

# City of Norman



## Monthly Departmental Report

**September 2022**

## **MONTHLY PROGRESS**

**TABLE OF CONTENTS  
MONTHLY PROGRESS REPORTS**

<b>City Clerk</b>	<b>1</b>
<b>City Manager</b>	<b>2</b>
<b>NORMAN FORWARD</b>	<b>2A</b>
<b>Finance</b>	<b>3</b>
<b>Accounting</b>	<b>3A</b>
<b>City Revenue Reports</b>	<b>3B</b>
<b>Utility</b>	<b>3C</b>
<b>Fire</b>	<b>4</b>
<b>Human Resources</b>	<b>5</b>
<b>Information Technology</b>	<b>6</b>
<b>Legal</b>	<b>7</b>
<b>Municipal Court</b>	<b>8</b>
<b>Parks</b>	<b>9</b>
<b>Westwood/Norman Municipal Authority</b>	<b>9A</b>
<b>Facility Maintenance</b>	<b>9B</b>
<b>Planning and community Development</b>	<b>10</b>
<b>Police</b>	<b>11</b>
<b>Animal Control</b>	<b>11A</b>
<b>Public Works</b>	<b>12</b>
<b>Utilities</b>	<b>13</b>

**CITY CLERK            1**



**CITY CLERK****MONTHLY PROGRESS REPORT****September 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	18	44	2	8
Bus Service	0	0	0	0
CDBG	5	5	2	7
City Clerk	70	375	3	12
City Manager/Mayor	6	27	5	31
City Wide Garage Sale	0	0	0	0
Code Enforcement	68	212	5	15
Finance	3	21	0	0
Fire/Civil Defense	6	13	1	1
Human Resources	10	26	0	0
I.T.	6	22	0	0
Legal	6	24	0	5
Line Maintenance	22	56	3	4
Municipal Court	3	8	1	1
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	23	79	5	10
Permits/Inspections	38	159	0	0
Planning	8	32	1	2
Police/Parking	33	97	18	41
Public Works	14	61	0	4
Recycling	0	0	0	0
Sanitation	65	186	2	6
Sidewalks	0	0	0	0
Storm Debris	0	0	0	0
Storm Water	24	22	8	16
Streets	30	102	7	17
Street Lights	0	0	0	0
Traffic	29	80	1	4
Utilities	71	272	4	11
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>September Total 626</b>	<b>558</b>	<b>1947</b>	<b>68</b>	<b>195</b>

## LICENSES

Twenty Three New licenses and Two Renewals were issued during the month of September. 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	0
Brewer	0	1	Retail Spirits Store	0	1
Coin-Operated Devices	1	2	Retail Wine	0	0
Distiller	0	0	Salvage Yard	0	0
Food	3	15	Sidewalk Dining	0	0
Game Machines	0	0	Solicitor/Peddler (30 day)	1	2
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	2	4
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	2	6	Special Event	0	0
Medical Marijuana Grower	1	1	Strong Beer & Wine/Winemaker	0	1
Medical Marijuana Processor	1	2	Taxi/Motorbus/Limousine	0	0
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	1	2	Temp Food (one day)	2	3
Mixed Beverage/Caterer	1	3	Temp Food (30 day)	3	3
Pawnbroker	0	0	Temp Food (180 day)	5	6
Pedicab	2	3	Transient Amusement	0	0
YTD License Total: 55	12	35		13	20
NEW ESTABLISHMENT LICENSES					
NAME	ADDRESS		LICENSE TYPE(S)		
Brandi Berry Dank Tank	421 W. Gray St		Medical Marijuana Dispensary		
Golden Trends	1560 Double Drive		Medical Marijuana Grower		
Planet Group	112 W. Main St.		Medical Marijuana Processor		
Smile Group	112 W. Main St.		Medical Marijuana Dispensary		
Noun Hotel	542 S. University Blvd.		Food Service License		
Noun Hotel	542 S. University Blvd.		Occupational Tax/Mixed Beverage		
Sweet Sips	333 W. Boyd St #110		Food Service License		
Sooner Pedicab	3001 Allspice Run		Pedicab		
Zoom Pedicab	999 Outside of City		Pedicab		
Thastar Vending LLC	418 Interstate Dr.		Coin Operated Vending Machines		
SOLICITOR/PEDDLER LICENSE					
60 DAY	30 DAY		1 DAY		
Sooner Bloomers	Small Town Solar				
777 Roofing & Construction					
TEMPORARY FOOD PERMITS					
180 DAY	30 DAY		1 DAY		
Destiny Ranch/Cornell Cattle	Cappuvvino		Afonso's Smoked BBQ LLC		
OK Sandwich	Prime House Direct		On the Hook Fish and Chips		
Taqueria El Mexicano #2	Riko's Tacos				
Taqueria San Tadeo					
Ted's Café Escondido					

### **CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
09/01/22	Ray Apartments	Alleges that on July 21, 2022 the Management of Ray Apartments located at 320 E. Boyd reported a water main leak. City of Norman employee reported that it was on the apartment's side of property. Apartment management called BL3 Plumbers, who dug up the meter and discovered leak was on the city side. Reimbursement for plumber's services.	\$425.00
09/22/22	Darrin Cartwright	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 for medical services and car rental. Truck totaled, insurance company will file separately for damages.	\$715.35
09/26/22	Tyler Kyle Represented by Matt Swain, Swain Law Group	Allegedly, Norman Police Department misidentified subject of their investigation, which led to filing charges and arresting the wrong man. Mr. Kyle is seeking \$75,000 in damages for wrongful arrest, attorney fees, legal fees and mental stress and anxiety.	\$75,000.00

### **STUDY SESSION**

On September 06, 2022, City Council met in Study Session for update from Dr. David McLeod Associate Director of the University of Oklahoma School of Social Work, regarding the Police Use of Force and School Resource Officers. Additionally, status report on the Purchase of 1210 West Robinson Street and the possible acquisition of property located at 309 Norman Center Court.

On September 20, 2022, City Council met in Study Session to discuss the creation of a Council Handbook including but not limited to Meeting Processes and Policies.

### **FINANCE COMMITTEE**

On September 15, 2022 the Finance Committee met and discussed the FYE 2022 Year End Closeout, additionally discussed the FYE 2024 Budget Calendar. The Monthly Revenue and Expenditures Reports were discussed.

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

On September 01, 2022, the Business and Community Affairs Committee met and discussed The Strong Towns Community Action Lab proposal.

### **COMMUNITY PLANNING & TRANSPORTATION COMMITTEE**

On September 22, 2022, the Community Planning and Transportation Committee met with presentation on the new Bike Skills Course. Additionally discussed the Disaster Debris Management Program and Public Transit Report was submitted.

### **OVERSIGHT COMMITTEE**

On September 08, 2022, the Oversight Committee met to discuss a Bus Pass Program for the Homeless.

**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:** 09.30.2022

**Re:** September 2022 Monthly Report

---

**REPORT PERIOD:** September 1 through September 30, 2022

## WORK THIS MONTH

1. Thursday, September 1, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
2. Thursday, September 1, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
3. Friday, September 2, 2022 | 8:30 a.m. | North Base Cleaning Bay: Check in
  - a. Teams meeting with City Staff to review progress
4. Tuesday, September 6, 2022 | 11:15 a.m. | ECOC Interiors Coordination
  - a. Review interiors items such as window treatments, glazing options, and finishes
5. Tuesday, September 6, 2022 | 3:30 p.m. | YFAC FSB/ADG Coordination Pre-meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
6. Tuesday, September 6, 2022 | 3:30 p.m. | CFOB Meeting
  - a. Supported City Staff with project status reports and financial data
7. Thursday, September 8, 2022 | 1:00 p.m. | ECOC - Decompression Room FFE
  - a. Discussed furnishings and wall treatment of Decompression Room
8. Thursday, September 8, 2022 | 1:00 p.m. | Norman Senior Center Progress Meeting
  - a. Bi-weekly coordination call with TMC design team and Building C design team
9. Thursday, September 8, 2022 | 3:30 p.m. | YFAC Steel Topping Out Ceremony
  - a. Ceremony of topping out of building
10. Friday, September 9, 2022 | 9:30 a.m. | NF YFAC Bi-weekly Programming Meeting
  - a. Discussion of outstanding design decisions
11. Monday, September 12, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
12. Tuesday, September 13, 2022 | 2:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
  - a. Discussion of programming issues on the ECOC
13. Wednesday, September 14, 2022 | 9:30 a.m. | YFAC FSB/ADG Coordination Pre-meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
14. Wednesday, September 14, 2022 | 10:00 a.m. | Norman Municipal Complex - OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
15. Wednesday, September 14, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
  - a. Bi-weekly meeting reviewing progress and discussing coordination items

16. Thursday, September 15, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
17. Thursday, September 15, 2022 | 12:00 p.m. | Norman ECOC - Owner Requested Items
  - a. Reviewed owner-provided items and locations in facility
18. Thursday, September 15, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
19. Friday, September 16, 2022 | 8:00 a.m. | ECOC VE Session #1
  - a. Value engineering session identifying cost saving measures
20. Friday, September 16, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
21. Monday, September 19, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
22. Monday, September 19, 2022 | 2:00 p.m. | ECOC VE Session #2
  - a. Value engineering session identifying cost saving measures
23. Tuesday, September 20, 2022 | 1:00 p.m. | ECOC - RFQ Review
  - a. Reviewed FF&E vendor RFQ with ADG Interiors
24. Tuesday, September 20, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
25. Thursday, September 22, 2022 | 1:00 p.m. | NF YFAC Bi-weekly Programming Meeting
  - a. Discussion of outstanding design decisions
26. Thursday, September 22, 2022 | 2:30 p.m. | Norman Senior Center Progress Meeting
  - a. Bi-weekly coordination call with TMC design team and Building C design team
27. Tuesday, September 27, 2022 | 1:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
  - a. Discussion of programming issues on the ECOC
28. Tuesday, September 27, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
29. Thursday, September 28, 2022 | 8:30 a.m. | ECOC – Door Hardware Coordination
  - a. Reviewed door hardware specifications and schedule with CWA and NPD
30. Wednesday, September 28, 2022 | 10:00 a.m. | Norman Municipal Complex - OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
31. Thursday, September 29, 2022 | 8:15 a.m. | ECOC: Groundbreaking Coordination Meeting
  - a. Meeting coordinating groundbreaking ceremony
32. Thursday, September 29, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
33. Thursday, September 29, 2022 | 11:00 a.m. | ECOC Console Spec Review
  - a. Reviewed dispatch console specification and provided comments
34. Thursday, September 29, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
35. Thursday, September 29, 2022 | 1:30 p.m. | Building C (HR) Audio/Video Design Meeting
  - a. Meeting identifying AV/IT items room by room

**Construction Observation Site Visits:**

- a. Griffin, Phases 5 and 6: 10
- b. Municipal Complex, City Hall: 3
- c. Municipal Complex, Development Center: 9
- d. North Base: 1
- e. Young Family Athletic Center: 9
- f. Reaves Park: 9
- g. Senior Center: 5

**WORK ANTICIPATED THE UPCOMING MONTH (October 2022)**

- Emergency Communications and Operations Center
  - Construction document progress, updated construction budget
  - Recurring bi-weekly programming meetings
- Griffin Park
  - Phase 5: Construction finishing up and punch walk scheduled
  - Phase 6: Construction underway and on schedule
- Reaves Park
  - Construction underway
- North Base Complex
  - Final reports for Davis Bacon compliance and deliverables
  - Cleaning Bay resolution
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - Recurring bi-weekly OAC meetings and programming meetings
  - Ongoing vertical construction; interior partitions in progress
- Senior Wellness Center
  - Construction underway; pouring of main slab on 10.11.22
  - Recurring OAC meetings
  - Awaiting GMP #6 as final package
- Municipal Complex
  - Development Center: Construction underway
  - Municipal Courts: Construction document completion
  - Building C: Design development completion
  - 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: Construction documents 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: No known issues
- Senior Wellness Center
  - a. Schedule: Construction ongoing
  - b. Budget: Alignment in process; GMP #6 still forthcoming
  - c. Issues: Coordination with Oceans development; Sale date of 718 N Porter
- North Base
  - a. Schedule: Punch list completion, TCO in place
  - b. Budget: In budget
  - c. Issues: Punch list completion; Cleaning bay
- 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

---

SUBMITTED BY: ADG – A.J. Kirkpatrick



CITY OF NORMAN

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

Treasury Division:

In the month of September, the Treasury Division processed 37,985 payments in person and over the phone, a decrease of -4% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 10,339 payments in September, a decrease of -1.6% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of September by -6.7%. Revenues from the City's largest single source of revenue, sales tax, are above target by 1.5% for the year to date and -0.1 % below 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	\$13,524,425	\$13,718,968	\$13,732,071	\$11,217,959
General Fund Revenue	\$25,160,788	\$23,489,315	\$22,090,909	\$28,111,435
General Fund Expenses	\$24,187,927	\$23,697,166	\$18,976,663	\$19,227,474

## Administration Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,120.00	320.00	960.00
Total Comp Time Available	1.75	13.75	5.75	14.25
Total Overtime Hours	5.00		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	 486.75	 1,133.75	 325.75	 974.75
Benefit Hours Taken	121.25	205.75	65.50	144.50
 TOTAL ACCOUNTABLE STAFF HOURS	 365.50	 928.00	 260.25	 830.25
 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

**ACCOUNTING      3A**

## Accounting Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
Total Regular Hours Available	1,680.00	3,920.00	960.00	2,880.00
Total Comp Time Available	2.25	7.00	2.25	9.50
Total Overtime Hours	6.00	17.50	13.00	80.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,688.25	 3,944.50	 975.25	 2,969.50
Benefit Hours Taken	317.50	734.75	183.00	408.50
 TOTAL ACCOUNTABLE STAFF HOURS	 1,370.75	 3,209.75	 792.25	 2,561.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

## City Revenue Report

	FYE 23 August	FYE 23 September	Plus/Minus
Total Revenue Received (\$)	\$5,746,233	\$5,876,919	\$130,686
Utility Payments - Office (#)	39,625	37,985	(1,640)
Utility Payments - Office (\$)	\$5,329,788	\$5,391,978	\$62,190
Paymentus (#)	13,091	13,301	210
Paymentus (\$)	\$1,385,495	\$1,446,890	\$61,395
Lockbox (#)	10,636	10,339	(297)
Lockbox (\$)	\$1,648,084	\$1,741,996	\$93,912
E-Lockbox (#)	3,703	3,620	-83
E-Lockbox (\$)	466,854	430,419	(\$36,435)
Bank Draft Payments (#)	11586	11035	(551)
Bank Draft Payments (\$)	\$1,381,302	\$1,459,446	\$78,144
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	123	95	(28)
Processed Return Checks (\$)	(\$13,652)	(\$12,590)	\$1,062
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	271,512	137,641	(\$133,871)
Municipal Court - Fines/Bonds (\$)	127,269	140,861	\$13,592
Municipal Court - Credit Card (#)	315	396	81
Municipal Court - Credit Card (\$)	75,279	74,030	(1,249)
Building Permits Cash Report (\$)	193,873	323,693	\$129,820
Building Permits Credit Card (#)	390	365	-25
Building Permits Credit Card (\$)	\$78,568	\$248,939	\$170,371
Occupational License - Bldg Insp. (\$)	\$5,684	\$3,642	(\$2,042)
Occupational License - Bldg Insp. CC (#)	34	18	-16
Occupational License - Bldg Insp. CC (\$)	\$4,884	\$2,942	(\$1,942)
Business License - City Clerk (\$)	2,290	8,195	\$5,905
Accounts Receivable Billed (\$)	\$406,528	\$59,911	(\$346,617)



## Budget Services Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,120.00	319.50	959.50
Total Comp Time Available	0.00	0.00	0.00	2.75
Total Overtime Hours	0.00	0.25	0.50	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	480.00	1,120.25	320.00	962.75
Benefit Hours Taken	43.75	131.00	44.50	168.00
TOTAL ACCOUNTABLE STAFF HOURS	436.25	989.25	275.50	794.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Treasury Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,200.00	2,800.00	657.25	2,257.25
Total Comp Time Available	5.00	16.25	10.75	53.25
Total Overtime Hours	54.75	148.75	31.00	110.25
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	1,259.75	2,965.00	699.00	2,420.75
Benefit Hours Taken	204.25	513.00	107.25	333.50
TOTAL ACCOUNTABLE STAFF HOURS	1,055.50	2,452.00	591.75	2,087.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

**UTILITY      3C**

## Utility Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,680.00	3,920.00	2,262.00	6,982.00
Total Comp Time Available	18.50	42.50	3.25	41.75
Total Overtime Hours	75.50	220.25	91.75	316.50
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	1,774.00	4,182.75	2,357.00	7,340.25
Benefit Hours Taken	244.25	636.00	513.50	1,427.75
TOTAL ACCOUNTABLE STAFF HOURS	1,529.75	3,546.75	1,843.50	5,912.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Office Services

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,120.00	318.75	958.75
Total Comp Time Available	0.25	0.25	0.00	0.00
Total Overtime Hours	41.25	144.50	32.75	109.00
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	 521.50	 1,264.75	 351.50	 1,067.75
Benefit Hours Taken	69.25	158.00	24.00	136.00
 TOTAL ACCOUNTABLE STAFF HOURS	 452.25	 1,106.75	 327.50	 931.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

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

	Aug '22	Sep '22
Mail Payments - Lockbox	10,636	10,339
Mail Payments - E-Lockbox	3,703	3,620
Mail Payments - Office	75	424
<b>Total Mail Payments - Subtotal</b>	<b>14,414</b>	<b>14,383</b>
Night Deposits	177	126
Paymentus Payments	13,091	13,301
<b>Without assistance paymnts - Subtotal</b>	<b>13,268</b>	<b>13,427</b>
Office Payments	2,496	2,218
<b>With assistance payments - Subtotal</b>	<b>2,496</b>	<b>2,218</b>
<b>Total Payments Processed - Subtotal</b>	<b>30,178</b>	<b>30,028</b>
Bank Draft (ACH) Payments	11586	11035
<b>Total Payments (Utility)</b>	<b>41,764</b>	<b>41,063</b>
<b>Total Payments</b>	<b>60,356</b>	<b>60,056</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 23		FYE 22	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,528	132,798	42,678	130,115
New Ons	751	2,838	682	2,705
Final Accounts Billed	674	2,437	627	2,355
TOTAL ACCOUNTS BILLED	45,953	138,073	43,987	135,175

## **FIRE DEPARTMENT**

**4**



## September 2022 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	177 unit hours	Vehicle Fires, Inspection & Code Enforcement, Legal, Medical, Investigation
Inspections/Re-Inspections	163 hours	Game Day w/OU FM, Annual, Certificate of Occupancy, Daycare, Fire Alarm, Fire Suppression System, General, Occupancy, Food Truck, Fair Safety
Smoke Detectors	5	Check/Install Smoke Detectors/Replace Batteries
Investigations	15	6 Closed, 3 Complete, 6 Pending
Investigative Activities	53 hours	Fire Scene Investigation, evidence to evidence shed, OSBI, interviews/Interrogation, Egress complaint
Department Meetings	19 (54 hours)	Shift Change Meetings, Staff Meeting, OU Fire Marshal
Station & Equipment Maintenance	40 hours	Daily checks, supplies replenishing, game day supply prep, cleaning & organization
Public Service/Education & Special Events	71 hours	CC Fair, tours, Fire Prevention Month Prep, OU Game, Norman Film Festival, Touch a Truck, Bait & Badges, Recruit Graduation

### Planning Officer Activities

Activities	Notes	Number	Staff Hours
Plan Reviews		24	75
Inspections/Re-inspections		8	10
On Site Meetings	SWC, D-T-D, Minges, NHP, Saltgrass, Warm S	6	10
Office/Department Meetings	Unsafe building discussions, pre planning	10	7
Job Training	Target Sol, Consultant in house, OU Pre	5	21
Data Entry	NW site plans, Activities	Daily	15
Email Communication	Contractor/Architect inquiries, Citizen issues	Daily	25
Calls for Information	Contractor/Architect inquiries, Citizen issues	Daily	4
<b>Totals</b>			<b>167</b>



## NFD Monthly Progress Report September 2022

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	28	1.79%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	932	59.48%
4 - Hazardous Conditions (No Fire)	30	1.91%
5 - Service Call	102	6.51%
6 - Good Intent Call	381	24.31%
7 - False Alarm & False Call	68	4.34%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	26	1.66%
<b>Total Incident Count (Unique Calls)</b>	<b>1567</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>2008</b>	

Total Fire Loss    \$143,622.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	320	278	0:04:38
Station #2	175	312	0:05:12
Station #3	312	333	0:05:33
Station #4	196	310	0:05:10
Station #5	66	614	0:10:14
Station #6	58	574	0:09:34
Station #7	138	352	0:05:52
Station #8	111	334	0:05:34
Station #9	188	341	0:05:41

### Community Outreach

Tours and Special Events	17	Cleveland County Fair, Touch a Truck, Bait and Badges, Tours & Ride Alongs
--------------------------	----	--

### Burn Permits

Burn Permits Issued	58	Conditions were favorable for burning 8 days in September
---------------------	----	---

### Training

Total Personnel Training Hours	1949	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
--------------------------------	------	---

# NFD Monthly Progress Report

September 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	8	1		1			1	4		1
Chief 301	13	2		3	1			5	1	1
Chief 302	33	6	6	3	1		1	10	3	3
Chief 303	21	6	2	3	1			6	3	
Chief 304	3	1		1	1					
Chief 401	11	2		2			1	4		2
Chief 402	18	2		2	1	2	3	7		1
Chief 403	9	2		2	2			2		1
Chief 404	1			1						
Engine 1	344	315	1	10				14	1	3
Brush 1	10	7	1					1		1
Ladder 1	22	7		3	1			8		3
Engine 2	196	5	173	4	6			8		
Brush 2	11	1	7	1	1			1		
Ladder 2	18	5		3				8		2
Engine 3	331	9	2	310	1		1	4		4
Brush 3	5	1	1	3						
Engine 4	212	2	5	1	192			9	3	
Brush 4	4		3	1						
Engine 5	31					29	2			
Brush 5	68			1		65	2			
Engine 6	13						12			1
Brush 6	61					2	57			2
Rescue 7	1		1							
Squad 7	175	13	4	9	5		2	135	5	2
Brush 7	2							2		
Engine 8	115	1						6	108	
Brush 8	1							1		
Tanker 8	3						1	2		
Engine 9	216	10		10		2	3	5		186
Brush 9	6	3		1			1			1
Tanker 9	2						1			1
EMS1	6	1		1		1	1	1		1
Fire Marshal 1	6	2						1	1	2
Fire Marshal 2	8	1		1			2	2	2	
Fire Marshal 3	6		1				1	2	1	1
Fire Marshal 4	11	4		1				4	1	1
Fire Marshal 5	6	2		1				3		
Fire Marshal 6	1								1	
	<b>2008</b>	<b>411</b>	<b>207</b>	<b>379</b>	<b>213</b>	<b>101</b>	<b>92</b>	<b>255</b>	<b>130</b>	<b>220</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

Comments: September 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	Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to

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>	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>	
The Cleveland County Medical Reserve CORPS has provided several First Aid/Cooling stations for various venues	<p>Cleveland County Free Fair, September 8-11, 2022.</p> <p>Moore Marching Band Competition, September 17, 2022</p> <p>These stations provide a robust first aid capability along with cooling stations and general event support. These stations operate the full time the event is operational and is manned by medical and non-medical volunteers from the Medical Reserve CORPS and Norman Emergency Management Response Team. Plenty of band aids to fix boo boos along with treating minor injuries and calling for EMSTAT if the situation warrants. These aid station takes a lot of the “busy” first aid off of the EMS and provides for a static facility to bring those needing aid or lost children</p>
The Norman Emergency Management has been asked to support the National Weather Festival with volunteers to help clear ground space for aircraft arriving and departure	<p>Norman’s EM Coordinator has a military background in ground support to incoming aircraft. A previous year at the NWF, there was an incident resulting in a member of the public being injured. Providing a trained ground crew enhances safety for the festival goers.</p>
<b>Local Response</b>	
Red Cross Coordination for burn outs. In September there were three 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.	<p>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.</p>
<b>Youth Camp</b>	
The 2023 Youth Camp is in in the initial stages	<p>Lawton, Cameron University is the proposed site for the 2023 Youth Camp</p>
The Norman Art Walk conducted each second Friday contacted the EM Division for support of	<p>As requested, Norman response volunteers provides first aid and cooling station</p>

a cooling station.	support.
Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response.	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.
<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The initial FEMA review has been completed and forwarded to the State EM for review. The State has requested additional information and the request was given to the Division (12-09-2021) to provide their portion of the requested information.
Disaster 4587 February 2021	The initial application to FEMA was opened. The process of gathering, reviewing and submitting documentation is ongoing and should have the first FEMA review done by end of January 2022.
<b>Mitigation Grant Status</b>	
Various departments have taken advantage of the State Mitigation program	
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="https://www.weather.gov/norm/spotter">NWS Norman Spotter Schedule (weather.gov)</a>

## **HUMAN RESOURCES**

**5**



## **HUMAN RESOURCES**

### **Monthly Report**

**September 2022**

#### **ADMINISTRATION**

##### Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Coordinated Employee Perks: DSW & area Gym Memberships
- Coordinated Birthday/Anniversary post card mail outs
- Reconciled petty cash and implemented new procedures
- Coordinated various interviews
- Assisted with new employee orientations
  - New Hire packets
  - Processed I-9 paperwork
  - Made Employee ID Badges for new hires
- Labor Relations:
  - FOP signed a Tentative Agreement for their FYE 23 Collective Bargaining Agreement (CBA). The FOP membership voted in favor of ratifying their contract as outlined in the Tentative Agreement.
  - AFSCME signed a Tentative Agreement for their FYE 23 Collective Bargaining Agreement (CBA). The AFSCME membership voted in favor of ratifying their contract as outlined in the Tentative Agreement.
  - IAFF cancelled the September meeting and opted to resume negotiations in October.

#### **BENEFITS**

- Fielding employee calls/emails (round about 200+) referencing claims/health/deferred comp/dental/wellness concerns/basic & supplemental life/vision
  - Newborns – Marriage – Death – Loss or Gain of Coverage
- New Hire Orientation
  - Presenting CoN benefits to incoming and rehires
  - Building packets
  - Answering question about coverage
- Enrolling New Hires
  - Enrolling in Munis
    - Benefits
    - Dependents
    - Beneficiaries
    - AFSME dues
  - Website enrolling employees
    - Meritain
    - VSP
- Assisting approximately 5 employees/retired employees with information regarding COBRA/Retiree medical and dental inquiries and setup
- Contacting & setting up Flu shots through Cleveland County Health Department

- Weekly implementation Zoom calls with the following carriers and our broker:
  - Blue Cross Blue Shield
  - The Standard
  - Allstate
  - Met Life
  - Delta Dental
  - Optum
    - Work with HR Director
      - pricing for carriers
      - Selecting session locations and time schedule
      - Working on benefit information flyers
      - Making sure our broker/carriers receive all signed documentation
- Collecting data for auditor (benefits)
  - Active, Retiree, Cobra participants
    - Medical/Dental/Vision
      - Demographics
      - Type ( emp only, emp + fam, emp+child, emp + spouse)
- Munis training
  - Interactive team Webinar
    - Setup Implementation
    - Overview
- Working closely with Mindy Aynes
  - Deduction setup, questions, arrears and refunds
- Benefit Terminations
  - End dating Munis benefits
  - Terming Meritain and VSP coverage
- Meeting with my HR Director
  - Weekly Discussions on progression of current and future projects

### **PERSONNEL ACTIONS**

#### **New Hires – 15**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Human Resources/Admin.	Office Assistant	1
Parks & Rec/Recreation	Recreation Center Specialist	1
Police Department/Admin.	Public Information Officer	1
Police Department/Emerg. Comm.	Communications Officer I	1
Police Department/Patrol	Police Officer	5
Police Department/Staff Svcs.	Database Manager	1
Police Department/Records	Records Clerk	1
Public Works/Stormwater	Maintenance Worker I	1
Public Works/Streets	Maintenance Worker I	1
Utilities/Sanitation	Sanitation Worker I	1
Utilities/SLM	Utility Collection Worker I	1

**Separations – 12**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Finance/Admin	Admin Tech IV	1
Parks & Recreation/Park Maint.	Maintenance Worker I	2
Parks & Recreation/Park Maint.	Maintenance Worker II	1
Planning & Community Develop.	Planner I	1
Police/Staff Services	Police Lieutenant	1
Public Works/Fleet	Mechanic Apprentice	2
Public Works/Streets	Maintenance Worker I	2
Utilities/Meter Services	Meter Reader	2

**Promotions – 0**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>

**RECRUITMENT**

**Accepted applications for the following positions:**

<b>Department/Division</b>	<b>Position</b>
Finance/Administration	Administrative Technician IV
Human Resources/Administration	Human Resources Coordinator
Information Technology	Network and Infrastructure Engineer
Parks & Recreation/Facility Maintenance	Custodian (PPT)
Parks & Recreation/Park Maintenance	Maintenance Worker I
Parks & Recreation/Recreation	Food & Beverage Tech I (PT)
Parks & Recreation/Recreation	Recreation Technician (PPT)
Parks & Recreation/Recreation-12 <sup>th</sup> Ave	Recreation Leader I
Parks & Recreation/Recreation-Irving, 12 <sup>th</sup> , Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Irving & Whittier	Recreation Supervisor
Parks & Recreation/Recreation-Little Axe	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Golf Center	Golf Course Attendant (PT)
Parks & Recreation/Westwood Tennis Center	Temporary Laborer (PT)
Planning and Community Development	Planner I
Police/Administration	Police Public Information Officer
Police Department	Police Officer
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/Streets	Maintenance Worker I
Public Works/Traffic	Traffic Engineer
Utilities/Meter Services	Meter Reader
Utilities/Sanitation	Sanitation Worker I
Utilities/Sanitation	Transfer Station Attendant
Utilities/Sewer Line Maintenance	Utility Collection Worker I
Utilities/Water Reclamation Facility	Maintenance Worker I
Utilities/Water Reclamation Facility	Plant Operator D

Utilities/Water Treatment Plant	Temporary Laborer (PT)
---------------------------------	------------------------

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

<b>Contacts/Inquiries</b>		<b>Selection Process Elements</b>	
In Person	325	Written Exams	2
Phone	375	Practical Testing/Assessment Center	0
Mail	250	Panel Board Interviews	8
Email	275	Promotions	0
Total Subscribers on E-mail Vacancy List	1,405	Oral Interviews	2
Total Page Views for HR Website	4,774	Hiring/Promotion Board	2

<b>Hiring Statistics</b>		<b>Recruitment Statistics</b>	
Pre-Employment Reference Investigations	28	Advertisements Placed	40
Pre-Employment Drug Screens	9	Applications Received	156
Pre-Employment Physicals	9	Job Announcements Emailed	45
Pre-Employment Criminal Backgrounds	14	Job Announcement to CON Depts.	315

### **TRAINING AND DEVELOPMENT**

Conducted training for eleven 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 Alcohol Awareness, Signs, Symptoms, and Consequences training conducted by the City of Norman's EAP provider for 15 employees in the Norman Fire Department.

The Computer Training Lab was the site for Tyler Technologies Munis HR upgrade, testing and training, Information Technology ERP weekly meetings, ADA Accessible Document Training for Administrative Technicians, Employee Resource Groups Technical Enrichment Series Microsoft Basic Outlook and PowerPoint training for 20 employees, and Police Mobile, Records, and OLETS software training for the Police Academy.

Provided Teamwork Core Value Awards for presentation by Parks and Recreation Director Jason Olsen, Recreation Manager Veronica Tracy, and Recreation Supervisor Mitchell Richardson to Irving Recreation Center employees Andrew and Thomas McClary for their assistance in the After School Program.

Provided administrative control on a Fire Driver Engineer Promotion Board for test construction, the promotional process, security surveillance and testing.

### **SAFETY**

- Safety material documents were sent to divisions each week
- Conducted one (1) Return to Work Meeting (Park Maintenance)
- Conducted two (2) Fitness for Duty Meetings (Stormwater(1)/Police (1))
- Conducted eleven (11) new employee orientations
- Safety meetings were held covering Hazard Communication

### **Recordable Injuries – 7**

<b>Dept./Division</b>	<b>Nature of the Injury</b>	<b>Activity</b>	<b>Prognosis</b>
-----------------------	-----------------------------	-----------------	------------------

Fire/ Suppression	Lower left leg strain	While in training, landed on toes after jumping & heard something pop	Off work
Fire/ Suppression	Lower back strain	While bending over to disconnect 3" hose, felt a sharp pain in lower back	Off work
Police/ Patrol	Right upper quad strain	Felt a pop in right quad after standing up from doing push-ups	Work restrictions
Police/ Patrol	Broken left leg	Left leg was broken due to an auto collision	Off work
Police/ Patrol	Right quad strain	Felt pop in right quad while running	Work restrictions
Police/ Patrol	Lower back strain	Strained back during bike training	Returned to work
Utilities/ Sanitation	Strained left upper torso area	Slipped in the back of the truck & landed on back	Returned to work

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

2022	2021	2020	2019	2018	2017
47	64	57	65	71	59

**Vehicle Collisions: 1**

Division	Description of Collision	Status
Public Works/ Stormwater	City driver began pulling out into traffic after parked next to the curb. As he was coming out into the lane of traffic, another vehicle struck the City vehicle in an attempt to go around.	<b>"At Fault"</b>

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

2023	2022	2021	2020	2019	2018
2	3	10	3	8	5



**CITY OF NORMAN**

Information Technology Department  
Monthly Report – September 2022.

Working projects for the IT Department are as follows:

<b>Project</b>	<b>Description/improvement anticipated</b>	<b>Status</b>
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 201 W Gray 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 in case of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FYE23
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, Building D, Building A, Building C, 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 calendar year 2022.
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 Planning



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 Planning
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 September 2022.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 14 emails from the groups shown were sent from city servers using city resources – of those 21,603 were delivered to outside mailboxes for the month of September 2022. The city servers generated mass communications to Norman citizens of 21,603 messages from only 14 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 300,613 attempted incoming and 111,502 outgoing messages for the month of September 2022. Incoming messages totaling 132,087 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 45% 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:

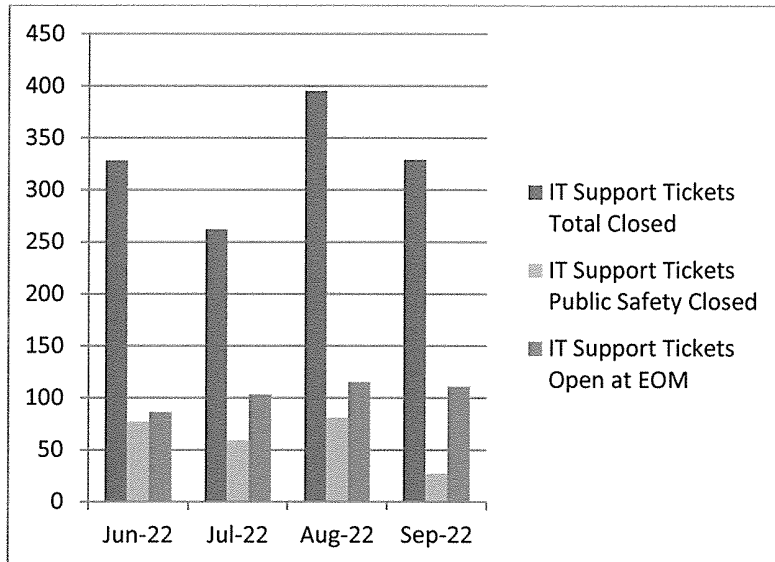
The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of September 2022, the City of Norman's web site had 92,753 individual web sessions access the web site for 194,169 total page views. Of those sessions, 52,007 were identified as New Users to view content 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 first quarter of

FYE23. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in FYE23.

[illegible]

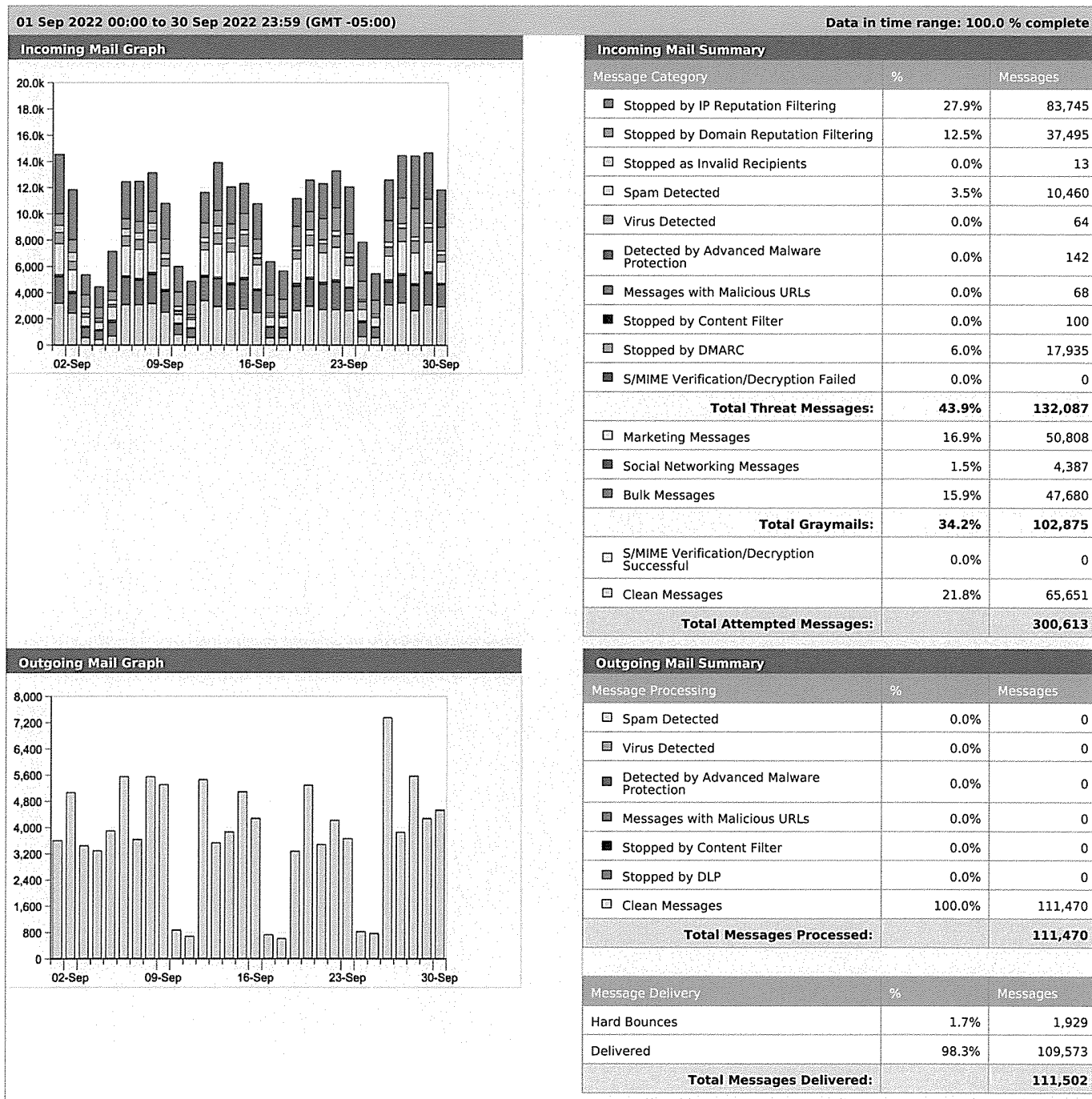
**Table 1****Table 2**

September 2022 LIST SERVER REPORT			
<i><b>Group</b></i>	<i><b>Active Members</b></i>	<i><b>Mailings</b></i>	<i><b>Total Delivered</b></i>
Affirmative Action Group	15	3	45
Job Posting	1402	3	4206
Norman News	2169	8	17352
<b>Totals</b>	3586	14	21603



## Executive Summary

ironport.example.com



	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate
	92,753 % of Total: 100.00% (92,753)	2.09 Avg for View: 2.09 (0.00%)	194,169 % of Total: 100.00% (194,169)	61,879 % of Total: 100.00% (61,879)	52,007 % of Total: 100.04% (51,986)	4 Avg for (0.00%)
	4,257 (4.59%)	1.91	8,119 (4.18%)	3,778 (4.68%)	2,694 (5.18%)	5 (0.00%)
	3,741 (4.03%)	2.12	7,927 (4.08%)	3,245 (4.02%)	2,069 (3.98%)	2 (0.00%)
	3,663 (3.95%)	2.09	7,638 (3.93%)	3,169 (3.93%)	1,978 (3.80%)	2 (0.00%)
	3,631 (3.91%)	1.98	7,194 (3.71%)	3,222 (3.99%)	2,169 (4.17%)	2 (0.00%)
	3,609 (3.89%)	2.21	7,965 (4.10%)	3,174 (3.93%)	1,916 (3.68%)	2 (0.00%)
	3,547 (3.82%)	2.20	7,807 (4.02%)	3,061 (3.79%)	1,952 (3.75%)	3 (0.00%)
	3,440 (3.71%)	2.34	8,040 (4.14%)	2,895 (3.59%)	1,769 (3.40%)	3 (0.00%)
	3,372 (3.64%)	2.18	7,349 (3.78%)	2,910 (3.61%)	1,773 (3.41%)	3 (0.00%)
	3,367 (3.63%)	2.11	7,121 (3.67%)	2,933 (3.64%)	1,887 (3.63%)	3 (0.00%)
	3,362 (3.62%)	2.21	7,434 (3.83%)	2,906 (3.60%)	1,819 (3.50%)	3 (0.00%)



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**September 2022 Report**  
**(Submitted October 14, 2022)**

**MONTHLY HIGHLIGHTS:**

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

This case arises out of proposed development on 36<sup>th</sup> Avenue Northwest just south of west Robinson Street. Council denied the proposed development and the developer challenged the action in district court. The district court ruled in the developer's favor and the City appealed. On September 14, 2022, the Court of Civil Appeals reversed the district court's ruling the mandate was issued on October 12, 2022, which means that the Court of Civil Appeals decision is final. Consequently, this case 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**

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

**B. *Condemnation Proceedings***

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

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

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

None

## **LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)  
AFSCME Grievance FYE 21-05 – (Brooks & Stephens)  
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)  
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)  
AFSCME Grievance FYE 22-12 – (Stephanie Shelton – Discipline/3 Day Suspension)  
AFSCME Grievance FYE 22-13 – (Stephanie Shelton – Discipline/5 Day Suspension)

IAFF Grievance FYE 21 – (Carl Smith – Improper Compensation)  
IAFF Grievance FYE 22 – (Battalion Chief)  
This Grievance has been resolved and will no longer appear on the Monthly Report.  
IAFF Grievance FYE 22 – (Clymer Promotion)  
This Grievance has been resolved and will no longer appear on the Monthly Report.  
IAFF Grievance FYE 22 – (Fire Training Officer)  
This Grievance has been resolved and will no longer appear on the Monthly Report.  
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 Smith – Light Duty)  
This grievance arises out of the Fire Chief's decision to assign a firefighter to light duty.  
IAFF Grievance FYE 23 – (Carl Smith – Pay)  
This Grievance has been resolved and will no longer appear on the Monthly Report.

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

Candice Smith, 564-2022-00673 (Discrimination)  
This Charge of Discrimination alleges that Ms. Smith was discriminated against based on her status as a pregnant female. On September 12, 2022, the EEOC notified the City that it would not proceed further with its investigation and issued Ms. Smith a Notice of Right to Sue. Ms. Smith has 90 days from receipt of the Notice – i.e., December 11, 2022, to file a lawsuit against the City regarding the allegations in Ms. Smith's Charge of Discrimination. Because it has been resolved at the EEOC level, this Charge will no longer appear on the Monthly Report.

### ***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 September 2022. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<b><u>ADULT CASES</u></b>			<b><u>JUVENILE CASES</u></b>			<b><u>COURT SESSIONS</u></b>		
	FYE 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		4	12	32	7	6	
NOV	259	228		0	2		6	6	
DEC	279	162		6	1		7	3	
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	
MAY	507	582		10	21		13	12	
JUNE	422	268		0	7		11	11	
TOTALS / YTD	4,303	3,860	651	80	114	32	105	88	32

### **WORKERS' COMPENSATION COURT**

The total number cases pending as of September 2022 are 17. There were no new workers compensation cases received during the month of September 2022. 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	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	2		2		
Public Works	Street Maintenance	2		1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance					1

DEPARTMENT	DIVISION	PENDING CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES	FYE20 CASES
Utilities	Sanitation					
<b>TOTALS</b>		17	1	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)

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)

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

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

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

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

***A settlement in the above cases was approved by Council on September 13, 2022 and will no longer appear on the monthly report.***

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)

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)

Tushmann, 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 September 2022.

DEPARTMENT	FYE 23 Month	FYE 23 YTD	FYE 22 YTD	FYE 21	FYE 20
Animal Control		2	2	1	
Finance – IT				1	
Fire			2	1	4
Legal				2	
Other			6	11	10
Parks			2	4	6
Planning		1	2		
Police	2	4	8	3	5
Public Works – other		1	2	2	3
Public Works – Stormwater			1		2
Public Works – Engineering				1	2
Public Works – Streets		4	10	9	11
Utilities – Water	1	4	6	11	11
Utilities – Sanitation		1	6	12	12
Utilities – Sewer			4	5	5
<b>TOTAL CLAIMS</b>	<b>3</b>	<b>17</b>	<b>51</b>	<b>63</b>	<b>71</b>

CURRENT CLAIM STATUS	FYE 23 TO DATE	FYE 22	FYE 21	FYE 20
Claims Filed	17	51	63	71
Claims Open and Under Consideration	6	2	0	0
Claims Not Accepted Under Statute/Other	0	3	10	11
Claims Paid Administratively	5	15	11	13
Claims Paid Through Council Approval	0	2	7	14
Claims Resulting in a Lawsuit for FY	0	2	3	1
Claims Barred by Statute (No Further Action Allowed)	0	19	32	32
Claims in Denied Status (Still Subject to Lawsuit)	6	8	0	0

**MUNICIPAL COURT**

**8**

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

**CASES FILED**

	<b><u>SEPTEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	321		885	400		1,119
Non-Traffic	263		685	222		587
SUB TOTAL	584		1,570	622		1,706
Parking	1,415		2,317	1,077		2,168
<b>GRAND TOTAL</b>	<b>1,999</b>		<b>3,887</b>	<b>1,699</b>		<b>3,874</b>

**CASES DISPOSED**

	<b><u>SEPTEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	313		970	501		1,279
Non-Traffic	251		724	176		501
SUB TOTAL	564		1,694	677		1,780
Parking	854		1,573	1,261		2,477
<b>GRAND TOTAL</b>	<b>1,418</b>		<b>3,267</b>	<b>1,938</b>		<b>4,257</b>

**REVENUE**

	<b><u>SEPTEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 40,930.22		\$ 113,946.03	\$ 47,257.57		\$ 148,238.30
Non-Traffic	\$ 27,351.68		\$ 68,754.22	\$ 21,894.09		\$ 67,335.11
SUB TOTAL	\$ 68,281.90		\$ 182,700.25	\$ 69,151.66		\$ 215,573.41
Parking	\$ 25,890.00		\$ 52,965.00	\$ 48,875.76		\$ 82,738.26
<b>GRAND TOTAL</b>	<b>\$ 94,171.90</b>		<b>\$ 235,665.25</b>	<b>\$ 118,027.42</b>		<b>\$ 298,311.67</b>

MUNICIPAL COURT - MONTHLY REPORT  
September 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 32 new cases and closed 31 cases during the month of September 2022. 1 Mediation was held.



**PARKS AND RECREATION 9**

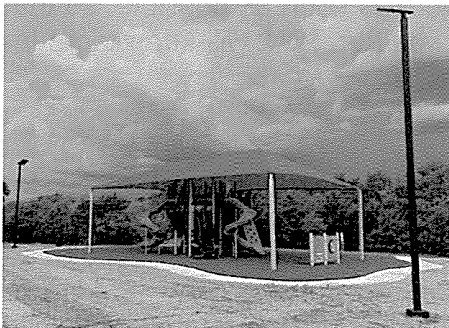
## **Park Development Activities September 2022**

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



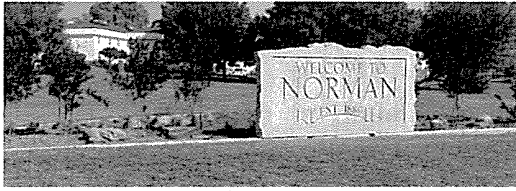
Work is continuing at the park; including final asphalt, striping, lighting, sod, trees and walkways for the new loop road and interior parking lots. Crews are finishing the grading and irrigation on the 4 new fields; and we expect to start laying the field sod the first of October; ahead of the winter dormancy period. This will allow the field turf to establish well-ahead of normal freezing temperatures and have us ready for play when the spring season begins. They will also be completing the new fields' outfield fencing, lighting and scoreboard placement. The roof and doors of the new restroom and concession building are being installed while the HVAC, plumbing and electrical subcontractors are finishing their build-outs. Final drainage structures are being completed, while the Ballclubs of Norman have started their fall league play. The work area will shrink down to the southern half of the current fenced area by late October. All work is planned for completion in early 2023, including a grand opening ceremony prior to the start of the spring baseball/softball season. A separate contractor is working to build the first sections of the new multi-modal path along the north side of Constitution Street, which passes through Reaves Park. We are working with them to identify trees that need to be preserved, removed or trimmed to make way for the new wide path. All work is planned for completion in early 2023, including a grand opening ceremony prior to the start of the spring baseball/softball season.

### **NORMAN FORWARD Neighborhood Parks:**



We held a small dedication ceremony on Friday (Sept. 16) at Vineyard Park to officially open the new playground that replaced the one destroyed by arson in the winter of 2020. We have also removed the old equipment and are preparing the ground for the new playground at Cherry Creek Park. That installation is scheduled to be done this fall; and will also include improvements to the soccer field, park furniture and walkways in the park. After this project, we will be doing some improvements to William Morgan Park, which will start with removing the poison ivy that has overgrown the area around the pond in the park and along the main walking trail. More improvements will be done at that park and several others starting next year as we continue through the 15 year Neighborhood Park Improvement program. We are also working on designs for the new park being built in the Bellatona Addition that will serve that area and Summit Valley neighborhoods. A conceptual design for the new Bentley Park will be presented at an upcoming Park Board for public input and review.

### **Public Landscapes:**



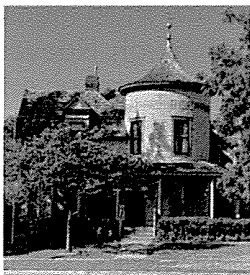
Crews continue to work on planting new landscapes at several public beautification areas. We recently had the south "Welcome to Norman" sign at Classen and 12<sup>th</sup> Avenue SE replanted after the severe weather of the past few

years had damaged many of the larger shrubs in that area. We will also be making improvements to smaller landscape areas at the Main Street "Welcome" sign, the Miller Historic District sign on Classen Boulevard and to several tree islands along our major streets. Work will continue as more sites are identified.

### **Andrews Park:**

Work has begun in Andrews Park to remove the old large playground in preparation for the new inclusive play area in its place. The current tot lot will remain available during construction, which is expected to be complete this fall. We are also starting the process of hiring a design team to create a master plan for Norman's oldest park to help guide us in future projects to upgrade the amphitheater area, splash pad, park trails and other areas that will help us move forward with daily use and event hosting at Andrews.

### **Historical House:**



We are receiving bids for a new shake roof on the Moore-Lindsey Historical House Museum. The existing roof has reached the end of its useful life and has tarps covering areas where hail and other weather and/or age has led to roof failure. We are also getting additional pricing to remove the asphalt shingle roof on the Carriage House at the museum, and replace it with a shake roof to match the main house. The current roof on that building is also well beyond

it's expected lifespan. We plan to award the project as soon as possible, so that work can be done quickly as we get into wetter weather. We will keep tarps in-place until the new roof is completed.

### **Forestry:**



We are working on pruning branches at several parks for safety and tree health over the next few weeks, prior to their annual leaf drop, which makes it much harder to identify dead material from live. In particular, we have a crew working to remove dead limbs from some large cottonwood trees in Kevin Gottshall Park, and are also doing trail-side maintenance at Creekside Bike Park and Ruby Grant Park ahead of a couple of special events being hosted at those sites in October. We are also coordinating with the contractor working to build the

new multimodal trail along Constitution Street to remove low limbs between the new path and the baseball fields in Reaves Park.

**SEPTEMBER 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.

<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		1	1
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	134.00	321.50		84.00	243.00
Trim Mowing	947.00	2455.00		409.00	409.00
Chemical Spraying	85.00	379.00		41.00	41.00
Fertilization	0.00	21.00		16.00	19.00
Park Tree Work	311.00	1539.00		0.00	139.00
Street Tree Work	0.00	72.00		48.00	56.00
Trash Maintenance	209.50	446.00		33.00	97.00
Sprinkler Maintenance	164.00	596.00		32.00	169.00
Watering	0.00	0.00		189.00	189.00
Painting	2.00	2.00		64.00	134.50
Landscape Maintenance	107.00	342.00		0.00	0.00
Seeding/Sodding	0.00	0.00		120.50	123.50
Ballfield Maintenance	2.00	2.00		0.00	0.00
Fence Repairs	0.00	0.00		0.00	216.00
Equipment Repairs/Maintenance	247.00	590.75		0.00	13.00
Material Hauling	11.00	63.50		69.25	69.25
Snow/Ice Removal	0.00	0.00		8.25	32.25
Christmas Setup	0.00	0.00		0.00	0.00
Vector Control	16.00	148.00		0.00	0.00
Events	0.00	98.00		72.00	277.00
Vandalism Repair	9.00	20.00		0.00	219.00
Trail Maintenance	0.00	0.00		0.00	0.00
Playground Maintenance	107.25	690.00		45.00	45.00
Restroom Maintenance	4.00	11.00		180.50	390.50
Carpentry/Welding	4.50	38.00		0.00	236.75
Shop Time	20.00	132.50		0.00	94.00
Special Projects	248.00	846.00		188.00	188.00
Miscellaneous	255.25	813.50		58.00	66.00

SEPTEMBER 2022  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 868. On Wednesday, September 7 at 12:30 pm, the Norman Senior Center took a day trip to watch the OKC Dodger game. The Ugly Quilting Group met on Thursday, September 8 at 10 am and will continue to meet on the second Thursday of each month. First Monday Birthdays were celebrated on Monday, September 12. On Tuesday, September 13, the Mystery Dinner trip took place. Patrons enjoyed a trip to Carlito's Café in Newcastle. Grill and Games, sponsored by Navigating Medicare, took place on Friday, September 16. Accentra Home Health offered free blood sugar and blood pressure screenings on Thursday, September 22. On Wednesday, September 28, the Norman Senior Center hosted Bingo, sponsored by Rivermont. On Thursday, September 29, the Norman Public Library had a team on site to issue library cards, answer questions about the library, and assisted those with their digital devices.

**Little Axe Community Center:** The Little Axe Community Center held a Health Fair and Vaccines on September 14th. There was a good turnout and 14 people wanted the new booster shot. The After School Program is growing and doing well. The Little Axe Community Center had a very successful Lunch and Learn with 50 people in attendance. One lucky lady even won a new television!

**12th Avenue Recreation Center:** The 12th Avenue Recreation Center averaged 31 students per day for the month of September. With Norman Public Schools being closed on September 2<sup>nd</sup>, we held a day camp for those that wanted to attend! Throughout the month, students got to do various crafts with all the staff like making a Personalized Planet that described more about them! Silver Spurs Square Dancing continued their weekend rentals throughout September, and had their one year anniversary on the 17<sup>th</sup>.

**Irving Recreation Center:** The Irving After School Program averaged 29 students per day through the month of September. Mitchell Richardson continued as the acting supervisor while the position was waiting to be filled.

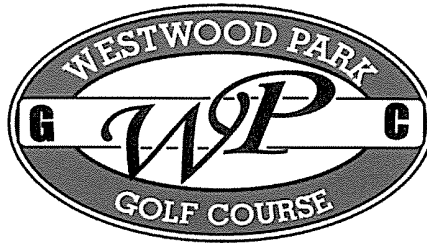
**Whittier Recreation Center:** The Whittier Discovery camp ended its summer camp with days laid out for each child to choose their favorite activity of the summer to lead. Our last field trip consisted of a visit to Andrews Park. The kids had lunch, put on an amazing talent show, and played cops and robbers on the playground with staff. Our After School Program enrollment has had over 20 returning kids enroll and 2 new enrollments from summer camp. After school camp has averaged 27 kids for the month of August. Staff worked on decorating the halls and walls for the new school year. Clogging classes continued on their Tuesday and Thursday evening practice schedule throughout August. Our clogging instructor will be retiring at the end of September and passing the class on to a long time clogger from the same class.

**FACILITY ATTENDANCE:**

	Month	Year to Date
Norman Senior Center	868	2,609
Little Axe Community Center	538	2,686
12th Avenue Recreation Center	1,230	5,850
Irving Recreation Center	325	1,752
Whittier Recreation Center	759	1,704
Reaves Center	300	900
Tennis Center	3,950	10,758

[illegible]

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



## SEPTEMBER 2022

### Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPT FYE'23	SEPT FYE'22
Regular Green Fees	1035	850
Senior Green Fees	498	474
Junior Fees	267	321
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)	805	644
Employee Comp Rounds	354	288
Golf Passport Rounds	0	0
9-Hole Green Fee	224	190
2:00 Fees	305	140
4:00 Fees	0	205
Dusk Fees or 6:00 Fees	131	81
PGA Comp Rounds	3	2
*Rainchecks (not counted in total round count)	11	19
Misc Promo Fees (birthday, players cards, OU student)	123	537
Green Fee Adjustments (fee difference on rainchecks)	9	7
<b>Total Rounds</b> (*not included in total round count)	<b>3782</b>	<b>3739</b>
% change from FY '20	1.15%	
<b>Range Tokens</b>	<b>4404</b>	<b>3988</b>
% change from FY '20	10.43%	
18 - Hole Carts	171	181
9 - Hole Carts	88	67
½ / 18 - Hole Carts	1433	1454
½ / 9 - Hole Carts	317	387
<b>Total Carts</b>	<b>2009</b>	<b>2089</b>
% change from FY '20	-3.83%	
18 - Hole Trail Fees	0	1
9 - Hole Trail Fees	0	2
18 - Hole Senior Trail Fees	0	2
9-Hole Senior Trail Fees	0	0
<b>Total Trail Fees</b>	<b>0</b>	<b>5</b>
% change from FY '20	-100.00%	
<b>TOTAL REVENUE</b>	<b>\$135,945.90</b>	<b>\$129,234.85</b>
% change from FY '20	5.19%	



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

<b>SAFETY REPORT</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2022</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Injuries On The Job	0	0	1	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	\$62,011.78	\$186,420.91	\$59,802.74	\$192,831.98
Driving Range	\$17,143.26	\$48,706.10	\$14,721.56	\$44,537.11
Cart Rental	\$35,146.12	\$102,557.07	\$35,237.21	\$109,728.15
Restaurant	\$21,376.17	\$78,920.37	\$19,295.44	\$66,956.43
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$268.57	\$792.05	\$177.90	\$444.89
<b>TOTAL INCOME</b>	<b>\$135,945.90</b>	<b>\$417,396.50</b>	<b>\$129,234.85</b>	<b>\$414,498.56</b>
Expenditures	\$65,163.54	\$298,473.10	\$94,322.52	\$349,703.69
Income vs Expenditures	<b>\$70,782.36</b>	<b>\$118,923.40</b>	<b>\$34,912.33</b>	<b>\$64,794.87</b>
Rounds of Golf	4287	12861	4093	12279

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

We are in the process of installing a Ph adjustment injection system in the irrigation pumping station. This process is extensive and will take us several weeks to complete. This change will significantly produce better turfgrass quality conditions on all irrigated golf course areas. Thank you again to the Foundation and The Lionel Bentley Family donation. Our use of city water for irrigation is down by over 70% compared to all previous years. This is a direct reflection of the changes we completed with the well water (#11) piped and diverted directly into the irrigation pond. We hope to continue this major financial savings to Westwood's operating budget. Mowing is requiring most of our time and greens are performing very well with our fertilizer, topdressing and recovery methods. Manganese was the limiting factor. Overall greens quality rating is 95% . Nutsedge, Dallasgrass and prostrate knotweed has been our targeted weeds for control in the rough areas. This will be ongoing well into the fall.

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

SEPTEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

---

FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$0.00	\$239.00	\$280,436.50
Swim Pool Gate Admission	\$7,870.00	\$184,326.00	\$333,721.00
Swim Lesson Fees	\$0.00	\$3,880.00	\$63,442.00
Pool Rental	\$4,125.00	\$34,238.00	\$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	\$3,332.32	\$101,881.18	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$15,327.32</b>	<b>\$324,564.18</b>	<b>\$953,564.77</b>
Expenditures	\$70,211.05	\$504,484.42	\$693,322.52
<b>Income verses Expenditures</b>	<b>(\$54,883.73)</b>	<b>(\$179,920.24)</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2023 MTD Sep-22	FYE 2022-23 YTD April 22 - Present	2021 YTD April 21 - Oct 21
a. Pool Attendance	640	114,679	75,468
b. Adult Lap Swim Morning/Night	225	950	1,802
c. Water Walkers	1,120	1,124	4,923
d. Toddler Time	50	4,328	5,421
e. Water Fitness	550	2,610	2,826
f. Swim Team	0	1,435	4,423
g. Scuba Rentals	8	514	54
h. Scuba Participants	24	282	100
i. Swim Lessons	0	1,465	1,697
j. Private Swim Lessons	8	73	51
g. Movie Night/Special Events	2	2156	1,298
h. Party / Rentals	14	259	116
<b>TOTAL ATTENDANCE</b>	<b>2,641</b>	<b>129,875</b>	<b>98,179</b>

SEPTEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

---

---

SEPTEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

---

FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$0.00	\$239.00	\$280,436.50
Swim Pool Gate Admission	\$7,870.00	\$184,326.00	\$333,721.00
Swim Lesson Fees	\$0.00	\$3,880.00	\$63,442.00
Pool Rental	\$4,125.00	\$34,238.00	\$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	\$3,332.32	\$101,881.18	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$15,327.32</b>	<b>\$324,564.18</b>	<b>\$953,564.77</b>
Expenditures	\$70,211.05	\$504,484.42	\$693,322.52
<b>Income versus Expenditures</b>	<b>(\$54,883.73)</b>	<b>(\$179,920.24)</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2023 MTD Sep-22	FYE 2022-23 YTD April 22 - Present	2021 YTD April 21 - Oct 21
a. Pool Attendance	640	114,679	75,468
b. Adult Lap Swim Morning/Night	225	950	1,802
c. Water Walkers	1,120	1,124	4,923
d. Toddler Time	50	4,328	5,421
e. Water Fitness	550	2,610	2,826
f. Swim Team	0	1,435	4,423
g. Scuba Rentals	8	514	54
h. Scuba Participants	24	282	100
i. Swim Lessons	0	1,465	1,697
j. Private Swim Lessons	8	73	51
g. Movie Night/Special Events	2	2156	1,298
h. Party / Rentals	14	259	116
<b>TOTAL ATTENDANCE</b>	<b>2,641</b>	<b>129,875</b>	<b>98,179</b>

## **FACILITY MAINTENANCE**

**9B**

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

## Comprehensive Costs

Grand Total Cost: \$89,043.95

Total Misc. Cost (Materials/Contract Labor): \$52,995.14

Total Labor Cost: \$36,048.81

Total Labor Hours: 1,269.75

## Total Cost by Request Type

Administrative: \$7.74K – 9%

Custodial: \$13.25K – 15%

Electrical: \$9.95K – 11%

General Maintenance: \$3.4K – 4%

HVAC: \$42.28K – 47%

Plumbing: \$9.8K – 11%

Roofs: \$431.96 – 1%

Pest Control: \$2.57K – 2%

## Top Buildings by Cost

Animal Welfare: \$34K

Indirect: \$13.88K

201B (NPD – Complex): \$8.23K

City Hall (Complex): 4.22K

201A (Complex): \$3.17K

201C (Complex): \$3.08K

12<sup>th</sup> Ave Recreation Center: \$2.65K

Central Library: \$1.96K

Senior Center: \$1.46K

Westwood Tennis: \$1.41K

Norman Investigations Center: \$1.34K

201D (Complex – Development Center): \$1.19K

Little Axe Recreation Center: \$979.64

Fire Station #7: \$820.14

Andrews Park: \$743.50

Water Reclamation Facility: \$706.97

Facility Maintenance: \$692.82

Reaves Park: \$603.69

Fire Station #8: \$572.06

Shooting Range (NPD): \$569.35

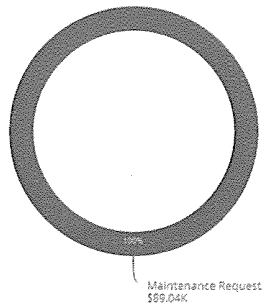


Grand Total Cost  
**\$89,043.95**  
 Total Misc Cost \$52,995.14

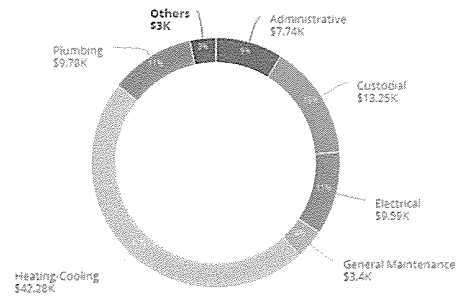
Total Labor Cost  
**\$36,048.81**  
 Total Labor Hours 1,269.75

Total Inventory Cost  
**#N/A**

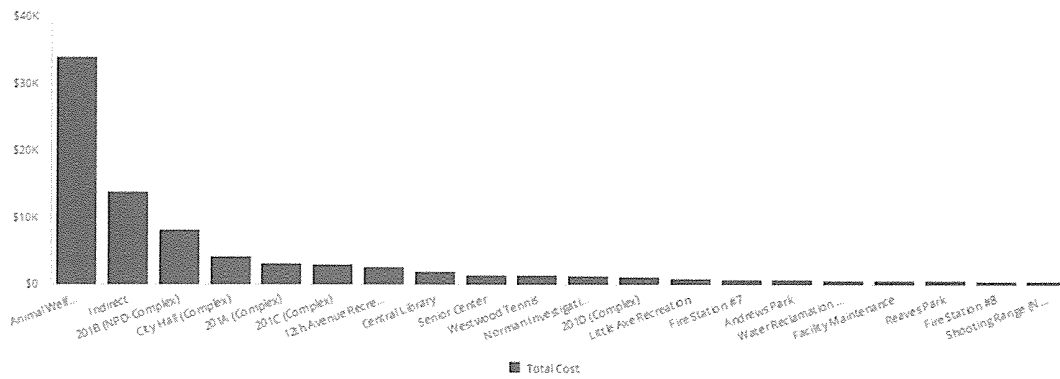
Total Cost by Module



Total Cost by Request Type



Top Buildings by Cost



## Comprehensive Operations

Maintenance Requests – Total: 336

Administrative: 87 – 26%

Custodial: 20 – 6%

Electrical: 62 – 18%

General Maintenance: 28 – 8%

HVAC: 71 – 21%

Plumbing: 63 – 19%

Others: 5 – 1%

/Roofs: 3

/Pest Control: 2

Finalized Requests – Total: 332

Number of Requests by Building

Indirect: 113

201B (NPD – Complex): 33

Central Library: 17

201A (Complex): 11

Animal Welfare: 10

Norman Investigation Center: 10

City Hall (Complex): 9

Westwood Tennis: 8

201C (Complex): 8

Shooting Range (NPD): 7

Senior Center: 7

Neighborhood Parks: 6

Reaves Park: 6

12<sup>th</sup> Ave Recreation Center: 6

Andrews Park: 5

Water Reclamation Facility: 5

Fleet: 5

Fire Station #7: 4

East Library: 4

Whittier Recreation Center: 4

Griffin Park: 4

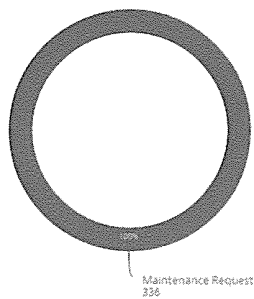
Traffic Control: 3

Fire Station #9: 3

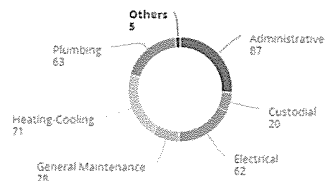
Fire Station #8: 3

Fire Station #5: 3

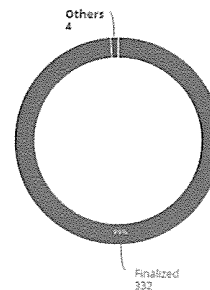
Requests by Module



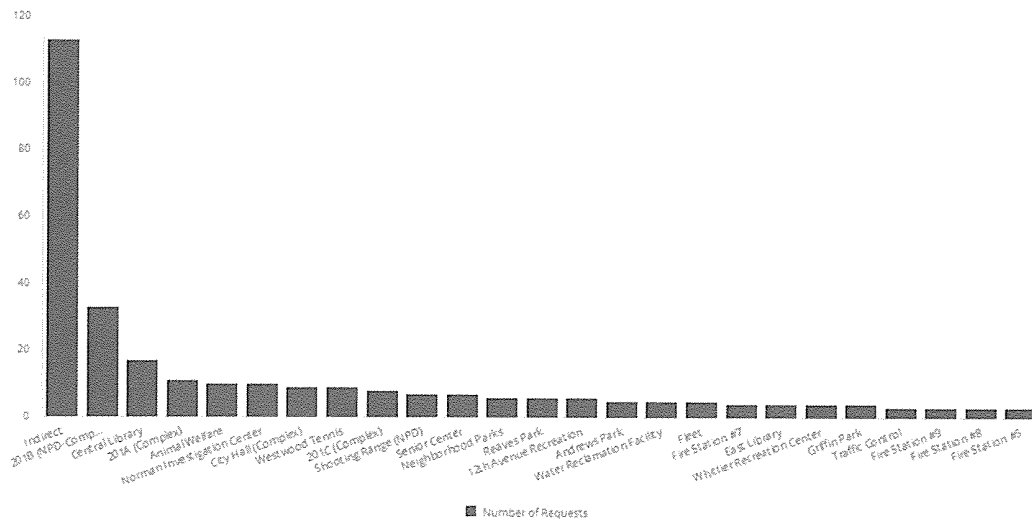
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary

## PM & Work Requests by Current State

Completed – on time: 22 – 7%

Completed – overdue: 310 – 93%

\*\*\*This segment is not 100% accurate, the numbers are based on the physical date that the work orders were closed out versus the date they were entered as closed.

## PM & Work Requests Assigned by User

Bill S.: 48 – 14%

Brian J.: 51 – 15%

Don A.: 43 – 12%

Jeff L.: 73 – 21%

Jerry W.: 50 – 14%

Kathy L.: 22 – 6%

Robert B.: 47 – 13%

Others: 16 – 5%

/Jason M.: 4

/Josh H.: 4

/Linda M.: 4

/Nate M.: 4

## PM & Work Requests by Type

Administrative: 87 – 26%

Custodial: 20 – 6%

Electrical: 61 – 18%

General Maintenance: 25 – 8%

HVAC: 71 – 21%

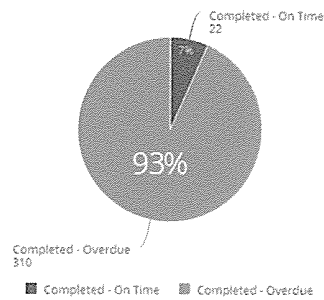
Plumbing: 63 – 19%

Others: 5 – 2%

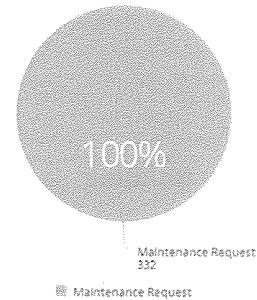
/Roofs: 3

/Pest Control: 2

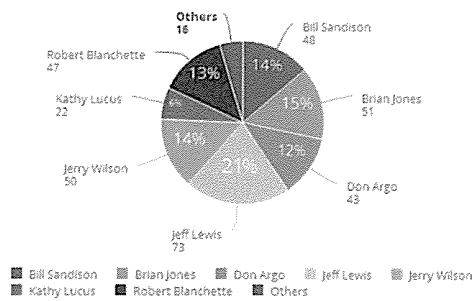
PM and Work Requests By Current State



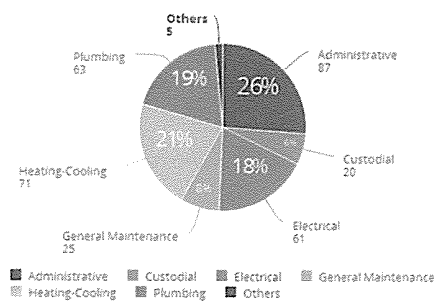
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Labor Hours by User

Bill S.: 153.25 – 12%

Brian J.: 162.5 -- 13%

Don A.: 157 – 12%  
Jason M.: 152 – 12%  
Jeff L.: 162 – 13%  
Jerry W.: 145 – 11%  
Josh H.: 40 – 3%  
Kathy L.: 110 – 9%  
Linda M.: 60 – 5%  
Robert B.: 127 – 10%  
Nate M.: 4 – 0%

#### Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 61.5  
201A (Complex): 83.5  
201B (NPD – Complex): 169.25  
201C (Complex): 79.5  
Andrews Park: 19.25  
Animal Welfare: 23  
Central Library: 43  
City Hall (Complex): 82.5  
Development Center: 2  
East Library: 11.5  
Facility Maintenance: 7  
Fire Station #1: 5.5  
Fire Station #2: 6.5  
Fire Station #3: 6.5

Fire Station #4: 4

Fire Station #5: 8

Fire Station #6: 4

Fire Station #7: 16

Fire Station #8: 15

Fire Station #9: 7

Firehouse Art Center: 3

Fleet: 9.5

Griffin Park: 6.25

Household Hazardous Waste: 1

\*Indirect: 363.75

Irving Recreation Center: 6

Legacy Park: 1

Line Maintenance: 8.5

Lions Park: 1

Little Axe Recreation Center: 10.5

Neighborhood Parks: 9

Norman Investigation Center: 31

Reaves Park: 18.5

Ruby Grant Park: 3

Senior Center: 18

Shooting Range (NPD): 13

Sooner Theater: 10

Special Operations (NPD): 1

Streets: 9.5

Traffic Control: 7.5

Transfer Station: 8.5

Transit/EVT: 3

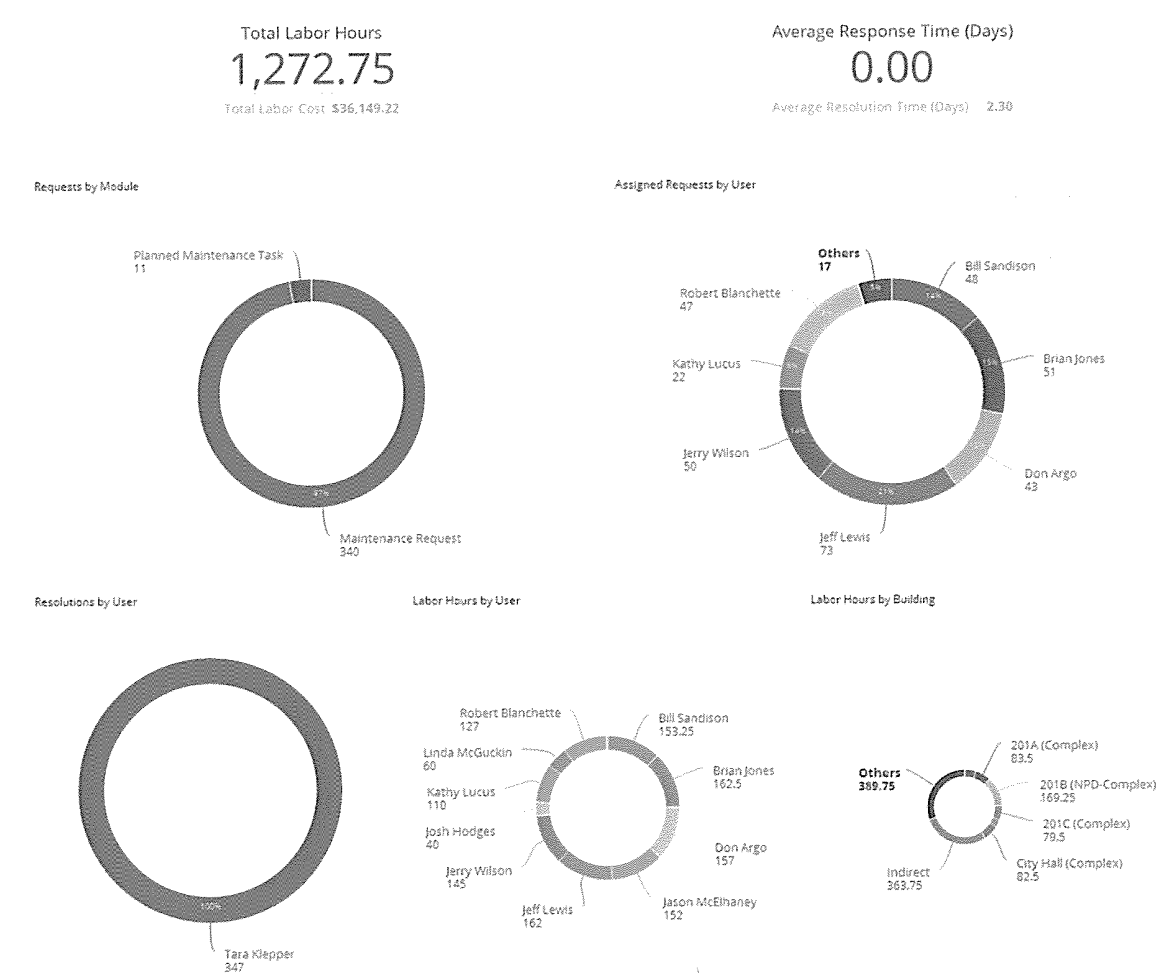
Water Reclamation Facility: 13.5

Water Treatment Plant: 6.5

Westwood Golf: 2

Westwood Tennis: 37.25

Whittier Recreation Center: 12.5





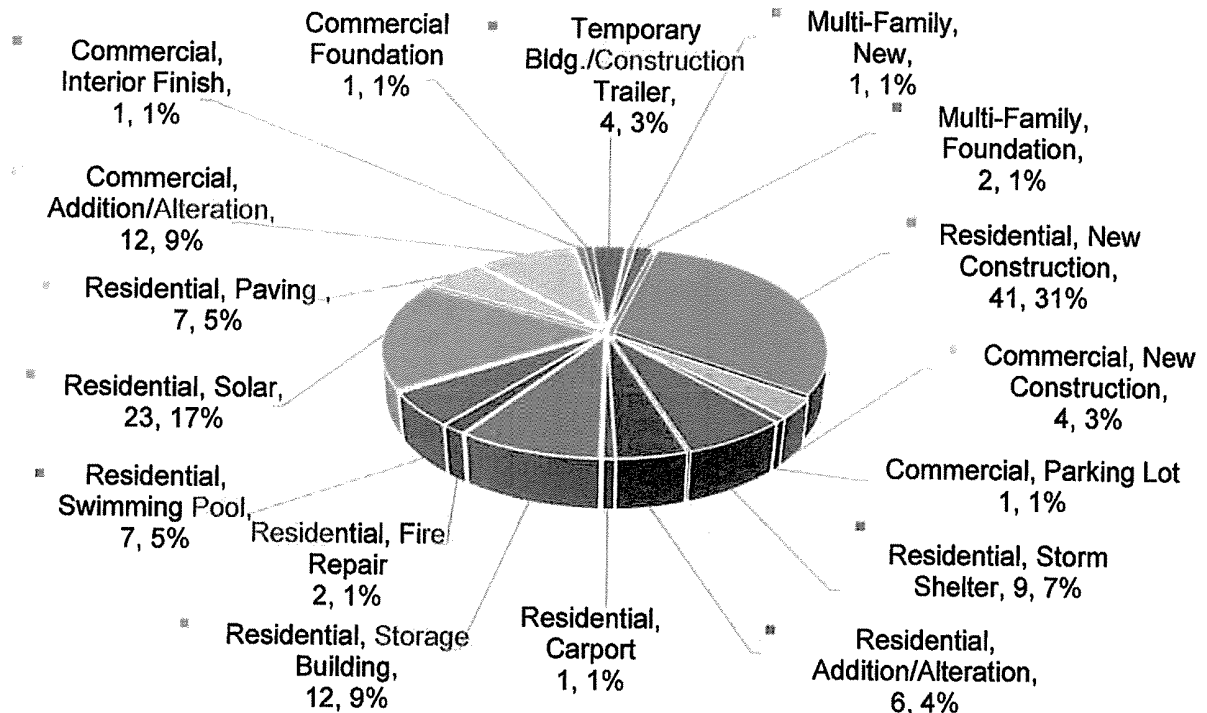
**PLANNING AND COMMUNITY DEVELOPMENT 10**



# CITY OF NORMAN

## DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

### SEPTEMBER 2022 REPORT



Permit Type			Valuation
Residential, New Construction	41		\$ 13,896,237
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	4		\$ 12,070,875
Commercial, Parking Lot	1		\$ 26,000
Commercial, Shell Building	0		\$ -
Residential, Storm Shelter	9		\$ 35,260
Residential, Addition/Alteration	6		\$ 378,350
Residential, Carport	1		\$ 3,850
Residential, Storage Building	12		\$ 360,125
Residential, Fire Repair	2		\$ 50,900
Residential, Swimming Pool	7		\$ 478,180
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	23		\$ 737,960
Residential, Paving	7		\$ 31,800
Commercial, Addition/Alteration	12		\$ 6,551,000
Commercial, Interior Finish	1		\$ 400,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	1		\$ 100,000
Temporary Bldg./Construction Trailer	4		\$ 15,531
Multi-Family, New	1		\$ 1,250,000
Multi-Family, Addition/Alteration	0		\$ -
Multi-Family, Foundation	2		\$ 55,500
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	<b>134</b>		<b>\$ 36,441,568</b>

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



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

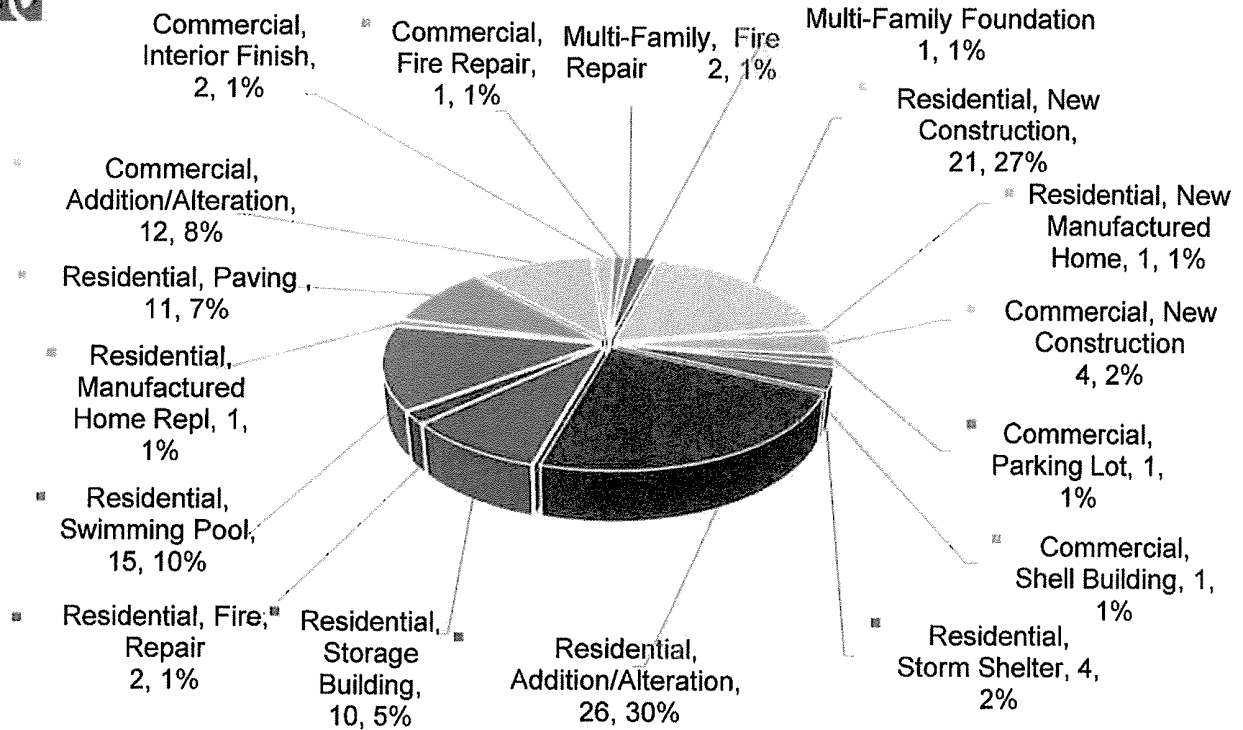
	DESCRIPTION	2022 YEAR TO-DATE	VALUATION	2021 TOTALS	2021 TOTAL VALUATION	
	Residential, New Construction.....	331	\$ 108,688,502	559	\$ 171,447,259	
	Residential, New Dwelling Unit Attached.....	0	\$ -	0	\$ -	
	Residential, New Manufactured Home.....	6	\$ 642,004	2	\$ 65,000	
	Residential, New Non Dwelling Unit.....	0	\$ -	0	\$ -	
	Residential Duplex, New Construction.....	12	\$ 2,220,000	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.....	2	\$ 2,050,000	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.....	3	\$ 82,540	2	\$ 16,000	
	Residential, Addition/Alteration.....	107	\$ 7,116,347	185	\$ 11,219,201	
	Residential, Carport.....	3	\$ 9,045	4	\$ 73,710	
	Residential, Storm Shelter.....	172	\$ 760,767	307	\$ 1,174,221	
	Residential, Storage Building.....	117	\$ 5,489,677	141	\$ 4,708,996	
	Residential, Fire Repair.....	15	\$ 1,099,098	31	\$ 1,558,116	
	Residential, Swimming Pool.....	89	\$ 7,144,493	145	\$ 9,332,054	
	Residential, Manufactured Home Replacement	4	\$ 355,535	7	\$ 582,151	
	Residential, Solar.....	128	\$ 4,522,161	16	\$ 461,303	
	Residential, Paving.....	84	\$ 1,065,546	111	\$ 1,737,557	
	Group Quarters.....	0	\$ -	0	\$ -	
	<b>TOTAL</b>	<b>1129</b>	<b>\$ 143,201,485</b>	<b>1538</b>	<b>\$ 226,210,366</b>	
<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	26	\$ 42,532,500	51	\$ 263,453,985	<b>NON-RESIDENTIAL</b>
	Commercial, New Shell Building.....	7	\$ 6,895,000	11	\$ 9,242,000	
	Commercial, Addition/Alteration.....	139	\$ 122,069,771	143	\$ 45,783,076	
	Commercial, Interior Finish.....	27	\$ 5,274,600	40	\$ 3,374,700	
	Commercial, New Foundation.....	5	\$ 970,200	7	\$ 10,740,000	
	Commercial, Fire Repair.....	2	\$ 302,814	8	\$ 888,000	
	Commercial, Parking Lot.....	3	\$ 114,000	7	\$ 682,640	
	Commercial, Temporary Bldg./Const Trailer....	35	\$ 321,404	29	\$ 351,391	
	<b>TOTAL</b>	<b>244</b>	<b>\$ 178,480,289</b>		<b>\$ 334,515,792</b>	
<b>OTHER ACTIVITY</b>	Electrical Permits.....	1,330		1663		<b>OTHER ACTIVITY</b>
	Heat/Air/Refrigeration Permits.....	1,341		1405		
	Plumbing and Gas Permits.....	1,430		1891		
	Sign Permits.....	384		475		
	Water Well Permits.....	24		44		
	Garage Sale Permits.....	540		782		
	Structure Moving Permits.....	18		16		
	Demo-Residential Permits.....	29		31		
	Demo-Non-Residential Permits.....	6		10		
	Temp. Const. Bldgs. & Roll-off Permits.....	114		173		
	Lot Line Adjustments Filed.....	10		25		
	Certificate of Occupancy (CO).....	913		1070		
	All Field Inspections.....	21,428		27583		
	Net Residential Demos & Removals.....	-47				
	<b>TOTAL VALUATION</b>		<b>\$ 321,681,774</b>		<b>\$ 560,726,158</b>	



# CITY OF NORMAN

## DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

### SEPTEMBER 2021 REPORT



Permit Type	Count	Valuation
Residential, New Construction	21	\$ 6,737,880
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	1	\$ 45,000
Commercial, New Construction	4	\$ 918,131
Commercial, Parking Lot	1	\$ 10,000
Commercial, Shell Building	1	\$ 800,000
Residential, Storm Shelter	4	\$ 20,336
Residential, Addition/Alteration	26	\$ 2,791,026
Residential, Carport	0	\$ -
Residential, Storage Building	10	\$ 438,738
Residential, Fire Repair	2	\$ 60,000
Residential, Swimming Pool	15	\$ 1,127,840
Residential, Manufactured Home Repl	1	\$ 79,183
Residential, Paving	11	\$ 72,601
Commercial, Addition/Alteration	12	\$ 511,000
Commercial, Interior Finish	2	\$ 230,000
Commercial, Fire Repair	1	\$ 50,000
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	0	\$ -
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	1	\$ 50,000
Multi-Family, Fire Repair	2	\$ 2,250
Group Quarters	0	\$ -
<b>Total</b>	<b>115</b>	<b>\$ 13,943,985</b>



City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS  
Issued September 2022 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	3977	9/21/2022	3801 MONTELENA CIR	4	2	BROOKHAVEN #41	R1	\$ 3,495	32	
1 & 2 FAMILY STORM SHELTER	STORM SAFE	3980	9/13/2022	1612 KIAMICHI RD	8	2	INDIAN HILLS ESTATES	RE	\$ 4,500	24	
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	4006	9/2/2022	1036 BOYD ST	6	1	ETHERINGTON HEIGHTS	R1	\$ 2,850	24	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4012	9/7/2022	511 DAKOTA ST	5	2	NORMAN HEIGHTS ADDITION	R1	\$ 6,175	16	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4071	9/8/2022	4612 STABLE DR	38	2	ROCK CREEK POLO CLUB	R1	\$ 4,600	48	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	4326	9/22/2022	2833 WEYMOUTH CT	10	2	WOODLAKE ESTATES #2	R1	\$ 3,745	21	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4328	9/22/2022	3903 NORTHRIDGE RD	1	2	BROOKHAVEN #04	R1	\$ 3,995	24	
1 & 2 FAMILY STORM SHELTER	STORM SHELTER, INC	4357	9/26/2022	3321 FIRESIDE CIR	5	6	PRAIRE CREEK ADD #2	R1	\$ 3,050	20	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	4397	9/26/2022	330 SHILOH DR	1	7	SUNRISE HEIGHTS SEC #3	R1	\$ 2,850	18	
1 & 2 FAMILY, ADD OR ALTER	BARGAIN BARNS & BUILDINGS,LLC	3231	9/1/2022	605 IOWA ST	27	4	NORMAN HEIGHTS ADDITION	R1	\$ 1,850	400	
1 & 2 FAMILY, ADD OR ALTER	OWNER	3910	9/2/2022	1815 KIAMICHI RD	3	1	INDIAN HILLS ESTATES	RE	\$ 1,500	947	
1 & 2 FAMILY, ADD OR ALTER	COMMERCIAL LAND SURVEYS	4068	9/8/2022	2809 DALEWOOD TER	29	1	EAST RIDGE ADD #03	R1	\$ 50,000	2000	
1 & 2 FAMILY, ADD OR ALTER	SWIFT, BRENT	4080	9/21/2022	715 WILLOW LN	19	1	WILLOW BROOK ADD	R1	\$ 185,000	2000	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4119	9/13/2022	4600 HIGHLAND LAKE DR	8	2	HIGHLAND HILLS #3	RE	\$ 100,000	480	
1 & 2 FAMILY, ADD OR ALTER	EISEL ROOFING & CONSTRUCTION	4310	9/22/2022	945 MOCKINGBIRD LN	30	4	BEL-AIRE ADD SEC 1	R1	\$ 40,000	417	
1 & 2 FAMILY, CARPORT	ABLE SEAMLESS GUTTERING	4246	9/27/2022	1424 LINDALE AVE	20	5	LYDICK #1	R1	\$ 3,850	220	
1 & 2 FAMILY, FIRE REPAIR	MEDINA HOMES LLC	4179	9/19/2022	1710 TELSTAR CT	21	1	CRYSTAL HEIGHTS #3	R1	\$ 50,000	1800	
1 & 2 FAMILY, FIRE REPAIR	OWNER	4352	9/23/2022	140 REED AVE	57	2	RUCKERS CHURCH ADD #2	R2	\$ 900	200	
1 & 2 FAMILY, PAVING	OSCAR GOMEZ CONCRETE	3625	9/28/2022	820 COLLEGE AVE	8	2	CAMPUS ADD	R2	\$ 4,000	514	
1 & 2 FAMILY, PAVING	A & L CONCRETE	4112	9/14/2022	1437 DEER CHASE DR	1	1	DEERFIELD ADD SEC 5	R1	\$ 2,200	98	
1 & 2 FAMILY, PAVING	JOHNSON, BOBBY	4144	9/22/2022	524 FLOOD AVE	8	1	WESTBROOK ADD	R1	\$ 4,500	416	
1 & 2 FAMILY, PAVING	VELASCO, FELIPE	4188	9/15/2022	1230 BROOKS ST	16	1	ETHERINGTON HEIGHTS #2	R1	\$ 1,100	78	
1 & 2 FAMILY, PAVING	BLACKSTONE SERVICES, LLC	4181	9/15/2022	3821 CARRINGTON LN	6	3	CARRINGTON PLACE ADD #3	R1	\$ 6,500	376	
1 & 2 FAMILY, PAVING	OLIVAS CONSTRUCTION CO.	4215	9/23/2022	3923 PINE TREE CIR	2	8	CHERRY CREEK #3	R1	\$ 7,900	792	
1 & 2 FAMILY, PAVING	A & L CONCRETE	4255	9/22/2022	1407 NEBRASKA ST	16	1	WESTFIELD MANOR ADDITION	R1	\$ 5,600	595	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	3304	9/1/2022	2108 24TH AVE	2	3W	NOT SUBDIVIDED	A2	\$ 24,620		12
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC	3824	9/8/2022	4319 WAYSIDE DR	9	1	INDIAN SPRINGS ESTATES	RE	\$ 38,671		10
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4003	9/7/2022	2809 MARBEL DR	5	2	HIGHLAND VILLAGE ADD SEC 4	R1	\$ 36,395		9
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4005	9/7/2022	3305 WINCHESTER CIR	6	4	PRAIRIE CREEK	R1	\$ 43,788		8
1 & 2 FAMILY, SOLAR	SHINE SOLAR DBA SHINE AIR	4043	9/7/2022	3001 YOSEMITE DR	4	1	PARK HILL ADDITION	PUD	\$ 21,888		5
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC	4061	9/13/2022	1312 HOLLOW TREE TER	22	1	EAST RIDGE ADD #14	R1A	\$ 31,875		5
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4113	9/28/2022	1421 BUENA VISTA CIR	6	2	SONOMA PARK #4	R1	\$ 13,420		6
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4149	9/13/2022	12413 FRANKLIN RD	27	5	WHISPERING HILLS	R1	\$ 39,311		10
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4189	9/15/2022	3824 WATERBROOK DR	9	3	BELLATONA SEC. #1	R1	\$ 11,340		4
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4170	9/19/2022	2708 CHEYENNE WAY	18	10	WILDWOOD GREEN #2	R1	\$ 19,000		7
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4280	9/21/2022	3101 MONTANE DR	8	2	GREENLEAF TRAILS ADD 8	PUD	\$ 33,283		7
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4309	9/22/2022	3500 SUMMIT CROSSING PKY	4	5	SUMMIT LAKES ADD #10	R1	\$ 31,258		7
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4315	9/22/2022	712 GOSHAWK DR	11	2	EAGLE CLIFF ADD # 6	R1	\$ 25,200		8
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4319	9/23/2022	5001 DEERHURST DR	18	1	CAMBRIDGE ADD#5	R1	\$ 22,700		7
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC	4327	9/23/2022	3604 BROWNWOOD LN	28	3	CASTLEROCK ADD #6	R1	\$ 54,178		8
1 & 2 FAMILY, SOLAR	OKIE SOLAR	4354	9/26/2022	816 OAKBROOK DR	4	3	WILLOW BROOK ADD	R1	\$ 38,000		13
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4364	9/27/2022	1110 OLD FRISCO RD	20	4	GREENLEAF TRAILS ADD 8	PUD	\$ 39,394		9
1 & 2 FAMILY, SOLAR	ASTRAWATT SOLAR	4391	9/28/2022	616 RIVERMONT CT	1	3	SHADOWRIDGE ADD #2	R1	\$ 35,431		10
1 & 2 FAMILY, SOLAR	MY ROOF	4405	9/29/2022	624 SUMMIT CREST LN	19	3	SUMMIT LAKES ADD #7	R1	\$ 33,274		10
1 & 2 FAMILY, SOLAR	MY ROOF	4410	9/29/2022	612 SUMMIT CREST LN	16	3	SUMMIT LAKES ADD #7	R1	\$ 32,478		12
1 & 2 FAMILY, SOLAR	MY ROOF	4420	9/29/2022	3312 VALLEY HOLLOW	23	1	SUMMIT VALLEY	R1	\$ 33,599		9
1 & 2 FAMILY, SOLAR	MY ROOF	4422	9/29/2022	3109 24TH AVE	7	4	ST JAMES PARK ADD 3	R1	\$ 19,744		5
1 & 2 FAMILY, SOLAR	MY ROOF	4443	9/29/2022	3125 STONE CREEK DR	26	1	STONE LAKE	R1	\$ 58,717		14
1 & 2 FAMILY, STORAGE BLDG	ORTEGA, VICTOR	3606	9/1/2022	4307 MAE BELLE CT	13	2W	JOHN DALTON RIDGE COS 2021-15	A2	\$ 30,000	1500	
1 & 2 FAMILY, STORAGE BLDG	FREDGREN, TOM	3847	9/22/2022	5221 LADBROOK ST	28	1	CAMBRIDGE ADD #3	R1	\$ 15,000	180	
1 & 2 FAMILY, STORAGE BLDG	BACKYARD SOLUTIONS,INC	3885	9/2/2022	2705 CREEKVIEW TER	49	3	EAST RIDGE ADD	R1	\$ 5,000	160	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	3959	9/8/2022	2604 SUMMIT TERRACE DR	8	4	SUMMIT LAKES ADD #8	R1	\$ 5,900	128	
1 & 2 FAMILY, STORAGE BLDG	PERRY, BRAD	4004	9/7/2022	6106 ROCK CREEK RD	18	1W	NOT SUBDIVIDED	A2	\$ 52,000	2400	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	4091	9/13/2022	8505 RIDGEVIEW DR	15	1	TIMBERLAKE ESTATES	RE	\$ 9,055	120	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED	4100	9/13/2022	2817 BISHOPS CT	21	2	BERKELEY ADD #6	R1	\$ 9,156	192	
1 & 2 FAMILY, STORAGE BLDG	TW CONSTRUCTION	4158	9/21/2022	6325 HAROLD WAY	8	1	WOODY BRYANT ADD	RE	\$ 22,800	1500	
1 & 2 FAMILY, STORAGE BLDG	WINDSTONE CONSTRUCTION	4207	9/20/2022	4308 MAE BELLE CT	13	2W	JOHN DALTON RIDGE COS 2021-15	A2	\$ 150,000	2581	
1 & 2 FAMILY, STORAGE BLDG	BARGAIN BARNS & BUILDINGS,LLC	4283	9/29/2022	7225 LINDSEY ST	32	1W	NOT SUBDIVIDED	A2	\$ 31,976	1200	
1 & 2 FAMILY, STORAGE BLDG	BARGAIN BARNS & BUILDINGS,LLC	4284	9/29/2022	7225 LINDSEY ST	32	1W	NOT SUBDIVIDED	A2	\$ 3,238	450	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4287	9/21/2022	13328 TATGE CIR	4	1	INDIAN MERIDIAN EST	RE	\$ 28,000	1500	
1 & 2 FAMILY, SWIMMING POOL	BLUE HAVEN POOLS OF OK	3262	9/7/2022	1112 PICKARD AVE	10	2	PICKARD ACRES	R1	\$ 86,222	675	
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	3837	9/7/2022	2700 CRITTENDEN LINK RD	2	4	ASHTON GROVE ADD SEC 2	PUD	\$ 81,958	950	
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	3908	9/8/2022	517 MERRYWOOD LN	2A	1	MERRYWOOD ACRES	R1	\$ 70,000	878	
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	3920	9/8/2022	4515 CRITTENDEN DR	1	4	ASHTON GROVE ADD SEC 2	PUD	\$ 94,000	1030	
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	4086	9/21/2022	4600 HARROGATE DR	4	1	BROOKHAVEN #34	R1	\$ 70,000	1180	
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	4087	9/21/2022	3216 WALNUT RD	5	1	WALNUT RIDGE ADD	R1	\$ 50,000	612	
1 & 2 FAMILY, SWIMMING POOL	GALAXY OUTDOOR RECREATION	4141	9/14/2022	4700 PERSIMMON CT	35	2	ROCK CREEK POLO CLUB #3	R1	\$ 26,000	1488	

1 FAMILY, NEW CONSTRUCTION	BYRD BUILDING	2846	9/30/2022	4410		ESCALON	DR	6	4	LAS COLINAS SEC. #1	R1	\$	518,840	5660
1 FAMILY, NEW CONSTRUCTION	WINDSTONE CONSTRUCTION	3143	9/13/2022	15005	E	IMHOFF	RD	5	1E	PRAIRIE CREEK RANCH COS 2021-3	A2	\$	668,500	5534
1 FAMILY, NEW CONSTRUCTION	BYRD BUILDING	3368	9/1/2022	2606		BRIXTON	DR	16	1	VILLAS AT ASHTON GROVE	PUD	\$	809,480	8074
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3514	9/23/2022	4908		ENCLAVE	CIR	17	4	FOUNTAIN VIEW NORTH	PUD	\$	255,780	2407
1 FAMILY, NEW CONSTRUCTION	VESTA HOMES, INC	3787	9/8/2022	2656		EVERTON	LN	2	4	ST JAMES PARK ADD 5	R1	\$	294,000	3014
1 FAMILY, NEW CONSTRUCTION	VESTA HOMES, INC	3800	9/8/2022	2620		EVERTON	LN	5	4	ST JAMES PARK ADD 5	R1	\$	294,000	3166
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC	3948	9/7/2022	4513		BELLINGHAM	LN	6	1	CARRINGTON PLACE ADD #14	R1	\$	620,200	6014
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3996	9/15/2022	4534		ENCLAVE	C-R	14	4	FOUNTAIN VIEW NORTH	PUD	\$	223,160	2193
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3997	9/15/2022	4000		ENCLAVE	CIR	19	4	FOUNTAIN VIEW NORTH	PUD	\$	230,720	2193
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3998	9/15/2022	4812		ENCLAVE	CIR	21	4	FOUNTAIN VIEW NORTH	PUD	\$	301,880	2721
1 FAMILY, NEW CONSTRUCTION	OWNER	4044	9/15/2022	916		TIMBERBROOK	DR	2	12	VINTAGE CREEK ADDITION	PUD	\$	400,000	3828
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC	4057	9/25/2022	4423		BELLINGHAM	CT	11	1	CARRINGTON PLACE ADD #14	R1	\$	900,000	6019
1 FAMILY, NEW CONSTRUCTION	RICHARDSON HOMES	4152	9/22/2022	15000	E	FRANKLIN	RD	8	1E	PEESLY ESTATES COS 2021-1	A2	\$	393,272	4036
1 FAMILY, NEW CONSTRUCTION	DAVID CADDELL CONSTRUCTION	4261	9/22/2022	2901		BRETFORD	WAY	12	4	ST JAMES PARK ADD 4	R1	\$	370,000	3555
1 FAMILY, NEW CONSTRUCTION	B.L. BELL CONSTRUCTION, LLC	4266	9/28/2022	4500	E	ROBINSON	ST	26	2W	PECAN HEIGHTS (SURVEY)	A2	\$	175,000	1845
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	4348	9/7/2022	4904		ENCLAVE	CIR	18	4	FOUNTAIN VIEW NORTH	PUD	\$	152,095	2172
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	3735	9/9/2022	565		DENA	DR	20	1	ALAMEDA PARK ADD #3	R1	\$	265,720	2500
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	3927	9/12/2022	2811		CLIFTON	TER	2	5	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	3979	9/13/2022	1612		HAMACHI	RD	6	2	INDIAN HILLS ESTATES	RE	\$	375,000	2549
1 FAMILY, NEW CONSTRUCTION	DENALI HOMES, LLC	4054	9/16/2022	4406		ESCALON	DR	7	4	LAS COLINAS SEC. #1	R1	\$	518,080	4722
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4105	9/19/2022	1092		RIVA	PKY	16	3	VARENNIA LANDING ADDITION	PUD	\$	212,250	1819
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4126	9/19/2022	909		RIVA	PKY	5	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4127	9/19/2022	905		RIVA	PKY	6	4	VARENNIA LANDING ADDITION	PUD	\$	299,600	2563
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	4216	9/26/2022	2309		ALAMEDA PARK	DR	10	5	ALAMEDA PARK ADD #3	R1	\$	238,880	2347
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	4220	9/29/2022	3105		CRUDEN	DR	1	1	CASCADE ESTATES PUD #5	PUD	\$	296,240	3058
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	4221	9/29/2022	413		VILLAGE LAKE	DR	18	1	HIGHLAND VILLAGE ADD SEC 10	R1	\$	322,700	3230
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	4386	9/28/2022	512		QUIDNET	RD	10	13	VINEYARD PHASE III	R1	\$	500,000	3895
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	3925	9/12/2022	2807		CLIFTON	TER	1	5	VARENNIA LANDING ADDITION	PUD	\$	299,600	2533
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	3926	9/12/2022	2815		CLIFTON	TER	3	5	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4101	9/19/2022	1012		VARENNIA	LN	14	1	VARENNIA LANDING ADDITION	PUD	\$	321,580	2695
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4102	9/19/2022	930		RIVA	PKY	17	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4104	9/19/2022	1000		RIVA	PKY	15	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4109	9/19/2022	2819		CLIFTON	TER	4	5	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4121	9/19/2022	1014		RIVA	PKY	13	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1819
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4128	9/19/2022	1026		RIVA	PKY	10	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4130	9/19/2022	901		RIVA	PKY	7	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4131	9/19/2022	1018		RIVA	PKY	12	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4133	9/19/2022	925		RIVA	PKY	1	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4135	9/19/2022	921		RIVA	PKY	2	4	VARENNIA LANDING ADDITION	PUD	\$	299,600	2533
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4136	9/19/2022	913		RIVA	PKY	4	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4137	9/19/2022	1010		RIVA	PKY	14	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
3+ FAMILY, FOUNDATION PERMIT	CSO DEVELOPMENT	4037	9/20/2022	291	E	BOYD	ST	18	3	STATE UNIVERSITY ADD	CCFB	\$	30,000	2483
3+ FAMILY, FOUNDATION PERMIT	CSO DEVELOPMENT	4038	9/20/2022	211	E	BOYD	ST	22	3	STATE UNIVERSITY ADD	CCFB	\$	25,500	1859
3+ FAMILY, NEW CONSTRUCTION	CSO DEVELOPMENT	3953	9/15/2022	915	S	SANTA FE	AVE	14	3	LARSH ADD #1	R3	\$	1,250,000	11206
TEMPORARY ROLL-OFF, OTHER	G S J M, LLC	4332	9/22/2022	300	W	GRAY	ST	27	84	NORMAN, ORIGINAL TOWNSHIP	CCFB	\$	-	0
TEMPORARY ROLL-OFF, OTHER	BENNETT, DEWITE LEE	4438	9/23/2022	121	E	HAYES	ST	7	18	HIGHLAND ADDITION	R2	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	ARGO, DON	4080	9/7/2022	4510	E	FRANKLIN	RD	11	2W	NOT SUBDIVIDED	A2	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CONNER, RUSSELL CLARK	4106	9/8/2022	11550	E	ROCK CREEK	RD	23	1W	SILVER CREEK EST (SURVEY)	RE	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	HAHN, GEORGE B	4183	9/14/2022	1912		OAKHURST	CIR	21	2	OAKHURST ADD	R1	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	WARDEN, EDITH M	4279	9/20/2022	522		BARBOUR	AVE	2	7	WOODSLAWN ADD #3	R1	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	SUMMERS, ROBERT L	4383	9/27/2022	303	E	FRANK	ST	1	2	J A JONES ADDITION	R3	\$	-	0

TOTAL PERMITS (EXCLUDING TEMP ROLL-OFF)	111	AVERAGE VALUATION TOTAL VALUATION	\$ \$	17,278,162 155,659	AVERAGE PROJECT AREA TOTAL PROJECT AREA	1,942 170,912	(SOLAR PERMITS - PROJECT AREA NOT INCLUDED)
--	-----	--------------------------------------	----------	-----------------------	--	------------------	--

Permit Type	Permit Counts	Unit Count	Valuation	Permit Type	Permit Counts
1 & 2 FAMILY, STORM SHELTER	9		\$ 35,290	RESIDENTIAL STORAGE CONTAINER	0
1 & 2 FAMILY, ADD OR ALT	6		\$ 378,350	TEMPORARY ROLL-OFF, RESIDENTIAL	5
1 & 2 FAMILY, CARPORT	1		\$ 3,650	TEMPERARY ROLL-OFF, OTHER	3
1 & 2 FAMILY, FIRE REPAIR	2		\$ 50,900	SEASONAL STORAGE CONTAINER	0
1 & 2 FAMILY, PAVING	7		\$ 31,800		
1 & 2 FAMILY, SOLAR	23		\$ 737,960		
1 & 2 FAMILY, STORAGE BLDG	12		\$ 360,125		
1 & 2 FAMILY, SWMMING POOL	7		\$ 478,180		
1 FAMILY, MANUFACTURED HOME REPLACEMENT	0		\$ -		
1 FAMILY, MANUFACTURED HOME NEW	0		\$ -		
1 FAMILY, NEW CONSTRUCTION	41		\$ 13,696,237		
2-FAMILY, NEW CONSTRUCTION	0		\$ -		
3-FAMILY, NEW CONSTRUCTION	1	8	\$ 1,250,000		
3-FAMILY, FIRE REPAIR	0		\$ -		
3-FAMILY, FOUNDATION	2		\$ 55,500		
3-FAMILY, ADD/ALT	0		\$ -		
GROUP QUARTERS	0		\$ -		
GROUP QUARTERS	0		\$ -		
GROUP QUARTERS	0		\$ -		
<b>TOTAL</b>	<b>111</b>	<b>8</b>	<b>\$ 17,278,162</b>	<b>TOTAL DEMO-NET DWELLING UNITS</b>	<b>-2</b>



City of Norman  
BUILDING PERMITS AND INSPECTIONS

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

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	MMF CONSTRUCTION, LLC.	AUTOMAX HYUNDAI SERVICE CENTER	497	9/7/2022	501		INTERSTATE	DR	1	1	PARK CENTRAL ADD	C2	\$ 1,500,000	12585
COMMERCIAL, ADD/ALT	MMF CONSTRUCTION, LLC.	AUTOMAX HYUNDAI DEALERSHIP	498	9/7/2022	551		INTERSTATE	DR	2	1	PARK CENTRAL ADD	C2	\$ 3,500,000	16530
COMMERCIAL, ADD/ALT	SHELLBACK GENERAL CONTRACTING	405 BREWING	2130	9/22/2022	205	E	MAIN	ST	3	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 250,000	1980
COMMERCIAL, ADD/ALT	SHELLBACK GENERAL CONTRACTING	ADAIR & ASSOCIATES OFFICE REMODEL	2131	9/22/2022	205	E	MAIN	ST	3	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 150,000	1800
COMMERCIAL, ADD/ALT	SUN CONSTRUCTION SERVICES	FFB REMODEL	3124	9/14/2022	3595	W	ROBINSON	ST	1	1	CASHBOX NORTHWEST	C1	\$ 580,000	2750
COMMERCIAL, ADD/ALT	KEL-CO CONSTRUCTION	M3 TECHNOLOGY SOLUTIONS REMODEL	3500	9/1/2022	1900		INDUSTRIAL	BLVD		2A	NORMAN INDUSTRIAL TRACT	I2	\$ 70,000	10800
COMMERCIAL, ADD/ALT	LEASEE (TENANT)	LEGALLY BREWED REMODEL	3700	9/7/2022	123	W	MAIN	ST	12	66	NORMAN, ORIGINAL TOWNSHIP	ROW	\$ 30,000	300
COMMERCIAL, ADD/ALT	COMANCHE CONSTRUCTION, LLC.	CHRISTIAN BROTHERS AUTO	3849	9/7/2022	3050		YARBROUGH	WAY	2	1	CHRISTIAN BROTHERS AUTOMOTIVE	C2	\$ 100,000	948
COMMERCIAL, ADD/ALT	KYPOR SKY	T-MOBILE& SPRINT ANTENNAS	3972	9/1/2022	1295		CROSSROADS	BLVD	4	1	TOWNE WEST VILLAGE	C2	\$ 25,000	100
COMMERCIAL, ADD/ALT	VITRUVIAN HOMES	INCREDIBLE KIDS ACADEMY	4080	9/23/2022	1007	N	UNIVERSITY	BLVD	7	1	ADBAR #2	I1	\$ 9,000	3687
COMMERCIAL, ADD/ALT	WOOD, PATRICK	DRYBAR INTERIOR REMODEL	4153	9/29/2022	2236		24TH	AVE	2	2	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 312,000	2600
COMMERCIAL, ADD/ALT	FULTON TECHNOLOGIES, INC.	VERIZON WIRELESS ANTENNAS	5735	9/14/2022	186		24TH	AVE	33	2W	NOT SUBDIVIDED	C2	\$ 25,000	100
COMMERCIAL, FOUNDATION PERMIT	MEEK DEVELOPMENT	MISSION NORMAN FOUNDATION	4384	9/29/2022	2525	E	LINDSEY	ST	34	2W	NOT SUBDIVIDED	PUD	\$ 100,000	7728
COMMERCIAL, INTERIOR FINISH	JOHANSEN INTERIORS, LLC.	MOD PIZZA	2682	9/6/2022	2055		24TH	AVE	1	1	UNIVERSITY NORTH PARK SEC 18	PUD	\$ 400,000	2860
COMMERCIAL, NEW CONSTRUCTION	CROSSLAND CONSTRUCTION CO, INC.	NORMAN SENIOR WELLNESS CENTER	1233	9/27/2022	602	N	FINDLAY	AVE	7	1	NORTHEAST ADD	R1	\$ 12,000,000	32000
COMMERCIAL, NEW CONSTRUCTION	PULLIN AMERICA HOUSE MOVERS, L	MNTC TRAINING BUILDING #1	3679	9/14/2022	5200		12TH	AVE	1	3W	NOT SUBDIVIDED	A2	\$ 10,000	1560
COMMERCIAL, NEW CONSTRUCTION	PULLIN AMERICA HOUSE MOVERS, L	MNTC TRAINING BUILDING #2	3680	9/14/2022	5200		12TH	AVE	1	3W	NOT SUBDIVIDED	A2	\$ 10,000	1560
COMMERCIAL, NEW CONSTRUCTION	CSO DEVELOPMENT	CSO DEVELOPMENT CABANA	3954	9/15/2022	515	S	SANTA FE	AVE	14	3	LARSH ADD #1	R3	\$ 50,875	407
COMMERCIAL, PARKING LOT	VANCE CONSTRUCTION SERVICES	CAMPBELL COMPANIES NEW DRIVE	4404	9/29/2022	3111		BROCE	DR	2	1	BROCE INDUSTRIAL PARK #1	I1	\$ 25,000	2541
TEMPORARY BLDG/CONST	CONVENTIONS & MORE	LEGACY FEST CAR SHOW TENT	3133	9/9/2022	208	E	GRAY	ST	23	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 1,200	800
TEMPORARY BLDG/CONST	LOWE, TIM	SOONER BLOOMERS TENT	3807	9/12/2022	3299	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 2,500	1500
TEMPORARY BLDG/CONST	COMANCHE CONSTRUCTION, LLC.	CHRISTIAN BROTHERS OFFICE/TRAILER	3851	9/7/2022	3050		YARBROUGH	WAY	2	1	CHRISTIAN BROTHERS AUTOMOTIVE	C2	\$ 10,000	160
TEMPORARY BLDG/CONST	OKC TENTS AND MOORE	LANDERS CHEVROLET TENT	4035	44812			ED NOBLE	PKY	1	1	NORMAN AUTOMOTIVE BUSINESS PK	C2	\$ 1,831	3200

TOTAL PERMITS 23

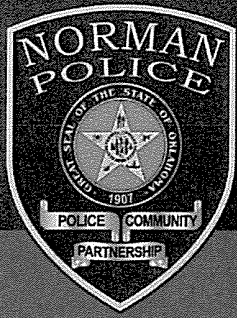
AVERAGE VALUATION \$ 833,192  
TOTAL VALUATION \$ 19,163,406

AVERAGE PROJECT AREA 4,717  
TOTAL PROJECT AREA 108,496

Permit Type	Permit Counts	Valuation	New Construction Business Information (New Construction and New Shell Building)			
COMMERCIAL, ADD/ALT	12	\$ 6,551,000	Building Size (SF)	Use/Classification	Business	
COMMERCIAL, FOUNDATION PERMIT	1	\$ 100,000	32,000	INSTITUTIONAL	NORMAN SENIOR WELLNESS CENTER	
COMMERCIAL, FIRE REPAIR	0	\$ -	1,560	INSTITUTIONAL	MNTC TRAINING BUILDING #1	
COMMERCIAL, INTERIOR FINISH	1	\$ 400,000	1,560	INSTITUTIONAL	MNTC TRAINING BUILDING #1	
COMMERCIAL, NEW CONSTRUCTION	4	\$ 12,070,875				
COMMERCIAL, NEW SHELL BLDG	0	\$ -				
COMMERCIAL, PARKING LOT	1	\$ 25,000				
TEMPORARY BLDG/CONST TRAILER	4	\$ 15,531				
TOTAL	23	\$ 19,163,406				

**POLICE      11**





# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW



SEPTEMBER | 2022

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2022	5-YEAR AVERAGE	2021
MURDER	0	0	0
SEXUAL ASSAULTS	24	13	24
ROBBERY	3	3	1
AGGRAVATED ASSAULTS	11	17	24
BURGLARY OF BUILDING	44	50	36
LARCENY/THEFT	174	250	296
MOTOR VEHICLE THEFT	28	37	53
ARSON	1	1	1
KIDNAPPING	1	1	1
FRAUD/FORGERY	71	74	83
DUI/APC	36	33	23
PUBLIC INTOXICATION	62	57	37
RUNAWAYS	24	25	30
DRUG VIOLATIONS	50	74	35
THREATS/HARASSMENT	41	36	48
VANDALISM	66	89	119
OTHER	799	785	800
<b>TOTAL REPORTED CRIME</b>	<b>1,221</b>	<b>1,228</b>	<b>1,334</b>
<b>TOTAL ARRESTS:</b>	<b>474</b>	<b>551</b>	<b>455</b>
PROTECTIVE CUSTODY:	92	102	91
<b>TOTAL CASE REPORTS*</b>	<b>1,010</b>	<b>1,090</b>	<b>1,148</b>
<b>COLLISIONS</b>	<b>196</b>	<b>218</b>	<b>219</b>
FATALITY	0	1	1
INJURY	67	63	62
NON- INJURY	129	154	156
NUMBER OF PEOPLE INJURED	107	94	99
<b>CITATIONS &amp; WARNINGS</b>	<b>2,414</b>	<b>3,720</b>	<b>2,110</b>
TRAFFIC CITATIONS	289	986	386
TRAFFIC WARNINGS	741	1,557	671
PARKING CITATIONS & WARNINGS	1,384	1,177	1,053

---

## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,451

NON-EMERGENCY CALLS TAKEN: 16,995

**TOTAL INCOMING CALLS: 24,289**

**TOTAL CALLS FOR SERVICE GENERATED: 10,647**

POLICE CALLS FOR SERVICE: 7,043

OFFICER INITIATED: 1,843

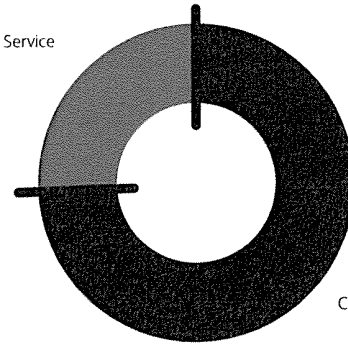
CITIZEN INITIATED: 5,200

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,568

EMSSTAT: 1,993

Officer Initiated Calls for Service  
1,843



Citizen Initiated Calls for Service  
5,200

---

## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 418

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 213

CASES CLOSED DURING REPORTING PERIOD: 626

CLEARED BY ARREST / WARRANT: 17

CLEARED BY EXCEPTION: 53

COP FOLLOW-UP: 6

DEACTIVATED: 529

DEACTIVATED DUE TO STAFFING: 7

REFERRED TO PATROL: 10

UNFOUNDED: 4

---

## ANIMAL WELFARE

INTAKES: 269

LIVE RELEASES: 217

LIVE OUTCOME RATE: 86.5%

ANIMALS FOSTERED: 102

ANIMALS LICENSED: 59

VOLUNTEER HOURS: 312

---

## RECORDS

CUSTOMER SERVICE CONTACTS: 2,035

IN-PERSON CONTACTS: 1,015

PHONE CONTACTS: 1,020

---

## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 180

CURRENT COMMISSIONED OFFICERS: 154 (21 VACANCIES / 5 IN POLICE ACADEMY)

OFFICERS AVAILABLE FOR ASSIGNMENT: 135

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

AUTHORIZED NON-COMMISSIONED POSITIONS: 72

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

CURRENT NON-COMMISSIONED POSITIONS: 65 (7 VACANCIES)

**ANIMAL CONTROL      11A**

# Norman Animal Welfare Monthly Statistical Report September 2022



## IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	91	102	193	92	96	188	(5)	-3%
Ending	70	99	169	102	128	230	61	36%

## ANIMAL INTAKES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	101	103	204	105	96	201	(3)	-1%
Owner Relinquish	3	9	12	15	25	40	28	233%
Owner Intended Euth	1	0	1	1	0	1	0	0%
Transfer In	0	0	0	0	0	0	0	0%
Other Intakes*	6	5	11	6	6	12	1	9%
Returned Animal	10	9	19	6	9	15	(4)	-21%
<b>TOTAL LIVE INTAKES</b>	<b>121</b>	<b>126</b>	<b>247</b>	<b>133</b>	<b>136</b>	<b>269</b>	<b>22</b>	<b>9%</b>

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

## OTHER STATISTICS

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

## LENGTH OF STAY (DAYS)

	2021	2022
Dog	16.9	19.1
Puppy	19.6	17.6
Cat	17.4	16.8
Kitten	10.2	11.4

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	62	59	0	121

# Norman Animal Welfare Monthly Statistical Report September 2022



## LIVE ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	62	102	164	57	81	138	(26)	-16%
Return To Owner	54	3	57	34	1	35	(22)	-39%
Transferred Out	16	7	23	19	24	43	20	87%
Returned to Field	0	1	1	0	1	1	0	0%
Other Outcome	0	0	0	0	0	0	0	0%
<b>TOTAL LIVE OUTCOMES</b>	<b>132</b>	<b>113</b>	<b>245</b>	<b>110</b>	<b>107</b>	<b>217</b>	<b>(28)</b>	<b>-11%</b>

## OTHER ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	9	10	0	14	14	4	40%
Lost in Care	0	0	0	1	0	1	1	100%
Shelter Euth	8	8	16	12	7	19	3	19%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
<b>TOTAL OTHER OUTCOMES</b>	<b>10</b>	<b>17</b>	<b>27</b>	<b>13</b>	<b>21</b>	<b>34</b>	<b>7</b>	<b>26%</b>

## TOTAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	132	113	245	110	107	217	(28)	-11%
Total Other Outcomes	10	17	27	13	21	34	7	26%
<b>TOTAL OUTCOMES</b>	<b>142</b>	<b>130</b>	<b>272</b>	<b>123</b>	<b>128</b>	<b>251</b>	<b>(21)</b>	<b>-8%</b>

## SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	2	6		8	42%
Medical - Injured	1	1		2	11%
Behavior - Aggressive	4	0		4	21%
Behavior - Other	5	0		5	26%
<b>TOTAL EUTHANASIA</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>19</b>	

## MONTHLY LIVE RELEASE RATE

2021	2022
90.4%	86.5%

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



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

---

**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Preliminary Plat and three (3) Final Plats for City Council. The Development Engineer reviewed 33 sets of construction plans and 6 punch lists. There were 110 permits reviewed and/or issued. Fees were collected in the amount of \$22,210.10.

**CAPITAL PROJECTS:**

**Alameda Street Widening Project:**

The City of Norman conducted a bid opening on December 16, 2021, for the 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:

- October 2022: Complete urban section from Ridge Lake Dr. to the intersection at 36<sup>th</sup> Ave. SE
- November 2022: Close 36<sup>th</sup> Avenue SE and complete the intersection
- May 2023: Complete rural section from 36<sup>th</sup> Ave. SE through the intersection at 48<sup>th</sup> Ave. SE

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 installing the concrete storm inlets for the new storm pipeline system on Alameda Street between Ridge Lake Boulevard and 36<sup>th</sup> Avenue East
- Finished grading the roadway on Urban Project between Ridge Lake Boulevard and 36<sup>th</sup> Ave. East
- Finished subgrade stabilization on the Urban Project between Ridge Lake Boulevard and 36<sup>th</sup> Avenue East
- Finished installing reinforced concrete pipes (RCP) at the drives on the Rural Project between 36<sup>th</sup> Avenue East and 48<sup>th</sup> Avenue East

**36<sup>th</sup> Avenue Northwest Phase 2 Waterline Relocations Project- Tecumseh Road to Market Place:**

The City of Norman conducted a bid opening on February 11, 2022, for the 36<sup>th</sup> Avenue Northwest Phase 2 Waterline Relocations Project. The low bidder was Matthews Trenching Co., Inc. of Oklahoma City, Oklahoma in the amount of \$799,630.00. The Norman City Council awarded the project at the March 8, 2022 City Council Meeting. Construction began on April 18, 2022. This project has a 180-calendar day construction schedule. Staff estimates an October 2022 completion.

The project involves the following items:

- Relocation of approximately 5400 L.F. of 6", 8" and 12" waterline to alleviate conflicts with the future widening of 36<sup>th</sup> Avenue NW from Franklin Road to Market Place.

The contractor's activities this month were as follows:

- *Continued backfilling and dressing of trenches*
- *Continued disinfection of new water lines.*
- *Began final connections for sections that have passed disinfection testing.*

**Sidewalk Programs:**

**FYE 2023 Sidewalk Concrete Projects.** This project was awarded to EMC Services LLC and is scheduled to start October 10, 2022. This contract includes Citywide Sidewalk Reconstruction Project, 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 scheduled to start in mid to late November, 2022. 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.

**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.

Work on obtaining easements necessary to construct the east alley continued throughout September. Change Order No. 1 was processed to account for added sidewalk and parking on the street section of the project as well as cross section changes needed for the east alley. Work on the south alley resumed on October 3<sup>rd</sup>.

**Street Maintenance Bond Programs:**

**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.

Panel replacement is complete from Westbrooke Terrace to Rolling Hills Street. Two-way traffic has been restored utilizing the southbound leg of the boulevard section. Work continues in the northbound leg of the boulevard section.

**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.

**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 College, Brandywine, and Louisiana. In September, much of Mockingbird Lane and Mockingbird Court were completed.

**PUBLIC TRANSIT**

**Vehicle Procurement**

- The City is currently in the process of purchasing 2 battery electric buses, the first electric vehicles in the City's fleet. Staff will visit the manufacturing facility in September to inspect the vehicles and ensure they are built to specifications. The anticipated delivery of the vehicles has been pushed back to October 2022 due to supply chain issues with a few remaining parts. Below is background information on both battery electric bus projects:



- An authorization to purchase the City's first battery electric transit bus, was approved by Council on May 25, 2021 and a purchase order was issued on May 27, 2021. Grant funding from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund will reimburse approximately 50% of the vehicle purchase price.
- An authorization to purchase the City's second battery electric transit bus was approved by Council on August 10, 2021 and a purchase order was issued on August 13, 2021. Grant funding from FTA's 2021 Low- or No-Emission Vehicle Program will reimburse approximately 70% of the vehicle purchase price.
- Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.
- On June 14, 2022 Council approved a contract with ODOT to utilize Surface Transportation Block Grant (STBG) funds to purchase 2 35' CNG buses. Funds were from FY 2021 and 2022 and the total grant amount is \$959,855 (80%) with the local match requirement at \$239,964 (20%). An authorization to purchase was approved by Council on August 23, 2022 and a purchase order was issued on September 29, 2022.

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

- The Go Norman Transit Plan was approved by resolution by Council at its June 22<sup>nd</sup>, 2021 meeting. Staff are continuing to move forward on plan recommendations. Recent work includes:
  - Staff continue to have regular meetings with the architects to finalize renovation plans for the 320 E. Comanche St property into a City Transit Center. The next step is to acquire a cost estimate for the work to be completed before bidding out the work.
  - Staff are finalizing the public participation process for the recommended route network. This will consist of 2-3 public meetings where staff will glean feedback on the proposal. Finally, it will conclude with a final Council agenda item requesting review and approval to move forward with implementation.
  - Staff continue to work with partner agencies, such as EMBARK and Tyler Media, on the overall implementation plan for the recommended route network in the Go Norman Transit Plan. This includes a public participation process to finalize the route changes as mentioned above, implementing the bus stop changes, renovating the new Transit Center, marketing, and others.

**Grants**

- FY22 RAISE Grant: Application for purchase and installation of 2 pantograph chargers, providing for in service charging for the new EV buses. Council supported the application by resolution on April 12 and it was submitted on April 14. Unfortunately, the City's grant application for this program was not accepted.
- FY22 FTA Bus and Bus Facilities Grant (5339b): Application proposing to replace 2 CNG 35' fixed route buses and 4 paratransit vans. Council supported the application by resolution on May 24, and it was submitted on May 31. Unfortunately, the City's grant application for this program was not accepted.
- FY22 FTA Low- or No-Emissions Vehicle Program (5339c): Staff are awaiting news of an application proposing to replace 2 CNG 35' fixed route buses. Council supported the application by Resolution on May 24, and it was submitted on May 31. The City's grant application to this program was approved. Staff will begin the process to request Council's acceptance of the grant and procurement of the vehicles.

**Regional Transportation Authority (RTA) Updates**

- In addition to Midwest City (who withdrew last fall), Del City and Moore expressed their intent on withdrawing from the RTA in May of 2022. A resolution updating the RTA Trust Indenture due to these departures was approved by Council on September 13, 2022. RTA has stated that FY 2023 funding contributions will not change.
- As a part of the updated RTA Trust Indenture, Norman has gained an additional appointment to the RTA Board of Directors. On September 27, 2022 Council approved a resolution appointing Mr Chuck Thompson to this position.

**Transit Monthly Performance Report**

Attached are the transit performance reports for August and September 2022.

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**RIVERSIDE ADDITION**

Streets crews replaced damaged concrete panels on Riverside Addition. This repair required 90.50 cubic yards of concrete and resulted in over 292 square yards repaired.

**BESSENT ADDITION & LAND T ADDITION**

Streets crews replaced damaged concrete panels in Bessent and Land T Addition. This repair required 3.50 cubic yards of concrete and resulted in over 22 square yards repaired.

**INDIAN HILLS ROAD: 108<sup>TH</sup> AVENUE NE TO 98<sup>TH</sup> AVE NE**

Streets crews worked an overlay at Indian Hills Road: 108<sup>th</sup> Avenue NE to 98<sup>th</sup> Avenue NE and required 2,011.40 tons of asphalt for the repair.

**132<sup>ND</sup> AVENUE SE: CEDAR LANE TO POST OAK ROAD**

Streets crews worked an overlay at 132<sup>nd</sup> Avenue SE; Cedar Lane to Post Oak Road and required 41.55 tons of asphalt for the repair.

**ASPHALT OPERATIONS:**

**JONES AVENUE AND HUGHBERT STREET (DEEP PATCH)**

Streets crews worked a deep patch at Jones Avenue and Hughbert Street and required 10.37 tons of asphalt for the repair.

**CONCRETE OPERATIONS:**

**6233 HAROLD WAY NE**

Streets crews replaced damaged concrete panels on 6233 Harold Way NE. This repair required 25 cubic yards of concrete and resulted in over 133 square yards repaired.

**3209 FLOOD AVENUE**

Streets crews replaced damaged concrete panels on 3209 Flood Avenue. This repair required 38.50 cubic yards of concrete and resulted in over 108 square yards repaired.

**ROADSIDE OPERATIONS:**

**MOWING OF ROADSIDE RIGHTS-OF-WAY**

Streets Roadside Mowing crew continued their summer mowing schedule. During September, 2022, 226 miles of rural rights-of way and 4,281,438 sq. ft. of urban rights-of-way were mowed.

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 8.99 tons of asphalt was utilized in routine pothole patching operations.

## **STORMWATER**

### **WORK ORDER RESPONSE**

Stormwater Division received 19 work order requests and closed 15 work orders.

### **INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew sealed a leaking pipe at 3001 Summit Crossing and on Paloma Place at entrance to First Fidelity Bank. They cleaned the stormwater system (pipes, inlets and boxes) at Symmes and Elm. The Infrastructure Maintenance crew removed various saplings from curb hoods in Ward 2, 4, 7. The Maintenance crew started a pipe replacement project on 24<sup>th</sup> Ave NE (Hall Park) consisting of replacing 140 feet of 48 inch HP pipe across 24<sup>th</sup> Ave NE. The Infrastructure Maintenance crew checked 100 inlets and cleaned 22 inlets totaling .75 tons of debris removed.

### **CHANNEL MAINTENANCE**

The Channel Maintenance crew started and finished a comprehensive cleaning of Bishop Channel. They were able to remove 85 tons of debris from the channel. The Channel Maintenance Crew was able to mow 1,637,372 square feet of stormwater channels. The Channel Maintenance crew also cleaned a flume at 1303 Tenkiller Lane removing 15 tons of debris and removed drifts at Woodcreek and Brooks/I-35 totaling 15 tons. They cleaned a sidewalk on Stoney Brook Lane. The Channel Maintenance crew checked 92 inlets and cleaned 23 inlets totaling .75 tons of debris removed.

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

A total of 463 lane miles were swept in September resulting in the removal of approximately 73.36 tons of debris from various curb-lined streets throughout the city. The litter crew removed more than 11.94 tons of litter from channels and ROW in the City of Norman. The camera crew was able to video 482 linear feet of stormwater pipe at Dove Crossing, Barton Drive and 36<sup>th</sup> NW at Main Street.

### **STORMWATER OKIE LOCATES**

During the month of September, 3348 Call 811 Okie Spots were received. Of those requests, 76 were stormwater pipe locates, 49 were marked, and 672 were referred to other departments.

### **CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 153 inspections of 108 active sites.

Issued 0 citations, 5 NOVs, and 1 COD to active sites

Issued 2 Earth Change Permits to new projects

Inspected 10 detention/retention ponds.

### **MS4 OPERATIONS**

Received and responded to 30 citizen calls

Conducted 4 outfall inspection.

On September 1, Ms. Chao, Ms. Boteler, and Mr. Shumate demonstrated the Enviroscope model at Eisenhower Elementary School.

On September 6, Ms. Chao met with Colton Snyder at Club Car Wash to discuss illicit discharges associated with vehicle washwaters.

On September 7, Mr. Murphy and Ms. Chao presented at the City of Norman's Fall Builders Workshop.

On September 8, Ms. Chao and Mr. Shumate facilitated a clean-up event in partnership with Hitachi.

On September 8, Mr. Murphy and Ms. Chao attended the quarterly COSWA meeting.

*Monthly Progress Report  
Public Works (September 2022)*

On September 12, Ms. Chao attended an LTWA meeting at Carrington Lakes where potential stormwater BMPs were discussed.

On September 14, Ms. Chao presented at the Resource Management Conference. Mr. Shumate and Ms. Boteler were also in attendance.

On September 16, Mr. Murphy attended a meeting with Code Compliance and Norman Utilities department to discuss a universal response system for alley litter complaints.

On September 19-21, Mr. Murphy attended the OFMA Annual Conference.

On September 21, Mr. Murphy attended a meeting with Ms. Muckala Mr. McLellan to discuss floodplain violation responses.

On September 21, Ms. Chao attended OKC's virtual webinar Using Compost for Erosion Control and the monthly ECAB meeting.

On September 23, Mr. Murphy and Ms. Chao attended a meeting with Freese and Nichols discussing EDC updates and approximate timelines.

On September 23, Mr. Murphy performed a walkthrough the Vineyards project location with Mr. Brooks, staff engineer, and Mr. Zink, staff arborist, to discuss construction concerns with trees on upcoming construction project.

On September 26, Mr. Murphy and Ms. Chao attended a meeting with Freese and Nichols to discuss the BMP compliance plan for the Lake Thunderbird TMDL.

On September 27, Mr. Murphy and Ms. Chao attended a meeting with Garver to discuss potential grant opportunities.

On September 29, Ms. Chao and Ms. Boteler attended the OK Compost Conference planning meeting.

On September 30, Ms. Chao attended the LID Conference planning committee 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.

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.

**September 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..... 0  
 \*Short Form Plat..... 0  
 \*Center City Form Based Code.. 0  
 \*Concurrent Constr. Request..... 0

**City Council Review:**

Certificate of Survey..... 0  
 Preliminary Plat..... 1  
 Final Plats ..... 3  
 Certificate of Plat Correction..... 0  
 Encroachment..... 0  
 Easements..... 0  
 Closure..... 0  
 Release of Deferral..... 0

**\$ 4,370.00**

**Development Committee:**

Final Plats..... 0

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

**\$0.00**

**Subtotal:**

**\$4,370.00**

**\$13,999.50**

**\$23,839.50**

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 34  
 \*\*\*Commercial..... 2  
 Multi-Family..... 1  
 Addition/Alteration..... 22  
 House Moving..... 0  
 Paving Only..... 9  
 Storage Building..... 9  
 Swimming Pool..... 6  
 Storm Shelters..... 9  
 Public Improvements..... 3  
 Temporary Encroachments..... 1  
 Fire Line Pits/Misc..... 0  
 Franchise Utilities ..... 11  
 Other revenue .....  
 Flood Plain (@\$100.00 each)..... 1

**Total Permits.....**

**Grand Total.....**

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

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

\$0.00	\$0.00	
\$100.00	\$100.00	\$400.00
\$17,740.10	\$4,947.47	\$24,977.25
\$22,210.10	\$19,046.97	\$44,846.75
33	43	113
6	5	17

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

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

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

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

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

**September 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	6	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	34	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	2	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	33	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%



# PERFORMANCE REPORT

## Summary of Services Table: August 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 Aug FY23	FY23 YTD	FY22 YTD		Service Profile	Aug FY23	Aug FY22
Fixed Routes (M-F)	898	37,405	35,687		Weekdays	23	22
Fixed Routes (Sat)	434	3,792	3,622		Saturdays	4	4
PLUS (M-F)	89	3,740	3,145		Gamedays	0	0
-Zone 1*	74	3,154	2,517		Holidays	0	0
-Zone 2**	17	586	628		Weather	0	0
PLUS (Sat)***	23	200	146		Fiscal YTD Days	52	52
					Cal. YTD Days	204	205

\*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	41,197	251,881	●
# of Norman paratransit trips provided	3,940	21,000	●
% of on-time Norman paratransit pick-ups	98.26%	98.58%	■
# of Norman bus passengers per service hour, cumulative	12.62	13.04	●
# of Norman bus passengers per day, average	794	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.03%	0.00%*	●
% of on-time fixed-route arrivals	81.45%	80.94%	●

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





# PERFORMANCE REPORT

## Summary of Services Table: September 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.

EMBARC Norman Service Summary	ADP Sep FY23	FY23 YTD	FY22 YTD	Service Profile	Sep FY23	Sep FY22
Fixed Routes (M-F)	992	58,222	56,158	Weekdays	21	22
Fixed Routes (Sat)	270	4,872	4,735	Saturdays	4	4
PLUS (M-F)	94	5,710	4,801	Gamedays	3	4
-Zone 1*	77	4,764	3,821	Holidays	1	1
-Zone 2**	17	946	980	Weather	0	0
PLUS (Sat)***	20	281	186	Fiscal YTD Days	77	77
				Cal. YTD Days	229	230

\*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	63,094	251,881	●
# of Norman paratransit trips provided	5,991	21,000	●
% of on-time Norman paratransit pick-ups	98.11%	98.58%	■
# of Norman bus passengers per service hour, cumulative	13.05	13.04	●
# of Norman bus passengers per day, average	821	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.02%	0.00%*	●
% of on-time fixed-route arrivals	76.20%	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 September 2022	FYE 2023 September 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)	8.99		26.52		
Overlay/pave 10 miles per year.	-	0%	0.80	8%	100%
Replace 2,000 square yards of concrete pavement panels	402.00	20%	855.00	43%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	43.00	10%	56.25	13%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	4,281,438.00	34%	11,718,206.00	92%	100%
Mow 148 miles of Rural Right-of-way three times per year	226.00	51%	671.00	151%	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 2018

STORMWATER DIVISION					
	FYE 2023 SEPTEMBER, 2022	FYE 2023 SEPTEMBER, 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)	463.00	93%	1,331.00	22%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	302.00	3%	303.00	3%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,637,372.00	12%	2,552,114.00	19%	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.	11.94	95%	-		95%
Permit all earth disturbing operations over 1 acre in size.	2.00	100%	11.00		95%
Permit all floodplain activities as appropriate.	3.00	3%	7.00		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.	153.00	142%	459.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	4.00	0%	29.00		20%

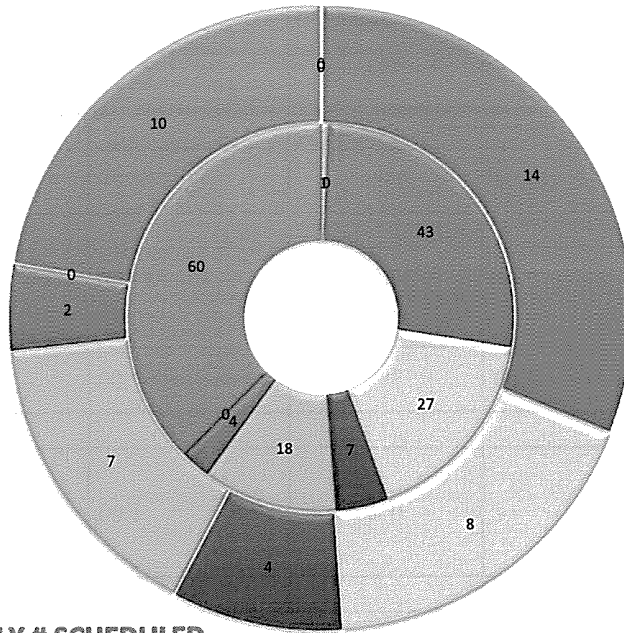
# PM COMPLIANCE REPORT

September 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 DON
<b>POLICE</b>										
072	2005 Nissan Quest	PD Special Investigations	9/1/2022	7/13/2022	-50	days	8/19/2022	Light Repair	PM-C	7/13/2021
001	2011 Chevy Tahoe	PD Criminal Investigations	100058	99615	-443	miles	8/22/2022	Light Repair	PM-C	12/21/2021
026T	2011 Featherlite Trailer	PD Patrol	10/1/2022	8/11/2022	-51	days	8/25/2022	Light Repair	PM-A	8/11/2021
1031	2021 Ford Expedition	PD Criminal Investigations	9295	8287	-1008	miles	8/25/2022	Light Repair	PM-C	3/9/2022
092	2012 John Deere Z910A	PD Animal Control	10/1/2022	8/26/2022	-36	days	8/25/2022	Light Repair	PM-C	8/26/2021
071	2017 Ford Interceptor	PD Patrol	36054	35818	-236	miles	9/23/2022	Light Repair	PM-C	2/14/2022
<b>WORKS</b>										
016	2018 John Deere	Z960M Ztrack	549	599	50	miles	9/19/2022	Light Repair	PMC	12/17/2021
02M	2014 Bradco	SS	10/1/2022	7/28/2022	-65	days	9/26/2022	Heavy Repair	PM-C	1/28/2022
<b>PUBLIC WORKS</b>										
09P	2002 Buyers Snowdogg	Streets	10/1/2022	4/27/2022	-157	days	4/27/2022	Light Repair	PM-B	10/27/2021
080	2012 John Deere Ag Tractor	Streets	3545	3509	-36	hours	9/26/2022	Heavy Repair	PM-C	3/29/2022
015	2017 John Deere Trackloader	Streets	884	609	-275	hours	9/29/2022	Heavy Repair	PM-D	12/16/2020
<b>UTILITIES</b>										
077	2016 Ranger 225 Welder	Commercial Sanitation	10/1/2022	6/28/2022	-95	days	6/27/2022	Light Repair	PM-C	6/28/2021

## PM Compliance Report August FYE 2023



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

Department	Scheduled	Missed/Late	% Late
City Clerk	1	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	0	0	0.0%
Public Works	43	14	32.6%
Police	27	8	29.6%
Fire	7	4	57.1%
Parks & Rec.	18	7	38.9%
PSST	4	2	50.0%
CDBG	0	0	0.0%
Utilities	60	10	16.7%
<b>Citywide Total</b>	<b>159</b>	<b>45</b>	<b>28.3%</b>

<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				0%	0%
BUILDING INSPECTIONS				0%	0%
CODE COMPLIANCE				0%	67%
<b>PUBLIC WORKS</b>					
ENGINEERING				0%	100%
STREETS	22	16	6	27%	19%
STORMWATER	5	3	1	20%	24%
TRAFFIC	6	6		0%	15%
STORMWATER QUALITY	1	1		0%	0%
FLEET	9	9		0%	0%
TRANSIT				0%	0%
<b>POLICE</b>					
ANIMAL CONTROL	4	2	2	0%	63%
POLICE ADMINISTRATION				0%	33%
POLICE STAFF SERVICES	3	3		0%	0%
POLICE CRIMINAL INVESTIGATIONS	4	2	2	50%	53%
POLICE PATROL	12	8	3	33%	38%
POLICE SPECIAL INVESTIGATIONS	4	3	1	25%	29%
POLICE EMERGENCY COMMUNICATIONS				0%	0%
<b>FIRE</b>					
FIRE ADMINISTRATION	2		2	100%	100%
FIRE TRAINING	1		1	0%	100%
FIRE PREVENTION	1		1	0%	100%
FIRE SUPPRESSION	3	3		0%	20%
FIRE DISASTER PREPAREDNESS				0%	0%
<b>PARKS &amp; RECREATION</b>					
PARK MAINTENANCE	14	10	1	29%	33%
PARKS & RECREATION	3	1	1	33%	67%
CUSTODIAL				0%	0%
FACILITY MAINTENANCE	1	1		0%	0%
PARKS FORESTRY				0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>					
PSST POLICE PATROL	2	1	1	50%	50%
PSST POLICE CRIMINAL INVESTIGATIONS				0%	0%
PSST FIRE SUPPRESSION	2	2		0%	0%
<b>CDBG</b>					
PLANNING CDBG				0%	0%
<b>UTILITIES WATER</b>					
UTILITIES ADMINISTRATION				0%	0%
WATER TREATMENT PLANT	2	2		0%	0%
WATER PLANT	1		1	100%	133%
WATER PLANT WELLS				0%	0%
WATER PLANT LAB				0%	0%
LINE MAINTENANCE ADMIN.				0%	0%
WATER LINE MAINTENANCE	13	13		0%	0%
UTILITIES INSPECTOR				0%	0%
METER SERVICES				0%	0%
<b>UTILITIES WRF</b>					
WRF ADMIN	1	1		0%	50%
WRF INDUSTRIAL				0%	0%
WRF BIOSOLIDS	3	3		0%	0%
WRF OPERATIONS				0%	0%
SEWER LINE MAINTENANCE	10	8	2	10%	17%
<b>UTILITIES SANITATION</b>					
SANITATION ADMINISTRATION				0%	0%
SANITATION RESIDENTIAL	16	15	1	6%	39%
SANITATION COMMERCIAL	5	5		0%	56%
SANITATION TRANSFER	4	2	1	25%	40%

**FLEET MANAGEMENT  
INVENTORY  
September 2022**

**FUEL**

WESTWOOD GOLF	455.7	gallons	DIESEL	@	4.500	\$	2,050.65
WESTWOOD GOLF	476.7	gallons	UNLEADED	@	4.460	\$	2,126.08
NORTH BASE	5,057.4	gallons	UNLEADED	@	2.820	\$	14,261.73
NORTH BASE	4,739.2	gallons	DIESEL	@	4.090	\$	19,383.39
FIRE STATION #5	299.6	gallons	UNLEADED	@	3.100	\$	928.85
FIRE STATION #5	113.2	gallons	DIESEL	@	3.800	\$	430.16
FIRE STATION #6	201.2	gallons	UNLEADED	@	2.740	\$	551.29
FIRE STATION #6	235.0	gallons	DIESEL	@	4.130	\$	970.55
BULK TANKS	1,200.0	gallons	DIESEL	@	4.090	\$	4,908.00

<b>TOTAL</b>	<b>GALLONS:</b>	<b>DOLLAR:</b>
UNLEADED	6,034.9	\$ 17,867.96
DIESEL	6,743.1	\$ 27,742.75

---

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

September 2022

IN GALLONS		FYE 2023	FUEL REPORT	
		UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps		21,997.00	22,387.00	27,921.85
Outside - sublet		1,610.00	700.00	6,833.37
<b>TOTAL</b>		<b>23,607.00</b>	<b>23,087.00</b>	<b>34,755.22</b>
TOTAL Consumption		UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED PUBLIC CNG CONSUMED
		21,801.38	21,293.62	42,288.37 6,833.37

FYE 2023 TO DATE CONSUMPTION				
TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	67,289.48	66,761.39	117,068.71	20,101.60

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.21	Low	\$2.74	UNLEADED	High	\$3.25	Low	\$2.64
DIESEL	High	\$4.13	Low	\$3.49	DIESEL	High	\$3.88	Low	\$3.49
CNG	High	\$1.28	Low	\$1.19	CNG	High	\$2.10	Low	\$1.89

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS		\$66,464.27	Month Total Public CNG Sales		\$13,826
BATTERIES		\$3,239.40	FYE 2023 To Date Public Sales		\$38,949
OILS/FLUIDS		\$9,055.41	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>		
TIRES		\$26,514.79	Total Sold Gallons Life To Date		1,041,906
SUBLET REPAIRS		\$35,270.59	Total Gross Sales Life To Date		\$1,511,540
<b>TOTAL SPENT ALL parts/sublet</b>		<b>\$140,544.46</b>	Life To Date CNG Gas Gallon Equivalent		
			Total Public/City Through-Put CNG Gallons @ Station		2,988,769

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	2	0	5
EMERGENCY ROAD CALLS	3	8	2	13
PM SERVICES	97	98	83	278
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	214	258	204	676
SCHEDULED REPAIRS	22	105	91	218
NON SCHEDULED REPAIRS	85	100	113	298

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	0	1	3
EMERGENCY ROAD CALLS	23	22	23	68
PM SERVICES	41	48	47	136
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	185	182	189	556
SCHEDULED REPAIRS	41	50	50	141
NON SCHEDULED REPAIRS	115	111	139	365

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	0	1	4
EMERGENCY ROAD CALLS	1	1	0	2
PM SERVICES	8	11	10	29
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	68	84	54	206
SCHEDULED REPAIRS	10	13	11	34
NON SCHEDULED REPAIRS	51	64	43	158

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	10	12	8	30
EMERGENCY ROAD CALLS	0	1	2	3
PM SERVICES	1	11	7	19
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	26	41	29	96
SCHEDULED REPAIRS	14	23	16	53
NON SCHEDULED REPAIRS	5	12	13	30

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	18	14	10	42
EMERGENCY ROAD CALLS	27	32	27	86
PM SERVICES	126	171	152	449
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	505	581	488	1574
SCHEDULED REPAIRS	163	195	174	532
NON SCHEDULED REPAIRS	261	297	314	872

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

**FYE 2023**

September 2022

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL		ACTUAL	DIFFERENCE
# 001	134.76	72%		98.7%	26.7%
# 002	101.76	72%		74.5%	2.5%
# 003	107.16	72%		78.5%	6.5%
# 004	76.93	72%		56.4%	-15.6%
# 006	117.53	72%		86.1%	14.1%
# 007	104.29	72%		76.4%	4.4%
# 008	69.34	72%		50.8%	-21.2%
# 009	71.01	72%		52.0%	-20.0%
# 010	108.27	72%		79.3%	7.3%
# 011	117.49	72%		86.1%	14.1%
# 012	129.74	72%		95.0%	23.0%
# 013	122.02	72%		89.4%	17.4%
# 018	112.11	72%		82.1%	10.1%
# 021	111.41	72%		81.6%	9.6%
# 028	107.33	72%		78.6%	6.6%
# 031	110.11	72%		80.7%	8.7%
# 037	88.70	72%		65.0%	-7.0%
#038	84.62	72%		289.3%	217.3%
#040	105.99	72%		362.4%	290.4%

DIRECT LABOR HOURS	1980.57
TOTAL AVAILABLE HOURS	2593.50
PRODUCTIVITY GOAL	72.0%
<b>ACTUAL PRODUCTIVITY</b>	<b>76.4%</b>



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

<b>SEPTEMBER 2022</b>	<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
	<b>Percentage</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days	100%	136	136	100%	333	333	100%
Provide information requested by citizens within 7 days	95%	136	136	100%	333	333	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	3	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	45	45	100%	72	72	100%
Worker Hours Per Gallon of Paint Installed.	0.80	<b>Gallons</b>	<b>Worker Hours</b>	<b>Percentage</b>	<b>Gallons</b>	<b>Worker Hours</b>	<b>Percentage</b>
		65	99	1.52	887	309	0.35
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	<b>Crew Work Days</b>	<b>Total Installations</b>	<b>Average</b>	<b>Crew Work Days</b>	<b>Total Installations</b>	<b>Average</b>
		2.58	17	6.59	13.9	99	7.12
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	<b>Number Performed</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number Performed</b>	<b>Goal Met</b>	<b>Percentage Met</b>
		14	14	100%	47	47	100%
Response to reports on traffic signal malfunctions within one hour.	99%	<b>Number of Reports</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Reports</b>	<b>Goal Met</b>	<b>Percentage Met</b>
		19	19	100%	73	73	100%
Response to reports of sign damage:	<b>Percentage</b>						
<b>High Priority</b> Stop or Yield Signs within one hour	99%	10	10	100%	18	18	100%
<b>Lower Priority</b> all other signs within one day	90%	55	55	100%	146	146	100%
<b>Street Name Signs</b> within two weeks	90%	42	42	100%	113	113	100%
Percent of work hours lost due to on the job injuries.	<.01%	<b>Total Work Hours</b>	<b>Work Hours Lost</b>	<b>Percentage Met</b>	<b>Total Work Hours</b>	<b>Work Hours Lost</b>	<b>Percentage Met</b>
		3192	168	0.05	9424	281.5	0.03



**Monthly Report**  
**September 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 in process for the Beaumont project.

Water Line Breaks – 18 in September

Sewer Line Data

- Total obstruction service requests - 30
  - Private Plumbing: 28
  - City Infrastructure: 2
  - Sanitary Sewer Overflows: 1 on private side

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.119 MGD
- Total Monthly flow: 33.570 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 and approval of the GMP is on the October 11, 2022 Council docket.

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. Staff is doing a final review to determine if final deliverable meets City requirements before determining if or how to complete the remainder of the project.

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 is currently producing power for the WTP. Final testing and monitoring equipment installation are still required before this site is completed. For the WRF, all tie-ins have been completed. All modules are installed. Three of the five arrays are in operation at the WRF.

## **WASTEWATER PROJECTS:**

WRF Reuse Pilot Study (WW0317) – Project is considering treatment alternatives to produce highly treated effluent at the WRF suitable for discharge in Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, recommend best treatment technologies to allow reuse to be implemented. In July 2020, NUA approved Amendment No. 1 to Garver's contract, which fully consolidated all pilot study tasks including procurement/rental of treatment equipment for alternative treatment trains, temporary installation and eventual removal of all pilot study equipment into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consists of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. During June 2021, WRF staff was able to commence operating both trains as intended and commenced full sampling and testing regimen as per Garver's pilot testing protocol. As of November 2021, the Phase II temporary skids for advanced tertiary treatment had been installed, tested, and placed into service. Trailers with advanced treatment equipment that is part of Phase III of the study were delivered to the WRF in early January 2022 and were placed into service in February 2022. Phase I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor has largely completed removal of temporary treatment facilities. Garver has commenced compiling data and writing report. A draft copy of the engineering report should be submitted for review in September 2022 and the final report should be complete and submitted to ODEQ by December 2022.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 to assist in funding project. Grant contract was fully executed during September 2021 and remains active.

In early October 2021, NUA learned that it had been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of a future reuse program. This grant includes \$209,824 worth of in-kind funds from various federal agency resources to be expended in 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 preliminary data gathering) is ongoing.

In April 2022, NUA learned that a third grant 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 determine the best times to add supplemental IPR flows to the lake. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and negotiations with the Consultant for the project, Garver, commenced immediately thereafter. Contract should be negotiated and submitted to Norman Utilities Authority for approval in November 2022. Work will commence immediately upon approval.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Current centrifuges are approaching the end of their useful lives, and thus require excessive maintenance and repairs, and, due to poor service provided by manufacturer, often require extended downtime before necessary repairs can be completed to keep them operational. NUA approved a Contract with Garver, LLC on December 8, 2020, and design for this project commenced immediately thereafter. During the first half of 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff. WRF and NUA Engineering staff also made several site visits at plants in the region to observe other manufacturers/technologies in operation. These demonstrations and observations generally showed that the various screw press technologies could not meet the minimum requirement of consistently producing 20% solids sludge. In response, one manufacturer, PW Tech using their Volute Dewatering Press performed a follow-up demonstration with a new mixing technology that was supposed to increase percent solids and reduce polymer demand. However, the demonstration failed to show either. Based on these results, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with several reputable centrifuge manufactures to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, two (2) manufacturers have been approved for inclusion in the project specifications.

Garver completed and submitted preliminary design documents for review in August 2022, and a review meeting convened in September 2022. Garver anticipates completing Bidding Documents in by the end of 2022. Contract would then be advertised, and bids opened in January 2023. Construction contract should be awarded and Notice to Proceed with construction issued in February 2023. Construction should be complete by November 2023.

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, either traditional design/bid/build or Construction Manager at Risk (CMaR) project so they will be covered as a single project. Due to recent plant improvements projects, space formerly used for spare part storage has been incorporated into plant operations space, leaving a shortage of viable storage space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities 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. 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 comments and corrections noted can be addressed just prior to advertisement, which is projected to occur in late April 2023+/- . Bids would then be opened in May 2023, and Contracts Awarded in June 2023. Notice to Proceed with construction will be issued on or after July 1, 2023. Construction would then take one calendar year.

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. Design is progressing based on field investigations and 90% plans were submitted in November. Staff has reviewed the plans and there are constructability concerns regarding the proposed alignment. Staff have reviewed the alternative alignment on the east side of 12<sup>th</sup> Avenue NE and this corridor appears to be more constructible due to reduced utility conflicts. Council approved the amendment for the design contract to allow for the design of the new alignment along the east side of the road. 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 90 percent plans.

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

Engineer: Staff with assistance from Lemke Surveying

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

Engineer: Staff with assistance from Lemke Surveying

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

Engineer: Staff with assistance from local surveyor

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

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. Edits to the final bid documents are being made before starting the bid process.

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. Staff met with engineers in September to discuss further revisions to the plans. Public Works is in discussion with ODOT about the possibility of adding the waterline to the Public Works project in order to remove and reset these lights, install waterline, and work on the streetscape under the same project. A 90% submittal was received and another review meeting is scheduled for October 28, 2022.

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. Contractors are currently installing waterline at Venture. All waterlines south of Tecumseh have been tied in, except for the small section of line at Atchison Drive. The lines at Atchison and north of Tecumseh at 24<sup>th</sup> Ave NW were re-chlorinated and will be sampled this week.

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 this month and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed



for the preliminary disinfection system. A contract with Plummer for \$528,900 is on the docket for approval by Council on October 11, 2022.

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. Engineers are working on 65% plans, which will be received in November 2022

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. All tie-ins for this project have been completed. Contractors are currently in the process of restoring sod and paint striping, in addition to any final punch list items.

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. Wynn Construction completed the installation before Poet filled with carbon dioxide. A press release was sent out to utility customers the weekend prior to request they reduce water consumption from 8am to 5pm that day. The plant was brought back online at approximately 4:00pm. There were two leaks found on the new tank. One is located on the braided flex pipe that Wynn is responsible for. It was repaired on October 6, 2022. The other leak is located on the

ventilation apparatus on the top of the tank that Tomco will be responsible for. Tomco is scheduled to perform startup on the compressor, repair of the leak on top of the tank, and conduct operator training/maintenance on the new tank on October 13, 2022. In addition, staff requested a quote from Wynn in order to perform additional electrical and communication connections that came up during installation.

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. Engineers are currently working on incorporating the two utility easements needed for the project into the plans. In addition, a new plat for the neighboring addition (St. James) was reviewed to ensure new waterline plans in Southlake will match.

Engineer: SRB (Marc Long)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC was approved by NUA 12/11/18 to design the replacement of approximately 4,500 lineal feet of water line in the Parsons addition. Due to the project's close proximity to campus, the design process included public input from University of Oklahoma (OU), OU's sororities and fraternities, homeowners and landlords, and, based on that input and discussions with consultant and potential contractors, it was determined that the best of course of action would be to divide the project into two phases that would proceed generally during summer months when OU is not in regular session. As part of this process, it was also decided to install replacement mains in the streets rather than sidewalks wherever possible. Phase I was scheduled to begin July 1, 2019, and Phase II was originally scheduled for the summer of 2020.

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

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

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

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

Two large property owners with whom easement agreements must be negotiated, J.D. McCarty and U.S. Department of Veterans Affairs, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project.

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2024. As a consequence, Final Design and Easement Acquisition will be completed during the remainder of 2022 and, if necessary, continuing into early 2023. Project will then be advertised in April 2023, and Bids opened in May 2023. Contract award is anticipated in June 2023, and Notice to Proceed with construction would then follow on July 1, 2023. Project completion is projected for June 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 reuse system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. A kickoff meeting convened on January 6, 2022 and Plummer has commenced work on the study. The study is ongoing and preliminary results should be available by September 2022 with a final report delivered in October 2022.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be immediately submitted to Council in September 2022. Bidding Documents would then be completed and project advertised in November 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in November/December 2022. Rehabilitation work would require approximately 3 months, and thus project would then be complete by the end of February 2023.

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 and are currently being evaluated by staff.

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.

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 anticipates having an agreement established by December 2022. 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 are due Thursday, October 20, 2022.

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. TCS Construction was the apparent low bidder, but a review of their bid package revealed several flaws including an inability to meet experience requirements and a failure to provide an irrevocable guarantee from their surety. For these reasons, NUA has deemed the second low bidder, Crossland Construction Company (Crossland), to be Lowest and Best Bidder in accordance with City of Norman regulations and the State of Oklahoma Competitive Bidding Act. Contract Award was approved by City Council on April 26, 2022 and Notice to Proceed was issued on April 29, 2022.

During September 2022, Crossland installed structural steel and roof trusses. They also formed, reinforced and poured concrete curbs, parking lot and sidewalks. In October, Crossland expects to complete building roof and commence roughing in plumbing, electric, and HVAC above ceilings inside building. Crossland also remains on schedule to have building weathertight by the end of November 2022, which should minimize impacts to work due to weather during winter months. Construction is expected to be complete in 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.

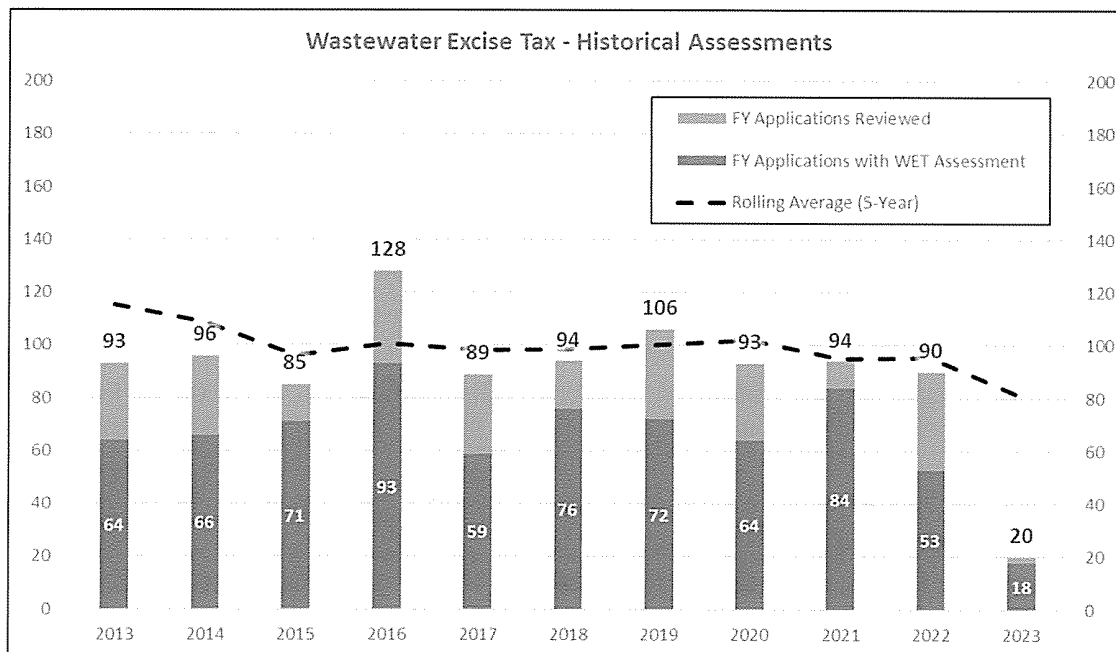
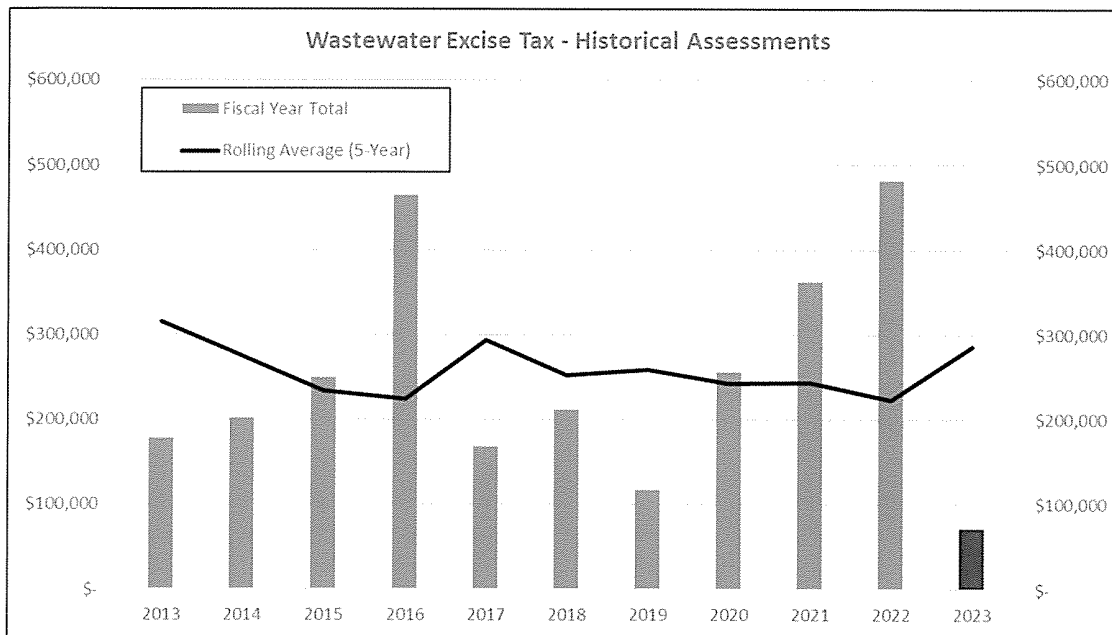
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household 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. Storage lockers were delivered and the final work to be done on them is to have their fire suppression system configured.

Architect: Studio Architects, LLC (George Winters)

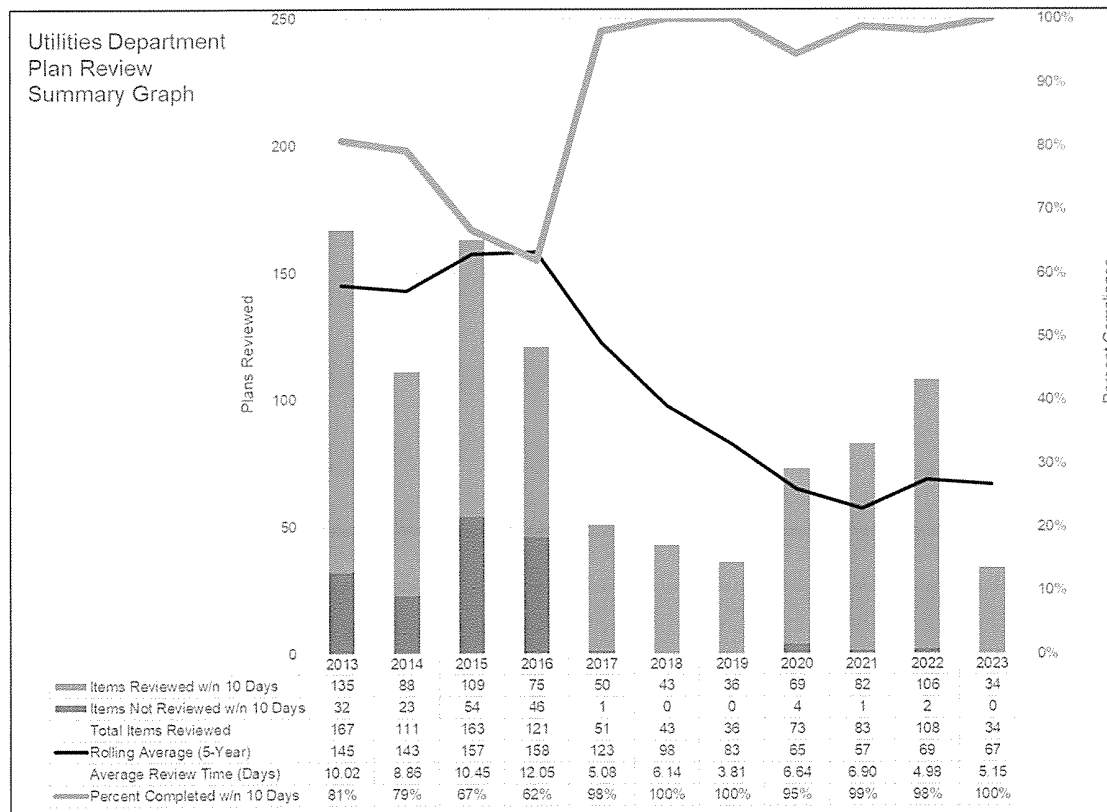
## Wastewater Excise Tax – Non-Residential:

**WRF Investment Fee/Wastewater Excise Tax:** Staff evaluated the Wastewater Excise Tax on 10 commercial entities last month. Of the 10 applications, 9 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 19 commercial properties were reviewed and a total of \$68,898.20 was assessed to the 17 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



## PLAN REVIEW:

Sixteen plan sets were reviewed during September. Staff has reviewed 34 plans for the current fiscal year with an average review time of 5.15 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**

6 Water Well Permits (22-3981, -4084, -4151, -4276, -4288, and -4363) were issued for the month of September.

**September 2022**  
**ENVIRONMENTAL SERVICES DIVISION**  
**MONTHLY REPORT**

**INSPECTIONS**

	September	Year to date
Fats, oil and grease (FOG) program	35	265
Food license approval	4	19
Significant Industrial Users	5	14
<b>Total inspections</b>	<b>44</b>	<b>298</b>

**ROUTINE ACTIVITIES**

	September	Year to date
Significant Industrial User sites sampled	1	14
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	75%
HHWF: cars served	92	615
Pounds of Material Collected	8252	47,136.5
E-waste: cars served	307	662
Pounds of Material Collected	21085	42,516
Total HHW cars served	399	878
Total HHW Pounds of Material Collected	29,337.0	89,652.5

**REVENUE**

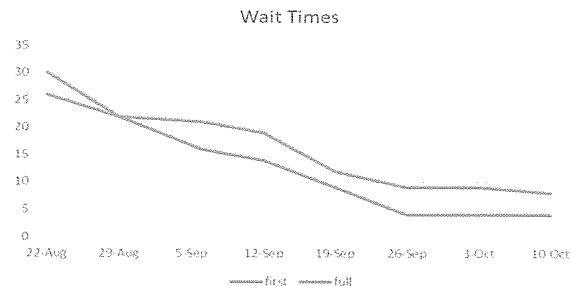
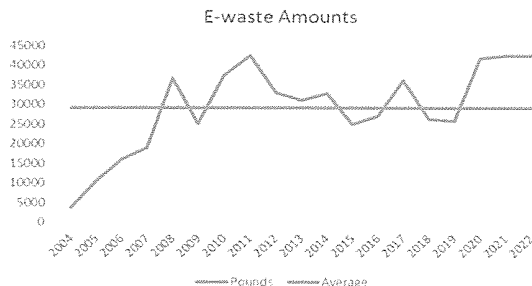
	September	Year to date
FOG Program	\$400.00	\$12,800.00
Surcharge	\$8,381.67	\$14,304.77
Lab Analysis Recovery	\$0.00	\$2,659.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$8,781.67</b>	<b>\$29,763.77</b>

**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 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.

**MISCELLANEOUS ACTIVITIES**

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery,
- 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 September 30, 2022 approximately 32,600 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 23 as a result of the FOG program.
- 9 Fourth required annual Table III influent and effluent sampling event scheduled for October 17-19, 2022.
- 10 Continued coordination with Fleet, Legal and Transit/Parking for City Hall EV Chargers
- 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 (bee hotels and bat house and maybe a small pollinator garden) and other exciting things
- 13 E-waste event held at Reaves Park on September 17 and we collected over 21 thousand pounds of material and served over 300 cars
- 14 Coordinating collection of BMP ideas to help mitigate any potential damage from future road construction
- 15 Planning and facilitating the Lake Thunderbird Workshop and Clean-up Event
- 16 Coordinating with OU student as potential intern to help with GHG emission inventory update
- 17 Coordinating with ODOT on Monarch habitat BMPs as part of the Monarch Highway
- 18 Weeded pollinator garden and performed a clean-up of Prairie Creek Park
- 19 Toured Carrington Lakes Subdivision with LTWA and Dr. Nairn to observe a potential project area
- 20 Attended OFMA conference in Durant for CFM
- 21 Attended OKRA in Sulphur



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2023		FYE 2022	
September 2022	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	2	1	3
Property Owner Responsibility	28	61	18	38
<b>TOTAL</b>	<b>30</b>	<b>63</b>	<b>19</b>	<b>41</b>
Number of Feet of Sewer Cleaned:				
Cleaned	123,742	326,036	124,835	354,484
Rodded	3,010	16,690	1,922	7,247
Foamed	0	77,154	0	74,476
SL-RAT	0	0	0	0
<b>TOTAL</b>	<b>126,752</b>	<b>419,880</b>	<b>126,757</b>	<b>436,207</b>
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	1	1
Private	1	2	2	4
Other (Lift Station, Line Break, etc.)	0	0	0	0
<b>Total Overflows</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
Feet of Sewer Lines Televised	16,931	71,886	19,946	71,527
Locates Completed	417	1,298	249	778
Manholes:				
Inspected	1,263	4,319	941	3,100
New	0	0	0	0
Raised	3	5	0	0
Repaired	4	10	0	0
Feet of Sewer Lines Replaced/Repaired	13.00	13.00	13	25
Hours Worked at Lift Station	91.88	332.76	75	242
Hours Worked for Other Departments	2.12	8.98	0.00	0.50
OJI's	0	2	0	0
Square Feet of Concrete	18	54	0	0
Average Response Time (Minutes)	28.00	29.65	31.20	26.20
Number of Claims	0.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2023		FYE 2022	
September 2022	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	<b>20</b>	<b>92</b>	<b>37</b>	<b>139</b>
Number Short Sets	20	90	37	139
Number Long Sets	0	2	0	0
Average Meter Set Time	5.07	5.03	4.05	4.65
Number of Work Orders:				
Service Calls	437	1,530	366	1,088
Meter Resets	0	2	0	2
Meter Removals	0	23	2	4
Meter Changes	52	105	29	77
Locates Completed	382	1,304	1,031	3,356
Number of Water Main Breaks	18	57	13	56
Average Time Water Off	1.22	50.26	1.15	2.25
Fire Hydrants:				
New	0	2	0	0
Replaced	1	2	0	0
Maintained	136	342	152	307
Number of Valves Exercised	361	882	171	451
Feet of Main Construction	0	2,225	0	0
Hours of Main Construction	24	894	0	162
Meter Changeovers	1	1	0	0
OJI's	1	4	0	0
Hours Flushing/Testing New Mains	83.37	184	146	274
Hours Worked Outside of Division	0.00	0.00	13	14

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
September 1-30 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.)	314.7	939.0	325.3	1085.8
Total Effluent Flow (M.G.)	291.9	876.2	299.2	1040.2
Influent Peak Flow (MGD)	13.0	13.0	11.5	25.5
Effluent Peak Flow (MGD)	12.7	12.7	10.8	25.5
Daily Avg. Influent Flow (MGD)	10.5	10.2	9.7	10.8
Daily Avg. Effluent Flow (MGD)	9.7	9.7	9.7	9.7
Precipitation (inches)	2.5	4.9	0.0	4.0

**Discharge Monitoring Report Stats**

5 day CBOD:

EPA minimum percentage removal 85%  
Avg.

Influent Total (mg/l)	198	149
Effluent Carbonaceous Total	2	2
Percent Removal	99.0	98.7
Total Suspended Solids:		
Influent (mg/L)	327	349
Effluent (mg/L)	7	6
Percent Removal	97.9	98.3
Dissolved Oxygen:		
Influent (min)	0.1	0.4
Effluent (min)	7.3	6.5
pH		
Influent (Low)	6.75	6.64
(High)	7.30	7.03
Effluent (Low)	6.73	6.95
(High)	7.33	7.25
Ammonia Nitrogen		
Influent (mg/L)	30.1	29.3
Effluent (mg/L)	0.5	0.3
Percent Removal	98.3	99.0

**Utilities**

Electrical

Total kWh Used (Plant wide)	496,680	1,555,880	523,580	1,522,040
Aeration Blowers, WSL&Headworks	173,300	515,800	201,200	734,380
UV Facility	65,800	224,200	66,700	273,700

Natural Gas

Total cubic feet/day (plant wide)	209,000	509,000	305,000	968,000
-----------------------------------	---------	---------	---------	---------

Public Education (Tours)

0	0	0	0
---	---	---	---

Total Attendees for FYE 23

12	18
----	----

Reclaimed Water System (MG)

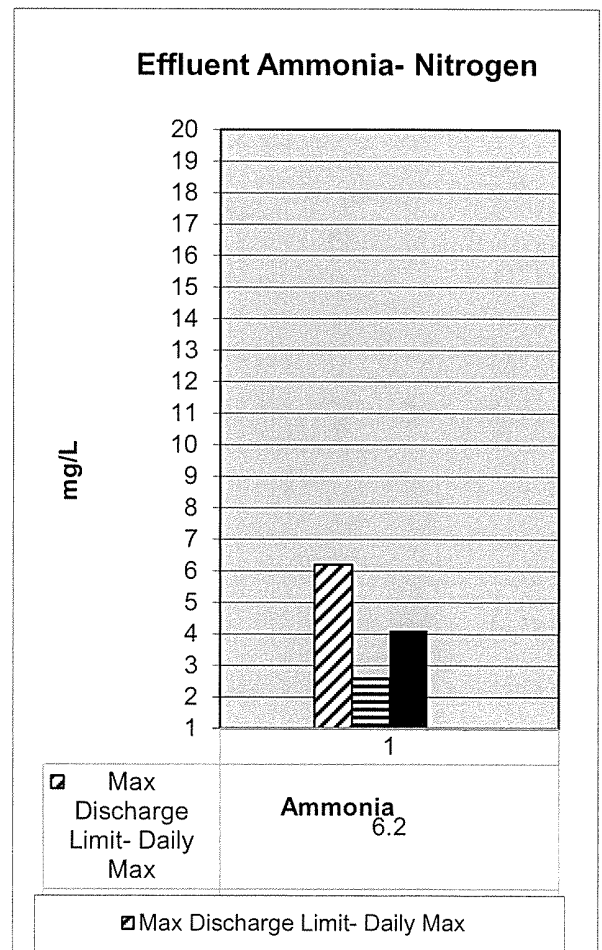
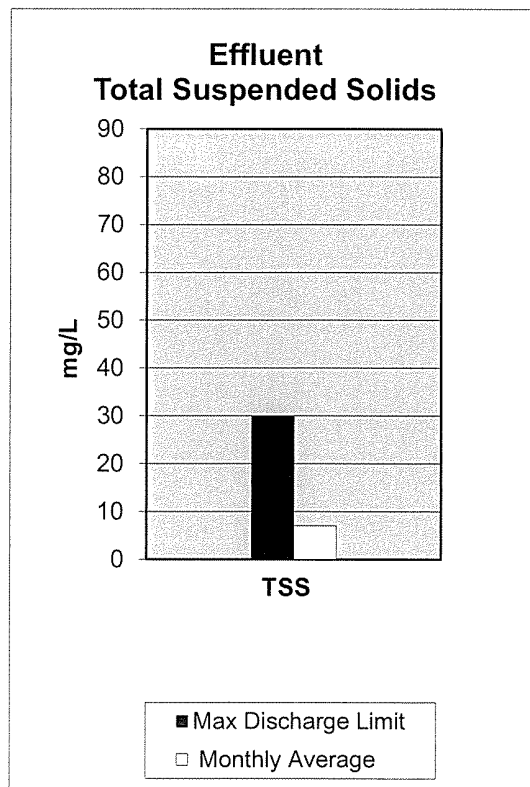
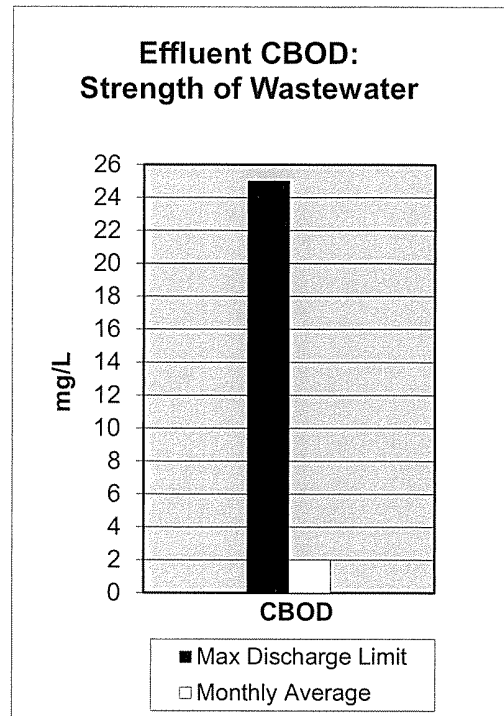
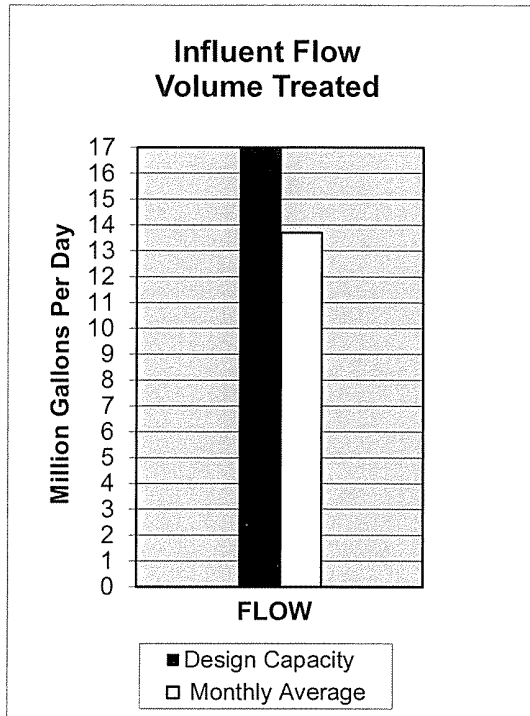
0.0	0.0	0.0	0.0
-----	-----	-----	-----

OU Golf Course

10.9	46.5	11.3	37.3
------	------	------	------

E.coli Geometric Mean for September 2022 81 MPN (Limit is 126)

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



Comments here

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

**WATER TREATMENT DIVISION**

**MONTH: September-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)	467.59	1395.62	412.24	1215.81
Well Production (MG)	72.21	401.73	125.04	319.23
Oklahoma City Water Used (MG)	28.64	90.79	29.65	89.78
Total Water Produced (MG)	568.45	1888.15	566.92	1624.82
Average Daily Production	18.95	20.52	18.90	17.66

**Peak Day Demand**

Million Gallons	20.82	25.52	20.55	20.88
Date	9/19/2022	7/27/2022	9/1/2021	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	\$714,523.53	\$2,136,480.25	\$715,681.44	\$2,098,167.55
Wells	\$238,702.93	\$802,745.00	\$231,556.12	\$689,612.80
OKC	\$98,875.48	\$282,954.12	\$77,367.51	\$77,367.51
Total	\$1,052,101.94	\$3,222,179.37	\$1,024,605.07	\$2,865,147.86

**Cost per Million Gallons**

Plant	\$1,528.10	\$1,530.84	\$1,736.10	\$1,725.74
Wells	\$3,305.59	\$1,998.22	\$1,851.89	\$2,160.22
OKC	\$3,451.99	\$3,116.48	\$2,609.71	\$861.75
Total	\$1,850.84	\$1,706.53	\$1,807.32	\$1,763.36

**Water Quality**

Bacterial Samples in Compliance	100	300	88	308
Bacterial Samples out of Compliance	0	0	2	4
Total number of inquiries (Note 2)	2	14	6	18
Total number of complaints (Note 2)	1	15	5	16
Number of complaints per 1000 service connections	0.03	0.39	0.12	0.40

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	1	2	1	3

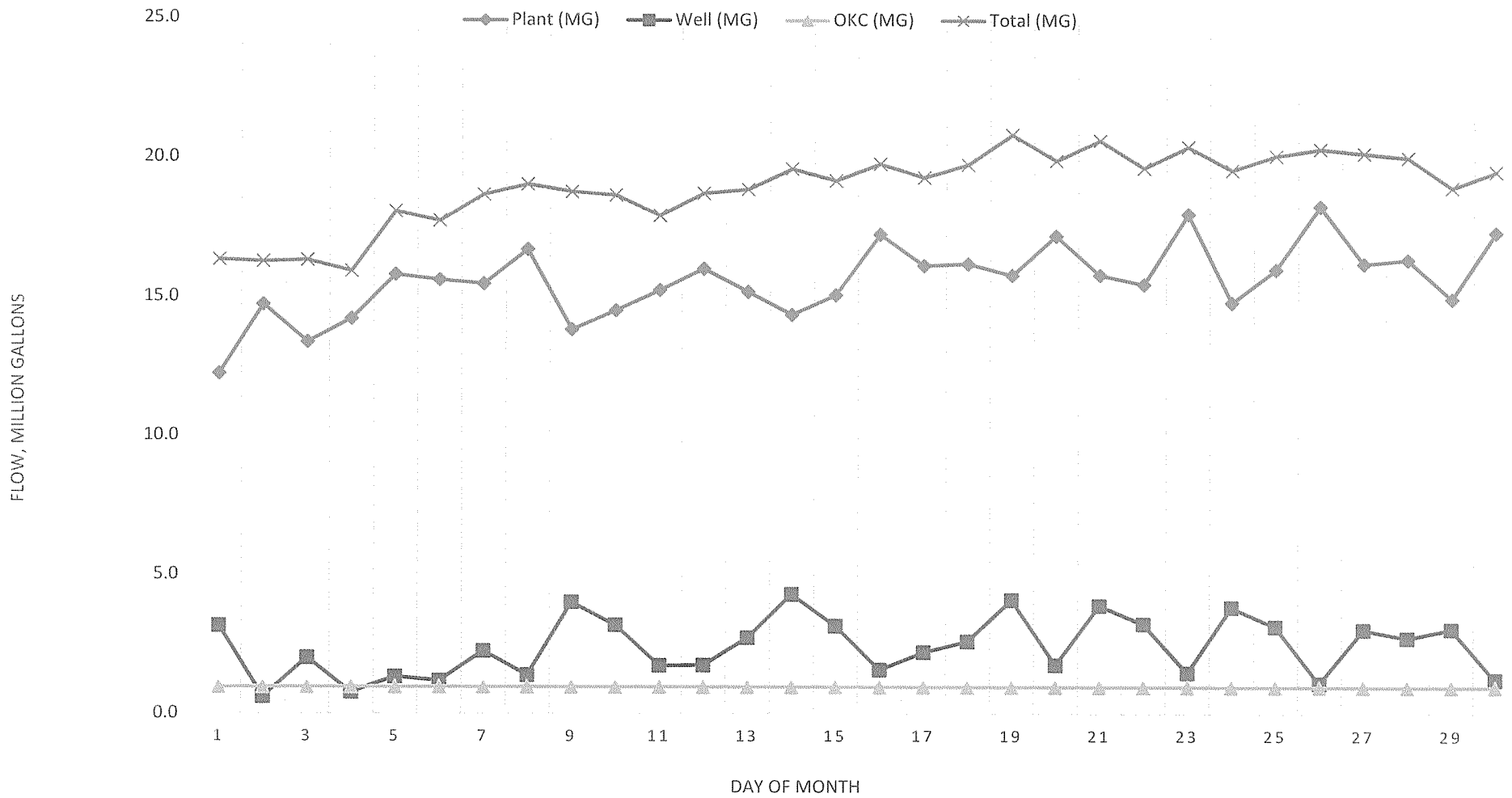
**Public Education**

Number of tours conducted	2	3	1	8
Number of people on tours	23	25	18	89

**Notes:**

Solar project produced 154,267 KWH of power in the month of September. Well 43 returned to service. Replaced lime pinch valve and actuator on SCC 4. Well 63 (Park) in service. Well 51 flow meter replaced. CO2 storage tank replaced and in service. Returned PAC unit to Norit. Well 3A roof replaced

## WATER PRODUCTION FOR SEPTEMBER 2022





# MONTHLY TRANSFER STATION REPORT

## September 2022

	TONS PER MONTH	REVENUE PER MONTH
O.U.	409.78	\$21,659.69
STANDARD GATE	2,495.50	\$137,487.57
RESIDENTIAL	454.41	\$19,575.40
TOTALS:	3,359.69	\$178,722.66

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	470.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9169.75
--	---------

# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
--	------

# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
---	------

TOTAL LOADS BROUGHT TO LANDFILLS:	470.00
GRAND TOTAL TONS TO LANDFILLS	9,169.75

DISPOSAL COST PER TON (OKC)	\$22.08
TIPPING FEE'S FOR DUMPING AT OKC:	\$202,468.08
GRAND TOTAL TIPPING FEE'S	\$202,468.08

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	642.00
---	--------

# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3961.33
--	---------

# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	435.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2680.55
---	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1077.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	6641.88
---	---------

MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	90.29
---	-------

TOTAL TONS RECEIVED AT TRANSFER STATION	19261.61
---	----------

## SANITATION DIVISION PROGRESS REPORT

SUMMARY 2023

	FYE 22		FYE 23	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	1	0	7
<u>On The Job Injuries</u>	0	1	1	1
<u>Bulk Pickups</u>	39	103	39	89
<u>Refuse Complaints</u>	72	262	115	156
<u>New Polycarts Requests</u>	54	187	64	114
<u>Polycarts Exchanges</u>	10	29	3	36
<u>Additional Polycart Requests</u>	101	251	104	147
<u>Replaced Stolen Polycarts</u>	9	65	32	66
<u>Replaced Damaged Polycarts</u>	105	358	85	322
<u>Polycarts Repaired</u>	41	123	41	129

## COMPOST MONTHLY REPORT

SEPTEMBER

	MONTH	
TONS BROUGHT IN BY COMPOST CREWS:	308.19	
LANDFILL TIPPING FEE'S	\$ 22.08	
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 22.08	
TONS BROUGHT IN BY PUBLIC:	400.00	
TONS BROUGHT IN BY CONTRACTORS :	1,060.00	
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	200.00	
LANDFILL TIPPING FEE'S	\$ 22.08	
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 36,652.80	
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 36,674.88	
REVENUE COLLECTED FROM COMPOST SALES:	\$12,960.00	
REVENUE COLLECTED FROM GATE SALES:	\$16,360.00	
TOTAL TONS COLLECTED	1,968.19	
	MULCH CUBIC YDS	COMPOST CUBIC YDS
	MONTH	MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	0	
DRYING BEDS	1,500	
COMPOST SOLD BY CUBIC YARDS		0
MULCH SOLD BY CUBIC YARDS	250	
TOTAL:	1,750	0

**CURBSIDE MONTHLY RECYCLING REPORT****Sep-22****PROGRAM STATISTICS**

	<b>AVERAGE MONTH</b>
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	11.92
POUNDS PER HOME:	21.91

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	7.01
#1 PET	4.08%	14.59
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	36.01
MIX PAPER	29.67%	106.09
PLASTIC FILM	0.60%	2.15
#2 NATURAL	1.11%	3.97
#2 COLOR	1.66%	5.94
#3-#7	0.00%	0
METAL	0.30%	1.07
RIGIDS	0.26%	0.93
TIN-STEEL SCRAP	2.14%	7.65
TRASH	27.91%	99.8
OCC	20.24%	72.37
<b>TOTAL</b>	<b>100.00%</b>	<b>357.58</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	52
HOUSESIDE	1
REMINDER	2
SCATTERED	0
MISC.	0
REPAIR	27
NEW	36
ADD	3
MISSING	12
EXCHANGE	0
REPLACE	7
PICK UP	8
<b>TOTAL CALLS</b>	<b>148.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$7,062.21</b>

## September

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	Lbs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,110.00	\$0.00		0	0	0%	\$22.08	216.37
PLASTICS:	\$5.00	\$0.00						\$4,777.45
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$5.00	\$0.00						
CARDBOARD:	\$90.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.28	0.2	0.67	0.07	1.22		\$0.00	\$1,354.20
PLASTICS:	1.39	1.23	3.64	0.35	6.61		\$0.00	\$33.05
STEEL CANS:	0.13	0.18	0.35	0.02	0.68		\$0.00	\$0.00
MIXED OFFICE PAPER:	2.38	0	6.49	0	8.87		\$0.00	\$44.35
CARDBOARD:	13.04	8.68	27.36	0.51	49.59		\$0.00	\$4,463.10
RECYCLING CENTER TOTALS:	17.22	10.29	38.51	0.95	66.97		\$0.00	\$5,894.70

<b>Commercial Cardboard Containers</b>		<b>Compactors</b>	<b>Wood</b>		<b>Glass</b>		<b>Metal</b>	
<b>TONS</b>	<b>Revenues</b>	<b>TONS</b>	<b>Revenues</b>	<b>TONS</b>	<b>Revenues</b>	<b>TONS</b>	<b>Revenues</b>	<b>TONS</b>
53.57	\$4,821.30	12.34	\$1,110.60	4.48	\$0.00	0	\$0.00	4.31
							<b>Cost</b>	<b>\$170.00</b>
							<b>Profit</b>	<b>\$261.00</b>

Expenses	Average hrly+ benefits \$26.78				
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	38	200.25	6	12	256.25
Labor \$	\$1,017.64	\$5,362.70	\$160.68	\$321.36	\$6,862.38
Vehicle cost	\$980.78	\$5,586.49	\$154.86	\$309.83	\$7,031.96

Customer Revenue	\$12,280.67
------------------	-------------

Total All Recycle and Cardboard		Total Recycle Only		Total Cardboard	
Tons	Revenues	Tons	Revenues	Tons	Revenues
141.67	\$12,087.60	26.17	\$1,692.60	115.50	\$10,395.00

Revenue	Total Revenue	Total Expense	Total Net
	\$24,368.27	\$13,894.34	\$ 10,473.94