	14	\$ 3,112,640	2	\$ 400,000
	Residential, Garage Apartment.....	0	\$ -	0	\$ -
	Multi-Family, New Construction 3-4 DU.....	1	\$ 1,100,000	1	\$ 750,000
	Multi-Family, New Construction 5+ DU.....	4	\$ 4,550,000	9	\$ 22,230,000
	Multi-Family, Fire Repair.....	50	\$ 650,270	13	\$ 284,798
	Multi-Family, Foundation.....	5	\$ 205,500	3	\$ 170,000
	Multi-Family, Addition/Alteration.....	4	\$ 91,490	2	\$ 16,000
	Residential, Addition/Alteration.....	149	\$ 10,537,515	185	\$ 11,219,201
	Residential, Carport.....	3	\$ 9,045	4	\$ 73,710
	Residential, Storm Shelter.....	203	\$ 885,764	307	\$ 1,174,221
	Residential, Storage Building.....	142	\$ 6,882,423	141	\$ 4,708,996
	Residential, Fire Repair.....	16	\$ 1,184,780	31	\$ 1,558,116
	Residential, Swimming Pool.....	106	\$ 8,534,028	145	\$ 9,332,054
	Residential, Manufactured Home Replacement	4	\$ 355,535	7	\$ 582,151
	Residential, Solar.....	176	\$ 6,284,099	16	\$ 461,303
	Residential, Paving.....	104	\$ 1,241,236	111	\$ 1,737,557
	Group Quarters.....	0	\$ -	0	\$ -
	<b>TOTAL</b>	<b>1365</b>	<b>\$ 176,038,178</b>	<b>1538</b>	<b>\$ 226,210,366</b>
<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	38	\$ 106,017,286	51	\$ 263,453,985
	Commercial, New Shell Building.....	12	\$ 11,187,000	11	\$ 9,242,000
	Commercial, Addition/Alteration.....	153	\$ 123,694,067	143	\$ 45,783,076
	Commercial, Interior Finish.....	34	\$ 6,264,600	40	\$ 3,374,700
	Commercial, New Foundation.....	7	\$ 2,200,200	7	\$ 10,740,000
	Commercial, Fire Repair.....	2	\$ 302,814	8	\$ 888,000
	Commercial, Parking Lot.....	6	\$ 314,941	7	\$ 682,640
	Commercial, Temporary Bldg./Const Trailer....	37	\$ 359,904	29	\$ 351,391
	<b>TOTAL</b>	<b>289</b>	<b>\$ 250,340,812</b>		<b>\$ 334,515,792</b>
<b>OTHER ACTIVITY</b>	Electrical Permits.....	1,652		1663	
	Heat/Air/Refrigeration Permits.....	1,719		1405	
	Plumbing and Gas Permits.....	1,812		1891	
	Sign Permits.....	506		475	
	Water Well Permits.....	33		44	
	Garage Sale Permits.....	577		782	
	Structure Moving Permits.....	20		16	
	Demo-Residential Permits.....	38		31	
	Demo-Non-Residential Permits.....	8		10	
	Temp. Const. Bldgs. & Roll-off Permits.....	144		173	
	Lot Line Adjustments Filed.....	12		25	
	Certificate of Occupancy (CO).....	1159		1070	
	All Field Inspections.....	27,637		27583	
	Net Residential Demos & Removals.....	-72			
	<b>TOTAL VALUATION</b>		<b>\$ 426,378,990</b>		<b>\$ 560,726,158</b>

City of Norman											BUILDING PERMITS AND INSPECTIONS											RESIDENTIAL BUILDING PERMITS											Issued December 2022 - Sorted by Permit Type										
Permit Type	Contractor	Permit #	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	R/W																																
1 & 2 FAMILY STORM SHELTER	SURVIVAL ZONE, LLC.	5106	12/20/2022	681 VILLAVERDE	4	2	MONTORO RIDGE SEC. #1	PUD	\$	6,200	20																																
1 & 2 FAMILY STORM SHELTER	STORM SAFE TORNADO SHELTERS	5299	12/20/2022	312 FOREST	6	8	WESTWOOD ESTATES	R1	\$	4,650	48																																
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	5390	12/17/2022	1509 BELTINGHAM	2	1	CARRINGTON PLACE ADD #14	R1	\$	6,000	48																																
1 & 2 FAMILY STORM SHELTER	STORM SAFE	5398	12/17/2022	3608 OAKHURST	18	4	VINTAGE CREEK ADDITION	PUD	\$	3,000	24																																
1 & 2 FAMILY STORM SHELTER	STORM SAFE	5516	12/16/2022	3313 LEGACY	3	10	VINEYARD PHASE III	PUD	\$	3,600	35																																
1 & 2 FAMILY STORM SHELTER	STORM SAFE	5518	12/16/2022	1121 QUINDET	3	10	VINEYARD PHASE III	PUD	\$	2,800	28																																
1 & 2 FAMILY STORM SHELTER	EF5 TORNADO SHELTERS	5526	12/16/2022	1111 PIPER	54	16	J.A. JONES ADDITION	SPUD	\$	4,575	21																																
1 & 2 FAMILY STORM SHELTER	FLAT AND ZERO TORNADO SHELTERS	5545	12/20/2022	1717 JACKSON	13	4	ALAMEDA PARK ADD #2	R1	\$	2,795	32																																
1 & 2 FAMILY STORM SHELTER	FLAT AND ZERO TORNADO SHELTERS	5545	12/20/2022	1717 JACKSON	13	4	ALAMEDA PARK ADD #2	R1	\$	2,795	32																																
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	5504	12/27/2022	5102 BEACON	27	7	LAKEVIEW TERRACE	R1	\$	2,550	21																																
1 & 2 FAMILY, ADD OR ALTER	LG CONTRACTING & BUILDING LLC	4825	12/17/2022	5101 ENTERPRISE	15	1W	PAOLF #2 (SURVEY)	A2	\$	63,575	576																																
1 & 2 FAMILY, ADD OR ALTER	WYNNE ROODELING, LLC.	5006	12/26/2022	8620 FRANKLIN	9	1W	NOT SUBDIVIDED	A2	\$	280,000	2946																																
1 & 2 FAMILY, ADD OR ALTER	WYNNE ROODELING, LLC.	5188	12/26/2022	8620 FRANKLIN	9	1W	NOT SUBDIVIDED	A2	\$	280,000	2946																																
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	5217	12/20/2022	1309 SYCAMORE	3	2	J.A. JONES ADDITION	R3	\$	38,000	2732																																
1 & 2 FAMILY, ADD OR ALTER	LAWRENCE, JIM	5244	12/20/2022	4400 WARRINGTON	3	2	FOREST HILLS ADD	R1	\$	30,120	200																																
1 & 2 FAMILY, ADD OR ALTER	OWNER	5297	12/17/2022	3819 AVE	12	2W	CARRINGTON PLACE ADD	R1	\$	150,000	892																																
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	5292	12/20/2022	3005 BIRMINGHAM	8	1	NOT SUBDIVIDED	A2	\$	500	100																																
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	5306	12/20/2022	3900 BUCKINGHAM	11	4	ST JAMES PARK ADD 5	R1	\$	30,332	79																																
1 & 2 FAMILY, ADD OR ALTER	WILLIS CONSTRUCTION & HOME REM	5307	12/20/2022	1113 CASTRO	24	4	CASTLEROCK ADD #6	R1	\$	45,012	420																																
1 & 2 FAMILY, ADD OR ALTER	WILLIS CONSTRUCTION & HOME REM	5399	12/16/2022	4100 RIDGE LAKE BLVD	2	2	CLASSEN-MILLER ADDITION	R1	\$	30,000	800																																
1 & 2 FAMILY, ADD OR ALTER	OWNER	5415	12/16/2022	4100 FERRILL	2	2	SUMMIT LAKES ADD #3	R1	\$	2,500	200																																
1 & 2 FAMILY, ADD OR ALTER	DENALI HOMES, LLC.	5429	12/20/2022	2720 CRITTENDEN LINK	4	4	CLASSEN-MILLER ADDITION	R1	\$	100,000	1783																																
1 & 2 FAMILY, ADD OR ALTER	LG CONTRACTING & BUILDING LLC	5438	12/27/2022	2201 FOREST	15	12	ASHTON GROVE ADD SEC 2	PUD	\$	80,000	513																																
1 & 2 FAMILY, ADD OR ALTER	FREDGREN, TOM	5479	12/20/2022	2003 MORGAN	23	5	WESTWOOD ESTATES	R1	\$	158,705	1098																																
1 & 2 FAMILY, ADD OR ALTER	POWER ROOFING & CONSTRUCTION	5583	12/20/2022	840 BOYD	20	2	WESTWOOD ESTATES NORTH ADD	R1	\$	25,000	162																																
1 & 2 FAMILY, ADD OR ALTER	OWNER	5526	12/20/2022	605 SHADOW CREEK CT	5	3	SOUTHRIDGE ADD	R1	\$	150,000	2749																																
1 & 2 FAMILY, PAVING	HOME CREATIONS, INC.	5362	12/20/2022	624 N PONCA	14	3	COLLETS #1	C2	\$	200	225																																
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	5405	12/20/2022	2100 ASHTON	7	2	ASHTON GROVE ADD SEC 3	PUD	\$	50,000	233																																
1 & 2 FAMILY, PAVING	FELIX'S CONCRETE	5541	12/20/2022	2122 TERESA	6	2	DOUBLE TREE AT HALL PARK	R1	\$	7,000	670																																
1 & 2 FAMILY, PAVING	FELLOWSHIP CONSTRUCTION SERVICE	5554	12/21/2022	4104 DRAWBRIDGE	1	2	CASTLEROCK ADD #1	R1	\$	7,000	1000																																
1 & 2 FAMILY, SOLAR	EIGHT TWENTY	5130	12/20/2022	804 LERKIN	7	3	GREENLEAF TRAILS ADD 10	PUD	\$	30,000	9																																
1 & 2 FAMILY, SOLAR	SHINE SOLAR DBA SHINE AIR	5248	12/17/2022	1118 W SYMMES	7	3	WEST PARK ADD	R1	\$	58,395	4																																
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	5276	12/17/2022	805 SHADOWNHILL	9	2	SHADOWNHILL ADD #3	R1	\$	32,470	14																																
1 & 2 FAMILY, SOLAR	ARROWHEAD SOLAR LLC DBA ARROW	5345	12/17/2022	3416 WOODBRIAR	6	1	WOODCREST ESTATES	PUD	\$	24,162	6																																
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	5388	12/14/2022	7481 OAK CREEK	17	1W	OAK LAWN ACRES	A2	\$	27,880	7																																
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	5371	12/20/2022	130 ALAMEDA PLAZA	4A	1	ALAMEDA PLAZA SUITE ADD	R1A	\$	12,271	3																																
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	5482	12/16/2022	2005 BARB	18	6	CRESTLAND ESTATES #1	R1	\$	3,400	3																																
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	5552	12/21/2022	3837 HIGHTPOINT	7	1	SUMMIT ADD	R1	\$	38,703	9																																
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	5552	12/21/2022	3837 HIGHTPOINT	7	1	SUMMIT ADD	R1	\$	38,703	9																																
1 & 2 FAMILY, SOLAR	LIBERTY NATIONAL BANK & TRUST	5552	12/20/2022	3900 ROBINSON	7	7	NORMANDY ACRES FIRST	R1	\$	17,400	5																																
1 & 2 FAMILY, STORAGE BLDG	DERKSEN PORTABLE BUILDINGS	4895	12/17/2022	1523 SUNSET	7	2	EDGEMERE 4TH ADD	R1	\$	14,958	240																																
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	5211	12/14/2022	3900 BROWNWOOD	11	5	CASTLEROCK ADD #6	R1	\$	9,425	192																																
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	5215	12/17/2022	825 TIMBERDELL	11	1	WETZLER ADD AMENDED PLAT	R1	\$	7,000	120																																
1 & 2 FAMILY, STORAGE BLDG	DERNEY STEEL FRAMED CONST.LLC.	5304	12/20/2022	4607 ROCK CREEK	14	2W	NOT SUBDIVIDED	A2	\$	75,284	2400																																
1 & 2 FAMILY, STORAGE BLDG	MURFIELL HOMES	5401	12/16/2022	1711 VALLEY RIDGE	6	1	CRESTLAND ESTATES	R1	\$	10,000	1316																																
1 & 2 FAMILY, SWIMMING POOL	FAMILY POOLS	5144	12/20/2022	3528 WARWICK	5	11	BROOKHAVEN #02	R1	\$	50,000	682																																
1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PATIO	5390	12/20/2022	1028 FRONTIER	13	3	GLERRINGTON HEIGHTS	PUD	\$	80,000	450																																
1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PATIO	5557	12/20/2022	1028 CRUCE TREE	2	3	GLERRINGTON HEIGHTS	R1	\$	95,000	1298																																
1 FAMILY, NEW CONSTRUCTION	WYNNE & SON HOMES	5046	12/20/2022	11711 LINDSEY	14	13	EAST RIDGE ADD	R1	\$	203,700	3347																																
1 FAMILY, NEW CONSTRUCTION	PAMAS CONSTRUCTION	5281	12/27/2022	15301 FRANKLIN	35	1W	LAKEPOINT (UNRECORDED)	R1	\$	280,000	3650																																
1 FAMILY, NEW CONSTRUCTION	D. OWEN CONSTRUCTION, LLC.	5317	12/15/2022	5000 132ND	24	1W	ARMSTRONG ACRES COS	A2	\$	446,983	4514																																
1 FAMILY, NEW CONSTRUCTION	MAJESTIC FINE HOMES, LLC.	5326	12/21/2022	3024 WOODCREST	29	12	WHISPERING HILLS	R1	\$	370,893	3991																																
1 FAMILY, NEW CONSTRUCTION	MAJESTIC FINE HOMES, LLC.	5385	12/13/2022	4513 ASHTON	5	4	ASHTON GROVE ADD SEC 3	PUD	\$	1,270,000	7886																																
1 FAMILY, NEW CONSTRUCTION	MAJESTIC FINE HOMES, LLC.	5403	12/19/2022	8904 FRANKLIN	16	4	PRIDE #5	PUD	\$	770,000	3530																																
1 FAMILY, NEW CONSTRUCTION	TUCKER HOMES, LLC	5537	12/20/2022	3411 BLACKBIRD	22	2	FROST CREEK ADD	PE	\$	177,380	2162																																
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	5551	12/20/2022	1019 VILLAGE	13A	1	MONTORO RIDGE SEC. #2	PUD	\$	600,000	5492																																
1 FAMILY, NEW CONSTRUCTION	RICHARDSON HOMES	5522	12/20/2022	13900 BRIDGE CREEK	7	1E	H & L #9 (SURVEY)	A2	\$	1,500,000	6718																																
1 FAMILY, NEW CONSTRUCTION	RICHARDSON HOMES	5254	12/20/2022	4525 ZERCO	17	5	ALAMEDA PARK ADD #3	R1	\$	282,502	2844																																
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP.	5397	12/14/2022	4525 LINDSEY	2	1	ALAMEDA PARK ADD #4	R1	\$	529,000	5421																																
1 FAMILY, NEW CONSTRUCTION	DENALI HOMES, LLC.	5399	12/20/2022	4704 LAS COLINAS	4	1	LAS COLINAS SEC. #1	R1	\$	439,690	4395																																
1 FAMILY, NEW CONSTRUCTION	DENALI HOMES, LLC.	5428	12/20/2022	4502 ESCALON	4	4	LAS COLINAS SEC. #1	R1	\$	463,820	4457																																
1 FAMILY, NEW CONSTRUCTION	BUILDING DESIGN & CONSTRUCTION	5448	12/16/2022	17851 BLACKBERRY	3	1E	H & L #5 (SURVEY)	A2	\$	299,218	2853																																
1 FAMILY, NEW CONSTRUCTION	REIMINGTON ENTERPRISES, LLC	5238	12/20/2022	1028 VARENNIA	12	1	VARENNIA LANDING ADDITION	PUD	\$	322,000	2868																																
1 FAMILY, NEW CONSTRUCTION	REIMINGTON ENTERPRISES, LLC	5241	12/20/2022	917 RIVA	3	4	VARENNIA LANDING ADDITION	PUD	\$	309,140	2807																																
1 FAMILY, NEW CONSTRUCTION	REIMINGTON ENTERPRISES, LLC	5243	12/20/2022	1022 RIVA	11	5	VARENNIA LANDING ADDITION	PUD	\$	221,900	1891																																
TEMPORARY ROLL-OFF, OTHER	CREST FOODS, INC	5413	12/12/2022	2550 MOUNT WILLIAMS	1701	5	COLONIAL EST #6	R1	\$	8,950	700																																
TEMPORARY ROLL-OFF, OTHER	ADAR, JAMES L	5517	12/16/2022	1111 PETERS	1	1	UNIVERSITY COMMONS	PUD	\$	-	0																																
TEMPORARY ROLL-OFF, OTHER	NORMAN JV TC LLC	5584	12/27/2022	3001 OAK TREE	32	13	NORMAN ORIGINAL TOWNSHIP	SPUD	\$	-	0																																
TEMPORARY ROLL-OFF, RESIDENTIAL	HRENBACH, MAUREEN	5399	12/20/2022	422 DAVIS	13	4	OAK TREE SOUTH ADD	R3	\$	-	0																																
TEMPORARY ROLL-OFF, RESIDENTIAL	LEE, LLOYD L	5396	12/20/2022	4120 SHERBURNE	17	17	WATSON ADD	R1	\$	-	0																																
TEMPORARY ROLL-OFF, RESIDENTIAL	GONZALEZ, HEATHER PITT	5412	12/12/2022	1106 MOONBIRD	5	6	BEL-AIRE ADD SEC 2	R1	\$	-	0																																
TEMPORARY ROLL-OFF, RESIDENTIAL	INDIAN LAND	5419	12/13/2022	17574 E TECUMSEH	15	1E	INDIAN LAND	A2	\$	-	0																																

TOTAL PERMITS (EXCLUDING TEMP ROLL-OFF)		74	AVERAGE VALUATION TOTAL VALUATION	\$ \$	161,764 11,970,601	AVERAGE PROJECT AREA TOTAL PROJECT AREA	1,708 107,640	(SOLAR PERMITS - PROJECT AREA NOT INCLUDED)
Permit Type	Permit Counts	Unit Count	Valuation			Permit Type	Permit Counts	
1 & 2 FAMILY STORM SHELTER	11		\$ 44,070			RESIDENTIAL STORAGE CONTAINER	0	
1 & 2 FAMILY ADD OR ALT	16		\$ 1,363,744			TEMPORARY ROLL-OFF: RESIDENTIAL	5	
1 & 2 FAMILY CARPORT	0		\$ -			TEMPORARY ROLL-OFF: OTHER	4	
1 & 2 FAMILY FIRE REPAIR	0		\$ -			SEASONAL STORAGE CONTAINER	0	
1 & 2 FAMILY PAVING	5		\$ 66,150					
1 & 2 FAMILY SOLAR	11		\$ 345,657					
1 & 2 FAMILY STORAGE BLDG	6		\$ 170,387			DEMOS-RESIDENTIAL	NET # DU	
1 & 2 FAMILY SWIMMING POOL	3		\$ 232,000			804 WYLE RD.	1	
1 FAMILY MANUFACTURED HOME REPLACEMENT	0		\$ -			801 E. SYMMICKS ST.	1	
1 FAMILY MANUFACTURED HOME NEW	0		\$ -			1010 COLLEGE AVE.	6	
1 FAMILY NEW CONSTRUCTION	21		\$ 9,719,043			1014 COLLEGE AVE.	6	
2 FAMILY NEW CONSTRUCTION	0		\$ -			1018 COLLEGE AVE.	6	
3 FAMILY NEW CONSTRUCTION	0		\$ -			902 HOOVER ST.	1	
3 FAMILY FIRE REPAIR	0		\$ -					
3 FAMILY FOUNDATION	0		\$ -					
3 FAMILY ADD/ALT	1		\$ 8,950					
3 FAMILY ADD/ALT	0		\$ -					
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City of Norman														Issued December 2022- Sorted by Permit Type													
BUILDING PERMITS AND INSPECTIONS																											
Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area													
COMMERCIAL, ADJ/ALT	NORTHSTAR PROPERTIES	SAVANNAH RIDGE APARTMENTS FITNESS ADDITION	3742	12/14/2022	4701		HERITAGE PLACE	DR	1	1	HERITAGE PLACE II SEC 5	RW6	\$ 250,000	2654													
COMMERCIAL, ADJ/ALT	MIDTOWN CONSTRUCTION SERVICES	LITTLE AXE BAND ROOM REMODEL	5147	12/9/2022	2000		168TH AVE	AVE	21	1E	NOT SUBDIVIDED	A2	\$ 150,000	1870													
COMMERCIAL, FOUNDATION PERMIT	GEDDES-ARMSTRONG CONSTRUCTION	OEC FOUNDATION FOR OFFICE ADDITION	5400	12/14/2022	242		24TH AVE	AVE	1	3	TWENTY-FOURTH AVE IND PARK	I1	\$ 680,000	17228													
COMMERCIAL, INTERIOR FINISH	EKP TECUMSEH, LLC.	IMMEDIATE CARE CLINIC	5297	12/29/2022	3321 W		TECUMSEH	RD	1	1	CARROLL FARM SEC. 4	PUD	\$ 285,000	2700													
COMMERCIAL, INTERIOR FINISH	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES OFFICE TENANT FINISH #101	4735	12/14/2022	2911		ADAMS	RD	6	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 200,000	6122													
COMMERCIAL, INTERIOR FINISH	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES OFFICE TENANT FINISH #111	4736	12/14/2022	2911		ADAMS	RD	6	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 50,000	1855													
COMMERCIAL, INTERIOR FINISH	ARIA DEVELOPMENT, LLC.	NOIR NAIL STUDIO	5153	12/5/2022	1915		CLASSEN	BLVD	1	1	CLASSEN LANDING ADDITION	C2	\$ 40,000	2784													
COMMERCIAL, NEW CONSTRUCTION	WINDSTONE CONSTRUCTION	WINDSTONE OFFICE BUILDING	1459	12/8/2022	3500		WELLSITE	DR	7	7	NORTHBRIDGE IND PARK #3	I1	\$ 500,000	5000													
COMMERCIAL, NEW CONSTRUCTION	GROSSLAND CONSTRUCTION CO. INC.	PORTER VILLAGE BEHAVIOR HEALTH	2778	12/21/2022	901 N		PORTER	AVE	1	1	WHITWELL ADD	PUD	\$ 13,500,000	36064													
COMMERCIAL, NEW CONSTRUCTION	MILLER-TIPPENS CONSTRUCTION	MC FARLIN MEMORIAL MISSION BUILDING	4890	12/15/2022	401 S		UNIVERSITY	BLVD	17	11	WAGGONERS T.R. FIRST ADD	CCFB	\$ 2,000,000	9928													
COMMERCIAL, NEW CONSTRUCTION	TUFF SHED INC.	BRANDYWINE GARDENS APTS STORAGE BUILDING	5252	12/8/2022	1123		BRANDYWINE LN	LN	1	1	COLONIAL EST #14	RW6	\$ 9,786	192													
COMMERCIAL, NEW SHELL BLDG	TATCO CONSTRUCTION	STARBUCKS SHELL BUILDING	3413	12/14/2022	1200 W		LINDSEY	ST	1	3W	STARBUCKS SHORT FORM PLAT	C2	\$ 750,000	1249													
COMMERCIAL, NEW SHELL BLDG	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES SHELL	4558	12/12/2022	2901		ADAMS	RD	5	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 992,000	6610													
COMMERCIAL, NEW SHELL BLDG	LANDMARK FINE HOMES, LP.	LANDMARK FINE HOMES SHELL	4733	12/14/2022	2911		ADAMS	RD	6	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 1,500,000	7977													
COMMERCIAL, PARKING LOT	SILVER STAR CONST.	UTC, LLC MASONRY ENTRY WALL	5090	12/29/2022	1881		LEGACY PARK	DR	RY	ENT	UNIVERSITY NORTH PARK SEC 20	ROW	\$ 125,000	707													
TEMPORARY BLDG/CONST	GROSSLANDS CONSTRUCTION	BEHAVIORAL HEALTH TRAILER	4187	12/21/2022	901 N		PORTER	AVE	1	1	WHITWELL ADD	PUD	\$ 35,000	750													
TOTAL PERMITS			16		AVERAGE VALUATION \$ 1,315,424		TOTAL VALUATION \$ 21,046,786		AVERAGE PROJECT AREA 6,481		TOTAL PROJECT AREA 103,690																
Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area													
COMMERCIAL, ADJ/ALT	2	\$ 400,000	New Construction Business Information (New Construction and New Shell Building)																								
COMMERCIAL, FOUNDATION PERMIT	1	\$ 680,000	Building Size (SF)																								
COMMERCIAL, FIRE REPAIR	0	\$ -	Use/Classification																								
COMMERCIAL, INTERIOR FINISH	4	\$ 555,000	Business																								
COMMERCIAL, NEW CONSTRUCTION	4	\$ 16,009,786	OFFICE																								
COMMERCIAL, NEW SHELL BLDG	3	\$ 3,242,000	INSTITUTIONAL																								
COMMERCIAL, PARKING LOT	1	\$ 125,000	RETAIL																								
TEMPORARY BLDG/CONST	1	\$ 35,000	OFFICE																								
TOTAL			16		\$ 21,046,786																						

**POLICE 11**



# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW



@normanokpd

DECEMBER | 2022

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2022	5-YEAR AVERAGE	2021
MURDER	1	1	0
SEXUAL ASSAULTS	20	11	13
ROBBERY	4	4	0
AGGRAVATED ASSAULTS	25	16	19
BURGLARY OF BUILDING	30	48	53
LARCENY/THEFT	257	212	213
MOTOR VEHICLE THEFT	28	28	34
ARSON	1	0	0
KIDNAPPING	0	1	0
FRAUD/FORGERY	96	65	73
DUI/APC	15	35	30
PUBLIC INTOXICATION	39	41	34
RUNAWAYS	18	23	25
DRUG VIOLATIONS	22	64	34
THREATS/HARASSMENT	44	24	29
VANDALISM	71	84	86
OTHER	806	731	763
<b>TOTAL REPORTED CRIME</b>	<b>1,188</b>	<b>1,089</b>	<b>1,115</b>
<b>TOTAL ARRESTS:</b>	<b>475</b>	<b>491</b>	<b>467</b>
PROTECTIVE CUSTODY:	99	92	100
<b>TOTAL CASE REPORTS*</b>	<b>1,035</b>	<b>952</b>	<b>974</b>
<b>COLLISIONS</b>	<b>193</b>	<b>200</b>	<b>220</b>
FATALITY	2	1	1
INJURY	63	61	65
NON- INJURY	128	138	154
NUMBER OF PEOPLE INJURED	86	87	97
<b>CITATIONS &amp; WARNINGS</b>	<b>1,328</b>	<b>3,149</b>	<b>1,248</b>
TRAFFIC CITATIONS	266	806	253
TRAFFIC WARNINGS	645	1,523	696
PARKING CITATIONS & WARNINGS	417	821	299

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## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 7,499

NON-EMERGENCY CALLS TAKEN: 15,752

**TOTAL INCOMING CALLS: 24,489**

**TOTAL CALLS FOR SERVICE GENERATED: 10,223**

POLICE CALLS FOR SERVICE: 6,110

OFFICER INITIATED: 1,238

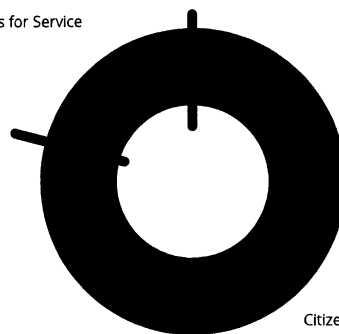
CITIZEN INITIATED: 4,872

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,911

EMSSTAT: 2,169

Officer Initiated Calls for Service  
1,238



Citizen Initiated Calls for Service  
4,872

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## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 400

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 204

CASES CLOSED DURING REPORTING PERIOD: 564

CLEARED BY ARREST / WARRANT: 17

CLEARED BY EXCEPTION: 14

COP FOLLOW-UP: 10

DEACTIVATED: 503

REFERRED TO PATROL: 3

DEACTIVATED DUE TO STAFFING: 6

UNFOUNDED: 1

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## ANIMAL WELFARE

INTAKES: 231

LIVE RELEASES: 217

LIVE OUTCOME RATE: 94.8%

ANIMALS FOSTERED: 36

ANIMALS LICENSED: 25

VOLUNTEER HOURS: 264

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## RECORDS

CUSTOMER SERVICE CONTACTS: 1,465

IN-PERSON CONTACTS: 782

PHONE CONTACTS: 683

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## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 180

CURRENT COMMISSIONED OFFICERS: 152 (23 VACANCIES | 5 IN POLICE ACADEMY)

OFFICERS AVAILABLE FOR ASSIGNMENT: 142

10 ARE UNAVAILABLE DUE TO OJI, LONGTERM MEDICAL; MILITARY LEAVE; FIELD TRAINING

AUTHORIZED NON-COMMISSIONED POSITIONS: 74

INCLUDES ANIMAL WELFARE, DISPATCH, PARKING SERVICES, RECORDS, AND ADMINISTRATIVE TECHNICIANS

CURRENT NON-COMMISSIONED POSITIONS: 65 (9 VACANCIES)



**ANIMAL CONTROL      11A**

# Norman Animal Welfare Monthly Statistical Report December 2022



## IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	67	47	114	89	43	132	18	16%
Ending	78	35	113	97	34	131	18	16%

## ANIMAL INTAKES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	83	41	124	106	32	138	14	11%
Owner Relinquish	24	34	58	9	42	51	(7)	-12%
Owner Intended Euth	0	0	0	3	1	4	4	
Transfer In	0	0	0	0	26	26	26	
Other Intakes*	6	2	8	4	0	4	(4)	-50%
Returned Animal	8	5	13	6	2	8	(5)	-38%
<b>TOTAL LIVE INTAKES</b>	<b>121</b>	<b>82</b>	<b>203</b>	<b>128</b>	<b>103</b>	<b>231</b>	<b>28</b>	<b>14%</b>

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

## OTHER STATISTICS

	2021		2022		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	1	1	0	0	(1)	-100%
Dog Collected (DOA)	2	2	3	3	1	50%
Cat Collected (DOA)	0	0	1	1	1	
Wildlife Transferred	0	0	0	0	0	
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	1	1	3	3	2	200%
Intake Pigs	0	0	0	0	0	
Intake Other	0	0	0	0	0	
<b>TOTAL OTHER ITEMS</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>75%</b>

## LENGTH OF STAY (DAYS)

	2021	2022
Dog	19.5	22.5
Puppy	7.8	13.4
Cat	13.1	8.1
Kitten	5.6	9.3

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	130	28	0	158

# Norman Animal Welfare Monthly Statistical Report December 2022



## LIVE ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	51	78	129	63	75	138	9	7%
Return To Owner	38	4	42	35	5	40	(2)	-5%
Transferred Out	16	7	23	9	6	15	(8)	-35%
Returned to Field	0	3	3	0	24	24	21	700%
Other Outcome	0	0	0	0	0	0	0	
<b>TOTAL LIVE OUTCOMES</b>	<b>105</b>	<b>92</b>	<b>197</b>	<b>107</b>	<b>110</b>	<b>217</b>	<b>20</b>	<b>10%</b>

## OTHER ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	0	0	0	0	
Lost in Care	0	0	0	0	0	0	0	
Shelter Euth	5	2	7	11	1	12	5	71%
Owner Intended Euth	0	0	0	3	1	4	4	
<b>TOTAL OTHER OUTCOMES</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>14</b>	<b>2</b>	<b>16</b>	<b>9</b>	<b>129%</b>

## TOTAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	105	92	197	107	110	217	20	10%
Total Other Outcomes	5	2	7	14	2	16	9	129%
<b>TOTAL OUTCOMES</b>	<b>110</b>	<b>94</b>	<b>204</b>	<b>121</b>	<b>112</b>	<b>233</b>	<b>29</b>	<b>14%</b>

## SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	1	1	0	2	17%
Medical - Injured	1	0	0	1	8%
Behavior - Aggressive	4	0	0	4	33%
Behavior - Other	5	0	0	5	42%
<b>TOTAL EUTHANASIA</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>12</b>	

## MONTHLY LIVE RELEASE RATE

2021	2022
<b>96.6%</b>	<b>94.8%</b>

*Live Outcomes / (Total Outcomes - Owner Int Euth)*

## **PUBLIC WORKS**

**12**

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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Final Plats for the Development Committee; one (1) Preliminary Plat for Planning Commission; and three (3) Final Plats for City Council. The Development Engineer reviewed 13 sets of construction plans and 3 punch lists. There were 79 permits reviewed and/or issued. Fees were collected in the amount of \$10,425.40.

**CAPITAL PROJECTS:**

**Alameda Street Widening Project:**

The City of Norman conducted a bid opening on December 16, 2021, for the Alameda Street Widening Project, located from Ridge Lake Boulevard to east of 48<sup>th</sup> Avenue East. The low bidder was Silver Star Construction, Inc. of Moore, Oklahoma in the amount of \$3,616,910.70. City Council approved the award of this project on January 25, 2022. This project had a delayed start date to allow the private utility companies enough time to relocate their utilities in conflict with this project. Silver Star started work on Monday, April 18, 2022. This project will be constructed in two separate phases. The Urban Project Phase is from Ridge Lake Boulevard to east of 36<sup>th</sup> Avenue East. The Rural Project Phase is from east of 36<sup>th</sup> Avenue East to east of 48<sup>th</sup> Avenue East. The City of Norman is administering the construction of this project.

The current project schedule is as follows:

- As of December 16, 2022, Phase 1 from Ridge Lake Boulevard to east of 36<sup>th</sup> Avenue SE is substantially complete and open to 2-way traffic.
- Now through May 2023-Complete Phase 2 from 36<sup>th</sup> Avenue SE through the intersection at 48<sup>th</sup> Avenue SE

As of the last pay application on 12/22/2022, 68% of the total contract amount has been expended and 50% of total contract time has been used. Through December 22, 2022, Phase 1 is at 100% of the contract time used and Phase 2 is at 20% contract time used.

Proposed improvements for the Alameda Street Project include:

- Widening East Alameda Street from 2 lanes to 3 lanes between Ridge Lake Boulevard and 36<sup>th</sup> Avenue S.E.
- Add 10-foot shoulders to East Alameda Street between 36<sup>th</sup> Avenue S.E. and 48<sup>th</sup> Avenue S.E.
- Intersection improvements at East Alameda Street/36<sup>th</sup> Avenue S.E. and East Alameda Street/48<sup>th</sup> Avenue S.E.
- Continuous sidewalks on the south side of East Alameda Street to 36<sup>th</sup> Avenue S.E.
- Storm water improvements

The contractor's activities this month were as follows:

- Finished the paving on the Urban portion of the project, which is the area between from Ridge Lake Drive through 36<sup>th</sup> Avenue East intersection
- Started sidewalk installation between Ridge Lake Boulevard and 36<sup>th</sup> Ave. East
- Finished sodding the north half of the Urban Project between Ridge Lake Boulevard and 36<sup>th</sup> Avenue East

**Sidewalk Programs:**

**FYE 2023 Sidewalk Concrete Projects.** This project was awarded to EMC Services LLC and is scheduled under construction. This contract includes Citywide Sidewalk Reconstruction Projects, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Curbs and Sidewalks and Trials. This contract will be on going thru June of 2023.

**FYE2023 Sidewalk Horizontal Saw Cutting Project.** This project was awarded to ASTI Sawing and is under construction. This contract will be to horizontally saw cut sidewalk tripping hazards in various locations throughout the city. This contract is anticipated to take 1 month to complete.

**Street Maintenance Bond Programs:**

**FYE 2022 Street Maintenance Bond – Urban Road Reconstruction – McCullough Street & Alley**

Bids were opened March 24, 2022. Six bids were received and Parathon Construction LLC was the low bidder. The contract was awarded in the amount of \$315,863.50 at the April 26, 2022 Council Meeting.

The street and south alley portions of this project are complete. The contractor remobilized in December and began work on the east alley. Completion is expected by February 2023.

**FYE 2022 Street Maintenance Bond – Urban Concrete – McGee Drive Concrete Pavement Repair**

Bids were opened April 7, 2022. Eight bids were received and on May 24, 2022 the contract was awarded to Parathon Construction LLC in the amount of \$403,235.

The project is substantially complete. A final walk-through was performed in December and a punch list was developed. Work on the punch list will begin in late January and be completed by March 2023.

**FYE 2023 Street Maintenance Bond – Urban Concrete 1**

Urban Concrete Bid 1 bids were opened on June 9, 2022. Seven bids were received and the contract was awarded on July 12, 2022 to Arroyo's Concrete LLC in the amount of \$1,124,371.50. The project consists of select panel replacement on existing concrete streets. The project should be completed by March 2023.

Work has been completed on Caddell, Brooks, .Avondale, Lindale, and Oakwood, Brookhaven, and Guilford. The contractor continued working on Canterbury in December. Severe cold shut the project down for a period in December.

**FYE 2023 Street Maintenance Bond – Urban Concrete 2**

Urban Concrete Bid 2 bids were opened on June 23, 2022. Six bids were received and the contract was awarded on July 26, 2022 to Nash Construction Company in the amount of \$1,203,819.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by March 2023. Change Order No. 1 was processed to add concrete pop up repair at 11 locations.

Work has been completed on College, Brandywine, Louisiana, Mockingbird Lane, Mockingbird Court, Morren, Whispering Pines, Hollywood, Greenbriar, and Cypress. Popups at Alameda and 12<sup>th</sup> Avenue NE, Lindsey east of Classen, and Lindsey and Creekside Drive have been repaired. Severe cold shut the project down for a period in December.

**PUBLIC TRANSIT**

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

The Go Norman Transit Plan was approved by resolution by Council on June 22nd, 2021. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

- Staff continue to work closely with the architects to finalize renovation plans for the 320 E. Comanche St. property into a City Transit Center. The bid package, including additional and alternate options to be considered for cost saving purposes, was advertised December 8 and 15, 2022. A mandatory pre-bid meeting was conducted on December 20, 2022 at the site. The bid opening is scheduled for January 4, 2023.
- On December 13 Council unanimously approved a resolution to alter bus routes and transit bus services as recommended in the Go Norman Transit Plan to take effect in 2023. Staff have started the work to implement the newly approved changes, which includes changes to bus stops, signage and advertising, as well as operator training.

**Vehicle Procurement**

The City is currently in the process of purchasing 2 battery electric buses which were delivered on December 15 and 16, 2022, after staff visited the factory to perform final inspections. A trainer from the manufacturer will be on site to train our technicians in mid-January as final preparations are completed to bring these vehicles into service. Below is background purchase 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 FY21 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 to add charge rails to the top of the buses so that in the future an overhead pantograph charging system could be utilized.

The City is currently in the process of purchasing 5 paratransit vans and staff anticipates receiving these vehicles in March-April 2023. Below is background on this purchase:

- On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)

The City is currently in the process of purchasing 5 CNG 35' fixed route buses and staff anticipates receiving these vehicles in summer 2023. Staff visited the factory December 5-9, 2022, to perform the pre-production meeting. Below is background information on this purchase:

- Utilizing transit 5339 funds allocated from FY21 (grant number OK-2020-026), 1 35' CNG bus will be purchased. These were funds allocated to the Norman urbanized area by formula. In addition, on June 14, 2022 the City Council approved a contract with the Oklahoma Department of Transportation (ODOT) accept Surface Transportation Block Grant – Urbanized Area (STBG-UZA) funding for the purchase of 2 35' low-floor CNG transit buses. An Authorization to Purchase for these 3 buses was approved by Council on August 23, 2022. A purchase order was issued on September 14, 2022 to the manufacturer.
- Utilizing funds received from the FY22 FTA Low- or No-Emissions Vehicle Program, staff proposed to purchase 2 additional CNG 35' fixed route buses. Council approved a resolution accepting the grant and an authorization to purchase the buses on September 27, 2022. The purchase order for 2 buses was issued September 29, 2022.

#### **Transit Monthly Performance Report**

Attached is the transit performance report for November 2022.

#### **Parking**

As part of ongoing efforts to transition the City's parking infrastructure to a more modern system, four new Flowbird parking pay stations were received for installation around the County Courthouse. Working with the County, 49 coin only single space meters will be replaced by the pay stations, which match what the City has in other paid parking areas as well as on the University. Following installation of the pay-by-plate pay stations in January, the individual meters will be removed and signage will be installed to direct payment to the pay stations.

## **STREETS DIVISION**

### **CAPITAL PROJECTS:**

#### **CASTLE ROCK ADDITION**

Streets crews replaced damaged concrete panels on Castle Rock Addition. This repair required 102.50 cubic yards of concrete and resulted in over 410 square yards repaired.

#### **48<sup>TH</sup> AVENUE SE: CEDAR LANE ROAD TO POST OAK ROAD**

Streets crews worked an overlay at 48<sup>th</sup> Avenue SE: Cedar Lane Road to Post Oak Road and required 2880.69 tons of asphalt for the repair.

### **CONCRETE OPERATIONS:**

#### **206 ORR DRIVE**

Streets crews replaced damaged concrete panels on 206 Orr Drive. This repair required 44 cubic yards of concrete and resulted in over 202 square yards repaired.

#### **201 WOODCREST DRIVE**

Streets crews replaced damaged concrete panels on 201 Woodcrest Drive. This repair required 14 cubic yards of concrete and resulted in over 49 square yards repaired.

#### **2702 CHAUTAUQUA AVENUE**

Streets crews replaced damaged concrete panels on 2702 Chautauqua Avenue. This repair required 60.50 cubic yards of concrete and resulted in over 215 square yards repaired.

### **ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 3.69 tons of asphalt was utilized in routine pothole patching operations.

## **STORMWATER**

### **WORK ORDER RESPONSE**

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

### **INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew sealed a leaking pipe on Chautauqua and with the help of the Street department, replaced 14 sinking concrete panels. They picked up 801 from Shawnee for the Fleet Department and spent a week transferring tools and up fitting. The Maintenance crew installed fencing at Summit Lakes, around a floated pipe that was installed. The Infrastructure Maintenance crew started a pipe replacement project at N Interstate Drive and Dove Crossing Drive. The Infrastructure Maintenance crew checked 410 inlets and cleaned 238 inlets totaling 1.5 tons of debris removed in Ward 2.

### **CHANNEL MAINTENANCE**

The Channel Maintenance crew finished a comprehensive cleaning of South Bishop Channel at Alameda Street. They were able to remove 107 tons of debris and two shopping carts from the channel. The Channel Maintenance Crew removed 3.5 tons of debris from Sundance Court flume. The Channel Maintenance crew also cleaned Hollywood flume and Willow Grove Bridge removing 22.5 tons of debris. The Channel Maintenance crew checked 173 inlets and cleaned 94 inlets totaling 1.5 tons of debris removed in Ward 3.

### **URBAN STREET SWEEPING/CAMERA VAN OPERATIONS**

A total of 266 lane miles were swept in December resulting in the removal of approximately 108.27 tons of debris from various curb-lined streets throughout the city. The camera crew was able to video 1,704 linear feet of stormwater pipe at Findlay Street. The crew checked 560 inlets and cleaned 236 inlets totaling 6.5 tons of debris removed in Ward 7.

### **STORMWATER OKIE LOCATES**

During the month of December, 2345 Call 811 Okie Spots were received. Of those requests, 90 were stormwater pipe locates, 75 were marked, and 326 were referred to other departments.



**CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 115 inspections of 107 active sites.

Issued citations, 3 NOVs, and 1 COD to active sites

Issued 1 Earth Change Permits to new projects

Inspected 0 detention/retention ponds.

**MS4 OPERATIONS**

Received and responded to 44 citizen calls

On December 7<sup>th</sup> and 8<sup>th</sup>, Mr. Murphy attended the Governor's Water Conference.

On December 15, Ms. Chao, Ms. Boteler, and Mr. Murphy attended the quarterly COSWA meeting.

On December 19, Ms. Chao attended the Bishop Creek Stakeholder's Meeting.

**FLEET DIVISION**

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

**FUEL REPORT**

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

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

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

**MAINTENANCE REPORT**

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

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

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

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

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

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

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

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

**PRODUCTIVITY REPORT**

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

*Monthly Progress Report*  
*Public Works (December 2022)*

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.

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

**Subdivision Development:**

FYE 2023 Associated Fees

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

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

**City Council Review:**

Certificate of Survey..... 0  
 Preliminary Plat..... 0  
 Final Plats ..... 3  
 Certificate of Plat Correction..... 0  
 Encroachment..... 0  
 Easements..... 0  
 Closure..... 0  
 Release of Deferral..... 0

**\$ 8,840.00**

**Development Committee:**

Final Plats..... 1

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

**\$0.00**

**Subtotal:**

**\$8,840.00**

**\$0.00**

**\$31,739.50**

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 20  
 \*\*\*Commercial..... 8  
 Multi-Family..... 0  
 Addition/Alteration..... 22  
 House Moving..... 0  
 Paving Only..... 5  
 Storage Building..... 4  
 Swimming Pool..... 4  
 Storm Shelters..... 11  
 Public Improvements..... 3  
 Temporary Encroachments..... 2  
 Fire Line Pits/Misc..... 0  
 Franchise Utilities ..... 4

Other revenue ..... \$0.00

Flood Plain (@\$100.00 each)..... 0 \$0.00

**Total Permits..... \$1,585.40**

**Grand Total..... \$10,425.40**

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

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

	\$0.00	\$0.00	
	\$0.00	\$100.00	\$500.00
	\$1,585.40	\$1,712.92	\$44,633.62
	\$10,425.40	\$1,812.92	\$76,873.12
	13	28	176
	3	4	31

\* 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

**December 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	20	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	8	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	13	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	1	100%



# PERFORMANCE REPORT

## Summary of Services Table: November 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 Nov FY23	FY23 YTD	FY22 YTD	Service Profile	Nov FY23	Nov FY22
Fixed Routes (M-F)	1,121	105,335	96,175	Weekdays	21	21
Fixed Routes (Sat)	443	8,935	8,118	Saturdays	4	4
PLUS (M-F)	89	9,510	8,338	Gamedays	2	1
-Zone 1*	75	7,967	6,593	Holidays	1	1
-Zone 2**	14	1,543	1,745	Weather	1	1
PLUS (Sat)***	17	485	319	Fiscal YTD Days	128	128
				Cal. YTD Days	280	281

\*Requires ¾ mile

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

\*\*\*Operates only in Zone 1

## Strategic Performance Measures

MEASURE	FY 23 YTD	FY 23 Targets	
# of Norman fixed-route passenger trips provided	114,270	251,881	■
# of Norman paratransit trips provided	9,995	21,000	■
% of on-time Norman paratransit pick-ups	97.78%	98.58%	●
# of Norman bus passengers per service hour, cumulative	14.27	13.04	●
# of Norman bus passengers per day, average	895	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.01%	0.00%*	●
% of on-time fixed-route arrivals	75.10%	80.94%	△

\*These targets are not being tracked in LFR but can be found in the KPI spreadsheet.

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

STREET DIVISION					
	FYE 2023 December 2022	FYE 2023 December 2022	Year to Date	Year to Date	FYE 2023
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)	3.69		40.34		
Overlay/pave 10 miles per year.	2.00	20%	5.80	58%	100%
Replace 2,000 square yards of concrete pavement panels	649.00	32%	2,062.34	103%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	16.00	4%	152.25	36%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	15,289,714.00	121%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	963.00	217%	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 - Contract all selected projects for the bond year within the same fiscal year		0%	-	0%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

STORMWATER DIVISION					
	FYE 2023 DECEMBER, 2022	FYE 2023 DECEMBER, 2022	Year to Date	Year to Date	FYE 2023
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%
Mechanically sweep 500 curb miles per month (lane miles)	266.00	53%	2,434.00	41%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	1,140.00	11%	5,595.00	56%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	2,726,759.00	20%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Collect 60 tons annually of litter from rights of way in the urban & rural areas.	-	95%	-		95%
Permit all earth disturbing operations over 1 acre in size.	1.00	100%	17.00		95%
Permit all floodplain activities as appropriate.	-	0%	10.00		100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines.	-	0%	1.00		100%
Perform erosion control inspections of permitted sites within 30 days.	115.00	107%	864.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	-	0%	38.00		20%

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

**December 2022**

IN GALLONS	<b>FYE 2023</b>	<b>FUEL REPORT</b>	
	<u><b>UNLEADED PURCHASED</b></u>	<u><b>DIESEL PURCHASED</b></u>	<u><b>CNG PURCHASED</b></u>
Internal pumps	18,064.00	19,126.00	23,260.55
Outside - sublet	2,043.00	1,426.00	4,800.51
<b>TOTAL</b>	<b>20,107.00</b>	<b>20,552.00</b>	<b>28,061.06</b>
<b>TOTAL</b>	<u><b>UNLEADED CONSUMED</b></u>	<u><b>DIESEL CONSUMED</b></u>	<u><b>CITY CNG CONSUMED</b></u>
Consumption	18,447.13	18,808.10	27,107.26
			<u><b>PUBLIC CNG CONSUMED</b></u>
			4,800.51

<b>FYE 2023 TO DATE CONSUMPTION</b>				
<b>TOTAL</b>	<u><b>UNLEADED CONSUMED</b></u>	<u><b>DIESEL CONSUMED</b></u>	<u><b>CITY CNG CONSUMED</b></u>	<u><b>PUBLIC CNG CONSUMED</b></u>
Consumption	123,602.85	128,237.48	194,894.13	36,508.18

<b>INTERNAL PRICE PER GALLON:</b>					<b>EXTERNAL PRICE PER GALLON:</b>				
UNLEADED	High	\$2.05	Low	\$2.47	UNLEADED	High	\$2.27	Low	\$2.57
DIESEL	High	\$2.64	Low	\$3.08	DIESEL	High	\$3.00	Low	\$3.40
CNG	High	\$2.10	Low	\$1.89	CNG	High	\$2.10	Low	\$1.89

<b>FASTER CONSUMABLE PARTS PURCHASED</b>		<b>PUBLIC CNG SALES</b>	
REPAIR PARTS	\$64,818.72	Month Total Public CNG Sales	\$10,107
BATTERIES	\$2,459.02	FYE 2023 To Date Public Sales	\$72,810
OILS/FLUIDS	\$10,422.65	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	\$16,595.39	Total Sold Gallons Life To Date	1,058,078
SUBLET REPAIRS	<b>\$8,151.59</b>	Total Gross Sales Life To Date	\$1,545,402
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$102,447.37</b>	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Statio	3,072,896

<b>Light Shop</b>				
ROAD SERVICE	3	1	2	11
EMERGENCY ROAD CALLS	4	1	6	24
PM SERVICES	101	74	148	601
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	219	178	243	1,316
SCHEDULED REPAIRS	153	118	44	533
NON SCHEDULED REPAIRS	67	54	53	472

<b>Heavy Shop</b>				
ROAD SERVICE	4	5	3	15
EMERGENCY ROAD CALLS	21	22	22	133
PM SERVICES	53	35	37	261
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	179	162	188	1,085
SCHEDULED REPAIRS	55	37	37	270
NON SCHEDULED REPAIRS	101	94	123	683

<b>Transit Shop</b>				
	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	0	2	0	6
EMERGENCY ROAD CALLS	0	0	0	2
PM SERVICES	11	18	15	73
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	67	83	65	421
SCHEDULED REPAIRS	12	18	3	67
NON SCHEDULED REPAIRS	53	59	53	323

<b>EVT Shop</b>				
	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>Two Months Ago</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	6	5	4	45
EMERGENCY ROAD CALLS	0	1	0	4
PM SERVICES	4	6	18	47
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	19	23	28	166
SCHEDULED REPAIRS	11	12	12	88
NON SCHEDULED REPAIRS	8	7	6	51

<b>COMBINED SHOPS</b>				
	<b>CURRENT MONTH</b>	<b>LAST MONTH</b>	<b>TWO MONTHS AGO</b>	<b>YEAR TO DATE</b>
ROAD SERVICE	13	13	9	77
EMERGENCY ROAD CALLS	25	24	28	163
PM SERVICES	171	134	218	972
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	496	459	524	3053
SCHEDULED REPAIRS	233	186	96	1047
NON SCHEDULED REPAIRS	234	219	235	1560



**FLEET MANAGEMENT  
INVENTORY  
December 2022**

**FUEL**

WESTWOOD GOLF	293.0	gallons	DIESEL	@	3.400	\$	996.20
WESTWOOD GOLF	330.4	gallons	UNLEADED	@	2.570	\$	849.13
NORTH BASE	6,730.9	gallons	UNLEADED	@	2.230	\$	15,009.91
NORTH BASE	6,514.6	gallons	DIESEL	@	2.870	\$	18,696.92
FIRE STATION #5	402.5	gallons	UNLEADED	@	2.440	\$	982.17
FIRE STATION #5	83.6	gallons	DIESEL	@	3.130	\$	261.67
FIRE STATION #6	189.2	gallons	UNLEADED	@	2.380	\$	450.30
FIRE STATION #6	172.1	gallons	DIESEL	@	3.080	\$	530.07
BULK TANKS	1,200.0	gallons	DIESEL	@	2.930	\$	3,516.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	7,653.0	\$ 17,291.51
DIESEL	8,263.3	\$ 24,000.86

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**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**December FYE 2023**

Industry Standard Compliance: Not To Exceed 5%

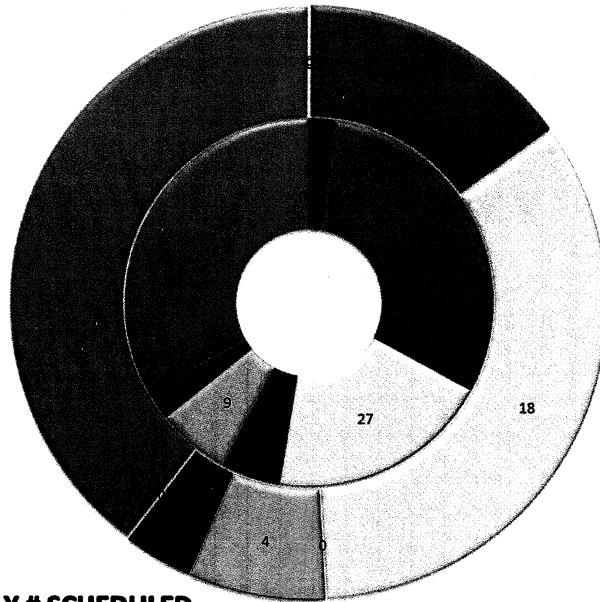
Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	YearTo Date Non- Compliance Trend
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY					0%	0%
<b>HUMAN RESOURCES</b>						
HUMAN RESOURCES					0%	0%
<b>PLANNING</b>						
PLANNING	3	3			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	67%
<b>PUBLIC WORKS</b>						
ENGINEERING	2	2			0%	33%
STREETS	16	13	3	3	19%	22%
STORMWATER	3	3			0%	16%
TRAFFIC	7	10			0%	14%
STORMWATER QUALITY					0%	0%
FLEET	14	13	1	1	7%	5%
TRANSIT					0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	3	2			0%	43%
POLICE ADMINISTRATION					0%	33%
POLICE STAFF SERVICES	1	1			0%	0%
POLICE CRIMINAL INVESTIGATIONS	5	3	3	2	40%	56%
POLICE PATROL	15	14	5	8	53%	48%
POLICE SPECIAL INVESTIGATIONS	2	2			0%	20%
POLICE EMERGENCY COMMUNICATIONS	1	1			0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	1	1			0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	6	6			0%	15%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	8	4	1	3	38%	35%
PARKS & RECREATION					0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE					0%	0%
PARKS FORESTRY	1	1			0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	4	7	2		0%	44%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	0%
PSST FIRE SUPPRESSION					0%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	2		2	2	100%	100%
WATER PLANT	1	1			0%	67%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	12	9	4	2	17%	21%
UTILITIES INSPECTOR		1			0%	0%
METER SERVICES					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	100%
WRF INDUSTRIAL	2	2			0%	0%
WRF BIOSOLIDS	1	2			0%	0%
WRF OPERATIONS	8	9			0%	0%
SEWER LINE MAINTENANCE	3	1	2	2	67%	36%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	5	5			0%	55%
SANITATION COMMERCIAL	4	3	1	1	25%	71%
SANITATION TRANSFER	4		1	3	75%	60%
SANITATION COMPOST	2	2			0%	0%
SANITATION RECYCLE	1		1		0%	100%
SANITATION YARD WASTE					0%	0%
<b>CITYWIDE TOTAL</b>	<b>137</b>	<b>121</b>	<b>26</b>	<b>27</b>	<b>20%</b>	<b>32%</b>

**PUBLIC WORKS FLEET DIVISION**  
**PM COMPLIANCE REPORT**  
 December FYE 2023

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>										
211154	2021 Chevy Tahoe	PD Patrol	4721	4000	-721	miles	11/18/2022	Light Repair	PM-C	N/A
1164T	2013 Belshe WB-12 Trailer	PD Patrol	1/1/2023	12/15/2022	-17	days	12/15/2022	Heavy Repair	PM-A	12/3/2021
<b>PARKS</b>										
401T	2007 Holt Trailer	Park Maintenance	1/1/2023	12/14/2022	-18	days	12/14/2022	Light Repair	PM-A	12/10/2021
22407	2022 Ford F250	Park Maintenance	3974	4000	26	miles	12/28/2022	Light Repair	PM-C	N/A
0417	2018 Ford F450	Park Maintenance	20187	19981	-206	miles	12/30/2022	Light Repair	PM-C	1/6/2022
<b>UTILITIES</b>										
0277	2016 Ranger 225 Welder	Commercial Sanitation	1/1/2023	6/28/2022	-187	days	6/27/2022	Light Repair	PM-C	6/28/2021
0568	2015 John Deere Z997-R	Water Wells	1/1/2023	11/15/2022	-47	days	11/18/2022	Light Repair	PM-C	11/15/2021
0327	2018 John Deere Backhoe	Waterline Maintenance	1893	1852	-41	hours	11/21/2022	Heavy Repair	PM-C	4/20/2022
0229	2012 Peterbilt Frontloader	Sanitation Commercial	12273	11821	-452	hours	11/17/2022	Heavy Repair	PM-C	8/9/2022
297T	2017 Titan Trailer	Sanitation Waste	1/1/2023	12/19/2022	-13	days	12/19/2022	Heavy Repair	PM-A	6/13/2022
291T	2016 Titan Trailer	Sanitation Waste	1/1/2023	12/22/2022	-10	days	12/22/2022	Heavy Repair	PM-A	6/16/2022

**PM Compliance Report December FYE 2023**



- City Clerk
- Municipal Court
- Information Technology
- Human Resources
- Planning
- Public Works
- Police
- Fire
- Parks & Rec.
- PSST
- CDBG
- Utilities

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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	3	0	0.0%
Public Works	42	8	19.0%
Police	27	18	66.7%
Fire	7	0	0.0%
Parks & Rec.	9	4	44.4%
PSST	4	2	50.0%
CDBG	0	0	0.0%
Utilities	45	21	46.7%
<b>Citywide Total</b>	<b>137</b>	<b>53</b>	<b>38.7%</b>

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

**FYE 2023**

December 2022

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE	
# 001	117.45	72%	90.3%	18.3%	
# 002	168.11	72%	129.3%	57.3%	
# 003	99.33	72%	76.4%	4.4%	
# 004	119.80	72%	92.2%	20.2%	
# 006	106.10	72%	81.6%	9.6%	
# 007	99.15	72%	76.3%	4.3%	
# 008	119.57	72%	92.0%	20.0%	
# 009	103.47	72%	72.4%	0.4%	
# 010	135.97	72%	104.6%	32.6%	
# 011	135.36	72%	104.1%	32.1%	
# 012	110.04	72%	84.6%	12.6%	
# 013	139.25	72%	97.4%	25.4%	
# 018	135.23	72%	94.6%	22.6%	
# 021	95.87	72%	73.7%	1.7%	
# 031	118.89	72%	91.5%	19.5%	
# 037	120.53	72%	84.3%	12.3%	
#038	68.88	72%	235.5%	163.5%	
#040	126.43	72%	432.2%	360.2%	

DIRECT LABOR HOURS

2119.43

TOTAL AVAILABLE HOURS

2405.00

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

88.1%

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

DECEMBER 2022		PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
		100%	92	92	100%	679	679	100%
	Provide initial response to citizen inquiries within 2 days							
	Provide information requested by citizens within 7 days	95%	87	87	100%	674	674	100%
	Complete traffic engineering studies within 45 days.	99%	2	2	100%	14	11	100%
	Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	34	34	100%	152	152	100%
	Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
			0	0	100%	1268	400	0.32
	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
			0.44	1	2.27	15.56	106	6.81
	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
			14	14	100%	90	90	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
			30	30	100%	144	144	100%
	Response to reports of sign damage:	Percentage						
	High Priority Stop or Yield Signs within one hour	99%	8	8	100%	32	32	100%
	Lower Priority all other signs within one day	90%	47	47	100%	244	244	100%
	Street Name Signs within two weeks	90%	10	10	100%	189	189	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
			2880	160	0.06	18232	761.5	0.04



## Monthly Report

December 2022

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Beaumont Drive – 0%
- 1357 12<sup>th</sup> NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%

Staff has completed the Crest Court project. Staff has completed the 12<sup>th</sup> AVE NE project. Materials have been delivered for the Beaumont project scheduled to start this week.

#### Water Line Breaks – 20 in December

#### Sewer Line Data

- Total obstruction service requests - 24
  - Private Plumbing: 22
  - City Infrastructure: 2
  - Sanitary Sewer Overflows: 0 on private side, 1 on city side

#### Lift Station D Flows:

- Days - 31
- Average daily flow: 1.1 MGD
- Total Monthly flow: 34.1 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. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket. Earthwork, Aggregate Piers and Utilities work is ongoing. Change Order 1 and 2 have been submitted and are waiting on the Architects signature. Project is still on schedule to be completed by November 2023.

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 reviewed by staff. The effort required to complete the remainder of the project is more than the current contract amount. Staff will bring Council a proposed amendment for approval to complete the entire City.

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.

The WTP array was energized on August 2, 2022, and all work is complete except for punchlist items. For the WRF, all arrays are energized. Systems are operating and being monitored. Only minor site restoration and testing are required to complete the project.

## **WASTEWATER PROJECTS:**

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into 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, to recommend the best and most economic treatment technologies for the implementation of a reuse program. 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 consisted 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 Phase I of the study with both trains operating as intended and a full sampling and testing regimen ongoing. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. Garver is currently compiling data and writing report. A draft copy of the engineering report was submitted for review in December 2022. NUA is currently reviewing. The draft report is lengthy and it is expected to require several months and multiple iterations of draft reports before the report is considered final and ready for formal submission to ODEQ. This will likely occur in late Spring 2023.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 that would pay up to 25% of all costs incurred on this project. Grant contract was approved by NUA and BOR and fully executed in September 2021, and remains active.

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 the future reuse program that is the subject of the pilot study. This grant includes \$209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 and 2023 for research and investigations 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 work (research and data gathering) is ongoing. Initial conclusions and recommendations are expected to be reached in early 2023.

In April 2022, NUA learned that a third grant associated with possible IPR from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake



Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and negotiations with the Consultant for the project, Garver, are ongoing. The Contract should be complete and submitted to the Norman Utilities Authority for approval in February 2023. Work will commence immediately upon approval.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers have been approved for inclusion in the bidding documents.

Garver completed and submitted preliminary design documents for review in August 2022, and a review meeting convened in September 2022. Garver submitted 90% design documents in early January 2023. These will be reviewed and a review meeting should convene with Garver, NUA Engineering and NUA WRF staff in late January 2023. At this time, the intention is to advertise the project in May 2023 and award construction contract at the start of Fiscal Year 2024, at the first Council Meeting in July 2023. Based on this schedule, construction should be complete by April 1, 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

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, so they will be updated as a single project as well. Due to plant improvements projects over the past two decades, space formerly used for spare part storage and maintenance work has gradually been incorporated into plant operations space, leaving a shortage of viable storage and work 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 since the main building was commissioned.

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 and fixtures as well as the main laboratory have not been replaced, updated, 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 to meet current standards.

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 2021. 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.

In March 2022, NUA decided to defer construction of this project for one fiscal year to FY 2023 for budgetary reasons. For this reason, while Construction Manager at Risk (CMaR) was originally being considered as the project delivery method, the project will instead be delivered by a traditional Design/Bid/Build method with Greeley Hansen completing a bid-ready final design during the remainder of 2022 but project will not bid until Spring 2023.

During August 2022, Greeley Hansen submitted 95% design documents. It has been agreed that a design review meeting will convene early in 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which is projected to occur in May 2023. Bids would then be opened in June 2023, and Contracts Awarded at the first Council Meeting in July 2023. Construction would then take one calendar year to June 2024.

Engineer: Greely and Hansen LLC (Ana Stagg)

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. Additional survey work has been completed and the revised alignment does not appear to have any conflicts or issues that would prohibit its construction. Staff is currently reviewing revised 100 percent plans and will submit permits January 2023.

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 was budgeted for FYE19 and construction was 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)

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

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

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 has placed this project on hold as they work through new Comp Plan and the outcome effects of a possible turnpike.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors 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.

## **WATER PROJECTS:**

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. An Invitation to Bid was Published in the Norman Transcript on November 3, 2022 with a Pre-Bid Meeting held on November 18, 2022. A Bid Opening was held on December 1, 2022. Three contractors submitted bids ranging from \$584,950.00-\$748,235.00. The low bidder was Cimarron Construction Co. at \$584,950.00, which is over the Engineer's Estimate of \$548,939.00. The contract with Cimarron Construction Co. was approved by Council on January 10, 2023. Engineers will hold a training for the contractor and staff to go over their online software for organizing submittals and other project documents before the project begins.

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 meter 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. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project.

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. All lines for the project have been installed. The Contractor is working on finishing pavement repair and punch list items.

Engineer: CP&Y, Inc. (John Levitt/John Gjendem/Richard Taylor)

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, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. Two well mixes were used consisting of 10 wells each. Results were recently obtained from the outside labs and compiled into a spreadsheet with in-house data. No DBPs were detected and demand was very low, as expected. A preliminary layout was recently received and changes are being made before a report is put together.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)  
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)  
Disinfection System Engineer: Plummer Associates (Alan Swartz)

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. 65% plans were recently received. Staff is in the process of reviewing and providing comments.

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 was 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. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain. Adjustments will be made to the light pole design by Public Works. Line Maintenance will pothole and take accurate elevations of the line in conflict with the storm drain and will add the necessary bends to provide a 4-foot separation.

Engineer: Garver Engineering (Bret Cabiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (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 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the WTP on October 3, 2022. Tomco still needs to fix the leak on top of the new tank. Staff is planning a plant shutdown between January and February, during low flow, for this repair and is still waiting on a schedule from Tomco.

#### 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 repainting 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. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about \$551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are \$2,306,254, \$2,742,868, and \$2,887,684, respectively. Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of \$502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline.

#### 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 and a contract in the amount of \$59,000 was awarded on November 9, 2021.

Engineer: SRB (Marc Long)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC (now part of Garver) 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)

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, and, after review by NUA and additional investigations by Jacobs, the 65% plans were approved in late 2021 with a revised alignment that included 900 LF of pipeline being installed in the southernmost traffic lane of E. Robinson Avenue.

Two of the major easements required for the project must be purchased from the United States' Department of Veterans Affairs (VA) and J.D. McCarty (McCarty) who both own large properties fronting on the south of side of E. Robinson Avenue properties. VA and McCarty are also two of the large property owners in Norman who have multiple meters that NUA would like to replace with a single master meter. If/when negotiations for easement purchase from each commences, NUA intends to negotiate master meter agreements concurrently and incorporate the meter replacement work into this project.

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2023/24. From that point, final design work and easement acquisition was scheduled at a pace intending to sync completion of final design, permit application/receipt, and all easement purchases with a scheduled advertisement date of early May 2023. However, while preparing easement documents during Summer 2022, Jacobs determined that there was a potential issue with the portion of their alignment that was intended to be in easements on property owned by the United States Department of Veterans Affairs (VA) and J.D. McCarty (McCarty). There are apparently existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties covering a portion of the area that Jacobs intended to use for their current alignment for this project. Realignment line further south to completely avoid the easements would also likely require additional survey work, and, thus, added cost. For this reason and since there are no apparent buried facilities in this OG&E easement and since overhead facilities are sufficiently separated from the current alignment to not be an issue, NUA began discussions with OG&E to determine if encroachment on their existing easement was feasible. In December 2022, OG&E furnished authorization to encroach on their easements on the VA and McCarty properties. As a result, Jacobs is now able to proceed with acquisition of remaining easements and finalizing design for bid.

As noted above, two of the easements required for the project must be purchased from the VA and McCarty who both own large properties fronting on the south of side of E. Robinson Avenue. VA and McCarty are also two of the large property owners in Norman who have multiple meters that NUA would like to replace with a single master meter. Now that negotiations for these two easements can begin again, NUA will work to negotiate master meter agreements concurrently with Jacobs' easement negotiations and incorporate the meter replacement work into this project.

Assuming project is not deferred again for budgetary reasons, project is expected to advertise as soon as easements can be completed. While this may be as early as May 2023, a more likely time frame is July 2023. Based on that more likely time frame, project would advertise in July 2023 and Construction would commence in September 2023. Project completion is then projected for September 2024.

Engineer: Jacobs Engineering (Arun Srinivasan)

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 nonpotable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. Work on the study is ongoing and draft results are expected in January 2023. A final report and permitting meeting with ODEQ would then occur in February 2023.

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 submitted to Council in February 2023, and, upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in late spring of 2023, which would allow for rehabilitation work, including possible abatement work if Dunham determines that existing coatings on tank contain lead-based paint, to be scheduled during Summer 2023 after the end of the Spring 2023 at University of Oklahoma (campus is adjacent to tank) and before the start of the Fall 2023 session.

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, both from a financial perspective and an engineering perspective, 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.

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. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a \$500,000 grant under the Watersmart program or a \$2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals have been received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway.

Consultant: E Source (Alyssa Pourciau)

FYE15 Water Wells and Supply Lines/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 was pending final re-development of Park Well. Park Well is now operational and Consultant and Contractor are finalizing final change order and close out payments for project. Final Pay App and Final Acceptance of Project will go to Council in February 2023.

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. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff will continue to work on obtaining these agreements. In addition, staff is evaluating meter locations at the USPS with in-house forces.

## **SANITATION CAPITAL PROJECTS:**

### **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 on May 11, 2021. 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, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. The engineer requested an increase of \$4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of \$43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process.

Engineer: TriCore Group, LLC (Greg Vance)

Transfer Station Renovations (SA005):

The Transfer Station has several elements that have deteriorated since its installation in 2008 due to its heavy use. This project will repair the Transfer Station floor install fire suppression system, truck parking area, and improvements to the building exterior. Repair of the floor and installation of the fire suppression system will be expedited and the Transfer Station will be required to stay in operation during the entire construction. Request for Qualifications were sent on September 29, 2022 and an optional on-site meeting was held on October 11, 2022. Qualifications were due Thursday, October 20, 2022 and one firm submitted qualifications. Staff approved the qualifications submitted by Parkhill Engineering after reviewing their qualifications. A scope was received by Parkhill on December 19, 2022. Staff is still reviewing before Council approval.

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 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 were be opened on March 3, 2022. Crossland Construction Company (Crossland) was deemed the lowest and best responsible bidder and a contract was awarded to them on April 26, 2022. Construction work commenced on April 29, 2022.

During December 2022, Crossland completed roughing in electric, plumbing and HVAC, and permanent power was activated. Crossland also commenced interior finish work, starting with installation of drywall and wall tiles. In addition, Trans-Tel (under direct Purchase Order issued by City of Norman) commenced running fiber optic cable for building, and Purchase Orders for door locks and security (Convergint) and furniture (various) should be issued in January 2023. Also, during January 2023, Crossland anticipates receiving delivery of, and installing, windows, which will permanently dry-in the building and having gas lines approved and meter installed, which will allow for startup of building HVAC system. Once building is permanently dried in and building has permanent heat, final finishing work, including drop ceilings, floor coverings, and painting can commence as well. Construction is expected to be complete in mid-spring of 2023.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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 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.

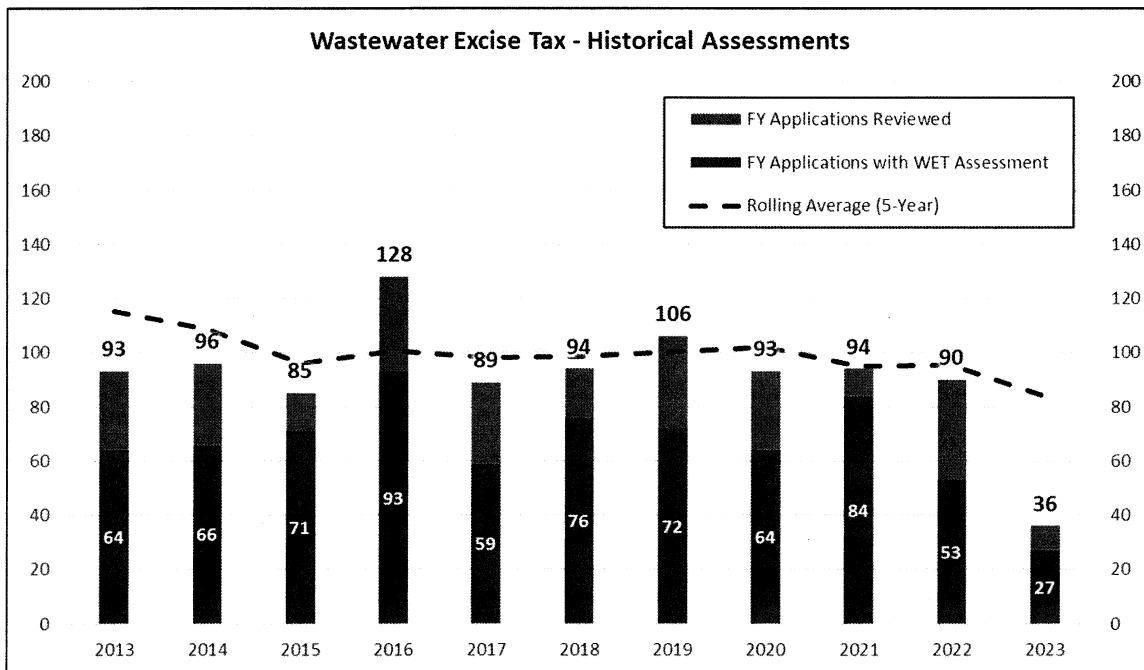
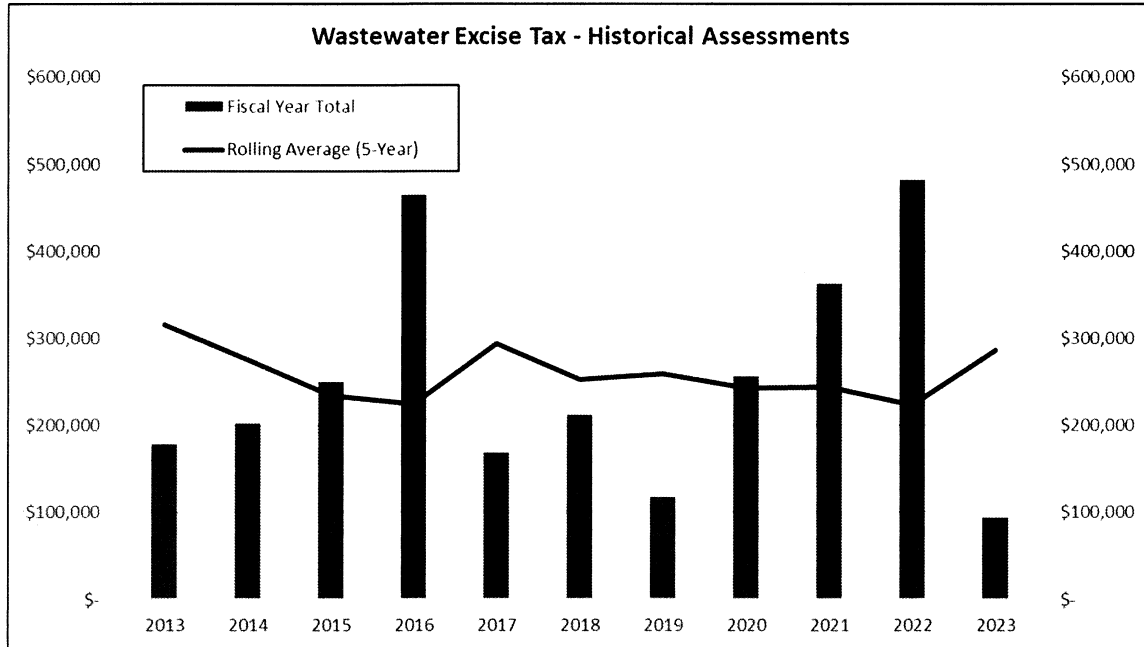
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household 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. Both projects are complete and in operation. All work is complete. Staff will have the final acceptance on the first docket in February.

Architect: Studio Architects, LLC (George Winters)

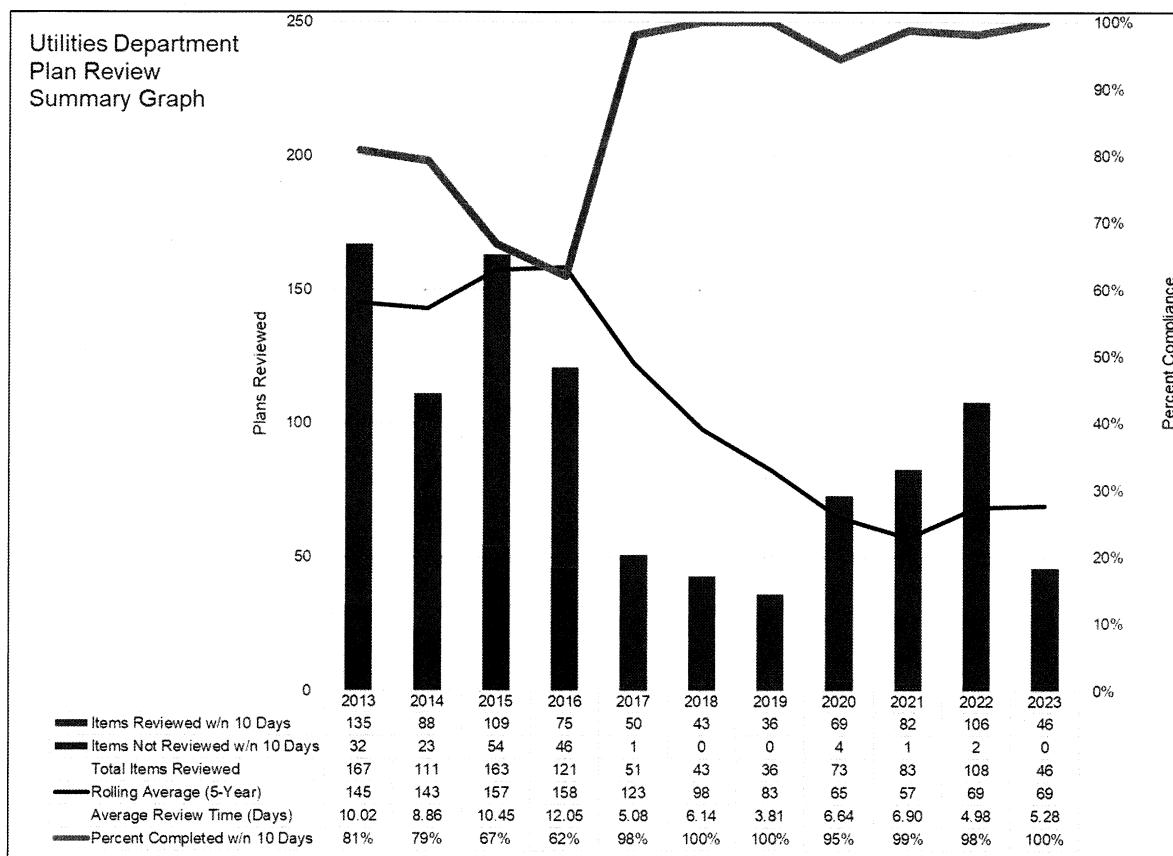
**Wastewater Excise Tax – Non-Residential:**

**WRF Investment Fee/Wastewater Excise Tax:** Staff evaluated the Wastewater Excise Tax on 5 commercial entities last month. Of the 5 applications, 1 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 35 commercial properties were reviewed and a total of \$90,999.23 was assessed to the 26 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



## PLAN REVIEW:

Seven plan sets were reviewed this past month. Staff has reviewed 46 plans for the current fiscal year with an average review time of 5.28 days and with 100 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. 36th 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**

4 Water Well Permits (22-5278, -5325, -5337 and -5453) were issued for the month of December.

December 2022  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT

**INSPECTIONS**

	December	Year to date
Fats, oil and grease (FOG) program	22	357
Food license approval	2	25
Significant Industrial Users	0	22
<b>Total inspections</b>	<b>24</b>	<b>404</b>

**ROUTINE ACTIVITIES**

	December	Year to date
Significant Industrial User sites sampled	1	17
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 (%)	100%	100%
HHWF: cars served	53	841
Pounds of Material Collected	3632	63,791.5
E-waste: cars served	0	662
Pounds of Material Collected	0	42,516
Total HHW cars served	53	1503
Total HHW Pounds of Material Collected	3,632.0	106,307.5

**REVENUE**

	December	Year to date
FOG Program	\$0.00	\$12,800.00
<b>Surcharge</b>	<b>\$2,302.14</b>	<b>\$25,448.21</b>
Lab Analysis Recovery	\$0.00	\$2,659.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$2,302.14</b>	<b>\$40,907.21</b>

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

- 1 Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
- 2 Facilitated Yard by Yard, Composting and Recycling Education Information
- 3 Coordinating with Cleveland County Conservation District for Yard by Yard participation.
- 4 Subcommittees are researching implementation of the US Mayors' Climate Protection Agreement.
- 5 Preparing for Water's Worth It Poster Contest and Green Norman Eco Month activities
- 6 Coordinating with Sanitation and Environmental Services for landscaping at Sanitation

**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,
- 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
- 4 Acts as President of LTWA providing support including agenda setting, issue research and collaboration
- 5 Participates on LTWA Education and Outreach Subcommittee
- 6 Participate in Lake Thunderbird TMDL, IPR Treatment Wetlands internal and external team meetings
- 7 Coordinating SW permitting (State and local) for WRF Solar project, Compost facility, HHW facility
- 8 As of December 31, 2022 approximately 197,800 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 23 as a result of the FOG program.
- 9 First required annual Table II & III influent and effluent sampling event scheduled for January 16-18, 2023.
- 10 Continued coordination with Fleet, Legal and Transit/Parking for EV Charging Station Ordinance
- 11 Project manager for EV Charging Station going in at City Hall
- 12 Planning and coordinating for Naturizer property for bees, an Eagle Scout project and other exciting things
- 13 Coordinating collection of BMP ideas to help mitigate any potential damage from future road construction
- 14 Attended Bacteria Tracing Workshop in Tulsa with INCOG on December 1
- 15 Attended webinars on new SWIFR and REO grant funding opportunities
- 16 Coordinating fifth annual Artful Inlets installation
- 17 Facilitated Karen Chapman award presentation at Council on December 13
- 18 Helped facilitate clean-up at Ruby Grant Park on December 10 and glass ornament making on December 17 (LTSP)
- 19 Coordinating with OU student as intern to help with GHG emission inventory update
- 20 Coordinating with ODOT on Monarch habitat BMPs as part of the Monarch Highway
- 21 Coordinating with Sanitation to install native and demonstration landscaping and more
- 22 Sampled Chasm Specialty Products December, 2022. Results in compliance.
- 23 ODEQ Pretreatment compliance Inspection scheduled for January 25, 2023.

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2023		FYE 2022	
December 2022	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	<b>20</b>	<b>162</b>	<b>51</b>	<b>256</b>
Number Short Sets	20	160	51	251
Number Long Sets	0	2	0	5
Average Meter Set Time	7.35	4.94	2.94	3.93
Number of Work Orders:				
Service Calls	516	2,914	466	2,399
Meter Resets	2	7	0	2
Meter Removals	3	37	6	12
Meter Changes	25	183	55	233
Locates Completed	405	2,423	723	6,141
Number of Water Main Breaks	20	115	7	82
Average Time Water Off	1.81	25.79	2.00	2.05
Fire Hydrants:				
New	1	5	0	0
Replaced	0	3	1	1
Maintained	216	800	145	834
Number of Valves Exercised	223	1,614	189	1,056
Feet of Main Construction	980	3,205	447	447
Hours of Main Construction	345	1,239	369	531
Meter Changeovers	2	3	0	0
OJI's	0	4	1	1
Hours Flushing/Testing New Mains	41.97	359	90	499
Hours Worked Outside of Division	0.00	0.00	1	226



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2023		FYE 2022	
December 2022	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	9	0	7
Property Owner Responsibility	22	124	19	93
TOTAL	24	133	19	100
Number of Feet of Sewer Cleaned:				
Cleaned	93,420	581,069	104,770	704,421
Rodded	2,235	23,355	5,395	19,947
Foamed	0	77,154	0	74,476
SL-RAT	0	0	0	0
TOTAL	95,655	681,578	110,165	798,844
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	2	0	0
Obstruction	1	2	0	3
Private	0	3	0	6
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	7	0	9
Feet of Sewer Lines Televised	13,508	121,300	24,581	147,157
Locates Completed	297	2,312	287	1,535
Manholes:				
Inspected	987	7,496	999	5,945
New	0	0	0	0
Raised	3	11	0	0
Repaired	0	14	0	0
Feet of Sewer Lines Replaced/Repaired	12.00	37.50	0	49
Hours Worked at Lift Station	42.78	529.90	101	554
Hours Worked for Other Departments	0.00	14.92	17.25	230.25
OJI's	0	2	1	1
Square Feet of Concrete	27	81	0	0
Average Response Time (Minutes)	28.00	28.53	30.60	26.09
Number of Claims	0.00	0.00	0.00	0.00

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
December 1-31, 2022  
**Flow Statistics**

	<b>FYE 2023</b>		<b>FYE 2022</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	342.2	1877.4	325.5	1982.0
Total Effluent Flow (M.G.)	309.8	1749.4	313.0	1945.1
Influent Peak Flow (MGD)	16.9	16.9	17.1	20.1
Effluent Peak Flow (MGD)	15.9	15.9	16.9	20.1
Daily Avg. Influent Flow (MGD)	11.0	10.3	10.5	10.8
Daily Avg. Effluent Flow (MGD)	10.0	9.6	10.1	10.6
Precipitation (inches)	2.3	10.7	3.2	13.5

**Discharge Monitoring Report Stats**

5 day BOD:

EPA minimum percentage removal 85%

	<u>Avg.</u>	<u>Avg.</u>
Influent Total (mg/l)	133	134
Effluent Carbonaceous Total	2	2
Percent Removal	98.5	98.5
Total Suspended Solids:		
Influent (mg/L)	199	282
Effluent (mg/L)	9	4
Percent Removal	95.5	98.6
Dissolved Oxygen:		
Influent (min)	0.5	1.1
Effluent (min)	6.0	6.7
pH		
Influent (Low)	7.1	6.8
(High)	7.4	7.2
Effluent (Low)	7.6	6.9
(High)	7.0	7.1
Ammonia Nitrogen		
Influent (mg/L)	29.2	26.3
Effluent (mg/L)	0.1	0.3
Percent Removal	99.8	98.9

**Utilities**

Electrical

Total kWh Used (Plant wide)	534,720	2,988,180	574,840	2,965,020
Aeration Blowers	168,300	1,006,900	161,400	1,074,500
UV Facility	28,200	332,800	60,000	382,400

Natural Gas

Total cubic feet/day (plant wide)	527,000	1,729,000	749,000	2,669,000
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Public Education (Tours)	1	17	0	0
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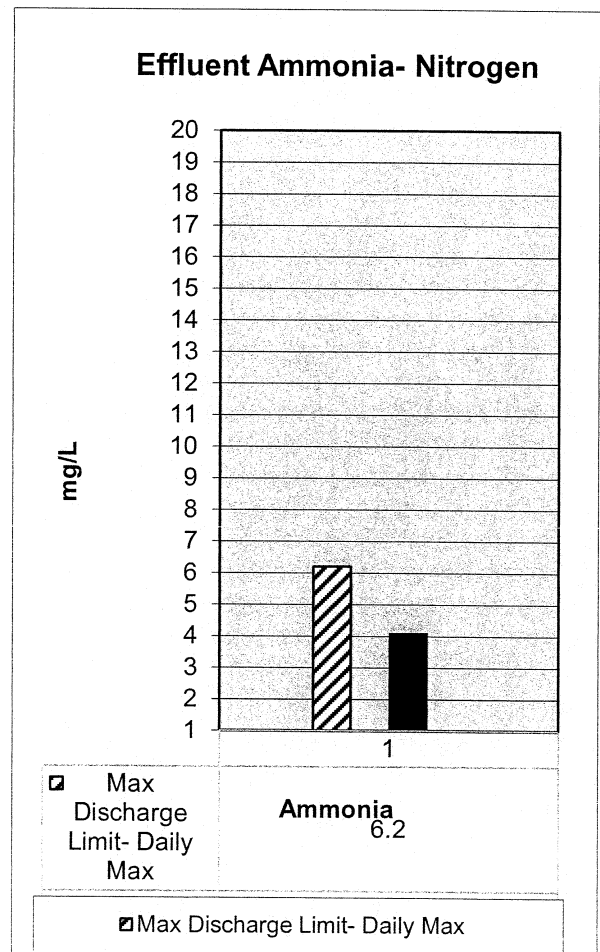
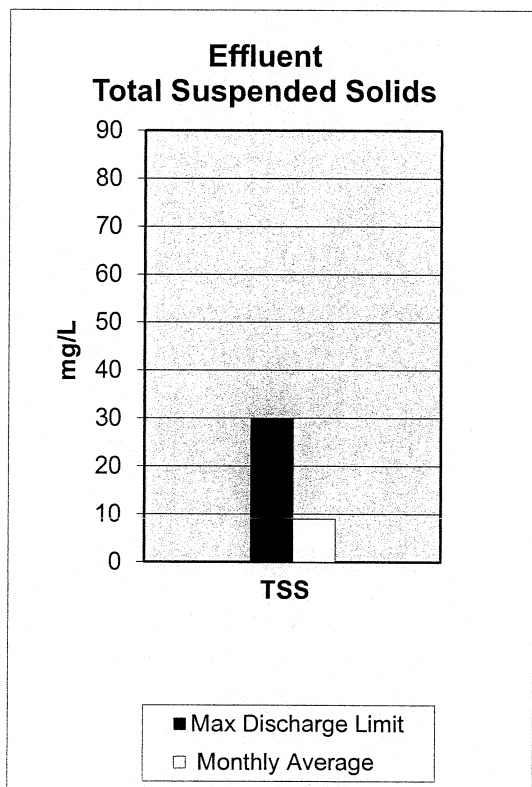
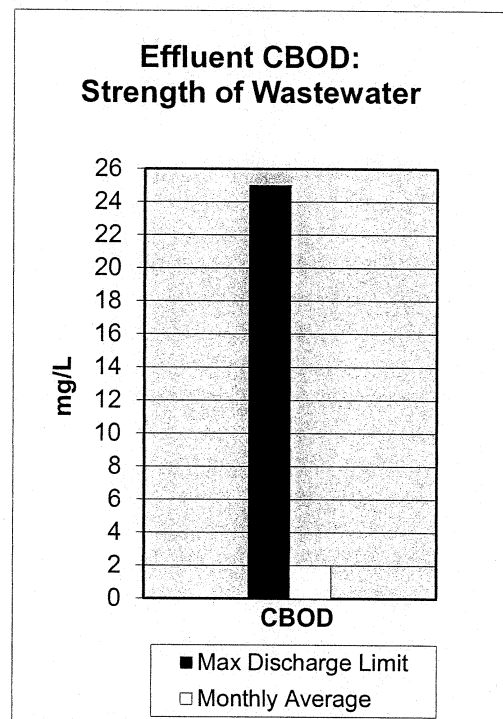
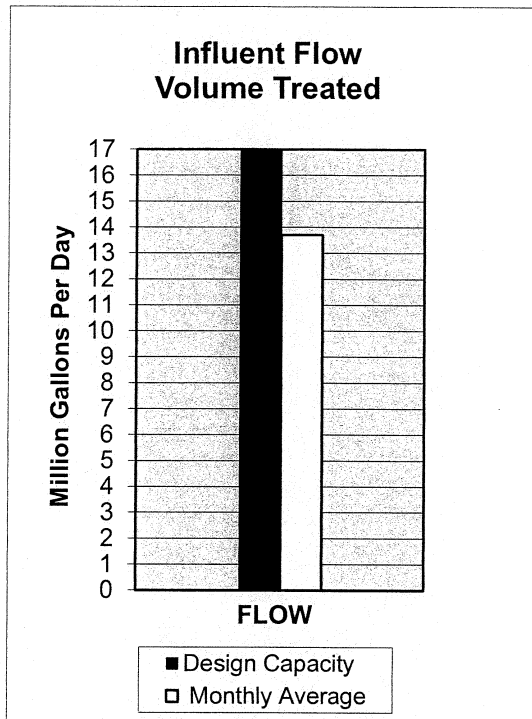
Total Attendees for FYE 23	45		32	
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Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
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OU Golf Course	0.2	46.2	0.9	42.1
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E.coli geometric mean average for December 2022 40 MPN (Limit is 630)

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



Comments here

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

**WATER TREATMENT DIVISION**

**MONTH: December-2022**

	<b>FYE 2023</b>		<b>FYE 2022</b>	
	<b><u>This month</u></b>	<b><u>Year to date</u></b>	<b><u>This month</u></b>	<b><u>Year to date</u></b>
<b>Water Supply</b>				
Plant Production (MG)	242.61	2150.28	269.31	2128.31
Well Production (MG)	90.54	772.64	70.35	513.03
Oklahoma City Water Used (MG)	30.12	181.55	29.39	193.58
Total Water Produced (MG)	363.26	3104.46	369.05	2834.92
Average Daily Production	11.72	16.96	11.90	15.41

**Peak Day Demand**

Million Gallons	14.60	25.52	13.21	20.88
Date	12/24/2022	7/27/2022	12/13/2021	8/26/2021
System Capacity (see note 1)	25.78	25.78	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00

Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)

**Costs**

Plant	\$639,617.45	\$4,086,125.12	\$667,449.35	\$4,134,309.18
Wells	\$237,537.96	\$1,543,374.75	\$206,713.95	\$1,321,533.75
OKC	\$81,997.48	\$545,033.46	\$76,794.05	\$454,508.75
Total	\$959,152.89	\$6,174,533.33	\$950,957.35	\$5,910,351.68

**Cost per Million Gallons**

Plant	\$2,636.37	\$1,900.28	\$2,478.33	\$1,942.53
Wells	\$2,623.71	\$1,997.54	\$2,938.49	\$2,575.95
OKC	\$2,722.81	\$3,002.06	\$2,612.93	\$2,347.92
Total	\$2,640.38	\$1,988.92	\$2,576.76	\$2,084.84

**Water Quality**

Bacterial Samples in Compliance	98	596	90	579
Bacterial Samples out of Compliance	2	4	0	7
Total number of inquiries (Note 2)	2	17	1	21
Total number of complaints (Note 2)	5	29	1	23
Number of complaints per 1000 service connections	0.13	0.75	0.02	0.57

Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.

**Safety**

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	4	0	3

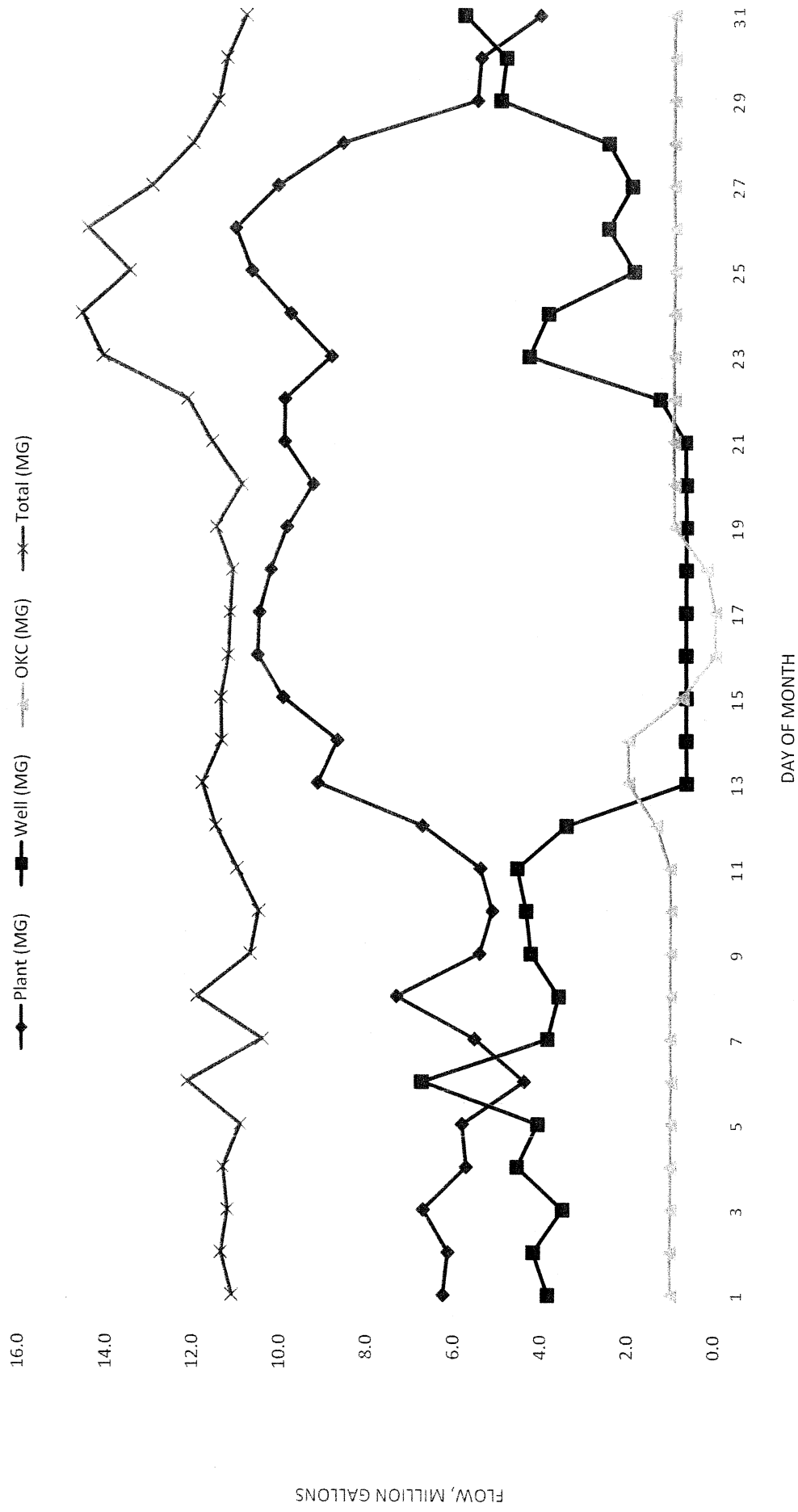
**Public Education**

Number of tours conducted	0	6	1	9
Number of people on tours	0	45	1	110

**Notes:**

Intermediate pump 1 and 3 failed, getting quotes to repair. Received pumps for wells 3A and 51, waiting on Meyer pump to ins  
Installed bleach feed equipment in well 68 and 70. Re-bidding Salt at this time. Working with fleet to have tractor repaired.  
Harrison-Orr troubleshoot air handler issues in Chemical building, found natural gas regulator not functioning properly.

# WATER PRODUCTION FOR DECEMBER 2022



**SANITATION DIVISION PROGRESS REPORT**  
**SUMMARY 2022**

	FYE 22		FYE 23	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	5	0	14
<u>On The Job Injuries</u>	0	8	0	2
<u>Bulk Pickups</u>	37	153	37	122
<u>Refuse Complaints</u>	100	578	135	348
<u>New Polycarts Requests</u>	66	405	49	302
<u>Polycarts Exchanges</u>	5	51	4	68
<u>Additional Polycart Requests</u>	79	407	62	331
<u>Replaced Stolen Polycarts</u>	44	165	33	119
<u>Replaced Damaged Polycarts</u>	62	541	34	610
<u>Polycarts Repaired</u>	50	249	24	258

**COMPOST MONTHLY REPORT**

**DECEMBER**

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	271.30
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 22.08
TONS BROUGHT IN BY PUBLIC:	460.00
TONS BROUGHT IN BY CONTRACTORS :	1,320.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	260.00
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 45,043.20
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 45,065.28
REVENUE COLLECTED FROM COMPOST SALES:	\$350.00
REVENUE COLLECTED FROM GATE SALES:	\$12,350.00
TOTAL TONS COLLECTED	2,311.30

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		12
DRYING BEDS	0	0
COMPOST SOLD BY CUBIC YARDS		960
MULCH SOLD BY CUBIC YARDS	555	
TOTAL:	555	972

<b>CURBSIDE MONTHLY RECYCLING REPORT</b>	
	<b>Dec-22</b>

PROGRAM STATISTICS	
	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	11.17
POUNDS PER HOME:	20.53

COMMODITY BY TON		
	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.96%	6.57
#1 PET	4.08%	13.67
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	33.75
MIX PAPER	29.67%	99.44
PLASTIC FILM	0.60%	2.01
#2 NATURAL	1.11%	3.72
#2 COLOR	1.66%	5.56
#3-#7	0.00%	0
METAL	0.30%	1.01
RIGIDS	0.26%	0.87
TIN-STEEL SCRAP	2.14%	7.17
TRASH	27.91%	93.55
OCC	20.24%	67.84
<b>TOTAL</b>	<b>100.00%</b>	<b>335.16</b>

	MONTH
SERVICE CALLS (MISSES)	42
HOUSESIDE	5
REMINDER	2
SCATTERED	1
MISC.	0
REPAIR	14
NEW	34
ADD	3
MISSING	12
EXCHANGE	0
REPLACE	8
PICK UP	8
<b>TOTAL CALLS</b>	<b>129.00</b>

	MONTH
<b>LANDFILL COST AVOIDANCE</b>	<b>\$6,619.41</b>

