

# City of Norman



## Monthly Departmental Report

**February 2023**

## **MONTHLY PROGRESS**

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**CITY CLERK      1**

**CITY CLERK**

**MONTHLY PROGRESS REPORT**

February 2023

<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	107	2	16
Bus Service	0	0	0	0
CDBG	0	5	0	9
City Clerk	87	698	7	25
City Manager/Mayor	5	49	2	46
City Wide Garage Sale	0	0	0	0
Code Enforcement	28	349	4	30
Finance	4	52	0	0
Fire/Civil Defense	7	30	0	2
Human Resources	7	71	0	0
I.T.	2	54	0	2
Legal	4	48	1	7
Line Maintenance	16	177	1	12
Municipal Court	8	32	0	1
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	19	151	3	20
Permits/Inspections	21	309	0	4
Planning	12	97	0	2
Police/Parking	24	213	5	83
Public Works	28	153	3	12
Recycling	0	0	0	1
Sanitation	61	432	3	14
Sidewalks	1	1	0	4
Storm Debris	0	0	0	0
Storm Water	8	87	1	24
Streets	44	262	4	27
Streets Lights	0	0	7	55
Traffic	20	201	1	11
Utilities	58	608	1	14
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>February Total: 527</b>	<b>482</b>	<b>4186</b>	<b>45</b>	<b>421</b>

**LICENSES**

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

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	0	Retail Beer	9	10
Brewer	0	1	Retail Spirits Store	0	1
Coin-Operated Devices	6	9	Retail Wine	8	9
Distiller	0	0	Salvage Yard	0	0
Food	16	44	Sidewalk Dining	0	0
Game Machines	0	0	Solicitor/Peddler (30 day)	0	4
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	1	7
Kennel	1	2	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	1	9	Special Event	0	3
Medical Marijuana Grower	0	4	Strong Beer & Wine/Winemaker	0	4
Medical Marijuana Processor	0	9	Taxi/Motorbus/Limousine	0	2
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	2	5	Temp Food (one day)	0	7
Mixed Beverage/Caterer	0	5	Temp Food (30 day)	0	5
Pawnbroker	1	1	Temp Food (180 day)	0	13
Pedicab	0	3	Transient Amusement	0	0
<b>YTD License Total: 157</b>	<b>27</b>	<b>92</b>		<b>18</b>	<b>65</b>

**NEW ESTABLISHMENT LICENSES**

NAME	ADDRESS	LICENSE TYPE(S)
Equity Brewing Company	109 E. Tonhawa St 120	Food Service

**SOLICITOR/PEDDLER LICENSE**

60 DAY	30 DAY	1 DAY
Hailstone Roofing And Construction		

**CLAIMS FILED**

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02-02-23	OG&E	On July 20, 2022, City of Norman workers allegedly removed an OG&E pole at W. Himes Street and Front Street causing OG&E to have to replace it. Claim #1835760	\$5,350.89
02-14-23	OG&E	On August 10, 2022, City of Norman employees were working on the sidewalk at 203 W. Gray St. and allegedly damaged an OG&E cable. Claim #1836654	\$30,520.80
02-17-23	Kathy Hooker	Ms Hooker states that a new tenant had scheduled services to be transferred into her name; property manager found a leak in the hot water tank on February 3, 2023, during a	\$255.03

		property make ready. Manager turned off the water at the meter so that a plumber could fix it on February 8, 2023. A City of Norman employee allegedly turned on the water to the vacant property at 1326 Glen Oaks Court on February 6, 2023, sometime between 8am and 12:55pm. Property manager returned at 12:55pm on February 6, 2023, and which caused water damage in the utility room as well as the master bedroom carpet and padding. Requesting reimbursement for the repair of sheetrock and re-laying of the carpet and pad by professional carpet company.	
02-21-23	Peggy W. Rhoton	Allegedly, on January 8, 2023, at 1409 Whippoorwill Dr. Claimant's bathroom, drain was clogged and she used Liquid Plumber, which did not fix the problem. On January 10, 2023, Bob's Plumbing determined the sewer was clogged at the main and the City of Norman needed to open the main line to repair the problem. Requesting reimbursement of plumber charges.	\$141.07
02-23-23	Joey Clifton	On February 3, 2023, Mr. Clifton alleges that a City of Norman worker came to his door to inform him that he knocked over his brick mailbox with large machinery while repairing a water line break across the street from his home. Requesting replacement cost of mailbox.	\$1,450.00
02-23-23	Woodstock Condominium Owners Association.	On July 24, 2022, at 1932 E. Lindsey Street, a City of Norman water main broke under the parking lot. In order to fix the main, the parking lot was allegedly damaged. Claimant asking for reimbursement to repair parking lot.	\$31,750.00
02-27-23	Joseph Ware Jr	On January 26, 2023, at Rock Canyon Apts. A City employee was backing out of a parking spot as Mr. Ware was driving in the parking lot. Mr. Ware states that he honked his horn and employee failed to hear or see him allegedly hitting his car and causing damages. Wanting reimbursement for damages.	\$3,639.00

**STUDY SESSION**

On February 02, 2023, the City Council met in Study Session to discuss the use of Asset Forfeiture Funds and appointments for the Comprehensive Plan Ad Hoc Committee and Strong Town Ad Hoc committee.

On February 07, 2023, the City Council met in Study Session and discussed the Xenia Institute Community Dialogue on Civility. Raftelis gave a presentation on the Cost of Services Study for Utility Rates.

On February 21, 2023, the City Council met in Study Session to discuss the North Base Facilities Master Plan and the Neighborhood Alliance Program. Appointments for the Comprehensive Plan Ad Hoc Committee and Strong Town Ad Hoc Committee were also discussed as well as the appointment to fill the vacant Ward One Council Seat.

### **SPECIAL SESSION**

On February 28, 2023, City Council met in Special Session to discuss the Home American Rescue Plan Act (ARPA) Allocation Plan. Council then adjourned into an Executive Session, to discuss pending litigation associated with Shaz Investment Group L.L.C., vs The City of Norman Cleveland County Court Case CJ-2021-1044(K).

### **FINANCE COMMITTEE**

On February 16, 2023, the Finance Committee met to discuss the Monthly Revenue and Expenditure reports, as well as the Fiscal Year 2023-2024 budget.

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

On February 02, 2023, the Business and Community Affairs Committee met to discuss the criteria to become a Certified Film Friendly City.

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

On February 23, 2023, the Community Planning & Transportation Committee met and reviewed the Public Transit Report and discussed parking issues around schools. Emergency Response to train derailments and other hazardous situations and fencing types along Interstate 35 through Norman were also discussed.

### **OVERSIGHT COMMITTEE**

On February 09, 2023, the Oversight Committee met and discussed Sobering Centers and were presented with a Warming Shelter update.

**CITY MANAGER 2**

No reports are being generated for the Monthly Department Report from the City Manager's Office, as of Jan 2023.



CITY OF NORMAN

Department of Finance  
Monthly Report – February 2023

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

Treasury Division:

In the month of February, the Treasury Division processed 36,891 payments in person and over the phone, a decrease of -10.7% from last month. Paymentus (the City’s 3<sup>rd</sup> party processor of online and automated telephone payments) processed 12,935 payments in February, a decrease of -4.2% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of February by -0.3%. Revenues from the City’s largest single source of revenue, sales tax, are above target by 4% for the year to date and 1% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 23 Budget To Date	FYE 23 Actual To Date	FYE 22 Actual To Date	FYE 21 Actual To Date
Sales Tax Revenue	\$36,065,133	\$37,516,453	\$37,194,688	\$30,084,360
General Fund Revenue	\$67,136,492	\$66,918,836	\$63,964,825	\$64,482,231
General Fund Expenses	\$66,467,779	\$64,522,585	\$54,983,973	\$62,295,037

## Administration Division

	FYE 23		FYE 22	
	February	YTD	February	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	320.00	2,120.00	320.00	2,720.00
Total Comp Time Available	16.75	35.75	9.75	72.00
Total Overtime Hours	0.00	0.00	0.00	0.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>336.75</b>	<b>2,155.75</b>	<b>329.75</b>	<b>2,792.50</b>
Benefit Hours Taken	16.00	317.75	44.00	486.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>320.75</b>	<b>1,838.00</b>	<b>285.75</b>	<b>2,306.50</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ACCOUNTING 3A**

## Accounting Division

	FYE 23		FYE 22	
	February	YTD	February	YTD
Total Regular Hours Available	1,120.00	9,520.00	1,120.00	8,712.00
Total Comp Time Available	2.00	20.00	0.50	27.50
Total Overtime Hours	11.50	77.50	5.25	130.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,133.50</b>	<b>9,617.50</b>	<b>1,125.75</b>	<b>8,869.50</b>
Benefit Hours Taken	987.75	2,480.50	165.25	1,484.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>145.75</b>	<b>7,137.00</b>	<b>960.50</b>	<b>7,385.00</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CITY REVENUE REPORTS**

## City Revenue Report

	FYE 23 January	FYE 23 February	Plus/Minus
Total Revenue Received (\$)	\$4,564,594	\$4,378,919	(\$185,675)
Utility Payments - Office (#)	41,328	36,891	(4,437)
Utility Payments - Office (\$)	\$4,248,732	\$3,970,276	(\$278,456)
Paymentus (#)	13,504	12,935	(569)
Paymentus (\$)	\$1,299,989	\$1,210,012	(\$89,977)
Lockbox (#)	10,239	9,913	(326)
Lockbox (\$)	\$1,237,862	\$1,259,902	\$22,040
E-Lockbox (#)	3,636	3,577	-59
E-Lockbox (\$)	308,794	267,678	(\$41,116)
Bank Draft Payments (#)	11230	11257	27
Bank Draft Payments (\$)	\$1,023,147	\$1,107,397	\$84,250
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	115	94	(21)
Processed Return Checks (\$)	(\$40,749)	(\$8,573)	\$32,176
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	95,756	36,867	(\$58,889)
Municipal Court - Fines/Bonds (\$)	128,365	155,610	\$27,245
Municipal Court - Credit Card (#)	273	402	129
Municipal Court - Credit Card (\$)	65,393	84,971	19,578
Building Permits Cash Report (\$)	180,709	232,448	\$51,739
Building Permits Credit Card (#)	307	307	0
Building Permits Credit Card (\$)	\$155,836	\$159,205	\$3,369
Occupational License - Bldg Insp. (\$)	\$2,910	\$2,975	\$65
Occupational License - Bldg Insp. CC (#)	24	43	19
Occupational License - Bldg Insp. CC (\$)	\$2,440	\$2,525	\$85
Business License - City Clerk (\$)	3,468	17,610	\$14,142
Accounts Receivable Billed (\$)	\$57,205	\$839,793	\$782,588

## Budget Services Division

	FYE 23		FYE 22	
	February	YTD	February	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	320.00	2,720.00	320.00	2,719.50
Total Comp Time Available	0.00	1.25	0.25	6.25
Total Overtime Hours	0.00	1.75	0.50	1.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>320.00</b>	<b>2,723.00</b>	<b>320.75</b>	<b>2,726.75</b>
Benefit Hours Taken	66.75	515.00	79.25	519.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>253.25</b>	<b>2,208.00</b>	<b>241.50</b>	<b>2,207.25</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Treasury Division

	FYE 23		FYE 22	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	6,800.00	800.00	6,368.25
Total Comp Time Available	0.00	16.25	8.75	91.75
Total Overtime Hours	39.50	359.75	39.25	324.25
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	839.50	7,176.00	848.00	6,784.25
Benefit Hours Taken	163.25	1,567.25	178.75	1,105.00
TOTAL ACCOUNTABLE STAFF HOURS	676.25	5,608.75	669.25	5,679.25
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	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	9,520.00	1,120.00	8,712.00
Total Comp Time Available	1.50	60.45	0.50	27.50
Total Overtime Hours	52.00	492.25	5.25	130.00
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	1,173.50	10,072.70	1,125.75	8,869.50
Benefit Hours Taken	155.50	1,676.25	165.25	1,484.50
TOTAL ACCOUNTABLE STAFF HOURS	1,018.00	8,396.45	960.50	7,385.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

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

	Jan '23	Feb '23
Mail Payments - Lockbox	10,239	9,913
Mail Payments - E-Lockbox	3,636	3,577
Mail Payments - Office	246	38
<b>Total Mail Payments - Subtotal</b>	<b>14,121</b>	<b>13,528</b>
Night Deposits	218	211
Paymentus Payments	13,504	12,935
<b>Without assistance paymnts - Subtotal</b>	<b>13,722</b>	<b>13,146</b>
Office Payments	2,199	2,061
<b>With assistance payments - Subtotal</b>	<b>2,199</b>	<b>2,061</b>
<b>Total Payments Processed - Subtotal</b>	<b>30,042</b>	<b>28,735</b>
Bank Draft (ACH) Payments	11230	11257
<b>Total Payments (Utility)</b>	<b>41,272</b>	<b>39,992</b>
<b>Total Payments</b>	<b>60,084</b>	<b>57,470</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 2023

	FYE 23		FYE 22	
	February	YTD	February	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,758	356,217	44,311	351,370
New Deposit Ons Billed	459	5,777	545	5,828
Final Accounts Billed	439	5,237	439	4,778
TOTAL METERS READ	45,656	367,231	45,295	361,976

**FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report February 2023

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	32	2.07%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	915	59.30%
4 - Hazardous Conditions (No Fire)	48	3.11%
5 - Service Call	128	8.30%
6 - Good Intent Call	326	21.13%
7 - False Alarm & False Call	59	3.82%
8 - Severe Weather & Natural Disaster	2	0.13%
9 - Special Incident Type	1	0.06%
Incomplete Reports	32	2.07%
<b>Total Incident Count (Unique Calls)</b>	1543	100.00%
<b>Number of Total Unit Responses</b>	2175	

Total Fire Loss \$1,205,220.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	330	295	0:04:55
<b>Station #2</b>	204	325	0:05:25
<b>Station #3</b>	281	341	0:05:41
<b>Station #4</b>	147	332	0:05:32
<b>Station #5</b>	67	590	0:09:50
<b>Station #6</b>	60	528	0:08:48
<b>Station #7</b>	158	330	0:05:30
<b>Station #8</b>	128	396	0:06:36
<b>Station #9</b>	164	370	0:06:10

#### Community Outreach

Tours and Special Events	6	Station Tours and PR events
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#### Burn Permits

Burn Permits Issued	116	Conditions were favorable for burning 10 days in January
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#### Training

Total Personnel Training Hours	1710	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

February 2023

## 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*	24	5	5	1	1		3	7		2
Chief 301	25	5	3	5	2	1	1	7	1	
Chief 302	23	7	5		2		2	5	2	
Chief 303	23	3	2	4	2			6	5	1
Chief 304	2	1	1							
Chief 401	21	4		4		5	4	3		1
Chief 402	19	4	4		1	3	3	3	1	
Chief 403	22	1	3	1	1	1	4	6	2	3
Chief 404	1							1		
Engine 1	326	290	5	5			2	18		6
Brush 1	9	8					1			
Ladder 1	65	42	7	2	1		1	11		1
Engine 2	228	6	202	4	7			8	1	
Brush 2	6	2	3		1					
Ladder 2	29	6	8	1	1		1	11		1
Engine 3	302	9	3	279			6	3		2
Brush 3	6	2		2			2			
Engine 4	173	2	9	1	147	1	1	9	3	
Brush 4	2		1		1					
Engine 5	32					25	7			
Brush 5	74	1				66	6			1
Engine 6	42	1	1			8	32			
Brush 6	72	2	1	2		9	58			
Rescue 7	2							2		
Squad 7	203	12	10	8	5			154	9	5
Brush 7	1							1		
Engine 8	134	3	4		2			4	121	
Brush 8	4	1	1						2	
Tanker 8	5	1	1				2		1	
Engine 9	199	9	1	6		5	9	7	1	161
Brush 9	14	1		1		3	6			3
Tanker 9	15	1				5	9			
EM1*	26	6	5	1	1		4	8		1
EMS1*	4	1	1	1				1		
Fire Marshal 1	1		1							
Fire Marshal 2	4	1		2			1			
Fire Marshal 3	9	2	1				2	2	2	
Fire Marshal 4	21	4	4	1	2	1	2	4	2	1
Fire Marshal 5	7		1				2	4		
	<b>2175</b>	<b>443</b>	<b>293</b>	<b>331</b>	<b>177</b>	<b>133</b>	<b>171</b>	<b>285</b>	<b>153</b>	<b>189</b>

\*EM1, EMS1 and NFD3 are "notified" of certain calls. They may or may not actually go on scene.

## February 2023 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	6 unit hours	Fire & Arson, Legal Aspects, EMS Equipment Training
Inspections/Re-Inspections	80 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks
Smoke Detectors	41	Check/Install Smoke Detectors/Replace Batteries
Investigations	16	8 Closed, 6 Complete, 2 Pending
Investigative Activities	52 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation
Department Meetings	15 (15 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	23 hours	Daily checks, supplies replenishing, iPad issues, cleaning & organization
Public Service/Education & Special Events	13 hours	CO check and detector install, Community Risk Reduction.

NOTE: Inspector Rigsby is currently in full time CLEET Training.

### Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	16	62
Fire Protection System Plan Reviews	4	15
Inspections/Re-inspections	21	25
Meetings	5	10
Training	3	10
Communication	N/A	20
<b>Totals</b>		<b>142</b>
Overtime Accrued		19

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

February 2023

<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

<p>Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by “Adopting a Pole” and reporting the siren status they adopt at the website <a href="http://www.w5nor.org">www.w5nor.org</a></p>	<p>Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to being a public park venue.</p>
<p>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</p>	<p>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.</p>
<p>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</p>	<p>Meetings are conducted at the Fire Training Center and usually held on an as needed basis.</p>
<p>Local Emergency Preparedness Committee</p>	<p>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</p>

<b>Other Emergency Management Activities</b>	
<p>Norman EM was invited to the Harris County, Houston Tx CERT Rodeo to observe the operation with the anticipation of bringing the event to Oklahoma. February 17-19,2023</p>	<p>This event sponsored by the Harris County, EM is on of the largest training event for the CERT program. They have a robust course laid out for CERT Teams to compete and train in disaster response.</p>
<p>The OK EM Association and the Office of OKEM&amp;HS held the annual conference in Durant OK, the week of February 25, 2023. 510 were in attendance training and working on the discipline of EM</p>	<p>Norman was struck by an EF2 tornado during the evening hours of February 26, 2023. A unique situation occurred as the Norman EMC was attending a conference in Durant Oklahoma. An EOC was establish for storm watch throughout the evening. Just as the storm appeared to be ending a sudden spin up originating at Cole OK become tornado conditions. In this EOC was the NWS representatives, the State EM representative, The 63<sup>rd</sup> CST Representatives and a host of coordinating EM's. Norman Em was advised of the situation and immediately notified the emergency contacts in Norman just before the actual tornado warning was issued. This allowed for a "heads up" to the responders. The polygon captured 95% of the City of Norman and automatically activated the severe weather sirens and the Rave system. As the storm progress through the jurisdiction a second manual sounding of the sirens continued to alert the residents. 7 sirens were in the path of the storm, 1 was destroyed, damaged but functional. Cost of repair/replacement is ~\$70,000</p>
<p>Operations during disaster events.</p>	<p>An open discussion with the City leadership is needed on operations during disaster events.</p>

<b>Local Response</b>	
<p>Red Cross Coordination for burn outs.</p> <p>In December there were five fires responded to in order to assist families with immediate needs. One of these was a motel. Note: the management of the Motel (Travel Lodge of Norman) did an outstanding job of aiding the victims of the fire in relocating to other motels and helping them to recover vital medicines like insulin.</p>	<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>	
<p>Planning of the 2023 Youth Preparedness Camps are underway. The first State sponsored Day Camp will be held at the NSU Broken Arrow Campus in June 2023. A full camp is planned for the NSU Tahlequah Campus and the Murray State College Campus in Tishomingo. Youth preparedness is growing and participation and support has been phenomenal.</p>	<p>In 2019, the first youth preparedness camp was held at NSU in Tahlequah. Since then additional camps have been planned, both locally administered and state supported. This program trains students in two primary areas. 1: The Citizens Emergency Response Training program and 2: A course of Community Preparedness Training. Students and staff were housed in the dorms and logistic support was provided by NSU emergency Management. The course is very robust and kept the students and staff highly engaged in training and learning hands on skills critical in disaster operations. The FEMA Region 6 representative indicated the camp are ran very professionally and Oklahoma is a leader in this field. These camps are nationally recognized by Bill Bischof, FEMA Region 6, National Preparedness Division</p>
<p>Additional Youth Camps are planned, one being at NSU in Broken Arrow planned for June 22. This will be the first day camp organized. Another camp is being planned at Murray State College with dates TBD.</p>	<p>Norman EM is the Operations planner for the Oklahoma Youth Council Preparedness Camps. Oklahoma is a leader FEMA Region 6 in promoting and implementing youth preparedness</p>
<p>The Norman Art Walk conducted each second Friday contacted the EM Division for support of a cooling station.</p>	<p>Norman Emergency Response Volunteers provide community outreach, medical first aid and comfort stations on request.</p>
<p>Norman EM coordinates the activities of the</p>	<p>The Emergency Management</p>

<p>Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During 2023 the Unit has applied for and received an extension with an increase of \$26,500 for the RISE Grant. This grant has supported purchasing of equipment, supported an internship program with the OU School of Social Work and paid for a temporary staff to assist in the Medical Reserve CORPS administrative activities. The offer to extend the grant and receive an additional \$26,000 and that application is in process. Approval of the extension was received and in process. Also the annual Operational Readiness Grant is available and an application for \$10,000 was submitted</p>	<p>Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.</p>
<p><b>Disaster Reimbursement Status</b></p>	
<p>FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through</p>	<p>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.</p>
<p>Disaster DR-4222 2015</p>	<p>Federal portion paid, State portion of \$91,808.32 is pending</p>
<p><b>Mitigation Grant Status</b></p>	
<p>Many Divisions are applying for mitigation funds for various projects</p>	<p>Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications</p>
<p><b>Severe Weather Issues</b></p>	
<p>National Weather Service Storm Spotter Training</p>	<p><a href="https://www.weather.gov/nws/norman-spotter-schedule">NWS Norman Spotter Schedule (weather.gov)</a></p>
<p>Severe Weather Response Extreme cold weather</p>	<p>During the Christmas Holiday we experienced extreme cold weather that involved temperatures as low as -25 with winds 45-50 mph. Several motels lost power and plans were made to relocate to Irving Community center in the event power was not restored. Power did come back on and no relocations occurred. Food and Shelter for Friends provided additional bed space for over fill. Staffing limitations prevented Salvation Army from increasing their services. Red</p>

## **HUMAN RESOURCES**

**5**

**HUMAN RESOURCES**  
**Monthly Report**  
**February 2023**

**HUMAN RESOURCES**

**New Hires**

Orientations: 5

\*All orientations require input from each area of the Human Resources Department

Terminations: 3

**ADMINISTRATION**

- Employee Recognition Ceremony

Tenure	Number of Employees Recognized
40 years	4
35 years	4
30 years	5
25 years	11
20 years	13

- Worked FMLA cases in tandem with HR Director
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
- Labor Relations:
  - Union negotiation meetings held February 3<sup>rd</sup> and February 24<sup>th</sup>
  - 1 AFSCME, 2 IAFF, 2 FOP meetings held

**BENEFITS**

Triennial Dependent Audit is scheduled to end in March 2023 with final results conveyed in April 2023. In addition to the data below, there have been 5 dependents determined ineligible, 2 more under review and 113 with insufficient documentation.

Results are as follows as of February 2023:

NOR	1st Mailing	Week			Deadline	2nd Mailing	Week		Deadline	3rd Mailing	Week	Deadline	Final Report
		1	2	3			1	2			1		
Timeline	01/09/23	>	>	>	02/06/23	02/13/23	>	>	03/06/23	03/13/23	>	03/27/23	04/03/23
Progress		6%	19%	45%	66%	76%	82%	84%					
Benchmark						50-60%				80-90%			97-100%

City of Norman		
Status - Employees	Count	Percent
Complete	470	84.38%
Incomplete	41	7.36%
No Response	46	8.26%
Total	557	

- Fielding about 300+ employee calls and emails: claims/health/dental/deferred comp/prescriptions/wellness concerns/basic & supplemental life/vision
  - Newborns - Marriage – Death – Loss or Gain of Coverage
- Fielding questions from retiree’s benefit inquiries via in person/emails/phone calls
- New Hire Orientation
  - Presenting CoN benefits to newly hired employees and rehires
    - Medical, Dental, Vision, Flexible Spending, STD & LTD, Deferred Comp
  - Building Benefit packets
  - Enrolling into HR Munis system, beneficiaries, AFSCME Dues
  - Online enrollment vendor employee enrollments
- Bi-Weekly implementation Zoom meetings with Benefits Carriers and our broker
- Reconciling and paying Benefit Invoices
- BMI Auditor rep: Updates on Audit completion vs noncompliance
- Employees terminating from CoN employment
  - End dating Munis benefit deductions
  - Update Selerix and Health Equity systems

**PERSONNEL ACTIONS**

**New Hires – 4**

Dept./Div.	Position	Number of Employees
Police	Animal Welfare Technician	1
Public Works/Stormwater	Administrative Technician I	1
Public Works/Traffic	Traffic Signal Technician	1
Utilities/Sewer Line Maintenance	Utility Collection Worker I	1

**Promotions – 1**

Dept./Div.	Position	Number of Employees
Public Works/Fleet	Mechanic I	1

**Separations – 3**

Dept./Div.	Position	Number of Employees
Police/Patrol	Master Police Officer	1
Utilities/WLM	Utility Distribution Worker I	1
Police/Patrol	Police Officer	1

**RECRUITMENT**

**RECRUITMENT & HIRING STATISTICS:**

Contacts/Inquiries		Selection Process Elements	
In Person	250	Written Exams	12
Phone	400	Practical Testing/Assessment Center	12
Mail	240	Panel Board Interviews	8
Email	220	Promotions	1
Total Subscribers on E-mail Vacancy List	1323	Oral Interviews	7
Total Page Views for HR Website	5299	Hiring/Promotion Board	0

Hiring Statistics		Recruitment Statistics	
Pre-Employment Reference Investigations	12	Advertisements Placed	5
Pre-Employment Drug Screens	12	Applications Received	485
Pre-Employment Physicals	12	Job Announcements Emailed	45
Pre-Employment Criminal Backgrounds	6	Job Announcement to CON Depts.	585

Positions Requisitioned for Refill by Department/Division (# of vacancies)	
*included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
<b>Human Resources</b>	
Training and Development Manager (1)	
<b>Information Technology</b>	
Network and Infrastructure Engineer (1)	
<b>Parks &amp; Recreation</b>	
PT Park Maintenance - Parks Temporary Laborer (8)	PT Food & Beverage Tech I(2)
PT Irving, 12th, Whittier - Recreation Center Specialist (3)	PT Little Axe - Recreation Center Specialist (2)
<b>Westwood Family Aquatic Center &amp; Golf Course - all PT Seasonal</b>	
Admissions Clerk I (20)	Admissions Clerk II (4)
Assistant Aquatic Manager (4)	Aquatics & Facility Maintenance I (8)
Concessions Cashier I (18)	Aquatics & Facility Maintenance II (3)
Concessions Manager (1)	Concessions Cashier II (6)
Lifeguard (70)	Head Lifeguard (6)
Slide & Gate/Shallow Guard Attendant (16)	Office Manager (1)
Golf Course Attendant (1)	Swim Instructor/Swim Coach (25)
<b>Planning and Community Development</b>	
Long Range Planner (1)	
<b>Police</b>	
Police Officer (20)	Emergency Communications Bureau - Communications Officer II (3)
Animal Welfare - Pet Adoption Coordinator (1)	Administration - Police Public Information Officer (1)
Staff Services - Police Records Clerk (1)	Emergency Communications Bureau - Communications Officer I (0-will overhire from the II's)
<b>Public Works</b>	
Engineering City Surveyor (1)	Traffic Traffic Signal Technician (1)
Streets Maintenance Worker I (Now Filled)	Fleet Fleet Service Technician (1)
<b>Utilities</b>	
Sanitation - Sanitation Worker I (2)	PT Water Treatment Plant - Temporary Laborer (Now Filled)
Sewer Line Maintenance - Utility Collection Worker I (2)	Sanitation - Sanitation Worker II (1)

**SAFETY**

- Safety material documents were sent to divisions each week
- Safety meetings were held covering Lock-Out-Tag-Out procedures

**Fitness for Duty Meetings**

Department	Number Held
Fire	2

### Return to Work Meetings

Department	Number Held
Fire	1
Water Reclamation	1

### Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis
Fire/Suppression	Strained right hamstring	Strained hamstring while exercising	Work restrictions
Fire/Suppression	Strained lower back	Strained lower back unloading hose from Engine #6	Work restrictions
Police/Patrol	Left back strain	Strained left side of back after falling while trying to get into vehicle	Work restrictions
Utilities/Sanitation	Closed head injury	Sustained possible concussion after being in vehicle collision	Off work

### Vehicle Collisions

Division	Description of Collision	Status
Sanitation	Driver was attempting to cross highway 9 when another vehicle hit the City vehicle on driver's front fender side	<b>"No Fault"</b>
Sanitation	Citizen was exiting Rudy's and hit Unit #6236 on the driver's front side door area	<b>"No Fault"</b>

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

2023	2022	2021	2020	2019	2018
4	3	10	3	8	5

### Recordable Injuries per calendar year

2023*	2022	2021	2020
14	60	64	57

*\*CY2023 is current YTD*

**INFORMATION TECHNOLOGY**

**6**

**CITY OF NORMAN**

Information Technology Department  
Monthly Report – February 2023.

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 2023.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	Ongoing: New core switching is implemented and speed enhanced at main campus. IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings.

Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing – taken over by Utilities Admin.
Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval, 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, Development Center, Municipal Court, HR/IT Building, Bus Station, Building Maint.
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Planning – to be complete by end of FYE23.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who uses the network and email.	Ongoing

Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Planning

### Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of February 2023. This high amount is because of various departmental moves to the Development Center and the IT Department assisting in connections and configuration.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 17 emails from the groups shown were sent from city servers using city resources – of those 25,587 were delivered to outside mailboxes for the month of February 2023. The city servers generated mass communications to Norman citizens of 25,587 messages from only 17 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 305,487 attempted incoming and 108,947 outgoing messages for the month of February 2023. Incoming messages totaling 140,705 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 46% of our inbound mail. This percentage is up from previous months for malicious email/spam however; our security efforts are having an effect on the total number of malicious email inbound. 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 February 2023, the City of Norman's web site had 97,744 individual web sessions access the web site for 197,938 total page views. Of those sessions, 58,499 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





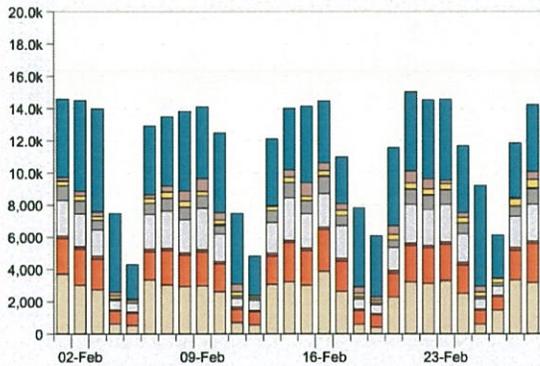
# Executive Summary

ironport.example.com

01 Feb 2023 00:00 to 28 Feb 2023 23:59 (GMT -06:00)

Data in time range: 100.0 % complete

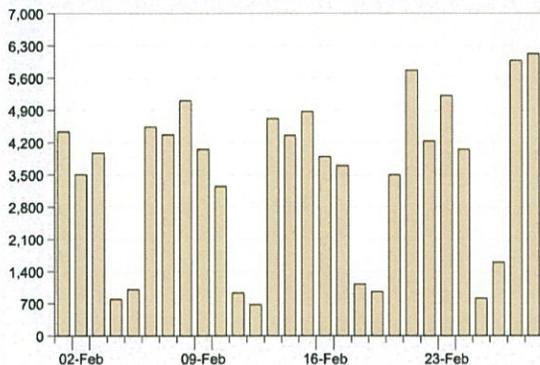
## Incoming Mail Graph



## Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	39.9%	121,790
Stopped by Domain Reputation Filtering	3.4%	10,306
Stopped as Invalid Recipients	0.0%	2
Spam Detected	2.7%	8,149
Virus Detected	0.0%	52
Detected by Advanced Malware Protection	0.0%	122
Messages with Malicious URLs	0.0%	42
Stopped by Content Filter	0.1%	242
Stopped by DMARC	5.5%	16,742
S/MIME Verification/Decryption Failed	0.0%	0
<b>Total Threat Messages:</b>	<b>46.1%</b>	<b>140,705</b>
Marketing Messages	15.3%	46,653
Social Networking Messages	1.3%	4,048
Bulk Messages	15.5%	47,252
<b>Total Graymails:</b>	<b>32.1%</b>	<b>97,953</b>
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	21.9%	66,829
<b>Total Attempted Messages:</b>		<b>305,487</b>

## Outgoing Mail Graph

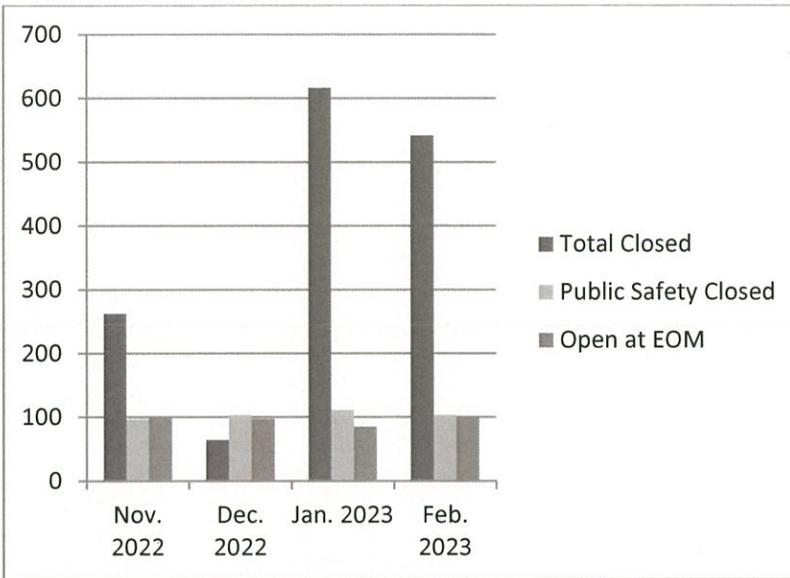


## Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	97,444
<b>Total Messages Processed:</b>		<b>97,444</b>

Message Delivery	%	Messages
Hard Bounces	1.5%	1,466
Delivered	98.5%	95,965
<b>Total Messages Delivered:</b>		<b>97,431</b>

**Table 1**



**Table 2**

<b>February 2023 LIST SERVER REPORT</b>			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	15	4	60
Job Posting	1323	5	6615
Norman News	2364	8	18912
<b>Totals</b>	<b>3702</b>	<b>17</b>	<b>25587</b>

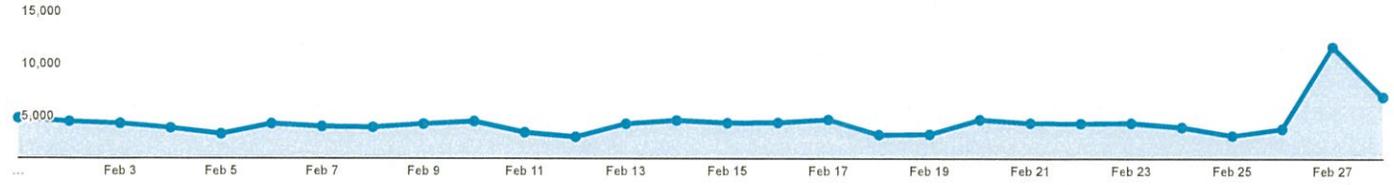
Site Traffic

Feb 1, 2023 - Feb 28, 2023

All Users  
100.00% Sessions

Report Tab

Sessions



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	<b>97,744</b> 100.00% (97,744)	<b>2.03</b> Avg for View: 2.03 (0.00%)	<b>197,938</b> 100.00% (197,938)	<b>67,432</b> 100.00% (67,432)	<b>58,499</b> 100.04% (58,475)	<b>44.79%</b> Avg for View: 44.79% (0.00%)	<b>00:01:42</b> Avg for View: 00:01:42 (0.00%)
1. 27	<b>10,718</b> (10.97%)	1.59	<b>17,064</b> (8.62%)	<b>9,386</b> (13.99%)	<b>7,802</b> (13.34%)	<b>64.82%</b>	00:02:05
2. 28	<b>5,947</b> (6.08%)	2.03	<b>12,045</b> (6.09%)	<b>4,969</b> (7.37%)	<b>3,368</b> (5.76%)	<b>44.44%</b>	00:01:50
3. 01	<b>3,850</b> (3.94%)	2.00	<b>7,712</b> (3.90%)	<b>3,377</b> (4.99%)	<b>2,118</b> (3.62%)	<b>40.26%</b>	00:01:48
4. 17	<b>3,736</b> (3.82%)	2.11	<b>7,871</b> (3.98%)	<b>3,348</b> (4.98%)	<b>2,316</b> (3.96%)	<b>47.40%</b>	00:01:36
5. 20	<b>3,722</b> (3.81%)	2.21	<b>8,229</b> (4.16%)	<b>3,261</b> (4.84%)	<b>2,311</b> (3.95%)	<b>46.32%</b>	00:01:25
6. 14	<b>3,656</b> (3.74%)	2.07	<b>7,562</b> (3.82%)	<b>3,204</b> (4.75%)	<b>2,120</b> (3.62%)	<b>42.26%</b>	00:01:45
7. 10	<b>3,569</b> (3.65%)	2.09	<b>7,444</b> (3.76%)	<b>3,161</b> (4.69%)	<b>2,190</b> (3.74%)	<b>43.77%</b>	00:01:41
8. 02	<b>3,530</b> (3.61%)	2.09	<b>7,388</b> (3.73%)	<b>3,143</b> (4.66%)	<b>1,993</b> (3.41%)	<b>40.40%</b>	00:01:39
9. 16	<b>3,440</b> (3.52%)	2.16	<b>7,437</b> (3.76%)	<b>3,048</b> (4.52%)	<b>2,039</b> (3.49%)	<b>44.30%</b>	00:01:36
10. 23	<b>3,419</b> (3.50%)	2.14	<b>7,318</b> (3.70%)	<b>2,952</b> (4.38%)	<b>1,916</b> (3.28%)	<b>39.66%</b>	00:01:35

Rows 1 - 10 of 28



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**February 2023 Report**  
**(Submitted March 10, 2023)**

**MONTHLY HIGHLIGHTS:**

**LIST OF PENDING CASES:**

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

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

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

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

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

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

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

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

Jason R. Dollarhide v. Dennis Dickens, Oklahoma Highway Patrol, et al., CIV-2022-642 (K)

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

Henderson, et al. v. City of Norman, et al., Case No. DF-120316; CJ-201

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 v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)

City v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)

City 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 Flores 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

City v. Kelly Lynn, CV-2023-516

This case was filed on February 14, 2023. It alleges a declaratory judgment cause of action regarding dual office holding.

The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)

McCarver v. City of Norman, CJ-2013-128 TS (K)

Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)

Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)

Robin Strader v. City of Norman, CJ-2022-1146

This case was filed on October 4, 2022, and served on the City of February 13, 2023. It arises out of the replacement of a box culvert near the Plaintiff's property in northeast Norman.

Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

West Lindsey Center Investors, LLC. v. City of Norman, Sherwood Construction Co., Inc. and Atkins North America, Inc., CJ-2022-693 (K)

***B. Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)

City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)

City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)

City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)

City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M).

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***

None

**F. Board of Adjustment Appeals**

None

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

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

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

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

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

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

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

IAFF Grievance FYE 22 – (Source Documents)

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

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

IAFF Grievance FYE 23 – (Miguel Hernandez – Discipline)

IAFF Grievance FYE 23 – (Matt Ferris – Discipline)

IAFF Grievance FYE 23 – (Russell Vincent – Discipline)

IAFF Grievance FYE 23 – (Kole Wilson – Discipline)

IAFF Grievance FYE 23 – (Policy Implementation Grievance)

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

IAFF Grievance FYE 23 – (Battalion Chief Source Document Grievance)

IAFF Grievance FYE 23 – (Change in Medical Benefits)

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

None

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

None

**MUNICIPAL COURT PROSECUTIONS**

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through February 2023. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23
JULY	545	275	165	23	11	7	16	7	9
AUG	444	236	241	11	9	10	14	5	13
SEPT	520	263	245	10	9	15	13	5	10
OCT	325	269	244	4	12	13	7	6	9
NOV	259	228	205	0	2	10	6	6	6
DEC	279	162	165	6	1	5	7	3	8
JAN	134	185	205	3	9	9	0	6	10
FEB	178	787	256	1	8	17	0	8	10
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	1,726	80	114	86	105	88	75

**WORKERS' COMPENSATION COURT**

The total number cases pending as of February 2023 are 23. There were three new workers compensation cases received during the month. One Court Order was received and approved by the City Council on February 28, 2023. 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	9	6	4	2	2
Fire	Prevention	1		1		
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool			1		
Planning	Development Services					
Police	Animal Welfare	2			2	1
Police	Criminal Investigation	2		1		
Police	Patrol	4	1	4	1	2
Police	Administration	0		2		
Public Works	Street Maintenance	1		1	1	1

DEPARTMENT	DIVISION	PENDING CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES	FYE20 CASES
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control	1	1			
Utilities	Line Maintenance	1	1			1
Utilities	Sanitation	1	1			
<b>TOTALS</b>		23	10	14	6	7

***List of Pending Cases***

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

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

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

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

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

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

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

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

Boxford, Steven Lee v. City of Norman, CM-2022-03698 N

(Police, Patrol, MPO, L. Shoulder, Neck, L. Hand, L. Arm, L. Hip, R. Knee)

Edwards, Brian v. City of Norman, CM-2023-00414 L

(Fire, Suppression, Fire Driver Engineer)

Gourley II, Rickey J. v. City of Norman, CM-2022-06328 E

(Public Works, Traffic Control, Maintenance Worker I, L. Shoulder, L. Arm)

**Harvey, Homer Paul, Jr. v. City of Norman, CM-2023-01069 W**

***(Fire, Suppression, Fire Driver Engineer, R. Hip, R. Thigh)***

Henderson, Fred L. v. City of Norman, CM-2022-01483 Y

(Fire, Prevention, Fire Marshal, Both Knees)

Hiett, 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)

**Kraeger, Casey W. v. City of Norman, CM-2023-00969 R**

***(Utilities, Sanitation, Sanitation Worker II, Head, Upper Back, Lower Back, L. Hip, L. Knee)***

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, Sergeant, R. Knee)

Peterman, Kyle M. v. City of Norman, CM-2022-06515 P

(Fire, Suppression, Firefighter Recruit, L. Inside Ear)

**Rayburn, Joshua L. v. City of Norman, CM-2023-00845 J**

***(Utilities, Line Maintenance, Utility Distribution Worker I, Back UNS)***

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)

Smith, Carl Shanon v. City of Norman, CM-23-00163 Q

(Fire, Suppression, Firefighter)

Stamper, Jonathan A. v. City of Norman, CM-2022-03706 J

(Fire, Suppression, Firefighter, Low Back, R Knee)

Tomczak, Carl v. City of Norman, CM-22-07388 P

(Fire, Suppression, Firefighter, L Shoulder, L Upper Arm, L Arm)

Tuschmann, Sean Michael v. City of Norman, CM-2022-04310 H

(Police/Patrol/Lieutenant, L Shoulder, Elbow, Hand)

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

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

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

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

***A court order in the above case was received and approved by the City Council on February 28, 2023 and will no longer appear on the monthly report.***

**TORT CLAIMS**

The following is a breakdown of the Tort Claims activity through February 2023.

<b>DEPARTMENT</b>	<b>FYE 23 Month</b>	<b>FYE 23 YTD</b>	<b>FYE 22 YTD</b>	<b>FYE 21</b>	<b>FYE 20</b>
Animal Control		2	2	1	
Finance – IT				1	
Fire			2	1	4
Legal				2	
Other		1	6	11	10
Parks			2	4	6
Planning		1	2		
Police		6	8	3	5
Public Works – other		1	2	2	3
Public Works – Stormwater			1		2
Public Works – Engineering				1	2
Public Works – Streets	1	9	10	9	11
Utilities – Water	4	11	6	11	11
Utilities – Sanitation		3	6	12	12
Utilities – Sewer	1	1	4	5	5
<b>TOTAL CLAIMS</b>	<b>6</b>	<b>35</b>	<b>51</b>	<b>63</b>	<b>71</b>

<b>CURRENT CLAIM STATUS</b>	<b>FYE 23 TO DATE</b>	<b>FYE 22</b>	<b>FYE 21</b>	<b>FYE 20</b>
Claims Filed	35	51	63	71
Claims Open and Under Consideration	9	0	0	0
Claims Not Accepted Under Statute/Other	1	3	10	11
Claims Paid Administratively	10	15	11	13
Claims Paid Through Council Approval	1	2	7	14
Claims Resulting in a Lawsuit for FY	0	5	3	1
Claims Barred by Statute (No Further Action Allowed)	5	26	32	32
Claims in Denied Status (Still Subject to Lawsuit)	9	1	0	0

**MUNICIPAL COURT**

**8**

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

**CASES FILED**

	<u>FEBRUARY</u>	<u>FY23</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY22</u>	<u>Y-T-D</u>
Traffic	725		3,138	289		2,501
Non-Traffic	159		1,613	147		1,497
SUB TOTAL	884		4,751	436		3,998
Parking	743		5,651	538		4,506
<b>GRAND TOTAL</b>	<b>1,627</b>		<b>10,402</b>	<b>974</b>		<b>8,504</b>

**CASES DISPOSED**

	<u>FEBRUARY</u>	<u>FY23</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY22</u>	<u>Y-T-D</u>
Traffic	422		2,772	350		3,095
Non-Traffic	235		1,711	705		1,927
SUB TOTAL	657		4,483	1,055		5,022
Parking	637		4,473	444		5,360
<b>GRAND TOTAL</b>	<b>1,294</b>		<b>8,956</b>	<b>1,499</b>		<b>10,382</b>

**REVENUE**

	<u>FEBRUARY</u>	<u>FY23</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY22</u>	<u>Y-T-D</u>
Traffic	\$ 51,664.22		\$ 313,764.91	\$ 34,657.86		\$ 315,859.27
Non-Traffic	\$ 19,806.90		\$ 153,440.21	\$ 16,258.33		\$ 153,563.05
SUB TOTAL	\$ 71,471.12		\$ 467,205.12	\$ 50,916.19		\$ 469,422.32
Parking	\$ 24,380.00		\$ 164,810.00	\$ 13,186.00		\$ 177,579.26
<b>GRAND TOTAL</b>	<b>\$ 95,851.12</b>		<b>\$ 632,015.12</b>	<b>\$ 64,102.19</b>		<b>\$ 647,001.58</b>

MUNICIPAL COURT - MONTHLY REPORT  
February 2023

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 19 new cases and closed 28 cases during the month of February 2023. 7 Mediations were held.

**PARKS AND RECREATION**

**9**

## Park Development Activities February 2023

### NORMAN FORWARD Reaves Park:



A punch walk was held in February for the work Flintco is doing to complete Phase 1 of the Reaves Park Renovation. The project was evaluated by the architect, engineer and contractor for the work, along with representatives from the parks and recreation department. Flintco's portion of the project reached substantial completion as of Thursday, February 16. We will re-walk the work in 30 days and aim for issuing a notice of substantial completion at that time, just ahead of the 2023 baseball/softball seasons. We continue to work with the Norman Optimist Club youth sports representatives to do additional work throughout the sports fields in the park with the funds remaining in the project account that were not part of Flintco's contract. We installed post and cable barrier along the new Reaves Park Road to block cars from either parking along the road and/or leaving the roadway to drive across the open field areas of the park or towards the new detention pond.

We also held a site visit with the three finalist for the new public art piece for this project in February. They will make their final proposals in early April; and we expect the artwork to be completed this fall. We are also working with the operator of the Medieval Fair, to make sure that the park will be ready for their annual event on the first weekend in April.

We started planning a ribbon cutting for the completion of the project at a meeting of the Reaves Ad-hoc Committee late in the month; and we will be publicizing that event as the date draws near in mid- or late-March.

### NORMAN FORWARD Neighborhood Park Renovations:



Crews have completed installation of the synthetic turf safety surfacing at Cherry Creek Park. We will now schedule the final concrete work, site grading and park furniture installation in the coming weeks, so we can officially re-open this park, and count it as another completed neighborhood park renovation project. We are also working to complete projects at Earl Sneed Park, where we are planning to finish the landscape revisions and improve the site furnishings in that small passive park on Classen Boulevard; and we are planning to install a shade canopy over the picnic tables at Colonial Commons Park. We will next be working at Sunrise and

William Morgan parks, to complete the replacement of our oldest play structures, along with other improvements to the walkways, site furniture, sports facilities, lighting and landscape in those parks.

### NORMAN FORWARD New Neighborhood Parks:

We are continuing to work on developing the new Bentley Park, which will serve the Bellatona and Summit Valley neighborhoods on the north side of Highway 9, at 36<sup>th</sup> Avenue SE. We have advertised for bids on playground equipment and have selected trees for the new park design, which will be planted next month. Other items to be built in the park include a large picnic pavilion, perimeter walking path, tennis, pickleball and basketball practice courts and areas of native plantings (which will be seeded soon). The design is based on feedback we received from neighborhood surveys completed last year.

### Forestry:



Our forester is working to complete several pruning projects in multiple locations in city parks and other landscape areas controlled by the city. One such area is our on-going program to "limb-up" the trees on west Lindsey Street planted along the sidewalks on the north and south sides of the street when the area from Berry Road to 24<sup>th</sup> Avenue SW was re-built a few years ago. He removed lower branches during this dormant period that would impede pedestrians as they walked along Lindsey up to a height that still allows healthy growth in the coming year. These will continue to be re-visited as the trees grow to make sure pedestrians and cars can travel without hitting low branches. Also—crews worked in February to re-plant several trees in the Campus Corner area where we removed dead and/or hazardous trees last fall and prepared the tree wells for new trees this winter.

## FEBRUARY 2023 PARKS MAINTENANCE DIVISION

Park Maintenance crews performed routine trash removal and leaf clean-up in City Parks as well as restroom/shelter cleaning & landscape maintenance in City Parks. Crews cleaned up City Parks and City-Owed Facilities from a snow/ice storm in early February and the February 26th storm event as well as assisted other departments with street cleanup.

	FYE-23 MTD	FYE-23 YTD	FYE-22 MTD	FYE-22 YTD
<b>SAFETY REPORT</b>				
On-The-Job Injuries	0	1	0	1
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man Hours</b>		<b>Total Man Hours</b>	
		<b>FISCAL YTD</b>		<b>FISCAL YTD</b>
Big Mowing	0	391.50	0	460.00
Trim Mowing	0	3025.00	0	2763.50
Chemical Spraying	109	445.00	1	297.00
Fertilization	0	21.00	0	16.00
Park Tree Work	301	2904.00	0	150.00
Street Tree Work	12	127.00	18	69.00
Trash Maintenance	221.5	2247.00	18	646.00
Sprinkler Maintenance	112	1452.00	0	200.00
Watering	0	16.00	0	269.00
Painting	0	2.00	0	415.00
Landscape Maintenance	479	1274.50	80	275.00
Seeding/Sodding	0	87.00	0	608.00
Ballfield Maintenance	64	114.00	35	191.00
Fence Repairs	31	459.00	12	182.50
Equipment Repairs/Maintenance	104	1098.50	161	275.00
Material Hauling	45	218.50	4	425.25
Snow/Ice Removal	137	743.50	4	384.27
Christmas Setup	12	1384.25	12	264.75
Vector Control	0	150.00	15	43.00
Events	0	140.50	0	138.00
Vandalism Repair	33	97.00	0	18.00
Trail Maintenance	0	32.00	0	0.00
Playground Maintenance	87.25	1044.50	25	404.25
Restroom Maintenance	16	11.00	72	666.00
Carpentry/Welding	7	78.00	0	280.00
Shop Time	79	390.50	35	89.50
Special Projects	662	3153.50	0	1129.00
Miscellaneous	350	2635.00	0	960.75

FEBRUARY 2023  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 856. S.A.L.T. (Seniors and Law Enforcement Together) held their monthly meeting on Wednesday, February 1. First Monday Birthdays was celebrated on Monday, February 6. The Valentine's Day Social was held on Tuesday, February 14 with approximately 70 in seniors in attendance who enjoyed finger foods, a live dj, dancing, and door prizes. Bingo was held Wednesday, February 22.

**Little Axe Community Center:** The Little Axe Community Center saw a monthly attendance of 1,610. Arts and activities classes were back in February with many participants in attendance. There was a great turnout for the Mobile Smiles Event that saw 10 patients per day. The Pioneer Library held a wonderful class with the community members making Valentine's Day cards.

**12th Avenue Recreation Center: Child Care: Child Care:** The 12th Avenue Recreation Center averaged 30 students per day for the month of February. The Center held a President's Day camp on February 17<sup>th</sup>, which had 16 campers in attendance. The program was closed on February 1<sup>st</sup> and 2<sup>nd</sup> due to winter weather impacting road conditions. Pickleball has continued to increase its attendance throughout February! The Center held a birthday rental on February 11<sup>th</sup>. The 12<sup>th</sup> Avenue Recreation Center became a Disaster Relief and Resource Center after the tornado hit the northeast side of Norman on February 26<sup>th</sup>. Red Cross set up an area for those in need to sleep and get help in the Center the night the storm hit, and offered overnight shelter on February 27<sup>th</sup> and 28<sup>th</sup> for those in need. Disaster Relief Oklahoma, OG&E, and the Cleveland County Health department also set up areas for those impacted to get the help they needed. Food, water, and clean-up items were also offered. The last day resources were offered was March 1<sup>st</sup>.

**Irving Recreation Center:** The After School Program is now full with a total of 35 students enrolled. On average we have 29 students in attendance daily. Baton Twirling class continued this month but had a drop in attendance. We started a new rental agreement with Senior Games for Badminton on Saturdays. Moving forward we plan to market Baton Twirling Class, and Badminton in newsletters with BOLD. The two basketball rentals that we had for the winter ended this month, but we are looking forward to assisting them again next winter when the season resumes.

**Whittier Recreation Center: Child Care** Our after school program averaged 21 students for the month of February. The kids enjoyed crafts after homework time to include creating structures with marshmallows and pasta noodles and watching Bluey while eating at snack time. Clogging continues as scheduled on Tuesdays and Thursdays. Rentals this month consisted of gym rental's for soccer teams wanting to get out of the cold weather and a two basketball team practices.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	856	6,502
Little Axe Community Center	1,610	9,505
12th Avenue Recreation Center	918	9,934
Irving Recreation Center	563	3,905
Whittier Recreation Center	624	4,858
Reaves Center	300	2,400
Tennis Center	3,361	26,325

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Senior	771	970	868	845	721	742	729	856					6,502
Axe	1,004	1,144	538	1,065	1,062	1,548	1,533	1,610					9,505
twelveth	2,815	1,805	1,230	880	696	643	947	918					9,934
Irving	717	710	325	422	391	280	497	563					3,905
Whittier	652	293	759	677	533	365	656	624					4,858
Reaves	300	300	300	300	300	300	300	300					2,400
Tennis	3,488	3,320	3,950	3,792	2,844	2,542	3,028	3,361					26,325

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**

**FEBRUARY 2023  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

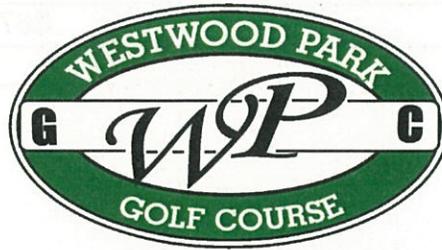
<b>SAFETY REPORT</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2022</b>
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	<b>FYE 2023</b>	<b>FYE 2023</b>	<b>FY 2022</b>	<b>FYE 2022</b>
	MTD	YTD	MTD	YTD
Green Fees	\$31,312.91	\$339,714.20	\$17,425.09	\$347,855.91
Driving Range	\$9,980.77	\$88,046.63	\$4,218.72	\$80,253.71
Cart Rental	\$13,704.00	\$178,619.16	\$9,448.27	\$196,722.28
Golf Classes	\$720.00	\$720.00		
Golf Shop Rentals	\$212.56	\$385.46		\$0.00
USGA Handicap Fees	\$147.12	\$275.86		\$0.00
Restaurant	\$6,247.01	\$124,889.34	\$3,887.61	\$114,528.24
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$5,361.36	\$20,890.61	\$551.56	\$1,731.84
<b>TOTAL INCOME</b>	<b>\$67,685.73</b>	<b>\$753,541.26</b>	<b>\$35,531.25</b>	<b>\$741,091.98</b>
Expenditures	\$137,238.71	\$966,655.17	\$68,085.24	\$859,227.99
Income vs Expenditures	( <b>\$69,552.98</b> )	( <b>\$213,113.91</b> )	( <b>\$32,553.99</b> )	( <b>-\$118,136.01</b> )
Rounds of Golf	1948	21436	1156	23017

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

We continue repairs to the tee markers with sanding and painting. Equipment mower maintenance continues during the off-season in preparation for the next growing season. All golf carts have been replaced with lithium ion carts. The divot bottles and numbers are all being installed. Most of the golf course has been sprayed with pre and post emergent herbicides. Greens, green banks and perimeter property areas is what remains to complete.



## FEBRUARY 2023

### Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEB FYE'23	FEB FYE'22
Regular Green Fees	317	174
Senior Green Fees	269	88
Junior Fees	87	28
School Fees ( high school golf team players)	102	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	444	297
Employee Comp Rounds	223	132
Golf Passport Rounds	0	0
9-Hole Green Fee	186	14
2:00 Fees	162	0
4:00 Fees	0	72
Dusk Fees or 5:00 Fees	60	89
PGA Comp Rounds	2	1
*Rainchecks (not counted in total round count)	15	5
Misc Promo Fees (birthday, players cards, OU student)	88	260
Green Fee Adjustments (fee difference on rainchecks)	8	1
<b>Total Rounds</b> (*not included in total round count)	<b>1948</b>	<b>1156</b>
% change from FY '22	68.51%	
<b>Range Tokens</b>	<b>2531</b>	<b>1054</b>
% change from FY '22	140.13%	
18 - Hole Carts	80	33
9 - Hole Carts	30	11
½ / 18 - Hole Carts	463	384
½ / 9 - Hole Carts	167	81
<b>Total Carts</b>	<b>740</b>	<b>509</b>
% change from FY '22	45.38%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	1
9-Hole Senior Trail Fees	0	0
<b>Total Trail Fees</b>	<b>0</b>	<b>1</b>
% change from FY '22	-100.00%	<b>0</b>

<b>TOTAL REVENUE</b>	\$67,685.73	\$35,531.25
% change from FY '20	90.50%	

FEBRUARY 2023  
WESTWOOD POOL  
MONTHLY REPORT

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FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$7,260.00	\$12,359.00	\$280,436.50
Swim Pool Gate Admission	\$0.00	\$184,326.00	\$333,721.00
Swim Lesson Fees	\$11,463.00	\$15,343.00	\$63,442.00
Pool Rental	\$0.00	\$35,438.00	\$47,806.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$4,085.00	\$4,085.00	\$24,633.00
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$102,809.97	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$22,808.00</b>	<b>\$354,360.97</b>	<b>\$953,564.77</b>
Expenditures	\$9,680.78	\$598,981.76	\$693,322.52
<b>Income verses Expenditures</b>	<b>\$13,127.22</b>	<b>(\$244,620.79)</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

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

**FACILITY MAINTENANCE**

**9B**

# Facility Maintenance - February 2023 - Labor/Materials Cost Report

## Comprehensive Costs

Grand Total Cost: \$128,467.43

Total Misc. Cost (Materials/Contract Labor): \$80,467.43

Total Labor Cost: \$40,004.80

Total Labor Hours: 1,767

## Total Cost by Request Type

Administrative: \$7.67K – 6%

Custodial: \$40.80K – 32%

Electrical: \$8.68K – 7%

General Maintenance: \$10.15K – 8%

HVAC: \$12.85K – 16%

Pest Control: \$12.85K – 10%

Plumbing: \$14.26K – 11%

Roofs: \$13.82K – 11%

## Top Buildings by Cost

Indirect: \$50.56K

Development Center: \$15.23K

Reaves Park: \$11.32K

Central Library: \$6.65K

201B (NPD – Complex): \$6.60K

Firehouse Art Center: \$5.5K

City Hall (Complex): \$3.65K

Water Treatment Plant: \$2.99K

12<sup>th</sup> Avenue Recreation: \$2.59K

201C (Complex): \$2.29K

Fire Station #1: \$2.15K

Fire Station #8: \$2.09K

Water Reclamation Facility: \$1.9K

Norman Investigation Center: \$1.82K

East Library: \$1.72K

Facility Maintenance: \$1.06K

Animal Welfare: \$997.10

Irving Recreation: \$928.91

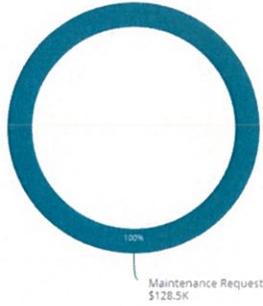
Westwood Golf: \$704.32

Grand Total Cost  
**\$128,467.43**  
 Total Misc Cost \$80,462.63

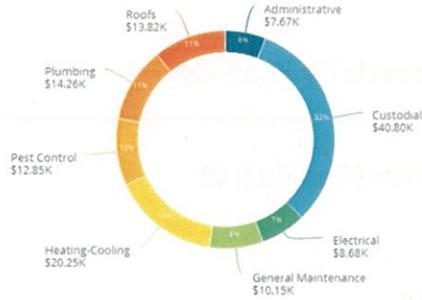
Total Labor Cost  
**\$48,004.80**  
 Total Labor Hours 1,767

Total Inventory Cost  
**#N/A**

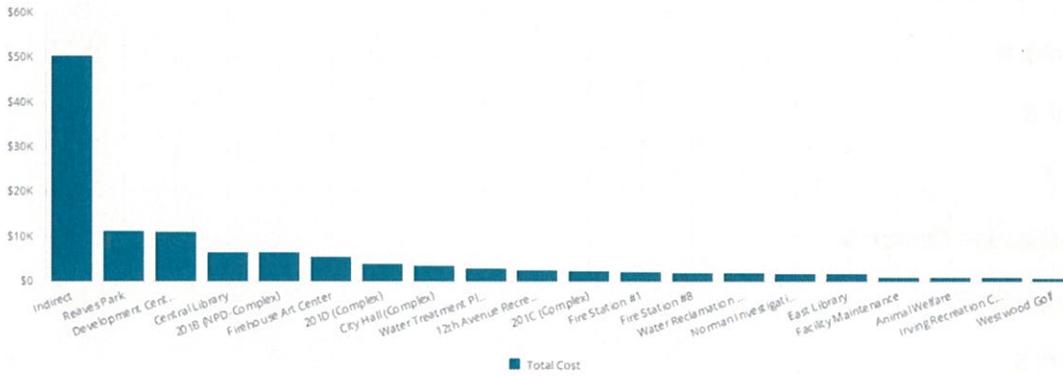
Total Cost by Module



Total Cost by Request Type



Top Buildings by Cost



## Comprehensive Operations

Maintenance Requests – Total: 185

Administrative: 8

Custodial: 4

Electrical: 25

General Maintenance: 40

HVAC: 47

Plumbing: 56

Pest Control: 1

Roofs: 4

Finalized Requests – Total: 185

### Number of Requests by Building

Development Center (Complex): 19

Indirect: 17

Central Library: 14

201B (NPD Complex): 10

201C (Complex): 8

Senior Center: 8

Reaves Park: 7

Norman Investigation Center: 6

City Hall (Complex): 6

Fire Station #8: 5

12<sup>th</sup> Ave Recreation Center: 5

Fire Station #9: 5

Fire Station #1: 5

Sanitation: 4

Fire Station #2: 4

Water Treatment Plant: 4

Water Reclamation Facility: 4

Westwood Golf: 4

Firehouse Art Center: 4

Animal Welfare: 4

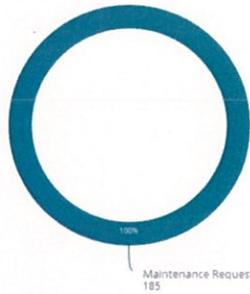
201A (Complex): 4

Transit/EVT: 3

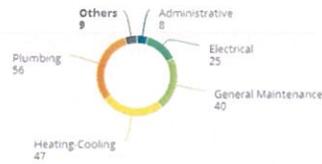
Transfer Station: 3

Little Axe Recreation: 3

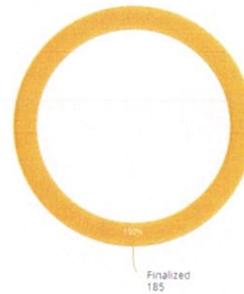
Requests by Module



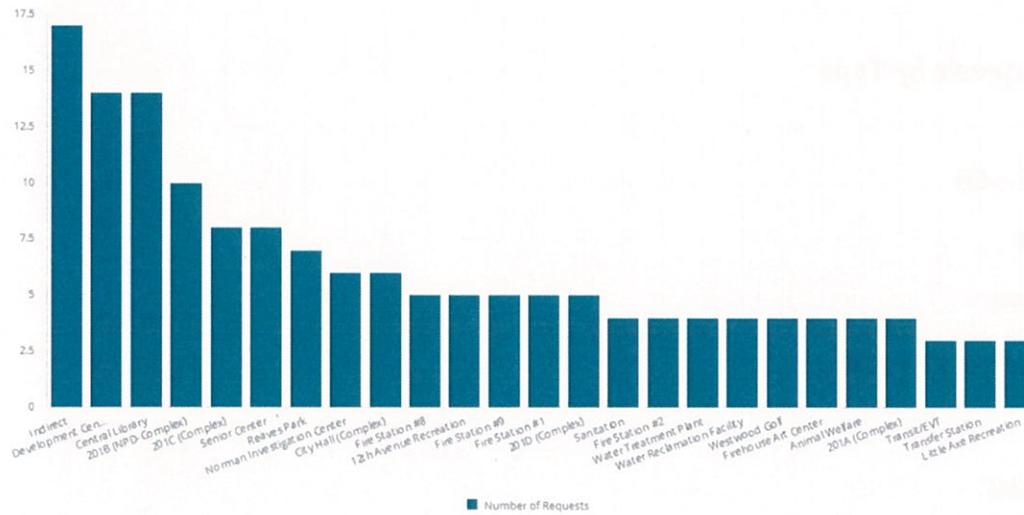
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary

### PM & Work Requests by Current State

Completed: 146 – 99%

## PM & Work Requests Assigned by User

Brian J.: 17 – 15%

Don A.: 21 – 19%

Jeff L.: 47 – 43%

Nate M.: 4 – 4%

Robert B.: 16 – 15%

Jason M.: 1

Kathy L.: 1

Tara K.: 3

## PM & Work Requests by Type

Administrative: 5 – 5%

Custodial: 2 – 2%

Electrical: 17 – 16%

General Maintenance: 29 – 27%

HVAC: 15 – 14%

Plumbing: 37 – 34%

Roofs: 3 – 3%

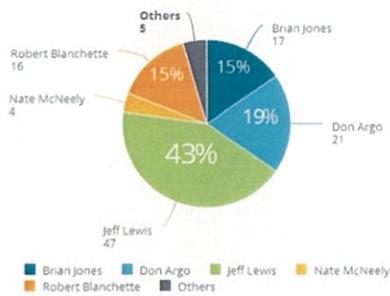
PM and Work Requests By Current State



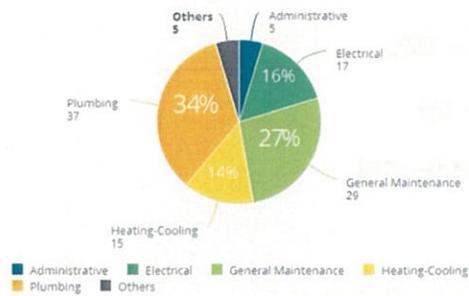
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Assigned Requests by User

Bill S.: 11 – 8%

Brian J.: 20 – 15%

Don A.: 23 – 17%

Jeff L.: 56 – 41%

Robert B.: 16 – 12%

Jason M.: 1

Jerry W. : 1

Kathy L.: 1

Nate M.: 4

Tara K.: 3

## Labor Hours by User

Brian J.: 114 -- 13%

Don A.: 147 – 16%

Jason M.: 160 – 18%

Jeff L.: 143 – 16%

Kathy L.: 136 – 15%

Nate M.: 52 – 6%

Robert B.: 154.5– 17%

## Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 99.5

201B (NPD – Complex): 28

201C (Complex): 8.75

Animal Welfare: 10

Central Library: 33

Development Center: 81

East Library: 5

Fire Station #1: 2

Fire Station #3: 9

Fire Station #5: 1

Fire Station #6: 1

Fire Station #7: 2

Fire Station #8: 17.5

Fire Station #9: 4

Firehouse Art: 3.5

Fleet: 3

Household Hazardous Waste: 5

\*Indirect: 482.75

Irving Recreation: 3

Little Axe Rec Center: 10.5

Neighborhood Parks: 8

Norman Investigation Center: 7

Reaves Park: 12

Ruby Grant Park:

Sanitation: 2

Santa Fe Depot: 2.5

Senior Center: 10

Shooting Range (NPD): 1

Sooner Theater: 2

Traffic Control: 1

Transfer Station: 5

Transit/EVT: 5

Water Reclamation Facility: 17

Water Treatment Plant: 4

Westwood Golf: 4

YFAC: 1

\*\*\* This report was generated before all work orders had updated therefore it is lacking some information for the month of February, the numbers will reflect in March 2023 report. \*\*\*

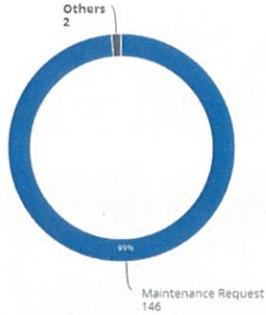
Total Labor Hours  
**906.5**

Total Labor Cost \$23,838.74

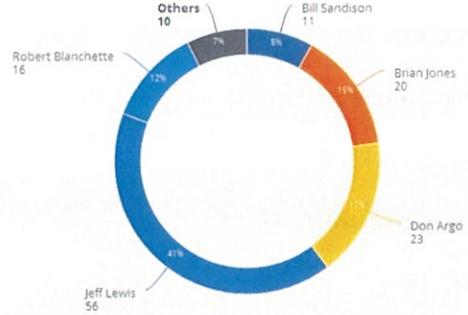
Average Response Time (Days)  
**3.39**

Average Resolution Time (Days) 10.80

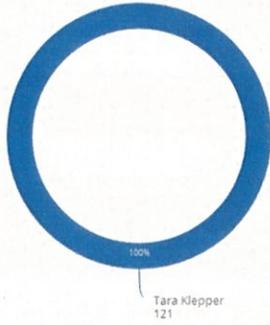
Requests by Module



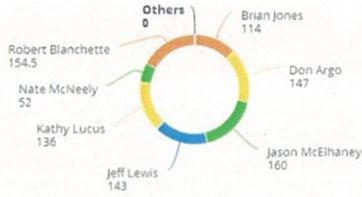
Assigned Requests by User



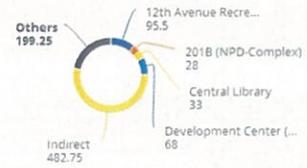
Resolutions by User



Labor Hours by User



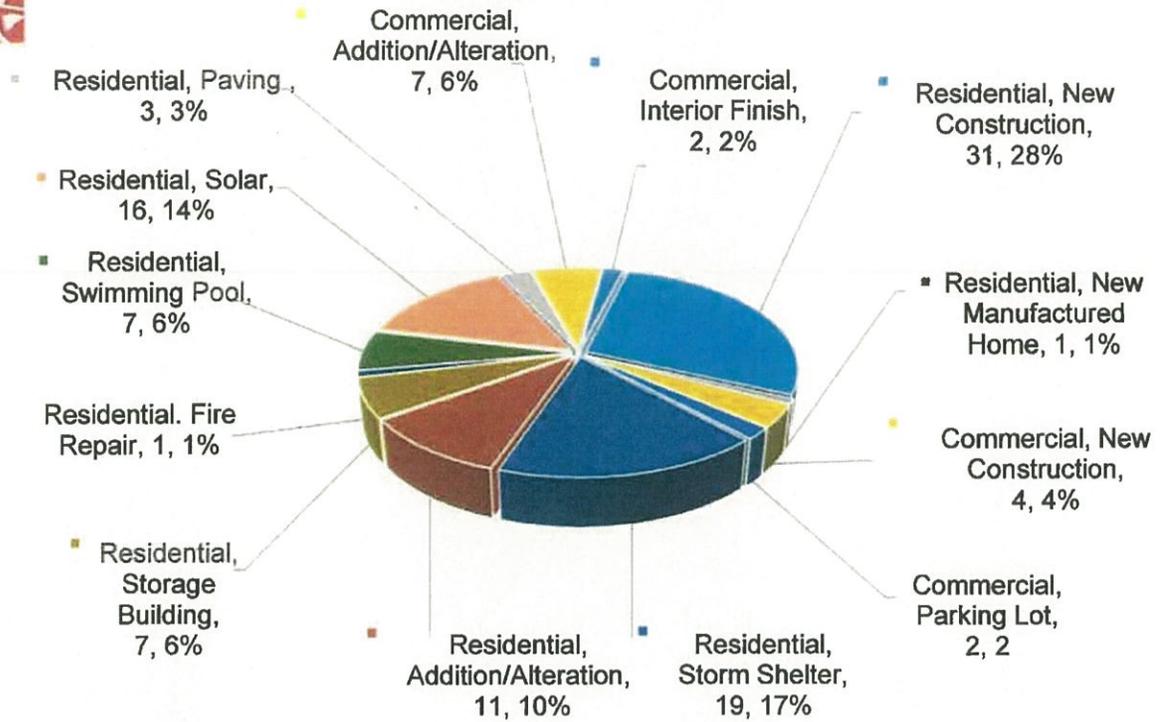
Labor Hours by Building



**PLANNING AND COMMUNITY DEVELOPMENT 10**



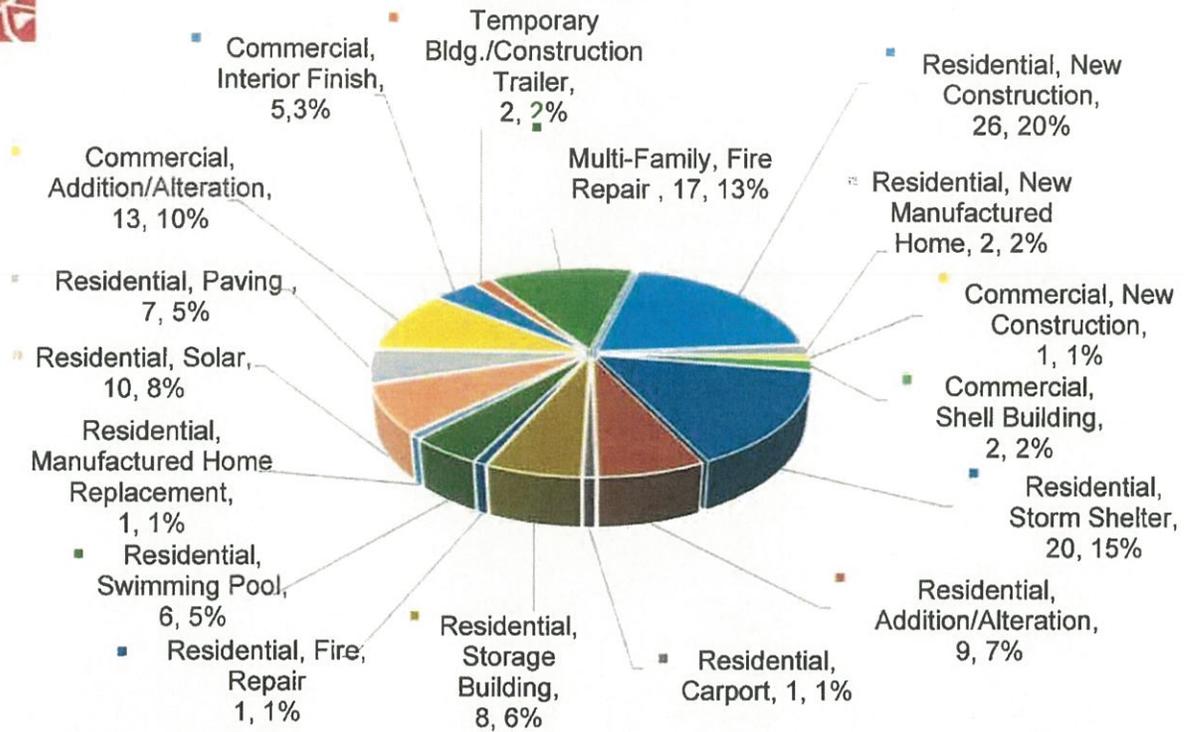
**CITY OF NORMAN  
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY  
FEBRUARY 2023 REPORT**



Permit Type	Count	Valuation
Residential, New Construction	31	\$ 10,088,705.00
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	1	\$ 260,000.00
Commercial, New Construction	4	\$ 12,060,000.00
Commercial, Parking Lot	2	\$ 16,700.00
Commercial, Shell Building	0	\$ -
Residential, Storm Shelter	19	\$ 67,682.00
Residential, Addition/Alteration	11	\$ 1,004,600.00
Residential, Carport	0	\$ -
Residential, Storage Building	7	\$ 294,177.00
Residential, Fire Repair	1	\$ 300.00
Residential, Swimming Pool	7	\$ 644,850.00
Residential, Manufactured Home Repl	0	\$ -
Residential, Solar	16	\$ 531,560.00
Residential, Paving	3	\$ 37,300.00
Commercial, Addition/Alteration	7	\$ 4,669,549.00
Commercial, Interior Finish	2	\$ 210,000.00
Commercial, Fire Repair	0	\$ -
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	0	\$ -
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	0	\$ -
Group Quarters	0	\$ -
<b>Total</b>	<b>111</b>	<b>\$ 29,885,423.00</b>



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



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



**CITY OF NORMAN**  
**Building Permit Activity-FEBRUARY 2023**

DESCRIPTION	2023 YEAR TO-DATE	VALUATION	2022 TOTALS	2022 TOTAL VALUATION
Residential, New Construction.....	51	\$ 24,007,595	559	\$ 171,447,259
Residential Duplex, New Construction.....	4	\$ 754,880	2	\$ 400,000
Residential, New Manufactured Home.....	1	\$ 260,000	2	\$ 65,000
Residential, Storm Shelter.....	31	\$ 124,917	307	\$ 1,174,221
Residential, Addition/Alteration.....	21	\$ 1,658,100	185	\$ 11,219,201
Residential, Carport.....	0	\$ -	4	\$ 73,710
Residential, Storage Building.....	18	\$ 703,772	141	\$ 4,708,996
Residential, Fire Repair.....	1	\$ 300	31	\$ 1,558,116
Residential, Swimming Pool.....	13	\$ 1,344,125	145	\$ 9,332,054
Residential, Manufactured Home Replacement	0	\$ -	7	\$ 582,151
Residential, Solar.....	27	\$ 980,090	16	\$ 461,303
Residential, Paving.....	6	\$ 65,700	111	\$ 1,737,557
Multi-Family, New 3+ Family.....	0	\$ -	1	\$ 750,000
Multi-Family, Addition/Alteration.....	0	\$ -	2	\$ 16,000
Multi-Family, Foundation.....	0	\$ -	3	\$ 170,000
Multi-Family, Fire Repair.....	0	\$ -	13	\$ 284,798
Group Quarters.....	0	\$ -	0	\$ -
<b>TOTAL</b>	<b>173</b>	<b>\$ 29,899,479</b>	<b>1538</b>	<b>\$ 226,210,366</b>
<b>NON-RESIDENTIAL</b>				<b>NON-RESIDENTIAL</b>
Commercial, New Construction.....	5	\$ 13,860,000	51	\$ 263,453,985
Commercial, Parking Lot.....	2	\$ 16,700	7	\$ 682,640
Commercial, New Shell Building.....	0	\$ -	11	\$ 9,242,000
Commercial, Addition/Alteration.....	18	\$ 6,884,549	143	\$ 45,783,076
Commercial, Interior Finish.....	2	\$ 210,000	40	\$ 3,374,700
Commercial, Fire Repair.....	0	\$ -	8	\$ 888,000
Commercial, New Foundation.....	1	\$ 75,000	7	\$ 10,740,000
Commercial, Temporary Bldg./Const Trailer....	0	\$ -	29	\$ 351,391
<b>TOTAL</b>	<b>28</b>	<b>\$ 21,046,249</b>		<b>\$ 334,515,792</b>
<b>OTHER ACTIVITY</b>				<b>OTHER ACTIVITY</b>
Electrical Permits.....	233		1663	
Heat/Air/Refrigeration Permits.....	216		1405	
Plumbing and Gas Permits.....	268		1891	
Sign Permits.....	58		475	
Water Well Permits.....	2		44	
Garage Sale Permits.....	19		782	
Structure Moving Permits.....	1		16	
Demo-Residential Permits.....	3		31	
Demo-Non-Residential Permits.....	0		10	
Temp. Const. Bldgs. & Roll-off Permits.....	21		173	
Lot Line Adjustments Filed.....	1		25	
Certificate of Occupancy (CO).....	197		1070	
All Field Inspections.....	3770		27583	
Net Residential Demos & Removals.....	-4		-28	
<b>TOTAL VALUATION</b>		<b>\$ 50,945,728</b>		<b>\$ 560,726,158</b>



City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS  
Issued February 2023 - Sorted by Permit Type

Permit Type	Contractor	Permit	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	318	2/3/2023	3035 WISTER	RD	5	3	GREENLEAF TRAILS ADD 11	PUD	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	348	2/2/2023	4017 BROWNWOOD		11	3	CASTLEROCK ADD #4	R1	\$ 3,200	24
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	427	2/9/2023	2918 GULLIVER	ST	9	3	TRAILWOODS SEC 12	PUD	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	428	2/9/2023	2909 ZARA	ST	3	3	TRAILWOODS SEC 12	PUD	\$ 2,500	21
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	430	2/3/2023	3551 MONTORO RIDGE	DR	1	1	MONTEREY ADD. #1	PUD	\$ 3,995	24
1 & 2 FAMILY STORM SHELTER	EF5 TORNADO SHELTERS	442	2/6/2023	3903 BLACK MESA	RD	13	3	RED CANYON RANCH SEC 7	PUD	\$ 5,975	35
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	472	2/10/2023	1529 OAKWOOD	DR	33	2	LYDICK'S #2	R1	\$ 2,795	18
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	503	2/15/2023	417 MERKLE	DR	3	10	WESTWOOD ESTATES	R1	\$ 4,600	28
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	520	2/20/2023	1705 REID PRYOR	RD	2	8	CEDAR LANE SEC #2	R1	\$ 3,700	24
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	596	2/16/2023	4811 TURKEY	TR	2	1W	TURKEY VALLEY ESTATES	A2	\$ 3,900	35
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	570	2/16/2023	1921 BROONE	DR	6	3	PARK PLACE ADD #4	R1	\$ 2,950	18
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	613	2/24/2023	2133 IOWA	ST	23	14	WESTWOOD ESTATES	R1	\$ 3,300	21
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	644	2/24/2023	4160 PIONEER	CIR	11	4	MARLATT ADD	R1	\$ 2,850	21
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	665	2/27/2023	3730 ABINGDON	DR	1	1	BELLATONA SEC. #2	R1	\$ 3,395	32
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	666	2/27/2023	2812 NORTHERN HILLS	LN	4	1	NORTHERN HILLS ADD	R1	\$ 3,995	24
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	667	2/24/2023	1203 GREENERIA	DR	13	11	COLLEGE MANOR	NA	\$ 4,495	48
1 & 2 FAMILY STORM SHELTER	F5 STORM SHELTERS, LLC	686	2/24/2023	3521 GLISTEN	ST	16	1	CASCADE ESTATES #2	R1	\$ 3,642	30
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	709	2/27/2023	11725 HILLTOP	DR	8	2	HILLTOP LAKE ESTATES 2ND	NA	\$ 3,995	24
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	719	2/28/2023	3101 RED CEDAR	WAY	8	2	GREENLEAF TRAILS ADD 10	PUD	\$ 3,395	39
1 & 2 FAMILY, ADD OR ALTER	OWNER	299	2/3/2023	8601 E FRANKLIN	RD	4	1W	NOT SUBDIVIDED	A2	\$ 21,000	516
1 & 2 FAMILY, ADD OR ALTER	LAW CONSTRUCTION	311	2/13/2023	4212 NORTHHAMPTON	CT	4	3	THE TROPHY CLUB	R1	\$ 650,000	10067
1 & 2 FAMILY, ADD OR ALTER	OWNER	329	2/2/2023	1121 W APACHE	ST	17	3	WEST PARK ADD	R1	\$ 15,000	72
1 & 2 FAMILY, ADD OR ALTER	BENCHMARK HOMES OF CENTRAL OK	333	2/3/2023	124 E SYMMES	ST	12	4	CLASSEN-MILLER ADDITION	R3	\$ 35,000	1000
1 & 2 FAMILY, ADD OR ALTER	AFFORDABLE CONSTRUCTION CO.	414	2/8/2023	2008 DANFIELD	DR	1A	2	BROOKHAVEN #26	R1	\$ 35,000	340
1 & 2 FAMILY, ADD OR ALTER	PMH CONSTRUCTION, LLC.	447	2/17/2023	425 THORTON	DR	12	20	WESTWOOD ESTATES	R1	\$ 50,000	504
1 & 2 FAMILY, ADD OR ALTER	STONERIDGE ENTERPRISES, INC.	485	2/13/2023	212 RIDGEFIELD	DR	26	1	HAWTHORNE PLACE ADD	NA	\$ 19,800	268
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	523	2/16/2023	3617 TRUMAN	DR	5	3	INDEPENDENCE VALLEY SEC. #1	R1	\$ 47,800	200
1 & 2 FAMILY, ADD OR ALTER	OWNER	608	2/22/2023	219 E DUFFY	ST	33	12	CLASSEN-MILLER ADDITION	R1	\$ 25,000	100
1 & 2 FAMILY, ADD OR ALTER	ZION CONSTRUCTION	626	2/24/2023	1912 OAKHURST	CIR	21	2	OAKHURST ADD	R1	\$ 100,000	1800
1 & 2 FAMILY, ADD OR ALTER	FREDDGREN, TOM	641	2/27/2023	401 EGRET	LN	6	1	SUTTON PLACE ADD #5	R1	\$ 6,000	130
1 & 2 FAMILY, PAVING	A & L CONCRETE	185	2/3/2023	1408 JAMI	DR	15	1	BOYD'S LANDING	R1	\$ 5,000	595
1 & 2 FAMILY, PAVING	VANCE CONSTRUCTION SERVICES	460	2/9/2023	722 CHAUTAUQUA	AVE	31	2W	NOT SUBDIVIDED	R1	\$ 7,300	595
1 & 2 FAMILY, PAVING	LAW CONSTRUCTION	530	2/15/2023	518 S LAHOMA	AVE	17	3	ROSS ADDITION	R1	\$ 25,000	300
1 & 2 FAMILY, REPAIR	OWNER	673	2/24/2023	6601 CEDAR	LN	1	2	BLUE RIDGE ACRES	RE	\$ 300	300
1 & 2 FAMILY, SOLAR	VYVUE LLC	235	2/9/2023	2924 WOODVIEW	DR	22	10	WOODCREST EST #3	NA	\$ 37,893	9
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	282	2/6/2023	1101 HEARTHSTONE		2	7	BROOKHAVEN #36	R1	\$ 19,060	8
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	288	2/7/2023	3012 MONTANE	DR	4	2	GREENLEAF TRAILS ADD 9	PUD	\$ 14,410	6
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	290	2/7/2023	520 N UNIVERSITY	BLVD	1	12	NORMAN HEIGHTS ADDITION	R1	\$ 20,520	9
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	298	2/7/2023	828 HAWKS NEST	DR	18	4	EAGLE CLIFF ADD #1	R1	\$ 17,790	8
1 & 2 FAMILY, SOLAR	VYVUE LLC	411	2/9/2023	1600 CENTRAL	PKWY	5	8	PARK PLACE ADD #6	R1	\$ 36,774	12
1 & 2 FAMILY, SOLAR	AVVIO SERVICES LLC	412	2/6/2023	1812 OAKCREEK	DR	25	32	OAKHURST ADD SEC 12	NA	\$ 25,344	7
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	437	2/7/2023	224 WATERFRONT	DR	6	2	ROYAL OAKS ADD #3	R1	\$ 24,606	6
1 & 2 FAMILY, SOLAR	ASTRAWATT SOLAR	500	2/10/2023	3124 WINDWARD	CT	1	1	CROSSROADS WEST #6	R1	\$ 17,199	7
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	516	2/13/2023	203 TERRA	CT	8	4	CRYSTAL HEIGHTS #3	R1	\$ 18,170	8
1 & 2 FAMILY, SOLAR	ENCORE SOLAR	532	2/24/2023	801 KENWOOD	DR	4	1	SONOMA PARK #5	R1	\$ 71,961	11
1 & 2 FAMILY, SOLAR	AVVIO SERVICES LLC	591	2/24/2023	709 TERRY	DR	5	1	WOMACK ADD	R1	\$ 35,000	11
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC.	604	2/23/2023	809 DAKOTA	ST	5	2	PARK ADD	R1	\$ 25,080	3
1 & 2 FAMILY, SOLAR	LUMIO HX, INC	678	2/27/2023	4116 MOORGATE	CIR	8	3	CARRINGTON PLACE ADD #7	R1	\$ 57,127	11
1 & 2 FAMILY, SOLAR	LUMIO HX, INC	679	2/27/2023	4516 BLACK HORSE	RD	8	4	CARRINGTON PLACE ADD #8	R1	\$ 98,124	18
1 & 2 FAMILY, SOLAR	SMALL TOWN SOLAR	5001	2/6/2023	945 MOCKINGBIRD	LN	30	4	BEL-AIRE ADD SEC 1	R1	\$ 12,500	9
1 & 2 FAMILY, STORAGE BLDG	RIVER SHELTERS LLC	289	2/1/2023	2208 FORISTER	CT	5	4	PEARSON EST #1	R1	\$ 10,000	288
1 & 2 FAMILY, STORAGE BLDG	BRENT CORNMAN CONSTRUCTION	351	2/6/2023	11717 ALAMEDA	DR	23	1W	NOT SUBDIVIDED	A2	\$ 100,000	2880
1 & 2 FAMILY, STORAGE BLDG	OWNER	352	2/17/2023	11002 WILDFLOWER	LN	11	1W	BLACKBERRY RIDGE COS	A2	\$ 65,000	2400
1 & 2 FAMILY, STORAGE BLDG	RICHARDSON HOMES	594	2/23/2023	1300 DRAGONFLY	RD	30	2	FROST CREEK ADD.	PUD	\$ 22,000	240
1 & 2 FAMILY, STORAGE BLDG	BBM OF OKC	681	2/28/2023	13965 E STELLA	RD	19	1E	NOT SUBDIVIDED	A2	\$ 50,000	960
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	682	2/28/2023	4725 MARSTON	CT	14	2	ROCK CREEK POLO CLUB #3	R1	\$ 7,177	160
1 & 2 FAMILY, STORAGE BLDG	LAW CONSTRUCTION	4382	2/1/2023	4751 WELLINGTON LAKE	DR	13	1	WELLINGTON LAKE SEC 2	PUD	\$ 40,000	1000
1 & 2 FAMILY, SWIMMING POOL	OKLAHOMA WATERSCAPES	189	2/9/2023	2932 MISTY RIDGE	DR	1	2	SUMMIT LAKES ADD #4	R1	\$ 74,000	930
1 & 2 FAMILY, SWIMMING POOL	SPARTAN POOLS & PATIO	221	2/27/2023	5650 7 A	ST	4	1E	PRIDE #007	A2	\$ 130,000	1600
1 & 2 FAMILY, SWIMMING POOL	GROTTO POOL DESIGNS	355	2/3/2023	5401 COTTONWOOD CREEK	CIR	4	4	COTTONWOOD CREEK	RE	\$ 110,850	2200
1 & 2 FAMILY, SWIMMING POOL	PREMIER POOLS AND SPAS	493	2/10/2023	2961 TWIN ACRES	DR	13	1	TWIN ACRES	R1	\$ 40,000	850
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	498	2/13/2023	2506 BRITTON	DR	16	1	VILLAS AT ASHTON GROVE	PUD	\$ 88,000	695
1 & 2 FAMILY, SWIMMING POOL	ANTLER POOLS & PATIOS	501	2/13/2023	1431 GRAY FOX	DR	11	2	FROST CREEK ADD.	PUD	\$ 92,000	1352
1 & 2 FAMILY, SWIMMING POOL	ROSE HILL BUILDERS	556	2/21/2023	3531 DRAGONFLY	CT	27	1	FROST CREEK ADD.	PUD	\$ 110,000	1551
1 FAMILY, MANUF HOME REPLACE	OWNER	625	2/22/2023	4303 108TH	AVE	14	1W	NOT SUBDIVIDED	A2	\$ 260,000	1800

1 FAMILY, NEW CONSTRUCTION	RICHARDSON HOMES	89	2/23/2023	1300	DRAGONFLY	RD	30	2	FROST CREEK ADD.	PUD	\$	697,284	5447
1 FAMILY, NEW CONSTRUCTION	KCI HOMES	336	2/6/2023	11400 E	BETHEL	RD	35	1W	NOT SUBDIVIDED	A2	\$	750,000	6700
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	413	2/24/2023	3808	HARDY	DR	1	4	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	380,000	3078
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	417	2/24/2023	3805	HARDY	DR	18	3	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	300,000	2192
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	418	2/24/2023	3727	HARDY	DR	16	3	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	375,000	2469
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	420	2/24/2023	3804	HARDY	DR	2	4	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	360,000	2832
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	421	2/24/2023	3801	HARDY	DR	17	3	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	310,000	2421
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	422	2/24/2023	1221	WILMOT	ST	7	1	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	380,000	2841
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	423	2/24/2023	3800	HARDY	DR	3	4	SPRINGS AT FLINT HILLS SEC. #1	PUD	\$	370,000	2472
1 FAMILY, NEW CONSTRUCTION	B & C CUSTOM DESIGNS INC	424	2/9/2023	4200	48TH	AVE	9	3W	NOT SUBDIVIDED	A2	\$	360,000	2584
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES, LLC	485	2/14/2023	3013	HOLLOW CREST	LN	5	2	SUMMIT VALLEY SEC. #3	R1	\$	299,040	2908
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES, LLC	486	2/14/2023	3021	HOLLOW CREST	LN	7	2	SUMMIT VALLEY SEC. #3	R1	\$	287,980	3003
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES, LLC	487	2/14/2023	3017	HOLLOW CREST	LN	6	2	SUMMIT VALLEY SEC. #3	R1	\$	287,980	3003
1 FAMILY, NEW CONSTRUCTION	OWNER	542	2/20/2023	8500 E	POST OAK	RD	21	1W	REPLAT OF PATE ACRES	A2	\$	120,000	2200
1 FAMILY, NEW CONSTRUCTION	DENALI HOMES, LLC.	564	2/23/2023	4512	LAS COLINAS	LN	1	11	LAS COLINAS SEC. #1	R1	\$	493,941	4668
1 FAMILY, NEW CONSTRUCTION	RIVERSTONE HOMES	586	2/12/2023	3009	HOLLOW CREST	LN	4	2	SUMMIT VALLEY SEC. #3	R1	\$	404,000	3172
1 FAMILY, NEW CONSTRUCTION	RIVERSTONE HOMES	587	2/21/2023	1922	HOLLOW CREST	CT	1	7	SUMMIT VALLEY SEC. #3	R1	\$	388,000	3104
1 FAMILY, NEW CONSTRUCTION	RIVERSTONE HOMES	588	2/21/2023	2106	LADERA	LN	6	1	SUMMIT VALLEY SEC. #3	R1	\$	375,000	2856
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	592	2/24/2023	3712	ALTA VISTA	DR	19	5	FLINT HILLS SEC. #1	PUD	\$	290,000	2290
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	508	2/16/2023	3707	EUREKA	DR	1	2	FLINT HILLS SEC. #1	PUD	\$	234,840	2440
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	509	2/23/2023	1400	FLINT HILLS	ST	1	1	FLINT HILLS SEC. #1	PUD	\$	259,980	2561
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	512	2/20/2023	3709	ALTA VISTA	DR	2	3	FLINT HILLS SEC. #1	PUD	\$	180,880	1854
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	513	2/16/2023	3710	EUREKA	DR	1	3	FLINT HILLS SEC. #1	PUD	\$	222,740	2233
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	538	2/16/2023	1412	FLINT HILLS	ST	4	1	FLINT HILLS SEC. #1	PUD	\$	247,520	2411
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	599	2/23/2023	3713	ALTA VISTA	DR	3	3	FLINT HILLS SEC. #1	PUD	\$	208,320	2161
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	607	2/27/2023	3721	ALTA VISTA	DR	5	3	FLINT HILLS SEC. #1	PUD	\$	259,980	2527
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	609	2/27/2023	3717	ALTA VISTA	DR	4	3	FLINT HILLS SEC. #1	PUD	\$	204,960	2215
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	652	2/27/2023	3729	ALTA VISTA	DR	7	3	FLINT HILLS SEC. #1	PUD	\$	300,580	2740
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	653	2/27/2023	3733	ALTA VISTA	DR	8	3	FLINT HILLS SEC. #1	PUD	\$	224,280	2323
1 FAMILY, NEW CONSTRUCTION	IDEAL HOMES OF NORMAN	654	2/27/2023	3725	ALTA VISTA	DR	6	3	FLINT HILLS SEC. #1	PUD	\$	278,460	2706
1 FAMILY, NEW CONSTRUCTION	HOME CREATIONS, INC.	656	2/28/2023	4600	OSPREY	DR	2	3	EAGLE CLIFF SOUTH ADD #7	R1	\$	238,140	2239
TEMPORARY ROLL-OFF, OTHER	AMERICAN PLAZA PROPERTIES	347	2/1/2023	1225 W	MAIN	ST	25	3W	NOT SUBDIVIDED	C2	\$	0	0
TEMPORARY ROLL-OFF, OTHER	APPLE CREEK ESTATES, LLC.	506	2/10/2023	3001	PHEASANT RUN	RD	1	1	APPLECREEK ADDN	RM6	\$	0	0
TEMPORARY ROLL-OFF, OTHER	OKLAHOMA DEPARTMENT OF VETTRANS	621	2/21/2023	1776 E	ROBINSON	ST			NOT SUBDIVIDED/STATE PROP	NA	\$	0	0
TEMPORARY ROLL-OFF, OTHER	NS-NORMAN, LLC.	708	2/27/2023	1600	ANN BRANDEN	BLVD	1	1	RENAISSANCE ADDITION	RM6	\$	0	0
TEMPORARY ROLL-OFF, OTHER	IMAN, CHARLIE PROPERTIES, LLC.	717	2/28/2023	559 W	MAIN	ST	30	2W	NOT SUBDIVIDED	C2	\$	0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	FURRY, LOYAL W	448	2/8/2023	1219	CLEARWATER	DR	10	2	EAST RIDGE ADD #02	NA	\$	0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	RENZ, SPENSER	451	2/7/2023	5701 E	ROBINSON	ST	24	2W	NOT SUBDIVIDED	A2	\$	0	40
TEMPORARY ROLL-OFF, RESIDENTIAL	SANDLIN, LARRY	484	2/9/2023	3605	HAMPTON	CT	2	1	OAK CREEK #2	RM6	\$	0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	POTTER, ALLAN RAY	526	2/13/2023	1635	HAWTHORNE	CT	11	3	COLLEGE MANOR	R1	\$	0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	KHOURI, RUDY	597	2/20/2023	416	IOWA	ST	7	7	NORMAN HEIGHTS ADDITION	R1	\$	0	0
TEMPORARY ROLL-OFF, RESIDENTIAL	STUBBLEFIELD, LAURENCE A	648	2/22/2023	509	TELSTAR	ST	25	1	CRYSTAL HEIGHTS #3	R1	\$	0	0

<b>TOTAL PERMITS</b>	<b>96</b>	<b>AVERAGE VALUATION</b>	<b>\$</b>	<b>134,679</b>	<b>AVERAGE PROJECT AREA</b>	<b>1,561</b>	<b>(SOLAR PERMITS - PROJECT AREA NOT INCLUDED)</b>
<b>(EXCLUDING TEMP ROLL-OFF)</b>		<b>TOTAL VALUATION</b>	<b>\$</b>	<b>12,929,174</b>	<b>TOTAL PROJECT AREA</b>	<b>124,851</b>	

Permit Type	Permit Counts	Unit Count	Valuation	Permit Type/Counts
RESIDENTIAL, NEW CONSTRUCTION	31		\$ 10,088,705	ROLL OFF PERMITS
RESIDENTIAL DUPLEX, NEW CONSTRUCTION	0		\$ -	COUNT - 11
RESIDENTIAL, NEW MANUFACTURED HOME	1		\$ 260,000	DEMO-RESIDENTIAL
RESIDENTIAL, STORM SHELTER	19		\$ 67,682	1750 60TH AVE. SE
RESIDENTIAL, ADDITION/ALTERATION	11		\$ 1,004,600	COUNT - 1
RESIDENTIAL, CARPORT	0		\$ -	
RESIDENTIAL, STORAGE BUILDING	7		\$ 294,177	
RESIDENTIAL, FIRE REPAIR	1		\$ 300	
RESIDENTIAL, SWIMMING POOL	7		\$ 644,850	
RESIDENTIAL, MANUFACTURED HOME REPL	0		\$ -	
RESIDENTIAL, SOLAR	16		\$ 531,560	
RESIDENTIAL, PAVING	3		\$ 37,300	
MULTI-FAMILY, NEW (3+ FAMILY)	0		\$ -	TOTAL DEMO
MULTI-FAMILY, ADDITIONAL TERATION (3+FAM)	0		\$ -	NET UNITS
MULTI-FAMILY FOUNDATION (3+FAMILY)	0		\$ -	
MULTI-FAMILY, FIRE REPAIR (3+FAMILY)	0		\$ -	
GROUP QUARTERS	0		\$ -	-1
ROLL OFF, RESIDENTIAL	0		\$ -	
ROLL OFF, OTHER	0		\$ -	
SEASONAL STORAGE CONTAINER	0		\$ -	
STORAGE CONTAINER	0		\$ -	
<b>TOTAL</b>	<b>96</b>		<b>\$ 12,929,174</b>	

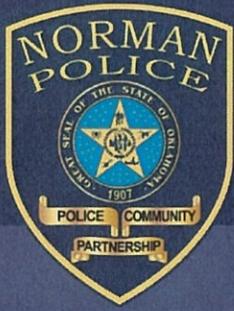


**City of Norman  
BUILDING PERMITS AND INSPECTIONS**

Issued February 2023- Sorted by Permit Type

	Contractor	Tenant Name	Permits	Issued	Address			Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	KRITTENBRINK CONSTRUCTION	DONI'S ITALIAN RESTAURANT	143	2/7/2023	2801	36TH	AVE	1	1	36TH NORTH BUSINESS PARK	PUD	\$ 200,000	3345
COMMERCIAL, ADD/ALT	WONG, PHILIP	BLUE WATER DISPENSARY	291	2/9/2023	112	W MAIN	ST	27	67	NORMAN, ORIGINAL TOWNSHIP	CCFB	\$ 3,500	500
COMMERCIAL, ADD/ALT	EVANS BUILDING CONCEPTS	MEDICAL OFFICE REMODEL	455	2/10/2023	900	N PORTER	AVE	18	2	HIGHLAND ADDITION	C3	\$ 185,000	3074
COMMERCIAL, ADD/ALT	CROSSLAND CONSTRUCTION CO,INC	CITY OF NORMAN MUNICIPAL COURT REMODEL	4265	2/8/2023	321	N WEBSTER	AVE	1	64	NORMAN, ORIGINAL TOWNSHIP	I1	\$ 3,150,000	14550
COMMERCIAL, ADD/ALT	STRONGHOLD CONSTRUCTION	CITY OF NORMAN TRANSIT CENTER	5362	2/28/2023	318	E COMANCHE	ST	10	24	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 956,049	1071
COMMERCIAL, ADD/ALT	OWNER	NATURE CREATIVE ACADEMY	5560	2/13/2023	4701	N PORTER	AVE	8	2W	NOT SUBDIVIDED	A2	\$ 120,000	4600
COMMERCIAL, ADD/ALT	PAS RENOVATIONS	SAVANNAH SQUARE OFFICE EXPANSION	5572	2/3/2023	300	36TH	AVE	1	1	SAVANNAH SQUARE ADDITION	RM6	\$ 75,000	3511
COMMERCIAL, INTERIOR FINISH	CHEN, ZUBO	ICHIBAN SUSHI BAR	44	2/11/2023	3321	W TECUMSEH	RD	1	1	CARROLL FARM SEC. 4	PUD	\$ 200,000	2800
COMMERCIAL, INTERIOR FINISH	NEXT LEVEL CONSTRUCTION	URBAN NUTRITION STORE	612	2/28/2023	3321	W TECUMSEH	RD	1	1	CARROLL FARM SEC. 4	PUD	\$ 10,000	1500
COMMERCIAL, NEW CONSTRUCTION	SPINOFF CONSTRUCTION	TAKE FIVE OIL CHANGE	2118	2/7/2023	3600	CLASSEN	BLVD	16	2W	TAKE 5 NORMAN	C2	\$ 465,000	1438
COMMERCIAL, NEW CONSTRUCTION	CROSSLAND CONSTRUCTION CO,INC	LANDERS OFFICE	2153	2/20/2023	2601	PARKWAY	DR	1A		PARK CENTRAL ADD	C2	\$ 8,000,000	36191
COMMERCIAL, NEW CONSTRUCTION	GAMMILL, RUSS	BATTISON AUTO DEALERSHIP	4082	2/21/2023	4812	INTERSTATE	DR	2	3W	BATTISON AUTOMOTIVE	PUD	\$ 3,500,000	21610
COMMERCIAL, NEW CONSTRUCTION	HEARTLAND CONTRACTING SERVICES	AT&T WIRELESS TOWER	5185	2/9/2023	5688	72ND	AVE	5	1W	NOT SUBDIVIDED	A2	\$ 95,000	500
COMMERCIAL, PARKING LOT	SHEPPARD CONCRETE	FIRST BAPTIST CHURCH	474	2/14/2023	211	W COMANCHE	ST	7		NORMAN, ORIGINAL TOWNSHIP	CCFB	\$ 4,700	394
COMMERCIAL, PARKING LOT	IDEAL HOMES OF NORMAN	IDEAL HOMES	528	2/16/2023	1404	FLINT HILLS	ST	2	1	FLINT HILLS SEC. #1	PUD	\$ 12,000	3077
<b>Permit Type</b>	<b>Count</b>	<b>Valuation</b>			<b>New Construction Business Information (New Construction and New Shell Building)</b>								
COMMERCIAL, NEW CONSTRUCTION	4	\$ 12,060,000			<b>Building Size (SF)</b>	<b>Use/Classification</b>	<b>Business</b>						
COMMERCIAL, PARKING LOT	2	\$ 16,700			1,438	RETAIL	TAKE 5 NORMAN						
COMMERCIAL, SHELL BUILDING	0	\$ -			36,191	RETAIL	LANDERS OFFICE SERVICE CENTER						
COMMERCIAL, ADDITION/ALTERATION	7	\$ 4,669,540			21,610	RETAIL	BATTISON AUTO DEALERSHIP						
COMMERCIAL, INTERIOR FINISH	2	\$ 210,000											
COMMERCIAL, FIRE REPAIR	0	\$ -											
COMMERCIAL, FOUNDATION	0	\$ -											
TEMPORARY BLDG/CONST. TRAILER	0	\$ -											
<b>TOTAL</b>	<b>15</b>	<b>\$ 16,956,240</b>											

**POLICE 11**



# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW



FEBRUARY | 2023

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2023	5-YEAR AVERAGE	2022
MURDER	0	1	0
SEXUAL ASSAULTS	14	16	14
ROBBERY	3	3	4
AGGRAVATED ASSAULTS	15	18	16
BURGLARY OF BUILDING	30	34	34
LARCENY/THEFT	192	206	203
MOTOR VEHICLE THEFT	32	30	28
ARSON	0	0	0
KIDNAPPING	2	2	2
FRAUD/FORGERY	63	65	50
DUI/APC	45	30	20
PUBLIC INTOXICATION	33	36	34
RUNAWAYS	24	18	13
DRUG VIOLATIONS	35	63	22
THREATS/HARASSMENT	28	28	22
VANDALISM	48	68	58
OTHER	794	729	646
<b>TOTAL REPORTED CRIME</b>	<b>1,079</b>	<b>1,082</b>	<b>925</b>
<b>TOTAL ARRESTS:</b>	<b>424</b>	<b>423</b>	<b>341</b>
PROTECTIVE CUSTODY:	92	88	65
<b>TOTAL CASE REPORTS*</b>	<b>911</b>	<b>891</b>	<b>795</b>
<b>COLLISIONS</b>	<b>235</b>	<b>196</b>	<b>220</b>
FATALITY	1	1	2
INJURY	60	32	33
NON- INJURY	174	163	185
NUMBER OF PEOPLE INJURED	76	65	58
<b>CITATIONS &amp; WARNINGS</b>	<b>2,661</b>	<b>3,471</b>	<b>1,597</b>
TRAFFIC CITATIONS	703	980	287
TRAFFIC WARNINGS	1,220	1,646	778
PARKING CITATIONS & WARNINGS	738	845	532

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## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 6,208

NON-EMERGENCY CALLS TAKEN: 14,794

**TOTAL INCOMING CALLS: 31,100**

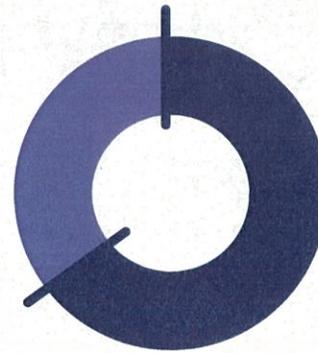
**TOTAL CALLS FOR SERVICE GENERATED: 10,098**

POLICE CALLS FOR SERVICE: 6,532

OFFICER INITIATED: 2,335

CITIZEN INITIATED: 4,197

Officer Initiated Calls for Service  
2,335



Citizen Initiated Calls for Service  
4,197

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,545

EMSSTAT: 1,992

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## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 407

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 166

CASES CLOSED DURING REPORTING PERIOD: 467

CLEARED BY ARREST / WARRANT: 16

CLEARED BY EXCEPTION: 26

COP FOLLOW-UP: 7

DEACTIVATED: 378

REFERRED TO PATROL: 12

DEACTIVATED DUE TO STAFFING: 26

UNFOUNDED: 2

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## ANIMAL WELFARE

INTAKES: 163

LIVE RELEASES: 174

LIVE OUTCOME RATE: 91%

ANIMALS FOSTERED: 20

ANIMALS LICENSED: 50

VOLUNTEER HOURS: 324

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## RECORDS

CUSTOMER SERVICE CONTACTS: 2,019

IN-PERSON CONTACTS: 779

PHONE CONTACTS: 794

EMAIL CONTACTS: 446

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## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS (INCLUDING THE CHIEF AND DEPUTY CHIEF): 180

CURRENT COMMISSIONED OFFICERS: 160

COMMISSIONED AVAILABLE FOR ASSIGNMENT: 142\*

AUTHORIZED NON-COMMISSIONED POSITIONS: 74 (AW, DISPATCH, PARKING, RECORDS, TECHNICIANS)

CURRENT NON-COMMISSIONED: 67\*

\*CURRENT STRENGTH INCLUDES THOSE IN TRAINING, ON SPECIAL ASSIGNMENTS, AND ON LEAVE

**ANIMAL CONTROL 11A**

# Norman Animal Welfare Monthly Statistical Report February 2023



## IN SHELTER ANIMAL COUNTS

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	87	18	105	102	28	130	25	24%
Ending	71	22	93	72	27	99	6	6%

## ANIMAL INTAKES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	84	26	110	82	34	116	6	5%
Owner Relinquish	15	28	43	10	19	29	(14)	-33%
Owner Intended Euth	0	0	0	1	0	1	1	#DIV/0!
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	2	3	5	7	0	7	2	40%
Returned Animal	5	5	10	9	1	10	0	0%
<b>TOTAL LIVE INTAKES</b>	<b>106</b>	<b>62</b>	<b>168</b>	<b>109</b>	<b>54</b>	<b>163</b>	<b>(5)</b>	<b>-3%</b>

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

## OTHER STATISTICS

	2022		2023		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	2	2	1	1	(1)	-50%
Cat Collected (DOA)	0	0	1	1	1	#DIV/0!
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	3	3	3	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	0	0	2	2	2	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	1	1	1	#DIV/0!
<b>TOTAL OTHER ITEMS</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>300%</b>

## LENGTH OF STAY (DAYS)

	2022	2023
Dog	27.6	23.1
Puppy	15.1	11
Cat	7.1	9.1
Kitten	4.9	4.5

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	123	0	0	123

# Norman Animal Welfare Monthly Statistical Report February 2023



## LIVE ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	43	38	81	60	44	104	23	28%
Return To Owner	43	3	46	32	2	34	(12)	-26%
Transferred Out	29	11	40	28	3	31	(9)	-23%
Returned to Field	0	3	3	0	5	5	2	67%
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
<b>TOTAL LIVE OUTCOMES</b>	<b>115</b>	<b>55</b>	<b>170</b>	<b>120</b>	<b>54</b>	<b>174</b>	<b>4</b>	<b>2%</b>

## OTHER ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	1	0	1	1	#DIV/0!
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	7	2	9	15	1	16	7	78%
Owner Intended Euth	0	0	0	1	0	1	1	#DIV/0!
<b>TOTAL OTHER OUTCOMES</b>	<b>7</b>	<b>2</b>	<b>9</b>	<b>17</b>	<b>1</b>	<b>18</b>	<b>9</b>	<b>100%</b>

## TOTAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	115	55	170	120	54	174	4	2%
Total Other Outcomes	7	2	9	17	1	18	9	100%
<b>TOTAL OUTCOMES</b>	<b>122</b>	<b>57</b>	<b>179</b>	<b>137</b>	<b>55</b>	<b>192</b>	<b>13</b>	<b>7%</b>

## SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	3	1	0	4
Medical - Injured	1	0	0	1	6%
Behavior - Aggressive	6	0	0	6	35%
Behavior - Other	6	0	0	6	35%
<b>TOTAL EUTHANASIA</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>17</b>	

## MONTHLY LIVE RELEASE RATE

2022	2023
95.0%	91.1%

Live Outcomes / (Total Outcomes - Owner Int Euth)

**PUBLIC WORKS**

**12**

DEPARTMENT OF PUBLIC WORKS  
MONTHLY PROGRESS REPORT  
CITY OF NORMAN, OKLAHOMA  
February 2023

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Final Plat for the Development Committee; and one (2) Final plats, one (1) deferral, and one (1) resolution of exemption of public improvements to City Council. The Development Engineer reviewed 31 sets of construction plans and 6 punch lists. There were 119 permits reviewed and/or issued. Fees were collected in the amount of \$11,369.93.

**CAPITAL PROJECTS:**

**Alameda Street Widening Project:**

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

The current project schedule is as follows:

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

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

Proposed improvements for the Alameda Street Project include:

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

The contractor's activities this month were as follows:

- Finished sidewalk installation between Ridge Lake Boulevard and 36<sup>th</sup> Avenue East
- Started final grading behind the sidewalk in preparation for sod in early March
- Continued grading the proposed subgrade on the western half mile of Alameda Street between 36<sup>th</sup> and 48<sup>th</sup> Avenue East which consists of both widening and adjusting the profile of the proposed base

**North Base Complex Phase 2 – Vehicle Wash Facility:**

The City of Norman conducted a bid opening on October 27, 2022, for the North Base Complex Phase 2 – Vehicle Wash Facility Project. The low bidder for the base bid plus selected alternates was L5 Construction, LLC of Oklahoma City, Oklahoma with a construction cost of \$2,185,500.00. The Norman City Council awarded the project at the November 8, 2022 City Council Meeting. Construction began on January 3, 2022. This project has a 180-calendar day construction schedule. Staff estimates a July 2023 completion.

The project involves the following items:

- Construction of a new drive-through automatic vehicle wash, vacuums, and a paved pre-wash area designed to serve all City Vehicles from police vehicles to Transit Busses and Tractor Trailer trucks.

The contractor's activities this month were as follows:

- Begin site underground utility installation
- Begin foundation installation
- Grading and compaction of building pad
- Site rough grading

**Sidewalk Programs:**

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

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

**Street Maintenance Bond Programs:**

**FYE 2022 Street Maintenance Bond – Urban Road Reconstruction – McCullough Street & Alley**  
Bids were opened March 24, 2022. Six bids were received and Parathon Construction LLC was the low bidder. The contract was awarded in the amount of \$315,863.50 at the April 26, 2022 Council Meeting. Construction on this project was completed in February. Contract close out is in progress.

**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. Work on the punch list items progressed through February. Completion of punch list items is anticipated in March.

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

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

Work has been completed on Caddell, Brooks, .Avondale, Lindale, and Oakwood, Brookhaven, Guilford, and Canterbury. Construction on the final segment, Brooks, will be complete in March. Then the contractor will work on the median islands at Flood and Robinson, which were added with Change Order No. 1.

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

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

Work has been completed on College, Brandywine, Louisiana, Mockingbird Lane, Mockingbird Court, Morren, Whispering Pines, Hollywood, Greenbriar, Cypress, Magnolia. Popups at Alameda and 12th Avenue NE, Lindsey east of Classen, and Lindsey, and Main Street are complete. The final street, Dorchester, will be completed in March.

**TRANSIT AND PARKING DIVISION**

**Public Transit**

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

The Go Norman Transit Plan was approved by resolution by Council on June 22<sup>nd</sup>, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

- On February 14, 2023 Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into a City Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction is expected to commence on March 1, 2023.
-

**Vehicle Procurement**



The City is currently in the process of purchasing 2 battery electric buses, the first of which, unit 5-2219, went into service on February 15, 2023. Public Works staff is working with the manufacturer, Gillig, to complete punch list items and programming issues before officially accepting the second bus, unit 5-2214, and putting it into service. These are the first new fixed-route buses purchased for the Transit Fleet since taking operation of this service over from the University of Oklahoma in 2019. On Tuesday, January 31, 2023, one of the electric buses was available for public viewing from 4-5:30pm at the Municipal Complex. Below is background information on both battery electric bus projects:

- An authorization to purchase the City's first battery electric vehicle, a transit bus, was approved at Council's May 25, 2021 meeting. A purchase order was issued on May 27, 2021 to the manufacturer. Approximately 50% of the vehicle purchase price will be reimbursed through a grant received from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund.
- An authorization to purchase the City's second battery electric transit bus was approved at Council's August 10, 2021 meeting. A purchase order was issued on August 13, 2021 to the manufacturer. Approximately 70% of the vehicle purchase price will be reimbursed through a grant received from the FTA's FY21 Low- or No-Emission Vehicle Program. The City's project was 1 of 49 projects selected in the nation.
- Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used to add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.

These units are replacing two 2003 conventional diesel buses that were taken out of service in recent months due to ongoing maintenance and reliability issues. A stipulation of the grant received from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund requires that the vehicle being replaced is decommissioned in such a way that it cannot be returned to service in any way, including a hole bored through the engine block and the chassis being cut through in half. Through a collaborative effort with the Norman Fire Department, this decommissioning process also provided a unique training experience for fire and rescue scenarios. Pictures of this decommissioning and training are below.



1: Fire & Rescue Training- cutting decommissioned bus unit 5-0319

2: Completed cut through decommissioned bus chassis on unit 5-0319



3: Completed square hole bored through engine block on decommissioned bus unit 5-0319

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

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

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

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

#### **Microtransit Study with HNTB**

- Following prior feedback from Councilmembers, a second workshop was conducted on January 3, 2023, regarding possible alternatives for a microtransit pilot program. After reviewing multiple pilot program alternatives and comparing outcomes against the previously expressed concerns of Council, a recommendation was made for a pilot program consisting of:
  - Turnkey microtransit service which would be offered Monday-Saturday 6pm-12am (or 7pm-1am) as well as on Sunday from 10am-6pm. The recommendation suggests this service be offered in a defined zone, limited in size, which could be proposed by vendors responding to a Request for Proposals (RFP).
  - Invest in more robust software in partnership with EMBARK to improve existing paratransit service.
- HNTB will continue to work with City staff to develop an implementation plan for the recommended pilot program alternative, as well as possibly assisting with developing RFP language.

#### **Grants**

- The Association of Central Oklahoma Governments (ACOG) held their MPO Policy Committee meeting on February 23, 2023. The ACOG MPO Policy Committee reviewed and approved approximately \$43 million in grant funds through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), Transportation Alternatives Program (TAP) and Surface Transportation Block Grant – Urbanized Areas (STBG-UZA) grant programs. City of Norman Transit was awarded the following:
  - Surface Transportation Block Grant – Urbanized Areas (STBG-UZA) for FFY2025 provides \$27,332,776 in funds to the ACOG MPO area. ACOG received 42 applications requesting approximately \$102 million in funding. The City of Norman had two projects selected for funding through this competitive grant program. The City of Norman will receive \$1,016,875 for transit bus replacements. This first project is being overmatched, in the amount of \$147,480 by the City of Norman. The City of Norman was also awarded \$431,062 for Video Detection Upgrades (Phase 4). This second project is an STBG-UZA safety project and is being awarded at 100% federal match.

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

Attached is the transit performance report for January 2022.

**Parking**

As part of ongoing efforts to transition the City's parking infrastructure to a more modern system, four new Flowbird parking pay stations have been installed around the County Courthouse. Working with the County, 49 coin only single space meters have been replaced by the pay stations, which match existing paid parking equipment used by the City and the University. The individual meters have been removed and signage to direct payment to the pay stations has been installed finishing this project.

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**DAKOTA STREET 1700 BLOCK: DAKOTA STREET TO SHERRY AVENUE**

Streets crews replaced damaged concrete panels on Dakota Street 1700 Block: Dakota Street to Sherry Avenue. This repair required 40 cubic yards of concrete and resulted in over 143 square yards repaired.

**60TH AVENUE SE: LINDSEY STREET TO HIGHWAY 9**

Streets crews worked an overlay at 60th Avenue SE: Lindsey Street to Highway 9 and required 1276.74 tons of asphalt for the repair.

**FYE 2023 BRIDGE MAINTENANCE PROGRAM**

Bridge maintenance bids were opened on July 21, 2022. One bid was received and the contract was awarded on August 23, 2022 to Cimarron Construction Company in the amount of \$424,424.00. The project consists of routine bridge maintenance activities including, but not limited to, removing sedimentation, removing debris, repairing guardrails, and stabilizing channel banks with riprap. The project should be completed by February 28, 2023. Work has been completed on all bridge locations.

**ASPHALT OPERATIONS:**

**TECUMSEH ROAD: 96TH AVENUE NE TO 108TH AVENUE NE**

Streets crews worked an overlay at Tecumseh Road: 96th Avenue NE to 108th Avenue NE and required 30.12 tons of asphalt for the repair.

**CONCRETE OPERATIONS:**

**2012 WOOD VALLEY ROAD**

Streets crews replaced damaged concrete panels on 2012 Wood Valley Road. This repair required 4.50 cubic yards of concrete and resulted in over 11 square yards repaired.

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 5.53 tons of asphalt was utilized in routine pothole patching operations.

**SNOW AND ICE OPERATIONS**

Spread 112 tons of sand and salt mix and 15,500 gallons of brine mixture during snow and ice operations. 308 lane miles of salt, sand and brine.

**STORMWATER DIVISION**

**CAPITAL PROJECTS:**

**STORMWATER INLET REHABILITATION**

Inlet Rehabilitation bids were opened on July 7, 2022. Two bids were received and the contract was awarded on August 9, 2022 to SAC Services Inc., in the amount of \$207,936.25. The project consists of removing brick and mortar inlets and replacing them with concrete inlets as well as replacing a 24" reinforced concrete line. The project should be completed by January 31, 2023.

Work has been completed on Hawk's Nest Drive, Oakhurst Avenue, Tarman Circle, and East Gray Street, Sundown Drive, and 48<sup>th</sup> Avenue Northwest. The remaining location is a line replacement on Foxborough Court.

**WORK ORDER RESPONSE**

Stormwater Division received 13 work order requests and closed 14 work orders.

**INFRASTRUCTURE MAINTENANCE**

*Monthly Progress Report  
Public Works (February 2023)*

The Infrastructure Maintenance crew patched a stormwater manhole at Boyd and Jenkins Street. The Maintenance crew also started an inlet box replacement project at the northeast corner and southwest corner of Stewart and Gray Street. The Infrastructure Maintenance was on standby by for winter weather. The Infrastructure Maintenance crew checked 916 inlets and cleaned 257 inlets totaling 1.75 tons of debris removed in Ward 3.

**CHANNEL MAINTENANCE**

The Channel Maintenance dugout a ditch to help with drainage in Creekside Bike Park for Parks Department. The crew finished reshaping the channel at Meadow Ave. They were able to remove .5 tons of debris from Imhoff Channel. The Channel Maintenance Crew assisted Stormwater Quality with installation of their floating wet lands at Griffin Park. The Channel Maintenance was on standby by for winter weather. The crew checked 245 inlets and cleaned 27 inlets totaling .5 tons of debris removed in Ward 3.

**URBAN STREET SWEEPING/CAMERA VAN OPERATIONS**

A total of 179 lane miles were swept in February resulting in the removal of approximately 62.57 tons of debris from various curb-lined streets throughout the city. They were down two sweepers for the month for repairs. The camera crew was able to video 500 linear feet of stormwater pipe at Elm Avenue. The crew checked 898 inlets and cleaned 332 inlets totaling 2.25 tons of debris removed in Ward 7.

**STORMWATER OKIE LOCATES**

During the month of February, 2415 Call 811 Okie Spots were received. Of those requests, 106 were stormwater pipe locates, 86 were marked, and 415 were referred to other departments.

**CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 153 inspections of 100 active sites.

Issued 0 Notices of Violation to permitted cites, and 4 Stop Work Orders

Issued 4 Earth Change Permits to new projects

Inspected 9 detention/retention ponds.

**MS4 OPERATIONS**

Received and responded to 26 citizen calls

On February 2, Mr. Murphy presented an update on Norman's TMDL compliance and monitoring plan to the COMCD Board.

On February 6, Ms. Chao and Mr. Murphy presented at a stormwater training session for Ideal Homes' employees.

On February 6, Ms. Chao presented at the spring Builder's Workshop.

**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.

*Monthly Progress Report*  
*Public Works (February 2023)*

**MAINTENANCE REPORT**

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

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

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

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

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

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

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

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

**PRODUCTIVITY REPORT**

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

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities.

Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

**February 2023**  
**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..... 1
- \*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..... 0
- Final Plats ..... 2
- Certificate of Plat Correction..... 0
- Encroachment..... 0
- Easements..... 0
- Closure..... 0
- Release of Deferral..... 1

	↓	↓	↓
<b>\$ 2,600.00</b>	↓	↓	↓

**Development Committee:**

- Final Plats..... 2
- Fee-In-Lieu of Detention..... 0**

<b>\$0.00</b>		
<b>\$2,600.00</b>	<b>\$0.00</b>	<b>\$34,339.50</b>

**Subtotal:**

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

- \*\*Single Family..... 41
- \*\*\*Commercial..... 5
- Multi-Family..... 1
- Addition/Alteration..... 14
- House Moving..... 3
- Paving Only..... 3
- Storage Building..... 5
- Swimming Pool..... 9
- Storm Shelters..... 15
- Public Improvements..... 5
- Temporary Encroachments..... 1
- Fire Line Pits/Misc..... 2
- Franchise Utilities ..... 15
- Other revenue ..... 0
- Flood Plain (@\$100.00 each)..... 1

	↓	↓	↓
\$0.00	↓	↓	↓
\$100.00	↓	↓	↓
<b>\$8,669.93</b>	<b>\$16,020.86</b>	<b>\$69,324.41</b>	<b>\$69,324.41</b>
<b>\$11,369.93</b>	<b>\$16,020.86</b>	<b>\$104,263.91</b>	<b>\$104,263.91</b>
31	13	220	220
6	4	41	41

**Total Permits.....**

**Grand Total.....**

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

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

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

## February 2023

### 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/ 3 DAYS	41	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/ 7 DAYS	5	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/ 10 DAYS	31	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%



# PERFORMANCE REPORT

## Summary of Services Table: January 2023

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.

EMBARCK Norman Service Summary	ADP Jan FY23	FY23	FY22	Service Profile	Jan	Jan
		YTD	YTD		FY23	FY22
Fixed Routes (M-F)	1,104	150,478	131,707	Weekdays	21	21
Fixed Routes (Sat)	583	13,850	10,540	Saturdays	4	4
PLUS (M-F)	80	12,779	11,536	Gamedays	0	0
-Zone 1*	68	10,744	9,122	Holidays	0****	1
-Zone 2**	12	2,033	2,414	Weather	2	0
PLUS (Sat)***	24	693	418	Fiscal YTD Days	179	179
				Cal. YTD Days	25	25

\*Requires ¾ mile

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

\*\*\*Operates only in Zone 1

\*\*\*\* New Year's Day was on a Sunday for 2023 and weekday service was provided on 1/2.

## Strategic Performance Measures

MEASURE	FY 23 YTD	FY 23 Targets	
# of Norman fixed-route passenger trips provided	164,328	251,881	■
# of Norman paratransit trips provided	13,472	21,000	■
% of on-time Norman paratransit pick-ups	97.52%	98.58%	●
# of Norman bus passengers per service hour, cumulative	14.52	13.04	■
# of Norman bus passengers per day, average	921	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.01%	0.00%*	●
% of on-time fixed-route arrivals	74.93%	80.94%	▲

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

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

<b>STREET DIVISION</b>					
	<b>FYE 2023 February 2023</b>	<b>FYE 2023 February 2023</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2023</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>PROJECTED</b>
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 (tons of material used)	100%	100%	100%	100%	95%
	5.53		49.87		
Overlay/pave 10 miles per year.	-	0%	6.80	68%	100%
Replace 2,000 square yards of concrete pavement panels	11.00	1%	2,613.34	131%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	13.00	3%	166.25	40%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	15,289,714.00	121%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	963.00	217%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	0%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	0%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	0%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	0%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

<b>STORMWATER DIVISION</b>					
	<b>FYE 2023 FEBRUARY, 2023</b>	<b>FYE 2023 FEBRUARY, 2023</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2023</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	179.00	36%	2,880.00	48%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	2,572.00	26%	8,853.00	89%	70%
Mow 2,271,548 sq. feet of open drainage ways, six times per year	-	0%	2,726,759.00	20%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Collect 60 tons annually of litter from rights of way in the urban & rural areas.	-	95%	-		95%
Permit all earth disturbing operations over 1 acre in size.	4.00	100%	21.00		95%
Permit all floodplain activities as appropriate.	1.00	1%	11.00		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	143%	1,128.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	1.00		50%
Inspect stormwater outfalls.	9.00	0%	47.00		20%

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

February 2023

IN GALLONS	FYE 2023	FUEL REPORT		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	15,395.00	19,257.00	17,360.16	
Outside - sublet	1,066.00	565.00	3,779.24	
<b>TOTAL</b>	<b>16,461.00</b>	<b>19,822.00</b>	<b>21,139.40</b>	
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	19,350.31	18,401.70	24,706.48	3,779.24

FYE 2023 TO DATE CONSUMPTION				
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	162,490.87	168,201.08	245,120.23	44,218.24

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.70	Low	\$2.55	UNLEADED	High	\$2.69	Low	\$2.63
DIESEL	High	\$2.96	Low	\$2.77	DIESEL	High	\$2.97	Low	\$2.79
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$54,857.48	Month Total Public CNG Sales	\$7,956
BATTERIES	\$3,414.07	FYE 2023 To Date Public Sales	\$88,930
OILS/FLUIDS	\$10,358.26	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	\$22,869.88	Total Sold Gallons Life To Date	1,065,788
SUBLET REPAIRS	<b>\$53,946.26</b>	Total Gross Sales Life To Date	\$1,561,522
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$145,445.95</b>	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station	3,123,332

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	3	31
EMERGENCY ROAD CALLS	5	5	4	61
PM SERVICES	105	93	101	947
INCLEMENT WEATHER	0	0	0	2
WORK ORDERS	265	261	219	2,431
SCHEDULED REPAIRS	151	137	153	1,035
NON SCHEDULED REPAIRS	61	91	67	908

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	4	4	19
EMERGENCY ROAD CALLS	18	20	21	151
PM SERVICES	57	49	53	318
INCLEMENT WEATHER	2	2	0	2
WORK ORDERS	195	202	179	1,280
SCHEDULED REPAIRS	74	58	55	344
NON SCHEDULED REPAIRS	96	112	101	779

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	6
EMERGENCY ROAD CALLS	1	1	0	4
PM SERVICES	14	5	11	92
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	66	85	67	572
SCHEDULED REPAIRS	17	11	12	95
NON SCHEDULED REPAIRS	47	70	53	440

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	20	16	6	81
EMERGENCY ROAD CALLS	4	0	0	8
PM SERVICES	7	1	4	55
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	47	32	19	245
SCHEDULED REPAIRS	17	8	11	113
NON SCHEDULED REPAIRS	8	7	8	66

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	24	20	13	121
EMERGENCY ROAD CALLS	28	27	25	218
PM SERVICES	187	148	171	1307
INCLEMENT WEATHER	2	2	0	4
WORK ORDERS	586	589	496	4228
SCHEDULED REPAIRS	263	214	233	1524
NON SCHEDULED REPAIRS	217	284	234	2061

**FLEET DIVISION  
INVENTORY  
February 2023**

**FUEL**

WESTWOOD GOLF	856.2	gallons	DIESEL	@	3.400	\$ 2,911.08
WESTWOOD GOLF	850.6	gallons	UNLEADED	@	2.570	\$ 2,186.04
NORTH BASE	4,695.4	gallons	UNLEADED	@	2.590	\$ 12,161.14
NORTH BASE	2,738.7	gallons	DIESEL	@	2.840	\$ 7,777.93
FIRE STATION #5	376.0	gallons	UNLEADED	@	2.660	\$ 1,000.24
FIRE STATION #5	19.9	gallons	DIESEL	@	2.880	\$ 57.31
FIRE STATION #6	316.4	gallons	UNLEADED	@	2.660	\$ 841.62
FIRE STATION #6	279.7	gallons	DIESEL	@	2.880	\$ 805.54
BULK TANKS	1,200.0	gallons	DIESEL	@	2.840	\$ 3,408.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	6,238.4	\$ 16,189.04
DIESEL	5,094.5	\$ 14,959.86

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**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**February FYE 2023**

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

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	YearToDate Non-Compliance Trend
	Number of PMs Scheduled	Completed On Time				
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT		1			0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY	3	3			0%	0%
<b>HUMAN RESOURCES</b>						
HUMAN RESOURCES					0%	0%
<b>PLANNING</b>						
PLANNING	4	4			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	3	1	1	1	33%	67%
<b>PUBLIC WORKS</b>						
ENGINEERING					0%	100%
STREETS	15	15	1		0%	9%
STORMWATER	9	6	2	1	11%	24%
TRAFFIC	4	5			0%	18%
STORMWATER QUALITY					0%	0%
FLEET	9	11	1	1	11%	6%
TRANSIT					0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	5	3		1	20%	44%
POLICE ADMINISTRATION	2	2			0%	20%
POLICE STAFF SERVICES	4	3		1	25%	17%
POLICE CRIMINAL INVESTIGATIONS					0%	36%
POLICE PATROL	17	13	3	5	29%	36%
POLICE SPECIAL INVESTIGATIONS	3	1	2	1	33%	67%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION	1		1		0%	100%
FIRE TRAINING	1	1			0%	0%
FIRE PREVENTION		1			0%	0%
FIRE SUPPRESSION	4	4			0%	18%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	8	8	1		0%	26%
PARKS & RECREATION					0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE	2	2			0%	0%
PARKS FORESTRY					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	4	5			0%	31%
PSST POLICE CRIMINAL INVESTIGATIONS	1			1	100%	100%
PSST FIRE SUPPRESSION	1	1			0%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT	1	1			0%	0%
WATER PLANT	2	2	1		0%	75%
WATER PLANT WELLS	1	1			0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	8	12			0%	0%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	100%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS	1	1			0%	0%
SEWER LINE MAINTENANCE	3	3			0%	0%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	2	2	0		0%	65%
SANITATION COMMERCIAL	4	4			0%	59%
SANITATION TRANSFER	9	6	2	1	11%	33%
SANITATION COMPOST		1			0%	0%
SANITATION RECYCLE	3	3			0%	60%
SANITATION YARD WASTE	2	2			0%	0%
<b>CITYWIDE TOTAL</b>	<b>136</b>	<b>128</b>	<b>15</b>	<b>13</b>	<b>10%</b>	<b>26%</b>

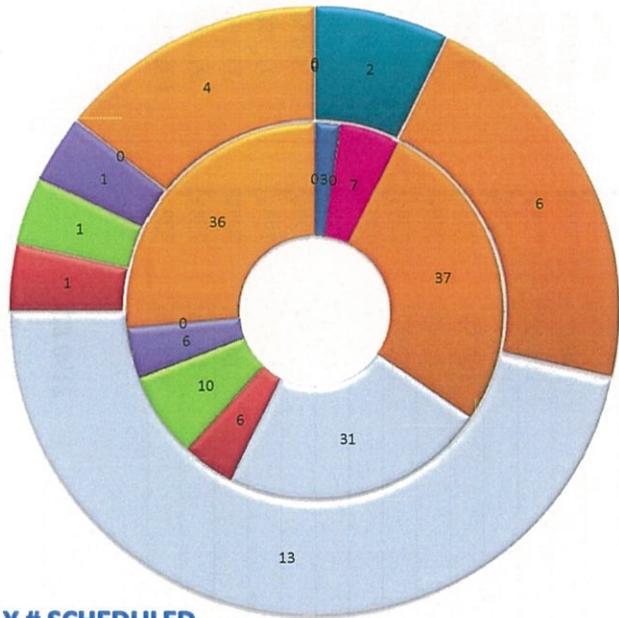
**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

February FYE 2023

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>POLICE</b>										
1136	2010 Ford Crown Vic	Patrol	138566	137988	-578	miles	1/17/2023	Light Repair	PM-C	8/17/2022
1119	2019 Chevy Tahoe	Patrol	23651	23027	-624	miles	1/23/2023	Light Repair	PM-C	7/11/2022
1011	2011 Chevy Impala	Staff Services	75697	74679	-1018	miles	1/27/2023	Light Repair	PM-C	5/17/2022
1168	2008 Ford Crown Vic	Patrol	126321	126355	34	miles	2/27/2023	Light Repair	PM-C	10/13/2022
988T	2001 W&W 5 X 12	PD Animal Control	3/1/2023	2/11/2023	-18	days	2/28/2023	Light Repair	PM-C	2/11/2022
1108	2013 Ford Taurus Interceptor	Patrol	120441	119573	-868	miles	2/6/2023	Light Repair	PM-C	10/11/2022
<b>PSST</b>										
1060	2011 Ford Expedition	Criminal Investigations	117422	117815	393	miles	2/20/2023	Light Repair	PM-C	6/16/2022

**PM Compliance Report February FYE 2023**



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

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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	3	0	0.0%
Human Resources	0	0	0.0%
Planning	7	2	28.6%
Public Works	37	6	16.2%
Police	31	13	41.9%
Fire	6	1	16.7%
Parks & Rec.	10	1	10.0%
PSST	6	1	16.7%
CDBG	0	0	0.0%
Utilities	36	4	11.1%
<b>Citywide Total</b>	<b>133</b>	<b>28</b>	<b>21.1%</b>

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

FYE 2023

February 2023

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY	INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE
# 001	118.37	72%	91.1%	19.1%
# 002	129.90	72%	99.9%	27.9%
# 003	108.44	72%	83.4%	11.4%
# 004	106.27	72%	81.7%	9.7%
# 006	96.56	72%	74.3%	2.3%
# 007	116.92	72%	89.9%	17.9%
# 008	106.45	72%	81.9%	9.9%
# 009	100.68	72%	77.4%	5.4%
# 010	137.97	72%	106.1%	34.1%
# 011	107.59	72%	82.8%	10.8%
# 012	122.43	72%	94.2%	22.2%
# 013	122.72	72%	94.4%	22.4%
# 018	98.74	72%	76.0%	4.0%
# 021	123.93	72%	95.3%	23.3%
# 031	102.69	72%	79.0%	7.0%
# 037	119.23	72%	91.7%	19.7%
# 038	114.69	72%	88.2%	16.2%
# 040	118.56	72%	91.2%	19.2%
# 042	138.68	72%	106.7%	34.7%

DIRECT LABOR HOURS	2190.82
TOTAL AVAILABLE HOURS	2340.00
PRODUCTIVITY GOAL	72.0%
<b>ACTUAL PRODUCTIVITY</b>	<b>93.6%</b>

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

<b>FEBRUARY 2023</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%	72	72	100%	861	861	100%
Provide information requested by citizens within 7 days	95%	65	65	100%	841	841	100%
Complete traffic engineering studies within 45 days.	99%	2	2	100%	18	15	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	7	7	0%	186	186	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>
		0	0	1.80	1268	400	0.32
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>
		2.94	36	12.26	19.44	149	7.66
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>
		15	15	100%	119	119	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>
		20	20	100%	180	180	100%
Response to reports of sign damage:	<b>Percentage</b>						
<b>High Priority</b> Stop or Yield Signs within one hour	99%	8	8	100%	52	52	100%
<b>Lower Priority</b> all other signs within one day	90%	12	12	100%	273	273	100%
<b>Street Name Signs</b> within two weeks	90%	46	46	100%	251	251	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>
		3016	160	0.05	24288	1081.5	0.04



## Monthly Report

February 2023

### LINE MAINTENANCE:

#### Waterline Capital Projects

- Beaumont Drive – 45%
- 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. Beaumont is underway and is anticipated to be complete in 60 days.

#### Water Line Breaks Total – 15 in February

Water Lines Hit by Contractors – (2) ¾-inch, (5) 1-inch

#### Sewer Line Data

- Total obstruction service requests - 25
- Private Plumbing: 24
- City Infrastructure: 1
- Sanitary Sewer Overflows: 2 on private side, 1 on city side

#### Lift Station D Flows:

- Days - 28
- Average daily flow: 0.889 MGD
- Total Monthly flow: 24.892 MG

### UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket. Contractors are working on getting the sanitary sewer tied into the appropriate manholes and tying in the 6-inch drain line to the 12-inch behind the tower fence. Submittals are being reviewed for the added backwater valves and transition coupler needed for the 12-inch drain line. Other work has been slightly delayed this month due to weather, but the project is still on track to be completed in November 2023.

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer

which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and reviewed by staff. The effort required to complete the remainder of the project is more than the current contract amount. Staff will bring Council a proposed amendment for approval to complete the entire City.

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

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

### **WASTEWATER PROJECTS:**

Sanitary Sewer Stream Crossing Replacement (WW0178) During January 2023, Utilities Department discovered that a 24" sanitary sewer aerial stream crossing in "Oliver's Woods" on the south side of Highway 9 was damaged and in danger of imminent collapse. NUA prepared Bidding Documents to replace the aerial crossing and project was Advertised on February 9, 2023. Bid Opening is scheduled for March 9, 2023. Contract should then be awarded on March 28, 2023. Notice to Proceed would be issued as soon as practical after award and work should be completed by the end of June 2023.

1.	Discovery of Damaged Aerial Stream Crossing:	December 2022
2.	Bidding Documents Prepared by NUA:	January 2023
3.	Project Advertised:	February 9, 2023
4.	Bid Opening:	March 9, 2023
5.	Contract Award:	March 28, 2023
6.	Construction Complete:	June 30, 2023

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which fully consolidated all pilot study tasks including procurement/rental of treatment equipment for alternative treatment trains, temporary installation and eventual removal of all pilot study equipment into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nerada patented process and one train using a modified University of Cape Town (mUCT) process was completed. During June 2021, WRF staff was able to commence Phase I of the study with both trains operating as intended and a full sampling and testing regimen ongoing. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late

summer 2022. Garver is currently compiling data and writing report. A draft copy of the engineering report was submitted for review in December 2022. NUA is currently reviewing. The draft report is lengthy and it is expected to require several months and multiple iterations of draft reports before the report is considered final and ready for formal submission to ODEQ. This will likely occur in late Spring 2023.

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

In early October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes \$209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 and 2023 for research and investigations and can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. A kick-off meeting for the Green Infrastructure grant convened in early November 2021 and work (research and data gathering) is ongoing. Initial conclusions and recommendations are expected to be reached in early 2023.

In April 2022, NUA learned that a third grant associated with possible IPR from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract was recently negotiated with Garver to complete the project. Contract will be submitted for Norman Utilities Authority approval on March 14, 2023. Work will commence immediately upon approval.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

Garver completed and submitted 60% design documents for review in August 2022, and a review meeting convened in September 2022. 90% Documents were submitted and reviewed in January 2023, and Garver has been proceeding with final design since then. In March 2023, an application for ODEQ Permit to Construct was submitted and current plan is to commence bidding process concurrent with ODEQ permit review as soon as plans and specifications are ready, which is projected for April 2023. Project would then be Awarded in May 2023 with Notice to Proceed issued as soon as practical thereafter. The critical path for the project will run through the delivery of the new centrifuges. Assuming they can be delivered in a reasonable time frame, project should be complete by March 31, 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF New Maintenance Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, so they will be updated as a single project as well. Due to plant improvements projects over the past two decades, space formerly used for spare part storage and maintenance work has gradually been incorporated into plant operations space, leaving a shortage of viable storage and work space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities since the main building was commissioned.

The Main Control Building at the WRF was constructed in 1982 and, while some building systems have been replaced and/or upgraded since then, many of the original interior and exterior finishes and fixtures as well as the main laboratory have not been replaced, updated, or renovated since original construction and are now nearing the end of their useful lives. Project WW0325 will renovate existing building and update layout and building systems as well as expand and renovate the laboratory to meet current standards.

Greeley Hansen was selected as the Architect for these two projects, and their Contract was approved on June 8, 2021. A design kickoff meeting convened in late June 2021. Greeley Hansen submitted a draft Preliminary Engineering Report (PER) in November 2021 and, after a review meeting later in November 2021, they submitted a final PER in late January 2022.

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

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision has been made to defer construction of this project until fiscal year 2024/25. For this reason, bidding documents will be finalized in time to advertise in May 2024. Bids would then be opened in June 2024, and Contracts Awarded at the first Council Meeting in July 2024. Construction would then take one calendar year to June 2025.

Engineer: Greely and Hansen LLC (Ana Staggs)

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. Additional survey work has been completed and the revised alignment does not appear to have any conflicts or issues that would prohibit its construction. Staff is currently reviewing revised 100 percent plans and submitted DEQ permit in February 2023. ODOT permit application to be submitted March 2023. Plans will be advertised for bid in March 2023.

Engineer: PEC, Inc. (Chris Grizer)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan.

Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The project was put on hold pending further discussions with landowners for land application of bio-solids that is a lower cost option than co-composting.

Engineer: Garver, Inc. (Steve Rice)

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

Engineer: Olsson, Inc. (Kevin Rood)

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. Staff is reviewing final plans and expect to have project ready for bid in April 2023.

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. Staff received final plans and have begun their review process.

Engineer: Staff with assistance from local surveyor

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

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

## **WATER PROJECTS:**

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be

taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36<sup>th</sup> Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24<sup>th</sup> Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. An Invitation to Bid was Published in the Norman Transcript on November 3, 2022 with a Pre-Bid Meeting held on November 18, 2022. A Bid Opening was held on December 1, 2022. Three contractors submitted bids ranging from \$584,950.00-\$748,235.00. The low bidder was Cimarron Construction Co. at \$584,950.00, which is over the Engineer's Estimate of \$548,939.00. The contract with Cimarron Construction Co. was approved by Council on January 10, 2023. A pre-Construction meeting was held on January 24, 2023. The contractor will begin mobilization next week and will be using a small area south of the lagoons at the WTP as a staging area. DEQ has been notified that POE03 will be inactive until a new station is installed and the flows from each well are running through it.

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 mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. All lines for the project have been installed. The Contractor is currently working on finishing final punch list items.

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL<sub>2</sub>) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. A meeting was held with engineers on February 24, 2023 to discuss the Engineering Report and any changes to the building layout. Utilities Staff had a field meeting at the site to look at existing conditions for a better determination of where we want the building to be positioned on the property. A preliminary meeting with Planning will be held soon to discuss any requirements for this location.

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

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. 65% plans were recently received. Staff is in the process of reviewing and providing comments.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabbiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids.

Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain that will be constructed by Public Works. Adjustments will be made to the light pole design by Public Works. Line Maintenance potholed and took accurate elevations of the waterline in these areas. Utilities staff attended the pre-work meeting for the streetscape project, which has a start date of April 3, 2023. Their contractors will start on the south end and move their way north. They will let us know when they have the far west lane close at Himes so that we can contact Cimarron to install the missing bends needed for a new storm drain. The light poles that will be in conflict with our waterline will be moved a few feet in the field to accommodate these conflicts.

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. The apparatus on top of the tanks has been leaking since installation. It was installed for the tank and the threads did not fit properly. So, a new apparatus arrived to plant on January 24, 2023. Replacement and shut down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. Tomco arrived at the plant on March 8, 2023 to repair the heating element, upon arrival, he realized he had brought the wrong part with him. Tomco is now in the process of having the correct part shipped and they will come back out to install it.

#### 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 "Accelerator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and repainting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about \$551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are \$2,306,254, \$2,742,868, and \$2,887,684, respectively.

Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of \$502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline.

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021.

Engineer: SRB (Marc Long)

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

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

In March 2020, 2021, and 2022, Phase II was delayed until Spring of 2021, 2022, and 2023, respectively. Although there remains a chance this project can be deferred again for budgetary reasons, at this time, the project is expected to proceed this fiscal year. Engineer has been advised that the current schedule is to advertise in early March, and they are proceeding accordingly. If this schedule is maintained, bids will be opened in early April 2023 and contract awarded on April 25, 2023. This will give Contractor 4 to 6 weeks to obtain materials and prepare for mobilization when Notice to Proceed is issued immediately upon the end of OU's spring 2023 semester, on May 14, 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 late August 2023.

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

Robinson Water Line: 24<sup>th</sup> Ave NE to 12<sup>th</sup> Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24<sup>th</sup>Ave NE to 12<sup>th</sup>Ave NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14<sup>th</sup>, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted, and, after review by NUA and additional investigations by Jacobs, the 65% plans were approved in late 2021 with a revised alignment that included 900 LF of pipeline being installed in the southernmost traffic lane of E. Robinson Avenue.

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

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

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

Assuming project is not deferred again for budgetary reasons, project is expected to advertise as soon as easements can be completed. Finalizing easements and master meter agreements and obtaining permits is likely continue until July 2023 with project advertising for bidders immediately thereafter. Construction would then commence in September 2023. Project completion is then projected for September 2024.

Engineer: Jacobs Engineering (Arun Srinivasan)

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

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of extending a non-potable reuse system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new nonpotable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. Work on the study is ongoing and draft results are expected in March 2023. A final report and permitting meeting with ODEQ would then occur in April 2023.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be submitted to Council in February 2023, and, upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in late spring of 2023, which would allow for rehabilitation work, including possible abatement work if Dunham determines that existing coatings on tank contain lead-based paint, to be scheduled during Summer 2023 after the end of the Spring 2023 at University of Oklahoma (campus is adjacent to tank) and before the start of the Fall 2023 session.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank may 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 that point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster pump station) could again make Lindsey Tower viable as potable water storage, both from a financial perspective and an engineering perspective, it could be part of a future project that combines rehabilitation of Lindsey Tower with construction of the identified new infrastructure that would see the rehabilitated tower returned to service upon completion of construction.

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

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a \$500,000 grant under the Watersmart program or a \$2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals have been received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway.

Consultant: E Source (Alyssa Pourciau)

FYE15 Water Wells and Supply Lines/Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep monitor well failed and was re-drilled in September. Well house construction is complete and all wells are ready for pumping. Contractor finalized disinfection on well house lines and are in the final clean up stages. Project is substantially complete and final payment was pending final re-development of Park Well. Park Well is now operational and Consultant

and Contractor are finalizing final change order and close out payments for project. Final Pay App and Final Acceptance of Project will go to Council in March 2023.

Engineer: Carollo Engineers (Rebecca Poole)

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

### **SANITATION CAPITAL PROJECTS:**

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

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of \$30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. The engineer requested an increase of \$4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of \$43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process.

Engineer: TriCore Group, LLC (Greg Vance)

#### Transfer Station Renovations (SA005):

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

New Sanitation Office Building: The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022.

Project was advertised on February 10 and 17, 2022 and bids were be opened on March 3, 2022. Crossland Construction Company (Crossland) was deemed the lowest and best responsible bidder and a contract was awarded to them on April 26, 2022. Construction work commenced on April 29, 2022.

During February 2023, Crossland completed interior finishes in building and a preliminary punchlist inspection is scheduled for March 2023. Also in March 2023, Convergint should complete security work under a PO issued direct by NUA and furniture should be ordered via direct POs to several vendors under State of Oklahoma Contracts. Building should be ready for occupancy by the end of April 2023.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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

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

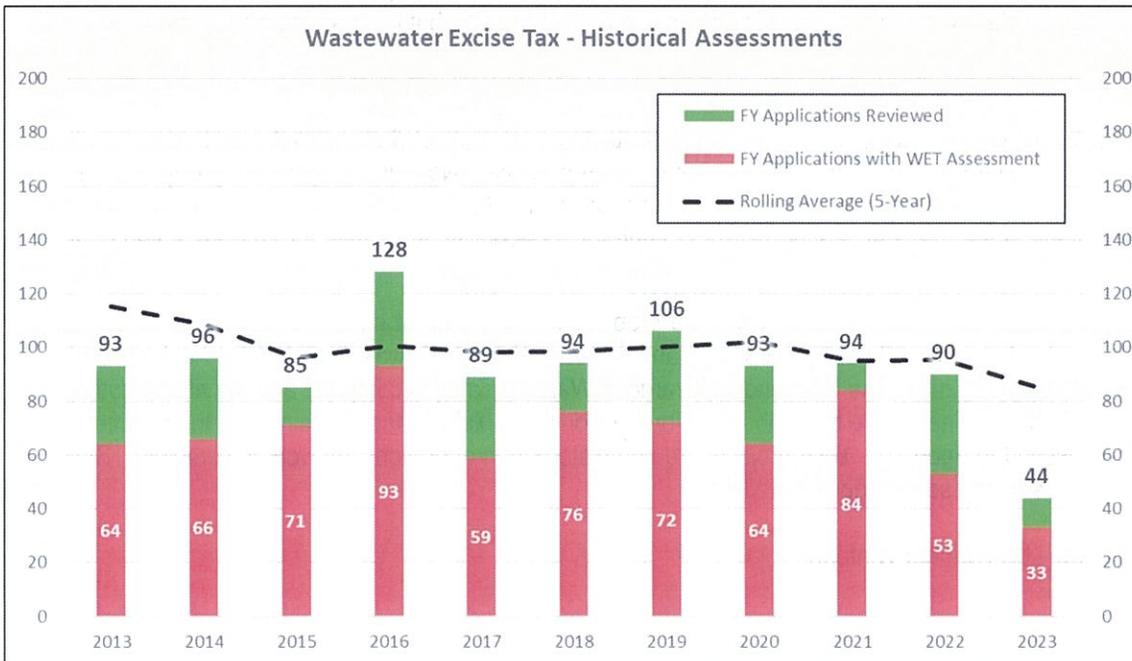
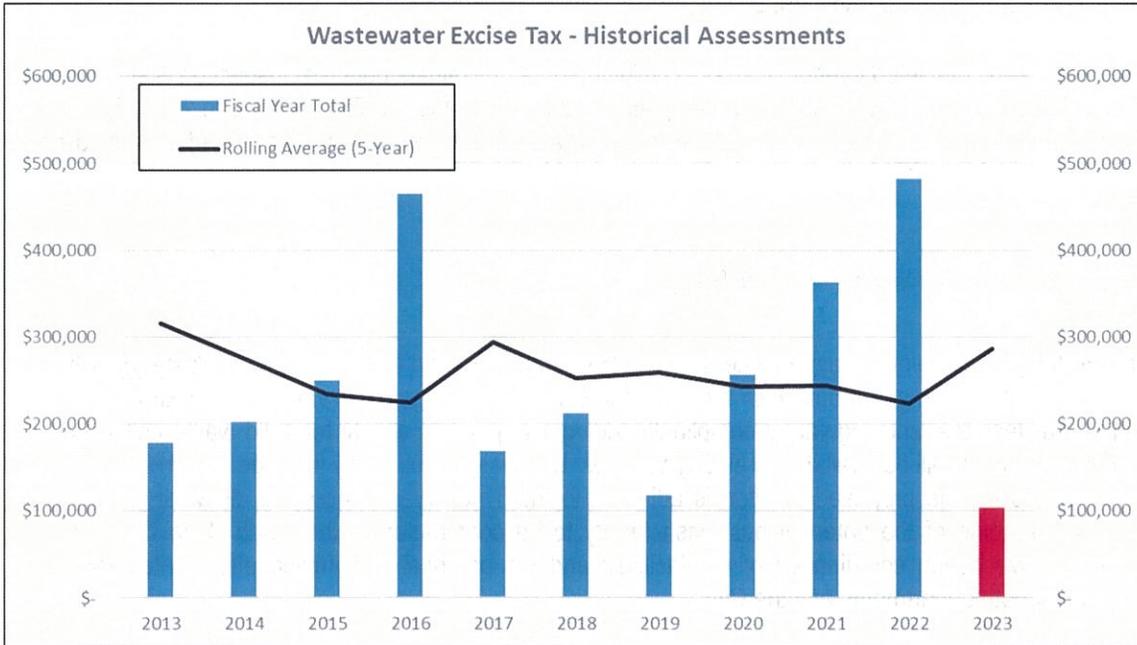
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete and the ribbon cutting was held on February 1, 2022. All finals have been obtained for the Container Maintenance building and the Certificate of Occupancy should be issued in February. Both projects are complete and in operation. All work is complete. Staff will have the final acceptance on the second docket in March.

Architect: Studio Architects, LLC (George Winters)

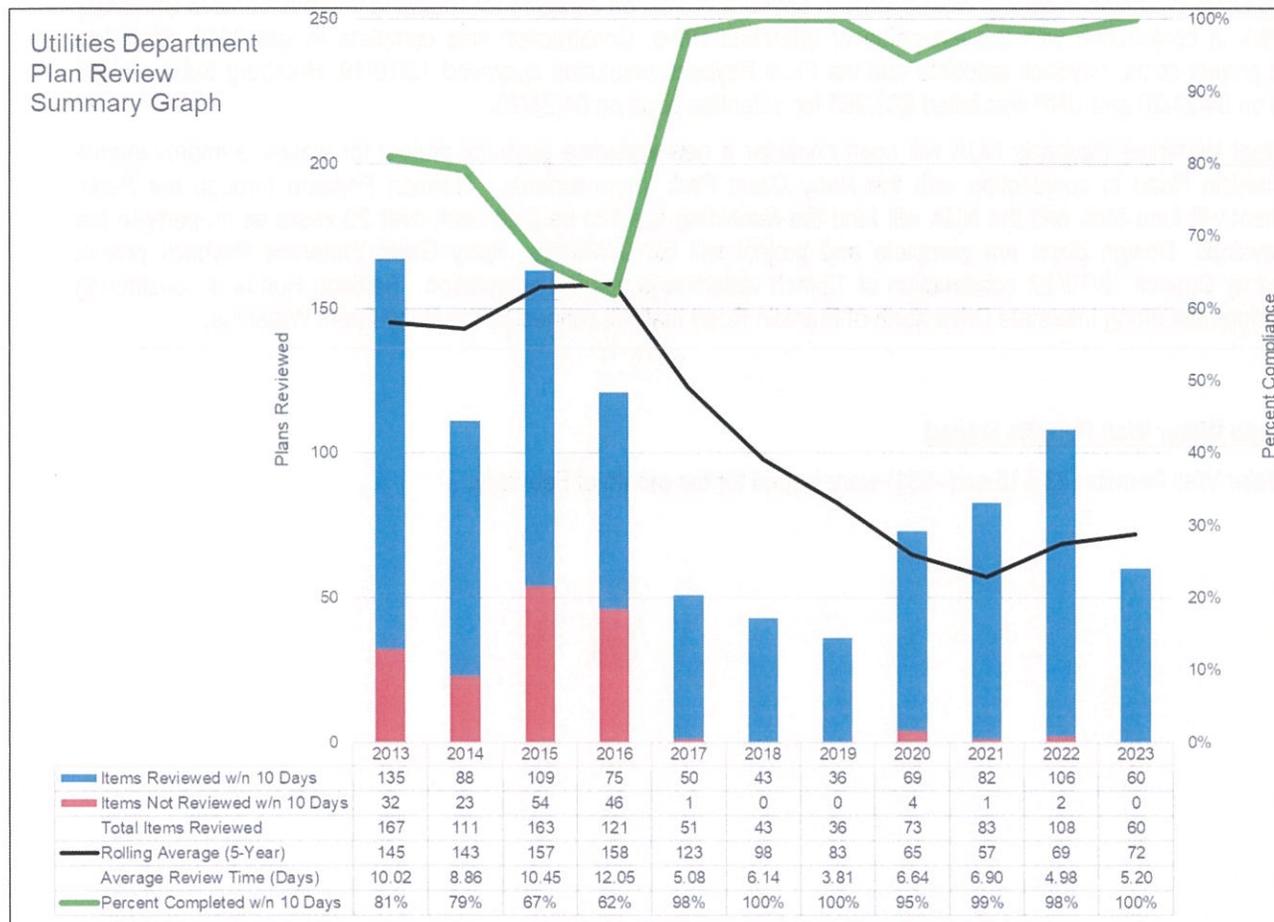
**Wastewater Excise Tax – Non-Residential:**

**WRF Investment Fee/Wastewater Excise Tax:** Staff evaluated the Wastewater Excise Tax on 4 commercial entities last month. Of the 4 applications, 2 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 42 commercial properties were reviewed and a total of \$102,135.19 was assessed to the 31 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



**PLAN REVIEW:**

Seven plan sets were reviewed this past month. Staff has reviewed 60 plans for the current fiscal year with an average review time of 5.20 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**

2 Water Well Permits (23-515 and -531) were issued for the month of February.

February 2023  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT

**INSPECTIONS**

	February	Year to date
Fats, oil and grease (FOG) program	29	386
Food license approval	3	28
Significant Industrial Users	1	24
<b>Total inspections</b>	<b>33</b>	<b>438</b>

**ROUTINE ACTIVITIES**

	February	Year to date
Significant Industrial User sites sampled		18
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	100%	100%
HHWF: cars served	30	921
Pounds of Material Collected	2963.5	70,506.0
E-waste: cars served	0	662
Pounds of Material Collected	0	42,516
Total HHW cars served	30	1583
Total HHW Pounds of Material Collected	2,963.5	113,022.0

**REVENUE**

	February	Year to date
FOG Program	\$9,100.00	\$24,800.00
<b>Surcharge</b>	<b>\$2,762.11</b>	<b>\$30,991.28</b>
Lab Analysis Recovery	\$0.00	\$2,659.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$11,862.11</b>	<b>\$58,450.28</b>

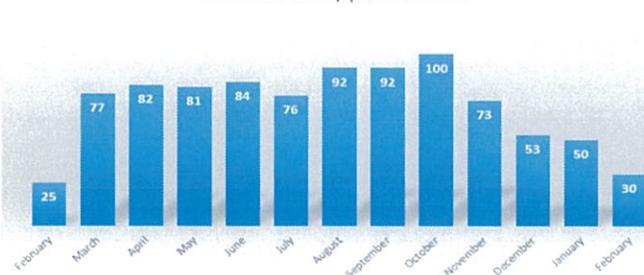
**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

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

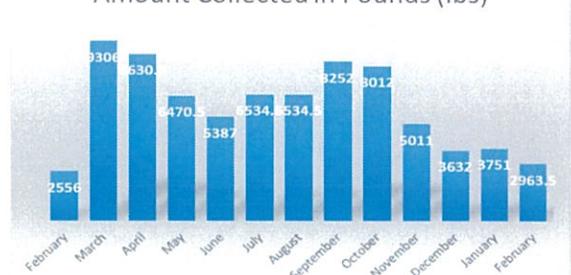
**MISCELLANEOUS ACTIVITIES**

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts,
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable
- 4 Serves 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 programming with OU reps for Big Event
- 8 As of February 28, 2023 approximately 280,800 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 23 as a result of the FOG program.
- 9 Completed required annual Tablell & III influent and effluent sampling event for January 23-25, 2023.
- 10 Coordination of art installation (HazMatt) at HHWF
- 11 Project manager for EV Charging Station installation at City Hall
- 12 Planning and coordinating for Naturizer property for bees, an Eagle Scout project and other exciting things
- 13 Coordinating collection of BMP ideas to help mitigate any potential damage from future road construction
- 14 Began working with C2C: Clean Energy to Communities cohort on how to decarbonize our community.
- 15 Coordinating and Leading Parks and Rec and Stormwater with respect to the Earth Day Festival
- 16 Coordinating fifth annual Artful Inlets installation at Colonial Estates
- 17 Coordinating with OU student as intern to help with GHG emission inventory update
- 18 Coordinating with ODOT on Monarch habitat BMPs as part of the Monarch Highway
- 19 Coordinating with KOB, ODOT and other for GAC
- 20 Planning Team for State-Wide IPP Coordinators Meeting on September 21.
- 21 Inspected Bio-Cide International new production facility 2/21/23. Application has been submitted and draft permit issued.

Number of Appointments



Amount Collected in Pounds (lbs)



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2023		FYE 2022	
February 2023	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	14	1	9
Property Owner Responsibility	24	173	20	136
TOTAL	25	187	21	145
Number of Feet of Sewer Cleaned:				
Cleaned	73,512	716,406	66,760	827,376
Rodded	3,470	28,705	1,645	23,202
Foamed	0	77,154	0	74,476
SL-RAT	0	0	16,135	21,644
TOTAL	76,982	822,265	84,540	946,698
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	4	0	0
Obstruction	0	3	1	4
Private	2	5	0	8
Other (Lift Station, Line Break, etc.)	0	0	0	0
<b>Total Overflows</b>	<b>3</b>	<b>12</b>	<b>1</b>	<b>12</b>
Feet of Sewer Lines Televised	24,576	163,839	4,983	158,201
Locates Completed	318	2,917	307	2,142
Manholes:				
Inspected	1,027	9,381	1,004	7,812
New	0	3	0	0
Raised	0	11	0	0
Repaired	0	16	0	0
Feet of Sewer Lines Replaced/Repaired	0.00	61.50	0	51
Hours Worked at Lift Station	24.59	591.03	69	718
Hours Worked for Other Departments	3.50	22.00	0.00	230.25
OJI's	0	2	0	1
Square Feet of Concrete	0	81	0	0
Average Response Time (Minutes)	26.44	27.93	22.20	25.58
Number of Claims	2.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2023		FYE 2022	
February 2023	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	19	200	46	357
Number Short Sets	19	196	46	349
Number Long Sets	0	4	0	8
Average Meter Set Time	9.13	5.52	3.39	3.77
Number of Work Orders:				
Service Calls	710	4,010	371	3,398
Meter Resets	0	8	0	2
Meter Removals	3	43	6	20
Meter Changes	25	223	26	283
Locates Completed	346	3,092	375	6,993
Number of Water Main Breaks	15	147	13	114
Average Time Water Off	1.97	1.76	1.34	1.95
Fire Hydrants:				
New	0	5	2	2
Replaced	0	3	2	3
Maintained	62	914	62	1,018
Number of Valves Exercised	150	1,978	94	1,386
Feet of Main Construction	500	3,915	445	1,064
Hours of Main Construction	432	1,889	349	1,307
Meter Changeovers	0	3	7	7
OJI's	0	4	0	1
Hours Flushing/Testing New Mains	59.17	466	7	682
Hours Worked Outside of Division	0.00	0.00	0	227

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
February 1-29, 2023  
Flow Statistics

	FYE 2023		FYE 2022	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	285.5	2474.1	297.2	2607.8
Total Effluent Flow (M.G.)	285.5*	2324.6	273.6	2435.4
Influent Peak Flow (MGD)	12.7	16.9	12.2	25.5
Effluent Peak Flow (MGD)	12.7*	15.9	11.3	25.5
Daily Avg. Influent Flow (MGD)	10.3	10.3	10.6	10.9
Daily Avg. Effluent Flow (MGD)	9.7	9.7	9.8	10.0
Precipitation (inches)	2.6	14.7	5.2	10.1

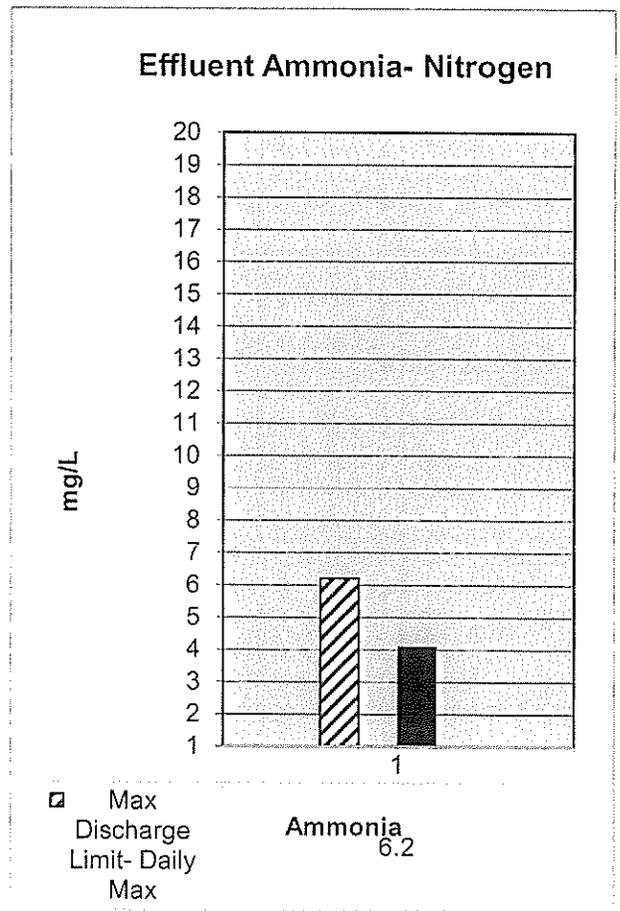
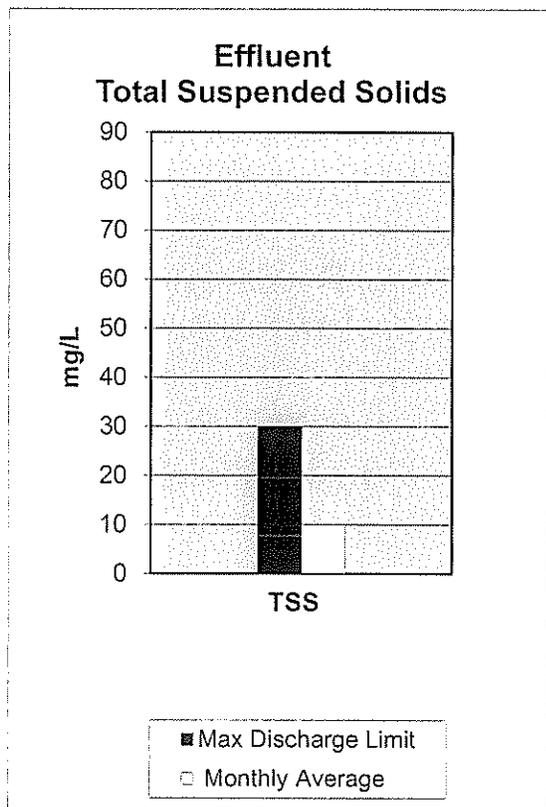
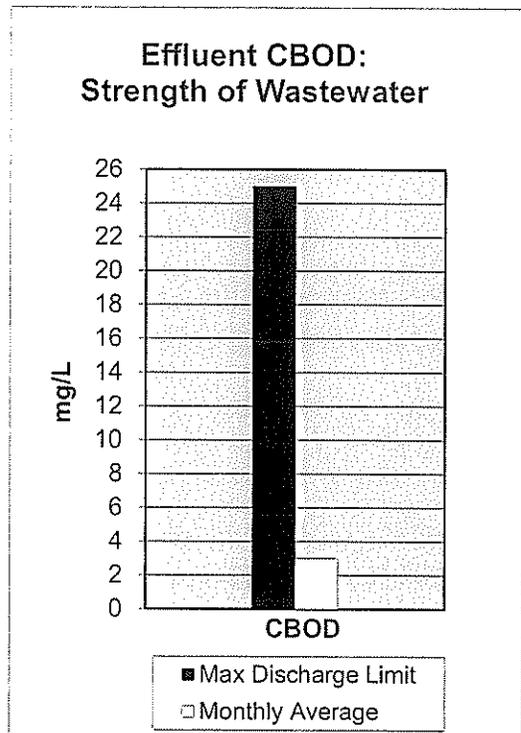
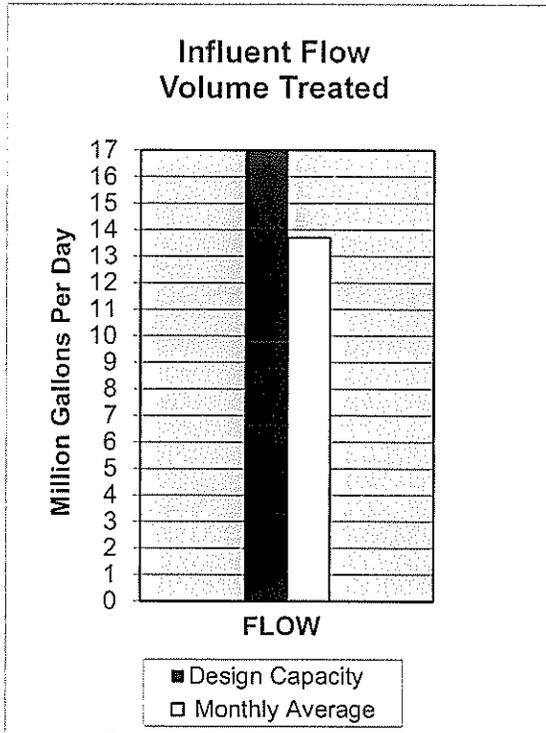
\* Meter malfunction

Discharge Monitoring Report Stats		EPA minimum percentage removal 85%	
5 day BOD:		Avg.	Avg.
Influent Total (mg/l)		213	171
Effluent Carbonaceous Total		3	2
Percent Removal		98.6	98.8
Total Suspended Solids:			
Influent (mg/L)		240	233
Effluent (mg/L)		10	4
Percent Removal		95.8	98.3
Dissolved Oxygen:			
Influent (min)		0.7	1.0
Effluent (min)		6.9	6.8
pH			
Influent (Low)		7.2	6.7
(High)		7.5	7.2
Effluent (Low)		6.9	6.7
(High)		7.4	7.3
Ammonia Nitrogen			
Influent (mg/L)		29.2	28.1
Effluent (mg/L)		0.1	0.1
Percent Removal		99.8	99.8

**Utilities**

<b>Electrical</b>				
Total kWh Used (Plant wide)	459,260	3,949,100	633,620	4,368,320
Aeration Blowers, WSL&Headworks	148,800	1,320,800	199,200	1,919,640
UV Facility	22,600	382,200	30,000	474,700
<b>Natural Gas</b>				
Total cubic feet/day (plant wide)	442,000	2,638,000	457,000	3,364,000
Public Education (Tours)	1	3	0	0
Total Attendees for FYE 22	48		58	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	0.4	51.3	0.6	50.2
E.coli geometric mean average for February 2023 46 MPN (Limit is 630)				

CITY OF NORMAN  
 WATER RECLAMATION FACILITY  
 February 2023



Comments here

Max Discharge Limit- Daily Max

CITY OF NORMAN, OKLAHOMA  
DEPARTMENT OF UTILITIES  
MONTHLY PROGRESS REPORT

WATER TREATMENT DIVISION

MONTH: February-2023

	FYE 2023		FYE 2022	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
<b>Water Supply</b>				
Plant Production (MG)	145.06	2439.95	131.17	2469.83
Well Production (MG)	150.58	1097.72	163.41	797.25
Oklahoma City Water Used (MG)	28.27	240.24	25.54	248.22
Total Water Produced (MG)	323.91	3777.92	320.11	3515.30
Average Daily Production	11.57	15.61	11.43	14.47

**Peak Day Demand**

Million Gallons	13.32	25.52	14.35	20.88
Date	2/27/2023	7/27/2022	2/9/2022	8/26/2021
System Capacity (see note 1)	25.78	25.78	25.78	25.78
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	\$633,435.95	\$5,381,948.42	\$618,075.19	\$5,403,838.94
Wells	\$250,703.87	\$2,047,516.62	\$252,588.17	\$1,799,706.01
OKC	\$102,194.35	\$736,151.68	\$93,372.67	\$640,447.02
Total	\$986,334.17	\$8,165,616.72	\$964,036.03	\$7,843,991.97

**Cost per Million Gallons**

Plant	\$4,366.75	\$2,205.76	\$4,712.20	\$2,187.94
Wells	\$1,664.94	\$1,865.24	\$1,545.75	\$2,257.41
OKC	\$3,615.07	\$3,064.21	\$3,656.22	\$2,580.17
Total	\$3,045.12	\$2,161.41	\$3,011.57	\$2,231.39

**Water Quality**

Bacterial Samples in Compliance	100	796	90	762
Bacterial Samples out of Compliance	0	4	0	10
Total number of inquiries (Note 2)	5	26	1	25
Total number of complaints (Note 2)	3	52	1	27
Number of complaints per 1000 service connections	0.08	1.35	0.02	0.67

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	1	0	3

**Public Education**

Number of tours conducted	0	4	1	12
Number of people on tours	0	110	7	163

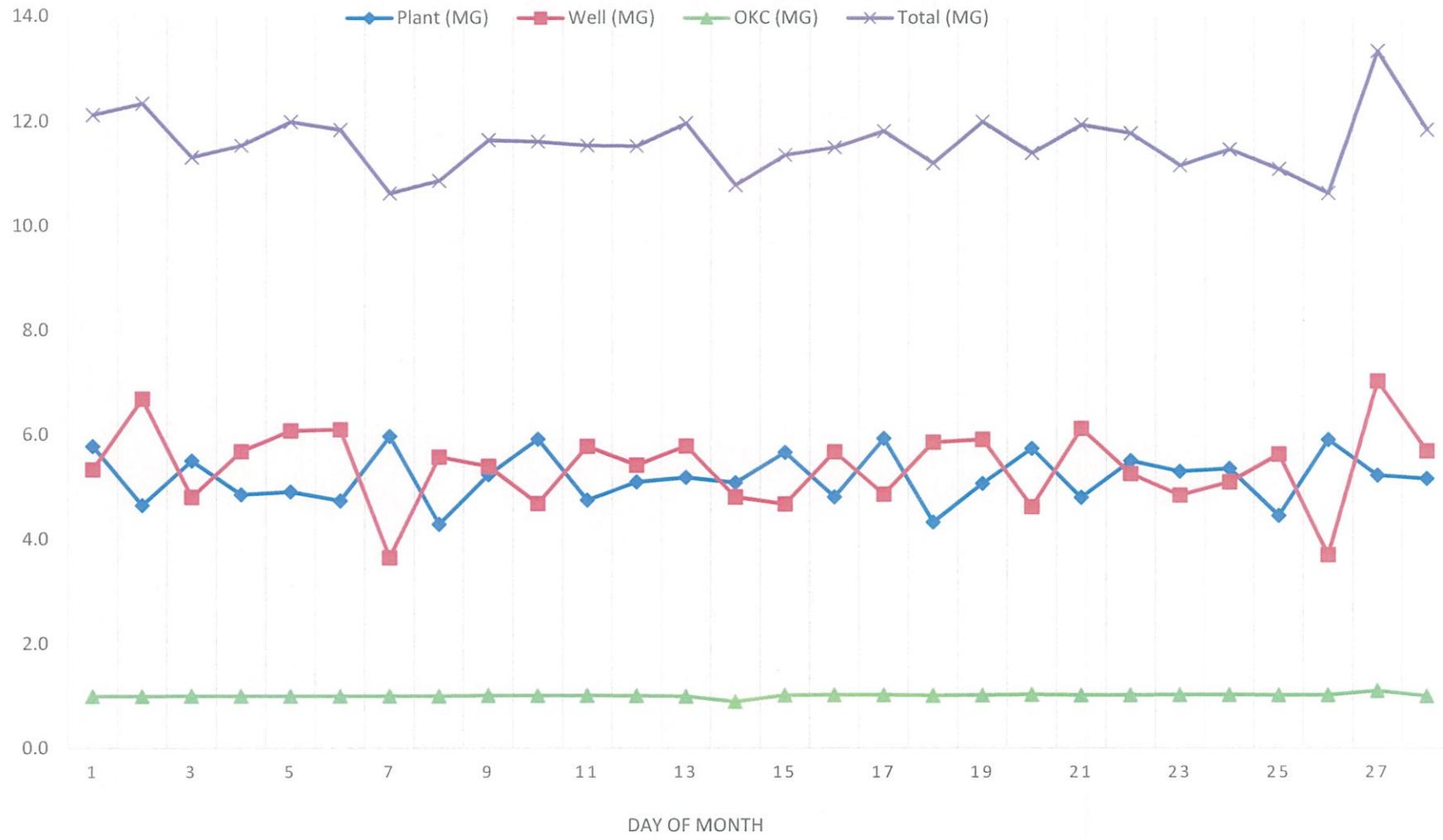
**Notes:**

Well 3A returned to service after pump replacement. Council approved Cargill salt purchase contract. Installed a radio bridge between WTP and HPP tower, contractor relocating fiber connection for construction. Replaced compressor on nitrogen skid for ozone system.

# WATER PRODUCTION FOR FEBRUARY 2023

Plant (MG) Well (MG) OKC (MG) Total (MG)

FLOW, MILLION GALLONS



# MONTHLY TRANSFER STATION REPORT

February 2023

	TONS PER MONTH	REVENUE PER MONTH
O.U.	287.36	\$15,178.01
STANDARD GATE	1,837.97	\$106,928.95
RESIDENTIAL	523.00	\$21,549.20
<b>TOTALS:</b>	<b>2,648.33</b>	<b>\$143,656.16</b>

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	462.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8637.84
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	462.00
GRAND TOTAL TONS TO LANDFILLS	8,637.84

DISPOSAL COST PER TON (OKC)	\$22.08
TIPPING FEE'S FOR DUMPING AT OKC:	\$190,723.51
GRAND TOTAL TIPPING FEE'S	\$190,723.51

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	585.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3504.28
--	---------

# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	381.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2324.59
---	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	966.00
--	--------

TOTAL TONS BROUGHT TO TRANSFER STATION:	5828.87
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	111.06
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TOTAL TONS RECEIVED AT TRANSFER STATION	17226.10
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**SANITATION DIVISION PROGRESS REPORT**  
SUMMARY 2023

	FYE 22		FYE 23	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	5	2	21
<u>On The Job Injuries</u>	0	8	1	4
<u>Bulk Pickups</u>	34	219	40	173
<u>Refuse Complaints</u>	175	849	120	473
<u>New Polycarts Requests</u>	41	529	48	383
<u>Polycarts Exchanges</u>	4	62	7	80
<u>Additional Polycart Requests</u>	78	536	66	443
<u>Replaced Stolen Polycarts</u>	9	166	29	153
<u>Replaced Damaged Polycarts</u>	18	645	51	731
<u>Polycarts Repaired</u>	26	292	25	319

**COMPOST MONTHLY REPORT**

FEBRUARY

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	149.56
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 22.08
TONS BROUGHT IN BY PUBLIC:	640.00
TONS BROUGHT IN BY CONTRACTORS :	1,500.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	260.00
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 52,992.00
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 53,014.08
REVENUE COLLECTED FROM COMPOST SALES:	\$1,350.00
REVENUE COLLECTED FROM GATE SALES:	\$9,160.00
TOTAL TONS COLLECTED	2,549.56

	MULCH CUBIC YDS	COMPOST CUBIC YDS
	MONTH	MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	12	
DRYING BEDS	750	
COMPOST SOLD BY CUBIC YARDS		405
MULCH SOLD BY CUBIC YARDS	3,000	
TOTAL:	762	405

<b>CURBSIDE MONTHLY RECYCLING REPORT</b>	
	<b>FEBRUARY</b>

<b>PROGRAM STATISTICS</b>	
	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	89%
AVERAGE TONS PER DAY :	8.34
POUNDS PER HOME:	9.68

<b>COMMODITY BY TON</b>		
	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	5.69
#1 PET	4.08%	11.84
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	29.22
MIX PAPER	29.67%	86.1
PLASTIC FILM	0.60%	1.74
#2 NATURAL	1.11%	3.22
#2 COLOR	1.66%	4.82
#3-#7	0.00%	0
METAL	0.30%	0.87
RIGIDS	0.26%	0.75
TIN-STEEL SCRAP	2.14%	6.21
TRASH	27.91%	80.99
OCC	20.24%	58.74
<b>TOTAL</b>	<b>100.00%</b>	<b>290.19</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	67
HOUSESIDE	7
REMINDER	4
SCATTERED	0
MISC.	0
REPAIR	16
NEW	40
ADD	6
MISSING	22
EXCHANGE	0
REPLACE	8
PICK UP	11
<b>TOTAL CALLS</b>	<b>181.00</b>

	<b>MONTH</b>
LANDFILL COST AVOIDANCE	\$5,731.25

## Drop Center Report February 2023

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	Lbs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,150.00	\$0.00		0	0	0%	\$22.08	\$4,774.36
PLASTICS:	\$5.00	\$0.00						
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$15.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.33	0.06	0.34	0	0.73	\$0.00	\$839.50	\$839.50
PLASTICS:	4.94	0.83	3.31	0	9.08	\$0.00	\$45.40	\$45.40
STEEL CANS:	0.28	0.06	0.34	0	0.68	\$0.00	\$0.00	\$0.00
MIXED OFFICE PAPER:	3.2	1.05	4.92	0	9.17	\$0.00	\$0.00	\$0.00
CARDBOARD:	12.11	6.73	20.79	1.04	40.67	\$0.00	\$610.05	\$610.05
RECYCLING CENTER TOTALS:	20.86	8.73	29.7	1.04	60.33	\$0.00	\$1,494.95	\$1,494.95

Commercial Cardboard Containers	Compactors	Wood	Glass	Metal
TONS	Revenues	TONS	Revenues	TONS
46.84	\$702.60	9.49	\$142.35	0
				19.12
				\$0.00
				2.5
				\$300.00
				Cost
				\$85.00
				Profit
				\$215.00

Expenses	Average hrly+ benefits				
		\$26.78			
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	36	205.75	6	12	259.75
Labor \$	\$964.08	\$5,509.99	\$160.68	\$321.36	\$6,956.11
Vehicle cost	\$0.00	\$629.82	\$0.00	\$0.00	\$629.82

Customer Revenue	\$11,939.54
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Total All Recycle and Cardboard	Total Recycle Only	Total Cardboard
Tons	Tons	Tons
138.28	41.28	97.00
Revenues	Revenues	Revenues
\$2,554.90	\$1,099.90	\$1,455.00

Revenue	Income	Expense	Net
	\$14,494.44	\$7,585.93	\$ 6,908.52