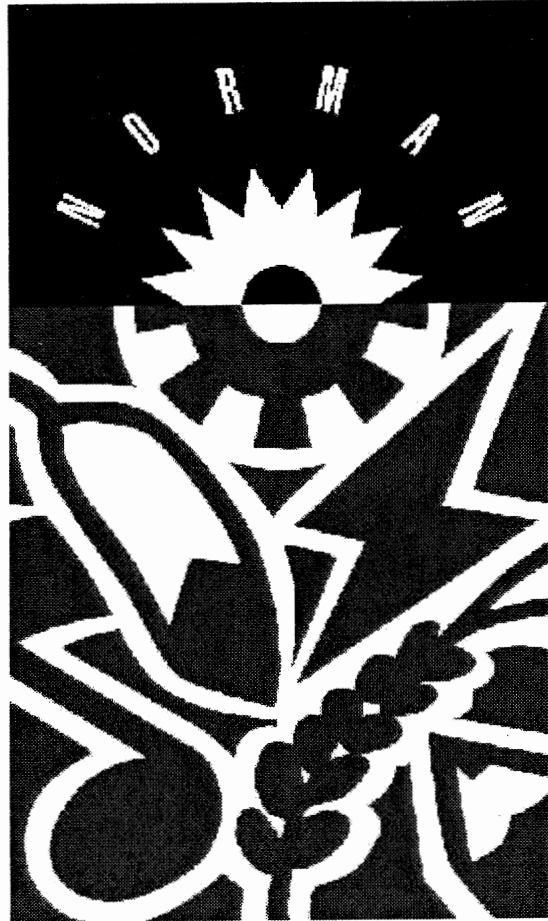


City of Norman



Monthly Departmental Report

January 2024

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT

January 2024

ACTION CENTER

DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	14	92	0	10
Bus Service	0	0	0	0
CDBG	0	0	0	0
City Clerk	57	343	1	8
City Manager/Mayor	6	17	2	10
City Wide Garage Sale	0	0	0	0
Code Enforcement	28	317	1	10
Finance	6	14	0	0
Fire/Civil Defense	0	10	0	1
Human Resources	6	54	2	3
I.T.	1	18	0	0
Legal	4	28	0	3
Line Maintenance	31	197	1	5
Municipal Court	12	22	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	4	23	0	3
Parks & Recreation	24	158	0	9
Permits/Inspections	59	327	0	3
Planning	11	88	1	4
Police/Parking	70	665	4	11
Public Works	12	90	0	7
Recycling	0	0	0	0
Sanitation	63	350	2	11
Sidewalks	0	0	0	1
Storm Debris	0	0	0	0
Storm Water	3	52	0	9
Streets	28	192	1	9
Streets Lights	0	74	9	9
Traffic	19	127	0	6
Utilities	51	394	1	2
WC Questions	0	0	0	0
WC Violations	0	0	0	0
January Total: 535	510	3653	25	134

LICENSES

Nine licenses were issued during the month of January there were no renewals. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	0	Retail Beer	0	1
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	0	2	Retail Wine	0	1
Distiller	0	0	Salvage Yard	0	0
Food	3	25	Sidewalk Dining	0	1
Game Machines	0	0	Solicitor/Peddler (30 day)	0	4
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	0	3
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	0	2	Special Event	0	7
Medical Marijuana Grower	0	1	Strong Beer & Wine/Winemaker	1	1
Medical Marijuana Processor	0	1	Taxi/Motorbus/Limousine	0	1
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	0	3	Temp Food (one day)	1	8
Mixed Beverage/Caterer	1	2	Temp Food (30 day)	0	11
Pawnbroker	0	0	Temp Food (180 day)	3	15
Pedicab	0	0	Transient Amusement	0	0
YTD License Total: 89	4	36		5	53

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Tavola Pizzeria	3408 36 th Ave NW	Food Service
Tavola Pizzeria	3408 36 th Ave NW	Strong Wine and Beer
Sabor Guanaco	2108 W. Lindsey St	Food Service
Sooner Daiquiri	305 E. Main St	Food Service
Sooner Daiquiri	305 E. Main St	Mixed Beverage/Caterer Combo

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Super Taco Loco		On The Hook Fish and Chips
Tacos La Primavera		
Groovy Mule Tacos		

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
1-5-24	Jasmine Alexander	Claimant alleges that on July 7, 2023 she was driving her vehicle on a dirt road on SE 165 th between Anderson and Hiawassee, when she drove into a large pothole, causing bumper to fall off. Estimated damages \$732.62	\$732.62
1-8-24	Brian Mosher	Claimant alleges that in front of the hospital at Porter and Primrose on November 29, 2023, the city workers redoing sidewalks & street curbs left multiple potholes beside storm drains. Claimant hit storm drain after hitting pothole, which allegedly punched a hole in his tire and dent his wheel.	\$501.03
1-10-24	John C Willard	Alleges that City employee's violated his rights, also claiming assault and battery and abuse of the Handicap, during arrest (plus 7 other arrest) resulting in medical injury and would like City employee's to be told to stop arresting him. Dollar amount is for pain and suffering	\$1,000,000.00
01-12-24	Kevin Shepard Jr.	Alleges at N. Interstate Drive and Mount Williams Dr. on December 16, 2023, was driving and hit a very large pothole that instantly popped his tire.	\$276.96
01-18-24	Chris Lessing	Alleges that on January 14, 2024 he parked his truck on East side of main building at the Lindsey Yard while he did weekly cleaning service there and the City of Norman had his truck towed.	\$294.93

STUDY SESSION

On January 02, 2024, City Council met in Study Session to discuss the Internal Audit Program and continued with discussions on Cleanup in downtown Norman.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On January 04, 2024, Business and Community Affairs Committee met to discuss Patter Zoning Projects including potential request for proposals. Additionally discussed the Operating Policies for the Young Family Athletic Center.

SPECIAL SESSION

On January 09, 2024, City Council met in Special Session and adjourned into an Executive Session to discuss pending litigation in the case of City of Norman vs. Uplands Development Company, LLC, ET AL., case CJ-2021-227 and the City of Norman vs. Hallbrooke Development Group One, LLC, ET AL. case CJ-2021-228.

OVERSIGHT COMMITTEE

On January 11, 2024, Oversight committee met for an Emergency Shelter update and continued discussions regarding Sobering Centers.

FINANCE COMMITTEE

On January 18, 2024, the Finance Committee met to discuss the Mid-Year Budget Review, City Fees Review/Comparison. Additionally, discussed the Internal Audit Program status and Monthly Revenue and Expenditure Reports.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On January 25, 2024, Community Planning & Transportation Committee met to discuss Public Transit Report along with a presentation from Embark regarding Mobility Programs and Coordinated Services. Additionally, discussed the Engineering Design for the Two-way Main Street Project, discussed Parking Space Maximums, Parking Lot Design, and Landscaping Requirements.

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 – January 2024

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 January are discussed below:

Treasury Division:

In the month of January, the Treasury Division processed 41,662 payments in person and over the phone, an increase of 5.6% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 20,782 payments in January, an increase of 58.2% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of January by -2.9%. Revenues from the City's largest single source of revenue, sales tax, are above target by 1.5% for the year to date and -0.3% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 24 Budget To Date	FYE 24 Actual To Date	FYE 23 Actual To Date	FYE 22 Actual To Date
Sales Tax Revenue	\$32,188,128	\$32,668,517	\$32,776,086	\$32,457,254
General Fund Revenue	\$61,441,758	\$59,642,386	\$57,924,509	\$55,202,900
General Fund Expenses	\$66,618,678	\$63,746,634	\$54,495,068	\$47,675,660

Administration Division

	FYE 24		FYE 23	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,400.00	192.00	1,800.00
Total Comp Time Available	0.75	9.50	5.25	19.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.75	2,409.50	197.25	1,819.00
Benefit Hours Taken	120.00	407.00	56.00	301.75
TOTAL ACCOUNTABLE STAFF HOURS	200.75	2,002.50	141.25	1,517.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 24		FYE 23	
	January	YTD	January	YTD
Total Regular Hours Available	1,120.00	8,400.00	1,120.00	8,400.00
Total Comp Time Available	0.00	14.75	2.00	18.00
Total Overtime Hours	7.75	17.25	17.75	66.00
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	1,127.75	8,432.00	1,139.75	8,484.00
Benefit Hours Taken	342.50	1,623.75	264.75	1,492.75
TOTAL ACCOUNTABLE STAFF HOURS	785.25	6,808.25	875.00	6,991.25
 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

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 24 December	FYE 24 January	Plus/Minus
Total Revenue Received (\$)	\$4,903,566	\$5,143,002	\$239,436
Utility Payments - Office (#)	39,448	41,662	2,214
Utility Payments - Office (\$)	\$4,778,484	\$4,971,713	\$193,229
Paymentus (#)	13,134	20,782	7,648
Paymentus (\$)	\$1,333,197	\$1,424,513	\$91,316
Lockbox (#)	8,258	8,573	315
Lockbox (\$)	\$1,317,270	\$1,356,517	\$39,247
E-Lockbox (#)	3,653	3,588	-65
E-Lockbox (\$)	346,640	350,021	\$3,381
Bank Draft Payments (#)	11835	11888	53
Bank Draft Payments (\$)	\$1,313,677	\$1,184,358	(\$129,319)
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	103	127	24
Processed Return Checks (\$)	(\$13,874)	(\$27,755)	(\$13,881)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	0	0	\$0
Municipal Court - Fines/Bonds (\$)	125,082	171,289	\$46,207
Municipal Court - Credit Card (#)	260	387	127
Municipal Court - Credit Card (\$)	58,901	75,259	16,358
Building Permits Cash Report (\$)	0	0	\$0
Building Permits Credit Card (#)	0	0	0
Building Permits Credit Card (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC (\$)	\$0	\$0	\$0
Business License - City Clerk (\$)	0	0	\$0
Accounts Receivable Billed (\$)	\$0	\$0	\$0

Building Permits/Planning/City Clerk went to a new system in the beginning of November. The reporting is not matching up with the deposits. We are still trying to figure out the best way to report it and subsequently I haven't got the info to include on my daily reports.

This affects the Total Revenue Received as well.

Budget Services Division

	FYE 24		FYE 23	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,080.00	320.00	2,400.00
Total Comp Time Available	0.00	0.50	0.00	1.25
Total Overtime Hours	0.25	0.25	0.50	1.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.25	2,080.75	320.50	2,403.00
Benefit Hours Taken	167.00	473.75	201.00	448.25
TOTAL ACCOUNTABLE STAFF HOURS	153.25	1,607.00	119.50	1,954.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 24		FYE 23	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	5,912.00	800.00	6,000.00
Total Comp Time Available	6.75	51.25	0.00	16.25
Total Overtime Hours	26.25	234.25	54.50	320.25
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	833.00	6,197.50	854.50	6,336.50
Benefit Hours Taken	302.75	1,275.25	256.00	1,404.00
TOTAL ACCOUNTABLE STAFF HOURS	530.25	4,922.25	598.50	4,932.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY 3C

Utility Division

	FYE 24		FYE 23	
	January	YTD	January	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	7,280.00	1,120.00	8,400.00
Total Comp Time Available	16.75	119.50	2.50	58.95
Total Overtime Hours	42.25	316.75	90.75	440.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,179.00	7,716.25	1,213.25	8,899.20
Benefit Hours Taken	324.50	1,550.50	293.00	1,520.75
TOTAL ACCOUNTABLE STAFF HOURS	854.50	6,165.75	920.25	7,378.45
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 2024

	23-Dec	24-Jan
Mail Payments - Lockbox	8,258	8,573
Mail Payments - E-Lockbox	3,653	3,588
Mail Payments - Office	111	224
Total Mail Payments - Subtotal	12,022	12,385
Night Deposits	156	156
Paymentus Payments	13,134	20,782
Without assistance paymnts - Subtotal	13,290	20,938
Office Payments	1,996	2,221
With assistance payments - Subtotal	1,996	2,221
Total Payments Processed - Subtotal	27,308	35,544
Bank Draft (ACH) Payments	11835	11888
Total Payments (Utility)	39,143	47,432
Total Payments	54,616	71,088

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report - FYE 2024

	FYE 24		FYE 23	
	January	YTD	January	YTD
STATUS REPORT				
Regular Utility Accounts Billed	40,867	307,284	44,729	311,459
New Deposit Ons Billed	506	4,618	545	5,318
Final Accounts Billed	576	4,666	640	4,798
TOTAL METERS READ	41,949	316,568	45,914	321,575

FIRE DEPARTMENT

4



NFD Monthly Progress Report January 2024

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	20	1.10%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	1008	55.60%
4 - Hazardous Conditions (No Fire)	30	1.65%
5 - Service Call	224	12.36%
6 - Good Intent Call	397	21.90%
7 - False Alarm & False Call	97	5.35%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	3	0.17%
Incomplete Reports	34	1.88%
Total Incident Count (Unique Calls)	1813	100.00%
Number of Total Unit Responses	2330	

Total Fire Loss \$945,150.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	400	298	0:04:58
Station #2	214	335	0:05:35
Station #3	307	395	0:06:35
Station #4	230	334	0:05:34
Station #5	59	620	0:10:20
Station #6	58	566	0:09:26
Station #7	164	341	0:05:41
Station #8	150	404	0:06:44
Station #9	224	370	0:06:10

Community Outreach

Tours and Special Events	6	Tours, Multi-Agency Drill, Chli Supper, Annual Sysco walk thru
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Burn Permits

Burn Permits Issued	173	Conditions were favorable for burning 15 days in January
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Training

Total Personnel Training Hours	2306	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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NFD Monthly Progress Report

January 2024

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*	18	6	0	1	5	1	1	2	0	2
Chief 301	10	4	0	1	1	0	0	3	0	1
Chief 302	21	5	3	2	5	0	1	3	1	1
Chief 304	11	3	0	0	1	0	1	2	2	2
Chief 401	11	0	0	2	1	4	0	3	1	0
Chief 402	17	5	1	1	3	0	3	3	0	1
Chief 403	1	0	0	0	0	0	0	0	0	1
Chief 404	10	2	0	0	1	5	1	0	0	1
Engine 1	349	325	1	9	1	0	1	4	1	7
Brush 1	62	56	0	3	0	0	0	3	0	0
Ladder 1	76	64	1	0	5	0	0	3	1	2
Engine 2	219	5	194	9	7	0	0	3	0	1
Brush 2	15	1	14	0	0	0	0	0	0	0
Ladder 2	23	6	6	1	5	0	0	3	0	2
Engine 3	319	6	2	302	0	1	0	1	0	7
Brush 3	31	2	0	28	0	0	0	0	0	1
Engine 4	215	1	2	0	204	0	0	4	3	1
Brush 4	27	1	1	0	25	0	0	0	0	0
Engine 5	22	0	0	0	0	19	2	0	0	1
Brush 5	67	0	0	0	0	63	3	0	1	0
Engine 6	23	1	0	1	0	6	14	0	0	1
Brush 6	69	1	0	1	0	8	57	0	0	2
Squad 7	203	17	5	3	8	0	0	159	8	3
Brush 7	10	0	0	0	0	0	0	10	0	0
Engine 8	139	2	0	0	4	0	0	7	126	0
Brush 8	21	0	0	0	0	0	0	0	21	0
Tanker 8	3	0	0	0	0	1	1	0	0	1
Engine 9	225	17	0	4	0	1	2	3	0	198
Brush 9	34	1	0	2	0	0	2	0	0	29
Tanker 9	7	0	0	0	0	4	2	0	0	1
MA	1	1	0	0	0	0	0	0	0	0
EM1*	17	6	0	1	5	1	1	1	0	2
EMS1*	20	6	0	1	5	1	1	3	0	3
Fire Marshal 1	4	1	0	1	0	0	0	0	2	0
Fire Marshal 2	7	3	0	0	1	2	0	0	0	1
Fire Marshal 3	5	0	0	0	0	2	0	2	1	0
Fire Marshal 4	16	6	1	1	5	0	1	2	0	0
Fire Marshal 5	2	1	0	0	1	0	0	0	0	0
	2330	555	231	374	293	119	94	224	168	272

January 2024 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	257 hours	Kerby National Fire Academy, Berchtold CLEET Academy, Trauma Triage, Legal Aspects, Insurance & the Fire & Arson Investigator, Investigator Orientation
Inspection/Re-Inspection Activities	130 hours	Water Issues from Cold Weather, Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	22	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	10	0 Joint, 9 Closed, 0 Complete, 1 Pending, 0 Arrest
Investigative Activities	67 hours	Fire Scene Investigation, reports, OSBI, Court Appearances, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	33 (27 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	39 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	12	Active Shooter Drill/Mass Casualty Training and Support, Chili Supper Support

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building / Fire Protection System Plan Reviews	37	40
Building Inspections/Re-inspections	41	32
Meetings	11	20
Training	3	4
Communication	N/A	10
Totals		106
Time Off (VAC, SICK, Holiday)	N/A	29

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

January 31, 2024

Regular Monthly Scheduled Activities	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, www.w5nor.org) 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
Each first Thursday evening of the month is amateur radio testing night at 6:00 pm	

<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 www.w5nor.org</p>	<p>office and to other jurisdictions.</p> <p>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> <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 (Meets at the Well) 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. Also, the LEPC is part of the oversight for the Citizens CORPS Council of Norman. A report on</p>

	activities is provided each meeting.
Other Emergency Management Activities	
David Grizzle, the EM Coordinator	David was honored for 20 years service. The position was a new position when David was hired. David remains in the current position.
Local Response	
Red Cross Coordination for burnouts. January resulted in 2 call out for assistance. One was a major fire involving a full building on Jan 19. 8 units that were relocated. This did involve transporting for burns and loss of pets.	With the reorganization in the Red Cross and the turmoil of having an in-home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
On Jan 4 th , 2024, the OG&E Safety Award was given to Chief King at the NFD Training Room.	Chief King was honored for his response to the Feb, 2023 tornado in regard to the safety protections the NFD provided with the major power lines that were destroyed.
Community Preparedness Events	
Completed the National Association for City\County Health Officials grant	It is anticipated the grant for \$10,000 will be approved. This grant will support the collaboration between the County Health Dept and the Norman Emergency Response Volunteer program
Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase. OU football has four home games in a row at the start of the season. The hottest part of the year. It is anticipated the MRC unit will be in support again.	Anticipation of supporting several community event venues increases the ability to enhance preparedness in the community. The addition of having a UAV pilot in the group expands the capability

	to the community.
The National Guard hosted a Preparedness symposium on Jan 23-24.	This workshop brought together a large representation from Federal, State and local jurisdictions to discuss response, collaboration and working together.
Norman EM continues to work with Homeland Security on youth preparedness camps.	The Murray State Camp is set for July 14-19, 2024 in Tishomingo and the Panhandle State University Youth Camp is set for July 28-August 2, 2024.
Disaster Reimbursement Status	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through.	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Mitigation Grant Status	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
Severe Weather Issues	
An ice storm occurred during the weekend of 19-20 Jan.	A small but dangerous ice storm occurred during the weekend with the highlight interfering with roadways and ability to get to most work locations. Many wrecks occurred.
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
January 2024

HUMAN RESOURCES

Total number of Employees: 956

Orientations: 3 – 41 new hires

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

Terminations: 4

ADMINISTRATION

- FMLA cases – 3 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 82 birthday and 94 anniversary
- Labor Relations:
 - FOP reached a vote, anticipate new CBA to be signed in February

BENEFITS

New Enrollments: 20

COBRA/Retiree participants: 42

Benefit Participation		
	#	%
Medical	816	94%
Dental	811	94%
Vision	592	69%
Disability	410	47%
Supplemental Life	811	94%

** Total Benefit Eligible Population: 864*

Claims		
Rx Claims		
	ACTIVE	\$213,074.64
	RETIREE	\$ 8,323.58
	COBRA	\$ 745.61
Medical Claims		\$ 795,645.00
Dental Claims		\$ 86,036.51
Death Claims		0

PERSONNEL ACTIONS

NEW HIRES – 41

Dept./Div.	Position	Number of Employees
Human Resources/Admin	Human Resources Coordinator	1
Human Resources/Admin	Human Resources Recruiter	1

Planning & Community Development	Planner I	2
Parks & Rec/Westwood	Assistant Aquatic Manager	1
Parks & Rec/YFAC	Food & Beverage Tech II	1
Parks & Rec/YFAC	Lifeguard	1
Parks & Rec/YFAC	Lifeguard Leader	7
Parks & Rec/YFAC	Lifeguard Technician	2
Parks & Rec/YFAC	Program Coordinator	1
Parks & Rec/YFAC	Recreation Leader I	3
Parks & Rec/YFAC	Recreation Specialist	2
Parks & Rec/YFAC	Recreation Technician	2
Police/Animal Welfare	Animal Welfare Technician	1
Police/Emergency Services	Communications Officer I	4
Police/Staff Services	Police Officer	9
Utilities/WLM	Utility Distribution Worker I	1
Utilities/WTP	Custodian	1

PROMOTIONS – 0

Dept./Div.	Position	Number of Employees

SEPARATIONS – 4

Dept./Div.	Position	Number of Employees
City Clerk/ Admin	Admin Tech III	1
Police/Emergency Services	Communication Officer I	1
Police/Staff Services	Parking Service Officer	1
Utilities/SLM	Utility Distribution Worker I	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.00%
City Clerk	6	1	17.0%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	10		0.00%
Information Technology	17		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	81		0.00%
Planning & Comm Dev.	38		0.00%
Police	256	2	0.80%
Public Works	125		0.00%
Utilities	159	1	0.60%

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies)

included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT

Parks & Recreation

PT Recreation Leader – Whittier (1)	PT All Locations – Recreation Center Specialist
PT Recreation Specialist – YFAC (7)	PT Lifeguard Leader – YFAC (3)
PT Tennis Shop Attendant - (1)	PT Recreation Leader – YFAC (1)
PT Recreation Technician – Westwood (1)	Maintenance Worker I – Parks (2)
PT* Admission Clerk I - Westwood (20)	PT* Admission Clerk II - Westwood (4)
PT* Aquatic Manager - Westwood (1)	PT* Assistant Aquatic Manager - Westwood (4)
PT* Aquatic Facility Maintenance I - Westwood (8)	PT* Aquatic Facility Maintenance II - Westwood (3)
PT* Concession Manager - Westwood (1)	PT* Concession Cashier I - Westwood (18)
PT* Concession Cashier II - Westwood (6)	PT* Lifeguard - Westwood (70)
PT* Head Lifeguard - Westwood (6)	PT* Shallow Lifeguard - Westwood (16)
PT* Swim Instructor - Westwood (25)	

Police

Police Officer (2)	Animal Welfare Technician (1)
Communications Officer I (1)	Communications Officer II (6)
	Police Records Clerk (1)

Public Works

Engineering - City Surveyor (1)	PT Intern – (1)
---------------------------------	-----------------

Utilities

Sanitation - Sanitation Worker I (4)	Sanitation - Sanitation Worker II (3)
Water Line Maintenance – Utility Distribution Worker II (1)	
Utility Distribution Worker I (1)	Utility Distribution Worker II (1)
Utility Collection Worker I (2)	

City Clerk & City Manager

Assistant City Manager	Admin Tech III (1)
------------------------	--------------------

41 - New Hires

Position	Hire Date	Date Posted	Days to fill
Food & Beverage Tech II	01/03/2024	12/08/2023	26
Recreation Center Specialist (2)	01/30/2024	11/08/2023	83
Lifeguard Technician (3)	01/08/2024	11/08/2023	61
Lifeguard Leader (8)	01/08/2024	11/08/2024	61
Human Resources Coordinator	01/08/2024	10/17/2023	83
Human Resources Recruiter	01/16/2024	05/25/2023	236
Recreation Leader I (3)	01/08/2024	11/08/2023	61

Recreation Technician (3)	01/08/2024	11/08/2023	61
Planner I	01/02/2024	05/02/2023	245
Planner I	01/02/2024	11/14/2023	49
Utility Distribution Worker I	01/08/2024	12/06/2023	33

Handled by PD Tech

Position	Hire Date	Date Posted	Days to fill
Custodian	01/18/2024	12/08/2023	41
Program Coordinator	01/26/2024	12/28/2023	29
Police Officer (9)	01/26/2024	07/22/2023	176*
Animal Welfare Technician	01/16/2024	08/03/2023	166
Communications Officer I (4)	01/16/2024	07/22/2023	166*

**These positions remain open due to high turnover, difficulty to fill and frequency of academies*

SAFETY

Fitness for Duty Meetings

Department	Number Held
Utilities	1

Return to Work Meetings

Department	Number Held
	0

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis
Fire/Suppression	Strained left arm	Strained left arm moving unconscious patient	Work restrictions
Fire/Suppression	Strained right shoulder	Strained shoulder reaching overhead to close door on engine	Off work
Parks & Rec/Facility Maintenance	Smashed right thumb	Smashed thumb protecting her head during a fall	Work restrictions
Public Works/Fleet	Contusion on head	Slipped on ice and hit head on bumper	Released to work
Public Works/Traffic	Head, neck, and back	Injured head, neck, and back after slipping on ice	Released to work

Current number of “at fault” Vehicle Collisions per calendar year:

2024*	2023	2022
0	11	7

**CY2024 is current YTD*

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

2024	2023	2022
7	7	3

Recordable Injuries per calendar year:

2024*	2023	2022
5	78	60

**CY2024 is current YTD*

Recordable Injuries per fiscal year:

2024	2023	2022
43	78	60

Complaints/Resolutions

Complaint	Resolution
0	0

CULTURE AND SOCIAL RESPONSIBILITY (CSR)

ADA Complaints and Resolutions

Complaints	Resolution
<p>12/13/23: The door pressure for the public restrooms in City Hall and Development Center being more than 5lbf, making them too heavy for someone in a wheelchair to open. Also the soap dispensers in the bathrooms being too far to reach in a wheelchair.</p> <p>1/16/24: USPS (Gray St) accessible door was locked which made it out of ADA compliance.</p> <p>1/19/24: Questions about where and what are the CoN same day service for evacuations of disabled residents, including information/map that lists the location of bus stops heading outbound from Main St. and the routes.</p>	<p>1/31/24: The doors were adjusted to less than 5lbf and soap dispensers were added/moved in each of the public restrooms to the edge of the sink.</p> <p>1/19/24: Fire Inspector and Post Master went out and stated that the doors must be unlocked. USPS unlocked the doors.</p> <p>1/29/24: David Grizzle, Emergency Management, has been trying to reach the individual for the past week to inform about the CoN procedures. If the anymore information on the matter arises it will be notated on the ADA Compliant Log.</p>

ADA:

Working on obtaining ADA software to host living transition plan, building evaluations, and grievance and reasonable accommodations.

CSR:

Employee Resource Groups (ERGs) – The Employee Resource Groups biannual leadership meeting was held on Thursday, January 18, 2024. Plans for adding new ERGs and hosting more events were discussed. Announcement for the upcoming ERG Ice Cream Membership Drive was made and successfully held on Wednesday, January 31, 2024.

- A monthly calendar will now come out on the 1st of each month highlighting national and/or international awareness themes that foster respect and openness to help unite and educate us all.
- Plans have begun to host Norman’s first Pow Wow in the fall during Native American Heritage Month.

Committees:

Human Rights Commission (HRC) – The Human Rights Commission held a special meeting on Wednesday, January 24, 2024, to discuss the rescheduling of the Interfaith Breakfast, which was originally cancelled due to the weather. The HRC agreed that the rescheduled date for the Interfaith Breakfast is Saturday, February 17, 2024. The next regular monthly meeting will be on Monday, February 26, 2024.

ADA Citizen’s Advisory Committee – The ADA Citizen’s Advisory Committee’s next quarterly meeting will held be on Monday, March 11, 2024, at City Hall.

Cleveland County disABILITY Coalition –The monthly meeting took place on Tuesday, January 9, 2024. Melinda Lauffenburger with Autism Oklahoma presented information about the organization, which was established in 2002. Autism Oklahoma is a statewide program that creates opportunities to engage families to help their own family and to allow people with autism shine. Their 75 programs/events held annually are FREE or NEARLY FREE and are funded by donations in which they serve 4,500 annually, with the help of over 700 volunteers. More information can be found at <https://autismoklahoma.org>. The next meeting will be held on Tuesday, February 6, 2024, at United Way.

CITY OF NORMAN EMPLOYEE DEMOGRAPHICS
(Includes full-time, part-time, and temp/seasonal employees)

Gender	Total Population	% of Total Population
Female	232	24.3%
Male	724	75.7%
	956	100.00%

Job Classification by Gender		
Job Classification	Female	Male
Full-Time	180	669
Part-Time	46	41
Permanent Part-Time	3	7
Temporary	3	7
	232	724

Ethnicity by Race		
Ethnicity	Total #	Total %
American Indian/Alaskan Native	38	4.0%
Asian	14	1.5%
Black/African American	45	4.7%
Hispanic/Latino	33	3.5%
Native Hawaiian	1	0.1%
Two or More Races	40	4.2%
White	785	82.0%
	956	100.00%

Diversity by Gender

Ethnicity	Female	Male
American Indian/Alaskan Native	12	26
Asian	3	11
Black/African American	8	37
Hispanic/Latino	7	26
Native Hawaiian	0	1
Two or More Races	12	28
White	190	595
	232	724

Diversity % by Gender

Ethnicity	Female	Male
American Indian/Alaskan Native	1.3%	2.7%
Asian	0.3%	1.2%
Black/African American	0.8%	3.9%
Hispanic/Latino	0.7%	2.7%
Pacific Islander	0.0%	0.1%
Two or More Races	1.3%	2.9%
White	19.9%	62.2%
	24.3%	75.7%

CITY OF NORMAN

Information Technology Department
Monthly Report – January 2024.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on software for Municipal Court, Financials, Utility Billing, Work Orders, Time and Attendance, Human Resource Management, and Planning and Permits. IT now working on enhancements in HR, Finance, Planning, and Parks and Rec.
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. New equipment is being implemented to increase security and speed requirements.	Ongoing: 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 and replacement of old switch infrastructure.
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 Utilities Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC in case of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FYE24
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 – YFAC, EOC, HR/IT Building, Building Maintenance, PD Moves, and Mary Abbot House expansion. Complete – Sanitation, Line Maintenance Sr. Center, Development Center, Municipal Court, Bus Station
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Progress – Finance Dept. has made funds available. Work to be complete Q1 of 2024.
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 utilizes the network for business.	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 – customer portal configuration in progress.
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress, full completion in July/August of 2023. Renovation of new space should be complete by January 2024.
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 Progress

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 January 2024. The ticket count remains high due to various departmental moves and opening of new city facilities. IT support continues to assist with connections and configuration.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 6 emails from the groups shown were sent from city servers using city resources – of those 15,726 were delivered to outside mailboxes for the month of January 2024. The city servers generated mass communications to Norman citizens of 15,726 messages from only 6 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 293,950 attempted incoming and 82,399 outgoing messages for the month of January 2024. Incoming messages totaling 152,317 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 51% of our inbound mail. This percentage is up from previous months for malicious email/spam and continues a trend of more scam attempts during the holiday season. Our security efforts are having a positive effect on reducing the total number of malicious email inbound. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic 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 January 2024, the City of Norman's web site had 108,180 individual web sessions access the web site for 195,898 total page views. Of those sessions, 64,842 were identified as 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 had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

ERP Project Implementation Progress:

The chart below shows the path that we have followed through our ERP Implementation Project with most operations finalized by 2023. The project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The final implementations are expected to run through FYE24. The City Council approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once fully complete the city will have enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work with these systems. The IT Department has completed implementation of all major pieces of the ERP business systems software packages. These include Parks and Rec software, Municipal Court software, Financial Systems software, Utility Billing software, Payroll, Human Resource Management, Work Orders (Tyler EAM), Time and Attendance, and Planning and Community Services software packages. Daily work continues on these systems as well as additional training, enhancements, and configuration. We will continue to evaluate and enhance each of these systems moving forward. Our current efforts include a review of the HR Systems, post launch troubleshooting of Planning and Community Dev

Table 1

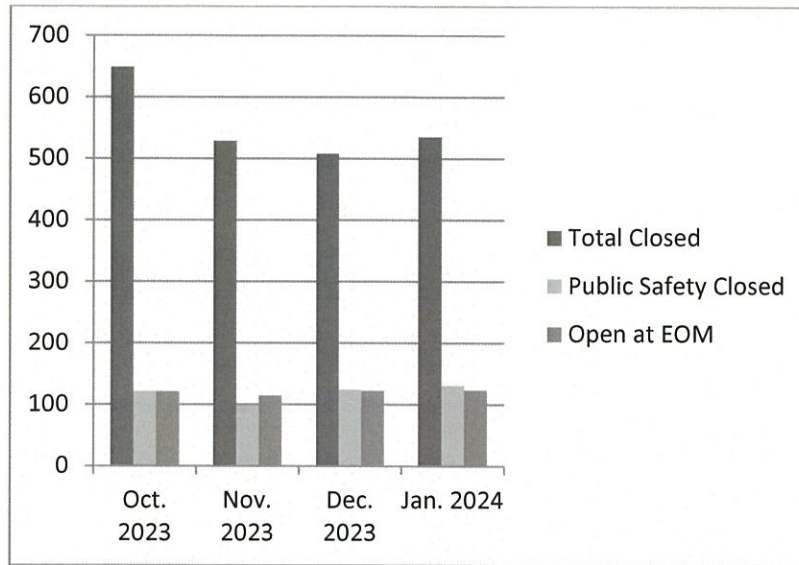


Table 2

January 2024 LIST SERVER REPORT			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2621	6	15726
Totals	3957	6	15726



Executive Summary

ironport.example.com

01 Jan 2024 00:00 to 31 Jan 2024 23:59 (GMT -06:00)
Data in time range: 99.81 % complete

Incoming Mail Graph

Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	46.0%	135,217
Stopped by Domain Reputation Filtering	2.4%	7,056
Stopped as Invalid Recipients	0.0%	6
Spam Detected	3.2%	9,475
Virus Detected	0.0%	31
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	136
Stopped by Content Filter	0.1%	396
Stopped by DMARC	5.3%	15,528
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	51.8%	152,317
Marketing Messages	13.0%	38,190
Social Networking Messages	1.4%	4,157
Bulk Messages	13.1%	38,600
Total Graymails:	27.5%	80,947
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	20.6%	60,686
Total Attempted Messages:		293,950

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%	82,399
Total Messages Processed:		82,399

Message Delivery	%	Messages
Hard Bounces	2.0%	1,680
Delivered	98.0%	80,734
Total Messages Delivered:		82,414

ironport.example.com - 01 Feb 2024 01:00 (GMT -06:00)

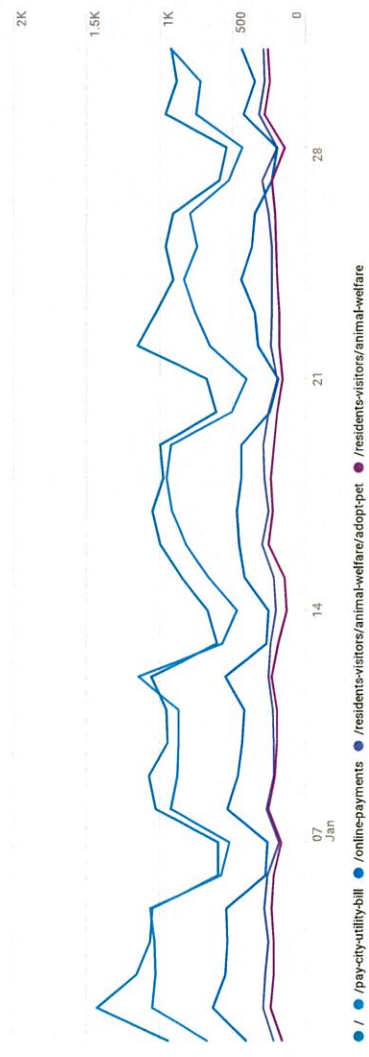
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1

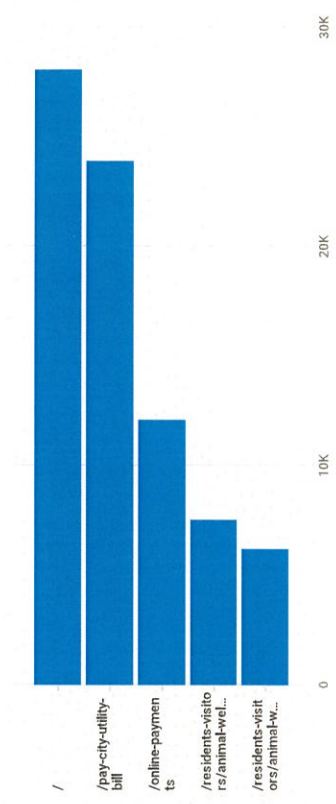
Custom Jan 1 - Jan 31, 2024

Monthly Page Views

Views by Page path and screen class over time



Views by Page path and screen class

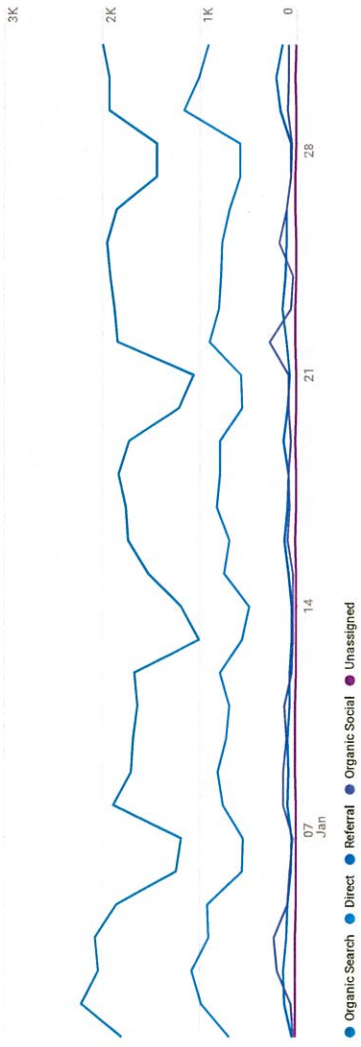


Page path and screen class	Views	Users	Views per user	Average engagement time	Event count
/	195,898 100% of total	64,842 100% of total	3.02 Avg 0%	59s Avg 0%	607,399 100% of total
/pay-city-utility-bill	28,040	16,344	1.72	17s	78,475
/online-payments	23,881	13,581	1.76	16s	84,996
/residents-visitors/animal-welfare/adopt-pet	12,069	7,472	1.62	12s	31,304
/residents-visitors/animal-welfare	7,518	4,040	1.86	20s	24,916
/residents-visitors/animal-welfare	6,188	3,876	1.60	16s	19,714
/your-government/departments/human-resources/job-opportunities	5,816	3,667	1.59	1m 10s	17,431
/residents-visitors/trash-recycling	4,155	2,872	1.45	40s	13,721
/residents-visitors/parks-recreation/young-family-athletic-center	3,368	2,526	1.33	35s	12,651
/public-safety/police-department/crime-prevention-data/departments-activity-reports	3,330	1,581	2.11	53s	26,541
/your-government/departments/utilities/sanitation/holiday-schedule	3,237	2,293	1.41	20s	8,396

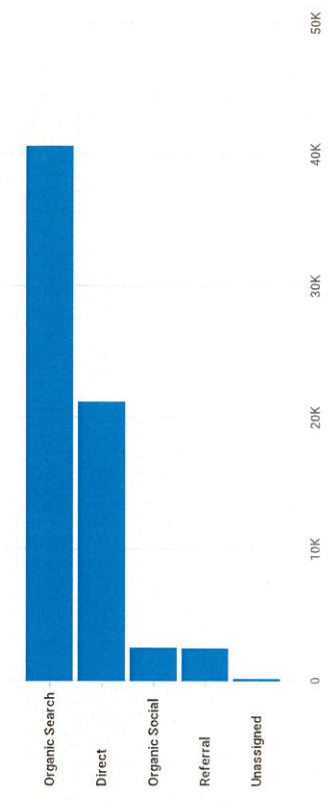
Custom Jan 1 - Jan 31, 2024

Monthly Site Traffic

Users by Session default channel group over time



Users by Session default channel group



Search...	Session default channel group	↓ Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
		100% of total	100% of total	100% of total	Avg 0%	Avg 0%	Avg 0%	Avg 0%	All events
1	Organic Search	64,842	108,180	62,868	35s	0.97	5.61	58.11%	607,399
2	Direct	40,624	71,484	45,803	41s	1.13	5.92	64.07%	423,446
3	Organic Social	2,517	27,907	13,210	22s	0.62	5.31	47.34%	148,138
4	Referral	2,466	3,093	1,443	21s	0.57	5.24	46.65%	16,221
5	Unassigned	146	169	1,986	39s	0.81	5.16	54.88%	18,681
6	Paid Search	1	1	6	1m 22s	0.04	5.37	3.55%	907
		1	1	1	15s	1.00	6.00	100%	6

MONTHLY REPORT - LEGAL DEPARTMENT

January 2024 Report

(Submitted February 9, 2024)

MONTHLY HIGHLIGHTS:

A. Federal Cases

Brittany Reid v. City of Norman, et al., CIV-19-13 (K)

As a result of the settlement agreed to by the parties, the court entered an administrative closing order that provided that this case would be dismissed with prejudice within sixty (60) days from October 31, 2023, unless closing papers or leave to reopen the case was filed. Sixty (60) days from October 31, 2023, accrued on January 2, 2024. Because neither closing papers nor a request for leave to reopen the case was filed on or before January 2, 2024, this case was dismissed with prejudice and will no longer appear on the Monthly Report.

Shaw, Austin, et al. v. City of Norman, et al., CIV-21-1124-J; 2nd Appeal 23-6087 (10th Cir. 2023); 22-6106 (10th Cir. 2022) (K)

Judgment was entered in favor of the City on November 9, 2023. The Plaintiff had until February 7, 2024, to petition the U.S. Supreme Court to consider the case. Because the Plaintiff did not petition the U.S. Supreme Court to consider the case on or before February 7, 2024, the 10th Circuit's decision is final. Consequently, this case will no longer appear on the Monthly Report.

B. State Cases

Easley v. City of Norman, Case No. SD-121511; CV-2022-2830 (K)

This case arises out of the Petitioner's failure to obtain a certificate of appropriateness before replacing windows on a house in the Chautauqua Historic District. The district court granted the City's motion for summary judgment. On December 18, 2023, the Court of Civil Appeals affirmed the district court's rulings. On January 8, 2024, the Petitioner filed a petition for rehearing. On January 30, 2024, the petition for rehearing was granted, the original opinion was withdrawn and a substitute opinion affirming the district court's rulings was entered. The petitioner has until February 19, 2024, to petition the Oklahoma Supreme Court for review.

Brittany Reid v. City of Norman, CJ-2024-84 (K)

This case was filed on January 24, 2024. It was filed for the purpose of effectuating the settlement agreed to in Reid v. City of Norman, et al., CIV-19-13 (WDOK 2019). Judgment against the City was entered the same day the case was filed. This case will remain on the Monthly Report until the settlement is finalized.

Cody Jones v. Zachary Kevin Peavler, City of Norman, CJ-2023-1595

This case was filed on December 29, 2023, and served on the City on January 8, 2024. It arises out of an automobile accident between a City sanitation truck and a bus driven by an Embark employee. On January 31, 2024, the Plaintiff dismissed the City without prejudice.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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)

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-2016-610 (K)

Walling v. Norman Regional Health System, et al, Case No. SD-121340, CJ-2014-874 (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)

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

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

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

City v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)

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

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. City of Norman et al., CJ-2020-797 (K)

Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)

Jaclyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)

Jane Doe v. S. Carter, Norman Regional Hospital Authority, and John and Jane Does, and or

DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)

City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)

City v. Lonnie Hodges, CV-2020-2922

The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
West Lindsey Center Investors, LLC v. City of Norman, et al., 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. Tietz 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*

NextEra Energy Transmission Southwest LLC, CV-2023-3288 (M)

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 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 23-03 – (Parks Employees)
AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)

AFSCME Grievance FYE 23-09 – (Brian Jones)
AFSCME Grievance FYE 24-01 – (April Waggoner)
AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)
AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)
AFSCME Grievance FYE 24-04 – (Jeremy Boggs)
AFSCME Grievance FYE 24-06 – (Ross – Discipline)
AFSCME Grievance FYE 24-07 – (Whiteside – Oral Reprimand)
AFSCME Grievance FYE 24-08 – (Whiteside - Harassment)

IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation
IAFF Grievance FYE 22 – Source Documents
IAFF Grievance FYE 23 – Matt Ferris – Discipline
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
IAFF Grievance FYE 23 – Change in Conditions of Employment
IAFF Grievance FYE-23 - Selective Progressive Discipline Grievance
IAFF Grievance FYE-23 - Failure to Compensate for Working Out of Classification
IAFF Grievance FYE-23 - Wellness Program
IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response
IAFF Grievance FYE-24 – Non-Emergency Call Back

FOP Grievance FYE-23 – Wellness Program
FOP Grievance FYE-23 – Medical Benefits (Shawn Hawkins)

B. Equal Employment Opportunity Commission (EEOC)

None

C. Contested Unemployment Claims (OESC)

Julia K. Yoon (Planner) - Discharged

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through December 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 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244	346	12	13	7	6	9	11
NOV	228	205	292	2	10	11	6	6	10
DEC	162	165	163	1	5	9	3	8	4
JAN	185	205	280	9	9	9	6	10	5
FEB	787	256		8	17		8	10	
MAR	282	272		13	13		9	12	
APR	323	322		12	9		10	9	
MAY	582	395		21	17		12	13	
JUNE	268	344		7	31		11	9	
TOTALS / YTD	3,860	3,059	2,181	114	156	72	95	118	64

WORKERS' COMPENSATION COURT

The total number cases pending as of January 2024 are 16. One Settlement was approved by the City Council in January and two are scheduled in February. The remaining cases are proceeding in active litigation in the Oklahoma Workers’ Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers’ Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE 24 CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES
Fire	Suppression	9		9	4	2
Fire	Prevention				1	
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool				1	
Planning	Development Services					
Police	Animal Welfare					2
Police	Criminal Investigation	1			1	
Police	Patrol	3		1	4	1
Police	Administration	0			2	
Public Works	Street Maintenance				1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control			1		
Utilities	Line Maintenance	1		1		
Utilities	Sanitation	1		1		
TOTALS		16		11	14	6

List of Pending Cases

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)

A Joint Petition Settlement is scheduled for consideration by the City Council on February 13, 2024.

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)

Faught, David L. v. City of Norman, CM-2023-03669 R

(Fire, Suppression, Firefighter, Binaural Hearing Loss)

Faught, David L. v. City of Norman, CM-2023-03668 L

(Fire, Suppression, Firefighter, Chest, Pectoral & Tricep Tendon)

Hambrick, John v. City of Norman, CM-2023-02469K (Cancer, BAW)

(Fire, suppression, Firefighter)

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

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

A Joint Petition Settlement was approved by the City Council on January 9, 2024 and will no longer appear on the monthly report.

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)

Newell, Richard v. City of Norman, CEC-2022-15014 H (Request to Reopen – Change in Condition for the Worse)

(PD/Narcotics/MPO/Sergeant, Right Knee)

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, Lower Back)

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

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

A Joint Petition Settlement is scheduled for consideration by the City Council on February 27, 2024.

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

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

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through January 2024.

DEPARTMENT	FYE 24 Month	FYE 24 YTD	FYE 23 YTD	FYE 22 YTD	FYE 21
Animal Control			2	2	1
Finance – IT					1
Fire				2	1
Legal					2
Other		4	5	6	11
Parks		1	1	2	4
Planning			1	2	
Police	1	5	8	8	3
Public Works – other		2	5	2	2
Public Works – Stormwater				1	
Public Works – Engineering					1
Public Works – Streets	4	10	8	10	9
Utilities – other		2			
Utilities – Water		2	16	6	11
Utilities – Sanitation		8	7	6	12
Utilities – Sewer		4	3	4	5
TOTAL CLAIMS	5	38	56	51	63

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	38	56	51	63
Claims Open and Under Consideration	8	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	12	25	15	11
Claims Paid Through Council Approval	2	2	2	7
Claims Resulting in a Lawsuit for FY	1	0	5	3
Claims Barred by Statute (No Further Action Allowed)	0	25	26	32
Claims in Denied Status (Still Subject to Lawsuit)	14	0	0	0

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
JANUARY - FY '24**

CASES FILED

	<u>JANUARY</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>JANUARY</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	1,104		5,110	472		2,413
Non-Traffic	268		1,974	183		1,454
SUB TOTAL	1,372		7,084	655		3,867
Parking	532		5,170	684		4,908
GRAND TOTAL	1,904		12,254	1,339		8,775

CASES DISPOSED

	<u>JANUARY</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>JANUARY</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	605		4,400	429		2,350
Non-Traffic	116		1,475	181		1,476
SUB TOTAL	721		5,875	610		3,826
Parking	654		4,447	516		3,836
GRAND TOTAL	1,375		10,322	1,126		7,662

REVENUE

	<u>JANUARY</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>JANUARY</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	\$ 101,688.51		\$ 528,152.41	\$ 45,865.82		\$ 262,100.69
Non-Traffic	\$ 15,895.09		\$ 132,602.98	\$ 16,214.72		\$ 133,633.31
SUB TOTAL	\$ 117,583.60		\$ 660,755.39	\$ 62,080.54		\$ 395,734.00
Parking	\$ 15,868.75		\$ 138,880.75	\$ 17,930.00		\$ 140,430.00
GRAND TOTAL	\$ 133,452.35		\$ 799,636.14	\$ 80,010.54		\$ 536,164.00

MUNICIPAL COURT - MONTHLY REPORT
January 2024

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 22 new cases and closed 27 cases during the month of January 2024. 3 Mediations were held.

PARKS AND RECREATION 9

Park Development Activities January 2024

Westwood Park

We are advertising now for proposals from design firms to work on a Master Plan for the golf clubhouse, maintenance, cart barn, tennis pro shop and parking areas. The goal is to help bring them up to the standard we have been creating at the park with the Family Aquatics and Indoor Tennis facilities done at the beginning of the NORMAN FORWARD program. We are seeking a guiding document to help us cost-estimate and define a work scope for these “front door” items at Westwood. The golf course and most of the tennis courts will remain as-is; however we will explore the idea of combining or relocating most of the structures in this area, which may allow for more tennis or other paddle sports facilities to be built and/or renovation of the golf practice areas near the clubhouse. A similar document was recently produced for Andrews Park; which we intend to use to guide our planning for future project funding requests for our city’s oldest park. Proposals are due on March 1.

Forestry



Trees were planted in a few spots at Campus Corner where there had been significant damage to existing trees in the sidewalk plantings done by the City several years ago. We also hired a contractor to do some corrective pruning to all of the city’s trees in this area and in the downtown area (along Main Street) to help encourage healthy tree canopies and overall tree health in these vibrant commercial areas where we invested in public streetscapes over the years.

Trees are also being planted this winter in parks and beautification areas, such as 12th Avenue NE (south of Lindsey Street), along Legacy Trail (between Gray and Acres), and in Andrews Park (in the arboretum area in the southwest corner of the park) and along Lindsey Street (from Berry to 24th Avenue NW).

Other park and public median tree projects will have work done this winter to remove dead material and re-plant and/or do proper pruning to help encourage tree health and keep the areas safe and appealing for drivers and pedestrians.



We also hired a contractor to remove a large branch over the sidewalk in Eastwood Park, after it was noticed that this arching tree segment was in an advanced state of rot at the base of the main trunk, which made it dangerous to allow in-place. We worked with the adjacent homeowner, to see if they wanted to have us remove any portion of the tree in their yard at the same time of our trimming. The area is now much more safe.

Norman Forward New Neighborhood Parks



We are continuing work to develop our newest neighborhood park in the Summit Valley/Bellatona neighborhoods (Bentley Park). A contractor has begun installing the roof deck for the picnic shelter; and work continues on the playground, which will have synthetic turf and a shade structure. The new tennis and pickleball courts have been constructed; and final court surfacing will be done in the spring, when temperatures are appropriate for proper curing. Also, the park walking trail, basketball court and all signs and landscape elements will be built this winter and spring as weather permits, in

preparation for a park opening in the spring.

Norman Forward Neighborhood Park Renovations

We have selected a design for both the Sunrise and Falls-Lakeview Park playgrounds. We will also be upgrading the park furnishings and walkways in these parks, along with other landscape and sports facility improvements at the practice fields and/or courts in each park. We will continue to do other smaller park improvements at other parks throughout the city, while we plan for the next major renovations that will occur next fiscal year.

Park Design

The concept for the Nature/Stormwater Park at the corner of Alameda and Carter has been finalized and the last of the site analysis reports are being completed. Our hired Landscape Architecture design firm, PDG will present at February Park Board meeting and then to Council.

Historical Museum



A contractor has begun work to replace several of the baluster pieces on the front porch, along with any sections of the railing top and bottom that have become rotten or damaged over the years. We are focusing on the front porch for all wood repair, cleaning and re-painting at this time and as weather permits, while we review the paint specifications for the main house and the Carriage House at the site. That work will be bid in the spring, and will include repairs to any wood siding, trim, and details prior to the final paint job.

Sutton Urban Wilderness

Better weather has allowed us to re-start the work on the parking expansion at Sutton Wilderness. The contractor is working to pour concrete for the 12 new parking spaces being built adjacent to the existing parking lot at the park entry off 12th Avenue. They will complete this part of the project as weather permits, and work to finish the improvements to the south trail spur in the park that connects Sutton to Griffin Park along the western boundary of these two areas.

January 2024 PARK MAINTENANCE DIVISION

	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
SAFETY REPORT					
On-The-Job Injuries	2	4		0	6
Vehicle Accidents	1	1		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man Hours			Total Man Hours	
Big Mowing	0.000	522.25		0.00	944.50
Trim Mowing	0.000	3234.25		0.00	5376.00
Chemical Spraying	208.000	639.00		6.00	1027.00
Fertilization	0.000	10.00		0.00	18.00
Park Tree Work	84.000	731.00		150.00	735.00
Street Tree Work	0.000	8.00		0.00	91.00
Trash Maintenance	406.500	2964.50		276.00	2447.75
Sprinkler Maintenance	114.250	779.25		160.00	1052.75
Watering	0.000	6.00		8.00	279.00
Painting	31.000	31.00		0.00	415.00
Landscape Maintenance	303.500	1900.25		195.00	1708.75
Seeding/Sodding	0.000	41.00		37.00	613.00
Ballfield Maintenance	0.000	28.00		52.00	341.00
Fence Repairs	15.000	205.00		167.50	431.00
Equipment Repairs/Maintenance	174.500	1386.00		114.00	1374.50
Material Hauling	60.000	213.50		24.00	497.25
Snow/Ice Removal	233.750	233.75		321.00	520.27
Christmas Setup	223.000	1136.00		252.75	264.75
Vector Control	0.000	99.00		0.00	114.00
Events	64.000	368.00		0.00	201.00
Vandalism Repair	6.000	241.00		18.00	210.50
Trail Maintenance	14.000	68.00		0.00	8.00
Playground Maintenance	59.750	529.75		101.25	891.75
Restroom Maintenance	158.250	249.00		0.00	622.50
Carpentry/Welding	274.000	659.00		2.00	441.00
Shop Time	60.000	405.75		54.50	493.00
Special Projects	234.250	1169.25		575.00	2481.00
Miscellaneous	55.000	779.75		408.00	1881.25

JANUARY 2024
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: The Center served 648 meals to the Little Axe community with our meals on wheels. We had a smaller month due to weather with 66 kids totaling our after-school program. The Center partnered with Pioneer Library to re-do our book collection and a new bench was installed in the park. The bench offers free Wi-Fi allowing people to download books and also works as a charging station.

12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 32 students for the month of January. The Center canceled its Martin Luther King Jr. Camp on January 15th due to the anticipated winter weather. Students were out of school on the 16th and 22nd due to the winter weather and icy road conditions. Our after school program added two new students, bringing our overall enrollment to 39 students. Those who have been enrolled in our after school program or previous summer camps were given the opportunity to enroll in our upcoming summer camp starting January 26th, one week before general public registration begins.

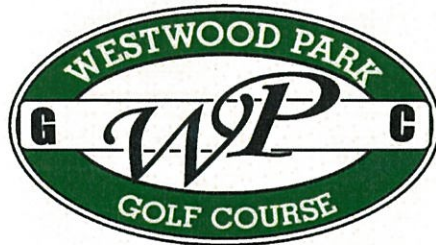
Irving Recreation Center: The After School Program continued at Irving this month with 20 students. The Center has not had open gym hours due to the middle school hosting practices and games, but that should change next month as the season ends in early February.

Whittier Recreation Center: The After School Program continued at Whittier with 28 children. The average daily attendance was about 19 children. This month we promoted our Recreation Specialist, Payton Lugafet to the role of Recreation Leader. Payton was previously a staff member at our Westwood Pool, and she has transitioned seamlessly with the staff and children at Whittier.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	0	3,253
Little Axe Community Center	2,078	13,162
12th Avenue Recreation Center	790	8,386
Irving Recreation Center	355	2,741
Whittier Recreation Center	369	3,214
Reaves Center	300	2,100
Tennis Center	2,906	23,276

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Senior	661	850	640	606	296	200	0					3,253
Axe	1,480	2,039	1,858	2,035	1,779	1,893	2,078					13,162
twelveth	1,795	1,167	1,195	1,182	1,270	984	790					8,386
Irving	343	507	426	378	354	378	355					2,741
Whittier	544	567	523	443	471	297	369					3,214
Reaves	300	300	300	300	300	300	300					2,100
Tennis	3,376	3,598	4,107	3,439	3,267	2,553	2,906					23,276

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



JANUARY 2024

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	JAN FYE'24	JAN FYE'23
Regular Green Fees	146	345
Senior Green Fees	167	291
Junior Fees	27	49
School Fees (high school golf team players)	163	58
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	365	627
Employee Comp Rounds	156	246
Golf Passport Rounds	0	0
9-Hole Green Fee	57	132
2:00 Fees	47	117
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	58	46
PGA Comp Rounds	0	1
*Rainchecks (not counted in total round count)	6	8
Misc Promo Fees (birthday, players cards, OU student)	24	78
Green Fee Adjustments (fee difference on rainchecks)	0	1
Total Rounds (*not included in total round count)	1210	1991
% change from FY '23	-39.23%	
Range Tokens	474	2027
% change from FY '23	-76.62%	
18 - Hole Carts	29	51
9 - Hole Carts	12	14
½ / 18 - Hole Carts	215	518
½ / 9 - Hole Carts	64	139
Total Carts	320	722
% change from FY '23	-55.68%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	0	0
% change from FY '23	0.00%	
TOTAL REVENUE	\$32,654.07	\$51,177.51
% change from FY '23	-36.19%	

**JANUARY 2024
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2024	FY 2024	FY 2023	FY 2023
	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

	FYE 2024	FYE 2024	FY 2023	FYE 2023
	MTD	YTD	MTD	YTD
Green Fees	\$16,768.14	\$293,601.62	\$26,168.52	\$308,401.29
Driving Range	\$2,684.12	\$67,956.31	\$7,941.80	\$78,065.86
Cart Rental	\$7,616.10	\$153,221.10	\$13,055.27	\$164,915.16
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$38.64	\$1,702.26	\$44.16	\$44.16
USGA Handicap Fees	\$0.00	\$0.00	\$128.74	\$128.74
Golf Cart Capital	\$332.12	\$9,048.85	\$0.00	\$0.00
Golf Merchandise	\$2,295.47	\$108,984.66	\$0.00	\$0.00
Restaurant	\$2,709.98	\$96,795.45	\$6,571.80	\$118,642.33
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$209.50	\$128,110.95	\$5,869.77	\$15,529.25
TOTAL INCOME	\$32,654.07	\$859,421.20	\$59,780.06	\$685,726.79
Expenditures	\$110,760.62	\$835,423.56	\$259,721.58	\$829,416.46
Income vs Expenditures	(\$78,106.55)	\$23,997.64	(\$199,941.52)	-\$143,689.67
Rounds of Golf	1210	19953	1991	21057

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

The greens are presently dormant and performing well this winter. We presently purchased a used Toro Hydroject for greens subsurface injection. We repaired it and will be putting it into service this spring. This will help greens quality with a direct impact on greens internal layering and water percolation issues. As we progress on the #1, #2 drainage project, the first of 2 high water concrete crossing has been removed. Our in-house bunker renovation project will continue with #2 green bunker next to be renovated. The driving range has many needed improvements. Irrigation, drainage, soil ammendments, depleted soils (presently soil testing) and length of the range are all being evaluated for future projects. We are working at removal of tree branches and dead trees throughout the golf course and grounds. Equipment maintenance and sharpening are being completed when the weather keeps us from our above listed projects.

JANUARY 2024
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$3,840.00	\$5,850.00	\$2,425.00	\$410,413.50
Swim Pool Gate Admission	\$0.00	\$186,635.00	\$0.00	\$269,113.00
Swim Lesson Fees	\$2,315.00	\$8,125.15	\$0.00	\$82,874.00
Pool Rental	\$0.00	\$47,927.56	\$0.00	\$41,515.00
Locker Fees	\$0.00	\$0.00	\$0.00	\$0.00
Pool Classes	\$2,380.00	\$3,057.00	\$0.00	\$27,333.00
Pool Merchandise Sales	\$0.00	\$236.44	\$0.00	\$0.00
Concessions	\$0.00	\$104,250.55	\$0.00	166,989.10
TOTAL INCOME	\$8,535.00	\$356,081.70	\$2,425.00	\$998,237.60
Expenditures	\$14,051.20	\$708,792.85	\$11,907.94	\$406,410.58
Income verses Expenditures	(\$5,516.20)	(\$352,711.15)	(\$9,482.94)	\$591,827.02

ATTENDANCE INFORMATION

	FYE 2024 MTD Jan-24	2023 YTD	2022 YTD	2021 YTD
a. Pool Attendance	0	114,679	58,459	75,468
b. Adult Lap Swim Morning/Night	0	950	65	1,802
c. Water Walkers	0	1,124	970	4,923
d. Toddler Time	0	4,328	1,578	5,421
e. Water Fitness	0	2,610	775	2,826
f. Swim Team	0	1,435	1,325	4,423
g. Scuba Rentals	0	514	488	54
h. Scuba Participants	0	282	52	100
i. Swim Lessons	0	1,465	860	1,697
j. Private Swim Lessons	0	73	34	51
g. Movie Night/Special Events	0	2156	1,604	1,298
h. Party / Rentals	0	259	65	116
TOTAL ATTENDANCE	0	129,875	66,275	98,179

FACILITY MAINTENANCE

9B

	Labor hours	Labor cost	Material Cost	TOTAL COST
Indirect	507.25	14753.27	6475.34	21228.61
12th Ave Rec	5.5	211.38	132	343.38
718 Porter	0	0	0	0
Adult Wellness	13	500.63	3588	4088.63
Andrews Park	0	0	0	0
Animal Welfare	20.5	761.895	196.68	958.575
Bldg A - Courts	39	1457.395	4094.88	5552.275
Bldg B - Police	59	2209.3	23546.7	25756
Bldg C - HR/IT	2	74.59	199.91	274.5
Bldg D - Development Center	49.25	1840.035	2623.99	4464.025
Bus Turnaround	2	77.76	0	77.76
Central Library	10	358.63	0	358.63
City Hall	32.5	1197.19	4566.7	5763.89
CNG Station	0	0	0	0
Compactors	10	388.8	27.56	416.36
Compost	1	38.88	0	38.88
Container Maintenance	0	0	0	0
Dumpster Barn	0	0	0	0
East Library	12.5	451.73	0	451.73
ECOC	0	0	0	0
Environmental Services	0	0	0	0
Facility Maintenance	0	0	0	0
Fire Admin	0	0	0	0
Fire Station 1	10	360.925	1829.23	2190.155
Fire Station 2	2	74.48	0	74.48
Fire Station 3	19.5	746.68	1970.27	2716.95
Fire Station 4	0.5	18.62	0	18.62
Fire Station 5	0	0	0	0
Fire Station 6	0.5	18.62	0	18.62
Fire Station 7	2.5	93.1	2220.81	2313.91
Fire Station 8	5.5	204.82	0	204.82
Fire Station 9	13.5	492.85	378.69	871.54
Firehouse Art	26	980.49	56425.16	57405.65
Fleet	3.5	130.34	0	130.34
Griffin Park	9	338.44	183.71	522.15
Historical House	0	0	0	0
Household Hazardous Waste	3	108.66	0	108.66
Irving Rec	7	257.73	157.12	414.85
Legacy Park	2	77.76	0	77.76
Legacy Trail	0	0	0	0
Lift Stations	0	0	0	0
Line Maintenance	12	439.23	969.38	1408.61
Lions Memorial Park	0	0	0	0
Lions NE Park	0	0	0	0
Lions Park	1	38.88	0	38.88
Little Axe Rec	4	142.84	82558.08	82700.92
Moore-Lindsay Historical House Museum	1	38.88	0	38.88
Neighborhood Parks	6	233.28	42	275.28

NIC - Norman Investigation Center	4	145.9	691.7	837.6
Normandy Park	0	0	0	0
Park Maintenance	1	37.24	0	37.24
Parks	0	0	0	0
Radio Towers	0	0	0	0
Reaves Garden Center	1	38.88	0	38.88
Reaves Park	2	77.76	122.89	200.65
Rotary Park	1	37.24	0	37.24
Ruby Grant Park	33.5	1293.46	1684.13	2977.59
Sanitation	0	0	0	0
Santa Fe Depot	1	38.88	1230	1268.88
Senior Center	15.5	577.99	603.76	1181.75
Shooting Range	6.5	240.53	115.68	356.21
Sooner Theater	9	337.02	60.41	397.43
Special Ops	4.5	167.58	11.32	178.9
Stormwater	6	221.91	352.84	574.75
Streets	1	35.71	0	35.71
Traffic Controls	1	35.71	0	35.71
Transfer Station	0.5	18.62	0	18.62
Transit	0	0	0	0
Transit/EVT	11	402.755	2248.32	2651.075
Warming Shelter	4.5	172.5	300	472.5
Water Reclamation Facility	14.5	535.39	98.5	633.89
Water Towers	0	0	0	0
Water Treatment Plant	3	107.13	1386.63	1493.76
Water Wells	4.5	174.96	0	174.96
Westwood Golf	15.25	589.64	1550.4	2140.04
Westwood Pools	0	0	0	0
Westwood Tennis	5.25	200.84	4025	4225.84
Whittier Rec	2	71.42	164.6	236.02
YFAC	59.25	2248.1	21030.98	23279.08
TOTAL	1098.75	36925.275	227863.37	264788.645

	Labor hours	Labor cost	MATERIAL	TOTAL COST
CUSTODIAL	\$ 327.00	\$ 7,970.90	\$ 23,447.59	\$ 31,418.49
DOORS	\$ 9.00	\$ 348.28	\$ 1,086.39	\$ 1,434.67
ELECTRICAL	\$ 174.50	\$ 6,649.26	\$ 3,297.56	\$ 9,946.82
ELEVATORS	\$ 5.25	\$ 202.48	\$ 495.00	\$ 697.48
HVAC	\$ 136.50	\$ 4,880.54	\$ 7,723.81	\$ 12,604.35
MISC	\$ 85.00	\$ 3,209.68	\$ 78,737.98	\$ 81,947.66
PEST	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00
PLUMBING	\$ 181.25	\$ 6,881.77	\$ 19,341.50	\$ 26,223.27
ROOFS	\$ -	\$ -	\$ 91,686.75	\$ 91,686.75
INDIRECT	\$ 180.25	\$ 6,782.37	\$ 446.79	\$ 7,229.16
MISC	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,098.75	\$ 36,925.28	\$ 227,863.37	\$ 264,788.65

PLANNING AND COMMUNITY DEVELOPMENT 10



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
January

	CATEGORY	2024		2023	
		No of Permits	Valuation	No of Permits	Valuation
RESIDENTIAL	Residential, New Construction	28	\$11,756,344.00	364	\$142,749,195.00
	Residential Duplex, New Construction	1	\$725,000.00	8	\$1,334,512.00
	Residential, New Manufactured Home	1	\$40,000.00	10	\$1,488,826.00
	Residential, Storm Shelter	13	\$45,235.00	340	\$1,369,648.00
	Residential, Addition/Alteration		-	107	\$7,422,804.00
	Residential, Carport	2	\$12,000.00	32	\$226,425.57
	Residential, Storage Building	16	\$608,277.20	139	\$5,695,401.96
	Residential, Fire Repair	1	\$10,000.00	46	\$4,417,476.00
	Residential, Swimming Pool	5	\$447,750.00	97	\$8,675,680.00
	Residential, Manufactured Home Replacement		-	5	\$464,900.00
	Residential, Solar	12	\$339,312.78	238	\$7,860,681.83
	Residential, Paving	4	\$28,300.00	92	\$945,375.00
	Multi-Family, New Construction 3+ Family		-	4	\$8,940,000.00
	Multi-Family, Addition/Alteration	1	\$8,900.00	33	\$448,916.00
	Multi-Family, Foundation	1	\$680,000.00	1	\$50,000.00
	Multi-Family, Fire Repair		-	1	\$619,021.00
	Residential, Roll off		-	0	-
	Other, Roll off		-	0	-
	Seasonal Storage Container		-	0	-
	Storage Container		-	0	-
	Sub Total for: RESIDENTIAL	85	\$14,701,118.98	1517	\$192,708,862.36
NON-RESIDENTIAL		No of Permits	Valuation	No of Permits	Valuation
	Commercial, New Construction	5	\$3,215,000.00	33	\$110,625,200.00
	Commercial, Parking Lot		-	5	\$438,700.00
	Commercial, New Shell Building		-	3	\$1,965,000.00
	Commercial, Addition / Alteration	6	\$950,000.00	125	\$60,201,370.00
	Commercial, Fire Repair		-	4	\$2,375,000.00
	Commercial, New Foundation		-	3	\$1,930,000.00
	Commercial, Temporary Bldg./Const Trailer		-	25	\$326,580.00
	Sub Total for: NON-RESIDENTIAL	11	\$4,165,000.00	198	\$177,861,850.00
OTHER ACTIVITY		No of Permits	Valuation	No of Permits	Valuation
	Electrical Permits	122	-	1730	-
	Heat/Air/Refrigeration Permits	111	-	1716	-
	Plumbing and Gas Permits	100	-	1837	-
	Sign Permits	54	-	503	-
	Water Well Permits	2	-	29	-
	Garage Sale Permits	12	-	683	-
	Structure Moving Permits		-	23	-
	Demo-Residential Permits	1	-	31	-
	Demo-Non-Residential Permits	2	-	7	-
	Certificate of Occupancy (CO)		-	1116	-
	All Field Inspections		-	25516	-
			33191	-	
	Total		\$18,866,118.98	34906	\$370,570,712.36



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

Report Category	Permit Number	Date Issued	Valuation	Address	Area (Sq Ft)	Zoning	Ward	Subdivision	Contractor / Tenant
		85	\$14,701,118.98						
Residential, New Construction		28	\$11,756,344.00						
	PRSF202305769	01/02/24	\$426,216.00	3806 MUIR FOREST WAY	3260	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
	PRSF202305820	01/02/24	\$224,280.00	3700 ALTA VISTA DR.	2329	PUD	8	FLINT HILLS SEC. 1	IDEAL HOMES OF NORMAN, LP
	PRSF202305811	01/02/24	\$253,820.00	3004 RED CEDAR WAY	2562	PUD	8	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN, LP
	PRSF202305825	01/03/24	\$2,900,000.00	4619 RIDGELINE DR.	8524	RE	8	GRANDVIEW EST N 4	BOWERS, JIM JR CONSTRUCTION CO
	PRSF202305853	01/03/24	\$410,000.00	1800 HOLLOW CREST CT.	2949	R-1	5	SUMMIT VALLEY 3	RIVERSTONE HOMES
	PRSF202305855	01/03/24	\$375,000.00	1901 OAKVILLE PL.	2912	R-1	5	SUMMIT VALLEY 3	RIVERSTONE HOMES
	PRSF202305854	01/04/24	\$370,000.00	1814 INGLENOOK DR.	2940	R-1	5	SUMMIT VALLEY 3	RIVERSTONE HOMES
	PRSF202400115	01/16/24	\$300,580.00	725 OZARK LN.	2744	PUD	8	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN, LP
	PRSF202400049	01/16/24	\$280,000.00	2836 KINGSWOOD DR.	2946	R-1	7	SUMMIT LAKES 8	DP GAMBLE HOMES, INC.
	PRSF202400147	01/17/24	\$464,737.00	3751 MUIR FOREST WAY	3602	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
	PRSF202305730	01/17/24	\$200,000.00	1909 OLD CENTRAL DR.	1386	R-1	5	EAST RIDGE 11	DANE LEDBETTER
	PRSF202400031	01/17/24	\$500,000.00	713 RUSTWOOD TRL.	3234	PUD	6	VINTAGE CREEK ADDN.	BROOKFIELD CUSTOM HOMES, LLC.
	PRSF202400032	01/18/24	\$370,100.00	1801 TAINES TURN	3322	R-1	7	CEDAR LANE 3	HALOKA HOMES, LLC.
	PRSF202400052	01/18/24	\$273,560.00	2900 KINGSWOOD DR.	2921	R-1	1	SUMMIT LAKES 8	DP GAMBLE HOMES, INC.
	PRSF202400058	01/18/24	\$281,680.00	2904 KINGSWOOD DR.	2932	R-1	1	SUMMIT LAKES 8	DP GAMBLE HOMES, INC.



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

PRSF202400064	01/18/24	\$280,000.00	2908 KINGSWOOD DR.	2946	R-1	1	SUMMIT LAKES ADD 12	DP GAMBLE HOMES, INC.
PRSF202400068	01/18/24	\$220,000.00	2912 KINGSWOOD DR.	2921	R-1	1	SUMMIT LAKES ADD 12	DP GAMBLE HOMES, INC.
PRSF202400081	01/19/24	\$450,000.00	4307 DUSTY TRL.	3752	PUD	3	GLENRIDGE 3	BROOKFIELD CUSTOM HOMES, LLC.
PRSF202400078	01/19/24	\$247,520.00	3704 ALTA VISTA DR.	2411	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
PRSF202400172	01/19/24	\$422,381.00	1107 MOUNT IRVING WAY	3404	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
PRSF202400077	01/19/24	\$278,460.00	721 OZARK LN.	2700	PUD	8	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN, LP
PRSF202400119	01/19/24	\$209,440.00	3708 ALTA VISTA DR.	2321	PUD	8	FLINT HILLS SEC. 1	IDEAL HOMES OF NORMAN, LP
PRSF202400076	01/19/24	\$238,280.00	3017 RED CEDAR WAY	2411	PUD	8	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN, LP
PRSF202400073	01/19/24	\$209,440.00	3624 ALTA VISTA DR.	2321	PUD	8	FLINT HILLS SEC. 1	IDEAL HOMES OF NORMAN, LP
PRSF202400099	01/19/24	\$472,000.00	3804 LEGACY DR.	3320	PUD	6	VINTAGE CREEK ADDN.	BROOKFIELD CUSTOM HOMES, LLC.
PRSF202400171	01/22/24	\$415,163.00	3805 MUJR FOREST WAY	3092	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
PRSF202400143	01/24/24	\$423,707.00	3754 MESA RD.	3255	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
PRSF202400256	01/30/24	\$259,980.00	704 OZARK LN	2519	PUD	8	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN, LP
	1	\$725,000.00						
PRDU202305700	01/12/24	\$725,000.00	323 W COMANCHE ST.	5833	CCPUD	4	ORIGINAL TOWN	WINDSTONE CONSTRUCTION & DEVELOPMENT, LLC
	1	\$40,000.00						
PRSFMH202304172	01/26/24	\$40,000.00	5513 MASON ST.	1152	RE	5	PRIDE 130	HORTON, JOHN P JACKIE L
	13	\$45,235.00						

Residential
Duplex, New
Construction

Residential,
New
Manufactured
Home

Residential,
Storm Shelter



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

PRSS202400029	01/04/24	\$2,850.00	2216 ARCADY AVE.	35	R-1	5	BELLATONA SEC 2	STORM SAFE SHELTER, LLC
PRSS202400114	01/11/24	\$3,500.00	405 MAYBURY DR.	28	PUD	6	LITTLE RIVER TRAILS SEC. 3	GROUND ZERO SHELTERS
PRSS202400144	01/11/24	\$2,500.00	3754 MESA RD.	31	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
PRSS202400149	01/12/24	\$2,995.00	3928 PIMLICO DR.	28	R-1	8	CARRINGTON PLACE ADD #5	GROUND ZERO SHELTERS
PRSS202400123	01/12/24	\$3,900.00	3300 BIRMINGHAM DR.	35	R-1	5	ST JAMES PARK 5	OKLAHOMA SHELTERS
PRSS202305883	01/12/24	\$2,500.00	3208 BIRMINGHAM DR.	28	R-1	5	ST JAMES PARK 5	STORM SAFE
PRSS202400159	01/12/24	\$4,545.00	1116 OSPREY DR.	28	R-1	7	EAGLE CLIFF SOUTH 7	GROUND ZERO SHELTERS
PRSS202400249	01/19/24	\$2,850.00	1400 MONTEREY DR.	25	R-1	7	MONTEREY II AMENDED	STORM SAFE SHELTER, LLC
PRSS202400201	01/19/24	\$3,900.00	336 WATERFRONT DR.	35	R-1	6	ROYAL OAKS ADD #3	OKLAHOMA SHELTERS
PRSS202400225	01/24/24	\$5,400.00	4815 TURKEY TRL.	70	A-2	5	TURKEY VALLEY ESTATES	RED DIRT SEPTIC
PRSS202400306	01/26/24	\$2,500.00	3623 ALTA VISTA DR.	24	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
PRSS202400298	01/26/24	\$4,495.00	7600 CINNAMON CIR.	30	RE	5	CINNAMON RUN BLK 1-3	GROUND ZERO STORM SHELTERS
PRSS202400277	01/26/24	\$3,300.00	309 LONE OAK DR.	28	R-1	6	ROYAL OAKS ADD #9	FLAT SAFE TORNADO SHELTERS
0		\$0.00						
2		\$12,000.00						
PRCP202305850	01/05/24	\$6,800.00	2509 WILDWOOD LN NE	320	R-1	6	WILDWOOD ESTATES #3 C	MILIAN, LAZARO JULIAN & DELIA
PRCP202400120	01/19/24	\$5,200.00	2001 HILLWOOD CIR.	400	RE	5	HILLTOP LAKE ESTATES	TITAN BUILDING CO
16		\$608,277.20						

Residential, Addition/Alt

Residential, Carport

Residential, Storage Building



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

PRAD202400003	01/04/24	\$21,877.20	2318 RAVENWOOD LN.	320	R-1	6	HALL PARK	405 DECKS	
PRAB202305849	01/05/24	\$12,000.00	2509 WILDWOOD LN NE	240	R-1	6	WILDWOOD ESTATES #3	DERKSEN PORTABLE BUILDINGS	
PRAB202305848	01/08/24	\$9,500.00	2509 WILDWOOD LN	384	R-1	6	WILDWOOD ESTATES #3	MILIAN, LAZARO JULIAN & DELIA C	
PRAB202305851	01/08/24	\$12,800.00	2509 WILDWOOD LN NE	480	R-1	6	WILDWOOD ESTATES #3	MILIAN, LAZARO JULIAN & DELIA C	
PRAD202400065	01/10/24	\$85,000.00	610 IOWA ST.	1176	R-1	4	NORMAN HEIGHTS	ANAS OWDETALLAH	
PRAB202305869	01/12/24	\$100,000.00	1200 COUNTRY CLUB DR.	2400	R-1	3	COUNTRY CLUB EST WILLA	BABB, JESSE & SUSAN CHRISTINA	
PRAB202400047	01/17/24	\$10,000.00	425 KENSINGTON RD.	384	R-1	3	QUAILBROOK ADD #1	ARNOLD, CHRISTOPHER C	
PRAD202305802	01/17/24	\$20,000.00	218 N UNIVERSITY BLVD.	700	R-1	4	ORIGINAL TOWN	HAMES, DAVID & KELLY	
PRAB202400087	01/19/24	\$2,000.00	122 E FRANK ST.	312	R-2	4	JONES	ELLIS, GARY	
PRAD202400124	01/19/24	\$125,000.00	2101 BLUE CREEK PKWY.	2570	RE	5	BLUE CREEK ADD	GENESIS FINE HOMES	
PRAD202400096	01/19/24	\$20,000.00	122 E FRANK ST.	1000	R-2	4	JONES	ELLIS, GARY	
PRAD202400128	01/22/24	\$24,600.00	1514 OAKCREST AVE.	100	R-1	1	OAKHURST 5	DAVID ALLEN GOSS	
PRAB202400142	01/22/24	\$10,000.00	1600 GRAND CANYON DR.	780	A-2	5	LINDSEY HEIGHTS	MARTINEZ MACIAS SERVICES, LLC	
PRAD202305862	01/23/24	\$4,200.00	4012 TROON ST.	130	PUD	8	CASCADE EST 7	GROSS, LONNIE	
PRAB202400079	01/30/24	\$21,300.00	2509 ATWOOD DR.	324	R-1	2	NORMANDY MANOR	GARY ALAN LEITER	
PRAD202400145	01/30/24	\$130,000.00	2600 ACACIA CT.	1137	R-1	2	FOREST HILLS	BIRD DOG CONSTRUCTION	
1		\$10,000.00							
PRDB202400069	01/08/24	\$10,000.00	805 OLIVER ST.	120	R-1	4	CARPENTER	DUSTIN PROFFITT	
5		\$447,750.00							
PRPO202305894	01/10/24	\$53,000.00	3206 WATFORD CT.	640	R-1	5	ST JAMES PARK 5	LOCHNESS POOLS	

**Residential,
Fire Repair**

**Residential,
Swimming
Pool**



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

PRPO202400054	01/12/24	\$69,750.00	629 RIDGE LAKE BLVD.	825	R-1	1	SUMMIT LAKES 7	AQUAMARINE POOLS
PRPO202400025	01/16/24	\$95,000.00	1901 PROVIDENCE DR.	836	R-1	6	HALLBROOKE 6	SIGNATURE CUSTOM POOLS
PRPO202400060	01/17/24	\$80,000.00	1104 W APACHE ST.	790	R-1	4	ELM HEIGHTS ADD	AQUATIC DESIGNS POOL & SPA
PRPO202305642	01/19/24	\$150,000.00	4224 HACKNEY WICK RD.	1144	R-1	8	CARRINGTON PLACE ADD 12	ARTISTIC POOLS
0		\$0.00						
12		\$339,312.78						
PRSO202305718 KW: 7.315	01/04/24	\$22,376.51	2801 KINGSWOOD DR.	0	R-1	1	MEADOWOOD ESTATES ADD	FREEDOM FOREVER OKLAHOMA, LLC
PRSO202305762 KW: 11.165	01/04/24	\$30,045.50	406 SEQUOYAH TRL.	0	R-1	6	WOODCREST EST #3	FREEDOM FOREVER OKLAHOMA, LLC
PRSO202305803 KW: 3.08	01/05/24	\$9,008.00	217 NORTH BASE AVE.	0	R-1	4	KUNKEL	FREEDOM FOREVER OKLAHOMA, LLC
PRSO202400055 KW: 6.89	01/05/24	\$10,582.00	1603 EISENHOWER RD.	0	R-1	8	NORTH ACRES	SOLAR POWER OF OKLAHOMA
PRSO202400005 KW: 11.2	01/11/24	\$40,000.00	610 MILLER AVE.	0	R-1	4	CLASSEN MILLER	EIGHTTWENTY
PRSO202305693 KW: 4.62	01/11/24	\$11,619.01	808 HAWKS NEST DR.	0	R-1	7	EAGLE CLIFF 1	FREEDOM FOREVER OKLAHOMA, LLC
PRSOL202304837 KW: 1	01/12/24	\$40,000.00	5209 LADBROOK ST.	0	R-1	3	CAMBRIDGE ADD #2	ION DEVELOPER LLC DBA ION SOLAR
PRSO202400212 KW: 8.61	01/22/24	\$45,833.31	514 CRIPPLE CREEK DR.	0	R-1	6	WOODCREST EST #5	SUNTRIA
PRSO202400228 KW: 4.92	01/23/24	\$32,751.95	2413 LARKHAVEN ST.	0	R-1	5	EAST RIDGE ADD #08 AMENDED	SUNTRIA
PRSO202400285 KW: 5.39	01/26/24	\$23,685.50	602 UTAH AVE.	0	R-1	4	FAIRFIELD MANOR	FREEDOM FOREVER OKLAHOMA, LLC
PRSO202305694 KW: 6.93	01/29/24	\$17,411.00	711 TIFFIN AVE.	0	R-1	4	TIFFIN	FREEDOM FOREVER OKLAHOMA, LLC
PRSO202400218 KW: 13.2	01/29/24	\$56,000.00	1924 BURNING TREE	0	R-1	6	HALLBROOKE 6	EIGHTTWENTY

**Residential,
 Manufactured
 Home Repl**

**Residential,
 Solar**



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

Residential,
Paving

4 \$28,300.00

PRPV202400182	01/22/24	\$1,500.00	1531 OAKHURST AVE.	511	R-1	1	OAKHURST ADD SEC 02	EADS, LISGETT
PRPV202400151	01/23/24	\$800.00	2019 ALLENHURST ST.	1527	R-1	1	OAKHURST ADD SEC 04	TILLER FENCE & DECK, LP
PRPV202305865	01/24/24	\$6,000.00	3309 RIVERWALK CT.	540	R-1	3	SHADOWRIDGE ADD #5	SHEPPARD CONCRETE
PRPV202305892	01/31/24	\$20,000.00	328 WEWOKA DR.	1500	R-1	6	WOODCREST EST #1	BILLS CUSTOM CONCRETE, INC.

Multi-Family,
New

Construction
3+ Family

Multi-Family,
Addition/Alt

1 \$8,900.00

Multi-Family,
Foundation

1 \$680,000.00

PRAD202400083	01/10/24	\$8,900.00	401 12TH AVE SE 117	250	RM-6	1	TRIAD #2	ALFARO PROPERTIES
PRFO202305675	01/12/24	\$680,000.00	1010 COLLEGE AVE.	11449	R-3	7	SCOGGINS ADD	LANDMARK FINE HOMES, LP

Multi-Family,
Residential,

Other, Roll off

Seasonal
Storage

0 \$0.00

0 \$0.00

0 \$0.00

0 \$0.00

0 \$0.00



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

CATEGORY/DESCRIPTION	COUNT	VALUATION
TOTAL	85	\$14,701,118.98
RESIDENTIAL		
Residential, New Construction	28	\$11,756,344.00
Residential Duplex, New Construction	1	\$725,000.00
Residential, New Manufactured Home	1	\$40,000.00
Residential, Storm Shelter	13	\$45,235.00
Residential, Addition/Alt	0	\$0.00
Residential, Carport	2	\$12,000.00
Residential, Storage Building	16	\$608,277.20
Residential, Fire Repair	1	\$10,000.00
Residential, Swimming Pool	5	\$447,750.00
Residential, Manufactured Home Repl	0	\$0.00
Residential, Solar	12	\$339,312.78
Residential, Paving	4	\$28,300.00
Multi-Family, New Construction 3+ Family	0	\$0.00
Multi-Family, Addition/Alt	1	\$8,900.00
Multi-Family, Foundation	1	\$680,000.00
Multi-Family, Fire Repair	0	\$0.00
Residential, Roll off	0	\$0.00
Other, Roll off	0	\$0.00
Seasonal Sotage Container	0	\$0.00
Storage Container	0	\$0.00



**CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION NON-RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024**

Report Category	Permit Number	Date	Valuation	Address	Area	Zoning	Ward	Subdivision	Contractor / Tenant
Commercial, New Construction	11		\$4,165,000.00						
	5		\$3,215,000.00						
	PRNOR202304912	01/16/24	\$700,000.00	1131 RAMBLING OAKS DR.	2022	C-2	3	SPRING BROOK 12	ANDY'S FROZEN CUSTARD
	PRNOR202303172	01/18/24	\$800,000.00	609 12TH AVE NE	6854	C-2	6	TSTB 1	MURPHY OIL USA
	PRNOR202303266	01/18/24	\$800,000.00	363 INTERSTATE DR.	6693	C-2	2	PARK CENTRAL	MURPHY OIL USA
	PRAD202400053	01/23/24	\$15,000.00	121 S SANTA FE AVE.	1940	CCFB	4	ORIGINAL TOWN	POP-UP BOUTIQUE/PIONEER LIBRARY
	PRNR202305539	01/29/24	\$900,000.00	1807 W LINDSEY ST.	1775	C-2	2	HTEAO	HTEAO
Commercial, Parking Lot	0		\$0.00						
Commercial, New Shell Building	0		\$0.00						
Commercial, Addition / Alteration	6		\$950,000.00						
	PRAD202400122	01/23/24	\$240,000.00	1305 36TH AVE NW	3527	C-1	8	DODSON'S NUTRITIONAL FOOD CENTER	GLO TANNING & SPA SALON
	PRAD202305216	01/24/24	\$200,000.00	2015 INDUSTRIAL BLVD	18500	I-2	8	NORMAN INDUSTRIAL TRACT	STRONGPOINT AUTOGROUP
	PRAD202400162	01/24/24	\$25,000.00	728 RESEARCH PARK BLVD, STE:104	1500	I-1	8	NORMAN RESEARCH PARK	EQUITY REALTY WHITE BOX
	PRAD202400161	01/24/24	\$25,000.00	728 RESEARCH PARK BLVD, STE:100	1500	I-1	8	NORMAN RESEARCH PARK	EQUITY REALTY WHITE BOX
	PRAD202400138	01/25/24	\$110,000.00	1305 36TH AVE NW	7030	C-1	8	DODSON'S NUTRITIONAL FOOD CENTER	ADAZEZ HOLDINGS
	PRAD202305828	01/30/24	\$350,000.00	1800 E IMHOFF RD.	1542	I-1	1	HITACHI ADD	HITACHI ENTRY & CANOPY REMODEL
Commercial, Fire Repair	0		\$0.00						
Commercial, New Foundation	0		\$0.00						
Commercial, Temporary Bldg./Const Trailer	0		\$0.00						
Total	11		\$4,165,000.00						

NON-RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION NON-RESIDENTIAL PERMIT ACTIVITY
JANUARY 2024

	Category/Description	Count	Valuation
	TOTAL	11	\$4,165,000.00
NON-RESIDENTIAL	Commercial, New	5	\$3,215,000.00
	Commercial, Parking Lot	0	\$0.00
	Commercial, New Shell	0	\$0.00
	Commercial, Addition /	6	\$950,000.00
	Commercial, Fire Repair	0	\$0.00
	Commercial, New	0	\$0.00
	Commercial, Temporary Bldg./Const Trailer	0	\$0.00

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



JANUARY | 2024

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2024	5-YEAR AVERAGE	2023
MURDER	0	0	0
SEXUAL ASSAULTS	14	14	17
ROBBERY	1	5	8
AGGRAVATED ASSAULTS	27	26	33
BURGLARY OF BUILDING	34	46	55
LARCENY/THEFT	170	220	236
MOTOR VEHICLE THEFT	33	36	38
ARSON	0	1	2
KIDNAPPING	2	2	0
FRAUD/FORGERY	63	81	104
DUI/APC	33	30	40
PUBLIC INTOXICATION	47	38	38
RUNAWAYS	14	22	31
DRUG VIOLATIONS	64	48	42
THREATS/HARASSMENT	20	36	50
VANDALISM	84	79	73
OTHER	577	574	637
TOTAL REPORTED OFFENSES	1,183	1,257	1,404
TOTAL ARRESTS:	679	648	695
PROTECTIVE CUSTODY:	87	89	103
TOTAL CASE REPORTS*	929	998	1,094
COLLISIONS	152	158	159
FATALITY	0	0	0
INJURY	33	48	56
NON-INJURY	119	111	103
NUMBER OF PEOPLE INJURED	42	67	83
CITATIONS & WARNINGS	2,494	2,344	1,975
TRAFFIC CITATIONS	1,078	723	439
TRAFFIC WARNINGS	898	1,102	860
PARKING CITATIONS & WARNINGS	518	519	676

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,706

NON-EMERGENCY CALLS TAKEN: 14,695

TOTAL INCOMING CALLS: 23,360

TOTAL CALLS FOR SERVICE GENERATED: 11,389

POLICE CALLS FOR SERVICE: 7,329

OFFICER INITIATED: 2,959

CITIZEN INITIATED: 4,370

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,805

EMSSTAT: 2,255

Officer Initiated Calls for Service
2,959



Citizen Initiated Calls for Service
4,370

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 245

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 69

CASES CLOSED DURING REPORTING PERIOD: 450

CLEARED BY ARREST / WARRANT: 9

CLEARED BY EXCEPTION: 13

COP FOLLOW-UP: 7

DEACTIVATED: 362

DEACTIVATED DUE TO STAFFING: 19

REFERRED TO PATROL: 21

REFERRED TO VICTIM ADVOCATE: 19

UNFOUNDED: 0

ANIMAL WELFARE

INTAKES: 179

LIVE RELEASES: 196

LIVE OUTCOME RATE: 93%

ANIMALS FOSTERED: 63

ANIMALS LICENSED: 60

VOLUNTEER HOURS: 168

RECORDS

CUSTOMER SERVICE CONTACTS: 2,118

IN-PERSON CONTACTS: 827

PHONE CONTACTS: 738

EMAIL CONTACTS: 553

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184

ACTUAL EMPLOYED: 173

AVAILABLE FOR ASSIGNMENT: 141**

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 68

AVAILABLE FOR ASSIGNMENT: 67**

*This number is less than reported crime due to multiple offenses occurring or being reported as part of one case report.

**This number reflects personnel available for assignment. This does not include individuals on non-discretionary leave, in the police academy, or in field training.

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report January 2024



IN SHELTER ANIMAL COUNTS

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	97	33	130	93	54	147	17	13%
Ending	103	28	131	73	43	116	(15)	-11%

ANIMAL INTAKES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	125	44	169	70	48	118	(51)	-30%
Owner Relinquish	4	7	11	22	21	43	32	291%
Owner Intended Euth	2	0	2	1	0	1	(1)	-50%
Transfer In	0	5	5	0	3	3	(2)	-40%
Other Intakes*	6	0	6	0	0	0	(6)	-100%
Returned Animal	8	3	11	10	4	14	3	27%
TOTAL LIVE INTAKES	145	59	204	103	76	179	(25)	-12%

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

OTHER STATISTICS

	2023		2024		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/#!
Dog Collected (DOA)	1	1	1	1	0	0%
Cat Collected (DOA)	1	1	1	1	0	0%
Wildlife Transferred	1	1	1	1	0	0%
Intake Horses	0	0	0	0	0	#DIV/#!
Intake Cows	0	0	0	0	0	#DIV/#!
Intake Goats	0	0	1	1	1	#DIV/#!
Intake Sheep	0	0	0	0	0	#DIV/#!
Intake Rabbits	0	0	0	0	0	#DIV/#!
Intake Pigs	0	0	0	0	0	#DIV/#!
Intake Other	1	1	80	80	79	7900%
TOTAL OTHER ITEMS	4	4	84	84	80	2000%

LENGTH OF STAY (DAYS)

	2023	2024
Dog	19.2	41.2
Puppy	13.9	9.5
Cat	18	15
Kitten	7.6	10.7

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	101	31	0	132

Norman Animal Welfare Monthly Statistical Report January 2024



LIVE ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	57	36	93	66	64	130	37	40%
Return To Owner	43	4	47	23	3	26	(21)	-45%
Transferred Out	20	18	38	21	0	21	(17)	-45%
Returned to Field	0	5	5	0	19	19	14	280%
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
TOTAL LIVE OUTCOMES	120	63	183	110	86	196	13	7%

OTHER ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	0	1	3	0	3	2	200%
Lost in Care	0	0	0	0	1	1	1	#DIV/0!
Shelter Euth	16	1	17	9	0	9	(8)	-47%
Owner Intended Euth	2	0	2	1	0	1	(1)	-50%
TOTAL OTHER OUTCOMES	19	1	20	13	1	14	(6)	-30%

TOTAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	120	63	183	110	86	196	13	7%
Total Other Outcomes	19	1	20	13	1	14	(6)	-30%
TOTAL OUTCOMES	139	64	203	123	87	210	7	3%

SHELTER EUTHANASIA DATA

				Total	Percentage
	Canine	Feline	Other		
Medical - Sick	5	0	0	5	56%
Medical - Injured	0	0	0	0	0%
Behavior - Aggressive	1	0	0	1	11%
Behavior - Other	3	0	0	3	33%
TOTAL EUTHANASIA	9	0	0	9	

MONTHLY LIVE RELEASE RATE

	2023	2024
	91.0%	93.8%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS

12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
January 2024

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Short Form Plat and four (4) Preliminary Plats for Planning Commission. The Development Engineer reviewed 22 sets of construction plans and 7 punch lists. There were 106 permits reviewed and/or issued. Development Fees were collected in the amount of \$6,451.15.

CAPITAL PROJECTS:

James Garner Phase 2 – Acres Street to Flood Avenue:

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the James Garner Avenue Norman Forward Project. The low bidder was Redlands Contracting, LLC of Warr Acres, Oklahoma, with a construction cost of \$7,820,000. Approximately \$4.8 million of this will be paid from federal grant funds. The remainder is paid for with Norman Forward funding.

ODOT awarded the project on November 7, 2022. This project has a 460-calendar day construction schedule, which will likely result in summer 2024 completion. The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Smith Roberts Baldischwiler.

The project involves the following items:

- Construction of a new roadway extension of James Garner Avenue beginning from just north of Acres Street adjacent to the Norman Municipal Library and extending north of Robinson Street to connect to Flood Avenue.
- New multilane roundabout intersection between the Flood Avenue and the new James Garner extension
- A new vehicular and pedestrian bridge over Robinson Street with aesthetics honoring James Garner as the roadway's namesake.
- Reconstruction and extension of the Legacy Trail with improved pedestrian lighting.
- Low Impact Development such as plantings and landscaping in the roadway medians and at bridge abutments to filter runoff and help prevent erosion.
- Reconfigured connections between local streets from Johnson Street to Himes Street.
- Decorative roadway lighting and landscaping.

As of the last pay application on 1/15/2024, 57% of the total contract amount has been expended. Through 12/15/23, 53% of the contract time had expired.

The contractor's activities this month were as follows:

- *Began grading for east half of the roundabout at Flood Avenue*
- *Completed installation of bridge diaphragms*
- *Began placement of steel and forms for bridge deck*

Porter Avenue Streetscape – Alameda Street to Robinson Street:

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen transportation improvement projects. Two of the nineteen 2019 bond projects are the Porter Avenue and Acres Street Intersection Bond Project and the Porter Avenue Streetscape 2019 Bond Project. The Porter Avenue Streetscape 2019 Bond Project consists of design and construction of streetscape elements along the Porter Avenue corridor between Robinson Avenue on the north and Alameda Street on the south. The total construction cost for the project is approximately \$5.1 million. Of that, approximately \$2.8 million will be paid by federal grant. The remaining \$2.3 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the Porter Avenue Streetscape 2019 Bond Project. The low bidder was SAC Services, Inc. of Oklahoma City, Oklahoma. ODOT awarded the project on November 7, 2022. This project has a 210-calendar day construction schedule,

Monthly Progress Report

Public Works (January 2024)

which will likely result in a fall 2023 completion. The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Atkins.

Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- New Decorative Traffic Signals
- Pedestrian safety improvements

As of the last pay application on 12/31/2023, 44% of the total contract amount has been expended. Through 12/31/23, 105% of the contract time has been expended.

The city has imposed a number of restrictions on the contractor in an effort to reduce the impact of the construction on local businesses and traffic along Porter Avenue. Although these restrictions have been successful in mitigating disruption to individual property owners and have allowed larger portions of the roadway to stay open at a given time, they have resulted in extending the overall project duration beyond what was expected at bidding. City staff and ODOT are working together with the contractor to determine a reasonable way to extend the allowable contract time to compensate for these added restrictions to the work. Once that change is implemented, the time used percentage will more closely align with the contract completion. Furthermore, many of the larger cost items in this project, such as landscaping and roadway paving, are not scheduled to be completed until the very end of the project. This too, helps to account for a portion of the lag between amount spent and time spent.

The contractor's activities this month were as follows:

- Continued sidewalk and paving construction between Himes Street and Rich Street
- Continued installation of light pole bases, irrigation and electrical conduit North of Frank Street
- Continued installation of storm sewer north of Frank Street (Completed in northbound lanes).
- Completed new storm sewer construction at Main Street to address drainage issues.
- Street light and signal poles were shipped and are expected to begin installation in February

Sidewalk Programs:

FYE 2024 Sidewalk Concrete Projects. This project was awarded to Arroyo's Concrete LLC and is 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 2024. This project has been updated to include 54 bus stop installations and/or modifications.

As of 2/2/2024, 80% of the total contract amount has been expended and 41% of the contract time has been expended.

Street Maintenance Bond Programs:

FYE 2023 - Miller Avenue Curb and Gutter Maintenance Project

Bids for the Miller Avenue Curb and Gutter Maintenance Project were opened on May 18, 2023. The bid was awarded at the June 27, 2023 Council Meeting. The contractor mobilized on July 6, 2023 and completed the west half of the project in July. The project was paused at the end of August to accommodate a community event. The contractor returned in October to complete additional ADA ramps, sidewalk, and storm inlets. Work was nearly completed in October, however an extremely shallow street light conduit caused a delay on the last ADA ramp. In November, OG+E repaired the damaged electrical conduit and the contractor completed the ADA ramp. This project was scheduled to be closed out in January, however due to an extended staff member illness, closeout is now scheduled for February.

FYE 2024 Street Maintenance Bond – Urban Concrete 1

Urban Concrete Bid 1 bids were opened on June 22, 2023. Seven bids were received and the contract was awarded on July 25, 2023 to Nash Construction Company in the amount of \$1,340,825.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by June 2024.

Monthly Progress Report
Public Works (January 2024)

The contractor mobilized on October 12, 2023. During January, the contractor worked on 24th Ave NE between Robinson and Rock Creek. Extended periods of very cold weather and rain slowed progress.

FYE 2024 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 22, 2023. Seven bids were received and the contract was awarded on July 25, 2023 to Arroyo's Concrete LLC in the amount of \$1,337,100.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by June 2024.

The contractor Mobilized on October 13th. During January, the contractor worked on Glenwood Street. Extended periods of very cold weather and rain slowed progress.

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, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. The route changes were effective October 16, 2023 after many months of implementation work, including the remodel of 320 E. Comanche into the Norman Transit Center. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

Go Norman Transit Plan: Vehicle Procurement

- o The City is currently in the process of purchasing 5 paratransit vans and due to supply chain and warranty delays, the first two of these vehicles were delivered on December 15, 2023. These vehicles will undergo final inspections and processing before being put into service to replace vehicles that have already been decommissioned. Staff currently anticipates receiving the remaining three vehicles in February/March 2024. 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.)

Microtransit Pilot Program with Via Transportation – Norman On-Demand

Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process for a turnkey pilot program. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023. After discovering the University of Oklahoma was interested in collaborating on microtransit services with the renewal of their SafeRide program, staff worked to amend the agreement with Via to include that collaboration. On August 8, 2023 Council approved both Amendment 1 to contract K-2223-164, and Contract K-2324-50 with the University of Oklahoma for microtransit services. Website updates and the end user app both went live on August 16, 2023 and the microtransit service, named Norman On-Demand, launched as planned on August 21, 2023. The initial pilot program is scheduled by K-2223-164 to end 12 months after launch unless otherwise extended. More details can be found in the monthly performance report for this service, which is attached.

Transit Monthly Performance Reports

Attached is both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for December 2023.

STREETS DIVISION

CAPITAL PROJECTS:

48TH AVENUE NE: ROBINSON STREET TO ROCK CREEK ROAD

Streets crews worked a deep patch at 48th Avenue NE: Robinson Street to Rock Creek Road and required 87.28 tons of asphalt for the repair.

CASTLE ROCK ADDITION – BROWNWOOD LANE

Streets crews replaced damaged concrete panels at in Castle Rock Addition – Brownwood Lane. This repair required 61.50 cubic yards of concrete and resulted in over 226 square yards repaired.

ROADSIDE OPERATIONS:

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 5.75 tons of asphalt was utilized in routine pothole patching operations.

SNOW AND ICE OPERATIONS

Spread 120 tons of sand and salt mix and 63,750 gallons of brine mixture during snow and ice operations.

STORMWATER DIVISION

CAPITAL PROJECTS:

THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT

For several years, residents of The Vineyard Addition have experienced property damage due to flooding. The Vineyard Addition is a residential subdivision located east of Porter Avenue and South of Tecumseh Road. In July 2015, the City hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area.

Meshek and Associates provided plans for this project to reduce the flood risk by expanding and re-grading the existing detention pond to increase the stormwater storage. The existing sidewalk will be shifted several feet to the north to allow the pond to be expanded. The dam on the eastern boundary of the pond will be raised approximately five feet above existing grade to provide additional stormwater storage. Any water from the spillway will be conveyed across a new 7.5-foot wide flume into a tributary of Woodcrest Creek east of the new pond. The vertical wall on either side of the flume will vary in height along the length of the channel but will provide at least two feet of depth for stormwater storage and conveyance. This flume will also serve as a sidewalk for the residents in the area. The existing discharge pipe will be upsized to address the modified flow.

During the month of January, the contractor continued excavation of the detention basin, extended the storm sewer line that extends from Porter Avenue to the new basin, and completed the concrete trickle channel to carry run-off from the new basin into the recently installed storm sewer.

WORK ORDER RESPONSE

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

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew replaced a broken pipe end at HWY 9 and 120th SE. The crew replaced a broken curb hood at the intersection of Broadway and Porter. They also assisted the Street Maintenance crews with a patch over a stormwater repair on Boyd Street and with winter storm operations. They repaired a broken manhole at HWY 9 and 36th SE. The crew checked 2,919 inlets and cleaned 452 inlets totaling 2.75 ton of debris removed in Ward 2, 3, and 8.

CHANNEL MAINTENANCE

The Channel Maintenance Crew removed 15 tons of debris from the box structure at 3335 Woodvalley Road. The crew removed debris from Merkle, Hollywood, Saddleback, and Vineyard Channels totaling 53.5 tons of debris. The Maintenance crew cleaned a flume at Sundance Court. They also removed a shopping cart from Colonial North. The crew continued with the Vineyard bridge cleaning project removing 30 tons of debris. The crew checked 207 inlets and cleaned 66 inlets totaling 1.5 tons of debris removed in Ward 3.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 199 lane miles were swept in January resulting in the removal of approximately 123 tons of debris from various curb-lined streets throughout the city. The camera crew completed 4,448 linear feet of pipe inspection. The crew checked 275 inlets and cleaned 95 inlets totaling .80 tons of debris removed in Wards 4, 1, 3, and 7.

STORMWATER OKIE LOCATES

During the month of January, 2,132 Call 811 Okie Spots were received. Of those requests, 162 were marked stormwater pipe locates.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

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

January 2024
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2023 Associated Fees

Planning Commission/Dev Comm Review:	This Month	Last Month	FY Total
*Norman Rural Cert of Survey... 0	↓	↓	↓
*Final Plats..... 0			
*Preliminary Plats..... 4			
*Short Form Plat..... 1			
*Center City Form Based Code.. 0			
*Concurrent Constr. Request..... 0			
City Council Review:			
Certificate of Survey..... 0	↓	↓	↓
Preliminary Plat..... 3			
Final Plats 1			
Certificate of Plat Correction..... 0			
Encroachment..... 0			
Easements..... 0			
Closure..... 0			
Release of Deferral..... 0			
	\$ 2,165.00		

Development Committee:

Final Plats..... 0			
Fee-In-Lieu of Detention..... 0	\$0.00		
Subtotal:	\$2,165.00	\$1,365.00	\$35,630.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 27	↓	↓	↓			
***Commercial..... 8						
Multi-Family..... 1						
Addition/Alteration..... 16						
House Moving..... 0						
Paving Only..... 4						
Storage Building..... 8						
Swimming Pool..... 5						
Storm Shelters..... 13						
Public Improvements..... 2						
Temporary Encroachments..... 0						
Fire Line Pits/Misc..... 1						
Franchise Utilities 19						
Other revenue				\$0.00	\$0.00	
Flood Plain (@\$100.00 each)..... 2				\$200.00	\$400.00	\$1,400.00
Total Permits.....	\$4,086.15	\$2,053.53	\$57,215.42			
Grand Total.....	\$6,451.15	\$3,818.53	\$93,865.42			
****Construction Plan Review Occurrences	22	27	165			
*****Punch Lists Prepared.....	7	3	35			

* 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

January 2024

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	7	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	27	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	8	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	22	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	1	100%



PERFORMANCE REPORT

Summary of Services Table: December 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.

EMBARK Norman Service Summary	ADP Dec FY24	FY24 YTD	FY23 YTD	Service Profile	Dec FY24	Dec FY23
Fixed Routes (M-F)	1,191	173,462	127,334	Weekdays	20	22
Fixed Routes (Sat)	745	18,210	9,695	Saturdays	5	4
PLUS (M-F)	85	11,274	11,105	Gamedays	0	2
-Zone 1*	60	8,420	9,324	Holidays	1	1
-Zone 2**	21	2,854	1,781	Weather	1	1
PLUS (Sat)***	23	552	597	Fiscal YTD Days	153	154
				Cal. YTD Days	358	359

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 24 YTD	FY 24 Targets	
# of Norman fixed-route passenger trips provided	191,672	251,881	■
# of Norman paratransit trips provided	11,826	21,000	■
% of on-time Norman paratransit pick-ups	97.11%	98.58%	●
# of Norman bus passengers per service hour, cumulative	19.67	13.04	■
# of Norman bus passengers per day, average	1,221	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	65.85%	80.94%	◆

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

**One denial due to capacity was recorded for FY23



Performance Report

Microtransit Pilot Program Performance Report

December 2023

Purpose

The Microtransit Pilot Program Performance Report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The performance measures used by staff may change over the course of the pilot program. Initially we will be comparing the key performance indicator

goals that were outlined in the request for proposals (RFP) to the data provided from Via for the Norman On-Demand program. These indicators and performance measures include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests completed within 20 minute wait time.

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman

On-Demand app is available on the Apple App Store and the Google Play Store. This service compliments existing public transit service by extending service into the late night hours and during the day on Sundays for a small fee. Because this is

Service Hours		Pricing	
Monday-Wednesday	7pm – 1am	First Passenger	\$2.00
Thursday-Saturday	7pm – 3am	Each Additional Passenger	\$1.00
OU SafeRide: Thursday-Saturday	10pm – 3am	OU SafeRide (OU Students using OU email address during SafeRide hours)	Free
Sunday	10am – 6pm		

ADA/Wheelchair Accessible Vehicles available upon request.

a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Key Performance Indicator Measures

Measure	Target	December	Service to Date (8/21/23 – 12/31/23)
Average Walking Distance	<0.10 miles	0.06 miles	0.07 miles
Maximum Walking Distance	0.25 miles	0.22 miles	0.32 miles
Average Rider Wait Time	<15 min	23.7 min	19.6 min
Maximum Rider Wait Time	20 min	63.0*	63.0*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	51.27%**	62.45%**

*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). This affects the original goal of 20 minutes that was identified in the original Request for Proposals.

**Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less as a percentage of the total number of ride requests with 'Completed' status. This data is skewed by longer available wait times for OU students during SafeRide hours.

Additional Performance Measures

Ridership

Norman On-Demand completed 2,605 rides in December 2023, which is a 7.0% decrease over the November 2023 total of 2,850. There were a total of 25 completed trips that requested a wheelchair accessible vehicle (WAV) in the month of November.

Ridership	December	Service to Date (8/21/23 – 12/31/23)
Total number of passengers	2,605	10,770
Total number of Trips Completed	1,650	6,531
# of Completed Trips Requesting WAV	25	85

Rider Experience

The system includes an automated feedback process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. No rider complaints were reported in the month of November.

Rider Experience	December	Service to Date (8/21/23 – 12/31/23)
Average Ride Duration	9.6 min	9.7 min
Average Ride Distance	3 miles	3 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 3,365 individual accounts have been created, which is a 12% increase over the November 2023 service to date total of 2,959. Of these accounts about two in five, or 41.6%, have utilized the service at least once. Approximately 17.7% or 595 active accounts have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement – Service to Date (8/21/23 – 12/31/23)		
App Accounts Created Since Launch	2,959	
OU Accounts	N/A	N/A
Active Accounts*	1,996	59.3%
Rider Accounts**	1,401	41.6%
Repeat Rider Accounts***	1,068	31.7%
*accounts where user has engaged with ride requests at least once		
**accounts with at least 1 completed ride		
***accounts with at least 2 completed rides		

Accidents and Vehicles

There were no accidents that occurred in December 2023. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.

All five vehicles are in active service. There are no issues to report regarding vehicles.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STREET DIVISION					
	FYE 2024 January 2024	FYE 2024 January 2024	Year to Date	Year to Date	FYE 2024
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours (tons of material used)	100%	100%	100%	100%	95%
	5.75		33.62		
Overlay/pave 10 miles per year.	-	0%	2.00	20%	100%
Replace 2,000 square yards of concrete pavement panels	226.00	11%	1,747.00	87%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	-	0%	12.00	3%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	14,227,016.00	112%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,361.00	307%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	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%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STORMWATER DIVISION					
	FYE 2024 January, 2024	FYE 2024 January, 2024	Year to Date	Year to Date	FYE24
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	198.31	40%	2,358.31	39%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	3,501.00	35%	10,129.00	101%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	4,865,526.00	36%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	2.00	2%	10.00		100%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

January 2024

IN GALLONS	FYE 2024	FUEL REPORT		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	21,694.00	19,606.00	27,160.82	
Outside - sublet	999.00	413.00	3,619.73	
TOTAL	22,693.00	20,019.00	30,780.55	
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	21,584.00	18,109.40	27,160.82	3,619.73

FYE 2024 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	137,238.22	138,935.44	202,826.89	25,994.97

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.33	Low	\$2.05	UNLEADED	High	\$2.27	Low	\$2.16
DIESEL	High	\$2.39	Low	\$2.32	DIESEL	High	\$2.44	Low	\$2.29
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$126,510.00	Month Total Public CNG Sales	\$7,624
OILS/FLUIDS	\$12,176.59	FYE 2024 To Date Public Sales	\$54,727
TIRES	\$28,407.21	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
SUBLET REPAIRS	\$10,610.65	Total Sold Gallons Life To Date	1,109,478
		Total Gross Sales Life To Date	\$1,653,356
TOTAL SPENT ALL parts/sublet	\$177,704.45	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station:	3,409,753

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	5	0	4	69
EMERGENCY ROAD CALLS	11	5	13	122
PM SERVICES	92	85	78	1,757
INCLEMENT WEATHER	0	0	0	9
WORK ORDERS	172	155	147	4,444
SCHEDULED REPAIRS	92	85	78	1,959
NON SCHEDULED REPAIRS	80	45	50	1,533

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	3	46
EMERGENCY ROAD CALLS	18	23	10	358
PM SERVICES	43	45	29	704
INCLEMENT WEATHER	0	0	0	4
WORK ORDERS	140	122	130	3,055
SCHEDULED REPAIRS	43	45	29	757
NON SCHEDULED REPAIRS	97	13	9	1,484

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	1	1	16
EMERGENCY ROAD CALLS	0	2	0	16
PM SERVICES	5	9	10	211
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	82	70	88	1,429
SCHEDULED REPAIRS	5	9	10	265
NON SCHEDULED REPAIRS	77	1	2	808

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	0	2	157
EMERGENCY ROAD CALLS	1	0	0	17
PM SERVICES	1	1	3	94
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	17	11	19	547
SCHEDULED REPAIRS	1	1	3	190
NON SCHEDULED REPAIRS	16	2	0	115

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	8	1	10	273
EMERGENCY ROAD CALLS	30	30	23	507
PM SERVICES	141	140	120	2648
INCLEMENT WEATHER	0	0	0	19
WORK ORDERS	411	358	384	9185
SCHEDULED REPAIRS	141	140	120	3104
NON SCHEDULED REPAIRS	270	61	61	3538

**FLEET DIVISION
INVENTORY
January 2024**

FUEL

WESTWOOD GOLF	343.0	gallons	DIESEL	@	3.140	\$ 1,077.02
WESTWOOD GOLF	381.7	gallons	UNLEADED	@	2.430	\$ 927.53
NORTH BASE	9,497.1	gallons	UNLEADED	@	2.160	\$ 20,513.76
NORTH BASE	8,027.2	gallons	DIESEL	@	2.360	\$ 18,944.19
FIRE STATION #5	453.9	gallons	UNLEADED	@	2.220	\$ 1,007.66
FIRE STATION #5	471.8	gallons	DIESEL	@	2.370	\$ 1,118.17
FIRE STATION #6	449.0	gallons	UNLEADED	@	2.190	\$ 983.31
FIRE STATION #6	385.4	gallons	DIESEL	@	2.380	\$ 917.25
BULK TANKS	1,200.0	gallons	DIESEL	@	2.360	\$ 2,832.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	10,781.7	\$ 23,432.26
DIESEL	10,427.4	\$ 24,888.63

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

January FYE 2024

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
	Number of PMs Scheduled	Completed On Time				
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY	1	1			0%	2%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
PLANNING						
PLANNING	1	1			0%	100%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	167%
PUBLIC WORKS						
ENGINEERING	4	4			0%	54%
STREETS	30	29	1		0%	76%
STORMWATER	3	3			0%	78%
TRAFFIC	2	2			0%	100%
STORMWATER QUALITY					0%	100%
FLEET	11	11			0%	75%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	5	4	1	1	20%	81%
POLICE ADMINISTRATION	2	2			0%	50%
POLICE STAFF SERVICES					0%	83%
POLICE CRIMINAL INVESTIGATIONS	3	2		1	33%	109%
POLICE PATROL	19	14	2	4	21%	22%
POLICE SPECIAL INVESTIGATIONS	5	4	1	1	20%	85%
POLICE EMERGENCY COMMUNICATIONS	2	2			0%	60%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	2	2			0%	100%
FIRE PREVENTION	1		1	1	100%	100%
FIRE SUPPRESSION	3	2	1		0%	108%
FIRE DISASTER PREPAREDNESS	1	1			0%	100%
PARKS & RECREATION						
PARK MAINTENANCE	6	6			0%	89%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE	2		2		0%	60%
PARKS FORESTRY					0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	11	11			0%	68%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	75%
PSST FIRE SUPPRESSION					0%	100%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	100%
WATER TREATMENT PLANT					0%	133%
WATER PLANT	1	1			0%	56%
WATER PLANT WELLS	1	1			0%	75%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	11	11			0%	86%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	100%
WRF INDUSTRIAL	2	2			0%	50%
WRF BIOSOLIDS	5	5		1	20%	64%
WRF OPERATIONS					0%	100%
SEWER LINE MAINTENANCE	1			1	100%	108%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	19	18	1	3	16%	79%
SANITATION COMMERCIAL	5	3	2		0%	71%
SANITATION TRANSFER	7	7			0%	80%
SANITATION COMPOST					0%	111%
SANITATION RECYCLE	2	2			0%	88%
SANITATION YARD WASTE	5	4		1	20%	75%
UTILITIES EVIROMENTAL						
ENVIRONMENTAL & SUSTAINABILITY					0%	3900%
CITYWIDE TOTAL	173	155	12	14	8%	52%

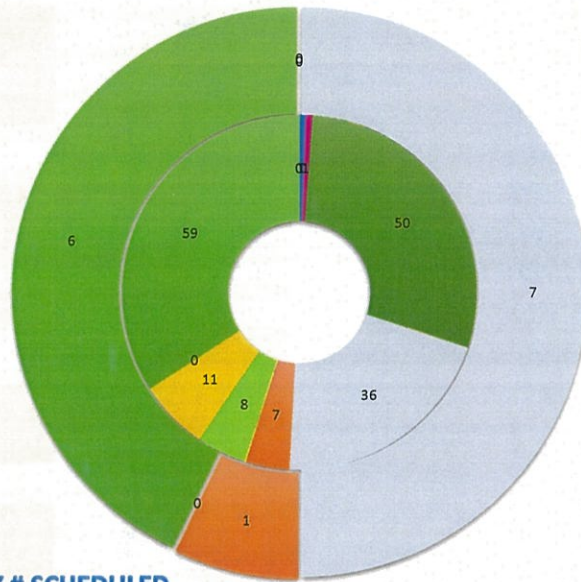
PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

January FYE 2024

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
Police										
1013	2009 Chevy Impala	PD Criminal Investigations	86918	84000	-2918	Miles	1/22/2024	Light Repair	PM-C	
1144	2015 Polaris Ranger	PD Patrol	1688	1500	-188	Hours	1/22/2024	Light Repair	PM-D	
		PD Patrol	33415	32000	-1415	Miles	1/29/2024	Light Repair	PM-D & PM-G	
Utilities										
0223	2016 Peterbilt 320 Frontloader	Sanitation Commercial	12395	12000	-395	Hours	10/3/2023	Heavy Repair	PM-D & PM-T	
582T	2013 Big Tex 14X77 Utility Trailer	WRF Sludge	2/1/2024	1/1/2024	-31	Days	1/1/2024	Light Repair	PM-A	
22276	2022 Peterson M2106	Sanitation Yard Waste	497	300	-197	Hours	1/23/2024	Heavy Repair	PM-C	
0255	2020 Peterbilt 520 Sideload	Sanitation Residential	8841	8700	-141	Hours	1/31/2024	Heavy Repair	PM-C & PM-SL	

PM Compliance Report January FYE 2024



- 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	1	0	0.0%
Human Resources	0	0	0.0%
Planning	1	0	0.0%
Public Works	50	0	0.0%
Police	36	7	19.4%
Fire	7	1	14.3%
Parks & Rec.	8	0	0.0%
PSST	11	0	0.0%
CDBG	0	0	0.0%
Utilities	59	6	10.2%
Citywide Total	172	14	8.1%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2024

January 2024

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
497	124.34	72%	83.7%	11.7%	
531	90.75	72%	70.8%	-1.2%	
642	137.82	72%	87.3%	15.3%	
1554	105.04	72%	61.9%	-10.1%	
1676	252.57	72%	93.4%	21.4%	
2098	115.57	72%	83.8%	11.8%	
2300	171.58	72%	93.7%	21.7%	
2495	144.04	72%	79.1%	7.1%	
2745	245.16	72%	99.3%	27.3%	
3001	107.55	72%	73.9%	1.9%	
3134	0.00	72%	#DIV/0!	#DIV/0!	
3151	160.45	72%	90.5%	18.5%	
3167	112.39	72%	88.8%	16.8%	
3470	135.67	72%	83.4%	11.4%	
3487	150.81	72%	94.9%	22.9%	
3502	134.24	72%	83.0%	11.0%	
3572	158.55	72%	92.2%	20.2%	
3800	129.21	72%	67.3%	-4.7%	
3843	154.51	72%	88.6%	16.6%	
3968	90.09	72%	91.3%	19.3%	
4033	146.50	72%	93.1%	21.1%	
DIRECT LABOR HOURS			2866.83		
TOTAL AVAILABLE HOURS			3351.49		
PRODUCTIVITY GOAL			72.0%		
ACTUAL PRODUCTIVITY			85.5%		

DIRECT LABOR HOURS 2866.83
TOTAL AVAILABLE HOURS 3351.49
PRODUCTIVITY GOAL 72.0%
ACTUAL PRODUCTIVITY 85.5%

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

JANUARY 2024		PROJECTED GOAL			THIS MONTH			YEAR TO DATE			
		Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days		100%	88	88	100%	628	628	100%			
Provide information requested by citizens within 7 days		95%	88	88	100%	622	622	100%			
Complete traffic engineering studies within 45 days.		99%	1	1	100%	12	13	100%			
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.		95%	20	20	100%	134	134	100%			
Worker Hours Per Gallon of Paint Installed.		0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage			
			0	0	#DIV/0!	1208	368.75				0.31
Thermoplastic legend, arrows, stop bars & crosswalks installed.		4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average			
			0.25	11	44.00	8.32	70	8.41			
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.		100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met			
			15	15	100%	103	103	100%			
Response to reports on traffic signal malfunctions within one hour.		99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met			
			20	20	100%	135	135	100%			
Response to reports of sign damage:		Percentage									
High Priority Stop or Yield Signs within one hour		99%	17	17	100%	56	56	100%			
Lower Priority all other signs within one day		90%	24	24	100%	295	295	100%			
Street Name Signs within two weeks		90%	10	10	100%	88	88	100%			
Percent of work hours lost due to on the job injuries.		<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met			
			3360	0	0.00	22120	0	0.00			0.00

Monthly Report

January 2024

LINE MAINTENANCE:

Waterline Capital Projects

- Beaumont Drive – 100%
- 1357 12th NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%
- Page Street – 100%
- Crail Drive – 0% Hold – Pending Lead Survey

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project and Sutton Place project generators were delivered this month – in progress of completing electrical to complete projects.

Water Line Breaks Total – 15 in January

Water Lines Hit by Contractors – 0

Sewer Line Data

- Total obstruction service requests - 25
 - Private Plumbing: 22
 - City Infrastructure: 3
 - Sanitary Sewer Overflows: 1 on private side, 0 on city side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.168 MGD
- Total Monthly flow: 36.208 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 60 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. Line Maintenance staff officially moved into the new building on January 4, 2024. A meeting was held on January 11, 2024 to discuss repairs and design changes to the road as a lot of the drainage is not being captured by the stormwater controls. These repairs have been completed and will be paid from the ECOC project. A grand opening was held for the facility on January 29, 2024. Staff is working on approving their January claim, which will be the final claim before retainage is paid.

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.

AIM Water and Wastewater Master Planning Effort: In combination with the overall comprehensive land use plan, Water and Wastewater master planning efforts are being done to evaluate the current infrastructure, provide input on future development locations, and determine infrastructure needed to support the selected land use alternative(s). RDG, with Garver performing the engineering for water and wastewater efforts, was selected as the consultant for the project. Contract K-2324-46 was awarded to RDG (with Garver as a subconsultant) in July 2023. Initial work has begun by Garver and the first Water and Wastewater Subcommittee meeting was held.

Tangentially, staff worked with Garver and RJN to complete the wastewater collection system flow monitoring necessary for proper calibration of the wastewater model being developed and updated by Garver.

WASTEWATER PROJECTS:

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. 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. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail. ODEQ is now reviewing a preliminary final version of the report, and it is expected that they will require several months to complete their review. Once ODEQ has approved the report, Garver's Contract calls for submitting the report to a team of independent industry experts who will review and also approve the report's conclusions, at which point, the report will be considered final. This is expected to require several more months after date of ODEQ approval.

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. As of March 2023, all funds authorized by this Grant have been required and received by City of Norman.

In 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 by June 2024. If, based on initial conclusions and recommendations, additional funds are authorized, work will continue through the remainder of 2024 and possibly beyond.

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 with Garver in the amount of \$196,190 (of which \$148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. Project is ongoing and should require approximately one year to complete.

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 were approved for inclusion in the bidding documents.

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of \$5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

Based on further discussion, an additional concern arose based on the fact that until funding is approved by Congress, exact details in grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, if project is receiving funding via another Federal Program and project meets requirements of that program, EPA Community Grants will approve project on that basis. As a result, NUA has commenced process of seeking a Clean

Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request will be worded to also cover other planned projects at the WRF so, assuming EPA Community Grant is eventually made, the CWSRF loan funds will be directed to those other projects. OWRB has advised that, as with the EPA Community Grant, the project may start before the loan is granted. Then, once approved, NUA can immediately seek reimbursement for all work completed on the project prior to loan approval. It should also be noted that the use of CWSRF loans for upcoming capital projects at the WRF was recommended by the Raftelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant process and timing, the ongoing CWSRF loan process, and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF if/when those financial instruments are approved. As a result, project was advertised on Thursday, August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of \$3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Pre-Work Meeting convened in December 2023. Notice to Proceed was issued in January 2024, and shop drawing review and procurement processes have commenced. Based on current lead times for dewatering equipment, construction should be complete in July 2025.

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. Assuming the project is not deferred again, 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.

In June 2023, Greeley and Hansen submitted a request for Contract Amendment based on delays in bidding the project, change from CMaR to traditional Design/Bid/Build project delivery along with several other perceived changes that occurred during design. Final costs were negotiated in November and December 2023 and Amendment No. 1 was approved by City Council on January 9, 2024.

Engineer: Greely and Hansen LLC (Ana Stagg)

WRF Digester #3 Roof Replacement (WW0336): The existing roof for Digester 3 has reached the end of its useful life and has experienced high rates of failure that warrant a project to upgrade the existing facility. Funding in FYE 24 is for an evaluation of Digester 3 and the roof. Future funding will be used to upgrade and rehabilitate the digester to extend the useful life of the asset. The operating impact of this project is that a full rehabilitation or replacement of the digester roof will more efficiently use funds rather than reactively repairing the roof when it fails.

Engineer: Garver – On-Call services

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. The pipe has been completely installed and is currently in service. Final acceptance occurred on January 23, 2024. This will be the final report for this item.

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. Staff have located additional lands to allow for the continued land application of digested and dewatered biosolids which is more cost-efficient than co-composting. As such, this project will be closed out until a future need arises necessitating the project.

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. This project will be closed out until the project is moved forward.

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 completed review of plans and final plans will be complete by March 2024.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE19 (WW0321): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE 2019 study area is generally bounded by Lindsey Street and Timberdell Road and 24th Avenue SW and South Berry Road. Project will replace approximately 31,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques, and rehabilitate an additional 1,000 LF of 8" sanitary sewer lines using cast-in-place pipe lining techniques along with rehabilitation or replacement of 160 manholes and 610 services.

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in early January 2024 and shop drawing review and procurement efforts have commenced. Initial material deliveries and start of construction are anticipated in February 2024.

Engineer: Parkhill

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 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 Reclamation Facility (WRF) PFAS and Microplastics Fate and Transport: New regulations for PFAS are being promulgated by the EPA for drinking water but future regulations for wastewater effluent and biosolids are envisioned as well. To get information ahead of future rules for wastewater, this project will sample for PFAS and microplastics at locations throughout the WRF to determine levels through each process, PFAS formation or removal, and percentages of materials within liquid effluent or biosolids. Funding for this work will be from a loan from the Oklahoma Water Resources Board with 100 percent loan forgiveness (i.e., no ratepayer funds to be used).

Engineer: Garver (Bryce Callies)

WATER PROJECTS:

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. Staff was notified that Public Works is unable to acquire the necessary ROW south of Constitution so the extension of the 16-inch and 24-inch lines are on hold for now.

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 (NHCL₂) 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. Staff and Engineers held a public meeting with Norman residents at Franklin Baptist Church on December 11, 2023 to discuss the plans for the new facility. Citizens are mostly concerned about the aesthetics of the facility and would like berms and enough landscaping to hide the facility. Engineers are working on completing 90% plans and incorporation of some additional design elements following the public meeting held in December. Architects are working on getting renderings from the street view and nearby properties to show a more accurate depiction of what nearby homeowners would see when the berms are added around the facility.

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 has still not been determined. This funding will determine when the waterline project needs to begin and end. The waterline will need to be completed before the roadway work begins.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain 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. Staff was notified by Public Works that their contractors will be at Porter and Himes this month and they were wanting our bends installed before they get there. A field meeting was held on November 28, 2023 and contractors started excavating the waterline on December 4, 2023. A conversation was held as to what kind of replacement Public Works would want from us since they'll be coming back and milling and laying asphalt in addition to addition of a new storm sewer. Staff and contractors had a field meeting on December 5, 2023 and it was determined that our waterline is actually deep enough that bends will not be necessary, even though the Engineer drew the asbuilts showing out waterline going through the future stormwater pipe. Our contractors were instructed that the bends will not be needed and are installing full depth asphalt for most of the area per Public Works instruction. Staff is waiting on the invoice from the contractors for work they did excavating and refilling the trench for the bends that were ultimately not installed. Once an invoice is received, staff will close out the project.

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. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water Technology Solutions Services, Inc., who currently own the "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and repainting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about \$551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are \$2,306,254, \$2,742,868, and \$2,887,684, respectively. Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of \$502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline. Staff has determined that clarifier 3 is in most dire need for recoating/potential metal repairs and would like this to be accomplished with funds for this project. Repairs to clarifiers 1 and 2 would be completed at a later date if funding allows. Staff met with Carollo on July 19, 2023 to discuss combining this work with other WTP projects that need to be completed.

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. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where Cimarron Construction Company was the low bidder at \$2,631,347.00. This number includes replacement of Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. Contractors have completed installation at the apartment complex and are in the process of finishing punch list items. Staff is still waiting to hear back from contractors on their timeline to start on the Southlake neighborhood. Staff is still working on getting easements acquired from the Cervi properties nearby the Southlake addition.

Water Line Replacement, Parsons Addition Phases I and II (WA0246): 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, 2022, and 2023, Phase II was delayed until the following Spring each year, and determination has now been made to proceed with this project in Spring of 2024. During January 2024, Garver submitted 95% drawings for NUA review. Comments have been returned to Garver and project is expected to advertise during February 2024 with Contract Award to follow in March. This will give selected lowest and best bidder ample time to order materials and prepare to mobilize on May 13, 2024, which is the Monday after OU's Spring 2024 Graduation Weekend. Construction is expected to continue through the summer and be complete no later than August 18, 2024, which is the day before the start of the Fall 2024 semester.

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

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14th, 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.

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 intended to synchronize 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 a long segment 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 were existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties (seemingly much larger than needed to accommodate OG&E's overhead power lines in the area) extending into the area Jacobs intended to use for their current alignment for this project. After consideration of several alternatives, it was agreed to determine if OG&E would allow encroachment in their easement as long as it was a reasonable distance from their overhead lines, and 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 final design and acquisition of easements so project may be readied 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.

In May 2023, Jacobs advised that they were preparing a request for a contract amendment for various perceived extras encountered during design to date, and they expected to submit this request within a few weeks. NUA agreed to review the details of the request upon receipt, but did not necessarily agree that an amendment of any amount was merited. To date, this request has not been submitted. If, upon receipt and review, NUA finds an amendment is merited, final costs would likely be negotiated during December 2023 and the Amendment submitted for City Council approval in January 2024.

Assuming project is not deferred, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely to continue through Winter

2023/24 with Bidding and Contract Award to follow in the Spring of 2024. Construction would then commence in late Spring 2024. Project completion is then projected for early 2025.

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. In 2020, the coatings on the tower began 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 water 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 non-potable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. During January 2024, there were ongoing conversations and additional data requests between Plummer and NUA to clarify details of report. In February, NUA intends to present conclusions to City Manager and work toward reaching consensus on a final course of action for Lindsey Tower.

Although it appears that the final report will not recommend the construction of a non-potable reuse system, it is now likely that Lindsey Tank will be rehabilitated regardless, but the details of the rehabilitation will vary depending on the alternative selected. Consequently, in November 2023, updated cost proposals were received from Dunham Engineering to prepare bidding documents and inspect ongoing rehabilitation work at Lindsey Tower for various possible alternative uses. As soon as an alternative is confirmed, which should happen by the end of February 2024, Dunham's contract (with pricing based on the selected alternative) will be submitted to City Council for approval. Upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in Winter and early Spring of 2024. Construction would then commence as soon as weather conditions allowed in spring and would continue for approximately 1 to 3 months (depending on alternative).

Engineer: Dunham Engineering for Lindsey Tower (Joe Seiter) and Plummer (Jonathan McCarthy) 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 were 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. Variance requirements from BOR and OWRB are impacting the finalization of the contract.

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 24th NE to 12th 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.

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. As of the first week of February, contract has been received and awaits approval by City Council.

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. The final design will also include waterline replacement of all five cul-de-sacs located in this section of Danfield. As of the first week in February, design for the Master Alignment has been completed.

Lead Service Line Inventory and Replacement (WA0384): The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed.

SANITATION CAPITAL PROJECTS:

SA0025 – Sanitation Cost-of-Service Study: This study will complete a financial evaluation of the Sanitation Fund. Raftelis, who has performed several financial studies for the Utilities Department, was selected to complete this work. Under this contract, Raftelis will evaluate the overall financial condition of the Sanitation fund amidst increasing costs. In summary, this study will develop a financial plan based on historical revenues and anticipated operating and capital expenditures, assess costs for service for various customer classes and services provided to sanitation customers, evaluate the current rate structure and prepare recommended modifications or increases to eliminate customer class subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract was awarded by City Council on January 23, 2024.

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. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore.

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, Parkhill Engineering, 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.

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.

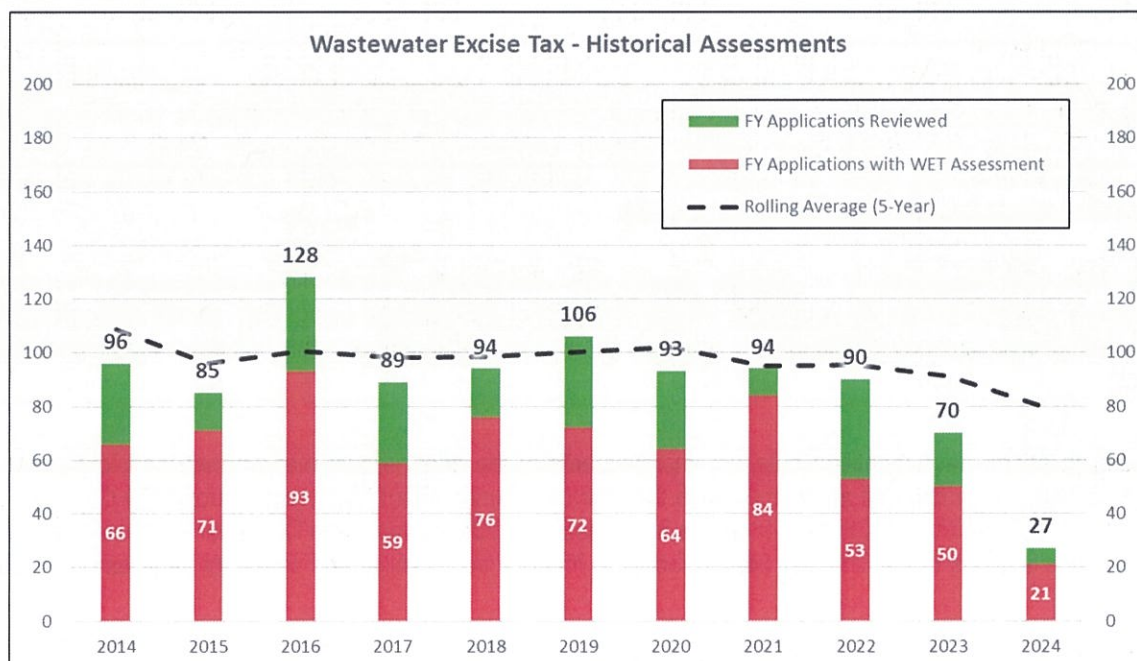
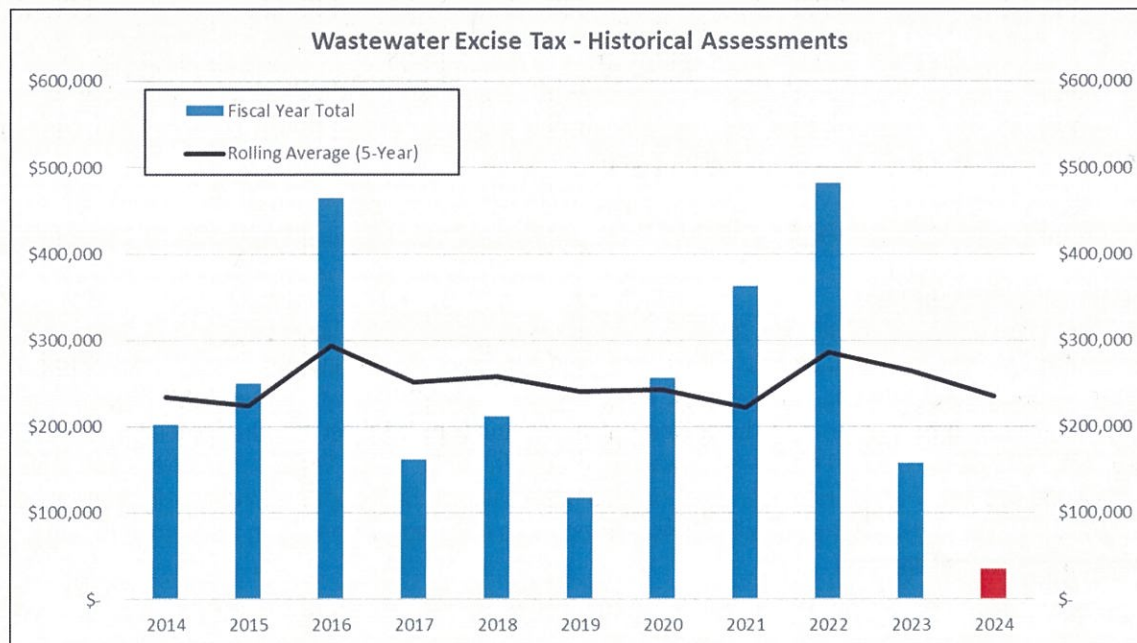
The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark

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)

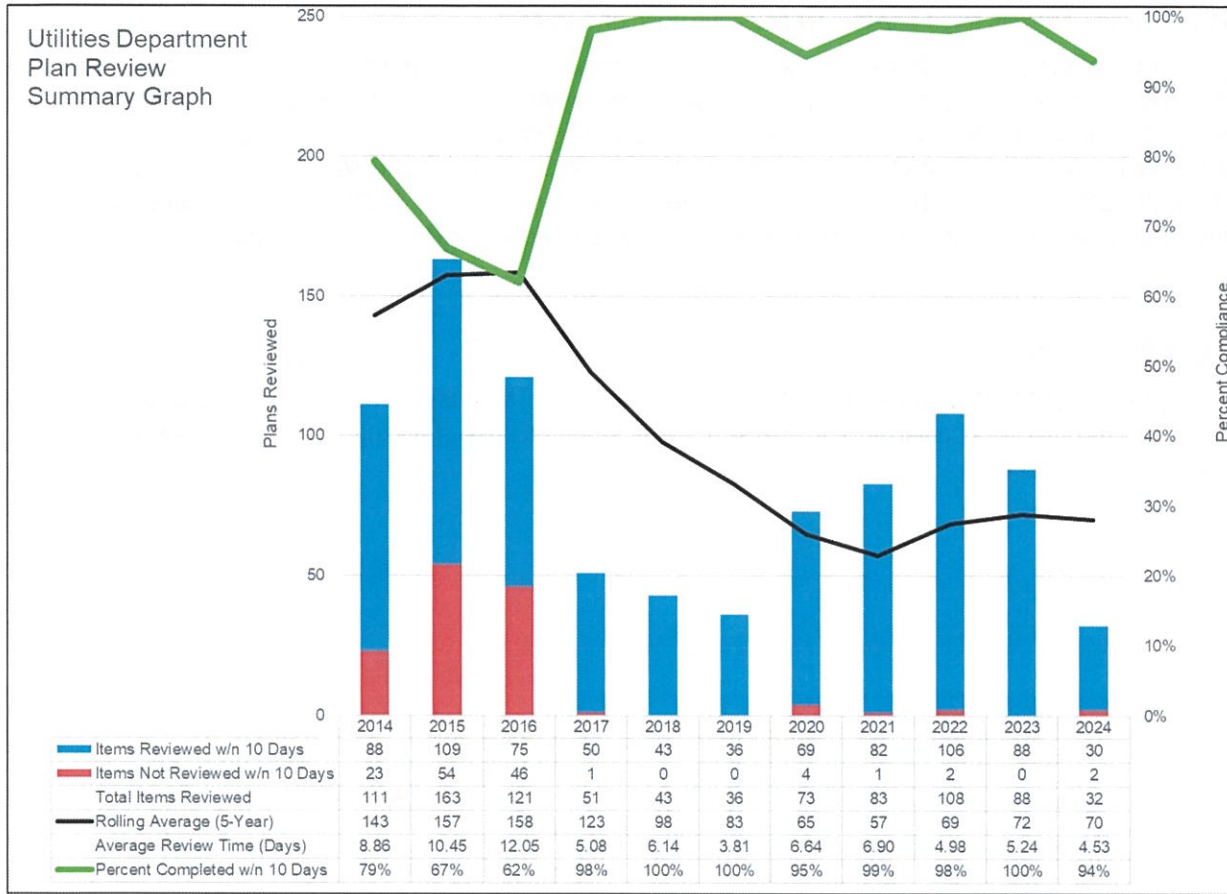
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 6 commercial entities last month. Of the 6 applications, 3 applications were assessed since they were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 27 commercial properties were reviewed and a total of \$34,663.82 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed (current through date of report preparation).



PLAN REVIEW:

Four plan sets were reviewed this past month. Staff has reviewed 30 plans for the current fiscal year with an average review time of 4.53 days and with 93 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

1 Water Well Permits (PRPL202400040) was issued for the month of January. There is one pending well application with missing information. The customer was contacted and she said she is in the process of finding a new well driller and will update her application once completed.

**DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY January 2024
SUMMARY**

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	86	601
ACTIVE SITES	86	555
CITATIONS	0	0
NOVS	0	0
CDOS	0	1
SWOS	0	0
ECPS	1	5

STORMWATER MS4 OPERATIONS		
ACTION CENTER	5	35
PWSTORMWATER	0	6
CALLS	12	54
OTHER	10	72
TOTAL INQUIRIES	17	157
OUTFALL INSPECTIONS	1	2
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	0	10

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	15	130
FOOD LICENSE APPROVAL	2	12
SIU INSPECTIONS	0	8
SIU SITES SAMPLED	0	0
TABLE II MONITORING (%)	100%	100%
TABLE III MONITORING (%)	25%	25%

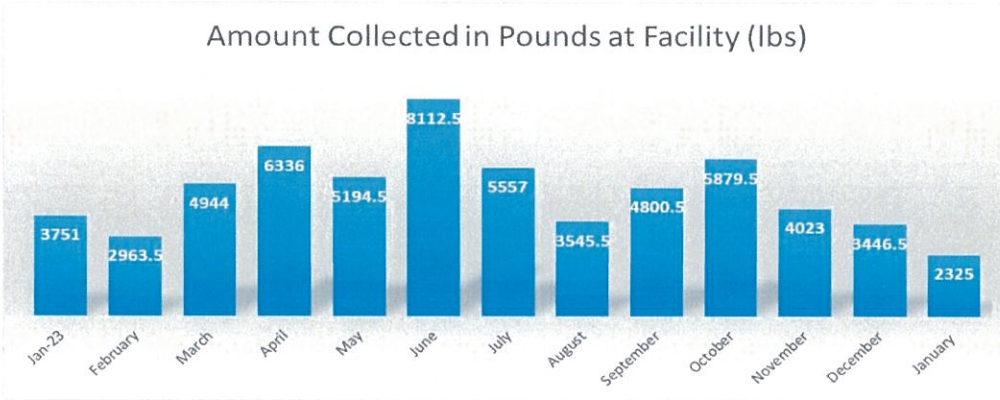
HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	39	392
SWAP SHOP VISITS	8	56
OIL DISPOSED	1750	5526
ANTIFREEZE DISPOSED	0	200
TIRES DISPOSED	32	1512
HHW MATERIAL COLLECTED	2325	26130.5
E-WASTE: CARS SERVED	0	300
E-WASTE COLLECTED	0	20570
TOTAL CARS SERVED	39	692
TOTAL MATERIAL COLLECTED	2325	46700.5

REVENUE		
FOG PROGRAM	\$ 16,100.00	\$ 16,750.00
SURCHARGE	\$ 5,990.52	\$ 52,923.76
LAB ANALYSIS RECOVERY	\$ -	\$ -
IND. Dischg. Permit fee	\$ 1,500.00	\$ 2,000.00
TOTAL	\$ 23,590.52	\$ 71,673.76

ACTIVITIES
<i>ECAB</i>
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
MCPA was finalized and presented to Council in January
ECAB working on Poster Contest and other activities for the new year.
Working on efforts to reduce contamination in recycling
<i>DoERS</i>
Table II and III sampling completed for Norman WRF.
Doers completed Hazwoper certification (El Reno) January 23-29, 2024.
AIM Stormwater Subcommittee staff - pre-meeting on January 25, 2024
Loudenback participated in the kickoff meeting for the Oklahoma and Texas resiliency cohort
Chao accomplished more Blue Neighborhood site visits
Review Committee for RFP 2324-34, Opportunity Knocks selected MHAOK proposal
Coordinating response to the EECBG allocation with Parks
Actively serve on Boards of organizations such as LTWA, COSWA, OCASA, and OKRA
Active participation in LTWA Carrington Project subcommittee for retrofit of existing LID BMPs with monitoring
Active participation in the Wetland Group team call.
Coordinating with Parks on the Alameda/Carter Nature Park.
24,500 gallons of FOG kept from the POTW in January
Submission of over \$34 million of potential projects to ACOG for CPRG
DoERS became Blue Thumb certified and have adopted Dave Blue Creek
Planning and coordination with Parks for Earth Day Festival

Upcoming Events:

- 2/10/2024 Homesteader Resilience Class
- 2/17/2024 Cleanup with Sierra Club at Crestland Park
- 2/17/2024 Cleanup with Norman High at Griffin
- 2/13/2024 Artful Inlets contract at Council
- 2/22/2024 Presentation about Opportunity Knocks



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2024		FYE 2023	
January 2024	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	3	12	4	13
Property Owner Responsibility	22	134	25	150
TOTAL	25	146	29	163
Number of Feet of Sewer Cleaned:				
Cleaned	54,864	615,736	61,825	642,894
Rodded	2,925	19,770	1,880	25,635
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
TOTAL	57,789	703,712	63,705	746,223
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	1	3
Obstruction	0	0	0	2
Private	1	8	0	3
Other (Lift Station, Line Break, etc.)	0	0	1	1
Total Overflows	1	9	2	9
Feet of Sewer Lines Televised	23,719	162,847	17,963	139,263
Locates Completed	297	2,161	287	2,599
Manholes:				
Inspected	842	7,948	858	8,354
New	0	0	3	3
Raised	2	9	0	11
Repaired	1	11	2	16
Feet of Sewer Lines Replaced/Repaired	0.00	46.00	24	62
Hours Worked at Lift Station	42.36	272.04	37	566
Hours Worked for Other Departments	0.75	27.24	3.58	18.50
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	81
Average Response Time (Minutes)	24.00	26.54	26.50	28.12
Number of Claims	1.00	2.00	0.00	0.00

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2024		FYE 2023	
January 2024	MONTH	YTD	MONTH	YTD
New Meter Sets:	11	200	19	181
Number Short Sets	11	196	17	177
Number Long Sets	0	4	2	4
Average Meter Set Time	6.55	6.28	6.89	5.14
Number of Work Orders:				
Service Calls	577	3,161	386	3,300
Meter Resets	0	4	1	8
Meter Removals	6	20	3	40
Meter Changes	92	346	15	198
Locates Completed	431	2,786	323	2,746
Number of Water Main Breaks	15	97	17	132
Average Time Water Off	2.23	1.69	1.24	1.74
Number of Water Leaks	40	353	59	353
Fire Hydrants:				
New	0	0	0	5
Replaced	0	4	0	3
Maintained	19	398	52	852
Number of Valves Exercised	54	654	214	1,828
Feet of Main Construction	0	500	210	3,415
Hours of Main Construction	0	1,631	218	1,457
Meter Changeovers	0	5	0	3
OJI's	0	0	0	4
Hours Flushing/Testing New Mains	0.30	134	48	407
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
January 1-31, 2024
Flow Statistics

	FYE 2024		FYE 2023	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	372.5	2390.6	311.2	2188.6
Total Effluent Flow (M.G.)	350.1	2219.8	289.7	2039.1
Influent Peak Flow (MGD)	15.8	28.3	12.3	16.9
Effluent Peak Flow (MGD)	15.4	27.7	11.7	15.9
Daily Avg. Influent Flow (MGD)	12.0	11.1	10.0	10.3
Daily Avg. Effluent Flow (MGD)	11.3	10.3	9.3	9.6
Precipitation (inches)	2.8	26.1	1.4	12.1

Discharge Monitoring Report Stats

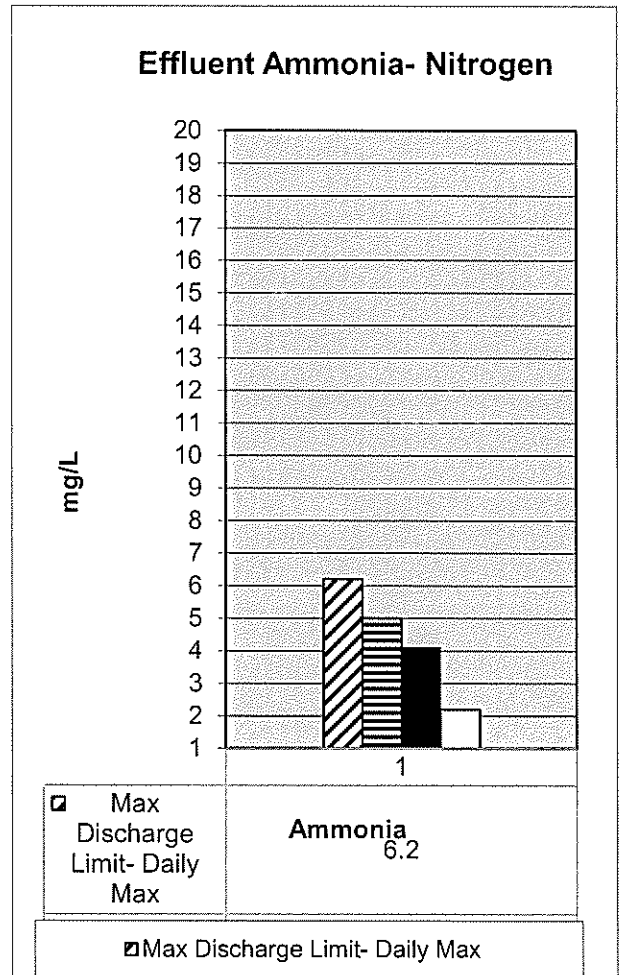
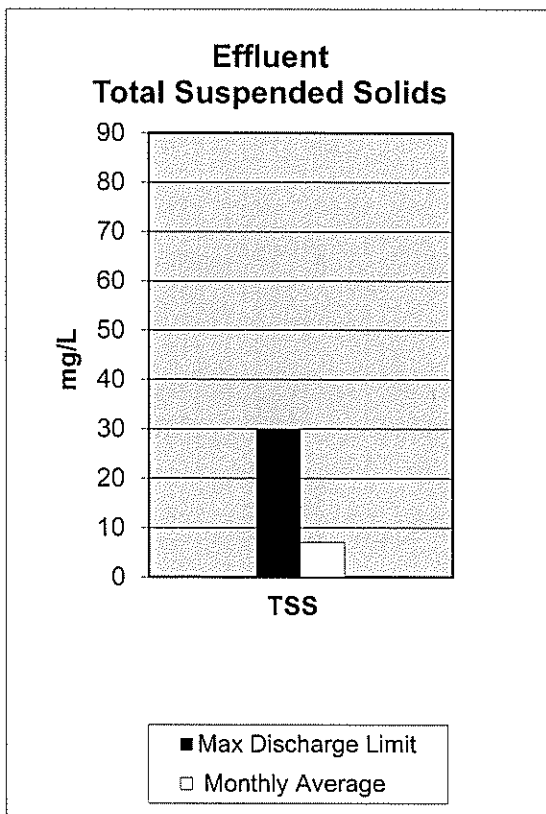
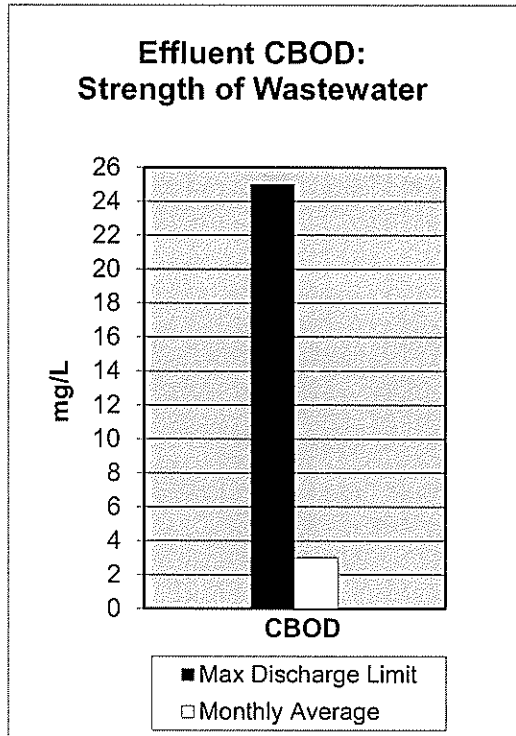
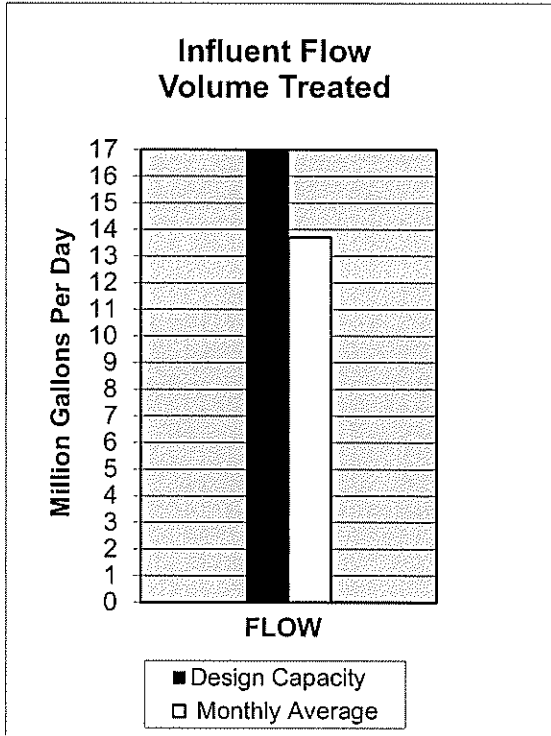
EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	168	192
Effluent Carbonaceous Total	3	3
Percent Removal	98.2	98.4
Total Suspended Solids:		
Influent (mg/L)	226	306
Effluent (mg/L)	7	9
Percent Removal	96.9	98
Dissolved Oxygen:		
Influent (min)	0.7	1.0
Effluent (min)	6.5	6.6
pH		
Influent (Low)	6.9	7.4
(High)	7.5	7.2
Effluent (Low)	7.0	7.1
(High)	7.4	8.0
Ammonia Nitrogen		
Influent (mg/L)	26.7	31.2
Effluent (mg/L)	2.2	0.6
Percent Removal	91.8	98.1

Utilities

Electrical				
Total kWh Used (Plant wide)	583,800	3,116,300	501,660	3,489,840
Aeration Blowers, WSL&Headworks	137,300	865,200	165,100	1,172,000
UV Facility	50,600	453,800	26,800	359,600
Natural Gas				
Total cubic feet/day (plant wide)	505,000	1,828,000	470,000	2,196,000
Public Education (Tours)	0	0	0	0
Total Attendees for FYE 24	131		45	
OU Golf Course (MG)	1.3	76.8	1.0	50.9
E.coli geometric mean average for January 2024	66 MPN (Limit is 630)			

**CITY OF NORMAN
WATER RECLAMATION FACILITY
January 2024**



Comments here

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

WATER TREATMENT DIVISION

MONTH: January-2024

	<u>FYE 2024</u>		<u>FYE 2023</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	183.30	2174.52	144.62	2294.90
Well Production (MG)	178.29	976.51	174.51	947.15
Oklahoma City Water Used (MG)	30.98	214.13	30.42	211.97
Total Water Produced (MG)	392.57	3365.16	349.55	3454.01
Average Daily Production	12.66	15.65	11.28	16.14

Peak Day Demand

Million Gallons	15.90	23.32	12.45	25.52
Date	1/16/2024	9/4/2023	1/11/2023	7/27/2022
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	\$731,078.42	\$4,796,439.55	\$662,387.35	\$4,748,512.47
Wells	\$249,001.62	\$1,768,992.88	\$253,438.00	\$1,796,812.75
OKC	\$96,799.05	\$664,090.27	\$88,923.87	\$633,957.33
Total	\$1,076,879.09	\$7,229,522.70	\$1,004,749.22	\$7,179,282.55

Cost per Million Gallons

Plant	\$3,988.49	\$2,205.75	\$4,580.19	\$2,069.16
Wells	\$1,396.62	\$1,811.54	\$1,452.28	\$1,897.08
OKC	\$3,124.57	\$3,101.34	\$2,923.20	\$2,990.75
Total	\$2,743.18	\$2,148.34	\$2,874.41	\$2,078.53

Water Quality

Bacterial Samples in Compliance	100	708	100	696
Bacterial Samples out of Compliance	0	2	0	4
Total number of inquiries (Note 2)	5	18	4	21
Total number of complaints (Note 2)	3	40	20	49
Number of complaints per 1000 service connections	0.07	0.97	0.52	1.27

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	6	0	0

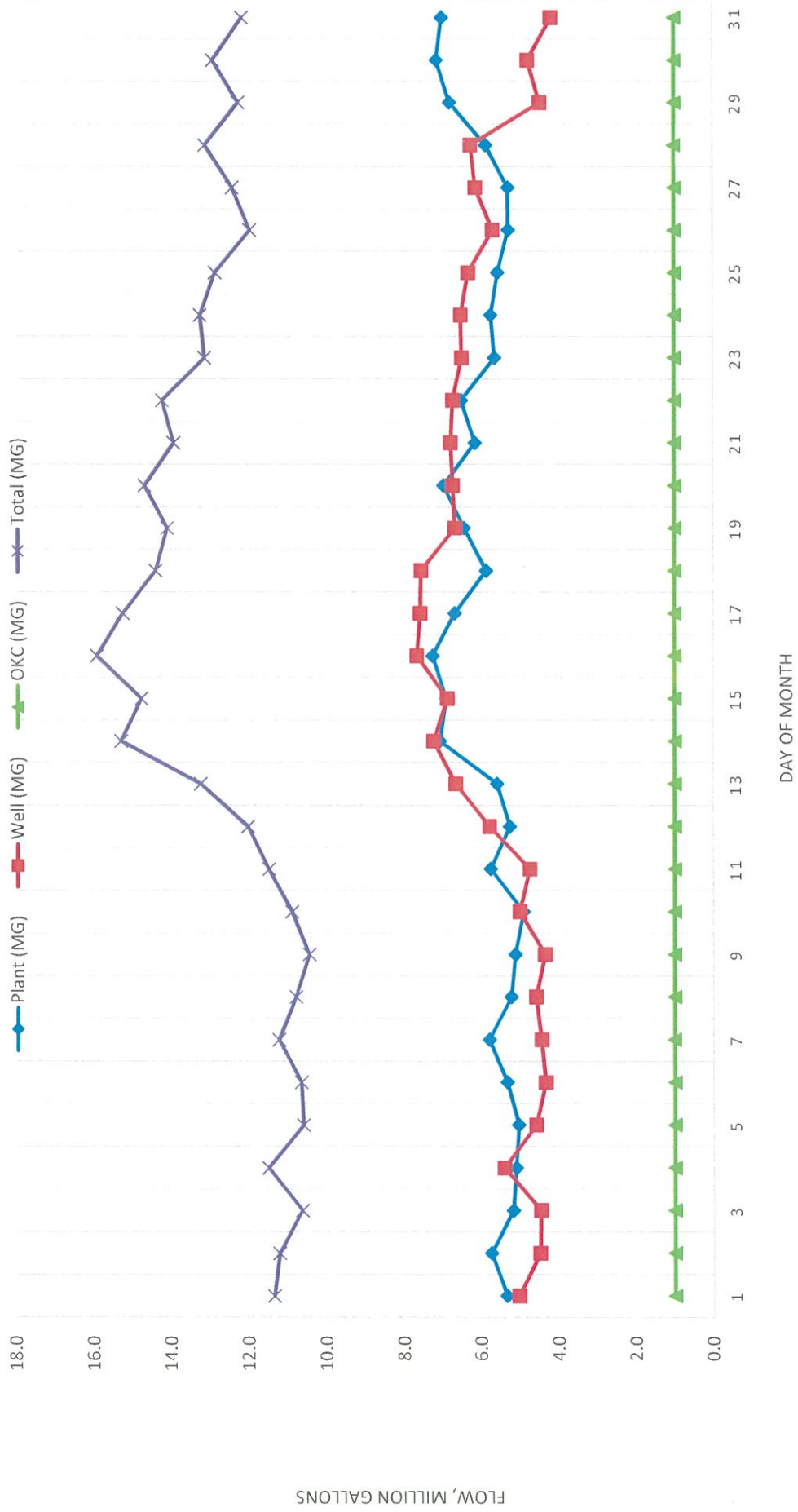
Public Education

Number of tours conducted	1	9	4	4
Number of people on tours	1	137	110	110

Notes:

Staff replaced hose in emergency pump. Replaced motor on basement exhaust fan.
 Staff replace media at well 31. Staff installed rebuild kit for SH pump 3. Staff replaced packing in slurry pump 3.
 Meyers repaired well head at well 54 and replaced three joints of pipe.

WATER PRODUCTION FOR JANUARY 2024



MONTHLY TRANSFER STATION REPORT
January 2024

	TONS PER MONTH	REVENUE PER MONTH
O.U.	278.45	\$15,245.68
STANDARD GATE	1,319.25	\$110,775.86
RESIDENTIAL	405.82	\$16,560.60
TOTALS:	2,003.52	\$142,582.14

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	488.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8725.21
--	---------

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

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

TOTAL LOADS BROUGHT TO LANDFILLS:	488.00
GRAND TOTAL TONS TO LANDFILLS	8,725.21

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$199,894.56
GRAND TOTAL TIPPING FEE'S	\$199,894.56

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	649.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3687.55
--	---------

# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	456.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2830.12
---	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1105.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	6517.67
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	169.97
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TOTAL TONS RECEIVED AT TRANSFER STATION	8691.16
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SANITATION DIVISION PROGRESS REPORT

SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	17	0	1
<u>On The Job Injuries</u>	0	3	0	0
<u>Bulk Pickups</u>	38	137	50	93
<u>Refuse Complaints</u>	94	403	95	193
<u>New Polycarts Requests</u>	40	346	26	81
<u>Polycarts Exchanges</u>	9	75	7	21
<u>Additional Polycart Requests</u>	90	387	65	182
<u>Replaced Stolen Polycarts</u>	20	136	25	57
<u>Replaced Damaged Polycarts</u>	62	664	61	196
<u>Polycarts Repaired</u>	25	284	23	109

COMPOST MONTHLY REPORT

JANUARY 2024

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	160.79
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 3,683.70

TONS BROUGHT IN BY PUBLIC:	1,500.00
TONS BROUGHT IN BY CONTRACTORS :	1,800.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 82,476.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 86,159.70
---	--------------

REVENUE COLLECTED FROM COMPOST SALES:	\$5,480.00
REVENUE COLLECTED FROM GATE SALES:	\$340.00

TOTAL TONS COLLECTED	3,760.79
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MULCH CUBIC YDS

COMPOST CUBIC YDS

MONTH

MONTH

PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	
DRYING BEDS	
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	600
TOTAL:	600

	18
	102
	120

CURBSIDE MONTHLY RECYCLING REPORT

Jan-24

PROGRAM STATISTICS

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	90%
AVERAGE TONS PER DAY :	12.71
POUNDS PER HOME:	10.86

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	2.10%	8
#1 PET	5.50%	20.97
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	21.8
MIX PAPER	33.40%	127.32
PLASTIC FILM	0.57%	2.17
#2 NATURAL	0.90%	3.43
#2 COLOR	1.10%	4.19
#3-#7	0.00%	0
METAL	0.82%	3.1
RIGIDS	0.89%	3.39
TIN-STEEL SCRAP	3.30%	12.58
TRASH	28.30%	107.88
OCC	17.40%	66.33
TOTAL	100.00%	381.16

MONTH

	MONTH
SERVICE CALLS (MISSES)	77
HOUSESIDE	14
REMINDER	5
SCATTERED	0
MISC.	0
REPAIR	18
NEW	20
ADD	4
MISSING	22
EXCHANGE	0
REPLACE	10
PICK UP	20
TOTAL CALLS	190.00

MONTH

	MONTH
LANDFILL COST AVOIDANCE	\$7,527.91

Drop Center Report January

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,050.00	\$0.00		0	0	\$22.91	213.23	\$4,885.10
PLASTICS:	\$5.00	\$0.00						
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$65.00	\$0.00						

	Westwood		Hollywood		Transfer		Total Tons	PRO/FEE	Revenues	Net
	TONS	TONS	Tons	Tons	Tons	Tons				
ALUMINUM:	0.17	0.07	0.26	0.02	0.52	0.52		\$546.00	\$546.00	
PLASTICS:	2.38	1.07	6	0.41	9.86	9.86		\$49.30	\$49.30	
STEEL CANS:	0.17	0.07	0.26	0.02	0.52	0.52		\$0.00	\$0.00	
MIXED OFFICE PAPER:	15.36	0	6.26	0	21.62	21.62		\$0.00	\$0.00	
CARDBOARD:	17.31	10.48	29.79	1.57	59.15	59.15		\$3,844.75	\$3,844.75	
RECYCLING CENTER TOTALS:	35.39	11.69	42.57	2.02	91.67	91.67		\$4,440.05	\$4,440.05	

Commercial Cardboard Containers	Compactors		Wood		Glass		Metal	
	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS
TONS	42.7	\$2,775.50	10.43	\$677.95	0	\$0.00	0	\$816.00
								7.65
								\$321.36
								\$494.64

Expenses	Average hrly+ benefits			
	Cage Rolloff	Cardboard	Occ Compact	MXD Office
Hours	42	200	12	12
Labor \$	\$1,124.76	\$5,356.00	\$321.36	\$7,123.48
Vehicle cost	\$0.00	\$0.00	\$0.00	\$0.00
				\$12,377.80

Total All Recycle and Cardboard	
Revenues	\$8,388.14
TONS	152.45

Total Recycle Only	
Revenues	\$1,089.94
TONS	40.17

Total Cardboard	
Revenues	\$7,298.20
TONS	112.28

Revenue	
Income	\$20,765.94
Expense	\$7,123.48
Net	\$13,642.46